

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday June 16, 2022**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on June 16, 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 7:08 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: Michael Sites, Joanne Nacucchio, Amy Keen, Joseph Longo, Thomas McKee, and Jeannette Harrington.

Members Excused: None

Members Absent: Tracy Scull and Abram Norman

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 - None

PUBLIC COMMENT I - None

MINUTES

Moved by J. Nacucchio and seconded by J. Harrington 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 May 26, 2022 Regular Monthly meeting.

Unanimously approved by voice vote.

CORRESPONDENCE

1. 2022-2023 Preschool Budget Workbook approval letter.

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS

1. Superintendent Evaluation email should have been received. Please complete the evaluation prior to the June Board Meeting. Summary will be completed as a group during

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executive session at the June Board Meeting.

B. NEW BUSINESS

1. Recognition of William McDonald - Years of Service and Moment of Silence
2. Process for filling a board vacancy
3. Election Petitions for the November 2022 election are due to the Salem County Clerk by July 25, 2022 at 4:00 p.m.
Incumbents are: Thomas McKee, Abram Norman and Michael Sites

Unanimously approved by voice vote.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

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

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

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 **May 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 **May 31, 2022**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **May 2022**.
3. **Transfers** - Approve the transfer list for the month of **May 2022**.
4. **Bills to be Paid** - Approve payroll and agency for the month of **May 2022** and the bills list for **June 2022**.
Further, approval to any final warrants necessary to close out the 2021-2022 school year.

FYI: The Budget Summary Report for the month of **May 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,

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educational/informational programs and workshops/seminars, as previously approved by the Superintendent.

6. **Capital/Maintenance Reserve** - Approve a resolution authorizing the transfer of up to \$500,000 in current year surplus into the Capital and/or Maintenance Reserve Accounts.
7. **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.
8. **Section 125 Plan** - Approve continuation of American Fidelity Assurance Company as the Section 125 Plan Administrator from July 1, 2022 to June 30, 2023.
9. **Extended School Year Transportation** - Approve the 2022-2023 ESY transportation with GCSSSD Transportation Cooperative at the following amounts (costs shared with other districts):

Route #	Contractor	# of Quinton Students	Route Cost
SS582	B.R. Williams	5	\$205.00
SS588	B.R. Williams	1	\$340.00
SS570	B.R Williams	2	\$410.00

10. **ESEA** - Approve the submission of the Elementary and Secondary Education Act (ESEA) application to the New Jersey Department of Education for Fiscal Year 2022 in the total amount of \$103,692 (PY \$105,695)

Title I Part A	\$82,081
Title II Part A	\$11,611
Title III	\$0 (Consortium)
Title IV	\$10,000
11. **IDEA** - Approve the submission of the Individuals with Disabilities Education Act (IDEA) application for Fiscal Year 2022 in the total amount of \$88,920 (PY \$90,692)

IDEA Basic	\$86,312
IDEA Preschool	\$2,608
12. **Master Teacher** - Approve an agreement with Pittsgrove Board of Education to provide one day a month Master Teacher Services to Quinton Board of Education at an annual cost of \$5,193 effective July 1, 2022 through June 30, 2023.
13. **Early Childhood Services** - Approve an agreement to provide Early Childhood Services to Lower Alloways Creek Board of Education at an annual cost of \$30,000 effective July 1, 2022 to June 30, 2023.

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14. **Early Childhood Services** - Approve an agreement to provide Early Childhood Services to Mannington Board of Education at an annual cost of \$30,000 effective July 1, 2022 to June 30, 2023.
15. **Trauma Informed Coordinator/Behaviorist Services** - Approve an agreement to provide Trauma Informed Coordinator/Behaviorist Services to Alloway Board of Education at an annual cost of \$13,500 effective July 1, 2022 to June 30, 2023.
16. **Trauma Informed Coordinator/Behaviorist Services** - Approve an agreement to provide Trauma Informed Coordinator/Behaviorist Services to Elsinboro Board of Education at an annual cost of \$13,500 effective July 1, 2022 to June 30, 2023.
17. **Trauma Informed Coordinator/Behaviorist Services** - Approve an agreement to provide Trauma Informed Coordinator/Behaviorist Services to Mannington Board of Education at an annual cost of \$13,500 effective July 1, 2022 to June 30, 2023.
18. **Trauma Informed Coordinator/Behaviorist Services** - Approve an agreement to provide Trauma Informed Coordinator/Behaviorist Services to Oldmans Board of Education at an annual cost of \$13,500 effective July 1, 2022 to June 30, 2023.
19. **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 \$2,799.
20. **Out of District Tuition** - Approve the Tuition Contract for Approved Private Schools for Student with Disabilities from HollyDELL School for one Quinton resident student to attend from September 1, 2022 through June 30, 2023 for 214 days at the per diem rate of \$479.70 (annual tuition of \$102,655.80).

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

Noes: (0) Abstain: (0) Motion Carried.

SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

1. Superintendent's Report
 - a. Attachments
 - b. Discipline Report

B. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
 - Fire Drill - 05/27/2022
 - Security Drill - 05/27/2022
 - Security Drill - 06/02/2022
 - Fire Drill - 06/13/2022

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

3. **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 2021-2022 school year.

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

Noes: (0) Abstain: (0) Motion Carried.

C. Curriculum - None

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

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

CODE	POLICY	STATUS	REASON
5141.10	Face Coverings	Revised	Board Action

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

Noes: (0) Abstain: (0) Motion Carried.

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

E. Administrative

1. **I&RS Report** - Review of the [final report](#) for the 2021-2022 school year from the Intervention and Referral Services.

2. **Student Expectations & Discipline Handbook** - Approve the Student Expectations & Discipline Handbook as [revised](#) for the 2022-2023 school year.

3. **School Dress Code** - Approve the School Dress Code with no revisions for the 2022-2023 school year.

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

Noes: (0) Abstain: (0) Motion Carried.

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

F. Personnel

1. **Perfect Attendance Award** - Approve an award of \$75 for perfect attendance to the following staff members, tentatively, for the 2021-2022 school year:

Joyce Cohen

Joseph Micarelli

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2. **Substitute List** - Approve the following individuals as substitutes for the 2021-2022 school year at the Board approved rate:
- a. Stephanie Craig (Non-Instructional)
 - b. [Scott Hitchner](#) (Non-Instructional)

3. **Extra-curricular positions** - Approve the appointment of the following teachers to the listed extra- curricular positions to be paid per Schedule B of the negotiated agreement for the 2022-2023 school year:

I&RS Assistance Committee Members

Denise Dawson (chair)
Rosemary Poliski Bernadette McCaffery
Sherry Biddle

Homework Center (3 days)

Shane Manuel
Joe Micarelli

Band

John Wernega

School Improvement Team Chairperson

Erin White

School Improvement Team Members (two members)

Denise Dawson Bernadette McCaffery

I&RS After-school Tutor

Rosemary Poliski

Academic League Advisors

Joe Micarelli Shane Manuel

Broadcasting Studio - TBD

Substitutes for After-school Positions

All Teachers

4. **Staffing** - Authority for the Superintendent to make any necessary professional/support personnel staffing changes in July with final approval at the August board meeting.
5. **Resignation** - Accept the [resignation](#) of Haylee Wooten, School Counselor, as of June 30, 2022.
6. **Trauma Informed Coordinator/Behaviorist Services** - Approve Kiesa White as the Trauma Informed Coordinator/Behaviorist for the 2022-2023 school year at an annual salary of \$60,555 Step 1 BA. Effective September 1, 2022 through June 30, 2023. Benefits according to the QEA Collective Bargaining Agreement.

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

Erin White
Lauren Potter
Morgan Potter

8. **Phonics First** - Approve payment to the following staff members for attendance at Phonics First Level I training on June 20th to 24th at the rate of \$30 per hour:

Brittany Turner	Danine Lodge
Nicole Chiacchio	Melissa Newkirk
Donna Profero	Bernadette McCaffery
Shana Hoffman	Olivia McAllister
Ashley Danter	Joyce Cohen
Denise Dawson	Evelyn Cortes

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

Moved by J. Nacucchio 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
Wildcat Theatre	June 18, 2022	7 am - 3 pm	Gym	Vendor Fair	SaraAnn Whitzell

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

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

H. Student Personnel

1. **Field Trip** - Approve a Culture Club field trip to Hershey Park on August 23, 2022. Cost will be paid for by the Culture Club grant.
2. **Library Books** - Approve the [list of books](#) to be cataloged in the library. Previously approved by the Curriculum Committee.
3. **HIB** - Approve, as per the NJDOE, [HIB](#) reporting requirements, the second reading for the period of April 28, 2022 to May 26, 2022, with one incident.
4. **HIB** - Approve, as per the NJDOE, [HIB](#) reporting requirements, the first reading for the period of May 26, 2022 to June 16, 2022, with no incidents.

Roll Call: Ayes: (5) M. Sites, J. Nacucchio, A.Keen, J. Longo and J. Harrington
Noes: (0) Abstain: (T. McKee) Motion Carried.

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REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION - None

OTHER BOARD MEMBERS AND COMMITTEE REPORTS - None

PUBLIC COMMENT II - None

RECESS INTO EXECUTIVE SESSION

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

- ☐ 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 - **Superintendent Contract**
- ☐ 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 J. Longo and seconded by J. Nacucchio that the Board of Education enter into executive session at 8:28pm.

Unanimously approved by voice vote.

**T. McKee leaves (8:45pm)

RESUMPTION OF PUBLIC PORTION OF THE MEETING

Moved by A. Keen and seconded by J. Longo that the Board of Education resume the public portion

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of the meeting at 9:01 pm:

Unanimously approved by voice vote

SUPERINTENDENT CONTRACT

Moved by A. Keen and seconded by J. Harrington that the Board of Education approve the following items:

Superintendent contract for Stewart Potter effective July 1, 2022 through June 30, 2026 reflecting a 3% increase in salary. It has been reviewed and approved by the Personnel Committee and the Salem County Office of Education.

Roll Call: Ayes: (5) M. Sites, J. Nacucchio, A.Keen, J. Longo and J. Harrington

Noes: (0) Abstain: (0) Motion Carried.

ADJOURNMENT

Moved by J. Nacucchio and seconded by J. Longo that the meeting be adjourned.

(9:03 p.m.)

Unanimously approved by voice vote.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary