



**Commercial Township Board of Education
Meeting**

05/03/2022 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:

Sharon Porter ____ Karen Stormes-Rivera ____

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

Stacy Wilson-Smith ____ Carol Perrelli ____

D. PRESENTATION

1. Support Programs - Math & ELA
John Lavell, Director of Child Study Team & Special Services

E. CORRESPONDENCE

1. Bond Bids
The following bids for the Commercial Twp BOE \$3,060,000 School Bonds Series 2022:

Roosevelt & Cross, Inc - 3.97% interest

F. 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.

G. PUBLIC HEARING ON THE 2022-2023 BUDGET

1. OPEN THE PUBLIC HEARING ON THE 2022-2023 BUDGET
It is recommended that the Board of Education approve to open the Public Hearing on the 2022-2023 Budget.

2. PRESENTATION OF THE 2022-2023 BUDGET

The Board Secretary will present the proposed budget for the 2022-2023 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 2022-2023 Budget.

5. MOTION TO APPROVE THE 2022-2023 BUDGET

Approval, by Resolution, that the tentative budget be approved for the 2022-2023 School Year using the 2022-2023 state aid figures and the Secretary to the Board of Education be authorized to submit the following budget for approval, in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
2022-2023 Total Expenditures	\$12,492,268	\$5,234,973	\$88,564	\$17,815,805
Less Anticipated Revenues	\$10,272,798	\$5,234,973	\$0	\$15,507,771
Taxes to be raised	\$2,219,470	\$0	\$88,564	\$2,308,034

Included in the base budget is \$930,760 of Budgeted Fund Balance, and \$345,183 in Capital Reserve, to cover the cost of the Geothermal System Replacement.

Adjustments were made to the following debt service lines as a result of the school bond sale:

- 40-1210-000 increased \$10,987
- 40-701-510-834 increased \$10,987

Adjustments were made to the following lines:

- 11-105-100-936 increased \$66,304
- 11-000-100-566 decreased \$66,304

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

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. COMMITTEE REPORTS

- Policy met on 4/26/2022
- Buildings & Grounds met on 4/26/22

K. MINUTES

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

- Regular Meeting on April 12, 2022
- Executive Session on April 12, 2022

L. ENROLLMENT REPORT

	As of April 7, 2022	As of May 3, 2022
CTS	450	450

1. Suspensions
04/08/2022 through 04/28/2022
Number of new student suspensions:

In-school suspensions - 1
External suspensions - 6

M. 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 2022-2023 school year.

2. POLICY MANUAL

Acceptance and Re-adoption of the Commercial Township Board of Education Policy Manual for the 2022-23 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, 2022 until June 30, 2023:

RESOLUTION 1-23

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, 2022 through June 30, 2023:

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 2022 – 2023 school year, effective July 1, 2022. 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 2022-2023 school year at \$1,500.00.

WHEREAS, the school district travel cost maximum for the 2021-2022 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

Truist 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 7650 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 2022-2023 school year, in the sum of \$79,591.00.

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 April 2022 as presented:

HIB Investigations:

Reported:

Completed:	1
Number of incidents ruled as Harassment, Intimidation or Bullying:	0
Number of incidents ruled as not falling under the HIB provisions:	1

2. HIB Acknowledgement

It is recommended that the Board of Education acknowledge 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

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:

Alysia Thomson, Assistant Principal
John Lavell, Director of Special Services & Child Study Team

Certificated Staff:

Lisa Baker
John Borchert
Janine Brockman
Sandy Caromano
Michelle Clark
Dana Crandall*
Patrice Curtis*
Pete Dolcy
Jen Driscoll
Joy Dunn
Lauren Eisenhart
Jamie Eldridge*
Amy Ellis
Chelsea Etter
LouAnn Gaddy
Kristine Givens*
Jillian Gregory
Karen Haddock
Tina Hayden
Sarah Jackson*
Yajaira Johnson
Brittney Knight
Chris Lanterman
Ana Laserre
Angelica Lawler*
Tarin Leech
Ashley Loteck
Megan McNiss
Elyse Mendicino
Natalia Michalkiewicz
Matt Mingin
Jenna Mucardo*
Caitlyn Musser*

Amanda Ross*
Trish Sammons
Lisa Santiago
Scott Shea
Patty Smith
Debbie Solomon
Patty Teasenfitz
Caylin Thompson*
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
Elena Quinton
Amanda Reid
Jennifer Russell
Michelle Santiago
Joyce Stuckman
Kathy Vizzard

Secretarial Staff:

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

Maintenance Staff:

Brian Saxton

Transportation:

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

2. Summer Positions

It is recommended that the Board of Education approve the following staff members for Summer 2022

positions as listed:

Club 21 Coordinator - Matt Mingin, Audrey Lloyd
Club 21 Teacher - Audrey Lloyd

P. POLICY

1. First Reading

It is recommended that the Board of Education approve the following Policy (P) and Regulation (R) for first reading:

- 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)

Q. CURRICULUM

1. Workshop

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

Name	Date	Workshop	Location	Cost	Mileage
Dana Crandall	5-16-22	Elem. Conflict Resolution	Virtual	\$0	N/A

2. Tools of the Mind

It is recommended that the Board of Education approve the proposal for Tools of the Mind Curriculum & Staff Professional Development partnership package for the 2022-2023 school year.

*To be funded with Preschool Expansion Grant.

R. TRANSPORTATION

S. FINANCE

1. Retainer Agreement

It is recommended the Board of Education approve the retainer agreement with the Busch Law Group, for the 2022-2023 school year.

2. Co-Op Purchase

It is recommended the Board of Education approve the following proposal on NJ State Contract #16-Fleet-00139:

Liberty Parks & Playground Equipment- \$80,527.00 for an outdoor preschool classroom.

Note: This will be funded through the preschool grant.

3. CEZC Spring Contract

It is recommended the Board of Education approve the Spring CEZC contract for reimbursement for up to 18 students at a rate of \$400.00 per student.

T. ADDENDUM

1. Bid Specifications

It is recommended the Board of Education approve the Bid Specifications for the Commercial Township Elementary School Interior Renovations.

2. Donation

It is recommended the Board of Education approve, by resolution, donating the 1997 Ford Dump Truck with plow to the Commercial Township Municipality.

3. Safety Patrol Trip

It is recommended that the Board of Education approve the Safety Patrol Trip to Phenom Factory, Millville on Tuesday, June 7, 2022 from 9:45 AM-1:30 PM.

4. Fundraiser

It is recommended that the Board of Education approve the Safety Patrol to hold a car wash fundraiser to offset the cost of their upcoming field trip. The car wash will be held on Saturday 5-21-22, from 10:00 AM-1:00 PM.

U. UNFINISHED BUSINESS

V. NEW BUSINESS

W. 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, 2022 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of March 31, 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 February 28, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month ending March 31, 2022.

3. Bill List/Line Item Transfers

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

X. FOR YOUR INFORMATION

1. Summer Programs
Superintendent will review summer programs.

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