

Quinton Township Board of Education Minutes – August 22, 2019

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., August 22, 2019.

Mrs. Amy Keen, Vice-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: William McDonald, Tracy Scull, Abram Norman, Thomas McKee and Amy Keen

Members Excused: Michael Sites, Joanne Nacucchio and Stacey Sickler
Member Absent: Thomas Boyles

Also Present: Stewart Potter, Superintendent
Karen Mathews, Business Administrator

Educational Highlights/Presentations/Recognition

None.

Board of Education Minutes

Moved by T. Scull and seconded by W. McDonald that the Board of Education approve the minutes for the June 20, 2019 and July 25, 2019 Board of Education meetings.
Unanimously approved.

Correspondence

Thank you from Stacey Sickler.

BOARD OF EDUCATION BUSINESS

Unfinished Business

None.

New Business

None.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by T. McKee and seconded by A. Norman 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 **June 30, 2019 (revised) and July 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

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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 **June 30, 2019 (revised) and July 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 **June 30, 2019 (revised) and July 31, 2019**.

(See pages 9281-9296 and 9296-9309)

2. **Cash Reconciliation Report** - Approve the cash reconciliation reports for the months of June 2019 and July 2019. (See pages 9311 and 9312)

3. **Transfers** - Approve the transfer list for the months of June 2019 (revised) and July 2019. (See pages 9313-9314 and 9315-9316)

4. **Bills to be Paid** - Approve payroll and agency for the month of July 2019 and the bills list for the month of August 2019. (See pages 9317-9327)

5. **Capital Reserve** - Approve the final transfer amount of \$2,000 in 2018-2019 year end surplus into the Capital Reserve Account.

Roll Call: Ayes: (5) W. McDonald, T. Scull, A. Norman, T. McKee and A. Keen

Noes: (0)

Abstain: (0)

Motion Carried

The Budget Summary for the months of June 2019 (revised) and July 2019 were submitted for board review.

Business and Finance

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

1. **Travel Expenses** - Approve the payment of expenses incurred as a result of attendance by district staff and board of education members at trainings, meetings, educational/informational programs and workshops/seminars, as previously approved by the Superintendent.
2. **Workshop/Seminar Requests** - Approve the listing of workshop/seminar requests, as previously approved by the Superintendent. (See page 9327)
3. **Travel Expenditures** - Approve a resolution for travel expenditures for the 2019-2020 school year in the amount of \$1,500 for individual regular business travel and maximum total travel expenditure amount of \$30,000. (See page 9328)
4. **IDEA** - Accept the following IDEA grant award for fiscal year 2020:

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

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5. **ESEA** - Accept the following ESEA grant award for fiscal year 2020:

Title I	\$103,135
Title II-A	10,593
Title III	- 0 -
Title IV-A	10,000
TOTAL	<u>\$123,728</u>

6. **REAP** - Accept REAP Grant funds in the amount of \$26,739 for the 2019-2020 school year.

7. **Grant Allocations** – Approve the 2019-2020 Grant Salaries and Allocations for PEA, ESEA and IDEA. (See pages 9328-9330)

8. **Commission for the Blind** - Approve the two Level of Service Agreements for the 2019-2020 school year with the Commission for the Blind and Visually Impaired in the amount of \$12,600 for a level 3 student and \$1,900 for a level 1 student.

9. **Joint Purchase Agreement** - Approve the Joint Purchasing Agreement with Penns Grove-Carneys Point Regional School District for the purchase of Baked Goods, Milk, Juice and Dairy Products and Ice Cream for the 2019-2020 school year.

10. **Bid Award** - Approve awarding the bids for Baked Goods, Milk, Juice and Dairy Products and Ice Cream for the 2019-2020 school year, as advertised and awarded through the Salem County Joint Purchasing Consortium:

Baked Goods	Deluxe Italian Bakery
Milk, Juice & Dairy	HyPoint Dairy Farms
Ice Cream	Georgeo's Water Ice, Inc. *

11. **Exploratory Costs of a Truck** - Approve the preliminary exploration of the costs related to the purchase of a pick-up truck for district maintenance activities such as the transport of supplies necessary for facilities projects, snow removal, etc.

12. **1:1 Aide** - Approve a 1:1 Aide and an additional 5 hours per week for transcription of Braille Materials for student #6644833659 attending SCVTS - Woodstown Academy for the 2019-2020 school year.

13. **Virtual Algebra Instruction** - Approve a Shared Services Agreement with the Mannington Township School to provide Virtual Algebra instruction to Mannington Township School students for the 2019-2020 school year.

14. **Termination of State Health Benefits Program** - Approve the resolution to terminate all participation under the State Health Benefits Program and School Employees' Health Benefits Program (including Prescription Drug Plan and/or Dental Plan coverage) effective October 31, 2019. (See pages 9330-9331)

Roll Call: Ayes: (5) W. McDonald, T. Scull, A. Norman, T. McKee and A. Keen

Noes: (0)

Abstain: (0)

Motion Carried

SUPERINTENDENT'S REPORT

Monthly Report (None for the month of August.)

Building and Grounds

1. Review of the Monthly Maintenance Inspections for July 2019 and August 2019, conducted by the Maintenance Supervisor and the Principal.
2. Review of the Quarterly Maintenance Inspection conducted by the Principal and Maintenance Supervisor.

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3. Review of the Annual Evaluation of School Buildings indicator 7.6, conducted by the Principal and the Maintenance Supervisor.

Curriculum

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

1. **Class Trips** – Approve class trips for the 2019-2020 school year. (See page 9332)
2. **Grant Funds** - Approve additional \$2,000 in Culture Club Grant Funds.
3. **Annual Academic Fitness Report** - Review of the 2018-2019 Annual Academic Fitness Report on all subject areas per the five-year curriculum plan including the art and music impact evaluation.
4. **Spanish Curriculum** - Approve the Spanish Curriculum for Grade 6.
5. **Social Studies Curriculum** - Approve the Social Studies Curriculum, which includes updated standards for Career Education for the Grades 4, 5, 6, 7 and 8.

Roll Call: Ayes: (5) W. McDonald, T. Scull, A. Norman, T. McKee and A. Keen

Noes: (0)

Abstain: (1 - #4) W. McDonald

Motion Carried

Policy

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

1. **Collection of permitted records** - Approve authorization for collection of the following permitted records in order to promote the educational welfare for each child:
 - 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.

2. **Policy** - Approval of the following policies on first reading: (See pages 9333-9335)

#3515 *Smoking*

#5114.13 *No Smoking*

- Approval of revisions to the following policy: (See page 9335)
#3542.46 *Meals on Credit/Charge Meals*

Roll Call: Ayes: (5) W. McDonald, T. Scull, A. Norman, T. McKee and A. Keen
Noes: (0) Abstain: (0) Motion Carried

Administrative

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

1. **SSDS** - Review of the Student Safety Data System (SSDS) Report for the 2018-2019 school year. (See pages 9336-9339)
2. **Forms** - 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.
3. **NJ Principal Evaluation** - Approve Principal evaluation instrument NJ Principal Evaluation for Professional Learning Observation for the 2019-2020 school year.
4. **Superintendent Evaluation** - Approve the Superintendent evaluation Instrument through New Jersey School Boards Association for the 2019-2020 school year.
5. **Teacher Evaluation Model** - Approve the teacher evaluation model, Danielson 2007.
6. **NJSAC 2018-2019** - Attest to the accuracy of the NJSAC District Performance Review and approve the submission of the NJSAC Statement of Assurance to the New Jersey Department of Education after presentation by the Superintendent.
7. **Disposal** - Approve the disposal of obsolete textbooks and obsolete/non-working equipment.

Roll Call: Ayes: (5) W. McDonald, T. Scull, A. Norman, T. McKee and A. Keen
Noes: (0) Abstain: (0) Motion Carried

Personnel

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

1. **Substitute List** - Approve, upon completion of proper hiring documentation, the substitute list for the 2019-2020 school year. (See page 9339)
2. **Resignations** - Approve accepting the following resignations:
Kara Gibson - Paraprofessional
Lisa Laubsch - Paraprofessional
3. **Hiring** - Approve hiring the following employees for the 2019-2020 school year:

Haylee Van Scoy as the School Guidance Counselor, \$57,066 MA Step 1 (salary to be revised upon negotiated contract settlement), prorated based on start date, commencing upon receiving proper hiring documentation.

Dennis Slusser as a part-time Instructional Aide at a salary of \$15,925, prorated based on start date, commencing upon receiving proper hiring documentation.

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Katrina Elmer as a part-time Instructional Aide at a salary of \$15,925, prorated based on start date, commencing upon receiving proper hiring documentation.

Tiffany Piontkowski as a 2.5 hour per day lunch/playground aide at a salary of \$4,675, prorated based on start date, commencing upon receiving proper hiring documentation.

Roll Call: Ayes: (5) W. McDonald, T. Scull, A. Norman, T. McKee and A. Keen
 Noes: (0) Abstain: (0) Motion Carried

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

4. **Agreement between QEA & BOE** - Resolved by the Board to adopt and approve the August 22, 2019 Sidebar Agreement between the Quinton Education Association and the Quinton Township Board of Education. (See page 9340)

Roll Call: Ayes: (5) W. McDonald, T. Scull, A. Norman, T. McKee and A. Keen
 Noes: (0) Abstain: (0) Motion Carried

Student Personnel

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

1. **Parental Home Schooling** - Approve noting in its official minutes that it has received notification for the parental home schooling of the following students for the 2019-2020 school year:

<u>Grade 7:</u>	R.E., K.L.
<u>Grade 9:</u>	J.L.
<u>Grade 10:</u>	M.E.
<u>Grade 11:</u>	L.N.
<u>Grade 12:</u>	C.S. (Also attending Vo-Tech part-time in the AM)

Roll Call: Ayes: (5) W. McDonald, T. Scull, A. Norman, T. McKee and A. Keen
 Noes: (0) Abstain: (0) Motion Carried

Representative to Salem City Board of Education

The July 10, 2019 Minutes of the Salem Board of Education were submitted for Quinton Board of Education review.

Other Board Members and Committee Reports

None.

Public Comment

None.

Executive Session

None.

Adjournment

Moved by T. McKee and seconded by A. Norman that the meeting be adjourned.

(7:58 p.m.)

Unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Karen Mathews".

Karen Mathews
Board Secretary