

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., January 24, 2019.

Mrs. Stacey Sickler, President, led the group in the pledge to the flag.

Mrs. Heather Mayhew, Board Secretary, called the meeting to order at 7:03 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 (arr. 7:07 pm), William McDonald, Amy Keen, Thomas Boyles, Tracy Scull, Abram Norman, Thomas McKee and Stacey Sickler

Members Absent: Joanne Nacucchio (ill)

Also Present: Mr. Stewart Potter, Superintendent
Mrs. Heather M. Mayhew, Business Administrator
Mrs. Mindy Bacon, Principal
Teacher, Students, Parents

Educational Highlights/Presentations/Recognition

School Board Recognition Month

Moved by T. McKee and seconded by A. Norman that the Board of Education approve the resolution observing January 2019 as School Board Recognition Month. (See page 8904)
Unanimously approved.

Resolution
observing
School
Board
Recognition
Month

Mr. Potter, Superintendent, read the resolution and commended each board member for their years of service and presented each member with a gift of appreciation.

Star Student

Mr. Potter introduced Mrs. Turner, who recognized the Star Student for January 2019, Shyla Parsons, and Mr. Potter and Mrs. Bacon presented the Star Student with the awards.

Minutes

Moved by T. McKee and seconded by M. Sites that the Board of Education approve the minutes for the December 20, 2018 Board of Education meeting and the minutes for the January 3, 2019 Reorganization Board of Education meeting.
Unanimously approved.

Minutes for
12-20-2018
and
01-03-2019
Reorganiza-
tion

Correspondence

None.

Unfinished Business

None.

New Business

It was asked why the Superintendent and Principal were shoveling snow and who's responsibility is it to do the snow shoveling. Mr. Potter responded that since it was the first time it snowed since becoming superintendent, he wanted to be at the school and Mrs. Bacon will not be required to shovel snow.

Business Administrator/Board Secretary Report**Warrants**

Bills for
payment
in
January
2019

Moved by M. Sites and seconded by T. McKee that the Board of Education approve the bills for payment in January 2019 in the amount of \$360,339.63. (See pages 8905-8913)

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Certification

Cash
Reconcil-
iation &
Board
Secretary
Report
for
November
30, 2018

Moved by M. Sites and seconded by T. McKee that the Board of Education approve and accept the November 30, 2018 Cash Reconciliation Reports 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 Reports 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, 2019. (See pages 8914-8929)

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Transfer of Funds

Transfer
of Funds

Moved by M. Sites and seconded by T. McKee that the Board of Education approve the transfer of funds effective January 2019, previously approved by the Superintendent. (See page 8930)

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

The Budget Summary Report was submitted for Board review.

Business and Finance

Moved by M. Sites and seconded by A. Keen that the Board of Education approve the travel 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 provided listing, previously approved by the superintendent for the 2018-2019 school year. (See pages 8931)

Resolution
for pay-
ment of
travel
expenses

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

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

Moved by T. McKee and seconded by T. Scull that the Board of Education approve services for one student from the Clarke Schools for Hearing and Speech in the amount of \$3,745.94 for the 2018-2019 school year. (See page 8932)

Services
of
Clarke
Schools

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

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

Moved by T. Scull and seconded by T. Boyles that the Board of Education approve acceptance of a grant renewal contract from the Salem County Youth Services Commission for services of the Culture Club in the amount of \$10,000 to hold Culture Club activities during the year 2019. (See page 8932)

Grant
renewal for
Culture
Club

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

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

SUPERINTENDENT REPORT

Monthly Report

Mr. Potter reviewed the Superintendent's monthly report. (See page 8933)

Building and Grounds

The following emergency school drills took place in the month of December 2018:

12/03/2018 - Fire Drill/7 minutes

12/19/2018 - Crisis Drill - Shelter in Place/4 minutes

Mrs. Bacon, Principal, reviewed the School Monthly Maintenance Inspection Guide List that was conducted by Mr. Wilson, Maintenance Supervisor and Mrs. Bacon.

Curriculum

Moved by T. Scull and seconded by M. Sites that the Board of Education approve for Bobby Jones to give a presentation, "Intervention", for grades 6-8, at no cost, date to be determined.

Presen-
tation
for
Grades
6-8

Unanimously approved.

**Books
to be
catalogued
in the
library**

Moved by T. McKee and seconded by A. Norman that the Board of Education approve the listing of new books to be catalogued in the library at a cost of approximately \$1,000.
(See page 8933-8936)

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Policy

**Policies
on 2nd
Reading**

Moved by M. Sites and seconded by T. McKee that the Board of Education approve the following policies on 2nd reading:

#4111.3 Instructional Personnel – Domestic Violence

#4211.3 Support Personnel – Domestic Violence

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Administrative

**Updated
SSDS
incident
report
forms**

Moved by A. Norman and seconded by A. Keen that the Board of Education approve for district use the 2018-19 updated Student Safety Data System incident report forms used by the New Jersey Department of Education.
Unanimously approved.

Mrs Bacon reviewed the Student Safety Data System incident report for Period 1, September 1, 2018 to December 31, 2018, that was submitted to the Department of Education. (See page 8937-8939)

**2019-2022
3-Yr PS
Program
Plan**

Moved by T. McKee and seconded by A. Norman that the Board of Education approve the 2019-2022 Three-Year Preschool Program Plan, Professional Development Plan, and district budget planning workbook for submission to the New Jersey Department of Education and the county office, on file in the Superintendent's Office. (See page 8936)

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

**MOA
with
NJ State
Police**

Moved by T. McKee and seconded by M. Sites that the Board of Education approve the revised Memorandum of Agreement between the New Jersey State Police and the Quinton Township School District, on file in the Superintendent's office.

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Personnel

**Hiring of
substitute**

Moved by T. McKee and seconded by A. Norman that the Board of Education approve, by recommendation of the Superintendent and upon completion of proper hiring documentation, hiring the following applicant as a substitute for the 2018-2019 school year:

Dale Bierman - Noninstructional

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Moved by A. Keen and seconded by T. Boyles that the Board of Education approve, by recommendation of the Superintendent, hiring Dale Bierman to the position of part-time PM custodian working 29.75 hours a week, at an hourly rate of \$12.50 for the remainder of 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 has been received with a start date contingent upon criminal history clearance.

Hiring of
PT PM
custodian

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Moved by T. McKee and seconded by A. Norman that the Board of Education approve submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2018-19 school year. (See page 8940)

SOA for
use of
parapro-
fessional
staff

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Moved by M. Sites and seconded by T. McKee that the Board of Education approve the readoption of the following evaluation models:

Readop-
tion of
evaluation
models

Danielson Teaching Model 2013
ASCD School Nurse Model
Business Administrator
Paraprofessional
Maintenance
Administrative Assistant

Unanimously approved.

Moved by T. Boyles and seconded by T. Scull that the Board of Education approve the following volunteers assisting Mrs. Beardsley with the school play, *Mary Poppins Jr.*:

Volunteers
for school
play

Aimee Ferenz – Consultant/Vocal Coach
Christopher Crawford - Music Director
Brielle Roll - Music Director

Unanimously approved.

Moved by T. Scull and seconded by T. Boyles that the Board of Education approve an overnight stay for Ken Wilson, Maintenance Supervisor, at the Harrah's Resort AC at a cost of \$97.00, while attending the 2019 NJSBAGA Expo & Conference on March 11, 2019. (Conference registration was included in the NJSBAGA dues.)

Hotel cost
due to
attendance
at
NJSBAGA
Expo

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

**Resignation
of SBA**

Moved by T. McKee and seconded by A. Norman that the Board of Education approve, with regrets, the resignation of Heather M. Mayhew, Business Administrator, with the last day of employment March 29, 2019.

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Personnel continued after Executive Session.

Student Personnel

Student Personnel continues after Executive Session.

Representative to Salem City Board of Education

The December 12, 2018 minutes of the Salem Board of Education was submitted for Board review.

Other Board Members and Committee Reports

Listing of Board of Education Members. (See page 8941)

Listing of Board of Education Committees. (See page 8942)

All Board Members should have received an email from the State Department of Education to complete the on-line filing of School Ethics Disclosure Forms.

Public Comment

None.

Executive Session**Adjourn
into
Executive
Session**

Moved by T. McKee and seconded by A. Norman that the Board of Education approve adopting the resolution to adjourn into executive session: (8:00 p.m.)

**QUINTON TOWNSHIP BOARD OF EDUCATION
RESOLUTION AUTHORIZING EXECUTIVE SESSION**

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into executive session during a Public Meeting; and

WHEREAS, the Board of Education of Quinton Township School District has deemed it necessary to go into executive session to discuss certain matters which are exempted from the Public; and

WHEREAS, the length of executive session is estimated to be **90** minutes after which the regular meeting of this Board of Education will reconvene and proceed with business;

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

- ____ 1. Confidential matters per statute or court order

Roll Call: Ayes: (8) M. Sites, W. McDonald, A. Keen, T. Boyles, T. Scull, A. Norman, T. McKee and S. Sickler
Noes: (0) Abstain: (0) Motion Carried

Adjournment

Adjourn-
ment of
meeting

Moved by M. Sites and seconded by A. Norman that the meeting be adjourned.
(8:30 p.m.)
Unanimously approved.

Respectfully submitted,

A handwritten signature in black 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