

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Regular Board of Education Meeting

Tuesday, May 14, 2019 – 7:00 P.M.

AGENDA

A. PLEDGE TO THE FLAG

B. SUNSHINE LAW

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of the public bodies at which any business affecting their interests 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 advertised 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.

C. ROLL CALL

Mr. Darren Harris, Board Secretary, will roll call the attendance:

Julie Abbott	_____	Sheena Plummer	_____	Karen Stormes-Rivera	_____
Beverly Dragotta	_____	Sharon Porter	_____	Ronald Sutton, Jr.	_____
Carol Perrelli	_____	Michelle Ronan	_____	Stacy Wilson-Smith	_____

D. CORRESPONDENCE - NONE

E. MINUTES - It is recommended the Board of Education approve the minutes from:

- Regular Meeting on April 9, 2019

F. SUPERINTENDENT'S REPORT

- Approve the contract renewal for Haleyville Mauricetown extended day program through the YMCA for the 2019 - 2020 school year.

FINANCIAL REORGANIZATION OF THE BOARD

1. Adoption of the Uniform Minimum Chart of Accounts for New Jersey Public Schools, as issued by the State of New Jersey Department of Education, for the 2019-2020 school year.
2. By Resolution, accept and reaffirm the current curricula, textbooks practices and procedures of the Commercial Township Board of Education recognizing that these items may be amended, when necessary, with Board approval.
3. Except as otherwise provided by law, regulations of the State Department of Education or by this Board of Education, meetings of the Commercial Board of Education shall be conducted in accordance with Robert's Rules of Order, Revised. Legal Reference: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties.

APPOINTMENTS AND DESIGNATION

4. Awarding of Contracts – By Resolution, the awarding of contracts for “professional services” for a one (1) year term, without competitive bidding, commencing July 1, 2019 until June 30, 2020:

RESOLUTION 1-20

RESOLUTION AUTHORIZING THE APPOINTMENT OF BOARD SOLICITOR, INSURANCE BROKER OF RECORD, RISK MANAGEMENT COMPANY, BROKER OF RECORD-EMPLOYEE BENEFITS, ARCHITECT, CONSULTING ENGINEER, SCHOOL PHYSICIAN, AUDITOR, LICENSED OPERATORS (VSWS), REGULATORY SERVICES, and POLICY SERVICES.

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:11.1 et seq.) requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Commercial Township School District, in the County of Cumberland, New Jersey, is hereby appointing the following persons to serve in the designated positions for a one (1) year term commencing July 1, 2019 through June 30, 2020:

**BOARD SOLICITOR
BROKER OF RECORD – INSURANCE
RISK MANAGEMENT COMPANY
ARCHITECT OF RECORD
CONSULTING ENGINEER**

SCHOOL PHYSICIAN

**AUDITOR
COLAVITA,
LICENSED OPERATOR (VSWS)
REGULATORY SERVICES
POLICY SERVICES**

**BUSCH LAW GROUP, LLC
HARDENBURGH AGENCY
HARDENBURGH AGENCY
MANDERS AND MERIGHI
PENNONI ASSOCIATES,
INC.
VINELAND PEDIATRICS,
DR. ARCHNA JAIN, MD
NIGHTLINGER,
AND VOLPA
ALLEN ENGLISH
RAMM ENVIRONMENTAL
BCS, GREG PETERSON**

That these appointments and contracts are made without competitive bidding and public advertising. Pursuant to P.L. 2005, c. 271, appointments of professionals with a contract value exceeding \$36,000 may be required to complete a Political Contribution Disclosure making known their campaign contributions to the Board at least ten (10) days prior to the Board taking action on their appointment. A copy of this resolution shall be published in the official newspapers of the Board of Education as required by law within ten (10) days of its passage.

ADOPT POLICY MANUAL

5. Acceptance and Re-adoption of the Commercial Township Board of Education Policy Manual for the 2019-20 school year, recognizing that these policies may be amended when necessary, with Board approval.

OFFICIAL NEWSPAPERS

6. Official Newspapers - South Jersey Times and The Press of Atlantic City as the official newspapers of the Board of Education. Additionally, designate location for posting of Public Notices of Board Meetings in each school building and Administration Offices and on the District Website.

7. **Depository of School Funds - BB&T Bank as the depository of school funds including the authorization for wire transfers/ACH transactions.**
8. **Account Signatories - The account signatories, as attached.**
9. **Wire Transfers - Authorize the Business Administrator to conduct wire transfers, as necessary**
10. **Third Party Administrator – TSA Consulting Group as Third Party Administrator for the District’s 403(b) Plan.**
11. **Petty Cash - Establishing \$500 petty cash fund for the 2019 – 2020 school year, effective July 1, 2019. Custodian of funds will be the Business Administrator.**
12. **Tax Shelter Plan Providers - Plan providers:**

Ameriprise Financial	Met Life
Lincoln Financial	Midland National
13. **It is recommended the Board of Education approve the Business Services Agreement with Pittsgrove Township Board of Education for the 2019-2020 school year, in the sum of \$75,000.00.**

DISTRICT ASSIGNMENTS

- **Title IX Coordinator – Business Administrator**
- **Affirmative Action Officer – District Assistant Principal**
- **Health and Safety Compliance Officer – Business Administrator**
- **504 Compliance Officer – Superintendent/Principal**
- **ADA Coordinator – Business Administrator**
- **Public Agency Compliance Officer – Business Administrator**
- **Right to Know Officer – Superintendent/Principal**
- **Integrated Pest Management Coordinator – Maintenance Coordinator**
- **Custodian of government records, other than student and personnel records - Business Administrator/Board Secretary;**
- **OPRA Appointments – Custodian of Government Records**
- **Qualified Purchasing Agent- Business Administrator**
- **Public Compliance Officer- Business Administrator**
- **Homeless Liaison- Director of Special Services**
- **Anti-Bullying Coordinator- Director of Special Services**
- **Anti-Bullying Specialist- Guidance Counselors**
- **Custodian of personnel records - Superintendent/Principal;**
- **Custodian(s) for student records - Superintendent/Principal & Director of Special Services**

FINANCE

It is recommended the Board of Education approve the following Finance items:

14. **It is recommended that Board of Education approve, by resolution, the completion of the "Application to Borrow Due to Delay in the June 2019 State Aid Payment."**

PERSONNEL

It is recommended the Board of Education approve the following Personnel items:

15. It is recommended that the Board of Education approve the following employees for Summer

Curriculum work for the 2019-2020 School Year. Position is for up to 30 hours at the CTEA hourly rate. Tentatively scheduled for July 2019 from 9:00-12:00 for up to ten days.

Ashley Loteck Kerri Zeleniak
Ted Prohovich Lisa Santiago

16. Resignations-

- a. **Paige Scheeper, Executive Secretary, has resigned as of May 3, 2019 her last day will be June 14, 2019.**
- b. **Michelle Santiago, HMS 1;1 Aide, has resigned as of May 1, 2019 her last day will be May 7, 2019.**
- c. **Shellbie Yard, Instructional Assistant, has resigned as of May 7, 2019 her last day will be June 20, 2019.**

17. Employment Contracts - for the 2019-2020 school year:

It is recommended that the Board of Education approve the following staff rehires as recommended by the Superintendent:

Administration:

Jean Smith - Interim Superintendent/Principal
Alysia Thomson - District Assistant Principal
John Lavell - Director of Special Services (11 Month)

Tenure Professional Staff

Anastasia LaSerre	Lauren Eisenhart
Sandra Caromano	Michelle Clark
Scott Shea	Tricia Sammons
Chris Lanterman	Peter Dolcy
Patricia Teasenfitz	Rochelle Yunk
Kerri Zeleniak	Jillian Gregory
Jennifer Driscoll	Natalia Michalkiewicz
Cathy Vazquez	Marilyn Dickerson
Karen Haddock	Matthew Mingin
Deborah Solomon	Lisa Santiago
Tina Hayden	Janine Brockman
Lou Ann Gaddy	Tarin Leech
Yajaira Johnson	Ashley Loteck
Lisa Baker	Brittney Knight
Amy Ellis	Patricia Smith
Walter Webster	

Non Tenure Professional Staff

Amanda Edelman	Megan Nocon	Jamaal Hall
Joy Dunn	Jenna Wells	Andrew Egnor
Sarah Cobb	Heather Coralluzzo	Amanda Wozniak
Paige Weissman	Sylvia Sharkey	
John Borchert	Kelly Perry	
Monique O'Connell	Theodore Prohovich (3/5)	
Elyse Mendicino	Jamilynn Eldridge	

Instructional Assistants

Irene Horseman
Nora Gerbereux
Kathy Vizzard
Anatoly Sokolov
Dallas Brooks
Linda Givens
Audrey Lloyd
Rochelle Magee

Kimberly Rodriguez
Jennifer Russell
Joyce Stuckman
Serena Perkins
Amanda Reid
Susan Nichols
Stephanie Padilla
Ana Carrion

Melanie Hough
Kristi Bevan
Elena Quinton

Secretarial Staff

Lisa Robbins
Linda Pancrazio
Kim Day

Maintenance Staff

Brian Saxton

Full Time Transportation

Amadis Terrero
Cesarina Gonzalez
Brittany Fisher
Damaris Cruz
Rosina Dennis
James Walters
Paul Bentz

18. Field Trips - for the 2018-2019 school year:

<u>Location</u>	<u>Grade</u>	<u>Date</u>	<u>Cost to the BOE</u>	<u>Student Cost</u>
Cumberland County College	PNS Club 21	6-9-19	\$0	\$0

19. UNFINISHED BUSINESS

20. NEW BUSINESS

21. OTHER BUSINESS

22. BILL LISTS / LINE ITEM TRANSFERS

It is recommended the Board of Education approve the itemized bill lists for April 30, 2019.

It is recommended 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.

23. BOARD SECRETARY’S MONTHLY CERTIFICATION

It is recommended 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 March 31, 2019 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business

Administrator/Board Secretary certifies that as of March 31, 2019 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.

24. **Transfers**

It is recommended the Board of Education approve the Transfer Status Report for the month of March 31, 2019.

G. **PUBLIC COMMENTS**

H. **EXECUTIVE SESSION** - It is recommended the Board of Education, by Resolution, recess into Executive Session, from which general public will be excluded, to discuss _____. The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law.

I. **ADJOURNMENT**