

COMMERCIAL TOWNSHIP BOE REGULAR MEETING MINUTES – FEBRUARY 12, 2019

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, February 12, 2019 at 7:00 pm.

Board President, Mrs. Perrelli, opened the meeting at 7:01 PM, leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

Board President, Mrs. Perrelli, read the following statement:

CALL TO ORDER

The New Jersey Open Public Meetings Law was enacted to ensure 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.

**ROLL CALL**

ROLL CALL

Roll call was performed by Business Administrator, Darren Harris, and is listed as follows:

- Mrs. Abbott Present
- Ms. Dragotta Present
- Mrs. Perrelli Present
- Mrs. Plummer Present
- Mrs. Porter Present
- Mrs. Ronan Present
- Mrs. Stormes-Rivera Present
- Mr. Sutton Present
- Mrs. Wilson-Smith Present

The following were also present:

- Mr. Giambri – Business Official
- Mr. Harris – Board Secretary/Business Administrator
- Mr. Lovell – Director of Special Services
- Mrs. Smith Ed. D.– Interim Superintendent
- Mrs. Thompson – District Vice Principal
- Members of the Public

**MINUTES**

MINUTES

Motioned by Mrs. Wilson-Smith and seconded by Mrs. Abbott the Board of Education approve the minutes from the January 8, 2019 – Reorganization Meeting.

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

**CORRESPONDENCE**

None

CORRESPONDENCE

**PUBLIC COMMENT ON AGENDA ITEMS**

None

PUBLIC COMMENT ON AGENDA ITEMS

**AUDIT PRESENTATION**

Mr. Colavita presented the 2017-1018 Commercial Township Audit, including the findings and analysis of the CAFR. Ms. Plummer asked how the analysis compared to years prior. Mr. Colavita

AUDIT PRESENTATION

replied 2017-18 is a little better than years prior, partially due to some expenses from prior years that brought in more revenue for the 17-18 school year.

TRANSPORTATION  
PRESENTATION

Mr. Giambri gave a presentation on the cost analysis of transportation.

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

ENROLLMENT  
REPORT

**ENROLLMENT REPORT**

Enrollment report reviewed by Mrs. Smith, Interim Superintendent, after the audit presentation.

	1/2/19	2/4/19
HMS	364	363
PNS	168	170

AUDIT VOTE

**AUDIT VOTE**

Approval of the June 30, 2018 audit.

Roll Call

Ayes: (8)                      Noes: (0)                      Abstain: (1) Ms. Plummer                      Motion Carried

CORRECTIVE  
ACTION VOTE

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

**CORRECTIVE ACTION VOTE**

Approval of the June 30, 2018 corrective action plan.

Roll Call

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

SUPERINTENDENT'S  
REPORT

Motioned by Mrs. Ronan and seconded by Ms. Dragotta that the Board of Education approve the following:

**SUPERINTENDENT'S REPORT**

HIB REPORTS

1. **HIB Reports** – December HIB reports.

2. **HIB Reports** – January 2018

    HMS – 5 Reported    4 Confirmed

    PNS - 0 Reported    0 Confirmed

Roll Call

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

FYI

**Items 3-5 – Informational items only.**

NJQSAC

3. **FYI** – School Ethics forms are due no later than April 30, 2019.

COMMITTEE  
ASSIGNMENTS

4. **NJQSAC**

5. **Committee Assignments**

FINANCE

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

JOINT PURCHASING  
AGREEMENT

**FINANCE**

6. **Joint Purchasing Agreement** – Approve the joint purchasing agreement with Millville Board of Education for custodial, medical, copier paper and miscellaneous supplies and services for the 2019-2020 school year.

DONATION

7. **Donation** –

- \$50 from Walmart to be used towards Port Norris Middle School's 8<sup>th</sup> Grade Breakfast and end of year events.
- \$100 from Dino's Pizza Restaurant to be used towards Port Norris's Middle School's 8<sup>th</sup> Grade Breakfast

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- \$560.69 from DonorsChoose.org for the Cricut Machine for Port Norris Middle School library to help with STEM activities.

8. **IDEA** – Approve to ratify the submission of \$51,781 in carryover funds to the IDEA Basic grant to be used for tuition. IDEA

9. **21<sup>st</sup> CCLC Contracts** - 21<sup>st</sup> CCLC CONTRACTS

- Accept the additional funds as per Addendum #3 to 21<sup>st</sup> Century CCLC Agreement in the amount of \$4,000.00.
- Accept the additional funds as per Addendum to 21<sup>st</sup> Century CCLC Agreement in the amount of \$5,530.00.

10. **Tuition Contracts** - TUITION CONTRACTS

- Approve the tuition contract with Pineland Learning Center, effective January 7, 2019 through June 30, 2019, at a tuition rate of \$31,779, to be prorated for 107 days. Plus transportation cost.
- Table the contract with Thunderbolt Academy, effective September 17, 2018 through June 30, 2019, total cost of the contract is \$16,832.
- Table the contract with Thunderbolt Academy, effective September 17, 2018 through June 30, 2019, total cost of the contract is \$16,832.

11. **Itinerant Services** – Approve the Salem County Special Services itinerant services for the 2019-2020 school year. ITINERANT SERVICES

12. **E-rate** - Approve the submission of the 470 form for up to \$27,340.50. The Board would be responsible for up to \$4,101.08. These funds will cover switches and firewall management services. E-RATE

Roll Call

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

Motioned by Ms. Dragotta and seconded by Ms. Plummer that the Board of Education approve the following:

**PERSONNEL** PERSONNEL

13. **Personnel Action** PROFESSIONAL DAYS

- Approve employee #0200 to be reimbursed as per the CTEA contract rate upon receiving their transcripts for two (2) college graduate courses in September 2019.
- Professional Days – for the 2018-19 school year:

Patricia Teasenfitz	2/26/19	Opioids & Marijuana: Managing the Nationwide Emergency	\$0
Tarin Leech	2/28/19	NJSLA Training	\$0
Heather Coralluzzo	2/28/19	NJSLA Training	\$29.20 (mileage)
Scott Shea	2/25, 2/26, 2/27	NJAHPERD Phys Ed Convention	\$200
Natalia Michalkiewicz	2/28/19	Jennifer Serravallo presents Strategies & Structures for teaching and writing	\$249

Rochelle Yunk	2/28/19	Jennifer Serravallo presents Strategies & Structures for teaching and writing	\$249
Kerri Zeleniak	6/24/19	ISTE	\$220
Kerri Zeleniak	2/28/19	NJSLA – Mandatory training for District Coordinators and Technology Coordinators	\$0
Alysia Thomson	3/7/19	Attendance, Residency & Homeless Issues	\$34.04 Mileage
Jillian Gregory	5/6 5/7	SRI & ETTC Center	\$11.16 Mileage

NEW HIRES

**14. New Hires -**

- Approve Terri Veltman as a Substitute Teacher for Commercial Township School District for \$100 per day.
- Approve Dawn Freeman as a Bus Aide at \$9 per hour starting on February 13, 2019.

RESIGNATION

**15. Resignation** – Esmirna Ramos – Spanish Teacher, as of January 25, 2019 she will be held to her 60 days or until position is filled.

TRANSFER

**16. Transfer** – Approve the transfer of Anatoly Sokolov from ASP at Port Norris Middle School to a 1-on-1 aide at Haleyville-Mauricetown Elementary School.

Mrs. Porter asked if someone would be taking Ms. Sokolov’s place in the ASP program. Mrs. Smith answered no and that the student has moved.

VOLUNTEERS

**17. Volunteers** – Approve Kimberly Huff as a Parent Volunteer for the 2018-2019 school year.

EXCEL

**18. Excel** – Approval for the following teachers to work Excel Program, 3:45-4:45, at \$26 an hour on Monday and Tuesdays, February 19 through May 24, 2019. This program will be funded by Title I funds.

- Amy Ellis
- Chelsea Etter
- Tina Hayden
- Jillian Gregory
- Ana LaSerre

MATERNITY LEAVE

**19. Maternity Leave** – Approve employee #0203 for maternity leave from April 12, 2019 with an estimated return date of September 23, 2019.

CLUB 21

**20. Club 21** - Approve Kerri Zeleniak as a Club 21 teacher at Port Norris Middle School at \$26 per hour.

Roll Call

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

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

**CURRICULUM**

CURRICULUM

**21. Curriculum** - As posted on the District Website:

Science	2 <sup>nd</sup> Reading and Approval	2-3
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Social Studies	2 <sup>nd</sup> Reading and Approval	2
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**22. Field Trips** - for the 2018-2019 school year:

FIELD TRIPS

Legacy Lanes	HMS Club 21	3/1/19
Robinstown Library	K-4	3/20/19
Storybook Land	Kindergarten	5/6/19
Levoy Theatre & Park	2 <sup>nd</sup> Grade	5/14/19
Morey's Piers Behind the Scenes	8 <sup>th</sup> Grade	5/30/19
Medieval Times	HMS Club 21	5/18/19

Roll Call

Ayes: (9)

Noes: (0)

Abstain: (0)

Motion Carried

Motioned by Mrs. Ronan and seconded by Ms. Dragotta the Board of Education approve the following:

**POLICY**

POLICY

**23. Policy**

2 <sup>nd</sup> Reading & Approval	New	Instructional Personnel – Domestic Violence
2 <sup>nd</sup> Reading & Approval	New	Support Personnel – Domestic Violence
2 <sup>nd</sup> Reading & Approval	New	Gangs, Gang Awareness & Gang-Related Activity
1 <sup>st</sup> Reading	Revised	Instructional Personnel Supervision & Evaluation

Roll Call

Ayes: (9)

Noes: (0)

Abstain: (0)

Motion Carried

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

FACILITY

**FACILITY**

**24. Use of Facilities** – Approve Commercial Township Baseball Association to use Haleyville-Mauricetown Elementary School gymnasium beginning February 19 until March 31 on Tuesdays and Thursdays as needed.

Roll-Call- Ayes: (9)

Noes: (0)

Abstain: (0)

Motion Carried

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

**OTHER BUSINESS:**

OTHER BUSINESS

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

Approve the itemized bill lists for January 31, 2019.

BILL LISTS/LINE ITEM TRANSFERS

Authorize the School Business Administrator to pay bills and make necessary transfers before the next board meeting. A list of bills and transfers will be provided at the next board meeting.

BOARD SECRETARY'S MONTHLY CERTIFICATION

**26. 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, 2018 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of November 30, 2018, 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

**PUBLIC COMMENTS**

Mrs. Stormes-Rivera noted that discussion on the Superintendent's position has been tabled until next month.

Mrs. Ronan wanted to briefly discuss the issue that happened last week at Port Norris. She believes that this was handled well and understands why the notification was not given right away. The Board expressed their appreciation for the all-call they received after the fact.

Ms. Thomson expressed her thanks to the staff and all those involved in how they handled the situation and thanked the Board for the compliments. The Board expressed thanks to the teacher involved.

RECESS INTO EXECUTIVE SESSION

**EXECUTIVE SESSION -**

Moved by Mrs. Porter and seconded by Ms. Plummer that the Board of Education by Resolution, recess into closed session, from which the public will be excluded, to discuss Personnel Matters. The results of the session will be made public immediately after, or as soon as a decision is reached if permitted by law.

8:01 P.M.

Unanimously approved

RECONVENE INTO PUBLIC SESSION

Moved by Mrs. Wilson-Smith and seconded by Ms. Dragotta that the Board of Education approve to recess from Executive Session and reconvene into public session. 8:31 P.M.

Unanimously approved

SUPERINTENDENT GOALS

Motion by Mrs. Ronan and seconded by Mrs. Porter to approve the Superintendent Goals as listed above.

- By January 31, 2019, the mission and vision of the school district will be discussed several times with staff members. Throughout the year, there will be repeated reminders about the educational mission for the District to promote the academic success and well-being of each student.
- By June 2019, the candidate will have demonstrated to the Board of Education members a transparency in her decision-making and stewardship in all aspects of school leadership.
- By June 2019, ensure that each student/parent is treated fairly, respectfully and with the understanding of the family culture and diversity.
- By December 2018, guide and oversee the revisions/writing and updating of the Science and Social Studies Curricula for Grade K-8.
- By June 2019, the school environment will be one in which each student is known, accepted, valued, cared for and encouraged to be an active and responsible member of the school community.
- Within 20/35 days, open positions will be advertised, interviews conducted and recommendations for staff hiring be presented to the Board of Education.

COMMERCIAL TOWNSHIP BOE REGULAR MEETING MINUTES – FEBRUARY 12, 2019

Roll Call

Ayes: (9)

Noes: (0)

Abstain: (0)

Motion Carried

A discussion about a school nurse took place. Mrs. Abbott inquired about whether we need a nurse. Mrs. Smith answered yes, they are looking into it. Mrs. Abbott asked about qualifications. Mrs. Smith said they have to have an RN degree and school nurse certification. They can waive the school nurse certification if they are in the process of taking the course and meeting the qualifications. Mrs. Porter asked why the other nurse left. Mrs. Smith answered it was the lack of family benefits. Mrs. Porter inquired if they go above the first step when they hire someone. Mrs. Smith answered that they try to stay at Step 1 when they hire, but it is not always possible. Mrs. Porter asked what happens if they do not have a school nurse. Mrs. Smith replied they would have to go with a temporary service.

**ADJOURNMENT**

Moved by Ms. Dragotta and seconded by Mrs. Abbott to adjourn the meeting. (8:45 pm)

Ayes: (9)

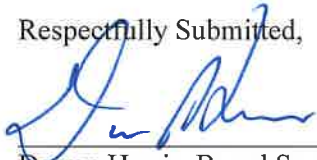
Noes: (0)

Abstain: (0)

Motion Carried

ADJOURNMENT

Respectfully Submitted,



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Darren Harris, Board Secretary

February 12, 2019