

**LEBANON BOROUGH SCHOOL DISTRICT**  
**Board of Education**  
**Regular Business Meeting Agenda**  
**July 26, 2021 6:30 pm**  
**Lebanon Borough School Library**

*CALL TO ORDER:* D. Elwell *Called the meeting to order at 6:31 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 a public notice on June 30, 2021:*

- a. Faxing to 2 Newspapers designated by the Board – The Hunterdon County Democrat and the Express Times*
- b. Posting to the District Website, posting on the main bulletin board in the main office,*
- c. Faxing to the Clerk of Lebanon Borough.*

***ROLL CALL: Board Members:***

*Dan Elwell, President*  
*Jacklyn Carruthers, Vice President*  
*David Abeles*  
*Danielle Nugent*

***District Administrators:***

*Mr. 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:***

*None*

***REPORT OF THE CHIEF SCHOOL ADMINISTRATOR***

***CSA Discussion:***

*Discussion on mask and social distancing requirements for the fall.*

**POLICY REVIEW**

| <i>Policy #</i> | <i>Title</i>  | <i>Regulation #</i> | <i>Title</i>  |
|-----------------|---|---------------------|---|
| 0131            | <i>Bylaws, Policies and Regulations</i>   |                     |   |
| 1521            | <i>Educational Improvement Plans (M-Abolished)</i>                                    |                     |   |
| 1649            | <i>Federal Families First Coronavirus Response Act (M-Abolished)</i>                  |                     |   |
| 2421            | <i>Career and Technical Education</i>   |                     |   |
| 3134            | <i>Assignment of Extra Duties</i>   |                     |   |
| 3142            | <i>Nonrenewal of non-tenured teaching members</i>                                     | 3142                | <i>Nonrenewal of non-tenured teaching members</i>                                     |
| 3221            | <i>Evaluation of Teachers (M)</i>   | 3221                | <i>Evaluation of Teachers (M)</i>   |
| 3222            | <i>Evaluation of teaching staff members excluding teachers and administrators (M)</i> | 3222                | <i>Evaluation of teaching staff members excluding teachers and administrators (M)</i> |
| 4146            | <i>Nonrenewal of non-tenured support staff member (M)</i>                             | 4146                | <i>Nonrenewal of non-tenured support staff member (M)</i>                             |
| 6471            | <i>School District Travel (M)</i>   | 6471                | <i>School District Travel (M)</i>   |

**Report of the School Business Administrator:**

**Informational:** The next meeting is Thursday, September 2, 2021 at 6:30 pm

October's meeting will need to be rescheduled due to a meeting conflict.

Auditors will be here August 16 through 20<sup>th</sup>.

All of the year end reports for NJ SMART and Federal Grant applications have been submitted.

New orders for the new school year have all been sent out, our ELA program materials are coming in and will be ready for the new school year.

**ACTION ITEMS 22-BA-01 THROUGH 21-BA-05:****Action 22-BA-01:**

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

**Minutes: Regular Session****June 17, 2021****Minutes: Executive Session****June 17, 2021****Action 22-BA-02:**

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

**June 30, 2021 (Preliminary)****Action 22-BA-03:**

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

**June 30, 2021 (Preliminary)****Action 22-BA-04:**

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

**June 30, 2021****Action 22-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:23-2.1:

**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, 2021 (Preliminary)**

**AND FURTHER RECOMMENDS**, in compliance NJAC 6A:23-2.11c (4), that the Board of Education certify that no major account has been over-expended in violation of NJAC 6A:23-2.11(b) 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 by J. Carruthers, Second by D. Abeles. The resolutions are adopted by the board on a roll call vote as follows: 4 ayes, 0 nay, 0 abstain.**

**BA Discussion:**

Discussion on donating books to the school in Ghana

Discussion on the “preliminary” language in the resolutions to approve the board secretary reports.

Discussion on needing an additional meeting in September to approve any re-opening plans.

**OLD BUSINESS:**

Ms. Carruthers received an email from the Clinton Public PTA about their tricky tray in October. The Lebanon Borough Families are invited to attend and they asked if the information could get sent home to our families.

**PUBLIC COMMENTS: AGENDA ITEMS**

*Please note that as a practice the Board limits public comments to three minutes.*

*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.*

**Marlene Baldinger – Brunswick Ave.**

Commented on the number of students enrolled in the school. She further commented that there has been some disgruntled residents from the Commons due to tax increases, there is a false perception that we have only 60 students in the school and that we are creating the tax increases.

**FACILITY/FINANCE/POLICY:**

***Action Items 22-FFP-01 through 21-FFP-08:***

**Action item 22-FFP-01:**

***BE IT RESOLVED that the Board of Education hereby approves the payment of bills for the period ending June 30, 2021 in the amount of \$ 66,330.08.***

**Action item 22-FFP-02:**

***BE IT RESOLVED that the Board of Education hereby approves the payment of bills for the period ending July 26, 2021 in the amount of \$ 151,352.79.***

**Action item 22-FFP-03:**

***BE IT RESOLVED that the Board of Education hereby accepts the School Security Grant # 20E00198 in the amount of 11,711 for the 2020/2021 school year.***

**Action item 22-FFP-04:**

***BE IT RESOLVED that the Board of Education hereby accepts the following NJ State Aid for the 2020/2021 school year:***

***Extraordinary Aid: \$25,542***

**Action item 21-FFP-05:**

***BE IT RESOLVED that the Board of Education hereby approves the first reading of the following policies and regulations:***

| <i>Policy #</i> | <i>Title</i>                                       | <i>Regulation #</i> | <i>Title</i> |
|-----------------|--|---------------------|--------------|
| 0131            | <i>Bylaws, Policies and Regulations</i>            |                     |              |
| 1521            | <i>Educational Improvement Plans (M-Abolished)</i> |                     |              |
| 1649            | <i>Federal Families First Coronavirus</i>          |                     |              |

|      |   |      |   |
|------|---|------|---|
|      | <i>Response Act (M-Abolished)</i>   |      |   |
| 2421 | <i>Career and Technical Education</i>   |      |   |
| 3134 | <i>Assignment of Extra Duties</i>   |      |   |
| 3142 | <i>Nonrenewal of non-tenured teaching members</i>                                     | 3142 | <i>Nonrenewal of non-tenured teaching members</i>                                     |
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| 6471 | <i>School District Travel (M)</i>   | 6471 | <i>School District Travel (M)</i>   |

**Action item 22-FFP-06:**

***BE IT RESOLVED*** that the Board of Education hereby ***approves the transfer of \$100,000 to the Tuition reserve account for use in the 2022/2023 school year budget.***

**Action item 22-FFP-07:**

***BE IT RESOLVED*** that the Board of Education hereby ***approves the transfer not to exceed \$57,562.95 to the Maintenance reserve account from the 2020/2021 school year budget.***

***Motion for Action Items 22-FFP-01 through 21-FFP-07:***

**Motion by D. Nugent, Second by D. Abeles. The resolutions are adopted by the board on a roll call vote as follows: 4 ayes, 0 nay, 0 abstain.**

**FFP Discussion:**

Discussion on deposits into reserve accounts.

**RECOGNITION OF PUBLIC:**

*Please refer to Lebanon Borough BOE policy 0167 for public comment guidelines*

*Marlene Baldinger questioned on what the maintenance reserve funds are for and how they can be used.*

***NEW BUSINESS:***

*D. Nugent commented on a program sponsored by the NJEA to bring the community into the building to see how a school day actually runs, it is called "Teacher for a Day" and the idea is to invite community members to be involved in the school and plan for the children just as the teachers do.*

***PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:***

***Action Items 22-PNCC-01 through 21-PNCC-04:***

***Action Item 21-PNCC-01***

***BE IT RESOLVED*** that the Board of Education hereby ***approves the payment to Suzanne Lawn for Summer school work with students not to exceed 4 hours at her 2021/2022 hourly rate.***

***Action Item 22-PNCC-02***

***BE IT RESOLVED*** that the Board of Education hereby ***approves tuition reimbursement as per the LBEA Negotiated agreement for the 2021/2022 school year for the following employees:***

***Jennifer Walsh***

***Lila Kosciolek***

***Action Item 22-PNCC-03***

***BE IT RESOLVED*** that the Board of Education hereby ***approves tuition reimbursement for Bruce Arcurio as per the employment contract for the 2021/2022 school year.***

***Motion for Action Items 22-PNCC-01 through 22-PNCC-03:***

**Motion by J. Carruthers, Second by D. Nugent. The resolutions are adopted by the board on a roll call vote as follows: 4 ayes, 0 nay, 0 abstain.**

***PNCC Discussion:***

Discussion on tuition reimbursement for staff.

***ADJOURNMENT:***

***Action Item 22-AD-01:***

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

**The resolution is adopted by the full membership of the board at 7:02 pm.**

**Respectfully Submitted:**

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Patricia Duell, School Business Administrator/Board Secretary

Minutes prepared: July 27, 2021

Minutes remain unofficial until formally approved by the board.

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Daniel Elwell, Board President

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Date