

The Reorganization and Regular Meeting of the Commercial Township Board of Education was held in the Commercial Township Board of Education Office, located at 1308 North Avenue, Port Norris, NJ, on Tuesday, January 2, 2018 at 7:00 p.m.

Board Secretary, Ms. Birmingham, opened the meeting at 7:00 PM, leading the group in the pledge to the flag. PLEDGE TO THE FLAG

Board Secretary, Ms. Birmingham, read the following statement:

The New Jersey Open Public Meetings Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of the public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this Act, the Commercial Township Board of Education has caused notice of this meeting to be published by having the date, time and place advertised in the Press of Atlantic City and South Jersey Times, and posted in the Commercial Township Schools and District Office. CALL TO ORDER

Motioned by Mrs. Abbott and seconded by Mrs. Pettit to appoint Ms. Trish Birmingham – Board Secretary as the temporary Chairperson. Unanimously Approved

ROLL CALL

Roll call was performed by Board Secretary, Trish Birmingham, and is listed as follows: ROLL CALL

Mrs. Abbott	Present
Mr. DeFabrites	Absent
Mrs. Perrelli	Present
Mrs. Pettit	Present
Mrs. Porter	Present
Mrs. Ronan	Present
Mrs. Stormes-Rivera	Present
Mr. Sutton	Present
Mrs. Wilson-Smith	Present

The following were also present:

Dr. Daniel Dooley, Superintendent/Principal

Motioned by Mrs. Wilson-Smith and seconded by Mrs. Pettit that the Board of Education acknowledge and accept the following:

1. Board Election Results - The results of the Commercial Township School Board election as follows:
3: 3-Year Term - Michelle Ronan (533), Karen Stormes-Rivera (441), Stacy Wilson-Smith (566) 1: 2-Year Term - Sharon Porter (574) BOARD ELECTION RESULTS

2. Oaths - The required oaths, which was administered prior to the beginning of this meeting, of the four newly elected board members. OATHS

Roll-Call Vote – Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

3. Nomination and election of Board of Education President

Motioned by Mrs. Pettit and seconded by Mrs. Wilson-Smith that the Board of Education open the floor for nominations for Board of Education President. NOMINATION PRESIDENT

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

Mrs. Wilson-Smith nominated Mrs. Perrelli for the position of Board President, seconded by Mrs. Abbott.

Motioned by Mrs. Wilson-Smith and seconded by Mrs. Pettit that the Board of Education close the floor for nominations for Board of Education President.

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

Roll-Call vote on the nomination of Board Member Mrs. Perrelli for President of the Commercial Township Board of Education until the 2019 Board Reorganization Meeting was recorded as follows:

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

Mrs. Perrelli was duly elected as Board President and the meeting was yielded to her.

NOMINATION –
VICE
PRESIDENT

4. Nomination and Election of Board of Education Vice President

Motioned by Mrs. Wilson-Smith and seconded by Mrs. Porter that the Board of Education open the floor for nominations for Board of Education Vice President.

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

Mrs. Pettit nominated Mr. DeFabrites for the position of Board Vice President, seconded by Mrs. Porter.

Motioned by Mrs. Pettit and seconded by Mrs. Wilson-Smith that the Board of Education close the floor for nominations for Board of Education Vice President.

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

Roll-Call vote on the nomination of Board Member Mr. DeFabrites for Vice President of the Commercial Township Board of Education until the 2019 Board Reorganization Meeting was recorded as follows:

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

Mr. DeFabrites was duly elected as Board Vice President.

COMMITTEES
AND
DELEGATES

5. Committee and Delegate Appointments

a. Committees - Mrs. Perrelli – Board President, appointed the following as Chairperson of the specified committee:

Mr. Sutton – Buildings & Grounds

Mrs. Pettit – Curriculum

Mrs. Porter – Finance

Mr. DeFabrites – Personnel

Mrs. Wilson-Smith – Policy

Mrs. Abbott – Transportation

b. Delegates - Mrs. Perrelli – Board President appointed, with discussion and assistance from the Board Members, the following as Delegates as listed:

Mr. DeFabrites – New Jersey School Boards Association Delegate

Mrs. Porter – New Jersey School Boards Association Alternate Delegate

Mrs. Ronan – Cumberland County School Boards Association Delegate

Mrs. Stormes-Rivera – Cumberland County School Boards Association Alternate Delegate

c. Appointment to Millville BOE - Motioned by Mrs. Porter and seconded by Mrs. Wilson-Smith that the Board of Education approve the appointment of Mrs. Perrelli to the Millville Board of Education, pursuant to Chapter 8, P.L. 1995 (Senate Bill 151).

Ayes: (7) Noes: (0) Abstain: (1) Mr. Sutton Motion Carried

MILLVILLE BOE
APPOINTMENT

6. Official Newspaper – Motioned by Mrs. Ronan and seconded by Mrs. Abbott that the Board of Education approve The Press of Atlantic City as the official newspaper of the Board of Education and additionally designate locations for posting of Public Notices of Board Meetings in each District school and the District Administration Office.

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

OFFICIAL
NEWSPAPER

VINELAND BOE
CONTRACT

13. Vineland BOE Tuition Contract - The tuition contract between Vineland BOE for 1 special education student, beginning November 14, 2017 through June 30, 2018 (136 days), at a per diem rate of \$317.07, totaling \$43,121.52.

RECEIVING
TUITION
CONTRACTS

14. Tuition Contracts - The tuition contracts to receive the following students:

Bridgeton BOE - 1 Student enrolled in LLD Program -	\$23,790.00
Bridgeton BOE - 1 Student enrolled in ASP Program -	\$21,000.00
Downe Twp BOE - 1 Student enrolled in MD Program -	\$21,000.00
Downe Twp BOE - 1 Student enrolled in LLD Program -	\$ 5,683.31 (prorated)
Downe Twp BOE - 1 Student enrolled in MD Program -	\$16,800.00 (prorated)
Shared 1:1 Aide -	\$ 2,299.92 (prorated)
Millville BOE - 1 Student enrolled in MD Program -	\$21,000.00
Woodbine BOE - 1 Student enrolled in MD Program -	\$21,000.00
1:1 Aide -	\$34,500.00
Pittsgrove BOE - 1 Student enrolled in PNS (In-Transition)	\$ 9,415.07 (prorated)
Transportation	\$ 1,173.06 (prorated)

Discussion took place regarding the calculation of tuition rates and how budgets are affected with any change or adjustment to tuition rates.

Roll-Call Vote - Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

Motioned by Mrs. Wilson-Smith and seconded by Mrs. Abbott that the Board of Education table the following items until the January 9, 2018 meeting:

AUDIT

15. Audit – Approval of the annual Audit, the Synopsis of Audit for fiscal year ended June 30, 2017, and the recommendation.

CAP

16. Corrective Action Plan – Approval of the Corrective Action Plan for the FY17 annual audit.

Discussion took place regarding misheard and misunderstood audit information that was reviewed at the December 5, 2017 meeting. The Board requested the presence of Mr. Ray Colavita – CPA (Auditor) to further review and discuss the FY17 audit information.

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

Motioned by Mrs. Stormes-Rivera and seconded by Mrs. Wilson-Smith that the Board of Education approve the following:

PERSONNEL

MATERNITY
LEAVE

17. Maternity Leave - The maternity disability leave of Employee #53472809, Instructional Assistant, from December 7, 2017 through approximately March 26, 2018.

LT SUB

18. Long-Term Substitute - Betty Mikus as an Instructional Assistant from January 3, 2018 through March 26, 2018. She will be compensated at the per diem rate of Step 1 on the Instructional Assistant Salary Guide of \$24, 436.

NEW HIRE

19. New Hire - Hasani Gonzalez as a Substitute Lunch Aide and a Substitute Bus Aide for the 2017-2018 school year. He will be compensated at \$9 per hour.

CTEA
CATEGORY

20. CTEA - Grant voluntary recognition of the Commercial Township Bus Drivers, as Bus Drivers only, as part of the CTEA.

Discussion took place regarding the outcome of recognizing this category within the CTEA. Mrs. Ronan stated the Board should wait until the end of the school year to review the transportation budget numbers. Dr. Dooley explained an opinion be requested from the Board Solicitor as the drivers are already included in the CTEA as they were hired within the Instructional Assistant category. Mrs. Porter stated that the Bus Drivers

are receiving benefits without the Board’s approval, to which Dr. Dooley replied that the Board was aware of the benefits and hiring details as it was discussed at many previous meetings. Mrs. Pettit stated the Bus Drivers can be a separate category within the CTEA. The Board reviewed the process of negotiation and including a category of Bus Drivers with a salary guide, benefit terms, etc. Michelle Clark (CTEA President) spoke (as directed by Dr. Dooley) on the meeting held with the Bus Drivers to review the new category within CTEA. Additional discussion took place regarding the mentioning of grievances that could be served if the Board does not recognize the Bus Driver category with the addition of Michelle Clark explaining the negotiation process. Dr. Dooley explained this is an advocacy for the Board.

Roll-Call vote: Ayes: (5) Noes: (3) Mrs. Porter, Mrs. Ronan, Mrs. Wilson-Smith Abstain: (0)
 Motion Carried
 Roll-Call vote: Ayes: (8) Noes: (0) Abstain: (0) Motions Carried

Motioned by Mrs. Stormes-Rivera and seconded by Mr. Sutton that the Board of Education approve the following:

CURRICULUM

21. Curriculum - The following Curriculum:

CURRICULUM

Science Curriculum	1st Reading	6 - 8th Grade
Math Curriculum	2nd Reading	Kindergarten - 8th Grade/Algebra

22. Rutgers University Training Program - The Introduction to Teaching Pre-Service Program for Alternate Route Teaching Candidates through Rutgers University.

RUTGER UNIV
TRAINING

Mrs. Abbott asked for explanation of alternate route, to which Mrs. Perrelli explained that alternate route allows a person without a 4-year teaching degree or a teaching background to study and gain the proper credentials to allow them to become a teacher. Mrs. Abbott asked how this is advantageous to the District, to which Dr. Dooley explained this is of no cost to the District and offers student-teachers (in essence) the opportunity to teach in our school, under the administration’s guidance, and could potentially lead to someone becoming a great teacher within the District.

23. Doctoral Student - Sharon Kalkoske, Doctoral Student of Brandman University, to visit and view the school therapy dog program.

DOCTORAL
STUDENT
VISIT

Mrs. Porter questioned if the District would be paying for dinners/meals, hotels, flights, anything, in regards to this student’s visit. Dr. Dooley explained that Ms. Kalkoske wanted to visit the District to view the program for her research project/doctoral paper through Brandman University and this visit would be of no cost to the District.

24. Volunteer - Sherry Gromes and Rose Garrison as parent volunteers for the 2017-2018 school year.

VOLUNTEER

25. Professional Days – The following Professional Days for the 2017-2018 school year:

PROF DATS

February 26, 2018	Tina Hayden Chelsea Etter Denise Bland	NJ Conference for Kindergarten Teachers	Fee: \$231.80 The Cost of Mileage
February 27, 2018	Nicole Steich Martin Altersitz	NJ Conference for Kindergarten Teachers	Fee: \$231.80 The Cost of Mileage
March 8, 2018	Tarin Leech	District Test Coordinator Training	The Cost of Mileage

FIELD TRIPS

26. Field Trips - The following Field Trips for the 2017-2018 school year:

Wednesday, April 11, 2018	Levoy Theatre	2nd Grade
Friday, April 27, 2018	Garden State Discovery Museum	Preschool
Friday, May 11, 2018	Cape May County Zoo	1st Grade
Friday, May 18, 2018	Pitman Broadway Theatre	3rd Grade
Friday, June 8, 2018	Co Co Keys	Student Council Safety Patrol Perfect Attendance

Roll-Call Vote - Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

Motioned by Mrs. Abbott and seconded by Mrs. Pettit that the Board of Education approve the following:

OTHER BUSINESS:

BILLS LISTS
TRANSFERS

27. BILL LISTS / LINE ITEM TRANSFERS

The itemized bill lists for December 2017 and the budgetary line item transfers as of November 30, 2017. 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

28. MONTHLY BOARD CERTIFICATION

Officially certify pursuant to N.J.A.C. 6A:23A-16.10(c) that as of November 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-expended in violation of NJAC 6A:23A-16.10(a) and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

BOARD SEC
CERT

29. BOARD SECRETARY’S MONTHLY CERTIFICATION

The Board Secretary's Report, pursuant to N.J.A.C. 6A:23A-16.10(c) 2, the Business Administrator/Board Secretary certifies that there are no changes in anticipated revenue amounts and sources for the month ending November 30, 2017 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of November 30, 2017, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Commercial Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23A-16.10(c)4.

Roll-Call Vote - Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

PUBLIC
COMMENT

PUBLIC COMMENTS

Michelle Clark – Thank you [for voting to recognize the Bus Drivers as such within the CTEA].

EXEC
SESSION

EXECUTIVE SESSION

Motioned by Mrs. Porter and seconded by Mrs. Abbott that the Board of Education adjourn, by Resolution, into Executive Session, from which the 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. (9:34 pm)

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

Item reviewed in Executive Session:

1. District Network Infrastructure Discussion

Ms. Zeleniak was present for Executive Session due to the knowledge of the items discussed.

Dr. Dooley handed out a confidential memo that reviewed the network incident timeline, IT staff steps, and insurance coverage. Discussion took place regarding the District’s next steps of securing a forensic investigation of the network, as recommended by the insurance provider. The District holds proper coverage and would be required to pay \$5,000 deductible for the performance of the forensic investigation. .

Moved by Mrs. Porter and seconded by Mrs. Pettit to adjourn from Executive Session and enter into Regular Session. (9:58 pm)

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

30. Insurance Deductible for Forensic Investigation – Motioned by Mrs. Abbott and seconded by Mrs. Porter that the Board of Education accept the insurance provider’s recommendation to perform a forensic investigation of the District’s network, at a total cost of \$5,000 as insurance deductible.

INSURANCE
DEDUCTIBLE


Roll-Call vote: Ayes: (8) Noes: (0) Abstain: (0) Motion Carried

ADJOURNMENT

Motioned by Mrs. Pettit and seconded by Mr. Sutton that the Board of Education adjourn the meeting. (10:00 pm)

ADJOURN

Ayes: (8) Noes: (0) Abstain: (0) Motion Carried



Lawren Birmingham, Board Secretary
January 2, 2018