QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday April 28, 2022

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on April 28, 2022.

Mrs. Karen Mathews, Business Administrator/Board Secretary, led the group in the pledge to the flag.

Mrs. Karen Mathews, Business Administrator/Board Secretary called the meeting to order at 7:03 p.m.

The New Jersey Open Public Meetings Statement was read by Mrs. Mathews. 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: Michael Sites, Joanne Nacucchio, Amy Keen, Joseph Longo, Tracy Scull, and Abram Norman..

Members Excused: William McDonald, Thomas McKee and Jeannette Harrington

Members Absent: None

Also Present: Karen Mathews, Business Administrator
Stewart Potter, Superintendent
Mindy Bacon, Principal
Members of the Public (sign-in sheet on file)

EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION

1. NJSBA Presentation on Code of Ethics - Theresa Lewis

PUBLIC COMMENT I - None

PUBLIC HEARING 2022-2023 BUDGET & BOARD APPROVAL

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

1. 2022-2023 Quinton School Budget Presentation, including Budget Highlights and Advertised Budget.

2. Following discussion and any questions on the 2022-2023 budget as presented:
It is recommended that the Board of Education approve, by Resolution, the fiscal year 2022-2023 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.

	Budget	Local Tax Levy
General Fund	$ 6,568,584	$ 2,730,612

Special Revenue Fund	$ 791,450	$ 0
Debt Service Fund	$ 137,609	$ 110,453
Total Base Budget	**$ 7,497,643**	**$ 2,841,065**

Unanimously approved by voice vote.

MINUTES
Moved by J. Longo and seconded by J. Nacucchio that the Board of Education approve the minutes for the March 17, 2022 Regular Monthly meeting.

Unanimously approved by voice vote.

CORRESPONDENCE - None

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

A. OLD BUSINESS - None

B. NEW BUSINESS

1. Superintendent Evaluation email will be received in late 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. Approve a date change for the June meeting from June 23, 2022 to June 16, 2022.

Unanimously approved by voice vote.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT
Moved by T. Scull and seconded by J. Longo that the Board of Education approve the following item(s):

1. **<u>Board Secretary Certification</u>**

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, 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 **March 31, 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 **March 31, 2022**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **March 2022**.

3. **Transfers** - Approve the transfer list for the month of **March 2022**.

4. **Bills to be Paid** - Approve payroll and agency for the month of **March 2022** and the bills list for **April 2022**.

FYI: The Budget Summary Report for the month of **March 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	Vineland	Five Pathways to Becoming the Best Version of Oneself: Social, Physical, Emotional and Meaning-Based	May 11th	$84.00
Holly Leyman	Online	School Based SLPs: Language Disorders vs. Language Differences for English Language Learners (Grades K-12)	May 13th	$279.00

7. **SCVTS Tuition** - Approve the Salem County Vocational Technical School District Tuition Contract Agreement for the 2022-2023 school year. Tuition rates are $4,050 full-time and $2,025 shared-time. Estimated enrollment is 78 full-time students and 0 shared-time students for a total cost of $315,900.
Further, to approve the 2020-2021 Tuition Adjustment in the amount of ($28,564.33).

8. **SCSSSD Transportation Cooperative** - Approve entering into a Participation Agreement for 2022-2023 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
In addition, approve entering into agreement with GCSSSD for their administration of the Aid-in-Lieu payments for NonPublic and Choice students.

9. **Public Employer Trust** - Approve the Public Employer Trust Agreement for the period July 1, 2022 to June 30, 2023. This is a participation agreement for the medical and prescription plans administered by Brown & Brown Benefit Advisors.

(Amerihealth renewal rate is 4%)

10. **Teacher of the Deaf** - Approve Teacher of the Deaf services through the Educational Services Unit of the Burlington County Special Services School District for a 60 minute session, one time per month, plus travel costs for student #4967463096.

11. **Mental Health Services** - Approve Shared Service Agreements with Mannington Board of Education and Elsinboro Board Education to provide Mental Health Services for the 2022-2023 school year. Each district will pay $31,000 for 30% time. The additional 40% time will be utilized by Quinton School.

12. **Shared Grounds/Maintenance Services** - Approve an agreement to provide Shared Grounds/Maintenance Services to Mannington Board of Education at a rate of $20,000 per year (prorated based on start date). Effective May 1, 2022 to June 30, 2022.

13. **Photography Agreement** - Approve an agreement with Memory Keeper Photography for fall, spring and graduation photos for the 2022-2023 school year.

14. **American Rescue Plan Act Homeless Children and Youth** - Approve a Memorandum of Agreement between Quinton Board of Education, Mannington Board of Education and Elsinboro Board of Education forming a consortium for the American Rescue Plan Act Homeless Children and Youth funds.

15. **American Rescue Plan Act Homeless Children and Youth** - Approve applying for American Rescue Plan Act Homeless Children and Youth (ARP-HCY) funds in the amount of $6,300.

16. **Long Range Facility Plan Amendment** - Approve, by resolution, a Minor Amendment to the Long Range Facility Plan to add additional projects.

17. **ESEA Amendment** - Approve an amendment to the ESEA application for Fiscal Year 2022 for reallocation of current year funds and budgeting of carryover funds.

18. **Safety Grant** - Approve, by resolution, the digital submission of the 2022 application for the Safety Grant Program through the New Jersey School Insurance Group, for the purposes described in the application, in the amount of $3,000.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A.Keen, J. Longo, T.Scull, A. Norman
Noes: (0) Abstain: (0) Motion Carried.

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:

__x__ 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
__x__ 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.

Moved by A.Norman and seconded by J. Nacucchio that the Board of Education enter into executive session at 8:26pm:

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A.Keen, J. Longo, T. Scull, A. Norman
Noes: (0) Abstain: (0) Motion Carried.

RESUMPTION OF PUBLIC PORTION OF THE MEETING

Moved by A. Norman and seconded by J. Nacucchio that the Board of Education resume the public portion of the meeting at 9:03 pm:

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman
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' Monthly Report

1. Superintendent's Report
   a. Attachments Part 1
   b. Attachments Part 2
   c. Discipline Report

B. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
   Fire Drill - 03/18/2022
   Security Drill - 03/30/2022

Fire Drill - 04/27/2022

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

3. **Lead Testing** - Approve the submission of the 2022-2023 Lead Testing Statement of Assurance to the NJ Department of Education by June 30th.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman
Noes: (0) Abstain: (0) Motion Carried.

C. Curriculum - None

D. Policy - None

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

E. Administrative

1. **Homeless Agreement** - Approve entering into the Salem County Homeless Student Agreement for the 2022-2023 school year. The agreement states that Quinton Township School will not seek tuition for any resident student, excluding special education students, determined to be homeless in accordance with the law, from any Salem County school district that participates.

2. **Assurance Statement** - Approve, by Resolution, the Assurance Statement for Special Education Policies and Procedures.

3. **School Performance Reports** - Review of the School Performance Reports for the 2020-2021 school year.

4. **Statement of Assurance** - Approve submission of the Comprehensive Equity Plan Statement of Assurance for 2021-2022.

5. **Revised 2021-2022 School Calendar** - Approve the revised 2021-2022 School Calendar.

6. **2022-2023 School Calendar** - Approve the 2022-2023 School Calendar.

7. **Eighth Grade Graduation** - Approve scheduling the eighth grade graduation ceremony for Tuesday, June 14, 2022 at 7:00 pm.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman
Noes: (0) Abstain: (0) Motion Carried.

Moved by T. Scull and seconded by A. Keen 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 2022-2023 school year, per the attached listing.

2. **Paraprofessional Reappointment and Contracts** - Approve the reappointment and issuing of a contract to the paraprofessionals for the 2022-2023 school year, per the attached listing.

3. **Support Staff Reappointment and Contracts** - Approve the reappointment and issuing of a contract to the support staff for the 2022-2023 school year, per the attached listing.

4. **Principal Reappointment and Contract** - Approve the reappointment and issuing of a contract to the Principal, Mindy Bacon, for the 2022-2023 school year, per the attached listing.

5. **Reduction in Force** - Approve, by resolution, a Reduction in Force (RIF) for the 2022-2023 school year.

6. **Culture Club Staff** - Approve the following staff members to assist with after-school Culture Club Programing and Activities from July 1, 2022 through December 31, 2022 (hourly wage of $30.00 for after school activities and $100.00 stipend for field trips):

Sherry Biddle	Joseph Micarelli
Julie Esposito	Kristina Scarpa
Shane Manuel	Shanna Hoffman
Aaron McAllister	Aileen Westcott
Lauren McCaughin	Olivia McAllister
Stewart Potter (not paid)	

Further, approve all Quinton School staff as substitutes on an as needed basis.

7. **Summer School Program** - Approve hiring the following teachers/staff/ substitutes for the summer school program at a rate of $50 per hour payable utilizing ESSER CARES II & ARP ESSER funds:

Bernadette McCaffery	Rosemary Poliski
Shannon Burke	Sarah Velazquez
Julie Hofacker	Ashley Danter
Melissa Newkirk	Donna Profero
Olivia McAllister	Sherry Biddle

Note: Some staff may only be working a portion of the program.

8. **Summer School Program** - Approve hiring the following support staff for the summer school program at a rate of $25 per hour payable utilizing ESSER CARES II & ARP ESSER funds:

Jennifer Grusemeyer

Note: Some staff may only be working a portion of the program.

9. **Substitute** - Approve the following substitutes at the 2021-2022 Board approved rates:

Robin Remster - non-instructional
Tommy Hunter - instructional
Shawn Warner - instructional
Alaina Mathews - non-instructional
Alea Bass- non-instructional
Tiffany Kimble - nurse

10. **Nurse Substitute** - Approve Beth Hoy to be the nurse substitute for the 8th Grade Camping trip in June 2022.

11. **Nursing Student** - Approve Alyssa Williams to complete her school nurse practicum with Ms. Biddle during Rutgers 2022 Summer and Fall sessions.

12. **Course Reimbursement -** Approve the course reimbursement request from Sherry Biddle for additional funds per the QEA contract if any funds remain at the end of the year. Payment will be made after the courses are completed and grades and proof of payment are received.

13. **Resignation** - Approve the resignation of Jessika Szatny, shared service School Social Worker, as of June 15, 2022.

14. **Resignation** - Approve the resignation of Shirle Orpiano, cafeteria worker, as of April 30th, 2022.

15. **Resignation** - Approve the resignation of Tracy Eastlack, basic skills teacher, as of May 13th, 2022.

16. **Resignation** - Approve the resignation of Mary Postell, special education teacher, as of June 15, 2022.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman
Noes: (0) Abstain: (J. Nacucchio #9) Motion Carried.

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

G. Facilities Use - Approve the following requests for use of facilities:

ORGANIZATION	DATE(S)	TIME	ROOM/ AREA	EVENT	REQUEST
Home & School	4/30/2022	8:30 am - 12:30 pm	Parking Lot	8th grade car wash	Kellie Boyles
Home & School	6/3/2022	6:00 pm - 10:00 pm	Gym	8th grade dance	Kellie Boyles
Quinton Baptist Church	7/11/22 - 7/14/22	7AM - 11:45PM	Field Hockey Field	Soccer Camp	Pastor Sky Schnell
Quinton Baptist	7/11/22 -	1:00PM-	Gym	Basketball Camp	Pastor Sky

Church	7/14/22	3:30PM			Schnell

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman
Noes: (0) Abstain: (0) Motion Carried.

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

H. Student Personnel

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of February 24, 2022 to March 17, 2022, with one incident.

2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of March 17, 2022 to April 28, 2022, with two incidents.

3. **Field Trip** - Approve an 8th grade trip to Camp Mason from June 6, 2022 to June 8, 2022.

Roll Call: Ayes: (6) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman
Noes: (0) Abstain: (M. Sites - H1) Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes of March 9, 2022 are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT II - Lawrence Winkels, residing at 126 Jericho Rd, asked:
Are there summer BOE meetings?
Is the car show supporting the school and is there an entrance fee?

ADJOURNMENT
Moved by A. Norman and seconded by J. Longo that the meeting be adjourned.
(9:38 p.m.)
Unanimously approved by voice vote.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary