

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



REGULAR MEETING MINUTES
WEDNESDAY, JULY 19, 2023 at 7:00 p.m
Ethel Hoppock Middle School Library

I. CALL TO ORDER - President Harris called the meeting to order at 6:35 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

Board Members Present: Kyle Harris - President, Thomas Gregor, Daniel MacDonnell, Travis Roop and Stephanie Yager

Board Members Absent: Michael Hale - Vice President and Jennifer Seibert

District Administrators Present: Edward Abato, CSA and Brian Latzke - SBA/BS

V. EXECUTIVE SESSION #1

MOTION by Yager, seconded by MacDonnell to adjourn to executive session. On a unanimous voice vote, the Board adjourned to executive session at 6:37 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 Gregor, seconded by Roop, to reconvene in public session. On a unanimous voice vote, the Board reconvened in public session at 6:58 p.m.

VI. CORRESPONDENCE

There was no Board 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.

June 21, 2023 Special Meeting Minutes

June 21, 2023 Special Meeting Executive 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.

June 28, 2023 Regular Meeting Minutes

June 28, 2023 Executive Meeting Minutes

Motion by MacDonnell, seconded by Gregor to approve Minutes items A and B. On a roll call vote, the minutes were approved as follows:

June 21, 2023 (Meeting Minutes/Executive Minutes) 4-0-1 (aye- Gregor, MacDonnell, Yager, Harris; nay - none; abstain - Roop)

June 28, 2023 (Meeting Minutes/Executive Minutes) 2-0-3 (aye- MacDonnell, Yager; nay - none; abstain - Gregor, Harris, Roop)

IX. CHIEF SCHOOL ADMINISTRATOR REPORT

Mr. Abato provided an update on the district assessment calendar, upcoming NJSBA convention, and professional development program for teachers on Professional Learning Communities.

X. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Latzke provided an update on HVAC repairs at both buildings, septic repairs at Conley, annual inspections, and deadline to submit Board of Education paperwork to the county.

XI. FINANCE

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Approval of June Bills List - Att #A

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 June 29, 2023 through June 30, 2023 for a total amount of \$116,803.09 which includes one payroll:

- June 30, 2023 \$95,804.33

B. Approval of July Bills List - Att #B

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 July 1, 2023 through July 19, 2023 for a total amount of \$516,075.83 which includes one payroll.

- July 14, 2023 \$72,672.16

C. Approve Line Item Transfers for the month of June 2023 - Att#C

BE IT RESOLVED that the Board approve the line item transfers for June 1, 2023 through June 30, 2023 in the amount of \$71,702.83

D. Acceptance of donation from the Bethlehem Township PTA

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator hereby expresses its appreciation and accepts the donation from the BTPTA in the sum of \$6,031.

E. 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
Total 22 hours from 7/31/23 to 8/22/23	Sally Klemm	Online Legal One Certificate Program - Affirmative Action	675	0	0	0

Motion by Roop, seconded by MacDonnell to approve Finance items A through E. On a roll call vote, Finance items A through I were approved as follows: 5-0-0 (aye-Gregor, Harris, MacDonnell, Roop, and Yager)

XII. PERSONNEL

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Acceptance of Letters of Resignation

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

Name	Effective Date
Julie Bruen	Sept. 12, 2023
Eileen Bancalari	Sept. 11, 2023

B. Approve Contracts for 2023/2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve contracts for the following individuals for the 2023/2024 school year as per the agreement between the Bethlehem Township Board of Education and the Bethlehem Township Education Association (BTEA) subject to further investigation pursuant to law.

Name	Level	Step	Salary	Position	Start Date
Leah Byk	BA	6	\$60,639	Teacher - Special Education	8/21/2023
Michaela Applegate	BA	1	\$52,889	Teacher - Grade 3	10/23/2023 <i>or sooner pending receipt of certification</i>
Maryellen Nyce	MA	3	\$59,089	Teacher - Grade 5	8/21/2023

C. Approve School Treasurer 2023/2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve Jennifer Mooney as School Treasurer for the 2023/2024 school year at a stipend of \$4,000.

D. Approve Renewal of Shared Services Agreement for Speech Services with High Bridge Board of Education for the 2023/2024 School Year. Att E

BE IT RESOLVED that the Board upon the recommendation of the Chief School Administrator, approve the shared services agreement with High Bridge Board of Education for the sharing of a speech therapist (0.4 F.T.E.) for the 2023/2024 school year at a total cost of \$47,096.30

E. Approval of Substitutes for the 2023/2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following substitutes for the 2023/2024 school year.

Name	Certification	Position
Michaela Applegate	Substitute (<i>pending county review</i>)	Substitute Teacher/Paraprofessional

Edward Keegan	Standard	Substitute Teacher/Paraprofessional
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F. Approve Abolishment of Position

BE IT RESOLVED that the Board upon the recommendation of the Chief School Administrator, abolish the position of 1.0 FTE Teacher Of Special Education (CON-TCH-SPED-8) effective July 1, 2023.

G. Approve Creation of STEM Position

BE IT RESOLVED that the Board upon the recommendation of the Chief School Administrator, create the position of 1.0 FTE Teacher of STEM Hoppock (HOP-TCH-STEM) effective July 1, 2023.

H. Approve Position Transfers

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

Name	2022-2023 Assignment	2023-2024 Assignment
Kim Intrabartolo	Grade 3	STEM - Hoppock
Gabrielle MacQueen	Grade 4	Special Education - Grade 4

I. Approve Additional Hours needed for Summer 2023 for Child Study Team Member

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve additional hours over the 2023 summer months to conduct IEP meetings and evaluations for the staff members listed below. The request is for up to a maximum of 5 days (35 hours) for the CST Staff member listed below at their per diem rate.

Lauren Hunt - Learning Disabilities Teacher Consultant - per diem rate of \$333.65

Motion by Gregor, seconded by MacDonnell to approve Personnel items A through I. On a roll call vote, Personnel items A through I were approved as follows: 5-0-0 (aye-Gregor, Harris, MacDonnell, Roop, and Yager)

XIII. BUILDINGS AND GROUNDS

Committee Members: Michael Hale, Dan MacDonnell and Jennifer Seibert

A. Approval of Submission of Annual Temporary Facility Approvals for the 2023-2024 school year.

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, submit the Annual Temporary Facility Approvals for the 2023-2024 school year to the Executive County Superintendent.

Program	Room
Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms	138

B. Approval of Proposal for Pre-Referendum Services and LFRP updates

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the proposal from Parette Somjen Architects to complete Pre-Referendum Services and Long Range Facility Plan updates. **Att B.**

Pre-Referendum Services	\$32,000
LFRP Updates	\$6,500

C. Approval of Capital Reserve Withdrawal

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve a capital reserve withdrawal in the amount of \$38,500. The district intends to utilize these funds for the purpose of providing appropriations for referendum pre-development costs.

D. Approval of Proposal for Maintenance Projects at Thomas B. Conley School

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the proposal from Tri-State Light & Energy to complete the following maintenance projects at Thomas B. Conley School. **Att D**

- Replace existing fluorescent lighting with LED
- Replace 5 existing RTUs
- Replace existing refrigeration condensers and controls (kitchen)

Total Cost of Project	\$338,051.64
NJ Direct Install Incentive (JCPL)	(\$200,047.07)
Total District Cost	\$138,004.57

E. Approval of Maintenance Reserve Withdrawal

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve a maintenance reserve withdrawal in the amount of \$138,004.57 to complete HVAC and LED projects at Thomas B. Conley Elementary School.

Motion by MacDonnell, seconded by Gregor to approve Building and Grounds items A through E. On a roll call vote, Buildings and Grounds items A through C and E were approved as follows: 5-0-0 (aye-Gregor, Harris, MacDonnell, Roop, and Yager). Item D was approved as follows 4-0-1 (aye-Gregor, MacDonnell, Roop, and Yager; abstention - Harris).

XIV. SCHOOL OPERATIONS

Committee Members: Stephanie Yager, Michael Hale and Tom Gregor

A. Acceptance of Fire and Security Reports for Conley School for the month of June 2023

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

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
June 2023	TBC	06/02/2023	06/07/2023

B. Approval of Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2023-2024 school year - ATT #B

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the submission to the Hunterdon County Dept. of Education Office for the Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2023-2024 school year.

C. Approval of Medical Services for 2023/2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve Dr. Paul Madura of Hampton Family Practice to provide medical services for the 2023/2024 school year.

D. Amendment to the 2023-2024 School Calendar - Att #D

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the amendment to the 2023-2024 School Calendar to include two half days for Staff Professional Development on Wednesday, October 25, 2023 and Wednesday, March 20, 2024 (early dismissal days for all students).

E. Approval of Staff Professional Development for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the staff development program with Ms. Tracey Severns for one full day and two half days for district staff during the 2023-2024 school year with a total cost of \$11,500.

F. Approval of Out of District Placement for the 2023-2024 School Year

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator approve the following out of district placement:

ID	School	Tuition	Additional Services
280349	Clinton Public School	\$38,775	Aide \$46,425

Motion by Yager, seconded by Roop to approve School Operations items A through F. On a roll call vote, School Operations items A through F were approved as follows: 5-0-0 (aye-Gregor, Harris, MacDonnell, Roop, and Yager)

XV. OLD BUSINESS

none

XVI. NEW BUSINESS

none

XVII. PUBLIC COMMENTS

none

XVIII. NOTEWORTHY DATES:

1. Wednesday, August 16, 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.

XIX. ADJOURNMENT

MOTION TO ADJOURN by MacDonnell, seconded by Gregor. On a unanimous voice vote, the meeting was adjourned at 7:20 p.m.

Respectfully submitted,



Brian Latzke
Business Administrator/Board Secretary
Approved 8/16/2023