

## Quinton Township Board of Education Minutes –August 27, 2020

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., August 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 7:06 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, Amy Keen, Abram Norman and Stacey Sickler.

Members Excused: William McDonald, Tracy Scull, and Thomas McKee

Members Absent: Thomas Boyles

Also Present: Stewart Potter, Superintendent  
Karen Mathews, Business Administrator  
Mindy Bacon, Principal  
Members of the Public (sign-in sheet on file)

### **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 regular minutes and executive session minutes and executive session minutes for the July 30, 2020 Regular Monthly meeting.

Unanimously approved by voice vote.

### **Correspondence** - None

### **BOARD OF EDUCATION BUSINESS**

#### **Old Business** - None

#### **New Business** - None

### **BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT**

Moved by A. Keen and seconded by J. Nacucchio 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 **July 31, 2020** and after review of the

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Secretary's Monthly Financial Report 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 **July 31, 2020**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Quinon 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 **July 31, 2020**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **July 2020**.
3. **Transfers** - Approve the transfer list for the month of **July 2020**.
4. **Bills to be Paid** - Approve payroll and agency for the month of **July 2020** and the bills list **August 2020**.

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

5. **Travel Expenditures** - Approve a resolution for travel expenditures for the 2020-2021 school year in the amount of \$1,500 for individual regular business travel and maximum total travel expenditure amount of \$30,000.
6. **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.
7. **Workshop/Seminar Requests** - Approve the attached list of workshop/seminar requests, as previously approved by the Superintendent. Further, approve any necessary professional development in order to successfully implement the Re-opening Plan. A listing of professional development completed will be provided at a future Board Meeting.
8. **Maintenance Reserve** - Approve the final transfer amount of \$25,000 in 2019-2020 year end surplus into the Maintenance Reserve Account.
9. **Petty Cash** - Approve a change in the Petty Cash Custodian to Brittany Samuels for the remainder of the 2020-2021 school year, effective September 1, 2020.

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10. **Breakfast and Lunch Prices** - Approve a change in the Student Breakfast - Reduced and Student Lunch - Reduced prices per the NJ Department of Agriculture, Division of Food and Nutrition:  
Student Breakfast - Reduced \$0.00 Student Lunch - Reduced \$0.00
11. **IDEA** - Accept 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. **REAP** - Accept REAP Grant funds in the amount of \$25,616 for the 2020-2021 school year.
13. **Grant Allocations** - Approve the 2020-2021 Grant Salaries and Allocations for PEA, ESEA and IDEA.
14. **Shared Services Agreement** - Approve a Shared Services Agreement with the Mannington Township School to provide Virtual Algebra instruction to Mannington Township School students for the 2020-2021 school year.
15. **Transportation**- Approve bus routes for the 2020-2021 school year and approve renewing the contract for transportation with B. R. Williams, Inc. for one year from September 2020 through June 2021 as follows:

| Route #           | 2019-2020<br>Route Cost<br>for One Year | Renewal<br>at CPI<br>1.7% | Renewal<br>Amount<br>Per Route |
|-------------------|-----------------------------------------|---------------------------|--------------------------------|
| C108 (AM)<br>(PM) | \$19,016.16<br>\$19,016.16              | 323.27<br>323.27          | 19,339.43<br>19,339.43         |
| C109 (AM)<br>(PM) | \$19,016.16<br>\$19,016.16              | 323.27<br>323.27          | 19,339.43<br>19,339.43         |
| C101              | \$28,783.15                             | 489.31                    | 29,272.46                      |
| C102              | \$28,783.15                             | 489.31                    | 29,272.46                      |
| C103              | \$25,950.76                             | 489.31                    | 29,272.46                      |
| C104              | \$173.52/diem<br>(\$31,407.12)          | 176.47/diem               | 31,764.57                      |
|                   |                                         | <b>Grand Total</b>        | <b>\$196,939.70</b>            |

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

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### **SUPERINTENDENT'S REPORT**

#### **Monthly Report**

1. Update on Restart & Recovery Plan to Reopen Schools

#### **Building and Grounds**

1. There were no emergency drills during the months of July 2020 because of school closings due to the Coronavirus epidemic.
2. Review of the School Monthly Facility Self-Inspection List for August 2020 as completed by the Maintenance Supervisor.

#### **Curriculum** - None

#### **Policy**

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

1. **Collection of permitted records** - Approve authorization for collection of the following permitted records in order to promote the educational welfare for each child:
  - Test scores, including aptitude, achievement, and other tests.
  - Indication of selection for special programs such as remedial or gifted and talented programs.
  - Name and birthdate of siblings
  - Anecdotal reports which are based on firsthand observation directly relevant to the education of the pupil, signed and dated by the observer.
  - Discipline record including suspensions.
  - Educational plans.
  - A & B Forms.
  - School pictures.
  - Place of Birth.
  - Correspondence concerning the pupil.
  - Skills checklist.
  - Transfer cards and information from other schools.
  - Emergency Data.
  - Report Cards.

Per Administrative Code 6:3-2:3, the District Board of Education shall report annually at a public board meeting a description of the types of permitted records it has authorized certificated school personnel to collect and maintain.

2. **Policy** – Approve the following policies according to status:

| CODE   | POLICY                                                      | STATUS      | REASON   |
|--------|-------------------------------------------------------------|-------------|----------|
| 2111.6 | Administration<br>Re-Opening of School Following a Pandemic | 2nd Reading | Required |

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|         |                                                            |             |          |
|---------|------------------------------------------------------------|-------------|----------|
| 2111.63 | Administration<br>District All-Virtual Policy              | 2nd Reading | Required |
| 2111.65 | Administration<br>Contact Tracing and Screening - Pandemic | 2nd Reading | Required |
| 2111.8  | Administration<br>COVID-19 & Transportation                | 1st Reading | Required |

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

### Administrative

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

1. **Forms** - Approve, for school district use, the incident report form, victim information form and offender information form for violence, vandalism and substance abuse used by the New Jersey Department of Education.
2. **NJ Principal Evaluation** - Approve Principal evaluation instrument, NJ Principal Evaluation for Professional Learning Observation for the 2020-2021 school year.
3. **Superintendent Evaluation** - Approve the Superintendent Evaluation Instrument through New Jersey School Boards Association for the 2020-2021 school year.
4. **Teacher Evaluation Model** - Approve the teacher evaluation model, Danielson 2007.
5. **Disposal** - Approve the disposal of obsolete textbooks and obsolete/non-working equipment.
6. **Restart & Recovery Plan** - Approve the Quinton Twp. School's Restart & Recovery Plan to Reopen Schools for Fall 2020 as approved by the Salem County Office of Education.
7. **Nursing Service Plan & Protocols** - Approve the 2020-2021 Nursing Service Plan, Nursing Protocols and COVID Orders as reviewed and signed off on by the school physician.
8. **2020-2021 School Calendar** - Approve the revised 2020-2021 School Calendar.

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

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### Personnel

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

1. **Child Study Team Coordinator** - Approve appointing Kimberly Bonora as the Child Study Team Coordinator for the 2020-2021 school year with a stipend of \$3,000.
2. **Resignation** - Approve accepting the resignation of Stephanie Hassler, Teacher effective immediately.
3. **Resignation** - Approve accepting the resignation of Beverly Doblick, Part-time Instructional Aide effective immediately.
4. **Teacher** - Approve the appointment of Julie Esposito as a Teacher for the 2020-2021 school year at an annual salary of \$61,308 Step 1 MA+30. Effective September 1, 2020 through June 30, 2021, commencing upon receiving proper hiring documentation.
5. **Work Accomodation** - Approve a work accommodation for Stephanie Craig for the position of CST Secretary to work remotely, on a trial basis, effective September 1, 2020.
6. **Resignation** - Approve accepting the resignation of Stephanie Craig from her position of Lunchroom/Playground Aide, effective immediately.
7. **FFCRA** - Approve a leave of absence under FFCRA for Katrina Elmer effective September 8, 2020 until September 22, 2020.
8. **Professional Development** - Approve payment to Heidi Rowand at a rate of \$30 per hour for preparing for and presenting professional development to staff on an as needed basis for re-opening (estimated at approximately 10-15 hours).
9. **Reassignment** - Approve a reassignment for Jennifer Santiago from Cafeteria Worker/Custodian to Custodian effective September 1, 2020 through June 30, 2020.
10. **Substitute List** - Approve the individuals that have replied “yes” on the list of returning substitutes for the 2020-2021 school year.
11. **Substitute** - Approve Taylor Burkentine as a Secretarial Substitute for the 2020-2021 school year at the board approved substitute rate.
12. **Substitute Rates** - Approve the 2020-2021 substitute rates as follows:

| POSITION                 | RATE             |
|--------------------------|------------------|
| Nurse Substitute         | \$130.00 per day |
| Instructional Substitute | \$90 per day     |

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|                              |                                                                            |
|------------------------------|----------------------------------------------------------------------------|
| Non-Instructional Substitute | \$11.00 per hour<br>(9/1/20-12/31/20)<br>\$12.00 per hour (1/1/21-6/30/21) |
|------------------------------|----------------------------------------------------------------------------|

13. **Stipend Positions** - Approve the following individuals for the 2020-2021 school year:

Bernadette McCaffery - SIT Committee  
Sherry Biddle - I&RS Team

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

**Student Personnel** - None

**Representative to Salem City Board of Education** - None

### **Other Board Members and Committee Reports**

1. NJSBA Virtual Workshop – October 20-22, 2020  
Please notify Karen Mathews if you would like to be registered for the workshop.

**Public Comment** - None

**Executive Session** - None

### **Adjournment**

Moved by A. Keen and seconded by M/ Sites that the meeting be adjourned.  
(8:25 p.m.)  
Unanimously approved by voice vote.

Respectfully submitted,



Karen Mathews  
Business Administrator/Board Secretary