

**COMMERCIAL TOWNSHIP BOARD OF EDUCATION**  
**Regular Board of Education Meeting**

**Tuesday, December 13, 2016 – 7:00 P.M.**

**AGENDA**

**A. PLEDGE TO THE FLAG:**

**B. SUNSHINE LAW:**

The New Jersey Open Public Meetings Law was enacted to insure 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 South Jersey Times, and posted in the Commercial Township Schools and District Office.

**C. ROLL CALL:**

Mrs. Pamela Zook, Business Administrator, will roll call the attendance:

Julie Abbott	_____	Guy DeFabrites	_____	Jay Sutton	_____
Melissa Chamberlain	_____	Carol Perrelli	_____	Ronald Sutton	_____
Anna DeFabrites	_____	Rita Pettit	_____	Stacy Wilson-Smith	_____

**D. MINUTES: Approval of Minutes from November 8, 2016**

**E. CORRESPONDENCE:**

**F. PUBLIC COMMENTS ON AGENDA ITEMS:**

**G. BOARD COMMITTEE REPORTS:**

1. Buildings & Grounds -Ronald Sutton
2. Finance -Anna DeFabrites
3. Personnel –Guy DeFabrites
4. Curriculum - Rita Pettit
5. Policy -Stacy Wilson-Smith
6. Transportation –Jay Sutton

## **H. SUPERINTENDENT'S REPORT:**

1. **HIB Reports** - It is recommended the Board of Education confirm the October HIB Reports.
2. **HIB Reports** - November 2016  
  
HMS – 1 Reported 0 Confirmed  
PNS - 0 Reported 0 Confirmed
3. **Home School** -
  - a. It is recommended the Board of Education accept a letter from parent of SID #9009860570 and SID # 7544206316 that she will be homeschooling her children as of November 28, 2016.
  - b. It is recommended the Board of Education accept a letter from parent of SID #4362745246 that she will be homeschooling her child as of December 1, 2016.
4. **Homebound Instruction** -
  - a. It is recommended the Board of Education approve the homebound instruction services for SID #9657761800, for a period of 10 hours per week for no less than three days until further evaluation.
  - b. It is recommended the Board of Education approve the homebound instruction services for SID #5010044386, for a period of 10 hours per week for no less than three days, pending medical treatment.

## **FINANCE**

5. **Grants** - It is recommended that the Board of Education approve the following grants:  
  
Holly Beach Library - \$30,000  
Donors Choose/Burlington Coat Factory -\$1,420
6. **Payroll Deduction** - It is recommended that the Board of Education approve Colonial Life as a short-term disability insurance provider.
7. **Tuition Contracts** - It is recommended that the Board of Education approve the following tuition contracts:  
  
Cumberland County Board of Vocational Education:  
15 students @ \$7,000/ea \$105,000

**Salem County Special Services School District:**

<b>3 MD students @ \$37,773</b>	<b>\$113,319</b>
<b>2 AUT students @ \$42,400</b>	<b>\$ 84,800</b>
<b>2 BD students @ \$43,443</b>	<b>\$ 86,886</b>
<b>7 students</b>	<b>\$288,005</b>

**Salem County Special Services Regional Day School**

<b>4 MD students @ \$40,852</b>	<b>\$163,408</b>
<b>3 AUT students @ \$45,860</b>	<b>\$137,580</b>
<b>7 students</b>	<b>\$300,988</b>

8. **Donation - It is recommended that the Board of Education approve the PTA donation of \$100.**

**PERSONNEL**

9. **New Hire –**

- a. **It is recommended the Board of Education approve Ms. Linda Pennycook as a substitute instructional assistant at \$60 per day, substitute lunch aide and a substitute bus aide at \$9 per hour for the 2016-2017 school year.**
- b. **It is recommended the Board of Education approve Ms. Cheryl Davis as a bus driver at \$15 per hour for the 2016-2017 school year.**
- c. **It is recommended the Board of Education approve Ms. Terri Mitch as a substitute bus driver at \$13 per hour for the 2016-2017 school year.**
- d. **It is recommended the Board of Education approve Mr. Troy Day as a substitute teacher at \$75 per day for the 2016-2017 school year.**
- e. **It is recommended the Board of Education approve Ms. Heather Studstill for an additional three days as an Interim Secretary at \$150 per day until November 23, 2016.**
- f. **It is recommended the Board of Education approve Ms. Morgan Starcher as a substitute aide at \$60 per day for the 2016-2017 school year.**
- g. **It is recommended the Board of Education approve Ms. Karen Munyon as a substitute teacher at \$75 per day for the 2016-2017 school year.**
- h. **It is recommended the Board of Education approve Ms. Joyce Stuckman as an Instructional Assistant as of January 3, 2017. She will be placed on Step 1 of the salary guide at \$23,131.**
- i. **It is recommended the Board of Education approve Mr. Collin Lewis as an ASP Coordinator from January 3, 2017 to June 22, 2017. He will be placed on Step 1 of the MA salary guide at a prorated salary of \$54,393.**

**10. Salary Adjustment -**

- a. It is recommended the Board of Education approve the salary adjustment of Mrs. Jennifer Machinsky, School Psychologist, from 80% to 90% of the MA+30 step 15 salary. Her salary will increase to \$68,503, retro from September.
- b. It is recommended the Board of Education approve the salary adjustment of Mrs. Kara Trovato, School Social Worker, from 80% to 90% of the MA step 11 salary. Her salary will increase to \$58,497, retro from September.

**11. Club 21 Staff -**

- a. It is recommended the Board of Education approve Mr. Tyler Day as a 21st Century Club Coordinator substitute at \$26 per hour for the 2016-2017 school year.
- b. It is recommended the Board of Education approve Ms. Tina Hayden as a 21st Century Club Teacher at \$26 per hour and an Aide at \$9 per hour for the 2016-2017 school year.
- c. It is recommended the Board of Education approve Ms. Serena Perkins as a 21st Century Club aide at \$9 per hour for the 2016-2017 school year.
- d. It is recommended the Board of Education approve Mr. Troy Day as a 21st Century Club Teacher at \$26 per hour and an Aide at \$9 per hour for the 2016-2017 school year.

**12. Compassionate Leave Act - It is recommended the Board of Education approve the donation of 15.5 additional sick days from employees of the Commercial Township School District to Employee #17680133 as per the guidelines of the Compassionate Leave Program Policy for a total of 25.5 days.**

**13. Volunteers - It is recommended the Board of Education approve the additional parents/guardians as volunteers for the 2016-2017 school year.**

Smith, Amanda	Jones, Olga	Gromes, Sherry	Mann, Melody
Rodgers, Daniel			

**CURRICULUM**

**14. Professional Days – It is recommended the Board of Education approve the following Professional Days for the 2016-2017 school year:**

1/19-1/20/17	Natalia Michalkiewicz	Visualizing &	Fee - \$679 and the cost
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	Karen Haddock	Verbalizing	of mileage each
1/24/17	Allison Kilbride	Trauma Informed Care	Fee - \$178 and the cost of mileage
1/27/17	Kerri Zeleniak	Techspo	Fee - \$275 and the cost of mileage
2/2/17	Kerri Zeleniak	Level 2-Google Educator Certification	Fee - \$225 and the cost of mileage
3/24-3/28/17	Dr. Daniel Dooley	ASCD Conference	Conference Fee - \$459 Hotel - \$209 per night Airfare - TBD (as per Superintendent Contract)

15. **Field Trips** – It is recommended the Board of Education approve the following field trips for the 2016-2017 school year:

Spring	6th Grade	Franklin Institute	Philadelphia, PA.
March 22, 2017	4th Grade	Bayshore Center	Port Norris, NJ

16. **Literacy Tutor** - It is recommended the Board of Education approve the following as after school literacy tutors at \$26 per hour for the 2016-2017 school year:

Kelly McHale  
Jacqueline Tonia  
Debbie Solomon

Elyse Mendicino  
Kelly Godfrey

Tina Hayden  
Tricia Sammons

17. **Mathematics Tutor** - It is recommended the Board of Education approve the following as after school mathematics tutors at \$26 per hour for the 2016-2017 school year:

Ashley Long

Debbie Solomon

Jennifer Driscoll

18. **Homebound Instruction Tutors** - It is recommended the Board of Education approve the following as homebound instruction tutors at the contracted rate of \$26 per hour for the 2016-2017 school year.

Elyse Mendicino  
Chelsea Etter

Jacqueline Tonia

Sandy Caromano

19. **District Performance Review** - It is recommended the Board of Education accept and approve the District Performance Review for the 2016-2017 school year.

20. **Fundraisers** -

- a. **It is recommended the Board of Education approve the Candy Gram Fundraiser for the National Junior Honor Society at Port Norris Middle school for the month of December.**
- b. **It is recommended the Board of Education approve the sale of snacks at all Port Norris Basketball games as a fundraiser for the National Junior Honor Society.**
- c. **It is recommended the Board of Education approve the Performing Arts fundraiser of a dress down day on January 20, 2017.**

**OTHER BUSINESS:**

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

**It is recommended the Board of Education approve the revised November bill list and approve the budgetary line item transfers for October 31, 2016.**

**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. MONTHLY BOARD CERTIFICATION:**

**It is recommended the Board of Education officially certify pursuant to N.J.A.C. 6:20-2:13(e) that as of October 31, 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 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.**

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

**It is recommended the Board of Education approve the Board Secretary's monthly certification of budgetary line item status for October 31, 2016.**

**I. PUBLIC COMMENTS:**

**J. EXECUTIVE SESSION: Personnel**

**K. ADJOURNMENT:**