

The Regular Meeting of the Commercial Township Board of Education was held in the Haleyville-Mauricetown School, located at 1308 North Avenue, Port Norris, NJ, on Tuesday, May 2, 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.	Present – 7:12
Mrs. Wilson-Smith	Present
Mrs. Perrelli	Present

The following were also present:

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

MINUTES: Mr. DeFabrites made a motion that the Board of Education approve the minutes from April 11, 2017. It was seconded by Mr. Jay Sutton and carried by a unanimous voice vote by all board members.

MINUTES

PUBLIC HEARING:

Dr. Dooley and Mrs. Zook presented the 2017-2018 School Budget.

PUBLIC HEARING OF 2017-2018 BUDGET

CORRESPONDENCE:

CORRESPONDENCE

Mrs. Zook read a letter from Sanya Brown. Dr. Dooley invited Mrs. Brown up to the microphone to speak to the board members regarding the board candidate interviews. She explained she didn't receive a phone call and spoke of her concerns of her reputation. Mrs. Zook explained the process used in contacting the candidates. A discussion ensued regarding the previous board candidate interviews and the process. Jonathan Busch from Busch Law Group spoke about the intention of the board was not to leave anyone out but since the board established a process, it wasn't carried out as intended and there was a flaw. He stated we could hear from Mrs. Brown or start the process from scratch without hearing interviews again. Mrs. Abbott asked if it would change the answer that was voted on and Mr. Busch stated that there was vulnerability on the process.

PUBLIC COMMENTS ON AGENDA ITEMS AND PUBLIC COMMENTS:

Mrs. Dragotta spoke to the board members and asked about the board candidate interview process. She asked if scores were the only factor considered. She also asked if the board wanted change. She asked the board to reconsider the choice in the board seat.

Mrs. Stormes-Rivera spoke to the board members about the board candidate interview process. She stated her resumes were not handed out and that there was no mention of rubrics. She asked if the process was the same and implored the board to review the decision.

Mrs. Ronan spoke to the board about an error on the agenda for item 3b which should read Pizza bingo at PNS. She also discussed the board candidate process as a member of the public that was able to see the interviews.

Mrs. Sacco spoke to the board and asked if there was a conflict of interest since the board candidate that was voted on was an employee. Mr. Busch responded that since she retired June 30th, it would depend on the issue. A discussion ensued regarding the tally sheet. Mr. DeFabrites wanted to make a motion to rescind the vote, but Mr. Busch stated they should wait to hear the rest of the comments. Mrs. Richardson approached the board and spoke about there never being any interest in the board member vacancies. Mrs. Dragotta spoke to the board and stated she became interested in being a board member since her child entered the school. A discussion ensued about the person who was voted in. Mr. Busch advised that the board should go into Executive Session, but Mrs. Abbott stated they should wait to hear all the comments. Mrs. Ronan approached the board and stated she was at the meeting with the interviews and felt all interviewed well and thought the process was fair.

Mrs. Porter approached the board and discussed a conversation she had with Mrs. Brown. She stated that she provided resumes but they were not passed around. She also stated she always intended to become a board member when she retired. Mrs. Brown approached the board and felt that her character and integrity were being questioned when she appeared to be a no-show and wanted to make a point of being here to explain the situation.

Mrs. Perkins approached the board members and discussed all of the jobs she had in the district. She stated the board should start the process over again.

Mrs. Banks approached the board and stated that she chose HMS for her son to attend. She also stated that she wrote the letter to the board anonymously. She felt she is a parent first but the school and staff work together.

Judson Moore approached the board members and spoke about the state of the district over past 10-12 years, the previous administrations, the tax bills, and the budget presented by Dr. Dooley and Mrs. Zook. He discussed the different controversies and the locations of where current board members lived. He stated the board should do the interviews over again. Mrs. Perrelli agreed.

EXECUTIVE SESSION:

Moved by Mrs. Pettit and seconded by Mrs. Wilson-Smith that the Board of Education adjourn, by Resolution, into Executive Session, from which the general public is excluded for the attorney to advise the Board of Education regarding the board appointment. The results of this session will be made public immediately after, or as soon thereafter as a decision is reached, if permitted by law. (8:39 p.m.) Unanimously Approved.

Items Discussed in Executive Session:

- 1. Attorney advice to board members

Moved by Mr. Jay Sutton and seconded by Mr. DeFabrites that the Board of Education adjourn from Executive Session. (9:00 p.m.) Unanimously approved.

Mr. Jay Sutton made a motion that the Board of Education rescind the board member candidate decision from April 25, 2017 and commence with interviews. It was seconded by Mr. DeFabrite carried by a unanimous roll call vote.

The board members interviewed Sanya Brown.

SUPERINTENDENT’S REPORT:

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

HIB REPORTS

- 1. **HIB Reports** –Confirm the March

HIB Reports.

- 2. **HIB Reports** – April 2017

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

BUILDINGS & GROUNDS

- 3. **Use of Facilities** -

USE OF FACILITIES

- a. Approve the use of the HMS Cafeteria by the Shiloh Baptist Church on May 7, 2017.
- b. Approve the use of the PNS Cafeteria by the school PTA for Pizza Bingo on May 12, 2017.

FINANCE

- 4. **Fresh Fruit & Vegetable Grant** – Approve the 2017-2018 Fresh Fruit and

2017-18 FRESH
FRUIT & VEG.
GRANT

Vegetable Grant application.

INDEMNITY AND TRUST AGREEMENT

- 5. **Indemnity and Trust Agreement** – Approve the Indemnity and Trust Agreement between the Southern Coastal Regional Employees Benefits Fund and the Commercial Township Board of Education.

SETTLEMENT AGREEMENT

- 6. **Settlement Agreement** – Approve the Settlement Agreement between the Commercial Township Board of Education, The Commercial Township Education Association and Employee # 17673989 in the amount of \$8,500.

JOINT PURCHASING AGREEMENT

- 7. **Joint Purchasing Agreement** – Approve Resolution Number 4-17 authorizing the Commercial Township Board of Education to enter into a Joint Purchasing Agreement. It is also recommended the Board of Education approve the Agreement for a Joint Purchasing System between the Commercial Township Board of Education and the Somerdale School District.

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

FINANCIAL REORGANIZATION OF THE BOARD:

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

FINANCIAL REORGANIZATION

- 8. Adopt the Uniform Minimum Chart of Accounts for New Jersey Public Schools, as issued by the State of New Jersey Department of Education, for the 2017-2018 school year.
- 9. Accept and reaffirm the current curricula, textbooks, policies, practices and procedures of the Commercial Township Board of Education recognizing that these items may be amended, when necessary, with Board approval.
- 10. Except as otherwise provided by law, regulations of the State Department of Education or by this Board of Education, meetings of the Commercial Board of Education shall be conducted in accordance with Robert’s Rules of Order, Revised. Legal Reference:

N.J.S.A. 18A:11-1 General Mandatory Powers and Duties.

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

Appointments and Designations

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

CONTRACTS FOR 2017-2018

- 11. **Awarding of Contracts** – Authorize, by Resolution, the awarding of contracts for “professional services” for a one (1) year term, without competitive bidding,

RESOLUTION

RESOLUTION AUTHORIZING THE APPOINTMENT OF BOARD SOLICITOR, INSURANCE BROKER OF RECORD, RISK MANAGEMENT COMPANY, BROKER OF RECORD-EMPLOYEE BENEFITS, ARCHITECT, CONSULTING ENGINEER, SCHOOL PHYSICIAN, AUDITOR, LICENSED OPERATORS (VSWs), REGULATORY SERVICES, and POLICY SERVICES.

WHEREAS, the local Public Contracts Law (N.J.S.A. 40A:11.1 et seq.) requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Commercial Township School District, in the County of Cumberland, New Jersey, is hereby appointing the following persons to serve in the designated positions for a one (1) year term commencing July 1, 2017 through June 30, 2018:

BOARD SOLICITOR
BROKER OF RECORD – INSURANCE
RISK MANAGEMENT COMPANY
ARCHITECT OF RECORD
CONSULTING ENGINEER
SCHOOL PHYSICIAN

BUSCH LAW GROUP, LLC
HARDENBURGH AGENCY
HARDENBURGH AGENCY
MANDERS AND MERIGHI
PENNONI ASSOCIATES, INC.
VINELAND PEDIATRICS, DR.
ARCHNA JAIN, MD
NIGHTLINGER, COLAVITA, AND
VOLPA
ALLEN ENGLISH
RAMM ENVIRONMENTAL
BCS, GREG PETERSON

AUDITOR

LICENSED OPERATOR (VSWs)
REGULATORY SERVICES
POLICY SERVICES

That these appointments and contracts are made without competitive bidding and public advertising. Pursuant to P.L. 2005, c. 271, appointments of professionals with a contract value exceeding \$36,000 may be required to complete a Political Contribution Disclosure making known their campaign contributions to the Board at least ten (10) days prior to the Board taking action on their appointment. A copy of this resolution shall be published in the *official newspapers of the Board of Education as required by law within ten (10) days of its passage.*

- 12. **Official Newspapers** – Approve the South Jersey Times as the official newspaper of the Board of Education. Additionally, designate location for posting of Public Notices of Board Meetings in each school building and Administration Offices. NEWSPAPER
- 13. **Regular Meeting Dates** – Approve the second Tuesday of each month at 7:00 p.m. at the Commercial Township BOE Administration Offices as the date, time, and location of its regular Board of Education meetings. MEETING DATES

July 11, 2017
 October 10, 2017
 January 2, 2018 (Reorganization)
 April 10, 2018
 June 12, 2018

August 8, 2017 September 12, 2017
 November 14, 2017 December 12, 2017
 February 13, 2018 March 13, 2018
 *May 8, 2018 (Tentative - Public Hearing)

BANK

14. Depository of School Funds – Approve BB&T Bank as the depository of school funds including the authorization for wire transfers/ACH transactions.

ACCOUNT
SIGNATORIES

15. Account Signatories – Approve the following account signatories:

Account Name/Number	Current Requirements/Signatories
General Fund Account (1310000560017)	Business Administrator Board President (or VP as alternate) <i>Requires two (2) signatures</i>
Payroll Account (1310000560084)	Business Administrator Board President <i>Requires one (1) signatures</i>
Agency Account (1310000560092)	Business Administrator Board President <i>Requires one (1) signatures</i>
Summer Payment Deposit Account (1310000282548)	Business Administrator Board President <i>Requires one (1) signatures</i>
Elementary Account (1310000560009)	Business Administrator Board President <i>Requires two (2) signatures</i>
Unemployment Reserve Account (1310000560076)	Business Administrator Board President <i>Requires two (2) signatures</i>
Extended Day Account (1310000559981)	Business Administrator Board President <i>Requires one (1) signatures</i>
Capital Projects (1310000560068)	Business Administrator Board President <i>Requires one (1) signatures</i>
Investment Revenue Capital Reserve (1310000560025)	Business Administrator Board President <i>Requires one (1) signatures</i>
Richard and Kathleen VanDyke Memorial (1310000560033)	Business Administrator <i>Requires one (1) signatures</i>
VanDyke Memorial Scholarship CD (10008051004)*	Business Administrator <i>Requires one (1) signatures</i>

Fenton Anderson Memorial Scholarship Fund
(1310000560041)
Fenton Anderson Memorial
(10006707185)*

Business Administrator
Requires one (1) signatures
Business Administrator
Requires one (1) signatures

16. Wire Transfers – Authorize the Business Administrator to conduct wire transfers, as necessary.

WIRE TRANSFERS

17. District Assignments – Approve the following appointments of assignments:

DISTRICT
ASSIGNMENTS

- Title IX Coordinator – Business Administrator
- Affirmative Action Officer – Alysia Thomson, Assistant Principal
- Health and Safety Compliance Officer – Business Administrator
- 504 Compliance Officer – Daniel Dooley, Superintendent/Principal
- ADA Coordinator – Business Administrator
- Public Agency Compliance Officer – Business Administrator
- Right to Know Officer – Daniel Dooley, Superintendent
- Integrated Pest Management Coordinator – Brian Saxton, Maintenance Coordinator
- OPRA Appointments – Custodian of School Records
- Business Administrator/Board Secretary – Custodian of government records, other than student and personnel records;
- Superintendent – Custodian of personnel records;
- Principal/Director of Special Services – Custodians for student records.

18. Third Party Administrator – Approve TSA Consulting Group as Third Party Administrator for the District's 403(b) Plan.

THIRD PARTY
ADMINISTRATOR

19. Petty Cash – Approve establishing \$500 petty cash fund for the 2017 – 2018 school year, effective July 1, 2017. Custodian of funds will be the Business Administrator.

PETTY CASH

20. Tax Shelter Plan Providers – Approve the following plan providers:

TAX SHELTER
PLANS

- *Ameriprise Financial*
- *Lincoln Financial*
- *Met Life*
- *Midland National*

21. Pineland Learning Center – Approve Resolution 03-17 in which the Board does not require Pineland Learning Center, Inc. to charge their students for a reduced and/or paid meal.

PINELAND
LEARNING CENTER

It was seconded by Mrs. Pettit and carried by the following roll call vote:

Mrs. Pettit	Yes
Mr. Jay Sutton	Yes
Mr. Ronald Sutton	Yes
Mrs. Wilson-Smith	Yes, No to #11
Mrs. Abbott	Yes
Mrs. DeFabrites	Yes
Mr. DeFabrites	Yes
Mrs. Perrelli	Yes

PERSONNEL

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

- RESIGNATION **22. Resignation** – Approve the resignation of Pamela Zook as School Business Administrator and School Board Secretary as of June 15, 2017.
- MATERNITY LEAVE **23. Maternity Leave** – Approve the maternity disability leave of Denise Bland, Kindergarten Teacher, from approximately June to November 2017.
- NEW HIRE **24. New Hire** – Approve Amanda Smith as a Substitute Teacher for the remainder of the 2016-2017 school year.

CURRICULUM

- 2017-18 SCHOOL CALENDAR **25. School Calendar** – Approve the 2017-2018 School Calendar.
- HOME INSTRUCTION TUTORS **26. Home Instruction Tutor** – Approve Catherine Vazquez as a Home Instruction Tutor for the remainder of the 2016-2017 school year at \$26 per hour.
- TUITION STUDENT **27. Tuition Acceptance** – Accept a kindergarten tuition student, SID #5933236209 for the remainder of the 2016-2017 school year, Extended School Year 2017, and the 2017-2018 school year. Student will participate in the K-2 Learning Language Disabilities Program at the Haleyville-Mauricetown School.
- PROF. DEVELOPMENT **28. Professional Days** – Approve the Following Professional Days for the 2016-2017 school year:

June 2, 2017	Karen Haddock	Fundations Intervention Coaching Visit	The cost of mileage only
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- EXTENDED SCHOOL YEAR **29. Extended School Year** – Approve the following staff members for the 2017 Extended School year:

ESY 2017 Special Education Teacher at \$26 per hour for the length of the program:
Nicole Steich
Tyler Day

ESY 2017 1:1 Instructional Assistant at \$9 per hour for length of the program:
Kimberly Rodriguez
Michelle Santiago
Brandi Smith

ESY 2017 Occupational Therapist at \$26 per hour for length of the program:
Sarah Cobb

30. HMS 21st Century Summer Program – Approve the following staff members for the 2017 21st Century Summer Program at Millville:

SUMMER 2017
21ST CENTURY
HMS

Coordinator - Rochelle Yunk, \$26 per hour for the length of the program
Teacher - Rochelle Yunk, \$26 per hour for the length of the program
Teacher - Kaitlyn Robinson, \$26 per hour for the length of the program
Aide - Rochelle Yunk, \$9 per hour for the length of the program
Aide - Jennifer Russell, \$9 per hour for the length of the program
**Based on available funding

31. Summer Team EXCEL – Approve the following teachers for the 2017 Summer Team EXCEL Program at \$26 per hour for the length of the program:

SUMMER EXCEL
PROGRAM

Natalia Michalkiewicz Kerri Zeleniak
Karen Haddock Amy Ellis
Lisa Santiago

32. Team EXCEL – Approve the following teachers for 2017-2018 Team EXCEL at \$26 per hour:

2017-18 EXCEL
PROGRAM

Lauren Eisenhart Tina Hayden
Karen Haddock Natalia Michalkiewicz
Kerri Zeleniak Jacqueline Tonia
Anastasia Ackley

33. PNS 21st Century Summer Program – Approve the following staff members for the 2017 21st Century Summer Program at Millville:

SUMMER 2017
21ST CENTURY
PNS

Coordinator - Audrey Lloyd, \$26 per hour for the length of the program
Coordinator - Matthew Mingin, \$26 per hour for the length of the program
Counselor - Allison Kilbride, \$26 per hour for the length of the program
Teacher - Catherine Vazquez, \$26 per hour for the length of the program
Technology Specialist - Peter Dolcy, \$26 per hour for the length of the program

SUMMER
CURRICULUM
WRITING

- 34. Summer Curriculum Writing** – Approve the following staff members for summer curriculum writing. Each staff member will be compensated \$500 after completion of grade level and subject:

Cynthia Martin	Tina Hayden	Amanda Crescitelli
Anastasia Ackley	Nicole Steich	Jennifer Driscoll
Brittney Knight	Michelle Clark	Ashley Long
Janine Brockman	Matthew Mingin	

STUDENT COUNCIL
DANCE

- 35. Student Council Dance** – Approve HMS Club 21 Student Council Dance for all 4th and 5th Grades on Friday, May 26 from 4-6pm.

TRANSPORTATION
COORDINATOR

- 36. Transportation Coordinator** – Approve the position of Transportation Coordinator for the 2017-2018 school year.

2017-18
EMPLOYMENT
CONTRACTS

- 37. Employment Contracts** – Approve the following employment contracts for the 2017-2018 school year:

Administration -

Daniel Dooley, Superintendent/Principal
Alysia Thomson, Assistant Principal

Lindsay Reed, Director of Special Services
Natalia Michalkiewicz, Curriculum Supervisor
Kerri Zeleniak, Technology Advisor

Faculty:

Marilyn Dickerson	Patti Smith	Amy Ellis	Christopher Lanterman
Cynthia Martin	Jillian Gregory	Brittany Knight	John Borchert
Joy Dunn	Debbie Solomon	Walter Webster	Patti Teasenfiz
Denise Bland	Sandy Caromano	Esmirna Ramos	Yajiara Johnson
Tina Hayden	Michelle Clark	Kerri Zeleniak	Karen Golway
Chelsea Etter	Rochelle Yunk	Scott Shea	Ashley Long
Anastasia Ackley	Nicole Steich	Janine Brockman	Kelly Godfrey
Amanda Crescitelli	Martin Altersitz	Tricia Sammons	Catherine Vazquez
Lisa Santiago	Michele Miller	LouAnn Gaddy	Tarin Leech
Kelly McHale	Tyler Day	Matthew Mingin	Allison Kilbride
Cheryl VanderGracht	Nancy Brandt	Lisa Baker	Jessica Torcicollo

COMMERCIAL TOWNSHIP BOARD OF EDUCATION MINUTES MAY 2, 2017

Jennifer Driscoll	Lauren Eisenhart	Peter Dolcy	Tammy Halter	Smith-
Kara Trovato	Judilyn Weiserth	Jennifer Machinsky		
Stephanie McCann	Sarah Cobb	Melanie Pfizenmayer		

Instructional Assistants:

Banks, Susan	Horseman, Irene	Santiago, Michelle
Brooks, Dallas	Magee, Rochelle	Sokolov, Anatoly
Clements-Lloyd, Audrey	Nichols, Susan	Stuckman, Joyce
Gerbereux, Nora	Perkins, Serena	Terrado, Amadis
Givens, Linda	Rodriquez, Kimberly	Tonia, Jacquelyn
Haines, Rose	Russell, Jennifer	Vizzard, Kathy

Secretarial Staff:

Alaina McCormick-Baner	Ryan Nottis
Kim Day	Linda Pancrazio
Lisa Robbins	Paige Brandimarto

Maintenance Staff:

Brian Saxton	Edward Leith
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Lunch Chaperones:

Merissa Langlois	Kaitlyn Green
Juan Figueroa	Danielle Dixon
Dawn Robinson	

Mrs. Pettit commented on the resignation of Mrs. Zook.

Mrs. Abbott asked if the staff listed receive separate stipends for summer work.

Dr. Dooley explained that Ms. Zeleniak receives a stipend as part of her advisor position. He clarified item #31 and stated that if Ms. Michalkiewicz works above 11 months, she can get paid. The summer program is July 10, 2017 – August 3, 2017.

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

OTHER BUSINESS:

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

BILL LISTS &
TRANSFERS

38. BILL LISTS / LINE ITEM TRANSFERS:

Approve the revised 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.

MONTHLY BD. CERT.

39. MONTHLY BOARD CERTIFICATION:

Officially certify pursuant to N.J.A.C. 6:20-2:13(e) that as of March 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.

MONTHLY BD. SECTY.
CERT.

40. BOARD SECRETARY’S MONTHLY CERTIFICATION:

Approve the Board Secretary’s monthly certification of budgetary line item status for March 31, 2017.

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

EXECUTIVE SESSION

EXECUTIVE SESSION:

Moved by Mr. DeFabrites and seconded by Mrs. Pettit that the Board of Education adjourn, by Resolution, into Executive Session, from which the general public is excluded to discuss the board member candidates. The results of this session will be made public immediately after, or as soon thereafter as a decision is reached, if permitted by law. (9:41 p.m.) Unanimously Approved.

Items Discussed in Executive Session:

1. Board Candidate Interviews

Mrs. Perrelli stated that the board members did not come to a decision and will send the decision to the county superintendent of schools.

Ms. Zeleniak asked how that would work. Mr. Busch stated that it is somewhat rare that it happens but the county superintendent will go with a process that she wants and may want to interview the candidates. He stated Mrs. Zook will contact her tomorrow morning. Ms. Zeleniak asked how long will the process be and Mr. Busch stated that it is not determined but it will be the responsibility of the county superintendent responsibility do it.

Mrs. Ronan thanked the board members for what they do and said it is appreciated.

ADJOURNMENT:

ADJOURNMENT

Mr. DeFabrites made a motion that the Board of Education adjourn the meeting at 10:50 p.m. It was seconded by Mr. Jay Sutton and carried by a unanimous roll call vote by all board members.



Pamela A. Zook, Board Secretary
May 2, 2017

