

**Magnolia School District
Board of Education
Regular Meeting
Minutes
May 5, 2015
7:00 P.M.**

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

Mrs. Shelley Wilson called the meeting to order at 7:00 p.m. at which time the following statement was read: *“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.”*

Roll Call

Mrs. Joyce Albrecht	Present
Ms. Rebecca DePrince	Present ** Arrived at 7:10
Mrs. Jennifer Gray	Present
Mr. Edward Hoban	Present
Mr. Rudolph Kube	Absent
Mrs. Karen Sorbello	Present
Mrs. Shelley Wilson	Present

Other Attendees

Dr. Warren Pross, Superintendent
Mr. Greg Gontowski, Business Administrator/Board Secretary
Mr. Frank C. Cavallo, Jr., Esquire, Solicitor

Mission Statement

Mission Statement was read by Mrs. Joyce Albrecht

**Approval of
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 21, 2015.

Motioned by Sorbello, Seconded by Hoban

Vote: To approve Minutes of the Regular Board of Education meeting held on April 21, 2015.

Voice Vote. All in favor.

National Honor Society Presentation

NATIONAL HONOR SOCIETY PRESENTATION
Mrs. B.J. Okeson-Brandt and the National Honor Society

Budget Presentation

PRESENTATION OF THE BUDGET
A PowerPoint presentation was made outlining the 2015-2016 School Year Budget.

Audience Participation I

Open Audience Participation I – AGENDA ITEMS ONLY

Motioned by Hoban, Seconded by Sorbello.

**Vote: To approve opening of Audience Participation I
Voice Vote. All in favor**

NONE

Close Audience Participation I

Close Audience Participation I

Motioned by Hoban, Seconded Gray

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

Board of Education Business

BOARD OF EDUCATION BUSINESS

Unfinished Business

Unfinished Business
NONE

New Business

- New Business**
- Mr. Hoban asked to have someone look at Baseball field for post near home plate.
 - Mrs. Wilson mentioned to have Borough check drainage area along school.

**** Ms. Rebecca DePrince arrived at the meeting**

State and Local School Board Association

- State and Local School board Association**
- Mrs. Wilson announced County meeting taking place tonight with

Mr. Rudolph Kube in attendance and receiving an award.

Superintendent's Report

Superintendent's Report

Personnel

Personnel

N.Marra – Substitute Nurse

1. Ms. Nicole Marra as substitute nurse at a rate of \$125.00 a day for the 2014-2015 and the 2015-2016 school year

L.Ward-Student Teacher w/Sorrentino

2. Ms. Leanna Ward, a student from Rutgers University, to do her student teaching with Mr. Paul Sorrentino September 2, 2015 thru December 11, 2015

Motion to Approve Personnel Items 1 and 2

Motion by Sorbello, Seconded by Hoban

Roll Call Vote. All in favor: Albrecht, DePrince, Gray, Hoban, Sorbello, Wilson (6-0-0)

Certified & Non-tenured Teaching Staff Renewal

3. Renewal of certified and non-tenured teaching staff for the 2015-2016 school year (enclosed)

Support Staff Renewal

4. Renewal of support staff for the 2015-2016 school year (enclosed)

Non-Represented Employees Renewal

5. Renewal of non-represented employees for the 2015-2016 school year (enclosed)

Motion to Approve Personnel Items 3 through 5

Motion by Sorbello, Seconded by Hoban

Roll Call Vote. All in favor: Albrecht, DePrince, Gray, Hoban, Sorbello, Wilson (6-0-0)

Superintendent's Contract

6. Submission of the Superintendent's amended contract dated July 1, 2015 thru June 30, 2018 for review by the County Superintendent (attachment)

Motion to Approve Personnel Item 6

Motion by Sorbello, Seconded by Hoban

Roll Call Vote. All in favor: Albrecht, DePrince, Gray, Hoban, Sorbello, Wilson (6-0-0)

- | | |
|--|--|
| Substitute List | 7. The substitute list for the 2015-2016 school year (enclosed) |
| Extra-curricular & Athletic | 8. The list of extra-curricular and athletic programs for 2015-2016 (enclosed) |
| S.Brosious-20 Summer Hours | 9. Mrs. Sandy Brosious to work for four weeks over the summer at 20 hours a week to continue cataloging, computerizing and culling the collection of books for the Media Center at a stipend of \$800.00 |

Motion to Approve Personnel Items 7 through 9

Motion by Hoban, Seconded by Sorbello

Roll Call Vote. All in favor: Albrecht, DePrince, Gray, Hoban, Sorbello, Wilson (6-0-0)

Informational Items

Informational Items:

General

General:

- Congratulations to Rudy Kube

Buildings & Grounds

A. Buildings and Grounds

1. A fire drill was conducted on April 28, 2015
2. A lockdown was conducted on April 23, 2015

Curriculum

B. Curriculum

1. Teacher Evaluations – All evaluations completed; working on summative evaluations at this time.
 - Walkthroughs plus conferences – 29; instructional conferences - 9
 - Long evaluations - 47
 -
 - Short evaluations – 87

Finance

C. Finance

Interdistrict

D. Interdistrict

Negotiations

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

- | | |
|---|--|
| Policy/Procedure | F. Policy/Procedure - None |
| Public Relations/Liaison | G. Public Relations/Liaison
1. Magnolia Centennial Celebration: Superintendent discussed |
| Student/Parental Issues & Concerns | H. Student/Parental Issues and Concerns
1. HIB Report – Board Attorney updated |
| Principal’s Report | I. Principal’s Report
1. Mr. Johnson’s Principal Report (attachment) |

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

- | | |
|--------------------------|---|
| Board Actions | Board Actions:
Motion to approve items A through C |
| Monthly Reports | A. Monthly Reports
The Budget Summary and Revenue Summary for the month of March 2015 (Attachment A1 and Attachment A2). |
| Transfer of Funds | B. Transfer of Funds
The attached transfer list, with the recommendation of the Superintendent, for the month of March 2015 (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 March 2015. 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 2015. The Treasurer’s Report and Secretary’s report are in agreement for the month of September 2014. (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 Sorbello, Seconded by Hoban.

Vote: To approve Items A through C

Roll Call Vote. All in favor: Albrecht, DePrince, Gray, Hoban, Sorbello, Wilson (6-0-0)

Motion Approved

Motion to approve Item D

Warrants

D. Warrants

The attached bill lists:

- April 2015 payroll (**Attachment D1**)
- May 2015 warrants (**Attachment D2**)

Motioned by Sorbello, Seconded by Hoban.

Vote: To approve Item D

Roll Call Vote. All in favor: Albrecht, DePrince, Gray, Hoban, Sorbello, Wilson (6-0-1**)**

****Mrs. DePrince abstains with regard to the State of New Jersey and or its agents****

Motion Approved

Motion to approve Item E

2015-2016 Budget

E. 2015-2016 Budget

WHEREAS, the Magnolia Borough Board of Education has developed its 2015-2016 school budget, and

WHEREAS, a budget hearing was held on May 5, 2015.

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 2015-2016 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 \$97,582.00. The additional funds are included in the base budget and will be used to pay for the additional increases in health benefits.

	GENERAL FUND	SPECIAL REVENUE S	DEBT SERVICE	TOTAL
2015-16 Total Expenditures	7,818,129.00	204,254.00	115,185.00	8,137,568.00
Less: Anticipated Revenues	4,202,758.00	204,254.00	0.00	4,407,012.00
Taxes to be Raised	<u>3,615,371.00</u>	0.00	<u>115,185.00</u>	<u>3,730,556.00</u>

Motioned by Sorbello, Seconded by Hoban.

Vote: To approve Item E

Roll Call Vote. All in favor: Albrecht, DePrince, Gray, Hoban, Sorbello, Wilson (6-0-0)

Motion Approved

Motion to approve items F through H

Preschool Aid

F 2015-2016 Preschool Education Aid – It is recommended that the Board of Education approve the receipt of \$27,629.00 in Preschool Education Aid for the 2015-2016 school year.

Tax Payment Schedule

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 2015	\$310,881.50	January 2016	\$310,879.50
August 2015	\$310,879.50	February 2016	\$310,879.50
September 2015	\$310,879.50	March 2016	\$310,879.50
October 2015	\$310,879.50	April 2016	\$310,879.50
November 2015	\$310,879.50	May 2016	\$310,879.50
December 2015	\$310,879.50	June 2016	\$310,879.50

Total 2015-2016 taxes \$3,730,556.00

Extraorindary Aid H. Extraordinary Aid – To approve submission of the extraordinary aid application for the 2014-2015 school year.

Motioned by Sorbello, Seconded by DePrince.

Vote: To approve Items F through H
Roll Call Vote. All in favor: Albrecht, DePrince, Gray, Hoban, Sorbello, Wilson (6-0-0)

Motion to approve Items I through EE

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

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 2015-2016 school year:

Parker McCay	Solicitor	\$170.00/hour
Bowman and Company, LLP	School Auditor	\$16,900.00
Garrison Architects	Architect of Record	\$85.00- \$150.00/hour
Burlington County Joint Insurance Fund	Liability/Workers CompInsurance	Per Insurance Requirements
Hardenbergh Insurance Group	Insurance Broker of Record	Per Insurance

		Requirements
Brown & Brown Benefit Advisors	Health Insurance Broker	Per Insurance Requirements
Leonard Ridilla, MD	School Physician	\$3,500.00
Robin Sarlo	Custodian of School Funds	\$2,600.00
Partners In Pediatrics	Occupational Therapy	\$75.00/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 2015-2016 school year:
Amerihealth, Horizon, Benecard, National Vision Administrators

Audit Peer Review

K. Audit Peer Review – To recognize the Peer Review Report conducted on Bowman & Company and that Bowman & Company is in compliance for the 2015-2016 school year for completion of the 2014-2015 audit.

Board Secretary

L. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2015-2016 school year.

Business Administrator

M. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2015-2016 school year.

Food Service

N. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2015-2016 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 2015-2016 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 2015-2016 contract year.

Meal Prices

O. Meal Prices – To approve the following food service meal prices for the 2015-2016 school year:

- Paid Lunch \$2.30
- Reduced Lunch \$.40
- Paid Breakfast \$1.25 (Increased from \$1.00 in 2014-2015)
- Reduced Breakfast \$.30
- Adult Lunch \$3.00
- Adult Breakfast \$1.50 (Increased from \$1.40 in 2014-2015)

Official Newspaper

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

- ✓ Courier Post
- ✓ Record Breeze 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

Meeting Dates

S. Meeting Dates – It is recommended that the Board of Education approve the Regular meeting dates for the 2015-2016 school year, to take place on the third Tuesday of the month at 7:00 PM, at the Magnolia School, unless otherwise noted.

2015	2016
June 16, 2015	January 5, 2016 **

August 25, 2015 *	February 16, 2016
September 15, 2015	March 15, 2015
October 20, 2015	April 19, 2016
November 17, 2015	May 3, 2016 ***
December 15, 2015	June 21, 2016

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

** Reorganization must take place between January 1 – 7, 2016

*** Rehiring of staff before May 15th

**Curriculum
Textbooks &
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**

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

**Account
Signatories**

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

	<u>Account</u>	<u>Requirements/Signatories</u>
Student Activity	Student Activity Account	Superintendent/Principal Requires two (2) signatures
General Fund	General Fund Account	Board President

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

**Physician/
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 2015-2016 school year:

Dr. Ruth Marino, Nancy Stevick, Rehab Connection,

Dr. James Hewitt, Amazing Transformations

**District
Appointments &
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 – Jean Kernaschak
504 Compliance Officer – Ralph Johnson
ADA Coordinator – Jean Kernaschak
Health/Safety Compliance Officer – Amy Stolarick
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

Chart of Accounts

Z. Chart of Accounts – It is recommended that the Board of Education approve the 2015-2016 Chart of Accounts.

**Petty Cash
Increase**

AA. Petty Cash – It is recommended that the Board of Education approve establishing a \$500.00 petty cash fund for the 2015-2016 school year, effective July 1, 2015.

**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 Y1**)

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 Erate Exchange as Erate Consultant for 2015-2016.

Shared Service Agreement - SJTP

EE. Shared Service Agreement – To approve the following shared service agreements:

SJTP

Motioned by Sorbello, Seconded by Hoban

Vote: To approve Items I through EE

Roll Call Vote. All in favor: Albrecht, DePrince, Gray, Hoban, Sorbello, Wilson (6-0-0)

Motion Approved

Behavioral

Consultant-Tabled Tabled

FF. Behavioral Consultant – To approve Brett DiNovi & Associates, LLC as behavioral consultant for the 2015-2016 school year at a rate of \$115.00 per hour for behavioral consultant and \$47.50 per hour for clinical associate. - **TABLED**

Audience

Participation II

AUDIENCE PARTICIPATION II – PUBLIC COMMENT

Vote: To approve opening of Audience Participation II

Motioned by Gray, Seconded by Hoban

Voice vote. All in favor.

NONE

**Closed Audience
Participation II**

Vote to Approve closing of Audience Participation II

Motion by Gray, Seconded by Hoban

Voice Vote. All in favor Student

Closed Session

RECESS INTO CLOSED SESSION at approximately 7:48 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 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: Teacher – Health Benefits)

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.

Action will not be taken after Executive Session

Motioned by Sorbello, Seconded by Gray

Vote: To enter Executive Session

Voice Vote. All in favor

Resumption

RESUMPTION OF PUBLIC PORTION OF THE MEETING – 7:56 pm

Motioned by Hoban, Seconded by Albrecht

Vote: To approve Resumption of Public Portion of the Meeting

Voice vote. All in favor.

Motion Approved

Adjournment

ADJOURNMENT

Motion to adjourn meeting at 7:57 pm by Sorbello, Seconded by Hoban.

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

Respectfully submitted,

**Greg Gontowski
Board Secretary**

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