

# COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Meeting  
November 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, November 12, 2019 at 7:02 P.M.

Board President, Ms. Perrelli, opened the meeting at 7:02 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. 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 - None

PUBLIC COMMENTS ON  
AGENDA ITEMS

## MINUTES

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

MINUTES

- October 8, 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 - None

## ENROLLMENT REPORT

ENROLLMENT REPORT

	As of October 1, 2019	As of November 1, 2019
HMS	365	361
PNS	155	150

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SUPERINTENDENT'S  
REPORT

## SUPERINTENDENT'S REPORT

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

HIB REPORTS –  
OCTOBER 2019

### 1. HIB Reports – October 2019

	Reported	Confirmed
HMS	1	0
PNS	0	0

NEW JERSEY QUALITY  
SINGLE  
ACCOUNTABILITY  
CONTINUUM  
SUBMISSION

**2. New Jersey Quality Single Accountability Continuum (NJQSAC) Submission** – Approve the submission of the New Jersey Quality Single Accountability Continuum (NJQSAC) District Performance Review Documents, including the DPR Excel File, and the PDF file of the signed Declaration page by the November 15, 2019 deadline.

2019-2020 SY SCHOOL  
NURSING SERVICES  
PLAN

**3. 2019-2020 SY School Nursing Services Plan** – Approve the 2019-2020 School Nursing Services Plan.

2019-2020 SY  
WELLNESS POLICY  
ASSESSMENT TOOL

**4. 2019-2020 SY Wellness Policy Assessment Tool** – Approve the 2019-2020 Wellness Policy Assessment Tool Forms.

BUS EVACUATION  
DRILLS

**5. Bus Evacuation Drills 2019-2020** – Approve the District Bus Evacuation Drills that took place:

- Monday, 11/4/19 at Port Norris Middle School. Supervised by Amadis Terrero, Transportation Coordinator, and Alysia Thomson, District Assistant Principal.
- Tuesday, 11/5/19 at Haleyville-Mauricetown Elementary School. Supervised by Amadis Terrero, Transportation Coordinator, and Jean Smith, Interim Superintendent.]

OT SERVICES CONTRACT

**6. OT Services Contract** – Approve the Occupation Therapy service contract with Bonnie Phillips, MHS, OTR for the 2019-2020 school year, on an as needed basis, at the cost of \$300.00 per evaluation and \$90.00 for each re-evaluation. *Mr. Lavell clarified that the contract includes \$90.00 per hour rate as well.*

Roll Call

Ayes: (9) *Mrs. Abbott, Mr. 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

LETTER OF  
RESIGNATION

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

**1. Letter of Resignation** – Accept the letters of resignation from the following employees:

- Mr. Paul Bentz, Full-time Bus Driver, effective December 13, 2019, by contract.
- Ms. Eileen L. Sorantino, Attendance Truancy Officer (stipend position) effective immediately.

*Mrs. Porter asked if the Attendance Officer was being replaced. Ms. Smith stated it had been advertised but no interest to date. Ms. Porter asked what to do with the position. Mr. Smith said someone will have to do it.*

NON-CERTIFIED STAFF  
APPOINTMENT

**2. Non-Certified Staff Appointment** – 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
Michelle Santiago	HMS	Instructional Assistant	\$25,186*, Step 1	12/2/19 (estimate)
LaRae Smith	HMS	MD K-3 Aide	\$25,186*, Step 1	TBD
Donald Cisarow	District	FT/Bus Driver	\$24,924*, Step 1	TBD

\*Salary pending CTEA negotiations

NON-CERTIFIED STAFF  
TRANSFERS/REASSIGNMENTS

**3. Non-Certified Staff Transfers/Reassignments** – Approve the non-certified staff transfers/reassignments.

Name	Job Title	Current Position	Reassignment/Transfer
Joyce Stuckman	1:1 Aide	Mrs. O'Connell	Mrs. McNiss/Aide
Elena Quinton	Preschool 1:1 Aide	Mrs. McNiss	Mrs. O'Connell/Aide
Kathy Vizzard	Aide	MD K-3 Aide	Mrs. Johnson/PNS Aide
Audrey Lloyd	Aide	Mrs. Johnson/PNS Aide	Mr. Jones/PNS Aide

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**4. Substitute Secretary 2019-2020** – Approve Ms. Megan Lolli as the Substitute Receptionist for the 2019-2020 school year. Ms. Lolli will be paid at the rate of \$10 per hour.

SUBSTITUTE SECRETARY

**5. Attendance Committee** – Approve the following individuals for the Attendance Committee and stipends for the 2019-2020 school year. Stipend position not to exceed \$750.00\* per person as per the Annual School Plan.

ATTENDANCE COMMITTEE

- HMS
  - Kim Geremia
  - Kim Day
  - Patti Teasenfitz
- PNS
  - Ashley Loteck
  - Tarin Leech

\*Title 1 – SIA Grant Funds

*Someone inquired why the maximum was \$750. Ms. Smith stated that is what is allocated in the grant.*

ACADEMIC LEARNING LAB & DETENTION MONITOR APPOINTMENT

**6. Academic Learning Lab & Detention Monitor Appointment** – Approve the following staff appointment for the Academic Learning Lab and Detention Monitor for the 2019-2020 school year:

- Tonya Foster - \$26/hour\*

\*Salary pending CTEA negotiated rate

EXTRA-CURRICULAR ASSIGNMENTS/CLUB POSITIONS

**7. Extra-Curricular Assignments/Club Positions** – Approve the following extra-curricular/club appointments:

- Ms. Megan Lolli, as an aide for HMS Club 21 for the 2019-2020 school year at \$10/hour\*. Salary is grant funded by Club 21.
- Ms. Janet Hoffman, as an aide for PNS Century 21 Club for the 2019-2020 school year at \$10/hour\*. Salary is grant funded by Century 21.

\*Salary is pending CTEA negotiated rate.

**8. Medical Leave of Absence** – Approve the following leaves of absence:

MEDICAL LEAVE OF ABSENCE

Employee #	School/Location	Paid	Unpaid Days	Type of Leave	Effective Dates
#0242	HMS		2.50	MLOA	10/4-11/6/19
#0006	PNS	X		MLOA	11/25/19-2/26/20

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

## POLICY

POLICY

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

REVISED POLICY

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

- 5141.4 & 5141.5 – Students Child Abuse and Neglect

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

## CURRICULUM

CURRICULUM

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

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

STAFF WORKSHOPS/MILEAGE REQUESTS

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Name	Date	Workshop	Location	Cost	Mileage
Jennifer Driscoll	1/16/2020	Teach Your Students How to Write	Stockton University, Galloway, NJ	\$0.00	\$0.00
Scott Shea	2/24-2/26/2020	2020 NJAHPED Phys Ed Convention	Long Branch, NJ	\$200.00	\$0.00
Alysia Thomson	12/5/19	Mental Health First Aid Training	Stockton University, Galloway, NJ	\$0.00	\$0.00
Alysia Thomson	12/16/19	CAR Regional Informational Session	Stockton University, Galloway, NJ	\$0.00	\$21.28 mileage

**2. Field Trips – Approve the following field trip requests:**

FIELD TRIPS

School	Location	Date	Time	Cost to BOE	Student Cost
PNS	Lakeside Middle School, Millville, NJ	11/26/19	8:15 am to 11:00 am	\$0	\$0

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

TRANSPORTATION

**TRANSPORTATION** - None

FINANCE

**FINANCE**

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

RECEIVING TUITION CONTRACTS – MILLVILLE BOE

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

- 1 LLD Student, Starting October 25, 2019: \$17,383
- 1MD Student, Starting October 15, 2019: \$24,681

These students will be attending the Commercial Township Schools

SENDING TUITION CONTRACTS – MILLVILLE BOE

**2. Sending Tuition Contracts – Millville BOE** – Approve the following tuition contracts with the Millville Board of Education for the 2019-2020 school year:

- Regular Education - \$2,457,241.83
- Special Education - \$320,531.00

SY 19-20 NJCBVI SERVICE CONTRACT

**3. SY 19-20 NJCBVI Service Contract** - Approve the 2019-2020 service contract with the New Jersey Commission of the Blind and Visually Impaired to provide services from September 1, 2019 to June 30, 2020 for SID#941709542 in the amount of \$1,900.00.

MANDERS MERIGHI PORTADIN FARRELL ARCHITECTS, LLS

**4. Manders Merighi Portadin Farrell Architects, LLS Agreement** – Approve the Architect agreement between Commerical Township Board of Education and Manders Merighi Portadin Farrell Architects, LLC.

Roll Call:

Ayes (9) – *Mrs. Abbott, Ms. Dragotta, 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

**UNFINISHED BUSINESS**

ABM/GCA CUSTODIAL CONTRACT

**1. ABM/GCA Custodial Contract** – This matter will be discussed in Executive Session as it is a contractual matter.

NEW BUSINESS

**NEW BUSINESS**

Ms. Tracy Richardson was introduced. She will be starting on January 4, 2020.

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## OTHER BUSINESS

OTHER BUSINESS

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

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 September 30, 2019 and pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Business Administrator/Board Secretary certifies that as of September 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.

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 September 30, 2019. The Treasurer's Report and Secretary's Report are in agreement for the month ending September 30, 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 October 31, 2019 and November 1, 2019.

It is recommended that the Board of Education approve the Transfer Status Report for the month of September 30, 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.

Roll Call:

Ayes (9) – Mrs. Abbott, Ms. Dragotta, 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

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

MANDATED TRAINING

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

## PUBLIC COMMENTS

PUBLIC COMMENTS

Ms. Porter said the Veteran's Day program on Monday was very well done and congratulated those that were a part of putting it together.

## EXECUTIVE SESSION

EXECUTIVE SESSION

Motioned by Mrs. Abbott and seconded by Mrs. Stormes-Rivera the Board of Education by Resolution, recess into the closed session, from which the public will be excluded, to discuss a Contractual 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.

7:22 P.M.

**COMMERCIAL TOWNSHIP BOARD OF EDUCATION**

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RECONVENE PUBLIC  
MEETING

**RECONVENE PUBLIC MEETING**

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

Unanimously approved.

7:54 P.M.

ADJOURNMENT

**ADJOURNMENT**

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

Unanimously approved

7:55 P.M.

Respectfully Submitted,



Darren Harris, Board Secretary

November 12, 2019