

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, May 27, 2021**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on May 27, 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 7:08 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

Members Present: Michael Sites, William McDonald, Joanne Nacucchio, Amy Keen, Joseph Longo, Tracy Scull (signed on at 7:37 pm), Abram Norman, Thomas McKee, and Stacey Sickler.

Members Excused: None

Members Absent: None

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

I. EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION

1. Family did not sign in for the presentation of Star Student, Yanixa Kelley, by Aileen Westcott, Paraprofessional. Moved to June meeting.

II. MINUTES

Moved by T. McKee and seconded by A. Norman that the Board of Education approve the minutes for the April 29, 2021 Public Hearing and Regular Monthly meeting.

Unanimously approved by voice vote.

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA - May 27, 2021

III. CORRESPONDENCE - None

IV. BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

1. Superintendent Evaluation email should have been 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.

B. NEW BUSINESS - None

V. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by A. Norman and seconded by W. McDonald 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 **April 30, 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 **April 30, 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 **April 30, 2021**.

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

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

4. **Bills to be Paid** - Approve payroll and agency for the month of **April 2021** and the bills list **May 2021**.

FYI: The Budget Summary Report for the month of **April 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. (no new requests for May)

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA - May 27, 2021

7. **School Security Grant** - Accept the School Security Grant Award in the amount of \$20,000.
8. **ESY Program** - Approve Extended School Year Program and necessary transportation with GCSSSD Salem Transportation Cooperative for the following students at the Salem Campus:
- a. Student # 4614078217
 - b. Student # 8430633643
 - c. Student # 5598921328
 - d. Student # 6967649227 (attending virtually cumberland Campus)
9. **Business Services** - Approve the contract agreement with Mannington Board of Education in the amount of \$63,000 for Business Administrator Services for the 2021-2022 school year.
10. **Contract Agreement** - Approve the contract agreement with Mannington Township School to provide Library/Media Specialist oversight of the Quinton Township School Library effective September 1, 2021 to June 30, 2022 at an annual cost of \$1,000.
11. **Shared Service Agreement** - Approve the Shared Service Agreement to provide a 40% time Spanish Teacher to Elsinboro Township School, effective September 1, 2021 to June 30, 2022 at an annual cost of \$45,000.
12. **Professional Services** - Approve awarding contracts for “professional services” for a one-year term commencing July 1, 2021, without competitive bidding:

Service	Current Business	2020-2021	2021-2022
Auditor	Nightlinger, Colavita & Volpa	N/A	13,000
Board Solicitor/Labor Consultant	Comegno Law Group Mark Toscano, Esquire	\$175 per hour	
School Physician	Woodstown Family Practice	\$2,500	\$2,500
AHERA/Right-to-Know	TTI Environmental, Inc		
Pest Control	Tri County Termite & Pest Control	\$50 per month	\$50 per month
Licensed Operator Water Management	McGowan Well Water Compliance	\$160 per month \$220 Annual Consumer Report	
Broker of Record	Conner, Strong & Buckelew	n/a	n/a

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA - May 27, 2021

Engineer of Record to include Architectural Services	Remington & Vernick Engineers	As needed	As needed
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13. Designation of Newspapers - Approve the South Jersey Times and the Elmer Times as the official newspapers and NJSchoolJobs.com for online job postings and designate locations for posting Public Notices of Board Meetings at the front door of Quinton Township School and filed with the Quinton Township Clerk.

14. Internal Control/Standard Operating Procedures - Approve the existing Guide for Standard Operating Procedures and Internal Controls Manual for the 2021-2022 school year, which describes the standard business office practices of the Quinton Township School Business Office. This manual is mandated by the Fiscal Accountability, Efficiency and Budgeting Procedures per N.J.A.C. 6A:23A-6.4 and 6.6 and is on file in the Board Office.

15. Purchasing Manual - Approve the existing Purchasing Manual for the 2021-2022 school year, which defines the proper purchasing practices of the Quinton Township School Business Office. This manual is required per QSAC and is on file in the Board Office.

16. Chart of Accounts - Approve the Chart of Accounts to be used for the 2021-2022 school year (on file in the Board Office).

17. Designation of Depository of Funds - Approve Fulton Bank as the depository of school funds.

18. Designation of Signatories - Approve signatories of the following accounts:

Account	# of Signatures	Signatories
General	3	President or Vice President, Superintendent, Board Secretary
Payroll	2	Superintendent Board Secretary
Agency	2	Superintendent, Board Secretary President, as alternate
Unemployment Trust	1	Superintendent, Board Secretary
Weeks Trust	3	President or Vice President, Superintendent Board Secretary
School Activities	2	Superintendent, Board Secretary Principal, as alternate
Capital Projects Fund	3	President or Vice President, Superintendent Board Secretary

19. Petty Cash - Approve establishing a \$300 petty cash fund for the 2021-2022 school year (Brittany Samuels, Custodian).

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA - May 27, 2021

20. Tuition Contract Agreement - Approve the Comprehensive High School tuition contract in the amount of \$798,000 and approve the Comprehensive Resource Room tuition contract in the amount of \$38,100 with Salem City School District for the 2021-2022 school year.

21. Itinerant Services Rates - Approve the proposal from Salem County Special Services for Itinerant Services for the 2021/2022 school year.

22. Preschool Plan Approval - Approve the Division of Early Childhood Education 2021-2022 Preschool Program Plan and Budget final approval letter.

23. Recreation Grant - Approve, by resolution, the application for the Local Recreation Grant in the amount of \$20,000.

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

Noes: (0)

Abstain: (0)

Motion Carried

VI. SUPERINTENDENT REPORT

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

A. **Superintendent's 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 - 05/24/2021

Security Drill - 05/28/2021

Bus Evacuation Drill - 5/25/2021

2. **Facility Checklist** - Review of the Facility Checklist for May 2021 as completed by the Building and Grounds Manager.

3. **Building and Grounds Projects** - Project Listing

4. **Fire Company Visit**

C. **Curriculum** - None

D. **Policy** - Approve the following policies according to status:

CODE	POLICY	STATUS	REASON
4241.1	Support Staff Salary Bonuses	Revision	Update
5132	Student Dress Code	Revision	Change in Policy

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA - May 27, 2021

7117	Lactation Room	New	1st Reading
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E. Administrative:

1. **Statement of Assurance** - Approve submission of the Comprehensive Equity Plan Statement of Assurance for 2020-2021.
2. **SACC Handbook** - Approve the SACC Handbook for the 2021-2022 school year and all associated rates.

F. Personnel:

1. **Teacher** - Approve the change request from Stephanie Painter for the 2020-2021 school year from Step 1 MA to Step 1 MA+15. Effective May 1, 2021 through June 30, 2021.
2. **Revised Contract** - Approve an increase from 52% time to 95% time for Teacher, Sara Winchell for the 2021-2022 school year and issuing of a revised contract. The increase in time is due to a Shared Services Agreement with Elsinboro Township School. Future cancellation of that agreement will revert staff member to 52% time.
3. **Leave of absence** - Approve the leave of absence request from Kimberly Contarino beginning on or around September 17, 2021 with an approximate return to work date of January 2022, utilizing a combination of sick leave and unpaid leave under FMLA.
4. **Leave of absence** - Approve the leave of absence request from Kristina Scarpa beginning on or around October 22, 2021 with an approximate return to work date of January, 2022, utilizing a combination of sick leave and unpaid leave under FMLA.
5. **Course Reimbursement** - Approve the Summer 2021 course reimbursement request from Sherry Biddle in the amount of \$2000.
6. **Course Reimbursement** - Approve the Summer 2021 course reimbursement request from Denise Dawson in the amount of \$2000.
7. **School Nurse Summer Hours** - Approve the School Nurse, Sherry Biddle, for two summer work days at \$30 per hour to process new incoming students' health records.
8. **Substitute List** - Approve the following individuals as substitutes for the 2020-2021 school year at the Board approved rate:
 - a. Howard Biddle (Non-Instructional)
 - b. Madeleine Scuderi (Instructional)
 - c. Samantha Wheatley (Non-Instructional)

G. Student Personnel:

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA - May 27, 2021

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of March 18th, 2021 to April 30, 2021, with no incidences.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of April 30, 2021 to May 27, 2021, with no incidences.

Roll Call: Ayes: (9) M. Sites, W.McDonald, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman, T.McKee, and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

VII. REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes for April 14, 2021 are submitted for board review.

VIII. OTHER BOARD MEMBERS AND COMMITTEE REPORTS

IX. PUBLIC COMMENT- None

X. ADJOURNMENT

Moved by A. Norman and seconded by W. McDonald that the meeting be adjourned. (8:34 p.m.)

Unanimously approved by voice vote.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary