

COMMERCIAL TOWNSHIP BOARD OF EDUCATION
Regular Board of Education Meeting

Tuesday, May 2, 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 11, 2017

E. PUBLIC HEARING: 2017-2018 SCHOOL BUDGET

F. CORRESPONDENCE: Mrs. Sanya Brown

G. PUBLIC COMMENTS ON AGENDA ITEMS:

H. 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

I. SUPERINTENDENT'S REPORT:

1. **HIB Reports** - It is recommended the Board of Education 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** -
 - a. It is recommended the Board of Education approve the use of the HMS Cafeteria by the Shiloh Baptist Church on May 7, 2017.
 - b. It is recommended the Board of Education approve the use of the HMS Cafeteria by the school PTA for Pizza Bingo on May 12, 2017.

FINANCE

4. **Fresh Fruit & Vegetable Grant** - It is recommended the Board of Education approve the 2017-2018 Fresh Fruit and Vegetable Grant application.
5. **Indemnity and Trust Agreement** - It is recommended the Board of Education approve the Indemnity and Trust Agreement between the Southern Coastal Regional Employees Benefits Fund and the Commercial Township Board of Education.
6. **Settlement Agreement** - It is recommended the Board of Education 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.
7. **Joint Purchasing Agreement** - It is recommended the Board of Education 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.

FINANCIAL REORGANIZATION OF THE BOARD:

8. It is recommended the Board of Education 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 2016-2017 school year.

9. It is recommended the Board of Education, by Resolution, 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.

Appointments and Designations

11. Awarding of Contracts - It is recommended the Board of Education authorize, by Resolution, the awarding of contracts for “professional services” for a one (1) year term, without competitive bidding, commencing July 1, 2016 until June 30, 2017:

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**

**AUDITOR
AND**

**LICENSED OPERATOR (VSWs)
REGULATORY SERVICES**

**BUSCH LAW GROUP, LLC
HARDENBURGH AGENCY
HARDENBURGH AGENCY
MANDERS AND MERIGHI
PENNONI ASSOCIATES, INC.
VINELAND PEDIATRICS, DR.
ARCHNA JAIN, MD
NIGHTLINGER, COLAVITA,**

**VOLPA
ALLEN ENGLISH
RAMM ENVIRONMENTAL**

POLICY SERVICES

BCS, GREG PETERSON

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** - It is recommended the Board of Education 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.

13. **Regular Meeting Dates**
It is recommended the Board of Education 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.

<i>July 11, 2017</i>	<i>August 8, 2017</i>	<i>September 12, 2017</i>
<i>October 10, 2017</i>	<i>November 14, 2017</i>	<i>December 12, 2017</i>
<i>January 2, 2018 (Reorganization)</i>	<i>February 13, 2018</i>	<i>March 13, 2018</i>
<i>April 10, 2018</i>	<i>*May 8, 2018 (Tentative - Public Hearing)</i>	
<i>June 12, 2018</i>		

14. **Depository of School Funds**
It is recommended the Board of Education approve BB&T Bank as the depository of school funds including the authorization for wire transfers/ACH transactions.

15. **Account Signatories**
It is recommended the Board of Education approve the following account signatories:

<u>Account Name/Number</u>	<u>Current Requirements/Signatories</u>
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

Unemployment Reserve Account (1310000560076)	<i>Requires two (2) signatures</i> Business Administrator Board President
Extended Day Account (1310000559981)	<i>Requires two (2) signatures</i> Business Administrator Board President
Capital Projects (1310000560068)	<i>Requires one (1) signatures</i> Business Administrator Board President
Investment Revenue Capital Reserve (1310000560025)	<i>Requires one (1) signatures</i> Business Administrator Board President
Richard and Kathleen VanDyke Memorial (1310000560033)	<i>Requires one (1) signatures</i> Business Administrator
VanDyke Memorial Scholarship CD (10008051004)*	<i>Requires one (1) signatures</i> Business Administrator
Fenton Anderson Memorial Scholarship Fund (1310000560041)	<i>Requires one (1) signatures</i> Business Administrator
Fenton Anderson Memorial (10006707185)*	<i>Requires one (1) signatures</i> Business Administrator

16. **Wire Transfers** - It is recommended the Board of Education authorize the Business Administrator to conduct wire transfers, as necessary.

17. **District Assignments** - It is recommended the Board of Education approve the following appointments of assignments:

- Title IX Coordinator – Business Administrator
- Affirmative Action Officer – Alysia Thomson, Assitant 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** - It is recommended the Board of Education approve TSA Consulting Group as Third Party Administrator for the District’s 403(b) Plan.

19. **Petty Cash** - It is recommended the Board of Education approve establishing \$500 petty cash fund for the 2017 – 2018 school year, effective July 1, 2017. Custodian of funds will be the Business Administrator.
20. **Tax Shelter Plan Providers** - It is recommended the Board of Education approve the following plan providers:
 - *Ameriprise Financial*
 - *Lincoln Financial*
 - *Met Life*
 - *Midland National*
21. **Pineland Learning Center** - It is recommended the Board of Education 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.

PERSONNEL

22. **Resignation** - It is recommended the Board of Education approve the resignation of Pamela Zook as School Business Administrator and School Board Secretary as of June 15, 2017.
23. **Maternity Leave** - It is recommended the Board of Education approve the maternity disability leave of Denise Bland, Kindergarten Teacher, from approximately June to November 2017.
24. **New Hire** - It is recommended the Board of Education approve Amanda Smith as a Substitute Teacher for the remainder of the 2016-2017 school year.

CURRICULUM

25. **School Calendar** - It is recommended the Board of Education approve the 2017-2018 School Calendar.
26. **Home Instruction Tutor** - It is recommended the Board of Education approve Catherine Vazquez as a Home Instruction Tutor for the remainder of the 2016-2017 school year at \$26 per hour.
27. **Tuition Acceptance** - It is recommended the Board of Education 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.

28. **Professional Days** – It is recommended the Board of Education 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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29. **Extended School Year** - It is recommended the Board of Education 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** - It is recommended the Board of Education approve the following staff members for the 2017 21st Century Summer Program at Millville:

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** - It is recommended the Board of Education approve the following teachers for the 2017 Summer Team EXCEL Program at \$26 per hour for the length of the program:

Natalia Michalkiewicz

Karen Haddock

Lisa Santiago

Kerri Zeleniak

Amy Ellis

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

Lauren Eisenhart
Karen Haddock
Kerri Zeleniak
Anastasia Ackley

Tina Hayden
Natalia Michalkiewicz
Jacqueline Tonia

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

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

34. **Summer Curriculum Writing** - It is recommended the Board of Education 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
Anastasia Ackley
Brittney Knight
Janine Brockman

Tina Hayden
Nicole Steich
Michelle Clark
Matthew Mingin

Amanda Crescitelli
Jennifer Driscoll
Ashley Long

35. **Student Council Dance** - It is recommended the Board of Education approve HMS Club 21 Student Council Dance for all 4th and 5th Grades on Friday, May 26 from 4-6pm.
36. **Transportation Coordinator** - It is recommended the Board of Education approve the position of Transportation Coordinator for the 2017-2018 school year.
37. **Employment Contracts** - It is recommended the Board of Education 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 -

Marylin Dickerson	Patti Smith	Amy Ellis	Christopher Lanterman
Cynthia Martin	Jillian Gregory	Brittany Knight	Esmirna Ramos
Joy Dunn	Debbie Solomon	Walter Webster	Walter Webster
Denise Bland	Sandy Caromano	Esmirna Ramos	Yajjara 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
Jennifer Driscoll	Lauren Eisenhart	Peter Dolcy	Tammy Smith-Halter
Kara Trovato	Judilyn Weiserth	Jennifer Machinsky	John Borchert
Stephanie McCann	Sarah Cobb	Melanie Pfizenmyer	Patti Teasenfitz

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

Lunch Chaperones:

Merissa Langlois

Kaitlyn Green

Juan Figueroa

Danielle Dixon

Dawn Robinson

OTHER BUSINESS:

38. BILL LISTS / LINE ITEM TRANSFERS:

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

39. 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 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.

40. 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 March 31, 2017.

I. PUBLIC COMMENTS:

J. EXECUTIVE SESSION:

K. ADJOURNMENT: