

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES – MAY 28, 2020

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., May 28, 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 7:10 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, Tracy Scull, Abram Norman, and Stacey Sickler

Members Absent: Thomas Boyles and Thomas McKee (excused)

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

Virtual Educational Highlights/Presentations/Recognition

1. Mr. Potter introduced Mr. Wernega, Music Teacher, who recognized Star Student, Seth Willis. Mr. Potter and Mrs. Bacon virtually presented the awards.

Minutes

Moved by A. Norman and seconded by T. Scull that the Board of Education approve the Minutes for the April 30, 2020 Public Hearing and Regular Monthly meeting.
Unanimously approved.

Correspondence - None

BOARD OF EDUCATION BUSINESS

Old Business

1. The Superintendent Evaluation email should have been received by the board members in early May 2020. It needs to be completed prior to the May Board of Education meeting. The summary will be completed as a group on May 28, 2020 during the Executive Session.

New Business

1. Election Petitions for the November 2020 election are due to the Salem County Clerk by Monday, July 27, 2020 at 4:00 p.m.
Incumbents are: Joanne Nacucchio and Tracy Scull/Vacancy: 3-year unexpired term

Business Administrator/Board Secretary Report

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

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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 **April 30, 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 **April 30, 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 **April 30, 2020**. (See pages)

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

3. **Transfers** - Approve the transfer list for the month of **April 2020**. (See pages)

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

FYI: The Budget Summary for the month of **April 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. **ESY Transportation** - Approve canceling Extended School Year Transportation with GCSSSD Salem Transportation Cooperative due to ESY being held virtually.

8. **Business Services** - Approve the contract agreement with Mannington Board of Education in the amount of \$58,000 for Business Administrator Services for the 2020-2021 school year.

9. **Breakfast and Lunch Prices** - Approve establishing breakfast and lunch prices for the 2020-2021 school year, increasing the student lunch price by \$0.15 cents as required by the NJ State Paid Lunch Equity tool.

Student Breakfast - Regular	\$1.25	Student Lunch - Regular	\$3.00
Student Breakfast - Reduced	\$.30	Student Lunch - Reduced	\$.40
Staff Breakfast	\$3.00	Staff Lunch	\$4.50

10. **Contract Agreement** - Approve the contract agreement with Mannington Township School to provide Library/Media Specialist oversight of the Quinton Township School Library effective September 1, 2020 to June 30, 2021 at an annual cost of \$1,000.

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11. **Teacher of the Deaf** - Approve Teacher of the Deaf services through the Educational Services Unit of the Burlington County Special Services School District for a 60 minute session, one time per month, plus travel costs for student #4967463096.

12. **Professional Services** - Approve awarding contracts for “professional services” for a one-year term commencing July 1, 2020, without competitive bidding:

Service	Current Business	2019-2020	2020-2021
Auditor	Petroni & Associates	\$12,625	\$12,875
Board Solicitor/Labor Consultant	Comegno Law Group Mark Toscano, Esquire	\$175 per hour	\$175 per hour
School Physician	Woodstown Family Practice - Dr. Roberts	\$2,500	\$2,500
AHERA/Right-to-Know	TTI Environmental, Inc		
Pest Control	Tri County Termite & Pest Control	\$50 per month	\$50 per month
Water Management	McGowan Well Water Compliance	\$170 per month	\$160 per month \$220 Annual Consumer Report
Policy Consultant	BCS - Greg Peterson	\$500 & \$50/hr	\$500 & \$50/hr
Broker of Record	Conner, Strong & Buckelew	n/a	n/a
Engineer of Record to include Architectural Services	Remington & Vernick Engineers	As needed	As needed

13. **Designation of Newspapers** - Approve the South Jersey Times and the Elmer Times as the official newspapers and NJSchoolJobs.com for online job postings and designate locations for posting Public Notices of Board Meetings at the front door of Quinton Township School and filed with the Quinton Township Clerk.

14. **Designation of Depository of Funds** - Approve Fulton Bank as the depository of school funds.

15. **Designation of Signatories** - Approve signatories of the following accounts:

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Account	# of Signatures	Signatories
General	3	President or Vice President, Superintendent, Board Secretary
Payroll	2	Superintendent Board Secretary
Agency	2	Superintendent, Board Secretary President, as alternate
Unemployment Trust	1	Superintendent, Board Secretary
Weeks Trust	3	President or Vice President, Superintendent Board Secretary
School Activities	2	Superintendent, Board Secretary Principal, as alternate
Capital Projects Fund	3	President or Vice President, Superintendent Board Secretary

16. **Internal Control/Standard Operating Procedures** - Approve the existing Guide for Standard Operating Procedures and Internal Controls Manual for the 2020-2021 school year, which describes the standard business office practices of the Quinton Township

School Business Office. This manual is mandated by the Fiscal Accountability, Efficiency and Budgeting Procedures per N.J.A.C. 6A:23A-6.4 and 6.6 and is on file in the Board Office.

17. **Purchasing Manual** - Approve the existing Purchasing Manual for the 2020-2021 school year, which defines the proper purchasing practices of the Quinton Township School Business Office. This manual is required per QSAC and is on file in the Board Office.

18. **Chart of Accounts** - Approve the Chart of Accounts to be used for the 2020-2021 school year (on file in the Board Office).

19. **Petty Cash** - Approve establishing a \$300 petty cash fund for the 2020-2021 school year, effective July 1, 2020, Custodian: Joni Cogan, Administrative Secretary.

20. **CARES Emergency Relief Grant** - Approve the submission of the application for the CARES Emergency Relief Grant in the amount of \$82,947.

21. **Tuition Contract Agreement** - Approve the Comprehensive High School tuition contract in the amount of \$784,000 and approve the Comprehensive Resource Room tuition contract in the amount of \$38,100 with Salem City School District for the 2020-2021 school year.

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

Noes: (0)

Abstain: (0)

Motion Carried

SUPERINTENDENT REPORT

Monthly Report

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

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Building and Grounds

1. There were no emergency drills during the month of April 2020 because of school closing due to the Coronavirus epidemic.
2. The School Monthly Facility Inspection List and the quarterly report that was conducted by the Maintenance Supervisor were reviewed.

Curriculum - None

Policy - None

Administrative

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

1. **Statement of Assurance** – Approve, by resolution, the Comprehensive Equity Plan Statement of Assurance for 2020-2021.
2. **Health-Related Closure Plans** - Approve the submission of the Health-Related Closure Plan to the Salem County Office of Education required by NJ Department of Education due to Covid-19 pandemic.

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

Noes: (0)

Abstain: (0)

Motion Carried

Personnel

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

1. **Extra-curricular positions** - Approve the appointment of the following teachers to the listed extra- curricular positions to be paid per Schedule B of the pending negotiated agreement for the 2020-2021 school year:

I&RS Assistance Committee Members

Denise Dawson (chair) Kim Bonora
Rosemary Poliski Kendall Gaudio
Hailee VanScoy

I&RS after-school tutor

Rosemary Poliski Donna Profero
Shannon Burke Olivia Harris

Homework Center (3 days)

Shane Manuel Joe Micarelli

Academic League Advisors

Joe Micarelli Shane Manuel

Band

John Wernega

Broadcasting Studio

Kendall Gaudio

School Improvement Team Chairperson

Erin White

Substitutes for after-school positions

All Teachers

School Improvement Team Members (2)

Denise Dawson Stephanie Hassler

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2. **School Play Director** - Approve appointing SaraAnn Whitzell as the school play director with a stipend of \$500 for the 2020-2021 school year, funded through the Drama Club monies.

HOLD #3 and #4 UNTIL AFTER EXECUTIVE SESSION

3. **Support Staff Reappointment and Contract** - Approve the reappointment and issuing of a contract to the support staff for the 2020-2021 school year, per the attached listing.
4. **Principal Reappointment and Contract** - Approve the reappointment and issuing of a contract to the Principal, Mindy Bacon, for the 2020-2021 school year.
5. **School Nurse Summer Hours** - Approve the School Nurse, Sherry Biddle, for two summer work days at \$30 per hour to process new incoming students' health records.
6. **Part-time Summer Maintenance Worker** - Approve appointing Shane Manuel as the part-time summer maintenance worker at a rate of \$11.00 per hour, approximately 5 hours per day Monday through Thursday, beginning on or after June 16, 2020.

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

Noes: (0)

Abstain: (0)

Motion Carried

Student Personnel

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

1. **HIB** - Approve, as per the NJDOE, reporting requirements, the first reading for the period of April 30, 2020 to May 27, 2020, HIB with no incidents. (See page)
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of March 19, 2020 to April 29, 2020, with no incidents. (See page)

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

Noes: (0)

Abstain: (0)

Motion Carried

Representative to Salem City Board of Education

The April 8, 2020 minutes of the Salem Board of Education were submitted for Board review.

Other Board Members and Committee Reports - None

Public Comment - None

Executive Session

Moved by A. Norman and seconded by W. McDonald that the Board of Education approve adopting the resolution to adjourn into executive session: (7:59 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

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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 A. Norman and seconded by T. Scull that the Board of Education resume the public portion of the meeting. (8:06 p.m.)

Unanimously approved.

Personnel (continued)

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

1. **Support Staff Reappointment and Contract** - Approve the reappointment and issuing of a contract to the support staff for the 2020-2021 school year, per the attached listing. (See page)
2. **Principal Reappointment and Contract** - Approve the reappointment and issuing of a contract to the Principal, Mindy Bacon, for the 2020-2021 school year, per listing. (See page)

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

Noes: (0)

Abstain: (0)

Motion Carried

Adjournment

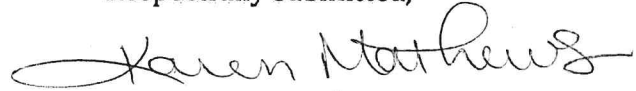
Moved by A. Norman and seconded by W. McDonald that the meeting be adjourned.

(8:07 p.m.)

Unanimously approved.

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Respectfully submitted,

A handwritten signature in black ink, reading "Karen Mathews". The signature is fluid and cursive, with a large initial "K" and a stylized "M".

Karen Mathews
Board Secretary

