

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

**MINUTES
Regular Business Meeting
March 15, 2022
Lebanon Borough School Library 6:30 pm**

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 the annual public notice on February 16, 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

Absent: Benedict Valliere

District Administrators:

Mr. Bruce Arcurio, Chief School Administrator (Via Zoom)
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 and public to the first meeting in quite a while without having to wear a mask.

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 22-CSA-06:

BE IT RESOLVED that the Board of Education hereby accepts the HIB report for the month of February, 2022.

CSA Discussion:

Discussion on service providers for Child Study Team services.

Discussion on the impact of the sepsis lessons in the classroom.

Motion by: J. Carruthers, Second by D. Abeles. The board adopts the resolution on a roll call vote as follows: 4 ayes, 0 nay, 0 abstain.

Policy Review: 2nd Reading

<i>Policy Number</i>	<i>Name</i>	<i>Regulation Number</i>	<i>Name</i>
<i>P2415.05</i>	<i>Student Surveys, Analysis, Evaluations, Exams, Testing or Treatment (M)</i>		
<i>2431.4</i>	<i>Prevention and Treatment of sports related concussions and head injuries (M)</i>	<i>2431.4</i>	<i>Prevention and Treatment of sports related concussions and head injuries (M)</i>
<i>2460.30</i>	<i>Additional/Compensatory special education and related services (M)</i>		
<i>2622</i>	<i>Student Assessment (M) (Revised)</i>	<i>2622</i>	<i>Student Assessment (M)</i>
<i>3233</i>	<i>Political Activities</i>		
<i>5541</i>	<i>Anti Hazing (M)</i>		
<i>7540</i>	<i>Joint Use of Facilities</i>		
<i>8465</i>	<i>Bias Crimes and Bias-related activities (M)</i>	<i>8465</i>	<i>Bias Crimes and Bias-related activities</i>
<i>9560</i>	<i>Administration of School Surveys (M)</i>		

Report of the School Business Administrator:

Informational: The next meeting is Thursday, April 7, 2022 at 6:30 pm.

Budget – Budget worksheets are prepared, and we planning on a 0% tax increase. Changes can still be made before the May public hearing, but hopefully will not happen.

Highlights:

Revenues:

State Aid is down because of School Choice Aid. This year we only have 2 seats filled but have been funded for 4 seats. Next year, we would only be funded for the same 2 seats because we did not have any new applicants for the other 2 seats. They have also deducted the extra 2 seats that we got funded for this year, so that basically wiped out the choice funding. While we remain in the program, we cannot accept any tuition based students in grades K-6; if we chose to leave the choice program we could advertise and accept tuition. Funding would continue for the 2 seats that are currently filled until they age out of our programs in grade 6.

Special Revenues:

We still have \$125,000 in funds from the ARP-ESSER grants. The focus of the grants are allocated for learning beyond the school day, summer programs and “tiered system of supports”. The ESSER II funds in the amount of 72,947 are still planned to be used on the music room. That grant is still waiting approval, if it can’t be used for that purpose, we certainly will use it somewhere else.

Expenses:

We are basically maintaining our line expenses as they are this year.

Music Room – Funds from the capital reserve are budgeted to cover the full cost of the project. If/When we are allowed to use the ESSER funds, that money will be used and whatever is left in the capital project account will go back into the reserve at the end of the project/end of the year. There really aren’t any additional expenses to fill the room, we will move what is being used on the stage and gym for music into that room.

Lunch Program – The only expenses related to starting the lunch program are expected to be:

1. A stipend to cover mileage to whomever is delegated the job of picking up the lunches.
2. A “hot box” to transport hot lunch
3. Possibly a food warmer to keep the hot lunch warm until the kids eat (there should only be one lunch period next year as we used to have in the past.
4. Cost of food service module in our student information system.

Please keep in mind that there would be revenue from the sale of the lunches – this comes from parents and subsidies from the USDA which will offset the associated costs. The lunch program is an “Enterprise Fund”, which means it technically should be self sufficient with minimal board contribution. We are in a position that we really need to address the higher rate of free/reduced eligible students. Even if we have zero participation, we at least need to offer lunch to eligible students.

Music Room Renovation – We had the bid opening on the 10th and received 8 bids for the project. The lowest bid came in at \$211,000. The bids have been reviewed by the Architect and Attorneys and the lowest bid was found to be a qualified bid. Our ESSER grant has still not gone through the approval process, but we do have \$72,947 in funds from that grant to use on this project. I will budget for the full amount to come out of the Capital Reserve funds, but what doesn't get used will go back into that reserve account at the end of the project. The state has not yet approved the renovation as an educational space yet, so we cannot award the project until that happens. It is under review and we hope to have that in place for the March meeting.

Special Education:

We are always monitoring the costs of in district and out of district students on a regular basis. The budget does support the current level of staffing for teachers and aides that we have this year. We do know for certain that we are losing one out of district student that is moving in the spring. There is a considerable savings from tuition and transportation related to that student.

Transportation :

We are expecting to see a huge drop in transportation costs next year. We will only have 1 bus going to Clinton Public for 7th and 8th grade students as well as the out of district placement there. We will not have any special ed transportation other than the one bus.

ACTION ITEMS 22-BA-35 THROUGH 22-BA-39:

Action 22-BA-35:

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

Minutes: Regular Session

February 15, 2022

Action 22-BA-36:

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

January 31, 2022

Action 22-BA-37:

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

January 31, 2022

Action 22-BA-38:

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

January 31, 2022

Action 22-BA-39:

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:**

January 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.

Motion for Action Items 22-BA-35 through 22-BA-39:

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

BA Discussion:

Discussion on the music room project and funding of same.

Discussion on the food service program.

Discussion on budget expenses, asked to cut them by \$22,700.

OLD BUSINESS:

None

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. Question on the capacity of classrooms.

Commented on the following – tuition rates that we are paying for middle school and what we could be getting in revenue; timeline of book order.

FACILITY/FINANCE/POLICY:

Action Items 22-FFP-47 through 22-FFP-52:

Action item 22-FFP-47:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **March 15, 2022 in the amount of \$319,431.29.**

Action item 22-FFP-48:

BE IT RESOLVED that the Board of Education hereby approves the following requests for **employee/board member travel** in accordance with the School District Accountability Act and Board of Education policy 6471 “School District Travel”. Only overnight stays are eligible to meal reimbursement. Mileage, meals and lodging reimbursements shall be in accordance with NJ Statute, Administrative Code and NJ Dept. of Treasury guidelines and the OMB mileage reimbursement rate of \$0.31 per mile. Where more than 5 individuals from the district are to

attend the same out-of-state conference, the school district shall obtain the prior written approval of the Executive County Superintendent.

Employee	Date	Description/Location	Cost	Lodging/Meals/Mileage
Duell, Patricia	4/26-27	Public Purchasing Seminar	\$375	OMB
Ace, Kimberly	3/19/2022	AENJ Spring Symposium	\$150	OMB

Action item 22-FFP-49:

BE IT RESOLVED that the Board of Education hereby approves 2022-2023 school calendar as attached.

Action item 22-FFP-50:

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

<i>Policy Number</i>	<i>Name</i>	<i>Regulation Number</i>	<i>Name</i>
P2415.05	<i>Student Surveys, Analysis, Evaluations, Exams, Testing or Treatment (M)</i>		
2431.4	<i>Prevention and Treatment of sports related concussions and head injuries (M)</i>	2431.4	<i>Prevention and Treatment of sports related concussions and head injuries (M)</i>
2460.30	<i>Additional/Compensatory special education and related services (M)</i>		
2622	<i>Student Assessment (M) (Revised)</i>	2622	<i>Student Assessment (M)</i>
3233	<i>Political Activities</i>		
5541	<i>Anti Hazing (M)</i>		
7540	<i>Joint Use of Facilities</i>		
8465	<i>Bias Crimes and Bias-related activities (M)</i>	8465	<i>Bias Crimes and Bias-related activities</i>
9560	<i>Administration of School Surveys (M)</i>		

Action item 22-FFP-51:

WHEREAS, the Lebanon Borough Board of Education solicited bids on January 19, 2022 for the kitchen/music room renovations at the Lebanon Borough School; and

WHEREAS, bids in response to the solicitation were received and were opened at 11 a.m. on February 10, 2022 as follows:

- | | |
|--|-----------|
| 1. Northeastern Interiors, Little Falls NJ | \$211,000 |
| 2. Venus Tile & Marble, Frenchtown NJ | \$212,900 |
| 3. Lanyi & Tevald, Warren NJ | \$230,000 |
| 4. Arista, Jackson NJ | \$234,000 |
| 5. DeSapio Construction, Frenchtown NJ | \$248,700 |
| 6. Wallkill Group, Hamburg NJ | \$263,000 |
| 7. Spartan Construction, So. Amboy NJ | \$289,800 |
| 8. Charles Mann, Pittstown NJ | \$299,176 |

WHEREAS, after a review of the bids, Gianforcaro Architects and Planners has recommended that the project be awarded to Northeastern Interiors as the lowest responsible bidder at the bid price of \$211,000; and

WHEREAS, the Board of Education desires to authorize the award of a contract to as recommended,

NOW, THEREFORE BE IT RESOLVED that the Lebanon Borough Board of Education hereby awards the music room renovation contract to Northeastern Interiors in the amount of \$211,000 as set forth in the contract on file in the business office.

Action item 22-FFP-52:

BE IT RESOLVED that the Board of Education hereby approves the Tentative Budget for the 2022-2023 school year using the state aid figures; and the School Business Administrator to be authorized to submit the following proposed budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline; And

	General Fund:	Special Revenues:	Total:
2022-2023 Total Expenditures:	3,387,748	151,795	3,539,543
Less: Anticipated Local Revenue	15,562	0	15,562
Less: Anticipated 2022/2023 State Aid Revenues:	148,963	151,795	300,758
Less: Budgeted Reserve Funds	337,702	0	311,000
2021/2022 Taxes to be raised:	2,885,521	0	2,885,521

BE IT FURTHER RESOLVED that \$211,000 in capital reserve funds are budgeted for the purpose of renovating the current kitchen into an educational space; and

that a public hearing be held at the Lebanon Borough School Library, 6 Maple Street, Lebanon, NJ on May 3, 2022 at 6:30 pm for the purpose of conducting a public hearing on the final budget for the 2022/2023 school year.

WHEREAS, the Lebanon Borough Board of education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A: 23A-7.3 et. seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Chief School Administrator and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year; and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A: 23A-7.3 et. seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A: 23A-7.3 et. seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3(b)1, to a maximum expenditure of \$25,000 for all staff and board members.

Motion for Action Items 21-FFP-47 through 21-FFP-52:

Motion by: D. Abeles, Second by J. Carruthers. The board adopts the resolution on a roll call vote as follows: 4 ayes, 0 nay, 0 abstain.

RECOGNITION OF PUBLIC:

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

Marlene Baldinger – commented on a volleyball court that is going to be put up in the park, welcomed the school to use for gym class.

NEW BUSINESS:

Discussion on the new development that is being built within the borough boundaries.

ADJOURNMENT:

Action Item 22-AD-07:

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

Motion by D. Nugent, Second by D. Abeles. The resolution is adopted by the full membership of the board at 7:33 pm.

Respectfully Submitted,

*Patricia Duell
School Business Administrator/Board Secretary*

*Minutes prepared: March 16, 2022
Minutes remain unofficial until formally adopted by the board.*

*Daniel Elwell
Board President*

Date