

LEBANON BOROUGH SCHOOL DISTRICT
Regular Business Meeting Agenda
October 3, 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:

Achievement Report – 2019 test results

Discussion:

Discussion on the transient population in particular grade levels and how that affects test results.

Discussion about the overall performance of our students.

Discussion about DLM testing.

Discussion about how test result data can be used to improve instruction.

Discussion about additional supports which are available to supplement instruction in weak areas

CSA Report:

See Attached**Action 20-CSA-01:**

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

Motion for Action item 20-CSA-01:**CSA Discussion:**

Discussion about QSAC monitoring.

Discussion about parent attendance at Back to School Night.

POLICY REVIEW

Review of first reading, decision to table Policy 9400 and 2468.

Report of the School Business Administrator:

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

Attended a Motion by: C. Burton Second by: J. Carruthers; The resolutions are adopted by the Board on a roll call votes as follows: 5 ayes, 0 no, 0 abstain.

McKinney-Vento Q&A meeting at the County Office, this classification of students is very fact specific and may or may not provide additional funding.

Attended a BA meeting specifically for small districts at county office, the new County BA would like to have smaller round table type meetings with B A s on a regular basis

I have been working on NJ SMART and reviewing information with a fine tooth comb. The snapshot date is 10/15. Data will be certified and released on October 11th before I leave for vacation.

We decided to pull the updated Earned sick leave policy for now, there has been a lot of talk about the language for when paid time off accrues and for whom.

We have our school set up with ESS/Source 4 Teachers as our sub service. It may take a couple of weeks for subs to pick up the jobs at our school but we are hopeful it will fill the need that we have.

At the last meeting there was a comment from the public concerning the inclusion of communications to the Board in the official board minutes. I called School Boards for clarification and was told that if any specific communication or issue was not discussed at a public meeting, it should not be included in the minutes.

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: C. Burton Second by: D. Abeles; The resolutions are adopted by the Board on a roll call votes as follows: 5 ayes, 0 no, 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.

Alejandro Calvo, Brunswick Ave.: Commented about a typographical error in the September 5, 2019 minutes.

Marlene Baldinger, Brunswick Ave.: Commented on status of the playground, questioned how test results are compared to other high performing public and private schools; questioned the 4th grade curriculum as compared to surrounding districts; commented on an article in the Lebanon Lantern which shows a graph breaking down how property taxes are used; questioned the status on the send/receive petition to the Commissioner.

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.**

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 - Tabled</i>		
2468	<i>Independent Educational Evaluations - Tabled</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.

Employee/Board Member:	Program / Location	Date:	Cost:	Mileage:	Lodging/Meals:
<i>B. Arcurio</i>	<i>Curriculum Coordinators Meetings Flemington 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&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:

Item	Description/Serial#/Inventory Tag #
<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 & 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: J. Carruthers Second by: C. Burton; The resolutions are adopted by the Board on a roll call votes as follows: 5 ayes, 0 no, 0 abstain.

FFP Discussion:

Discussion about the disposal of technology equipment.

RECOGNITION OF PUBLIC:

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

No Comments

NEW BUSINESS:

Further discussion on the Lebanon Lantern article, Board Members discussed how the Lebanon Borough School taxes were the smallest part of the pie chart and feels that we are budgeting responsibly and frugally.

Question from the board if a Lebanon Borough cohort can be tracked through high school to see what % of our kids get on the honor roll and high honor roll as well as college placement.

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 & 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 & J. Petty</i>	<i>Student Council</i>	<i>\$500 shared</i>
<i>J. Petty</i>	<i>I & RS</i>	<i>\$400</i>
<i>L. Kosciolek</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>\$1,500</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: D. Abeles Second by: C. Burton; The resolutions are adopted by the Board on a roll call votes as follows: 5 ayes, 0 no, 0 abstain.

PNCC Discussion:

Discussion about the need of a part time custodian.

Discussion about stipend positions.

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 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 for **a legal update on the send/receive petition to the Commissioner of Education.

***WHEREAS**, the length of Executive Session is estimated to be 20 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.*

Formal Action will not be taken.

Motion to enter: J. Carruthers Second: D. Abeles. The full membership of the Board adopts the resolution at 7:55 pm

Motion to exit: D. Abeles Second: C. Burton The full membership of the Board adopts the resolution at 8:37 pm

ADJOURNMENT:**Action Item 20-AD-04:**

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

Motion to exit: D. Abeles Second: C. Burton The full membership of the Board adopts the resolution at 7:55 8:38 pm

Respectfully Submitted,

Patricia Duell, Board Secretary/Business Administrator

Minutes prepared on October 4, 2019

Approved:

Dan Elwell, Board President

Date:
