

**LEBANON BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**AGENDA**  
**Reorganization and Regular Business Meeting**  
**January 8, 2024 at 6:45 pm**

**CALL TO ORDER:** P. Duell 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 January 4, 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:*

David Abeles  
Jacklyn Carruthers  
Daniel Elwell  
Danielle Nugent  
Benedict Valliere

*District Administrators:*

Dr. Bruce Arcurio, Chief School Administrator  
Mrs. Patricia Duell, School Business Administrator/Board Secretary

**PLEDGE OF**

**ALLEGIANCE:** P. Duell led the Board in the Pledge of Allegiance.

**ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION**

**Combined Statement of Results 2022**

*Election of the following individuals to the Lebanon Borough Board of Education:*

***Administer Oaths to New Board Members –***

***Benedict Valliere – 3 year term January 2024 through December 2026***

**a. Nomination(s) for Board President :**

*Motion to open the floor to nomination(s) for Office of Board President.*

*Motion by: B. Valliere Second by: J. Carruthers*

*The resolution is adopted by the full membership of the board.*

*Nominations:*

- 1. Daniel Elwell was nominated by Jacklyn Carruthers*
- 2. Ben Valliere was nominated by Danielle Nugent*

*Motion to close floor to nomination(s) for Office of Board President.*

*Motion by: B. Valliere Second by: D. Abeles*

*The resolution is adopted by the full membership of the board*

***Motion to open the floor for nominations for Office of Board Vice President:***

*Motion by: D. Elwell Second by: D. Nugent*

*The resolution is adopted by the full membership of the board.*

*Nominations:*

- 1. David Abeles was nominated by Daniel Elwell*

*Motion to close floor to nomination(s) for Office of Board Vice President.*

*Motion by: D. Elwell Second by: J. Carruthers*

*The resolution is adopted by the full membership of the board.*

*If more than one nomination is made, verbal votes will be taken by roll call with a majority vote gaining the position.*

*Roll Call Votes:*

*D. Abeles voted for D. Elwell*

*J. Carruthers voted for D. Elwell*

*D. Elwell voted for D. Elwell*

*D. Nugent voted for B. Valliere*

*B. Valliere voted for B. Valliere*

- b. **BE IT RESOLVED** that the Board of Education hereby appoints Daniel Elwell as Board President, and David Abeles as Board Vice President.

Motion to accept officers:

Motion: B. Valliere Second: D. Nugent

The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.

- c. **BE IT RESOLVED** that the Board of Education hereby approves to establish the committees, chairs, and members:

**Committee of the whole until further notice**

Motion by: D. Abeles ; Second by: B. Valliere

The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.

### **ORGANIZATION RESOLUTIONS:**

#### **1. Code of Ethics**

In accordance with Bylaw 0142 "Code of Ethics", the Board of Education shall discuss the Board member Code of Ethics annually at a regularly scheduled public meeting. Each member shall sign documentation that he/she has received a copy of it and has read and understood it. **(attachment)**

#### **2. Open Public Meetings Act**

**BE IT RESOVLED** that the Lebanon Borough Board of Education, pursuant to Chapter 231, PAL (Open Public Meetings Act) does hereby proclaim the public meetings of the Board of Education will be held in the Lebanon Borough School Library, 6 Maple Street, Lebanon NJ 08833 at 6:45 p.m for a Work Session; with the Regular Business Meeting to immediately follow, as set forth below unless indicated otherwise.

**BE IT FURTHER RESOLVED** that the purpose of the Regular Meetings shall be the normal conduct of business of the Board of Education and any other items brought to the Board's Attention by the Board Members, Board Attorney, Chief School Administrator, Business Administrator/ Board Secretary;

**BE IT FURTHER RESOLVED** that the Board of Education does hereby designates the Hunterdon County Democrat and the Express Times as the official newspapers to receive the notices of meetings;

**BE IT FURTHER RESOLVED** that the Board of Education hereby approves that notices of meetings of the Board of Education will be posted in the Lebanon Borough Board of Education Administration Office, in the Lebanon Borough School, posted on the District website and filed with the Clerk of Lebanon Borough;

**BE IT FURTHER RESOLVED** that the Board of Education reserves the right to adjourn or recess a meeting at any time to discuss such matters that may be considered in closed session. However, the Board will first adopt a resolution describing as specifically as possible the nature of the subject to be discussed without undermining the need for confidentiality the estimated length of the executive session, and as precisely as possible, the time and circumstances under which disclosure to the public will be made;

**BE IT FURTHER RESOLVED** that, in order to conduct its meetings properly and efficiently, the Board shall require the following procedures pertaining to public participation at Board Meetings:

Any individual desiring to speak shall give his or her name, address, and the group, if any, that is represented. The presentation shall be as brief as possible but no more than three (3) minutes per individual. The Board vests in its president, or other presiding officer, authority to terminate the remarks of any individual if he/she deems it in the best interest of those present to do so, and

**BE IT FURTHER RESOLVED** that the Board of Education hereby approves the following meeting dates for the 2024 calendar year:

|                   |                                   |
|-------------------|-----------------------------------|
| February 13, 2024 | August 6, 2024                    |
| March 5, 2024     | September 3, 2024                 |
| April 9, 2024     | October 1, 2024                   |
| May 7, 2024       | November 12, 2024                 |
| June 11, 2024     | December 3, 2024                  |
|                   | January 7, 2025* (Reorganization) |

Unforeseen circumstances may force the rescheduling of these meetings. In such cases, notice will be given as provided in the Open Public Meetings Act.

### **3. Parliamentary Procedures**

**BE IT RESOLVED** that the Board of Education adopts Roberts Rules of Order as the official parliamentary procedure manual to be used to conduct meetings and appoint the School Business Administrator/Board Secretary and Board Attorney to act as the parliamentarians for the 2024 calendar year.

### **4. Approval of Depositories**

**BE IT RESOLVED** that the Board of Education hereby approves that the below listed Financial Institutions, Fund and Corporation be designated as approved depositories for the Lebanon Borough Board of Education funds and that the Financial Institutions be required to be insured by either the SLIC or the FDIC and/or as required by both Federal and State statutes:

**Approval of Depositories:**

- a. **Citizen's Bank (Investor's Savings Bank)**
- b. **NJ Asset & Rebate Management Program**

**AND BE IT FURTHER RESOLVED** that the Board of Education hereby authorizes that investments can be secured in any other bank holding a current certificate of eligibility for the State of New Jersey Banking Association;

**AND BE IT FURTHER RESOLVED** that the Business Administrator/Board Secretary be authorized to wire transfer Board of Education funds between Board of Education accounts only;

**AND BE IT FURTHER RESOLVED** that the Business Administrator/Board Secretary be authorized to enter into agreement(s) with the State to allow the State to initiate credit entries to Board of Education accounts in its depositories by automatic deposit(s) when appropriate;

**AND BE IT FURTHER RESOLVED** that any and all endorsements for or on behalf of this Corporation upon checks, drafts, notes or instruments for deposit or collection made may be written or stamped endorsements of the Corporation without any designation of the person making such endorsements;

**AND BE IT FURTHER RESOLVED** that any funds on deposit in Board of Education accounts be subject to withdrawal at any time upon presentation of warrants, checks, notes, bonds, bond coupons or other instruments or orders for the payment of money when signed, live or facsimile.

**AND BE IT FURTHER RESOLVED** that the Business Administrator/Board Secretary is hereby authorized to deliver, upon demand, signatures of required authorities to the above-approved depositories.

**5. Authorized Signatures**

**BE IT RESOLVED** that the Board of Education hereby authorizes the following signatures for money market, checking and savings accounts:

- 1) **Regular Checking Account – Citizen's Bank  
(3 signatures required)**

**Authorized Signatures:**

School Business Administrator, Treasurer of School Monies, Board of Education  
President, Board of Education Vice President

- 2) **Lebanon Borough School Student Activities – Citizen's Bank (2 signatures required)**

**Authorized Signatures Lebanon Borough School:**

CSA, School Business Administrator/Board Secretary

- 3) **Lebanon Borough School Petty Cash – Citizen's Bank (2 signatures required)**

**Authorized Signatures:**

*CSA, School Business Administrator/Board Secretary*

**4) Net Payroll Account – Citizen’s Bank (2 signatures required)**

**Authorized Signatures:**

*Treasurer of School Monies/ School Business Administrator, Board of Education  
President, Board of Education Vice President*

**5) Payroll Agency Account – Citizen’s Bank (2 signatures required)**

**Authorized Signatures:**

*Treasurer of School Monies/ School Business Administrator, Board of Education  
President, Board of Education Vice President*

**6) Milk Fund Account – Citizen’s Bank (2 signatures required)**

**Authorized Signature:**

*Treasurer of School Monies, School Business Administrator, Board of Education  
President, Board of Education Vice President*

**7) Summer Savings – Citizen’s Bank (2 signatures required)**

**Authorized Signatures:**

*Treasurer of Monies/School Business Administrator, Board of Education President,  
Board of Education Vice President*

**8) Emergency Reserve –**

**a. Citizen’s Bank (3 signatures required)**

**Authorized Signatures:**

*Treasurer of Monies, School Business Administrator, Board of Education  
President, Board of Education Vice President*

**b. NJ ARM (ACH Transfers)**

**9) Capital Reserve –**

**a. Citizen’s Bank (3 signatures required)**

**Authorized Signatures:**

*Treasurer of Monies, School Business Administrator, Board of Education  
President, Board of Education Vice President*

**b. NJ ARM (ACH Transfers)**

**10) Maintenance Reserve –**

**a. Citizen’s Bank (3 signatures required)**

**Authorized Signatures:**

*Treasurer of Monies, School Business Administrator, Board of Education President, Board of Education Vice President*

**b. NJ ARM (ACH Transfers)**

**11) Flexible Spending – Citizen’s Bank (2 signatures)**

**Authorized Signatures:**

*Treasurer of Monies, School Business Administrator, Board of Education President, Board of Education Vice President*

**6. Appointment of Representatives Requesting Federal and State Funds**

**BE IT RESOLVED** that the Board of Education hereby authorizes that the Chief School Administrator, Business Administrator/Board Secretary for the Lebanon Borough Board of Education or their designees, be designated as the Board’s agents to request state and federal funds under the existing State and Federal Laws for the period from the date of this Organization Meeting to the Board Organization Meeting in the next calendar year.

**7. Board Policies/Regulations**

**BE IT RESOLVED** that the Board of Education hereby adopts all existing Board Policies, Bylaws and Regulations.

**8. Appointments**

**BE IT RESOLVED** that the Board of Education hereby appoints the following to annual appointments for 2024:

|   |                                   |
|---|-----------------------------------|
| <i>Treasurer of School Monies</i>       | <i>Cheryl Zarra</i>               |
| <i>Insurance Agent of Record</i>        | <i>Treadstone Risk Management</i> |
| <i>Health Insurance agent of record</i> | <i>Brown &amp; Brown</i>          |
| <i>Affirmative Action Officer</i>       | <i>Patricia Duell</i>             |
| <i>504 Officer</i>                      | <i>Bruce Arcurio</i>              |
| <i>AHERA Representative</i>             | <i>Scott Rosselli</i>             |
| <i>Attendance Officer</i>               | <i>Bruce Arcurio</i>              |
| <i>Public Agency Compliance Officer</i> | <i>Patricia Duell</i>             |
| <i>Custodian of Records</i>             | <i>Patricia Duell</i>             |
| <i>Purchasing Agent</i>                 | <i>Patricia Duell</i>             |
| <i>Right to Know Officer</i>            | <i>Patricia Duell</i>             |
| <i>Right to Know Custodian</i>          | <i>Patricia Duell</i>             |
| <i>Homeless Liaison</i>                 | <i>Patricia Duell</i>             |
| <i>Indoor Air Quality Officer</i>       | <i>Scott Rosselli</i>             |

|                                  |                       |
|----------------------------------|-----------------------|
| <i>Anti-Bullying Coordinator</i> | <i>Kelly Heller</i>   |
| <i>Anti-Bullying Specialist</i>  | <i>Lila Kosciolek</i> |
| <i>School Safety Specialist</i>  | <i>Bruce Arcurio</i>  |

**9. School Funds Investor**

**BE IT RESOLVED** that the Board of Education hereby designates the Business Administrator as the School Funds Investor.

**10. Uniform Minimum Chart of Accounts**

**BE IT RESOLVED** that the Board of Education hereby authorizes the Uniform Minimum Chart of Accounts for New Jersey Public Schools for 2024 calendar year.

**11. Tax Shelter Annuity Companies**

**BE IT RESOLVED** that the Board of Education hereby approves the following companies to provide Tax Shelter Annuity salary reduction agreements for the 2024 calendar year.

- AXA Equitable 403(b)*
- Midland National Life 403(b)*
- Lincoln Investments 403(b)*

**12. Flexible Spending Account Companies**

**BE IT RESOLVED** that the Board of Education hereby approves the following companies to provide Flexible Spending Account management services for the 2024 calendar year.

*Horizon Blue Cross Blue Shield of NJ*

**13. Petty Cash Accounts**

**BE IT RESOLVED** that the Board of Education hereby authorizes the Business Administrator/Board Secretary to establish petty cash fund accounts for the period from July 1st through June 30th during the next fiscal year in accordance with N.J.S.A. 18A:19-13 and Title 6 of the N.J.A.C. 6A:23-2.9.

| <i>School</i>                 | <i>Name</i>           | <i>Amount</i> |
|-------------------------------|-----------------------|---------------|
| <i>Lebanon Borough School</i> | <i>Patricia Duell</i> | <i>\$250</i>  |

**AND BE IT FURTHER RESOLVED** to establish a maximum single Petty Cash expenditure of \$100.00 to any one individual on any one occasion not to be exceeded without prior approval by the Chief School Administrator.



#### **14. Claims Auditor Pre-Payment Authority**

**BE IT RESOLVED** that the Board of Education hereby authorizes that the Business Administrator be designated as the Board of Education's Claims Auditor with authority, as provided by 18A:19-2 amended, to direct prepayment of claims for Debt Service, Payroll, Fixed Charges and any other claim or demand which would be in the best interest of the Board to pay promptly.

#### **15. Organization Chart**

**BE IT RESOLVED** that the Board of Education hereby approves the Organization Chart for the Board of Education. (Attachment)

#### **16. Designation of Chief School Administrator and Transfer Authority**

**BE IT RESOLVED** that the Board of Education hereby approves that as provided by N.J.S.A. 18A:22-8.1 amended, the Chief School Administrator be designated to approve such line item budget transfers as are necessary between Board of Education meetings, and

**BE IT FURTHER RESOLVED** that such transfers shall be reported to the Board of Education, ratified and duly recorded in the minutes of such meeting not less than monthly.

#### **17. Appointment of Representative to County Educational Services Commission**

**BE IT RESOLVED** that the Board of Education hereby approves that Chief School Administrator is designated as the Board representative to the Hunterdon County Education Services Commission for the 2024 calendar year.

#### **18. Fee for Copies of Public Documents**

**BE IT RESOLVED** that the Board of Education hereby establishes a photocopy fee of (\$.10) Ten Cents for printed matter of letter size page or smaller and (\$.25) Twenty Five Cents for printed matter of legal size or larger for official Board Minutes and other public documents.

#### **19. Adoption of Emergency Management Plan**

**BE IT RESOLVED** that the Board of Education hereby approves that emergency procedures described in the official Lebanon Borough School District's Safety and Security Plan and be approved as recommended by the Chief School Administrator.

#### **20. Appointment of District Certified Purchasing Agent**

**WHEREAS**, 18A:18A-2 provides that a board of education shall assign the authority, responsibility and accountability for the purchasing activity of the board of education to a person

*or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter; and*

**WHEREAS** 18A:18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (Currently \$44,000), may be awarded by the purchasing agent without advertising for bids when so authorized by board resolution; and

**WHEREAS** 18A:18A-37,c. provides that all contracts that are in the aggregate less than 15% of the bid threshold (Currently \$6,600) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by board resolution;

**NOW, THEREFORE BE IT RESOLVED**, that Lebanon Borough Board of Education, pursuant to the statutes cited above hereby appoints **Patricia Duell**, as its duly authorized **purchasing agent** and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Lebanon Borough Board of Education; and

**BE IT FURTHER RESOLVED** that Patricia Duell is hereby authorized to seek competitive quotations, when applicable and practicable and award contracts on behalf of the Lebanon Borough Board of Education when contracts in the aggregate exceed 15% of the bid threshold (Currently \$6,600), but are less than the bid threshold of \$44,000.

## **21. Integrated Pest Management Coordinator**

**BE IT RESOLVED** that the Board of Education hereby appoints **Scott Rosselli** to serve as the Integrated Pest Management Coordinator for Lebanon Borough School District, for the 2024 calendar year.

*The IPMC(s) shall insure that all state regulations, including licensing requirements and label precautions, must comply with all components of the School Integrated Pest Management Policy.*

## **22. Pupil Records**

**BE IT RESOLVED** that the Board of Education hereby authorizes certified school personnel to collect and maintain the following types of pupil records as required by N.J.A.C. 6:3-6:1 et seq. and Board of Education Policy 8330 "Pupil Records:"

- *Personal data identifying each pupil enrolled in the district including pupil's name, address, date of birth, name of parent(s)/guardian(s), citizenship and gender;*
- *Recording religious or political affiliation of pupil or parent is prohibited unless requested by the parent;*
- *Daily attendance;*
- *Description of pupil progress, including grade level, according to evaluation system used by the district;*
- *History and status of physical health per state regulations;*
- *Special education records pursuant to relevant rules and laws;*

*All other records required by the New Jersey State Board of Education.*

### **23. Clinton-Glen Gardner School Board Representative**

Motion to open the floor for nominations of Board Representative to Clinton-Glen Gardner:

Motion by D. Elwell, Second by D. Abeles.

J. Carruthers was nominated by D. Elwell.

***BE IT RESOLVED*** that the Board of Education hereby appoints ***Jacklyn Carruthers*** to act as the official Board Member representative for all school matters dealing with the 7<sup>th</sup> and 8<sup>th</sup> grade students attending the Clinton Public School under our Send/Receive agreement with the Clinton-Glen Gardner Board of Education for the 2024 calendar year.

#### ***Motion to approve re-organization resolutions 1 – 23:***

*Motion by: B. Valliere Second by: D. Abeles*

*The resolutions are adopted by the Board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.*

### **REGULAR BUSINESS MEETING:**

#### **PRESIDENT'S COMMENTS:**

Mr. Elwell thanked the board members for their dedication and work involved in being a board member.

### **REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

#### **Action 24-CSA-06:**

***BE IT RESOLVED*** that the Board of Education hereby accepts the School Safety and HIB report for the month of December, 2023.

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

#### ***CSA Discussion:***

*Discussion on the holiday show and choice of the spring musical for the students.*

*Discussion on various curricula and formats/template*

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

***Informational:*** The next meeting is Tuesday, February 13, 2024 at 6:45 pm.

**Code of Ethics:** Please sign the acknowledgement of the code of ethics and return to the school at your earliest convenience. You will be getting an email within the next 2 weeks to complete the Personal Disclosure Statement for the School Ethics Commission. Please complete the statements as soon as you can.

**Board Member Trainings:** I will be updating the board census and registering you for any mandated training that you may need to complete. Please watch your Lebanon School email account for information on the trainings.

**Personal Disclosure Statements:** I will also be sending out emails with codes to complete your personal disclosure statements, please do this as soon as possible and no later than April 30<sup>th</sup>.

**Investments:** We have had a full month of investing with NJ/ARM and have already seen interest go up to \$2,074.42 in reserve accounts, as compared to 389.20 the previous month.

**ACTION ITEMS 24-BA-25 THROUGH 23-BA-29:**

**Action 24-BA-25:**

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

**Minutes: Regular Session**  
**December 6, 2023**

**Action 24-BA-26:**

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

**November 30, 2023**

**Action 24-BA-27:**

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

**November 30, 2023**

**Action 24-BA-28:**

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

**November 30, 2023**

**Action 24-BA-29:**

**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:***

***November 30, 2023***

*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-25 through 23-BA-29:**

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

**BA Discussion:**

*Discussion on Board member training.*

*Discussion on investments, and ways to use the extra funds.*

**OLD BUSINESS:**

***Health curriculum** –recent changes been incorporated into this revision.*

***Policy** – Counsel should be invited to the meeting when we next review Policy 5756.*

***Website** – update the language on the Board of Education page to reflect the correct meeting dates.*

***Driveway Lease** – Mr. Arias attended the meeting and asked the Board to consider a lower fee for the driveway lease. The Board requested that he find out how much his insurance premium will change and then they will consider a different rate.*

**FACILITY/FINANCE/POLICY:**

***Action Items 24-FFP-49 through 24-FFP-53:***

**Action item 24-FFP-49:**

***BE IT RESOLVED** that the Board of Education hereby approves the **payment of bills** for the period ending **January 8, 2024 in the amount of \$310,642.04.***

**Action item 24-FFP-50:**

***WHEREAS**, N.J.A.C. 6A: 23A-5.3 provides that a school district may request a **waiver** of compliance with respect to the district's participation in the **Special Education Medicaid Initiative (SEMI) Program** for the 2024/2025 school year; and*

***WHEREAS** the Lebanon Borough Board of Education desires to apply for this waiver due to the fact that based upon the December 1, 2023 count, it projects having fewer than 40 Medicaid eligible classified students 2023/2024 budget year;*

**NOW THEREFORE BE IT RESOLVED** that the Lebanon Borough Board of Education hereby authorizes the Chief School Administrator to submit to the Executive County Superintendent of Schools in the County of Hunterdon an appropriate waiver of the requirements of N.J.A.C. 6A:23A-5.3 for the 2024/2025 school year.

**Action item 24-FFP-51:**

**BE IT RESOLVED** that the Board of Education hereby approves the following Curricula for the 2023/2024 school year as follows:

Grades K-6 Dance  
Grades K-6 Theater  
Grades K-6 Spanish  
Grades K-6 Social Studies  
Grades K-6 Science  
Grades K-6 Math  
Grades K-6 General Music  
Grades K-6 Health and Physical Education  
Grades K-6 English/Language Arts  
Preschool – The Creative Curriculum

**Action item 24-FFP-52:**

*WHEREAS, N.J.S.A. 18A:18B-1, et seq., enables boards of education to join with other boards of education in school board insurance trusts for the purpose of forming self-insurance pools;and,*

*WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is a joint insurance fund authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage and risk management services for its members;and,*

*WHEREAS, the Lebanon Borough Board of Education, herein after referred to as the “Educational Institution,” has resolved to apply for and/or renew its membership with NJSIG;and,*

*WHEREAS the Educational Institution certifies that it has not defaulted on a claim, and has not been cancelled for non-payment of insurance premium for a period of at least two (2) years prior to the date of its application to NJSIG;and,*

*WHEREAS, the Educational Institution desires to secure protection, services, and savings relating to insurance and self-insurance for itself and its departments and employees; and,*

*WHEREAS, the Educational Institution finds that the best and most efficient way of securing this protection and services is by cooperating with other boards of education in the State of New Jersey.*

***NOW THEREFORE, BE IT RESOLVED, THAT:***

- 1) This agreement is made by and between NJSIG and the Educational Institution;*
- 2) The Educational Institution joins with other boards of education in organizing and becoming members of NJSIG pursuant to N.J.S.A. 18A:18B-3(a), for a period of three years, beginning on July 1, 2023, and ending July 1, 2026 at 12:01 a.m.;*
- 3) In consideration of membership in NJSIG, the Educational Institution agrees that for those types of coverage in which it participates, the Educational Institution shall jointly and severally assume and discharge the liabilities of each and every member of NJSIG to such agreement arising from their participation in NJSIG. By execution hereof the full faith and credit of the Educational Institution is pledged to the punctual payment of any sums which shall become due to NJSIG in accordance with the bylaws thereof, the plan of risk management, this Agreement and any applicable statute or regulation;*
- 4) The Educational Institution and NJSIG agree that NJSIG shall hold all monies paid by the Educational Institution to NJSIG as fiduciaries for the benefit of NJSIG claimants all in accordance with applicable statutes and/or regulations;*
- 5) NJSIG shall establish and maintain Trust Accounts in accordance with N.J.S.A. 18A:18B-1, et seq. and such other statutes and regulations as may be applicable;*
- 6) By adoption and signing of this resolution, the Educational Institution is hereby joining NJSIG in accordance with the terms of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership, effective the date indicated below, for the types of insurance as indicated in the Insurance Binder issued by NJSIG;*
- 7) The Educational Institution hereby ratifies and affirms the bylaws and other organizational and operational documents of NJSIG, and as from time to time amended by NJSIG and/or the State of New Jersey, Department of Banking and Insurance, in accordance with the applicable statutes and regulations as if each and every one of said documents were re-executed contemporaneously herewith;*
- 8) The Educational Institution agrees to be a participating member of NJSIG for the period herein provided for and to comply with all of the rules and regulations and obligations associated with said membership, including, but not limited to the NJSIG's Plan of Risk Management;*
- 9) The Educational Institution under its obligations as a member of NJSIG agrees to allow for safety inspections of its properties, to pay contributions in a timely fashion and to comply with the bylaws and standards of participation of NJSIG*

*including the plan of risk management;*

*10)If NJSIG, in the enforcement of any part of this Agreement, shall incur necessary expense or become obligated to pay attorney's fees and/or court costs, the Educational Institution agrees to reimburse NJSIG for all such reasonable expenses, fees and costs on demand;*

*11)The Business Administrator is hereby authorized in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq., to execute such contracts and documentation with NJSIG as is necessary to effectuate this resolution; and,*

*12)The Business Administrator is directed to send a certified copy of this Indemnity and Trust Agreement and Resolution to Join / Renew Membership to NJSIG.*

**Action item 24-FFP-53:**

***BE IT RESOLVED*** that the Board of Education hereby approves the Memorandum of Agreement between Education and Law Officials for the 2023/2024 school year.

***Motion for Action Items 24-FFP-49 through 24-FFP-53:***

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

***FFP Discussion:***

*Discussion on the term "Law Officials" in the MOA.*

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

***Action Items 24-PNCC-10 through 24-PNCC-11:***

**Action Item 24-PNCC-10:**

***BE IT RESOLVED*** that the Board of Education hereby authorizes the Chief School Administrator to offer employment to a 1<sup>st</sup> grade long term leave replacement at step on the 2023/2024 salary guide commensurate with experience; formal approval of candidate to follow at the next regularly scheduled board meeting.

**Action Item 24-PNCC-11:**

***BE IT RESOLVED*** that the Board of Education hereby approves SMID # 47342027 as advisor for a seasonal scrapbook making club as attached.

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



***PNCC Discussion:***

*Discussion on the rate of pay for a long term leave replacement.*

*Discussion on covering the cost of supplies for the scrapbook club.*

***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 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.*

***Public Comment:***

*Marlene Baldinger, Brunswick Ave. commented on the following items:*

*Congratulations for Mr. Valliere for being elected into a new term.*

*Comments of discussing policy in public.*

*Comments on using the Hunterdon Review or Tap Into rather than the Express Times as one of the official publications for meeting dates.*

*Comments on her Councilwoman role as the chair of the safety committee for the Borough.*  
*Comments about the Preschool expansion grant.*  
*Comments about having a school resource officer.*  
*Comments about presenting to the students on a civics lesson.*  
*Comments about the spring musical at Clinton Public School.*

***NEW BUSINESS:***

*Mr. Elwell and Mr. Abeles gave an update on negotiations with the LBEA.*  
*Discussion on having a field trip for some of our students to see a dress rehearsal at Clinton Public School for their spring show.*  
*Discussion about law enforcement presence in the school.*

***ADJOURNMENT:***

***Action Item 24-AD-06:***

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

***Motion by B. Valliere, Second by J. Carruthers. The resolution is adopted by the full membership of the board at 8:09 pm.***

*Respectfully submitted,*

---

*Patricia Duell*  
*School Business Administrator/Board Secretary*

*Minutes prepared 1/9/2023. Minutes remain unofficial until formally approved by the board.*

---

*Daniel Elwell*  
*Board President*

---

*Date*