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

REORGANIZATION MEETING MINUTES

January 5, 2026

For the Reorganization Meeting of the Bethlehem Township Board of Education held on Monday, January 5, 2026 (Snow date - January 6, 2026) at 6:30 pm in the Ethel Hoppock Middle School STEAM Lab

The Board Secretary will serve as presiding officer pro tempore until such time as the new Board President has been elected and shall turn the conduct of the meeting over to the President immediately upon his/her election.

I. CALL TO ORDER - Ms. Hendershot 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 Courier News, 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. ORGANIZATION OF THE BOARD OF EDUCATION

A. Oath of Office of New Board Members- Board Attorney, Mr. Andrew Li, issued the Oath of office to Ms. Ben Bouchta and Ms. Roop. Mr. Gregor was not present.

Administer the Oath of Office to returning and newly elected Board Members (as reported at the December 17, 2025 board meeting):

Three-Year Term	One-Year Unexpired Term
Thomas Gregor	Yasmina Ben Bouchta
Erin Roop	

B. ROLL CALL

Board Members Present: Ms. Yasmina Ben Bouchta, Mr. Greg Glazar, Mr. Daniel MacDonnell, Ms. Erin Roop, Ms. Stephanie Yager

Board Members Absent: Mr. Thomas Gregor, Ms. Jennifer Seibert

District Administrators Present: Edward Abato - CSA and Kirby Hendershot - SBA/BA

Also Present: Mr. Andrew Li, Esq.

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

Motion by Mr. MacDonnell, seconded by Mr. Glazar to enter closed session at 6:39 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 20 to discuss the following: legal 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 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. MacDonnell, seconded by Ms. Roop to return to public session at 7:25 p.m.

Bethlehem Township School District
2025 - 2026 District Goals

District Goal #1: Evaluation & Adoption of New Programs
Objective:
By June 2026, the district will evaluate and adopt new science and social studies programs that align with state standards, promote inquiry-based learning, and support the needs of all students K-8.

District Goal #2: Facilities Planning and Safety Improvements
Objective:
During the 2025–2026 school year, the district will prepare a prioritized list of facility projects for both Ethel Hoppock Middle School and Thomas B. Conley Elementary School to guide long-term budgeting and planning, while completing critical safety upgrades this year.

District Goal #3: Implement and Enhance the RTI Framework (Phase III) to Support Student Achievement
Objective: To continue with the integration & enhancements of the Response to Intervention (RTI) framework within the Bethlehem Township School District during the 2025-2026 school year. This will include the adoption and implementation of new intervention programs aligned to our core programs used

in each grade level, formalized tier 2 & tier 3 interventions, modifications to action plans based on new programs, continued use of diagnostic and screening assessments.

District Goal #4: Comprehensive Curriculum Rewriting for K-8 art, music and physical education
Objective: To develop and implement a rigorous, standards-aligned K-8 curriculum in art, music, and physical education that fosters critical thinking, problem-solving, and interdisciplinary connections, ensuring our students are prepared for a rapidly evolving global society.

VI. CORRESPONDENCE- NONE

VII. ORGANIZATIONAL PROCEDURE

A. Election of President

The Board Secretary, Ms. Hendershot, called for open nomination(s) for Board President. Mr Glazar made a motion to nominate Mr. MacDonnell.

There were no further nominations for Board President. Nominations were closed.

On a roll call vote, Mr. MacDonnell was elected President of the Board of education as follows: 5-0-0 (aye Ben Bouchta, Glazar, MacDonnell, Roop, Yager)

The meeting was turned over to the newly elected president, Mr. Daniel MacDonnell.

B. ELECTION OF VICE PRESIDENT

Open Nomination(s) for Board Vice President

Mr. MacDonnell called for open nomination(s) for Board Vice President. Mr. Glazar made a motion to nominate Mr. Gregor for Vice President.

There were no further nominations for Board Vice President. Nominations were closed.

On a roll call vote, Mr. Gregor was elected Vice President of the Board of education as follows: 5-0-0 (aye Ben Bouchta, Glazar, MacDonnell, Roop, Yager)

VIII. ORGANIZATIONAL ACTION ITEMS

A. Adoption of the School Board Code of Ethics

Pursuant to with N.J.S.A. 12-21 et seq., the Board of Education shall discuss the Board Member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it.

B. Establish Board Committees

BE IT RESOLVED that the Board establish the following committees.
School Operations - ~~Thursday prior to the Board meeting 8:30 a.m.~~
Finance/Personnel - ~~Thursday prior to the Board meeting 3:30 p.m.~~
Education and Policy - ~~Thursday prior to the Board meeting 4:30 p.m~~

Motion by Ms. Roop, seconded by Ms/ Ben Bouchta to modify B by removing dates and times that committees meet. On a voice vote, all were in favor.

C. Establish 2025 Board Delegates and Representatives
BE IT RESOLVED the Board establish the following Board Delegates and Representatives:
Hunterdon County ESC Representative: Edward Abato
Hunterdon County School Boards Association/Alternate: Ms. Seibert, Ms. Ben Bouchta
New Jersey School Boards Association Delegate/Alternate: Ms. Roop, Ms. Yager
High School Sending District Committee - President or Vice President

D. Approval of Regular Scheduled Meetings of the Board of Education
BE IT RESOLVED that the regular monthly meeting of the Board of Education of the Bethlehem Township School District will be held on the dates listed below. The meetings will be held in the Library/STEAM Room at the Ethel Hoppock Middle School, 280 Asbury-West Portal Road, Asbury, New Jersey, with exceptions designated by the Board of Education.

January 21, 2026	Regular Meeting
February 11, 2026	Regular Meeting
March 18, 2026	Regular Meeting
April 29, 2026	Public Budget Hearing
May 20, 2026	Regular Meeting
June 17, 2026	Regular Meeting
July, 2026	No Meeting in July
August 19, 2026	Regular Meeting
September 16, 2026	Regular Meeting
October 28, 2026	Regular Meeting
November 18, 2026	Regular Meeting
December 16, 2026	Regular Meeting

E. 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.

F. 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.

G. Designation of Signatures for District Checking Accounts
BE IT RESOLVED, that the Board of Education hereby authorizes the following authorized signatures on the 2023 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

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,zSecurity 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) 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 $39,000 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% ($5850) 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% ($5850) 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 Kiry 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. Approve the official School Newspaper
BE IT RESOLVED that the Board, upon the recommendation of the Superintendent approve the Courier News as the primary official newspaper for 2026 legal notices. Effective March 1, 2026 onwards, all legal notices and board meeting dates shall only be posted on the district website in conformity with revised state code. **BE IT FURTHER RESOLVED**, that the following newspapers may be used as needed: The Express Times and The Star Ledger

There was discussion about the meeting dates and times being set in stone or if they could be altered. There also was discussion around who would be on what committee.

Motion by Mr. Glazar, seconded by Mr. MacDonnell to approve Organization Action items A-O with a modified B. On a roll call vote, items A-O with a modified B were approved as follows: 5-0-0 (aye Ben Bouchta, Glazar, Roop, Yager, MacDonnell)

IX. PERSONNEL

A. Approval of Staff Leave of Absence for the 2025-2026 School Year
BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve a leave of absence for staff member #8162, effective December 23, 2025, with a return date to be determined. Once the employee's sick and personal days are exhausted, for the next 60 days, the employee's salary will be paid at the per diem rate minus the amount of the employee's replacement cost).

B. Approval of Student Volunteers for the 2025-2026 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, high school student volunteers for the Hoppock Middle School Drama Club for the 2025-2026 School Year: Abby Wrigley, Sayla Earle, Maddie Hall and Rylan Meyer.

Ms. Roop commented that she was happy to see student volunteers coming back to volunteer for the Drama Club.

Motion by Ms. Yager, seconded by Ms. Roop to approve Personnel items A-B. On a roll call vote, items A-B were approved as follows: 5-0-0 (aye Ben Bouchta, Glazar, Roop, Yager, MacDonnell)

X. PUBLIC COMMENTS

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

- **There were no public comments**

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

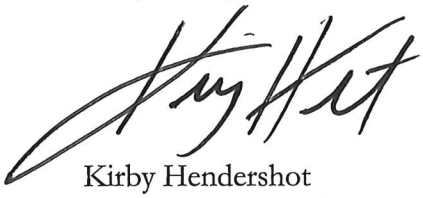
XI. EXECUTIVE SESSION
Nonsecond Executive Session needed

XII. NOTEWORTHY DATES:
A. January 21, 2026 - Regular Board of Education Meeting - Hoppock Middle School Library/STEAM Room - 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.

XIII. ADJOURNMENT

Motion to adjourn by Ms. Roop, seconded by Ms. Ben Boucha. On a voice vote, all were in favor. The meeting adjourned at 7:44 p.m.

Respectfully Submitted,



Kirby Hendershot
School Business Administrator/Board Secretary
Approved on 1/21/26