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

REGULAR MEETING MINUTES
WEDNESDAY, AUGUST 16, 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, Daniel MacDonnell, Travis Roop and Stephanie Yager
Board Members Absent: Thomas Gregor and Jennifer Seibert
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 Roop, seconded by MacDonnell to reconvene in public session. On a unanimous voice vote, the Board reconvened in public session at 7:01 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.

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.
July 19, 2023 Regular Meeting Minutes
July 19, 2023 Executive Meeting Minutes

Motion by MacDonnell, seconded by Roop to approve Minutes Item A. On a roll call vote, the minutes were approved as follows (4 - 0 - 1; aye: MacDonnell, Roop, Yager, Harris; abstain Hale)

IX. CHIEF SCHOOL ADMINISTRATOR REPORT

Mr. Abato updated the Board on the opening of school and thanked Mr. Mulvey and his team for all their hard work this summer getting the buildings ready for students. He also thanked Mr. Matarazzo for donating his time and efforts to clear out the brush at Conley Elementary School.

X. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Latzke updated the Board on the 2023 audit meeting and recent award of Healthy Meals Incentive Grant that will go towards equipment upgrades and taste testing/new recipes for lunch service.

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 July 20, 2023 through August 16, 2023 for a total amount of $283,332.46 which includes two payrolls:

July 30, 2023	$57,687.08
August 15, 2023	$58,163.52

B. Approve Line Item Transfers for the month of July 2023 - Att#B

BE IT RESOLVED that the Board approve the line item transfers for July 1, 2023 through July 31, 2023 in the amount of $167,028.75

C. Acceptance and Approval of Preliminary Board Secretary's Report for the month of June 2023 - Att C

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).

D. 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. 18, 2023	Cindy Arancio	Annual School Health Conference, Somerset, NJ	$215	$26.98	0	0
Oct 23-26	Edward Abato	NJ School Boards Association Workshop	$550	$148.94	$291	$206.50
Oct 23-26	Dan MacDonnell	NJ School Boards Association Workshop	$550	$148.94	$291	$206.50
Oct 24-25	Kyle Harris	NJ School Boards Association Workshop	$550	$148.94	$194	$88.50

E. Acceptance of Healthy Meals Incentives Grant for Small and/or Rural School Food Authorities (SFA)

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept the Healthy Meals Incentives Grant for Small and/or Rural School Food Authorities (SFA) in the amount of $21,997.00.

F. Approve the Purchase of Interactive Panels

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the purchase and installation of seven Promethean V9 Standard Series 75" ActivPanels and five mobile carts from Keyboard Consultants, LLC through Hunterdon County Educational Services Commission Contract #HCESC-CAT-23-07 at a purchase price of $33,283.00.

G. Approve Occupational Therapy Services

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the consulting services agreement with Therapeutic Intervention, Inc. to provide occupational services for the 2023-2024 school year, July 1, 2023 to June 30, 2024 at the following rates at a total amount not to exceed $25,000.

In-District therapy services: $100.00/hr	Home-based therapy services: $115.00 per visit	Evaluations: $415.00/per evaluation

Motion by Roop, seconded by Hale to approve Finance items A through G. On a roll call vote, items A through G were approved as follows (5 - 0 - 0; aye: Hale, MacDonnell, Roop, 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
Jordan Kipp	1	1	$52,889	4th Grade Teacher	8-21-20203

B. Approve the Revision of the Job Description for Director of Curriculum and Instruction - Att #

BE IT RESOLVED that the Board upon the recommendation of the Chief School Administrator, approve the revision of the job description for Director of Curriculum and Instruction.

C. Approval of Change in Job Title

BE IT RESOLVED, that the Board upon recommendation of the Chief School Administrator, approve a change in the job title for Mr. Kristopher Boganski, from Supervisor of Curriculum and Instruction to Director of Curriculum and Instruction, effective immediately.

D. 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
Thomas Brotzman	Athletic Director	$1,799.00
Tammie Race	Coach - Volleyball	$2,053.00
Edward Wyant	Coach - Cross Country	$2,053.00
Kathy Harvey	Coach - Co-ed Soccer	$2,053.00
Erin Baehr	Homework Help-Writing	$457.00
Jeni Swenson	Code Club Advisor	$571.00
Jeni Swenson	Robotics Club Advisor	$457.00
Erin Baehr	School Newspaper Advisor	$457.00
Cailla Minerowicz and Bonnie Mulhern	Yearbook Co-Advisors	$1,470.00 (Split stipend)
Charity Dilts	Hoppock - Student Council	$1,470.00
Sarah Lampariello	Conley - Student Council	$1,470.00
Meghan Dagostino	Conley - Teacher in Charge	$1,500.00

E. Approve Custodial 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
Hermes Jamie Rocha	$34,000 (prorated)	September 1, 2023*

Motion by Roop, seconded by Yager to approve Personnel items A through E. On a roll call vote, items A through G were approved as follows (5 - 0 - 0; aye: Hale, MacDonnell, Roop, Yager, Harris)

XIII. BUILDINGS AND GROUNDS

Committee Members: Michael Hale, Dan MacDonnell and Jennifer Seibert

A. Approval of Amended Cost for Maintenance Projects at Thomas B. Conley School
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the proposal from Tri-State Light & Energy to complete the following maintenance projects at Thomas B. Conley School. **Att A**

- Replace existing fluorescent lighting with LED
- Replace 5 existing RTUs
- Replace existing refrigeration condensers and controls (kitchen)

	Previously Approved 7/19/2023	**Updated**
Total Cost of Project	$338,051.64	$339,426.64
NJ Direct Install Incentive (JCPL)	($200,047.07)	$200,858.24
Total District Cost	$138,004.57	$138,568.40

Motion by MacDonnell, seconded by Hale to approve Building and Grounds item A. On a roll call vote, item A was approved as follows (5 - 0 - 0; aye: Hale, MacDonnell, Roop, Yager, Harris)

XIV. SCHOOL OPERATIONS

Committee Members: Stephanie Yager, Michael Hale and Tom Gregor

A. Approval of Policy and Regulation #1642.01 and Policy and Regulation #2419 with One Reading -
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, suspend Bylaw 0131 and adopt new Policy 1642.01 and new Regulation 1642.01 and revised Policy 2419 and new Regulation 2419 with one reading based on recently approved sick leave legislation that is effective immediately and recent New Jersey Department of Education guidance provided to school districts that is effective September 1, 2023

- Policy Guides 1642.1 (Sick Leave) and 2419 (School Threat Assessment Teams)
- Regulation Guides 1642.1 (Sick Leave) and 2419 (School Threat Assessment Teams)

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 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)

- P 2467 Surrogate Parents & Resource Family Parents (M)
- 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)

C. Policy and Regulations that are abolished:

- P 9100 Public Relations
- R 9140 Citizens Advisory Committee

D. Approval of Integrated Pest Management Plan Att C

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the Integrated Pest Management Plan for the 2023-2024 school year.

E. Approval of Amendment to the 2023-2024 School Calendar

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the amendment to the 2023-2024 School Calendar to change the Staff Professional Development on Wednesday, October 25, 2023 to **Wednesday, October 18, 2023 (early dismissal day for students)** due to a conflict in the schedule.

Motion by Yager, seconded by Roop to approve School Operations items A through E. On a roll call vote, items A through E were approved as follows (5 - 0 - 0; aye: Hale, MacDonnell, Roop, Yager, Harris)

XV. OLD BUSINESS - None

XVI. NEW BUSINESS - Mr. Roop commented on how he was pleased to see the WINN time incorporated into the schedule to provide additional support.

XVII. PUBLIC COMMENTS

There were no comments from the public.

XVIII. NOTEWORTHY DATES:

1. Wednesday, September 20, 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 by MacDonnell, seconded by Roop to adjourn the meeting. On a voice vote, all were in favor and the meeting adjourned at 7:41 p.m.

Respectfully submitted,

Brian Latzke

Brian Latzke
Business Administrator/Board Secretary
Approved 9/20/2023