

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, December 20, 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 6:02 pm.

ROLL CALL

The following members were present: Daria DeStefano, Debra Levey (arrived 6:06 pm), Marisa Scibilia, John Thomas, Glenn Smith, and Andrea Way (arrived 6:04 pm); also in attendance were the Superintendent Dr. Evelyn Browne, the Board Secretary Christopher Veneziani and the Board Attorney William Cappuccio. Parker Miller was 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 Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, at 6:03 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 Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:29 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

Audit Discussion - Eugene Taormina of Preziosi/Nicholson presented the 2015-2016 School Audit to the Board. Mr. Taormina distributed a summary of selected financial information to the Board to accompany his presentation. He began by explaining that the Comprehensive Annual Financial Report (CAFR) is the basis for the annual audit. It represents the Board of Education's financial position at June 30, 2016 and the operations of the school district for the fiscal year ended June 30, 2016. Mr Taormina explained the auditor's responsibilities and noted the audit is conducted in accordance with Generally Accepted Auditing Standards and the Government Auditing Standards. Then he began discussing the total revenues of \$8,379,111 with \$231,250 for debt service and the breakdown of this for local, state and federal sources. Mr. Taormina continued with his presentation by discussing the district's expenditures and the percentage comparison to the overall budget. Mr. Taormina further explained that the district's cost per pupil was \$15,969. Mr. Taormina reported that there were no findings. Mr. Taormina concluded with the Board that the district was in a strong financial position and the books were in good order.

The Board President, Mr. Smith, thanked Mr. Taormina for his presentation and congratulated Mr. Veneziani on a successful audit.

COMMUNICATION

Thank You from Mrs. Hathaway's Class *(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 John Thomas, ALL MEMBERS PRESENT VOTED YES except Debra Levey abstained, to approve the regular and executive sessions minutes of November 22, 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 **November 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 **November 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 **November 2016**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **November 2016**.
(Attachment D)
4. **Bills List**
Motion to approve payroll, agency, and the bills list of **\$255,689.22** for **December 2016**.
(Attachment E)
5. **Line item transfers**

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

(Attachment F)

6. Voided Check

Motion to approve voiding check number(s) 24370 from the Main Operating Account.

AUDIT

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

7. Motion to approve acceptance of the 2015-2016 school audit.

CONTRACTS

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

8. Motion to approve a special education tuition contract with Hammonton Board of Education, to provide special education services for 1 student for the 2016-2017 school year beginning September 1, 2016 through June 30, 2017. The cost of this contract is \$11,168.00.

(Attachment G)

9. Motion to approve a special education tuition contract with Hammonton Board of Education, to provide special education services for 1 student for the 2016-2017 school year beginning September 1, 2016 through June 30, 2017. The cost of this contract is \$19,216.00.

(Attachment H)

10. Motion to approve a transportation jointure with Buena Regional School District, to transport one special education student to and from Milanese Elementary School for the 2016-2017 school year. The cost of this contract is \$5,937.52.

(Attachment I)

CAPITAL RESERVE TRANSFER

11. Upon the Business Administrator's recommendation, a motion was made by Andrea Way, second by Debra Levey, 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:

Resolution Appropriate Capital Reserve Funds

WHEREAS, the Folsom Board of Education, County of Atlantic desires to advance the following capital project, School Roof Replacement project, and

WHEREAS, capital reserve funds may be appropriated by board resolution to support eligible or otherwise eligible capital projects, and

WHEREAS, the Folsom Board of Education acknowledges that State support for capital projects is not currently available, and

WHEREAS, the Department of Facilities must approve all capital projects and will only move forward with approval of a properly submitted capital project if a local board of education declares an eligible capital project as “otherwise” eligible, and

WHEREAS, by declaring a capital project as “otherwise” eligible, the Folsom Board of Education hereby declares that the above-mentioned project will be supported in full with local capital reserve funds.

NOW THEREFORE BE IT RESOLVED, that the Folsom Board of Education hereby declares the above referenced project as “otherwise” eligible and directs the School Business Administrator to request Department of Facilities Approval, and

BE IT FURTHER RESOLVED, that the Folsom Board of Education hereby appropriates \$619,075 from its capital reserve fund to support the cost of this project.

FACILITIES

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):

- 12. 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 January 2017– June 2017	7:30 pm – 9:00 pm	Gym	Folsom Resident’s Fitness Class – Kyle Smith
Saturdays January 7 – February 18	8:00 am – 1:00 pm	Gym	Basketball Clinic – Folsom Drug Alliance

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):

- 13. Motion to approve the following request to take a course for Tuition Reimbursement.

Employee	Course	Semester	Cost
Rachel Ingram	Moderate to Severe Disabilities	Fall 2016	\$1,780.92

14. Motion to approve Nicole DeSordi to take Monday, January 9, 2017 as an unpaid day to attend a destination wedding.
(Attachment J)

15. Motion to approve Meghan Scheer to take Friday through Tuesday, May 12 – May 16, 2017 as unpaid days for a family trip to Disney World.
(Attachment K)

HIB

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

16. Motion to approve the first reading of the submitted Harassment, Intimidation, and Bullying report for December 2016, as attached. There were 33 incidents, none of which were investigated as possible HIBs.
(Attachment L)

17. Motion to approve the second and final reading of the submitted Harassment, Intimidation, and Bullying report for November 2016, as attached. There were 33 incidents, none of which were investigated as possible HIBs.
(Attachment M)

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

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

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

Date of trip	Destination	Grade/Teacher	Bus Cost	Staff Attending
6/8/2017	Philadelphia Museum of Art	Resch	\$500.00	2
4/11/2017	Funny Farm Animal Rescue	Santilli	\$200.00	1
5/3/2017	Liberty State Park	Santilli	\$525.00	1

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
E. Browne	DALI Leadership Inst.	1/11, 1/12, 1/13	Tuscon, AZ	-

R. DiMaria, D. Passalacqua, J. Johnson, M. Valenti, M. Hetzel, T. Dirkes, N. Volpe	Co-Teaching Workshop	12/6	Blackwood, NJ	\$ 1,043.00
D. DeCicco	Co-op mtg	12/13	Swedesboro, NJ	-
A. Cirillo & S. Banks	Sheltered English Instruction Institute	1/11, 1/12, 2/6, 2/7, 3/13 & 4/10	Galloway, NJ	-
A. Cirillo	Co-Teaching Workshop	12/6	Blackwood, NJ	
L. Schmidt	Music Teacher Workshop	1/24	Sicklerville, NJ	
S. Healey	Math Workshop	4/10	Piscataway, NJ	\$ 195.00
S. LoSasso	K-5 Technology Centers	12/14	Galloway, NJ	-
O. Kuschan	Algebra Workshop	1/12	Piscataway, NJ	\$ 195.00
M. Storey	"Increasing Language Therapy"	12/12	Cherry Hill, NJ	-
E. Browne, A. Sharp, D. Amorelli, S. Doherty	ACIT Visit	12/15	Mays Landing, NJ	-
P. Ward	Atlantic County Tech Coord.	12/6	Galloway, NJ	-
R. Falco	Kindergarten Conference	2/27 & 2/28	Atlantic City, NJ	\$ 415.00

20.

Substitutes

Motion to approve the following substitutes:

Name	Address	Sub Area	Request for
Hager, Stephanie	215 Winterberry Lane, Hammonton, NJ 08037	Teacher	approval
Vinnie DeSantis	204 Evergreen Avenue, Williamstown, NJ 08094	Teacher	approval

PROGRAM

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

21.

Motion to approve a request to the Atlantic County Office of Education to establish a Special Education Program or Service, as attached.

(Attachment S)

FOR YOUR INFORMATION

Buildings and Grounds Supervisor Report

(Attachment N)

Technology Report

(Attachment O)

School Nurse's Report

(Attachment P)

Fire / Security Drill Report
Office Referral Report

(Attachment Q)

(Attachment R)

FINAL PUBLIC PARTICIPATION

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ADJOURNMENT

Having no further business to discuss, a motion was made by Daria DeStefano, seconded by Andrea Way, ALL MEMBERS PRESENT VOTED YES, to adjourn at 7:05 PM.