

Quinton Township Board of Education Minutes – June 20, 2019

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., June 20, 2019.

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

Mrs. Karen Mathews, Business Administrator/Board Secretary called the meeting to order at 7:07 p.m.

The New Jersey Open Public Meetings Statement was read by Mrs. Mathews. 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, William McDonald, Joanne Nacucchio,
Amy Keen, Tracy Scull, Thomas McKee and Stacey Sickler

Members Excused: Thomas Boyles and Abram Norman

Also Present: Stewart Potter, Superintendent
Karen Mathews, Business Administrator
Mindy Bacon, Principal

Educational Highlights/Presentations/Recognition

The June 14th Eighth Grade Class of 2019 Graduation Program was submitted for Board review.

Board of Education Minutes

Moved by T. McKee and seconded by T. Scull that the Board of Education approve the minutes for the May 23, 2019 Board of Education meeting.
Unanimously approved.

Correspondence

None.

BOARD OF EDUCATION BUSINESS

Unfinished Business

None.

New Business

Moved by T. McKee and seconded by T. Scull that the Board of Education approve the following suggestions for 2019 Board Goals:

- Attend at least one NJSBA or SCSBA meeting, event or training session.
- Attend one event at the school, as a Board Member not as a parent.

Unanimously approved.

Moved by T. McKee and seconded by J. Nacucchio that the Board of Education discuss and approve a Walking Trail on school grounds utilizing grant funds secured by Quinton Township.
Unanimously approved.

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BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by A. Keen and seconded by J. Nacucchio that the Board of Education approve the following items:

1. **Board Secretary Certification**

Board's Certification:

Pursuant to **N.J.A.C. 6A:23A-16.10(c) 4**, the Quinton Township Board of Education certifies that as of April 30, 2019 and May 31, 2019 and after review of the 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 over-expended in violation of **N.J.A.C. 6A:23A-16.10(a) 1** and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Board Secretary's Certification:

Pursuant to **N.J.A.C. 6A:23A-16.10(c) 3**, I certify that as of **April 30, 2019 and May 31, 2019**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Quinton Township 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 over-expended in violation of **N.J.A.C. 6A:23A-16.10(c) 4**. And, in accordance with **N.J.A.C. 6A:23A-16.10(c) 2**, it is certified that there are no changes in anticipated revenue amounts and sources for the months ending **April 30, 2019 and May 31, 2019**.
(See pages 9179-9193 and 9194-9207)

2. **Cash Reconciliation Report** - Approve the cash reconciliation reports for the months of April 2019 and May 2019.
(See pages 9208-9209 and 9210-9211)

3. **Transfers** - Approve the transfer list for the month of May 2019.
(See page 9212)

4. **Bills to be Paid** – Approve payroll and agency for the month of May 2019 and the bills list for the month of June 2019. (See pages 9213-9224)
Further, the board authorizes the Business Administrator to pay any outstanding bills due and to make any necessary transfers as required in June 2019 and July 2019 for year end close out of financial reports. A list of bills or transfers for this period will be presented at the next regularly scheduled meeting.

5. **July Bills To Be Paid** - Approval to pay any necessary warrants for the month of July 2019 with the payment list presented at the August meeting for final approval per the recommendation of the Superintendent and the Business Administrator.

6. **Capital/Maintenance Reserve** – Approve a resolution authorizing the transfer of up to \$500,000 in current year surplus into the Capital and/or Maintenance Reserve Accounts. (See page 9225)

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Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

The Budget Summary was submitted for board review.

Business and Finance

Moved by J. Nacucchio and seconded by A. Keen that the Board of Education approve the following items:

1. **Travel Expenses** - Approve a 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 listing, previously approved by the Superintendent. (See page 9226)

2. **Chapter 47 Report of Awarded Contracts** - Pursuant to PL 2015, Chapter 47, the Quinton Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq. NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.217 et. Seq.

3. **IDEA** - Approve the submission of the Individuals with Disabilities Education Improvement Act of 2004 (IDEA) budget application for Fiscal Year 2020. Funding allocation for the 2019-2020 school year is as follows:

IDEA-B	\$ 89,485
Preschool	\$ 2,400
TOTAL	<u>\$91,885</u>

(All funds will be utilized for out-of-district tuition.)

4. **IDEA Final Budget** - Approve the final budget and expenditures of the 2018-2019 IDEA funds. (See page 9227)

5. **Technology Services** - Approve the shared services agreement for Information Technology Services with Pennsville Board of Education for the 2019-2020 school year. (See page 9227-9230)

6. **ESEA** - Approve the submission of the Elementary and Secondary Education Act (ESEA) grant budget and program goals to the New Jersey Department of Education for Fiscal Year 2020. Funding allocation for the 2019-2020 school year is as follows:

Title I	\$103,135
Title II-A	10,593
Title III	- 0 -
Title IV-A	<u>10,000</u>

TOTAL **\$123,728**

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7. **Section 125 Plan** - Approve continuation of American Fidelity Assurance Company as the Section 125 Plan Administrator from July 1, 2019 to June 30, 2020.

8. **Extended School Year** - Approve attendance of students for Extended Year Summer Programs at the following school:

GCSSSD - Bankbridge School	ID#2998290376
SCSSSD - Cumberland Campus	ID#6967649227
SCSSSD - Regional Day	ID#4614078217
	ID#3245518121
	ID#2157909400
	ID#7220642814
SCSSSD - Daretown	ID#9081152331
	ID#5838861124

9. **Transportation Contract with B. R. Williams** - approve bus routes for the 2019-2020 school year and approve renewing the contract for transportation with B. R. Williams, Inc. for one year from September 2019 through June 2020 as follows:

Route #	2019-2020 Route Cost for One Year	Renewal at CPI 1.45%	Renewal Amount Per Route
C108 (AM) (PM)	\$18,744.37 \$18,744.37	\$271.79 \$271.79	\$19,016.16 \$19,016.16
C109 (AM) (PM)	\$18,744.37 \$18,744.37	271.79 271.79	\$19,016.16 \$19,016.16
C101	\$28,371.76	\$411.39	\$28,783.15
C102	\$28,371.76	\$411.39	\$28,783.15
C103	\$25,579.85	\$370.91	\$25,950.76
C104	\$171.04/diem	\$2.48/diem	\$173.52/diem \$31,407.12
		Grand Total	\$190,988.82

Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

SUPERINTENDENT'S REPORT**Monthly Report**

1. Mr. Potter reviewed the Superintendent's monthly report. (See page 9231)

Moved by T. McKee and seconded by T. Scull that the Board of Education approve the following item:

2. **NJ School Performance Report** – approve the NJ School Performance Report for the 2017-2018 school year.
Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler
Noes: (0) Abstain: (0) Motion Carried

Building and Grounds

1. The following emergency school drills that took place in the months of May and June, 2019:

05/08/2019 - Fire Drill - 5 minutes
05/30/2019 – Crisis Drill – Shelter in Place – 4 minutes
06/11/2019 - Fire Drill - 4 minutes
06/12/2019- Crisis Drill - Lockdown – 7 minutes

2. The monthly maintenance inspection report was conducted by the Maintenance Supervisor and Principal.

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

3. **Crisis Management Plan** – Approve the Emergency and Crisis Management Plan noting that it was updated and there was approval at the October 18, 2018 Board of Education meeting. No other updates needed at this time.
Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler
Noes: (0) Abstain: (0) Motion Carried

Curriculum

1. **Writing Scores** - Mr. Potter reviewed the 2018-2019 writing scores for grades 6-8 and grades 1-5.

Moved by J. Nacucchio and seconded by W. McDonald that the Board of Education approve the following items:

2. **Culture Club Field Trip** - Approve 7th and 8th grade students who are members of the Culture Club to participate in a field trip to Philadelphia and Valley Forge on July 17, 2019 (trip is grant funded).
3. **Curriculum** - Approve curriculums for the 2019-2020 school year:
Link to review: <https://www.quintonschool.info/domain/19>

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Language Arts Grades K-8
 Science Grade 6-8
 Social Studies Grade K-8
 Health Grades K-8
 Art Grades K-8

Technology Grades K-8
 Music Grades K-8
 Physical Education K-8
 Spanish Grades K-8

4. **Educere online program** - Approve Educere online mathematics program for summer credit completion for student #6321085797.

5. **L.E.A.D. Program** - Approve volunteer, NJ State Trooper I Mike Murray, to present the L.E.A.D. program (Law Enforcement Against Drugs) for sixth grade classes, once a week for 12 weeks (beginning week to be determined) with 45 to 60 minute classes during the 2019-2020 school year.

Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Policy

Moved by T. McKee and seconded by J. Nacucchio that the Board of Education approve the following item:

1. **Discipline Code** – Approve the discipline code, with changes, for the 2019-2020 school year that is based on locally determined core ethical values, following review of the 2018-2019 disciplinary statistics.

Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Administrative

Moved by T. Scull and seconded by J. Nacucchio that the Board of Education approve the following items:

1. **I&RS Report** - The final report for the 2018-2019 school year from the Intervention and Referral Services.

2. **School Calendar** - Updated 2019-2020 School Calendar to reflect the NJSLA-LAL and Math will be the week of May 11, 2020. (See page 9232)

3. **Mentoring Plan SOA** - Approve the 2019-2020 Provisional Teacher Mentoring Program Plan and approve submission of the Mentoring Plan Statement of Assurance to the County Office. (See page 9232)

4. **Security Drill SOA** - Approve submission of the Security Drill Statement of Assurance to the County Office. (See page 9233)

Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

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Personnel

Moved by A. Keen and seconded by T. Scull that the Board of Education approve the following items:

1. **Perfect attendance award** - Approve an award of \$75 for perfect attendance to the following staff members, tentatively, for the 2018-2019 school year:

Joyce Cohen	Gail Scuderi	Rosemary Poliski
Courtney Hitchner	Diana Rogan	Joseph Micarelli
Sarah Velazquez	SaraAnn Whitzell	

2. **Chaperones** - Approve the following staff members to be paid a stipend of \$100 through the Youth Services Grant to chaperone the Philadelphia and Valley Forge field trip on July 17, 2019:

Sherry Biddle	Shane Manuel	Joseph Micarelli
Rosemary Poliski	Christina Banks	Kimberly Contarino
Lauren McCaughin	Stephanie Hassler	

3. **Summer Maintenance Workers** - Approve appointing Shane Manuel and Christina Banks as summer maintenance workers at a rate of \$10.50 per hour, approximately 5 hours per day Monday through Thursday, starting June 24, 2019.

4. **Financial Literacy Curriculum Writing** - Approve appointing Denise Dawson to complete the Financial Literacy Curriculum Writing for grades 4-8 at the rate of \$30 per hour for 10 hours by August 2019 board of education meeting.

5. **Field Experience** - Approve the following Rowan University students to complete their field experience in Health and Physical Education with Mr. McAllister on Wednesdays, October 2, 9, 16, 23 and 30, 2019:

Kevin Kelly
Chase Luisi
Jamie Thompson

6. **Revised Contract** - Approve a revised salary for Stephanie Craig as the Cafeteria/Playground Aide from \$4,703 to \$4,758 for the 2019-2020 school year.

Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

7. Moved by T McKee and seconded by J. Nacucchio that the Board of Education accept, and place in confidential file, the 2018-2019 Superintendent's Evaluation for Stewart Potter.

Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

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Student Personnel

Moved by J. Nacucchio and seconded by T. McKee that the Board of Education accepts to approve the following item:

1. **HIB Report** - accepts to approve the Harassment, Intimidation, and Bullying report on second reading with one investigation, no findings, dated from April 24 to May 22, 2019 that was submitted by the school principal, Mindy Bacon.

Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, 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 accepts to approve the following item:

1. **HIB Report** - accepts receipt of the Harassment, Intimidation, and Bullying report, with no findings, dated May 23 to June 19, 2019, as submitted by the school principal, Mindy Bacon. (See page 9233)

Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Representative to Salem City Board of Education

The May 1, 2019 Minutes of the Salem Board of Education were submitted for Quinton Board of Education review.

Other Board Members and Committee Reports

1. School Boards Convention October 21-24, 2019

Public Comment

None.

Executive Session

Moved by T. McKee and seconded by T. Scull that the Board of Education approve adopting the following resolution to adjourn into Executive Session (9:09 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:

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- ___ 1. Confidential matters per statute or court order
- ___ 2. Matters that would impact rights to receive federal funds
- ___ 3. Unwarranted invasion of individual privacy
- ___ 4. Collective bargaining with the Quinton Education Association
- ___ 5. Acquisition of real property or investment of public funds
- ___ 6. Tactics or techniques utilized in public safety procedures
- ___ 7. Litigation, contract negotiations, or attorney-client privilege
- 1 8. Personnel matters – **Personnel Issue**
- ___ 9. Imposition of penalties upon an individual

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 declare 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. Unanimously approved.

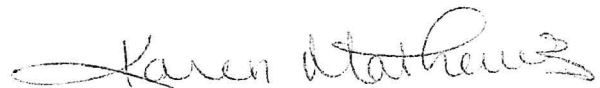
Resumption of the Public Portion of the Meeting

Moved by T. McKee and seconded by T. Scull that the Board of Education resume the public portion of the meeting. (10:35 p.m.)
Unanimously approved.

Adjournment

Moved by T. McKee and seconded by T. Scull that the meeting be adjourned.
(10:36 p.m.)
Unanimously approved.

Respectfully submitted,



Karen Mathews
Board Secretary