

Quinton Township Board of Education Minutes – March 19, 2020

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., March 19, 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 7:01 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.

Members Present: Michael Sites (arr. 7:06), William McDonald, Joanne Nacucchio, Amy Keen, Thomas Boyles, Tracy Scull, Abram Norman and Stacey Sickler

Members Excused: Thomas McKee III

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

Meeting Format

Moved by A. Norman and seconded by T. Scull that the Board of Education approve a resolution permitting changes to the meeting format given the current public health emergency. (See page)
Unanimously approved.

Board of Education Minutes

Moved by J. Nacucchio and seconded by A. Norman that the Board of Education approve the minutes for the February 27, 2020 Board of Education meeting.
Unanimously approved.

Correspondence – None

BOARD OF EDUCATION BUSINESS

Old Business

1. Online Ethics Financial Disclosure Forms reminder to complete and revise.

New Business – None.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

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

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 February 29, 2020 and after review of the Secretary's Monthly

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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 **February 29, 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 **February 29, 2020**.

(See pages)

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

3. **Transfers** - Approve the transfer list for the month of **February 2020**.

(See pages)

4. **Bills to be Paid** – Approve payroll and agency for the month of **February 2020** and the bills list for the month of **March 2020**. (See pages)

FYI: The Budget Summary for the month of **February 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)

7. **Transportation** - Approve a correction to the cost for the Transportation Contract with Stow Creek Board of Education from \$55 per day to \$80 per day from February 6, 2020 to June 30, 2020.

8. **Preliminary Budget Submission** – After finance committee review of the proposed 2020-2021 budget and upon discussion with the full board, it is recommended that the Quinton Board of Education approve by Resolution the submission of the 2020-2021 budget to the Salem County Office of Education for Executive County Superintendent approval, noting that the budget is within the statutory cap and reflects a 2% increase in the Tax Levy and the use of an Enrollment Adjustment in the amount of \$50,050.

(See pages)

Further, to approve scheduling the public hearing on the 2020-2021 budget for Thursday, April 30, 2020 at 7:00 p.m. with the regular monthly meeting to follow.

(Note: 5th Thursday of April to comply with the Public Hearing date requirements)

Roll Call: Ayes: (8) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Boyles, T. Scull, A. Norman and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

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SUPERINTENDENT'S REPORT

Monthly Report

1. Mr. Potter reviewed the Superintendent's Monthly Report. (See page)
2. Salem County In-service Agenda for March 13, 2020 was submitted for board review.
3. FYI - 2020 QTS Science Fair winner and Salem County Science Fair winners were listed for board review.

Building and Grounds

1. The following emergency drills took place in the month of February 2020:
02/03/2020 - Fire Drill/7 minutes
02/26/2020 – Crisis Drill: Lockdown
2. Review of the Monthly Maintenance Inspection Lists.

Curriculum

Moved by A. Norman and seconded by T. Boyles the Board of Education approve the following item(s):

1. **Culture Club Contract** - Approve acceptance of an amended grant contract from the Salem County Youth Services Commission in the amount of \$14,400 for Culture Club activities to be held during the calendar year 2020.

Roll Call: Ayes: (8) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Boyles, T. Scull, A. Norman and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Policy

Moved by M. Sites and seconded by W. McDonald that the Board of Education approve the following item(s):

1. **Policy #7116** - Approval of a new Policy #7116, *Indoor Air Quality* on second reading.
2. **Policy #2111.5** - Approval of new Policy #2111.5, *Pandemic Situations* on first reading. (See page)

Roll Call: Ayes: (8) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Boyles, T. Scull, A. Norman and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Administrative

Moved by T. Boyles and seconded by A. Norman that the Board of Education approve the following item(s):

1. **Eighth Grade Graduation** - Approve that the eighth grade graduation be held on Friday, June 12, 2020.
2. **Review of the following:**

School Performance Report presentation by Mr. Potter.

Roll Call: Ayes: (8) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Boyles, T. Scull, A. Norman and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

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Personnel

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

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

Shane Manuel, Science Teacher - Non-instructional – custodian

2. **Long-term Substitute** - Approve appointing Aileen Westcott as the Long-term Substitute in the Middle School Math position during the previously approved Leave of Absence at a long-term substitute rate of \$140 per day (to be reduced by the amount of her existing salary).

3. **Culture Club Staff** - Approve the following staff members to assist with after-school Culture Club Programming and Activities from July 1, 2020 through December 31, 2020 (hourly wage of \$30.00 for after school activities and \$100.00 stipend for field trips):

Sherry Biddle

Kim Contarino

Stephanie Hassler

Shane Manuel

Aaron McAllister

Lauren McCaughin

Joseph Micarelli

Rosemary Poliski

Donna Profero

Haylee VanScoy

Aileen Westcott

Stewart Potter (not paid)

4. **Extra-Curricular Staff Positions** - Approve the extra-curricular positions to be advertised to the staff for the 2020-2021 school year as follows:

Intervention and Referral Services Committee Members (I&RS) - 4 positions

Intervention and Referral Services Committee Chairperson (I&RS) - 1 position

Homework Center - 3 days per week

Band - 1 position

School Improvement Team Members (SIT) - 2 positions

School Improvement Team Chairperson (SIT) - 1 position

I&RS After-School Tutors

After-School Math/Literacy Tutors

Broadcasting Studio

Substitutes for After-School Positions

Academic League Advisor

Play Advisor

5. **Leave of Absence** - Approve an unpaid leave of absence for Rhonda Shafer effective immediately and continuing for approximately 12 weeks.

Roll Call: Ayes: (5) J. Nacucchio, A. Keen, T. Scull, A. Norman and S. Sickler

Noes: (3) M. Sites, W. McDonald, T. Boyles Abstain: (0)

Motion Carried

Student Personnel

Moved by M. Sites and seconded by T. Boyles the Board of Education approve the following item(s):

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)

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)

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Roll Call: Ayes: (8) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Boyles, T. Scull,
A. Norman and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

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 – None.

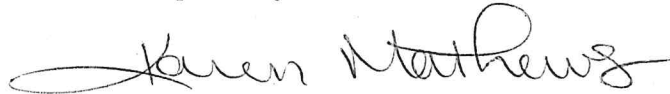
Public Comment – None.

Executive Session – None.

Adjournment

Moved by A. Norman and seconded by T. Boyles that the meeting be adjourned. (7:54 p.m.)
Unanimously approved.

Respectfully submitted,

A handwritten signature in cursive script, reading "Karen Mathews".

Karen Mathews
Board Secretary

