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

REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 20, 2023 at 7:00 p.m
Ethel Hoppock Middle School Library

I. CALL TO ORDER - President Harris called the meeting to order at 6:31 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: Kyle Harris - President, Michael Hale - Vice President, Thomas Gregor, Daniel MacDonnell, Travis Roop, and Jennifer SeibertStephanie Yager
District Administrators Present: Edward Abato, CSA and Brian Latzke - SBA/BS

V. EXECUTIVE SESSION
MOTION by Roop, seconded by MacDonnell to enter closed session. On a unanimous voice vote, the Board entered closed session at 6:33 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 MacDonnell , seconded by Roop to reconvene in public session. On a unanimous voice vote, the Board reconvened in public session at 7:02 p.m.

VI. CORRESPONDENCE
- Email received on 9/10/2023 from J.Mazzetta regarding transportation.

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. Harris asked if there were any comments from the public 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.
August 16, 2023 Regular Meeting Minutes
August 16, 2023 Executive Meeting Minutes

Motion by Hale, seconded by Roop to approve Minutes Item A. On a roll call vote, the minutes were approved as follows (5 - 0 - 2); aye: Hale, MacDonnell, Roop, Yager, Harris; abstain Gregor and Seibert)

IX. CHIEF SCHOOL ADMINISTRATOR REPORT

Mr Abato provided an update on the following areas:

- District threat assessment training.
- Successful opening of the school year. Staff professional development with Tracey Severns
- Intervention periods and WIIN periods are getting started
- District looking at math curriculum - how to identify ways to accelerate
- Thank you to the BTEA for hosting the welcome back picnic
- Update on SREP grant with Union Township BOE and Franklin Township BOE
- Presentation of District Goals

X. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Update on work with the architect on the Long Range Facility Plan, referendum planning and feasibility of building options at Conley

XI. FINANCE

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Approval of June 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 August 17, 2023 through September 20, 2023 for a total amount of $1,005,673.40 which includes two payrolls:

August 30, 2023	$55,143.87
September 15, 2023	$231,919.70

B. Acceptance and Approval of Board Secretary's Report for the month of June 2023 - Att B
BE IT RESOLVED that the Board acknowledge receipt of the preliminary monthly certification of the Board Secretary for June 2023, and after review of the Board Secretary's and June 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. Acceptance and Approval of Board Secretary's Report for the month of July 2023 - Att C
BE IT RESOLVED that the Board acknowledge receipt of the preliminary monthly certification of the Board Secretary for July 2023, and after review of the Board Secretary's and July 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).

D. Approve Line Item Transfers for the month of August 2023 - Att D
BE IT RESOLVED that the Board approve the line item transfers for August 1, 2023 through August 31, 2023 in the amount of $135,792.02.

E. Acceptance and Approval of Board Secretary's Report for the month of August 2023 - Att E
BE IT RESOLVED that the Board acknowledge receipt of the preliminary monthly certification of the Board Secretary for August 2023, and after review of the Board Secretary's and August 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).

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
Oct. 6, 2023 - 1 day	Heather Radcliffe-McGinnis	2023 Lake Conference (NJAHPERD), Johnsonburg, NJ	$99	$22.56	$0	$0
Oct. 11-13, 2023 - 3 days	Sally Klemm, Ed.D.	NJPSA Fall Conference, Atlantic City, NJ	$530	$106.31	$150.00.	$147.50
Oct. 4-6, 2023 3 days	Edward Abato, CSA	Hunterdon County HCASA) Superintendent's Fall Conference, Shawnee, PA	$0	$0	$224.00	$0
Sep. 22, 2023 - half PM	Michele Coletti	Payroll/Personnel Califon, NJ	$0	$0	$0	$0
Dec. 6, 2023 - 1 day	Thomas Brotzman	Rutgers - Middle School Civics, Piscataway	$0	$36.47	$0	$0
Dec. 6, 2023 - 1 day	Lou Pilato	Rutgers - Middle School Civics, Piscataway	$0	$0	$0	$0
2023-2024 (12 month access)	Lauren Hunt	Virtual Dibels Training	$49	$0	$0	$0
2023 - 2024 School Year - Monthly	Brian Latzke	HWABSO Roundtable Asbury, NJ	$0	$0	$0	$0
Jan. 30, 2023	Brian Latzke	NJASBO - Academy - Budget Guidelines & Software Review/Budget Best Practices Robbinsville, NJ	$50	$26.88	$0	$0
Oct. 27, 2023	Ray Mulvey	IPM Coordinator Training Washington, NJ	$0	$0	$0	$0
Mar. 15, 2024	Ray Mulvey	PEOSH/NJADP IAQ training	$0	$0	$0	$0

Virtual	Ray Mulvey	Electrical Contractor Exam Course	$900	$0	$0	$0
2023 - 2024 School Year - Monthly	Sally Klemm	Hunterdon County Special Education Roundtable	$0	$0	$0	$0
2023 - 2024 School Year - Monthly	Edward Abato, CSA	Hunterdon County Superintendent Roundtable (HCASA)	$0	$0	$0	$0
2023 - 2024 School Year - Monthly	Edward Abato, CSA	Hunterdon County Articulation Meetings	$0	$0	$0	$0

G. Approval of Jointure Bus Transportation Agreement for 2023/2024
BE IT RESOLVED, that the Board upon recommendation of the Chief School Administrator, approve the district bus transportation jointure agreement for bus route BH4 Ethel Hoppock Middle School with Delaware Valley Regional High School Joint Transportation Services, in Frenchtown, NJ, in the amount of $35,540.

H. Acceptance of SHIF Staff Wellness Grant 2023/2024
BE IT RESOLVED, that the Board accept the SHIF Staff Wellness Grant for the 2023/2024 school year in the amount of $5000.

I. Approve agreement with Advanta Health Solutions for Staff Wellness Program 2023/2024
BE IT RESOLVED, that the Board approve the agreement with Advanta Health Solutions for staff wellness mobile app and downloadable workouts. Costs not to exceed $3600. All costs to be paid with SHIF Wellness Grant funds.

J. Approval of Amended ESEA Grant 2023/2024
BE IT RESOLVED, that the Board approves the submission of an amended 2023/2024 ESEA grant application to approve the addition of carryover funds from the FY23 ESEA grant. The amended grant application includes acceptance of the following funds:
Title IIA FY 24 $3988
Title IIA FY23 Carryover $5093
Title IIA Amended $9081

Motion by Seibert, seconded by Hale to approve Finance Items A - J. On a roll call vote, A - J were approved as follows (7 - 0 - 0; aye: Hale, Gregor, MacDonnell, Roop, Seibert, Yager, Harris)

XII. PERSONNEL

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Approve Contracts for 2023/2024 School Year
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve contracts for the following individuals 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
Olivia Williams	1	1	$52,889	Art Teacher	September 21, 2023

B. Rescind Approval of Stipend Advisor for the 2023/2024 School Year
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator rescind the following stipend advisor for the 2023/2024 School Year.

Staff Member	Stipend Activity	Amount
Tammie Race	Volleyball	$2,053.00

C. Approval of Stipend Advisors for the 2023/2024 School Year
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following stipend advisors for the 2023/2024 School Year:

Staff Member	Stipend Activity	Amount
Kamerone Jeter	Art Club	$571.00
Kenneth Bobal	Baseball Coach	$2,053.00
Thomas Brotzman	Boys Basketball Coach	$3,136.00
James Manning	Girls Basketball Coach	$3,136.00
Thomas Brotzman	Camp Director (Summer)	$3,500.00
Edward Grannis	Chess Club Advisor	$571.00
Thomas Brotzman	Debate Club Advisor	$457.00
Tammie Race	Homework Help -Math	$457.00
Edward Grannis	Homework Help - Science	$457.00
Kamerone Jeter	Peer Leaders Advisor	$970.00
Rachel Lazier	Conley - Safety Patrol Advisor	$457.00
Tammie Race	Hoppock - Safety Patrol Advisor	$457.00

Heather Radcliffe-McGinnis	Ski Club Advisor	$1,000.00
Kylianne Philip and Tammie Race	Volleyball - Co-Coaches Split stipend - 50/50	$2,053.00 ($1,026.50 each)
Heather Radcliffe -McGinnis and Shannon Scanlon	Wellness Coordinators - Split Stipend - 50/50	$1,000.00 ($500.00 each) **Paid with SHIF Wellness Grant**

D. Report of Job Abandonment

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, report the job abandonment of the following staff member:

Name	Position	Effective Date
Ana Castro	Paraprofessional	August 24, 2023

E. Approval of Paraprofessional Contract for 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 subject to further investigation pursuant to law.

Name	Salary	Effective Date
Kiara Morales	$22,500/yr (prorated)	September 21, 2023

F. Approval of Staff Flu Clinic in September 2023

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the Flu Clinic offered for Conley and Hoppock School staff members on Monday, September 25, 2023. The Flu Clinic is sponsored by the Clinton Shop-Rite Pharmacy and there is no cost to staff members.

G. Approval of Substitute(s) for the 2023/2024 School Year

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

Name	Certification	Position
Bonnie Mulhern	Substitute	Substitute Teacher
Amy Schroeder	Substitute	Substitute Teacher

H. Approval of Home Instructors for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following home instructors at the rate of $45 per hour for the 2023/2024 school year:

Name	Certification
All District Certificated Staff	Various
Kristin Commune	TOSD and Elementary K-6
Kelly Gebhart	TOSD and PreK through Gr. 3
Cathy Nadal-Willis	Elementary K-8

I. Approval of Teachers to serve as Tutors for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following teachers to serve as tutors at the rate of $45.00 per hour for the 2023/2024 school year. To be paid with ARP ESSER funds until exhausted.

Name	Number of hours
Jordie Kipp	60
Eddie Grannis	60
Ross Gordon	60
Nick Scaturro	60
Tammie Race	30
Kimberly Intrabartolo	30

J. Approval of Curriculum Writers for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following teachers to serve as curriculum writers at the rate of $35.00 per hour (not to exceed 15 hours of Curriculum work per person) for the 2023/2024 school year:

Teacher's Name	Teacher's Name
Erin Baehr	Charity Dilts
Kenneth Bobal	Pamela Ferrullo
Meghan Dagostino	Stacey Michalski
Lindianne DeSavino	Cailla Minerowicz

K. Approval of Mentors for First Year Teachers for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following teachers to serve as Mentors for First Year Teachers for the 2023-2024 School Year:

First Year Teacher	Mentor Teacher
Karl MacQueen	Meaghan Dagostino
Kylianne Philip	Anne Marie Linnen
Francesca Sebastiani	Laura Eriksen
Olivia Williams	Heather Radcliffe-McGinnis

AMENDMENT

L. Acceptance of Letter of Resignation

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept the resignation of the following staff member:

Name	Effective Date
Alana Lant	Aug. 28, 2023

Motion by Roop, seconded by MacDonnell to approve Personnel Items A - L as amended. On a roll call vote, A - L were approved as follows (7 - 0 - 0; aye: Hale, Gregor, MacDonnell, Roop, Seibert, Yager, Harris)

XIII. BUILDINGS AND GROUNDS

Committee Members: Michael Hale, Dan MacDonnell and Jennifer Seibert

A. Approval of Facility Usage

Date	Event	Facility	Group
10/27/2023	Trunk or Treat	Conley Parking Lot	BTPTA
11/1/23-11/8/23	Scholastic Book Fair	Conley (Library and STEAM room	BTPTA
Mondays 10/16 - 11/13 11/27-12/18 1/22 - 3/18 and 4/8 - 6/3	Bricks Bots and Beakers STEM Camps	Conley (classroom and STEAM room)	Bricks, Bots and Beakers - Elizabeth Drew

Motion by MacDonnell, seconded by Gregor to approve Buildings and Grounds Item A. On a roll call vote, Item A was approved as follows (7 - 0 - 0; aye: Hale, Gregor, MacDonnell, Roop, Seibert, Yager, Harris)

XIV. SCHOOL OPERATIONS

Committee Members: Stephanie Yager, Michael Hale and Tom Gregor

A. Approval of Second Reading of Policies

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

P 2467	Surrogate Parents & Resource Family Parents (M) (made revisions)
P 2481	Home or Out-of-School Instruction for a General Education Student (M)
P 2700	Services to Nonpublic School Students (M)
P 3125	Employment of Teaching Staff Members (M)
P 3160	Physical Examination (M)
P 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
R 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
P 6115.04	Federal Funds – Duplication of Benefits (M) (New)
P 6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
P 7440	School District Security (M) (Revised)
P 9140	Citizens Advisory Committees (Revised) (Recommended)

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:

P 4160	Physical Examination - Support Staff (M)
P 3218	Use, Possession, or Distribution of Substances (M)
P 3221	Evaluation of Teachers (M)
P 3222	Evaluation of Teaching Staff Members, Excluding Teachers & Admin.(M)
P 3223	Evaluation of Admin., Excl. Principals, Vice-Prin. & Assist. Prin. (M)
P 3224	Evaluation of Principals, Vice Principals & Assist. Principals (M)
P 3240	Professional Development for Teaches and School Leaders (M)
P 4125	Employment of Support Staff Members (M)

C. Approval of Class Trips - Att #

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

Date(s)	Grades	Where	Bus provided by/cost
September, 2023	Preschool	Melick's Farm, Califon, NJ	No Bus

September, 2023	7th Grade	Musconetcong Watershed Association, Asbury, NJ	HC ESC -$126.00 1 bus
October, 2023	Preschool	Modica Farm Pumpkin Patch Asbury, NJ	No bus
November, 2023	8th Grade	Clinton Twp. Middle School Diversity Student Assembly	HC ESC -$342.00 1 bus (two runs)

D. Approval of District 2023/2024 Professional Development Plan - Att #
BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator approve the **2023/2024** Bethlehem Township School District Professional Development Plan for review for financial impact pursuant to 6A:9C-4.2(b)5). In addition, the Statement of Assurance for the Professional Development Plan will be submitted by October 2, 2023, to the NJ Department of Education.

E. Approval of 2023/2024 District Mentoring Plan - Att #
BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator approve the **2023/2024** Bethlehem Township School District Mentoring Plan for review for financial impact pursuant to 6A:9C-5.3(a)1. In addition, the Statement of Assurance for the District Mentoring Plan will be submitted by October 2, 2023,to the NJ Department of Education.

F. Approval of District Goals for the 2023/2024 School Year - Att #
BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator approve the District Goals for the 2023/2024 School Year.

Seibert requested that the following language by added to Policy P9140 in the first sentence of paragraph 4 - In charging a new citizens advisory committee, the Board shall define the citizens advisory committee assignment in writing, set a date for report(s) to the Board, and establish a budget, if needed. **and approved by the Board.**

Discussion surrounding revising district goals, specifically around referendum and culture/climate.

Motion by Roop, seconded by MacDonnell to table Item F. On a voice vote, all were in favor.

Motion by MacDonnell, seconded by Hale to approve School Operations Item A - E as amended. On a roll call vote, Items A - E were approved as follows (7 - 0 - 0; aye: Hale, Gregor, MacDonnell, Roop, Seibert, Yager, Harris)

XV. OLD BUSINESS
none

XVI. NEW BUSINESS
- T. Roop- Positive feedback on STEM program, innovative things happening is Ms. Minerowicz's classroom, and the fact that classrooms were staffed to start the school year.

- J. Seibert - Suggestion for a box or other form of anonymous way to students to report information or provide feedback.

XVII. PUBLIC COMMENTS

Mr. Harris asked if there were any members of the public that wished to comment. There were no public comments.

XVIII. NOTEWORTHY DATES:

1. Wednesday, October 18, 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 MacDonnell. Meeting was adjourned at 8:35 p.m.

Respectfully submitted,

Brian Latzke

Brian Latzke
Business Administrator/Board Secretary

Approved 10/18/2023