

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, August 22, 2024**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm on August 22, 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. 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, Amy Keen, Joseph Longo, Anthony Mott, Joanne Nacucchio, Michael Sites and Lawrence Winkels

Members Excused:

Members Absent: Abram Norman and Tracy Scull

Also Present: Karen Klaus, Business Administrator
Stewart Potter, Superintendent
Gwen Herman, 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. Longo that the Board of Education approve the regular minutes for the June 27th, 2024 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS

1. NJSBA Workshop is October 21-24, 2024. The entire board has been registered.

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. Harrington that the Board of Education approve the following item(s):

A. Superintendent's Monthly Report - None

B. Building and Grounds

1. **Emergency and Crisis Management Plan** - Approve the updated Emergency and Crisis Management Plan for the 2024-2025 school year.

Items A & B:

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

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

C. Curriculum

1. **Field Trips** - Motion to approve the following field trips.

Date	Staff/ Group	Location	Cost Administrative (A) Transportation (T)
8/28/24	Culture Club	Wetlands Institute & OCNJ Boardwalk	CC Grant
9/27/24	Culture Club	Dave and Buster's	CC Grant
9/30/24	PreK	Coomb's Farms	T: \$650.00
10/8/24	Academic League	Salem Middle School	T: \$310.00
10/16/24	Mr. Manuel	Ag Day - SC Fair Grounds	T: \$515.00
10/11/24	Culture Club	SCVTS	CC Grant
10/29/24	7th Grade	Chemours (Penns Grove)	T: \$385.00
11/4/24	Culture Club	Rowan Planetarium	CC Grant
11/22/24	Culture Club	Fun City (Vineland)	CC Grant

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12/3/24	Academic League	Oldmans	T: \$515.00
12/6/24	Culture Club	Longwood Gardens	CC Grant
1/7/25	Academic League	Woodstown Middle	T: \$310.00
5/22/25	5th/7th Grades	Jr. Achievement	A: T: \$615.00

D. Policy

1. Policies - Motion to update the Policies listed below in accordance with the data presented.

Number	Reading		Title
3327	1st	Revision	Relations With Vendors - Marked Up
3327	1st	Revision	Relations With Vendors-Clean Copy
3542.2	1st	Revision	School Meal Program Arrears - MU
3542.2	1st	Revision	School Meal Program Arrears - CC
3542.31	1st	Revision	Free or Reduced Price-Lunches/Milk - MU
3542.31	1st	Revision	Free or Reduced Price-Lunches/Milk - CC
3571.4	1st	Revision	Audit - MU
3571.4	1st	Revision	Audit - CC
4151.1/ 4251.1	1st	Revision	Personal Illness and Injury/Health and Hardship - MU
4151.1/ 4251.1	1st	Revision	Personal Illness and Injury/Health and Hardship - CC
5113	1st	Revision	Attendance, Absences, and Excuses - MU

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5113	1st	Revision	Attendance, Absences, and Excuses - CC
5118	1st	Revision	Nonresidents - MU
5118	1st	Revision	Nonresidents - CC
5131.1	1st	Revision	Harassment, Intimidation, and Bullying - MU
5131.1	1st	Revision	Harassment, Intimidation, and Bullying (Regulation) - CC
5131.1	1st	Revision	Harassment, Intimidation, and Bullying (Policy) - MU
5131.1	1st	Revision	Harassment, Intimidation, and Bullying (Policy) - CC
5131.5	1st	Revision	Vandalism/Violence - MU
5131.5	1st	Revision	Vandalism/Violence - CC
5141.8	1st	Revision	Sports Related Concussion and Head Injury - MU
5141.8	1st	Revision	Sports Related Concussion and Head Injury - CC
6114	1st	Revision	Emergencies and Disaster Preparedness - MU
6114	1st	Revision	Emergencies and Disaster Preparedness - CC
6140	1st	Revision	Curriculum Adoption - MU
6140	1st	Revision	Curriculum Adoption - CC
6142.2	1st	Revision	English as a Second Language Bilingual Programs - MU
6142.2	1st	Revision	English as a Second Language Bilingual Programs - CC
6145.3	1st	Revision	Publications - MU

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6145.3	1st	Revision	Publications - CC
6164.1	1st	Revision	Intervention and Referral; Services for General Education Pupils - MU
6164.1	1st	Revision	Intervention and Referral; Services for General Education Pupils - CC

Items C & D:

Roll Call: Ayes: (7) J. Harrington, J. Longo, A. Mott, J. Nacucchio, M. Sites, L. Winkels, A. Keen

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

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

E. Administrative

1. **Collection of permitted records** - Approve authorization for collection of the following permitted records in order to promote the educational welfare for each child:

- Test scores, including aptitude, achievement, and other tests.
- Indication of selection for special programs such as remedial or gifted and talented programs.
- Name and birthdate of siblings
- Anecdotal reports which are based on firsthand observation directly relevant to the education of the pupil, signed and dated by the observer.
- Discipline record including suspensions.
- Educational plans.
- A & B Forms.
- School pictures.
- Place of Birth.
- Correspondence concerning the pupil.
- Skills checklist.
- Transfer cards and information from other schools.
- Emergency Data.
- Report Cards.

Per Administrative Code 6:3-2:3, the District Board of Education shall report annually at a public board meeting a description of the types of permitted records it has authorized certificated school personnel to collect and maintain.

2. **NJ Principal Evaluation** - Approve Principal evaluation instrument, NJ Principal Evaluation for Professional Learning Observation for the 2024-2025 school year.

3. **Superintendent Evaluation** - Approve the Superintendent Evaluation Instrument through New Jersey School Boards Association for the 2024-2025 school year.

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4. **Teacher Evaluation Model** - Approve the teacher evaluation model, Danielson 2007.
5. **Disposal** - Approve the disposal of obsolete textbooks and obsolete/non-working equipment.
6. **Quinton School Professional Development Plan** - Approve the 2024-2025 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. (page #11913-11915)
7. **New Teacher Mentoring Program** - Approve the New Teacher Mentoring Program for the 2024-2025 school year.
8. **Statement of Assurance** - Approve submission of the Comprehensive Equity Plan Statement of Assurance for 2024-2025. (page #11916)
9. **Virtual Learning Plan** - Approve the Quinton Township School Virtual Learning Plan for the 2024-2025 school year.
10. **Agreement Student Internships Rowan University** - Approve a Student Internship Agreement between Quinton Township School District and Rowan University for a five-year period, August 31, 2024 through August 31, 2029.
11. **CHOP Research Study** - Agreement to Participate in CHOP Research Study to learn how to teach middle school students about organization, time management, and planning skills. The study will last three years and will be a randomized control trial. Participation by parents and students will be voluntary.

F. Personnel

1. **New Hire** - Be it resolved that the persons listed be approved as of the 2024-2025 school year in accordance with the data presented, commencing upon receiving proper hiring documentation.

Employee Name	Replacement of	Assignment	Effective Date	Step	Salary	Account Number
Hailey Collins	N/A	Kindergarten	9/1/24	1	66,346	11-110-100-101-0
Joanna Bond	Samantha Saddler	Interventionist	9/1/24	1	\$32,000	20-231-100-106-0
Stacy Ricketts	N/A	Paraprofessional	9/1/24	1	\$18,932	11-216-100-106-0

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2. **Staffing** - Authority for the Superintendent to make any necessary professional/support personnel staffing changes with final approval at the next board meeting.
3. **Clinical and student teaching** - Approve Kaitlyn Sosnoski to complete her full year clinical practice with Nicole Chiacchio and Shanna Hoffman.
4. **Mentor** - Approve Bernadette McCaffery as a mentor teacher. Payment according to board policy.
5. **Mentor** - Approve Erin White as a mentor teacher for Samantha Saddler. Payment according to board policy.
6. **Additional Office Hours** - Approve Tiffany Piontowski for four additional days at the rate of \$132.23 to process new student enrollments and summer packets. paid out of account number: 20-487-200-100-0
7. **Long Term Substitute Teacher** - Approve hiring Kailee Sweeney as a long term substitute teacher effective September 1, 2024 at a rate of \$200 per day until certification is complete.
8. **District Assignments** - Approve the following reappointment of district assignments for the 2024-2025 school year:
Asbestos Management – Mr. Austin Wheatley
IPM Coordinator - Mr. Austin Wheatley
PEOSHA Officer – Mr. Austin Wheatley
Right to Know Coordinator - Mr. Austin Wheatley
9. **Substitute** - Approve the following substitute(s) at the board approved rates, commencing upon receiving proper hiring documentation.
Shailyn Moncrief - Instructional Substitute
Alicia Sperry - Instructional Substitute
Mackenzie Herman - Instructional Substitute

Items E & F:

Roll Call: Ayes: (7) J. Harrington, J. Longo, A. Mott, J. Nacucchio, M. Sites, L. Winkels, A. Keen

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

Moved by J. Nacucchio and seconded by J. Harrington 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
QTS	8/20/24 & 8/21/24	8AM to 3PM	Library	Preschool Training provided by Montclair Un.	Mindy Bacon

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QTS	10/26/2024	10AM - 2PM	Parking Lot & Field Hockey Field	Community Health Fair	Alyssa Williams
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H. Student Personnel

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of May 24, 2024 to June 14, 2024 with no incidents. (page #11916)

Items G & H:

Roll Call: Ayes: (7) J. Harrington, J. Longo, A. Mott, J. Nacucchio, M. Sites, L. Winkels, A. Keen

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

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by J. Nacucchio and seconded by J. Longo 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 **June 30, 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 **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 **June 30, 2024**, 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 **June 30, 2023**.

2. Cash Reconciliation Report - Approve the cash reconciliation report for the month of **June 2024**. (page #11916-11917)
3. Transfers - Approve the transfer list for the month of **July 2024**.
4. Bills to be Paid - Approve payroll and agency for the month of **June 2024 and July 2024** and the bills list for the month of **August 2024**. (page #11918-11922)
5. Workshop/Seminar Requests - Approve the workshop/seminar requests, as previously approved by the Superintendent. Additionally, 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:

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Staff	Location	Workshop/Seminar	Date	Attendance Cost	Travel Costs
Karen Klaus	Robbinsville, NJ	Assuming Role of SBA	8/5/24	\$50.00	
Alyssa Williams	Somerset, NJ	Annual School Health Conference	10/16/24	\$225.00	\$30.00
Ashley Danter	Virtual	Comprehensive Orton Gillingham Plus Training	8/26 - 8/30/24	\$1500 + compensation \$1050 (30 hours) paid through grant funding	N/A

6. **Out Of District Placements** - approve the student(s) listed be approved for Out of District Placement:

District Fiscally Responsible	Program/ School	Student ID	Start Date	End Date	Account Number	Bd. Appr Rates
Quinton TWP	SCSSSD - Cumberland Campus	5646017997	7/1/24	6/30/25	20-487-200-500-0	\$7,101 ESY
Quinton TWP	SCSSSD - Salem Campus	8430633643	7/1/24	6/30/25	20-487-200-500-0	\$7,101 ESY
Quinton TWP	SCSSSD - Salem Campus	1369012024	7/1/24	6/30/25	20-487-200-500-0	\$7,101 ESY
Quinton TWP	Commission for the Blind & Visually Impaired	6967649227	9/1/24	6/30/25	11-000-216-320	\$2,420.00

7. **Meal Pricing** - Motion to approve the th meal costs for the 2024-2025 school year as follows:

Student	Breakfast	Lunch
Full Price Middle School- Grades 6-8	\$1.50	\$3.25
Full Price Elementary School- Grades PK-5	\$1.50	\$3.25
Reduced Price- All Students Grades PK-12	\$0.00	\$0.00
Adult Prices	\$3.25	\$4.75

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8. **Joint Purchase Agreement** - Approve the Joint Purchasing Agreement with Penns Grove-Carneys Point Regional School District for the purchase of Baked Goods, Milk, Juice and Dairy Products and Ice Cream for the 2024-2025 school year.

9. **Bid Award** - Approve awarding the bids for Milk, Juice and Dairy Products and Ice Cream for the 2024-2025 school year, as advertised and awarded through the Salem County Joint Purchasing Consortium:

Milk, Juice & Dairy	Hypoint Dairy Farms, Inc.
Ice Cream	Georgeo's Water Ice, Inc.
Baked Goods	Deluxe Italian Bakery

10. **IDEA** - Accept the Individuals with Disabilities Education Act (IDEA) award for Fiscal Year 2025 in the total amount of \$97,778.

IDEA Basic	\$95,183
IDEA Preschool	\$2,595

11. **ESSA** - Accept the ESSA Grants award for Fiscal Year 2025.

Title I	\$60,737
Title II A	\$7,508
Title IV	\$10,000

12. **Nursing Service Plan & Protocols** - Approve the 2024-2025 Nursing Service Plan, Nursing Protocols as reviewed and signed off on by the school physician. (page #11922-11927)

13. **Vended Meals Contract** - Approve the submission of a vended meals contract to provide lunches to Elsinboro School for the 2024-2025 school year at a cost of \$3.25 per meal. Elsinboro to provide transportation for meals.

14. **Signatory Authority** - Approve by resolution that Deborah Piccirillo have signatory authority during the transition period of July 1, 2024 through August 15, 2024. (page #11927)

15. **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 December 31, 2024 to June 30, 2025. (page #11927)

16. **Technology Services** - Approve the agreement with Mannington Board of Education to provide Technology Services to the Quinton Board of Education for two days a week at an annual cost of \$46,000 effective July 1, 2024 to June 30, 2025. (page #11928-11929)

17. **Special Education Tuition Contract** - Approve a Special Education Tuition Contract with Elsinboro Board of Education for Elsinboro resident student to attend the PSD program at Quinton School effective September 1, 2024 to June 30, 2025 at an annual estimated rate of \$33,500 (\$186.11 per diem).

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18. **ROD Grants** - Approve, by resolution, the use of local funds for the approved ROD Grant projects: (page #11929)
Roof - SDA Project #4280-50-23-G5QL; DOE Project #4280-050-23-R501 (Roof Restoration)
HVAC System Upgrades - SDA Project #4280-050-23-GSQM; DOE Project #4280-050-23-R502 (Replacement of Rooftop Units and Adapters)
19. **Moving Educational Space** - Approve, by resolution, the application to move the Preschool Disabled Educational Space from room 08 to room 40. (page #11930-11932)
20. **Parental Transportation Contract** - Approve the Parental Transportation Contract in the amount of \$18,500 for the transportation of one student to and from HollyDell School for the 2024-2025 school year.

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

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The July minutes are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

1. Salem City School District Confidential Draft Report
2. Salem City School District Response Audit report
3. StateWide High School Tuition Rates
4. Salem High School Presentation

PUBLIC COMMENT II - None

ADJOURNMENT

Moved by J. Harrington and seconded by J. Nacucchio that there being no further business to come before the Board of Education, the meeting be adjourned at 8:12 pm.

Unanimously approved by voice vote. Motion Carried.

Respectfully submitted,

Karen Klaus
Business Administrator/Board Secretary