

**QUINTON BOARD OF EDUCATION
REGULAR MEETING AGENDA
Thursday, January 5, 2023**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm on January 5, 2023.

Mrs. Karen Mathews, Board Secretary, led the group in the pledge to the flag.

Mrs. Karen Mathews, Board Secretary, called the meeting to order at 7:01 pm.

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

OATH OF OFFICE

Business Administrator issued the Oath of Office to elected Board Members:

- Abram Norman

Members Present: Jeannette Harrington, Joseph Longo, Joanne Nacucchio, Abram Norman, Tracy Scull, Lawrence Winkels and Amy Keen.

Members Excused: Michael Sites

Members Absent: None

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

NOMINATIONS

Moved by A. Norman and seconded by J. Harrington, to nominate Amy Keen for President.

Moved by A. Norman and seconded by T. Scull to close nominations for President.

Roll Call: Ayes: (6) J Harrington, J Longo, J Nacucchio, A Norman, T Scull and L Winkels
Noes: (0) Abstain: (1) A Keen Motion Carried.

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Moved by A. Keen and seconded by (none) to nominate Abram Norman for Vice President.

Moved by J. Nacucchio and seconded by J. Longo to nominate Jeannette Harrington for Vice President.

Moved by A. Norman and seconded by T. Scull to close nominations for Vice President.

Roll Call: Ayes: (6) A Keen, J Longo, J Nacucchio, A Norman, T Scull and L Winkels

Noes: (0) Abstain: (1) J Harrington Motion Carried.

~~ Meeting was turned over to the elected board president ~~

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

APPOINTMENT OF COMMITTEES/REPRESENTATIVES

(Page)

Finance & Budget Committee	Policy Committee
Personnel Committee	Curriculum Committee
Buildings & Grounds Committee	Negotiations Committee
Transportation Committee	Salem City School Board Representative
NJSBA Delegate & Alternate	SCSBA Delegate & Alternate

DESIGNATION OF REGULAR MEETING DATES

The Board approve the fourth Thursday of the month (unless noted *) for meeting dates for calendar year 2023.

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APPOINTMENT OF BOARD SECRETARY

The Board approve the appointment of Karen Mathews, as Board Secretary, effective January 2023 and until the next reorganization meeting in January 2024.

Roll Call: Ayes: (6) J Harrington, A Keen, J Longo, J Nacucchio, T Scull and L Winkels

Noes: (0) Abstain: (1) A Norman Motion Carried.

There being no further reorganization business to be brought before the board, this portion of the meeting is adjourned and the board will move into the regular monthly meeting.

EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION

1. The Teacher of the Year Selection Committee chose Joseph Micarelli, Social Studies Teacher, to represent Quinton Township School in the 2022-2023 Salem County Teacher of the Year competition.
2. The Teacher of the Year Selection Committee chose Patricia Danner, Paraprofessional, to represent Quinton Township School in the 2022-2023 Salem County Non-Teaching Staff Member of the Year competition.

PUBLIC COMMENT I

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Anthony Mott, 66 Main Street, Quinton

- Letterhead still has Mrs. Bacon listed on the committee schedule
- Likes how parents are being invited to more items at the school
- Hit a little close to home - Woodstown had a gun issue. Would the families be notified if something like that happened at Quinton School?

MINUTES

Moved by A. Keen and seconded by J. Nacucchio that the Board of Education approve the regular minutes for the November 17, 2022 meeting.

Motion 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 items:

A. OLD BUSINESS

1. Board Self-Evaluation results are not available yet, but will be shared with members prior to the next board meeting.

B. NEW BUSINESS

1. Summary of the official election results and certification:
Abram Norman (599 votes) was elected for a three year term
Michael Sites (648 votes) was elected for a three year term
Anthony Mott (583 votes) was elected for a three year term
2. A letter was received from the Department of Education, Salem County Office, stating that Quinton Township School has sufficient enrollment to receive one seat on the Salem City School Board for 2022.

3. School Board Recognition Month Resolution (Page)

4. Code of Ethics for School Board Members

5. Mandated Training for School Board Members (In-Person or Online Options)

1st Year - Governance I: New Board Member Orientation

Anthony Mott

2nd Year - Governance II: Finance

Jeanette Harrington

Lawrence Winkels, Sr.

3rd Year - Governance III: Student Achievement

Joseph Longo

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

Abram Norman and Michael Sites

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Motion approved by voice vote. Motion carried.

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:

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Pursuant to **N.J.A.C. 6A:23A-16.10(c) 4**, the Quinton Township Board of Education certifies that as of **October 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 **October 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 **October 31, 2022**.

2. Bills to be Paid - Approve payroll and agency for the month of **October 2022** and the bills list for the month of **December 2022** and for **January 5, 2023**. *(Page)*

3. 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.

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

Staff	Location	Workshop/Seminar	Date	Cost
Holly Leyman	Online	Conference for School Based Speech Language Pathologists	March 6, 2023	\$289
Brian DiAntonio	Atlantic City, NJ	NJSBGA Convention	March 19 to 22, 2023	\$291 (hotel only)

5. Budget Calendar - Approve the revised 2023-2024 Budget Calendar pending any changes mandated or released by the State Department of Education. *(Page)*

6. School Psychologist Services - Approve an agreement to provide School Psychologist Services to Upper Pittsgrove Board of Education at an annual cost of \$12,000 prorated to \$6,000 for January 1, 2023 to June 30, 2023.

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7. **Home Instruction** - Approve an agreement with LearnWell to provide instructional services to one Quinton resident high school student at the rate of \$51.75 per hour.
8. **Alliance for Competitive Energy Services** - Approve, by resolution, the district's continued participation in the Alliance for Competitive Energy Services from May 2023 to May 2028. (Page)
9. **Special Education Medicaid Initiative** - Approve, by resolution, the request for a waiver of participation in the Special Education Medicaid Initiative (SEMI) for the 2023-2024 school year based on the district projection of Medicaid eligible/special education students. (Page)
10. **Mini Grant** - Accept the award from Members 1st of NJ in the amount of \$200 for Mrs. Rosario-Cortes, Kindergarten paraprofessional, for winning the 2022 Teacher Mini Grant.
11. **Early Childhood Services** - Approve an agreement to provide Early Childhood Services to Elsinboro Board of Education at an annual cost of \$12,000 prorated to \$6,000 for this contract, effective January 1, 2023 to June 30, 2023.

Roll Call: Ayes: (7) J Harrington, A Keen, J Longo, J Nacucchio, A Norman, T Scull and L Winkels
Noes: (0) Abstain: (0) None Motion Carried.

Moved by A. Norman and seconded by A. Keen to table the following items until attachments can be provided:

Cash Reconciliation Report - Approve the cash reconciliation report for the month of **October 2022**.

Transfers - Approve the transfer list for the month of **October 2022**.

Motion approved by voice vote. Motion carried.

SUPERINTENDENT REPORT

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

- A. **Superintendent' Monthly Report** (Page)
1. Attachments
 2. Discipline Report
- B. **Building and Grounds**
1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 12/21/2022
Security Drill - 11/29/2022 and 12/22/2022

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2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for December 2022 as completed by the Building and Grounds Manager. (Page)

Roll Call: Ayes: (7) J Harrington, A Keen, J Longo, J Nacucchio, A Norman, T Scull and L Winkels
Noes: (0) Abstain: (0) None Motion Carried.

C. Curriculum - None

D. Policy - Discussion of the policy manual that was revised by NJSBA and how the manual will be reviewed by the Board of Education.

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

E. Administrative

1. **ELA Field Test** - Letter from the New Jersey Department of Education notifying of selection to participate in the ELA Field Test for the spring 2023 state assessments.

Roll Call: Ayes: (7) J Harrington, A Keen, J Longo, J Nacucchio, A Norman, T Scull and L Winkels
Noes: (0) Abstain: (0) None Motion Carried.

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

F. Personnel

1. **Resignation** - Accept, with regrets, the resignation of Sherry Biddle, School Nurse effective February 15, 2023 or sooner if a replacement can be found. Ms. Biddle has been an employee at Quinton School for 6 years.
2. **School Counselor** - Approve hiring Jaclyn Viereck as the School Counselor at \$62,655 Step 1 MA (prorated based on start date) effective upon completion of hiring paperwork and receipt of certificate.
3. **Substitute List** - Approve the following individuals as substitutes for the 2022-2023 school year at the Board approved rate:
a. Brittany Samuels - (Secretarial)
4. **Hourly Rate Adjustment** - Approve an increase from \$14.00 per hour to \$14.25 per hour for Lisa Baynes and Irma Hernandez effective January 1, 2023. Change is due to an increase in the proposed minimum wage.
5. **Salary Adjustment** - Approve an increase from \$7,310.94 to \$7,438.50 for Patricia Carroll and Darlene Carbonneau effective January 1, 2023. Change is due to an increase in the proposed minimum wage.

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6. **Substitute Rates** - Approve a revision to the 2022-2023 substitute rates as follows:

POSITION	RATE
Cafeteria Substitute	\$14.13 per hour (was \$14.00 per hour)
SACC Substitute	\$14.13 per hour (was \$14.00 per hour)

7. **Salary Adjustment** - Approve an increase in salary for Kimberly Bonora, School Psychologist from 70% to 80% due to the addition of a new school for shared services.

Roll Call: Ayes: (7) J Harrington, A Keen, J Longo, J Nacucchio, A Norman, T Scull and L Winkels

Noes: (0) Abstain: (0) None Motion Carried.

G. Facilities Use - None

Moved by A. Norman and seconded by T. Scull 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 first reading for the period of November 16, 2022 to December 30, 2022, with no incidents. (Page)

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. (Page)

Roll Call: Ayes: (7) J Harrington, A Keen, J Longo, J Nacucchio, A Norman, T Scull and L Winkels

Noes: (0) Abstain: (0) None Motion Carried.

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

US Department of Energy Grant offer

PUBLIC COMMENT II - None

ADJOURNMENT

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Moved by A. Norman and seconded by T. Scull that there being no further business to come before the Board of Education, the meeting be adjourned at 8:36 pm.

Unanimously approved by voice vote. Motion carried.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary