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

REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 17, 2025 at 7:00 p.m.
Ethel Hoppock Middle School - Library/STEAM Room

I. CALL TO ORDER - President MacDonnell called the meeting to order at 6:33 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 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, Ms. Jennifer Seibert (arrived at 6:54 p.m.), Mr. Christopher Sensor (arrived at 6:50 p.m.), Ms. Stephanie Yager and Mr. Daniel MacDonnell

Board Members Absent: Mr. Michael Hale

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

Also Present: Board Attorney, John B. Comegno II, Esquire

V. EXECUTIVE SESSION #1

Motion by Ms. Yager, seconded by Mr. Glazar to enter closed session at 6:35 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 25 to discuss the following: Student 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. Sensor, seconded by Mr. Gregor to return to the public session at 7:34 p.m.

VI. CORRESPONDENCE

- Email from Kerri O'Connor on August 17, 2025
- Email from Tina Castagnola on September 10, 2025
- Email from Tina Castagnola on September 11, 2025

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

Mr. Chris Castagnola expressed his disappointment in Mr. Abato and Ms. Robinson's leadership at Thomas B. Conley Elementary School.

Motion by Mr. Glazar seconded by Mr. Sensor 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.
August 13, 2025 Regular Meeting Minutes

Motion by Ms. Seibert, seconded by Mr. Glazar to approve Minutes item A. On a roll call vote, the minutes were approved as follows:5-0-1(aye Glazar, Seibert, Sensor, Yager, MacDonnell. Abstain Gregor)

IX. SCHOOL BOARD PRESIDENT REPORT

Mr. MacDonnell attended Back to School Night at both schools and commented on how both were great events.

X. SUPERINTENDENT REPORT

- **A special thank you to the Colalillo Family at Shop Rite of Greenwich for donating all the breakfast items for our Staff Opening Day on August 18, 2025. We appreciate their support to our school district in sponsoring our staff breakfast.**
- **Thank you to all staff and a smooth start to the opening of the school year**
- **Explanation of the new Faculty Advisor Committee**
- **The special ed audit with Comegno law is complete**
- **Bethlehem Township is in a QSAC year and the QSAC day of monitoring will be January 14, 2026. Mr. Abato and Ms. Hendershot sat in on the initial training.**

XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Ms. Hendershot communicated the completion of the 24-25 financial audit and let the Board know that Bethlehem was currently undergoing a Food Service Procurement Audit.

XII. FINANCE

Committee Members: Thomas Gregor, Jennifer Seibert and Chris Sensor

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 August 14, 2025 through September 17, 2025 for a total amount of $928,313.60 which included three payrolls:

August 15, 2025	$63,239.32
August 29, 2025	$57,969.15
September 15, 2025	$252,168.27

B. Acceptance and Approval of Board Secretary's Report for the month of July 2025 *(Attachment July Board Secretary Report and July Cash Reconciler Report)*

BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for July 2025, and after review of the Board Secretary's and July 2025 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 months of July 2025 and August 2025 *(Attachment July Transfers and August Transfers)*
BE IT RESOLVED that the Board approve the line item transfers for July 1, 2025 through July 31, 2025 in the amount of $121,911.67 and transfers for August 1, 2025 through August 31, 2025 in the amount of $8,858

D. Approval of Withdrawal and Appropriation of Maintenance Reserve
BE IT RESOLVED, upon the recommendation of the Superintendent and the Board of Education, the Bethlehem Township School District authorizes to withdraw Maintenance reserve funds in the amount of $12,563.94 and appropriate funds for replacement of stair treads by Direct Flooring at Ethel Hoppock Middle School.

~~**E. Approval of Withdrawal and Appropriation of Maintenance Reserve**~~
~~**BE IT RESOLVED**, upon the recommendation of the Superintendent and the Board of Education, the Bethlehem Township School District authorizes to withdraw Maintenance reserve funds in the amount of $14,500.00 and appropriate funds for Airedale repairs by Sander Mechanical at Thomas B. Conley Elementary School.~~ **TABLED**

F. Approval of Proposal for Architectural Services through Capital Reserve Funds *(Attachment Security Vestibules and soft cost)*
BE IT RESOLVED, upon the recommendation of the Superintendent and the Board of Education, the Bethlehem Township School District authorizes and delegates Parette Somjen Architects with the responsibility of executing the scope of work outlined in the Professional Services proposal which includes but is not limited to existing conditions, schematic design, design development, construction documents, procurement and administration for the following projects with the associated fees incurred:

Security Vestibule Improvements at Thomas Conley ES & Ethel Hoppock MS: $24,000 / Reimbursables set at $1,200.00

BE IT FURTHER RESOLVED, upon the recommendation of the Superintendent the Board of Education authorizes and delegates Parette Somjen Architects on their behalf with the responsibility to prepare and submit all necessary documentation to the Department of Education to serve as a standard Project Application to the Office of School Facilities for the aforementioned projects.

In addition, the Board authorizes and delegates Parette Somjen Architects with the responsibility to prepare and submit a minor amendment to the District's Long Range Facility Plan in accordance with the NJDOE and Office of School Facilities guidelines and requirements.

BE IT FURTHER RESOLVED, the aforementioned project application will be paid through the District's Capital Reserve Account.

G. Approve Participation in the ESSA Title III Consortium
BE IT RESOLVED that the Board upon the recommendation of the Superintendent, approve participation in the ESSA Title III Consortium for fiscal year 2026 where by Readington Township School District will be the host district and Bethlehem Township Board of Education will be a participant district. Districts with an allocation less than $10,000 in Title III must join a consortium to receive the funds.

H. Approve the Submission of the 2025/2026 ESEA Consolidated Grant Application
BE IT RESOLVED that the Board upon the recommendation of the Superintendent, approve the acceptance

and submission of the 2025/2026 ESEA Consolidated Grant in the following amounts:
Title I- $10,154
Title II - $4,869.00
Title III - $637.00

I. Approve Submission of the 2025/2026 IDEA Grant Submission
BE IT RESOLVED that the Board upon the recommendation of the Superintendent, approve the submission of the 2024/2025 IDEA Grant in the following amounts:
BASIC- $105,945
PreK- $1,424

J. Approval of Transportation Jointure Agreement for 2025-2026
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 $2,100

K. Approve 2025-2026 Purchasing Manual
BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve the purchasing manual for the 2025-2026 school year. (attachment Purchasing Manual)

L. Adjustment to Public Bidding Threshold
WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Non Qualified Purchasing Agent, from $32,000 to $39,000, effective July 1, 2025;
NOW, THEREFORE BE IT RESOLVED that the Bethlehem Township Board of Education, establishes and sets the bid threshold amount of $39,000 for the Board of Education, and further authorizes Kirby Hendershot, the purchasing agent, to award contracts, in full accordance with N.J.S.A.18A:18A-3 (b), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount; and
BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary, 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% of the bid threshold ($5,850), without soliciting competitive quotations; and
BE IT FURTHER RESOLVED, that the School Business Administrator/Board Secretary, Kirby Hendershot, is hereby authorized to seek competitive quotations, when applicable and practicable, and award contracts which in the aggregate exceed 15% of the bid threshold ($5,850), but less than the bid threshold at $39,000.

M. 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. 30, 2025	Francesca Sebastiani	Foreign Language Educators of New Jersey (FLENJ) Conference on "A Comprehension-Based Approach to Lang. Acquisition" in Monroe Twp., NJ	$199.00	n/a	n/a	n/a
Dec. 4, 2025	Francesca Sebastiani	Foreign Language Educators of New Jersey (FLENJ) Conference on "Ready to Use Activities for All Languages" in Monroe Twp., NJ	$199.00	n/a	n/a	n/a
Mar. 18, 2026	Francesca Sebastiani	Foreign Language Educators of New Jersey (FLENJ) Convention on "Embrace our Multilingualism"in New Brunswick, NJ	$180.00	n/a	n/a	n/a
Oct. 27 & 28, 2025	Heather Radcliffe-McGinnis	NJAHPERD (NJ Assoc. For Health, Phys. Ed., Recreation & Dance) Lake Conference Johnsonburg, NJ	$224.00	41.17	n/a	n/a
Monthly	Stuart Schendel	New Jersey School Buildings and Grounds Association Monthly Meetings, Mountain View Chalet	n/a	n/a	n/a	n/a
Monthly	Kirby Hendershot	New Jersey School Buildings and Grounds Association Monthly Meetings, Mountain View Chalet	n/a	n/a	n/a	n/a
September 25, 2025	Kirby Hendershot	Green us back! Birchwood Manor, Whippany, NJ	$145	$40.42	n/a	n/a

N. Approval of Class Trips for the 2025-2026 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
October 2025	7th Grades	Musconetcong Watershed Association, Asbury, NJ	One bus - two runs Quotes being obtained
November 2025	8th Grades	Mykee Fowlin Diversity Assembly at Clinton Twp. Middle School, Clinton, NJ	Hunterdon County ESC- 1 bus - $212.50

January 2026	8th Grades	Bridge Competition - North Hunterdon High School, Annandale, NJ	Del Val Transportation - 1 bus $367.50

The Finance Committee met on September 11, 2025. Mr. Gregor gave the report. He discussed the results of the audit. He also brought up discussion on tabling item E and rather than using Maintenance Reserve to repair the Airedale unit, using Capital Reserve to fully replace the unit. The board agreed and item E was tabled.

Motion by Mr. Gregor, seconded by Mr. Glazare to approve Finance items A-N with item E tabled. On a roll call vote, item A-N, item E tabled were approved as follows: 6-0-0 (aye Glazar, Gregor, Seibert, Sensor, Yager, MacDonnell)

XIII. PERSONNEL

Committee Members: Thomas Gregor, Jennifer Seibert and Chris Sensor

A. Approval of Substitutes for the 2025-2026 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following substitutes for the 2025-2026 School Year.

Name	Certification	Position
Julia Intrabartolo	Hunterdon County Substitute Teacher	Substitute Teacher
Andrew Laffey	NJ Standard Teaching Certificate	Substitute Teacher

B. Rescind Approval of Stipend Advisor for the 2025-2026 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent rescind the following stipend advisor for the 2025-2026 School Year (originally approved on 8-13-2025).

Staff Member	Stipend Activity	Amount
Olivia Williams	Volleyball Coach	$2,500.00

C. Approval of Stipend Advisors for the 2025-2026 School Year

BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve the following stipend advisors for the 2025-2026 School Year:

Staff Member	Stipend Activity	Amount
Sarah Lampariello	Student Council - Conley	$1,543.50
Charity Dilts	Student Council - Hoppock	$1,543.50

Charity Dilts	Homework Help - Writing Workshop	$1,400.00
Kim Intrabartolo	Homework Help - Science	$1,400.00
Olivia Williams and Peyton Mann	Co-Coaching - Girls Volleyball	$2,500.00 - split 50/50 ($1,250.00 each)
Briana Jordan	Co-ed Soccer Coach	$2,500.00
Heather Radcliffe-McGinnis	Ski Club Advisor	$1,050.00
Kamerone Jeter	Art Club Advisor	$599.55
Kamerone Jeter	Fit Club Advisor - Hoppock	$1,000.00

D. Approval of Mentors for First Year Teachers for the 2025-2026 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following teachers to serve as Mentors for First Year Teachers for the 2025-2026 School Year:

First Year Teacher	Mentor Teacher
Corey Banghart	Cailla Minerowicz
Stephanie Glacken	Angela Kelly
Rachel Kuczkuda	Stacey Michalski

E. Approval of Morning Duty Coverage for the 2025/2026 School Year
BE IT RESOLVED that the Board upon the recommendation of the Superintendent, approve the following staff to serve as morning/afternoon bus and drop off duty teachers at Ethel Hoppock Middle School for 30 minutes per day at a rate of $25.00/hour.

Staff Member
Francesca Milza
Kimberly Intrabartolo
Kenneth Bobal
Michael Wilpiszeski

F. Approval of Paraprofessional for the 2025-2026 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following individual to be a paraprofessional at Conley School for the 2025-2026 School Year subject to further investigation pursuant to law:

Name	Start Date	Salary
Kimberly Wertheim	August 25, 2025	$22,500.00

G. Approval of Staff Flu Clinic in September 2025

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the Flu Clinic to be offered for Conley and Hoppock School staff members after school on Tuesday, September 30, 2025. The Flu Clinic is sponsored by the Clinton Shop-Rite Pharmacy and there is no cost to staff members.

H. ADDENDUM-Approval of Agreement for Special Counsel

BE IT RESOLVED, to approve an agreement for special counsel with King Moench and Collins, for certain employment law services, at a rate of $225 per hour for partners, $195 per hour for associates, and $100 per hour for paralegals.

The Personnel Committee met on September 11, 2025. There was no report.

Motion by Mr. Gregor, seconded by Mr. Glazar to approve Personnel items A-H. On a roll call vote, item A-H were approved as follows: 6-0-0 (aye Glazar, Gregor, Seibert, Sensor, Yager, MacDonnell)

XIV. SCHOOL OPERATIONS

Committee Members: Michael Hale, Daniel MacDonnell and Greg Glazar

A. Approval of District Goals for the 2025-2026 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the District Goals for the 2025-2026 School Year. *(Attachment District Goals)*

B. Approval of Facilities Usage

Date	Event	Facility	Group
Every Tuesday (with the exception of holidays and school events) starting on 9-23-2025 through June 2, 2026.	Women's Adult Volleyball	Conley School Gym 6:00 to 7:45 p.m.	BT Recreation
Mondays - Sept. 29, 2025,Oct. 6, 20, 27, Nov. 10, 17, 24, Dec. 1, 8, 15, 22, Jan. 5, 2026, 12, 26, Feb. 2m and 9.	After School Film Club	Hoppock School - Rooms 27 and 29 2:30 to 3:30 p.m.	BTPTA
12/15/25-03/21/25	K-8 boys and girls rec	Conley and	BT Recreation

Monday-Friday 5:30 pm-7:45 pm and Saturdays 8:30 am-4:30 pm	basketball	Hoppock Gymnasium	

C. Acceptance of Fire and Security Drill Reports for the month of August 2025
BE IT RESOLVED that the Board upon recommendation of the Superintendent, accept the Fire Security and Bus Evacuations Drills for the month of August for the Thomas B. Conley School and Ethel Hoppock Middle School:

MONTH	SCHOOL	FIRE DRILL	SECURITY DRILL
August 2025	TBC	08/28/2025	08/29/2025
August 2025	EHMS	08/28/2025	08/29/2025

D. ADDENDUM-Approval of Hazard Communication Plan
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the written Hazard Communication Plan for the 2025/2026 school year. **(Attachment)**

E. ADDENDUM- Approval of Indoor Air Quality Program Plan
BE IT RESOLVED, that the Board upon recommendation of the Superintendent, approve the Indoor Air Quality Program Plan for the 2025/2026 school year. **(Attachment)**

The School Operations Committee met on September 11, 2025. Mr. MacDonnell gave the report.

Motion by Ms. Yager, seconded by Mr. Gregor to approve School Operation items A-E. On a roll call vote, item A-E were approved as follows: 6-0-0 (aye Glazar, Gregor, Seibert, Sensor, Yager, MacDonnell)

XV. EDUCATION & POLICY

Committee Members: Stephanie Yager, Tom Gregor, and Chris Sensor

A. Approval of the Second Reading of the following policies/regulations:
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the Second reading of the following policies/regulations:

- Policy Alert #235
- Policy #5200 - Student Attendance

The Education and Policy Committee did not meet this month. Ms. Seibert asked about the abolishing of the COVID policy. Ms Yager let her know that was covered in the Policy Alert #235.

Motion by Mr. Glazar, seconded by Mr. Sensor to approve Education and Policy item A. On a roll call vote, item A was approved as follows: 6-0-0 (aye Glazar, Gregor, Seibert, Sensor, Yager, MacDonnell)

XVI. OLD BUSINESS
NONE

XVII. NEW BUSINESS
NONE

XVIII. PUBLIC COMMENTS

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

- **Kerri O'Connor addressed concerns for not applying for the preK aide. She does not see the logic of Bethlehem not applying. Ms. O'Connor is hopeful that when the application opens again that the Board will make a decision to apply.**
- **Tiffany Abdullah commented on bus driver, Karl, for going above and beyond and commented how she was thankful to have him.**

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

XIX. EXECUTIVE SESSION (If necessary)
No second Executive Session

XX. GOOD OF THE ORDER
Ms. Seibert requested a visit to the current PreK program to understand what is currently in place.

XXI. NOTEWORTHY DATES:

1. October 15, 2025 - 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 Mr. Sensor, seconded by Mr. Gregor. On a voice vote, all were in favor. Meeting adjourned at 8:15 p.m.

Respectfully Submitted,

Kirby Hendershot
School Business Administrator/Board Secretary
Approved on 10/15/2025