

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES – APRIL 30, 2020

The Public Budget Hearing and the Regular Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., April 30, 2020.

Mrs. Stacey Sickler, President, led the group in the pledge to the flag.

Mrs. Karen Mathews, 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, William McDonald, Joanne Nacucchio, Amy Keen, Thomas Boyles, Tracy Scull (logged-on 7:10 pm), and Stacey Sickler

Members Absent: Abram Norman and Thomas McKee

Also Present: Stewart Potter, Superintendent
Karen Mathews, Business Administrator
Mindy Bacon, Principal
Teacher, Parents, Student, Community Members

Public Hearing 2020-2021 Budget & Board Approval

The Superintendent, Stewart Potter, and Business Administrator, Karen Mathews, gave an overview of the 2020-2021 school budget.

Tracy Scull logged on at 7:10 pm.

Audience Participation

None.

Approval of Submission of the Budget

Moved by J. Nacucchio and seconded by A. Keen that the Board of Education approve, by Resolution, the fiscal year 2020-2021 budget which has been approved by the Salem County Office of Education and is within the statutory cap reflecting a 2% increase in the tax levy and an Enrollment Adjustment in the amount of \$50,050. (See page)

	Budget	Local Tax Levy
General Fund	\$ 6,943,892	\$ 2,624,580
Special Revenue Fund	\$ 240,215	\$ 0
Debt Service Fund	\$ 298,988	\$ 136,934
Total Base Budget	\$ 7,483,095	\$ 2,761,514

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

Noes: (0)

Abstain: (0)

Motion Carried

Virtual Educational Highlights/Presentations/Recognition

1. Mr. Potter introduced Mrs. Hofacker who recognized Star Student, Cherish Brooks.

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Mr. Potter and Mrs. Bacon virtually presented the awards.

2. A virtual induction of The National Junior Honor Society members will be held on May 13, 2020.

Minutes

Moved by T. Scull and seconded by T. Boyles that the Board of Education approve the Minutes for the March 19, 2020 Regular Monthly meeting, including the following amendment: A revision to the Budget Resolution, adding "to be submitted to the Executive County Superintendent for approval" to the first paragraph.
Unanimously approved.

Correspondence - None

BOARD OF EDUCATION BUSINESS

Old Business

1. Online Ethics Financial Disclosure Forms are all submitted to the County Office for review.

New Business

1. Superintendent Evaluation email will be received in early May. Please complete the evaluation prior to the May Board Meeting. Summary will be completed as a group on May 28, 2020 during the Executive Session

Business Administrator/Board Secretary Report

Moved by J. Nacucchio and seconded by W. McDonald 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 **March 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 **March 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 **March 31, 2020**.

(See pages)

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **March 2020**. (See page)
3. **Transfers** - Approve the transfer list for the month of **March 2020**.

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(See pages)

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

FYI: The Budget Summary for the month of **March 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** – None.

7. **Title IV Amendment** - Approve an amendment to ESEA Title IV for an account number change from Instructional to Support Services.

8. **Transportation Addendum** - Approve a Transportation Agreement with BR Williams, Inc. for payment during the COVID-19 closure as long as certified payroll is provided.

9. **Cafeteria Administrative Review** - Approve the submission of the Cafeteria Administrative Review Corrective Action Plan based on the review completed on March 10, 2020 by the School Nutrition Program representative.

10. **Cafeteria HACCP Plan** - Approve the revised HACCP Plan to be reviewed by Cafeteria Staff annually and kept on file in the Cafeteria Kitchen.

11. **ESY Transportation** - Approve Extended School Year Transportation with GCSSSD Salem Transportation Cooperative as follows:

Route #	School	# of Students	Route Cost
SS502	SCSSSD - Cumberland Campus	1	\$520.70
SS505	SCSSSD - Salem Campus	4	\$288.48

(Quinton's portion will be prorated based on the number of other students on the routes)

12. **YMCA School Age Child Care Contract** - Approve the Cumberland Cape Atlantic YMCA School Age Child Care (SACC) Contract for use of school facilities to provide extended school day program services for the 2020-2021 school year.

13. **OT and PT Services** – Approve the Itinerate Services Agreement with Salem County Special Services and the rates for related services/evaluations on an as needed basis for the 2020-2021 school year.

14. **SCVTS Tuition** - Approve the Salem County Vocational Technical School District Tuition Contract Agreement for the 2020-2021 school year. Tuition rates are \$4,050 full-time and \$2,025 shared-time. Estimated enrollment is 72 full-time students and 0 shared-time students for a total cost of \$291,600.

Further, to approve the 2018-2019 Tuition Adjustment in the amount of \$45,120.

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15. **Public Employer Trust** - Approve the Public Employer Trust Agreement for the period July 1, 2020 to June 30, 2021. This is a participation agreement for the medical and prescription plans administered by Brown & Brown Benefit Advisors. (AmeriHealth renewal rate is 2.5%)
16. **NJSIG Safety Grant** - Approve, by Resolution, the digital submission of the 2020 application for the Safety Grant Program through the New Jersey Schools Insurance Group, for the purposes described in the application, in the amount of \$3,012. (2019 amount was \$4,431.87).
17. **Preschool Education Aid** - Letter from the NJ Department of Education, Division of Early Childhood Education approving the 2020-2021 Preschool Program Plan and Budget Statement contingent upon receipt of the revised Budget Statement aligned with the actual amount of Preschool Education Aid (based on State Aid numbers released in March).
18. **District Tax Schedule** - Approve the District Tax Schedule 2020-2021, based on the approved budget, in the amount of \$2,624,580 general fund and \$136,934 debt service fund for a total of \$2,761,514. (See page)
19. **Contract SCSSSD Transportation Cooperative** - Approve the 2020-2021 contract for participation in the Salem County Cooperative Transportation Program.

Roll Call: Ayes: (6) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Scull and S. Sickler

Noes: (1) T. Boyles

Abstain: (0)

Motion Carried

SUPERINTENDENT REPORT

Monthly Report

Mr. Potter reviewed the Superintendent's monthly report. (See page)

Building and Grounds

1. The following emergency school drills took place in the month of March 2020:
03/02/2020 - Fire Drill - 3 minutes
03/16/2020 - Crisis Drill: Shelter in Place
2. The School Monthly Maintenance Inspection Guide List for April 2020 was reviewed.

Curriculum

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

1. **Review of Women in History Month** (March 2020). In celebration, numerous activities, readings and lessons depicting the history of women and the important contributions they have made to our nation took place in all grade levels.
2. **Contract for PreK Curiosity Corner Program** - Approve the PreK Curiosity Corner Program and Renewal Contract at a cost of \$5,000 for the 2020-2021 school year.
3. **Virtual Instruction** - Approve the Quinton Township School District's program of virtual or remote instruction to meet with the 180 day requirement, which was previously submitted to the Department of Education and has been implemented since the District's closure on March 17, 2020.

Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, A. Keen, T. Boyles, T. Scull and

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S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

Policy

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

1. **Use of School Facilities** – Approve Policy 1330, Use of School Facilities, and approve the Facilities Use Fee Schedule.

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

Noes: (0)

Abstain: (0)

Motion Carried

Administrative

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

1. **Homeless Agreement** - Approve entering into the Salem County Homeless Student Agreement for the 2020-2021 school year. The agreement states that Quinton Township School will not seek tuition for any resident student, excluding special education students, determined to be homeless in accordance with the law, from any Salem County school district that participates. (See page)
2. **Assurance Statement** - Approve, by Resolution, the Assurance Statement for Special Education Policies and Procedures.
3. **5-year Curriculum Evaluation Plan, policies, textbooks** - Accept and reaffirm the Curriculum, 5-year curriculum Evaluation Plan, Policies, Textbooks (including Student Records Policy 5125 and organization chart 2120), practices and procedures of the Quinton Township Board of Education recognizing that these items may be amended when necessary with Board approval.
4. **Quinton School Professional Development Plan** - approve the 2020-2021 Quinton Township School Professional Development Plan, which was created by the Superintendent and the School Improvement Team, to ensure professional growth of the staff and fulfill the State of New Jersey Department of Education's professional development requirements.
5. **Tentative School Calendar 2020-2021** - Approve the tentative Quinton School 2020-2021 school calendar. (See page 0

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

Noes: (0)

Abstain: (0)

Motion Carried

Personnel

#1 & 2 Personnel will be held UNTIL AFTER EXECUTIVE SESSION

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

3. **District Assignments** - Approve the following reappointment of district assignments for the 2020-2021 school year:

Affirmative Action Officer – Mrs. Mindy Bacon

504 District Coordinator – Mr. Stewart Potter

504 School Coordinator - Ms. Haylee Van Scoy

Health/Safety Compliance Officer – Mr. Stewart Potter

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ADA Coordinator – Mr. Stewart Potter
Free & Reduced Lunch Appeal Officer – Mrs. Karen Mathews
Homeless Liaison – Mr. Stewart Potter and Ms. Haylee Van Scoy
Title IX Coordinator – Mr. Stewart Potter
Custodian of School Records - Mrs. Karen Mathews
Public Agency Compliance Official - Mrs. Karen Mathews
Attendance Officer – Mrs. Mindy Bacon
Anti-bullying Coordinator – Mrs. Mindy Bacon
Anti-bullying Specialist – Ms. Haylee Van Scoy and Mrs. Mindy Bacon
IPM Coordinator - Mr. Brian DiAntonio
Qualified Purchasing Agent – Mrs. Karen Mathews
(setting bid threshold at \$40,000; quote threshold at \$6,000)
Asbestos Management & PEOSHA Officer – Mr. Brian DiAntonio

4. **Volunteers** - Approve the following classroom volunteers to continue during the 2020-2021 school year: Beth Clarke and Imogene Brown
5. **Resignation** - Accept the letter of resignation from Barbara Pettitt.

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

Noes: (0)

Abstain: (0)

Motion Carried

Personnel continued after Executive Session

Student Personnel

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

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of March 19, 2020 to April 29, 2020, with no incidents. (See page)
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of February 27, 2020 to March 18, 2020, with incident, no findings. (See page)

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

Noes: (0)

Abstain: (0)

Motion Carried

Representative to Salem City Board of Education

The March 11, 2020 minutes of the Salem Board of Education were submitted for Board review.

Other Board Members and Committee Reports - None

Public Comment - None

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Executive Session

Moved by A. Keen and seconded by W. McDonald that the Board of Education approve adopting the resolution to adjourn into executive session: (8:17 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:

- ___ 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
- 1 8. Personnel matters – **Reappointment of Staff for 2020-2021**
- ___ 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 W. McDonald that the Board of Education resume the public portion of the meeting: (8:21 p.m.)

Unanimously approved.

Personnel (continued)

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

1. **Teacher Reappointment and Contract** - Approve the reappointment and issuing of a contract to the tenured and non-tenured teachers for the 2020-2021 school year, per the attached listing. (See page)
2. **Para Reappointment and Contract** - Approve the reappointment and issuing of a contract to the paraprofessionals for the 2020-2021 school year, per listing. (See page)

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

Noes: (0)

Abstain: (0)

Motion Carried

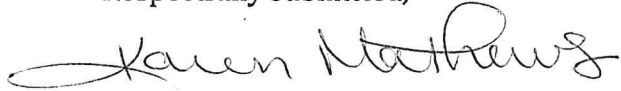
Adjournment

Moved by T. Scull and seconded by W. McDonald that the meeting be adjourned.

(8:23 p.m.)

Unanimously approved.

Respectfully submitted,

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

Karen Mathews
Board Secretary