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

REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 13, 2025 at 7:00 p.m
Ethel Hoppock Middle School - Library/STEAM Room

I. CALL TO ORDER - President MacDonnell called the meeting to order at 7:03 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: Mr. Greg Glazar, Ms. Jennifer Seibert Mr. Christopher Sensor, Ms. Stephanie Yager and Mr. Daniel MacDonnell

Board Members Absent: Mr. Thomas Gregor, Mr. Michael Hale

District Administrators Present: Edward Abato - CSA and Kirby Hendershot - SBA/BS

V. EXECUTIVE SESSION #1 - No executive session needed

VI. CORRESPONDENCE
One email on August 13, 2025 from Nicole Fritchman

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.

Motion by Mr. Glazar to open public comments, seconded by Ms. Seibert. On a voice vote, all were in favor.

One public comment thanking Mr. Abato for reinstating snack time at Conley.

Motion by Mr. Sensor, seconded by Mr. Glazar to close public comment. On a voice vote, all were in favor.

VIII. MINUTES - M1

A. BE IT RESOLVED that the minutes of the Board of Education meetings, held on the dates indicated, be approved and filed.
June 25 2025 Regular Meeting Minutes
June 25, 2025 Executive Session Meeting Minutes

Motion by Ms. Yager, seconded by Mr. Sensor to approve Minutes item A. On a roll call vote, the minutes were approved as follows: 3-0-2 (aye Glazar, Yager, MacDonnell Abstain Seibert and Sensor)

IX. SCHOOL BOARD PRESIDENT REPORT

Mr. MacDonnell gave the custodial staff a pat on the back for the great job they did over the summer

X. SUPERINTENDENT REPORT

Mr. Abato also thanked the custodial staff, as well as the 12 month employees for the hard work over the summer. Mr. Abato announced that the District was fully staffed pending tonight's approvals. He gave an update on new staff orientation and spoke about opening days for 10 month employees. Finally, Mr. Abato explained the rationale behind the change in the snack schedule at Thomas B. Conley.

XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Ms. Hendershot also thanked the custodial staff and gave an update on summer projects. She reported that the audit was just completed by BKC. Ms. Hendershot gave a reminder to any board member wishing to attend school boards in October to make it known by August 29, 2025.

XII. FINANCE

Committee Members: Thomas Gregor, Jennifer Seibert and Chris Sensor

A. Approval of Bills List - *(Attachment Bills List 8/13/25, Bills List 6/30/25)*
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 June 26, 2025 through June 30, 2025 for a total amount of $184,687.44 which included one payroll and July 1, 2025 through August 13, 2025 for a total amount of $1,105,800.58 which includes two payrolls:

June 30, 2025	87,517.41
July 15, 2025	59,987.44
July 30, 2025	66,715.51

B. Acceptance and Approval of Board Secretary's Report for the month of June 2025 *(Attachment June Board Secretary Report and June Cash Reconciler Report)*

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for June 2025, and after review of the Board Secretary's and June 2025 Cash Reconciler'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. Approve Line Item Transfers for the month of June 2025 *(Attachment June Transfers)*
BE IT RESOLVED that the Board approve the line item transfers for June 1, 2025 through June 30, 2025 in the amount of $236,061.72

D. Approval of Sending Out of District Placement for the 2025-2026 school year
BE IT RESOLVED that the board, upon recommendation of the Superintendent approve the out of district placement for student #280349 to attend The Rutgers Day School for the 2025-2026 school year in the amount of one-twelfth of the tuition charge of $103,968 for each month the student is enrolled. The educational services shall commence on July 1, 2025 and terminate June 30, 2026.

E. Approval of Receiving Contract for Out of District Student
BE IT RESOLVED, that the Board, upon the recommendation of the Superintendent approve the contract with Hampton School District, sending school, to send an out of district student to Bethlehem Township Board of Education, receiving school, to participate in a special education program for an annual tuition rate of $37,175.00 for the 2025-2026 school year

BE IT FURTHER RESOLVED, that the Board, upon the recommendation of the Superintendent approve the contract of extraordinary services for the out of district student to be paid by the sending school, Hampton School District, in the amount of $23,509 for the 2025-2026 school year.

F. Approval of Board, staff workshop attendance and travel expenditures
BE IT RESOLVED that the Board, upon recommendation of the Superintendent, 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
School Year 2025-2026	Kirby Hendershot	Monthly Hunterdon/Warren Association of School Business Administrator Meetings at the Mountain View Chalet	N/A	N/A	N/A	N/A
August 19, 2025	Kirby Hendershot	Academy - BA Reports & DOE Basics, Robbinsville, NJ	$50	$51.61	N/A	N/A

Discussion: NONE

The Finance Committee did not meet. Motion by Ms. Seibert, seconded by Mr. Glazar to approve Finance items A-F. On a roll call vote, item A-F were approved as follows: 5-0-0 (aye Glazar, Seibert, Sensor, Yager, MacDonnell)

XIII. PERSONNEL

Committee Members: Thomas Gregor, Jennifer Seibert and Chris Sensor

A. Approval of the Substitute List for the 2025-2026 School Year - Attachment
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the Substitute list for the 2025-2026 School Year.

B. Approval of Stipend Advisors for the 2025-2026 School Year
BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve the following stipend advisors for the 2025-2026 School Year:

Staff Member	Stipend Activity	Amount
Thomas Brotzman	Athletic Director	$3,000.00
Edward Wyant	Coach - Cross Country	$2,500.00
Ken Bobal	Coach - Baseball	$2,500.00
Briana Jordan	Coach - Softball	$2,500.00
Jim Manning	Coach - Girls Basketball	$3,500.00
Michael Wilpiszeski	Coach - Boys Basketball	$3,500.00

Olivia Williams	Coach - Girls Volleyball	$2,500.00

C. Approve Contracts for 2025-2026 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve contracts for the following individuals for the 2025-2026 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
Megan Lane	MA	4	$37,745	Social Worker - Part-Time	8/18/2025
Stephanie Glacken	BA+15	1	$58,359	Special Education Teacher - Full-Time	8/18/2025

D. Acceptance of Letters of Resignation
BE IT RESOLVED that the Board upon recommendation of the Superintendent, accept the resignation of the following staff members:

Name	Effective Date
Gabrielle MacQueen	September 15, 2025
Tara Stewart	August 13, 2025

E. Approval of additional hour for summer meetings
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve one additional hour for Briana Jordan and Lauren Hunt for summer Child Study Team meetings at contract rate.

F. Approval of updated salary
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the updated salary for Kathy Peters from $42,362.32 to $43,862.32 for the 2025-2026 school year, beginning on July 1, 2025.

G. Approval of Home Instructors for the 2025-2026 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following home instructors at the rate of $50 per hour plus mileage rate for the 2025-2026 school year:

Name	Certification
All District Certificated Staff	Various

H. Approval of Extension of Leave of Absence Request-ADDENDUM
BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve the extension of the following leave of absence request

Employee ID	Type of Leave	Paid Leave Dates (sick/ vacation)	Unpaid Leave with Benefits if Applicable	Unpaid Leave without Benefits	Return Date
8099	FMLA and NJFLI	N/A	8/21/2025 - 11/14/2025	N/A	11/13/2025

Discussion: NONE

The Personnel Committee did not meet. Motion by Mr. Sensor, seconded by Ms. Yager to approve Personnel items A-H. On a roll call vote, item A-H were approved as follows: 5-0-0 (aye Glazar, Seibert, Sensor, Yager, MacDonnell)

XIV. SCHOOL OPERATIONS

Committee Members: Michael Hale, Daniel MacDonnell and Greg Glazar

A. Approval of Facilities Usage

Date	Event	Facility	Group
Saturday, Sept. 14, 2025	BTEA Welcome Back Picnic 2:00 - 4:00 p.m.	Conley School	Bethlehem Twp. Education Association (BTEA)

B. Approval of the District Mentoring Plan for the 2025-2026 School Year - Attachment
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the submission of the District Mentoring Plan for the 2025-2026 to the Hunterdon County Dept. of Education Office.

Discussion: NONE

Mr. MacDonnell gave a report. Motion by Mr. Glazar, seconded by Mr. Sensor to approve School Operations A and B. On a roll call vote, items A and B were approved as follows: 5-0-0 (aye Glazar, Seibert, Sensor, Yager, MacDonnell)

XV. EDUCATION & POLICY

Committee Members: Stephanie Yager, Tom Gregor, and Chris Sensor

A. Approval of the First Reading of the following policies/regulations:
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the first reading of the following policies/regulations:

- Policy Alert #235
- Policy #5200 - Student Attendance

- ~~Policy #5511 - Student Dress Code~~ TABLED

Discussion: The student dress code policy #5511 was tabled. Ms. Seibert would like to provide suggestions updating the policy.

The Education and Policy committee met on August 7. Ms. Yager gave a report. Motion by Mr. Glazar, seconded by Mr. Sensor to approve as amended School Operations item A. On a roll call vote, item A was approved as amended: 5-0-0 (aye Glazar, Seibert, Sensor, Yager, MacDonnell)

XVI. OLD BUSINESS

Discussion: The preschool application was discussed. The decision to not apply for this round was reached. The aide is no longer 100%, it is a 60-40 cost share and not something the District planned for. Mr. MacDonnell suggested a 5 year phase in approach to make pre-K free independent from state funding.

XVII. NEW BUSINESS
NONE

XVIII. PUBLIC COMMENTS

Motion by Mr. Sensor, seconded by Mr. Glazar to open public comment. On a voice vote, all were in favor.

- **Support for submitting a PreK expansion application**
- **Testing scores do not tell the whole story of how successful students are and how a school should be ranked**
- **Snacks need to be allergy friendly now that snacktime will be in the classrooms**

Motion by Mr. Sensor, seconded by Mr. Glazar to close public comment. On a voice vote, all were in favor.

XX. GOOD OF THE ORDER
Mr. Sensor explained why he will not be running for school board again and thanked the Board for the opportunity he had.

XXI. NOTEWORTHY DATES:

1. September 17**,** 2025 - Regular Meeting of the Board of Education - EHMS Library/STEAM RM. - Public meeting begins at 7:00 p.m.

XXII. ADJOURNMENT

Motion to adjourn by Mr. Sensor, seconded by Mr. Glazar. On a voice vote, all were in favor. Meeting adjourned at 8:09 p.m.

Respectfully Submitted,

Kirby Hendershot
School Business Administrator/Board Secretary

Approved on 9/17/2025