

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



REGULAR MEETING MINUTES

August 17, 2022

Wednesday, August 17, 2022 at 7:00 p.m.

Ethel Hoppock Middle School Library

I. CALL TO ORDER - Mr. Harris called the meeting to order at 6:36 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 | absent | Ms. Jennifer Seibert | absent |
| Ms. Jenny Holmes | x | Ms. Stephanie Yager | x |
| Ms. Jessica Romero | absent | Mr. Kyle Harris | x |
| Mr. Travis Roop | x | | |

Also present

| | |
|----------------------------------|---|
| Dr. Edward Keegan, Interim CSA | x |
| Mr. Brian Latzke, SBA/BS | x |
| Ms. Teresa Moore, Board Attorney | x |

V. EXECUTIVE SESSION

MOTION by Roop, seconded by Holmes to adjourn to closed session. On a voice vote, all present were in favor and the Board adjourned to closed 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 Roop, seconded by Holmes, to return to public session. On a voice vote, all present were in favor, and the Board reconvened in public session at 7:12 pm.

Committee Reports:

- a. Policy - None
- b. Transportation and Community Relations - Mr. Roop provided updates on discussions surrounding transportation and looking to neighboring districts, such as Alexandriaia, that have recently gone through the referendum process.
- c. Curriculum and Student Activities - none
- d. Finance - none
- e. Negotiations and Personnel - none
- f. Building and Grounds and Technology - none

VI. CORRESPONDENCE

Michelle Stegens - BTPTA directory (via email)
Chrysa Staiano - Posting of minutes on website (via email)

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 Mr. 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.

Mr. Harris asked if anyone from the public wished to speak on Agenda items.

Meg McGeehan - Commented on resignation of A. Miller and the district needs to work towards retention of staff.

VIII. MINUTES - M1

Mr. Harris requested a motion and a second for the approval of the following minutes.

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

| | |
|--|--|
| <u>Regular Meeting Minutes July 27, 2022</u> | <u>Executive Meeting Minutes July 27, 2022</u> |
|--|--|

Roll Call Vote

| | Mr. Michael Hale | Ms. Jenny Holmes | Ms. Jessica Romero | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager | Mr. Kyle Harris |
|---------|------------------|------------------|--------------------|-----------------|----------------------|---------------------|-----------------|
| Motion | | | | 1st | | 2nd | |
| Aye | | | | x | | x | x |
| Nay | | | | | | | |
| Abstain | | x | | | | | |
| Absent | | | | | | | |

3 Yes votes, 1 abstention - Motion Carries

IX. SCHOOL BOARD PRESIDENT REPORT

Mr. Harris shared information on the CSA search including review of 25 applicants, selection of first round and second round candidates. Candidates met with administration, teaching and support staff. The successful candidate also met with PTA and is on the agenda for approval later in the meeting.

X. INTERIM CHIEF SCHOOL ADMINISTRATOR REPORT

Dr. Keegan provided an update on the recent security audit from the state, the 6th/7th grade open house and upcoming in-person Back-To-School Nights.

XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Latzke updated the Board on the completion of the roofing project, parking lot repairs at Conley, and upcoming conference dates for the NJSBA workshop.

XII. FINANCE

Mr. Harris requested a motion and a second on Finance items A through H.

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 July 28, 2022 through August 17, 2022, for a total amount of \$326,155.24 which includes two payrolls: July 30, 2022 and August 15, 2022.

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

BE IT RESOLVED that upon review of the Board Secretary’s Report for the month of June 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 June 2022 - Att #3

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

D. Approval of Transfers for June 2022 Att #4

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the transfers for June 2022 necessary to make final adjustments to close out the 2022 fiscal year.

E. BE IT RESOLVED, that the Board, upon the recommendation of the Interim Chief School Administrator, accept the Wellness Grant from the School Health Insurance Fund for 2022/2023 in the amount of \$5,000.00 with \$1000.00 to be dedicated towards a Wellness Champion stipend.

F. BE IT RESOLVED, that the Board, upon the recommendation of the Interim Chief School Administrator, accept the Rural Education Achievement Program Grant for 2022/2023 in the amount of \$37,899.00.

G. Approval of Out of District Placement for the 2022-2023 School Year Att

BE IT RESOLVED that the Board, upon recommendation of the Interim Chief School Administrator approve the out of district placement for student #280349 to attend Clinton Public School District, in Clinton, NJ for the 2022-2023 school year in the amount of \$38,015.00 and additional services in the amount of \$41,445.00. Effective August 30, 2022 through June 20, 2023.

H. Approval of Tuition Student Placement for the 2022/2023 School Year Att

BE IT RESOLVED that the Board, upon recommendation of the Interim Chief School Administrator approve the tuition student #290568, from the High Bridge School District to attend Bethlehem Township School District for the 2022/2023 school year in the amount of \$25,000.00 plus the cost of additional services. Effective August 25, 2022 through June 9, 2023.

Discussion:

Roll Call Vote Items A-H

| | Mr. Michael Hale | Ms. Jenny Holmes | Ms. Jessica Romero | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager | Mr. Kyle Harris |
|---------|------------------|------------------|--------------------|-----------------|----------------------|---------------------|-----------------|
| Motion | | | | 1st | | 2nd | |
| Aye | | x | | x | | x | x |
| Nay | | | | | | | |
| Abstain | | | | | | | |
| Absent | | | | | | | |

4 Yes votes - Motion carries

XIII. EDUCATION

Mr. Harris requested a motion and a second for the approval of Education items A and B.

A. Approval of District 2022-2023 Professional Development Plan - Att #

BE IT RESOLVED that the Board, upon recommendation of the Interim Chief School Administrator approve the 2022-2023 Bethlehem Township School District Professional Development Plan for review for financial impact pursuant to 6A:9C-4.2(b)5). In addition, the Statement of Assurance for the Professional Development Plan will be submitted by September 1st to the NJ Department of Education.

B. Approval of 2022-2023 District Mentoring Plan - Att #

BE IT RESOLVED that the Board, upon recommendation of the Interim Chief School Administrator approve the 2022-2023 Bethlehem Township School District Mentoring Plan for review for financial impact pursuant to 6A:9C-5.3(a)1. In addition, the Statement of Assurance for the District Mentoring Plan will be submitted by September 1st to the NJ Department of Education.

Roll Call Vote Items A-B

| | Mr. Michael Hale | Ms. Jenny Holmes | Ms. Jessica Romero | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager | Mr. Kyle Harris |
|---------|------------------|------------------|--------------------|-----------------|----------------------|---------------------|-----------------|
| Motion | | | | 1st | | 2nd | |
| Aye | | x | | x | | x | x |
| Nay | | | | | | | |
| Abstain | | | | | | | |
| Absent | | | | | | | |

4 Yes votes - Motion carries

XIV. CURRICULUM

Mr. Harris requested a motion and a second for the approval of Curriculum item A.

A. Approval of Staff Professional Development Program for the 2022/2023 School Year

BE IT RESOLVED that the Board, upon recommendation of the Interim Chief School Administrator approve the staff development program with Becoming Your Best Global Leadership, LLC., “Do What Matters Most,” on 8/22/22, 1/13,23, and 3/22/23. Total program cost of \$10,800.00 to be funded through the use of Title IIA funding.

Roll Call Vote Item A

| | Mr. Michael Hale | Ms. Jenny Holmes | Ms. Jessica Romero | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager | Mr. Kyle Harris |
|---------|------------------|------------------|--------------------|-----------------|----------------------|---------------------|-----------------|
| Motion | | | | 1st | | 2nd | |
| Aye | | x | | x | | x | x |
| Nay | | | | | | | |
| Abstain | | | | | | | |
| Absent | | | | | | | |

Discussion about how staff are involved with selection of professional development. Dr. Keegan added that staff and administration met to discuss needs.

XV. POLICY

Mr. Harris requested a motion and a second for the approval of Policy item A.

A. Approval of Second Reading of the following Policy

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve the Second Reading of the following policy:

Policy #8420 - Emergency and Crisis Situations

Roll Call Vote item A

| | Mr. Michael Hale | Ms. Jenny Holmes | Ms. Jessica Romero | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager | Mr. Kyle Harris |
|---------|------------------|------------------|--------------------|-----------------|----------------------|---------------------|-----------------|
| Motion | | | | 1st | | 2nd | |
| Aye | | x | | x | | x | x |
| Nay | | | | | | | |
| Abstain | | | | | | | |
| Absent | | | | | | | |

4 Yes votes - Motion carries

XVI. PERSONNEL

Mr. Harris requested a motion and a second for the approval of Personnel items A -G and Addendum items H - K.

A. Appointment of Chief School Administrator Att

BE IT RESOLVED that the Bethlehem Township Board of Education hereby appoints Edward Abato Jr. as its Superintendent of Schools, effective November 1, 2022, for the balance of the 2022/2023 school year, and for a further term of three (3) years thereafter, expiring on June 30, 2026, at an annual salary of \$142,000 and \$5,000 Principal stipend (prorated for the 2022/2023 school year), and subject to the remaining terms and conditions of the Superintendent Employment Contract.

B. Authorize Chief School Administrator Right of Appointment

BE IT RESOLVED that the Board authorize the Chief School Administrator the right of appointment between Board Meetings for personnel.

C. BE IT RESOLVED, that the Board, upon the recommendation of the Interim Chief School Administrator, amend the following medical/FMLA Leave of Absence (LOA) dates for the 2021/2022 and 2022/2023 school year:

| Employee | LOA with pay and benefits | LOA w/o pay but with benefits(if applicable) | Extended LOA w/o pay or benefits | Return Date |
|----------|---------------------------|--|----------------------------------|-------------|
| 8083 | N/A | 3/8/2022 - 6/10/2022; 8/22/2022 - 9/16/2022 | N/A | 09/19/2022 |

D. Approval of the following School Aide Assignments for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the following one-to-one, classroom, and duty aides subject to further investigation pursuant to law.

| Name | Position | Location | Salary | Start Date |
|------------|---|----------|-------------|------------|
| Traci Orr | Classroom Aide (0.83 FTE) - 29 hours per week | EHMS | \$18,675.00 | 8/22/2022 |
| Ana Castro | One-to-One Aide (FT) - 35 hours per week | EHMS | \$22,500.00 | 8/22/2022 |

E. Approval of Stipend Advisors for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve the following stipend advisor for the 2022-2023 School Year:

| Staff Member | Stipend Activity | Amount |
|-------------------|--------------------------|----------|
| Sarah Lampariello | Student Council - Conley | \$970.00 |

F. Approval of Substitute

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve Angelo Belo as a substitute for the 2022/2023 school year.

G. Approval of School Nurse Mentor

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve Mrs. Cindy Arancio, R.N. to be the mentor for Mrs. Shannon Scanlon, R.N., to shadow and complete her practicum at Conley and Hoppock Schools in the fall of 2022 for Rutgers School of Nursing. The practicum consists of 75 hours clinical time and includes the classroom student teaching requirement. Mrs. Scanlon will also work with the health classroom teachers as well.

H. Approval of Leave Replacement Teacher for 2022/2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve the contract for 2022-2023 school year for a leave replacement teacher subject to further investigation pursuant to law.

| Name | Step | Annual Salary | Date |
|------------|------|------------------------|-----------------------|
| Alana Lant | BA/1 | \$52,579.00 (prorated) | 8/22/2022 - 12/1/2022 |

I. Approve Contract for 2022/2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve 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) subject to further investigation pursuant to law.

| Name | Step | Salary | Position | Replace | Start Date |
|-----------------------|------|-------------|-------------|----------|------------|
| Kimberly Intrabartolo | BA/5 | \$58,579.00 | Third Grade | Gourniak | 08/22/2022 |

J. Adjust Salary for Aide for the 2022/2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the salary adjustment for Jill Colon for the 2022/2023 school year.

| Original salary - approved 6/22/2022 | Adjusted salary 2022/2023 |
|--------------------------------------|---------------------------|
| \$23,747.00 | \$25,750 |

K. Accept Letter of Resignation

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, accept the letter of resignation from Amy Miller for the 2022/2023 school year.

Roll Call Vote item A-K

| | Mr. Michael Hale | Ms. Jenny Holmes | Ms. Jessica Romero | Mr. Travis Roop | Ms. Jennifer Seibert | Ms. Stephanie Yager | Mr. Kyle Harris |
|---------|------------------|------------------|--------------------|-----------------|----------------------|---------------------|-----------------|
| Motion | | | | 1st | | 2nd | |
| Aye | | x | | x | | x | x |
| Nay | | | | | | | |
| Abstain | | | | | | | |
| Absent | | | | | | | |

4 Yes votes - Motion carried

XVII. OLD BUSINESS

XVIII. NEW BUSINESS

Mr. Roop suggested the district look for as many possible ways to secure funding for district improvements.

XIX. PUBLIC COMMENTS

Mr. Harris asked if anyone from the public wished to speak on Agenda items.

Barbara Cochrone - Suggested a meeting with seniors regarding referendum wording when the time comes.

Bonnie Mulern - Reminding about blasting and how that may impact afternoon bus routes.

Meg McGeehan - Volleyball will be using the Conley gym and AED is currently not accessible.

XXI. NOTEWORTHY DATES:

1. August 22 - 24, 2022 - Teachers report for the 2022-2023 School Year
2. August 25, 2022 - First day of school for students - Early Dismissal Day
3. August 26, 2022 - Early dismissal day
4. September 28, 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.

XXII. ADJOURNMENT

MOTION TO ADJOURN by Mr. Roop, seconded by Ms. Holmes. On a unanimous voice vote, the Board adjourned at 8:04 p.m.

Respectfully submitted,



Brian Latzke
School Business Administrator/Board Secretary
Board of Education Approved: 9/28/2022