

**Magnolia School District
Board of Education
Regular Meeting
Minutes
November 21, 2017
7:00 P.M.**

Mrs. Karen Sorbello opened the regular meeting at 7:00 p.m., leading the Pledge of Allegiance.

Roll Call

Mrs. Joyce Albrecht	Present
Ms. Rebecca Ammen	Present
Mr. Nick D'Amico	Present
Mr. Edward Hoban	Present
Mrs. Rebecca Lang Staffieri	Present
Mrs. Karen Sorbello	Present

Other Attendees

Dr. Warren Pross, Superintendent
Mr. Greg Gontowski, Business Administrator/Board Secretary
Mr. Brett Gorman, Solicitor

Mission Statement

Mission Statement was read by Rebecca Ammen

Approval of Minutes

1. Minutes of the Regular Board of Education meeting held on October 17, 2017.

Motioned by Rebecca Lang Staffieri, Seconded by Nick D'Amico

Vote: To approve Minutes

Voice Vote. All in favor **Edward Hoban – Abstained

Motion Approved

**Open Audience
Participation I**

Open Audience Participation I – AGENDA ITEMS ONLY

Motioned by Edward Hoban, Seconded by Rebecca Ammen

Vote: To approve opening of Audience Participation I

Voice Vote. All in favor

**Close Audience
Participation I**

Close Audience Participation I

Motioned by Edward Hoban, Seconded by Rebecca Ammen

Vote: To approve closing of Audience Participation I

Voice vote. All in favor

BOARD OF EDUCATION BUSINESS

Unfinished Business

Board Vacancy – Candidate Interviews

It is recommended that the Board of Education approve Eric Virostek to fill the unexpired term of Board Member effective November 21, 2017 through December 31, 2018.

Motioned by Joyce Albrecht, Seconded by Edward Hoban

Vote: To approve Eric Virostek to fill the unexpired term of BOE 11/21/17 thru 12/31/18

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. D’Amico, Mr. Hoban, Mrs. Lang Staffieri and Mrs. Sorbello (6-0-0)

Oath of Office

Oath of Office given to New Board Member Eric Virostek

New Business

None

**State and Local
School Board
Association**

Karen Sorbello – December 4th Meeting

**Superintendent’s
Report**

Superintendent’s Report

Personnel

Motion to Approve Personnel Item 1

**Courtney Cairns –
Substitute Teacher
17-18**

1. Courtney Cairns as substitute teacher for the 2017-2018 school year at a rate of \$80.00 a day.

Motioned by Rebecca Ammen, Seconded by Edward Hoban

Vote: To approve Personnel Item 1

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. D’Amico, Mr. Virostek, Mr. Hoban, Mrs. Lang Staffieri and Mrs. Sorbello (7-0-0)

Motion Approved

Motion to Approve Personnel Item 2

**Renaissance Program
Employees**

2. The following employees for the Renaissance program.

Zachary Camerieri	\$1000
Dave Cogan	\$1000
Linda Rutherford	\$1000
Paul Sorrentino	\$1000
Steve Taylor	\$1000

Lisa Michalowski (Assistant) \$500
Tricia Singleton (Assistant) \$500

Motioned by Rebecca Ammen, Seconded by Edward Hoban

Vote: To approve Personnel Item 2

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. D'Amico, Mr. Virostek, Mr. Hoban, Mrs. Lang Staffieri and Mrs. Sorbello (7-0-0)

Motion Approved

Motion to Approve Personnel Item 3

**Roxanne Hoffman –
Assistant Golf Coach –
Stipend**

3. Roxanne Hoffman as assistant golf coach at a stipend of \$1,020.

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

Vote: To approve Personnel Item 3

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. D'Amico, Mr. Virostek, Mr. Hoban, Mrs. Lang Staffieri and Mrs. Sorbello (7-0-0)

Motion Approved

Motion to Approve Personnel Item 4

**Girls' Basketball Team
to participate in the
Paul VI Basketball
Tournament 12/29 and
12/30**

4. Magnolia Girls' Basketball team to participate in the Paul VI basketball tournament on December 29th and 30th at a cost of \$125.00.

Motioned by Rebecca Ammen, Seconded by Edward Hoban

Vote: To approve Personnel Item 4

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. D'Amico, Mr. Virostek, Mr. Hoban, Mrs. Lang Staffieri and Mrs. Sorbello (7-0-0)

Motion Approved

Policies

**Second Reading Policy
#6511 Direct Deposit**

Motion to Approve Policies Items 1 and 2

1. Second reading of policy #6511 Direct Deposit (Attached)

**Re-adopt Policies
#0141 and #0163**

2. Re-adopt policies # 0141 and #0163 (Attached)

Motioned by Nick D'Amico, Seconded by Rebecca Ammen

Vote: To approve Policies Items 1 and 2

Voice Vote. All in favor

Motion Approved

Plans

**Uniform State
Memorandum of
Agreement Between
Magnolia School and
Magnolia Police
Department 17-18**

Motion to Approve Plans Item 1

1. The Uniform State Memorandum of Agreement for the 2017-2018 school year between the Magnolia Public School District and the Magnolia Police Department.

Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri

**Vote: To approve Plans Item 1
Voice Vote. All in favor**

Motion Approved

Self-Medication

**Self-Medication of
Students**

Motion to Approve Self-Medication Item 1

1. Self-medication of students #17-01, 17-02 as per board policy

Motioned by Rebecca Ammen, Seconded by Edward Hoban

**Vote: To approve Self-Medication Item 1
Voice Vote. All in favor**

Motion Approved

**Superintendent's
Addendum Report**

Superintendent's Addendum Report

Motion to Approve Addendum Item 1

**Ken Saunders –
Substitute Teacher 17-
18**

1. Ken Saunders as substitute teacher at a rate of \$80.00 a day for the 2017-2018 school year.

Motioned by Edward Hoban, Seconded by Rebecca Ammen

**Vote: To approve Addendum Item 1
Roll Call Vote. Mrs. Albrecht, Mrs. Ammen, Mr. D'Amico, Mr. Virostek, Mr. Hoban, Mrs. Lang Staffieri and Mrs. Sorbello (7-0-0)**

Motion Approved

Informational Items

General

Building and Grounds A. Buildings and Grounds

1. A lock down was conducted on October 20, 2017
2. A fire drill was conducted on October 23, 2017

Curriculum B. Curriculum

1. Teacher Evaluations
 - Walkthroughs plus conferences - 5
 - Long evaluations - 33
 - Short evaluations – 0

Finance C. Finance -None

Interdistrict D. Interdistrict – None

Negotiations E. *Negotiations/Contractual (Executive Session) - None

Policy/Procedure F. Policy/Procedure - None

Public Relations/Liaison G. Public Relations/Liaison

1. Bike Safety Assembly: Superintendent discussed

Student/Parental H. Student/Parental Issues and Concerns

1. Uniform Policy: Superintendent updated
2. E. Atlantic Construction Project: Superintendent discussed

Principal's Report I. Principal's Report

1. Mr. Johnson's principal report (**Attachment**)
2. Book of the Month Club: Superintendent discussed

Board Secretary BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Report

Informational Items:

Board Actions

Board Actions:

Motion to Approve Items A thru E

Monthly Reports

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of September 2017 (**Attachment A1 & A2**).

Transfer of Funds

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of September 2017 (**Attachment B1**).

Financial Reports

C. Financial Reports

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of September 2017 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 September 2017. The Treasurer's Report and Secretary's report are in agreement for the month of September 2017. (**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.

Warrants

D. Warrants

The attached bill lists:

- October 2017 payroll (**Attachment D1**)
- November 2017 warrants (**Attachment D2**)

Voided Checks

E. VOID Checks

To approve voiding of the following Payroll Checks:

- #42890 \$67.26 10/13/17

Motioned by Edward Hoban, Seconded by Nick D'Amico

Vote: To approve Items A, B, C, D1 and E

Roll Call Vote. Mrs. Albrecht, **Mrs. Ammen, Mr. D'Amico, **Mr. Virostek, Mr. Hoban, Mrs. Lang Staffieri and Mrs. Sorbello (5-0-2) **Mr. Virostek abstained and ** Mrs. Ammen abstains with regard to the State of New Jersey and or its agents

Vote: To approve Item D2

Roll Call Vote. Mrs. Albrecht, Mrs. Ammen, Mr. D'Amico, **Mr. Virostek, Mr. Hoban, Mrs. Lang Staffieri and** Mrs. Sorbello (4-0-3) **Mr. Virostek and **Karen Sorbello abstained and ** Mrs. Ammen abstains with regard to the State of New Jersey and or its agents

Motion Approved

**Direct Deposit –
Mandatory 1/1/18
Policy #6511**

Motion to Approve Items F thru H

F. Direct Deposit - To approve that Direct Deposit will be mandatory for all staff per policy #6511 effective January 1, 2018.

**SJPC – Resolution
between the County of
Camden and South
Jersey Energy
Company**

G. SJPC - To approve continued participation in the South Jersey Power Cooperative and recognize the attached resolution between the County of Camden and South Jersey Energy Company (**Attachment G1**).

**Budget Calendar 18-
18**

H. Budget Calendar – To approve the 2018-2019 budget manual/calendar (**AttachmentH1**).

Motioned by Edward Hoban, Seconded by Rebecca Ammen

Roll Call Vote. Mrs. Albrecht, Mrs. Ammen, Mr. D'Amico, Mr. Virostek, Mr. Hoban, Mrs. Lang Staffieri and Mrs. Sorbello (7-0-0)

Motion Approved

**Open Audience
Participation II**

Audience Participation II

Motioned by Nick D'Amico, Second by Edward Hoban

Vote: To approve Audience Participation II

Voice Vote. All in favor

- Gail Walters 302 Brooke Ave. Magnolia
 - Indicated she is happy with the climate and teachers of the school.
 - Concerned that 3rd and 4th graders are carrying heavy book bags all day.

**Closed Audience
Participation II**

Closed Audience Participation II

Motioned by Edward Hoban, Seconded by Rebecca Ammen

Vote: To Close Audience Participation II
Voice Vote. All in favor

Recess into Closed Session

RECESS INTO CLOSED SESSION at approximately 7:56 p.m.

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 Township 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 **8:10** p.m. this evening.

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

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 Personnel);

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.

Motioned by Edward Hoban, Seconded by Nick D'Amico

Vote: To Enter Executive Session
Voice Vote. All in favor

Action will not be taken after Executive Session

**Resumption to Public
Portion of the Meeting**

RESUMPTION OF PUBLIC PORTION OF THE MEETING – 8:06 pm

Motioned by Edward Hoban, Seconded by Rebecca Ammen

**Vote: To approve Resumption of Public Portion of the Meeting
Voice vote. All in favor.**

Adjournment

ADJOURNMENT

**Motion to adjourn meeting at 8:07 pm by Edward Hoban, Seconded by
Rebecca Ammen.**

**Vote: To Adjourn meeting
Voice Vote. All in favor**

Respectfully submitted,

**Greg Gontowski
Board Secretary**