

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, MARCH 19TH, 2024 – 6:00 PM

MINUTES

**MISSION
STATEMENT**

Our mission is to create a learning environment that honors family values and serves the unique academic, physical, social, and emotional needs of all students in a safe and caring environment. We strive to foster our students' creativity and self-determination to develop a lifelong love of learning. We encourage students to approach learning as problem-solvers, designers, and creators by providing access to the technologies, tools and resources needed to achieve their goals. Folsom staff members are committed to working with parents and community partners to enable students to understand the world around them and the talents within them, so they can become fulfilled individuals and active, compassionate citizens.

**CALL TO
ORDER**

Mr. Thomas, President of the Folsom Board of Education, called the meeting to order at 6:04 pm.

ROLL CALL

The following members were present: Daria DeStefano, John Thomas, Lisa O'Toole, Marissa Scibilia, and Andrea Way; also, in attendance were the Superintendent, Kevin Fricke, the Business Administrator, Sara Simpson, and the Board Attorney William Donio. Tiffani Dych and Karen Pratt were absent.

**OPEN PUBLIC
MEETINGS ACT
STATEMENT**

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Folsom Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Municipal Building, Folsom Elementary School, the Press of Atlantic City and the Hammonton Gazette.

**EXECUTIVE
SESSION**

On a motion made by Andrea Way, second by Lisa, O'Toole, ALL MEMBERS PRESENT VOTED YES, at 6:04 PM, the Board of Education adjourned, by Resolution, into Executive Session, from which the general public was excluded, to discuss personnel, finance, student matters, legal or any other matter appropriate for this session. The results of this session will be made public immediately after or as soon thereafter as a decision is reached. A motion was

made by John Thomas, second by Lisa O’Toole, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:26 PM.

PLEDGE TO THE FLAG

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one Nation under God, indivisible, with liberty and justice for all.

PRESENTATIONS

TEACHER/SUPPORT PERSON OF THE YEAR AWARD AND RECOGNITION

COMMUNICATION

FIRST OF TWO, PUBLIC PARTICIPATION

1. Sign in at the room entrance.
2. Wait to be recognized before making your comment.
3. State your full name and address before commenting. Identify the agenda item that you wish to comment on.

Time limit for discussion is 5 (five) minutes. Total time limit for public discussion is 30 (thirty) minutes.

BOARD OF EDUCATION BUSINESS

Committee Reports:

Superintendent’s Report:

Business Administrator’s Report:

Old Business/Updates:

New Business:

APPROVAL OF MINUTES

1. Upon the recommendation of the Business Administrator, a motion was made by Andrea Way, second by Lisa O’Toole, all MEMBERS PRESENT VOTED YES to approve the regular and executive sessions minutes of the February 27, 2024 (Regular Meeting)

(Attachment A)

BUDGET

2.

Upon the recommendation of the Business Administrator, a motion was made by Lisa O’Toole, second by Daria DeStefano, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

Submission of the 2024-2025 school district budget for approval to the County Office of Education with the following resolution:

BE IT RESOLVED to approve the 2024-2025 school district budget for submission to the Atlantic County Office of Education as follows:

General Fund (TOTAL OP BUD)	\$ 9,199,738
Special Revenue Fund (GRANTS)	\$ 664,679
Debt Service (TOTAL REPAY DEBT)	<u>\$ 331,584</u>
Total Budget	\$ 10,196,001

BE IT FURTHER RESOLVED to acknowledge that the 2023-2024 budget as described above will result in the following:

General Fund Tax Levy	\$ 1,927,828
Debt Service Tax Levy	<u>\$ 157,971</u>
Total	\$ 2,107,328

BE IT FURTHER RESOLVED that the support documentation of this budget also contains an itemization of criteria expenditures as required under administrative regulations.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$50,000 in the general fund 2024-2025 budget for travel and travel related expenditures.

WHEREAS the maximum for the current fiscal year is \$50,000 and to date, \$9,988.18 has been spent.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$20,000 in the general fund 2024-2025 budget for professional auditing and accounting services.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$50,000 in the general fund 2024-2025 budget for professional architectural services.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$50,000 in the general fund 2024-2025 budget for professional engineering services.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$50,000 in the general fund 2024-2025 budget for professional legal services.

BE IT FURTHER RESOLVED that the Folsom Board of Education establishes a maximum of \$10,000 in the general fund 2024-2025 budget for public relations.

3. Motion to approve the 2024-2025 Preschool Program Plan Budget, as attached.
(Attachment B)

FINANCIAL

Upon the recommendation of the Business Administrator, a motion was made by Lisa O'Toole, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

4. **Budget Summary Report**
A budget summary report is submitted for review.
(Attachment C)

5. **Board Secretary/Treasurer's Reports/Certification**
Pursuant to N.J.A.C. 6A: 23A-16.10(c) 3, the Board Secretary certifies that as of **February 29th, 2024**, no budgetary line-item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **February 29th, 2024** preliminary Reports of the Board Secretary and Board treasurer, pursuant to N.J.A.C. 6A: 23A-16.10, certify that after review of the Board Secretary's monthly financial report (revenue and appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

The Board approves the Treasurer's report in accordance with N.J.A.C. 18A: 17-36 and 18A: 17-9 for the month of **February 2024**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **February 2024**.

(Attachment D)

6. **Line-item transfers**
Motion to approve the attached transfer of funds within the 2023-2024 operating budget.
(Attachment E)

CONTRACTS

Upon the recommendation of the Business Administrator, a motion was made by Lisa O'Toole, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

7. Motion to approve the attached resolution for participation in a Joint Transportation Agreement with the Atlantic County Special Services School District for the 2024-2025 school year. The cost of the contract will be the cost of the route by the contractor plus a 6% administrative fee. For routes serviced by ACSSSD bus fleet, the cost will be the actual costs plus a 3% administrative fee as defined in the agreement.
- (Attachment F)*
8. Motion to approve a Joint Transportation agreement with the Greater Egg Harbor Regional High School District, to provide transportation for basketball and volleyball for the 2023-2024 school year, at a cost of \$3,836.

Date	Destination	Route	Cost
1/11/24	Egg Harbor City Community School- Basketball	F-23F	\$470
1/23/24	St. Joseph's Regional School- Basketball	F-23G	\$470
1/30/24	Pilgrim Academy- Basketball	F-23J	\$650
2/2/24	Mullica Township Schools- Basketball	F-23K	\$495
2/27/24	Hammonton Middle School- Volleyball	F-23L	\$380
3/5/24	Davies Middle School- Volleyball	F-23M	\$388
3/21/24	St. Mary's School- Volleyball	F-23N	\$488
3/25/24	Mullica Township Schools- Volleyball	F-23O	\$495

(Attachment G)

HIB

Upon the recommendation of the Superintendent, a motion was made by Daria DeStefano, second by Lisa O'Toole, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

9. Motion to affirm the determination of the submitted Harassment, Intimidation, and Bullying report for February 2024, as discussed in executive session.

PERSONNEL

Upon the recommendation of the Superintendent, a motion was made by Andrea Way, second by Marissa Scibilia, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

- 10. Motion to reapprove Joseph Haubrich, Special Education teacher, for the 2023-2024 school year at a pro-rated salary of \$57,848 (not \$57,948 from previous typo), BA+15, Step B on the negotiated salary guide.
- 11. Motion to approve Gabrielle Hoyer and Shannon Wozniak, as Head Teachers, for the remaining 2023-2024 school year, splitting a stipend of \$161.40, receiving \$80.70 each.

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

Upon the recommendation of the Superintendent, a motion was made by Lisa O’Toole, second by Marissa Scibilia, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

- 12. **Field Trips**
Motion to approve the following field trips:

Date of trip	Grade/Teacher	Bus Cost	Staff Attending
6/5/2024	Cirillo / Pre-K	\$309.00	2
3/26/2024	Carrigan & Falco / Kindergarten	\$309.00	5
5/20/2024	Fichetola / Softball & Baseball	\$518.70	4

- 13. **Travel**
Motion to approve the following professional development and travel/expense reimbursement:

Name	Workshop/Training	Date(s)	Estimated Mileage/Location	Other Costs
K. Resch	Teen Arts Festival	5/8	Hammonton	
E. Bailey, S. Simpson, M. Fichetola	Stop the Bleed Training	4/30	Voorhees	-
S. Simpson	SBA Certification Courses	12/9, 12/16, 1/6, 1/13, 1/20, 2/3, 2/10, 2/24, 3/2, 3/9, 3/19, 3/23, 4/6, 4/13, 4/20, 4/27, 5/4	Robbinsville	\$ 1,275.00

14.

Substitutes

Motion to approve the following substitutes, subject to a 90-day grace period to complete the Sexual Misconduct / Child Abuse Disclosure requirements, P.L. 2018, c. 5:

Name	Sub Area	Request for
Hoyer, Nicholas	Support Staff	Approval
Sharma, Shalu	Support Staff	Approval
Stettler, Tammy	Teacher	Approval

15.

Mentors

Motion to approve the following mentors for the 2023-2024 school year, at a \$550 per the Folsom School District Mentoring Plan, as listed:

Mentor Teacher	Novice Teacher	Grade Level
Ramnit Casadia	Joseph Haubrich	MS

FINANCIAL

Upon the recommendation of the Business Administrator, a motion was made by Marissa Scibilia, second by Daria DeStefano, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

16.

Bills List

Motion to approve the payroll, agency, and bills list of **\$311,086.20** for **March 2024**.

(Attachment N)

GRANTS

Upon the recommendation of the Business Administrator, a motion was made by Andrea Way, second by Lisa O’Toole, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

17.

Motion to approve the Safe Return Plan for submission as part of the American Rescue Plan grant.

(Attachment O)

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

Upon the recommendation of the Business Administrator, a motion was made by Andrea Way, second by Lisa O’Toole, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

18.

Travel

Motion to approve the following professional development and travel/expense reimbursement:

Name	Workshop/Training	Date(s)	Estimated Mileage/Location	Other Costs
S.Simpson, L. Abruzzese	Systems Web Training	4/10	Eatontown	

FOR YOUR INFORMATION

- Director of Curriculum, Instr, & Special Services Report *(Attachment H)*
- Technology Report *(Attachment I)*
- Supervisor of Buildings & Grounds Report *(Attachment J)*
- School Nurse’s Report *(Attachment K)*
- Fire / Security / Bus Evacuation Drill Report *(Attachment L)*
- Office Referral Report *(Attachment M)*

FINAL PUBLIC PARTICIPATION

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ADJOURNMENT

Having no further business to discuss, a motion was made by Lisa O’Toole, second by Daria DeStefano, ALL MEMBERS PRESENT VOTED YES, to adjourn at 6:43 PM.