

The Special Meeting of the Commercial Township Board of Education was held in the Haleyville-Mauricetown School Cafeteria, located at 1308 North Avenue, Port Norris, NJ, on Monday, May 8, 2018 at 7:00 p.m. Board President, Mrs. Perrelli, opened the meeting at 7:01 PM, leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

Board President, Mrs. Perrelli, read the following statement:

CALL TO ORDER

The New Jersey Open Public Meetings Law was enacted to insure 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 Schools and District Office.

ROLL CALL

**ROLL CALL**

Roll call was performed by Board Secretary, Ms. Trish Birmingham, and is listed as follows:

- Mrs. Abbott Present
- Mrs. Perrelli Present
- Mrs. Porter Present
- Mrs. Ronan Present
- Mrs. Stormes-Rivera Present
- Mr. Sutton Present
- Mrs. Wilson-Smith Present

Motioned by Mrs. Stormes-Rivera and seconded by Mrs. Abbott that the Board of Education approve the minutes from March 13, 2018, March 27, 2018, April 10, 2018 - Special Meeting, and April 10, 2018 – Regular Meeting.

MINUTES

Ayes: (7)                      Noes: (0)                      Abstain: (0)                      Motion Carried

**CORRESPONDENCE**

CORRESP

Received a carpet from DonorsChoose.org worth a total monetary value of \$479.00, as attached.

**PUBLIC COMMENTS ON AGENDA ITEMS**

PUBLIC COMMENTS

Patti Teasenfitz (HMS Nurse) commented on the opioid policy stating she and Melanie (PNS Nurse) are properly trained to issue Narcan. She stated the policy should be approved for use and safety.

**SCHOOL/DEPARTMENT REPORTS**

DEPT REPORTS

- HIB - Report Period 1 (September - December 2017)
- Special Services
- Buildings & Grounds
- Transportation
- HMS
- PNS
- Enrollment

	March	April
HMS	392	384
PNS	163	161

**SUPERINTENDENT’S REPORT**

Motioned by Mrs. Wilson-Smith and seconded by Mrs. Abbott that the Board of Education approve the following:

HIB  
REPORTS

**1. HIB Reports** - the March HIB Reports;

**2. HIB Reports - April 2018**

HMS - 1 Reported      0 Confirmed

PNS - 0 Reported      0 Confirmed

Ayes: (7)

Noes: (0)

Abstain: (0)

Motion Carried

FACILITY USE

**FACILITIES**

**3. Facilities Use** – Motioned by Mrs. Wilson-Smith and seconded by Mrs. Porter that the Board of Education approve the following facilities use requests for the Commercial Township PTA for the 2017-2018 school year:

Tuesday, May 22, 2018 - PTA Meeting

Tuesday, June 5, 2018 - PTA Meeting

FIN'L REORG

**FINANCIAL REORGANIZATION OF THE BOARD**

Motioned by Mrs. Ronan and seconded by Mrs. Abbott that the Board of Education approve the following:

CHART OF  
ACCOUNTS

**4.** Adoption of the Uniform Minimum Chart of Accounts for New Jersey Public Schools, as issued by the State of New Jersey Department of Education, for the 2018-2019 school year.

CURRICULA,  
ETC.

**5.** By Resolution, accept and reaffirm the current curricula, textbooks, policies, practices and procedures of the Commercial Township Board of Education recognizing that these items may be amended, when necessary, with Board approval.

ROBERT'S  
RULES

**6.** Except as otherwise provided by law, regulations of the State Department of Education or by this Board of Education, meetings of the Commercial Board of Education shall be conducted in accordance with Robert’s Rules of Order, Revised. Legal Reference: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties.

APPOINT.

**APPOINTMENTS AND DESIGNATION**

**7. Awarding of Contracts** – By Resolution, the awarding of contracts for “professional services” for a one (1) year term, without competitive bidding, commencing July 1, 2018 until June 30, 2019:

RESOLUTION 3-19

RESOLUTION AUTHORIZING THE APPOINTMENT OF BOARD SOLICITOR, INSURANCE BROKER OF RECORD, RISK MANAGEMENT COMPANY, BROKER OF RECORD-EMPLOYEE BENEFITS, ARCHITECT, CONSULTING ENGINEER, SCHOOL PHYSICIAN, AUDITOR, LICENSED OPERATORS (VSWs), REGULATORY SERVICES, and POLICY SERVICES.

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:11.1 et seq.) requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Commercial Township School District, in the County of Cumberland, New Jersey, is hereby appointing the following persons to serve in the designated positions for a one (1) year term commencing July 1, 2018 through June 30, 2019:

BOARD SOLICITOR  
BROKER OF RECORD – INSURANCE  
RISK MANAGEMENT COMPANY  
ARCHITECT OF RECORD

BUSCH LAW GROUP, LLC  
HARDENBURGH AGENCY  
HARDENBURGHAGENCY  
MANDERS AND MERIGHI

CONSULTING ENGINEER  
SCHOOL PHYSICIAN

PENNONI ASSOCIATES, INC.  
VINELAND PEDIATRICS,  
DR. ARCHNA JAIN, MD  
NIGHTLINGER, COLAVITA, AND  
VOLPA

AUDITOR

ALLEN ENGLISH  
RAMM ENVIRONMENTAL  
BCS, GREG PETERSON

LICENSED OPERATOR (VSWS)  
REGULATORY SERVICES  
POLICY SERVICES

That these appointments and contracts are made without competitive bidding and public advertising. Pursuant to P.L. 2005, c. 271, appointments of professionals with a contract value exceeding \$36,000 may be required to complete a Political Contribution Disclosure making known their campaign contributions to the Board at least ten (10) days prior to the Board taking action on their appointment. A copy of this resolution shall be published in the official newspapers of the Board of Education as required by law within ten (10) days of its passage.

8. **Official Newspapers** - South Jersey Times and The Press of Atlantic City as the official newspapers of the Board of Education. Additionally, designate location for posting of Public Notices of Board Meetings in each school building and Administration Offices and on the District Website. NEWSPAPER

9. **Regular Meeting Dates** - second Tuesday of each month at 7:00 p.m. at the Commercial Township BOE Administration Offices as the date, time, and location of its regular Board of Education meetings. MEETING DATES

June 12, 2018	July 10, 2018	August 14, 2018
September 11, 2018	October 9, 2018	November 13, 2018
December 11, 2018	January 8, 2019 (Reorganization)	February 12, 2019
March 12, 2019	April 9, 2019	*May 7, 2019 (Tentative - Public Hearing)
June 11, 2019		

10. **Depository of School Funds** - BB&T Bank as the depository of school funds including the authorization for wire transfers/ACH transactions. DEPOSITORY

11. **Account Signatories** - The account signatories, as attached. ACCOUNT SIGNATORY

12. **Wire Transfers** - Authorize the Business Administrator to conduct wire transfers, as necessary. WIRE TRANSFERS

13. **District Assignments** - Appointments of assignments: DISTRICT APPOINTS.
- Title IX Coordinator – Business Administrator
  - Affirmative Action Officer – District Assistant Principal
  - Health and Safety Compliance Officer – Business Administrator
  - 504 Compliance Officer – Superintendent/Principal
  - ADA Coordinator – Business Administrator
  - Public Agency Compliance Officer – Business Administrator
  - Right to Know Officer – Superintendent/Principal
  - Integrated Pest Management Coordinator – Maintenance Coordinator
  - Custodian of government records, other than student and personnel records - Business Administrator/Board Secretary;
  - OPRA Appointments – Custodian of Government Records
  - Custodian of personnel records - Superintendent/Principal;
  - Custodian(s) for student records - Superintendent/Principal & Director of Special Services

- THIRD PARTY ADMIN **14. Third Party Administrator** – TSA Consulting Group as Third Party Administrator for the District’s 403(b) Plan.
- PETTY CASH **15. Petty Cash** - Establishing \$500 petty cash fund for the 2018 – 2019 school year, effective July 1, 2018. Custodian of funds will be the Business Administrator.
- TAX SHELTER **16. Tax Shelter Plan Providers** - Plan providers:  

Ameriprise Financial	Met Life
Lincoln Financial	Midland National

**FINANCE**

- 18-19 FF&VP **17. Fresh Fruit & Vegetable Grant** - The 2018-2019 Fresh Fruit and Vegetable Grant applications for the Haleyville-Mauricetown and Port Norris Schools.
- SCSSSD **18. Itinerant/Shared Service Agreement** - The itinerant/shared service agreement with Salem County Special Services School District, whereas SCSSSD provides services for onsite therapeutic intervention on an as-needed basis.
- KEYSTONE SOFTWARE **19. Keystone Information Systems** - The proposal (contract to be provided once proposal is approved) from Keystone Information Systems to provide financial, human resources, and payroll software which replace the current software system provided by GCSSSD - EMC Edge, which is ending support and all other business as of July 31, 2018.
  - BLAST **A. BLaST** - It is recommended the Board of Education approve the contract with BLaST to provide software hosting services for the Keystone software items.
- CCESC **20. Contracts** -
  - A. Camden County Educational Services Commission** - The general services contract for the 2018-2019 school year.
  - ABA **B. Amazing Transformations** - The 1:1 ABA Therapist service contract for the 2018-2019 school year.
  - INTERIM SUPER **C. Interim Superintendent** - The contract of Interim Superintendent - Jean Smith, as approved by the County, effective April 18, 2018 through June 30, 2018, at a per diem rate of \$300.00.
  - CCRTC **D. Cumberland County Regional Transportation Cooperative** - The contract with CCRTC, which will provide transportation to special education, private, vocational-technical, and other school students to specific destinations in order to attempt to achieve the maximum cost effectiveness, for the term of July 1, 2018 through June 30, 2021, at a rate to be determined each year by the number of routes as required due to student population needs.
- PEA 18-19 **21. Preschool Education Aid Budget** – The 2018-2019 PEA budget in the amount of \$303,769, increased from \$291,163 (\$12,606) due to additional PEA from the State of New Jersey.  
 Roll Call Vote: Ayes: (7)                      Noes: (0)                      Abstain: (0)                      Motion Carried

**PERSONNEL**

- RESIGN. Motioned by Mrs. Ronan and seconded by Mrs. Abbott that the Board of Education approve the following:
  - 22. Resignation** -
    - A.** Rita Pettit as a Commercial Township Board of Education Member as of April 11, 2018.
    - B.** Guy DeFabrites as a Commercial Township Board of Education Member as of April 11, 2018.
    - C.** Barbara Esposito, Language Arts Teacher, as of June 30, 2018.
    - D.** Lisa Sneathen, Part Time Bus Driver effective immediately.

**23. New Hire -**

- A. Charlene Caulford and Emir Fiat as a bus aide and a lunch aide for the remainder of the 2017-2018 school year. They will be compensated at \$9 per hour.
- B. Rosina Dennis as a part-time bus driver for the remainder of the 2017-2018 school year. She will be compensated at \$15 per hour.
- C. Hasani Gonzalez as a Full Time 1:1 Bilingual Aide for the remainder of the 2017-2018 school year. He will be compensated at the Pier Diem Rate of \$24, 436.

NEW HIRE

**24. Maternity Leave -**

- A. The maternity disability leave of Employee #45306743, beginning tentatively on September 1, 2018 until approximately October 15, 2018.
- B. The maternity disability leave of Employee #20501631, beginning tentatively on September 1, 2018 until approximately October 31, 2018.

MATERNITY LEAVE

Roll Call Vote: Ayes: (7)                      Noes: (0)                      Abstain: (0)                      Motion Carried

**CURRICULUM**

Motioned by Mrs. Ronan and seconded by Mrs. Porter that the Board of Education approve the following:

**25. School Calendar -** The 2018-2019 School Calendar.

SCHOOL CALENDAR 18-19

**26. Parent Volunteer –** Parent volunteers for the 2017-2018 school year:

Melissa Busler      Pamela Gifford      Anecia Henry      Ivelise McBride      Mackie Rivera

PARENT VOLUNTEER

**27. Related Service Request –** The Augmentative/Alternative Communication Evaluation for SID #9417095542 through Salem County Special Services School District, at the cost of \$500.

EVALUATION

**28. Clinical Practice -**

- A. A Stockton University Student, Samantha Garrett, to complete her Introductory Fieldwork Placement observations, consisting of 80 hours, with Mr. Matthew Mingin from September 12, 2018 to December 11, 2018.
- B. A Rowan University Student in the Elementary Education Program, Daniela Santos, to complete her year long clinical practice with Mrs. Lisa Santiago. Semester one will consist of 196 hours from September 5, 2018 to December 12, 2018. Semester two will consist of 560 hours from January 22, 2019 to May 10, 2019.

CLINICAL PRACTICE

**29. Field Trips -** Field Trips for the 2017-2018 school year:

FIELD TRIPS

Thursday, May 24, 2018	Inspira Hospital	21st CCLC
Monday, June 4, 2018s	Cumberland County College	21st CCLC
Monday, June 4, 2018	Tree to Tree Adventure	NJHS
Saturday, June 2, 2018	A J Meerwald's 90th Birthday Celebration	Select Choir

**30. Curriculum -** The following Curriculum:

CURRICULUM

Language Arts Curriculum	2nd Reading	K - 8th Grade
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**31. Employment Contracts -** for the 2018-2019 school year:

EMPLOY. CONTRACTS

**Administration:**

Jean Smith - Interim Superintendent/Principal  
Alysia Thomson - District Assistant Principal

ADMIN

Lindsay Reed - Director of Special Services  
Trish Birmingham - Business Administrator

18-19  
FACULTY

**Faculty:**

Martin Altersitz	Allison Ford	Matthew Mingin	Cathy Vazquez
Lisa Baker	Lou Ann Gaddy	Jeremy Nevitt	Kelli Walters
Denise Bland	Karen Golway	Megan Nocon	Walter Webster
John Borchert	Jillian Gregory	Gwen O'Donnell	Jenna Wells
Janine Brockman	Karen Haddock	Melanie Pfizenmayer	Rochelle Yunk
Sandra Caromano	Tina Hayden	Esmirna Ramos	Kerri Zeleniak
Michelle Clark	Yajaira Johnson	Kaitlyn Robinson	
Sarah Cobb	Brittney Knight	Tricia Sammons	
Tyler Day	Chris Lanterman	Lisa Santiago	
Marilyn Dickerson	Anastasia LaSerre	Scott Shea	
Peter Dolcy	Tarin Leech	Tammy Smith-Halter	
Jennifer Driscoll	Ashley Long	Patricia Smith	
Joy Dunn	Jennifer Machinsky	Deborah Solomon	
Amanda Edelman	Kelly McHale	Nicole Steich	
Lauren Eisenhart	Elyse Mendicino	Patricia Teasenfitz	
Amy Ellis	Natalia Michalkiewicz	Jessica Trocicollo	
Chelsea Etter	Michele Miller	Kara Trovato	

18-19  
INSTRUCT.  
AIDES

**Instructional Assistants:**

Kelsey Bracco	Susan Nichols
Dallas Brooks	Serena Perkins
Nora Gerbereux	Amanda Reid
Linda Givens	Kimberly Rodriguez
Hasani Gonzalez	Jennifer Russell
Irene Horseman	Michelle Santiago
Melanie Hough	Anatoly Sokolov
Audrey Lloyd	Kathy Vizzard
Rochelle Magee	Shellbie Yard

18-19  
SECRETARY

**Secretarial Staff:**

Lisa Robbins - PNS Secretary  
Linda Pancrazio - Administrative Assistant to Business Administrator  
Alaina McCormick-Baner - Administrative Assistant to Superintendent  
Ryan Nottis - Child Study Team Secretary  
Kim Day - Principal's Secretary  
Paige Brandimarto - HMS Secretary

18-19 MAINT.

**Maintenance Staff:**

Brian Saxton                      Edward Leith (PT)

Motioned by Mrs. Porter and seconded by Mrs. Ronan that the Board of Education table the Transportation Department employment contracts approval.

18-19  
TRANSPORT

**Transportation:**

Susan Banks - Transportation Coordinator  
Rosetta Gilman    Amadis Terrero    Cesarina Gonzalez    Jaime Roman    Brittany Fisher  
Damaris Cruz    Amanda Roche    Anthony Green (PT)    Rosina Davis (PT)  
Roll Call Vote: Ayes: (7)                      Noes: (0)                      Abstain: (0)                      Motion Carried

Roll Call Vote: Ayes: (7) Noes: (0) Abstain: (1) Mrs. Stormes-Rivera #26 only Motion Carried

**POLICY**

POLICY

**32. Policy** - Motioned by Mrs. Abbott and seconded by Mrs. Stormed-Rivera approve the following policies:

9322	1st Reading	Revision	Bylaws of the Board of Education - Public & Executive Sessions
4119.25	2nd Reading	New	Instructional Personnel - Employee Conduct
5141.26	1st Reading	New	Students - Opioid Overdose Prevention
4111	1st Reading	Revision	Instructional Personnel: Recruitment, Selection & Hiring
4211	1st Reading	Revision	Support Personnel: Recruitment, Selection & Hiring

Roll Call Vote: Ayes (7) Noes: (1) Mrs. Porter on Policy 5141.26 only Abstain: (0) Motion Carried

**OTHER BUSINESS:**

Motioned by Mrs. Abbott and seconded by Mr. Sutton that the Board of Education approve the following:

BILL LIST TRANSFERS

**33. BILL LISTS / LINE ITEM TRANSFERS** - itemized bill lists for March 2018 and April 2018, and the budgetary line item transfers as of March 31, 2018.

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.

**34. MONTHLY BOARD CERTIFICATION** - officially certify pursuant to N.J.A.C. 6A:23A-16.10(c) that as of March 2018, after a review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(a) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

BOARD CERT

**35. BOARD SECRETARY’S MONTHLY CERTIFICATION** - 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 March 31, 2018 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of March 31, 2018, 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.

BOARD SECRETARY MONTHLY CERT

Roll Call Vote: Ayes: (7) Noes: (0) Abstain: (0) Motion Carried

**PUBLIC COMMENTS**

PUBLIC COMMENTS

Beverly Dragotta – questioned the transportation savings mentioned and asked when the transportation department would know if they had a job, to which Mrs. Perrelli stated the Board needed more information but the Transportation Dept. would not be eliminated.

Charlened Caulford – stated the transportation department is full of wonderful people and how her daughter would not get on a bus when living in a different district, however now she does not hesitate because of the drivers/staff.

Michelle Clark – stated the CTEA was concerned about the tabling of the Transportation Dept. She stated the personnel within the department were valuable employees and would not want to see the district lose them.

Scott Shea – stated he came from a 21<sup>st</sup> Century Club in Millville and explained the issues the Millville locations are having while utilizing Sheppard Bus Co.

Susan Walkup – stated if the Board had any questions they could ask her/transportation department personnel, that the drivers work very hard, and were able to accomplish 290 extra routes in 1 month (extra meaning in addition to the status quo of bringing students to and from school).

Beverly Dragotta – stated the bus drivers work very hard but so does Susan Walkup, who personally picked up her kids.

Danielle Dixon – stated she wanted to speak up for the special needs children and how the drivers/department make it easier on the families with their extra care for those children and asked the Board please consider the kids in any decision.

Brittany Fisher – stated she wanted to speak up for Susan Walkup as she is continually being questioned. Ms. Fisher stated Ms. Walkup is the team leader and picks everyone up and pulls the group together.

Amanda Smith – stated the district has amazing bus drivers.

Amadis Terrero – gave a brief review of the schedule of the bus drivers and transportation coordinator. She stated there are things that take place behind the scenes but no one hears about the changes and goings-on because it's all handled properly and timely. Ms. Terrero asked what else the staff needed to do to prove the worth of the transportation department, as she did not understand the constant questions and doubt and their work should be valued.

Rose Gilman – asked the Board to consider keeping the transportation department, to which Mrs. Perrelli stated the Board wasn't eliminating the transportation department. Ms. Gilman stated the Board should be looking at the whole picture and evaluating everything, not just money.

Beverly Dragotta – stated she went on a school trip and was the fun mom in Kindergarten. She witnessed the kids run to the bus drivers with smiles and hugs.

EXEC  
SESSION

**EXECUTIVE SESSION**

None

ADJOURN

**ADJOURNMENT**

Moved by Mrs. Abbott and seconded by Mrs. Wilson-Smith to adjourn the meeting. (8:02 pm)

Ayes: (7)

Noes: (0)

Abstain: (0)

Motion Carried



Lawren Birmingham, Board Secretary

May 8, 2018