

**Magnolia School District
Board of Education
Regular Meeting
Minutes
May 6, 2025
6:30 P.M.**

Mr. Nick D’Amico opened the regular meeting at 6:30 p.m., leading the Pledge of Allegiance.

PLEDGE ALLEGIANCE TO THE FLAG

Roll Call	Mrs. Rebecca Ammen	Present
	Mr. Nick D’Amico	Present
	Mr. Mark Godfrey	Present
	Mrs. Karen Sorbello	Absent
	Mrs. Alyssa Vazquez-Colon	Present
	Mr. Dale Martin	Present
	Mrs. Jennifer Jackson	Present
Other Attendees	Mrs. Karen Macpherson, Superintendent	
	Mr. Greg Gontowski, Business Administrator/Board Secretary	

Mission Statement Mission Statement was read by Nick D’Amico.

Motion to open the budget public hearing for the 2025-2026 budget.

Motion by Alyssa Vazquez-Colon, Second by Rebecca Ammen

**Vote: To approve Opening the Budget public hearing
Board Voted All in Favor**

Presentation of the Budget **Presentation of the Budget and Public Comment on the Budget**

Motion to close the budget public hearing for the 2025-2026 budget.

Motion by Rebecca Ammen Second by Alyssa Vazquez-Colon

**Vote: To approve Closing the Budget public hearing
Board Voted All in Favor**

Presentation Mr. Loper to give a sneak performance before our spring presentation

Approval of Minutes Minutes of the Regular Session and Executive Session Board of Education meeting held on April 15, 2025

Motioned by Mark Godfrey, Second by Dale Martin

Vote: To approve Minutes
Voice Vote. All in favor

Motion Approved

BOARD OF EDUCATION BUSINESS

**Audience
Participation I**

Open Audience Participation I – AGENDA ITEMS ONLY

Motioned by Mark Godfrey, Seconded by Rebecca Ammen

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

None

Close Audience Participation I

Motioned by Mark Godfrey, Seconded by Rebecca Ammen

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

Unfinished Business

Nick D’Amico – CSA Evaluation update

New Business

None

**State and Local
School Boards
Association**

Nick D’Amico – Gave update

**Superintendent’s
Report**

SUPERINTENDENT’S REPORT

Information Items:

A. Curriculum/Programs

1. Title II funds were spent on training and consultants.
2. Students will be taking the PASS - SEL Survey

B. Interdistrict

C. Public Relations/Liaison

1. 8th Grade Graduation - June 11, 2025 - 6:30 pm
2. Celebration of the Arts - May 28th and May 29th

D. Student/Parental Issue and Concerns

E. Buildings and Grounds

1. A shelter in place was conducted on April 3, 2025
2. A fire drill was conducted on April 16, 2025

F. Negotiations/Contractual (Executive Session)

G. Miscellaneous

H. HIB

1. One HIB founded

I. Principal's/ Nurse's Report

1. Mr. Sorrentino's report (**attached**)
2. Mrs. Marly's nurses report (**attached**)

Personnel

Abolishment of Art Teacher and Instrumental Music Teacher

Renewal of Tenured and Non-Tenured Teaching Staff 25-26

Renewal of Non-Represented Employees 25-26

Renewal of Substitute Custodians 25-26

Renewal of Substitute Nurses 25-26

Judy Flores – Spanish Translations Stipend 25-26

Jose Laracuente – Spanish Translations Stipend 25-26

Motion to Approve Personnel Items 1 through 10

1. The abolishment of the part time art teacher and part time Instrumental music teacher (**attachment**).
2. Renewal of tenured and non-tenured teaching staff for the 2025-2026 school year – (**attachment**).
3. Renewal of non-represented employees for the 2025-2026 school year – (**attachment**).
4. Renewal of the following substitute custodians for the 2025-2026 school year at a rate of \$19.00 an hour Heidi Adamski and Gregory Nichols.
5. Renewal of the following substitute nurses for the 2025-2026 school year at a rate of \$250.00 a day Tori Shinkowitz and Courtney Branco.
6. Judy Flores to be paid a stipend of \$500 for the 2025-2026 school year to do spanish translations (to be paid on June 15, 2026).
7. Jose Laracuente to be paid a stipend of \$500 for the 2025-2026 school year to do spanish translations (to be paid on June 15, 2026).

**Heather Knapp
McGuirl – Scheduling
Coverages Stipend 25-
26**

8. Heather Knapp McGuirl to be given a stipend of \$300 a month for the 2025-2026 school year for scheduling coverages.

**Bill Keane, Steve
Taylor and Brian
Johnson – Summer
Custodial**

9. Bill Keane, Steve Taylor, and Brian Johnson to work summer custodial work at the rate of \$19.00 an hour.

Summer ESY Staff

10. The following staff to work our Summer ESY program which runs Tuesdays - Thursdays from July 8th through July 24th

Teachers

Emily Green-Hamilton - 9 hours at a rate of \$40.00 an hour a day for a total of \$360.00

Kelly McIlvaine- 32 hours at a rate of \$40.00 an hour for a total of \$1280.00

Carly Bond - 36 hours at a rate of \$40.00 an hour for a total of \$1440.00

Nurse

Sandy Marlys- 18 hours at a rate of \$53.97 an hour for a total of \$971.46

Teachers Aide/RBT

Wendy Lombard - 36 hours at a rate of \$24.12 an hour for a total of \$868.32

Vicki Scott - 36 hours at a rate of \$16.91 an hour for a total of \$608.76

Motioned by Mark Godfrey, second by Dale Martin

Vote: to Approve Personnel Items 1 through 10

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin, Mrs. Vazquez-Colon, Mr. D'Amico and Mrs. Jackson (6-0-0)

Motion Approved

Motion to Approve Activities Item 1

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Activities

1. The list of extra-curricular and athletic activities programs for the 2025-2026 school year – (**attachment**).

Motioned by Rebecca Ammen, Seconded by Mark Godfrey

Vote: to Approve Activities Item 1

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin, Mrs. Vazquez-Colon, Mr. D'Amico and Mrs. Jackson (6-0-0)

Motion Approved

Motion to Approve Plans Items 1 through 3

Plans

**Karen Macpherson –
Affirmative Action
Office 25-26**

1. Karen Macpherson as the Affirmative Action Officer for the 2025-2026 school year.

**Karen Macpherson,
Paul Sorrentino and
Jennifer Pontarelli –
Serve as Affirmative
Action Team**

2. Karen Macpherson, Paul Sorrentino, and Jennifer Pontarelli to serve as the Affirmative Action team to conduct the needs assessment and develop a Comprehensive Equity Plan.

**Comprehensive
Equity Plan –
Submission 25-26
Through 27-28**

3. Submission to the Executive County Superintendent, the 2025-2026 through 2027-2028 Comprehensive Equity Plan.

Motion by Rebecca Ammen Second by Mark Godfrey

**Vote: To approve Plans Items 1 through 3
Board Voted All in Favor**

**Board Secretary
Report**

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

Informational Items:

Board Actions

Board Actions:

Motion to Approve Items A Through D

Transfers

A. Monthly Reports

The Budget Summary and Revenue Summary for the month of March 2025.
(Attachment A1 & A2)

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of March 2025. **(Attachment B1)**

C. Financial Reports

Board Secretary's Report in accordance with 18A: 17-36 and 18A: 17-

9 for the month of March 2025. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (c) 3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. **(Attachment C1).**

Treasurer’s Report in accordance with 18A:17-36 and 18A:17-9 for the month of March 2025. The Treasurer’s Report and Secretary’s report are in agreement for the month of March 2025. **(Attachment C2).**

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

Board of Education Certification – pursuant to N.J.A.C. 6A:23A – 16.10 (c) 4 We certify that after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, that to the best of our knowledge no major accounts or fund has been over expended in violation of N.J.A.C. 6A:23A – 16.10 (b) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

Bill List

D. Warrants

The attached bill lists:

- Warrants **(Attachment D1)**
- Payroll **(Attachment D2)**

Motioned by Mark Godfrey, second by Rebecca Ammen

Vote: To approve Items A through D

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin, Mrs. Vazquez-Colon, Mr. D’Amico and Mrs. Jackson (5-0-1) **Mr. D’Amico – Abstained to ESS

Motion to Approve Items E through L

Prescription Insurance

E. Prescription Insurance

The Board of Education hereby resolves, effective July 1, 2025, to make the following changes to its group prescription drug insurance carrier:

1. Terminate its group prescription drug insurance policy with Benecard Services, LLC (Heartland Fidelity Insurance Co.), group number 1322.
2. Select AmeriHealth Insurance Co. of NJ as its group prescription drug

insurance carrier at the rates, benefits, terms, and conditions represented in the report from Brown & Brown Insurance.

3. Designate Brown & Brown Insurance as broker-of-record for our new AmeriHealth group prescription drug insurance program.
4. All appropriate Board of Education staff are authorized to take such action and affect such documentation as necessary to implement this change.

**Home Depot – Non
Fair and Open 25-26**

F. Non Fair and Open – Home Depot

To award a non fair and open contract to Home Depot/HD Supply, Inc. in an amount to exceed \$17,500.00 for various custodial/maintenance materials for the 2025-2026 school year.

**Home Depot – Non
Fair and Open 24-25**

G. Non Fair and Open – Home Depot

To award a non fair and open contract to Home Depot/HD Supply, Inc. in an amount to exceed \$17,500.00 for various custodial/maintenance materials for the 2024-2025 school year.

**Amazon – Non Fair
and Open 25-26**

H. Non Fair and Open – Amazon

To award a non fair and open contract to Amazon in an amount to exceed \$17,500.00 for various office & classroom supplies for the 2025-2026 school year.

**Quill – Non Fair and
Open 25-26**

I. Non Fair and Open – Quill

To award a non fair and open contract to Quill in an amount to exceed \$17,500.00 for various office & classroom supplies for the 2025-2026 school year.

**Sterling BOE ELL-
Teacher Shared
Service 25-26**

J. Shared Service Agreement – Sterling BOE – ELL Teacher

To approve the attached shared service agreement with Sterling Board of Education for a shared ELL Teacher in the amount of \$24,556.20 for the 2025-2026 school year. **(Attachment J1)**

**Archway – Just Kids
25-26**

K. Archway - Just Kids

To approve the attached contract with Archway Programs to run Just Kids for the 2025-2026 school year **(Attachment H1)**.

**Extraordinary Aid
Application 24-25**

L. Extraordinary Aid Application

To approve submission of the extraordinary aid application for the 2024-2025 school year.

Motioned by Rebecca Ammen, second by Mark Godfrey

Vote: To approve Items E through L

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

Motion to Approve Items M through P

**25-26 Budget
Adoption**

M. 2025-2026 Budget Adoption

It is recommended that the Magnolia Board of Education, on the recommendation of the Superintendent, the approval and adoption of the Budget for FY 2025-2026:

WHEREAS, the Magnolia Board of Education adopted a tentative budget on March 18, 2025, and submitted it to the Executive County Superintendent of Schools for approval, and

WHEREAS, the tentative budget was approved by the Executive County Superintendent of Schools on April 11, 2025, and

WHEREAS, the tentative budget was advertised in the legal section of the Retrospect newspaper on April 25, 2025, and

WHEREAS, the final budget was presented to the public during a hearing held in the library of the Magnolia School located at 420 N. Warwick Road, Magnolia, NJ 08049, on May 6, 2025.

	Budget	Local Tax Levy
General Fund	\$11,224,461.00	\$5,003,323.00
Special Revenue Fund	\$1,216,081.00	-
Debt Service Fund	\$257,025.00	\$203,740.00
Total Base Budget	\$12,697,567.00	\$5,207,063.00

BE IT RESOLVED that the Magnolia Board of Education includes in the proposed budget the adjustment for banked cap in accordance with NJAC 6A:23A-10.1(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$154,663.00 for the purpose of additional PEA local contribution and increase in staff salaries to continue to meet Educational Standards. The district intends to complete said purposes by June 2026.

BE IT RESOLVED that included in the general fund appropriations, budget line 620 is a withdrawal from Capital Reserve – Other Capital Projects in the amount of \$500,000.00 for other capital project costs of building renovations and repairs including but not limited to, exterior

renovations and interior renovations including but not limited to, flooring, plumbing, HVAC, and asphalt repairs. The total cost of this project is \$500,000.00 which represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards.

**Travel and Related
Expense
Reimbursement 25-26**

N. Travel and Related Expense Reimbursement 2025-2026

WHEREAS, the Magnolia Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and WHEREAS, N.J.A.C. 6A:23A-7.3 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, the Magnolia Board of Education established \$30,000.00 as the maximum travel amount for the current school year and has expended \$6,465.64 as of this date; now

THEREFORE, BE IT RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$30,000.00 for the 2025-2026 school year.

Legal Resolution

O. Legal Resolution

WHEREAS, the Magnolia Board of Education legal expenses exceed 130% of the state average per pupil costs (\$66 per pupil) and;

WHEREAS, N.J.A.C. 6A:23A-5.2 requires districts that exceed 130% of state average per pupil costs to implement procedures to reduce legal expenses;

THEREFORE BE IT RESOLVED, that the Magnolia Board of Education acknowledges the following procedures to be implemented by the Magnolia Administration;

- Employees authorized to contact legal counsel are the Superintendent, Business Administrator/Board Secretary, and Confidential Secretary, unless deemed necessary by the Superintendent.
- Administration will refer to board policy and administrative regulations before contacting legal counsel.
- Requests will be approved by the Superintendent before contacting

legal counsel.

- Legal invoices will be reviewed by authorized employees before payment is rendered.

**Tax Payment
Schedule**

P. Tax Payment Schedule

It is recommended that the Magnolia Board of Education approve the following monthly schedule of Borough tax payments to the magnolia Board of Education:

July 2025	\$433,922.00	January 2026	\$433,922.00
August 2025	\$433,922.00	February 2026	\$433,922.00
September 2025	\$433,922.00	March 2026	\$433,922.00
October 2025	\$433,922.00	April 2026	\$433,922.00
November 2025	\$433,922.00	May 2026	\$433,922.00
December 2025	\$433,922.00	June 2026	\$433,921.00

Total 2025-2026 tax levy: \$5,207,063.00

Motioned by Alyssa Vazquez-Colon, second by Mark Godfrey

Vote: To approve Items M through P

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin, Mrs. Vazquez-Colon, Mr. D'Amico and Mrs. Jackson (6-0-0)

Open Audience Participation II – AGENDA ITEMS ONLY

Motioned by Alyssa Vazquez-Colon, Seconded by Rebecca Ammen

Vote: To approve opening of Audience Participation I

Voice Vote. All

Allison Gilley – Asked if any sports or clubs remain for 25-26

Close Audience Participation II

Motioned by Mark Godfrey, Seconded by Rebecca Ammen

Vote: To approve closing of Audience Participation I

Voice vote. All in favor

Executive Session

None

Adjournment

ADJOURNMENT

Magnolia Board of Education Meeting held on May 6, 2025

Motion to adjourn meeting at 7:17 pm by Rebecca Ammen, Second by Jennifer Jackson

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

Respectfully submitted,

**Greg Gontowski
Board Secretary**