

**MAGNOLIA BOARD OF EDUCATION**  
**420 NORTH WARWICK ROAD**  
**MAGNOLIA, NJ 08049**  
Regular Board of Education Meeting  
**Thursday, June 13, 2024– 7:00 P.M.**  
Magnolia Elementary School

Audience members attending Board of Education Meetings are permitted to voice their opinions on school related topics at specified times during the regular meeting. These times are included in the printed agenda for the meeting.

**I. PLEDGE ALLEGIANCE TO THE FLAG**

*I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one Nation under God, indivisible with liberty and justice for all.*

**II. CALL TO ORDER**

*The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Magnolia Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in the Courier Post, and at the entrance of Magnolia School, and the Magnolia Borough Hall.*

Time: \_\_\_\_\_

**III. Oath of Office**

**IV. ROLL CALL**

Rebecca Ammen	_____	Jennifer Jackson	_____	Alyssa Vazquez-Colon	_____
Nick D’Amico	_____	Dale Martin	_____		
Mark Godfrey	_____	Karen Sorbello	_____		

**Others Present:**

**V. MISSION STATEMENT**

*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.*

**VI. MINUTES**

It is recommended that the Board of Education approve the following:

- Minutes of the Regular Session and Executive Session Board of Education meeting held on April 16, 2024

Motion by: \_\_\_\_\_ Seconded by: \_\_\_\_\_ Approved: \_\_\_\_\_

**VII. AUDIENCE PARTICIPATION I – AGENDA ITEMS ONLY**

It is recommended that the Board of Education approve to open the meeting to the public regarding agenda items only.

*Motion by:*\_\_\_\_\_ *Seconded by:*\_\_\_\_\_ *Approved:*\_\_\_\_\_

Members of the public are encouraged to speak during the public portion of the meeting. Concerns stated, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date. However, if your questions or comments pertain to litigation, student or personnel items, or negotiations, we would ask that you see the superintendent after the meeting, since we do not discuss these items in public.

Pursuant to NJSA 10:4-12(b), the Open Public Meetings Act, the Board shall not discuss personnel matters and shall not respond to comments made by members of the public.

Employees of the Magnolia School District retain all rights regarding defamation and slander according to the laws of New Jersey. The Board shall not entertain such comments. Nor shall the Board be held liable for comments made by member of the public. Further, the Board asks that citizens who choose to speak at a public board meeting be reminded that comments should always be respectful, non-defamatory and should maintain the level of decorum appropriate for a meeting of a public body.

When addressing the Board, please respect the following procedure:

1. Be recognized by the Board President.
2. State your full name and address before commenting.
3. Identify the resolution on which you will comment.
4. Wait to be recognized before making your comment(s).
5. Limit your comment(s) to the specific resolution.
6. Per Policy #0167, each statement made by a participant shall be limited to five minute's duration.

It is recommended that the Board of Education approve to close the Audience Participation I portion of the meeting.

*Motion by:*\_\_\_\_\_ *Seconded by:*\_\_\_\_\_ *Approved:*\_\_\_\_\_

**VIII. BOARD OF EDUCATION BUSINESS**

- A. Unfinished Business**
- B. New Business**
- C. State and Local School Board Association**

**IX. SUPERINTENDENT'S REPORT**

**X. BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT**

**Informational Items:**

**Board Actions:**

**Motion to approve items A through B**

**A Warrants**

The attached bill lists:

- June 2024 warrants (**Attachment A1**)

**B Bills** – Approval to pay bills prior to the August board meeting due to the time length between meetings being greater than one month.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_

**Motion to approve items C through U**

**C 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 2023-2024 school year:

Parker McCay	Solicitor	\$185.00/hour
Bowman and Company, LLP	School Auditor	\$47,200.00
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	\$3,300.00
Partners In Pediatrics	Occupational Therapy	\$81.00/hour
Virtua PT and Rehab	Physical Therapy	\$82.00/hour

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.

- D Audit Peer Review** – To recognize the Peer Review Report conducted on Bowman & Company and that Bowman & Company is in compliance for the 2024-2025 school year for completion of the 2023-2024 audit.
- E Health Care Providers** – To approve the following health care providers for the 2024-2025 school year:  
Amerihealth, Horizon, Benecard, National Vision Administrators
- F Board Secretary** – It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2024-2025 school year.
- G Business Administrator** – It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2024-2025 school year.
- H Official Newspaper** – It is recommended that the Board of Education approve the following official newspapers:  
✓ Courier Post  
✓ The Retrospect
- I 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.
- J 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
- K 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.
- L 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.
- M Depository of School Funds** – It is recommended that the Board of Education approve Republic Bank as the depository of school funds.

**N 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 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

**O Physicians/Individuals Providing Services** – It is recommended that the Board of Education approve the following physicians/individuals to provide psychological evaluations during the 2024-2025 school year:

Dr. James Hewitt

**P 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

- Q Chart of Accounts** – It is recommended that the Board of Education approve the 2024-2025 Chart of Accounts.
- R Petty Cash** – It is recommended that the Board of Education approve establishing a \$500.00 petty cash fund for the 2024-2025 school year, effective July 1, 2024.
- S 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 S1)**
- T E-Rate Consultant** – It is recommended that the Board of Education approve the service agreement renewal with e2e Exchange as E-rate Consultant for 2024-2025.
- U PL 2015 Chapter 47** – To recognize the attached list to be in compliance with PL 2015 Chapter 47 **(Attachment U1)**.

*Motion by:*\_\_\_\_\_ *Seconded by:*\_\_\_\_\_ *Approved:*\_\_\_\_\_

**Motion to approve items V through MM**

- V Tuition** - To approve a tuition contract with YALE School West, Inc. for student #9436434053 in the amount of \$88,714.50 for the 2024-2025 school year
- W Tuition** - To approve a tuition contract with YALE School West, Inc. for student #6032576706 in the amount of \$88,714.50 for the 2024-2025 school year
- X Tuition** - To approve the attached agreement and fee schedule for professional services with Gloucester County Special Services School District-CRESS for the 2024-2025 school year (Note: main uses will be for homebound tuition, PT, OT, and Speech services). **(Attachment X1)**
- Y Non Fair and Open** – To award non fair and open contract to WB Mason for the 2024-2025 school year for various supplies in an amount to exceed \$17,500.00.
- Z Non Fair and Open** – To award non fair and open contract to ESS Northeast, LLC for the 2024-2025 school year for substitute staffing services in an amount to exceed \$17,500.00. (Note: RFP was done for the 2021-2022 school year)
- AA 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 2024-2025 school year.

**BB Amazing Transformations**

To award non fair and open contract to Amazing Transformations for the 2024-2025 school year for autism and behavioral consultative services in an amount to exceed \$17,500.00.

**CC On Course**

To award non fair and open contract to OnCourse for the 2024-2025 school year for assessment models in an amount of \$23,814.76.

**DD Non Fair and Open** – To award non fair and open contract to Quill LLC for the 2024-2025 school year for various supplies in an amount to exceed \$17,500.00.

**EE Non Fair and Open** – To award non fair and open contract to Quill LLC for the 2023-2024 school year for various supplies in an amount to exceed \$17,500.00.

**FF Non Fair and Open** – To award non fair and open contract to The Stepping Stones Group for the 2024-2025 school year for evaluations in an amount to exceed \$17,500.00.

**GG Non Fair and Open** – To award non fair and open contract to Eastern DataComm for the 2024-2025 school year for new paging system in an amount of \$32,384.00.

**HH Non Fair and Open** – To award non fair and open contract to SilverSky for the 2024-2025 school year for IT services in an amount to exceed \$17,500.00.

**II Non Fair and Open** - To award a non fair and open contract to the Wright Choice, LLC for 1:1 nursing services for student #3963950202 in the amount of \$54.00 per hour for the 2024-2025 school year in an amount to possibly exceed \$17,500.00.

**JJ Non Fair and Open** - To award a non fair and open contract to the Gorman, D'Anella, & Morlock, LLC for legal services for the 2024-2025 school year in the amount of \$175.00 per hour in an amount to exceed \$17,500.00.

**KK Shared Service – Sterling - ELL** - To approve a shared service agreement with Sterling Board of Education for a part time ELL Teacher in the amount of \$23,615.80 for the 2024-2025 school year.

**LL Archway Just Kids** - To approve contract with Archway Programs to run Just Kids for the 2024-2025 school year.

**MM Sodexo** – Be it resolved that the Magnolia Board of Education approves award of contract to Sodexo Management, Inc. as the Food Service Management Company for the 2024-2025 school year. The management fee will be a flat fee of \$29,921.00. Sodexo Management, Inc. guarantees a return of \$9,000.00, The total cost of the contract for all expenses is estimated to be \$153,715.58.

**Motion to approve items NN through OO**

**NN Capital Reserve** - To approve the following resolution:

Resolution, to transfer up to \$500,000.00 of 2023-2024 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 \$500,000.00 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.

**OO Capital Reserve - To approve the following resolution:**

Resolution, to transfer up to \$750,000 of 2023-2024 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 \$750,000 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 by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_

**XI. AUDIENCE PARTICIPATION II – PUBLIC COMMENT**

It is recommended that the Board of Education approve to open the meeting to the public regarding other items of interest.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_

It is recommended that the Board of Education approve to close the Audience Participation II portion of the meeting.

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_



**XII. RECESS INTO CLOSED SESSION (IF NECESSARY)**

**Time:** \_\_\_\_\_

**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 Borough 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 \_\_\_\_\_ p.m. this evening.

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

\_\_\_\_\_ Any matter which, by express provision of Federal Law, State Statute or Rule of Court shall be rendered confidential or excluded from discussion in public (Provision relied upon: \_\_\_\_\_);

\_\_\_\_\_ Any matter in which the release of information would impair a right to receive funds from the federal government;

\_\_\_\_\_ 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 body (Specify contract: \_\_\_\_\_);

\_\_\_\_\_ Any matter involving the purpose, lease or acquisition of real property with public funds, the setting of bank rates or investment of public funds where it could adversely affect the public interest if discussion of such matters were disclosed;

\_\_\_\_\_ Any tactics and techniques utilized in protecting the safety and property of the public provided that their disclosure could impair such protection;

\_\_\_\_\_ Any investigations of violations or possible violations of the law;

\_\_\_\_\_ 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 pending or anticipated litigation, the matter is: \_\_\_\_\_

\_\_\_\_\_)

(If contract negotiation the nature of the contract and interested party is \_\_\_\_\_

\_\_\_\_\_)

*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 \_\_\_\_\_

\_\_\_\_\_);

\_\_\_\_\_ Any deliberation of a public body occurring after a public hearing that may result in the imposition of a specific civil penalty upon the responding party or the suspension or loss of a license or permit belonging to the responding party as a result of an act of omission for which the responding party bears responsibility;

**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.

I, \_\_\_\_\_, Board Secretary do hereby certify the above to be a true and correct copy of a resolution adopted by the Magnolia Borough Board of Education at their meeting held on \_\_\_\_\_.

\_\_\_\_\_  
Board Secretary

**Indicate whether action will or will not be taken after executive session.**

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_

**XIII. RESUMPTION OF PUBLIC PORTION OF THE MEETING**

**Time:** \_\_\_\_\_

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_

**XIV. ADJOURNMENT**

**Time:** \_\_\_\_\_

*Motion by:* \_\_\_\_\_ *Seconded by:* \_\_\_\_\_ *Approved:* \_\_\_\_\_