

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Regular Board of Education Meeting

Tuesday, November 8, 2016 – 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	_____	Guy DeFabrites	_____	Jay Sutton	_____
Melissa Chamberlain	_____	Carol Perrelli	_____	Ronald Sutton	_____
Anna DeFabrites	_____	Rita Pettit	_____	Stacy Wilson-Smith	_____

D. MINUTES: Approval of Minutes from October 11, 2016

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:

1. PARCC Presentation
2. HIB Reports - It is recommended the Board of Education confirm the September HIB Reports.

3. **HIB Reports - October 2016**

HMS – 1 Reported 0 Confirmed

PNS - 2 Reported 1 Confirmed

4. **Tuition Acceptance -**

a. It is recommended the Board of Education accept an 8th grade Bridgeton Public School District tuition student, SID # 6560768441, to attend the Port Norris Middle School's Academic Success Program.

b. It is recommended the Board of Education accept a 6th grade Bridgeton Public School District tuition student, SID # 1690491680, to attend the Port Norris Middle School's Academic Success Program.

5. **Homebound Instruction -**

a. It is recommended the Board of Education approve the homebound instruction services for SID #9657761800, beginning November 9, 2016 for a period of 10 hours per week for no less than three days, pending medical clearance.

b. It is recommended the Board of Education approve the homebound instruction services for SID #5719431265, beginning November 11, 2016 for a period of 10 hours per week for no less than three days.

6. **Psychiatric Evaluation** - It is recommended the Board of Education approve the psychiatric evaluation of SID # 9657761800 with Medford Family Psychiatry.

7. **Statement of Assurances/Declaration Page** – Approve the 2016-2017 Statement of Assurance, Declaration Page and Board Resolution for QSAC which include Instruction, Fiscal, Governance, Personnel & Operations.

BUILDINGS & GROUNDS

8. **Facilities Checklist** - It is recommended the Board of Education approve the 2016-2017 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.

9. **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

10. **Toshiba America Foundation Grant** - It is recommended the Board of Education approve the Toshiba America Foundation grant in the amount of \$8,091.

11. **Budget Calendar** - It is recommended the Board of Education approve the Budget Calendar for the 2017-2018 school year.
12. **Tuition Contracts** - It is recommended the Board of Education approve the following tuition contracts for the 2016-2017 school year:

Millville Board of Education - \$3,708,673
Salem County Vocational Technical Schools Board of Education - \$9,744
13. **NCLB Carryover** - It is recommended the Board of Education approve the following NCLB carryover:

Title IA: \$64,364
Title IIA: \$ 324

PERSONNEL

14. **Retirement** – It is recommended the Board of Education accept the retirement of Ms. Karen Hand, School Secretary, as of December 31, 2016.
15. **Resignation** -
 - a. It is recommended the Board of Education accept the resignation of Mr. Kevin Young, Social Worker, as of December 23, 2016.
 - b. It is recommended the Board of Education accept the resignation of Ms. Nicole Baker, Instructional Assistant/Bus Driver, as of November 1, 2016.
 - c. It is recommended the Board of Education accept the resignation of Mr. Dewaine Spatola, Lunch Aide, as of November 2, 2016.
16. **Adjusted Rate** - It is recommended the Board of Education approve the adjusted rate of the following transportation personnel to \$15 per hour from the effective date of hire:

Susan Banks Nicole Baker
17. **New Hire** –
 - a. It is recommended the Board of Education approve Ms. Heather Studstill as an Interim Secretary at \$150 per day until November 18, 2016.
 - b. It is recommended the Board of Education approve Ms. Joyce Stuckman as a long-term 1:1 Instructional Assistant from October 27, 2016 to December 23, 2016. She will be prorated to the per diem rate on the first step of the salary guide.
 - c. It is recommended the Board of Education approve Ms. Jennifer Russell as an Instructional Assistant for the 2016-2017 school year. She will be placed on the first step of the salary guide at \$23,131.

- d. It is recommended the Board of Education approve Ms. Merissa Langlois as a substitute lunch aide for the 2016-2017 school year at \$9 per hour.
 - e. It is recommended the Board of Education approve Ms. Chelsea English as a substitute aide for the 2016-2017 school year.
 - f. It is recommended the Board of Education approve Ms. Brandi Smith as a substitute teacher for the 2016-2017 school year.
 - g. It is recommended the Board of Education approve Mrs. Kim Day as a 12 month secretary for the 2016-2017 school year. She will be placed on the 7th step of the salary guide at \$44,512.
 - h. It is recommended the Board of Education approve Ms. Paige Brandimarto as a 10 month secretary for the 2016-2017 school year to begin on November 21, 2016. She will be placed on the first step of the salary guide at \$31,563.
 - i. It is recommended the Board of Education approve Ms. Rose Gilman 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 \$23,131 and an additional \$15 per hour for her bus routes.
18. **New Position** - It is recommended the Board of Education approve the position of after school literacy tutors/substitute tutors at \$26 per hour for the 2016-2017 school year.
19. **Literacy Tutors** - It is recommended the Board of Education approve the following as after school literacy tutors/substitute tutors for 2-4 hours per week at \$26 per hour for the 2016-2017 school year:
- Anastasia Ackley Karen Haddock Lauren Eisenhart
Amy Ellis (Substitute)
20. **Child Welfare** - It is recommended the Board of Education approve Dr. Daniel Dooley, Superintendent of Schools, as the point of contact for Child Welfare for the 2016-2017 school year.
21. **Compassionate Leave Act** - It is recommended the Board of Education approve the donation of 10 sick days from employees of the Commercial Township School District to Employee #17680133 as per the guidelines of the Compassionate Leave Program Policy.
22. **Volunteers** - It is recommended the Board of Education approve the following parents/guardians as volunteers for the 2016-2017 school year.

Baird, Adrienne	Klawitter, Ashley	Rose, Shannon
Bonanno, Kelli	Lloyd, Stacy	Sacco, Rebecca

Dixon, Danielle	Madden, Edward	Schavelin, Steven
Dragotta, Beverly	Madden, Janet	Sheets, Tracey
Dragotta, Joseph	Martin, Jennifer	Vega, Kristyn
Dutton, Meagan	Parker, Marguerite	Woolbert, Michael
Folwell, Mary	Rodriguez, Kimberly	Gromes, Sherry
Gifford, Pamela	Rodriguez, Raul	Gonzalez, Miguel
Gonzalez, Tracy	Reid, Amanda	Hemingway, Charles

23. **Observation** - It is recommended the Board of Education approve the Supervisor for Ashley Long, Christine Crowell, to observe the ASP Classroom 1 hour per week.
24. **Sick Pay** - It is recommended the Board of Education approve the payment of sick pay to Jean Smith on 6/30/17 in the amount of \$104,241.42 as determined by Busch Law Group, LLC.

CURRICULUM

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

11/16/16	Pete Dolcy	Mini Model Congress Training	Fee – the cost of mileage
11/16/16	Judilyn Weiserth	Dyslexia: The New Mandates	Fee - \$129 + the cost of mileage
11/17/16	Brendan Maurice	Intervention & Referral Services: Section 504 in the 21st Century	Fee - the cost of mileage
11/19/16	Patricia Teasenfitz	Pediatric Symposium: Pediatric Emergencies	Fee - \$48.24 + the cost of mileage
11/19/16	Melanie Pfizenmayer	Pediatric Symposium: Pediatric Emergencies	Fee - \$48.24 + the cost of mileage
12/3/16	Sarah Cobb	Handwriting without Tears: K-5 Handwriting workshop	Fee - \$270 + the cost of mileage
12/5-12/6/16	Sarah Cobb	Conference for school based Occupational Therapists	Fee – the cost of mileage
5/4/17	Kerri Zeleniak	Are You Future Ready?	Fee - the cost of mileage
5/4/17	Natalia Michalkiewicz	Are You Future Ready?	Fee - the cost of mileage

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

11/16/16	Day, Miller, Steich, Altersitz	Johnson’s Corner Farm, Medford NJ	\$13 per person (\$468)
11/19/16	5 Select PNS Choir Students	Salem County Vocational School	Pilesgrove, NJ
12/8/16	PNS 21st Century	Landis Middle School	Vineland, NJ
1/18/17	PNS 21st Century	Wells Fargo Center: 76ers vs. Raptors	Philadelphia, PA

27. **Fundraiser** - It is recommended the Board of Education approve a WaWa Hoagie Sale fundraiser for the Performing Arts Department.
28. **Food Drive** – It is recommended the Board of Education approve the HMS 21st Century Student Council food drive from November 9th – November 21st.
29. **Crisis Plan** – It is recommended the Board of Education approve the Crisis Response Plan for HMS and PNS for the 2016-2017 school year.
30. **Professional Development Plan** - It is recommended the Board of Education approve the following Professional Development Plans for the 2016-2017 school year:
- a. District
 - b. HMS
 - c. PNS

POLICY

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

5141.25	1st Reading	NEW	Administration of Medical Marijuana
4115/4116	2nd Reading	Revision	Supervision & Evaluation
5118	2nd Reading	Revision	Nonresident Students
5114	2nd Reading	Revision	Suspension & Expulsion/Pupil Due Process
6147.1	2nd Reading	Revision	Evaluation of Individual Student Progress
3542.1	2nd Reading	Revision	Wellness & Nutrition
3335	2nd Reading	Revision	Travel Expenses

OTHER BUSINESS:

32. BILL LISTS / LINE ITEM TRANSFERS:

It is recommended the Board of Education approve the revised October bill list and approve the budgetary line item transfers for September 30, 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.

33. 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 September 30, 2016, 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.

35. 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 September 30, 2016.

I. PUBLIC COMMENTS:

J. EXECUTIVE SESSION: Policy

K. ADJOURNMENT: