



**Commercial Township Board of Education  
Meeting**

**06/13/2023 07:00 PM**

Commercial Township School  
1308 North Ave  
Port Norris, NJ 08349

Printed : 6/9/2023 3:46 PM ET

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**A. PLEDGE TO THE FLAG**

**B. SUNSHINE LAW**

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of the public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Commercial Township Board of Education has caused notice of this meeting to be published by having the date, time and place advertised in the Press of Atlantic City and South Jersey Times and posted in the Commercial Township School, District Office and on the District website, and Township Clerk.

**C. ROLL CALL**

Mr. Darren Harris, Board Secretary, will roll call the attendance:

Jessica Driver \_\_\_\_ Karen Stormes-Rivera \_\_\_\_

Carol Perrelli \_\_\_\_ Tracy Richardson \_\_\_\_ LaRae Smith \_\_\_\_

Sharon Porter \_\_\_\_ Stacy Wilson-Smith \_\_\_\_ Janet Campbell \_\_\_\_

**D. PRESENTATION**

1. Educators of the Year

Mr. Pete Dolcy, 2022-23 Teacher of the Year

Mrs. Patti Teasenfitz, 2022-23 Educational Specialist of the Year

Mr. Dolcy and Mrs. Teasenfitz receive \$1,000. each to fund wish list items for their respective classrooms and programs.

2. Teen Arts

Art Teacher Ms. Jackson will recognize students for Teen Arts award.

**E. CORRESPONDENCE**

A letter of interest was received from a community member interested in the Board Vacancy.

**F. PUBLIC COMMENTS ON AGENDA ITEMS**

Members of the public are encouraged to speak during the public portion of the meeting. A time limit of three (3) minutes will be given for each audience member, to speak on *agenda items only* at this time.

**G. COMMITTEE REPORTS**

**H. MINUTES**

It is recommended the Board of Education approve the minutes from:

- Regular Meeting on May 2, 2023
- Executive Session on May 2, 2023
- Regular Meeting on May 15, 2023
- Executive Meeting on May 15, 2023

**I. ENROLLMENT REPORT**

	As of April 27, 2023	As of June 5, 2023
CTS	460	465

Grade level totals as of June 8, 2023:

- |                                    |              |
|------------------------------------|--------------|
| PreK3 - 33                         | Fifth - 48   |
| PreK4 - 36                         | 2 homerooms  |
| 5 homerooms of combined 3 & 4      |              |
|                                    | Sixth - 44   |
| Kindergarten - 41                  | 2 homerooms  |
| 2 homerooms                        |              |
|                                    | Seventh - 43 |
| First - 37                         | 2 homerooms  |
| 2 homerooms                        |              |
|                                    | Eighth - 56  |
| Second - 43                        | 2 homerooms  |
| 2 homerooms                        |              |
|                                    |              |
| Third - 41                         |              |
| 2 homerooms                        |              |
|                                    |              |
| Fourth - 43                        |              |
| 2 homerooms                        |              |
|                                    |              |
| 1. Suspensions                     |              |
| 04/27/2023 through 06/05/2023      |              |
|                                    |              |
| Number of student suspensions - 10 |              |

**J. SUPERINTENDENT’S REPORT**

1. HIB Report Approval
 

It is recommended that the Board of Education approve the Superintendent's monthly Harassment, Intimidation and Bullying Report for April 2023 as presented:

HIB Investigations:

Reported:	0
Completed:	0
Number of incidents ruled as Harassment, Intimidation or Bullying:	0
Number of incidents ruled as not falling under the HIB provisions:	0
2. HIB Acknowledgement

It is recommended that the Board of Education acknowledge the Superintendent's monthly Harassment, Intimidation and Bullying Report for May 2023 as presented:

HIB Investigations:	
Reported:	1
Completed:	1
Number of incidents ruled as Harassment, Intimidation or Bullying:	0
Number of incidents ruled as not falling under the HIB provisions:	1

3. Summer Food Program

It is recommended the Board of Education approve partnering with the Community Food Bank of New Jersey for the Summer Food Program.

4. Summer Hiring

It is recommended that the Board of Education authorize the Superintendent to hire any unfilled positions for the 2023-24 school year, for the months of July and August, between Board of Education meetings, after consultation with the Board President. Formal action will be required at the following Board meeting.

5. YMCA Agreement

It is recommended that the Board of Education approve the agreement between the Commercial Township School District and the Cumberland Cape Atlantic YMCA for childcare for the 2023-2024 school year.

6. LDTC Consultant Agreement

It is recommended that the Board of Education approve the agreement between Denise Spalding, Learning Disabilities Teaching Consultant, and the Commercial Township School District beginning July 1, 2023 and ending June 30, 2024.

7. Summer Hours

It is recommended the Board approve the amended summer hours for administrative and office staff to commence on June 20, 2023 and to end August 18, 2023. Summer hours are now defined as five 7.5-hour days.

8. School Calendar

It is recommended that the Board of Education approve the revised 2023-2024 school calendar.

**K. PERSONNEL**

1. Substitutes

It is recommended that the Board of Education approve the following substitutes for the 2023-2024 school year:

**Maintenance**

Ed Leith

**Nurse**

Melanie Pfizenmayer

**Teachers**

Dawn Blinchikoff

Deedra Brewer

Brittany Gaddy

Jennifer Kelly

Peter Manzelmann  
Ted Prohowich  
Juliauna Solomon

**Instructional Assistants**

Casey Etter  
Betty Mikus  
Juliauna Solomon

2. Home Instruction Staff Appointments

It is recommended that the Board of Education approve all Commercial Township Certificated Teaching Staff, at the hourly rate per CTEA contract, for the 2023-2024 school year for the following:

- Home Instruction
- Summer CST meetings

3. Administration Association Contract- Memorandum of Agreement

It is recommended the Board of Education approve the Memorandum of Agreement between the Administration Association and the Board of Education for September 2022 through June 2026.

4. New Hire

It is recommended that the Board of Education approve the hire of Audrey Lloyd for the position of In-Class Resource Teacher for the 2023-2024 school year. Starting salary will be Step 1 \$56,615, per CTEA contract.

5. New Hire

It is recommended that the Board of Education approve the hire of Coryn Dykhuse for the position of First Grade Teacher for the 2023-2024 school year. Starting salary will be Step 1 \$56,615, per CTEA contract.

6. Mentor Training

It is recommended that the Board of Education approve the following Mentor Training:

Name	Workshop	Date	Location	Cost	Mileage
Ana LaSerre	Mentor Training	8/17/23	Stockton	62 ETTC hrs.	Yes

Mrs. LaSerre will be paid an hourly rate per CTEA contract.

7. Resignation

It is recommended that the Board of Education acknowledge to resignation of Angelica Lawler, First grade teacher. Ms. Lawler's last day of employment will be June 30, 2023.

8. Retirement

It is recommended that the Board of Education acknowledge the retirement of Susan Nichols, Instructional Assistant, effective June 30, 2023.

9. Summer Bus Drivers

It is recommended that the Board of Education approve the following drivers at \$22/hr for the ESY and Club 21 summer programs:

- Damaris Cruz
- Rosina Dennis
- Renne Sheppard
- David Wilson

Transportation will be funded through ESSER II- Learning Acceleration grant funds.

10. Amend Summer Positions

It is recommended that the Board of Education amend and approve the following staff members for Summer 2023 positions as listed:

- Club 21 Coordinator - Matt Mingin, Audrey Lloyd
- Club 21 Substitute Coordinator - Pete Dolcy
- Club 21 Teacher - Pete Dolcy, Audrey Lloyd, Cathy Vazquez
- Club 21 Aide - Janice Hoffman
- Extended School Year Teacher - Amy Ellis
- Extended School Year Aide - Jen Russell
- Speech Therapist (max. 30 hours) - Patrice Burroughs
- Occupational Therapist (max. 60 hours) - Kristin Willis
- Counselor (max. 30 hours) - Tarin Leech
- Substitute Main Office Secretary - Dee Cutrone
- Summer Book Club (max. 12 hours each) - Michelle Clark, Tina Hayden

Summer hours are to be paid for through ESSER II- Learning Acceleration grant funds.

11. Amend Leaves of Absence

It is recommended the Board of Education amend and approve the following leaves of absence:

Employee #	Start	End	Type
10670	5/4/23	5/30/23	Admin.
10642	5/4/23	5/30/23	Admin.

**L. POLICY**

1. Second Reading

It is recommended the Board of Education approve the second reading and adoption of the following revised, abolished, and new policy:

- P0144 Board Member Orientation and Training (Revised)
- P&R 2520 Instructional Supplies (M) (Revised)
- P3217 Use of Corporal Punishment (Revised)
- P4217 Use of Corporal Punishment (New)
- P5305 Health Services Personnel (M) (Revised)
- P&R5308 Student Health Records (M) (Revised)
- P&R 5310 Health Services (M) (Revised)
- P6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- R6115.01 Federal Awards/Funds Internal Controls - Allowability of Cost (M) (New)
- P6115.04 Federal Funds - Duplication of Benefits (M) (New)
- P6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- P7440 School District Security (M) (Revised)
- P9100 Public Relations (Abolished)

- P9140 Citizens Advisory Committees (Revised)
- R9140 Citizens Advisory Committees (M) (Abolished)
- P1110 Organizational Chart (Revised)

## M. CURRICULUM

### 1. Workshop

It is recommended that the Board of Education approve the following workshop:

Name	Date	Workshop	Location	Cost	Mileage
Pete Dolcy	06/08/23	Stories of 9/11: Connecting Past and Present	911 Museum, NY	\$0	Yes

### 2. Field Trips

It is recommended that the Board of Education approve the following Club 21 field trips:

July 5 - Shaws Mill Pond  
 July 12 - Union Lake  
 July 13 - Cape May Zoo  
 July 17 - Rowan College of South Jersey  
 July 19 - Strathmere Beach

## N. TRANSPORTATION

### 1. Summer Bus Lease

It is recommended that the Board of Education approve the Bus Lease Agreement with Sheppard Bus for (3) 54 passenger buses and (2) wheelchair accessible buses in the amount of \$10,991.68 for the following dates:

(2) 54 passenger: June 25-July 21  
 (1) 54 passenger: June 25-August 4  
 (2) Wheelchair accessible bus: July 1-August 11

## O. FINANCE

### 1. Insurance Renewal

It is recommended that the Board of Education approve the renewal insurance policy with NJSIG.

### 2. Retainer Agreement

It is recommended the Board of Education approve the retainer agreement with the Busch Law Group, for the 2023-2024 school year.

### 3. Nutri-Serve Renewal

It is recommended the Board of Education approve the renewal of Nutri-Serve Food Management for the 2023-2024 School Year at a management fee of \$26,599.

### 4. Approve Vendor Contracts

Pursuant to PL 2015, Chapter 47 the Commercial Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and

regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

5. Reserve Accounts

It is recommended the Board of Education approve transferring up to \$250,000 into Capital Reserve by June 30, 2023.

6. Preferred Health Care

It is recommended the Board of Education approve the contract with Preferred Health Care Services to provide nursing services, as needed, for the 2023-2024 school year.

7. Business Service Agreement

It is recommended that the Board of Education approve the Business Services Agreement with Pittsgrove Township Board of Education for the 2023-2024 school year, in the amount of \$81,905.

8. Pineland Tuition Contract

It is recommended the Board of Education approve the tuition contract for Pineland Learning Center. The contract includes one student for ESY and the 2023-24 school year at a cost of \$68,577.60.

9. Itinerant Services - Cape May County Special Services S.D.

It is recommended the Board of Education approve the Cape May County Special Services School District for Itinerant Services for the 2023-24 school year, as needed.

10. RFP Solutions Service Contract

It is recommended the Board of Education approve the RFP Solutions Service Contract for the 2023-24 school year at a cost of \$5,293.94

11. Change Order

It is recommended the Board of Education approve the following change order for the Roof Project:

CO No. 1 for replacing the lower blue fascia- \$8,958.00

**P. UNFINISHED BUSINESS**

1. Workshop 2023

NJSBA will hold its annual Workshop at the Atlantic City Convention Center on October 23-26, 2023. The regular group registration rate of \$2,100 or the individual registration rate for Workshop 2023 is \$550 per person.

**Q. NEW BUSINESS**

**R. OTHER BUSINESS**

1. Board Secretary's Monthly Certification

It is recommended that the Board of Education approve the Board Secretary's Report, pursuant to N.J.A.C. 6A:23A-16.10(c) 2, the Business Administrator/Board Secretary certifies that there are no changes in anticipated revenue amounts and sources for the month ending April 30, 2023 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of April 30, 2023 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Commercial 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. 6:23A-16.10(c)4.

## 2. Treasurer's Report

Treasurer's Report, is in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2, for the month ending April 30, 2023. The Treasurer's Report and Secretary's Report are in agreement for the month ending April 30, 2023.

## 3. Bill List/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill pay list for May 2023. It is further recommended to approve the Monthly Transfers and Transfer Status Report for April 2023.

It is recommended that the Board of Education authorize the School Business Administrator to pay bills and make necessary transfers before the next board meeting. A list of all bills and transfers will be provided at the next board meeting.

## **S. FOR YOUR INFORMATION**

### 1. November Elections

The following Board Members are up for re-election in November. Nominating Petitions are due July 25, 2023, by 4:00 pm to the County Clerk:

Stacy Wilson-Smith  
Tracy Richardson  
Karen Stormes-Rivera  
Board Vacancy - Unexpired 1-year term

### 2. Dress Code Committee

The Board of Education will be establishing a committee to revise the student dress code.

## **T. PUBLIC COMMENTS**

Members of the public are encouraged to speak during the public portion of the meeting. A time limit of three (3) minutes will be given for each audience member. Complaints stated, questions asked, or actions requested by the public, will be taken under advisement by the Board for investigation, discussion, and action or disposition at a later time/date.

When addressing the Board of Education, please respect the following procedure:

1. Be recognized by the Board President.
2. Step to the podium.
3. State your full name and address before commenting.
4. If your questions or comments pertain to litigation, student or personnel items or negotiations, we would ask that you see the Superintendent after the meeting since we do not discuss these items in public.

## **U. EXECUTIVE SESSION**

It is recommended that the Board of Education approve, by Resolution, adjourning into Executive Session.

RESOLVED: At a public meeting of the Board of Education of Commercial Township, held this evening, pursuant to the "Open Public Meetings Act", the following subjects to be discussed in a session of the Board closed to the public:

- Personnel



It is presently anticipated that the items mentioned in the resolution may be disclosed to the public upon final determination of the subject by the Board of Education.

Action (may) or (may not) be taken

**V. RESUME PUBLIC MEETING**

It is recommended the Board of Education resume Open Session.

**W. ADJOURNMENT**