

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, November 17, 2022**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on November 17, 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: 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, Joanne Nacucchio, Michael Sites, Lawrence Winkels and Amy Keen.

Members Excused: Thomas McKee

Members Absent: Abram Norman and Tracy Scull

Also present: Stewart Potter, Superintendent
Gwen Herman, Principal
Karen Mathews, Business Administrator/Board Secretary
Members of the Public (sign-in sheet on file)

EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION - None

PUBLIC COMMENT I - None

MINUTES

Moved by J. Nacucchio and seconded by J. Longo that the Board of Education approve the regular minutes for the October 27, 2022 meeting.

Motion approved by voice vote. Motion carried.

CORRESPONDENCE

1. Thank you note from Memory Keeper Photography

BOARD OF EDUCATION BUSINESS

A. OLD BUSINESS

1. Reminder to complete Mandated Training by December 31st:
 - 1st Year - Governance I: New Board Member Orientation
 - Jeanette Harrington - registered for 3 day
 - Lawrence Winkels Sr. - registered for 3 day
 - 2nd Year - Governance II: Finance
 - Joseph Longo - completed 2/16/2022

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3rd Year - Governance III: Student Achievement - None

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

Amy Keen - registered for online

2. Complete the Board Self-Evaluation as soon as possible (was supposed to be done 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

B. NEW BUSINESS - None

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by A. Keen 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 **August 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 **August 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 **August 31, 2022**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **August 2022**.
3. **Transfers** - Approve the transfer list for the month of **August 2022**.
4. **Bills to be Paid** - Approve payroll and agency for the month of **August 2022** and the bills list for the month of **November 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.

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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
Gwen Herman	Atlantic City, NJ	TechSpo	1/25/2023 to 1/27/2023	\$755.06 including mileage & hotel

7. **NJSIG Safety Grant** - Accept the Safety Grant through the New Jersey Schools Insurance Group, for the purposes described in the application, in the amount of \$2,799 for the 2022-2023 school year.
8. **Emergent and Capital Maintenance Needs** - Approve applying for Emergent and Capital Maintenance Needs funds in the total amount of \$6,871.
9. **Budget Calendar** - Approve the 2023-2024 tentative Budget Calendar pending any changes mandated or released by the State Department of Education.
10. **Early Childhood Services** - Approve revised agreements to provide Early Childhood Services to Lower Alloways Creek Board of Education and Mannington Board of Education. Change is due to the addition of another district and reallocation of costs. Annual cost for each district was \$30,000 effective July 1, 2022 to June 30, 2023 and is now revised to \$12,500 for July 1, 2022 to November 30, 2022 and \$13,125 for December 1, 2022 to June 30, 2023.
11. **Early Childhood Services** - Approve an agreement to provide Early Childhood Services to Alloway Board of Education at an annual cost of \$22,500 prorated to \$13,125 for this contract, effective December 1, 2022 to June 30, 2023.

Roll Call: Ayes: (6) J Harrington, J Longo, J Nacucchio, M Sites, L Winkels and A Keen
Noes: (0) Abstain: (0) Motion Carried.

SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

1. Attachments
2. Discipline Report

B. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 11/08/2022
Security Drill - later this month
2. **Monthly Facility Self-Inspection List** - Review of the School Monthly Facility Self-Inspection List for November 2022 as completed by the Building and Grounds Manager.

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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, J Nacucchio, M Sites, L Winkels and A Keen
Noes: (0) Abstain: (0) Motion Carried.

C. **Curriculum** - None

D. **Policy** - None

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

E. **Administrative**

1. **Uniform State Memorandum of Agreement** - Approve the Uniform State Memorandum of Agreement between education and law enforcement officials for the 2022-2023 school year.

2. **NJSAC** - Approve, by resolution, the submission of the NJSAC Statement of Assurance to the Salem County Office of Education.

3. **Gifted and Talented Report** - Approved submission of the Gifted and Talented Report.

4. **Projected Preschool Enrollment** - Approve, by resolution, the submission of the Projected Preschool Enrollment for the 2023-2024 school year at a total of 45 students (43 regular education and 2 special education).

Roll Call: Ayes: (6) J Harrington, J Longo, J Nacucchio, M Sites, L Winkels and A Keen
Noes: (0) Abstain: (0) Motion Carried.

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

F. **Personnel**

1. **Paraprofessional** - Approve hiring Lily Sevilay Kalyon as a paraprofessional for the remainder of the 2022-2023 school year at an annual salary of \$17,460, Step 1 (prorated for this contract). Effective upon completion of hiring paperwork.

2. **Substitute List** - Approve the following individuals as substitutes for the 2022-2023 school year at the Board approved rate:

- a. Shantel Dwight (Custodial)
- b. Elizabeth Hojnowski (Teacher)

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3. **Course Reimbursement** - Approve the course reimbursement request from Julie Hofacker in the amount of \$2,000. Payment will be made after the course is completed and grade and proof of payment is received.

4. **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 2022-2023 school year:

I&RS Assistance Committee Members - Kiesa White & Melissa Newkirk

5. **Early Childhood Coordinator Stipend** - Approve a stipend for Mindy Bacon in the amount of \$1,500 for the addition of a fourth district to her position of Early Childhood Coordinator.

Roll Call: Ayes: (6) J Harrington, J Longo, J Nacucchio, M Sites, L Winkels and A Keen
Noes: (0) Abstain: (0) Motion Carried.

Moved by J. Nacucchio 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	REQUESTER
8th Grade Class	12/2/2022	6 pm to 9:30pm	Gym	Parents Night Out Fundraiser	Melissa Newkirk
Quinton REC League	Various Dates	6 pm to 8:30 pm	Gym	Basketball Practice and Games	Mandy Renick

Roll Call: Ayes: (6) J Harrington, J Longo, J Nacucchio, M Sites, L Winkels and A Keen
Noes: (0) Abstain: (0) Motion Carried.

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

H. Student Personnel

1. **Field Trips** - Approve the list of Field Trips for the 2022-2023 school year.

Note: List was previously approved. Approval is for new trip(s) only.

2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of September 23, 2022 to October 26, 2022, with no incidents.

3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of October 27, 2022 to November 15, 2022, with no incidents.

Roll Call: Ayes: (6) J Harrington, J Longo, J Nacucchio, M Sites, L Winkels and A Keen
Noes: (0) Abstain: (0) Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. Update of the last meeting provided by J. Nacucchio

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OTHER BOARD MEMBERS AND COMMITTEE REPORTS

1. NJSBA County Meeting attended by J. Nacucchio and L. Winkels

PUBLIC COMMENT II - None

ADJOURNMENT

Moved by J. Nacucchio and seconded by J. Longo that the meeting be adjourned at 7:46 pm.

Unanimously approved by voice vote. Motion carried.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "K Mathews".

Karen Mathews
Business Administrator/Board Secretary