

**QUINTON BOARD OF EDUCATION
REGULAR MEETING AGENDA
Thursday, August 24, 2023**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm, on August 24, 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 7:02 pm.

The New Jersey Open Public Meetings Statement was read by Mrs. Harrington. 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, Amy Keen (arrived at 7:28 pm), Joseph Longo, Anthony Mott, Joanne Nacucchio, Abram Norman,, Michael Sites and Lawrence Winkels

Members Excused: Tracy Scull

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 - None

MINUTES

Moved M Sites and seconded by J Nacucchio that the Board of Education approve the regular minutes for the July 27, 2023 meeting.

Unanimously approved by voice vote. Motion Carried.

CORRESPONDENCE

1. Thank you letter from Quinton Baptist Church

BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

1. Mandated Training for School Board Members (In-Person or Online Options)
 - 1st Year - Governance I: New Board Member Orientation
Anthony Mott (*completed*)
 - 2nd Year - Governance II: Finance
Jeanette Harrington (*completed*)
Lawrence Winkels, Sr. (*completed*)

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3rd Year - Governance III: Student Achievement

Joseph Longo (*completed*)

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

Abram Norman

Michael Sites (*completed*)

2. NJSBA Workshop is October 23-26, 2023. The entire board has been registered.

B. NEW BUSINESS - None

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by J Nacucchio and seconded by J Longo 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, 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 **June 30, 2023**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Quinon 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, 2023**. (Pages)

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

3. **Transfers** - Approve the transfer list for the month of **June 2023**. (Pages)

4. **Bills to be Paid** - Approve payroll and agency for the month of **June 2023 and July 2023** and the bills list for the month of **August 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
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Gwen Herman	Virtual	HIB Law Updates	8/17/2023	0.00
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7. **Safety Grant** - Accept the FY 2023 award for the Safety Grant Program through the New Jersey School Insurance Group in the amount of \$2,000.

8. **Grant Allocations** - Approve the 2023-2024 Grant Salaries and Allocations for ESEA, IDEA and REAP. (Pages)

9. **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 2023-2024 school year.

10. **Bid Award** - Approve awarding the bids for Milk, Juice and Dairy Products and Ice Cream for the 2023-2024 school year, as advertised and awarded through the Salem County Joint Purchasing Consortium:

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

11. **IDEA** - Accept the Individuals with Disabilities Education Act (IDEA) award for Fiscal Year 2024 in the total amount of \$94,620.

IDEA Basic	\$91,994
IDEA Preschool	\$2,626

12. **ROD Grants** - Approve a revised resolution for the ROD Grants applications to include a list of projects. (Pages)

13. **Vended Meals Contract** - Approve the submission of a vended meals contract to provide lunches to Elsinboro School for the 2023-2024 school year at a cost of \$3.00 per meal plus \$20 per day delivery fee.

14. **Parental Transportation Contract** - Approve the Parental Transportation Contract in the amount of \$15,500 for the transportation of one student to and from HollyDell School for the 2023-2024 school year.

15. **Transportation** - Approve bus routes for the 2023-2024 school year and approve renewing the contract for transportation with B. R. Williams, Inc. for one year from September 2023 through June 2024 as follows:

Route #	2022-2023 Route Cost for One Year	Renewal at CPI 5.86%	Renewal Amount Per Route
C108 (AM)	20,041.89	1,174.45	21,216.34
(PM)	20,041.89	1,174.45	21,216.34
C109 (AM)	20,041.89	1,174.45	21,216.34

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(PM)	20,041.89	1,174.45	21,216.34
C101	30,335.71	1,777.67	32,113.38
C102	30,335.71	1,777.67	32,113.38
C103	27,350.53	1,602.74	28,953.27
C104	32,918.40	10.72 per diem	34,848.00
	201,107.91	Grand Total	212,893.39

16. **Transportation** - Approve the 2023-2024 transportation with GCSSSD Transportation Cooperative at the following amounts (costs shared with other districts):

Route #	Destination	# of Quinton Students	Route Cost
Y659	SCIT - Schalick HS	4	\$385.41
Y1564	SCIT - Woodstown HS	19	\$454.17
Y1802	SCIT - PVHS	3	\$222.00
Y313	SCIT - PGHS	1	\$455.28
Y521/Y1798	SCSSSD - Salem Campus	3	\$566.24/\$347
Y1672	SCSSSD - Cumberland	1	\$713.49
Y1795	PTMS Autistic Program	1	\$273.00
Y1809	LARC School	1	

17. **Tuition Contracts** - Approve the following tuition contracts with the Salem County Special Services School District for the 2023-2024 school year:

Student #	Program	Campus Location	Cost (each)	Aide
5646017997	Autism	Cumberland	\$50,614	n/a
5863488596	Multiple Handicapped	Cumberland	\$50,614	n/a
1369012024 3245518121 8430633643	Multiple Disabilities/Autism	Mannington Regional Day	\$50,614	n/a

Roll Call: Ayes: (8) J Harrington, J Longo, A Mott, J Nacucchio, A Norman, M Sites and

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L Winkels Noes: (0) Abstain: (0) Motion Carried.

President took over leading the meeting.

SUPERINTENDENT REPORT

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

- A. **Superintendent's Monthly Report** - None
- B. **Building and Grounds**
 - 1. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for August 2023 as completed by the Building and Grounds Manager.
 - 2. **Emergency and Crisis Management Plan** - Approve the updated Emergency and Crisis Management Plan for the 2023-2024 school year.

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

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

- C. **Curriculum**
 - 1. Approve the following [curriculums](#) for the 2023-2024 school year:
 - 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

- D. **Policy** - None

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

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

- E. **Administrative**
 - 1. **Collection of permitted records** - Approve authorization for collection of the following permitted records in order to promote the educational welfare for each child:
 - Test scores, including aptitude, achievement, and other tests.

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- Indication of selection for special programs such as remedial or gifted and talented programs.
- Name and birthdate of siblings
- Anecdotal reports which are based on firsthand observation directly relevant to the education of the pupil, signed and dated by the observer.
- Discipline record including suspensions.
- Educational plans.
- A & B Forms.
- School pictures.
- Place of Birth.
- Correspondence concerning the pupil.
- Skills checklist.
- Transfer cards and information from other schools.
- Emergency Data.
- Report Cards.

Per Administrative Code 6:3-2:3, the District Board of Education shall report annually at a public board meeting a description of the types of permitted records it has authorized certificated school personnel to collect and maintain.

2. **NJ Principal Evaluation** - Approve Principal evaluation instrument, NJ Principal Evaluation for Professional Learning Observation for the 2023-2024 school year.
 3. **Superintendent Evaluation** - Approve the Superintendent Evaluation Instrument through New Jersey School Boards Association for the 2023-2024 school year.
 4. **Teacher Evaluation Model** - Approve the teacher evaluation model, Danielson 2007.
 5. **Disposal** - Approve the disposal of obsolete textbooks and obsolete/non-working equipment.
 6. **Quinton School Professional Development Plan** - Approve the 2023-2024 Quinton Township School Professional Development Plan, which was created by the Superintendent and the School Improvement Team, to ensure professional growth of the staff and fulfill the State of New Jersey Department of Education's professional development requirements
- Motion to table #7 AN and JN - All in favor*
7. **Superintendent Professional Growth Plan** - Approve accepting the Two-Year Superintendent Professional Growth Plan for Stewart Potter.
 8. **Professional Development and Mentoring Plan SOA** - Approve the submission of the Statement of Assurance for the Professional Development and Mentoring Plan as developed by Quinton Township School's Superintendent.

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9. **New Teacher Mentoring Program** - Approve the New Teacher Mentoring Program for the 2023-2024 school year.

10. **Preschool Program Scores** - Accept the Preschool Program Scores noting the Quinton Scores as well as the State Average Scores.

F. Personnel

1. **Memorandum of Agreement** - Resolved by the Board, upon the recommendation of the Board Negotiations Committee, to adopt and approve the July 10, 2023 Memorandum of the Agreement and agreed upon salary guides (teacher and paraprofessional) for a Successor Collective Negotiations Agreement with the Quinton Education Association for the period of July 1, 2023 to June 30, 2028.

2. **Substitute List** - Approve the list of returning substitutes for the 2023-2024 year at the Board approved rates.

3. **Substitute Rates** - Approve the 2023-2024 substitute rates as follows:

POSITION	RATE
Nurse Substitute	\$200 per day
Teacher Substitute	\$120 per day
Paraprofessional Substitute	\$15 per hour
Cafeteria Substitute	\$15 per hour
Clerical Substitute	\$15 per hour
Custodial Substitute	\$15 per hour

4. **Clinical Practice** - Approve Brielle Roll to complete her fall semester practicum and student teaching with Ashley Danter.

5. **Clinical Practice** - Approve Samantha Whitesall to complete her fall semester practicum and student teaching with SaraAnn Whitzell.

6. **Clinical and student teaching** - Approve Alexa Mellwig to complete her full year clinical practice with Heidi Rowand and Shanna Hoffman.

7. **Teacher Assistant** - Approve hiring Dominique Alicea as a Teacher Assistant for the 2023-2024 school year at an annual salary of \$18,450. Effective upon completion of hiring paperwork.

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8. **Cafeteria/Playground Aide** - Approve hiring Wendy Blair as a Cafeteria/Playground Aide for the 2023-2024 school year at an annual salary of \$8,036.
9. **Administrative Assistant** - Approve hiring Tiffany Piontkowski as an Administrative Assistant (10 months) for the 2023-2024 school year at an annual salary of \$24,615.
10. **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, A Keen, J Longo, A Mott, J Nacucchio, A Norman, M Sites and L Winkels Noes: (0) Abstain: (0) Motion Carried.

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

G. Facilities Use - Approve the following requests for use of facilities:

ORGANIZATION	DATE(S)	TIME	ROOM/ AREA	EVENT	REQUEST
Quinton Home & School	9/29/23	6:30 pm to 8:30 pm	Gym	Middle School Dance	Maura Wells
Quinton Home & School	10/10/23 to 10/13/23	8:20 am to 3:00 pm 6:00 pm to 7:00 pm (10/12 only)	Library	Scholastic Book Fair	Maura Wells
Quinton Home & School	10/19/23	6:00 pm to 8:00 pm	Gym	Paint the Ceiling Tiles	Maura Wells
Quinton Home & School	10/27/23	5:30 pm to 8:00 pm	Parking Lot	Trunk or Treat	Maura Wells
Quinton Home & School	12/12/23	6:00 pm to 8:00 pm	Gym	Evening with Santa	Maura Wells
Quinton Home & School	12/12/23 to 12/15/23	8:00 am to 3:00 pm	Library	Santas Workshop	Maura Wells
Quinton Home & School	1/19/24	6:30 pm to 8:30 pm	Gym	Middle School Dance	Maura Wells
Quinton Home & School	1/25/24	6:00 pm to 8:00 pm	Gym	Candy Bingo	Maura Wells
Quinton Home & School	3/22/24	6:00 pm to 7:30 pm	Gym	Fairy Tale Dance (Little Kid Dance)	Maura Wells
Quinton Home & School	4/19/24	6:30 pm to 8:30 pm	Gym	Middle School Dance	Maura Wells

H. Student Personnel

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1. **Field Trips** - Approve the attached list of Field Trips for the 2023-2024 school year. (none this meeting)
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of June 15, 2023 to July 27, 2023 with no incidents.

(Pages)

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

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The July minutes are submitted for board review.

OTHER BOARD MEMBER AND COMMITTEE REPORTS - None

PUBLIC COMMENT II - None

ADJOURNMENT

Moved by A Norman and seconded by A Mott that there being no further business to come before the Board of Education, the meeting be adjourned at 8:07 pm.

Unanimously approved by voice vote. Motion carried.

Respectfully submitted,

Karen Stoms
Business Administrator/Board Secretary