

COMMERCIAL TOWNSHIP BOARD OF EDUCATION MINUTES APRIL 12, 2016

The Regular Meeting of the Commercial Township Board of Education was held in the All Purpose Room at Haleyville-Mauricetown School, located at 1308 North Avenue, Port Norris, NJ on Tuesday, April 12, 2016 at 7:04 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 Meeting Act". She then conducted the Pledge of Allegiance.

PLEDGE

**ROLL CALL**

ROLL CALL

The following were present:

Mrs. Abbott	Present
Mrs. Chamberlain	Present – 7:46 p.m.
Mrs. DeFabrites	Present
Mr. DeFabrites	Present
Mrs. Pettit	Present
Mr. Jay Sutton	Present
Mr. Ronald Sutton, Jr.	Present
Mrs. Wilson-Smith	Absent
Mrs. Perrelli	Present

The following were also present:

Mr. Daniel Dooley, Superintendent/Principal  
Mrs. Pamela Zook, Board Secretary  
Mrs. Alysia Thomson, District Assistant Principal

**MINUTES**

MINUTES

Mr. Jay Sutton made a motion that the minutes from the March 8, 2016 meeting be approved. It was seconded by Mr. DeFabrites and carried by a unanimous voice vote by all board members.

**PRESENTATION:**

Dr. Danielle Taylor presented information on a Therapy Dog program that is being implemented at Pineland Learning Center.

PRESENTATION

The Commercial Township Community Food Pantry made a request to the Board of Education to allow them to host a community Thanksgiving Day Dinner at the Haleyville-Mauricetown School on Thursday, November 24, 2016. Mrs. Perrelli said the Board would take it under advisement and let them know.

FOOD PANTRY

**SUPERINTENDENT'S REPORT & RECOGNITIONS:**

Mrs. Thomson presented certificates of appreciation to students and staff for: Annual Acts of Kindness, Shoe Fundraiser, Read Across America Day, the 8<sup>th</sup> Grade Breakfast, and Movie Night.

RECOGNITIONS

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

**1. HIB Reports** - For March, 2016

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

COMMERCIAL TOWNSHIP BOARD OF EDUCATION MINUTES APRIL 12, 2016

**FINANCE**

CST SERVICES

**2. Itinerant Shared Service Agreement** – Approve the Itinerant Shared Service Agreement for Child Study Team Services between the Commercial Township Board of Education and the Maurice River Township Board of Education. This will provide revenue in the amount of \$277,456.00.

GENERATOR AGREEMENT

**3. Shared Service Agreement** – Approve the Shared Service Agreement with the Office of Emergency Management. The OEM will provide and install an emergency generator at the Haleyville-Mauricetown School.

2016-17 FRESH FRUIT & VEG. GRANT

**4. Fruit & Vegetable Grant** – Approve to apply for the Fruit & Vegetable Grant for the 2016-2017 school year.

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

**CURRICULUM**

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

2016-17 SCHOOL CALENDAR

**5. School Calendar** – Approve the School Calendar for the 2016-2017 school year.

FIELD TRIPS

**6. Field Trips** – Approve the following field trips for the 2015-2016 school year:

5/12/16	PNS – 21 <sup>st</sup> Century	Belleplaine State Park	Belleplaine
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**7. Field Trip Expenses** – Authorize the Business Administrator to pay any bills due and owing for field trip expenses before the next Board of Education meeting. A list of any bills paid will be presented at the next board meeting.

PROF. DAYS

**8. Professional Days** – Approve the following professional days for the 2015-2016 school year:

4/16/16	K. Haddock N. Michalkiewicz	Facets of Dyslexia - Cooper Learning Center Voorhees	\$125.00 Registration Fee for each teacher
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CEP 2016-2019

**9. Comprehensive Equity Plan** – Approve the submission of the Comprehensive Equity Plan for school years 2016-17 through 2018-19.

HOME SCHOOLING

**10. Home Schooling** – Approve Home Schooling for the following students in the HMS & PNS:

Student Identification Numbers - 6696740769, 2246972972, 2654310047, & 1534828361

HOMELESS CONTRACT

**11. Homeless Contract** – Approve the homeless contract with the Franklin Township Public Schools in the amount of \$5,148.78 pending verification from our homeless liaison.

SUMMER WORKWEEK

**12. Summer Hours** – Approve an extended hour 4 Day Workweek for all 12 month employees during the summer of 2016.

8<sup>TH</sup> GRADE FORMAL

**13. 8<sup>th</sup> Grade Semi Formal** – Approve the 8<sup>th</sup> Grade Semi Formal to be held at the Charles Sheppard Community Center on Friday, June 10, 2016 from 6:00 – 9:00 PM. Decorating will be done on Thursday, June 9<sup>th</sup> from 3:30 – 9:00 PM.

HISTORY NIGHT

**14. History Night** – Approve a History Night on Tuesday, May 10, 2016. This program will be held at the Haleyville-Mauricetown School at 7:00 PM.

COMMERCIAL TOWNSHIP BOARD OF EDUCATION MINUTES APRIL 12, 2016

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

**15. Therapy Dog** – Tabled until after Executive Session

**PERSONNEL**

**16. Salary** – Tabled until after Executive Session

Mr. DeFabrites made a motion that the Board of Education approve numbers 17-21D, 22-23, and 25-26:

**17. Retirement** – Accept a letter of retirement from Patricia Nuskey effective June 30, 2016. Mr. Dooley stated it was an honor working with Mrs. Nuskey and was glad that their paths crossed.

RETIREMENT

**18. Resignation** – Accept a letter of resignation from Scott Shea as Groundskeeper effective upon hire of a replacement. Mr. Dooley thanked Mr. Shea for his duties and his time.

RESIGNATION

**19. Substitutes** – Approve Cori Mead as a substitute teacher and Marcia Campbell as a substitute aide for the 2015-2016 school year.

SUBSTITUTES

**20. New Hires** – Approve the following for the 2015-2016 school year:

NEW HIRES

Susan Kriegalman as a Latch Key Aide at the HMS for the 2015-2016 school year @ \$9.00 per hour.

Kim Cobb as an Aide for the HMS. She will be placed on the 1st step of the Para- professional salary guide @ \$23,131.00 (pro-rated) for 2015-2016. (3/21/16 - 4/29/16)

Tyler Day as a Long Term Substitute Teacher for Amanda Crescitelli during her maternity leave. (Start date was 3/21/16)

Kelly Godfrey as an Aide for Michele Miller during her maternity leave. She will be placed on the 1<sup>st</sup> step of the Para-professional salary guide @ \$23,131.00 (pro-rated) for the remainder of the 2015-2016 school year. (Start date will be 5/2/16).

Jason Harrington as a Bus Aide for 1 hour per day @ \$9.00 per hour from 1/20/16.

**21. Child Study Team** – Approve the following for the 2016-2017 Child Study Team:

CHILD STUDY TEAM

- |   |                   |             |
|---|-------------------|-------------|
| A. Sarah Cobb – Occupational Therapist -      | Step 1M -         | \$54,393.00 |
| B. Jennifer Machinsky – School Psychologist - | Step 17M+30 (80%) | \$67,604.00 |
| C. Kara Trovato – Social Worker -             | Step 11M (80%)    | \$52,238.00 |
| D. Victoria Hackney-Danks – LDTC -            | Step 14M+30       | \$72,257.00 |
| E. Tabled until after Executive Session       |                   |             |

**22. Speech Language Specialist Contract** – Approve a contract with Sancha Hughes to provide Speech Language Specialist services for the 2016-2017 school year. She will receive \$50.00 per hour for 180 days (\$63,000.00).

SPEECH LANGUAGE SPECIALIST

**23. Substitute Nurses** – Approve an increase in the Substitute Nurses rate from \$100.00 per day \$175.00 LPN; \$225.00 RN.

SUBSTITUTE NURSE RATE

**24. Advisers** – Tabled until after Executive Session

ADVISERS

**25. HMS 21<sup>st</sup> Century Clubs** – Approve the following staff members for the HMS 21<sup>st</sup> Century Clubs. Aides are \$9.00 per hour and teachers are \$26.00 per hour.

HMS 21<sup>ST</sup> CENTURY

Teachers & Aides – Tyler Day, Courtney Rafine, Kelsey Rafine

BACKGROUND  
CHECK

**26. Background Check Reimbursement** – Approve the reimbursement of a Background Check for Nicole Baker, Lunch Aide.

Mrs. Pettit asked if number 23 was a comparable rate. Mr. Dooley said it was low, but it put us in the ballpark so we can have a nurse on the premises. Mrs. Perrelli stated that this rate was per day. Mrs. DeFabrites asked if we had a hard time finding nurses. Mr. Dooley replied that we don't have any and have tried pairing with Inspira, but we can't compete with their rates.

Mr. Ronald Sutton, Jr. asked if the salary in number 21 was established. Mr. Dooley said it was a salary for a 12 month secretary. Mrs. Porter, from the audience, stated she took the 10 month guide and added two months to it because there is no 12 month salary guide. Mrs. Abbott asked if this lined up with other salaries. Mr. Dooley said no but we can discuss the salary and not the person in Executive Session. Mrs. Abbott asked if the item would be tabled and Mr. Dooley responded that he was trying to answer the question if it was based on the guide. Mr. Jay Sutton said it doesn't follow a guide since we do not have one. Mrs. Abbott asked if we should establish a guide first and asked if it can be taken out to be discussed further. Mrs. Perrelli said we will table the 12 month secretary and Mr. Dooley outlined number 21 so the board members could vote on the other items.

The motion to approve numbers 17-21D, 22-23, and 25-26 was seconded by Mrs. Pettit and carried by a unanimous roll call vote by all board members.

**POLICY**

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

POLICIES

**27. Policies** – Approve the following policies:

1200	Revised	Participation by the Public - (Volunteers)
3542.31	Revised	Free or Reduced-Price Lunches / Breakfasts / Milk

**OTHER BUSINESS:**

BILL LIST &  
TRANSFERS

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

Approve the budgetary line item transfers for March, 2016.  
Authorize the Business Administrator to pay any bills due and owing and make any additional line item transfers before the next meeting. A list of bills and transfers will be presented at the next board meeting.

BOARD CERT.

**29. MONTHLY BOARD CERTIFICATION:**

Officially certify pursuant to N.J.A.C. 6:20-2:13(e) that as of February 29, 2016, 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 overextended 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.

BD. SECTY. REPORT

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

Approve the Board Secretary's monthly certification of budgetary line item status for February 28, 2016. It was seconded by Mrs. DeFabrites and carried by a unanimous roll call vote by all board members.

COMMERCIAL TOWNSHIP BOARD OF EDUCATION MINUTES APRIL 12, 2016

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

**PUBLIC COMMENTS:**

PUBLIC  
COMMENTS

Melody Mann, a member of the audience, asked if we can hire anyone for the nurse. Mr. Dooley stated they would need the certificate from the state.

Ms. Mann also discussed the background process and stated a lot of the parents are disheartened by the fact that they weren't aware of the process and now Inspira has limited the number of background checks they will process. She wanted to know where her personal information that she supplied to Inspira was and if there was a way she could get it back. Mr. Dooley said that the reason he wanted Inspira to handle the background checks was because of the handling of private information and it was beneficial to the community since they did not have to pay the \$12 fee. He wanted Inspira to have access to the information and us to never be able to access it. Mr. Dooley said he would give her the name and the number. Mr. Dooley mentioned that Ms. Mann will be co-chair in the committee next year. Mrs. Porter mentioned that we have a lot of people who have applied for the background checks but it is too late. Mr. Dooley said the process would take us to the end of the year to complete it. Mrs. Porter also said one thing about this process is that if someone in education committed a crime, we are notified. If a parent does, we aren't notified. Mr. Dooley stated it's an extra level for defense and that there are bumps in the road that will need to be ironed out.

Ms. Mann questioned what students were learning relating to stranger safety and Mr. Dooley replied there is a Child Assault Prevention program every two years and next year it will be provided. Mrs. Pettit responded that students are also taught in health.

Kathy Vizzard asked for the process of minutes for Executive Session. Mrs. Zook replied that there was not a formal outcome of last month's session. If the board should vote on items after this meeting, minutes will be available next week.

EXECUTIVE  
SESSION

**EXECUTIVE SESSION:**

Upon motion made by Mr. Jay Sutton and seconded by Mrs. Pettit, approval is granted for adoption of the Executive Session Resolution and adjournment to Executive Session at 8:18 pm.

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.

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 Mr. DeFabrites to close out of Executive Session at 11:19 pm.

Motion was made by Mrs. Pettit and seconded by Mr. Jay Sutton to reconvene the Regular meeting at 11:19 pm.

THERAPY DOG

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

**15. Therapy Dog** – Approve the use of a District Wide Service/Therapy Dog, "SKYE", on a trial basis, to benefit and meet the social and emotional needs of special education students, in a designated area in each school, 2-3 times per week. The number of students and their conditions which the dog is being used will be reviewed by the Board of Education in September 2016.

COMMERCIAL TOWNSHIP BOARD OF EDUCATION MINUTES APRIL 12, 2016

It was seconded by Mr. DeFabrites. The following voted:

Ayes: Chamberlain, A. DeFabrites, G. DeFabrites, Pettit, J. Sutton, Perrelli

Noes: Abbott, R. Sutton, Jr.

Absent: Wilson-Smith

Motion Carried

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

**16. Salary** – Approve the salary for Alysia Thomson, Vice-Principal at \$85,000.00 for the 2016-2017 school year.

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

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

**21E. Child Study Team** – Approve Alaina McCormick-Baner as an Administrative Assistant with a salary of \$37,875.00, pending job description.

It was seconded by Mrs. Chamberlain. The following voted:

Ayes: Abbott, Chamberlain, A. DeFabrites, G. DeFabrites, Pettit, J. Sutton, Perrelli

Noes: R. Sutton, Jr.

Absent: Wilson-Smith

Motion Carried.

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

**24. Advisers** – Approve Kerri Zeleniak as the Technology Adviser and Natalia Michalkiewicz as the Curriculum Adviser effective April 18, 2016, pending job descriptions. Each position will receive a \$5,000.00 stipend per full year of advisement.

It was seconded by Mr. Jay Sutton. The following voted:

Ayes: Abbott, Chamberlain, A. DeFabrites, G. DeFabrites, Pettit, J. Sutton, Perrelli

Noes: R. Sutton, Jr.

Absent: Wilson-Smith

Motion carried.

**ADJOURNMENT:**

Mrs. Chamberlain made a motion that the Board of Education adjourn the meeting at 11:23 pm. It was seconded by Mrs. Pettit and carried by a unanimous voice vote by all board members.



Pamela A. Zook, Board Secretary

April 12, 2016

ASST. PRINCIPAL  
SALARY 2016-17

CHILD STUDY TEAM  
ADMIN. ASST. 2016-17

ADVISERS

ADJOURNMENT

**COMMERCIAL TOWNSHIP BOARD OF EDUCATION  
PORT NORRIS, NJ 08349**

**EXECUTIVE SESSION MINUTES:**

April 12, 2016

Members present were Mrs. Abbott, Mrs. Chamberlain, Mrs. DeFabrites, Mr. DeFabrites, Mrs. Pettit, Mr. Jay Sutton, Mr. Ronald Sutton, Jr., and Mrs. Perrelli. Mrs. Wilson-Smith was absent. Also present were Mr. Dooley, Superintendent/Principal, Mrs. Thomson, Assistant Principal, and Mrs. Zook, School Business Administrator.

Upon motion made by Mr. Jay Sutton and seconded by Mrs. Pettit, approval is granted for adoption of the Executive Session Resolution and adjournment to Executive Session at 8:18 pm.

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.

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

The Board discussed the request from the Commercial Township Community Food Pantry. Mrs. Zook will send a letter with questions that the members had regarding hours of the meals, custodian, insurance, and concerns relating to certificates for handling food. No formal action was taken.

Mr. Dooley discussed how he received a donation of a dog from a breeder that he would like to use as a District therapy dog. Mrs. Abbott stated she wanted to be the voice of allergies and Mr. Ronald Sutton, Jr. stated he wanted to be the voice of being allergic and not knowing it. A discussion resulted regarding how the board members were notified, the safety and health issues for students, insurance coverage, as well as who will provide the services with the dog. The recommendation will be changed to reflect limitations and a trial basis.

A discussion ensued about the 12 month secretary salary since we did not have a guide, the salaries of other 12 month secretaries, posting of the position, and job duties for the new position. Mr. Dooley stated he wanted the person to have a college degree. Mrs. Perrelli requested that the title description be changed, provide a job description and include the coordination of substitutes into the duties of the position. The recommendation will be changed to include these suggestions.

Mr. Dooley explained the need for the two advisor positions and stated that he needed help with curriculum since it hasn't changed in over 7 years. A discussion followed regarding the hours the staff members would work, time in their schedules, how they

COMMERCIAL TOWNSHIP BOARD OF EDUCATION MINUTES APRIL 12, 2016


would be used for observations, evaluations, and summer work. Mrs. Perrelli asked for a job description for both advisors so that it would describe their rolls. The recommendation will be changed to include these suggestions.

Mrs. Thomson left the meeting right before the members were going to discuss salary for the 2016-17 school year.

A discussion resulted from a question regarding the salary amount that Mr. Dooley recommended for Mrs. Thomson. Mrs. Perrelli mentioned that salary was advertised for \$85,000 when the Assistant Principal position was posted. The other members agreed and the recommendation will be changed to the amount of \$85,000 for the 2016-2017 school year.

Motion was made by Mrs. Pettit and seconded by Mr. DeFabrites to close out of Executive Session at 11:19 pm.

Motion was made by Mrs. Pettit and seconded by Mr. Jay Sutton to reconvene the Regular meeting at 11:19 pm.



Pamela A. Zook

April 12, 2016