

LEBANON BOROUGH SCHOOL DISTRICT
Regular Business Meeting Agenda
May 7, 2020, 6:30 pm
ZOOM Meeting ID: 360 0431 784
Password: LBSMay07

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 2075, **adequate notice of this meeting was provided through a public notice on May 4,2020**

- 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 – arrived at 6:48
Danielle Nugent

District Administrators:
_____ Mr. Bruce Arcurio, Chief School Administrator
Ms. Patricia Duell, School Business Administrator/Board Secretary

**PLEDGE OF
ALLEGIANCE:**

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

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

2020/21 Budget Presentation

Budget Discussion: Discussion about the lack of student attending other districts via the school choice program. This is the first time since the inception of school choice that we don't have any resident students attending another district.

Action 20-CSA-08:

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

CSA Report Discussion:

Discussion on grading and transition plans to CTMS in regards to the Covid 19 shutdown.

Motion by D. Abeles, Second by D. Nugent. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 no, 0 Abstain.

POLICY REVIEW**Report of the School Business Administrator:**

Informational: Our next meeting will be on Thursday, June 4 2020 on the Zoom platform and another June meeting will take place on Thursday June 18, 2020 on Zoom platform.

The Security Bond Act application has been officially opened. There are certifications and descriptions of the panic alarm system as part of the application to prove we are compliant with Alyssa's Law. We do have a proposal in place if we need to install a specific "button" in the office. The deadline to complete the applications has been pushed back to August due to the COVID 19 closures. As part of this application, it is necessary to have an approved Long Range Facility Plan which I have been working on, there is a resolution on the agenda to authorize and approve the submission. I'm hoping the plan will be accepted, the application on the state's website is not user friendly at all, but there should be plenty of time to get it all worked out and approved properly.

NJ Smart report submissions will be due in June so I will start working with all of that data.

Masks have been purchased for staff as a precaution

Order for additional chromebooks as well as finding a company to repair the ones we have. We have had some damages reported already and that is to be expected.

Getting pricing on Into Math which be purchased at the end of this year for use beginning in September.

Action items 20-BA-46 through 20-BA-50:**Action 20-BA-46:**

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

Regular Meeting***April 23, 2020*****Action 20-BA-47:**

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

March 31, 2020**Action 20-BA-48:**

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

March 31, 2020**Action 20-BA-49:**

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

March 31, 2020**Action 20-BA-50:**

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:***

March 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-46 through 20-BA-50:***BA Discussion:***

Discussion on Chromebooks and repairs

Discussion on masks for future use

Motion by C. Burton by J. Carruthers. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 no, 0 Abstain.

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 and Ava Baldinger, Bruswick Ave: Ms. Baldinger commented that there is a small food pantry available in town for any needs that may arise; Question the possibility of bringing Spanish back into the world language curriculum; Questioned how we will work with the staff to raise the science achievement scores. Question on how the money saved from the building closure will be used.

FACILITY/FINANCE/POLICY:***Action Items 20-FFP-55 through 20-FFP-59:*****Action item 20-FFP-55:**

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **May 7, 2020 in the amount of \$ 119,688.33.**

Action Item 209-FFP-56:

BE IT RESOLVED that the Board of Education hereby approves the **Budget for the 2020/2021 school year as follows;**

	<i>General Fund:</i>	<i>Special Revenues:</i>	<i>Total:</i>
<i>2020/21 Total Expenditures:</i>	\$3,210,784	\$44,047	\$3,254,831
<i>Less: Anticipated 2020/21 Revenues:</i>	\$225,263	\$44,047	\$269,310
<i>Less: Budgeted Tuition Reserve</i>	\$100,000	0	\$100,000
<i>2019/20 Taxes to be raised:</i>	\$2,885,521	\$47,047	\$3,254,831

BE IT FURTHER RESOLVED that a public hearing was virtually on the Zoom platform, Meeting ID # **360 0431 784** 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 209-FFP-57:

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 and April 30, 2020 which has been implemented since the district's closure as of March 17, 2020.

Action Item 209-FFP-58:

BE IT RESOLVED that the Board of Education hereby approves waiving the preschool tuition charges for the months of April, May and June 2020 for all preschool students in the 2019/20 school year.

Action Item 209-FFP-59:

BE IT RESOLVED that the Board of Education hereby approves the first 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 Accomodations</i>		
<i>P4421.13</i>	<i>Postnatal Accomodations</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>		

Motion for Action Items 20-FFP-55 through 20-FFP-59:

Motion by D. Nugent , Second by J. Carruthers. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 no, 0 Abstain.

FFP Discussion:

Discussion on the use of the tuition reserve funds.

RECOGNITION OF PUBLIC:

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

Marlene and Ava Baldinger, Brunswick Ave. – Commented on the following issues:

Flash Player on chromebooks

Park School plans for summer program

4th of July Parade and recognition of graduating students

NEW BUSINESS:

Happy Teacher Appreciation Week

Storm drain repairs along driveway

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:***Action Items 20-PNCC-20 through 20-PNCC-23*****Action Item 20-PNCC-20:**

BE IT RESOLVED that the Board of Education hereby ***approves the following block of personnel related items as recommended by the Chief School Administrator:***

The Lebanon Borough Board of Education offers to continue employment for the Lebanon Borough School tenured and non-tenured certificated staff for the 2020/21 school year as per the LBEA Negotiated Agreement. The action is taken in accordance with the East Hanover Board of Education decision, PER No. 99-71, 24 NJ PER 119 per the following schedule:

Tenured, Certificated Staff:

<i>Name</i>	<i>Position</i>	<i>FTE</i>	<i>Step</i>	<i>Degree</i>	<i>Salary</i>
<i>Adamaitis, Amy</i>	<i>Teacher</i>	<i>1.0</i>	<i>16</i>	<i>MA</i>	<i>\$ 70,810</i>
<i>Baldoni, Lauren</i>	<i>Teacher</i>	<i>1.0</i>	<i>19</i>	<i>MA</i>	<i>\$76,325</i>
<i>Corradi, Yvette</i>	<i>Teacher</i>	<i>1.0</i>	<i>16</i>	<i>MA</i>	<i>\$70,810</i>
<i>Dulovich, Diane</i>	<i>Teacher</i>	<i>1.0</i>	<i>18</i>	<i>BA +30</i>	<i>\$74,068</i>
<i>Gamberzky, Donna</i>	<i>Teacher</i>	<i>1.0</i>	<i>16</i>	<i>BA</i>	<i>\$66,010</i>
<i>Kosciolek, Lila</i>	<i>School Nurse</i>	<i>1.0</i>	<i>10</i>	<i>BA</i>	<i>\$58,360</i>
<i>Petty, Joyce</i>	<i>Teacher</i>	<i>1.0</i>	<i>8</i>	<i>MA</i>	<i>\$61,938</i>

Sarnoski, Tammi	Teacher	1.0	10	BA+15	\$59,960
Lawn, Suzanne	Teacher	1.0	11	BA	\$60,660
Farrell, Elizabeth	Teacher	1.0	6	BA+15	\$57,560

Non-Tenured, Certificated Staff:

Walsh, Jennifer	Teacher	1.0	12	BA +30	\$62,860
Heller, Kelly	Social Worker	.8	10	MA + 15	\$51,808
Pelligrino, Laura	Teacher	.25	5	MA	\$15,019
Rooney, Kaitlyn	Teacher	.2	3	BA	\$10,701
Torres, Christopher	Teacher	.8	2	BA	\$42,005
Schaefer, Lyndsey	Teacher	.5	20	BA	\$36,513

Action Item 20-PNCC-21:

BE IT RESOLVED that the Board of Education hereby approves the following block of personnel related items as recommended by the Chief School Administrator:

The Lebanon Borough Board of Education offers to continue employment for the Lebanon Borough School non-certificated staff for the 2020/21 school year as listed. The action is taken in accordance with the East Hanover Board of Education decision, PER No. 99-71, 24 NJ PER 119 per the following schedule:

Name	Position	Hourly Rate/Salary
Corso, Richard	Custodian Part Time	\$ 17.66 per hour
Haag, Jerry	Custodian	\$ 65,373 annually
Werner, Gail	Instructional Aide	\$19.00 per hour
Zarra, Cheryl	Treasurer of School Monies	\$ 2,000 annually
Laughery, Patricia	Instructional Aide	\$ 21.70 per hour
Hanft, Amanda	Instructional Aide	\$ 17.74 per hour

Action Item 20-PNCC-22:

BE IT RESOLVED that the Board of Education hereby approves the employment contract with Patricia Duell as School Business Administrator/Board Secretary for the 2020-21 school year at the rate of \$88,697.

Action Item 20-PNCC-23:

BE IT RESOLVED that the Board of Education hereby **approves the early return from extended leave of absence for Elizabeth Farrell effective May 18, 2020.**

Motion for Action Items 20-PNCC-20 through 20-PNCC-23:

Motion by J Carruthers, Second by C. Burton. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 no, 0 Abstain.

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 fifteen (15) 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 be taken upon return.

Motion by C. Burton, Second by D. Abeles. The full membership of the board adopts the resolution at 7:48 pm

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

Motion by D. Abeles, Second by C. Burton. The full membership of the board adopts the resolution at 8:31 pm

Return to public session:

Action item 20-FFP-60:

BE IT RESOLVED that the Board of Education approves, the proposed 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 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 May 11, 2020 Board meeting.

Motion by J Carruthers, Second by D. Abeles. The Board adopts the resolution on a roll call vote as follows: 4 ayes, 0 no, 1 Abstain.

ADJOURNMENT:

Action Item 20-AD-11:

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

Motion by C. Burton, Second by J. Carruthers. The full membership of the board adopts the resolution at 8:34 pm

Respectfully Submitted:

Patricia Duell, School Business Administrator/Board Secretary

Minutes prepared: May 8, 2020

Minutes remain unofficial until formally adopted by the Board.

Daniel Elwell, Board President

Date