

**Magnolia School District
Board of Education
Regular Meeting
Minutes
May 1, 2018
7:00 P.M.**

Roll Call Mrs. Karen Sorbello opened the regular meeting at 7:01 p.m., leading the Pledge of Allegiance.

Mrs. Joyce Albrecht	Present
Ms. Rebecca Ammen	Absent
Mr. Nick D'Amico	Absent
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 Karen Sorbello

Approval of Minutes

- Minutes of the Regular Board of Education meeting held on April 17, 2018.

Motioned by Edward Hoban, Seconded by Eric Virostek

Vote: To approve Minutes

Voice Vote. All in favor **Rebecca Lang Staffieri – Abstained

Motion Approved

Presentation of the Budget **PRESENTATION OF THE BUDGET**

A PowerPoint presentation outlining the 2018-2019 School Year Budget.

Open Audience Participation I **Open Audience Participation I – AGENDA ITEMS ONLY**

Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri

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 Eric Virostek

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

BOARD OF EDUCATION BUSINESS

**Unfinished
Business**

Karen Sorbello – Superintendent Evaluation, Boards self evaluation and June work session.

None

New Business

None

**State and Local
School Board
Association**

Superintendent's Report

**Superintendent's
Report**

Presentations: Paul Sorrentino – Wellness Policy Assessment

Motion to Approve Personnel Items 2 thru 5

**J. Barrale – Self
Contained Teach**

2. Jessica Ann Barrale as Self Contained Teacher effective September 1, 2018 at a BA step 1 at a starting salary of \$51,648.

**L. Hallahan –
Part Time Middle
School Math**

3. Leah Hallahan as part time Middle School Math teacher effective September 1, 2018 as a BA step 1 at a starting salary of \$25,834.00.

**B. Johnson –
Physical Ed Teach**

4. Brian Johnson as Physical Education Teacher effective September 1, 2018 at a BA step 1 at a starting salary of \$51,648.

**B. Johnson –
Substitute
Teacher 17-18**

5. Brian Johnson as a substitute teacher for the remainder of the 2017-2018 school year at a rate of \$80.00 day.

Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri

Vote: To approve Personnel Items 2 thru 5

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Motion to Approve Personnel Item 6

**Mary Beth Gross-
Collating
Curriculum July
and August**

6. Mrs. Mary Beth Gross to work 40 hours during July and August 2018 collating curriculum standards at a rate of \$10.00 an hour.

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

Vote: To approve Personnel Item 6

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Renewal Tenured and Non Tenured Teaching Staff 18-19

Motion to Approve Personnel Items 7 thru 9

7. Renewal of tenured and non-tenured teaching staff for the 2018-2019 school year (enclosed).
8. Renewal of support staff for the 2018-2019 school year (enclosed).
9. Renewal of non-represented employees for the 2018-2019 school year (**Attached**).

Renewal – Support Staff 18-19

Renewal of Non-Represented Employees 18-19

Motioned by Rebecca Lang Staffieri, Seconded by Eric Virostek

Vote: To approve Personnel Items 7 thru 9

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Motion to Approve Personnel Items 10 thru 12

Substitute List 18-19

10. The substitute list for the 2018 -2019 school year at a rate of \$80.00 a day for substitute teachers and \$13.00 an hour for substitute custodians (**Attached**).

Long-Term Substitute rate 18-19

11. The long-term substitute rate for the 2018-2019 school year as follows:

Days 1-20	\$80.00
Days 21 -45	\$110.00 a day
Days 45 and above	\$135.00 a day

Teaching Assistants After School 17-18 and 18-19

12. Teaching Assistants to be paid \$10.00 an hour for after school support, i.e., homework, trips, etc. for the 2017-2018 and 2018-2019 school year.

Motioned by Edward Hoban, Seconded by Eric Virostek

Vote: To approve Personnel Items 10 thru 12

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Motion to Approve Personnel Item 13

**Extra-Curricular
and Athletic
Programs 18-19**

13. The list of extra-curricular and athletic programs for 2018-2019 (Attached).

Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri

Vote: To approve Personnel Item 13

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Motion to Approve Personnel Item 14

**Workshop 6/20/18
34 Teachers**

14. Thirty-four teachers to attend a workshop on June 20, 2018 for professional development at a rate of \$37.50 for 5 hours for a total of \$187.50 each (To be taken out of Title II funding).

Jessica Anastasi	Stacey Dobleman	Michelle Nussbaum
Sue Anastasi	Charlene Finley	Jennifer Pontarelli
Leigh Anne Arkema	Emily Green-Hamilton	Linda Rutherford
Sarah Barnes	Cara Jedlicka	Barbara Schneider
Lori Becoskie	Bill Keane	Lorraine Sheilds
Zachary Camerieri	Allison Kilpatrick	Tricia Sigleton
Dan Carson	Steve Kreal	Paul Sorrentino
Karin Carson	Kelly Livingston	Dana Stahl
Dave Cogan	Maria McGovern	Steven Taylor
Patty Constantine	Lisa Michalowski	Diane Venables
Aphrodite Dellaporta	Debbie Minatee	Elisa Zaccone
	Michael Morgan	

Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri

Vote: To approve Personnel Item 14

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Motion to Approve Personnel Item 1

**Paul Sorrentino
as Supervisor of
Curriculum and
Instruction 7/1/18**

1. Paul Sorrentino as Supervisor of Curriculum and Instruction effective July 1, 2018 at a salary of \$85,000

Motioned by Edward Hoban, Seconded by Eric Virostek

Vote: To approve Personnel Item 1

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Informational Items

General

**Building and
Grounds**

Buildings and Grounds

1. A lock down was conducted on
2. A fire drill was conducted on April 12, 2018

Curriculum

Curriculum

1. Teacher Evaluations
 - Long evaluations - 45
 - Short evaluations – 49
 - Walkthroughs plus conferences – 7

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 - None

Student/Parental

H. Student/Parental Issues and Concerns

1. HIB Report – No new cases

**Principal's
Report**

I. Principal's Report - None

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Informational Items:

**Board Secretary's
Report**

Board Actions:

Motion to Approve Items A thru D

Monthly Reports

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of March 2018
(Attachment A1 & A2).

Transfer of Funds

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of March 2018 (**Attachment B1**).

**Financial
Reports**

C. Financial Reports

Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of March 2018. 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**)

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2018. The Treasurer's Report and Secretary's report are in agreement for the month of March 2018 (**Attachment C2**)

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.

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:

- April 2018 payroll (**Attachment D1**)
- May 2018 warrants (**Attachment D2**)

Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri

Vote: To approve Items A thru D

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Motion to Approve Item E

**Budget 2018-
2019**

E. 2018-2019 Budget

WHEREAS, the Magnolia Borough Board of Education has developed its 2018-2019 school budget, and

WHEREAS, a budget hearing was held on May 1, 2018.

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 2018-2019 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>
2018-19 Total				
Expenditures	8,379,292.00	234,446.00	262,425.00	8,876,163.00
Less:				
Anticipated				
Revenues	<u>4,294,436.00</u>	<u>234,446.00</u>	<u>54,404.00</u>	<u>4,583,286.00</u>
Taxes to be				
Raised	<u>4,084,856.00</u>	<u>0.00</u>	<u>208,021.00</u>	<u>4,292,877.00</u>

Motioned by Edward Hoban, Seconded by Eric Virostek

Vote: To approve Item E

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Motion to Approve Items F thru H

**Preschool
Education Aid
18-19**

F. 2018-2019 Preschool Education Aid – It is recommended that the Board of Education approve the receipt of \$36,063.00 in Preschool Education Aid for the 2018-2019 school year.

**Tax Payment
Schedule 18-19**

G. 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 2018	\$357,739.00	January 2019	\$357,740.00
August 2018	\$357,740.00	February 2019	\$357,740.00
September 2018	\$357,740.00	March 2019	\$357,740.00
October 2018	\$357,740.00	April 2019	\$357,740.00
November 2018	\$357,740.00	May 2019	\$357,740.00
December 2018	\$357,740.00	June 2019	\$357,738.00

Total 2018-2019 taxes \$4,292,877.00

**Extraordinary
Aid 17-18**

H. Extraordinary Aid – To approve submission of the extraordinary aid application for the 2017-2018 school year.

Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri

Vote: To approve Item F thru H

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Motion to Approve Items I thru BB

**Professional
Service 18-19**

I. Professional Services – It is recommended that the Board of Education approve the following Resolution authorizing the appointment of Board Solicitor, Brokers of Record, School Auditor, School Physician, Custodian of School Funds, Regulatory Services and Negotiator.

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 2018-2019 school year:

Parker McCay	Solicitor	\$175.00/hour
Bowman and Company, LLP	School Auditor	\$21,000.00
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
Leonard Ridilla, MD	School Physician	\$3,500.00

Magnolia Board of Education Meeting held on May 1, 2018

Robin Sarlo	Custodian of School Funds	\$2,750.00
Partners In Pediatrics	Occupational Therapy	\$77.00/hour
Rehab Connection	Physical Therapy	\$78.00/hour

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.

Health Care Providers 18-19	J. Health Care Providers – To approve the following health care providers for the 2018-2019 school year: Amerihealth, Horizon, Benecard, National Vision Administrators
Audit Peer Review –Bowman & Company	K. Audit Peer Review – To recognize the Peer Review Report conducted on Bowman & Company and that Bowman & Company is in compliance for the 2018-2019 school year for completion of the 2017-2018 audit.
Greg Gontowski Board Secretary 2018-2019	L. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2018-2019 school year.
Greg Gontowski Business Administrator 2018-2019	M. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2018-2019 school year.
Courier Post Official Newspaper – Retrospect alternate	N. Official Newspaper – It is recommended that the Board of Education approve the following official newspapers: ✓ Courier Post ✓ The Retrospect as alternate
Website	O. 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
403B Providers	P. 403B Providers – It is recommended that the Board of Education approve the following 403B providers: ✓ Security Benefit Group; ✓ LSW c/o The Legend Group ✓ Ameriprise Financial Services, Inc; ✓ Lincoln Investment Planning, Inc; ✓ ING Life Insurance & Annuity Company ✓ American General Disability
BOE Meeting Dates 2018-219	Q. Meeting Dates – It is recommended that the Board of Education approve the Regular meeting dates for the 2018-2019 school year, to take place on the third Tuesday of the month at 7:00 PM, at the Magnolia School, unless otherwise noted.

2018	2019
June 19, 2018	January 2, 2019 ** (Wednesday)
August 29, 2018 * (Wednesday)	February 19, 2019
September 18, 2018	March 19, 2019
October 16, 2018	April 16, 2019
November 20, 2018	May 7, 2019 ***
December 11, 2018	June 18, 2019

Changed to Wednesday

** Reorganization must take place between January 1 – 7, 2019

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

**Curriculum
Textbooks and
Policies**

R. 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.

Photocopy Fee

S. 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.

**Depository of
School Funds-
BB&T Bank**

T. Depository of School Funds – It is recommended that the Board of Education approve BB&T Bank as the depository of school funds.

**Account
Signatories**

U. Account Signatories – It is recommended that the Board of Education approve the following:

Account

Student Activity Account

Requirements/Signatories

Superintendent/Principal
Requires two (2) signatures

General Fund Account

Board President
Treasurer of School Funds
Business Administrator/Board Secretary
Superintendent
Requires three (3) signatures

Flexible Spending Account

Board President
Treasurer of School Funds
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 of School Funds
Requires one (1) signature

Agency Account

Treasurer
Business Administrator/Board Secretary
Requires one (1) signature

**Physicians/
Individuals
Providing
Services**

- V. Physicians/Individuals Providing Services** – It is recommended that the Board of Education approve the following physicians/individuals to provide psychological evaluations and learning evaluations during the 2018-2019 school year:

Dr. Ruth Marino, Nancy Stevick, Dr. James Hewitt, Jennifer Campbell, Barbara Hannmann

**District
Appointments
and Assignments**

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

Affirmative Action Officer – Karen Macpherson
Title IX Coordinator – Elizabeth Parnagian
504 Compliance Officer – Ralph Johnson
ADA Coordinator – Elizabeth Parnagian
Health/Safety Compliance Officer – Sarah Barnes
Custodian of Records (student/employee) – Karen Macpherson
Custodian of Records (OPRA) – Greg Gontowski
Right to Know Officer – Ralph Johnson
Substance Abuse Coordinator – Cara Jedlicka
Integrated Pest Management Coordinator – Joe Celecki
Homeless Liaison – Merri Hansen
Public Agency Compliance Officer – Greg Gontowski
School Safety Specialist – Ralph Johnson

**Chart of
Accounts**

- X. Chart of Accounts** – It is recommended that the Board of Education approve the 2018 2019 Chart of Accounts.

Petty Cash

- Y. Petty Cash** – It is recommended that the Board of Education approve establishing a \$500.00 petty cash fund for the 2018-2019 school year, effective July 1, 2018.

**Pre-Payment
Authorization**

- Z. 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 Z1**)

**E-Rate
Consultant**

AA. Rate Consultant – It is recommended that the Board of Education approve the service agreement renewal with e2e Exchange as Erate Consultant for 2018-2019.

**Woodlynne
Kitchen Use**

BB. Woodlynne Kitchen Use – To approve Interlocal Service Agreement with Woodlynne Board of Education for kitchen facility usage for the 2018-2019 school year in the amount of \$8,550.00 year.

Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri

Vote: To approve Items I thru BB

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

Motion to Approve Items CC thru II

**Camden County
Elementary
League 18-19**

CC. Camden County Elementary League

To approve the attached resolution for participation in the Camden County Elementary League for the 2018-2019 school year (**Attachment CC1**).

**Bayda – Student
#3963950202 17-
18**

DD. Bayada - To award a non fair and open contract to Bayada Home Health Care, Inc. RN services for student #3963950202 in the amount of \$55.00 per hour for the 2017-2018 school year.

**Bayda – Student
#3963950202 18-
19**

EE. Bayada - To award a non fair and open contract to Bayada Home Health Care, Inc. RN services for student #3963950202 in the amount of \$55.00 per hour for the 2018-2019 school year.

**Bayada –
Substitute Nurse
18-19**

FF. Bayada - To approve contract with Bayada Home Health Care, Inc. for substitute school nurse services in the amount of \$55.00 per hour for the 2018-2019 school year

**WB Mason –
Non Fair and
Open 18-19**

GG. Non Fair and Open – To award non fair and open contract to WB Mason for the 2018-2019 school year for various supplies.

**Camden County
Ed. Serv. Com.
18-19**

HH. Camden County Educational Services Commission

To approve the attached General Services Contract with Camden County Educational Services Commission for the 2018-2019 school year (**Attachment HH1**).

**Pre-Payment
Authorization**

II. 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.

Motioned by Edward Hoban, Seconded by Eric Virostek

Vote: To approve Items CC thru II

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

**Board Secretary
Addendum**

BOARD SECRETARY/BUSINESS ADMINISTRATOR ADDENDUM REPORT

Informational Items:

Board Actions

Motion to Approve Addendum Item A_

CCESC Coop

A. CCESC Coop

The approve the attached resolution for participation into a cooperative pricing agreement with Camden County Educational Services Commission (**Attachment A1**).

Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri

Vote: To approve Item Addendum Item A

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. Hoban, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (5-0-0)

Motion Approved

**Open Audience
Participation II**

Audience Participation II - None

**Executive
Session**

Executive Session - None

Adjournment

ADJOURNMENT

Motion to adjourn meeting at 7:47 pm by Edward Hoban, Seconded by Rebecca Lang Staffieri

Vote: To Adjourn meeting

Voice Vote. All in favor

Respectfully submitted,

**Greg Gontowski
Board Secretary**

