

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



REGULAR MEETING MINUTES

June 22, 2022

For the Regular Meeting of the
 Bethlehem Township Board of Education on Wednesday, June 22, 2022 at 7:00 p.m. in the
 Ethel Hoppock Middle School Library

I. CALL TO ORDER - President Harris called the meeting to order at 6:31 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	x	Mr. Travis Roop	absent
Mr. Kyle Harris	x	Ms. Jennifer Seibert	x
Ms. Jenny Holmes	x	Ms. Stephanie Yager	x
Ms. Jessica Romero	x		

Also present:

Ms. Rainie Roncoroni, Interim CSA	x
Mr. Brian Latzke, SBA/BS	x
Ms. Teresa Moore, Board Attorney	x

V. EXECUTIVE SESSION #1

MOTION by Ms. Holmes, seconded by Mr. Hale to adjourn to closed session. On a unanimous voice vote, the Board adjourned to closed session at 6:32 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 Mr. Hale, seconded by Ms. Seibert, to reconvene in public session. On a unanimous voice vote,

the Board reconvened in public session at 7:01 p.m.

Committee Reports:

- a. Policy - none
- b. Transportation and Community Relations - none
- c. Curriculum and Student Activities - Ms. Holmes: Committee met with the teacher liaison group and discussed outdoor hazards, addition of screen and sun shades at Conley and increasing motivation. Ms. Roncoroni added that the outdoor hazards had been removed following the meeting.
- d. Finance - Ms. Seibert: Committee discussed fixed versus variable costs in the budget. Requested future meeting with T. Moore surrounding the DRG contract.
- e. Negotiations and Personnel - none
- f. Building and Grounds and Technology - Mr. Hale: Committee met and report will be shared at July meeting.

VI. 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.

Tom Fuller - Connection to Bethlehem Township schools and staff, specifically Dr. Terpin. Wants to give back to those that influenced his education.

VIII. MINUTES - M1

MOTION by Mr. Hale, seconded by Ms. Holmes.

<u>May 18, 2022 Special Meeting Minutes</u>	<u>May 18, 2022 Special Meeting Executive Minutes</u>
<u>May 25, 2022 Regular Meeting Minutes</u>	<u>May 25, 2022 Executive Meeting Minutes</u>
<u>June 1, 2022 Special Meeting Minutes</u>	<u>June 1, 2022 Special Meeting Executive Minutes</u>
<u>June 13, 2022 Special Meeting Minutes</u>	<u>June 13, 2022 Special Meeting Executive Minutes</u>

BE IT RESOLVED that the minutes of the Board of Education meeting, held on the dates indicated as

transcribed, be approved and filed.

Vote: Motion carried on the roll call vote.

Minutes	Mr. Michael Hale	Ms. Jenny Holmes	Ms. Jessica Romero	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager	Mr. Kyle Harris
5/18/22	Y	Y	Y		Y	abstain	Y
5/25/22	Y	Y	Y		abstain	abstain	Y
6/1/22	abstain	Y	Y		Y	Y	Y
6/13/22	Y	Y	Y		abstain	Y	Y

IX. SCHOOL BOARD PRESIDENT REPORT - None

X. INTERIM CHIEF SCHOOL ADMINISTRATOR REPORT - Ms. Roncoroni discussed the Academic Boost and extra camps that are running this summer. Thank you to the 7th grade parents for assisting with graduation. End of year school rollover is underway. Meeting with Dr. Keegan to facilitate the transition.

XI. SCHOOL BOARD ADMINISTRATOR REPORT

Mr. Latzke reported on facilities projects over the summer and scheduling of preventative maintenance and fire inspections.

XII. FINANCE

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

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 May 26, 2022 through June 22, 2022, for a total amount of \$883,214.73, which includes two payrolls: May 30, 2022 and June 10, 2022.

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

BE IT RESOLVED that upon review of the Board Secretary’s Report for the month of May 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).

C. Acceptance and Approval of Treasurer’s Report for the month of May 2022 - Att #3

BE IT RESOLVED that upon review of the Treasurer’s Report for the month of May 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).

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).

D. Approval of Transfers for May 25, 2022 through June 20, 2022 Att #4

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the transfers for May 25, 2022 through June 20, 2022..

E. Approval of New Jersey Child Assault Prevention Program for 2022-2023 School Year - Att #5

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the New Jersey Child Assault Prevention Program Application for the 2022-2023 School Year for the Elementary Cap Program - District contribution would be up to a maximum of \$358.20 and State CAP Funding would be \$835.80. For the Teen CAP Program - District contribution would be up to a maximum of \$215.40 and the State CAP Funding would be \$502.60. The program will include student workshops for Kindergarten, 3rd and 5th grades at Conley School and 7th grade at Hoppock School.

F. Approval of New Jersey Child Assault Prevention Bullying Pilot Program for 2022-2023 School Year - Att #6

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the New Jersey Child Assault Prevention Bullying Pilot Program Application for the 2022-2023 School Year. District contribution would be up to a maximum of \$1,268.00 and State CAP Funding would be \$1,268.00 The pilot program will include student workshops for Kindergarten through 5th grades at Conley School. A District Parent Workshop and Staff Workshop will be held during the School Year.

G. 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	Where	Cost	Substitute Needed
June 28, 2022-1 day	Sally Klemm	Summer Inclusive Leadership Conference, Kenilworth, NJ	No Regis. Fee Mileage - \$14.98	No
July 5-8, 2022 - 4 days	Ann Marie Linnen	Virtual - Comprehensive Orton-Gillingham Training	Regis Fee - \$1,275.00	No

H. Approve the Submission of the 2022/2023 IDEA Consolidated Grant Application

BE IT RESOLVED that the Board upon the recommendation of the Interim Chief School Administrator, approve the acceptance and submission of the 2022/2023 IDEA Consolidated Grant in the amount of \$1,556.00 for Preschool and the Basic Grant of \$102,270.00

I. Approve the Submission of the 2022/2023 ESEA Consolidated Grant Application

BE IT RESOLVED that the Board upon the recommendation of the Interim Chief School Administrator, approve the acceptance and submission of the 2022/2023 ESEA Consolidated Grant in the amount of \$5093.00 for Title II.

J. Approval to Appropriate Funds to the Capital Reserve Account

BE IT RESOLVED upon recommendation of the Interim Chief School Administrator, that the Board of Education will appropriate a sum not to exceed \$250,000 to the Capital Reserve Account. The source of these funds derived from anticipated surplus realized at the conclusion of the 2021/2022 Fiscal School Year.

K. Approval to Appropriate Funds of the Maintenance Reserve Account

BE IT RESOLVED upon recommendation of the Interim Chief School Administrator, that the Board of Education will appropriate a sum not to exceed \$225,000 to the Maintenance Reserve Account. The source of these funds derived from anticipated surplus realized at the conclusion of the 2021/2022 Fiscal School Year.

L. RFP #22-1 Acceptance of Proposal for Audit Services

BE IT RESOLVED upon recommendation for the Interim Chief School Administrator, that the Board of Education accepts the proposal of audit services from BKC, CPAs, PC for Audit Services from July 1, 2022 through June 30, 2023, at a cost of \$20,500.00.

M. Approval of Contract for Pest Control & IPM Law Compliance Services

BE IT RESOLVED upon recommendation of the Interim Chief School Administrator, that the Board of Education approves a contract with Safe Schools Integrated Pest Management for July 1, 2022 through June 30, 2022 at a cost of \$3,900.00.

N. Approval of School Board Attorney for 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, award the contract for legal services for the 2022-2023 School Year to Riker Danzig Scherer Hyland Perretti, LLP.

O. Approval of Insurance Broker for 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, award the contract for insurance broker for the 2022-2023 School Year to CBIZ Insurance Services.

P. Approval of Medical Services for 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, award the contract for medical services for the 2022-2023 School Year to Dr. Paul Madura of Hampton Family Practice.

Q. Approval of Health Insurance Broker for 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, award the contract for health insurance services for the 2022-2023 School Year to Brown and Brown Benefit Advisors.

R. Approval of Architect/Engineer for 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, award the contract for architectural/engineering services for the 2022-2023 School Year to Design Resources -Group Architects, AIA, Inc. (DRG) Architects, Somerset, NJ.

S. Approval of Shared Services Agreement for Speech Therapist Att#7

BE IT RESOLVED that the Board enter into a shared services agreement with High Bridge School District for the purpose of sharing the professional services of a speech therapist (0.4 FTE) for the 2022/2023 school year.

T. Approve Contracts/Vendor List - Att #8

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, that pursuant to PL 2015, Chapter 47 the Bethlehem Board of Education intends to renew, award, or permit to expire the attached listed contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all State and Federal statutes and regulations; in particular, New Jersey Title 18A:18 et seq, NJAC Chapter 23, and Federal Uniform Code.

U. Approval of Tax Shelters for 2022/2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following tax shelters for the 2022/2023 school year: AXA/Equitable, Equivest, Lincoln, Financial Resources and Retirement, and Metlife

*All contracts pending review by the Board Attorney.

Discussion:

MOTION by Mr. Harris to adjourn to closed session to discuss a matter of attorney client privilege.

Roll call vote (4-2-0) Yes - Hale, Romero, Yager, Harris; No- Holmes, Seibert

Board adjourned to closed session at 7:38 p.m.

MOTION by Mr. Hale, seconded by Ms. Yager to reconvene in public session. The Board reconvened in public session at 8:27 p.m.

MOTION by Mr. Harris, seconded by Mr. Hale to approve a payment in addition to the payments on the bill list. Approve a partial payment of \$75,000.00 to DRG Architects toward DRG's invoice for services rendered in connection with the Conley School construction project, reserving the Board's right to finalize the terms of DRG's project contract, including the terms of further payment per the project contract.

The motion carried on a roll call vote (4-2-0) Yes - Harris, Hale, Romero, and Yager; No- Seibert and Holmes

Items A - U carried on a roll call vote. All members present voted yes on items A through U, with the exception of Holmes and Seibert that voted no on item T.

XIII. EDUCATION

MOTION by Mr. Hale, seconded by Ms. Holmes to approve item A.

A. Acceptance of Fire and Security Drill Reports for the months of May and June 2022

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, accept the Fire and Security Drill Reports for the months of May and June 2022 for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
May 2022	TBC	05/23/2022	05/23/2022
May 2022	EHMS	05/05/2022	05/26/2022

June 2022	TBC	06/15/2022	06/15/2022
June 2022	EHMS	06/08/2022	06/01/2022

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

XIV. PERSONNEL

MOTION by Mr. Hale, seconded by Ms. Holmes to approve items A through L.

A. Appoint Interim Superintendent of Schools for the 2022-2023 School Year

BE IT RESOLVED that the Board hereby appoint, Edward Keegan, Interim Superintendent of Schools for the period July 1, 2022 through June 30, 2023 at the per diem rate of \$600.00 for up to three days per week with an additional twelve (12) days for unforeseen circumstances that may arise that require the attention of the Interim Superintendent.

B. Approval of School Business Administrator/Board Secretary Contract for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the contract for Mr. Brian Latzke as School Business Administrator/Board Secretary, for the 2022-2023 school year at a salary of \$105,000.00, effective July 1, 2022 through June 30, 2023.

C. Acceptance of Letter of Resignation

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, accept a letter of resignation from Ms. Margret Thompson (CON-TCH-04-3), Conley School Teacher. Effective August 15, 2022.

D. Acceptance of Letter of Resignation

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, accept a letter of resignation from Dr. Deidre Terpin (CON-TCH-04-4), Conley School Teacher. Effective August 2, 2022.

E. Approval of Part-Time Technology Assistant for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve Ricky Bergacs as Part-Time Technology Assistant from July 1, 2022 through August 31, 2022 at a pay rate of \$16.00 per hour, not to exceed 25 hours per week, not to exceed \$6,000.00

F. Approval of Extension of Contract for Conley School Secretary for 2021-2022 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve Ms. Vanessa O'Keefe to extend her contract as Conley School Secretary (0.5 F.T.E) effective June 16, 2022 through June 30, 2022, at the rate of \$76.92 per diem for nine days.

G. Approval of Child Study Team Secretary for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve Ms. Vanessa O'Keefe for the position of 10-month plus 20 days Child Study Team Secretary, (0.5 F.T.E.), at a salary of \$20,000.00. Effective July 1, 2022 through June 30, 2023.

H. Approval of School Nurse Substitute for 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 following substitute nurse for the Special Education Extended School Year Program on an as needed basis.. The ESY program will run from June 28, 2021 to July 28, 2022 (Tuesday through Thursday) from 9:00 a.m. to 12:00 p.m.

- Shannon Scanlon, Substitute School Nurse for ESY (as needed) - \$45.00 per hour

I. Approval of Salaries for Administrative and Support Staff for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve the salaries for the following Administrative and Support Staff for the 2022-2023 School Year.

Name	Position/Location	Annual Salary
Klemm, Sally	Director of Special Services	\$112,238.00
Smith, Jane	Principal Conley	\$116,548.00
Lee, Lisa	Technology Coord.	\$72,875.00
Andrews, Daniel	Custodian	\$38,026.00
Morales, Reinaldo	Custodian	\$48,304.00
Neggers, Anthony	Facilities Manager	\$77,100.00
Otero, Melvin	Custodian	\$48,304.00
Peters, Katherine	Custodian	\$38,026.00
Yildirim, Adem	Custodian	\$37,008.00
Andrews, Margaret	Secretary (CSA)	\$69,202.00
Bramick, Ellen	Secretary (Hoppock)	\$43,371.00
Coletti, Michele L	Office Manager	\$61,680.00

		Annual Salary
Baglioni-Conover, Shannon	PT Aide 29 hours	\$16,485.00
Belo, Angela	FT Aide 35 hours	\$27,939.00
Colon, Jill	FT Aide 35 hours	\$23,747.00
Mulhern, Bonnie	PT Aide 29 hours	\$19,676.00
Stewart, Tara	PT Aide 29 hours	\$19,676.00

J. Approve Contracts for 2022/2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve contracts for the following individuals for the 2022-2023 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	Step	Salary
Stacey Michalski	BA, Step 9	\$65,579.00
Francesca Panfilo-Milza	MA, Step 1	\$55,779.00
William Gourniak	MA, Step 1	\$55,779.00
Brittany Meeter	MA, Step 1	\$55,779.00

K. Amend Reappointment for 2022/2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator amend the contract for the following individual for the 2022-2023 school year as per the agreement between the Bethlehem Township Board of Education and the Bethlehem Township Education Association (BTEA)

Name	Step	Salary
Debra Williams-Baumann	MA 15, OG3	\$52,832.40 (FTE 0.6)

L. Amendment of Leave of Absence

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator amend the following Leave of Absence.

Employee Number	FMLA Start Date	Date of Return (<i>anticipated</i>)
8015	4/28/2022	09/19/2022

The motion carried with all members voting yes on items A through I with the exception of Ms. Holmes who abstained on item E.

XV. OLD BUSINESS - Ms. Holmes asked about the possibility of metal detectors at school. Discussion ensued about district security plans and review of measures. Request from Ms. Holmes to meet with Maschios regarding food choices and menu selections. .

XVI. NEW BUSINESS

Discussion regarding mental health services and possibility of adding additional support. Mr. Hale asked to review wages for paraprofessionals and substitute teachers

XVII. PUBLIC COMMENTS

NONE

XVIII. EXECUTIVE SESSION #3

MOTION by Ms. Holmes, seconded by Mr. Hale for the Board to adjourn to closed session. On a unanimous voice vote, the Board adjourned to closed session at 8:53 p.m.

WHEREAS, the New Jersey Open Public Meetings Act authorizes a public body to exclude the public from that portion of a meeting at which the Board of Education discusses topics falling within certain specified exceptions to the requirement for open public meetings; and

WHEREAS, the Board of Education wishes to discuss matters that fall within one or more of the statutory exceptions to open public meetings;

BE IT RESOLVED pursuant to Section 7 of the Open Public Meetings Act (N.J.S.A. 10:4-12), that the Board adjourn from public session and enter into executive 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 executive 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. Yager, seconded by Mr. Hale to reconvene in public session. On a unanimous voice vote, the Board reconvened in public session at 10:35 p.m.

XIX. NOTEWORTHY DATES:

1. **July 27, 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.

XX. ADJOURNMENT

MOTION TO ADJOURN Mr. Hale, seconded by Ms. Romero. The meeting was adjourned at 10:36 p.m.

Respectfully submitted,



Brian Latzke
School Business Administrator