

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, August 28, 2025**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm on August 28, 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, Joanne Nacucchio, Abram Norman, Michael Sites, Lawrence Winkels

Members Excused: None

Members Absent: Anthony Mott, and Tracy Scull

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

**Abram Norman arrives 7:05*

PUBLIC COMMENT:

Moved by M. Sites and seconded by J. Longo that the Board of Education open the Audience Participation portion of the meeting at 7:07 pm.

Unanimously approved by voice vote. Motion carried.

No comments

CLOSURE OF THE PUBLIC COMMENT PORTION OF THE MEETING

Moved by M. Sites and seconded by J. Nacucchio that the Board of Education close the Audience Participation portion of the meeting at 7:08 pm.

Unanimously approved by voice vote. Motion carried.

MINUTES

Moved by A. Norman and seconded by L. Winkels that the Board of Education reapprove the updated regular minutes for the June 26th, 2025 and July 31st, 2025 meeting.

Unanimously approved by voice vote. Motion carried.

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS

1. The NJSBA Workshop 2025 will be held from Monday, October 20 through Thursday, October 23 at the Atlantic City Convention Center. Registration and housing are currently open.

B. NEW BUSINESS - Discussion

Unanimously approved by voice vote. Motion carried.

SUPERINTENDENT REPORT

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

A. Building and Grounds

1. **Emergency and Crisis Management Plan** - Approve the updated Emergency and Crisis Management Plan for the 2025-2026 school year.
2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for July, and August 2025 as completed by the Building and Grounds Manager.

B. Policy

CODE	POLICY	STATUS	REASON	Reading
5145.13	Use of Physical Restraint and Seclusion Techniques for Students with Disabilities	New	Required	2nd (first reading at May 22nd meeting)
5 141	Health	Updated (addition)	Required	2nd (first reading at May 22nd meeting)
9322.2	Board Member Cell Phone	New	Recommended	2nd (first reading at May 22nd meeting)

C. 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.

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- 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 2025-2026 school year.
3. **Superintendent Evaluation** - Approve the Superintendent Evaluation Instrument through New Jersey School Boards Association for the 2025-2026 school year.
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. **Nursing Service Plan & Protocols** - Approve the 2025-2026 Nursing Service Plan, Nursing Protocols as reviewed and signed off on by the school physician.
7. **Quinton School Professional Development Plan** - Approve the 2025-2026 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
8. **New Teacher Mentoring Program** - Approve the New Teacher Mentoring Program for the 2025-2026 school year.
9. **Statement of Assurance** - Approve submission of the Comprehensive Equity Plan Statement of Assurance for 2025-2026.
10. **CHOP Research Study** - Agreement to Participate in CHOP Research Study to learn how to teach middle school students about organization, time management,

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and planning skills. The study will last three years and will be a randomized control trial. Participation by parents and students will be voluntary.

D. Personnel

1. **Staffing** - Extend authority for the Superintendent to make any necessary professional/support personnel staffing changes with final approval at the next board meeting.
2. **Increase Time** - Increase time for Kimberly Bonora from 70% time to 80% time.
3. **Kindergarten Teacher** - Approve hiring Laura Krupski as a Kindergarten Teacher for the 2025-2026 school year at an annual salary of \$68,305 (prorated based on start date). Effective 9/1/2025 upon completion of hiring paperwork.
4. **Second Grade Teacher** - Approve hiring Shannon Carlin as a Second Grade Teacher for the 2025-2026 school year at an annual salary of \$66,305 (prorated based on start date). Effective 9/1/2025 upon completion of hiring paperwork.
5. **Salary Change** - approve a salary adjustment for employee number 579, 1st Grade Teacher, from Step One to Step Three on the salary schedule, effective 9/1/25. This adjustment reflects years of experience.
6. **Teacher Assistant** - Approve hiring Stacey Ricketts as a teacher's assistant for the 2025-2026 school year at an annual salary of \$23,600 (prorated based on start date). Effective 9/1/2025 upon completion of hiring paperwork.
7. **Teacher Assistant** - Approve hiring Maida Figueroa as a teacher's assistant for the 2025-2026 school year at an annual salary of \$23,600 (prorated based on start date). Effective 9/1/2025 upon completion of hiring paperwork.
8. **Paraprofessional** - Approve hiring Ava Dilks as a teacher's assistant for the 2025-2026 school year at an annual salary of \$24,100 (prorated based on start date). Effective 9/1/2025 upon completion of hiring paperwork.
9. **Long Term Substitute** - Approve hiring Elizabeth Hojnowski as a long term substitute for the 2025-2026 school year at a rate of \$140.00 per day (Wed, Thurs, Fri) (prorated based on start date). Effective 9/1/2025 upon completion of hiring paperwork.
10. **Rescind Resignation** - Approve to rescind the resignation of Dominique Alicea as a teachers assistant.
11. **Summer Help** - Approve employee number 16505039 for summer help at a rate of \$25.00 per hour effective 8/6/25.

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12. **Mentor** - Approve employee number 97391619 as a mentor teacher for Samantha Atkinson. Payment according to board policy.
13. **Mentor** - Approve employee number 97391619 to continue as a mentor teacher for Elly Taylor. Payment according to board policy.
14. **Mentor** - Approve employee number 97411623 as a mentor teacher for Brielle Roll. Payment according to board policy.
15. **Mentor** - Approve employee number 44346435 as a mentor teacher for Shannon Carlin. Payment according to board policy.
16. **Abolish Job Description** - Approve abolishing the current job descriptions for the positions of "Confidential Secretary" and "Secretary", effective immediately.
17. **Job Description** - Approve the following Job Descriptions.
 - i. Confidential Administrative Assistant/ Board Clerk
 - ii. Administrative Assistant
18. **Confidential Administrative Assistant/ Board Clerk** - Approve hiring employee number 47009535 as a Confidential Administrative Assistant/ Board Clerk for the 2025-2026 school year at an annual salary of \$50,891 Effective 9/1/2025.
19. **Administrative Assistant**- Approve hiring employee number 86863735 as a Main Office Secretary for the 2025-2026 school year at an annual salary of \$37,781 Effective 9/1/2025.
20. **Per Diem Rate**- Approve a current half per diem rate for the Board Clerk to take meeting minutes in the absence of the Business Administrator for the 25/26 school year.

E. Facilities Use - Approve the following requests for use of facilities:

ORGANIZATION	DATE(S)	TIME	ROOM/ AREA	EVENT	REQUEST
QTS	10/23/2025	3:00 - 6:00 PM	Library, Hallway, Outside	Community Health, Wellness and Multi-Cultural Fair	Gwen Herman/Mindy Bacon
Wildcat Theatre	See Attached Calendar	See Attached Calendar	Library/ Gym	Mum Sale, Chicken BBQ Dinner, Cubs Show, Spring Performance	Beverly Beardsley

F. Student Personnel

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1. **Field Trips** - Approve the attached list of upcoming Field Trips for the 2025-2026 school year.
2. **Enrollment** - Approve the enrollments of students for the 2025–2026 school year in accordance with Board Policy 5118, “Non-Residence – Children of Nonresident Staff Members.”
 - a. Student # 9567173579
 - b. Student #1600667509
 - c. Student # 3358392770
3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of May 23, 2025 to June 17, 2025 with zero (0) confirmed incidents.

Roll Call: Ayes: (7) J.Harrington, J. Longo, Z. Mayer, J Nacucchio, A. Norman, M. Sites, L. Winkels

Noes: (1 - J.Longo **Policy** 9322.2) Abstain: (0) Recuse: (0) Motion Carried.

I. **BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT**

Moved by J. Harrington and seconded by A. Norman 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 **May 31st, 2025** and **June 30, 2025** 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 31st, 2025** and **June 30, 2025**, 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 31st, 2025** and **June 30, 2025**.

2. **Transfers** - Approve the transfer list for the month of **June 2025 Year End Transfers** .
3. **Bills to be Paid** - Approve payroll and agency for the month of **June 2025 and July 2025** and the bills list for the month of **August 2025**.
4. **PEA Budget Revised** - Approve the PEA Budget and Resolution.

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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:

Staff	Location	Workshop/Seminar	Date	Attendance Cost	Travel Costs
Shane Manuel Michael Hughes	Virtual Live	Amplify Science Program implementation	9/2 - 9/3/2025	\$2,250 Paid through ESEA Title II grant funds	\$0

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

7. **Meal Pricing** - Motion to approve the th meal costs for the 2025-2026 school year as follows:

Student	Breakfast	Lunch
Full Price Middle School- Grades 6-8	\$1.60	\$3.35
Full Price Elementary School- Grades PK-5	\$1.60	\$3.35
Reduced Price- All Students Grades PK-12	\$0.00	\$0.00
Adult Prices	\$3.35	\$4.85

8. **Federally Funded Salaries** - The motion to approve Federally Funded Salaries for the 2025-2026 school year.

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Employee Number	Salary 2025-2026	Federally Funded Percentage	Account Number and Grant Name	Amount Funded By Federal Grant
TBD Para	\$24,100	89%	Title I 20-231-100-100	\$21,391
15578305	\$33,056	100%	Title I 20-231-100-100	\$33,056

9. **Substitute List** - Approve the list of returning substitutes for the 2025-2026 year at the Board approved rates.
10. **QEA Agreement** - Approve the Sidebar agreement with the QEA regarding paraprofessionals/ teachers assistants.
11. **Substitute Rates** - Approve the 2025-2026 substitute rates as follows:

POSITION	RATE
Nurse Substitute	\$200.00 per day
Instructional Substitute	\$120 per day
Non-Instructional Substitute	\$120 per day
Clerical, Cafeteria & Custodial	\$15.49 per hour

12. **Community Grants** - Approve applying for a community grant through Salem County Health and Wellness to support staff mental health awareness and Community Health, Wellness and Multi-cultural Fair.
13. **Purchasing Threshold** - Approve, by resolution, the adjustment of the district's bid threshold, effective July 1, 2025, in accordance with N.J.S.A. 18A:18A-3 and the State Treasurer's updated limits.
14. **IDEA** - Accept the Individuals with Disabilities Education Act (IDEA) award for Fiscal Year 2026 in the total amount of \$98,565.
- | | |
|----------------|----------|
| IDEA Basic | \$95,952 |
| IDEA Preschool | \$2,613 |
15. **ESSA** - Accept the ESSA Grants award for Fiscal Year 2026.
- | | |
|------------|--------------------|
| Title I | \$54,447 |
| Title II A | \$7,905 |
| Title III | \$318 (Consortium) |
| Title IV | \$10,000 |

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16. **PSD ESY Contracts** - Approve Extended School Year Tuition Contract and One to One Aide Agreement for the following students:

Student 5465676876	Elsinboro	
Student 5590487203	Mannington	1:1 Aide
Student 2912171371	Oldmans	1:1 Aide
New Student	Oldmans	

17. **Contracted Service** - Approve contract for Social Worker, CPIS and Mental Health Services with Dr. Ayryn Honosko for the 2025–2026 school year.

18. **Contracted Service** - Approve Proposal with Bright Blooms for RBT and BCBA Service Agreement for student #489386152.

19. **Parental Transportation Contract** - Approve the Parental Transportation Contract in the amount of \$19,160 for the transportation of student #4056077114 to and from HollyDell School for the 2025-2026 school year.

Roll Call: Ayes: (7) J.Harrington, J. Longo, Z. Mayer, J Nacucchio, A. Norman, M. Sites, L. Winkels

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

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The June and July minutes are unavailable at this time.

OTHER BOARD MEMBER AND COMMITTEE REPORTS - Discussion

RECESS INTO EXECUTIVE SESSION

Moved by A. Norman and seconded by M. Sites that the Board of Education approve adopting the resolution to adjourn into executive session at 7:27 pm. No Board action will be taken upon return into public:

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

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- ☐ 6. Tactics or techniques utilized in public safety procedures
- ☐ 7. Litigation, contract negotiations, or attorney-client privilege
- ☒ 8. Personnel matters - **Contractual**
- ☐ 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.

Unanimously approved by voice vote. Motion carried.

RESUMPTION OF PUBLIC PORTION OF THE MEETING

Moved by A. Norman and seconded by M. Sites that the Board of Education resume the public portion of the meeting at 8:00 pm.

Unanimously approved by voice vote. Motion carried.

ADJOURNMENT

Moved by J. Nacucchio and seconded by L. Winkels that there being no further business to come before the Board of Education, the meeting be adjourned at 8:05 pm.

Unanimously approved by voice vote. Motion Carried.

Respectfully submitted,

Karen Klaus
Business Administrator/Board Secretary