

**LEBANON BOROUGH SCHOOL DISTRICT**  
**Regular Business Meeting Agenda**  
**October 3, 2019, 6:30 pm**  
**Lebanon Borough School Library**

**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 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:**

\_\_\_\_\_ led the Board in the Pledge of Allegiance.

**President's Comments:**

**Achievement Report – 2019 test results**

**CSA Report:**

**Action 20-CSA-01:**

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

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**

**Report of the School Business Administrator:**

**Informational:** The next meeting is Thursday, November 14th at 6:30 pm.

**Action items 20-BA-11 through 20-BA-015:**

**Action 20-BA-11:**

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

**Regular Meeting**  
**September 5, 2019**

**Executive Session**  
**September 5, 2019**

**Action 20-BA-12:**

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

**August 31, 2019**

**Action 20-BA-13:**

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

**August 31, 2019**

**Action 20-BA-14:**

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

**August 31, 2019**

**Action 20-BA-15:**

***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:**

*August 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-11 through 20-BA15:***

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-19 through 20-FFP-23:***

**Action item 20-FFP-19:**

***BE IT RESOLVED*** that the Board of Education hereby approves the **payment of bills** for the period ending **October 3, 2019 in the amount of \$271,669.33**

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

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

*Book Fair November 12 & November 13, 2019 School Library 3 pm – 4:30 pm*

**Action item 20-FFP-21:**

**BE IT RESOLVED** that the Board of Education hereby approves the **first 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	<i>Use, Possession or Distribution of Substances (M)</i>	4218	<i>Use, Possession or Distribution of Substances (M)</i>
6112	<i>Reimbursement of Federal and Other grant expenditures (M)</i>	6112	<i>Use, Possession or Distribution of Substances (M)</i>
7440	<i>School District Security (M)</i>	7440	<i>School District Security (M)</i>
8600	<i>Student Transportation (M)</i>	8600	<i>Student Transportation(M)</i>
8630	<i>Bus Driver/Bus Aide Responsibility (M)</i>	8630	<i>Bus Driver/Bus Aide Responsibility (M)</i>
8670	<i>Transportation of Special Needs Students (M)</i>		
9210	<i>Parent Organizations</i>		
9400	<i>Media Relations</i>		
2468	<i>Independent Educational Evaluations</i>		

**Action Item 20-FFP-22 :**

**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><i>Employee/Board Member:</i></b>	<b><i>Program / Location</i></b>	<b><i>Date:</i></b>	<b><i>Cost:</i></b>	<b><i>Mileage:</i></b>	<b><i>Lodging/Meals:</i></b>
<i>B. Arcurio</i>	<i>Curriculum Coordinators Meetings Femington NJ</i>	<i>10/10/19 12/6/19 2/13/19 4/9./19</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>
<i>J. Haag</i>	<i>Indoor Air Quality Training Washington NJ</i>	<i>5/22/20</i>	<i>NA</i>	<i>OMB</i>	<i>N/A</i>

<i>J. Haag</i>	<i>Integrated Pest Management Washington NJ</i>	<i>10/11/19</i>	<i>N/A</i>	<i>OMB</i>	<i>N/A</i>
<i>T. Duell</i>	<i>Eric West Training Day Rockaway NJ</i>	<i>10/11/2019</i>	<i>N/A</i>	<i>OMB</i>	<i>OMB</i>
<i>T. Duell</i>	<i>County Office BA meeting Flemington NJ</i>	<i>9/30/2019</i>	<i>N/A</i>	<i>OMB</i>	<i>OMB</i>
<i>T. Duell</i>	<i>McKinney Vento Q&amp;A meeting Flemington NJ</i>	<i>9/20/2019</i>	<i>N/A</i>	<i>OMB</i>	<i>OMB</i>
<i>R. Muia</i>	<i>McKinney Vento Training Flemington NJ</i>	<i>10/18/2019</i>	<i>N/A</i>	<i>OMB</i>	<i>OMB</i>
<i>B. Arcurio</i>	<i>QSAC Training Flemington NJ</i>	<i>10/2/2019</i>	<i>N/A</i>	<i>OMB</i>	<i>OMB</i>
<i>B. Arcurio</i>	<i>NJASA Tech Committee meeting Trenton NJ</i>	<i>10/10/2019</i>	<i>N/A</i>	<i>OMB</i>	<i>OMB</i>
<i>B. Arcurio</i>	<i>HSMC Tri-County STEM Ecosystem training Ewing NJ</i>	<i>10/17/19</i>	<i>N/A</i>	<i>OMB</i>	<i>OMB</i>
<i>B. Arcurio</i>	<i>RVCC K-12 Collaboration Branchburg NJ</i>	<i>10/30/2019</i>	<i>N/A</i>	<i>OMB</i>	<i>OMB</i>

**Action Item 20-FFP-23 :**

**BE IT RESOLVED** that the Board of Education hereby approves of the disposal of obsolete equipment and removal from inventory as follows:

<b>Item</b>	<b>Description/Serial#/Inventory Tag #</b>
<i>Lenovo Think Pad laptop</i>	<i>LBS PC 178</i>
<i>HP Laserjet P2015d</i>	<i>SN CNBJC1497</i>
<i>HP Laserjet 1320</i>	<i>SN CNDC52H8GB</i>
<i>Brother Laser Fax Super G3</i>	<i>SN U63274C3J357848</i>
<i>White MacBook Laptops</i>	<i>LBS tag 00660, # 24, 25 &amp; 21</i>
<i>MacBook Pro Laptop</i>	<i>LBS-TCH-10</i>

**Motion for Action Items 20-FFP-19 through 20-FFP-23:**

**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-11 through 20-PNCC-13:****Action Item 20-PNCC-11**

**BE IT RESOLVED** that the Board of Education hereby approves Susan Straight as Substitute Nurse at the rate of \$125 per diem for the 2019/20 school year.

**Action Item 20-PNCC-12**

**BE IT RESOLVED** that the Board of Education hereby authorizes the Chief School Administrator to offer immediate part-time employment to an evening custodian for 3 hours per day at the rate of \$17 per hour with approval to follow at the next board meeting for the 2019/20 school year.

**Action Item 20-PNCC-13**

**BE IT RESOLVED** that the Board of Education hereby approves the following staff members for stipend positions in the 2019/20 school year:

<i>Staff Person</i>	<i>Group/Club</i>	<i>Stipend amount:</i>
<i>S. Lawn &amp; D. Gamberzky</i>	<i>Reading Olympics</i>	<i>\$500 shared</i>
<i>A. Adamaitis</i>	<i>Yearbook</i>	<i>\$500</i>
<i>T. Sarnoski</i>	<i>Safety Patrol</i>	<i>\$500</i>
<i>S. Lawn &amp; J. Petty</i>	<i>Student Council</i>	<i>\$500 shared</i>
<i>J. Petty</i>	<i>I &amp; RS</i>	<i>\$400</i>
<i>L. Kosciolk</i>	<i>HIB Specialist</i>	<i>\$600</i>
<i>K. Heller</i>	<i>HIB Coordinator</i>	<i>\$300</i>
<i>K. Heller</i>	<i>CST Coordinator</i>	<i>\$2,000</i>
<i>L. Schaefer</i>	<i>Drama Club</i>	<i>\$500</i>
<i>J. Walsh, E. Farrell, L. Kosicolek</i>	<i>Girls on the Run</i>	<i>\$500 shared</i>

***Motion for Action Items 20-PNCC-11 through 20-PNCC-13:***

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-04:**

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

Motion by: \_\_\_\_\_ Second by: \_\_\_\_\_

In Favor: \_\_\_\_\_

Time: \_\_\_\_\_