

**Magnolia School District  
Board of Education  
Regular Meeting  
Minutes  
June 21, 2016  
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         | Present                    |
| Mr. Nick D'Amico            | Present                    |
| Ms. Rebecca Ammen           | Absent * Arrived at 7:05pm |
| 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 Mr. Nick D'Amico

**Approval of Minutes**

- Minutes of the Regular Board of Education meeting held on May 3, 2016.

**Motioned by Edward Hoban, Seconded by Rebecca Lang Staffieri**

**Vote: To approve Minutes**

**Voice Vote. All in favor\***

**\*Nick D'Amico Abstained**

**Motion Approved**

**Audience  
Participation I**

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

**Motioned by Edward Hoban, Seconded by Jennifer Gray**

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

**BOE Business**

**BOARD OF EDUCATION BUSINESS**

**Unfinished Business**

- None

**New Business**

- None

**State and Local  
School Board  
Association**

- Karen Sorbello spoke about upcoming meeting in June
- 

**Rebecca Ammen  
arrived**

- ❖ **Rebecca Ammen arrived 7:05 p.m.**

**Superintendent's  
Report**

**Superintendent's Report**

**Motion to Approve Superintendent's Personnel Item 1 through 5, and 7 through 13**

**Resignation-Mary  
Ann Anderson**

1. **To accept with regret the resignation of Mrs. Mary Ann Anderson as school social worker effective August 30, 2016**

**Retirement-Mrs.  
Rosie Belcher**

2. **To accept with regret the retirement of Mrs. Rosie Belcher as teacher's assistant after 17 years of service effective June 30, 2016.**

**Retirement-Mrs.  
Daisy Brown**

3. **To accept with regret the retirement of Mrs. Daisy Brown as lunchroom aide after 24 years of service effective June 30, 2016.**

**Resignation-  
Ms.Gwen Conte**

4. **To accept with regret the resignation of Ms. Gwen Conte as school nurse effective July 30, 2016.**

**Resignation-  
Ms.Gina Horiates**

5. **To accept with regret the resignation of Ms. Gina Horiates as part time music teacher effective June 30, 2016.**

**Hire -Len DeFrank-  
PT Music Teacher**

7. **Mr. Len DeFrank as part time music teacher effective September 1, 2016 on MA Step1 at a salary of \$51,973 pro-rated to \$15,591.90.**

**Hire-Maria Fowler-  
PT Social Worker**

8. **Mrs. Maria Fowler as part time social worker effective September 1, 2016 on MA Step 1 at a salary of \$51,973 pro-rated to \$20,789.20.**

**Hire-Susan  
Hoffman-Nurse**

9. **Mrs. Susan Hoffman as school nurse effective September 1, 2016 on BA step 1 at a salary of \$49,537.**

**Hire-Tara  
Mortimer-  
Lunchroom Aide**

**10. Mrs. Tara Mortimer as lunchroom aide effective September 1, 2016 on Step 11 at a salary of \$5,360.**

**Ratification-Peter  
Briggs & Luiz  
Melendez-Sub  
Teacher 16-17**

**11. Ratification of Mr. Peter Briggs and Mr. Luiz Melendez as Substitute Teachers for the remainder of the 2015-2016 school year and the 2016-2017 school year at a rate of \$80.00 a day.**

**ESY-Lori Becoski**

**12. Mrs. Lori Becoskie to work the Extended School Year program from July 5 to July 21<sup>st</sup>, 3.75 hours a day, 3 days a week for 3 weeks at a total of \$1,181.25.**

**Wendy Lombard &  
Vicki Scott - ESY**

**13. Mrs. Wendy Lombard and Ms. Vicki Scott to work the Extended School Year program from July 5, 2016 to July 21, 2016, 3 days a week for 33.75 hours at a salary of \$337.50 each.**

**Motion by Edward Hoban, Seconded by Jennifer Gray**

**Roll Call Vote. All in favor: Albrecht, D'Amico, Ammen, Gray, Hoban, Sorbello, and Lang Staffieri (7-0-0)**

**Joe Celecki-  
Supervisor**

**Motion to Approve Superintendent's Personnel Item 6**

**6. Mr. Joseph Celecki as Supervisor of buildings and grounds salary of \$44,882 effective July 1, 2016 (Superintendent discussed).**

**Motion by Rebecca Lang Staffieri, Seconded by Rebecca Ammen**

**Roll Call Vote. All in favor: Albrecht, D'Amico, Ammen, Gray, Hoban, Sorbello, and Lang Staffieri (7-0-0)**

**Motion Approved**

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

**Motion to Approve Superintendent's Personnel Item 16**

**14. The following employees to be appointed to chair/co-chair our extra-curricular programs:**

|                                |                                  |                  |
|--------------------------------|----------------------------------|------------------|
| <b>Adv. Band</b>               | <b>Len De Frank</b>              |                  |
| <b>\$1115.00</b>               |                                  |                  |
| <b>Beg. Band</b>               | <b>Len De Frank</b>              | <b>\$1115.00</b> |
| <b>Art</b>                     | <b>Leigh Anne Arkema</b>         | <b>\$1115.00</b> |
| <b>Behavior Mod Club</b>       | <b>Marlon Meyer</b>              | <b>\$1299.50</b> |
| <b>Boys' Basketball</b>        | <b>Bill Keane</b>                | <b>\$2033.00</b> |
| <b>Boys' Basketball Clinic</b> | <b>Bill Keane</b>                | <b>\$1115.00</b> |
| <b>Chess Clubs (2)</b>         | <b>Steve Kreal, Nick Borgese</b> |                  |
|                                | <b>Paul Sorrentino</b>           | <b>\$1115.00</b> |

|                                |   |                  |
|--------------------------------|---|------------------|
| <b>Choir</b>                   | <b>Karen Locantore</b>  | <b>\$1115.00</b> |
| <b>Computer Club</b>           | <b>Marlon Meyer</b>   | <b>\$1115.00</b> |
| <b>Diversity Club</b>          | <b>Jen Pontarelli, Lisa Navarra</b>                           | <b>\$1115.00</b> |
| <b>Girls' Basketball</b>       | <b>Zac Camerieri</b>  | <b>\$2033.00</b> |
| <b>Glee Club</b>               | <b>Karen Locantore</b>  | <b>\$1115.00</b> |
| <b>Golf</b>                    | <b>Michael Morgan,<br/>Roxanna Hoffman</b>                    | <b>\$1115.00</b> |
| <b>Homework Clubs (3)</b>      | <b>Aphrodite Dellaporta<br/>Patty Fewer, Kelly Livingston</b> | <b>\$1115.00</b> |
| <b>Intramural Club</b>         | <b>Sue Anastasi</b>   | <b>\$1115.00</b> |
| <b>Nat'l Jr. Honor Society</b> | <b>B.J. Okeson Brandt,<br/>Karin Carson</b>                   | <b>\$1115.00</b> |
| <b>Newspaper</b>               | <b>Linda Rutherford</b>                                       | <b>\$1115.00</b> |
| <b>Renaissance Upper</b>       | <b>Dave Cogan,<br/>Zachary Camarieri</b>                      | <b>\$1115.00</b> |
| <b>Renaissance Lower</b>       | <b>Tricia Singleton, Steve Taylor</b>                         | <b>\$1115.00</b> |
| <b>Science Club</b>            | <b>Charlene Finley</b>  | <b>\$1115.00</b> |
| <b>Soccer</b>                  | <b>Dan Carson</b>   | <b>\$2033.00</b> |
| <b>Student Council</b>         | <b>Linda Rutherford,<br/>Charlene Finley</b>                  | <b>\$1115.00</b> |
| <b>Supplemental Art</b>        | <b>Leigh Anne Arkema</b>                                      | <b>\$1115.00</b> |
| <b>Table Tennis</b>            | <b>Steve Kreal, Nick Borgese</b>                              | <b>\$1115.00</b> |
| <b>Yearbook</b>                | <b>Zachary Camarieri,<br/>Linda Rutherford</b>                | <b>\$2033.00</b> |

**Motion by Jennifer Gray, Seconded by Edward Hoban**

**Roll Call Vote. All in favor: Albrecht, D'Amico, Ammen, Gray, Hoban, Sorbello, and Lang Staffieri (7-0-0)**

**Motion Approved**

**Vacation –Carry-over**

**Motion to Approve Superintendent's Personnel Item 15**

**15. Carry over vacation days for the following Employees:**

|                        |               |
|------------------------|---------------|
| <b>Richard Adamski</b> | <b>1 Day</b>  |
| <b>Jean Clayton</b>    | <b>5 Days</b> |
| <b>Merri Hansen</b>    | <b>5 Days</b> |
| <b>Judy Ruiz</b>       | <b>3 Days</b> |
| <b>Joseph Celecki</b>  | <b>5 Days</b> |
| <b>Geri Doukali</b>    | <b>3 Days</b> |
| <b>David Logama</b>    | <b>5 Days</b> |

**Motion by Edward Hoban, Seconded by Rebecca Lang Staffieri**

**Roll Call Vote. All in favor: Albrecht, D'Amico, Ammen, Gray, Hoban, Sorbello, and Lang Staffieri (7-0-0)**

**Hiring Staff-Superintendent**

**Motion to Approve Superintendent's Personnel Item 16**

**16. To approve the Superintendent to hire staff prior to the August 26, 2016 Board Meeting**

**Motion by Nick D'Amico, Seconded by Rebecca Ammen**

**Roll Call Vote. All in favor: Albrecht, D'Amico, Ammen, Gray, Hoban, Sorbello, and Lang Staffieri (7-0-0)**

**Informational Items**

**Summer Hours  
Perfect Attendance**

**Informational Items:**

1. Summer Hours to begin on July 11, 2016 and to end on August 26, 2016
2. The following employees had perfect attendance for the 2015-2016 school year:

**Ms. Karin Carson  
Mr. Joseph Celecki**

**Building and Grounds**

**General**

**A. Building and Grounds**

1. A lock down was conducted on May 20, 2016.
2. A fire drill was conducted on May 31, 2016.
3. A shelter in place was conducted on June 9, 2016.
4. A fire drill was conducted on June 9, 2016
5. ROD Grant: Superintendent Discussed

**Curriculum**

**B. Curriculum**

1. Teacher Evaluations – All evaluations completed
  - Walkthroughs plus conferences – completed
  - Long evaluations - completed
  - Short evaluations – Completed
2. Algebra 1 – Superintendent discussed

**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  
Issues and Concerns**

**H. Student/Parental Issues and Concerns**

1. Eighth grade Graduation: Superintendent discussed

**Principal's Report**

**I. Principal's Report**

1. Mr. Johnson's principal report (enclosed)

**Addendum 1-  
School Calendar**

**Motion to Approve Addendum 1**

1. **The Revised 2016-2017 School Calendar (attached)**

**Motion by Jennifer Gray, Seconded by Nick D'Amico**

**Roll Call Vote. All in favor: Albrecht, D'Amico, Ammen, Gray, Hoban, Sorbello, and Lang Staffieri (7-0-0)**

**Addendum 2 –  
Strauss Esmay**

**Motion to Approve Addendum 2**

2. The following revised policies and regulations from Strauss Esmay Associates (Approval was given at the Special Meeting on May 25, 2010 to allow the Superintendent to update Policy Alerts from Strauss Esmay Associates)  
114,1523, 1530 (policy and regulation) 1550, 2200 (policy and regulation), 2423 (policy and regulation), 2610, 2622, 5750, and 5755

**Motion by Jennifer Gray, Seconded by Rebecca Lang Staffieri**

**Roll Call Vote. All in favor: Albrecht, D'Amico, Ammen, Gray, Hoban, Sorbello, and Lang Staffieri (7-0-0)**

**RECESS INTO CLOSED SESSION at approximately 7:34 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 7:50 p.m. this evening.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Education of the Magnolia Township School District will go into closed session for the following reason(s) as outlined in N.J.S.A. 10:4-12

- Any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting (Subject to the balancing of the public's interest and the employee's privacy rights under *South Jersey Publishing*, 124 N.J. 478, the employee(s) and nature of discussion is **personnel**).

Under certain circumstances, if public disclosure of the matter would have a potentially negative impact on the District's position in the litigation or negotiation, this information may be withheld until such time that the matter is concluded or the circumstances no longer present a potential impact);

**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.

**Motioned by Nick D'Amico, Seconded by Edward Hoban**

**Vote: To Enter Executive Session**

**Voice Vote. All in favor**

**Action will be taken after Executive Session**

**Resumption of  
Public Portion**

**RESUMPTION OF PUBLIC PORTION OF THE MEETING – 7:52 pm**

**Motioned by Edward Hoban, Seconded by Nick D'Amico**

**Vote: To approve Resumption of Public Portion of the Meeting**

**Voice vote. All in favor.**

**Motion to approve Resolution of the Magnolia Board of Education Requiring Psychiatric Examination**

**Motioned by Nick D’Amico, Seconded by Edward Hoban**

**Roll Call Vote. All in favor: Albrecht, D’Amico, Ammen, Gray, Hoban, Sorbello, and Lang Staffieri (7-0-0)**

**Board Secretary Report**

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

**Informational Items**

**Informational Items:**

- Presentation of OFAC findings

**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 April 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 April 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 Rebecca Lang Staffieri, Seconded by Edward Hoban**

**Roll Call Vote. All in favor: Albrecht, D’Amico, Ammen, Gray, Hoban, Sorbello, and Lang Staffieri (7-0-0)**

**Motion Approved**

**Motion to approve Items D and E**

**Warrants**

**D. Warrants**

The attached bill lists:

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

**Payment of Bills**

**E. 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 Jennifer Gray, Seconded by Edward Hoban**

**Roll Call Vote. All in favor: Albrecht, D’Amico, Ammen, Gray, Hoban Sorbello, and Lang Staffieri (6-0-1\*)**

**\*Mrs. Ammen abstains to Item D with regard to the State of New Jersey and or its agents.**

**Motion to approve items F through I**

**Salaries Charged to Grants**

- F Salaries Charged to Grants -** To approve the attached list detailing the 2015-2016 salaries charged to grant funds (**Attachment F1**).

**Substitute Nursing Service**

- G Substitute Nursing Service –** To approve The Wright Choice for substitute nursing services and substitute 1:1 nursing services for the 2016-2017 school year at the amounts designated on the attached rate schedule (**Attachment G1**).

**Preferred Home Health Care**

- H Preferred Home Health Care –** To award non fair and open contract to

Preferred Home Health Care for nursing services for OOD student in the amount of \$52 for LPN services and \$55 for RN services for the 2016-2017 school year.

- NCLB Grant**
- I NCLB Grant** – To approve submission and acceptance of the 2016-2017 NCLB Grant in the following amounts:
    - Title I - \$100,270.00
    - Title II Part A - \$24,921.00

**Vote: To approve Item F through I**

**Motioned by Jennifer Gray, Seconded by Rebecca Ammen**

**Roll Call Vote. All in favor: Albrecht, D’Amico, Ammen, Gray, Hoban Sorbello, and Lang Staffieri (7-0-0)**

**Motion to approve Items J through L**

- SDA Finding & Corrective Action Plan**
  - J. SDA Finding and Corrective Action Plan** – To approve a resolution certifying that the findings of OFAC case #INV-020-16 were presented at the June 21, 2016 regular board meeting and to approve the attached corrective action plan (**Attachment J1**).
- JIF Premium**
  - K. JIF Premium** – County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2016-2017 school year at a cost of \$71,156.00.
- Resolution 2016-6-1**
  - L. Resolution 2016-6-1** – Resolution directing the distribution of net returned surplus funds held by Burlington County Insurance Pool Joint Insurance Fund in the amount of \$1,474.00 to be used to offset the 2016-2017 premium (**Attachment L1**).

**Vote: To approve Item J through L**

**Motioned by Edward Hoban, Seconded by Rebecca Ammen**

**Roll Call Vote. All in favor: Albrecht, D’Amico, Ammen, Gray, Hoban Sorbello, and Lang Staffieri (7-0-0)**

**Motion to approve item M**

- Building Project**
- M. Building Project – Remaining Items**  
To approve shared service agreement with SJTP to complete the Magnolia Construction Project (State Project #2890-050-14-G3ET) as attached in the amount of \$4,087,281.21 (**Attachment M1**).

**Motion to approve M.**

**Motion by Edward Hoban, Seconded by Rebecca Ammen**

**Vote: To approve Item M**

**Roll Call Vote. All in favor: Albrecht, D'Amico, Ammen, Gray, Hoban Sorbello, and Lang Staffieri (7-0-0)**

**Motion to approve items N through O**

**Capital Reserve**

**N. Capital Reserve - To approve the following resolution**

Resolution, to transfer up to \$300,000 of 2015-2016 year surplus to Capital Reserve.

Resolution for Transfer of Current Year Surplus to Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Magnolia Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Magnolia Board of Education has determined that an amount not to exceed \$300,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Magnolia Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**Capital Reserve**

**O. Capital Reserve – To approve the following resolution:**

Resolution, to transfer up to \$200,000 of 2015-2016 year unspent budgeted Capital Reserve back into the Capital Reserve.

Resolution for Transfer of Current Year Unspent Capital Reserve to Reserve

WHEREAS, NJSA 18A:21-2, NJSA 18A:7G-31, and NJSA 18A:7F-41 permit a Board of Education to establish and/or deposit into certain

reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer unanticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Magnolia Board of Education wishes to transfer unanticipated excess current year revenue or unexpended appropriations from the general fund into a Capital Reserve account at year end, and

WHEREAS, the Magnolia Board of Education has determined that an amount not to exceed \$200,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Magnolia Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

**Motion to Approve N through O**

**Motioned by Edward Nick D'Amico, Seconded by Rebecca Ammen**

**Vote: To approve Items N through O**

**Roll Call Vote. All in favor: Albrecht, D'Amico, Ammen, Gray, Hoban Sorbello, and Lang Staffieri (7-0-0)**

**Motion Approved**

**Audience  
Participation II**

**Open Audience Participation II**

**Motioned by Edward Hoban, Second by Nick D'Amico**

**Vote: To Open Audience Participation II**

**Voice Vote. All in favor**

**Close Audience  
Participation II**

**Closed Audience Participation II**

**Motioned by Edward Hoban, Seconded by Nick D'Amico**

**Vote: To Close Audience Participation II**

**Voice Vote. All in favor**

**Adjournment**

**ADJOURNMENT**

Magnolia Board of Education Meeting held on June 21, 2016

**Motion to adjourn meeting at 8:05 pm by Nick D'Amico, Seconded by  
Rebecca Ammen.**

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

**Respectfully submitted,**

**Greg Gontowski  
Board Secretary**

