

The 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, November 14, 2017 at 7:00 p.m.

Board President, Mrs. Perrelli, opened the meeting at 7:02 PM, leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

Board President, Mrs. Perrelli, 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

**ROLL CALL**

ROLL CALL

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

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

The following were also present:

- Dr. Daniel Dooley, Superintendent/Principal
- Ms. Lawren Birmingham, Board Secretary

Motioned by Mr. Jay Sutton and seconded by Mr. DeFabrites that the Board of Education approve the minutes from October 3, 2017 and October 10, 2017.

MINUTES

Ayes: (9)                      Noes: (0)                      Abstain: (0)                      Motion Carried

**CORRESPONDENCE**

Ms. Birmingham reviewed the following FYI items:

CORRESP

- Mrs. Patricia Teasenfitz received 8 free epipens, valued over \$2,500, through the epipens4schools program from Bioridge Pharmaceuticals. Items received are an Epipen Jr. twinpack and an Epipen twinpack for both HMS (4) and PNS (4).
- NJSBA confirmed, via letter addressed to Ms. Birmingham, the attendance of Mrs. Porter and Mrs. Wilson-Smith at the Governance 1: New Board Member Orientation Training on October 23, 2017.
- A District Open House for Current and Future Board of Education Members to be held on Monday, December 4, 2017.
  - Port Norris Middle School - 8:00 AM - 10:30 AM
    - Period Zero                      Building Walk-Through
    - E&I                                      Flex Review
    - Therapy Dogs                      ASP
    - Transportation                      Hempel

- Haleyville-Mauricetown School - 1:00 PM - 3:30 PM
 

Therapy Dogs	Transportation
District SCTP	Math Curriculum Review
Hempel	Building Walk-Through
Established Special Education Program	Technology Lesson

- Board Office - 6:00 PM - 7:30 PM
  - Overview of day’s activities and initiatives of the District
  - Discussion took place regarding the activities that will take place and the goal of the Open House.

- December 12, 2017 Regular Meeting Date – discussion took place regarding rescheduling the meeting to December 5, 2017 (working meeting date) or to conduct the meeting with the Superintendent’s Designee – Director of Special Services. It was agreed upon to hold the meeting on December 5, 2017.

**PUBLIC COMMENTS ON AGENDA ITEMS**

Tracy Richardson – VP of PTA; requested to update the Facilities Use requests for the stage decoration for Saturday with Santa.

**DEPARTMENTAL REVIEWS**

Ms. Birmingham reviewed the Buildings & Grounds activities for October 2017.

Ms. Zeleniak reviewed the Technology activities for October 2017.

Mrs. Abbott questioned the students’ preparedness for tests, technology usage, and PARCC. Dr. Dooley and Mrs. Clark explained the media lab focus and the schedule of technology instruction by Ms. Zeleniak. Ms. Zeleniak explained the wide and varying access the students have to technology and their ability to apply usage to the experience. Mrs. Pettit summarized the conversation by saying the technology is being pushed into the classroom, allowing more flexibility and effectiveness.

Ms. Michalkiewicz reviewed the Curriculum activities for October 2017.

Ms. Birmingham reviewed the Transportation activities for October 2017.

Ms. Reed reviewed the HMS activities for October 2017 and mentioned future activities.

Mrs. Thomson reviewed PNS activities for October 2017 and mentioned future activities.

Dr. Dooley extended thanks to the administrative team and the teachers for their efforts and information contained within the reviews.

Mrs. Pettit stated she was pleased to hear at multiple meetings that HMS and PNS are finally “one”.

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

**SUPERINTENDENT’S REPORT**

**1. HIB Reports - October 2017**

HMS - 1 Reported    0 Confirmed

PNS - 0 Reported    0 Confirmed

HIB REPORTS

**2. Statement of Assurance/Declaration Page – the 2017-2018 Statement of Assurance, Declaration Page and Board Resolution for QSAC which include Instruction, Fiscal, Governance, Personnel & Operations.**

Roll-Call Vote - Ayes: (9)                      Noes: (0)                      Abstain: (0)                      Motion Carried

SOA/DEC  
PAGE

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

**BUILDINGS & GROUNDS**

**3. Facilities Use - Use of facilities for the following Commercial Township PTA events:**

November 28, 2017 - PTA Meeting

PTA  
FACILITIES  
USE

- November 20, 2017 (1:30-6:00PM) - Stage decoration for Saturday with Santa
- November 21, 2017 (1:30-6:00PM) - Stage decoration for Saturday with Santa
- December 1, 2017 (6:00-10:00PM) - Set up for Saturday with Santa
- December 8, 2017 (6:00-8:30PM) - Paint Night

Ayes: (8)                      Noes: (0)                      Abstain: (1) Mrs. Porter                      Motion Carried

**4. Facilities Use** - the use of the PNS Gymnasium for the Commercial Township Rec. Basketball League on Saturdays from November through March 2018. The league must pay the cost of a custodian, at \$25.66 per hour. FACILITIES USE

**5. Facilities Checklist** – 2017-2018 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. FACILITIES CHECKLIST

**6. Comprehensive Maintenance Plan/M-1** - by Resolution, the Business Administrator to submit the three year Comprehensive Maintenance Plan and the M-1 for the Commercial Township School District. COMP MAINT M-1  
 Roll-Call Vote - Ayes: (9)                      Noes: (0)                      Abstain: (0)                      Motion Carried

Motioned by Mr. Jay Sutton and seconded by Mr. DeFabrites that the Board of Education approve the following:

**FINANCE**

**7. Contracts**

**a. Downe Township BOE** - special education contract with Downe Township BOE to receive 1 resident student (SID - TBD) into the Multiply Disabled K-3 Program at Haleyville-Mauricetown School for the remainder of the 2017-2018 school year, beginning Oct. 30, 2017, at the tuition rate of \$21,000 (\$116.67 per-diem) plus a 1:1 aide (shared) rate of \$17,250 ( $\$34,500 / 2 / 180 = \$95.83$  per diem). DOWNE TWP

**b. Middle Township BOE** - contract with Middle Twp. BOE for 1 student (S.I.T) for the remainder of the 2017-2018 school year, beginning Oct. 5, 2017, at the Middle Twp. Public School tuition rate of \$10,800.00 (prorated). MIDDLE TWP

**8. Budget Calendar** - Budget Calendar for the 2018-2019 school year. 18-19 BUDGET CALENDAR

**9. Donations** - donations to the Port Norris School, to be used for athletic uniforms: DONATIONS

Vic’s Automotive - \$100.00	Jay & Jody Sutton -	\$100.00
Tomlin Brothers - \$ 50.00	BiValve Packaging -	\$100.00
Dino’s Pizzeria - \$100.00	Surfside Seafood Products -	\$100.00

**10. ESEA** - updated ESEA Budget for the 2017-2018, due to additional funds allocated to the District: ESEA  
 Title I - \$454,739 (initial allotment - \$430,519; increase of \$24,220)  
 Title II - \$ 62,490 (initial allotment - \$ 45,572; increase of \$16,918)

**11. Cumberland County Board of Vocational Education** - contracts with the CCVoTech School for the 2017-2018 school year: CCVOTECH

22 students @ \$714.00 per month per student (Regular Education) =	\$157,080.00
1 student @ \$805.80 per month per student (Special Education) =	\$ 8,058.00
Total =	\$165,138.00

Roll-Call Vote - Ayes: (9)                      Noes: (0)                      Abstain: (0)                      Motion Carried

Motioned by Mr. Jay Sutton and seconded by Mrs. DeFabrites that the Board of Education approve the following:

**PERSONNEL**

**12. Resignation**

RESIGNATION

- a. of Jody Oliver, full time bus driver, as of October 16, 2017.
- b. of Megan Nocon, Instructional Assistant, as of November 3, 2017.

NEW HIRE

**13. New Hire**

- a. Damaris Cruz as a full time bus driver for the 2017-2018 school year. She will be compensated at \$24,436.
- b. part time bus drivers for the 2017-2018 school year. They will be compensated at \$15 per hour.  
Mary Folwell                      Anthony Green
- c. Megan Nocon as a preschool teacher for the 2017-2018 school year. She will be placed on step 1 of the BA +15 salary guide at \$54,765.
- d. Jenna Wells as a Middle School Language Arts Teacher for the 2017-2018 school year. She will be placed on step 1 of the BA salary guide at \$54,265.
- e. Melissa Busler as a Substitute Aide and a Substitute Lunch Aide for the 2017-2018 school year. She will be compensated at \$65 per day and \$9 per hour.
- f. Substitute Teachers for the 2017-2018 school year. They will be compensated at \$75 per day.
  - i. Ian Stickel                      ii. Taylor Beeler                      iii. Meghan Ricci
- g. Substitute Bus Aides for the 2017-2018 school year. They will be compensated at \$9 per hour.
  - i. David Miller                      ii. Amanda Roche                      iii. Shellbie Yard
- h. Lisa Sneathen & Mary Folwell as a Lunch Chaperone and a Fresh Fruits and Vegetable Grant Worker for the 2017-2018 school year. They will be compensated at \$9 per hour.

STAFF TRANSFERS

**14. Transfer - transfers for the 2017-2018 school year:**

- a. Barbara Esposito from ASP Teacher to Middle School Language Arts ICR
- b. Kaitlyn Robinson from Middle School Language Arts ICR to Middle School Language Arts
- c. Janine Brockman from Middle School Language Arts to ASP Teacher

Mrs. Porter questioned item 13c, asking if it was a new position. Dr. Dooley explained it was not new and staff were being transferred to fulfill stability needs of the students.

Mrs. Porter questioned item 13d, asking where the current staff member was going. Dr. Dooley explained a start date within 60 days as the new hire is currently in a contract.

Mrs. Porter questioned whether Bus Drivers are drug tested. Dr. Dooley explained the procedure for drug testing the bus drivers.

Mrs. Wilson-Smith questioned item 13b, asking if the new hire would have 3 part-time positions. Dr. Dooley explained item 13a is to replace item 12a. Mrs. Wilson-Smith also asked if 13b employees had ever worked for the District, to which Dr. Dooley stated not to his knowledge.

Roll-Call vote: Ayes: (9) Noes: (1) Mrs. Porter (to item 13-g-iii only) Abstain: (0) Motion Carried

Motioned by Mr. Jay Sutton and seconded by Mrs. DeFabrites that the Board of Education approve the following:

**CURRICULUM**

PSYCH EVAL

**15. Psychiatric Evaluation**

- a. Psychiatric Evaluation through Burgess Psychiatric Services, LLC for SID #5651412978, at the cost of \$380.00.
- b. Psychiatric Evaluation through Burgess Psychiatric Services, LLC for SID #8971445067, at the cost of \$380.00.
- c. Psychiatric Evaluation through Burgess Psychiatric Services, LLC for SID #1179909620, at the cost of \$380.

NURSING SERVICES

**16. Nursing Services**

- a. 1:1 nursing services for SID #3462611384 as mandated through the IEP. Services will be provided through current contracted provider Preferred Home Health Care and Nursing Services for LPN services at the rate of \$45.00 per hour.

b. 1:1 nursing services for SID #9417095542 as mandated through the IEP. Services will be provided through current contracted provider Preferred Home Health Care and Nursing Services for LPN services at the rate of \$45.00 per hour.

Mrs. Abbott questioned the amount of hours needed for these services to which Dr. Dooley replied 7.5 per day. Mrs. Abbott asked if these students were resident students, to which Dr. Dooley stated yes. Mrs. Perrelli stated the hours needed seemed like a lot, to which Dr. Dooley explained, with additional information provided by Ms. Reed, that it may seem like the cost will add up quickly, however compared to the cost of Out-Of-District tuition and transportation, it is minimal. Dr. Dooley added that these services also provide the students with a stable and familiar learning environment and the District is prepared for and can handle these services.

**17. Homebound Instruction**

HOMEBOUND  
INSTRUCT

- a. homebound instruction services for SID #5651412978 pending receipt of psychiatric evaluation. The student will be provided with 10 hours of instruction over no less than three days per week beginning October 18, 2017.
- b. homebound instruction services for SID #4249153759 as a result of physician's order. The student will be provided with 10 hours of instruction over no less than three days per week beginning November 1, 2017 and concluding November 30, 2017.
- c. homebound instruction services for SID #8971445067 pending receipt of psychiatric evaluation. The student will be provided with 10 hours of instruction over no less than three days per week beginning November 7, 2017.
- d. Instructional Services through Educational Professional Services, Inc. for student SID #9589403791 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.

**18. Related Service Evaluation** - related service evaluations for SID #1994562357 attending SCSSSD - Cumberland Campus. The Speech and Language, Physical Therapy, and Occupational Therapy evaluations will be conducted by SCSSSD at the cost of \$350 per evaluation.

RELATED  
SERVICE  
EVAL

**19. Behavior Assessment** – Functional Behavior Assessment for SID #1130585145 through Interactive Kids as a result of a request for Independent Educational Evaluation. The cost of the assessment is not to exceed \$1,750.

BEHAVIOR  
ASSESS

**20. HMS Club 21** - Kaitlyn Robinson as a Club 21 Teacher and a Club 21 Aide for the 2017-2018 school year. She will be compensated at \$26 per hour and \$9 per hour.

HMS CLUB 21  
STAFF

**21. Professional Days** – Professional Days for the 2017-2018 school year:

PROF DAYS

Online	Sarah Cobb	OccupationalTherapy.com	Fee: \$99
November 16, 2017	Natalia Michalkiewicz Kerri Zeleniak	“Are You Future Ready” Working Session	The Cost of Mileage
December 1, 2017	Natalia Michalkiewicz	Standards - Based Report Cards 2.0	The Cost of Mileage
December 2 & 9, 2017	Sarah Cobb	School-based OT Outside the Box	Fee: \$330
January 23, 2018 May 15, 2018	Linda Pancrazio	McKinney Vento Program	The Cost of Mileage

VOLUNTEERS

**22. Volunteers** - Parent/Guardian volunteers for the 2017-2018 school year:

Kristy Bevan	Dawn Blinchikoff	Brittany Fisher	Charles Hemingway
BreAnna Gandy	Lakisha Rodriguez	Tara Bixler	Sharee Goines
Christopher Rodriguez			

FIELD TRIPS

**23. Field Trips** - Field Trips for the 2017-2018 school year:

Wednesday, November 29, 2017	Movie Theater - Millville	HMS Club 21
Saturday, December 9, 2017	The Bayshore Center and The Charlesworth Restaurant	Select Choir
Thursday, December 14, 2017	Wallace School	PNS 21st CCLC
Friday, March 9, 2018	Gettysburg	8th Grade
Tuesday, May 8, 2018	Storybook Land	Kindergarten
Friday, May 11, 2018	Tall Pines	8th Grade
Friday, May 25, 2018	Atlantic City Aquarium	7th Grade
Friday, June 1, 2018	Rowan Planetarium	6th Grade

FUNDRAISERS

**24. Fundraisers** – Performing Arts Fundraisers for the 2017-2018 school year:

- a. December 13, 2017 - Student Dress Down Day
- b. December 20, 2017 - Joes Butcher Shop
- c. January 11, 2018 - Student Dress Down Day

Discussion took place as Mrs. DeFabrites explained 24b.

Roll-Call Vote - Ayes: (9)      Noes: (0)      Abstain: (0)      Motion Carried

Motioned by Mrs. Porter and seconded by Mr. Jay Sutton that the Board of Education approve the following:

**TRANSPORTATION**

BUS  
EVACUATION  
DRILLS

**25. Bus Evacuation Drills**

a. bus evacuation drills that were held on October 17, 2017, at the front of the Port Norris School, as supervised by Mrs. Thomson - District Asst. Principal, and Ms. Susan Banks - Transportation

Coordinator, as listed below:

- 7:55 AM - CTPN4
- 7:58 AM - CTPN1
- 8:00 AM - CTPN2
- 8:05 AM - Van - Bridgeton
- 8:08 AM - CTPN3

b. bus evacuation drills that were held on October 16, 2017 at the Haleyville-Mauricetown School Parking lot, as supervised by Ms. Reed - Director of Special Services, and Ms. Susan Banks - Transportation

Coordinator, as listed below:

- 8:30 AM - CTHM6
- 8:33 AM - CTHM4
- 8:36 AM - CTHM1
- 8:38 AM - CTHM7
- 8:40 AM - CTHM2
- 8:42 AM - CTHM3
- 8:45 AM - CTHM5

Ayes: (9)

Noes: (0)

Abstain: (0)

Motion Carried

Motioned by Mr. DeFabrites and seconded by Mr. Jay Sutton that the Board of Education approve the following:

**POLICY**

POLICY

**26. Policy** - The following policies:

5131.9	1st Reading	Revision	Harassment, Intimidation & Bullying Policy
6161.3	1st Reading	Deletion	Complaints Regarding NCLB Programs
6147.1	1st Reading	Revision	Evaluation of Individual Student Progress
5131.5	1st Reading	Revision	Vandalism & Violence Policy
3220/3230	1st Reading	Revision	State Funds / Federal Funds Policy
1410	1st Reading	Revision	Local Units

Roll-Call Vote: Ayes: (9)

Noes: (0)

Abstain: (0)

Motion Carried

Motioned by Mr. Jay Sutton and seconded by Mrs. Pettit that the Board of Education approve the following:

**OTHER BUSINESS:**

**27. BILL LISTS / LINE ITEM TRANSFERS**

BILL LISTS  
LINE ITEM  
TRANSFERS

The itemized bill lists for October 2017 and the budgetary line item transfers as of September 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.

**28. MONTHLY BOARD CERTIFICATION**

BOARD CERT

Officially certify pursuant to N.J.A.C. 6A:23A-16.10(c) that as of September 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.

**29. BOARD SECRETARY’S MONTHLY CERTIFICATION**

BOARD SEC  
CERT

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 September 30, 2017 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of August 31, 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: (9)

Noes: (0)

Abstain: (0)

Motion Carried

**PUBLIC COMMENTS**

None

PUBLIC  
COMMENTS

**EXECUTIVE SESSION**

EXEC  
SESSION

Motioned by Mr. Jay Sutton and seconded by Mr. DeFabrites 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. (9:17 pm)

Ayes: (9)

Noes: (0)

Abstain: (0)

Motion Carried

Items discussed in Executive Session:

1. Personnel Matters
2. Superintendent Evaluation

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Dr. Dooley, Ms. Birmingham, and Mrs. Porter were excused from Executive Session at 10:30PM when discussion of the Superintendent's Evaluation began.

ADJOUR

**ADJOURNMENT**

Motioned by Mrs. Pettit and seconded by Mr. Sutton that the Board of Education adjourn from Executive Session and adjourn the regular meeting. (11:20 pm)

Roll-Call Vote - Ayes: (7) Noes: (1) Mrs. Wilson-Smith Abstain: (0) Motion Carried



Lawren Birmingham, Board Secretary

November 14, 2017