

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, November 21, 2024**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm on November 21, 2024.

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 7:00 pm.

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: Amy Keen, Joseph Longo, Anthony Mott, Joanne Nacucchio, Tracy Scull and Michael Sites

Members Excused: None

Members Absent: Jeannette Harrington, Abram Norman

Also Present: Stewart Potter, Superintendent
Karen Klaus, Business Administrator
Gwen Herman, Principal
Members of the Public (sign-in sheet on file)

EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION

1. Recognize two students who received the iCare Award for the month of October

PUBLIC COMMENT I - None

MINUTES

Moved by J. Nacucchio and seconded by L. Winkels that the Board of Education approve the regular minutes for the October 24, 2024 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS

- a. Complete the Board Self-Evaluation by November 14th by logging on to www.njsba.org and scrolling to the bottom of the page to "Online Evaluations for Superintendents and Boards". Summary will be presented at the November meeting. FAQ about Board Self-Evaluation

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- b. County Wide Consolidation Meeting in early November. What kind of benefits would enhance student experience? Have one of our members attend to discuss at the November BOE meeting.

B. NEW BUSINESS

- a. Approval to schedule the Reorganization meeting for Thursday January 2, 2025 at 7:00 pm.

Unanimously approved by voice vote. Motion carried.

SUPERINTENDENT REPORT

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

A. Superintendent's Monthly Report

1. Discipline Report

B. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 11/19/2024
Security Drill (Code Blue) - 11/22/2024
2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for November 2024 as completed by the Building and Grounds Manager.
3. **Annual School Facilities Checklist** - Approve the Annual School Facilities Checklist for the 2024-2025 school year.
4. **Statement of Assurance** - Approve the submission of a signed Statement of Assurance (SOA) that the Annual School Facilities Checklist has been completed for every school building to the Salem County Office of Education.
5. **School Safety and Security Plan** - Approve the submission of the School Safety and Security Plan Annual Review Statement of Assurance form to the Salem County Office of Education.

Items A & B:

Roll Call: Ayes: (7) A. Keen, J. Longo, A. Mott, J Nacucchio, T. Scull, M. Sites, L. Winkles

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. Administrative - None

D. Personnel

1. **Teacher's Assistant** - Approve hiring Kasie Troupe as a PK Teacher's Assistant for the remainder of the 2024-2025 school year at an annual salary of

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\$19,432 (prorated based on start date). Effective upon completion of hiring paperwork.

2. **Special Education Teacher** - Approve hiring Mary Anne Ecret as a Special Education Teacher for the remainder of the 2024-2025 school year at an annual salary of \$66,346 (prorated based on start date). Effective 1/2/2025 upon completion of hiring paperwork.

3. **Substitute** - Approve the following substitute(s) at the board approved rates pending the completion of hiring paperwork:

Joshua Hancock - Instructional Substitute, Paraprofessional
Abigail Hemple - Instructional Substitute, Paraprofessional
Jean Marie Wiley - Instructional Substitute, Paraprofessional
Morgan Johnson - Paraprofessional

Items C & D:

Roll Call: Ayes: (7) A. Keen, J. Longo, A. Mott, J Nacucchio, T. Scull, M. Sites, L. Winkles

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

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

E. Facilities Use - None

F. Student Personnel

1. **Furever Friends** - Approve an agreement with Furever As Friends for monthly pet therapy and on an as needed basis for the 2024-2025 school year in the amount of \$300.

2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of October 25, 2024 to November 21, 2024 with no incidents.

3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of September 27, 2024 to October 24, 2024 with no incidents.

Items E & F:

Roll Call: Ayes: (7) A. Keen, J. Longo, A. Mott, J Nacucchio, T. Scull, M. Sites, L. Winkles

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

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by J. Longo 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 **October 31, 2024** 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

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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 **October 31, 2024**, 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 **October 31, 2024**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation reports for the month of **October 2024**.

3. **Transfers** - Approve the transfer list for the month of **October 2024**.

4. **Bills to be Paid** - Approve payroll and agency for the month of **October 2024** and the bills list for the month of **November 2024**.

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	Sub Cost
Jackie Viereck	Zoom	Intervention and Referral Services	12/5/2024	\$178.00	N/A
Gwen Herman	Middlesex College, Edison	NJ Assoc. of Federal Program Administrators Annual Conference	3/14/2025	\$0 Registration Mileage/Tolls \$65.61	N/A
Mindy Bacon	Zoom	Montclair PIRS Seminar	09/29/2023	\$1,100.00	N/A

7. **Professional Services** - Approve awarding contracts for "professional services" for a one-year term commencing July 1, 2025, without competitive bidding:

Service	Business	2023-2024	2024-2025
School Physician	Woodstown Family Practice	\$2,500 est.	\$2,500.00

8. **English Language Learner Three-Year Plan** - Approve, by resolution, the English Language Learner Three-Year plan.

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9. **Transportation Agreement** - Approve an agreement with Cumberland County for coordination of bus transportation.
10. **Cafeteria Equipment** - Approve the two bids for new kitchen equipment (warmer and dishwasher) plus installation.
11. **Mental Health Services** - Approve a revised agreement to provide Mental health Services to Elsinboro Board Education at an annual cost of \$64,800 for 60% time (prior agreement was \$48,000 for 40% time) effective December 1, 2024 to June 30, 2025.
12. **Nursing Service Plan & Protocols** - Approve the updated 2024-2025 Nursing Service Plan, Nursing Protocols as reviewed and signed off on by the school physician.
13. **CMP and Form M-1** - Approve, by resolution, the submission of the Comprehensive Maintenance Plan, detailed expenditures and Form M-1 to the Salem County Office of Education.

Roll Call: Ayes: (7) A. Keen, J. Longo, A. Mott, J. Nacucchio, T. Scull, M. Sites, L. Winkles
Noes: (0) Abstain: (0) Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The October minutes are not yet posted by Salem City.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS - None

PUBLIC COMMENT II

Peter Fogg, 5 Marlboro RD, Bridgeton, NJ - Concerns about child drop off and consolidation.

ADJOURNMENT

Moved by A. Mott and seconded by J. Longo that there being no further business to come before the Board of Education, the meeting be adjourned at 7:50 pm.

Unanimously approved by voice vote. Motion Carried.

Respectfully submitted,

Karen Klaus
Business Administrator/Board Secretary