

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday May 26, 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. 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. 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 (arrived 7:20pm), William McDonald, Joanne Nacucchio, Amy Keen, Joseph Longo, Tracy Scull, Abram Norman, Thomas McKee, and Jeannette Harrington.

Members Excused: None

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. Presentation of Star Student, Lisa Gold, by Julie Esposito, 5th grade teacher.

PUBLIC COMMENT I - None

MINUTES

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

1. It is recommended that the Board of Education approve the regular minutes for the April 28, 2022 Regular Monthly meeting.
2. It is recommended that the Board of Education approve a correction of the following Regular Monthly meeting minutes: 01/07/2021, 01/28/2021, 02/25/2021, 03/18/2021, 04/29/2021, 05/27/2021, 06/24/2021, 07/27/2021, 08/26/2021, 09/23/2021, 10/28/2021, 11/18/2021, 12/21/2021, 01/005/2022, 01/27/2022, 02/24/2022, 03/17/2022.

Correction is to the following section and is the same on all minutes:

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

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Unanimously approved by voice vote.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

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

A. OLD 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.

B. NEW BUSINESS

1. Approve revising policy 5141.10 prior to June meeting to reflect February changes to be presented at June 16th meeting.
2. Timely communication regarding information received by administration.
3. Ensure agenda items are added according to policy.

Unanimously approved by voice vote.

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. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

The Superintendent and Business Administrator recommend 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 **April 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 **April 30, 2022**, 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 **April 30, 2022**.

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

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

FYI: The Budget Summary Report for the month of **April 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. **ESY Program** - Approve attendance at the Extended School Year Program and necessary transportation with GCSSSD Salem Transportation Cooperative for the following students:

- a. Student # 4614078217 (Salem Campus)
- b. Student # 8430633643 (Salem Campus)
- c. Student # 5598921328 (Salem Campus)
- d. Student # 6967649227 (Cumberland Campus)
- e. Student # 40560771141 (HollyDell Campus)
- f. Student # 3245518121 (HollyDell Campus)
- g. Student # 5646017997 (Salem Campus)

7. **District Tax Schedule** - Approve the District Tax Schedule for 2022-2023, based on the approved budget, in the amount of \$2,730,612 general fund and \$110,453 debt service fund for a total of \$2,841,065.

8. **Business Services** - Approve the agreement with Mannington Board of Education to provide Business Services to the Quinton Board of Education at an annual cost of \$106,000 effective September 1, 2022 to June 30, 2023.

9. **Library/Media Specialist Services** - Approve the agreement with Mannington Board of Education to provide Library/Media Specialist oversight of the Quinton School Library at an annual cost of \$1,000 effective September 1, 2022 to June 30, 2023.

10. **Technology Services** - Approve the agreement with Mannington Board of Education to provide Technology Services to the Quinton Board of Education at an annual cost of \$43,000 effective July 1, 2022 to June 30, 2023.

11. **Virtual Algebra Services** - Approve an agreement to provide Virtual Algebra Services to Mannington Board of Education at an annual cost of \$7,000 effective July 1, 2022 to June 30, 2023.

12. **CEFM Services** - Approve an agreement to provide CEFM Services to Mannington Board of Education at an annual cost of \$15,000 effective July 1, 2022 to June 30, 2023.

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13. **Grounds/Maintenance Services** - Approve an agreement to provide Grounds/Maintenance Services to Mannington Board of Education at an annual cost of \$20,000 effective July 1, 2022 to June 30, 2023.

14. **Spanish Teacher** - Approve an agreement to provide a Spanish Teacher (40% time) to Elsinboro Board of Education annual cost of \$45,000 effective September 1, 2022 to June 30, 2023.

15. **Speech and School Psychologist Services** - Approve an agreement to provide Speech and School Psychologist Services to Elsinboro Board of Education at an annual cost of \$36,000 effective September 1, 2022 to June 30, 2023.

16. **Speech and School Psychologist Services** - Approve an agreement to provide Speech and School Psychologist Services to Mannington Board of Education at an annual cost of \$54,000 effective September 1, 2022 to June 30, 2023.

17. **School Psychologist Services** - Approve an agreement to provide School Psychologist Services to Lower Alloways Creek Board of Education at an annual cost of \$8,000 effective September 1, 2022 to June 30, 2023.

18. **Professional Services** - Approve awarding contracts for “professional services” for a one-year term commencing July 1, 2022, without competitive bidding:

Service	Business	2021-2022	2022-2023
Auditor	Nightlinger, Colavita & Volpa	\$13,000	\$13,780
Board Solicitor/Labor Consultant	Comegno Law Group Mark Toscano, Esquire	\$175 per hour	\$175 per hour
School Physician	Woodstown Family Practice	\$2,500	\$2,500 est.
AHERA/Right-to-Know	TTI Environmental, Inc	\$700 & \$580	\$700 & \$580 est.
Pest Control	Tri County Termite & Pest Control	\$50 per month	\$50 per month
Licensed Operator Water Management	McGowan Well Water Compliance	\$160 per month \$220 Annual Consumer Report	\$175 per month \$200 Annual Consumer 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

19. **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

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locations for posting Public Notices of Board Meetings at the front door of Quinton Township School and filed with the Quinton Township Clerk.

20. **Internal Control/Standard Operating Procedures** - Approve the existing Guide for Standard Operating Procedures and Internal Controls Manual for the 2022-2023 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.

21. **Purchasing Manual** - Approve the existing Purchasing Manual for the 2022-2023 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.

22. **Chart of Accounts** - Approve the Chart of Accounts to be used for the 2022-2023 school year (on file in the Board Office).

23. **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

24. **Petty Cash** - Approve establishing a \$500 petty cash fund for the 2022-2023 school year (Karen Mathews, Custodian).

25. **Tuition Contract Agreement** - Approve the Comprehensive High School tuition contract in the amount of \$686,000 and approve the Comprehensive Resource Room tuition contract in the amount of \$38,100 with Salem City School District for the 2022-2023 school year.

26. **Related Services Contract** – Approve the contract with Salem County Special Services School District for Related Services at an annual cost of \$45,792 effective July 1, 2022.

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27. **Itinerant Services Contract** – Approve the itinerant services agreement with Salem County Special Services and the rates for related services/evaluations on an as needed basis for the 2022-2023 school year.

Roll Call: Ayes: (9) M. Sites W.McDonald, J. Nacucchio, A.Keen, J. Longo, T.Scul, A. Norman, T. McKee and J. Harrington

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):

A. Superintendent' Monthly Report

1. Superintendent's Report
 - a. Attachments
 - b. Discipline Report
2. Safe Return Plan

B. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Bus Evacuation Drill-
Date: 05/24/2022;
Time: 8:40 - 9:30 am
School: Quinton Township School;
Location: 8 Robinson Street, Quinton, NJ 08072;
Route #'s: Whole School
Person Supervising: Stewart Potter - Superintendent

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

Roll Call: Ayes: (9) M. Sites W.McDonald, J. Nacucchio, A.Keen, J. Longo, T.Scul, A. Norman, T. McKee and J. Harrington 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):

C. Curriculum

1. **Women in History Month** - Review of Women in History Month. In celebration, numerous activities, readings and lessons depicting the history of women and the important contributions they have made to our nation took place in all grade levels.
2. **Library Books** - Approve the list of books to be cataloged in the library.

D. Policy - None

E. Administrative

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1. **School Self-Assessment** - Approve the NJDOE School Self-Assessment determining grades in the Anti-Bullying Bill of Rights Act.
2. **Preschool Program** - Approve the attendance in the Preschool Program at Quinton Township School for children of staff members as long as there is space in the program and the students can be accommodated in the framework of the existing program at no additional cost to the district.

Roll Call: Ayes: (9) M. Sites W.McDonald, J. Nacucchio, A.Keen, J. Longo, T.Scul, A. Norman, T. McKee and J. Harrington 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):

F. **Personnel**

1. **District Assignments** - Approve the following reappointment of district assignments for the 2022-2023 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. Haylee Wooten
 - Homeless Liaison – Mr. Stewart Potter and Mrs. Haylee Wooten
 - Affirmative Action Officer – Mrs. Mindy Bacon
 - Attendance Officer – Mrs. Mindy Bacon
 - Anti-bullying Coordinator – Mrs. Mindy Bacon
 - Anti-bullying Specialist – Mrs. Haylee Wooten and Mrs. Mindy Bacon
 - 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. **Quinton School Professional Development Plan** - Approve the 2022-2023 Quinton Township School Professional Development Plan, which was created by the Superintendent and the School Improvement Team, to ensure professional growth of the staff and fulfill the State of New Jersey Department of Education's professional development requirements.
3. **Termination of Contract** - Approve the termination of the 2022-2023 contract for Sarah Velazquez due to utilization of bumping rights by the employee that was subject to a reduction in force.

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4. **Resignation** - Approve the resignation of Peyton Ortiz, cafeteria/playground aide, as of May 6, 2022.
5. **Resignation** - Approve the resignation of Danielle Mitchell, paraprofessional, as of June 30, 2022.
6. **Resignation** - Approve the resignation of Aileen Westcott, paraprofessional, as of June 30, 2022.
7. **Revised Contract** - Approve a revised 2022-2023 contract for Brian DiAntonio to reflect the addition of a \$8,000 stipend for providing CEFM Services to Mannington Board of Education.
8. **Revised Contract** - Approve a revised 2022-2023 contract for Kimberly Bonora to reflect a change from 60% time to 70% time for providing School Psychologist Services to Elsinboro Board of Education, Lower Alloways Creek Board of Education and Mannington Board of Education.
9. **Early Childhood Coordinator** - Approve Mindy Bacon as the Early Childhood Coordinator for the 2022-2023 school year at an annual salary of \$87,000 plus twelve summer days at a rate of \$500 per diem. Health Benefits per district policy. No vacation days. Ten sick days and four personal days.
10. **Course Reimbursement** - Approve the course reimbursement request from Denise Dawson 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.
11. **Volunteers** - Approve the following classroom volunteers to continue during the 2022-2023 school year: Beth Clarke

Roll Call: Ayes: (9) M. Sites W.McDonald, J. Nacucchio, A.Keen, J. Longo, T.Scul, A. Norman, T. McKee and J. Harrington Noes: (0) Abstain: (0) Motion Carried

Moved by J. Nacucchio and seconded by J. Harringtonl 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
Drama Club	5/31 - 6/2	3-6pm	Gym	Tech week for play	SarahAnn Whitzell
Drama Club	6/4	3pm & 7pm	Gym	Play	SarahAnn Whitzell
Drama Club	6/5	3pm	Gym	Play	SarahAnn Whitzell
Quinton Township	7/12, 8/9, 9/13, 10/11, 11/8,	5-11pm	Gym	Monthly Meeting	John Allen

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Planning Board	12/13				
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Roll Call: Ayes: (9) M. Sites W.McDonald, J. Nacucchio, A.Keen, J. Longo, T.Scull, A. Norman, T. McKee and J. Harrington Noes: (0) Abstain: (0) Motion Carried

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

A. Student Personnel

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of March 17, 2022 to April 28, 2022, with two incidents.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of April 28, 2022 to May 26, 2022, with one incident.

Roll Call: Ayes: (9) M. Sites W.McDonald, J. Nacucchio, A.Keen, J. Longo, T.Scull, A. Norman, T. McKee and J. Harrington Noes: (0) Abstain: (0) Motion Carried

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes of April 13, 2022 are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT II - None

ADJOURNMENT

Moved by J. Nacucchio and seconded by T. Scull that the meeting be adjourned.
(8:46 p.m.)

Unanimously approved by voice vote.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary