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

REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 18, 2023 at 7:00 p.m
Ethel Hoppock Middle School Library

I. **CALL TO ORDER** - President Harris called the meeting to order at 6:31 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: Kyle Harris - President, Michael Hale - Vice President, Thomas Gregor, Daniel MacDonnell, Travis Roop, Jennifer Seibert and Stephanie Yager

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

V. **EXECUTIVE SESSION**

Motion by Roop, seconded by Hale to enter closed session. On a unanimous voice vote, the Board entered closed session at 6:32 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 Hale, seconded by MacDonnell to reconvene in public session. On a unanimous voice vote, the Board reconvened in public session at 7:00 p.m.

VI. CORRESPONDENCE

A. Parliyan - Conley exterior lights - email

VII. PUBLIC COMMENTS - Agenda Items Only

Public participation at board meetings is intended to allow individual members of the public to address the Board of Education on issues of public concern. The public comment period is an opportunity for the Board to listen to citizen concerns, but not to debate issues or enter into a question-and-answer session or a "cross examination" between the public and individual members. While all comments made by the public will be taken under advisement, the Board will not respond to comments made by the public.

- Pursuant to Board Policy #0167:
  - all statements from the public must be directed to the President or other presiding officer; no participant may address or question board members individually.
  - members of the public who wish to make a statement during the Public Comments portion of the meeting may speak for no more than three (3) minutes.
  - members of the public must identify themselves prior to speaking. Please state your name and address and group affiliation, if appropriate.

Mr. Harris asked if there were any comments from the public on agenda items. There were no comments from the public.

VIII. MINUTES - M1

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

September 20, 2023 Regular Meeting Minutes
September 20, 2023 Executive Meeting Minutes

Motion by Roop, seconded by MacDonnell to approve Minutes Item A. On a roll call vote, the minutes were approved as follows (7 - 0 - 0); aye: Gregor, Hale, MacDonnell, Roop, Seibert, Yager, Harris

IX. CHIEF SCHOOL ADMINISTRATOR REPORT

- NJSLA Testing Presentation -Mr. Abato, Mrs. Brace, Dr. Klemm and Mr. Boganski
- QSAC Results for monitoring period from the 2022/2023 school year - Att #1 and Att #2
  - District received a rating of Highly Effective.
- Mr. Abato provided updates on Vocational Technical presentation to 8th grade, North Hunterdon articulation meeting, teacher professional development on PLC's and assessment, new choir stipend, and district HIB team training.

X. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- Meeting with administrators to begin budget planning for the 24/25 school year.
- Currently submitting the district transportation report and 24/25 state aid application.

XI. FINANCE

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Approval of Bills List - Att A

BE IT RESOLVED that the Board approve the attached list of district bills for payment as presented by the School Business Administrator for the period September 21, 2023 through October 18, 2023 for a total amount of $766,840.91 which includes two payrolls:

September 30, 2023	$235,519.83
October 15, 2023	$234,493.13

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

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

BE IT RESOLVED that the Board approve the line item transfers for September 1, 2023 through September 30, 2023 in the amount of $17,850.00.

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**
ongoing	Brian Latzke	UST A/B Operator (virtual)	$295	$0	$0	$0
Oct. 20, 2023 - ½ day- pm	Thomas Brotzman	Athletic Director's Mtg. at Hoppock Sch.	$0	$0	$0	$0
Feb. 27, 2024 - 1 day	Heather Radcliffe-McGinnis	NJAHPERD Annual Convention,	$169	$45.68	$0	$0

		Princeton, NJ				

E. Approval of Joint Transportation Agreement 2023/2024

BE IT RESOLVED that the Board approve a joint transportation agreement with Lebanon Township School District (host) Bethlehem Township School District (joiner) for the provision of Choice Student Transportation to Lebanon Township Schools for the 2023-2024 school year, at a rate of $1,000 per student for two students.

F. Approval of Amended ARP ESSER Grant

BE IT RESOLVED, that the Board approves the submission of an amended ARP ESSER grant application.

G. Authorize The School Business Administrator Of Bethlehem Township Board Of Education To Invest Funds In The New Jersey Asset & Rebate Management Program

BE IT RESOLVED by the Bethlehem Township Board of Education as follows:

1. The Bethlehem Township Board of Education hereby finds and determines that (a) the School Business Administrator has received and reviewed (i) the Information Statement dated as of January 3, 2005 describing the New Jersey Asset & Rebate Management Program ("NJ/ARM") and (ii) the Amended and Restated Interlocal Services Investment Agreement governing the NJ/ARM Program ("Program Agreement") and (b) the School Business Administrator has been afforded the opportunity to discuss NJ/ARM with the Investment Administrator and Special Counsel to NJ/ARM and the Board has determined that it is in the best interests of the Bethlehem Township Board of Education to authorize the Bethlehem Township Board of Education to participate in NJ/ARM.
2. The Program Agreement is hereby approved and the School Business Administrator is authorized to execute the Program Agreement on behalf of the Bethlehem Township Board of Education].
3. U.S. Bank, N.A., as Custodian for the NJ/ARM Program, is hereby approved to act as a depository of Public Funds for the Bethlehem Township Board of Education
4. The Board acknowledges that its decision to authorize the participation in NJ/ARM is based solely on the information set forth in the Information Statement and in the Program Agreement.
5. This resolution shall take effect immediately upon its adoption.

Motion by Roop, seconded by MacDonnell to approve Finance items A through G. On a roll call vote, items A through G were approved as follows (7 - 0 - 0); aye: Gregor, Hale, MacDonnell, Roop, Seibert, Yager, Harris

XII. PERSONNEL

Committee Members: Kyle Harris, Travis Roop and Jennifer Seibert

A. Approval of establishment of new Stipend Positions for the 2023/2024 School Year

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

Stipends (New)	Amount
Conley Drama Director	$2,500.00

Hoppock Choir Director	$1,500.00

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
Vanessa O'Keefe	Hoppock Drama Director	$2,500.00
Cailla Minerowicz	Conley Drama Director (New)	$2,500.00
Karl MacQueen	Hoppock Choir Director (New)	$1,500.00

C. Approval of Substitutes for the 2023/2024 School Year
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following substitutes for the 2023/2024 school year.

Name	Certification	Position
Nancy Hill	Substitute	Substitute Teacher
Nick Pastula	Substitute	Custodian

D. Rescind Staff appointments for the 2023/2024 School Year
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, rescind the following staff appointments:

Name	Effective Date
Hermes Jamie Rocha	October 1, 2023
Micaela Applegate	October 20, 2023

E. Approval of Custodian for the 2023/2024 School Year
BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following staff member subject to further investigation pursuant to law.

Name	Position	Salary	Effective Date
Stuart Schendel	Custodian	$37,000	November 6, 2023

F. Approve Contract for 2023/2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve a contract for the following individual for the 2023/2024 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
Kaitlyn Petrovski	BA	1	$52,889.00	Third Grade Teacher	on or about 12/6/2023

G. Approval of Teacherto serve as a Tutor for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following teacher to serve as a tutor at the rate of $45.00 per hour for the 2023/2024 school year. To be paid with ARP ESSER funds until exhausted.

Name	Number of hours
Ann Marie Linnen	60

H. Approval of Leave of Absence Request

BE IT RESOLVED that the Board, upon the recommendation of the Chief School Administrator, approve the following leave of absence 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 Dat
8114	Approv e	Medical/ FMLA/NJFLA	N/A	1/29/24-5/30/24	5/31/24– 6/30/24	First day of 24-25 schoc year

I. Approval of Curriculum Writers for the 2023-2024 School Year

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the following teachers to serve as curriculum writers at the rate of $35.00 per hour (not to exceed 15 hours of curriculum work per person) for the 2023/2024 school year:

Teacher's Name
Tammie Race
Gabrielle MacQueen

Motion by Hale, seconded by Roop to approve Personnel Items A through I. On a roll call vote, items A through I were approved as follows (7 - 0 - 0); aye: Gregor, Hale, MacDonnell, Roop, Seibert, Yager, Harris

XIII. BUILDINGS AND GROUNDS

Committee Members: Michael Hale, Dan MacDonnell and Jennifer Seibert

XIV. SCHOOL OPERATIONS

Committee Members: Stephanie Yager, Michael Hale and Tom Gregor

A. Approval of Second Reading of Policies

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator approve the Second Reading of the following policies:

P 4160 Physical Examination - Support Staff (M)
P 3218 Use, Possession, or Distribution of Substances (M)
P 3221 Evaluation of Teachers (M)
P 3222 Evaluation of Teaching Staff Members, Excluding Teachers & Admin.(M)
P 3223 Evaluation of Admin., Excl. Principals, Vice-Prin. & Assist. Prin. (M)
P 3224 Evaluation of Principals, Vice Principals & Assist. Principals (M)
P 3240 Professional Development for Teaches and School Leaders (M)
P 4125 Employment of Support Staff Members (M)

B. Acceptance of Fire, Security Drill and Bus Evacuation Reports for the month of September 2023

BE IT RESOLVED that the Board upon recommendation of the Interim Chief School Administrator, accept the Fire, Security Drill, and Bus Evacuation Reports for the month of September for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL	BUS EVACUATION
September 2023	TBC	9/1/2023	9/26/2023	9/26/2023
September 2023	EHMS	9/11/2023	9/6/2023	9/26/2023

C. Approval of Hazard Communication Plan - Att D

BE IT RESOLVED that the Board approve the written Hazard Communication Plan for the 2023/2024 school year.

D. Approval of Indoor Air Quality Plan - Att E

BE IT RESOLVED that the Board approve the written Indoor Air Quality Plan for the 2023/2024 school year.

E. Approval of District Goals for the 2023/2024 School Year - Att #F

BE IT RESOLVED that the Board, upon recommendation of the Chief School Administrator approve the District Goals for the 2023/2024 School Year.

F. Approval of Class Trips - Att #

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

Date(s)	Grades	Where	Bus provided by/cost
October 25, 2023	Preschool	West Portal Pumpkin Patch Asbury, NJ	No bus is needed.
May 17, 2024	Kindergarten	Doyle's Farm, Flemington, NJ	Bus quotes being obtained

G. Approval of Footprints for Life Program at Conley School for Second Grade

BE IT RESOLVED that the Board upon recommendation of the Chief School Administrator, approve the Footprints for Life Program provided free of charge through Hunterdon County Prevention Resources to the second grade. The proposed dates for the six week Footprints for Life Program are - 1/22/2024, 1/29/2024, 2/5/2024, 2/12/2024, 2/26/2024 and 3/4/2024.

Discussion: Mr. Gregor provided an update surrounding the committee conversation on Policy 5756 - Transgender Students. Discussion surrounding the policy by Board. Recommendation of Board attorney to allow the courts to decide and provide updates and recommendations to the policy rather than rescind the policy.

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

XV. OLD BUSINESS

XVI. NEW BUSINESS

XVII. PUBLIC COMMENTS

S. Wilder - Complimented testing data presentation. Ensure that the process keeps going when the district experiences leadership change. Agree to keep Policy 5756 in place and follow attorney recommendations.

B. Cochrane - Jealous of all these options for programs that are available to students now. Leave Policy 5756 to the courts.

XVIII. NOTEWORTHY DATES:

1. Wednesday, November 15, 2023 - Regular Board of Education Meeting - EHMS Library - Executive Session Meeting begins at 6:30 p.m. (not open to the public) and the Regular Public Meeting begins at

7:00 p.m.

XIX. ADJOURNMENT

Motion by Roop, seconded by MacDonnell to adjourn the meeting. On a unanimous voice vote, the meeting was adjourned at 9:12 p.m.

Respectfully submitted,

Brian Latzke
Business Administrator/Board Secretary
Approved 11/13/2023