

**Magnolia School District
Board of Education
Regular Meeting
Minutes
August 5, 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	Absent
	Mrs. Jennifer Jackson	Absent – Arrived @ 6:33
Other Attendees	Mrs. Karen Macpherson, Superintendent	
	Mr. Greg Gontowski, Business Administrator/Board Secretary	
	Mr. Frank Cavallo, Solicitor	
Mission Statement	Mission Statement was read by Nick D’Amico.	
Approval of Minutes	Minutes of the Regular and Executive Session Board of Education meeting held on June 12, 2025	
	Motioned by Rebecca Ammen, Second by Mark Godfrey	
	Vote: To approve Minutes	
	Voice Vote. All in favor **Alyssa Vazquez-Colon – Abstained	
	Motion Approved	
	<u>BOARD OF EDUCATION BUSINESS</u>	
Audience Participation I	None	
Unfinished Business	None	
New Business	Nick D’Amico – Mentioned State Aid committee was formed by Haddon Twp. For transparency and state aid reform.	
State and Local School Boards Association	None	

**Jennifer Jackson
Arrived**

Jennifer Jackson – Arrived at 6:33

**Superintendent's
Report**

SUPERINTENDENT'S REPORT

Presentation

Presentation:

Karen Macpherson, Superintendent - Presentation of Goals and Objectives for the 2025–2026 School Year

A. Information Items:

1. Join us for the ribbon-cutting of our new playground on August 26th at noon.

B. Curriculum/Programs

1. NJSLA preliminary on-demand reports are now available. Results will be discussed.
2. ESEA Federal Funds and impact on Professional Development to be discussed.
3. Update on the new whole school “WIN” program.

C. Interdistrict

(No items at this time)

D. Public Relations/Liaison

(No items at this time)

E. Student/Parental Issues and Concerns

(No items at this time)

F. Buildings and Grounds

1. A fire drill was held on July 9, 2025.

G. Negotiations/Contractual (Executive Session)

(No items at this time)

H. Harassment, Intimidation, or Bullying (HIB)

(No items at this time)

I. Miscellaneous

(No items at this time)

J. Principal's Report

(No Principal or Nurse's Reports for August)

Personnel

Motion to Approve Personnel Items 1 through 9

**Accept with regret
the Resignation of
Nicole Clark**

1. Accept, with regret, the resignation of Nicole Clark, full-time special education teacher, retroactive to July 16, 2025. **(Attachment A1)**

**Nicholas Meehl –
Special Education
Teacher 2025-2026**

2. Approval to revise the salary of Nicholas Meehl, full-time special education teacher, to MA+15 Step 4, with a salary of \$68,336.00, for the 2025-2026 school year.

**Emily Green-
Hamilton – ESY**

3. Approval to revise the Extended School Year (ESY) hours of Emily Green-Hamilton from 9 hours to 12 hours at a rate of \$40.00 an hour for a total of \$480.00.

**Nicole Lopez – Special
Education Teacher
2025-2026**

4. Approval of Nicole Lopez as a full-time special education teacher, BA, Step 8, at a salary of \$70,385.00, with medical benefits, for the 2025-2026 school year. **(Attachment A2)**

**Paul Sorrentino –
NJPSA/NJASCD/FEA
– Fall**

5. Approval for Paul Sorrentino, Principal, to attend the NJPSA/NJASCD/FEA fall conference titled “*Lead with Joy*” in Atlantic City, NJ, from October 15–17, 2025, at a cost of \$695.00.

**Professional
Development**

6. Approval of the following staff members for up to 20 hours of professional development for curriculum updates at the rates listed below. Funds to be paid from New Jersey Preschool Expansion Aid (PEA).

Last Name	First Name	Rate
DiBlasio	Elena	\$20.00/hour
Dobleman	Stacey	\$20.00/hour
Healy	Patrick	\$20.00/hour
Hobbs	Erin	\$20.00/hour
Buonpastore	Christina	\$16.91/hour
Lombard	Wendy	\$24.12/hour
Neckonchuk	Kelly	\$18.92/hour
Orlando	Michelle	\$16.91/hour

Scott	Vickie	\$16.91/hour
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Brittany Leviege-Muhammad – Part Time Lunch Aide

7. Approval of Brittany Leviege-Muhammad as a part-time lunch aide, step 4, at a salary of \$8,510.00, with no medical benefits, for the 2025-2026 school year. **(Attachment A3)**

Nicole Marlys – Complete Her Practicum 9/2/25-12/17/25

8. Approval of Nicole Marlys, a student at Rowan University, to complete her practicum in school nursing with Sandy Marlys, school nurse, effective September 2, 2025 through December 17, 2025. **(Attachment A4)**

Development Request 2025-2026

9. Approval of the following professional development requests for the 2025-2026 school year:
 2025 National Association for the Education of Young Children (NAEYC) Annual Conference Patrick Healy, Erin Hobbs, and Kelly Livingston
 November 19-22, 2025
 Flight, hotel, meals, and mileage expenses not to exceed \$6,500.00. Funds to be paid from New Jersey Preschool Expansion Aid (PEA).

Motioned by Alyssa Vazquez-Colon, second by Rebecca Ammen

Vote: to Approve Personnel Items 1 through 9

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Jackson, Mrs. Vazquez-Colon and Mr. D’Amico (5-0-0)

Motion Approved

B. Students

(No items at this time)

Motion to Approve Activities/Programs Item 1 , Trips Item 1, Plans Item 1 through 6 and Job Descriptions Item 1

C. Activities/Programs

Renaissance Program Funds 2025-2026

1. Approval of Renaissance program funds for the 2025-2026 school in the amount of \$3,000.00 to be paid by the Magnolia Board of Education.

Field Trips 2025-2026

D. Trips

1. Approval of all walking trips for the 2025–2026 school year.

E. Plans

District Goals and Objectives 2025-2026

1. Approval of the District Goals and Objectives for the 2025–2026 school year. **(Attachment E1)**

Nursing Service Plan 2025-2026

2. Approval of the submission of the Nursing Services Plan for the 2025–2026 school year to the county office. **(Attachment E2)**

Professional Development Plan 2025-2026

3. Approval of the Professional Development Plan for the 2025–2026 school year. **(Attachment E3)**

District Mentoring Plan 2025-2026

4. Approval of the District Mentoring Plan for the 2025–2026 school year. **(Attachment E4)**

Danielson Instrument for Teacher Observations 2025-2026

5. Approval of the Danielson Instrument for teacher observations for the 2025–2026 school year.

OnCourse Systems 2025-2026

6. Approval of the Administrator Evaluation Form, to be completed using OnCourse Systems for the 2025–2026 school year.

Part-Time Lunch Aid Job Description

F. Job Descriptions

1. Approval of the part-time 10-month lunch aide job description. **(Attachment F1)**

Motioned by Mark Godfrey, second by Alyssa Vazquez-Colon

Vote: to Approve Activities/Programs Item 1, Trips Item 1, Plans Items 1 through 6 and Job Descriptions Item 1

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Jackson, Mrs. Vazquez-Colon and Mr. D’Amico (5-0-0)

Motion Approved

G. Facilities

(No items at this time)

Motion to Approve Policies

Policies

H. Policies

1. First Reading - Approval of new, revised, and/or updated policies and/or regulations provided by Strauss Esmay Associates pursuant to the authorization granted at the Special Meeting held on May 25, 2010, allowing the Superintendent to implement policy updates from Strauss Esmay Associates in advance of formal board approval.

P 0173	Duties of Public School Accountant (Revised)
P 0174	Legal Services (M) (Revised)
P 0177	Professional Services (M) (Revised)
P & R 1570	Internal Controls (M) (Revised)
P 1620	Administrative Employment Contracts (M) (Revised)
P & R 6111	Special Education Medicaid Initiative (SEMI) Program (M) (Revised)
P 6220	Budget Preparation (M) (Revised)
R 6220	Budget Preparation (New)
P 0143	Board Member Election and Appointment (Revised)
P 1636.01	Notification of Promotion, New Job, and Transfer Opportunities (New)
P 1648.15	Recordkeeping for Healthcare Settings In School Buildings – COVID-19 (M) (Abolished)
P 2422	Statutory Curricular Requirements (M) (Revised)
P 5117	Interdistrict Public School Choice (Abolish)
P 5339.01	Student Sun Protection (M) (New)

Motioned by Rebecca Ammen, second by Mark Godfrey

Vote: To approve Policies Item H
Voice Vote. All in favor

Motion Approved

**Board Secretary
Report**

BOARD SECRETARY/BUSINESS ADMINISTRATOR 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 June 2025.
(Attachment A1 & A2)

Transfers

B. Transfer of Funds

The attached transfer list, with the recommendation of the Superintendent, for the month of June 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 June 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 June 2025. The Treasurer's Report and Secretary's report are in agreement for the month of June 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.

Bill List

D. Warrants

The attached bill lists:

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

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

E. Warrants – Approval to Pay

Approval to pay bills prior to the September 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, Mrs. Jackson, Mrs. Vazquez-Colon and **Mr. D'Amico (5-0-1) **Mr. D'Amico – Abstained to ESS

Motion Approved

Motion to Approve Items F through R

**Bancroft -Tuition/1:1
Aide Student
#6558404679 2025-
2026**

F. Tuition – Bancroft

To approve a tuition contract with Bancroft for student #6558404679 in the amount of \$79,369.50 for tuition and \$57,750.00 for a 1:1 aide for the 2025-2026 school year

**Bancroft – Tuition
and Partial ESY
Student #3963950202
2025-2026**

G. Tuition – Bancroft

To approve a tuition contract with Bancroft for student #3963950202 in the amount of \$79,369.50 for tuition for the 2025-2026 school year (Note: partial ESY so amount will be prorated).

**Archbishop – Tuition and Partial ESY
Student #963950202
2025-2026**

**YALE-Tuition
Student #6032576706
2025-2026**

**GCSSD –
Tuition/ESY/Out of
County Surcharge
Student #5368036857
2025-2026**

**Silversky – Non Fair
and Open 2025-2026**

**Lakeshore Learning
Materials – State
Contract 2025-2026**

**IDEA Grant
Submission and
Acceptance 2025-2026**

Meal Prices 2025-2026

Fixed Asset Deletions

H. Tuition – Archbishop Damiano

To approve a tuition contract with Archbishop Damiano School for student #3963950202 in the amount of \$66,187.80 for tuition for the 2025-2026 school year (Note: Regular school year and partial ESY so amount will be prorated).

I. Tuition – YALE

To approve a tuition contract with YALE School West, Inc. for student #6032576706 in the amount of \$95,862.90 for tuition for the 2025-2026 school year

J. Tuition – GCSSSD

To approve a tuition contract with Gloucester County Special Services School District for student #5368036857 in the amount of \$65,360.00 for tuition, \$4,770.00 for ESY tuition, and \$3,400.00 for out of county surcharge for the 2025-2026 school year.

K. Non Fair and Open – Silversky, Inc.

To award non fair and open contract to Silversky, Inc. for the 2025-2026 school year for network security/firewall services in an amount to exceed \$17,500.00.

L. State Contract – Lakeshore Learning Materials

To approve purchase through State Contract number 17-FOOD-00250 for the purchase of Library & School Supplies for the 2025-2026 school year.

M. IDEA Grant

To approve submission and acceptance of the 2025-2026 IDEA Grant in the following amounts:

IDEA Basic - \$141,120.00

IDEA PS - \$7,547.00

N. Meal Prices

To approve the following food service meal prices for the 2025-2026 school year:

Paid Lunch \$3.00

Paid Breakfast \$1.50

Adult Lunch \$3.50

Adult Breakfast \$2.00

O. Fixed Asset Deletions

To approve removal of the attached listing of fixed assets from the fixed asset listing effective June 30, 2025 (**Attachment O1**).

Bid Threshold

P. Bid Threshold

Resolution Increasing the Bid Threshold—Qualified Purchasing Agent

WHEREAS, Greg Gontowski, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$44,000 to **\$53,000**, effective July 1, 2025;

NOW, THEREFORE BE IT RESOLVED that the Magnolia Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of **\$53,000** for the Board of Education, and further authorizes Greg Gontowski, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount

SOP Manual

Q. SOP Manual

To approve changes to the Standard Operating Procedures Manual to reflect the increase in the bid and quote threshold effective July 1, 2025 (**Attachment Q1**).

Purchasing Manual

R. Purchasing Manual

To approve changes to the Purchasing Manual to reflect the increase in the bid and quote threshold effective July 1, 2025 (**Attachment R1**).

Motioned by Mark Godfrey, second by Rebecca Ammen

Vote: To approve Items F through R

Roll Call Vote. All in favor: Mrs. Ammen, Mr. Godfrey, Mrs. Jackson, Mrs. Vazquez-Colon and Mr. D’Amico (5-0-0)

Motion Approved

**Audience
Participation II**

None

None

Executive Session

ADJOURNMENT

Adjournment

Motion to adjourn meeting at 6:54 pm by Mark Godfrey, Second by Rebecca Ammen

Vote: To Adjourn meeting
Voice Vote. All in favor

Respectfully submitted,

Greg Gontowski
Board Secretary