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

REGULAR MEETING MINUTES
WEDNESDAY, JUNE 25, 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 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

Board Members Present: Mr. Greg Glazar, Mr. Thomas Gregor, Mr. Michael Hale, Mr. Daniel MacDonnell and Ms. Stephanie Yager

Board Members Absent: Jennifer Seibert and Christopher Sensor

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

V. EXECUTIVE SESSION #1

Motion by Ms. Yager, seconded by Mr. Glazar to enter closed session at 6:35 p.m. On a voice vote, all present were in favor.

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;

NOW BE IT RESOLVED that, pursuant to Section 7 of the Open Public Meetings Act (N.J.S.A. 10:4-12), that the Board shall adjourn from public session and enter into executive session for approximately 30 to discuss the following: Personnel

BE IT FURTHER RESOLVED that the Board of Education will take action upon its return to public session; and

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. Hale, seconded by Mr. Gregor to return to public session at 7:05 p.m.

Bethlehem Township School District
2024 - 2025 District Goals

1. Goal: Referendum Planning

Objective: To successfully prepare and promote a school district referendum in, securing essential funding for educational enhancements, infrastructure improvements, and building upgrades.

2. Goal: Enhance School Safety and Security with a Focus on Staff and Student Social-Emotional Learning (SEL)

Objective: To create a safe, secure, and supportive school environment in the Bethlehem Township School District by integrating comprehensive safety measures with robust Social-Emotional Learning (SEL) programs for staff and students during the 2024-2025 school year.

3. Goal: Implement and Enhance the RTI Framework (Phase II) to Support Student Achievement

Objective: To fully integrate and enhance the Response to Intervention (RTI) framework within the Bethlehem Township School District during the 2024-2025 school year. This will include the identification of interventionists, development of new RTI action plans, and establishment of effective progress monitoring procedures to ensure all students receive the support they need to succeed.

4. Goal: Comprehensive Curriculum Rewriting for K-8 Science, Social Studies, Spanish, and STEAM

Objective: To develop and implement a rigorous, standards-aligned K-8 curriculum in Science, Social Studies, Spanish, and STEAM that fosters critical thinking, problem-solving, and interdisciplinary connections, ensuring our students are prepared for a rapidly evolving global society.

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.

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

Vanessa O'Keefe read a letter from the Bethlehem Township PTA celebrating the year that the District had. Ms. O'Keefe highlighted all of the events the BTPTA did and thanked the team.

Motion by Mr. Gregor seconded by Mr. Hale 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.
May 21, 2025 Regular Meeting Minutes
May 21, 2025 Executive Session Meeting Minutes

Motion by Mr. Hale, seconded by Mr. Gregor to approve Minutes item A. On a roll call vote, the minutes were approved as follows:4-0-1(aye Gregor, Hale, Yager, MacDonnell. Abstain Glazar)

IX. SCHOOL BOARD PRESIDENT REPORT: NONE

X. SUPERINTENDENT REPORT

Recognition Ceremony & Reception:

- **Charity Dilts, Hoppock's GEOY**
- **Heather Radcliffe-McGinnis, Conley's GEOY**
- **Betsy Knaub, Retiree**
- **Debra Baumann, Retiree**

XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Ms. Hendershot gave a report on the various projects going on over the summer. She also reminded school board candidates that the candidate kit is located online.

XII. FINANCE

Committee Members: Thomas Gregor, Jennifer Seibert and Chris Sensor

A. Approval of Bills List - *(Attachment Bills List)*

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 May 22, 2025 through June 25, 2025 for a total amount of $845,069.33 which includes three payrolls:

May 30, 2025	$257,787.46
June 5, 2025	$256,109.01
June 6, 2025	$188,874.68

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

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for May 2025, and after review of the Board Secretary's and May 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 May 2025 *(Attachment May Transfers)*

BE IT RESOLVED that the Board approve the line item transfers for May 1, 2025 through May 31, 2025 in the amount of $10,097.20 in fund 10 and $2000 in fund 20.

D. Renewal of Architect for the 2025-2026 School Year

BE IT RESOLVED that the Board, upon recommendation of the Superintendent approve Parette Somjen Architects as architect of record for the 2025-2026 School Year at the following hourly rates. All rates on file in the Business Office.

Partner: $186

Director/Senior Associate: $177

Senior Project Architect $170

E. Renewal of Board Attorney for the 2025-2026 School Year

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve Comegno Law Group, P.C. as Board Attorney for the 2025-2026 School Year. All rates are on file in the business office.

F. Approval of Jointure Bus Transportation Agreement for the 2025-2026 School Year

BE IT RESOLVED, that the Board upon recommendation of the Superintendent, approve the district bus transportation jointure agreement for the 2025-2026 School Year with Delaware Valley Regional High School Joint Transportation Services, in Frenchtown, NJ, in the amount of $343,599.24 (Includes 9 bus routes). Effective 7/1/25 - 6/30/26.

$300.00 (1-3 hours)/$90.00 for each additional hour. Billed in ¼ hour increments

$205.00 (per shuttle) for various trips, additional shuttle for the same day and same trip, $90.00

G. Approval of Jointure Bus Transportation Agreement for the 2025-2026 Extended School Year
BE IT RESOLVED, that the Board upon recommendation of the Superintendent, approve the district bus transportation jointure agreement for the 2025-2026 Extended School Year with Delaware Valley Regional High School Joint Transportation Services, in Frenchtown, NJ, for one bus route in the amount of $7,630.00. Effective 6/30/25- 8/15/25.

H. Approval of Therapy Services for the 2025-2026 School Year and Compensatory Therapy Services for the 2024-2025 School Year
BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve Active For Life, LLC to provide physical therapy services for the 2025-2026 Extended School Year and the 2025-2026 School Year in the amount at the following rates. Amount not to exceed $4,500 for each.
Physical Therapy for 60 minutes……$160.00
Physical Therapy Evaluations (flat rate).....$500.00

I. 2025-2026 Anticipated contracts to be renewed, awarded, or to expire during the school year - P.L. 2015, c. 47 ***(attachment Vendors)***
BE IT RESOLVED that the Board upon recommendation of the Superintendent, that pursuant to PL 2015, Chapter 47 the Bethlehem Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq, NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

J. Approval to Appropriate Funds to the Capital Reserve Account
BE IT RESOLVED upon recommendation of the Superintendent, that the Board of Education will appropriate a sum not to exceed $500,000 to the Capital Reserve Account. The source of these funds derived from anticipated surplus realized at the conclusion of the 2024/2025 Fiscal School Year.

K. Approval to Appropriate Funds of the Maintenance Reserve Account
BE IT RESOLVED upon recommendation of the Superintendent, that the Board of Education will appropriate a sum not to exceed $200,000 to the Maintenance Reserve Account. . The source of these funds derived from anticipated surplus realized at the conclusion of the 2024/2025 Fiscal School Year.

L. Approval to Move Deferred Revenue to Fund 10
BE IT RESOLVED, upon recommendation of the Superintendent, that the Board of Education will transfer funds from fund 20 to fund 11.
WHEREAS*,* the District has $38,380.83 in deferred revenues as part of fund 20 and
WHEREAS, the District has determined these funds to be funds received for camps. The District approves to transfer these funds to fund 10 as miscellaneous revenue.

M. Approval of ESY 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 the ESY special education program for a tuition rate of $3,158.75 to be paid for the time period of June 30, 2025-July 31, 2025.

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 $1181.04.

N. 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
Summer 2025	Stacey Michalski	OG Academic Math Basic Concepts Training Course-Virtual - 6 weeks	$357.00	n/a	n/a	n/a
Summer 2025	Ann Marie Linnen	OG Academic Math Basic Concepts Training Course-Virtual - 6 weeks	$357.00	n/a	n/a	n/a

O. Approval of New Jersey Child Assault Prevention Program for 2025-2026 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the New Jersey Child Assault Prevention Program Application and Anti-Bullying Program Application for the 2025-2026 School Year as per the information below.. The NJ Child Assault Prevention Program fulfills the Erin's Law compliance requirement.

Program	District Contribution	State Contribution
Elementary CAP Program (Conley)	No cost to District	$1,164.00
Teen CAP Program (Hoppock)	No cost to District	$628.00
Bullying Prevention Program (Conley)	No cost to District	$1,326.00

P. Approval of Rejection of Re-bid Negotiation Addendum for Security Vestibule-ADDENDUM
WHEREAS, a recommendation was made by the Business Administrator to the Bethlehem Township Board of Education ("Board") to enter negotiations, after two rounds of bidding, and seek a contract for the Security Vestibule at Ethel Hoppock Middle School (hereinafter "Project"); and
WHEREAS, the Project was properly advertised to prospective bidders, negotiations were entered after two rounds of bidding and a Re-Bid Negotiation Addendum was issued in accordance with N.J.S.A. 18A: 18A-4;
WHEREAS on June 19, 2025 the Board received the following bid forms from potential bidders in accordance with N.J.S.A. 18A: 18-A-1, et seq.; and

Bidder	Base Bid	Alt. #1 (ADD)	Alt #2 (ADD)	Alt #3 (DEDUCT)
Salazar & Associates Inc.	$271,000	$135,00	$14,000	$30,000
Brahma Construction, LLC	$238,150	$131,060	$12,147.00	$2,916

WHEREAS, the lowest bid substantially exceeds the Board of Education's cost estimates for the project; and **Now, Therefore be it resolved**, the Board, upon the recommendation of the Superintendent, reject all bids for the Project as all bids substantially exceed the cost estimates for the project in accordance

The Finance Committee met on June 23, 2025. Mr. Gregor gave the report. He discussed the expected excess surplus. He also explained deferred revenue.

Motion by Mr. Glazar, seconded by Mr. Hale to approve Finance items A-P. On a roll call vote, item A-P were approved as follows: 5-0-0 (aye Glazar, Gregor, Hale, Yager, MacDonnell)

XIII. PERSONNEL

Committee Members: Thomas Gregor, Jennifer Seibert and Chris Sensor

A. Approve Staff Unpaid Leave of Absence Day

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following unpaid absence day for the following staff member:

Staff Member	Unpaid Leave Day(s)
Nicholas Scaturro	May 22, 2025 - 1 day

B. Approval of Salary for Unaffiliated for the 2025-2026 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the salary for the following Unaffiliated for the 2025-2026 School Year:

Name	Position/Location	Annual Salary
Stuart Schendel	Head of Buildings and Grounds	$68,000

C. Approval of Compensated Absences

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following retirement sick leave conversion payment in accordance with the BTEA negotiated agreement and employment contract:

Name	Amount
Betsy Knaub	$850.00

D. Approval of Substitute for the 2025-2026 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following substitute for the 2025-2026 School Year.

Name	Certification	Position
Candice Jaroszewski	Substitute	Substitute Teacher

E. 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
Ms. Denise Rivers	BA	5	$60,809	Elementary Special Education Teacher	8/18/2025
Ms. Caroline Kirk	MA	2-3	$61,409	Elementary Teacher	8/18/2025
Mr. Corey Banghart	BA	1	$56,559	Middle School Math Teacher	8/18/2025

F. Approved Math Tutor for Hoppock School for the 2024-2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve Ms. Cailla Minerowicz as a math tutor for the 2024-2025 school year for a total of 6 hours at $45.00 per hour - Total corey $270.00.

G. Acceptance of Letter of Resignation
BE IT RESOLVED that the Board upon recommendation of the Superintendent, accept the resignation of the following staff member:

Name	Effective Date
Kylianne Philip	June 30, 2025

H. Approval of Unaffiliated Staff for the 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 subject to further investigation pursuant to law.

Name	Position	Salary	Effective Date
Samuel Michalski	Custodian - Full time - 12 month	$38,480	7/1/2025
Eric Minichini	Custodian - Full time - 12 month	$38,480	7/1/2025

I. Approval of Student Internship Placement for the 2025-2026 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve Sophia Schwarzmann to serve as a School Psychologist intern through Rider University's School Psychology Program for the 2025-2026 school year. Ms. Schwarzmann will intern with Ms. Briana Jordan, our School Psychologist, and complete 1200 hours of internship with at least 600 hours completed in a school setting.

J. Approval of Additional Hours for Curriculum Writing for K-4 STEM for the 2024-2025 School Year -ADDENDUM
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve Cailla Minerowicz additional hours for Curriculum Writing for K-4 STEM for the 2024-2025 School year at $45.00 per hour. Additional hours not to exceed 15 hours.

The Personnel Committee met on June 23, 2025. Mr. Gregor gave the report. Mr. Gregor reported that all vacant positions were filled except for a school social worker.

Motion by Mr. Hale, seconded by Mr. Gregor to approve Personnel items A-J. On a roll call vote, item A-J were approved as follows: 5-0-0 (aye Glazar, Gregor, Hale, Yager, MacDonnell)

XIV. SCHOOL OPERATIONS

Committee Members: Michael Hale, Daniel MacDonnell and Greg Glazar

A. Acceptance of Fire and Security Drill Reports for the months of May and June 2025
BE IT RESOLVED that the Board upon recommendation of the Superintendent, accept the Fire and Security Drill Reports for the months of May and June for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH(S)	SCHOOL	FIRE DRILLS	SECURITY DRILLS
May and June 2025	TBC	05/08/2025 and 6/05/2025	05/30/2025 and 6/06/2025
May and June 2025	EHMS	05/30/2025 and 6/06/2025	05/20/2025 and 06/06/2025

B. Approval of Self Contained Preschool for the 2025-2026 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the submittal to the Hunterdon County Department of Education for review and approval from the Interim Executive County Superintendent to establish a self contained preschool classroom for the 2025-2026 school year.

C. Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms 2025-2026 School Year

BE IT RESOLVED, that the Board elects to use the alternate method of compliance in accordance with N.J.A.C. 6A:26-6.3.
WHEREAS, in lieu of individual toilet rooms in each classroom, toilet rooms may be provided adjacent to or outside the classroom, if the following criteria are satisfactorily addressed:

- No child or group of children shall be left unsupervised at any time when traveling to or from the facilities. Provisions shall be made for adult supervision in a manner that will not infringe upon instructional time;
- Toilet facilities shall be readily accessible and the toilet room and signage shall be visible to the child from the classroom door;
- Toilet facilities shall be provided for both boys and girls and shall meet the requirements of NJAC 6A:26-6.3(h)4ii.

D. Approval of Facilities Usage

Date	Event	Facility	Group
Tuesdays August 26, 2025-June 2, 2025 5:00-7:00	Monthly Girl Scout Meetings	Thomas B. Conley Library/STEAM room	Girl Scouts Heart of NJ Troop 80340
Tuesdays August 26, 2025-June 2, 2025 3:30-5:00	Monthly Girl Scout Meetings	Thomas B. Conley Library/STEAM room	Girl Scouts Heart of NJ Troop 80169

E. Approval of Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2025-2026 school year - Attachment
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the submission to the Hunterdon County Dept. of Education Office for the Chapter 27 Emergency Virtual or Remote Instruction Programs for the 2025-2026 school year.

F. Approval of the Comprehensive Equity Plan - Attachment
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the submission to the Hunterdon County Dept. of Education Office for the Comprehensive Equity Plan for the 2025-2028 school years.

G. Acceptance of gifted painting
BE IT RESOLVED that the Board upon recommendation of the Superintendent, accept the gift of a watercolor painting of Ethel Hoppock School. The painting was gifted and painted by Angel Bermeo.

The School Operations Committee met on Monday, June 23, 2025. Mr. Hale gave the report.

Mr. Gregor asked if item "C" was an annual approval. Ms. Hendershot let him know that it was something submitted, if needed, each year to the county.

Motion by Mr. Gregor, seconded by Mr. Glazar to approve School Operations Items A-G. On a roll call vote, items A-G were approved as follows: 5-0-0 (aye Glazar, Gregor, Hale, Yager, MacDonnell)

XV. EDUCATION & POLICY

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

A. Approve Adoption of HMH's ELA Program for the 2025-2026 School Year

BE IT RESOLVED that the Board, upon recommendation from the Superintendent, approve adoption of HMH's ELA Program, "Into Reading" for grades K-5 and "Into Literature" for grades 6-8, for the 2025-2026 school year.

B. Approve Adoption of Savvas enVISION Program for the 2025-2026 School Year

BE IT RESOLVED that the Board, upon recommendation from the Superintendent, approve adoption of Savvas enVISION Math Program for grades K-8 for the 2025-2026 school year.

C. Approve Adoption of Curricula for the 2025-2026 School Year

BE IT RESOLVED that the Board, upon recommendation from the Superintendent, approve adoption of the Science, Social Studies, STEM and Spanish Curricula for grades K-8.

The Education and Policy Committee met on Monday, June 23, 2025. Ms. Yager gave the report. She reported that HMH would be the program of choice for ELA and that teachers loved the pilot. She also mentioned the possibility of gifted and talented opportunities. Finally, she reported that Rubicon Atlas will be shared with the public.

Motion by Mr. Hale, seconded by Mr. Glazar to approve Education and Policy Items A-C. On a roll call vote, items A-C were approved as follows: 5-0-0 (aye Glazar, Gregor, Hale, Yager, MacDonnell)

XVI. ANNUAL SCHOOL OPERATIONS

A. Approve Annual Reappointments

BE IT RESOLVED that the Board, upon recommendation from the Superintendent, approve the following appointments/re-appointments for the 2025-2026 school year or until superseded by another resolution:

504 Coordinator	Sally Klemm
Accounting Software System	CDK Systems
AHERA Consultant	RK Occupational & Environmental Analysis Inc.
Architect of Record	Parette Somjen Architects LLC
Asbestos Management Officer	Stuart Schendel
Affirmative Action Officer	Sally Klemm
Attendance Officer	Edward Abato
Anti-Bullying Coordinator	Sally Klemm
Bond Counsel	Wilentz, Goldman & Spitzer

Business Administrator/Board Secretary	Kirby Hendershot
Chemical Hygiene Officer	Stuart Schendel
Drinking Water Compliance Manager	Natural Systems
Financial Advisory Services	Phoenix Advisors, LLC
Health Insurance Agent	Brown and Brown
HIB Coordinator	Sally Klemm
Homeless Liaison	Sally Klemm
Home Instruction Coordinator	Sally Klemm
I&RS Coordinator	Kris Boganski
Indoor Air Quality Designee	Stuart Schendel
School Insurance Agent of Record	CBIZ
Integrated Pest Management (IPM) Coordinator	Stuart Schendel
IPM Program Consultant	Safe Schools, LLC
Lead Testing Program Manager	Kirby Hendershot
Official Newspapers	Hunterdon County Democrat, Star Ledger, and the Express Times
Occupational Therapy Service	Therapeutic Interventions, Inc.
Payroll Services	R&L Payroll Services, Inc.
Personnel Software System	Genesis School Fi
Policy Service Provider	Strauss Esmay
Public Agency Compliance Officer	Kirby Hendershot
Public Records Custodian	Kirby Hendershot
Purchasing Agent	Kirby Hendershot
Right to Know Training and Compliance	RK Occupational & Environmental Analysis Inc.
Right to Know Officer	Kirby Hendershot
Safety Team Coordinator	Bree Brace
School Attorney	Comegno Law Group, P.C.
School Auditor	BKC, CPAs, LLC
School Physician	Hampton Family Practice
School Safety Specialist	Bree Brace
Cash Reconciler	Paula Hatch
Water Operator	Natural Systems

B. Designation of Depositories for District funds
BE IT RESOLVED that Citizens Bank is hereby designated as depository for funds of the Bethlehem Township School District, and be it further

BE IT FURTHER RESOLVED that investments can be secured in any other bank holding a current certificate of eligibility from the State of New Jersey Banking Association.

C. Designation of School Funds Investor
BE IT RESOLVED that the Board designate School Funds Investor as Board Secretary/Business Administrator pursuant to 17:12B-241.

D. Designation of Signatures for District Checking Accounts
BE IT RESOLVED, that the Board of Education hereby authorizes the following authorized signatures on the accounts at Citizens Bank.

Account	Number of Signatures Required	Authorized Signatories
General Account	3	Board President, Superintendent and Board Secretary
Cafeteria, Payroll, Payroll Taxes, Payroll Agency, Petty Cash, Maintenance Reserve, Capital Reserve, Summer Payment Plan, FSA	2	Superintendent and Board Secretary
Student Activities - Conley Student Activities - Hoppock	2	Board Secretary and Principal

E. Approve Petty Cash Account
BE IT RESOLVED that the Board maintain a Petty Cash Fund in the amount of $500.00 for the 2025-2026 school year and appoint the School Business Administrator as custodian.

F. Approve Existing Board of Education Policies
BE IT RESOLVED that the Board approve the existing policies, by-laws, and administrative procedures of the Bethlehem Township Board of Education for the 2025-2026 school year.

G. Approve Existing Curricula, Textbooks and Instructional Materials
BE IT RESOLVED that the curricula, textbooks and instructional materials for grades preschool through grade eight be approved by the Board of Education of the Bethlehem Township School District for the 2025-2026 school year.

H. Approve the New Jersey Minimum Chart of Accounts
BE IT RESOLVED, that the Board approve the New Jersey Minimum Chart of Accounts.

I. Authorize Line Item Transfers
BE IT RESOLVED, that the Board authorize the Superintendent in conjunction with the Business Administrator/Board Secretary to approve approve line item transfers as necessary between board meetings and such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of

the next regular meeting, pursuant to N.J.S.A 18A:22-8.1.

J. Authorize Payment of Bills Between Board Meetings
BE IT RESOLVED, that the Board authorize the Business Administrator/Board Secretary to approve the payment of bills between board meetings pursuant to N.J.S.A. 18A:19-4.1. Such warrants shall be presented to the board at the next Regular Business Meeting for ratification.

K. Approve 403(b), 457(b) and Third Party Plan Administrator
BE IT RESOLVED, that the Board approve the following 403(b) and 457(b) plan providers and to designate PlanConnect as the Tax Sheltered Annuity Third Party Administrator: Equitable, Orion, Lincoln Financial, MetLife, Security Benefit and Vanguard

L. Approve Cooperative Purchasing Membership Agreements
BE IT RESOLVED, that the Board approve membership in the following Cooperative Purchasing Agreements: Education Data Services, Hunterdon County Education Services Commission, PEPPM Technology Bidding, New Jersey Educational Computing Cooperative (NJECC), Morris County Cooperative Pricing Council (MCCPC), ACES, and Educational Services Commission of New Jersey

M. Approve the Following Resolution Authorizing Bid/Quote Thresholds:
WHEREAS the procurement Law 18A:18A-2, was signed into law by former Governor Whitman and became effective on April 17, 2000, and;
WHEREAS 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and;
WHEREAS 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution, and;
WHEREAS, 18A:18A-3 also authorizes a board of education to establish a bid threshold of $32,000 if they do not employ a qualified purchasing agent as determined by the Department of Community Affairs, and;
WHEREAS 18A:18A-37, c. provides that all contracts that are in the aggregate less than 15% ($4,800) of the bid threshold may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution.
NOW THEREFORE BE IT RESOLVED, that the Bethlehem Township Board of Education pursuant to the statutes cited above hereby appoints Kirby Hendershot, School Business Administrator/Board Secretary as its duly authorized purchasing agent, and is duly assigned the authority and responsibility for the purchasing activity of the Bethlehem Township School District, and;
BE IT FURTHER RESOLVED, that Kirby Hendershot is hereby authorized to award contracts on behalf of the Bethlehem Township Board of Education that are in the aggregate less than 15% ($4,800) of the bid threshold without soliciting competitive quotations, and;
BE IT FURTHER RESOLVED, that Kirby Hendershot is hereby authorized to seek competitive quotations, when applicable and practicable and award such contracts when they in the aggregate exceed 15% of the bid threshold but less than the established bid threshold.

N. Approve the Following Resolution Authorizing State Contract Purchases:
WHEREAS, Title 18A:18A-10 provides that, a board of education without advertising for bids, or after having rejected all bids obtained pursuant to advertising therefore, by resolution may purchase any goods or services

pursuant to a contract or contracts for such goods or services entered into on behalf of the State by the Division of Purchase and Property, and;
WHEREAS, the Bethlehem Township School District has the need, on a timely basis, to procure goods and services utilizing state contracts, and;
WHEREAS, the Bethlehem Township School District desires to authorize its purchasing agent to make any and all purchases necessary to meet the needs of the school district throughout the school year.
NOW, THEREFORE, BE IT RESOLVED, that the Bethlehem Township Board of Education does hereby authorize Kirby Hendershot, the district purchasing agent to make purchases of goods and services entered into on behalf by the State of New Jersey, Division of Purchase and Property utilizing its approved state contract vendor list.

O. Authorize Certified School Personnel to Collect and Maintain Pupil Records
BE IT RESOLVED that the Board authorize certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6A:32-7.1 et seq:
Personal data identifying each pupil enrolled in the district including pupil's name, address, telephone number, date of birth, name of parent(s)/guardian(s), citizenship, gender, standardized assessments, grades, attendance, classes attended, grade level completed, and year completed; Daily attendance; Description of pupil progress, including grade level, according to evaluation system used by the district; History and status of physical health per state regulations; Special education records pursuant to relevant rules and laws; All other records required by the New Jersey State Board of Education.

P. Approval of Updated Job Descriptions for the 2025-2026 School Year - Attachment
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the the updated job descriptions for district personnel of the Bethlehem Township School District for the 2025-2026 school year.

Q. Approval of Authorization of Emergent Hires by the Superintendent as needed for the 2025-2026 School Year
BE IT RESOLVED, that the Board of Education hereby authorizes the Superintendent to take appropriate action to effectuate any necessary emergent hires in order to address any unfilled positions, unanticipated resignations and/or retirement that may occur between today and the date of the next board meeting so that the District's schools are appropriately staffed to provide support and instruction during the 2025-2026 school year. Any such emergent hires are subject to ratification and approval by the Board at its next regularly scheduled meeting.

Motion by Mr. Hale, seconded by Mr. Glazar to approve Annual School Operation items A-Q. On a roll call vote, items A-Q were approved as follows: 5-0-0 (aye Glazar, Gregor, Hale, Yager, MacDonnell)

XVII. OLD BUSINESS
NONE

XVIII. NEW BUSINESS
NONE

XIX. PUBLIC COMMENTS

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

No public comment

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

XX. EXECUTIVE SESSION (If necessary)
No second executive session

XXI. GOOD OF THE ORDER

XXII. NOTEWORTHY DATES:

1. August 13**,** 2025 (No board meeting in July) - Regular Meeting of the Board of Education - EHMS Library/STEAM RM. - Public meeting begins at 7:00 p.m.

XXIII. ADJOURNMENT

Motion to adjourn by Mr. Hale, seconded by Mr. Gregor. On a voice vote, all were in favor. Meeting adjourned at 7:46 p.m.

Respectfully Submitted,

Kirby Hendershot
School Business Administrator/Board Secretary
Approved on 8/13/2025