

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, July 27, 2023**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm, on July 27, 2023.

Jeannette Harrington, Board Vice-President, led the group in the pledge to the flag.

Jeannette Harrington, Board Vice-President, called the meeting to order at 7:17 pm.

The New Jersey Open Public Meetings Statement was read by Mrs. Keen. Notice of the meeting was published by having the date, time, and place thereof posted in the Municipal Building, the Quinton Township School, the Elmer Times and the South Jersey Times.

Members Present: Jeannette Harrington, Joseph Longo, Anthony Mott, Joanne Nacucchio, Abram Norman, Tracy Scull, Michael Sites and Lawrence Winkels

Members Excused: Amy Keen

Members Absent: None

Also Present: Karen Stoms, Business Administrator
Stewart Potter, Superintendent
Gwen Herman, Principal
Members of the Public (sign-in sheet on file)

EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION - None

PUBLIC COMMENT I

Zachary Mayer, 104 New Bridge Road, Salem, NJ - Will be running for School Board

MINUTES

Moved by T Scull and seconded by J Nacucchio that the Board of Education approve the regular minutes for the June 22, 2023 meeting and the regular minutes and executive session minutes for the June 28, 2023 special meeting.

Unanimously approved by voice vote. Motion Carried.

CORRESPONDENCE

1. Thank you notes from Graduation Awards and 4A Breakfast Awards
2. 2023-2024 Preschool Budget Workbook approval letter

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS

1. Mandated Training for School Board Members (In-Person or Online Options)

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1st Year - Governance I: New Board Member Orientation

Anthony Mott (*completed*)

2nd Year - Governance II: Finance

Jeanette Harrington (*completed*)

Lawrence Winkels, Sr. (*completed*)

3rd Year - Governance III: Student Achievement

Joseph Longo (*completed*)

4th Year & Each Re-election - Governance IV: Legal Update

Abram Norman

Michael Sites (*completed*)

2. Election Petitions for the November 7, 2023 election are due to the Salem County Clerk by July 31, 2023 at 4:00 p.m.

Full-term: Joseph Longo, III, Joanne Nacucchio and Tracy Scull

One Year Unexpired Term: Lawrence Winkels

3. NJSBA Workshop is October 23-26, 2023. Approve registration for Anthony Mott. Would anyone else like to attend? Approve group registration for Stewart Potter and the rest of the Board of Education

B. NEW BUSINESS - None

Unanimously approved by voice vote. Motion Carried.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by J Nacucchio and seconded by J Harrington 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, 2023** 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, 2023**, 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, 2023**. (*Pages*)

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **May 2023**. (*Pages*)

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3. **Transfers** - Approve the transfer list for the month of **May 2023**. (Pages)
4. **Bills to be Paid** - Approve payroll and agency for the month of **May 2023** and the bills list for **June 30th** and the month of **July 2023**. (Pages)

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:

Staff	Location	Workshop/Seminar	Date	Cost
Jackie Viereck	Virtual	Certification Course: The Ultimate Grief Treatment Toolbox	Virtual	\$266.55
Gwen Herman	Gateway High School, Woodbury Heights	Link It: Data Forward Summer Institute LinkIt!	8/7 - 8/8/23	\$250

7. **Breakfast and Lunch Prices** - Approve establishing breakfast and lunch prices for the 2023-2024 school year, increasing the student lunch price by \$0.00 cents based on the year end balance in Fund 60.

Student Breakfast - Regular	\$1.25	Student Lunch - Regular	\$3.00
Student Breakfast - Reduced	\$.30	Student Lunch - Reduced	\$.40
Staff Breakfast	\$3.00	Staff Lunch	\$4.50

8. **Grant Allocations** - Approve the final 2022-2023 Grant Salaries and Allocations for ESEA, IDEA and REAP to reflect all amendments. (Pages)

9. **ESEA** - Approve the submission of the Elementary and Secondary Education Act (ESEA) application to the New Jersey Department of Education for Fiscal Year 2024 in the total amount of \$87,831 (PY \$103,692)

Title I Part A	\$68,734
Title II Part A	\$9,097
Title III	\$0 (Consortium)
Title IV	\$10,000

10. **IDEA** - Approve the submission of the Individuals with Disabilities Education Act (IDEA) application for Fiscal Year 2024 in the total amount of \$94,620 (PY \$88,920)

IDEA Basic	\$91,944
IDEA Preschool	\$2,626

11. **REAP** - Accept the REAP award for Fiscal Year 2024 in the amount of \$27,905.

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12. **Engaged Instruction** - Approve the Agreement to Perform Consulting Services with Engaged Instruction to provide six (6) days of professional development and classroom instructional coaching at a total cost of \$7,200 (\$1,200 per day). Cost covered by ARP and/or Title IIA funds.
13. **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 July 1, 2023 through June 30, 2024 for 213 days at the per diem rate of \$492.95 (annual tuition of \$104,998.35).
14. **Extended School Year** - Approve attendance at the 2023 Extended School Year program for the following students:
Student #4893861521 - SCSSSD Cumberland
Student #1369012024 - SCSSSD Regional Day/SCVTS

Roll Call: Ayes: (8) J Harrington, J Longo, A Mott, J Nacucchio, A Norman, T Scull, M Sites and L Winkels
Noes: (0) Abstain: (0) Motion Carried.

SUPERINTENDENT REPORT

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

- A. **Superintendent's Monthly Report** - None
- B. **Building and Grounds**
 1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 7/26/2023
Security Drill - 7/27/2023
 2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for July 2023 as completed by the Building and Grounds Manager. (Pages)

Roll Call: Ayes: (8) J Harrington, J Longo, A Mott, J Nacucchio, A Norman, T Scull, M Sites and L Winkels
Noes: (0) Abstain: (0) Motion Carried.

- C. **Curriculum** - None
- D. **Policy** - None

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

- E. **Administrative**
 1. **Safe Return Plan** - Re-approval of the Safe Return Plan for the 2023-2024 school year.
 2. **Job Description** - Approve the second reading of the following job descriptions:

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Student Instructional Intervention Specialist
Early Childhood Education

3. **SSDS** - Review of the Student Safety Data System (SSDS) Report for the 2022-2023 school year.

4. **HIB 338 Forms** - Approve the use of the revised HIB 338 Forms for the 2023-2024 school year. Families/Caregivers and LEA Personnel

F. Personnel

1. **Mentor** - Approve Erin White as the mentor for Cassidy Fagan. Payment according to board policy.

2. **Culture Club** - Approve Samantha Saddler as the Culture Club Leader from July 1, 2023 to December 31, 2023 at the rate of \$30 per hour for preparation and after school activities and \$100 stipend for field trips.

3. **Culture Club** - Approve the following staff members to assist with after-school Culture Club Programming and Activities from July 1, 2023 through December 31, 2023 at the rate of \$30 per hour for after school activities and \$100 stipend for field trips:

Kimberly Contarino	Joseph Micarelli
Heather Galanti	Rosemary Poliski
Julie Hofacker	Stewart Potter (not paid)
Shane Manuel	Gail Scuderi
Aaron McAllister	Elizabeth Sipps
Lauren McCaughin	Alyssa Williams
Any other staff members as substitutes	

4. **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 2023-2024 school year:

Academic League Advisor (one position)

Shane Manual and Joseph Micarelli (sharing position)

Band (one position)

John Wernega

I&RS Assistance Committee Chairperson (one position)

Denise Dawson

I&RS Assistance Committee Members (three positions)

Melissa Newkirk, Rosemary Poliski and Jaclyn Viereck

School Improvement Team Chairperson (one position)

Erin White

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School Improvement Team Members (two positions)

Denise Dawson and Bernadette McCaffery

Broadcasting Studio (one position)

None (will be approved at a later date if anyone applies)

Homework Center (3 days)

Shane Manuel and Joseph Micarelli

I&RS After-school Tutor

Cassidy Fagan

Substitutes for After-school Positions

All Teachers

5. **Staffing** - Authority for the Superintendent to make any necessary professional/support personnel staffing changes with final approval at the next board meeting.

Roll Call: Ayes: (8) J Harrington, J Longo, A Mott, J Nacucchio, A Norman, T Scull, M Sites and L Winkels Noes: (0) Abstain: (0) Motion Carried.

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

G. Facilities Use - None

H. Student Personnel

1. **Nursing Service Plan & Protocols** - Approve the 2023-2024 Nursing Service Plan and Protocols as reviewed and signed off on by the school physician.
2. **Field Trips** - Approve the attached list of Field Trips for the 2023-2024 school year. *(Pages)*
3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of June 15, 2023 to July 27, 2023 with no incidents. *(Pages)*
4. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of May 25, 2023 to June 14, 2023 with confirmed incidents. *(Pages)*

Roll Call: Ayes: (8) J Harrington, J Longo, A Mott, J Nacucchio, A Norman, T Scull, M Sites and L Winkels Noes: (0) Abstain: (0) Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The June minutes are submitted for board review.

OTHER BOARD MEMBER AND COMMITTEE REPORTS

1. Negotiations - Agreement reached and Dental Plan enrollment started

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PUBLIC COMMENT II - None

ADJOURNMENT

Moved by A Norman and seconded by A Mott that the meeting be adjourned at 8:13 pm.

Unanimously approved by voice vote. Motion carried.

Respectfully submitted,

Karen Stoms
Business Administrator/Board Secretary