

COMMERCIAL TOWNSHIP BOARD OF EDUCATION MINUTES SEPTEMBER 13, 2016

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, September 13, 2016 at 7:00 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

ROLL CALL

The following were present:

Mrs. Abbott	Present
Mrs. Chamberlain	Present – 7:05
Mrs. DeFabrites	Present
Mr. DeFabrites	Present
Mrs. Pettit	Present – 7:05
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. Sutton made a motion that the minutes from the August 23, 2016 meeting be approved. It was seconded by Mr. DeFabrites and carried by a unanimous voice vote by all board members.

CORRESPONDENCE

Mrs. Zook read a card from Mary Fidler, which thanked the Commercial Township Staff and Faculty for their condolences. Mrs. Zook passed around two cards that Dr. Dooley received from staff thanking him for the lunches he bought for them at the end of the summer.

SUPERINTENDENT’S REPORT:

Dr. Dooley thanked the staff for a fantastic opening. He asked for comments from the public regarding the opening of school. Mrs. Thomson said how much she appreciates the staff for the day going so well, for covering and working as a team. She said she’s excited and glad to be back for a second year. Lindsay Reed said she was excited to be here and commented on how she got to be with the students and hasn’t smiled so much. She said she’s happy to be here and the excitement gives her enthusiasm to get through the long days. Dr. Dooley said it was nice to know that his administrative staff was keeping things afloat during his absence and said it was a wonderful start to the year.

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

1. **Home Schooling** –Accept a letter from parent of SID # 9205400424, stating that they will be homeschooling their child for the 2016-2017 school year.
2. **Home Instruction** – Approve home instruction for 6th grade student, SID # 2783905055, for the 2016-2017 school year.

HOME SCHOOL

HOME INSTR.

FINANCE

PNS 21ST CENT.
GRANT 2016-2017

3. **PNS 21st Century Grant** – Approve the PNS 21st Century Grant for the 2016-2017 school year.

21st CCLC - \$58,404.00
United Way - \$ 4,000.00

SAFETY GRANT 2016-
2017

4. **Safety Grant** - Approve the New Jersey Schools Insurance Group Safety Grant for the 2016 - 2017 school year in the amount of \$2,653.67

PERSONNEL

RESIGNATION

5. **Resignation** - Accept the resignation of Elizabeth Young, School Psychologist, as of September 6, 2016.

NEW HIRES

6. **New Hire** –

- a. Approve to hire Elyse Mendicino as an Instructional Assistant for the 2016-2017 school year. She will be placed on the second step of the guide @ \$24,477.

Dr. Dooley explained that Ms. Mendicino had to start the first day of school due to a student’s IEP.

- b. Approve to hire the following as Lunch Chaperones for the 2016-2017 school year at \$9 per hour.

Dewaine Spatola Rachael Kiley Janice Hoffman
Darnel Lee-Smith Dawn Robinson Barbara Cole (Substitute)

Fingerprint reimbursement - Tabled until after further discussion.

- c. Approve to hire John Borchert as School Psychologist for the 2016-2017 school year. He will be placed on the first step of the MA+30 salary guide at \$54,693.

- d. Approve to hire the following as Transportation Personnel at \$10 per hour for the 2016-2017 school year.

Darnell Lee-Smith Nicole Baker Susan Banks

- e. Approve to hire Kimberly Rodriguez as one on one Instructional Assistant for the 2016-2017 school year. She will be placed on the first step of the guide @ \$23,131.

MEDICAL LEAVE

7. **Medical Leave** – Approve the medical leave of a Port Norris Middle School teacher from September 26, 2016 to January 1, 2017.

LONG TERM SUB.

8. **Long Term Substitute** – Approve Collin Lewis as a Long Term Substitute for a Port Norris Middle School Teacher from September 26, 2016 to January 1, 2017.

EXTENDED DAY AIDES

9. **Extended Day** – Approve the following as Extended Day Aides for the 2016-2017 school year at \$9 per hour.

Linda Hannah Marion Mancini Kathy Vizzard

10. **504 Compliance Officers** – It is recommended the Board of Education approve the following as 504 Compliance Officers for the 2016-2017 school year.

504 COMPLIANCE OFFICERS

HMS – Brendan Maurice
PNS – Tarin Leech

11. **Substitute Teachers** - It is recommended the Board of Education approve the following as substitute teachers for the 2016-2017 school year:

SUBSTITUTES

Cody Hand	Tori Henderson	Mark DeSantis
Eileen Wiggins	Lauren Reeves	Andrea Coursey
Stephen Teasenfitz	Cindy McGuire	Ted Prohowich
Courtney Rafine	Casey Taylor	Rachel Robbins
Kim Rodriquez	Deanna Chiari	Terri Veltman

12. **Substitute Aides** - Approve the following as substitute aides for the 2016-2017 school year:

Tracy Richardson	Lauren Smith	Joyce Stuckman
Sarah Cisrow	Cori Mead	Serena Perkins

13. **Seniority Lists** - Approve the attached revised Seniority Lists for the 2016-2017 school year.

SENIORITY LIST 2016-2017

14. **Home Instruction** – Approve the following staff members for Home Instruction of 6th grade student, SID #2783905055, for the 2016-2017 school year @ \$26 per hour:

HOME INSTRUCTION

Nancy Brandt	Michelle Clark	Elyse Mendocino
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Mrs. Chamberlain asked if Dr. Dooley had any documentation of hardship for reimbursement of fingerprints listed in 6b or was it a kind gesture. Dr. Dooley stated he didn't want to talk about someone's finances at the table, but stated that he listed reimbursement would be after 90 days and felt it was reasonable since they would be making \$18 a day before taxes. Mrs. Perrelli asked if we should table the discussion and talk about it in closed session. Mr. Sutton stated he had questions. The board members tabled 6b.

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

CURRICULUM

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

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

9/22/16	Linda Pancrazio	Homeless Grant Collaboration Meeting	\$7.10 - Mileage only
10/03/16	Alysia Thomson	Legal One-Hot Issues in School Law	\$75.00- Fee \$- Mileage
10/04/16	Tarin Leech	EIRC – 504 & Affirmative Action in NJ School Districts	\$129-Fee
10/04/16	Brendan Maurice	EIRC – 504 & Affirmative Action in NJ School Districts	\$129-Fee
10/21/16	Linda Pancrazio	Connecting the Dots: Identifying and Serving Children and Youth experiencing homelessness	\$44.33 - Mileage only

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HMS 21ST CENTURY CLUB STAFF

16. **HMS 21st Century Club** - Approve the following employees for the 2016-2017 school year:

\$26.00 per hour:

Teachers:

Ryan Nottis	Martin Altersitz	Michele Miller
Brendan Maurice	Kaitlyn Robinson	John Borchert

(Added Elyse Mendicino after Executive Session, see below)

\$9.00 per hour:

Aides:

Janice Hoffman	Tracy Richardson	Ryan Nottis
Noel Nelson	Martin Altersitz	

FIELD TRIPS

(Added Elyse Mendicino after Executive Session, see below)

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

COLLEGE COURS REIMBURSEMENT

10/5/16	5th Grade	“Kids About the Bay” - Bayshore Center at Bivalve	Port Norris, NJ
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18. **College Courses** - Approve the reimbursement of the following college course for Rochelle Yunk and Michelle Clark.

PARENT WORKSHOP

EDUC 5330-092	Survey of Mild Disabilities	Stockton University	\$400 each for the 2016-2017 school year
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PERFORMING ARTS

19. **Parent Workshop** - Approve of an HIB Parent Night on Thursday, October 6, 2016 in the Haleyville Gymnasium at 6:30pm. This time will be used to discuss and explain the Harassment, Intimidation, and Bullying Bill of Rights Law.

20. **Performing Arts** –

- a. Approve the “Back to School Night Bash”, an introductory meeting for all parents and students, grades 3 through 8, interested in any aspects of the Performing arts department, be held Monday, September 19th @ 6:30pm in the HMS Cafeteria.
- b. Approve “Charlie and the Chocolate Factory” as the school play for the 2016-2017 school year.
- c. Approve “Aladdin Jr.” as the musical for the 2016-2017 school year.

Dr. Dooley pointed out that the play and musical are both different than previously discussed. He stated that these were safer and were better able to highlight the talent of the students.

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

BILL LISTS & TRANSFERS

OTHER BUSINESS:

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

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

Approve the August bill list and approve the budgetary line item transfers for August, 2016.

22. MONTHLY BOARD CERTIFICATION:

MTHLY. BD.
CERT.

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

23. BOARD SECRETARY'S MONTHLY CERTIFICATION:

MTHLY. BD.
SECTY.
CERT.

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

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

PUBLIC COMMENTS:

PUBLIC
COMMENT

Rochelle Yunk asked if agendas can be emailed out to all staff like they were last year. Dr. Dooley replied yes, that we are trying to get agendas out the Wednesday before the board meeting. He also commented that staff should know there may be some revisions.

Ms. Yunk also asked for the status of the Fresh Fruit and Vegetable Grant and the snack as discussed at last meeting. Dr. Dooley stated that he went up to Trenton to the Department of Agriculture and met with the person who oversees the grant and her supervisor. He was told that the issue was that not only was the grant not filled out correctly, the issue was also that the monies were reallocated. He said that we are on a waiting list and was told that there are sometimes a surplus during the year and some schools may not spend their allotment. He said by the time we identified the problem, there was no money to be had.

Mrs. Zook explained that the snacks we are reimbursed for through the school lunch program are the after school snacks.

Ms. Yunk asked if it was okay to send a note home to parents asking them to bring in a healthy snack. Dr. Dooley discussed some activities in which we could possibly use funds for student snacks, such as dress down days and money received from Box Tops.

Mrs. Chamberlain asked if she could make a suggestion and asked if we looked into the Clean Communities grant through the Municipal Alliance. She provided the information for the contact at the Commercial Township Hall. Mrs. Abbott asked if there was a certain protocol or certain requirements for snacks. Dr. Dooley replied that they should be the same caliber and should be healthy snacks. He said parents were supportive last year.

Janine Brockman asked about the policy regarding employees donating sick time. Dr. Dooley asked Mrs. Zook to touch base with our policy coordinator regarding the policy. Dr. Dooley said he believe in it, and that it goes with us standing together.

Tracy Richardson asked permission to sell t-shirts for the PTA at back to school night. Mrs. Pettit made a motion to approve the PTA t-shirt fundraiser. It was seconded by Mr. DeFabrites and carried by a unanimous voice vote.

PTA T-
SHIRT
SALE

Kerri Zeleniak commented on the positivity of the lunch aides and felt they are an important position for the district.

EXEC. 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 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. (7:35 p.m.) Unanimously Approved.

Items Discussed in Executive Session:

1. Personnel Matters
2. Reimbursement of background checks

Moved by Mr. Jay Sutton and seconded by Mr. DeFabrites that the Board of Education Adjourn from Executive Session. (8:05 p.m.) Unanimously Approved.

Moved by Mrs. Pettit and seconded by Mrs. Chamberlain to reconvene the Regular Meeting at 8:05 p.m. Unanimously Approved.

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

6b. Approve the non-collective bargaining members working less than 3 hours per day and making less than \$10 per hour shall be reimbursed for the cost of fingerprint background checks after 90 days of employment.


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

Mrs. Pettit made a motion that the Board of Education add Elyse Mendicino to item number 16 as it was inadvertently left off the agenda, as a teacher and an aide for the 21st Century club at HMS. It was seconded by Mr. DeFabrites and carried by a unanimous voice vote of all board members.

ADJOURNMENT:

ADJOURNMENT

Mrs. Pettit made a motion that the Board of Education adjourn the meeting at 8:07. It was seconded by Mr. DeFabrites and carried by a unanimous voice vote by all board members.



Pamela A. Zook, Board Secretary
September 13, 2016