



**Commercial Township Board of Education
Meeting**

03/09/2021 07:00 PM
Commercial Township School
1308 North Ave
Port Norris, NJ 08349

Printed : 4/19/2021 1:38 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 ____
Carol Perrelli ____ Tracy Richardson ____ Ronald Sutton, Jr. ____
Michelle Ronan ____ Stacy Wilson-Smith ____

D. OATH OF OFFICE

The Board Secretary will swear in new Board Member, Jessica Driver.

E. CORRESPONDENCE

- 1. Mid Year Budget Review Letter
Letter received from the Cumberland County Office of Education regarding the 2020-2021 Mid-Year Budget Review.

F. PRESENTATION

- 1. Budget 2021-2022
 - i. 2021-2022 Budget Submission to the County Office

Approval, by Resolution, that the tentative budget be approved for the 2021-2022 School Year using the 2021-2022 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
2021-2022 Total Expenditures	\$12,264,064	\$961,033	\$235,175	\$13,460,272

<i>Less Anticipated</i>				
<i>Revenues</i>	\$10,088,113	\$961,033	\$138,218	\$11,187,364
<i>Taxes to be raised</i>	\$2,175,951	N/A	\$96,957	\$2,272,908

Included in the base budget is a \$722,450 of Budgeted Fund Balance.

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

G. COMMITTEE REPORTS

- Building and Grounds - 3/8/2021
- Finance - 3/8/2021

H. PUBLIC COMMENTS ON AGENDA ITEMS

I. MINUTES

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

- Regular Meeting on February 9, 2021

J. ENROLLMENT REPORT

	February 5, 2021	As of March 3, 2021
CTS	449	444

K. 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 January 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 February 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

3. Fundraiser

It is recommended the Board of Education approve Chick-fil-A fundraiser for one night during the week of 4/12/21 to benefit 8th grade end-of-year activities.

4. 2021-2022 School Calendar

It is recommended the Board of Education approve the calendar for the 2021-2022 school year.

5. SEMI Corrective Action Plan

It is recommended the Board of Education approve the SEMI Corrective Action Plan for the 2021-2022 school year.

L. PERSONNEL

1. Leave Requests

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

Employee #	Type of Leave	Start Date	End Date	Use of Paid Days
1083	Administrative	2/11/21	TBD	2/11/21 - 3/1/21 - sick/personal days Thereafter - Unpaid
0196	Extended (Revised)	1/5/21	2/16/21	Unpaid
0239	NJFLA	9/1/21	11/22/21	Unpaid
0237	Unpaid Leave (every other Friday's PM only)	3/12/21	6/15/21	Unpaid

2. Full Time Hire

It is recommended that the Board of Education approve Margarita Morales as a Full Time Bus Driver at the rate of \$26,211(prorated). At the present time, Ms. Morales is a P/T Bus Driver for the Commercial Township School District.

3. Resignation

It is recommended the Board of Education accept the resignation of Instructional Assistant Melanie Hough. Her last day will be March 26, 2021.

4. New Hires

It is recommended the Board of Education approve Ms. Diane Cutrone as P/T Secretary (Main Office) for the 2020-2021 school year at a rate of \$29,255(prorated). Ms. Cutrone's starting date will be upon the receipt of completed Criminal History check.

It is recommended the Board of Education approve Ms. Mary Folwell as F/T Bus Driver for the 2020-2021 school year at a rate of \$26,211(prorated). Ms. Folwell's start date will be March 10, 2021.

5. New Staff Hires

It is recommended that the Board of Education authorize the Superintendent to hire bus drivers (1 F/T, 1 P/T) and an instructional assistant for the 2020-21 school year, for the months of March and April, between Board of Education meetings, after consultation with the Board President. Formal action will be required at the following Board meeting.

M. POLICY

1. Second Reading

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

Series 9000 - Community

N. CURRICULUM

1. Staff Workshop

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

NAME	DATE	WORKSHOP	LOCATION	COST	MILEAGE
John Borchert	4/16/2021	What the WIAT Can Do 4 You!	Virtual	\$130	\$0
Brittany Fisher	TBD	Traversa Training	Virtual	\$175/hr. (not to exceed \$700)	\$0

O. TRANSPORTATION

P. FINANCE

1. 2021-22 Tuition Rates

It is recommended the Board of Education approve the tuition rates for the 2021-22 School Year as follows:

	2019-2020 Certified	2020-2021 Rate Charged	2021-22 Proposed
MD	\$ 38,724	\$ 19,051	\$ 20,004
LD	\$ 16,786	\$ 24,291	\$ 25,505
Grade Pre-K/K	\$ 53,810	\$ 13,199	\$ 13,858
Grade 1-5	\$ 19,720	\$ 14,310	\$ 15,026
Grade 6-8	\$ 10,518	\$ 13,160	\$ 13,818

2. Preschool Budget

It is recommended the Board of Education approve the Preschool Budget for the 2021-2022 school year.

3. Accept ESSER II Allocation

It is recommended the Board of Education accept the ESSER II allocations as follows:

- ESSER II- \$1,493,347
- Learning Acceleration- \$95,835
- Mental Health and Support Services- \$45,000

4. Amendment to Long Range Facility Plan

It is recommended the Board of Education approve the submission of the Commercial Township School – CST Office Alterations project, 11-0950-025-21-1000, for both schematic and final approval as an ‘Other’ project for which the district is seeking no state funding.

5. Parking Lot Expansion Bid Specifications

It is recommended the Board of Education approve the following bid specifications:

Commercial Township School – Parking Lot Expansion

Q. UNFINISHED BUSINESS

R. NEW BUSINESS

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, 2021 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of January 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 January 31, 2021. The Treasurer's Report and Secretary's Report are in agreement for the month ending January 31, 2021.

3. Bill List/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill pay list for February 28, 2021.

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

T. ADDENDUM

1. Resignation

It is recommended the Board of Education accept the resignation of Occupational Therapist, Jennifer A. Blankley. Her last day of work will be May 3, 2021.

U. FOR YOUR INFORMATION

1. School Ethics Disclosure Forms

An email will be sent out with instructions to complete the School Ethics Disclosure Forms. These forms must be completed online no later than April 30, 2021.

V. 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.

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:

- 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

X. RESUME PUBLIC MEETING

It is recommended the Board of Education resume Open Session.

Y. ADJOURNMENT