

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

MINUTES
Reorganization and Regular Business Meeting
January 5, 2023 at 6:30 pm

CALL TO ORDER: P. Duell called the meeting to order at 6:30 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 13, 2022

- 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: _____ 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:

- a. *Administer Oaths to New Board Members –*
David Abeles
Daniel Nugent

b. Nomination(s) for Board President :

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

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

Nominations:

- 1. D. Elwell was nominated by D. Abeles*

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

Motion by: D. Abeles Second by: J. Carruthers

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

Motion by: D. Elwell Second by: D. Abeles

Nominations:

- 1. J. Carruthers was nominated by D. Abeles*

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

Motion by: D. Nugent Second by: B. Valliere

c. BE IT RESOLVED that the Board of Education hereby appoints D. Elwell as Board President, and J. Carruthers as Board Vice President.

Motion to accept officers:

Motion: B. Valliere Second: D. Abeles

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

d. 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: D.Nugent Second: B. Valliere

The Resolution is adopted by the Board 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 6:30 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 2023 calendar year:

February 7, 2023	August 2, 2023
March 7, 2023	September 5, 2023
April 4, 2023	October 3, 2023
May 2, 2023	November 7, 2023
June 13, 2023*	December 5, 2023
	January 9, 2024* (Reorganization)

Meetings will be held on the first Tuesday of the month at 6:45 pm in the Lebanon Borough School Library, except where noted*.

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 2023 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: Citizen's Bank (Investor's Savings Bank)

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 (Investor’s Savings 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 (Investor’s Savings Bank)
(2 signatures required)**

Authorized Signatures Lebanon Borough School:

CSA, School Business Administrator/Board Secretary

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

Authorized Signatures:

CSA, School Business Administrator/Board Secretary

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

Authorized Signatures:

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

- 8) Emergency Reserve – Citizen’s Bank (Investor’s Savings Bank)
(3 signatures required)**

Authorized Signatures:

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

- 9) Capital Reserve – Citizen’s Bank (Investor’s Savings Bank)
(3 signatures required)**

Authorized Signatures:

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

- 10) Flexible Spending – Citizen’s Bank (Investor’s Savings Bank)
(2 signatures)**

Authorized Signatures:

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

- 11) Maintenance Reserve Account – Citizen’s Bank (Investor’s Savings Bank)
(3 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 2023:

<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 & Brown</i>
<i>Affirmative Action Officer</i>	<i>Patricia Duell</i>
<i>504 Officer</i>	<i>Bruce Arcurio</i>
<i>AHERA Representative</i>	<i>Jerry Haag</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>Jerry Haag</i>
<i>Homeless Liaison</i>	<i>Patricia Duell</i>
<i>Indoor Air Quality Officer</i>	<i>Jerry Haag</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 2023 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 2023 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 2023 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.

<u>School</u>	<u>Name</u>	<u>Amount</u>
<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 2023 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 **Jerry Haag** to serve as the Integrated Pest Management Coordinator for Lebanon Borough School District, for the 2023 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

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 7th and 8th grade students attending the Clinton Public School under our Send/Receive agreement with the Clinton-Glen Gardner Board of Education for the 2023 calendar year.

Motion to approve re-organization resolutions 1 – 23:

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

REGULAR BUSINESS MEETING:

PRESIDENT’S COMMENTS:

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 23-CSA-06:

BE IT RESOLVED that the Board of Education hereby accepts the HIB report for the month of December, 2022.

CSA Discussion:

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

Report of the School Business Administrator:

Policy Review: First Reading:

Policy #	Name	Regulation #	Name
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

Policy Review: 2nd Reading:

Policy #	Title	Regulation #	Title
3270	Professional Responsibilities	3270	Lesson Plans and Plan Books

Informational: The next meeting is Tuesday, February 7, 2022 at 6:30 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.

23-24 Budget: Budget software should be released by the end of January. They have pushed back the deadline for submitting the 20/21 audits, but I don't know if this will impact the release of the budget software. I am anticipating a very large increase in health benefits next year, and hopefully the budget will include an adjustment for this.

ACTION ITEMS 23-BA-26 THROUGH 23-BA-30:

Action 23-BA-26:

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

Minutes: Regular Session
December 1, 2022

Executive Session
December 1, 2022

Action 23-BA-27:

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

November 30, 2022

Action 23-BA-28:

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

November 30, 2022

Action 23-BA-29:

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

November 30, 2022

Action 23-BA-30:

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:***

November 30, 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-26:

Motion: B. Valliere Second: J. Carruthers

The Resolution is adopted by the Board on a roll call vote as follows: 4 ayes, 0 No, 1 Abstain.

Motion for Action Items 23-BA-27 through 23-BA-30:

Motion: B. Valliere Second: J. Carruthers

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

BA Discussion:

Discussion about anticipated health benefit costs and the 23/24 budget.

Discussion on our facility use form.

Discussion on COVID related policies.

Discussion on the lesson plan policy.

OLD BUSINESS:

None

FACILITY/FINANCE/POLICY:

Action Items 23-FFP-37 through 23-FFP-45:

Action item 23-FFP-37:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **January 5, 2023 in the amount of \$298,447.26.**

Action item 23-FFP-38:

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 2023/2024 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, 2022 count, it projects having fewer than 40 Medicaid eligible classified students 2022/2023 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 2023/2024 school year.

Action item 23-FFP-39:

BE IT RESOLVED that the Board of Education hereby approves the submission of the Certification in support of receiving the Fiscal Year 2023 SDA Funding for safety and security in the amount of \$ 1,923.

Action item 23-FFP-40:

BE IT RESOLVED that the Board of Education hereby approves the Statement of Assurance for the Health and Safety of School Buildings for the 2022/2023 school year.

Action item 23-FFP-41:

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

<i>Policy #</i>	<i>Name</i>	<i>Regulation #</i>	<i>Name</i>
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

Action item 23-FFP-42:

BE IT RESOLVED that the Board of Education hereby approves the second reading and adopts the following Policies and Regulations:

<i>Policy #</i>	<i>Title</i>	<i>Regulation #</i>	<i>Title</i>
3270	Professional Responsibilities	3270	Lesson Plans and Plan Books

Action item 23-FFP-43:

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”),

an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from natural gas suppliers for retail natural gas supply services including interstate transportation to the local natural gas distribution utility company (Natural Gas Supply Services) through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, *the Lebanon Borough Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain natural gas services for its own use through one or more contracts to be awarded to natural gas suppliers following said bids for natural gas services pursuant to the aggregation program; and*

WHEREAS, *the Lead Agency will from time to time during the Effective Period (from date of adoption through May, 2028, hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for natural gas services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and*

WHEREAS, *due to significant volatility and the potential for price increases in the wholesale natural gas market, Participating Members will preauthorize the Lead Agency to award contracts for Natural Gas Supply Service in each service territory to one or more natural gas suppliers that submits bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous natural gas usage and utility provided Basic Gas Supply Service rates; and*

WHEREAS, *the Lead Agency will only award contracts for said Natural Gas Supply Services to natural gas suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic gas supply service; and*

WHEREAS, *the District agrees to purchase all Natural Gas Supply Services for its own use during the Effective Period through any natural gas supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law; and*

WHEREAS, *the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for natural gas and electricity supply services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.*

NOW, THEREFORE BE IT RESOLVED, *that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all natural gas supply services needed for its own use during the Effective Period*

from the natural gas supplier or suppliers awarded a contract for natural Gas supply services by the Lead Agency; and, be it

FURTHER RESOLVED that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase natural gas at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the districts relative to the price charged for basic gas supply service by the natural gas public utility that would otherwise provide such service; and, be it

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain natural gas services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

Action item 23-FFP-44:

WHEREAS, the Alliance For Competitive Energy Services (hereinafter referred to as “ACES”), an alliance composed of the New Jersey School Boards Association (hereinafter referred to as “NJSBA”), the New Jersey Association of School Administrators, and the New Jersey Association of School Business Officials, will from time to time during the Effective Period as defined below solicit bids from electric power suppliers for electric generation services through an energy aggregation program in which NJSBA will act as Lead Agency of the ACES Cooperative Pricing System #E8801-ACESCPS in accordance with the “Public School Contracts Law”, N.J.S.A. 18A:18A-1 et seq., and the Electric Discount and Energy Competition Act, N.J.S.A. 48:3-49 et seq. (“EDECA”) and the regulations promulgated thereunder; and

WHEREAS, the Lebanon Borough Board of Education is a Participating member of the ACES Cooperative Pricing System and is eligible thereby to obtain electric generation services for its own use through one or more contracts to be awarded to electric power suppliers following said bids for electric generation services pursuant to the aggregation program; and

WHEREAS, the Lead Agency will from time to time during the Effective Period (from date of

adoption through May, 2028 hereinafter referred to as “Effective Period”) issue one or more Requests for Bids for electric generation services on behalf of the ACES Cooperative Pricing System pursuant to the Public School Contracts Law and EDECA; and

WHEREAS, *due to significant volatility and the potential for price increases in the wholesale electric market, Participating Members will preauthorize the Lead Agency to award contracts for Electric Generation Service in each service territory to one or more electric power suppliers that submit bids which are reasonably forecasted to provide estimated savings to the Participating Member based upon its previous electric usage and utility provided Basic Generation Service rates; and*

WHEREAS, *the Lead Agency will only award contracts for said electric generation services to electric power suppliers that submit bids with pricing reasonably estimated to be lower than the utility-provided basic generation service; and*

WHEREAS, *the District agrees to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period through any electric power supplier(s) awarded a contract, it being understood that the term of any one contract shall be subject to the provisions of Public School Contracts Law;*

WHEREAS, *the Lead Agency will notify the Department of Community Affairs’ Division of Local Government Services by mail prior to the issuance a Request for Bids for electric generation services, with the understanding that if the Division of Local Government Services does not respond within 10 business days, it will be deemed to have approved the issuance of the Request for Bids or the Request for Rebids.*

NOW, THEREFORE BE IT RESOLVED, *that the District binds itself to the ACES Cooperative Pricing System ##E8801-ACESCPS to purchase all electric power needed for its own use (exclusive of on-site electric generation sources) during the Effective Period from the electric power supplier or suppliers awarded a contract for electric generation services by the Lead Agency; and, be it*

FURTHER RESOLVED *that the Lead Agency of the ACES Cooperative Pricing System is hereby authorized to execute a master performance agreement that obligates the district to purchase electricity at the terms and conditions stated therein with a third-party supplier or suppliers who have been awarded the contract or contracts by the Lead Agency on behalf of the participating members of the ACES Cooperative Pricing System #E8801-ACESCPS (or any CPS number to be assigned in the future), and provided further that all such contracts shall be at prices reasonably forecast and estimated by the Lead Agency to provide savings to the Districts relative to the price charged for basic generation service by the electric public utility that would otherwise provide such service; and, be it*

FURTHER RESOLVED that ACES is authorized to continue to bid to obtain electric generation services at any time during the Effective Period on behalf of the ACES Cooperative Pricing System including, for example, a rebid if energy market conditions do not initially lead to a successful bid, on additional dates to be determined by the Lead Agency; and

FURTHER RESOLVED that this Resolution shall take effect immediately upon passage. The authorization provided to the NJSBA pursuant to the Local Public Contracts Laws (N.J.S.A. 40A:11-11(5)), and the Local Public and Public School Contracts Laws Administrative Code (N.J.A.C. 5:34-7.1 et seq.) shall be valid until May, 2028 (the Effective Period) at which time the Cooperative Pricing System will be subject to renewal. Any rescission or expiration of this resolution shall not affect any Agreements entered into prior to such rescission or expiration.

Action item 23-FFP-45:

BE IT RESOLVED that the Board of Education hereby approves the facility use application from the Lebanon Borough Recreation Dept. for the use of the Multipurpose room on January 3, 2023 for the 12th night Borough Event.

Motion for Action Items 21-FFP-39 through 21-FFP-45:

Motion: B. Valliere Second: D. Abeles

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

FFP Discussion:

Discussion on the Aces Program.

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action Items 23-PNCC-12 through 23-PNCC-13:

Action Item 22-PNCC-12

BE IT RESOLVED that the Board of Education hereby approves **Kimberly Ace** advisor for the Spring Concert set design club as follows:

Tuesdays, March 7 through May 9 from 3-4:30 pm for students in grades 4 through 6

Action Item 22-PNCC-13

BE IT RESOLVED that the Board of Education hereby approves **Colleen Ingram** as long term leave replacement for the period February 16 through June 30, 2023 at the BA Step 4 rate of, \$283.25 per diem.

Motion: B. Valliere Second: J. Carruthers

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

PNCC Discussion:

None

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 Comments:

Mary Logan – 27 Cherry St.

Ms. Logan announced that she is a Borough Council Woman and would like to work with the Board of Education to help save tax dollars and inform the community about both controllable and uncontrollable expenses. She also sits on a committee which hopes to educate and support

adults to learn/deal with drug, alcohol and mental health issues. She is hoping to open a dialog with Lebanon Borough School parents to draw attention to current dangers of drug use. The organization she works with also works with the State Police and hopes to bring a program to the forefront.

NEW BUSINESS:

Discussion on CPR Training requirements.

ADJOURNMENT:

Action Item 23-AD-06:

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

Motion: B. Valliere Second: D. Abeles
The Resolution is adopted by the full membership of the Board at 7:29 pm.

Respectfully Submitted,

Patricia Duell
School Business Administrator/Board Secretary

Minutes prepared January 6, 2023
Minutes remain unofficial until formally adopted by the Board.

Daniel Elwell
Board President

Date