

Magnolia Board of Education Meeting held on May4, 2021

**Magnolia School District
Board of Education
Regular Meeting
Minutes
May 4, 2021
7:00 P.M.**

Mr. Nick D’Amico opened the regular meeting at 7:00 p.m., leading the Pledge of Allegiance.

PLEDGE ALLEGIANCE TO THE FLAG

Roll Call

Mrs. Joyce Albrecht	Present
Mrs. Rebecca Ammen	Present
Mr. Nick D’Amico	Present
Mr. Mark Godfrey	Present
Mrs. Rebeca Lang Staffieri	Present
Mrs. Karen Sorbello	Present
Mr. Eric Virostek	Present

Other Attendees

Mrs. Karen Macpherson, Superintendent
Greg Gontowski, Business Administrator/Board Secretary
Mr. Bill Morlok, Solicitor

Mission Statement

Mission Statement was read by Nick D’Aminco.

Approval of Minutes

- Minutes and Executive Session Minutes of the Regular Board of Education meeting held on April 20, 2021

Motioned by Karen Sorbello, Seconded by Eric Virostek

Vote: To approve Minutes

Voice Vote. All in favor **Mark Godfrey – Abstained

Motion Approved

**Audience Participation
I**

Open Audience Participation I – AGENDA ITEMS ONLY

Motioned by Rebecca Lang Staffieri, Seconded by Rebecca Ammen

Vote: To approve opening of Audience Participation I

Voice Vote. All in favor

- Brenda Blachowski 109 Otterbranch Drive Magnolia - Asked about graduation tickets.

**Close Audience
Participation I**

Close Audience Participation I

Motioned by Rebecca Lang Staffieri, Seconded by Mark Godfrey

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

BOARD OF EDUCATION BUSINESS

Unfinished Business

None

New Business

**State and Local
School Board
Association**

- **Nick D'Amico – Superintendent Evaluation**
- **Nick D'Amico – Board of Education Meeting- June in person**

None

PRESENTATION OF THE BUDGET

**Presentation of the
Budget**

- A PowerPoint presentation will be made outlining the 2021-2022 School Year Budget.

**Superintendent's
Report**

Superintendent's Report

The mission of the Magnolia School District is to develop well-rounded, engaged and confident learners who are proud, respectful, and contributing members of their school and community.

Information Items:

A. Curriculum/Programs:

1. Summer Program interest is growing. We have approximately 85 students.
2. ESSR II grant is submitted.
3. Leader in Me - Jen Pontarelli to discuss
4. Preschool expansion aid

B. Interdistrict:

C. Public Relations/Liaison

D. Student/Parental Issue and Concerns

E. Buildings and Grounds

1. A fire drill was conducted on April 19, 2021 and April 22, 2021
2. A lockdown was conducted on April 27, 2021
3. The rest of the bathrooms will be completed this summer.

4. The Digital sign is set to be installed within the next two weeks.
5. Concrete work on Warwick entrances is complete. Railings are being installed.

F. *Negotiations/Contractual (Executive Session)

G. Misc

1. Graduation is scheduled for June 14th at 6:30pm at Sterling HS on the football field. Four tickets will be issued per family in case we have to move inside for inclement weather.
2. Last day for students is June 16. Last day for staff is June 17.
3. Summer Hours

H. HIB

No HIB to report at this time

Personnel

Motion to Approve Personnel Items 1 thru 12

**Employees to be paid
out of Title 2 Funds**

1. Ratification of the following employees to be paid out of Title 2 funds.

Google Calendar Part 2

Olivia Heyser - Facilitator \$80.00

Erin Sorrentino, Aphrodite Dellaporta, and John Russo to be paid \$20.00 each out of Title 2 funds

Caterina Macrina - \$15.87

Vicki Scott - \$13.85

**Employees to be paid
out of Title 2 Funds**

2. Ratification of the following employees to be paid out of Title 2 funds:

Executive Functioning with Kim Armelino on April 28, 2021

Brandon Gordon, Kelly Livingston, Evelyn Shanefield, Stephen Kreal, Gail Walters, Juliette Rayser, John Russo, Lorraine Sheilds, and Aphrodite Dellaporta (to be paid \$20.00 each out of Title 2 funds)

Wendy Lombard - \$19.52

Theresa Sebastiano - \$12.63

**Renewal of Teaching
Staff 2021-2022**

**Renewal of Support
Staff 2021-2022**

Renewal of Non-

3. Renewal of tenured and non-tenured teaching staff for the 2021-2022 school year (**Attached**)
4. Renewal of support staff for the 2021-2022 school year (**Attached**)

**Represented
Employees 2021-2022**

**Substitute Custodians
2021-2022**

**Alexander LePine –
Rowan Student -
Clinical 1 and 2 P**

**Colleen Roehr –
Teaching Assistant**

**Colleen Roehr – Run
Summer Art Club**

**Employees to work
over Summer
updating Curriculum
and Putting it in our
Oncourse System**

**Kelly Livingston –
Coordinator of
Student Services
Receive Stipend 2021-
2022**

**Lezley Turnbull and
Jamie Devecchis –
Stipend to Provide
Mental Health
Services 2021-2022**

5. Renewal of non-represented employees for the 2021-2022 school year (**Attached**)
6. The renewal of the following substitute custodians for the 2021-2022 school year at a rate of \$13.00 an hour.

Heidi Adamski, Gregory Nichols, Thomas Springer Sr. and Louise Smith
7. Alexander LePine, a student from Rowan University, to do her clinical 1 and 2 placement with Linda Rutherford
8. Colleen Roehr as teaching assistant effective September 1, 2021 on step 13 starting at \$22,693 and to receive a stipend of \$6861.00 for additional duties (teaching art 1 day a week)
9. Colleen Roehr to run a summer art club at \$40.00 an hour for a total of \$1440.00 to be taken out of ESSR grant).
10. The following employees to work over the summer updating our curriculum and putting it in our Oncourse system at a rate of \$480.00 per subject per grade level (to be taken out of ESSR2).

ELA - Stacey Dobleman, Tricia Singleton, Haley Attanasi, Katie Rickenbach, Ashton Whitaker, Jess Anastasi, Linda Rutherford, and Zack Camerieri

Math - Gail Walters, Olivia Heyser, Elisa Rutherford, Lisa Michalowski, Dylan Smith, Dave Cogan, and Dylan Smith

Science - Stacey Dobleman, Olivia Heyser, Elisa Rutherford, Leah Hallahan, Shaun Williams, Bill Keane, Mike Morgan, and Steve Taylor

Social Studies - Stacey Dobleman, Erin Sorrentino, Karin Carson, Evelyn Shanefield, Ashton Whitaker, Aphrodite Dellaporta, Bill Keane, Cameron Scalio, and Dan Carson

11. Kelly Livingston as Coordinator of Student Services to receive a stipend of \$5000 for the 2021-2022 school year.
12. Lezley Turnbull and Jamie Devecchis to receive a stipend of \$12,000 each for the 2021-2022 school year for working an extra one day a week to provide mental health services to our students (to be taken out of ESSR Grant).

Motioned by Rebecca Lang Stafferi, Second by Rebecca Ammen

Vote: To approve Personnel Items 1 thru 12

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mr. Virostek, Mrs. Sorbello and Mr. D'Amico (7-0-0)

Motion Approved

Activities/Programs

**Extra Curricular and
Athletic Programs
2021-2022**

Motion to Approve Activities/Programs Item 1

1. The list of extra-curricular and athletic programs for the 2021-2022 school year
(Attached).

Motioned by Karen Sorbello, Seconded by Rebecca Ammen

Vote: To approve Activities/Programs Item 1

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

**Board Secretary
Report**

Motion Approved

Board Actions

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Informational Items:

Board Actions:

Motion to Approve Items A thru E

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of March 2021
(Attachment A1, A2).

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the
month of March 2021 (Attachment B1).

C. Financial Reports

1. Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-9 for
the month of March 2021. 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 2021 The Treasurer's Report and Secretary's report are in
agreement for the month of March 2021 (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.

Bill List

D. Warrants

The attached bill lists:

- April 2021 payroll (**Attachment D1**)
- April 2021 warrants (**Attachment D2**)

**Business
Administrator to
Continue Payment
until next BOE**

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 Karen Sorbello, Second by Rebecca Ammen

Vote: To approve Items A through E

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mr. Virostek, Mrs. Sorbello and Mr. D’Amico (7-0-0)

Motion Approved

2021-2022 Budget

Motion to Approve Item F

F. 2021-2022 Budget

WHEREAS, the Magnolia Borough Board of Education has developed its 2021-2022 school budget, and

WHEREAS, a budget hearing was held on May 4, 2021.

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 2021-2022 school budget as presented by the administration which includes the following:

	<u>GENERAL FUND</u>	<u>SPECIAL REVENUES</u>	<u>DEBT SERVICE</u>	<u>TOTAL</u>
2021-22				
Total			258,025.00	
Expenditures	9,609,127.00	629,795.00		10,496,947.00
Less:				
Anticipated			53,491.00	
Revenues	<u>5,129,715.00</u>	<u>629,795.00</u>		<u>5,813,001.00</u>
Taxes to be			204,534.00	
Raised	<u>4,479,412.00</u>	<u>0.00</u>		<u>4,683,946.00</u>

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – for Excess Cost & Other Capital Projects, is \$700,000.00 for other capital project costs of building renovations and repairs including but not limited to, exterior renovations (playground, drainage, etc.), and interior renovations (floors, bathrooms, etc.). The total costs of this project is \$700,000.00 which represent expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the core curriculum content standards.

Motioned by Karen Sorbello, Second by Rebecca Ammen

Vote: To approve Item F

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mr. Virostek, Mrs. Sorbello and Mr. D’Amico (7-0-0)

Motion Approved

**Preschool Education
Aid 2021-2022**

Motion to Approve Item G through I

**Tax Payment
Schedule 2021-2022**

G. 2021-2022 Preschool Education Aid – It is recommended that the Board of Education approve the receipt of \$29,428.00 in Preschool Education Aid for the 2021-2022 school year.

H. 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 2021	\$390,328.00	January 2022	\$390,329.00
August 2021	\$390,329.00	February 2022	\$390,329.00
September 2021	\$390,329.00	March 2022	\$390,329.00
October 2021	\$390,329.00	April 2022	\$390,329.00
November 2021	\$390,329.00	May 2022	\$390,329.00
December 2021	\$390,329.00	June 2022	\$390,328.00

**Extraordinary Aid
2020-2021**

Total 2021-2022 taxes \$4,683,946.00

- I. Extraordinary Aid** – To approve submission of the extraordinary aid application for the 2020-2021 school year.

Motioned by Rebecca Lang Staffieri, Second by Eric Virostek

Vote: To approve Items G thru I

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mr. Virostek, Mrs. Sorbello and Mr. D’Amico (7-0-0)

Motion Approved

**Professional Services
2021-2022**

Motion to Approve Item J through CC

- J. Professional Services** – It is recommended that the Board of Education approve the following Resolution authorizing the appointment of Board Solicitor, School Auditor, Architect of Record, Brokers of Record, Custodian of School Funds, Physical Therapy Provider, Occupational Therapy Provider, and Substitute Staffing Services.

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 2021-2022 school year:

Parker McCay	Solicitor	\$175.00/hour
Bowman and Company, LLP	School Auditor	\$27,000.00
Garrison Architects	Architect of Record	\$35.00-150.00/hour
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
Robin Sarlo	Custodian of School Funds	\$2,900.00

Partners In Pediatrics	Occupational Therapy	\$77.00/hour
Virtua PT and Rehab	Physical Therapy	\$80.00/hour
ESS	Substitute Staffing Services	36% Markup

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 2021-2022

K. Health Care Providers – To approve the following health care providers for the 2021-2022 school year:
Amerihealth, Horizon, Benecard, National Vision Administrators

Audit Peer Review 2021-2022 and Completion of 2020-2021

L. Audit Peer Review – To recognize the Peer Review Report conducted on Bowman & Company and that Bowman & Company is in compliance for the 2021-2022 school year for completion of the 2020-2021 audit.

Board Secretary 2021-2022

M. Board Secretary – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2021-2022 school year.

Business Administrator 2021-2022

N. Business Administrator – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2021-2022 school year.

Official Newspaper

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

- ✓ Courier Post
- ✓ The Retrospect

Website

P. 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

Q. 403B Providers – It is recommended that the Board of Education approve the following 403B providers:

- ✓ Security Benefit Group;
- ✓ Ameriprise Financial Services, Inc;
- ✓ Lincoln Investment Planning, Inc;
- ✓ ING Life Insurance & Annuity Company;
- ✓ American General Disability
- ✓ AXA Equitable
- ✓ Prudential Insurance Company of America

Meeting Dates 2021-2022

R. Meeting Dates – It is recommended that the Board of Education approve the Regular meeting dates for the 2021-2022 school year, to take place on the third Tuesday of the month at 7:00 PM, at the Magnolia School, unless otherwise noted.

2021	2022
June 15, 2021	January 6, 2022 * (First Thursday)
August 3, 2021 (First Tuesday)	February 15, 2022
September 21, 2021	March 15, 2022
October 19, 2021	April 5, 2022 (First Tuesday – due to spring break)
November 16, 2021	May 3, 2022 **
December 14, 2021 (Second Tuesday)	June 15, 2022 (Third Wednesday)

*Reorganization must take place between January 1 – 7, 2022

** Rehiring of staff before May 15th (may change once budget guidelines are available)

Curriculum, Textbooks and Policies

S. 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

T. 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

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

Account Signatories

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

Account

Student Activity Account

Requirements/Signatories

Superintendent

Principal

Business Administrator/Board Secretary

Requires two (2) signatures

General Fund Account

Board President

Treasurer

Business Administrator/Board Secretary

Superintendent

Requires three (3) signatures

Flexible Spending Account

Board President

		Treasurer 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 Business Administrator/Board Secretary Requires one (1) signature
	Agency Account	Treasurer Business Administrator/Board Secretary Requires one (1) signature
Physicians/Individuals Providing Services 2020-2021	W. Physicians/Individuals Providing Services	– It is recommended that the Board of Education approve the following physicians/individuals to provide psychological evaluations during the 2021-2022 school year: Dr. James Hewitt
District Appointments and Assignments	X. District Appointments and Assignments	– It is recommended that the Board of Education approve the following appointments and assignments: Affirmative Action Officer – Superintendent Title IX Coordinator – Curriculum Supervisor 504 Compliance Officer – Social Worker ADA Coordinator – CST Supervisor Health/Safety Compliance Officer – School Nurse Custodian of Records (student/employee) – Superintendent Custodian of Records (OPRA) – Business Administrator Right to Know Officer – Supervisor of Maintenance Substance Abuse Coordinator – Social Worker Integrated Pest Management Coordinator – Supervisor of Maintenance Homeless Liaison – Superintendent’s Office Public Agency Compliance Officer – Business Administrator School Safety Specialist – Principal

**Chart of Accounts
2021-2022**

Y. Chart of Accounts – It is recommended that the Board of Education approve the 2021-2022 Chart of Accounts.

Petty Cash 2021-2022

Z. Petty Cash – It is recommended that the Board of Education approve establishing a \$500.00 petty cash fund for the 2021-2022 school year, effective July 1, 2021.

**Pre-Payment
Authorization**

AA. 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 AA1)**

**E-Rate Consultant
2021-2022**

BB. E-Rate Consultant – It is recommended that the Board of Education approve the service agreement renewal with e2e Exchange as E-rate Consultant for 2021-2022.

**Woodlynne Kitchen
Use 2021-2022**

CC. Woodlynne Kitchen Use – To approve Interlocal Service Agreement with Woodlynne Board of Education for kitchen facility usage for the 2021-2022 school year in the amount of \$11,000.00 year. **(Attachment CC1)**

Motioned by Rebecca Lang Staffieri, Second by Karen Sorbello

Vote: To approve Items J through CC

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mr. Virostek, Mrs. Sorbello and **Mr. D'Amico (7-0-0) Item J-ESSNick D'Amico -Abstained (6-0-1)**

Motion Approved

Motion to Approve Items DD through FF

**Bayada Contract
2021-2022**

DD Bayada - To approve contract with Bayada Home Health Care, Inc. for substitute school nurse services in the amount of \$55.00 per hour for RN and \$45.00 per hour for LPN for the 2021-2022 school year.

**WB Mason – Non
Fair and Open
Contract 2021-2022**

EE. Non Fair and Open – To award non fair and open contract to WB Mason for the 2021-2022 school year for various supplies in an amount to exceed \$17,500.00.

**CCESC – Contract
2021-2022**

FF. Camden County Educational Services Commission
To approve the attached General Services Contract with Camden County Educational Services Commission for the 2021-2022 school year **(Attachment FF1).**

Motioned by Karen Sorbello, Second by Mark Godfrey

Vote: To approve Items DD through FF

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mr. Virostek, Mrs. Sorbello and Mr. D'Amico (7-0-0)

Motion Approved

Motion to Approve Addendum Items A and B

Board Actions

Bathrooms

A. Bathrooms

To approve purchase through CCESC Contract #66CCEPS with WJ Gross for bathroom renovations in the amount of \$480,200.00.

**Food Service
Management
Company 2021-2022**

B. Food Service Management Company – It is recommended that the Board of Education approve the following Resolution for the 2021-2022 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 2021-2022 school year. The FSMC agrees to reimburse the SFA for the amount, by which the SFA's actual return for the current year is less than the Guaranteed Return for the current year.

Management Fee

District shall pay Sodexo a Management Fee in an amount equal to Twenty Five Thousand Seven Hundred and Fifty Dollars (\$25,750.00) for the 2021-2022 contract year.

Motioned by Eric Virostek, Second by Rebecca Lang Staffieri

Vote: To approve Addendum Items A and B

Roll Call Vote. All in favor: Mrs. Albrecht, Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mr. Virostek, Mrs. Sorbello and Mr. D'Amico (7-0-0)

Motion Approved

**Open Audience
Participation II**

Open Audience Participation II

Motioned by Rebecca Lang Staffieri, Seconded by Mark Godfrey

Vote: To approve opening of Audience Participation II

Voice Vote. All in favor

**Close Audience
Participation II**

Close Audience Participation II

Motioned by Eric Virostek, Seconded by Rebecca Lang Staffieri

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

Executive Session

None

Adjournment

ADJOURNMENT

Motion to adjourn meeting at 7:45 pm by Rebecca Lang Stafferi, Seconded by Mark Godfrey.

Vote: To Adjourn meeting
Voice Vote. All in favor

Respectfully submitted,

Greg Gontowski
Board Secretary

