

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, December 18, 2025**

RECESS INTO EXECUTIVE SESSION

Moved by T. Scull and seconded by J. Longo that the Board of Education approve adopting the resolution to adjourn into executive session at 6:20 pm.

**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
- ☐ 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 T. Scull and seconded by L. Winkels that the Board of Education resume the public portion of the meeting at 7:03 pm.

Unanimously approved by voice vote. Motion carried.

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm on December 18, 2025.

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

Mrs. Jeanette Harrington, Board President, called the meeting to order at 7:04 pm.

The New Jersey Open Public Meetings Statement was read by Mrs. Nacucchio. 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: Joseph Longo, Zachary Mayer, Joanne Nacucchio, Tracy Scull, Lawrence Winkels, J. Harrington

Members Excused:

Members Absent: Anthony Mott, Abram Norman, Michael Sites

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

EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION

December students/ staff will be highlighted at the January meeting.

PUBLIC COMMENT

Moved by J. Longo and seconded by Z. Mayer that the Board of Education open the Audience Participation, for agenda items only, portion of the meeting at 7:07 pm.

Unanimously approved by voice vote. Motion carried.

Shane Manuel, Middle School Science Teacher/ QEA President: Shane wants to say good things happening with students. Preschool did cookies and milk. His wife had a fantastic time doing that with their daughter. Excited for Mrs. Finlaw and his daughter loves Ms. Pew. Mr. Manuel speaks about the good things Culture club is doing. He started video game club with Mr. Micarelli and they are starting a tournament with some of the kids. They had them sign a sportsmanship agreement prior to participating. They even did a draft to create teams. Chess club has been active with Mr. Kratzer and Mr. Hughes and the kids love participating. Drama Club is starting up again with their spring play. Other than that, Mr. Manuel wants to thank the board. They have always had a good relationship with them. Mr. Manuel also wants to thank Mr. Bollendorf that it has been a pleasure to work with him for the last six months. It was a nice experience to have someone different from outside and helping us with donors and supplies. He's been a great asset. Without the board we wouldn't be able to do any of the fun things we get to do with the kids.

CLOSURE OF THE PUBLIC COMMENT PORTION OF THE MEETING

Moved by J. Nacucchio and seconded by T. Scull that the Board of Education close the Audience Participation, for agenda items only, portion of the meeting at 7:11 pm.

Unanimously approved by voice vote. Motion carried.

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MINUTES

Moved by J. Nacucchio and seconded by Z. Mayer that the Board of Education approve the regular minutes for the November 20, 2025 meeting. .

Unanimously approved by voice vote. Motion carried.

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS

1. Complete the Board Self-Evaluation summary is available for board members on the NJSBA site. FAQ about Board Self-Evaluation

B. NEW BUSINESS

1. Approval to re-schedule the Reorganization meeting for Tuesday January 6, 2026 at 6:30 pm.

- C. **Superintendent's Update** - Mr. Bollendorf thanks everyone for having the faith and confidence in him to come to QTS. He feels like he is the benefactor to learn the history and community of Quinton. In his world, as a high school administrator, it wasn't normal for a child to come up in the morning for a hug everyday. All things that we see as problematic, are able to be fixed or replaced. What you can't fix or replace is the community we have. The staff could go elsewhere making more money, but they don't because they love it here. Mr. Bollendorf wants to keep supporting Quinton with his connections for donations.

- D. **Principal's Update** - Mrs. Herman mentions Shane Manuel and Joe Micarelli presented the idea of a video game club. We were fortunate to have grant funds and it was a great surprise to them when we were able to purchase supplies. The Culture Club is finishing up. We went to Lincoln Financial Field and the kids loved it. They also went to SCVTS to make cookies and sold those cookies as a fundraiser for kids with cancer. Our holiday night committee and Culture Club worked together to provide every child with a toy and knowledge of all the winter holidays. The Culture Club members are going to see the Trans Siberian Orchestra on Sunday, December 21st as the last trip of the year. This year, instead of doing a Santa shop, staff members worked together to make crafts and called it "Little Elf Workshop." Gifts were priced at three, five, or seven dollar price range. Kids made ornaments or crafts to take home for their loved ones. Mrs. Cortes, Mrs. Manning and Mrs. Ricketts ran the event. Mrs. Bacon and I are doing 12 days before winter break to celebrate students and staff. A lot of things are going on for the staff and the kids.

Unanimously approved by voice vote. Motion carried.

SUPERINTENDENT REPORT

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

A. Building and Grounds

1. Emergency Drills - Approve the following emergency school drills:

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Fire Drill - 11/24/25 & later date in December.

Security Drill (Shelter in Place) - 12/11/25/ (Code Blue) - 12/16/25

2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for December 2025 as completed by the Building and Grounds Manager.

B. Policy

CODE	POLICY	STATUS	REASON	Reading
2130	Assistant Principal Evaluation	Updated (addition)	Required	2nd reading
2131	Chief School Administrator (CSA) Evaluation	Updated (addition)	Required	2nd reading

C. Administrative

1. **Job Description** - Approve the job description and creation of Student Service Specialist with a yearly stipend of \$3000 prorated for the remainder of the 25/26 school year.
2. **Financial Monitoring** - Approve contract for financial monitoring for the remainder of the 25/26 school year.

D. Personnel

1. **Fourth Grade Teacher** - Approve hiring Emily Gratz as the fourth grade teacher for the remainder of the 2025-2026 school year at an annual salary of \$66,305 (prorated based on start date). Effective 1/1/2026.
2. **Preschool Teacher** - Approve hiring Emily Pew as the Preschool teacher for the remainder of the 2025-2026 school year at an annual salary of \$66,305 (prorated based on start date). Effective 1/1/2026.
3. **Leave of Absence** - Approve the request from Employee Number: 29208592 for a Leave of Absence from approximately January 4th, 2026 through September 1, 2026.
4. **Stipend** - Approve the stipend for employee number: 97411623, Literacy coach in the amount of \$5000 prorated for the 25/26 school year. Stipend to be paid with grant funding.
5. **Stipend** - Approve the stipend for employee number: 97339899, Preschool Instructional Coach in the amount of \$5000 prorated for the 25/26 school year. Stipend to be paid with grant funding.
6. **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 remainder of the 2025-2026 school year:

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I&RS Assistance Committee Member (1 position)

Employee Number: 44346435

Anti-bullying Coordinator (1 position)

Employee Number: 97340434

E. Student Personnel

1. **Field Trips** - Approve the attached list of upcoming Field Trips for the 2025-2026 school year.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of November 21st, 2025 to January 5th, 2025 with no incidents.
3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of October 24, 2025 to November 20, 2025 with no incidents

Roll Call: Ayes: (6) J. Longo, Z. Mayer, J Nacucchio, T. Scull, L. Winkels, J. Harrington
Noes: (0) Abstain: (0) Recuse: (0) Motion Carried.

I. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by J. Longo and seconded by J. Nacucchio 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 **September 30th, 2025** after review of the Secretary's Monthly Financial for September 2025 and October 2025 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 **September 30th, 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 **September 30th, 2025**.

2. **Treasurer's Report** - Approve the Treasurer's Report for the month of September and October 2025.
3. **Transfers** - Approve the September Transfer and October Transfer list for the month of September 2025 and October 2025.
4. **Bills to be Paid** - Approve the bills list for the month of December Bills List.

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5. **Budget Calendar** - Approve the Tentative 2026-2027 Budget Calendar
6. **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.
7. **Grant Acceptance** - Accept the Cultivating Ongoing Achievement through Coaching in Literacy (COACH) grant funding in the amount of \$150,000.
8. **Grant Acceptance** - Accept the Reading Intervention for Secondary Engagement (RISE) grant funding in the amount of \$20,000.
9. **Workshop/Seminar Requests** - Approve the workshop/seminar requests, as previously approved by the Superintendent:

Staff	Location	Workshop/Seminar	Date	Cost	Sub Cost
Jackie Viereck	Rowan University	NJSCA Winter Conferene	01/09/2026	\$79.00	N/A
Corrine Finlaw	Rowan University	Preschool Instructional Coach Seminar	1/8/26 - 1/13/26	\$1750.00	N/A
Karen Klaus	NJSBA	NJSBA - Legal Updates	12/16/25	\$145.00	N/A

Roll Call: Ayes: (6) J. Longo, Z. Mayer, J Nacucchio, T. Scull, L. Winkels, J. Harrington
Noes: (0) Abstain: (0) Recuse: (0) Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The December minutes are submitted for board review.

OTHER BOARD MEMBER AND COMMITTEE REPORTS - Discussion

PUBLIC COMMENT:

Moved by T. Scull and seconded by J. Longo that the Board of Education open the Audience Participation portion of the meeting at 7:39pm.

Unanimously approved by voice vote. Motion carried.

Mindy Bacon, Early Childhood Coordinator: States she just sat on a parent advisory meeting for Salem. Salem has so much to offer and they're not selling it enough at our middle schools. They're not coming in and selling the programs. SCVTS are selling it with open houses and coming to the schools. It's great that we're promoting those programs at Salem HS, but we need to see it and sell it.

CLOSURE OF THE PUBLIC COMMENT PORTION OF THE MEETING

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Moved by L. Winkels and seconded by J. Nacucchio that the Board of Education close the Audience Participation portion of the meeting at 7:43 pm.

Unanimously approved by voice vote. Motion carried.

ADJOURNMENT

Moved by J. Longo and seconded by J. Nacucchio that there being no further business to come before the Board of Education, the meeting be adjourned at 7:45 pm.

Unanimously approved by voice vote. Motion Carried.

Respectfully submitted,

Karen Klaus
Business Administrator/ Board Secretary