

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

**MINUTES
Regular Business Meeting
May 7 , 2024 at 6:45 pm**

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 26, 2024

- 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
David Abeles, Vice President
Jacklyn Carruthers
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 commented on 26 remaining school days of the this school year.

PUBLIC HEARING ON 2024/2025 BUDGET

Budget discussion on tax rate and Borough Valuation numbers.

Discussion on proposed bill to relieve the state aid reductions many districts faced for the 24/25 school year.

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 24-CSA-10:

BE IT RESOLVED that the Board of Education hereby accepts the School Safety and HIB report for the month of April, 2024.

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 Nay, 0 Abstain.

Report of the School Business Administrator:

Informational: The next meeting is Thursday, June 13, 2024 at 6:45 pm.

ACTION ITEMS 24-BA-45 THROUGH 23-BA-49:

Action 24-BA-45:

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

Minutes: Regular Session
April 15, 2024

Minutes Executive Session
April 15, 2025

Action 24-BA-46:

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

April 30, 2024

Action 24-BA-47:

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

April 30, 2024

Action 24-BA-48:

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

April 30, 2024

Action 24-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:23A-16.10 c 3&4

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, 2024

AND FURTHER RECOMMENDS, that the Board of Education certify that no major account has been over-expended in violation of NJAC 6A:23A-16.10 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 24-BA-45 through 23-BA-49:

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.

OLD BUSINESS:

None

FACILITY/FINANCE/POLICY:

Action Items 24-FFP-66 through 24-FFP-72:

Action item 24-FFP-66:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **May 7, 2024 in the amount of \$ 191,288.08.**

Action item 24-FFP-67:

BE IT RESOLVED that the Board of Education hereby approves the following field trip for the 2023/2024 school year:

<i>Grade</i>	<i>Destination</i>	<i>Date</i>	<i>Transportation</i>
4-6	Washington Crossing Park, PA	6/7/2024	HCESC
K-3	Red Mill Museum Clinton NJ	5/8/2024	HCESC
6	Great Adventure	6/11/2024	HCESC

Action item 24-FFP-68:

BE IT RESOLVED that the Board of Education hereby approves the Budget for the 2024/2025 school year using the state aid figures and utilization of \$75,000 from the Maintenance reserve account for reoof repairs; and

	General Fund:	Special Revenues:	Total:
2024/2025 Total Expenditures:	3,370,338	28,207	3,398,545
Less: Anticipated Local Revenue	49,250	0	40,500
Less: Anticipated 2024/2025 State Aid Revenues:	148,500	28,207	176,707
Less: Budgeted Reserve Funds	180,692	0	180,692
2024/2025 Taxes to be raised:	2,991,896	0	2,991,896

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 24-FFP-69:

BE IT RESOLVED that the Board of Education hereby approves the following contracts for 2024/2025 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 Assistants</i>
<i>Hunterdon County ESC</i>	<i>Technology</i>	<i>IT and data back-up</i>
<i>ESS Northeast LLC</i>	<i>Substitute Services</i>	<i>Teachers, Paraprofessionals</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 24-FFP-70:

BE IT RESOLVED that the Board of Education hereby approves the 2024 Safety Grant Application with the New Jersey Schools Insurance Group in the amount of \$2,000.

Action item 24-FFP-71:

BE IT RESOLVED that the Board of Education hereby approves the following technical and professional services for the 2024/2025 school year:

<i>BKC Certified Public Accountants</i>	<i>Auditing Services</i>	<i>Rates on file in the business office</i>
<i>Lennox Law Group</i>	<i>Legal Services</i>	<i>Rates on file in the business office</i>
<i>Gianforcaro Architects & Planners</i>	<i>Architect & 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>Jersey Elevator</i>	<i>Elevator Inspections</i>	<i>\$255 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 & 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>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 & Brown</i>	<i>Health & Rx Insurance Broker services</i>	<i>N/A</i>
<i>Strauss Esmay</i>	<i>Online Policy/Regulation Manuals & 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 24-FFP-72:

BE IT RESOLVED that the Board of Education hereby approves the facility use for the Borough of Lebanon Recreation Department on June 7, 2024 from 7-9 pm in the All Purpose Room.

Motion for Action Items 24-FFP-66 through 24-FFP-72:

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

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action Items 24-PNCC-19 through 24-PNCC-23:

Action Item 24-PNCC-19:

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 2024/2025 school year with rates for LBEA teachers to be determined upon ratification of the collective bargaining agreement.

Tenured Certificated Staff:

Employee	Position	Step
Adamaitis, Amy	Teacher	MA 20
Baldoni, Lauren	Teacher	MA 23
Corradi, Yvette	Teacher	MA 20
Dulovich, Diane	Teacher	BA + 30 Step 22
Farrell, Elizabeth	Teacher	BA + 15 Step 10
Heller, Kelly	.8 Social Worker	MA + 15 Step 14
Kosciolek, Lila	School Nurse	MA 14
Petty, Joyce	Teacher	MA 12
Sarnoski, Tammi	Teacher	BA + 15 Step 14
Torres, Christopher	.8 Teacher	BA 6
Walsh, Jennifer	Teacher	MA 15

Non Tenured Certificated Staff:

Employee	Position	Step
Ace, Kimberly	.25 Teacher	BA 15
Barkel, Mayan	Teacher	BA 4
Pepe, Michael	Teacher	MA 4
Gonzalez, Armando	.5 Teacher	MA 15
Ingram, Colleen	Teacher	BA 5

Non Certificated Staff:

Employee	Position	Amount
Corso, Richard	.5 Custodian	\$ 24,333
Laughery, Patricia	Instructional Aide	\$ 30,699
Muia, Renee	Confidential Secretary/FSW	\$ 56,925
Zarra, Cheryl	Treasurer of School Monies	\$ 2,000

Action Item 22-PNCC-20

BE IT FURTHER RESOLVED that the Board of Education hereby approves the employment contract with Amanda Petty for Long Term Leave Replacement for the period August 26, 2024 through December 23, 2024 at STEP MA 2 on the LBEA collective bargaining agreement.

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 2024/2025 school year at the rate of \$99,342, 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 2024/2025 school year at the rate of \$150 per day:

*Sue Ellen Turner
Suzanne Lawn
Armando Gonzalez
Kimberly Ace*

Action Item 22-PNCC-23

BE IT FURTHER RESOLVED that the Board of Education hereby approves the following ***substitute Custodians*** for the 2024/2025 school year at the rate of \$20 per hour:

*Dominick Pardo
Nick Mamorato*

Motion for Action Items 24-PNCC-19 through 24-PNCC-23:

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 Nay, 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.*

Public Comments:

Marlene Baldinger, Brunswick Ave. commented on the Borough Tax Valuation and tax rate; Climate survey, satisfaction with Clinton Public School and our library collection/purchase of new books.

NEW BUSINESS:

J. Carruthers gave a synopsis of the most recent Clinton-Glen Gardner Board meeting that she attended.

ADJOURNMENT:

Action Item 24-AD-10:

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

Motion By B. Valliere, Second by D. Abeles. The resolution is adopted by the full membership of the Board at 7:37 pm.

Respectfully Submitted,

Patricia Duell
School Business Administrator/Board Secretary
Minutes prepared: 5/8/2024
Minutes remain unofficial until formally adopted by the Board.

Daniel Elwell, Board President

Date