Minutes of the Regular Meeting June 9, 2020

The Regular Meeting of the Commercial Township Board of Education was held through electronic means on Google Meets on Tuesday, June 9, 2020 at 7:00 P.M.

Board President, Ms. Perrelli, opened the meeting at 7:20 P.M., leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

Board President, Ms. Perrelli, read the following statement:

CALL TO ORDER

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest 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 thereof posted in the Press of Atlantic City and South Jersey Times, and posted in the Commercial Township Schools and District Office.

ROLL CALL

Roll call was performed by the Business Administrator, Darren Harris, and is listed as follows:

ROLL CALL

Ms. Dragotta	Absent
Mrs. Perrelli	Present
Ms. Plummer	Present
Mrs. Porter	Present
Mrs. Richardson	Present
Ms. Ronan	Present
Mrs. Stormes-Rivera	Present
Mr. Sutton	Present
Mrs. Wilson-Smith	Present

The following were also present:

Mr. Harris - Board Secretary/Business Administrator

Mr. Giambri – Business Official

Mrs. Kristin Schell - Superintendent

Members of the public

CORRESPONDENCE - None

CORRESPONDENCE

PRESENTATION - None

PRESENTATION

PUBLIC COMMENTS ON THE AGENDA - None

PUGLIC COMMENTS ON THE AGENDA

MINUTES

Motioned by Ms. Ronan and seconded by Mrs. Porter the Board of Education approve the following minutes:

- Regular Meeting on May 5, 2020
- Executive Session on May 5, 2020

Voice Vote

MINUTES

Ayes: (8) Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Richardson, Ms. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith

1V1/3, W U30/1-3//

Noes: (0)

Abstain: (0)

Motion Carried

ENROLLMENT REPORT

ENROLLMENT REPORT

The enrollment report was reviewed.

	As of April 30, 2020	As of May 31, 2020
HMS	352	352
PNS	149	149

SUPERINTENDENT'S REPORT

SUPERINTENDENT'S

Motioned by Mrs. Wilson-Smith and seconded by Mrs. Plummer the Board of Education:

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HIB REPORTS MAY 2020

1. Approve the HIB Reports - May 2020

Reported:	0
Completed:	0
Number of incidents ruled as Harassment, Intimidation or Bullying	0
Number of incidents ruled as not falling under the HIB provisions:	0

HIB REPORT JUNE 2020 2. Acknowledge the HIB Report - June 2020

Reported:	0	
Completed:	0	
Number of incidents ruled as Harassment, Intimidation or Bullying	0	
Number of incidents ruled as not falling under the HIB provisions:	0	

DISPOSAL OF VAN

3. Disposal of Van - Approve disposing of the Commercial Food Service Van.

2019-20 QSAC DIP AND SUBMISSION

4. 2019-2020 QSAC – District Improvement Plan and Submission - Approve by Board Resolution the 2019-2020 QSAC District Improvement Plan (DIP) and the submission of the plan to the NJ QSAC by the date indicated.

REVISED SCHOOL CLOSURE PLAN

5. Revised - School Closure Plan - Approve the revised School Closure Plan.

PREFERRED HEALTH CARE AGREEMENT 6. Preferred Health Care Agreement - Approve the School Staffing Agreement with Preferred Home Health Care for the 2020-2021 school year.

SUMMER FEEDING PROGRAM

7. Summer Feeding Program - Approve partnering with the Community Food Bank of New Jersey for the Summer Feeding Program.

Discussion related to the summer feeding program took place. Mrs. Schell responded that since the intention is to meet virtually and that the school is cligible for the program, all students PK-12 will be eligible to pick up meals for the week each Monday during summer school. The district is looking to expand the summer feeding program into August, but have not yet received a decision.

CDS REPORT; CHANGING NAME OF SCHOOL

8. CDS Report: Changing Name of School

Resolution Renaming the Haleyville-Mauricetown School

WHEREAS, The Board of Education approves renaming the Haleyville-Mauricetown School to Commercial Township School effective July 1, 2020:

NOW, THEREFORE BE IT RESOLVED, that the Board of Education approves the renaming of Haleyville-Mauricetown School, to Commercial Township School effective July 1, 2020.

HIB GRADE FOR 2019-20 9. Harassment, Intimidation, Bullying Grade for the 2019-2020 SY - Approve the Harassment, Intimidation, and Bullying grade for the 2019-2020 school year.

Voice Vote:

Ayes: (8) Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Richardson, Ms. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith

Noes: (0)

Abstain: (0)

Motion Carried

PERSONNEL

PERSONNEL

Motioned by Mrs. Stormes-Rivera and seconded by Ms. Ronan the Board of Education approve the following:

HOME INSTRUCTION STAFF APPOINTMENT

1. Home Instruction Staff Appointment - Approve all Commercial Township Certificated Teaching Staff for Home Instruction at \$30/hr for the 2020-2021 SY.

SUPERINTENDENT EVALUATION 2. Superintendent Evaluation - Approve the 2019-2020 Evaluation of Superintendent, Kristin Schell.

CST-SUMMER HOURS

- It was clarified that Mrs. Perrelli compiled the responses from six Board members regarding the Superintendent. She reviewed the evaluation with Mrs. Schell. Both Mrs. Schell and Mrs. Perrelli have signed a copy of the evaluation.
- 3. CST Summer Hours Approve the following summer hours for the Child Study Team and Support Personnel, at the CTEA rate of \$30/hour not to exceed 30 hours, pending the re-entry status and lifting the stay at home work order:
 - Jennifer Blankley
 - John Borchert
 - Jamielyn Eldridge
 - Jamaal Hall

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Francesca Ruth

Kaila Santaigo

4. Itinerant Shared Service Agreement - Approve the Shared Services agreement for itinerant services with the Woodbine Board of Education for the 2020-2021 school year in the amount of \$63,958.

ITINERANT SHARED SERVICES AGREEMENT

SUMMER BUS DRIVERS

- 5. Summer Bus Drivers Approve the following drivers at \$17/hour for summer program on as needed basis:
 - Cesarina Gonzalez
 - Charlette Whittle
 - Rosina Dennis
 - Donna Wiggins

There was discussion on the summer bus drivers. The motion was revised to clarify that is was for an as needed basis, and not food delivery since there would be a weekly pick up location for the summer meal program.

SUMMER COUNSELOR HOURS

- 6. Summer Counselor Hours Approve the following summer hours for School Counselors, at the CTEA rate of \$30/hour not to exceed 30 hours for the following staff:
 - Andrew Egnor
 - Tarin Leech

A question was asked regarding what the counselors will be doing for summer hours. Mrs. Schell responded that they will be working on student scheduling for next year. When asked to clarify, she mentioned that administration works on the master and teacher schedules, and the counselors work on student schedules.

2020-21 SY SUMMER

- 7. 2020-2021 SY Summer Extended School Year Program Approve the following employees for the 2020-2021 Extended School Year (ESY) beginning July 6, 2020 to July 31, 2020, Monday through Thursday at \$30/hour. The ESY program is planned to be delivered in person but we are also prepared to deliver it remotely following the NJDOE guidance regarding school closure status.
 - Monique O'Connell

2020-21 SY BUILDING TRANSFERS

8. 2020-2021 SY Building Transfers - Approve building transfer assignments for staff members from Port Norris School to the Commercial Township as indicated in the attachment. All other assignments are provided for reference only.

There was discussion amongst the Board and administration regarding building transfers vs. appointments. Several Board members expressed concern regarding some of the reassignments listed and asked for clarification. Mrs. Schell clarified that the reassignments were necessary in order to move the district further along, and that the staff reassignments were being made for the betterment of the student body as a whole.

Mr. Harris clarified that staff transfers from one building to another needed Board approval, while staff reassignments within the same building was an administrative decision and did not require Board approval. It was mentioned that Mrs. Perrelli would be reaching out to the Board solicitor, Busch Law Group, to receive an opinion regarding whether or not staff reassignments within a luilding require Board approval. It was further clarified that this motion was only to approve the movement of teachers from the Port Norris School to the Commercial Township School.

ELEMENTRARY 21⁵⁴ CENTURY – VIRTUAL SUMMER STAFF

- 9. Elementary 21st Century Virtual Summer Staff Approve the following staff members from June 22, 2020 to July 24, 2020 for the virtual 21st Century Summer Program:
 - Coordinator \$31/hour* Rochelle Yunk
 - Teacher \$31/hour* Scott Shea, Serena Perkins, Melanie Hough, Amanda Reid
 - Aid \$14/hour* Amanda Reid

*grant funded salary

10. CAR Curriculum Writing – Stipend Positions - Approve the following staff for CAR curriculum writing at \$600/per unit as indicated in the back up. Stipends to be paid from Title II funds.

CAR CURRICULUM
WRITING - STIPEND
POSITIONS

*The back-up has been revised in the Addendum.

It was clarified that the C.AR Curriculum writing was for \$600 per course. If more than one teacher was working on the course, the stipend was divided accordingly.

11. Middle School – Remote Century 21 Summer Staff - Approve the following staff members from June 29, 2020 to August 6, 2020 for the Middle School Remote Summer Century 21 Program:

- Coordinator \$30/hour* Matthew Mingin
- Club Advisor \$30/hour* Peter Dolcy

MIDDLE SCHOOL ~ REMOTE CENTURY 21 SUMMER STAFF

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- Club Advisor \$30/hour* Janine Brockman
- Club Advisor \$30/hour* Tarin Leech

Abstain: (0)

*Grant funded salary

Roll Call:

Ayes: (8) Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Richardson, Ms. Ronan, Mrs. Stormes-Rivera, Mr. Sutton,

Mrs. Wilson-Smith

Noes: (0)

Motion Carried

POLICY

POLICY - None

CURRICULUM

CURRICULUM

Motioned by Mrs. Richardson and seconded by Ms. Ronan the Board of Education approve the following:

ENGLISH LANGUAGE SERVICE 3 YR PROGRAM PLAN 1. English Language Service Three Year Program Plan 2020-2023 – Approve the English Language Scrvice Three-Year Program Plan 2020-2023 SY.

DONORS CHOOSE – DONATIONS

- 2. Donors Choose Donation Accept the following donations from Donors Choose. The donations were requested by the following teachers:
 - Ms. Natalia Michalkiewcz, in the amount of \$1,000.00, will be used to purchase distance learning survival kits for students.
 - Ms. Jillian Gregory, in the amount of \$1,000.00, will be used to purchase books and learning materials for students.

YEAR II - CAR DISTRICT YEAM

- 3. Year II: CAR District Team Approve the Year II CAR District Team consisting of the following employees:
 - · Administrative Team: Kristin Schell, Alysia Thomson, John Lavell
- Staff Members: Janine Brockman, Michelle Clark, Peter Dolcy, Lauren Eisenhart, Patty Smith It was clarified that John Lavell was listed on the administrative team related to the curriculum development for the CAR District Team. This does not change his general responsibilities as the Director of Special Education.

Roll Call:

Ayes: (8) Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Richardson, Ms. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith

Noes: (0)

Abstain: (0)

Motion Carried

TRANSPORTATION

TRANSPORTATION - None

FINANCE

FINANCE

Motioned by Mrs. Porter and seconded by Mrs. Wilson-Smith the Board of Education approve the following:

APPROVE VENDOR CONTRACTS

1. Approve Vendor Contracts – Pursuant to PL 2015, Chapter 47 the Commercial Township Board of Education intends to renew, award, or permit to expire the contracts previously awarded by the Board of education included in the attachment. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et.seq. It was clarified that the back up to the vendor contracts was not approving a bill list, but simply approving the vendors used by Commercial Township, as required by statute, for the following 2020-2021 school year.

BLG RETAINER AGREEMENT 2020-21

2. BLG - Retainer Agreement 2020-2021 SY - Approve the Board Attorney/Retainer Agreement with the Busch Law Group for the 2020-2021 school year.

2020-21 SY LD TEACHER CNSLT AGREEMENT

3. 2020-2021 SY Learning Disabilities Teacher Consultant Agreement – Approve the agreement between Denise Spaulding, Learning Disabilities Teacher Consultant, LDT at the rate of \$300.00 per day.

CCESC RENEWAL

4. CCESC Renewal Agreement – Approve the renewal agreement for the 2020-2021 General Services Contract with the Camden County Educational Services Commission.

NJ CLEAN ENERGY PROGRAM 5. NJ Clean Energy Program – Approve participation in the NJ Clean Energy Direct Install Program for LED lighting to be installed in the Administration Building.

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Total Project Cost - \$5,382.71

District is responsible for \$1,076.54 plus \$150.00 in adders for a total cost of \$1,226.54. Estimated Yearly Savings - \$1,295.57

6. Reserve Accounts – Approve transferring up to \$250,000 into Maintenance and/or Capital Reserve by June 30, 2020.

7. Cares Funding – Accept the CARES Act Elementary and Secondary School Emergency Relief (ESSER) Funds Allocations and Application of \$365,159.

8. IDEA Basic and Preschool Funds - Accept the IDEA Basic and Preschool funds as follows:

- IDEA Basic \$192,006
- IDEA Preschool \$6,011
- 9. Alyssa's Law Funds Accept the Alyssa Law Funds in the amount of \$26,776 to upgrade school security.

10. ESEA Funds - Accept the following ESEA Funds for the 2020-2021 School Year:

- Title I: \$453,376
- Title I SIA: \$74,000
- Title I Reallocated: \$14,948
- Title II: \$38,519
- Title IV: \$33,539

11. 21st Century Community Learning Centers Program – Approve the partnership with Millville Public Schools for the 2020-2021 SY 21st Century Community Learning Centers Program for Grades 3-8.

21⁵¹ CENTURY COMMUNITY LEARNING CENTERS PROGRAM

BID THRESHOLD RESOLUTION

RESERVE ACCOUNTS

CARES FUNDING

FUNDS

IDEA BASIC AND PREK

ALYSSA LAW FUNDS

ESEA FUNDS

12. Bid Threshold Resolution

Resolution #1 - Resolution Increasing the Bid Threshold

WHEREAS, Darrin Harris, School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) certificate:

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7, and N.J.S.A. 18A:18A-3(b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$40,000 to \$44,000, effective July 1, 2020.

NOW, THEREFORE BE IT RESOLVED that the Commercial Township Board of Education, pursuant to N.J.S.A. 18A:18A-3(a) and N.J.A.C. 5:34-5.4, establishes and sets the bid threshold amount of \$44,000 for the Board of Education, and further authorizes Darrin Harris, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

13. Sending Tuition Contracts – Approve the following tuition contract:

Student Number	Placement	Term of Contract	Tuition	
3306871456	Pineland Learning	2020-2021SY	\$55,260	
	Center			

14. Media Center Alterations Award Bid – Accept the bids for the Haleyville-Mauricetown School Media Center Alternations and award to Joseph Porretta Builders, not to exceed \$102,567. Conversation among Board members and administration took place regarding the media center alteration award recommendation. Mr. Harris clarified that the district received five bids, but all of them were higher than anticipated. \$60,000 of the funds is coming from the maintenance reserve to cover part of the cost. The rest of the funds will be covered from the fund balance. It was mentioned that a project of this size should have gone through the building and grounds committee, which was acknowledged by the administration.

15. Shared Services Agreement – Approve the Shared Services agreement with the Cumberland County Improvement Authority for Facilities Custodial Management Services in the amount of \$250,000.00 for the 2020-2021 SY.

MEDIA CENTER ALTERATIONS AWARD BID

SHARED SERVICES

Roll Call:

Ayes: (8) Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Richardson, Ms. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith

Nocs: (0)

Abstain: (0)

Motion Carried

SENDING TUITION

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UNFINISHED BUSINESS

UNFINISHED BUSINESS

CONSOLIDATION UPDATED REPORT

- 1. Consolidation Update Report Mrs. Schell gave an update on the consolidation report. She mentioned that several meetings with the internal and external steering committee have taken place. The new mascot was chosen by the students to be the Panthers. The colors of the school will remain the same. There have also been discussions related to selling the Port Norris School and preliminary conversations have taken place regarding the process of selling the school.
- Mr. Harris reviewed some of the projects that have been or will be taking place as a result of the consolidation including changes in the administrative office (adding an office, partial flooring, furniture, and painting) as well as plans for the media center. There were comments from some Board members asking to be more informed regarding the changes being made, which was noted by administration. Mrs. Schell further reviewed the short term plans for the media center renovations for next year.

SCHOOL CLOSING & RE-OPENING

2. School Closing and Re-Opening – Mrs. Schell gave an update on the progress of the school closing and school re-opening plans, including the meetings that have taken place.

NEW BUSINESS

NEW BUSINESS

NEW MASCOT & LOGO

1. New Mascot and New Logo – The new mascot will be the panther, and colors will be yellow and blue.

PARK BENCHES

2. Park Benches – After discussion, the consensus was to explore placing the benches stored in the basement around the playground.

EQUITY (ADDENDUM)

3. Equity (ADDENDUM) – Mrs. Schell discussed with the Board the current recent events regarding equity and expressed her desire to start an ad-hoc committee regarding equity in the district. This may be reviewed again at a later date by the Board.

OTHER BUSINESS

OTHER BUSINESS

Motioned by Ms. Ronan and seconded by Mrs. Wilson-Smith the Board of Education approve the following items:

BOARD SECRETARY'S MONTHLY CERTIFICATION

1. Board Secretary's Monthly Certification

It is recommended that 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 April 30, 2020 that as of April 30, 2020 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.

TREASURER'S REPORT

2. Treasurer's Report

Treasurer's Report, is in accordance with N.J.S.A. 18A:22-8.1 and 18A:22-8.2, for the month ending April 30, 2020. The Treasurer's Report and Secretary's Report are in agreement for the month ending April 30, 2020.

BILL LISTS/LINE ITEM
TRANSFERS

3. Bill Lists/Line Item Transfers

It is recommended that the Board of Education approve the itemized bill lists for June 2020.

It is recommended that the Board of Education approve the Transfer Status Report for the month of May 30, 2020.

It is recommended that 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.

CERTIFICATION OF IMPLEMENTATION

4. Certification of Implementation – Approve the Certification of Implementation of Corrective Action Plan for the June 30, 2019 Audit.

Roll Call:

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Ayes: (8) Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Richardson, Ms. Ronan, Mrs. Stormes-Rivera, Mr. Sutton,

Mrs. Wilson-Smith

Noes: (0)

Abstain: (0)

Motion Carried

ADDENDUM

ADDENDUM

Motioned by Mrs. Wilson-Smith and seconded by Ms. Plummer the Board of Education approve the following:

AT&T PURCHASING

 AT&T Purchasing Agreement – Approve the purchasing agreement with AT&T for wireless communications and equipment.

CEZC 21ST CENTURY SUMMER GRANT

2. CEZC 21st Century Summer Grant – Approve the CEZC/Commercial Township Schools partnership agreement for summer virtual camp programming.

The budget for the Summer Program is as follows:

- Coordinator Salary \$3,480.00
- Staff Salary \$7,110.00
- FICA \$810.14
- Misc. Program Expenses \$599.86
- Total Funding \$12,500.00

AWARD BUS RENTAL & MAINTENANCE SERVICES BID

3. Award Bus Rental and Maintenance Services Bid – Accept and award the bid for Bus Rental and Maintenance Services to Sheppard Bus Company in the amount of \$14,400 per month for all buses.

It was clarified that this amount is about \$100/month higher compared to last year. It was also clarified that it was a package deal for all buses.

COMPLETE CARE AGREEMENT

4. CompleteCare Agreement - Approve the Memorandum of Agreement with CompleteCare Health Network to provide medical and dental services to students.

TAX LEVY SCHEDULE

5. Tax Levy Schedule – Authorize the Business Administrator to request tax levy funds from the Borough of Commercial Township in accordance with the following schedule:

COMMERCIAL TOWNSHIP BOARD OF EDUCATION TAX LEVY SCHEDULE 2020-2021 SCHOOL YEAR

	General Fund	Debt Service Tax Levy	Monthly Total Tax Levy
	Tax Levy		
Jul-20	\$505,245.00	\$26,246.00	\$531,491.00
Dec-20	\$505,245.00	\$26,246.00	\$531,491.00
Mar-21	\$505,244.00	\$26,245.00	\$531,489.00
June-21	\$505,244.00	\$26,245.00	\$531,489.00
TOTAL	\$2,020,978.00	\$104,982.00	\$2,125,960.00

Roll Call:

Ayes: (8) Mrs. Perrelli, Ms. Plummer, Mrs. Porter, Mrs. Richardson, Ms. Ronan, Mrs. Stormes-Rivera, Mr. Sutton,

Mrs. Wilson-Smith

Noes: (0)

Abstain: (0)

Motion Carried

FOR YOUR INFORMATION

1. November Elections – The following Board members are up for re-election in November. Nominating petitions are due July 27, 2020 by 4:00 P.M. to the county clerk.

NOVEMBER ELECTIONS

FOR YOUR INFORMATION

- Karen Stormes-Rivera
- Michelle Ronan
- Stacy Wilson-Smith

Mrs. Perrelli mentioned that she will mail a petition to Mrs. Stormes-Rivera.

PUBLIC COMMENTS - None

PUBLIC COMMENTS

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EXEXUTIVE SESSION

EXECUTIVE SESSION

Motioned by Mrs. Wilson-Smith and seconded by Ms. Ronan the Board of Education by Resolution, recess into the closed session, from which the public will be excluded, to discuss Contractual Matters and Personnel Matters. No action is intended after Executive Session.

Unanimously approved.

9:10 P.M.

Motioned by Mrs. Wilson-Smith and seconded by Ms. Ronan the Board of Education end the

Unanimously approved.

10:39 P.M.

RECONVENE PUBLIC MEETING

RECONVENE PUBLIC MEETING

Motioned by Mrs. Wilson-Smith and seconded by Ms. Ronan the Board of Education approve to reconvene the Public session.

Unanimously approved.

10:40 P.M.

ADJOURNMENT

ADJOURNMENT

Motioned by Mrs. Wilson-Smith and seconded by Ms. Ronan the Commercial Township Board of Education adjourn the meeting.

Voice Vote

Unanimously approved

10:41 P.M.

Respectfully Submitted,

Darren Harris, Board Secretary

June 9, 2020