

**LEBANON BOROUGH SCHOOL DISTRICT**  
**Board of Education**  
**Regular Business Meeting Minutes**  
**November 3, 2022 6:30 pm**  
**Lebanon Borough School Library**

*CALL TO ORDER: D. Elwell 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 a public notice on September 27, 2022:*

- 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*  
*Danielle Nugent*  
*Benedict Valliere*

**Absent:**

*David Abeles*

**District Administrators:**

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

**PLEDGE OF**

**ALLEGIANCE:**

*D. Elwell led the Board in the Pledge of Allegiance.*

**President's Comments:**

*Good luck to Dave and Danielle in the coming election.*

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

**CSA Discussion:****Action Item 23-CSA-04:**

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

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

**CSA Discussion:**

Discussion on the wildlife in the ceiling and resulting smell.

Discussion about bussing to CPS.

**Report of the School Business Administrator:****Policy Review: Second Reading**

<b>Policy Number</b>	<b>Title</b>	<b>Regulation Number</b>	<b>Title</b>
P1648.14	Safety Plan for Healthcare Settings in School Buildings (M) Abolished		
P 1648.15	Recordkeeping for Healthcare settings in School Buildings (M)		
P2415.04	Title I – District Wide Parent and Family Engagement (M)		
P2415.50	Title I School Parent and Family Engagement (M)		
P 2416.01	Postnatal accommodations for students (M)		
P 2417	Student Intervention and Referral Services (M)		
P 3161	Examination for Cause		
P 4161	Examination for Cause		
P 7410	Maintenance and Repair (M)	R 7410	Maintenance and Repair (M)
		R 7410.01	Facilities Maintenance, Repair Scheduling and Accounting (M)
P 8420	Emergency Crisis Situations (M)		
P 9320	Cooperation with Law Enforcement Agencies (M)	R 9320	Cooperation with Law Enforcement Agencies (M)
P 0163	Quorum		

P 1511	Board of Education Website Accessibility (M)		
P 2415	Every Student Succeeds Act (M)		
P 2432	School Sponsored Publications (Abolished)	R 2432	School Sponsored Publications (Abolished)
P 3216	Dress and Grooming		
P 3270	Professional Responsibilities		
P 3270	Lesson Plans and Plan Books		
P 4216	Dress and Grooming		
P 5513	Care of School Property	R 5513	Care of School Property
P 5722	Student Journalism (M)		

**Informational:** The next meeting is Thursday, December 1, 2022 at 6:30 pm

**Lunch Program** – Things are running smoothly with the lunch program. The online ordering system is up and running and for the most part, orders are being placed without an issue.

**Resolution on legal fees** – this is a result of our recent audit. The legal fees from the 2020/21 school year are what is used for the 2022 taxpayer guide and our costs were above the state average. We have to show that you are aware of that and that we have cost containment procedures in place as is listed in the administrative code.

**Maintenance Reserve** – there is a motion to withdraw funds for the cafeteria tables. If we can get a purchase order out this month, we can get the tables in place in April.

**New Funding opportunities** – We got notice today that there will be ROD grants available to apply for this year, the tricky part with the ROD grants is that you have to prove that you have matching funds available for use on the project in the application. We should be ok to move forward with air conditioning the gym if that is the direction you want to go in. There will be another grant for “emergent and capital maintenance needs” with a specific \$ amount allocated to us, I’m hoping there are some funds that can be used for the library HVAC system. The allocations have not been posted yet.

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

**Action 23-BA-16:**

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

**Minutes: Regular Session**

**October 13, 2022**

**Action 23-BA-17:**

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

**September 30, 2022**

**Action 23-BA-18:**

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

**September 30, 2022**

**Action 23-BA-19:**

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

**September 30, 2022**

**Action 23-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: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:**

**September 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-16 through 23-BA-20:**

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

**BA Discussion:**

*Policy Discussion-Take out P2416.01 completely; Do not adopt changes on P3216 and P4216; Table discussion on P3270 Professional Responsibilities and R3270 Lesson Plans and Books*

*Discussion on school lunch.*

*Discussion on when to abstain on a motion.*

**OLD BUSINESS:**

*Discussion on substitute teachers now that we have increased the price that we are paying.*

**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.*

None

**FACILITY/FINANCE/POLICY:*****Action Items 23-FFP-27 through 23-FFP-34:*****Action item 23-FFP-27:**

***BE IT RESOLVED*** that the Board of Education hereby approves the **payment of bills** for the period ending **November 3, 2022 in the amount of \$ 231,174.52.**

**Action item 23-FFP-28:**

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

<b><i>Employee</i></b>	<b><i>Meeting Description</i></b>	<b><i>Dates</i></b>	<b><i>Reimbursement</i></b>
<i>J. Watkins</i>	<i>Foreign Language Teacher's Conference New Brunswick NJ</i>	<i>3/17-3/18/2022</i>	<i>OMB</i>
<i>J. Petty</i>	<i>Middle School Civics Education Week New Brunswick NJ</i>	<i>11/8/2022</i>	<i>OMB</i>

**Action item 23-FFP-29:**

***BE IT RESOLVED*** that the Board of Education hereby approves the **Comprehensive Maintenance Plan and Schedule M-1 as attached for the 2022/2023 school year.**

**Action item 23-FFP-30**

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

<b><i>Policy Number</i></b>	<b><i>Title</i></b>	<b><i>Regulation Number</i></b>	<b><i>Title</i></b>
<i>P1648.14</i>	<i>Safety Plan for Healthcare Settings in School Buildings (M) Abolished</i>		
<i>P 1648.15</i>	<i>Recordkeeping for Healthcare settings in School Buildings (M)</i>		
<i>P2415.04</i>	<i>Title I – District Wide Parent and Family Engagement (M)</i>		
<i>P2415.50</i>	<i>Title I School Parent and Family Engagement (M)</i>		
<i>P 2417</i>	<i>Student Intervention and Referral Services (M)</i>		
<i>P 3161</i>	<i>Examination for Cause</i>		

P 4161	<i>Examination for Cause</i>		
P 7410	<i>Maintenance and Repair (M)</i>	R 7410	<i>Maintenance and Repair (M)</i>
		R 7410.01	<i>Facilities Maintenance, Repair Scheduling and Accounting (M)</i>
P 8420	<i>Emergency Crisis Situations (M)</i>		
P 9320	<i>Cooperation with Law Enforcement Agencies (M)</i>	R 9320	<i>Cooperation with Law Enforcement Agencies (M)</i>
P 0163	<i>Quorum</i>		
P 1511	<i>Board of Education Website Accessibility (M)</i>		
P 2415	<i>Every Student Succeeds Act (M)</i>		
P 2432	<i>School Sponsored Publications (Abolished)</i>	R 2432	<i>School Sponsored Publications (Abolished)</i>
P 5513	<i>Care of School Property</i>	R 5513	<i>Care of School Property</i>
P 5722	<i>Student Journalism (M)</i>		

**Action item 23-FFP-31:**

**BE IT RESOLVED** that the Board of Education hereby **approves** the 2022-2023 Emergency Virtual or Remote Instruction Plan as attached.

**Action item 23-FFP-32:**

**BE IT RESOLVED** that the Board of Education hereby approves the following requirements related to legal services for the 2022/23 school year, as outlined in NJAC 6A:23A-5.2 (a) 3i through 3iv:

- i. A limitation on the number of contact persons with authority to request services or advice from contracted legal counsel;
- ii. Criteria or guidance to prevent the use of legal counsel unnecessarily for management's decisions or readily available information contained in school district materials such as policies, administrative regulations, or guidance available through professional source materials;
- iii. A provision that requests for legal advice shall be made in writing and shall be maintained on file in the school district offices and a process to determine whether the request warrants legal advice or if legal advice is necessary; and
- iv. A provision to maintain a log of all legal counsel contact, including name of legal counsel contacted, date of contact, issue discussed, and length of contact. Legal bills shall be compared to the contact log and any variances shall be investigated and resolved.

**Action item 23-FFP-33:**

**BE IT RESOLVED** that the Board of Education hereby approves the shared services agreement with the Clinton-Glen Gardner School District for speech services for the 2022/23 school year as attached.

**Action item 23-FFP-34:**

**BE IT RESOLVED** that the Board of Education hereby approves the **withdrawal of \$66,662.53 from the Maintenance Reserve** account for the replacement of 8 original cafeteria tables under the NJ State Contract ESCNJ 22/23-08.

**Motion for Action Items 23-FFP-27 through 23-FFP-34:**

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

**FFP Discussion:**

*Discussion on budgeting for a comprehensive building inspection for maintenance needs.*

**RECOGNITION OF PUBLIC:**

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

*None*

**NEW BUSINESS:**

*None*

**PERSONNEL/NEGOTIATIONS/CURRICULUM/COMMUNICATIONS:****Action Items 23-PNCC-10 through 23-PNCC-11:****Action Item 23-PNCC-10:**

**BE IT RESOLVED** that the Board of Education hereby approves the leave of absence for SMID # 10607588 on or about February 21, 2023 through June 30, 2023 with the use of 40 sick days, the NJ FMLA and the Federal FMLA.

**Action Item 23-PNCC-11:**

**BE IT RESOLVED** that the Board of Education hereby accepts the resignation of SMID# 91045245 effective December 1, 2022.

**Motion for Action Items 23-PNCC-10 through 23-PNCC-11:**

**Motion by: B. Valliere, Second by Danielle Nugent. The resolution is adopted by the Board on a roll call vote as follows: 4 ayes, 0 No, 0 Abstain.**



**PNCC Discussion:**

*Discussion on a leave replacement.*

*Discussion on resignation.*

**ADJOURNMENT:**

**Action Item 23-AD-04:**

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

**Motion by: B. Valliere, Second by J. Carruthers. The resolution is adopted by the Board at 7:19 pm.**

**Respectfully Submitted:**

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Patricia Duell  
School Business Administrator/Board Secretary

Minutes prepared: 11/04/2022  
Minutes remain unofficial until formally adopted by the board.

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*Daniel Elwell*  
*Board President*

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Date