

**QUINTON BOARD OF EDUCATION
REGULAR MEETING AGENDA
Thursday, January 7, 2021**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., January 7, 2021.

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 7:08 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

Swearing in Newly Elected Board of Education Members

- Joseph Longo
- Joanne Nacucchio
- Tracy Scull

Members Present: Michael Sites, William McDonald (arrived 7:34pm), Joanne Nacucchio, Joseph Longo, Tracy Scull, Abram Norman, and Stacey Sickler.

Members Excused: Thomas McKee

Members Absent: Amy Keen

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

Nominations - Election of Officers

The Board Secretary opened the floor to accept nominations for the office of President of the Quinton Township Board of Education and Vice President of the Quinton Township Board of Education.

Moved by T. Scull and seconded by J. Nacucchio that the Board of Education nominate Stacey Sickler to serve as President of the Quinton Township Board of Education.

Moved by A. Norman and seconded by T. Scull that the Board of Education nominate Amy Keen to serve as Vice President of the Quinton Township Board of Education.

Moved by A. Norman and seconded by J. Nacucchio that the Board of Education close nominations

for President and Vice President of the Quinton Township Board of Education.

The Board Secretary called for a roll call vote on the Election of Stacy Sickler as President of the Board of Education for a term of one year, commencing January 2022 and until her successor is elected and shall qualify.

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

Noes: (0)

Abstain: (1) S. Sickler

Motion Carried

The Board Secretary then declared Stacey Sickler elected to the office of President.

The Board Secretary called for roll call vote on the election of Amy Keen as Vice-President of the Board of Education for a term of one year, commencing January 2022 and until her successor is elected and shall qualify.

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

Noes: (0)

Abstain: (0)

Motion Carried

The Board Secretary then declared Amy Keen elected to the office of Vice-President.

Board President, Stacy Sickler, presided over the remainder of the meeting.

Moved by T. Scull and seconded by J. Nacucchio that the Board of Education approve the following reorganization items:

Designation of Regular Meeting Dates:

The Board approve the fourth Thursday of the month (unless noted *) for meeting dates for calendar year 2021. (See page)

Appointment of Committees/ Representatives

The Board approved the listing of committees and representatives. (See page)

Appointment of Board Secretary

The Board approved the appointment of Karen Mathews, as Board Secretary, effective January 2020 and until the next reorganization meeting in 2022.

Roll Call: Ayes (6) M. Sites, J. Nacucchio, J. Longo, T. Scull, A. Norman, S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

There being no further reorganization business to be brought before the board, this portion of the meeting is adjourned and the board will move into the regular monthly meeting.

IV. EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION

1. The Teacher of the Year Selection Committee chose Mrs. Erin White, Fourth Grade Teacher, to represent Quinton Township School in the 2020-2021 Salem County Teacher of the Year competition.

2. The Teacher of the Year Selection Committee chose Ms. Aileen Westcott, Paraprofessional, to represent Quinton Township School

in the 2020-2021 Salem County Teacher of the Year competition.

V. MINUTES

It is recommended that the Board of Education approve the minutes for the November 19th, 2020 Regular Monthly meeting.

Moved by A. Norman and seconded by T Scull that the Board of Education approve the minutes for the September 24, 2020 Regular Monthly meeting. Unanimously approved by voice vote.

VI. CORRESPONDENCE

VII. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

1. The Board Self-Evaluation Results

Moved by A. Norman and seconded by J. Nacucchio that the Board of Education approve Motion to Table. The Board of Education unanimously approved by voice vote.

B. NEW BUSINESS

1. Suggestions for 2021 Board Goals (based on Board Self-Evaluation Results):
(For reference - Prior Year Board Goals)
2. School Board Recognition Month Resolution and Years of Service
3. Code of Ethics for School Board Members
(*Signature page please print & sign or sign electronically and email to Karen*)
4. Mandated Training for School Board Members (In-Person or Online Options)
 - 1st Year - Governance I: New Board Member Orientation
Joseph Longo
 - 2nd Year - Governance II: Finance - None
 - 3rd Year - Governance III: Student Achievement
William McDonald
 - 4th Year & Each Re-election - Governance IV: Legal Update
Amy Keen, Abram Norman, Joanne Nacucchio, Tracy Scull
5. Foundations for Success Program - Fulfills Governance II, III and IV requirements

Moved by A. Norman and seconded by T. Scull that the Board of Education approve the new business. The Board of Education unanimously approved by voice vote.

VIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

The Superintendent and Business Administrator recommend 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 **November 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 **November 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 **November 30, 2020**.

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

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

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

FYI: The Budget Summary Report for the month of **November 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 - None for this month.

7. **CARES ESSER Fund Amendment** - Approve submission of an amendment to the CARES ESSER Fund Application in the amount of \$4,531 for a total allocation of \$87,478.

8. **ESEA** - Accept the Elementary and Secondary Education Act (ESEA) funds 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

9. **ESEA Title I Amendment** - Approve an amendment to the ESEA Title I application for Fiscal Year 2021.

10. **Shared Services** - Approve the Shared Services Agreement with Pittsgrove Board of Education to provide Master Teacher and PIRT services at a cost of \$9,101 from January 20, 2021 through June 30, 2021.

11. **Budget Calendar** - Approve the 2021-2022 revised Budget Calendar to reflect the budget due date and public hearing dates, pending any changes mandated or released by the State Department of Education.

12. **Professional Services** - Approve the agreement with Whitney Supernavage for Professional Services for the 2020-2021 school year at a cost of \$400 per evaluation.

13. **Preschool Expansion** - Accept the Preschool Expansion funds in the amount of \$349,506.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman and S. Sickler.
Noes: (0) Abstain: #12 only (0) Motion Carried.

**Mr. McDonald arrives at 7:34pm

IX. SUPERINTENDENT REPORT

The Superintendent recommends that the Board of Education approve the following item(s):

A. Superintendent' Monthly Report

1. Superintendent's Report
 - a. Attachments
 - b. Discipline Report

B. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 12/30/2020
Security Drill - 12/30/2020
2. **Monthly Facility Self-Inspection List** - Review of the School Monthly Facility Self-Inspection List for December 2020 as completed by the Maintenance Supervisor.

C. Curriculum -

1. **Library Books** - Approve the list of books to be cataloged in the library. Previously approved by the Curriculum Committee.

D. Policy -

1. Approve the following policy according to status:

CODE	POLICY	STATUS	REASON
9321.5	Bylaws of the Board of Education Remote Meetings During a Declared	2nd Reading	Required

	Emergency		
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E. Administrative - None

A. Personnel

1. **Work Accomodation** - Approve a request from Sara Winchell to work from home on Thursday's from December 3, 2020 through January 19, 2021.
2. **Long-term Substitute** - Approve Aileen Westcott as the long-term substitute for middle school science from January 4, 2021 to January 29, 2021 and from May 3, 2021 to the last day of school in June 2021 at a rate of \$140 per day.
3. **Salary Adjustment** - Approve an adjustment to salaries to align to the market and be more competitive as per the attached schedule.
4. **Part-time Temporary Maintenance Worker** - Approve Austin Wheatley as a Part-time Temporary Maintenance Worker at a rate of \$20 per hour.
5. **Teacher** - Approve the appointment of Heather Meehan as a Teacher for the 2020-2021 school year at an annual salary of \$58,508 Step 1 BA+15. Prorated for February 1, 2021 through June 30, 2021, commencing upon receiving proper hiring documentation.
6. **Paraprofessional** - Approve the appointment of Shannon Westfield as a Paraprofessional for the 2020-2021 school year at an annual salary of \$16,600 Step 1. Prorated for February 1, 2021 through June 30, 2021, commencing upon receiving proper hiring documentation.

B. Student Personnel

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of October 22nd, 2020 to November 19th, 2020, with no incidents.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of November 19th, 2020 to December 23rd, 2020, with no incidents.

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

X. REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes of November/ December 2020 are submitted for board review.

XI. OTHER BOARD MEMBERS AND COMMITTEE REPORTS

XII. PUBLIC COMMENT

The Board has included public comment on their agenda to hear comments and suggestions from the community. As suggested by New Jersey School Boards Association, this is not structured as a question/answer session. Should you desire a response from your comments and/or questions, please state this when you speak and the superintendent or board secretary will provide a response within ten days. The Board

President will recognize those individuals in the audience who wish to comment. Please respect the following procedure:

1. When recognized by the Board President, state your full name and address.
2. Identify the topic on which you wish to comment.
3. Limit your comments to that specific topic.

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Please remember that derogatory remarks about a staff member could result in a defamation of character lawsuit.

5. Please refrain from interrupting without being recognized.
6. Members of the public that neglect to follow Board procedures may be asked to leave the meeting.

XIII. RECESS INTO EXECUTIVE SESSION

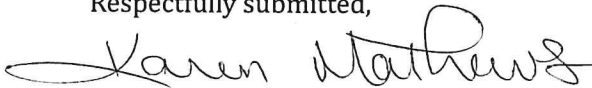
It is recommended that the Board of Education approve adopting the resolution to adjourn into executive session:

XV. ADJOURNMENT

It is recommended that there being no further business to come before the Board of Education, the meeting be adjourned.

Moved by A. Norman and seconded by J. Nacucchio that the meeting be adjourned.
(8:04 p.m.) Unanimously approved by voice vote.

Respectfully submitted,



Karen Mathews

Business Administrator/Board Secretary