

Quinton Township Board of Education Minutes – February 27, 2020

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., February 27, 2020.

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 7:04 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, Amy Keen, Tracy Scull, Abram Norman, Thomas McKee III and Stacey Sickler

Members Excused: William McDonald and Joanne Nacucchio

Member Absent: Thomas Boyles

Also Present: Stewart Potter, Superintendent
Mindy Bacon, Principal
Karen Mathews, Business Administrator
A list of the public attending is on file.

Educational Highlights/Presentations/Recognition

Mr. Potter introduced Mrs. Winchell, Spanish Teacher and she honored Star Student, Alexis Cagle. Awards were presented to her from Mr. Potter and Mrs. Bacon.

Mr. Potter introduced Ms. Butenewicz, 2nd grade teacher and she honored Star Student, Leland Talley. Awards were presented to him from Mr. Potter and Mrs. Bacon.

Board of Education Minutes

Moved by T. Scull and seconded by T. McKee that the Board of Education approve the minutes for the January 23, 2020 Board of Education meeting.

Unanimously approved.

Correspondence – SEMI Waiver approval letter.

BOARD OF EDUCATION BUSINESS

Old Business

None.

New Business

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

1. 2020 Board Goals:
 - Increase attendance at NJSBA Workshops and County Meetings
 - Encourage community involvement at district events

Unanimously approved.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

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

Board Secretary Certification1. **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 **January 31, 2020** 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 **January 31, 2020**, 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 **January 31, 2020**. (See pages 9584-9601)

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **January 31, 2020**. (See page 9602)

3. **Transfers** - Approve the transfer list for the month of **January 2020**. (See page 9603)

4. **Bills to be Paid** - Approve payroll and agency for the month of **January 2020** and the bills list for the month of **February 2020**. (See pages 9604-9617)

FYI: The Budget Summary for the month of **January 2020** was submitted for board review.

5. **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.

6. **Workshop/Seminar Requests** - Approve the workshop/seminar requests, as previously approved by the Superintendent. (See page 9618)

7. **Long Range Facility Plan** - Approve an amendment to the Long Range Facility Plan to include future projects and enrollment adjustments.

8. **Transportation** - Approve a Transportation Jointure with the Cumberland County Regional Cooperative to provide transportation for two Quinton students to and from the Salem County Special Services Salem Campus on route 19-194 at an approximate cost of \$197.81 per day from January 27, 2020 to June 30, 2020.

9. **Tuition Contract** - Approve a Tuition Contract with Salem County Special Services School District for student #2157909400 at an annual cost of \$43,000 (to be prorated based on days in attendance) from January 27, 2020 to June 30, 2020.

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10. **Transportation** - Approve a Transportation Contract with Stow Creek Board of Education to provide transportation for one Quinton student to and from Salem County Special Services - Upper Pittsgrove Campus at a cost of \$55 per day from February 6, 2020 to June 30, 2020.

11. **Unexpended Bond Proceeds** - Approve, by resolution, a transfer to the general fund or debt service fund of the unexpended balance in the capital projects fund in the amount of \$72,114.

12. **Cooperative Pricing Agreement** - Approve the resolution authorizing the Quinton Board of Education to enter into a Cooperative Pricing Agreement with Camden County Educational Services Commission.

Roll Call: Ayes: (6) M. Sites, A. Keen, T. Scull, A. Norman, 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 9623)
2. In celebration of Black History Month, numerous activities, readings and lessons depicting the history of African Americans and the important contributions they have made to our nation took place in all grade levels. Although Black History Month is celebrated during the month of February, Quinton Township School infuses such lessons throughout the academic year.

Building and Grounds

1. The following emergency drills took place in the month of January 2020:
 01/06/2020 - Fire Drill/4 minutes
 01/16/2020 - Crisis Drill: Test of Connect Ed Emergency
 Notification/5minutesShelter-in-Place - 7 minutes
2. Review of the Monthly Maintenance and Quarterly Maintenance Inspection Lists.

Curriculum

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

1. **Field trip** - Approve a field trip for the Drama Club to attend a play, "Once on This Island" in Philadelphia, PA at the Arden Theatre on Saturday, June 13, 2020. Students will also participate in a two-hour musical theatre workshop with Broadway actors and have lunch delivered to the theatre preceding the play. (No cost to the Board.)
2. **Library Book** - Approve the children's book, "This Is How We Do It", to be placed in the Weeks Library. The book was donated by the NJEA Read Across New Jersey Association. Mr. Potter had the book on hand for review.

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

Noes: (0)

Abstain: (0)

Motion Carried

Policy

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

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1. **Policy #7116** - Approval of a new Policy #7116 *Indoor Air Quality* on first reading. (See pages 9619-9621)
2. **Policy #3100/3110** - Approval of revised Policy #3100/3110 *Budget Planning, Preparation & Adoption*. (See pages 9623-9624)

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

Noes: (0)

Abstain: (0)

Motion Carried

Administrative

None.

Personnel

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

1. **Substitute List Addition** - Approve the following applicants to be added to the 2019-2020 substitute list upon completion of proper hiring documentation:

Joshua Hassler – non-instructional

Shannon Westfield – instructional

2. **Homebound Instruction Teacher** - Approve Olivia Harris to provide homebound instruction to student #7669551098, 5 hours per week totaling 10 hours, at a rate of \$30 per hour, commencing the week of February 18 through February 28, 2020.
3. **Superintendent's Evaluation Tool** - Please review the Superintendent's evaluation tool to be completed online. Pre-evaluation is to be completed at the March 2020 Board of Education meeting. Following is a link for your convenience to view the Guide to the Chief School Administrator Evaluation Process which has directions and timelines. There is a Q&A portion and a powerpoint. A hard copy will be given to you at the board meeting.
www.njsba.org/services/field-services/online-evaluations/
4. **Teacher Mentoring** - Approve appointing Joyce Cohen, 5th Grade Teacher, as a mentor for Olivia Harris, Part-time Basic Skills Teacher, commencing January 16, 2020 to be paid a stipend per board policy at the completion of the program.

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

Noes: (0)

Abstain: (0)

Motion Carried

Student Personnel

Moved by M. Sites and seconded by A. Norman 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 January 2, 2020 to January 22, 2020, with no incidences. (See page 9622)
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of January 23, 2020 to February 26, 2020, with no incidences. (See page 9622)

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

Noes: (0)

Abstain: (0)

Motion Carried

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Representative to Salem City Board of Education

1. **Salem Board of Education Minutes** - The January 2, 2020 Minutes of the Salem Board of Education were submitted for Quinton Board of Education review.

Other Board Members and Committee Reports

1. SCSBA 8th Grade Dialogue & Reception on March 24, 2020 5:30 p.m. at the Upper Pittsgrove, 235 Pine Tavern Road, Monroeville, NJ 08343. Please inform Mrs. Cogan by Friday, February 28th by 12:00 p.m. if you would like to attend - 856-935-2379 Ext. 205 or jcogan@quintonschool.info and she will register you.
2. The Finance Committee needs to set a date for the review of the school budget during the week of March 2, 2020.

Public Comment

Mrs. Donna Profero, 2nd Grade Teacher, commented that the teachers' union is looking forward to a contract settlement.

Executive Session - None

Adjournment

Moved by A. Keen and seconded by M. Sites that the meeting be adjourned. (7:33 p.m.)
Unanimously approved.

Respectfully submitted,



Karen Mathews
Board Secretary