



**Commercial Township Board of Education
Meeting**

03/14/2023 07:00 PM
Commercial Township School
1308 North Ave
Port Norris, NJ 08349

Printed : 3/15/2023 2:59 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:

Jessica Driver ____ Karen Stormes-Rivera ____ Ronald Sutton, Jr. ____
Carol Perrelli ____ Tracy Richardson ____ LaRae Smith ____
Sharon Porter ____ Stacy Wilson-Smith ____ Janet Campbell ____

D. PRESENTATION

1. KDNFS Traffic Study

E. CORRESPONDENCE

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. COMMITTEE REPORTS

Finance Committee met on February 28, 2023 at 5:00.
Personnel Committee met on February 28, 2023 at 5:30.

H. MINUTES

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

- Regular Meeting on February 7, 2023.
- Executive Meeting on February 7, 2023.
- Regular Meeting on February 28, 2023.
- Executive Meeting on February 28, 2023.

I. ENROLLMENT REPORT

	As of February 2, 2023	As of March 9, 2023
CTS	470	473

Grade level totals as of March 9, 2023:

PreK3 - 33 PreK4 - 36 5 homerooms of combined 3 & 4	Fifth - 48 2 homerooms
Kindergarten - 42 2 homerooms	Sixth - 44 2 homerooms
First - 39 2 homerooms	Seventh - 46 2 homerooms
Second - 41 2 homerooms	Eighth - 59 2 homerooms
Third - 39 2 homerooms	
Fourth - 46 2 homerooms	

1. Suspensions
2/3/2023 through 3/14/2023
Number of new student suspensions:

In-school suspensions - 0
External suspensions - 6

J. 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 2023 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 2023 as presented:

HIB Investigations:

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

3. Facilities Use

It is recommended the Board of Education allow the use of its facilities for the PTA on Saturday, May 20, 2023, from 11:00 AM-6:00 PM, to host an End of Year Celebration. The rain date will be Saturday, June 10, 2023.

K. PERSONNEL

1. New Hires

It is recommended that the Board of Education approve the following new hires:

- Dylan Tribbett for the position of MS Science Teacher for the 2022-2023 school year, starting salary Step 1 at \$54,577 (prorated). This salary is based on the expired CTEA agreement and will change, pending CTEA negotiations.
- It is recommended that the Board of Education approve Dylan Tribbett to be hired as a Club 21 teacher and aide for the 2022-2023 school year.
- It is recommended that the Board of Education approve Savannah Dobrosky for the position of Instructional Assistant for the 2022-2023 school year with a start date of March 15, 2023. Starting salary will be \$26,989 (prorated) based on the expired CTEA agreement and will change, pending CTEA negotiations.
- It is recommended that the Board of Education approve Danielle DelRossi for the position of Instructional Assistant for the 2022-2023 school year with a start date of March 15, 2023. Starting salary will be \$26,989 (prorated) based on the expired CTEA agreement and will change, pending CTEA negotiations.

2. Resignation

It is recommended that the Board of Education except the resignation of Michelle Santiago, Instructional Assistant, effective March 10, 2023. Ms. Santiago will stay on to work Club 21.

3. Leave of Absences

It is recommended that the Board of Education approve the following Leave of Absences:

Employee #	Type of Leave	Start Date	End Date	Use of Paid Days
#0044	Medical	02/22/23	03/03/23	8 Paid Days
#0209	Administrative	02/22/23	TBD	TBD

4. Substitute Instructional Assistant

It is recommended that the Board of Education approve Michelle Santiago as a substitute Instructional Assistant for the 2022-2023 school year.

L. POLICY

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

- P 1648.11 The Road Forward COVID-19 - Health and Safety (Abolished)
- P 1648.13 School Employee Vaccination Requirements (Abolished)
- P 0152 Board Officers (Revised)
- P 0161 Call, Adjournment, and Cancellation (Revised)
- P 0162 Notice of Board Meetings (Revised)
- P&R 2423 Bilingual and ESL Education (Revised)
- P 2425 Emergency Virtual or Remote Instruction Program (Revised)

- R 2425 Emergency Virtual or Remote Instruction Program (New)
- P&R 5200 Attendance (Revised)
- P 5512 Harassment, Intimidation, or Bullying (Revised)
- P 8140 Student Enrollments (Revised)
- R 8140 Enrollment Accounting (Revised)
- P&R 8330 Student Records (Revised)
- R 8420.2 Bomb Threats (Revised)
- R 8420.7 Lockdown Procedures (Revised)
- R 8420.10 Active Shooter (Revised)

M. CURRICULUM

1. Workshop

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

Name	Date	Workshop	Location	Cost	Mileage
Jenna Wells	03/07/23	Write With Spice	Stockton	\$178	\$15.51
*Angelica Lawler	03/09/23	Fountas & Pinnell	Virtual	\$180	N/A
Kristin Schell	03/30/23	PK CPIS & ECAC	Trenton	N/A	yes
John Lavell	03/29/23	I&RS Team Training	Stockton	**\$1,522	yes
Michelle Clark	03/29/23	I&RS Team Training	Stockton		yes
Karen Haddock	03/29/23	I&RS Team Training			yes
LouAnn Gaddy	03/29/23	I&RS Team Training	Stockton		yes
Tina Hayden	03/29/23	I&RS Team Training	Stockton		yes

*To be paid for with Title I Funds.

**To be paid with ETTC credit and/or Title Funds

2. Field Trips

It is recommended that the Board of Education approve the following field trip:

- Century 21 Club to the Levoy Theatre on Saturday, March 18, 2023.*
- 3rd grade, Mrs. Ellis and Mrs. Givens classes to Bayshore Center of Bivalve on May 3, 2023.**
- 4th grade to Bayshore Center of Bivalve on May 4, 2023.**
- 5th grade to Bayshore Center of Bivalve on May 18, 2023.**
- 6th grade to Bayshore Center of Bivalve on Monday, May 15, 2023.**
- 7th grade, Ms. Carney's class to Bayshore Center of Bivalve on May 16, 2023.**
- 8th grade to Bayshore Center of Bivalve on May 5, 2023.**
- 1st grade to Cape May County Zoo on June 8, 2023.
- 4th grade to the Mauricetown Historical Society March 24, 2023, 9:00am-11:45am
- 8th grade to the Mauricetown Historical Society March 24, 2023, 12:00pm-2:55pm
- Ms. Musser's class to Funny Farm Rescue & Sanctuary April 27, 2023.

*Trip is paid with Century 21 grant funds.

** Paid for by donation.

3. Assembly

It is recommended the Board approve the *Ned's Mindset Mission* assembly, which helps students activate their growth mindset to overcome social, emotional, and academic challenges. The assembly is for grades K-6 and will be held on April 26th, at 2:00 PM at the Commercial Township School. The assembly is free to the District.

N. FINANCE

1. Budget 2023-2024

i. 2023-2024 Budget Submission to the County Office

Approval, by Resolution, that the tentative budget be approved for the 2023-2024 School Year using the 2023-2024 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
2023-2024 Total Expenditures	\$12,344,534	\$5,169,651	\$339,415	\$17,853,600
Less Anticipated Revenues	\$10,080,675	\$5,169,651	\$250,031	\$15,500,357
Taxes to be raised	\$2,263,859	\$0	\$89,384	\$2,353,243

Be it further resolved, to acknowledge the 2023-2024 School Budget, as described above, results in a General Fund Tax Levy of \$2,263,859;

Be it further resolved, that the district established a maximum of \$10,000 in the 2023-2024 school year for travel related expenditures.

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

2. Preschool Budget

It is recommended the Board of Education approve the 2023-2024 Preschool Budget.

3. Federally Funded Salaries

It is recommended the Board of Education approve the following staff to be paid for through ESSER II- Mental Health for 2022-23:

Name	FTE	Salary
Dana Crandall	.50	\$28,926

O. ADDENDUM

1. RFP for Custodial Services

It is recommended the Board of Education approve the Request for Proposal Specifications for RFP # CTBOE-CS-2022-23-001 Custodial Services.

2. Tuition Contract- Millville Board of Education

It is recommended that the Board of Education approve the Millville Board of Education 2022-23 tuition contract: 1:1 aide.

1 aide 180 days - \$53,596

3. Field Trip

It is recommended that the Board of Education approve for the Performing Arts Department to go to the Levoy Theatre on April 4, 2023.

P. TRANSPORTATION

Q. UNFINISHED BUSINESS

R. 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, 2023 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of January 31, 2023 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, 2023. The Treasurer's Report and Secretary's Report are in agreement for the month ending January 31, 2023.

3. Bill List/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill pay list for February 2023. It is further recommended to approve the Monthly Transfers and Transfer Status Report for January 2023.

It is recommended that the Board of Education authorize the School Business Administrator to pay bills and make any necessary transfers before the next board meeting. A list of all bills and transfers will be provided at the next board meeting.

S. FOR YOUR INFORMATION

1. Upcoming Events

March 25, 2023 - PTA Spring Yard Sale & Easter Event

2. 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, 2023.

T. 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.

U. 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 Matters

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

V. RESUME PUBLIC MEETING

It is recommended that the Board of Education resume Open Session.

W. ADJOURNMENT