

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Regular Board of Education Meeting

Tuesday, March 14, 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 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	_____	Carol Perrelli	_____	Ronald Sutton	_____
Anna DeFabrites	_____	Rita Pettit	_____	Stacy Wilson-Smith	_____
Guy DeFabrites	_____	Jay Sutton	_____		

D. MINUTES: Approval of Minutes from February 15, 2017

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:

- **Staff Recognition**

1. **HIB Reports** - It is recommended the Board of Education confirm the January HIB Reports.
2. **HIB Reports** - February 2017

HMS – 1 Reported 1 Confirmed
PNS - 2 Reported 0 Confirmed
3. **Homebound Instruction** - It is recommended the Board of Education approve the homebound instruction services for SID #4249153759, for a period of 10 hours per week over no fewer than three days pending admission into a medically-based program.

BUILDING AND GROUNDS

4. **Use of Facilities** - It is recommended the Board of Education approve the PTA to use the Haleyville School Multi-Purpose Room on the following dates and for the following activities:

March 31, 2017 - Pizza Bingo
April 10, 2017 - PTA Meeting
April 28, 2017 - Ice Cream Social/Family Game Night
June 2, 2017 - Movies, PJ's and Popcorn Night
September 19, 2017 - PTA Meeting
December 2, 2017 - Saturday with Santa (Cafeteria, Gym, Library, and 1 classroom)

FINANCE

5. **Ratification** - It is recommended the Board of Education approve the 2016-2019 CTEA contract. Salary distribution has been agreed to 7% over three years:
 - Teachers - 0.8% 2016-2017, 3.1% 2017-2018, 3.1% 2018-2019
 - Support Staff - 2.0% 2016-2017, 2.5% 2017-2018, 2.5% 2018-2019
6. **Budget** - It is recommended the Board of Education approve the attached resolution and the submission of the 2017-2018 budget to the Department of Education. The budget total is \$14,010,791 with the local tax levy of \$1,875,624.
7. **Preschool Education Budget** - It is recommended the Board of Education approve the 2017-2018 Preschool Education Aid budget in the amount of \$270,063.

8. **Donations** - It is recommended the Board of Education accept the following donations for the Eighth Grade breakfast:

\$20.00 from Bottino's ShopRite
 \$100.00 from Dino's Pizza Restaurant, Inc.

9. **Nutri-Serve** – It is recommended the Board of Education approve to renew all of the Food Service Management Company Contract for Nutri-Serve Food Management Company, Inc. at the flat fee of \$21,525.00 for the 2017-2018 school year. This is an increase of \$315.00 from the previous school year and reflects the CPI. It does not include the cost of food.

10. **Title IA & Title IIA** - It is recommended the Board of Education approve the portion of salaries charged to Title IA and Title IIA for the 2016-2017 school year:

<u>Employee</u>	<u>Position</u>	<u>Salary</u>		<u>Title IA</u>
Ackley, Anastasia	Teacher-HMS	\$ 53,393.00	23.00%	\$ 12,280.00
Bland, Denise	Teacher-HMS	\$ 66,541.00	27.00%	\$ 17,966.00
Caromano, Sandra	Teacher-HMS	\$ 79,385.00	16.00%	\$ 12,702.00
Clark, Michelle	Teacher-HMS	\$ 64,497.00	16.00%	\$ 10,320.00
Crescitelli, Amanda	Teacher-HMS	\$ 53,393.00	27.00%	\$ 14,416.00
Driscoll, Jennifer	Teacher-HMS	\$ 74,815.00	22.00%	\$ 16,459.00
Etter, Chelsea	Teacher-HMS	\$ 68,677.00	16.00%	\$ 10,988.00
Gregory, Jillian	Teacher-HMS	\$ 59,909.00	18.00%	\$ 10,784.00
Haddock, Karen	Teacher-HMS	\$ 69,677.00	44.00%	\$ 30,658.00
Hayden, Tina	Teacher-HMS	\$ 68,677.00	16.00%	\$ 10,988.00
McHale, Kelly	Teacher-HMS	\$ 53,393.00	13.00%	\$ 6,941.00
Michalkiewicz, Natalia	Teacher-HMS	\$ 62,874.00	50.00%	\$ 31,437.00
Roberts, Kelly	Library Aide	\$ 23,131.00	38.00%	\$ 8,790.00
Santiago, Lisa	Teacher-HMS	\$ 56,913.00	30.00%	\$ 17,074.00

Smith, Patricia	Teacher-HMS	\$ 53,393.00	25.00%	\$ 13,348.00
Solomon, Deborah	Teacher-HMS	\$ 69,677.00	16.00%	\$ 11,148.00
Yunk, Rochelle	Teacher-HMS	\$ 60,427.00	16.00%	\$ 9,668.00
<u>TOTAL HMS</u>				<u>\$ 245,967.00</u>
Baker, Lisa	Teacher-PNS	\$ 66,541.00	15.00%	\$ 9,981.00
Brockman, Janine	Teacher-PNS	\$ 61,962.00	15.00%	\$ 9,294.00
Mingin, Matthew	Teacher-PNS	\$ 56,874.00	15.00%	\$ 8,531.00
Sammons, Tricia	Teacher-PNS	\$ 61,962.00	15.00%	\$ 9,294.00
Gaddy, LouAnn	Teacher-PNS	\$ 69,677.00	15.00%	\$ 10,452.00
Dolcy, Pete	Teacher-PNS	\$ 62,962.00	11.00%	\$ 6,926.00
<u>TOTAL PNS</u>				<u>\$ 54,478.00</u>
<u>Employee</u>	<u>Position</u>	<u>Salary</u>		<u>Title IIA</u>
Michalkiewicz, Natalia	Teacher-HMS	\$ 62,874.00	50.00%	\$ 31,437.00

11. **Request for Proposals** - It is recommended the Board of Education approve the Request for Proposal for Substitute Nursing Services. Bid opening will be Thursday, March 30, 2017 at 10:00 am in the Board Office.
12. **Nursing Services** - It is recommended the Board of Education approve Executive Home Care for substitute nursing services on an emergent basis until formal bids are received and approved. Please note the administrators have contacted other nursing services, to which no one has responded.

PERSONNEL

13. **Resignation** -
 - a. It is recommended the Board of Education approve the Resignation of Melissa Chamberlain as a Commercial Township Board of Education Member as of March 7, 2017.
 - b. It is recommended the Board of Education approve the Resignation of Samantha Capoferri as an Instructional Assistant and an Extended Day aide as of March 22, 2017.

- c. **It is recommended the Board of Education approve the Resignation of Loretta Hitchner as a Lunch Chaperone and an Extended Day aide effective immediately.**
- d. **It is recommended the Board of Education approve the Resignation of Nancy Brandt as a Team EXCELeRate Tutor as of March 3, 2017.**

14. New Hire –

- a. **It is recommended the Board of Education approve to hire Serena Perkins as an Instructional Assistant from March 16 to June 22, 2017. She will be placed on the first step of the salary guide at a prorated rate of \$23, 131.**
- b. **It is recommended the Board of Education approve to hire Kaitlyn Robinson as an Instructional Assistant from March 16, 2017 to June 22, 2017. She will be placed on the first step of the salary guide at a prorated rate of \$23, 131.**
- c. **It is recommended the Board of Education approve Pamela Stidham as an after school bus driver for the 2016-2017 school year at a rate of \$15 per hour.**
- d. **It is recommended the Board of Education approve Thomas Cossaboon as an after school bus driver for the 2016-2017 school year at a rate of \$15 per hour.**
- e. **It is recommended the Board of Education approve Amadis Terrero de Tapia as an Instructional Assistant and Bus Driver for the 2016-2017 school year. She will be placed on the first step of the salary guide at a prorated rate of \$23, 131.**

CURRICULUM

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

March 24, 2017	HMS 21st Century	Regal Cinemas	Vineland, NJ
May 10, 2017	HMS 21st Century	Campani’s Legacy	Bridgeton, NJ
April 28, 2017	HMS 21st Century	Clay College	Millville, NJ

- 16. PARCC Night - It is recommended the Board of Education approve the change in date of PARCC Night at PNS from March 4th (old date) to April 6, 2017 (proposed date) at 6:30 pm.**

17. **8th Grade Semi Formal** - It is recommended the Board of Education approve the 8th Grade Semi Formal to be held at the Charles Sheppard Community Center on Friday, June 9, 2017, from 6-9 pm. Decorating will be done on Thursday, June 8, 2017 from 3:30-6:30 pm, with setup and cleanup to be held the day of the dance from 3:30-5:30 pm and 9:00 -10:30 pm.
18. **Curriculum Guide** - It is recommended the Board of Education approve the Curriculum Guide for the Character Playbook Program through United Way and EverFi at the Port Norris School.
19. **Team EXCELerate** - It is recommended the Board of Education approve Lisa Baker as an EXCELerate tutor for the 2016-2017 school year at a rate of \$26 per hour.
20. **Shadowing Experience** - It is recommended the Board of Education approve Shannon Dolcy, Stockton University Masters of Science in Communication Disorders student for shadowing experience with CTSD Speech Therapist. Ms. Dolcy will shadow a speech therapist for two full days as part of her clinical experience.
21. **Instructional Services** - It is recommended the Board of Education approve the Instructional Services through Educational Professional Services for student SID # 2379848913 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.
22. **Extended School Year Program** - It is recommended the Board of Education approve the
the
Extended School Year Program dates of July 10, 2017 to August 3, 2017. The program will run Monday through Thursday from 8:30 am to 12:30 pm at HMS. No meals will be provided.
23. **Evaluation** - It is recommended the Board of Education approve the Psychiatric Evaluation of SID #1197874370 at the Burgess Psychiatric Services, with a cost to the District of \$380.
24. **Tuition Acceptance** - It is recommended the Board of Education accept a fourth grade tuition student, SID #3074361193 from Bridgeton Public Schools for the remainder of the 2016-2017 school year. Student will participate in the Learning Language Disabilities Class Program at the Haleyville-Mauricetown School.
25. **PERC (Public Employment Relations Commission) Resolution (Docket No. co-2017-120)**
It is recommended the Board of Education accept the PERC resolution between the CTEA and the CTBOE in regards to employee # 17639048, dated February 23, 2017.
26. **Homebound Instruction Tutor** - It is recommended the Board of Education approve Kaitlyn Robinson as a Homebound Instruction Tutor for the 2016-2017 school year at

\$26 per hour.

27. New Position -

- a. It is recommended the Board of Education approve to create the position of Curriculum Supervisor for Pre-K through eighth grade, for the 2017-2018 school year.
- b. It is recommended the Board of Education approve to create the position of Literacy Coach for Pre-K through eighth grade, for the 2017-2018 school year.

POLICY

28. Policy - It is recommended the Board of Education accept the following revised policy for the 2017-2018 school year.:

6171.4	First Reading	Revision	Special Education
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OTHER BUSINESS:

29. BILL LISTS / LINE ITEM TRANSFERS:

It is recommended the Board of Education approve the revised February bill list, the March bill list, and approve the budgetary line item transfers for February 28, 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.

30. 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 January 31, 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.

31. 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 January 31, 2017.

- I. **PUBLIC COMMENTS:**
- J. **EXECUTIVE SESSION:** Personnel
- K. **ADJOURNMENT:**