

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

**Minutes
Regular Business Meeting
March 5, 2024 at 6:45 pm**

CALL TO ORDER: D. Elwell called the meeting to order at 6:45

**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 26, 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

Also Present:

Andrew Li, Esq, Comegno Law Group

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:

None

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:

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 will be taken.

Motion by B. Valliere, Second by D. Abeles. The full membership of the Board adopts the resolution at 6:48 pm

Motion by D. Abeles, Second by D. Nugent. The full membership of the Board adopts the resolution at 8:03 pm

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 24-CSA-08:

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

CSA Discussion:

None

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.

Report of the School Business Administrator:

Policy Review

Informational: The next meeting is Monday, April 15, 2024 at 6:45 pm.

Budget – We can submit a budget with a 2% increase based on details provided to the Board Members for review.

ACTION ITEMS 24-BA-35 THROUGH 23-BA-39:

Action 24-BA-35:

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

***Minutes: Regular Session*
February 15, 2024**

Action 24-BA-36:

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

January 31, 2024

Action 24-BA-37:

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

January 31, 2024

Action 24-BA-38:

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

January 31, 2024

Action 24-BA-39:

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:

January 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-35 through 23-BA-39:

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.

BA Discussion:

Discussion on budget projections and reserve funds.

OLD BUSINESS:

Discussion on the driveway lease, request to reach out to the owners of the property for an update.
Discussion on the Clinton Public School board meeting attended by Mr. Valliere.

FACILITY/FINANCE/POLICY:

Action Items 24-FFP-57 through 24-FFP-60:

Action item 24-FFP-57:

BE IT RESOLVED that the Board of Education hereby approves the payment of bills for the period ending March 5, 2024 in the amount of \$179,378.78.

Action item 24-FFP-58:

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

Grades 3-6 RVCC Planetarium 3/25/2024 Hunterdon County ESC Transportation \$252.00

Action item 24-FFP-59:

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

Policy #	Title	Regulation #	Title
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-60:

BE IT RESOLVED that the Board of Education hereby approves the Tentative Budget for the 2024/2025 school year using the state aid figures; and the School Business Administrator to be authorized to submit the following proposed budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline; And

	General Fund:	Special Revenues:	Total:
2024/2025 Total Expenditures:	3,370,338	28,207	3,398,545
Less: Anticipated Local Revenue	49,250	0	40,500
Less: Anticipated 2024/2025 State Aid Revenues:	148,500	28,207	176,707
Less: Budgeted Reserve Funds	180,692	0	180,692
2024/2025 Taxes to be raised:	2,991,896	0	2,991,896

BE IT FURTHER RESOLVED that a public hearing be held at the Lebanon Borough School Library, 6 Maple Street, Lebanon, NJ on May 7, 2024 at 6:45 pm for the purpose of conducting a public hearing on the final budget for the 2024/2025 school year. A withdrawal from the Maintenance Reserve account in the amount of \$75,000 will be used for repairs to the facility.

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year; and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A: 23A-7.3 et. seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A: 23A-7.3 et. seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A: 23A-7.3(b)1, to a maximum expenditure of \$25,000 for all staff and board members.

Motion for Action Items 24-FFP-57 through 24-FFP-60:

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.

FFP Discussion: None

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action Items 24-PNCC-16 through 24-PNCC-17:

Action Item 24-PNCC-16:

BE IT RESOLVED that the Board of Education hereby approves SMID # 44759470 as Teacher in Charge when the Chief School Administrator is absent from the school building at the rate of \$200 per diem for the 2023/2024 school year.

Action Item 24-PNCC-17:

BE IT RESOLVED that the Board of Education hereby approves SMID # 56692650 for tuition reimbursement in a graduate school program as per contract.

Motion for Action Items 24-PNCC-16 through 24-PNCC-17:

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.

PNCC Discussion:

Discussion on the Teacher in Charge

Discussion on budget impact due to tuition reimbursement

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.*

NEW BUSINESS:

None

ADJOURNMENT:

Action Item 24-AD-07:

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

Motion by J. Carruthers, Second by D. Abeles. The full membership of the Board adopts the resolution at 8:38 pm.

Respectfully submitted,

Patricia Duell
School Business Administrator/Board Secretary

Minutes prepared 3/6/2024.
Minutes remain unofficial until formally approved by the Board.

Daniel Elwell
Board President

Date