

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Regular Board of Education Meeting

Tuesday, October 10, 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 - Approval of Minutes from September 11, 2017.

E. CORRESPONDENCE

- CTSD will use the following URL as the main website to coincide with email addresses - commercialschools.org
- **FYI:**
 - Nicole Steich was selected to receive a \$200 set of sight word flash cards from Donors Choose.
 - Commercial Township Senior Center donated \$25 (check) for school supplies for HMS Students.

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. **HIB Reports - September 2017**
HMS – 0 Reported 0 Confirmed
PNS - 0 Reported 0 Confirmed

BUILDINGS & GROUNDS

2. **Solar Project - It is recommended the Board of Education approve the submission of the Interconnect Application to Atlantic City Electric requesting availability within the electric grid.**
 - **Steve Trumbo of Synnergy, LLC will complete and submit the application on behalf of the Board of Education, at no cost to the Board of Education.**
 - **Submission of the Interconnect Application does not bind the Board of Education into any contract with Synnergy, LLC or Atlantic City Electric, nor does it obligate the Board of Education to proceed with the solar panel installation project.**
 - **The application process has a response timeframe from ACE of roughly 6-8 weeks after submission.**
3. **Facilities Use - It is recommended the Board of Education approve the use of facilities for the following Commercial Township PTA events:**
 - **October 17, 2017 - Meeting 6-8 PM, HMS Cafeteria**
 - **October 24, 2017 - Meeting 6-8 PM, HMS Cafeteria**
 - **October 26, 2017 - Halloween Costume Contest, HMS Cafeteria**
 - **November 2, 2017 - Meeting 6-8 PM, HMS Cafeteria**

FINANCE

4. Contract -

- a. Millville BOE - It is recommended the Board of Education approve the tuition contract with Millville BOE for the 2017-2018 school year in the total amount of \$3,021,571.01.

i.	190 Regular High School Students	\$14,438	\$2,743,220.00
ii.	10 Shared Time Students	\$ 7,219	\$ 72,190.00
iii.	21,000 Resource Room Hours	\$ 11.63	\$ 244,230.00
iv.	5 Behavioral Disabilities Students	\$12,685	\$ 63,425.00
v.	2015-2016 Audit Adjustment		\$ (101,493.99)

- b. Creative Achievement Academy - It is recommended the Board of Education approve the special education tuition contract with Creative Achievement Academy for the 2017-2018 school year, for 1 student, in the total amount of \$48,960 (180 days @ \$272 per day).

- c. Salem County Special Services School District - It is recommended the Board of Education approve the following contracts for the 2017-2018 school year, totaling \$504,783.00:

i.	1 Student - Autism Program (\$223.28 per diem @ 180 days)	\$ 40,190.00
ii.	1 Student - MD Program (\$255.70 per diem @ 180 days)	\$ 46,026.00
iii.	8 Students - MD @RDS (\$41,669.00 @ 8 students)	\$333,352.00
iv.	1 Student - Autism @ RDS (\$46,777.00 @ 1 student)	\$ 46,777.00
v.	1 FT Aide - Autism @RDS (\$213.54 @ 1 aide)	\$ 38,438.00

5. Food Service - It is recommended the Board of Education approve the Resolution, as attached, stating cost reimbursement for food management services works best for Commercial Township School District.

PERSONNEL

6. New Hire -

- a. It is recommended the Board of Education approve to hire Jody Oliver as a full time bus driver for the 2017-2018 school year and be compensated at the salary of \$24,436.
- b. It is recommended the Board of Education approve to hire Jacqueline Tonia as a substitute teacher for the 2017-2018 school year.
- c. It is recommended the Board of Education approve to hire Joseph Hogan as a Learning Disabilities Teacher/Consultant for the 2017-2018 school year. He will be placed on Step 7 of the MA+30 salary guide, pending certification, at \$59,945.

- d. It is recommended the Board of Education approve to hire David Miller as a substitute aide and a substitute lunch chaperone for the 2017-2018 school year. He will be compensated at \$60 per day and \$9 per hour.
- e. It is recommended the Board of Education approve to hire Betty Mikus as a substitute aide for the 2017-2018 school year. She will be compensated at \$60 per day.

7. **Bus Drivers** - It is recommended the Board of Education approve the following as full time bus drivers. They will be compensated at the salary of \$24,436.

Amadis Terrero de Tapia
Cesarina Divanna-Gonzalez

Rose Haines
Britany Fisher

Jaime Roman

8. **Bus Aide** - It is recommended the Board of Education approve Luz Ortiz as a bus aide for the 2017-2018 school year. She will be compensated at \$9 per hour.

9. **Settlement Agreement** - It is recommended the Board of Education review and approve the settlement agreement between Employee #17639048 and the Commercial Township Board of Education.

10. **Administrative Leave** - It is recommended the Board of Education approve the paid Administrative Leave of Employee #71677215 beginning September 22, 2017, until further notice.

11. **Medical Leave** - It is recommended the Board of Education approve the medical leave of absence for Employee #17672098 from October 5th through November 3, 2017, pending a doctor's note.

12. **Internship** -

a. It is recommended the Board of Education approve Stockton University Social Work Student, Sarah Neagley, to complete 200 hours of supervised internship through the Special Services Department from October 2017 through April 2018.

b. It is recommended the Board of Education approve Cumberland County College Student, Amanda Yerkes, to complete 90 hours of supervised internship through the Special Services Department to begin October 2017.

13. **Fresh Fruit & Vegetable Grant Workers** - It is recommended the Board of Education approve the following as Fresh Fruit & Vegetable workers for the 2017-2018 school year. They will be compensated at \$9.00 per hour. The program runs 4 days per week.

Amadis Terrero de Tapia
Cesarina Divanna-Gonzalez

Rose Haines
Britany Fisher

Jaime Roman
Jody Oliver

14. **Lunch Chaperones** - It is recommended the Board of Education approve the following as lunch chaperones for the 2017-2018 school year. They will be compensated at \$9.00 per hour.

Amadis Terrero de Tapia
Cesarina Divanna-Gonzalez

Rose Haines
Britany Fisher

Jaime Roman
Jody Oliver

15. **Homebound Instruction Tutors** - It is recommended the Board of Education approve the following as homebound Instruction Tutors for the 2017-2018 school year. They will be compensated at \$26 per hour:

Megan Nocon

Michele Miller

Jillian Gregory

CURRICULUM

16. **Homebound Instruction** -

- a. It is recommended the Board of Education approve homebound instruction services for SID #5010044386 in accordance with physician's order for a period of at least 60 days. The student will be provided with 10 hours of instruction over no less than three days per week.
- b. It is recommended the Board of Education approve homebound instruction services for SID #3462611384 in accordance with his current IEP. The student will be provided with 10 hours of instruction over no less than three days per week.
- c. It is recommended the Board of Education approve the Instructional Services through Educational Professional Services, Inc. for student SID #7512376542 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.
- d. It is recommended the Board of Education approve the Instructional Services through Educational Professional Services, Inc. for student SID #8971445067 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.
- e. It is recommended the Board of Education approve the Instructional Services through Educational Professional Services, Inc. for student SID #8821469055 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.
- f. It is recommended the Board of Education approve the Instructional Services through Educational Professional Services, Inc. for student SID #5719431265 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.

17. **HMS Club 21** - It is recommended the Board of Education approve the following staff members for the HMS Club 21 After School Program:

Teachers: (\$26 per hour)

Michelle Clark	Steven Hempel
John Borchert	Megan Nocon

Aides: (\$9 per hour)

Michele Miller	Susan Nichols	Allison Kilbride
Rochelle Magee	Jeremy Nevitt	Rochelle Yunk
Megan Nocon	Shellbie Yard	John Borchert
Michelle Clark	Ryan Nottis	Steven Hempel

18. **PNS 21st CCLC** - It is recommended the Board of Education approve Janice Hoffman as an Aide for the PNS 21st CCLC. She will be compensated at \$9 per hour.
19. **NJHS Fundraisers** - It is recommended the Board of Education approve the following National Junior Honor Society Fundraisers for the 2017-2018 school year:
- **Fritter Fridays**
 - **Beginning October 5th**
 - **School Dances**
 - **October 27th**
 - **February 9th**
20. **Marzano Evaluation Model** - It is recommended the Board of Education approve the Classroom Teacher and Non Classroom Marzano Focus Evaluation Models for the 2017-2018 school year.
21. **Nursing Services Plan** - It is recommended the Board of Education approve the Nursing Services Plan for the 2017-2018 school year.
22. **Crisis Response Plan** - It is recommended the Board of Education approve the HMS and PNS Crisis Response Plans for the 2017-2018 school year.

23. **Professional Days** – It is recommended the Board of Education approve the following Professional Days for the 2017-2018 school year:

October 11, 2017	Jessica Torcicollo	Intervention & Referral Services Team Training	Fee: \$178 The Cost of Mileage
October 18, 2017	Ryan Nottis	Semi 2017 Regional Meeting	The Cost of Mileage
October 24, 2017	Ryan Nottis Tarin Leech Allison Kilbride	McKinney-Vento Homeless Education Workshop	Fee: The Cost of Mileage
October 25, 2017	Jessica Torcicollo	504 Plan Compliancy	Fee: \$106 The Cost of Mileage
October 27, 2017	Steven Hempel	Annual Conference on Reading & Writing	Fee: \$180 The Cost of Mileage
October 23-26, 2017	Dr. Daniel Dooley Trish Birmingham Alysia Thomson Lindsay Reed Natalia Michalkiewicz Kerri Zeleniak	NJSBA Workshop 2017	Fee: \$1400 (discounted group rate for up to 18 registrants) The Cost of Mileage and Lodging per Board Policy
November 17, 2017	Matt Mingin	NJSACC Annual Conference	Fee: \$163 The Cost of Mileage

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

October 13, 2017	Philadelphia Zoo	First Grade
October 17, 2017	Sparacio Farms	Pre - K
December 18, 2017	Resorts	Select Choir
January 29, 2018	The Franklin Institute	Third Grade
February 6, 2018	Wells Fargo Center	21st CCLC - PNS
May 23, 2018	Historic Cold Spring Village	Fifth Grade

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

Ballata, Aferdita	Felmey, Linda	Hundt, Vanessa	Richardson, Tracy	Velez, Barbara
Banks, Susan	Fye, Margaret	Jones, Shynice	Rodgers, Daniel	Velez, Pasquale
Barnes, Jessica	Gales, Danielle	Jones, Stephanie	Rodgers, Olga	Walsh, Martin
Bell, Latoya	Govan, Katrina	Kiley, Rachael	Rodriguez, Kim	Washington, Alexa
Brown, Richard	Green, David	Klawitter, Ashley	Rodriguez, Raul	Webb, Arlene
Brown, Sanya	Green, Jessica	Klawitter, Frank	Sacco, Rebecca	Welden, Clarence
Cardana, Dave	Hammett, Kevin	Leon, Manuelee	Schavelin, Steven	Wheatly, Heike
Casiano, Japhet	Hammett, Whitney	Lloyd, Stacy	Smith, D'Lila	Wheatly, Matthew
Coursey, Andrea	Henderson, Ebony	Lone, Airyona	Smith, Kwan	Williams, Pam
Day, Alicia	Henry, Antasia	Nottis, Ashley	Smith, Lauren	Williams, Sara
Dixon, Danielle	Hirshman, Destiny	Nottis, Ryan	Sneathen, Lisa	Wilson, Dominick
Doughty, Megan	Hudyma, Ashlea	Pace, Stephanie	Stevenson, Tammi	
Dutton, Meagen	Hudyma, Leif	Quinones, Connie	Stout, Jessica	
Felmey, Jason	Hundt, Donald	Reid, Amanda	Taylor, Eva	

POLICY

26. Policy - It is recommended the Board of Education approve the following policy:

3542.45	2nd Reading	New	Written Code of Conduct for Procurement
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OTHER BUSINESS:

27. BILL LISTS / LINE ITEM TRANSFERS

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

28. 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 August 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.

29. 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 August 31, 2017 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of August 31, 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

K. ADJOURNMENT

