

**LEBANON BOROUGH SCHOOL DISTRICT**  
**Board of Education**  
**Regular Business Meeting Agenda**  
**November 2, 2023 6:45 pm**  
**Lebanon Borough School Library**

**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 a public notice on January 18, 2023:*

- a. **Faxing to 2 Newspapers** designated by the Board – The Hunterdon County Democrat and the Express Times*
- b. **Posting to the District Website**, posting on the main bulletin board in the main office,*
- c. **Faxing to the Clerk of Lebanon Borough.***

**ROLL CALL:** *Board Members:*

\_\_\_\_\_ *Dan Elwell, President*  
\_\_\_\_\_ *Jacklyn Carruthers, Vice President*  
\_\_\_\_\_ *David Abeles*  
\_\_\_\_\_ *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.*

**President's Comments:**

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

**CSA Discussion:**

**Action Item 24-CSA-04:**

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

**Motion by:** \_\_\_\_\_, **Second by** \_\_\_\_\_.

**CSA Discussion:**

*Roll Call:*

\_\_\_\_\_ D. Abeles; \_\_\_\_\_ J. Carruthers; \_\_\_\_\_ D. Nugent; \_\_\_\_\_ B. Valliere \_\_\_\_\_  
 \_\_\_\_\_ D. Elwell

**Report of the School Business Administrator:**

**Informational:** The next meeting is Tuesday December 5, 2023 at 6:30 pm

**Policy Review: Second Reading**

<b>Policy #</b>	<b>Title</b>	<b>Regulation #</b>	<b>Title</b>
2270	Religion on the Schools		
3161	Examination for Cause		
3212	Attendance (M)	3212	Attendance (M)
3324	Right of Privacy		
3432	Sick Leave - Abolished	3432	Sick Leave - Abolished
4161	Examination for Cause		
4212	Attendance (M)	4212	Attendance
4324	Right of Privacy		
4432	Sick Leave - Abolished	4432	Sick Leave - Abolished
5111	Eligibility of Resident/Non Resident Students (M)	5111	Eligibility of Resident/Non Resident Students (M)

5116	Education of Homeless Children and Youth	5116	Education of Homeless Children and Youth
5460.02	Bridge Year Pilot Program (Abolished)	5460.02	Bridge Year Pilot Program (Abolished)
8500	Food Services (M)		
8540	School Nutrition Services (Abolished)		
8550	Meal Charges/Outstanding Food Service Bill (Abolished)		

**ACTION ITEMS 24-BA-16 THROUGH 23-BA-20:**

**Action 24-BA-16:**

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

**Minutes: Regular Session**

**October 3, 2023**

**Action 24-BA-17:**

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

**September 30, 2023**

**Action 24-BA-18:**

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

**September 30, 2023**

**Action 24-BA-19:**

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

**September 30, 2023**

**Action 24-BA-20:**

**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:23A-16.10 (c) 3 & 4:

*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:***

***September 30, 2023***

*AND FURTHER RECOMMENDS, that the Board of Education certify that no major account has been over-expended in violation of NJAC 6A:23A-16.10 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 24-BA-16 through 24-BA-20:**

**Motion by:** \_\_\_\_\_

**Second by:** \_\_\_\_\_

**BA Discussion:**

**Roll Call**

\_\_\_\_\_ **D. Abeles,** \_\_\_\_\_ **J. Carruthers,** \_\_\_\_\_ **D. Nugent,** \_\_\_\_\_ **B. Valliere**  
\_\_\_\_\_ **D. Elwell**

Ayes:            No:            Abstain:            Motion Carries or fails

**OLD BUSINESS:**

**FACILITY/FINANCE/POLICY:**

**Action Items 24-FFP-27 through 24-FFP-37:**

**Action item 24-FFP-27:**

***BE IT RESOLVED*** that the Board of Education hereby approves the payment of bills for the period ending November 2, 2023 in the amount of \$ 272,773.78.

**Action item 24-FFP-28:**

***BE IT RESOLVED*** that the Board of Education hereby approves the Standard Operating Procedure Manual for the 2023/2024 school year.

**Action item 24-FFP-29:**

**BE IT RESOLVED** that the Board of Education hereby **approves the following travel requests for the 2023/2024 school year:**

<b>Employee</b>	<b>Meeting Description</b>	<b>Dates</b>	<b>Reimbursement</b>
B. Arcurio	Gang Awareness Training Flemington NJ	11/29/2023	OMB
K. Ace	Artists for Arts Sake Flemington NJ	12/5/2023	OMB
S. Rosselli	Air Quality Training	10/27/2023	OMB
T. Duell	NJSIG ERIC West Training Day Randolph, NJ	12/1/2023	OMB

**Action item 24-FFP-30:**

**BE IT RESOLVED** that the Board of Education hereby approves ARP Safe Return Plan for the period 11/2/2023 through 4/2/2024.

**Action item 24-FFP-31:**

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

<b>Policy #</b>	<b>Title</b>	<b>Regulation #</b>	<b>Title</b>
2270	Religion on the Schools		
3161	Examination for Cause		
3212	Attendance (M)	3212	Attendance (M)
3324	Right of Privacy		
3432	Sick Leave - Abolished	3432	Sick Leave - Abolished
4161	Examination for Cause		
4212	Attendance (M)	4212	Attendance
4324	Right of Privacy		
4432	Sick Leave - Abolished	4432	Sick Leave - Abolished
5111	Eligibility of Resident/Non Resident Students (M)	5111	Eligibility of Resident/Non Resident Students (M)

5116	Education of Homeless Children and Youth	5116	Education of Homeless Children and Youth
5460.02	Bridge Year Pilot Program (Abolished)	5460.02	Bridge Year Pilot Program (Abolished)
8500	Food Services (M)		
8540	School Nutrition Services (Abolished)		
8550	Meal Charges/Outstanding Food Service Bill (Abolished)		

**Action item 24-FFP-32:**

**BE IT RESOLVED** that the Board of Education hereby authorizes the School Business Administrator to invest funds in the New Jersey Asset & Rebate Management Program.

*BE IT FURTHER RESOLVED* the Board of Education hereby finds and determines that the School Business Administrator has received and reviewed the Information Statement dated January 3, 2005 describing the NJ Asset & Rebate Mgt. Program (NJ/ARM) and the amended and restated Inter-local services investment agreement governing the NJ/ARM Program. The School Business Administrator has been afforded the opportunity to discuss NJ/ARM with the Investment Administrator and Special Counsel to NJ/ARM and the Lebanon Borough Board of Education has determined that it is in the best interests of the Board to authorize the participation in NJ/ARM. And,

*BE IT FURTHER RESOLVED* the Board of Education approves the School Business Administrator as the authorized party to act on behalf of the Board. And,

*BE IT FURTHER RESOLVED* that US Bank, NA as Custodian for the NJ/ARM Program, is hereby approved to act as a depository of public funds for the Lebanon Borough Board of Education. And,

*BE IT FURTHER RESOLVED* the Board of Education acknowledges that its decision to authorize the participation in NJ/ARM is based solely on the information set forth in the information statement and the Program Agreement. And,

*BE IT FURTHER RESOLVED* the Board of Education acknowledges that this resolution shall take effect immediately.

**Action item 24-FFP-33:**

**BE IT RESOLVED** that the Board of Education hereby approves the 2022/2023 Self Assessment Grade as required by the Anti-Bullying Bill of Rights Act.

**Action item 24-FFP-34:**

**BE IT RESOLVED** that the Board of Education hereby accepts the 2024 NJSIG Safety Grant in the amount of \$2,000 for the 2023/2024 school year.

**Action item 24-FFP-35:**

**BE IT RESOLVED** that the Board of Education hereby approves the Comprehensive Maintenance Plan and Schedule M1 for the 2023/2024 school year.

**Action item 24-FFP-36:**

**BE IT RESOLVED** that the Board of Education hereby approves the Agreement with Bayada Nursing Services as attached for the 2023/2024 school year.

**Action item 24-FFP-37:**

**BE IT RESOLVED** that the Board of Education hereby approves the following estimated dates for the 2024/2025 Budget Calendar:

- March 5, 2024            Board approval of Tentative Budget
- March 18, 2024        Tentative Budget submitted to County Office for Approval
- April 30, 2024        2024/25 Budget Advertisement
- May 7, 2024            Public Hearing and approval of final 2024/2025 Budget

**Motion for Action Items 24-FFP-27 through 24-FFP-37:**

**Motion by:** \_\_\_\_\_

**Second by:** \_\_\_\_\_

**FFP Discussion:**

**Roll Call**

\_\_\_\_\_ **D. Abeles** , \_\_\_\_\_ **J. Carruthers**, \_\_\_\_\_ **D. Nugent**, \_\_\_\_\_ **B. Valliere** \_\_\_\_\_  
\_\_\_\_\_ **D. Elwell**

Ayes:                    No:                    Abstain:                    Motion Carries or fails

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

**Action Items 24-PNCC-04 through 24-PNCC-05:**

**Action Item 24-PNCC-04:**

**BE IT RESOLVED** that the Board of Education hereby approves SMID # 5434965 for extended family leave on or about February 1, 2024 through Janaury 2025 under the following provisions:

On or About February 1, 2024 through March 28, 2024 – Use of 40 sick days as per contract.  
March 29, 2024 – June 30, 2024 12 weeks unpaid Family Leave under the FMLA and NJFMLA running concurrently.

**Action Item 24-PNCC-05:**

**BE IT RESOLVED** that the Board of Education hereby approves the use of 2023 IDEA Basic grant funds for the salary paid to SMID # 25046525 with the remaining funds used to pay Paraprofessionals contracted from the HCESC.

**Motion for Action Items 24-PNCC-04 through 24-PNCC-05:**

**Motion by:** \_\_\_\_\_, **Second by** \_\_\_\_\_.

**PNCC Discussion:**

Roll Call:

\_\_\_\_\_ D. Abeles; \_\_\_\_\_ J. Carruthers; \_\_\_\_\_ D. Nugent; \_\_\_\_\_ B. Valliere \_\_\_\_\_  
\_\_\_\_\_ D. Elwell

**RECOGITION OF PUBLIC:**

**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 a period of public comments at every regularly scheduled meeting of the Board. Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his or her name, place of residence, and group affiliation, if appropriate.



2. *Each statement made by a participant shall be limited to a reasonable time as determined by the presiding officer.*
3. *No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard.*
4. *All statements shall be directed to the presiding officer; no participant may address or question Board members individually.*
5. *The presiding officer may*
  - (a) *Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, personally directed, abusive, obscene, or irrelevant to the district;*
  - (b) *Request any individual to leave the meeting when that person does not observe reasonable decorum;*
  - (c) *Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;*
  - (d) *Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.*

#### **NEW BUSINESS:**

##### **EXECUTIVE SESSION:**

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

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

**WHEREAS**, any tactics and techniques utilized in protecting the safety and property of the public when their disclosure could impair such protection and any investigations of violations or possible violations of the law. The nature of the matter, described as specifically as possible without undermining the need for confidentiality is to discuss the following:

##### *1. School Security Measures*

**WHEREAS**, the length of the Executive Session is estimated to be thirty (30) minutes after which the meeting shall reconvene and proceed with business.

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

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

Action may be taken upon return.

Time Entered:

( \_\_\_\_ Moved: \_\_\_\_ Second: \_\_\_\_ Ayes; \_\_\_\_ Nays; \_\_\_\_ Abstain)

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

Time Exited:

( \_\_\_\_ Moved: \_\_\_\_ Second: \_\_\_\_ Ayes; \_\_\_\_ Nays; \_\_\_\_ Abstain)

***ADJOURNMENT:***

**Action Item 24-AD-04:**

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

Motion by: \_\_\_\_\_

Second by: \_\_\_\_\_

Time: \_\_\_\_\_

All in Favor: \_\_\_\_\_ No \_\_\_\_\_