

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



REGULAR MEETING MINUTES

October 26, 2022 at 7:00 p.m
Ethel Hoppock Middle School Library

I. CALL TO ORDER - President Harris called the meeting to order at 6:32 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	present
Ms. Jenny Holmes	present	Ms. Stephanie Yager	present
Ms. Jessica Romero	present	Mr. Kyle Harris	present
Mr. Travis Roop	*6:40 p.m.		

Also present

Mr. Edward Abato, Acting CSA
Mr. Brian Latzke, SBA/BS

V. EXECUTIVE SESSION

MOTION by Ms. Holmes, seconded by Ms. Romero to enter into closed session. The Board entered into closed session at 6:34 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 Ms. Holmes, seconded by Ms. Yager, to return to public session. The Board reconvened in public session at 6:43 p.m.

VI. CORRESPONDENCE

None

VII. PUBLIC COMMENTS - Agenda Items Only

Mr. Harris let those in attendance know that the district was recording the meeting to assess future options for streaming meetings. There were no comments from the public.

VIII. MINUTES - M1

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

August 3, 2022 - Special Meeting Minutes

September 28, 2022 - Regular Meeting Minutes

September 28, 2022 - Executive Meeting Minutes

Motion by Mr. Roop, seconded by Ms. Holmes to approve the following minutes.

Discussion:

Ms. Seibert - requested her comment regarding the August 3, 2022 meeting appear in the official minutes.

A freestanding stage and auditorium was deemed cost-prohibitive due to the structure. And I believe the outcome of that discussion was that a stage in the multipurpose room was going to be pursued.

On a roll call vote, the minutes were approved as follows:

August 3, 2022 - Special Meeting Minutes - (4 - 1 - 1; Holmes, Romero, Yager, Harris - Aye; Roop abstain; Seibert Nay)

September 28, 2022 - Regular Meeting Minutes (6 - 0 - 0)

September 28, 2022 - Executive Meeting Minutes (5 - 0 - 1; Harris abstain)

IX. SCHOOL BOARD PRESIDENT REPORT

Mr. Harris welcomed new Chief School Administrator, Mr. Abato, to the District.

X. CHIEF SCHOOL ADMINISTRATOR REPORT

Mr. Abato spoke about the following:

- Thank you for the warm district welcome.
- Hunterdon County Roundtable
- NJSBA workshop
- Website updates
- HIB scoring/training.

Motion by Mr. Roop, seconded by Ms. Seibert to approve Chief School Administrator items A - D.

Mr. Abato reviewed the scores for the HIB Self-Assessment grades.

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On a roll call vote, items A-D were approved (6 -0- 0)

A. Acceptance of Fire, Security Drill and Bus Evacuation Reports for the month of October 2022

BE IT RESOLVED that the Board upon recommendation of the Acting Chief School Administrator, accept the Fire, Security Drill Reports and Bus Evacuation Reports for the month of October 2022 for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL	BUS EVACUATION
October 2022	TBC	10/07/2022	10/04/2022	10/07/2022
October 2022	EHMS	10/07/2022	10/27/2022	10/07/2022

B. Approval of Submission of Memorandum of Agreement for Education and Law Enforcement for the 2022-2023 School Year

BE IT RESOLVED that the Board, upon recommendation of the Acting Chief School Administrator, approve the submission of the Memorandum of Agreement Between Education and Law Enforcement for the 2022-2032 School Year to the NJ Department of Education, Hunterdon County Superintendent's Office.

C. 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
Hoppock School	10/2022	1	No	N/A

D. Approval of the Submission of Harassment, Intimidation and Bullying Self Assessment Grades for the 2021-2022 School Year

BE IT RESOLVED that the Board upon recommendation of the Acting Chief School Administrator, approve the Submission of the Harassment, Intimidation and Bullying (HIB) Self Assessment to the NJ Department of Education for the 2021-2022 School Year for the Thomas B. Conley School and Ethel Hoppock Middle School.

XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Latzke reported on the following:

- Review of current audit process. Presentation will be before the finalized report due to State reporting delays.
- District looking at possible container to house PFOS treatment and a water storage tank outside.
- Application submitted for Small Business Ventilation and Energy Verification and Repair for HVAC replacement

XII. BOARD ACTION

MOTION by Mr. Roop, seconded by Ms. Romero to establish the Annual Reorganization Meeting for Wednesday, January 4, 2023 at 7:00 pm at Ethel Hoppock Middle School.

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The motion carried on a roll call vote (6 - 0 - 0)

XIII. FINANCE

Committee Members: Jennifer Seibert, Jenny Holmes, and Travis Roop

Report - Ms. Seibert added committee discussed Spanish program options.

Motion by Mr. Roop, seconded by Ms. Yager to approve Finance items A - G.

Discussion - Mr. Latzke explained the difference between comprehensive maintenance plan and capital projects.

Finance items A - G were approved by a roll call vote (6 - 0 - 0).

A. Approval of Bills List - Att #1

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 September 29, 2022 through October 26, 2022, for a total amount of \$785,176.39 which includes two payrolls: September 30, 2022 and October 15, 2022.

B. Acceptance and Approval of Board Secretary's Report for the month of August 2022 - Att #2

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for August 2022, and after review of the Board Secretary's and August 2022 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).

C. Acceptance and Approval of Board Secretary's Report for the month of September 2022 - Att #3

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for September 2022, and after review of the Board Secretary's and September 2022 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).

D. Approve Line Item Transfers for the month of August 2022 and September 2022 - Att #4 and Att #5

BE IT RESOLVED that the Board approve the line item transfers for August 1, 2022 through August 31, 2022 in the amount of \$5,000.00 and for September 1, 2022 through September 30, 2022 in the amount of \$56,233.03.

E. Adopt 2023/2024 Budget Development Calendar - Att

Develop Budget Guidelines	November – December 2022
Distribute budget forms to the Administrative Team and review guidelines.	November – December 2022

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Submission of preliminary budget requests to business office	December 23, 2023
Review budget requests with Administrative Team	January 2023
Finance Committee Review of Preliminary Budget	January-March 2023
NJDOE Releases State Aid Notices	February 2023
Approval of Preliminary Budget	March 15, 2023
Submit Budget to Executive County Superintendent	March 15, 2023
Public Hearing and Adoption of Final Budget	April 26, 2023 (tentative)

F. BE IT RESOLVED that the Board approve the Standard Operating Procedures and Purchasing Manual for the 2022-2023 School Year. [Att 5](#) and [Att 6](#)

G. Approve Agreement for Third Party Administration Services - [Att8](#)

BE IT RESOLVED that the Board approve the agreement with PlanConnect to perform certain plan administration, plan compliance and related services for 403(b) and 457(b) plans.

XIV. BUILDINGS AND GROUNDS

Committee Members: Michael Hale, Jessica Romero and Jennifer Seibert

No Report

Motion by Mr. Roop, seconded by Ms. Romero to approve Buildings and Grounds items A - C.

Buildings and Grounds items A - C were approved by a roll call vote of (6 - 0 - 0).

A. BE IT RESOLVED that the Board approve the 2023/2024 Comprehensive Maintenance Plan - [Att](#)

WHEREAS the Department of Education requires New Jersey School Districts to submit three-year maintenance plan documents “required” maintenance activities for each of its public-school facilities, and

WHEREAS the required maintenance activities as listed in the attached document for the various school facilities of the Bethlehem Township Board of Education are consistent with these requirements, and

WHEREAS all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

THEREFORE, BE IT RESOLVED that the Bethlehem Township Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Bethlehem Township Board of Education in compliance with Department of Education requirements.

B. Approve the 2023/2024 School Maintenance Budget Worksheet (Form M-1) - [Att](#)

BE IT RESOLVED that the Board of Education approves the Bethlehem Township Board of Education Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet and authorizes its submission to the Hunterdon County Executive Superintendent.

C. Approve Use School Facilities

Date and Time	Group	Location	Reason	Fee
10/28/2022 6:00 p.m. - 8:00 p.m.	BTPTA	Conley ES parking lot	Trunk or Treat	\$0
10/31/22 through 11/4/22	BTPTA	Conley ES Library	Book Fair	\$0
11/7/22 - 3/11/22	Bethlehem Township Recreation	Conley ES Gym	Basketball games/practice and soccer clinic	\$0

XV. TRANSPORTATION AND COMMUNITY RELATIONS

Committee Members: Travis Roop, Jessica Romero and Stephanie Yager

No report

XVI. CURRICULUM AND STUDENT ACTIVITIES

Committee Members: Jenny Holmes, Jessica Romero and Stephanie Yager

Ms. Holmes - Collection of data Literacy and Math needs as well as search for Spanish instructor and structure of program

Motion by Mr. Roop, seconded by Ms. Holmes to approve Curriculum and Student Activities items A - C.

Items A - C were approved by a roll call vote 6 - 0 - 0.

A. Approval of Presentation from “Eyes of the Wild” at Conley School

BE IT RESOLVED that the Board, upon recommendation of the Acting Chief School Administrator, approve a representative from “Eyes of the Wild” from Hunterdon County, sponsored by the BT PTA, to present a program to K-5 students at Conley School on December 16, 2022.

B. Approval of Class Trip -Att #

BE IT RESOLVED that the Board upon recommendation of the Acting Chief School Administrator, approve the following class trip:

Date(s)	Grades	Where	Bus provided by/cost
October 27, 2022	Preschool	Modica Farm Pumpkin Patch Asbury, NJ	No bus

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

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

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- 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
10/17/22	Erin Baehr	North Hunterdon ELA Meeting & Observing English Classes at NHHS, Annandale, NJ	\$0	Yes
11/5/22	Cynthia Arancio, RN	Type I Diabetes Nurse Education, New Brunswick, NJ	Reg. \$100 Mileage - 19.27	No-Saturday Event
10/27/22, 1/26/23; 3/20/23 5/25/23	Anthony Negggers	New Jersey Association of Designated Persons, Colts Neck, NJ	Mileage \$61	No
10/27/22 (1/2 day)	Lou Pilato	Social Studies Articulation Meeting North Hunterdon High School Annandale, NJ	Mileage - \$4.75	Yes-1/2 day
10/28/22 (1/2 day)	Angela Kelly Ann Marie Linnen	In house - Training for School Climate & Safety Committee	\$0	Yes - two 1/2 day subs.
11/15/22	Rebecca Billera	Elem. Conflict Resolution Workshop, New Brunswick, NJ	Mileage - \$18.75	No
11/29/22 -(1/2 day)	Edward Abato	Memo. of Agreement, Sch. Security & Gang Awareness Workshop at Hunterdon County Complex, Flemington, NJ	\$0	No
11/11/22 12/9/22 1/13/23 2/10/23 3/10/23 4/14/23 5/12/23 6/9/23	Anthony Negggers	NJSBGA-Huntedon/Warren	\$0	No
11/2, 11/9, 11/16, 11/23, 11/30, 12/7. (webinar)	Adem Yildirim	NJ Low Pressure Boiler Certification and Licensure	\$600	No

2022-2023 school year	Kelly Leary	Institute of Multi-Sensory Education - Orton Gillingham Certification (practicum)	\$1975	No
12/1-12/2/22	Ken Bobal	Project Read Linguistics - TCNJ	Reg - \$717.73 Mileage - \$14	Yes

XVII. POLICY

Committee Members: Michael Hale, Jennifer Seibert and Stephanie Yager

Report - Ms. Seibert - discussed outstanding on policy awaiting Board Attorney review. Remote Policy Instruction policy regarding continuing payments and discussion of options for HIB regarding initiating investigation.

Motion by Mr. Roop, seconded by Ms. Romero to approve Policy item A.

Policy item A was approved by a roll call vote of 5 - 0 - 1, with Ms. Holmes abstaining.

A. Approval of First Reading of Policies

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

- Policy #5512 - Harassment, Intimidation or Bullying
- Policy #2425 - Emergency Virtual or Remote Instruction Program

XVIII. PERSONNEL AND NEGOTIATIONS

Committee Members Kyle Harris, Travis Roop and Jessica Romero

No Report

Motion by Ms. Yager, seconded by Mr. Roop to approve Personnel and Negotiations items A - D. Items A - D were approved by a roll call vote of 6 - 0 - 0.

A. Approval of Stipends

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

Staff Member	Stipend Activity	Amount
Charity Dilts	Student Council - Hoppock School	\$1,470.00
Heather Radcliffe-McGinnis Shannon Scanlon	Wellness Champion Coordinator (funded through SHIF grant)	\$1,000.00 (stipend split 50/50)

Jim Manning	Girls Basketball Coach	\$3,136.00
Tom Brotzman	Boys Basketball Coach	\$3,136.00

B. Approval of Substitutes

BE IT RESOLVED that the Board upon recommendation of the Acting Chief School Administrator, approve the following substitutes for 2022/2023 school year. Approval pending receipt of NJ Certificate and further investigation pursuant to law

Name	Type
Rebecca Armagast	Teacher
Kayley Booth	Teacher

C. Acceptance of Letters of Resignation

BE IT RESOLVED that the Board upon recommendation of the Acting Chief School Administrator, accept a letter of resignation from the following staff members:

Name	Position	Last Day of Employment
Traci Orr	CON-AID-INST-5	10/18/2022
Christin Honickel	CON-TCH-PREKD-1	12/23/2022

D. Approval of rate for Home Instructors for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Acting Chief School Administrator, approve the rate of \$45 per hour for home instruction for the 2022/2023 school year.

XIX. OLD BUSINESS

Discussion about the following:

- Request for Mr. Abato to reach out to transportation regarding the status of a possible fourth bus run for Hoppock this year.
- Board requested RFP for professional services (Legal Services and Architect) and Food Services in March.
- Status of regionalization and option for send-receive discussion
- School security plans and protocols
- Status of revised Health and PE standards
- Availability of additional mental health services

XX. NEW BUSINESS

Discussion about the following:

- Limiting screen time for students; review of district computer programs
- Review transportation policy and incorporating length of time for students
- New CSA newsletter

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XXI. PUBLIC COMMENTS

Barbara Cochran - Consider seniors when discussing building use and how their talents can be utilized.

Suzanne Wilder - Requested newsletter be sent to all community members. Link to planning survey on website not working, and status of water remediation at Conley.

XXII. EXECUTIVE SESSION #2

None

XXIII. NOTEWORTHY DATES:

1. PTA Trunk or Treat - Conley School - October 28, 2022 - 6:00 - 8:00 pm
2. PTA Book Fair - Conley School - October 31 through November 4, 2022
3. Conley and Hoppock Parent-Teacher Conferences - Early Dismissal Days - November 7-9, 2022
4. Schools Closed for Annual NJEA Convention - November 10-11, 2022
5. November 16, 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.
6. November 23, 2022 - Early Dismissal day prior to Thanksgiving Recess
7. November 24-25, 2022 - Schools closed for Thanksgiving Recess

XXIV. ADJOURNMENT

On a motion by Mr. Roop, seconded by Ms. Yager, and carried unanimously, the Board agreed to adjourn at 8:31 p.m.

Respectfully submitted,



Brian Latzke

School Business Administrator/Board Secretary

Board of Education Approved: 11/22/2022