

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, November 8, 2016 at 7:02 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	Absent
Mrs. DeFabrites	Present
Mr. DeFabrites	Present
Mrs. Pettit	Present
Mr. Jay Sutton	Absent
Mr. Ronald Sutton, Jr.	Present
Mrs. Wilson-Smith	Present
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 October 11, 2016 meeting be approved. It was seconded by Mrs. Wilson-Smith and carried by a unanimous voice vote by all board members.

SUPERINTENDENT'S REPORT:

Dr. Dooley thanked the PTA and said the results from their drive to obtain new members was wonderful. He thanked Scott Shea for hosting the costume contest and thanked all faculty and staff for collaborating.

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

1. Dr. Dooley, Lindsay Reed, Alysia Thomson, Natalia Michalkiewicz, and Kerri Zeleniak presented PARCC results from 2015-2016.
2. **HIB Reports** - Confirm the September HIB Reports.
3. **HIB Reports** - October 2016

HIB REPORTS

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

TUITION
ACCEPTANCE

4. Tuition Acceptance

- a. Accept an 8th grade Bridgeton Public School District tuition student, SID # 6560768441, to attend the Port Norris Middle School’s Academic Success Program.
- b. Accept a 6th grade Bridgeton Public School District tuition student, SID # 1690491680, to attend the Port Norris Middle School’s Academic Success Program.

HOME
INSTRUCITON

5. Homebound Instruction – Approve the homebound instruction services for SID #9657761800, beginning November 9, 2016 for a period of 10 hours per week for no less than three days, pending medical clearance.

PSYCH. EVAL.

6. Psychiatric Evaluation – Approve the psychiatric evaluation of SID # 9657761800 with Medford Family Psychiatry.

STATEMENT OF
ASSURANCES

7. Statement of Assurances/Declaration Page – Approve the 2016-2017 Statement of Assurance, Declaration Page and Board Resolution for QSAC which include Instruction, Fiscal, Governance, Personnel & Operations.

BUILDINGS & GROUNDS

FACILITITES
CHECKLISTS

8. Facilities Checklist – Approve the 2016-2017 Annual Facilities Checklist Health and Safety Evaluation of School Buildings in the Haleyville-Mauricetown School and the Port Norris School as completed by Brian Saxton.

COMP. MAINT.
PLAN

9. Comprehensive Maintenance Plan/M-1 – Authorize by Resolution, the Business Administrator to submit the three year Comprehensive Maintenance Plan and the M-1 for the Commercial Township School District.

FINANCE

TOSHIBA GRANT

10. Toshiba America Foundation Grant – Approve the Toshiba America Foundation grant in the amount of \$8,091.

BUDGET
CALENDAR 2017-18

11. Budget Calendar – Approve the Budget Calendar for the 2017-2018 school year.

12. Tuition Contracts – Approve the following tuition contracts for the 2016-2017 school year:

Millville Board of Education - \$3,708,673

Salem County Vocational Technical Schools Board of Education - \$9,744

NCLB CARRYOVER

13. NCLB Carryover – Approve the following NCLB carryover:

Title IA:	\$64,364
Title IIA:	\$ 324

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

PERSONNEL

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

- 14. Retirement** – Accept the retirement of Ms. Karen Hand, School Secretary, as of December 31, 2016. RETIREMENT
- 15. Resignation** – RESIGNATIONS
- a. Accept the resignation of Mr. Kevin Young, Social Worker, as of December 23, 2016.
 - b. Accept the resignation of Ms. Nicole Baker, Instructional Assistant/Bus Driver, as of November 1, 2016.
 - c. Accept the resignation of Mr. Dewaine Spatola, Lunch Aide, as of November 2, 2016.
- 16. Adjusted Rate** – Approve the adjusted rate of the following transportation personnel to \$15 per hour from the effective date of hire: SALARY ADJUSTMENTS
- | | |
|-------------|--------------|
| Susan Banks | Nicole Baker |
|-------------|--------------|
- 17. New Hire** – NEW HIRES
- a. Approve Ms. Heather Studstill as an Interim Secretary at \$150 per day until November 18, 2016.
 - b. Approve Ms. Joyce Stuckman as a long-term 1:1 Instructional Assistant from October 27, 2016 to December 23, 2016. She will be prorated to the per diem rate on the first step of the salary guide.
 - c. Approve Ms. Jennifer Russell as an Instructional Assistant for the 2016-2017 school year. She will be placed on the first step of the salary guide at \$23,131.
 - d. Approve Ms. Merissa Langlois as a substitute lunch aide for the 2016-2017 school year at \$9 per hour.
 - e. Approve Ms. Chelsea English as a substitute aide for the 2016-2017 school year.
 - f. Approve Ms. Brandi Smith as a substitute teacher for the 2016-2017 school year.
 - g. Approve Mrs. Kim Day as a 12 month secretary for the 2016-2017 school year. She will be placed on the 7th step of the salary guide at \$44,512.
 - h. Approve Ms. Paige Brandimarto as a 10 month secretary for the 2016-2017 school year to begin on November 21, 2016. She will be placed on the first step of the salary guide at \$31,563.
- 18. New Position** – Approve the position of after school literacy tutors/substitute tutors at \$26 per hour for the 2016-2017 school year. NEW POSITION

25. Professional Days – Approve the following Professional Days for the 2016-2017 school year: PROF. DAYS

11/16/16	Pete Dolcy	Mini Model Congress Training	Fee – the cost of mileage
11/16/16	Judilyn Weiserth	Dyslexia: The New Mandates	Fee - \$129 + the cost of mileage
11/17/16	Brendan Maurice	Intervention & Referral Services: Section 504 in the 21st Century	Fee - the cost of mileage
11/19/16	Patricia Teasenfitz	Pediatric Symposium: Pediatric Emergencies	Fee - \$48.24 + the cost of mileage
11/19/16	Melanie Pfizenmayer	Pediatric Symposium: Pediatric Emergencies	Fee - \$48.24 + the cost of mileage
12/3/16	Sarah Cobb	Handwriting without Tears: K-5 Handwriting workshop	Fee - \$270 + the cost of mileage
12/5-12/6/16	Sarah Cobb	Conference for school based Occupational Therapists	Fee – the cost of mileage
5/4/17	Kerri Zeleniak	Are You Future Ready?	Fee - the cost of mileage
5/4/17	Natalia Michalkiewicz	Are You Future Ready?	Fee - the cost of mileage

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

11/16/16	Day, Miller, Steich, Altersitz	Johnson’s Corner Farm, Medford NJ	\$13 per person (\$468)
11/19/16	5 Select PNS Choir Students	Salem County Vocational School	Pilesgrove, NJ

27. Fundraiser – Approve a WaWa Hoagie Sale fundraiser for the Performing Arts Department. FUNDRAISER

28. Food Drive – Approve the HMS 21st Century Student Council food drive from November 9th – November 21st. FOOD DRIVE

29. Crisis Plan – Approve the Crisis Response Plan for HMS and PNS for the 2016-2017 school year. CRISIS PLAN 2016-17

30. Professional Development Plan – Approve the following Professional Development Plans for the 2016-2017 school year: PROF. DEV. PLAN 2016-17

- a. District
- b. HMS
- c. PNS

POLICY

31. Policy – Approve the following policies: POLICIES

5141.25	1st Reading	NEW	Administration of Medical Marijuana
4115/4116	2nd Reading	Revision	Supervision & Evaluation
5118	2nd Reading	Revision	Nonresident Students
5114	2nd Reading	Revision	Suspension & Expulsion/Pupil Due Process
6147.1	2nd Reading	Revision	Evaluation of Individual Student Progress
3542.1	2nd Reading	Revision	Wellness & Nutrition
3335	2nd Reading	Revision	Travel Expenses

OTHER BUSINESS:

BILL LISTS &
TRANSFERS

32. BILL LISTS / LINE ITEM TRANSFERS:

Approve the revised October bill list and approve the budgetary line item transfers for September 30, 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.

MO. BD. CERT.

33. MONTHLY BOARD CERTIFICATION:

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

BD, SECTY, MO, BD,
CERT.

34. BOARD SECRETARY'S MONTHLY CERTIFICATION:

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

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

PUBLIC COMMENTS

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Melody Mann discussed concerns regarding the criminal background checks and also the information that the PTA provides to the parents. Dr. Dooley responded that the PTA is a separate group from the Board of Education. He thanked Mrs. Mann for her concerns and responded that the PTA decided to follow the schools' rule in which those who interact with children must have a background check. He said he and Mrs. Ronan worked collaboratively. A discussion ensued as to the process to which the

result was that if a parent deals with children, then a check is required. If they work in a capacity without children, a check is not required. Some mentioned that some may not be able to afford the cost and Dr. Dooley explained the process that they can write a letter and send to the board of education. Mrs. Ronan explained that the PTA agreed to provide the Board of Education with \$100 to cover costs and use at our discretion. She stated the background check was not the choice of the PTA but will follow rules. A discussion ensued regarding Saturday with Santa, in which Tracy Richardson responded that help is needed and asked if Dr. Dooley can get teachers to help, they would be grateful. Sharon Porter asked about the process and Dr. Dooley said he would provide a step by step process that is similar to Boys Scouts and CCD. She asked about the Santa and face painters to which Dr. Dooley responded that if they are working with children, they have to be fingerprinted.

EXECUTIVE
SESSION

EXECUTIVE SESSION:

Moved by Mr. DeFabrites and seconded by Mrs. Pettit 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. (8:10 p.m.) Unanimously Approved.

Items Discussed in Executive Session:

1. Personnel matters

Moved by Mr. DeFabrites and seconded by Mrs. Chamberlain that the Board of Education Adjourn from Executive Session. (9:45 p.m.) Unanimously Approved.

Moved by Mrs. Wilson-Smith and seconded by Mrs. Pettit to reconvene the Regular Meeting at 9:45 p.m. Unanimously Approved.

ATTORNEY BILLS

35. **Attorney Bills** – Mrs. Wilson-Smith made a motion that the Board of Education approve the payment of Frank DiDomenico's invoices. It was seconded by Mr. DeFabrites and the following voted:

Ayes: Abbott, A. DeFabrites, G. DeFabrites, R. Sutton, Wilson-Smith, Perrelli

Noes: Pettit

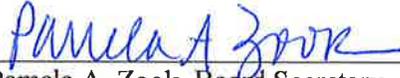
Absent: Chamberlain; J. Sutton

Motion Carried

ADJOURNMENT

ADJOURNMENT:

Mrs. Pettit made a motion that the Board of Education adjourn the meeting at 9:46 pm. It was seconded by Mrs. Wilson-Smith and carried by a unanimous voice vote by all board members.



Pamela A. Zook, Board Secretary
November 8, 2016

