

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



**REGULAR MEETING AGENDA**  
January 26, 2022 - 7:00 p.m.

For the Regular Meeting of the  
Bethlehem Township Board of Education on Wednesday, January 26, 2022 at 7:00 p.m. in the  
Ethel Hoppock Middle School Multi-Purpose Room (#2)

**I. CALL TO ORDER - President Harris called the meeting to order at 6:33 p.m.**

**II. PUBLIC MEETING NOTICE**

In compliance with the Open Public Meetings Law 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**

Board members present: Mr. Harris, Mr. Hale, Ms. Holmes, Ms. Hnat, Mr. Roop, Ms. Seibert  
Administration present: Ms. Roncoroni, Mr. Latzke  
Attorney present: Ms. Moore

**V. EXECUTIVE SESSION #1**

**MOTION** by Mr. Roop, seconded by Mr. Hale to enter executive session.

**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.

**Vote: On a voice vote, all were in favor and the Board entered executive session at 6:38 p.m.**

**MOTION** by Mr. Roop, seconded by Ms. Seibert, to return to public session.

On a voice vote, all were in favor and the Board returned to public session at 7:02 p.m.

**VI. CORRESPONDENCE - none**

**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.

**VIII. MINUTES - M1**

**MOTION** by Mr. Roop, seconded by Mr. Hale.

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

September, 22, 2021 - Regular Session Minutes

October 13, 2021 - Work Session Minutes

October 13, 2021 - Executive Session Minutes

October 27, 2021 - Regular Session Minutes

October 27, 2021 - Executive Session Minutes

November 10, 2021 - Work Session Minutes

November 10, 2021 - Executive Session Minutes

November 17, 2021 - Regular Session Minutes

November 17, 2021 - Executive Session Minutes

December 15, 2021 - Regular Session Minutes

December 15, 2021 - Executive Session Minutes

**Vote:** On a roll call vote, the results were as follows.

Minutes		
9/22/21	2 yes 4 abstentions	Motion carries
10/13/22, 10/27/22, and 12/15/22	4 yes, 2 abstentions	Motion carries
11/10/21	3 yes, 3 abstentions	Motion carries
11/17/21	2 yes 4 abstentions	Motion carries

**IX. INTERIM CHIEF SCHOOL ADMINISTRATOR REPORT**

- Ms. Roncoroni presented on the HIB Report Card for both Hoppock and Conley Schools. Focused on areas of improvement with a goal of reaching 75/78 for both

schools. Mrs. Roncoroni presented information provided by teachers about current lessons at all grade levels.

#### **X. SCHOOL BOARD PRESIDENT REPORT**

Mr. Harris commented on positive communication between board members and filling open board seat.

#### **XI. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT**

Mr. Latzke updated the board on ethics disclosure statements and annual training. Updated on the board on the status of the audit and the extension that state has provided until March 15th due to delay in release of New Jersey Division of Pension and Benefits information.

#### **XII. BOARD ACTION**

**MOTION** by Mr. Hale, seconded by Mr. Roop..

##### **A. Acknowledgement of January as School Board Recognition Month**

**BE IT RESOLVED** that the Board upon recommendation of the Chief School Administrator recognize January as School Board Recognition Month. In honor of Board Recognition Month, a special thank you to the Board of Education Members for serving on the board.

**WHEREAS**, The New Jersey School Boards Association has declared January 2022 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

**WHEREAS**, The Bethlehem Township School District Board of Education is one of more than 580 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

**WHEREAS**, The Bethlehem Township School District Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

**WHEREAS**, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12<sup>th</sup> grade; and

**WHEREAS**, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

**WHEREAS**, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

**WHEREAS**, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

**WHEREAS**, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores, and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

**RESOLVED**, That the Bethlehem Township School District Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2022 as SCHOOL BOARD RECOGNITION MONTH; and be it further

**RESOLVED**, That the Bethlehem Township School District Board of Education urges all New

Jersey citizens to work with their local boards of education and public school staff toward the advancement of our children's education.

Discussion: Ms. Roncoroni thanked the BOE members for their efforts.

Vote: On a voice vote, all present were in favor. Motion carries.

**XIII. FINANCE**

**MOTION** by Mr. Hale, seconded by Ms. Seibert to approve items A-D

**A. Approval of Updated Bills List - Att #1**

**BE IT RESOLVED** that the Board approve the attached Updated list of district bills for payment as presented by the School Business Administrator for the period December 16, 2021 through January 26, 2022, for a total amount of \$1,015,029.97, which includes two payrolls - December 23, 2021 and January 14, 2022..

**B. Approval of Board, staff workshop attendance and travel expenditures**

**BE IT RESOLVED** that the Board, upon recommendation of the Interim 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
January 8, 15, 22, and 29, 2022	Brian Latzke, SBA/BS	NJASBO - School Law Morris Plains, NJ	\$280	No
February 5, 12, 26, 2022 and March 5, 2022	Brian Latzke, SBA/BS	NJASBO - Insurance/Risk Management Morris Plains, NJ	\$280	No
April 23 and 30, 2022 May 7 and 14, 2022	Brian Latzke, SBA/BS	NJASBO - School Plant Planning Morris Plains, NJ	\$280	No
March 12, 19, and 26 2022 April 2, 2022	Brian Latzke, SBA/BS	NJASBO - Personnel Administration/Labor Relations Morris Plains, NJ	\$280	No

**C. Approval of Coordinated Transportation with Warren County Special Services School**

**District (WCSSD) for the 2022-2023 School Year - Att #2**

**WHEREAS**, the **BETHLEHEM TOWNSHIP SCHOOL DISTRICT** Board of Education desires to transport students for the purpose of special education, non-public school education, or their own public school students to specific destinations; and

**WHEREAS**, the Warren County Special Services School District hereinafter referred to as WCSSSD offers coordinated transportation services; and

**WHEREAS**, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness;

**NOW THEREFORE**, it is agreed that in consideration of pro-rated contract costs, plus a 4% administration fee as presented to the **BETHLEHEM TOWNSHIP SCHOOL DISTRICT** Board of Education as calculated by the billing formula adopted by the WCSSSD's Board of Education and according to the attached schedule.

**D. Approval of Contract with the Glasberg Behavioral Consulting Services, LLC - Att #3**

**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 February 2, 2022 until terminated upon written notice from one party to the other. Fee of \$195 per hour up to 20 hours.

**Vote:** On a roll call vote, all present were in favor. The motion carries.

**XIV. EDUCATION**

**MOTION** by Mr. Hale, seconded by Mr. Roop to approve items A-C.

**A. HIB Incident Report**

**Harassment, Intimidation and Bullying Investigation(s) for the 2021-2022 School Year:**

School	Date of Incident	Report #	Classified HIB Y/N
Thomas B. Conley School	11/9/21	2	No
Thomas B. Conley School	12/17/21	3	Yes

**B. Acceptance of Fire and Security Drill Reports for the month of January 2022**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, accept the Fire and Security Drill Reports for the month of January for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
January 2022	TBC	01/24/2022	01/10/2022

January 2022	EHMS	01/19/2022	01/21/2022
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**C. Approval of the Submission of Harassment, Intimidation and Bullying Self Assessment Grades for**

**the 2020-2021 School Year**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve the Submission of the Harassment, Intimidation and Bullying (HIB) Self Assessment to the NJ Department of Education for the 2020-2021 School Year for the Thomas B. Conley School and Ethel Hoppock Middle School.

Mr. Harris suggested to separate Item A as two BOE members were not present.

**Vote :** On a roll call vote. Item A report #2, 4 yes, 2 abstain. Items A#3 through - C. On a roll call vote, all present were in favor. Motion carries.

**XV. PERSONNEL**

**MOTION** by Mr. Hale, seconded by Mr. Roop.

**A. Adjustment of Salary for Language Arts/Writing Teacher for the 2021-2022 School Year**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve the salary adjustment of the newly hired Hoppock School Language Arts/Writing Teacher, Ms. Erin Baehr, for the 2021-2022 School Year, effective on or about February 1, 2022. Ms. Baehr will be placed on the salary guide at MA, Step 1 at a salary of \$55,483.00 (pro-rated). Ms. Baehr was approved on 12-15-21 at BA, Step 1, at a salary of \$52,283.00. Pending Criminal History Review and Health Screening.

**B. Approval of Pre-School Teacher's Aide for the 2021-2022 School Year**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve Tara Stewart for the position .83 FTE Preschool Teacher's Aide (10 month position) for the 2021-2022 school year at a salary of \$19,140.00. Effective retroactively to January 3, 2022.

**C. Approval of Substitute Teacher's Aide for the 2021-2022 School Year**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve Shannon Conover as a substitute teacher's aide for the 2021-2022 School Year. Pending Criminal History Review and Health Screening.

**D. Approval of Revised Facilities Manager Job Description - Att #4**

**BE IT RESOLVED** upon recommendation of the Interim Chief School Administrator, the Board approve the Facilities Manager Job Description for the Bethlehem Township School District.

**E. Approval of Facilities Manager for the 2021-2022 School Year**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve Anthony Neggers for the position of 12 month, Full Time Facilities Manager for the 2021-2022 School Year at a salary of \$75,000 (pro-rated). Effective on or about April 1, 2022. Pending Criminal History Review and Health Screening.

**Discussion:** Ms. Seibert asked if all positions were replacement positions.

**Vote:** On a roll call vote, all present were in favor. Motion carries.

**XVI. OLD BUSINESS** - Mr. Harris recommended committee members decide on a chairperson. Ms. Seibert asked about how committees should set meeting times. It was discussed that members should reach out to Ms. Roncoroni to set up meetings.

**XVII. NEW BUSINESS**

Mr. Roop discussed that the communication committee begin facilitating a discussion with the BTEA. Discussion about technology that would be required to have BOE meetings broadcast.

**XVIII. PUBLIC COMMENTS**

Ms. Corcoran asked about the district long range plan and whether the most recent census data was used.

Ms. Wilder asked about the PFAS in the water at the Conley School and how the proposed addition is factored into the regionalization study.

**XIX. BOARD CANDIDATE INTERVIEW(S)**

**A. BOARD MEMBER CANDIDATE INTERVIEWS** - To fill one vacant board member seat from February 23, 2022 through December 31, 2022.

- The board interviewed Ms. Jessica Romero for the open board position.

**XX. EXECUTIVE SESSION - #2**

**MOTION** by Mr. Roop, seconded by Mr. Hale to enter executive session.

**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: Board Candidates and to discuss confidential matters pertaining to Personnel.

**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.

**Vote:** On a roll call vote, all present were in favor and the board entered executive session at 8:16 p.m.

**MOTION** by Mr. Roop, seconded by Mr. Hale, to return to public session. On a voice vote, all were in favor and the board returned to public session at 9:42 p.m.

**MOTION** by Mr. Hale, seconded by Ms. Hnat, to appoint Jessica Romero to fill vacancy on the Board from February 23, 2022 through December 31 2022.

**XIII. FINANCE**

Motion by Mr. Roop seconded by Mr. Hale to approve items G and H.

**G. Approval of Board, staff workshop attendance and travel expenditures**

**BE IT RESOLVED** that the Board, upon recommendation of the Interim 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
February 15, 2022	Heather Radcliffe-McGinnis, Conley P.E. Teacher	2022 NJ Health & P.E. Convention - Sponsored by the Society of Health & Physical Educators (SHAPE), Ocean, NJ	\$149.00 regis. \$50.82 Mileage	Yes - 1 sub. for one day @\$100.00

**H. Approval of Resolution regarding Special Education Medicaid Initiative (SEMI) Program Waiver of Requirements**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator approve the following resolution regarding Special Education Medicaid Initiative (SEMI) Program:

**Whereas,** NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district’s participation in the Special Education Medicaid Initiative (SEMI) Program for 2022-2023, and

**Whereas,** the Bethlehem Township Board of Education desires to apply for this waiver due to the fact that the district projects having fewer than 40 Medicaid eligible classified students.

**Now, Therefore Be It Resolved,** that the Bethlehem Township Board of Education hereby authorizes the Interim Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2022-2023 school year.



**Vote:** On a voice vote, all present were in favor. Motion carries.

**XV. PERSONNEL**

Motion by Mr. Roop, seconded by Ms. Holmes to approve items F and G.

**F. Approve Staff Unpaid Leave of Absence Days**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator approve the following unpaid absence days for the following staff members:

- Angela Belo - (CON-AID-INST-10) - January 21, 2022
- Deidre Terpin - (CON-TCH-04-4) - February 10 and 11, 2022

**G. Acceptance of Letter of Resignation**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, accept a letter of resignation from Ms. Lori Parfitt, Conley School Secretary (CON-SEC-PRIN-1). Effective February 8, 2022.

On a voice vote, all present were in favor. Motion carries.

**XXI. NOTEWORTHY DATES**

- 1). February 23, 2022 - Board of Education Meeting - Hoppock School Multi-Purpose Room - Executive Session  
Meeting begins at 6:30 p.m. and the Regular Public Meeting begins at 7:00 p.m.
- 2). March 23, 2022 - Board of Education Meeting - Hoppock School Multi-Purpose Room - Executive Session Meeting begins at 6:30 p.m. and the Regular Public Meeting begins at 7:00 p.m.

**XXII. ADJOURNMENT**

**MOTION TO ADJOURN** Mr. Roop, seconded by Mr. Hale to adjourn the meeting.

On a voice vote, all present were in favor. The meeting was adjourned at 9:46 p.m.

Respectfully submitted,



Brian Latzke  
School Business Administrator/Board Secretary

