

LEBANON BOROUGH SCHOOL DISTRICT
Regular Business Meeting Agenda
June 4, 2020, 6:30 pm
ZOOM Meeting ID: 868 9259 5932
Password: 183301

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 May 29, 2020**

- a. **Emailing to two 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. **Emailing 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:

BASIC SKILLS PROGRAM PRESENTATION

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 20-CSA-09:

BE IT RESOLVED that the Board of Education hereby **accepts the HIB report for the month of May 2020.**

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

POLICY REVIEW**First Reading**

Policy & Regulation 5513 Care of School Property – We are adding procedures for Chromebook care and replacement. We are proposing that parents be responsible for the cost of repairs if/when needed. If we are sending devices home, we have to expect that they won't be monitored like they are in the school building. We will also be looking into purchasing screen protectors and protective cases.

Second Reading:

Changes and options to policies discussed at the last meeting have been made.

Report of the School Business Administrator:

Informational: The next meeting is Thursday, June 18, 2020 at 6:30 pm – the zoom meeting ID and password will be posted prior to the meeting and invites will be sent out.

Revised State Aid payments – an article on NJ.com indicated that there will be some cuts to state aid. The amounts listed showed that Lebanon Borough would receive \$383.00 less than was originally posted. I have not gotten an official notice from the state on this yet.

Grant applications for ESEA, IDEA, Alyssa's Law compliance and FEMA will be done over the next two weeks. Any items that we need for the building including PPE and sanitizing equipment can be covered under the FEMA grants, they are supposed to reimburse up to 75% of the costs.

NJ SMART reports will be completed by June 30th as required.

Purchase orders for the new school year will begin to go out next week. The phone system and panic button will be coming from the current year budget. If we are still delivering instruction and working remotely in the fall, the new phone system will be helpful in getting voicemail messages in our email inbox and being able to make calls from our cell phones, but is routed through the school number. There is an app that we can purchase licenses for to send and receive messages from the school number. This will also help with office coverage during lunch and recess periods when there can't always be someone physically in the office.

Aid in Lieu payments – on tonight's bill list, the second half of AIL payments are included. The guidance right now is to pro-rate the payments based on actual school days before the shutdown, which based on our calendar was 125 days. We are advised to keep the purchase orders open in case the state changes this guidance and we have to pay the balance. Families are receiving \$695 instead of \$1,000 for the full year. The money will be held aside if we have to pay the balance.

Action items 20-BA-51 through 20-BA-55:

Action 20-BA-51:

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

Regular Meeting

May 6, 2020

Executive Session:

May 6, 2020

Action 20-BA-52:

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

April 30, 2020

Action 20-BA-53:

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

April 30, 2020

Action 20-BA-54:

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

April 30, 2020

Action 20-BA-55:

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:**

April 30, 2020

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-51 through 20-BA-55:

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-60 through 20-FFP-89:****Action item 20-FFP-60:**

BE IT RESOLVED that the Board of Education hereby ***approves the payment of bills for the period ending June 4, 2020 in the amount of \$ 282,939.27.***

Action Item 209-FFP-61:

BE IT RESOLVED that the Board of Education hereby ***approves the Lebanon Borough School District program of virtual instruction to meet the 180 school day requirement, which was previously submitted to the Department of Education on March 12, 2020, with updates submitted March 18, 2020, March 20, 2020, April 30, 2020 and May 20, 2020 which has been implemented since the district's closure as of March 17, 2020.***

Action Item 209-FFP-62:

BE IT RESOLVED that the Board of Education hereby ***authorizes the School Business Administrator to waive the balances outstanding for pre-school tuition due to hardships related to the COVID-19 pandemic. This authorization is a non-precedent setting credit in order to assist families affected by unforeseen circumstances.***

Action Item 209-FFP-63:

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

<i>Policy #</i>	<i>Policy Title</i>	<i>Regulation #</i>	<i>Regulation Title</i>
<i>P0152</i>	<i>Board Officers</i>		
<i>P1581</i>	<i>Domestic Violence (M)</i>	<i>R1581</i>	<i>Domestic Violence (M)</i>
<i>P2422</i>	<i>Health and Physical Education (M)</i>		
<i>P3421.13</i>	<i>Postnatal Accommodations</i>		
<i>P4421.13</i>	<i>Postnatal Accommodations</i>		
<i>P5330</i>	<i>Administration of Medication (M)</i>	<i>R5330</i>	<i>Administration of Medication</i>
<i>P7243</i>	<i>Supervision of Construction</i>	<i>R7243</i>	<i>Supervision of Construction</i>
<i>P8210</i>	<i>School Year (M)</i>	<i>R8220</i>	<i>School Year</i>
<i>P8462</i>	<i>Reporting Potentially Missing or Abused Children (M)</i>		

Action Item 209-FFP-64:

BE IT RESOLVED that the Board of Education hereby **approves the first reading of policy and regulation 5513 Care of School Property (M)**

Action Item 209-FFP-65:

BE IT RESOLVED that the Board of Education hereby **authorizes the School Business Administrator to attend the NJASBO Virtual Conference from June 1, 2020.**

Action Item 209-FFP-66:

BE IT RESOLVED that the Board of Education hereby **approves the Application for Dual Use of Space for the 2020/21 school year as attached.**

Action Item 209-FFP-67:

BE IT RESOLVED that the Board of Education hereby **accepts and authorizes the grant application submissions for the Federal formula grants for the 2020/21 school year as follows:**

ESSA Title II \$2,174

ESEA Title III \$180

IDEA Preschool \$1,881

IDEA Basic \$28,894

Action Item 209-FFP-68:

BE IT RESOLVED that the Board of Education hereby approves the out of district placement of SID# 3556296257 to the **ARC Kohler School** for the 2020/21 extended school year at the rate of \$ 419.91per diem.

Action Item 209-FFP-69:

WHEREAS, The ARC Kohler School is a non-profit NJ Department of Education approved Private School for Students with Disabilities; and

WHEREAS, the Lebanon Borough Board of Education has contracted to send to the ARC Kohler School certain students with disabilities who reside in the District; and

WHEREAS, The Arc Kohler School provides meals that meet the n419.91nutritional requirement of the Child Nutrition Program as administered by the NJ Department of Agriculture; and

WHEREAS, The Arc Kohler School does not charge students for the cost of meals;

NOW THEREFORE, BE IT RESOLVED that the Board of Education acknowledges the foregoing actions and in accordance with N.J.A.C. 6A:23-4.5(a)20, authorizes **The ARC Kohler School to include the costs of meals provided within the annual tuition rate charged to students.**

Action Item 20-FFP-70:

BE IT RESOLVED that the Board of Education hereby approves the following professional and technical service contracts for the 2020/21 school year:

<i>BKC Certified Public Accountants</i>	<i>Auditing Services</i>	<i>Rates on file in the business office</i>
<i>Comegno 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>Trenton Elevator</i>	<i>Elevator Inspections</i>	<i>\$225 per inspection</i>
<i>RFP Solutions</i>	<i>Telephone Maint./Service</i>	<i>Included with purchase of phone system</i>
<i>Mary E. Culcasi</i>	<i>Speech Services</i>	<i>\$80 per hour not to exceed 10 hours per week</i>
<i>Karen Hoffman Sinagra</i>	<i>OT Services</i>	<i>\$80 per hour not to exceed 3 hours per week</i>

<i>Hunterdon County ESC</i>	<i>Nurse and CST services as needed</i>	<i>Rates on file in business office</i>
<i>Therapeutic Interventions</i>	<i>OT/PT Evaluations & Reports</i>	<i>\$395 per eval. As needed</i>
<i>Bytronics LLC</i>	<i>Network Support/IT services</i>	<i>\$85 per hour as needed</i>
<i>R & L Data Services</i>	<i>Payroll Processing</i>	<i>\$238 per process</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>One Call Now</i>	<i>Instant Alert telephone service</i>	<i>\$445 annually</i>
<i>Benecard Services</i>	<i>Rx Benefits</i>	<i>Rates on file in business office</i>
<i>Automatic Temp. Control</i>	<i>Pneumatic Control Inspection & maintenance</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 \$1,200</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 20-FFP-71:

BE IT RESOLVED that the Board of Education hereby approves the submission of the **SSDS report period 2** for the period of January 1, 2020 through June 30, 2020.

Action Item 20-FFP-72:

BE IT RESOLVED that the Board of Education hereby authorizes the School Business Administrator to **transfer funds pending availability** from the General Fund in the 2019/20 school year to the following accounts as listed:

1. Capital Reserve Account up to \$100,000
2. Maintenance Reserve Account up to \$100,000

3. Tuition Reserve Account up to \$100,000

Action Item 20-FFP-73:

BE IT RESOLVED that the Board of Education hereby authorizes the School Business Administrator to pay 2019/20 district obligations through June 30, 2020 with board approval to follow at the August 6, 2020 regular business meeting.

Action Item 20-FFP-74:

BE IT RESOLVED that the Board of Education hereby authorizes the Business Administrator to approve line item transfers in order to fulfil district obligations through June 30, 2020 with board approval to follow at the August 6, 2020 regular business meeting.

Action Item 20-FFP-75:

BE IT RESOLVED that the Board of Education hereby approves the participation in the following cooperative purchasing agencies for the 2020/21 school year:

1. Hunterdon County ESC
2. Middlesex Regional ESC
3. Morris County ESC
4. Camden County ESC

Action Item 20-FFP-76:

BE IT RESOLVED that the Board of Education hereby approves the preschool tuition rates for the 2020/21 school year:

\$250 per month for each ½ day session

\$500 per month for each full day session

Action Item 20-FFP-77:

BE IT RESOLVED that the Board of Education hereby approves the participation in coordinated transportation agreement with the Hunterdon County ESC for the 2020/21 school year.

Action Item 20-FFP-78:

BE IT RESOLVED that the Board of Education hereby authorizes the School Business Administrator to submit available grant applications under the FEMA Public Assistance Grant, COVID-19 Pandemic DR-4488 for additional supplies and materials needed to meet the needs related to re-opening the Lebanon Borough School.

Action Item 20-FFP-79:

BE IT RESOLVED that the Board of Education hereby approves the purchase of the NEC SV9100

phone system under NJ State Contract # A 80809 in the amount of \$16,789 from RFP Solutions Inc.

Action Item 20-FFP-80:

BE IT RESOLVED that the Board of Education hereby approves the purchase of Emergency Strobe lights and panic button to comply with Alyssa's Law from RFP Solutions under the CCESC contract in the amount of \$4,725.00

Action Item 20-FFP-81:

BE IT RESOLVED that the Board of Education hereby approves the submission of the Alyssa's Law Compliance application on or before August 12, 2020.

Action Item 20-FFP-82:

BE IT RESOLVED that the Board of Education hereby approves the agreement with the Hunterdon County ESC for Administrative Assistant for the period September 1, 2020 through June 30, 2021 as attached.

Action Item 20-FFP-83:

BE IT RESOLVED that the Board of Education hereby approves the agreement with the Hunterdon County ESC for Teacher's Assistant for the period September 1, 2020 through June 30, 2020 as attached.

Action Item 20-FFP-84:

BE IT RESOLVED that the Board of Education hereby approves the participation in the ESSA Title III Consortium and Memorandum of Understanding as attached.

Action item 20-FFP-85:

BE IT RESOLVED that the Board of Education approves, the settlement terms with regard to Lebanon Borough's Petition before the Commissioner of Education seeking to sever the existing sending-receiving agreement between the parties. In particular, the Clinton Township Board of Education agrees not to contest Lebanon Borough's Petition, as provided by N.J.A.C. 6A:3-6.1, and

WHEREAS, the current sending/receiving relationship would stay in place for the 2020-2021 school year; for the 2021-2022 school year, the rising 7th grade students would attend the Clinton-Glen Gardner School District, and rising 8th graders would remain in Clinton Township; and for the 2022-2023 school year, all Lebanon Borough students in grades 7 and 8 would attend the Clinton-Glen Gardner School District, and

WHEREAS, for the severance to take place the Commissioner of Education will need to approve the Lebanon Borough Board of Education Petition on or before March 1, 2021, and

WHEREAS The Lebanon Borough Board of Education formally opens the public comment period and The Clinton Township Board of Education will agree to announce a public comment period, pursuant to N.J.A.C. 6A:3-6.1(b-d), at their June 15, 2020 Board meeting.

“The record for public comment will be open for twenty days from today. Comments should be addressed to the Commissioner of Education, c/o Director, Office of Controversies and Disputes, New Jersey Department of Education, 100 River View Plaza, PO Box 500, Trenton, New Jersey 08625-0500. Comments shall not exceed 10 pages in length, shall be served on all parties to the case, shall include proof of such service when filed with the Commissioner, and shall specifically address the following statutory standard for the Commissioner's review of applications for change in designation, allocation, or apportionment:

Comments shall address the question of whether the proposed change in designation, allocation, or apportionment will result in a substantial negative impact in any of the affected school districts in one or more of the following areas: educational and financial implications; quality of education received by students; and racial composition of the student populations.

-1.2 and 1.3

Comments must be served on the Commissioner of Education as set forth above, the Lebanon Borough Board of Education and the Clinton Township Board of Education, in person or by mail in accordance with N.J.A.C. 6A:3-1.2 and 1.3.”

Action item 20-FFP-86:

BE IT RESOLVED that the Board of Education approves the Curriculum Accommodations document for all subject area curricula as per QSAC requirements as attached.

Action item 20-FFP-87:

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Camden County Educational Services Commission, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

NOW, THEREFORE BE IT RESOLVED Pursuant to the provisions of N.J.S.A. 40A:11-11(5), the School Business Administrator is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

The Lead Agency shall be responsible for complying with the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

Action item 20-FFP-88:

BE IT RESOLVED that the Board of Education authorizes the School Business Administrator to pro-rate the Aid in Lieu payments to non-public school families for payment of 125 school days @5.56 per day for the period September 1, 2019 through March 16, 2020.

Action item 20-FFP-89:

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b) has increased the bid threshold amount for school districts which do not have a Qualified Purchasing Agent , from \$29,000 to \$32,000, effective July 1, 2020;

WHEREAS, the (Name of Board of Education) would like to take advantage of the maximum statutory bid threshold amount of \$32,000 for school districts who do not have a qualified purchasing agent;

NOW, THEREFORE BE IT RESOLVED that the Board of Education, establishes and sets the bid threshold amount of \$32,000 for the Board of Education, and further authorizes Patricia Duell, School Business Administrator, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

Motion for Action Items 20-FFP-60 through 20-FFP-89:

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-24 through 20-PNCC-30**Action Item 20-PNCC-24:**

BE IT RESOLVED that the Board of Education hereby approves the employment of Kellie Savona as 4th grade Teacher for the 2020/21 school year at FTE 1.0, MA+30 Step 14 at the rate of \$ 72,260.

Action Item 20-PNCC-25:

BE IT RESOLVED that the Board of Education hereby approves extended leave of absence for employee SMID # 52815990 for the period August 26, 2020 through December 11, 2020 with the use of 40 sick days as per the Lebanon Borough Education Association negotiated agreement.

Action Item 20-PNCC-26:

BE IT RESOLVED that the Board of Education hereby approves request for payment of 150 unused accumulated sick days to employee SMID# 52805942 in the amount of \$50 per day to be paid after her retirement of June 30, 2020.

Action Item 20-PNCC-27:

BE IT RESOLVED that the Board of Education hereby approves Susan Straight as substitute nurse at the rate of \$200 per diem for the 2020/21 school year.

Action Item 20-PNCC-28:

BE IT RESOLVED that the Board of Education hereby approves Rich Corso as substitute custodian at the rate of \$ 17.66 per hour for the 2020/21 school year.

Action Item 20-PNCC-29:

BE IT RESOLVED that the Board of Education hereby approves Lila Kosciolek to work 3 days to process immunizations and health office paperwork during July and August 2020 at her 2020/21 per diem rate.

Action Item 20-PNCC-30:

BE IT RESOLVED that the Board of Education hereby approves Mayan Barkel as extended leave replacement for the period August 26, 2020 through December 11, 2020, BA Step 1 at the per diem rate of \$ 260.05.

Motion for Action Items 20-PNCC-24 through 20-PNCC-30:

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

ADJOURNMENT:

Action Item 20-AD-11:

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

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

In Favor: _____

Time: _____