

Magnolia Board of Education Meeting held on May3, 2022

**Magnolia School District  
Board of Education  
Regular Meeting  
Minutes  
May 3, 2022  
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	Absent
Mrs. Rebecca Ammen	Present
Mr. Nick D'Amico	Present
Mr. Mark Godfrey	Present
Mrs. Rebeca Lang Staffieri	Present
Mrs. Karen Sorbello	Present
Mrs. Alyssa Vazquez-Colon	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'Amico.

**Presentation**

**Sneak Peak of the  
Aladdin Performance**

Sneak Peak of the Aladdin Performance - Gunner Loper

**Approval of Minutes**

1. Minutes and Executive Session Minutes of the Regular Board of Education meeting held on March 15, 2022
2. Minutes of the Regular Board of Education meeting held on April 5, 2022

**Motioned by Karen Sorbello, Seconded by Rebecca Ammen**

**Vote: To approve Minutes**

**Voice Vote. All in favor**

**Motion Approved**

**Budget Presentation**

**PRESENTATION OF THE BUDGET 2022-2023**

**Audit Presentation**

**PRESENTATION OF THE AUDIT**

A presentation for the June 30, 2021 audit.

**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**

**Close Audience Participation I**      **Close Audience Participation I**  
**Motioned by Alyssa Vazquez-Colon, Seconded by Rebecca 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**      **None**

**Superintendent's Report**      **Superintendent's Report**

**School Performance Report**      School Performance Report - Karen Macpherson

**Information Items:**

**A. Curriculum/Programs:**

1. Implementation of the AAPI Curriculum - Asian American and Pacific Islanders
2. LGBT implementation of Health Standard
3. The Summer Program has around an enrollment of approximately 100 children.

**B. Interdistrict:**

**C. Public Relations/Liaison**

1. Meeting scheduled for September 26, 2022

**D. Student/Parental Issue and Concerns**

1. Concerns re: new Health Standard

**E. Buildings and Ground**

1. A fire drill was conducted on April 13, 2022
2. A lockdown drill was conducted on April 27, 2022

**F. \*Negotiations/Contractual (Executive Session)**

1. Discussion of students #8369406638, 6132591050, and 9141913049 to discontinue enrollment at Magnolia Public School District due to lack of residency

**G. Misc**

1. 8th Grade Graduation to be held at Magnolia

**H. HIB**

1. One HIB to report (founded)

**Personnel**

**Motion to Approve Personnel Items 1 through 8**

**Accept with regret the Resignation of Evelyn Shanefield 6/30/22**

1. The resignation of special education teacher, Evelyn Shanefield effective June 30, 2022.

**Superintendent Contract 7/1/22-6/30/27**

2. Approval of the county approved superintendent contract for the July 1, 2022 to June 30, 2027 (**attached**).

**Renewal of Teaching Staff 22-23**

3. Renewal of tenured and non-tenured teaching staff for the 2022-2023 school year (**attached**).

**Renewal of Represented Employees 22-23**

4. Renewal of non-represented employees for the 2022-2023 school year (**attached**).

**Increase Substitute Custodial Rate to \$17**

5. To increase the substitute custodial rate to \$17.00 an hour beginning July 1, 2022.

**Renewal of Substitute Custodian 22-23**

6. The renewal of the following substitute custodians for the 2022-2023 school year at a rate of \$17.00 an hour Heidi Adamski and Gregory Nichols.

**Kelly Livingston - Stipend 22-23 Coordinator of Student Services**

7. Kelly Livingston to be paid a stipend of \$5000 for the 22-23 school year as Coordinator of Student Services.

**D. Cogan & D. Smith  
- \$625.00– Robotic  
Competitive League  
6/11/22**

8. Dave Cogan and Dylan Smith to be paid \$625.00 each for participating in the Robotic Competitive League to be held on June 11, 2022.

**Motioned by Rebecca Lang Staffieri, Second by Alyssa Vazquez-Colon**

**Vote: To approve Personnel Items 1 through 8**

**Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Vazquez-Colon, Mrs. Sorbello and Mr. D’Amico (6-0-0)**

**Motion Approved**

**Activities/Programs**

**Motion to Approve Activities/Programs Item 1**

**Extra Curricular and  
Athletic Activities  
2022-2023**

1. The list of extra-curricular and athletic activities programs for the 2022-2023 school year (**attached**).

**Motioned by Rebecca Lang Staffieri, Seconded by Karen Sorbello**

**Vote: To approve Activities/Programs Item 1**

**Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Vazquez -Colon, Mrs. Sorbello and Mr. D’Amico (6-0-0)**

**Motion Approved**

**Policies**

**Motion to Approve Policies Items 1 through 4**

**Revision of Policies &  
Regulations**

1. Revision of policies and regulations #2415.04, 241, 3161, 4161, 5512, 7410, 8420, 9320.

**Abolishment of Policy  
1648.14 Safety Plan -  
Covid 19**

2. The abolishment of policy 1648.14 Safety Plan for Healthcare Settings in School Buildings- Covid 19.

**First Reading of  
Policy 1648.15 Record  
Keeping – Covid 19**

3. First reading of policy 1648.15 Recordkeeping for Healthcare Settings in School Buildings- Covid 19 (**attached**).

**First Reading of  
Policy 2415-50 Title 1  
Parent & Family  
Engagement**

4. First reading of policy 2415.50 Title 1 School Parent and Family Engagement (**attached**).

**Motioned by Rebecca Ammen, Seconded by Alyssa Vazquez-Colon**

**Vote: To approve Policies Items 1 through 4  
Voice vote. All in favor**

**Board Secretary  
Report**

**BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

**Informational Items:**

**Board Actions**

**Board Actions:**

**Motion to Approve Items A , B and Addendum Items A through C**

**Bill List**

**A Warrants**

The attached bill lists:

- May 2022 warrants (**Attachment A2**)

**Voided Checks**

**B Void Checks**

To approve voiding of the following warrant account checks:  
#5023 Richard Clement 3/15/22 \$166.82

**Addendum**

**Bill List**

**A. Warrants**

The attached bill lists:

- May 2022 warrants (**Attachment A1**)

**YALE – Tuition  
Student #6064556294  
21-22**

**B Tuition -** To approve a tuition contract with YALE School West, Inc. for student #6064556294 in the amount of \$78,080.10 for the 2021-2022 school year (to be prorated).

**Food Service  
Management  
Company 22-23**

**C Food Service Management Company –** It is recommended that the Board of Education approve the following Resolution for the 2022-2023 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 2022-2023 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 Seven Thousand Six Hundred and Twenty Five Dollars (\$27,625.00) for the 2022-2023 contract year.

**Motioned by Karen Sorbello, Seconded by Rebecca Ammen**

**Vote: To approve Items A, B and Addendum Items A through C  
 Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Vazquez -Colon, Mrs. Sorbello and Mr. D’Amico (6-0-0) \*\* Nick D’Amico Abstained to ESS & Bayada**

**Motion Approved**

**2022-2023 Budget Motion to Approve Item C**

**C. 2022-2023 Budget**

WHEREAS, the Magnolia Borough Board of Education has developed its 2022-2023 school budget, and

WHEREAS, a budget hearing was held on May 3, 2022.

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 2022-2023 school budget as presented by the administration which includes the following:

	<b><u>GENERAL FUND</u></b>	<b><u>SPECIAL REVENUES</u></b>	<b><u>DEBT SERVICE</u></b>	<b><u>TOTAL</u></b>
<b>2022-23 Total Expenditures</b>	10,663,705.00	1,047,253.00	258,000.00	11,968,958.00
<b>Less:</b>				
<b>Anticipated Revenues</b>	<u>6,094,705.00</u>	<u>1,047,253.00</u>	<u>53,487.00</u>	<u>7,195,445.00</u>
<b>Taxes to be Raised</b>	<u>4,569,000.00</u>	<u>0.00</u>	<u>204,513.00</u>	<u>4,773,513.00</u>

Included in budget line 620, Budgeted Withdrawal from Capital Reserve – for Excess Cost & Other Capital Projects, is \$800,000.00 for other capital project costs of building renovations and repairs including but not limited to, exterior renovations (concrete, brick, etc.), and interior renovations (floors, bathrooms, etc.). The total costs of this project is \$800,000.00 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 Rebecca Lang Staffieri, Seconded by Karen Sorbello**

**Vote: To approve Item C**

**Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Vazquez -Colon, Mrs. Sorbello and Mr. D’Amico (6-0-0)**

**Motion Approved**

**Motion to Approve Items D through E**

**Tax Payment  
Schedule 2022-2023**

**D. 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 2022	\$397,792.00	January 2023	\$397,793.00
August 2022	\$397,793.00	February 2023	\$397,793.00
September 2022	\$397,793.00	March 2023	\$397,793.00
October 2022	\$397,793.00	April 2023	\$397,793.00
November 2022	\$397,793.00	May 2023	\$397,793.00
December 2022	\$397,793.00	June 2023	\$397,791.00

Total 2022-2023 taxes \$4,773,513.00

**Extraordinary Aid 21-22**

**E. Extraordinary Aid** – To approve submission of the extraordinary aid application for the 2021-2022 school year.

**Motioned by Alyssa Vazquez-Colon, Seconded by Rebecca Ammen**

**Vote: To approve Items D and E**

**Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Vazquez -Colon, Mrs. Sorbello and Mr. D’Amico (6-0-0)**

**Motion Approved**

**Motion to Approve Items F through W**

**Health Care  
Providers 22-23**

**F. Health Care Providers** – To approve the following health care providers for the 2022-2023 school year:  
Amerihealth, Horizon, Benecard, National Vision Administrators

**Board Secretary 22-23**

**G. Board Secretary** – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2022-2023 school year.

**Business  
Administrator 22-23**

**H. Business Administrator** – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2022-2023 school year.

**Official Newspaper**

- I. **Official Newspaper** – It is recommended that the Board of Education approve the following official newspapers:
  - ✓ Courier Post
  - ✓ The Retrospect

**Website**

- J. **Website** – It is recommended that the Board of Education approve to designate the Magnolia School website [www.magnoliaschools.org](http://www.magnoliaschools.org) as an official site for advertising for the Magnolia Board of Education.

**403B Providers**

- K. **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 22-23**

- L. **Meeting Dates** – It is recommended that the Board of Education approve the Regular meeting dates for the 2022-2023 school year, to take place on the third Tuesday of the month at 7:00 PM, at the Magnolia School, unless otherwise noted.

2022	2023
June 15, 2022 (Wednesday)	January 4, 2023 * (First Wednesday)
August 2, 2022 (First Tuesday)	February 23, 2023
September 20, 2022	March 15, 2023 (Third Wednesday due to budget)
October 18, 2022	April 18, 2023
November 15, 2022	May 2, 2023 **
December 20, 2022	June 14, 2023 (Second Wednesday)

\*Reorganization must take place between January 1 – 7, 2023

\*\* Rehiring of staff before May 15<sup>th</sup> (may change once budget guidelines are available)

**Curriculum, Textbooks and Policies**

- M. **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**

- N. **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**

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

**Account Signatories**

**P. Account Signatories** – It is recommended that the Board of Education approve the following:

<u>Account</u>	<u>Requirements/Signatories</u>
Student Activity Account	Superintendent Principal Business Administrator/Board Secretary Requires two (2) signatures
General Fund Account	Board President Treasurer Business Administrator/Board Secretary Superintendent equires 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 2022-2023**

**Q. Physicians/Individuals Providing Services** – It is recommended that the Board of Education approve the following physicians/individuals to provide psychiatric evaluations during the 2022-2023 school year:

Dr. James Hewitt

**District Appointments and Assignments**

**R. 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 2022-2023**

**S. Chart of Accounts** – It is recommended that the Board of Education approve the 2022-2023 Chart of Accounts.

**Petty Cash 2022-2023**

**T. Petty Cash** – It is recommended that the Board of Education approve establishing a \$500.00 petty cash fund for the 2022-2023 school year, effective July 1, 2022.

**Pre-Payment Authorization**

**U. 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 U1)**

**E-Rate Consultant 2022-2023**

**V. E-Rate Consultant** – It is recommended that the Board of Education approve the service agreement renewal with e2e Exchange as E-rate Consultant for 2022-2023.

**Woodlynne Kitchen Use 2022-2023**

**W. Woodlynne Kitchen Use** – To approve Interlocal Service Agreement with Woodlynne Board of Education for kitchen facility usage for the 2022-2023 school year in the amount of \$11,500.00 year. **(Attachment W1)**

**Motioned by Karen Sorbello, Seconded by Rebecca Lang Staffieri**

**Vote: To approve Items F through W**  
**Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Vazquez -Colon, Mrs. Sorbello and Mr. D’Amico (6-0-0)**

**Motion Approved**

**Motion to approve Items X through EE**

**GCSSSD – Tuition  
Student #292143346  
Bayada Contract  
2021-2022**

**X. Tuition** - To approve a tuition contract with Gloucester County Special Services School District for student #2921243346 in the amount of \$43,020.00 for the 2021-2022 school year (to be prorated).

**WB Mason – Non  
Fair and Open  
Contract 22-23**

**Y. Non Fair and Open** – To award non fair and open contract to WB Mason for the 2022-2023 school year for various supplies in an amount to exceed \$17,500.00.

**ESS Northeast – Non  
Fair and Open 22-23**

**Z. Non Fair and Open** – To award non fair and open contract to ESS Northeast, LLC for the 2022-2023 school year for substitute staffing services in an amount to exceed \$17,500.00. (Note: RFP was done for the 2021-2022 school year).

**Archway -Just Kids  
22-23**

**AA. Archway** – To approve contract with Archway Programs to run Just Kids for the 2022-2023 school year.

**Risk Management  
Consultant 22-23**

**BB. Risk Management Consultant**

To approve the attached resolution appointing Hardenbergh Insurance Group as Risk Management Consultant for the 2022-2023 school year (**Attachment BB1**).

**Woodlynne - Shared  
Service 22-23**

**CC. .Shared Services Agreement** – To approve shared service agreement with Woodlynne Board of Education for Business Office Services in the amount of \$149,332.00 less the refund of \$11,321.00 per attached contract for the 2022-2023 school year (**Attachment CC1**).

**Audit Acceptance  
6/30/21**

**DD. Audit** – To approve acceptance of the June 30, 2021 audit report with one recommendation. The audit was officially presented at the May 3, 2022 meeting and a summary of audit was made available to the public.

**CAP 6/30/21**

**EE. CAP** – To approve the corrective action plan for the June 30, 2021 audit (**Attachment EE1**).

**Motioned by Rebecca Lang Staffieri, Seconded by Alyssa Vazquez-Colon**

**Vote: To approve Items X, Y, BB through EE**

**Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Vazquez -Colon, Mrs. Sorbello and Mr. D’Amico (6-0-0)**

**Vote: To approve Item AA**

**Roll Call Vote. All in favor: \*\*Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Vazquez -Colon, Mrs. Sorbello and Mr. D’Amico (5-1-0) \*\* Rebecca Ammen Voted No**

**Vote: To approve Item Z**

**Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Lang Staffieri, Mrs. Vazquez -Colon, Mrs. Sorbello and\*\* Mr. D’Amico (5-0-1) \*\* Nick D’Amico – Abstained**

**Open Audience  
Participation II**

**Motion Approved**

**Open Audience Participation II**

**Motioned by Rebecca Lang Staffieri, Seconded by Alyssa Vazquez-Colon**

**Vote: To approve opening of Audience Participation II**

**Voice Vote. All in favor**

- **Gary Sullivan 202 Cumberland Ave.**
  - **Complimented Mr. Loper on his success running the programs.**
  - **Agreed graduation being at Magnolia & appreciated the polling of students.**

**Close Audience  
Participation II**

**Close Audience Participation II**

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

**Vote: To approve closing of Audience Participation II**

**Voice vote. All in favor**

**Recess into Closed  
Session**

**RECESS INTO CLOSED SESSION at approximately 8:14p.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 **8:34 p.m.** this evening.

Any matter the disclosure of which constitutes an unwarranted invasion of individual privacy;

**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 Rebecca Lang Staffieri, Seconded by Alyssa Vazquez-Colon**

**Vote: To Enter Executive Session  
Voice Vote. All in favor (6-0-0)**

**Action will be taken after Executive Session**

**Resumption to Public  
Portion of the  
Meeting**

**RESUMPTION OF PUBLIC PORTION OF THE MEETING –8:35 pm**

**Motioned by Rebecca Lang Staffieri, Seconded by Alyssa Vazquez-Colon**

**Vote: To approve Resumption of Public Portion of the Meeting  
Voice vote. All in favor (6-0-0)**

**Motion to find that student numbers 8369406638, 6132591050 and 9141913049 are no longer residents of Magnolia subject to further evidence review by the superintendent**

**Motioned by Mark Godfrey Seconded by Rebecca Lang Staffieri**

**Vote: To approve Students no longer residents of Magnolia  
Voice vote. All in favor (6-0-0)**

**Adjournment**

**ADJOURNMENT**

**Motion to adjourn meeting at 8:36 pm by Alyssa Vazquez Colon, Seconded by Rebecca Lang Staffieri**

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

**Respectfully submitted,**

**Greg Gontowski  
Board Secretary**

