



**Commercial Township Board of Education
Meeting
03/10/2020 07:00 PM**
Commercial Township Board Office
1308 North Ave
Port Norris, NJ 08349

Printed : 3/6/2020 3:32 PM EST

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 Schools, District Office and on the District website, and Township Clerk.

C. ROLL CALL

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

Beverly Dragotta ____ Sharon Porter ____ Karen Stormes-Rivera ____
 Carol Perrelli ____ Tracy Richardson ____ Ronald Sutton, Jr. ____
 Sheena Plummer ____ Michelle Ronan ____ Stacy Wilson-Smith ____

D. CORRESPONDENCE

E. PRESENTATION

1. BUDGET 2020-2021

i. 2020-2021 BUDGET SUBMISSION TO THE COUNTY OFFICE

Approval, by Resolution, that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval, in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
<i>2020-2021 Total</i>				
<i>Expenditures</i>	\$12,156,386	\$1,093,090	\$250,638	\$13,500,114
<i>Less Anticipated Revenues</i>	\$10,023,101	\$1,093,090	\$147,306	\$11,263,497
<i>Taxes to be raised</i>	\$2,133,285	N/A	\$103,332	\$2,236,617

Included in the base budget is a \$497,799 of Budgeted Fund Balance, and banked cap in the amount of \$71,887. The purpose of using banked cap is to prevent it from expiring and to assist the district in reaching its local fair share due to decreased state aid.

Presented for Review:

- Revenue and Appropriations
- Recap of Balances
- Statement of Priorities
- District Status Above, At, or Below Expected Local Levy
- Administrative Cost Limit: Amounts
- Minimum Tax Levy Calculation
- Advertised Per Pupil Cost Calculation
- Tax Levy Certification - Form A

F. PUBLIC COMMENTS ON AGENDA ITEMS

G. MINUTES

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

- Regular Meeting on February 11, 2020
- Executive Session on February 11, 2020

H. ENROLLMENT REPORT

	January 31, 2020	As of February 29, 2020
HMS	357	352
PNS	145	147

I. SUPERINTENDENT'S REPORT

1. HIB REPORTS

It is recommended that the Board of Education acknowledge the February HIB Report.

	REPORTED	ACKNOWLEDGE
HMS	1	1
PNS	0	0

It is recommended that the Board of Education confirm the January HIB Report.

	REPORTED	CONFIRMED
HMS	0	0
PNS	1	0

2. FIELD TRIPS

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

School	Grade	Destination	Date	Time	Student Cost	BOE Cost
HMS	Grade 2	Broadway Theatre of Pitman	3/27/2020	9:15am to 1:00pm	\$6.00 per student	\$200.00
HMS	Grades 4 & 5 Club 21	Century Savings Bank	4/7/2020	4:00pm to 6:00pm	\$0.00	\$0.00
HMS	Grades 4&5 Club 21	Airborne Academy	5/1/2020	3:15pm to 6:00pm	\$0.00	\$0.00
HMS	Grade 3	Franklin Institute	6/1/2020	9:05am to 3:00pm	\$12 per student	\$490 Transportation

					\$15 per adult	
HMS	Grade 5	Constructional Walking Tour of Philadelphia	5/13/2020	9:00am to 3:00pm	\$12 per student \$15 per adult	\$500 Transportation
HMS	Grade 4	The Academy of Natural Sciences	5/1/2020	9:00am to 3:00pm	Student Cost (TBD)	\$500 Transportation
HMS	Grade 1	Cape May Zoo	6/4/2020	9:00am to 3:00pm	\$0.00 students	\$160 Transportation
PNS	Grade 8	Camp Edge	5/22/2020	9:00am to 2:45pm	\$15.00	TBD Transportation

3. USE OF FACILITIES

It is recommended that the Board of Education approve the following use of facilities request:

- Forrest Lake Family Center on April 24, 2020, HMS Gymnasium, for a Sock Hop from 4:00pm to 8:00pm.

J. PERSONNEL

1. MEDICAL LEAVE OF ABSENCE

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

Employee Number	School/Location	Paid	Unpaid Days	Type of Leave	Effective Dates
0049	HMS	47 days	0 days	Medical	4/8/2020 to 6/22/2020
0085	HMS	56 days	0 days	Medical	2/4/2020 to 4/30/2020
1031	HMS	0 days	25 days	Extended Medical Leave of Absence	2/8/2020 to 3/16/2020

2. LETTER OF RESIGNATION

It is recommended that the Board of Education accept the following employee resignation:

- Bus Aide, Mary Fidler, effective February 28, 2020

3. NON CERTIFICATED STAFF APPOINTMENT

It is recommended that the Board of Education approve the following non-certificated staff appointments. Employment is pending until all new hire paperwork is received.

NAME	SCHOOL/LOCATION	POSITION	SALARY/STEP	EFFECTIVE DATE
Robin Biener	District	<u>Substitute</u> Lunch Aide Bus Aide	\$11/hr \$11/hr	3/11/2020
Debra Billington	HMS	<u>Substitute</u> Teacher's Aide Receptionist Lunch Aide	\$80/per diem \$11/hr \$11/hr	3/11/2020
Wendy Gilman	District	Bus Aide	\$11/hr	3/11/2020

Veronica Anderson	HMS	Lunch Aide	\$11/hr	3/11/2020
Ana Rodriguez	District	Part-time Bus Driver	\$17/hr	3/11/2020
Sydney Caromano	District	<u>Substitute</u> Teacher's Aide	\$80/per diem	3/11/2020

4. CERTIFICATED LANE CHANGE 2020-2021 SY

It is recommended that the Board of Education approve the following 2020-2021 SY certificated lane change, by contract:

- Elyse Mendicino, from BA to BA+15, effective September 1, 2020, as per CTEA Agreement.

5. LEAVE REPLACEMENT

It is recommended that the Board of Education approve Ms. Samantha Peterson for the Leave Replacement Position at Haleyville-Mauricetown School. Ms. Peterson will be paid at the per diem Step 1BA, \$54,569(prorated). Ms. Peterson's start date will be April 8, 2020 through June 22, 2020 (approximately) pending the receipt of all required employment documentation.

6. COURSE REIMBURSEMENT

It is recommended that the Board of Education approve the course reimbursement for the following employee:

- Elyse Mendicino, PreK Teacher, for 6 graduate credits at the Rowan University rate of \$711.00, at a total of \$ 4,266.00, as per the CTEA agreement.

7. TERMINATION OF EMPLOYMENT

It is recommended that the Board of Education approve the termination of employee #1072, effective February 3, 2020.

8. REVISED 2019-2020 DISTRICT CALENDAR

It is recommended that the Board of Education approve the Revised 2019-2020 District Calendar. The Revised 2019-2020 District Calendar reflects a early-dismissal for students and staff on Thursday, April 9, 2020, as per MOA with CTEA.

K. POLICY

1. POLICY- SECOND READING AND ADOPTION

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

- Policy 3100/3110 - Budget Planning, Preparation & Adoption

2. POLICY PROVIDER CONTRACT

It is recommended the Board of Education approve the contract with Strauss Esmay Associates, LLP to provide school policy and regulation consulting services. The cost of the contract contains a \$13,000 set up fee to be paid over two budget years and a \$2,545 annual fee.

L. CURRICULUM

1. STAFF WORKSHOP/MILEAGE REQUESTS

It is recommended that the Board of Education approve the following staff workshop/mileage requests.

EMPLOYEE	DATE	WORKSHO P	LOCATION	COST	MILEAGE

Alysia Thomson	3/13/2020	LGBTQ Youth and Mental Health	Greenwich, Stow Creek	\$0.00	\$0.00

M. TRANSPORTATION

N. FINANCE

1. EMERGENCY AID BUDGET

It is recommended the Board of Education approve the 2019-2020 emergency aid to be budgeted to the following line items:

Line Number	Account Title	Account Number	Emergency Aid Budgeted
29100	Tuition to Priv. School for the Disabled W/I State	11-000-100-566	\$ 57,825.00
45000	Salaries- Basic Skills Intervention/LLI Teacher	11-000-230-100	\$ 111,220.00
52020	Sal. For Pupil Trans (Bet Home & Sch) - Reg	11-000-270-160	\$ 26,750.00
69020	Social Security Contributions	11-000-270-220	\$ 2,046.37
71020	Social Security Contributions	11-000-291-220	\$ 37,639.76
71180	Health Benefits	11-000-291-270	\$ 95,976.87
2100	Grades 1-5 - Salaries of Teachers	11-120-100-101	\$ 211,099.00
2120	Grades 6-8 - Salaries of Teachers	11-130-100-101	\$ 55,610.00
48520	Require Maintenance	11-000-261-420	\$ 79,700.00
	GF SUBTOTAL		\$ 677,867.00

2. PRESCHOOL BUDGET

It is recommended the Board of Education approve the Preschool Budget for the 2020-2021 school year.

3. 2020-21 TUITION RATES

It is recommended the Board of Education approve the tuition rates for the 2020-21 School Year as follows:

	2018-19 Certified	2019-20 Rate Charged	2020-21 Proposed
MD	\$ 18,144	\$ 27,670	\$ 19,051
LD	\$ 23,134	\$ 20,456	\$ 24,291
Autism	\$ -	\$ -	\$ -
Grade Pre-K/K	\$ 12,570	\$ 16,489	\$ 13,199
Grade 1-5	\$ 13,629	\$ 13,733	\$ 14,310
Grade 6-8	\$ 12,533	\$ 14,414	\$ 13,160

4. DCP&P PLACEMENT

It is recommended the Board of Education approve the tuition contract with Greater Egg Harbor Regional for 1 student beginning December 17, 2019. The cost of of the contract is \$10,175.37.

5. TECHNOLOGY SHARED SERVICE AGREEMENT

It is recommended that the Board of Education approve the Shared Service agreement for the 2020-2021 school year with the Somerdale School District for IT staffing services for 3 days per week . The cost of the contract is \$37,500.

O. UNFINISHED BUSINESS

P. NEW BUSINESS

Q. 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 January 31, 2020 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of January 31, 2020 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 January 31 2020. The Treasurer's Report and Secretary's Report are in agreement for the month ending January 31, 2020.

3. BILL LISTS / LINE ITEM TRANSFERS

It is recommended that the Board of Education approve the itemized bill pay list for February 2020.

It is recommended that the Board of Education approve the Transfer Status Report for the month of January 31, 2020.

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.

R. ADDENDUM

S. FOR YOUR INFORMATION

1. SCHOOL ETHICS DISCLOSURE FORMS

An email from the School Ethics Commission should have been sent out with instructions to complete the School Ethics Disclosure Forms. These forms must be completed online no later than April 30, 2020.

2. 8TH GRADE DIALOGUE

The 8th Grade Dialogue & Reception will be held March 31, 2020. Registration will be at 5:30p.m. at Maurice River Elementary (Light dinner will be served). Anyone interested in attending should contact the Business Office to be registered.

3. COMMITTEES FOR CONSOLIDATION

The Superintendent recommends the following committees to steer the 2020 consolidation of PNS into HMS:

Internal Steering Committee - Kristin Schell, Alysia Thomson, John Lavell, Joe Giambri/Darren Harris, Jenna Wells, Michelle Clark, Tina Hayden, and Jamaal Hall

External Steering Committee- Kristin Schell, Carol Perelli, Joe Giambri/Darren Harris, Ronnie Sutton, Michelle Ronan, Mike Vizzard, John Hoffman, Debi Hollinger

Administrative Team-- Kristin Schell, Alysia Thomson, John Lavell, Joe Giambri/Darren Harris

T. PUBLIC COMMENTS

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:

- Student Matter(s)

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 that the Commercial Township Board of Education adjourn into Open Session.

W. ADJOURNMENT