

# COMMERCIAL TOWNSHIP BOARD OF EDUCATION

## Minutes of the Regular Board Meeting

April 13, 2021

The Regular Meeting of the Commercial Township Board of Education was called to order by Board Vice President, Mr. Ronald Sutton, on Tuesday, April 13, 2021 at 7:00 P.M. in the Commercial Township School Gymnasium, located at 1308 North Avenue, Port Norris, NJ.

Board Vice President, Mr. Sutton, opened the meeting at 7:03 P.M., leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

Board Vice President, Mr. Sutton, 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, District Office and on the District website, and Township Clerk.

### ROLL CALL

ROLL CALL

Roll call was performed by the Board Vice President, Mr. Sutton, and is listed as follows:

Ms. Beverly Dragotta	Absent
Ms. Carol Perrelli	Absent
Ms. Sharon Porter	Present
Ms. Tracy Richardson	Present
Ms. Michelle Ronan	Present
Ms. Karen Stormes-Rivera	Present
Mr. Ronald Sutton	Present
Ms. Jessica Driver	Present
Ms. Stacy Wilson-Smith	Absent

The following were also present:

Mr. Darren Harris – Board Secretary/Business Administrator  
Mr. Joseph Giambri – Business Official  
Mrs. Kristin Schell – Superintendent  
Members of the public

### CORRESPONDENCE - None

CORRESPONDENCE

### PRESENTATION - None

PRESENTATION

### COMMITTEE REPORTS

COMMITTEE REPORT

- Personnel - 3/26/2021 - Ms. Stormes-Rivera reviewed the Personnel Committee Meeting.

### PUBLIC COMMENTS ON AGENDA ITEMS - None

PUBLIC COMMENT

### MINUTES

MINUTE

Moved by Ms. Stormes-Rivera and seconded by Ms. Ronan that the Board of Education approve the following minutes:

- Regular Meeting on March 9, 2021
- Executive Meeting on March 9, 2021

BOE MEETING 3/9/21

EXECUTIVE SESSION  
3/9/21

Roll Call: Ayes (6) Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Ms. Driver, Mr. Sutton

Noes (0)

Abstain (0)

Motion Carried

### ENROLLMENT REPORT

ENROLLMENT

	As of March 3, 2021	As of April 1, 2021
CTS	444	442

### SUPERINTENDENT'S REPORT

SUPERINTENDENT'S  
REPORT

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Moved by Ms. Ronan and seconded by Ms. Driver that the Board of Education approve the following:

### 1. HIB Report Approval – February 2021

HIB Investigations	
Reported	0
Completed	0
Number of Incidents ruled as Harassment, Intimidation, or Bullying	0
Number of incidents ruled as not falling under HIB provisions	0

### 2. HIB Acknowledgement – March 2021

HIB Investigations	
Reported	0
Completed	0
Number of Incidents ruled as Harassment, Intimidation, or Bullying	0
Number of incidents ruled as not falling under HIB provisions	0

**3. District Bus Evacuation Drills** - Wednesday, March 10, 2021 at Commercial Township School. Supervised by Brittany Fisher, Transportation Coordinator, and Alysia Thomson, District Asst. Principal.

### 4. 2021-2022 School Calendar

**5. Extended Day Child Care** - The extended day childcare contract for the 2021/2022 school year with the YMCA, at no cost to the district. Ms. Porter had a question about the Extended Day Childcare. Ms. Schell clarified that #5 is the wraparound care performed  
Roll Call: Ayes (6) Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Ms. Driver, Mr. Sutton

Noes (0)

Abstain (0)

Motion Carried

## PERSONNEL

Moved by Ms. Porter and seconded by Ms. Ronan that the Board of Education approve the following:

**1. Summer Literacy Program Coordinators** - Michelle Clark, 2nd grade teacher, and Angelica Lawler, 1st grade teacher, as Summer Literacy Program Coordinators. The stipend will be \$600 each, and \$30/hour for hours worked in the summer. The program is for students PreK to Grade 3. These positions will be funded with Title I funds. The purpose of this was clarified. Mission Impossible will support two teachers. The program was further discussed.

**2. New Hires** - Approve the following new hires for the 2020-2021 school year:

- April Sheppard as a substitute teacher at the rate of \$95/day.
- Amanda Ross as Occupational Therapist. Ms. Ross's compensation will be \$55,577 (prorated), Step 1 MA, with a start date of May 3, 2021.

**3. New Staff Hires** - Authorize the Superintendent to hire bus drivers (1 F/T, 1 P/T), and day to day substitutes for the 2020-21 school year, for the months of April and May, between Board of Education meetings, after consultation with the Board President. Formal action will be required at the following Board meeting.

**4. Revised Hire Date** - The revised start date for bus driver Mary Folwell. Ms. Folwell's start date is March 30, 2021, instead of the March 10, 2021 date that was originally approved at the March 9, 2021 Board Meeting.

**5. CAR Curriculum Unit Writing Stipend Positions** - Approve teachers (as per attached list) for CAR Units 3 & 4 at a rate of \$600/per unit and shared if applicable. These stipends will be funded through Title II.

**6. POLICY** - Approve the following new and revised policies for first reading:

- 0145 - Board Member Resignation and Removal (revised)
- 0164.6 - Remote Public Board Meeting During a Declared Emergency (new)
- 1642 - Earned Sick Leave Law (revised)
- 1643 - Family Leave (new)
- 5330.01 - Administration of Medical Cannabis (revised)
- 7425 - Lead Testing of Water in Schools (revised & new)

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Abolish the following policies for first reading:

- 3431.1 - Family Leave (abolished)
- 4431.1 - Family Leave (abolished)
- 3431.3 - New Jersey Family Leave Insurance Program (abolished)
- 4431.3 - New Jersey Family Leave Insurance Program (abolished)
- 7430 - School Safety (abolished)

ABOLISH POLICY 1<sup>st</sup>  
READING

Abolish the following policies for first reading:

- 3431.1 - Family Leave (abolished)
- 4431.1 - Family Leave (abolished)
- 3431.3 - New Jersey Family Leave Insurance Program (abolished)
- 4431.3 - New Jersey Family Leave Insurance Program (abolished)
- 7430 - School Safety (abolished)

ABOLISH POLICY 1<sup>st</sup>  
READING

Roll Call: Ayes (6) Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Ms. Driver, Mr. Sutton

Noes (0)

Abstain (0)

Motion Carried

**CURRICULUM** - None

CURRICULUM

**TRANSPORTATION** - None

TRANSPORTATION

**FINANCE**

FINANCE

Moved by Ms. Richardson and seconded by Ms. Driver that the Board of Education approve the following:

TEC SERVICE CONTRACT

**1. Technology Services Contract** - The Professional Services Contract with RFP Solutions to Provide Technology Personnel for 5 days a week, 8 hours per day. The cost of the contract is \$94,113 and is through the CCESC Cooperative.

**2. Award E-Rate 471** - Award the E-Rate Category 2 Bid to Advanced Computer Solutions Group for Network Infrastructure Equipment and Installation. The cost of the project is \$82,314; the District's cost is \$12,347.10 (15%) and the E-Rate program pays \$69,966.90 (85%).

E-RATE 471

**3. Award Bid** - Accept and award the Commercial Township Elementary School - Parking Lot Expansion Bid.

BID

- Ricky Slade Construction-\$173,316 (award)
- Landberg Construction- \$248,575

**4. Comcast Contract** - The 3-year amended contracts, through E-Rate, with Comcast Business Solutions for the Commercial Township School and Port Norris School.

COMCAST CONTRACT

- Commercial Township School- 1000Mb- \$1,175.00
- Port Norris School- 500Mb - \$736.04 – Ms. Ronan asked what the Internet at Port Norris is used for – It is used for security and cameras

**5. Capital Projects** - Schematic and Final submission to the Department of Education for the Commercial Township School - Various Renovations project, NJDOE Project #11-0950-025-21-3000. The project is “other capital” for which the district is not seeking state funding. The projects included in this are as follows:

CAPITAL PROJECT

- 2 student & 2 staff bathroom upgrades
- Basketball court upgrades
- HVAC upgrades in Cafeteria

**6. CMCSSD Tuition Contracts** - The following 2021-2022 tuition contracts with the Cape May county Special Services School District:

CMCSSD TUITION  
CONTRACT

- Autism- \$39,500
- Multiple Disabled- \$37,750
- 1:1 Aide- \$27,325
- Non-Resident Fee- \$11,000
- ESY 1:1 Aide- \$2,700

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- ESY Tuition- \$2,900

MC SUMMER SCHOOL

**7. YMCA Summer School** - The summer school tuition contract with the YMCA. The contract is for students in grades 1-4 at a cost of \$175 per week, per student. The program will run for 6 weeks from July 12, 2021, until August 20, 2021. The district will provide transportation. This program is funded through ESSER II Learning Acceleration. Ms. Ronan asked how is this being staffed. Mr. Harris said the YMCA will be responsible for hiring staff. They will need 1-2 staff members as class sizes are up to 16. This is a program that the YMCA has run in prior years. A further conversation took place regarding the YMCA program.

TUTOR CONTRACT

**8. iTutor Contract** - Approve iTutor to provide credit recovery for students in Grades 5-8 for math and language arts during the summer of 2021, at a cost of \$2,200 per student. The iTutor program is funded through the ESSER II Learning Acceleration. Ms. Richardson asked if iTutor is computer-based. Ms. Schell said it is a live teacher and through Zoom that can be completed at home

NJSIG SCHOOL SAFETY GRANT

**9. NJSIG School Safety Grant** - Approve the submission of the 2021 NJSIG Safety Grant application in the amount of \$3,638.00, which is to be used to improve school security. Ms. Ronan asked what this grant funds. Mr. Harris said it is typically for security camera upgrades.

Roll Call: Ayes (6\*) Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Ms. Driver, Mr. Sutton

Noes (0)

Abstain (1\*) Ms. Stormes-Rivera *Item #7 only*

Motion Carried

Ms. Ronan asked if the students that have not met attendance requirements will be held back. Ms. Schell mentioned that there is a group of students that either have not participated in enough days or have not completed the required school work. Parents have been contacted to catch up during this school year. For students in 5<sup>th</sup> – 8<sup>th</sup> grade that cannot make up the gap, they have a chance to take classes in the summer to be promoted.

UNFINISHED BUSINESS

**UNFINISHED BUSINESS** - None

NEW BUSINESS

### **NEW BUSINESS**

BOND REFERENDUM PROJECTS

**1. Bond Referendum Projects** - Discussion took place on the projects to be included in the proposed Bond Referendum.

Moved by Ms. Ronan and seconded by Ms. Stormes-Rivera that the Board of Education approve the list of Bond Referendum Projects.

Roll Call: Ayes (5) Ms. Porter, Ms. Ronan, Ms. Stormes-Rivera, Ms. Driver, Mr. Sutton

Noes (1) Ms. Richardson

Abstain (0)

Motion Carried

OTHER BUSINESS

### **OTHER BUSINESS**

Moved by Ms. Ronan and seconded by Ms. Stormes-Rivera that the Board of Education approve the following:

BOARD SECRETARY'S REPORT

**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 January 31, 2021 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of January 31, 2021 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, 2021. The Treasurer's Report and Secretary's Report are in agreement for the month ending January 31, 2021.

BILL LIST/TRANSFERS

**3. Bill List/Line Item Transfers** - The itemized bill pay list for March 31, 2021 and the Transfer Status Report for the month of February 28, 2021. It is also recommended that the Board of Education authorize the School Business Administrator to pay bills and make necessary transfers

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before the next board meeting. A list of all bills and transfers will be provided at the next board meeting.

### ADDENDUM

Moved by Ms. Porter and seconded by Ms. Driver that the Board of Education approve the following leave requests:

- Unpaid Leave of Absence for Employee #1046 on April 12, 15, and 16.

Unanimously approved

### FOR YOUR INFORMATION

**1. End of Year and Summer Updates** - The superintendent provided information on the end of the year and summer programs.

**2. School Ethics Disclosure Forms** - An email has been sent out with instructions to complete the School Ethics Disclosure Forms. These forms must be completed online no later than April 30, 2021.

**3. Public Hearing** - The Public Hearing is scheduled for Tuesday, May 4, 2021, in the gymnasium of the Commercial Township School.

**4. NJSBA Workshop 2021** - NJSBA will hold its annual Workshop virtually on Oct. 26-28, 2021. Registration opens May 17, 2021.

**PUBLIC COMMENTS** - None

### EXECUTIVE SESSION

Moved by Ms. Porter and seconded by Ms. Ronan that the Board of Education approve, by Resolution, adjourning into Executive Session, from which the public will be excluded to discuss Personnel matters. The results of the session will be made public immediately after, or as soon as a decision is reached if permitted by law. 7:46 P.M.

Unanimously approved

### RESUME PUBLIC MEETING

Moved by Ms. Ronan and seconded by Ms. Porter that the Board of Education approve to resume to open session. 7:54 P.M.

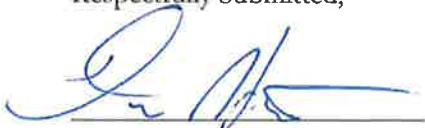
Unanimously approved

### ADJOURNMENT

Moved by Ms. Ronan and seconded by Ms. Porter that the Board of Education approve to the Board of Education meeting be adjourned. 7:55 P.M.

Unanimously approved

Respectfully Submitted,



Darren Harris, Board Secretary

April 13, 2021

ADDENDUM

PUBLIC COMMENTS

EXECUTIVE SESSION

RESUME PUBLIC MEETING

ADJOURNMENT

