

COMMERCIAL TOWNSHIP BOARD OF EDUCATION MINUTES APRIL 11, 2017

The Regular Meeting of the Commercial Township Board of Education was held in the Administration Building, located at 1308 North Avenue, Port Norris, NJ, on Tuesday, April 11, 2017 at 7:00 p.m. The meeting was called to order by Mrs. Perrelli, and she read a statement as to the time and place of the meeting, as set forth in the "Open Public Meetings Act". She then conducted the Pledge of Allegiance.

FLAG SALUTE

**ROLL CALL**

ROLL CALL

The following were present:

Mrs. Abbott	Present
Mrs. DeFabrites	Present
Mr. DeFabrites	Present
Mrs. Pettit	Present
Mr. Jay Sutton	Present
Mr. Ronald Sutton, Jr.	Absent
Mrs. Wilson-Smith	Present – 7:08
Mrs. Perrelli	Present

The following were also present:

Dr. Daniel Dooley, Superintendent/Principal  
Mrs. Pamela Zook, Board Secretary

**MINUTES:** Mr. Jay Sutton made a motion that the Board of Education approve the minutes from March 14, 2017. It was seconded by Mr. DeFabrites and carried by a unanimous voice vote by all board members.

MINUTES

**SUPERINTENDENT'S REPORT:**

Dr. Dooley recognized and presented certificates to the staff for helping with the 8<sup>th</sup> Grade breakfast and making it a success.

**SUPERINTENDENT'S REPORT:**

Dr. Dooley recognized support staff of the year:

Audrey Lloyd  
Linda Givens

STAFF  
RECOGNITIONS

Ms. Thomson commended Mrs. Lloyd for her efforts at the school.

Dr. Dooley spoke on the dedication of Ms. Givens to Haleyville-Mauricetown School students.

Ms. Thomson spoke on behalf of the Math and Literacy Night. She thanked the custodians for setting up the event and handed out certificates to those who made it a success.

Dr. Dooley discussed the PARCC night that was held. He explained Ms. Leech set up the event and someone from the state came in to speak to parents about it. He handed out certificates to those who helped with the event.

Ms. Reed spoke about the Autism Awareness Day and the bubble-blowing event that was held in the fields. She felt the event was embraced by community and families, and handed out certificates to those who helped in the event. She stated that Mrs. Miller secured the donation of the bubbles from Target.

Dr. Dooley spoke of the event held for third marking period and thanked the employees of Commercial Township for bringing students to a new level and said it was a job well done.

Mrs. Pettit made a motion that the Board of Education approve the following:

HIB REPORTS

- 1. **HIB Reports** - Confirm the February HIB Reports.
- 2. **HIB Reports** - March 2017

HMS – 1 Reported    0 Confirmed  
 PNS - 3 Reported    1 Confirmed

**FINANCE**

DONATION

- 3. **Donations** - Approve the following donations to the Commercial Township Fine Arts Department:

Irene Horseman        \$250  
 Scott Shea                \$300  
 Walter Webster         \$300

- 4. **Preschool Education Aid** - Approve the 2015-16 carryover in the amount of \$557. Total 2017-2018 Preschool Education Budget will be \$270,620.

PRESCHOOL CARRYOVER

- 5. **Request for Proposals** - Approve the School Business Administrator to advertise the following Request for Proposals:

RFP

Technology Services  
 Bus Rental and Maintenance Services

- 6. **Substitute Nursing Services** - Approve the results from RFP CC 02-17:

C.O.R.E. Care            LPN Rate of \$35/hour  
 Preferred Home Health RN Rate of \$49/hour

NURSING

Dr. Dooley mentioned that nurses will be on all field trips for students with a 504 plan, or, if nurses are out of the district, we will have nurses covering the building. He thanked the board members and the Business Administrator for their efforts.

7. **Budget** - Approve the revised 2017-2018 budget to the Department of Education. The budget total is \$14,025,890. 2017-18 BUDGET
8. **“Snacks for Brain Power”** - Accept and approve a grant award of \$182.43 from DonorsChoose.org to Mrs. Gregory’s 4th grade class. GRANT

It was seconded by Mr. DeFabrites and carried by a unanimous roll call vote by all board members.

**PERSONNEL**

Mrs. Abbott made a motion that the Board of Education approve the following:

9. **Resignation** - Approve the resignation of Tina Hayden as a Club 21 Teacher effective March 29, 2017. RESIGNATION
10. **New Hire** – NEW HIRES
- A. Approve to hire Kennea Wilson as a substitute aide at \$60 per day and a substitute lunch chaperone at \$9 per hour for the remainder of the 2016-2017 school year.
- B. Approve to hire Kaitlin Green as a substitute aide at \$60 per day, a full time lunch chaperone at \$9 per hour, and an extended day aide at \$9 per hour for the remainder of the 2016-2017 school year.
- C. Approve to hire Danielle Dixon as a lunch chaperone at \$9 per hour for the remainder of the 2016-2017 school year.
- D. Approve to hire Amanda Reid as a substitute aide at \$60 per day and a substitute lunch chaperone at \$9 per hour for the remainder of the 2016-2017 school year.
- E. Approve to hire Jessica Torcicollo as a School Counselor as of April 12, 2017. She will be placed on the first step of the MA salary guide at \$54,898.
- F. Approve to hire Natalia Michalkiewicz as the Curriculum Supervisor for the 2017-2018 school year effective July 1, 2017. She will be compensated at \$69,716.90 over 11 months.
11. **Homebound Instruction Tutor** – Approve Michele Miller, Collin Lewis, and Ashley Long as Homebound Instruction Tutors for the remainder of the 2016-2017 school year at the rate of \$26 per hour. HOME INSTRUCTION TUTOR

12. **Administrative Leave** - ADMIN LEAVE
- A. Approve the Administrative Leave of Absence of employee #17658378 with pay, pending further investigation, as of March 30, 2017.
- B. Approve the Administrative Leave of Absence of employee #17639048 with pay, pending further investigation, as of April 6, 2017.

**CURRICULUM**

FIELD TRIPS

13. **Field Trips** – Approve the following field trips for the 2016-2017 school year:

May 8, 2017	8th Grade	Mauricetown Historical Society	Mauricetown, NJ
May 16, 2017	6-8th Grade Gifted and Talented	Eastern State Penitentiary	Philadelphia, PA

STEP AHEAD PROGRAM

14. **Instructional Services** - Approve the Instructional Services through Educational Professional Services, Inc. for student SID # 5367411912 attending A Step Ahead. Instruction will be provided while the student is attending the partial care program until discharge at the rate of \$26 per hour.

HOME INSTRUCTION

15. **Homebound Instruction** -

A. Approve the homebound instruction services for SID #4362745246, for a period of 10 hours per week over no fewer than three days until further notice as a result of a physician’s order.

B. Approve the homebound instruction services for SID #5719431265, for 10 hours per week from March 27, 2017 - March 31, 2017, as a result of disciplinary consequence.

HOMESCHOOL

16. **Homeschool** - Approve the letter from parent of SID #8671158823 to homeschool their child effective March 24, 2017.

SUMMER PROGRAM

17. **Summer Excel Program** - Approve the Summer EXCELerate Tutoring Program from July 10th to August 3rd, Monday through Thursday, 9:30 AM to 11:30 AM.

18. **Summer Excel Tutor** - Approve the position of Tutor at \$26 per hour for the Summer EXCELerate Tutoring Program.

HISTORY NIGHT

19. **History Night** - Approve the Port Norris Middle School History Night to be held on Tuesday, May 30, 2017.

Mrs. Wilson-Smith asked if all the aides that are hired have their BA or certificate. Dr. Dooley stated aides only have high school diplomas, and the lunch aides do not need 60 credits or take the praxis.

It was seconded by Mrs. Wilson-Smith and carried by a unanimous roll call vote by all Board members.

**OTHER BUSINESS:**

Mr. Jay Sutton made a motion that the Board of Education approve the following:

**20. BILL LISTS / LINE ITEM TRANSFERS:**

BILL LISTS &  
TRANSFERS

Approve the revised March bill list, the April bill list, and approve the budgetary line item transfers for March 31, 2017

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.

**21. MONTHLY BOARD CERTIFICATION:**

MONTHLY BD.  
CERT.

Officially certify pursuant to N.J.A.C. 6:20-2:13(e) that as of February 28, 2017, after a review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over extended in violation of NJAC 6-20-2:13(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

**22. BOARD SECRETARY'S MONTHLY CERTIFICATION:**

BOARD SECTY.  
CERT.

Approve the Board Secretary's monthly certification of budgetary line item status for February 28, 2017.

**23. Facilities Use Form– Approve the facilities use form for use of Haleyville-Mauricetown School on Saturday, April 15, 2017 conditionally upon hiring of custodian.**

FACILITIES USE

It was seconded by Mr. DeFabrites and carried by a unanimous roll call vote by all board members.

**PUBLIC COMMENTS**

PUBLIC  
COMMENTS

Michelle Ronan spoke regarding allegations against the PTA for misappropriation of funds. She said the person who has been making them has not come to her. Ms. Ronan stated her contact information is listed and that if anyone would like to bring forth allegations, they can contact her.

Lorraine Pettiford-Johnson questioned wording on the agenda. She wanted to know what the HIB report was and Ms. Reed provided the explanation. She also wanted to know what the Summer Excel program was and the grades involved. Dr. Dooley asked Ms. Michalkiewicz to explain, and she explained that it was for students entering 1<sup>st</sup> through 4<sup>th</sup> grades that were just behind level and needed a push. Ms. Zeleniak also explained the program. Dr. Dooley explained how benchmarks showed a "summer slide" in September/October and levels dropped in May/June.

EXECUTIVE  
SESSION

**EXECUTIVE SESSION**

Mrs. Perrelli read a resolution to enter Executive Session. Upon motion made by Mr. DeFabrites and seconded by Mr. Jay Sutton, approval was granted for adoption of the Executive Session Resolution and adjournment to Executive Session at 7:35 p.m.

BE IT RESOLVED that pursuant to Section 8 of the Open Public Meetings Act, the public shall be excluded from the portion of the meeting involving the discussion of personnel matters and HIB.

FURTHER that actions taken, if any, will be disclosed when the meeting is opened to the public.

Motion was made by Mrs. Pettit and seconded by Mrs. Wilson-Smith and seconded by Mrs. Pettit to close out of Executive Session at 8:35 pm.

Motion was made by Mrs. Wilson-Smith and seconded by Mrs. Pettit to reconvene the Regular meeting at 8:35 pm.

Mrs. Perrelli provided interview questions to the board for upcoming board member interviews. A discussion ensued regarding the questions.

ADJOURNMENT

**ADJOURNMENT:**

Mrs. Abbott made a motion that the Board of Education adjourn the meeting at 8:44 pm. It was seconded by Mrs. Wilson-Smith and carried by a unanimous voice vote by all board members.



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Pamela A. Zook, Board Secretary  
April 11, 2017