

The Regular Meeting of the Commercial Township Board of Education was held in the Administration Building, located at 1308 North Avenue, Port Norris, NJ, on Tuesday, December 13, 2016 at 7:05 p.m. The meeting was called to order by Mrs. Perrelli, and she read a statement as to the time and place of the meeting, as set forth in the "Open Public Meeting Act". She then conducted the Pledge of Allegiance.

PLEDGE

**ROLL CALL**

The following were present:

Mrs. Abbott	Present
Mrs. Chamberlain	Present
Mrs. DeFabrites	Present – 7:47
Mr. DeFabrites	Present
Mrs. Pettit	Present
Mr. Jay Sutton	Present
Mr. Ronald Sutton, Jr.	Present
Mrs. Wilson-Smith	Absent
Mrs. Perrelli	Present

The following were also present:

Dr. Daniel Dooley, Superintendent/Principal  
Mrs. Pamela Zook, Board Secretary  
Mrs. Alysia Thomson, District Assistant Principal  
Ms. Lindsay Reed, Director of Special Services

**MINUTES:**

MINUTES

Mr. DeFabrites made a motion that the minutes from the November 8, 2016 meeting be approved. It was seconded by Mrs. Pettit and carried by a unanimous voice vote by all board members.

**CORRESPONDENCE**

Mrs. Zook read a thank you card from JDRF that was sent to Dr. Dooley.

**PUBLIC COMMENTS ON AGENDA ITEMS:**

Sharon Porter questioned #9 on the agenda and asked if we raised the salary from \$10 per hour to \$150 per day. Dr. Dooley thanked Mrs. Porter for her question and said that we are comparing apples to oranges and that one is hourly and the other is someone that is needed someone for the day. Mrs. Porter also questioned #10 A and B and asked why they were going from 80% to 90%. Dr. Dooley responded that it was a personnel issue that we can't discuss publicly but if you look back at the minutes where they were originally approved, the money is virtually the same.

**SUPERINTENDENT’S REPORT:**

Dr. Dooley thanked Ms. Zeleniak for the Power Point presentation, which was a YouTube presentation of the events of the first half of the year.

Dr. Dooley also thanked the Board of Education for what they do on a daily basis for education and the children’s lives. As a token of appreciation, he provided each member a gift and asked them to open. He explained the logo on the back of the shirts was taken from his evaluation. The board members thanked Dr. Dooley.

Dr. Dooley welcomed Adam Weiss from The Busch Law Group.

Mr. DeFabrites made a motion that the Board of Education approve the following:

HIB REPORTS

1. **HIB Reports** – Confirm the October HIB Reports.

2. **HIB Reports** - November 2016

HMS – 1 Reported 0 Confirmed

PNS - 0 Reported 0 Confirmed

HOME SCHOOL

3. **Home School** –

a. Accept a letter from parent of SID #9009860570 and SID # 7544206316 that she will be homeschooling her children as of November 28, 2016.

b. Accept a letter from parent of SID #4362745246 that she will be homeschooling her child as of December 1, 2016.

HOME INSTRUCTION

4. **Homebound Instruction** –

a. Approve the homebound instruction services for SID #9657761800, for a period of 10 hours per week for no less than three days until further evaluation.

b. Approve the homebound instruction services for SID #5010044386, for a period of 10 hours per week for no less than three days, pending medical treatment.

**FINANCE**

GRANTS

5. **Grants** – Approve the following grants:

Holly Beach Library - \$30,000

Donors Choose/Burlington Coat Factory -\$1,420

Dr. Dooley explained that they TV in the board room was similar to the 6 smartboards that will be placed in classrooms that we will purchase with the Holly Beach Library grant. He explained the BCF grant was for backpacks for the laptops at PNS.

PAYROLL DEDUCTION

6. **Payroll Deduction** – Approve Colonial Life as a short-term disability insurance provider.

7. **Tuition Contracts** – Approve the following tuition contracts:

Cumberland County Board of Vocational Education:  
15 students @ \$7,000/ea      \$105,000

Salem County Special Services School District:  
3 MD students @ \$37,773      \$113,319  
2 AUT students @ \$42,400      \$ 84,800  
2 BD students @ \$43,443      \$ 86,886  
7 students      \$288,005

Salem County Special Services Regional Day School  
4 MD students @ \$40,852      \$163,408  
3 AUT students @ \$45,860      \$137,580  
7 students      \$300,988

Dr. Dooley asked Lindsay Reed to provide an explanation for the out of district placements. Ms. Reed explained that the development and strengthening of special education programs is a process and they are still working on bringing back children. The tuition for students listed includes high school students. She stated that in the 2014-15 school year, the district had 16 out of district prek-8<sup>th</sup> grade placements and there are currently 7 total. She said that one is pending legal and may return, and another will be returning in January. She also said that three students are in 8<sup>th</sup> grade and it wouldn't have been appropriate to bring them back. She said that we are working together, that there are some bumps and snags, but they have a plan and all are working on the same page. Dr. Dooley asked Ms. Reed how many students were brought to the district and she responded 5-6 that were originally placed out of district.

8. **Donation** – Approve the PTA donation of \$100.

It was seconded by Mr. Jay Sutton and carried by a unanimous roll call vote by all board members.

**PERSONNEL**

Mr. Jay Sutton made a motion that the Board of Education approve the following:

9. **New Hire** –

- a. Approve Ms. Linda Pennycook as a substitute instructional assistant at \$60 per day, substitute lunch aide and a substitute bus aide at \$9 per hour for the 2016-2017 school year.
- b. Approve Ms. Cheryl Davis as a bus driver at \$15 per hour for the 2016-2017 school year.
- c. Approve Ms. Terri Mitch as a substitute bus driver at \$13 per hour for the 2016-2017 school year.
- d. Approve Mr. Troy Day as a substitute teacher at \$75 per day for the 2016-2017 school year.

- e. Approve Ms. Heather Studstill for an additional three days as an Interim Secretary at \$150 per day until November 23, 2016.
- f. Approve Ms. Morgan Starcher as a substitute aide at \$60 per day for the 2016-2017 school year.
- g. Approve Ms. Karen Munyon as a substitute teacher at \$75 per day for the 2016-2017 school year.
- h. Approve Ms. Joyce Stuckman as an Instructional Assistant as of January 3, 2017. She will be placed on Step 1 of the salary guide at \$23,131.
- i. Approve Mr. Collin Lewis as an ASP Coordinator from January 3, 2017 to June 22, 2017. He will be placed on Step 1 of the MA salary guide at a prorated salary of \$54,393.

Dr. Dooley explained that resume and hiring information for Mr. Lewis is in the board packet.

SALARY  
ADJUSTMENT

**10. Salary Adjustment –**

- a. Approve the salary adjustment of Mrs. Jennifer Machinsky, School Psychologist, from 80% to 90% of the MA+30 step 15 salary. Her salary will increase to \$68,503, retro from September.
- b. Approve the salary adjustment of Mrs. Kara Trovato, School Social Worker, from 80% to 90% of the MA step 11 salary. Her salary will increase to \$58,497, retro from September.

21<sup>ST</sup> CENTURY

**11. Club 21 Staff –**

- a. Approve Mr. Tyler Day as a 21st Century Club Coordinator substitute at \$26 per hour for the 2016-2017 school year.
- b. Approve Ms. Tina Hayden as a 21st Century Club Teacher at \$26 per hour and an Aide at \$9 per hour for the 2016-2017 school year.
- c. Approve Ms. Serena Perkins as a 21st Century Club aide at \$9 per hour for the 2016-2017 school year.
- d. Approve Mr. Troy Day as a 21st Century Club Teacher at \$26 per hour and an Aide at \$9 per hour for the 2016-2017 school year.

COMPASSIONATE  
LEAVE DONATION

**12. Compassionate Leave Act – Approve the donation of 15.5 additional sick days from employees of the Commercial Township School District to Employee #17680133 as per the guidelines of the Compassionate Leave Program Policy for a total of 25.5 days.**

VOLUNTEERS

**13. Volunteers – Approve the additional parents/guardians as volunteers for the 2016-2017 school year.**

Smith, Amanda	Jones, Olga	Gromes, Sherry	Mann, Melody
Rodgers, Daniel			

It was seconded by Mrs. Chamberlain and carried by a unanimous roll call vote by all board members.

**CURRICULUM**

Mrs. Pettit made a motion that the Board of Education approve the following:

14. **Professional Days** – Approve the following Professional Days for the 2016-2017 school year:

PROF. DAYS

1/19-1/20/17	Natalia Michalkiewicz Karen Haddock	Visualizing & Verbalizing	Fee - \$679 and the cost of mileage each
1/24/17	Allison Kilbride	Trauma Informed Care	Fee - \$178 and the cost of mileage
1/27/17	Kerri Zeleniak	Techspo	Fee - \$275 and the cost of mileage
2/2/17	Kerri Zeleniak	Level 2-Google Educator Certification	Fee - \$225 and the cost of mileage
3/24-3/28/17	Dr. Daniel Dooley	ASCD Conference	Conference Fee - \$459 Hotel - \$209 per night Airfare - TBD (as per Superintendent Contract)

15. **Field Trips** – Approve the following field trips for the 2016-2017 school year:

FIELD TRIPS

Spring	6th Grade	Franklin Institute	Philadelphia, PA.
March 22, 2017	4th Grade	Bayshore Center	Port Norris, NJ

16. **Literacy Tutor** – Approve the following as after school literacy tutors at \$26 per hour for the 2016-2017 school year:

LIT. TUTORS

Kelly McHale  
Jacqueline Tonia  
Debbie Solomon

Elyse Mendicino  
Kelly Godfrey

Tina Hayden  
Tricia Sammons

17. **Mathematics Tutor** – Approve the following as after school mathematics tutors at \$26 per hour for the 2016-2017 school year:

MATH TUTORS

Ashley Long

Debbie Solomon

Jennifer Driscoll

HOME INSTRUCTION

**18. Homebound Instruction Tutors** – Approve the following as homebound instruction tutors at the contracted rate of \$26 per hour for the 2016-2017 school year.

Elyse Mendicino  
Chelsea Etter

Jacqueline Tonia

Sandy Caromano

QSAC DPR

**19. District Performance Review** – Accept and approve the District Performance Review for the 2016-2017 school year.

FUNDRAISERS

**20. Fundraisers** –

- a. Approve the Candy Gram Fundraiser for the National Junior Honor Society at Port Norris Middle school for the month of December.
- b. Approve the sale of snacks at all Port Norris Basketball games as a fundraiser for the National Junior Honor Society.
- c. Approve the Performing Arts fundraiser of a dress down day on January 20, 2017.

It was seconded by Mr. DeFabrites and carried by a unanimous roll call vote by all board members.

**OTHER BUSINESS:**

Mr. Jay Sutton made a motion that the Board of Education approve the following:

BILL LISTS & LINE  
ITEM TRANSFERS

**21. BILL LISTS / LINE ITEM TRANSFERS:**

Approve the revised November bill list and approve the budgetary line item transfers for October 31, 2016.

Authorize 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.

MONTHLY BD. CERT.

**22. MONTHLY BOARD CERTIFICATION:**

Officially certify pursuant to N.J.A.C. 6:20-2:13(e) that as of October 31, 2016, after a review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over-extended in violation of NJAC 6-20-2:13(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

BD. SECTY.  
MONTHLY CERT.

**23. BOARD SECRETARY'S MONTHLY CERTIFICATION:**

Approve the Board Secretary's monthly certification of budgetary line item status for October 31, 2016.

It was seconded by Mr. DeFabrites and carried by a unanimous roll call vote by all board members.

**PUBLIC COMMENTS:**

PUBLIC  
COMMENTS

Dr. Dooley explained #13 and the change to the volunteer policy. He stated that those who will be under the supervision of an employee of the Board of Education will not need a background check, which PTA approved as well. Adam Weiss explained how he reviewed several of the district's policies and that he's aligning the policy to be consistent with statute. He said the current policies require volunteers to pay for their own background check, which is against statute. Dr. Dooley stated that the last thing the district wanted to do was to scare away people from participating in their child's education. He also said there were 3-4 families that paid \$23 for their fingerprinting and the PTA was gracious enough to donate, which will cover that cost.

Dr. Dooley wished families and the community a happy holiday and healthy New Year.

Mrs. Porter asked how long the fingerprints were good for that Inspira paid for last year. Adam Weiss stated that the statute is silent and does not state a statutory time limit, but he will look into the Department of Education's criminal history procedures. Mrs. Porter stated that those checks were just for background and not fingerprint. Mr. Weiss discussed the difference between the two and provided an example that the district received notification regarding a background check so that once they are in the system, the hope is that the local law enforcement will reach out to the Department of Education and then the Department of Education will reach out to us, like they did in that instance. Mrs. Porter asked if anyone who had checks done last year were okay to volunteer and Mr. Weiss responded yes.

Mrs. Pettit thanked the Administration for getting the agendas out early because all the questions that were asked, the board members asked and it helps with voting.

**EXECUTIVE SESSION:**

EXEC. SESSION

Moved by Mrs. Chamberlain and seconded by Mr. DeFabrites that the Board of Education adjourn, by Resolution, into Executive Session, from which the general public is excluded to discuss personnel matters. The results of this session will be made public immediately after, or as soon thereafter as a decision is reached, if permitted by law. (7:33 p.m.) Unanimously Approved.

Items Discussed in Executive Session:

1. Personnel matters

Moved by Mrs. Pettit and seconded by Mrs. Abbott that the Board of Education adjourn from Executive Session. (8:35 p.m.) Unanimously Approved.

Moved by Mr. DeFabrites and seconded by Mrs. Chamberlain to reconvene the Regular Meeting at 8:35 p.m. Unanimously Approved.

24. **Determination Regarding Board Hearing for Employee # 17673989** – Subsequent to the conclusion of the Board's hearing for employee # 17673989, Mrs. Chamberlain made a motion that the Board of Education accept Dr. Dooley's determination. The motion was seconded by Mr. DeFabrites and carried by a unanimous roll call vote. The Board shall communicate its decision in writing to the employee, and his/her superiors, through the Superintendent of Schools within fifteen (15) calendar days after the hearing of the Board of Education.

DETERMINATION

FEBRUARY 2017  
BOARD MEETING  
CHANGE

- 25. February Board Meeting** – Mrs. Chamberlain made a motion to change February's board meeting to Wednesday, February 15, 2017. It was seconded by Mrs. Abbott and carried by a unanimous voice vote.

ADJOURNMENT

**ADJOURNMENT:**

Mrs. Pettit made a motion that the Board of Education adjourn the meeting at 8:43 pm. It was seconded by Mr. Jay Sutton and carried by a unanimous voice vote by all board members.



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Pamela A. Zook, Board Secretary  
December 13, 2016