

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Tuesday, January 24, 2023**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm, on January 24, 2023

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 in the Elmer Times and the South Jersey Times, filed with the Township Clerk, and posted on the door of the Quinton Township School.

OATH OF OFFICE

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

- Anthony Mott

Members Present: Jeannette Harrington, Joseph Longo, Anthony Mott, Joanne Nacucchio, Abram Norman and Lawrence Winkels.

Members Excused: Tracy Scull, Michael Sites and Amy Keen

Members Absent: None

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 A. Norman and seconded by J. Nacucchio that the Board of Education approve the regular minutes for the January 5, 2023 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS

1. Board Self-Evaluation results

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2. Board Committees (Page)

3. Mandated Training for School Board Members

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 (*registered for online*)

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

Abram Norman and Michael Sites

B. NEW BUSINESS

1. Personal/Relative and Financial Disclosure Statements - Need to be completed by February 28, 2023. You will receive an email with instructions.

2. Policy series 3000 and 4000 will be on the February agenda for approval.

Unanimously approved by voice vote. Motion carried.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

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

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

2. **Transfers** - Approve the transfer list for the month of **October 2022**. (Page)

3. **Bills to be Paid** - Approve the bills list for the month of **January 2023**. (Page)

4. **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.

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

Staff	Location	Workshop/Seminar	Date	Cost	Mileage
Stewart Potter	Atlantic City	Techspo	1/25/2023	\$325	Yes

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Jackie Viereck	Virtual	Section 504 Law in New Jersey	2/3/2023	\$219	Yes
Gwen Herman	Virtual	Grant Writing: If you build it, they will fund it	2/6/2023	\$75	Yes
Brian DiAntonio	Bordentown	School IPM Coordinators Training Session	3/31/2023	n/a	Yes

6. **Procurement Procedures for School Food Authorities** - Approve Form #326 Procurement Procedures for School Food Authorities.

7. **Code of Conduct for Procurement** - Approve Form #327 Code of Conduct for Procurement.

8. **Local Education Improvement Grant** - Authorize, by resolution, the application for the Local Education Improvement Grant. (Page)

Roll Call: Ayes (6) J. Harrington, J. Longo, A. Mott, J. Nacucchio, A. Norman, and L. Winkels

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

SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

1. None
2. Discipline Report

B. Building and Grounds

1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 1/2/2023
Security Drill - 1/3/2023
2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for January 2023 as completed by the Building and Grounds Manager.

Roll Call: Ayes (6) J. Harrington, J. Longo, A. Mott, J. Nacucchio, A. Norman, and L. Winkels

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):

C. Curriculum

1. **Library Books** - Approve the list of books to be added to the library.

(Page)

D. Policy

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1. **Revised Policy Manual** - Approve sections 1000 and 2000 of the policy manual that was revised by NJSBA and reviewed by the policy committee.

Roll Call: Ayes (6) J. Harrington, J. Longo, A. Mott, J Nacucchio, A Norman, and L. Winkels

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

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

E. Administrative

1. **Student Safety Data System incident report** - Review report for Period 1 (September 1, 2022 to December 31, 2022), that was submitted to the Department of Education.

2. **Job Description** - Approve the first reading of the following job description:
Assistant

F. Personnel

1. **School Nurse** - Approve hiring Alyssa Williams as the School Nurse at \$60,555 Step 1 BA (prorated based on start date) effective upon completion of hiring paperwork.

2. **Assistant** - Approve hiring Mariah Mercado as an Assistant for the remainder of the 2022-2023 school year at an annual salary of \$17,000 (prorated for this contract). Effective upon completion of hiring paperwork.

3. **Evaluation Models** - Approve the readoption of the following evaluation models:

- Danielson Teaching Model (2007)
- ASCD School Nurse Model
- Business Administrator
- Paraprofessional
- Maintenance and Custodial
- Secretarial/Clerical
- Cafeteria

Roll Call: Ayes (6) J. Harrington, J. Longo, A. Mott, J Nacucchio, A Norman, and L. Winkels

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

Moved by A. Norman and seconded by J. Nacucchio 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	REQUEST
Quinton Township Youth League	February 1, 2, 7, 8, 9, 14, 15, 16, 21, 22, 23	5:30 pm to 9:00 pm	Gym	Basketball	Mandy Renner
Wildcat Theatre	Various	3:00 pm to 5:00 pm	Gym/Library	Rehearsals	SaraAnn Whitzell

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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 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 January 1, 2023 to January 24 , 2023 with no incidents. (Page)

Roll Call: Ayes (6) J. Harrington, J. Longo, A. Mott, J Nacucchio, A Norman, and L. Winkels

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

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. Update from J. Nacucchio

OTHER BOARD MEMBERS AND COMMITTEE REPORTS - None

PUBLIC COMMENT II - None

ADJOURNMENT

Moved by A. Norman and seconded by J. Longo that the meeting be adjourned at 7:51 pm.

Unanimously approved by voice vote. Motion carried.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary