

**Magnolia School District
Board of Education
Regular Meeting
Minutes
May 3, 2016
7:00 P.M.**

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

Mrs. Karen Sorbello 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
Mr. Nick D’Amico	Absent
Ms. Rebecca DePrince	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. Frank P. Cavallo, Jr. Solicitor

Mission Statement

Mission Statement was read by Mrs. Joyce Albrecht

Approval of Minutes

- Minutes and Executive Session Minutes of the Regular Board of Education meeting held on April 19, 2016.

Motioned by Rebecca DePrince, Seconded by Jennifer Gray

Vote: To approve Minutes

Voice Vote. All in favor*

***Edward Hoban Abstained**

Motion Approved

Budget Presentation

Presentation of the Budget

A PowerPoint Presentation was made outlining the 2016-2017 School Year Budget.

**Audience
Participation I**

Open Audience Participation I – AGENDA ITEMS ONLY -

Motioned by Edward Hoban, Seconded by Rebecca DePrince

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

NONE

**Close – Audience
Participation I**

Close Audience Participation I

Motioned by Edward Hoban, Seconded by Rebecca DePrince

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

BOE Business

BOARD OF EDUCATION BUSINESS

Unfinished Business

New Business

- None
- None

**State and Local
School Board
Association**

- Karen Sorbello spoke about Delegate Assembly

**Superintendent's
Report**

Superintendent's Report

**County Office of
Education – Renewal
Application**

Motion to Approve Superintendent's Personnel Item 1

1. To submit to the County Office of Education the following facility renewal application for the 2016 – 2017 school year.

Motion by Edward Hoban, Seconded by Jennifer Gray

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

Motion Approved

Motion to Approve Superintendent's Personnel Item 2

**Renewal of Certified
& Non-Tenured
Teaching Staff for
2016-2017**

2. Renewal of Certified and non-tenured teaching staff for the 2016-2017 school year (enclosed)

Motion by Edward Hoban, Seconded by Jennifer Gray

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

Motion Approved

Motion to Approve Superintendent's Personnel Items 3, 4 and 5

Support Staff 2016-17

**Non-Represented
Employees 16-17**

3. Renewal of Support Staff for the 2016-2017 school year (enclosed)
4. Renewal of non-represented employees for the 2016-2017 school year (enclosed)

**2016-17 Substitute
List/Substitute
Custodian List**

5. The substitute list for the 2016-2017 school year at a rate of \$80.00 a day for substitute teachers and \$12.00 an hour for substitute custodians (enclosed)

Motion by Jennifer Gray, Seconded by Edward Hoban

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

Motion Approved

**J.Celecki Stipend-
TABLED**

Motion to Approve Superintendent's Personnel Item 6 - TABLED

6. Mr. Joseph Celecki to receive a stipend of \$2500 a year for Supervisor of Maintenance

Motion TABLED

Motion to Approve Superintendent's Personnel Item 7

**Extra-curricular &
Athletic Programs for
2016-2017**

7. The list of extra-curricular and athletic programs for 2016-2017 (enclosed)

Motion by Rebecca DePrince, Seconded by Jennifer Gray

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

Motion Approved

Motion to Approve Superintendent’s Personnel Item 8 & Addendum

Literacy Workshop

- 8. The following Staff to attend a literacy workshop on June 21-23 from 9:00am to 2:00pm at a rate of \$35.00 an hour for 5 hours a day (\$525.00 per person) to be taken out of Title II

- | | |
|----------------------|-------------------------|
| Leigh Anne Arkema | Kelly Livingston |
| Nick Borgese | Gregg Love |
| Zachary Camerieri | Jennifer Pontarelli |
| Dan Carson | Linda Rutherford |
| Karin Carson | Paul Sorrentino |
| Patty Constantine | Dana Stahl (1 Day Only) |
| Aphrodite Dellaporta | Steve Taylor |
| Allison Kilpatrick | Diane Venables |

ADDENDUM:

Addendum-J.Anastasi & D.Minatee Literacy Workshop Attendees

- 1. Jessica Anastasi and Debbie Minatee to attend a literacy workshop on June 21-23 from 9:00am to 2:00pm at a rate of \$35.00 an hour for 5 hours a day (\$525.00 per person) to be taken out of general funds.

Motion by Edward Hoban, Seconded by Rebecca DePrince

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

Motion Approved

Informational Items:

General

Building and Grounds

A. Building and Grounds

- 1. A lock down was conducted on April 25, 2016
- 2. A fire drill was conducted on April 26, 2016

Curriculum

B. Curriculum

1. Teacher Evaluations – All evaluations completed; working on summative evaluations at this time.

- Walkthroughs plus conferences – instructions conferences - 26
- Long evaluations - 42
- Short evaluations – 68
- Conferences – 5
- Year End Discussions – 8
-

Finance

C. Finance - None

Interdistrict	<u>D. Interdistrict</u> 1. Crisis Lockdown System: Superintendent discussed 2. Interdistrict Student Council Meeting: Superintendent discussed
Negotiations	<u>E. *Negotiations/Contractual (Executive Session)</u> - None
Policy/Procedure	<u>F. Policy/Procedure</u> - None
Public Relations/Liaison	<u>G. Public Relations/Liaison</u> - None
Student/Parental Issues and Concerns	<u>H. Student/Parental Issues and Concerns</u> 1. HIB Report: no new cases to report. 2. Important District dates: Superintendent discussed
Principal's Report	<u>I. Principal's Report</u> 1. Mr. Johnson's principal report (enclosed)
Board Secretary Report	BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT Informational Items: • October 25-27 Workshop
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 2016 (Attachment A1 and A2).
Transfer of Funds	B. Transfer of Funds The attached transfer list, with the recommendation of the Superintendent, for the month of March 2016 (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 2016. 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 2016. The Treasurer's Report and Secretary's report are in agreement for the month of March 2016. (**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

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

Motion Approved

Motion to approve Item D

Warrants

D. Warrants

The attached bill lists:

- April 2016 Payroll (**Attachment D1**)
- May 2016 Warrants (**Attachment D2**)

Motioned by Edward Hoban, Seconded by Rebecca DePrince

Roll Call Vote. All in favor: Albrecht, *DePrince, Gray, Hoban, Sorbello, and Lang Staffieri (5-0-1)**

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

Motion Approved

Motion to approve Item E

**2016-2017
Budget**

E. 2016-2017 Budget

WHEREAS, the Magnolia Borough Board of Education has developed its

2016-2017 school budget, and

WHEREAS, a budget hearing was held on May 3, 2016.

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 2016-2017 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 \$76,282.00 and the enrollment adjustment in the amount of \$45,420.00. 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>
2016-17 Total Expenditures	8,227,537.00	217,570.00	285,363.00	8,730,470.00
Less: Anticipated Revenues	4,417,249.00	217,570.00	83,038.00	4,717,857.00
Taxes to be Raised	<u>3,810,288.00</u>	<u>0.00</u>	<u>202,325.00</u>	<u>4,012,613.00</u>

Motion by Edward Hoban, Seconded by Rebecca DePrince

Vote: To approve Item E

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

Motion to approve Items F through H

Preschool Education Aid

F. 2016-2017 Preschool Education Aid – It is recommended that the Board of Education approve the receipt of \$35,523.00 in Preschool Education Aid for the 2016-2017 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 2016	\$334,384.50	January 2017	\$334,384.50
August 2016	\$334,384.50	February 2017	\$334,384.50
September 2016	\$334,384.50	March 2017	\$334,384.50
October 2016	\$334,384.50	April 2017	\$334,384.50
November 2016	\$334,384.50	May 2017	\$334,384.50
December 2016	\$334,384.50	June 2017	\$334,384.50

TOTAL 2016-2017 Taxes \$4,012,613.00

Extraordinary Aid

- H. Extraordinary Aid** – To approve submission of the extraordinary aid application for the 2015-2016 school year.

Motion by Edward Hoban, Seconded by Rebecca DePrince

Vote: To approve Item F through H

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

Motion to approve Items I through FF

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 (NJS 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 2016-2017 school year:

Parker McCay	Solicitor	\$170.00/Hour
Bowman and Company, LLP	School Auditor	\$17,500.00
Garrison Architects	Architect of Record	\$35.00-150.00/Hour

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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	\$2,650.00
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 2016-2017 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 2016-2017 school year for completion of the 2015-2016 audit.

Board Secretary – Greg Gontowski

L. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2016-2017 school year.

Business Administrator-Greg Gontowski

M. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2016-2017 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 2016-2017 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 2016-2017 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 2016-2017 contract year.

Meal Prices

O. Meal Prices – To approve the following food service meal prices for the 2016-2017 school year:

Paid Lunch	\$2.40 (Increased from \$2.30 in 2015-2016)
Reduced Lunch	\$.40
Paid Breakfast	\$1.25
Reduced Breakfast	\$.30
Adult Lunch	\$3.00
Adult Breakfast	\$1.50

Newspaper

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

**Meeting Dates
2016-2017**

S. Meeting Dates – It is recommended that the Board of Education approve the Regular meeting dates for the 2016-2017 school year, to take place on the

third Tuesday of the month at 7:00 PM, at the Magnolia School, unless otherwise noted.

2016	2017
June 21, 2016	January 3, 2017 **
August 30, 2016*	February 21, 2017
September 20, 2016	March 21, 2017
October 18, 2016	April 18, 2017
November 15, 2016	May 2, 2017 ***
December 20, 2016	June 20, 2017

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

**Reorganization must take place between January 1 – 7, 2017

***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 – 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

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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 & 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 – Gwen Conte
 - 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 2016-2017 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 2016-2017 school year, effective July 1, 2016.
- 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 2016-2017.

Shared Service Agreement

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

SJTP

Woodlynne Kitchen Use

FF. Woodlynne Kitchen Use – To approve Interlocal Service Agreement with Woodlynne Board of Education for kitchen facility usage for the 2016-2017 school year in the amount of \$8,550.00 year.

Motioned by Edward Hoban, Seconded by Jennifer Gray

Vote: To approve Items I through FF

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

Motion Approved

**Audience
Participation II**

Open Audience Participation II

Motioned by Edward Hoban, Second by Rebecca DePrince

Vote: To Open Audience Participation II

Voice Vote. All in favor

Mrs. Michelle Anderson–213 Lincoln Avenue, Magnolia, NJ 08049

Asked about having a Third Grade Field Trip to the Zoo

**Audience Participation
II - Closed**

Closed Audience Participation II

Motioned by Jenifer Gray, Seconded by Edward Hoban

Vote: To Close Audience Participation II

Voice Vote. All in favor

Adjournment

ADJOURNMENT

**Motion to adjourn meeting at 7:55 pm by Edward Hoban, Seconded by
Rebecca DePrince.**

Vote: To Adjourn meeting

Voice Vote. All in favor

Respectfully submitted,

Greg Gontowski

Board Secretary

