

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, June 27, 2017 – 6:00 PM

MINUTES

**MISSION
STATEMENT**

Our mission at Folsom School is to serve the unique academic, physical, social, and emotional needs of all students, in a safe, supportive, and caring environment. Folsom staff members are committed to working with parents and community partners to provide the necessary supports to ensure that all children achieve the New Jersey Core Curriculum Content Standards, thus developing the needed skills to function responsibly in our global society. We strive to foster our students' exploration, creativity, and self-determination to help develop a lifelong love of learning.

**CALL TO
ORDER**

Mr. Smith, President of the Folsom Board of Education, called the meeting to order at 6:00 pm.

ROLL CALL

The following members were present: Daria DeStefano, Lisa O'Toole, Glenn Smith, John Thomas and Andrea Way; also in attendance were the Superintendent Dr. Evelyn Browne, the Board Secretary Christopher Veneziani and the Board Attorney William Cappuccio. Debra Levey and Marisa Scibilia 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, and the Hammonton Gazette.

**EXECUTIVE
SESSION**

On a motion made by Daria DeStefano, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, at 6:01 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 Andrea Way, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:47 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

COMMUNICATION

Thank you Cards *(Attachment A)*

**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 Business Administrator's recommendation, a motion was made by Daria DeStefano, second by Lisa O'Toole, ALL MEMBERS PRESENT VOTED YES, to approve the regular and executive sessions minutes of May 23, 2017 (Regular Meeting).

(Attachment B)

FINANCIAL

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

2. **Budget Summary Report**
A budget summary report is submitted for review.

(Attachment C)

3. 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 **March 31, 2017**, no budgetary line item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **March 31, 2017** 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 **March 2017**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **March 2017**.

(Attachment D)

4. Line item transfers

Motion to approve the attached transfer of funds within the 2016-2017 operating budget.

(Attachment E)

REPORT OF AWARDED CONTRACTS

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

- 5.** Pursuant to PL 2015, Chapter 47 the Folsom Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part200.

Vendor

Advocare Advanced Primary Care
Archway Programs
ACCASBO Joint Insurance Fund
Atlantic County Institute of Technology
Atlantic County Special Services School District
Brown & Brown Benefits Advisors
Buena School District
Business & Communications Strategies, LLC
D' Agostino Agency

Service

Medical Services
Special Education Services
Insurance Services
Regular & Special Education Services
Special Education & Transportation Services
Insurance Services
Transportation Services
Policy Consulting
Risk Management Services

Decotiis, Fitzpartrick & Cole, LLP.
 Delta Dental
 Donna Millard, PT
 Educational Information & Resource Center (EIRC)
 Falasca Mechanical
 Flex Facts
 Gable Associates
 Galloway Township Public Schools
 Gloucester County Special Services School District
 Greater Egg Harbor Regional School District
 Hamilton Township School District
 Hammonton School District
 HollyDell
 Identimetrics, Inc.
 Jodi Taylor, OTD OTR
 Kyocera Document Solutions America
 Margaret Walsh, OT
 Marlee Contracting
 McGraww-Hill
 Mullica Township School District
 Pheonix Advisors
 Pitney Bowes
 Preziosi, Nicholson, & Associates
 RFP Solutions
 Schaeffer Nassar Scheidegg
 State of New Jersey
 Student Transportation of America
 System Sales
 TSA Consulting
 Vision Service Plan
 VJD Landscaping and Property Maintenance
 Waterford Township School District
 Weymouth Township School District
 Williams S. Cappuccio, Esq
 Winslow Township Board of Education
 Y.A.L.E School

Legal Services
 Dental Insurance Services
 Physical Therapy Services
 Various products and services
 HVAC Services
 FSA Adminstration Services
 Energy Consulting Services
 Regular & Special Education Services
 Transportation Services
 Transportation Services
 Transportation Services
 Regular & Special Education & Transportation Services
 Special Education Services
 Technology Services
 Occupational Therapy Services
 Copier Lease Services
 Occupational Therapy Services
 HVAC Services
 Textbooks & Consumables
 Special Education Services
 Continuing Disclosure Agent Services
 Mailing/Postage Services
 Audit Services
 Camera System Services
 Engineering Services
 Health & Prescription Insruance Services
 Transportation Services
 Fire Protection Services
 403(b) Third Party Administrator
 Vision Insurance Services
 Lawn and Snow removal Services
 Special Education Services
 Transportation Services
 Legal Services
 Transportation Services
 Special Education Services

DISPOSAL OF SURPLUS

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

- 6. Motion to approve the following resolution for the disposal of surplus property:

WHEREAS, the Folsom Board of Education is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Folsom Board of Education is desirous of selling said surplus property in an “as is” condition without express or implied warranties.

NOW THEREFORE, be it RESOLVED by the FOLSOM BOARD OF EDUCATION in the BORO OF FOLSOM, County of ATLANTIC, as follows:

(1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Business Office of the Folsom Board of Education.

(2) The sale will be conducted online and the address of the auction site is govdeals.com.

(3) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(4) A list of the surplus property to be sold is as follows:

LOT A: Various tables/chairs

LOT B: Various file cabinets/bookshelves

LOT C: 35 Dell laptops

LOT D: Floor Scrubber/carpet cleaner

LOT E: Various Maintenance Parts

LOT F: Snow Blower

LOT G: Ceiling Tiles

(5) The surplus property as identified shall be sold in an “as-is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

(6) The Folsom Board of Education reserves the right to accept or reject any bid submitted.

7. Motion to approve a donation of 20 surplus Dell laptops to the St Joseph’s Elementary School, a nonpublic school.

GRANTS

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

8. Motion to approve the IDEA application for Fiscal Year 2018 and acceptance of the grant award upon the subsequent approval of the Fiscal Year 2018 Application as follows:

IDEA Basic	\$ 95,424	Special Education Tuition
IDEA Preschool	\$ 4,565	Supplies
Total IDEA Grant	\$99,989	

CONTRACTS

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

9. Motion to approve a professional services contract with William S. Cappuccio to provide legal services for the Folsom Board of Education for the 2017-2018 school year. The cost of this contract is \$6,000.00 plus any additional services at an hourly rate of \$120.00.
(Attachment F)
10. Motion to approve a professional services contract with Preziosi Nicholson & Associates PA for auditing services for the Folsom Board of Education for the 2017-2018 school year. The cost of this contract is not to exceed \$9,500.00.
(Attachment G)
11. Motion to approve a professional services contract with Center for Teacher Effectiveness for professional development services for the 2017-2018 school year. The cost of this contract is \$10,766.00.
12. Motion to approve a special education tuition contract with Archway Schools, an approved private school for students with disabilities to provide special education services for 1 student for the 2017-2018 school year. The cost of this contract is \$76,110.
(Attachment H)
13. Motion to approve a special education tuition contract with HollyDELL School, an approved private school for students with disabilities to provide special education services for 1 student for the 2017-2018 school year. The cost of this contract is \$86,309.28.
(Attachment I)
14. Motion to approve jointure with the Hammonton Board of Education to transport 1 special education student for the 2016-2017 school year. The cost of this contract is \$1,584.26.
(Attachment J)

FACILITIES

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

15. Motion to approve the following Applications for Use of School Facilities as listed below, for the 2017-2018 school year.

Date	Time	Facility	Event
8/1	6:00 pm - 9:00 pm	Fields	Borough of Folsom – National Night Out

PERSONNEL

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

- 16. Motion to approve posting two One-on-One Aide positions for the 2017-2018 school year.
- 17. Motion to approve a revision to the contract for Michelle Storey. She has obtained her Master's Degree and thus will be adjusted to a salary of \$53,607, Teacher MA, Step C on the negotiated salary guide) for the 2017-2018 school year.
- 18. Motion to accept the resignation of Sharon DeNafo, School Psychologist, effective June 9, 2017. *(Attachment K)*
- 19. Motion to approve a maternity leave of absence for Sarah Doherty from January 3, 2018 through May 15, 2018. *(Attachment M)*
- 20. Motion to approve Anthony Parzanese Jr to the position of custodian, full time at a rate of \$14.00 per hour (salary of \$29,120).
- 21. Motion to approve Heshimu Peterson to the position of custodian, part time at a rate of \$13.00 per hour.
- 22. Motion to approve payment for following previously approved Tuition Reimbursement as listed:

Employee	Course	Semester	Reimbursement	Approved
Helen Rodenheiser	Educational & Community Resources	Spring 2017	\$1,950.00	1/24/2017
Helen Rodenheiser	Seminar in Reading	Summer 2017	\$1,950.00	4/25/2017

(Reimbursement is limited to \$1,750 per teacher. Additional reimbursement may be available at the end of the fiscal year if the total cost of tuition reimbursement has not exceeded \$13,000 for the year.)

SCHOOL CALENDAR

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

- 23. Motion to approve the revised 2017-2018 School Calendar, as attached. *(Attachment N)*

REPORT SUBMISSIONS / PLANS / PROGRAMS

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

24. Motion to approve the District Mentoring Plan for the 2017-2018 school year, as attached.
(Attachment O)
25. Motion to approve submission of the School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act for the year ending June 30, 2017.
(Attachment P)
26. Motion to approve the Professional Development Plan for 2017-2018, as attached.
(Attachment Q)
27. Motion to approve submission of an Application for Dual Use of Educational Space for the 2017-2018 school year for rooms 109 and 104 to the Atlantic County Office of Education.

POLICIES

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

28. The first and final reading for the following revised policy(ies):
Policy 3327 Relations with Vendors *(Attachment R)*

HIB

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

29. Motion to approve the first reading of the submitted Harassment, Intimidation, and Bullying report for June 2017, as attached. There were 58 incidents, one of which was investigated as a possible HIB. It was found to be a true HIB.
(Attachment S)
30. Motion to approve the second and final reading of the submitted Harassment, Intimidation, and Bullying report for May 2017, as attached. There were 57 incidents, none of which were investigated as a possible HIB.
(Attachment T)

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

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

31.

Travel

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
D. DeCicco	Co-Op Meeting	6/13	Swedesboro, NJ	-

APPROVAL OF MINUTES

32.

Upon the Business Administrator’s recommendation, a motion was made by Daria DeStefano, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, except Lisa O’Toole abstained, to approve the regular and executive sessions minutes of June 7, 2017 (Special Meeting).

(Attachment Z)

FINANCIAL

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

33.

Bills List

Motion to approve payroll, agency, and the bills list of **\$440,848.07** for **June 2017**.

(Attachment AA)

34.

Voided Check

Motion to approve voiding check number(s) 1135 from the Community Programs Account and check number 025378 from the General Account.

PERSONNEL

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

35.

Motion to approve a revision to the contract for Lori Abruzzese, Assistant to the Business Administrator / Board Secretary. The adjusted salary would be \$37,000 for the 2017-2018 school year.

POLICIES

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

36.

The first of two readings for the following new policy(ies):

Policy 6142.11 Acceptable Use of Chromebooks.... *(Attachment AB)*

**FOR YOUR
INFORMATION**

Buildings and Grounds Supervisor Report	<i>(Attachment U)</i>
Technology Report	<i>(Attachment V)</i>
School Nurse's Report	<i>(Attachment W)</i>
Fire / Security Drill Report	<i>(Attachment X)</i>
Office Referral Report	<i>(Attachment Y)</i>

**FINAL 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.

**EXECUTIVE
SESSION**

On a motion made by John Thomas, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, at 7:05 PM the Board of Education adjourned, by Resolution, into Executive Session, from which the general public was excluded, to discuss a 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 9:14 PM.

ADJOURNMENT

Having no further business to discuss, a motion was made by Andrea Way, seconded by John Thomas, ALL MEMBERS PRESENT VOTED YES, to adjourn at 9:15 PM.