

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



**REGULAR MEETING MINUTES**  
**February 22, 2022 - 7:00 p.m.**  
**(Rescheduled from previously scheduled meeting of Feb. 23, 2022)**

For the Regular Meeting of the  
Bethlehem Township Board of Education on Tuesday, February 22, 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 6:30 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**

Mr. Michael Hale - present   Ms. Judy Hnat - present   Ms. Rainie Roncoroni, Interim CSA- present  
Mr. Kyle Harris - present   Mr. Travis Roop- present   Mr. Brian Latzke, SBA/BS- present  
Ms. Jenny Holmes- absent   Ms. Jennifer Seibert- present   Ms. Teresa Moore, Attorney- present  
Ms. Jessica Romero-absent

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

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

**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.

On a voice vote, all present were in favor. Motion carried. The Board entered closed session at 6:32 p.m.

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

On a voice vote, all present were in favor. Motion carried. The Board reconvened in public session at 6:55 p.m.

### Committee Reports:

- a. Policy: Mr. Roop - Committee will be meeting next week as no pending policies needed review.
- b. Transportation and Community Relations: Ms. Hnat - Discussed updating the Board section of the website including committee names, a section for questions and comments, archiving of minutes, and a possible newsletter.
- c. Curriculum and Student Activities - none
- d. Finance: Ms. Seibert - Discussed the timeline of previous BA's between July 2020 and present. Overview of the current reserve funds the district maintains (capital and maintenance reserves) as well as the amount of unassigned surplus (currently 4% of expenses). Committee focused on the need for sustainability and a long-range focus towards achieving BTSD goals. Explanation about banked cap being available for a district for a period of three years after not using the full 2% cap in a given budget year. Need to perform a five year projection of costs, revenues and possible construction costs.
- e. Negotiations and Personnel: Mr. Roop - Shared CSA search and meeting with Bloomsbury BOE to discuss possible contract structure.
- f. Building and Grounds and Technology: Mr. Hale - Need to complete septic permit update. Possible removal of older water mist system in Hoppock and district seeking proposals for water system design to deal with PFOS remediation at Conley.

### **VI. CORRESPONDENCE**

- Received Approval letter from the Hunterdon County Office of Education regarding the Special Education Medicaid-Initiative (SEMI) Waiver for the 2022-2023 School Year - Att #1
- Received letter to request Arbor Day Trees from the Hunterdon County Shade tree Commission for planting on Earth Day. We requested a tree for each school.

### **VII. PUBLIC COMMENTS - Agenda Items Only**

Laurie Fol - Concerned about the pause on the Conley addition. A lot of thought and work went into the decision. District needs to focus on its ability to retain staff.

### **VIII. MINUTES - M1**

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

January 5, 2022 - Reorganization Meeting Minutes      January 5, 2022 - Exec. Session Meeting Minutes

January 26, 2022 - Regular Meeting Minutes              January 26, 2022 - Exec. Session Meeting Minutes

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

On a voice vote, all were in favor. Motion carried.

### **IX. INTERIM CHIEF SCHOOL ADMINISTRATOR REPORT**

Ms. Roncoroni reported:

- Second grade students on 2/2/22
- Website has new section - "What's Happening in Our Schools"
- Thank you the PTA for the soup donation before the Super Bowl.

## X. SCHOOL BOARD PRESIDENT REPORT

Mr. Harris reported:

- Mr. Harris and Mr. Hale attended the Hunterdon SBA meeting.
- Turnover on the board in recent years.
- BOE needs to focus on policy that the superintendent uses to administer the school district.
- BOE acts as a whole and not as individuals.
- Chain of command - teacher, building principal, superintendent, BOE is last resort
- Important to listen to all citizens and understand the needs of the students and the school system.
- Regionalization study joined at the January 5th meeting. First step was to apply for a LEAP grant. Expected to be awarded by June 30, 2022. Study is non-binding and all four districts (Union, Franklin, Hampton, and Bethlehem Township) must be in favor of regionalization.

## XI. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Latzke reported:

- The Governor's budget address was postponed to March 8th.
- March 28th is the updated date for submission to committee.

## XII. FINANCE

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

### A. Approval of Bills List - Att #2

**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 January 27, 2022 through February 22, 2022, for a total amount of \$400,832.55, which includes two payrolls - January 30 and February 15, 2022.

### B. Approval of Out of District Placement for the 2021-2022 School Year - Att #3

**BE IT RESOLVED** that the Board, upon recommendation of the Interim Chief School Administrator approve the out of district placement for student #27054, to attend Clinton-Glen Gardner School District, at the Clinton Public School in Clinton, NJ for the 2021-2022 school year in the amount of \$37,270.00. ESC aide billed directly to our district. BCBA consultation also in addition to tuition in the amount of \$150 per hour (1 hour anticipated monthly). Effective September 2, 2021 through June 20, 2022 (or last day of school in June).

### C. Approval of Full Time Replacement Teacher from Hunterdon County ESC for 2021-2022 School Year - Att #4

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve a Full time Replacement Teacher from Hunterdon County Educational Services Commission (HCEC) at an annual salary of \$60,000.00 for the 2021-2022 school year (pro-rated for months used), billed in equal installments of \$6,000.00. HCEC will bill the school district the actual benefit and/or opt out costs in equal installments. Effective February 11, 2022 through June 30, 2022.

### D. Approval of Proposal from DRG Architects for Septic Permit for continuing use at Conley School - Att #5

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, accept the fee proposal from DRG Architects for the NJ DOE Application for continuing use of the septic system at Conley School at a cost of \$5,625.00.

**E. Approval of Transfers - Att #6**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approves the attached list of budget transfers for December 2021.

**F. Acceptance and Approval of Treasurer's Reports for the months of September 2021 through December 2021 - Att # 7**

**BE IT RESOLVED** that upon review of the Treasurer's Report for the months of September 2021 through December 2021 in consultation with appropriate district officials, the Board of Education certifies that no fund had been over expended in violation of NJAC 6A:23A-16:10(b); and the Board Secretary further certifies, based on the Board Treasurer's Report, that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

**G. Acceptance and Approval of Board Secretary's Report for the months of September 2021 through December 2021 - Att #8**

**BE IT RESOLVED** that upon review of the Board Secretary's Report for the month of September 2021 through December 2021 in consultation with appropriate district officials, the Board of Education certifies that no fund had been over expended in violation of NJAC 6A:23A-16:10(b); and the Board of Education further certifies, based on the Board Secretary's certification, that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

The Board Secretary certifies, pursuant to NJAC 6A:23A-16:10(c)(3), that the total of encumbrances for each line item account does not exceed the line item appropriation in violation of NJAC 6A:23A-16:10(a).

**H. Approval to pause payment for Mr. Ernie Turner, Conley Addition Project Manager - Att #9**

**BE IT RESOLVED** that the Board, upon recommendation of the Interim Chief School Administrator, agree to pause the payment to Mr. Ernie Turner, Conley Addition Project Manager, effective January, 2022 until further agreement with the Board of Education to restart the project.

**I. 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
March 29, 2022	Sarah Lampariello	IXL LIve Workshop - Hotel Bethlehem, PA	Regis. - \$75.00 Travel - \$19.32	Yes - one sub. For one day -\$100.00

- Mr. Roop asked for clarification on custodial supplies and a breakdown of costs by building. Ms. Seibert asked for clarification on R&L payroll services and Summit Management Payroll. Mr. Latzke explained that R&L processes payroll, but the Summit Management Payroll was during transition in the office.
- Ms. Hnat asked about the letter from Ms. Turner about clarifying the letter from Mr. Turner. Ms. Moore will provide a letter responding to Mr. Turner's letter
- Mr. Latzke spoke with the current treasurer and auditor about the treasurer reports from September and October to make sure they
- Ms. Hnat asked about the charge from DRG added to the proposal from ARH to complete the septic and can we schedule in the future without subcontracting through the architect.

On a roll call vote, all members present were in favor with the exception of Ms. Seibert, who abstained on items F and G. The motion carried.

**XIII. EDUCATION**

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

**A. Acceptance of Fire and Security Drill Reports for the month of February 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 February for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
February 2022	TBC	02/02/2022	02/08/2022
February 2022	EHMS	02/10/2022	02/18/2022

**B. Approval of the English Language Learner (ELL) 3-Year Program Plan - 2021-2024 - Att #10**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve submission of the 2021-2024 English Language Learner (ELL) 3-Year Program Plan to the NJ Department of Education.

**C. Approval of Lifeskills Training (LST) Program and Footprints for Life Program at Conley School**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve the Lifeskills Training (LST) Program and the Footprints for Life Program. Programs are provided free of charge through County grants and Hunterdon County Prevention Resources. Footprints for Life (2nd grade - 6 weeks - 3/10/22 - 4/14/22) Lifeskills (4th grade - 5 weeks - 3/1/22 - 3/29/22)

Programs will address:

- Self Esteem
- Making Good Choices
- Dealing with Stress & Coping Skills
- Internet Safety & Cyber Bullying
- Conflict Resolution

On a roll call vote, all present were in favor. The motion carried.

#### **XIV. PERSONNEL**

**MOTION** by Mr. Hale, seconded by Ms. Hnat to approve items A through F.

##### **A. Approval of Leave Replacement Teacher for the 2021-2022 School Year**

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

Francesca Panfilo-Milza for the position of Special Education Leave Replacement Teacher for Hoppock School for the 2021-2022 School Year. Effective March 2, 2022. Ms. Panfilo-Milza will be a long term substitute for nineteen (19) days at the substitute rate of \$100.00 per day. On the twentieth (20th) day she will be placed on the salary guide at MA, Step 1, at a salary of 55,483.00 (prorated) for the 2021-2022 School Year.

##### **B. Approval of Leave of Absence Request**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator approve a Leave of Absence request for Honore Quinn (DIST-LDTC-CST-1) effective February 10 - 25, and March 7, 2022.

##### **C. Approval of Part Time Conley School Secretary**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve Ms. Vanessa O'Keefe for the position of part time Conley School Secretary for the 2021-2022 school year.. Effective February 14, 2022 through June 15, 2022. Ms. O'Keefe's salary will be \$20,000.00 (prorated).

##### **D. Approval of Stipend Advisors for the 2021-2022 School Year**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator approve the advisors for the following stipend position for the 2021-2022 School Year:

- Kenneth Bobal (HOP-TCH-SPED-2) - Boys Baseball Coach - \$2,053.00
- Thomas Brotzman (HOP-TCH-SOC-2) and Edward Wyant (HOP-TCH-PHED-1 )to split Summer Camp Manager at \$1,750.00 each
- Edward Grannis (HOP-TCH-SCI-2) - Hoppock Chess Club - \$571.00

##### **E. Acceptance of Letter of Resignation**

**BE IT RESOLVED** that the Board accept a letter of resignation from Rainie Roncoroni, Interim Chief School Administrator and Hoppock School Principal. Effective April 15, 2022.

##### **F. Approval of Substitute Teacher for the 2021-2022 School Year**

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

Ms. Amy Miller as a substitute teacher for the 2021-2022 School Year.

Mr. Roop and Mr. Harris thanked Ms. Roncoroni for her service to the district.

On a roll call vote, all present were in favor. The motion carried.

#### **XV. OLD BUSINESS**

Mr. Roop asked that the Board looks for a way to open up meetings to the public virtually.

#### **XVI. NEW BUSINESS**

Ms. Hnat asked about adding additional support in the Business Office and someone to assist in website update.

## XVII. PUBLIC COMMENTS

- Margarget Novitski - Public needs to be better informed about costs. Believes a referendum needs to happen before construction begins. Would like to see money spent on curriculum, staff and teachers over construction.
- Kelly Weiswasser - Use of ESSER funds for student programming. North Hunterdon is offering after school and weekend tutoring programs to address learning loss. District needs to address substitute and staff salaries.
- Barbara Cochran - Believes the district is bypassing the referendum process. Has not seen a clear decision about what is going to happen with the Hoppock School.
- Bonnie Mulhern - Conversation has been going on for two years about Conley. No one should be blindsided. Consistently attends meetings. Town is using OWL to broadcast meetings. Teacher pay and staff for the children are needed.
- Kim Hale - Asked if other districts could be added to the regionalization. Understands the public is concerned about taxes and allocation of money. Advantageous if the Board could share more information about the project. Thanked Ms. Roncoroni.
- Jerry Seibert - Compensation is part of staff retention, but the CSA can help with positive climate and retention. Financing of the expansion should go through the referendum process.
- Erin Roop - Thanked Ms. Roncoroni. Teachers and staff are the most important part of school. They are the heart. We need to do something about the declining funding. Board members have had discussions about how to engage the community with the issues facing the district.

## XVIII. EXECUTIVE SESSION - #2

**MOTION** by Mr. Roop, seconded by Mr. Hale to enter closed 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. On a voice vote, all members present were in favor. The motion carried. The Board entered closed session at 8:25 p.m.

The Board reconvened in public session at 9:40 p.m.

Motion by Mr. Roop to hold an executive session with all board members present to discuss the ethics of a board member; seconded by Mr. Hale.

All present were in favor, except for Ms. Seibert who abstained. Motion carried.

## XIX. NOTEWORTHY DATES

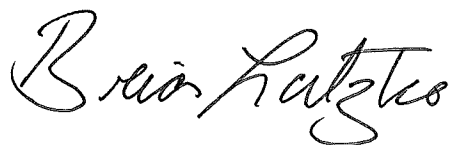
1). March 23, 2022 - Board of Education Meeting - Hoppock School Multi-Purpose Room - Executive Session Meeting begins at 6:30 p.m. and the Regular Public Meeting begins at 7:00 p.m.

## XX. ADJOURNMENT

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

On a voice vote, all present were in favor. The meeting was adjourned at 9:43 p.m.

Respectfully submitted



Brian Latzke  
School Business Administrator/Board Secretary

