

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

Regular Board of Education Meeting
Tuesday, May 4, 2021– 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	_____	Eric Virostek	_____
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 April 20, 2021.

Motion by:_____ Seconded by:_____ Approved:_____

VI. PRESENTATION OF THE BUDGET

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

VII. 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:* _____

VIII. BOARD OF EDUCATION BUSINESS

A. Unfinished Business

B. New Business

C. State and Local School Board Association

IX. SUPERINTENDENT'S REPORT

X. BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Informational Items:

Board Actions:

Motion to approve items A through E

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of March 2021 (**Attachment A1 & A2**).

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of March 2021 (**Attachment B1**).

C. Financial Reports

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of March 2021. The Board Secretary certifies that no line item account 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. (**Attachment C1**)
2. Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2021. The Treasurer's Report and Secretary's report are in agreement for the month of March 2021. (**Attachment C2**)
3. Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.
4. Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

D Warrants

The attached bill lists:

- April 2021 payroll (**Attachment D1**)
- April 2021 warrants (**Attachment D2**)

E Approval of Payment of Bills

Approval of the Business Administrator to continue payment of all bills until the next Board of Education meeting. The bill lists for those payments will be submitted at the next Board of Education meeting.

Motion by: _____ Seconded by: _____ Approved: _____

Motion to approve item F

F 2020-2021 Budget

WHEREAS, the Magnolia Borough Board of Education has developed its 2021-2022 school budget, and

WHEREAS, a budget hearing was held on May 4, 2021.

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 2021-2022 school budget as presented by the administration which includes the following:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2021-22 Total Expenditures	9,609,127.00	629,795.00	258,025.00	10,496,947.00
Less: Anticipated Revenues	<u>5,129,715.00</u>	<u>629,795.00</u>	<u>53,491.00</u>	<u>5,813,001.00</u>
Taxes to be Raised	<u>4,479,412.00</u>	<u>0.00</u>	<u>204,534.00</u>	<u>4,683,946.00</u>

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – for Excess Cost & Other Capital Projects, is \$700,000.00 for other capital project costs of building renovations and repairs including but not limited to, exterior renovations (playground, drainage, etc.), and interior renovations (floors, bathrooms, etc.). The total costs of this project is \$700,000.00 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 G through CC

G 2021-2022 Preschool Education Aid – It is recommended that the Board of Education approve the receipt of \$29,428.00 in Preschool Education Aid for the 2021-2022 school year.

H 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 2021	\$390,328.00	January 2022	\$390,329.00
August 2021	\$390,329.00	February 2022	\$390,329.00
September 2021	\$390,329.00	March 2022	\$390,329.00
October 2021	\$390,329.00	April 2022	\$390,329.00

November 2021	\$390,329.00	May 2022	\$390,329.00
December 2021	\$390,329.00	June 2022	\$390,328.00

Total 2021-2022 taxes \$4,683,946.00

- I Extraordinary Aid** – To approve submission of the extraordinary aid application for the 2020-2021 school year.

Motion by: _____ Seconded by: _____ Approved: _____

Motion to approve items J through BB

- J Professional Services** – It is recommended that the Board of Education approve the following Resolution authorizing the appointment of Board Solicitor, School Auditor, Architect of Record, Brokers of Record, Custodian of School Funds, Physical Therapy Provider, Occupational Therapy Provider, and Substitute Staffing Services.

RESOLUTION

WHEREAS, the local Public Contracts Law (NJSA 40A:11.1 et seq. and 18A:18A-5) requires that the Resolution authorizing the award of contracts for “Professional Services” without competitive bids must be publicly advertised;

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Magnolia in the County of Camden, New Jersey, is hereby appointing the following persons to serve in the designated positions for the 2021-2022 school year:

Parker McCay	Solicitor	\$175.00/hour
Bowman and Company, LLP	School Auditor	\$27,000.00
Garrison Architects	Architect of Record	\$35.00-150.00/hour
Burlington County Joint Insurance Fund	Liability/Workers Comp Insurance	Per Insurance Requirements
Hardenbergh Insurance Group	Insurance Broker of Record	Per Insurance Requirements
Brown & Brown Benefit Advisors	Health Insurance Broker of Record	Per Insurance Requirements
Robin Sarlo	Custodian of School Funds	\$2,900.00
Partners In Pediatrics	Occupational Therapy	\$77.00/hour
Virtua PT and Rehab	Physical Therapy	\$80.00/hour
ESS	Substitute Staffing Services	36% Markup

A copy of this Resolution shall be published in the official newspaper of the Board of Education as required by law within ten (10) days of its passage.

- K Health Care Providers** – To approve the following health care providers for the 2021-2022 school year:
Amerihealth, Horizon, Benecard, National Vision Administrators
- L Audit Peer Review** – To recognize the Peer Review Report conducted on Bowman & Company and that Bowman & Company is in compliance for the 2021-2022 school year for completion of the 2020-2021 audit.
- M Board Secretary** – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2021-2022 school year.
- N Business Administrator** – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2021-2022 school year.
- O Official Newspaper** – It is recommended that the Board of Education approve the following official newspapers:
 - ✓ Courier Post
 - ✓ The Retrospect
- P Website** – It is recommended that the Board of Education approve to designate the Magnolia School website www.magnoliaschools.org as an official site for advertising for the Magnolia Board of Education.
- Q 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
- R Meeting Dates** – It is recommended that the Board of Education approve the Regular meeting dates for the 2021-2022 school year, to take place on the third Tuesday of the month at 7:00 PM, at the Magnolia School, unless otherwise noted.

2021	2022
June 15, 2021	January 6, 2022 * (First Thursday)
August 3, 2021 (First Tuesday)	February 15, 2022
September 21, 2021	March 15, 2022
*October 19, 2021	April 5, 2022 (First Tuesday – due to spring break)
November 16, 2021	May 3, 2022 **
December 14, 2021 (Second Tuesday)	June 15, 2022 (Third Wednesday)

*Reorganization must take place between January 1 – 7, 2022

** Rehiring of staff before May 15th (may change once budget guidelines are available)

- S 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.

T 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.

U Depository of School Funds – It is recommended that the Board of Education approve Republic Bank as the depository of school funds.

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

W Physicians/Individuals Providing Services – It is recommended that the Board of Education approve the following physicians/individuals to provide psychological evaluations during the 2021-2022 school year:

Dr. James Hewitt

X 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

- Y Chart of Accounts** – It is recommended that the Board of Education approve the 2021-2022 Chart of Accounts.

- Z Petty Cash** – It is recommended that the Board of Education approve establishing a \$500.00 petty cash fund for the 2021-2022 school year, effective July 1, 2021.

- AA 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 AA1)**

- BB E-Rate Consultant** – It is recommended that the Board of Education approve the service agreement renewal with e2e Exchange as E-rate Consultant for 2021-2022.

- CC Woodlynne Kitchen Use** – To approve Interlocal Service Agreement with Woodlynne Board of Education for kitchen facility usage for the 2020-2021 school year in the amount of \$10,000.00 year. **(Attachment CC1)**

*Motion by:*_____ *Seconded by:*_____ *Approved:*_____

Motion to approve items DD through FF

- DD Bayada** - To approve contract with Bayada Home Health Care, Inc. for substitute school nurse services in the amount of \$55.00 per hour for RN and \$45.00 per hour for LPN for the 2021-2022 school year.

- EE Non Fair and Open** – To award non fair and open contract to WB Mason for the 2021-2022 school year for various supplies in an amount to exceed \$17,500.00.

- FF Camden County Educational Services Commission**
To approve the attached General Services Contract with Camden County Educational Services Commission for the 2021-2022 school year **(Attachment FF1)**.

*Motion by:*_____ *Seconded by:*_____ *Approved:*_____

XI. 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: _____

XII. 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: _____

XIII. RESUMPTION OF PUBLIC PORTION OF THE MEETING

Time: _____

Motion by: _____ *Seconded by:* _____ *Approved:* _____

XIV. ADJOURNMENT

Time: _____

Motion by: _____ *Seconded by:* _____ *Approved:* _____