

BETHLEHEM TOWNSHIP BOARD OF EDUCATION
280 ASBURY-WEST PORTAL ROAD
ASBURY, NEW JERSEY 08802
908-479-6336



REGULAR MEETING MINUTES

July 27, 2022

For the Regular Meeting of the
Bethlehem Township Board of Education on Wednesday, July 27, 2022 at 7:00 p.m. in the
Ethel Hoppock Middle School Library

I. CALL TO ORDER - Mr. Harris called the meeting to order at 6:34 p.m.

II. PUBLIC MEETING NOTICE

In compliance with the Open Public Meetings Act of New Jersey, adequate notice of this meeting was provided by sending notice to: The Hunterdon County Democrat, Bethlehem Township Clerk, email sent to school community and township residents, by posting on the bulletin boards in the Ethel Hoppock Middle School and Thomas B. Conley Schools and by posting notice on the Board of Education website at <http://btschools.org/>

III. PLEDGE OF ALLEGIANCE

IV. ROLL CALL

Mr. Michael Hale	absent	Ms. Jennifer Seibert	x
Ms. Jenny Holmes	absent	Ms. Stephanie Yager	x
Ms. Jessica Romero	x	Mr. Kyle Harris	x
Mr. Travis Roop	x		

Administration Present:

Dr. Edward Keegan, Interim CSA
Mr. Brian Latzke, SBA/BS

V. EXECUTIVE SESSION #1

MOTION by Mr. Roop, seconded by Ms. Romero. On a unanimous voice vote, the Board adjourned to closed session at 6:35 p.m.

BE IT RESOLVED pursuant to Section 7 of the Open Public Meetings Act (N.J.S.A. 10:4-12), that the Board enter into Closed Session at this time to discuss confidential matters pertaining to Personnel, including recommendations for appointments; termination of employment; terms and conditions of employment; evaluation of the performance of, promotion, or discipline of board employees or prospective employees; changes in salary; changes in assignment; and leaves of absence.

BE IT FURTHER RESOLVED that the matters discussed in closed session should be made public as soon as the need for confidentiality no longer exists, but it is not known at this time when that may be.

MOTION by Roop, seconded by Romero, to reconvene in public session. On a unanimous voice vote, the

Board reconvened in public session at 7:03 p.m.

Committee Reports:

- a. Policy - none
- b. Transportation and Community Relations - Mr. Roop stated a meeting is scheduled for 8/1/22.
- c. Curriculum and Student Activities - none
- d. Finance - Ms. Seibert provided an update on the status of the DRG contract for the Conley addition project.
- e. Negotiations and Personnel - Mr. Roop stated an update would be given in the Executive Session.
- f. Building and Grounds and Technology - Mr. Harris provided updates from the Building and Grounds meeting that included Pat Seiwel, DRG architects. Meeting focused on the history of the project and review of the most recent schematics that had been submitted to the NJDOE.

Discussion ensued regarding the status of the project and current progress. Topics included utilization of space, teacher and community input, and how best to get all board members an opportunity to discuss the project. It was decided that a special meeting would be held on August 3, 2022 to discuss these topics in more detail.

VI. CORRESPONDENCE

Kim Hale - Middle school scheduling

Dr. Keegan added that he, Jane Smith, and Sally Klemm have been reviewing the schedule to see if changes are possible.

VII. PUBLIC COMMENTS - Agenda Items Only

Public participation at board meetings is intended to allow individual members of the public to address the Board of Education on issues of public concern. The public comment period is an opportunity for the Board to listen to citizen concerns, but not to debate issues or enter into a question-and-answer session or a “cross examination” between the public and individual members. While all comments made by the public will be taken under advisement, the Board will not respond to comments made by the public.

- Pursuant to Board Policy #0167:
 - all statements from the public must be directed to the President or other presiding officer; no participant may address or question board members individually.
 - members of the public who wish to make a statement during the Public Comments portion of the meeting may speak for no more than three (3) minutes.
 - members of the public must identify themselves prior to speaking. Please state your name and address and group affiliation, if appropriate.

Dawn Muir - Requested that the district bring back a full year of Art for students. Would love to see the district add a stage in the addition project, if possible.

VIII. MINUTES - M1

Mr. Harris requested a motion and a second for the approval of the following minutes.

Special Meeting Minutes June 14, 2022	Special Meeting Executive Minutes June 14, 2022
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Regular Meeting Minutes June 22, 2022	Executive Meeting Minutes June 22, 2022
Special Meeting Minutes June 28, 2022	Special Meeting Executive Minutes June 28, 2022

BE IT RESOLVED that the minutes of the Board of Education meeting, held on the dates indicated as transcribed, be approved and filed.

	Mr. Michael Hale	Ms. Jenny Holmes	Ms. Jessica Romero	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager	Mr. Kyle Harris
Motion			2nd	Motioned			
Aye			x	x	x	x	x
Nay							
Abstain				Only on 6/22/2022	Only on 6/28/22		
Absent	x	x					

June 14, 2022 (Regular and Executive) 5-0-0. Motion carries.

June 22, 2022 (Regular and Executive) 4-0-1 Motion carries.

June 28, 2022 (Regular and Executive) 4-0-1 Motion carries.

IX. SCHOOL BOARD PRESIDENT REPORT

Mr. Harris thanked Dr. Keegan for work thus far and returning to the district during the transition to a new CSA.

X. INTERIM CHIEF SCHOOL ADMINISTRATOR REPORT

Dr. Keegan reported on the current high level of COVID reported in Hunterdon County. Start of school is approaching. PD planned based on feedback from teachers. Bringing back days where students in middle grades walk their schedule prior to the start of the year.

XI. SCHOOL BOARD ADMINISTRATOR REPORT

Mr. Latzke provided an update on the final phase of the roof project at Conley. Initial inspection complete. Some final touch up portions required before final approval. Fiscal year 2022 is underway with an initial visit today.

XII. FINANCE

Mr. Harris requested a motion and a second on Finance items A through H

A. Approval of Bills List - Att #1 and Att #2

BE IT RESOLVED that the Board approve the attached lists of district bills for payment as presented by the School Business Administrator.

Bill List 1: June 30, 2022 through June 30, 2022, for a total amount of \$162,245.07, which includes one payroll

on June 30, 2022.

Bill List 2: July 1, 2022 through July 27, 2022, for a total amount of \$473,849.97, which includes one payroll July 15 2022.

B. Approval of Transfers for June 21, 2022 through June 30, 2022 Att#2

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the transfers for June 21, 2022 through June 30, 2022.

C. Approval of Board, staff workshop attendance and travel expenditures

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, make the findings and approve attendance and travel for the following workshops/meetings.

- that travel is directly related to and within the scope of the employee or Board member's duties or responsibilities; and for employees, the school district's professional development plan;
- that travel is critical to the instructional needs of the district or furthers the efficient operation of the district;
- that the travel is in compliance with state and federal travel payment guidelines; and
- that the travel is in compliance with the District policy on travel.

Date(s)	Admin./Staff Member	Where	Cost	Substitute Needed
Oct. 19, 2022 - 1 day	Cynthia Arancio, School Nurse	31st Annual School Health Conference, Somerset, NJ	Regis.-\$99.00 Mileage - \$27.65	Yes - One nurse sub. At \$150.00
August 8, 2022 - 8:00 AM - 1:00 PM	Anthony Negggers, Facilities Manager	NJSBGA Summer Summit Mercer Oaks Golf Course, West Windsor, NJ	Registration \$0	No

D. Approval of Two Year Janitorial Services Contract with the Township of Bethlehem for 2022 through 2024 - Att #

BE IT RESOLVED, that the Board upon recommendation of the Interim Chief School Administrator, approve the Janitorial Services contract between the Bethlehem Township Board of Education and the Township of Bethlehem. Bethlehem Township Board of Education to provide Bethlehem Township with four hours of janitorial services per week at a rate of \$27.95 per hour.

E. Approval of Jointure Bus Transportation Agreement for the 2022-2023 School Year - Att

BE IT RESOLVED, that the Board upon recommendation of the Interim Chief School Administrator, approve the district bus transportation jointure agreement for the 2022-2023 School Year with Delaware Valley Regional High School Joint Transportation Services, in Frenchtown, NJ, in the amount of \$291,081.00 (Includes 9 bus routes). Effective August 25, 2022 through June 30, 2022. Additional trips billed at \$270.00 (1-3 hours), \$85.00 for each additional hour. One -way athletic events billed at \$190.00 per one-way trip.

F. Approval of submission of Annual Temporary Facility Approvals for the 2022-2023 school year.

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, submit the Annual Temporary Facility Approvals for the 2022-2023 school year to the Executive County Superintendent.

Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms	Room 138
Dual Use of Educational Space	Rooms 110, 113, 119, and 142

G. Approval of Shared Services Agreement for Technology Services with Delaware Valley Regional High School Board of Education for the 2022-2023 School Year Att

BE IT RESOLVED, that the Board upon recommendation of the Interim Chief School Administrator, approve the shared services agreement for technology services for the 2022-2023 School Year with Delaware Valley Regional High School, in Frenchtown, NJ at the following hourly rates:

IT Director	\$90.00
Network Specialist	\$80.00
Technician Level 2	\$70.00
Technician Level 1	\$60.00
Materials /Equipment	Billed at cost

H. Approval of Contract with the Glasberg Behavioral Consulting Services, LLC Att

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve a contract with the Glasberg Behavioral Consulting Services, LLC, West Windsor, NJ, to provide behavior analytical services. Effective July 1, 2022 - June 30, 2023. Hourly rate of \$165.00 up to 20 hours.

	Mr. Michael Hale	Ms. Jenny Holmes	Ms. Jessica Romero	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager	Mr. Kyle Harris
Motion			2nd	Motioned			
Aye			x	x	x	x	x
Nay							
Abstain							
Absent	x	x					

Motion carries (5-0-0)

XIII. EDUCATION

Mr. Harris requested a motion and a second on Education item A.

A. Approval of Staff Flu Clinic in September 2022

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve the Flu Clinic offered for Conley and Hoppock School staff members on Monday, September 26, 2022. The Flu Clinic is sponsored by the Clinton Shop-Rite Pharmacy and there is no cost to staff members.

	Mr. Michael Hale	Ms. Jenny Holmes	Ms. Jessica Romero	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager	Mr. Kyle Harris
Motion			2nd	Motioned			
Aye			x	x	x	x	x
Nay							
Abstain							
Absent	x	x					

Motion carries (5-0-0)

XIV. POLICY

Mr. Harris requested a motion and a second on Policy item A.

A. Approval of First Reading of Policy

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve the First Reading of the following policy -

Policy #8420 - Emergency and Crisis Situations

Discussion - Dr. Keegan discussed the policy focus on drills. Ms. Seibert asked about security of doors and access to keys.

	Mr. Michael Hale	Ms. Jenny Holmes	Ms. Jessica Romero	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager	Mr. Kyle Harris
Motion			2nd			Motioned	
Aye			x	x	x	x	x
Nay							
Abstain							
Absent	x	x					

Motion carries (5-0-0)

XV. PERSONNEL

Mr. Harris requested a motion and a second on Personnel items A-F with Addendum adding K. Petri-Harvey as Soccer Coach to Stipend Advisor List.

A. Approval of Stipend Advisors for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve the following stipend advisors for the 2022-2023 School Year:

Staff Member	Stipend Activity	Amount
Erin Baehr	Homework Help - Writing Art Club	\$457.00 \$571.00
Tom Brotzman	Athletic Director	\$1,799.00
Ken Bobal	Baseball Coach	\$2,053.00
Victoria Dietz Kamerone Jeter	Split Peer Leadership - EHMS Co-Advisors	\$970.00 - split - \$485.00 each
Edward Grannis	Homework Help - Science Chess Club - EHMS	\$457.00 \$570.00
Bonnie Mulhern	Yearbook Advisor	\$1,470.00
Kathleen Petri-Harvey	Soccer Coach	\$2,053.00
Edward Wyant	Cross Country Coach	\$2,053.00

B. Approval of Nursing Student to Shadow School Nurses - Fall 2022

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve Laura Caravito, to shadow School Nurse Cynthia Arancio and School Nurse Shannon Scanlon for the Fall semester to fulfill 52 hours of clinical experience for her Rutgers RN-BSN Community Clinical Course. The program will begin on September 6 through December 15, 2022.

C. Approval of Substitute Teacher for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve Mr. Nicholas Andrian, as a substitute teacher for the 2022-2023 School Year (Pending Criminal History Review/Health Screening).

D. Approval of Substitute List for the 2022-2023 School Year - Att #

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the substitute list for the 2022-2023 school year.

E. Approval of School Aide Position for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator,

approve Bonnie Mulhern for a full time 1:1 Conley School aide position (10 month) at a salary of \$23,701.00. Effective August 25, 2022.

F. Approval of Amendment of School Aide Assignment for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, amend the salary of Shannon Baglioni-Conover from part-time Conley School duty aide to part-time Conley School classroom aide (10 month; 0.83 F.T.E.) at a salary of \$19,672.00. Effective August 25, 2022

Discussion: Ms. Seibert asked if certain programs were not happening. If they did not appear on the list Mr. Latzke confirmed that not all have been filled, but that does not mean the activity is running.

	Mr. Michael Hale	Ms. Jenny Holmes	Ms. Jessica Romero	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager	Mr. Kyle Harris
Motion				Motioned			2nd
Aye			x	x	x	x	x
Nay							
Abstain							
Absent	x	x					

Motion carries (5-0-0)

XVI. OLD BUSINESS

Ms. Seibert asked for clarification on how the purchase orders would be set up to track the prepaid amount to DRG. Remaining amount on the original invoice is currently encumbered in Fund 12.

XVII. NEW BUSINESS

Discussion of Spanish curriculum and options for a teacher. Virtual, in-person, and self-paced discussed. Discussion of follow-up with Maschio’s for a meeting ad-hoc versus board presentation. Discussion about menu options and whether the breakfast option would become available in the future.

XVIII. PUBLIC COMMENTS

Dawn Muir - Hoping the district can secure a teacher instead of continuing the option from last year.

XIX. EXECUTIVE SESSION #2

by Mr. Roop, seconded by Ms. Romero. On a unanimous voice vote, the Board adjourned to closed session at 8:37 p.m.

WHEREAS, the New Jersey Open Public Meetings Act authorizes a public body to exclude the public from that portion of a meeting at which the Board of Education discusses topics falling within certain specified exceptions to the requirement for open public meetings; and

WHEREAS, the Board of Education wishes to discuss matters that fall within one or more of the statutory exceptions to open public meetings;

BE IT RESOLVED pursuant to Section 7 of the Open Public Meetings Act (N.J.S.A. 10:4-12), that the Board adjourn from public session and enter into executive session at this time to discuss confidential matters pertaining to Personnel, including recommendations for appointments; termination of employment; terms and conditions of employment; evaluation of the performance of, promotion, or discipline of board employees or prospective employees; changes in salary; changes in assignment; and leaves of absence.

BE IT FURTHER RESOLVED that the matters discussed in executive session should be made public as soon as the need for confidentiality no longer exists, but it is not known at this time when that may be.

MOTION by Mr. Roop, seconded by Mr. Harris for the Board to reconvene in public session. On a unanimous voice vote the Board reconvened in public session at 9:52

XX. NOTEWORTHY DATES:

1. August 17, 2022 - Board of Education Meeting - Hoppock School Library - Executive Session Meeting begins at 6:30 p.m. and the Regular Public Meeting begins at 7:00 p.m.
2. August 22 - 24, 2022 - Teachers report for the 2022-2023 School Year
3. August 25, 2022 - First day of school for students - Early Dismissal Day
4. August 26, 2022 - Early dismissal day

XXI. ADJOURNMENT

MOTION TO ADJOURN by Ms. Yager, seconded by Mr. Roop to adjourn the meeting. On a unanimous voice vote, the meeting was adjourned at 9:52 p.m.

Respectfully submitted,



Brian Latzke
School Business Administrator/Board Secretary
Board of Education Approved: 8/17/2022