



**Commercial Township Board of Education
Meeting**

08/09/2022 07:00 PM

Commercial Township School
1308 North Ave
Port Norris, NJ 08349

Printed : 8/8/2022 2:41 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. Joseph Giambri Jr., 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. OATH OF OFFICE

Swearing in of the following Board Members:

- *LaRae Smith, unexpired 1-year term*

E. PRESENTATION

F. CORRESPONDENCE

G. 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.

H. COMMITTEE REPORTS

1. Transportation Meeting

- Transportation met on August 2, 2022

I. MINUTES

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

- Regular Meeting on June 14, 2022
- Executive Session on June 14, 2022

J. ENROLLMENT REPORT

	As of June 8, 2022	As of August 4, 2022
CTS	450	433

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 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

2. HIB Acknowledgement

It is recommended that the Board of Education acknowledge the Superintendent's monthly Harassment, Intimidation and Bullying Report for July 2022 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. Mentoring Plan

It is recommended the Board of Education approve the Mentoring Plan for the 2022-23 school year.

4. Professional Development Plan

It is recommended the Board of Education approve the Professional Development Plan for the 2022-23 school year.

5. Annual School Plan

It is recommended that the Board of Education approve the District's Annual School Plan (ASP) for the 2022-23 school year. The Annual School Plan is an NJDOE requirement for schools identified to be in need of comprehensive support and improvement. The ASP outlines four SMART goals based on a root cause analysis of District data.

6. Student Discipline Chart

It is recommended the Board of Education approve the student Discipline Chart for the 2022-23 school year.

7. Student Handbook

It is recommended the Board of Education approve the Student Handbook for the 2022-23 school year.

8. SSDS Report

It is recommended the Board of Education approve the Student Safety and Data System June 30, 2022 report for the 2021-22 school year.

9. Safe Return Plan

It is recommended the Board of Education approve the six-month review of the 2021-22 Safe Return to In-Person Instruction Plan which includes no new revisions.

L. PERSONNEL

1. New Hires

It is recommended the Board of Education approve the hiring of new staff. New staff hires are contingent upon satisfactory completion of pre-employment paperwork including but not limited to background check and proof of all and any related certifications, licenses, and endorsements. These salaries are based on the expired CTEA agreement and will change, pending CTEA negotiations.

- Abby Schley, 12 month Main Office Secretary - Ms. Schley is being hired at a pay of \$44,153 based on the CTEA salary guide Step 1 pay for 2021-22 with a start date of August 10, 2022.
- Kristin Willis, Occupational Therapist - Ms. Willis is being hired as a shared service with Hopewell Crest for the 2022-23 school year. Ms. Willis is being hired at a pay of \$56,077 based on the CTEA salary guide Step 2 MA pay for the 2021-22 school year.
- Amanda Smith, Full Time Bus Driver - Ms. Smith is being hired at a pay of \$28,945 based on the CTEA salary guide for the 2021-22 school year.
- Melissa Hundt, Full Time Bus Driver - Ms. Hundt is being hired at a pay of \$28,945 based on the CTEA salary guide for the 2021-22 school year.

2. Additional Compensation Positions

It is recommended that the Board of Education approve the following staff for Additional Compensation Positions for the 2022-2023 school year at the rate per CTEA contract:

Substitute Coordinator - John Lavell
Attendance Officer - Jenna Mucardo
Drama Club Advisor - Walter Webster
Drama Club Assistant - Kathy Vizzard
Cross Country Coach - Chris Lanterman, Amy Ellis
National Junior Honor Society Advisor - Ashley Loteck
Art Club Advisor - Sarah Jackson
Lunch Monitor - Janice Hoffman
2nd Bus Run Monitor - Kathy Vizzard

3. Resignation

It is recommended the Board of Education accept the following resignations:

- Brittany Fisher, Transportation Coordinator, as of September 13, 2022
- Mary Folwell, Bus Driver, as of August 29, 2022
- Alysia Thomson, Assistant Principal, as of October 1, 2022

4. Leave of Absence

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

Employee #	Type of Leave	Start Date	End Date	Use of Paid Days
#1123	FLI	09/16/22	11/14/22	10

5. Substitute Main Office Secretary

It is recommended the Board of Education hire Stephanie Padilla to be a substitute main office

secretary at a rate of \$17./hour starting August 2, 2022 for the remainder of the summer. Ms. Padilla is a 10-month employee who works for the District as an instructional aide.

6. Summer Instructional Aides

It is recommended the Board of Education hire instructional aides for the Summer 2022 Extended School Year program:

- Toni Smith, Instructional Aide, at a rate of \$13./hour
- Kim Schultz, Substitute Aide, at a rate of \$13./hour

7. Job Descriptions

It is recommended the Board of Education approve updated job descriptions for the following District positions: Administrative Assistant to the Business Administrator, Administrative Assistant to the Superintendent, Assistant Principal, Bus Driver, Child Study Team Certificated Staff, Classroom Teacher, Counselor, Director of Special Services, Instructional Aide, Main Office Secretary, Maintenance Worker, Principal/Superintendent, School Nurse, and Substitute Teacher.

8. Substitutes for 2022-23 School Year

It is recommended the Board hire the following substitutes for the 2022-23 school year:

- Instructional Aide - Janice Hoffman

M. POLICY

It is recommended the Board of Education approve the first reading of the following revised, abolished, and new policy:

- P 0163 - Quorum (revised)
- P 1511 - Board of Education Website Accessibility (revised)
- P 2415 - Every Student Succeeds Act (revised)
- P&R 2432 -School Sponsored Publications (abolished)
- P 3216 - Dress and Grooming Teaching Staff (revised)
- P 3270 -Professional Responsibilities (revised)
- R 3270 - Lesson Plans and Plan Books (revised)
- P 4216 - Dress and Grooming Support Staff (new)
- P&R 5513 - Care of School Property (revised)
- P 5517 - School District Issued Student Identification Cards (revised)
- P 5722 - Student Journalism (new)
- R 5511 - Student Dress Code (revised)

N. CURRICULUM

1. Workshops

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

* - Teachers are paid \$30./hour to attend this 1.5 hour workshop using Title II funds.

Name	Date	Workshop	Location	Cost	Mileage
Kristine Givens	8/9-8/12	Seeing Stars	Virtual	\$1,228	0
Jillian Gregory	8/9-8/12	Seeing Stars	Virtual	\$1228	0
Natalia Michalkiewicz, Joy Dunn, Janine Brockman, Sarah	8/16	CAR	Virtual	N/A	0

Jackson, Michelle Clark*						
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O. TRANSPORTATION

1. Cumberland County Co-Op
It is recommended the Board of Education approve participation in the Cumberland County Transportation Cooperative hosted by Millville BOE.
2. Sheppard Bus Training Program
It is recommended the Board of Education approve allocating \$25,000 (an additional \$5,000 from what was previously approved) of ESSER II Funds to pay for School Bus Driver Training for prospective drivers to work for the Commercial Township School. The cost per training is \$4,850 and employees who leave during the first year would reimburse the district 100% of the training, and 50% if they leave during year 2.

P. FINANCE

1. SCSSSD ESY Tuition Contract
It is recommended the Board of Education approve the ESY tuition contract with SCSSSD for the 22-23 school year at the cost of \$5,430 per student and \$5,246 for each 1:1 aide. It's anticipated the district will have 5 students attending and 1 student with a 1:1 aide.
2. Bancroft Contract
It is recommended the Board of Education approve the tuition contract with Bancroft for the 2022-2023 school year for 1 student in the amount of \$64,144.50.
3. Vineland Tuition Contract
It is recommended the Board of Education approve the tuition contract with the Vineland Board of Education to send 1 student to their autism program for the 22-23 school year at the cost of \$35,527.
4. Fresh Fruits and Vegetables Grant
It is recommended the Board of Education accept the Fresh Fruits and Vegetable grant for the 2022-2023 school year in the amount of \$22,600.
5. Acceptance of IDEA Funds and Application
It is recommended the Board of Education approve the IDEA grant funds and application for the following amounts:

 IDEA Basic- \$163,721
 IDEA Preschool- \$6,098
6. Itinerant Services - Cape May County Special Services S.D.
It is recommended the Board of Education approve the Cape May County Special Services School District for itinerant services as needed for the 2022-23 school year.
7. Itinerant Services - Camden County Educational Services Commission
It is recommended the Board of Education approve Camden County Educational Services Commission for itinerant services as needed for the 2022-23 school year.

Q. ADDENDUM

1. Millville Tuition Contract
It is recommended the Board of Education approve the 2022-2023 Special Education Tuition Contract with the Millville Board of Education for the following programs, at a total cost of \$2,481,612.58:

Resource Room- \$191,250
 BD Students (3)- \$68,847
 MD Students (2)- \$38,308
 CM Students (3)- \$45,603
 Regular Education - \$2,137,604.58

2. Workshop

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

Name	Date	Workshop	Location	Cost	Mileage
Kristin Schell	8/1-8/11	School Safety Specialist	Burlington Twp. HS	\$0	TBD

3. Resignation

It is recommended that the Board of Education accept the resignation of Charlette Whittle, bus driver, effective immediately.

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

3. Bill List/Line Item Transfers

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

U. FOR YOUR INFORMATION

1. Welcome Back to School: 2022-23

The Superintendent will review the reopening of school for the 2022-2023 school year.

2. Governance Training

The following Board Members need to complete their Governance Training by December 31, 2022:

Carol Perrelli: Governance IV
Ronald Sutton: Governance IV
Tracy Richardson: Governance III
Jessica Driver: Governance I

V. 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:

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

W. RESUME PUBLIC MEETING

It is recommended the Board of Education resume Open Session.

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. ADJOURNMENT