

**Magnolia School District
Board of Education
Regular Meeting
Minutes
May 2, 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	Absent
Ms. Rebecca Ammen	Absent
Mr. Nick D'Amico	Present
Mrs. Jennifer Gray	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 Karen Sorbello

Approval of Minutes

- Minutes of the Regular Board of Education meeting held on April 12, 2017.

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

Vote: To approve Minutes

Voice Vote. All in favor *Jennifer Gray – Abstained**

Motion Approved

Presentation of Budget

PRESENTATION OF THE BUDGET

A PowerPoint presentation will be made outlining the 2017-2018 School Year Budget.

Audience Participation I

None

BOE Business

BOARD OF EDUCATION BUSINESS

Unfinished Business

None

New Business

None

State and Local School Board Association

- Karen Sorbello – Gave update

**Superintendent's
Report**

Superintendent's Report

Personnel

**With Regret
Accept
Resignation of
Len DeFrank
Effective 4/28/17**

Motion to Approve Personnel Item 1

1. Ratification to accept the resignation of Mr. Len DeFrank effective April 28, 2017 (enclosed).

Motioned by Nick D'Amico, Seconded by Edward Hoban

Vote: To approve Personnel Item 1

Roll Call Vote. All in favor: Mr. D'Amico, Mrs. Gray, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello (5-0-0)

Motion Approved

**Mary Beth
Gross – Work
July and
August 2017**

Motion to Approve Personnel Items 2 thru 9

**Tenured and
Non-Tenured
Teachers 2017-
2018**

**Support Staff
17-18**

**Non-
Represented
Employees 17-
18**

**Sandy Brosious
– Unpaid Leave
4/1/17 thru
Remainder of
the year**

**Substitute List
17-18**

**Extra-
Curricular and
Athletic
Programs 17-18**

**Professional
Development
Workshop 6/27
thru 6/28**

2. Mrs. Mary Beth Gross to work 40 hours during July and August 2017 collating curriculum standards at a rate of \$10.00 an hour
3. Renewal of tenured and non-tenured teaching staff for the 2017-2018 school year (enclosed)
4. Renewal of support staff for the 2017-2018 school year (enclosed).
5. Renewal of non-represented employees for the 2017-2018 school year (enclosed)
6. Mrs. Sandy Brosious to take an unpaid leave of absence effective April 14, 2017 until the remainder of the year.
7. The substitute list for the 2017 -2018 school year at a rate of \$80.00 a day for substitute teachers and \$12.00 an hour for substitute custodians (enclosed)
8. The list of extra-curricular and athletic programs for 2017-2018 (enclosed)
9. The following staff to attend a professional development workshop on June 27 or 28 from 9:00am to 2:00pm at a rate of \$35.00 an hour for 5 hours. (to be taken out of Title II)

Sue Anastasi
Lori Becoskie
Dan Carson
Patricia Constantine
William Keane
Karen Locantore
Lisa Michalowski
Jennifer Pontarelli

Jessica Anastasi
Nick Borgese
Karin Carson
Aphrodite Dellaporta
Allison Kilpatrick
Maria McGovern
Debbie Minatee
Linda Rutherford

Leigh Anne Arkema
Zachary Camerieri
Dave Cogan
Stacey Dobleman
Kelly Livingston
Karen McNally
Michael Morgan
Tricia Singleton

Lorraine Shields
Steve Taylor

Erin Sorrentino
Diane Venables

Paul Sorrentino

Motioned by Jennifer Gray, Seconded by Nick D'Amico

Vote: To approve Personnel Items 2 thru 9

Roll Call Vote. All in favor: Mr. D'Amico, Mrs. Gray, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello (5-0-0)

Motion Approved

Motion to Approve Facilities Item 1

**Submit Facility
Renewal
application 16-
17 to County
Office of
Education**

1. To submit to the County Office of Education the following facility renewal application for the 2016 - 2017 school year:
Alternate Kindergarten Toilet Room Facilities for room 16
Dual Use of Educational Space for room 8

Motioned by Edward Hoban, Seconded by Rebecca LangStaffieri

Vote: To approve Facilities Item 1

Voice Vote. All in favor

Motion Approved

Motion to Approve Trips Items 1 and 2

**Storybook Land
6/5/17**

1. The self-contained classroom to take a trip to Storybook Land on June 5, 2017 at a cost of \$375.00 for the bus and \$14.95 per person at a cost of \$149.50 for 10 people

**Franklin
Institute 6/6/17**

2. The 5th grade trip to the Franklin Institute on June 6, 2017 (this is not a board expensed trip)

Motioned by Rbecca Lang Staffieri, Seconded by Jennifer Gray

Vote: To approve Trips Items 1 and 2

Roll Call Vote. All in favor: Mr. D'Amico, Mrs. Gray, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello (5-0-0)

Motion Approved

General

**Informational Items:
General**

**Building and
Grounds**

A. Building and Grounds

1. A fire drill was conducted on April 16, 2017
2. A shelter in place was conducted on April 27, 2017

Curriculum	<p>B. <u>Curriculum</u></p> <ul style="list-style-type: none"> Teacher Evaluations – All evaluations completed; working on summative evaluations at this time Walkthroughs plus conferences - instructional conferences - 26 completed Long evaluations – completed Short evaluations - completed
Finance	C. <u>Finance</u> - None
Interdistrict	D. <u>Interdistrict</u> - None
Negotiations	E. <u>*Negotiations/Contractual (Executive Session)</u> - None
Policy/Procedure	F. <u>Policy/Procedure</u> - None
Public Relations/Liaison	G. <u>Public Relations/Liaison</u> – None
Student/Parental	<p>H. <u>Student/Parental Issues and Concerns</u></p> <ol style="list-style-type: none"> HIB Report: Superintendent updated
Principal's Report	<p><u>Principal's Report</u></p> <p>Mr. Johnson's principals report (attachment)</p>
Board Secretary Report	<p>BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT</p> <p>Informational Items:</p>
Board Actions	<p>Board Actions:</p> <p>Motion to approve Items A thru C</p>
Monthly Reports	<p>A. Monthly Reports</p> <p>The Budget Summary and Revenue Summary for the month of March 2017 (Attachment A1 and A2).</p>
Transfer of Funds	<p>B. Transfer of Funds</p> <p>The attached transfer list, with the recommendation of the Superintendent, for the month of March 2017 (Attachment B1).</p>
Financial Reports	<p>C. Financial Reports</p> <ol style="list-style-type: none"> Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of February 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 March 2017. The Treasurer's Report and Secretary's report are in agreement for the month of March 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.

Motioned by Edward Hoban, Seconded by Jennifer Gray

Vote: To approve Items A thru C

Roll Call Vote. All in favor: Mr. D'Amico, Mrs. Gray, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello (5-0-0)

Motion Approved

Motion to approve Item D

Warrants

D. Warrants

The attached bill lists:

1. April 2017 payroll (**Attachment D1**)
2. May 2017 warrants (**Attachment D2**)

Motioned by Edward Hoban , Seconded by Nick D'Amico

Vote: To approve Item D

Roll Call Vote. All in favor: Mr. D'Amico, Mrs. Gray, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello (5-0-0)

Motion Approved

Motion to approve Item E

**2017-2018
Budget**

E. 2017-2018 Budget

WHEREAS, the Magnolia Borough Board of Education has developed its 2017-2018 school budget, and

WHEREAS, a budget hearing was held on May 2, 2017.

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 2017-2018 school budget as presented by the administration which includes the following:

RESOLVED, that the Magnolia Board of Education includes in the budget the adjustment for increased costs of health benefits in the amount of \$95,250.00 and the enrollment adjustment in the amount of \$102,223.00. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2017-18 Total				
Expenditures	8,059,364.00	240,550.00	262,000.00	8,561,914.00
Less:				
Anticipated			<u>54,317.00</u>	
Revenues	<u>4,054,603.00</u>	<u>240,550.00</u>		<u>4,349,470.00</u>
Taxes to be			<u>207,683.00</u>	
Raised	<u>4,004,761.00</u>	<u>0.00</u>		<u>4,212,444.00</u>

Motioned by Edward Hoban Seconded by Jennifer Gray

Vote: To approve Item E

Roll Call Vote. All in favor: Mr. D'Amico, Mrs. Gray, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello (5-0-0)

Motion Approved

Motion to approve Items F thru H

**20017-2018
Preschool Aid**

F 2017-2018 Preschool Education Aid – It is recommended that the Board of Education approve the receipt of \$39,470.00 in Preschool Education Aid for the 2017-2018 school year.

**Tax Payment
Schedule 17-18**

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 2017	\$351,038.00	January 2018	\$351,037.00
August 2017	\$351,037.00	February 2018	\$351,037.00

September 2017	\$351,037.00	March 2018	\$351,037.00
October 2017	\$351,037.00	April 2018	\$351,037.00
November 2017	\$351,037.00	May 2018	\$351,037.00
December 2017	\$351,037.00	June 2018	\$351,036.00

Total 2017-2018 taxes \$4,212,444.00

**Extraordinary
Aid**

H. Extraordinary Aid – To approve submission of the extraordinary aid application for the 2016-2017 school year.

Motioned by Rebecca Lang Staffieri, Seconded by Jennifer Gray

Vote: To approve Items F thru H

Roll Call Vote. All in favor: Mr. D’Amico, Mrs. Gray, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello (5-0-0)

Motion Approved

Motion to approve Items I thru EE

Motion to amend Item Y

Motioned by Edward Hoban, Seconded by Jennifer Gray

Vote: To approve amending Item Y

Voice Vote. All in favor

**Professional
Services**

- 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 2017-2018 school year:

Parker McCay	Solicitor	\$175.00/hour
Bowman and Company, LLP	School Auditor	\$20,500.00

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
Robin Sarlo	Custodian of School Funds	\$2,700.00
Partners In Pediatrics	Occupational Therapy	\$77.00/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

- J. Health Care Providers** – To approve the following health care providers for the 2017-2018 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 2017-2018 school year for completion of the 2016-2017 audit.

Greg Gontowski Board Secretary 2017-2018

- L. Board Secretary** – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2017-2018 school year.

Greg Gontowski Business Administrator 2017-2018

- M. Business Administrator** – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2017-2018 school year.

Food Service Management Company

- N. Food Service Management Company** – It is recommended that the Board of Education approve the following Resolution for the 2017-2018 school year:

Be it resolved that the Magnolia Board of Education Approves:

Surplus Guarantee

Sodexo guarantees that District shall receive an annual Surplus of Fifteen Thousand Dollars (\$15,000.00) for the 2017-2018 school year. If the actual Surplus for the Food Service program falls short of the aforementioned amount, Sodexo shall pay the difference to District in an amount not to exceed one hundred percent (100%) of Sodexo's annual **Management Fee**. Sodexo reserves the right to recover any such reimbursement made during the current contract year from that year's Surplus on a

monthly basis.

Management Fee

District shall pay Sodexo a Management Fee in an amount equal to Twenty Five Thousand Dollars (\$25,000.00) for the 2017-2018 contract year.

Meal Prices

- O. Meal Prices** – To approve the following food service meal prices for the 2017-2018 school year:

Paid Lunch	\$2.50 (Increased from \$2.40 in 2016-2017)
Reduced Lunch	\$.40
Paid Breakfast	\$1.25
Reduced Breakfast	\$.30
Adult Lunch	\$3.00
Adult Breakfast	\$1.65

**Courier Post
Official
Newspaper –
Retrospect
alternate**

- P. Official Newspaper** – It is recommended that the Board of Education approve the following official newspapers:

- ✓ Courier Post
- ✓ The Retrospect as alternate
- ✓

Website

- Q. 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

- R. 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 17-18**

- S. Meeting Dates** – It is recommended that the Board of Education approve the Regular meeting dates for the 2017-2018 school year, to take place on the third Tuesday of the month at 7:00 PM, at the Magnolia School, unless otherwise noted.

2017	2018
June 27, 2017	January 2, 2018 **
August 29, 2017 *	February 20, 2018
September 19, 2017	March 20, 2018

October 17, 2017	April 17, 2018
November 21, 2017	May 1, 2018 ***
December 12, 2017	June 19, 2018

Changed to last Tuesday of the month, as had been done since 2011

** Reorganization must take place between January 1 – 7, 2018

*** Rehiring of staff before May 15th

**Curriculum
Textbooks and
Policies**

T. 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

U. 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**

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

**Account
Signatories**

W. 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

Capital Projects Fund Account

Board President

Treasurer of School Funds

Business Administrator/Board

Secretary

Superintendent

Requires two (2) 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
Capital Projects	Board President Treasurer of School Funds Business Administrator/Board
Secretary	Superintendent Requires two (2) signatures

**Physicians/
Individuals
Providing
Services**

X. Physicians/Individuals Providing Services – It is recommended that the Board of Education approve the following physicians/individuals to provide PT, and psychological evaluations during the 2016-2017 school year:

Dr. Ruth Marino, Nancy Stevick, Rehab Connection,
Dr. James Hewitt, Amazing Transformations, Janet Watkins

**District
Appointments
and Assignments**

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

Affirmative Action Officer – Dr. Warren Pross

Title IX Coordinator – Jeanne Kernaschak
504 Compliance Officer – Ralph Johnson
ADA Coordinator – Jeanne Kernaschak
Health/Safety Compliance Officer – Susan Hoffman
Custodian of Records (student/employee) – Dr. Warren Pross
Custodian of Records (OPRA) – Greg Gontowski
Right to Know Officer – Ralph Johnson
Substance Abuse Coordinator – Cara Jedlicka
Integrated Pest Management Coordinator – Ralph Johnson
Homeless Liaison – Dr. Warren Pross
Public Agency Compliance Officer – Greg Gontowski
HIB Coordinator – Ralph Johnson
HIB Specialist – Cara Jedlicka

**Chart of
Accounts 17-18**

Z. Chart of Accounts – It is recommended that the Board of Education approve the 2017-2018 Chart of Accounts.

Petty Cash

AA. Petty Cash – It is recommended that the Board of Education approve establishing a \$500.00 petty cash fund for the 2017-2018 school year, effective July 1, 2017.

**Pre-Payment
Authorization**

BB. 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 BB1**)

**Maximum
Travel Budget**

CC. Maximum Travel Budget – It is recommended that the Board of Education approve the following Resolution:

WHEREAS, the Magnolia Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted

on the approved Board of Education Out of District Travel and Reimbursement Forms;
now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$12,000.00 for all staff and board members.

**E-Rate
Consultant**

DD. E-Rate Consultant – It is recommended that the Board of Education approve the service agreement renewal with e2e Exchange as Erate Consultant for 2017-2018.

**Woodlynne
Kitchen Use**

EE. Woodlynne Kitchen Use – To approve Interlocal Service Agreement with Woodlynne Board of Education for kitchen facility usage for the 2017-2018 school year in the amount of \$8,550.00 year.

Motioned by Edward Hoban, Seconded by Jennifer Gray

Vote: To approve Items I thru EE

Roll Call Vote. All in favor: Mr. D’Amico, Mrs. Gray, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello (5-0-0)

Motion Approved

Motion to approve Items FF thru KK

**Risk
Management
Consultant**

FF. Risk Management Consultant
To approve the attached resolution appointing a risk management consultant (Attachment H1).

**Amazing
Transformations
16-17 and 17-18
Behavior
Consultation
Services**

GG. Non Fair and Open – To award non fair and open contract to Amazing Transformations for the 2016-2017 and 2017-2018 school year for behavior consultation services.

**Rehab
Connection 17-18**

HH. Non Fair and Open – To award non fair and open contract to Rehab Connection for the 2017-2018 school year for physical therapy services at a rate of \$78.00 per hour.

**WB Mason 17-18
Various Supplies**

II. Non Fair and Open – To award non fair and open contract to WB Mason for the 2017-2018 school year for various supplies.

**Winderco Inc –
Installation of
Exterior Doors**

JJ. Non Fair and Open – To award non fair and open contract to Winderco, Inc. in the amount of \$39,995.00 for the 2016-2017 school year for the installation of exterior doors.

**Pre-Payment
Authorization**

KK. 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 Jennifer Gray

Vote: To approve Items FF thru KK

Roll Call Vote. All in favor: Mr. D'Amico, Mrs. Gray, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello (5-0-0)

Motion Approved

**Audience
Participation II**

Audience Participation II - None

**Executive
Session**

Executive Session – None

Adjournment

ADJOURNMENT

Motion to adjourn meeting at 7:34 pm by Edward Hoban, Seconded by Nick D'Amico.

Vote: To Adjourn meeting

Voice Vote. All in favor

Respectfully submitted,

**Greg Gontowski
Board Secretary**