

QUINTON BOARD OF EDUCATION

REGULAR MEETING MINUTES

Wednesday, January 3, 2024

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on January, 3 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 7:02 p.m.

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: Jeannette Harrington, Amy Keen, Joseph Longo, Anthony Mott, Joanne Nacucchio, Tracy Scull, Lawrence Winkels

Members Excused: Abram Norman, Michael Sites

Members Absent: None

Also Present: Karen Stoms, 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

MINUTES

Moved by A. Norman and seconded by T. Scull that the Board of Education approve the regular minutes and executive session minutes for the October 26, 2023 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS

1. Complete the Board Self-Evaluation by November 15th by logging on to www.njsba.org

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and scrolling to the bottom of the page to “Online Evaluations for Superintendents and Boards”. Summary will be presented at the November meeting.

B. NEW BUSINESS

1. Approval to schedule the Reorganization meeting for Wednesday, January 3, 2023 at 7:00 pm.

Unanimously approved by voice vote. Motion carried.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by T. Scull and seconded by A. Keen 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 30, 2023 (revised) and August 31, 2023** 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 **July 30, 2023 (revised) and August 31, 2023**, 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 **July 30, 2023 (revised) and August 31, 2023**. (Page)

2. Cash Reconciliation Report - Approve the cash reconciliation reports for the month of **July 2023 (revised) and August 2023**. (Page)

3. Transfers - Approve the transfer list for the month of **August 2023**.

4. Bills to be Paid - Approve payroll and agency for the month of **October 2023** and the bills list for the month of **November 2023**. (Page)

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 - None

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Roll Call:

Ayes: (6) J. Harrington, J. Longo, A. Norman, T. Scull, L. Winkels and A. Keen

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

SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

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1. Discipline Report

B. Building and Grounds

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

Fire Drill - Later in November

Security Drill (Shelter in Place)- Later in November

2. Monthly Facility Self-Inspection List- Review of the School Monthly Facility Self-Inspection List for November 2023 as completed by the Building and Grounds Manager.

3. 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.

4. 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.

Roll Call:

Ayes: (6) J. Harrington, J. Longo, A. Norman, T. Scull, L. Winkels and A. Keen

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

C. Curriculum - None

D. Policy- None

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

E. Administrative- None

F. Personnel

1. Substitute List- Approve the following individuals as substitutes for the 2023-2024

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school year at the Board approval rate:

- a. Austin Leyman (Teacher and Paraprofessional)
- b. Helena Saddler (Cafeteria Worker)
- c. Jennifer Schwinge (Teacher and Paraprofessional)

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

Roll Call:

Ayes: (6) J. Harrington, J. Longo, A. Norman, T. Scull, L. Winkels and A. Keen

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

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

G. Facilities Use- None

H. Student Personnel

1. **Field Trips** - Approve the attached list of Field Trips for the 2023-2024 school year.
2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of October 26, 2023 to November 14, 2023 with (1) incident.
3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of September 28, 2023 to October 25, 2023 with one (1) incident.

Roll Call:

Ayes: (6) J. Harrington, J. Longo, A. Norman, T. Scull, L. Winkels and A. Keen

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

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The September meeting minutes.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT II

ADJOURNMENT

Moved by A. Norman and seconded by J. Harrington that the meeting be adjourned at 7:45 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully submitted,

Karen Stoms

Business Administrator/Board Secretary