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

REGULAR MEETING MINUTES
WEDNESDAY, OCTOBER 30, 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 6:34 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. Jen Seibert Mr. Daniel MacDonnell, and Ms. Stephanie Yager

Board Members Absent: Ms. Jenny Holmes

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

V. EXECUTIVE SESSION #1

Motion by Ms. Yager, Seconded by Mr. Glazar to enter closed session at 6:38 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 _____ to discuss the following: Student Matters, Personnel, and Negotiations.

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. Gregor, seconded by Mr. Glazar to return to public session at 7:07 p.m.

VI. CORRESPONDENCE

- Email from Amanda Kukwa on September 23, 2024
- Email from Lauren Matarazzo on October 14, 2024

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

There were no public comments.

Motion by Ms. Yager, seconded by Mr. Glazar 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.

September 18, 2024 Regular Board Meeting
September 18, 2024 Executive Session Meeting
October 15, 2024 Special Board Meeting

Discussion: None

Motion by Mr. Glazar, seconded by Ms. Yager to approve Minutes item A. On a roll call vote, the minutes were approved as follows: 6-0-0 (aye Glazar, Gregor, Hale, Yager, MacDonnell, Seibert)

IX. SCHOOL BOARD PRESIDENT REPORT

Mr. MacDonnell gave a report on the School Board Convention in Atlantic City that was attended by Mr. MacDonnell, Mr. Hale and Mr. Abato.

X. SUPERINTENDENT REPORT

- Patti Rees, NJSBA Field Service Rep - Introduction/Presentation
- NJSLA Results Presentation - BTSD Administrative Team (Mr. Abato, Mr. Boganski, Ms. Brace and Dr. Klemm)

XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Ms. Hendershot communicated the upcoming budget season, announced the Administrative Review coming up by SOARS and reported that the Audit has been wrapped up.

XII. FINANCE

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

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 September 19, 2024 through October 29, 2024 for a total amount of $1,131677.91 which includes three payrolls:

September 30, 2024	$239,870.15
October 15, 2024	$236,381.10
October 30, 2024	$236,762.02

B. Acceptance and Approval of Board Secretary's Report for the month of September 2024 *(Attachment September Board Secretary Report Fund 10, Fund 20, Fund 40 and September Reconciliation Report)*
BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for September 2024, and after review of the Board Secretary's and September 2024 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 September, 2024 *(Attachment September Transfers)*
BE IT RESOLVED that the Board approve the line item transfers for September 1, 2024 through September 30, 2024 in the amount of $10,891.97

D. Approve Submission of 2025-2026 Comprehensive Maintenance Plan (CMP) *(Attachment CMP)*
WHEREAS the Department of Education requires New Jersey School Districts to submit three-year

maintenance plans documenting required maintenance activities for each of its public-school facilities, and

WHEREAS the required maintenance activities as listed in the attached document for the various school facilities of the Bethlehem Township School District are consistent with these requirements, and

WHEREAS all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

THEREFORE, BE IT RESOLVED that the Bethlehem Township School District hereby authorizes the School Business Administrator to submit the 2025-2026 Comprehensive Maintenance Plan (CMP) for the District, as presented, in compliance with Department of Education requirements.

E. Approve the Bethlehem Township School District Maintenance Budget Amount Worksheet (Form M-1) and the detailed actual expenditure worksheet *(attachment Form M-1 & detailed expenditures)*, and to authorize its submission to the Hunterdon County Executive Superintendent

F. Approve the District 2024-2025 Budget Preparation Calendar as presented.

	2024
Distribute budget preparation materials to the Administrative Team and review guidelines.	October 30
Administrators gather information from staff to prepare budget submissions.	November
Submit budget to Business Administrator	December 2
Meeting with superintendent to discuss personnel	December 5
Calculate salaries, stipends, benefits, insurance and other expenses. Forecast preliminary revenues.	December
	2025
Department/Administrative meetings with BA and Superintendent to review budget submissions	January 6- January 10
Development of preliminary budget: identify new cost, capital projects	January/early February
Budget review: superintendent and BA	February 7
Submit preliminary budget with Finance Committee for review	February 11
NJDOE State Aid notices	Late February/early March

Presentation and Approval of preliminary budget	March (TBD)
Submit budget to Executive County Superintendent	March (TBD)
Public hearing and adoption of final budget	April (TBD)

G. Approval of Transportation Jointure Agreement for 2024-2025

BE IT RESOLVED, that the board upon recommendation of the Superintendent approve the transportation agreement with Lebanon Township School District (host) for the provision of Choice students in the amount of $2,000.

H. Approval of Contract for hospital School Services for the 24-25 school year

BE IT RESOLVED, that the board upon recommendation of the Superintendent approve the agreement with Children's Hospital of Philadelphia School Program at a rate of $64.49 per hour of service, for a maximum of up to 5 hours per week as needed.

I. 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
Oct. 24, 2024	Kamerone Jeter	NJ Behavioral Threat Assessment Training, Virtual Workshop	No cost	n/a	n/a	n/a
Oct. 25, 2024	Briana Jordan	Hunterdon County Vocational Sch. District-Luncheon/Mtg. Flemington, NJ	No cost	$6.96	n/a	n/a
Oct. 25, 2024	Kamerone Jeter	Hunterdon County Vocational Sch. District-Luncheon/Mtg. Flemington, NJ	No cost	n/a	n/a	n/a

Oct. 28, 2024	Kirby Hendershot	Purchasing Basics- NJASBO Conference Center 4 AAA Drive Ste. 101 Robbinsville, NJ	$50.00	$51.70	n/a	n/a
Oct. 29, 2024	Kamerone Jeter	NJ 9th Annual Suicide Prevention Conference - Virtual	No cost	n/a	n/a	
Nov 2, 2024	Kirby Hendershot	NJASBO Food Service: Morris Co. Public Safety Training Academy	$75	$40.42	n/a	n/a
Nov 16, 2024	Kirby Hendershot	NJASBO Core Curriculum: (Robbinsville) - NJASBO Conference Center	$75	$51.70	n/a	n/a
Nov. 20, 2024	Jeni Swenson	Coding for Climate Virtual Workshop - Morris-Union Jointure New Providence, NJ	$90.00 (member)	n/a	n/a	m/a
Nov. 21, 2024	Briana Jordan	CST Training Series #3 Morris-Union Jointure New Providence, NJ	$115.00	$31.68	n/a	n/a
Nov. 21, 2024	Lauren Hunt	CST Training Series #2 Morris-Union Jointure New Providence, NJ	$115.00	$32.71	n/a	n/a
Nov 23, Dec 7, 14 and 21, 2024	Kirby Hendershot	NJASBO School Law: Morris Co. Public Safety Training Academy	$300	$161.68	n/a	n/a
Nov. 26, 2024	Stacey Michalski	Fundamentals of Inter-Vention Planning #410 Morris-Union Jointure New Providence, NJ	$90.00 (member)	$31..21	n/a	n/a
Dec.6, 2024	Tom Brotzman	Using AI Tools to Increase Soc. St. Learning - BER -Online	$295.00	n/a	n/a	n/a
Dec. 10, 2024	Stacey Michalski	Unveiling the SOR: Educators #500 Morris-Union Jointure New Providence, N	$90.00 (member)	$31..21	n/a	n/a
Dec. 10, 2024	Kirby Hendershot	Ethics and the BA-NJASBO Whippany, NJ	145	$40.42	n/a	n/a

Dec. 11, 2024	Lauren Hunt	CST Training Series #3 Morris-Union Jointure New Providence, NJ	$115.00	$32.71	n/a	n/a
Dec. 11, 2024	Briana Jordan	CST Training Series #3 Morris-Union Jointure New Providence, NJ	$115.00	$31.68	n/a	n/a
Dec. 13, 2024	Jeni Swenson	Rutgers University 7th Annual NJ Computer Science Summit, Piscataway, NJ	n/a	$21.34	n/a	n/a
Jan. 31, 2025	Stacey Michalski	Elevating Literacy: T2 Strategies #775 Morris-Union Jointure New Providence, NJ	$90.00 (member)	$31..21	n/a	n/a
March 25, 2025	Stacey Michalski	Case Studies in T3 #900 Morris-Union Jointure New Providence, NJ	$90.00 (member)	$31..21	n/a	n/a
2024-2025 School year-Monthly	Kirby Hendershot	HWASBO Roundtable Asbury, NJ	n/a	n/a	n/a	n/a
2024-2025 School year-Monthly	Edward Abato	Hunterdon County Superintendent Roundtable	n/a	n/a	n/a	n/a
2024-2025 School year-Monthly	Sally Klemm	Hunterdon County Special Education Roundtable	n/a	n/a	n/a	n/a

The Finance Committee met on 10/28. Mr Gregor and Ms. Holmes were present, Ms. Seibert was absent. Mr. Gregor gave the report. Motion by Ms. Yager, seconded by Mr. Glazar to approve Finance items A-F. On a roll call vote, items A-I were approved as follows 6-0-0 (aye Glazar, Gregor, Hale, Seibert, Yager, MacDonnell)

XIII. PERSONNEL

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

A. Rescind Approval of Stipend Advisor for the 2024/2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent, rescind the following stipend advisor for the 2024/2025 School Year.

Staff Member	Stipend Activity	Amount

Kylianne Philip	Volleyball Coach	$2,053.00

B. Approval of Stipend Advisors for the 2024-2025 School Year
BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve the following stipend advisors for the 2024-2025 School Year:

Staff Member	Stipend Activity	Amount (pending BTEA Negotiations)
Kylianne Philip and Olivia Williams	EHMS Volleyball - Co-Coaches Split stipend - 50/50	$2,053.00 ($1,026.50 each)
Briana Jordan	EHMS Softball Coach	$2,053.00
Heather Radcliffe-McGinnis	BTSD Ski Club Advisor	$1,000.00
Charity Dilts	EHMS Student Council Advisor	$1,470.00
Charity Dilts	EHMS Homework Help - Math	$457.00
Kamerone Jeter	EHMS Peer Leaders Advisor	$970.00
Rachel Lazier	TBC Safety Patrol	$457.00
Amy Schroeder	TBC Drama Director	$2,500.00
Amy Schroeder	TBC Drama Advisor	$856.00
Kamerone Jeter	EHMS Art Club	$571.00
Tom Brotzman	EHMS Debate Club Advisor	$457.00

C. Approval of Substitute(s) for the 2024/2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following substitute(s) for the 2024/2025 school year.

Name	Certification	Position
Terin Weinberg	Substitute	Substitute Teacher

D. Approval of Updated Leave of Absence Request
BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve the updated leave of absence return date for the 2024/2025 school year.

Employee	Type of Leave	Paid Leave Dates	Unpaid Leave with Benefits if Applicable	Unpaid Leave w/o Benefits	Return Date
7891	Medical/ FMLA/NJFLA	N/A	8/19/2024 - 12/13/2024	N/A	12/16/2024

E. Approve Contract for Elementary Leave Replacement Teacher
BE IT RESOLVED that the Board upon recommendation of the Superintendent approve the employment of the following individual for the position of Elementary Leave Replacement Teacher (subject to further investigation pursuant to law).

Name	Payment Amt.	Position	Start Date
Karena Paleologo	$120.00 per day	Elementary Leave Replacement Teacher	Effective Immediately through approx. 12/20/24

The Personnel Committee met on 10/28. Mr Gregor and Ms. Holmes were present, Ms. Seibert was absent. Mr. Gregor gave the report. Motion by Mr. Glazar, seconded by Mr. Gregor to approve Personnel items A-E. On a roll call vote, items A-E were approved as follows 6-0-0 (aye Glazar, Gregor, Hale, Seibert, Yager, MacDonnell)

XIV. SCHOOL OPERATIONS

Committee Members: Michael Hale, Daniel MacDonnell and Greg Glazar

A. Approval of Facilities Usage

Date	Event	Facility	Group
Starting December 9, 2024 until March 8, 2025	BT Recreation Department- Basketball season	Thomas B. Conley Gymnasium for practices and Saturday games and Ethel Hoppock Middle School for practice.	BT Recreation Department- Basketball Booster Club

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

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL	BUS EVAC. DRILL
September 2024	TBC	09/20/2024	09/04/2024	09/25/2024
September 2024	EHMS	09/16/2024	09/16/2024	09/24/2024

C. Approval of Class Trips for the 2024-2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following class trips:

Date(s)	Grades	Where	Bus provided by/cost
Nov. 2024	4th - 8th Grades	North Hunterdon High School, Music Festival, Annandale, NJ	HC ESC - $328.00 - 2 buses
Jan. 2025	8th Grades	North Hunterdon High School, Orientation, Annandale, NJ	HC ESC - $164.00 - 1 bus
March 2025	1st Grades	Raritan Valley Community College Theatre, Branchburg, NJ	HC ESC - $287.00 - 1 bus
April 2025	5th Grades	DaVinci Science Center, Allentown, PA	HC ESC - $389.50 - 1 bus
May 2025	2nd Grades	Lehigh Valley Zoo, Schnecksville, PA	HC ESC - $410.00 - 1 bus
May 2025	6th Grades	Liberty Science Center, Jersey City, NJ	1 bus - Quote being obtained
May 2025	Kindergarten	Von Thun Farms, Washington, NJ	HC ESC - $307.50 - 1 bus

D. Second Reading approval of District Goals for the 2024-2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the Second Reading of the District Goals for the 2024-2025 School Year. *(Attachment District Goals)*

E. Approval of Footprints for Life Program at Conley School for Second Grade
BE IT RESOLVED that the Board upon recommendation of the Superintendent, 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 - 1/8/2025, 1/15/2025, 1/22/2025, 1/29/2025, 2/5/2025 and 2/12/2025.

F. Approval of SEL/Mental Health Assemblies
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the Kind Minds SEL/Mental Health Assemblies on January 16, 2025, at Conley School. There will be two assemblies split between K-2 students and 3-5 students. The cost of the two assemblies will be paid by the BTPTA.

G. Approval of NJ CAP Programs for the 2024-2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following NJCAP programs at Conley and Hoppock Schools:

NJCAP Traditional Program - Conley School
Parent workshop - 6:30pm (virtual) 11/14
Student Workshops (Grades K, 3, 5) - during school 11/20, 11/21

NJCAP Bullying Prevention Program - Conley School
Parent workshop - 6:30pm (virtual) 3/4
Student Workshops (all grades K-5)- 3/10/25-3/18/25

H. Approval of the Submission of Harassment, Intimidation and Bullying Self Assessment Grades for the 2023-2024 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the Submission of the Harassment, Intimidation and Bullying (HIB) Self Assessment to the NJ Department of Education for the 2023-2024 School Year for the Thomas B. Conley School and Ethel Hoppock Middle School.

The School Operations committee met on 10/28. All were present. Mr. Hale gave the report. Motion by Mr. Gregor, second by Mr. Hale to approve School Operations items A-H. On a roll call vote, items A-H were approved as follows 6-0-0 (aye Glazar, Gregor, Hale, Seibert, Yager, MacDonnell)

XV. EDUCATION & POLICY

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

XVI. OLD BUSINESS

Mr. MacDonnell suggested Ms. Seibert chairs an ad-hoc regionalization study committee. Ms. Seibert agreed and is looking for two other committee members. Mr. MacDonnell also brought up the possibility of a zero tax impact referendum.

XVII. NEW BUSINESS

NONE

XVIII. PUBLIC COMMENTS

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

- **Pre- school expansion aide**
- **Thank you for the NJSLA presentation and thank you to board members for serving their time**
- **NJSLA is just one measure of student success**
- **Conley student enrolled in private school and went off role at Conley. Parents are not happy with the way things were handled by the administration.**

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

XX. GOOD OF THE ORDER

Mr. Abato let the board know that his number one concern is student safety and that he has supported every one of the decisions made by administration this year.

XXI. NOTEWORTHY DATES:

1. November 12, 2024 - Special Meeting of the Board of Education - EHMS Library/STEAM RM. - Public meeting begins at 7:00 p.m.
2. November 20, 2024 - Regular Meeting of the Board of Education - EHMS Library/STEAM RM. - Public meeting begins at 7:00 p.m.

XXII. ADJOURNMENT

Motion to adjourn by Ms. Yager, seconded by Mr. Glazar. On a voice vote all were in favor. Meeting adjourned at 8:38 p.m.

Respectfully Submitted,

Kirby Hendershot
School Business Administrator/Board Secretary

Approved on 11/20/24