

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, June 24, 2021**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on June 24, 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 7:06 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: Joanne Nacucchio, Amy Keen, Joseph Longo, Abram Norman, Thomas McKee, and Stacey Sickler.

Members Excused: Michael Sites, William McDonald, Tracy Scull

Members Absent: None

Also Present: Stewart Potter, Superintendent
Karen Mathews, Business Administrator
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 May 27, 2021 Public Hearing and Regular Monthly meeting.

Unanimously approved by voice vote.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

1. Superintendent Evaluation - An email was sent out in late May with a link and instructions for completion. Evaluation summary will be completed as a group during Executive Session at the Board Meeting to meet the June 30th deadline.

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B. NEW BUSINESS - Election Petitions for the November 2021 election are due to the Salem County Clerk by Monday, July 26, 2021 at 4:00 p.m.

Incumbents are: Stacey Sickler, Amy Keen, and William McDonald

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

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

- 2. Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **May 2021**.
- 3. Transfers** - Approve the transfer list for the month of **May 2021**.
- 4. Bills to be Paid** - Approve payroll and agency for the month of **May 2021** and the bills list for **June 2021**. Further, approval to pay any necessary warrants to close out the year with the payment list presented at the next meeting for final approval.
- 5. July Bills To Be Paid** - Approval to pay any necessary warrants for the month of July 2021 with the payment list presented at the August meeting for final approval.

FYI: The Budget Summary Report for the month of **May 2021** is submitted for board review.

- 6. 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.
- 7. Workshop/Seminar Requests** - Approve the workshop/seminar requests, as previously approved by the Superintendent:

Staff	Location	Workshop/Seminar	Date	Cost
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Julie Hofacker	Online	COVID 19: Addressing Social and Collective Trauma in Children, Adolescents and their Families	TBD	\$44.99
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8. **NGSIG - ERIC South** - Approve the resolution for the renewal of the district's membership in the NJ School Insurance Group ERIC South sub-fund effective July 1st, 2021.

9. **Capital Project** - Approve the award of the following projects:
Flooring Replacement awarded to Frank Mazza Flooring at a total cost of \$14,221.17
Further, approve, by resolution, the withdrawal from the Capital Reserve Account for the total cost of each project.

10. **Capital/Maintenance Reserve** - Approve a resolution authorizing the transfer of up to \$500,000 in current year surplus into the Capital and/or Maintenance Reserve Accounts.

11. **Chapter 47 Report of Awarded Contracts** - Pursuant to PL 2015, Chapter 47, the Quinton Board of Education intends to renew, award, or permit to expire the attached contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18A. et.seq. NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

12. **Section 125 Plan** - Approve continuation of American Fidelity Assurance Company as the Section 125 Plan Administrator from July 1, 2021 to June 30, 2022.

13. **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
Policy Consultant	NJSBA	N/A	\$6,500 (payable over two budget years)
Broker of Record	Conner, Strong & Buckelew	\$69,045	\$68,184

14. **Out of District Tuition** - Approve the Tuition Contract for Approved Private Schools for Student with Disabilities from HollyDELL School for one Quinton resident student to attend from September 1, 2021 through June 30, 2022 at the per diem rate of \$454.20 (annual tuition of \$97,198.80).

15. **Extended School Year** - Approve the tuition contract with SCSSSD for the Extended School Year Program at the rate of \$4,900 per student.

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16. ESY Tuition & Transportation Cancellation - Approve the cancelation of attendance and transportation for student #5598921328 with SCSSSD for the Extended School Year Program.

17. Extended School Year Transportation - Approve the ESY transportation with GCSSSD Transportation Cooperative at the following amounts (costs shared with other districts):

Route #	Contractor	# of Quinton Students	Route Cost
SS548	B.R. Williams	2	\$177.00
SS556	B.R. Williams	1	\$576.00

18. Joint Purchase Agreement - Approve the Joint Purchasing Agreement with Penns Grove-Carneys Point Regional School District for the purchase of Baked Goods, Milk, Juice and Dairy Products and Ice Cream for the 2021-2022 school year.

19. Bid Award - Approve awarding the bids for Baked Goods, Milk, Juice and Dairy Products and Ice Cream for the 2021-2022 school year, as advertised and awarded through the Salem County Joint Purchasing Consortium:

Baked Goods	Deluxe Italian Bakery
Milk, Juice & Dairy	Hypoint Dairy Farms, Inc.
Ice Cream	Georgeo's Water Ice, Inc.

20. ESEA - Approve the submission of the Elementary and Secondary Education Act (ESEA) application to the New Jersey Department of Education for Fiscal Year 2022 in the total amount of \$105,695 (PY \$122,885)

Title I Part A	\$87,934
Title II Part A	\$7,761
Title III	\$0 (Consortium)
Title IV	\$10,000

21. IDEA - Approve the submission of the Individuals with Disabilities Education Act (IDEA) application for Fiscal Year 2022 in the total amount of \$90,692 (PY \$88,921)

IDEA Basic	\$88,301
IDEA Preschool	\$ 2,391

22. Tuition Contract - Approve a Tuition Contract with the Titusville Academy for student #2726627385 at a total tuition charge of \$53,861.08 for the 2021-2022 school year.

Roll Call: Ayes: (5) J. Nacucchio, A. Keen, J. Longo, A. Norman, T.McKee, and S. Sickler

Noes: (0)

Abstain: (J. Longo #22)

(S. Sickler # 15)

Motion Carried

SUPERINTENDENT REPORT

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

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA - May 27, 2021

1. Superintendent' Monthly Report

1. Superintendent's Report

- a. Attachments
- b. Discipline Report

2. Building and Grounds

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

Fire Drill - 06/15/2021

Security Drill - 06/14/2021

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

3. Security Drill Statement of Assurance - Approve submission of the Security Drill Statement of Assurance to the County Office of Education noting that all requirements have been met relating to the practicing of school security drills for the 2020-2021 school year.

3. Curriculum -

1. Educere online program - Approve Educere Online program for summer credit completion for the following students:

#7121736567 (ELA, Math)

#5539132485 (Social Studies & Math)

#5455370191 (Science & Math)

2. Curriculum - Approve the following curriculums for the 2021-2022 school year:

Link to review: <https://www.quintonschool.info/domain/19>

Language Arts Grades K-8

Science Grade 6-8

Social Studies Grade K-8

Health Grades K-8

Art Grades K-8

Technology Grades K-8

Music Grades K-8

Physical Education Grades K-8

Spanish Grades K-8

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

CODE	POLICY	STATUS	REASON
7117	Lactation Room	New	2nd Reading
4150.1	Sick & Personal Leave	Update	Update
4250.1	Sick & Personal Leave	Update	Update
4250.3	Non-Certified Emergency/ Personal Leave	Removal	Removal

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5. Administrative:

1. **I&RS Report** - Review of the final report for the 2020-2021 school year from the Intervention and Referral Services.
2. **Safe Reopening Plan** - Approve the Safe Reopening Plan as required for inclusion in the ARP ESSER application to be re-evaluated on a monthly basis prior to the start of the 2021-2022 school year.
3. **Student Expectations & Discipline Handbook** - Approve the Student Expectations & Discipline Handbook as revised for the 2021-2022 school year.
4. **School Dress Code** - Approve the School Dress Code as revised for the 2021-2022 school year.

6. Personnel:

1. **Perfect Attendance Award** - Approve an award of \$75 for perfect attendance to the following staff members, tentatively, for the 2020-2021 school year:

Kimberly Bonora	Joyce Cohen	Patricia Danner
Ashley Danter	Corrine Finlaw	Julie Hofacker
Shanna Hoffman	Danine Lodge	Joseph Micarelli
Heidi Rowand	Gail Scuderi	Rhonda Shafer
Brittany Turner	Sarah Velazquez	Aileen Westcott
SaraAnn Whitzell		
2. **Library Summer Hours**- Approve Richard Baker for 10 summer hours to categorize and put away the 2021-2022 library order.
3. **SEL Summer Program** - Approve Katrina Sluder at the rate of \$35 per hour for SEL (yoga) instruction during the summer program.
4. **Mental Health Counselor** - Approve hiring Julie Hofacker as the Mental Health Counselor, effective on or about September 1, 2021 through June 30, 2022.
5. **Substitute List** - Approve the following individuals as substitutes for the 2020-2021 school year at the Board approved rate:
 - a. Cathy Hunter (Non-Instructional)
 - b. Cheryl McKelvey (Instructional)
6. **Extra-curricular positions** - Approve the appointment of the following teachers to the listed extra- curricular positions to be paid per Schedule B of the negotiated agreement for the 2021-2022 school year:

I&RS Assistance Committee Members

Denise Dawson (chair)	Kim Bonora
Rosemary Poliski	Haylee VanScoy
Sherry Biddle	

Homework Center (3 days)

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Shane Manuel
Joe Micarelli
Mary McCracken

Band

John Wernega

School Improvement Team Chairperson

Erin White

School Improvement Team Members (two members)

Denise Dawson Bernadette McCaffery

I&RS After-school Tutor

Rosemary Poliski Mary McCracken

Academic League Advisors

Joe Micarelli Shane Manuel

Broadcasting Studio - TBD

Substitutes for After-school Positions

All Teachers

7. **School Play Director** - Approve appointing SaraAnn Whitzell as the school play director with a stipend of \$500 for the 2021-2022 school year, funded through the Drama Club monies.
 8. **Social Worker** - Approve the appointment of Jessika Szatny as a Social Worker (Shared Service) for the 2021-2022 school year at an annual salary of \$61,225 Step 1 MA. Effective September 1, 2021 through June 30, 2022. Benefits according to the QEA Collective Bargaining Agreement.
 9. **Speech Therapist** - Approve the appointment of Alicia Atkinson as a Speech Therapist (Shared Service) for the 2021-2022 school year at an annual salary of \$63,876 Step 2 MA+30. Effective September 1, 2021 through June 30, 2022. Benefits according to the QEA Collective Bargaining Agreement.
 10. **Staffing** - Authority for the Superintendent to make any necessary professional/support personnel staffing changes in July with final approval at the August board meeting.
 11. **Theatre Program** - Approve a theatre program for K-3rd grade students directed by Beverly Beardsley and Sara Ann Whitzell.
7. **Student Personnel:**
8. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of April 30, 2021 to May 27, 2021, with no incidences.

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9. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of May 27, 2021 to June 24, 2021, with no incidences.

Roll Call: Ayes: (5) J. Nacucchio, A. Keen, J. Longo, A. Norman, T.McKee, and S. Sickler

Noes: (0)

Abstain: (J. Longo #5-B)

Motion Carried

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes for May 5, 2021 are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

1. NJSBA Virtual Workshop - October 26-28, 2021.

PUBLIC COMMENT- None

ADJOURNMENT

Moved by T. McKee and seconded by A. Norman that the meeting be adjourned. (7:59 p.m.)

Unanimously approved by voice vote.

Respectfully submitted,

Karen Mathews

Business Administrator/Board Secretary