



**Commercial Township Board of Education
Meeting**

06/14/2022 06:00 PM

Commercial Township School
1308 North Ave
Port Norris, NJ 08349

Printed : 6/14/2022 5:07 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:

Sharon Porter ____ Karen Stormes-Rivera ____

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

Stacy Wilson-Smith ____ Carol Perrelli ____

D. PRESENTATION

1. SEL Training

Mr. Vincent DeLucia, Educator-in-Residence for NJSBA will conduct SEL training for the Board of Education.

2. Governor's Educators of the Year

Lauren Eisenhart - Teacher of the Year
Stephanie Padilla - Education Specialist of the Year

3. End-of-Year Report on District Goals

The Superintendent will report the status of the District's 2021-22 goals.

E. CORRESPONDENCE

1. Letter of Interest

E-mail from La Rae Smith to fill one of the open seats on the Commercial Township School Board.

F. 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

- 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

G. RESUME PUBLIC MEETING

It is recommended the Board of Education resume Open Session.

H. PUBLIC COMMENTS ON AGENDA ITEMS

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, to speak on *agenda items only* at this time.

I. COMMITTEE REPORTS

- Transportation met on 5-24-22

J. MINUTES

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

- Regular Meeting on May 3, 2022
- Executive Session on May 3, 2022

K. ENROLLMENT REPORT

	As of May 3, 2022	As of June 8, 2022
CTS	450	450

1. Suspensions
05/02/2022 through 06/08/2022
Number of new student suspensions:

In-school suspensions - 4
External suspensions - 14

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 May 2022 as presented:

HIB Investigations:
 Reported: 4
 Completed: 4

Number of incidents ruled as Harassment, Intimidation or Bullying: 1
Number of incidents ruled as not falling under the HIB provisions: 3

2. HIB Acknowledgement

It is recommended that the Board of Education acknowledge the Superintendent's monthly Harassment, Intimidation and Bullying Report for June 2022 as presented:

HIB Investigations:

Reported: 4

Completed: 4

Number of incidents ruled as Harassment, Intimidation or Bullying: 0

Number of incidents ruled as not falling under the HIB provisions: 4

3. SummerFood Program

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

4. Summer Hiring

It is recommended that the Board of Education authorize the Superintendent to hire for any unfilled position's for the 2022-23 school year, for the months of July and August, between Board of Education meetings, after consultation with the Board President. Formal action will be required at the following Board meeting.

5. Preschool Master Teacher Agreement

It is recommended that the Board of Education approve the Agreement For Professional Services between the Commercial Township School and Liz Vaughan, for services related to the role of Master Teacher and Preschool Intervention and Referral Specialist.

6. Social and Emotional Learning Consulting Agreement

It is recommended that the Board of Education approve the Social and Emotional Learning Consulting Agreement between the Commercial Township School District and Michael McKight, consultant.

7. YMCA Agreement

It is recommended that the Board of Education approve the agreement between the Commercial Township School District and the Cumberland Cape Atlantic YMCA for childcare for the 2022--2023 school year.

8. LDTC Consultant Agreement

It is recommended that the Board of Education approve the agreement between Denise Spalding, Learning Disabilities Teaching Consultant, and the Commercial Township School District beginning July 1, 2022 and ending June 30, 2023.

9. Summer Hours

It is recommended the Board pivot to summer hours for administrative and office staff to commence in July and to end August 19. Summer hours are defined as four 10-hour days.

10. Website

It is recommended that the Board of Education approve Zumu Software to host the Commercial Township School website for the 2022-2023 school year at a fee of \$1,800.

11. Donations

It is recommended that the Board of Education approve the Commercial Township School to donate library items from the Port Norris School to the Robbinstown Library, and bookshelves, tables and chairs, and other storage items to the Port Norris Historical Society.

M. PERSONNEL

1. Home Instruction Staff Appointments

It is recommended that the Board of Education approve all Commercial Township Certificated Teaching Staff, at the hourly rate per CTEA contract, for the 2022-2023 school year for the following:

- Home Instruction
- Summer CST meetings

2. Substitute Summer Secretary

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

3. Substitutes

It is recommended that the Board of Education approve the following substitutes for the 2022-2023 school year:

Maintenance

Ed Leith

Nurse

Melanie Pfizenmayer

Teachers

Dawn Blinchikoff

Deedra Brewer

Brittany Gaddy

Jennifer Kelly

Peter Manzelmann

Ted Prohowich

Instructional Assistants

Sydney Caromano

Casey Etter

Betty Mikus

4. Resignation

It is recommended that the Board of Education accept the resignation of Amanda Ross, Occupational Therapist, effective August 18, 2022, and Margarita Morales, bus driver, June 30, 2022.

5. Retirement

It is recommended that the Board of Education acknowledge the letter of retirement from Lisa Robbins, Administrative Assistant, effective August 1, 2022.

6. Transfer

It is recommended that the Board of Education approve the transfer of Jenna Mucardo from 3rd-5th grade ICR teacher to Preschool teacher for the 2022-2023 school year.

7. Guide Movement

It is recommended that the Board of Education approve the lateral guide movement for Employee #1113 from Step 1 BA to Step 2 BA+15 for the 2022-2023 school year

8. Administrative Assistant Contracts

It is recommended the Board of Education approve the Administrative Assistant contracts for the following employees:

Kimberly Day- Administrative Assistant to the Superintendent
Linda Pancrazio- Administrative Assistant to the Business Administrator

9. Summer Curriculum Writing

It is recommended that the Board of Education approve the following staff to revise courses of study per the CAR framework @ rate of \$600. per unit:

- Joy Dunn and Chelsea Etter - K ELA (2 units)
- Rochelle Yunk - Gr. 5 Science (2 units)
- Jill Gregory - Gr. 3 Social Studies (2 units)
- Lisa Baker - Gr. 4 Social Studies (2 units)
- Jen Driscoll, Cathy Vazquez, Matt Mingin - Gr. 6,7,&8 Math (2 units)
- Ashley Loteck, Jenna Wells, Lauren Eisenhart - Gr. 7&8 ELA (4 units)
- Patti Smith - Gr. 5 Social Studies (2 units)
- Chris Lanterman - Gr. 6-8 PE/Health (2 units)
- Pete Dolcy - Gr. 6 Social Studies (3 units)
- Sarah Jackson - Gr. K-2, 3-5 Art (2 units)
- Natalia Michalkiewicz - Gr. 3 Science (2 units)
- Janine Brockman - Gr. 7 Science (3 units)
- Scott Shea - Gr. 3-5 Health (2 units)
- Angelica Lawler & Ana Laserre - Gr. 1 Math (2 units)

10. Summer Staffing

It is recommended that the Board of Education approve the following staff members to work summer hours, not to exceed 50 hours, at contract rate:

Amanda Ross - Occupational Therapist
Patrice Curtis - Speech Therapist
John Borchert - Psychologist
Jamie Eldridge - Social Worker
Tarin Leech - Guidance Counselor

11. Resiliency Training

It is recommended that the Board of Education approve the following staff members to be paid their hourly rate to attend Resiliency Training with Mike McKnight and Lori Desautis in Millville on August 22-24, 2022 using ESSER Funds:

Tricia Sammons
Jillian Gregory
Angelica Lawler
Jen Driscoll
Chris Lanterman
Sarah Jackson
Dana Crandall
Caitlin Musser
Cathy Vazquez
Brittney Knight
Patti Smith

Also attending the training but not being reimbursed:

John Lavell
Alysia Thomson
Kristin Schell

12. Tuition Reimbursement

It is recommended that the Board of Education approve the following tuition reimbursement request:

- 3 credits for employee #0095. The total cost of \$2,194.80 will be submitted for payment upon submission of proper paperwork and according to the timeline in the CTEA contract.

13. New Hire
Item removed.

N. POLICY

1. Second Reading
It is recommended that the Board of Education approve the following Policy (P) and Regulation (R) for second reading and adoption:

1648.14 P-Safety Plan for Healthcare Settings in School Buildings-COVID-19 (M) (Abolished)
 1648.15 P-Recordkeeping for Healthcare Settings in School Buildings-COVID-19 (M) (New)
 2415.04 P-Title I-District-Wide Parent and Family Engagement (M) (Revised)
 2415.50 P-Title I-School ardent and Family Engagement (M) (New)
 2416.01 P-Postnatal Accommodations for Students (New)
 2417 P-Student Intervention and Referral Services (M) (Revised)
 3161 P-Examination for Cause (Revised)
 4161 P-Examination for Cause (Revised)
 5512 P-Harassment, Intimidation, and Bullying (M) (Revised)
 7410 P & R-Maintenance and Repair (m) (Revised)
 7410.01 R-Facilities Maintenance, Repair Scheduling, and Accounting (M) (Revised)
 8420 P-Emergency and Crisis Situations (M) (Revised)
 9320 P & R-Cooperation with Law Enforcement Agencies (M) (Revised)

O. CURRICULUM

1. Textbook Disposal
It is recommended the Board of Education permit disposal of 80 language arts textbooks for 3rd grade, and 39 language arts text books for 4th grade. Both are Wonders textbooks and the copyright is 2014. They will be offered free to any parent interested.

P. TRANSPORTATION

1. Summer Bus Lease
It is recommended that the Board of Education approve the Bus Lease Agreement with Sheppard Bus for (6) 54 passenger buses in the amount of \$8,400 for the following dates:

3 full size buses from June 20th-August 26th
 3 full size buses from July 1st - July 29th

Q. FINANCE

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. Nutri-Serve Renewal
It is recommended the Board of Education approve the renewal contract for Food Service

Management with Nutri-Serve for the 2022-2023 school year.

3. 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.

4. Reserve Accounts

It is recommended the Board of Education approve transferring up to \$250,000 into Capital Reserve by June 30, 2022.

5. Award Bid- Parking Lot

It is recommended the Board of Education accept and award the following bids that were received for the Parking Lot Repavement Project:

Asphalt Paving- \$141, 395.50 (award)
Ricky Slade Construction- \$164,566
South State, Inc- \$195,750

The lots to be repaved will be the Board of Education parking lot, the front of school parking lot, and the staff parking lot.

6. Award Bid- Interior Renovations

It is recommended the Board of Education accept and award the following bids that were received for the Interior Renovations Project:

Capri Construction: \$553,000 (award)
Marino General Contractors: \$595,674
R. Maxwell Construction: \$605,000
Trimark Building Contractors: \$806,134

7. AIA Agreement

8. 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 Interior Renovations.

AIA agreement with Asphalt Paving and Manders Merighi Portadin Farrell Architect, LLC for the Parking Lot Paving.

9. Preferred Health Care

It is recommended the Board of Education approve the contract with Preferred Health Care Services to provide nursing services, as needed, for the 2022-2023 school year.

10. iTutor

It is recommended the Board of Education approve the contract with iTutor to provide virtual tutoring services for medical homebound students, as needed, for the 2022-2023 school year.

11. ACSSSD Itinerant Service Contract

It is recommended the Board of Education approve the Itinerant Service Agreement with ACSSSD for services to be provided to students who attend their programs.

12. Bancroft Tuition Contract

It is recommended that the Board of Education approve the tuition contract with Bancroft NeuroHealth for educational services to be provided to one student who attends their program.

13. Vineland BOE Tuition Contract

It is recommended that the Board of Education approve the tuition contract between Vineland Board of Education and the Commercial Township School one student to attend at a rate of \$3,157.96 from July 5, 2022 through August 1, 2022.

R. ADDENDUM

1. SBB Plumbing Application

It is recommended the Board of Education approve the submission of the SBB Plumbing application to replace non-compliant fixtures in the school. The application is for \$111,210 of which the district would pay 25%.

2. CMCCSSD Itinerant Services

It is recommended the Board of Education approve the 2022-2023 itinerant service agreement with Cape May County Special Services to be utilized on an as-needed basis for students attending their schools.

3. Resiliency Training

It is recommended that the Board of Education approve the following staff members to be paid their hourly rate to attend Resiliency Training with Mike McKnight and Lori Desautis in Millville on August 22-24, 2022 using ESSER Funds:

Michelle Clark

4. Pinelands Contracts

It is recommended the Board of Education approve 3 tuition contracts with Pinelands Learning Center for the 2022-2023 School Year. 1 student will be attending the ESY program.

5. Certification of Implementation

It is recommended the Board of Education approve the Certification of Implementation for the June 30, 2021 school audit.

6. Tuition Reimbursement

It is recommended that the Board of Education approve the following tuition reimbursement request:

- 3 credits for employee #0095. The total cost of \$2,194.80 will be submitted for payment upon submission of proper paperwork and according to the timeline in the CTEA contract.

S. UNFINISHED BUSINESS

1. Workshop 2022

NJSBA will hold its annual Workshop at the Atlantic City Convention Center on October 24-26, 2022. The regular group registration rate of \$2,100 or the individual registration rate for Workshop 2022 is \$550 per person.

T. NEW BUSINESS

1. Update on Board Goals

U. 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, 2022 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of April 30, 2022 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, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month ending April 30, 2022.

3. Bill List/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill pay list for May 2022.

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.

V. FOR YOUR INFORMATION

1. November Elections

The following Board Members are up for re-election in November. Nominating Petitions are due July 25, 2022 by 4:00 pm to the County Clerk:

Sharon Porter
Tracy Richardson
Board Vacancy - Full 3-year term
Board Vacancy - Unexpired 1-year term

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

- Board Vacancy

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. 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.

Y. RESUME PUBLIC MEETING

It is recommended the Board of Education resume Open Session.

Z. ADJOURNMENT