

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

Minutes of the Regular Board Meeting

May 4, 2021

The Regular Meeting of the Commercial Township Board of Education was called to order by Board Vice President, Mr. Ronald Sutton, on Tuesday, May 4, 2021 at 7:00 P.M. in the Commercial Township School Gymnasium, located at 1308 North Avenue, Port Norris, NJ.

Board Vice President, Mr. Sutton, opened the meeting at 7:03 P.M., leading the group in the pledge to the flag.

PLEDGE TO THE FLAG

Board Vice President, Mr. Sutton, 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 Vice President, Mr. Sutton, and is listed as follows:

Ms. Beverly Dragotta	Present
Ms. Carol Perrelli	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

Members of the public

CORRESPONDENCE - None

CORRESPONDENCE

PRESENTATION - None

PRESENTATION

COMMITTEE REPORTS – No committees met

COMMITTEE REPORTS

PUBLIC HEARING ON THE 2021-2022 BUDGET

1. Open the Public Hearing on the 2021-2022 Budget

Moved by Ms. Wilson-Smith and seconded by Ms. Dragotta that the Board of Education approve to open the public hearing on the 2021-2022 budget

Unanimously approved

PUBLIC HEARING ON THE 2021-2022 BUDGET

2. Presentation of the 2021-2022 Budget

The Board Secretary, Mr. Harris, gave a presentation of the 2021-2022 Budget

PRESENTATION OF THE 2021-2022 BUDGET

3. Audience Participation on the 2021-2022 Budget

Laree Smith, employee and resident, asked if the HVAC project is for the cafeteria. Mr. Harris confirmed

AUDIENC PARTICIPATION ON THE 2021-2022 BUDGET

Ms. Smith expressed concerns regarding the community and taxes increasing and families leaving.

Ms. Zeleniak, teacher, asked about how much was saved in closing Port Norris school. Mr. Harris answered several hundred thousand dollars a year.

Ms. Porter spoke regarding capital projects and the challenges the Board and community are facing.

4. Close the Public Hearing on the 2021-2022 Budget

Moved by Ms. Dragotta and seconded by Ms. Stormes-Rivera that the Board of Education approve to close the Public Hearing on the 2021-2022 Budget.

CLOSE PUBLIC HEARING ON THE 2021-2022 BUDGET

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Unanimously approved

5. Motion to Approve the 2021-2022 Budget

Moved by Ms. Stormes-Rivera and seconded by Ms. Dragotta that the Board of Education approve the 2021-2022 Budget

Roll Call: Ayes (6) Ms. Dragotta, Ms. Driver, Ms. Porter, Ms. Stormes-Rivera, Ms. Wilson-Smith, Mr. Sutton

Noes (1) Ms. Richardson

Abstain (0)

Motion Carried

APPROVAL OF THE
2021-2022 BUDGET

EXECUTIVE SESSION

EXECUTIVE SESSION

Moved by Ms. Porter and seconded by Ms. Driver that the Board of Education approve, by Resolution, adjourn into Closed Session, from which the general public will be excluded, to discuss personnel. The results of this session will be made public immediately after, or as soon thereafter as a decision is reached if permitted by law. 7:41 P.M.

Unanimously approved

RESUME PUBLIC
MEETING

RESUME PUBLIC MEETING

Moved by Ms. Stormes-Rivera and seconded by Ms. Dragotta that the Board of Education approve to resume the public meeting 8:01 P.M.

Unanimously approved

APPOINTMENTS &
DESIGNATIONS

APPOINTMENTS AND DESIGNATIONS

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

- 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 2021-2022 school year.
- Re-adoption of the Commercial Township Board of Education Policy Manual for the 2021-22 school year, recognizing that these policies may be amended when necessary, with Board approval.
- 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.
- Except as 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.
- Awarding of Contracts – By Resolution, the awarding of contracts for “professional services” for a one (1) year term, without competitive bidding, commencing July 1, 2021 until June 30, 2022:

RESOLUTION 1-22

RESOLUTION AUTHORIZING THE APPOINTMENT OF BOARD SOLICITOR, INSURANCE BROKER OF RECORD, RISK MANAGEMENT COMPANY, BROKER OF RECORD-EMPLOYEE BENEFITS, ARCHITECT, CONSULTING ENGINEER, SCHOOL PHYSICIAN, AUDITOR, LICENSED OPERATORS (VSWS), REGULATORY SERVICES, and POLICY SERVICES.

WHEREAS, the Public School Contracts Law (N.J.S.A. 18A:11.1 et seq.) requires that the Resolution authorizing the award of contracts for “professional services” without competitive bids must be publicly advertised.

NOW, THEREFORE, BE IT RESOLVED that the Board of Education of the Commercial Township School District, in the County of Cumberland, New Jersey, is hereby appointing the following persons to serve in the designated positions for a one (1) year term commencing July 1, 2021 through June 30, 2022:

Board Solicitor

Busch Law Group, LLC

Broker Of Record – Insurance

Hardenburgh Agency

Risk Management Company Record

Hardenburgh Agency Architect of Manders & Merighi

UNIFORM CHART OF
ACCOUNTS

POLICY MANUAL

CURRICULA,
TEXTBOOKS PRACTICES

ROBERT'S RULE OF
ORDER

AWARDING OF
PROFESSIONAL
SERVICES

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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

That these appointments and contracts are made without competitive bidding and public advertising. Pursuant to P.L. 2005, c. 271, appointments of professionals with a contract value exceeding \$36,000 may be required to complete a Political Contribution Disclosure making known their campaign contributions to the Board at least ten (10) days prior to the Board taking action on their appointment. A copy of this resolution shall be published in the official newspapers of the Board of Education as required by law within ten (10) days of its passage.

- Staff Appointments:

- Title IX Coordinator – Business Administrator
- Affirmative Action Officer – District Assistant Principal
- Health and Safety Compliance Officer – Business Administrator
- School Safety Specialist- District Vice Principal
- 504 Compliance - CST Supervisor/Supervisor of Special Services
- 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- CST Supervisor/Supervisor of Special Services
- Anti-Bullying Coordinator- CST Supervisor/Supervisor of Special Services
- Anti-Bullying Specialist- Guidance Counselors
- Custodian of personnel records - Superintendent/Principal;
- Custodian(s) for student records - Superintendent/Principal & Director of Special

STAFF APPOINTME

- Official Newspaper:

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 NEWSPA

- Establishing \$500 petty cash fund for the 2021 – 2022 school year, effective July 1, 2021. Custodian of funds will be the Business Administrator.

PETTY CA

- 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:

TRAVEL RESOLTI

NOW THEREFORE, BE IT RESOLVED that the Commercial Township Board of Education hereby establishes the school district travel cost maximum for the 2021-2022 school year at \$5,000.00.

WHEREAS, the school district travel cost maximum for the 2021-2022 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 ensure that the maximum amount is not exceeded.

- BB&T Bank as the depository of school funds including the authorization for wire transfers/ACH transactions.
- Authorize the maintenance department personnel to utilize the maintenance truck during work hours for district business and outside work hours as needed for district business as per NJAC 6A:23A-6.12.

DEPOSITORY
SCHOOL FUN

DISTRICT VEHIC

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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BUSINESS SERVICES
AGREEMENT

- The Business Services Agreement with Pittsgrove Township Board of Education for the 2021-2022 school year, in the sum of \$78,030.00.

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

Noes (0)

Abstain (0)

Motion Carried

PUBLIC COMMENT ON
AGENDA ITEMS

PUBLIC COMMENTS ON AGENDA ITEMS

- Kerry Zeleniak, teacher, spoke regarding personnel and climate and taking care of the community.
- Lisa Santiago, PTEA President, had a question on why the District is losing staff. Ms. Schell answered a Reduction in Force is based on a change in the program and based on a loss in positions.
- Ms. Dragotta asked if a RIF would give seniority priority if a position becomes available. Ms. Schell answered not with non-certificated staff. But they can apply for the position if it later becomes available.
- Laree Smith spoke as an employee regarding education in support in the support staff.

MINUTES

MINUTES

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

- Regular Meeting on April 13, 2021
- Executive Meeting on April 13, 2021

JOE MEETING 4/13/21

EXECUTIVE MEETING
4/13/21

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

Noes (0)

Abstain (0)

Motion Carried

ENROLLMENT REPORT

ENROLLMENT REPORT

	As of April 1, 2021	As of April 30, 2021
CTS	442	441

The Board held a discussion regarding the perception of the school district and engaging the community.

SUPERINTENDENT
REPORT

SUPERINTENDENT'S REPORT

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

1. HIB Report Approval – March 2021

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

HIB APPROVAL

HIB
ACKNOWLEDGEMENT

2. HIB Acknowledgement – April 2021

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

USE OF FACILITIES

3. Use of Facilities

DONATION

4. Donation – Donation of 50 student desk to the Woodbine Board of Education.

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5. Memorandum of Understanding – Mapping - The Memorandum of Understanding between the Cumberland County Prosecutor's Office & Commercial Township School District. This will be at no cost to the district.

6. Fundraiser - The Coupon Code for Meerwald Ship Tours, which will run from May 5, 2021 until the Fall of 2021. The proceeds will benefit the school's annual end-of-year activities.

Ayes (7*) Ms. Dragotta, Ms. Driver, Ms. Porter, Ms. Richardson, *Ms. Stormes-Rivera, Ms. Wilson-Smith, Mr. Sutton

Noes (0)

Abstain (1*) Ms. Stormes-Rivera - #3 only

Motion Carried

PERSONNEL

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

1. Employment Contracts- Staff Rehires - The Board of Education approve the following staff rehires as recommended by the Superintendent:

Administration:

Kristin Schell-Superintendent/Principal

Alysia Thomson - District Assistant Principal

John Lavell- CST Supervisor/Supervisor of Special Services

Certificated Staff:

Lisa Baker

John Borchert

Janine Brockman

Sandy Caromano

Michelle Clark

Patrice Curtis*

Peter Dolcy

Jenn Driscoll

Joy Dunn

Andrew Egnor*

Lauren Eisenhart

Jamielynn Edlridge*

Amy Ellis

Chelsea Etter

Louann Gaddy

Kristine Givens*

Jillian Gregory

Karen Haddock

Tina Hayden

Yajaira Johnson

Brittney Knight

Chris Lanterman

Anastasia LaSerre

* non-tenured

Non-Certificated Staff

Instructional Assistants:

Kristy Bevan

Ana Carrion

Nora Gerbereux

Linda Givens

Audrey Lloyd

Rochelle Magee

Susan Nichols

Stephanie Padilla

Angelica Lawler*

Tarin Leech

Ashley Loteck

Megan McNiss*

Elyse Mendicino*

Natalia Michalkiewicz

Matthew Mingin

Amanda Ross*

Tricia Sammons

Lisa Santiago

Scott Shea

Patricia Smith

Deborah Solomon

Patricia Teasenfitz

Catherine Vazquez

Walter Webster

Jenna Wells*

Rochelle Yunk

Kerri Zeleniak

Serena Perkins

Amanda Reid

Jennifer Russell

Joyce Stuckman

Kathy Vizzard

MOU - MA

FUND

PERS

STAFF

ADMINISTR

CERTIFICATED

NON-CERTIFY

INSTRUCT
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SECRETARIAL STAFF

Secretarial Staff:

Kim Day- Executive Secretary to the Superintendent
Linda Pancrazio - Administrative Assistant to the BA
Lisa Robbins- Administrative Assistant to Assistant Principal
Diane Cutrone - P/T 10 Month Secretary Main Office

MAINTENANCE STAFF

Maintenance Staff:

Brian Saxton
Edward Leith (Part-time)

TRANSPORTATION

Transportation:

Brittany Fisher- Transportation Coordinator
Damaris Cruz
Rosina Dennis
Mary Folwell
Margarita Morales
Charlette Whittle

IF

Reduction in Force:

Elena Quinton
Michelle Santiago
LaRae Smith

- Ms. Porter questioned #1 RIF asking if there are enough staff to fill in for all classrooms. Ms. Schell mentioned that we have substitutes to fill absences. Ms. Schell discussed programming changes to be in line with the least restrictive environment which has impacted staffing needs.
- Ms. Dragotta questioned having a floating aide. Ms. Schell discussed the funding for instructional aides many times comes from IDEA or Title I.
- Ms. Richardson questioned the criteria changes regarding 1:1 aides. It was mentioned that changes to IEPs are done with the parents, CST Department and Teaching Staff.
- It was clarified that the Pre-K and Kindergarten classrooms will still have aides.
- Ms. Wilson-Smith mentioned that last year there were seven self-contained classrooms. The District is moving to four self-contained classrooms. There is an effort to craft goals in the IEPs to gain independence and creating a less restrictive environment.

PAID REQUESTS

2. Leave Requests - The following leave requests:

Employee #	Type of Leave	Start Date	End Date	Use of Paid Days
0077	Paid Administrative	4/16/21	TBD	N/A

SHARED SERVICE
ITINERANT AGREEMENT

3. Shared Services Itinerant Agreement - The Shared Services Itinerant Agreement with the Hopewell Township Board of Education for Occupational Therapy in the amount of \$33,204. The Commercial Township School District will be providing the Occupational Therapy services to Hopewell.

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

Noes (3*) Ms. Porter *RIF*, Ms. Schell & Mr. Lovell *only*, Ms. Richardson *RIF only*, Ms. Wilson-Smith *RIF only*
Abstain (0) Motion Carried

POLICY

POLICY

Moved by Ms. Dragotta and seconded by Ms. Porter that the Board of Education approve the following new and revised policies for first reading:

- 0145 - Board Member Resignation and Removal (revised)
- 0164.6 - Remote Public Board Meeting During a Declared Emergency (new)
- 1642 - Earned Sick Leave Law (revised)
- 1643 - Family Leave (new)
- 5330.01 - Administration of Medical Cannabis (revised)
- 7425 - Lead Testing of Water in Schools (revised & new)

Abolish the following policies for first reading:

- 3431.1 - Family Leave (abolished)
- 4431.1 - Family Leave (abolished)

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3431.3 - New Jersey Family Leave Insurance Program (abolished)

4431.3 - New Jersey Family Leave Insurance Program (abolished)

7430 - School Safety (abolished)

Abolish the following policies for first reading:

3431.1 - Family Leave (abolished)

4431.1 - Family Leave (abolished)

3431.3 - New Jersey Family Leave Insurance Program (abolished)

4431.3 - New Jersey Family Leave Insurance Program (abolished)

7430 - School Safety (abolished)

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

Noes (0)

Abstain (0)

Motion Carried

CURRICULUM – No items for discussion.

CURRICULUM

TRANSPORTATION – No items for discussion.

TRANSPORTATION

FINANCE

FINANCE

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

1. Preferred Home Health - The contract with Preferred Health Care to provide RN and LPN Nursing Services for the 2021-2022 school year at the following rates:

PREFERRED HOME HEALTH

- RN Services: \$55/hr.
- LPN Services: \$50/hr.

2. Bid Specifications - The bid specifications for the following projects, both of which are in next year's budget:

BID SPEC

- Various Renovations- Bathroom Upgrades
- Lower Level Renovations*

3. Millville Thunderbolt Tuition Contract - The following 2020-2021 tuition contract Millville Board of Education for 1 student beginning March 26, 2021 at the rate of \$86.66 per day. The cost of the contract is for \$4,419.66.

2020-21 THUNDERBOLT TUITION

4. AIA Agreement - The AIA Agreement with Ricky Slade Construction and Manders Merighi Portadin Farrell Architect, LLC for the Parking Lot Expansion Project.

AIA AGREEMENT

5. Change Order Approvals - Authorize the Business Administrator to approve change orders to the Parking Lot Expansion project as needed, not to exceed \$10,000. It was noted to let the Mapping Company know if construction is taking place.

CHANGE ORDER

6. 21st Century Partnership Grant - The grant application between the Commercial Township School District and Millville Public Schools, for funding for the 21st Century program.

21ST CENTURY PARTNERSHIP GRANT

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

Noes (3*) Ms. Porter, Ms. Richardson, Ms. Wilson-Smith *Bid Specs Lower Level Renovations only*

Abstain (0)

Motion Carried

UNFINISHED BUSINESS

UNFINISHED BUSINESS

- Ms. Stormes-Rivera questioned when the District's NJSBA field representative is coming. Ms. Schell will reach out to the field representative.
- Ms. Schell gave an update that the 1st and 2nd grade will be moving to full day in person instruction. Graduation will take place on June 10, 2021, and will be held outdoors. Field dates are tentatively scheduled in June. There will be an 8th grade barbeque.
- There was discussion of adding three-year olds to the preschool program.

NEW BUSINESS – No items for discussion.

NEW BUSINESS

OTHER BUSINESS

OTHER BUSINESS

COMMERCIAL TOWNSHIP BOARD OF EDUCATION

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

BOARD SECRETARY'S
REPORT

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 March 31, 2021 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of March 31, 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.

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 March 31, 2021. The Treasurer's Report and Secretary's Report are in agreement for the month ending March 31, 2021.

BILLS/TRANSFERS

3. Bill List/Line Item Transfers

The itemized bill pay list for March 31, 2021.

The Transfer Status Report for the month of February 28, 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.

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

Noes (0)

Abstain (0)

Motion Carried

ADDENDUM

ADDENDUM – No items for discussion

FYI

FOR YOUR INFORMATION

Moved by Ms. Dragotta and seconded by Ms. Driver that the Board of Education acknowledge the following FYI items:

1. **2019-2020 School Performance Report** - The School Performance Report is available to view on the website.

2. **Tennis Courts** – A letter was sent to State of NJ - Department of Environmental Protection

PUBLIC COMMENTS

PUBLIC COMMENTS

- Ms. Laree Smith, staff and community member, wanted to talk to Ms. Schell about the tennis court. She mentioned that people do utilize the tennis courts and the Environmental Committee would like communication. It was clarified that when there are Board Members not present, votes are not considered.
- Scott MaGee, parent, stated his concern with the loss of enrollment. His issue is with the support behind the teacher. He spoke on kids not being able to meet basic foundational skills.

ADJOURNED

ADJOURNMENT

Moved by Ms. Stormes-Rivera and seconded by Ms. Dragotta that the Board of Education approve that the Board of Education meeting be adjourned. 9:16 P.M.

Unanimously approved

Respectfully Submitted,



Darren Harris, Board Secretary

May 4, 2021