

QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Tuesday, January 23, 2024

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm on January 23, 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 7:03 pm.

The New Jersey Open Public Meetings Statement was read by Ms. Stoms. Notice of the meeting was published by having the date, time, and place thereof posted in the Municipal Building, the Quinton Township School, the South Jersey Times and the Elmer Times.

ROLL CALL

Members Present: Amy Keen, Joseph Longo, Abram Norman, Tracy Scull, Michael Sites and Lawrence Winkels

Members Excused: Jeannette Harrington

Members Absent: Anthony Mott and Joanne Nacucchio

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 -

1. Recognize four students who received the iCare Award for the months of November and December.

PUBLIC COMMENT I - None

MINUTES

Moved by A. Norman and seconded by T. Scull that the Board of Education approve the regular minutes for the January 3, 2024 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

1. Board Self-Evaluation results - None received from NJSBA as of today
2. Mandated Training for School Board Members (In-Person or Online Options)

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1st Year - Governance I: New Board Member Orientation

2nd Year - Governance II: Finance

- Anthony Mott

3rd Year - Governance III: Student Achievement

- Jeanette Harrington
- Lawrence Winkels, Sr.

4th Year & Each Re-election - Governance IV: Legal Update

- Joseph Longo III
- Joanne Nacucchio
- Tracy Scull

B. NEW BUSINESS - None

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by T. Scull and seconded by J. Longo that the Board of Education approve the following items:

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 **November 30, 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 **November 30, 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 **November 30, 2023**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **November 2023**.
3. **Transfers** - Approve the transfer list for the month of **November 2023**.
4. **Bills to be Paid** - Approve payroll and agency for the month of **December 2023** and further approve payment of any necessary warrants for the month of **January 2024** with the bills list presented for approval at the February 2024 meeting.
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.

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6. **Workshop/Seminar Requests** - Approve the workshop/seminar requests, as previously approved by the Superintendent:

Staff	Location	Workshop/Seminar	Date	Cost
Julie Hofacker & Gwen Herman		Anti-Bullying Conference	5/21/24 & 5/22/24	\$249 per person plus mileage

7. **Procurement Procedures for School Food Authorities** - Approve Form #326 Procurement Procedures for School Food Authorities.
8. **Code of Conduct for Procurement** - Approve Form #327 Code of Conduct for Procurement.
9. **Transportation Contract** - Approve the Transportation Contract in the amount of \$220.07 per diem for the transportation of one student to Quinton Township School from Penns Grove for the remainder of the 2023-2024 school year.

Roll Call:

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

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

SUPERINTENDENT REPORT

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

1. Superintendent' Monthly Report

1. None

2. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 1/8/2024
Security Drill - Later in January
2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for January 2024 as completed by the Building and Grounds Manager.

Roll Call:

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

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

A. **Curriculum** - None

B. **Policy** - None

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

A. **Administrative**

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1. **Paraprofessional Staff** - Approve submission of the Statement of Assurance Regarding the Use of Paraprofessional Staff for the 2023-2024 School Year.

B. Personnel

1. **Nate's Story Club** - Approve Jackie Viereck and Julie Hofacker as advisors to participate in after school events, as scheduled and approved for the 2023-24 school year; club meetings during Enrichment period are covered by regular compensation.
2. **Substitute List** - Approve the following individuals as substitutes for the 2023-2024 school year at the Board approved rate:
 - a. Kaitlyn Hassler (Correction: Paraprofessional and Cafeteria)
 - b. Madeline Grusemeyer (Teacher and Paraprofessional)

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

Roll Call:

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

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

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

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

ORGANIZATION	DATE(S)	TIME	ROOM/ AREA	EVENT	REQUEST
Home & School	3/15/2024	6:30 pm to 8:30 pm	Gym	Middle School Dance (reschedule)	Maura Wells

D. 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 November 15, 2023 to December 22, 2023 with zero (0) incidents.
3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of December 22, 2023 to January 23 , 2024 with two (2) incidents.

Roll Call:

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

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

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The December minutes are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT II - None

ADJOURNMENT

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Moved by A. Norman and seconded by M. Sites that there being no further business to come before the Board of Education, the meeting be adjourned at 7:31 pm.

Unanimously approved by voice vote. Motion carried.

Respectfully submitted,

Karen Stoms

Business Administrator/Board Secretary