

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Thursday, March 16, 2023**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 pm, on March 16, 2023.

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 pm.

The New Jersey Open Public Meetings Statement was read by Mrs. Amy 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, Tracy Scull, Michael Sites, Lawrence Winkels and Amy Keen

Members Excused: None

Members Absent: Anthony Mott and 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 T. Scull and seconded by J. Longo the Board of Education approve the regular minutes for the February 23, 2023 meeting.

Unanimously approved by voice vote. Motion carried.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

Moved by M. Sites and seconded by J. Harrington that the Board of Education approve the following items:

A. OLD BUSINESS

1. 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

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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. Policy series 7000 and 8000 will be on the April agenda for approval.
2. If anyone would want to be a mentor for new board members please let Amy know.

Unanimously approved by voice vote. Motion carried.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by T. Scull 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 **January 31, 2023** 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, 2023**, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Quinon 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, 2023**.

2. **Cash Reconciliation Report** - Approve the cash reconciliation report for the month of **January 31, 2023**.
3. **Transfers** - Approve the transfer list for the month of **January 2023**.
4. **Bills to be Paid** - Approve payroll and agency for the month of **January 2023** and the bills list for the month of **March 2023**.
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. **Preliminary Budget Submission** – After finance committee review of the proposed 2023-2024 budget and upon discussion with the full board, it is recommended that the Quinton Board of Education approve by Resolution the submission of the 2023-2024 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 and utilization of a Health Care Cost Adjustment in the amount of 42,166. Further, to approve scheduling the public hearing on the 2023-2024 budget for Thursday, April 27, 2023 at 7:00 p.m. with the regular monthly meeting to follow.
7. **Audit** - Accept and approve the June 30, 2022 Audit CAFR, Management Report and Synopsis, as presented and discussed, noting there are three recommendations and the corrective action plan will be uploaded.
8. **Preschool Budget Workbook** - Approve, by resolution, the submission of the Preschool Budget Workbook for 2023-2024.
9. **Atlantic City Electric Award** - Accept the award from Atlantic City Electric in the amount of \$1,000 to be utilized for Wildcat Field Day.
10. **Technology Services** - Approve a revised Technology Services Agreement in the amount of \$10,667 for the remainder of the 2023-2024 school year.
11. **REAP Funds** - Approve applying for FY2023 REAP funds in the estimated total of \$21,149.
12. **Emergency Connectivity Funds** - Accept the Emergency Connectivity Funds in the amount of \$35,375.92 which represents reimbursement for 102 Samsung Chromebooks and a portion of the 20 Apple 24-inch iMac Laptops.

Roll Call: (7) J Harrington, A Keen, J Longo, J Nacucchio, T Scull, M Sites, L Winkels

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

SUPERINTENDENT REPORT

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

- A. **Superintendent's Monthly Report**
 1. Attachments
 2. Discipline Report
- B. **Building and Grounds**
 1. **Emergency Drills** - Approve the following emergency school drills:
Fire Drill - 3/ /2023 - will occur the last two weeks in March
Security Drill - 3/ /2023 - will occur the last two weeks in March
 2. **Monthly Facility Self-Inspection List**- Review of the School Monthly Facility Self-Inspection List for March 2023 as completed by the Building and Grounds Manager.

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Roll Call: (7) J Harrington, A Keen, J Longo, J Nacucchio, T Scull, M Sites, L Winkels
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):

C. Curriculum

1. **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

1. **Revised Policy Manual** - Approve sections 5000 and 6000 of the policy manual that was revised by NJSBA and reviewed by the policy committee.

Roll Call: (7) J Harrington, A Keen, J Longo, J Nacucchio, T Scull, M Sites, 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):

E. Administrative

1. **Job Description** - Approve the first reading of the following job description: Registered Behaviorist Technician

F. Personnel

1. **Course Reimbursement** - Approve the course reimbursement request from Alyssa Williams in the amount of \$2,000. Payment will be made after the course is completed and grade and proof of payment is received. Further, request reimbursement for additional courses if money is available at year end.

Roll Call: (7) J Harrington, A Keen, J Longo, J Nacucchio, T Scull, M Sites, 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
Atlantic City Electric	4/3/2023	5:00 pm to 8:00 pm (setup 3:30 pm)	Gym	Public Meeting - Open House format regarding transmission line	Bert Lopez
Paint the Tiles	3/30/2023	6:00 pm pm 8:00 pm (set up 5:00)	Cafeteria	Home & School Fundraiser	Tiffany Piontkowski

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Chicken BBQ Pickup	3/31/23	3:00 pm to 5:00 pm	Outside Main Office	Wildcat Theatre Fundraiser	SaraAnn Mutz
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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 first reading for the period of February 22, 2023 to March 15, 2023 with no incidents.
3. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of January 25, 2023 to February 21, 2023 with no incidents.

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

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The February minutes are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS - None

PUBLIC COMMENT II - None

ADJOURNMENT

Moved by J. Longo and seconded by J. Harrington that the meeting be adjourned at 8:35 pm.

Unanimously approved by voice vote. Motion carried.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary