

The Regular Meeting of the Commercial Township Board of Education was held in the All Purpose Room at Haleyville-Mauricetown School, located at 1308 North Avenue, Port Norris, NJ, on Tuesday, March 14, 2017 at 7:00 p.m. The meeting was called to order by Mr. DeFabrite: he read a statement as to the time and place of the meeting, as set forth in the "Open Public Meetings Act". He then conducted the Pledge of Allegiance.

FLAG SALUTE

ROLL CALL

ROLL CALL

The following were present:

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

The following were also present:

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

MINUTES: Mr. Jay Sutton made a motion that the Board of Education approve the minutes from February 15, 2017. It was seconded by Mr. DeFabrites and carried by a unanimous voice vote by all board members.

MINUTES

SUPERINTENDENT'S REPORT:

Dr. Dooley recognized and presented certificates to the staff for helping with the 8th Grade breakfast and making it a success.

STAFF RECOGNITION

Dr. Dooley honored long-time board member and presented a plaque to Melissa Chamberlain, who retired from the board as of March 7, 2017. Mrs. Chamberlain thanked the board for all that they do.

BOARD MEMBER PRESENTATION

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

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

HIB REPORTS

2. **HIB Reports** – February 2017

HMS – 1 Reported 1 Confirmed
PNS - 2 Reported 0 Confirmed

3. **Homebound Instruction** – Approve the homebound instruction services for SID #4249153759, for a period of 10 hours per week over no fewer than three days pending admission into a medically-based program.

HOME INSTRUCTION

BUILDING AND GROUNDS

USE OF FACILITIES

4. **Use of Facilities** – Approve the PTA to use the Haleyville School Multi-Purpose Room on the following dates and for the following activities:

March 31, 2017 - Pizza Bingo
 April 10, 2017 - PTA Meeting
 April 28, 2017 - Ice Cream Social/Family Game Night
 June 2, 2017 - Movies, PJ's and Popcorn Night
 September 19, 2017 - PTA Meeting
 December 2, 2017 - Saturday with Santa (Cafeteria, Gym, Library, and 1 classroom)

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

FINANCE

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

CTEA CONTRACT
 2016-2019

5. **Ratification** – Approve the 2016-2019 CTEA contract. Salary distribution has been agreed to 7% over three years:

- Teachers - 0.8% 2016-2017, 3.1% 2017-2018, 3.1% 2018-2019
- Support Staff - 2.0% 2016-2017, 2.5% 2017-2018, 2.5% 2018-2019

2017-2018 BUDGET

6. **Budget** – Approve the attached resolution and the submission of the 2017-2018 budget to the Department of Education. The budget total is \$14,010,791 with the local tax levy of \$1,875,624.

2017-2018
 RESCHOOL BUDGET

7. **Preschool Education Budget** – Approve the 2017-2018 Preschool Education Aid budget in the amount of \$270,063.

DONATIONS

8. **Donations** – Accept the following donations for the Eighth Grade breakfast:

\$20.00 from Bottino's ShopRite
 \$100.00 from Dino's Pizza Restaurant, Inc.

NUTRI-SERVE
 CONTRACT 2017-18

9. **Nutri-Serve** – Approve to renew all of the Food Service Management Company Contract for Nutri-Serve Food Management Company, Inc. at the flat fee of \$21,525.00 for the 2017-2018 school year. This is an increase of \$315.00 from the previous school year and reflects the CPI. It does not include the cost of food.

CLB SALARIES

10. **Title IA & Title IIA** – Approve the portion of salaries charged to Title IA and Title IIA for the 2016-2017 school year:

<u>Employee</u>	<u>Position</u>	<u>Salary</u>		<u>Title IA</u>
Ackley, Anastasia	Teacher-HMS	\$ 53,393.00	23.00%	\$ 12,280.00
Bland, Denise	Teacher-HMS	\$ 66,541.00	27.00%	\$ 17,966.00

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Caromano, Sandra	Teacher-HMS	\$ 79,385.00	16.00%	\$ 12,702.00
Clark, Michelle	Teacher-HMS	\$ 64,497.00	16.00%	\$ 10,320.00
Crescitelli, Amanda	Teacher-HMS	\$ 53,393.00	27.00%	\$ 14,416.00
Driscoll, Jennifer	Teacher-HMS	\$ 74,815.00	22.00%	\$ 16,459.00
Etter, Chelsea	Teacher-HMS	\$ 68,677.00	16.00%	\$ 10,988.00
Gregory, Jillian	Teacher-HMS	\$ 59,909.00	18.00%	\$ 10,784.00
Haddock, Karen	Teacher-HMS	\$ 69,677.00	44.00%	\$ 30,658.00
Hayden, Tina	Teacher-HMS	\$ 68,677.00	16.00%	\$ 10,988.00
McHale, Kelly	Teacher-HMS	\$ 53,393.00	13.00%	\$ 6,941.00
Michalkiewicz, Natalia	Teacher-HMS	\$ 62,874.00	50.00%	\$ 31,437.00
Roberts, Kelly	Library Aide	\$ 23,131.00	38.00%	\$ 8,790.00
Santiago, Lisa	Teacher-HMS	\$ 56,913.00	30.00%	\$ 17,074.00
Smith, Patricia	Teacher-HMS	\$ 53,393.00	25.00%	\$ 13,348.00
Solomon, Deborah	Teacher-HMS	\$ 69,677.00	16.00%	\$ 11,148.00
Yunk, Rochelle	Teacher-HMS	\$ 60,427.00	16.00%	\$ 9,668.00
	<u>TOTAL HMS</u>			<u>\$ 245,967.00</u>
Baker, Lisa	Teacher-PNS	\$ 66,541.00	15.00%	\$ 9,981.00
Brockman, Janine	Teacher-PNS	\$ 61,962.00	15.00%	\$ 9,294.00
Mingin, Matthew	Teacher-PNS	\$ 56,874.00	15.00%	\$ 8,531.00
Sammons, Tricia	Teacher-PNS	\$ 61,962.00	15.00%	\$ 9,294.00
Gaddy, LouAnn	Teacher-PNS	\$ 69,677.00	15.00%	\$ 10,452.00
Dolcy, Pete	Teacher-PNS	\$ 62,962.00	11.00%	\$ 6,926.00
	<u>TOTAL PNS</u>			<u>\$ 54,478.00</u>
<u>Employee</u>	<u>Position</u>	<u>Salary</u>		<u>Title IIA</u>
Michalkiewicz, Natalia	Teacher-HMS	\$ 62,874.00	50.00	\$ 31,437.00

NURSING RFP

11. Request for Proposals – Approve the Request for Proposal for Substitute Nursing Services. Bid opening will be Thursday, March 30, 2017 at 10:00 am in the Board Office.

NURSING SERVICES

12. Nursing Services – Approve Executive Home Care for substitute nursing services on an emergent basis until formal bids are received and approved. Please note the administrators have contacted other nursing services, to which no one has responded.

It was seconded by Mrs. Pettit and carried by a unanimous voice vote by all board members.

PERSONNEL

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

RESIGNATIONS

13. Resignation -

- a. Approve the Resignation of Melissa Chamberlain as a Commercial Township Board of Education Member as of March 7, 2017.
- b. Approve the Resignation of Samantha Capoferri as an Instructional Assistant and an Extended Day aide as of March 22, 2017.
- c. Approve the Resignation of Loretta Hitchner as a Lunch Chaperone and an Extended Day aide effective immediately.
- d. Approve the Resignation of Nancy Brandt as a Team EXCELeRate Tutor as of March 3, 2017.

NEW HIRES

14. New Hire -

- a. Approve to hire Serena Perkins as an Instructional Assistant from March 16 to June 22, 2017. She will be placed on the first step of the salary guide at a prorated rate of \$23, 131.
- b. Approve to hire Kaitlyn Robinson as an Instructional Assistant from March 16, 2017 to June 22, 2017. She will be placed on the first step of the salary guide at a prorated rate of \$23, 131.
- c. Approve Pamela Stidham as an after school bus driver for the 2016-2017 school year at a rate of \$15 per hour.
- d. Approve Thomas Cossaboon as an after school bus driver for the 2016-2017 school year at a rate of \$15 per hour.
- e. Approve Amadis Terrero de Tapia as an Instructional Assistant and Bus Driver for the 2016-2017 school year. She will be placed on the first step of the salary guide at a prorated rate of \$23, 131.

CURRICULUM

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

March 24, 2017	HMS 21st Century	Regal Cinemas	Vineland, NJ
May 10, 2017	HMS 21st Century	Campani’s Legacy	Bridgeton, NJ
April 28, 2017	HMS 21st Century	Clay College	Millville, NJ

16. PARCC Night – Approve the change in date of PARCC Night at PNS from March 4th (old date) to April 6, 2017 (proposed date) at 6:30 pm.

17. 8th Grade Semi Formal – Approve the 8th Grade Semi Formal to be held at the Charles Sheppard Community Center on Friday, June 9, 2017, from 6-9 pm. Decorating will be done on Thursday, June 8, 2017 from 3:30-6:30 pm, with setup and cleanup to be held the day of the dance from 3:30-5:30 pm and 9:00 -10:30 pm.

18. Curriculum Guide – Approve the Curriculum Guide for the Character Playbook Program through United Way and EverFi at the Port Norris School.

19. Team EXCErate – Approve Lisa Baker as an EXCErate tutor for the 2016-2017 school year at a rate of \$26 per hour.

20. Shadowing Experience – Approve Shannon Dolcy, Stockton University Masters of Science in Communication Disorders student for shadowing experience with CTSD Speech Therapist. Ms. Dolcy will shadow a speech therapist for two full days as part of her clinical experience.

21. Instructional Services – Approve the Instructional Services through Educational Professional Services for student SID # 2379848913 attending A Step Ahead. Instruction will be provided while the student is attending the partial care program until discharge at the rate of \$26 per hour.

22. Extended School Year Program – Approve the Extended School Year Program dates of July 10, 2017 to August 3, 2017. The program will run Monday through Thursday from 8:30 am to 12:30 pm at HMS. No meals will be provided.

Dr. Dooley explained the program was previously held at Port Norris School.

23. Evaluation – Approve the Psychiatric Evaluation of SID #1197874370 at the Burgess Psychiatric Services, with a cost to the District of \$380.

24. Tuition Acceptance – Accept a fourth grade tuition student, SID #3074361193 from Bridgeton Public Schools for the remainder of the 2016-2017 school year. Student will participate in the Learning Language Disabilities Class Program at the Haleyville-Mauricetown School.

25. PERC (Public Employment Relations Commission) Resolution (Docket No. co-2017-120) –
Accept the PERC resolution between the CTEA and the CTBOE in regards to employee # 17639048, dated February 23, 2017.

26. Homebound Instruction Tutor – Approve Kaitlyn Robinson as a Homebound Instruction Tutor for the 2016-2017 school year at \$26 per hour.

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

27. New Position – Tabled

- a. Approve to create the position of Curriculum Supervisor for Pre-K through eighth grade, for the 2017-2018 school year.
- b. Approve to create the position of Literacy Coach for Pre-K through eighth grade, for the 2017-2018 school year.

POLICY

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

28. Policy – Accept the following revised policy for the 2017-2018 school year:

6171.4	First Reading	Revision	Special Education
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OTHER BUSINESS:

29. BILL LISTS / LINE ITEM TRANSFERS:

Approve the revised February bill list, the March bill list, and approve the budgetary line item transfers for February 28, 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.

30. MONTHLY BOARD CERTIFICATION:

Officially certify pursuant to N.J.A.C. 6:20-2:13(e) that as of January 31, 2017, 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

31. BOARD SECRETARY’S MONTHLY CERTIFICATION:

Approve the Board Secretary’s monthly certification of budgetary line item status for January 31, 2017.

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

PUBLIC COMMENTS: None

Dr. Dooley asked Mrs. Perrelli if she wanted to be called back after Executive Session, which she responded yes. Mrs. Perrelli said good bye and the phone call ended.

EXECUTIVE SESSION:

Upon motion made by Mrs. Pettit and seconded by Mr. Jay Sutton, approval is granted for adoption of the Executive Session Resolution and adjournment to Executive Session at 7:23 pm.

BE IT RESOLVED that pursuant to Section 8 of the Open Public Meetings Act, the public shall be excluded from the portion of the meeting involving the discussion of personnel matters.

The Board directed the School Business Administrator/Board Secretary to advise the Board Solicitor that he is to prepare and send a letter to K.H., that, consistent with the administration's previously expressed position, the Board will not consider her grievance.

FURTHER that actions taken, if any, will be disclosed when the meeting is opened to the public.

Motion was made by Mrs. Pettit and seconded by Mrs. DeFabrites to close out of Executive Session at 8:23 pm.

Motion was made by Mrs. Pettit and seconded by Mr. Jay Sutton to reconvene the Regular meeting at 8:23 pm.

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

27. New Position –

- a. Approve to create the position of Curriculum Supervisor for Pre-K through eighth grade for the 2017-2018 school year.
- b. Approve to create the position of Literacy Coach for Pre-K through eighth grade for the 2017-2018 school year.

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

ADJOURNMENT

Mrs. Pettit made a motion that the Board of Education adjourn the meeting at 8:30 p.m. It was seconded by Mr. Jay Sutton and carried by a unanimous voice vote by all board members.



Pamela A. Zook, Board Secretary
March 14, 2017

