



Commercial Township Board of Education
Meeting
05/05/2020 06:00 PM
Commercial Township Board Office
1308 North Ave
Port Norris, NJ 08349

Printed : 5/1/2020 4:43 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

1. STAFF MEMBER CORRESPONDENCE
Correspondence from School Nurse, Patricia Teasenfitz, and two attachments.

E. PRESENTATION

1. NJSLA SCORE PRESENTATION
Science scores will be presented for Grades 5 and 8.

F. PUBLIC HEARING ON THE 2020-2021 BUDGET

1. OPEN THE PUBLIC HEARING ON THE 2020-2021 BUDGET
It is recommended that the Board of Education approve to open the Public Hearing on the 2020-2021 Budget.
2. PRESENTATION OF THE 2020-2021 BUDGET
The Board Secretary will present the proposed budget for the 2020-2021 school year. Handouts will be provided.
3. AUDIENCE PARTICIPATION
4. CLOSE THE PUBLIC HEARING ON THE BUDGET
It is recommended that the Board of Education approve to close the Public Hearing on the 2020-2021

Budget.

5. MOTION TO APPROVE THE 2020-2021 BUDGET

It is recommended that the Board of Education approve, by Resolution, the 2020-2021 school budget totaling \$12,156,386. The local tax levy to be raised for current expense is \$2,133,285. The local tax levy to be raised for Debt Service is \$103,322.

A modification has been made to the tentative budget in the amount of \$5,962 in order to support the preschool budget for special education inclusion. This will have no impact on the tax levy, but the following budget modifications will be made:

11-000-291-270 (Undistributed - Health Benefits)	(\$5,962)
11-105-100-936 (Local Contr. to Special Rev. Inclusion)	\$5,962
20-5200 (Transfers from Operating Budget Prek (Spec. Ed)	\$5,962
20-218-200-200 (Preschool - Health Benefits)	\$5,962

G. APPOINTMENTS AND DESIGNATIONS

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 2020-2021 school year.

2. POLICY MANUAL

Acceptance and Re-adoption of the Commercial Township Board of Education Policy Manual for the 2020-21 school year, recognizing that these policies may be amended when necessary, with Board approval.

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.

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.

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, 2020 until June 30, 2021:

RESOLUTION 1-21

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, 2020 through June 30, 2021:

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.
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.

6. STAFF APPOINTMENTS

- 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
- Qualified Purchasing Agent- Business Administrator
- Public Compliance Officer- Business Administrator
- Homeless Liaison- Director of Special Services
- Anti-Bullying Coordinator- Director of Special Services
- Anti-Bullying Specialist- Guidance Counselors
- Custodian of personnel records - Superintendent/Principal;
- Custodian(s) for student records - Superintendent/Principal & Director of Special Services

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.

8. SCHOOL PETTY CASH

Establishing \$500 petty cash fund for the 2020 – 2021 school year, effective July 1, 2020. Custodian of funds will be the Business Administrator.

9. RESOLUTION - TRAVEL EXPENSES

It is recommended that the Board of Education approve the following Resolution regarding school district travel costs as per Board Policy 3335- Travel Expenses, N.J.A.C. 6A:23B and N.J.A.C 23A-7.3:

NOW THEREFORE, BE IT RESOLVED that the Commerical Township Board of Education hereby establishes the school district travel cost maximum for the 2002-2021 school year at \$5,000.00.

WHEREAS, the school district travel cost maximum for the 2019-2020 school year, including local, state and federal funds was \$5,000.00.

WHEREAS, the school district travel cost maximum limit not to exceed \$1,500.00 per employee.

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

10. DEPOSITORY OF SCHOOL FUNDS

BB&T Bank as the depository of school funds including the authorization for wire transfers/ACH transactions.

11. BUSINESS SERVICE AGREEMENT

It is recommended that the Board of Education approve the Business Services Agreement with Pittsgrove Township Board of Education for the 2020-2021 school year, in the sum of \$76,500.00.

H. PUBLIC COMMENTS ON AGENDA ITEMS

I. MINUTES

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

- Regular Meeting on April 21, 2020
- Executive Session on April 21, 2020

J. ENROLLMENT REPORT

	March 31, 2020	As of April 30, 2020
HMS	352	352
PNS	149	149

K. SUPERINTENDENT'S REPORT

1. HIB REPORTS APPROVAL

It is recommended that the Board of Education approve the Superintendent's monthly Harassment, Intimidation and Bullying Report for March 2020 as presented:

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

2. HIB ACKNOWLEDGE

It is recommended that the Board of Education acknowledge the Superintendent's monthly Harassment, Intimidation and Bullying Report for April 2020 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

L. PERSONNEL

1. EMPLOYMENT CONTRACTS- STAFF REHIRES

It is recommended that the Board of Education approve the following staff rehires as recommended by the Superintendent:

Administration:

Kristin Schell-Superintendent/Principal
 Alysia Thomson - District Assistant Principal
 John Lavell- CST Supervisor/Supervisor of Special Services

Certificated Staff:

Lisa Baker	Christopher Lanterman
Jennifer Blankley*	Anastasia LaSerre
John Borchert*	Angelica Lawler*
Janine Brockman	Tarin Leech
Sandy Caromano	Ashley Loteck
Michelle Clark	Megan McNiss*
Rodrigo Diaz*	Elyse Mendicino*
Marilyn Dickerson	Natalia Michalkiewicz
Peter Dolcy	Matthew Mingin
Jennifer Driscoll	Monique O'Connell*
Joy Dunn	Francesca Ruth*
Andrew Egnor*	Tricia Sammons
Lauren Eisenhart	Kaila Santiago*
Jamielynn Eldridge*	Lisa Santiago
Amy Ellis	Scott Shea
Chelsea Etter	Patricia Smith
Louann Gaddy	Deborah Solomon
Kristine Givens*	Patricia Teasenfitz
Jillian Gregory	Catherine Vazquez
Karen Haddock	Walter Webster
Jamaal Hall*	Jenna Wells*
Tina Hayden	Rochelle Yunk
Yajaira Johnson	Kerri Zeleniak
Brittney Knight	

* non-tenured

Non-Certificated Staff

Instructional Assistants:

Kristy Bevan
Dallas Brooks
Ana Carrion
Danielle Dixon
Nora Gerbereux
Linda Givens
Melanie Hough
Audrey Lloyd
Rochelle Magee
Susan Nichols

Stephanie Padilla
Serena Perkins
Elena Quinton
Amanda Reid
Jennifer Russell
Michelle Santiago
LaRae Smith
Joyce Stuckman
Kathy Vizzard

Secretarial Staff:

Eileen Sorantino - Executive Secretary to the Superintendent
Linda Pancrazio - Administrative Assistant to the BA
Kim Day - Secretary
Lisa Robbins- Secretary

Maintenance Staff:

Brian Saxton
Edward Leith (Part-time)

Transportation:

Amadis Terrero- Transportation Coordinator
Damaris Cruz
Rosina Dennis
Cesarina Divanna-Gonzalez
Charlette Whittle
Donna Wiggins

Reduction in Force

Kim Geremia, Guidance
Kelly Perry, School Nurse

M. POLICY

N. CURRICULUM

1. 2020-2021 SCHOOL CALENDAR -REVISED

It is recommended that the Board of Education approve the revised 2020-2021 School Year Calendar. The revised date is Friday, April 2, 2021 from a half-day session for students and staff to closed for spring break.

O. TRANSPORTATION

P. FINANCE

1. E-RATE CONSULTING RENEWAL CONTRACT

It is recommended that the Board of Education approve the agreement with E-Rate Consulting, Inc. to provide consulting services in connection with the E-Rate Program. The term of Agreement shall be from April 2020 to June 30, 2022.

2. APPLICATION TO BORROW JUNE STATE AID

It is recommended that Board of Education approve, by resolution, the completion of the "Application to Borrow Due to Delay in the June 2020 State Aid Payment."

3. 2021 FSMC CONTRACT RENEWAL

It is recommended that the Board of Education approve the renewal contract with Nutri-Serve Food Management for a flat rate of \$23,389.04.

4. MAINTENANCE RESERVE

It is recommended the Board of Education approve withdrawing \$104,117 from maintenance reserve for the following projects:

Haleyville-Mauricetown School LED Lighting Project- \$16,312
Haleyville-Mauricetown School Access Control System- \$27,805
Haleyville-Mauricetown School Media Center Renovations- \$60,000 (estimated cost)

5. BID SPECIFICATIONS

It is recommended the Board of Education approve the bid specifications for the Media Center renovations.

6. AWARD RFP FOR BOND COUNSEL

It is recommended the Board of Education award CTBOE-BC-2019-20-003 for Bond Counsel to Wilentz Law Group for the 2020-21 school year.

Q. UNFINISHED BUSINESS

1. GRADUATION

The Superintendent will provide an update on graduation.

R. NEW BUSINESS

1. CONSOLIDATION UPDATE REPORT

An update will be provided on School Consolidation

S. 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 March 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 March 31, 2020. The Treasurer's Report and Secretary's Report are in agreement for the month ending March 31, 2020.

3. BILL LISTS / LINE ITEM TRANSFERS

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

It is recommended that the Board of Education approve the Transfer Status Report for the month of March 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.

4. MOU WITH THE STATE OF NEW JERSEY

It is recommended the Board of Education approve the Memorandum of Understanding with the State of New Jersey to apply for grants under the Federal Emergency Management Agency (FEMA) Public Assistance and/or Hazard Mitigation programs for presidentially declared major disasters.

T. ADDENDUM

U. FOR YOUR INFORMATION

1. SCHOOL RE-OPENING

V. PUBLIC COMMENTS

W. 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: 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.

- Superintendent Evaluation

Action (may) or (may not) be taken

X. RESUME PUBLIC MEETING

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

Y. ADJOURNMENT