

QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Wednesday, January 3, 2024

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm on January 3, 2024.

Ms. Karen Stoms, Board Secretary, led the group in the pledge to the flag. Ms.

Karen Stoms, Board Secretary, called the meeting to order at 7:02 pm.

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

OATH OF OFFICE

Business Administrator issued the Oath of Office to elected Board Members:

Joanne Nacucchio

Joseph Longo III

Tracy Scull

Lawrence Winkels, Sr.

Members Present: Jeannette Harrington, Amy Keen, Joseph Longo, Anthony Mott, Joanne Nacucchio, Tracy Scull, Lawrence Winkels

Members Excused: Abram Norman and Michael Sites

Members Absent: None

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

NOMINATIONS

Moved by T. Scull and seconded by J. Harrington, to nominate Amy Keen for President.

Moved by J. Harrington and seconded by J. Longo to close nominations for President.

Roll Call:

Ayes: (6) J Harrington, J Longo, A Mott, J Nacucchio, T Scull and L Winkels

Noes: (0) Abstain: (1) A Keen Motion Carried.

Moved by A. Keen and seconded by J. Longo to nominate Jeannette Harrington for Vice President.

Moved by T. Scull and seconded by A. Keen to close nominations for Vice President.

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Roll Call:

Ayes: (6) A Keen, J Longo, A Mott, J Nacucchio, T Scull and L Winkels

Noes: (0) Abstain: (1) J Harrington Motion Carried.

~~ Meeting was turned over to the elected board president ~~

Moved by T. Scull and seconded by J. Harrington that the Board of Education approve the following items:

APPOINTMENT OF COMMITTEES/REPRESENTATIVES

Finance & Budget Committee	Policy Committee
Personnel Committee	Curriculum Committee
Buildings & Grounds Committee	Negotiations Committee
Transportation Committee	Salem City School Board Representative
NJSBA Delegate & Alternate	SCSBA Delegate & Alternate

DESIGNATION OF REGULAR MEETING DATES

The Board approve the fourth Thursday of the month (unless noted *) for meeting dates for calendar year 2024.

APPOINTMENT OF BOARD SECRETARY

The Board approve the appointment of Karen Stoms, as Board Secretary, effective January 2024 and until the next reorganization meeting in January 2025.

Roll Call:

Ayes: (7) J Harrington, A Keen, J Longo, A Mott, J Nacucchio, T Scull and L Winkels

Noes: (0) Abstain: (1) J Harrington Motion Carried.

There being no further reorganization business to be brought before the board, this portion of the meeting is adjourned and the board will move into the regular monthly meeting.

PUBLIC COMMENT I

MINUTES

Moved by T. Scull and seconded by J. Longo that the Board of Education approve the regular minutes for the November 16, 2023 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

Moved by J. Harrington and seconded by J. Nacucchio that the Board of Education approve the following items:

A. OLD BUSINESS

1. Board Self-Evaluation results (unavailable)

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B. NEW BUSINESS

1. Summary of the official election results and certification:
Joanne Nacucchio was elected for a three year term
Joseph Longo III was elected for a three year term
Tracy Scull was elected for a three year term
Lawrence Winkels, Sr. was elected for a one year unexpired term
2. A letter was received from the Department of Education, Salem County Office, stating that Quinton Township School has sufficient enrollment to receive one seat on the Salem City School Board for 2024.
3. School Board Recognition Month Resolution
4. Code of Ethics for School Board Members
5. Mandated Training for School Board Members (In-Person or Online Options)
1st Year - Governance I: New Board Member Orientation
2nd Year - Governance II: Finance
Anthony Mott
3rd Year - Governance III: Student Achievement
Jeanette Harrington
Lawrence Winkels, Sr.
4th Year & Each Re-election - Governance IV: Legal Update
Joseph Longo III
Joanne Nacucchio
Tracy Scull

Unanimously approved by voice vote. Motion carried.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by J. Harrington 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, 2023 and October 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 **September 30, 2023 and October 31, 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.**

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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, 2023 and October 31, 2023.**

2. **Cash Reconciliation Report** - Approve the cash reconciliation reports for the month of September 2023 and October 2023.
3. **Transfers** - Approve the transfer list for the month of September 2023 and October 2023.
4. **Bills to be Paid** - Approve payroll and agency for the month of **November 2023** and the bills list for the month of **December 2023.**
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
Julie Hofacker	Virtual	Legal One Anti-Bullying Specialist Online Certificate Program	n/a	\$500.00
Julie Hofacker	Rowan University	1st Annual NJSCA Winter Conference at Rowan University	1/5/2024	\$35 plus travel
Jaclyn Viereck	Rowan University	1st Annual NJSCA Winter Conference at Rowan University	1/5/2024	\$35 plus travel
Gwen Herman	Atlantic City	TechSpo	1/24/24 to 1/26/24	\$540.00 event \$194.00 hotel \$46.06 travel
Stewart Potter	Atlantic City	TechSpo	1/25/24	\$345 event hotel travel
Brian DiAntonio	Atlantic City	2024 NJSBGA Expo Conference	3/17/24 to 3/20/24	\$0 event \$300 hotel

7. **Budget Calendar** - Approve the 2024-2025 Budget Calendar pending any changes mandated or released by the State Department of Education.
8. **Special Education Medicaid Initiative** - Approve, by resolution, the request for a waiver of participation in the Special Education Medicaid Initiative (SEMI) for the 2024-2025 school year based on the district projection of Medicaid eligible/special education students.

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9. **BASF STEAM Grant** - Accept the BASF STEAM Grant in the amount of \$2,500 to be utilized for STEAM Night and STEM activities at Quinton School.
10. **Pineland Tuition Contract** - Approve a Private Schools for Students with Disabilities Tuition Contract with Pineland Learning Center for one Quinton resident student (SID #) for 123 days at the per diem rate of \$326.56 for a total cost of \$40,166.88 effective December 4, 2023 for the remainder of the 2023-2024 school year.
11. **Interlocal Agreement for Joint Bus Transportation** - Approve the Resolution Authorizing Interlocal Agreements with Several Cumberland County School Districts for Joint Bus Transportation and the Addendum to the same agreement. Further, approve transportation of one Quinton resident student at a cost of approximately \$226 per diem plus 6% administrative fee to the Pineland Learning Center effective December 4, 2023.
12. **Activities Accountant** - Approve Kristina Scarpa as the Activities Accountant for the Student Fund account.
13. **Culture Club** - Accept the 2024 YSC grant award for Culture Club for the period of January 1, 2024 to December 31, 2024 in the amount of \$14,979. Further, approve an extension in time for spending the 2023 YSC grant award for Culture Club from December 31, 2023 to March 31, 2024.

Roll Call:

Ayes: (7) J Harrington, A Keen, J Longo, A Mott, J Nacucchio, T Scull and L Winkels

Noes: (0) Abstain: (1) J Harrington Motion Carried.

SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

1. Discipline Report

B. Building and Grounds

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

Fire Drill - 11/27/2023 and 12/21/2023

Security Drill - 11/30/2023 and 12/20/2023

2. **Monthly Facility Self-Inspection List-** Review of the School Monthly Facility Self-Inspection List for December 2023 as completed by the Building and Grounds Manager.

Roll Call:

Ayes: (7) J Harrington, A Keen, J Longo, A Mott, J Nacucchio, T Scull and L Winkels

Noes: (0) Abstain: (1) J Harrington Motion Carried.

C. Curriculum - None

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D. Policy - None

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

E. Administrative - None

F. Personnel

1. **Chess Club** - Approve Michael Hughes and Joseph Kratzer for an after school Chess Club for the balance of the 2023-2024 school year, meeting one to two times per week.

2. **Nurse Mentor** - Approve Alyssa Williams as the mentor for Pam Marts (Elsinboro School Nurse) at the rate of \$1,000 per year prorated to \$500 for the remainder of the 2023-2024 school year.

3. **Substitute List** - Approve the following individuals as substitutes for the 2023-2024 school year at the Board approved rate:

- a. Cheyanne Banks (Teacher and Paraprofessional)
- b. Kaitlyn Hassler (Teacher and Paraprofessional)
- c. Emily Pew (Teacher, Paraprofessional and Lunchroom/Playground Aide)
- d. Kelly Lee (Teacher and Paraprofessional)

Note: Individuals must complete all required paperwork prior to beginning work.

4. **Hourly Rate Adjustment** - Approve an increase from \$15.00 per hour to \$15.13 per hour effective January 1, 2024 per the attached schedule. Change is due to an increase in the proposed minimum wage.

5. **Substitute Rates** - Approve a revision to the 2023-2024 substitute rates as follows:

POSITION	RATE
Nurse Substitute	\$200 per day (no change)
Teacher Substitute	\$120 per day (no change)
Paraprofessional Substitute	\$15.13 per hour (was \$15.00 per hour)
Cafeteria Substitute	\$15.13 per hour (was \$15.00 per hour)
Clerical Substitute	\$15.13 per hour (was \$15.00 per hour)
Custodial Substitute	\$15.13 per hour

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	(was \$15.00 per hour)
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Roll Call:

Ayes: (7) J Harrington, A Keen, J Longo, A Mott, J Nacucchio, T Scull and L Winkels

Noes: (0) Abstain: (1) J Harrington Motion Carried.

Moved by T. Scull and seconded by L. Winkels 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
Wildcat Theatre	1/8/24 and 1/24/24	3:00 pm to 5:00 pm	Library	Caberet Rehearsals	SaraAnn Mutz
Wildcat Theatre	Various	3:00 pm to 5:15 pm	Gym	SpongeBob the Musical Rehearsals	SaraAnn Mutz
Wildcat Theatre	5/3/24 and 5/4/24	3rd - 7:00 pm to 10:00 pm 4th - 2:00 pm to 10:00 pm	Gym	SpongeBob the Musical Performances	SaraAnn Mutz
Wildcat Theatre	5/4/23	4:00 pm to 5:30 pm	Music & Art Rooms	Cast Party	SaraAnn Mutz
Quinton Youth League	1/5/24 1/8/24 1/9/24	6:00 pm to 8:00 pm	Library	Cheerleading Practice (Pending proof of insurance)	Kristen Dill

H. Student Personnel

1. **Field Trips** - Approve the attached list of Field Trips for the 2023-2024 school year.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of October 26, 2023 to November 14 , 2023 with one (1) incident.
3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of November 15, 2023 to December 22, 2023 with zero (0) incidents.

Roll Call:

Ayes: (7) J Harrington, A Keen, J Longo, A Mott, J Nacucchio, T Scull and L Winkels

Noes: (0) Abstain: (1) J Harrington Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The November minutes are submitted for board review.

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OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT II - None

ADJOURNMENT

Moved by J. Harrinton and seconded by A. Mott that there being no further business to come before the Board of Education, the meeting be adjourned at 7:50 pm.

Unanimously approved by voice vote. Motion carried.

Respectfully submitted,

Karen Stoms
Business Administrator/Board Secretary