

**LEBANON BOROUGH SCHOOL DISTRICT**  
**Board of Education**  
**Regular Business Meeting Minutes**  
**October 13, 2022 6:30 pm**  
**Lebanon Borough School Library**

*CALL TO ORDER: D. Elwell Called the meeting to order at 6:30 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 a public notice on September 27, 2022:*

- a. Faxing to 2 Newspapers designated by the Board – The Hunterdon County Democrat and the Express Times*
- b. Posting to the District Website, posting on the main bulletin board in the main office,*
- c. Faxing to the Clerk of Lebanon Borough.*

**ROLL CALL: Board Members:**

*Dan Elwell, President*

*David Abeles*

*Danielle Nugent*

**Absent:**

*Jacklyn Carruthers, Vice President*

*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:**

*None*

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

***Achievement Report***

**CSA Discussion:**

*Discussion on the Lebanon Borough test results as compared to the state.*

*Discussion on Social Emotional Learning*

*Discussion on the masking policy this year for Covid Exposure.*

**Action Item 23-CSA-03:**

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

**CSA Discussion:**

***Motion by: D. Nugent, Second by D. Abeles. The resolution is adopted by the board on a roll call vote as follows: 3 ayes, 0 no, 0 abstain.***

**Report of the School Business Administrator:****Policy Review: Second Reading – Table to November Meeting**

<b><i>Policy Number</i></b>	<b><i>Title</i></b>	<b><i>Regulation Number</i></b>	<b><i>Title</i></b>
<i>P1648.14</i>	<i>Safety Plan for Healthcare Settings in School Buildings (M) Abolished</i>		
<i>P 1648.15</i>	<i>Recordkeeping for Healthcare settings in School Buildings (M)</i>		
<i>P2415.04</i>	<i>Title I – District Wide Parent and Family Engagement (M)</i>		
<i>P2415.50</i>	<i>Title I School Parent and Family Engagement (M)</i>		
<i>P 2416.01</i>	<i>Postnatal accommodations for students (M)</i>		
<i>P 2417</i>	<i>Student Intervention and Referral Services (M)</i>		
<i>P 3161</i>	<i>Examination for Cause</i>		
<i>P 4161</i>	<i>Examination for Cause</i>		
<i>P 7410</i>	<i>Maintenance and Repair (M)</i>	<i>R 7410</i>	<i>Maintenance and Repair (M)</i>
		<i>R 7410.01</i>	<i>Facilities Maintenance, Repair Scheduling and Accounting (M)</i>
<i>P 8420</i>	<i>Emergency Crisis Situations (M)</i>		
<i>P 9320</i>	<i>Cooperation with Law Enforcement Agencies (M)</i>	<i>R 9320</i>	<i>Cooperation with Law Enforcement Agencies (M)</i>
<i>P 0163</i>	<i>Quorum</i>		
<i>P 1511</i>	<i>Board of Education Website Accessibility (M)</i>		

P 2415	<i>Every Student Succeeds Act (M)</i>		
P 2432	<i>School Sponsored Publications (Abolished)</i>	R 2432	<i>School Sponsored Publications (Abolished)</i>
P 3216	<i>Dress and Grooming</i>		
P 3270	<i>Professional Responsibilities</i>		
P 3270	<i>Lesson Plans and Plan Books</i>		
P 4216	<i>Dress and Grooming</i>		
P 5513	<i>Care of School Property</i>	R 5513	<i>Care of School Property</i>
P 5722	<i>Student Journalism (M)</i>		

**Informational:** The next meeting is Thursday, November 3, 2022 at 6:30 pm

**Lunch Program** – We served a total of 682 school lunches for the month of September, which averages out to 40 lunches served per day. We had a slight loss for the program for the month due to the purchase of supplies, but this should balance out in the coming months. The program is not really designed to be a money maker, it looks like we will at least be able to cover our costs as the year goes on. Governor Murphy signed A2368 which will provide school lunch benefits to middle income students in the 23/24 school year.

Our Child Nutrition Specialist will be coming back out to the school on Oct. 27<sup>th</sup> to observe the serving process and review paperwork for our final approval. We won't get any reimbursement funds until the approval process is complete.

**Fall Reports** – Tomorrow is our snapshot date for all of our district reports. All of the data is loaded and ready to go in NJ SMART. This data feeds the majority of other reports used for 23/24 state aid.

**Sub Pay Rate** – We recently learned that our surrounding districts are paying a higher rate to substitute teachers than we have been paying for the past 10 years. There is a resolution to increase the rate of pay for subs on this agenda.

**ACTION ITEMS 23-BA-11 THROUGH 23-BA-015:**

**Action 23-BA-11:**

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

**Minutes: Regular Session**  
**September 1, 2022**

**Action 23-BA-12:**

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

**August 31, 2022**

**Action 23-BA-13:**

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

**August 31, 2022**

**Action 23-BA-14:**

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

**August 31, 2022**

**Action 23-BA-15:**

**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:**

**August 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 23-BA-11 through 23-BA-15:**

**Motion by: D. Abeles, Second by D. Nugent. The resolution is adopted by the board on a roll call vote as follows: 3 ayes, 0 no, 0 abstain.**

**BA Discussion:**

Discussion on the Lunch Program

Discussion on Substitute Pay

**OLD BUSINESS:**

Discussion on getting facility use applications and approvals prior to use.

**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.*

*Joyce Petty – 6<sup>th</sup> Grade Teacher. Thanked the Board for their support and increase in the substitute pay.*

*Marlene Baldinger, Brunswick Ave. Commented on the achievement report, book reading requirements in our curriculum and offered support to have the Borough fill out facility request documents in a timely manner.*

*Harrison Dillard, NAACP: Introduced himself as a Hunterdon County resident and President of the new Hunterdon County Chapter of the NAACP. He gave a brief explanation of the goals of the organization and wanted to introduce himself to the Board and community.*

**FACILITY/FINANCE/POLICY:**

***Action Items 23-FFP-17 through 23-FFP-26:***

**Action item 23-FFP-17:**

***BE IT RESOLVED*** that the Board of Education hereby approves the **payment of bills** for the period ending **October 13, 2022 in the amount of \$ 548,714.30.**

**Action item 23-FFP-18:**

***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>T. Duell</i>	<i>ERIC West Training Day Randolph NJ</i>	<i>11/4/2022</i>	<i>OMB</i>
<i>B, Arcurio</i>	<i>Hunterdon County Administrators of Special Education Meetings Flemington NJ</i>	<i>9/20/2022 10/11/2022 11/15/2022 12/13/2022 1/17/2023 2/14/2023 3/14/2023 4/18/2023 5/23/2023 6/13/2023</i>	<i>OMB</i>
<i>K. Ace</i>	<i>National Art Educators Association Virtual Conference</i>	<i>4/10-14/2022</i>	<i>OMB</i>

**Action item 23-FFP-19:**

***BE IT RESOLVED*** that the Board of Education hereby approves the contract with Bayada Nursing Services for the 2022/2023 school year for Nurse substitutes at the rate of \$60 per hour.

**Action item 23-FFP-20:TABLED**

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

<b>Policy Number</b>	<b>Title</b>	<b>Regulation Number</b>	<b>Title</b>
P1648.14	<i>Safety Plan for Healthcare Settings in School Buildings (M) Abolished</i>		
P 1648.15	<i>Recordkeeping for Healthcare settings in School Buildings (M)</i>		
P2415.04	<i>Title I – District Wide Parent and Family Engagement (M)</i>		
P2415.50	<i>Title I School Parent and Family Engagement (M)</i>		
P 2416.01	<i>Postnatal accommodations for students (M)</i>		
P 2417	<i>Student Intervention and Referral Services (M)</i>		
P 3161	<i>Examination for Cause</i>		
P 4161	<i>Examination for Cause</i>		
P 7410	<i>Maintenance and Repair (M)</i>	R 7410	<i>Maintenance and Repair (M)</i>
		R 7410.01	<i>Facilities Maintenance, Repair Scheduling and Accounting (M)</i>
P 8420	<i>Emergency Crisis Situations (M)</i>		
P 9320	<i>Cooperation with Law Enforcement Agencies (M)</i>	R 9320	<i>Cooperation with Law Enforcement Agencies (M)</i>
P 0163	<i>Quorum</i>		
P 1511	<i>Board of Education Website Accessibility (M)</i>		
P 2415	<i>Every Student Succeeds Act (M)</i>		
P 2432	<i>School Sponsored Publications (Abolished)</i>	R 2432	<i>School Sponsored Publications (Abolished)</i>
P 3216	<i>Dress and Grooming</i>		
P 3270	<i>Professional Responsibilities</i>		
P 3270	<i>Lesson Plans and Plan Books</i>		
P 4216	<i>Dress and Grooming</i>		
P 5513	<i>Care of School Property</i>	R 5513	<i>Care of School Property</i>
P 5722	<i>Student Journalism (M)</i>		

**Action item 23-FFP-21:**

**BE IT RESOLVED** that the Board of Education hereby **approves** the 2022-2023 Nursing Services Plan as attached for the 2022/2023 school year.

**Action item 23-FFP-22:**

**BE IT RESOLVED** that the Board of Education hereby approves the addendum to the contract with ESS for increasing the rate of pay for Substitute Teachers and Paraprofessionals to \$150 per diem for the 2022/2023 school year.

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

**BE IT RESOLVED** that the Board of Education hereby approves the School Self Assessment grade for the 2022 school year.

**Action item 23-FFP-24:**

**BE IT RESOLVED** that the Board of Education hereby approves payment application #3 & #4 in the total amount of \$85,238.75 for Northeastern Interior Services as attached.

**Action item 23-FFP-25:**

**BE IT RESOLVED** that the Board of Education hereby approves the following facility use requests for the 2022-23 school year:

Lebanon Borough PTA	10/7/2022 Movie Night	Blacktop area
	11/14-18/2022 Book Fair	Library
	PTA Meetings	Monthly-Library

**Action item 23-FFP-26:**

**BE IT RESOLVED** that the Board of Education hereby approves the Memorandum of Agreement between Education and Law Enforcement Officials for the 2022/2023 school year.

**Motion for Action Items 23-FFP-17 through 23-FFP-19; 23-FFP-21-23-FFP-26:**

**Motion by: D. Abeles, Second by D. Nugent. The resolution is adopted by the board on a roll call vote as follows: 3 ayes, 0 no, 0 abstain.**

*FFP Discussion:*

*Discussion on Music Room completion target date.*

*Discussion on the decision to increase the substitute pay.*

**RECOGNITION OF PUBLIC:**

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

**Marlene Baldinger – Commented on substitute pay rates.**

**NEW BUSINESS:**

*None*

**PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:****Action Items 23-PNCC-08 through 23-PNCC-09:****Action Item 23-PNCC-08:**

**BE IT RESOLVED** that the Board of Education hereby approves the rates of pay for the following substitute for the 2022/2023 school year:

Substitute Teacher/Paraprofessional	\$150.00 per diem effective November 1, 2022
Substitute Nurse	\$200.00 per diem
Substitute Custodian	\$20 per hour

**Action Item 23-PNCC-09:**

**BE IT RESOLVED** that the Board of Education hereby approves the following after-school clubs and advisors:

Program	Advisor (SMID #)
Girls on the Run	10607588 & 47342027
Safety Patrol	35378256
Yearbook	52815990
Student Council	52113875
Drama Club	84613389
Games Club	52113875
Knitting Club (Grades 2 – 3)	52816543

Motion for Action Items 23-PNCC-08 through Action Items 23-PNCC-09:

**Motion by: D. Abeles, Second by D. Nugent. The resolution is adopted by the board on a roll call vote as follows: 3 ayes, 0 no, 0 abstain.**

**PNCC Discussion:**

Discussion on the use of ESSER funds for after school activities.

**ADJOURNMENT:****Action Item 23-AD-03:**

**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 7:35 pm.**

*Respectfully Submitted,*

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*Patricia Duell*  
*School Business Administrator/Board Secretary*

*Minutes prepared: October 14, 2022*  
*Minutes remain unofficial until formally adopted by the Board.*

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*Daniel Elwell*  
*Board President*

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*Date*