Minutes of the Regular Board Meeting June 14, 2022

The Regular Meeting of the Commercial Township Board of Education was called to order by Board President, Ms. Carol Perrelli, on Tuesday, June 14, 2022 at 6:00 P.M. in the Commercial Township Board of Education Conference Room, located at 1308 North Avenue, Port Norris, NJ.

Board President, Ms. Perelli, opened the meeting at 6:03 P.M., leading the group in the pledge to the

PLEDGE TO THE FLA

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

CALL TO ORDI

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.

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

Ms. Carol Perrelli Present Ms. Sharon Porter Present

Ms. Tracy Richardson Present (6:10 P.M.)

Ms. Karen Stormes-Rivera Present

Mr. Ronald Sutton Present (7:04 P.M.)

Ms. Jessica Driver Present Present Ms. Stacy Wilson-Smith

The following were also present:

Mrs. Kristin Schell – Superintendent

Mr. John Lavell - Director of Special Services

Mr. Darren Harris - Business Administrator/Board Secretary

Mr. Joseph Giambri – Business Official

Members of the public

PRESENTATIO **PRESENTATION** 

1. SEL Training – Mr. Vincent DeLucia, Educator-in-Residence for NJSBA will conduct SEL training for the Board of Education.

Ms. Richardson arrived at 6:10 P.M.

Governor's Educators of the Year – Ms. Perrelli presented the Governor's Educator of the Year for the 2021-2022 school year awards to the following:

Mr. Sutton arrived at 7:04 P.M.

a. Ms. Lauren Eisenhart – Teacher of the Year

b. Ms. Stephanie Padilla – Education Specialist of the Year

3. End-of-Year Report on District Goals - The Superintendent reported the status of the District's 2021-22 goals.

DISTRICT GOA

CORRESPONSEN

# **CORRESPONDENCE**

1. Letter of Interest - E-mail from La Rae Smith to fill one of the open seats on the Commercial Township School Board.

EXECUTIVE SESSIO EXECUTIVE SESSION

Moved by Mr. Sutton and seconded by Ms. Driver that the Board of Education approve, by Resolution, adjourning into Executive Session.

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:

Superintendent Evaluation

SEL TRAININ

**EDUCATORS OF TI** 

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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 7:27 P.M.

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

Noes (0)

Abstain (0)

Motion Carried

RESUME PUBLIC

#### RESUME PUBLIC MEETING

Moved by Ms. Wilson-Smith and seconded by Ms. Porter that the Board of Education approve to Resume Open Session. 7:39 P.M.

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

Noes (0)

Abstain (0)

Motion Carried

Moved by Ms. Stormes-Rivera and seconded by Mr. Sutton that the Board of Education approve the Superintendent's Evaluation.

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

Wilson-Smith, Ms. Perrelli

Noes (0)

Abstain (0)

Motion Carried

PUBLIC COMMENT ON AGENDA (TEMS

#### **PUBLIC COMMENTS ON AGENDA ITEMS** - None

COMMITTEE REPORTS

#### **COMMITEE REPORTS**

FRANSPORTATION

1. Transportation Committee – Mr. Sutton reviewed the Transportation Committee meeting minutes from May 24, 2022

MINUTES

#### **MINUTES**

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

BOE 5/3/2022

Regular Meeting on May 3, 2022

EXECUTIVE 5/3/2022

• Executive Session on May 3, 2022

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

Wilson-Smith, Ms. Perrelli

Noes (0)

Abstain (0)

Motion Carried

ENROLLMENT

#### ENROLLMENT REPORT

	As of May 3, 2022	As of June 8, 2022
CTS	450	450

- 1. Suspensions
  - 05/02/2022 through 06/08/2022

Number of new student suspensions:

In-school suspensions - 4

External suspensions - 14

SUPERINTENDENT'S REPORT

# SUPERINTENDENT'S REPORT

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

HIB APPROVAL

1. HIB Report Approval - The Superintendent's monthly Harassment, Intimidation and Bullying Report for May 2022 as presented:

HIB Investigations:

Reported:

4

Completed:

Number of incidents ruled as Harassment, Intimidation or Bullying:

Number of incidents ruled as not falling under the HIB provisions: 3

1

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ACKNOWLEDGEMEL

2. HIB Acknowledgement - Acknowledge the Superintendent's monthly Harassment,

Intimidation and Bullying Report for June 2022 as presented: HIB Investigations: Reported: Completed: Number of incidents ruled as Harassment, Intimidation or Bullying: Number of incidents ruled as not falling under the HIB provisions: SUMMER FOR 3. Summer Food Program - Partnering with the Community Food Bank of New Jersey for the PROGRA Summer Food Program. SUMMER HIRI Summer Hiring - Authorize the Superintendent to hire for any unfilled positions for the 2022-23 school year, for the months of July and August, between Board of Education meetings, after consultation with the Board President. Formal action will be required at the following Board meeting. 5. Preschool Master Teacher Agreement - The Agreement for Professional Services between the P-K MASTER TEACH AGREEME Commercial Township School and Liz Vaughan, for services related to the role of Master Teacher and Preschool Intervention and Referral Specialist. Social and Emotional Learning Consulting Agreement - The Social and Emotional Learning SEL CONSULTIN AGREEME Consulting Agreement between the Commercial Towship School District and Michael McKight, consultant. VMCA AGREEME! YMCA Agreement - The agreement between the Commercial Township School District and the Cumberland Cape Atlantic YMCA for childcare for the 2022-2023 school year. LDTC CONSULTAI LDTC Consultant Agreement - The agreement between Denise Spalding, Learning Disabilities AGREEMEL Teaching Consultant, and the Commercial Township School District beginning July 1, 2022 and ending June 30, 2023. SUMMER HOU 9. Summer Hours - Pivot to summer hours for administrative and office staff to commence in July and to end August 19. Summer hours are defined as four 10-hour days. 10. Website - Zumu Software to host the Commercial Township School website for the 2022-ZUMU SOFTWA 2023 school year at a fee of \$1,800. 11. Donations - Commercial Township School to donate library items from the Port Norris DONATION - LIBRA School to the Robbinstown Library, and bookshelves, tables and chairs, and other storage items to the Port Norris Historical Society. Roll Call: Ayes (7) Ms. Driver, Ms. Porter, Ms. Richardson, Ms. Stormes-Rivera, Mr. Sutton, Ms. Wilson-Smith, Ms. Perrelli Noes (0) Abstain (0) Motion Carried **PERSONNEL** PERSONN Moved by Ms. Stormes-Rivera and seconded by Mr. Sutton that the Board of Education approve the following: Home Instruction Staff Appointments - All Commercial Township Certificated Teaching HESTA APPOINTMEN Staff, at the hourly rate per CTEA contract, for the 2022-2023 school year for the following: Home Instruction Summer CST meetings Substitute Summer Secretary - Diane Cutrone as a Substitute Summer Secretary at the rate of SUB-SECRETARY -CUTRO \$17/hr. She will be used on an as needed basis. Substitutes - The following substitutes for the 2022-2023 school year: 2022-20 SUBSTITUT Maintenance - Ed Leith Nurse - Melanie Pfizenmayer

Teachers

Dawn Blinchikoff Deedra Brewer Brittany Gaddy Jennifer Kelly Peter Manzelmann Ted Prohowich

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 Instructional Assistants Sydney Caromano Casey Etter Betty Mikus

RESIGNATIONS - A... ROSS & M. MORALES

RETIREMENT – L. ROBBINS TRANSFER – J. MUCARDO

GUIDE MOVEMENT

EMPLOYEE CONTRACTS

K. DAY – ADMIN
ASSITANT TO SUPT
L. PANCRAZIO – ADMIN
ASSISTANT TO BA
SUMMER CURRICULUM
WRITING

- 4. Resignation The resignation of Amanda Ross, Occupational Therapist, effective August 18, 2022, and Margarita Morales, bus driver, effective June 30, 2022.
- 5. Retirement The letter of Lisa Robbins, Administrative Assistant, effective August 1, 2022.
- 6. Transfer The transfer of Jenna Mucardo from 3rd-5th grade ICR teacher to Preschool teacher for the 2022-2023 school year.
- 7. Guide Movement The lateral guide movement for Employee #1113 from Step 1 BA to Step 2 BA+15 for the 2022-2023 school year
- 8. Administrative Assistant Contracts The Administrative Assistant contracts for the following employees:
  - Kimberly Day- Administrative Assistant to the Superintendent
  - Linda Pancrazio- Administrative Assistant to the Business Administrator
- 9. Summer Curriculum Writing The following staff to revise courses of study per the CAR framework @ rate of \$600. per unit:
  - Joy Dunn and Chelsea Etter Gr. 1 ELA
  - Rochelle Yunk Gr. 5 Science
  - Jill Gregory Gr. 3 Social Studies
  - Lisa Baker Gr. 4 Social Studies (2 units)
  - Jen Driscoll, Cathy Vazquez, Matt Mingin Gr. 6,7, & 8 Math (2 units)
  - Ashley Loteck, Jenna Wells, Lauren Eisenhart Gr. 7&8 ELA (4 units)
  - Patti Smith Gr. 5 Social Studies (2 units)
  - Chris Lanterman Gr. 6-8 PE/Health (2 units)
  - Pete Dolcy Gr. 6 Social Studies (3 units)
  - Sarah Jackson Gr. K-2, 3-5 Art (2 units)
  - Natalia Michalkiewicz Gr. 3 Science (2 units)
  - Janine Brockman Gr. 7 Science (3 units)
  - Scott Shea Gr. 3-5 Health (2 units)
  - Angelica Lawler & Ana Laserre Gr. 1 Math (2 units)
- 10. Summer Staffing The following staff members to work summer hours, not to exceed 50 hours, at contract rate:
  - Amanda Ross Occupational Therapist
  - Patrice Curtis Speech Therapist
  - John Borchert Psychologist
  - Jamie Eldridge Social Worker
  - Tarin Leech Guidance Counselor
- 11. Resiliency Training The following staff members to be paid their hourly rate to attend Resiliency Training with Mike McKnight and Lori Desaultis in Millville on August 22-24, 2022 using ESSER Funds:
  - Tricia Sammons
  - Jillian Gregory
  - Angelica Lawler
  - Jen Driscoll
  - Chris Lanterman
  - Sarah Jackson
  - Dana Crandall
  - Caitlin Musser
  - Cathy Vazquez

SUMMER STAFFING

RESILIENCY TRAINING

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- Brittney Knight
- Patti Smith

Also attending the training but not being reimbursed:

- John Lavell
- Alysia Thomson
- Kristin Schell
- 12. Tuition Reimbursement The following tuition reimbursement request:

TÜLTIK REIMBURSEMEI

• 3 credits for employee #0095. The total cost of \$2,194.80 will be submitted for payment upon submission of proper paperwork and according to the timeline in the CTEA contract.

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

Noes (0)

Abstain (0)

Motion Carried

**POLICY**Moved by Ms. Wilson-Smith and seconded by Ms. Stormes-Rivera that the Board of Education

approve the following:

1. Second Reading - The following Policy (P) and Regulation (R) for second reading and adoption:

SECOND READING ADOPTION

- 1648.14 P-Safety Plan for Healthcare Settings in School Buildings-COVID-19 (M) (Abolished)
- 1648.15 P-Recordkeeping for Healthcare Settings in School Buildings-COVID-19 (M) (New)
- 2415.04 P-Title I-District-Wide Parent and Family Engagement (M) (Revised)
- 2415.50 P-Title I-School ardent and Family Engagement (M) (New)
- 2416.01 P-Postnatal Accommodations for Students (New)
- 2417 P-Student Intervention and Referral Services (M) (Revised)
- 3161 P-Examination for Cause (Revised)
- 4161 P-Examination for Cause (Revised)
- 5512 P-Harassment, Intimidation, and Bullying (M) (Revised)
- 7410 P & R-Maintenance and Repair (m) (Revised)
- 7410.01 R-Facilities Maintenance, Repair Scheduling, and Accounting (M) (Revised)
- 8420 P-Emergency and Crisis Situations (M) (Revised)
- 9320 P & R-Cooperation with Law Enforcement Agencies (M) (Revised)

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

Noes (0)

Abstain (0)

Motion Carried

**CURRICULUM** 

CERRICITIL

Moved by Ms. Driver and seconded by Ms. Wilson-Smith that the Board of Education approve the disposal of 80 language arts textbooks for 3rd grade, and 39 language arts text books for 4th grade. Both are Wonders textbooks and the copyright is 2014. They will be offered free to any parent interested.

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

Noes (0)

Abstain (0)

Motion Carried

TRANSPORTATION

TRANSPORTATIO

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

SUMMER BUS LEASI SHEPPAR

DISPOSAL OF TEL

.. Summer Bus Lease - The Bus Lease Agreement with Sheppard Bus for (6) 54 passenger buses in the amount of \$8,400 for the following dates:

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- 3 full size buses from June 20th-August 26th
- 3 full size buses from July 1st July 29th

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

Noes (0)

Abstain (0)

Motion Carried

FINANCE

#### **FINANCE**

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

INS RENEWAL

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

NUTRI-SERVE RENEWAL

2. Nutri-Serve Renewal - The renewal contract for Food Service Management with Nutri-Serve for the 2022-2023 school year. The management fee for the 2022-2023 school year will be

\$25,338.12

VENDOR CONTRACTS

3. 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.

RESERVE ACCOUNTS

PARKING LOT BID AWARD

4. Reserve Accounts - Transferring up to \$250,000 into both Capital Reserve by June 30, 2022.

- 5. Award Bid- Parking Lot Accept and award the following bids that were received for the Park Lot Re-pavement Bid:
  - Asphalt Paving- \$141, 395.50 (award)
  - South State, Inc- \$195,750
  - Ricky Slade Construction-\$164,566

The lots to be repaved will be the Board of Education parking lot, the front of school parking lot, and the staff parking lot.

RENOVATIONS BID

- 6. Award Bid- Interior Renovations Accept and award the following bids that were received for the Interior Renovations Project:
  - Capri Construction: \$553,000 (award)
  - Marino General Contractors: \$595,674
  - R. Maxwell Construction: \$605,000
  - Trimark Building Contractors: \$806,134

AIA AGREEMENT

- AIA Agreement The following AIA Agreements:
  - AIA agreement with Capri Construction and Manders Merighi Portadin Farrell Architect, LLC for the InteriorRenovations.
  - AIA agreement with Asphalt Paving and Manders Merighi Portadin Farrell Architect, LLC for the Parking Lot Paving.
- 8. Preferred Health Care The contract with Preferred Health Care Services to provide nursing services, as needed, for the 2022-2023 School Year.
- 9. iTutor The contract with iTutor to provide tutoring services for medical homebound students, as needed, for the 2022-2023 school year.
- ACSSSD Itinerant Service Contract The Itinerent Service Agreement with ACSSSD for services to be provided to students who attend their programs.
- 11. Bancroft Tuition Contract The tuition contract with Bancroft NeuroHealth for educational services to be provided to one student who attends their program.
- 12. Vineland BOE Tuition Contract The tuition contract between Vineland Board of Education and the Commercial Township School one student to attend at a rate of \$3,157.96 from July 5, 2022 through August 1, 2022.

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

Motion Carried Noes (0) Abstain (0)

REWARD

PREFERRED HEALTH

ITUTOR CONTRACT

ACSSSD ITINERANT SERVICE CONTRACT

BANCROFT TUITION

VINELAND TUITION CONTRACT

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ADDENDUM

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

- 1. SBB Plumbing Application The submission of the SBB Plumbing application to replace non-compliant fixtures in the school. The application is for \$39,011 of which the district would pay 25%.
- CMCCSSD Itinerant Services The 2022-2023 itinerant service agreement with Cape May County Special Services to be utilized on an as-needed basis for students attending their schools.
- 3. Resiliency Training The following staff members to be paid their hourly rate to attend Resiliency Training with Mike McKnight and Lori Desaultis in Millville on August 22-24, 2022 using ESSER Funds:
  - Michelle Clark
- 4. Pinelands Contracts 3 tuition contracts with Pinelands Learning Center for the 2022-2023 School Year. 1 student will be attending the ESY program.
- 5. Certification of Implementation The Certification of Implementation for the June 30, 2021 school audit.
- 6. Tuition Reimbursement The following tuition reimbursement request:
  - 3 credits for employee #0095. The total cost of \$2,194.80 will be submitted for payment upon submission of proper paperwork and according to the timeline in the CTEA contract.

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

Noes (0) Abstain (0) Motion Carried

## **UNFINISHED BUSINESS**

Moved by Ms. Stormes-Rivera and seconded by Ms. Wilson-Smith that the Board of Education approve the NJSBA Annual Workshop at the Atlantic City Convention Center on October 24-26, 2022. The regular group registration rate of \$2,100 or the individual registration rate for Workshop 2022 is \$550 per person.

Unanimously approved

NEW BUSINESS

1. Update on Board Goals – Ms. Schell handed out a worksheet and reviewed the Board Goals for the year.

OTHER BUSINESS

Moved by Ms. Driver and seconded by Ms. Richardson 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 August 31, 2021 and pursuant to N.J.A.C. 6A:23A-16.10(c) 3, the Business Administrator/Board Secretary certifies that as of August 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.
- 2. Treasurer's Report Treasurer's Report, is in accordance with N.J.S.A. 18A:22-8.1 and 18Λ:22-8.2, for the month ending April 30, 2022. The Treasurer's Report and Secretary's Report are in agreement for the month ending April 30, 2022.
- 3. Bill List/Line Item Transfers The itemized bill pay list for May 2022 and 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.

SBB PLUME

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NEW BUSIN

OTHER BUSIA

BOARD SECRETA REP

TREASURER'S REP

BILLS & TRANSI

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

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 25, 2022 by 4:00 pm to the County Clerk:
  - Sharon Porter
  - Tracy Richardson
  - Board Vacancy Full 3 Year
  - Board Vacancy 1-year unexpired term

PUBLIC COMMENTS

#### **PUBLIC COMMENTS**

- Ms. Porter spoke about the Social Emotional Learning Workshop and made her feelings heard.
- Ms. Michelle Clark spoke about the training she took. She is learning a lot and looking forward to putting the learning into practice in the summer and the fall.

EXECUTIVE SESSION

#### **EXECUTIVE SESSION**

Moved by Ms. Wilson-Smith and seconded by Ms. Driver that the Board of Education approve, by Resolution, adjourning into Executive Session.

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

**Board Vacancy** 

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 8:17 P.M.

Unanimously approved

RESUME PUBLIC VIEETING

## RESUME PUBLIC MEETING

Moved by Ms. Stormes-Rivera and seconded by Ms. Porter that the Board of Education approve to resume Open Session. 8:29 P.M.

Moved by Ms. Wilson-Smith and seconded by Mr. Sutton that the Board of Education approve to appoint LaRae Smith to the Board of Education vacancy expiring at the reorganization meeting in January of 2023

Unanimously approved

ADJOURNED

# ADJOURNMENT

Moved by Ms. Driver and seconded by Ms. Stormes-Rivera that the Board of Education approve that the Board of Education Meeting be adjourned. 8:30 P.M.

Respectfully Submitted,

Darren Harris, Board Secretary

June 14, 2022