

# COMMERCIAL TOWNSHIP BOARD OF EDUCATION

## Minutes of the Regular Meeting

October 13, 2020

The Regular Meeting of the Commercial Township Board of Education was held in the Commercial Township School Gymnasium, located at 1308 North Avenue, Port Norris, NJ, on Tuesday, October 13, 2020 at 7:00 P.M.

Board President, Ms. Perrelli, opened the meeting at 7:05 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	Present
Ms. Perrelli	Present
Ms. Plummer	Absent
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:

Mr. Darren Harris – Board Secretary/Business Administrator  
Ms. Kristin Schell – Superintendent  
Mr. John Lavell – Director of CST  
Ms. Alicia Thompson- Vice Principal  
Ms. Jane Kershner – NJSBA Field Representative  
Members of the public

CORRESPONDENCE

CORRESPONDENCE - None

PRESENTATION

### PRESENTATION

Ms. Jane Kershner, New Jersey School Board Associations Field Representative, gave a brief, virtual introduction to NJSBA and the services available.

PUBLIC COMMENTS ON THE AGENDA

PUBLIC COMMENTS ON THE AGENDA - None

MINUTES

### MINUTES

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

- Regular Meeting on September 8, 2020

Roll Call

Ayes: (8) Ms. Dragotta, Ms. Perrelli, 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**  
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ENROLLMENT REPORT

**ENROLLMENT REPORT**

	As of September 3, 2020	As of October 9, 2020
CTS	452	467

SUPERINTENDENT'S REPORT

**SUPERINTENDENT'S REPORT**

Motioned by Ms. Ronan and seconded by Ms. Stormes-Rivera the Board of Education:

HIB ACKNOWLEDGEMENT

**1. HIB Acknowledgement** – Acknowledge the Superintendent’s monthly Harassment, Intimidation, and Bullying report for September 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

HIB SELF-ASSESSMENT

**2. HIB Self-Assessment-** Approve the 2019-2020 HIB Self-Assessment.

AWARD BID

**3. Award Bid** – Award bid SSS-2019-20-004 to K.D. National Force Security and Investigations Agency, LLC to provide security services at a cost of \$35.50 per hour for armed services.

*It was clarified that an armed individual will be contracted with KDNFS.*

COMMERCIAL TWP SCHOOL CRISIS PLAN

**4. Commercial Township School Crisis Plan** – Approve the 2020-2021 School Crisis Plan.

Roll Call:

Ayes: (8) Ms. Dragotta, Ms. Perrelli, Ms. Plummer, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith

Noes: (2) Ms. Richardson (#3 only), Ms. Wilson-Smith (#3 only)      Abstain: (0)      Motion Carried

PERSONNEL

**PERSONNEL**

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

SUBSTITUTE COORDINATOR

**1. Substitute Coordinator** – Approve Alysia Thomson as Substitute Coordinator for the 2020-2021 school year. She will be paid a stipend of \$2,500.

SUBSTITUTES

**2. Substitutes** – Approve the following substitutes for the 2020-2021 school year.

- Substitute Teachers
  - Jennifer Kelly
  - Dylan Tribbett
- Substitute Nurse
  - Melanie Pfizenmayer
- Substitute Paraprofessionals
  - Betty Mikus
  - Sydney Caromono
  - Melissa Busler
  - Kennea Wilson

*It was clarified that substitute paraprofessionals may not be a substitute certificate, but it will be verified.*

NEW HIRES

**3. New Hires**– Approve the following staff hires:

- Kimberly Schultz, Bus Aide at a rate of \$11.00 per hour
- Cheryl Dittmer, Bus Aide at a rate of \$11.00 per hour
- Carmen Alvarado, Part-Time Bus Driver at a rate of \$17.00 per hour

EMERGENCY HIRINGS

**4. Emergency Hirings** – Authorize the Superintendent to hire part-time bus drivers, bus aides, substitute teachers, and long-term substitute teachers for the 2020-2021 school year, for the months of October and November, between Board of Education meetings, after consultation with the Board President. Formal action will be required at the following Board meeting.

2020-2021 CTS CLUB 21 STAFF APPTS

**5. 2020-2021 CTS Club 21 Staff Appointments** – Approve the following appointments:

- Coordinator(s)
  - Mr. Matthew Mingin, as a Coordinator for CTS Club 21 for the 2020-2021 school year at \$30.00/hour. Salary is grant funded by Club 21 and CCEZ Grant.
- Teacher(s)

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2020-2021 CTS CLUB  
21 STAFF APPTS  
(CONT)

- Ms. Melanie Hough, as a teacher for CTS Club 21 for the 2020-2021 school year at \$30.00/hour. Salary is grant funded by Club 21 and CCEZ Grant.
- Mr. Pete Dolcy, as a teacher for CTS Club 21 for the 2020-2021 school year at \$30.00/hour. Salary is grant funded by Club 21 and CCEZ Grant.
- Ms. Janine Brockman, as a teacher for CTS Club 21 for the 2020-2021 school year at \$30.00/hour. Salary is grant funded by Club 21 and CCEZ Grant.
- Aide(s)
  - Ms. Kathy Vizzard, as an aide for CTS Club 21 for the 2020-2021 school year at \$13.00/hour. Salary is grant funded by Club 21 and CCEZ Grant.
  - Ms. Krysta Hahn, as an aide for CTS Club 21 for the 2020-2021 school year at \$13.00/hour. Salary is grant funded by Club 21 and CCEZ Grant.

*There was discussion regarding how the 2020-2021 CTS Club 21 will take place.*

**6. FFCRA Leave** – Approve the FFCRA leave for two employees. Leave for employee #1058 is Monday through Thursday for half day in the afternoons effective October 5, 2020 through December 31, 2020. Leave for employee #0037 is Wednesday through Friday effective October 7, 2020 through December 31, 2020.

FFCRA LEAVE

Each leave qualifies for FFCRA since the employee is caring for a child whose school or place of care is closed for reasons related to COVID-19.

**7. Resignation** – Accept the resignation of Jamaal Hall effective October 8, 2020. His last day is yet to be determined.

RESIGNATION

*It was clarified timing needs to be established to determine the game plan for this position.*

Roll Call:

Ayes: (8) Ms. Dragotta, Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith

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

POLICY

### POLICY

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

FIRST READING

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

- Series 0000 – Administration
- Series 1000 – Program
- Policy 1620 – Administrative Employment Contracts (revised)
- Policy 1648 – Restart and Recovery Plan (revised)
- Policy 1648.02 – Policy Remote Learning Options for Families (New)
- Policy 1648.03 – Restart and Recovery Plan – Full-Time Remote Instruction (revised)
- Policy 2431 – Athletic Competition (revised)
- Policy 2431.1 – Emergency Procedures for Sports and Other Athletic Activities (revised)
- Policy 2451 – Adult High School (revised)
- Policy 2464 – Gifted and Talented Students (revised)
- Policy 5530.05 – Seizure Action Plan (new)
- Policy 6440 – Cooperative Purchasing (revised)
- Policy 6470.01 – Electric Funds Transfer and Claimant Certification (new)
- Policy 7740 – School District Security (revised)
- Policy 7450 – Property Inventory (revised)
- Policy 7510 – Use of School Facilities (revised)
- Policy 8420 – Emergency Crisis Situations and Management (revised)
- Policy 8561 – Procurement Procedures for School Nutrition Programs (revised)

*Ms. Wilson-Smith clarified that there is a new policy writer. The policy on Board vacancies needs to be reviewed as it mentions that it is filled by the Mayor.*

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*There was also a question on the remote learning for families policy. The policy states that you cannot switch from remote to in-person learning except in between marking periods.*

*There was a discussion regarding policies and practices of students switching from virtual to hybrid and vice-versa.*

Roll Call:

Ayes: (8) Ms. Dragotta, Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith

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

CURRICULUM **CURRICULUM** - None

TRANSPORTATION **TRANSPORTATION** - None

FINANCE **FINANCE**

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

20-21 TENTATIVE BUDGET CALENDAR

**1. 2021-2022 Tentative Budget Calendar** – Approve the Tentative 2021-2022 Budget Calendar.

ACCEPT TITLE V FUNDS

**2. Accept Title V Funds** – Accept the Title IV RLLIS funds in the amount of \$4,721.

ACCEPT COVID RELIEF FUNDS

**3. Accept Coronavirus Relief Funds** – Accept the Coronavirus Relief Fund Grant in the amount of \$77,599.

ADDENDUM TO COMCAST CONTRACT

**4. Addendum to Comcast Contract** – Approve the amendment to the Comcast contract to upgrade the bandwidth at the Commercial Township School from 500MG to 1GB. The cost is an additional \$710.00 per month of which 85% will be covered by the E-Rate program.

PINELAND LEARNING CONTRACT

**5. Pineland Learning Contract** – Approve the following tuition contracts with the Pineland Learning Center for the 2020-2021 school year:

- 1 Student Tuition and ESY at a cost of \$63,549 per student.
- 3 Students Tuition at a cost of \$55,260 per student.

HOMELESS TUITION AGREEMENT

**6. Homeless Tuition Agreement** – Approve participating in the Homeless Tuition Agreement with fellow Cumberland County Schools. Each district who participates will not bill for homeless tuition. *Clarification was received on the Homeless Tuition Agreement.*

ACCEPT DONATION

**7. Accept Donation** – Accept the donation from donorschoose.org for Mrs. Brockman's classroom. The donation is for \$984.16 which includes Reading Nooks, Desks, and Storage.

CCTECH ESY TUITION

**8. CCTECH ESY Tuition** – Approve the tuition contract with the Cumberland County Vocational Technical School for the Extended School Year program for 1 student at the cost of \$2,240.

Roll Call:

Ayes: (8) Ms. Dragotta, Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith

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

UNFINISHED BUSINESS

### **UNFINISHED BUSINESS**

*Ms. Porter mentioned that a position has changed that may lead to issues and would like something from the lawyer.*

*Ms. Porter asked about the first day of school.*

*Ms. Schell gave the update on the first day, which went very smoothly for the most part.*

*Discussion regarding hand sanitizers and pumps in the classrooms took place.*

NEW BUSINESS

### **NEW BUSINESS**

VETERAN'S PLAQUE

**1. Veteran's Plaque** – Discussion on the relocation of the veteran plaque at Port Norris Middle School to Memorial Park took place. The mayor and other members were asked to see if the Board would be willing to donate the plaque to Veteran's Park.

Motioned by Stormes-Rivera and seconded by Ms. Porter the Board of Education approve to donate the plaque to Veteran's Park.

Voice Vote:

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Ayes: (8) *Ms. Dragotta, Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith*

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

## 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 August 31, 2020 that as of August 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 August 31, 2020. The Treasurer's Report and Secretary's Report are in agreement for the month ending August 31, 2020.

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

It is recommended that the Board of Education approve the itemized bill lists for August and September and October 2020.

It is recommended that the Board of Education approve the Transfer Status Report for the month of August 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: (8) *Ms. Dragotta, Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith*

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

## ADDENDUM

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

**1. Revised Extraordinary Aid** – Accept the revised Extraordinary Aid amount of \$76,075, the original amount awarded was \$69,149.

**2. Staff Reassignment** – Approve Cynthia Smith as a Full-Time bus driver at a pro-rated salary of \$26,211. Ms. Smith has been a part-time driver since August 2019.

Roll Call:

Ayes: (8) *Ms. Dragotta, Ms. Perrelli, Ms. Porter, Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith*

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

## FOR YOUR INFORMATION

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

- Tracy Richardson – Governance I
- Sheena Plummer – Governance II

OTHER BUSINESS

BD SECRETARY'S  
MONTHLY  
CERTIFICATION

TREASURER'S  
REPORT

BILL LISTS/LINE  
ITEM TRANSFERS

ADDENDUM

REVISED  
EXTRAORDINARY  
AID

STAFF  
REASSIGNMENT

FYI

MANDATED  
TRAININGS

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- Beverly Dragotta – Governance II
- Karen Stormes-Rivera – Governance III

EXECUTIVE  
SESSION

**EXECUTIVE SESSION** – None

RECONVENE  
PUBLIC MEETING

**RECONVENE PUBLIC MEETING** – None

PUBLIC  
COMMENTS

## **PUBLIC COMMENTS**

- *Mr. Jason Teagan, parent, discussed the ability to change from virtual to hybrid.*
- *Ms. Rebekah Cartwright asked about how much instruction is given and expressed concerns about virtual instruction. It was verified that virtual instruction provides 12 hours. Ms. Cartwright was saying that her child needs to be in school more than two days a week. She also discussed a bus concern. Mrs. Schell responded. Ms. Cartwright also brought up concerns that paraprofessionals had been moved around and that it is detrimental to the students who got to know the paraprofessional.*
- *Mr. Lavell gave an update on the scheduling updates and how the preschool funding and schedules forced some changes.*
- *Ms. Ronan discussed the need to understand why parents are choosing not to send their children to the school district.*
- *Ms. Richardson expressed concerns about Mr. Lavell's response.*
- *Ms. Schell mentioned that we are in less than ideal times, and changes are being sent to us from all over, and the most recent mandate from the state concerns preschool mandates.*
- *Ms. Porter mentioned pulling paraprofessionals to substitute. If this is happening, they need to have a valid substitute certificate. She also brought up concerns about things being sent last minute, including bus schedules.*
- *Ms. Ronan discussed the idea of a school climate survey. Ms. Schell will look into this.*
- *Ms. Ronan asked if there are any problems with student attendance in the virtual setting.*
- *Ms. Schell mentioned that attendance has been pretty good, all things considered.*
- *Ms. Thompson spoke about working with parents to get them connected, including going out to homes to help.*
- *Ms. Ronan discussed that in some circumstances, connectivity is not the issue, but parents are not making the student's log in.*
- *A teacher mentioned that students come for part of the day but not the full day. Another teacher mentioned they come for a full group instruction, but not small group instruction.*
- *Ms. Dragotta expressed similar concerns parents are facing with children.*
- *Discussion took place with the Board regarding virtual instruction and the challenges teachers, students, and families are facing.*
- *Discussion on the phones not always working took place and it was acknowledged this needs to be addressed.*

ADJOURNMENT

## **ADJOURNMENT**

Motioned by Ms. Dragotta and seconded by Ms. Richardson the Commercial Township Board of Education adjourn the meeting.

Voice Vote

Unanimously approved

8:41 P.M.

Respectfully Submitted,



Darren Harris, Business Administrator/Board Secretary

October 13, 2020