

MINUTES OF THE REGULAR MEETING
HAMILTON TOWNSHIP BOARD OF EDUCATION
MARCH 15, 2023

1. OPENING OF MEETING

The Regular Meeting of the Hamilton Township Board of Education was called to order at 6:09 in the William Davies Middle School Cafetorium by Nanci Barr, President.

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and notices posted at the Township Clerk's Office, Mays Landing Post Office, Mizpah Post Office, Atlantic County Library, as well as all the schools of the district. This meeting is being recorded.

There are two opportunities to address the members of the Board. The Board values and welcomes comments and opinions from residents as long as remarks are not personal or discourteous. The public comment portion of the meeting allows the Board to listen to community members and to hear their opinions on school policy and operations.

The first public portion is reserved for persons wishing to speak about agenda items only. The second opportunity, following the action items, is when residents may address the Board on any school-related issue. Each speaker is asked to limit their comments to three minutes and you are not permitted to yield your time to another. The public comments portion of the meeting, during both sessions, will not exceed 30 minutes. Upon being recognized, persons wishing to speak should stand and identify themselves by name and address.

ROLL CALL: The following members answered Roll Call: Mrs. Ankrah, Dr. Cirino, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, Dr. Nelson, and Mrs. Barr.

Also Present: Dr. Jeffery Zito, Superintendent; Mr. John Deserable, Acting Business Administrator, and Ms. Amy Houck-Elco, Solicitor

2. RESOLUTION - EXECUTIVE SESSION

Motion by Mr. Rogers, seconded by Dr. Cirino, to enter into Executive Session.

Voice Vote: All in favor: (9-0-0)

Resolved that pursuant to Sections 7 and 8 of the Open Public Meetings Act, the public shall be excluded from that portion of the meeting involving discussion of:

- Legal Matters/Attorney Client Privilege
- Personnel
- HIB

Be it further resolved that the discussion of such subject matter in executive session can be disclosed to the public when formal action is taken on such subject matter or at any other appropriate time.

Be it further resolved the Board may take action on items discussed in executive session.

Now therefore, be it resolved that the Board will be in executive session for approximately 60 minutes.

The Board entered into Executive Session at 6:10 p.m.

3. PUBLIC MEETING OPENING

Motion by Ms. Newman, seconded by Dr. Lihach, to reconvene to Public Session.

Voice Vote: All in favor: (9-0-0)

The Board reconvened to Public Session at 7:00 p.m.

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and notices posted at the Township Clerk's Office, Mays Landing Post Office, Mizpah Post Office, Atlantic County Library, as well as all the schools of the district. This meeting is being recorded.

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3.2: Mrs. Barr led the Pledge of Allegiance.

3.3: Mrs. Barr asked for a moment of silence for private reflection.

4. MINUTES

4.1: Motion by Dr. Lihach, seconded by Mrs. Poretto, to approve the Regular and Executive Session minutes for the February 22, 2023 meeting.

ROLL CALL VOTE: Eight in favor: Mrs. Ankrah, Dr. Cirino, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, and Mrs. Barr. Abstain: Dr. Nelson (8-0-1)

5. SUPERINTENDENT'S REPORT

5.1 Staffuly of the Month for February, 2023

- Kelly Talarico - Wm. Davies Middle School
- Priti Garg - Shaner School
- Cassie Milone - Hess Educational Complex

5.2 Informational Items

Student Council members reported on recent events.

5.3 Correspondence - Dr. Zito read a letter from Mays Landing Athletic Association

Dr. Zito thanked everyone involved with the Read Across America Program. He also noted other events which took place since the last meeting.

5.4 Dates to Remember:

- March 20, 2023 - PTA Meetings: 6:15 p.m. Grants meeting - General Membership Meeting - 7:00 p.m. - Davies Cafeteria
- March 21, 2023 - Davies Performing Arts Night - Davies Cafeteria - 6:30 p.m.
- March 16, 2023 - Township Choir Concert - (Oakcrest, Hess and Davies) - Hess Auditorium - 6:30 p.m.
- March 24, 2023 - Shaner Kindergarten Dance - 6:00 p.m. - Gymnasium
- March 25, 2023 - PTA Basket Auction - Doors open 4:00 p.m. - Auction starts at 6:00 p.m. - Davies Cafeteria
- March 31, 2023 - Davies 34th Annual Sock Hop Dance - Davies Cafeteria - 2:30 p.m.
- April 4, 2023 - Band Concert at Oakcrest - Hess and Davies Performing - 6:30 p.m.

- April 17, 2023 - PTA Meeting - Davies Cafeteria - 7:00 p.m.
- April 26, 2023 - Board of Education Meeting - 7:00 p.m. - Davies Cafeteria

6. PUBLIC COMMENTS - None

7. BOARD MEMBER COMMENTS

Mrs. Miller commented on recent events held throughout the district.

Dr. Nelson and Mrs. Barr thanked staff members for their support during school events each month.

8. PERSONNEL/POLICY COMMITTEE (Personnel, Discipline and Policy) - Chairperson: Mrs. Miller

Mrs. Miller reported on the Personnel/Policy Committee meeting held on March 8, 2023.

8.2: To approve the following job descriptions:

- Student Support Coordinator
- Supervisor of Instruction
- Supervisor of Pupil Personnel Services for Special Education
- Supervisor of Pupil Personnel Services

8.3: To approve the following resignations:

	Name	Location	Position	Dated
A	Larissa Albrecht	Davies	Teacher	2/22/23; eff 4/21/23
B	Dymir Tatem	Shaner	Social Worker	2/28/23; eff 4/30/23
C	Rachel Jones	Shaner	Guidance Counselor	Change resignation end date. Dated 3/9/23; eff 3/24/23 (previously approved 2/22/23)

8.4: To approve the following retirement(s) for the 2022-23 SY:

Name	Location	Position	Dated
Anne Nelson	Hess	Speech Therapist	2/28/23; eff 7/1/23
Jacqueline Tummon	Hess	FT Paraprofessional	2/28/23; eff 7/1/23
Josie Martin	Shaner	Custodian	3/2/23; 8/1/23

8.5: To rescind offer of employment to the following:

- Larenne Metz, PT Paraprofessional, Shaner School. Originally approved 1/11/2023.

8.6: To approve the following Leaves of Absences:

	Name	Location	Leave	Position
A	Bonnie Repko	Hess	Intermittent FMLA for 22/23 SY starting 2/2/23.	FT Para
B	Brianna Montoya	Hess	Unpaid leave 2/23 - 2/24/23	PT Para
C	Sandra Mount	Davies	Unpaid leave 2/9/23	Teacher
D	Gersh Burshtyen	Shaner	Unpaid leave on 2/1, 2/3 and 2/28/23, as well as on 4/24 - 5/3/23	PT Para
E	Lauren Ortiz	Davies	Amend a maternity LOA for the 22/23 SY, utilizing sick, FMLA and NJFMLA 10/24/22 - 5/22/23. RTW date is 5/23/23.	Teacher
F	Denisha Passley	Shaner	Unpaid leave 3/8/23.	PT Para

8.7: To approve the following position control updates:

- Create New Position:

POC #	Location	Action
24-03-11 BRX (PT Paraprofessional)	Davies	New Position
24-03-11 BRY (PT Paraprofessional)	Davies	New Position

8.8: To approve the following Internal Transfers/Changes:

POC #/Staff Member	Action
POC# 24-03-10 BGK (PT Paraprofessional)	Transfer from Davies to Shaner

8.9: To approve new hires:

	Name	Position	Location	Effective	Degree/Step	Salary	Replacement For/Reason
A	Kyle Everson	Lifeguard	Hess	TBD	Para/Step 5	\$26140 prorated	C. Kelly/Resignation
B	Tonya Pannell	Paraprofessional	Shaner	TBD	Para/Step 1	\$19872 prorated	C. Carr/Resignation
C	Heather Vargas	Paraprofessional	Hess	TBD	Para/Step 1	\$19872 prorated	C. Vogel/Resignation
D	Andrew Morris	Maintenance	Hess	TBD	Mtce/Step 1	\$53198 prorated	C. Melder/Resignation
E	Morgan Kearns	Teacher	Davies	9/1/2023	BA/Step 1	\$56,308	M. Robinson/Retirement
F	Nicole Stephens	School Counselor	Shaner	TBD	MA/Step 1	\$59,090 prorated	R. Jones/Resignation
G	Danlia Laws	FT Paraprofessional	Shaner	3/17/2023	Para/Step 2	\$25,040 prorated	S. Irwin/Resignation
H	Sharon Whitefield-Hawkins	Secretary	Davies	TBD	Sec/Step 1	\$34,819 prorated	J. Carl/Resignation
I	Aubrey Giglio	Teacher	Davies	9/1/2023	BA/Step 2	\$56,608	D. Stickle/Retirement

8.10: To revise hours previously approved for Ashley Belanger, P/T Paraprofessional from 10 hours/week to 20 hours/week (approved on February 22, 2023).

8.11: To approve Carol Mascioli as a Budget Consultant at the rate of \$500/day, not to exceed \$1500.

8.12: To allow the Superintendent to hire employees between meetings.

8.13: To approve the following start dates.

	Name	Position	Start Date	Previously Approved
A	Julianne Tuscano	Teacher	3/30/23	2/22/23
B	Kimberley Muller	Paraprofessional	3/20/23	2/22/23

8.14: To approve substitutes for the 2022-23 SY.

2022-2023 School Year					
Board Approved Substitutes					
03.15.23					
Last Name	First Name	Position	Rate	Certification	Interview

Everson	Kyle	sub teacher	\$135/day	sub cert	w/ Melanie Lamanteer
Conner	Linda	Sub para/sub teacher	\$85/\$135/day	sub cert pending	w/ J.Riggs & K. Shaughnessy
Bishara	Nicole	sub teacher	\$135/day	sub cert pending	w/ J. Riggs
Torres	Ariana	sub teacher	\$135/day	sub cert	w/ D. Williams
Tsyvilyova	Nataliya	sub teacher	\$160/day	Elem	w/ M. Lamanteer

8.15: To approve the following Long Term Certificated Substitute(s) for the 2022-23 SY:

	Name	Replacing	Dates	Location	Certificate	Rate	Notes
A	Nataliya Tsyvilyova	Brianna Mistretta	TBD	Hess	Elementary	\$160/day for days 1-20. Contracted at MA+30/St 1 (\$61614 prorated) beginning on the 21st day.	

8.16 Mentors: None

8.17: To approve the following student/teacher placements:

Student Name	School	Cooperating Teacher	Dates
Julia Perna	Hess	Heather Berardi	May 15-End of School Year

8.18: To approve the following staff for the Community Ed Department:

Name	Position	Rate
Jonathan Arsenault	Kids Corner	\$17/hour
Danlia Laws	Kids Corner	\$17/hour

8.19: To approve the following homebound instruction for the 22-23 school year:

Student Homebound Number	Student Grade	Dates of Homebound Instruction	Teacher	Reason
2022-23-99	6	2-24-23-3-9-23	Sheldis Hewish /Samantha Day	Discipline
2022-23-100	6	2-24-23-3-9-23	Michele Giardino	Discipline
2022-23-102	7	2-24-23-TBS	Samantha Day/ Carla Yutzy	Discipline
2022-23-103	8	2-23-23-5-5-23	Kathleen Curtis/ Michele Giardino	Discipline
2022-23-105	8	2-23-23-3-8-23	Janine Brockman	Discipline
2022-23-106	8	2-8-23 and 2-23-5-5-23	Samantha Day	Discipline
2022-23-107	8	3-2-23-2-15-23	Amy Carter	Discipline
2022-23-108	8	3-2-23-3-15-23	Rachel Robinson/ Michele Giardino	Discipline

2022-23-109	8	3-3-23-3-16-23	Rachel Robinson/ Kelly Talerico	Discipline
2022-23-110	8	3-6-23-3-17-23	Janine Brockman	Discipline
2022-23-111	8	3-8-23-3-21-23	Sheila Fleisher	Discipline
2022-23-112	8	3-8-23-3-21-23	TBD	Discipline
2022-23-113	8	3-6-23-3-17-23	Janine Brockman	Discipline
2022-23-114	7	3-9-23-3-20-23	Stephanie Gibbons/ Carla Yutzy	Discipline
2022-23-116	7	3-8-23-3-15-23	Carla Yutzy	Discipline
2022-23-117	4	2-15-23-3-6-23	Kelly Filoon	Medical
2022-23-118	8	3-10-23-3-23-23	TBD	Discipline
2022-23-119	8	3-10-23-3-23-23	TBD	Discipline
2022-23-120	8	3-10-23-3-23-23	TBD	Discipline
2022-23-121	8	3-10-23-3-23-23	Sheila Flescher	Discipline
2022-23-122	7	3-13-23-TBD	Carla Yutzy/TBD	Discipline
2022-23-123	6	3-14-23-3-27-23	Brandi/Holdren/TBD	Discipline

8.20: Policies and Regulations -First Reading:

	Policy/Regulations#	Name
a	Policy #5111	Eligibility of Resident/Nonresident Pupils

8.21: Policies and Regulations -Second Reading: To approve the following Policies/Regulations on 2nd reading:

	Policy/Regulation#	Name
a	Policy #1648.11	The Road Forward COVID-19-Health and Safety (Abolished - Mandated)
b	Policy #1648.13	School Employee Vaccination Requirements (Abolished - Mandated)
c	Policy #0152	Board Officers (Revised)
d	Policy #0161	Call, Adjournment, and Cancellation (Revised)
e	Policy #0162	Notice of Board Meetings (Revised)
f	Policy & Regulation #2423	Bilingual and ESL Education (Revised-Mandated)
g	Policy #2425	Emergency Virtual or Remote Instruction Program (Revised-Mandated)
h	Regulation #2425	Emergency Virtual or Remote Instruction Program (New-Mandated)

i	Policy & Regulation #5200	Attendance (Revised-Mandated)
j	Policy #5512	Harassment, Intimidation, or Bullying (Revised-Mandated)
k	Policy #8140	Student Enrollments (Revised-Mandated)
l	Regulation #8140	Enrollment Accounting (Revised-Mandated)
m	Policy & Regulation #8330	Student Records (Revised-Mandated)
n	Regulation #8420.2	Bomb Threats (Revised-Mandated)
o	Regulation #8420.7	Lockdown Procedures (Revised-Mandated)
p	Regulation #8420.10	Active Shooter (Revised-Mandated)

8.22: To approve on the job training in partnership with the Atlantic County Workforce Development.

8.23: To affirm the action taken as authorized by the Superintendent for all HIB investigations originally submitted to the Board at the February 22, 2023 meeting.

8.24: To approve the 2023 Special Education Extended School Year Summer Child Study Team staff.

8.25: Motion by Mrs. Miller, seconded by Dr. Nelson, to approve Personnel Committee Items 8.2 through 8.24 as recommended by the Superintendent.

ROLL CALL VOTE: All in favor: Mrs. Ankrah, Dr. Cirino, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, Dr. Nelson, and Mrs. Barr. (9-0-0)

8.26 Welcome New Hires

Mrs. Stecher introduced any new hires present.

9. FINANCE/OPERATIONS (Facilities, Transportation, Finance, Food Services and Technology)(Chairperson: Dr. Nelson)

Dr. Nelson reported on the Finance/Operations Committee meeting held on March 7, 2023.

9.2: Informational Items:

- Interest for the Month of January.
- Capital Reserve Interest for the Month of January.
- Rentals for the Month of January.
- Miscellaneous Revenue for the January.
- Receipts for the Month of January.
- Refunds for the Month of January.
- Budget Summary Report for the January.
- Purchase Orders for the Month of February.

9.3: To approve the Board Secretary's Report for the Month of January 2023.

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Hamilton Township Board of Education certifies that as of January 31, 2023, and after review of the Secretary's Monthly Financial appropriations section as presented and upon consultation with the appropriate district officials, to the best of the Board's knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

- Interest for the Month of January.
- Capital Reserve Interest for the Month of January.
- Rentals for the Month of January.
- Miscellaneous Revenue for the January.
- Receipts for the Month of January.

- Refunds for the Month of January.
- Budget Summary Report for the January.
- Purchase Orders for the Month of February.

9.4: To approve the Report of Receipts and Expenditures for the month of January 2023.

The Report of Receipts and Expenditures and the Secretary’s Report are in agreement for the month of January 2023.

9.5: To approve budget transfers in the amount of \$98,445.00.

9.6: To accept the Superintendent's and Board Secretary's certification that they have reviewed all bills and purchase orders which are listed on the bill list, and hereby certify to the Board of Education that all purchase orders are sufficiently encumbered to cover the submitted bills, and further that all goods and services have been previously received.

9.7: To approve bills and payroll in the amount of \$5,676,016.90.

9.8: To allow Business office to pay bills between meetings.

9.9: To approve the following tuition contracts (sending):

District/School	Type	# of students	School Year (time frame)	Cost (prorated as necessary)
ACSSSD	Intellectual Disability Severe	1	2/6/23 to 6/30/23	\$21,500

9.10: To approve the following tuition contracts (receiving): - None

9.11: To approve professional development/travel for the 2022-2023 school year.

9.12: Retirement/Disposal of District Items - None

9.13: To approve the following contracts/agreements for the 2022-2023 and 2023-2024 school year.

1. Employee Assistant Program (EAP) Contract with ComPsych Corporation
2. Joint Transportation Agreement
3. Brookfield Educational Services
4. Approve an increase in costs to the District's current School Messenger Agreement in the amount of \$6,245.25. This increase represents additional services for the 23-24 school year and a Pilot program for the remainder of the 22-23 school year.
5. Bayada Home Health Care, Inc. (1 student) for the period 2/27/23 to 6/30/23 - \$65/hour - RN & \$53/hour for LPN (no attachment)
6. Shelter of Hope (Ranch Hope, Inc.) - home instruction as defined in DOE regulation NJAC 6A:16-10.2C at a rate of \$44 per hour. (no attachment)
7. Comcast Enterprise Services

9.14: To approve the following grant(s)/award(s):

1. Motion to approve the submission of the Preschool Carryover Application to carryover funds from the 21-22 school year into the 22-23 school year (see attachment).
2. Motion to approve and submit the Preschool Education Aid budget for the school year 23/24 (see attachment).
3. Motion to approve Hamilton Township School District to apply for the Climate Awareness Education Grant from the New Jersey Department of Education in the amount of \$6,500.00.

4. Motion to accept the Revised Federal FY2023 ESEA Grant funds due to the addition of Title I-SIA funds (see attachment).

5. Motion to approve and submit the FY2023 ESEA Grant Application to include FY2022 carryover funds, additional SIA funds and FY2023 transfers to date (see attachment).

9.15: To accept funds raised at the District Dodgeball tournament in the amount of \$2,120.00 to be donated to the American Heart Association.

Action: To approve the following trips/buses/activities:

- 3/28/23: Redwings Bowling Trip to King Pin

9.17: To approve the following Use of Facilities requests:

Cape May County Zoo Grade 1 visit	5/16/23	Hess Auditorium	Assembly
Mariners Swim Team	4/3/23	Hess Pool & Cafe B	Swim Banquet
HTSD G&T Program	5/3/23	Davies Cafeteria	G&T Family Night
Hamilton Township PAL	5/12/23	Davies Cafeteria & Large Gym	Dance Pictures
Millennial Pools	3/17, 3/18 & 3/19/23	Hess Pool	Lifeguard Training

9.18: Motion by Dr. Nelson, seconded by Mrs. Ankrah, to approve Finance/Operations Committee Items 9.2 through 9.17 to include a motion to approve the Tentative Budget for the 2023-2024 school year.

**RESOLUTION #163
RESOLUTION OF THE HAMILTON TOWNSHIP
BOARD OF EDUCATION TO ADOPT AND APPROVE SUBMISSION
OF THE 2023-2024 TENTATIVE BUDGET**

The Board of Education of Hamilton Township hereby adopts, and approves submission of the following tentative budget for the 2023-2024 school year:

The proposed budget includes sufficient funds to provide curriculum and instruction which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

Anticipated Enrollment: 2,994

	<u>Budget</u>	<u>Tax Levy</u>
General Fund	55,646,082	21,373,037
Special Revenue Fund	6,394,328	-
Debt Service Fund	<u>1,944,897</u>	<u>1,177,670</u>
Total Base Budget	63,985,307	22,550,707

BE IT RESOLVED included in the general fund appropriations is \$1,290,646.00 for deposit into the board of education's approved Capital Reserve Account for future funding of additional preschool bathrooms at the Shaner School. This deposit is for excess costs of the additional preschool bathrooms at the Shaner School or and other capital projects for additional preschool bathrooms at the Shaner School and represents expenditures for construction elements or projects that are in addition to the facilities efficiency standards necessary to achieve the New Jersey Student Learning Standards.

As per N.J.A.C. 6A:23B-1.2(b), the proposed budget provides for a maximum expenditure amount that may be allotted for travel and expense reimbursement.

The 2023-2024 tentative budget includes a maximum travel appropriation of \$75,000. The School Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.

BE IT RESOLVED included in the 2023-2024 proposed budget is a maximum regular business travel amount of \$1,500 per employee.

Pursuant to the N.J.A.C. 6A:23A-5.2(a), maximum dollar amounts for public relations and professional services have been established and are detailed in the appropriations section of the 2023-2024 budget.

ROLL CALL VOTE: All in favor: Mrs. Ankrah, Dr. Cirino, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, Dr. Nelson, and Mrs. Barr (9-0-0)

10. CURRICULUM COMMITTEE (Curriculum and Policy) - Chairperson: Mrs. Ankrah

Mrs. Ankrah reported on the Curriculum Committee meeting held on March 7, 2023.

10.2: To approve the 2023-2024 School District Calendar.

10.3: To approve the 2023-2024 Maintenance/Custodial Calendar.

10.4: To approve the following revised or new stipends for the 2022-2023 school year. - None

10.5: Motion by Mrs. Ankrah, seconded by Dr. Nelson to approve Curriculum Committee items 10.2 to 10.4.

ROLL CALL VOTE: All in favor: Mrs. Ankrah, Dr. Cirino, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, Dr. Nelson, and Mrs. Barr (9-0-0)

11. OLD BUSINESS - None

12. NEW BUSINESS - None

13. PUBLIC COMMENT -None

Motion by Dr. Nelson, seconded by Ms. Newman, to adjourn the meeting.

ROLL CALL VOTE: All in favor: (9-0-0)

Dr. Nelson rescinded the motion as the auditor will be giving a presentation.

There was a short recess from 7:20 p.m. to 7:30 p.m.

AUDIT PRESENTATION

Carol Ross from Ford, Scott Associates gave a summary of the 2021-2022 audit.

Motion by Dr. Nelson, seconded by Dr. Cirino, to accept the 2021-2022 Audit as supplied and presented.

ROLL CALL VOTE: All in favor: Mrs. Ankrah, Dr. Cirino, Dr. Lihach, Mrs. Miller, Ms. Newman, Mrs. Poretto, Mr. Rogers, Dr. Nelson, and Mrs. Barr (9-0-0)

14. POSSIBLE EXECUTIVE SESSION:

It was not necessary to convene into Executive session.

15. ACTION MAY BE TAKEN AFTER EXECUTIVE SESSION - None

16. ADJOURNMENT

Motion by Ms. Newman, seconded by Mr. Rogers to adjourn the meeting.

VOICE VOTE: All in favor: (9-0-0)

The Hamilton Township Board of Education meeting adjourned at 7:53 p.m.

Respectfully submitted,

John J. Deserable
Acting Business Administrator/Board Secretary