

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, May 24, 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: Thomas Beamer, Daria DeStefano, Debra Levey, 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 Daria DeStefano, 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 Marisa Scibilia, second by Thomas Beamer, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:40 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

Summer Reading – One Book
Volleyball Co-Champions
Students of the Month

COMMUNICATION

NONE

**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 Andrea Way, second by Debra Levey, ALL MEMBERS PRESENT VOTED YES, to approve the regular and executive sessions minutes of April 26, 2016 (Regular Meeting).

(Attachment A)

FINANCIAL

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

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

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 **April 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 **April 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 **April 2016**, pending audit. The Treasurer's Report and the Secretary's report are in agreement for **April 2016**.
(Attachment C)

4. **Bills List**
Motion to approve payroll, agency, and the bills list of **\$232,711.44** for **May 2016** and check number **24264** for **\$555.00** to the **Cape Atlantic Conservation District from April (printed after the April Board Meeting)**.
(Attachment D)

5. **Line item transfers**
Motion to approve the attached transfer of funds within the 2015-2016 operating budget.
(Attachment E)

6. **Voided Check**
Motion to approve voiding check numbers 3752, 3757, 3759, 3761 from the Food Service Account.

CONTRACTS

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):

7. Motion to approve a tuition contract with Archway Programs, an approved private school for students with disabilities, to provide special education services for 1 student for the 2016-2017 school year beginning July 1, 2016. The cost of this contract is \$42,828 plus extraordinary services of \$30,100 for a total of \$72,928.
(Attachment F)

- 8. Motion to approve a tuition contract with Little Egg Harbor Township School District for 1 student. The revenue generated from this contract will be approximately, \$5,052.80 for the 2015-2016 school year. *(Attachment G)*

- 9. Motion to approve a transportation contract with Student Transportation of America (STA) to provide transportation services for the district for the 2016-2017 school year. This contract is a renewal of the contract from last year at the state maximum increase of 0.57%. The total cost of this contract is \$253,481.40. *(Attachment H)*

- 10. Motion to approve a contract with Donna Millard, PT, to provide physical therapy services for the 2016-2017 school year. The cost will be \$65 per session. *(Attachment I)*

- 11. Motion to approve a contract with William S. Cappuccio to provide legal services as the Board Solicitor for the Folsom Board of Education for the 2016-2017 school year. The cost of this contract is \$6,000. *(Attachment J)*

CONSTRUCTION

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

- 12. Motion to approve by Resolution the award of the Parking Lot & Playground Expansion Project as follows:

WHEREAS, on May 18, 2016 the Folsom Board of Education conducted a public bid opening for the award of the Parking Lot & Playground Expansion Project which yielded the following bids for consideration:

Contractor	Total Bid
Kline Construction	\$211,000
Arthur Henry Inc.	\$227,000
NINSA LLC.	\$227,041
Command Co Inc.	\$231,200
Fred Schiavone	\$257,400
West Bay Construction Inc.	\$284,000
Warriner’s Construction Inc.	\$302,499

and;

WHEREAS, in accordance with the provisions of the Public Schools Contract Law, N.J.S.A. 18A:18A-1 et seq.;

NOW, THEREFORE BE IT RESOLVED, that the Folsom Board of Education award the contract for the Parking Lot & Playground Expansion Project to Kline Construction in the total contract lump sum of \$211,000.

FINANCIAL INSTITUTION

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

- 13.** Motion to adopt the following resolution:

BE IT RESOLVED that Capital Bank be designated as the approved depository for the Folsom School District funds and that the financial institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes.

AND BE IT FURTHER RESOLVED that the following warrant signatures be approved:

Main Operating Account (three signatures required):

Board President or Board Vice President
Board Secretary
Treasurer of School Monies

Payroll Account (two facsimile signatures required):

Board President
Treasurer of School Monies

Payroll Agency Account (two signatures required):

Board Secretary Treasurer of School Monies

Government Trust Fund (two signatures required):

Board Secretary Treasurer of School Monies

Capital Reserve Fund (two signatures required):

Board Secretary Treasurer of School Monies

Folsom School Activity Fund (two signatures required):

Secretary to Chief School Administrator
School Secretary Board Secretary
Secretary to SBA/BS

Folsom School Lunch Program (two signatures required):

Board Secretary Food Services Committee Chairperson
Food Services Manager

Folsom School CER Fund (two signatures required)

Secretary to Chief School Administrator
School Secretary Board Secretary
Secretary to SBA/BS

TRANSFER TO CAPITAL RESERVE

- 14.** Upon the Business Administrator's recommendation, a motion was made by Andrea Way, second by Debra Levey, **ALL MEMBERS PRESENT VOTED YES**, to approve, by Resolution, a request to transfer up to \$500,000.00 from current year surplus to the Capital Reserve account.

WHEREAS, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Folsom Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Folsom Board of Education has determined that up to \$500,000 is available for such purpose of transfer;

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

FOOD SERVICE PRICING

15. 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 following Food Service pricing for the 2016-2017 school year. There are no proposed changes.

Food Service Department

Proposed Pricing for 2016-2017

Category	Current Price
Student Breakfast	1.75
Student Lunch	2.75
Extra Entrée	1.50
Extra Side Dish	1.00
Water 16.9 Oz.	1.00
Water 8 Oz.	0.50
Juice 10 Oz.	1.00
Juice 4 Oz	0.50
Fruit or Vegetable Cup	0.50
½ Oz Lays Chips Plain, Rice Krispy Treat, Pop Tart, Cookie	0.50
Fruit Snacks	0.75
Doritos & Sun chips 1oz Bags, Churro, Soft Pretzel	1.00

Lactaid Milk	0.75
Reg Milk (White or Flavor)	0.60
Adult Breakfast	2.25
Adult Lunch	4.00

PRIVATE PLACEMENT MEALS

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

- 16. Motion, to approve the following resolution for the 2016-2017 school year.

WHEREAS, the Folsom Board of Education contracts with approved private schools for students with disabilities; and

NOW THEREFORE BE IT RESOLVED, the Folsom Board of Education does not require said schools to charge students for reduced and/or paid meals provided as part of their educational program in compliance with the NJ Department of Agriculture’s Child Nutrition Program regulations.

APPOINTMENTS

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):

- 17. Motion to appoint Preziosi Nicholson & Associates as the Auditor for the Folsom School District for the 2016-2017 school year. The annual fee will be \$9,500.

(Attachment K)

PERSONNEL

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

- 18. Motion to approve the contract for Dr. Evelyn Browne for the 2016-2017, 2017-2018, and 2018-2019 school years as the Chief School Administrator, as approved by the Atlantic County Superintendent of Schools.

(Attachment L)

- 19. Motion to approve the 2016-2017 contract for Christopher R. Veneziani, School Business Administrator / Board Secretary, as approved by the Atlantic County Superintendent of Schools.

(Attachment M)

20. Motion to approve Ramona DiMaria to the position of Special Education Teacher (5th Grade) beginning in the 2016-2017 school year at BA+15 Step G of the negotiated contract.

21. Motion to approve Jasmine Williams to the position of Teacher (1st Grade) beginning in the 2016-2017 school year at BA Step A of the negotiated contract.

22. Motion to approve a maternity leave of absence for Robin Falco beginning September 1, 2016 through November 20, 2016. A portion of this leave will be paid using sick/personal time and the rest will be unpaid.

(Attachment N)

23. Motion to approve posting the replacement for Robin Falco's maternity leave position as a long term substitute teacher beginning September 1, 2016.

24. Motion to approve an intermittent adoption leave of absence for Tiffany Hathaway beginning May 17, 2016 through June 30, 2016. This leave will be unpaid.

(Attachment O)

25. Motion to approve Kristen Dietz to continue to provide homebound instruction to 1 student for 5 hours per week through May 17, 2016. This homebound instruction was initially approved for the period March 7, 2016 through April 7, 2016. Per the negotiated contract, the cost of these services will be \$45 / hour.

SUMMER HOURS

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):

26. Motion to approve Summer Curriculum hours, professional development, and Summer training for teachers at the negotiated rate of \$40 per hour up to a maximum of \$16,000.

PROFESSIONAL DEVELOPMENT

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):

27. Motion to approve the Professional Development Plan for 2016-2017, as attached.

(Attachment P)

POLICIES

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

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

Policy 1230	Other School-Connected Organizations	
		<i>(Attachment Q)</i>
Policy 3542.1	Wellness & Nutrition	<i>(Attachment R)</i>

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 April/May 2016, as attached. There were 41 incidents, none of which was investigated as possible HIBs.

(Attachment S)

30. Motion to approve second and final reading of the submitted Harassment, Intimidation, and Bullying report for March/April 2016, as attached. There were 78 incidents, three of which was investigated as possible HIBs. Only 1 was found to be an actual HIB.

(Attachment T)

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):

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
K. Deitz, S. Glass, J. Pavlovitch	Math Workshop	5/11/2016	Cherry Hill, NJ	-
D. DeCicco	Co-op Meeting Emergency Co-op mtg	5/10/2016 & 5/17/2016	Swedesboro, NJ Jackson, NJ	-
L. Abruzzese	Administrative Ass't Program	5/10/2016	Mt. Laurel	-

32. **Substitutes**
Motion to approve the following substitutes:

Name	Address	Sub Area	Request for
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Stephanie Calderon	7567 Weymouth Rd., Hammonton, NJ 08037	Teacher	approval
Tyler Bayley		Teacher	approval
Keli Anne Sharkey	805 Saratoga Terrace, Turnersville, NJ 08012	Teacher	approval

33.

Field Placements

Motion to approve the following field placements:

Name	Type of placement	Grade/Teacher	College/University	Dates of placement
Salvatore Petetti	Student Teacher	7 - Yakabi-Yob	Stockton	9/7/2016 - 12/15/2016

CAPITAL RESERVE TRANSFER

34.

Upon the Business Administrator’s recommendation, a motion was made by Lisa O’Toole, 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 \$34,370.51, 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.

FOR YOUR INFORMATION

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

FINAL PUBLIC PARTICIPATION

Christy Tracey, 6 Willow Lane, Folsom
Christine Esposito, 9 East Collings Drive, Folsom
Maryanne Gillespie, Folsom

All three members of the public expressed their concern for not allowing parent's into the classroom on International Day. Dr. Browne responded that it was for the safety and security of the students, but that a discussion could occur for options for future International Days.

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 7:40 PM.