

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, August 25, 2022**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on August 25, 2022.

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 7:05 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, Joseph Longo, Thomas McKee, Joanne Nacucchio, Abram Norman, Tracy Scull, Michael Sites, and Amy Keen.

Members Excused: None

Members Absent: None

Also Present: Karen Mathews, 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 by A. Norman and seconded by J. Harrington that the Board of Education approve the regular minutes and executive session minutes for the June 30, 2022 Special meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS

1. Board Vacancy - Candidate Interviews

B. NEW BUSINESS - None

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

August 25, 2022

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 **June 30, 2022** 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, 2022**, 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, 2022**. (Page)

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **June 2022**. (Page)

3. **Transfers** - Approve the transfer list for the month of **June 2022**. (Page)

4. **Bills to be Paid** - Approve payroll and agency for the month of **June 2022** and the bills list for **June 30, 2022, July 2022**. Further, approve payment of any necessary warrants in **August 2022** with approval at the September meeting. (Page)

FYI: The Budget Summary Report for the month of **June 2022** is submitted for board review.

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	Zones of Regulation Training - Schoolwide Implementation Training	8/19/2022	\$110
Brian DiAntonio	Atlantic City, NJ	NJSBA Convention	10/24/2022 to 10/26/2022	\$550

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

August 25, 2022

Stewart Potter	Atlantic City, NJ	NJSBA Convention	10/24/2022 to 10/26/2022	\$550
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7. **IDEA** - Accept the Individuals with Disabilities Education Act (IDEA) award for Fiscal Year 2023 in the total amount of \$88,920 (PY \$90,692)

IDEA Basic \$86,312

IDEA Preschool \$2,608

8. **REAP** - Accept the REAP award for Fiscal Year 2023 in the amount of \$25,292.

9. **Safety Grant** - Accept the FY 2022 award for the Safety Grant Program through the New Jersey School Insurance Group in the amount of \$2,799.

10. **Grant Allocations** - Approve the 2022-2023 Grant Salaries and Allocations for ESEA, IDEA and REAP. (Page)

11. **ESY** - Approve the contract with SCSSSD for ESY for the following students:

#5646017997 Cumberland Campus \$5,430

#4614078217 Upper Pittsgrove Campus \$5,430

#8430633643 Upper Pittsgrove Campus \$5,430

12. **Breakfast and Lunch Prices** - Approve establishing breakfast and lunch prices for the 2021-2022 school year, increasing the student lunch price by \$0.00 cents as required by the NJ State Paid Lunch Equity tool.

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

13. **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 2022-2023 school year.

14. **Bid Award** - Approve awarding the bids for Milk, Juice and Dairy Products and Ice Cream for the 2022-2023 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

15. **Nursing Services Agreement** - Approve the agreement with Preferred Home Health Care & Nursing Services, Inc. for student #4056077114 for the 2022-2023 school year.

16. **Social Worker Services** - Approve an agreement to receive Social Worker Services from Mannington Board of Education for one day per week at a cost of \$18,000 for the 2022-2023 school year.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

August 25, 2022

17. **Xtel Communications** - Approve the renewal through the Alliance for Competitive Telecommunications (ACT) with Xtel Communications to provide POTS/Voice services in the amount of \$398.84 per month for a 36 month period.

18. **Commission of the Blind** - Approve the 2022-2023 Contract from the Commission for the Blind and Visually Impaired for Level I Service in the amount of \$2,200 for student #6967649227.

19. **Transportation** - Approve bus routes for the 2022-2023 school year and approve renewing the contract for transportation with B. R. Williams, Inc. for one year from September 2022 through June 2023 as follows:

Route #	2021-2022 Route Cost for One Year	Renewal at CPI 1.91%	Renewal Amount Per Route
C108 (AM) (PM)	19,666.27 19,666.27	375.62 375.62	20,041.89 20,041.89
C109 (AM) (PM)	19,666.27 19,666.27	375.62 375.62	20,041.89 20,041.89
C101	29,767.16	568.55	30,335.71
C102	29,767.16	568.55	30,335.71
C103	26,837.94	512.59	27,350.53
C104	32,301.00	3.42 per diem	32,918.40
		Grand Total	201,107.91

20. **Transportation** - Approve the 2022-2023 transportation with GCSSSD Transportation Cooperative at the following amounts (costs shared with other districts):

Route #	Destination	# of Quinton Students	Route Cost
Y1179	Daretown School	1	498.78
Y1564	SCIT - Woodstown HS	12	429.03
Y1603	SCIT - PVHS	1	226.24
Y313	SCIT - PGHS	1	430.22
Y1616	SCSSSD - Upper Pittsgrove	3	494.00
Y1672	SCSSSD - Cumberland	1	674.00

Roll Call: Ayes: (8) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman, T. McKee and

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

August 25, 2022

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

SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

No report in August

B. Building and Grounds

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

Fire Drill - 07/19/2022

Security Drill (table top) - 07/22/2022

Fire Drill 8/11/2022

LockDown 8/11/2022

2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for August 2022 as completed by the Building and Grounds Manager. (Page)

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

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

C. Curriculum

1. Approve the following curriculums for the 2022-2023 school year:

Link to review: <https://www.quintonschool.info/domain/19>

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

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

D. Policy - None

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

E. Administrative

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

August 25, 2022

1. **SSDS** - Review of the Student Safety Data System (SSDS) Report for the 2021-2022 school year.
2. **Forms** - Approve, for school district use, program form, training form, victim information form and offender information form for violence, vandalism and substance abuse used by the New Jersey Department of Education.
Note: Current Year forms are not yet available, but will be utilized.
3. **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.
 - 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.
4. **NJ Principal Evaluation** - Approve Principal evaluation instrument, NJ Principal Evaluation for Professional Learning Observation for the 2021-2022 school year.
5. **Superintendent Evaluation** - Approve the Superintendent Evaluation Instrument through New Jersey School Boards Association for the 2022-2023 school year.
6. **Teacher Evaluation Model** - Approve the teacher evaluation model, Danielson 2007.
7. **Disposal** - Approve the disposal of obsolete textbooks and obsolete/non-working equipment.
8. **Staff Evaluation** - Approve submission of the Staff Evaluation report for the 2021-2022 school year.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

August 25, 2022

9. **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.
10. **New Teacher Mentoring Program** - Approve the New Teacher Mentoring Program for the 2022- 2023 school year.

T. McKee left at 7:35 pm

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman and J. Harrington Noes: (0) Abstain: (0) Motion Carried.

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

F. Personnel

1. **Summer School Program** - Approve the following substitutes for the summer school program at a rate of \$50 per hour payable utilizing ESSER CARES II & ARP ESSER funds: Jennifer Grusemeyer
2. **Paraprofessional** - Approve hiring Samantha Saddler as a paraprofessional for the 2022-2023 school year at an annual salary of \$17,760, Step 2. Effective September 1, 2022 through June 30, 2023.
3. **SACC Attendants** - Approve hiring Jaida Brown, Samantha Saddler and William Shane as SACC attendants at a rate of \$15.50 per hour for the 2022-2023 school year.
4. **Extra-curricular positions** - Approve the appointment of Kiesa White to the position of Broadcasting Studio Supervisor for the 2022-2023 school year at a rate of \$30 per hour per Schedule B of the QEA Negotiated Agreement.
5. **Salary Adjustment** - Approve the request from Sherry Biddle to be moved on the salary guide due to completion of her Masters of Science in Nursing degree.
6. **Change in Contract** - Approve a new contract for Brittany Turner representing a change from 50% time to full-time for the 2022-2023 school year.
7. **Professional Development** - Approve payment to Julie Hofacker for attendance at Zones of Regulation School Implementation Training and preparation of an in-service day presentation at the rate of \$30 per hour per the QEA agreement. Further, approve payment for delivery of professional development to the staff at a fee of \$250.
8. **Professional Development** - Approve payment to Kiesa White for preparation of an in-service day presentation on the Need for and Implementation of the Trauma Informed Approach at the rate of \$30 per hour per the QEA agreement. Further, approve payment for delivery of professional development to the staff at a fee of \$250.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

August 25, 2022

9. **Resignation** - Accept, with regrets, the resignation of Sharon Battersby from the position of School Social Worker. She has been an employee of the district for 15 years.
10. **Child Study Team** - Approve payment to Denise Dawson at the QEA approved rate of \$30 per hour for child study team services including but not limited to review of incoming student files and updating electronic student files.
11. **Hiring** - Approval for the Superintendent to make any necessary staffing changes/hires for the 2022-2023 school year with final approval at the September Board of Education Meeting.
12. **Internship** - Approve Jaclyn Viereck completing her internship at Quinton Township School during the Fall 2022 semester.
13. **Substitute List** - Approve the list of returning substitutes for the 2022-2023 year at the Board approved rates. (Page)
14. **Substitute List** - Approve the following individuals as substitutes for the 2022-2023 school year at the Board approved rate:
a. Jaclyn Viereck (Instructional)
15. **Substitute Rates** - Approve the 2022-2023 substitute rates as follows:

POSITION	RATE
Nurse Substitute	\$200 per day
Instructional Substitute	\$120 per day
Non-Instructional Substitute	\$14 per hour
Cafeteria Substitute	\$14 per hour
Clerical Substitute	\$15 per hour
Custodial Substitute	\$15 per hour

16. **Volunteers** - approve the following classroom volunteers to continue during the 2022-2023 school year: Beth Clarke

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman and J. Harrington
Noes: (0) Abstain: (1) J. Nacucchio #A13 Motion Carried.

G. **Facilities Use** - None

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

August 25, 2022

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

H. Student Personnel

1. **Use of Technology/Internet** - Approve the Acceptable Use of Technology/Internet agreement for the 2022-2023 school year.

Moved by A. Keen and seconded by M. Sites that the Board of Education table the following item:

2. **Nursing Service Plan & Protocols** - Approve the 2022-2023 Nursing Service Plan, Nursing Protocols and COVID Orders as reviewed and signed off on by the school physician.

Unanimously approved by voice vote. Motion carried.

3. **SACC Handbook** - Approve the SACC Handbook for the 2022-2023 school year and all associated rates.

4. **Field Trips** - Approve the attached list of Field Trips for the 2022-2023 school year. (Page)

5. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of June 17, 2022 to August 25, 2022, with no incidents. (Page)

6. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of May 26, 2022 to June 16, 2022, with no incidents. (Page)

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman and J. Harrington Noes: (2) A. Keen and A. Norman #1 Abstain: (0) Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes are submitted for board review
2. Moved by A. Norman and seconded by T. Scull to appoint Joanne Nacucchio as the Salem High School Representative for the remainder of the 2022 calendar year.

Unanimously approved by voice vote. Motion carried.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS - None

PUBLIC COMMENT II

1. Lawrence Winkles Sr., Jericho Road - Student Personnel #1 & #2 should have been approved to start the year and could always be changed.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

August 25, 2022

RECESS INTO EXECUTIVE SESSION

It is recommended 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;

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 - Student Matter
- ☐ 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 - BOE Vacancy
- ☐ 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.

Moved by T. Scull and seconded by J. Nacucchio that the Board of Education enter into executive session at 8:08 pm.

Unanimously approved by voice vote. Motion Carried.

RESUMPTION OF PUBLIC PORTION OF THE MEETING

Moved by T. Scull and seconded by J. Nacucchio that the Board of Education resume the public portion of the meeting at 8:55 pm.

Unanimously approved by voice vote. Motion Carried.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES
August 25, 2022

BOARD VACANCY

Moved by J. Longo and seconded by J. Harrington that the Board of Education appoint Lawrence Winkels, Sr. as a Quinton Board of Education member to fill the vacant position.

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A.Keen, J. Longo, T. Scull, A. Norman and J. Harrington Noes: (0) Abstain: (0) Motion Carried.

ADJOURNMENT

Moved by A. Norman and seconded by A. Keen that the meeting be adjourned at 8:57 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "K Mathews".

Karen Mathews
Business Administrator/Board Secretary