

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION
Regular Business Meeting Minutes
August 15, 2019 6:30 pm
Lebanon Borough School Library**

CALL TO ORDER: D. Elwell called the meeting to order at 6:31 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 January 4, 2019:

- a. Faxing to two newspapers designated by the Board- The Hunterdon County Democrat and the Express Times.
- b. Posting to the District Website, the main bulletin board in the Administration office of the Lebanon Borough School.
- c. Faxing to the Clerk of Lebanon Borough.

ROLL CALL:

Board Members:
Daniel Elwell, President
Jacklyn Carruthers, Vice President
Christine Burton arrived 6:39 pm
Danielle Nugent

Absent: David Abeles

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:

Mr. Elwell welcomed the Board and public to our summer meeting and looks forward to starting a new school year come September 3rd. Commendations to Mr. Arcurio for finding new personnel that will all be well suited for our school family.

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR:

CSA Report:

See Attached

REPORT OF THE BUSINESS:

Our next meeting is scheduled for September 5, 2019 at 6:30 pm.

Audit – Our Auditors were here last week and completed their field work. I am not expecting any recommendations for the 2018/19 school year. We were able to transfer \$100,000 into our tuition reserve and \$29,279.23 into our Maintenance reserve which will help when we are building our 2020/2021 school year budget in the winter.

At our last regular meeting, I mentioned that the IDEA funding was lower due to errors in NJ SMART, I'm happy to report that I was able to restore the funding after speaking with people at the State level.

Before/After care program – We ended the year having to contribute \$11,472.17 for 2018/19 school year. This is slightly less than what we contributed for the 2017/18 school year. Towards the end of the year there was an increase in the number of kids using the program, so the Board contribution was less than I had anticipated. So far the YMCA has not had a tremendous amount of people inquiring about the program, but I expect that to change once school starts.

The petition to the Commissioner has been prepared and sent out to all of you for review. Upon your approval, I will inform our Attorney to move forward with sending it along with the feasibility study into the State for a formal answer on terminating the send/receive relationship with Clinton Township.

Grant opportunity: The Son's of St. Patrick of Hunterdon County have expressed an interest in partnering with our school to provide chromebooks and licenses for a class for the coming school year. They would like to work with the classroom teacher and offer new opportunities for the students.

Action Items 20-BA-01 through 20-BA-06:**Action 20-BA-01:**

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

Minutes: Regular Session

June 20, 2019

Minutes: Executive Session:

June 20, 2019

Minutes: Special Meeting

August 8, 2019

Action 20-BA-02:

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

June 30, 2019 (audited)

Action 20-BA-03:

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

June 30, 2019 (audited)

Action 20-BA-04:

BE IT RESOLVED, that the Board of Education hereby approves the Line Item Transfers for the period ending:

June 30, 2019 (audited)

Action 20-BA-05:

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

June 30, 2019 (audited)

Action 20-BA-06:

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:

June 30, 2019 (audited)

AND FURTHER RECOMMENDS, in compliance with 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 20-BA-01 through 20-BA-06:

Motion by: J. Carruthers Second by: C. Burton The resolutions are adopted by the Board on a roll call vote as follows: 4 ayes; 0 nay; 0 abstain.

BA Discussion:

Discuss about the process to file the petition to the Commissioner for Education to terminate the send/receive relationship for our middle school students.

OLD BUSINESS:

World Languages – Mr. Arcurio discuss the option of having a one day per week sign language teacher for the 2019/20 school year. He will be meeting with a candidate next week and will have an opportunity to observe a lesson before the next board meeting.

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.: Asked the following questions of the Board:

1. Information/introduction on the new personnel that will be starting the school year.
2. Link on the school website with information on the process to make comments to the Commissioner of Education concerning the send/receive relationship for our middle school students.

FACILITY/FINANCE/POLICY:

Committee of the whole

Action items 20-FFP-01 through 20-FFP-08:

Action 20-FFP-01:

BE IT RESOLVED, that the Board of Education does hereby approve 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 for meal reimbursement. Mileage, meals and lodging reimbursements shall be in accordance with NJ Statute, Administrative Code and NJ Dept. of Treasury guidelines as well as the OMB mileage reimbursement 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 prior written approval from the Executive County Superintendent.

<i>Employee/Board Member</i>	<i>Program/Location</i>	<i>Date</i>	<i>Cost</i>	<i>Mileage</i>
<i>B. Arcurio</i>	<i>HC ASA Conference Shawnee PA</i>	<i>9/26 & 27, 2019</i>	<i>\$189.00</i>	<i>OMB</i>
<i>B. Arcurio</i>	<i>HCASA Roundtable meetings</i>	<i>11/1/19 12/13/19 1/3/2020 2/7/2020 3/6/2020 4/3/2020 5/1/2020 6/5/2020</i>	<i>N/A</i>	<i>OMB</i>

<i>T. Duell</i>	<i>Hunterdon/Warren ASBO Asbury, NJ</i>	<i>9/18/2019 10/16/2019 11/20/2019 12/18/2019 1/15/2020 2/19/2020 3/18/2020 4/15/2020 5/20/2020 6/??/2020</i>	<i>N/A</i>	<i>OMB</i>
<i>J. Haag</i>	<i>Hunterdon/Warren Building & Grounds Association Meetings Asbury, NJ</i>	<i>9/26/19 10/24/19 11/28/19 12/19/19 1/23/20 2/27/20 3/27/20 4/24/20 5/29/20 6/19/20</i>	<i>N/A</i>	<i>OMB</i>
<i>B. Arcurio K. Heller</i>	<i>Elementary Conflict Resolution New Brunswick NJ</i>	<i>8/8/2019</i>	<i>N/A</i>	<i>OMB</i>

THEREFORE, BE IT RESOLVED that the Board of Education approves all travel not in compliance with NJAC 6A:23A-7.3 et.seq. as being necessary and unavoidable as noted on the approved district travel forms; and

BE IT FURTHER RESOLVED, that the Board of Education approves travel and related expense reimbursements in accordance with NJAC 6A:23A-7.3(b)1, to a maximum expenditure of \$25,000 for all staff and board members.

Action 20-FFP-02:

BE IT RESOLVED, that the Board of Education does hereby approves the payment of bills for the period ending June 30, 2019 in the amount of \$ 56,058.98.

Action 20-FFP-03:

BE IT RESOLVED, that the Board of Education does hereby approves the payment of bills for the period ending August 15, 2019 in amount of \$ 260,659.07.

Action 20-FFP-04:

BE IT RESOLVED, that the Board of Education does hereby accept the following federal grants for the 2019/20 school year:

<i>IDEA BASIC</i>	\$28, 559.00
<i>IDEA PRESCHOOL</i>	\$ 1,889.00
<i>ESEA CONSOLIDATED, TITLE IIA</i>	\$ 1,794.00
<i>US DOE REAP</i>	\$22,445.00

Action 20-FFP-05:

BE IT RESOLVED, that the Board of Education does hereby approves the transfer of \$100,000 into the tuition reserve account for use in the 2020/21 school year budget.

Action 20-FFP-06:

BE IT RESOLVED, that the Board of Education does hereby approves the transfer of \$29,279.93 into the maintenance reserve account from funds remaining in the 2018/19 school year budget.

Action 20-FFP-07:

BE IT RESOLVED, that the Board of Education does hereby accepts the following NJ State aid for the 2018/19 school year:

<i>Extraordinary Aid</i>	\$13,543.00
<i>Non Public Remote Transportation Aid</i>	\$ 2,320.00

Action 20-FFP-08:

BE IT RESOLVED, that the Board of Education does hereby approve waiver application for the Kim Marshall model as the primary model for compliance with the Educator Evaluation for NJ for the 2019/20 through 2021/2022 school years.

Motion for Action Items 20-FFP-01 through 20-FFP-08:

Motion by: J. Carruthers Second by: C. Burton The resolutions are adopted by the Board on a roll call vote as follows: 4 ayes; 0 nay; 0 abstain.

FFP Discussion:

Discussion on how the Extraordinary Aid can be used in the budget.

RECOGNITION OF THE PUBLIC:

Please refer to Board Policy 0167 for guidelines on public comment.

Joyce Petty 6th grade teacher; commented on the opportunity to bring in sign language as part of the LBS curriculum.

Marlene Baldinger – Commented on the desire to continue having Duo Lingo available to the students.

Bruce Arcurio – Gave a brief overview of the new teachers that will be working at LBS in September.

NEW BUSINESS:

Discussion on the number of preschool students enrolled currently.

EXECUTIVE SESSION:

WHEREAS, while Sen. Byron M. Baer Open Public Meetings Act requires all meetings of the Lebanon Borough Board of Education to be held in public, NJSA 10:4-12(b) sets forth nine types of matters that may lawfully be discussed in Executive Session, without the public being permitted to attend, and

WHEREAS, the Lebanon Borough Board of Education has determined that the following issue(s) are permitted by NJSA 10:4-12(b) to be discussed without the public in attendance shall be discussed during an Executive Session; and

WHEREAS, the nature of the following matters, described as specifically as possible without undermining the need for confidentiality are:

1. Legal Matters

The length of the Executive Session is estimated to be sixty (30) minutes after which the meeting shall reconvene in public session.

THEREFORE, BE IT RESOLVED that the Lebanon Borough Board of Education will go into Executive Session for only the above state reasons; and

BE IT FURTHER RESOLVED that the Lebanon Borough Board of Education hereby declares that its discussion of the aforementioned subject will be revealed once a conclusion has been reached as to the matter subject to the discussion.

Formal action will not be taken.

Motion to enter: C. Burton **Second:** J. Carruthers **Time:** 7:03

Motion to exit: C. Burton **Second:** J. Carruthers **Time:** 7:36

ADJOURNMENT:**Action Item 20-AD-02:**

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

Motion by: C. Burton Second by: D. Nugent. The resolution was adopted by the full membership of the Board at 7:37 pm.

Respectfully Submitted,

X: _____
Patricia Duell, School Business Administrator/Board Secretary

Minutes prepared: August 19, 2019

Approved:

X: _____
Daniel Elwell Board President

Date