

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



REGULAR MEETING AGENDA
WEDNESDAY, MAY 17, 2023 at 7:00 p.m
Ethel Hoppock Middle School Library

I. CALL TO ORDER - President

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. Thomas Gregor	Mr. Michael Hale	Mr. Kyle Harris	Mr. Daniel MacDonnell	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager

V. EXECUTIVE SESSION #1 - 6:30 p.m.

MOTION by _____, seconded by _____.

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 _____, seconded by _____, to return to public session.

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.

VIII. MINUTES - M1

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

April 26, 2023 Regular Meeting Minutes

April 26, 2023 Executive Meeting Minutes

Discussion:

	Mr. Thomas Gregor	Mr. Michael Hale	Mr. Daniel MacDonnell	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager	Mr. Kyle Harris
Motion							
Aye							
Nay							
Abstain							
Absent							

IX. SCHOOL BOARD PRESIDENT REPORT

X. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

A. Acceptance of Fire, Security and Bus Evacuation Drill Reports for the month of April 2023

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept the Fire, Security Reports and Bus Evacuation Drills for the month of April 2023 for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL	BUS EVACUATION DRILL
April 2023	TBC	4/4/2023	4/28/2023	4/19/2023
April 2023	EHMS	4/20/2023	4/27/2023	4/19/2023

Discussion:

	Mr. Thomas Gregor	Mr. Michael Hale	Mr. Daniel MacDonnell	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager	Mr. Kyle Harris
Motion							
Aye							
Nay							
Abstain							
Absent							

XI. FINANCE AND PERSONNEL

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Approval of April 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 April 27, 2023 through May 17, 2023 for a total amount of \$735,917.02 which includes two payrolls: April 30, 2023 \$239,949.57 and May 15, 2023 \$244,006.61.

B. Acceptance and Approval of Board Secretary’s Report for the month of April 2023 - Att #B1 Att#B2

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for April 2023, and after review of the Board Secretary’s and April 2023 Treasurer’s Reports, certify no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A – 16.10 (c) 4 and that sufficient funds are available to meet the District’s financial obligation for the remainder of the fiscal year and that no budgetary line-item account has been exceeded pursuant to N.J.S.A. 18A:22-8.1, and that no line-item account has encumbrances and expenditure, which in total exceed the line-item appropriation in violation of N.J.A.C. 6A:23A-16.10 (a).

C. Approve Line Item Transfers for the month of April 2023 - Att#C

BE IT RESOLVED that the Board approve the line item transfers for April 1, 2023 through April 30, 2023 in the amount of \$6,815.00.

D. Establish the Lunch Prices for 2023/2024

Student Lunch	\$3.50
Adult Lunch	\$4.50
Milk	\$0.75

E. Approval of Food Service Management Company Contract Renewal with Maschio’s Food Services for the 2023-2024 School Year

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, hereby award and approve the contract with Maschio’s Food Services, Inc. for the 2023-2024 School Year as follows:

Effective Date: July 1, 2023 – June 30, 2024

Annual Management Fee: \$11,600.00 payable in monthly installments of \$1,160.00 per month commencing on September 1, 2023 and ending on June 30, 2023.

Guarantee Information: No Guarantee

Total Cost of Contract: \$144,725.59

F. Approval of Paraprofessionals from Hunterdon County ESC for the Regular School Year 2023-2024 - Att #F

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve paraprofessionals (as needed) from Hunterdon County Educational Services Commission (HCESC) for the regular school year for 2023-2024 at the rate of \$28.40 per hour, per paraprofessional. The district will be billed monthly. Effective September 1, 2023 through June 30, 2024.

G. Approval of Hunterdon County Educational Services Commission (ESC) to provide Public School Services as needed for the 2023-2024 School Year - Att #G - Services and Rates

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve retaining the services of Hunterdon County Educational Services Commission (ESC) on an as-needed basis for Public School Services such as Child Study Team Services, Instructional Services, Nursing Services, Administrative/Supervisory Consultation Services, In-Service/Professional Development Training, Affirmative Action Officer/HIB Investigation and CPI Training, during the 2023-2024 school year.

H. Maintenance/Inspection Fueling Services for School Buses to be provided by Delaware Valley Regional High School (DVRHS) District Transportation Services for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approves the agreement with Delaware Valley Regional High School Joint Transportation Services (DVRHS) in Frenchtown, NJ (agreement on file in the Board Business Office) for DVRHS to provide to the Board Administrative Services (Student Transportation Routing Services, Scheduling Services, Quoting of Field Trips and Submission of the Annual District Report of Transported Resident Students (DRTRS) to the NJ Department of Education, for the amount of \$15,349. In addition, Delaware Valley Regional High School Joint Transportation Services (DVRHS) shall provide (i) monthly Vehicle Maintenance and Inspection Services on a time and materials basis at a rate of \$85.00 per hour with materials reimbursed at no cost; and (ii) fuel on an as-needed basis at the most current bulk purchase price, plus a \$0.06 per gallon fuel charge. Effective July 1,

2023 through June 30, 2024.

I. Completion of an Application and Receipt of a Safety Grant Award

WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a school board insurance group authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;

WHEREAS, the Bethlehem Township Board of Education, hereinafter referred to as the “Educational Institution,” is a member of NJSIG; and,

WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.

NOW THEREFORE, BE IT BE IT RESOLVED that: 1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2024 fiscal year in the amount of \$2,900 for the purposes set forth in their safety grant application, which is attached hereto; and, 2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

J. Approval of Contract Amendment with the Glasberg Behavioral Consulting Services, LLC Att#J

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve an increase in the contract with the Glasberg Behavioral Consulting Services, LLC, West Windsor, NJ, to provide behavior analytical services from 20 hours to 30 hours. Fee \$165 not to exceed \$4,950. Effective July 1, 2022 - June 30, 2023.

K. Approval of an Agreement with R & L Data Centers as Payroll Management and Processing Services for the 2023-2024 School Year

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve an Agreement with R & L Data Centers, LLC in Bloomsbury, NJ, for Payroll Management and Processing Services for the 2023-2024 School Year.. The per payroll charge is \$405.00. There are no additional quarterly charges; if additional payrolls are requested beyond the regular scheduled payrolls, they will be prepared at a fixed cost of \$405 per payroll. W-2 preparation and filing costs will be \$150 plus \$7.50 per each W-2 prepared; and 1099 preparation and filing costs will be \$150 plus \$7.50 per each 1099 prepared. The term of this agreement begins on July 1, 2023 and ends on June 30, 2024.

L. Renewal of Auditor for the 2023-2024 School Year - Att #

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve an Agreement with BKC, CPAs, PC for auditing and accounting services for the 2023-2024 School Year. in the amount of \$21,500.

M. Approval of Renewal of Horizon Dental for 2023-2024 School Year with Amended Rates

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the amended rates of Horizon Dental beginning July 1, 2023 through June 30, 2024 for coverage at the following monthly rates for dental benefits:

HORIZON RENEWAL	JULY 1, 2023-JUNE 30, 2024
SINGLE	\$35.79

PARENT/CHILD	\$62.61
2 ADULT	\$62.61
FAMILY	\$110.50

N. Approval of Contract for Internet Services via E-Rate Program

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve an Agreement with Comcast Cable Communications Management, LLC for Internet Services for a term of 60 months beginning July 1, 2023. Purchase is being made using the ESC of NJ Cooperative: Pricing System #65MCESCCPS, Contract 20/21-45 expiring June 30, 2023. Total annual contract amount: \$25,505.64. Total annual E-Rate commitment: \$12,752.82.

O. Reappointment of Tenured Certificated Staff for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, renew the employment of the following tenured certificated teaching staff members for the 2023-2024 school year:

Name	Column	Step	Salary
Arancio, Cynthia	BA+15	12	\$73,789.00
Ayotte, Lily	BA	6	\$60,639.00
Bancalari, Eileen	MA+15	7	\$67,189.00
Bitters, Janine	MA	OG5	\$83,400.00
Bobal, Kenneth	MA	7	\$65,589.00
Brotzman, Thomas	MA+15	OG7	\$81,066.00
Ciocon, Alison	MA+30	OG3 (0.8 FTE)	\$73,346.40
Dagostino, Meghan	MA+30	7	\$68,789.00
Dietz, Victoria	MA+30	7	\$68,789.00
Dilts, Charity	BA+15	7	\$63,989.00
Eriksen, Laura	BA+15	7	\$63,989.00
Ferrullo, Pamela	BA	8	\$64,139.00
Grannis, Edward	MA+15	OG4	\$87,462.00
Jeter, Kamerone	MA	7	\$65,589.00
Knaub, Betsy	BA	OG7	\$76,010.00
Lampariello, Sarah	MA+15	8	\$68,939.00
Lazier, Rachel	BA	8	\$64,139.00
Leary, Kelly	MA	8	\$67,339.00
Linnen, Ann Marie	MA	6	\$63,839.00

Manning, James	BA	12	\$72,189.00
Mergott, Annie	MA	OG7	\$79,380.00
Pilato, Louis	BA+15	OG6	\$79,286.00
Przewozny, Carol	MA+30	8	\$70,539.00
Race, Tammie	MA+15	OG6	\$82,727.00
Radcliffe-McGinnis, Heather	MA	12	\$75,389.00
Swenson, Jenifer	MA+30	OG8	\$81,264.00
Vizian, Kelly	BA	OG8	\$74,645.00
Wellbrock, Lindianne	BA	7	\$62,389.00
Williams-Baumann, Debra	MA+15	OG3 (0.6 FTE)	\$53,914.80
Wyant, Edward	MA+30	OG2	\$95,714.00

P. Approval of Renewal of Employment of Non-Tenured Administrators for the 2023-2024 School Year
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator renew the employment of the following certificated administrators:

Last Name	First Name	Year	Status (12 Month)	Position	Salary
Boganski	Kristopher	2	1.0 FTE	Supervisor of Curriculum and Instruction	\$87,550.00
Latzke	Brian	3	1.0 FTE	*School Business Administrator/Board Secretary *Contract approved by the Hunterdon County Executive Superintendent	\$110,250.00

Q. Approval of Substitute

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following substitute for the 2022/2023 school year. Approval pending receipt of NJ Certificate and further investigation pursuant to law.

Name	Type
Katya Romero	Custodian

R. Approval of Staff for Summer 2023 Special Education Extended School Year (ESY) Program
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following staff for Summer Camp and ESY Nurse, and the Special Education Extended School Year Program:

- Cindy Arancio, School Nurse for ESY and Summer Camp - \$45.00 per hour
- Angela Kelly - ESY Preschool Disabled Teacher - \$45.00 per hour
- Lauren Hunt- ESY Special Education Teacher for Elementary Students - \$45.00 per hour
- Meghan Dagostino - ESY (substitute as needed) - \$45.00 per hour
- Kelly Leary - ESY (substitute as needed) - \$45.00 per hour
- Bonnie Mulhern - ESY Classroom Aide - \$18.71 per hour

S. Approve Additional Hours needed for Summer 2023 for Child Study Team Members

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve additional hours over the 2023 summer months to conduct IEP meetings and evaluations for the staff members listed below. The request is for up to a maximum of 5 days (35 hours) for each CST Staff member listed below at their per diem rate.

- 1). Debra Baumann, Social Worker (DIS-SOC-CST-1) - per diem rate of \$440.27
- 2). Victoria Dietz, School Psychologist (HOP-PSCH-1) - per diem rate of \$333.65
- 3). Honore Quinn Learning Disabilities Teacher Consultant - per diem rate of \$398.02 (through June 30, 2023)
- 4). Alison Ciocon, Speech/Language Specialist (DIST-SPCH-CST-1) - per diem rate of \$449.25

T. Approval of Summer DIBELS Academy positions for Summer 2023

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve Kelly Leary and Meaghan Dagostino, as Dibels Interventionists at \$45.00 per hour for the Summer DIBELS Academy Program at Conley School from 9:00 a.m. to 11:30 a.m. on the following dates: July 5-6, July 11-13 and July 18-20, 2023. Funded by ESSER grant.

U. Approve Leave of Absence Days

BE IT RESOLVED, that the Board, upon the recommendation of the Chief School Administrator, approve the following unpaid day for the 2022 - 2023 school year:

Employee	Absence Date
Honore Quinn	4/21/2023
Shannon Scanlon	5/9/2023 (½ day)

V. Approval of Staff for 2023 Summer Academy and 2023 Kindergarten Academy

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following employees for 2023 Summer Academy and 2023 Kindergarten Academy at the rate of \$45.00 per hour during the weeks of: June 12-15, 2023, June 19-22, 2023 and June 26-29, 2022, funded by ESSER grant:

Employee	Summer Event and Total Hours
Lauren Hunt	Summer Academy - 12 hours

Angela Kelly	Summer Academy - 48 hours
Sarah Lampariello	Summer Academy - 42 hours
Jenifer Swenson	Summer Academy - 72 hours
Pamela Ferrullo	Kindergarten Academy - 1 day
Lindianne DeSavino	Kindergarten Academy - 1 day

W. Approval of New Teaching Staff Member for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the contract for the following individual for the 2023-2024 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	Level	Step	Salary	Position	Start Date
Cailla Minerowicz	MA	7	\$65,589	FT - Middle School Science	8/21/2023

Discussion:

	Mr. Thomas Gregor	Mr. Michael Hale	Mr. Daniel MacDonnell	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager	Mr. Kyle Harris
Motion							
Aye							
Nay							
Abstain							
Absent							

XII. BUILDINGS AND GROUNDS

Committee Members: Michael Hale, Dan MacDonnell and Jennifer Seibert

A. Approval of Hunterdon County YMCA Program for 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the YMCA School Age After School Child Care Program for our district for the 2023-2024 School Year (Before School Program will run pending enrollment.) The YMCA program will be held onsite at Thomas B. Conley School for children in grades K-8 who are enrolled in our school district.

XIII. SCHOOL OPERATIONS

Committee Members: Stephanie Yager, Michael Hale and Tom Gregor

A. Approval of Second Reading of Policies and Regulations

- Policy #2415.05 - Student Surveys, Analysis, Eval. Exam. Testing or Treatment (M)
- Policy #2415.06 - Unsafe School Choice Option (M)
- Policy #2415.2 - Every Student Succeeds Act Complaints (M)
- Regulation #2415.2 - Every Student Succeeds Act Complaints
- Policy #2417 - Student Intervention & Referral Services (M)
- Policy #2422 - Comprehensive Health & Physical Education (M)
- Policy #2423 - Bilingual & ESL Education (M)
- Regulation #2423 - Bilingual & ESL Education
- Policy #2431 - Athletic Competition (M)
- Regulation #2431.1 - Emergency Procedures for Sports and Other Athletic Activity
- Policy #2431.4 - Prevention & Treatment of Sports-Related Concussions & Head Injuries (M)
- Regulation #2431.4 - Prevention & Treatment of Sports-Related Concussions & Head Injuries (M)
- Policy #2464 - Gifted & Talented Students (M)
- Policy #2466 - Needless Public Labeling of Students with Disabilities

B. Approval of First Reading of Policies

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

- Policy #0144- Board Member Orientation and Training - Revised - Recommended
- Policy #2520 - Instructional Supplies - Revised - (M)
- Reg. #2520 - Instructional Supplies - Revised - (M)
- Policy #3217 - Use of Corporal Punishment - Revised - (Recommended)
- Policy #4217 - Use of Corporal Punishment - Revised - (Recommended)
- Policy #5305 - Health Services Personnel - Revised - (M)
- Policy #5308 - Student Health Records - Revised - (M)
- Reg. #5308 - Student Health Records - Revised - (M)
- Policy #5310 - Health Services - Revised -(M)
- Reg. #5310 - Health Services - Revised -(M)

C. Approval of Class Trip - Att #

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

Month of Trip	Grade	Destination	Bus
May, 2023	7th Grade	Coca Cola Park to attend Iron Pigs Baseball Game, Allentown, PA	1 bus - Del Val Transportation

Discussion:

	Mr. Thomas Gregor	Mr. Michael Hale	Mr. Daniel MacDonnell	Mr. Travis Roop	Ms. Jennifer Seibert	Ms. Stephanie Yager	Mr. Kyle Harris
Motion							
Aye							
Nay							
Abstain							
Absent							

XIV. OLD BUSINESS

XV. NEW BUSINESS

- June 21, 2023 Board Meeting has been canceled due to scheduling conflicts. The meeting has been rescheduled to Wednesday, June 28, 2023 - 6:30 p.m. - Executive Session and 7:00 p.m. Public Session.

XVI. PUBLIC COMMENTS

XVII. EXECUTIVE SESSION #2

MOTION by _____, seconded by _____ for the Board to enter closed Executive Session.

Voice vote

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 _____, seconded by _____ for the Board to reconvene public session.

Voice vote

XVIII. NOTEWORTHY DATES:

1. Wednesday, June 28, 2023 - Regular Board of Education Meeting - EHMS Library - Executive Session Meeting begins at 6:30 p.m. (not open to the public) and the Regular Public Meeting begins at 7:00 p.m.

XIX. ADJOURNMENT

MOTION TO ADJOURN by _____, seconded by _____.