

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, April 25, 2024**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm on April 25, 2024.

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 7:01 pm.

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, Tracy Scull and Lawrence Winkels

Members Excused: Abram Norman and Michael Sites

Members Absent:

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

1. Recognize two students who received the iCare Award for the month of March.

PUBLIC COMMENT I - None

PUBLIC HEARING 2024-2025 BUDGET & BOARD APPROVAL

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

1. 2024-2025 Quinton School Budget Presentation and Advertised Budget.
2. Public comment and questions on the school budget.
3. Following discussion and any questions on the 2024-2025 budget as presented:
It is recommended that the Board of Education approve, by Resolution, the fiscal year 2024-2025 budget which has been approved by the Salem County Office of Education and is within the statutory cap reflecting a 2% increase in the Tax Levy.
Further, approve the submission of a revised budget resolution to include the maximum amount allowable and spent to date for travel and related expense reimbursements.

	Budget	Local Tax Levy
General Fund	\$ 7,262,895	\$ 2,883,938

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Special Revenue Fund	\$ 1,160,234	\$ 0
Debt Service Fund	\$ 144,107	\$ 117,043
Total Base Budget	\$ 8,567,236	\$ 3,000,981

Unanimously approved by voice vote. Motion carried.

MINUTES

Moved by T. Scull and seconded by J. Nacucchio that the Board of Education approve the regular minutes for the March 14, 2024 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE

1. Thank you letter for participating in McPrincipal's Night at Salem McDonalds.
2. Letter from NJ Department of Education, Division of Early Childhood Education approving the Preschool Budget for the 2024-2025 school year.
3. Letter NJ Department of Education, Salem County Office, approving the SEMI Waiver request for the 2024-2025 school year.

BOARD OF EDUCATION BUSINESS

Moved by J. Nacucchio and seconded by J. Harrington 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
 - 2nd Year - Governance II: Finance
 - Anthony Mott (completed)
 - 3rd Year - Governance III: Student Achievement
 - Jeannette Harrington (completed)
 - Lawrence Winkels, Sr. (completed)
 - 4th Year & Each Re-election - Governance IV: Legal Update
 - Joseph Longo III
 - Joanne Nacucchio
 - Tracy Scull (completed)
2. Personal/Relative and Financial Disclosure Statements - completed for the district

B. NEW BUSINESS

1. Superintendent Evaluation email will be received in May. Please complete the evaluation prior to the June Board Meeting. Summary will be completed as a group during executive session at the June Board Meeting.
2. Election Petitions for the November 7, 2024 election are due to the Salem County Clerk by July 31, 2024 at 4:00 p.m.
 - Incumbents are: Jeannette Harrington, Amy Keen and Lawrence Winkels

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Unanimously approved by voice vote. Motion carried.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

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

1. **Bills to be Paid** - Approve payroll and agency for the month of **February 2024** and the bills list for the months of **March 2024** and **April 2024**.

2. **Workshop/Seminar Requests** - Approve the workshop/seminar requests, as previously approved by the Superintendent:

Staff	Location	Workshop/Seminar	Date	Cost
Kristina Scarpa, Heather Galanti	Pennsauken	Summer Meals Partner Training	5/23/24	0.00
Alyssa Williams	Univesity Hospital	American Heart Association - BLS Instructor Course	7/10/24	\$295 plus mileage

3. **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.

Items 1-3

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

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

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

4. **SCVTS Tuition Contract** - Approve the Salem County Vocational Technical School District Tuition Contract Agreement for the 2024-2025 school year. Tuition rates are \$4,050 full-time and \$2,025 shared-time. Estimated enrollment is 78 full-time students and 2 shared-time students for a total cost of \$319,950.
Further, to approve the 2022-2023 Tuition Adjustment in the amount of \$17,134.92 payable to SCVTS.
5. **Tuition Contract** - Approve the Salem High School Comprehensive High School Tuition Contract for the 2024-2025 school year. Tuition rate is \$16,308. Estimated enrollment is 39 full-time students and 2 shared-time students for a total cost of \$652,320.
6. **Special Education Tuition Contract** - Approve the Salem High School Comprehensive Resource Room Tuition Contract for the 2024-2025 school year. Estimated 1500 classroom hours at a rate of \$25.40 per hour for a total cost of \$38,100.

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7. **SCSSSD Transportation Cooperative** - Approve entering into a Participation Agreement for 2024-2025 with the Gloucester County Special Services School District for the administration of the Salem County Transportation Cooperative for transportation involving:
Homeless, Nonpublic, Choice, Special Education, and Vocational Routes
8. **Public Employer Trust** - Approve the Public Employer Trust Agreement for the period July 1, 2024 to June 30, 2025. This is a participation agreement for the medical, prescription and dental plans administered by Brown & Brown Benefit Advisors. (Renewal rate is 6.9%)
9. **NJSIG** - Approve, by resolution, the New Jersey Schools Insurance Group Educational Risk & Insurance Consortium - South Indemnity & Trust Agreement renewal for a three year term commencing July 1, 2024 and ending July 1, 2027.
10. **Related Services Contract** – Approve the contract with Salem County Special Services School District for Related Services at an annual cost of \$36782.70 effective September 1, 2024.
11. **Itinerant Services Contract** – Approve the agreement with Salem County Special Services for Itinerant Services/Shared Services on an as needed basis for the 2024-2025 school year.

Items 4-11

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

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

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

12. **Early Childhood Services** - Approve an agreement to provide Early Childhood Services to Elsinboro Board of Education at an annual cost of \$27,500 effective July 1, 2024 to June 30, 2025. This will be billed as part of the tuition.
13. **Early Childhood Services** - Approve an agreement to provide Early Childhood Services to Mannington Board of Education at an annual cost of \$34,000 effective July 1, 2024 to June 30, 2025.
14. **Early Childhood Services** - Approve an agreement to provide Early Childhood Services to Alloway Board of Education at an annual cost of \$15,000 effective July 1, 2024 to June 30, 2025. Agreement cost includes a stipend of \$1,500 payable to the individual providing the services.
15. **Grounds/Maintenance Services** - Approve an agreement to provide Grounds/Maintenance Services to Mannington Board of Education at an annual cost of \$39,000 effective July 1, 2024 to June 30, 2025. Agreement cost includes a stipend of \$2,000 payable to the individual providing the services.

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16. **Mental Health Services** - Approve an agreement to provide Mental health Services to Elsinboro Board Education at an annual cost of \$48,000 for 40% time for the effective September 1, 2024 to June 30, 2025.
17. **School Psychologist Services** - Approve an agreement to provide School Psychologist Services to Elsinboro Board of Education at an annual cost of \$4,000 for 2.5% time, effective September 1, 2024 to June 30, 2025.
18. **School Psychologist Services** - Approve an agreement to provide School Psychologist Services to Lower Alloways Creek Board of Education at an annual cost of \$4,000 for 2.5% time, effective September 1, 2024 to June 30, 2025
19. **Spanish Services** - Approve an agreement to provide a Spanish Teacher to Elsinboro Board of Education annual cost of \$39,000 for 40% time, effective September 1, 2024 to June 30, 2025.

Items 12-19

Roll Call: Ayes: (6) J. Harrington, A Keen, J Longo, A Mott, T Scull, 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):

20. **Photography Agreement** - Approve an agreement with Memory Keeper Photography for fall, spring and graduation photos for the 2024-2025 school year.
21. **Safety Grant** - Approve, by resolution, the digital submission of the 2025 application for the Safety Grant Program through the New Jersey School Insurance Group, for the purposes described in the application.
22. **Help Our Teachers Grant** - Accept the Help Our Teachers Grant in the amount of \$500 to be used for the legos for the gifted and talented program.
23. **NJ High Impact Tutoring Grant** - Accept the NJ High Impact Tutoring Grant in the amount of \$38,000 to be utilized for the purposes set forth in the grant application. .
24. **Educational Instruction** - Approve educational instruction for student (SID #6711562164) attending the A Step Ahead program beginning April 9, 2024 for 2 hours a day, 5 days a week at the rate of \$35 per hour.
25. **Special Education Tuition Contract** - Approve a Special Education Tuition Contract with Mannington Board of Education for one Mannington resident student to attend the PSD program at Quinton School effective April 17, 2024 to June 30, 2024 at an annual estimated rate of \$33,500 (\$186.11 per diem).
26. **Designation of Signatories** - Approve signatories of the following accounts and further approve making changes at Fulton Bank of New Jersey for personnel changes:

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Account	# of Signatures	Signatories
General	3	President or Vice President, Superintendent, Board Secretary
Payroll	2	Superintendent Board Secretary
Agency	2	Superintendent, Board Secretary President, as alternate
Unemployment Trust	1	Superintendent, Board Secretary
Weeks Trust	3	President or Vice President, Superintendent Board Secretary
School Activities	2	Superintendent, Activities Accountant Principal, as alternate
Capital Projects Fund	3	President or Vice President, Superintendent Board Secretary

27. **Petty Cash** - Approve Deborah Piccirillo as the custodian of the Petty Cash account for the remainder of the 2023-2024 school year.

28. **ROD Grants** - Approve, by resolution, the use of local funds for the approved ROD Grant projects:

Roof - SDA Project #4280-050-23-G5QL; DOE Project #4280-050-23-R501 (Roof Restoration)

HVAC System Upgrades - SDA Project #4280-050-23-G5QM; DOE Project #4280-050-23-R502 (Replacement of Roof Top Units and Adapters)

Items 20-28

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

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

RECESS INTO EXECUTIVE SESSION

Moved by A. Mott and seconded by J. Nacucchio that the Board of Education approve adopting the resolution to adjourn into executive session:

QUINTON TOWNSHIP BOARD OF EDUCATION RESOLUTION AUTHORIZING EXECUTIVE SESSION

WHEREAS, N.J.S.A. 10:4-12 allows for a Public Body to go into executive session during a Public Meeting; and

WHEREAS, the Board of Education of Quinton Township School District has deemed it necessary to go into executive session to discuss certain matters which are exempted from the Public; and

WHEREAS, the length of executive session is estimated to be **90** minutes after which the regular meeting of this Board of Education will reconvene and proceed with business;

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NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Quinton Township School District will go into executive session for the following reason(s) as outlined in N.J.S.A. 10:4-12:

- ☒ 1. Confidential matters per statute or court order - **Residency**
- ☐ 2. Matters that would impact rights to receive federal funds
- ☐ 3. Unwarranted invasion of individual privacy
- ☐ 4. Collective bargaining with the Quinton Education Association
- ☐ 5. Acquisition of real property or investment of public funds
- ☐ 6. Tactics or techniques utilized in public safety procedures
- ☐ 7. Litigation, contract negotiations, or attorney-client privilege
- ☒ 8. Personnel matters - **Staff Reappointment**
- ☐ 9. Imposition of penalties upon an individual

BE IT FURTHER RESOLVED that the Board of Education hereby declares that its discussion of the aforementioned subject(s) may be made public at a time when the Board Attorney advises the Board of Education that the disclosure of the discussion will not detrimentally affect any right, interest or duty of the School District or any other entity with respect to said discussion.

BE IT FURTHER RESOLVED that the Board of Education, for the aforementioned reasons, hereby declare that the public is excluded from the portion of the meeting during which the above discussion shall take place and hereby directs the Board Secretary to take the appropriate action to effectuate the terms of this resolution.

Unanimously approved by voice vote. Motion carried.

RESUMPTION OF PUBLIC PORTION OF THE MEETING

Moved by A. Mott and seconded by J. Longo that the Board of Education resume the public portion of the meeting.

Unanimously approved by voice vote. 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

- 1. Attachments
- 2. Discipline Report

B. Building and Grounds

- 1. **Emergency Drills** - Approve the following emergency school drills:
 - Fire Drill - 3/27/2024 and 4/31/2024
 - Security Drill - 3/28/2024 and 4/5/2024
- 2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for April 2024 as completed by the Building and Grounds Manager.
- 3. **Lead Testing** - Approve the submission of the 2023-2024 Lead Testing Statement of Assurance to the NJ Department of Education by June 30th.

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Amy Keen left meeting T 8:33 PM

Items A & B

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

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

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

C. Curriculum

- 1. Library Books** - Approve the list of books to be cataloged in the library.

D. Policy - None

Items C & D

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

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

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

E. Administrative

- 1. School Calendar** - Approve the 2024-2025 Quinton Township School calendar.
- 2. Standing Orders** - Approve the Standing Orders for the 8th Grade Camping Trip.
- 3. Eighth Grade Graduation** - Approve scheduling the eighth grade graduation ceremony for Thursday, June 13, 2024 at 7:00 pm.

Items E

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

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

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

F. Personnel

- 1. Teacher Reappointment and Contracts** - Approve the reappointment and issuing of a contract to the tenured and non-tenured teachers for the 2024-2025 school year, per the attached listing.
- 2. Paraprofessional and 10-month Support Staff Reappointment and Contracts** - Approve the reappointment and issuing of a contract to the paraprofessionals and 10-month support staff for the 2024-2025 school year, per the attached listing.

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3. **12-month Support Staff Reappointment and Contracts** - Approve the reappointment and issuing of a contract to the 12-month support staff for the 2024-2025 school year, per the attached listing.
4. **Administrative Reappointment and Contracts** - Approve the reappointment and issuing of a contract to the administrative staff for the 2024-2025 school year, per the attached listing.
5. **Interim Business Administrator** - Approve hiring Deborah Piccirillo as the interim Business Administrator for the remainder of the 2023-2024 school year at a rate of \$65/per hour. Effective upon completion of all hiring paperwork.
6. **Sidebar Agreement** - Approve the Sidebar Agreement between the Quinton Education Association and the Quinton Board of Education to allow the newly created Student Instructional Intervention Specialist position to become a part of the QEA. It has been reviewed the BOE Committee and approved by the QEA.
7. **Practicum Placement** - Approve placement of a Wilmington University student to complete their Fall Practicum:
Brielle Roll with Ashley Danter
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:
-Bernadette McCaffery
9. **Substitute** - Approve the following substitute(s) at the board approved rates:
Laura Mantooth - Paraprofessional and Cafeteria
Jaida McCaffery - Paraprofessional
Stacy Ricketts - Paraprofessional
Effective upon completion of all required hiring paperwork.

Items F

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

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

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

G. Facilities Use - Approve the following request(s) for use of facilities:

ORGANIZATION	DATE(S)	TIME	ROOM/ AREA	EVENT	REQUESTOR
Home & School	4/18/24	5pm - 7pm	Library	Scholastic Book Fair	Tiffany Piontkowski
QTS	4/11/2024	4:30pm - 7pm	Gym	Early Childhood Night	Mindy Bacon

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Salem Little League	4/13/2024	9AM - 10AM	Ball Field/ Parking Lot	Opening Day	Jimmy Smith
Salem Little League	Various dates	Various Times	Baseball Fields	Baseball Games	Jimmy Smith
Home & School	6/7/2024	7pm - 9pm	Gym	8th Grade Dance	Maura Wells
MAPSA/QTS	5/8/24	5:30pm - 7:00pm	Gym & Library	"Not My Kid" Event	Julie Hofacker
QTS	5/18/24	8:30am - 12pm	Parking lot	8th Grade car wash	Mr. Potter
QTS	5/22/24	2:00pm	Gym	Primary Concert	John Wernega

H. Student Personnel

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of February 22, 2024 to March 14, 2024 with no incidents.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of March 15, 2024 to April 25, 2024 with no incidents.

Items G & H

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

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

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The February and March minutes are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS - None

PUBLIC COMMENT II - None

ADJOURNMENT

Moved by J. Longo and seconded by J. Harrington that there being no further business to come before the Board of Education, the meeting be adjourned at 8:44 pm.

Unanimously approved by voice vote. Motion Carried.

Respectfully submitted,

Karen Stoms

Business Administrator/Board Secretary