

LEBANON BOROUGH SCHOOL DISTRICT
Regular Business Meeting Minutes
September 5, 2019, 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 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:**

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

President's Comments:

Mr. Elwell commended Mr. Arcurio for having the school look great and being prepared to open for a new school year.

**CSA Report:
See Attached**

CSA Discussion:

None

Report of the School Business Administrator:

Informational: The next meeting is Thursday, October 3rd at 6:30 pm.

The past few weeks have been spent checking in orders and getting everything ready for the teachers to come back to school.

I have touched base with Clinton Twp about transportation information and they indicated that the paperwork will be sent over soon. Students are being picked up.

There is a resolution on the agenda to approve ESS, formally Source4Teachers to provide substitutes for this school year. We currently only have one person to call and we need to have a better plan. They say they can get us set up for October 1st.

The YMCA program has gotten a good start, there are currently 10 kids signed up – and it seems to be working out well.

Next month we will have policy to review.

Finally, the petition to terminate the send/receive relationship has been filed with the Commissioner. After we receive notice from the Commissioner, there will be a 20 day period for anyone to submit comments. All pertinent information will be made public as required.

Action items 20-BA-07 through 20-BA-010:**Action 20-BA-07:**

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

Regular Meeting
August 15, 2019

Executive Session
August 15, 2019

Action 20-BA-08:

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

July 31, 2019

Action 20-BA-09:

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

July 31, 2019

Action 20-BA-10:

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

July 31, 2019

Action 20-BA-11:

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:**

July 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-06 through 20-BA-11:

Motion by J. Carruthers, Second by D. Nugent. The resolutions are adopted by the board on a roll call vote as follows: 4 ayes, 0 No, 1 Abstain.

BA Discussion:

Discussion about ESS and other districts already using the service.

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.*

Margie Marcucci, Right at Home Daycare, 1022 Rt. 22 West

Ms. Marcucci spoke about a student residency issue which was addressed in the the 2018/19 school year as well as previous communications with board members.

Marlene Baldinger, Brunswick Ave

Ms. Baldinger requested information concerning the playground and student activities during recess. She also requested general information about student achievement on most recent state testing.

FACILITY/FINANCE/POLICY:

Action Items 20-FFP-09 through 20-FFP-18:

Action item 20-FFP-09:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **September 5, 2018 in the amount of \$106,980.61.**

Action item 20-FFP-10:

BE IT RESOLVED that the Board of Education hereby approves the **facility use applications** for the Lebanon Borough school PTA for the following dates:

*PTA Meetings – 1st Monday of each month
Ice Cream Social – 9/13/19*

Action item 20-FFP-11:

BE IT RESOLVED that the Board of Education hereby approves the following **statement of assurances for the 2019/20 school year:**

*Professional Development Plan
Mentoring Plan
Lead Testing
Use of Paraprofessional Staff*

Action item 20-FFP-12:

BE IT RESOLVED that the Board of Education hereby approves the following **field trips** to be paid by Student Activity funds:

<i>Date</i>	<i>Destination</i>	<i>Group</i>	<i>Teachers</i>	<i>Cost</i>
9/14/2019	Camp Bernie	LBS Student Council	Lawn/Petty	\$325
TBD	Doyle Farm	Pre K Class	Farrell	TBD

Action item 20-FFP-13:

BE IT RESOLVED that the Board of Education hereby appoints Patricia Duell as the **Affirmative Action officer** for the 2019/20 school year.

Action item 20-FFP-14:

BE IT RESOLVED that the Board of Education hereby authorizes the Affirmative Action officer to conduct a **needs assessment** and develop a Comprehensive Equity Plan.

Action item 20-FFP-15:

BE IT RESOLVED that the Board of Education hereby approves the **submission of the school self-assessment for HIB grades** under the Anti-Bullying Bill of Rights Act for the period July 1, 2018 Through June 30, 2019.

Action item 20-FFP-16:

BE IT RESOLVED that the Board of Education hereby approves the **submission of the Nursing Services Plan for the 2019/20 school year.**

Action item 20-FFP-17:

BE IT RESOLVED that the Board of Education hereby **approves the Hunterdon County ESC to provide field trip transportation for the 2019/20 school year.**

Action item 20-FFP-18:

BE IT RESOLVED that the Board of Education hereby **authorizes the Business Administrator to enter into a contract with ESS for substitute teacher and aide services during the 2019/20 school year.**

Motion for Action Items 20-FFP-13 through 20-FFP-18:

Motion by D. Abeles, Second by C. Burton. The resolutions are adopted by the board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.

FFP Discussion:

None

RECOGNITION OF PUBLIC:

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

Alejandro Calvo, Brunswick Ave

Mr. Calvo thanked the board for providing chromebooks to the students this year. He also commented on information concerning legal matters that he found online which was upsetting, and concerning for how would affect the students. Mr. Elwell responded that he could not discuss pending legal matters in public session.

Mr. Calvo further commented on the desire for string instruments to be taught in music class.

Suzanne Arntz, Chestnut place

Spoke about concern for the state of the playground.

Margie Marcucci, Right at Home Daycare 1022 Rt. 22

Ms. Marcucci addressed the board with disdain concerning a student residency issue.

NEW BUSINESS:

Mr. Elwell announced that the meetings with the board members from the other North Hunterdon sending districts would begin soon. He also announced a meeting at CTMS on September 9th concerning school regionalization.

Discussion on the playground and its ownership by the Borough of Lebanon rather than the school board.

Discussion about the TREP\$ Marketplace for 2019/20; Ms. Nugent commented on purchasing lemonade from some Lebanon Borough Students over the summer on Main St. She was impressed with their spirit and business sense which speaks to what they are learning at LBS.

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, any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all individual employees or appointees whose rights could be adversely affected request in writing that such matters be discussed at a public meeting. Subject to balancing of the public's interest and the employee's privacy rights under South Jersey Publishing Co. v. New Jersey Expressway Authority, 124 NJ 478, the employee and nature of the discussion, described as specifically as possible without undermining the need for confidentiality is:

*2018/20 CSA Goals
Legal Update*

WHEREAS, the length of Executive Session is estimated to be 60 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 C. Burton, Second by D. Abeles. The resolution is adopted by the full membership of the board at 7:09 pm.

Motion to Exit Executive Session:

Motion by D. Abeles, Second by J. Carruthers. The resolution is adopted by the full membership of the board at 8:03 pm.

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action Items 20-PNCC-05 through 20-PNCC-10:

Action Item 20-PNCC-05:

BE IT RESOLVED that the Board of Education hereby approves the payment to Tammi Sarnoski for summer IEP meetings not to exceed 7 hours at her pro-rated hourly rate for the 2019/20 school year.

Action Item 20-PNCC-06:

BE IT RESOLVED that the Board of Education hereby approves payment to Kelly Heller for 2.5 days for summer child study team work at her 2019/20 per diem rate.

Action Item 20-PNCC-07:

BE IT RESOLVED that the Board of Education hereby approves the employment of Kaitlin Rooney as .2 World Language Teacher, BA, Step 2 at the rate of \$ 10,301.00 for the 2019/20 school year.

Action Item 20-PNCC-08:

BE IT RESOLVED that the Board of Education hereby accepts the retirement of Sue Ellen Turner effective June 30, 2020 with the payment of accumulated sick days as per the LBEA Negotiated agreement.

Action Item 20-PNCC-09:

BE IT RESOLVED that the Board of Education hereby approves the tuition reimbursement as per contractual guidelines for Jennifer Walsh and Bruce Arcurio during the 2019/20 school year.

Action Item 20-PNCC-10:

BE IT RESOLVED that the Board of Education hereby approves the CSA Merit Goals for the 2019/20 school year; and

BE IT FURTHER RESOLVED that the Board of Education approves of the submission of the CSA Merit Goals to the Executive County Superintendent for approval.

Motion for Action Items 20-PNCC-05 through 20-PNCC-09:

Motion by J. Carruthers, Second by D. Abeles. The resolutions are adopted by the board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.

Motion for Action Item 20-PNCC-09:

Motion by J. Carruthers, Second by D. Abeles. The resolutions are adopted by the board on a roll call vote as follows: 4 ayes, 0 No, 1Abstain.

PNCC Discussion:

Discussion about Mrs. Turner's retirement at the end of this school year.

ADJOURNMENT:

Action Item 20-AD-03:

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

Motion by D. Nugent, Second by D. Abeles. The resolution is adopted by the full membership of the board at 8:06 pm.

Respectfully Submitted,

Patricia Duell
School Business Administrator/Board Secretary

Minutes Prepared: September 6, 2019

Daniel Elwell
Board President

Date