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

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

I. CALL TO ORDER - Mr. Harris called the meeting to order at 6:31 p.m.

II. PUBLIC MEETING NOTICE - Mr. Harris read the following 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 - Mr. Harris led the Pledge of Allegiance

IV. ROLL CALL

Board Members Present: Kyle Harris - President, Michael Hale - Vice President, Thomas Gregor, Daniel MacDonnell, Travis Roop (arrival 7:00 p.m.), and Jennifer Seibert
Board Members Absent: Stephanie Yager

District Administrators Present: Edward Abato, CSA and Brian Latzke - SBA/BS

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

Motion by Gregor, 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 Hale to reconvene in public session. On a unanimous voice vote, the Board reconvened in public session at 7:07 p.m.

DISTRICT GOALS:

1. Goal: Referendum - Planning & Passing

Objective: To successfully prepare, promote, and pass a critical school district referendum in September 2024, securing essential funding for educational enhancements, infrastructure improvements, and consolidation into one building PreK through grade 8.

2. Goal: School District Technology Enhancements & Integration

Objective: To significantly increase the integration of technology in our classrooms and enhance instructional opportunities for every student through the effective and purposeful use of digital tools and resources.

3. Goal: Curriculum Development

Objective: Develop and align curriculum frameworks that promote rigorous and relevant learning experiences for all students.

4. Goal: Establishment of Professional Learning Communities (PLCs)

Objective: Foster a culture of collaboration and continuous professional growth through the establishment of Professional Learning Communities (PLCs) among staff members.

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.

Mr. Harris asked if there were any comments 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.

November 15, 2023 Regular Meeting Minutes
November 15, 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: Regular meeting minutes (3 - 0 - 3); aye: Gregor, MacDonnell, Roop; abstain: Hale, Seibert, Harris. Executive meeting minutes (2 - 0 - 4); aye: Gregor, MacDonnell; abstain (Hale, Roop, Seibert, Harris)

IX. PRESENTATION OF 2022-2023 AUDIT

Presentation of the 2022-2023 Audit by Ms. Laura Atwell from BKC, CPAs, PC.

X. BOARD ACTION

A. Acceptance of the 2022-2023 Audit - Att #1A - ACFR Att #2A - AMR

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, accept the 2022-2023 Audit Report conducted by BKC, CPAs, PC.

Motion by Roop, seconded by Hale to approve Board Action Item A. On a roll call vote, item A was approved as follows: (6 - 0 - 0); aye: Gregor, Hale, MacDonnell, Roop, Seibert, Harris.

XI. CHIEF SCHOOL ADMINISTRATOR REPORT

- **Certificate of Appreciation to Board Members**

A special Thank you to Mr. Kyle Harris and Mr. Travis Roop for serving as members of the Board of Education. Mr. Harris also served as Board President during his term. We appreciate their dedication to the children in our district and our entire school community as they finish their board member terms this month.

Mr. Abato thanked outgoing board members, Mr. Harris and Mr. Roop for their service and dedication to the district. He also updated the district on recent State Police meetings where the district focused on safety and security of school buildings.

XII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Latzke provided an update on budget planning for 24/25 with school administrators. District is currently organizing geotechnical testing for the proposed Conley addition in January.

NOVEMBER 7, 2023 CERTIFIED ELECTION RESULTS

The following candidates were elected to the Board of Education commencing at the Board Reorganization Meeting in January 2024:

Three-Year Term
Daniel MacDonnell
Jenny Holmes
Greg Glazar

XIII. FINANCE

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Approval of 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 November 16, 2023 through December 20, 2023 for a total amount of $930,116.21 which includes two payrolls:

November 30, 2023	$233,322.93
December 15, 2023	$235,467.05

B. Acceptance and Approval of Board Secretary's Report for the month of October 2023 - Att B

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for October 2023, and after review of the Board Secretary's and October 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 November 2023 - Att C

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for November 2023, and after review of the Board Secretary's and November 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 October 2023 - Att D

BE IT RESOLVED that the Board approve the line item transfers for October 1, 2023 through October 31, 2023 in the amount of $8,963.83.

E. Approve Line Item Transfers for the month of November 2023 - Att E

BE IT RESOLVED that the Board approve the line item transfers for November 1, 2023 through November 30, 2023 in the amount of $6,138.00.

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
01/29/2024	Olivia Williams	The Representation of Women in Ancient Greek Art, College of NJ, Ewing, NJ	$275	$29.61	N/A	N/A

G. Approval of Out of District Placement for the 2023-2024 School Year

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator approve the out of district placement for student #280349 to attend Montgomery Academy, in Somerset County, NJ, for the 2023-2024 school year in the amount of $51,072.12 (108 days at $472.89 per day). Effective January 2, 2024 through June 30, 2024.

Motion by Hale, seconded by MacDonnell to approve Finance Items A through G. On a roll call vote, items A through G were approved as follows: (6 - 0 - 0); aye: Gregor, Hale, MacDonnell, Roop, Seibert, Harris.

XIV. PERSONNEL

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Approval of Leave of Absence Request

BE IT RESOLVED that the Board, upon the recommendation of the Chief School Administrator, approve the following leave of absence requests for the 2023/2024 school year.

Employee ID	Type of Leave	Paid Leave Dates (sick/ vacation)	Unpaid Leave with Benefits if Applicable	Unpaid Leave without Benefits	Return Date
8037	FMLA/NJFLA /Medical	12/13/23 - 1/2/24	N/A	N/A	1/3/24
7946	FMLA/NJFLA /Medical	12/4/23 - 12/15/23	N/A	N/A	12/18/23

B. Approval of Volunteers for Assisting with Hoppock School Play

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following high school students to volunteer to assist with Hoppock School Play for the 2023-2024 School Year:

1. Johnny Mulhern

2. Savannah Wrigley

Motion by Gregor, seconded by Hale to approve Personnel Items A through B. On a roll call vote, items A through B were approved as follows: (6 - 0 - 0); aye: Gregor, Hale, MacDonnell, Roop, Seibert, Harris.

XV. BUILDINGS AND GROUNDS

Committee Members: Michael Hale, Dan MacDonnell and Jennifer Seibert

Informational Items

- Conley School - Family Night - Thursday, January 11, 2024 - 6:00 - 8:00 p.m. Cafeteria - Painting ceiling tiles project.
- Conley School - Reader's Theatre Show - Friday, January 12, 2024 - 5:00 - 7:00 p.m. Cafeteria

A. Approve Technology Purchase Att F1 and Att F2

BE IT RESOLVED that the Board authorizes the filing of Forms(s) 471, E-rate application for the indicated services provided by the listed contracted service provider, for the amount shown for E-rate Funding Year FY 2022 and E-rate Funding Year FY 2023. Sufficient funds remain to pay for the district share not supported by the E-rate Program.

Site	Provider	Description	Contract #/E-rate Form	Total Cost	E-rate Funding (50%)	District Total Share (50%)
District-wide	DynTek	Meraki switches, wireless access points, licensing, installation	Cisco NVP AR3227 PA #21-TELE-01506/ Form 470 220019148	$26,538.96	$13,269.48	$13,269.48
District-wide	DynTek	Meraki switches, licensing, installation	Cisco NVP AR3227 PA #21-TELE-01506/ Form 470 230013264	$13,276.04	$6,638.02	$6,638.02
Total Category 2 Services Costs and Board Share				$39,815.00	$19,907.50	$19,907.50

Motion by MacDonnell, seconded by Hale to approve Buildings and Grounds item A. On a roll call vote, item A was approved as follows: (6 - 0 - 0); aye: Gregor, Hale, MacDonnell, Roop, Seibert, Harris.

XVI. SCHOOL OPERATIONS

Committee Members: Stephanie Yager, Michael Hale and Tom Gregor

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:

P 1642.1 Sick Leave (New)
R 1642.01 Sick Leave
P 2270 Religion in the Schools (Revised)

P 2419	School Threat Assessment Teams (M) (New)
R 2419	School Threat Assessment Teams (M) (New)
P 3161	Examination for Cause (Revised)
P 3212	Attendance (M) (Revised)
R 3212	Attendance (M) (Revised)
P 3324	Right of Privacy (Revised)
P 4161	Examination for Cause (Revised)
P 4212	Attendance (M) (Revised)
R 4212	Attendance (M) (Revised)
P 4324	Right of Privacy (Revised)
P 8500	Food Services (M) (Revised)

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 4218	Use, Possession, or Distribution of Substances (M)
P 5111	Eligibility of Resident/Nonresident Students (M)
P 5306	Health Services to Nonpublic Schools (M)
P 5339	Screening for Dyslexia (M)
P 5350	Student Suicide (M)

C. Abolished Policies & Regulations

P & R 3421	Sick Leave
P & R 4432	Sick Leave
P 8540	School Nutrition Programs
P8550	Meal Charges/Outstanding Food Service Bill

D. Acceptance of Fire and Security Drill Reports for the month of November 2023
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept the Fire and Security Drills for the month of November for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
November 2023	TBC	11/22/2023	11/29/2023
November 2023	EHMS	11/16/2023	11/30/2023

E. BE IT RESOLVED, that the Bethlehem Township Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on October 18, 2023, and upheld the findings and/or consequences recommended by the Chief School Administrator:

School	Date of Incident	Report #	Classified HIB Y/N	Additional Action Taken
EHMS	09/23/2023	4	Yes	School Counseling and Consequences based on the student of Code of Conduct.
EHMS	10/02/2023	5	Yes	School Counseling and Consequences based on the student of Code of Conduct.
EHMS	10/03/2023	6	Yes	School Counseling and Consequences based on the student of Code of Conduct.
EHMS	10/16/2023	7	Yes	School Counseling and Consequences based on the student of Code of Conduct.
TBC	11/03/2023	1	Yes	School Counseling and Consequences based on the student of Code of Conduct.
TBC	11/06/2023	2	No	School Counseling and Consequences based on the student of Code of Conduct.

F. Approval of Class Trips - Att #G

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

Grades	Where
8th grades	North Hunterdon High School, Tour & Freshmen Info. for 2024-2025 SY Annandale, NJ
3rd grades	Red Mill Museum, Clinton, NJ
7th grades	Medieval Times, Lyndhurst, NJ

G. Approval of Curriculum Associates: Assessment and Intervention Materials

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the purchase of the following items from Curriculum Associates for grades K-8 to be paid with ARP ESSER funds.

Name	Duration	Amount
I-Ready Teacher Toolbox	7/1/2024 - 6/30/2027	$14,954.88
I-Ready Assessment Math and Reading	1/1/2024 - 6/30/2027	$15,216.82
Total		$30,171.70

H. Approval of Special Education Audit and Professional Development Services - Att H
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the Comegno Education Institute to provide a special education audit and professional development services at an amount not to exceed $17,500.

Discussion: Review language in Poly 4218 to ensure it refers specifically to support staff members.

Motion by Hale, seconded by MacDonnell to approve School Operation Items A through H. On a roll call vote, items A through D and F through H were approved as follows: (6 - 0 - 0); aye: Gregor, Hale, MacDonnell, Roop, Seibert, Harris. Item E was approved as follows (5 - 0 - 1); aye: Gregor, Hale, MacDonnell, Seibert, Harris; abstain: Roop

XVII. OLD BUSINESS
There was no old business discussed.

XVIII. NEW BUSINESS
Mr Abato discussed the update of the Policy manual being completed by the School Operations Committee. Recommendation to proposal from Strauss Esmay to update policy and administrative regulation manual. Committee would then go back and review policies that had not been updated or approved previously.

XIX. PUBLIC COMMENTS
Kathy Harvey - Has served as the soccer coach and worked in the district for 33 years as a teacher and coach. Questioned CSA decision to ban her from future employment.

Dr. Keri O'Conner - Would like to see the district investigate preschool expansion aid. Partner with other districts or use an outside provider.

XX. EXECUTIVE SESSION #2

Motion by MacDonnell, seconded by Hale to enter closed session. On a unanimous voice vote, the Board entered closed session at 8:10 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 Roop, seconded by MacDonnell to reconvene in public session. On a unanimous voice vote, the Board reconvened in public session at 8:35 p.m.

XXI. NOTEWORTHY DATES:

1. January 3, 2024 (snow date - January 4, 2024) - Reorganization Meeting of the Board of Education - EHMS Library - Public meeting begins at 7:00 p.m.

XXII. ADJOURNMENT

Motion by MacDonnell, seconded by Gregorl to adjourn the meeting. On a unanimous voice vote, the meeting was adjourned at 8:36 p.m.

Respectfully submitted,

Brian Latzke

Brian Latzke
School Business Administrator/Board Secretary
Board approved 1/17/2024