

Quinton Township Board of Education Minutes – October 22, 2020

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., October 22, 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, Joanne Nacucchio, Amy Keen, Tracy Scull (arrived late), Thomas McKee and Stacey Sickler.

Members Excused: None

Members Absent: William McDonald, Thomas Boyles and Abram Norman

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 J. Nacucchio that the Board of Education approve the minutes for the September 24, 2020 Regular Monthly meeting.

Unanimously approved by voice vote.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

A. **Old Business** - None

B. **New Business** -

1. Reminder to complete Mandated Training by December 31st:
Governance II: Finance - William McDonald
Governance III: Student Achievement - Thomas Boyles
2. Complete the Board Self-Evaluation by November 13th by logging on to www.njsba.org and scrolling to the bottom of the page to "Online Evaluations for Superintendents and Boards". Summary will be presented at the November meeting. FAQ about Board Self-Evaluation

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BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by T. Scull and seconded by T. McKee 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 **September 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.

Board Secretary's Certification:

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

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

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

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

FYI: The Budget Summary Report for the month of **September 2020** is 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. 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. **Out of District Tuition** - Approve the revised Tuition Contract for Approved Private Schools for Student with Disabilities from HollyDELL School for one Quinton resident student to attend from September 1, 2020 through June 30, 2020 at the per diem rate of \$447.98 (annual tuition of \$80,636.40).

8. **CMP and Form M-1** - Approve, by resolution, the submission of the Comprehensive Maintenance Plan and Form M1 to the Salem County Office of Education.

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9. **Safety Grant** - Accept the 2020 New Jersey School Board Insurance Group Safety Grant in the amount of \$3,012.

10. **Capital Projects** - Resolved that the Quinton Township Board of Education (Board) authorizes the School Business Administrator/Board Secretary to prepare and apply for Other Capital Projects on the Board's behalf with the New Jersey Department of Education (NJDOE) and make any necessary Long Range Facilities Plan Amendments for the following projects:

- i. Mill and Repave Driveway (Horseshoe) – State Proj #33-4280-21-6000
- ii. Add Fencing (Side of Building) - State Proj #33-4280-21-7000

The Board of Education also acknowledges that "Other Capital Projects" are ineligible for state funding and are exclusively locally funded projects.

11. **Alliance for Competitive Telecommunications** - Approve continued participation in the Alliance for Competitive Telecommunications for the Cooperative Purchasing of Telecommunications Services.

12. **Budget Calendar** - Approve the 2021-2022 tentative Budget Calendar pending any changes mandated or released by the State Department of Education.

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

Noes: (0) Abstain: (0) Motion Carried.

SUPERINTENDENT REPORT

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

Superintendent' Monthly Report

1. Reopening Update
2. Superintendent's Report
 - a. Attachments
 - b. Discipline Report

Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 10/20/2020
2. **Monthly Facility Self-Inspection List** - Review of the School Monthly Facility Self-Inspection List for October 2020 as completed by the Maintenance Supervisor.
3. **Annual School Facilities Checklist** - Approve the submission of the Annual School Facilities Checklist to the Salem County Office of Education.
4. **Statement of Assurance** - Approve the submission of a signed Statement of Assurance (SOA) that the Annual School Facilities Checklist has been completed for every school building to the Salem County Office of Education.
5. **Emergency and Crisis Management Plan** - Approve the updated Emergency and Crisis Management Plan for the 2020-2021 school year.

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6. **School Safety and Security Plan** - Approve the submission of the School Safety and Security Plan Annual Review Statement of Assurance form to the Salem County Office of Education.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler.
Noes: (0) Abstain: (0) Motion Carried.

Curriculum - None

Policy - None

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

Administrative

1. **Choice Program** - Website information including the timelines, applications and forms for enrollment have been updated for the 2021-2022 school year in English and Spanish.
2. **HIB Self-Assessment** - Approve the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the NJDOE by the due date.
3. **Uniform State Memorandum of Agreement** - Approve the Uniform State Memorandum of Agreement between education and law enforcement officials for the 2020-2021 school year.

Personnel

1. **Substitute List** - Approve Galen Oliver to remain on the substitute list as Non-Instructional for the 2020-2021 school year.
2. **Cafeteria Worker** - Approve Galen Oliver as the Part-time Cafeteria Worker for 5 hours per day at a salary of \$8,520 (based on the start date of November 1, 2020) for the remainder of the 2020-2021 school year.
3. **School Secretary** - Approve Taylor Burkentine as the School Secretary at an annual salary of \$32,000 (prorated based on start date of November 1, 2020) for the 2020-2021 school year.
4. **Principal Professional Growth Plan** - Approve accepting the One-Year Principal Professional Growth Plan for Mindy Bacon.
5. **Collective Negotiations Agreement** - Resolved by the Board to adopt and approve the Collective Negotiations Agreement for the 2019-2020 through 2022-2023 school years.
6. **Stipends** - Approve a change to the following yearly stipends retroactive to July 1, 2020:
 - Black Seal Boiler License \$2,000
 - Certified Education Facilities Manager \$3,500

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7. **Leave of Absence** - Approve an extension to the request from Donna Profero for a medical leave of absence extending it through October 26, 2020. Returning to work on October 27, 2020. A doctor's note is on file.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler.
Noes: (0) Abstain: (0) Motion Carried.

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

Student Personnel

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of September 24, 2020 to October 22, 2020, with no incidents.

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

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, T. Scull, T. McKee and S. Sickler.
Noes: (0) Abstain: (0) Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION -

1. The minutes of September 9, 2020 are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS - None

PUBLIC COMMENT - None

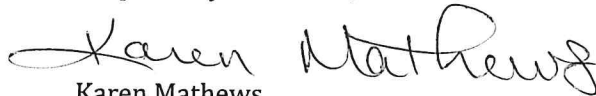
EXECUTIVE SESSION - None

ADJOURNMENT

Moved by T. Scull and seconded by T. McKee that the meeting be adjourned. (7:38 p.m.)

Unanimously approved by voice vote.

Respectfully submitted,



Karen Mathews

Business Administrator/Board Secretary