

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

**MINUTES
Regular Business Meeting
May 5, 2022
Lebanon Borough School Library 6:30 pm**

CALL TO ORDER: D. Elwell called the meeting to order at 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

**PLEDGE OF
ALLEGIANCE:**

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

PRESIDENT'S COMMENTS:

Welcomed everyone to the meeting, commented on how nice it is to be involved in an elementary school district.

SOCIAL STUDIES PROGRAM PRESENTATION

Presentation by Mayan Barkel and Bruce Arcurio. Discussions included the cost of the program, alignment to NJ and national standards, consumable materials as opposed to traditional textbooks, and differentiation to meet each student's needs.

BUDGET PRESENTATION

Bruce Arcurio presented the 22-23 school budget. Discussion followed on the tax rate and tax base of Lebanon Borough.

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 22-CSA-08:

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

CSA Discussion:

None

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.

Report of the School Business Administrator:

Informational: The next meeting is Thursday, June 16, 2022 at 6:30 pm. We have always pushed this meeting back because we don't have a meeting in July. We typically end up changing the August meeting date, so if you know of any scheduling conflicts please let me know as soon as you can.

Lunch Program: I have been working with the people in the NJ Child Nutrition program office and have taken several webinars for the lunch program. The formal agreement with Clinton Public has to be done electronically through their system, so Clinton is going to have to initiate the agreement. The price of \$3.75 per meal will include costs for packaging the meals for transport. We will purchase our own napkins and utensils to keep at the school. We are working on procedures for how the program will work in the fall.

QPA Application: I attended a government purchasing conference this month in Atlantic City. I am sending in my application to become a Qualified Purchasing Agent, which will allow us to have higher quote and bid thresh holds.

Music Room: We are scheduled to have a "kick-off" meeting with the Architect and Contractor tomorrow afternoon to get started on the project.

Audit – Auditors will be on site the week of August 15th and they typically spend 4 days here. They have already begun to do some work with some state reports which I have provided to them.

ACTION ITEMS 22-BA-45 THROUGH 22-BA-49:

Action 22-BA-45:

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

Minutes: Regular Session
April 7, 2022

Minutes Executive Session
April 7, 2022

Action 22-BA-46:

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

March 31, 2022

Action 22-BA-47:

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

March 31, 2022

Action 22-BA-48:

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

March 31, 2022

Action 22-BA-49:

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, 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-45 through 22-BA-49:

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.

BA Discussion:

*Discussion on the lunch program, pick up of daily meals and the OMB rate for mileage.
Discussion on decision to pull out of School Choice Program.*

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.

Marlene Baldinger, Brunswick Ave

Expressed gratitude for not raising taxes.

Commented on students learning about how local government works, student learning loss due to the COVID 19 pandemic, getting students involved in competitions such as Reading Olympics, Poetry Slams and other academic things to highlight LBS achievements in the community.

Ava Baldinger, Brunswick Ave

Questioned what QSAC was.

Commented on sales tax being charged at the book fair.

FACILITY/FINANCE/POLICY:

Action Items 22-FFP-56 through 22-FFP-67:

Action item 22-FFP-56:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **May 5, 2022 in the amount of \$ 307,899.47**.

Action item 22-FFP-57:

BE IT RESOLVED that the Board of Education hereby approves the following requests for **field trips in the 2021/2022 school year:**

Grade	Date	Destination	Transportation	Teachers
Grade 6	6/13/2022	Great Adventure	Parent Provided	Petty
Grade 6	5/25/2022	Clinton Public School	Hunterdon County ESC	Petty
Grade 6	6/14/2022	Fox & Hound	N/A	Petty

Action item 22-FFP-58

BE IT RESOLVED that the Board of Education hereby approves the Budget for the 2022-2023 school year using the state aid figures;

	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 for a music room; and

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 22-FFP-59

BE IT RESOLVED that the Board of Education hereby approves the following agreements with the Hunterdon County ESC for the 2022/2023 School Year:

<i>Service:</i>	<i>Cost:</i>
<i>Technology Support</i>	<i>\$1,800 Licensing and management fees \$95 per hour troubleshooting as needed</i>
<i>Child Study Team Services</i>	<i>Rates on file in the business office</i>

Action item 22-FFP-60

WHEREAS schools with less than 5% students eligible for free or reduced priced meals are not required to participate in the NJ Dept. of Agriculture Child Nutrition Programs; and

WHEREAS the percentage of students who qualify for free or reduced price meals at the Lebanon Borough School for the 2021/2022 school year is 12%;

THEREFORE BE IT RESOLVED that the Board of Education approves the application to participate in the National School Lunch Program through the NJ Department of Agriculture for the 2022/2023 school year and going forward.

Action item 22-FFP-61

BE IT RESOLVED that the Board of Education hereby authorizes the School Business Administrator to enter into a School Food Authority to School Food Authority agreement with the Clinton-Glen Garner School District for school lunch and milk purchases for the 2022/2023 school year at the rate of \$3.75 per meal.

Action item 22-FFP-62

BE IT RESOLVED that the Board of Education hereby approves the agreement with R&L data centers for payroll processing services for the 2022/2023 school year.

Action item 22-FFP-63

BE IT RESOLVED that the Board of Education hereby approves the purchase of Into Social Studies print & digital materials for grades K-5 for a 5 year license at the rate of \$8,6434.50.

Action item 22-FFP-64

BE IT RESOLVED that the Board of Education approves the purchase of Pay Schools through i3 Education as follows:

<i>PaySchools Admin professional installation and training</i>	<i>\$995.00 One time fee</i>
<i>Remote Installation & module training</i>	<i>\$695.00 One time fee</i>
<i>My Meal Order software & maintenance</i>	<i>\$995 annually</i>
<i>Point of Sale software</i>	<i>\$995 annually</i>

Action item 22-FFP-65

BE IT RESOLVED that the Board of Education approves the submission of the 2022 ERIC West Safety grant in the amount of \$2,000.

Action item 22-FFP-66:

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
<i>Arcurio, Bruce</i>	<i>5/18-5/19</i>	<i>NJASA Spring Conference</i>	<i>N/A</i>	<i>OMB</i>
<i>Ace, Kimberly</i>	<i>3/19/2022</i>	<i>AENJ Spring Symposium</i>	<i>\$150</i>	<i>OMB</i>
<i>Duell, Tricia Heller, Kelly</i>	<i>5/19/2022</i>	<i>ERIC West Spring Meeting</i>	<i>N/A</i>	<i>OMB</i>
<i>Haag, Jerry</i>	<i>5/18/2022</i>	<i>Facility Maint. Seminar</i>	<i>N/A</i>	<i>OMB</i>

Action item 22-FFP-67:

BE IT RESOLVED that the Board of Education hereby authorizes the Chief School Administrator to request the removal of the Lebanon Borough School District from the Inter-District School Choice Program effective with the 2022/2023 school year.

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

FFP Discussion:

Discussion on PaySchools

Discussion on Fox & Hound Lunch for 6th grade

RECOGNITION OF PUBLIC:

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

NEW BUSINESS:

Discussion on changes to the Physical Education and Health curriculum for next year.

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action Items 22-PNCC-17-22-PNCC-20

Action Item 22-PNCC-17

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 and non-certificated staff for the 2022/2023 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 18</i>	<i>\$74,068</i>
<i>Baldoni, Lauren</i>	<i>Teacher</i>	<i>MA 21</i>	<i>\$79,325</i>
<i>Corradi, Yvette</i>	<i>Teacher</i>	<i>MA 18</i>	<i>\$74,068</i>
<i>Dulovich, Diane</i>	<i>Teacher</i>	<i>BA + 30 Step 20</i>	<i>\$76,225</i>
<i>Farrell, Elizabeth</i>	<i>Teacher</i>	<i>BA + 15 Step 8</i>	<i>\$61,004</i>
<i>Heller, Kelly</i>	<i>.8 Social Worker</i>	<i>MA + 15 Step 12</i>	<i>\$54,661</i>
<i>Kosciolek, Lila</i>	<i>School Nurse</i>	<i>MA 12</i>	<i>\$66,726</i>
<i>Lawn, Suzanne</i>	<i>Teacher</i>	<i>BA + 15 Step 13</i>	<i>\$65,996</i>
<i>Petty, Joyce</i>	<i>Teacher</i>	<i>MA 10</i>	<i>\$65,426</i>
<i>Sarnoski, Tammi</i>	<i>Teacher</i>	<i>BA + 15 Step 12</i>	<i>\$63,526</i>
<i>Walsh, Jennifer</i>	<i>Teacher</i>	<i>MA 14</i>	<i>\$69,060</i>

Non Tenured Certificated Staff:

<i>Employee</i>	<i>Position</i>	<i>Step</i>	<i>Amount</i>
<i>Ace, Kimberly</i>	<i>.25 Teacher</i>	<i>BA 13</i>	<i>\$15,592</i>
<i>Barkel, Mayan</i>	<i>Teacher</i>	<i>BA 2</i>	<i>\$54,195</i>
<i>Pepe, Michael</i>	<i>Teacher</i>	<i>MA 2</i>	<i>\$58,995</i>
<i>Schaefer, Lyndsey</i>	<i>.5 Teacher</i>	<i>BA 22</i>	<i>\$38,262</i>
<i>Torres, Christopher</i>	<i>.8 Teacher</i>	<i>BA 4</i>	<i>\$45,320</i>
<i>Watkins, Jennifer</i>	<i>.2 Teacher</i>	<i>MA 12</i>	<i>\$13,346</i>

Non Certificated Staff:

<i>Employee</i>	<i>Position</i>	<i>Amount</i>
<i>Corso, Richard</i>	<i>.5 Custodian</i>	<i>\$22,560</i>
<i>Haag, Jerry</i>	<i>Custodian/Maintenance</i>	<i>\$69,018</i>
<i>Hanft, Amanda</i>	<i>Instructional Aide</i>	<i>\$23,599</i>
<i>Laughery, Patricia</i>	<i>Instructional Aide</i>	<i>\$28,867</i>
<i>Werner, Gail</i>	<i>.5 Instructional Aide</i>	<i>\$10,832</i>
<i>Zarra, Cheryl</i>	<i>Treasurer of School Moneies</i>	<i>\$2,000</i>

Action Item 22-PNCC-18

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 2022/2023 school year at the rate of \$93,914, and a stipend amount of \$10,000 for Library and data/technology coordinator duties.

Action Item 22-PNCC-19

BE IT FURTHER RESOLVED that the Board of Education hereby approves the following ***substitute teachers*** for the 2022/2023 school year at the rate of \$90 per day:

Sue Ellen Turner

Action Item 22-PNCC-20

BE IT FURTHER RESOLVED that the Board of Education hereby approves the following ***substitute Nurse*** for the 2022/2023 school year at the rate of \$200 per day:

Kelly Weiland

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.

PNCC Discussion:

Discussion on staff renewals.

ADJOURNMENT:

Action Item 22-AD-09:

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

Motion by: D. Abeles, Second by B. Valliere. The resolution is adopted by the full membership of the Board at 7:55 pm.

Respectfully Submitted,

Patricia Duell
School Business Administrator/Board Secretary

Minutes prepared 5/6/2022
Minutes remain unofficial until formally adopted by the Board.

Daniel Elwell, Board President

Date