

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, April 29, 2021**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on March 18, 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: None

Members Absent: Thomas McKee

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 -
Moved by A. Norman and seconded by Tracy Scull that the Board of Education approve the following item(s):

1. Presentation of Star Student, Jordan and Gabriella Maldonado, by Mr. Wernega, Music teacher.
2. National Junior Honor Society Program will be held virtually on May 18, 2021 at 7:00 pm.

*** Amy Keen Arrived 7:10*

PUBLIC HEARING 2021-2022 BUDGET & BOARD APPROVAL

1. 2021-2022 Quinton School Budget Presentation, including Budget Highlights and Advertised Budget.
2. Public comment and questions on the school budget.

*** Michael Sites Arrived 7:10*

Quinton Township Board of Education Minutes – April 29, 2021

3. Following discussion and any questions on the 2021-2022 budget as presented:
It is recommended that the Board of Education approve, by Resolution, the fiscal year 2021-2022 budget which has been approved by the Salem County Office of Education and is within the statutory cap reflecting a 2% increase in the tax levy.

	Budget	Local Tax Levy
General Fund	\$ 6,768,931	\$ 2,677,071
Special Revenue Fund	\$ 824,615	\$ 0
Debt Service Fund	\$ 143,800	\$ 116,793
Total Base Budget	\$ 7,737,346	\$ 2,793,864

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

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. It is due April 30th.

B. NEW BUSINESS - Superintendent Evaluation email will be received in late May. Please complete the evaluation prior to the June Board Meeting. Summary will be completed as a group during executive session at the June Board Meeting.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by A. Norman and seconded by M. Sites 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 **March 31, 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 **March 31, 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.**

Quinton Township Board of Education Minutes – April 29, 2021

6A:23A-16.10(c) 2, it is certified that there are no changes in anticipated revenue amounts and sources for the month ending **March 31, 2021**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **March 2021**.
3. **Transfers** - Approve the transfer list for the month of **March 2021**.
4. **Bills to be Paid** - Approve payroll and agency for the month of **March 2021**, the bills list **March 2021** and the bills list **April 2021**.

FYI: The Budget Summary Report for the month of **March 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.
7. **Tuition Contract** - Approve a Tuition Contract with Lower Alloways Creek School District for student #8362147296 to attend the Behavioral Disabilities Program for the 2020-2021 school year at a cost of \$30,000 for Tuition and \$5,700 for Aide (Shared).
8. **Transportation** - Approve a Transportation Agreement with Lower Alloways Creek School District to transport Quinton student #8362147296 from Lower Alloway Creek School to Quinton residence (PM only) for the 2020-2021 school year at a cost of \$30 per day (\$5,400 per year).
9. **Cooperative Pricing System Agreement** - Approve the Cooperative Pricing System Agreement for NJSBA ACES CPS #E8801 to memorialize participation and allow participation in all the programs offered by ACES.
10. **Out of District Tuition** - Approve the Special Education Tuition Contract Agreement for one Quinton resident student to attend from March 22, 2021 through June 30, 2021 at the per diem rate of \$250.97 for a total cost of \$14,557 (annual tuition \$45,176).
11. **SCVTS Tuition** - Approve the Salem County Vocational Technical School District Tuition Contract Agreement for the 2021-2022 school year. Tuition rates are \$4,050 full-time and \$2,025 shared-time. Estimated enrollment is 75 full-time students and 0 shared-time students for a total cost of \$303,750.
Further, to approve the 2019-2020 Tuition Adjustment in the amount of \$35,597.
12. **SCSSSD Transportation Cooperative** - Approve entering into a Participation Agreement for 2021-2022 with the Gloucester County Special Services School District for the administration of the Salem County Transportation Cooperative for transportation involving: Homeless, Nonpublic, Choice, Special Education, and Vocational Routes

Quinton Township Board of Education Minutes – April 29, 2021

In addition, approve entering into agreement with GCSSSD for their administration of the Aid-in-Lieu payments for NonPublic and Choice students.

13. Public Employer Trust - Approve the Public Employer Trust Agreement for the period July 1, 2021 to June 30, 2022. This is a participation agreement for the medical and prescription plans administered by Brown & Brown Benefit Advisors. (Amerihealth renewal rate is 2%)

14. NJSIG Safety Grant - Approve, by Resolution, the digital submission of the 2021 application for the Safety Grant Program through the New Jersey Schools Insurance Group, for the purposes described in the application, in the amount of \$3,221. (2020 amount was \$3,012).

15. Salem County Youth Services Grant - Approve, by resolution, the Salem County Youth Services Grant in the amount of \$14,000.

16. District Tax Schedule - Approve the District Tax Schedule for 2021-2022, based on the approved budget, in the amount of \$2,677,071 general fund and \$116,793 debt service fund for a total of \$2,793,864.

17. Teacher of the Deaf - Approve Teacher of the Deaf services through the Educational Services Unit of the Burlington County Special Services School District for a 60 minute session, one time per month, plus travel costs for student #4967463096.

18. Capital Reserve - Approve the award of the following projects:
New Garage and Storage Building to Green Hill Construction Inc. at a total cost of \$43,850.
School Paving Replacement to Ricky Slade, Inc. at a total cost of \$26,650.
Further, approve, by resolution, the withdrawal from the Capital Reserve Account for the total cost of each project.

19. Capital Reserve - Approve a change in the cost of the following project:
Exterior Door Replacement to SJ Glass and Door at a total cost of \$43,268.23 (was \$38,406.34)
Further, approve, by resolution, the withdrawal from the Capital Reserve Account for the total cost of each project.

20. Mental Health Services - Approve Shared Service Agreements with Mannington Board of Education and Elsinboro Board Education to provide Mental Health Services for the 2021-2022 school year. Each district will pay \$31,000 for 30% time. The additional 40% time will be utilized by Quinton School.

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 A. Norman that the Board of Education approve the following item(s):

1. Superintendent' Monthly Report

Quinton Township Board of Education Minutes – April 29, 2021

1. Superintendent's Report

- a. Attachments
- b. Discipline Report

2. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 04/22/2021
Security Drill - 04/29/2021
2. **Facility Checklist** - Review of the Facility Checklist for April 2021 as completed by the Facility Supervisor.
3. **Building and Grounds Projects** - Project Listing
4. **Lead Testing** - Approve the submission of the 2020-2021 Lead Testing Statement of Assurance to the NJ Department of Education by June 30th.

3. Curriculum

1. **Women in History Month** - Review of Women in History Month. In celebration, numerous activities, readings and lessons depicting the history of women and the important contributions they have made to our nation took place in all grade levels.

4. Policy - Approve the following policies according to status:

CODE	POLICY	STATUS	REASON
4241.1	Support Staff Salary Bonuses	Revision	Required

5. Administrative:

1. **Homeless Agreement** - Approve entering into the Salem County Homeless Student Agreement for the 2021-2022 school year. The agreement states that Quinton Township School will not seek tuition for any resident student, excluding special education students, determined to be homeless in accordance with the law, from any Salem County school district that participates.
2. **Assurance Statement** - Approve, by Resolution, the Assurance Statement for Special Education Policies and Procedures.
4. **Quinton School Professional Development Plan** - Approve the 2021-2022 Quinton Township School Professional Development Plan, which was created by the Superintendent and the School Improvement Team, to ensure professional growth of the staff and fulfill the State of New Jersey Department of Education's professional development requirements.
5. **2021-2022 School Calendar** - Approve the tentative 2021-2022 Quinton School calendar.
6. **Review of the following:**
School Performance Reports for the 2019-2020 school year.

Quinton Township Board of Education Minutes – April 29, 2021

7. **Student Teaching** - Approve Lauren Freas to complete student teaching in 1st grade with Mrs. Newkirk during Wilmington University Fall 2021 and Spring 2022.
8. **Student Teaching** - Approve Jeannette Gallagher to complete student teaching in 4th grade with Ms. Burke during Wilmington University Fall 2021 and Spring 2022.
9. **Student Teaching** - Approve Danielle Mitchell to complete student teaching in 2nd grade with Mrs. Danter during Wilmington University Spring session 2022 and practicum during Fall session 2021.
10. **Eighth Grade Graduation** - Approve that the eighth grade graduation be held on Friday, June 18, 2021 with a rain date of Saturday, June 19, 2021.

6. Personnel:

1. **Job Descriptions** - Approve the following Job Descriptions:
Building and Grounds Manager (revision)
Custodian (revision)
Grounds/Maintenance Worker (1st reading)
2. **Grounds/Maintenance Worker** - Approve hiring Austin Wheatley as the Grounds/Maintenance Worker per the attached contract, effective on or about May 17, 2021 through June 30, 2021 pending completion of all required hiring paperwork.
3. **Teacher Reappointment and Contracts** - Approve the reappointment and issuing of a contract to the tenured and non-tenured teachers for the 2021-2022 school year, per the attached listing.
4. **Paraprofessional Reappointment and Contracts** - Approve the reappointment and issuing of a contract to the paraprofessionals for the 2021-2022 school year, per the attached listing.
5. **Support Staff Reappointment and Contracts** - Approve the reappointment and issuing of a contract to the support staff for the 2021-2022 school year, per the attached listing.
6. **Principal Reappointment and Contract** - Approve the reappointment and issuing of a contract to the Principal, Mindy Bacon, for the 2021-2022 school year.
7. **Culture Club Staff** - Approve the following staff members to assist with after-school Culture Club Programing and Activities from July 1, 2021 through December 31, 2021 (hourly wage of \$30.00 for after school activities and \$100.00 stipend for field trips):

Sherry Biddle
Kim Contarino

Joseph Micarelli
Julie Esposito

Quinton Township Board of Education Minutes – April 29, 2021

Rosemary Poliski
Shane Manuel
Aaron McAllister
Lauren McCaughin
Stewart Potter (not paid)

Donna Profero
Haylee VanScoy
Aileen Westcott
Mary McCracken
Gail Scuderi

Further, approve all Quinton School staff as substitutes on an as needed basis.

8. **District Assignments** - Approve the following reappointment of district assignments for the 2021-2022 school year:

ADA Coordinator – Mr. Stewart Potter
Title IX Coordinator – Mr. Stewart Potter
Health/Safety Compliance Officer – Mr. Stewart Potter
504 District Coordinator – Mr. Stewart Potter
504 School Coordinator - Ms. Haylee Van Scoy
Homeless Liaison – Mr. Stewart Potter and Ms. Haylee Van Scoy
Affirmative Action Officer – Mrs. Mindy Bacon
Attendance Officer – Mrs. Mindy Bacon
Anti-bullying Coordinator – Mrs. Mindy Bacon
Anti-bullying Specialist – Ms. Haylee Van Scoy and Mrs. Mindy Bacon

Qualified Purchasing Agent – Mrs. Karen Mathews
(setting bid threshold at \$44,000; quote threshold \$6,600)
Free & Reduced Lunch Appeal Officer – Mrs. Karen Mathews
Custodian of School Records - Mrs. Karen Mathews
Public Agency Compliance Official - Mrs. Karen Mathews
Asbestos Management – Mr. Brian DiAntonio
IPM Coordinator - Mr. Brian DiAntonio
PEOSHA Officer – Mr. Brian DiAntonio
Right to Know Coordinator - Mr. Brian DiAntonio

9. **Long Term Substitute** - Approve Aileen Westcott as the long-term substitute for middle school science from May 3, 2021 to the last day of school in June 2021 at a rate of \$140 per day.

10. **Summer School Program** - Approve hiring the following teachers/staff for the summer school program at a rate of \$50 per hour payable utilizing ESSER CARES I & II:

Shannnon Burke	Ashley Danter
Julie Esposito	Olivia Harris
Bernadette McCaffery	Mary McCracken
Melissa Newkirk	Rosemary Poliski
Donna Profero	Sara Whitzell
Sherry Biddle	

11. **Summer School Program** - Approve hiring the following support staff for the summer school program at a rate of \$16 per hour payable utilizing ESSER CARES I & II:

Quinton Township Board of Education Minutes – April 29, 2021

Kiesa Dickson

7. Student Personnel:

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

2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of March 18, 2021 to April 29, 2021, with no incidences.

***Amy Keen left the meeting*

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 March 10, 2021 are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT - None

ADJOURNMENT

Moved by M.Sites 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