

Folsom Board of Education
1357 Mays Landing Road
Folsom NJ 08037

REGULAR BOARD OF EDUCATION MEETING
TUESDAY, June 28, 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 6:04 pm.

ROLL CALL

The following members were present: Daria DeStefano, Debra Levey (arrived 6:20 pm), 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. Thomas Beamer and Lisa O'Toole 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 Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, at 6:05 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 Daria DeStefano, ALL MEMBERS PRESENT VOTED YES, to return to open session at 6:35 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

None

COMMUNICATION

Thank You Cards *(Attachment A)*
NJSBA 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:

Field Day was a great success. Community Day will be September 24th. The final Average Daily Attendance (ADA) for the 2015-2016 school year was 96.16%.

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 Andrea Way, ALL MEMBERS PRESENT VOTED YES, to approve the regular and executive sessions minutes of May 24, 2016 (Regular Meeting).

(Attachment C)

FINANCIAL

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):

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

(Attachment E)

4. Line item transfers

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

(Attachment G)

5. Voided Check

Motion to approve voiding check number(s) 024385 from the Main Operating Account.

CONTRACTS

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 item(s):

- 6.** Motion to approve a tuition contract with HollyDell, an approved private school for students with disabilities, to provide special education services for 1 student for the 2016-2017 school year beginning July 5, 2016. The cost of this contract is \$85,225.50.

(Attachment H)

7. Motion to approve a tuition contract with YALE School East, Inc, an approved private school for students with disabilities, to provide special education services for 1 student for the 2015-2016 school year beginning May 18, 2016. The cost of this contract is \$6,619.92.

(Attachment I)

REPORT OF AWARDED 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):

8. 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
 Borough of Folsom
 Brown & Brown Benefits Advisors
 Buena School District
 Business & Communications Strategies, LLC
 D' Agostino Agency
 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

Service

Medical Services
 Special Education Services
 Insurance Services
 Regular & Special Education Services
 Special Education & Transportation Services
 Snow Plowing Services
 Insurance Services
 Transportation Services
 Policy Consulting
 Risk Management Services
 Legal Services
 Dental Insurance Services
 Physical Therapy Services
 Various products and services
 HVAC Services
 FSA Administration 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

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

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

JIF SURPLUS FUNDS

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

9. Motion to approve, by Resolution, the following;

Resolution Directing the Distribution of the
Folsom Board of Education
Net Returned Surplus Funds Held in Trust by the
ATLANTIC & CAPE MAY COUNTIES ASSOCIATION OF SCHOOL
BUSINESS OFFICIALS JIF

WHEREAS, the Folsom Board of Education Board of Education, hereinafter referred to as BOARD, participated as a member district of the Atlantic & Cape May Counties Association of School Business Officials JIF, hereinafter referred to as FUND, for one or more of the FUND fiscal year beginning July 1, 2012, and

WHEREAS, the FUND is a statutory filed school district joint insurance fund as defined in N.J.S.A. 18A:18B1-10 et seq., and

WHEREAS, the BOARD joined the FUND knowing that membership carries with it joint and several liability with all other member districts for each year of the BOARD’s membership, and

WHEREAS, the BOARD understands that the FUND’s Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any available statutory surplus will be released by the FUND, and

WHEREAS, the BOARD understands that the FUND’s Board of Trustees are the only persons authorized in law to make decisions as to when and how much of any projected deficit will be declared as an additional assessment due to the FUND, and

WHEREAS, the BOARD understands that Available Statutory Surplus is defined to be the amount of money in excess of the projected

value of claims by line of coverage, plus an actuarially determined value for Incurred But Not Reported claims, subject to the surplus reserve calculations as defined in N.J.A.C. 11:15-4.6 et seq., and subject to review and approval by the Department of Banking and Insurance, State of New Jersey, prior to release by the Board of Trustees of the FUND, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier release of Available Statutory Surplus due to the possibility that a FUND year wherein a return of Statutory Surplus has been duly authorized could later be presented with a claim for which it could be responsible causing a demand for an additional assessment from each participating member district of that FUND year, and

WHEREAS, the BOARD understands that it remains jointly and severally liable into perpetuity despite the earlier collection of an additional assessment due to the possibility that a FUND year wherein an additional assessment has been duly authorized could later be presented with a need for additional assessments from each participating member district of that FUND year, and

WHEREAS, the BOARD recognizes its Share of Available Statutory Surplus authorized to be released by the FUND is as shown below:

Dollar amounts of Surplus by FUND Fiscal Year
Released by the FUND's Board of Trustees
Valued as of June 30, 2015 Financial Position

<u>Fund Fiscal Year</u>	<u>Total FUND Release</u>	<u>Board's Share</u>
July 1, 2012 to June 30, 2013	\$450,000	\$1,301
Subtotal Current Distribution	\$450,000	\$1,301
Aggregate Excess Loss Contingency Fund (Optional Distribution)	\$176,495	\$32,599
Total Distribution Available	\$626,495	\$33,900

, and

WHEREAS, the BOARD understands that its options for directing the distribution of its net share of released Statutory Surplus to be as follows:

1. Direct the FUND to forward a check for the BOARD's full share to the BOARD,

2. Direct the FUND to apply the BOARD's share to the BOARD's 2016-2017 premium in the next FUND fiscal year (N.J.A.C. 11:15-4.21(e)) (current FUND members only),

3. Direct the FUND to apply the BOARD's share to the FUND's Aggregate Excess Loss Contingency Fund, which provides both current member districts and former member districts with an available individual contingency balance for use in satisfying any possible need for a supplemental assessment for any year they were a member and an annual capacity to use all or a portion of a member district's available balance in offsetting future premiums, or

4. Direct the FUND to apportion the BOARD's share as a stated dollar amount among options 1, 2, 3 & 4 above such that the sum total of allocated dollars equals the amount of the Total Distribution available to the BOARD as noted above.

NOW THEREFORE, the BOARD directs the FUND to distribute the BOARD's share of its Net Distribution as follows:

Apply the full amount to the BOARD's share of the FUND's Aggregate Excess Loss Contingency Fund.

DISPOSAL OF SURPLUS

10. Upon the Business Administrator’s recommendation, a motion was made by Debra Levey, second by Daria DeStefano, **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 technology/computer equipment

LOT B: Various bookshelves/bookcases

LOT A: Various light bulbs

(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.

GRANTS

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

11. Motion to approve the NCLB application for Fiscal Year 2017 and acceptance of the grant award upon the subsequent approval of the Fiscal Year 2017 Application as follows:

Allocation of NCLB Title I:

Teacher salaries for In Class Support (Basic Skills Instruction)

Mindy Alliano (50%) \$30,104

Jeremy Edwards (50%) \$28,026

Teacher Benefits \$15,114

Professional Services \$ 2,508

Other Objects \$ 500

Total Title I Allocation \$76,252

NCLB Title IIA Allocation: Professional Development	\$12,401
Total NCLB Grant	\$88,653

(Attachment J)

PERSONNEL

Upon the Superintendent’s recommendation, a motion was made by Andrea Way, second by Marisa Scibilia, ALL MEMBERS PRESENT VOTED YES, except Daria DeStefano voted “No” to item #18, to approve the following item(s):

12. Motion to approve payment for the following Request for Approval of Tuition Reimbursement as listed:

Employee	Course	Semester	Cost	Reimbursement
Helen Rodio	Curriculum Based Assessment	Summer 2015	\$1,629.33	\$1,629.33
Helen Rodio	Behavior Management & Behavior Disorders	Fall 2015	\$1,746.00	\$1,745.00

(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 for all teachers.)

13. Motion to accept the resignation of Karen Hooker effective June 30, 2016.
(Attachment K)
14. Motion to accept the resignation of Joseph Pavesi effective June 30, 2016.
(Attachment L)
15. Motion to accept the resignation of Leanna Fichetola effective June 30, 2016.
(Attachment M)
16. Motion to approve an unpaid leave of absence for Dina Ciccone beginning September 1, 2016 through June 30, 2017.
(Attachment N)
17. Motion to approve Dena Marie DiMatteo, to replace Karen Hooker, as a Lunch/Recess Aide at an hourly rate of \$10 per hour up to 2.5 hours per day.
18. Motion to approve Rachel Ingram to the position of Teacher (Preschool) beginning in the 2016-2017 school year at BA Step A of the negotiated contract, \$47,743.
19. Motion to approve Steven Klemash to the position of Special Education Individual Support Teacher beginning in the 2016-2017 school year at MA Step A of the negotiated contract, \$50,493.

20. Motion to approve Gabrielle Hoyer to the position of Art Teacher to cover Katie Resch's maternity leave from September 1, 2016 through November 7, 2016, at BA Step A of the negotiated contract, \$47,743.
21. Motion to approve Nicolette Volpe to the position of Teacher (1st Grade) to cover Dina Ciccone's leave of absence for the 2016-2017 school year at BA Step A of the negotiated contract, \$47,743.
22. Motion to approve Victoria Parise to the position of Teacher (Kindergarten) to cover Robin Falco's maternity leave from September 1, 2016 through November 20, 2016, at BA Step A of the negotiated contract, \$47,743.
23. Motion to approve posting the position of Middle School Math and Science teacher to replace Joseph Pavesi.
24. Motion to approve posting the position of Preschool Instructional Aide to replace Rachel Ingram.
25. Motion to approve Sharon DeNafo as the Child Study Team Chairperson for the 2016-2017 school year, with a stipend of \$1,713.
26. Motion to approve the following Schedule B assignments for the 2016-2017 school year;

Schedule B Assignments 2016-2017

Kristin Santilli	Girls' Basketball Coach (\$1,713)	Kathleen Wendt	Student Council (\$856)
Danyelle Passalaqua	Girls' Basketball Asst. Coach (\$856)	Kim Ruberton	Safety Patrol (\$1,500)
Tony Burton	Boys' Basketball Coach (\$1,713)	Shannon Healey	Talent Show Advisor (\$535)
TBD	Boys' Basketball Asst. Coach (\$856)	Kristen Deitz	Talent Show Asst. Advisor (\$350)
Nicole DeSordi	Cross Country Coach (\$856)	Amanda Huenke	Yearbook Advisor (\$1,285)
Jeremy Edwards	Cross Country Asst. Coach (\$436)	Karol Russell	Yearbook Asst. (\$615)
Susan Banks	Volleyball Coach (\$856)	Stephanie Hoffman	Leo Club (\$436)
Tony Burton	Volleyball Asst. Coach (\$436)	Amanda Cirillo	Drama Club Advisor (\$400)
Kristin Santilli	Softball Coach (\$408)	Amanda Cirillo	Play Director (\$1,300)
Shannon Healey	Softball Asst. Coach (\$204)	Lauren Schmidt	Asst. Play Director (\$600)

Sarah Doherty	Cheerleading Coach (\$1,285)	Helen Rodio	
Stephanie Hoffman	Cheerleading Asst. Coach (\$612)	Stephanie Hoffman	
Nicole DeSordi	Athletic Director (\$1,713)	Deb DeRosa	Tech Club (\$1,178)
Kim Yakabi Yob	Spirit Coordinator (\$963)	Kim Ruberton	Sign Language (\$510)
Katie Resch	Art Club (\$1,178)	Sue Edmondson	8 th Grade Advisor (\$535)
Lauren Schmidt	Choir Advisor (\$1,178)	Tiffany Hathaway	
Lauren Schmidt	Band Administrator (\$1,125)	Kacey Storey	Stokes Advisor (\$250)

POLICIES

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):

- 27. The first of two readings for the following new policy(ies):
Policy 6179 Before & After School Program (Attachment O)
- 28. The first and final reading for the following revised policy(ies):
Policy 5141.25 Administration of Medical Marijuana (Attachment P)

REPORT SUBMISSIONS / PLANS / PROGRAMS

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

- 29. Motion to approve the District Mentoring Plan for the 2016-2017 school year, as attached.
(Attachment Q)
- 30. 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, 2016.
(Attachment R)
- 31. Motion to approve the new School Age Child Care (SACC) Program to begin in the 2016-2017 school year, as attached.
(Attachment S)

HIB

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

32. Motion to approve the first reading of the submitted Harassment, Intimidation, and Bullying report for May/June 2016, as attached. There were 8 incidents, none of which were investigated as possible HIBs.
(Attachment T)

33. Motion to approve second and final reading of the submitted Harassment, Intimidation, and Bullying report for April/May 2016, as attached. There were 41 incidents, none of which were investigated as possible HIBs.
(Attachment U)

FIELD TRIPS / TRAVEL / SUBSTITUTES / VOLUNTEERS / FIELD PLACEMENTS

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):

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

Name	Workshop/Training	Date	Estimated Mileage	Other Costs
P. Ward	Atlantic County Tech Coordinator	5/26/2016	Galloway	-
E. Browne & D. DeRosa	NJ Education Innovation Summit	5/20/2016	W. Long Branch, NJ	-
D. DeCicco	Co-Op mtg	6/8/2016	Jackson	-
A. Devenny	Mental Health Wkshp	6/1/2016	Galloway	-
P. Ward	Google Admin Boot Camp	7/21/2016	Galloway	-

FINANCIAL

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):

36. Bills List
Motion to approve payroll, agency, and the bills list of **\$427,609.32** for **June 2016**.
(Attachment F)

37. Voided Check
Motion to approve voiding check number(s) 024361 from the Main Operating Account.

PERSONNEL

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

38. Motion to approve posting the position of SACC Assistants for the 2016-2017 school year.
39. Motion to approve Michele Hetzel to the position of SACC Coordinator at a rate of \$20 per hour for up to 2 hours per day.
40. Motion to approve Jeremy Edwards to work over the summer in the technology department to assist Patrick Ward the Technology Coordinator at a rate of \$14.00 per hour for up to 10 days.

FOR YOUR INFORMATION

Buildings and Grounds Supervisor Report	<i>(Attachment V)</i>
Technology Report	<i>(Attachment W)</i>
Fire / Security Drill Report	<i>(Attachment X)</i>
School Nurse Report	<i>(Attachment Y)</i>
Office Referral Report	<i>(Attachment Z)</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 Daria DeStefano, ALL MEMBERS PRESENT VOTED YES, to adjourn at 6:58 PM.