



**Commercial Township Board of Education  
Meeting**

**05/02/2023 07:00 PM**

Commercial Township School  
1308 North Ave  
Port Norris, NJ 08349

Printed : 4/28/2023 2:55 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. CORRESPONDENCE**

**E. 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.

**F. PRESENTATION**

Superintendent will give a presentation on the 2021-2022 School Performance Report Data

**G. SUPERINTENDENT APPOINTMENT AND CONTRACT APPROVAL**

Approval of the contract and the appointment of Jean Smith as the Chief School Administrator effective July 1, 2023 through June 30, 2026.

**H. PUBLIC HEARING ON THE 2023-2024 BUDGET**

1. OPEN THE PUBLIC HEARING ON THE 2023-2024 BUDGET

It is recommended that the Board of Education approve to open the Public Hearing on the 2023-2024 Budget.

2. PRESENTATION OF THE 2023-2024 BUDGET

The Assistant Business Administrator will present the proposed budget for the 2023-2024 school year.

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 2023-2024 Budget.

5. MOTION TO ADOPT AS AMENDED THE 2023-2024 BUDGET

It is recommended that the Board of Education adopt, as amended, by Resolution, the 2023-2024 school budget totaling \$17,853,600. The local tax levy to be raised for current expenses is \$2,263,859. The local tax levy to be raised for Debit Services is \$89,384.

|                              | General Fund | Special Revenues | Debt Service | Total        |
|------------------------------|--------------|------------------|--------------|--------------|
| 2023-2024 Total Expenditures | \$12,386,554 | \$5,169,651      | \$339,415    | \$17,895,620 |
| Less Anticipated Revenues    | \$10,122,695 | \$5,169,651      | \$250,031    | \$15,542,377 |
| Taxes to be raised           | \$2,263,859  | \$0              | \$89,384     | \$2,353,243  |

Be it resolved; the advertised budget is amended as follows:

Revenues

Budgeted Fund Balance-Operating Budget: 10-303 \$42,020 + \$1,056,920 = **\$1,098,940**

Appropriations

Undistributed Expenditures- Instruction (Tuition) 11-000-100-XXX \$42,020 + \$3,485,820 = **\$3,527,840**

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.

**I. COMMITTEE REPORTS**

**J. MINUTES**

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

- Regular Meeting on April 4, 2023
- Executive Session on April 4, 2023

**K. ENROLLMENT REPORT**

|     | As of March 30, 2023 | As of April 27, 2023 |
|-----|----------------------|----------------------|
| CTS | 457                  | 460                  |

Grade level totals as of April 27, 2023:

|                               |             |
|-------------------------------|-------------|
| PreK3 - 33                    | Fifth - 47  |
| PreK4 - 36                    | 2 homerooms |
| 5 homerooms of combined 3 & 4 |             |
|                               | Sixth - 43  |
| Kindergarten - 39             | 2 homerooms |
| 2 homerooms                   |             |

First - 37  
2 homerooms

Seventh - 43  
2 homerooms

Second - 43  
2 homerooms

Eighth - 57  
2 homerooms

Third - 39  
2 homerooms

Fourth - 43  
2 homerooms

1. Suspensions  
03/30/2023 through 04/27/2023  
Number of new student suspensions:

In-school suspensions - 0  
External suspensions - 1

## **L. 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 2023-2024 school year.

### **2. POLICY MANUAL**

Acceptance and Re-adoption of the Commercial Township Board of Education Policy Manual for the 2023-24 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**

Approval, by Resolution, to authorize awarding contracts for "professional services" or "extraordinary unspecified services" for a one-year term, commencing July 1, 2023 through June 30, 2024, without competitive bidding, to the following:

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, 2023 through June 30, 2024:

|                              |  |
|------------------------------|--|
| 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 \$44,000 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 2023 – 2024 school year, effective July 1, 2023. 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 2023-2024 school year at \$1,500.00.

WHEREAS, the school district travel cost maximum for the 2022-2023 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.

**M. 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 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 April 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 |

3. School Calendar 2023-24

It is recommended that the Board of Education approve the School Calendar for the 2023-2024 school year.

4. Summer Hours

It is recommended the Board pivot to summer hours for administrative and office staff to commence in July and to end August 18. Summer hours are defined as four 10-hour days.

5. Board Member Workshop

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

| Name        | Date    | Workshop                             | Location      | Cost  | Mileage |
|-------------|---------|--------------------------------------|---------------|-------|---------|
| LaRae Smith | 5/17/23 | Calming the Waters of Turbulent Seas | Atlantic City | \$125 |         |

6. Bus Evacuation Drills

It is recommended that the Board of Education approve the District Bus Evacuation Drills that took place on:

4/21/23 at Commercial Township School, Evacuations were supervised by Kristin Schell, Superintendent/Principal, and Mark Baker, Assistant Principal.

7. Professional Job Shadowing

It is recommended the Board of Education allow Mr. Tyler Day to professionally job shadow on May 4 as part of the school administration program through NJ Excel. Mr. Day will be shadowing Mr. Baker and Mr. Lavell.

**N. PERSONNEL**

1. Position Change

It is recommended that the Board of Education approve Amanda Smith to change from bus driver, to bus aide, effective May 1, 2023 until June 30, 2023 at a rate of \$14.13/hr.

2. Employment Contracts- Staff Rehires

It is recommended that the Board of Education approve the following staff rehires as recommended by the Superintendent:

**Administration:**

Mark Baker, Assistant Principal

John Lavell, Director of Special Services & Child Study Team

**Certificated Staff:**

Lisa Baker

Jenna Boyle\*

Patrice Burroughs\*

Yajaira Carney

Sandy Caromano

Michelle Clark

Dana Crandall\*  
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\*  
Brittney Knight  
Chris Lanterman  
Ana Laserre  
Angelica Lawler  
Tarin Leech  
Ashley Loteck  
Megan McNiss  
Elyse Mendicino  
Natalia Michalkiewicz  
Matt Mingin  
Caitlin Musser\*  
Trish Sammons  
Lisa Santiago  
Scott Shea  
Patti Smith  
Debbie Solomon  
Caylin O'Donnell\*  
Patti Teasenfitz  
Dylan Tribbett\*  
Catherine Vazquez  
Walter Webster  
Jenna Wells  
Kristin Willis\*  
Rochelle Yunk  
Kerri Zeleniak  
*\*non-tenured*

**Non-Certificated Staff**

**Instructional Assistants:**

Kristy Bevan  
Ana Carrion  
Danielle DelRossi  
Savannah Dobrosky  
Nora Gerbereux  
Linda Givens  
Ebony Henderson  
Courtney Hoffman  
Audrey Lloyd  
Rochelle Magee  
Susan Nichols  
Elena Quinton  
Jessica Purificato

Amanda Reid  
Jennifer Russell  
Kathy Vizzard

**Secretarial Staff:**

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

**Maintenance Staff:**

Brian Saxton  
Ed Leith (substitute)

**Transportation Supervisor**

Cheron Gamble (6-15-23/6-30-23)

**Bus Drivers:**

Damaris Cruz  
Rosina Dennis  
Melissa Hundt  
Renne Sheppard  
Dave Wilson

**Bus Aide**

Amanda Smith

3. Summer Positions

It is recommended that the Board of Education approve the following staff members for Summer 2023 positions as listed:

Club 21 Coordinator - Matt Mingin, Audrey Lloyd  
Club 21 Teacher - Audrey Lloyd, Cathy Vazquez  
Club 21 Aide - Janice Hoffman  
Extended School Year Teacher - Amy Ellis  
Extended School Year Aide - Jen Russell  
Math Matters in the Kitchen - Michelle Clark, Tina Hayden  
Mission: Impossible - Michelle Clark, Angelica Lawler  
Speech Therapist (max. 30 hours) - Patrice Burroughs  
Occupational Therapist (max. 60 hours) - Kristin Willis  
Counselor (max. 30 hours) - Tarin Leech  
Substitute Main Office Secretary - Dee Cutrone  
Summer Book Club - Karen Haddock

4. Leave of Absences

It is recommended the Board of Education approve the following leaves of absences:

| Employee # | Type of Leave | Start Date | End Date | # of Paid Days |
|------------|---------------|------------|----------|----------------|
| #0044      | Medical       | 05/16/23   | 06/30/23 | 12 Days        |
| #1080      | Medical       | 05/23/23   | 06/30/23 | 27 Days        |

**O. POLICY**

## 1. First Reading

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

- P0144 Board Member Orientation and Training (Revised)
- P&R 2520 Instructional Supplies (M) (Revised)
- P3217 Use of Corporal Punishment (Revised)
- P4217 Use of Corporal Punishment (New)
- P5305 Health Services Personnel (M) (Revised)
- P&R5308 Student Health Records (M) (Revised)
- P&R 5310 Health Services (M) (Revised)
- P6112 Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
- R6115.01 Federal Awards/Funds Internal Controls - Allowability of Cost (M) (New)
- P6115.04 Federal Funds - Duplication of Benefits (M) (New)
- P6311 Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
- P7440 School District Security (M) (Revised)
- P9100 Public Relations (Abolished)
- P9140 Citizens Advisory Committees (Revised)
- R9140 Citizens Advisory Committees (M) (Abolished)
- P1110 Organizational Chart (Revised)

## 2. Second Reading

It is recommended the Board of Education approve the second reading and adoption 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)

## **P. CURRICULUM**

### 1. Field Trip

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

- Ms. Musser's class to the Funny Farm Rescue & Sanctuary on May 24, 2023.

## **Q. TRANSPORTATION**

## **R. FINANCE**

### **1. Safety Grant**

It is recommended that the Board of Education approve the 2023-2024 NJSIG Safety grant in the amount of \$2,000.00.

### **2. Cape May County Special Services Agreement 2023-24**

It is recommended the Board of Education approve the Cape May County Special Services School District Agreement for ESY, 1:1 Aides, and Tuition for the 23-24 school year:

Extended School Year: \$3,200.00

1:1 Aides: \$2,950.00

23-24 School Year:

ERI: \$42,750.00

MD: \$36,000.00

Out-of-County: \$11,000.00

### **3. Tuition Contract- Salem County Vocational School District**

It is recommended that the Board of Education approve the Salem County Vocational School District 2021-22 tuition contract:

1 student (full-time): Jan. 26, 2022 through June 30, 2022 at \$3,201.27.

### **4. Supplemental Stabilization Aid**

It is recommended that the Board of Education accept, by Resolution, the Supplemental Stabilization Aid in the amount of \$42,020, in accordance with Senate Bill No. 3732.

### **5. Custodial Shared Service Agreement**

It is recommended that the Board of Education approve the shared service agreement with ACB Cleaning Services for Facilities Custodial Management Services in the amount of \$263,620.00 for the 2023-2024 SY, and with options to renew at \$278,119.12 in the 2024-2025 school year.

## **S. ADDENDUM**

## **T. UNFINISHED BUSINESS**

## **U. NEW BUSINESS**

### **1. Acting Superintendent/Principal Appointment**

It is recommended the Board of Education approve Jean Smith as the Acting Superintendent/Principal, from May 23, 2023 through June 30, at a rate of \$500 per day.

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

## 3. Bill List/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill pay list for April 2023.

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. 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

## **X. RESUME PUBLIC MEETING**

It is recommended the Board of Education resume Open Session.

## **Y. FOR YOUR INFORMATION**

### 1. Upcoming Events

May 6, 2023 - Safety Patrol Car Wash  
May 8, 2023 - Teacher Appreciation Week  
May 18, 2023 - Texas Roadhouse PTA Fundraiser  
May 20, 2023 - PTA Carnival  
May 31, 2023 - History Night  
June 1, 2023 - PK Field Day  
June 2, 2023 - K-8 Field Day  
8th Grade Dance  
June 9-11, 2023 - Matilda  
June 12, 2023 - Preschool Graduation  
June 12, 2023 - 8th Grade Graduation  
June 13, 2023 - 8th Grade Celebration  
June 16, 2023 - Last Day of School

## **Z. 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.

#### **AA. ADJOURNMENT**