

Mays Landing, NJ
May 15, 2012

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
MAY 15, 2012
HAMILTON TOWNSHIP PUBLIC SCHOOLS
Mays Landing, New Jersey
William Davies Middle School Library**

The Regular Meeting of the Hamilton Township Board of Education was called to order at 5:35 p.m. in the Michael H. Duberson Memorial Library at the William Davies Middle School by Dr. Anne Erickson, President.

**Call
To
Order**

Dr. Erickson led the Pledge of Allegiance.

**Pledge of
Allegiance**

ANNUAL NOTICE OF MEETING

This meeting is being held in compliance with the Sunshine Law, having been advertised in the Press of Atlantic City and the Atlantic County Record and its affiliates and a notice posted with the Township Clerk on the Bulletin Board at the following locations: Mizpah Social Services Center, Mizpah Post Office, Mays Landing Post Office, Atlantic County Library as well as all the schools of the district. Mechanical devices are being used to audiotape this portion of the meeting. The regular meeting will videotaped.

The following members answered roll call: Mr. Eric Aiken, Mr. Carl Anderson, Mrs. Michelle Befano, Mrs. Peggy Capone, Mrs. Barbara Kupp, Mrs. Kim Melton (arrived at 5:40 p.m.), and Dr. Anne Erickson. Quorum present.

**Roll
Call**

Members Absent: Mr. Mark Ludwick
Dr. David May

Also present were: Dr. Michelle Cappelluti: Superintendent of Schools
Mrs. Martha Jamison: Board Secretary
Mr. Louis Greco: Solicitor

BOARD MEMBER WORKSHOP

Andrea Lawful-Trainer was present for a Board Member Workshop. The Board members discussed their interactions among each other and effectiveness as a Board. Ms. Lawful-Trainer directed open communication and worked with the Board on strategies for working together more effectively. Dr. Erickson asked that Board members come to her with issues before they become serious. Ms. Trainer suggested that Board members get to know each other better by dialoging more.

The Board recessed at 6:45 p.m. for a short break following the Workshop. The meeting

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reconvened at 7:02 p.m.

APPROVAL OF MINUTES

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the regular and executive session minutes of the meetings of April 24, 2012 and April 30, 2012, as per attachments V-A and V-B.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

CORRESPONDENCE

Dr. Erickson read a letter from the family of Ricky McAvaddy thanking those involved with the blood drives in support of Ricky.

Dr. Cappelluti read a letter from Traci Brittain thanking the Board for reinstating the health benefits and full-time status to those paraprofessionals who lost them last year.

PUBLIC COMMENTS

A member of the public complained that the agenda was not on the website and there were not enough copies for those in attendance.

BOARD MEMBER COMMENTS

Dr. Erickson commented on the Shaner concerts, complementing a bus driver who came to see a student whose family was not able to come.

Mrs. Capone thanked the paraprofessionals for inviting the Board to their recent celebration. She then reminded everyone that the deadline to file a petition for the November elections is June 5 at 4:00 p.m.

Mr. Aiken thanked Mrs. Malone for the wonderful Shaner School concert. He also thanked Mr. Santilli for allowing him to come to the Davies school for a walk-through.

Mrs. Befano congratulated the Track and Field team for winning the championship this year.

SUPERINTENDENT/STAFF REPORTS

Dr. Cappelluti announced the winners of the Hamilton Township Education Foundation grants and congratulated Dottie Torres, Beth Connor, Wendi Marco, Kelly Petrucci and Marylynn Stecher.

(A) Information Items

1. **Dates to Remember**

- a. **May 15, 2012** – Curriculum Committee Meeting – Board Office – 6:00 p.m. - **CANCELED**
- b. **May 15, 2012** – Board of Education Meeting – Davies School 7:00 p.m.
- c. **May 23, 2012** – Policy Committee Meeting – Board Office – 5:00 p.m.
- d. **May 28, 2012** – Memorial Day – Schools Closed
- e. **May 31, 2012** – Finance Committee Meeting – Board Office – 7:45 a.m. - **TENTATIVE**
- f. **June 1, 2012** – Eighth Grade Dinner Dance – Davies School – 6:00 – 9:00 p.m.
- g. **June 5, 2012** – Academic Excellence Luncheon – Clarion Convention Center – Egg Harbor Township – 11:00 a.m.
- h. **June 5, 2012** – Board of Education Meeting – Davies School – 7:00 p.m.
- i. **June 6, 2012** – Davies School Graduation (*Rain Date; June 11, 2012*)
- j. **June 8, 2012** – Facilities Committee Meeting – Board Office – 7:30 a.m.

(B) Registration/Transfer Statistics for the Month of April, 2012, as per attachment IX-B.

(C) Enrollment, as per attachment IX-C.

(D) Harassment, Intimidation and Bullying Incident Log, as per attachment IX-D.

(E) Student Discipline Reports for the month of April, 2012, as per attachment IX-E.

(F) Davies School Concerts/Shows:

- May 17, 2012 – Davies Spring Concert at Hess School – 7:00 p.m.

(G) Special Presentation in recognition of the 2012 Teachers of the Year:

Ginger Fisher	Shaner School
Amy Gold	Hess School
Michael Diorio	Davies School

(H) Special Presentation in recognition of the 2012 Paraprofessionals of the Year:

Debbie Hackley	Shaner School
Jill Fluharty	Hess School
Terry Quidachay	Davies School

(I) Special Presentation of the 2012 Hamilton Township School District Retirees:

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Shaner School

Mary Sommer	10 years of service
Jane Ralph	20 years of service
Miranda Levy	25 years of service
Sandra Santa Maria	35 years of service
Donna Martin	39 years of service

Hess School

Barbara McCreery	13 years of service
Winifred Witmer	19 years of service
Margaret Anderson	21 years of service
Raechelle Bugni	23 years of service
Evelyn Hagel	42 years of service

Davies School

Cheryl Farrow	25 years of service
Loretta Leyrer	34 years of service

Child Study Team

Hedy Ingersoll	21 years of service
Judith Testa	38 years of service

COMMITTEES AND RECOMMENDATIONS:

FACILITIES COMMITTEE – Mrs. Befano

None

CURRICULUM COMMITTEE – Mrs. Kupp

Motioned by Mrs. Kupp, seconded by Dr. Erickson, to approve the following Motion as presented:

1. To approve the Hamilton Township School District 2011-2012 Professional Development Plan, as per attachment X-B-1. **Professional Development Plan**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

FINANCE COMMITTEE – Mr. Ludwick

Motioned by Mrs. Melton, seconded by Mr. Aiken, to approve the following Motions as presented:

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| 1. | To approve the Report of Receipts and Expenditures in accordance with 18A:17-8 and 18A:17-9 for the month of April, 2012. The Report of Receipts and Expenditures and the Secretary's Report are in agreement for the month of April, 2012, as per attachment X-C-1. | Reports of Receipts and Expenditures |
| 2. | To approve the Board Secretary's Report for the period ending April 30, 2012. Pursuant to N.J.A.C. 6A:23-2.11(c)4, the Hamilton Township Board of Education certifies that as of April 30, 2012, 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:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as per attachment X-C-2. | Board Secretary's Report |

The following items have been included as informational items:

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| 3. | Interest Income for the month of April, 2012, as per attachment X-C-3. | Interest Income |
| 4. | Receipts for the month of April, 2012, as per attachment X-C-4. | Receipts |
| 5. | Refunds for the month of April, 2012, as per attachment X-C-5. | Refunds |
| 6. | Capital Reserve Interest for the month of April, 2012, as per attachment X-C-6. | Capital Reserve |
| 7. | Rental Income for the month of April, 2012, as per attachment X-C-7. | Rental Income |
| 8. | Miscellaneous Revenue for the month of April, 2012, as per attachment X-C-8. | Miscellaneous Revenue |
| 9. | The monthly Budget Summary Report for April, 2012 has been filed by the Board Secretary | Budget Summary Report |

with the Hamilton Township Board of Education, as per attachment X-C-9.

- Purchase orders** 10. Purchase orders issued for services, supplies and equipment in the amount of \$385,398.23, as per attachment X-C-10.

Motioned by Mrs. Melton, seconded by Mr. Aiken, to approve the following Motions as presented:

- Superintendent's and Board Secretary's certification** 11. 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.

- Bills and payroll** 12. To approve the following bills and payroll in the total amount of \$3,280,348.50, as per attachment X-C-12:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
10	General Fund	\$22,773.00
10	General Fund/Payroll	211,548.18
11	Current Expense	717,671.52
11	Current Expense/Payroll	2,004,917.88
12	Capital Outlay	5,752.00
18	Education Jobs/Payroll	75,623.34
20	Special Revenue	34,426.00
20	Special Revenue/Payroll	44,362.48
30	Building Projects	1,417.00
50	Cafeteria	133,638.83
50	Kids' Corner	20,736.42
50	Community Education	5,118.52
50	Camp Blue Star	2,363.33

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mrs. Melton, seconded by Mr. Aiken, to approve the following Motions as presented:

- Travel and Related Expense Reimbursement** 13. To approve a resolution for Travel and Related Expense Reimbursement, as per attachment X-C-13.

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| 14. | To approve staff attendance at seminars, workshops and conferences, including costs related to applicable reimbursable expenses, during the 2011-2012 school year, as per attachment X-C-14. | Staff attendance at seminars, workshops and conferences |
| 15. | To approve the renewal of the District's Dental Insurance with Horizon BC/BS for the period July 1, 2012 through June 30, 2014 with no increase in premiums, as per attachment X-C-15. | District's Dental Insurance |
| 16. | To approve to apply for Funds to Support Implementation of the Anti-Bullying Bill of Rights Act and Instructions, as per attachment X-C-16.
(The funds are to reimburse monies spent in the 2011-2012 school year.) | Anti-Bullying Bill of Rights Act |
| 17. | To approve to solicit proposals for the purchase of a Student Information System. This will be done pursuant to N.J.S.A. 18A:18A-4.1, Use of Competitive Contracting, which provides for the purchase of specialized goods and services, including proprietary computer software. | Student Information System |

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

The following item has been included as an informational item:

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| 18. | Transfers of out-of-district special education students, as per attachment X-C-18. | Transfers |
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Motioned by Mrs. Melton, seconded by Mrs. Befano, to approve the following Motions as presented:

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| 19. | 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 | Superintendent's and Board Secretary's certification |
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the submitted bills, and further that all goods and services have been previously received.

Bills and payroll

20. To approve the following bills in the total amount of \$55,690.92, as per attachment X-C-20:

<u>Fund</u>	<u>Title</u>	<u>Amount</u>
11	Current Expense	\$55,624.92
20	Special Revenue	66.00

RTT3

21. To approve and to submit the 2011-2015 Race To The Top Phase 3 (RTT3) revised grant application, as per attachment X-C-21.

Budget transfers

22. To approve budget transfers in the amount of \$16,756.00, as per attachment X-C-22.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

PERSONNEL/NEGOTIATIONS COMMITTEE – Dr. May

All personnel actions are being taken by the recommendation of the Superintendent.

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the following Motions as presented:

District substitutes

1. To approve district substitutes for the 2011-2012 school year, as per attachment X-D-1.

Homebound instruction

2. To approve homebound instruction for the 2011-2012 school year, as per attachment X-D-2.

Fieldwork placement

3. To approve a Rowan University fieldwork placement, as per attachment X-D-3.

Retirement of Sommer

4. To accept a notice of retirement from Mary Sommer, Shaner School custodian, with her last day of employment to be June 30, 2012, as per attachment X-D-4.

Certificated staff

5. To approve certificated staff for the 2012-2013 school, as per attachment X-D-5:

a. Tenured

- b. Acquiring Tenure
- c. Non-Tenured
- d. Administrators

Salary subject to change at the conclusion of negotiations.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mr. Aiken, seconded by Dr. Erickson, to approve the following Motion as presented:

- 6. To approve non-certificated staff for the 2012-2013 school year, as per attachment X-D-6. **Non-certificated staff**
 - a. Board Office Staff

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the following Motion as presented:

- b. Technology

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mr. Aiken, seconded by Dr. Erickson, to approve the following Motion as presented:

- c. Full-time Paraprofessionals

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mr. Aiken, seconded by Dr. Erickson, to approve the following Motion as presented:

- d. Part-time Paraprofessionals

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Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the following Motion as presented:

e. Secretaries

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the following Motion as presented:

f. Food Service Staff

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mr. Aiken, seconded by Dr. Erickson, to approve the following Motion as presented:

g. Maintenance Staff

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the following Motion as presented:

h. Custodial Staff

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the following Motion as presented:

i. Other – Hess School Nurse and SRAO

Roll Call Vote: Six in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. Nay: Mrs. Capone. (6-1-0)

Salaries for 6a through 6i subject to change at the conclusion of negotiations.

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the following Motions as presented:

7. To approve a stipend for Cheryl Porreca in the amount of \$1,000.00 for the 2012-2013 school year for responsibilities assumed following the elimination of the Treasurer of School Monies position. **Stipend for Porreca**

8. To approve longevity for Scott Scott, Technology Coordinator, for the 2012-2013 school year in the amount of \$500.00 beginning October 1, 2012. **Longevity for Scott**

He is currently receiving \$400.00 longevity. This increase is in accordance with the H.T.S.C.D.A. contract effective through June 30, 2013 for 15 years of service.

Roll Call Vote: Six in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. Nay: Mrs. Capone. (6-1-0)

Motioned by Mr. Aiken, seconded by Dr. Erickson, to approve the following Motion as presented:

9. To change Paraprofessional positions from part-time to full-time for the 2012-2013 school year, as per attachment X-D-9. **Full-time paraprofessionals**

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

Motioned by Mr. Aiken, seconded by Mrs. Befano, to approve the following Motions as presented:

- Full time ESL Teacher and Speech Language Specialist**
10. To change the following positions from part-time to full-time for the 2012-2013 school year:
- a. ESL Teacher – Hess School – Position Control #20.04.17 BHZ
 - b. Speech Language Specialist – Hess School – Position Control #20.04 AMK
- Full time Secretary**
11. To change the Davies School part-time secretarial position to full time for the 2012-2013 school year, Position Control #19.03.29 AUC.
- Summer School Staff**
12. To approve the Language Arts Literacy Summer School staff for the Shaner and Hess Schools, as per attachment X-D-12.
- Kid's Corner Substitute**
13. To approve Robert Parsons, Sr. as a Kid's Corner Substitute at the rate of \$10.00/hour.
- Resignation of Arcinese**
14. To accept a letter of resignation from Marci Arcinese, Shaner School Special Education paraprofessional, effective May 9, 2012 with her last day of employment to be June 30, 2012, as per attachment X-D-14.
- Resignation of DeStefano**
15. To accept a letter of resignation from Alexandra E. DeStefano, Davies School paraprofessional, effective May 9, 2012 with her last day of employment to be June 30, 2012, as per attachment X-D-15.
- Salaries of Supervisors, Coordinators and Directors**
16. To approve the Supervisors, Coordinators and Directors salaries for the 2012-2013 school year, as per attachment X-D-16.

Roll Call Vote: Items #10 to #15: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0).
Item #16: Six in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. Nay: Mrs.

Capone. (6-1-0).

Motioned by Mr. Aiken, seconded by Dr. Erickson, to approve the following Motions as presented:

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| 17. | To approve Kristine Ellison as a full-time 12-month Child Study Team secretary beginning July 1, 2012 through June 30, 2013, Secretarial Guide, Step 3, for a total annual salary of \$25,729.00, as per attachment X-D-17. | Ellison, CST
Secretary |
| 18. | To approve a leave of absence for Miguel Rodriquez, full-time Hess School custodian. Mr. Rodriquez has requested to be placed on NJ Family Leave from April 24, 2012 through May 8, 2012 to care for his mother in Puerto Rico, as per attachment X-D-18. | Leave of absence
for Rodriquez |

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson.
(7-0-0)

POLICY COMMITTEE – Mr. Aiken

None

TRANSPORTATION COMMITTEE – Mrs. Melton

Motioned by Mrs. Melton, seconded by Mr. Anderson, to approve the following Motion as presented:

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| Club/activity
trips | 1. To approve club/activity trips for the 2011-2012 school year, as per attachment X-F-1. |
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Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

RESOLUTIONS

None

SOLICITOR'S REPORT

None

UNFINISHED BUSINESS

Mrs. Befano read a memo from Mr. Imlay concerning the recycling procedures. She also informed the Board as to Professor Hossay's meeting with the Facilities Committee who will be providing a proposal to the District for energy saving related services.

NEW BUSINESS

Motioned by Dr. Erickson, seconded by Mr. Aiken, to approve the following Motion as presented:

Notice of Board Meetings

- A. To approve the Board of Education Annual Notice of Board Meetings, as per attachment XIV-A.

Roll Call Vote: All in favor: Mr. Aiken, Mr. Anderson, Mrs. Befano, Mrs. Capone, Mrs. Kupp, Mrs. Melton, and Dr. Erickson. (7-0-0)

PUBLIC COMMENTS

Various staff members and members of the public commented on the following issues:

- A parent complained that he has been trying to get his children enrolled in our schools, but there have been issues regarding residency. Dr. Cappelluti will speak with him to resolve the issue.
- A staff member spoke regarding her sick days and the way the Board approved her FMLA.
- A member of the public who substitutes for the district asked for an increase in the daily rate of pay.
- A member of the public spoke about Summer School and asked for documentation requested through the Open Public Records Act.
- A member of the public asked Mr. Greco about the statutory savings clause in the HTEA contract and if it was proper for Mr. Ludwick to vote in disciplinary action. Mr. Greco explained.
- Mrs. Baldwin updated the Board on Hess School activities:
 - There are art exhibitions this week in the lobby.
 - Next week there will be a Science Fair in the lobby.
 - The field days will be on June 5 and 7.
 - Congratulated the physical education department who assisted with a morning student fitness program during NJASK testing.
 - Congratulated the Silver House and their chair, Janeen Bonomo, for raising funds for the Walk-a-Thon fund-raising program.

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- A parent expressed her disappointment that there was nothing on the website regarding the Board workshop and that she hopes the Board will work together.
- A member of the public commented on the meeting tonight and the fact that the prior workshop was held in Executive session. Dr. Erickson responded that the last session was different and involved discussion of various students and personnel. Mr. Greco explained the legal requirements.

EXECUTIVE SESSION

Motioned by Mr. Anderson, seconded by Mr. Aiken, to enter into Executive session for the purpose of personnel matters and discussion of the Superintendent's contract.

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 personnel and discussion of the Superintendent's contract. 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.

Voice Vote: (7-0-0) Motion carried.

The Board entered Executive session at 9:02 p.m.

The Board reconvened the regular meeting at 10:54 p.m.

ADJOURNMENT

Motioned by Dr. Erickson, seconded by Mrs. Befano, to adjourn the meeting.

Voice Vote: All in favor: (7-0-0) Motion carried.

The Hamilton Township Board of Education meeting adjourned at 10:54 p.m.

Martha J. Jamison, CPA
Board Secretary

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