

Quinton Township Board of Education Minutes – October 24, 2019

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., October 24, 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 7:03 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, Joanne Nacucchio, Amy Keen (arr. 7:22 p.m.), Thomas Boyles, Tracy Scull, Thomas McKee and Stacey Sickler

Members Excused: William McDonald and Abram Norman

Also Present: Stewart Potter, Superintendent
Karen Mathews, Business Administrator
Teacher (1)
Public (5)

Educational Highlights/Presentations/Recognition

Mr. Potter introduced Mrs. McCaughin, Middle School Language Arts Teacher, and she introduced Star Student, Evan Sowers. Mr. Potter and Mrs. Sickler presented the awards to the Star Student.

Mr. Potter gave a presentation on the NJSLA results for Spring 2019.

Mrs. Keen arrived at 7:22 p.m. during the NJSLA presentation.

Board of Education Minutes

Moved by T. McKee and seconded by T. Scull that the Board of Education approve the minutes for the September 26, 2019 Board of Education meeting.
Unanimously approved.

Correspondence

None.

BOARD OF EDUCATION BUSINESS

Unfinished Business

None.

New Business

1. Reminder to following Board Members to complete Mandated Training by December 31st:

Abram Norman, Thomas Boyles, Stacey Sickler

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2. Reminder to Board to complete the Board Self-Evaluation by November 11th.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

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

Board Secretary Certification

1. 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 **September 30, 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 **September 30, 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 month ending **September 30, 2019**. (See pages 9394-9409)

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of September 2019. (See page 9410)

3. **Transfers** - Approve the transfer list for the month of September 2019. (See pages 9411-9412)

4. **Bills to be Paid** – Approve payroll and agency for the month of September 2019 and the bills list for the month of October 2019. (See pages)

5. **Voided Checks** - Approve voiding the following checks:

Check #	Date	Vendor	Amount
Current Account #9794	07/25/2019	Advantage Security of Delaware Service contract canceled. No amount due.	\$2,584.32
Current Account #9903	09/26/2019	NJ Assoc of School Administrators - Workshop attendance canceled. Membership dues to be paid. Check to be reissued in the amount of \$1,322.00	\$1,721.00

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, T. Boyles, T. Scull, T. McKee and S. Sickler
 Noes: (0) Abstain: (0) Motion Carried

The Budget Summary for the month of August 2019 was submitted for board review.

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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 workshop/seminar requests, as previously approved by the Superintendent. (See page 9423)
3. **GCSSSD Tuition Contract and Agreement** - Approve a Special Education Tuition Contract with Gloucester County Special Services School District for student #2998290376 in the amount of \$39,510 and an Agreement for a one-on-one teacher assistant in the amount of \$41,580 for the 2019-2020 school year.
4. **CMP and Form M-1** - Approve, by resolution, the submission of the Comprehensive Maintenance Plan and Form M1 to the Salem County Office of Education.
(See pages 9424-9427)
5. **Maintenance Vehicle** - Approve the purchase of a 1999 Ford F-250 for use as a maintenance vehicle at a cost of \$5,999 from Ray's Auto Sales.

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, T. Boyles, T. Scull, T. McKee and S. Sickler
Noes: (0) Abstain: (0) Motion Carried

SUPERINTENDENT'S REPORT

Monthly Report

Mr. Potter reviewed the Superintendent's Monthly Report. (See page 9428)

The Principal's Monthly Report was submitted for Board review. (See pages 9429-9430)

Building and Grounds

1. Review of the Monthly Maintenance Inspections for September 2019, conducted by the Maintenance Supervisor and the Principal.
2. The following emergency school drills were conducted during the month of October 2019:
 - 10-16-2019 Fire Drill -3 minutes
 - 10-21-2019 Emergency Drill – Shelter in Place (bomb threat) – 6.5 minutes

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

3. **Emergency and Crisis Management Plan** - Approve the updated Emergency and Crisis Management Plan for the 2019-2020 school year.
4. **School Safety and Security Plan** - Approve the submission of the School Safety and Security Plan Annual Review Statement of Assurance form to the Salem County Office of Education. (See page 9430)

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, T. Boyles, T. Scull, T. McKee and S. Sickler
Noes: (0) Abstain: (0) Motion Carried

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

5. **Eagle Scout Project** - Approve Alec Sickler, of Boy Scout Troop 38, to proceed with a project plan in order to receive his Eagle Scout rank. The project consists of removing flowerbeds in the school's courtyard garden, replacing them with 4' x 8' raised flower beds that will be approximately 12" tall and will include crushed stone around the perimeter of each bed. The projected completion date is March 1, 2020.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, T. Boyles, T. Scull and T. McKee

Noes: (0)

Abstain: (1) S. Sickler

Motion Carried

Curriculum

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

1. **Library Books** - Approve the books to be cataloged in the library. Previously approved by the Curriculum Committee. (See pages 9431-9433)

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

Noes: (0)

Abstain: (0)

Motion Carried

Policy

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

1. **Week of Respect and School Violence Awareness Week** - Approve designating the week of October 21-25, 2019 as Week of Respect and School Violence Awareness Week. Activities reviewed by the Superintendent. (See page 9433)

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

Noes: (0)

Abstain: (0)

Motion Carried

Administrative

1. **Choice Program** - Website information including the timelines, applications and forms for enrollment have been updated for the 2020-2021 school year in English and Spanish.

Personnel

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

1. **Substitute List** - Approve, upon completion of proper hiring documentation, adding the following candidates to the substitute list for the 2019-2020 school year:

David Winch - Instructional

Alicia Sperry - Instructional

2. **Part-time Instructional Aide** - Approve Olivia Harris as a part-time Instructional Aide in the amount of \$16,244, prorated based on start date of October 7, 2019, for the 2019-2020 school year.

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3. **Leave of Absence** - Approve an unpaid leave of absence for Stephanie Craig from January 2, 2020 to March 26, 2020 (approximately).

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, T. Boyles, T. Scull, T. McKee and S. Sickler
 Noes: (0) Abstain: (0) Motion Carried

Student Personnel

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

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of September 5, 2019 to September 25, 2019, with no incidences. (See page 9434)

2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period September 26, 2019 to October 23, 2019 with no incidences. (See page 9434)

3. **Parental Homeschooling** - Received notification that student EW - Kindergarten, is being homeschooled for the 2019-2020 school year.

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, T. Boyles, T. Scull, T. McKee and S. Sickler
 Noes: (0) Abstain: (0) Motion Carried

Representative to Salem City Board of Education

The September 11, 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

Moved by T. Boyles and seconded by T. Scull that the Board of Education approve adopting the following resolution to adjourn into executive session: (8:36 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
- ☐ 8. Personnel matters
- ☐ 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. Scull and seconded by T. Boyles that the Board of Education resume the public portion of the meeting. (8:50 p.m.)
Unanimously approved.

Confidential Student Matters

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

1. Resolution by the Quinton Township Board of Education to remove students #9183115860 and #9770757094 from the attendance rolls as a result of the Board's determination during the residency hearing that the aforementioned students are not domiciled in the District as required and defined by N.J.A.C. 6A:22-3.1 *et seq.* Be it further resolved that the Board of Education authorizes the Superintendent to provide the parent(s)/guardian(s) of the affected students with written notice of the Board's determination.

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, T. Boyles, T. Scull, T. McKee and S. Sickler
Noes: (0) Abstain: (0) Motion Carried

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

2. Resolution by the Quinton Township Board of Education to remove student #7121736567 from the attendance rolls as a result of the Board's determination during the residency hearing that the aforementioned student(s) are not domiciled in the District as required and defined by N.J.A.C. 6A:22-3.1 *et seq.* Be it further resolved that the Board of Education authorizes the Superintendent to provide the parent(s)/guardian(s) of the affected student with written notice of the Board's determination.

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, T. Boyles, T. Scull, T. McKee and S. Sickler
Noes: (0) Abstain: (0) Motion Carried

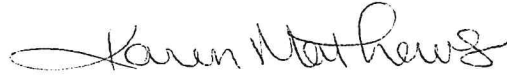
Adjournment

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

(8:52 p.m.)

Unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script, reading "Karen Mathews". The signature is written in black ink and is positioned above the printed name and title.

Karen Mathews
Board Secretary