

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



REGULAR MEETING AGENDA
WEDNESDAY, MARCH 15, 2023 at 7:00 p.m
Ethel Hoppock Middle School Library

I. CALL TO ORDER - President

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. Thomas Gregor | Mr. Michael Hale | Mr. Kyle Harris | Mr. Daniel MacDonnell | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager |
| | | | | | | | |

V. EXECUTIVE SESSION #1 - 6:30 p.m.

MOTION by _____, seconded by _____.

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 _____, seconded by _____, to return to public session.

VI. CORRESPONDENCE

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

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

December 14, 2022 Regular Meeting Minutes

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

April 27, 2022 Regular Meeting Minutes

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

February 15, 2023 Regular Meeting Minutes

February 15, 2023 Executive Meeting Minutes

Discussion:

| | Mr. Thomas Gregor | Mr. Michael Hale | Mr. Daniel MacDonnell | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager | Mr. Kyle Harris |
|---------|-------------------|------------------|-----------------------|-----------------|----------------------|---------------------|-----------------|
| Motion | | | | | | | |
| Aye | | | | | | | |
| Nay | | | | | | | |
| Abstain | | | | | | | |
| Absent | | | | | | | |

IX. BOARD PRESENTATION

- 2023-2024 Tentative Budget Presentation-Mr. Edward Abato, CSA and Mr. Brian Latzke, BA

X. SCHOOL BOARD PRESIDENT REPORT

XI. CHIEF SCHOOL ADMINISTRATOR REPORT

- Report of NJ Homeroom Mid-year Submission Report - Student Safety Data System (SSDS) - January 2023
- April 28, 2023 - Hoppock Social/Dance for 6-8 grades - 7:00 - 8:30 p.m. Light refreshments - Admission is \$1. The PTA is helping to provide games, music and crafts!

A. HIB Incident Reports

Harassment, Intimidation and Bullying Investigation(s) for the 2022-2023 School Year:

| School | Date of Incident | Report # | Classified HIB Y/N | Additional Action Taken |
|---------------|------------------|----------|--------------------|---|
| Conley School | 12/02/2022 | #4 | Yes | School Counseling and Consequences based on the student of Code of Conduct. |

B. Acceptance of Fire Drill Reports for the month of February 2023

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept the Fire Drill and Security Reports for the month of February 2023 for the Thomas B. Conley School and Ethel Hoppock Middle School:

| MONTH | SCHOOL | FIRE DRILL | SECURITY DRILL |
|---------------|--------|------------|----------------|
| February 2023 | TBC | 2/6/2023 | 2/7/2023 |
| February 2023 | EHMS | 2/27/2023 | 2/27/2023 |

Discussion:

| | Mr. Thomas Gregor | Mr. Michael Hale | Mr. Daniel MacDonnell | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager | Mr. Kyle Harris |
|--------|-------------------|------------------|-----------------------|-----------------|----------------------|---------------------|-----------------|
| Motion | | | | | | | |
| Aye | | | | | | | |

| | | | | | | | |
|---------|--|--|--|--|--|--|--|
| Nay | | | | | | | |
| Abstain | | | | | | | |
| Absent | | | | | | | |

XII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

XIII. FINANCE AND PERSONNEL

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Acceptance of the 2021-2022 Audit - Att #1A - ACFR Att #1B - AMR

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept the 2021-2022 Audit Report conducted by BKC, Certified Public Accountants PC.

B. Approval of Corrective Action Plan for the 2021-2022 Annual School Audit - Att #1-C

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the Corrective Action Plan (CAP).

C. Approval of February Bills List - Att #1-D

BE IT RESOLVED that the Board approve the attached list of district bills for payment as presented by the School Business Administrator for the period February 16, 2023 through March 25, 2023 for a total amount of \$763,232.65 which includes two payrolls: February 28, 2023 (\$238,943.33) and March 15, 2023 (\$239,761.09)

**D. Acceptance and Approval of Board Secretary’s Report for the month of February 2023 - Att #2A
Att#2B**

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for February 2023, and after review of the Board Secretary’s and February 2023 Treasurer’s Reports, certify no major account or fund has been over-expended in violation of N.J.A.C.6A:23– 2.11(c) 3 and that sufficient funds are available to meet the District’s financial obligation for the remainder of the fiscal year and that no budgetary line-item account has been exceeded pursuant to N.J.S.A. 18A:22-8.1, and that no line-item account has encumbrances and expenditure, which in total exceed the line-item appropriation in violation of N.J.A.C. 6A23-2.11(a).

E. Approve Line Item Transfers for the month of February 2023 - Att#3

BE IT RESOLVED that the Board approve the line item transfers for February 1, 2023 through February 28, 2023 in the amount of \$39,447.95.

F Approval of Agreement for School-Based Mental Health Services - Att#4

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the contract with Tri-County Behavioral Care, LLC to provide two days of counseling services between February 16, 2023 and June 20, 2023 at a cost of \$19,800. To be paid with CRSSA (ESSER II) Mental Health Grant.

G. Approve Staff Unpaid Leave of Absence Days

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following unpaid absence day for the following staff member:

- Bonnie Mulhern (CON-AID-INST-3) - February 16, 2023 (1 day)

- Shannon Scanlon - (CON-NUR-1) - Tuesday, March 7, 2023 (1day)
- Honore Quinn - (DIST-LDTC-CST-1) - Friday, March 10, 2023 (1 day)

H. Approve Leave of Absence Days

BE IT RESOLVED, that the Board, upon the recommendation of the Chief School Administrator, approve the following medical/FMLA Leave of Absence (LOA) dates for the 2022 - 2023 school year:

| Employee | LOA with pay and benefits | LOA w/o pay but with benefits(if applicable) | Extended LOA w/o pay or benefits | Return Date |
|----------|---------------------------|--|----------------------------------|-------------|
| 7833 | N/A | 2/24/2023 - 3/3/2022 | N/A | 3/6/2023 |

I. Acceptance of Letter of Resignation for Purposes of Retirement

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept a letter of resignation for purposes of retirement from Mrs. Cynthia Carroll, effective June 30, 2023.

J. Acceptance of Letter of Resignation

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept a letter of resignation from Ms. Stephanie Poltrack, effective June 30, 2023.

K. Rescind appointment of 2023 Summer Camp Co-Directors

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve to rescind the appointment of Mr. Edward Wyant and Mr. Thomas Brotzman as 2023 Summer Camp Co-Directors.

L. Approve 2023 Full-Time Summer Camp Director

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve Mr. Tom Brotzman to be appointed as full-time 2023 Summer Camp Director for stipend amount of \$3,500.00

M. Approve Stipend position for District Groundskeeper

BE IT RESOLVED that the board upon recommendation of the Chief School Administrator, approve the position of District Groundskeeper for lawn maintenance for both Conley and Hoppock Schools. Lawn maintenance will include weekly mowing, trimming, weeding, maintaining flower beds and mulch when needed and maintaining mowers and power tools. The stipend amount will be \$12,000 annually (April through October). Stipend will be prorated through June 30, 2023.

N. Designation of Depositories for District funds

BE IT RESOLVED that Citizens Bank is hereby designated as depository for funds of the Bethlehem Township School District, and be it further

BE IT FURTHER RESOLVED that investments can be secured in any other bank holding a current certificate of eligibility from the State of New Jersey Banking Association.

O. Adoption of Tentative Budget for the 2023-2024 School Year

BE IT RESOLVED that the tentative budget be approved for the 2023-2024 School Year using the 2023-2024 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for

approval in accordance with the statutory deadline.

**Bethlehem Township Board of Education
Adoption of the Tentative Budget for School Year 2023-2024**

| | General Fund | Special Revenue Fund | Debt Service Fund | Total |
|-------------------------------------|--------------|----------------------|-------------------|--------------|
| 2023-2024 Total Expenditures | \$10,457,620 | \$307,617 | \$367,175 | \$11,132,412 |
| Less: Anticipated Revenues | \$2,844,397 | \$307,617 | N/A | \$3,152,014 |
| Taxes to be Raised | \$7,613,223 | N/A | \$367,175 | \$7,980,398 |

And to advertise said tentative budget in the The Courier News and/or The Hunterdon County Democrat in accordance with the form suggested by the State Department of Education and according to law; and

MAINTENANCE RESERVE

BE IT FURTHER RESOLVED, that the Bethlehem Township Board of Education includes in the budget a maintenance reserve withdrawal in the amount of \$47,000 pursuant to N.J.A.C. 6A:23A-14.2(d) for required maintenance on boilers, HVAC, and UST systems.

WHEREAS, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,

CAPITAL RESERVE

BE IT FURTHER RESOLVED, that the Bethlehem Township Board of Education approves the following capital projects and the withdrawal of \$1,201,500 from the Capital Reserve account to support funding for the following projects/equipment for the 2023-2024 school year:

- Thomas B. Conley Water Treatment System: \$400,000
- Thomas B. Conley HVAC Original Wing: \$925,000

MAXIMUM TRAVEL

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT FURTHER RESOLVED that the Board of Education includes in the tentative budget a maximum travel expenditure in the amount of \$17,000.00 for the 2023-2024 school year. The maximum travel expenditure amount for the 2022-2023 school year is \$17,000.00, of which, \$2,190.53 has been spent and \$161.68 is encumbered to date.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT

The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the

delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$17,000 for all staff and board members for the 2023-2024 school year. The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

BE IT FURTHER RESOLVED, that a public hearing be held at 280 West Asbury Portal Road Asbury, NJ on April 26th at 7:00 p.m for the purpose of conducting a public hearing on the budget for the 2023-2024 School Year.

Discussion:

| | Mr. Thomas Gregor | Mr. Michael Hale | Mr. Daniel MacDonnell | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager | Mr. Kyle Harris |
|---------|-------------------|------------------|-----------------------|-----------------|----------------------|---------------------|-----------------|
| Motion | | | | | | | |
| Aye | | | | | | | |
| Nay | | | | | | | |
| Abstain | | | | | | | |
| Absent | | | | | | | |

XIV. BUILDINGS AND GROUNDS

Committee Members: Michael Hale, Dan MacDonnell and Jennifer Seibert

XV. SCHOOL OPERATIONS

Committee Members: Stephanie Yager, Michael Hale and Tom Gregor

A. Updated Schedule for Strategic Planning Meetings

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve meetings to establish district vision and goals in Strategic Planning for 2024-2029. The updated meeting scheduled is as follows: March 21, 2023 (6:30 - 8:30 pm), April 19, 2023 (6:30 - 8:00 pm) and the new date of May 25, 2023 (6:30 - 8:00 pm) at the Ethel Hoppock Middle School (location to be determined). The Strategic Planning process will be led by Ms. Gwen Thornton from NJ Schools Boards Association.

B. Approval of 2023-2024 School Calendar - Att #5

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the 2023-2024 School Calendar with 181 student days. Teachers will report for the first day on Monday, August 21, 2023 and the first day of school for students is Thursday, August 24, 2023. The tentative last day of school will be Friday, June 7, 2024 which includes three (3) emergency/snow days.

C. Approval of Danielson Teacher Evaluation Model for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the Danielson Teacher Evaluation Model for the 2022-2023 School Year.

D. 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 | Program/Location | Cost | Mileage | Lodging | Meals and Incidentals |
|---------------------|--------------------------|---|-------|---------|---------|-----------------------|
| 3/17/2023 | Tammie Race | AMTNJ - Connections Matter Conference | \$209 | \$20.49 | \$0 | \$0 |
| 3/22/2023 | Ed Abato and Sally Klemm | Attend “Do What Matters Most” - Workshop Series at Phillipsburg High School, Phillipsburg, NJ | \$0 | \$0 | \$0 | \$0 |
| 6/6/2023 - 6/9/2023 | Brian Latzke | NJASBO - Annual Conference Atlantic City, NJ | \$275 | \$97.76 | \$255 | \$207 |

E. Approval of Second Reading of Policies and Regulations

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

Second Reading of the following policies and regulations:

- Policy #0152 - Board Officers - Final (Revised)
- Policy #0161 - Call, Adjournment, and Cancellation (Revised)
- Policy #0162 - Notice of Board Meetings (Revised)
- Policy # 2423 - Bilingual and ESL Education (M) (Revised)
- Regulation #2423 - Bilingual and ESL Education (M) (Revised)
- Regulation #2425 - Emergency Virtual or Remote Instruction Program (M) New
- Policy #5200 - Attendance (M) (Revised)
- Regulation #5200 - Attendance (M) (Revised)
- Policy #8140 - Student Enrollments (M) (Revised)
- Regulation #8140 - Enrollment Accounting (M) (Revised)
- Policy #8330 - Student Records (M) (Revised)
- Regulation #8330 - Student Records (M) (Revised)
- Regulation #8420.2 - Bomb Threats (M) (Revised)
- Regulation #8420.7 - Lockdown Procedures (M) (Revised)
- Regulation #8420.10 - Active Shooter (M) (Revised)
- Policy #0155 - Updated Board Committees

F. Approval of First Reading of Policies

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the First Reading of the following policies:

- Policy #8508 - Lunch Versus Service (OCS)
- Policy #0164.6 - Remote Public Board Meetings during a Declared Emergency
- Policy #0174 - Legal Services
- Policy #1220 - Employment of CSA
- Policy #1230 - Superintendent’s Duties
- Policy #1240 - Evaluation of Superintendent
- Policy #1570 - Internal Controls
- Policy #1620 - Administrative Employment Contracts
- Policy #2412 - Home Instruction Due to Health Condition

Discussion:

| | Mr. Thomas Gregor | Mr. Michael Hale | Mr. Daniel MacDonnell | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager | Mr. Kyle Harris |
|---------|-------------------|------------------|-----------------------|-----------------|----------------------|---------------------|-----------------|
| Motion | | | | | | | |
| Aye | | | | | | | |
| Nay | | | | | | | |
| Abstain | | | | | | | |
| Absent | | | | | | | |

XVI. OLD BUSINESS

XVII. NEW BUSINESS

XVIII. PUBLIC COMMENTS

XIX. EXECUTIVE SESSION #2

MOTION by _____, seconded by _____ for the Board to enter closed Executive Session.

Voice vote

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 _____, seconded by _____ for the Board to reconvene public session.

Voice vote

XX. NOTEWORTHY DATES:

1. Wednesday, March 22, 2023 - Early Dismissal for students for Staff Professional Development Day
2. Wednesday, April 26, 2023 - Regular Board of Education Meeting - EHMS Library - Executive Session Meeting begins at 6:30 p.m. (not open to the public) and the Regular Public Meeting begins at 7:00 p.m.

XXI. ADJOURNMENT

MOTION TO ADJOURN by _____, seconded by _____.