

**QUINTON BOARD OF EDUCATION
REORGANIZATION AND REGULAR MEETING MINUTES
Thursday, March 18, 2021**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., February 25, 2021.

Mrs. Karen Mathews, President, led the group in the pledge to the flag.

Mrs. Karen Mathews, Business Administrator/Board Secretary called the meeting to order at 7:04 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, Amy Keen, Joseph Longo (signed on 7:25 pm), Tracy Scull, Abram Norman (signed on 7:16 pm), and Stacey Sickler.

Members Excused: Thomas McKee

Members Absent: None

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 -
Presentation of Star Student, Micah Cavanaugh, by Olivia Harris, Middle School Special Education Teacher.

MINUTES

Moved by T. Scull and seconded by W. McDonald that the Board of Education approve the minutes for the February 25, 2021 Regular Monthly meeting.

Unanimously approved by voice vote.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

1. Reminder to complete the School Ethics Disclosure Form..

B. NEW BUSINESS - None

**A. Norman arrived at 7:16pm

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by A. Norman 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 **February 28, 2021** 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 **February 28, 2021**, 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 **February 28, 2021**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **February 2021**.

3. **Transfers** - Approve the transfer list for the month of **February 2021**.

4. **Bills to be Paid** - Approve payroll and agency for the month of **February 2021** and the bills list **March 2021** (will be presented for approval at April's meeting).

FYI: The Budget Summary Report for the month of **February 2021** 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 this month)

7. **Capital Reserve** - Approve the award of the following projects:

Exterior Signage Replacement to KC Sign & Awnings at a total cost of \$ 21,440.00

Exterior Door Replacement to SJ Glass and Door at a total cost of \$38,406.34

Further, approve, by resolution, the withdrawal from the Capital Reserve Account for the total cost of each project.

8. **Preliminary Budget Submission** – After finance committee review of the proposed 2021-2022 budget and upon discussion with the full board, it is recommended that the Quinton Board of Education approve by Resolution the submission of the 2021-2022 budget

Quinton Township Board of Education Minutes – March 18, 2021

to the Salem County Office of Education for Executive County Superintendent approval, noting that the budget is within the statutory cap and reflects a 2% increase in the Tax Levy.

Budget Resolution - Budget Highlights - Budget Spreadsheet - Revenues - Appropriations

Further, to approve scheduling the public hearing on the 2021-2022 budget for Thursday, April 29, 2021 at 7:00 p.m. with the regular monthly meeting to follow.

(Note: 5th Thursday of April to comply with the Public Hearing date requirements)

9. Shared Services Technology - Approve an agreement for Shared Technology Services from Mannington Board of Education effective July 1, 2021 to June 30, 2022 at an annual cost of \$34,000 for 60% time.

Further, approve transition hours during the month of June 2020 to be billed at hourly rate based on actual hours worked.

10. Tuition Contract - Approve a Tuition Contract with the Titusville Academy for student #2726627385 effective March 4, 2021 for a total tentative tuition charge of \$21,688.49 for the remainder of the 2020-2021 school year.

**J. Longo arrived at 7:25pm

Roll Call: Ayes: (8) M. Sites, W.McDonald, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman, and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

1. Superintendent's Report

- a. Attachments start on pages 11 of report
- b. Discipline Report
- c. Salem County In-service Agenda, March 12, 2021

B. Building and Grounds

1. Emergency Drills - Approve the following emergency school drills:

Fire Drill - 03/1/2021

Security Drill -

2. **Monthly Facility Self-Inspection List** - Review of the School Monthly Facility Self-Inspection List for March 2021 as completed by the Maintenance Supervisor.

3. Buildings and Grounds Projects - Project Listing

C. Curriculum - None

D. Policy - None

Quinton Township Board of Education Minutes – March 18, 2021

E. Administrative

1. **Title I Targeted Assistance Program** - Approve submitting the Application of Intent to Operate a Title I Schoolwide Program for the 2021-2022 school year.

F. Personnel

1. **Resignation** - Approve the resignation of Richard Baker, Paraprofessional, as of March 15, 2021.
2. **Substitute List** - Approve Richard Baker as an Instructional substitute for the 2020-2021 school year at the Board approved rate.

G. Student Personnel:

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of January 22, 2021 to February 26, 2021, with no incidences.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of February 27, 2021 to March 18, 2021, with no incidences.

Roll Call: Ayes: (8) M. Sites, W.McDonald, J. Nacucchio, A. Keen, J. Longo, T. scull, A. Norman, and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes for February 10, 2021 are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT - None

ADJOURNMENT

Moved by A. Norman and seconded by W. McDonald that the meeting be adjourned. (8:19 p.m.)
Unanimously approved by voice vote.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary