

COMMERCIAL TOWNSHIP BOARD OF EDUCATION MINUTES JANUARY 3, 2017

The Board Reorganization and 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, January 3, 2017 at 7:00 p.m. The meeting was called to order by Mrs. Zook, 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

ROLL CALL

The following were present:

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

The following were also present:

Mr. Daniel Dooley, Superintendent/Principal
Mrs. Pamela Zook, Board Secretary

ELECTION RESULTS:

ELECTION RESULTS

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

Acknowledge the results of the school board election. The voters of Commercial Township voted as follows: Melissa Chamberlain, Julie Baum-Abbott, and Guy DeFabrites were elected as board members for three year terms.

Accept the required oaths of the three newly elected board members.

It was seconded by Mrs. Wilson-Smith and carried by a unanimous voice vote by all board members.

REORGANIZATION OF THE BOARD:

BOARD REORG.

Election of Officers

Mrs. Zook opened the floor for nominations for the President. Mrs. Wilson-Smith nominated Carol Perrelli. Mrs. Pettit made a motion to close the nominations. It was seconded by Mrs. Wilson-Smith and carried by a unanimous voice vote by all board members.

PRESIDENT

VICE PRESIDENT

Mrs. Perrelli opened the floor for nominations for the Vice President. Mr. Jay Sutton nominated Guy DeFabrites. Mrs. Chamberlain made a motion to close the nominations. It was seconded by Mr. Jay Sutton and carried by a unanimous roll call vote by all board members.

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

APPOINTMENTS AND DESIGNATIONS:

Appointment to Millville Board of Education

APPOINTMENT TO
MILLVILLE BOE

Approve the appointment of a Carol Perrelli to the Millville Board of Education pursuant to Chapter 8, P.L. 1995 (Senate Bill 151).

NJSBA Legislative Delegate and Alternate

NJSBA DELEGATE &
ALTERNATE

Approve the appointment of a Guy DeFabrites as the Delegate to NJSBA. Also, approve the appointment of Anna DeFabrites as an alternate to same.

Cumberland County SBA Representative and Alternate to Executive Committee

CUMB. COUNTY SBA
& ALTERNATE

Approve the appointment of a Guy DeFabrites as County Representative to the Executive Committee. Also, approve the appointment of Anna DeFabrites as an alternate to same.

Official Newspaper

NEWSPAPER

Approve the Press of Atlantic City as the official newspaper of the Board of Education. Additionally, designate locations for posting of Public Notices of Board Meetings in each District school and the District Administration Office.

Regular Meeting Dates

MEETING DATES

Approve the second Tuesday of each month at 7:00 P.M. at the Commercial Township Board of Education Administration Office as the date, time and location of its regular Board of Education meetings, with the exception of February's meeting to be held on Wednesday, February 15, 2017.

It was seconded by Mr. DeFabrites and carried by a unanimous voice vote of all board members.

MINUTES:

2015 AUDIT

Mr. DeFabrites made a motion that the minutes from the December 13, 2016 meeting be approved. It was seconded by Mr. Jay Sutton and carried by a unanimous voice vote by all board members.

SOLAR PANEL PRESENTATION:

Two representatives from Synnergy, LLC discussed how they can save the district money by installing solar panels.

HIB REPORT

PRESENTATION BY AUDITOR:

Ray Colavita presented an overview of the Annual Audit for the Fiscal Year ended June 30,

CORRESPONDENCE

Mrs. Zook read a thank you card from Rochelle Yunk. Mrs. Zook also read a letter to the Haleyville staff and volunteers from Tammy Overstreet and John Gilson.

PUBLIC COMMENTS ON AGENDA ITEMS:

PUBLIC
COMMENTS

Sharon Porter questioned item #3 and asked that the PTA had to complete a use of facilities form every time they wanted to use a building and Dr. Dooley responded that is correct. He said that is how it is handled in all districts. Dr. Dooley stated that since Mrs. Porter used to be the Superintended Secretary and President of the PTA, she performed dual roles and that a line and boundaries were crossed. He said that the PTA is a separate entity from the CTBOE, which was confirmed by the PTA representative and will be discussed during the meeting that is going to be held on January 6th. This way, any accidents that occur, the PTA will be covered by insurance and the CTBOE will be held harmless. Mrs. Pettit stated that any time the PTA uses a building at Lakeside, they have to complete a building use form. Mrs. Porter asked if the PTA had to carry its own insurance and Dr. Dooley responded yes because it is a separate entity and has to have its own. Mrs. Wilson-Smith asked how it was covered in the past and said we've been unprotected to which Dr. Dooley responded that the PTA is its own entity and we live in a litigious society.

SUPERINTENDENT'S REPORT:

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

- 1. **HIB Reports** – Confirm the November HIB Reports.
- 2. **HIB Reports** – December 2016

HIB REPORTS

HMS – 0 Reported 0 Confirmed
 PNS - 1 Reported 0 Confirmed

BUILDINGS & GROUNDS

- 3. **Use of Facilities** – Approve the use of the HMS All Purpose Room by the school PTA for their monthly meeting on January 4, 2017, 2017.

USE OF
FACILITIES

Dr. Dooley stated that he has asked the PTA to provide a schedule for the year so we don't have to approve each month but changes would be approved as needed.

FINANCE

- 4. **Audit** – Approve the annual Audit, the Synopsis of Audit for fiscal year ended June 30, 2016, and the recommendations.
- 5. **Corrective Action Plan** – Approve the Corrective Action Plan for the FY 16 annual audit.

2015-16 AUDIT

CORRECTIVE
ACTION PLAN

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TUITION CONTRACT

6. **Tuition Contract** – Approve the following tuition contracts for the 2016-2017 school year:

Creative Achievement Academy, LLC, for one student at a cost of \$48,240.00
Township of Franklin BOE for one homeless student at a prorated cost of \$6,978.30
Cape May County SSSD 2014-15 Audited tuition refund of \$1,567.00.

TARGET FIELD TRIP GRANT

7. **Target Grant** – Accept the 2017 Target Field Trip Grant in the amount of \$700.

PERSONNEL

RESIGNATION

8. **Resignation** – Accept the resignation of Priscilla Hagerty, second grade teacher, as of January 3, 2017.

TRANSFER

9. **Transfer** – Approve the voluntary transfer of Mr. Brendan Maurice to ASP Coordinator to begin on January 3, 2017.

LONG-TERM SUBSTITUTE

10. **Long-Term Substitute** -

- a. Approve the extension of Mr. Collin Lewis as a Long Term Substitute Science Teacher at Port Norris Middle School, as of January 3, 2017, prorated to the first step of the MA salary guide at \$54,393.
- b. Approve Ms. Jessica Torcicollo as a Long Term Interim Guidance Counselor for the 2016-2017 school year. She will be compensated for the first 20 days at \$75 per day. She will then be placed on the first step of the MA salary guide at \$54,393, pending certification.

MEDICAL LEAVE

11. **Medical Leave** –

- a. Approve the extension of medical leave for employee #17680133 to January 31, 2017, pending a note from her doctor.
- b. Approve the medical leave of employee #17639048 from December 12, 2016 to December 22, 2016, per a note submitted by her doctor.

21ST CENTURY

12. **Club 21 Staff** – Approve Ms. Brandi Smith as a Club 21 Teacher at \$26 per hour and a Club 21 Aide at \$9 per hour for the 2016-2017 school year.

SUBSTITUTE

13. **Substitute** – Approve Ms. Kaitlyn Robinson as a substitute teacher for the 2016-2017 school year.

CURRICULUM

PROF. DEVELOPMENT

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

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1/12/17	Pamela Zook	NJASA Board of Education Relations: Maintaining Boundaries	\$169 and cost of mileage
2/27/17	Denise Bland Tina Hayden Chelsea Etter	2017 Conference for New Jersey Kindergarten Teachers	Fee - \$257 and the Cost of Mileage each
2/16/17	Linda Pancrazio	McKinney-Vento 102 Training (Homeless Liaison)	Cost of Mileage
5/11/17	Linda Pancrazio	McKinney-Vento End of Year Meeting	Cost of Mileage

15. **ESEA** – Accept and approve the ESEA Accountability Plan for the 2015-2016 school year.

ESEA
ACCOUNTABILITY
PLAN

16. **Language Arts Tutor** – Approve Ms. Natalia Michalkiewicz as a Language Arts Literacy Tutor at \$26 per hour for the 2016-2017 school year.

TUTORS

17. **Mathematics Tutor** – Approve Ms. Kerri Zeleniak as a Mathematics Tutor at \$26 per hour for the 2016-2017 school year.

18. **Field Trip** – Approve the following field trip for the 2016-2017 school year:

FIELD TRIP

June 6, 2017	5th Grade	Multicultural Traveling Exhibit	Millville, NJ
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It was seconded by Mrs. DeFabrites and carried by a unanimous roll call vote.

POLICY

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

19. **Policy** – Approve the following policies:

POLICIES

4117.27	2nd Reading	Revision	Instructional Personnel Arrest Reporting Requirements for Certificated Staff Members
4217.27	2nd Reading	Revision	Support Personnel Arrest Reporting Requirements for Certificated Staff Members
5141.25	2nd Reading	NEW	Administration of Medical Marijuana

OTHER BUSINESS:

BILL LISTS &
TRANSFERS

20. BILL LISTS / LINE ITEM TRANSFERS:

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

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.

BOARD CERT.

21. MONTHLY BOARD CERTIFICATION:

Officially certify pursuant to N.J.A.C. 6:20-2:13(e) that as of November 30, 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.

BOARD SECTY.
CERT

22. BOARD SECRETARY'S MONTHLY CERTIFICATION:

Approve the Board Secretary's monthly certification of budgetary line item status for November 30, 2016.

It was seconded by Mrs. Pettit and carried by a unanimous roll call vote.

PUBLIC COMMENTS

PUBLIC COMMENTS:

Jason Harrington stated that he emailed Dr. Dooley in November in which he asked if the Millville Soccer Association could use the gym but he was not given a response. He also asked about the Extended Day program and asked if he could pay weekly. He asked why it was monthly. Dr. Dooley stated that Mrs. Dunn was the coordinator who set the guidelines and policies for the program since the program used to run in a deficit. He said if Mrs. Dunn said rates were monthly, then that's how they are set. Dr. Dooley said that the dates for the use of the gym conflicted with the school events. Mr. Harrington said he didn't list dates in his email to which Dr. Dooley responded that he believed he said Wednesdays. Mr. Harrington read his email aloud, to which Dr. Dooley responded that he would read it again and respond to him and the board. Mr. Harrington asked why he didn't respond to him and Dr. Dooley stated that he wasn't able to help him.

EXECUTIVE
SESSION

EXECUTIVE SESSION:

Moved by Mr. Jay Sutton and seconded by Mrs. Chamberlain that the Board of Education adjourn, by Resolution, into Executive Session, from which the general public is excluded to discuss student 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. (8:02 p.m.) Unanimously Approved.

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Items Discussed in Executive Session:

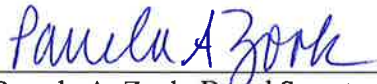
1. Personnel matters

Moved by Mrs. Wilson-Smith and seconded by Mr. DeFabrites that the Board of Education adjourn from Executive Session. (8:23 p.m.) Unanimously approved.

ADJOURNMENT:

ADJOURNMENT

Mrs. Pettit made a motion that the Board of Education adjourn the meeting at 8:23 pm. It was seconded by Mr. Jay Sutton and carried by a unanimous voice vote by all board members.



Pamela A. Zook, Board Secretary
January 3, 2017

