

**LEBANON BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES  
Regular Business Meeting  
April 4, 2023 at 6:45pm**

**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 January 18, 2023

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

**ROLL CALL:**

Present: *Board Members:*

David Abeles  
Jacklyn Carruthers, Vice President  
Daniel Elwell, President  
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 to the meeting and highlighted recent social media posts concerning school security. He suggested that we have open discussions on what is presently done in the school to keep our students and staff safe, and brainstorming to make improvements.

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

**Action 23-CSA-09:**

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

CSA Discussion:

Discussion on landscaping around the building, improvement suggestions for the appearance of the school.

Discussion on the dumpster delivery during the Spring Break week.

***Motion by B. Valliere, Second by D. Abeles. The Board adopts the resolution on a roll call votes as follows: 5 ayes, 0 Abstain, 0 Nay.***

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

***Informational:*** Our next meeting date is Tuesday, May 2, 2023 at 6:45 pm. This will be our budget presentation and public hearing.

**Policy Review:**

<b><i>Policy #</i></b>	<b><i>Title</i></b>	<b><i>Regulation #</i></b>	<b><i>Title</i></b>
<i>P0144</i>	<i>Board Member Orientation and Training</i>		
<i>P2520</i>	<i>Instructional Supplies (M)</i>	<i>R2520</i>	<i>Instructional Supplies (M)</i>
<i>P3217</i>	<i>Use of Corporal Punishment</i>		
<i>P4217</i>	<i>Use of Corporal Punishment</i>		
<i>P5305</i>	<i>Health Personnel (M)</i>		
<i>P5308</i>	<i>Student Health Records (M)</i>	<i>R5308</i>	<i>Student Health Records (M)</i>
<i>P5310</i>	<i>Health Services (M)</i>	<i>R5310</i>	<i>Health Services (M)</i>
<i>P6112</i>	<i>Reimbursement of Federal and Other Grant Expenditures (M)</i>		
<i>P6115.01</i>	<i>Federal Awards/Fund Internal Controls – Allowability of Costs (M)</i>		
<i>P6311</i>	<i>Contracts for Goods and Services Funded by Federal Grants (M)</i>		
<i>P7440</i>	<i>School District Security (M)</i>		
<i>P9100</i>	<i>Public Relations (Abolished)</i>		

P9140	Citizens Advisory Committee	R9140	Citizens Advisory Committee (Abolished)
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**Budget** – The county office approved our budget today with the 2% increase. I have given it a lot of review and we did come up with one area that we may be able to save \$10,000. We will discuss it in detail in executive session as it involves a contract and personnel. This would be bring our tax increase down to \$47,710, which equates to a 1.65% increase. The budget will be advertised the week of April 24<sup>th</sup>.

**Driveway Lease:** I received comments back from our attorney and made the changes as suggested. If you are ok with the lease, I will send it to the buyer of the property for review. I included an increase to the fee of \$500 per year for the driveway use.

**ACTION ITEMS 23-BA-41 THROUGH 23-BA-45:**

**Action 23-BA-41:**

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

**Minutes: Regular Session**  
**March 7, 2023**

**Action 23-BA-42:**

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

**February 28, 2023**

**Action 23-BA-43:**

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

**February 28, 2023**

**Action 23-BA-44:**

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

**February 28, 2023**

**Action 23-BA-45:**

**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:23-2.1:

**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 28, 2023**

*AND FURTHER RECOMMENDS, in compliance NJAC 6A:23-2.11c (4), that the Board of Education certify that no major account has been over-expended in violation of NJAC 6A:23-2.11(b) 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 23-BA-41 through 23-BA-45:**

***Motion by B. Valliere, Second by J. Carruthers. The Board adopts the resolution on a roll call votes as follows: 5 ayes, 0 Abstain, 0 Nay.***

BA Discussion:

Discussion on the budget.

Discussion on the driveway lease.

**OLD BUSINESS:**

Discussion on the trees planted in the front of the school, suggestion to remove them as they are overgrown and blocking camera views.

**FACILITY/FINANCE/POLICY:**

***Action Items 23-FFP-58 through 23-FFP-59:***

**Action item 23-FFP-58:**

***BE IT RESOLVED that the Board of Education hereby approves the payment of bills for the period ending April 4, 2023 in the amount of \$ 293,625.28.***

**Action item 23-FFP-59:**

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

<b><i>Policy #</i></b>	<b><i>Title</i></b>	<b><i>Regulation #</i></b>	<b><i>Title</i></b>
<i>P0144</i>	<i>Board Member Orientation and Training</i>		
<i>P2520</i>	<i>Instructional Supplies (M)</i>	<i>R2520</i>	<i>Instructional Supplies (M)</i>
<i>P3217</i>	<i>Use of Corporal Punishment</i>		
<i>P4217</i>	<i>Use of Corporal Punishment</i>		
<i>P5305</i>	<i>Health Personnel (M)</i>		
<i>P5308</i>	<i>Student Health Records (M)</i>	<i>R5308</i>	<i>Student Health Records (M)</i>
<i>P5310</i>	<i>Health Services (M)</i>	<i>R5310</i>	<i>Health Services (M)</i>

P6112	Reimbursement of Federal and Other Grant Expenditures (M)		
P6115.01	Federal Awards/Fund Internal Controls – Allowability of Costs (M)		
P6311	Contracts for Goods and Services Funded by Federal Grants (M)		
P7440	School District Security (M)		
P9100	Public Relations (Abolished)		
P9140	Citizens Advisory Committee	R9140	Citizens Advisory Committee (Abolished)

**Motion for Action Items 23-FFP-58 through 23-FFP-59:**

**Motion by B. Valliere, Second by D. Abeles. The Board adopts the resolution on a roll call votes as follows: 5 ayes, 0 Abstain, 0 Nay.**

FFP Discussion:  
None

**PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:**  
**Action items 23-PNCC-18 through 15-PNCC-19 :**

**Action Item 23-PNCC-18:**

**BE IT RESOLVED** that the Board of Education hereby accepts the resignation of the following employees as of June 30, 2023:

SMID # 57726655  
SMID # 92042746

**Action Item 23-PNCC-19:**

**BE IT RESOLVED** that the Board of Education hereby approves the retirement of SMID # 52811247 effective June 30, 2023.

**Motion by B. Valliere, Second by J. Carruthers. The Board adopts the resolution on a roll call votes as follows: 5 ayes, 0 Abstain, 0 Nay.**

PNCC Discussion:  
Discussion on replacing the employees that are leaving.

**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.*

Mrs. Petty, 6<sup>th</sup> grade Teacher

Mrs. Petty read a letter from Mrs. Lawn thanking the Board for the opportunity to work in this school and explains her decision to resign.

Marlene Baldinger, Brunswick Ave.

Commented on how great of a teacher Mrs. Petty is.

**NEW BUSINESS:**

*Discussion on school safety and school resource officers.*

**EXECUTIVE SESSION:**

*WHEREAS, while the Sen. Byron M. Baer Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.) requires all meetings of the Lebanon Borough Board of Education to be held in public, N.J.S.A. 10:4-12(b) sets forth nine (9) types of matters that may lawfully be discussed in “Executive Session,” i.e. without the public being permitted to attend, and*

*WHEREAS, the Lebanon Borough Board of Education has determined that the following issues are permitted by N.J.S.A. 10: 4-12(b) to be discussed without the public in attendance and shall be discussed during an Executive Session.*

*WHEREAS, any pending litigation or contract negotiation in which the public body is or may become a party. Any matters falling within the attorney-client privilege, to the extent that confidentiality is required in order for the attorney to exercise his ethical duties as a lawyer. The nature of the matter, described as specifically as possible without undermining the need for confidentiality is to discuss the following:*

**Contract Negotiations**

*WHEREAS, the length of the Executive Session is estimated to be fifteen (15) minutes after which the meeting shall reconvene and proceed with business.*

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

*BE IT FURTHER RESOLVED that the Board hereby declares that its discussion of the aforementioned subject will be made public at such time as the reason for confidentiality no longer exists.*

*Formal Action will not be taken upon return.*

**Motion to Enter Executive Session:**

***Motion by B. Valliere, Second by D. Nugent. The resolution is adopted by the full membership of the board at 7:39.***

*BE IT RESOLVED that the Board of Education hereby approves reconvening the regular Board meeting.*

***Motion by J. Carruthers, Second by B. Valliere. The resolution is adopted by the full membership of the board at 8:19.***

***ADJOURNMENT:***

***Action Item 23-AD-09:***

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

***Motion by B. Valliere, Second by D. Abeles. The resolution is adopted by the full membership of the board at 7:19.***

Respectfully Submitted,

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Patricia Duell  
School Business Administrator/Board Secretary

Minutes Prepared: April 5, 2023  
Minutes remain unofficial until formally approved by the Board.

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Daniel Elwell  
Board President

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Date