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

REGULAR MEETING MINUTES
WEDNESDAY, March 13, 2024 at 7:00 p.m
Ethel Hoppock Middle School - Library/STEAM Room

I. CALL TO ORDER - President MacDonnell called the meeting to order at 6:32 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

Board Members Present: Mr. Greg Glazar, Mr. Thomas Gregor, Ms. Jenny Holmes (6:36 p.m.), Mr. Daniel MacDonnell, and Ms. Stephanie Yager

Board Members Absent: Mr. Michael Hale (excused) and Ms. Jennifer Seibert (excused)

District Administrators Present: Edward Abato - CSA and Brian Latzke - SBA/BS

V. EXECUTIVE SESSION

Motion by Mr. Glazar, seconded by Mr. Gregor to enter closed session at 6:34 p.m. On a voice vote, all present were in favor.

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;

NOW BE IT RESOLVED that, pursuant to Section 7 of the Open Public Meetings Act (N.J.S.A. 10:4-12), that the Board shall adjourn from public session and enter into executive session for approximately thirty minutes to discuss the following: Student Matters and Collective Bargaining

BE IT FURTHER RESOLVED that the Board of Education will take action upon its return to public session; and

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. Holmes, seconded by Mr. Glazar to reconvene in public session at 7:20 p.m.

VI. DISTRICT GOALS

1. Goal: Referendum - Planning

Objective: To successfully prepare and promote a critical school district referendum in September 2024, securing essential funding for educational enhancements, infrastructure improvements, and consolidation into one building PreK through grade 8.

2. Goal: School District Technology Enhancements & Integration

Objective: To significantly increase the integration of technology in our classrooms and enhance instructional opportunities for every student through the effective and purposeful use of digital tools and resources.

3. Goal: Curriculum Development

Objective: Develop and align curriculum frameworks that promote rigorous and relevant learning experiences for all students.

4. Goal: Establishment of Professional Learning Communities (PLCs)

Objective: Foster a culture of collaboration and continuous professional growth through the establishment of Professional Learning Communities (PLCs) among staff members.

VII. CORRESPONDENCE

VIII. 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.

IX. MINUTES - M1

A. BE IT RESOLVED that the minutes of the Board of Education meetings, held on the dates indicated, be approved and filed.

February 21, 2024 Regular Meeting Minutes
February 21, 2024 Executive Meeting Minutes

Motion by Ms. Holmes, seconded by Mr. Gregor to approve Minutes item A. On a roll call vote, the minutes were approved as follows: (5-0-0) Aye (Glazar, Gregor, Holmes, Yager, MacDonnell).

X. SCHOOL BOARD PRESIDENT REPORT

XI. CHIEF SCHOOL ADMINISTRATOR REPORT

- 2024-2025 Tentative Budget Presentation (Mr. Abato and Mr. Latzke)

XII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Confirmed architect meeting would be held on May 1 or May 8.

XIII. FINANCE

Committee Members: Thomas Gregor, Mike Hale and Jennifer Seibert

A. Approval of Bills List - Att A

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 February 22, 2024 through March 13, 2024 for a total amount of $390,908.05 which includes one payroll:

February 29, 2024	$233,844.71

B. Approval of Legal Agreement. Att B

BE IT RESOLVED that the Board approve the agreement with Baron & Budd, P.C., and Cossich, Sumich, Parsiola & Taylor, LLC to provide legal services to the Board with respect to damages, compensation, and other relief to which they may be entitled as a result of an Action to be filed against the manufacturer(s) of firefighting foam products (known as "aqueous film forming foam" or "AFFF") and/or other products containing perfluoroalkyl substances ("PFAS") (including perfluorooctanoic acid ("PFOA" or "C8"), perfluorooctane sulfonate ("PFOS"), and any other related compounds.

C. Approve Purchase of Kitchen Equipment

BE IT RESOLVED, that the Board approves the purchase of the following equipment for the Thomas B. Conley kitchen from MAP Restaurant Supplies through bid number: HCESC-Cat22-08 using the Action for Healthy Kids Grant.

Item	Cost
Convection Steamer and stand	$9,494
6 Element Range and Oven	$4,625

D. Approval of Amended ARP ESSER Grant

BE IT RESOLVED, that the Board approves the submission of an amended ARP ESSER grant application.

E. Approval of Out of District Placement for the 2023-2024 School Year

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator approve the out of district placement for student #280564 to attend North Hunterdon-Voorhees Regional High School District in Hunterdon County, NJ, for the 2023-2024 school year in the amount of $1. Effective January 22, 2024 through June 10, 2024.

F. 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	**Program/Location**	**Cost**	**Mileage**	**Lodging**	**Meals and Incidentals**
April 12, 2024	Rebecca Billera	Hunterdon County School Counselor Conference Flemington, NJ	0	$9.40	0	0
April 19, 2024	Rebecca Billera	NJ School Counselor Annual Conference, Kean University, Union, NJ	$35.00	$40.42	0	0
April 24, 2024	Lou Pilato	Workshop - Breaking Bias: Lessons from the Amistad - Part Two, New Brunswick, NJ	$0	$0	$0	$0

G. Adoption of Tentative Budget for the 2024-2025 School Year

BE IT RESOLVED that the tentative budget be approved for the 2024-2025 School Year using the 2024-2025 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 with N.J.S.A.18A:7F-5 and 18A:7F-6

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 New Jersey Department of Education and according to law.

Bethlehem Township Board of Education
Adoption of the Tentative Budget for School Year 2024-2025

	General Fund	Special Revenue Fund	Debt Service Fund	Total
2024-2025 Total Expenditures	$9,799,499	$144,221	$365,975	$10,309,695
Less: Anticipated Revenues	$2,034,012	$144,221	$0	$2,178,233
Taxes to be Raised	$7,765,487	$0	$365,975	$8,131,462

HEALTH CARE COST ADJUSTMENT

BE IT RESOLVED that the Board of Education desires to apply for the Health Care Adjustment generated in the 2024/2025 budget for increased costs of health benefits in the amount of $18,211 which is not included in the tentative budget but will become banked cap for the ensuing three-year period.

ENROLLMENT ADJUSTMENT

BE IT RESOLVED that the Board of Education desires to apply for the Enrollment Adjustment generated in the 2024/2025 budget for increased costs due to increase in enrollment in the amount of $233,926 which is not included in the tentative budget but will become banked cap the ensuing three-year period.

MAINTENANCE RESERVE

BE IT FURTHER RESOLVED, that the Bethlehem Township Board of Education includes in the budget a maintenance reserve withdrawal in the amount of $70,000 pursuant to N.J.A.C. 6A:23A-14.2(d) for the purpose of supporting required maintenance services such as boiler and HVAC service.

CAPITAL RESERVE

WHEREAS, the facility needs identified are eligible to be funded with Capital Reserve, and as such are required to be in the Long Range Facility Plan,

BE IT FURTHER RESOLVED, that the Bethlehem Township Board of Education approves the following capital projects and the withdrawal of $300,000 from the Capital Reserve account to support funding for the following projects/equipment for the 2024-2025 school year:

- Thomas B. Conley Water Filtration $125,000
- Thomas B. Conley Airedale Replacement $175,000

MAXIMUM TRAVEL

Pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

BE IT FURTHER RESOLVED that the Board of Education includes in the tentative budget a

maximum travel expenditure in the amount of $21,375 for the 2024-2025 school year. The maximum travel expenditure amount for the 2023-2024 school year is $17,000.00, of which, $8,922.58 has been spent and $769 is encumbered to date.

TRAVEL AND RELATED EXPENSE REIMBURSEMENT

The Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

AND, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

AND, a board of education may establish, for regular district business travel only, an annual school year threshold of $150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

AND, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of $21,375 for all staff and board members for the 2024-2025 school year. The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

H. Approval of Homebound Instruction Providers

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the following homebound instruction providers:

Company	Rate
LearnWell	$59 per hour of instruction plus one (1) hour of preparation time for every three (3) hours of instruction.
Silvergate Prep	$35 per hour

Motion by Mr. Gregor, seconded by Mr. Glazar to approve Finance items A through H. On a roll call vote, items A through H were approved as follows: (5-0-0) Aye (Glazar, Gregor, Holmes, Yager, MacDonnell).

XIV. PERSONNEL

Committee Members: Thomas Gregor, Michael Hale and Jennifer Seibert

A. Approve Staff Unpaid Leave of Absence Day

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

Staff Member	Unpaid Leave Day
Shannon Baglioni-Conover	March 1, 2024

B. Approval of Volunteer(s) for Assisting with Hoppock School Play

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following high school student to volunteer to assist with the Hoppock School Play for the 2023-2024 School Year:

1. Lucy Morgan

C. Approval of Parent Volunteers for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following parent volunteers for softball for the 2023-2024 School Year (Pending Criminal History Review).

Parent Volunteer(s)	Area of Assistance
Mr. Brandon Lorenz	Softball Team
Mr. Ryan Molchan	Softball Team
Mrs. Cary Robb	Softball Team

D. Approval of Summer Academy Programs and Staff

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following 2023-2024 Summer Academy Programs and staff to be paid at a rate of $45 per hour through ARP ESSER funds.

Staff Member	Program	Weeks	Total Hours
MaryEllen Nyce	See, Think, Wonder with Animated Shorts	6/10-6/13 6/17-6/20 6/24-6/27	12 hours
MaryEllen Nyce	When You Reach Me Book Club	6/10-6/13 6/17-6/20 6/24-6/27	12 hours
MaryEllen Nyce	Math Fact Fluency	6/10-6/13 6/17-6/20	12 hours

		6/24-6/27	
MaryEllen Nyce	Orton-Gillingham Academy	6/10-6/13 6/17-6/20 6/24-6/27	12 hours
Mary Ellen Nyce	5th Grade Readiness	6/10-6/13 6/17-6/20 6/24-6/27	12 hours
Meaghan Dagostino	3rd Grade Sneak Peek	6/10-6/13	24 hours
Meaghan Dagostino	4th Grade Sneak Peek	6/17-6/20	24 hours
Meaghan Dagostino	5th Grade Sneak Peek	6/24-6/27	24 hours
Pam Ferullo & Lindianne DeSavino (taking alternating weeks)	Camp Ready 4K	6/10-6/13 6/17-6/20 6/24-6/27	72 hours
Angela Kelly	STEM and PBL Academy	6/10-6/13 6/17-6/20	24 hours
Angela Kelly	Stories and Social Skills	6/10-6/13 6/17-6/20	24 hours
Stacey Michalski	2nd Grade Readiness	6/10-6/13 6/17-6/20 6/24-6/27	72 hours

E. Approval of Beyond the Day Tutors

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following teachers for Beyond the Day tutoring using ARP ESSER funds.

Staff Member	Rate
Jordie Kipp	$45/hour, not to exceed 50 hours
Megan Dagostino	$45/hour, not to exceed 50 hours
Lindianne DeSavino	$45/hour, not to exceed 50 hours

Charity Dilts	$45/hour, not to exceed 50 hours

F. Approval of 2023-2024 Summer Camps and Staff

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following 2023-2024 Summer Camps and staff to be paid at a rate of $35.00 per hour..

Staff Member	Program	Weeks	Total Hours
Ken Bobal	Arcade Arcadia	6/10-6/13 6/17-6/20 6/24-6/27	72 hours
Ed Wyant	Basketball Camp	6/10-6/13 6/17-6/20	48 hours
Sarah Lampariello	Problem Performers	6/10-6/13	24 hours
Cailla Minerowicz	Musical Theater Workshop	6/10-6/13 6/17-6/20 6/24-6/27	72 hours
Kam Jeter	Camp SEL	6/10-6/13 6/17-6/20 6/24-6/27	72 hours
Annie Mergott	Camp Happy Times	6/10-6/13 6/17-6/20 6/24-6/27	72 hours
Vanessa O'Keefe	Musical Theater Drama Club	6/10-6/13 6/17-6/20 6/24-6/27	36 hours
Bonnie Mulhern	Camp Mulhern Sports & Games	6/10-6/13 6/17-6/20 6/24-6/27	72 hours
Olivia Williams	Pottery Camp	6/10-6/13	24 hours

G. Approval of Leave of Absence Requests
BE IT RESOLVED that the Board, upon the recommendation of the Chief School Administrator, approve the following leave of absence requests for the 2023/2024 school year.

Employee ID	Type of Leave	Paid Leave Dates (sick/ vacation)	Unpaid Leave with Benefits if Applicable	Unpaid Leave without Benefits	Return Date
8078	FMLA/NJFLA/ Medical	3/4/24-5/1/24 (intermittent)	N/A	N/A	5/2/24
8113	FMLA/NJFLA/ Medical	2/16/24 - 3/1/24	N/A	N/A	3/2/24

Motion by Mr. Gregor, seconded by Mr. Glazar to approve Personnel items A through G. On a roll call vote, items A through G were approved as follows: (5-0-0) Aye (Glazar, Gregor, Holmes, Yager, MacDonnell).

XV. SCHOOL OPERATIONS

Committee Members: Michael Hale, Daniel MacDonnell and Greg Glazar

A. Acceptance of Fire and Security Drill Reports for the month of February 2024
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept the Fire and Security Drills for the month of February for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
February 2024	TBC	02/29/2024	02/27/2024
February 2024	EHMS	02/27/2024	02/28/2024

Motion by Mr. Gregor, seconded by Ms. Yager to approve School Operations item A. On a roll call vote, items A through H were approved as follows: (5-0-0) Aye (Glazar, Gregor, Holmes, Yager, MacDonnell).

XVI. EDUCATION & POLICY

Committee Members: Stephanie Yager, Tom Gregor, & Jenny Holmes

A Approval of Class Trip
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following class trip:

Grades	Where
K-2 and 3-5	Attend Hoppock Play, "Newsies, Jr."

B. Harassment, Intimidation and Bullying (HIB) Report
BE IT RESOLVED, that the Bethlehem Township Board of Education reviewed the Harassment, Intimidation, and Bullying case presented on February 21, 2024, and upheld the findings and/or consequences recommended by the Chief School Administrator:

School	Date of Incident	Report #	Classified HIB Y/N	Additional Action Taken
EHMS	1/18/2024	11	No	
EHMS	1/22/2024	12	No	
EHMS	1/23/2024	13	No	
EHMS	1/29/2024	14	No	
EHMS	2/01/2024	15	No	
EHMS	2/02/2024	16	No	
EHMS	2/02/2024	17	No	
EHMS	2/06/2024	18	No	

Motion by Mr. Glazar, seconded by Mr. Gregor to approve Education and Policy items A through B. On a roll call vote, items A through B were approved as follows: (5-0-0) Aye (Glazar, Gregor, Holmes, Yager, MacDonnell).

XVII. OLD BUSINESS

XVIII. NEW BUSINESS

XIX. PUBLIC COMMENTS

XX. EXECUTIVE SESSION (If necessary)

XXI. GOOD OF THE ORDER

XXII. NOTEWORTHY DATES:

1. April 24, 2024 - Regular Meeting of the Board of Education - EHMS Library/STEAM RM. - Public meeting begins at 7:00 p.m.

XXIII. ADJOURNMENT

Motion by Ms. Yager, seconded by Ms. Holmes to adjourn. On a voice vote, all were in favor. Meeting adjourned at 8:26 p.m..

Respectfully submitted,

Brian Latzke
School Business Administrator/Board Secretary
Approved 4/24/24