

# COMMERCIAL TOWNSHIP BOARD OF EDUCATION

## Minutes of the Regular Meeting

May 5, 2020

The Regular Meeting of the Commercial Township Board of Education was held through electronic means on Google Meets on Tuesday, May 5, 2020 at 7:00 P.M.

Board President, Ms. Perrelli, opened the meeting at 7:04 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	Present
Mrs. Perrelli	Present
Ms. Plummer	Present
Mrs. Porter	Present
Mrs. Richardson	Present
Mrs. Ronan	Present
Mrs. Stormes-Rivera	Present
Mr. Sutton	Present
Mrs. Wilson-Smith	Absent

The following were also present:

Mr. Harris – Board Secretary/Business Administrator

Mr. Giambri – Business Official

Mrs. Kristin Schell - Superintendent

Members of the public

CORRESPONDENCE

### CORRESPONDENCE –

**1. Staff Member Correspondence** – Correspondence from Patricia Teasenfitz, School Nurse, along with two attachments was received.

### PRESENTATION –

PRESENTATION

**1. NJSLA Score Presentation** – Mrs. Schell presented the NJSLA scores to the Board for 5<sup>th</sup> and 8<sup>th</sup> grades.

### PUBLIC HEARING ON THE 2020-2021 BUDGET –

PUBLIC COMMENTS ON  
2020-2021 BUDGET

**1. Open the Public Hearing on the 2020-2021 Budget** - Motioned by Mrs. Porter and seconded by Mrs. Stormes-Rivera the Board of Education approve to open the Public Hearing on the 2020-2021 Budget.

OPEN PUBLIC HEARING  
ON 2020-2021 BUDGET

Unanimously approved.

PRESENTATION OF THE  
2020-2021 BUDGET

**2. Presentation of the 2020-2021 Budget** – Mr. Harris presented the 2020-2021 budget.

AUDIENCE  
PARTICIPATION

**3. Audience Participation** - None

CLOSE PUBLIC HEARING  
ON 2020-2021 BUDGET

**4. Close the Public Hearing on the 2020-2021 Budget** – Motioned by Mrs. Ronan and seconded by Mrs. Porter the Board of Education approve to close the Public Hearing on the 2020-2021 Budget. Unanimously approved.

MOTION TO APPROVE  
2020-2021 BUDGET

**5. Motion to approve the 2020-2021 Budget** – Motioned by Mrs. Ronan and seconded by Mrs. Stormes-Rivera the Board of Education approve, by roll call vote, the 2020-2021 school budget totaling \$12,156,386. The local tax levy to be raised for current expense is \$2,133,285. The local tax levy to be raised for Debt Service is \$103,322.

# COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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A modification has been made to the tentative budget in the amount of \$5,962 in order to support the preschool budget for special education inclusion. This will have no impact on the tax levy, but the following budget modifications will be made:

11-000-291-270 (Undistributed – Health Benefits)	(\$5,962)
11-105-100-936 (Local Contr. To Special Rev. Inclusion)	\$5,962
20-5200 (Transfers from Operating Budget Prek (Spec. Ed))	\$5,962
20-218-200-200 (Preschool – Health Benefits)	\$5,962

An adjustment also needs to be made to move Regular and Special Education High School from On Roll to Sent.

Roll Call:

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

Noes: (0)      Abstain: (0)      Motion Carried

## APPOINTMENTS AND DESIGNATIONS

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

### **1. Minimum Chart of Accounts**

Adoption of the Uniform Minimum Chart of Accounts for New Jersey Public Schools, as issued by the State of New Jersey Department of Education, for the 2020-2021 school year.

### **2. Policy Manual**

Acceptance and re-adoption of the Commercial Township Board of Education Policy Manual for the 2020-2021 school year, recognizing that these policies may be amended when necessary, with Board approval.

### **3. Curriculum**

By Resolution, accept and reaffirm the current curricula, textbooks, practices, and procedures of the Commercial Township Board of Education recognizing that these items may be amended, when necessary, with Board approval.

### **4. Robert's Rules of Order**

Except otherwise provided by law, regulations of the State Department of Education or by this Board of Education, meetings of the Commercial Board of Education shall be conducted in accordance with Robert's Rules of Order, Revised. Legal Reference: N.J.S.A. 18A:11-1 General Mandatory Powers and Duties.

### **5. Professional Services Contracts**

Authorize, by Resolution, the awarding of contracts for "professional services" for a one year term, without competitive bidding, commencing July 1, 2020 until June 30, 2021:

Board Solicitor	Busch Law Group, LLC
Broker on Record – Insurance	Hardenburgh Agency
Risk Management Company	Hardenburgh Agency
Architect of Record	Manders and Merighi
Consulting Engineer	Pennoni Associates, Inc.
School Physician	Vineland Pediatrics, Dr. Archana Jain, MD
Auditor	Nightlinger, Colavita, and Volpa
Licensed Operator (VSWS)	Allen English
Regulatory Services	Ramm Environmental
Policy Services	Strauss Esmay

### **6. Staff Appointments**

Title IX Coordinator	Business Administrator
Affirmative Action Officer	District Assistant Principal
Health and Safety Compliance Officer	Business Administrator
504 Compliance Officer	Superintendent/Principal

APPOINTMENTS & DESIGNATIONS

MINIMUM CHART OF ACCOUNTS

POLICY MANUAL

CURRICULUM

ROBERT'S RULES OF ORDER

PROFESSIONAL SERVICES CONTRACT

STAFF APPOINTMENTS

**COMMERCIAL TOWNSHIP BOARD OF EDUCATION**  
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ADA Coordinator	Business Administrator
Public Agency Compliance Officer	Business Administrator
Right to Know Officer	Superintendent/Principal
Integrated Pest Management Coordinator	Maintenance Coordinator
Custodian of Government Records (other than student and personnel records)	Business Administrator/Board Secretary
OPRA Appointments	Custodian of Government Records
Qualified Purchasing Agent	Business Administrator
Public Compliance Officer	Business Administrator
Homeless Liaison	Director of Special Services
Anti-Bullying Coordinator	Director of Special Services
Anti-Bullying Specialist	Guidance Counselors
Custodian of Personnel Records	Superintendent/Principal
Custodian(s) for Student Records	Superintendent/Principal & Director of Special Services

**7. Official Newspapers**

Approve South Jersey Times and The Press of Atlantic City as the official newspapers of the Board of Education. Additionally, designate location for posting of Public Notices of Board Meetings in each school building and Administration Offices and on the District Website.

OFFICIAL  
NEWSPAPERS

**8. School Petty Cash**

Approve establishing \$500 petty cash fund for the 2020-2021 school year, effective July 1, 2020. Custodian of the funds will be the Business Administrator.

SCHOOL PETTY CASH

**9. Resolution – Travel Expenses**

Approve the following resolution regarding school district travel costs as per Board Policy 3335 – Travel Expenses, N.J.A.C. 6A:23B and N.J.A.C. 23A-7.3:

RESOLUTION –  
TRAVEL EXPENSES

NOW THEREFORE, BE IT RESOLVED that the Woodbine Board of Education hereby establishes the school district travel cost maximum for the 2020-2021 school year at \$5,000.00.

WHEREAS, the school district travel costs maximum for the 2019-2020 school year, including local, state and federal funds was \$5,000.00.

WHEREAS, the school district travel cost maximum limit not to exceed \$1,500.00 per employee.

BE IT FURTHER RESOLVED that the Business Administrator shall track and record costs to insure that the maximum amount is not exceeded.

**10. Depository of School Funds**

Approve BB&T Bank as the depository of school funds including the authorization of wire transfers/ACH transactions.

DEPOSITORY OF  
SCHOOL FUNDS

**11. Business Services Agreement**

Approve the Business Services Agreement with Pittsgrove Township Board of Education for the 2020-2021 school year, in the sum of \$76,500.00.

BUSINESS SERVICES  
AGREEMENT

Roll Call:

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

Noes: (0) Abstain: (0) Motion Carried

PUBLIC COMMENTS ON AGENDA ITEMS - None

PUBLIC COMMENTS  
ON AGENDA ITEMS

MINUTES

MINUTES

# COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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

- Regular Meeting on April 21, 2020
- Executive Session on April 21, 2020

Voice Vote

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

Noes: (0) Abstain: (0) Motion Carried

ENROLLMENT  
REPORT

### ENROLLMENT REPORT

The enrollment report was reviewed.

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

SUPERINTENDENT'S  
REPORT

### SUPERINTENDENT'S REPORT

Motioned by Mrs. Stormes-Rivera and seconded by Mrs. Richardson the Board of Education:

HIB REPORTS –  
MARCH 2020

#### **1. Approve the HIB Reports – March 2020**

Reported:	2
Completed:	2
Number of incidents ruled as Harassment, Intimidation or Bullying	0
Number of incidents ruled as not falling under the HIB provisions:	2

HIB REPORTS –  
APRIL 2020

#### **2. Acknowledge the HIB Report – April 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

Voice Vote:

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

Noes: (0) Abstain: (0) Motion Carried

PERSONNEL

### PERSONNEL

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

EMPLOYMENT  
CONTRACTS – STAFF  
REHIRE

#### **1. Employment Contracts – Staff Rehires**

- **Administration**  
Kristin Schell – Superintendent/Principal  
Alysia Thomson – District Assistant Principal  
John Lavell – CST Supervisor/Supervisor of Special Services

ADMINISTRATION

- **Certificated Staff**

Lisa Baker	Jamielynn Eldridge*	Anastasia LaSerre
Jennifer Blankley*	Amy Ellis	Angelica Lawler*
John Borchert	Chelsea Etter	Tarin Leech
Janine Brockman	Louann Gaddy	Ashley Loteck
Sandy Caromano	Kristine Givens*	Megan McNiss*
Michelle Clark	Jillian Gregory	Elyse Mendicino*
Rodrigo Diaz*	Karen Haddock	Natalia
Marilyn Dickerson	Jamaal Hall*	Michalkiewicz
Peter Dolcy	Tina Hayden	Matthew Mingin
Jennifer Driscoll	Yajaira Johnson	Monique
Joy Dunn	Brittney Knight	O'Connell*
Andrew Egnor*	Christopher	Francesca Ruth*
Lauren Eisenhart	Lanterman	Tricia Sammons

CERTIFICATED STAFF

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Kaila Santiago*	Deborah Solomon	Jenna Wells*	
Lisa Santiago	Patricia Teasenfitz	Rochelle Yunk	
Scott Shea	Catherine Vazquez	Kerri Zeleniak	
Patricia Smith	Walter Webster	<i>*non-tenured</i>	
<b>• Non-Certificated Staff</b>			NON-CERTIFICATED STAFF
<b>• Instructional Assistants</b>			INSTRUCTIONAL ASSISTANTS
Kristy Bevan	Audrey Lloyd	Jennifer Russell	
Dallas Brooks	Rochelle Magee	Michelle Santiago	
Ana Carrion	Susan Nichols	LaRae Smith	
Danielle Dixon	Stephanie Padilla	Joyce Stuckman	
Nora Gerbereux	Serena Perkins	Kathy Vizzard	
Linda Givens	Elena Quinton		
Melanie Hough	Amanda Reid		
<b>• Secretarial Staff</b>			SECRETARIAL STAFF
Eileen Sorantino – Executive Secretary to the Superintendent			
Linda Pancrazio – Administrative Assistant to the BA			
Kim Day – Secretary			
Lisa Robbins – Secretary			
<b>• Maintenance Staff</b>			MAINTENANCE STAFF
Brian Saxton	Edward Leith (Part time)		
<b>• Transportation</b>			TRANSPORTATION
Amadis Terrero – Transportation Coordinator	Cesarina Divanna-Gonzalez		
Damaris Cruz	Charlette Whittle		
Rosina Dennis	Donna Wiggins		
<b>• Reduction in Force</b>			REDUCTION IN FORCE
Kim Geremia, Guidance	Kelly Perry, School Nurse		

*The question on nurse ruff by several members of the Board was discussed; specifically, the work load on one nurse with all the students at Commercial Township.*

### Roll Call:

Ayes: (8, 5 to RIF of School Nurse Position) *Ms. Dragotta, Mrs. Perrelli, Mrs. Plummer, Mrs. Porter, Mrs. Richardson, Ms. Ronan, Mrs. Stormes-Rivera, Mr. Sutton*

Noes: (3) *Mrs. Richardson, Mrs. Porter, Mrs. Ronan to RIF of School Nurse position only*

Abstain: (0) Motion Carried

### POLICY - None

POLICY

### CURRICULUM

CURRICULUM

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

**1. 2020-2021 School Calendar** – Approve the revised 2020-2021 School Year Calendar. The revised date is Friday, April 2, 2021 from a half-day session for students and staff to closed for spring break.

2020-2021 SCHOOL CALENDAR – REVISED

### Roll Call:

Ayes: (9) *Ms. Dragotta, Mrs. Perrelli, Mrs. Plummer, Mrs. Porter, Mrs. Richardson, Ms. Ronan, Mrs. Stormes-Rivera, Mr. Sutton, Mrs. Wilson-Smith*

Noes: (0) Abstain: (0) Motion Carried

### TRANSPORTATION - None

TRANSPORTATION

### FINANCE

FINANCE

Motioned by Mrs. Ronan and seconded by Mrs. Porter the Board of Education approve the following items 1 and 3:

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E-RATE CONSULTING  
RENEWAL CONTRACT

**1. E-Rate Consulting Renewal Contract** – Approve the agreement with E-Rate Consulting, Inc. to provide consulting services in connection with the E-Rate Program. The term of Agreement shall be from April 2020 to June 30, 2022.

APPLICATION TO  
BORROW JUNE  
STATE AID

**2. Application to Borrow June State Aid**

Approve, by Resolution, the completion of the “Application to Borrow Due to Delay in the June 2020 State Aid Payment.”

2021 FSMC

**3. 2021 FSMC Contract Renewal**

Approve the renewal contract with Nutri-Serve Food Management for a flat rate of \$23,389.04.

MAINTENANCE  
RESERVE

**4. Maintenance Reserve**

Approve withdrawing \$104,117 from maintenance reserve for the following projects:

- Haleyville-Mauricetown School LED Lighting Project - \$16,312
- Haleyville-Mauricetown School Access Control System - \$27,805
- Haleyville-Mauricetown School Media Center Renovations - \$60,000 (estimated cost)

BID SPECIFICATIONS

**5. Bid Specifications**

Approve the bid specifications for the Media Center renovations.

AWARD RFP FOR  
BOND COUNSEL

**6. Award RFP for Bond Counsel**

Award CTBOE-BC-2019-20-003 for Bond Counsel to Wilentz Law Group for the 2020-2021 school year.

Roll Call:

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

Noes: (0)      Abstain: (0)      Motion Carried

UNFINISHED  
BUSINESS

**UNFINISHED BUSINESS**

GRADUATION

**1. Graduation** – Mrs. Schell polled students and families regarding graduation. The majority proposed to postpone to do it in the fall, and cancel at that point if it is not possible.

NEW BUSINESS

**NEW BUSINESS**

CONSOLIDATION  
UPDATE REPORT

**1. School Closure Report**

Mrs. Schell gave a report on the school closure. Governor Murphy ordered all schools to remain closed until June 30, 2020, including the cancellation of spring sports.

Tenure teachers may receive an NE evaluation, which keeps them as a positive.

There is a plan for reuniting students with their possessions as well. Teachers will come in on a staggered schedule to pack up their rooms.

There is also planning for in-person delivery and remote delivery of programs. No formal directive has been given to formulate a re-entry plan. Communication has taken place on multiple formats.

Mrs. Ronan asked if we are having any issues with students having access to internet/devices. Mrs. Schell responded that they are addressing the issues when they come up. Many students received devices.

Ms. Dragotta mentioned that a Zoom subscription should be looked at by the district. Mrs. Porter asked if students are attending online instruction. Mrs. Schell spoke that for the most part it has been positive, but there are some exceptions that are being addressed by administration to meet people where they are.

Mrs. Richardson asked if administration/teachers are consistently reaching out to students that have been off the radar. Mrs. Schell confirmed they are following up as needed. Ms. Dragotta commended what the teachers are doing, including the face to face interactions.

OTHER BUSINESS

**OTHER BUSINESS**

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

BOARD SECRETARY'S  
MONTHLY  
CERTIFICATION

**1. Board Secretary's Monthly Certification**

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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 March 31, 2020 and pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Business Administrator/Board Secretary certifies that as of March 31, 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.

### 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 March 31, 2020. The Treasurer's Report and Secretary's Report are in agreement for the month ending March 31, 2020.

### 3. Bill Lists/Line Item Transfers

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

It is recommended that the Board of Education approve the Transfer Status Report for the month of March 31, 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.

### 4. MOU with the State of New Jersey

Approve the Memorandum of Understanding with the State of New Jersey to apply for grants under the Federal Emergency Management Agency (FEMA) Public Assistance and/or Hazard Mitigation programs for presidentially declared major disasters.

Roll Call:

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

Noes: (0) Abstain: (0) Motion Carried

### ADDENDUM

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

#### 1. Safety Grant Application

Approve submitting the NJSIG 2020-2021 Safety Grant Application by the June 1, 2020 deadline.

#### 2. 2019-2020 Calendar Revision

Approve the following calendar revision for Wednesday, May 13, 2020:

- From a full day for staff and students to a half day for staff and students.

The half day session is due to a CAR Workshop for certificated staff on the morning of May 13, 2020. Furthermore, the Professional Development scheduled for Friday, May 15, 2020 is no longer needed thus reflecting the following change on that date:

- From a half day for staff and students to a full day for staff and students.

#### 3. Field Trip

Approve the following virtual field trip:

Date	Grade	Where	Cost
6/11/2020	5 <sup>th</sup>	The Constitutional Guided Walking Tours	\$99.00

*It was asked if others could join the virtual field trip. Mrs. Schell is going to look at the possibility.*

Roll Call:

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

Noes: (0) Abstain: (0) Motion Carried

### FOR YOUR INFORMATION

# COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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SCHOOL RE-OPENING

## **1. School Re-Opening**

Consolidation for 2020 – Mrs. Schell spoke that the external committee has met once with another meeting tomorrow night. The group does not want to see the school torn down, but a commitment to see if they can find a tenant that will provide the same outreach that the school provided. Ideas that were gathered include higher education, healthcare, etc. Also communication with the community was discussed, including using social media, website and local groups. They also spoke on the name of the school to be Commercial Township School. The group felt that the school community should vote on school colors and mascots.

The internal committee has met twice, and discussed logistics like cafeteria, bussing, younger/older students in building, packing and moving, science lab availability for elementary grades, peer tutoring and student mentors, scheduling and room assignments. They like the colors blue/yellow and would like to see a vote on the mascot.

Administrative committee meets every Monday morning. Topics being looked at include increased security, master schedule, room assignments, and reassignments.

Mrs. Porter asked what the library was going to be. Mrs. Schell responded that it would be two usable spaces.

PUBLIC COMMENTS

## **PUBLIC COMMENTS**

Ms. Monica Dawes, Support Staff, asked if they would consider vacancies for those that were let go due to reduction in force. Someone also inquired where local funds come from. Mr. Harris responded.

Mrs. Porter thanked the staff for what they have done and what they are doing during the school closure.

EXECUTIVE SESSION

## **EXECUTIVE SESSION**

Motioned by Mrs. Ronan and seconded by Mrs. Porter the Board of Education by Resolution, recess into the closed session, from which the public will be excluded, to discuss Superintendent Evaluation and Personnel. The results of the session will be made public immediately after, or as soon as a decision is reached if permitted by law.

Unanimously approved.

8:39 P.M.

Motioned by Ms. Dragotta and seconded by Mrs. Porter the Board of Education end the executive session.

Unanimously approved.

9:10 P.M.

RECONVENE PUBLIC MEETING

## **RECONVENE PUBLIC MEETING**

Motioned by Ms. Dragotta and seconded by Mrs. Porter the Board of Education approve to reconvene the Public session.

Unanimously approved.

9:10 P.M.

*Ms. Dragotta left the meeting.*

ADJOURNMENT

## **ADJOURNMENT**

Motioned by Mrs. Stormes-Rivera and seconded by Mrs. Porter the Commercial Township Board of Education adjourn the meeting.

Voice vote

Unanimously approved

9:12 P.M.



**COMMERCIAL TOWNSHIP BOARD OF EDUCATION**

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Respectfully Submitted,

A handwritten signature in black ink, appearing to read 'D. Harris', written over a horizontal line.

Darren Harris, Board Secretary  
May 5, 2020

