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

REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 20, 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 6:37 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, Ms. Jen Seibert, Mr. Daniel MacDonnell, and Ms. Stephanie Yager

Board Members Absent: Mr. Michael Hale

District Administrators Present: Edward Abato -Superintendent/Director of Curriculum and Kirby Hendershot - SBA/BS

V. REFERENDUM PLANNING *Moved to before the Superintendent's report

VI. EXECUTIVE SESSION #1

Motion by Mr. Gregor, seconded by Ms. Holmes, to enter closed session at 6:39 p.m. On a voice vote all 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 _____

to discuss the following: Student Matters, Personnel, and Negotiations.

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. Yager, seconded by Mr. Glazar to return to public session at 7:07 p.m.

Bethlehem Township School District
2024 - 2025 District Goals

1. Goal: Referendum Planning

Objective: To successfully prepare and promote a school district referendum in, securing essential funding for educational enhancements, infrastructure improvements, and building upgrades.

2. Goal: Enhance School Safety and Security with a Focus on Staff and Student Social-Emotional Learning (SEL)

Objective: To create a safe, secure, and supportive school environment in the Bethlehem Township School District by integrating comprehensive safety measures with robust Social-Emotional Learning (SEL) programs for staff and students during the 2024-2025 school year.

3. Goal: Implement and Enhance the RTI Framework (Phase II) to Support Student Achievement

Objective: To fully integrate and enhance the Response to Intervention (RTI) framework within the Bethlehem Township School District during the 2024-2025 school year. This will include the identification of interventionists, development of new RTI action plans, and establishment of effective progress monitoring procedures to ensure all students receive the support they need to succeed.

4. Goal: Comprehensive Curriculum Rewriting for K-8 Science, Social Studies, Spanish, and STEAM

Objective: To develop and implement a rigorous, standards-aligned K-8 curriculum in Science, Social Studies, Spanish, and STEAM that fosters critical thinking, problem-solving, and interdisciplinary connections, ensuring our students are prepared for a rapidly evolving global society.

VII. CORRESPONDENCE

- **Email from Tina Castagnola on November 13, 2024**
- **Email from Tina Castagnola on November 14, 2024**

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.

Motion by Ms. Holmes to open public comment, seconded by Ms. Yager. On a voicel vote, all were in favor.

There were no public comments.

Motion by Mr. Glazar, seconded by Mr. Gregor, to close public comment. On a voice vote, all were in favor.

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.

October 30, 2024 Regular Meeting Minutes
October 30, 2024 Executive Session Meeting Minutes

Motion by Mr. Gregor, seconded by Ms. Yager to approve Minutes item A. On a roll call vote, the minutes were approved as follows: 5-0-1 (aye Glazar, Gregor, Seibert, Yager, MacDonnell; abstain Holmes

V. REFERENDUM PLANNING

Bethlehem Township's Architect of record, Parette Somjen Architects LLC, presented on referendum plans for consolidating into one building. They reviewed shell pricing to get all students from Ethel Hoppock to Thomas B Conley, as well as the cost of adding extra items not included in the shell price.

X. SCHOOL BOARD PRESIDENT REPORT

Mr. MacDonnell expressed congratulations to Ms. Seibert and Ms. Yager for being elected for another 3 year term.

XI. SUPERINTENDENT REPORT

Mr. Abato thanked the administration, teachers, student body and the PTA for successful Halloween events. Mr. Abato also thanked Ray Mulvey and noted that through the state police walk through, Ethel Hoppock was an improved school.

A. 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 October 30, 2024, and upheld the findings and/or consequences recommended by the Superintendent:

School	Date of Incident	Report #	Classified HIB Y/N	Additional Action Taken
Conley	10/01/2024	1	Unfounded	Transfer to Code of Conduct

Motion by Mr. Gregor, seconded by Mr. Glazar, to approve the Superintendent's HIB report. On a roll call vote, the HIB report was approved as follows: 6-0-0 (aye Glazar, Gregor, Holmes, Seibert, Yager, MacDonnell)

XII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Ms. Hendershot thanked the architects and auditor for their flexibility in delivering presentations to the Board of Education.

XIII. FINANCE

Committee Members: Thomas Gregor, Jenny Holmes, and Jennifer Seibert

A. Approval of Bills List - *(Attachment Bills List)*

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 October 31, 2024 through November 20, 2024 for a total amount of $564,056.24 which includes one payroll:

November 15, 2024	$238,070.83

B. Acceptance and Approval of Board Secretary's Report for the month of October 2024 *(Attachment October Board Secretary Report and October Reconciliation Report)*

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for October 2024, and after review of the Board Secretary's and October 2024 Cash Reconciler'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 October, 2024 *(Attachment October Transfers)*
BE IT RESOLVED that the Board approve the line item transfers for October 1, 2024 through October 31, 2024 in the amount of $5,185

D. Approval of revised shared service agreement between The Township of Bethlehem and The Board Bethlehem Board of Education.
BE IT RESOLVED, that the board upon recommendation of the Superintendent approve Bethlehem Township Snow Plow agreement for snow plowing services accounting for the cost of salt and the clause that the Board will reimburse for any actual out of pocket expenses for salt (per ton) (*attachment revised BT Snowplow agreement)*

E. Approval of Parental Contract for Student Transportation for the remainder of the 24-25 school year
BE IT RESOLVED, that the board upon recommendation of the Superintendent, approve the Student transportation contract at a rate of $55.00 per trip, not to exceed $2,200 per month. Payment is based on student attendance and actual days transported in a month.

F. Approval of new Lease Agreement for District Copiers from Atlantic Tomorrow's Office priced under state contract M2075.
BE IT RESOLVED that the Bethlehem Township Board of Education , upon recommendation of the Superintendent, approve the new Lease Agreement with Atlantic Tomorrow's Office for 8 copiers and Papercut secure print for a monthly cost of $1,137.24 per month. The financing company is Municipal Capital Finance.
Current leased amount - $934.00 per month

+ $265.91 Service and supply costs

$1,199.91 Total Current Costs per month

Proposed Costs: 60 month Copier lease payment - $ 940.85 per month

+ $196.39 Service Supply costs

$1047.69 Total Proposed Costs per month

G. Approval of Board, staff workshop attendance and travel expenditures
BE IT RESOLVED that the Board, upon recommendation of the Superintendent, 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
November 23, December 7, 14, 21, 2024	Kirby Hendershot	NJASBO School Law: Morris Co.PublicSafety TrainingAcademy	$300.00	$161.68	n/a	n/a
Dec. 3, 2024	Kirby Hendershot	New BA Academy - Introduction to the DOE & Budget Guidelines & Software Review	$50.00	$51.70	n/a	n/a
Dec. 6, 2024	Rebecca Billera	Hunt. Cty. School Counselor's Fall Conference, Flemington	n/a	n/a	n/a	n/a
Dec. 9, 2024	Shannon Scanlon, R.N.	Strategies for Success for Sch. Medical Emergencies Virtual Seminar	$295.00	n/a	n/a	n/a
Dec. 10, 2024	Kirby Hendershot	Ethics and the BA	$145.00	$40.42	n/a	n/a
Jan. 21 & 23, 2025	Sally Klemm	NJ State Bar Foundation - Restorative Justice Tier 1 & 2, New Brunswick, NJ	n/a	n/a	n/a	n/a
Mar. 19, 2025	Francesca Sebastiani	2025 Annual Rutgers Fellowship of Language Educators in NJ (FLENJ) Convention, New Brunswick, NJ	$180.00	n/a	n/a	n/a

Discussion: Ms. Seibert asked for a few more details on the parent contract and wanted to know if it was the same as aide in lieu. Ms. Hendershot gave an explanation.

The Finance committee did not meet this month. Motion by Mr. Glazar, seconded by Ms. Seibert to approve Finance items A-G. On a roll call vote, items A-G were approved as follows 6-0-0 (aye Glazar, Gregor, Holmes, Seibert, Yager, MacDonnell)

XIV. PERSONNEL

Committee Members: Thomas Gregor, Jenny Holmes, and Jennifer Seibert

A. Approval of Stipend Advisors for the 2024-2025 School Year
BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve the following stipend advisors for the 2024-2025 School Year:

Staff Member	Stipend Activity	Amount (pending BTEA Negotiations)
Thomas Brotzman	BTSD Camp Manager	$3,500.00
Jeni Swenson	TBC Code Club	$571.00
Jeni Swenson	TBC Robotics Club	$457.00

B. Approval of Substitute for the 2024/2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following substitute for the 2024/2025 school year subject to further investigation pursuant to law.

Name	Certification	Position
Karena Paleologo	Standard Teacher Certificate	Substitute Teacher

C. Approval of Movement on Salary Guide
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve Sarah Lampariello to move on the Salary Guide from MA+15, at $68,939.00 Step 8 to MA + 30, at $70,539.00, Step 8. Effective December 1, 2024.

D. ADDENDUM: Approval of Substitute for the 2024/2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following substitute for the 2024/2025 school year subject to further investigation pursuant to law.

Name	Certification	Position
Caroline Kirk	Standard Teacher Certificate	Substitute Teacher

DISCUSSION: Mr. MacDonnell let everyone know that there was a typo on personnel item C and that the effective date was December 1, not January 1.

The personnel committee did not meet this month. Motion by Ms. Yager, seconded by Mr. Gregor to approve personnel items A-D. On a roll call vote, items A-D were approved as follows 6-0-0 (aye Glazar, Gregor, Holmes, Seibert, 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 October 2024
BE IT RESOLVED that the Board upon recommendation of the Superintendent, accept the Fire Security and Bus Evacuations Drills for the month of October for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
October 2024	TBC	10/25/2024	10/30/2024
October 2024	EHMS	10/25/2024	10/29/2024

B. Approval of Class Trips for the 2024-2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following class trips:

Date(s)	Grades	Where	Bus provided by/cost
December 2024	Gr. 6-8 Band/Choir Students	To Conley School Winter Concert Dress Rehearsal	HC ESC - one bus - $102.50
January 2025	Kindergarten	Hunterdon County Library Clinton, NJ	HC ESC - one bus - $184.50

C. Approval of NJ CAP Program for the 2024-2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following NJCAP Program at Hoppock School:

NJ Teen CAP Program - Hoppock School
Parent workshop - November 12, 2024
Student Workshop - 7th Grade - 11/20, 11/21, and 11/22 during the school day

D. Approval of Submission of Memorandum of Agreement for Education and Law Enforcement for the 2024-2025 School Year
BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve the submission of the Memorandum of Agreement Between Education and Law Enforcement for the 2024-2025 School Year to the NJ Department of Education, Hunterdon County Superintendent's Office.

Discussion: None

The School Operations committee met on 11/14. There was no report. Motion by Mr. Gregor, seconded by Mr. Glazar to approve Schol Operations items A-D. On a roll call vote, items A-D were approved as follows 6-0-0 (aye Glazar, Gregor, Holmes, Seibert, Yager, MacDonnell)

XVI. EDUCATION & POLICY

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

The committee did not meet.

XVII. OLD BUSINESS: NONE

XVIII. NEW BUSINESS

NONE

XIX. PUBLIC COMMENTS

Motion by Mr. Gregor, seconded by Mr. Glazar to open public comment. On a voice vote, all were in favor.

- **Thank you to the architects for a great presentation**
- **What is the cost of keeping Ethel Hoppock open?**
- **Thank you for the pre-k bussing**
- **Can the referendum presentation be put online and why are we planning to go out for a special election in September?**
- **The referendum needs to be community driven not to just student parent driven**

Motion by Ms. Holmes, seconded by Mr. Gregor to close public comment. On a voice vote all were in favor.

XXI. GOOD OF THE ORDER

Ms. Seibert requested another demographic study so that the board has good working numbers.

XXII. NOTEWORTHY DATES:

1. December 18, 2024 - Special Meeting of the Board of Education - EHMS Library/STEAM RM. - Public meeting begins at 7:00 p.m.

XXIII. ADJOURNMENT

Motion to adjourn by Ms. Holmes, seconded by Mr. Glazar. On a voice vote, all were in favor. Meeting adjourned at 9:02 p.m.

Respectfully Submitted,

Kirby Hendershot
School Business Administrator/Board Secretary

Approved on 12/18/24