

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, May 25, 2023**

The Board of Education Meeting of the Township of Quint, County of Salem, New Jersey was held at 7:00 pm, on May 25, 2023.

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

Mrs. Amy Keen, Board President, called the meeting to order at 7:08 pm.

The New Jersey Open Public Meetings Statement was read by Mrs. Amy Keen. Notice of the meeting was published in the the Elmer Times and the South Jersey Times, filed with the Township Clerk and posted on the door of the Quinton Township School.

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

Members Excused: Michael Sites

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 T. Scull and seconded by J. Harrington that the Board of Education approve the regular minutes and executive minutes for the April 27, 2023 meeting.

Motion approved by voice vote. Abstain: A. Norman. Motion Carried.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

1. Mandated Training for School Board Members (In-Person or Online Options)
 - 1st Year - Governance I: New Board Member Orientation
Anthony Mott (*completed*)
 - 2nd Year - Governance II: Finance
Jeanette Harrington
Lawrence Winkels, Sr. (*completed*)
 - 3rd Year - Governance III: Student Achievement

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 25, 2023

Joseph Longo (*completed*)

4th Year & Each Re-election - Governance IV: Legal Update

Abram Norman and Michael Sites

2. 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.
3. Election Petitions for the November 7, 2023 election are due to the Salem County Clerk by July 31, 2023 at 4:00 p.m.
Full-term: Joseph Longo, III, Joanne Nacucchio and Tracy Scull
One Year Unexpired Term: Lawrence Winkels

B. NEW BUSINESS - None

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Motved by A. Norman and seconded by A. Mott to table #1 until the next meeting.

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 **March 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 **March 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. 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 **March 31, 2023**.

Unanimously approved by voice vote. Motion Carried.

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

2. Cash Reconciliation Report - Approve the cash reconciliation report for the month of **March 2023**. *(page)*
3. Transfers - Approve the transfer list for the month of **March 2023**. *(page)*
4. Bills to be Paid - Approve payroll and agency for the month of **March 2023** and the bills list for the month of **May 2023**. *(page)*
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,

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 25, 2023

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
Brian DiAntonio	Mount Laurel	11th Annual Mold, Environmental & IAQ Best Practices Seminar	July 12, 20223	Free

7. **District Tax Schedule** - Approve the District Tax Schedule for 2023-2024, based on the approved budget, in the amount of \$2,827,388 general fund and \$101,380 debt service fund for a total of \$2,928,768. *(page)*

8. **Library/Media Specialist Services** - Approve an agreement to receive Library/Media Specialist oversight from Mannington Board of Education at an annual cost of \$1,000 effective September 1, 2023 to June 30, 2024.

9. **Professional Services** - Approve awarding contracts for “professional services” for a one-year term commencing July 1, 2023, without competitive bidding:

Service	Business	2022-2023	2023-2024
Auditor	Nightlinger, Colavita & Volpa	\$13,780	\$17,000
Board Solicitor/Labor Consultant	Comegno Law Group Mark Toscano, Esquire	\$175 per hour	\$180 per hour
School Physician	Woodstown Family Practice	\$2,500 est.	\$2,500 est.
AHERA/Right-to-Know	TTI Environmental, Inc	\$700 & \$580 est.	\$710 & \$600 est.
Pest Control	Tri County Termite & Pest Control	\$50 per month	\$50 per month
Licensed Operator Water Management	Sweetwater Environmental Management, LLC	McGowan \$175 per month \$200 Annual Consumer Report	\$300 per month \$135 Consumer Confidence Report
Broker of Record	Conner, Strong & Buckelew	n/a	n/a
Engineer of Record to include Architectural Services	Remington & Vernick Engineers	As needed	As needed

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 25, 2023

10. **Designation of Newspapers** - Approve the South Jersey Times and the Elmer Times as the official newspapers and NJSchoolJobs.com for online job postings and designate locations for posting Public Notices of Board Meetings at the front door of Quinton Township School and filed with the Quinton Township Clerk.

11. **Internal Control/Standard Operating Procedures** - Approve the existing Guide for Standard Operating Procedures and Internal Controls Manual for the 2023-2024 school year, which describes the standard business office practices of the Quinton Township School Business Office. This manual is mandated by the Fiscal Accountability, Efficiency and Budgeting Procedures per N.J.A.C. 6A:23A-6.4 and 6.6 and is on file in the Board Office.

12. **Purchasing Manual** - Approve the existing Purchasing Manual for the 2023-2024 school year, which defines the proper purchasing practices of the Quinton Township School Business Office. This manual is required per QSAC and is on file in the Board Office.

13. **Chart of Accounts** - Approve the Chart of Accounts to be used for the 2023-2024 school year (on file in the Board Office).

14. **Designation of Signatories** - Approve signatories of the following accounts:

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, Board Secretary Principal, as alternate
Capital Projects Fund	3	President or Vice President, Superintendent Board Secretary

15. **Petty Cash** - Approve establishing a \$500 petty cash fund for the 2023-2024 school year (Karen Mathews, Custodian).

16. **Related Services Contract** – Approve the contract with Salem County Special Services School District for Related Services at an annual cost of \$38,534.10 effective July 1, 2023 (PY \$33,000)

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 25, 2023

17. **Itinerant Services Contract** – Approve the agreement with Salem County Special Services for Itinerant Services/Shared Services on an as needed basis for the 2023-2024 school year.

18. **Nursing Services Agreement** - Approve the agreement with Preferred Home Health Care & Nursing Services, Inc. for student #4056077114 for the 2023-2024 school year. LPN \$57 per hour and RN \$62 per hour.

Roll Call: Ayes (8) J Harrington, A Keen, J Longo, A Mott, J Nacucchio, A Norman, T Scull,
L Winkels Noes: (0) Abstain: (0) Motion Carried

SUPERINTENDENT REPORT

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

A. Superintendent's Monthly Report

1. Report and Attachments (pages)
2.  Discipline Report Apr 23.pdf

B. Building and Grounds

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

Bus Evacuation Drill-

Date: 05/24/2023

Time: 9 am

School: Quinton Township School

Location: 8 Robinson Street, Quinton, NJ 08072

Route #'s: Whole School

Person(s) Supervising: Gwen Herman, Principal

Jaclyn Viereck, Guidance Counselor

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

Roll Call: Ayes (8) J Harrington, A Keen, J Longo, A Mott, J Nacucchio, A Norman, T Scull,
L Winkels Noes: (0) Abstain: (0) Motion Carried

C. Curriculum - None

D. Policy - None

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

E. Administrative

1. **School Self-Assessment** - Approve the NJDOE School Self-Assessment determining grades in the Anti-Bullying Bill of Rights Act.

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 25, 2023

2. **Chromebook Acceptable Use Policy** - Approve the Chromebook Acceptable Use Policy for the 2023-2024 school year.

Roll Call: Ayes (8) J Harrington, A Keen, J Longo, A Mott, J Nacucchio, A Norman, T Scull,
L Winkels Noes: (0) Abstain: (0) Motion Carried

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

F. Personnel

1. **District Assignments** - Approve the following reappointment of district assignments for the 2023-2024 school year:

ADA Coordinator – Mr. Stewart Potter
Title IX Coordinator – Mr. Stewart Potter
Health/Safety Compliance Officer – Mr. Stewart Potter
504 District Coordinator – Mr. Stewart Potter
504 School Coordinator - Mrs. Jaclyn Viereck
Homeless Liaison – Mrs. Gwen Herman and Mrs. Jaclyn Viereck
Affirmative Action Officer – Mrs. Gwen Herman
Attendance Officer – Mrs. Gwen Herman
Anti-bullying Coordinator – Mrs. Gwen Herman
Anti-bullying Specialist – Mr. Stewart Potter
Qualified Purchasing Agent – Mrs. Karen Mathews
(setting bid threshold at \$44,000; quote threshold \$6,600)
Free & Reduced Lunch Appeal Officer – Mrs. Karen Mathews
Custodian of School Records - Mrs. Karen Mathews
Public Agency Compliance Official - Mrs. Karen Mathews
Asbestos Management – Mr. Brian DiAntonio
IPM Coordinator - Mr. Brian DiAntonio
PEOSHA Officer – Mr. Brian DiAntonio
Right to Know Coordinator - Mr. Brian DiAntonio

2. **Resignation** - Approve the resignation of William Shane, SACC Attendant, as of June 30, 2023.

3. **Volunteers** - Approve the following classroom volunteers to continue during the 2023-2024 school year: Beth Clarke

4. **Leave of Absence** - Approve the request from Kristina Scarpa for a Leave of Absence from approximately September 4, 2023 through January 8, 2024.

5. **Camp Mason Chaperones** - Approve the following individuals as volunteer chaperones for the Camp Mason trip: Heidi Rowand and Brielle Roll

Roll Call: Ayes (8) J Harrington, A Keen, J Longo, A Mott, J Nacucchio, A Norman, T Scull,
L Winkels Noes: (0) Abstain: (0) Motion Carried

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 25, 2023

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

G. Facilities Use - None

H. Student Personnel

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of April 27, 2023 to May 24, 2023 with no incidents.

(page)

2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of March 16, 2023 to April 26, 2023 with no incidents.

(page)

Roll Call: Ayes (8) J Harrington, A Keen, J Longo, A Mott, J Nacucchio, A Norman, T Scull,
L Winkels Noes: (0) Abstain: (0) Motion Carried

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The April minutes are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

1. County SBA Meeting - Governmental Relations Update

PUBLIC COMMENT II - None

RECESS INTO EXECUTIVE SESSION

Moved by T. Scull and seconded by J. Harrington that the Board of Education approve adopting the resolution to adjourn into executive session at 8:02 pm.

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
- ☐ 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 - **Contract**
- ☐ 9. Imposition of penalties upon an individual

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

May 25, 2023

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 T. Scull and seconded by J. Longo that the Board of Education resume the public portion of the meeting at 8:30 pm.

Unanimously approved by voice vote. Motion carried.

ADJOURNMENT

Moved by A. Norman and seconded by L. Winkles that there being no further business to come before the Board of Education, the meeting be adjourned at 8:31 pm.

Unanimously approved by voice vote. Motion carried.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary