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

REGULAR MEETING MINUTES
WEDNESDAY, MAY 15, 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 6:32 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 (7:02), Mr. Michael Hale, Mr. Daniel MacDonnell, Ms. Jennifer Seibert, and Ms. Stephanie Yager
Board Members Absent: Ms. Jenny Holmes
District Administrators Present: Edward Abato - CSA and Brian Latzke - SBA/BS

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

Motion by Ms. Yager , seconded by Mr. Glazar to enter closed session at 6:33 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 minutes 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. Glazar, seconded by Ms. Seibert to reconvene in public session at 7:03 p.m.

VI. DISTRICT GOALS

1. Goal: Referendum - Planning

Objective: To successfully prepare and promote a critical school district referendum in January 2025 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. PRESENTATION/RECEPTION FOR EDUCATOR OF THE YEAR, EDUCATIONAL SERVICES PROFESSIONAL AND RETIREES

The following staff members were recognized:

- Kim Intrabartolo (Educator of the Year)
- Pamela Ferrullo (Educator of the Year)
- Bonnie Mulhern (Educational Services Professional of the Year)
- Tammie Race (Retirement)
- Janine Bitters (Retirement)

VIII. CORRESPONDENCE

None

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 Ms Yager, seconded by Mr. Gregor to open Public Comment. On voice vote, all were in favor.

- Seeing no one from the public wishing to comment, Mr. MacDonnell called for a motion to close public comment.

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

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.

April 24, 2024 Regular Meeting Minutes
April 24, 2024 Executive Meeting Minutes

Motion by Mr. Gregor, seconded by Mr. Hale to approve Minutes item A. On a roll call vote, item A was approved as follows: **4/24/24 Regular Meeting Minutes** 6-0-0 (aye Glazar, Gregor, Hale, Seibert, Yager, MacDonnell) **4/24/24 Executive Meeting Minutes** 5-0-1 ((aye Glazar, Hale, Seibert, Yager, MacDonnell; abstain Gregor)

XI. SCHOOL BOARD PRESIDENT REPORT

Mr. MacDonnell reported conference call with North Hunterdon sending district Board members.

XII. CHIEF SCHOOL ADMINISTRATOR REPORT

Mr. Abato discussed the following items:

- NJSLA testing and thank you to administration and guidance for managing testing
- Rocket launch in STEM with Ms. Intrabartolo's class
- 8th Grade Dance
- NH Peer Leaders visited with 8th Grade students
- PTA activities - Fun Run and Book Fair

A. 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 April 24, 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
Conley	3/18/2024	3	Unfounded	
Conley	03/20/2024	4	Unfounded	
Conley	03/21/2024	5	Unfounded	
Conley	04/09/2024	6	Confirmed	
Hoppock	03/22/2024	23	Unfounded	
Hoppock	03/25/2024	24	Unfounded	
Hoppock	03/22/2024	25	Confirmed	
Hoppock	04/06/2024	26	Unfounded	

Motion by Mr. Hale, seconded by Ms. Yager to uphold the HIB findings and recommendations of the Chief School Administrator. On a roll call vote, HIB findings were approved as follows: 5-0-1 (aye Gregor, Hale,, Seibert, Yager, MacDonnell; abstain Glazar)

XIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Mr. Latzke gave an update on the recent information regarding additional state funding and tax levy. The district did not receive additional funding, but is eligible to increase the tax levy beyond 2%. Additional authority to tax will not become banked cap for future years.

XIV. FINANCE

Committee Members: Thomas Gregor, Jenny Holmes, 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 April 25, 2024 through May 15, 2024 for a total amount of $572,213.04 which includes two payrolls:

April 30, 2024	$232,152.24

May 15, 2024	$234,973.22

B. Acceptance and Approval of Board Secretary's Report for the month of April 2024 -Att A Att B
BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for April 2024, and after review of the Board Secretary's and April 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 April 2024 - Att C
BE IT RESOLVED that the Board approve the line item transfers for April 1, 2024 through April 30, 2024 in the amount of $35,325.00

D. Award Food Services Contract for Base Year 2024/2025 - Att D
WHEREAS, the Bethlehem Township Board of Education ("SFA") issued a Request for Proposals for Food Services Management Company (FSMC) for the term of one (1) year with the option for four (4) one-year extensions; and
WHEREAS, the district received one response to its request from Maschio's Food Services; and
WHEREAS, the proposal was evaluated based upon criteria set forth in the Request for Proposals to determine the contractor providing the Proposal that was most advantageous to the Board based on an analysis of price and other factors; and
WHEREAS, utilizing the evaluation criteria, Maschio's Food Services, was determined to be the vendor providing the proposal that was most advantageous to the Board of Education;
NOW THEREFORE BE IT RESOLVED that the Bethlehem Township Board of Education appoints Maschio's Food Services "FSMC" as the District's Food Service Provider for a period of July 1, 2024 through June 30, 2025 as follows:

1. FSMC Fee: The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of $15,000.00 to compensate the FSMC for administrative and management costs. This fee shall be included as a cost of operation and billed in 10 monthly installments of $1,500.00 per month. The SFA guarantees the payment of such costs and fee to the FSMC.
2. Guarantee Information: There is no guaranteed financial performance.
3. Total Estimated Cost of Contract: Total estimated expenses (cost) include food, labor, supplies, other expenses, and FSMC management fee. The Total Estimated Cost of Contract is $141,331.14

E. Approve Shared Services Agreement for Transportation Services with Delaware Valley Regional High School (DVRHS) 2024/2025
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approves the agreement with Delaware Valley Regional High School Joint Transportation Services (DVRHS) in Frenchtown, NJ (agreement on file in the Board Business Office) for DVRHS to provide to the Board Administrative Services (Student Transportation Routing Services, Scheduling Services, Quoting of Field Trips and Submission of the Annual District Report of Transported Resident Students (DRTRS) to the NJ Department of Education, for the amount of $16,116.

F. Approve Application and Receipt of a Safety Grant Award
WHEREAS, the New Jersey Schools Insurance Group ("NJSIG") is a school board insurance group

authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;
WHEREAS, the Bethlehem Township Board of Education, hereinafter referred to as the "Educational Institution," is a member of NJSIG; and,
WHEREAS, in accordance with NJSIG Policy 3710, the goal of the safety grant program is to provide members the necessary resources to complete risk reduction projects and improve the safety of the population NJSIG members serve.
NOW THEREFORE, BE IT BE IT RESOLVED that: 1) The Educational Institution applies for a safety grant through the NJSIG safety grant program for the 2024 fiscal year in the amount of $3,100 for the purposes set forth in their safety grant application, which is attached hereto; and, 2) The Business Administrator or their designee is hereby authorized to take all action necessary to apply for and receive a safety grant award.

G. Renewal of Auditor for the 2024-2025 School Year
BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator, approve an Agreement with BKC, CPAs, PC for auditing and accounting services for the 2024-2025 School Year in the amount of $22,500.

H. 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
5/31/24	Brian Latzke	Strauss Esmay Education Policy and Law Seminar Brookdale Community College	0	0	0	0

I. Approve Special Education School
BE IT RESOLVED, that the Board, upon recommendation of the Chief School Administrator, approves the following school for the 2024/2025 school year.

Student #	Provider	Location	Tuition
280349	Montgomery Academy	Basking Ridge, NJ	$78,750.00

Motion by Mr. Hale, seconded by Mr. Glazar to approve Finance items A - I. On a roll call vote, items A-I were approved as follows: 6-0-0 (aye Glazar, Gregor, Hale, Seibert, Yager, MacDonnell).

XV. PERSONNEL

Committee Members: Thomas Gregor, Jenny Holmes, and Jennifer Seibert

A. Reappointment of Tenured Certificated Staff for the 2024-2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, renew the employment of the following tenured certificated teaching staff members for the 2024-2025 school year: (Salaries may be adjusted upon ratification of new bargaining agreement)

Name	Column	Step	Salary
Arancio, Cynthia	BA+15	12	$73,789.00
Ayotte, Lily	BA	6	$60,639.00
Billera, Rebecca	MA	5	$62,089.00
Bobal, Kenneth	MA	7	$65,589.00
Brotzman, Thomas	MA+15	OG7	$81,066.00
Ciocon, Alison	MA+30	OG3 (0.8 FTE)	$73,346.00
Dagostino, Meghan	MA+30	7	$68,789.00
Dilts, Charity	BA+15	7	$63,989.00
Eriksen, Laura	BA+15	7	$63,989.00
Ferrullo, Pamela	BA	8	$64,139.00
Grannis, Edward	MA+15	OG4	$87,462.00
Jeter, Kamerone	MA	7	$65,589.00
Kelly, Angela	MA + 15	5	$63,689.00
Knaub, Betsy	BA	OG7	$76,010.00
Lampariello, Sarah	MA+15	8	$68,939.00
Lazier, Rachel	BA	8	$64,139.00
Linnen, Ann Marie	MA	6	$63,839.00
Manning, James	BA	12	$72,189.00
Mergott, Annie	MA	OG7	$79,380.00
Pilato, Louis	BA+15	OG6	$79,286.00
Radcliffe-McGinnis, Heather	MA	12	$75,389.00
Scanlon, Shannon	BA +15	5	$60,489.00
Swenson, Jenifer	MA+30	OG8	$81,264.00
Vizian, Kelly	BA	OG8	$74,645.00
Wellbrock, Lindianne	BA	7	$62,389.00
Williams-Baumann, Debra	MA+15	OG3 (0.6 FTE)	$53,915.00
Wyant, Edward	MA+30	OG2	$95,714.00

B. Approval of Renewal of Employment of Non-Tenured Administrators for the 2024-2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator renew the employment of the following certificated administrators:

Last Name	First Name	Year	Status (12 Month)	Position	Salary
Boganski	Kristopher	3	1.0 FTE	Director of Curriculum and Instruction	$90,177.00
Brace	Bree	2	1.0 FTE	Principal - Thomas B. Conley School	$97,850.00

C. Approve Reappointment of Tenured Administrator for the 2024-2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator renew the employment of the following certificated administrator.

Last Name	First Name	Status (12 Month)	Position	Salary
Klemm	Sally	1.0 FTE	Director of Student Services	$121,391.00

D. Approval of Salaries for Unaffiliated and Support Staff for the 2024-2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the salaries for the following Unaffiliated and Support Staff for the 2024-2025 School Year

Name	Position/Location	Annual Salary
Andrews, Daniel	Custodian	$40,733.00
Morales, Reinaldo	Head Custodian - Conley	$51,743.00
Otero, Melvin	Head Custodian - Hoppock	$51,743.00
Peters, Katherine	Custodian	$40,733.00
Schendel, Stuart	Custodian	$38,110.00
Coletti, Michele L	Business Office Manager	$66,071.00
Lee, Lisa	Technology Coordinator	$78,064.00
Mulvey, Raymond	Facilities Manager	$96,408.00
Baglioni-Conover, Shannon	FT Aide - 10 month	$25,388.00
Colon, Jill	FT Aide - 10 month	$27,583.00
Crisafi, Cara	PT Aide - 10 month (0.5 FTE)	$13,122.00
Morales, Kiara	FT Aide - 10 month	$23,175.00
Mulhern, Bonnie	FT Aide - 10 month	$25,388.00
Stewart, Tara	FT Aide - 10 month	$25,388.00

Andrews, Margaret	Secretary (CSA)	$74,129.00
Bramick, Ellen	Secretary (Hoppock)	$46,459.00
O'Keefe, Vanessa	Secretary (CST) (0.5 FTE)	$23,371.00
Roling, Christine	Secretary (Conley)	$48,204.00

**All employees are 12-month unless otherwise noted.*

E. 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 day for the following staff member(s):

Staff Member	Unpaid Leave Days
Cailla Minerowicz	4/15/2024 and 5/6/2024 (2 days)
Shannon Scanlon	4/29/2024 - 4/30/2024 (2 days)
Nicholas Scaturro	4/5/2024 (0.5 days)

F. Approval of 2024 Summer Camp Assistant

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following 2024 Summer Camp Assistant:

Staff Member	Position	Amount
Shannon Baglioni-Conover	Camp Mulhern Sports & Games Assistant	Up to 48 hours @ $35.00 per hour

G. Approval of 2024 Extended School Year (ESY) Aide

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the following 2024 ESY Aide:

Staff Member	Position	Amount
Kiara Morales	Extended School Year (ESY) Aide	$17.76/hour

H. Approve Contracts for 2024/2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve contracts for the following individuals for the 2024-2025 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
Michael Wilpiszeski	MA + 15 Pending verification	8	$68,939	English/Lang. Arts Teacher	8/19/2024

Name	Level	Step	Salary	Position	Start Date
Briana Jordan	MA + 30 Pending verification	9	$72,289	School Psychologist	8/19/2024
Ms. Lynn Roberto	BA	1	$52,889	Elementary Teacher	8/19/2024
Ms. Peyton Mann	BA	1	$52,889	Elementary Teacher	8/19/2024

I. Approve Additional Paraprofessional Hours
BE IT RESOLVED, that the Board, upon recommendation of the Chief School Administrator, approves the additional paraprofessional hours to be provided by HCESC from May 20, 2024 through June 7, 2024. Total of 15.5 hours per week at $28.40 per hour.

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

Employee	Type of Leave	Paid Leave Dates	Unpaid Leave with Benefits if Applicable	Unpaid Leave w/o Benefits	Return Dat
7946	Medical/ FMLA/NJFLA	5/3/2024-6/7/2024	N/A	N/A	8/19/2024

Motion by Mr. Gregor, seconded by Mr. Glazar to approve Personnel items A - J. On a roll call vote, items A-J were approved as follows: 6-0-0 (aye Glazar, Gregor, Hale, Seibert, Yager, MacDonnell).

XVI. SCHOOL OPERATIONS

Committee Members: Michael Hale, Daniel MacDonnell and Greg Glazar

A. Acceptance of Fire and Security Drill Reports for the month of April 2024
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, accept the Fire Security and Bus Evacuations Drills for the month of April for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL	BUS EVACUATION DRILL
April 2024	TBC	4/15/2024	4/24/2024	4/16/2024
April 2024	EHMS	4/26 /2024	4/05/2024	4/16/2024

B. Approval of Hunterdon County YMCA Program for 2024/2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the

YMCA School Age After School Child Care Program for our district for the 2024-2025 School Year (Before School Program will run pending enrollment.) The YMCA program will be held onsite at Thomas B. Conley School for children in grades K-8 who are enrolled in our school district.

Motion by Mr. Hale, seconded by Mr. Gregor to approve School Operations items A - B. On a roll call vote, items A-B were approved as follows: 6-0-0 (aye Glazar, Gregor, Hale, Seibert, Yager, MacDonnell).

XVII. 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 trips:

Grades	Where
6-8	Hoppock Band students to Conley School for Spring Concert Rehearsal
5	5th grade students to visit Hoppock School for Move-Up Day
8	Graduation practice at Conley School

Motion by Mr. Gregor, seconded by Mr. Glazar to approve Education and Policy item A. On a roll call vote, item A was approved as follows: 6-0-0 (aye Glazar, Gregor, Hale, Seibert, Yager, MacDonnell).

XVIII. OLD BUSINESS

None

XIX. NEW BUSINESS

None

XX. PUBLIC COMMENTS

Motion by Mr. Hale, seconded by Mr. Glazar to open Public Comment. On voice vote, all were in favor.

- Seeing no one from the public wishing to comment, Mr. MacDonnell called for a motion to close public comment.

Motion by Mr. Hale, seconded by Mr. Yager to close Public Comment. On a voice vote, all were in favor.

XXI. GOOD OF THE ORDER

The Board discussed the presentation from the previous week. Questions surrounding the following topics:

- wanting a more granular budget by item
- how will work be phased in over time

- location of preschool entrance/security vestibule
- planning future around preschool expansion
- splitting question vs having one referendum question
- agreement that the district should stay within the debt limit and not encroach on the municipality limit.

XXII. EXECUTIVE SESSION

Motion by Mr Hale, seconded by Mr. Glazar to enter closed session at 9:00 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 minutes to discuss the following: Personnel

BE IT FURTHER RESOLVED that the Board of Education will not 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. Glazar to reconvene in public session at 9:43 p.m. On a voice vote, all present were in favor.

XXIII. NOTEWORTHY DATES:

1. June 26, 2024 - Regular Meeting of the Board of Education - EHMS Library/STEAM RM. - Public meeting begins at 7:00 p.m.

XXIV. ADJOURNMENT

Motion by Mr. Glazar, seconded by Ms. Seibert to adjourn. On a voice vote, all were in favor. Meeting adjourned at 9:45 p.m..

Respectfully submitted,

Brian Latzke

School Business Administrator/Board Secretary

Approved 6/26/24