

Quinton Township Board of Education Reorganization and Regular Minutes – January 2, 2020

The Reorganization and Regular Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on Thursday, January 2, 2020.

Mrs. Mathews, Board Secretary, led the group in the pledge to the flag.

Mrs. Mathews, called the meeting to order at 7:01 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.

Swearing in Newly Elected Board of Education Members

The Business Administrator administered the oath of office to the following newly elected Board of Education members:

- Thomas McKee
- Abram Norman
- Michael Sites

Roll Call

Members Present: Michael Sites, Joanne Nacucchio, Amy Keen,
Abram Norman, Thomas McKee and Stacey Sickler

Members Absent: William McDonald
Thomas Boyles

Members Excused: Tracy Scull

Also Present: Stewart Potter, Superintendent, Mindy Bacon, Principal and
Karen Mathews, Board Secretary

A list of the public attending is on file.

Educational Highlights/Presentations/Recognition

1. The Teacher of the Year Selection Committee chose Heidi Rowand, 5th Grade Teacher, to represent Quinton Township School in the 2019-2020 Salem County Teacher of the Year competition.
2. Mr. Potter introduced Mrs. Profero who honored Star Student, Jillian O'Boyle; Mr. Potter and Mrs. Bacon presented the awards.

Nominations - Election of Officers

The Board Secretary opened the floor to accept nominations for the office of the President of the Quinton Township Board of Education.

Moved by A. Keen and seconded by A. Norman that the Board of Education nominate Stacey Sickler to serve as President of the Quinton Township Board of Education.

Moved by M. Sites and seconded by J. Nacucchio that the Board of Education close nominations for President of the Quinton Township Board of Education.

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The Board Secretary called for a roll call vote on the election of Stacey Sickler as President of the Board of Education for a term of one year, commencing January 2, 2020 and until her successor is elected and shall qualify.

Roll Call: Ayes: (5) M. Sites, J. Nacucchio, A. Keen, A. Norman and T. McKee
Noes: (0) Abstain: (1) S. Sickler Motion Carried

The Board Secretary then declared Stacey Sickler elected to the office of President.

The Board Secretary opened the floor to accept nominations for the office of the Vice President of the Quinton Township Board of Education.

Moved by A. Norman and seconded by J. Nacucchio that the Board of Education nominate Amy Keen to serve as Vice President of the Quinton Township Board of Education.

Moved by M. Sites and seconded by T. McKee to close nominations for Vice President of the Quinton Township Board of Education.

The Board Secretary called for a roll call vote on the election of Amy Keen as Vice President of the Board of Education for a term of one year, commencing January 2, 2020 and until her successor is elected and shall qualify.

Roll Call: Ayes: (5) M. Sites, J. Nacucchio, A. Norman, T. McKee and S. Sickler
Noes: (0) Abstain: (1) A. Keen Motion Carried

The Board Secretary then declared Amy Keen elected to the office of Vice President.

Board President, Stacey Sickler, presided over the remainder of the meeting.

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

Appointment of Committees/Representatives

The Board approved the listing of committees and representatives. (See page 9485)

Designation of Regular Meeting Dates

The Board approved the fourth Thursday of the month (unless noted*) for meeting dates for calendar year 2020 as per schedule. (See page 9486)

Appointment of Board Secretary

The Board approved the appointment of Karen Mathews, as Board Secretary, effective January 2020 and until the next reorganization meeting in 2021.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, A. Norman, T. McKee and S. Sickler

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

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There being no further reorganization business to be brought before the board, this portion of the meeting is adjourned and the board will move into the regular monthly meeting.

Board of Education Minutes

Moved by M. Sites and seconded by J. Nacucchio that the Board of Education approve the minutes for the November 21, 2019 Board of Education meeting. Unanimously approved.

Correspondence

1. The School Holiday Concert Program was submitted for Board review.
2. Letter received regarding Mid-Year Budget Review. (See pages 9486-9487)

BOARD OF EDUCATION BUSINESS

Old Business

1. The Board Self-Evaluation results will be presented at the regular Board of Education meeting on January 23, 2020.

New Business

1. School Board Recognition Month Resolution and years of service.
(See page 9487)
2. Code of Ethics for School Board Members.
3. Mandated Training for School Board Members (In-Person or Online Options)
 - 1st Year – Governance I: New Board Member Orientation – N/A
 - 2nd Year – Governance II: Finance – William McDonald
 - 3rd Year – Governance III: Student Achievement – Thomas Boyles,
Amy Keen and Abram Norman
 - 4th Year & Each Re-election – Governance IV: Legal Update
Michael Sites and Thomas McKee

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by J. Nacucchio and seconded by T. McKee 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 **November 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.

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Board Secretary's Certification:

Pursuant to **N.J.A.C. 6A:23A-16.10(c) 3**, I certify that as of **November 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 **November 30, 2019**. (See pages 9488-9505)

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of November 30, 2019. (See page 9506)

3. **Transfers** - Approve the transfer list for the month of November 2019. (See pages 9507-9510)

4. **Bills to be Paid** – Approve payroll and agency for the month of November 2019 and the bills list for the month of December 2019. (See pages 9511-9522)

FYI: The Budget Summary Report for the month of November 2019 was submitted for board review.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Business and Finance

Moved by M. Sites and seconded by J. Nacucchio 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 9523)

3. **Audit** – Accept and approve the June 30, 2019 Audit CAFR, Management Report and Audit Synopsis, as presented and discussed, noting there are no recommendations and no corrective action plan is needed. (See pages 9524-9525)

4. **Mini Grant** – Accept \$200 from Members 1st of NJ for Mrs. Whitzell, Pre-Kindergarten teacher, for winning the 2019 Teacher Mini Grant.

5. **Psychiatric Services** - Approve Whitney Supernavage, APN to provide psychiatric evaluations on an as needed basis for the 2019-2020 school year at a rate of \$400 per evaluation.

6. **SCSSSD Tuition Contract** - Approve the tuition contract with SCSSSD Upper Pittsgrove for student #8430633643 at an annual cost of \$43,000 (to be prorated based on start date) for the remainder of the 2019-2020 school year.

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7. **Transportation** – Approve the transportation of student #8430633643 on a GCSSSD Transportation Route for the remainder of the 2019-2020 school year.
8. **Budget Calendar** – Approve the 2020-2021 Budget calendar as revised to reflect the budget submission and public hearing dates, pending any additional changes mandated or released by the State Department of Education.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, A. Norman, 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 9526)

Building and Grounds

1. The following emergency school drills took place in the months of November and December 2019:

11/19/2019 – Fire Drill/6 minutes

11/26/2019 – Lock down/10 minutes

12/12/2019 – Fire Drill/5 minutes

12/19/2019 – Shelter-in-Place/7 minutes

2. The Maintenance Monthly Self-inspection Guide List was submitted for review.

Curriculum

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

1. **Class Trips** – Approve class trips per the listing for the 2019-2020 school year. (See page 9527)
2. **Donated Dictionaries** – Accept donated dictionaries to the third grade class from Elmer Grange #29 and Pole Tavern Ruritan Club.
3. **National Spelling Bee** – Approve participation in the 2020 Scripps National Spelling Bee on February 13, 2020.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Policy - None

Administrative - None

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Personnel

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

1. **Basic Skills Teacher** - Approve Olivia Harris as a Part-time Basic Skills Teacher effective January 16, 2020 at an annual salary of \$54,966 Step 1 BA (prorated based on start date and 60% time). There are no benefits associated with this position.
2. **Basic Skills Teacher** - Approve Tracy Eastlack as a Part-time Basic Skills Teacher effective January 16, 2020 at an annual salary of \$54,966 Step 1 BA (prorated based on start date and 60% time). There are no benefits associated with this position.
3. **Field Experience Placement Request** - Approve the following Rowan University students to complete their practicum experience for teaching health and physical education during Spring 2020, March 3, 2020 and March 12, 2020 with Mr. McAllister:

Avery Daniels	McKenna Dows
Christopher De Marco	Miranda Wyatt
Anthony Dilks	Shaun Dowdy

4. **Full Year Clinical Practice I Placement Request** - Approve Alyssa Von Ahnen, Rowan University student, to the placement of a Clinical Intern for fulfillment of the Full Year Clinical Practice experience during Spring 2020 and Fall 2020 and approve Ashley Butenewicz as the cooperating teacher.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Student Personnel

Moved by T. McKee and seconded by A. Norman 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 October 24, 2019 to November 20, 2019, with no incidences. (See page 9527)
2. **HIB** – Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of November 21, 2019 to December 20, 2019, with no incidences. (See page 9528)

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, A. Norman, T. McKee and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Representative to Salem City Board of Education

1. The minutes of November 13, 2019 were submitted for board review.

Public Comment

None.

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Executive Session

None.

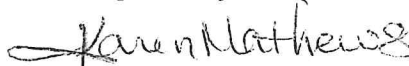
Adjournment

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

(8:04 p.m.)

Unanimously approved.

Respectfully submitted,

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

Karen Mathews
Board Secretary