

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Board Meeting

May 3, 2022

The Regular Meeting of the Commercial Township Board of Education was called to order by Board President, Ms. Carol Perrelli, on Tuesday, May 3, 2022 at 7:00 P.M. in the Commercial Township Board of Education Conference Room, located at 1308 North Avenue, Port Norris, NJ.

Board President, Ms. Perelli, opened the meeting at 7:03 P.M., leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

Board President, Ms. Perelli, read the following statement:

CALL TO ORDER

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest 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 thereof posted in the Press of Atlantic City and South Jersey Times, and posted in the Commercial Township Schools, District Office and on the District website, and Township Clerk.

ROLL CALL

ROLL CALL

Roll call was performed by the Board President, Ms. Perrelli, and is listed as follows:

Ms. Carol Perrelli	Present
Ms. Sharon Porter	Present
Ms. Tracy Richardson	Present (7:06 P.M.)
Ms. Karen Stormes-Rivera	Present
Mr. Ronald Sutton	Present
Ms. Jessica Driver	Present
Ms. Stacy Wilson-Smith	Absent

The following were also present:

Mrs. Kristin Schell – Superintendent
Ms. Alysia Thomson – Vice Principal
Mr. John Lavell – Director of Special Services
Mr. Darren Harris – Business Administrator/Board Secretary
Mr. Joseph Giambri – Business Official
Members of the public

PRESENTATION

PRESENTATION

1. Support Programs - Math & ELA – Mr. Lavell, Ms. Clark and Ms. Haddock presented intervention supports at Commercial Township School District.

MATH & ELA SUPPORT

Ms. Richardson arrived at 7:06 P.M.

CORRESPONDENCE

1. Bond Bids - The following bids for the Commercial Twp BOE \$3,060,000 School Bonds Series 2022:
Roosevelt & Cross, Inc - 3.97% interest

CORRESPONDENCE

BOND BIDS

PUBLIC COMMENTS ON AGENDA ITEMS - None

PUBLIC COMMENTS

PUBLIC HEARING ON THE 2022-2023 BUDGET

1. Open the Public Hearing on the 2022-2023 Budget – Moved by Ms. Stormes-Rivera and seconded by Ms. Driver that the Board of Education approve to open the Public Hearing on the 2021-2022 Budget.
Unanimously approved
2. Presentation of the 2022-2023 Budget – Mr. Giambri presented the proposed budget for the 2022-2023 school year. Handouts were provided.
3. Audience Participation
Ms. Larae Smith, member, had a question on the bond. She wanted to know how many years this project will last. It is a twenty-year bond.

2022-2023 BUDGET
OPEN PUBLIC HEARING

PRESENTATION ON
BUDGET

AUDIENCE
PARTICIPATION

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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CLOSE PUBLIC HEARING

4. Close the Public Hearing on the Budget – Moved by Ms. Porter and seconded by Ms. Richardson that the Board of Education approve to close the Public Hearing on the 2022-2023 Budget.

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms. Perrelli

Noes (0) Abstain (0) Motion Carried

APPROVE 2022-23 BUDGET

5. Motion to Approve the 2022-2023 Budget – Moved by Ms. Stormes-Rivera and seconded by Ms. Driver that the Board of Education approve, by Resolution, that the tentative budget be approved for the 2022-2023 School Year using the 2022-2023 state aid figures and the Secretary to the Board of Education be authorized to submit the following budget for approval, in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
2022-2023 Total Expenditures	\$12,492,268	\$5,234,973	\$88,564	\$17,815,805
Less Anticipated Revenues	\$10,272,798	\$5,234,973	\$0	\$15,507,771
Taxes to be raised	\$2,219,470	\$0	\$88,564	\$2,308,034

Included in the base budget is \$930,760 of Budgeted Fund Balance, and \$345,183 in Capital Reserve, to cover the cost of the Geothermal System Replacement.

Adjustments were made to the following debt service lines as a result of the school bond sale:

40-1210-000 increased \$10,987

40-701-510-834 increased \$10,987

Adjustments were made to the following lines:

11-105-100-936 increased \$66,304

11-000-100-566 decreased \$66,304

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms. Perrelli

Noes (0) Abstain (0) Motion Carried

EXECUTIVE SESSION

EXECUTIVE SESSION

Moved by Ms. Driver and seconded by Ms. Stormes-Rivera that the Board of Education approve, by Resolution, adjourning into Executive Session. 7:31 P.M.

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

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms. Perrelli

Noes (0) Abstain (0) Motion Carried

RESUME PUBLIC MEETING

RESUME PUBLIC MEETING

Moved by Mr. Porter and seconded by Ms. Richardson that the Board of Education approve to resume open session. 7:43 P.M.

Unanimously approved

COMMITTEE REPORTS

COMMITTEE REPORTS

POLICY

1. Ms. Driver discussed the Policy Committee minutes including policies discussed.

BUILDING & GROUNDS

2. Mr. Sutton discussed the Building and Grounds Committee minutes, including summer projects that will take place in the 22-23 school year vs. 23-24 school year.

MINUTES

MINUTES

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Moved by Ms. Stormes-Rivera and seconded by Ms. Driver that the Board of Education approve the following meeting minutes:

- Regular Meeting on April 12, 2022
- Executive Session on April 12, 2022

BOE MEETING 4/12/22
EXECUTIVE SESSION
4/12/22

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms. Perrelli

Noes (0)

Abstain (0)

Motion Carried

ENROLLMENT REPORT

ENROLLMENT REPORT

	As of April 7, 2022	As of May 3, 2022
CTS	450	450

1. Suspensions:
04/08/2022 through 04/28/2022
Number of new student suspensions:
In-school suspensions - 1
External suspensions - 6

APPOINTMENTS AND DESIGNATIONS

2022-23
APPOINTMENTS &
DESIGNATIONS

Moved by Ms. Porter and seconded by Ms. Stormes-Rivera that the Board of Education approve the following:

1. Minimum Chart of Accounts - 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 2022-2023 school year. CHART OF ACCOUNTS
2. Policy Manual - Acceptance and Re-adoption of the Commercial Township Board of Education Policy Manual for the 2021-22 school year, recognizing that these policies may be amended when necessary, with Board approval. POLICY MANUAL
3. Curriculum - By Resolution, accept and reaffirm the current curricula, textbooks practices and procedures of the Commercial Township Board of Education recognizing that these items may be amended, when necessary, with Board approval. CURRICULUM
4. Robert's Rule of Order - 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. ROBERT'S RULES OF ORDER
5. Professional Services Contracts - Awarding of Contracts – By Resolution, the awarding of contracts for “professional services” for a one (1) year term, without competitive bidding, commencing July 1, 2022 until June 30, 2023: PROFESSIONAL SERVICES CONTRACTS

RESOLUTION 1-22

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, 2022 through June 30, 2023:

BOARD SOLICITOR - BUSCH LAW GROUP, LLC
BROKER OF RECORD – INSURANCE - HARDENBURGH AGENCY
RISK MANAGEMENT COMPANY - HARDENBURGH AGENCY
ARCHITECT OF RECORD - MANDERS AND MERIGHI
CONSULTING ENGINEER - PENNONI ASSOCIATES, INC.

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SCHOOL PHYSICIAN - VINELAND PEDIATRICS, DR. ARCHNA JAIN, MD

AUDITOR - NIGHTLINGER, COLAVITA, AND VOLPA

LICENSED OPERATOR (VSWs) - ALLEN ENGLISH

REGULATORY SERVICES - RAMM ENVIRONMENTAL

POLICY SERVICES - STRAUSS ESMAY

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.

STAFF APPOINTMENTS

6. Staff Appointments:

- Title IX Coordinator – Business Administrator
- Affirmative Action Officer – District Assistant Principal
- Health and Safety Compliance Officer – Business Administrator
- Services
- School Safety Specialist- District Vice Principal
- 504 Compliance - CST Supervisor/Supervisor of Special Services
- 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
- Qualified Purchasing Agent- Business Administrator
- Public Compliance Officer- Business Administrator
- Homeless Liaison- CST Supervisor/Supervisor of Special Services
- Anti-Bullying Coordinator- CST Supervisor/Supervisor of Special Services
- Anti-Bullying Specialist- Guidance Counselors
- Custodian of personnel records - Superintendent/Principal;
- Custodian(s) for student records - Superintendent/Principal & Director of Special

OFFICIAL NEWSPAPER

7. 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.

SCHOOL PETTY CASH

8. School Petty Cash - Establishing \$500 petty cash fund for the 2022 – 2023 school year, effective July 1, 2022. Custodian of funds will be the Business Administrator.

TRAVEL RESOLUTION

9. Resolution - Travel Expenses - Approve the following Resolution regarding school district travel costs as per Board Policy 6471- School District Travel, N.J.A.C. 6A:23B and N.J.A.C 23A-7.3:

NOW THEREFORE, BE IT RESOLVED that the Commercial Township Board of Education hereby establishes the school district travel cost maximum for the 2021-2022 school year at \$5,000.00.

WHEREAS, the school district travel cost maximum for the 2021-2022 school year, including local, state and federal funds was \$5,000.00.

WHEREAS, the school district travel cost maximum limit not to exceed \$1500.00 per employee.

BE IT FURTHER RESOLVED that the Business Administrator shall track and record costs to ensure that the maximum amount is not exceeded.

DEPOSITORY OF SCHOOL FUNDS

10. Depository of School Funds - Truist Bank as the depository of school funds including the authorization for wire transfers/ACH transactions.

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11. District Vehicles - Authorize the maintenance department personnel to utilize the maintenance truck during work hours for district business and outside work hours as needed for district business as per NJAC 6A:23A-6.12.

DISTRICT VEHICLES

12. Business Service Agreement - Business Services Agreement with Pittsgrove Township Board of Education for the 2022-2023 school year, in the sum of \$79,591.00.

BUSINESS SERVICE AGREEMENT

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms.

Perrelli

Noes (0)

Abstain (0)

Motion Carried

SUPERINTENDENT'S REPORT

SUPERINTENDENT'S REPORT

Moved by Ms. Driver and seconded by Ms. Stormes-Rivera that the Board of Education approve the following:

1. HIB Report Approval - Approve the Superintendent's monthly Harassment, Intimidation and Bullying Report for April 2022 as presented:

HIB REPORT APPROVAL

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

2. HIB Acknowledgement - Acknowledge the Superintendent's monthly Harassment, Intimidation and Bullying Report for May 2022 as presented:

HIB ACKNOWLEDGEMENT

HIB Investigations:

Reported: 4

Completed: 4

Number of incidents ruled as Harassment, Intimidation or Bullying: 1

Number of incidents ruled as not falling under the HIB provisions: 3

Ms. Richardson asked what the summary of the report was. She asked if it was the accusation or a summary of what happened. Mrs. Schell answered that it is what was alleged. She reviewed further the process of how HIB is determined.

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms.

Perrelli

Noes (0)

Abstain (0)

Motion Carried

PERSONNEL

PERSONNEL

Moved by Ms. Stormes-Rivera and seconded by Mr. Sutton that the Board of Education approve the following:

1. Employment Contracts- Staff Rehires - The following staff rehires as recommended by the Superintendent:

STAFF REHIRES

• Certificated Staff:

CERTIFICATED STAFF

Lisa Baker

John Borchert

Janine Brockman

Sandy Caromano

Michelle Clark

Dana Crandall*

Patrice Curtis*

Pete Dolcy

Jen Driscoll

Joy Dunn

Lauren Eisenhart

Jamie Eldridge*

Amy Ellis

Chelsea Etter

LouAnn Gaddy

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Kristine Givens*
Jillian Gregory
Karen Haddock
Tina Hayden
Sarah Jackson*
Yajaira Johnson
Brittney Knight
Chris Lanterman
Ana Laserre
Angelica Lawler*
Tarin Leech
Ashley Loteck
Megan McNiss
Elyse Mendicino
Natalia Michalkiewicz
Matt Mingin
Jenna Mucardo*
Caitlin Musser*
Amanda Ross*
Trish Sammons
Lisa Santiago
Scott Shea
Patti Smith
Debbie Solomon
Patti Teasenfitz
Caylin Thompson*
Catherine Vazquez
Walter Webster
Jenna Wells
Rochelle Yunk
Kerri Zeleniak

* non-tenured

NON-CERTIFICATED
STAFF
INSTRUCTIONAL

- Non-Certificated Staff
Instructional Assistants:

Kristy Bevan
Ana Carrion
Nora Gerbereux
Linda Givens
Audrey Lloyd
Rochelle Magee
Susan Nichols
Stephanie Padilla
Serena Perkins
Elena Quinton
Amanda Reid
Jennifer Russell
Michelle Santiago
Joyce Stuckman
Kathy Vizzard

SECRETARIAL STAFF

Secretarial Staff:

Kim Day - Executive Secretary to the Superintendent
Linda Pancrazio - Administrative Assistant to the BA
Lisa Robbins- Administrative Assistant to Assistant Principal
Diane Cutrone - P/T 10 Month Secretary Main Office

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MAINTENANCE STAFF

Maintenance Staff:

Brian Saxton

Edward Leith (Part-time)

Transportation:

Brittany Fisher- Transportation Coordinator

Damaris Cruz

Rosina Dennis

Mary Folwell

Margarita Morales

Renne Sheppard

Charlette Whittle

2. Summer Positions - The following staff members for Summer 2022 positions as listed:

Club 21 Coordinator - Matt Mingin, Audrey Lloyd

Club 21 Teacher - Audrey Lloyd

SUMMER POSITIONS

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms. Perrelli

Noes (0)

Abstain (0)

Motion Carried

POLICY

POLICY

Moved by Mr. Sutton and seconded by Ms. Stormes-Rivera that the Board of Education approve the following Policy (P) and Regulation (R) for first reading:

1ST READING

- 1648.14 P-Safety Plan for Healthcare Settings in School Buildings-COVID-19 (M) (Abolished)
- 1648.15 P-Recordkeeping for Healthcare Settings in School Buildings-COVID-19 (M) (New)
- 2415.04 P-Title I-District-Wide Parent and Family Engagement (M) (Revised)
- 2415.50 P-Title I-School ardent and Family Engagement (M) (New)
- 2416.01 P-Postnatal Accommodations for Students (New)
- 2417 P-Student Intervention and Referral Services (M) (Revised)
- 3161 P-Examination for Cause (Revised)
- 4161 P-Examination for Cause (Revised)
- 5512 P-Harassment, Intimidation, and Bullying (M) (Revised)
- 7410 P & R-Maintenance and Repair (m) (Revised)
- 7410.01 R-Facilities Maintenance, Repair Scheduling, and Accounting (M) (Revised)
- 8420 P-Emergency and Crisis Situations (M) (Revised)
- 9320 P & R-Cooperation with Law Enforcement Agencies (M) (Revised)

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms. Perrelli

Noes (0)

Abstain (0)

Motion Carried

CURRICULUM

CURRICULUM

Moved by Ms. Stormes-Rivera and seconded by Ms. Richardson that the Board of Education approve the following:

1. Workshop - The following staff workshop:

Name	Date	Workshop	Location	Cost	Mileage
Dana Crandall	5-16-22	Elem. Conflict Resolution	Virtual	\$0	N/A

STAFF WORKSHOPS/
MILEAGE

2. Tools of the Mind - The proposal for Tools of the Mind Curriculum & Staff Professional Development partnership package for the 2022-2023 school year.

*To be funded with Preschool Expansion Grant.

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms. Perrelli

Noes (0)

Abstain (0)

Motion Carried

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TRANSPORTATION

TRANSPORTATION - None

FINANCE

FINANCE

Moved by Ms. Driver and seconded by Ms. Stormes-Rivera that the Board of Education approve the following:

1. Retainer Agreement - The retainer agreement with the Busch Law Group, for the 2022-2023 school year.
2. CEZC Spring Contract - The Spring CEZC contract for reimbursement for up to 18 students at a rate of \$400.00 per student.

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms.

Perrelli

Noes (0)

Abstain (0)

Motion Carried

ADDENDUM

ADDENDUM

Moved by Ms. Stormes-Rivera and seconded by Ms. Richardson that the Board of Education approve the following:

1. Bid Specifications - The Bid Specifications for the Commercial Township Elementary School Interior Renovations.
2. Donation - By resolution, donating the 1997 Ford Dump Truck to the Commercial Township Municipality.
3. Safety Patrol Trip - Safety Patrol Trip to Phenom Factory, Millville on Tuesday, June 7, 2022 from 9:45 AM-1:30 PM.
4. Fundraiser - The Safety Patrol to hold a car wash fundraiser to offset the cost of their upcoming field trip. The car wash will be held on Saturday 5-21-22, from 10:00 AM-1:00 PM.

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms.

Perrelli

Noes (0)

Abstain (0)

Motion Carried

UNFINISHED BUSINESS

UNFINISHED BUSINESS - None

NEW BUSINESS

NEW BUSINESS - None

OTHER BUSINESS

OTHER BUSINESS

Moved by Ms. Stormes-Rivera and seconded by Ms. Driver that the Board of Education approve the following:

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 August 31, 2021 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of August 31, 2021 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 August 31, 2021. The Treasurer's Report and Secretary's Report are in agreement for the month ending August 31, 2021.
3. Bill List/Line Item Transfers - The itemized bill pay list for April 2022 and 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.

Roll Call: Ayes (6) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms.

Perrelli

Noes (0)

Abstain (0)

Motion Carried

BOARD SECRETARY'S
REPORT

TREASURER'S REPORT

BILLS/TRANSFERS

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FOR YOUR INFORMATION

1. Summer Programs – Mrs. Schell mentioned there will be six in-person programs over the summer designed by a collaborative effort with staff and the school community. A flyer was handed to the Board that reviewed the programs offered by the school district.

FYI

PUBLIC COMMENTS

- Ms. Laree Smith, resident, expressed interest in serving in the vacant position on the Board.
- Ms. Melissa Giffert, parent, asked about the LGBTQ curriculum and mentioned a book read during virtual instruction with LGBTQ involved. Mrs. Schell said she will follow up with Ms. Giffert.

PUBLIC COMMENTS

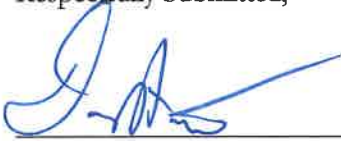
ADJOURNMENT

Moved by Ms. Stormes-Rivera and seconded by Ms. Richardson that the Board of Education approve that the Board of Education meeting be adjourned. 8:19 P.M.

Unanimously approved

ADJOURNED

Respectfully Submitted,



Darren Harris, Board Secretary

May 3, 2022