

**LEBANON BOROUGH SCHOOL DISTRICT**  
**Board of Education**  
**Regular Business Meeting Minutes**  
**September 1, 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 January 13, 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*  
*David Abeles*  
*Danielle Nugent*  
*Benedict Valliere via Google Meet*

*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:**

*Mr. Elwell welcomed everyone back to the new school year.*

*Tour of Construction Progress – the board members were invited to stay at the end of the meeting to go downstairs and see how the new music room is looking.*

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

**CSA Discussion:**

*Discussion on COVID testing requirements for the new school year.*

*Discussion on the opening of school*

*Discussion about PTA fundraiser lunches on days that we can't get lunch from Clinton Public.*

**Action Item 23-CSA-02:**

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

**CSA Discussion:**

**Motion by :D. Nugent, Second by 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: Second Reading**

<b>Policy Number</b>	<b>Title</b>
5512	<i>Harassment, Intimidation and Bullying</i>
8500	<i>Food Services</i>
8500P	<i>Child Nutrition-APSSD</i>
8505	<i>Local Wellness Policy/Nutrient Standards for Meals</i>
8505	<i>School Lunch Program Biosecurity Plan</i>
8540	<i>School Nutrition Programs</i>
8561	<i>Procurement Procedures for School Nutrition Programs</i>

**Policy Review: First Reading:**

<b>Policy Number</b>	<b>Title</b>	<b>Regulation Number</b>	<b>Title</b>
P1648.14	<i>Safety Plan for Healthcare Settings in School Buildings (M) Abolished</i>		
P 1648.15	<i>Recordkeeping for Healthcare settings in School Buildings (M)</i>		
P2415.04	<i>Title I – District Wide Parent and Family Engagement (M)</i>		
P2415.50	<i>Title I School Parent and Family Engagement (M)</i>		
P 2416.01	<i>Postnatal accommodations for students</i>		
P 2417	<i>Student Intervention and Referral Services (M)</i>		
P 3161	<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	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, October 13, 2022 at 6:30 pm (This date needed to be changed due to a conflict)

*Covid Grant Funds –*

*Summer Programs – Spent 24,200 this year; 13,573 remaining*

*Beyond school day – nothing spent yet, \$40,000 remaining*

*Mental Health Supports - \$5,000 remaining*

*ESSER II -22,695 slated for library HVAC*

*Learning Acceleration - \$1384.28, will be used on supplies*

*Lunch Program – We are ready to start serving lunches. We went over to CPS today and spoke to the kitchen workers there. The computerized program is not up and running yet, so we are planning on an October 1 launch date for online pre-ordering. We are using a manual system for September and hopefully it won't be too cumbersome. Erlisa Levin from Child Nutrition came by for a technical visit today. She approved our plans and agrees that we are ready to start serving. She will be back in October to observe our operations and then again a couple months later for an administrative review.*

*Auditors – Everything went well with the audit. We had a very healthy amount to put into our reserves at the end of the school year. This was because we had all of the extra COVID money. We put \$100,000 into both tuition and capital reserves, and another \$39,202.35 into the maintenance reserve. I expect to use some of that for the balance of the library HVAC replacement, and that is likely going to need to be done under a formal bid.*

**ACTION ITEMS 23-BA-06 THROUGH 23-BA-010:****Action 23-BA-06:**

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

**Minutes: Regular Session**

**August 4, 2022**

**Action 23-BA-07:**

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

**June 30, 2022 (Audited)**

**July 31, 2022**

**Action 23-BA-08:**

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

**June 30, 2022 (Audited)**

**July 31, 2022**

**Action 23-BA-09:**

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

**June 30, 2022 (Audited)**

**July 31, 2022**

**Action 23-BA-10:**

**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:**

**June 30, 2022 (Audited)**

**July 31, 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-06 through 23-BA-10:**

**Motion by :J. Carruthers, Second by D. Nugent. The resolution is adopted by the Board on a roll call vote as follows: 5 ayes, 0 no, 0 abstain.**

**BA Discussion:**

*Discussion on changing the date of the October board meeting.*

*Discussion on remaining Covid grant funds*

*Discussion on replacing library HVAC unit*

*Discussion on lunch program*

**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 – Offered congratulations to Dr. Acurio on finishing his doctorate program. Commented on the resolution to oppose health benefit premium increases; commented on the Wingman Program, questioned if we would consider having a part time librarian in the school building. Commented on a survey that Clinton Public School sent out regarding school safety.

**FACILITY/FINANCE/POLICY:**

**Action Items 23-FFP-09 through 23-FFP-16:**

**Action item 23-FFP-09:**

**BE IT RESOLVED** that the Board of Education hereby approves the **payment of bills** for the period ending **September 1, 2022 in the amount of \$ 330,623.51.**

**Action item 23-FFP-10:**

**BE IT RESOLVED** that the Board of Education hereby **approves the following transfers from the 2021/2022 school year budget to reserve accounts:**

**Tuition Reserve: \$ 100,000**  
**Capital Reserve: \$100,000**  
**Maintenance Reserve: \$39,202.35**

**Action item 23-FFP-11:**

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

<b>Employee</b>	<b>Meeting Description</b>	<b>Dates</b>	<b>Reimbursement</b>
B, Arcurio	Hunterdon County ASA Meetings Flemington NJ	9/16/2022 10/6-7/2022 11/4/2022 12/9/2022 1/6/2023 2/3/2023 3/3/2023 3/31/2023 5/12/2023 6/2/2023	OMB

**Action item 23-FFP-12:**

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

<b>Policy Number</b>	<b>Title</b>
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5512	<i>Harassment, Intimidation and Bullying</i>
8500	<i>Food Services</i>
8500P	<i>Child Nutrition-APSSD</i>
8505	<i>Local Wellness Policy/Nutrient Standards for Meals</i>
8505	<i>School Lunch Program Biosecurity Plan</i>
8540	<i>School Nutrition Programs</i>
8561	<i>Procurement Procedures for School Nutrition Programs</i>

**Action item 23-FFP-13:**

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

<b>Policy Number</b>	<b>Title</b>	<b>Regulation Number</b>	<b>Title</b>
P1648.14	<i>Safety Plan for Healthcare Settings in School Buildings (M) Abolished</i>		
P 1648.15	<i>Recordkeeping for Healthcare settings in School Buildings (M)</i>		
P2415.04	<i>Title I – District Wide Parent and Family Engagement (M)</i>		
P2415.50	<i>Title I School Parent and Family Engagement (M)</i>		
P 2416.01	<i>Postnatal accommodations for students</i>		
P 2417	<i>Student Intervention and Referral Services (M)</i>		
P 3161	<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 3216	<i>Dress and Grooming</i>		
P 3270	<i>Professional Responsibilities</i>		
P 3270	<i>Lesson Plans and Plan Books</i>		
P 4216	<i>Dress and Grooming</i>		

P 5513	Care of School Property	R 5513	Care of School Property
P 5722	Student Journalism (M)		

**Action item 23-FFP-14:**

**BE IT RESOLVED** that the Board of Education hereby **approves the Lebanon Borough School Safe Return to In-Person Instruction and Continuity of Services for the 2022/2023 school year.**

**Action item 23-FFP-15:**

**BE IT RESOLVED** that the Board of Education hereby **approves the following field trip and transportation request:**

<b>Teacher/Aides</b>	<b>Location</b>	<b>Date</b>	<b>Transportation</b>
<b>E. Farrell K. Allen G. Werner</b>	<b>Melick's Farm Oldwick NJ</b>	<b>10/13/2022</b>	<b>Hunterdon County ESC</b>

**Action item 23-FFP-16:**

**WHEREAS**, the School Employees Health Benefits Program (SEHBP), governed by N.J.S.A. 52:14-17.46 et seq., offers medical, prescription drug, and dental coverage to participating school district employees, retirees, and eligible dependents; and

**WHEREAS**, all SEHBP plans are self-funded, meaning that the money paid out for benefits comes directly from an SEHBP fund supplied by participating local employers and member premiums; and

**WHEREAS**, the Division of Pensions and Benefits is responsible for the daily administrative activities of the SEHPB, the School Employees Health Benefits Commission is the executive organization responsible for overseeing the SEHBP; and

**WHEREAS**, the School Employees Health Benefits Commission, comprised of state officials, union representatives and a representative of the New Jersey School Boards Association, annually considers the calendar year premium levels for the Local Education Employee Group of the SEHBP based on recommendations found in the Rate Setting Recommendation Analysis of the Local Education Employee Group; and

**WHEREAS**, the School Employees' Health Benefits Plan Design Committee has the responsibility for and authority over the various plans and components of the plans, including for medical benefits, prescription benefits, dental, vision, and any other health care benefits, offered and administered by the SEHBP; and

**WHEREAS**, existing law requires three members of the School Employees' Health Benefits Plan Design Committee to be appointed by the Governor as representatives of public employers (i.e.,



*local school districts) whose employees are enrolled in the program, but currently all such representatives are state-level appointees;*

***WHEREAS***, *the recommended rate changes for medical and prescription drug coverage for the Active 2023 Local Education Employer Group is 15.1%, which includes a 15.3% increase for active employees enrolled in NJ DIRECT 10/15 and a 14.9% increase for active employees enrolled in the NJ Educators Health Plan (NJEHP); and*

***WHEREAS***, *such proposed exorbitant rate increases will fall upon the local property taxpayer, as well as school employees, at a time where there is record inflation; and*

***WHEREAS***, *since employees enrolled the NJEHP pay a percentage of salary toward their health benefits per P.L.2020, c.44, commonly referred to as “Chapter 44”, any increase in NJEHP premiums will fall almost entirely upon local boards of education, placing a severe strain on their budgets; and*

***WHEREAS***, *the proposed premium increase for most active employees will take thousands more out of their paychecks annually and lead to huge costs for local school districts that will translate into higher property tax bills for struggling families; and*

***NOW, THEREFORE, BE IT RESOLVED***, *by the Lebanon Borough Board of Education in the county of Hunterdon call upon the School Employees Health Benefits Commission to reconsider the rate increase and strike a rate increase that is appropriate in the current economic conditions; and*

***BE IT FURTHER RESOVLED***, *that the Lebanon Borough Board of Education in the county of Hunterdon urge the Legislature to adopt legislation expanding the composition of the School Employees Health Benefits Commission and the School Employees’ Health Benefits Plan Design Committee to include additional representatives from local school district management; and*

***BE IT FURTHER RESOLVED***, *that the Lebanon Borough Board of Education in the county of Hunterdon urge the Legislature and executive branch to examine the impact that “Chapter 44” has had on school district budgets and to adopt legislation that will reverse any of its negative consequences and provide relief to those districts; and*

***BE IT FURTHER RESOLVED*** *that a copy of this resolution be forwarded to Governor Murphy, State Treasurer Muoio, Senate President Scutari, Assembly Speaker Coughlin, Senator Bob Menendez, Senator Cory Booker, Assemblywoman Verlina Reynolds-Jackson, and the New Jersey School Boards Association.*

***Motion for Action Items 23-FFP-09 through 23-FFP-15:***

**Motion by : J. Carruthers Second by D. Nugent. The resolution is adopted by the Board on a roll call vote as follows: 5 ayes, 0 no, 0 abstain.**

**Motion for Action Items 23-FFP-16:**

**Motion by : J. Carruthers Second by D. Nugent. The resolution is adopted by the Board on a roll call vote as follows: 4 ayes, 0 no, 1 abstain.**

**FFP Discussion:**

*Discussion on sending the health benefit resolution to state dignitaries.*

*Discussion on HIB Policy*

**RECOGNITION OF PUBLIC:**

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

*Marlene Baldinger – Commented on anonymous HIB submissions. Questioned when the NJSLA test results would be delivered.*

**NEW BUSINESS:**

*Discussion on animals getting into the roof and water pooling around building foundation.*

*Discussion on Test Scores.*

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

**Action Items 23-PNCC-06 through 23-PNCC-07:**

**Action Item 23-PNCC-06:**

**BE IT RESOLVED** that the Board of Education hereby approves **Lowell Perkins** as student teacher/intern in the 4<sup>th</sup> grade classroom for the 2022-2023 school year.

**Action Item 23-PNCC-07:**

**BE IT RESOLVED** that the Board of Education hereby approves **Dominick Pardo** as substitute Custodian at the rate of \$ 20 per hour for the 2022/2023 school year.

*Motion for Action Items 23-PNCC-06 and 23-PNCC-07*

**Motion for Action Items 23-PNCC-06 through 23-PNCC-07:**

**Motion by : D. Nugent Second by D. Abeles. The resolution is adopted by the Board on a roll call vote as follows: 5 ayes, 0 no, 0 abstain.**

**PNCC Discussion:**

*Discussion on substitute custodian use.*

*Discussion on student teacher.*

**Action Item 23-AD-02:**

***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 full membership of the Board at 7:30 pm.***

*Respectfully Submitted:*

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*Patricia Duell*  
*School Business Administrator/Board Secretary*

*Minutes Prepared: September 6, 2022*  
*Minutes remain unofficial until formally adopted by the Board.*

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*Daniel Elwell*  
*Board President*

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*Date*