

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



REORGANIZATION MEETING AGENDA

January 5, 2022

For the Reorganization Meeting of the Bethlehem Township Board of Education
held on Wednesday, January 5, 2022 at 6:30 p.m. in the
Thomas B. Conley School Music Room (#135)

I. CALL TO ORDER - Mr. Latzke called the meeting to order at 6:30 p.m.

II. PUBLIC MEETING NOTICE

Mr. Latzke announced that 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: Mr. Latzke led the Board in the Pledge of Allegiance

IV. ROLL CALL

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

V. ORGANIZATION OF THE BOARD OF EDUCATION

A. Oath of Office of New Board Members

Mr. Latzke administered the Oath of Office to elected Board Members (as reported at the December 15, 2021 board meeting) Ref: N.J.S.A. 18A: 12-2.1.

- Judy Hnat - Three year Term
- Jennifer Seibert - Three year Term
- Jennifer Holmes - One-Year Unexpired Term

B. Election of President

Mr. Latzke called for nominations of the Board President. Ref: 18A:15-1.

NOMINATION OF Mr. Kyle Harris as Board President made by Mr. Roop.

Mr. Latzke asked if there were any other nominations and heard none.

Motion to Close nominations for President by Mr. Roop, seconded by Mr. Hale.

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

MOTION for Mr. Kyle Harris to be appointed as President of the Bethlehem Township Board of Education. Mr. Roop motioned, seconded by Mr. Harris

On a roll call vote, all members present were in favor. Motion carries.

Mr. Latzke handed the gavel to the new President of the Board.

C. Election of Vice-President

Mr. Harris opened the floor for nominations of the Vice-President. Ref: N.J.S.A. 18A:15-1.

NOMINATION of Mr. Michael Hale as Board Vice-President by Mr. Roop.

Mr. Harris asked if there were any other nominations, hearing none closed the nominations.

MOTION for Mr. Michael Hale to be appointed Vice-President of the Bethlehem Board of Education. Mr. Roop motioned, seconded by Mr. Harris.

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

VI. CODE OF ETHICS PRESENTATION by Ms. Teresa Moore, Board Attorney

A. Reading and receipt of the Board Members' Code of Ethics - 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 the Code.

Ms. Teresa Moore presented the Code of Ethics to the Board of Education highlighting aspects of the School Ethics Commission and responsibilities of the Board of Education.

VII. BOARD ACTION

The following resolutions (A-G) are intended to implement District Policy 154 and be in effect through December 31, 2022:

A. 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.

B. Designation of depositories for District funds

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

RESOLVED that Investor Savings Bank 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 Thomas B. Conley Elementary School and Ethel Hoppock Middle School of the Board

of Education of the Bethlehem Township School District.

C. 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.

D. To establish day, time and place for Regular scheduled meetings of the Board of Education -Att #2

BE IT RESOLVED that the regular monthly meeting of the Board of Education of the Bethlehem Township School District will be held on the fourth Wednesday of each month, except where scheduled holidays or a scheduling conflict exist. The meetings will be held Virtually or in the Multi-Purpose Room (Room #2) at the Ethel Hoppock Middle School, 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.

E. To Re-adopt existing Board of Education Policies

BE IT RESOLVED that the Policies and Bylaws, presently in existence, be re-adopted by the Board of Education of the Bethlehem Township School District.

F. To Approve existing Curricula

RESOLVED that the curricula, for grades preschool through grade eight be approved by the Board of Education of the Bethlehem Township School District.

G. To Approve existing Textbooks

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

Discussion: Structure of the Board moving to a committee structure with one Regular Agenda meeting over Committee as a Whole at Board Work Sessions. Board could focus on a specific set of items and then provide information to the entire Board. Proposed having the executive session placed at the beginning of the meeting and starting the public session at 7:00 p.m.

MOTION to Approve items A-G by: Hale Seconded by: Harris

On a roll call vote, all members present were in favor. Motion carries.

VIII. FINANCE

A. BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve participation in the LEAP IMPLEMENTATION GRANT with Union Township, Franklin Township and Hampton Borough School Districts to support a feasibility study for regionalization/consolidation.

BETHLEHEM TOWNSHIP SCHOOL DISTRICT RESOLUTION
LEAP IMPLEMENTATION GRANT

WHEREAS, the State of New Jersey has appropriated \$10 million for Shared Services and School District Consolidation Study and Implementation Grants to assist local units with the study, development and implementation of new shared and regional services; and

WHEREAS, the Department of Community Affairs, Division of Local Government Services (DLGS) is tasked with administering these grant funds through the Local Efficiency Achievement Program (LEAP); and

WHEREAS, \$2 million in LEAP Implementation Grant funds has been set allocated to support costs associated with school district consolidation studies; and

WHEREAS, Bethlehem Township School District has determined to evaluate whether Union Township, Franklin Township and Hampton may be able to attain improved educational quality and efficiencies through consolidation or regionalization; and

WHEREAS, a formal study must be undertaken to accomplish this objective; and

WHEREAS, the Union Township and Franklin Township in Hunterdon County has agreed to be the lead entity in conducting this study and will submit the application for financial support for this study to DLGS on behalf of all participating units.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Bethlehem Township School District, that the Bethlehem Township School District does hereby join with Union and Franklin Township and Hampton School Districts in applying for a LEAP Implementation Grant to support undertaking a feasibility study for regionalization/consolidation.

Discussion: Mr. Harris explained that the study is not a commitment to accept the findings. Results from study would be available in approximately one year. It would then go to a question on a future November 2023 ballot for adoption by all four towns. Mr. Roop added the Board needs to investigate all options for the district.

MOTION by Mr. Roop to Approve item A, seconded by Mr. Hale.

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

IX. PERSONNEL

The following appointments (A-U) are intended to implement District Policy 153 and be in effect through December 31, 2022, unless otherwise stated:

- A. **Board Secretary** - Mr. Brian Latzke is designated as the Board Secretary.
- B. **Investment Officer** - Mr. Brian Latzke is designated to manage the investment program.
- C. **Purchasing Agent** - Mr. Brian Latze is designated as the district Purchasing Agent.
- D. **Custodian of School Records** - Mr. Brian Latzke is designated as the Custodian of School Records.
- E. **AHERA Asbestos Program Manager** - Mr. Steve Douglas is designated as the AHERA Asbestos Program Manager, through February 28, 2022.
- F. **Hazardous Material Management Program Manager** - Mr. Steve Douglas is designated as the Hazardous Material Management Program Manager, through February 28, 2022.
- G. **Health and Safety Program Manager** - Mr. Brian Latzke 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, through February 28, 2022.
- 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, through February 28, 2022.
- 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, through February 28,

2022.

- L. **Coordinator of 504 Services** – Mrs. Sally Klemm is designated as the Coordinator of 504 Services.
- M. **District Anti-Bullying Coordinator** – Mrs. Sally Klemm is designated as the District Anti-Bullying Coordinator.
- N. **Representative to Hunterdon County Educational Services Commission** – Mrs. Rainie Roncoroni is designated as the district representative to the Hunterdon County Educational Services Commission.
- O. **Attendance Officer** – Mrs. Rainie Roncoroni is designated as the district Attendance Officer.
- P. **Public Agency Compliance Officer** – Mr. Brian Latzke 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.
- Q. **District School Safety Specialist** - Mrs. Kamerone Jeter is designated as the District School Safety Specialist.
- R. **Board Member Delegate to High School Sending District Committee (President or Vice President)**: Mr. Harris or Mr. Hale
- S. **Board Member Delegate to Hunterdon County School Boards Association**: Ms. Hnat
- T. **Board Member Delegate to NJ School Boards Association**: Mr. Hale
- U. **Approval of Special Education Teacher for the 2021-2022 School Year**

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve Amy Miller, for the position of Full Time Special Education Teacher. Ms. Miller will be placed on the salary guide at BA, Step 1, at a salary of \$52,283.00. Effective on or about March 7, 2022. Pending Criminal History Review/Health Screening.

MOTION to Approve A-U by: Mr. Hale Seconded by: Mr. Harris.
On a roll call vote, all members present were in favor. Motion carries.

X. DISCUSSION OF COMMITTEES

- 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. Personnel Committee

Revised:

- a. Policy Committee - Mr. Hale and Mr. Roop

- b. Transportation and Community Relations Committee - Ms. Hnat and Mr. Harris
- c. Curriculum and Student Activities Committee - Ms. Hnat and Ms. Holmes
- d. Finance - Ms. Seibert and Ms. Holmes
- e. Negotiations and Personnel Committee - Mr. Roop and Mr. Harris
- f. Building and Grounds and Technology - Mr. Hale and Ms. Seibert

After discussion about the proposed committee structure, it was decided to restructure committees to separate Finance and Buildings and Grounds and appoint the following committee members..

MOTION to approve the revised committee and committee members by Mr. Roop, seconded by Mr.Hale. On a roll call vote. All present were in favor. Motion carries.

XI. EXECUTIVE SESSION

MOTION by Mr. Roop, seconded by Mr. Hale to enter Executive Session at 8:04 p.m. On a voice vote, all present were in favor. Motion carries.

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 Education.

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 Mr. Hale, seconded by Roop to return to public session at 8:46 p.m.. On a voice vote, all present were in favor. Motion carries.

XII. PUBLIC COMMENTS

Please be advised:

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.

Bonnie Mulhurn asked if there is a possibility of live-streaming BOE meetings in the future.

XIII. NOTEWORTHY DATES:

A. January 26, 2022 (Tentative Date) - Regular Board of Education Meeting - Hoppock School Multi-Purpose Room - 6:30 p.m.

Mr. Roop provided an update on the search for a shared CSA before the district looks for a full-time CSA.

Ad-hoc committee met with neighboring school boards. Bloomsbury BOE indicated they are interested and their CSA is interested. Looking for ways to be cost effective. Follow-up will occur with BOE and Bloomsbury CSA.

XIV. ADJOURNMENT:

MOTION to ADJOURN by Mr. Roop, seconded, by Mr. Hale. On a voice vote, all present were in favor. The meeting adjourned at 9:10 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "B. Latzke".

Brian Latzke
School Business Administrator/Board Secretary