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

ORGANIZATION MEETING MINUTES

January 6, 2025

For the Reorganization Meeting of the Bethlehem Township Board of Education held on Monday, January 6, 2025 (Snow date - January 7, 2025) at 7:00 p.m. in the Ethel Hoppock Middle School Library/STEAM Room

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 - Board Secretary, Ms. Hendershot, called the meeting to order at 7:02 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. ORGANIZATION OF THE BOARD OF EDUCATION

A. Oath of Office of New Board Members

Administer the Oath of Office to returning and newly elected Board Members (as reported at the December 18, 2024 board meeting):

Three-Year Term
Jennifer Seibert
Stephanie Yager

B. ROLL CALL

Board Members Present: Mr. Michael Hale, Ms. Jennifer Seibert, Mr. Daniel MacDonnell and Ms. Stephanie Yager
Board Members Absent: Mr. Greg Glazar, Mr. Thomas Gregor
**One Board seat vacant*
District Administrators Present: Edward Abato -Superintendent/Director of Curriculum and Kirby Hendershot - SBA/BS

V. ORGANIZATIONAL PROCEDURE

A. ELECTION OF PRESIDENT

The Board Secretary called for open nomination(s) for Board President

Mr Hale nominated Mr. MacDonnell, seconded by Ms. Yager

There being no further nominations for Board President, the nominations were closed on a motion by Mr. Hale, and seconded by Ms. Yager.

On a roll call vote, Mr. MacDonnell was elected President of the Board of education as follows: 4-0-0 (aye Hale, MacDonnell, Seibert, Yager)

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

B. ELECTION OF VICE PRESIDENT

Mr. MacDonnell called for open nomination(s) for Board Vice President

Mr. MacDonnell nominated Mr. Hale, seconded by Ms. Seibert

There being no further nominations for Board Vice President, the nominations were closed on a motion by Ms. Yager, and seconded by Mr. Hale.

On a roll call vote, Mr. Hale was elected President of the Board of education as follows: 4-0-0 (aye Hale, Seibert, Yager, MacDonnell)

VI. 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.
Education and Policy - Thursday prior to the Board meeting 4:30 p.m.
Finance/Personnel - Thursday prior to the Board meeting 5:30 p.m.

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: **Mr. Michael Hale/Ms. Jennifer Seibert**
New Jersey School Boards Association Delegate/Alternate: **Ms. Jennifer Seibert/Ms. Stephanie Yager**
High School Sending District Committee - President or Vice President

D. Approve the Following 2025 Appointments/Reappointments:

504 Coordinator	Sally Klemm
Accounting Software System	CDK Systems
AHERA Consultant	AHEARA Consulting
Architect of Record	Parette Somjen Architects LLC
Asbestos Management Officer	Raymond Mulvey
Affirmative Action Officer	Sally Klemm
Attendance Officer	Edward Abato
Bond Counsel	Wilentz, Goldman & Spitzer
Board Secretary	Kirby Hendershot
Chemical Hygiene Officer	Raymond Mulvey
Drinking Water Compliance Manager	Natural Systems
Financial Advisory Services	Phoenix Advisors, LLC
Health Insurance Broker	Brown and Brown
HIB Coordinator	Sally Klemm
Homeless Liason	Sally Klemm
Home Instruction Coordinator	Sally Klemm
I&RS Coordinator	Edward Abato
Indoor Air Quality Designee	Raymond Mulvey
Insurance Agent of Record	CBIZ
Integrated Pest Management (IPM) Coordinator	Raymond Mulvey
IPM Program Consultant	Safe Schools, LLC
Lead Testing Program Manager	Raymond Mulvey
Official Newspapers	Hunterdon County Democrat, Star Ledger, Courier News and the Express Times
Payroll Services	R&L Payroll Services, Inc.
Personnel Software System	Genesis School Fi
Policy Service Provider	Strauss Esmay
Public Agency Compliance Officer	Kirby Hendershot
Public Records Custodian	Kirby Hendershot
Purchasing Agent	Kirby Hendershot
Right to Know Training and Compliance	RAMM Environmental Services Inc

Right to Know Officer	Raymond Mulvey
Safety Team Coordinator	Kamerone Jeter
School Attorney	Comegno Law Group, P.C.
School Auditor	BKC, CPAs, LLC
School Physician	Hampton Family Practice
School Safety Specialist	Bree Brace
Cash Reconciler	Paula Hatch
Water Testing	Natural Systems

E. 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 22, 2025	Regular Meeting
February 19, 2025	Regular Meeting
March 19, 2025	Regular Meeting
April 30, 2025	Public Budget Hearing
May 21, 2025	Regular Meeting
June 25, 2025	Regular Meeting
July, 2025	No Meeting in July
August 12, 2025	Regular Meeting
September 17, 2025	Regular Meeting
October 15, 2025	Regular Meeting
November 19, 2025	Regular Meeting
December 17, 2025	Regular Meeting

F. 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.

G. 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.

H. 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

I. Approve Existing Board of Education Policies
BE IT RESOLVED that the Board approve the existing policies, by-laws, and administrative procedures of the Bethlehem Township Board of Education.

J. Approve Existing Curricula, Textbooks and Instructional Materials
BE IT RESOLVED that the curricula, textbooks and instructional materials for grades preschool through grade eight be approved by the Board of Education of the Bethlehem Township School District.

K. Approve the New Jersey Minimum Chart of Accounts
BE IT RESOLVED, that the Board approve the New Jersey Minimum Chart of Accounts.

L. 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.

M. 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.

N. 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, and Vanguard

O. 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

P. 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 $32,000 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% ($4,800) 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% ($4,800) 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.

Q. **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.

R. Authorize Certified School Personnel to Collect and Maintain Pupil Records
BE IT RESOLVED that the Board authorize certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6A:32-7.1 et seq:
Personal data identifying each pupil enrolled in the district including pupil's name, address, telephone number, date of birth, name of parent(s)/guardian(s), citizenship, gender, standardized assessments, grades, attendance, classes attended, grade level completed, and year completed; Daily attendance;
Description of pupil progress, including grade level, according to evaluation system used by the district;
History and status of physical health per state regulations; Special education records pursuant to relevant rules and laws; All other records required by the New Jersey State Board of Education.

Discussion:

- **Next year at reorg, items A-R won't be approved.**
- **They will be approved in June moving forward. Dissatisfaction with the level of detail from architects was expressed.**

Motion by Mr. Hale, seconded by Ms. Yager to approve items A-R. On a roll call vote, items A-R were approved as follows 4-0-0 (aye Hale, Seibert, Yager, MacDonnell)

VII. PUBLIC COMMENTS

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

No public comment

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

IX. NOTEWORTHY DATES:

A. January 22, 2025 - 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.

X. ADJOURNMENT

Motion to adjourn by Ms. Yager, seconded by Mr. Hale. On a voice vote, all were in favor. Meeting adjourned at 7:30 p.m.

Respectfully Submitted,

Kirby Hendershot
School Business Administrator/Board Secretary

Approved on 1/22/2025