CALL TO ORDER: Dr. Christine Burton called the meeting to order at 7:32 p.m.

PUBLICATION OF NOTICE: In accordance with the provisions of the New Jersey Open Public Meetings Act, Chapter 231, Laws of 1975, adequate notice of this meeting was provided through a public notice on January 10, 2013:

a. Faxing to three newspapers designated by the Board – Hunterdon County Democrat, Hunterdon Review and Express Times

b. Posting on the District Website, the main bulletin board in the Administration Office in Lebanon Borough School.

c. Faxing to the Clerk of Lebanon Borough

ROLL CALL: Present: Board Members:
Christine Burton, President
Melissa Toledo, Vice President
Marlene Baldinger
Jacklyn Carruthers
John Infosino

District Administrators:
Dr. Robert Sutter, Chief School Administrator
Mrs. Tricia Duell, Board Secretary

PLEDGE OF ALLEGIANCE: Dr. Christine Burton led the Board in the Pledge of Allegiance.

PRESIDENT’S COMMENTS/REPORT

None at this time

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action Items 14 SU-004

- HIB – No incidents reported during the month of November 2013.
- World Language Program – Communication was sent home to parents in the November 22, 2013 Friday Folder concerning the changes to the program.
- Parent Surveys – The survey has now been put on the school’s website allowing parents to complete and anonymously submit surveys to us.
● Quality Single Accountability Continuum (QSAC)-From the evaluation in July 2012, the Lebanon Borough School was required to develop an improvement plan which was approved in January of 2013. We have received notice that we have successfully satisfied at least 80% of the weighted indicators in each area of the review process and we are now designated as a “high performing” district.
● School Choice – I attended a technical assistance meeting in November offered by the NJDOE which gave details about the school choice process.
● Gang Awareness Training – As mandated by the NJ DOE, very informative session concerning this issue in schools.
● 2nd Annual Hunterdon County Safe Campus Initiative School Safety Symposium. This was one of the best workshops that I have attended. It is my feeling that the Lebanon Borough School is doing everything possible to achieve both a safe environment and ability to avoid a security breach.
● Tricky Tray – This was a very enjoyable night sponsored by the PTA to raise funds which support activities for the school.
● Personal thanks to Mr. John Infosino for his service to the Lebanon Board of Education and best wishes for all future endeavors.
● Happy and Safe Holidays are wished to everyone.

Discussion:
  o Marlene Baldinger asked for details about the Parent Survey. After speaking with another parent, there seems to be some confusion on how to access the on-line survey and what the submission deadline is. Dr. Sutter responded with his intent to send a notice home to let the parents know the survey is on-line and will set up parameters for its submission.
  o Marlene Baldinger asked for a weekly update to parents similar to the updates that the Board receives. She feels it is important to let the parents and community at large know about positive changes that are occurring at our school.
  o Marlene Baldinger commented on the school safety workshops and asked for a report on the suggestions that can improve the safety at LBS as well as reduce risk associated with school safety issues.
  o Marlene Baldinger expressed concern for the Borough use of labor through the Department of Corrections. There is a level of discomfort knowing that they are in close proximity to the school grounds when children are present. Questions arose as to communication between the Borough Council and school administration so we have advance notice of this work being performed.
  o Marlene Baldinger commented on having a Board of Education and Borough Council liaisons for the purpose of improved communication between the two groups. She suggests that each BOE member take alternating months to attend council meetings and request that a council member attend the BOE meetings.
  o Jaclyn Carruthers questioned the use of a safety film on windows to prevent window shattering in the event of an attempted break in or safety issue. Dr. Sutter explained that this was a suggestion from the Prosecutor’s office, however it is very expensive and may not be cost effective for our district. John Infosino commented that the Board needs to consider how far they want to explore the costs of safety as opposed to other costs of capital improvement which are needed, such as air conditioning in the classrooms and fixing the leaking roof.
Action 14-SU-004:

BE IT RESOLVED that the Board of Education accepts the Harassment, Intimidation, and Bullying report as presented for the month of November 2013.

Motion by M. Toledo, seconded by M. Baldinger. The Board adopts resolutions on a roll call vote as follows: ayes 5, nays 0.

REPORT OF THE BUSINESS ADMINISTRATOR

Informational:

Business Office start-up:

- Board Secretary - essentially complete
- Business Administrator- state reports
  - DRTRS- complete/submitted
  - ASSA- in progress/due 12-15-13
- Facilities Issues: ROD Grants-waiting for DOE determination
- Policy Revisions: Strauss/Esmay site visit date TBD
- Audit:
  - Complete/submitted to state
  - Board presentation in February
- New Budget: Waiting for DOE guidelines and instructions
- Legal Matters: ALJ’s decisions due end of December

REPORT OF THE BOARD SECRETARY

Action Items 14-BA-0013 through 14-BA-017

Informational:

- The current date of the Board of Education’s next meeting is January 2, 2014, this will be the annual reorganization meeting.

Action 14-BA-013: TABLED

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

<table>
<thead>
<tr>
<th>Minutes - Regular Meeting</th>
<th>Minutes – Executive Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 14, 2013</td>
<td>November 14, 2013</td>
</tr>
</tbody>
</table>

Motion to table action item 14 BA-013 by J. Infosino, seconded by M. Toledo. The Board adopts resolutions on a roll call vote as follows: ayes 5, nays 0.

Action 14-BA-014:

BE IT RESOLVED that the Board of Education hereby approves the Board Secretary Report for the period October 31, 2013.

Action 14-BA-015:
BE IT RESOLVED that the Board of Education hereby approves the Treasurer’s Reports for the period October 31, 2013.

Action 14-BA-16:

BE IT RESOLVED that the Board of Education hereby approves the line item transfers for months ending October 31, 2013.

Action 14-BA-017:

BE IT RESOLVED that the Board Secretary, pursuant to N.J.A.C. 6A: 23-2.11 (c) 3 does hereby certify that as the date of these reports, no line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of N.J.A.C. 6A: 23-2.11 (a);

BE IT FURTHER RESOLVED that the Superintendent of Schools recommends that the Lebanon Borough Board of Education accept the monthly financial reports of the Secretary and Treasurer of School Monies for the month(s) ending October 31, 2013; and further recommends, in compliance with N.J.A.C. 6A: 23-2.11 (c) 4, that the Board of Education certifies that no major account has been over-expended in violation of N.J.A.C. 6A: 23-2.11 (b), and that as of this report sufficient funds are available to meet the district’s financial obligations for the remainder of the year.

Discussion:
- Dr. Burton asked if there has been any interest in the board vacancy as of January 2014. Mrs. Duell responded that she has not received anything directly. Two members of the public, present at this meeting, both indicated that they would be sending their resumes to the business office.
- Marlene Baldinger pointed out that the minutes were not included in the Board packets and requested to table the approval until they could be reviewed.
- Dr. Burton questioned the Parent Paid Tuition line on page 5 of the Fund 10 Board Secretary Report, as to why there is a difference in the amount budgeted and the amount recorded for the current year. Mrs. Duell explained that the revenue figure used for the budget was an estimate and what shows as actual for the current year is based on what has been invoiced to the parents of preschool students.

Motion on action items 14-BA-014 through 14-BA-017 by J. Infosino, seconded by J. Carruthers. The Board adopts resolutions on a roll call vote as follows: ayes 5, nays 0.

OLD BUSINESS

- Marlene Baldinger questioned having committee meetings to discuss issues at a different time before action is taken at the Board meetings. Dr. Sutter said this was one of the areas to discuss when we get our policy manuals back from Strauss Esmay, as we will need to have a system in place to read, review and edit the policies in the future. Dr. Burton further commented that the recent history of the Board has required them to discuss issues as a complete group and did not feel that committees were required in addition to the group discussion.
- Marlene Baldinger asked about the feasibility of giving Board of Education updates to the community. She feels that the community in general does not have a good idea of what happens in the Board
meetings and they should be made aware of it. Dr. Burton commented that the Board Minutes serve that purpose and they are posted on the website for community review.

- Jaclyn Carruthers commented on the school choice article in this week’s Hunterdon County Democrat. She questioned if any families have chosen to leave LBS for the 14/15 school year. Dr. Sutter responded that 1 family had filed a notice of intent to leave. Marlene Baldinger asked if we should write a letter to the editor defending LBS as this article presented our school as one that has lost many students to school choice. Dr. Sutter responded that he did not feel that was worth exploring, we have 3 choice seats for the 14/15 school year, and they are all going to be used, additionally, we can’t prevent a family from choosing to go to another school.

PUBLIC COMMENTS – AGENDA ITEMS

None

COMMITTEE REPORTS:
FACILITIES/FINANCE/POLICY:
Christine Burton – Chair

Action Items 14-FFP-048 through 14-FFP-052

Action 14-FFP-048:

BE IT RESOLVED that the Board of Education hereby approves the payment of bills for the period ending November 30, 2013 in the amount of $192,937.90.

Action 14-FFP-049:

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 No. 6471 “School District Travel.” Only overnight stays are eligible to meal reimbursement. Mileage, meals, and lodging reimbursements shall be in accordance with NJ Statute, Code and NJ Department of Treasury Guidelines. Where more than five 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, OMB Mileage Reimbursement Rate: $0.31.

<table>
<thead>
<tr>
<th>Employee</th>
<th>Program/Location</th>
<th>Date</th>
<th>Cost</th>
<th>Mileage</th>
<th>Lodging/Meals</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adamaitis, Amy</td>
<td>Lang. Arts Articulation Mtg. North Hunterdon/Voorhees Board Offices</td>
<td>11/21/13</td>
<td>0.00</td>
<td>OMB</td>
<td>N/A</td>
</tr>
<tr>
<td>Ellerbusch, Lesley Kosciolek, Lila</td>
<td>School Safety Team Training Flemington NJ</td>
<td>2/14/2014</td>
<td>50.00</td>
<td>OMB</td>
<td>N/A</td>
</tr>
<tr>
<td>Julian, Debbie</td>
<td>Hunterdon County Library Assoc. Workshop Flemington NJ</td>
<td>2/27/2014</td>
<td>20.00</td>
<td>OMB</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Action 14-FFP-050:

BE IT RESOLVED that the Board of Education hereby approves an author visit with Christine Petrell Kallevig on March 3, 2014 at a cost of $885.00.

Action 14-FFP-051:

BE IT RESOLVED that the Board of Education hereby approves a school assembly with Dialed Action Sports Team with a focus on bicycle safety on May 23, 2014 at a cost of $1,500.00.

Action 14-FFP-052:

BE IT RESOLVED that the Board of Education hereby approves the Send-Receive Tuition Contract Agreement between the Clinton Township and Lebanon Borough School Districts for the 2013/14 school year for a total of $16,658.00 as follows:

(1) 6th Grade Special Education Student (SID # 9769170173) @ $14,630.00
    Speech Services for Special Education Student @ $ 2,028.00

Discussion:

- Marlene Baldinger questioned how assemblies are paid for, does the PTA pay for any of them? Dr. Sutter explained that the author visit was budgeted for by the Librarian and would be paid for with Board funds. The bicycle safety assembly is being paid for out of the HART grant, which flows through the Board of Education. Melissa Toledo asked if other teachers could use funds for similar activities or field trips as well. Dr. Sutter commented that they can budget for them and if funding were available, they could request approval for that purpose.

Motion by M. Toledo, seconded by J. Infosino. The Board adopts resolutions on a roll call vote as follows: ayes 5, nays 0.

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:
Christine Burton – Chair
Action Items 14-PNCC-049

Action 14-PNCC-049:

BE IT RESOLVED that the Board of Education approves the employment of the following substitute custodian for the 2013/14 school year.

    Anthony Wathoshey

Discussion:

- Marlene Baldinger commented on the Substitute rates and how we advertise/interview candidates. Dr. Sutter explained that we have a shortage of substitutes and we have just placed an advertisement to run for 2 weeks in hopes of finding people interested in substituting. We have raised the Nurse and Custodial rates to be competitive with other districts in the area.
Marlene Baldinger asked why her pre-school student has come home saying that the Pre-K aide sometimes is not with the pre-school class because she is teaching another class. Dr. Sutter again explained that we have been in the situation of not having a sub available and the part time Pre-K aide is also an approved substitute, and is qualified to teach. We have had to ask her if she cover other classes when another sub is not available.

*Motion by M. Toledo, seconded by J. Carruthers. The Board adopts resolutions on a roll call vote as follows: ayes 5, nays 0.*

**RECOGNITION OF THE PUBLIC**

**NEW BUSINESS**

None

**ADJOURNMENT:**

*Action 14-AD-005:*

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

*Motion by J. Carruthers, seconded by J. Infosino. The resolution was adopted by full membership of the board at 8:35 pm.*

Respectfully Submitted,

______________________________
Tricia Duell, Board Secretary

Minutes Prepared: 12/6/2013
Minutes remain unofficial until Board of Education approval

Board of Education Approved:

______________________________
Dr. Christine Burton, Board President

Date