

QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, March 14, 2024

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm on March 14, 2024.

Mrs. Jeannette Harrington, Board Vice-President, led the group in the pledge to the flag.

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

The New Jersey Open Public Meetings Statement was read by Mrs. Harrington. 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: Jeannette Harrington, Joseph Longo, Anthony Mott, Joanne Nacucchio, Abram Norman, Tracy Scull, Michael Sites and Lawrence Winkels

Members Excused: Amy Keen

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

1. Recognize two students who received the iCare Award for the month of February.

PUBLIC COMMENT I - None

MINUTES

Moved by M. Sites and seconded by A. Norman that the Board of Education approve the regular minutes for the February 22, 2024 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE

1. Letter written to Mrs. Meehan, PreK teacher.

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. Mandated Training for School Board Members (In-Person or Online Options)
1st Year - Governance I: New Board Member Orientation

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

March 14, 2024

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

2. Personal/Relative and Financial Disclosure Statements - Need to be completed by March 1, 2024. You received an email with instructions.

B. NEW BUSINESS - None

Unanimously approved by voice vote. Motion carried.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by A. Norman and seconded by T. Scull 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 **January 31, 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 **January 31, 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 **January 31, 2024**.

2. Cash Reconciliation Report - Approve the cash reconciliation report for the month of **January 31, 2024**.
3. Transfers - Approve the transfer list for the month of **January 2024**.
4. Bills to be Paid - Approve payroll and agency for the month of **January 2024**. Further, approval to pay **March 2024** bills on March 21, 2024 with final approval of the bills list at the April 2024 Board of Education meeting.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

March 14, 2024

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** - Approve the workshop/seminar requests, as previously approved by the Superintendent:

Staff	Location	Workshop/Seminar	Date	Cost
Holly Leyman	Atlantic City	NJSHA Convention	5/9/24 to 5/10/24	\$255 plus mileage/tolls

7. **Preliminary Budget Submission** – After finance committee review of the proposed 2024-2025 budget and upon discussion with the full board, it is recommended that the Quinton Board of Education approve by Resolution the submission of the 2024-2025 budget to the Salem County Office of Education for Executive County Superintendent approval, noting that the budget is within the statutory cap and reflects a 2% increase in the Tax Levy.

Budget Resolution - Revenues - Appropriations

Further, to approve scheduling the public hearing on the 2024-2025 budget for Thursday, April 25, 2024 at 7:00 p.m. with the regular monthly meeting to follow.

8. **Audit** - Accept and approve the June 30, 2023 Audit ACFR, Management Report and Synopsis, as presented and discussed, noting there are two recommendations and the corrective action plan will be uploaded.
9. **Preschool Budget Workbook** - Approve, by resolution, the submission of the Preschool Budget Workbook for 2024-2025.
10. **REAP Funds** - Approve applying for FY2024 REAP funds in the estimated total of \$20,061.
11. **Website/Connect-Ed Contract** - Approve the contract with Finalsity for website and Messages XR systems at an annual cost of \$3,799. Current company was bought by Finalsity.
12. **School Based Mental Health Grant** - Approve applying for the FY24 School Based Mental Health Services (SBMH) grant program.
13. **High Impact Tutoring Grant** - Approve applying for the 2024/2025 High Impact Tutoring grant.
14. **Shared Services** - Accept the termination of the Business Office Services shared service agreement with a last day of April 11, 2024.
15. **Educational Instruction** - Approve educational instruction for student (SID #1801349432) attending the A Step Ahead program beginning March 14, 2024 for 2 hours a day, 5 days a week at the rate of \$35 per hour.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

March 14, 2024

Roll Call:

Ayes: (8) J. Harrington, J.Longo, A Mott, J. Nacucchio, A. Norman, T Scull, M Sites and L Winkels

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

SUPERINTENDENT REPORT

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

A. Superintendent's Monthly Report

1. Discipline Report

B. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - will occur the last two weeks in March
Security Drill - will occur the last two weeks in March
2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for February 2024 as completed by the Building and Grounds Manager.

Roll Call:

Ayes: (8) J. Harrington, J.Longo, A Mott, J. Nacucchio, A. Norman, T Scull, M Sites and L Winkels

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

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

C. Curriculum

- a. **Black History Month** - In celebration of Black History Month, numerous activities, readings and lessons depicting the history of African Americans and the important contributions they have made to our nation took place in all grade levels. Although Black History Month is celebrated during the month of February, Quinton Township School infuses such lessons throughout the academic year.

D. Policy - None

Roll Call:

Ayes: (8) J. Harrington, J.Longo, A Mott, J. Nacucchio, A. Norman, T Scull, M Sites and L Winkels

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

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

E. Administrative

1. **Revised School Calendar** - Approve the revised 2023/2024 school calendar to reflect two snow days.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

March 14, 2024

F. Personnel

1. **Resignation** - Accept, with regrets, the resignation of Joyce Cohen from her position of teacher effective June 30, 2024. She has been a teacher in the district for 15 years.
2. **Substitute** - Approve the following substitute(s) at the board approved rates:
Jessica Dunner - Nurse
Stacy Ricketts - Cafeteria and Clerical
Effective upon completion of all required hiring paperwork.
3. **Board Clerk** - Approve hiring Jennifer Lohmeyer as the Part-time Board Clerk for the remainder of the 2023-2024 school year at an hourly rate of \$20 per hour effective April 15, 2024 (or upon completion of hiring paperwork).
4. **Interim Business Administrator** - Authority for the Superintendent to make an offer to the Interim Business Administrator candidate of choice (with Personnel Committee approval) to be presented for final approval at the April 25, 2024 Board of Education meeting.

Roll Call:

Ayes: (8) J. Harrington, J. Longo, A. Mott, J. Nacucchio, A. Norman, T. Scull, M. Sites and L. Winkels

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

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

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

ORGANIZATION	DATE(S)	TIME	ROOM/ AREA	EVENT	REQUESTOR
QTS	3/6/2024	8:30AM to 10:15AM	Gym Side	Illusion Maker	Gwen Herman
QTS	4/18/2024	6PM to 7:30PM	Full Gym	STEM Night	Gwen Herman
QTS	6/6/2024	9AM to 2:30PM	Playground/ Field	Field Day	Gwen Herman
QTS	5/15/24	9 am to 10:25 am 7 pm to 9 pm	Gym	Spring Concert	John Wernega
Home & School	4/16/24	5PM to 6PM	Library	H&S Meeting	Maura Wells
QTS	4/17/24	6:30PM to 8PM	Gym	NJHS Ceremony	Kristina Scarpa

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 first reading for the period of February 24, 2024 to March 13, 2024 with no incidents.

QUINTON TOWNSHIP BOARD OF EDUCATION MINUTES

March 14, 2024

3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of January 23, 2024 to February 20, 2024 with two (2) incidents.

Roll Call:

Ayes: (8) J. Harrington, J. Longo, A. Mott, J. Nacucchio, A. Norman, T. Scull, M. Sites and L. Winkels

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

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The February minutes will be submitted for board review at the April BOE meeting.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT II - None

ADJOURNMENT

Moved by A. Mott and seconded by T. Scull 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 Stoms

Business Administrator/Board Secretary