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

REGULAR MEETING MINUTES
WEDNESDAY, NOVEMBER 15, 2023 at 7:00 p.m
Ethel Hoppock Middle School Library

I. CALL TO ORDER - Brian Latzke, Board Secretary, called the meeting to order at 6:30 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: Thomas Gregor, Daniel MacDonnell, Travis Roop, and Stephanie Yager
Board Members Absent: Kyle Harris - President, Michael Hale - Vice President, Jennifer Seibert

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

Mr. Latzke called for a nomination of a member to preside over the meeting in the absence of the President and Vice President.

Ms. Yager nominated Mr. MacDonnell, seconded by Mr. Gregor. Mr. Latzke called for further nominations, but there were none.

BE IT RESOLVED that the Board of Education appoints Daniel MacDonnell as acting Board President for the November 15, 2023 Regular Meeting.

On a roll call vote, all were in favor (4-0-0; Gregor, MacDonnell, Roop, Yager)

V. EXECUTIVE SESSION

Motion by Roop, seconded by Gregor to enter closed session. On a unanimous voice vote, the Board entered closed session at 6:32 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, 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 Gregor, seconded by Roop to reconvene in public session. On a unanimous voice vote, the Board reconvened in public session at 7:00 p.m.

DISTRICT GOALS:

1. Goal: Referendum - Planning & Passing

Objective: To successfully prepare, promote, and pass -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.

VI. CORRESPONDENCE - None

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.

Mr. MacDonnell asked if there were any comments on agenda items. There were no comments from the public.

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.

October 18, 2023 Regular Meeting Minutes
October 18, 2023 Executive Meeting Minutes

Motion by Gregor, seconded by Roop to approve Minutes Item A. On a roll call vote, the minutes were approved as follows (4 - 0 - 0); aye: Gregor, MacDonnell, Roop, Yager.

IX. CHIEF SCHOOL ADMINISTRATOR REPORT

X. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

XI. FINANCE

Committee Members: Kyle Harris, Travis Roop 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 October 19, 2023 through November 15, 2023 for a total amount of $824,779.22 which includes two payrolls:

October 30, 2023	$234,785.62
November 15, 2023	$240,980.52

B. Approve Submission of 2024-2025 Comprehensive Maintenance Plan (CMP) Att B
WHEREAS the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting required maintenance activities for each of its public-school facilities, and

WHEREAS the required maintenance activities as listed in the attached document for the various school facilities of the Bethlehem Township School District are consistent with these requirements, and

WHEREAS all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

THEREFORE, BE IT RESOLVED that the Bethlehem Township School District hereby authorizes the School Business Administrator to submit the 2024-2025 Comprehensive Maintenance Plan (CMP) for the District, as presented, in compliance with Department of Education requirements.

C. Approve the Bethlehem Township School District Maintenance Budget Amount Worksheet (Form M-1) Att C1 and C2 and the detailed actual expenditure worksheet, and to authorize its submission to the Hunterdon County Executive Superintendent

D. Approve the District 2024-2025 Budget Preparation Calendar as presented.

Distribute budget forms to the Administrative Team and review guidelines. Initial meetings with administrators.	October 29, 2023 - November 3, 2023
Administrators gather information from staff to prepare budget submissions	November and December
Budgets due to Business Office	December 15, 2023
Administrators, Business Administrator and Superintendent meet to review budget submissions	January 2, 2024 - January 12, 2024
Development of Preliminary Budget	February
Superintendent submits Preliminary Budget to Finance Committee for Review. Review of budget items, State Aid, and tax levy.	February and March 2024
Presentation and Approval of Preliminary 2023/2024 Budget	March 2024 (TBD)
Submit Budget to Executive County Superintendent	March 2024 (TBD)
Public Hearing and Adoption of Final Budget	April 2024 (TBD)

E. Approval of Proposal for Subsurface Investigation Proposal for School Improvements at Thomas B. Conley Elementary School Att E
BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the proposal from GZA GeoEnvironmental, Inc. for supplemental subsurface investigation for proposed school improvements at Thomas B. Conley School. Amount not to exceed $24,500.

F. Approval of Proposal for Due Diligence and Schematic Design Att F.
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the proposal from Parette Somjen Architects to complete Due Diligence and Schematic Design for proposed referendum projects at Thomas B. Conley Elementary School in the amount of $55,000.

G. Approval of Capital Reserve Withdrawal
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve a capital reserve withdrawal in the amount of $79,500. The district intends to utilize these funds for the purpose of providing appropriations for referendum pre-development costs.

H. Approve Agreement for Technical Audit Services
BE IT RESOLVED that the Board approve the agreement with Fortune Consulting for Technical Audit Services through NJSBA contract #E-8801-NJSBA ACES-CPS at the following rates:

Percentage of total amount refunded to client	21.5%
Percentage of projected savings over 24 months as a result of the audit	21.5%

I. Acceptance of Grant Waiver for NJCAP Program
BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept the grant for the district portion of the NJCAP 23/24 program in the amount of $1668.80.

J. 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 #240225 to attend Hunterdon Preparatory School, Annandale, NJ, for the 2023-2024 school year in the amount of $40,157.00 plus transportation. Effective November 17, 2023 through June 11, 2024.

K. 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
Nov. 20 & 21, 2023 - 2 days	Leah Byk, Teacher	Virtual Phonological Training	$600	$0	$0	$0
Nov. 29 2023 - 1 day	Bree Brace, Admin. And Kris Boganski, Admin.	Memo. of Agreement, Sch. Security & Gang Awareness Seminar, Flemington, NJ	$0	$0	$0	$0
Dec. 5, 2023 - 1 day	Olivia Williams, Teacher	Artist's for Art's Sake, Hunterdon Art Museum, Clinton, NJ	$0	$2.82	$0	$0

Motion by Roop, seconded by Gregor to approve Finance Items A through K. On a roll call vote, items A through K were approved as follows (4 - 0 - 0); aye: Gregor, MacDonnell, Roop, Yager.

XII. PERSONNEL

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Approval of Substitute for the 2023/2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following substitute for the 2023/2024 school year.

Name	Certification	Position
Ross Leebow	Substitute Certificate and CEAS Teaching Certificate	Teacher or Paraprofessional

B. Approve Staff Unpaid Leave of Absence Days

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

- Karl MacQueen - November 3, 2023 (1day)

C. Approval of Staff Member to be a CPR Trainer for Staff

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve Heather Radcliffe-McGinnis to serve as a CPR Trainer for staff, not to exceed nine hours at the rate of $45.00 per hour - dates to be determined.

D. Approval of Social Worker at Hoppock School

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve a social worker from Hunterdon County ESC to work two days per week at Hoppock School, effective immediately.

Motion by Roop, seconded by Gregor to approve Personnel Items A through D. On a roll call vote, items A through D were approved as follows (4 - 0 - 0); aye: Gregor, MacDonnell, Roop, Yager.

XIII. BUILDINGS AND GROUNDS

Committee Members: Michael Hale, Dan MacDonnell and Jennifer Seibert

XIV. SCHOOL OPERATIONS

Committee Members: Stephanie Yager, Michael Hale and Tom Gregor

A. Approval of First Reading of Policies and Regulations

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

P 1642.1 Sick Leave (New)
R 1642.01 Sick Leave

P 2270	Religion in the Schools (Revised)
P 2419	School Threat Assessment Teams (M) (New)
R 2419	School Threat Assessment Teams (M) (New)
P 3161	Examination for Cause (Revised)
P 3212	Attendance (M) (Revised)
R 3212	Attendance (M) (Revised)
P 3324	Right of Privacy (Revised)
P 4161	Examination for Cause (Revised)
P 4212	Attendance (M) (Revised)
R 4212	Attendance (M) (Revised)
P 4324	Right of Privacy (Revised)
P 8500	Food Services (M) (Revised)

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

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
October 2023	TBC	10/26/2023	10/04/2023
October 2023	EHMS	10/12/2023	10/19/2023

C. Approval of the Submission of Harassment, Intimidation and Bullying Self Assessment Grades for the 2022-2023 School Year
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the Submission of the Harassment, Intimidation and Bullying (HIB) Self Assessment to the NJ Department of Education for the 2022-2023 School Year for the Thomas B. Conley School and Ethel Hoppock Middle School.

D. BE IT RESOLVED, that the Bethlehem Township Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on October 18, 2023, 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
Hoppock School	9/14/2023	#1	Yes	School Counseling and Consequences based on the student of Code of Conduct.

Hoppock School	9/18/2023	#2	Yes	School Counseling and Consequences based on the student of Code of Conduct.
Hoppock School	9/14/2023	#3	Yes	School Counseling and Consequences based on the student of Code of Conduct.

E. Approval of Life Skills/Internet Safety and Cyberbullying Program at Conley School for Fourth Grade

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the LifeSkills/Internet Safety and Cyberbullying Program provided free of charge through Hunterdon County Prevention Resources to the fourth grade. The proposed dates for the five week program are - 2/6/2024, 2/13/2024, 2/20/2024, 2/27/2024 and 3/5/2024.

F. Approval of Class Trips - Att #F

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

Grades	Where
6-8 Band	Dress rehearsal for Winter Concert, Conley Elementary School
8th Grade	STEM Activity at North Hunterdon High School, Annandale, NJ
Kindergarten	North Branch of County Library, Clinton, NJ
5th grade	Planetarium - Raritan Valley Community College Branchburg, NJ
2nd grade	Lehigh Valley Zoo, Schnecksville, PA
4th grade	Enhance Science Curriculum - Echo Hill Park, Flemington, NJ
1st grade	Rainbow Fish Play - Raritan Valley Community College- Nash Theatre, Branchburg, NJ
Pre-K-4	Von Thun Farms, Washington, NJ
1st grade	Learn about Animal Adaptations - Echo Hill Park, Flemington, NJ

Motion by Roop, seconded by Yager to School Operation Items A through F. On a roll call vote, items A through F were approved as follows (4 - 0 - 0); aye: Gregor, MacDonnell, Roop, Yager.

XV. OLD BUSINESS

XVI. NEW BUSINESS

XVII. PUBLIC COMMENTS

K. O'Conner - Would like to see the district look into preschool expansion aid.

XVIII. NOTEWORTHY DATES:

1. Wednesday, December 20, 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 Roop, seconded by Gregor. On a unanimous voice vote, the meeting was adjourned at 7:23 p.m..

Respectfully submitted,

Brian Latzke

Brian Latzke
School Business Administrator/Board Secretary
Board approved 12/20/2023