

**MAGNOLIA BOARD OF EDUCATION  
420 NORTH WARWICK ROAD  
MAGNOLIA, NJ 08049**

Regular Board of Education Meeting  
**Tuesday, May 3, 2022– 7:00 P.M.**  
Magnolia Elementary School

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

**I. PLEDGE ALLEGIANCE 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.*

**II. CALL TO ORDER**

*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 Magnolia Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Courier Post, and at the entrance of Magnolia School, and the Magnolia Borough Hall.*

Time: \_\_\_\_\_

**III. ROLL CALL**

|                |       |                        |       |                      |       |
|----------------|-------|------------------------|-------|----------------------|-------|
| Joyce Albrecht | _____ | Mark Godfrey           | _____ | Alyssa Vazquez-Colon | _____ |
| Rebecca Ammen  | _____ | Rebecca Lang Staffieri | _____ |                      |       |
| Nick D’Amico   | _____ | Karen Sorbello         | _____ |                      |       |

Others Present:

**IV. MISSION STATEMENT**

*The mission of the Magnolia School District is to develop well-rounded, engaged, and confident learners who are proud, respectful, and contributing members of their school and community.*

**V. MINUTES**

It is recommended that the Board of Education approve the following:

- Minutes and Executive Session Minutes of the Regular Board of Education meeting held on March 15, 2022
- Minutes of the Regular Board of Education meeting held on April 5, 2022

Motion by:\_\_\_\_\_ Seconded by:\_\_\_\_\_ Approved:\_\_\_\_\_

**VI. PRESENTATION OF THE BUDGET**

A PowerPoint presentation will be made outlining the 2021-2022 School Year Budget.

**VII. PRESENTATION OF THE AUDIT**

At presentation will be made for the June 30, 2021 audit.

**VIII. AUDIENCE PARTICIPATION I – AGENDA ITEMS ONLY**

It is recommended that the Board of Education approve to open the meeting to the public regarding agenda items only.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_

Members of the public are encouraged to speak during the public portion of the meeting. Concerns stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date. However, if your questions or comments pertain to litigation, student or personnel items, or negotiations, we would ask that you see the superintendent after the meeting, since we do not discuss these items in public.

Pursuant to NJSA 10:4-12(b), the Open Public Meetings Act, the Board shall not discuss personnel matters and shall not respond to comments made by members of the public.

Employees of the Magnolia School District retain all rights regarding defamation and slander according to the laws of New Jersey. The Board shall not entertain such comments. Nor shall the Board be held liable for comments made by member of the public. Further, the Board asks that citizens who choose to speak at a public board meeting be reminded that comments should always be respectful, non-defamatory and should maintain the level of decorum appropriate for a meeting of a public body.

When addressing the Board, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will comment.
4. Wait to be recognized before making your comment(s).
5. Limit your comment(s) to the specific resolution.
6. Per Policy #0167, each statement made by a participant shall be limited to five minute’s duration.

It is recommended that the Board of Education approve to close the Audience Participation I portion of the meeting.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_

**IX. BOARD OF EDUCATION BUSINESS**

**A. Unfinished Business**

**B. New Business**

**C. State and Local School Board Association**

**X. SUPERINTENDENT’S REPORT**

**XI. BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

**Informational Items:**

**Board Actions:**

**Motion to approve items A through B**

**A Warrants**

The attached bill lists:

- May 2022 warrants (**Attachment A2**)

**B Void Checks**

To approve voiding of the following warrant account checks:

|       |                 |         |          |
|-------|-----------------|---------|----------|
| #5023 | Richard Clement | 3/15/22 | \$166.82 |
|-------|-----------------|---------|----------|

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Approved: \_\_\_\_\_

**Motion to approve item C**

**C 2022-2023 Budget**

WHEREAS, the Magnolia Borough Board of Education has developed its 2022-2023 school budget, and

WHEREAS, a budget hearing was held on May 3, 2022.

WHEREAS, NJAC 6:19-2.7(a) requires Magnolia Board of Education to adopt and submit a formal Board resolution,

NOW THEREFORE, BE IT RESOLVED that the Magnolia Board of Education hereby approves the 2022-2023 school budget as presented by the administration which includes the following:

|                                   | <b><u>GENERAL<br/>FUND</u></b> | <b><u>SPECIAL<br/>REVENUES</u></b> | <b><u>DEBT<br/>SERVICE</u></b> | <b><u>TOTAL</u></b> |
|-----------------------------------|--------------------------------|------------------------------------|--------------------------------|---------------------|
| <b>2022-23 Total Expenditures</b> | 10,663,705.00                  | 1,047,253.00                       | 258,000.00                     | 11,968,958.00       |

**Less: Anticipated**

|                           |                     |                     |                   |                     |
|---------------------------|---------------------|---------------------|-------------------|---------------------|
| <b>Revenues</b>           | <u>6,094,705.00</u> | <u>1,047,253.00</u> | <u>53,487.00</u>  | <u>7,195,445.00</u> |
| <b>Taxes to be Raised</b> | <u>4,569,000.00</u> | <u>0.00</u>         | <u>204,513.00</u> | <u>4,773,513.00</u> |

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – for Excess Cost & Other Capital Projects, is \$800,000.00 for other capital project costs of building renovations and repairs including but not limited to, exterior renovations (concrete, brick, etc.), and interior renovations (floors, bathrooms, etc.). The total costs of this project is \$800,000.00 which represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the core curriculum content standards.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Approved: \_\_\_\_\_

**Motion to approve items D through E**

**D Tax Payment Schedule** – It is recommended that the Board of Education approve the following monthly schedule of Borough tax payments to the Magnolia Board of Education.

|                |              |               |              |
|----------------|--------------|---------------|--------------|
| July 2022      | \$397,792.00 | January 2023  | \$397,793.00 |
| August 2022    | \$397,793.00 | February 2023 | \$397,793.00 |
| September 2022 | \$397,793.00 | March 2023    | \$397,793.00 |
| October 2022   | \$397,793.00 | April 2023    | \$397,793.00 |
| November 2022  | \$397,793.00 | May 2023      | \$397,793.00 |
| December 2022  | \$397,793.00 | June 2023     | \$397,791.00 |

Total 2022-2023 taxes \$4,773,513.00

**E Extraordinary Aid** – To approve submission of the extraordinary aid application for the 2021-2022 school year.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Approved: \_\_\_\_\_

**Motion to approve items F through W**

**F Health Care Providers** – To approve the following health care providers for the 2022-2023 school year:

Amerihealth, Horizon, Benecard, National Vision Administrators

**G Board Secretary** – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2022-2023 school year.

**H Business Administrator** – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2022-2023 school year.

- I Official Newspaper** – It is recommended that the Board of Education approve the following official newspapers:
- ✓ Courier Post
  - ✓ The Retrospect
- J Website** – It is recommended that the Board of Education approve to designate the Magnolia School website [www.magnoliaschools.org](http://www.magnoliaschools.org) as an official site for advertising for the Magnolia Board of Education.
- K 403B Providers** – It is recommended that the Board of Education approve the following 403B providers:
- ✓ Security Benefit Group;
  - ✓ Ameriprise Financial Services, Inc;
  - ✓ Lincoln Investment Planning, Inc;
  - ✓ ING Life Insurance & Annuity Company;
  - ✓ American General Disability
  - ✓ AXA Equitable
  - ✓ Prudential Insurance Company of America
- L Meeting Dates** – It is recommended that the Board of Education approve the Regular meeting dates for the 2022-2023 school year, to take place on the third Tuesday of the month at 7:00 PM, at the Magnolia School, unless otherwise noted.

| <b>2022</b>                    | <b>2023</b>                                    |
|--------------------------------|--|
| June 15, 2022 (Wednesday)      | January 4, 2023 * (First Wednesday)            |
| August 2, 2022 (First Tuesday) | February 23, 2023                              |
| *September 20, 2022            | March 15, 2023 (Third Wednesday due to budget) |
| *October 18, 2022              | April 18, 2023                                 |
| November 15, 2022              | May 2, 2023 **                                 |
| December 20, 2022              | June 14, 2023 (Second Wednesday)               |

\*Reorganization must take place between January 1 – 7, 2023

\*\* Rehiring of staff before May 15<sup>th</sup> (may change once budget guidelines are available)

- M Curriculum, Textbooks and Policies** – It is recommended that the Board of Education approve to accept and reaffirm the curriculum and textbooks, policies, practices and procedures of the Magnolia Board of Education recognizing that these items may be amended when necessary with Board approval.
- N Photocopy Fee** – It is recommended that the Board of Education approve to establish a photocopy fee as per OPRA regulations; five cents (\$.05) per page for standard size documents and seven cents (\$.07) for legal size documents.
- O Depository of School Funds** – It is recommended that the Board of Education approve Republic Bank as the depository of school funds.
- P Account Signatories** – It is recommended that the Board of Education approve the following:
- |                          |  |
|--------------------------|--|
| <u>Account</u>           | <u>Requirements/Signatories</u>        |
| Student Activity Account | Superintendent                         |
|                          | Principal                              |
|                          | Business Administrator/Board Secretary |
|                          | Requires two (2) signatures            |

|                           |   |
|---------------------------|---|
| General Fund Account      | Board President<br>Treasurer<br>Business Administrator/Board Secretary<br>Superintendent<br>Requires three (3) signatures |
| Flexible Spending Account | Board President<br>Treasurer<br>Business Administrator/Board Secretary<br>Superintendent<br>Requires two (2) signatures   |
| Unemployment Trust Fund   | Treasurer<br>Business Administrator/Board Secretary<br>Requires one (1) signature   |
| Scholarship Fund          | Treasurer<br>Business Administrator/Board Secretary<br>Requires one (1) signature   |
| Payroll Account           | Treasurer<br>Business Administrator/Board Secretary<br>Requires one (1) signature   |
| Agency Account            | Treasurer<br>Business Administrator/Board Secretary<br>Requires one (1) signature   |

**Q Physicians/Individuals Providing Services** – It is recommended that the Board of Education approve the following physicians/individuals to provide psychological evaluations during the 2022-2023 school year:

Dr. James Hewitt

**R District Appointments and Assignments** – It is recommended that the Board of Education approve the following appointments and assignments:

Affirmative Action Officer – Superintendent  
 Title IX Coordinator – Curriculum Supervisor  
 504 Compliance Officer – Social Worker  
 ADA Coordinator – CST Supervisor  
 Health/Safety Compliance Officer – School Nurse  
 Custodian of Records (student/employee) – Superintendent  
 Custodian of Records (OPRA) – Business Administrator  
 Right to Know Officer – Supervisor of Maintenance  
 Substance Abuse Coordinator – Social Worker  
 Integrated Pest Management Coordinator – Supervisor of Maintenance  
 Homeless Liaison – Superintendent’s Office  
 Public Agency Compliance Officer – Business Administrator  
 School Safety Specialist – Principal

**S Chart of Accounts** – It is recommended that the Board of Education approve the 2022-2023 Chart of Accounts.

- T Petty Cash** – It is recommended that the Board of Education approve establishing a \$500.00 petty cash fund for the 2022-2023 school year, effective July 1, 2022.
- U Pre-Payment Authorization** – It is recommended that the Board of Education approve to authorize the business administrator/business office to pay selected invoices prior to board meetings for items such as utilities and contracted services. These payments will subsequently be approved at the next Board meeting. **(Attachment U1)**
- V E-Rate Consultant** – It is recommended that the Board of Education approve the service agreement renewal with e2e Exchange as E-rate Consultant for 2022-2023.
- W Woodlynne Kitchen Use** – To approve Interlocal Service Agreement with Woodlynne Board of Education for kitchen facility usage for the 2022-2023 school year in the amount of \$11,500.00 year. **(Attachment W1)**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Approved: \_\_\_\_\_

**Motion to approve items X through EE**

- X Tuition** - To approve a tuition contract with Gloucester County Special Services School District for student #2921243346 in the amount of \$43,020.00 for the 2021-2022 school year (to be prorated).
- Y Non Fair and Open** – To award non fair and open contract to WB Mason for the 2022-2023 school year for various supplies in an amount to exceed \$17,500.00.
- Z Non Fair and Open** – To award non fair and open contract to ESS Northeast, LLC for the 2022-2023 school year for substitute staffing services in an amount to exceed \$17,500.00. (Note: RFP was done for the 2021-2022 school year)
- AA Archway** – To approve contract with Archway Programs to run Just Kids for the 2022-2023 school year.
- BB Risk Management Consultant**  
To approve the attached resolution appointing Hardenbergh Insurance Group as Risk Management Consultant for the 2022-2023 school year **(Attachment BB1)**.
- CC Shared Services Agreement** – To approve shared service agreement with Woodlynne Board of Education for Business Office Services in the amount of \$149,332.00 less the refund of \$11,321.00 per attached contract for the 2022-2023 school year **(Attachment CC1)**.
- DD Audit** – To approve acceptance of the June 30, 2021 audit report with one recommendation. The audit was officially presented at the May 3, 2022 meeting and a summary of audit was made available to the public.
- EE CAP** – To approve the corrective action plan for the June 30, 2021 audit **(Attachment EE1)**.

**XII. AUDIENCE PARTICIPATION II – PUBLIC COMMENT**

It is recommended that the Board of Education approve to open the meeting to the public regarding other items of interest.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Approved: \_\_\_\_\_

It is recommended that the Board of Education approve to close the Audience Participation II portion of the meeting.

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Approved: \_\_\_\_\_

**XIII. RECESS INTO CLOSED SESSION (IF NECESSARY)**

**Time:** \_\_\_\_\_

**WHEREAS**, N.J.S.A. 10:4-12 allows for a Public Body to go into closed session during a Public Meeting, and

**WHEREAS**, the Board of Education of the Magnolia Borough School District has deemed it necessary to go into closed session to discuss certain matters which are exempted from the Public; and

**WHEREAS**, the regular meeting of this Board of Education will reconvene at the conclusion of closed session, at approximately \_\_\_\_\_ p.m. this evening.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Magnolia Borough School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

\_\_\_\_\_ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: \_\_\_\_\_);

\_\_\_\_\_ Any matter in which the release of information would impair a right to receive funds from the federal government;

\_\_\_\_\_ Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

\_\_\_\_\_ Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public body (Specify contract: \_\_\_\_\_);

\_\_\_\_\_ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

\_\_\_\_\_ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

\_\_\_\_\_ Any investigations of violations or possible violations of the law;

\_\_\_\_\_ Any pending or anticipated litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer (If pending or anticipated litigation, the matter is: \_\_\_\_\_

\_\_\_\_\_)



(If contract negotiation the nature of the contract and interested party is \_\_\_\_\_  
\_\_\_\_\_)

*Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the District's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);*

\_\_\_\_\_ Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is \_\_\_\_\_  
\_\_\_\_\_);

\_\_\_\_\_ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

**BE IT FURTHER RESOLVED** that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

**BE IT FURTHER RESOLVED** that the Board of Education, for the aforementioned reasons, hereby declares that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

I, \_\_\_\_\_, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Magnolia Borough Board of Education at their meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Board Secretary

**Indicate whether action will or will not be taken after executive session.**

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Approved: \_\_\_\_\_

**XIV. RESUMPTION OF PUBLIC PORTION OF THE MEETING**

Time: \_\_\_\_\_

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_

**XV. ADJOURNMENT**

**Time:** \_\_\_\_\_

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_