

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, January 23, 2025**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm on January 23, 2025.

Mrs. Jeannette Harrington, Board President, led the group in the pledge to the flag.

Mrs. Jeannette Harrington, Board President, called the meeting to order at 7:00 pm.

The New Jersey Open Public Meetings Statement was read by Mrs. Harrington. 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: Jeannette Harrington, Joseph Longo, Zachary Mayer, Anthony Mott, Joanne Nacucchio, Tracy Scull and Michael Sites

Members Excused: None

Members Absent: 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 four students who received the iCare Award for the months of November and December.

PUBLIC COMMENT I - None

MINUTES

Moved by M. Sites and seconded by A. Mott that the Board of Education approve the regular minutes for the January 2, 2025 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS - None

A. NEW BUSINESS - None

Unanimously approved by voice vote. Motion carried.

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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 - Reviewed and approved 1/2/25

B. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - Later date in January
Security Drill - Later date in January
2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for January 2025 as completed by the Building and Grounds Manager.

Items A & B:

Roll Call: Ayes: (7) J.Harrington, J. Longo, Z.Mayer, A. Mott, J Nacucchio, T. Scull, M. Sites

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

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

C. Curriculum - None

D. Policy - None

Items C & D:

Roll Call: Ayes: (7) J.Harrington, J. Longo, Z.Mayer, A. Mott, J Nacucchio, T. Scull, M. Sites

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

***Lawrence Winkels arrives at 7:31*

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

E. Administrative

1. **Paraprofessional Staff** - Approve submission of the biannual Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2024-2025 School Year.
2. **Special Education Program** - Approve, by resolution, the submission of the Request to Establish a Special Education Program or Service.
3. **Substitute Rates** - Approve the 2024-2025 substitute rates as follows:

POSITION	RATE
Nurse Substitute	\$200.00 per day

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Instructional Substitute	\$120 per day
Non-Instructional Substitute	\$15.49 per hour
Clerical, Cafeteria & Custodial	\$15.49 per hour

F. Personnel

1. **Substitute List** - Approve the following individuals as substitutes for the 2024-2025 school year at the Board approved rate:

- Taylor Counsellor
- Kimberly Henderson (nurse)

Note: Individuals must complete all required paperwork and background check prior to beginning work.

2. **Volunteers** - approve the following classroom volunteers to continue during the 2024-2025 school year:

Cynthia Wilson

3. **Resignation** - Accept, with regrets, the resignation of Stewart Potter from his position of Superintendent effective June 30, 2025.

4. **Leave of absence** - Approve the leave of absence request from Hailey Collins beginning on January 10th, 2025 with an approximate return to work date of April 10, 2025.

5. **Long-term Substitute** - Approve Elly Taylor as the long-term substitute for kindergarten starting on February 3, 2025 to June 16, 2025 (pending snow days). Paid at the annual salary of \$64,246 Step 1 BA (prorated based on days worked). No health benefits associated with this position.

6. **Mentor** - Approve Bernadette McCaffery as the mentor for Elly Taylor. Payment according to board policy.

Items E & F:

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

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

G. Facilities Use - Approve the following request(s) for use of facilities:

ORGANIZATION	DATE(S)	TIME	ROOM/ AREA	EVENT	REQUEST
Healthy Kids	6/23/25 - 8/14/25 (Mon - Thurs)	7:30AM to 3:30PM	Utilize the Library, Art Room, Gym, and outdoor	Healthy Kids Summer Program	George Soriano

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			areas, with the Art Room reserved for emergencies.		
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H. Student Personnel

1. **Field Trips** - Approve the attached list of Field Trips for the 2024-2025 school year.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of November 21, 2024 to December 20, 2024 with zero (0) incidents.
3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of December 21, 2024 to January 22 , 2025 with zero (0) incidents.

Items G & H:

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

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by J. Nacucchio 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 **July 31, 2024, August 31th, 2024, September 30, 2024, October 31, 2024, and November 30, 2024** 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 **July 31, 2024, August 31th, 2024, September 30, 2024, October 31, 2024, and November 30, 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 **July 31, 2024, August 31th, 2024, September 30, 2024, October 31, 2024, and November 30, 2024**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **July 31, 2024, August 31th, 2024, September 30, 2024, October 31, 2024, and November 30, 2024**. (Cash flow statements)

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3. **Transfers** - Approve the transfer list for the month of **July 31, 2024, August 31th, 2024, September 30, 2024, October 31, 2024, and November 30, 2024.**

4. **Bills to be Paid** - Approve the revised bills list for August 2024, September 2024 and October 2024. Approve payroll and agency for the month of **November 2024** and **December 2024** and the bills list for the months of **November 2024** and **December 2024.** Further approve bills list, payroll and agency for the month of **January 2025.**

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	Salem Community College	Managing Sudden Traumatic Loss	3/11/25 & 3/12/25	\$35.00
Ashley Danter	FEA Conference Center 12 Centre Drive Monroe Twp, NJ 08831	The Balancing Act for Educators: Literacy in Focus	2/6/25	Mileage

7. **Audit** - Accept and approve, by resolution the June 30, 2024 Audit CAFR, Management Report and Synopsis, as presented and discussed, noting there are no recommendations CAP23-24.

WHEREAS the Quinton Board of Education in accordance with NJSA 18A:23-1 must have a certified External Audit of the district's account and financial transactions; and WHEREAS the Quinton Board of Education received the audit performed by Jump, Perry and Company .L.L.P. and discussed said audit at its public meeting held on January 24, 2025 now

BE IT RESOLVED that the Quinton Board of Education accepts the audit for the 2023-24 school year, fiscal year ending June 30, 2024. It is noted there are no CAFR/AMR findings.

8. **Out Of District Placements** - approve the student(s) listed be approved for Out of District Placement and contracts for students attending Quinton Township Schools Preschool Disabled Program:

District Fiscally Responsible	Program/ School	Student ID	Start Date	End Date	Account Number	Bd. Appr Rates
Quinton TWP	Brookfield	9742750893	12/9/24	6/30/25	11-150-100-320-0	Brookfield - \$35 per

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	School					instructional hour Transportation: \$0.00
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Roll Call: Ayes: (8) J.Harrington, J. Longo, Z.Mayer, A. Mott, J Nacucchio, T. Scull, M. Sites, L. Winkels
Noes: (0) Abstain: (0) Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

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

OTHER BOARD MEMBERS AND COMMITTEE REPORTS - None

PUBLIC COMMENT II - None

ADJOURNMENT

Moved by T. Scull and seconded by A. Mott that there being no further business to come before the Board of Education, the meeting be adjourned at 8:04 pm.

Unanimously approved by voice vote. Motion Carried.

Respectfully submitted,

Karen Klaus
Business Administrator/Board Secretary