

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, September 22, 2022**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on September 22, 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 7:12 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 and Amy Keen.

Members Excused: Michael Sites

Members Absent: Tracy Scull

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

Mrs. McKee - Concerns about gay flag and Black Lives Matter flags that are displayed in one classroom.

MINUTES

Moved by T. McKee and seconded by J. Nacucchio that the Board of Education approve the regular minutes and executive session minutes for the August 25, 2022 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE

1. Letter from the Salem County Office of Education approving the employment contract for Stewart Potter, Superintendent.
2. Letter from Quinton Baptist Church thanking the school for allowing them to use the facilities.

BOARD OF EDUCATION BUSINESS

- A. **OLD BUSINESS** - None
- B. **NEW BUSINESS** - None

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BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

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

1. **Bills to be Paid** - Approve the bills list for **August 2022** and **September 2022**.
(Page)
2. **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.
3. **Parental Transportation Contract** - Approve the Parental Transportation Contract in the amount of \$15,165.27 for the transportation of one student to and from HollyDell School. (Transportation was not available through a vendor).
4. **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
Y521	SCSSSD - Salem Campus	1	\$525.45

5. **Tuition Contracts** - Approve the following tuition contracts with the Salem County Special Services School District for the 2022-2023 school year:

Student #	Program	Campus Location	# of Students	Cost (each)	Aide
4614078217 3245518121 8430633643	Autism	Upper Pittsgrove	3	\$48,861	n/a
5863488596 5646017997	Multiple Disabilities	Cumberland	2	\$48,861	n/a
8663704066	Emotional Regulation Impairment	Daretown	1	\$58,959	n/a
1369012024	Multiple Disabilities	Mannington Regional Day	1	\$	n/a

6. **School Psychologist Services** - Approve a revised agreement to provide School Psychologist Services only (no Speech) to Elsinboro Board of Education at an annual cost of \$4,000 prorated to \$2,800 for this agreement (due to change in start date).

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7. **School Psychologist Services** - Approve a revised agreement to provide School Psychologist Services to Lower Alloways Creek Board of Education at an annual cost of \$4,000 prorated to \$2,800 for this agreement (due to change in start date).
8. **School Psychologist Services** - Approve a revised agreement to provide School Psychologist Services only (no Speech) to Mannington Board of Education at an annual cost of \$6,000 prorated to \$4,200 for this agreement (due to change in start date).
9. **Memorandum of Understanding** - Approve a Memorandum of Understanding for Preschool Program Services to be provided by Quinton Board of Education to Elsinboro Board of Education at a fee of \$53,914.00 for the 2022-2023 school year, pending approval by the NJ Department of Education Division of Early Childhood Education of the Elsinboro Board of Education application.

Roll Call: Ayes: (6) J. Nacucchio, A. Keen, J. Longo, A. Norman, T. McKee and J. Harrington
Noes: (0) Abstain: (0) Motion Carried.

SUPERINTENDENT REPORT

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

- A. **Superintendent' Monthly Report** (Page)
- B. **Building and Grounds**
 1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - Later this month
Security Drill (Lockdown) - 9/15/2022
 1. **Monthly Facility Self-Inspection List** - Review of the School Monthly Facility Self-Inspection List for September 2022 as completed by the Building and Grounds Manager.
 2. **Emergency and Crisis Management Plan** - Approve the updated Emergency and Crisis Management Plan (Part 1 and Part 2) for the 2022-2023 school year. (Page)

Roll Call: Ayes: (6) J. Nacucchio, A. Keen, J. Longo, A. Norman, T. McKee and J. Harrington
Noes: (0) Abstain: (0) Motion Carried.

Moved by A. Keen and seconded by J. Harrington 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

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- Cornerstone Women's Resource Center – Get Real Training – 6th-8th Grade
- American Heart Association – Jump Rope for Heart Program
- LEAD - K and 5
- Career Education - All Grades
 - Social and Emotional Learning - All Grades
 - Zones of Regulations- All grades

Roll Call: Ayes: (5) J. Nacucchio, A. Keen, A. Norman, T. McKee and J. Harrington

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

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

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

CODE	POLICY	STATUS	REASON
5131.1	Harassment, Intimidation & Bullying	First Reading	Required

E. Administrative

1. **Paraprofessional Staff** - Approve submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2022-2023 School Year.

2. **Week of Respect** - Approve designation of the 2022 Week of Respect the week of October 24, 2022

3. **School Violence Awareness Week** - Approve designation of the 2022 School Violence Awareness Week the week of October 24, 2022.

4. **Threat Assessment Team** - Approve the establishment of a Threat Assessment Team consisting of: Sherry Biddle, Denise Dawson, Julie Hofacker, Gwen Herman and Stewart Potter

Roll Call: Ayes: (6) J. Nacucchio, A. Keen, J. Longo, A. Norman, T. McKee and J. Harrington

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):

F. Personnel

1. **Homebound Instruction** - Approve the following individuals for Homebound Instruction on an as needed basis during the 2022-2023 school year at a rate of \$30 per hour (per the QEA Agreement):

Joseph Micarelli

Rosemary Poliski

2. **After school tutoring** - Approve the following individuals for after school tutoring for the 2022-2023 school year at a rate of \$30 per hour (per the QEA Agreement):

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Samantha Scarfo
Heidi Rowand
Julie Esposito

3. **Substitute List** - Approve the following individuals as substitutes for the 2022-2023 school year at the Board approved rate:

- a. Michelle Smith (SACC)
- b. Robert Burden (Custodial)

4. **Substitute Rates** - Approve a revision to the 2022-2023 substitute rates as follows:

POSITION	RATE
Nurse Substitute	\$200 per day
Teacher Substitute (was Instructional)	\$120 per day
Paraprofessional Substitute (was NonInstructional)	\$15 per hour (was \$14 per hour)
Cafeteria Substitute	\$14 per hour
Clerical Substitute	\$15 per hour
Custodial Substitute	\$15 per hour
SACC Substitute	\$14 per hour

5. **Job Descriptions** - Approve the revised Job Descriptions.

6. **District Assignments** - Approve a revision to the following reappointment of district assignments for the 2022-2023 school year:

504 School Coordinator - Mrs. Julie Hofacker
Homeless Liaison – Mrs. Gwen Herman
Affirmative Action Officer – Mrs. Gwen Herman
Attendance Officer – Mrs. Gwen Herman
Anti-bullying Coordinator – Mrs. Gwen Herman
Anti-bullying Specialist – Mr. Stewart Potter

7. **Occupational Therapy Student** - Approve Caitlyn Fisher, a Level I Occupational Therapy student from Thomas Jefferson University to work with Carolyn Holliday for the Fall of 2022.

8. **Cafeteria Worker/Playground Aide** - Approve hiring Irma Hernandez as a Cafeteria Worker at a rate of \$14.00 per hour for the 2022-2023 school year.

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9. **Lunchroom/Playground Aide** - Approve hiring Lisa Baynes as a Lunchroom/Playground Aide at a rate of \$14.00 per hour for the 2022-2023 school year.

Roll Call: Ayes: (6) J. Nacucchio, A. Keen, J. Longo, A. Norman, T. McKee and J. Harrington
Noes: (0) Abstain: (0) Motion Carried.

Moved by T. McKee and seconded by J. Harrington 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	REQUEST
Quinton Home & School	10/3/22 & 10/4/22	8 am to 3 pm	Library	Scholastic Book Fair	Maura Wells
Quinton Twp Youth League	10/4/22 & 10/11/22	6:30 pm to 8 pm	Gym	Basketball Sign-ups	Mandy Renner
Quinton Home & School	10/6/22	6:30 pm to 9 pm	Gym	Grade 5-8 Dance	Maura Wells
Quinton Home & School	10/28/22	6 pm to 8 pm	Parking Lot	Trunk or Treat	Maura Wells
Quinton Home & School	2/20/23	6:30 pm to 9 pm	Gym	Grade 5-8 Dance	Maura Wells
Quinton Home & School	3/24/23	6 pm to 8 pm	Gym	Younger Kid Dance	Maura Wells

Roll Call: Ayes: (6) J. Nacucchio, A. Keen, J. Longo, A. Norman, T. McKee and J. Harrington
Noes: (0) Abstain: (0) Motion Carried.

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

H. Student Personnel

1. **Nursing Service Plan & Protocols** - Approve the 2022-2023 Nursing Service Plan, Nursing Protocols as reviewed and signed off on by the school physician.
2. **Field Trips** - Approve the list of Field Trips for the 2022-2023 school year.
Note: List was previously approved. Approval is for new trip(s) only.
3. **HIB Forms** - Approve utilizing the NJDOE HIB Parent Form and HIB Families/Caregivers Form for the 2022-2023 school year.
4. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of June 17, 2022 to August 25, 2022, with no incidents.

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5. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of August 26, 2022 to September 22, 2022, with no incidents.

Roll Call: Ayes: (6) J. Nacucchio, A. Keen, J. Longo, A. Norman, T. McKee and J. Harrington
Noes: (0) Abstain: (0) Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes are submitted for board review

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

1. Policy Committee

PUBLIC COMMENT II

Lawrence Winkles Sr. - Are there any other flags displayed? Do we have a policy about offending people?

Mrs. McKee - Need to be neutral in a school.

RECESS INTO EXECUTIVE SESSION

It is recommended that the Board of Education approve adopting the resolution to adjourn into executive session:

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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
- ___ 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
- x 7. Litigation, contract negotiations, or attorney-client privilege
 - Letter from QEA Lawyer
- ___ 8. Personnel matters
- ___ 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.

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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. McKee and seconded by J. Nacucchio that the Board of Education enter into executive session at 8:09 pm.

Unanimously approved by voice vote. Motion Carried.

RESUMPTION OF PUBLIC PORTION OF THE MEETING

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

Unanimously approved by voice vote. Motion Carried.

SUPERINTENDENT REPORT - Administrative (Continued)

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

1. **Safe Return Plan** - Approve the updated QTS Safe Return Plan.
2. **Emergency Virtual or Remote Instruction Program** - Approve the Emergency Virtual or Remote Instruction Program for the 2022-2023 school year.

Roll Call: Ayes: (4) J. Nacucchio, A. Keen, J. Longo, and J. Harrington

Noes: (2) A. Norman, T. McKee Abstain: (0) Motion Carried.

ADJOURNMENT

Moved by J. Nacucchio and seconded by J. Harrington that the meeting be adjourned at 9:17 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully submitted,



Karen Mathews
Business Administrator/Board Secretary