

LEBANON BOROUGH SCHOOL DISTRICT
Regular Business Meeting Agenda
December 5 2019, 6:30 pm
Lebanon Borough School Library

CALL TO ORDER: _____ called the meeting to order at _____.

**PUBLICATION
OF NOTICE:**

In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 2075, 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:

_____ Dan Elwell, President
_____ Jacklyn Carruthers, Vice President
_____ David Abeles
_____ Christine Burton
_____ Danielle Nugent

District Administrators:

_____ Mr. Bruce Arcurio, Chief School Administrator
_____ Mrs. Patricia Duell, School Business Administrator/Board Secretary

**PLEDGE OF
ALLEGIANCE:**

_____ led the Board in the Pledge of Allegiance.

President's Comments:

AUDIT PRESENTATION: Jon Weiss, BKC Certified Public Accountants

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 20-CSA-03:

BE IT RESOLVED that the Board of Education hereby accepts the ***HIB report*** for the month of November 2019.

Motion by: _____ Second by: _____

CSA Discussion:

ROLL CALL:

_____ D. Abeles; _____ C. Burton; _____; J. Carruthers; _____ D. Nugent _____ D. Elwell

Ayes: _____ No _____ Abstain _____

Motion: carries fails tabled

Report of the School Business Administrator:

Informational: The next meeting is Thursday, January 2, 2020 at 6:30 pm.

Action items 20-BA-21 through 20-BA-25:

Action 20-BA-21:

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

Regular Meeting
November 14, 2019

Executive Session
November 14, 2019

Action 20-BA-22:

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

October 31, 2019

Action 20-BA-23:

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

October 31, 2019

Action 20-BA-24:

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

October 31, 2019

Action 20-BA-25:

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:**

October 31, 2019

AND FURTHER RECOMMENDS in compliance with NJAC 6A: 23-2.11c4, that the Board of Education certify that no major account has been over-expended in violation of NJAC 6A:23-2.11b and that 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-21 through 20-BA25:

Motion by: _____ Second by: _____

BA Discussion:

ROLL CALL:

_____ D. Abeles; _____ C. Burton; _____; J. Carruthers; _____ D. Nugent _____ D. Elwell

Ayes: _____ No _____ Abstain _____

Motion: carries fails tabled

OLD BUSINESS:

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.*

FACILITY/FINANCE/POLICY:

Action Items 20-FFP-30 through 20-FFP-34:

Action item 20-FFP-30:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **December 5, 2019 in the amount of \$194,220.79.**

Action Item 20-FFP-31 :

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/Board Member:	Program / Location	Date:	Cost:	Mileage:	Lodging/Meals:
<i>L. Pellegrino</i>	<i>Artists for Art Sake Clinton NJ</i>	<i>12/09/19</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>
<i>T. Duell</i>	<i>Negotiation Strategies Flemington NJ</i>	<i>12/18/2019</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>

Action Item 20-FFP-32 :

BE IT RESOLVED that the Board of Education hereby approves the following field trip for the 2019/20 school year:

Date	Destination	Class & Advisor	Transportation
<i>January 10, 2020</i>	<i>Bridge Competition</i>	<i>AT Students S. E. Turner</i>	<i>Hunterdon County ESC</i>

Action Item 20-FFP-33 :

BE IT RESOLVED that the Board of Education hereby approves the following statements of assurance for the 2019/20 school year:

*Health and Safety Evaluation of School Buildings
School Safety and Security Plan Annual Review*

Action Item 20-FFP-34 :

BE IT RESOLVED that the Board of Education approves the June 30, 2019 **Comprehensive Annual Financial Report (CAFR)** as presented by Jon Weiss of Bedard, Kurwicky & Co. CPAs. With the following findings:

- | | |
|--|--------------------------|
| <i>1. Administrative Practices & Procedures</i> | <i>No recommendation</i> |
| <i>2. Financial Planning, Accounting & Reporting</i> | <i>No Recommendation</i> |
| <i>3. School Purchasing Programs</i> | <i>No recommendation</i> |
| <i>4. Application for State School Aid</i> | <i>No recommendation</i> |
| <i>5. Pupil Transportation</i> | <i>No recommendation</i> |
| <i>6. Facilities and capital assets</i> | <i>No recommendation</i> |
| <i>7. Student Body Activities</i> | <i>No recommendation</i> |
| <i>8. Milk Program</i> | <i>No Recommendation</i> |
| <i>9. Miscellaneous</i> | <i>No recommendation</i> |
| <i>10. Follow-up on prior year findings</i> | <i>No recommendation</i> |

Motion for Action Items 20-FFP-30 through 30-FFP-34:

Motion by: _____ **Second** by: _____

FFP Discussion:

ROLL CALL:

_____ D. Abeles; ___ C. Burton; _____; J. Carruthers; _____ D. Nugent ___ D. Elwell

Ayes: _____ No _____ Abstain _____

Motion: carries fails tabled

RECOGNITION OF PUBLIC:

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

NEW BUSINESS:

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action Items 20-PNCC-17:

Action Item 20-PNCC-17:

BE IT RESOLVED that the Board of Education hereby accepts the request for long term medical leave of absence for Elizabeth Farrell for the period March 2, 2020 through May 4, 2020 with the use of 40 sick days as per the LBEA negotiated agreement.

Motion for Action Items 20-PNCC-17:

Motion by: _____ **Second** by: _____

PNCC Discussion:

ROLL CALL:

_____ D. Abeles; ___ C. Burton; _____; J. Carruthers; _____ D. Nugent ___ D. Elwell

Ayes: _____ No _____ Abstain _____

Motion: carries fails tabled

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 be lawfully discussed in "Executive Session";

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

WHEREAS, the Lebanon Borough Board of Education has determined that the following issues are permitted by NJSA 10:4-12(b) to be discussed without the public in attendance shall be discussed during Executive Session; Any pending or anticipated litigation or contract negotiation other than as stated in #4 in which the Board is or may become a party and any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his/her ethical duties as a lawyer; the nature of the discussion, described as specifically as possible without undermining the need for confidentiality is:

Legal Update

WHEREAS, the length of Executive Session is estimated to be 15 minutes, after which the public meeting shall commence.

NOW THEREFORE BE IT RESOLVED, that the Board of Education will go into Executive Session for only the above stated reason(s); and

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

Action will be taken.

Motion to enter Executive Session:

Motion by: _____ Second by: _____ All in Favor: _____

Motion to Exit Executive Session:

Motion by: _____ Second by: _____ All in Favor: _____

ADJOURNMENT:

Action Item 20-AD-06:

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

Motion by: _____ *Second by:* _____

In Favor: _____

Time: _____