

**Magnolia School District
Board of Education
Regular Meeting
Minutes
March 19, 2019
7:00 P.M.**

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

Mrs. Joyce Albrecht	Absent
Ms. Rebecca Ammen	Present
Mr. Nick D'Amico	Present
Mr. Edward Hoban	Absent
Mrs. Rebecca Lang Staffieri	Present
Mr. Eric Virostek	Present
Mrs. Karen Sorbello	Present

Other Attendees Mrs. Karen Macpherson, Superintendent
Mr. Greg Gontowski, Business Administrator/Board Secretary
Ms. Emily Strawbridge, Solicitor

Mission Statement Mission Statement was read by Karen Sorbello

Approval of Minutes

- Minutes and Executive Session Minutes of the Regular Board of Education meeting held on February 19, 2019.

Motioned by Eric Virostek, Seconded by Rebecca Lang Staffieri

Vote: To approve Minutes February 19, 2019

Voice Vote. All in favor

Motion Approved

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

Motioned by Nick D'amico, Seconded by Rebecca Ammen

Vote: To approve opening of Audience Participation I

Voice Vote. All in favor

Close Audience Participation I Close Audience Participation I

Motioned by Rebecca Lang Staffieri, Seconded by Rebeca Ammen

Vote: To approve closing of Audience Participation I

Voice vote. All in favor

BOARD OF EDUCATION BUSINESS

**Unfinished
Business**

None

New Business

None

**State and Local
School Board
Association**

**Karen Sorbello updated
Superintendent's Report**

**Superintendent's
Report**

Personnel

Motion to Approve Personnel Items 1 thru 3

**Krista Dora Lyman
– Substitute
Teacher 3/11/19**

1. Ratification of Krista Dora Lyman as substitute teacher effective March 11, 2019 for the remainder of the 2018-2019 school year at a rate of \$80.00 a day.

**Jessica Lynch –
Substitute Teacher
3/20/19**

2. Jessica Lynch as substitute teacher effective March 20, 2019 for the remainder of the 2018-2019 school year at a rate of \$80.00 a day.

**Charlene Taylor –
Training Program
Summer 2019**

3. Charlene Taylor intent to take a 40 hour training program in the Summer of 2019 to meet the requirements to retain her Registered Behavior Assistant certification (to be paid as per contract).

Motioned by Nick D'Amico, Seconded by Eric Virostek

Vote: To approve Personnel Items 1 thru 3

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

Motion Approved

Workshops

Motion to Approve Workshops Item 1

**Kelly Livingston –
Workshop June
10th and 11th**

1. Kelly Livingston to attend a two day workshop on June 10th and June 11th in Annapolis, Maryland entitled Leveled Literacy Intervention Systems K-12 at a cost of \$635.00 (To be taken out of Title II).

Motioned by Rebecca Lang Staffieri, Seconded by Rebecca Ammen

Vote: To approve Workshop Item 1

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

Motion Approved

Calendar

**Revised Calendar
2019-2020**

Motion to Approve Calendar Item 1

1. The revised 2019-2020 calendar - attached (Superintendent discussed)

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

Vote: To approve Calendar Item 1

Voice Vote. All in favor

Motion Approved

Policies

**Strass Esmay
Revised Policy 2610
and Regulation
3240**

Motion to Approve Policies Item 1

The following updated 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.)

1. The following revised policy and regulation:
Policy 2610 and Regulation 3240

Motioned by Nick D’Amico, Seconded by Rebecca Ammen

Vote: To approve Policies Item 1

Voice Vote. All in favor

Motion Approved

Information Items:

General

**Building and
Grounds**

A. Buildings and Grounds

1. A fire drill was conducted on February 5, 2019
2. A lockdown was conducted on February 21, 2019

Curriculum

B. Curriculum

1. QSAC is tentatively scheduled for a follow up visit on May 21, 2019 at 9:00 am.

Interdistrict

C. Interdistrict

1. Discussions continue to progress to share IT, French, and Media Specialist.

Negotiations

D. *Negotiations

1. Nick D'Amico to discuss in executive session.

Public Relations/Liaison

E. Public Relations/Liaison

1. Meeting scheduled on March 25, 2019.
2. Discussions to include School events in Spring Newsletter.

Student/Parental Issues & Concerns

F. Student/Parental Issues and Concerns

1. HIB: Superintendent updated

Principal's Report

I. Principal's Report

1. Mr. Sorrentino's principal report (**Attached**)

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Board Secretary's Report

Informational Items:

- Financial Disclosure Forms

Board Actions:

Motion to Approve Items A thru D

Monthly Reports

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of January 2019 (Attachment A1, A2, A3, & A4).

Transfer of Funds

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of January 2019 (**Attachment B1**).

Financial Reports

C. Financial Reports

Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for the month of January 2019. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A: 23A – 16.10 (c) 3 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. (**Attachment C1**)

Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of November and January 2019. The Treasurer's Report and Secretary's report are in agreement for the month of January 2019(**Attachment C2**)

Board Secretary in accordance with N.J.A.C. 6A:23A – 16.10 (c) 2 certifies that there are no changes in anticipated revenue amounts or revenue sources.

Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our **knowledge no** major accounts or fund has been over expended in violation of

N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Warrants

D. Warrants

The attached bill lists:

1. February 2019 payroll (**Attachment D1**)
2. March 2019 warrants (**Attachment D2**)

Motioned by Nick D'Amico, Seconded by Rebecca Ammen

Vote: To approve Items A thru D

Roll Call Vote. All in favor: ** Mrs. Ammen, Mr. D'Amico, Mrs. Lang Staffieri, Mr. Virostek and Mrs. Sorbello (4-0-1) **Mrs. Ammen abstains with regard to the State of New Jersey and or its agents

Motion Approved

Motion to Approve Items E thru H

**Somerdale BOE-
Tuition Contract
Student
#3508943656 18-
19**

E. Tuition Contract – To approve a revised tuition contract with Somerdale Board of Education for student #3508943656 in the amount of \$10,529.61 (this is prorated) for the 2018-2019 school year.

**Barrington BOE –
Tuition Contract
Student
#4862158039**

F. Tuition Contract – To approve a revised tuition contract with Barrington Board of Education for student #4862158039 in the amount of \$6,085.60 for the 2018-2019 school year.

**Salaries Charged
to Grants 18-19**

G. Salaries Charged to Grants - To approve the revised salaries charged to grants for the 2018-2019 school year (**Attachment G1**).

**Hardenbergh
Insurance Group -
Risk Management
Consultant 2019-
2020**

H. Risk Management Consultant

To approve the attached resolution appointing Hardenbergh Insurance Group as Risk Management Consultant for the 2019-2020 school year (**Attachment H1**).

Motioned by Rebecca Ammen, Seconded by Rebecca Lang Staffieri

Vote: To approve Items E thru H

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

Motion Approved

Motion to Approve Items I and J

**2019-2020 Budget
and Resolution**

I. 2019-2020 Budget and Resolution

It is recommended that the Magnolia Board of Education approve 2019-2020 School Year Budget, and Resolution, for submission to the Executive County Office of Education.

RESOLUTION

WHEREAS, the Magnolia Board of Education has developed its 2019-2020 School Budget,

WHEREAS, NJAC 6:19-2.7 (a) requires Magnolia Board of Education to adopt and submit a formal Board resolution.

BE IT RESOLVED to approve the 2019-2020 school budget as presented by the administration which includes the following:

	Budget	Local Tax Levy
General Fund	\$8,624,937.00	\$4,269,851.00
Special Revenue Fund	\$240,616.00	
Debt Service Fund	\$262,700.00	\$208,239.00
Total Base Budget	\$9,128,253.00	\$4,478,090.00

See Attachments (Revenues and Appropriations)

BE IT FURTHER RESOLVED to use banked cap in the amount of \$103,298.00. The purpose of the banked cap is to continue to provide resources to our schools as they meet the needs of our pupils in the areas of special needs costs. The use of this banked cap cannot be deferred or incrementally completed over time.

Travel Budget

J. 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 \$200 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 \$15,000.00 for all staff and board members.

Motioned by Rebecca Lang Staffieri, Seconded by Eric Virostek

Vote: To approve Items I thru J

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

Audience Participation II

Motion Approved

Open Audience Participation II - No one spoke

Recess into Closed Session

RECESS INTO CLOSED SESSION at approximately 7:27p.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 **7:48** 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 the disclosure of which constitutes an unwarranted invasion of individual privacy;

Any collective bargaining agreement, or the terms and conditions of which are proposed for inclusion in any collective bargaining agreement, including the negotiation of terms and conditions with employees or representatives of employees of the public bod (Specify contract: MESA);

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 Rebecca Ammen

Vote: To Enter Executive Session

Voice Vote. All in favor

Action will not be taken after Executive Session

**Resumption to
Public Portion of
the Meeting**

RESUMPTION OF PUBLIC PORTION OF THE MEETING – 7:34 pm

Motioned by Eric Virostek, Seconded by Rebeccal Lang Staffieri

Vote: To approve Resumption of Public Portion of the Meeting

Voice vote. All in favor

Adjournment

ADJOURNMENT

Motion to adjourn meeting at 7:47 pm by Nick D'Amico, Seconded by Eric Virostek

Vote: To Adjourn meeting

Voice Vote. All in favor

Respectfully submitted,

**Greg Gontowski
Board Secretary**