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

REGULAR MEETING MINUTES
WEDNESDAY, JANUARY 17, 2024 at 7:00 p.m.
Thomas B. Conley Elementary School - Music Room

I. CALL TO ORDER - Mr. MacDonnell called the meeting to order at 6:39 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 - Mr. MacDonnell led the Board in the Pledge of Allegiance.

IV. ROLL CALL
Board Members Present: Mr. Greg Glazar (7:02 p.m.), Mr. Thomas Gregor, Mr. Michael Hale, Ms. Jenny Holmes, Mr. Daniel MacDonnell, Ms. Jennifer Seibert, Ms. Stephanie Yager.

District Administrators Present: Edward Abato, CSA and Brian Latzke - SBA/BS
Also present: Andrew Li, Board Attorney

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

Motion by Ms. Yager, seconded by Mr. Hale to enter closed session. On a unanimous voice vote, the Board entered closed session at 6:41 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 Ms. Seibert to reconvene in public session. On a unanimous voice vote, the Board reconvened in public at 7:05 p.m.

VI. 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.

VII. HIB PRESENTATION

HIB Presentation by Mr. Andrew Li, Comegno Law

VIII. CORRESPONDENCE

IX. 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. Hale, seconded by Mr. Gregor to open public comment. Seeing no comment from the public, Mr. Hale moved to close public comment, seconded by Mr. Gregor..

X. MINUTES - M1

A. BE IT RESOLVED that the minutes of the Board of Education meetings, held on the dates indicated, be approved and filed.

December 20, 2023 Regular Meeting Minutes
December 20, 2023 Executive Meeting Minutes

January 4, 2024 Reorganization Meeting Minutes
~~January 4, 2024 Executive Meeting Minutes~~ **(TABLED)**

Motion by Mr. Glazar, seconded by Mr. Hale to table January 4, 2024 Executive Meeting Minutes pending revision. On a roll call vote, motion carried (7-0-0) Ayes: Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell.

Motion by Mr. Hale, seconded by Mr. Glazar to approve December 20, 2023 Regular and Executive Meeting Minutes, and January 4, 2023 Reorganization Meeting Minutes. On a roll call vote, motion carried as follows:

December 20, 2023 Regular and Executive Meeting Minutes (4-0-3) Ayes: Gregor, Hale, Seibert, MacDonnell. Abstain: Glazar, Holmes, Yager

January 4, 2024 Reorganization Meeting Minutes (6-0-1) Ayes: Glazar, Gregor, Hale, Holmes, Seibert, MacDonnell. Abstain: Yager

XI SCHOOL BOARD PRESIDENT REPORT

Mr. MacDonnell asked the Board Committees to discuss how preschool expansion would impact each committee group at their next meeting.

XII. CHIEF SCHOOL ADMINISTRATOR REPORT

Mr. Abato discussed the following:

- MOA and protocols with State Police
- Return to Hoppock following water line repair and update to school closing dates for each building will be forthcoming
- High School orientation program for current 8th grade students
- STEM activities at the high school with Ms. Intrabartolo's classes.

XIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Mr. Latzke provided update on disclosure forms and mandatory training for Board Members. Update on design progress and location of proposed Conley addition.

XIV. FINANCE

Committee Members: Thomas Gregor, Mike Hale and Jennifer Seibert

Mr. Gregor gave the committee report. Committee met on January 11, 2024. Committee met with Brown and Brown (health insurance brokers) to discuss current market conditions. Current vacant position also discussed.

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 December 21, 2023 through January 17, 2024 for a total amount of $707,573.61 which includes two payrolls:

December 22, 2023	$238,835.90
January 12, 2024	$237,694.96

B. Acceptance and Approval of Board Secretary's Report for the month of December 2023 - Att B
BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for December 2023, and after review of the Board Secretary's and December 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. Approve Line Item Transfers for the month of December 2023 - Att C
BE IT RESOLVED that the Board approve the line item transfers for December 1, 2023 through December 31, 2023 in the amount of $86,212.00

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
Jan. 24, 25 & 26, 2024	Ed Abato, CSA	NJASA Techspo Atlantic City, NJ	$540	$106	$194	$147
Jan. 24, 25 & 26, 2024	Bree Brace, Principal	NJASA Techspo Atlantic City, NJ	$540	$106	$194	$147

Motion by Mr. Hale, seconded by Mr. Gregor to approve Finance items A through D.

Mr. Abato added that Techspo conference is part of strategic plan Goal #2.

On a roll call vote, items A - D were approved as follows: (7-0-0) Ayes: Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell.

XV. PERSONNEL

Committee Members: Thomas Gregor, Michael Hale and Jennifer Seibert

A. Rescind Approval of Stipend Advisor for the 2023/2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator rescind the following stipend advisor for the 2023/2024 School Year.

Staff Member	Stipend Activity	Amount
Kenneth Bobal	Baseball coach	$2,053.00

B. 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
Kenneth Bobal and Thomas Brotzman	Baseball - Co-Coaches Split stipend - 50/50	$2,053.00 ($1,026.50 each)

C. 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. Charlotte Roop
2. Addison Lissner

Motion by Mr. Gregor, seconded by Ms. Yager to approve Personnel items A through C. On a roll call vote, items A - C were approved as follows: (7-0-0) Ayes: Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell.

XVI. SCHOOL OPERATIONS

Committee Members: Michael Hale, Daniel MacDonnell and Greg Glazar

Mr. Hale provided the committee report. Committee met on January 11, 2024. District awaiting final report of PFAS siphon test.

A. Approve Warren County Special Services School District for Coordinated Transportation Services for the 2024-2025 school year.

WHEREAS, the BETHLEHEM TOWNSHIP SCHOOL DISTRICT(HUNTERDON COUNTY) Board of Education desires to transport students for the purpose of special education, non-public school education, or their own public school students to specific destinations; and

WHEREAS, the Warren County Special Services School District, hereinafter referred to as WCSSSD, offers coordinated transportation services; and

WHEREAS, the WCSSSD will organize and schedule routes to achieve the maximum cost effectiveness;

NOW THEREFORE, it is agreed that in consideration of prorated contract costs, plus a 4.5% administration fee as presented to the BETHLEHEM TOWNSHIP SCHOOL DISTRICT (HUNTERDON COUNTY) Board of Education as calculated by the billing formula adopted by the WCSSSD's Board of Education and according to the following schedule **Att A**

B. Acceptance of Fire and Security Drill Reports for the month of December 2023

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

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
December 2023	TBC	12/22/2023	12/04/2023
December 2023	EHMS	12/07/2023	12/21/2023

C. Approval of Facilities Usage

Date	Event	Facility	Group
Fridays 6:00 pm - 8:30 pm 1/19/24-6/7/24	Adult Soccer	Hoppock School	Bethlehem Township Recreation
Fridays 5:45 - 8:30 pm 1/12/2024-3/8/2024	Youth Soccer Clinic	Conley School	Bethlehem Township Recreation

D. Approval of Submission of Memorandum of Agreement for Education and Law Enforcement for the 2023-2024 School Year

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the submission of the Memorandum of Agreement Between Education and Law Enforcement for the 2023-2024 School Year to the NJ Department of Education, Hunterdon County Superintendent's Office.

Motion by Ms. Yager, seconded by Ms. Seibert to approve School Operations items A through D. On a roll call vote, items A through D were approved as follows: (7-0-0) aye Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell

XVII. EDUCATION & POLICY

Committee Members: Stephanie Yager, Tom Gregor, & Jenny Holmes

Ms. Yager provided the committee report. Committee met on January 11, 2024. Discussed policy update process with Strauss Esmay.

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

B. Approve Strauss Esmay Policy Update Att B

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve the proposal from Strauss Esmay Associates, LLP to update and upload bylaws and policies of the Bethlehem Township Public School District and updating a manual of administrative regulations in the amount of $5,000.00.

C. Approval of Class Trip

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

Grades	Where
6th grade	Rachel's Challenge Presentation Clinton Twp. Middle School, Clinton, NJ

D. Harassment, Intimidation and Bullying (HIB) Reports

BE IT RESOLVED, that the Bethlehem Township Board of Education reviewed the Harassment, Intimidation, and Bullying cases presented on December 20, 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	11/03/2023	8	Yes	School Counseling and Consequences based on the student of Code of Conduct.
EHMS	12/05/2023	9	No	N/A

Motion by Mr. Hale, seconded by Mr. Gregor to approve Education and Policy items A through D.

Ms. Seibert asked about language in P4218; support staff member versus staff member.

On a roll call vote, items A - C were approved as follows: (7-0-0) Ayes: Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell.

Item D was approved (5-0-2) Ayes: Gregor, Hale, Holmes, Seibert MacDonnell. Abstain: Glazar, Yager

XVIII. OLD BUSINESS

XIX. NEW BUSINESS

Ms. Holmes asked about the possibility of changing BOE meeting dates from Wednesday to Thursday in the future and if the administration could look into increasing instrumental music time instruction.

Ms. Seibert asked for an update on the counseling services offered by Tri-County Behavioral Health.

XX. PUBLIC COMMENTS

Motion by Mr. Hale, seconded by Ms. Holmes to open public comment. Seeing no comment from the public, Mr. MacDonnell closed public comment.

XXI. EXECUTIVE SESSION #2

Motion by Mr. Hale, seconded by Ms. Holmes to enter closed session. On a unanimous voice vote, the Board entered closed session at 8:29 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 Ms. Yager to reconvene in public session. On a unanimous voice vote, the Board reconvened in public at 9:12 p.m.

XXII. NOTEWORTHY DATES:

1. February 21, 2024 - Regular Meeting of the Board of Education - EHMS Library - Public meeting begins at 7:00 p.m.

XXIII. ADJOURNMENT

Ms. Holmes moved to adjourn at 9:15 p.m., seconded by Ms. Seibert. On a unanimous voice vote, meeting was adjourned.

Respectfully submitted,

Brian Latzke

Brian Latzke
Business Administrator/Board Secretary