

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Meeting

June 10, 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 Monday, June 10, 2019 at 7:00 P.M.

Board President, Ms. Perrelli, opened the meeting at 7:06 P.M., leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

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

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest 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 thereof posted 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 was performed by the Business Administrator, Darren Harris, and is listed as follows:

ROLL CALL

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. Harris – Board Secretary/Business Administrator
Mr. Lavell – Director of Special Services
Mrs. Thomson – District Vice Principal
Mr. Joseph Giambri – Business Official
Members of the Public

EXECUTIVE SESSION

EXECUTIVE SESSION

Motioned by Mrs. Abbott and seconded by Mrs. Stormes-Rivera the Board of Education by Resolution, recess into closed session, from which the public will be excluded, to discuss the Superintendent Search/Personnel. The results of the session will be made public immediately after, or as soon as a decision is reached if permitted by law.

7:07 P.M.

Unanimously approved

ADJOURN EXECUTIVE SESSION

ADJOURN EXECUTIVE SESSION

Motioned by Mrs. Plummer and seconded by Ms. Dragotta the Commercial Township Board of Education adjourn executive session.

7:55 P.M.

Unanimously approved

RESUMPTION OF PUBLIC MEETING

RESUMPTION OF PUBLIC MEETING

Motioned by Ms. Dragotta and seconded by Mrs. Ronan the Commercial Township Board of Education resume the public meeting.

7:56 P.M.

Unanimously approved

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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MINUTES

MINUTES

Motioned by Mrs. Abbott and seconded by Mrs. Ronan the Commercial Township Board of Education approve the following minutes:

- Special Meeting – May 7, 2019
- Executive Session – May 7, 2019
- Regular Meeting – May 14, 2019
- Executive Session – May 14, 2019

Ayes: (9) *Mrs. Abbott, Ms. Dragotta, Mrs. Perrelli, Mrs. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith*

Noes: 0 Abstain: 0 Motion Carried

CORRESPONDENCE

CORRESPONDENCE – Mr. Harris spoke to the public, stating that the Commercial Township Board of Education will be re-advertising the Chief School Administrator position.

PUBLIC COMMENTS ON AGENDA ITEMS

PUBLIC COMMENTS ON AGENDA ITEMS

- Ms. Michelle Clark, a teacher, spoke on the cleaning. She said the cleaning service is not working well and mentioned they are understaffed. She said the bathrooms are not being cleaned appropriately.
- Ms. Kathy Vissard, a teacher, also spoke on the cleaning service. She said the morning crew is great but the night services are poor.
- Ms. Natalia McHugh questioned if the Transportation Coordinator would be for the school year, 2019-2020. Mr. Harris answered yes. She also questioned if there was an attendance officer. Mr. Harris answered no, the position has not been filled.

ENROLLMENT REPORT

ENROLLMENT REPORT

Enrollment report reviewed by Mrs. Smith, Interim Superintendent.

	5/1/19	6/3/19
HMS	366	366
PNS	167	165

SUPERINTENDENT'S REPORT

SUPERINTENDENT'S REPORT

Motioned by Ms. Dragotta and seconded by Mrs. Porter the Commercial Township Board of Education approve the following:

HIB REPORTS

Ms. Smith confirmed that the 2019-2020 Preschool Program and Budget were approved.

1. HIB Reports

HIB Reports – May 2019

HIB Reports – June 2019

HMS – 0 Reported 0 Confirmed

PNS - 0 Reported 0 Confirmed

COMPREHENSIVE EQUITY PLAN NEEDS ASSESSMENT

2. Comprehensive Equity Plan Needs Assessment – Approve the Affirmative action Team to conduct a needs assessment to develop the Comprehensive Equity Plan.

COMPREHENSIVE EQUITY PLAN SUBMISSION

3. Comprehensive Equity Plan Submission – Authorize the Superintendent to submit the proposed 2019-2020 Equity Plan by the June 14, 2019 deadline.

Roll Call

Ayes: (9) *Mrs. Abbott, Ms. Dragotta, Mrs. Perrelli, Mrs. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith*

Noes: 0 Abstain: 0 Motion Carried

FINANCE

FINANCE

Motioned by Mrs. Porter and seconded by Mrs. Ronan the Commercial Township Board of Education approve the following:

CM3 BUILDING SOLUTIONS CONTRACT

1. CM3 Building Solutions Contract – Approve the renewal service contract for CM3 Building Solutions for the 2019-2020 school year for a cost of \$20,364.

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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- | | | | | | | | | | | | | | | | | | | | |
|--|--|-----------|--------------------------|-----|---------------------------|-----|----------------------|------------------|-----------------|----------|-----------|-----|---------------------|-----|----------|----------|-------------------------|------------------|---------------------|
| <p>2. Tuition – Approve the placement of student 6410520498 at Pineland Learning Center for the 2019-2020 school year, at a per diem rate of \$302.00. The student will attend 30 days of Extended School Year and 180 days during the regular school year for a total cost of \$63,420.00 plus transportation.</p> | TUITION | | | | | | | | | | | | | | | | | | |
| <p>3. Itinerant Services – Approve the contract for Cape May County Special Services School District for Itinerant Services from July 1, 2019 to June 30, 2020.</p> | ITINERANT SERVICES | | | | | | | | | | | | | | | | | | |
| <p>4. Maintenance Reserve – Approve, by resolution to approve a transfer to Maintenance Reserve account up to \$250,000 at the end of the 2018-19 school year, should funds be available, to be used for consequent school years, as allowed by N.J.A.C. 6A:23A-14.3.</p> | MAINTENANCE RESERVE | | | | | | | | | | | | | | | | | | |
| <p>5. Substitute Rates – Approve the following substitute rates for the 2019-2020 school year:</p> <ul style="list-style-type: none"> • Substitute Aides - \$75 per day • Substitute Teachers with a Sub Certificate - \$90 per day • Substitute Teachers with a Teaching Certificate - \$100 per day • Long Term (20 Consecutive Days in the same position) Substitute Rate with a Teaching Certification - \$200.00 per day | SUBSTITUTE RATES | | | | | | | | | | | | | | | | | | |
| <p>6. <i>Conversation took place regarding the GCA Custodial Contract. The motion was amended to table item 6 (GCA Custodial Contract) until the next meeting.</i></p> | GCA CUSTODIAL CONTRACT | | | | | | | | | | | | | | | | | | |
| <p>7. Vendor Contracts – Pursuant to PL 2015, Chapter 47 the Commercial Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18 et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et.seq.</p> | VENDOR CONTRACTS | | | | | | | | | | | | | | | | | | |
| <p>8. Curriculum Consultant – Approve the contract with Stockton University during the month of July for a total of 30 hours of consultation the total cost of the consultation is \$3,890 paid out of Title 1 SLA Funds.</p> | CURRICULUM CONSULTANT | | | | | | | | | | | | | | | | | | |
| <p>9. Shared Services –</p> <ul style="list-style-type: none"> • Approve the contract with Cape May Special Services School District for Transportation Shared Services costs are 5% of the district’s billable portion for cooperative transportation routes and 10% for field trips and athletic event transportation for the 2019-2020 school year. • Approve the contract with Somerdale School District to provide part time IT services for the 2019-2020 school year at a rate of \$36,720. | SHARED SERVICES | | | | | | | | | | | | | | | | | | |
| <p>10. Auditor Services – Approve the Audit Engagement Letter with Nightlinger, Colavita & Volpa, P.A. for the June 30, 2019 audit. The cost of the auditing services are \$22,736.</p> | AUDITOR SERVICES | | | | | | | | | | | | | | | | | | |
| <p>11. Acceptance of Funds – Accept the ESEA Funds for the 2019-2020 school year:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Title I Part A Basic</td> <td style="width: 50%; text-align: right;">\$398,767</td> </tr> <tr> <td>Title I Part A Neglected</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Title I Part D Delinquent</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Title I Total</td> <td style="text-align: right;">\$398,767</td> </tr> <tr> <td>Title II Part A</td> <td style="text-align: right;">\$53,803</td> </tr> <tr> <td>Title III</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Title III Immigrant</td> <td style="text-align: right;">\$0</td> </tr> <tr> <td>Title IV</td> <td style="text-align: right;">\$24,744</td> </tr> <tr> <td>Total Allocation</td> <td style="text-align: right;">\$477,314</td> </tr> </table> | Title I Part A Basic | \$398,767 | Title I Part A Neglected | \$0 | Title I Part D Delinquent | \$0 | Title I Total | \$398,767 | Title II Part A | \$53,803 | Title III | \$0 | Title III Immigrant | \$0 | Title IV | \$24,744 | Total Allocation | \$477,314 | ACCEPTANCE OF FUNDS |
| Title I Part A Basic | \$398,767 | | | | | | | | | | | | | | | | | | |
| Title I Part A Neglected | \$0 | | | | | | | | | | | | | | | | | | |
| Title I Part D Delinquent | \$0 | | | | | | | | | | | | | | | | | | |
| Title I Total | \$398,767 | | | | | | | | | | | | | | | | | | |
| Title II Part A | \$53,803 | | | | | | | | | | | | | | | | | | |
| Title III | \$0 | | | | | | | | | | | | | | | | | | |
| Title III Immigrant | \$0 | | | | | | | | | | | | | | | | | | |
| Title IV | \$24,744 | | | | | | | | | | | | | | | | | | |
| Total Allocation | \$477,314 | | | | | | | | | | | | | | | | | | |
| <p>12. Approve the agreement between Denise Spaulding, Learning Disabilities Teacher Consultant, LDT at the rate of \$300 per day.</p> | LEARNING DISABILITIES TEACHER CONSULTANT | | | | | | | | | | | | | | | | | | |
| <p>13. Approve CAP for 2018-2019 School Year.
Roll Call</p> | CAP 2018-19 | | | | | | | | | | | | | | | | | | |

Ayes: (9) Mrs. Abbott, Ms. Dragotta, Mrs. Perrelli, Mrs. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith
 Noes: 0 Abstain: 0 Motion Carried

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TRANSPORTATION

TRANSPORTATION

Motioned by Mrs. Porter and seconded by Ms. Plummer the Commercial Township Board of Education approve the following:

SUMMER BUS LEASE

1. Summer Bus Lease – Approve the rental agreement with Sheppard for the 2019 Summer Programs. The rental cost is \$65 per day for a 54-passenger bus, \$65 per day for a mini-van, and \$130 per day for Wheelchair Bus and Van. The contract will begin July 1, 2019 and end when the buses are returned to Sheppard.

Clarification was given regarding what the buses would be used for.

Roll Call

Ayes: (9) Mrs. Abbott, Ms. Dragotta, Mrs. Perrelli, Mrs. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith

Noes: 0 Abstain: 0 Motion Carried

PERSONNEL

PERSONNEL

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

INTERIM
SUPERINTENDENT
CONTRACT

1. Approve the Interim Superintendent contract with Jean Smith, effective July 1, 2019 through April 18, 2020, pending Cumberland County Superintendent approval. (Compensation – per diem rate of \$400).

Verification that Mrs. Jean Smith's employment was approved at the last meeting. Contract to be approved this time.

NEW HIRES

2. New Hire –

- Approve Eileen Sorantino as 11-month Executive Secretary to the Superintendent, starting salary for the 2019-2020 school year will be \$40,000. Her start date will be determined based on her release from her current contract.

Eileen Sorantino's start date was questioned. It was stated that she gave her 60-day notice. Start date should be sometime in mid-July.

- Approve Angel Rivera as Part-Time Bus Driver at \$17 per hour starting September 1, 2019 for the 2019-2020 school year.
- Approve Amadis Terrero to fill the vacancy left from the Transportation Coordinator. Her start date is June 17, 2019.

SALARY INCREASE

3. Salary Increase – Approve the salary increase for Linda Pancrazio in the amount of \$2,000, for a total compensation amount of \$42,787 for the 2019-2020 school year.

ADMINISTRATIVE
SECRETARIES
CONTRACT

4. Approve the Administrative Secretaries contract from July 1, 2019 through June 30, 2020.

NON-UNION STAFF
REHIRE

5. Approve the following non-union staff rehires:

- Part time Maintenance
 - Ed Leith
- Part Time Bus Driver
 - Charlette Whittle
- Substitute Bus Driver
 - Anthony Green
- Substitute Teachers
 - Dylan Tribbett
 - Theodore Prohowich
 - Jennifer Kelly
 - Steve Schoen, Jr.
- Substitute Instructional Aides
 - Betty Mikus
 - Melissa Busler
 - Maria Green
- Lunch Aides
 - Janice Hoffman
 - Danielle Dixon

Dawn Blinchikvoff
Taylor Broughton
LaRae Smith
Terri Veltman

Danielle Dixon
Lauren Smith
Kennea Wilson

Juan Figueroa
Lauren Smith

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6. Approve Angelica Lawler as a Long Term Preschool Substitute Teacher from September to December 2019 at the rate of \$200 per day.

LONG TERM PRESCHOOL SUBSTITUTE

7. Medical Leave –

MEDICAL LEAVE

- Approve the request to extend employee #0089 Medical Leave until June 21, 2019.
- Approve the return to work date for employee #1034 to return on June 3, 2019.

RESIGNATION

8. Resignation – Accept Brittany Fisher, Bus Driver, resignation as of May 20, 2019. Her last day will be June 14, 2019.

9. Summer Hours – Approve the following for Summer Hours at the rate of \$26 per hour pending the CTEA contract negotiation agreement.

SUMMER HOURS

- Kerri Zeleniak – Technology – 30 hours
- Tarin Leech – Guidance – 20 hours
- Heather Corraluzzo – Guidance – 15 hours (Title I Funds)
- Jamal Hall – Child Study Team – 15 hours (Title I Funds)

10. Port Norris Middle School – Approve the following for the 2019-2020 school year at a rate of \$26 per hour pending the CTEA contract negotiation agreement:

PORT NORRIS MIDDLE SCHOOL

- Academic Learning Lab
 - Jenna Wells Ashley Loteck
 - Catherine Vazquez Matthew Mingin
 - Janine Brockman
- NJHS
 - Jenna Wells Ashley Loteck
- Before and After School Detention
 - Jenna Wells Ashley Loteck
 - Janine Brockman
- Basketball Coach
 - Dylan Tribbett
- Breakfast Monitor
 - Andrew Egnor Janine Brockman
- 21st CCLC Summer Staff
 - Catherine Vazquez, Career Awareness Counselor
 - Peter Doley, STEM Advisor
 - Jenna Wells, LA Instructor
 - Matthew Mingin & Audrey Lloyd, Coordinators
 - Yajaira Johnson, Special Education Teacher

11. Summer Bus Drivers – Approve the following drivers for summer program transportation:

SUMMER BUS DRIVER:

- Drivers - \$17 per hour, pending the CTEA Contract Negotiation Agreement
 - Rosina Dennis Damaris Cruz
 - Paul Bentz Amadis Terrero
 - James Walter Charlette Whittle
- Aides - \$10 per hour
 - Mary Fiddler

12. Child Study Team Services – Approve the Child Study Team Services, on an as needed basis between July 1, 2019 and August 30, 2019 at the rate of \$26 per hour pending the CTEA contract negotiation:

CHILD STUDY TEAM SERVICES

- John Borchert Jamaal Hall
- Sarah Cobb

13. Extended School Year – Approve the following employees for the 2019-2020 Extended School Year beginning July 1, 2019 to July 31, 2019 at the rate of \$26 per hour pending the CTEA contract negotiation agreement; aides will be paid at \$10 per hour per the minimum wage law.

EXTENDED SCHOOL YEAR

Aide – Elena Quinton

14. Maternity Leave –

- Approve Maternity Leave for employee #1008 starting June 12, 2019 and ending June 30, 2019.

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Yajaira Johnson

Peter Doley

Aides

- Matthew Mingin
Audrey Lloyd
Janine Brockman
Lisa Baker

- Yajaira Johnson
Jenna Wells
Catherine Vazquez
Christopher Lanterman

18. Clinical Practice –

CLINICAL PRACTICE

- Approve Rochelle Yunk as a mentor teacher for Rowan University Clinical Intern – Elizabeth Carpani for Fall 2019 and Spring 2020.
Approve the request for Kelly Perry’s Practicum in Nursing School with Patricia Teasenfitz from August 27, 2019 to December 9, 2019.

Roll Call

Ayes: (9) Mrs. Abbott, Ms. Dragotta, Mrs. Perrelli, Mrs. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith

Noes: 0 Abstain: 0 Motion Carried

UNFINISHED BUSINESS – None

UNFINISHED BUSINESS

NEW BUSINESS

NEW BUSINESS

Addendum #1

ADDENDUM #1

Motioned by Mrs. Ronan and seconded by Mrs. Abbott the Commercial Township Board of Education approve the following items:

Personnel - Approve the following Personnel Items:

PERSONNEL

- Staff Transfers – Approve the following transfers for the 2019-2020 school year:
Lisa Baker – From Attendance Office to Science Teacher PNS
21st Century Summer – Approve the following 21st Century Staff Members for Haleyville-Mauricetown Elementary School for the 2019 Summer Program at the rate of \$26 per hour pending the CTEA contract negotiation agreement; aides will be paid \$10 per hour per the minimum wage law.
Coordinator: Rochelle Yunk
Teacher: Rochelle Yunk, Serena Perkins, Scott Shea, Melanie Hough
Aide: Amanda Reid, Rochelle Yunk
2019-2020 Food Service RFP Award – Approve, by resolution, Nutri-Serve Food Management, Inc. as the Food Service provider.
Flat Fee: BE IT RESOLVED that Nutri-Serve Food Management, Inc. be approved to provide food management services for the 2019-2020 school year, in accordance with the terms and conditions of the base year contract, for a flat fee not to exceed \$22,930.43.
Guarantee: The contract includes does not include a guarantee. The bottom line on the Nutri-Serve Food Management operational financial report for the school year will be (return/subsidy/breakeven) of \$3,800.
School Employee Health Benefits Plan – Approve, by resolution, to participate in the School Employee Health Benefits Plan beginning September 1, 2019.

STAFF TRANSFERS

21ST CENTURY SUMMER

2019-2020 FOOD SERVICE RFP AWARD

Roll Call

Ayes: (9) Mrs. Abbott, Ms. Dragotta, Mrs. Perrelli, Mrs. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith

Noes: 0 Abstain: 0 Motion Carried

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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FYI **FYI**

The following Board Members need to complete the required Governance Training by December 31, 2019:

- Mr. Ronald Sutton, Jr. – Governance IV
- Ms. Sharon Porter – Governance III
- Ms. Michelle Ronan – Governance III
- Ms. Karen Stormes-Rivera – Governance II
- Ms. Beverly Dragotta – Governance I
- Mrs. Sheena Plummer – Governance I

OTHER BUSINESS

OTHER BUSINESS

Motioned by Mrs. Ronan and seconded by Mrs. Porter the Commercial Township Board of Education approve the following:

BILL LISTS/LINE ITEM TRANSFERS

1. Bill Lists/Line Item Transfers – Approve the itemized bill lists for May 31, 2019. 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.

BOARD SECRETARY'S MONTHLY CERTIFICATION

2. Board Secretary's Monthly Certification – Approve that the Board of Education approve 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 April 30, 2019 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of April 30, 2019 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.

TRANSFERS

3. Transfers – Approve the Transfer Status Report for the month of April 30, 2019.

Roll Call

Ayes: (9) *Mrs. Abbott, Ms. Dragotta, Mrs. Perrelli, Mrs. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith*

Noes: 0 Abstain: 0 Motion Carried

PUBLIC COMMENTS

PUBLIC COMMENTS

- Mrs. Smith introduced Ms. Terrero as the Transportation Coordinator.
- Cathy Vissard thanked the Board for taking concerns with custodial services into consideration.
- Michelle Clark announced that they had a successful retirement dinner. She mentioned that the Board members were greatly missed at the retiree dinner.

ADJOURNMENT

ADJOURNMENT

Motioned by Ms. Dragotta and seconded by Mrs. Abbott the Commercial Township Board of Education adjourn the meeting.

8:39 P.M.

Unanimously approved

Respectfully Submitted,

Darren Harris, Board Secretary

June 10, 2019