

Quinton Township Board of Education Minutes – June 25, 2020

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., June 25, 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 7:05 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, Joanne Nacucchio, Tracy Scull, Abram Norman and Stacey Sickler

Members Excused: William McDonald, Amy Keen, Thomas Boyles and Thomas McKee

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

Educational Highlights/Presentations/Recognition

None.

Board of Education Minutes

1. **Minutes** - Moved by M. Sites and seconded by J. Nacucchio that the Board of Education approve the minutes for the May 28, 2020 Board of Education meeting. Unanimously approved.

Correspondence

1. A letter was received from the Division of Early Childhood Education approving the revised 2020-2021 Preschool Program Budget Statement (revision per State Aid numbers).

BOARD OF EDUCATION BUSINESS

Old Business

1. Superintendent Evaluation email should have been received in early May 2020. Summary will be completed as a group during the Executive Session.

2. Election Petitions for the November 2020 election are due to the Salem County Clerk by Monday, July 27, 2020 at 4:00.

Incumbants are: Joanne Nacucchio, Tracy Scull/Vacancy: 3-year unexpired term.

New Business

None.

Quinton Township Board of Education Minutes – June 25, 2020

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

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

1. **Board Secretary Certification**

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 **May 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 **May 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 months ending **May 31, 2020**. (See pages)

2. **Cash Reconciliation Report** - Approve the cash reconciliation reports for the month of May 2020. (See pages)

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

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

Further, the board authorizes the Business Administrator to pay any outstanding bills due and to make any necessary transfers as required in June 2020 and July 2020 for year end close out of financial reports. A list of bills or transfers for this period will be presented at the next regularly scheduled meeting.

FYI: The Budget Summary Report for the month of May 2020 is submitted for board review.

5. **July Bills To Be Paid** - Approval to pay any necessary warrants for the month of July 2020 with the payment list presented at the August meeting for final approval per the recommendation of the Superintendent and the Business Administrator.

6. **Capital/Maintenance Reserve** - Approve a resolution authorizing the transfer of up to \$500,000 in current year surplus into the Capital and/or Maintenance Reserve Accounts. (See page)

Quinton Township Board of Education Minutes – June 25, 2020

7. **Travel Expenses** - Approve the payment of travel 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.

8. **Workshop/Seminar Requests** - None

9. **Chapter 47 Report of Awarded Contracts** - Pursuant to PL 2015, Chapter 47, the Quinton Board of Education intends to renew, award, or permit to expire contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18A. et.seq. NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

10. **ESEA** - Approve the submission of the Elementary and Secondary Education Act (ESEA) application to the New Jersey Department of Education for Fiscal Year 2021 in the total amount of \$122,885.

Title I Part A	\$103,705
Title II Part A	\$9,180
Title III	\$0 (Consortium)
Title IV	\$10,000

11. **IDEA** - Approve the submission of the Individuals with Disabilities Education Act (IDEA) application for Fiscal Year 2021 in the total amount of \$88,921.

IDEA Basic	\$ 86,612
IDEA Preschool	\$ 2,309

12. **IDEA Final Budget** - Approve the final budget and expenditures of the 2019-2020 IDEA funds. (See page)

13. **Technology Services** - Approve the shared services agreement for Information Technology Services with Pennsville Board of Education for the 2020-2021 school year in the amount of \$39,744.

14. **Section 125 Plan** - Approve continuation of American Fidelity Assurance Company as the Section 125 Plan Administrator from July 1, 2020 to June 30, 2021.

15. **Extended School Year** - Approve the attendance of the following students for the Virtual Extended School Year Program at the rate of \$4,900 per student:

SCSSSD - Cumberland Campus	ID#6967649227
SCSSSD - Upper Pittsgrove	ID#4614078217
	ID#3245518121
SCSSSD - Regional Day	ID#6653851020
	ID#7220642814

16. **Bid Threshold** - Approve, by resolution, increasing the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to \$44,000, effective July 1, 2020. (See page)

Quinton Township Board of Education Minutes – June 25, 2020

17. **Contract GCSSSD Transportation** - Approve contracts for the coordinating of aid in lieu of transportation payments for school choice and nonpublic students for the 2020-2021 school year.

18. **Joint Purchase Agreement** - Approve the Joint Purchasing Agreement with Penns Grove-Carneys Point Regional School District for the purchase of Baked Goods, Milk, Juice and Dairy Products and Ice Cream for the 2020-2021 school year.

19. **Bid Award** - Approve awarding the bids for Baked Goods, Milk, Juice and Dairy Products and Ice Cream for the 2020-2021 school year, as advertised and awarded through the Salem County Joint Purchasing Consortium:

Baked Goods	Deluxe Italian Bakery
Milk, Juice & Dairy	HyPoint Dairy Farms, Inc.
Ice Cream	Georgeo's Water Ice, Inc.

Roll Call: Ayes: (5) M. Sites, J. Nacucchio, T. Scull, A. Norman 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)

Building and Grounds

1. There were no emergency drills during the months of May and June 2020 because of school closings due to the Coronavirus epidemic.

2. Review of the monthly maintenance inspection report was conducted by the Maintenance Supervisor and Principal.

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

3. **Crisis Management Plan** – Approve the Emergency and Crisis Management Plan noting that it was updated and there was approval at the October 24, 2019 Board of Education meeting. No other updates needed at this time.

4. **Lead Testing** – Approve the submission of the 2019-2020 Lead Testing Statement of Assurance to the NJ Department of Education by June 30, 2020.

(See page)

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

Noes: (0)

Abstain: (0)

Motion Carried

Curriculum

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

1. **Curriculum** - Approve curriculums for the 2020-2021 school year:

Link to review: <https://www.quintonschool.info/domain/19>

Quinton Township Board of Education Minutes – June 25, 2020

Language Arts Grades K-8
Science Grade 6-8
Social Studies Grade K-8
Health Grades K-8
Art Grades K-8
Technology Grades K-8
Music Grades K-8
Physical Education Grades K-8
Spanish Grades K-8

2. **Educere online program** - Approve Educere Online ELA program for summer credit completion for student #7121736567.

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

Policy

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

1. **Policy** – Approve Policy 2111.5, Pandemic Situations, on second reading (1st reading was at the March 19, 2020 Board of Education meeting.).

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

Administrative

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

1. **I&RS Report** - Review of the final report for the 2019-2020 school year from the Intervention and Referral Services.
2. **Mentoring Plan SOA** - Approve the 2020-2021 Provisional Teacher Mentoring Program Plan and approve submission of the Mentoring Plan Statement of Assurance to the County Office. (See page)
3. **Security Drill SOA** - Approve submission of the Security Drill Statement of Assurance to the County Office stating that all requirements have been met relating to the practicing of school security drills for the 2019-2020 school year. (See page)
4. **SSDS** - Review of the Student Safety Data System (SSDS) Report for the 2019-2020 school year. (See page)
5. **Agreement Student Internships Rowan University** - Approve a Student Internship Agreement between Quinton Township School District and Rowan University for a two-year period, September 1, 2020 through June 30, 2022.
6. **Health-related School Closure Plan** - The NJ Department of Education approved the Health-Related School Closure Plan that was approved for submission at the May 28, 2020 Board of Education meeting.

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

Personnel

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

Quinton Township Board of Education Minutes – June 25, 2020

1. **Leave of absence** - Approve the leave of absence request from Lauren McCaughin beginning September 1, 2020 with a return to work date of November 30, 2020, utilizing a combination of sick leave and unpaid leave under FMLA.
2. **Advertise for Temporary Vacancy** - Approve advertising for a grade 6-7 ELA teacher from September 1, 2020 through November 25, 2020 to fill a leave of absence.
3. **Perfect Attendance Award** - Approve an award of \$75 for perfect attendance to the following staff members, tentatively, for the 2019-2020 school year:

Joyce Cohen	Mary McCracken
Danine Lodge	Joseph Micarelli
Bernadette McCaffery	John Wernega

4. **Virtual Summer Enrichment** - Approve the following teachers to conduct a virtual summer enrichment program from July 13, 2020 to August 13, 2020 for no more than 10 hours per week per teacher at \$30 per hour:

Ashley (Butenewicz) Danter	Olivia Harris
Bernadette McCaffery	Heidi Rowand

5. **Full Year Clinical Practice Placement Request** - Approve Joseph Elmo, Rowan University Student, to the placement of a Clinical Intern for fulfillment of the Full Year Clinical Practice experience during Fall 2020 and Spring 2021 and approve John Wernega as the cooperating teacher.

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

Noes: (0)

Abstain: (0)

Motion Carried

Student Personnel

Moved by A. Norman and seconded by J. Nacucchio that the Board of Education accepts to approve the following item:

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of April 30, 2020 to May 27, 2020, with no incidents.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of May 28, 2020 to June 15, 2020, with no incidents.

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

Noes: (0)

Abstain: (0)

Motion Carried

Representative to Salem City Board of Education

The May 13, 2020 Minutes of the Salem Board of Education were submitted for Quinton Board of Education review.

Other Board Members and Committee Reports

1. VJSBA Virtual Workshop – October 20-22, 2020

Public Comment

None.

Executive Session

Moved by A. Norman and seconded by T. Scull that the Board of Education approve adopting the following resolution to adjourn into Executive Session

(7:42 p.m.):

Quinton Township Board of Education Minutes – June 25, 2020

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 – **Superintendent Evaluation**
- ___ 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 J. Nacucchio and seconded by A. Norman that the Board of Education resume the public portion of the meeting. (8:09 p.m.)

Unanimously approved.

Superintendent Evaluation

1. Moved by A. Norman and seconded by T. Scull that the Board of Education accept, and place on confidential file, the 2019-2020 Superintendent Evaluation for Stewart Potter.

(Part 1 - Goals & Part 2 - Standards)

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

Noes: (0)

Abstain: (0)

Motion Carried

Quinton Township Board of Education Minutes – June 25, 2020

Adjournment

Moved by A. Norman and seconded by J. Nacucchio that the meeting be adjourned.

(8:14 p.m.)

Unanimously approved.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Karen Mathews". The signature is fluid and cursive, with a large initial "K" and a long, sweeping underline.

Karen Mathews
Board Secretary

