

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

MINUTES

**Regular Business Meeting
February 15, 2024 at 6:45 pm**

CALL TO ORDER: D. Elwell called the meeting to order at 6:45 pm.

**PUBLICATION
OF NOTICE:**

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, adequate notice of this meeting was provided through the annual public notice on January 26, 2024

- a. Faxing to two newspapers designated by the Board – Hunterdon County Democrat and Express Times
- b. Posting on the District Website, the main bulletin board in the Administration Office and in each Lebanon Borough School
- c. Filing with the Clerk of Lebanon Borough

ROLL CALL:

Present: *Board Members:*

Daniel Elwell, Board President
David Abeles, Vice President
Danielle Nugent
Benedict Valliere

Absent: Jacklyn Carruthers

District Administrators:

Dr. Bruce Arcurio, Chief School Administrator
Mrs. Patricia Duell, School Business Administrator/Board Secretary

PLEDGE OF

ALLEGIANCE: D. Elwell led the Board in the Pledge of Allegiance.

PRESIDENT'S COMMENTS:

Mr. Elwell welcomed everyone to the meeting and introduced the Auditors.

AUDIT PRESENTATION: BKC Auditors, Kelsey Oakes and Jon Weiss

Audit Discussion:
Discussion on Reserve accounts and limits

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 24-CSA-07:

BE IT RESOLVED that the Board of Education hereby accepts the School Safety and HIB report for the month of January , 2024.

CSA Discussion:

None

Motion by B. Valliere, Second by D. Abeles. The Board adopts the resolution on a roll call vote as follows: 4 ayes, 0 No, 0 Abstain.

Report of the School Business Administrator:

Informational: The next meeting is Tuesday, March 5, 2024 at 6:45 pm.

Personal Disclosure Statements: Please complete your personal disclosure statements as soon as possible and no later than April 30th.

Travel – I attended the ASBO International leadership conference in San Diego. This was a time to connect with other School Business Administrators all across the country and even Canada. The focus for the conference was on leading with self awareness, took a personality assessment and worked in groups to discuss how to effectively work with other types of personalities.

Budget - I have been working on a tentative budget, we will need to have funds from the Maint. Reserve account to repair the roof on the lower level. Based on previous estimates that Jerry had gotten, we don't need a new roof, but repairs are definitely needed. I looked back into the history of the most recent roof replacement with started in 2008. There seemed to be some problems with the contractor at the time, and these issues were never resolved. We will either have to use a contractor with a NJ State contract or go out to bid ourselves for the work, as it will be well above the \$44,000 bid threshold.

We are currently balancing at a 3% increase in the local tax levy. We have plenty of banked cap available to use, so it won't be a problem to meet those needs. We will need to approve the tentative budget at the March meeting so it can be submitted to the County office by March 20th. The public hearing and final budget approval will take place at the May meeting.

***Policy** - I just received a policy alert today which we will discuss at the next meeting. If you would like to revisit policy 5756 with the other policies, I will contact our Board Attorney and try to schedule them for the March meeting.*

***State Health Benefits** - I also just received notice that the State Health benefits plan is adding Aetna as a provider for all of the plans that Horizon currently offers. They will have a special open enrollment period in April for changes to take effect July 1st. They have not provided any details or plan rates on these new offerings. The Horizon plans had slight increases for the Educator's Health Plan (1.8%) , and much larger increase of 9% for the Direct 10 plan. Any employees that remain on the Direct 10 plan pay the difference in premium themselves.*

ACTION ITEMS 24-BA-30 THROUGH 23-BA-34:

Action 24-BA-30:

BE IT RESOLVED, That the Board of Education hereby ***approves the following Board Meeting Minutes for:***

Minutes: Regular Session
January 8, 2024

Action 24-BA-31:

BE IT RESOLVED, That the Board of Education hereby ***approves the Board Secretary Reports for the period ending:***

December 31, 2023

Action 24-BA-32:

BE IT RESOLVED, That the Board of Education hereby ***approves the Treasurer's Reports for the period ending:***

December 31, 2023

Action 24-BA-33:

BE IT RESOLVED, That the Board of Education hereby ***approves the Line item Transfers for the period ending:***

December 31, 2023

Action 24-BA-34:

BE IT RESOLVED, That the Board of Education does hereby certify that as of the date of these reports, no line item account has encumbrances and/or expenditures which in total exceed the line item appropriation in violation of NJAC 6A:23A-16.10 c 3&4

*AND BE IT RESOLVED, that the Chief School Administrator recommends that the Lebanon Borough Board of Education **accept the monthly financial reports of the Secretary and Treasurer of School Monies for the following periods:***

December 31, 2023

AND FURTHER RECOMMENDS, that the Board of Education certify that no major account has been over-expended in violation of NJAC 6A:23A-16.10 and that as of this report date, sufficient funds are available to meet the district's financial obligations for the remainder of the school year.

Motion for Action Items 24-BA-30 through 23-BA-34:

Motion by B. Valliere, Second by D. Abeles. The Board adopts the resolution on a roll call vote as follows: 4 ayes, 0 No, 0 Abstain.

BA Discussion:

Discussion on having the Board Attorney attend the March meeting to discuss policy 5756; no action to be taken on that policy.

Discussion on Budget information for board review

OLD BUSINESS:

Negotiations – Mr. Elwell gave an update on the status of negotiations with the teachers and expects it to be ratified by the end of this school year.

FACILITY/FINANCE/POLICY:

Action Items 24-FFP-54 through 24-FFP-57:

Action item 24-FFP-54:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **February 15, 2024 in the amount of \$404,253.73.**

Action item 24-FFP-55:

BE IT RESOLVED that the Board of Education hereby approves the submission of the Student Safety Data System for report period 1 as attached.

Action item 24-FFP-56:

BE IT RESOLVED that the Board of Education hereby approves the field trip for the 6th grade students to attend an Anti-Bullying assembly at Clinton Township Middle School on 2/22/2024.

Action item 24-FFP-57:

BE IT RESOLVED that the Board of Education hereby **approves the following travel requests for the 2023/2024 school year:**

Employee	Meeting Description	Dates	Reimbursement
<i>M. Pepe</i>	<i>NJ AMLE Annual Conference Middletown Twp. NJ</i>	<i>3/13/2024</i>	<i>OMB</i>
<i>C. Torres</i>	<i>NJ AHPERD Convention</i>	<i>2/26/2024 to 2/27/2024</i>	<i>OMB</i>

Motion for Action Items 24-FFP-54 through 24-FFP-57:

Motion by D. Nugent, Second by D. Abeles. The Board adopts the resolution on a roll call vote as follows: 4 ayes, 0 No, 0 Abstain.

FFP Discussion:

*Discussion on spelling out the acronyms in the resolutions so it is clear what is being voted on.
Discussion on the Student Safety Data Report.*

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action Items 24-PNCC-12 through 24-PNCC-15:

Action Item 24-PNCC-12:

BE IT RESOLVED that the Board of Education hereby approves Amanda Petty as long term leave replacement for the period January 24, 2024 through December 31, 2024 at MA step 1, prorated to \$28,025 through June 30, 2024.

Action Item 24-PNCC-13:

BE IT RESOLVED that the Board of Education hereby approves SMID # 47342027 for a Family Leave from the period June 3, 2024 through December 6, 2024 with the use of 23 sick days.

Action Item 24-PNCC-14:

BE IT RESOLVED that the Board of Education hereby approves Nick Marmorato as substitute custodian at the rate of \$20 per hour for the 2023/2024 school year.

Action Item 24-PNCC-15:

BE IT RESOLVED that the Board of Education hereby approves the following curricula for the 2023/2024 school year as attached:

K-6 Art

Motion for Action Items 24-PNCC-12 through 24-PNCC-15:

Motion by B. Valliere, Second by D. Abeles. The Board adopts the resolution on a roll call vote as follows: 4 ayes, 0 No, 0 Abstain.

PNCC Discussion:

Discussion on class coverage plans for long term leaves in the 24/25 school year.

Discussion on leave replacements and movement on the guide.

RECOGNITION OF PUBLIC:

District's Policy 0167 - Public Participation in Board Meetings. *The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. In order to permit the fair and orderly expression of such comment, the Board shall provide for two periods of public comments at every regularly scheduled meeting of the Board. Public participation shall be governed by the following rules:*

- 1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate.*
- 2. Each statement made by a participant shall be limited to a reasonable time as determined by the presiding officer.*
- 3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.*
- 4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.*
- 5. The presiding officer may*
 - (a) Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant to the district;*
 - (b) Request any individual to leave the meeting when that person does not observe reasonable decorum;*
 - (c) Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;*
 - (d) Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.*

Public Comment:

Marlene Baldinger , Brunswick Ave.– Commented on the following items:

Mrs. Petty is a great teacher

Audit Report – requested a slide deck so the public can see the information presented

Policy – Commented on the policy to be discussed next month

Middle School – Comment on recent incidents at Clinton Public School

Mary Elwell , Maple St. (7th grade student)– Commented and confirmed recent incidents at Clinton Public School

NEW BUSINESS:

Discussion on the North Hunterdon-Vorhees Board seat being labeled as “Clinton Township/Lebanon Borough” representation.

Discussion on our Preschool program

Discussion on Park School and plans for the summer program

ADJOURNMENT:

Action Item 24-AD-06:

BE IT RESOLVED that the Board of Education adjourns this meeting.

Motion by B. Valliere, Second by D. Abeles. The full membership of the Board adopts the resolution at 7:50 pm.

Respectfully submitted,

Patricia Duell
School Business Administrator/Board Secretary

Minutes Prepared: February 16, 2024
Minutes remain unofficial until formally adopted by the board.

Daniel Elwell
Board President

Date