Minutes of the Regular Board Meeting March 9, 2021

The Regular Meeting of the Commercial Township Board of Education was called to order by Board Secretary, Darren Harris, on Tuesday, March 9, 2021 at 7:00 P.M. in the Commercial Township School Gymnasium, located at 1308 North Avenue, Port Norris, NJ.

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:

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

Ms. Beverly Dragotta

Ms. Carol Perrelli

Ms. Sharon Porter

Ms. Tracy Richardson

Ms. Michelle Ronan

Ms. Karen Stormes-Rivera

Mr. Ronald Sutton

Absent

Present

Present

Present

Present

Present

Present

Present

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

Ms. Stacy Wilson-Smith

OATH OF OFFICE

OATH OF OFFICE

Mr. Harris swore in new Board member, Ms. Driver.

CORRESPONDENCE

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1. Mid-Year Budget Review Letter – Ms. Perrelli and Ms. Schell reviewed the letter from the Cumberland County Office of Education regarding the 2020-2021 Mid-Year Budget Review with the Board and audience.

Absent

PRESENTATION

1. Budget 2021-2022

PRESENTATION
BUDGET 2021-2022

Mr. Giambri presented the 2021-2022 budget to the Board.

- 11	General Fund	Special Revenues	Debt Service	Total
2021-2022 Total Expenditures	12,264,064	961,033	235,175	13,460,272
Less Anticipated Revenues	10,088,113	961,033	138,218	11,187,364
Taxes to be raised	2,175,951	N/A	96,957	2,272,908

Included in the base budget is a \$722,450 of Budgeted Fund Balance.

Presented for review:

- Revenue and Appropriations
- Recap of Balances
- Statement of Priorities
- District Status Above, At, or Below Expected Local Levy

Minutes of the Regular Board Meeting March 9, 2021

- Administrative Cost Limit: Amounts
- Minimum Tax Levy Calculation
- Advertised Per Pupil Cost Calculation
- Tax Levy Certification Form A

Motioned by Ms. Ronan and seconded by Ms. Porter the Board of Education approved the 2021-2022 Budget and Submission to budget to the County Office.

Roll Call: Ayes (7) Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Driver

Noes (0)

Abstain (0)

Motion Carried

COMMITTEE REPORTS

- Mr. Sutton reviewed the Building and Grounds committee minutes from March 8, 2021, including the projects in the budget as well as those projected for the bond referendum.
- Ms. Perrelli reviewed the Finance committee minutes from March 8, 2021 including the proposed budget analysis and E-Rate projects and technology.

PUBLIC COMMENTS ON AGENDA ITEMS

LeRee Smith, employee and resident, made a comment regarding the difficult times the community is facing and that families are suffering. She also mentioned the building in Port Norris needs to be addressed and expressed concerns about families leaving.

MINUTES

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

Regular Meeting on February 9, 2021

Voice Vote: Ayes (7) Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Driver

Noes (0)

Abstain (0)

Motion Carried

Unanimously Approved

ENROLLMENT REPORT

	As of February 5, 2021	As of March 3, 2021
CTS	449	444

SUPERINTENDENT'S REPORT

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

HIB Report Approval – January 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 - 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

Minutes of the Regular Board Meeting March 9, 2021

3. Fundraiser – Approve the Chick-Fil-A fundraiser for one night during the week of April 12, 2021 to benefit 8th grade end of year activities.

FUNDRAISER

ITEM TABLED

4. ITEM TABLED

5. SEMI Corrective Action Plan - Approve the SEMI Corrective Action Plan for the 2021-2022 school year.

SEMI CORRECTIVE

Roll Call: Ayes (7) Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms.

Noes (0)

Abstain (0)

Motion Carried

Unanimously Approved

PERSONNEL

PERSONNEL

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

LEAVE REQUESTS

1. Leave Requests - Approve the following leave requests:

Employee #	Type of Leave	Start Date	End Date	Use of Paid Days
1083	Administrative	2/11/21	TBD	2/11/21-3/1/21 Sick/Personal
				Days; Thereafter Unpaid
0196	Extended	1/5/21	2/16/21	Unpaid
	(Revised)			
0239	NJFLA	9/1/21	11/22/21	Unpaid
0237	Unpaid Leave	3/12/21	6/15/21	Unpaid
	(every other			
	Friday PM only)			

FULL TIME HIRE

- 2. Full Time Hire Approve Margarita Morales as a Full Time Bus Driver at the rate of \$26,211 (prorated). At the present time, Ms. Morales is a P/T Bus Driver for the Commercial Township School District.
- 3. Resignation Accept the resignation of Instructional Assistant, Melanie Hough. Her last day will be March 26, 2021.

RESIGNATION

NEW HIRES

- 4. New Hires
 - Approve Ms. Diane Curtone as P/T Secretary (main office) for the 2020-2021 school year at a rate of \$29,255 (prorated). Ms. Cutrone's starting date will be determined upon receipt of completed criminal history check.
 - Approve Ms. Mary Folwell as F/T Bus Driver for the 2020-2021 school year at a rate of \$26,211 (prorated). Ms. Folwell's start date will be March 10, 2021.

NEW STAFF HIRES

5. New Staff Hires – Authorize the Superintendent to hire bus drivers (3 F/T and 1 P/T) and an instructional assistant for the 2020-2021 school year, for the month of March and April, between Board of Education meetings, after consultation with the Board President. Formal action will be required at the following Board meeting.

Roll Call: Ayes (7) Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Driver

Noes (0)

Abstain (0)

Motion Carried

Unanimously Approved

POLICY

POLICY

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

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

SECOND READING

Series 9000 - Community

Roll Call: Ayes (7) Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Driver

Noes (0)

Abstain (0)

Motion Carried

Unanimously Approved

Minutes of the Regular Board Meeting March 9, 2021

CURRICULUM

CURRICULUM

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

STAFF WORKSHOP

Staff Workshop – Approve the following staff workshops:

Name	Date	Workshop	Location	Cost	Mileage
John Borchert	4/16/21	What the WIAT Can	Virtual	\$130	\$0
		Do for You!			
Brittany	TBD	Traversa	Virtual	\$175/hour	\$0
Fisher		Training		(not to exceed \$700)	

It was clarified that the Traversa transportation program was the same as the program the district invested in a couple years ago.

Roll Call: Ayes (7) Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms.

Driver

Noes (0)

Abstain (0)

Motion Carried

Unanimously Approved

TRANSPORTATION

RATES

TRANSPORTATION - None

FINANCE FINANCE

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

2021-2022 TUITION

1. 2021-2022 Tuition Rat		on rates for the 2021-2022 sch	
	2019-20 Certified	2020-21 Rate Charged	2021-2022 Propose

	2019-20 Certified	2020-21 Rate Charged	2021-2022 Proposed
MD	\$38,724	\$19,051	\$20,004
LD	\$16,786	\$24,291	\$25,505
Grade PreK/K	\$53,810	\$13,199	\$13,858
Grade 1-5	\$19,720	\$14,310	\$15,026
Grade 6-8	\$10,518	\$13,160	\$13,818

PRESCHOOL BUDGET

Preschool Budget – Approve the Preschool Budget for the 2021-2022 school year.

ACCEPT ESSER II ALLOCATION

- 3. Accept ESSER II Allocation Accept the ESSER II allocations as follows:
 - ESSER II \$1,493,347
 - Learning Acceleration \$95,835
 - Mental Health and Support Services \$45,000

AMENDMENT TO LONG RANGE FACILITY PLAN

4. Amendment to Long Range Facility Plan - Approve the submission of the Commercial Township School - CST Office Alterations project, 11-0950-025-21-1000 for both schematic and final approve as an "other" project for which the district is seeking no state funding.

PARKING LOT EXPANSION BID SPECIFICATIONS

- 5. Parking Lot Expansion Bid Specifications Approve the following bid specifications:
 - Commercial Township School Parking Lot Expansion

Ms. Porter expressed her concerns regarding having office spaces in the lower level of the building, particularly for staff members that may need accommodations in the future. Mrs. Schell expressed that all staff will be accommodated appropriately and that this will free up learning space in the main level for a Markerspace.

Roll Call: Ayes (6) Ms. Perrelli, Ms. Porter (except #4), Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr.

Sutton, Ms. Driver

Noes (1) Ms. Porter #4 only

Abstain (0)

Motion Carried

Unanimously Approved

UNFINISHED BUSINESS - None

NEW BUSINESS

UNFINISHED BUSINESS

NEW BUSINESS - None

OTHER BUSINESS

OTHER BUSINESS Motioned by Ms. Stormes-Rivera and seconded by Ms. Porter the Board of Education approve:

Minutes of the Regular Board Meeting March 9, 2021

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

BD SECRETARY'S

MONTHLY CERTIFICATION

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 LISTS/LINE ITEM TRANSFERS

3. Bill Lists/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill lists for February 28, 2021.

It is recommended that the Board of Education approve the Transfer Status Report for the month of January 31, 2021

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 (7) Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Driver

Noes (0)

Abstain (0)

Motion Carried

Unanimously Approved

ADDENDUM
Motioned by Ms. Ronan and seconded by Ms. Stormes-Rivera the Commercial Township Board of

Education approve the following:

1. Resignation – Accept the resignation of Occupational Therapist, Jennifer A. Blankley. Her last day will be May 3, 2021.

RESIGNATION

ADDENDUM

Roll Call: Ayes (7) Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms.

Driver Noes (0)

Abstain (0)

Motion Carried

Unanimously Approved

FOR YOUR INFORMATION

1. School Ethics Disclosure Forms – An email was sent out with instructions to complete the School Ethics Disclosure Forms. These forms must be completed no later than April 30, 2021.

FYI

SCHOOL ETHICS DISCLOSURE FORMS

PUBLIC COMMENTS

PUBLIC COMMENTS - None

EXECUTIVE SESSION

Motioned by Ms. Stormes-Rivera and seconded by Mr. Sutton the Board of Education by Resolution, recess into the closed 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.

Unanimously approved.

7:40 PM

Motioned by Ms. Porter and seconded by Ms. Richardson to exit closed session. Unanimously approved.

7:53 PM

EXECUTIVE SESSION

Minutes of the Regular Board Meeting March 9, 2021

RESUMPTION OF PUBLIC PORTION OF MEETING

RESUMPTION OF PUBLIC PORTION OF THE MEETING

Motioned by Ms. Ronan and seconded by Ms. Richardson the Board of Education approve to adjourn into Open Session.

Unanimously approved.

7:53 PM

Motioned by Ms. Ronan and seconded by Ms. Stormes-Rivera the Commercial Township Board of Education move to terminate employee 1083 effective March 9, 2021 and employee 1056 effective retroactively to February 22, 2021.

Roll Call: Ayes (7) Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms.

Driver

Noes (0) Abstain (0)

Motion Carried

Unanimously Approved

ADJOURNMENT

ADJOURNMENT

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

Unanimously approved

7:54 P.M.

Respectfully Submitted,

Darren Harris March 9, 2021