

**QUINTON BOARD OF EDUCATION
REGULAR MEETING MINUTES
Tuesday, December 21, 2021**

The Board of Education Meeting of the Township of Quinton, County of Salem, New Jersey was held at 7:00 p.m., on December 21, 2021.

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

Mrs. Karen Mathews, Business Administrator/Board Secretary called the meeting to order at 7:05 p.m.

The New Jersey Open Public Meetings Statement was read by Mrs. Mathews. 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: Michael Sites, Joanne Nacucchio, Joseph Longo, Amy Keen, Tracy Scull, Abram Norman and Stacey Sickler.

Members Excused: None

Members Absent: William McDonald and Thomas McKee

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

EDUCATIONAL HIGHLIGHTS/PRESENTATIONS/RECOGNITION- None

MINUTES

Moved by T. Scull and seconded by A. Norman that the Board of Education approve the minutes for the November 18, 2021 Regular Monthly meeting.

Unanimously approved by voice vote.

CORRESPONDENCE - None

BOARD OF EDUCATION BUSINESS

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

A. OLD BUSINESS

1. Board Self-Evaluation- Only two members have completed this. (It was to be completed by November 12th). Please complete ASAP.

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B. NEW BUSINESS

1. Reorganization Meeting - Approve scheduling the Reorganization Meeting for Wednesday, January 5, 2022 at 7:00 pm.

Unanimously approved by voice vote.

BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Moved by A. Keen and seconded by A. Norman 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 **November 30, 2021** 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 **November 30, 2021**, 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 **November 30, 2021**.

2. Cash Reconciliation Report - Approve the cash reconciliation report for the month of **November 2021**.

3. Transfers - Approve the transfer list for the month of **November 2021**.

4. Bills to be Paid - Approve payroll and agency for the month of **November 2021** and the bills list for **December 2021**.

FYI: The Budget Summary Report for the month of **November 2021** is submitted for board review.

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 attached list of workshop/seminar requests, as previously approved by the Superintendent

Roll Call: Ayes: (7) M. Sites, T. Scull, A. Norman, J. Nacucchio, A. Keen, J. Longo, S. Sickler
Noes: (0) Abstain: (0) Motion Carried.

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SUPERINTENDENT REPORT

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

A. Superintendent' Monthly Report

1. Superintendent's Report- None

B. Building and Grounds

1. **Monthly Facility Self-Inspection Checklist** - Review of the Facility Checklist for December 2021 as completed by the Building and Grounds Manager.

C. Curriculum

1. **English Language Learner Three-Year Plan** - Approve, by resolution, the English Language Learner Three-Year plan.

D. Policy - none

E. Administrative - none

F. Personnel

1. **Long-term Substitute** - Approve change from part-time to full-time for Brittany Turner for coverage of a leave of absence from November 1, 2021 to December 23, 2021.
2. **Long-term Substitutes** -Approve an increase in the per diem rate for Aileen Westcott to \$200 per day effective day 61 through the end of coverage of the leave of absence.
3. **Long-term Substitute** - Approve Morgan Potter as the long-term substitute for second grade from on or around January 10, 2022 to June 13, 2022. Per diem rate of \$150 per day until CE or CEAS is received, then at the annual salary of \$59,125 Step 1 BA (prorated based on days worked). No health benefits associated with this position.
4. **Homebound Instruction** - Approve Dennis Slusser as the homebound instruction aide for about 5 hours per week at a rate of \$30 per hour.
5. **Volunteer Music Director** - Approve Brielle Roll as a volunteer music director for the 2021-2022 school year Drama Club Production.

G. Student Personnel

1. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the first reading for the period of November 19, 2021 to December 21, 2021, with one incident.

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2. **HIB** - Approve, as per the NJDOE, HIB reporting requirements, the second reading for the period of October 29, 2021 to November 18, 2021, with no incidents.

Roll Call: Ayes: (7) M. Sites, J. Nacucchio, A. Keen, J. Longo, T. Scull, A. Norman, S. Sickler
Noes: (0) Abstain: (0) Motion Carried

REPRESENTATIVE TO SALEM CITY BOARD OF EDUCATION

1. The minutes for October 8, 2021 are submitted for board review.

OTHER BOARD MEMBERS AND COMMITTEE REPORTS

PUBLIC COMMENT

Larry Winkels Sr, residing on Jericho Rd, Salem NJ 08079

1. Mr. Winkels is interested in how to get on the ballot. He had a BA degree in Law and Justice and would like to be more involved in the community.
2. Mr. Winkels noticed that the school got a new sign. Would like to know if it would be possible to purchase the letters from the old sign?
3. Mr. Winkels wife has new books from Paulsboro that they would like to donate to the school.
4. Mr. Winkels is also a previous substitute that is willing to volunteer.

ADJOURNMENT

Moved by J. Nacucchio and seconded by A. Norman that the meeting be adjourned.

(7:38 p.m.)

Unanimously approved by voice vote.

Respectfully submitted,

Karen Mathews
Business Administrator/Board Secretary