

COMMERCIAL TOWNSHIP BOE REGULAR MEETING MINUTES – MAY 14, 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, May 14, 2019 at 7:00 pm.

Board President, Mrs. Perelli, opened the meeting at 7:00 PM, leading the group in the pledge to the flag. PLEDGE TO THE FLAG

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

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. CALL TO ORDER

**ROLL CALL**

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

Mrs. Abbott	Present
Ms. Dragotta	Absent
Mrs. Perelli	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
- Mr. Giambri - Business Official
- Mr. Lavell – Director of Special Services
- Mrs. Smith – Interim Superintendent
- Mrs. Thomson – District Vice Principal
- Members of the Public

**CORRESPONDENCE**

- Board Members received 8<sup>th</sup> grade graduation invitations.

**PUBLIC COMMENTS ON AGENDA ITEMS** - None

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

**MINUTES**

Approve the minutes from the regular Board meeting on April 9, 2019.

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

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

**SUPERINTENDENT’S REPORT**

- Extended Day Program at YMCA – Approve the contract renewal for Haleyville-Mauricetown extended day program through the YMCA for the 2019-2020 school year. (see attached) SUPERINTENDENT’S REPORT

Ayes: (7)      Noes: (0)      Abstain: (1)      Motion Carried

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

**FINANCIAL REORGANIZATION OF THE BOARD**

**1. Uniform Minimum Chart of Accounts** - Adoption of the Uniform Minimum Chart of Accounts for New Jersey Public Schools, as issued by the State of New Jersey Department of Education, for the 2019-2020 school year.

**2. Curricula, Textbook Practices and Procedures** - By Resolution, accept and reaffirm the current curricula, textbooks practices and procedures of the Commercial Township Board of Education recognizing that these items may be amended, when necessary, with Board approval.

**3. Robert’s Rules of Order** - Except as otherwise provided by law, regulations of the State Department of Education or by this Board of Education, meetings of the Commercial Board of Education shall be conducted in accordance with Robert’s Rules of Order, Revised. Legal Reference: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties.

**4. Awarding of Contracts** – By Resolution, the awarding of contracts for “professional services” for one (1) year term, without competitive bidding, commencing July 1, 2019 until June 30, 2020: RESOLUTION 1-20

RESOLUTION AUTHORIZING THE APPOINTMENT OF BOARD SOLICITOR, INSURANCE BROKER OF RECORD, RISK MANAGEMENT COMPANY, BROKER OF RECORD-EMPLOYEE BENEFITS, ARCHITECT, CONSULTING ENGINEER, SCHOOL PHYSICIAN, AUDITOR, LICENSED OPERATORS (VSWS), REGULATORY SERVICES, and POLICY SERVICES.

WHEREAS, the Public School Contracts Law (N.J.S.A. 18:: 11.1 et seq.) requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Commercial Township School District, in the county of Cumberland, New Jersey, is hereby appointing the following persons to serve in the designated positions for a one (1) year term commencing July 1, 2019 through June 30, 2020:

BOARD SOLICITOR	BUSCH LAW GROUP, LLC
BROKER OF RECORD – INSURANCE	HARDENBURGH AGENCY
RISK MANAGEMENT COMPANY	HARDENBURGH AGENCY
ARCHITECT OF RECORD	MANDERS AND MERIGHI
CONSULTING ENGINEER	PENNONI ASSOCIATES, INC.
SCHOOL PHYSICIAN	VINELAND PEDIATRICS – DR. ARCHINA JAIN, MD.
AUDITOR	NIGHTLINGER, COLAVITA, AND VOLPE
LICENSED OPERATOR (VSWS)	ALLEN ENGLISH
REGULATORY SERVICES	RAMM ENVIRONMENTAL
POLICY SERVICES	BCS, GREG PETERSON

That these appointments and contracts are made without competitive bidding and public advertising. Pursuant to P.L. 2005, c. 271, appointments of professionals with a contract value exceeding \$36,000 may be required to complete a Political Contribution Disclosure making known their campaign contributions to the Board at least ten (10) days prior to the Board taking action on their appointment. A copy of this resolution shall be published in the official newspapers of the Board of Education as required by law within ten (10) days of its passage.

**5. Adopt Policy Manual** – Acceptance and re-adoption of the Commercial Township Board of Education Policy Manual for the 2019-2020 school year, recognizing that these policies may be amended when necessary, with Board approval.

**6. Official Newspapers** – South Jersey Times and The Press of Atlantic City as the official newspapers of the Board of Education. Additionally, designate location for posting of Public Notices of Board Meetings in each school building and Administration Offices and on the District Website.

FINANCIAL REORGANIZATION OF THE BOARD

MEETING CONDUCT

AWARDING OF CONTRACTS

ADOPT POLICY MANUAL

OFFICIAL NEWSPAPERS

COMMERCIAL TOWNSHIP BOE REGULAR MEETING MINUTES – MAY 14, 2019

7. **Depository of School Funds** – BB&T Bank as the depository of school funds including the authorization for wire transfers/ACH transactions.

DEPOSITORY OF SCHOOL FUNDS

8. **Account Signatories** – The account signatories, as attached.

ACCOUNT SIGNATURES

9. **Wire Transfers** – Authorize the Business Administrator to conduct wire transfers, as necessary.

WIRE TRANSFERS

10. **Third Party Administrator** – TSA Consulting Group as Third Party Administrator for the District’s 403(b) Plan.

THIRD PARTY ADMINISTRATOR

11. **Petty Cash** – Establishing a \$500 petty cash fund for the 2019-2020 school year, effective July 1, 2019. Custodian of funds will be the Business Administrator.

PETTY CASH

12. **Tax Shelter Plan Providers** – Plan providers:

TAX SHELTER PLAN PROVIDERS

- Ameriprise Financial
- Lincoln Financial
- Met Life
- Midland National

13. **Business Services Agreement** - It is recommended the Board of Education approve the Business Services Agreement with Pittsgrove Township Board of Education for the 2019-2020 school year, in the sum of \$75,000.

BUSINESS SERVICES AGREEMENT

**DISTRICT ASSIGNMENTS**

DISTRICT ASSIGNMENTS

- Title IX Coordinator – Business Administrator
- Affirmative Action Officer – District Assistant Principal
- Health and Safety Compliance Officer – Business Administrator
- 504 Compliance Officer – Superintendent/Principal
- ADA Coordinator – Business Administrator
- Right to Know Officer – Superintendent/Principal
- Integrated Pets Management Coordinator – Maintenance Coordinator
- Custodian of Government Records (Other than student and personnel records) – Business Administrator/Board Secretary
- OPRA Appointments – Custodian of Government Records
- Qualified Purchase Agent – Business Administrator
- Public Compliance Officer – Business Administrator
- Homeless Liaison – Director of Special Services
- Anti-Bullying Coordinator – Direct of Special Services
- Anti-Bullying Specialist – Guidance Counselors
- Custodian(s) of Personnel Records – Superintendent/Principal
- Custodian(s) for Student Records – Superintendent/Principal & Director of Special Services

Roll Call: 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:

**FINANCE**

FINANCE APPLICATION TO BORROW DUE TO DELAY IN JUNE 2019 STATE AID PAYMENT

14. Approve, by Resolution, the completion of the “Application to Borrow Due to Delay in the June 2019 State Aid Payment.”

Roll Call: Ayes (8)

Noes: (0)

Abstain: (0)

Motion Carried

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

**PERSONNEL**

**15. Summer Curriculum Work** - Approve the following employees for summer curriculum work for the 2019-2020 School Year. Position is for up to 30 hours at the CTEA hourly rate. Tentatively scheduled for July 2019 from 9:00 am to 12:00 pm for up to ten days.

- Ashley Loteck
- Ted Prohovich
- Kerri Zeleniak
- Lisa Santiago

**16. Resignations** - Approve the following resignations:

- Paige Scheeper, Executive Secretary, has resigned as of May 3, 2019. Her last day will be June 14, 2019.
- Michelle Santiago, HMS 1:1 Aide, has resigned as of May 1, 2019. Her last day will be May 7, 2019.
- Shellbie Yard, Instructional Assistant, has resigned as of May 7, 2019. Her last day will be June 20, 2019.

**17. Employment Contracts for the 2019-2020 school year** – Approve the following staff rehires as recommended by the Superintendent:

**Administration**

Jean Smith, Interim Superintendent/Principal  
Alysia Thomson, District Assistant Principal  
John Lavell, Director of Special Services (11 month)

**Tenure Professional Staff**

Anastasia LaSerre	Chelsea Etter
Sandra Caromano	Lauren Eisenhart
Scott Shea	Michelle Clark
Chris Lanterman	Tricia Sammons
Patricia Teasenfitz	Peter Doley
Kerri Zeleniak	Rochelle Yunk
Jennifer Driscoll	Jillian Gregory
Cathy Vazquez	Natalia Michalkiewicz
Karen Haddock	Marilyn Dickerson
Deborah Solomon	Matthew Mingin
Tina Hayden	Lisa Santiago
Lou Ann Gaddy	Janine Brockman
Yajaira Johnson	Tarin Leech
Lisa Baker	Ashley Loteck
Amy Ellis	Brittney Knight
Walter Webster	Patricia Smith

**Non-Tenure Professional Staff**

Amanda Edelman	Megan Nocon	Jamaal Hall
Joy Dunn	Jenna Wells	Andrew Egnor
Sarah Cobb	Heather Coralluzzo	Amanda Wozniak
Paige Weissman	Sylvia Sharkey	
John Borchert	Kelly Perry	
Monique O’Connell	Theodore Prohowich (3/5)	
Elyse Mendicino	Jamilynn Eldridge	

**Instructional Assistants**

Irene Horseman  
 Nora Gerbereux  
 Kathy Vizzard  
 Anatoly Sokolov  
 Dallas Brooks  
 Linda Givens  
 Audrey Lloyd  
 Rochelle Magee

Kimberly Rodriguez  
 Jennifer Russell  
 Joyce Stuckman  
 Serena Perkins  
 Amanda Reid  
 Susan Nichols  
 Stephanie Padilla  
 Ana Carrion

Melanie Hough  
 Kristi Bevan  
 Elena Quinton

INSTRUCTIONAL ASSISTANTS

**Secretarial Staff**

Lisa Robbins  
 Linda Pancrazio  
 Kim Day

**Maintenance Staff**

Brian Saxton

SECRETARIAL STAFF

MAINTENANCE STAFF

**Full Time Transportation**

Amadis Terrero  
 Cesarina Gonzalez  
 Brittany Fisher  
 Damaris Cruz  
 Rosina Dennis  
 James Walters  
 Paul Benz

FULL TIME TRANSPORTATION

**18. Field Trips – for the 2018-2019 school year:**

<u>Location</u>	<u>Grade</u>	<u>Date</u>	<u>Cost to the BOE</u>	<u>Student Cost</u>
Cumberland County College	PNS Club 21	6/9/19	\$0	\$0

FIELD TRIPS

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

**UNFINISHED BUSINESS** – None

UNFINISHED BUSINESS

**NEW BUSINESS** - None

NEW BUSINESS

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

**OTHER BUSINESS**

OTHER BUSINESS

**19. Bill Lists/Line Item Transfers**

- Approve the itemized bill lists for April 30, 2019.
- 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.

BILL LISTS/LINE ITEM TRANSFERS

**20. 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 March 31, 2019 and pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Business Administrator/Board Secretary certifies that as of March 31, 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.

BOARD SECRETARY’S MONTHLY CERTIFICATION

TRANSFERS

**21. Transfers** – Approve the Transfer Status Report for the month of March 31, 2019.

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

PUBLIC  
COMMENTS

**PUBLIC COMMENTS**

- Trisha Sammons, 2<sup>nd</sup> grade teacher at Haleyville-Mauricetown school spoke on the employment contract. She voiced her support to the staff that was not on the list to rehire. She also announced her support to Mrs. Smith for the Superintendent position.
- Gwendolyn Perkins, member of Port Norris community, worked with Mrs. Smith and expressed she was thankful that Mrs. Smith’s contract as Interim Superintendent was renewed.
- Natalie Milahewicz asked about the process and if they were still interviewing.
- Joy Dunn, Kindergarten teacher, talked briefly on changes. She thanked the district for doing their due diligence in getting the right fit for the school by having Mrs. Smith as interim superintendent.
- Sandy Carmona, teacher, seconded what Ms. Dunn said.
- Tracy Richardson, community member, has known Mrs. Smith for several years. She says Mrs. Smith knows the community and the students.

EXECUTIVE  
SESSION

**EXECUTIVE SESSION**

Motioned by Mrs. Ronan and seconded by Mrs. Porter the Board of Education, by resolution, recess into Executive Session, from which the general public will be excluded, to discuss superintendent search and interviews. The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law.

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

Unanimously approved

7:18 P.M.

Motioned by Mrs. Abbott and seconded by Mrs. Stormes-Rivera that the Board of Education approve to recess from Executive Session and reconvene into public session.

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

Unanimously approved

8:00 P.M.

ADJOURNMENT

**ADJOURNMENT**

Motioned by Mrs. Porter and seconded by Mrs. Plummer that the Board of Education approve to adjourn the meeting. (8:01 P.M.)

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

Respectfully Submitted,

\_\_\_\_\_  
Darren Harris, Board Secretary

May 14, 2019