

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 Monday, February 5, 2018 at 7:00 p.m.

Board President, Mrs. Perrelli, opened the meeting at 7:00 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
Mr. DeFabrites	Present
Mrs. Perrelli	Present
Mrs. Pettit	Absent
Mrs. Porter	Present
Mrs. Ronan	Present
Mrs. Stormes-Rivera	Present
Mr. Sutton	Present
Mrs. Wilson-Smith	Present (7:20 pm)

The following were also present:

Dr. Daniel Dooley, Ed. D. - Superintendent

**PUBLIC COMMENTS ON AGENDA ITEMS**

PUBLIC COMMENTS

None

**MINUTES**

MINUTES

Motioned by Mr. DeFabrites and seconded by Mrs. Porter the Board of Education approve the minutes from January 2, 2018 and January 9, 2018.

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

**CORRESPONDENCE**

- Change in budget calendar - The State of New Jersey has extended the deadline for the budget message from the Governor from the 4th Tuesday in February (February 27, 2018) to March 13, 2018, due to the additional time allotted to the new Governor (per precedence). The budget calendar will be updated to reflect new deadlines for the 18-19 budget process.
- Items Received - Jessica Torricollo, Guidance Counselor, received (on behalf of the District), an Apple Ipad and Otterbox Case (\$329.99/\$51.21) at DonorsChoose.org for a classroom project called "HMS Learns to Cope!"
- NJSBA - Training has been completed by Guy DeFabrites - Online Governance IV: Legal Update
- Teacher of The Year and Support Staff of The Year Honors:
 

HMS: Mrs. Amanda Edelman	Ms. Kathy Vizzard
PNS: Mrs. Cathy Vazquez	Ms. Ashley Long

CORRESP  
BUDGET  
CALENDAR

ITEMS  
RECEIVED

NJSBA

TOTY

Dr. Dooley presented each staff member with a description of dedicated service. Mrs. Perrelli presented each with a plaque.

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

**SUPERINTENDENT’S REPORT**

HIB  
REPORTS

- 1. **HIB Reports** - December HIB Reports.
- 2. **HIB Reports** - January 2018

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

Ayes: (7)                      Noes: (0)                      Abstain: (0)                      Motion Carried

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

**FINANCE**

DONATION

- 3. **Donation** - donation from the Holly Beach Public Library Association in the amount of \$37,688.84.

CCTECH  
CONTRACTS

- 4. **Contracts** - contracts with the Cumberland County Board of Vocational Education for the 17-18 school year:

2 Shared-Time Students @ \$1,000 per student	\$ 2,000.00
5 STRIVE Students @ \$14,500 per student	\$ 72,500.00
3 ESY Students @ \$2,240 per student	<u>\$ 6,720.00</u>
TOTAL	\$ 81,220.00

ESEA  
UPDATE

- 5. **ESEA** - updated ESEA Budget for the 2017-2018, due to additional funds allocated to the District:  
 Title I SIA - \$51,129

STATE AID

- 6. **State Aid** - revision of Resolution 1-18 in reference to receiving additional state funding, originally approved in the amount of \$7,045, to be corrected \$6,295.

21<sup>ST</sup> CCLC  
IDEA GRANT

- 7. **PNS 21st Century IDEA Grant** - PNS 21st Century IDEA Grant, for the 2017-2018 school year, in the amount of \$6,690.

PEA BUDGET

- 8. **Preschool Education Aid Budget** - 2018-2019 PEA budget in the amount \$291,163.

FORENSIC  
INVESTI.

- 9. **District Network Forensic Investigation** - Master Services Agreement (“MSA”) and Scope of Work (“SOW”) with Crypsis, for forensic computer services, not to exceed \$5,000, and contingent upon the approval of revisions to the terms and conditions of the MSA and SOW by the Board Solicitor.

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

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

**BUILDINGS & GROUNDS**

FACILITIES  
USE

- 10. **Facilities Use** – PTA facilities use requests:

<b>February 13, 2018</b>	<b>PTA Meeting</b>	<b>HMS Cafeteria</b>
<b>March 6, 2018</b>	<b>PTA Meeting</b>	<b>HMS Cafeteria</b>
<b>March 16, 2018</b>	<b>Distribution of T-shirts and Bracelets</b>	<b>HMS Cafeteria</b>
<b>March 28, 2018</b>	<b>Joe Corbi Separation/Organization</b>	<b>HMS Cafeteria</b>

<b>April 10, 2018</b>	<b>PTA Meeting</b>	<b>HMS Cafeteria</b>
<b>April 20, 2018</b>	<b>Game Night/Ice Cream Social</b>	<b>HMS Cafeteria</b>

Mrs. Ronan questioned why the PTA facilities use requests get approved at each meeting and wondered if a blanket approval could be made. Dr. Dooley explained the purpose and procedure for all organizations requesting to use the District facilities should stay within the normal timeline of notification in order to remain constant with policy.

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

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

**PERSONNEL**

**11. Maternity Leave –**

- a. Maternity disability leave of Employee #80121312, beginning tentatively on March 16, 2018 until June 1, 2018.

MATERNITY  
LEAVE

Mrs. Ronan asked if there was a replacement for this employee as of yet, to which Dr. Dooley explained no. Mrs. Ronan asked how the parents of students affected would be notified to which Dr. Dooley explained the services from this employee would be handled by a forthcoming replacement.

- b. Maternity disability leave of Employee #71677215, beginning tentatively on March 29, 2018 until June 15, 2018.

**12. New Hire -**

- a. Dylan Tribbett as a substitute teacher, pending certification, for the 2017-2018 school year. He will be compensated at \$75 per day.
- b. Dylan Tribett as an Extended Day Aide for the 2017-2018 school year. He will be compensated at \$9 per hour.
- c. Aferdita Ballata as a substitute lunch aide and substitute bus aide for the 2017-2018 school year. She will be compensated at \$9 per hour.
- d. Tara Antolini as a part time bus driver for the 2017-2018 school year. She will be compensated at \$15 per hour.
- e. Melanie Hough as an Instructional Assistant for the 2017-2018 school year. She will be compensated at the prorated rate of \$24,436.
- f. Maria Green as a substitute teacher, pending certification, for the 2017-2018 school year. She will be compensated at \$75 per day.
- g. Maria Green as an Extended Day Aide for the 2017-2018 school year. She will be compensated at \$9 per hour.
- h. Noelle Nelson as a substitute teacher, pending certification, for the 2017-2018 school year. She will be compensated at \$75 per day.
- i. Noelle Nelson as an Extended Day Aide for the 2017-2018 school year. She will be compensated at \$9 per hour.
- j. Ashley Huertas as a substitute aide for the 2017-2018 school year. She will be compensated at \$60 per day.
- k. Ashley Huertas as an Extended Day Aide for the 2017-2018 school year. She will be compensated at \$9 per hour.

NEW HIRES

Mrs. Wilson-Smith questioned why the new hires usually have a “pending certification” in the agenda listing. Dr. Dooley explained the need for substitutes and the timeline of interviewing the applicants, having the Board approve them, and receiving their certification would be implicated and pushed back if the applicants were added to a later Board agenda once actually having received their certification, but also confirmed no new hire becomes employed until they have (if applicable) their certification.

**13. Resignation –** Acceptance of the letter of resignation from employee #65414815, as of June 30, 2018.

RESIGNATION

Roll-Call vote- Ayes: (7)                      Noes: (0)                      Abstain: (1) Mrs. Porter                      Motion Carried  
 Roll-Call vote- Ayes: (8)                      Noes: (0)                      Abstain: (0)                      Motion Carried

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

**CURRICULUM**

HMS EXCEL TUTOR

**14. HMS Excel Tutors** - Team EXCELeRate Tutors for the 2017-2018 school year. They will be compensated at \$26 per hour:

Patricia Smith Joy Dunn Michele Miller

PNS ACADEMIC LEARNING LAB

**15. PNS Academic Learning Lab/Excel Tutors** - Academic Learning Lab and Team EXCELeRate Tutors for the 2017-2018 School year. They will be compensated at \$26 per hour:

Yajaira Johnson Jenna Wells Ashley Long  
 LouAnn Gaddy Janine Brockman Tricia Sammons  
 Catherine Vazquez Lisa Baker Kaitlyn Robinson

INSTRUCT. SERVICES

**16. Instructional Services** – Instructional Services through Educational Professional Services, Inc. for student SID #2102706980 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.

PARAPROF COACHING PROJ

**17. Paraprofessional Coaching Project** - Haleyville-Mauricetown School's participation in the Rutgers University Paraprofessional Coaching Project from 2018 through June of 2021. This grant funded project will be of no cost to the District.

Mrs. Ronan asked for an explanation of this project to which Ms. Reed explained the project's details of training, skill building, and extending the comfort level of staff within the paraprofessional department.

SERVICE CONTRACT

**18. Service Contract** - 2017-2018 service contract with the New Jersey Commission for the Blind and Visually Impaired for SID #9417095542.

INTERNSHIP

**19. Internship -**

a. Rowan University Student in the Early Childhood Education Program, Morgan Smith, to complete 140 hours of supervised internship with Mrs. Anastasia LaSarre from January 31, 2018 through April 20, 2018.

b. Cumberland County Social Services student, Mackenzic Russick, to complete 90 hours of supervised internship through the Special Services Department from February 2018 through June 2018.

PROF DAYS

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

March 8, 2018	Allison Kilbride	PARCC Test Coordinator Training	Fee - The Cost of Mileage
March 9 - 10, 2018 May 5, 2018	Pete Dolcy	Princeton University East Asia Program	No Fees
March 23 - 26, 2018	Daniel Dooley Lindsay Reed Alysia Thomson Natalia Michalkiewicz	ASCD Empower Conference	Fees: Registration Fees : \$2,096; Travel reimbursement pursuant to District Policy: Mileage/Tolls - \$270 (est) Hotel - \$1,950 (est) Meals (per diem Federal rate of \$50 per day) - \$600 (max)  <i>As per terms and agreements of employment contracts.</i>

Mrs. Wilson-Smith questioned the ACSD Conference – who and what is it for? Dr. Dooley replied that he had sent the Board an email detailing the schedule and highlights of importance of this conference. Discussion took place regarding the timeline of the conference, the contract terms that include professional development to be granted, the total expenses estimated to be incurred, and the budget situation. It was noted the Board President would verify with the Board Solicitor the obligation of PD within contracts. Roll-Call vote- Ayes: (2) Mr. DeFabrites, Mrs. Stormes-Rivera Noes: (6) Mrs. Abbott, Mrs. Perrelli, Mrs. Porter, Mrs. Ronan, Mr. Sutton, Mrs. Wilson-Smith Abstain: (1) Mrs. Porter (from Dr. Dooley only) ACSD Conference - Motion Does Not Carry

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

FIELD TRIPS

Wednesday, June 6, 2018	Schubert Theatre, NY	Performing Arts
Friday, April 13, 2018	The Levoy Theatre	Performing Arts
Monday, April 16, 2018	Bucks County Playhouse	Performing Arts
Thursday, February 22, 2018	US Holocaust Museum; Washington, DC	Performing Arts

**22. Science Curriculum -**

SCIENCE CURRICULUM

Science Curriculum	2nd Reading	6 - 8th Grade
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**23. Volunteers - Kelsey Elbertson and Cori Mead as parent volunteers for the 2017-2018 school year.**

VOLUNTEERS

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

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

**POLICY**

POLICY

**24. Policy:**

6142.19	1st Reading	New	ADA Compliant Website
4112.8	1st Reading	Revision	Instructional Personnel - Nepotism
4212.8	1st Reading	Revision	Support Personnel - Nepotism

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

Motioned by Mrs. Ronan and seconded by Mr. Sutton the Board of Education approve the following:

**OTHER BUSINESS:**

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

BILL LISTS TRANSFERS

Itemized bill lists for December 2017 and January 2018, and the budgetary line item transfers as of December 31, 2017.

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.

**26. MONTHLY BOARD CERTIFICATION**

BOARD CERT

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

**27. 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 December 31, 2017 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of December 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: (8)                      Noes: (0)                      Abstain: (0)                      Motion Carried

PUBLIC  
COMMENTS

**PUBLIC COMMENTS**

Tracy Richardson – stated she thought maybe the superintendent should provide a conference summary, to which Dr. Dooley explained he did submit a conference summary to the Board Secretary per contract regulations.

EXEC  
SESSION

**EXECUTIVE SESSION**

Motioned by Mr. DeFabrites and seconded by Mrs. Ronan that the Board of Education adjourn, by Resolution, into Executive Session, from which the public is excluded to discuss substitute coverage. The results of this session will be made public immediately after, or as soon thereafter as a decision is reached, if permitted by law. (8:16 pm)

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

Item reviewed in Executive Session:

**1. Substitute Coverage**

Discussion occurred to review the status of the lack of substitutes and coverage issues that could possibly arise. It was also noted the per-diem rate paid to substitutes could increase and would need to be reviewed during the budget process.

ADJOURN

**ADJOURNMENT**

Moved by Mr. DeFabrites and seconded by Mrs. Abbott to adjourn from Executive Session and adjourn the meeting. (8:45 pm)

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

  
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Lawren Birmingham, Board Secretary  
February 5, 2018