

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, October 28, 2021**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on October 28, 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: Michael Sites, Amy Keen, Abram Norman, William McDonald, Joseph Longo, Thomas McKee (arrived at 7:18), Joanne Nacucchio, Tracy Scull, and Stacey Sickler.

Members Excused: none

Members Absent: none

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

EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION - Presentation of Star Students, Christian & Makayla Hymer, by Mrs. Bacon & Mr. Potter.

MINUTES

Moved by M. Sites and seconded by A. Norman that the Board of Education approve the minutes for the September 23, 2021 Regular Monthly meeting.

Unanimously approved by voice vote.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS - None

B. NEW BUSINESS -

1. Reminder to complete Mandated Training by December 31st:
 - Governance I: New Board Member Orientation
 - Joseph Longo
 - Governance III: Student Achievement

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William McDonald

Governance IV: Legal Update

Amy Keen, Abram Norman, Joanne Nacucchio, Tracy Scull

2. Complete the Board Self-Evaluation by November 12th by logging on to www.njsba.org and scrolling to the bottom of the page to "Online Evaluations for Superintendents and Boards". Summary will be presented at the November meeting.
FAQ about Board Self-Evaluation

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by T .Scull 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 **September 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 **September 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 **September 30, 2021**.

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

FYI: The Budget Summary Report for the month of **September 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. **CMP and Form M-1** - Approve, by resolution, the submission of the Comprehensive Maintenance Plan and Form M1 to the Salem County Office of Education.

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7. **Capital Reserve** - Approve the revision to the award of the following project: Security Vestibule to SJ Glass and Door at a total cost of \$34,193.00. Further, approve, by resolution, the withdrawal of the additional amount from the Capital Reserve Account to cover the revised cost of this project.
8. **Alliance for Competitive Telecommunications** - Approve continued participation in the Alliance for Competitive Telecommunications for the Cooperative Purchasing of Telecommunications Services.
9. **Budget Calendar** - Approve the 2022-2023 tentative Budget Calendar pending any changes mandated or released by the State Department of Education.
10. **ARP IDEA** - Approve applying for the ARP Individuals with Disabilities Education Act (IDEA) for Fiscal Year 2022 in the total amount of \$15,071.
- | | |
|---------------|----------|
| ARP Basic | \$13,890 |
| ARP Preschool | \$1,181 |
11. **Transportation Out-of-District** - Approve the following Out-Of-District transportation routes for the 2021-2022 school year as per the renewal/bid results received from Gloucester County Special Services Salem County Transportation Department:

Route #	Contractor	# of Quinton Students	Destination	Route Cost
Y313	B.R. Williams	1	SCIT- Pennsgrove High School	\$7,464.00
Y1564	B.R. Williams	12	SCIT- Woodstown High School	\$32,489.00
Y1591	B.R. Williams	4	SCSSSD Cumberland	\$42,240.00
Y1603	B.R. Williams	1	Pennsville High School	\$39,960.00
Y1313	B.R. Williams	4	SCSSSD- Upper Pittsgrove School	\$64,614.00

Quinton will pay a portion of the cost based on the number of students assigned to the route.

12. **Archway Tuition Contract** - Approve a Tuition Contract with the Archway's Upper School for student #2726627385 for a total tentative tuition charge of \$52,295.18 effective September 30, 2021 for the remainder of the 2021-2022 school year.
13. **SCSSSD Tuition Contract** - Approve a Tuition Contract with the SCSSSD for student #5646017997 at an annual cost of \$46,757 effective October 14, 2021 for the remainder of the 2021-2022 school year.

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14. **Aide Contract**- Approve a One-on-one Aide Contract with the SCSSSD for student #6967649227 at an annual cost of \$50,443 effective October 1, 2021 for the remainder of the 2021-2022 school year.

15. **Parental Transportation Contract** - Approve the Parental Transportation Contract in the amount of \$12,356 for the transportation of one student to and from HollyDell School. (Transportation was not available through a vendor).

16. **Reserve Transfers** - Approve the transfer of 2020-2021 year end surplus to the reserve accounts as follows:

Maintenance Reserve Account	\$125,000
Capital Reserve Account	\$160,000

17. **Mini Grant** - Accept the award from Members 1st of NJ in the amount of \$200 for Mrs. Cortes, Kindergarten paraprofessional, for winning the 2021 Teacher Mini Grant.

Items #1 to #17

Roll Call: Ayes: (8) M. Sites, W.McDonald, J.Nacucchio, A.Keen, J. Longo, T.Scul, A.Norman, S.Sickler
Noes: (0) Abstain: (1) J.Longo #12 Motion Carried

***T.McKee arrived at 7:18pm

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

18. **Refunding Bond Ordinance** - Introduce, by resolution, the first reading of the refunding bond ordinance of the Board of Education of the Township of Quinton in the County of Salem, New Jersey providing for the refunding of all or a portion of the outstanding callable school bonds of the school district, dated July 29, 2010, issued in the original principal amount of \$1,821,000, appropriating not to exceed \$1,050,000 therefore and authorizing the issuance of not to exceed \$1,050,000 refunding bonds to provide for such refunding. (Bond Refunding Summary of Transaction).

19. **Bond Counsel** - Approve, by resolution, the appointment of Wilentz, Goldman & Spitzer, P.A. as Bond Counsel. Further, approve the Bond Counsel Agreement for Services.

20. **Financial Advisory Services** - Approve, by resolution, the appointment of Acacia Financial Group, Inc. as the Financial Advisor.

Items #18 to #20

Roll Call: Ayes: (9) M. Sites, W.McDonald, J.Nacucchio, A.Keen, J.Longo T.Scul, A.Norman, T.McKee, S.Sickler Noes: (0) Abstain: (0) Motion Carried

SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

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1. Superintendent's Report

B. Building and Grounds

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

Fire Drill - 10/26/2021

Security Drill - 10/27/2021

Bus Evacuation Drill-

Date: 9/24/2021;

Time: 8:05 - 8:15am

School: Quinton Township School;

Location: 8 Robinson Street, Quinton, NJ 08072;

Route #'s: C101, C102, C103, C104

Person Supervising: Stewart Potter & Mindy Bacon

2. **Monthly Facility Self-Inspection Checklist** - Review of the Facility Checklist for October 2021 as completed by the Building and Grounds Manager.

3. **Annual School Facilities Checklist** - Approve the submission of the Annual School Facilities Checklist to the Salem County Office of Education.

C. Curriculum - None

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

CODE	POLICY	STATUS	REASON
5141.10	Face Coverings	First Reading	Required
5141.11	Vaccination & Testing	First Reading	Required

E. Administrative

1. **Choice Program** - Website information including the timelines, applications and forms for enrollment have been updated for the 2022-2023 school year in English and Spanish.

2. **Homeless Agreement** - Approve the 2021-2022 Salem County Homeless Agreement.

3. **District Performance Review**- The Superintendent recommends that the Board of Education, after presentation by the Superintendent, approve affirming the accuracy of and approve the resolution for submission of the NJQSAC District Performance Review (DPR) and the signed declaration page to the New Jersey Department of Education for the 2021-2022 school year.

4. **Virtual Learning Plan**- Approve the Quinton Township School Virtual Learning Plan for the 2021-2022 school year.

5. **Batting Cage** - Approval for Salem County Little League to build a batting cage on the school's property between the baseball field and Route 49.

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F. Personnel

1. **Superintendent Professional Growth Plan** - Approve accepting the One-Year Superintendent Professional Growth Plan for Stewart Potter.
2. **Child Study Team Coordinator** - Approve appointing Kimberly Bonora as the Child Study Team Coordinator for the 2021-2022 school year with a stipend of \$3,000.
3. **Nurse Substitute** - Approve Eileen Siegel as a substitute for the 2021-2022 school year at the Board approved rate.
4. **Part-time SACC Attendant** - Approve the appointment of Hailey Riley as a Part-time SACC Attendant at a rate of \$15.50 per hour for approximately 2 hours per day for the 2021-2022 school year.
5. **SACC Attendant Substitutes** - Approve the use of any Quinton School staff as SACC Attendant Substitutes for the 2021-2022 school year.
6. **Part-time Cafeteria/Playground Aide** - Approve Peyton Ortiz as a Part-time Cafeteria/Playground Aide at a salary of \$7,098 (prorated based on start date) for the 2021-2022 school year, start date based on completion of hiring documentation.
7. **Counseling Internship Agreement** - Approve MEC counseling internship agreement for Jaclyn Viereck.
8. **Leave of absence** - Approve the leave of absence request from Ashley Danter beginning on or around January 7, 2022 and continuing through June 30, 2022, utilizing a combination of sick leave and unpaid leave under FMLA.
9. **Leave of absence** - Approve the leave of absence request from Sarah Velazquez beginning on or around January 21, 2022 and continuing through May 2, 2022, utilizing a combination of sick leave and unpaid leave under FMLA.
10. **Leave of absence** - Approve the leave of absence request from Erin White beginning on November 1, 2021 with an approximate return to work date of January 3, 2022, utilizing sick leave.
11. **Curriculum** - Approve Shane Manual for up to 10 hours to update the science curriculum.
12. **Long Term Substitute** - Approval for the Superintendent to hire the candidate of choice for the Long Term Substitute position to cover a leave of absence. Final approval will be at the November Board Meeting.
13. **Substitute Rates** - Approve a revision to the 2021-2022 substitute rates, effective November 1, 2021 as follows:

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POSITION	RATE
Nurse Substitute	\$200.00 per day
Instructional Substitute	\$100.00 per day
Non-Instructional Substitute	\$12.00 per hour (9/1/21-12/31/21) \$13.00 per hour (1/1/22-6/30/22)

G. Student Personnel

1. **Field Trip** - Approve a Culture Club field trip to Longwood Gardens on December 10th, 2021. Cost will be paid for by the Culture Club grant.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of September 23, 2021 to October 28, 2021, with no incidents.
3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of September 7, 2021 to September 23, 2021, with no incidents.

Roll Call: Ayes: (8) M. Sites, W. McDonald, J. Nacucchio, J.Longo, T.Scull, A.Norman, T.McKee, and S.Sickler Noes: (0) Abstain: (1) A.Keen Motion Carried

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes for September 8, 2021 are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT

Anthony Mott, residing at 66 Main Street, Quinton NJ 08072.

1. Mr. Mott stated that he was aware of a pilot program on Curriculum and Instruction on Diversity and LGBTQ and questioned if Quinton Township School was involved in that.
2. Mr. Mott stated that he was never notified.

Lawrence Winkels, residing on Jericho Road, Quinton NJ 08072.

1. Mr. Winkels introduced himself to the board members and others present.
2. Mr. Winkels is interested in joining the school board. He has been a resident of Quinton Township for the past 16 years, he is a member of the planning board and his grandchildren are currently enrolled at Quinton Township School.

ADJOURNMENT

Moved by T. McKee and seconded by M. Sites that the meeting be adjourned. (8:14 p.m.)

Unanimously approved by voice vote.

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Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary