

# COMMERCIAL TOWNSHIP BOARD OF EDUCATION

## Minutes of the Regular Meeting

September 8, 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, September 8, 2020 at 7:00 P.M.

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 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	Present
Ms. Porter	Present
Ms. Richardson (7:02 PM)	Present
Ms. Ronan	Present
Ms. Stormes-Rivera	Present
Mr. Sutton	Present
Ms. Wilson-Smith (7:02 PM)	Present

The following were also present:

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

CORRESPONDENCE

CORRESPONDENCE - None

PRESENTATION

PRESENTATION - None

PUBLIC COMMENTS ON THE AGENDA

PUBLIC COMMENTS ON THE AGENDA - None

MINUTES

### MINUTES

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

- Regular Meeting on August 11, 2020
- Executive Session on August 11, 2020

PUBLIC COMMENTS ON THE AGENDA

Roll Call

Ayes: (7) Ms. Dragotta, Ms. Perrelli, Ms. Plummer, Ms. Porter, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton,  
Noes: (0) Abstain: (0) Motion Carried

Ms. Richardson and Ms. Wilson-Smith entered the meeting at 7:02 PM

### SUPERINTENDENT'S REPORT

SUPERINTENDENT'S REPORT

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

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OT SERVICE  
CONTRACT

**1. OT Service Contract** – Approve the Occupation Therapy Service Contract with Bonnie Phillips, MHS, OTR for the 2020-2021 school year, on an as needed basis, at the cost of \$300.00 per evaluation and \$90 for each re-evaluation.

DONATE STUDENT  
DESKS

**2. Donate Student Desks**- Approve donating 65 student desks that are no longer in use by the district to Commercial Township School families who may need them for remote learning on a first-come, first-serve basis.

MATERNITY LEAVE

**3. Maternity Leave** – Approve the maternity leave for employee #0112 from October 13, 2020 until an anticipated return on December 23, 2020.

FFCRA LEAVE

**4. FFCRA Leave** – Approve the FFCRA leave for employee #0237 on Monday and Friday's effective September 11, 2020. This 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.

POSITIVE  
BEHAVIOR  
SUPPORT PLAN

**5. Positive Behavior Support Plan** – Approve the Positive Behavior Support Plan for the 2020-2021 school year.

EMERGENCY  
RESPONSE  
TEMPLATE

**6. Emergency Response Template** – Approve the Emergency Response Template for the 2020-2021 school year.

SUPERINTENDENT  
GOALS 20-21

**7. Superintendent Goals 2020-2021** – Approve the Superintendent Goals for the 2020-2021 school year.

DISPOSAL OF  
EXCESS  
EQUIPMENT

**8. Disposal of Excess Equipment** – Approve the disposal of excess equipment from Port Norris Middle School that has no resell value and/or space in 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

### PERSONNEL

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

TUITION  
REIMBURSEMENT

**1. Tuition Reimbursement** - Approve the following tuition reimbursement:

- Kerri Zeleniak, Technology Teacher, for 3 graduate credits at Rowan University at the rate of \$715.50 per credit, for a total of \$2,146.50, as per the CTEA agreement.

REVISED MOTION –  
STAFF REHIRES

**2. Revised Motion – Staff Rehires** - Rescind and amend the rehiring for the following employee from the August 11, 2020 board meeting rehires motion:

- Rehire Ana Rodriguez as Part-Time Bus Driver  
*\*Ms. Rodriguez was previously approved as a Full-Time Bus Driver with a salary of \$26,211.*

REVISED MOTION –  
NEW HIRES

**3. Revised Motion – New Hires**– Rescind the motion from the August 11, 2020 Board Meeting for the following staff hires:

- Lorraine Allen, Full-Time Bus Driver at a salary of \$26,211
- Cheryl Dittmer, Bus Aide at a rate of \$11.00 per hour
- Carmen Alvarado, Full-Time Bus Driver at a salary of \$26,211

RETIREMENT

**4. Retirement** – Approve the retirement of Ms. Dallas Brooks, effective January 1, 2021.

Ms. Porter added the retirement will be accepted with regret.

Roll Call:

Ayes: (8) *Ms. Dragotta, Ms. Perrelli, Ms. Plummer, Ms. Porter (except item 1), Ms. Richardson, Ms. Ronan, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith*

Noes: (1) (*Ms. Porter – Item #1 only*) Abstain: (0) Motion Carried

POLICY

### POLICY – None

CURRICULUM

### CURRICULUM

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

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**1. Workshops – Approve the following staff workshops:**

Name	Date	Workshop	Location	Cost	Mileage
Lisa Baker	1 Day (expires 90 days after purchase)	Benchmark Assessment System – Coding	Virtual	\$199.00	\$0.00
Lisa Baker	9/30, 10/28, 11/18	The Writing Strategies	Webinar	\$169.00	\$0.00
Lisa Baker	11/10	Reading and Writing Strategies	Webinar	\$209.00	\$0.00
Lisa Baker	1 Day (expires 90 days after purchase)	Strategies & Feedback	Webinar	\$29.00	\$0.00
Kristin Schell	9/30, 10/1	Marzano Supporting Beginning Teachers	Virtual	\$689.00	\$0.00

WORKSHOPS

\*Workshops will be funded with Title II funds

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

**TRANSPORTATION**

TRANSPORTATION

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

**1. Transportation Jointure –** Approve the transportation jointure with the Maurice River Township School for transportation to the CCTECH STRIVE Program. The cost of the contract is \$11,096.00. Commercial Township is the host district.

TRANSPORTATION JOINTURE

**2. Amended Lease Agreement with Sheppard Bus –** Approve the bus lease agreement with Sheppard Bus for the month of September 2020 for four (4) 24 passenger buses at the cost of \$2,000 per bus. The need for ten (10) buses is not necessary due to 100% remote learning for students.

AMENDED LEASE AGREEMENT WITH SHEPPARD BUS

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

**FINANCE**

FINANCE

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

**1. Increase Allocation for Maintenance Reserve –** Approve to amend the June 9, 2020 motion to increase the allocation from \$250,000 up to \$550,000 of the General Funds into the Maintenance Reserve for future use, effective June 30, 2020.

INCREASE ALLOCATION FOR MAINTENANCE RESERVE

**2. SCSSSD ESY Tuition Contract –** Approve the Extended School Year Tuition Contract with Salem County Special Services School District for one student at the rate of \$4,900 per student.

SCSSSD ESY TUITION CONTRACT

**3. SCSSSD Itinerant Services Agreement –** Approve the itinerant services agreement with the Salem County Special Services School District to provide services for students who attend their district.

SCSSSD ITINERANT SERVICES AGREEMENT

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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

UNFINISHED  
BUSINESS

**UNFINISHED BUSINESS**

**1. School Security Specialist** – Discussion on the School Security Specialist services took place. *Ms. Schell discussed the potential security specialist with the Board. Feedback from the staff was congruent with parents in contracted with an armed security specialist.*

*The contract would state that the start date would correlate with the students coming back to in-person instruction. Discussion took place regarding armed and unarmed security specialists, as well as metal detectors.*

SCHOOL SECURITY  
SPECIALIST

NEW BUSINESS

**NEW BUSINESS**

*Ms. Schell gave an update on the first day of school. Only a few students per class weren't able to join remotely. The district is also looking to increase its bandwidth. Phone calls were made from students that had not logged on in the morning.*

*Ms. Richardson questioned how Spanish was being handled. Ms. Schell stated it would be a self-paced online class.*

OTHER BUSINESS

**OTHER BUSINESS**

Motioned by Ms. Dragotta and seconded by Ms. Ronan 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 July 31, 2020 that as of July 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.

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

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 August and September 2020.

It is recommended that the Board of Education approve the Transfer Status Report for the month of July 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, Ms. Wilson-Smith*

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

ADDENDUM

**ADDENDUM**

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

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**1. PT Service Contract** – Approve the agreement to provide physical therapy services with Elite Rehabilitation Services LLC for \$80/per hour.

PT SERVICE  
CONTRACT

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

**FOR YOUR INFORMATION**

FYI

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

MANDATED  
TRAININGS

- Tracy Richardson – Governance I
- Sheena Plummer – Governance II
- Beverly Dragotta – Governance II
- Karen Stormes-Rivera – Governance III

**2. County Roundtable Meeting** – The Cumberland and Salem County CSBA meeting will be held virtually on September 16, 2020 from 7:00 PM to 8:30 PM. The meeting will provide an opportunity for members to discuss school law and policies as they pertain to the opening of the 2020-2021 school year, and the current public health emergency. Contact the Business Office to be registered for the event.

COUNTY  
ROUNDTABLE  
MEETING

**EXECUTIVE SESSION** – None

EXECUTIVE  
SESSION

**RECONVENE PUBLIC MEETING** – None

RECONVENE  
PUBLIC MEETING

**PUBLIC COMMENTS**

*Ms. Wilson-Smith thanked the teachers and staff in the audience for their hard work.*

PUBLIC  
COMMENTS

**ADJOURNMENT**

ADJOURNMENT

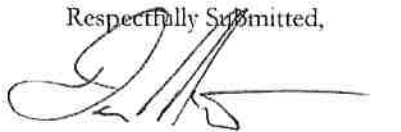
Motioned by Ms. Dragotta and seconded by Ms. Richardson the Commercial Township Board of Education adjourn the meeting.

Voice Vote

Unanimously approved

7:46 P.M.

Respectfully Submitted,



Darren Harris, Business Administrator/Board Secretary  
September 8, 2020