

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



REGULAR MEETING MINUTES

September 22, 2020

(Held virtually due to state of emergency from coronavirus)

For the Regular Meeting of the
Bethlehem Township Board of Education being held by video conference call on
Tuesday, September 22, 2020 at 6:30 p.m.

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

II. PLEDGE OF ALLEGIANCE

III. STATEMENT OF ADEQUATE 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 and by posting on the bulletin boards in the Ethel Hoppock and Thomas B. Conley Schools and on the District website.

There are two options to participate in the meeting - please use the Google Meet link below or call 1-515-454-0365 and use Pin: 135 015 960 #

Goggle Meet - meet.google.com/jfv-izyu-jeo

Please be advised:

- Pursuant to Board Policy #0167, 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.
- 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.
- Since this meeting is being held by video conference due to the coronavirus pandemic, if the public wishes to make a comment, they may do so by:

(1). By calling in to the number provided for participants on the videoconference or by Google Meet.

- Public participation at board meetings is intended to allow individual members of the public to address the Board 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.

IV. ROLL CALL

Mrs. Jessica Gleason Present
Mr. Joey Pinto Present
Dr. Allison Isola Present
Mrs. Chrysta Staiano Present

Mrs. Debra D. Roosen Present
Ms. Kellie Bancalari Present
Mr. Gregory Glazar Absent

Dr. Gregory Farley, CSA Present

Ms. Fiona Cousland, Esq. Present

Mrs. Beverly Vlietstra, Interim SBA/BS Present

V. PUBLIC COMMENTS - None

VI. CHIEF SCHOOL ADMINISTRATOR REPORT

- Congratulations! The following 2019-2020 Third grade students received an award from the Tri-County Reading Council's Young Author's Competition in the following categories:

Porter Kempinski - First Place in Poetry

Adam Salas - Honorable Mention - Personal Narrative

Sayla Woolcock - Honorable Mention - Poetry

President Staiano gave a shout out to Porter and congratulated him on a job well done as well as the whole Community.

- **Summer Virtual Academy - Teacher Evaluations**

- Screencastify
- Flipgrid
- Youtube
- SeeSaw
- Google Classroom
- Zoom
- Trauma-Informed Classroom

Dr. Farley stated that the evaluations came back that the Professional Development was excellent. He thanked, Mr. Hathaway, Ms. Terpin, Ms. Lampariello, Ms. DeSavino. Forty-two teachers attended Trauma Informed Classroom and the teachers stated that the Professional Development tied in so well with the Conscious Discipline curriculum.

Dr. Farley also stated that he is now a certified Contact Tracer along with the School Nurses.

HIB Incident Report

Harassment, Intimidation and Bullying Investigation(s) for the 2020-2021 School Year:

School	Date of Incident	Report #	Classified HIB Y/N	Additional Action Taken
Hoppock School	09/02/2020	1	Yes	Remedial measures and discipline as outlined in report.

VII. School Board President Report

- Discussion of Meeting location - in person? Also have a virtual option. In person, puts more of a hardship on the staff as to cleaning and technology.
 - Mrs. Roosen would like to have in person, but not if it limits the number of people able to attend.
 - Mr. Pinto would like in person also, but again, it could be a problem, if we have to limit the Public.

- Dr. Isola would like to be in person, but only if the technology is able to accommodate.
- Mrs. Gleason also said that the 25 person limit is too limiting. We definitely need to have options for public to still call in.
- Goal setting, Board Self-Eval, Board retreat . Mrs. Thornton suggested October 8th for a Goal Setting meeting.
- The Board Retreat is scheduled to be revisited in January after the new Board Members are in place.

VIII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- We just completed all our 6 month and yearly fire inspections.
- Working on the IDEA final report and the ESEA final expenditure report both due end of September beginning of October.
- Contacted our school auditor. Our audit will begin at the end of October and we will begin sending him reports that we already have and that can be taken care of through scanning, email.

IX. FINANCE

MOTION by Ms. Bancalari, and seconded by Mr. Pinto to approve items A-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 Interim School Business Administrator for the period August 26, 2020 through September 22, 2020 for a total amount of \$584,326.14 which includes two payrolls: September 11, 2020 and August 28, 2020.

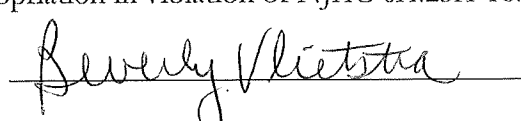
B. Acceptance and Approval of Board Secretary's Report for the months of June (revised), July 2020, and August 2020 - Att #2

BE IT RESOLVED that upon review of the Board Secretary's Report for the month of July 2020 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 (Revised), July, and August 2020 - Att #3

BE IT RESOLVED that upon review of the Treasurer's Report for the month of June (Revised), July, and August 2020 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).


 Beverly Vlietstra, Interim Board Secretary

9/22/20
 Date

D. Approval of Transfers for August 1 to August 31, 2020 - Att #4

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

transfers for August 1 to August 31, 2020.

E. Acceptance of Small Rural School Achievement Award (SRSA) - Att #5

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator accepted the Small Rural School Achievement Award (SRSA) in the amount of \$29,228.00.

F. Approval of Annual Service and Maintenance Agreement for HVAC Equipment for 2020-2021 - Att #6

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve Thermal Service of NJ for the annual service and maintenance agreement for both Thomas B. Conley School in the amount of \$1,935.00, and for the Ethel Hoppock Middle School in the amount of \$1,956.00, to inspect and replace belts and filters on the HVAC equipment.

G. Approval of Paving Section of Parking Lot at Conley School - Att #7

BE IT RESOLVED, that the Board upon recommendation of the Chief School Administrator, approve the quote for paving material and key cuts for the parking lot paving at Thomas B. Conley School where the trailer was located. The work will be completed by Steven Douglas. The cost will not exceed \$9,000.00.

H. 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
October 20-22, 2020 - 3 days	Chrysa Staiano, Jessica Gleason, Kellie Bancalari, Dr. Allison Isoala, Gregory Glazar, Joey Pinto, Debra D. Roosen, Sally Klemm, Dr. Farley and Beverly Vlietstra	New Jersey School Boards Annual Convention - Held Virtually This year due to COVID-19	\$900.00 (group rate)	No
Oct. 23, 2020 - 1 day	Honore Quinn and Sally Klemm	Attend Virtual NJ Assoc. Of Learning Consultants (NJALC) 2020 Symposium	Regis. Fee - \$50.00 each	No

The Board members requested all financial expenses be provided to them with supporting quotes/estimates for review prior to purchase or repairs being done.

On roll call vote, all present in favor, except for Ms. Bancalari abstained from A, yes for rest. Motion passed.

X. MINUTES - M1

MOTION by Mrs. Staiano, seconded by Mrs. Roosen to approve the minutes from July 8th.

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

July 8, 2020 - Regular Meeting Minutes

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

XI. CORRESPONDENCE

Dr. Farley had none.

The Board of Education received an email.

“Send email” to the entire Board not working on website; and will be addressed within 24 hours as per Dr. Farley.

Public praise for the following:

- Principal Smith’s efficiency and hard work.
- PickUp Patrol App.
- Covid-19 procedures implemented by our school district.
- Praise going out to Mrs. Poltrack, Mrs. Race, Mr. Brotzman and Mr. Hathaway.

XII. BUILDING AND GROUNDS

MOTION by Ms. Bancalari, seconded by Dr. Isola to approve action items B & C.

A. Committee Report - Met on Wednesday 9/16/20

- Statistical forecast for long-range planning, will receive a report on various topics.
- Hire a facility manager.
- Cleaning and disinfecting doing very well in the schools and thanked Custodial staff for doing such a great job.
- Mrs. Roosen had a few questions regarding the Statistical forecast, Facility Manager and the Long Range Survey and feels like we are moving too fast. Dr. Farley and Mrs. Staiano both felt that the information was made available to the Community. Mrs. Roosen also stated that the Board did not receive enough response from the Community.
- Dr. Isola explained that the survey was created to gather information and then use that to decide which direction to follow.
- Mrs. Staiano stated that there was an option on the survey that a respondent felt they needed more information.

B. Approval of Long Range Facilities and Schematic Proposal - Att #8

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approved the proposal submitted by Design Resources Group Architects (DRG Architects) to the Bethlehem Board of Education (BBOE) for the Comprehensive Facilities Assessment/LRFP.

C. Approval of Demographic Proposal - Att #9

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approved the proposal submitted by Statistical Forecasting LLC, to perform demographic services for our district, not to exceed \$7,500.00.

The Board discussed the cost of the Long Range plan on both buildings to see if we could reduce the cost of the plan for Hoppock school.

The Board further discussed the cost of having someone from the Statistical Forecasting to present the results either in person or virtual. Dr. Farley is recommending the virtual option due to the COVID-19 restrictions.

On a roll call vote, all present were in favor, except Mrs. Roosen, who voted no on B and Yes on C. The motion carried.

XIII. EDUCATION

A. CSA report on Reopening School - Dr. Farley reported that we were one of the first districts to start school. There was some technology and scheduling issues, but they were addressed quickly and resolved. Dr. Farley also stated that we are moving forward with the Re-Opening Plan. He is asking staff and Administration to serve on the Advisory Council that he will begin to create.

MOTION by Mr. Pinto, seconded by Mrs. Staiano to approve item B.

B. Acceptance of Donation of Floor Signs from Bethlehem Township Resident

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept a donation of floor signs that promote social distancing from an anonymous resident of Bethlehem Township for Conley and Hoppock Schools.

The signs are a perfect size and color and have been placed throughout the floors of both buildings. A very useful and generous donation -- keeping our students 6ft apart and safely distanced.

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

VIX. CURRICULUM/STUDENT ACTIVITIES

MOTION by Mr. Pinto, seconded by Mrs. Staiano to approve item B.

A. Committee Report

- Virtual after School support started this week
- Phase II of reopening, looking forward to viewing Dr. Farley's plan.
- October 12, staff professional development includes *LGBTQ Plus training* and *No Place For Hate Program*. Our district is working with the Anti Defamation League to become a certified school through this program. Dr. Farley wanted to thank the Guidance Counselors who came up with the program *No Place for Hate*.
- No standardized testing this year. We will work with North to find a date for 8th grade placement tests. State Department guidelines on Student Growth Objectives.
- Mrs. Roosen questioned if we heard anything about addressing the lack of progress students made during the Spring. Dr. Farley only recently heard that the teachers will be evaluated. Any professional development will be aligned with the building and district goals. One of the goals being considered is to improve the teaching strategies to enhance learning through in person, virtual or hybrid methods.

B. Acceptance of Fire, Security, and Bus Evacuation Drill Reports for September 2020

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept the Fire, Security, and Bus Evacuation Drill Reports for September 2020 for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL	BUS EVACUATION
September 2020	EHMS	09/01/2020	09/11/2020	09/16/2020
September 2020	TBC	09/11/2020	09/15/2020	09/15/2020

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

XV. POLICY

A. Committee Report - Mrs. Roosen stated that they are waiting for Physician response on items and waiting for the Attorney to get back on some policies also. On Policy 5320 on immunizations, the school would not be paying for the immunizations at this point.

MOTION by Mrs. Roosen, seconded by Ms. Bancalari to approve items B & C.

B. Approval of Second Reading of Policies - Att #10

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

Policy #2270 - Religion in Schools

Policy #5200 - Attendance (M) (Revised)

Policy #5320 - Immunizations

Policy #5330 - Administration of Medicine (M) (Revised)

Policy #5610 - Suspension (M) (Revised)

Policy #5620 - Expulsion (M) (Revised)

C. Approval of First Reading of Policies - Att #11

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the First Reading of the following policies:

Policy #8561 - Procurement Procedures for School Nutrition Programs (M)

Policy #5330.4 - Administering an Opioid Antidote

Vote: On roll call vote, all present were in favor. Motion carried.

XVI. TECHNOLOGY AND COMMUNITY RELATIONS

A. Committee Report

- Committee obtained grant to replace kindergarten iPads
- New survey being formed to capture feedback regarding the efficiency of technology usage
- On Communication, we have regular Zoom meetings and monthly newsletters, continued updates on websites and looking into social media.
- Parent Advisory Community for us to stay informed, which can include the Community.

XVII. EXECUTIVE SESSION

MOTION by Mrs. Roosen, seconded by Mr. Pinto to enter into Executive Session at 8:28 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 - recommendations for appointments, separations, changes in assignment and/or leaves of absence.
- Pending or anticipated litigation or matters falling within the attorney-client privilege

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 is not known at this time when that may be.

MOTION by Ms. Bancalari, seconded by Mr. Pinto, to return to public session at 8:38 p.m.

On a voice vote all were in favor to adjourn to Public Session.

XVIII. PERSONNEL

MOTION by Mrs. Roosen, seconded by Mrs. Staiano to approve items A-D.

A. Approval of Movement on Salary Guide

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve Eileen Bancalari (CON-TECH-02-1) to move on the Salary Guide from MA, Step 4 at \$59,749.00 to MA +15, Step 4 at \$61,439.00. Effective September 1, 2020.

B. Duty Aide Job Description - Att #12

C. Facilities Manager Position/Job Description - Att #13

D. Approval of a settlement of a personnel related litigation matter.

The Board discussed the job description/duties of the Duty Aide. Job description updated to add lunch/cafeteria duties.

On a roll call vote, all present were in favor except Ms. Bancalari who abstained from item A, and yes to B-D. The motion carried.

XIX. PUBLIC COMMENTS - None

XX. REPORT FROM BOARD MEMBERS:

- **Mr. Joey Pinto** -thank the individual with donation. Congratulate the award recipients. Thank to parents, teachers, staff
- **Mrs. Debra Roosen** - wants to get more information on issues. Dr. Farley will look into these issues and report back.~(The time children are in session at Conley, the billing for Summit Management.)
- **Ms. Kellie Bancalari** - Thanked donor for signs.
- **Mr. Gregory Glazar**- Absent
- **Dr. Allison Isola** - Thanked teachers/staff. Wished everyone Best of Luck to everyone.
- **Mrs. Jessica Gleason, Vice-President** - Thank you to everyone to get everything running as smoothly as possible. Thank you to the donor.
- **Mrs. Chrysa Staiano, President** - None

XXI. NOTEWORTHY DATES:

- A. October 8, 2020 Special Goal Setting Meeting 6:30 p.m.**
October 12, 2020 - No school for students - Staff In-Service Day
October 20-22, 2020 - Virtual NJSBA Annual Convention Workshop
October 27, 2020 - Regular Board of Education Meeting - 6:30 p.m.

XXII. ADJOURNMENT

MOTION TO ADJOURN by Dr. Isola, seconded by Ms. Bancalari at 9:04 p.m.

Respectfully Submitted,


Beverly Vlietstra
Interim Business Administrator/Board Secretary