

**LEBANON BOROUGH SCHOOL DISTRICT****Regular Business Meeting Agenda****November 14 2019, 6:30 pm****Lebanon Borough School Library****CALL TO ORDER:** J. Carruthers called the meeting to order at 6:35 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:

Jacklyn Carruthers, Vice President

David Abeles

Christine Burton

Danielle Nugent

Absent:

Dan Elwell, President

District Administrators:

Mr. Bruce Arcurio, Chief School Administrator

Mrs. Patricia Duell, School Business Administrator/Board Secretary

**PLEDGE OF****ALLEGIANCE:**

J. Carruthers led the Board in the Pledge of Allegiance.

**President's Comments:**Mrs. Carruthers announced the election results from the November 5<sup>th</sup> election:

2 Seats – 3 year term:

Dan Elwell

Jacklyn Carruthers

1 Seat – 1 year unexpired term

Write in candidate – Marlene Baldinger

**Action 20-CSA-02:**

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

**Motion for Action item 20-CSA-02:** Motion by C. Burton, Second by D. Abeles. The resolution is adopted by the board on a roll call vote as follows: 4 ayes, 0 nay, 0 abstain.

**CSA Discussion:**

None

**Report of the School Business Administrator:****Informational:** The next meeting is Thursday, December 5, 2019 at 6:30 pm.

Several NJ SMART reports have been submitted since our last meeting, these include the official Oct. 15<sup>th</sup> student snapshot count, Staff snapshot count, State Submission, Special Ed submission, Staff submission, School performance reports and the State Assessment Registration.

The District report of transportation is also due by the end of the month and I am still awaiting route information from Clinton Township. I do not have the jointure paperwork and without that I can't complete the DRTRS unless I use last year's numbers for the cost of the route. I have asked for the information several times.

The ASSA is due by December 5<sup>th</sup> – this reports the student count by grade as well as special ed and free/reduced categories. This report is what is used for school funding. Figures are pre-populated using NJSMART data, but I do have an opportunity to override the numbers if they are wrong.

I reached out to our Attorney for status of our send/receive petition and there has not been any communication from the Commissioner yet.

Policy Review – the second reading of policies discussed last month are on the agenda for adoption. We removed the earned sick leave policy and the independent evaluation policy.

**Action items 20-BA-16 through 20-BA-20:****Action 20-BA-16:**

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

**Regular Meeting**  
***October 3, 2019***

**Executive Session**  
***October 3, 2019***

**Action 20-BA-17:**

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

***September 30, 2019***

**Action 20-BA-18:**

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

***September 30, 2019***

**Action 20-BA-19:**

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

**September 30, 2019**

**Action 20-BA-20:**

**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:**

**September 30, 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-16 through 20-BA20:**

Motion by C. Burton, Second by D. Nugent. The resolution is adopted by the board on a roll call vote as follows: 4 ayes, 0 nay, 0 abstain.

**BA Discussion:**

None

**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.

Pointed out a typographical error in the October minutes; Questioned the availability of the climate survey and requested a link on the school website; Requested that answers to questions asked at previous board meetings become available to the public.

**FACILITY/FINANCE/POLICY:**

***Action Items 20-FFP-24 through 20-FFP-29:***

**Action item 20-FFP-24:**

***BE IT RESOLVED*** that the Board of Education hereby approves the **payment of bills** for the period ending **November 14, 2019 in the amount of \$367,552.56.**

**Action item 20-FFP-25:**

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

<i>Policy #</i>	<i>Title</i>	<i>Regulation #</i>	<i>Title</i>
3159	<i>Teaching staff member district reporting responsibilities (M)</i>		
3218	<i>Use, Possession or Distribution of Substances (M)</i>	3218	<i>Use, Possession or Distribution of Substances (M)</i>

4218	Use, Possession or Distribution of Substances (M)	4218	Use, Possession or Distribution of Substances (M)
6112	Reimbursement of Federal and Other grant expenditures (M)	6112	Use, Possession or Distribution of Substances (M)
7440	School District Security (M)	7440	School District Security (M)
8600	Student Transportation (M)	8600	Student Transportation(M)
8630	Bus Driver/Bus Aide Responsibility (M)	8630	Bus Driver/Bus Aide Responsibility (M)
8670	Transportation of Special Needs Students (M)		
9210	Parent Organizations		
9400	Media Relations		

**Action Item 20-FFP-26:**

**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.

<b>Employee/Board Member:</b>	<b>Program / Location</b>	<b>Date:</b>	<b>Cost:</b>	<b>Mileage:</b>	<b>Lodging/Meals:</b>
B. Arcurio	Social Emotional Learning Coalition Flemington NJ	11/22/19	N/A	OMB	N/A
B. Arcurio K. Heller	Office of Administrative Law Trenton NJ	11/18/19	N/A	OMB	N/A

**Action Item 20-FFP-27:**

**BE IT RESOLVED** that the Board of Education hereby accepts the ERIC West Safety Grant in the amount of \$2,000 for the 2019/20 school year.

**Action Item 20-FFP-28:**

**BE IT RESOLVED** that the Board of Education hereby approves the Comprehensive Maintenance Plan and form M1 as attached for the 2019/20 school year.

**Action Item 20-FFP-29:**

**BE IT RESOLVED** that the Board of Education hereby approves the Memorandum of Agreement between Education and Law Enforcement for the 2019/20 school year.

***Motion for Action Items 20-FFP-24 through 20-FFP-29:***

Motion by D. Abeles, Second by C. Burton. The resolution is adopted by the board on a roll call vote as follows: 4 ayes, 0 nay, 0 abstain.

FFP Discussion:

Discussion about the need for board approval on the MOA

***RECOGNITION OF PUBLIC:***

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

*None*

***NEW BUSINESS:***

Discussion about having chromebooks open to the climate survey during conference times for parent convenience.

***PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:******Action Items 20-PNCC-14 through 20-PNCC-15:******Action Item 20-PNCC-14:***

***BE IT RESOLVED*** that the Board of Education hereby accepts the resignation of Rebecca Zanet effective November 30 2019.

***Action Item 20-PNCC-15:***

***BE IT RESOLVED*** that the Board of Education hereby approves the employment of Christopher Torres as .8 PE/Health Teacher for the period December 1, 2019 through June 30, 2019 at BA Step 1 at the pro-rated amount of \$28,310.55.

***Motion for Action Items 20-PNCC-14 through 20-PNCC-15***

Motion by C. Burton, Second by D. Abeles. The resolution is adopted by the board on a roll call vote as follows: 4 ayes, 0 nay, 0 abstain.

*PNCC Discussion:*

Congratulations to Mrs. Zanet on the birth of her son.

***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:*

*Revised CSA Merit Goals*

***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 C. Burton, Second by J. Carruthers. The resolution is adopted by the full membership of the board at 7:01 pm.

**Motion to Exit Executive Session:**

Motion by D. Abeles, Second by D. Nugent. The resolution is adopted by the full membership of the board at 7:12 pm.

**Action Item 20-PNCC-16:**

***BE IT RESOLVED** that the Board of Education hereby approves the revised CSA Merit Goals as attached for the 2019/20 school year.*

Motion by D. Abeles, Second by D. Nugent. The resolution is adopted by the board on a roll call vote as follows: 3 ayes, 0 nay, 1 abstain.

**ADJOURNMENT:**

**Action Item 20-AD-05:**

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

Motion by C. Burton, Second by D. Abeles. The resolution is adopted by the full membership of the board at 7:14 pm.

Respectfully submitted,

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Patricia Duell, School Business Administrator/Board Secretary

Minutes prepared: November 15, 2019

Approved:

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Daniel Elwell, Board President

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Date