

**LEBANON BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES  
Regular Business Meeting  
February 22, 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 February 6, 2023.

- 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  
Benedict Valliere

Absent: Danielle Nugent

*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:**

**AUDIT REPORT**

Audit presented by Jon Weiss of BKC Public Accountants

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

**START STRONG Achievement Update Report**

**Action 23-CSA-07:**

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

**Motion by : B. Valliere, Second by D. Abeles. The Board adopts the resolution on a roll call vote as follows: 4 ayes, 0 Abstain, 0 No.**

**CSA Discussion:**

Discussion on the completion of the Music Room construction project.

Discussion on sharing services for Spanish Instruction.

Discussion on student suspensions.

Discussion on the school calendar and inclement weather days.

**Report of the School Business Administrator:**

**Policy Review: Second Reading:**

<b>Policy #</b>	<b>Name</b>	<b>Regulation #</b>	<b>Name</b>
1648.11 (M)	Abolished – The Road Forward COVID 19 Health & Safety		
1648.13 (M)	Abolished – School Employee Vaccination Requirements		
0152	Board Officer		
0161	Call, Adjournment, and Cancellation		
0162	Notice of Board Meetings		
2423 (M)	Bilingual and ESL Education	2423 (M)	Bilingual and ESL Education
2425 (M)	Emergency Virtual or Remote Instruction Program	2425 (M)	Emergency Virtual or Remote Instruction Program
5200 (M)	Attendance	5200 (M)	Attendance
5512 (M)	Harassment, Intimidation, or Bullying		
8140 (M)	Student Enrollments	R 8140 (M)	Enrollment Accounting
8330 (M)	Student Records	8330 (M)	Student Records
		8420.2 (M)	Bomb Threats

		8420.7 (M)	Lockdown Procedures
		8420.10 (M)	Active Shooter

**Informational:** Our next meeting date is Tuesday, March 7, 2023 at 6:45 pm

**Budget** – I will be spending this month on the budget, the timeline for submissions to the County/State are as follows:

Approval of Tentative Budget	March 7, 2023
Submission to County Office	March 20, 2023
County Office Approval	April 20, 2023
Public Budget Advertised	Week of April 24th
Formal Approval of final budget	May 2, 2023

We will have a budget summary available for your review at the next meeting.

**Long Term Leave** – We are hoping to find a substitute Custodian available for the long term leave requested. If we can find someone for the whole period, we will present the candidate at the next meeting.

**Property Variance** – A received a variance notice from the Borough about the Orthodontist office on the corner of Maple and Main St. The building is in the process of being sold, and the new owner would like to make 2 apartments in the building. We currently have a lease with the Orthodontist for the gravel area of his parking lot. This is our property and he currently pays us \$120 annually for its use. I have uploaded a copy of the lease for your review, we can approach the new owner with a lease if you would like to continue this arrangement. The current lease dates back to 2010.

**ACTION ITEMS 23-BA-31 THROUGH 23-BA-35:**

**Action 23-BA-31:**

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

**Minutes: Regular Session**  
**January 5, 2023**

**Action 23-BA-32:**

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

**December 31, 2022**

**Action 23-BA-33:**

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

***December 31, 2022***

**Action 23-BA-34:**

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

***December 31, 2022***

**Action 23-BA-35:**

***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:***

***December 31, 2022***

***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-31 through 23-BA-35:**

***Motion by : B. Valliere, Second by J. Carruthers. The Board adopts the resolution on a roll call vote as follows: 4 ayes, 0 Abstain, 0 No.***

***BA Discussion:***

Discussion on the driveway lease.

Congratulations extended on a clean audit.

**OLD BUSINESS:**

***None***

**FACILITY/FINANCE/POLICY:**

***Action Items 23-FFP-46 through 23-FFP-54:***

**Action item 23-FFP-46:**

***BE IT RESOLVED*** that the Board of Education hereby approves the ***payment of bills*** for the period ending ***February 22, 2023 in the amount of \$448,936.24.***

**Action item 23-FFP-47:**

**BE IT RESOLVED** that the Board of Education hereby **accepts** the June 30, 2022 **Annual Comprehensive Financial Report (ACFR)** as presented by Jon Weiss of Bedard, Kurwicky & Co. CPAs. With the following findings:

- |   |                   |
|---|-------------------|
| 1. Administrative Practices & Procedures      | No recommendation |
| 2. Financial Planning, Accounting & Reporting | No Recommendation |
| 3. School Purchasing Programs                 | No recommendation |
| 4. Application for State School Aid           | No recommendation |
| 5. Pupil Transportation                       | No recommendation |
| 6. Facilities and capital assets              | No recommendation |
| 7. Student Body Activities                    | No recommendation |
| 8. Milk Program                               | No Recommendation |
| 9. Miscellaneous                              | No recommendation |
| 10. Follow-up on prior year findings          | No recommendation |

**Action item 23-FFP-48:**

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

<b>Policy #</b>	<b>Name</b>	<b>Regulation #</b>	<b>Name</b>
1648.11 (M)	Abolished – The Road Forward COVID 19 Health & Safety		
1648.13 (M)	Abolished – School Employee Vaccination Requirements		
0152	Board Officer		
0161	Call, Adjournment, and Cancellation		
0162	Notice of Board Meetings		
2423 (M)	Bilingual and ESL Education	2423 (M)	Bilingual and ESL Education
2425 (M)	Emergency Virtual or Remote Instruction Program	2425 (M)	Emergency Virtual or Remote Instruction Program
5200 (M)	Attendance	5200 (M)	Attendance

5512 (M)	Harassment, Intimidation, Bullying	or	
8140 (M)	Student Enrollments	R 8140 (M)	Enrollment Accounting
8330 (M)	Student Records	8330 (M)	Student Records
		8420.2 (M)	Bomb Threats
		8420.7 (M)	Lockdown Procedures
		8420.10 (M)	Active Shooter

**Action item 23-FFP-49:**

**BE IT RESOLVED** that the Board of Education hereby approves the facility use applications from the Lebanon Borough PTA for the following events:

<b>Date</b>	<b>Event</b>	<b>Rooms &amp; Time</b>
3/10/2023	School Dance – Dancing through the Decades	All Purpose Room 6 pm – 8 pm
4/28/2023	Science Fair	All Purpose Room 6 pm – 8 pm
5/1/2023 to 5/3/2023	Scholastic Book Fair	Library 3 pm – 4:30 pm
5/12/2023	Bingo Night	All Purpose Room 6 pm – 8 pm

**Action item 23-FFP-50:**

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

<b>Employee</b>	<b>Meeting Description</b>	<b>Dates</b>	<b>Reimbursement</b>
L. Kosciolek	NJ School Nurse Conference Princeton NJ	3/23/2023	\$199.00 + OMB mileage
L. Kosciolek	Stop the Bleed Training Matawan NJ	3/3/2023	\$10.00 + OMB mileage
C. Torres	ShapeNJ Annual Health & PE Conference Princeton NJ	2/28/2023	169.00 + OMB mileage

**Action item 23-FFP-51:**

**BE IT RESOLVED** that the Board of Education hereby approves the submission of the Student Safety Data Report for the period September 1, 2022 through December 31, 2022.

**Action item 23-FFP-52:**

**BE IT RESOLVED** that the Board of Education hereby approves the addendum to the substitute contract with ESS Northeast, LLC for Paraprofessional substitutes at the rate of 98.91 per diem.

**Action item 23-FFP-53:**

**BE IT RESOLVED** that the Board of Education hereby approves the following field trips for the 2022/2023 school year:

<b>Date</b>	<b>Destination</b>	<b>Grades</b>	<b>Transportation</b>
3/15/2023	The Historic Palace Theatre Netcong NJ	Grade 4 - 6	Hunterdon County ESC
6/7/2023	Washington Crossings Park	Grades 4-6	Hunterdon County ESC
6/1/2023	DaVinci Science Center Allentown PA	Grades 1 - 3	Hunterdon County ESC

**Action item 23-FFP-54:**

**BE IT RESOLVED** that the Board of Education hereby approves the partnership with Centenary University for degree and licensure programs as attached.

**Motion for Action Items 21-FFP-46 through 21-FFP-54:**

**Motion by : B. Valliere, Second by D. Abeles. The Board adopts the resolution on a roll call vote as follows: 4 ayes, 0 Abstain, 0 No.**

**FFP Discussion:**

Discussion on agreement with Centenary University.

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

**Action Items 23-PNCC-14 through 23-PNCC-17:**

**Action Item 23-PNCC-14:**

**BE IT RESOLVED** that the Board of Education hereby approves **change in the date for the long term leave** for SMID# 10607588 to begin February 10, 2023 through June 30, 2023.

**Action Item 23-PNCC-15:**

**BE IT RESOLVED** that the Board of Education hereby **approves Colleen Ingram** as long term leave replacement for the period February 9 through June 30, 2023 at the BA Step 4 rate of, \$283.25 per diem.

**Action Item 23-PNCC-16:**

**BE IT RESOLVED** that the Board of Education hereby **approves** the medical leave of absence for SMID # 52811247 to begin February 23, 2023 through May 18, 2023 with the use of 55 accumulated sick days.

**Action Item 23-PNCC-17:**

**BE IT RESOLVED** that the Board of Education hereby **approves** the employment of a Scott Roselli as leave replacement custodian at the rate of \$22 per hour for the 2022/2023 school year.

**Motion for Action Items 23-PNCC-14 through 23-PNCC-17:**

**Motion by : B. Valliere, Second by J. Carruthers. The Board adopts the resolution on a roll call vote as follows: 4 ayes, 0 Abstain, 0 No.**

**PNCC Discussion:**

Discussion on background check for leave replacement.

**RECOGITION 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:*

*Expressed and interest in pursuing an avenue to send resident high school students to private schools.*

*Commented on the progress of students at Clinton Public School, and showed interest in improving the transition of students from LBS to CPS.*

*Commented on the parking lot spaces and driveway lease.*

*Commented on test results of CPS students*

*Commented on the practice of 2 public comment sessions in the past.*

***NEW BUSINESS:***

*J. Carruthers updated the board with items covered at the most recent Clinton Public board meeting including the following:*

*Clinton-Glen Gardner Audit Report*

*Interviewing candidates for open board seat*

*Poetry Reading by students*

*Civics Curriculum*

*Mayor honoring exceptional students*

*Highlights from different departments in the school such as Guidance, Child Study, Curriculum, etc.*

*Ben Valliere commented on maintenance needs around the school building that has been noticed.*

***ADJOURNMENT:***

***Action Item 23-AD-07:***

***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 8:25 pm.***

***Respectfully Submitted:***

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Patricia Duell  
School Business Administrator/Board Secretary

Minutes prepared: 2/23/2023  
Minutes remain unofficial until formally adopted by the Board.

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Daniel Elwell  
Board President

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Date