

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, February 23, 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 6:00 pm.

ROLL CALL

The following members were present: Thomas Beamer, Daria DeStefano, Debra Levey (arrived 6:23 pm), Lisa O'Toole, Marisa Scibilia, 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.

**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 Marisa Scibilia, second by Lisa O'Toole, 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 Debra Levey, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:32 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
Teacher and Educational Support Person of the Year Presentations

COMMUNICATION

School Improvement Subcommittee Letter *(Attachment A)*
Women's Center \$40 Donation Letter *(Attachment B)*

**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:

- a. Kudo's for School
Spelling Bee winner was Alyssa Sayers (4th grade)
Folsom is hosting the Regional Spelling Bee
- b. General Report

Business Administrator's Report:

On 2/22/16 the Board received NJ DOE approval for the Parking Lot
Playground Expansion Project

Old Business/Updates:

New Business:

**APPROVAL OF
MINUTES**

1. Upon the Business Administrator's recommendation, a motion was made by Lisa O'Toole, second by Daria DeStefano, ALL MEMBERS PRESENT

VOTED YES, except Debra Levey abstained, to approve the regular and executive sessions minutes of January 26, 2016 (Regular Meeting).

(Attachment C)

FINANCIAL

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

2. Budget Summary Report

A budget summary report is submitted for review.

(Attachment D)

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 **January 31, 2016**, no budgetary line item account has been over-expended in violation of N.J.A.C. 6A: 23A-16.10(c) 3.

The **January 31, 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 **January 2016**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **January 2016**.

(Attachment E)

4. Bills List

Motion to approve payroll, agency, and the bills list of **\$470,498.65** for **February 2016**.

(Attachment F)

5. Line item transfers

Motion to approve the attached transfer of funds within the 2015-2016 operating budget.

(Attachment G)

6. Voided Check

Motion to approve voiding check number 023723 and 023971 from the General Account.

CONTRACTS

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

- 7. Motion to approve a special education tuition contract with the Hammonton Board of Education for 1 student for the 2015-2016 school year. The total cost of this contract is \$19,522. *(Attachment H)*

- 8. Motion to approve a special education tuition contract with the Mullica Township Board of Education for 1 student for the 2015-2016 school year. The total cost of this contract is \$50,500. *(Attachment I)*

BUDGET

- 9. Upon the Business Administrator’s recommendation, a motion was made by Marisa Scibilia, second by Lisa O’Toole, ALL MEMBERS PRESENT VOTED YES, to approve submission of the 2016-17 school district budget for approval to the County Office of Education with the following resolution:

BE IT RESOLVED to approve the 2016-2017 school district budget for submission to the Atlantic County Office of Education as follows:

Budget

General Fund	\$ 8,206,888
Special Revenue Fund	\$ 316,650
Debt Service	<u>\$ 226,150</u>
Total	\$ 8,749,688

Budget

BE IT FURTHER RESOLVED to acknowledge that the 2016-2017 budget as described above will result in the following:

General Fund Tax Levy	\$ 1,616,738
Debt Service Tax Levy	<u>\$ 226,150</u>
Total	\$ 1,842,888

BE IT FURTHER RESOLVED that no tax levy cap adjustments will be applied to the 2016-2017 school budget.

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 \$52,500.00 in the general fund 2016-2017 budget, allotted for travel and travel related expenditures.

BE IT FURTHER RESOLVED that the Folsom Board of Education will be withdrawing \$200,000 from the Capital Reserve account in the 2016-2017 budget for a Pole Barn project. This project will be an "Other Capital Project"

PERSONNEL

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):

10. Motion to approve Amanda Huenke to provide homebound instruction to 1 student for 8 hours per week beginning February 11, 2016. Per the negotiated contract the cost of these services will be \$45 / hour. The full cost of this home bound instruction will be reimbursed by Atlantic County Special Services School District.

11. Motion to approve Dina Ciccone as a Mentor for Jasmine Williams. The stipend for mentoring is \$550.

(Attachment J)

12. Motion to approve posting the position of LDTC (Learning Disability Teacher Consultant) both internally and externally for the 2016-2017 school year.

13. Motion to approve posting the position of Special Education Teacher both internally and externally for the 2016-2017 school year.

14. Motion to approve increasing the substitute pay rate for the 2016-2017 school year from \$80 per day to \$100 per day for certified teachers and \$90 per day for non-certified substitutes.

PLANS

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

15. Motion to approve the 2016-2017 Preschool Plan update and budget statement, and its subsequent submission to the New Jersey State Department of Education, as attached.

(Attachment K)

16. Motion to approve the 2016-2019 Comprehensive Equity Plan and its subsequent submission to the New Jersey State Department of Education, as attached.

(Attachment L)

POLICIES

Upon the Superintendent’s recommendation, a motion was made by Debra Levey, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, with the exception of Lisa O'Toole, whom temporarily stepped out of the room during this vote, to approve the following item(s):

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

- Policy 4112.8 Instructional Personnel – Nepotism (Attachment M)
- Policy 4212.8 Support Personnel – Nepotism (Attachment N)

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

- Policy 5141.25 Administration of Medical Marijuana (Attachment O)
- Policy 9012 Board Member Participation in Hiring Staff Members (Attachment P)

HIB

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

19. Motion to approve the first reading of the submitted Harassment, Intimidation, and Bullying report for January 2016, as attached. There were 45 incidents, none of which were investigated as possible HIBs. (Attachment Q)

20. Motion to approve second and final reading of the submitted Harassment, Intimidation, and Bullying report for December 2015, as attached. There were 10 incidents, two of which were investigated as possible HIBs. Both were determined to be non-HIB events. (Attachment R)

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

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

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

Date of trip	Destination	Grade/Teacher	Bus Cost	Staff Attending
2/16/2016	Margate	Volleyball / DeSordi	\$150.00	4
2/29/2016	Ventnor	Volleyball / DeSordi	\$150.00	4
3/2/2016	North Wildwood	Volleyball / DeSordi	\$250.00	4
3/18/2016	St. Mary's	Volleyball / DeSordi	\$150.00	4

3/22/2016	Upper Township	Volleyball / DeSordi	\$187.50	2
3/30/2016	Mullica	Volleyball / DeSordi	\$100.00	4
5/18/2016	Franklin Institute	5th Scheer / Passalacqua	\$262.50	5
3/4/2016	TD Bank Art Center	4th / Cavallaro	\$250.00	4
5/16/2016	TD Bank Art Center	2nd / Glass & Deitz	\$150.00	4
4/29/2016	Academy of Natural Sciences	2nd / Glass & Deitz	\$275.00	4

22. Travel

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
A. Cavallaro, C. Sikking	Curriculum Workshop	03/08/16	Galloway, NJ	-
L. Smith	Atlantic Care Steering	3/2/2016	EHT, NJ	-
R. Losse	B&G Meeting(s)	2/24, 3/30, 4/27, 5/25, 6/29	Galloway-Smithville	-
R. Losse	B&G Expo	3/14, 3/15, 3/16	Atlantic City	-
D. DeCicco	Co-op meeting	2/23/2016	Swedesboro, NJ	-
A. Huenke, H. Rodio	I teach 1st! Conference	2/22 & 2/23	Atlantic City	\$ 752.00
C. Roth	NJ Agricultural Convention	2/10/2016	Atlantic City	-
L. Thomas, S. DeNafo	Coastal Learning Center	2/26/2016	Egg Harbor Twp.	-

23. Substitutes

Motion to approve the following substitutes:

Name	Address	Sub Area	Request for
Frank Santos	1006 Scarborough Dr., Egg Harbor Twp., NJ 08234	Teacher	approval

24. Field Placements

Motion to approve the following field placements:

Name	Type of placement	Grade/Teacher	College/University	Dates of placement
Jamie Mauriello	Field Placement	3 - Hoffman	Camden County	15 hours

GRANTS

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):

25. Motion to approve the revised IDEA application for Fiscal Year 2016, as amended, and acceptance of the grant award upon the subsequent approval of the Fiscal Year 2016 Application as follows:

IDEA Basic	\$102,803	Special Education Tuition
IDEA Preschool	\$ 4,574	Equipment
IDEA Preschool Carryover	\$ 3,476	Equipment
Total IDEA Grant	\$110,853	

CONTRACTS

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

26. Motion to approve a special education tuition contract with the Hammonton Board of Education for 1 student for the 2015-2016 school year. The total cost of this contract is \$9,654.19.
(Attachment X)

FACILITIES

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

27. Motion to approve the following Application(s) for Use of School Facilities as listed below, for the 2015-2016 school year.

Date	Time	Facility	Event
Thursdays 4/7/16 - 5/19/16	3:30 am - 4:30 pm	Gym / Fields	CER Program – Running Club

PERSONNEL

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):

28. Motion to approval an extension of Jennifer Pavlovitch’s maternity leave to return on April 14, 2016. Her initial approval was until March 11, 2016.
(Attachment Y)
29. Motion to approve an extension of Ramona DiMaria’s contract until April 15, 2016. She is covering the maternity leave for Jennifer Pavlovitch.
(Attachment Z)

FOR YOUR INFORMATION

Buildings and Grounds Supervisor Report *(Attachment S)*
Technology Report *(Attachment T)*

Fire / Security Drill Report
School Nurse Report
Office Referral Report

(Attachment U)
(Attachment V)
(Attachment W)

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 Lisa O'Toole, ALL MEMBERS PRESENT VOTED YES, to adjourn at 7:05 PM.