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

REGULAR MEETING MINUTES
February 24, 2021
(Held virtually due to state of emergency from coronavirus)
For the Regular Meeting of the
Bethlehem Township Board of Education being held by video conference call and video conference on
February 24, 2021 at 6:30 p.m.

I. CALL TO ORDER – President Roosen called the meeting to order at 6:32 p.m.

II. PLEDGE OF ALLEGIANCE

III. PUBLIC MEETING NOTICE
In compliance with the New Jersey Open Public Meetings Act, adequate notice of this meeting was provided by sending notice by email to The Hunterdon County Democrat and the Bethlehem Township Clerk, 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/

There are two options to participate in the meeting - please use the Google Meet link below or join by phone:

Join with Google Meet meet.google.com/pgj-mbxp-nxv or **Join by phone** (US) +1 314-474-2384 PIN: 108

836 391#

IV. ROLL CALL

Mr. Gregory Glazar	*Present*	***Mr. Travis Roop***	*Present*	***Dr. Gregory C. Farley, CSA***	*Present*
Mr. Kyle Harris	*Present*	***Mrs. Debra D. Roosen***	*Present*	***Mrs. Beverly Vlietstra, SBA/BS***	*Present*
Mr. John Logar	*Present*			***Ms. Teresa Moore, Attorney***	*Present*

V. NEWLY APPOINTED BOARD MEMBERS SWORN IN
MOTION by Mr. Harris, seconded by Mr. Glazar.

A. Oath of Office - New Board Members
Mrs. Vlietstra will administer the Oath of Office to newly appointed Board Members for two (2) one year terms beginning February 24, 2021 to the board reorganization meeting in January 2022. Refs: N.J.S.A. 18A: 12-2.1 and N.J.S.A. 18A: 12-15f.

Board Member: Dr. Alyce Hunter
Board Member: Mr. Ryan Caughey

Reading of Board Member Code of Ethics and each new Board member signs for receipt of Board Member Code of Ethics.

VI. PUBLIC COMMENTS

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.
- Since this meeting is being held by video conference call and videoconference due to the coronavirus pandemic, if the public wishes to make a comment, they may also do so by:

  o Calling the number provided on the Board of Education's website for participants on the videoconference or by Google Meet. Press *6 to unmute during the call and *6 again to mute; and/or

  o Sending an email to Mrs. Debra D. Roosen, Board President at droosen@btschools.org prior to 5:00 p.m. on the day of the meeting. In the subject line, please write "public comment" if you wish for your email to be read verbatim during the public comments section of the meeting.

Mrs. Fol made public comments expressing concern and wishes for the kids to return to full-time school.
Mrs. Glazar made public comments expressing her desire for the children to return to school full-time.
Mrs. Mrozek made public comments expressing her concern for the students to return to full-time school.

VII. PRESENTATION OF 2019-2020 AUDIT

Presentation of the 2019-2020 Audit by Mr. Gregg Katzer from Hodulik & Morrison, P.A. - presented the Board with a financial statement opinion and commented that the audit went very well. Last year's deficiencies were cleaned up and internal controls are in compliance. The fund balance was 3.2 million which was an $800,000 increase over the prior year due to lower transportation and other related costs. Student activity receipt deposits are to be made within 48 hours, but due to Covid some were over a week late and four W9 or vendor business forms were missing, but have been cleared up.

VIII. BOARD ACTION

Motion by Mr. Logar seconded by Mr. Harris to approve Letter A & B.

A. Acceptance of the 2019-2020 Audit - Att #1A - CAFR Att #1B - AMR (Revised)

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept the 2019-2020 Audit Report conducted by Hodulik & Morrison, P.A. a division of P.K. O'Connor Davies, LLP(CAFR.)

B. Approval of Corrective Action Plan for the 2019-2020 Annual School Audit

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the Corrective Action Plan (CAP).

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
II-1. School Purchasing	4 of 25 invoices reviewed had no Form W-9 or Business Registration Certificate	Make sure all required documents are in CDK	Business Administrator	Ongoing
IV-Student Activities	8 of 25 deposits were not made within 48 hours as required by statute, 6 of 25 deposits did not have supporting backup information and 4 purchases did not have proper payment authorization	Move all Student Activities to the Business Off. to run through the Accounting software in CDK	Business Administrator	30-Jun-21

On a roll call vote, all present were in favor. Motion passes.

IX. CORRESPONDENCE – Mrs. Roosen will forward a letter from USA Ceiling Company in reference to school air purifiers and ionizers to Mrs. Vliestra.

X. MINUTES - M1

MOTION by Mr. Logar, seconded by Mr. Glazar to approve the minutes.
BE IT RESOLVED that the minutes of the Board of Education meeting, held on the date indicated as transcribed, be approved and filed.
November 17, 2020 - Executive Session Minutes

On a roll call vote all present were in favor except for Mr. Logar, Mr. Harris, Mr. Roop, Dr. Hunter and Mr. Caughey abstained since they were not board members at the time. Motion passes.

XI. CHIEF SCHOOL ADMINISTRATOR REPORT

- Summer offerings – 10 camp offerings for recreation and to address learning loss starting on June 14, 2021 at the Conley School. No charge to parents.
- Progress towards Goals - Presentation Access on school website or the Board Agenda link

1) Academic Achievement
2) Social Emotional Needs
3) Communication with Public
4) Diversity
5) Long Range Plan

District update - Student Representative Ryan Kapp

- Art Club with Mrs. Esposito every Thursday
- Virtual School Play 'Annie Jr.' Grades 5-8 contact Mrs. O'Keefe to sign up

- Winners of the Snowman Contest (Student Representative - Ryan Kapp)
  - 1st place – Classic Snowman by the Hunt Family
  - 2nd place – Llama Float by Alex Friedel
  - 3rd place – Baby Yoda by Mia & Morgan

XII. SCHOOL BOARD PRESIDENT REPORT

- President Roosen is delighted to welcome Dr. Hunter and Mr. Caughey to the Bethlehem Township BOE and to have a full board. She recommends a board retreat for team building skills.
- Thank you Mr. Logar and Mr. Roop and all the participants for last week's Ad Hoc Community Forum and thank you Ms. Lee for getting the information out to the board the next day.
- CSA interviews will begin next week.
- Reminder to the BOE and Dr. Farley to complete the mandated evaluation available online.

- Hunterdon County School Boards has a virtual meeting tomorrow for 1 credit which also helps us meet our board goals.
- Resolution has been sent to our legislature and the press to allow school personnel classified as essential workers.

XIII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Email received from the State regarding ESER II funds. Our district will receive $20K for HVAC improvement, $25K for learning acceleration and $45K for mental health services.
- Wellness Grant received for healthy snacks for the staff on Wednesdays. Discussing a hike and an end of the year healthy cook out from the food service company.

XIV. FINANCE

MOTION by Mr. Logar, seconded by Mr. Roop to approve letters A-D.

A. Approval of Bills List - Att #2

BE IT RESOLVED that the Board approve the attached list of district bills for payment as presented by the Interim School Business Administrator for the period January 28, 2021 through February 24, 2021 for a total amount of $636,112.73, which includes two payrolls: January 30, 2021 and February 15, 2021.

B. Acceptance and Approval of Board Secretary's Report for the month of January 2021 - Att #3

BE IT RESOLVED that upon review of the Board Secretary's Report for the month of January 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 January 2021 - Att #4

BE IT RESOLVED that upon review of the Treasurer's Report for the month of January 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 6A:23A-16:10(a).

_____

Beverly Vlietstra, Interim Board Secretary

Date

D. Approval to Establish a New Preschool Pull Out Program at Conley School for the 2020-2021 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve to establish a new Preschool Pull Out Program to accommodate preschool students in need of a self-contained program which includes ABA and intensive teaching. The program will have one teacher who has completed the BCBA Program. As enrollment increases, a paraprofessional will be added to the program. Program start date - March 2, 2021.

Mr. Logar requested a projected year over year total cost for Letter D (items besides teacher cost). Dr. Farley will get a spreadsheet with the annual cost. Dr. Farley reported that letter D will eliminate the cost of an ESC aide and the expense of sending a student out-of-district.

On a roll call vote, all present were in favor. Motion passes.

E. Preliminary 2021-2022 Budget before Actual State Aid Amounts - Att #5 – Mr. Logar requested administration show a 0% tax budget increase at the last board meeting and requested it with identification for the next meeting. He requests leveraging the surplus by budgeting better to eliminate any tax levy increase. Mrs. Vlietstra will have it for the next meeting. She recommends going up to the 2% increase due to the reduced state aide. Due to Covid, $50K was saved in transportation costs. President Roosen requested a full budget presentation before it goes to the county.

F. 2021-2022 Budget Calendar

MOTION by Mr. Harris, seconded by Mr. Glazar to approve letters G (Motion Withdrawn)

G. Appointment of New Jersey School Boards Association (NJSBA) to conduct the Superintendent Search - Att #5A

BE IT RESOLVED that the Board appoint New Jersey School Boards Association (NJSBA) to conduct the Superintendent Search.

Mr. Logar feels the hybrid approach is the best fit for the district as it allows us to share a CSA and inquired why it was not being represented in the attachment and requested which program is being recommended and what comes with it. Mr. Roop recommends hiring an interim CSA while we start the search with NJSBA and use a customized plan for a permanent superintendent and do our due diligence. President Roosen recommended the $7,000 plan with an interim CSA for our district. Mr. Glazar recommends the Board post pone voting until the data from the study is available. Mr. Harris recommends School Boards gives us more research and get community input about sharing a CSA or our own and proposes a subcommittee to reach out to other districts interested in sharing. Attorney Moore recommends reading the study from the NJSBA on the scope of shared services. Dr. Hunter recommends we find out whether the community wants a regional middle school, shared services or our own CSA. Mr. Caughey also agrees there are a number of difficult issues to deal with and feels the ability of an open forum is necessary. Mr. Logar recommends treating it like a budget hearing meeting and hold a separate meeting in March as a specific topic to discuss it with School Boards. The Board agreed to forming a Sharing Services Sub Committee with Mr. Logar, Mr. Roop and Mr. Caughey to reach out to the community and other districts in the geographic area about the options facing the district and to reach out to School Boards for any resources they can provide. Letter G has been tabled for discussion.

On a roll call vote, all present to withdraw Letter G.

Board to discuss Business Administrator, Beverly Vlietstra's contract which expires on 6-30-21.

XV. BUILDING AND GROUNDS

Update on projects by Steve Douglas, District Facilities Manager

- Underground storage tank passed inspection
- Receiving quotes to clean sprinkler tank
- Receiving quotes to replace fire hazard doors at Hoppock
- All boilers serviced
- General maintenance continues at both schools
- All snow removal complete
- State grant money may be used to purchase classroom ionizers for both schools.

XVI. EDUCATION

MOTION by Mr. Logar, seconded by Mr. Harris for Letters A-C.

A. Acceptance of Fire and Security Drill Reports for the month of January 2021

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept the Fire and Security Drill Reports for the month of January 2021 for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
January 2021	EHMS	01/20/2021	01/25/2021
January 2021	TBC	01/14/2021	01/25/2021

B. Approval of Updated School Calendar for 2020-2021 - Att #6

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the Updated 2020-2021 school calendar to reflect the snow make up day on Feb. 12, 2021 and the last day of school to be set for Friday, June 11, 2021 thus having students attend school for 180 days instead of 181 days as previously approved.

Motion made by Mr. Logar and Mr. Roop to amend the 2020-21 school calendar to approve the 180-day school year.

On a roll call vote, all were in favor. Motion passes

C. Approval of School Calendar for the 2021-2022 School Year - Att #7

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the 2021-2022 school calendar with 181 student days. Teachers will report for the first day on Monday, August 23, 2021
and the first day of school for students is Thursday, August 26, 2021. The tentative last day of school will be Friday, June 10, 2022 which includes three (3) emergency/snow days.

On a roll call vote, all were in favor. Motion passes

D. Attendance Report - Students and Staff

District - All Staff Attendance - 98.6%

Thomas B. Conley School - Students Attend.-97.18%
Average Daily Attendance (ADA) - January- 248.47
Average Daily Enrollment (ADE) - January- 255.68

Ethel Hoppock Middle School - Students Attend.-97.39%
Average Daily Attendance (ADA) - January- 80.68
Average Daily Enrollment (ADE) - January- 78.58

XVII. CURRICULUM/STUDENT ACTIVITIES

- Hoppock/Conley School Virtual Play will be held in Mid-May (5th-8th grade) - exact dates to be determined

XVIII. POLICY

- **Policy Alert #222 received from Strauss Esmay. Updates for review.**
- **At the next meeting, we will have numerous policies listed for a First Reading. Att #8A - Summary of Alert #222 & Att #8B - Policies for Alert #222**

XIX. TECHNOLOGY AND COMMUNITY RELATIONS

- Professional Development on new Google Workspace tools – info will be on the next agenda
- Community Relations – On February 17, 2021 @ 7:00 p.m. Mr. Logar and Mr. Roop hosted a virtual open forum with approximately 50 community members to discuss finding a new superintendent, merging both schools, a re-opening plan, budget and summer programs for the kids. It was a great beginning for community outreach to either improvement or adjustment. The minutes have been made available by Mr. Roop.
- Re-opening Committee Update by Dr. Farley – The goal is to get a schedule together in the best interest of the students. Serious conversations about our options at our next meeting. Mr. Roop feels the committee is getting valuable feedback from the parents, teachers and nurses to be shared with the public. Mr. Logar thanked all the teachers and community members for all their extra time, effort and hard work.

XX. EXECUTIVE SESSION

MOTION by Mr. Roop, seconded by Mr. Logar for the Board to enter closed Executive Session.

On a roll call vote, all present were in favor. Motion passes.

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 matters, 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 Mr. Logar, seconded by Mr. Glazar for the Board to reconvene public session.

On a roll call vote, all present are in favor. Motion passes.

XXI. PERSONNEL

MOTION by Mr. Glazar, seconded by Mr. Harris to approve letters A-D

A. Approval of Substitute Teacher Applicant

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve Thomas Fuller, as a substitute teacher for the 2020-2021 school year. (Pending County Certification, Criminal History Clearance/Health Screening)

B. Approval of Stipend Advisors for the 2020-2021 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the advisors for the following stipend positions for the 2020-2021 School Year:

- Thomas Brotzman (HOP-TCH-SOC-2) - Virtual Escape Club - $300.00
- Thomas Brotzman (HOP-TCH-SOC-2) and Edward Wyant (HOP-TCH-PHED-1) to split Summer Camp Manager at $1,750.00 each
- Gabrielle MacQueen - (CON-AIDE-DUTY-1)Virtual Drama Stage Manager - $1,058.00

C. Approval of Student Volunteers for Assisting with Hoppock School Play for the 2019-2020 School Year
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve Kaitlyn Balmes and Amelia Milza, high school students, to volunteer to assist Mrs. Vanessa O'Keefe, Drama Director, with the Annual Hoppock School Play for the 2020-2021 School Year.

D. Acceptance of Leave of Absence Request for the School Year 2020-2021 and part of the 2021-2022 School Year
BE IT RESOLVED upon recommendation of the Chief School Administrator, that the Board accept the Leave of Absence request for Meghan Dagostino, commencing on April 23, 2021, and returning approximately November 29, 2021.

The Board greatly appreciates the students helping out in the school play.

On a roll call vote, all present are in favor. Motion passes.

XXII. Update on CSA Search

- The Board will conduct a zoom meeting next Thursday evening @ 6:30 to interview three candidates

XXIII. PUBLIC COMMENTS

- Mrs. Fol made public comment about how helpful it would be to update the public about the information from the Community Relations long term planning meetings. She also recommended using Facebook for announcing upcoming meetings.
- Mrs. Malavasi made public comment concerning the Community Relations Outreach notices not being posted on the school and township websites for the public.

XXIV. REPORT FROM BOARD MEMBERS:

- Mr. Gregory Glazar – Requested to be included in the Reopening Committee. Dr. Farley approved.
- Mr. John Logar – Will participate in the math classroom on Monday for Career Day.
- Mr. Travis Roop - None
- Dr. Alyce Hunter - None
- Mr. Ryan Caughey – Happy to be here and looking forward to the work ahead.
- Mr. Kyle Harris, Vice-President - None
- Mrs. Debra Roosen, President – Hunterdon County School Boards Virtual Meeting tomorrow @ 6:30 p.m. Registration on website and public meeting next Thursday @ 6:30 p.m. regarding CSA candidate interviews. Questions from board members for candidates due by this Friday.

XXV. NOTEWORTHY DATES:

A. March 10, 2021 - Virtual Board Work Session Meeting - 6:30 p.m.
B. March 24, 2021 - Virtual Regular Board Meeting - 6:30 p.m.

XXVI. ADJOURNMENT

MOTION TO ADJOURN by Mr. Logar, seconded by Mr. Glazar.

On a voice vote, all present were in favor. The meeting adjourned at 10:44 p.m.

Respectfully Submitted,

Beverly Vlietstra

Beverly Vlietstra
Interim Business Administrator/Board Secretary