

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, October 27, 2022**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on October 27, 2022.

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, Joseph Longo, Thomas McKee, Joanne Nacucchio, Tracy Scull, Michael Sites, Lawrence Winkels and Amy Keen.

Members Excused: None

Members Absent: Abram Norman

Also Present: Karen Mathews, 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 - None

MINUTES

Moved by M. Sites and seconded by J. Nacucchio that the Board of Education approve the regular minutes and executive session minutes for the September 22, 2022 meeting.

Motion approved by voice vote. Abstain L Winkels. Motion carried.

CORRESPONDENCE

1. Letter from Salem County Department of Education approving the Plan for Virtual or Remote Instruction.
2. Letter from the New Jersey Department of Education regarding NJQSAC scores.

BOARD OF EDUCATION BUSINESS

- A. OLD BUSINESS** - None
- B. NEW BUSINESS**

1. Reminder to complete Mandated Training by December 31st:
1st Year - Governance I: New Board Member Orientation

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Jeanette Harrington

Lawrence Winkels Sr.

2nd Year - Governance II: Finance

Joseph Longo

3rd Year - Governance III: Student Achievement - None

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

Amy Keen

2. Complete the Board Self-Evaluation by November 14th by logging on to www.njsba.org and scrolling to the bottom of the page to "Online Evaluations for Superintendents and Boards". Summary will be presented at the November meeting.
FAQ about Board Self-Evaluation

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by T. Scull and seconded by J. Harrington 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 31, 2022** 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 31, 2022**, 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 31, 2022**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **July 2022**.
3. **Transfers** - Approve the transfer list for the month of **July 2022**.
4. **Bills to be Paid** - Approve payroll and agency (15th and 31st) for the month of **July 2022** and the bills list for the month of **October 2022**.
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:

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Staff	Location	Workshop/Seminar	Date	Cost
Mrs. Herman	Monroe, NJ	School Law Boot Camp	12/9/2022	Registration \$0 Mileage/Tolls \$63.70
Mrs. Herman	Virtual	HIB Law Update	11/3/2022	Registration \$125 Mileage/Tolls \$0

7. **Capital Projects** - Resolved that the Quinton Township Board of Education (Board) authorizes the School Business Administrator/Board Secretary to prepare and apply for Other Capital Projects on the Board's behalf with the New Jersey Department of Education (NJDOE) and make any necessary Long Range Facilities Plan Amendments for the following projects:
- Mill and Repave Driveway (Side of Building)
 - Repair and Reseal Driveway and Parking Lot (Main Entrance)
 - Replace Carpeting with Hard Surface Flooring
 - Lockers

The Board of Education also acknowledges that "Other Capital Projects" are ineligible for state funding and are exclusively locally funded projects.

8. **CMP and Form M-1** - Approve, by resolution, the submission of the Comprehensive Maintenance Plan and Form M1 to the Salem County Office of Education.
9. **Grant** - Accept the award from BASF Chemical Company in the amount of \$2,500 for a STEAM night.
10. **Brookfield Educational Services** - Approve an agreement with Brookfield Educational Services to provide instruction to Quinton students on an as needed basis for the 2022-2023 school year.
11. **LearnWell** - Approve a contract with LearnWell to provide educational services to one Salem High School student from October 10, 2022 to October 17, 2022 at a rate of \$51.75 per hour.

12. **Transportation** - Approve the 2022-2023 transportation with GCSSSD Transportation Cooperative at the following amounts (costs shared with other districts):

Route #	Destination	# of Quinton Students	Route Cost
Y1705 Midday	SCVTS to Salem HS	1	\$84.00

Roll Call: Ayes: (8) J. Harrington, J. Longo, T. McKee, J. Nacucchio, T. Scull, M. Sites, L. Winkels,
A. KeenNoes: (0) Abstain: (0) Motion Carried.

SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

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B. Building and Grounds

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

Fire Drill - 9/27/2022 and 10/20/2022

Security Drill (Lockdown) 9/27/2022 and (Shelter in Place)
10/21/2022

Bus Evacuation Drill-

Date: 9/28/2022;

Time: 8:14 - 8:30 am

School: Quinton Township School;

Location: 8 Robinson Street, Quinton, NJ 08072;

Route #'s: C101, C102, C103, C104

Person Supervising: Gwen Herman, Principal

2. Monthly Facility Self-Inspection List- Review of the School Monthly Facility Self-Inspection List for October 2022 as completed by the Building and Grounds Manager.

3. Annual School Facilities Checklist - Approve the submission of the Annual School Facilities Checklist to the Salem County Office of Education.

Roll Call: Ayes: (8) J. Harrington, J. Longo, T. McKee, J. Nacucchio, T. Scull, M. Sites, L. Winkels,
A. Keen Noes: (0) Abstain: (0) Motion Carried.

C. Curriculum - None

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

D. Student Personnel

1. HIB Self-Assessment - Approve the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act to the NJDOE by the due date.

Roll Call: Ayes: (8) J. Harrington, J. Longo, T. McKee, J. Nacucchio, T. Scull, M. Sites, L. Winkels,
A. Keen Noes: (0) Abstain: (0) Motion Carried.

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

E. Policy - Approve the following policies according to status:

CODE	POLICY	STATUS	REASON
5131.1	Harassment, Intimidation & Bullying	Second Reading	Required

Roll Call: Ayes: (7) J. Harrington, J. Longo, T. McKee, J. Nacucchio, T. Scull, M. Sites, A. Keen
Noes: (0) Abstain: (1) L. Winkels Motion Carried.

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

F. **Administrative**

1. **Start Strong Fall 2022** - Review the Start Strong scores for the 2022 school year.
2. **NJSLA Spring 2022** - Review the NJSLA scores for the 2021-2022 school year. (ELA/Math) (Science 5th and 8th)
3. **Choice Program** - Website information including the timelines, applications and forms for enrollment have been updated for the 2023-2024 school year in English and Spanish.
4. **Annual Preschool Operational Plan Update** - Approve submission of the Annual Preschool Operational Plan Update to the NJ Department of Education Division of Early Childhood Education by the November 15th due date.

Roll Call: Ayes: (8) J. Harrington, J. Longo, T. McKee, J. Nacucchio, T. Scull, M. Sites, L. Winkels,
A. Keen Noes: (0) Abstain: (0) Motion Carried.

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

G. **Personnel**

1. **Culture Club Staff** - Approve Gail Scuderi to assist with after-school Culture Club Programing and Activities from July 1, 2022 through December 31, 2022 (hourly wage of \$30.00 for after school activities and \$100.00 stipend for field trips).
2. **Leave of Absence** - Approve the leave of absence request from Lauren McCaughin from approximately March 6, 2023 through June 30, 2023, utilizing a combination of sick leave and unpaid leave under FMLA. Return to work date is September 2023.
3. **Substitute List** - Approve the following individuals as substitutes for the 2022-2023 school year at the Board approved rate:
 - a. Maxine Hengeli (Paraprofessional, Cafeteria, Secretarial)
 - b. Paula Johnson (Teacher and Paraprofessional)
 - c. Jamie Parkell (Teacher and Paraprofessional)
 - d. Hailey Reilly (SACC)
4. **Occupational Therapy Student** - Approve Julia Pisker, a Level II Occupational Therapy student from Stockton University to work with Carolyn Holliday from January 16, 2023 through April 30, 2023.

Roll Call: Ayes: (8) J. Harrington, J. Longo, T. McKee, J. Nacucchio, T. Scull, M. Sites, L. Winkels,
A. Keen Noes: (0) Abstain: (1) J. Harrington A3 Motion Carried.

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

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

ORGANIZATION	DATE(S)	TIME	ROOM/ AREA	EVENT	REQUEST
Quinton Home and School	11/7/22	5:30 - 8PM	Gym	Gaga Tournament	Maura Wells
Quinton Home and School	12/2/22	5:30 - 10PM	Gym	Babysitting Fundraiser	Maura Wells
Quinton Home & School	12/14/22 to 12/16/22	8 am to 3 pm	Library	Santa's Workshop	Maura Wells
Quinton Home & School	2/24/23	6 pm to 8 pm	Gym	Candy Bar Bingo	Maura Wells
Quinton Home & School	3/24/23	6:30 pm to 8 pm	Gym	Little Kid Dance (PK to 4th)	Maura Wells
Quinton Home & School	4/19/23 to 4/21/23	8 am to 3 pm	Library	Scholastic Book Fair	Maura Wells
Quinton Home & School	5/19/23	7 pm to 9 pm	Gym	Middle School Dance (5th to 8th)	Maura Wells
Quinton Youth League	Various dates in November	6:30 pm to 8:00 pm	Gym	Basketball Practice	Mandy Renner

Roll Call: Ayes: (8) J. Harrington, J. Longo, T. McKee, J. Nacucchio, T. Scull, M. Sites, L. Winkels, A. Keen
Noes: (0) Abstain: (0) Motion Carried.

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

I. Student Personnel

- HIB** - Approve, as per the NJDOE, [HIB](#) reporting requirements, the first reading for the period of September 23, 2022 to October 26, 2022, with no incidents.
- HIB** - Approve, as per the NJDOE, [HIB](#) reporting requirements, the second reading for the period of August 26, 2022 to September 22, 2022, with no incidents.

Roll Call: Ayes: (8) J. Harrington, J. Longo, T. McKee, J. Nacucchio, T. Scull, M. Sites, L. Winkels, A. Keen
Noes: (0) Abstain: (0) Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

- Update from J. Nacucchio

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT II - None

ADJOURNMENT

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Moved by J. Longo and seconded by T. Scull that the meeting be adjourned at 8:45 p.m.

Unanimously approved by voice vote. Motion Carried.

Respectfully submitted,

A handwritten signature in cursive script that reads "K Mathews".

Karen Mathews
Business Administrator/Board Secretary