

LEBANON BOROUGH SCHOOL DISTRICT
Board of Education
Regular Business Meeting Minutes
September 5, 2023 6:45 pm
Lebanon Borough School Library

CALL TO ORDER: *D. Elwell Called the meeting to order at 6:46 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 18, 2023:

- a. **Faxing to 2 Newspapers** designated by the Board – The Hunterdon County Democrat and the Express Times*
- b. **Posting to the District Website**, posting on the main bulletin board in the main office,*
- c. **Faxing to the Clerk of Lebanon Borough.***

ROLL CALL: *Board Members:*

Dan Elwell, President
Jacklyn Carruthers, Vice President
David Abeles
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 welcomed everyone back to the new school year and offered gratitude to the Board members for giving their time to the school and community.

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action Item 24-CSA-02:

BE IT RESOLVED that the Board of Education hereby accepts the HIB report for the month of August, 2023.

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

CSA Discussion:

Discussion on the Behavioral Threat Manual.

Report of the School Business Administrator:

Informational: *The next meeting is Tuesday, October 3, 2023 at 6:45 pm*

The November board meeting is currently scheduled for November 7th, which is election day – should we move to another date?

Policy Review:

Policy #	Title	Regulation #	Title
1642.01	Sick Leave	1642.01	Sick Leave
2419	School Threat Assessment Teams	2419	School Threat Assessment Teams
5512	Harrassment, Intimidation or Bullying		

Buget: *The final 23/24 books are closed were were able to put the following amounts into reserves at the end of the year:*

Tuiton: \$100,000

Capital: \$ 90,437.49

Maint.: \$ 28,799.11

ACTION ITEMS 23-BA-01 THROUGH 23-BA-05:

Action 24-BA-06:

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

Minutes: Regular Session

August 1, 2023

Minutes: Special Meeting

August 24, 2023

Action 24-BA-07:

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

June 30, 2023 (Audited)

July 31, 2023

Action 24-BA-08:

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

June 30, 2023 (Audited)

July 31, 2023

Action 24-BA-09:

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

June 30, 2023 (Audited)

July 31, 2023

Action 24-BA-10:

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:**

June 30, 2023 (Audited)

July 31, 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-06 through 24-BA-10:

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

BA Discussion:

Discussion on the Long Range Plan and Capital Reserves

Discussion on sick leave policy

OLD BUSINESS:

Before/After Care – Discussion on the participation and continued services from the YMCA.

FACILITY/FINANCE/POLICY:

Action Items 24-FFP-13 through 24-FFP-19:

Action item 24-FFP-13:

BE IT RESOLVED that the Board of Education hereby approves the payment of bills for the period ending September 5, 2023 in the amount of \$ 194,488.06.

Action item 24-FFP-14:

BE IT RESOLVED that the Board of Education hereby approves the Joint Transportation Agreement with the Hunterdon County ESC for transportation to Clinton Public School in the amount of \$44,254.50 for the 2023/2024 school year.

Action item 24-FFP-15:

BE IT RESOLVED that the Board of Education hereby approves the following applications for facility use:

<i>Group:</i>	<i>Time/Use</i>
<i>Lebanon Borough Recreation Dept.</i>	<i>10/7/2023 Music in the Park 3-7 pm</i>
<i>Lebanon Borough School PTA</i>	<i>9/8/2023 Ice Cream Social</i>

Action item 23-FFP-16:

BE IT RESOLVED that the Board of Education hereby approves the following budget transfers into reserve accounts from the 2022/2023 school year:

Tuition Reserve:	\$100,000
Maintenance Reserve:	\$28,799.11

Action item 24-FFP-17:

BE IT RESOLVED that the Board of Education hereby approves the following travel requests for the 2022/2023 school year:

<i>Employee</i>	<i>Meeting Description</i>	<i>Dates</i>	<i>Reimbursement</i>
<i>T. Duell</i>	<i>NJ ASBO Trustee Meetings Robbinsville NJ</i>	<i>3rd Friday of each month</i>	<i>OMB</i>
<i>B. Arcurio D. Dulovich</i>	<i>Go Hunterdon Awards Breakfast Whitehouse Station NJ</i>	<i>9/22/2023</i>	<i>OMB</i>
<i>B. Arcurio</i>	<i>Superintendent Articulation Meetings</i>	<i>As per attached schedule</i>	<i>OMB</i>
			<i>OMB</i>

Action item 24-FFP-18:

BE IT RESOLVED that the Board of Education hereby approves the Guidance for Virtual or Remote Instruction Plan for the 2023/2024 school year as attached.

Action item 24-FFP-19:

BE IT RESOLVED that the Board of Education hereby approves the first reading of the following policies:

<i>Policy #</i>	<i>Title</i>	<i>Regulation #</i>	<i>Title</i>
<i>1642.01</i>	<i>Sick Leave</i>	<i>1642.01</i>	<i>Sick Leave</i>
<i>2419</i>	<i>School Threat Assessment Teams</i>	<i>2419</i>	<i>School Threat Assessment Teams</i>
<i>5512</i>	<i>Harrassment, Intimidation or Bullying</i>		

Motion for Action Items 24-FFP-13 through 24-FFP-19:

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

FFP Discussion:

Discussion on Bus stops and transportation for the new school year.

RECOGNITION OF PUBLIC:

No Public Present

Please note that as a practice the Board limits public comments to three minutes.

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:

Discussion on the use of Lucy Caulkin's Readers/Writers Workshop program.

Discussion on the use of Amazon for supplies.

ADJOURNMENT:**Action Item 24-AD-01:**

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

Motion by D. Abeles, Second by B. Valliere. The motion is adopted by the full membership of the Board at 7:30 pm.

Respectfully submitted:

Patricia Duell

School Business Administrator/Board Secretary

Minutes prepared: September 6, 2023

Minutes remain unofficial until formally adopted by the Board.

Daniel Elwell

Board President

Date