

**Magnolia School District
Board of Education
Regular Meeting
Minutes
February 20, 2018
7:00 P.M.**

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

Mrs. Joyce Albrecht	Present
Ms. Rebecca Ammen	Absent
Mr. Nick D’Amico	Present
Mr. Edward Hoban	Present
Mrs. Rebecca Lang Staffieri	Present
Mr. Eric Virostek	Present
Mrs. Karen Sorbello	Present

Other Attendees Dr. Warren Pross, Superintendent
Mr. Greg Gontowski, Business Administrator/Board Secretary
Ms. Susan Hodges, Solicitor

Mission Statement Mission Statement was read by Eric Virostek

Approval of Minutes

- Minutes of the Regular Board of Education meeting held on January 2, 2018.
- Minutes and Executive Session Minutes of the Special Board of Education meeting held on January 23, 2018.

Motioned by Nick D’Amico Seconded by Eric Virostek

Vote: To approve Minutes

Voice Vote. All in favor **Edward Hoban – Abstained 1/2/18

Motion Approved

**Open Audience
Participation I**

Open Audience Participation I – AGENDA ITEMS ONLY

Motioned by Nick D’Amico, Seconded by Edward Hoban

Vote: To approve opening of Audience Participation I

Voice Vote. All in favor

**Close Audience
Participation I**

Close Audience Participation I

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

Vote: To approve closing of Audience Participation I
Voice vote. All in favor

BOARD OF EDUCATION BUSINESS

Unfinished Business

None

New Business

None

**State and Local School
Board Association**

None

Superintendent's Report

Superintendent's Report

Motion to Approve Personnel Items 1 thru 3

**Ratification of Leah
Hallhan and Ali Doukali
as Substitute Teachers**

1. Ratification of Leah Hallahan and Ali Doukali as substitute teachers at a rate of \$80.00 a day for the remainder of the 2017-2018 school year.

**Ratification of
Teacher/Aids to Attend
Workshop on 1/9/18**

2. Ratification of the following teachers/aides to be paid \$20.00 each to attend a workshop on January 9, 2018 entitled How to Handle Behavioral Issues in Students.

Anna Celecki
Bernadette Chappel
Diane Doak
Mary Beth Gross

Wendy Lombard
Caterina Macrina
Chrystal Merrigan
Carol Nicholson

Lilian Okan
Theresa Sebastiano
Vicki Scott
Ashley Schotter
Lillian Shockley

**Ratification of Lori
Becoskie and Stacey
Dobleman to Attend
Workshop on 1/9/18**

3. Ratification of Lori Becoskie and Stacey Dobleman to be paid \$75.00 each to attend a workshop on January 9, 2018 entitled How to Handle Behavioral Issues in Students.

Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri

Vote: To approve Items 1 thru 3

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

Motion Approved

Motion to Approve Item 4

**Ralph Johnson
Appointed School Safety
Specialist**

4. Ralph Johnson to be appointed as School Safety Specialist as per N.J.A.C. 6A:9-2.1.

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

Vote: To approve Personnel Item 4

Voice Vote. All in favor

Motion Approved

Motion to Approve Item 5

**Joseph Celecki to Attend
the National Building and
Grounds Expo**

5. Joseph Celecki to attend the National Building and Grounds Expo in Atlantic City NJ on March 12th and 13th 2018 at a cost of \$400.00 for the workshop and a one-night stay at Harrah's Hotel at a cost of \$97.00 plus additional related travel expenses.

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

Vote: To approve Item 5

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

Motion Approved

Policies

Motion to Approve Policies Item 1

First Reading of Policies

1. First reading of the of the following policies:
0169.02 Board Member Use of Social Networks (**Attachment**)
7425 Lead Testing of Water in Schools (**Attachment**)
9242 Use of Electronic Signatures (**Attachment**)

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

Vote: To approve Policies Item 1

Voice Vote. All in favor

Motion Approved

Motion to Approve Policies Item 2

**Revised Policies and
Regulations**

2. The following revised policies and regulations from Strauss Esmay Associates (Approval was given at the Special Meeting on May 25, 2010 to allow the Superintendent to update policy alerts from Strauss Esmay Associates.) 7440 and 7441 policy and regulation.

Motioned by Eric Virostek, Seconded by Edward Hoban

Vote: To approve Policies Item 2

Voice Vote. All in favor

Motion Approved

Trips

Motion to Approve Trips Item 1

**Filed Trip – Paws
Discovery Farm**

1. The self-contained class trip to Paws Discovery Farm in Mt. Laurel, NJ on Monday April 23, 2018 at a cost of \$37.00 for admission to the farm and \$185.00 for the bus *(PTO will pay \$150.00 towards the bus, board expense will be \$35.00).

Motioned by Nick D’Amico, Seconded by Edward Hoban

Vote: To approve Trips Item 1

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

Motion Approved

Self-medication

Motion to Approve Self-medication Item 1

**Self Medication Student
#17-03**

1. Self-medication of student #17-03 as per board policy.

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

Vote: To approve Self-medication Item 1

Voice Vote. All in favor

Motion Approved

Calendar

Motion to Approve Calendar Item 1

**2018-2019 School
Calendar**

1. The 2018-2019 Magnolia School Calendar (**Attachment**).

Motioned by Nick D’Amico, Seconded by Edward Hoban

Vote: To approve Calendar Item 1

Voice Vote. All in favor

Motion Approved

**Superintendent’s
Addendum Report**

Superintendent’s Addendum Report

Motion to Approve Addendum Item 3

**With Regret Accept
Resignation of Susan
Hoffman 4/13/18**

3. To accept with regret the resignation of Susan Hoffman as School Nurse effective April 13, 2018.

Motioned by Edward Hoban, Seconded by Rebecca Lang Stafferi

Vote: To approve Superintendent's Addendum Item 3

Voice Vote. All in favor

Motion Approved

Informational Items

General

Building and Grounds

A. Buildings and Grounds

1. A fire drill was conducted on December 5, 2017 and January 21, 2018
2. A shelter in place was conducted on December 21, 2017
3. A lock down was conducted on January 30, 2018

Curriculum

B. Curriculum

1. Teacher Evaluations
 - Walkthroughs plus conferences - 5
 - Long evaluations - 44
 - Short evaluations – 28

Finance

C. Finance -None

Interdistrict

D. Interdistrict

1. Interdistrict Meeting: Superintendent discussed

Negotiations

E. *Negotiations/Contractual – Executive Session – None

Policy/Procedure

F. Policy/Procedure - None

Public Relations/Liaison

G. Public Relations/Liaison

1. Thank you from Holy Trinity Lutheran Church (Superintendent discussed)

Student/Parental

H. Student/Parental Issues and Concerns

1. Special Education: Superintendent to update
2. Eagles Parade: Superintendent to update
3. Flu Protocol: Superintendent to discuss
4. Criteria for a school day: Superintendent to update
5. HIB Report – None to report

Principal's Report

I. Principal's Report

1. Mr. Johnson's principal report (**Attachment**)

**Board Secretary Report
Board Actions**

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Informational Items:

- Financial Disclosure Forms
- Budget

Board Actions:

Motion to Approve Items A thru E

Monthly Reports

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of November 2017 and December 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 November 2017 and December 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 November 2017 and December 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 November 2017 and December 2017. The Treasurer's Report and Secretary's report are in agreement for the month of November 2017 and December 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:

- January 2018 payroll (**Attachment D1**)
- February 22018 warrants (**Attachment D2**)

Voided Check

E. Void Checks

To approve voiding of the following warrant account checks:

#6954 \$481.2401/02/18 Cengage Learning

Motioned by Edward Hoban, Seconded by Nick D’Amico

Vote: To approve Items A thru E

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

Motion Approved

Motion to Approve Items F thru H

**Preschool Education Aid
2018-2019**

F. Preschool Education Aid 2018-2019

To approve submission of the 2018-2019 Preschool Education Aid (Early Childhood Grant) application.

SEMI Waiver 2018-2019

G. SEMI Waiver

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for the 2018-2019 year, and

Whereas, the Magnolia Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students.

Now Therefore Be It Resolved, that the Magnolia Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Camden an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2018-19 school year.

Purchasing Manual

H. Purchasing Manual

To approve updates to the Magnolia Board of Education Purchasing Manual
(Attachment H1).

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

Vote: To approve Items F thru H

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

Motion Approved

**Open Audience
Participation II**

Audience Participation II

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

Vote: To approve Audience Participation II

Voice Vote. All in favor

- **Michelle Hyczka 2016 Davis Place Magnolia**
 - **Expressed concerns regarding her child's interactions with other students.**
- **Mrs. Mercado 116 S. Kings St.**
 - **Expressed concerns regarding their child's interactions with other students**

**Closed Audience
Participation II**

Closed Audience Participation II

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

Vote: To Close Audience Participation II

Voice Vote. All in favor

**Recess into Closed
Session**

RECESS INTO CLOSED SESSION at approximately 7:39 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 **8:00** 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 the disclosure of which constitutes an unwarranted invasion of individual privacy

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 Superintendents Contact)

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);

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 Rebecca Lang Staffieri, Seconded by Nick D'Amico

Vote: To Enter Executive Session

Voice Vote. All in favor

Action will be taken after Executive Session

**Resumption to Public
Portion of the Meeting**

RESUMPTION OF PUBLIC PORTION OF THE MEETING – 8:07 pm

Motioned by Edward Hoban Seconded by Nick D'Amico

Vote: To approve Resumption of Public Portion of the Meeting

Voice vote. All in favor

**Superintendents
Addendum Report**

Informational Items:

Board Actions:

Motion to approve Superintendents Addendum Items 1 and 2

**Submission of the
Assistant Superintendent**

1. Submission of the Assistant Superintendent contract dated July 1, 2018 through August 30, 2018 for review by the County Superintendent (**Attachment**).

**Submission of the Acting
Superintendent Contract**

2. Submission of the Acting Superintendent contract dated July 1, 2018 through June 30, 2019 for review by the County Superintendent (**Attachment**).

Motioned by Nick D'Amico, Seconded by Edward Hoban

Vote: To approve Superintendents Addendum Items 1 and 2

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

Motion Approved

Adjournment

ADJOURNMENT

Motion to adjourn meeting at 8:08 pm by Nick D'Amico, Seconded by Edward Hoban.

Vote: To Adjourn meeting

Voice Vote. All in favor

Respectfully submitted,

**Greg Gontowski
Board Secretary**