

LEBANON BOROUGH SCHOOL DISTRICT
Regular Business Meeting Minutes
March 5, 2020, 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 January 23, 2020

- 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: D. Elwell led the Board in the Pledge of Allegiance.

President's Comments:

Mr. Elwell spoke about the warm spring weather and positive affect on the children since they can go outside to play.

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 20-CSA-06:

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

Motion By D. Abeles, Second by C. Burton. The resolution is adopted by the board on a roll call vote as follows: 5 ayes, 0 Nay, 0 Abstain.

CSA Discussion

Discussion on Holocaust teaching in 6th grade.

Discussion on HIB

REPORT OF THE SCHOOL BUSINESS ADMINISTRATOR:

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

Budget: We are pleased to be able to manage the budget within the 2% limit.

Revenues:

- Parent paid tuition is projected to be lower next year due to a very small 3 year old class that we presently have.
- State Aid has a slight increase of \$1,709

Some highlights that have been budgeted for are:

- Media Center Teacher 1 day per week
- Media Center Supervisor as needed – contracted with another district
- Instructional Aides – Both LBS employees and outsourced with ESC
- Continued Admin Asst. outsourced from ESC
- Technology Upgrades – transition the aging SMART board to Promethean Boards
- Additional software licenses for Freckle, Brain Pop and Mystery Science
- Curriculum purchases for Language Arts and Social Studies
- Out of district special education placements
- Middle School tuition is currently budget for all students to attend CTMS next year. For the first time we actually have a tuition adjustment from the 18/19 school year as a credit to us.
- Health Benefits – There has been a decrease in rates for the 2020 calendar year on top of the savings that we have been seeing since the last round of negotiations.
- Transportation – this line has been increased for special ed transportation due to the out of district placements

The budget must be submitted to the county office for approval by March 20th, however, changes can still be made right up until our public hearing which is scheduled for May 7, 2020.

Action items 20-BA-36 through 20-BA-40:**Action 20-BA-36:**

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

Regular Meeting
February 6, 2020

Action 20-BA-37:

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

January 31, 2020

Action 20-BA-38:

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

January 31, 2020

Action 20-BA-39:

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

January 31, 2020

Action 20-BA-40:

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:**

January 31, 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-36 through 20-BA-40:

Motion By J. Carruthers, Second by C. Burton. The resolution is adopted by the board on a roll call vote as follows: 5 ayes, 0 Nay, 0 Abstain.

BA Discussion:

Discussion on various line items in the 20/21 budget.

Clarification on the need for a Media Supervisor was explained.

OLD BUSINESS:

None

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. spoke about preventative measures for COVID 19 and equipment in the park. Ms. Baldinger also commended the 6th grade teacher for her work on teaching about the Holocaust as well as to Mrs. Heller for her work with the students.

FACILITY/FINANCE/POLICY:***Action Items 20-FFP-45 through 20-FFP-48:*****Action item 20-FFP-45:**

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **March 5, 2020 in the amount of \$298,258.82.**

Action Item 20-FFP-46 :

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.

<i>Employee/Board Member:</i>	<i>Program / Location</i>	<i>Date:</i>	<i>Cost:</i>	<i>Mileage:</i>	<i>Lodging/Meals:</i>
<i>T. Duell</i>	<i>ERIC West Training Day Bedminster NJ</i>	<i>3/6/2020</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>
<i>B. Arcurio S. E. Turner</i>	<i>NJSLA Training Monroe, NJ</i>	<i>3/4/2020</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>

Action Item 20-FFP-47:

BE IT RESOLVED that the Board of Education hereby approves the **2020/21 Proposed Budget:**

BE IT RESOLVED that the Board of Education hereby approves the Tentative Budget for the 2019/20 school year using the state aid figures; and the School Business Administrator to be authorized to submit the following proposed budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline; And,

	<i>General Fund:</i>	<i>Special Revenues:</i>	<i>Total:</i>
<i>2020/2021 Total Expenditures:</i>	<i>3,210,784</i>	<i>51,821</i>	<i>3,262,605</i>
<i>Less: Anticipated 2018/19 Revenues:</i>	<i>225,263</i>	<i>51821</i>	<i>277,084</i>
<i>Less: Budgeted Tuition Reserve</i>	<i>100,000</i>	<i>0</i>	<i>100,000</i>

2020/21 Taxes to be raised:	2,885,521	0	2,885,521
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BE IT FURTHER RESOLVED that a public hearing be held at the Lebanon Borough School Library, 6 Maple Street, Lebanon, NJ on May 7, 2020 at 6:30 pm for the purpose of conducting a public hearing on the final budget for the 2020/21 school year.

WHEREAS, the Lebanon Borough Board of education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A: 23A-7.3 et. seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Chief School Administrator and a majority of the full voting membership of the Board; and

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 20-FFP-48:

BE IT RESOLVED that the Board of Education hereby approves the **2020/21 School Calendar** as attached for the 2020/2021 school year.

Motion for Action Items 20-FFP-45 through 30-FFP-48:

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

RECOGNITION OF PUBLIC:

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

Alejandro Calvo – commented on a correction needed in the budget detail worksheets.

Marlene Baldinger – commented on lesson plans for substitute teachers, would like to see them have more consistency with regular course of study for the students.

NEW BUSINESS:

Ms. Carruthers provided meeting notes from the North Hunterdon Vorhees Board Member constituent group meeting and gave a brief overview of same. Mr. Arcurio commented that his Superintendent articulation meetings often mirror the same topics.

Discussion on lower grade articulation meetings with other districts has been very helpful.

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

None

EXECUTIVE SESSION:

WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Lebanon Borough Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in "Executive Session," i.e. without the public being permitted to attend, and

WHEREAS, the Lebanon Borough Board of Education has determined that the following issues are permitted by N.J.S.A. 10: 4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session.

WHEREAS, any pending litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. The nature of the matter, described as specifically as possible without undermining the need for confidentiality is to discuss the following:

Legal matters related to Contract Negotiations

WHEREAS, the length of the Executive Session is estimated to be thirty (30) minutes after which the meeting shall reconvene and proceed with business.

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

BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject will be made public at such time as the reason for confidentiality no longer exists.

Action will not be taken upon return.

Motion by C. Burton, Second by J. Carruthers. The resolution was adopted by the full membership of the Board at 7:24 pm.

BE IT RESOLVED that the Board of Education hereby approves reconvening the regular Board meeting.

Motion by D. Nugent, Second by C. Burton. The resolution was adopted by the full membership of the Board at 7:58 pm.

ADJOURNMENT:

Action Item 20-AD-09:

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

Motion by D. Abeles, Second by J. Carruthers. The resolution was adopted by the full membership of the Board at 8 pm.

Respectfully Submitted:

Patricia Duell, School Business Administrator/Board Secretary

Minutes prepared: March 6, 2020

Minutes remain unofficial until formally adopted by the Board.

Daniel Elwell, Board President

Date