

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Board Meeting

June 8, 2021

The Regular Meeting of the Commercial Township Board of Education was called to order by Board Vice President, Mr. Ronald Sutton, on Tuesday, June 8, 2021 at 6:00 P.M. in the Commercial Township School Gymnasium, located at 1308 North Avenue, Port Norris, NJ.

Board President, Ms. Perelli, opened the meeting at 6:06 P.M., leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

Board President, Ms. Perelli, 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, District Office and on the District website, and Township Clerk.

ROLL CALL

ROLL CALL

Roll call was performed by the Board President, Ms. Perelli, and is listed as follows:

Ms. Beverly Dragotta	Present
Ms. Carol Perelli	Absent
Ms. Sharon Porter	Present
Ms. Tracy Richardson	Present
Ms. Michelle Ronan	Absent
Ms. Karen Stormes-Rivera	Present
Mr. Ronald Sutton	Present
Ms. Jessica Driver	Present
Ms. Stacy Wilson-Smith	Present

The following were also present:

Mr. Darren Harris – Board Secretary/Business Administrator
Mrs. Kristin Schell – Superintendent
Mr. Joseph Giambri – Business Official
Ms. Alysia Thomson – Assistant Principal
Mr. John Lavell – Director of Special Services
Members of the public

CORRESPONDENCE - None

CORRESPONDENCE

PRESENTATION

PRESENTATION

1. Safe Return Plan

SAFE RETURN PLAN

Ms. Schell presented the safe return plan to the Board and audience.

Safe Return Plan Board Participation:

It was clarified that the ESSER III funds totals around \$3.3 million.

There was a question related to screening during allergy season “stay home when you are sick” and guidance to what that means would be appreciated.

Safe Return Plan Audience Participation:

Lisa Santiago, President of CTEA gave a handout with what they would like to see used with CTEA funds including smaller class sizes, full day ICR, Instructional Assistants, Second Nurse, Water Treatment, among other items.

LaRae Smith, Paraprofessional, questioned physical distancing and cohorts, will there be some type of training for new students coming in regarding physical distancing? It was clarified that the HVAC in the cafeteria will be installed. Also discussed more avenues of communicating. It was also clarified that students are not required to share vaccination status at this point in time. Ms. Smith also commented on a positive culture.

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It was clarified that tonight is a listening tour to receive feedback on the Return to School Plan and ideas on the use of COVID funding.

Ms. Thomson, Assistant Principal, expressed the desire for the expansion for the school to include a science lab.

PUBLIC COMMENT

PUBLIC COMMENTS ON AGENDA ITEMS

EXECUTIVE SESSION

EXECUTIVE SESSION

Moved by Ms. Wilson-Smith and seconded by Ms. Porter that the Board of Education approve, by Resolution, adjourning into Executive Session. 6:44 P.M.

RESOLVED: At a public meeting of the Board of Education of Commercial Township, held this evening, pursuant to the "Open Public Meetings Act", the following subjects to be discussed in a session of the Board closed to the public:

Personnel

It is presently anticipated that the items mentioned in the resolution may be disclosed to the public upon final determination of the subject by the Board of Education.

Action (may) or (may not) be taken

Unanimously approved

RESUME PUBLIC MEETING

RESUME PUBLIC MEETING

Moved by Ms. Wilson-Smith and seconded by Ms. Porter that the Board of Education approve to resume to Open Session. 7:16 P.M.

Unanimously approved

COMMITTEE REPORTS

COMMITTEE REPORTS

BUILDING & GROUNDS

- Building and Grounds met on 5/25/2021 – Mr. Sutton reviewed the Building and Grounds Committee report, including Port Norris School, lower level renovations, and bathrooms renovations. Capri Construction was the low bidder. The parking lot project, sound system, and the green acres tennis court were also discussed.

FINANCE

- Finance met on 5/25/2021 – Ms. Porter reviewed the Finance Committee Reports, including the lower level renovations, parking lot, summer projects including sound system, teacher wish list, sink replacements, window replacements, playground equipment, Starboard for remaining classrooms, and door replacements among other items.

MINUTES

MINUTES

Moved by Ms. Driver and seconded by Ms. Stormes-Rivera that the Board of Education approve the following minutes:

BOE MEETING 5/4/21

- Regular Meeting on May 4, 2021
- Executive Meeting on May 4, 2021

EXECUTIVE MTG 5/4/21

Roll Call: Ayes (7) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Ms. Wilson-Smith, Mr. Sutton, Ms. Perrelli

Noes (0)

Abstain (0)

Motion Carried

ENROLLMENT REPORTS

ENROLLMENT REPORT

	As of April 30, 2021	As of June 4, 2021
CTS	441	442

SUPERINTENDENT'S REPORT

SUPERINTENDENT'S REPORT

Moved by Ms. Wilson-Smith and seconded by Ms. Richardson that the Board of Education approve the following:

HIB REPORT

1. HIB Report Approval – May 2021

HIB Investigations	
Reported	0

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

2. HIB Acknowledgement – May 2021

HIB Investigations	
Reported	1
Completed	1
Number of Incidents ruled as Harassment, Intimidation, or Bullying	0
Number of incidents ruled as not falling under HIB provisions	1

HIB
ACKNOWLEDGEMENT

3. **Summer Feeding Program** - Partnering with the Community FoodBank of New Jersey for the Summer Feeding Program.
4. **Safe Return Plan** - The submission of the Safe Return Plan by the June 24, 2021 deadline.
5. **Health Program** - The request of Mrs. Patti Teasenfiz, School Nurse, to participate in the Kinsa FLUency School Health Program for the 2021-2022 school year. This will be at no cost to the district.

SUMMER FEEDING
PROGRAM

SAFE RETURN PLAN

HEALTH PROGRAM

Roll Call: Ayes (7) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Ms. Wilson-Smith, Mr. Sutton, Ms. Perrelli

Noes (0)

Abstain (0)

Motion Carried

PERSONNEL

Moved by Ms. Stormes-Rivera and seconded by Ms. Richardson that the Board of Education approve the following:

PERSONNEL

1. **Withholding of Increment** - Withholding the increment of employee #0077. This employee will not advance on the CTEA guide for the 2021-2022 school year and remain off-guide at the 2020-2021 rate.
2. ***Staff Transfers** - The following staff transfers:
 - Megan McNiss from Preschool Teacher to Special Education ICR Teacher
 - Tina Hayden from Kindergarten to ELA Support Teacher
 - Michelle Clark from 2nd Grade to Math Support Teacher

WITHHOLDING
INCREMENT

STAFF TRANSFER

Ms. Porter questioned what do support teachers do. Ms. Schell mentioned that currently there is one reading specialist for students in grades 1-5. An additional specialist will allow for Tier 2 instructors for students that need additional guidance. They could provide one on one and small group instruction. Classroom structures were further discussed.

Ms. Driver questioned classroom sizes. Currently there are 16-20 students in grades K-2.

Ms. Richardson questioned staff transfers.

3. **New Hire(s)**
 - The hiring of Ms. Sarah Jackson, Art Teacher, for the 2021-2022 school year. Ms. Jackson will be placed on Step 4 MA of the salary guide, at \$57,202.
 - The hiring of Ms. Caitlin Musser, Special Education Teacher, for the 2021-2022 school year. Ms. Musser will be placed on Step1BA of the salary guide, at \$54577.
 - The hiring of Dave Brown and Kim Schultz Bus Aides for the 2021-2022 school year, at \$12/hr (pending appropriate paperwork).
4. **21st Century - Summer Staff** - The following staff members from July 12, 2021 to August 13, 2021 for the 21st Century Summer Program:
 - Coordinator \$30/hr* - Matt Mingin, Pete Dolcy (substitute)
 - Teacher \$30/hr* - LaRae Smith, Pete Dolcy, Cathy Vazquez, Audrey Lloyd
*grant fund salary
5. **Extended School Year Staff** - The following staff members from July 12, 2021 to August 6, 2021 for the Summer School Program:

NEW HIRES

21ST CENTURY SUMMER
STAFF

ESY STAFF

- Teachers at the rate of \$30/hr: Caitlin Musser
- Child Study Team at the rate of \$30/hr:
John Borchert, Jamielynn Eldridge, Patrice Curtis, Amanda Ross
- Guidance Counselors at the rate of \$30/hr:

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Tarin Leech, Andrew Egnor

- Aides at the rate of \$13/hr:
Michelle Santiago

These programs will be funded through ESSER II.

SUB SUMMER
SECRETARY

6. **Substitute Summer Secretary** - Diane Cutrone as a Summer Substitute Secretary at the rate of \$17/hr. She will be used on an as needed basis.

Ms. Porter questioned the summer substitute secretary rate.

SUMMER BUS DRIVERS

7. **Summer Bus Drivers** - The following drivers at \$17/hr for summer program and food delivery transportation:

- Damaris Cruz
- Rosina Dennis
- Mary Folwell
- Margarita Morales
- Charlotte Whittle

BREAKFAST MONITORS

8. **Breakfast Monitors** - The following staff members for breakfast duty for the 2021-2022 school year, at a rate of \$30/hr. for teaching staff, \$13/hr for support staff:

- Support Staff:
Kathy Vizzard
Stephanie Padilla

HOME INSTRUCTION
STAFF

9. **Home Instruction Staff Appointments** - All Commercial Township Certificated Teaching Staff at \$30/hr for the 2021-2022 school year for the following:

- Home Instruction
- Summer CST meetings

MATERNITY LEAVE

10. **Maternity Leave** - The following maternity leave:

Employee #	Type of Leave	Start Date	End Date	Use of Paid Days
1008	FMLA/FLA	9/1/21	11/24/21	9/1/21-9/30/21 sick days 10/1/21-11/24/21 unpaid

RESILIENCY TEAM
TRAINING

11. **Resiliency Team Training** - To pay up to 10 staff members to attend Resiliency Team Training on July 13-July 15, 2021 from 9:00am - 3:00 pm at the rate of \$30/hr., not to exceed \$5400. This will be funded with ESSER II Funds for Mental Health.

There is no registration cost to the Board of Education.

Staff Members Attending:

- Jillian Gregory
- Andrew Egnor
- Jennifer Driscoll

Ms. Richardson expressed thanks for the resiliency team training.

Ms. Porter questioned the number of teachers attending the resiliency training.

Roll Call: Ayes (*7) *Ms. Driver, *Ms. Porter, *Ms. Richardson, Ms. Stormes-Rivera, Ms. Wilson-Smith, Mr. Sutton, Ms. Perrelli

Noes (*3) Ms. Driver *Item #2 Only*, Ms. Porter *Item #2 Only*, Ms. Richardson *2nd two names on Item #2 only*
Abstain (0) Motion Carried

POLICY

POLICY - None

CURRICULUM

CURRICULUM

Moved by Ms. Driver and seconded by Ms. Richardson that the Board of Education approve the following:

YEAR III: CAR DISTRICT
TEAM

1. **Year III: CAR District Team** - The Year III CAR District Team consists of the following employees:

- Administrative Team:
Kristin Schell
Alysia Thomson

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John Lavell

- Staff Members:
 Janine Brockman
 Michelle Clark
 Peter Dolcy
 Lauren Eisenhart
 Patty Smith

2. Staff Workshop - The following staff workshops:

NAME	DATE	WORKSHOP	LOCATION	COST	MILEAGE
Karen Haddock*	7/20/2021	Dyslexia Conference	Virtual	\$289	\$0
Brittany Fisher**	3/26/2021	Traversa Training	Virtual	\$100	\$0
Kristin Schell	7/13/2021- 7/16/2021	Resiliency Team Training	Virtual	\$0	\$0
John Lavell	7/13/2021- 7/16/2021	Resiliency Team Training	Virtual	\$0	\$0

STAFF WORKSHOP

*Funded by Title II

**Price exceeded originally approved cost at 3/5/2021 Board Meeting. The cost difference is due to training during Peak Season.

3. CAR Curricula Writing - The following staff members for CAR Curricula Writing @ \$600/unit rate with work to be done June 16, 2021-August 31, 2021:

CAR CURRICULA WRITING

Name	Subject	Grade	# of Units
Kerri Zeleniak	Computer Science	MS	2
Janine Brockman	Science	7	2
Natalia Michalkiewicz	Math	3	3

These stipends will be funded with Title II. It was clarified that the work must be performed to be paid.

4. Dispose of Curricula Material - Disposing of the enVision Math Common Core; Pearson curricula materials which are no longer utilized in the district.

DISPOSE OF CURRICULA MATERIAL

Roll Call: Ayes (7) Ms. Driver, Ms. Porter, Ms. Richardson Ms. Stormes-Rivera, Ms. Wilson-Smith, Mr. Sutton, Ms. Perrelli

Noes (0)

Abstain (0)

Motion Carried

TRANSPORTATION

TRANSPORTATION

Moved by Ms. Porter and seconded by Ms. Stormes-Rivera that the Board of Education approve the following:

1. **Vineland Transportation Co-Op** - The Interlocal Agreement with the Vineland Board of Education for Joint Bus Transportation. These services are part of the Cumberland County Regional Transportation Cooperative.
2. **Summer Bus Lease** - The Bus Lease Agreement with Sheppard Bus for (2) 54 passenger and (3) 24 passenger buses in the amount of \$11,800.00 for the following dates:
 - o 1-54 passenger bus from June 28-August 6
 - o 1-54 passenger bus from July 12 - August 20
 - o 3-24 passenger buses from July 1 - August 16

VINELAND TRANS CO-OP

SUMMER BUS LEASE

Roll Call: Ayes (7) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Ms. Wilson-Smith, Mr. Sutton, Ms. Perrelli

Noes (0)

Abstain (0)

Motion Carried

FINANCE

FINANCE

Moved by Ms. Porter and seconded by Ms. Stormes-Rivera that the Board of Education approve the following:

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RESERVE ACCOUNTS

1. **Reserve Accounts** - Transferring up to \$600,000 into both Tuition and/or Capital Reserve by June 30, 2021.

VENDOR CONTRACTS

2. **Approve Vendor Contracts**
Pursuant to PL 2015, Chapter 47 the Commercial Township Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. 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.

CUSTODIAL SHARED SERVICE

3. **Custodial Shared Service Agreement** - The shared service agreement with the Cumberland County Improvement Authority for Facilities Custodial Management Services in the amount of \$265,000.00 for the 2021-2022 SY, and with a 2% increase in the 2022-2023 and 2023-2024 school years.

SOUND SYSTEM EQUIPMENT

4. **Sound System Equipment** - The following proposal from RFP Solutions Inc, through the CCESECFY-20-06 Cooperative:

- o Cafeteria Sound System- \$68,590.88

BASKETBALL COURT RENOVATIONS

5. **Basketball Court Renovations** - The following proposals for the basketball court renovations using Cooperative Contracts:
 - o *Removal of current basketball court- \$132,460.00 using ESCNJ #20/21-17 with B & G Restoration.
 - o Installation of new wood floor- \$117,628.00 using ESCNJ #19/20-05 with Gillesppi Group,
 - o *Removal is based on the abatement specifications provided by Epic Environmental Services.

CHANGE ORDER APPROVAL

It was verified that the Basketball court renovations were for the interior court.

6. **Change Order Approval** - The Business Administrator to approve a change order to the Parking Lot Expansion Project not to exceed the statutory limit of 20% of the total cost of the contract which is \$34,663. The anticipated change order will be to pave the first tennis court and renovate it to be a Basketball Court.

AWARD BID- BATHROOM UPGRADE

7. **Award Bid- Bathroom Upgrades** - Accept and award the bids for the following projects:
The bid for the Various Renovations- Bathroom Upgrades to Capri Construction- \$121,800.

Other Bidders:

Kavi Construction- \$131,000

MJJ Construction- \$176,000

Joseph Marino Construction- \$136,835

Joseph Porretta Builders- \$151,000

AWARD BID-LOWER LEVEL RENOVATIONS

8. **Award Bid- Lower Level Renovations** - Accept and award the bids for the following projects:

The bid for Lower Level Renovations to Capri Construction- \$128,600.

Other Bidders:

Kavi Construction- \$129,000

MJJ Construction- \$155,000

Joseph Marino Construction- \$145,962

Joseph Porretta Builders- \$155,000

AWARD BID-CAFETERIA HVAC

9. **Award Bid- Cafeteria HVAC** - Accept and award the bids for the following projects:
The bid for the Cafeteria HVAC project to Trimark Building Contractors- \$279,594

Other Bidders:

Falasca Mechanical- \$326,000

Gaudelli Brother- \$281,000

Surety Mechanical- \$315,200

This project will be funded with ESSER II Funds.

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- | | | |
|------------|---|-----------------------------|
| 10. | Change Order Approvals - The Business Administrator to approve change orders to the following project as needed, not to exceed \$10,000. <ul style="list-style-type: none">o Bathroom Upgradeso Lower Level Renovations | CHANGE ORDER APPROVALS |
| 11. | Itinerant Service Agreement - The 2021-2022 Itinerant Service Agreements with Salem County Special Services School District and Cape May County Special Services School District, on an as needed basis. | ITINERANT SERVICE AGREEMENT |
| 12. | BLG- Retainer Agreement 2021-2022 SY - The Board Attorney/Retainer Agreement with the Busch Law Group for the 2021-2022 school year. There is no increase in the rate from 2020-2021. | BLG-RETAINER AGREEMENT |
| 13. | Sending District Tuition Contracts - The tuition contracts to send four students to Pineland Learning Center for the 2021-2022 school year. The total costs of the contracts is \$254,340. | DISTRICT TUITION CONTRACTS |
| 14. | Licensing and Maintenance Agreement - The Cooperative Pricing System Agreement between the Ed-Data and the Commercial Township School District at the cost of \$1,900 per year. | LICENSING & MAINT AGREEMENT |
| 15. | NJSBA ACES Cooperative Agreement - Participation in the ACES Cooperative pricing agreement with New Jersey School Board Association. | NJSBA ACES COOP AGREEMENT |
| 16. | Nutri-Serve Renewal - The renewal contract for Food Service Management with Nutri-Serve for the 2021-2022 school year. | NUTRI-SERV RENEWAL |

Roll Call: Ayes (*7) Ms. Driver, *Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, *Ms. Wilson-Smith, Mr. Sutton, Ms. Perrelli

Noes (*2) Ms. Porter, Ms. Wilson-Smith *Item #8 Only* Abstain (0) Motion Carried

UNFINISHED BUSINESS

- Ms. Porter asked how things are going with the 1st and 2nd grade students that are back full-time. Ms. Schell said that a number of students have come back full-time and it has worked out well.
- Discussion took place regarding retaining students and bringing three-year-old students into the Preschool Program.

NEW BUSINESS

Ms. Schell discussed preschool graduation today that went very well. 8th grade graduation will now take place indoors due to the weather forecast. New guidance from the Governor allows for indoor graduation without masks. There will be forty 8th grade students graduating.

OTHER BUSINESS

Moved by Ms. Wilson-Smith and seconded by Ms. Stormes-Rivera that the Board of Education approve the following:

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, 2021 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of April 30, 2021 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, 2021. The Treasurer's Report and Secretary's Report are in agreement for the month ending March 31, 2021.

3. Bill List/Line Item Transfers

UNFINISHED BUSINESS

NEW BUSINESS

OTHER BUSINESS

BOARD SECRETARY'S REPORT

TREASURER'S REPORT

BILL LIST/TRANSFERS

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It is recommended that the Board of Education approve the itemized bill pay list for May 31, 2021.

It is recommended that the Board of Education approve the Transfer Status Report for the month of April 30, 2021.

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. Certification of Implementation - The Certification of Implementation of Corrective Action Plan for the June 30, 2019 Audit.

Roll Call: Ayes (7) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Ms. Wilson-Smith, Mr. Sutton, Ms. Perrelli

ADDENDUM

Moved by Ms. Stormes-Rivera and seconded by Ms. Wilson-Smith that the Board of Education approve the following:

1. Insurance Renewal - The renewal insurance policy with NJSIG at a total cost of \$122,389.

2. Staff Workshop - The following workshop:

Name	Date	Workshop	Location	Cost	Mileage
Kerri Zeleniak	July 5-9, 2021	Code.Org	Virtual	\$150	\$0

3. AIA Agreement - The following AIA Agreements:

- o AIA agreement with Capri Construction and Manders Merighi Portadin Farrell Architect, LLC for the Lower Level Renovations.
- o AIA agreement with Capri Construction and Manders Merighi Portadin Farrell Architect, LLC for the Bathroom Upgrades.
- o AIA agreement with Trimark Building Contracts and Manders Merighi Portadin Farrell Architect, LLC for the Cafeteria HVAC.

Roll Call: Ayes (*7) Ms. Driver, *Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, *Ms. Wilson-Smith, Mr. Sutton, Ms. Perrelli

Noes (*2) Ms. Porter, Ms. Wilson-Smith *Item #3 Only* 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 26, 2021 by 4:00pm to the county clerk:

Jessica Driver
Carol Perrelli
Ronald Sutton Jr.
Seat terms were clarified.

2. Fundraiser

The Commercial Township School received a check from Chick-fil-A in the amount of \$205 for proceeds from the April 21, 2021 fundraiser.

3. Superintendent's Evaluation

The process to evaluate the Superintendent as outlined was completed on June 1, 2021. Ms. Porter mentioned that she would like to see a copy of the Superintendent Evaluation.

PUBLIC COMMENTS

- Larae Smith, discussed the plan for the building of Port Norris and asked what the plan is for that building.
- Ms. Wilson-Smith mentioned that she would like to see something happen to the classroom space and gym with Port Norris.
- Ms. Schell spoke on a committee that was formed to brainstorm on what could be done with the Port Norris school to best serve the community.

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- Ms. Thomson welcomed the new employees to the District.

ADJOURNMENT

ADJOURNED

Moved by Ms. Wilson-Smith and seconded by Ms. Porter that the Board of Education approve that the Board of Education meeting be adjourned. 8:16 P.M.

Unanimously approved

Respectfully Submitted,

Darren Harris, Board Secretary
June 8, 2021