

**LEBANON BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES**

**Regular Business Meeting  
March 7, 2023 at 6:45pm**

**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 January 18, 2023

- 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 in the Lebanon Borough School
- c. Filing with the Clerk of Lebanon Borough

**ROLL CALL:**

Present: *Board Members:*

David Abeles  
Jacklyn Carruthers  
Daniel Elwell  
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 everyone to the meeting and announced the presentation on the Health curriculum.

**Presentation – Comprehensive Health & Physical Education**

LBS Implementation of NJ Student Learning Standards  
Dr. Bruce Arcurio, Chris Torres & Lila Kosciolk

Discussion:

Discussion included the approach to teaching a sensitive topic to the 2<sup>nd</sup> and 5<sup>th</sup> grades, including the use of proper terms for “private parts”, the combination of boys and girls being taught together, emphasis on personal boundaries and what the NJ State standards require to be taught.

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

**Action 23-CSA-08:**

***BE IT RESOLVED*** that the Board of Education hereby accepts the HIB report for the month of February, 2023.

**Motion for action item 23-CSA-08:**

***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.***

***CSA Discussion:***

Discussion on student placements in math classes when they go to middle and high school.

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

***Informational:*** Our next meeting date is Tuesday, April 4, 2023 at 6:45 pm

***Budget:***

The figures appear somewhat misleading, as the budget is actually down just under 9% - this is largely due to the lack of COVID funding that we have seen over the past 3 years.

Revenues – We are presenting a 2% increase to the local tax levy

State Aid has increased by \$6,893, a 4.63% increase. We are no longer getting any school choice aid as we have officially exited the program.

Local Fund Balances/Reserves:

Overall, it is down significantly, but we are using our tuition reserve and our excess surplus from the 21/22 school year. Excess Surplus happens when we get Extraordinary Aid. We were anticipating increases in the health benefits for this budget round, so we decided to let the additional aid fall into excess surplus and get put back into this budget for tax relief.

Federal programs – We budget for only 85% of the current year grants. The only grants expected next year are for IDEA and Title IIA, which is for professional development. The allocations for these grants are based on Census data, there isn't anything that we can or can't do to change the allocations.

Expenditures:

The largest differences in expenditures are only in a couple of areas:

Tuition to other LEAs – We have a significant decrease on what we are paying for tuition

This will be our final payment to Clinton Township for the 21/22 school year students that were in 8<sup>th</sup> grade. The adjustment amount is \$21,005.63

Our student enrollment is down a little bit from previous years, we will have 22 Students at Clinton Public in 7<sup>th</sup> and 8<sup>th</sup> grade, 1 Out of District placement and 2 students attending the ESY program.

On Tuition – I looked back at what our Actual savings have been since we have changed to Clinton Public. This spreadsheet is a very modest accounting. We won't know what the certified tuition rates will be for the current year until this time next year, so our actual savings will be higher than what is shown here. At the very minimum, we have saved \$318,228 between the 2021/22 school year through the 23/24 budget years.

Required Maintenance Projects (page 3 of expenditures)

It shows a large decrease in how much we are spending, but really that is because we are replacing the cafeteria tables this year. I have actually increased the budget in this area because we are starting to see repairs needed on systems that we have been able to keep running up to this point.

School Security – We increased this to include putting the key fob locks on 2 doors downstairs. It has shown to be a problem with keys when classes are outside for recess and other activities. Having the key fob entry down there will be a great help to staff and easier to manage who can come and go through those doors.

Benefits – Allocated and Unallocated

As we have discussed in the past, health benefit rates have increased significantly. We also have to plan for changes in coverage if staff moves from single benefits to family benefits, from waiving benefits and then deciding to take them again – there is a huge difference in cost in those circumstances.

Un-allocated benefits are employer expenses such as insurance, unemployment, employer taxes, tuition reimbursements, other contractual payments, etc. Our worker comp insurance premium has gone up for next year.

The transfer for Food Service covers the person that picks up and serves the meals. We are doing really well with the lunch program, but the cost of lunch doesn't cover the staff.

Capital Project – We have been limping along with the library HVAC unit for several years (and talking about it for that long too), I have money budgeted there to replace it. If we don't budget for it, it will have to come out of the maintenance reserve and that will eat most of it up. It seems prudent to plan accordingly.

**ACTION ITEMS 23-BA-36 THROUGH 23-BA-40:**

**Action 23-BA-36:**

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

**Minutes: Regular Session**  
**February 22, 2023**

**Action 23-BA-37:**

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

**January 31, 2023**

**Action 23-BA-38:**

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

**January 31, 2023**

**Action 23-BA-39:**

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

**January 31, 2023**

**Action 23-BA-40:**

**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, 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-36:**

**Motion by B. Valliere, Second by J. Carruthers. The Board adopts the resolution on a roll call vote as follows: 4 ayes, 1 Abstain, 0 No.**

**Motion for Action Items 23-BA-37 through 23-BA-40:**

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

**BA Discussion:**

Discussion on remaining ESSER funds.  
Discussion on building maintenance needs.  
Discussion on the proposed tax rate.

**OLD BUSINESS:**

Discussion on having parents come into the school as mystery readers as we used to do regularly.

**FACILITY/FINANCE/POLICY:**

***Action Items 23-FFP-55 through 23-FFP-58:***

**Action item 23-FFP-55:**

***BE IT RESOLVED*** that the Board of Education hereby approves the ***payment of bills*** for the period ending ***March 7, 2023 in the amount of \$ 206,401.46.***

**Action item 23-FFP-56:**

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

<b><i>Employee</i></b>	<b><i>Meeting Description</i></b>	<b><i>Dates</i></b>	<b><i>Reimbursement</i></b>
<i>L. Kosciolk</i>	<i>Stop the Bleed Training Matawan NJ</i>	<i>3/3/2023</i>	<i>\$10 + OMB mileage</i>
<i>K. Ace</i>	<i>NJ Art Symposium Glassboro NJ</i>	<i>3/18/2023</i>	<i>\$175 + OMB mileage</i>
<i>J. Watkins</i>	<i>Foreign Language Educator's Conference New Brunswick NJ</i>	<i>3/18/2023</i>	<i>\$220+ OMB mileage</i>

**Action item 23-FFP-57:**

**BE IT RESOLVED** that the Board of Education hereby approves the Tentative Budget for the 2023/2024 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

	<b>General Fund:</b>	<b>Special Revenues:</b>	<b>Total:</b>
<b>2023/2024 Total Expenditures:</b>	3,275,712	26,292	3,309,333
<b>Less: Anticipated Local Revenue</b>	40,500	0	40,500
<b>Less: Anticipated 2023/2024 State Aid Revenues:</b>	155,856	26,292	182,148
<b>Less: Budgeted Reserve Funds</b>	143,454	0	143,454
<b>2023/2024 Taxes to be raised:</b>	2,943,231	0	2,943,231

**BE IT FURTHER RESOLVED** that a public hearing be held at the Lebanon Borough School Library, 6 Maple Street, Lebanon, NJ on May 2, 2023 at 6:45 pm for the purpose of conducting a public hearing on the final budget for the 2023/2024 school year, which includes the use of \$8,640 from a health care adjustment.

**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.*

**Action item 23-FFP-58:**

***BE IT RESOLVED*** that the Board of Education hereby approves the 2023/2024 School Calendar as attached.

***Motion for Action Items 23-FFP-55 through 23-FFP-58:***

***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.***

***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.*

***Marlene Baldinger, Brunswick Ave.***

Commented on having only 1 public comment session.

Commented on the budget, the health curriculum and activities at Clinton Public School.

Commented on a bus incident that had occurred during the first week of March.

***NEW BUSINESS:***

*Mr. Valliere commented on the 4<sup>th</sup> of July committee which he co-chairs in the Borough. He is impressed with the student engagement that occurred at the last meeting, specifically that a 5<sup>th</sup> grade LBS student made suggestions for a theme for the 2023 parade and it was voted on to proceed.*

*Mrs. Carruthers gave an update on the recent Clinton Public Board Meeting.*

***ADJOURNMENT:***

***Action Item 23-AD-08:***

***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 8:51 pm.***

Respectfully Submitted,

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Patricia Duell  
School Business Administrator/Board Secretary

Minutes prepared: March 8, 2023  
Minutes remain unofficial until formally adopted by the Board.

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Daniel Elwell  
Board President



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Date