CALL TO ORDER: J. Carruthers 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 1975, adequate notice of this meeting was provided through a public notice on January 8, 2016:

a. Faxing to two newspapers designated by the Board – Hunterdon County Democrat and The 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:

Board Members:
Marlene Baldinger
Christine Burton
Jacklyn Carruthers, President
Thomas McGrew
Melissa Toledo, Vice President

District Administrators:
Dr. Robert Sutter, 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:

WORK SESSION:

Policy Review
Second Reading on Lice Policy # 8454

Discussion about the revised policy which was recommended for adoption as written. Mrs. Kosciolek, the school nurse and Mrs. Petty, 1st grade teacher were present for the discussion.
RECOGNITION OF THE PUBLIC:
Mrs. Lila Koscielek, school nurse
Mrs. Joyce Petty, 1st grade teacher
Mr. William Colantano, Auditor
Mr. Joseph Carducci, Auditor

Audit Presentation by Bill Colantano

Audit Discussion:

Mr. Colantano and Joseph Carducci of Bedard, Kurowicki & Co. presented the 2014/15 audit and findings. Mr. Colantano explained the purpose for the new GASB requirements of reporting the total pension liability for school districts this year. A Discussion about our reserve accounts and future recommendations if we should have excess surplus in coming years.

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

- I would like to report no incidents of HIB at this time.
- Safety Update-
  The LBS school had a Lockdown drill on January 7, 2016. The drill took 3 minutes and 5 seconds.
  The LBS school had our second security drill on January 15, 2016; the drill was a “fire drill” the drill took 55 seconds.
- We are pleased to announce that HART Commuter Information Services intends to nominate the Lebanon Borough School for “Gold Level” recognition, based on our outstanding commitment and accomplishments with Safe Routes to School over the past few years.
- I have reached out to Dr. Clark at Clinton Township concerning their calendar for the 2016-2017 school year so that Lebanon Borough can adopt a similar calendar (because our 7th and 8th grade students attend Clinton Township Middle School). Dr. Clark sent an approved calendar and consequently we have developed our calendar for the BOE’s approval.
- LBS received a thank you letter from the GI Go Fund for supporting their Jeans for Troops drive this year. Mrs. Gamberzy should be thanked for efforts with regards to setting up the drive here at LBS.
- Finally, Mrs. Duell and I are working on the budget and we are thinking about two purchases- Rosetta Stone and Next Generation Science textbooks and online software. I would like the BOE thoughts on these items.

Action 16-SU-06:

BE IT RESOLVED that the Board of Education accepts the Harassment, Intimidation, and Bullying report as presented for the month of January 2016.

Motion for Action item 16-SU-06:

Motion by T. McGrew, Second by M. Toledo. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 nays, 0 abstain.
CSA Discussion:
Dr. Sutter informed the Board that the teachers had an opportunity to review the Rosetta Stone program. They did not feel it was cost efficient for what it offers. If we can’t find a part time teacher, they would prefer to have some sort of workbooks or framework to follow for world language.

Discussion on next generation science standards. We have received review materials from Houghton Mifflin which we would like to budget for next year. Dr. Burton asked to explore “Design Challenges” as opposed to a standard program offered by one company. If that avenue were taken, we would need to budget funds in supplies rather than textbooks.

Discussion about length of time for lock down drills, and what is considered a “standard drill”.

REPORT OF THE BUSINESS ADMINISTRATOR

Informational: The current date of the Board of Education’s next meeting is Thursday, March 3, 2016 at 6:30 pm.

Please complete your personal disclosure statements, an email was sent out last month to your Lebanon borough email account.

Facilities – We are still awaiting an update on the software for the security cameras.

Technology – We did receive the REAP grant for this school year, which is on the agenda tonight for acceptance.

Other – I have started working on the Budget, The preliminary budget is due to the County office by March 20th. I will have that to review for the March meeting. We should not have a problem staying within the 2% cap this year, but I do expect to need the health insurance and enrollment waivers. The Public Hearing will take place at our regular May meeting on May 5, 2016. Bob has asked me to look into prices for Rosetta Stone for our World Languages program next year as well as a program to meet the new science standards. I’m not sure what kind of impact this will have on the budget yet.

While working on the school calendar for next year, I noticed that the NJEA Convention is the second week of November which is when we scheduled the November Board Meeting for. We will change the meeting date back to the first Thursday, which would be November 3rd, unless there are any objections.

Action Items 16-BA-31 through 16-BA-35:

Action 16-BA-31:

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

Minutes- Reorganization and Regular Meeting
January 7, 2016

Action 16-BA-32:

BE IT RESOLVED that the Board of Education hereby approves the Board Secretary’s Reports for the periods ending:
December 31, 2015
Action 16-BA-33:

BE IT RESOLVED that the Board of Education hereby approves the Treasurer’s Report for the periods ending: December 31, 2015

Action 16-BA-34:
BE IT RESOLVED that the Board of Education hereby approves the Line Item Transfers for the following periods:

December 31, 2015

Action 16-BA-35:
BE IT RESOLVED that the Board Secretary, 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;

BE IT FURTHER 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:

December 31, 2015

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 of this report date, sufficient funds are available to meet the district’s financial obligations for the remainder of the year.

Motion for items 16-BA-31 through 16-BA-35:

Motion by C. Burton, Second by M. Baldinger. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 nays, 0 abstain.

BA Discussion
Discussion about the security project upgrades needed to complete the project.

Discussion about the constraints on spending funds under the REAP grant. The grant is purposed for materials needed under NCLB.

Initial discussion about the 2016/17 budget and where the Board would like the tax rate to fall.

OLD BUSINESS
Ms. Baldinger inquired about the response and effectiveness of Study Island. Dr. Sutter explained that we did sign up for a 2 year commitment and is a good supplemental program so far.

M. Baldinger inquired about the snow removal after the blizzard. Our parking lot was cleared timely and without any issues.
Joyce Petty was present, no comments.

**FACILITIES/FINANCE/POLICY:**

**Action Items 16-FFP-76 through 16-FFP-85:**

**Action 16-FFP-76:**
*BE IT RESOLVED* that the Board of Education hereby approves the payment of bills for the period ending February 4, 2016 in the amount of $ 251,521.14.

**Action 16-FFP-77:**
*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>
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<tbody>
<tr>
<td>R. Sutter</td>
<td>2016 PARCC Training</td>
<td>3/9/2016</td>
<td>N/A</td>
<td>OMB</td>
<td>N/A</td>
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<tr>
<td>S.E. Turner</td>
<td>Birchwood Manor, Whippany NJ</td>
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<td>R. Sutter</td>
<td>Curriculum Coordinator Mtg</td>
<td>2/11/2016</td>
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<td>OMB</td>
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<td>QSAC Compliance Somerville, NJ</td>
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<tr>
<td>R. Sutter</td>
<td>EdCamp North Plainfield, NJ</td>
<td>2/20/2016</td>
<td>N/A</td>
<td>OMB</td>
<td>N/A</td>
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<tr>
<td>T. Duell</td>
<td>Sustainable Practices Workshop</td>
<td>2/26/2016</td>
<td>N/A</td>
<td>OMB</td>
<td>N/A</td>
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<tr>
<td></td>
<td>Trenton, NJ</td>
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<tr>
<td>R. Sutter</td>
<td>Special Ed. Transition Services</td>
<td>1/21/2016</td>
<td>N/A</td>
<td>OMB</td>
<td>N/A</td>
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<td>mtg. Edison, NJ</td>
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<tr>
<td>R. Sutter</td>
<td>Settlement Process</td>
<td>2/26/2016</td>
<td>N/A</td>
<td>OMB</td>
<td>N/A</td>
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<tr>
<td></td>
<td>Place to be determined</td>
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**Action 16-FFP-078:**
*BE IT RESOLVED* that the Board of Education hereby approves the second reading and adoption of Policy 8454 Management of Pediculosis.

**Action 16-FFP-79:**
*BE IT RESOLVED* that the Board of Education hereby approves the facility use application from the PTA for a Hot Chocolate Social on February 19, 2016 from 6:30 pm to 8 pm.
Action 16-FFP-80:
BE IT RESOLVED that the Board of Education hereby accepts the donation from Fire Fly Books for $200 worth of free books for our school library.

Action 16-FFP-81:
BE IT RESOLVED that the Board of Education hereby accepts the Title VI, Part B Small Rural Schools Achievement Program grant in the amount of $16,692 for the 2015/16 school year.

Action 16-FFP-82:
BE IT RESOLVED that the Board of Education hereby approves the 2016/17 school calendar as attached.

Action 16-FFP-83:
BE IT RESOLVED that the Board of Education hereby approves the following field trip for the Reading Olympics Team:

<table>
<thead>
<tr>
<th>Group</th>
<th>Trip Location</th>
<th>Date</th>
<th>Transportation</th>
<th>Advisor</th>
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</thead>
<tbody>
<tr>
<td>Reading Olympics Team</td>
<td>Alexandria Middle School</td>
<td>3/22/2016</td>
<td>Hunterdon County ESC $ 234.00</td>
<td>D. Julian P. White</td>
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<td></td>
<td>Pittstown, NJ</td>
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Action 16-FFP-84:
BE IT RESOLVED that the Board of Education approves the June 30, 2015 Comprehensive Annual Financial Report (CAFR) as presented by William Colantano.

Action 16-FFP-85:
BE IT RESOLVED that the Lebanon Borough Board of Education accepts Audit Recommendations #1 and #2 and the respective Corrective Action Plans as follows:

1. Administrative Practices & Procedures  
   No recommendation

2. Financial Planning, Accounting & Reporting
   Recommendation#1: Implement procedures ensuring that the NJ DOE approval is obtained prior to transferring un-budgeted funds from surplus.
   Correction Action Plan 2015-1: Review of district policy & regulation 6422 “Budget Transfers”. Strictly follow procedures outlined to obtain Executive County Superintendent or Commissioner of Education approval as required.

3. School Purchasing Programs  
   No recommendation

4. Application for State School Aid  
   No recommendation
5. Pupil Transportation  No recommendation
6. Facilities and capital assets  No recommendation
7. Student Body Activities  No recommendation

8. Milk Program  

**Recommendation #2:** Implement procedures to ensure that all cash receipts are deposited into the milk fund bank account.

**Corrective Action Plan 2015-2:** Review of district policy 6640 “Cafeteria/Milk Fund”. A separate cash box will be maintained to collect money from milk sales and petty cash money used for milk purchases. All milk sales money will be deposited in the bank account on a weekly basis. Milk Fund petty cash will be used to purchase milk at local grocery store.

9. Miscellaneous  No recommendation
10. Follow-up on prior year findings  No recommendation

**Motion for Action 16-FFP-76 through 16-FFP-85:**

*Motion by M. Toledo, Second by C. Burton. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 nays, 0 abstain.*

Discussion:

Discussion about employee professional development workshops.

School Calendar: The Board accepted the suggestion of the students and teachers returning to school on January 3, 2017 after the winter break. This will give us 3 snow days built into the calendar.

**PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:**

**Action items 16-PNCC-26 through 16-PNCC-28**

**Action 16-PNCC-26:**

*BE IT RESOLVED that the Board of Education hereby approves Luanne Phillips as a temporary leave replacement for Amy Adamaitis at the per diem rate of $175 for the period January 14, 2016 through February 26, 2016.*

**Action 16-PNCC-27:**

*BE IT RESOLVED that the Board of Education approves Pat Laughery as a temporary Instructional Aide replacement for Luanne Phillips at the rate of $18.20 per hour for the period beginning January 14, 2016 through February 26, 2016.*

**Action 16-PNCC-28:**

*BE IT RESOLVED that the Board of Education approves the following substitute teacher for the 2015/16 school year:*
Carona Davis-Diop

**Motion for Action items 16-PNCC-26 through 16-PNCC-28:**

Motion by T. McGrew, Second by M. Baldinger. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 nays, 0 abstain.

Discussion:

M. Baldinger asked if observations are performed on substitute teachers or leave replacements.

**RECOGNITION OF THE PUBLIC:**
Joyce Petty, 1st grade teacher

**NEW BUSINESS**
M. Baldinger mentioned an article in the Hunterdon Review which discussed traffic safety on Maple St. A discussion about the traffic pattern for the car line occurred. Dr. Sutter explained what he would like to see for next year and Mrs. Petty gave some background as to why the students currently enter on the lower level.

The Board was asked to look at the 6th grade art project displayed on the bulletin board outside of their classroom.

**ADJOURNMENT:**

**Action 16-AD-05:**

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

Motion by M. Toledo, Second by C. Burton, The resolution was adopted by full membership of the Board at 8:04 pm.

Respectfully Submitted,

X

Patricia Duell
School Business Administrator/Board Secret...

Date: _________________________

Minutes Prepared: 2/5/2016

Minutes remain unofficial until Board of Education approval.

Board of Education Approved:
X

Mrs. Jaclyn Carruthers
Board President

Date: