

**Magnolia School District
Board of Education
Regular Meeting
Minutes
June 18, 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	Present
Ms. Rebecca Ammen	Absent
Mr. Nick D'Amico	Present
Mr. Edward Hoban	Present
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
Mr. Frank P. Cavallo, Jr. Solicitor

Mission Statement Mission Statement was read by Karen Sorbello

Approval of Minutes

- Minutes of the Regular Board of Education meeting held on May 7, 2019.

Motioned by Nick D'Amico, Seconded by Edward Hoban

Vote: To approve Minutes May 7, 2019
Voice Vote. All in favor

Motion Approved

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

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

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 Edward Hoban

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

BOARD OF EDUCATION BUSINESS

New Business

Karen Sorbello – Special Board of Education Meeting 6/26/19 at 6:30

State and Local School Board Association

None

Renaissance Presentation

Dave Cogan – Renaissance presentation

Motion to Approve new renaissance position and donations.

Unfinished Business

Motion by Nick D’Amico, Seconded by Rebecca Lang Stafieri

Motion to table approval of new renaissance position and donations.

Motion by Nick D’Amico, Seconded by Rebecca Lang Stafieri

Recess into Closed Session

RECESS INTO CLOSED SESSION at approximately 7:15 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 7:30 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 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 contract negotiation the nature of the contract and interested party is MEA)

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);

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);

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 to Public
Portion of the Meeting**

RESUMPTION OF PUBLIC PORTION OF THE MEETING – 7:20 pm

Motioned by Edward Hoban, Seconded by Eric Virostek

**Vote: To approve Resumption of Public Portion of the Meeting
Voice vote. All in favor**

**Superintendent's
Report**

Superintendent's Report

**2019-2023 MSEA
Contract**

Personnel

Motion to Approve Personnel Items 1 thru 4

**2019-2020 Karen
Macpherson Contract**

1. The 2019-2023 MSEA contract (**Attached**)

2. The 2019-2024 contract for Karen Macpherson

**2019-2020 Salaries for
Teaching Staff and
Support Staff**

3. The 2019-2020 salaries for teaching staff and support staff (**Attached**)

2019-2020 Salaries for Non-Represented Staff

4. The 2019-2020 salaries for non-represented staff (**Attached**)

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

Vote: To approve Personnel Items 1 thru 4

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. D'Amico, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. Virostek (6-0-0)

Motion Approved

Motion to Approve Personnel Item 5

Withholding of Increment for the 2019-2020 School Year Employee #00230

5. The withholding of increment for the 2019-2020 school year for employee #00230 (discussed in executive session).

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

Vote: To approve Personnel Item 5

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. D'Amico, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. Virostek (6-0-0)

Motion Approved

Superintendent to Hire Staff Prior to august 14, 2019 BOE Meeting

Motion to Approve Personnel Items 6 thru 15

6. The superintendent to hire staff prior to the August 14, 2019 board meeting.

Carry Over Vacation Days 2019-2020

7. Carry over vacation days for the following employees for the 2019-2020 school year:

Joseph Celecki - 5 days

Judy Flores - 4 days

Merri Hansen - 5 days

David Logana - 5 days

David Ledent - 3 days

Extra Curricular Programs 2019-2020

8. The following employees to be appointed to our extra curricular programs for the 2019-2020 school year (**Attached**).

Accept with regret the Retirement of Alberta Wright Effective 6/30/19

9. The retirement of Alberta Wright, as attendance officer effective June 30, 2019 after 30 years of service with the Magnolia Public School (**Attached**).

With regret the Termination of Enerjeta Selmani Effective 5/21/19

10. The termination of Enerjeta Selmani effective May 21, 2019.

Accept with regret the Resignation of Ashley Schotter Effective 6/30//19

G. Brandon Gordon – School Psycholgist

C. Macrina –15 hours per week in the Summer

L. Darden – Teaching Assistant

L. Darden – ESY Program

11. The resignation of Ashley Schotter effective June 30, 2019 (**Attached**).
12. George Brandon Gordon as full time school psychologist to begin as a MA+30 step 2 at a starting salary of \$58,211.
13. Caterina Macrina to work 15 hours in the summer collating, labeling, and sorting the new inventory in the media center at a rate of \$15.35 an hour.
14. Lauren Darden as full time teaching assistant beginning September 1, 2019 on step 2 at a starting salary of \$16,971.
15. Lauren Darden to work the Summer Extended School Year program at a rate of \$13.00 an hour for 36 hours for a total of \$468.00.

Motioned by Rebecca Lang Staffieri, Seconded by Edward Hoban

Vote: To approve Personnel Item 6 thru 15

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. D’Amico, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. Virostek (6-0-0)

Motion Approved

Motion to Approve Personnel Items 16 thru 21

K. Carson – ESY Program

L. Darden – Take coursework at Wilmington Delaware University Fall 2019 and Spring 2020

L. Okan – Coursework at Temple University Fall 2019 Spring 2020

D. Cogan – Powerschool Training

S. Dobleman and H. Attanasi – Pre-School Development Training

D. Jakubowski – Record Retention

16. Karin Carson to work the Summer Extended School Year program at a rate of \$40.00 an hour for 18 hours for a total of \$720.00.
17. Lauren Darden to take coursework at Wilmington Delaware University in the fall of 2019 and the spring of 2020 to pursuit of her bachelors in education (to be reimbursed as per contract).
18. Lilian Okan to take coursework at Temple University in the fall of 2019 and the spring of 2020 in pursuit of her MA in special education (to be reimbursed as per contract).
19. Dave Cogan to work June 18, 2019 to do Powerschool training at a rate of \$40.00 an hour for a total of \$120.00 (to be taken out of Title II).
20. Stacey Dobleman and Haley Attanasi to work June 26, 2019 and June 27, 2019 to do pre-school development training at a rate of \$40.00 an hour for a total of 10 hours at \$400.00 per person (to be taken out of Title II).
21. Debbie Jakubowski to do record retention at a rate of \$19.00 an hour for a total of 5 hours a week.

Motioned by Edward Hoban, Seconded by Eric Virostek

Vote: To approve Personnel Items 16 thru 21

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. D'Amico, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. Virostek (6-0-0)

Motion Approved

Motion to Approve Personnel Items 22 thru 26

D. Rifici – Record Retention

22. Debbie Rifici to do record retention at a rate of \$19.00 an hour for a total of 5 hours a week .

L. Michalowski, S. Williams, M. Morgan and C. Finley – Work Summer Science Curriculum

23. The following teachers to work Summer Science Curriculum for 5 hours at \$40.00 an hour at \$200.00 per person .

Lisa Michalowski
Shaun Williams
Mike Morgan
Charlene Finley

K. Carson and S. Anastasi – Summer Workshop

24. The following employees to attend a summer workshop - Fountas and Pinnell - Leveling for 5 hours at \$40.00 an hour at \$200.00 each (to be taken out of Title II)
2 teachers x \$40 for 5 hours = \$400.

Karin Carson
Susan Anastasi

D. Congan, S. Anastasi, E. Green Hamilton, S. Taylor, K. Rickenbach, L. Michalowski, G. Walters, T. Sebastiano – Summer Workshops

25. The following employees to attend a summer workshop entitled Safety Care Verbal De-escalation and Crisis Prevention on August 27th for 8 hours at \$40.00 an hour at \$320.00 each (to be taken out of Title II).

Dave Cogan, Susan Anastasi, Emily Green Hamilton, Steve Taylor
Katie Rickenbach, Lisa Michalowski, Gail Walters
Theresa Sebastiano, teaching aide will be paid her hourly rate of \$11.71

J. Barrale and L. Darden – Restraint Training

26. Jessica Barrale and Lauren Darden to attend a Restraint Training (physical holds) workshop during the summer for 8 hours at a rate of \$40.00 an hour for a Total of \$320.00.

Lauren Darden, teaching assistant will be paid \$13.00 an hour for a total of \$104.00

Motioned by Edward Hoban, Seconded by Nick D'Amico

Vote: To approve Personnel Items 22 thru 26

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. D’Amico, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. Virostek (6-0-0)

Motion Approved

Motion to Approve Workshops Item 1 and Plans Items 1 and 2

Workshops

J. Pontarelli – Attend NJPSA

1. Jennifer Pontarelli to attend the NJPSA (New Jersey Principals Supervisors Association) Fall conference in Monroe Township NJ on October 17th and 18th at a cost of \$292.00 (to be taken out of professional development).

Submit to County Office of Education Renewal Application for dual Use of Educational Space 2019-2020

Plans

1. To submit to the County Office of Education the renewal application for Dual Use of Educational Space for the 2019-2020 school year.
2. The Every Student Succeeds Act (ESSA) report for the 2019-2020 school year.

ESSA Report 2019-2020

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

Vote: To approve Workshops Item 1 and Plans Items 1 and 2

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. D’Amico, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. Virostek (6-0-0)

Motion Approved

Information Items:

General

Building and Grounds

A. Buildings and Grounds

1. A shelter in place was conducted on May 14, 2019
2. A fire drill was conducted on May 29, 2019
3. A shelter in place was conducted on June 11, 2019

Curriculum

B. Curriculum - None

Interdistrict

C. Interdistrict - None

Negotiations

D. Negotiations/Contractual (Executive Session) – None

Student/Parental Issues & Concerns

E. Student/Parental Issues and Concerns

1. One new HIB (discussed in executive session).

Principal's Report

F. Principal's Report

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

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Board Secretary's Report

Informational Items:

School Board Convention – October 22 through October 24 – Please let me know if you plan to attend by 7/5/18.

Board Actions:

Monthly Reports

Motion to Approve Items A thru E

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of April 2019 (**Attachment A1 & A2**).

Transfer of Funds

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of April 2019 (**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 April 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**).
2. Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April 2019. The Treasurer's Report and Secretary's report are in agreement for the month of April 2019(**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.

Warrants

D. Warrants

The attached bill lists:

- May 2019 payroll (**Attachment D1**)
- June 2019 warrants (**Attachment D2**)

Void Check

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 Edward Hoban, Seconded by Nick D’Amico

Vote: To approve Items A thru E

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. D’Amico, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. Virostek (6-0-0)

Motion Approved

Motion to Approve Items F thru P

Food Service 2019-2020

F. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2019-2020 school year:

Be it resolved that the Magnolia Board of Education Approves:

Surplus Guarantee

Sodexo guarantees that District shall receive an annual Surplus of Twenty Thousand Dollars (\$20,000.00) for the 2019-2020 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 2019-2020 contract year.

Meal Prices

G. Meal Prices – To approve the following food service meal prices for the 2018-2019 school year:

Paid Lunch	\$2.60 (No increase due to PLE price exemption)
Reduced Lunch	\$.40
Paid Breakfast	\$1.25
Reduced Breakfast	\$.30
Adult Lunch	\$3.10
Adult Breakfast	\$1.65

Non Fair and Open - Colonial Transport

H. Non Fair and Open – To award a non fair and open contract to Colonial Transport for transportation services in an amount to exceed \$17,500.00 for the 2018-2019 and 2019-2020 school year.

Non Fair and Open – CM3

I. Non Fair and Open – To award a non fair and open contract to CM3 for HVAC services in an amount to exceed \$17,500.00 for the 2019-2020 school year (service agreement is \$19,344.00 for the year plus parts / extra hours).

Sterling - Shared Service Agreement

J. Shared Service Agreement – Sterling – To approve shared service agreement with the Sterling Regional High School District Board of Education for Latin Teacher in the amount of \$21,067.00 for the 2019-2020 school year (**Attachment J1**).

IDEA Grant

K. IDEA Grant – To approve submission and acceptance of the 2019-2020 IDEA Grant in the following amounts:

IDEA Basic - \$131,647.00

IDEA Preschool - \$7,250.00

ESSA Grant

L. ESSA Grant – To approve submission and acceptance of the 2019-2020 ESSA Grant in the following amounts:

Title I - \$97,580.00

Title II - \$17,725.00

Title IV - \$10,000.00 (to be moved to Title II)

JIF Premium

M. JIF Premium – County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2019-2020 school year at a cost of \$77,161.00.

- Resolution 2019-6-1** **N. Resolution 2019-6-1** – Resolution directing the distribution of net returned surplus funds held by Burlington County Insurance Pool Joint Insurance Fund in the amount of \$4,344.00 to be used to offset the 2019-2020 premium (**Attachment N1**).
- PL 2015 chapter 47** **O. PL 2015 Chapter 47** – To recognize the attached list to be in compliance with PL 2015 Chapter 47 (**Attachment O1**).
- Fixed Asset Deletions** **P. Fixed Asset Deletions** – To approve the attached fixed asset deletions for 2018-2019 (**Attachment P1**).

Motioned by Edward Hoban, Seconded by Rebeca Lang Staffieri

Vote: To approve Items F thru P

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. D’Amico, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. Virostek (6-0-0)

Motion Approved

Motion to Approve Items Q and R

Capital Reserve

Q. Capital Reserve - To approve the following resolution:

Resolution, to transfer up to \$110.00 of 2018-2019 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 \$110.00 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

R. Capital Reserve - To approve the following resolution:

Resolution, to transfer up to \$400,000 of 2018-2019 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 \$400,000 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.

Motioned by Edward Hoban, Seconded by Rebeca Lang Staffieri

Vote: To approve Items Q and R

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. D’Amico, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. Virostek (6-0-0)

Motion Approved

Motion to Approve Items S thru U and Addendum Item 1

Tuition - Hamilton Township Student #4009251904

S. Tuition Contract - To approve tuition contract with Hamilton Township Board of Education for student #4009251904 in the amount of \$4,307.94 for tuition for the 2018-2019 school year (this is prorated from 3/14/19).

Tuition – Hamilton Township Student #3197405913

T. Tuition Contract - To approve tuition contract with Hamilton Township Board of Education for student #3197405913 in the amount of \$3,645.18 for tuition for the 2018-2019 school year (this is prorated from 3/14/19).

**State Contract WB
Mason/Hon for CST
Room**

U. State Contract – To approve purchase through WB Mason/Hon through state contract #A81641 for CST room partitions in the amount of \$5,255.38 for the 2019-2020 school year.

Addendum Item 1

Board Actions:

**Non Fair and Open –
McGraw Hill**

1. Non Fair and Open – To award a non fair and open contract to McGraw Hill School Education for ELA Curriculum in the amount of \$20,835.25 for the 2019-2020 school year.

Motioned by Nick D’Amico, Seconded by Edward Hoban

Vote: To approve Items S thru U and Addendum Item 1

Roll Call Vote. All in favor: Mrs. Albrecht, Mr. D’Amico, Mr. Hoban, Mrs. Lang Staffieri, Mrs. Sorbello and Mr. Virostek (6-0-0)

Motion Approved

**Open Audience
Participation II**

Open Audience Participation II

Motioned by Nick D’Amico, Seconded by Edward Hoban

Vote: To approve opening of Audience Participation II

Voice Vote. All in favor

- **Booster club - Discussion about creation of not for profit.**
- **Amy McDevitt - Expressed feelings of renaissance being unfair.**

**Closed Audience
Participation II**

Close Audience Participation II

Motioned by Nick D’Amico, Seconded by Edward Hoban

Vote: To approve closing of Audience Participation II

Voice vote. All in favor

**8th Grade Booster Club
– Car wash/hoagie
sale**

Motion to allow 8th grade booster club to run car wash/hoagie sale.

Motion by Edward Hoban, seconded by Eric Virostek

Vote: To approve 8th Grade Booster Club to run car wash/hoagie sale

Voice Vote. All in favor

Adjournment

ADJOURNMENT

Motion to adjourn meeting at 8:12 pm by Nick D'Amico Seconded by Edward Hoban

Vote: To Adjourn meeting

Voice Vote. All in favor

Respectfully submitted,

**Greg Gontowski
Board Secretary**