

The Regular Meeting of the Commercial Township Board of Education was held in the Administration Building, located at 1308 North Avenue, Port Norris, NJ, on Tuesday, October 11, 2016 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 Meeting Act". She then conducted the Pledge of Allegiance.

PLEDGE

ROLL CALL

The following were present:

Mrs. Abbott	Present
Mrs. Chamberlain	Present
Mrs. DeFabrites	Present
Mr. DeFabrites	Present
Mrs. Pettit	Present
Mr. Jay Sutton	Present
Mr. Ronald Sutton, Jr.	Present
Mrs. Wilson-Smith	Present
Mrs. Perrelli	Present

The following were also present:

Dr. Daniel Dooley, Superintendent/Principal
Mrs. Pamela Zook, Board Secretary
Mrs. Alysia Thomson, District Assistant Principal
Ms. Lindsay Reed, Director of Special Services

MINUTES:

MINUTES

Mr. DeFabrites made a motion that the minutes from the September 13, 2016 meeting be approved. It was seconded by Mrs. Chamberlain and carried by a unanimous voice vote by all board members.

SUPERINTENDENT'S REPORT:

Dr. Dooley provided a synopsis of events that have been happening at both schools:

- Reading specialist is working with teachers at PNS as a continuation from working with teachers at HMS last year.
- Rutgers SCEP program for the third year and noted that Commercial Township was selected from a marginal amount.
- School pictures were done at both schools.
- Enrichment intervention began at PNS and Mrs. Thomson discussed the process.
- Administration meeting with CTEA and Executive Committee was held recently and said it went well and looked forward with working with CTEA members.
- Week of Respect was run by Lindsay Reed, Tarin Leech, Brendan Maurice, and Allison Kilbride. Ms. Reed discussed activities of the week.
- Anti-bullying assembly at PNS was given by the Prosecutor's office
- CAP program was recently held at HMS.
- HIB and CAP parent night was held at HMS and a dinner was provided for all parents

- Professional Development writing held on the staff in-service day. Natalia Michalkiewicz discussed the consultant that was present and what was provided for staff
- Bus evacuations per mandate were conducted. HMS reviewed seatbelts with all students, which was a parent concern last year.
- Commercial Township was recently awarded two grants. Kerri Zeleniak thanked Mrs. Chamberlain for the information for the \$1,000 grant that was awarded to the Fine Arts Department. PNS will receive an \$8,000 grant. Dr. Dooley asked if this was Ms. Zeleniak's third grant she has received and Ms. Zeleniak responded that this is her 5th. The board members applauded her efforts.
- Dr. Dooley passed around a school calendar that is available online on our website and highlighted October and November events.

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

HIB REPORTS

1. HIB Reports - September 2016

HMS – 0 Reported 0 Confirmed

PNS - 1 Reported 0 Confirmed

HOMESCHOOL

2. Home Schooling – Accept a letter from parent of SID # 1719824254, stating that they will be homeschooling their child for the 2016-2017 school year.

HOME INSTRUCTION

3. Home Instruction – Approve home instruction for 1st grade student, SID #6231258496, until medical evaluation clearance for return.

BUILDINGS & GROUNDS

USE OF FACILITIES

4. Use of Facilities – Approve the use of the HMS Gymnasium by the FURever As Friends Program for the “Sit Means Sit” training.

FINANCE

TRANS. JOINTURE

5. Transportation Jointure - Approve the transportation jointure with Lawrence Township Board of Education to transport one student to Myron L. Powell School at a cost of \$883, for the 2016-2017 school year.

JMS 21ST CENTURY GRANT

6. HMS 21st Century Grant – Approve the HMS 21st Century Grant for the 2016-2017 school year in the amount of \$44,241.00 to be paid directly to Commercial Township and an estimate of \$41,500 to be paid on behalf of Commercial Township by the Millville Board of Education for buses, field trips, presenters and a four week summer camp.

SCHOOL HEALTHY PROGRAM

7. School Healthy Program - Approve the 2016-17 FLUency School Health Program which will provide up to one thermometer per household at Haleyville-Mauricetown School.

ENERGY FOR THE ARTS GRANT

8. Energy for the Arts Grant - Approve the 2016 Energy for the Arts grant in the amount of \$1,000 to be used by the Commercial Township Fine Arts Department.

PSYCH. EVAL.

9. Psychiatric Evaluation - Approve the Psychiatric Evaluation of SID 8962391286 at a cost of \$450.

TUITION
STUDENT

- 10. **Tuition Student** - Accept SID Number 1245767654 from Woodbine Board of Education with a provided aide to attend the Port Norris School for the 2016-2017 school year.

Mrs. Wilson-Smith questioned item #4 and asked why it wasn't with the others in the back of the agenda. Dr. Dooley explained the Sit Means Sit program and that he was asking for approval for the program to use our facilities and the items in the other area of the agenda were for professional development. Mrs. Pettit asked if the insurance covers the handler and Dr. Dooley explained yes, it provides each handler with \$2 million coverage on top of the \$4 million that Dr. Dooley has provided for the therapy dog. Mrs. DeFabrites asked if it was necessary to have that many handlers. Dr. Dooley responded that the dog was nationally certified and these are individuals that would be working with the dog in small groups. Dr. Dooley stated that if money was an issue, that could be discussed later in the agenda. Mrs. Wilson-Smith asked how many students have worked with the dog and Dr. Dooley responded with 40. Mrs. Wilson-Smith asked if they were all classified students and Dr. Dooley responded the majority are classified.

Mrs. Abbott asked for clarification on item #5. Mrs. Zook responded that the student is a choice student attending Myron Powell School. The parent wanted to have a babysitter in the Lawrence Twp. District and asked if the student could ride a Lawrence Twp. Bus. The BA from Lawrence reached out to ask if Commercial would pay Lawrence the aide in lieu of payment rather than the parent. The contract is item 5.

It was seconded by Mrs. DeFabrites and carried by a unanimous roll call vote by all board members, except Mrs. Wilson-Smith answered No to item 4, which she felt should be included with the Professional Development training in item 16. Dr. Dooley responded that he wanted to clarify that one is for use of facilities and the other is for staff members.

PERSONNEL

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

- 11. **Resignation** – Accept the resignation of Ms. Sancha Hughes, District Speech Pathologist as of October 21, 2016.

RESIGNATION

- 12. **New Hire** –

NEW HIRES

- a. Approve to hire the following as substitute aides for the 2016-2017 school year.

D'Lila Smith	Rachael Kiley	Dawn Robinson
Shana Lane		

- b. Approve to hire Ms. Danielle Robbins as a substitute Nurse for the 2016-2017 school year.
- c. Approve to hire Ms. Adrienne Baird as a substitute bus driver for the 2016-2017 school year at \$13 per hour.
- d. Approve Ms. Casey Taylor as a HMS Club 21 teacher at \$26 per hour for the 2016-2017 school year.

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e. Approve Ms. Valerie Cornwell as a substitute teacher for the 2016-2017 school year.

SALARY
ADJUSTMENT

13. **Adjusted Salary** - Approve the adjusted salary for Ms. Kimberly Rodriguez, Instructional Assistant, to Step 2 on the salary guide at \$24,477.

DETENTION

14. **School Detention** - Approve a Before and After school Detention position for PNS, prorated @ \$26 per hour for the 2016-2017 school year.

Before School Detention = 45 minutes

After School Detention = 45 minutes

Ashley Long

Kevin Young

VOLUNTEERS

15. **Volunteers** - Approve the following parents/guardians as volunteers for the 2016-2017 school year.

Alliano-Velez, Barbara	Cogdill, Vincent	Henderson, Ebony	Smith, D'Lila
Ballata, Aferdita	Cornwell, Valerie	Hundt, Donald	Stafford, Daryl
Barnes, Jessica	Coursey, Andrea	Hundt, Vanessa	Stafford, Sheena
Bell, Latoya	Decker-MacNamera, Catherine	Jones, Shynice	Stout, Jessica
Bevan, Kristy	Disorda, Heather	Kiley, Rachael	Sutton, Amy
Bevan, Robert	Dragotta, Beverly	Lupton, Christy	Sutton, Will
Bond, Pidge	Dragotta, Joseph	Mastrando, Virginia	Thompson, Clarence
Bowen, Amelia	Fisher, Brittany	Miller, David	Velez, Pasquale
Boyle, Jammie	Fye, Margaret	Richardson, Tracy	Washington, Alexa
Brewer, Jennifer	Green, David	Rivera, Amelys	Webb, Arlene
Buonapare, Gina	Green, Jessica	Santiago, Michelle	Wheatly, Heike
Cardana, Dave	Hannah, Keith	Smith, Bryan	Wheatly, Matt

Mrs. Wilson-Smith asked about the new hires in item 12c and if it was someone else or a dual role. Dr. Dooley explained it was a substitute and the need to have additional drivers due to the times the bus is being used.

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

CURRICULUM

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

16. Professional Days – Approve the following Professional Days for the 2016-2017 school year:

10/6/16	Tarin Leech	Conflict Resolution Training	No Cost
10/14/16	Alysia Thomson Lindsay Reed Jennifer Machinsky John Borchert Kara Trovato Tarin Leech Allison Kilbride Brendan Maurice Natalia Michalkiewicz Kerri Zeleniak	“Sit Means Sit” Training	No Cost
10/20/16	Natalia Michalkiewicz Lauren Eisenhart Michelle Clark Kelly Godfrey Ashley Long	Responsive Literacy Practices for Reading and Writing Workshop	No Cost for Admin The Cost of Mileage and \$75 for all instructors
10/20/16	Linda Pancrazio	Homeless Workshop at Inspira	Cost of mileage
10/22/16	Melanie Pfizenmayer Patricia Teasenfitz	NJ State School Nurse Association Fall Conference	\$100 Fee and the cost of Mileage
Nov.	Alysia Thomson Lindsay Reed Jennifer Machinsky John Borchert Kara Trovato Tarin Leech Allison Kilbride Brendan Maurice Natalia Michalkiewicz Kerri Zeleniak	FURever As Friends handler certification for SMILE and AAT/AAA Program(s).	\$75 per person
11/16/16	Kevin Young	Character Education Training	No Cost
11/17/16	Daniel Dooley Lindsay Reed Pam Zook	NCLB/ESSA	The cost of Mileage
12/2/16	Matthew Mingin	NJSACC	The cost of Mileage and \$163 fee paid from 21st Century Funds (Total \$225)
12/15/16	Brendan Maurice	Homeless Education Workshop	No Cost
1/17/17	Daniel Dooley	Superintendent’s Institute	\$149 Fee and the cost of Mileage
3/7/17	Daniel Dooley	Superintendent’s Institute	\$149 Fee and the cost of Mileage

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PARCC NIGHT

17. **PARCC Night** - Approve PARCC Night with Dana Egreczky at Port Norris School on March 7, 2016.

FIELD TRIPS

18. **Field Trips** – Approve the following field trips for the 2016-2017 school year:

12/8/16	Music/Drama 3-5	The Levoy Theatre	Millville, NJ
12/10/16	Music 3-5	The Charlesworth	Fortescue, NJ
12/19/16	HMS/PNS Select Chorus	To perform holiday music to honor a cause that champions Multiple Sclerosis, Alzheimer's and Parkinson's disease.	Playground on Boardwalk, Atlantic City, NJ
3/15/17	Performing Arts Students	Broadway Musical and Workshops	New York, NY

SCHOOL DANCE

19. **School Dance** - Approve a “Halloween Bash” for Port Norris School on October 28, 2016.

CAP PROGRAM

20. **CAP Program** - Accept the grant for CAP training (Child Assault Prevention) for the 2016-2017 school year.

AFFIRMATIVE ACTION

21. **Affirmative Action** - Accept and approve the Affirmative Action Grievance Procedure.

PTA FUNDRAISERS

22. **PTA Fundraisers** - Approve the following PTA fundraisers for the 2016-2017 school year:

- Cherrydale Farms
- T-Shirt Sales
- Halloween Costume Contest
- Saturday with Santa

DISTRICT FUNDRAISERS

23. **District Fundraisers** - Approve the following fundraisers for the 2016-2017 school year:

- Box Top
- Shoparoo
- Fritter Friday (National Junior Honor Society)
- Dances (National Junior Honor Society)
- Road Clean-up
- Mums Sale

21ST CENTURY EVENTS

24. **21st Century** - Approve the following events for the 21st Century Program:

- October - Trunk-Or-Treat 10-28-16
- November - Thanksgiving Dinner 11-18-16 (tentative date)
- December - Gingerbread Houses 12-16-16 (tentative date)

NURSING PLAN 2016-17

25. **Nursing Services Plan** - Accept and approve the School Nursing Services Plan for the 2016-2017 school year.

RENAISSANCE PROGRAM

26. **Renaissance** - Approve the Renaissance Program at PNS for the 2016-2017 school year.

STUDENT COUNCIL

27. **Student Council** - Approve the Student Council Program at PNS for the 2016-2017 school year.

28. **District Goals** - Accept and approve the Superintendent District Goals for the 2016-2017 school year.

SUPERINTENDENT
GOALS 2016-17

29. **Emergency Response** - Accept and approve the Emergency Response Plans for HMS and PNS for the 2016-2017 school year.

EMERGENCY
RESPONSE PLAN

Mrs. Pettit asked if the Renaissance Program was similar to the High School program. Dr. Dooley responded that it is and explained the program. Mrs. Pettit said it would be nice if the 8th graders could connect with the High Schoolers so that they can see how it continues.

Mrs. Abbott asked Dr. Dooley what he meant about the money as mentioned earlier. Dr. Dooley responded that he would pay for the training. Mrs. Perrelli asked what time of day and Dr. Dooley said it could be during a workshop. Mrs. Abbott asked how many were from each school and Dr. Dooley said that the coordinators would be at both schools, child study team members would be for both schools. Mrs. Abbott asked if Dr. Dooley felt it needed to be the amount of people. Dr. Dooley responded yes and felt multiple people would be able to provide a schedule throughout the day and would be the best use of the day. He said that no one would have burden of full responsibility. He said all individuals have requested the training. Mrs. Wilson-Smith asked how long the training was and Dr. Dooley responded three hours and discussed the process. Mrs. Abbott asked if he foresaw costs in the future because the beginning was stated to have no cost to the district. Dr. Dooley explained that these costs would allow the program to do what it was meant to do. Mrs. Pettit asked if these were the only costs for the program and Dr. Dooley responded yes.

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

OTHER BUSINESS:

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

30. **BILL LISTS / LINE ITEM TRANSFERS:**

BILL LISTS &
TRANSFERS

Approve the revised September bill list and October bill list and approve the budgetary line item transfers for September, 2016.

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.

31. **MONTHLY BOARD CERTIFICATION:**

MONTHLY BD.
CERT.

Officially certify pursuant to N.J.A.C. 6:20-2:13(e) that as of August 31, 2016, after a review of the secretary's monthly financial report (appropriations section) and upon consultation with 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 district's financial obligations for the remainder of the fiscal year.

32. **BOARD SECRETARY'S MONTHLY CERTIFICATION:**

BD. SECTY.
MONTHLY CERT.

Approve the Board Secretary's monthly certification of budgetary line item status for August 31, 2016.

It was seconded by Mrs. Chamberlain and carried by a unanimous roll call vote by all board members.

PUBLIC
COMMENTS

PUBLIC COMMENTS:

Someone mentioned that the spaghetti dinner tickets were now being sold.

Tracy Richardson asked about the Halloween costume contest. Dr. Dooley explained that he wants to be able to identify students and that no parents can come dressed in costumes. A question was asked if masks could be worn on stage and Dr. Dooley said yes.

Matt Mingin thanked the district for the new bus because he felt that the grant was saving over \$50 a day. He also thanked the drivers and said they were in constant communication with them.

Mrs. Abbott asked how the day would be made up due to closing for the septic issue. Dr. Dooley thought that we could make it to the half-day and he had a plan, but one of our own reported the problem to the county health department at 8:30 in the morning and he was forced to close early. Dr. Dooley commended the staff at both buildings and explained that approximately 20 students had to be returned to PNS, where they had lunch to wait for their ride home. He explained all students were sent home with a bag lunch. Dr. Dooley explained that he told the drivers to bring back students to PNS. Tracy Richardson said she didn't get the message since the call was made to her home phone and she was working. A discussion ensued as to alerting families in an emergency since the calling system only allows one phone number per household. Mrs. Wilson-Smith asked if Dr. Dooley received any other calls from parents that did not get the emergency call. Dr. Dooley responded that he was aware of three and discussed the procedure for calling state police. Ms. Zeleniak explained that the company we use for the calling system sent a training in which it showed that it will call all numbers listed. Dr. Dooley suggested a practice call, but would send a notice to families of when it would be done. Matt Mingin said he was disappointed that someone would make a call and hoped that the safety of the students was the main concern. Dr. Dooley explained his discussion with the health department. Mrs. Pettit stated the call was breaking the chain of command and stated as a teacher, she felt it was not her responsibility to call the health department. Mrs. Horseman stated that if the calling system cannot be fixed, the students should be able to come back to the school. A discussion ensued about the safety of the children.

EXECUTIVE
SESSION

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 to discuss personnel matters. The results of this session will be made public immediately after, or as soon thereafter as a decision is reached, if permitted by law. (8:05 p.m.) Unanimously Approved.

Items Discussed in Executive Session:

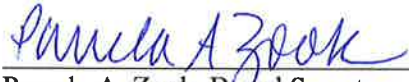
1. Personnel Matters

Moved by Mr. DeFabrites and seconded by Mrs. Chamberlain that the Board of Education Adjourn from Executive Session. (8:15 p.m.) Unanimously Approved.

Moved by Mrs. Pettit and seconded by Mrs. Chamberlain to reconvene the Regular Meeting at 8:15 p.m. Unanimously Approved.

ADJOURNMENT:

Mrs. Pettit made a motion that the Board of Education adjourn the meeting at 8:15. It was seconded by Mrs. Chamberlain and carried by a unanimous voice vote by all board members.



Pamela A. Zook, Board Secretary
October 11, 2016

