

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



**REGULAR MEETING AGENDA**  
**October 27, 2021**

For the Regular Meeting of the  
Bethlehem Township Board of Education on Wednesday, October 27, 2021 at 6:30 p.m. in the  
Thomas B. Conley School Music Room (#135)

**I. CALL TO ORDER - Meeting called to order by Vice President Harris at 6:30 p.m.**

**II. PUBLIC MEETING NOTICE - Mr. Harris**

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**

*Members present: Mr. Michael Hale, Mr. Travis Roop, Mr. Kyle Harris, Mr. Ryan Caughey, Mrs. Jenny Holmes*

*Also present: Ms. Rainie Roncoroni, Interim CSA  
Ms. Abigail Postma, SBA/BS  
Ms. Teresa Moore, Attorney*

**V. CORRESPONDENCE - none**

**VI. PUBLIC COMMENTS - Agenda Items Only - none**

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.

## VII. MINUTES - M1

**MOTION** by Roop, seconded by Harris.

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

July 28, 2021 - Regular Meeting Minutes

July 28, 2021 - Executive Session Meeting

Minutes

August 11, 2021 - Work Session Meeting Minutes

**Vote:** On a roll call vote, all present were in favor. Motion carries.

## VIII. INTERIM CHIEF SCHOOL ADMINISTRATOR REPORT

- Report from Interim CSA, Mrs. Rainie Roncoroni

## IX. SCHOOL BOARD PRESIDENT REPORT

## X. INTERIM SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

## XI. FINANCE

**MOTION** by Roop, seconded by Harris to approve item A and D-I

### 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 September 23, 2021 through October 27, 2021, for a total amount of \$877,725.02, which includes two payrolls: September 30, 2021 and October 15, 2021.

### B. Acceptance and Approval of Board Secretary's Report for the month of August 2021 - Att #2 (TABLED)

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

### C. Acceptance and Approval of Treasurer's Report for the month of August 2021 - Att #3

**BE IT RESOLVED (TABLED)** that upon review of the Treasurer's Report for the month of August 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).

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

Abigail Postma, Board Secretary

Date

**D. Approval of the Comprehensive Maintenance Plan/M-1 Form - Att #4**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve the Comprehensive Maintenance Plan/Form M-1 reports for the 2021/22 school year, as presented.

**E. Acceptance of 2020-2021 Nonpublic School Transportation Revenue**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, accept the 2020/21 Nonpublic School Transportation revenue in the amount of \$2,030.00

**F. Approval of Joint Transportation Agreement with Hunterdon County Educational Services Commission for the 2021-2022 School Year - Att #5**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve the Joint Transportation Resolution for Participation in Coordinated Transportation between the Bethlehem Township School District and the Hunterdon County Educational Services Commission for the 2021/22 School Year for the following routes:

High Bridge School District: \$261.51 per diem, and 5.5% administrative fee and North Hunterdon Regional High School District \$69.52 per diem, and 5.5% administrative fee.

**G. Acceptance of Results of the School Nutrition Program's Procurement Review for 2018-2019 School Year - Att #6**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, accepts the results of the School Nutrition Program's Procurement Review for the period of July 1, 2018 through June 30, 2019 and approve the Corrective Action Plan to address the recommendations of the Procurement Review Unit.

**H. 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	Where	Cost	Substitute
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	Member			Needed
Oct. 11, 2021 - ½ day	Kam Jeter	NH Sending School Scheduling Meeting - Voorhees HS - Virtual	No cost	No
Oct. 21, 2021 - ½ day	Edward Grannis	NHV HS Science Articulation Mtg, Annandale, NJ	Mileage - \$6.79	Yes - ½ day Sub.- \$50.00
Oct. 26, 2021 - ½ day	Louis Pilato	NHV HS Soc. Studies Articulation Mtg, Annandale, NJ	Mileage - \$6.79	Yes - ½ day Sub.- \$50.00

**I. Approval of Class Trip - Att #7**

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

**Fall 2021 -**

**Second Grades** - Second Grade students to participate in Virtual Crayola Factory experience from the Crayola Factory in Easton, PA to be held at Conley School. No transportation needed.

**Vote: On a roll call vote, all present were in favor. Motion carries.**

**XII. EDUCATION**

**Upcoming Events:**

- North Hunterdon High School Show Choir and Jazz Ensemble Concert at Hoppock School on Friday, December 17, 2021 at 1:00 p.m.
- Michael Fowlin Annual Diversity Assembly for 7th and 8th grade students to be held virtually on November 19, 2021.

**MOTION** by Roop, seconded by Harris to approve items A through D.

**A. Approval to Apply for Alternate Toilet Room Facilities at Conley School for Early Intervention - Att #8**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator apply for the approval of the alternate Toilet Room Facilities for Early Intervention for the 2021/2022 School Year for submission to the Executive County Superintendent. The Toilet Room was inadvertently missed last month with the other Dual Use room approval (on September 22, 2021).

**B. Acceptance of Fire and Security Drill Reports for the month of October 2021**

**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 October 2021 for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
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October 2021	TBC	10/01/2021	10/21/2021
October 2021	EHMS	10/01/2021	10/19/2021

**C. Approval of Submission of Memorandum of Agreement for Education and Law Enforcement for the 2021-2022 School Year**

**BE IT RESOLVED** that the Board, upon recommendation of the Interim Chief School Administrator, approve the submission of the Memorandum of Agreement Between Education and Law Enforcement for the 2021-2022 School Year to the NJ Department of Education, Hunterdon County Superintendent's Office.

**D. Approval of Submission of Remote Instruction Plan for the 2021-2022 School Year**

**BE IT RESOLVED** that the Board, upon recommendation of the Interim Chief School Administrator, approve the submission of the Remote Instruction Plan to the NJ Department of Education, Hunterdon County Superintendent's Office.

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

**XIII. POLICY**

**MOTION** by Roop, seconded by Hale to approve item A.

**A. Approval of Second Reading of Policy**

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

Second Reading of the following policies:

Policy #2422 - Comprehensive Health and Physical Education - M - Revised

Policy #2467 - Surrogate Parents & Resource Family Parents - M - Revised

Policy #5111 - Eligibility of Resident/Nonresident Students - M - Revised

Policy #5116 - Education of Homeless Children - Revised

Policy #7432 & Reg. #7432 - Eye Protection - M - Revised

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

**XIV. EXECUTIVE SESSION**

**MOTION** by Roop, seconded by Hale to enter executive 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 Board Candidates and 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.

**Voice Vote:** On a voice vote, all present were in favor. The motion carried and the Board adjourned to executive session at 6:46 p.m.

**MOTION** by Roop, seconded by Hale, to return to public session .  
On a voice vote, all present were in favor. The motion carried and the Board returned to public session at 6:57 p.m.

#### **XV. PERSONNEL**

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

##### **A. 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 positions for the 2021-2022 School Year:

Charity Dilts - Hoppock School Student Council - \$1,470.00

Bonnie Mulhern - Yearbook Advisor - \$1,470.00

##### **B. 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  
John Kotch as a substitute for the 2021-2022 School Year. (Pending Health Screening/Criminal History Review Completed).

##### **C. 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  
Kathy Petri-Harvey as a substitute for the 2021-2022 School Year. (Health Screening/Criminal History Review Completed).

##### **D. 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  
Kendal Foster as a substitute for the 2021-2022 School Year. (Health Screening/Criminal History Review Completed).

##### **E. 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 Cody Maxwell, Conley School Custodian, effective December 1, 2021.

##### **F. Approval of School Business Administrator/Board Secretary for the 2021-2022 School Year**

**BE IT RESOLVED** that the Board upon recommendation of the Interim Chief School Administrator, approve  
Mr. Brian Latzke, as School Business Administrator/Board Secretary, for a period commencing on

December 28,

2021 through June 30, 2022 with a base salary of \$95,000.00 (pro-rated). The is a full time position.

(Pending

Criminal History Review and Health Screening )

**G. 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 Kathy Palmer, Business Office Manager, effective November 24, 2021.

**H. 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 Mr. Ernie Turner, Treasurer of School Monies, effective October 26, 2021.

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

**XVI. OLD BUSINESS - none**

**XVII. NEW BUSINESS -** Mr. Harris addressed social media posts misinformation about a school consolidation. Mr Harris clarified with Ms. Moore that the BOE has discussed closing the Hoppock School and moving students to Conley. A merger with another district would take a public vote and would be many years away at this time and a question at a November ballot. Mr. Roop commented that there are a number of interested write-in candidates for the open board seats.

**XVIII. PUBLIC COMMENTS**

Laurie Foll asked for the BOE to have a social media presence. commented on the masking of students for the full day.

Janet DeLorenzo commented on the masking of students and close contact procedures.

Judy Hnat commented on the risk reward of decisions for the community and benefits of a bipartisan BOE. Running for BOE with Jennifer Seibert.

**XIX. NOTEWORTHY DATES**

A. Nov. 1, 2, & 3, 2021 - Early dismissal for students-P-T-Connections - EHMS at 11:30 am and TBC at 12:30 pm

B. November 4 and 5, 2021 - Schools Closed for NJEA Convention

C. November 10, 2021 - Board Work Session Meeting - Conley School Music Room - 6:30 p.m.

D. November 17, 2021 - Regular Board Meeting - Conley School Music Room - 6:30 p.m

E. December 8, 2021 - Board Work Session Meeting - Conley School Music Room - 6:30 p.m.

F. December 15, 2021 - Regular Board Meeting - Conley School Music Room - 6:30 p.m

G. December 17, 2021 - North Hunterdon High School Show Choir & Jazz Ensemble Concert at Hoppock School at 1:00 p.m.

**XX. ADJOURNMENT**

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

On a voice vote, all present were in favor. The motion carried. Meeting adjourned at 7:11 p.m.

Respectfully submitted,

A handwritten signature in blue ink, reading "Rainie Roncoroni". The signature is written in a cursive style with a large initial "R".

Rainie Roncoroni  
Interim CSA