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

REGULAR MEETING & PUBLIC BUDGET HEARING MINUTES
April 27, 2022

For the Regular Meeting & Public Budget Hearing of the Bethlehem Township Board of Education on Wednesday, April 27, 2022 at 7:00 p.m. in the Ethel Hoppock Middle School Gym

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

Mr. Michael Hale	x	**Ms. Jessica Romero**	x	**Ms. Rainie Roncoroni, Interim CSA**	x
Mr. Kyle Harris	x	**Mr. Travis Roop**	x	**Mr. Brian Latzke, SBA/BS**	x
Ms. Jenny Holmes	absent	**Ms. Jennifer Seibert**	x	**Ms. Teresa Moore, Board Attorney**	x

V. EXECUTIVE SESSION #1

MOTION by Mr. Roop, seconded by Mr. Hale to adjourn to closed session.

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.

The motion carried on a unanimous voice vote and the Board entered closed session at 6:33 p.m.

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 Mr. Hale, seconded by Mr. Harris, to reconvene in open session. The motion carried on a unanimous voice vote and the Board reconvened in open session at 6:59 p.m.

VI. Public Hearing on Annual School Budget

- 2022-2023 Budget Presentation Public Hearing - Mrs. Rainie Roncoroni, Interim CSA and Brian Latzke, SBA/BS

MOTION by Mr. Roop seconded by Mr. Hale to open Public Hearing on the Annual School Budget Public Comments: 2022/23 School Budget

- Lori Fol - Upgrades that need to be done at Hoppock with students going back next year.
- Debra D. Roosen - Former BOE member at Bethlehem and North Hunterdon. Governor put out a 2% cap without having to go to a public vote and switch elections to November. Second year this BOE has gone with a zero increase. Here to be advocates for the students.
- Lidia Lopez - Include the OWL in the budget. Can't always attend meetings and would like to be more informed.

MOTION by Mr. Roop seconded by Mr. Hale to Close Public Hearing on Annual School Budget 2022/2023

Approval of Budget Items A and B

MOTION by Mr. Hale, seconded by Mr. Roop to approve items A and B..

A. Adoption of Budget for the 2022-2023 School Year
WHEREAS, the 2022/2023 budget includes sufficient funds to implement the proposed planning process as described in this district's Annual Report pursuant to N.J.S.A. 18A:7A -11 and to provide curriculum and instruction which will enable all students to achieve the New Jersey Student Standards;

WHEREAS, the 2022/2023 budget is in compliance with the requirements set forth in N.J.S.A. 18A and N.J.A.C. Title 6 and 6A;

THEREFORE BE IT RESOLVED the Bethlehem Township Board of Education approves the 2022/2023 budget in the amount of $9,936,360 as follows:

	GENERAL FUND	SPECIAL REVENUES	DEBT SERVICE	TOTAL
2022-23 Total Expenditures	$9,360,567	$207,818	$367,975	$9,936,360

Less: Anticipated Revenues	$1,896,623	$207,818	$0	$2,104,441
Taxes to be Raised	$7,463,944	$0	$367,975	$7,831,919

BE IT FURTHER RESOLVED to acknowledge that the 2022/2023 budget as described above results in a general fund tax levy in the amount of $7,463,944 and a debt service tax levy in the amount of $367,975.

BE IT FURTHER RESOLVED that the General Fund Budget includes a withdrawal from maintenance reserve in the amount of $212,000. The district intends to utilize these funds for the purpose of roof repairs at the Conley School.

B. Adoption of Travel and Related Expense Reimbursement - 2022-2023

WHEREAS, the Bethlehem Township Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of $17,000.00 for all staff and board members.

Discussion

Ms. Seibert asked for clarification on the transportation reimbursement amount. Mr. Latzke added that reimbursement levels were set annually and that approval is required by BOE prior to travel. Mr. Roop added that we are maintaining our budget but we are not growing. Reviewing items through the finance committee committed to reviewing items that we want to include in the future.

Ms. Seibert added the amount of surplus was healthy and that tax increase was not needed at this time. Will have a better idea of surplus amounts as we finish this year and next. Mr. Hale added that as we return to normal the surplus amount will likely diminish. Mr. Harris added that the Board needs building project direction. Set goals that will be supported by the 2023-24 budget.

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

VII. SCHOOL BOARD PRESIDENT REPORT

Bloomsbury BOE no longer interested in sharing a CSA. District will now pursue a full-time CSA which will be updated by Mr. Roop. Meeting with Mayor Muir and Deputy Mayor Nelson. Meeting to discuss ways to improve communications.

VIII. COMMITTEE REPORTS

Personnel: Mr. Roop
Ms. Roncoroni will be staying on through June 30. Interim CSA search as unlikely a permanent will be found by June 30th. Interim role would be a stop-gap until a permanent CSA is found.
Policy: District needs stability. No updates for the Policy Committee other than second readings.
Finance: Jen Seibert
Reviewed Correction Action Plan items.
Buildings and Grounds - no meeting
Curriculum - no meeting

IX. INTERIM CHIEF SCHOOL ADMINISTRATOR REPORT

- NJSLA testing will be starting next week. Student testing will be occur later in the window for more instruction to occur.
- Letter to Conley School Student Council for Food Donation to the Open Cupboard Food Pantry.

X. SCHOOL BOARD ADMINISTRATOR REPORT

- BOE disclosure forms were submitted.
- Return of 6th grade to the building. Transportation should not require additional routes.
- New facilities manager, Anthony Neggars. Review of facilities assessments. Large items that need to be repaired. Working on a new 5 year plan of updating the district.
- RFP for audit services

Ms. Roncoroni added that conversation with transportation was had and we would begin working with transportation on routing as soon as the school year closes.

XI. 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 comments from the public on agenda items. Seeing none, public comments were closed.

XII. CORRESPONDENCE

none

XIII. MINUTES - M1

MOTION by Mr. Roop, seconded by Mr. Hale..
BE IT RESOLVED that the minutes of the Board of Educationmeeting, held on the date indicated as transcribed, be approved and filed.

April 13, 2022 Special Meeting Minutes April 13, 2022 Special Meeting - Executive Minutes

On a roll call vote, all present were in favor, the motion carried.

XIV. FINANCE

MOTION by Mr. Roop, seconded by Mr. Hale to approve items A through K.

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 Interim School Business Administrator for the period March 24, 2022 through April 27, 2022, for a total amount of $745,717.88, which includes two payrolls: March 30, 2022 and April 15, 2022.

B. Acceptance and Approval of Board Secretary's Report for the month of March 2022 - Att #2
BE IT RESOLVED that upon review of the Board Secretary's Report for the month of March 2022 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 March 2022 - Att #3
BE IT RESOLVED that upon review of the Treasurer's Report for the month of March 2022 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).

D. Approval of Transfers for March 1, 2022 to April 22, 2022 - Att #4
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the transfers for March 1, 2022 to April 22, 2022.

E. Approval of Renewal of School Health Insurance Fund (SHIF) for 2022-2023 school year
BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the Renewal of Schools Health Insurance Fund (SHIF) through Brown and Brown Benefit Advisors beginning July 1, 2022 through June 30, 2023 for coverage at the following monthly rate for health benefits:

	AETNA CHOICE POS II $10	AETNA CHOICE POS II $15	AETNA EDUCATOR HEALTH PLAN (EHP)	AETNA GARDEN STATE PLAN
SINGLE	$1,127.00	$1,080.00	$1,099.00	$988.00
PARENT/CHILD	$2,098.00	$2,011.00	$2,046.00	$1,841.00
COUPLE	$2,256.00	$2,161.00	$2,198.00	$1,978.00
FAMILY	$3,226.00	$3,092.00	$3,143.00	$2,829.00

F. Approval of Renewal of Horizon Dental for2022-2023 School Year
BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the Renewal of Horizon Dental beginning July 1, 2022 through June 30, 2023 for coverage at the following monthly rates for dental benefits:

HORIZON RENEWAL	JULY 1, 2022-JUNE 30, 2023
SINGLE	$35.79
PARENT/CHILD	$62.61
2 ADULT	$62.61
FAMILY	$110.29

G. Approval of Renewal of Ameriflex FSA for 2022-2023 School Year
BE IT RESOLVED that the Board upon recommendation of the Interim Chief School

Administrator, approve the Renewal of Ameriflex FSA, effective July 1, 2022 to June 30, 2023. The renewal includes FSA Medical, FSA Dependent Care and FSA Commuter Reimbursement. The FSA Annual Renewal Fee is $175.00. The Service Agreement Minimum Renewal cost is $75.00 per month.

H. Approval of Tuition Student Placement for Extended School Year (ESY) Att #5
BE IT RESOLVED that the Board, upon recommendation of the Interim Chief School Administrator approve the tuition student #290568, from the High Bridge School District to attend the ESY program in the Bethlehem Twp. School District for the 2021-2022 school year in the amount of $2,038. Effective June 14 through July 14, 2022.

I. Approval of Corrective Action Plan for the 2020-2021 Annual School Audit - Att #1-C
BE IT RESOLVED that the Board, upon recommendation of the Interim Chief School Administrator, approve the Corrective Action Plan (CAP).

J. Approval of Memorandum of Agreement - Att #6
BE IT RESOLVED that the Board, upon recommendation of the Interim Chief School Administrator, participate in the consortium under the ARP HCY II award to carry out joint and cooperative administered programs and/or services between the Lead LEA/Fiscal Agent (Bergen County Special Services School District) and members' (participants') school districts for the identification, enrollment, retention, and educational success of children and youths experiencing homelessness by the most efficient and economically responsible means.

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	Where	Cost	Substitute Needed
May 18, 2022 - 1 day	Anthony Neggers, Facilities Manager	Educational Seminar and Mini Expo (BioShine), Edison, NJ	No cost	No
May 26, 2022 - 1 day	Anthony Neggers, Facilities Manager	NJADP Quarterly Meeting, Colts Neck, NJ	No cost	No
June 28, 2022 - 1 day	Sally Klemm	NJ Coalition for Inclusive Education - David Brearley Middle/High School, Kenilworth, NJ	No cost	No

On a roll call vote, all present were in favor, the motion carried.

XV. EDUCATION

MOTION by Mr. Roop, seconded by Mr. Hale to approve items A and B..

A. Acceptance of Fire and Security Drill Reports for the month of April 2022
BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, accept the Fire and Security Drill Reports for the month of April 2022 and the Bus Evacuation Drill for the Thomas B. Conley School and Ethel Hoppock Middle Schools:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL	BUS EVACUATION DRILL-APRIL
April	Conley	04/13/2022	04/25/2022	04/12/2022
April	Hoppock	04/11/2022	04/13/2022	04/12/2022

B. Approval of Class Trip - Att #7
BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, approve the following class trip:
Spring 2021 -
Fifth & Sixth Grades - Fifth & Sixth Grade students to go to Lehigh Valley Zoo in Schnecksville, PA. Three buses will be needed. Bus costs: $1,314.00.

On a roll call vote, all present were in favor. The motion carried.

XVI. POLICY

MOTION by Mr. Hale, seconded by Ms. Seibert to approve item A.

A. Approval of Second Reading of Policies - Att #5 - Policy Summary
BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve the Second Reading of the following policies:

Policy 2415.05	**Student Surveys, Analysis, Evaluations, Examinations, Testing, or Treatment (M) (Revised)**
Policy & Reg. 2431.4	**Prevention and Treatment of Sports-Related Concussions and Head Injuries (M) (Revised)**
Policy 2622	**Student Assessment (M) (Revised)**
Regulation 2622	**Student Assessment (M) (New)**
Policy 5541	**Anti-Hazing (M) (New)**
Policy & Reg. 8465	**Bias Crimes and Bias-Related Acts (M) (Revised)**
Policy 9560	**Administration of School Surveys (M) (Revised)**

Mr. Roop asked for update on CAP. Discussion of onboarding with health benefits and paperwork required from vendors.

On a roll call vote, all present were in favor. The motion carried.

XVII. PERSONNEL

MOTION by Mr. Roop, seconded by Mr. Hale to approve item A through C.

A. Approval of Renewal of Employment of Non-Tenured Staff for the 2022-2023 School Year

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, renew the employment of the following non-tenured teaching staff members for the 2022-2023 school year:

First Year Teachers

Last Name	First Name	Status (10 Month)	Step	Salary	Position Control
Baehr	Erin	1.0 FTE	MA 2	$57,279	HOP-TCH-LA-5
MacQueen	Gabrielle	1.0 FTE	BA 2	$54,079	CON-TCH-SPED-9
Miller	Amy	1.0 FTE	BA 2	$54,079	CON-TCH-SPED-8

Second Year Teachers

Last Name	First Name	Status (10 Month)	Step	Salary	Position Control
Honickel	Christin	1.0 FTE	MA 5	$61,779	CON-TCH-PREKD-1/CON-TCH-SPED-4

Third Year Teachers

Last Name	First Name	Status (10 Month)	Step	Salary	Position Control
Billera	Rebecca	1.0 FTE	MA 4	$60,279	CON-GUID-1
Kelly	Angela	1.0 FTE	MA 4	$60,279	CON-TCH-SPED-11
Scanlon	Shannon	1.0 FTE	BA 4	$57,079	CON-NUR-1

Fourth Year Teachers

Last Name	First Name	Status (10 Month)	Step	Salary	Position Control	Tenure Date
McGrew	Devyn	1.0 FTE	BA 5	$60,179	CON-TCH-SPED-4/ CON-TCH-BSEN-3	8/23/2022
Linnen	Ann Marie	1.0 FTE	MA 5	$61,779	CON-TCH-03-4	8/23/2022
Ayotte	Lily	0.8 FTE	BA 5	$46,863	CON-TCH-MUSC-2/	01/09/2023

					HOP-TCH-MUSC-2	

B. Approve Staff Unpaid Days
BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve the following unpaid absence days for the following staff member:

- Honore Quinn - (DIST-LDTC-CST-1) - April 11, 12, 13, 2022

C. Approval of Leave of Absence Request
BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator approve the following Leave of Absence request.

Employee ID	Leave Action	Type of Leave	Paid Leave Dates	Unpaid Leave with Benefits	Return Date
7788	Approve	FMLA	—	5/23/22-6/30/22	08/22/2022

On a roll call vote, all present were in favor. The motion carried.

XVIII. OLD BUSINESS

- PFOS treatment design. Next step would be to prepare bid advertisement and package.
- Mr. Roop looking for ways to help facilitate listening for families. Reach out to township in the use of the OWL.
- Review of RFP process. Discussion of best time to change professionals. Late winter and early spring allow for time to review and award contracts by June 30, 2022.
- Discussion of the building project. Ms. Moore added that the proposal was made by the architect, fees were accepted by the prior Board. Invoices have been paid for engineering work, soil samples, septic work. Invoice received for design and schematics.
- Ability to complete an RFP for an audit for financial and forensic at the same time. Any forensic work would need to be coordinated prior to the regular annual audit.

Mr. Harris proposed a special meeting for May 18, 2022 at 6:30 to discuss the building project. .

MOTION by Harris seconded by Mr. Hale to rescind the Forensic Audit of FY 21 and FY 20.

On a roll call vote, the results were 4-1 (Harris, Hale, Roop, Romero - Aye; Seibert - No). Motion carried.

XIX. NEW BUSINESS

Mr. Harris discussed having information from the BOE and district in the township newsletter. Participation in the Volunteer Fair to spread information about open seats. Mr. Roop brought up the possibility of having volunteers for BOE that cannot commit to

full membership.. Mr. Harris brought up the idea of joint committee consisting of Mr. Harris and Mr. Hale of the BOE and the township to look for additional shared services.

XX. PUBLIC COMMENTS

- Suzanne Wilder - Great idea for joining the committee. OWL has sound issues, but sound is also an issue at these meetings. Include financial information in the newsletter. Upset about the decision to rescind the forensic audit.
- Liz Malnacy - Please have staff, parents and residents involved in the search for the CSA.
- Laurie Fol - Clarification on Interim CSA versus a permanent. Would the position still be CSA/principal. Can audio be posted?
- Barbara Cochrane - What changes were made to the corrective action plan?
- Steph Jaegar - Maintaining staff is great, but addressing gaps in learning is also important.
- Bonnie Mulhern - PTA has a picnic this weekend and will also be at the volunteer day. Three scholarship recipients have been selected.

XXI. NOTEWORTHY DATES:

1. **May 18, 2022 -** Board of Education Meeting - Special Meeting to Discuss Conley Addition Project, Hoppock School Gym - Executive Session Meeting begins at 6:00 p.m. and the Regular Public Meeting begins at 7:00 p.m.

2. **May 25, 2022** - Board of Education Meeting - Hoppock School Gym - Executive Session Meeting begins at 6:30 p.m. and the Regular Public Meeting begins at 7:00 p.m.

XXII. EXECUTIVE SESSION

MOTION by Mr. Roop, seconded by Mr. Hale for the Board to adjourn to closed session.

On a unanimous voice vote, the motion carried, and the Board entered closed session at 8:52 p.m.

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, 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. Roop, seconded by Mr. Hale for the Board to reconvene in public session.

On a unanimous voice vote, the motion carried, and the Board recovened in public session at 9:54 p.m.
MOTION by Mr. Roop, seconded by Mr. Harris to contract with NJSBA for CSA search if initial posting does not result in a successful candidate.

On a voice vote, all present were in favor. The motion carried.

XXIII. ADJOURNMENT
MOTION TO ADJOURN by Mr Roop, seconded by Mr. Hale. On a unanimous voice vote, the motion carried. The meeting adjourned at 9:56 p.m.

Respectfully submitted,

Brian Latzke

Brian Latzke
Business Administrator/Board Secretary