

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



REORGANIZATION MEETING MINUTES

January 7, 2021

For the Reorganization Meeting of the Bethlehem Township Board of Education
being held by video conference call and
video conference on Thursday, January 7, 2021 at 6:30 p.m

- I. **CALL TO ORDER** - Mrs. Beverly Vlietstra, School Business Administrator at 6:30 p.m.
- II. **PLEDGE OF ALLEGIANCE**
- III. **STATEMENT OF ADEQUATE NOTICE:**

In compliance with the Open Public Meetings Law of New Jersey, adequate notice of this meeting was provided by sending notice to: The Courier News, Bethlehem Township Clerk and by posting it at the main entrances at the Ethel Hoppock and Thomas B. Conley Schools and on the District website.

There are two options to participate in the meeting - please use the Google Meet link below or join by phone:

[Join With Google Meet](https://meet.google.com/isd-mepf-rxc) meet.google.com/isd-mepf-rxc OR Join by phone (US) +1 636-498-4113 PIN: 407 756

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IV. ROLL CALL

Mrs. Debra D. Roosen Present
Ms. Kellie Bancalari Present
Mr. Gregory Glazar Present

Dr. Gregory C. Farley, CSA Present
Mrs. Beverly Vlietstra, Interim SBA/BS Present
Ms. Teresa Moore, Attorney Present

V. CORRESPONDENCE

A. Letter of Resignation received from Ms. Kellie Bancalari. Ms. Bancalari is resigning from her Board Member seat on the Board of Education, effective January 8, 2021. Mrs. Vlietstra and the Board wished Ms. Bancalari well in her endeavors.

VI. ORGANIZATION OF THE BOARD OF EDUCATION

A. Oath of Office

Mrs. Vlietstra will administer the Oath of Office to elected Board Members (as reported at the December 15, 2020 board meeting) Ref: 18A: 12-2.1:

- Travis Roop (Three year term)
- Kyle Harris (Three year term)

Mrs. Vlietstra will also administer the Oath of Office to the following Board Member who was selected at the December 15, 2020 board meeting to fill the vacant seat on the board for one year-January 2021 through Reorganization Meeting in January 2022:

- Mr. John Logar (One year term)

B. Nomination of President

Mrs. Vlietstra opened the floor for nominations of the Board President. Ref: 18A:15-1.

MOTION by Mr. Logar and seconded by Mr. Harris to nominate Mrs. Roosen as Board President. There were no other nominations.

On a roll call vote, all present were in favor, and the motion carried.

Mrs. Vlietstra hands the gavel to the new President of the Board.

New President opens the floor for nominations of the Vice-President. Ref: 18A:15-1.

C. Nomination of Vice-President

MOTION by Mr. Logar and seconded by Mr. Glazar to nominate Mr. Harris as Vice President of the Board. There were no other nominations.

On a roll call vote, all present were in favor, and the motion carried.

VII. Code of Ethics Presentation to the Board by Ms. Teresa Moore, Board Attorney -Handout

VIII. BOARD ACTION

The following motions/resolutions (A-H) will be in effect through December 31, 2021:

A. Reading and sign-off of the Board Members' Code of Ethics - Org- Att #1

BE IT RESOLVED that the Board adopt the Board Member Code of Ethics as attached and all members will sign that they have received them.

B. Designation of Official Newspapers for publication of legal notices and advertisements.

BE IT RESOLVED that the "Hunterdon County Democrat", the "Star Ledger", the "Courier News" and the "Express Times" are hereby designated as official newspapers of the Board of Education of the Bethlehem Township School District for the publication of legal notices and advertisements.

C. Designation of depositories for district funds

BE IT RESOLVED that Investor Savings is hereby designated as depository for funds of the

Bethlehem Township School District, and be it further

RESOLVED that Investor Savings is hereby designated as the depository for the Current Operating Account, Payroll Agency Account, Payroll Account, Payroll Tax Account, Cafeteria Account, Summer Pay Account, Flexible Spending Account, Summer Program Account, Student Activities of T.B. Conley Elementary School and E. Hoppock Middle School of the Board of Education of the Bethlehem Township School District.

D. Designation of signatures for district checking accounts

BE IT RESOLVED that the Current Operating Account of the Bethlehem Township School District be drawn upon the signatures of the President or Vice-President of the Board of Education and the Secretary of the Board of Education. Two (2) signatures are required and, be it further

RESOLVED that the Payroll Agency Account of the Bethlehem Township School District be drawn upon the signature of the Chief School Administrator. One (1) signature is required and, be it further

RESOLVED that the Payroll Account of the Bethlehem Township School District be drawn upon the signature of the Chief School Administrator, based on the payroll prepared by the Secretary of the Board of Education, approved by the President, and/or Vice-President of the Board of Education. One (1) signature is required, and be it further

RESOLVED that the Summer Pay Account of the Bethlehem Township School District be drawn upon the signature of Secretary of the Board of Education. One (1) signature is required, and be it further

RESOLVED that the Flexible Spending Account of the Bethlehem Township School District be drawn upon the signature of Secretary of the Board of Education. One (1) signature is required, and be it further

RESOLVED that the Summer Program Account of the Bethlehem Township School District be drawn upon the signature of Secretary of the Board of Education. One (1) signature is required, and be it further

RESOLVED that the Student Activities Account of the Bethlehem Township School District be drawn upon the signature of the Principal of the school. One (1) signature is required.

E. To establish date, time and place for regularly scheduled meetings of the Board of Education Org.-Att #2

BE IT RESOLVED that the regular meeting of the Board of Education of the Bethlehem Township School District will be held twice monthly on the second and fourth Tuesday of each month, except where scheduled holidays or a scheduling conflict exist. The meetings will be held Virtually or in the Multi-Purpose Room (#2) at the Ethel Hoppock Middle School, 280 Asbury-West Portal Road, Asbury, New Jersey, with exceptions designated by the Board of Education, and, be it further

RESOLVED that monthly committee meetings of the Board of Education of the Bethlehem Township School District will be held as needed in the Chief School Administrator's Office at the Ethel Hoppock Middle School, or held Virtually, and be it further **RESOLVED** that all meetings begin at 6:30 p.m. unless otherwise noted.

F. To adopt existing Board of Education Policies

BE IT RESOLVED that the Policies, Bylaws, Assets and Contractual Obligations presently in

existence, be adopted by the Board of Education of the Bethlehem Township School District.

G. To adopt existing Curricula

RESOLVED that the curricula, presently in existence, be adopted by the Board of Education of the Bethlehem Township School District.

H. To adopt existing Textbooks

RESOLVED that all textbooks, presently in use be adopted by the Board of Education of the Bethlehem Township School District.

MOTION by Mr. Glazar and seconded by Mr. Logar to approve the Board Action items A-D and F-H.

On a roll call vote, all present were in favor and the motion carried.

MOTION by Mr. Logar and seconded by Mr. Harris on Board Action Item E. The Board discussed Item E and having two board meetings a month instead of one, and whether to have the meetings in person. The Board decided to keep the meetings virtual until the COVID-19 restrictions are lifted, and the technology is working well with the virtual and in-person audience.

On a roll call vote, all present were in favor and the motion carried.

IX. FINANCE - None

X. PERSONNEL

The following appointments (A-R) will be in effect through December 31, 2021:

- A. **Board Secretary** - Mrs. Beverly Vlietstra as the Interim Board Secretary.
- B. **Investment Officer** - Mrs. Beverly Vlietstra is designated to manage the investment program.
- C. **Purchasing Agent** - Mrs. Beverly Vlietstra is designated as the district Purchasing Agent.
- D. **Custodian of School Records** - Mrs. Beverly Vlietstra is designated as the Custodian of School Records.
- E. **AHERA Asbestos Program Manager** - Mr. Steve Douglas is designated as the AHERA Asbestos Program Manager.
- F. **Hazardous Material Management Program Manager** - Mr. Steve Douglas is designated as the Hazardous Material Management Program Manager.
- G. **Health and Safety Program Manager** - Mrs. Beverly Vlietstra is designated as the Health and Safety Program Manager.
- H. **Affirmative Action Officer** - Ms. Rebecca Billera is designated as the Affirmative Action Officer.
- I. **Chemical Hygiene Officer** - Mr. Steve Douglas is designated as the Thomas B. Conley School Chemical Hygiene Officer and the Ethel Hoppock Middle School Chemical Hygiene Officer.

- J. Integrated Pest Management and Right to Know Officer – Mr. Steve Douglas is designated as the Thomas B. Conley School Integrated Pest Management Officer and Right to Know Officer and as the Ethel Hoppock Middle School Integrated Pest Management Officer and Right to Know Officer.
- K. Air Quality Designee – Mr. Steve Douglas is designated as the Thomas B. Conley School Air Quality Officer and the Ethel Hoppock Middle School Air Quality Officer.
- L. Director of Special Services Pre-K-8 – Mrs. Sally Klemm is designated as the Director of Special Services Pre-K-8.
- M. Coordinator of 504 Services – Mrs. Sally Klemm is designated as the Coordinator of 504 Services.
- N. District Anti-Bullying Coordinator – Mrs. Sally Klemm is designated as the District Anti-Bullying Coordinator.
- O. Representative to Educational Services Commission – Dr. Gregory C. Farley is designated as the district representative to the Educational Services Commission.
- P. Attendance Officer – Dr. Gregory C. Farley is designated as the district Attendance Officer.
- Q. Public Agency Compliance Officer – Dr. Gregory C. Farley, as required by P.L. 1975 Chapter 27, for the enforcement of affirmative action procedures in procurement is designated as the District Public Agency Compliance Officer.
- R. District School Safety Specialist - Mrs. Kameron Jeter is designated as the District School Safety Specialist.

MOTION by Mr. Glazar and seconded by Ms. Bancalari to approve Personnel items A-R.

On a roll call vote all present were in favor, and the motion carried.

- XI. **DISCUSSION OF COMMITTEES** – No motion – tabled to Work Session
 - a. Policy Committee
 - b. Technology and Community Relations Committee
 - c. Curriculum and Student Activities Committee
 - d. Finance, Transportation and Building and Grounds Committee
 - e. Negotiations Committee
 - f. Board Delegate to High School Sending District Committee (President or Vice-President)
 - g. Hunterdon County School Boards – Delegate and Alternate
 - h. NJSBA delegate and Alternate

XII. **PUBLIC COMMENTS** – No Comments at the time. Ms. Malaveasy congratulated new board members

Please be advised:

- Pursuant to Board Policy #0167, 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.
- 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.
- Pursuant to Board Policy #0164.6, the Board shall require members of the public to identify themselves prior to speaking. Please state your name and address, or name and group you are representing.
- Since this meeting is being held by video conference call and videoconference due to the coronavirus pandemic, if the public wishes to make a comment, they may do so by:
 - (1). Calling in to the number provided for participants on the videoconference or by Google Meet. Press *6 to unmute during the call and *6 again to mute.
 - (2). Sending an email to Mrs. Beverly Vlietstra, School Business Administrator/Board Secretary - sba@btschools.org prior to 5:00 p.m. on the day of the meeting. In the subject line, please write "public comment" if you wish for your email to be read verbatim during the public comments section of the meeting.
- Public participation at board meetings is intended to allow individual members of the public to address the Board 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.

XIII. NOTEWORTHY DATES:

- A. **January 13, 2021 – Work Session- Held virtually – 6:30 p.m.**
- B. **January 21, 2021 Hunterdon County School Boards 6:30 – 8:30p.m. virtually**
- C. **January 27, 2021 (Tentative Date) - Regular Board of Education Meeting - Held Virtually - 6:30 p.m.**

Mr. Logar mentioned the resignation of the two board members and the need to advertise. Mrs. Roosen thanked Ms. Bancalari for her service on the Board, and also welcomed the new board members, Mr. Logar, Mr. Harris and Mr. Roop and thanked them for stepping forward to service on the Board.

XIV. ADJOURNMENT

Motion by Mr. Roop and seconded by Mr. Harris to adjourn the meeting. On a voice vote, all were in favor, and the meeting adjourned at 7:12 p.m.

Respectfully Submitted,



Beverly Vlietstra
Interim Business Administrator/Board Secretary