

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, September 28, 2023**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on September 28, 2023.

Mrs. Amy Keen, Board President, led the group in the pledge to the flag.

Mrs. Amy Keen, Board President called the meeting to order at 6:59 p.m.

The New Jersey Open Public Meetings Statement was read by Mrs. Keen. 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: Jeannette Harrington, Amy Keen, Joseph Longo, Anthony Mott, Joanne Nacucchio, Abram Norman, Tracy Scull, Michael Sites, and Lawrence Winkels.

Members Excused: None

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 - None

MINUTES

Moved by A. Norman and seconded by T. Scull that the Board of Education approve the regular minutes for the August 24, 2023 meeting.

Unanimously approved by voice vote. Motion Carried.

CORRESPONDENCE

1. Letter from NJ Department of Education regarding the targeted review of the district's compliance with compensatory education requirements.

BOARD OF EDUCATION BUSINESS

Moved by J. Nacucchio 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)
1st Year- Governance I: New Board Member Orientation

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - September 28, 2023

Anthony Mott (completed)

2nd Year- Governance II: Finance

Jeanetter 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 (completed)

Michael Sites (completed)

B. NEW BUSINESS - None

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 **July 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 **July 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 **July 31, 2023**.
(Pages)

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

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

4. Bills to be Paid - Approve payroll and agency for the month of **August 2023** and the bills list for **September 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:

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - September 28, 2023

Staff	Location	Workshop/Seminar	Date	Cost	Travel
Gwen Herman, Mindy Bacon, Kailee Sweeney, Dominique Alicea	Hamilton, NJ	Eden Professional Training in ABA	09/26/23- 09/27/23	\$250 per person/\$1000 total	Mileage and Tolls

7. **Transportation**- Approve additional mileage at a cost of \$45 per day on a BR Williams route to transport a student with a late start time at Salem High School.

8. **Health Insurance** - Approve the elimination of the 60 day waiting period for Health Insurance enrollment.

9. **Business Office Services** - Approve a revised agreement for Business Office Services at a total cost of \$118,000 for the 2023-2024 school year.

10. **Transportation Jointure**- Approve a Transportation Jointure with Lower Alloways Creek School District to transport one Quinton resident student to the SCSSSD Cumberland Campus at a cost of \$720 for ESY and \$7,200 for the regular school year.

11. **ESEA Grant Award** - Accept the ESEA Consolidated Grant for Fiscal Year 2024 in the total amount of \$87,831.

Title I-A	\$68,734
Title II-A	\$9,097
Title IV Part A	\$10,000

SUPERINTENDENT REPORT

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

A. **Superintendent' Monthly Report** (Pages)

B. **Building and Grounds**

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

Fire Drill - 09/28/2023

Security Drill (Evacuation) - 09/21/2023

2. **Facility Checklist** - Review of the Facility Checklist for September 2023 as completed by the Building and Grounds Manager.

3. **Emergency and Crisis Management Plan** - Approve the updated Emergency and Crisis Management Plan (Pages 1-25, Pages 26-47, & Pages 48-90) for the 2021-2022 school year.

Roll Call: Ayes: (9) J. Harrington, J. Longo, A. Mott, J. Nacucchio, A. Norman, T. Scull, M. Sites, L. Winkels, A. Keen Noes: (0) Abstain: (0) Motion Carried.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - September 28, 2023

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

C. Curriculum

1. **Yearly Program Offerings** - Approve the following yearly programs to be continued (depending on current health crisis):
 - Southwest Council:
 - Footprints for Life – 2nd Grade
 - Too Good for Drugs – 3rd Grade
 - Life Skills Training – 5th-8th Grade
 - Keepin' It R.E.A.L. - 4th Grade
 - Cornerstone Women's Resource Center – Get Real Training – 6th-8th Grade
 - American Heart Association – Jump Rope for Heart Program
 - LEAD - 5th Grade
 - Career Education- All Grades
 - Social and Emotional Learning- All Grades
 - Zones of Regulations- All grades

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

CODE	POLICY	STATUS	REASON
4151.1	Personal Illness and injury/health hardship - Marked Up Copy	Revision	Required
4151.1	Personal Illness and injury/health hardship - Clean Copy	Revision	Required
5131.1	HIB Marked Up Copy	Revision	Required
5131.1	HIB Clean Copy	Revision	Required
5131.5	Vandalism/Violence - Marked Up Copy	Revision	Required
5131.5	Vandalism/Violence - Clean Copy	Revision	Required
6142.2	English as a Second Language - Bilingual Programs - Marked Up Copy	Revision	Required
6142.2	English as a Second Language - Bilingual Programs - Clean Copy	Revision	Required

Roll Call: Ayes: (9) J. Harrington, J. Longo, A. Mott, J. Nacucchio, A. Norman, T. Scull, M. Sites, L. Winkels, A. Keen Noes: (0) Abstain: (0) Motion Carried.

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

E. Administrative

1. **Superintendent Professional Growth Plan** - Approve accepting the Two-Year Superintendent Professional Growth Plan for Stewart Potter.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - September 28, 2023

2. **Paraprofessional Staff** - Approve submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2023-2024 School Year.
3. **Week of Respect**- Approve designation of the 2023 Week of Respect the week of October 2, 2023. Activities relating to these topics take place throughout the month of October.
4. **School Violence Awareness Week** - Approve designation of the 2023 School Violence Awareness Week the week of October 2, 2023. Activities relating to these topics take place throughout the month of October.
5. **Threat Assessment Team** - Approve the establishment of a Threat Assessment Team consisting of: Alyssa Williams, Julie Hofacker, Aaron McAllister, Gwen Herman, Stewart Potter and Chelsea Keyasko (SRO).

F. Personnel

1. **Resignation** - Accept, with regrets, the resignation of Dennis Slusser from his position of paraprofessional effective September 28, 2023.
2. **Salary Adjustment**- Approve an adjustment in salary for Tiffany Piontkowski from \$24,615 to \$25,600 for the 2023-2024 school year effective September 1, 2023.
3. **Position Change**- Approve a change in salary and contract for Lisa Baynes to reflect the addition of a part-time Cafeteria Worker position. New annual salary of \$14,850 effective September 1, 2023 to include 2.5 hours per day as a Cafeteria Worker and 3 hours per day as a Lunchroom/ Playground Aide.
4. **Course Reimbursement** - Approve the course reimbursement request from Alyssa Williams in the amount of \$2,000. Payment will be made after the course is completed and grade and proof of payment is received.
5. **Teacher's Assistant** - Approve hiring Gianna Altiery as a PK Teacher's Assistant for the remainder of the 2023-2024 school year at an annual salary of \$18,400 (prorated based on start date). Effective upon completion of hiring paperwork.
6. **Long Term Administrative Assistant** - Approve hiring Regan Wilson as a Long-term Substitute Administrative Assistant to cover for a leave of absence at the rate of \$125 per day effective October 9, 2023 through approximately January 8, 2024.
7. **Long Term Substitute Teacher** - Approve hiring Kailee Sweeney as a long term substitute teacher effective September 5, 2023 at a rate of \$140 per day until certification is complete.
8. **Dance Chaperones**- Approve the following individuals for chaperones of dances on an as needed basis during the 2023-2024 school year at a rate of \$35 per hour (per the QEA Agreement) for a maximum of three (3) hours per event:
-Michael Hughes

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - September 28, 2023

-Shane Manuel
-Aaron McAllister
-Joseph Micarelli
-Heather Meehan (3/22/24)
-Alyssa Williams
-Mindy Bacon
-Shanna Hoffman
-Corrine Finlaw (3/22/24)
-Samantha Scarfo
-Melissa Newkirk
-Samantha Saddler

- 9. Homebound Instruction** - Approve the following individuals for Homebound Instruction on an as needed basis during the 2023-2024 school year at a rate of \$35 per hour (per the QEA Agreement):
-Michael Hughes

- 10. Substitute List** - Approve the following individuals as substitutes for the 2023-2024 school year at the Board approval rate:
- Evelyn Sperry (Teacher and Paraprofessional)
 - Kelli Torres (Teacher and Paraprofessional)
 - Joanna Bond (Teacher and Paraprofessional)
 - Avery Malinowski (Paraprofessional)
 - Samantha Whitesall (Teacher and Paraprofessional)
 - Brielle Roll (Teacher and Paraprofessional)
- Note: Individuals must complete all required paperwork prior to beginning work.

- 11. Nurse Mentor** - Approve Cynthia Moore as the mentor for Alyssa Williams at the rate of \$1,000 per year for the 2023-2024 school year. Payable by the BOE per the QEA Agreement.

- 12. QEA Agreement** - Resolved by the Board, upon the recommendation of the Board Negotiations Committee, to adopt and approve the Successor Collective Negotiations Agreement with the Quinton Education Association for the period of July 1, 2023, to June 30, 2028.

Roll Call: Ayes: (9) J. Harrington, J. Longo, A. Mott, J. Nacucchio, A. Norman, T. Scull, M. Sites, L. Winkels, A. Keen 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 - Approve the following requests for use of facilities:

ORGANIZATION	CONTACT	DATE(S)	HOURS	EVENT	ROOM/ AREA
Wildcat Theatre	SaraAnn Mutz	9/29/2023	3:15 pm to 5:15 pm	Mum Sale Pick Up	Front Sidewalk and Grass Area
Wildcat	Beverly	Various in	3:15 pm to 4:15 pm	Hats!	Library

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - September 28, 2023

Theatre	Beardsley	September and October		Rehearsals	
Wildcat Theatre	Beverly Beardsley	10/16/23 10/18/23 10/19/23 10/20/23 10/21/23	3:15 pm to 5:00 pm 3:15 pm to 5:00 pm 3:15 pm to 5:00 pm 3:15 pm to 9:00 pm 12:00 pm to 5:00 pm	Hats! Performances	Gym and Hallway
Wildcat Theatre	SaraAnn Mutz	11/4/2023	9:00 am to 4:00 pm	Vendor Fair	Gym and Hallway
Wildcat Theatre	Beverly Beardsley	Various in January, February, March	3:15 pm to 5:15 pm	SpongeBob Musical Rehearsals	Gym
Wildcat Theatre	Beverly Beardsley	1/22/24	3:15 pm to 5:30 pm	Chicken BBQ Pickup	Front Hall
Wildcat Theatre	Beverly Beardsley	4/29/24 4/30/24 5/1/24 5/2/24 5/3/24 5/4/24	3:15 pm to 6:30pm 3:15 pm to 6:30pm 3:15 pm to 6:30pm 3:15 pm to 6:30pm 3:15 pm to 9:00pm 12:00 pm to 9:00pm	SpongeBob Musical Performances	Gym and Hallway
Home and School	Stu Potter	11/1/23	5:30 pm to 8:00 pm	Gaga Tournament	Gym
QTYL	Mandy Renner	10/3/23 10/6/23 10/12/23	6:00 pm to 8:00 pm	Basketball Meeting and Signups	Gym

H. Student Personnel

1. **Field Trips** - Approve the attached list of Field Trips for the 2023-2024 school year. (Pages)

2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of September 7, 2023 to September 27, 2023 with no incidents. (Pages)

Roll Call: *Ayes: (9) J. Harrington, J. Longo, A. Mott, J. Nacucchio, A. Norman, T. Scull, M. Sites, L. Winkels, A. Keen Noes: (0) Abstain: (0) Motion Carried.*

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

- The August/September meeting summary from representative, J. Nacucchio.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

- L Winkels and J Nacucchio attended the Cumberland/Salem Joint NJSBA meeting. Included Board conflict, NJSBA Convention, NJSBA Connection discussion board.

PUBLIC COMMENT - None

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES - September 28, 2023
ADJOURNMENT

Moved by A. Norman and seconded by A. Mott that the meeting be adjourned at 8:08 p.m.

Unanimously approved by voice vote. Motion carried.

Respectfully submitted,

Karen Stoms
Business Administrator/Board Secretary