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

REGULAR MEETING MINUTES
December 14, 2022 at 7:00 p.m
Ethel Hoppock Middle School Library

I. CALL TO ORDER - President Harris called the meeting to order at 6:32 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, Jenny Holmes, Jennifer Seibert (6:40 p.m.) and Stephanie Yager

Board Members Absent: Jessica Romero and Travis Roop

District Administrators Present: Edward Abato - CSA and Brian Latzke, Business Administrator/Board Secretary
Also Present: Teresa Moore - Board Attorney

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

MOTION by Ms. Holmes, seconded by Mr. Hale to adjourn to closed session. On a unanimous voice vote, the Board adjourned to 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 Ms. Holmes, seconded by Mr. Hale to reconvene in public session. On a unanimous voice vote, the Board reconvened in public session at 7:15 p.m.

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.

VIII. MINUTES - M1

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

November 22, 2022 Regular Meeting Minutes

November 22, 2022 Executive Minutes

Moved by Holmes, seconded by Hale. On a roll call vote, the resolution was adopted as follows: 3 ayes, 0 nays, 2 abstentions (Seibert and Yager)

IX. SCHOOL BOARD PRESIDENT REPORT

Mr. Harris thanked Ms. Holmes for her service to the Bethlehem Township Board of Education.

X. CHIEF SCHOOL ADMINISTRATOR REPORT

Mr. Abato provided updates on the following items:

- Student education program with the NJ State Police
- CSA Goals
- Website design progress
- Challenges for job postings and recruitment, current efforts
- Great start for the basketball teams

A. Acceptance of Fire and Security Drill Reports for the month of November 2022

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

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
November 2022	TBC	11/2/2022	11/9/2022
November 2022	EHMS	11/18/2022	11/30/2022

Moved by Yager, seconded by Holmes. On a roll call vote, the resolution was adopted as follows: 5 ayes, 0 nays.

XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Latzke provided the following updates:

- Election results
- Reorganization meeting to be held on January 4, 2023 at 7:00 p.m.
- All mandated BOE training must be completed by 12/31/2022
- Application for ROD grant for Conley standing seam metal roof

NOVEMBER 8, 2022 CERTIFIED ELECTION RESULTS

The following candidates were elected to the Board of Education commencing at the Board Reorganization Meeting in January 2023:

Michael Hale - Three-Year Term
Thomas Gregor - Three-Year Term
Daniel P. MacDonnell - One-Year Unexpired Term
Stephanie Yager - Two-Year Unexpired Term

XII. FINANCE

Committee Members: Jennifer Seibert, Jenny Holmes, and Travis Roop

A. Approval of Bills List - Att #1

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 November 17, 2022, through December 14, 2022 for a total amount of $551,348.40 which includes one payroll: November 30, 2022.

B. Acceptance and Approval of Board Secretary's Report for the month of November 2022 - Att #2A Att#2B

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for November 2022, and after review of the Board Secretary's and November 2022 Treasurer's Reports, certify no major account or fund has been over-expended in violation of N.J.A.C.6A:23– 2.11(c) 3 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. 6A23-2.11(a).

C. Approve Line Item Transfers for the month of November 2022 - Att #3

BE IT RESOLVED that the Board approve the line item transfers for November 1, 2022 through November 30, 2022 in the amount of $11,061.34.

D. Approval of Out of District Placement for the 2022-2023 School Year

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator approve the out of district placement for student #230234 to attend North Hunterdon - Voorhees Regional High School District for the 2022-2023 school year in the amount of $1. Effective August 25, 2022 through July 13, 2023.

E. Approval of Submission of IDEA Preschool 2022-2023 Grant as amended
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the submission of the IDEA Preschool 2022 -2023 grant amendment.

Moved by Yager, seconded by Seibert to approve Finance items A through E. On a roll call vote, the resolution was adopted as follows: 5 ayes, 0 nays.

XIII. BUILDINGS AND GROUNDS

Committee Members: Michael Hale, Jessica Romero and Jennifer Seibert

XIV. TRANSPORTATION AND COMMUNITY RELATIONS

Committee Members: Travis Roop, Jessica Romero and Stephanie Yager

XV. CURRICULUM AND STUDENT ACTIVITIES

Committee Members: Jenny Holmes, Jessica Romero and Stephanie Yager

A. Approval of Board, staff workshop attendance and travel expenditures
BE IT RESOLVED that the Board, upon recommendation of the Acting 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
12/14/22	Angela Kelly	Zones of Regulation Comp. Training Webinar	$220.00	N/A	N/A	N/A
1/25, 1/26 and 1/27/2023	Edward Abato	NJASA Techspo '23 Conference Atlantic City, NJ	$515.00 Regis.	$115.20 +tolls	$194.00	$172.50
1/25, 1/26	Jane Smith	NJASA Techspo '23 Conference	$515.00	$110.07	$194.00	$172.5(

and 1/27/2023		Atlantic City, NJ	Regis.	+tolls		
2/27/23	Heather Radcliffe-McGinnis	2023 Annual NJ SHAPE Convention Princeton, NJ	$169.00	$37.32	N/A	N/A

Ms. Holmes asked the district to investigate STEM competitions, additional outdoor sports equipment for Conley, and additional options for Spanish instruction.

Moved by Yager, seconded by Hale. On a roll call vote, the resolution was adopted as follows: 5 ayes, 0 nays.

XVI. POLICY

Committee Members: Michael Hale, Jennifer Seibert and Stephanie Yager

A. Approval of Second Reading of Policies and Regulations

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

- Bylaw #0177 - Professional Services
- Policy #1511 - Bd. of Ed. Website Accessibility
- Policy #1613 - Disclosure and Review of Applicant's Employment History
- Regulation #1613 - Disclosure and Review of Applicant's Employment History
- Policy #1642 - Earned Sick Leave Law
- Regulation #1642 - Earned Sick Leave Law
- Policy #1648.15 - Recordkeeping for Healthcare Settings in School Buildings - COVID - 19

B. 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 and regulation:

- Policy #2431.3 - Heat Participation Policy for Student-Athlete Safety
- Policy #5330.04 - Administering an Opioid Antidote
- Regulation #5330.04 - Administering an Opioid Antidote
- Policy #7425 - Lead Testing of Water in Schools
- Regulation #7425 - Lead Testing of Water in Schools
- Policy #6480 - Purchase of Food Supplies
- Policy #6470.1 - Electronic Funds Transfer and Claimant Certification
- Regulation #64701.1 - Electronic Funds Transfer and Claimant Certification
- Policy #6115.03 - Federal Awards/Funds Internal Controls - Conflict of Interest
- Policy #6115.02 - Federal Awards/Funds Internal Controls- Mandatory Disclosures
- Policy #6115.01 - Federal Awards/Funds Internal Controls - Allowability of Costs
- Policy #5722 - Student Journalism
- Policy #5613 - Removal of Students for Assaults with Weapons Offenses
- Regulation #5613 - Removal of Students for Assaults with Weapons Offenses
- Policy #5332 - Do not Resuscitate Orders
- Policy #7650 - School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting

- Regulation #7650 - School Vehicle Assignment, Use, Tracking, Maintenance, and Accounting
- Regulation #5330.05 - Seizure Action Plan

Ms. Seibert commented on Policy #1648.15 and storage and release of records in the policy. Does not feel it protects employees from disclosure of information.

Ms. Yager brought up discussion of Policy #2431.3 and if the district has the resources to implement.

Motion by Yager, seconded by Hale to table Policy #2431.3 On a voice vote, all present were in favor. The motion carried.

Motion by Hale, seconded by Holmes. On a roll call vote, the Board approved items A and B (as amended) as follows: 3 ayes 0 nays and 2 abstentions (Holmes and Seibert).

XVII. PERSONNEL AND NEGOTIATIONS

Committee Members: Kyle Harris, Travis Roop and Jessica Romero

A. Approval of School Aide for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the appointment of the following classroom aide for the 2022/2023 School Year subject to further investigation pursuant to law:

Name	Salary	Position	Start Date
Cara Crisafi	$12,250 0.5 FTE (prorated)	ABA Instructional Aide	12/19/2022

B. Acceptance of Letters of Resignation

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept a letter of resignation from the following staff members:

Name	Position	Last Day of Employment
Anthony Neggers	DIST-FAC-MGR	12/31/2022
Amanda Esposito	CON-TCH-ART-1	12/2/2022

C. BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the contract for the following individuals for the 2022-2023 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	Step	Salary	Position	Start Date
Cara Crisafi	3 - BA 15	$28,590.00 (0.5 FTE - prorated)	Basic Skills/Small Group Inst.	12/19/22
Nicholas Scaturro	9 - BA 15	$67,179.00 (prorated)	Special Education Teacher	2/13/22

Alana Lant	1- BA	$52,579.00 (prorated)	Art	12/2/2022

D. Approve the Revision of the Job Description for Supervisor of Curriculum and Instruction - Att #4
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the Revision of the Job Description for Supervisor of Curriculum and Instruction.

E. 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:

- Honore Quinn - (DIST-LCTC-CST-1) - November 28 and 30, 2022 (2 days)

~~A~~.F Approval of Stipends
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following stipend advisor(s) for the 2022-2023 School Year:

Staff Member	Stipend Activity	Amount
Vanessa O'Keefe	Drama Director/Art	$2,500.00

Motion by Hale, seconded by Holmes to approve Personnel and Negotiations items A through F On a roll call vote, the Board approved items A through F as follows: 5 ayes 0 nays.

XVIII. OLD BUSINESS

Ms. Holmes brought up the possibility for additional finance instruction for the elementary grades.

XIX. NEW BUSINESS

Ms. Holmes would like to see more staff/student recognition (student of the month) and expand summer camp opportunities.

XX. PUBLIC COMMENTS

Suzanne Wilder - Discussion should be on the referendum. Will new BOE members be made aware of CSA goals? Thank you to Ms. Holmes for her service on BOE. Salaries of Bethlehem Township teachers are lower than surrounding districts.
Dawn Muir - Remind teachers not to share political beliefs
Bonnie Mulhern - Thank you for the new sports uniforms for the middle school.
Barbara Cochrane - Difficulty finding a Spanish teacher. Can the district offer a different language?

XXI. EXECUTIVE SESSION #2

None

XXII. NOTEWORTHY DATES:

1. January 4, 2023 - (snow date - January 5, 2023) Board Reorganization Meeting - Hoppock School

Library - 7:00 pm
2. January Regular Board Meeting - To be determined.
3. Tuesday, February 8, 2023 - (snow date - Feb. 9th) - Conley School Winter Concert

XXIII. ADJOURNMENT

MOTION TO ADJOURN by Holmes, seconded by Yager to adjourn the meeting. On a unanimous voice vote, the meeting was adjourned at 7:55 p.m.

Respectfully submitted,

Brian Latzke
School Business Administrator/Board Secretary
Board of Education Approved: 2/15/2023