

**LEBANON BOROUGH SCHOOL DISTRICT
BOARD OF EDUCATION**

AGENDA
Reorganization and Regular Business Meeting
January 7, 2025 at 6:30 pm

CALL TO ORDER: _____ called the meeting to order at _____.

**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 November 18, 2024

- 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
_____ Daniel Elwell
_____ Vincent Maglione
_____ 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 2024

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

Administer Oaths to New Board Members –

Daniel Elwell – 3 year term January 2025 through December 2027

Vincent Maglione- 3 year tem January 2025 through December 2027

a. Nomination(s) for Board President :

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

Motion by: _____ Second by: _____

All in Favor: _____ Opposed: _____

Nominations:

1. _____ was nominated by _____
2. _____ was nominated by _____

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

Motion by: _____ Second by: _____

All in Favor: _____ Opposed: _____

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

Motion by: _____ Second by: _____

All in Favor: _____ Opposed: _____

Nominations:

1. _____ was nominated by _____
2. _____ was nominated by _____

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

Motion by: _____ Second by: _____

All in Favor: _____ Opposed: _____

If more than one nomination is made, votes will be taken by ballot with a majority vote gaining the position.

b. BE IT RESOLVED that the Board of Education hereby appoints _____ as Board President, and _____ as Board Vice President.

Motion to accept officers:

Motion: _____ Second: _____

Roll Call:

_____ D. Abeles; _____ J. Carruthers; _____ D. Elwell;
_____ D. Nugent; _____ B. Valliere

c. **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 by: _____; Second by: _____

Roll Call:

D. Abeles	D. Elwell	V. Maglione
D. Nugent	B. Valliere	

New Board President takes over the meeting at this point

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 as the official newspaper 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 2025 calendar year:

February 4, 2025	August 5, 2025
March 4, 2025	September 2, 2025
April 1, 2025	October 7, 2025
May 6, 2025	November 11, 2025
June 17, 2025	December 2, 2025
	January 6, 2026* (Reorganization)

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 2026 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:

- a. Citizen's Bank (Investor's Savings Bank)**
- b. NJ Asset & Rebate Management Program**

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
(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(2 signatures required)

Authorized Signatures Lebanon Borough School:

CSA, School Business Administrator/Board Secretary

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

Authorized Signatures:

CSA, School Business Administrator/Board Secretary

4) Net Payroll Account – Citizen’s 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 (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 (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 (2 signatures required)

Authorized Signatures:

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

8) Emergency Reserve –

a. Citizen’s Bank (3 signatures required)

Authorized Signatures:

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

b. NJ ARM (ACH Transfers)

9) Capital Reserve –

a. Citizen's Bank (3 signatures required)

Authorized Signatures:

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

b. NJ ARM (ACH Transfers)

10) Maintenance Reserve –

a. Citizen's Bank (3 signatures required)

Authorized Signatures:

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

b. NJ ARM (ACH Transfers)

11) Flexible Spending – Citizen's Bank (2 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 2025:

<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>Bruce Arcurio</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>Patricia Duell</i>
<i>Homeless Liaison</i>	<i>Patricia Duell</i>
<i>Indoor Air Quality Officer</i>	<i>Bruce Arcurio</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 2025 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 2025 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 2025 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 2024 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 **Patricia Duell** to serve as the Integrated Pest Management Coordinator for Lebanon Borough School District, for the 2025 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 _____ 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 2025 calendar year.

Motion to approve re-organization resolutions 1 – 23:

Motion by: _____

Second by: _____

Roll Call:

<i>D. Abeles</i>	<i>D. Elwell</i>	<i>V. Maglione</i>
<i>D. Nugent</i>	<i>B. Valliere</i>	

REGULAR BUSINESS MEETING:

Audit Report – BKC Public Accountants, Kelsey Oakes and Jon Weiss

REPORT OF THE CHIEF SCHOOL ADMINISTRATOR

Action 24-CSA-06:

BE IT RESOLVED that the Board of Education hereby accepts the School Safety and HIB report for the month of November & December, 2024.

CSA Discussion:

Motion by: _____, **Second by** _____.

<i>D. Abeles</i>	<i>D. Elwell</i>	<i>V. Maglione</i>
<i>D. Nugent</i>	<i>B. Valliere</i>	

Report of the School Business Administrator:

Informational: The next meeting is Tuesday, February 4, 2025 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.

Personal Disclosure Statements: I will also be sending out emails with codes to complete your personal disclosure statements, please do this as soon as possible and no later than April 30th.

ACTION ITEMS 25BA-22:

Action 25-BA-22:

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

Minutes: Regular Session
December 12, 2024

Motion for Action Items 25-BA-22:

Motion by: _____, **Second by** _____.

BA Discussion:

<i>D. Abeles</i>	<i>D. Elwell</i>	<i>V. Maglione</i>
<i>D. Nugent</i>	<i>B. Valliere</i>	

OLD BUSINESS:

Discussion on Pre-K survey results

FACILITY/FINANCE/POLICY:

Action Items 25-FFP-34 through 25-FFP-37:

Action item 25-FFP-34:

BE IT RESOLVED that the Board of Education hereby approves the **payment of bills** for the period ending **January 7, 2024 in the amount of \$273,838.55.**

Action item 25-FFP-35:

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 2025/2026 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, 2024 count, it projects having fewer than 40 Medicaid eligible classified students 2025/2026 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 2025/2026 school year.

Action item 25-FFP-36:

BE IT RESOLVED that the Board of Education hereby accepts the June 30, 2024 Annual Comprehensive Financial Report (ACFR) as prepared by 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 25-FFP-37:

BE IT RESOLVED that the Board of Education hereby approves the following field trip for the 24/25 school year:

<i>M. Pepe & Student Council Members</i>	<i>January 8, 2025</i>	<i>2025 NJ Association of Student Councils Winter Convention</i>	<i>Transportation: TBD</i>
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Motion for Action Items 25-FFP-34 through 25-FFP-37:

Motion by: _____, **Second by** _____.

FFP Discussion:

Roll Call:

<i>D. Abeles</i>	<i>D. Elwell</i>	<i>V. Maglione</i>
<i>D. Nugent</i>	<i>B. Valliere</i>	

PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:

Action Items 25-PNCC-11 through 25-PNCC-12:

Action Item 25-PNCC-11:

BE IT RESOLVED that the Board of Education hereby approves Cara Hamrah as substitute teacher for the 2023/2024 school year at the rate of \$150 per day.

Action Item 25-PNCC-12:

BE IT RESOLVED that the Board of Education hereby approves tuition reimbursement for SMID # 52815453 as per the Lebanon Borough Education Association collective bargaining agreement.

Motion by: _____, **Second by** _____.

PNCC Discussion:

D. Abeles	D. Elwell	V. Maglione
D. Nugent	B. Valliere	

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.*

NEW BUSINESS:

ADJOURNMENT:

Action Item 25-AD-06:

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

Motion by: _____, Second by _____.

All in Favor: _____

Time: _____