

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, July 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 July 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 7:10 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, Joanne Nacucchio, Amy Keen, Joseph Longo (arrived at 7:21pm), Tracy Scull, Abram Norman, Thomas McKee, and Stacey Sickler.

Members Excused: None

Members Absent: William McDonald

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

EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION - None

MINUTES

Moved by T. McKee and seconded by M. Sites that the Board of Education approve the minutes for the June 24, 2021 Regular Monthly meeting.

Unanimously approved by voice vote.

CORRESPONDENCE:

1. [Thank you card](#) from Round Table Graduation Award winner, Mia Lopez.

BOARD OF EDUCATION BUSINESS:

A. OLD BUSINESS

1. Superintendent Evaluation - Evaluation summary will be completed as a group during Executive Session at the Board Meeting to meet the extended July 31st deadline.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - July 27, 2021

2. 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

B. NEW BUSINESS

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by J. Nacucchio and seconded by T. Scull 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 **June 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 **June 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 **June 30, 2021**.

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

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

4. Bills to be Paid - Approve payroll and agency for the month of **June 2021**, the final bills list for **June 30, 2021** and the bills list for **July 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.

FYI: The Budget Summary Report for the month of **June 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 workshop/seminar requests, as previously approved by the Superintendent: None this meeting.

7. Petty Cash - Approve increasing the petty cash fund to \$500 for the 2021-2022 school year (Brittany Samuels, Custodian).

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - July 27, 2021

8. **CST Shared Services Agreements** - Approve CST Shared Services Agreements to provide Social Worker and Speech Therapist services to Elsinboro Board of Education, Lower Alloways Creek Board of Education and Mannington Board of Education at the following costs:

Service	Elsinboro	Lower Alloways Creek	Mannington
Social Worker	\$15,000	\$27,500	\$27,500
Speech Therapist	\$16,500	\$32,500	\$32,500
Total	\$31,500	\$60,000	\$60,000

9. **Capital Project** - Approve the award of the following project:
Security Vestibule to SJ Glass and Door at a total cost of \$28,494.
\$9,566 to be paid using Capital Reserve Funds
\$18,928 to be reimbursed using School Security Grant Funds
Further, approve, by resolution, the withdrawal from the Capital Reserve Account for the Capital Reserve portion of the project.

10. **Capital Project** - Approve the award of the following project:
Garage and Storage Building - Electric to Mannington Electric at a total cost of \$6,800.
Further, approve, by resolution, the withdrawal from the Capital Reserve Account for the total cost of the project.

11. **Master Teacher** - Approve the Shared Services Agreement with Pittsgrove Board of Education to provide Master Teacher services at a cost of \$19,584 for the 2021-2022 school year.

12. **Transportation Bid** - Approve transportation with GCSSSD Transportation Cooperative at the following amounts (costs shared with other districts) for the 2021/ 2022 school year:

Route #	Contractor	# of Quinton Students	Route Cost
Y1591	B.R. Williams	1	\$352.00

13. **REAP Grant** - Accept the REAP grant funds in the amount of \$24,841 for the 2021-2022 school year.

14. **Extended School Year** - Approve a revision to the SCSSSD Extended School Year Program rate. Correct rate is \$5,000 per student.

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, T. Scull, A. Norman, T.McKee, and S. Sickler

Noes: (0)

Abstain: (0)

Motion Carried

SUPERINTENDENT REPORT

Moved by J. Nacucchio and seconded by T. Scull that the Board of Education approve the

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - July 27, 2021

following item(s):

1. Superintendent' Monthly Report

1. Superintendent's Report (none for the month of July 2021)
2. Annual Fitness Report

2. Building and Grounds

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

3. Curriculum - None

4. Policy - None

5. Administrative

1. **SSDS** - Review of the Student Safety Data System (SSDS) Report for the 2020-2021 school year.

6. Personnel -

1. **Teacher** - Approve the appointment of Joseph Kratzer as a Teacher for the 2021-2022 school year at an annual salary of \$59,125 Step 1 BA. Effective September 1, 2021 through June 30, 2022, commencing upon receiving proper hiring documentation.
2. **Paraprofessional** - Approve hiring Jennifer Grusemeyer as a paraprofessional for the 2021-2022 school year at an annual salary of \$16,995. Effective September 1, 2021 through June 30, 2022, commencing upon receiving proper hiring documentation.
3. **Paraprofessional** - Approve hiring Tiffany Piontkowski as a paraprofessional for the 2021-2022 school year at an annual salary of \$16,995. Effective September 1, 2021 through June 30, 2022, commencing upon receiving proper hiring documentation.
4. **Stipend** - Approve an accounting stipend in the amount of \$2,000 for the 2021-2022 school year for Brittany Samuels. This is a one time stipend due to an increase in funding sources which has created an increase in the volume of purchase orders and some additional duties.
5. **New Teacher Mentoring Program** - Approve the New Teacher Mentoring Program for the 2021- 2022 school year.
6. **Extra-curricular positions** - Approve the appointment of Julie Espostio to the broadcasting studio as listed under the extra- curricular positions to be paid per Schedule B of the negotiated agreement for the 2021-2022 school year.
7. **Volunteers** - approve the following classroom volunteers to continue during the 2021-2022 school year:

Beth Clarke

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - July 27, 2021

8. **English Language Arts** - Approve payment to the following for attendance at English Language Arts Training presented by Steve Hemple:

- a. Joyce Cohen
- b. Donna Profero
- c. Julie Esposito
- d. Joseph Kratzer

9. **Summer School Program** - Approve a revised rate of \$25 per hour for Kiesa White as support staff for the summer school program payable utilizing ESSER CARES I & II. Further, approve a rate of \$50 per hour when substituting for a teacher during the summer school program payable utilizing ESSER CARES I & II.

10. **Long Term Substitute Administrative Assistant** - Approve Regan Wilson as the Long Term Substitute Administrative Assistant at a rate of \$125 per day effective on or about October 1, 2021. In addition, approve training hours in September as needed.

7. Student Personnel

1. **Use of Technology/Internet** - Approve revisions to the Acceptable Use of Technology/Internet agreement for the 2021-2022 school year.

2. **Culture Club** - Approve a field trip to go Whale Watching paid for by grant contract from the Salem County Youth Services Commission on August 23rd, 2021.

3. **Summer Program Volunteer** - Approve National Junior Honor's Society 8th grade member, Dominique Stith, to aid with Quinton Township School's summer program and obtain honor society hours.

***J. Longo arrived 7.21pm

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

Noes: (T. McKee F2 & F3, S. Sickler F2)

Abstain: ()

Motion Carried

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes for June 9th, 2021 are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

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

PUBLIC COMMENT - None

RESUMPTION OF PUBLIC PORTION OF THE MEETING

It is recommended that the Board of Education resume the public portion of the meeting. Moved by M. Sites and seconded by J. Nacucchio.

Unanimously approved by voice vote.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - July 27, 2021

SUPERINTENDENT EVALUATION

Moved by A. Norman and seconded by J. Longo that the Board of Education accept, and place on confidential file, the 2020-2021 Superintendent Evaluation for Stewart Potter.

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

Noes: (0)

Abstain: (0)

Motion Carried

ADJOURNMENT

Moved by M. Sites and seconded by J. Longo that the meeting be adjourned. (7:57 p.m.)

Unanimously approved by voice vote.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary