



**Commercial Township Board of Education  
Meeting  
05/04/2021 07:00 PM  
Commercial Township School  
1308 North Ave  
Port Norris, NJ 08349**

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**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**

**F. COMMITTEE REPORTS**

- No committees met

**G. PUBLIC HEARING ON THE 2021-2022 BUDGET**

**1. OPEN THE PUBLIC HEARING ON THE 2021-2022 BUDGET**

It is recommended that the Board of Education approve to open the Public Hearing on the 2021-2022 Budget.

**2. PRESENTATION OF THE 2021-2022 BUDGET**

The Board Secretary will present the proposed budget for the 2021-2022 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 2021-2022

Budget.

5. MOTION TO APPROVE THE 2021-2022 BUDGET

Approval, by Resolution, that the budget be approved for the 2021-2022 School Year using the 2021-2022 state aid figures, in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
<i>2021-2022 Total Expenditures</i>	\$12,264,064	\$1,961,033	\$235,175	\$14,460,272
<i>Less Anticipated Revenues</i>	\$10,088,113	\$1,961,033	\$138,218	\$12,187,364
<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.*

*A modification has been made to the tentative budget in the amount of \$1,000,000 in order to account for use of ESSER II Funds to upgrade and improve the HVAC at the Commercial Township School. This will have no impact on the tax levy, but the following budget modifications will be made:*

*Revenues*

*Increase 20-2534 - \$1,000,000*

*Expenditures:*

*Increase 20-283-xxx-xxx - \$1,000,000*

**H. 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
- Superintendent Evaluation

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

**I. RESUME PUBLIC MEETING**

It is recommended the Board of Education resume Open Session.

**J. 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 2021-2022 school year.

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.

### 3. CURRICULUM

Accept and reaffirm, by resolution, 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, 2021 until June 30, 2022:

#### 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, 2021 through June 30, 2022:

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 Services
- School Safety Specialist- District Assistant 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 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

Approve establishing \$500 petty cash fund for the 2021 – 2022 school year, effective July 1, 2021. 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 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 \$1,500.00.

WHEREAS, the school district travel cost maximum for the 2020-2021 school year, including local, state and federal funds was \$5,000.00.

WHEREAS, the school district travel cost maximum limit not to exceed \$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. DISTRICT VEHICLE

It is recommended the Board of Education 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, per policy and NJAC 6A:23A-6.12.

12. BUSINESS SERVICE AGREEMENT

It is recommended that the Board of Education approve the Business Services Agreement with Pittsgrove Township Board of Education for the 2021-2022 school year, in the sum of \$78,030.00.

**K. PUBLIC COMMENTS ON AGENDA ITEMS**

**L. MINUTES**

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

- Regular Meeting on April 13, 2021
- Executive Meeting on April 13, 2021

**M. ENROLLMENT REPORT**

	As of April 1, 2021	As of April 30, 2021
CTS	442	441

**N. 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 March 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 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

3. Use of Facilities

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

Cumberland Cape Atlantic YMCA to use our facilities for the Before & After School Program, for the

2021-2022 school year.

Cumberland Cape Atlantic YMCA to use our facilities from July 12, 2021, to August 20, 2021, from 8:30AM to 4:30PM, for the Summer Learning Loss Prevention Program.

4. Donation

It is recommended the Board of Education approve donating 50 student desk to the Woodbine Board of Education.

5. Memorandum of Understanding - Mapping

It is recommended that the Board of Education approve the Memorandum of Understanding between the Cumberland County Prosecutor's Office & Commercial Township School District. This will be at no cost to the district.

6. Fundraiser

It is recommended that the Board of Education approve the Coupon Code for Meerwald Ship Tours, which will run from May 5, 2021 until the Fall of 2021. The proceeds will benefit the school's annual end-of-year activities.

**O. 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

John Borchert

Janine Brockman

Sandy Caromano

Michelle Clark

Patrice Curtis\*

Peter Dolcy

Jenn Driscoll

Joy Dunn

Andrew Egnor\*

Lauren Eisenhart

Jamielynn Edlridge\*

Amy Ellis

Chelsea Etter

Louann Gaddy

Kristine Givens\*

Jillian Gregory

Karen Haddock

Tina Hayden

Yajaira Johnson

Brittney Knight

Chris Lanterman

Anastasia LaSerre

Angelica Lawler\*

Tarin Leech

Ashley Loteck

Megan McNiss\*

Elyse Mendicino\*

Natalia Michalkiewicz

Matthew Mingin

Amanda Ross\*

Tricia Sammons

Lisa Santiago

Scott Shea

Patricia Smith

Deborah Solomon

Patricia Teasenfitz

Catherine Vazquez

Walter Webster

Jenna Wells\*

Rochelle Yunk

Kerri Zeleniak

\* *non-tenured*

**Non-Certificated Staff**

**Instructional Assistants:**

Kristy Bevan  
Ana Carrion  
Nora Gerbereux  
Linda Givens  
Audrey Lloyd  
Rochelle Magee  
Susan Nichols  
Stephanie Padilla

Serena Perkins  
Amanda Reid  
Jennifer Russell  
Joyce Stuckman  
Kathy Vizzard

**Secretarial Staff:**

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

**Maintenance Staff:**

Brian Saxton  
Edward Leith (Part-time)

**Transportation:**

Brittany Fisher- Transportation Coordinator  
Damaris Cruz  
Rosina Dennis  
Mary Folwell  
Margarita Morales  
Charlette Whittle

**Reduction in Force:**

Instructional Assistant - Elena Quinton  
Instructional Assistant - Michelle Santiago  
Instructional Assistant - LaRae Smith

2. 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
0077	Paid Administrative	4/16/21	TBD	N/A

3. Shared Services Itinerant Agreement

It is recommended the Board of Education approve the Shared Services Itinerant Agreement with the Hopewell Township Board of Education for Occupational Therapy services in the amount of \$33,204. The Commercial Township School District will be providing the Occupational Therapy services to Hopewell.

**P. POLICY**

1. Second Reading

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

- 0145 - Board Member Resignation and Removal (revised)
- 0164.6 - Remote Public Board Meeting During a Declared Emergency (new)
- 1642 - Earned Sick Leave Law (revised)

1643 - Family Leave (new)  
5330.01 - Administration of Medical Cannabis (revised)  
7425 - Lead Testing of Water in Schools (revised & new)

2. Policy Abolishment

It is recommended the Board of Education abolish the following policies for second reading and abolishment:

3431.1 - Family Leave (abolished)  
4431.1 - Family Leave (abolished)  
3431.3 - New Jersey Family Leave Insurance Program (abolished)  
4431.3 - New Jersey Family Leave Insurance Program (abolished)  
7430 - School Safety (abolished)

**Q. CURRICULUM**

**R. TRANSPORTATION**

**S. FINANCE**

1. Preferred Home Health

It is recommended that the Board of Education approve the contract with Preferred Health Care to provide RN and LPN Nursing Services for the 2021-2022 school year at the following rates:

RN Services: \$55/hr  
LPN Services: \$50/hr

2. Bid Specifications

It is recommended the Board of Education approve the bid specifications for the following projects, both of which are in next year's budget:

Various Renovations- Bathroom Upgrades  
Lower Level Renovations

3. Millville Thunderbolt Tuition Contract

It is recommended the Board of Education approve the following 2020-2021 tuition contract Millville Board of Education for 1 student beginning March 26, 2021, at the rate of \$86.66 per day. The cost of the contract is for \$4,419.66.

4. AIA Agreement

It is recommended the Board of Education approve the AIA Agreement with Ricky Slade Construction Inc. and Manders Merighi Portadin Farrell Architect, LLC for the Parking Lot Expansion Project.

5. Change Order Approvals

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

6. 21st Century Partnership Grant

It is recommended that the Board of Education approve the grant application between the Commercial Township School District and Millville Public Schools, for funding for the 21st Century program.

**T. UNFINISHED BUSINESS**

**U. NEW BUSINESS**

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

## 3. Bill List/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill pay list for April 30, 2021.

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

## **W. ADDENDUM**

### **X. FOR YOUR INFORMATION**

#### 1. 2019-2020 School Performance Report

The School Performance Report is available to view on the website.

#### 2. Tennis Courts

A letter was sent to State of NJ - Department of Environmental Protection regarding the tennis courts at the Commercial Township School.

### **Y. 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.

## Z. ADJOURNMENT