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

REGULAR MEETING MINUTES
WEDNESDAY, DECEMBER 18, 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 6:30 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. Jenny Holmes, Ms. Jen Seibert, Mr. Daniel MacDonnell, and Ms. Stephanie Yager
District Administrators Present: Kirby Hendershot - SBA/BS
Absent: Edward Abato -Superintendent/Director of Curriculum

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

Motion by Ms Yager, seconded by Mr. Glazar, to enter closed session at 6:32 p.m. On a voice vote all 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 25 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. Glazar, seconded by Mr. Gregor to return to public session at 6:55 p.m.

Bethlehem Township School District
2024 - 2025 District Goals

1. Goal: Referendum Planning

Objective: To successfully prepare and promote a school district referendum in, securing essential funding for educational enhancements, infrastructure improvements, and building upgrades.

2. Goal: Enhance School Safety and Security with a Focus on Staff and Student Social-Emotional Learning (SEL)

Objective: To create a safe, secure, and supportive school environment in the Bethlehem Township School District by integrating comprehensive safety measures with robust Social-Emotional Learning (SEL) programs for staff and students during the 2024-2025 school year.

3. Goal: Implement and Enhance the RTI Framework (Phase II) to Support Student Achievement

Objective: To fully integrate and enhance the Response to Intervention (RTI) framework within the Bethlehem Township School District during the 2024-2025 school year. This will include the identification of interventionists, development of new RTI action plans, and establishment of effective progress monitoring procedures to ensure all students receive the support they need to succeed.

4. Goal: Comprehensive Curriculum Rewriting for K-8 Science, Social Studies, Spanish, and STEAM

Objective: To develop and implement a rigorous, standards-aligned K-8 curriculum in Science, Social Studies, Spanish, and STEAM that fosters critical thinking, problem-solving, and interdisciplinary connections, ensuring our students are prepared for a rapidly evolving global society.

VI. CORRESPONDENCE

Board Member Letter of Resignation received from Ms. Jenny Holmes. Ms. Holmes is resigning from her Board Member seat, effective December 31, 2024. Thanks were given to Ms. Holmes for her service.

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

There were no public comments.

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

November 20, 2024 Regular Meeting Minutes
November 20, 2024 Executive Session Meeting Minutes

Motion by Ms. Holmes, seconded by Mr. Glazar to approve Minutes item A. On a roll call vote, the minutes were approved as follows: 6-0-1 (aye Glazar, Gregor, Holmes, Seibert, Yager, MacDonnell; abstain Hale

IX. PRESENTATION OF 2023-2024 AUDIT

Presentation of the 2023-2024 Audit by Ms. Laura Atwell from BKC, CPAs, PC.

X. BOARD ACTION

A. AUDIT (*Attachments ACFR and AMR*)
BE IT RESOLVED that the Board, upon recommendation from the Superintendent, accept the 2023-2024 Audit Report conducted by BKC, CPAs, PC. and approve the Corrective Action Plan as presented by the School Business Administrator.

ACFR/ AMR Finding #	Finding	Recommendation	Method of Implementation	Person responsible for implementation	Implementation Date
2024-001	The bank reconciliations , Board Secretary's report, and Treasurer's report were not in agreement prior to submission to the Board for approval and not always completed in a timely manner.	(ACFR 2024-001): The District should ensure that bank reconciliations, Board Secretary's report, and Treasurer's report are in agreement prior to submission to the Board for approval and completed in a timely manner.	A new cash reconciler will be hired. The new cash reconciler will have a better understanding and background in school finance and accounting. She/he will also be familiar with the accounting software used in the district. The School Business Administrator will communicate monthly with the cash reconciler and pass on all appropriate reports and bank statements to ensure the reconciler can perform their duties in a timely manner. Until the new cash reconciler is hired, the SBA will work with the auditor to reconcile all books.	Superintendent and School Business Administrator	September 28, 2024

B. Acceptance of Board Member Resignation
BE IT RESOLVED that the Board upon recommendation of the Superintendent, accept the letter of resignation from Ms. Jenny Holmes, as a board member, effective December 31, 2024.

Discussion: Discussion ensued with how the monthly reconciliations are prepared and board noted they were satisfied that the finding of the audit was already addressed. A public thank you was given to Ms. Holmes.

Motion by Ms. Holmes, seconded by Mr. Hale, to approve and accept the 2023-2024 Audit and Corrective Action Plan as well as the board member resignation. On a roll call vote, items A and B were approved as follows: 7-0-0 (aye Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell)

XI. SCHOOL BOARD PRESIDENT REPORT

Mr. MacDonnell expressed congratulations to the Winter concert.

XII. SUPERINTENDENT REPORT

- **Congratulations to the Recipients of the 2024-2025 Governor's Teacher of Year Award -**
  Thomas B.Conley School - Mrs. Heather Radcliffe-McGinnis
  Ethel Hoppock Middle School - Ms. Charity Dilts

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 November 20, 2024, and upheld the findings and/or consequences recommended by the Superintendent:

School	Date of Incident	Report #	Classified HIB Y/N	Additional Action Taken
Conley	09/10/2024	2	N	Transfer to Code of Conduct

Motion by Mr. Glazar seconded by Mr. Gregor, to approve the Superintendent's HIB report. On a roll call vote, the HIB report was approved as follows: 7-0-0 (aye Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell)

XIII. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

- **NOVEMBER 5, 2024 CERTIFIED ELECTION RESULTS**

The following candidates were elected to the Board of Education commencing at the Board Reorganization Meeting in January 2025:

Three-Year Term
Jennifer Seibert
Stephanie Yager

XIV. 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 November 21, 2024 through December 18, 2024 for a total amount of $759,379.84 which includes two payrolls:

November 27, 2024	$234,788.11
December 13, 2024	$238,577.73

B. Acceptance and Approval of Board Secretary's Report for the month of November 2024 *(Attachment November Board Secretary Report and November Reconciliation Report)*

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for November 2024, and after review of the Board Secretary's and November 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 November, 2024 *(Attachment NovemberTransfers)*
BE IT RESOLVED that the Board approve the line item transfers for November 1, 2024 through November 30, 2024 in the amount of $1,220.24

D. Acceptance of Donation
BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, accept electrical emergency light fixtures in the value of $450.00, donated from Mulvey Electric Inc.

E. Purchase of Airedale Unit
BE IT RESOLVED that the Board, upon the recommendation of the Superintendent, approve the purchase of an Airedale unit from All Coast Mechanical Service for Thomas B. Conley using budgeted capital reserve funds.

F. 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
December 6, 2024	Dr. Sally Klemm	Rutgers: Understanding your School's Mental Health Needs	n/a	$14.29	n/a	n/a
Jan. 30, 2025	Briana Jordan	NJ Bar Foundation -Social/Emotional Character Development New Brunswick, NJ	n/a	$34.22	n/a	n/a
Feb. 25, 2025	Heather Radcliffe-McGinnis	NJ AHPERD (Assoc. For Health, Phys. Ed., Rec. & Dance) Annual Convention, Princeton, NJ	$250.00	$45.40	n/a	n/a
Jan. 4, 11,18, 25, 2025	Kirby Hendershot	NJASBO Insurance/Risk: Morris Co.PublicSafety TrainingAcademy	$300	$161.68	n/a	n/a

Feb. 11, 2025	Kirby Hendershot	NJASBO New BA Academy Building a successful budget	$50	$51.70	n/a	n/a
February 8 and 22 and March 1 and 8, 2025	Kirby Hendershot	NJASBO Personnel and Admin Relations: Morris Co.PublicSafety TrainingAcademy	$300	$161.68	n/a	n/a
March 29, 2025	Kirby Hendershot	NJASBO Core Curriculum	$75.00	$51.70	n/a	n/a
April 12, 26 and May 3, 10, 2025	Kirby Hendershot	NJASBO School Plant Planning: Morris Co.PublicSafety TrainingAcademy	$300	$161.68	n/a	n/a

The Finance committee met on December 12, 2024. Mr Gregor reported out. Motion by Mr. Gregor, seconded by Mr. Glazar to approve Finance items A-F. On a roll call vote, items A-F were approved as follows 7-0-0 (aye Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell)

XV. PERSONNEL

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

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

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve the following stipend advisor for the 2024-2025 School Year:

Staff Member	Stipend Activity	Amount (pending BTEA Negotiations)
Bonnie Mulhern	Yearbook Advisor	$1,470.00

B. Approval of Substitute for the 2024/2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following substitute for the 2024/2025 school year.

Name	Certification	Position
Oliver Poole	County Substitute Certificate (Pending)	Substitute Teacher

The personnel committee did not meet this month. Motion by Ms. Yager, seconded by Mr. Glazar to approve personnel items A-B. On a roll call vote, items A-B were approved as follows 7-0-0 (aye Glazar, Gregor, Hale, Holmes, 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 November 2024

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

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
November 2024	TBC	11/19/2024	11/26/2024
November 2024	EHMS	11/25/2024	11/14/2024

B. Approval of Facilities Usage

Date	Event	Facility	Group
12/5, 12/12, 12/19, 1/9/25, 1/16, 1/23, 1/30	After School Club-Mindful Movement and Relaxation Rebecca Billera	Thomas B. Conley Music Room	BTPTA
Tuesdays & Wednesdays running from December 3, 2024- 1/15/25	After school Movie Club, Bonnie Mulhern	Thomas B Conley Cafeteria and Library	BTPTA

The School Operations committee met on December 12, 2024. Mr. Hale gave the report. Motion by Ms. Yager, seconded by Mr. Hale to approve School Operations items A-B. On a roll call vote, items A-B were approved as follows 7-0-0 (aye Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell)

XVII. EDUCATION & POLICY

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

~~**A. Approval of First Reading of the Updated Policy Manuals from Strauss Esmay**~~

~~**BE IT RESOLVED** that the Board upon recommendation of the Superintendent, approve the First Reading of the updated Policy Manuals from Strauss Esmay.~~ **TABLED**

The committee did not meet. Motion by Ms. Seibert, seconded by Mr. Glazar to Table Education and Policy item A. On a voice vote, all were in favor.

XVIII. OLD BUSINESS

NONE

XIX. NEW BUSINESS

NONE

XX. PUBLIC COMMENTS

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

- **Disappointment that the PFAS has not yet been remediated at Thomas B. Conley.**
- **Support of Pre-K Funding**
- **Question about demographic study**

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

XXII. GOOD OF THE ORDER

Ms. Holmes thanked the board for working with her through her term and she asked that the board continue to support the arts, an outside area for soccer, improvement of student meals, and stressed the importance of homework.

XXIII. NOTEWORTHY DATES:

1. January 6, 2025 (Snow date - January 7, 2025) - ReorganizationMeeting of the Board of Education - EHMS Library/STEAM RM. - Public meeting begins at 7:00 p.m.

XXV. ADJOURNMENT

Motion to adjourn by Ms. Holmes, seconded by Mr. Glazar. On a voice vote, all were in favor. Meeting adjourned at 7:52 p.m.

Respectfully Submitted,

Kirby Hendershot
School Business Administrator/Board Secretary

Approved on 1/22/2025