

**LEBANON BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES  
Reorganization and Regular Business Meeting  
January 6, 2022 at 6:30 pm**

**ZOOM Meeting Information:  
Meeting ID: 842 1394 3198  
Password: 084683**

**CALL TO ORDER:** T. 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 4, 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:*

Mr. Bruce Arcurio, Chief School Administrator  
Mrs. Patricia Duell, School Business Administrator/Board Secretary

**PLEDGE OF**

**ALLEGIANCE:** T. Duell led the Board in the Pledge of Allegiance.

**ANNUAL ORGANIZATION OF THE BOARD OF EDUCATION**

**Combined Statement of Results 2021**

*Election of the following individuals to the Lebanon Borough Board of Education:*

- a. Administer Oaths to New Board Members –**  
**Daniel Elwell**  
**Jacklyn Carruthers**  
**Benedict Valliere**

- b. Nomination(s) for Board President :**

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

*Motion by: J. Carruthers Second by: D. Elwell*

*The resolution is adopted by the full membership of the board at 6:32 pm.*

*Nominations:*

- 1. Daniel Elwell was nominated by Jacklyn Carruthers*

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

*Motion by: Danielle Nugent Second by: Benedict Valliere*

*The resolution is adopted by the full membership of the board at 6:33 pm.*

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

*Motion by: D. Elwell Second by: B. Valliere*

*Nominations:*

- 1. Jacklyn Carruthers was nominated by David Abeles*

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

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

- c. BE IT RESOLVED that the Board of Education hereby appoints Daniel Elwell as Board President, and Jaclyn Carruthers as Board Vice President.**

*Motion to accept officers:*

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

*Roll Call:*

*The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.*

**PUBLIC COMMENTS – RE-ORGANIZATION AGENDA ITEMS ONLY**

***PLEASE RESPECT THE 3 MINUTE SPEAKING RULE AS PER BOARD OF EDUCATION BYLAW #0167 SO THAT THE BUSINESS OF THE BOARD MAY PROCEED IN A TIMELY MANNER.***

*Public session opened at: 6:38*

*Public session closed at: 6:40*

No Public comments on the board reorganization.

**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 2021 calendar year:

<i>February 3, 2022</i>	<i>August 4, 2022</i>
<i>March 3, 2021</i>	<i>September 1, 2022</i>
<i>April 6, 2022</i>	<i>October 6, 2022</i>
<i>May 5, 2022</i>	<i>November 10, 2022*</i>
<i>June 16, 2022*</i>	<i>December 1, 2022</i>
	<i>January 5, 2023* (Reorganization)</i>

*Meetings will be held on the first Thursday of the month at 6:30 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 2022 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: 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 – Investors 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 – Investors Savings Bank (2 signatures required)**

**Authorized Signatures Lebanon Borough School:**

CSA, School Business Administrator/Board Secretary

### **3) Lebanon Borough School Petty Cash – Investors Savings Bank (2 signatures required)**

**Authorized Signatures:**

*CSA, School Business Administrator/Board Secretary*

**4) Net Payroll Account – Investors 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 – Investors 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 – Investors 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 – Investors 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 – Investors 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 – Investors 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 – Investors Bank (2 signatures)**

**Authorized Signatures:**

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

**13.) Maintenance Reserve Account – Investors 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 2022:

<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 &amp; 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 2022 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 2021 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 2022 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>
Lebanon Borough School	Patricia Duell	\$250

**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 2022 calendar year.

#### **18. Fee for Copies of Public Documents**

**BE IT RESOLVED** that the Board of Education hereby establishes a photocopy fee of (\$.05) Five Cents for printed matter of letter size page or smaller and (\$.10) Ten 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 \$32,000), 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 \$4,350) 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 the School Business Administrator 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 \$4,800), but are less than the bid threshold of \$32,000.

## **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 2021 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.*

*Motion to approve re-organization resolutions 1 – 22:*

*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.*

**REGULAR BUSINESS MEETING:**

**PRESIDENT'S COMMENTS:**

Mr. Elwell welcomed the board and public to the meeting. He offered commendations to the Lebanon borough families and teachers as we are still working through the pandemic.

**AUDIT PRESENTATION**

Jon Weiss, Kelsey Oakes and Bill Colantano  
BKC public Accountants

**Audit Discussion:**

Discussion included the fiscal management of the district. Mr. Colantano commented that Lebanon Borough has the 4<sup>th</sup> lowest local tax rate in Hunterdon County. He moved into this community in large part due to the consistency in the tax rate.

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

**Action 22-CSA-04:**

***BE IT RESOLVED*** that the Board of Education hereby accepts the HIB report for the month of December, 2021.

***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.*

***CSA Discussion:***

*Discussion included the use of desk shield in the cafeteria as an added precaution while student are eating.*

*Discussion on the pandemic and related costs in general and how it has affected the school.'*

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

***Informational:*** *The next meeting is Thursday, February 3, 2022 at 6:30 pm.*

***Board Member Training:*** *I will enroll all of you in the required trainings for this year. Watch your email for information. All trainings must be completed by the end of the calendar year.*

***Personal Disclosure Statements:*** *You will all be sent an email with a code to complete the 2022 Personal Disclosure Statements. These need to be completed by April 30<sup>th</sup>.*

***Newly Elected Board Members:*** *Please sign the oath forms in our shared drive and send them into school to me.*

**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 from the School Ethics Commission within the next 2 weeks to complete the Personal Disclosure Statement. The email will contain and authorization code, please do not delete the message.

**ACTION ITEMS 22-BA-26 THROUGH 22-BA-29:**

**Action 22-BA-26:**

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

**Minutes: Regular Session**  
**December 2, 2021**

**Special Session**  
**December 6, 2020**

**Action 22-BA-27:**

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

**November 30, 2021**

**Action 22-BA-28:**

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

**November 30, 2021**

**Action 22-BA-29:**

**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, 2021**

**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 22-BA-26:**

***Motion by: J. Carruthers, Second by D. Nugent.***

*The Board adopts the resolution on a roll call vote as follows: 3 ayes, 0 No, 2 Abstain.*

**Motion for Action Items 22-BA-27 through 22-BA-29:**

***Motion by: J. Carruthers, Second by D. Nugent.***

*The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.*

**BA Discussion:**

*None*

**OLD BUSINESS:**

*None*

**PUBLIC COMMENTS: AGENDA ITEMS**

***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 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.

Marlene Baldinger, Brunswick Ave: Wished the board a happy new year and thanked the administration and nurse for handling the health issues so well. Questioned the difference between the CDC guidelines for “quarantine” vs “exclusion”.

Ava Baldinger, Brunswick Ave: Questioned what a 504 officer is.

Joyce Petty/Lauren Baldoni, Teachers: Mrs. Petty read a letter to the Board on behalf of the Lebanon Borough Education Association members concerning the issues with teaching during the pandemic.

Samantha Schweighardt, Main St. – Spoke to the Board about the quarantine rules and how it is affecting their child’s education

Jeff Schwieghardt, Main St. – Spoke to the board on his opinions of how the school is handling the instruction during the pandemic.

Mr. Arcurio thanked the teachers for their input, explained the difference between “quarantine” and “exclusion”; explained what a 504 plan is.

**FACILITY/FINANCE/POLICY:**

**Action Items 22-FFP-39 through 22-FFP-40:**

**Action item 22-FFP-39:**

**BE IT RESOLVED** that the Board of Education hereby approves the **payment of bills** for the period ending **January 6, 2022 in the amount of \$ 309,612.30.**

**Action item 22-FFP-40:**

**BE IT RESOLVED** that the Board of Education hereby **accepts** he June 30, 2021 **Annual Comprehensive Financial Report (ACFR)** as presented by Jon Weiss of Bedard, Kurwicki & 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 22-FFP-41:**

**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 2022/2023 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, 2021 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 2022/2023 school year.

**Motion for Action Items 21-FFP-39 through 21-FFP-41:**

**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

**RECOGNITION OF PUBLIC:**

Please refer to Lebanon Borough BOE policy 0167 for public comment guidelines

Chanelle Romero, Main St. Ms. Romero spoke to the board about the difficulty in finding child care when they are informed that their child needs to “quarantine” due to contact tracing.

*Marlene Baldinger – Commented about a community member working on an Eagle Scout project to build a box for retired flags.*

*Christopher Carlucci – Commented on the mental health of students during the pandemic and virtual schooling.*

*Daniel Elwell thanked the public for their comments and asked them to contact Mr. Acurio or Ms. Heller, the school social worker, with specific questions/needs so the questions can be answered fully.*

*David Abeles commented on the school plan in response to the pandemic. He requested to have more detailed information readily available for these types of questions.*

*Ben Valliere commented on using the Lebanon Lantern as a communication tool to the community because not everyone has children in the school, but every household does receive the publication.*

*Mr. Arucio responded to comments and assured the board that there are many measures in place to address mental health as well as instructional needs of the students.*

**NEW BUSINESS:**

*None*

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

**Action Items 22-PNCC-16:**

**Action Item 22-PNCC-16**

**BE IT RESOLVED** that the Board of Education hereby **approves Philip Valenti Jr.** as substitute Custodian for the 2021/2022 school year at the rate of \$20.00 per hour.

**Motion by:** J Carruthers , Second by D. Abeles. The Board adopts the resolution on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain.

**PNCC Discussion:**

*Discussion on the new part time custodian.*

**ADJOURNMENT:**

**Action Item 22-AD-06:**

**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 8:13 pm.***

*Respectfully Submitted:*

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*Patricia Duell  
School Business Administrator/Board Secretary*

*Minutes prepared: January 7, 2022  
Minutes remain unofficial until formally adopted by the Board.*

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*Daniel Elwell  
Board President*