

**LEBANON BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES  
Regular Business Meeting  
June 16, 2022  
Lebanon Borough School Library 6:30 pm**

**CALL TO ORDER:** D. Elwell called the meeting to order at 6:30 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 13, 2022

- 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  
Jacklyn Carruthers, Vice President  
David Abeles  
Danielle Nugent  
Benedict Valliere

*District Administrators:*

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

Also Present:

Mr. Andrew Li, Esq. Comegno Law Group

**PLEDGE OF  
ALLEGIANCE:**

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

**PRESIDENT'S COMMENTS:**

Mr. Elwell welcomed the board and public to the final meeting of the school year. Comments were made on the vast changes we experienced this year, starting starting with masking,

quarantines and eventually transitioning towards a new “normal” life in the endemic phase of COVID.

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

*See Attached*

**Action 22-CSA-09:**

***BE IT RESOLVED*** that the Board of Education hereby accepts the HIB report for the month of May & June 2022.

***CSA Discussion:***

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

***Report of the School Business Administrator:***

***Informational:*** The next meeting is Thursday, August 4, 2022 at 6:30 pm. Please inform me if there needs to be a schedule change ASAP.

*ARP Grant approval*

*Year End reports/Audit preparation*

*QPA License*

*Lunch Program for 22/23 school year*

**ACTION ITEMS 22-BA-50 THROUGH 22-BA-54:**

**Action 22-BA-50:**

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

***Minutes: Regular Session***

***May 5, 2022***

**Action 22-BA-51:**

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

***April 30, 2022***

***May 31, 2022***

**Action 22-BA-52:**

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

*April 30, 2022*

*May 31, 2022*

**Action 22-BA-53:**

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

*April 30, 2022*

*May 31, 2022*

**Action 22-BA-54:**

**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, 2022*

*May 31, 2022*

**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.

**BA Discussion:**

*Commendations to the administration for managing the budget so well.*

*Discussion on funds remaining after being spent on the summer programs.*

*Discussion on the Music room project costs and if inflation will impact it.*

**Motion for Action Items 22-BA-50 through 22-BA-54:**

**Motion by: D. Abeles, Second by J. Carruthers. The resolution is adopted by the Board on a roll call vote as follows: 5 ayes, 0 Nay, 0 Abstain.**

**OLD BUSINESS:**

*Discussion on Before & After Care at the school.*

**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.*

*Public Comments:*

*Marlene Baldinger, Brunswick Ave. –*

*Commented on the wonderful experience that her children had at LBS.*

*Commented on the change of send/receive from Clinton Township to Clinton Public and asked that the Board continually evaluate and compare the two different schools.*

**FACILITY/FINANCE/POLICY:**

**Action Items 22-FFP-68 through 22-FFP-82:**

**Action item 22-FFP-68:**

**BE IT RESOLVED** that the Board of Education hereby approves the **payment of bills** for the period ending **June 16, 2022 in the amount of \$ 471,904.87** .

**Action item 22-FFP-69**

**BE IT RESOLVED** that the Board of Education hereby approves the Application and Certificate for Payment from **Northeastern Interior Services** in the amount of \$7,600.00

**Action item 22-FFP-70**

**BE IT RESOLVED** that the Board of Education hereby approves the following **professional and technical service contracts** for the 2022/2023 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 &amp; Planners</i>	<i>Architect &amp; 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>Trenton 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 &amp; 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>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>Hunterdon County ESC</i>	<i>Information Technology Services Child Study Team Services Nursing Administrative Assistant</i>	<i>Rates on file in business office</i>

	<i>Paraprofessional Services</i>	
<i>Automatic Temp. Control</i>	<i>Pneumatic Control Inspection &amp; maintenance</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 &amp; Brown</i>	<i>Health &amp; Rx Insurance Broker services</i>	<i>N/A</i>
<i>Strauss Esmay</i>	<i>Online Policy/Regulation Manuals &amp; 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>

**Action item 22-FFP-71**

**BE IT RESOLVED** that the Board of Education hereby approves the submission of the **SSDS report period 2** for the period of January 1, 2022 through June 30, 2022.

**Action item 22-FFP-72**

**BE IT RESOLVED** that the Board of Education hereby approves 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 22-FFP-73**

**BE IT RESOLVED** that the Board of Education hereby approves that the Board of Education hereby approves the **preschool tuition rates** for the 2022/2023 school year:

**\$250 per month for each ½ day session**  
**\$500 per month for each full day session**

**Action item 22-FFP-74**

**BE IT RESOLVED** that the Board of Education approves the participation in **coordinated transportation agreement** with the Hunterdon County ESC for the 2022/2023 school year.

**Action Item 22-FFP-75:**

**BE IT RESOLVED** that the Board of Education hereby approves the agreement with the Hunterdon County ESC for an **offsite administrative assistant** for the months of July and August 2022 at the rate of \$50.50 per hour, not to exceed 70 hours.

**Action Item 22-FFP-76:**

**BE IT RESOLVED** that the Board of Education hereby approves the out of district placements in the Clinton Public School for the 2022/2023 schoolyear.

SID# 7139964337 @ \$32,640

SID# 2840922386 @ \$32,640

**Action Item 21-FFP-77:**

**BE IT RESOLVED** that the Board of Education hereby approves the Extended School Year tuition for SID# 7139964337 at the Clinton Public School in the amount of \$5,000 ea. for the period July 1, 2022 through August 31, 2022.

SID# 7139964337

SID# 7001908533

SID# 2840922386

**Action Item 22-FFP-78:**

**BE IT RESOLVED** that the Board of Education hereby approves the send/receive tuition contract with the Clinton-Glen Gardner Board of Education for 7<sup>th</sup> and 8<sup>th</sup> grade students attending the Clinton Public School in the 2022-2023 school year as follows:

20 general education students @ \$15,300 ea. = \$306,000

3 special education student @ 15,300 ea = \$ 45,900

Prior year tuition adjustment \$65,083

**Action item 22-FFP-79:**

**BE IT RESOLVED** that the Board of Education hereby approves the send/receive **tuition adjustment with the Clinton Township Board of Education** for the 2020/2021 school year in the amount of \$73,933

**Action Item 22-FFP-80:**

**BE IT RESOLVED** that the Board of Education hereby approves the application for dual use of space as attached for the 2022/2023 school year.

**Action Item 21-FFP-81:**

**BE IT RESOLVED** that the Board of Education hereby authorizes the School Business Administrator to void the following outstanding checks from the General Fund bank account:

<b>Check #</b>	<b>Amount</b>
5767	\$220.00
5896	\$50.00
5941	\$25.00
6025	\$312.90
6127	\$1,150.00
6177	\$339.86

**Action Item 21-FFP-82:**

**BE IT RESOLVED** that the Board of Education hereby accepts the following federally funded grants for the 2022/2023 school year:

Title IIA	\$1,586
IDEA PreSchool	\$1,985
IDEA Basic	\$29,346

**Motion for Action Items 22-FFP-68 through 22-FFP-82:**

**Motion by: J. Carruthers , Second by D. Nugent. The resolution is adopted by the Board on a roll call vote as follows: 5 ayes, 0 Nay, 0 Abstain.**

**FFP Discussion:**

*Discussion on preschool*

*Discussion on out of district placements*

*Discussion on dual use of space*

**RECOGNITION OF PUBLIC:**

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

*Marlene Baldinger, Brunswick Ave.*

*Commented on a bicycle driven library program to help people register for a library card.*

*Information on possible closing of Rt. 629.*

**NEW BUSINESS:**

*J. Carruthers commented on resignations and turn-over in general at larger school districts, including Clinton Township. She feels very strongly that our students are in a far better place to be attending small schools where the staff is stable and the kids get the attention they deserve.*

*D. Abeles commented on the ease of receiving negative comments from families and/or community members. Email has made it very easy for people to express disagreements or misgivings without having actual contact with the people involved.*



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

**Action Items 22-PNCC-21 through 22-PNCC-26:**

**Action Item 22-PNCC-21:**

**BE IT RESOLVED** that the Board of Education hereby approves SMID # 30734578 for 3 days during July and August 2021 for Health Office duties at her 2022/2023 per diem rate.

**Action Item 22-PNCC-22:**

**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, 2022 through August 6, 2022.

**Action Item 22-PNCC-23:**

**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:

<b><i>Program</i></b>	<b><i>SMID#</i></b>
<i>Preschool Camp 8/9-8/10</i>	<i>10607588 and 44223535</i>
<i>Kindergarten Camp 8/10</i>	<i>52815990 and 92042746 or 25046525 or 91045245</i>
<i>Art Camp 8/22 -8/25</i>	<i>35785112 and 92042746 or 25046525 or 91045245</i>
<i>Musical Theatre 7/25-7/29</i>	<i>84613389 and 92042746</i>
<i>Academic Boost 8/8 8/11and 8/15 – 8/18</i>	<i>35378256, 57726655, 52815453, 52815990, 52808037, 47342027, 54344965, 44759470, 30734578</i>

**Action Item 22-PNCC-24**

**BE IT RESOLVED** that the Board of Education hereby approves SMID # 44759470 to be paid for 3 days at the Teacher in Charge rate of \$100 per diem for the days of May 18 – 20, 2022

**Action Item 22-PNCC-25**

**BE IT FURTHER RESOLVED** that the Board of Education hereby approves SMID # 44759470 for 5 days during July and August 2022 for Child Study Team duties at her 2022/2023 per diem rate.

**Action Item 22-PNCC-26**

**BE IT FURTHER RESOLVED** that the Board of Education hereby approves the movement on the guide from BA+15 to MA for the 2022/2023 school year for SMID # 30734578.

**Motion for Action Items 22-PNCC-21 through 22-PNCC-26:**

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

**PNCC Discussion:**

None

**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:

**Matters under Attorney/Client privilege  
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 to enter: J. Carruthers Second: D. Abeles The resolution is adopted by the full membership of the Board at 7:22 pm.**

**Motion to exit: D. Abeles Second: D. Nugent The resolution is adopted by the full membership of the Board at 8:13 pm.**

***ADJOURNMENT:***

***Action Item 22-AD-10:***

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

***Motion by: J. Carruthers, Second by D. Nugent. The resolution is adopted by the full membership of the Board at 8:13 pm.***

*Respectfully Submitted,*

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*Patricia Duell  
School Business Administrator/Board Secretary*

*Minutes prepared: June 17, 2022  
Minutes remain unofficial until formally adopted by the Board.*

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*Daniel Elwell  
Board President*

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*Date*