

Quinton Township Board of Education Minutes – September 24, 2020

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., September 24, 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, the Elmer Times, filed with the Township Clerk, and posted on the door of the Quinton Township School.

Members Present: Michael Sites, William McDonald, Joanne Nacucchio, Tracy Scull, Abram Norman, Thomas McKee and Stacey Sickler.

Members Excused: Amy Keen

Members Absent: Thomas Boyles

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

EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION - None

MINUTES

Moved by T. McKee and seconded by A. Norman that the Board of Education approve the minutes for the August 27, 2020 Regular Monthly meeting.

Unanimously approved by voice vote.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

- A. Old Business - None
- B. New Business - None

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by T. McKee 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 **August 30, 2020** and after review of the 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.

Quinton Township Board of Education Minutes – September 24, 2020

Board Secretary's Certification:

Pursuant to **N.J.A.C. 6A:23A-16.10(c) 3**, I certify that as of **August 30, 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 **August 30, 2020**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **August 2020**.

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

4. **Bills to be Paid** - Approve payroll and agency for the month of **August 2020** and the bills list **September 2020**.

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

5. **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.

6. **Workshop/Seminar Requests** - Approve the attached list of workshop/seminar requests, as previously approved by the Superintendent. *(none this meeting)*
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.

7. **Transportation** - Approve a revision to the cost of route C103 for the 2020-2021 school year. Total cost is \$26,391.92.

8. **SCSSSD Tuition and Aide Contracts** - Approve the following tuition and aide contracts with the Salem County Special Services School District for the 2020-2021 school year:

Program	Campus Location	# of Students	Cost	Aide
Autism	Upper Pittsgrove	3	\$45,176 each	n/a
Multiple Disabilities	Cumberland	1	\$41,639	n/a
Multiple Disabilities	Mannington Regional Day	3	\$45,176 each	\$46,176 (2 students)

9. **Digital Divide Funds** - Accept the Digital Divide funds in the amount of \$39,763.

Quinton Township Board of Education Minutes – September 24, 2020

10. **Coronavirus Relief Fund Grant Allocation** - Accept the Coronavirus Relief Fund Grant Allocation in the amount of \$27,331.

Roll Call: Ayes: (7) M. Sites, W. McDonald, J. Nacucchio, T. Scull, A. Norman, T. McKee and S. Sickler. Noes: (0) Abstain: (0) Motion Carried.

SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

1. Reopening Update
 - a. Virtual School Day for two classes on September 18th
 - i. Closure Information
 - b. Students with symptoms
 - c. Staff with symptoms
2. Superintendent's Report
 - a. Items 1-21
 - b. Items 22-32

B. Building and Grounds

1. Review of the School Monthly Facility Self-Inspection List for September 2020 as completed by the Maintenance Supervisor.
2. Approve the following emergency school drills:
 - Fire Drill - 9/15/2020
 - Bus Evacuation Drill
 - Date: 9/22/20;
 - Time: 8:05 - 8:15am
 - School: Quinton Township School;
 - Location: 8 Robinson Street, Quinton, NJ 08072;
 - Route #'s: C101, C102, C103
 - Person Supervising: Stewart Potter

C. Curriculum

1. **Yearly Program Offerings** - Approve the following yearly programs to be continued (depending on current health crisis):
 - Southwest Council:
 - Footprints for Life – 2nd Grade
 - Too Good for Drugs – 3rd Grade
 - Life Skills Training – 5th-8th Grade
 - Keepin' It R.E.A.L. - 4th Grade
 - Traumatic Injury Prevention Program (TIPP) – Cooper Hospital (paid by MAPSA)
 - Cornerstone Women's Resource Center – Get Real Training – 6th-8th Grade
 - American Heart Association – Jump Rope for Heart Program

Quinton Township Board of Education Minutes – September 24, 2020

D. Policy

1. Approve the following policies according to status:

CODE	POLICY	STATUS	REASON
2111.8	Administration COVID-19 & Transportation	2nd Reading	Required
4252.1	Support Personnel Holidays/Vacations	Revision	Update
6171.2	Instructional Program Gifted and Talented Program	Revision	Required
9320	Bylaws of the Board of Education Meetings	Revision	Required

E. Administrative

1. **Homeless Agreement** - Approve the 2020-2021 Salem County Homeless Agreement.

F. Personnel

1. **Long-term Substitute** - Approve Courtney Brodzick as the Long-term Substitute for the ELA Classroom at a rate of \$140 per day effective September 1, 2020 until on or about November 25, 2020.
2. **Resignation** - Approve accepting the resignation of Michelle Lupson from her position of Cafeteria Worker, effective October 8, 2020 (30 days from date of notice).
3. **Paraprofessional Staff** - Approve submission of the Statement of Assurance regarding the use of Paraprofessional Staff for the 2020-2021 school year.
4. **Virtual Clubs** - Approve the following virtual clubs for the 2020-2021 school year:
 - a. Scrapbooking - Julie Esposito
5. **Job Description** - Approve the revisions to the following Job Description, including a change in title.
 - a. Administrative Assistant/Confidential Secretary
(formerly Executive Secretary)
6. **Administrative Assistant/Confidential Secretary** - Approve Kristina Scarpa as the Administrative Assistant/Confidential Secretary to the Superintendent, Business Administrator and Principal effective October 1, 2020 through June 30, 2021 at an annual salary of \$35,000 (to be prorated based on start date).
7. **Speech Therapist** - Approve an increase from 80% to 100% for Speech Therapist, Holly Leyman, in order to meet the scheduling needs of students requiring services. Effective October 1, 2020.
8. **Work Accomodation** - Approve a request from Denise Dawson to work from home effective September 1, 2020. Doctor's note is on file.

Quinton Township Board of Education Minutes – September 24, 2020

9. **Leave of Absence** - Approve a request from Donna Profero for a medical leave of absence from September 4, 2020 through October 16, 2020. Returning to work on October 19, 2020. A doctor's note is on file.

10. **Mentoring** - Approve the following mentors:
Olivia Harris - Rose Mary Poliski
Courtney Brodzick - Joyce Cohen
Mentoring fee of \$550 (prorated as needed) will be paid by the district upon completion of the program.

G. Student Personnel

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of September 8, 2020 to September 23, 2020, with no incidents.

2. **Vision Screening** - Approve participation in the free vision screening program for Grades PreK and Kindergarten offered by the New Jersey Commission for the Blind and Visually Impaired. Date to be determined.

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

Noes: (0) Abstain: (M. Sites #8 Only) Motion Carried

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

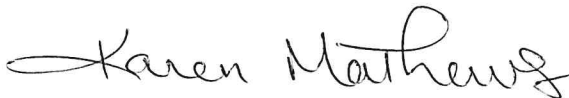
EXECUTIVE SESSION - None

ADJOURNMENT

Moved by A. Norman and seconded by T. McKee that the meeting be adjourned.
(8:27 p.m.)

Unanimously approved by voice vote.

Respectfully submitted,



Karen Mathews
Business Administrator/Board Secretary