

# COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Meeting

December 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 Tuesday, December 10, 2019 at 7:00 P.M.

Board President, Ms. Perrelli, opened the meeting at 7:00 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	Absent
Mrs. Perrelli	Present
Ms. 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. Giambri – Business Official  
Mrs. Jean Smith – Interim Superintendent  
Ms. Alysia Thomson – District Vice Principal  
Mr. John Lavell – Director of Special Services  
Members of the public

PUBLIC COMMENTS ON AGENDA ITEMS – LaRae Smith stated she was glad to be back in the district and wishes everyone well.

PUBLIC COMMENTS ON  
AGENDA ITEMS

MINUTES

## MINUTES

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

- Regular Meeting on November 12, 2019
- Executive Session on November 12, 2019

Roll Call:

Ayes: (8) Mrs. Abbott, Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith

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

## PRESENTATIONS

PRESENTATIONS

### 1. Audit Presentation

Mr. Ray Colavita presented the June 30, 2019 audit completed by Nightlinger, Colavita, Volpa. He also presented the June 30, 2019 Corrective Action Plan.

# COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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

- Approve the June 30, 2019 CAFR/AMR Reports.
- Approve the Corrective Action Plan for the finding in the June 30, 2019 audit.

Roll Call Vote:

Ayes: (8) *Mrs. Abbott, Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith*

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

RECOGNITION OF JULIE BAUM-ABBOTT

### 2. Recognition of Julie Baum-Abbott

Board President, Carol Perelli presented Julie Baum-Abbott with a plaque in recognition for her dedicated service to the children and Commercial Township School District as a Board Member.

RECOGNITION OF JEAN SMITH

### 3. Recognition of Jean Smith

Board President, Carol Perelli presented Jean Smith with a plaque in recognition for her dedicated service to the children and Commercial Township School District as Interim Superintendent.

CORRESPONDENCE

### CORRESPONDENCE

LETTER FROM COMMISSIONER REPOLLET

**1. Letter from Commissioner Repollet** – A letter from Commissioner Repollet was received granting the Commercial Township School District Emergency Aid in the amount of \$677,867.

CUMBERLAND COUNTY OFFICE OF EDUCATION LETTER

**2. Cumberland County Office of Education Letter** – A letter from the Cumberland County Department of Education regarding representation on the Millville Board of Education was received.

CUMBERLAND COUNTY COUNCIL MEET AND GREET

**3. Cumberland County Council Meet and Greet** – The Cumberland County Council is holding a Meet and Greet on December 19<sup>th</sup> at 6:00 P.M. Food and children’s activities will be provided.

RETIREMENT DINNER FOR IRENE HORSEMAN

**4. Retirement Dinner for Irene Horseman** – The retirement dinner for Irene Horseman, paraprofessional, is on February 1, 2020. RSVP invitations are included in the Board Packet.

ENROLLMENT REPORT

### ENROLLMENT REPORT

	As of November 1, 2019	As of December 1, 2019
HMS	361	361
PNS	150	150

SUPERINTENDENT'S REPORT

### SUPERINTENDENT'S REPORT

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

HIB REPORTS – NOVEMBER 2019

### 1. HIB Reports – November 2019

	Reported	Confirmed
HMS	0	0
PNS	0	0

FIELD TRIPS

### 2. Field Trips – Approve the following field trip:

School	Grade	Location	Date	Time	BOE Cost	Student Cost
HMS	4 <sup>th</sup>	Bayshore Center at Bivalve, Port Norris, NJ	3/25/20	9:15 AM to 3:00 PM	\$0.00	\$0.00

MEMORANDUM OF AGREEMENT WITH LAW ENFORCEMENT

### 3. Memorandum of Agreement with Law Enforcement

Approve submitting the Uniform State Memorandum of Agreement between Education Law Enforcement Officials for the 2019-2020 school year.

Roll Call

Ayes: (8) *Mrs. Abbott, Mrs. Perrelli, Ms. 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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**PERSONNEL**

PERSONNEL

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

**1. Step/Guide Transfer – Support Staff – Approve the step transfer:**

STEP/GUIDE TRANSFER – SUPPORT STAFF

Name	Position	Current Step/Salary	Transfer Step/Salary
LaRae Smith	Paraprofessional	Step 1/\$25,186* (pro-rated)	Step 3/\$27,887* retro from 11/13/19 (pro-rated)

\*pending CTEA negotiations

**2. Attendance Truancy Officer 2019-2020 – Approve the following appointment and the respective stipend for the 2019-2020 school year:**

ATTENDANCE TRUANCY OFFICER 2019-2020

- LaRae Smith – Attendance Officer, \$2,000.00 (pro-rated) starting December 13, 2019.

*Ms. Plummer questioned items 1 & 2. Mrs. Smith clarified that it was a correction on a mistake from a previous meeting.*

**3. Rate Increase – Approve the rate changes to the following positions from \$10.00 to \$11.00 per hour, effective January 1, 2020, to be in compliance with the minimum wage laws:**

RATE INCREASE

- Cafeteria Lunch Aide
- Substitute Receptionist
- Bus Aide
- Club Aide

**4. Substitute Paraprofessional Rate – Approve changing the rate of substitute paraprofessionals from \$75.00 to \$80.00, effective January 1, 2020, to be in compliance with the minimum wage laws.**

SUBSTITUTE PARAPROFESSIONAL RATE

**5. Paraprofessional – Substitute – Approve the following individual to the position of Substitute Paraprofessional for the remainder of the 2019-2020 school year, pending the return of all required employment documentation:**

PARAPROFESSIONAL – SUBSTITUTE

- Ms. Jessica Purificato, \$80/day

**6. Staff Assignment – Approve the return to regular assigned job duties for the following employee:**

STAFF ASSIGNMENT

Employee	Location (From/To)	Effective Date
Melanie Hough	HMS Long Term Pre-K Substitute Teacher to Instructional Assistant K-2, HMS	1/2/2020

**7. Substitute Teacher – Approve Ms. Samantha Garrett to the position of Substitute Teacher. Ms. Garrett will be paid at the Substitute Certificate rate of \$90/per diem. The position begins on December 12, 2019 and ends approximately February 18, 2020, pending the return of all employment documentation.**

SUBSTITUTE TEACHER

Roll Call

Ayes: (7) *Mrs. Abbott, Mrs. Perrelli, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith*

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

**POLICY**

POLICY

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

**1. Policy – First Reading – Approve the following revised policy for the first reading:**

POLICY-FIRST READING

- 5131.7

**2. Revised Policy – Approve the following revised policy for second reading and adoption:**

REVISED POLICY

- 5141.4 & 5141.5 Students Child Abuse and Neglect

Roll Call

Ayes: (8) *Mrs. Abbott, Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith*

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Noes: (0)

Abstain: (0)

Motion Carried

CURRICULUM

**CURRICULUM**

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

STAFF  
WORKSHOPS/MILEAGE  
REQUESTS

**1. Staff Workshops/Mileage Requests – Approve the following staff workshops and mileage requests:**

Name	Date	Workshop	Location	Cost	Mileage
Alysia Thomson	3/6/2020	Hot Issues in School Law	Cherry Hill HS	\$0.00	\$0.00
Lisa Santiago	1/14/2020	Seeing Stars	Online	\$895.00*	n/a
Joy Dunn	1/14/2020	Seeing Stars	Online	\$895.00*	n/a
Jenn Driscoll	1/9/2020	CAR Regional Training	Rowan University	\$0.00	n/a
Brittney Knight	1/9/2020	CAR Regional Training	Rowan University	\$0.00	n/a
Lisa Santiago	1/9/2020	CAR Regional Training	Rowan University	\$0.00	n/a
Kristin Schell	1/9/2020	CAR Regional Training	Rowan University	\$0.00	n/a
Alysia Thomson	1/9/2020	CAR Regional Training	Rowan University	\$0.00	n/a
Janine Brockman	1/9/2020	CAR Regional Training	Rowan University	\$0.00	n/a
Peter Dolcy	1/9/2020	CAR Regional Training	Rowan University	\$0.00	n/a
Natalia Michalkiewicz	1/9/2020	CAR Regional Training	Rowan University	\$0.00	n/a
Train Leech	2/13/2020	The Role of School Climate	NJ Law Center	\$0.00	n/a
Kim Geremia	2/13/2020	The Role of School Climate	NJ Law Center	\$0.00	\$63.00 mileage
Tarin Leech	12/19/19	Human Trafficking	Rowan College	\$0.00	n/a

\*Title 1-SIA Funds

HOLLY BEACH PUBLIC  
LIBRARY ASSOCIATION-  
DONATION

**2. Holly Beach Public Library Association – Donation –** Accept the donation in the amount of \$36,909.50 from the Holly Beach Public Library Association. This donation requested by Ms. Kerri Zeleniak will be used to replace devices in our 4<sup>th</sup>, 5<sup>th</sup>, & 6<sup>th</sup> grade classrooms.

Roll Call

Ayes: (8) *Mrs. Abbott, Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith*

Noes: (0)

Abstain: (0)

Motion Carried

TRANSPORTATION

**TRANSPORTATION** - None

FINANCE

**FINANCE**

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

EMERGENCY AID

**1. Emergency Aid –** Accept the Emergency Aid funding in the amount of \$677,867.

MILLVILLE BOE –  
RECEIVING TUITION  
CONTRACT

**2. Millville BOE – Receiving Tuition Contract –** Approve prorated tuition contracts with Millville Board of Education for the following students in the 2019-2020 school year:

- 1 MD Student, starting October 15, 2019: \$20,744.57
  - This student will be attending Commercial Township Schools.

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**3. Sending Tuition Contracts – Approve the following tuition contracts Special Education –**

Student Number	Placement	Term of Contract	Tuition
11609	Pineland Learning Center	2019-2020 SY starting 11/26/2019 for 126 billable days	\$38,052
1 Student	Thunderbolt Academy	2019-2020 SY starting 10/8/2019 and ending on 6/30/2020	\$14,773
1 Student	Franklin Township BOE	2019-2020 SY starting September 5 to December 23, 2019	\$13,651

**4. Bid Specifications – Approve the following RFP/Bid Specifications:**

- Custodial Services RFP – CTBOE-2019-20-001
- Bus Rental Lease/Maintenance Bid – CTBOE-BR-2019-20-002

BID SPECIFICATIONS

**5. Title I Funded Salary – Approve adjusting Chris Lanterman’s budgeted \$12,485.00 salary in Title I to employee Kerri Zeleniak for the same amount of \$12,485.00, effective September 1, 2019. This change will have no impact on budgeted amount in the General Fund.**

TITLE I FUNDED SALARY

**6. Void Checks – Approve voiding the following checks and reissue check numbers 23221 and 23320:**

VOID CHECKS

Date	Check Number	Payable To	Amount
6/30/18	23221	Serena Perkins	\$20.00
8/28/18	23320	Beverly Dragotta	\$62.00
11/30/18	23572	South Jersey Gas	\$24.99
6/20/19	24064	Jennifer D’Alessandro	\$500.00

**7. ESEA Budget Amendment – Approve the ESEA Budget Amendment as attached.**

ESEA BUDGET AMENDMENT

**8. CCTECH Tuition Contracts – Approve the following tuition contracts with the Cumberland County Vocational Technical School:**

CCTECH TUITION CONTRACTS

- STRIVE - \$58,000
- Special Education - \$7,219
- Regular Education - \$213,588

Roll Call:

Ayes (8) – Mrs. Abbott, Ms. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mrs. Wilson-Smith, Mr. Sutton, Jr., Mrs. Perrelli

Noes (0)

Abstain (0)

Motion Carried

**UNFINISHED BUSINESS – None**

UNFINISHED BUSINESS

ABM/GCA CONTRACT

**NEW BUSINESS – Reorganization Meeting**

Motioned by Mrs. Ronan and seconded by Mrs. Wilson-Smith the Board of Education approve January 7, 2020, as the date for the Board of Education Reorganization Meeting. The meeting will be held at 7:00 P.M. in the Commercial Township Board Office.

NEW BUSINESS – REORGANIZATION MEETING

Unanimously approved – Voice Vote

**OTHER BUSINESS**

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

OTHER BUSINESS

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BOARD SECRETARY'S  
MONTHLY  
CERTIFICATION

## 1. Board Secretary's Monthly Certification

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

TREASURER'S REPORT

## 2. Treasurer's Report

Treasurer's Report, is in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2, for the month ending October 31, 2019. The Treasurer's Report and Secretary's Report are in agreement for the month ending October 31, 2019.

BILL LISTS/LINE ITEM  
TRANSFERS

## 3. Bill Lists/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill lists for November 2019 and December 2019.

It is recommended that the Board of Education approve the Transfer Status Report for the month of October 31, 2019.

It is recommended that the Board of Education 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.

CMP AND M1 REPORTS

## 4. CMP and M1 Reports

Approve the submission to the Cumberland County Office of Education the following documents for the 2019-2020 school year:

- Comprehensive Maintenance Plan (CMP)
- Annual Maintenance Budget Worksheet (M-1 Report)

Roll Call:

Ayes (8) – Mrs. Abbott, Ms. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mrs. Wilson-Smith, Mr. Sutton, Jr., Mrs. Perrelli

Noes (0)

Abstain (0)

Motion Carried

FOR YOUR  
INFORMATION

## FOR YOUR INFORMATION

MANDATED TRAININGS

1. **Mandated Trainings** – The following Board Members need to complete their NJSBA Mandated Trainings by December 31, 2019. This is a QSAC requirement.

- Ron Sutton – Governance IV
- Sheena Plummer – Governance I
- Karen Stormes-Rivera – Governance II

PUBLIC COMMENTS

## PUBLIC COMMENTS

- Michelle Clark asked about Staff Assignment for Melanie Hough (J6). Her understanding is that the position was not posted. Mr. Lavell stated that it is an instructional aide is being moved back into their position.
- Natalie Michalkiewicz asked if the Board is still actively seeking substitutes. It was confirmed that there is a definite need for more substitutes in the district. Ms. Thomson stated it is always an ongoing area of need.
- Ms. Thomson stated that a flyer will be going home for the Cumberland County Council Meet and Greet. The first event for attendance will be held on December 12<sup>th</sup>. It will be an Ugly Sweater Contest.
- Mrs. Wilson-Smith asked for suggestions on recruitment. The public mentioned reaching out to colleges and to NJ School Jobs.

**COMMERCIAL TOWNSHIP BOARD OF EDUCATION**

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**EXECUTIVE SESSION**

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

Unanimously approved.

7:38 P.M.

EXECUTIVE SESSION

**RECONVENE PUBLIC MEETING**

Motioned by Mrs. Wilson-Smith and seconded by Ms. Plummer the Board of Education approve to recess from Closed Session.

Unanimously approved.

8:57 P.M.

RECONVENE PUBLIC MEETING

**COMPASSIONATE LEAVE**

Motioned by Mrs. Stormes-Rivera and seconded by Mrs. Abbott the Board of Education approve 23 days of compassionate leave, pending verification for employee #0006.

Roll Call:

Ayes (8) – Mrs. Abbott, Ms. Plummer, Mrs. Porter, Mrs. Ronan, Mrs. Stormes-Rivera, Mrs. Wilson-Smith, Mr. Sutton, Jr., Mrs. Perrelli

Noes (0)

Abstain (0)

Motion Carried

COMPASSIONATE LEAVE

**SIDEBAR**

Motioned by Mrs. Stormes-Rivera and seconded by Ms. Plummer to approve the side bar agreement to the Administration contract.

Roll Call:

Ayes (7) – Mrs. Abbott, Ms. Plummer, Mrs. Ronan, Mrs. Stormes-Rivera, Mrs. Wilson-Smith, Mr. Sutton, Jr., Mrs. Perrelli

Noes (1) Mrs. Porter

Abstain (0)

Motion Carried

SIDEBAR

**ADJOURNMENT**

Motioned by Ms. Plummer and seconded by Mrs. Stormes-Rivera the Commercial Township Board of Education adjourn the meeting.

Unanimously approved

9:00 P.M.

ADJOURNMENT

Respectfully Submitted,



Darren Harris, Board Secretary

December 10, 2019