

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., Thursday, August 23, 2018.

Mrs. Alicia Sperry, Vice President, led the group in the pledge to the flag.

Mrs. Heather M. Mayhew, Business Administrator/Board Secretary called the meeting to order at 7:02 p.m.

The New Jersey Open Public Meetings Statement was read by Mrs. Mayhew. Notice of the meeting was published in the South Jersey Times, filed with the Township Clerk, and posted on the door of the Quinton Township School.

Members Present: Michael Sites, Amy Keen, Tracy Scull, Abram Norman and Alicia Sperry

Members Absent: Joanne Nacucchio
Thomas R. Boyles
Thomas McKee
Stacey Sickler (vacation)

Also Present: Margaret M. Delia, Superintendent
Heather M. Mayhew, Business Administrator
Stewart Potter, Principal

Educational Highlights/Presentations/Recognition

None.

Board of Education Minutes

Moved by T. Scull and seconded by A. Norman that the Board of Education approve the minutes for the following Board of Education meetings:

June 4, 11 & 13, 2018 – Special Meetings
June 21, 2018 – Regular Meeting
August 8, 2018 – Special Meeting

Unanimously approved.

Minutes:
June 4, 11, 13,
2018 Spec. Mtgs.;
June 21, 2018
Regular Mgt.;
August 8, 2018,
Spec. Mtg.

Correspondence

None.

Unfinished Business

1. There was an update on the water situation.
2. The NJ Department of Education approved the school's purchase of a replacement shed.
3. The flowerbed retaining wall should be completed soon.

New Business

None.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT**Warrants**

Bills for
pmt. June,
July &
August 2018

Moved by T. Scull and seconded by M. Sites that the Board of Education approve the bills for payment in June 2018 in the amount of \$123,806.42, in July 2018 in the amount of \$83,373.77 and in August 2018 in the amount of \$347,767.01.

(See pages 8628-8644)

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

Certification

Certification
of Cash
Reconciliation
& Board Sec.
Reports for
May & June
2018

Moved by T. Scull and seconded by M. Sites that the Board of Education approve and accept the May 31, 2018 and the June 30, 2018 Cash Reconciliation Report and, pursuant to N.J.A.C. 6A:23A-16.10(c)4, the Quinton Township Board of Education certifies after review of the Board Secretary's Monthly Financial Report and upon consultation with the appropriate district officials to the best of the Board's knowledge, no major account or fund has been overexpended in violation of N.J.A.C. 6A:23-16:10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year. The Board Secretary certifies that no line item account has obligations and payments which in total exceed the amount appropriated by the Quinton Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been overexpended in violation of N.J.A.C. 6A:23-16.10(a)1. In accordance with N.J.A.C. 6A:23-16.10(c)2, it certifies that there are no changes in anticipated revenue amounts or revenue sources for the year ending June 30, 2018.

(See pages 8645-8611 & 8662-8677)

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

Transfer of Funds

Transfer of
Funds – June,
July & August
2018

Moved by T. Scull and seconded by M. Sites that the Board of Education approve the transfer of funds effective June, July and August 2018, previously approved by the Superintendent. (See pages 8678-8680)

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

The Budget Summary was submitted for board review.

Business and Finance

Travel
Expenses

Moved by M. Sites and seconded by A. Norman that the Board of Education approve resolution for payment of expenses incurred as a result of attendance by staff and board of education members at NJSBA training and educational/ informational programs and/or meetings on the list provided, previously approved by the Superintendent. (See page 8681)

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry
 Noes: (0) Abstain: (0) Motion Carried

Moved by T. Scull and seconded by A. Norman that the Board of Education approve resolution for travel expenditure for the 2018-2019 school year in the amount of \$1,500 for individual regular business travel and maximum total travel expenditure amount of \$30,000. (See page 8682)

Travel expenditure for individual & maximum total

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry
 Noes: (0) Abstain: (0) Motion Carried

Moved by T. Scull and seconded by A. Norman that the Board of Education approve the attendance of students for Extended Year Programs at the following schools:

Extended Year Programs

GCSSSD - Bankbridge School – 1 student
 SCSSSD - Cumberland Campus – 1 student
 SCSSSD - Salem County VoTech - 1 students

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry
 Noes: (0) Abstain: (0) Motion Carried

Moved by A. Norman and seconded by M. Sites that the Board of Education approve a services contract for the 2018-19 school year with the Commission for the Blind and Visually Impaired in the amount of \$1,900 for a Level 1 student and \$12,600 for a Level 3 student. (See pages 8682-8683)

Services Contract with Commission for the Blind & Visually Impaired

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry
 Noes: (0) Abstain: (0) Motion Carried

Moved by M. Sites and seconded by T. Scull that the Board of Education approve awarding the following bids for the 2018-2019 school year: (See pages 8683-8684)

Bids for ice cream, milk, juice, dairy & baked goods

Ice Cream Jack & Jill Ice Cream (includes freezer)
 Milk, Juice & Dairy Hypoint Dairy Farms, Inc.
 Baked Goods Deluxe Italian Bakery

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry
 Noes: (0) Abstain: (0) Motion Carried

Moved by T. Scull and seconded by A. Keen that the Board of Education approve occupational health pricing with inspira Health Network for the 2018-2019 school year. (See page 8685)

Occupational health pricing

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry
 Noes: (0) Abstain: (0) Motion Carried

Moved by T. Scull and seconded by M. Sites that the Board of Education approve the Extended School Year tuition contracts in the amount of \$4,235 and one-on-one teacher assistant in the amount of \$3,480 from July 9, 2018 through August 9, 2018. (See pages 8685-8686)

ESY tuition contracts

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry
 Noes: (0) Abstain: (0) Motion Carried

REAP Grant

Moved by T. Scull and seconded by A. Norman that the Board of Education accept the 2018-2019 Rural Education Achievement Program (REAP) Grant in the amount of \$34,497.00 from the United State Department of Education. The funds from the grant are used to support a position in the basic skills program. (See page 8686)

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

SUPERINTENDENT'S REPORT

Monthly Report – No report in the month of August.

Building and Grounds

The Monthly Self-Inspection Report for August 2018 was reviewed and conducted by the Principal and the Maintenance Supervisor.

The Quarterly Maintenance Inspection was reviewed and conducted by the Principal and Maintenance Supervisor.

The Annual School Integrated Pest Management Notification was reviewed and conducted by the Principal and the Maintenance Supervisor for Quinton Township School.

The Annual Evaluation of School Buildings, indicator 7.6 was reviewed and conducted by the Principal and the Maintenance Supervisor.

Curriculum**School Trips
2018-2019**

Moved by T. Scull and seconded by M. Sites that the Board of Education approve school trips for the 2018-2019 school year. (See page 8687)

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

Mr. Potter reviewed the 2017-2018 Annual Academic Fitness Report on all subject areas per the five-year curriculum plan including the art and music impact evaluation.

**Curriculum
maps reflect
infusion of
theater/
performing
arts**

Moved by M. Sites and seconded by A. Keen that the Board of Education approve All Grades ELA curriculum maps, which now reflect the infusion of theater/performing arts.

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

**Updated
Technology
Agreement
include
damages
portion**

Moved by T. Scull and seconded by A. Norman that the Board of Education approve the updated Technology Agreement to include the damages portion. (See pages 8687-8688)

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

Policy

Moved by T. Scull and seconded by M. Sites that the Board of Education approve authorization for collection of the following permitted records in order to promote the educational welfare for each child:

Permitted
Records

- Test scores, including aptitude, achievement, and other tests.
- Indication of selection for special programs such as remedial or gifted and talented programs.
- Name and birthdate of siblings
- Anecdotal reports which are based on firsthand observation directly relevant to the education of the pupil, signed and dated by the observer.
- Discipline record including suspensions.
- Educational plans.
- A & B Forms.
- School pictures.
- Place of Birth.
- Correspondence concerning the pupil.
- Skills checklist.
- Transfer cards and information from other schools.
- Emergency Data.
- Report Cards.

Per Administrative Code 6:3-2:3, the District Board of Education shall report annually at a public board meeting a description of the types of permitted records it has authorized certificated school personnel to collect and maintain.

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0) Abstain: (0) Motion Carried

Moved by T. Scull and seconded by M. Sites that the Board of Education approve re-adoption of medical standing orders that are an attachment to Policy 5141.1, Accidents. Medical Standing Orders are approved yearly. No changes have been made.

Medical
Standing
Orders

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0) Abstain: (0) Motion Carried

Moved by T. Scull and seconded by A. Norman that the Board of Education approve Policy #6145.25, *Precautions for Heat & Humidity During Athletics & Other Extracurricular Activities*, on first reading. (See pages 8688-8689)

Policy on
1st reading

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0) Abstain: (0) Motion Carried

Administrative

Moved by M. Sites and seconded by A. Keen that the Board of Education approve for school district use, the incident report form, victim information form and offender information form for violence, vandalism and substance abuse used by the New Jersey Department of Education.

Forms for
school
district use

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0) Abstain: (0) Motion Carried

Mr. Potter reviewed the Student Safety Data System (SSDS) Report for the 2017-2018 school year. (Previously HIB and EVVRS.) (See page 8690)

**SOA of the
3 yr. CEP**

Moved by M. Sites and seconded by A. Norman that the Board of Education approve submission and affirm compliance of the 2017-2018 school year Statement of Assurance of the Three-year Comprehensive Equity Plan (CEP). (See page 8691)

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

**School self-
assessment
Anti-
Bullying Bill
Rights**

Moved by M. Sites and seconded by A. Norman that the Board of Education approve the NJDOE School Self-assessment determining grades in the Anti-Bullying Bill of Rights Act of July 1, 2018 – June 30, 2019. (See pages 8691-8692)
Unanimously approved.

**Principal
evaluation
instrument**

Moved by A. Norman and seconded by A. Keen that the Board of Education approve the Principal evaluation instrument, NJ Principal Evaluation for Professional Learning Observation, for the 2018-2019 school year.
Unanimously approved.

**Super-
intendent
evaluation
instrument**

Moved by A. Norman and seconded by M. Sites that the Board of Education approve the updated Superintendent evaluation instrument through New Jersey School Boards Association for the 2018-2019 school year.
Unanimously approved.

Personnel

**Substitute
List**

Moved by T. Scull and seconded by A. Norman that the Board of Education approve, by recommendation of the Superintendent and upon completion of proper hiring documentation, the substitute list for teachers, secretaries, custodians, nurses, aides and cafeteria workers for the 2018-2019 school year. (See page 8691)

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

**After-school
tutoring
teachers**

Moved by T. Scull and seconded by A. Keen that the Board of Education approve the appointment of Sarah Velazquez and Melissa Newkirk to the after-school tutoring extra-curricular position to be paid per Schedule B of the negotiated agreement for the 2018-19 school year.

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

**Mentors for
newly hired
teachers**

Moved by T. Scull and seconded by A. Keen that the Board of Education approve appointing the following staff members as mentors for the newly hired teachers in the Provisional Teacher Program (PTP) with a Certificate of Eligibility with Advanced Standing for a one-time stipend of \$550 per NJEA at the completion of the program:

Joyce Cohen mentoring Shannon Burke

Rosemary Poliski mentoring Shanna Hoffman

Donna Profero mentoring Sarah Velasquez

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

There was a no vote to approve accepting resignation of Kendal Gaudio, Special Education Teacher, with last day of October 12, 2018 due to employee rescinding her resignation.

Moved by A. Norman and seconded by T. Scull that the Board of Education approve advertising for an anticipated full-time special education teacher vacancy that was approved by the Personnel Committee for the 2018-2019 school year.

Advertising
for full-time
special ed
teacher

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

Moved by T. Scull and seconded by A. Norman that the Board of Education approve hiring, by recommendation of the Superintendent, Saige Sutton as a paraprofessional at a salary of \$15,925, commencing September 1, 2018 for the 2018-19 school year and on a provisional basis for a period not to exceed ninety (90) days, while a review of the applicant's employment history and criminal history background clearances have been received.

Hiring a
parapro-
fessional

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

Moved by A. Norman and seconded by T. Scull that the Board of Education approve hiring, by recommendation of the Superintendent, Tracy Eastlack as a paraprofessional at a salary of \$15,925, commencing September 1, 2018 for the 2018-19 school year and on a provisional basis for a period not to exceed ninety (90) days, while a review of the applicant's employment history and criminal history background clearances have been received.

Hiring a
parapro-
fessional

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

There was no vote due to employee rescinding prior resignation to approve hiring a Special Education teacher at a salary of \$54,966.00, BA Step 1, commencing September 1, 2018 for the 2018-2019 school year and on a provisional basis for a period not to exceed ninety (90) days, while a review of the applicant's employment history and criminal history background clearances have been received.

Moved by T. Scull and seconded by A. Norman that the Board of Education approve Beverly Beardsley to complete 4 hours at \$30 per hour to complete curriculum development per grade levels K-8 to integrate performing arts curriculum into the existing English Language Arts Curriculum Maps.

Teacher to
complete
4 hrs of
performing
arts
curriculum
development

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

Hiring full-time special education teacher

Moved by T. Scull and seconded by A. Keen that the Board of Education approve hiring, by recommendation of the Superintendent, Shanna Hoffman as a full-time Special Education Teacher at a salary of \$54,966.00, BA Step 1, commencing September 1, 2018 for the 2018-2019 school year and on a provisional basis for a period not to exceed ninety (90) days, while a review of the applicant's employment history and criminal history background clearances have been received.

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

There was no vote due to employee rescinding resignation to approve the appointment of an employee to the QCN extra-curricular position to be paid per Schedule B of the negotiated agreement for the 2018-19 school year

District Assignments updated

Moved by A. Norman and seconded by M. Sites that the Board of Education approve updating the following appointment of district assignments commencing September 1, 2018:

Affirmative Action Officer - Mrs. Mindy Bacon

504 District Coordinator - Mr. Stewart Potter

Health/Safety Compliance Officer - Mr. Stewart Potter

ADA Coordinator - Mr. Stewart Potter

Free & Reduced Lunch Appeal Officer - Mr. Stewart Potter

Homeless Liaison - Mr. Stewart Potter

Title IX Coordinator - Mr. Stewart Potter

Attendance Officer - Mrs. Mindy Bacon

Anti-bullying Coordinator - Mrs. Mindy Bacon

Anti-bullying Specialist - Mrs. Mindy Bacon

Unanimously approved.

Training for a new teacher mentor

Moved by T. Scull and seconded by A. Norman that the Board of Education approve Erin White to be trained as a new teacher mentor.

Roll Call: Ayes: (5) M. Sites, A. Keen, T. Scull, A. Norman and A. Sperry

Noes: (0)

Abstain: (0)

Motion Carried

Student Personnel**Parental Home Schooling**

Moved by T. Scull and seconded by M. Sites that the Board of Education approve noting in its official minutes that it has received notification for the parental homeschooling of the following students for the 2017-2018 school year:

Grade 6: R.E., K.L.

Grade 8: J.L.

Grade 9: M.E.

Grade 10: L.N.

Grade 11 C.S. (also attending VoTech part-time in the AM)

Unanimously approved.

Representative to Salem City Board of Education

The June 13, 2018 and July 11, 2018 Minutes of the Salem Board of Education was submitted for Quinton Board of Education review.

Mrs. Sperry was unable to attend June and July's meeting of Salem Board of Education.

Other Board Members and Committee Reports

None.

Public Comment

None.

Executive Session

None.

Adjournment

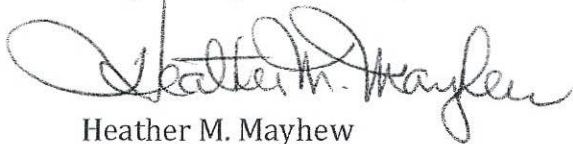
Moved by M. Sites and seconded by T. Scull that the meeting be adjourned.

(8:36 p.m.)

Unanimously approved.

Meeting
adjourned

Respectfully submitted,

A handwritten signature in dark ink, appearing to read "Heather M. Mayhew". The signature is fluid and cursive, with the first name being the most prominent.

Heather M. Mayhew
Board Secretary