

**Magnolia School District
Board of Education
Regular Meeting
Minutes
June 12, 2025
6:30 P.M.**

Mr. Nick D’Amico opened the regular meeting at 6:31 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	Absent
	Mr. Dale Martin	Present
	Mrs. Jennifer Jackson	Present
Other Attendees	Mrs. Karen Macpherson, Superintendent	
	Mr. Greg Gontowski, Business Administrator/Board Secretary	
	Mr. George Morris, Solicitor	

Mission Statement

**Approval of
Minutes**

Mission Statement was read by Nick D’Amico.

Minutes of the Regular Board of Education meeting held on May 6, 2025

Motioned by Dale Martin, Second by Mark Godfrey

Vote: To approve Minutes

Voice Vote. All in favor

Motion Approved

**Audience
Participation I**

BOARD OF EDUCATION BUSINESS

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 Dale Martin, Seconded by Rebecca Ammen

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

Unfinished Business None

New Business None

**State and Local
School Boards
Association** None

**Superintendent's
Report**

SUPERINTENDENT'S REPORT

Presentation

Presentation:

1. Karen Macpherson gave an end of year report of Magnolia's Goals and Objectives for the 2024-2025 school year (**Attachment**).
2. Mr. Sorrentino discussed HIB grades for the prior 2023-2024 school year.
3. Mr. Sorrentino discussed an end of the year School Safety Data Submission along with Magnolia's Harassment Intimidation and Bullying (HIB) trends for the 2024-2025 school year.
4. Jennifer Pontarelli gave an end of the year report on our Diagnostic Student Performance Data in Reading and Math for the 2024-2025 school year.

Information Items:

A. Curriculum/Programs

B. Interdistrict

1. Met with Inter-district Superintendents on May 29, 2025.

**** Mrs. Jackson left @ 7:21**

C. Public Relations/Liaison

D. Student/Parental Issue and Concerns

E. Buildings and Grounds

1. A bus evacuation drill was held on the back driveway on Camden Avenue on Thursday, May 15th from 9:00am until 2:00pm (**Attachment**)
2. A fire drill was conducted on May 8, 2025
3. A lockdown was conducted on May 22, 2025
4. A fire drill was conducted on June 4, 2025
5. A Shelter in Place was conducted on June 10, 2025

F. Negotiations/Contractual (Executive Session)

1. Discussion of Superintendent's Evaluation

G. Miscellaneous

1. Musical was a huge success.

H. HIB

1. Two Hibs (founded)

I. Principal's/ Nurse's Report

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

Personnel

**Accept with regret
the Resignation of
Margarita Gomez 7/1/25**

**Staff as Needed Prior
to August 2025 BOE
Meeting**

**Buildings and Grounds
Shared Service –
Richard Clement**

**Employee
Carry Over Vacation
Days**

Motion to Approve Personnel Items 1 through 9

1. The resignation of Margarita Gomez as lunch aide effective July 1, 2025 (**Attached**).
2. The superintendent to hire staff as needed prior to the August 2025 board meeting.
3. Richard Clement as supervisor of buildings and grounds at a base salary of \$73,510.90 with an additional \$15,000.00 for a shared service with Woodlynne school district for the 2025-2026 school year.
4. Carry over vacation days for the following employees.

Rich Adamski - 5 days Patti Clark - 5 days
Richard Clement - 5 days Ryan Ko - 5 days
Heather McGuirl - 5 days David Logana - 5 days

Judy Flores - 4 days

Staff – Collaborate and Prepare Our District on WIN Time

5. The following staff to come in and collaborate and prepare our district on WIN time to be paid for 25 hours at \$20.00 an hour for a total of \$500.00 each (to be taken out of Title II) Erin Sorrentino, Ali Gilley, Katie Rickenbach, Julie Kemble, Ashton Whitaker, and Emily Green-Hamilton.

Lezley Turnbull – Continuing Ed 25-26

6. Lezley Turnbull to take continuing education credits to maintain her social worker license in good standing for the 25-26 school year (not to exceed \$360.00).

Nick Borgese, Gail Walters and Jordan Hafto – Attend Math Standards 6/12/25

7. Nick Borgese, Gail Walters, and Jordan Hafto to attend the Math Standards Summit in Toms River NJ on June 12, 2025 at a cost of \$247.00 per person (to be taken out of Title II).

Students from Rowan to do their Music Field Placement

8. The following students from Rowan University to do their music field placement for 20 hours in September and October with Gunner Loper Alison Rooney, Victoria Vincent, and Ignacio Ramos Preciado.

Steve Kreal and Dan Carson – Substitute Summer Custodians

9. Steve Kreal and Dan Carson to work as substitute summer custodians at a rate of \$19.00 an hour.

Motioned by Mark Godfrey, second by Rebecca Ammen

Vote: to Approve Personnel Items 1 through 9

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin and Mr. D’Amico (4-0-0)

Motion Approved

Activities/Programs

Motion to Approve Activities/Programs Item 1

Staff to Chair and Co-Chair Extra Curricular Activities/Program 25-26

1. The following staff to chair and co-chair our extra curricular activities/programs for the 2025-2026 school year (**Attachment**).

Motioned by Mark Godfrey, Seconded by Rebecca Ammen

Vote: to Approve Activities/Programs Item 1

Voice Vote. All in favor

Motion Approved

Curriculum

1. The updated Spanish Curriculum.

Plans

1. Magnolia School APR Safe Return Plan for the 2025-2026 school year.

Facilities

1. The 2025-2026 Annual Toilet Room Facilities for Kindergarten classrooms #19, 63 and 65.

Policies – None

BOARD SECRETARY/BUSINESS ADMINISTRATOR REPORT

**Board Secretary
Report**

Informational Items:

Board Actions

Board Actions:

Motion to Approve Items A Through E

Monthly Reports

A. Monthly Reports

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

Transfers

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of March 2025. **(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 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).**
2. Treasurer's Report in accordance with 18A:17-36 and 18A:17-9 for the month of April and May 2025. The Treasurer's Report and Secretary's report are in agreement for the month of April and May 2025. **(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.

D. Warrants

Bill List

The attached bill lists:

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

**Approval to Pay Bills
Prior to August BOE
Meeting**

E. Warrants – Approval to Pay

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

Motioned by Mark Godfrey, second by Rebecca Ammen

Vote: To approve Items A through E

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin and Mr. D’Amico (4-0-0) ** D’Amico – Abstained to ESS**

Motion Approved

Motion to Approve Items F through X

Professional Services

F 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 2025-2026 school year:

Parker McCay	Solicitor	\$185.00/hour
Bowman and Company, LLP	School Auditor	\$51,500.00
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	\$3,350.00
Partners In Pediatrics	Occupational Therapy	\$82.00/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.

Audit Peer Review

G. Audit Peer Review

To recognize the Peer Review Report conducted on Bowman & Company and that Bowman & Company is in compliance for the 2025-2026 school year for completion of the 2024-2025 audit.

Health Care Providers 25-26

H. Health Care Providers

To approve the following health care providers for the 2025-2026 school year: Amerihealth, Horizon, National Vision Administrators

Board Secretary 25-26

I. Board Secretary

It is recommended that the Board of Education approve Greg Gontowski to serve as the Board Secretary for the 2025-2026 school year.

Business Administrator 25-26

J. Business Administrator

It is recommended that the Board of Education approve Greg Gontowski to serve as the Business Administrator for the 2025-2026 school year.

Official Newspaper

K. Official Newspaper

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

- ✓ Courier Post
- ✓ The Retrospect
- ✓

Website

L. 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

M. 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

**Curriculum,
Textbooks and
Policies**

N. 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

O. 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**

P. Depository of School Funds

It is recommended that the Board of Education approve Republic Bank as the depository of school funds.

Account Signatories

Q Account Signatories

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

Account

Requirements/Signatories

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

**Physicians/Individuals
Providing Services
2025-2026**

R Physicians/Individuals Providing Services

It is recommended that the Board of Education approve the following physicians/individuals as school physician and to provide psychological evaluations during the 2025-2026 school year:

Dr. Vincent Marchese, DO

Dr. James Hewitt

**District Appointments
and Assignments**

S 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 – Social Worker
Public Agency Compliance Officer – Business Administrator
School Safety Specialist – Principal

**Chart of Accounts
2025-2026**

T Chart of Accounts

It is recommended that the Board of Education approve the 2025-2026 Chart of Accounts.

Petty Cash 2025-2026

U Petty Cash

It is recommended that the Board of Education approve establishing a \$500.00 petty cash fund for the 2025-2026 school year.

**Pre-Payment
Authorization**

V 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 V1)**

**E-Rate Consultant
2025-2026**

W E-Rate Consultant

It is recommended that the Board of Education approve the service agreement renewal with e2e Exchange as E-rate Consultant for 2025-2026.

PL 2015 Chapter 47

X PL 2015 Chapter 47

To recognize the attached list to be in compliance with PL 2015 Chapter 47 **(Attachment X1)**.

Motioned by Mark Godfrey, Seconded by Dale Martin

Vote: to Approve Items E through X

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin and Mr. D'Amico (4-0-0)

Motion Approved

Motion to Approve Items Y through JJ

**YALE Tuition 1:1
Aide #4649948678 25-
26**

Y Tuition – Brookfield

To approve a tuition contract with Brookfield Schools for student #4649918678 in the amount of \$79,926.00 for tuition and \$33,900.00 for a 1:1 aide for the 2025-2026 school year

**Language Learning –
Non Fair and Open
25-26**

Z Non Fair and Open – Language Learning

To award non fair and open contract to Language Learning Network for the 2025-2026 school year for daily in person World Language Teacher in an amount of \$23,000.00.

**ESS - Non Fair Open
25-26**

AA Non Fair and Open – ESS

To award non fair and open contract to ESS Northeast, LLC for the 2025-2026 school year for substitute staffing services in an amount to exceed \$17,500.00. (Note: RFP was done for the 2021-2022 school year).

**CM3- Non Fair and
Open 25-26**

BB Non Fair and Open – CM3

To award a non fair and open contract to CM3 for HVAC services in an amount to exceed \$17,500.00 for the 2025-2026 school year.

**Amazing
Transformations –
Non Fair and Open
25-26**

CC Non Fair and Open - Amazing Transformations

To award non fair and open contract to Amazing Transformations for the 2025-2026 school year for autism and behavioral consultative services in an amount to exceed \$17,500.00.

**On Course – Non Fair
and Open 25-26**

DD Non Fair and Open - On Course

To award non fair and open contract to OnCourse for the 2025-2026 school year for student information system in an amount to exceed \$17,500.00.

**Quill – Non Fair and
Open 25-26**

EE Non Fair and Open – Quill, LLC

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

**Gorman D’Anella
Morlock – Non Fair
and Open 25-26**

FF Non Fair and Open – Gorman, D’Anella, Morlock

To award a non fair and open contract to the Gorman, D’Anella, & Morlock, LLC for legal services for the 2025-2026 school year in the amount of \$175.00 per hour in an amount to exceed \$17,500.00.

**CCESC – General
Contract**

GG CCESC – General Services Contract

To approve the attached general services contract with Camden County Educational Services Commission for the 2025-2026 school year. **(Attachment GG1)**

**CEFM – Shared
Service 25-26**

HH Shared Service Agreement – Woodlynne BOE – CEFM

To approve the attached shared service agreement with Woodlynne Board of Education for CEFM services in the amount of \$30,000.00 for the 2025-2026 school

year. **(Attachment HH1)**

BCIPJIFF – 25-26

II BCIPJIF

To approve the Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) insurance coverage and student accident coverage for the 2025-2026 school year at a cost of \$105,935.00.

**BCIPJ:IF – resolution
2025-6-1 25-26**

JJ BCIPJIF – Resolution 2025-6-1

Resolution directing the distribution of net returned surplus funds held by the Burlington County Insurance Pool Joint Insurance Fund (BCIPJIF) in the amount of \$2,614.00 to be used to offset the 2025-2026 premium. **(Attachment JJ1)**

Motioned by Mark Godfrey, Seconded by Rebecca Ammen

Vote: to Approve Items Y, Z and BB through JJ

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin and Mr. D’Amico (4-0-0)

Vote: to Approve Item AA

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin and **Mr. D’Amico (3-0-1) ** Mr. D’Amico – Abstained

Motion Approved

Motion to Approve Items KK and LL

Capital Reserve

KK Capital Reserve

To approve the following resolution:

Resolution, to transfer up to \$500,000.00 of 2024-2025 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.

Capital Reserve

LL Capital Reserve

To approve the following resolution:

Resolution, to transfer up to \$250,000.00 of 2024-2025 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 \$250,000.00 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.

Motioned by Rebecca Ammen, Seconded by Mark Godfrey

Vote: to Approve Items KK and LL

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin and Mr. D'Amico (4-0-0)

Motion Approved

Recess into Closed Session

RECESS INTO CLOSED SESSION at approximately 7:28 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 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 7:48 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 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 CSA Evaluation) ;

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 Dale Martin, Seconded Rebecca Ammen

Vote: To Enter Executive Session
Voice Vote. All in favor (4-0-0)

Action will be taken after Executive Session

**Resumption to Public
Portion of the
Meeting**

RESUMPTION OF PUBLIC PORTION OF THE MEETING 7:35 pm

Motioned by Mark Godfrey, Seconded by Dale Martin

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

Motion Approved

**Approve
Superintendents
Evaluation 2024-2025**

SUPERINTENDENT EVALUATION

Motion to approve the 2024-2025 Superintendent's Evaluation.

Motioned by Rebeca Ammen, Seconded by Dan Martin

Vote: to Approve 2024-2025 Superintendent's Evaluation

**Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mr. Martin and Mr. D'Amico
(4-0-0)**

Motion Approved

ADJOURNMENT

Adjournment

Motion to adjourn meeting at 7:37 pm by Mark Godfrey, Second by Rebecca Ammen

Vote: To Adjourn meeting

Voice Vote. All in favor

Respectfully submitted,

**Greg Gontowski
Board Secretary**