

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



REGULAR MEETING MINUTES
March 23, 2022 - 7:00 p.m.

For the Regular Meeting of the
 Bethlehem Township Board of Education on Wednesday, March 23, 2022 at 7:00 p.m. in the
 Ethel Hoppock Middle School Gymnasium

I. CALL TO ORDER - The meeting was called to order by President Harris at 6:35 pm.

II. Mr. Harris read the Open Public Meetings 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 was recited

IV. ROLL CALL

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

V. EXECUTIVE SESSION #1

MOTION by Mr. Roop, seconded by Mr. Hale to adjourn to 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, 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.

The motion carried on a unanimous voice vote and the Board entered closed session at 6:37 pm.

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. Roop, seconded by Mr. Hale, to reconvene in open session. The motion carried on a unanimous voice vote and the Board reconvened in open session at 7:04 pm.

Committee Reports:

- a. Policy: Mr. Roop - Committee met last week on policies that are up for first reading. Second reading will occur later next month.
- b. Transportation and Community Relations - none
- c. Curriculum and Student Activities - Ms. Roncoroni provided the update from the Board/Staff liaison meeting. 7 to 8 teachers were present for the meeting. Moving forward, quarterly meeting will be scheduled. First step towards a very positive relationship between both groups.
- d. Finance: Jen Seibert - Met twice since last meeting. Focus primarily on the budget for next year. Review of current financial reports and status of reserve accounts. Substitute spending, aide and sub salary, current budget at 0% increase accomplishes objectives were also discussed. Begin to look at long-term budget goals, beginning the process earlier next year.
- e. Negotiations and Personnel - Mr. Roop, met with Bloomsbury Sustainability Committee around shared CSA. Both parties continue to be interested in evaluating the possibility.
- f. Building and Grounds and Technology: Mr. Hale - Discussed PFAS removal system at Conley and third section of Conley roof repair, current student enrollment (average class sizes low of 13 max of 24). Future Hoppock use, discussion with township and other districts with similar building consolidation issues planned for future.

VI. CORRESPONDENCE

- none

VII. PUBLIC COMMENTS - Pursuant to Board Policy #0167

- Mr. Harris asked if anyone from the public wished to comment on agenda items. There were no requests to speak from the public.

VIII. MINUTES - M1

MOTION Mr. Roop, seconded by Mr. Hale.

February 9, 2022 - Special Meeting Minutes

February 9, 2022 - Exec. Session Special Meeting Minutes (TABLED)

February 22, 2022 - Regular Meeting Minutes

February 22, 2022 - Exec. Session Meeting Minutes

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

Discussion: Ms. Seibert asked for February 9th meeting minutes to be revised to include Mr. Turner's presentation regarding the amount of state aid reduction in each year and that he did not provide additional services to the district outside his contracted services. Also, include the Level II/III DOE clarification and that the HVAC proposal would be a standalone project.

MOTION by Mr. Hale, seconded by Mr. Roop to table February 9, 2022 - Special Meeting Minutes pending revisions. The motion carried on a unanimous voice vote.

MOTION by Ms. Seibert, seconded by Mr. Roop to approve February 9, 2022 - Exec. Session Meeting

Minutes, February 22, 2022 - Regular Meeting Minutes, and February 22, 2022 - Exec. Session Meeting Minutes. The motion carried on a unanimous voice.

IX. INTERIM CHIEF SCHOOL ADMINISTRATOR REPORT

- **Report from Interim CSA, Mrs. Rainie Roncoroni**
 - Discussion regarding Hoppock Middle School configuration for 2022-2023 and having 6th grade attend the middle school.

MOTION by Mr. Roop, seconded by Mr. Harris to open public comment on discussion of Hoppock school configuration for 2022-2023. The motion carried on a unanimous voice vote.

- Bonnie Mulhern - In favor of 6th grade joining 7th and 8th at Hoppock. Conley is crowded with sixth grade students. Better for sports.
- Sarah Lampirello - Educator and community member. In favor of bringing students back to Hoppock. Let staff know as soon as possible.
- Dawn Muir - In favor of surveying all families. Would like to see Art offered for the full year.
- Eileen Bancalari - Teachers want to know what grade they will be working in. Would like to see decision made so parents and teachers know

MOTION by Mr. Roop, seconded by Mr. Hale to close the public session.

MOTION by Mr. Harris, seconded by Mrs. Seibert to have students in Grade 6 attend Hoppock School in 2022-2023 school year. On a roll call vote, all present were in favor. The motion carried.

- Ms. Roncoroni discussed the use of ESSER funds, reviewed plans and amounts for funds. HVAC updates, teacher training to work with struggling students and provide enrichment. Summer Academic Boost - June 13th to June 24th. Beyond the school day and Homework Help support.

X. SCHOOL BOARD PRESIDENT REPORT

None

XI. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Next meeting on April 13th will have our audit presentation.
- Mr. Latzke provided the tentative budget for the 2022-2023 school year.
- Review of proposed revenue and appropriates
- 0% increase to tax levy

XII. FINANCE

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

A. Approval of Bills List - Att # 1

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 February 23, 2022 to March 23, 2022, for a total amount of \$854,395.16, which includes two payrolls - February 28 and March 15, 2022.

B. Approval of Tuition Student Placement for the 2021-2022 School Year - Att #2

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

approve the tuition student #XXXXXX, from the High Bridge School District to attend the ALC program in the Bethlehem Twp. School District for the 2021-2022 school year in the amount of \$25,000.00. Effective August 26, 2021 through June 10, 2022 (or last day of school in June).

C. Approval of Transfers - Att # 3

BE IT RESOLVED that the Board, upon recommendation of the Interim Chief School Administrator approve the line item transfers dated February 1, 2021 through February 28, 2021 in the amount of \$17,953.61.

D. Acceptance and Approval of Treasurer's Report for the of January 2022 - Att # 4

BE IT RESOLVED that upon review of the Treasurer's Report for the month of January 2022 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).

E. Acceptance and Approval of Board Secretary's Report for the month of January 2022 - Att # 4

BE IT RESOLVED that upon review of the Board Secretary's Report for the month of January 2022 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).

F. Acceptance and Approval of Treasurer's Report for the of February 2022 - Att # 5

BE IT RESOLVED that upon review of the Treasurer's Report for the month of February 2022 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 month of February 2022 - Att # 5

BE IT RESOLVED that upon review of the Board Secretary's Report for the month of February 2022 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. Adoption of Proposed Budget for the 2022-2023 School Year at 0% Increase

BE IT RESOLVED that the tentative budget be approved for the 2022-2023 School Year using the 2022-2023 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:

<u>GENERAL</u>	<u>SPECIAL</u>	<u>DEBT</u>	
<u>FUND</u>	<u>REVENUES</u>	<u>SERVICE</u>	<u>TOTAL</u>

2022-23 Total Expenditures	\$9,360,567	\$207,818	\$367,975	\$9,936,360
Less: Anticipated Revenues	<u>\$1,896,623</u>	<u>\$207,818</u>	<u>\$0</u>	<u>\$2,104,441</u>
Taxes to be Raised	<u>\$7,463,944</u>	<u>\$0</u>	<u>\$367,975</u>	<u>\$7,831,919</u>

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

BE IT FURTHER RESOLVED that the Bethlehem Township Board of Education requests the approval of a maintenance reserve withdrawal in the amount of \$212,000. The district intends to utilize these funds for the purpose of roof repairs at the Conley School.

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of \$17,000.00 for all staff and board members. The School Business Administrator shall track and record these costs to insure 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 27th at 7:00 p.m for the purpose of conducting a public hearing on the budget for the 2022-2023 School Year.

Discussion:

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

XIII. EDUCATION

MOTION by Mr. Hale, seconded by Ms. Seibert to approve items A - G.

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

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
March 2022	TBC	03/02/2022	03/09/2022
March 2022	EHMS	03/01/2022	03/16/2022

B. Approval of School District Calendar for the 2022-2023 School Year - Att # 6

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the 2022-2023 school calendar with 181 student days. Teachers will report for the first day on Monday, August 22, 2022 and the first day of school for students is Thursday, August 25, 2022. The

tentative last day of school will be Friday, June 9, 2023 which includes three (4) emergency/snow days.

C. Approval of Spanish Consultant/Remote Instructor

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve Katrina Moore as a Spanish Consultant/Remote Instructor for 44 days beginning, April 1, 2022 to June 6, 2022 at a cost of \$4,476.00 which includes the creation, management and scheduling of two Google Classrooms for 4th, 5th, 6th, 7th and 8th grade students.

D. Approval of Summer 2022 Special Education Extended School Year (ESY) Program

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the Special Education Extended School Year Program. The program will run from June 28 through July 28, 2022 (Tuesday through Thursday) from 9:00 a.m. to 11:30 am

E. Approval of 2022 Summer Academic Boost Program

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the 2022 Summer Academic Boost Program in June during the following dates and times:

- June 13-17 Academic Boost for 7th and 8th Grades Math @ Conley
8-11:00 am
- June 14- 17 Academic Boost for 7th and 8th grades ELA @ Conley
11:30 - 2:30 pm
- June 14- 17 Academic Boost for 7th and 8th grades ELA @ Conley
8-11:00 am
- June 13-17 Academic Boost for 7th and 8th Grades Math @ Conley
11:30-2:30 pm
- July 11-22 Dibbles Academy for K-2 (am session 8-11 am)
(pm session 11:30-2:30)
- July 11-22 Academic Boost for 3-4 grades in ELA and Math
Academic Boost for 5-6 grades in ELA and math
3-4 grade ELA - (8-11) and 3-4 grades Math (11:30-2:30)
5-6 grades Math (8-11) and 5-6 grades ELA (11:30 - 2:30)

F. Summer Camps being offered in June 2022:

Week of 6/13

- Camp Longhorn - full day
- Dungeon Master Academy - full day
- Mosaics and Paper Mache - half day am
- Discovery Days - full day
- Camp Happy Times - full day

Week of 6/20

- Camp Longhorn - full day
- Sports Camp - full day
- Mosaics and Paper Mache - half day am

Discovery Days - full day

Camp Happy Times - full day

G. Approval of Class Trips - Att #7A

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

Spring 2021 -

Eighth Grades - Eighth Grade students to attend Dorney Park in Allentown, PA for Annual Eighth Grade Class Trip . Two buses will be provided from Delaware Valley Transportation - cost is \$1,246.00 (includes tolls).

Seventh Grades - Seventh Grade students to go to Hunterdon County Educational Services Commission (HCESC) in Califon, NJ. One bus is needed - quote being obtained.

Discussion:

- Ms. Roncoroni clarified that the schedule aligns with North Hunterdon with the exception of quarterly professional development dates.
- Ms. Roncoroni discussed how Spanish will be taught the remainder of the year with lessons provided by a certified instructor and a certified substitute to supervise the classroom.
- Ms. Holmes asked if the District could open after Labor Day and clarification on alignment with North Hunterdon High School. Ms. Roncoroni added that it is best practice to align with the high school and that it helps with parent schedules and planning activities.

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

XIV FINANCE

MOTION by Mr. Roop, seconded by Mr. Hale to approve item I.

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
03/16/2022 - pm only	Edward Grannis	North Hunterdon/Voohees Science Articulation Mtg.	No cost	One - ½ day sub. @\$50.00
03/25/2022 - 1 day	Carol Przewozny	Advance Orthographic	No cost	One sub. @

		Mapping, Foundational Rdg. Instruction Workshop-Live Steam		\$100.00
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On a roll call vote, all present were in favor. The motion carried.

XV. BUILDING AND GROUNDS

MOTION by Mr. Roop, seconded by Ms. Seibert.

A. Approval of Hunterdon County YMCA Program for 2022-2023 School Year - Att # 7B

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the YMCA School Age After School Child Care Program for our district for the 2022-2023 School Year (No Before School Program in 2022--2023 School Year if enrollment is low.) The YMCA program will be held onsite at Conley School for children in grades K-8 who are enrolled in our school district.

B. Approval of Proposal from Portasoft for Conley School water treatment system design - Att # 8

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, accept the fee proposal from PortasoftNJ to prepare a bid package for the design and installation of PFAS removal, system upgrade, relocation and reconfiguration at a cost of \$3,500.

Discussion: Mr. Latzke clarified that although Portasoft was creating the design of the system to be included in the bid package, the contract would be open to all prospective bidders.

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

XIV. POLICY

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

A. Approval of First Reading of Policies/Regulations

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

First Reading of the following policies/regulation:

- Policy 2415.05 Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (Revised)
- Policy & Reg. 2431.4 Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)
- Policy 2622 Student Assessment (M) (Revised)
- Regulation 2622 Student Assessment (M) (New)
- Policy 5541 Anti-Hazing (M) (New)
- Policy & Reg. 8465 Bias Crimes and Bias-Related Acts (M) (Revised)
- Policy 9560 Administration of School Surveys (M) (Revised)

Ms. Seibert suggested taking a closer look at policy 8465 in having a discussion of the change from hate to bias prior to approval. Ms. Roncoroni added that these are mandated policies.

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

XV. PERSONNEL

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

A. Acceptance of Letter of Resignation for Purposes of Retirement

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator accept a Letter of Resignation for Purposes of Retirement for Ms. Eugenia (Gina) Benyo (DIST-SEC-CST-1), Child Study Team Secretary. Effective June 1, 2022.

B. Approve Staff Unpaid Leave of Absence Days

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

- Shannon Scanlon - (CON-NUR-1) - February 18, 2022

C. 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 Ann Marie Linnen (CON-TCH.03-4) effective March 14, 16, 18, 21, 23 and 25, 2022 and tentatively on March 28, 30, April 1, 4, 6 and 8, 2022.

D. Approval of Conley School Duty Aide for the 2021-2022 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve Shannon Baglioni-Conover, for the position of Conley School Duty Aide for the 2021-2022 School Year at the rate of \$15.00 per hour for five (5) hours per day (8:30 am to 1:30 pm). Effective March 24, 2022.

E. 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. Cynthia Fascino as a substitute teacher for the 2021-2022 School Year.

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

XVI. OLD BUSINESS

- Discussion of interest in the baseball team.
- M.A.P. Project - Mindset Abilities Pathways - Workshops were rescheduled for March 24, 2022 (previously scheduled for January 10, 2022)

XVII. NEW BUSINESS

None

XVIII. PUBLIC COMMENTS

Mr. Harris asked if anyone from the public wished to comment on agenda items. There were no requests to speak from the public.

XIX. EXECUTIVE SESSION - #2

MOTION by Mr. Hale, seconded by Mr. Roop to adjourn to 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 present were in favor and the Board entered closed session at 8:52 pm.

MOTION by Mr. Roop, seconded by Mr. Hale to return to public session. The Board reconvened in public session at 10:00 pm.

XX. NOTEWORTHY DATES

- 1). April 13, 2022 - Board of Education Meeting - Hoppock School Gym -
Executive Session Meeting begins at 6:30 p.m. and the Regular Public Meeting begins at 7:00 p.m.

- 2). April 27, 2022 - Public Budget Hearing and Board of Education Meeting - Hoppock School Gym
-
Executive Session Meeting begins at 6:30 p.m. and the Regular Public Meeting begins at 7:00 p.m.

XXI. ADJOURNMENT

MOTION TO ADJOURN by Mr. Roop, seconded by Ms. Holmes.

The motion carried on a unanimous voice vote. The meeting adjourned at 10:01 pm.

Respectfully submitted,



Brian Latzke
School Business Administrator/Board Secretary