

**COMMERCIAL TOWNSHIP BOARD OF EDUCATION**

**Regular Board of Education Meeting**

**Tuesday, November 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 Press of Atlantic City and South Jersey Times, and posted in the Commercial Township Schools and District Office.

**C. ROLL CALL**

Ms. Trish Birmingham, Business Administrator, will roll call the attendance:

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

**D. MINUTES - It is recommended the Board of Education approve the Minutes from October 3, 2017 and October 10, 2017.**

**E. CORRESPONDENCE**

- **FYI: Mrs. Patricia Teasenfitz received 8 free epipens, valued over \$2,500, through the epipens4schools program from Bioridge Pharmaceuticals. Items received are an Epipen Jr. twinpack and an Epipen twinpack for both HMS (4) and PNS (4).**
- **District Open House for Current and Future Board of Education Members, Monday, December 4, 2017 - Please select a session (Can attend 1, 2, or all 3 sessions)**
  - **Port Norris Middle School - 8:00 AM - 10:30 AM**
    - **Period Zero**
    - **E&I**
    - **Therapy Dogs**
    - **Transportation**
    - **Hempel**
    - **Building Walk-Through**
    - **Flex Review**
    - **ASP**

- **Haleyville-Mauricetown School - 1:00 PM - 3:30 PM**
  - **Therapy Dogs**
  - **Transportation**
  - **District SCTP**
  - **Math Curriculum Review**
  - **Hempel**
  - **Building Walk-Through**
  - **Established Special Education Program**
  - **Technology Lesson**
- **Board Office - 6:00 PM - 7:30 PM**
  - **Overview of day's activities and initiatives of the District**
- **December 12, 2017 - Discuss rescheduling or conducting with the Superintendent's Designee - Director of Special Services.**

**F. PUBLIC COMMENTS ON AGENDA ITEMS**

**G. DEPARTMENTAL REVIEWS**

1. **Buildings & Grounds - Trish Birmingham**
2. **Transportation - Trish Birmingham**
3. **Technology - Kerri Zeleniak**
4. **Curriculum - Natalia Michalkiewicz**
5. **HMS - Lindsay Reed**
6. **PNS - Alysia Thomson**

**H. SUPERINTENDENT'S REPORT**

1. **HIB Reports - October 2017**  
**HMS – 1 Reported 0 Confirmed**  
**PNS - 0 Reported 0 Confirmed**
2. **Statement of Assurances/Declaration Page – It is recommended the Board of Education approve the 2017-2018 Statement of Assurance, Declaration Page and Board Resolution for QSAC which include Instruction, Fiscal, Governance, Personnel & Operations.**

**BUILDINGS & GROUNDS**

3. **Facilities Use - It is recommended the Board of Education approve the use of facilities for the following Commercial Township PTA events:**
  - **November 28, 2017 - PTA Meeting**
  - **November 28, 2017 (6-8PM)- Stage decoration for Saturday with Santa**
  - **November 29, 2017 (6-8PM)- Stage decoration for Saturday with Santa**
  - **December 1, 2017 - Set up for Saturday with Santa**
  - **December 8, 2017 - Paint Night**

4. **Facilities Use** - It is recommended the Board of Education approve the use of the PNS Gymnasium for the Commercial Township Rec. Basketball League on Saturday's from November through March 2018. The league must pay the cost of a custodian, at \$25.66 per hour.
5. **Facilities Checklist** – It is recommended the Board of Education approve the 2017-2018 Annual Facilities Checklist Health and Safety Evaluation of School Buildings in the Haleyville-Mauricetown School and the Port Norris School as completed by Brian Saxton.
6. **Comprehensive Maintenance Plan/M-1** – It is recommended the Board of Education authorize by Resolution, the Business Administrator to submit the three year Comprehensive Maintenance Plan and the M-1 for the Commercial Township School District.

## **FINANCE**

### **7 Contracts**

- a. **Downe Township BOE** - It is recommended the Board of Education approve the special education contract with Downe Township BOE to receive 1 resident student (SID - TBD) into the Multiply Disabled K-3 Program at Haleyville-Mauricetown School for the remainder of the 2017-2018 school year, beginning Oct. 30, 2017, at the tuition rate of \$21,000 (\$116.67 per-diem) plus a 1:1 aide (shared) rate of \$17,250 ( $\$34,500 / 2 / 180 = \$95.83$  per diem).
  - b. **Middle Township BOE** - It is recommended the Board of Education approve the contract with Middle Twp. BOE for 1 student (S.I.T) for the remainder of the 2017-2018 school year, beginning Oct. 5, 2017, at the Middle Twp. Public School tuition rate of \$10,800.00 (prorated).
8. **Budget Calendar** - It is recommended the Board of Education approve the Budget Calendar for the 2018-2019 school year.
  9. **Donations** - It is recommended the Board of Education approve the following donations to the Port Norris School, to be used for athletic uniforms:

Vic's Automotive - \$100.00	Jay & Jody Sutton - \$100.00
Tomlin Brothers - \$ 50.00	BiValve Packaging - \$100.00
Dino's Pizzeria - \$100.00	Surfside Seafood Products - \$100.00

## **PERSONNEL**

### **10. Resignation -**

- a. It is recommended the Board of Education approve the resignation of the Jody Oliver, full time bus driver, as of October 16, 2017.
- b. It is recommended the Board of Education approve the resignation of Megan Nocon,

**Instructional Assistant, as of November 3, 2017.**

**11. New Hire -**

- a. It is recommended the Board of Education approve to hire Damaris Cruz as a full time bus driver for the 2017-2018 school year. She will be compensated at \$24,436.**
- b. It is recommended the Board of Education approve to hire the following as part time bus drivers for the 2017-2018 school year. They will be compensated at \$15 per hour.**

**Mary Folwell**

**Anthony Green**

- c. It is recommended the Board of Education approve to hire Megan Nocon as a preschool teacher for the 2017-2018 school year. She will be placed on step 1 of the BA +15 salary guide at \$54,765.**
- d. It is recommended the Board of Education approve to hire Jenna Wells as a Middle School Language Arts Teacher for the 2017-2018 school year. She will be placed on step 1 of the BA salary guide at \$54,265.**
- e. It is recommended the Board of Education approve to hire Melissa Busler as a Substitute Aide and a Substitute Lunch Aide for the 2017-2018 school year. She will be compensated at \$65 per day and \$9 per hour.**
- f. It is recommended the Board of Education approve the following as Substitute Teachers for the 2017-2018 school year. They will be compensated at \$75 per day.**

- i. Ian Stickel**
- ii. Taylor Beeler**
- iii. Meghan Ricci**

- g. It is recommended the Board of Education approve the following as Substitute Bus Aides for the 2017-2018 school year. They will be compensated at \$9 per hour.**

- i. David Miller**
- ii. Amanda Roche**
- iii. Shellbie Yard**

- h. It is recommended the Board of Education approve Lisa Sneathen & Mary Folwell as a Lunch Chaperone and a Fresh Fruits and Vegetable Grant Worker for the 2017-2018 school year. They will be compensated at \$9 per hour.**

**12. Transfer - It is recommended the Board of Education approve the following transfers for the 2017-2018 school year:**

- a. Barbara Esposito from ASP Teacher to Middle School Language Arts ICR**
- b. Kaitlyn Robinson from Middle School Language Arts ICR to Middle School Language Arts**
- c. Janine Brockman from Middle School Language Arts to ASP Teacher**

## **CURRICULUM**

### **13. Psychiatric Evaluation -**

- a. It is recommended the Board of Education approve the Psychiatric Evaluation through Burgess Psychiatric Services, LLC for SID #5651412978, at the cost of \$380.00.**
- b. It is recommended the Board of Education approve the Psychiatric Evaluation through Burgess Psychiatric Services, LLC for SID #8971445067, at the cost of \$380.00.**
- c. It is recommended the Board of Education approve the Psychiatric Evaluation through Burgess Psychiatric Services, LLC for SID #1179909620, at the cost of \$380.**

### **14. Nursing Services -**

- a. It is recommended the Board of Education approve the 1:1 nursing services for SID #3462611384 as mandated through the IEP. Services will be provided through current contracted provider Preferred Home Health Care and Nursing Services for LPN services at the rate of \$45.00 per hour.**
- b. It is recommended the Board of Education approve the 1:1 nursing services for SID #9417095542 as mandated through the IEP. Services will be provided through current contracted provider Preferred Home Health Care and Nursing Services for LPN services at the rate of \$45.00 per hour.**

### **15. Homebound Instruction -**

- a. It is recommended the Board of Education approve homebound instruction services for SID #5651412978 pending receipt of psychiatric evaluation. The student will be provided with 10 hours of instruction over no less than three days per week beginning October 18, 2017.**
- b. It is recommended the Board of Education approve homebound instruction services for SID #4249153759 as a result of physician's order. The student will be provided with 10 hours of instruction over no less than three days per week beginning November 1, 2017 and concluding November 30, 2017.**
- c. It is recommended the Board of Education approve homebound instruction services for SID #8971445067 pending receipt of psychiatric evaluation. The student will be provided with 10 hours of instruction over no less than three days per week beginning November 7, 2017.**
- d. It is recommended the Board of Education approve the Instructional Services through Educational Professional Services, Inc. for student SID #9589403791 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.**

16. **Related Service Evaluation** - It is recommended the Board of Education approve the following related service evaluations for SID #1994562357 attending SCSSSD - Cumberland Campus. The Speech and Language, Physical Therapy, and Occupational Therapy evaluations will be conducted by SCSSSD at the cost of \$350 per evaluation.
17. **Behavior Assessment** - It is recommended the Board of Education approve for a Functional Behavior Assessment for SID #1130585145 through Interactive Kids as a result of a request for Independent Educational Evaluation. The cost of the assessment is not to exceed \$1,750.
18. **HMS Club 21** - It is recommended the Board of Education approve Kaitlyn Robinson as a Club 21 Teacher and a Club 21 Aide for the 2017-2018 school year. She will be compensated at \$26 per hour and \$9 per hour.
19. **Professional Days** – It is recommended the Board of Education approve the following Professional Days for the 2017-2018 school year:

<b>Online</b>	<b>Sarah Cobb</b>	<b>OccupationalTherapy.com</b>	<b>Fee: \$99</b>
<b>November 16, 2017</b>	<b>Natalia Michalkiewicz Kerri Zeleniak</b>	<b>“Are You Future Ready” Working Session</b>	<b>The Cost of Mileage</b>
<b>December 1, 2017</b>	<b>Natalia Michalkiewicz</b>	<b>Standards - Based Report Cards 2.0</b>	<b>The Cost of Mileage</b>
<b>December 2 &amp; 9, 2017</b>	<b>Sarah Cobb</b>	<b>School-based OT Outside the Box</b>	<b>Fee: \$330</b>
<b>January 23, 2018 May 15, 2018</b>	<b>Linda Pancrazio</b>	<b>McKinney Vento Program</b>	<b>The Cost of Mileage</b>

20. **Volunteers** - It is recommended the Board of Education approve the following Parent/Guardian volunteers for the 2017-2018 school year:

<b>Kristy Bevan</b>	<b>Dawn Blinchikoff</b>	<b>Brittany Fisher</b>
<b>Charles Hemingway</b>	<b>BreAnna Gandy</b>	<b>Lakisha Rodriguez</b>
<b>Tara Bixler</b>	<b>Sharee Goines</b>	<b>Christopher Rodriguez</b>

21. **Field Trips** - It is recommended the Board of Education approve the following Field Trips for the 2017-2018 school year:

Wednesday, November 29, 2017	Movie Theater - Millville	HMS Club 21
Saturday, December 9, 2017	The Charlesworth Restaurant	Select Choir
Thursday, December 14, 2017	Wallace School	PNS 21st CCLC
Friday, March 9, 2018	Gettysburg	8th Grade
Tuesday, May 8, 2018	Storybook Land	Kindergarten
Friday, May 11, 2018	Tall Pines	8th Grade
Friday, May 25, 2018	Atlantic City Aquarium	7th Grade
Friday, June 1, 2018	Rowan Planitarium	6th Grade

22. **Fundraisers** - It is recommended the Board of Education approve the following Performing Arts Fundraisers for the 2017-2018 school year:

- a. December 13, 2017 - Student Dress Down Day
- b. December 20, 2017 - Joes Butcher Shop
- c. January 11, 2018 - Student Dress Down Day

**TRANSPORTATION**

23. **Bus Evacuation Drills** -

- a. It is recommended the Board of Education approve the bus evacuation drills that were held on October 17, 2017, at the front of the Port Norris School, as supervised by Mrs. Thomson - District Asst. Principal, and Ms. Susan Banks - Transportation Coordinator, as listed below:

7:55 AM - CTPN4  
 7:58 AM - CTPN1  
 8:00 AM - CTPN2  
 8:05 AM - Van - Bridgeton  
 8:08 AM - CTPN3

- b. It is recommended the Board of Education approve the bus evacuation drills that were held on October 16, 2017 at the Haleyville-Mauricetown School Parking lot, as supervised by Ms. Reed - Director of Special Services, and Ms. Susan Banks - Transportation Coordinator, as listed below:

8:30 AM - CTHM6  
 8:33 AM - CTHM4  
 8:36 AM - CTHM1  
 8:38 AM - CTHM7  
 8:40 AM - CTHM2  
 8:42 AM - CTHM3  
 8:45 AM - CTHM5

**POLICY**

24. **Policy** - It is recommended the Board of Education approve the following policies:

5131.9	1st Reading	Revision	Harassment, Intimidation & Bullying Policy
6161.3	1st Reading	Deletion	Complaints Regarding NCLB Programs
6147.1	1st Reading	Revision	Evaluation of Individual Student Progress
5131.5	1st Reading	Revision	Vandalism & Violence Policy
3220/3230	1st Reading	Revision	State Funds / Federal Funds Policy
1410	1st Reading	Revision	Local Units

**OTHER BUSINESS:**

25. **BILL LISTS / LINE ITEM TRANSFERS**

It is recommended the Board of Education approve the itemized bill lists for October 2017 and the budgetary line item transfers as of September 30, 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.

26. **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 September 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-expended 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.

27. **BOARD SECRETARY'S MONTHLY CERTIFICATION**

It is recommended the Board of Education approve the Board Secretary's Report, pursuant to N.J.A.C. 6A:23A-16.10(c) 2, the Business Administrator/Board Secretary certifies that there are no changes in anticipated revenue amounts and sources for the month ending September 30, 2017 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of September 30, 2017, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Commercial Township Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2, and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23A-16.10(c)4.

I. **PUBLIC COMMENTS**

J. **EXECUTIVE SESSION:**

1. Personnel Matters

2. Superintendent Evaluation

K. **ADJOURNMENT**