

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Regular Board of Education Meeting

Tuesday, June 13, 2017 – 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 Press of Atlantic City, 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	_____	Carol Perrelli	_____	Ronald Sutton	_____
Anna DeFabrites	_____	Rita Pettit	_____	Stacy Wilson-Smith	_____
Guy DeFabrites	_____	Jay Sutton	_____		

D. MINUTES: Approval of Minutes from April 25, May 2, May 10, and May 25, 2017

E. CORRESPONDENCE:

- Musical
- History Night
- Cape May County Executive County Superintendent
 - Appointment of Interim Board Member: Mrs. Sharon Porter

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 April HIB Reports.
2. **HIB Reports** - May 2017
HMS – 3 Reported 1 Confirmed
PNS - 0 Reported 0 Confirmed

PERSONNEL

3. **Resignation** - It is recommended the Board of Education accept the revised resignation date of Pamela Zook to be May 30, 2017.
4. **New Hire** -
 - a. It is recommended the Board of Education approve Lawren (Trish) Birmingham as the Interim Business Administrator/Board Secretary from May 31, 2017 to June 30, 2017. She will be compensated at a per diem rate of \$291.67.
 - b. It is recommended the Board of Education approve Lawren (Trish) Birmingham as the Business Administrator/Board Secretary for the 2017-2018 school year, effective July 1, 2017; based up the County's approval of stated contract with annual salary of \$70, 000.
 - c. It is recommended the Board of Education approve Stephanie Strassel as the ASP Coordinator for the 2017-2018 school year. She will be placed on the first step of the MA salary guide at \$55,265.
 - d. It is recommended the Board of Education approve Steven Hempel as the Literacy Coach for the 2017-2018 school year. He will be compensated at \$93,000.
 - e. It is recommended the Board of Education approve Susan Banks as the Transportation Coordinator for the 2017-2018 school year. She will be compensated with a stipend of \$6,500.
 - f. It is recommended the Board of Education approve Ashley Long as the District Behavioral Specialist for the 2017-2018 school year. She will be placed on Step 8 of the MA salary guide at \$60, 660.
 - g. It is recommended the Board of Education approve to hire the following as Bus Drivers for the 2017-2018 school year, to begin on July 1, 2017. They will be compensated at \$15 per hour:

Cesarina Gonzalez

Brittany Fisher

Revised 6/12/17

FINANCE

5. **Shared Services** -
 - a. It is recommended the Board of Education approve the Child Study Team Shared Services Agreement between the Commercial Township Board of Education and the Maurice River Township Board of Education for the 2017-2018 school year in the amount of \$277, 456.
 - b. It is recommended the Board of Education approve the shared Technology Agreement Contract between Commercial Township Board of Education and Somerdale Park Technology Services for the 2017-2018 school year in the amount of \$60, 277.
6. **Resolution** - It is recommended the Board of Education approve the Resolution that states Creative Achievement Academy, LLC (CAA) is not required to charge District students for any “paid or reduced meals” furnished directly or indirectly by CAA to them for the 2017-2018 school year.
7. **Contract** -
 - a. It is recommended the Board of Education approve the Camden County Educational Services Commission General Services Contract for the 2017-2018 school year.
 - b. It is recommended the Board of Education approve the revised contract for School Physician, Dr. Archana Jain, MD, in the amount of \$1,500, for the 2017-2018 school year.
8. **Fund Commissioner** - It is recommended the Board of Education approve the Resolution that appoints Lawren (Trish) Birmingham as Fund Commissioner to the Southern Coastal Regional Employee Benefits Fund.
9. **Custodian of Funds** -It is recommended the Board of Education approve Lawren (Trish) Birmingham as Custodians of funds for the 2017-2018 school year.
10. **State Aid Loan** - It is recommended the Board of Education approve the 2016-17 State aid loan amount of \$576,871. Interest will be paid by the state of New Jersey.
11. **District Vehicles** - It is recommended the Board of Education approve the following employees the use of district vehicles for the 2017-2018 school year:

Cafeteria Manager	Head of Maintenance	Business Administrator	Groundskeeper
Superintendent	Assistant Principal	Director of Special Services	
12. **IDEA Funds** - It is recommended the Board of Education approve the 2017-18 IDEA funds in the amount of \$197,260.

13. **Maintenance Reserve** - It is recommended the Board of Education approve the Resolution to approve a transfer to Maintenance Reserve account up to \$250,000 at the end of the 2016-2017 school year, should funds be available, to be used for consequent school years, as allowed by N.J.A.C. 6A:23A-14.3.
14. **CM3 Maintenance Agreement** - It is recommended the Board of Education approve the Maintenance Agreement for CM3 Building Solutions for Haleyville-Mauricetown School and Port Norris School for the 2017-2018 school year. Total cost - \$19,196.
15. **GCA Custodial Services** - It is recommended the Board of Education approve the Interlocal Services Agreement for GCA Custodial Services, effective July 1, 2017 through June 30, 2018, in the amount of \$291,630.81.
16. **Insurance** - It is recommended the Board of Education approve the July 1, 2017 to July 1, 2018 Property and Casualty Insurance Renewal in the amount of \$104,999.
17. **Memorandum of Agreement** - It is recommended the Board of Education approve the Memorandum of Agreement for the Commercial Township Administrator's Association.
18. **Agreement** - It is recommended the Board of Education approve the Agreement for the Administrative Secretaries for July 1, 2017 through June 30, 2019.
19. **NCLB** -It is recommended the Board of Education approve the revised 2016-2017 NCLB Salaries:

Employee	Position	Salary	NCLB	NCLB
Ackley, Anastasia	Teacher-HMS	\$ 53,898.00	23.00%	\$ 12,397.00
Bland, Denise	Teacher-HMS	\$ 67,046.00	27.00%	\$ 18,102.00
Caromano, Sandra	Teacher-HMS	\$ 79,890.00	16.00%	\$ 12,782.00
Clark, Michelle	Teacher-HMS	\$ 65,002.00	16.00%	\$ 10,400.00
Crescitelli, Amanda	Teacher-HMS	\$ 53,898.00	27.00%	\$ 14,552.00
Driscoll, Jennifer	Teacher-HMS	\$ 75,320.00	22.00%	\$ 16,570.00
Etter, Chelsea	Teacher-HMS	\$ 69,182.00	16.00%	\$ 11,069.00
Gregory, Jillian	Teacher-HMS	\$ 60,414.00	18.00%	\$ 10,875.00
Haddock, Karen	Teacher-HMS	\$ 70,182.00	44.00%	\$ 30,880.00
Hayden, Tina	Teacher-HMS	\$ 69,182.00	16.00%	\$ 11,069.00
McHale, Kelly	Teacher-HMS	\$ 53,898.00	13.00%	\$ 7,007.00
Michalkiewicz, Natalia	Curr. Advisor	\$ 63,379.00	49.00%	\$ 31,056.00
Roberts, Kelly	Library Aide	\$ 23,131.00	38.00%	\$ 8,790.00
Santiago, Lisa	Teacher-HMS	\$ 57,418.00	30.00%	\$ 17,225.00
Smith, Patricia	Teacher-HMS	\$ 53,898.00	25.00%	\$ 13,475.00
Solomon, Deborah	Teacher-HMS	\$ 70,182.00	16.00%	\$ 11,229.00
Yunk, Rochelle	Teacher-HMS	\$ 60,932.00	16.00%	\$ 9,749.00
TOTAL HMS				\$247,227.00
Baker, Lisa	Teacher-PNS	\$ 67,046.00	15.00%	\$ 10,057.00
Brockman, Janine	Teacher-PNS	\$ 62,467.00	15.00%	\$ 9,370.00
Gaddy, Lou Ann	Teacher-PNS	\$ 69,677.00	15.00%	\$ 10,452.00
Mingin, Matthew	Teacher-PNS	\$ 57,379.00	15.00%	\$ 8,607.00
Sammons, Tricia	Teacher-PNS	\$ 62,467.00	15.00%	\$ 9,370.00
Dolcy, Peter	Teacher-PNS	\$ 63,467.00	11.00%	\$ 6,981.00
TOTAL PNS				\$ 54,837.00
Michalkiewicz, Natalia	Curr. Advisor	\$ 63,379.00	51.00%	\$ 32,323.00

Revised 6/12/17

CURRICULUM

20. Homebound Instruction -

- a. It is recommended the Board of Education approve homebound instruction services for SID #6231258496. Instruction will begin May 12, 2017 and take place for a period of 10 hours per week, over no less than 3 days pending special education eligibility determination.
- b. It is recommended the Board of Education approve homebound instruction services for SID #3086269707. Instruction will take place for a period of 10 hours per week, over no less than 3 days pending the results of a psychiatric evaluation and clearance.
- c. It is recommended the Board of Education approve homebound instruction services for SID #3744240256. Instruction will begin May 17, 2017 and take place for a period of 10 hours per week, over no less than 3 days pending admission into a partial care program.
- d. It is recommended the Board of Education approve homebound instruction services for SID #6581536997. Instruction will begin on June 6, 2017 and take place for a period of 10 hours per week, over no less than 3 days until June 13, 2017 as a result of disciplinary consequence.
- e. It is recommended the Board of Education approve homebound instruction services for SID #1889236678. Instruction will begin on June 6, 2017 and take place for a period of 10 hours per week, over no less than 3 days until June 13, 2017 as a result of disciplinary consequence.
- f. It is recommended the Board of Education approve homebound instruction services for SID #8410842740. Instruction will begin on June 6, 2017 and take place for a period of 10 hours per week, over no less than 3 days until June 13, 2017 as a result of disciplinary consequence.
- g. It is recommended the Board of Education approve homebound instruction services for SID #7620212993. Instruction will begin on June 6, 2017 and take place for a period of 10 hours per week, over no less than 3 days until June 13, 2017 as a result of disciplinary consequence.
- h. It is recommended the Board of Education approve homebound instruction services for SID #1282370740. Instruction will begin on June 7, 2017 pending the results of a psychiatric evaluation and clearance.

21. Homebound Instruction Tutor - It is recommended the Board of Education approve Nicole Steich as a homebound instruction tutor for the remainder of the 2016-2017 school year. She will be compensated at \$26 per hour.

22. Tuition Acceptance - It is recommended the Board of Education accept tuition enrollment of Downe Township Student SID # 1167308936. He will begin attendance during Extended School Year 2017 and participate in the K-2 Learning Language Disabilities Program for the 2017-2018 school year.

23. Psychiatric Services -

- a. It is recommended the Board of Education approve a psychiatric evaluation through Burgess Psychiatric Services for SID #6231258496 at a cost of \$380.
- b. It is recommended the Board of Education approve a psychiatric evaluation through Burgess Psychiatric Services for SID #3086269707 at a cost of \$380.

24. Instruction Services -

- a. It is recommended the Board of Education approve instruction services for SID #4122019792 through Professional Education Services, Inc. for two hours per day, at the rate of \$26 per hour, for the duration of the student's participation in A Step Ahead or June 16, 2017.
- b. It is recommended the Board of Education approve instruction services for SID #7512376542 through Professional Education Services, Inc. for two hours per day, at the rate of \$26 per hour, for the duration of the student's participation in A Step Ahead or June 16, 2017.

25. English Language Services - It is recommended the Board of Education accept and approve the English Language Services Three Year Program Plan for 2017-2020.

26. Child Study Team Services - It is recommended the Board of Education approve Child Study Team Services, at the rate of \$26 per hour, as needed between July 1, 2017 and August 30, 2017 :

John Borchert	Jennifer Machinsky	Stephanie McCann
Tammy Smith-Halter	Kara Trovato	Judilyn Weiserth

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

May 17-19, 2017	Dr. Daniel J. Dooley	NJASA Spring Leadership Conference	No Cost
June 5, 2017	Lindsay Reed	Creating Safe Schools, Safe Communities	No Cost
June 7-9, 2017	Trish Birmingham	NJASBO Conference	\$333 and cost of Mileage
June 15, 2017	Matthew Mingin	Summer Food Program Workshop	Mileage
August 14-17, 2017	Natalia Michalkiewicz	Marzano New Administrator Observer Academy	\$349 and cost of Mileage

August 14-17, 2017	Kerri Zeleniak	Marzano New Administrator Observer Academy	\$349 and cost of Mileage
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28. **Field Trips** - It is recommended the Board of Education approve the following Field Trips for the PNS Summer 21st CCLC:

June 28, 2017	Shaws Mill Pond
July 3, 2017	Union Lake Boat Ramp
July 24, 2017	Strathmere Beach

29. **HMS Extended Day Program** - It is recommended the Board of Education approve the following staff members for the 2017-2018 HMS Extended Day Program:

Aides: \$9 per hour

Nicole Steich Allison Kilbride Jessica Torcicollo
Katherine Vizzard Katilin Green

30. **PNS Sports** - It is recommended the Board of Education approve Christopher Lanterman as Coach, at a rate of \$26 per hour, for the following sports at PNS for the 2017-2018 school year:

Cross County Basketball Volleyball

31. **Team EXCEL** - It is recommended the Board of Education approve the following teachers for 2017-2018 Team EXCEL at \$26 per hour:

Jennifer Driscoll Michelle Clark Jillian Gregory

32. **HMS 21st Century Program** - It is recommended the Board of Education approve the following staff members for the 2017-2018 HMS 21st Century Program:

Coordinators: \$26 per hour

Tyler Day Scott Shea Patti Smith
Alaina Baner Martin Altersitz (Substitute)

Teachers: \$26 per hour

Martin Altersitz Tyler Day Allison Kilbride
Michele Miller Susan Nichols Ryan Nottis
Scott Shea Patti Smith

Aides: \$9 per hour

Martin Altersitz Tyler Day Serena Perkins
Jennifer Russell Scott Shea Patti Smith (Substitute)

Parent Liaison: Rochelle Magee, \$9 per hour

- 33. PNS 21st Century Program - It is recommended the Board of Education approve the following staff members for the 2017-2018 PNS 21st Century Program:**

Coordinators: \$26 per hour

Matthew Mingin Audrey Lloyd Christopher Lanterman

Teachers: \$26 per hour

**Matthew Mingin Christopher Lanterman Catherine Vazquez
Lisa Baker Janine Brockman Peter Dolcy**

Aides: \$9 per hours

**Matthew Mingin Christopher Lanterman Catherine Vazquez
Lisa Baker Janine Brockman Peter Dolcy
Audrey Lloyd**

Parent Liaison: Audrey Lloyd, \$9 per hour

- 34. Summer Team EXCEL - It is recommended the Board of Education approve the following as substitute teachers for 2017 Summer Team EXCEL at \$26 per hour:**

**Jillian Gregory Michelle Clark Anastasia Ackley Darrell Ford
Joy Dunn Serena Perkins Kelly Godfrey**

- 35. Truancy Officer - It is recommended the Board of Education approve Alaina McCormick-Baner as the 2017-2018 Truancy Officer. She will be compensated with a \$2,000 stipend.**

- 36. School Detention - It is recommended the Board of Education approve the following staff members as Before and After school Detention Monitors for PNS, prorated at \$26 per hour for the 2017-2018 school year:**

Before School Detention = 45 minutes

After School Detention = 45 minutes

**Ashley Long Janine Brockman Catherine Vazquez
LouAnn Gaddy Tricia Sammons**

- 37. Home Instruction - It is recommended the Board of Education approve the following teachers as Home Instruction Tutors for the 2017-2018 school year. They will be compensated at \$26 per hour.**

Ashley Long
LouAnn Gaddy
Kelly Godfrey

Janine Brockman
Tricia Sammons

Catherine Vazquez
Lisa Baker

38. **National Junior Honor Society** - It is recommended the Board of Education approve Ashley Long and Kelly Godfrey as PNS National Junior Honor Society Advisors for the 2017-2018 school year.

POLICY

39. **Policy** - It is recommended the Board of Education approve the following policy:

3542.46	1st Reading	Revision	Meals on Credit/Charged Meals
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OTHER BUSINESS:

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

It is recommended the Board of Education approve the revised May bill list and approve the budgetary line item transfers for May 31, 2017.

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.

41. **MONTHLY BOARD CERTIFICATION:**

It is recommended the Board of Education officially certify pursuant to N.J.A.C. 6A:23A-16.10(c) that as of April 30, 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 6A:23A-16.10(a) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

42. **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 April 30, 2017.

- I. **PUBLIC COMMENTS:**

- J. **EXECUTIVE SESSION:** Personel

K. ADJOURNMENT: