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

REGULAR MEETING MINUTES
WEDNESDAY, FEBRUARY 21, 2024 at 7:00 p.m
Ethel Hoppock Middle School - Library/STEAM Room

I. CALL TO ORDER - President MacDonnell called the meeting to order at 6:33 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, Ms. Jenny Holmes, Mr. Daniel MacDonnell, and Ms. Jennifer Seibert, Ms. Stephanie Yager

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

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

Motion by Ms. Holmes, seconded by Ms. Yager to enter closed session at 6:35 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 for approximately 30 minutes to discuss the following: Student Matters.
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 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 Mr. Hale to reconvene in public session at 7:20 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. CORRESPONDENCE

None

VIII. 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, seconded by Mr. Glazar to open public comment.
Seeing no comments from the public, Mr. MacDonnell called for a motion to close public comment.
Motion by Mr. Glazar, seconded by Mr. Hale to close public comment.

IX. MINUTES - M1

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

January 17, 2024 Regular Meeting Minutes
January 17, 2024 Executive Meeting Minutes

Motion by Mr. Gregor, seconded by Mr. Hale to approve Minutes item A. On a roll call vote, the minutes were approved as follows: (7-0-0) Aye (Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell).

X. SCHOOL BOARD PRESIDENT REPORT

Mr. MacDonnell reported on having a Board update included in the Township newsletter.

XI. CHIEF SCHOOL ADMINISTRATOR REPORT

- Update - Curriculum Progress - Mr. Kris Boganski, Director of Curriculum and Instruction

XII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Latzke provided an update on the following: Board member training and disclosure forms, recent fire inspection and updates required for lighting and signage, food service RFP, and DEP grant for emerging contaminants. Budget update - district is waiting for final State Aid numbers after Governor Murphy address. 2% levy increase is included in the proposed district budget..

XIII. FINANCE

Committee Members: Thomas Gregor, Mike Hale 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 January 18, 2024 through February 21, 2024 for a total amount of $1,181,924.64 which includes three payrolls:

January 18, 2024	$3,512.72
January 30, 2024	$237,968.12
February 15, 2024	$242,879.10

B. Acceptance and Approval of Board Secretary's Report for the month of January 2024 - Att B

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for January 2024, and after review of the Board Secretary's and January 2024 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 January 2024 - Att C
BE IT RESOLVED that the Board approve the line item transfers for January 1, 2024 through January 31, 2024 in the amount of $172,005.10

D. Approval of Resolution regarding Special Education Medicaid Initiative (SEMI) Program Waiver of Requirements

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following resolution regarding Special Education Medicaid Initiative (SEMI) Program

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2024-2025, and
Whereas, the Bethlehem Township Board of Education desires to apply for this waiver due to the fact that the district projects having fewer than 40 Medicaid eligible classified students.
Now, Therefore Be It Resolved, that the Bethlehem Township Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of NJAC 6A23A-5.3 for the 2024-2025 school year.

E. Authorization of General Fund Account Investment
BE IT RESOLVED that the Board Authorize the School Business Administrator to invest General Fund account balance with Citizens Bank Insured Deposit Program according to 18A:20-37.

F. Approval of Bond Counsel Services Agreement - Att F
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the Bond Counsel Services Agreement with the firm, Wilentz, Goldman & Spitzer, P.A. Fees for these services will be in accordance with the submitted proposal. Amount not to exceed $10,000.

G. 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
2/21/2024, 2/28/2024, 3/6/2024, &	Bree Brace	School Safety Specialist Academy, Freehold, NJ	0	180.48	0	0

3/13/2024						
2/28/2024	Edward Grannis	Workshop - Using Explanation & Argument to Assess Learning, RVCC, North Branch, NJ	$150	$12.22	0	0
3/12/2024	Edward Grannis	Workshop - Defining Problems & Solutions for Engineering, RVCC, North Branch, NJ	$150	$12.22	0	0
3/13/2024	Lou Pilato	Workshop - Breaking from the Amistad Part One New Brunswick, NJ	$0	$0	$0	$0
3/13/2024	Francesca Sebastiani	Rutgers Workshop - Language and Culture in the classroom, New Brunswick, NJ	$180	$0	$0	$0
3/18 & 3/19/2014	Sally Klemm, Ed.D.	Women's Leadership Conference, Somerset, NJ	$419	$0	$0	$0
5/10/2024	Edward Abato, Bree Brace, Sally Klemm, Ed.D. Bonnie Mulhern, Kim Intrabartolo, & Pam Ferrullo	NJ Gov. Teacher of the Year Recognition Luncheon Program, Frenchtown, NJ	$360	$0	$0	$0

Mr. Gregor gave the report. Budget update and discussion of Preschool expansion.

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

Motion by Gregor, seconded by Glazar to rescind approval of Finance items A through G. On a roll call vote, motion was approved as follows:(7-0-0) Aye (Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell).

Motion by Hale, seconded by Glazar to approve Finance items A through G. On a roll call vote, items A through F were approved as follows: (6-0-1) Aye (Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell). Item G was approved as follows: Aye (Glazar, Hale, Holmes, Seibert, Yager, MacDonnell), Abstain (Gregor).

XIV. PERSONNEL

Committee Members: Thomas Gregor, Michael Hale and Jennifer Seibert

A. Acceptance of Letter of Resignation for Purposes of Retirement

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept the resignation of the following staff member for purposes of retirement:

Name	Effective Date
Tammie Race	June 30, 2024

B. Approval of Amended Leave of Absence Request

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

Employee ID	Leave Action	Type of Leave	Paid Leave Dates	Unpaid Leave with Benefits if Applicable	Unpaid Leave without Benefits	Return Date
8114	Approve	Medical/ FMLA/NJFLA	N/A	1/29/24-6/7/24	N/A	First day of 24-25 school year

C. Approval of Stipend Advisor for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following stipend advisor for the 2023-2024 School Year:

Staff Member	Stipend Activity	Amount
Edward Wyant	Softball Coach	$2,053.00

D. Approve Staff Unpaid Leave of Absence Days

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following unpaid absence days for the following staff member:

Staff Member	Unpaid Leave Days
Shannon Scanlon	February 14, 15 and 16, 2024

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

XV. SCHOOL OPERATIONS

Committee Members: Michael Hale, Daniel MacDonnell and Greg Glazar

A. Acceptance of Fire and Security Drill Reports for the month of January 2024

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

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
January 2024	TBC	01/30/2024	01/31/2024
January 2024	EHMS	01/30/2024	01/31/2024

B. Approval of Natural Gas Study - Att B

BE IT RESOLVED that the Board approve the proposal by KAR Engineering Services to provide the engineering necessary to generate a load letter required to file for a new natural gas service in the Bethlehem Township School system. Amount not to exceed $3,000.00.

Mr. Hale gave the report. Committee discussed natural gas study and impact of Preschool expansion on current building capacity.

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

XVI. EDUCATION & POLICY

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

A Approval of Class Trips

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

Grades	Where
6th	Liberty Science Center, Jersey City, NJ
8th	Dorney Park, Allentown, PA

B. Harassment, Intimidation and Bullying (HIB) Report

BE IT RESOLVED, that the Bethlehem Township Board of Education reviewed the Harassment, Intimidation, and Bullying case presented on January 17, 2024, 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	12/08/2023	10	No	School Counseling and Consequences based on the student Code of Conduct

Ms. Yager gave the report. Discussion of Preschool expansion. Suggested interest survey to gauge interest.

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

XVII. OLD BUSINESS

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

January 4, 2024 Executive Meeting Minutes

Motion by Mr. Glazar, seconded by Mr. Gregor to approve amended minutes. Minutes were approved as follows: (6-0-1) Aye (Glazar, Gregor, Hale, Holmes, Seibert, MacDonnell), Abstain (Yager).

XVIII. NEW BUSINESS

XIX. PUBLIC COMMENTS

Motion by Mr. Gregor, seconded by Mr. Glazar to open public comment.

Dr. K. O'Conner - District has five years to meet the universe requirement and district could start with adding a few sections. Union Township program started this year. Preschool is an investment that will benefit the whole district.

Seeing no further comments from the public, Mr. MacDonnell called for a motion to close public comment. Motion by Mr. Hale, seconded by Mr. Gregor to close public comment.

XX. GOOD OF THE ORDER

Discussion of how committee members are selected. Ms. Holmes asked that there would be input from new members on committees and if committee positions could be rotated throughout the year. Mr. MacDonnell

suggested that committee members reach out to other members if they are interested in changes committee appointments or to fill a spot as an alternate member if someone is unable to attend a meeting.

XXI. NOTEWORTHY DATES:

1. March 13, 2024 - Regular Meeting of the Board of Education - EHMS Library/STEAM RM. - Public meeting begins at 7:00 p.m.

XXII. ADJOURNMENT

Motion by Ms. Yager, seconded by Mr. Glazar to adjourn. On a voice vote, all were in favor. Meeting adjourned at 9:12 p.m..

Respectfully submitted,

Brian Latzke

Brian Latzke
Business Administrator/Board Secretary

Approved 3/13/2024