

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Meeting

March 10, 2020

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, March 10, 2020 at 7:00 P.M.

Board President, Ms. Perrelli, opened the meeting at 7:12 P.M., leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

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

CALL TO ORDER

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.

ROLL CALL

ROLL CALL

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

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

The following were also present:

Mr. Harris – Board Secretary/Business Administrator
Mr. Giambri – Business Official
Mrs. Kristin Schell - Superintendent
Ms. Alysia Thomson – District Vice Principal
Mr. John Lavell – Director of Special Services
Members of the public

PRESENTATION

PRESENTATIONS

1. Budget 2020-2021

BUDGET 2020-2021

Mr. Giambri presented the 2020-2021 Budget to be submitted to the County Office.

	General Fund	Special Revenues	Debt Service	Total
2020-2021 Total Expenditures	\$12,156,386	\$1,093,090	\$250,638	\$13,500,114
Less Anticipated Revenues	\$10,023,101	\$1,093,090	\$147,306	\$11,263,497
Taxes to be raised	\$2,133,285	N/A	\$103,332	\$2,236,617

Included in the base budget is a \$497,799 of Budgeted Fund Balance, and banked cap in the amount of \$71,887. The purpose of using banked cap is to prevent it from expiring and to assist the district in reaching its local fair share due to the decreased state aid.

Presented for review:

- Revenue and Appropriations
- Recap of Balances
- Statement of Priorities

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- District Status Above, At, or Below Expected Local Levy
- Administrative Cost Limit: Amounts
- Minimum Tax Levy Calculation
- Advertised Per Pupil Cost Calculation
- Tax Levy Certification – Form A

PUBLIC COMMENTS ON
AGENDA ITEMS

PUBLIC COMMENTS ON AGENDA ITEMS - None

MINUTES

MINUTES

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

- Regular Meeting on February 11, 2020
- Executive Session on February 11, 2020

Roll Call:

Ayes: (5) *Mrs. Perrelli, Mrs. Porter, Mrs. Richardson, Mrs. Stormes-Rivera, Mrs. Wilson-Smith*

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

ENROLLMENT REPORT

ENROLLMENT REPORT

The enrollment report was reviewed by Mrs. Perrelli.

	As of January 31, 2020	As of February 29, 2020
HMS	357	352
PNS	145	147

SUPERINTENDENT'S
REPORT

SUPERINTENDENT'S REPORT

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

1. HIB Reports – February 2020

HIB REPORTS –
FEBRUARY 2020

	Reported	Confirmed
HMS	1	1
PNS	0	0

HIB Report – January 2020

HIB REPORTS –
JANUARY 2020

	Reported	Confirmed
HMS	0	0
PNS	1	0

FIELD TRIPS

2. Field Trips – Approve the following field trip:

School	Grade	Location	Date	Time	BOE Cost	Student Cost	Grant Funds
HMS	Grade 2	Broadway Theatre of Pitman	3/27/20	9:15 am to 1:00 pm	\$6.00 per student	\$200.00	n/a
HMS	Grades 4 & 5 Club 21	Century Savings Bank	4/7/20	4:00 pm to 6:00 pm	\$0.00	\$0.00	n/a
HMS	Grades 4 & 5, Club 21	Airborne Academy	5/1/20	3:15 pm to 6:00 pm	\$0	\$0	n/a
HMS	Grade 3	Franklin Institute	6/1/20	9:05 am to 3:00 pm	\$12 per student, \$15 per adult	\$490 transportation	n/a
HMS	Grade 5	Constructional Walking Tour of Philadelphia	5/13/20 20	9:00 am to 3:00 pm	\$12 per student, \$15 per adult	\$500 transportation	n/a

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HMS	Grade 4	The Academy of Natural Sciences	5/1/20	9:00 am to 3:00 pm	Student cost TBD	\$500 transportation	n/a
HMS	Grade 1	Cape May Zoo	6/4/20	9:00 am to 3:00 pm	\$0 students	\$160 transportation	n/a
PNS	Grade 8	Camp Edge	5/22/20	9:00 am to 2:45 pm	\$15.00	Transportation Cost TBD	n/a

USE OF FACILITIES

3. Use of Facilities

Approve the following use of facilities requests:

- Forrest Lake Family Center on April 24, 2020, HMS Gymnasium, for a Sock Hop from 4:00 pm to 8:00 pm

Roll Call:

Ayes: (5-4) *Mrs. Perrelli, Mrs. Porter, Mrs. Richardson (except #3), Mrs. Stormes-Rivera, Mrs. Wilson-Smith*

Noes: (0) Abstain: (1) *Mrs. Richardson #3 only* Motion Carried

PERSONNEL

PERSONNEL

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

MEDICAL LEAVE OF ABSENCE

1. Medical Leave of Absence – Approve the following leave:

Employee Number	School/Location	Paid	Unpaid Days	Type of Leave	Effective Dates
0049	HMS	47 days	0 days	Medical	4/8/2020 to 6/22/2020
0085	HMS	56 days	0 days	Medical	2/4/2020 to 4/30/2020
1031	HMS	0 days	25 days	Extended Medical Leave of Absence	2/8/2020 to 3/16/2020

LETTER OF RESIGNATION

2. Letters of Resignation – Accept the following employee resignation:

- Bus Aide, Mary Fidler, effective February 28, 2020

NON-CERTIFIED STAFF APPOINTMENTS

3. Non-Certified Staff Appointments – Approve the following non-certified staff appointments.

Employment is pending until all new hire paperwork is received.

Name	School/Location	Position	Salary/Step	Effective Date
Robin Biener	District	Substitute – Lunch Aide Bus Aide	\$11 per hour \$11 per hour	3/11/2020
Debra Billington	HMS	Substitute Teacher's Aide Receptionist Lunch Aide	\$80 per diem \$11 per hour \$11 per hour	3/11/2020
Wendy Gilman	District	Bus Aide	\$11 per hour	3/11/2020
Veronica Anderson	District	Part time Bus Driver	\$17 per hour	3/11/2020
Ana Rodriguez	District	Part-time Bus Driver	\$17 per hour	3/11/2020
Sydney Caromano	District	Substitute Teacher's Aide	\$80 per diem	3/11/2020

CERTIFICATED LANE CHANGE 2020-2021 SY

4. Certificated Lane Change 2020-2021 SY – Approve the following 2020-2021 SY certificated lane change, by contract:

- Elyse Mendicino, from BA to BA+15, effective September 1, 2020, as per CTEA Agreement

LEAVE REPLACEMENT

5. Leave Replacement – Approve Ms. Samantha Peterson for the Leave Replacement position at Haleyville-Mauricetown School. Ms. Peterson will be paid at the per diem Step 1BA, \$54,569

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(prorated). Ms. Peterson's start date will be April 8, 2020 through June 22, 2020 (approximately) pending the receipt of all required employment documentation.

COURSE
REIMBURSEMENT

6. Course Reimbursement – Approve the course reimbursement for the following employee:

- Elyse Mendicino, PreK Teacher, for 6 graduate credits at the Rowan University rate of \$711.00, at a total of \$4,266.00 as per the CTEA agreement.

TERMINATION OF
EMPLOYMENT

7. Termination of Employment – Approve the termination of employee #1072, effective February 3, 2020.

REVISED 2019-
2020 DISTRICT
CALENDAR

8. Revised 2019-2020 District Calendar – Approve the Revised 2019-2020 District Calendar. The Revised 2019-2020 District Calendar reflects an early-dismissal for students and staff on Thursday, April 9, 2020, as per MOA with CTEA.

Roll Call:

Ayes: (5) *Mrs. Perrelli, Mrs. Porter, Mrs. Richardson, Mrs. Stormes-Rivera, Mrs. Wilson-Smith*

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

POLICY

POLICY

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

POLICY – SECOND
READING

1. Policy – Second Reading – Approve the following revised policy for the second reading and adoption:

- Policy 3100-3110 – Budget Planning, Preparation & Adoption

POLICY PROVIDER
CONTRACT

2. Policy Provider Contract – Approve the contract with Strauss Esmay Associates, LLP to provide school policy and regulation consulting services. The cost of the contract contains a \$13,000 set up fee to be paid over two budget years and a \$2,545 annual fee.

Roll Call:

Ayes: (5) *Mrs. Perrelli, Mrs. Porter, Mrs. Richardson, Mrs. Stormes-Rivera, Mrs. Wilson-Smith*

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

CURRICULUM

CURRICULUM

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

STAFF
WORKSHOPS/MILE
AGE REQUESTS

1. Staff Workshops/Mileage Requests – Approve the following staff workshop/mileage requests:

Name	Date	Workshop	Location	Cost	Mileage
Alysia Thomson	3/13/20	LGBTQ Youth and Mental Health	Grenwich/Stow Creek	\$0	\$0
Patti Teasenfitz or Kelly Perry	3/24/20	Bleed Control Kits and Training for Schools	Stockton University	\$0	\$0

Roll Call:

Ayes: (5) *Mrs. Perrelli, Mrs. Porter, Mrs. Richardson, Mrs. Stormes-Rivera, Mrs. Wilson-Smith*

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

TRANSPORTATION

TRANSPORTATION - None

FINANCE

FINANCE

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

EMERGENCY AID
BUDGET

1. Emergency Aid Budget – Approve the 2019-2020 Emergency Aid to be budgeted to the following line items:

Line Number	Account Title	Account Number	Emergency Aid Budgeted
29100	Tuition to Priv. School for the Disabled W/I State	11-000-100-566	\$57,825.00
45000	Salaries-Basic Skills Intervention/LLI Teacher	11-000-230-100	\$111,220.00
52020	Sal. For Pupil Trans (Bet Home & Sch) – Reg	11-000-270-160	\$26,750.00

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69020	Social Security Contributions	11-000-270-220	\$2,046.37
71020	Social Security Contributions	11-000-291-220	\$37,639.76
71180	Health Benefits	11-000-291-270	\$95,976.87
2100	Grades 1-5- Salaries of Teachers	11-120-100-101	\$211,099.00
2120	Grades 6-8 - Salaries of Teachers	11-130-100-101	\$55,610.00
48520	Require Maintenance	11-000-261-420	\$79,700.00
	GF Subtotal		\$677,867.00

2. Preschool Budget – Approve the Preschool Budget for the 2020-2021 school year.

PRESCHOOL BUDGET

3. 2020-2021 Tuition Rates – Approve the tuition rates for the 2020-2021 School Year as follows:

2020-2021 TUITION RATES

	2018-19 Certified	2019-20 Rate Charged	2020-21 Proposed
MD	\$18,144	\$27,670	\$19,051
LD	\$23,134	\$20,456	\$24,291
Autism	-	-	-
Grade PreK/K	\$12,570	\$16,489	\$13,199
Grade 1-5	\$13,629	\$13,733	\$14,310
Grades 6-8	\$12,533	\$14,414	\$13,160

4. DCP&P Placement – Approve the tuition contract with Greater Egg Harbor Regional for 1 student beginning December 17, 2019. The cost of the contract is \$10,175.37.

DCP&P PLACEMENT

5. Technology Shared Service Agreement – Approve the Shared Services agreement for the 2020-2021 school year with Somerdale School District for IT staffing services for three days per week. The cost of the contract is \$37,500.

TECHNOLOGY SHARED SERVICE AGREEMENT

Roll Call:

Ayes: (5) *Mrs. Perrelli, Mrs. Porter, Mrs. Richardson, Mrs. Stormes-Rivera, Mrs. Wilson-Smith*

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

UNFINISHED BUSINESS - None

UNFINISHED BUSINESS

NEW BUSINESS

NEW BUSINESS

1. NJ Clean Energy Program (Addendum) – Mr. Giambri reviewed the plan with the Board members.

NJ CLEAN ENERGY PROGRAM (ADDENDUM)

2. Public Related School Closing Plan COVID-19 (Addendum) – Mrs. Schell discussed guidance given from the state if the district were to submit a plan to the county office that would entail homebound instruction and access to meals for the children if the school were to close for an extended period of time.

PUBLIC RELATED SCHOOL CLOSING PLAN COVID-19 (ADDENDUM)

OTHER BUSINESS

OTHER BUSINESS

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

1. Board Secretary’s Monthly Certification

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 January 31, 2020 and pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Business Administrator/Board Secretary certifies that as of January 31, 2020 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 January 31, 2020. The Treasurer’s Report and Secretary’s Report are in agreement for the month ending January 31, 2020.

BILL/LINE ITEM TRANSFERS

3. Bill Lists/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill lists for February 2020.

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It is recommended that the Board of Education approve the Transfer Status Report for the month of January 31, 2020.

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.

4. Budget 2020-2021 – Submission to the County Office

Approval, by Resolution, that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary of the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent for Schools for approval, in accordance with the statutory deadline:

	General Fund	Special Revenues	Debt Service	Total
2020-2021	\$12,156,386	\$1,093,090	\$250,638	\$13,500,114
Total Expenditures				
Less Anticipated Revenues	\$10,023,101	\$1,093,090	\$147,306	\$11,263,497
Taxes to be raised	\$2,133,285	N/A	\$103,332	\$2,236,617

Included in the base budget is a \$497,799 of Budgeted Fund Balance, and banked cap in the amount of \$71,887. The purpose of using banked cap is to prevent it from expiring and to assist the district in reaching its local fair share due to the decreased state aid.

Roll Call:

Ayes: (5) Mrs. Perrelli, Mrs. Porter, Mrs. Richardson, Mrs. Stormes-Rivera, Mrs. Wilson-Smith

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

ADDENDUM

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

1. NJ Clean Energy Program - Approve participation in the NJ Clean Energy Direct Install Program for LED lighting to be installed at the Haleyville-Mauricetown School.

- Total Project Cost - \$81,557.26
 - District responsible for \$16,311.45 plus \$8,965.36 in adders for a total cost of \$25,276.81.
- Estimated Yearly Savings - \$31,460.32
- Realistic Energy Savings - \$31,460.32 *25%=\$23,595.24

The project will be funded with Emergency Aid.

Roll Call:

Ayes: (5) Mrs. Perrelli, Mrs. Porter, Mrs. Richardson, Mrs. Stormes-Rivera, Mrs. Wilson-Smith

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

FOR YOUR INFORMATION

1. School Ethics Disclosure Forms – An email from the School Ethics Commission should have been sent out with instructions to complete the School Ethics Disclosure Forms. These forms must be completed online no later than April 30, 2020.

2. 8th Grade Dialogue – The 8th Grade Dialogue and Reception will be held on March 31, 2020. Registration will be at 5:30 PM at Maurice River Elementary (light dinner will be served). Anyone interested in attending should contact the Business Office to be registered.

3. Committees for Consolidation – The Superintendent recommends the following committees to steer the 2020 consolidation of PNS into HMS:

- **Internal Steering Committee** – Kristin Schell, Alysia Thomson, Joe Giambri/Darren Harris, Ashley Loteck, Michelle Clark, Tina Hayden, and Jamaal Hall

BUDGET 2020-2021- SUBMISSION TO the COUNTY OFFICE

ADDENDUM

NJ CLEAN ENERGY PROGRAM

FOR YOUR INFORMATION

SCHOOL ETHICS DISCLOSURE FORMS

8TH GRADE DIALOGUE

COMMITTEES FOR CONSOLIDATION

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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- External Steering Committee – Kristin Schell, Carol Perrelli, Joe Giambri/Darren Harris, Ronnie Sutton, Michelle Ronan, Mike Vizzard, John Hoffman, Debi Hollinger
- Administrative Team – Kristin Schell, Alysia Thomson, John Lavell, Joe Giambri/Darren Harris

4. Security Protocol Review (Addendum) – Mrs. Schell shared that the administrative team looked at the security protocol. On Monday the administration team went over security and walked the building with the state police to review the district’s practice and protocol. The “see it, say it” assembly will take place. A trooper will also follow up and reinforce the education taught in the programs. Drop boxes will be added to both buildings. Panic bars and alarms will be evaluated for installation to exterior doors. Shrubs will also be removed around the administrative building. A policy that visitors coming in by appointment only will be reviewed. It was discussed to have the window in the foyer changed so that the interior door cannot be opened. The idea of door alarms was also discussed in order to alert staff if the doors were opened.

SECURITY PROTOCOL
REVIEW (ADDENDUM)

PUBLIC COMMENTS

PUBLIC COMMENTS

- Teacher, Natalia M., asked about updating the staff regarding the coronavirus.
- Someone asked about after school programs and security. Mrs. Schell said the information will be forthcoming to the staff.
- Mrs. Richardson asked if parents needing to pick up a child would need an appointment. Mrs. Schell stated they would be allowed in the vestibule.
- Mrs. Stormes-Rivera mentioned that the breakfast went over very well.

EXECUTIVE SESSION

EXECUTIVE SESSION

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

No action is anticipated after executive session.

Unanimously approved.

7:44 P.M.

Motioned by Mrs. Wilson-Smith and seconded by Mrs. Stormes-Rivera the Board of Education end the executive session.

Unanimously approved.

8:14 P.M.

RECONVENE PUBLIC MEETING

RECONVENE PUBLIC
MEETING

Motioned by Mrs. Wilson-Smith and seconded by Mrs. Porter the Board of Education approve to reconvene the Public session.

Unanimously approved.

8:14 P.M.

ADJOURNMENT

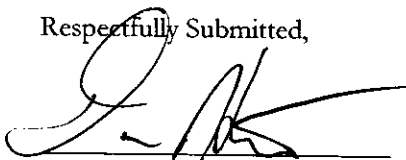
ADJOURNMENT

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

Unanimously approved

8:15 P.M.

Respectfully Submitted,



Darren Harris, Board Secretary

March 10, 2020