

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

**MINUTES
Regular Business Meeting
May 2, 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, 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:

Presentation: Unintended Consequences of Opioids, Mary Logan, Lebanon Borough Councilwoman

Discussion:

Discussion about inviting parents of students 6th through 8th grade, to learn about current statistics about drug use and it's affects on communities.

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

2023/2024 Budget Presentation

Action 23-CSA-10:

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

CSA / Budget Discussion:

Discussion on accepting tuition students at LBS.

Discussion on exterior locks and policies about propping doors open.

Discussion about available grant money for improvements to the building.

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

Report of the School Business Administrator:

Informational: Our next meeting date is Tuesday, June 13, 2023 at 6:45 pm.

Update on lunch program

Policy Review, Second Reading

Policy #	Title	Regulation #	Title
P0144	Board Member Orientation and Training		
P2520	Instructional Supplies (M)	R2520	Instructional Supplies (M)
P3217	Use of Corporal Punishment		
P4217	Use of Corporal Punishment		
P5305	Health Personnel (M)		
P5308	Student Health Records (M)	R5308	Student Health Records (M)
P5310	Health Services (M)	R5310	Health Services (M)
P6112	Reimbursement of Federal and Other Grant Expenditures (M)		
P6115.01	Federal Awards/Fund Internal Controls – Allowability of Costs (M)		
P6311	Contracts for Goods and Services Funded by Federal Grants (M)		

P7440	School District Security (M)		
P9100	Public Relations (Abolished)		
P9140	Citizens Advisory Committee	R9140	Citizens Advisory Committee (Abolished)

ACTION ITEMS 23-BA-46 THROUGH 23-BA-50:

Action 23-BA-46:

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

Minutes: Regular Session
April 4, 2023

Minutes: Executive Session
April 4, 2023

Action 23-BA-47:

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

March 31, 2023

Action 23-BA-48:

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

March 31, 2023

Action 23-BA-49:

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

March 31, 2023

Action 23-BA-50:

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:**

March 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-46 through 23-BA-50:

BA Discussion:

Discussion on cutting the budget down.

Discussion on the lunch program.

Motion by: B. Valliere, Second by D. Abeles. The resolution is adopted by the Board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.

OLD BUSINESS:

None

FACILITY/FINANCE/POLICY:

Action Items 23-FFP-60 through 23-FFP-69:

Action item 23-FFP-60:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **May 2, 2023 in the amount of \$ 362,707.68.**

Action item 23-FFP-61:

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

<i>Policy #</i>	<i>Title</i>	<i>Regulation #</i>	<i>Title</i>
<i>P0144</i>	<i>Board Member Orientation and Training</i>		
<i>P2520</i>	<i>Instructional Supplies (M)</i>	<i>R2520</i>	<i>Instructional Supplies (M)</i>
<i>P3217</i>	<i>Use of Corporal Punishment</i>		
<i>P4217</i>	<i>Use of Corporal Punishment</i>		
<i>P5305</i>	<i>Health Personnel (M)</i>		
<i>P5308</i>	<i>Student Health Records (M)</i>	<i>R5308</i>	<i>Student Health Records (M)</i>
<i>P5310</i>	<i>Health Services (M)</i>	<i>R5310</i>	<i>Health Services (M)</i>
<i>P6112</i>	<i>Reimbursement of Federal and Other Grant Expenditures (M)</i>		
<i>P6115.01</i>	<i>Federal Awards/Fund Internal Controls – Allow ability of Costs (M)</i>		

P6311	Contracts for Goods and Services Funded by Federal Grants (M)		
P7440	School District Security (M)		
P9100	Public Relations (Abolished)		
P9140	Citizens Advisory Committee	R9140	Citizens Advisory Committee (Abolished)

Action item 23-FFP-62:

BE IT RESOLVED that the Board of Education hereby approves the Final Budget for the 2023/2024 school year using the state aid figures; and

	General Fund:	Special Revenues:	Total:
2023/2024 Total Expenditures:	3,272,791	26,542	3,299,333
Less: Anticipated Local Revenue	40,500	250	40,750
Less: Anticipated 2023/2024 State Aid Revenues:	155,856	26,292	182,148
Less: Budgeted Reserve Funds	143,454	0	143,454
2023/2024 Taxes to be raised:	2,932,981	26,542	2,932,981

BE IT FURTHER RESOLVED that a public hearing was held on May 2, 2023 in the Lebanon Borough School Library to approve the final budget which includes a health care adjustment in the amount of \$52,505 to be deposited as banked cap for use in future budgets.

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-63:

BE IT RESOLVED that the Board of Education hereby approves the following field trip for the 2022/2023 school year:

<i>Grade/Desitination</i>	<i>Teacher</i>	<i>Date</i>	<i>Cost</i>	<i>Transportation</i>	<i>Cost</i>
<i>6 / Great Adventure</i>	<i>Petty</i>	<i>June 9, 2023</i>		<i>Hunterdon County ESC</i>	<i>\$680</i>
<i>6 / Clinton Public School</i>	<i>Petty</i>	<i>June 1, 2023</i>	<i>N/A</i>	<i>Hunterdon County ESC</i>	<i>\$136</i>

Grade 6 Great Adventure

Action item 23-FFP-64:

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

<i>Vendor</i>	<i>Description</i>	<i>Service</i>
<i>Hunterdon County ESC</i>	<i>Child Study Team Services</i>	<i>Nursing/LDTC/Psychologist/Speech Home School/ Evaluations</i>
<i>Hunterdon County ESC</i>	<i>Coordinated / Joint Transportation</i>	<i>Transportation Services</i>
<i>Hunterdon County ESC</i>	<i>Paraprofessional Services</i>	<i>Teaching Asistants</i>
<i>ESS Northeast LLC</i>	<i>Substitute Services</i>	<i>Teachers, Paraprofessionals</i>
<i>R & L Data Centers</i>	<i>Payroll Processing</i>	<i>Payroll, Tax Services</i>
<i>BKC Public Accountants</i>	<i>Statutory Audit</i>	<i>Audit Services</i>

<i>Clinton-Glen Gardner School District</i>	<i>World Language Teacher</i>	<i>Spanish Teacher</i>
<i>Clinton-Glen Gardner School District</i>	<i>Speech Services</i>	<i>Speech Teacher & Evaluations</i>
<i>Clinton-Glen Gardner School District</i>	<i>Child Study Team Services</i>	<i>LDTC, Psychologist, Testing, Evaluations, Case Management</i>
<i>Clinton-Glen Gardner School District</i>	<i>SFA to SFA Food Service</i>	<i>National School Lunch Vended Meals</i>

Action item 23-FFP-65:

BE IT RESOLVED that the Board of Education hereby approves the 2023 Safety Grant Application with the New Jersey Schools Insurance Group in the amount of \$2,000.

Action item 23-FFP-66:

BE IT RESOLVED that the Board of Education hereby approves the agreement with the Hunterdon County YMCA to provide Before/After Care services for the 2023/2024 school year.

Action item 23-FFP-67:

BE IT RESOLVED that the Board of Education hereby approves the changes to 2022/2023 school calendar with June 9, 2023 as an early dismissal day and June 12, 2023 as the last day of school with an early dismissal.

Action item 23-FFP-68:

BE IT RESOLVED that the Board of Education hereby accepts the School Self Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2021/2022 school year as attached.

Action item 23-FFP-69:

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

<i>Employee</i>	<i>Meeting Description</i>	<i>Dates</i>	<i>Reimbursement</i>
<i>T. Duell</i>	<i>ERIC West Spring Meeting Florham Park NJ</i>	<i>6/1/2023</i>	<i>OMB mileage</i>

Motion for Action Items 23-FFP-60 through 23-FFP-69:

FFP Discussion:

Discussion on Shared Service Agreements with the Hunterdon County ESC and Clinton-Glen Gardner school district.

Discussion about banked cap.

Discussion on the World Language services.

Discussion on the YMCA before/after care program.

Motion by: B. Valliere, Second by D. Nugent *The resolution is adopted by the Board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.*

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action items 23-PNCC-20 through 15-PNCC-24:

Action Item 23-PNCC-20

BE IT RESOLVED that the Board of Education hereby approves the following block of personnel related items as recommended by the Chief School Administrator:

The Lebanon Borough Board of Education offers to continue employment for the Lebanon Borough school tenured and non-tenured certificated staff for the 2023/2024 school year as per the LBEA negotiated agreement, PER No. 99-71, 24 NJ PER 119 per the following schedule:

Tenured Certificated Staff:

Employee	Position	Step	Amount
<i>Adamaitis, Amy</i>	<i>Teacher</i>	<i>MA 19</i>	<i>\$ 76,325</i>
<i>Baldoni, Lauren</i>	<i>Teacher</i>	<i>MA 22</i>	<i>\$ 81,325</i>
<i>Corradi, Yvette</i>	<i>Teacher</i>	<i>MA 19</i>	<i>\$ 76,325</i>
<i>Dulovich, Diane</i>	<i>Teacher</i>	<i>BA + 30 Step 21</i>	<i>\$ 77,725</i>
<i>Farrell, Elizabeth</i>	<i>Teacher</i>	<i>BA + 15 Step 9</i>	<i>\$ 62,826</i>
<i>Heller, Kelly</i>	<i>.8 Social Worker</i>	<i>MA + 15 Step 13</i>	<i>\$ 55,933</i>
<i>Kosciolek, Lila</i>	<i>School Nurse</i>	<i>MA 13</i>	<i>\$ 68,316</i>
<i>Petty, Joyce</i>	<i>Teacher</i>	<i>MA 11</i>	<i>\$ 66,876</i>
<i>Sarnoski, Tammi</i>	<i>Teacher</i>	<i>BA + 15 Step 13</i>	<i>\$ 65,116</i>
<i>Walsh, Jennifer</i>	<i>Teacher</i>	<i>MA 15</i>	<i>\$ 71,060</i>

Non Tenured Certificated Staff:

Employee	Position	Step	Amount
<i>Ace, Kimberly</i>	<i>.25 Teacher</i>	<i>BA 14</i>	<i>\$ 16,378</i>
<i>Barkel, Mayan</i>	<i>Teacher</i>	<i>BA 3</i>	<i>\$ 55,700</i>
<i>Pepe, Michael</i>	<i>Teacher</i>	<i>MA 3</i>	<i>\$ 60,500</i>
<i>Schaefer, Lyndsey*</i>	<i>.5 Teacher</i>	<i>BA 23</i>	<i>\$ 38,888</i>
<i>Torres, Christopher*</i>	<i>.8 Teacher</i>	<i>BA 5</i>	<i>\$ 46,492</i>

**Teacher will gain tenure in the 2023/2024 school year*

Non Certificated Staff:

<i>Employee</i>	<i>Position</i>	<i>Amount</i>
<i>Corso, Richard</i>	<i>.5 Custodian</i>	<i>\$ 23,180</i>
<i>Laughery, Patricia</i>	<i>Instructional Aide</i>	<i>\$ 29,661</i>
<i>Muia, Renee</i>	<i>Confidential Secretary/FSW</i>	<i>\$ 55,000</i>
<i>Zarra, Cheryl</i>	<i>Treasurer of School Monies</i>	<i>\$ 2,000</i>

Action Item 22-PNCC-21

BE IT FURTHER RESOLVED that the Board of Education hereby approves the employment contract with Patricia Duell as ***School Business Administrator/Board Secretary*** for the 2023/2024 school year at the rate of \$95,983, and a stipend amount of \$10,000 for Library and data/technology coordinator duties.

Action Item 22-PNCC-22

BE IT FURTHER RESOLVED that the Board of Education hereby approves the following ***substitute teachers*** for the 2023/2024 school year at the rate of \$150 per day:

Sue Ellen Turner

Action Item 22-PNCC-23

BE IT FURTHER RESOLVED that the Board of Education hereby approves the following ***substitute Custodians*** for the 2023/2024 school year at the rate of \$20 per hour:

Dominick Pardo

Action Item 22-PNCC-24

BE IT FURTHER RESOLVED that the Board of Education hereby approves the employment contract with Scott Rosselli as Head Custodian & Maintenance at the rate of \$70,000 for the 2023/2024 school year.

Motion for Action Items 23-PNCC-20 through 23-PNCC-24:

PNCC Discussion:

Discussion on staff gaining tenure in the 23/24 school year.

Discussion on substitute teachers.

Motion by: B. Valliere, Second by D. Abeles. The resolution is adopted by the Board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.

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.

Ms. Baldinger gave some suggestions to improve the transition for students moving up to the middle school at Clinton Public School.

Mary Logan – Town Councilwoman

Requested a copy of the budget presentation for the town council.

NEW BUSINESS:

Discussion about the electrical box located on the side of the school building, is there a need for safety fencing around it?

ADJOURNMENT:

Action Item 23-AD-10:

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

Motion by D. Abeles, Second by D. Nugent. The Resolution is adopted by the full membership of the board at 8:40 pm.

Respectfully Submitted,

*Patricia Duell
School Business Administrator/Board Secretary*

*Minutes prepared: May 3, 2023
Minutes remain unofficial until formally approved by the Board.*

*Daniel Elwell
Board President*

Date