

**LEBANON BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES**

**Regular Business Meeting  
April 15, 2024 at 6:45 pm**

**CALL TO ORDER:** D. Elwell called the meeting to order at 6:45 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 the annual public notice on March 15, 2024

- a. Faxing to two newspapers designated by the Board – Hunterdon County Democrat and Express Times
- b. Posting on the District Website, the main bulletin board in the Administration Office and in each Lebanon Borough School
- c. Filing with the Clerk of Lebanon Borough

**ROLL CALL:**

Present: *Board Members:*

Daniel Elwell, Board President  
David Abeles, Vice President  
Jacklyn Carruthers  
Danielle Nugent  
Benedict Valliere

*District Administrators:*

Dr. 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:**

Mr. Elwell commented on the appearance of the front of the school now that the trees have been cut down.

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

**Action 24-CSA-09:**

**BE IT RESOLVED** that the Board of Education hereby accepts the School Safety and HIB report for the month of March, 2024.

**Motion by D. Abeles, Second by B. Valliere. The resolution is adopted by the board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.**

CSA Discussion:

Discussion on HIB report.

Discussion on exploring the Pre-K Expansion grant for the future.

***Report of the School Business Administrator:***

***Policy Review***

**Informational:** The next meeting is Tuesday, May 7, 2024 at 6:45 pm. This is the public hearing on the budget. June's meeting is in conflict with North Hunterdon's graduation so we will need to change that date. The new date set for Thursday, June 13, 2024.

**ACTION ITEMS 24-BA-40 THROUGH 23-BA-44:**

**Action 24-BA-40:**

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

**Minutes: Regular Session**

**March 5, 2024**

**Minutes Executive Session**

**March 5, 2024**

**Action 24-BA-41:**

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

**February 29, 2024**

**March 31, 2024**

**Action 24-BA-42:**

**BE IT RESOLVED**, That the Board of Education hereby approves the Treasurer's Reports for the period ending:

**February 29, 2024**

**March 31, 2024**

**Action 24-BA-43:**

**BE IT RESOLVED**, That the Board of Education hereby **approves the Line item Transfers for the period ending:**

**March 31, 2024**

**Action 24-BA-44:**

**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:23A-16.10 c 3&4

**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:**

**February 29, 2024**

**March 31, 2024**

**AND FURTHER RECOMMENDS**, that the Board of Education certify that no major account has been over-expended in violation of NJAC 6A:23A-16.10 and that as 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 24-BA-40 through 23-BA-44:**

**Motion by B. Valliere, Second by J. Carruthers. The resolution is adopted by the board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.**

BA Discussion:

None

**OLD BUSINESS:**

None

**FACILITY/FINANCE/POLICY:**

**Action Items 24-FFP-61 through 24-FFP-065:**

**Action item 24-FFP-61:**

**BE IT RESOLVED** that the Board of Education hereby approves the **payment of bills** for the period ending April 15, 2024 in the amount of \$408,806.49.

**Action item 24-FFP-62:**

**BE IT RESOLVED** that the Board of Education hereby approves the following field trip for the 2023/2024 school year:

<i>Grade</i>	<i>Destination</i>	<i>Date</i>	<i>Transportation</i>
6	Clinton Public School	6/6/2024	HCESC
Pre-K	Doyles Farm	4/24/2024	HCESC

**Action item 24-FFP-63:**

***BE IT RESOLVED*** that the Board of Education hereby approves the second reading and adoption of the following policies and regulations for the 2023/2024 school year:

<b><i>Policy #</i></b>	<b><i>Title</i></b>	<b><i>Regulation #</i></b>	<b><i>Title</i></b>
1140	<i>Educational Equity Policies/Affirmative Action (M)</i>		
1523	<i>Comprehensive Equity Plan (M)</i>		
1530	<i>Equal Employment Opportunities (M)</i>	1530	<i>Equal Employment Opportunities (M)</i>
1550	<i>Equal Employment/Anti-Discrimination Practices (M)</i>		
		2200	<i>Curriculum Content(M)</i>
2260	<i>Equity in School and Classroom Practices (M)</i>	2260	<i>Equity in School and Classroom Practices (M)</i>
2411	<i>Guidance Counseling (M)</i>		
2423	<i>Bilingual Education (M)</i>	2423	<i>Bilingual Education (M)</i>
2431.4	<i>Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)</i>	2431.4	<i>Prevention and Treatment of Sports-Related Concussions and Head Injuries (M)</i>
3211	<i>Code of Ethics</i>		
		5440	<i>Honoring Student Achievement</i>
5570	<i>Sportsmanship</i>		
5750	<i>Equitable Educational Opportunity (M)</i>		
5755	<i>Equity in Educational Programs and Services (M) - Abolished</i>		
5841	<i>Secret Societies</i>		
5842	<i>Equal Access of Student Organizations</i>		
7610	<i>Vandalism</i>	7610	<i>Vandalism</i>
9323	<i>Notification of Juvenile Offender Case Disposition</i>		

**Action item 24-FFP-64:**

***BE IT RESOLVED*** that the Board of Education hereby approves the 2024-2025 School Calendar as attached.

**Action item 24-FFP-65:**

**BE IT RESOLVED** that the Board of Education hereby approves the following employee travel requests for the 23/24 school year:

<i>Employee</i>	<i>Description</i>	<i>Cost</i>	<i>Mileage</i>
<i>K. Heller</i>	<i>4/26/2024 Special Education Summit Monroe NJ</i>	<i>\$150.00</i>	<i>OMB</i>
<i>T. Duell</i>	<i>6/5-7/2024 NJ Assoc. of School Business Officials Annual Conference Atlantic City, NJ</i>	<i>\$500</i>	<i>OMB / GSA rates for travel</i>

**Motion for Action Items 24-FFP-61 through 24-FFP-65:**

**Motion by B. Valliere, Second by D. Nugent. The resolution is adopted by the board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.**

**FFP Discussion:**

Discussion on the school calendar and teacher work days.

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

**Action Items 24-PNCC-18 :**

**Action Item 24-PNCC-18:**

**BE IT RESOLVED** that the Board of Education hereby approves the following extra curricular clubs and advisors for the 2023/2024 school year.

<i>Club</i>	<i>Dates</i>	<i>Advisor</i>
<i>Drama Club</i>	<i>8 weeks April-June</i>	<i>SMID # 41861766 SMID # 47342027</i>
<i>Games Club</i>		<i>SMID # 52113875</i>

***Motion for Action Items 24-PNCC-18:***

***Motion by J. Carruthers, Second by B. Valliere. The resolution is adopted by the board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.***

***PNCC Discussion:***

*Discussion on staff stipends and budget impact.*

*Discussion on what the Drama club is doing this year.*

***RECOGNITION OF PUBLIC:***

***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 a period 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.*

*None*

**NEW BUSINESS:**

*B. Valliere requested that we continue to explore the Pre-K grant and look into all possibilities for the future.*

**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 lawfully be discussed in Executive Session, without the public being permitted to attend, and

**WHEREAS**, the Lebanon Borough Board of Education has determined that the following issue(s) are permitted by *NJSA 10:4-12(b)* to be discussed without the public in attendance shall be discussed during an Executive Session; and

**WHEREAS**, the nature of the following matters, described as specifically as possible without undermining the need for confidentiality are:

***Contract & Legal Matters***

*The length of the Executive Session is estimated to be thirty (30) minutes after which the meeting shall reconvene in public session.*

**THEREFORE, BE IT RESOLVED** that the Lebanon Borough Board of Education will go into Executive Session for only the above state reasons; and

**BE IT FURTHER RESOLVED** that the Lebanon Borough Board of Education hereby declares that its discussion of the aforementioned subject will be revealed once a conclusion has been reached as to the matter subject to the discussion.

*Formal action will not be taken.*

*Motion to enter Executive Session:*

**Motion by B. Valliere, Second by J. Carruthers. The resolution is adopted by the full membership of the Board at 7:36 pm.**

*Motion to exit Executive Session:*

**Motion by B. Valliere, Second by D. Nugent. The resolution is adopted by the full membership of the Board at 8:01 pm.**

**ADJOURNMENT:**

**Action Item 24-AD-09:**

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

**Motion by D. Abeles, Second by B. Valliere. The resolution is adopted by the full membership of the Board at 8:01 pm.**

Respectfully submitted,

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Patricia Duell  
School Business Administrator/Board Secretary

Minutes prepared 4/16/2024  
Minutes remain unofficial until formally adopted by the Board.

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Daniel Elwell  
Board President

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Date