

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

**Minutes
Regular Business Meeting
August 12, 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 August 7, 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 Lebanon Borough School
- c. Filing with the Clerk of Lebanon Borough

ROLL CALL:

Present: *Board Members:*

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

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 the Board back to the new school year.

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 25-CSA-01:

BE IT RESOLVED that the Board of Education hereby accepts the School Safety and HIB report for the months of June, July and August 2024.

Motion by B. Valliere, Second by D. Abeles. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 Abstain, 0 No.

CSA Discussion:

Discussion on the Preschool Expansion Grant, request to add to New Business for discussion at the October 2024 board meeting.

Discussion about the Lebanon Borough Gardening Club offering to work on landscaping in the front of the school building.

Discussion about vandalism on basketball court and adolescents climbing onto the school roof.

Discussion about teacher evaluation process

Discussion about integrating events with Clinton Public School.

Report of the School Business Administrator:

Informational: Next Meeting date is scheduled for Tuesday, September 3, 2024.

Audit – The auditors have come and done their site work, we ended the school year in a good financial position. We are able to put funds into reserves for future use in budgets.

Building and Grounds – Contracts have been awarded for maintenance on boilers, plumbing, roof repairs, storm drains and installation of new sidewalk by the shed in the back of the school. The Fire Marshall is requesting that our stage curtain get tested for the fire retardancy.

Long Range Facility Plan – We are sending in an amendment to add projects to our long range facility plan. This allows us to increase our capital reserves.

ACTION ITEMS 25-BA-01 THROUGH 25-BA-05:

Action 25-BA-01:

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

Minutes: Regular Session
June 13, 2024

Minutes: Executive Session
June 13, 2024

Action 25-BA-02:

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

June 30, 2024 (Audited)
July 31, 2024

Action 25-BA-03:

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

***June 30, 2024 (Audited)
July 31, 2024***

Action 25-BA-04:

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

***June 30, 2024 (Audited)
July 31, 2024***

Action 25-BA-05:

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:***

***June 30, 2024 (Audited)
July 31, 2024***

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 25-BA-01 through 24-BA-05:

Motion by D. Abeles, Second by B. Valliere. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 Abstain, 0 No.

BA Discussion:

Discussion on building needs

Discussion on bill list items – specifically dues to associations

OLD BUSINESS:

Discussion on the driveway lease

FACILITY/FINANCE/POLICY:

Action Items 25-FFP-01 through 25-FFP-14:

Action item 25-FFP-01:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **June 30, 2024 in the amount of \$45,972.23.**

Action item 25-FFP-02:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **August 12, 2024 in the amount of \$ 250,820.85.**

Action item 25-FFP-03:

BE IT RESOLVED that the Board of Education hereby approves the transfer of funds from the General Fund to the following reserve funds from the 2023/2024 school year:

<i>Tuition Reserve</i>	<i>\$100,000</i>
<i>Capital Reserve</i>	<i>\$100,000</i>
<i>Maintenance Reserve</i>	<i>\$37,152.95</i>

Action item 25-FFP-04:

BE IT RESOLVED that the Board of Education hereby accepts the following State Aid to be used in subsequent budgets:

<i>Extraordinary Aid 23/24 SY</i>	<i>\$8,238</i>
<i>Non Public Transportation 23/24 SY</i>	<i>\$ 455</i>
<i>Stabilized School Aid 24/25 SY</i>	<i>\$3,310</i>

Action item 25-FFP-05:

BE IT RESOLVED that the Board of Education hereby approves the submission of the Long Range Facility Plan minor amendments to the NJ Department of Education, Office of School Facilities Planning for the 2024/2025 school year as attached.

Action item 25-FFP-06:

BE IT RESOLVED that the Board of Education hereby approves the disposal of obsolete technology equipment for the 2024/2025 school year as attached.

Action item 25-FFP-07:

BE IT RESOLVED that the Board of Education hereby approves the following shared service agreements with the Clinton-Glen Gardner School District for the 2024/2025 school year:

<i>Speech Services</i>
<i>Child Study Team Services</i>
<i>World Language Teacher</i>

Action item 25-FFP-08:

BE IT RESOLVED that the Board of Education hereby accepts the following Federal formula grants for the 2024/2025 school year as follows:

<i>IDEA Preschool</i>	<i>\$1,935</i>
<i>IDEA Basic</i>	<i>\$29,523</i>
<i>Title IIa</i>	<i>\$1,968</i>

Action item 25-FFP-09:

BE IT RESOLVED that the Board of Education hereby authorizes the submission of the following Federal grant applications to the NJ Department of Education for the 2024/2025 school year:

<i>IDEA Consolidated Grant</i>
<i>ESEA Consolidated Grant</i>

Action item 25-FFP-10:

BE IT RESOLVED that the Board of Education hereby approves the following travel requests for the 2024/2025 school year:

<i>Employee</i>	<i>Meeting Description</i>	<i>Dates</i>	<i>Reimbursement</i>
<i>B. Arcurio</i>	<i>Hunterdon County ASA Meetings Location TBD</i>	<i>Monthly TBD</i>	<i>OMB</i>
<i>B. Arcurio</i>	<i>Hunterdon Superintendent Conference Shawnee, PA</i>	<i>Monthly TBD</i>	<i>Lodging & Conference Fee OMB Mileage</i>
<i>T. Duell</i>	<i>Hunterdon/Warren ASBO meetings Asbury NJ</i>	<i>Fourth Wednesday of each month</i>	<i>OMB</i>

Action item 25-FFP-11:

BE IT RESOLVED that the Board of Education hereby accepts the teacher evaluation **model of Kim Marshall** as the primary model for compliance with Educator Evaluation for New Jersey (EE4NJ).

Action item 25-FFP-12:

BE IT RESOLVED that the Board of Education hereby approves the submission of a **flexibility application/waiver** for the Achieve NJ requirements pertaining to the Kim Marshall evaluation model.

Action item 25-FFP-13:

BE IT RESOLVED that the Board of Education hereby **approves the following evaluation tools for the 2024/25 school year:**

**Marshall Model and Teacher Evaluation Rubric
Evaluation Form for Nurse Evaluation Tool
Evaluation Form for Paraprofessional Evaluation Tool
Evaluation Form for Related Services Evaluation Tool
Evaluation Form for Custodial Evaluation Tool
Evaluation Form for Business Administrator Evaluation Tool**

Action item 25-FFP-14:

BE IT RESOLVED that the Board of Education hereby **approves the 2024-2025 Virtual or Remote Instruction Plan as attached.**

Motion for Action Items 25-FFP-01 through 25-FFP-14:

Motion by B. Valliere, Second by D. Nugent. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 Abstain, 0 No.

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action Items 25-PNCC-01 through 25-PNCC-03:

Action Item 25-PNCC-01:

BE IT RESOLVED that the Board of Education hereby accepts the resignation of SMID # 35785112 effective September 22, 2024 with early release pending approval of replacement teacher.

Action Item 25-PNCC-02:

BE IT FURTHER RESOLVED that the Board of Education hereby approves the employment of the following teachers as recommended by the Chief School Administrator for the 2024/2025 School Year:

Name	Position	Step	Amount
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Caroline McKenna	3 rd Grade Long Term Leave Replacement Aug. 26, 2024 through December 20, 2024	1.00 FTE MA 1	\$ 24,675.30
Kelly Baker	Art	.25 FTE MA 4	\$ 15,817.50
Amanda Petty	1 st Grade Long Term Leave Replacement Aug. 26, 2024 through December 20, 2024	1.00 FTE MA 2	\$ 24,675.30

Action Item 25-PNCC-03:

BE IT RESOLVED that the Board of Education hereby approves the following block of personnel related items as recommended by the Chief School Administrator:

The Lebanon Borough Board of Education offers to continue employment for the Lebanon Borough school tenured and non-tenured certificated staff for the 2024/2025 school year with the following rates as per the LBEA collective bargaining agreement:

Tenured Certificated Staff:

<i>Employee</i>	<i>Position</i>	<i>Step</i>	<i>Amount</i>
Adamaitis, Amy	Teacher	MA 20	\$ 79,305
Baldoni, Lauren	Teacher	MA 23	\$ 84,765
Corradi, Yvette	Teacher	MA 20	\$ 79,305
Dulovich, Diane	Teacher	BA + 30 Step 22	\$ 81,165
Farrell, Elizabeth	Teacher	BA + 15 Step 10	\$ 64,510
Heller, Kelly	.8 Social Worker	MA + 15 Step 14	\$ 57,664
Kosciolek, Lila	School Nurse	MA 14	\$ 70,480
Petty, Joyce	Teacher	MA 12	\$ 68,810
Sarnoski, Tammi	Teacher	BA + 15 Step 14	\$ 67,280
Torres, Christopher	.8 Teacher	BA 6	\$ 48,184
Walsh, Jennifer	Teacher	MA 15	\$ 72,150

Non Tenured Certificated Staff:

<i>Employee</i>	<i>Position</i>	<i>Step</i>	<i>Amount</i>
Barkel, Mayan	Teacher	BA 4	\$ 58,470
Pepe, Michael	Teacher	MA 4	\$ 63,270
Gonzalez, Armando	.5 Teacher	MA 15	\$ 36,075
Ingram, Colleen	Teacher	BA 5	\$ 59,530

Motion for Action Items 25-PNCC-01 through 25-PNCC-03:

Motion by D. Abeles, Second by D. Nugent. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 Abstain, 0 No.

PNCC Discussion:

Discussion about salary amounts on the MA 1-4 steps and salary differences due to leave replacements.

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 a period 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.*

NEW BUSINESS:

Discussion on the Lebanon Borough Garden Club.

Discussion on the Borough making improvements to the park due to a grant.

Discussion about solar panels.

ADJOURNMENT:

Action Item 25-AD-01:

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

Motion By: B. Valliere ***Second by:***D. Abeles. ***The resolution is adopted by the full membership of the board at 7:57 pm.***

Respectfully Submitted,

Patricia Duell, School Business Administrator/Board Secretary

Minutes prepared: 8/13/2024

Minutes remain unofficial until formally adopted by the Board.

Daniel Elwell, Board President

Date: _____