

**LEBANON BOROUGH SCHOOL DISTRICT  
BOARD OF EDUCATION**

**MINUTES**

**Regular Business Meeting  
September 3, 2024 at 6:45 pm**

**CALL TO ORDER:** D. Elwell called the meeting to order at 6:45 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 26, 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 Lebanon Borough School
- c. Filing with the Clerk of Lebanon Borough

**ROLL CALL:**

Present:

*Board Members:*

Daniel Elwell, Board President

David Abeles, Vice President

Jacklyn Carruthers

Danielle Nugent

Benedict Valliere

*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 the board to the first meeting of the new school year. He offered appreciation to the staff for the work that goes into preparing the building and classrooms for the students.

**REPORT OF THE CHIEF SCHOOL ADMINISTRATOR**

**Action 25-CSA-02:**

**BE IT RESOLVED** that the Board of Education hereby accepts the School Safety and HIB report for the months of August 2024.

**Motion by B. Valliere, Second by D. Nugent. The resolution was adopted by the Board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain**

**CSA Discussion:**

Discussion on the first day of school introductions in the All Purpose Room

Discussion on the Achievement report which usually occurs in October

Discussion on the bat in the library at the Pre-K and Kdg. Orientation.

**Report of the School Business Administrator:**

**Policy Review:**

**1<sup>st</sup> Reading:**

<b>Policy #</b>	<b>Name</b>	<b>Regulation #</b>	<b>Name</b>
P 0141	Board Member Number and Term		
P 0141.1	Board Member Number and Term-Sending District		
P 0164.6	Remote Public Board Meetings During a Declared Emergency (M) - Abolished		
P 2200	Curriculum Content (M)		
P 3160	Physical Examination (M)	R 3160	Physical Examination (M)
P 4160	Physical Examination (M)	R 4160	Physical Examination (M)
		R 5200	Attendance (M)
P 5337	Service Animals		
P 5350	Student Suicide Program (M)		
P 7231	Gifts from Vendors (M) Abolished		
P 8420	Emergency and Crisis Situations (M)		
P8467	Firearms and Weapons (M)	R 8467	Firearms and Weapons (M)
P 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants		

**Informational:** Next Meeting date is scheduled for Tuesday, October 15, 2024.

**Building and Grounds:** *We have completed repairs to the parking lot and all storm drains, as well as pouring a sidewalk to the shed in the back of the building.*

**Roof** – *we have not been scheduled yet for roof repairs, we will coordinate a time that does not interfere with the students during the school year.*

**Fence/Intruders** – *We met with a representative from Fox Fence about the issue with people gaining access to the roof from the fence around the HVAC unit. The current fence is already a small chain link and have determined that they are not actually climbing the fence. We believe that they are getting a foothold on the gate latch and hoisting themselves up and over the fence, standing on the top rail and hoisting themselves onto the overhang above the doorway. As a temporary fix, we are going to move the fence back about 3 feet, and flip the gate and latch to make it more difficult to climb. They would have to attempt a big jump onto the overhang with the fence moved further away. A more permanent fix would be to remove the overhang for that doorway so they can't get up there at all.*

**Fire Inspection** – *I'm getting prices on re-treating our stage curtains, this is the final violation on our list.*

**OPRA-** *There have been some changes to OPRA requirements. We are required to use the DCA form and it is now on our website. I will be attending a workshop on 9/12 to learn more about the changes and how they will affect us.*

**Lunch Program** - *The state has expanded the guidelines for families qualified to receive free or reduced price meals. We currently stand at 17% of our student population falling in this category.*

**ACTION ITEMS 25-BA-06:**

**Action 25-BA-06:**

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

**Minutes: Regular Session**  
**August 12, 2024**

**Motion for Action Items 25-BA-06 :**

**Motion by B. Valliere, Second by J. Carruthers.** *The resolution was adopted by the Board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain*

**BA Discussion:**

Discussion on McKinney Vento families

Discussion on Food Waste and Free or Reduced price meals

Discussion on dates for the remaining board meetings in 2024

**OLD BUSINESS:**

Reminder to discuss Preschool Expansion Grant at next meeting

**FACILITY/FINANCE/POLICY:**

***Action Items 25-FFP-15 through 25-FFP-22:***

**Action item 25-FFP-15:**

***BE IT RESOLVED*** that the Board of Education hereby approves the **payment of bills** for the period ending **September 3, 2024 in the amount of \$149,074.27.**

**Action item 25-FFP-16:**

***BE IT RESOLVED*** that the Board of Education hereby approves the adoption of the Lebanon Borough Board of Education OPRA Request form as per N.J.A.C. 5:105 as attached.

**Action item 25-FFP-17 :**

***BE IT RESOLVED*** that the Board of Education hereby approves the Language Instruction Educational Program as attached for the 2024/2025 school year.

**Action item 25-FFP-18:**

***BE IT RESOLVED*** that the Board of Education hereby approves the Professional Development Plan as attached for the 2024/2025 school year.

**Action item 25-FFP-19:**

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

<b><i>Policy #</i></b>	<b><i>Name</i></b>	<b><i>Regulation #</i></b>	<b><i>Name</i></b>
<i>P 0141</i>	<i>Board Member Number and Term</i>		
<i>P 0141.1</i>	<i>Board Member Number and Term-Sending District</i>		
<i>P 0164.6</i>	<i>Remote Public Board Meetings During a Declared Emergency (M) - Abolished</i>		
<i>P 2200</i>	<i>Curriculum Content (M)</i>		
<i>P 3160</i>	<i>Physical Examination (M)</i>	<i>R 3160</i>	<i>Physical Examination (M)</i>
<i>P 4160</i>	<i>Physical Examination (M)</i>	<i>R 4160</i>	<i>Physical Examination (M)</i>
		<i>R 5200</i>	<i>Attendance (M)</i>
<i>P 5337</i>	<i>Service Animals</i>		
<i>P 5350</i>	<i>Student Suicide Program (M)</i>		
<i>P 7231</i>	<i>Gifts from Vendors (M) Abolished</i>		

P 8420	Emergency and Crisis Situations (M)		
P8467	Firearms and Weapons (M)	R 8467	Firearms and Weapons (M)
P 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants		

**Action item 25-FFP-20:**

**BE IT RESOLVED** that the Board of Education hereby approves the Coordinated Transportation Agreement with the Hunterdon County ESC for transportation to Clinton Public School for the 2024-2025 school year in the amount of 46,826.51.

**Action item 25-FFP-21:**

**BE IT RESOLVED** that the Board of Education hereby approves the following facility use requests for the 2024/2025 school year:

Group	Date	Building Use:
Lebanon Borough Recreation Department	9/28/2024	Blacktop-Music in the Park
Lebanon Borough PTA	2024/2025 School Year	As Needed w/ CSA approval

**Action item 25-FFP-22:**

**BE IT RESOLVED** that the Board of Education hereby approves the following travel requests for the 2024/2025 school year:

Employee	Program/Place	Date	Reimbursement
Duell, Tricia	OPRA/Records Retention Update workshop Whippany, NJ	9/12/2024	OMB

***Motion for Action Items 25-FFP-15 through 25-FFP-22:***

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

**FFP Discussion:**

- Discussion on the district PDP
- Discussion on Social Emotional Learning
- Discussion on quantitative data related to items in the PDP
- Discussion on HIB
- Discussion on Student Mentoring

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

***Action Items 25-PNCC-04 through 25-PNCC-07:***

**Action Item 25-PNCC-04:**

***BE IT RESOLVED*** that the Board of Education hereby approves the movement on the guide for SMID # 35378256 from BA+15 Step 14 to BA+30 Step 14 for the 2024/2025 school year.

**Action Item 25-PNCC-05:**

***BE IT FURTHER RESOLVED*** that the Board of Education hereby approves Suzanne Lawn as 3<sup>rd</sup> Grade leave replacement at BA 15 Step 14 at the rate of 336.40 per diem for the 2024/2025 school year.

**Action Item 25-PNCC-06:**

***BE IT FURTHER RESOLVED*** that the Board of Education hereby approves the employment of Cara Hamrah as 3<sup>rd</sup> Grade Long Term Leave Replacement Teacher on BA Step 1 at the rate of \$ 292.35 per diem for the 2024/2025 school year.

**Action Item 25-PNCC-07:**

***BE IT FURTHER RESOLVED*** that the Board of Education hereby approves the following employees as "Teacher in Charge" at the rate of \$200 per diem for the 2024/2025 school year:

SMID # 52809084

SMID # 44759470

**Action Item 25-PNCC-08:**

***BE IT FURTHER RESOLVED*** that the Board of Education hereby approves the extended club "Run, Walk, Move" and the following advisors for the period September 16, 2024 through November 6, 2024.

Advisors: SMID # 10607588

SMID # 41861766

***Motion for Action Items 25-PNCC-04 through 25-PNCC-07:***

***Motion by B. Valliere, Second by J. Carruthers. The resolution was adopted by the Board on a roll call vote as follows: 5 ayes, 0 No, 0 Abstain***

**PNCC Discussion:**

Discussion on the 3<sup>rd</sup> grade leave replacement

Discussion on Teacher in Charge

Discussion on new club

***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 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.*

***Public Comments:***

Marlene Baldinger, Brunswick Ave.

Commented on our students completing 8<sup>th</sup> grade at CPS and 5 of the top 10 GPAs were from Lebanon Borough students.

Comment on contacting our representative on the North Hunterdon Vorhees Board of Ed and invited her to come to our board meetings to learn about any concerns we may have related to the regional high school.

Comment on programs in the Borough, including the public safety committee.

***NEW BUSINESS:***

Discussion on a new board member taking the seat on the Clinton Public board when Jackie Carruthers' term expires.

Discussion on having a formal student cell phone use policy

***ADJOURNMENT:***

***Action Item 25-AD-01:***

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

***Motion by B. Valliere, Second by D. Nugent. The resolution is adopted by the full membership of the Board at 7:52 pm.***

*Respectfully Submitted,*

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Patricia Duell  
School Business Administrator/Board Secretary

Minutes prepared 9/4/2024  
Minutes remain unofficial until formally adopted by the Board.

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Daniel Elwell  
Board President

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Date