



**Commercial Township Board of Education
Meeting
06/08/2021 06:00 PM
Commercial Township School
1308 North Ave
Port Norris, NJ 08349**

Printed : 6/7/2021 2:36 PM ET

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:

Beverly Dragotta ____ Sharon Porter ____ Karen Stormes-Rivera ____

Jess Driver ____ Tracy Richardson ____ Ronald Sutton, Jr. ____

Michelle Ronan ____ Stacy Wilson-Smith ____ Carol Perrelli ____

D. CORRESPONDENCE

E. PRESENTATION

1. Safe Return Plan

The Superintendent will give a presentation on the Safe Return Plan.

F. PUBLIC COMMENTS ON AGENDA ITEMS

G. 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

H. RESUME PUBLIC MEETING

It is recommended the Board of Education resume Open Session.

I. COMMITTEE REPORTS

- Building and Grounds met on 5/25/2021
- Finance met on 5/25/2021

J. MINUTES

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

- Regular Meeting on May 4, 2021
- Executive Meeting on May 4, 2021

K. ENROLLMENT REPORT

	As of April 30, 2021	As of June 4, 2021
CTS	441	442

L. 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 2021 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 2021 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 Feeding Program

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

4. Safe Return Plan

It is recommended the Board of Education authorize the Superintendent to submit the Safe Return Plan by the June 24, 2021 deadline.

5. Health Program

It is recommended that the Board of Education approve the request of Mrs. Patti Teasenfitz, School Nurse, to participate in the Kinsa FLUency School Health Program for the 2021-2022 school year. This will be at no cost to the district.

M. PERSONNEL

1. Withholding of Increment

It is recommended that the Board of Education approve withholding the increment of employee #0077. This employee will not advance on the CTEA salary guide for the 2021-2022 school year and remain off-guide at the 2020-2021 rate. The employee will not receive the adjustment increment for the 2021-2022 school year, therefore, the 2021-2022 salary shall remain the same as the 2020-2021 salary.

2. Staff Transfers

It is recommended the Board of Education approve the following staff transfers for the 2021-22 school year:

Megan McNiss from Preschool Teacher to Special Education ICR Teacher

Tina Hayden from Kindergarten Teacher to ELA Support Teacher

Michelle Clark from 2nd Grade Teacher to Math Support Teacher

3. New Hire(s)

It is recommended that the Board of Education approve the following new hires:

Sarah Jackson, Art Teacher, for the 2021-2022 school year. Ms. Jackson will be placed on Step 4 MA of the salary guide, at \$57,202.

Caitlin Musser, Special Education Teacher, for the 2021-2022 school year. Ms. Musser will be placed on Step 1 BA of the salary guide, at \$54,577.

Dave Brown, and Kim Schultz as Bus Aides for the 2021-2022 school year, at \$12/hr pending receipt of the appropriate paperwork.

4. 21st Century - Summer Staff

It is recommended that the Board of Education approve the following staff members for the 21st Century Summer Program, from July 12, 2021, to August 13, 2021, Monday-Friday:

Coordinator \$30/hr - Matt Mingin, Pete Dolcy (substitute)

Teacher \$30/hr - LaRae Smith, Pete Dolcy, Cathy Vazquez, Audrey Lloyd

These positions will be funded through the 21st Century Grant.

5. Extended School Year Staff

It is recommended that the Board of Education approve the following staff members for the Summer Extended School Year Program from July 12, 2021 to August 6, 2021, Monday-Friday:

Teacher at the rate of \$30/hr:
Caitlin Musser

Aide at the rate of \$13/hr:
Michelle Santiago

Child Study Team, as needed, at the rate of \$30/hr:
John Borchert, Jamielynn Eldridge, Patrice Curtis, Amanda Ross

Guidance Counselors, as needed, at the rate of \$30/hr:
Tarin Leech, Andrew Egnor

These positions will be funded through ESSER II.

6. Substitute Summer Secretary

It is recommended the Board of Education approve Diane Cutrone as a Summer Substitute Secretary at the rate of \$17/hr, on an as needed basis.

7. Summer Bus Drivers

It is recommended that the Board of Education approve the following drivers at \$17/hr for summer program:

- Damaris Cruz
- Rosina Dennis
- Mary Folwell
- Margarita Morales
- Charlotte Whittle

8. Breakfast Monitors

It is recommended that the Board of Education approve the following staff members for breakfast duty for the 2021-2022 school year, at a rate of \$30/hr for certificated staff and \$13/hr for support staff:

Support Staff:

Kathy Vizzard
Stephanie Padilla

9. Home Instruction Staff Appointments

It is recommended that the Board of Education approve all Commercial Township Certificated Teaching Staff at \$30/hr for the 2021-2022 school year for the following:

- Home Instruction
- Summer CST meetings

10. Maternity Leave

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

Employee #	Type of Leave	Start Date	End Date	Use of Paid Days
1008	FMLA/FLA	9/1/21	11/24/21	9/1/21-9/30/21 sick days 10/1/21-11/24/21 unpaid

11. Resiliency Team Training

It is recommended that the Board of Education approve to pay up to 10 staff members to attend Resiliency Team Training on July 13-July 15, 2021 from 9:00am - 3:00 pm at the rate of \$30/hr., not to exceed \$5,400. This will be funded with ESSER II Funds for Mental Health.

There is no registration cost to the Board of Education.

Staff Members Attending:

Jillian Gregory
Andrew Egnor
Jennifer Driscoll

N. POLICY

O. CURRICULUM

1. Year III: CAR District Team

It is recommended that the Board of Education approve the Year III CAR District Team consists of the following employees:

Administrative Team:

- Kristin Schell
- Alysia Thomson
- John Lavell

Staff Members:

- Janine Brockman
- Michelle Clark
- Peter Dolcy
- Lauren Eisenhart
- Patty Smith

2. Staff Workshop

It is recommended that the Board of Education approve the following staff workshops:

NAME	DATE	WORKSHOP	LOCATION	COST	MILEAGE
Karen Haddock*	7/20/2021	Dyslexia Conference	Virtual	\$289	\$0
Brittany Fisher**	3/26/2021	Traversa Training	Virtual	\$100	\$0
Kristin Schell	7/13/2021-7/16/2021	Resiliency Team Training	Virtual	\$0	\$0
John Lavell	7/13/2021-7/16/2021	Resiliency Team Training	Virtual	\$0	\$0

*Funded by Title II

**Price exceeded originally approved cost at 3/5/2021 Board Meeting. The cost difference is due to training during Peak Season.

3. CAR Curricula Writing

It is recommended that the Board of Education approve the following staff members for CAR Curricula Writing at \$600/unit rate with work to be done June 16, 2021-August 31, 2021:

Name	Subject	Grade	# of Units
Kerri Zeleniak	Computer Science	MS	2
Janine Brockman	Science	7	2
Natalia Michalkiewicz	Math	3	3

These stipends will be funded with Title II.

4. Dispose of Curricula Material

It is recommended that the Board of Education approve disposing of the enVision Math Common Core; Pearson curricula materials which are no longer utilized in the district.

P. TRANSPORTATION

1. Vineland Transportation Co-Op

It is recommended the Board of Education approve the Interlocal Agreement with the Vineland Board of Education for Joint Bus Transportation Services. These services are part of the Cumberland County Regional Transportation Cooperative.

2. Summer Bus Lease

It is recommended that the Board of Education approve the Bus Lease Agreement with Sheppard Bus for (2) 54 passenger and (3) 24 passengers buses in the amount of \$11,800.00 for the following dates:

- 1-54 passenger bus from June 28-August 6
- 1-54 passenger bus from July 12 - August 20
- 3-24 passenger buses from July 1 - August 16

Q. FINANCE

1. Reserve Accounts

It is recommended the Board of Education approve transferring up to \$750,000 into both Tuition and/or Capital Reserve by June 30, 2021.

2. 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.

3. Custodial Shared Service Agreement

It is recommended that the Board of Education approve the shared service agreement with the Cumberland County Improvement Authority for Facilities Custodial Management Services in the amount of \$265,000 for the 2021-2022 SY, and with options to renew at a 2% increase in the 2022-2023 and 2023-2024 school years.

4. Sound System Equipment

It is recommended the Board of Education approve the following proposal for a high performance sound system in the cafeteria using Cooperative Contracts:

High performance sound equipment- \$68,590.88 using CCESCFY #20-06 with RFP Solutions Inc.

5. Basketball Court Renovations

It is recommended the Board of Education approve the following proposals for the basketball court renovations using Cooperative Contracts:

*Removal of current basketball court- \$132,460.00 using ESCNJ #20/21-17 with B & G Restoration.

Installation of new wood floor- \$117,628.00 using ESCNJ #19/20-05 with Gillesppi Group,

*Removal is based on the abatement specifications provided by Epic Environmental Services.

6. Change Order Approval

It is recommended that the Board of Education authorize the Business Administrator to approve a change order up to \$34,663 for the Parking Lot Expansion Project which is the statutory limit of 20% of the total cost of the awarded project. The anticipated change order will be to pave the first tennis court and renovate it to be a Basketball Court.

7. Award Bid- Bathroom Upgrades

It is recommended the Board of Education accept and award the bid for the Various Renovations- Bathroom Upgrades to Capri Construction- \$121,800.

Other Bidders:

Kavi Construction- \$131,000

MJJ Construction- \$176,000

Joseph Marino Construction- \$136,835

Joseph Porretta Builders- \$151,000

8. Award Bid- Lower Level Renovations

It is recommended the Board of Education accept and award the bid for Lower Level Renovations to Capri Construction- \$128,600.

Other Bidders:

Kavi Construction- \$129,000

MJJ Construction- \$155,000

Joseph Marino Construction- \$145,962

Joseph Porretta Builders- \$155,000

9. Award Bid- Cafeteria HVAC

It is recommended the Board of Education accept and award the bid for the Cafeteria HVAC project to Trimark Building Contractors- \$279,594

Other Bidders:

Falasca Mechanical- \$326,000

Gaudelli Brother- \$281,000

Surety Mechanical- \$315,200

This project will be funded with ESSER II Funds.

10. Change Order Approvals

It is recommended that the Board of Education authorize the Business Administrator to approve change orders to the following project as needed, not to exceed \$10,000.

Bathroom Upgrades

Lower Level Renovations

Cafeteria HVAC

11. Itinerant Service Agreement

It is recommended the Board of Education approve the 2021-2022 Itinerant Service Agreements with Salem County Special Services School District and Cape May County Special Services School District, on an as needed basis.

12. BLG- Retainer Agreement 2021-2022 SY

It is recommended that the Board of Education approve the Board Attorney/Retainer Agreement with the Busch Law Group for the 2021-2022 school year.

13. Sending District Tuition Contracts

It is recommended that the Board of Education approve the tuition contracts to send four students to Pineland Learning Center for the 2021-2022 school year. The total costs of the contracts is \$254,340.

14. Licensing and Maintenance Agreement

It is recommended that the Board of Education approve the Cooperative Pricing System Agreement between the Ed-Data and the Commercial Township School District at the cost of \$1,900 per year.

15. NJSBA ACES Cooperative Agreement

It is recommended the Board of Education approve participation in the ACES Cooperative pricing agreement with New Jersey School Board Association for natural gas and electric purchasing and E-Rate consulting services.

16. Nutri-Serve Renewal

It is recommended the Board of Education approve the renewal contract for Food Service Management with Nutri-Serve for the 2021-2022 school year.

R. UNFINISHED BUSINESS

S. NEW BUSINESS

T. 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, 2021 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of April 30, 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 April 30, 2021. The Treasurer's Report and Secretary's Report are in agreement for the month ending April 30, 2021.

3. Bill List/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill pay list for May 31, 2021.

It is recommended that the Board of Education approve the Transfer Status Report for the month of April 30, 2021.

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. Certification of Implementation

It is recommended that the Board of Education approve the Certification of Implementation of Corrective Action Plan for the June 30, 2020 Audit.

U. ADDENDUM

1. Insurance Renewal

It is recommended that the Board of Education approve the renewal insurance policy with NJSIG at a total cost of \$122,389.

2. Staff Workshop

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

Name	Date	Workshop	Location	Cost	Mileage
Kerri Zeleniak	July 5-9, 2021	Code.Org	Virtual	\$150	\$0

3. AIA Agreement

It is recommended the Board of Education approve the following AIA Agreements:

AIA agreement with Capri Construction and Manders Merighi Portadin Farrell Architect, LLC for the Lower Level Renovations.

AIA agreement with Capri Construction and Manders Merighi Portadin Farrell Architect, LLC for the Bathroom Upgrades.

AIA agreement with Trimark Building Contracts and Manders Merighi Portadin Farrell Architect, LLC for the Cafeteria HVAC.

V. FOR YOUR INFORMATION

1. November Elections

The following Board Members are up for re-election in November. Nominating Petitions are due July 26, 2021 by 4:00pm to the County Clerk:

Jessica Driver
Carol Perrelli
Ronald Sutton Jr.

2. Fundraiser

The Commercial Township School received a check from Chick-fil-A in the amount of \$205 for proceeds from the April 21, 2021 fundraiser.

3. Superintendent's Evaluation

The process to evaluate the Superintendent as outlined was completed on June 1, 2021.

W. 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.

X. ADJOURNMENT

