

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Meeting

December 8, 2020

The Regular Meeting of the Commercial Township Board of Education was held through electronic means on Google Meets on Tuesday, December 8, 2020 at 7:00 P.M.

Board President, Ms. Perrelli, opened the meeting at 7:16 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 Board Secretary, Darren Harris, and is listed as follows:

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

The following were also present:

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

CORRESPONDENCE

CORRESPONDENCE

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

1. Letter re: Millville Board of Education Representation - The letter received from Leslie White-Coursey, Cumberland County Superintendent, regarding representation on the Millville Board of Education was discussed by Board Members and administration.

MILLVILLE BOARD OF ED REPRESENTATION

Roll Call

Ayes: (9) *Ms. Dragotta, Ms. Perrelli, Ms. Plummer, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith*

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

PRESENTATION – None

PRESENTATION

COMMITTEE REPORTS

COMMITTEE REPORTS

1. Building and Grounds – Mr. Sutton gave an update on the Building and Grounds report. The visitor management security system costing \$5,500 for a five-year period, allowing for electronic keeping, was discussed. The paving project was also discussed and the direction will move forward with the architect bidding on the project. Landscaping and the bond referendum were also discussed including the scope of the project.

BUILDING & GROUNDS

Discussion took place regarding the visitor management system.

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Meeting

December 8, 2020

2. Personnel - The Personnel committee met on December 17, 2020 to discuss personnel issues, including the confidential administrative assistant, filling the Spanish position, as well as the 20-21 school year positions of Art and ICR Special Education.

PUBLIC COMMENTS ON THE AGENDA - None

MINUTES

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

- Regular Meeting on November 10, 2020

Roll Call

Ayes: (9) *Ms. Dragotta, Ms. Perrelli, Ms. Plummer, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith*

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

ENROLLMENT REPORT

	As of November 4, 2020	As of December 4, 2020
CTS	459	449

SUPERINTENDENT'S REPORT

Motioned by Ms. Plummer and seconded by Ms. Dragotta the Board of Education:

1. HIB Approval – Approve the Superintendent’s monthly Harassment, Intimidation, and Bullying report for October 2020 as presented:

HIB Investigations	
Reported	1
Completed	1
Number of Incidents ruled as Harassment, Intimidation, or Bullying	0
Number of incidents ruled as not falling under HIB provisions	1

2. HIB Acknowledgement – Acknowledge the Superintendent’s monthly Harassment, Intimidation, and Bullying report for November 2020 as presented:

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. Reorganizational Meeting Date - Approve to hold the annual reorganizational meeting on January 5, 2021 at 7:00 pm in the gymnasium of the Commercial Township School

Roll Call:

Ayes: (9) *Ms. Dragotta, Ms. Perrelli, Ms. Plummer, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith*

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

PERSONNEL

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

1. Leave Requests – Approve the following leave requests:

Employee #	Type of Leave	Start Date	End Date	Use of Paid Days
0014	FMLA	11/16/20	12/24/20	11/16/20-12/24/20 Sick Days
1050	FFCRA	11/2/20	11/11/20	Paid per FFCRA
0234	FFCRA	11/24/20	12/3/20	Paid per FFCRA
0043	FFCRA	11/24/20	12/1/20	Paid per FFCRA

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Meeting

December 8, 2020

0030	FFCRA	11/9/20	11/13/20	Paid per FFCRA
0064	FLA	2/1/21	2/12/21	Unpaid
0196	FFCRA	12/2/20	Expires	Paid per FFCRA

2. CAR Curriculum Writing – Stipend Positions- Approve the attached units for curriculum writing at \$600/per unit. Stipends to be paid from Title II funds, and shared if applicable.

3. Tuition Reimbursement – Approve tuition reimbursement for employee #0095 for a Spring 2021 graduate course. Course cost is \$2100.

4. Administrative Assistant to the Superintendent – Approve Kim Day as Administrative Assistant to the Superintendent effective January 1, 2021. This is a lateral movement with no salary increase.

5. Rate Increase – Approve the rate increase for part-time bus aides from \$11.00 to \$12.00 effective January 1, 2021 to be compliant with minimum wage laws.

A question was raised on the tuition reimbursement process with was clarified. It was clarified that if there is a positive COVID-19 case, the person is quarantined based on the guidelines of the NJ Department of Health. If someone were to test positive, they must complete their isolation period and pass the self-screening before they return. RICE notices were discussed, including the changing requirements of when RICE notices are required. It was noted that there are a limited number of substitutes available as needed. Ms. Wilson-Smith noted that she would have liked the item #4 discussed with the Board prior to motion.

Roll Call:

Ayes: (6) Ms. Dragotta, Ms. Perrelli, Ms. Plummer, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton,

Noes: (2) Ms. Porter (#4 only), Ms. Ronan (#4 only) Abstain: (1) Ms. Wilson-Smith (#4 only)

Motion Carried

POLICY

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

1. Second Reading – Approve the following policies for second reading and adoption:

- Series 2000 – Program
- Series 3000 – Teaching Staff Members
- Series 4000 – Support Staff Members

2. First Reading – Approve the following policies for first reading:

- Series 5000 – Students
- Series 6000 – Finances

3. Policy Abolishment – Abolish Policy #0143.1 Board Member Appointment.

Roll Call:

Ayes: (9) Ms. Dragotta, Ms. Perrelli, Ms. Plummer, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith

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

CURRICULUM - None

TRANSPORTATION - None

FINANCE

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

1. Accept Safety Grant – Accept the 2018-2019 Safety Grant in the amount of \$6,194.00.

2. Tuition Contract with Sussex – Wantage – Approve the receiving tuition contract with the Sussex-Wantage Regional Board of Education for one student attending the Commercial Township School for the 2020-2021 school year. The cost of the contract is \$13,160.00.

Roll Call:

Ayes: (9) Ms. Dragotta, Ms. Perrelli, Ms. Plummer, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith

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

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Meeting

December 8, 2020

UNFINISHED BUSINESS

- A question was asked regarding sharing the committee minutes with the Board. The committee meeting minutes will be shared with the Board as a whole.
- Discussion took place regarding whether the Board chair would read them at the public meeting and it was mentioned it may be good for the public to hear what was discussed.
- There was discussion regarding the committee structure next year, including having one night each month to review committee meetings.
- There was a question regarding a Board seat. Maurice River Township and Commercial Township will have a seat next year in 2021.

UNFINISHED
BUSINESS

NEW BUSINESS

1. **Board Self Evaluations** – There is an email from Jane Kirschner regarding a Board Self-Evaluation. There was a reminder to complete this evaluation for the field rep to review with the Board in January or February.
2. **Phones**: It was clarified that Xtel handles the phones.

NEW BUSINESS

BOARD SELF
EVALUATIONS

PHONES

OTHER BUSINESS

Motioned by Ms. Dragotta and seconded by Ms. Ronan the Board of Education approve the following items:

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, 2020 that as of October 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.

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, 2020. The Treasurer's Report and Secretary's Report are in agreement for the month ending October 31, 2020.

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

It is recommended that the Board of Education approve the itemized bill lists for November 30, 2020.

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

Roll Call:

Ayes: (9) Ms. Dragotta, Ms. Perrelli, Ms. Plummer, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Mr. Wilson-Smith

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

ADDENDUM – None

ADDENDUM

FOR YOUR INFORMATION

1. **Mandated Trainings** – The following Board Members need to complete their NJSBA Mandated Trainings by December 31, 2020.

- Sheena Plummer – Governance II
- Beverly Dragotta – Governance II

FOR

MANDATED
TRAININGS

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Meeting

December 8, 2020

OFFICIAL ELECTION
RESULTS

2. Official Election Results – The official election results were reviewed:

- Karen Stormes-Rivera – 1,397 votes
- Stacy Wilson-Smith – 1,445 votes
- Michelle Ronan – 1,371 votes
- Write-In Votes – 127 votes

EXEC SESSION

EXECUTIVE SESSION - None

RECONVENE
PUBLIC MEETING

RECONVENE PUBLIC MEETING – None

PUBLIC
COMMENTS

PUBLIC COMMENTS - None

ADJOURNMENT

ADJOURNMENT

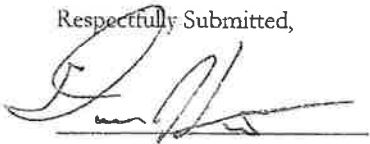
Motioned by Ms. Stormes-Rivera and seconded by Ms. Ronan the Commercial Township Board of Education adjourn the meeting.

Voice Vote

Unanimously approved

8:29 P.M.

Respectfully Submitted,



Darren Harris, Board Secretary/Business Administrator

December 8, 2020