

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

**MINUTES
Regular Business Meeting
June 12, 2023 at 6:45pm**

CALL TO ORDER: D. Elwell called the meeting to order at 6:46 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 June 5, 2023

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

ROLL CALL:

Present:

Board Members:

_____ Daniel Elwell, Board President
_____ Jacklyn Carruthers, Vice President
_____ David Abeles
_____ 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 to the meeting and congratulated the school on completing another year successfully.

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 23-CSA-11:

BE IT RESOLVED that the Board of Education hereby accepts the HIB report for the months of May & June, 2023.

Motion by B. Valliere, Second by J. Carruthers. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 Nay, 0 Abstain.

CSA Discussion:

Discussion on number of kids attending Clinton Public School for middle school next year.

Discussion on the difference in engagement with Clinton Public School on their orientation evening for incoming 6th graders; the families feel very welcomed.

Report of the School Business Administrator:

Informational: Our next meeting date is Tuesday, August 1, 2023 at 6:45 pm.

Budget – Auditors are scheduled to be on site the last week of July. We expect to put funds into the Capital Reserve account and Tuition reserve when this year closes out.

Covid Funds – We have money left in the summer and beyond school day categories. The summer funds will be used up with camps this year, we are always looking to use the after school funds but that is proving to be the hardest category to spend.

Year End Close – All of the year end reporting will be done over the next couple of weeks which includes NJ SMART reports.

New School Year – Once the Auditors are done, we will begin setting up the new digital platforms and cleaning up Chromebooks to be ready for the new school year.

ACTION ITEMS 23-BA-51 THROUGH 23-BA-55:

Action 23-BA-51:

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

Minutes: Regular Session
May 2, 2023

Action 23-BA-52:

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

April 30, 2023
May 31, 2023

Action 23-BA-53:

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

April 30, 2023
May 31, 2023

Action 23-BA-54:

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

April 30, 2023
May 31, 2023

Action 23-BA-55:

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:***

April 30, 2023
May 31, 2023

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 for Action Items 23-BA-51 through 23-BA-55:

Motion by D. Abeles, Second by B. Valliere. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 Nay, 0 Abstain.

BA Discussion:

Discussion about leftover COVID grant funds.

Discussion about looking into funding for facility projects.

OLD BUSINESS:

None

FACILITY/FINANCE/POLICY:

Action Items 23-FFP-70 through 23-FFP-82:

Action item 23-FFP-70:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **June 12, 2023 in the amount of \$ 463,282.87.**

Action item 23-FFP-71:

BE IT RESOLVED that the Board of Education hereby approves the following technical and professional services for the 23/24 school year:

<i>BKC Certified Public Accountants</i>	<i>Auditing Services</i>	<i>Rates on file in the business office</i>
<i>Comegno Law Group</i>	<i>Legal Services</i>	<i>Rates on file in the business office</i>
<i>Gianforcaro Architects & Planners</i>	<i>Architect & Engineering services</i>	<i>Rates on file in the business office</i>
<i>Dr. Frank/Greenbrook Family Medicine</i>	<i>School Physician</i>	<i>\$500</i>
<i>Jersey Elevator</i>	<i>Elevator Inspections</i>	<i>\$225 per inspection</i>
<i>RFP Solutions</i>	<i>Telephone Maint./Service</i>	<i>Rates on file in the business office</i>
<i>Karen Hoffman Sinagra</i>	<i>OT Services</i>	<i>\$80 per hour not to exceed 3 hours per week</i>
<i>Glassberg Behavioral Consulting Services LLC</i>	<i>Behaviorist services</i>	<i>Up to 50 hours per year @ \$165 per hour</i>
<i>R & L Data Services</i>	<i>Payroll Processing</i>	<i>Rates on File in the business office</i>
<i>Horizon Health</i>	<i>Flexible Spending Account Administration</i>	<i>\$5 per employee/minimum \$25 per month</i>
<i>Hunterdon County ESC</i>	<i>Technology Support & data backup</i>	<i>Rates on file in the business office</i>
<i>School Webmasters</i>	<i>Webhosting Services</i>	<i>Rates on file in business office</i>
<i>Benecard Services</i>	<i>Rx Benefits</i>	<i>Rates on file in business office</i>
<i>Educator Software Solutions</i>	<i>Teacher Evaluation Software</i>	<i>Not to exceed \$1,000</i>
<i>NJ School Insurance Group</i>	<i>Liability / Workers Comp. Insurance package</i>	<i>Rates on file in the business office</i>
<i>Treadstone Risk Management</i>	<i>Student Accident Insurance/ Liability Insurance Broker Services</i>	<i>Not to exceed \$1,500</i>
<i>Brown & Brown</i>	<i>Health & Rx Insurance Broker services</i>	<i>N/A</i>
<i>Strauss Esmay</i>	<i>Online Policy/Regulation Manuals & Update service</i>	<i>\$4,485</i>

<i>Educational Data Services</i>	<i>Cooperative Purchasing for Supplies, Trades and Services</i>	<i>Rates on File in the business office</i>
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Action item 23-FFP-72:

BE IT RESOLVED that the Board of Education hereby authorizes the School Business Administrator to void the following outstanding checks from the previous school year in the General Fund:

Check # 6249 \$ 600.00

Check # 6261 \$ 2,597.48

Check # 6237 \$ 43.59

Action item 23-FFP-73:

BE IT RESOLVED that the Board of Education hereby approves the tuition rates for the 2023/2024 school year as follows:

\$3,000 per year for each ½ day session in Pre-School

\$6,000 per year of each full day session in Pre-School

\$10,000 per year for full day Elementary School aged students K-6

Action item 23-FFP-74:

BE IT RESOLVED that the Board of Education hereby approves the out of district placement for SID 7139964337 @ 33,693 for the 2023/2024 school year.

Action item 23-FFP-75:

BE IT RESOLVED that the Board of Education hereby approves the placement for ESY for SID 7139964337 at the rate of \$3,700 for the period July 1, 2023 through August 31, 2023.

Action item 23-FFP-76:

BE IT RESOLVED that the Board of Education hereby approves the send/receive tuition contract with the Clinton-Glen Gardner Board of Education for 7th and 8th grade students attending the Clinton Public School for the 2023/2024 school year as follows:

20 General education students @ 15,606 = 312,120

3 Special education students @ 15,606 = 46,818

1 tuition adjustment @ (30,713) = (30,713)

Action item 23-FFP-77:

BE IT RESOLVED that the Board of Education hereby approves the final tuition adjustment to Clinton Township School District for the 2021/2022 school year in the amount of \$ 21,005.63.

Action item 23-FFP-78:

BE IT RESOLVED that the Board of Education hereby **approves the following travel requests for the 2022/2023 school year:**

Employee	Meeting Description	Dates	Reimbursement
T. Duell	Criminal History Background Updates Flemington, NJ	6/13/2023	OMB mileage

Action item 23-FFP-79:

BE IT RESOLVED that the Board of Education hereby approves the application for dual use of space as attached for the 2023/2024 school year.

Action item 23-FFP-80:

BE IT RESOLVED that the Board of Education hereby authorizes the School Business Administrator to **transfer funds pending availability** from the General Fund in the 2022/2023 school year to the following accounts as listed:

1. Capital Reserve Account up to \$100,000
2. Maintenance Reserve Account up to \$100,000
3. Tuition Reserve Account up to \$100,000

Action item 23-FFP-81:

BE IT RESOLVED that the Board of Education hereby approves the facility use application for the Lebanon Borough PTA on June 12, 2023 as attached.

Action item 23-FFP-82:

BE IT RESOLVED that the Board of Education hereby approves the updated Safe Return Plan as attached for the 2022/2023 school year.

Motion for Action Items 23-FFP-70 through 23-FFP-82:

Motion by B. Valliere, Second by D. Nugent. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 Nay, 0 Abstain.

FFP Discussion:

Discussion on tuition adjustments and how they are calculated.

Discussion on Dual use of space

Discussion on Safe Return Plan.

Discussion on Tuition rates and class sizes.

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action items 23-PNCC-25 through 15-PNCC-31:

Action Item 23-PNCC-25:

BE IT RESOLVED that the Board of Education hereby approves SMID # 30734578 for 3 days during July and August 2023 for Health Office duties at her 2023/2024 per diem rate.

Action Item 23-PNCC-26:

BE IT RESOLVED that the Board of Education hereby approves SMID # 52815453 as an instructional aide for the extended school year program at the rate of \$18 per hour from the period July 1, 2023 through August 31, 2024.

Action Item 23-PNCC-27:

BE IT RESOLVED that the Board of Education hereby approves the following staff members for summer programs funded by the American Rescue Plan ESSER III grants as attached:

Program	SMID#
<i>Preschool Camp 8/23/2023-8/24/2023</i>	<i>10607588 and Aide TBD</i>
<i>Kindergarten Camp 8/23/2023-8/24/2023</i>	<i>52815990 and Aide TBD</i>
<i>Art Camp 8/14/2023-8/17/2023</i>	<i>35785112 and Aide TBD</i>
<i>Musical Theatre 7/24/2023-7/27/2023</i>	<i>84613389 and Aide TBD</i>

Action Item 23-PNCC-28:

BE IT FURTHER RESOLVED that the Board of Education hereby approves the employment contract with Colleen Ingram as Elementary School Teacher at BA 4 at the rate of 57,150 for the 2023/2024 school year.

Action Item 23-PNCC-29:

BE IT FURTHER RESOLVED that the Board of Education hereby approves the following Teachers for curriculum writing at the rate of \$30 per hour for the summer months of July and August 2023:

<i>SMID # 35378256</i>	<i>SMID # 88504618</i>
<i>SMID # 52815453</i>	<i>SMID # 84613389</i>
<i>SMID # 52815990</i>	<i>SMID # 47342027</i>
<i>SMID # 52816543</i>	<i>SMID # 35785112</i>
<i>SMID # 52808037</i>	<i>SMID # 26174607</i>
<i>SMID # 52809084</i>	<i>SMID # 52113875</i>
<i>SMID # 10607588</i>	<i>SMID # 54344965</i>
<i>SMID # 57726655</i>	

Action Item 23-PNCC-30:

BE IT FURTHER RESOLVED that the Board of Education hereby approves SMID# 44759470 for 3 days during the summer months of July and August 2023 for CST Evaluations and services at her 2023/24 per diem rate.

Action Item 23-PNCC-31:

BE IT FURTHER RESOLVED that the Board of Education hereby approves the employment as substitute teacher for the 2023/2024 school year at \$150 per diem:

Suzanne Lawn

Motion for Action Items 23-PNCC-25 through 23-PNCC-31:

Motion by B. Valliere, Second by J. Carruthers. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 Nay, 0 Abstain.

PNCC Discussion:

Discussion on curriculum writing.

Discussion on new 4th grade teacher appointment.

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.*

No Public present

NEW BUSINESS:

Discussion on highlights from the recent town council meeting and ideas for changes in the Park, including a possible “splash pad” and traffic pattern on Maple St.

Discussion on social media posts and how it can undermine the trust in the school.

EXECUTIVE SESSION:

WHEREAS, while Sen. Byron M. Baer Open Public Meetings Act requires all meetings of the Lebanon Borough Board of Education to be held in public, NJSA 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session, without the public being permitted to attend, and

WHEREAS, the Lebanon Borough Board of Education has determined that the following issue(s) are permitted by NJSA 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session; and

WHEREAS, the nature of the following matters, described as specifically as possible without undermining the need for confidentiality are:

CSA Evaluation

The length of the Executive Session is estimated to be sixty (60) minutes after which the meeting shall reconvene in public session.

THEREFORE, BE IT RESOLVED that the Lebanon Borough Board of Education will go into Executive Session for only the above state reasons; and

BE IT FURTHER RESOLVED that the Lebanon Borough Board of Education hereby declares that its discussion of the aforementioned subject will be revealed once a conclusion has been reached as to the matter subject to the discussion.

Formal action will not be taken.

Motion by D. Nugent, Second by D. Abeles. The full membership of the Board adopts the resolution at 8:10 pm.

Motion to exit: _____ **Second:** _____ **Time:** _____

ADJOURNMENT:

Action Item 23-AD-11:

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

Motion by B. Valliere, Second by J. Carruthers. The full membership of the Board adopts the resolution at 8:43 pm.

Respectfully Submitted,

Patricia Duell
School Business Administrator/Board Secretary

Minutes prepared: June 13, 2023
Minutes remain unofficial until formally approved by the Board.

Daniel Elwell, Board President

Date