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

REGULAR MEETING MINUTES
WEDNESDAY, SEPTEMBER 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 6:31 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 (arrival 6:45 p.m.), Ms. Jen Seibert Mr. Daniel MacDonnell, and Ms. Stephanie Yager
District Administrators Present: Edward Abato -Superintendent/Director of Curriculum and Kirby Hendershot - SBA/BS

V. EXECUTIVE SESSION #1

Motion by Mr. Gregor, seconded by Ms. Yager to enter closed session at 6:34 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 30 minutes 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 Ms. Holmes seconded by Ms. Yager , to return to public session at 7:13 p.m.

VI. CORRESPONDENCE

- **Feasibility study-email from Meg McGeehan**

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 Ms. Seibert. On a voice vote, all were in favor.

There were no public comments.

Motion by Mr. Glazare, 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.

August 21, 2024 Regular Meeting Minutes

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

Discussion: None

IX. SCHOOL BOARD PRESIDENT REPORT

Mr. MacDonnell gave an explanation of how Bethlehem Township became involved in the feasibility study for regionalization. He also reported out what his thoughts were on the feasibility study and potential regionalization.

X. SUPERINTENDENT REPORT

Mr. Abato gave a presentation on the new Rubicon Atlas curriculum. He also reported on the possibility of pre-k transportation and the next steps to consider. Mr. Abato read through the first reading of District goals.

XI. BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT

Ms. Hendershot reported the findings of the S&P Global Ratings and reminded board members of the mandated governance training they need to complete.

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 August 22, 2024 through September 18, 2024 for a total amount of $660,895.73 which includes two payrolls:

August 30, 2024	$60,335.71
September 15, 2024	$237,606.56

B. Acceptance and Approval of Board Secretary's Report for the month of July 2024 *(Attachment July Board Secretary Report and July Treasurer Report)*
BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for July 2024, and after review of the Board Secretary's and June 2024 Treasurer'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. Acceptance and Approval of Board Secretary's Report for the month of August 2024 *(Attachment August Board Secretary Report and August Treasurer Report)*
BE IT RESOLVED that the Board acknowledge receipt of the monthly certification of the Board Secretary for August 2024, and after review of the Board Secretary's and June 2024 Treasurer'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).

D. Approve Line Item Transfers for the month of August, 2024 *(Attachment August Transfers)*

BE IT RESOLVED that the Board approve the line item transfers for August 1, 2024 through August 31, 2024 in the amount of $3,923.68

E. Approval of Extraordinary Services for Out of District Placement for the 2023-2024 school year
BE IT RESOLVED that the board, upon recommendation of the Superintendent, approve the extraordinary services for out of district placement for student #280349 to receive 1:1 paraprofessional services at The Center School in the county of Somerset for the 2024-2025 school year in the amount, not to exceed, $39,600 Effective September 5, 2024.

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
9/25/2024 - 9/27/2024	Edward Abato	Hunterdon County Superintendent's Retreat	$0	$0	$382.42	$147.50
10/17/2024	Kirby Hendershot	NJASBO DOL & DOT Refresher and Updates Birchwood Manor, Whippany NJ	$145	$40.42	NA	NA
11/9/2024	Kirby Hendershot	NJASBO Pupil Transportation: Morris Co. Public Safety Training Academy	$75	$40.42	NA	NA

Addendum-add on to 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

Oct. 3, 2024	Shannon Scanlon, School Nurse	CPR Solutions, Flemington, NJ	$79.99	n/a	n/a	n/a
Oct. 25, 2024	Shannon Scanlon, School Nurse	US Asthma Summit Allergy & Asthma Network - Virtual	No cost	n/a	n/a	n/a
Oct. 29, 2024	Briana Jordan, School Psych.	CST Training Series - Inservice at Morris-Union Jointure, New Providence, NJ	$115.00	$31.68	n/a	n/a
Oct. 29, 2024	Lauren Hunt, LDT-C	CST Training Series - Welcome to the CST- Morris-Union Jointure, New Providence, NJ	$115.00	$32.71	n/a	m/a
Oct. 30, 2024	Briana Jordan, School Psych.	Mental Health Toolbox for CST Professionals, Wilshire Grand Hotel, West Orange, NJ	No Cost	$45.97	n/a	n/a

The Finance Committee met on 9/11. Mr. Gregor gave the report. Motion by Mr. Glazar, seconded by Mr. Hale 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)

XIII. PERSONNEL

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

A. 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)
Michael Wilpiszeski	**Coach - Boys Basketball**	$3,136.00
James Manning	**Coach - Girls Basketball**	$3,136.00
Sarah Lampariello	**Student Council Advisor - Conley**	$1,470.00
Vanessa O'Keefe	**Hoppock Drama Club Director**	$2,500.00

B. Approval of Teachers to serve as Tutors for the 2024-2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following teachers to serve as tutors at the rate of $45.00 per hour (not to exceed 30 hours) for the 2024-2025 school year.

Name
Pam Ferrullo
Ann Marie Linnen
Nick Scaturro
Tom Brotzman
Charity Dilts
Edward Grannis
Mark Tapio

C. Approval of Curriculum Writers for the 2024-2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following teachers to serve as curriculum writers at the rate of $35.00 per hour (not to exceed 15 hours of Curriculum work (per person) for the 2024-2025 school year:

Science Curriculum	Social Studies Curriculum
Teacher's Name	**Teacher's Name**
Cailla Minerowicz	Kamerone Jeter
Angela Kelly	Angela Kelly
Eddie Grannis	Thomas Brotzman
Lindianne DeSavino	Lindianne DeSavino

D. Approval of Mentors for First Year Teachers for the 2024-2025 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 2024-2025 School Year:

First Year Teacher	Mentor Teacher
Peyton Mann	Kaitlyn Petrovski
Lynn Roberto	Sarah Lampariello
Amy Schroeder	Laura Eriksen

Mark Tapio	Thomas Brotzman

E. Rescind Staff appointment for the 2024/2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, rescind the following staff appointment:

Name	Effective Date
Antonia Simunek	August 19, 2024

F. 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
Anthonia Simunek	Substitute	Substitute Teacher

G. Approval of Morning Duty Coverage for the 2024/2025 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

Name
Francesca Milza
Kimberly Intrabartolo
Kenneth Bobal
Michael Wilpiszeski
Charity Dilts

H. Approval of Business Office Manager Contract for 2024/2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the contract for the following individual for the 2024/2025 school year subject to further investigation pursuant to law.

Name	Salary	Effective Date
Michele Coletti	$72,000	Retroactive July 1, 2024

I. Approve Abolishment of position

BE IT RESOLVED that the Board upon the recommendation of the Superintendent, abolish the position of School Treasurer effective September 19, 2024.

J. Approve position of Cash Reconciler

BE IT RESOLVED that the Board upon the recommendation of the Superintendent, approve Paula Hatch as Cash Reconciler at a monthly stipend of $300, an amount to be processed through payroll, effective September 19, 2024 and for the remainder of the 2024-2025 school year. After the completion of the bank reconciliations each month, the Cash Reconciler's Report will be submitted to the Board Secretary.

K. Approval Cash Reconciler Job Description

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve job description for Cash Reconciler *(Attachment Cash Reconciler)*

L. Approval of Volunteers for the 2024/2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following volunteers for Thomas Conley Elementary for the 2024/2025 school year

Name
Johnny Mulhern

M. Approval of Staff Flu Clinic in September 2024

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the Flu Clinic offered for Conley and Hoppock School staff members on Tuesday, September 24, 2024. The Flu Clinic is sponsored by the Clinton Shop-Rite Pharmacy and there is no cost to staff members.

N. Approval of Home Instructor for the 2024-2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following home instructor at the rate of $45 per hour for the 2024/2025 school year:

Name	Certification
Stephanie Willis	Elementary Teacher K-6

O. Approval of Paraprofessionals from Hunterdon County ESC for the 2024-2025 School Year

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following individuals from Hunterdon County ESC to be paraprofessionals at Conley School for the 2024-2025 School Year

Name	Start Date
Nicholas Rogalski	Sept. 3, 2024

Pearl VanNess	Sept. 16, 2024 (tentative)

Addendum P. Approval of Updated Business Office Manager Job Description
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the updated job description for Business Office Manager *(Attachment Business Office Manager)*

Addendum Q. Approval of Home Instructor for the 2024-2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the following home instructor at the rate of $45 per hour for the 2024/2025 school year:

Name	Certification
Nancy Hill	Elementary Teacher K-8

The Personnel committee met on 9/11. Motion by Ms. Holmes, seconded by Ms. Yager to approve Personnel items A-Q. On a roll call vote, items A-Q were approved as follows 7-0-0 (aye Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell)

XIV. SCHOOL OPERATIONS

Committee Members: Michael Hale, Daniel MacDonnell and Greg Glazar

A. Approval of Facilities Usage

Date	Event	Facility	Group
September 27, 2024 6:00-8:00 p.m.	**Fall Welcome Back Dance**	**Ethel Hoppock Middle School Gym**	**Sponsored by the Bethlehem Township PTA**

B. Acceptance of Fire and Security Drill Reports for the month of August 2024
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 2024	TBC	08/28/2024	08/30/2024
August 2024	EHMS	08/29/2024	08/29/2024

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
September 30, 2024 - 2 runs	7th Grade	Musconetcong Watershed Association, Asbury, NJ	One bus - two runs Quotes being obtained
October 10, 2024 - am	7th Grade	Clinton Twp. Middle School Student Presentation, Clinton, NJ	HC ESC -1 bus - am - $164.00
October 23, 2024	Preschool	West Portal Pumpkin Patch, Asbury, NJ	No bus needed.
January 10, 2025	8th Grade	North Hunterdon High School, Annandale, NJ Participating in Bridge Competition	One bus - Quotes being obtained

D. Approval of District 2024/2025 Professional Development Plan - *(Attachment District PD Plan)*
BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve the **2024/2025** Bethlehem Township School District Professional Development Plan for review for financial impact pursuant to 6A:9C-4.2(b)5). In addition, the Statement of Assurance for the Professional Development Plan will be submitted by October 2, 2024, to the NJ Department of Education.

E. Approval of 2024/2025 District Mentoring Plan - *(Attachment Mentoring Plan 2024-2025)*
BE IT RESOLVED that the Board, upon recommendation of the Superintendent, approve the **2024/2025** Bethlehem Township School District Mentoring Plan for review for financial impact pursuant to 6A:9C-5.3(a)1. In addition, the Statement of Assurance for the District Mentoring Plan will be submitted by October 2, 2024, to the NJ Department of Education.

F. Approve shared services Agreements between The Township of of Bethlehem and The Board of Education of the Township of Bethlehem

BE IT RESOLVED that the Board upon recommendation of the Superintendent, approves the agreements below with The Township of Bethlehem:

Shared Service	Term	Cost
BETHLEHEM TOWNSHIP AND BOARD OF EDUCATION OF BETHLEHEM TOWNSHIP FOR THE PROVISION OF FUEL *(Attachment Fuel)*	(3) year period commencing on January 1, 2024 and ending on December 31, 2026.	current market rate in NJ

SHARED SERVICES AGREEMENT WITH THE BOARD OF EDUCATION OF BETHLEHEM TOWNSHIP FOR JANITORIAL SERVICES *(Attachment Janitorial Services)*	July 1 2024 -June 30, 2025	$111.80 each week
THE TOWNSHIP OF BETHLEHEM AND THE BOARD OF EDUCATION OF THE TOWNSHIP OF BETHLEHEM FOR SNOW PLOWING SERVICES *(Attachment Snow Plowing)*	June 6, 2024 and shall remain in effect until June 30, 2027	No charge unless the case of extreme snowfall amounts, 12 inches or more of snow accumulation in a single event not to exceed $10,000.000 during the contract term.

Addendum G. Approval of District Goals for the 2024-2025 School Year
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the First Reading of the District Goals for the 2024-2025 School Year. *(Attachment District Goals)*

The School Operations committee met on 9/11. Mr. MacDonnell gave the report. Motion by Mr. Gregor, second by Mr. Glazar to approve School Operations items A-G. On a roll call vote, items A-F were approved as follows 7-0-0 (aye Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell)
Item G was approved as follows 6-0-1 (aye Glazar, Gregor, Hale, Holmes, Yager, MacDonnell; abstain Seibert)

XV. EDUCATION & POLICY

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

A. Approval of Updated Math/ELA Curriculum
BE IT RESOLVED that the Board upon recommendation of the Superintendent, approve the Updated Math/ELA Curriculum.

The Education and Policy committee met on 9/11. There was no report. Motion by Mr. Glazar, seconded by Ms. Yager to approve Education and Policy item A. On a roll call vote, item A was approved as follows 7-0-0 (aye Glazar, Gregor, Hale, Holmes, Seibert, Yager, MacDonnell)

XVI. OLD BUSINESS

Ms. Seibert requested a presentation on a Long Range Facility plan.

XVII. NEW BUSINESS

NONE

XVIII. PUBLIC COMMENTS

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

- **Thank you for looking into pre school bussing so quickly**
- **Rubicon Atlas is great**
- **Has the board considered a two meeting process? One work session, one regular meeting rather than a committee approach.**
- **Middle school students benefit from recess. Could it get added back?**
- **Hopeful that we are not targeting IEP students to get rid of them to repurpose teachers**
- **Curiosity of regionalization tax impact and referendum tax impact**

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

XX. GOOD OF THE ORDER

The board decided to have a special working meeting in October to get a pulse on where we are with the referendum so that the administration has a path forward.

The board went to vote to change October's regular meeting to October 30, 2024. Motion by Ms. Seibert, seconded by Mr. Gregor, On a voice vote, all were in favor.

XXI. NOTEWORTHY DATES:

1. October 30, 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. Holmes, seconded by Mr. Gregor. On a voice vote, all were in favor. Meeting adjourned at 8:51 p.m.

Respectfully Submitted,

Kirby Hendershot
School Business Administrator/Board Secretary

Approved on 10/30/24