

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, October 25, 2016 – 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 6:05 pm.

ROLL CALL

The following members were present: Daria DeStefano, Debra Levey (arrived 6:07), John Thomas, Glenn Smith, and Andrea Way; also in attendance were the Superintendent Dr. Evelyn Browne, the Board Secretary Christopher Veneziani and the Board Attorney William Cappuccio. Parker Miller 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 motion made by Daria DeStefano, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, at 6:06 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 Daria DeStefano, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:33 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

Students of the Month

COMMUNICATION

Veteran's Day Breakfast – November 14, 2016 *(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 Debra Levey, ALL MEMBERS PRESENT VOTED YES, to approve the regular and executive sessions minutes of September 27, 2016 (Regular Meeting).

(Attachment B)

FINANCIAL

Upon the Business Administrator's recommendation, a motion was made by Debra Levey, second by Andrea Way, 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 **September 30, 2016**, no budgetary line item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **September 30, 2016** 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 **September 2016**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **September 2016**.

(Attachment D)

4. **Bills List**
Motion to approve payroll, agency, and the bills list of **\$305,329.94** for **October 2016**.

(Attachment E)

5. **Line item transfers**
Motion to approve the attached transfer of funds within the 2016-2017 operating budget.

(Attachment F)

CONTRACTS

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

6. Motion to approve a special education tuition contract with Gloucester County Special Services School District, to provide special education services for 1 student for the 2016-2017 school year beginning September 8, 2016 through June 30, 2017. The cost of this contract is \$37,920.00.

(Attachment G)

7. Motion to approve a special education tuition contract with Gloucester County Special Services School District, to provide special education services for 1 student for the 2016-2017 school year beginning September 8, 2016 through June 30, 2017. The cost of this contract is \$76,080.00.

FACILITIES

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

- 8. Motion to approve the following Application(s) for Use of School Facilities as listed below, for the 2016-2017 school year.

| Date | Time | Facility | Event |
|---|-------------------|-----------------------------|---|
| Mondays – Thursdays 6/19/17 – 6/29/17 | 8:00 am – 4:00 pm | Computer Lab & Rm 126 | CER Program – Summer 2017 I3 Stem Camp |
| Mondays – Thursdays 7/10/17 – 7/20/17 | 8:00 am – 4:00 pm | Computer Lab & Rm 126 | CER Program – Summer 2017 I3 Stem Camp |
| Tuesdays 11/1, 11/8, 11/22, 11/29, 12/6, 12/13, 12/20 | 3:15 pm – 4:30 pm | Rm 117 | CER Program – Math Club |
| Tuesdays, Wednesdays, Fridays 11/1 – 12/18 | 7:45 am – 8:20 am | Gym/Fields | CER Program – FOCUS |

DISPOSAL OF SURPLUS

- 9. Upon the Business Administrator’s recommendation, a motion was made by Daria DeStefano, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, 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 light ballasts

(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.

PROJECT APPLICATIONS

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

10. Motion to approve, by resolution, the preparation and submission of the Pole Barn Project, as approved in the 2016-2017 school budget, to the New Jersey Department of Education. This project is “other capital” and the school district is not seeking any funding from the State of New Jersey. The Board of Education will also be submitting a Long Range Facilities Plan (LRFP) Amendment Request Form to include this project. The budget for this project is \$200,000.00.

CAPITAL RESERVE TRANSFER

11. 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 resolution for the transfer of funds from the Capital Reserve Account to the Capital Projects Fund Construction Services Account in the General Fund:

WHEREAS, NJSA 6A:23A-14.1(d) permits a Board of Education to withdraw such funds from the capital reserve account and appropriate into the required capital account lines at budget time or any time during the year; and

WHEREAS, the aforementioned statute authorizes procedures, under the authority of the Commissioner of Education, which permit a board of education to withdraw funds from a district’s Capital Reserve Account any time during the year by resolution, and

WHEREAS, the Folsom Board of Education is desirous to withdraw funds from the Capital Reserve Account and appropriate said funds into the required capital account line in the amount of \$200,000, and

WHEREAS, according to 6A:23A-14.1(h)3 the Folsom Board of Education transfer of funds to the line items in the capital outlay major account/fund to fund the total costs of an other capital project, which would otherwise be eligible for State support, as determined in accordance with N.J.A.C. 6A:26-3.

WHEREAS, according to 6A:23A-14.1(h)5.v, the Folsom Board of Education shall, for any approved amounts that remain unexpended or unencumbered at the end of the school year, return such funds to the capital reserve account;

NOW THEREFORE BE IT RESOLVED by the Folsom Board of Education that it hereby authorizes the district’s School Business Administrator to make the necessary transfer consistent with all applicable laws and regulations.

STATE SUBMISSIONS

Upon the Business Administrator and/or Superintendent’s recommendation, a motion was made by John Thomas, second by Debra Levey, ALL MEMBERS PRESENT VOTED YES, to approve the following item(s):

12. Motion to approve the Folsom School District 2016-2017 Comprehensive Maintenance Plan and M-1 submission to the State.
(Attachment I)

13. Motion to approve the Folsom School District 2016-2017 Nursing Service Plan, as attached. This plan is available in the Nurse's Office for review.
(Attachment J)

QSAC

14. Upon the Superintendent's recommendation, a motion was made by Daria DeStefano, second by Andrea Way, ALL MEMBERS PRESENT VOTED YES, to approve the following resolution for the submission of the Statement of Assurances for the NJQSAC review.

WHEREAS, the Folsom Board of Education in the County of Atlantic is undergoing evaluation under NJ QSAC for the 2016-2017 school year, and

WHEREAS, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's Statement of Assurance with respect to this process, and

WHEREAS, the Folsom Board of Education in the County of Atlantic has reviewed the district's Statement of Assurance and hereby approves these documents.

NOW THEREFORE, be it RESOLVED that the Folsom Board of Education does hereby authorize the Superintendent of Schools to submit the attached Statement of Assurances to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

(Attachment K)

PERSONNEL

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

15. Motion to approve an extension to Katie Resch's maternity leave of absence from November 7, 2016 to November 14, 2016. This extension is unpaid.

16. Motion to approve a revised contract for Gabrielle Hoyer, long term substitute covering Katie Resch's maternity leave of absence. This revision extends the contract to November 15, 2016.

17. Motion to approve a maternity leave of absence for Ashley Cavallaro beginning November 29, 2016 through June 1, 2017. This leave will be partially paid and partially unpaid using Family Leave.

(Attachment L)

18. Motion to approve Gabrielle Hoyer to the position of Teacher (7th/8th grade) to cover Kimberly Ruberton's maternity leave from November 21, 2016 through February 28, 2017, at BA Step A of the negotiated contract, \$47,743.

19. Motion to approve Jessica Johnson to the position of Teacher (4th grade) to cover Ashley Cavallaro's maternity leave from November 29, 2016 through June 1, 2017, at BA Step A of the negotiated contract, \$47,743.

POLICIES

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

20. The first and final reading for the following revised policy(ies):

Policy 5118 Nonresident Students

(Attachment M)

HIB

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

21. Motion to approve the first reading of the submitted Harassment, Intimidation, and Bullying report for October 2016, as attached. There were 22 incidents, one of which was investigated as a possible HIB. It was found to be an actual HIB incident.

(Attachment N)

22. Motion to approve the second and final reading of the submitted Harassment, Intimidation, and Bullying report for September 2016, as attached. There were 9 incidents, none of which were investigated as possible HIBs.

(Attachment O)

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

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

23. **Field Trips**
Motion to approve the following fields trips:

| Date of trip | Destination | Grade/Teacher | Bus Cost | Staff Attending |
|--------------|-----------------------------|-------------------------|----------|-----------------|
| 10/20/2016 | St. Augustine Prep | Santilli | \$200.00 | 3 |
| 5/17/2017 | Cold Spring Village | Sikking | \$262.50 | 4 |
| 12/9/2016 | NJSP Museum | Hathaway / 7th Grade | \$287.50 | 4 |
| 11/12/2016 | 26th Ave & Brigantine Beach | DeSordi / Cross Country | \$137.50 | 2 |
| 5/23/2017 | Storybook Land | Cirillo / K | \$225.00 | 4 |

24. **Travel**

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

| Name | Workshop/Training | Date | Estimated Mileage | Other Costs |
|----------------------------------|---|-------------------------|--------------------------|--------------------|
| E. Browne | Small Schools/Shared Services/ Choice Schools Committee Members | 10,5, 11/29, 2/9 & 4/25 | Trenton, NJ | - |
| E. Egizi | I D A Conference | 10/14 | Somerset, NJ | \$ 190.00 |
| K. Wendt | Makerspaces: k-6 | 12/13 | Cherry Hill, NJ | \$ 245.00 |
| P. Ward | Atlantic County Tech Coor. | 10/20 | Galloway | - |
| C. Sikking, S. Banks, S. LoSasso | The Calm & Connected Classroom | 10/26 | Egg Harbor Twp., NJ | - |
| C. Veneziani | NJSBA's Annual Workshop | 10/26 | Atlantic City, NJ | \$ 275.00 |

25. Substitutes

Motion to approve the following substitutes:

| Name | Address | Sub Area | Request for |
|-------------|---|-----------------|--------------------|
| Cheryl Re | 624 N. Egg Harbor Road, Hammonton, NJ 08037 | Teacher | approval |
| Donna Monzo | 176 Pump Branch Road, Waterford, NJ 08089 | Nurse | approval |

26. Volunteers

Motion to approve the following volunteers:

| Name | Volunteer Area | Request for |
|-------------------|-----------------------|--------------------|
| Jane Moxford | Library | approval |
| Ron Detrick | Library Readers | approval |
| Roni Detrick | Library Readers | approval |
| Roseann Esposito | Library Readers | approval |
| Frances Fichetola | Library Readers | approval |
| Rae Gross | Library Readers | approval |
| Karen Stokes | Library Readers | approval |
| Helen Rodio | Library Readers | approval |
| Joanne Wiessner | Library Readers | approval |
| Barbara Noto | Library Readers | approval |

27. Field Placements

Motion to approve the following field placements:

| Name | Type of placement | Grade/Teacher | College/University | Dates of placement |
|-------------------|-------------------|------------------|---------------------|--------------------|
| Meghan McMahon | Clinical | PE-DeSordi | Rowan University | 1/18 - 3/10 |
| Jacqueline Grimm | Student Teacher | PE-DeSordi | Rowan University | 10/31 - 12/7 |
| Salvatore Petetti | Student Teacher | 7th - Yakabi-Yob | Stockton University | 01/03 - 05/08 |
| Emily Smolenski | Student Teacher | 5th - Scheer | Rowan University | 01/18 - 05/08 |
| Ryan MacIntyre | Student Teacher | 4th - Sikking | Rowan University | 01/18 -05/08 |

CONTRACTS

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

28. Motion to approve a transportation jointure with Hammonton Board of Education to transport 13 students to Atlantic County Institute of Technology. The cost of this contract is \$26,243.57 for the 2016-2017 school year.
29. Motion to approve a transportation jointure with Greater Egg Harbor Regional School District to transport 6 special education students as listed below. The cost of this contract is \$111,201.43 for the 2016-2017 school year.

| Start Date | End Date | Route No. | Destination | No of Students | Total Cost |
|------------|-----------|-----------|---|----------------|-------------|
| 9/1/2016 | 6/30/2017 | BB-SL | Bankbridge Elementary School @ Shady Lane | 1 | \$40,500.00 |
| 9/1/2016 | 6/30/2017 | ARCH | Archway Schools, Lower Campus | 1 | \$14,625.00 |
| 9/1/2016 | 6/30/2017 | BBRE | Bankbridge Elementary School | 1 | \$18,315.00 |
| 9/1/2016 | 6/30/2017 | YL-A1 | Y.A.L.E. School, Atlantic | 1 | \$16,830.00 |
| 9/1/2016 | 6/30/2017 | YL-E | Y.A.L.E. School, East | 2 | \$20,931.43 |

QSAC

30. Upon the Superintendent's recommendation, a motion was made by Andrea Way, second by John Thomas, ALL MEMBERS PRESENT VOTED YES, to approve the following resolution for the submission of the District Performance Review for the NJQSAC review.

WHEREAS, the Folsom Board of Education in the County of Atlantic is undergoing evaluation under NJ QSAC for the 2016-2017 school year, and

WHEREAS, N.J.A.C 6A:30-3.2 (f) requires participating school districts to hold a public meeting to approve the submission of the district's District Performance Review with respect to this process, and

WHEREAS, the Folsom Board of Education in the County of Atlantic has reviewed the district's District Performance Review and hereby approves these documents.

NOW THEREFORE, be it RESOLVED that the Folsom Board of Education does hereby authorize the Superintendent of Schools to submit the attached District Performance Review to the Commissioner of Education in compliance with the provisions of N.J.A.C. 6A:30-3.2 (f)

(Attachment U)

**FOR YOUR
INFORMATION**

| | |
|---|-----------------------|
| Buildings and Grounds Supervisor Report | <i>(Attachment P)</i> |
| Technology Report | <i>(Attachment Q)</i> |
| School Nurse's Report | <i>(Attachment R)</i> |
| Fire / Security Drill Report | <i>(Attachment S)</i> |
| Office Referral Report | <i>(Attachment T)</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.

ADJOURNMENT

Having no further business to discuss, a motion was made by Andrea Way, seconded by Debra Levey, ALL MEMBERS PRESENT VOTED YES, to adjourn at 7:01 PM.