

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, June 22, 2023**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm, on June 22, 2023.

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 7:08 pm.

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

Members Present: Amy Keen, Joseph Longo, Anthony Mott (Zoom), Joanne Nacucchio, Abram Norman, Tracy Scull, Michael Sites (Zoom) and Lawrence Winkels

Members Excused: Jeannette Harrington

Members Absent: None

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 - None

PUBLIC COMMENT I - None

MINUTES

Moved by T Scull and seconded by J Nacucchio that the Board of Education approve the regular minutes and executive session minutes for the May 25, 2023 meeting.

Unanimously approved by voice vote. Motion Carried.

CORRESPONDENCE

1. Thank you notes from Camp Mason and Roundtable Awards

BOARD OF EDUCATION BUSINESS

Moved by J Longo and seconded by J Nacucchio 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
Anthony Mott (*completed*)
 - 2nd Year - Governance II: Finance

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

June 22, 2023

Jeanette Harrington

Lawrence Winkels, Sr. *(completed)*

3rd Year - Governance III: Student Achievement

Joseph Longo *(completed)*

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

Abram Norman

Michael Sites *(completed)*

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

1. NJSBA Workshop is October 23-26, 2023. Please notify Karen if you would like to be registered.

Unanimously approved by voice vote. Motion Carried.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by A Norman and seconded by T Scull 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 **March 31, 2023 and April 30, 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 and April 30, 2023**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Quinton 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 and April 30, 2023**.

(Pages)

2. Cash Reconciliation Report - Approve the cash reconciliation report for the month of **April 2023**.
(Pages)

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA
June 22, 2023

3. **Transfers** - Approve the transfer list for the month of **April 2023**. (Pages)
4. **Bills to be Paid** - Approve payroll and agency for the month of **April 2023** and the bills list for the month of **June 2023**. Further, approval to any final warrants necessary to close out the 2022-2023 school year with the payment list presented at the next meeting for final approval. (Pages)
5. **July Bills To Be Paid** - Approval to pay any necessary warrants for the month of July 2023 with the payment list presented at the next meeting for final approval. (Pages)
6. **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.

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

Staff	Location	Workshop/Seminar	Date	Cost
Alyssa Williams	Phoenix, AZ	2023 International Conference on Forensic Nursing Science and Practice	9/27 - 9/30/2023	\$0.00

8. **Capital/Maintenance Reserve** - Approve, by resolution, the transfer of up to \$500,000 in current year surplus into the Capital and/or Maintenance Reserve Accounts. (Pages)
9. **Chapter 47 Report of Awarded Contracts** - Pursuant to PL 2015, Chapter 47, the Quinton Board of Education intends to renew, award, or permit to expire the contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18A. et.seq. NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.
10. **Section 125 Plan** - Approve continuation of American Fidelity Assurance Company as the Section 125 Plan Administrator from July 1, 2023 to June 30, 2024.
11. **Business Services** - Approve an agreement to receive Business Services from Mannington Board of Education at an annual cost of \$109,000 effective July 1, 2023 to June 30, 2024.
12. **Technology Services** - Approve an agreement to receive Technology Services from Mannington Board of Education at an annual cost of \$67,000 for 60% time effective July 1, 2023 to June 30, 2024.

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

June 22, 2023

13. **ESY Program** - Approve attendance at 2023 Extended School Year Programs for the following students:

- a. Student #40560771141 - HollyDELL
- b. Student #6967649227 - LARC School
- c. Student #4614078217 - SCSSSD Daretown
- d. Student #5646017997 - SCSSSD Cumberland
- e. Student #4893861521 - SCSSSD Cumberland
- f. Student #8430633643 - Salem County VoTech

14. **Extended School Year Transportation** - Approve 2023 ESY transportation with GCSSSD Transportation Cooperative at the following amounts:

Route #	School Name	# of QTS Students	Total # of Students (estimated)	Total Route Cost
SS594	HollyDELL	1		\$399
SS600	LARC	1		\$393
SS604	SCSSSD - Daretown	1		\$180
SS609	SCSSSD - Cumberland	2		\$297
SS612	Salem County VoTech	1		\$329

Note: costs may be shared with other districts.

15. **Title III Consortium** - Approve the Memorandum of Agreement for participation in the Title III Consortium with the Penns Grove Carneys Point Regional School District as the Lead Agent.

16. **Tuition Contract** - Approve the Tuition Contract for Approved Private Schools for Student with Disabilities from the Larc School for one Quinton resident (#6967649227) student from July 1, 2023 through June 30, 2024 for 210 days at the per diem rate of \$294.12 (annual tuition of \$61,765.20).

17. **Early Childhood Services** - Approve a revised agreement to provide Early Childhood Services to Elsinboro Board of Education at an annual cost of \$27,000 effective July 1, 2023 to June 30, 2024. This will be billed as part of the tuition.

18. **Early Childhood Services** - Approve an agreement to provide Early Childhood Services to Alloway Board of Education at an annual cost of \$9,000 effective July 1, 2023 to June 30, 2024.

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

SUPERINTENDENT REPORT

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

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

June 22, 2023

A. Superintendent's Monthly Report (Pages)

B. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 5/31/2023 and 6/1/2023
Security Drill - 5/30/2023 and 6/12/2023
2. **Security Drill Statement of Assurance** - Approve submission of the Security Drill Statement of Assurance to the County Office of Education noting that all requirements have been met relating to the practicing of school security drills for the 2022-2023 school year.
3. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for June 2023 as completed by the Building and Grounds Manager. (Pages)

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

C. Curriculum - None

D. Policy - None

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

E. Administrative

1. **I&RS Report** - Review of the final report for the 2022-2023 school year from the Intervention and Referral Services.
2. **Student Expectations & Discipline Handbook** - Approve the Student Expectations & Discipline Handbook as revised for the 2023-2024 school year.
3. **Job Description** - Approve the first reading of the following job descriptions:
Student Instructional Intervention Specialist
Early Childhood Education
4. **Special Education Program** - Approve, by resolution, the submission of the Request to Establish a Special Education Program or Service. (Pages)

F. Personnel

1. **Perfect Attendance Award** - Approve an award of \$75 for perfect attendance to the following staff members for the 2022-2023 school year:
Heather Galanti, Timmet Hayes, Joseph Micarelli, Donna Riley,
Jennifer Santiago, Jaclyn Viereck (prorated), Alyssa Williams (prorated)

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

June 22, 2023

2. **School Nurse Summer Hours** - Approve Alyssa Williams for up to 20 hours at the Schedule B rate of \$30 per hour to process new student health records.
3. **Teacher** - Approve the appointment of Cassidy Fagan as a Teacher (3rd grade) for the 2023-2024 school year at an annual salary of \$60,555 Step 1 BA. Effective September 1, 2023 through June 30, 2024. Benefits according to the QEA Collective Bargaining Agreement.
4. **Teacher** - Approve the appointment of Michael Hughes as a Teacher (5th grade) for the 2023-2024 school year at an annual salary of \$60,555 Step 1 BA. Effective September 1, 2023 through June 30, 2024. Benefits according to the QEA Collective Bargaining Agreement.
5. **Teacher** - Approve the appointment of Lisa Duffield as a Teacher (PK) for the 2023-2024 school year at an annual salary of \$60,555 Step 1 BA. Effective September 1, 2023 through June 30, 2024. Benefits according to the QEA Collective Bargaining Agreement.
6. **Staffing** - Authority for the Superintendent to make any necessary professional/support personnel staffing changes with final approval at the next board meeting.
7. **Retirement** - Accept the letter of resignation, due to retirement, from Danine Lodge effective December 30, 2023. She has been a teacher for 28 years.
8. **Professional Development** - Approval for Preschool Teachers to be paid at the Schedule B rate of \$30 per hour for attendance at summer Professional Development. This will be paid utilizing PEA funds.
9. **Interventionist** - Approve the appointment of Samantha Saddler as an Interventionist for the 2023-2024 school year at an annual salary of \$32,000. Effective September 1, 2023 through June 30, 2024.
10. **Stipend** - Approve a stipend for Mindy Bacon in the amount of \$1,500 for the addition of a fourth district. Entire stipend will be covered by the amount charged to Alloway Board of Education for Early Childhood Coordinator Services.

Roll Call: Ayes: (8) J Longo, A Mott, J Nacucchio, A Norman, T Scull, M Sites, L Winkels and A Keen
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):

G. Facilities Use - None

H. Student Personnel

QUINTON TOWNSHIP BOARD OF EDUCATION AGENDA

June 22, 2023

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

(Pages)

2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of May 25, 2023 to June 14, 2023 with confirmed incidents.

(Pages)

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

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The May minutes are submitted for board review.

OTHER BOARD MEMBER AND COMMITTEE REPORTS

PUBLIC COMMENT II - None

SUPERINTENDENT EVALUATION

Moved by A Norman and seconded by T Scull that the Board of Education table the motion to accept, and place on confidential file, the 2022-2023 Superintendent Evaluation for Stewart Potter.

Unanimously approved by voice vote. Motion carried.

ADJOURNMENT

Moved by A Norman and seconded by J Nacucchio that the meeting be adjourned at 8:06 pm.

Unanimously approved by voice vote. Motion carried.