

LINCOLN PARK PUBLIC SCHOOLS
LINCOLN PARK, NEW JERSEY
REGULAR MEETING MINUTES
6:30 PM, LINCOLN PARK MIDDLE SCHOOL
FEBRUARY 19, 2019
District Mission Statement

The Lincoln Park School District will provide, through its schools, an educational setting that helps children to love and master learning, to work independently as well as collaboratively, and to develop the character and values that promote a healthy society. It is the school district's expectation that all students will achieve the New Jersey Student Learning Standards at all grade levels.

President Avena called the meeting to order at 6:40 p.m., and he led the Board in the Pledge of Allegiance to the flag. He then read the following statement into the record:

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that:

The New Jersey Open Public Meetings Law was enacted to ensure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the act, the Lincoln Park Board of Education has caused notice of this meeting to be mailed to the Daily Record and The Record and posted at the Board of Education Administrative Offices and filed with the Borough Clerk.

MEMBERS PRESENT: Mr. Avena, Mr. Gibbons, Mr. Henches (arrived at 6:44 p.m), Ms. Nielsen, Mr. Stager, and Ms. Stoel

MEMBERS ABSENT: Mr. Kaufman

ADMINISTRATION: Mr. James Grube, Superintendent and Mrs. Juanita Petty, Interim Business Administrator and Board Secretary

OTHERS PRESENT: None

There was a moment of silence held for the Boonton High School Student and his father who were killed this morning in a traffic accident on Route 23.

EXECUTIVE SESSION

Trustee Nielsen, seconded by Trustee Gibbons, moved to enter into executive session at 6:42 p.m.

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and WHEREAS, the board is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of the Borough of Lincoln Park, in the County of Morris, State of New Jersey, as follows:

A. The public shall be excluded from discussion of hereinafter-specified subject matter(s)

B. The general nature of the subject matter to be discussed is as follows:

1. Personnel

C. It is anticipated at this time that the above stated subject matter will be made public immediately following executive session or as the need for confidentiality no longer exists.

RENCONVENE

Trustee Nielsen, seconded by Trustee Henches, moved to return from Executive Session at 8:18 p.m. with no public in attendance.

Voice vote – all yes

MINUTES

Trustee Nielsen, seconded by Trustee Henches, moved to approve the minutes of the executive session and regular meeting of the Board of Education on January 22, 2019. The minutes were approved by a roll call vote: 6-0-0.

A roll call vote was taken for the Minutes.

YEA: Mr. Gibbons, Mr. Henches, Ms. Nielsen, Mr. Stager, Ms. Stoel, Mr. Avena

NAY: None

ABSTAINED: None

The motion carried: 6-0-0

SUPERINTENDENT'S REPORT

Changes to the agenda, as follows:

1) Finance items #13 and #14 need revision. Mrs. Petty read the total bills list amount to be noted in Finance Item #13 and the amounts of the manual check amounts to be inserted into Finance #14.

2) HIB Report

The HIB report is in the board folder:

One at the LPES found not to meet the standard of HIB – Reviewed and changed some procedures in the lunch room in regards to notification of overdue bills.

Two reported cases at the LPMS both found to meet the HIB standard:

One dealt with comments made that had racial connotations.

One dealt with comments made that referenced sexual orientation.

3) Suspensions Report

Suspension report is in the board folder. There were two In-School suspensions to report at the LPMS:

A student received an in-school suspension for misuse of his cellphone/apple watch and being uncooperative.

A student received an in-school suspension for making demeaning comments to another student.

Mr. Grube indicated he would wait until board discussion to discuss the 2019-20 school calendar, as well as discussion regarding 2017-18 SGP data.

BUSINESS ADMINISTRATOR'S REPORT

1) Drills as noted on the agenda.

2) Budget calendar

COMMITTEE REPORTS

Curriculum / Personnel, Carol Nielsen

- Meeting immediately after Board of Education meeting.

MCSBA, Robert Stager

- There was a meeting a couple of weeks ago. The new president is Irene LeFebvre.

Finance / Facilities, Frank Avena

- There was a meeting tonight. The budget was reviewed.

Negotiations, Jack Gibbons

- No meeting, no report.

Lincoln Park / Pequannock Shared Services, Frank Avena

- No meeting.
- Pequannock is reviewing student applications for their academy program.

Policy / Public Relations, Todd Hennes

- No meeting, no report.

MCESC, Todd Hennes

- There was a meeting last Wednesday.

NJSBA, Joshua Kaufman

- No meeting, no report.

Boonton High School Representative / High School, Rob Stager

- There were two meetings.
- In their audit, there were eleven findings, and three repeat findings.
- They have under budgeted revenues; they cannot do planned capital reserve projects at this time.
- They are remediating a fire damage claim.
- The Safe Routes to Schools reimbursement has been submitted.
- School year 2019-2020- high school bathrooms will be worked on.
- Question by Mr. Gibbons: is there excess in the construction fund?

FIRST PUBLIC RECOGNITION REGARDING SCHOOL RELATED MATTERS

By a voice vote, the Board approved to forgo the first public recognition, as there was no one from the public in attendance wishing to address the Board.

RESOLUTIONS

ADMINISTRATION

Trustee Nielsen, seconded by Trustee Gibbons, moved Administration items #1-7.

HIB REPORT, FEBRUARY 2019

* RESOLUTION 1919-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education recognizes and approves the Harassment, Intimidation and Bullying report as of February 14, 2019, as summarized:

	<u>LPES</u>	<u>LPMS</u>
Incidents Reported	1	2
Confirmed HIB	0	2

BE IT FURTHER RESOLVED, that the Lincoln Park Board of Education approves the remedial and disciplinary action taken by the building principals."

2019 ESY PROGRAMS AND POSITIONS

RESOLUTION 1920-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following programs and positions for the 2019 Extended School Year:"

Program	Start Date	End Date	Positions	Total # Days	Hours/Day
Extended Preschool Disabilities	7/1/19	7/26/19	(3) Teachers of the Handicapped	19	4
Extended Preschool Disabilities	7/1/19	7/26/19	(12) Teacher Aides	19	4.5
ESY Autistic	7/1/19	7/26/19	(3) Teachers of the Handicapped	19	4
ESY Autistic	7/1/19	7/26/19	(9) Teacher Aides	19	4.5
ESY LAL/MATH	7/1/19	7/19/19	(2) Teachers of the Handicapped	14	4
ESY	7/1/19	7/26/19	(2) Shadow Aide	19	4.5
Social Skills	7/1/19	7/19/19	(1) Teacher, General or Special Ed.	14	2
ESY School Nurse	7/1/19	7/26/19	Nurse	19	4
Occupational Therapy	7/1/19	7/26/19	Occupational Therapist	19	as needed
Speech Therapy	7/1/19	7/26/19	Speech Therapist	19	as needed
Physical Therapy	7/1/19	7/26/19	Physical Therapist	19	as needed
ESY	7/1/19	7/26/19	Substitute Teacher/Teacher Aide	as needed	as needed

HOME INSTRUCTION: 2018-2019, #8076514678

RESOLUTION 1921-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the provision of home instruction services for student State ID #8076514678 – Lincoln Park, to be provided by Saint Clare's, at a rate of \$55.00 per hour, for up to 5 hours per week, account #11.150.100.320.03, effective January 15, 2019, per the Boonton Child Study Team and the Boonton Board agenda dated January 28, 2019."

DISPOSAL OF OFFICE EQUIPMENT

RESOLUTION 1922-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the disposal of the following office items that are obsolete and unrepairable:

Brother Fax 001637
HP Laserjet 001669
HP Printer 001671
HP Laserjet 001549
Sharp Fax 009192
Premier 111 Laminator 00034
Canon Fax H12425 000845"

LPES FIELD TRIPS

RESOLUTION 1923-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following field trips at no expense to the Board of Education:

Date	Participants	Destination
May, 2019	1 st Grade Class	Turtle Back Zoo, West Orange, NJ
May, 2019	2 nd Grade Class	Alstede Farms, Chester, NJ
May, 2019	3 rd Grade Class	Sterling Hill Mining Museum, Ogdensburg, NJ
June, 2019	4 th Grade Class	Liberty Science Center, Jersey City, NJ"

JOB DESCRIPTION: ACCOUNTS PAYABLE CLERK

* RESOLUTION 1924-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education adopts the following job description: Accounts Payable Clerk."

PROFESSIONAL DAY WORKSHOP ATTENDANCE

RESOLUTION 1925-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following professional days: WHEREAS, The Board of Education has determined that the school district travel expenditures for the stated functions are in compliance with State travel guidelines as established by the Department of the Treasury and within the guidelines established by the federal Office of Management and Budget; except as superseded by conflicting provisions of Title 18A of the New Jersey Statutes; and WHEREAS, The Board of Education finds that a mileage reimbursement rate equal to that of the State of New Jersey Office of Management and Budget mileage reimbursement rate of \$0.31 per mile is a reasonable rate; and WHEREAS, The Board of Education has determined that participation at the stated function is in compliance with the district policy on travel. THEREFORE BE IT RESOLVED, that the Board of Education hereby approves attendance of the following employees at the following professional day conferences and/or workshops:

Name of Attendee	Name and Date of Event	Event Cost	Estimated Mileage
C. Cotsopoulos	Intervention and Referral Services: The Next Generation, 2/6/19*	\$149	98
J. Heftler	Intervention and Referral Services: The Next Generation, 2/6/19*	\$149	98
K. Sellix	NJASSW Annual Spring Institute, 3/25/19	\$95	---
M. Meyer	Vaping Impact on Students and School Seminar, 2/13/19*	---	48

* for post approval

BE IT FURTHER RESOLVED, that the Board of Education hereby approves the costs of attendance at the stated functions, including all registration fees and statutorily authorized travel expenditures, provided that such expenditures are within the annual maximum travel expenditure amount, and that the total cost of the related travel expense will not exceed the amounts stipulated above."

A roll call vote was taken for Administration.
YEA: Mr. Gibbons, Mr. Henches, Ms. Nielsen, Mr. Stager, Ms. Stoel, Mr. Avena
NAY: None
ABSTAINED: None
The motion carried: 6-0-0

PERSONNEL

Trustee Gibbons, seconded by Trustee Nielsen, moved Personnel items #1-8.

RESIGNATION, AMORUSO

RESOLUTION 1926-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts, with regret, the resignation due to retirement of Janet Amoruso, Resource Center Teacher, Lincoln Park Elementary School, effective at the end of the workday on June 30, 2019.

BE IT FURTHER RESOLVED, that Janet Amoruso will receive a payment of \$500.00 as per the LPEA Agreement for providing early notification to the Board of her intention to retire."

RESIGNATION, BROWN

RESOLUTION 1927-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts, with regret, the resignation due to retirement of Lisa Brown, Grade 2 Teacher, Lincoln Park Elementary School, effective at the end of the workday on June 30, 2019.

BE IT FURTHER RESOLVED, that Lisa Brown will receive a payment of \$500.00 as per the LPEA Agreement for providing early notification to the Board of her intention to retire."

RESIGNATION, WALTMAN

RESOLUTION 1928-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts the resignation of Sharon Waltman, Student Shadow, Lincoln Park Middle School, effective February 15, 2019."

RESIGNATION, ADAMS

RESOLUTION 1929-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts the resignation of Michael Adams, Part-Time Custodian, effective at the end of the work day on February 13, 2019."

RESIGNATION, TEMPLORA

RESOLUTION 1930-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts the resignation of Noemi Templora, Student Shadow, Lincoln Park Middle School, effective February 21, 2019."

MATERNITY LEAVE, EMPLOYEE #001494

RESOLUTION 1931-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves Employee, ID #001494, for maternity leave beginning March 25, 2019 through April 23, 2019 as sick days, and April 24, 2019 through June 19, 2019 (or the last day of school) under the Family Medical Leave Act, unpaid with benefits, returning to work September 1, 2019."

SUBSTITUTE, 2018-2019

RESOLUTION 1932-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the following substitute at the approved substitute rate of pay, as called, effective February 13, 2019 through June 30, 2019:

A. Jennifer Dockendorf, Teacher"

*for post approval

STUDENT TEACHER

RESOLUTION 1933-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the following student teacher to be placed with the additional teaching staff member listed below:

<u>Student Teacher, School</u>	<u>Placement</u>	<u>Dates</u>
K. Lucanto, William Paterson Univ.	LPES, K. Williams, Grade 3	1/17/19–5/2/19;9/1/19–12/12/19"

*for post approval

A roll call vote was taken for Personnel.

YEA: Mr. Gibbons, Mr. Henches, Ms. Nielsen, Mr. Stager, Ms. Stoel, Mr. Avena

NAY: None

ABSTAINED: None

The motion carried: 6-0-0

FINANCE

Trustee Gibbons, seconded by Trustee Nielsen, moved Finance items #1-14, as revised.

APPROVAL OF THE FY18 SCHOOL DISTRICT AUDIT

RESOLUTION 1934-2019 "RESOLVED, that upon the recommendation of Superintendent, the Lincoln Park Board of Education accepts and approves the Comprehensive Annual Financial Report and the Auditor's Management Report on Administrative Findings for FY18, as prepared by the firm of Nisivoccia LLP, the District Auditor of Record and containing audit recommendations to be addressed, as follows:

Board Secretary's Records

Finding 1: During our audit, it was noted that the June Board Secretary's and Treasurer Reports were not submitted to the County Superintendent by August 1st.

Bank Reconciliations

Finding 1: It was found that the District was including items that are not actual reconciling items including interfunds, receivables and payables on their bank reconciliations in the Food Service account for the year.

APPROVAL OF THE FY18 CORRECTIVE ACTION PLAN

RESOLUTION 1935-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts and approves the Corrective Action Plan prepared by the Business Administrator/Board Secretary in response to the recommendations as noted in the Auditor's Management Report and Comprehensive Annual Financial Report for FY18, for submission to the New Jersey Department of Education."

AUTHORIZATION TO SUBMIT AN AMENDMENT TO THE ESEA TITLE II GRANT

RESOLUTION 1936-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education authorizes the Business Administrator to amend the ESEA Title IIA Grant for the 2018-2019 school year."

BOARD SECRETARY REPORT – FUND 60 CAFETERIA REPORT, NOVEMBER, 2018

* RESOLUTION 1937-2019 "RESOLVED, that the Lincoln Park Board of Education accepts and affixes to the minutes of this meeting the November, 2018 Board Secretary's Report for Fund 60, Cafeteria Account."

REVISED BOARD SECRETARY'S REPORT – FUND 10 GENERAL FUND, NOVEMBER, 2018

* RESOLUTION 1938-2019 "RESOLVED, that the Lincoln Park Board of Education accepts and affixes to the minutes of this meeting the revised November, 2018 Board Secretary's Report for Fund 10, General Operating Account."

REVISED TREASURER'S REPORT, NOVEMBER, 2018

* RESOLUTION 1939-2019 "RESOLVED, that the Lincoln Park Board of Education accepts and affixes to the minutes of this meeting the revised Treasurer's Report for November, 2018."

REVISED CERTIFICATION, NOVEMBER, 2018

* RESOLUTION 1940-2019 "Pursuant to N.J.A.C. 6:20-2A 10(e), the Board Secretary does certify that the revised Board Secretary's Report for November, 2018 does not reflect over-expenditures in any account based on the appropriation balances reflected in the report and on the advice of district officials."

Board Secretary

SECRETARY'S REPORT, DECEMBER, 2018

* RESOLUTION 1941-2019 "RESOLVED, that the Lincoln Park Board of Education accepts and affixes to the minutes of this meeting the December, 2018 Board Secretary's Report."

TREASURER'S REPORT, DECEMBER, 2018

* RESOLUTION 1942-2019 "RESOLVED, that the Lincoln Park Board of Education accepts and affixes to the minutes of this meeting the Treasurer's Report for December, 2018."

CERTIFICATION, DECEMBER, 2018

* RESOLUTION 1943-2019 "Pursuant to N.J.A.C. 6:20-2A 10(e), the Board Secretary does certify that the Board Secretary's Report for December, 2018 does not reflect over-expenditures in any account based on the appropriation balances reflected in the report and on the advice of district officials."

Board Secretary

MONTHLY TRANSFER REPORT, DECEMBER, 2018

* RESOLUTION 1944-2019 "RESOLVED, that the Lincoln Park Board of Education approves and affixes to the minutes of this meeting the monthly transfer report for December, 2018 in compliance with N.J.A.C. 6A:23A-13.3(e)."

APPROVAL OF ADDITIONAL WITHDRAWAL FROM MAINTENANCE RESERVE ACCOUNT

RESOLUTION 1945-2019 "RESOLVED, that, upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves an additional withdrawal from the Maintenance Reserve Account in the amount of \$15,000.00 for estimated, unbudgeted repairs to the Middle School APR Rooftop Unit and District Boilers; and further, that any unexpended funds remaining at June 30, 2018 shall be returned to the Maintenance Reserve Account."

RATIFICATION OF A CHECK REGISTER

RESOLUTION 1946-2019 "RESOLVED, that, upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the ratification of the February 12, 2019 check register, in the amount of: \$176,629.22."

PAYROLL AND GENERAL ACCOUNTS BILLS LIST

* RESOLUTION 1947-2019 "RESOLVED, that the Lincoln Park Board of Education approves the payment of the following payroll related expenses and the following General Account bills list as approved by the Finance Committee:"

BILLS DESCRIPTION	DATED	AMOUNT
PAYROLL GENERAL		\$ 441,117.82
STATE SHARE - FICA		\$ 25,352.80
BOARD SHARE		\$ 6,288.57
DELTA DENTAL		\$ 7,699.23
HORIZON B/C B/S		\$ 214,412.42
TOTAL		\$ 694,870.84

FY19

BILLS LIST FUND 10	2/19/2019	\$ 70,520.22
BILLS LIST FUND 20	2/19/2019	\$ -
BILLS LIST FUND 60	2/19/2019	\$ 13,768.53
TOTAL		\$ 84,288.75
GRAND TOTAL		\$ 779,159.59

A roll call vote was taken for Finance.
YEA: Mr. Gibbons, Mr. Henches, Ms.
Nielsen, Mr. Stager, Ms. Stoel, Mr. Avena
NAY: None
ABSTAINED: None
The motion carried: 6-0-0

FACILITIES

Trustee Nielsen, seconded by Trustee Stoel, moved Facilities item #1-1.

USE OF FACILITIES

RESOLUTION 1948-2019 "WHEREAS, the group(s)/organization(s) listed below have requested the use of facilities; and WHEREAS, these requests comply with the policies outlined under "Rental of School Facilities" incorporated into the policies of the Board of Education; THEREFORE BE IT RESOLVED, that approval is hereby given to the listed group(s)/organization(s) to rent requested facilities; and BE IT FURTHER RESOLVED, that the School Business Administrator is hereby authorized to issue permits for these requests. The Board reserves the right to schedule school activities at any time.

	<i>Group/ Organization</i>	<i>School</i>	<i>Location</i>	<i>Day</i>	<i>Date(s)</i>	<i>Time</i>	<i>Rental Fee</i>
<i>A</i>	Special Education Parent Group	<i>Elementary School</i>	<i>Gym</i>	Thursday	4/4/19	6:30 p.m.- 8:00 p.m.	<i>N/A</i>
<i>B</i>	Girl Scouts	<i>Elementary School</i>	<i>Library</i>	Tuesday	3/19/19	6:00 p.m. – 7:00 p.m.	<i>N/A</i>
<i>C</i>	Girl Scouts	<i>Middle School</i>	<i>APR</i>	Friday	3/29/19	6:15 p.m. - 9:00pm	<i>N/A</i>

A roll call vote was taken for Facilities.
YEA: Mr. Gibbons, Mr. Henches, Ms. Nielsen, Mr. Stager, Ms. Stoel, Mr. Avena
NAY: None
ABSTAINED: None
The motion carried: 6-0-0

BOARD DISCUSSION

- 1) Financial disclosures – Mrs. Petty reminded Trustees to complete their submissions.
- 2) Mr. Grube reviewed the 2019-2020 school year proposed calendar, noting that the Lincoln Park calendar and Boonton's calendar are pretty similar. Discussion ensued. There are still two delayed openings for Professional Development: one in September, and one in March.
- 3) SGP data. Trustee Stager gave his assessment of the report and the questions he had asked regarding the data. Mr. Grube provided responded to the questions. Discussion ensued.
- 4) The new substitute service is to begin March 4th.

SECOND EXECUTIVE SESSION

There was none.

SECOND PUBLIC RECOGNITION REGARDING SCHOOL RELATED MATTERS

By a voice vote, the Board unanimously approved to forgo the second public recognition, as there was no one from the public in attendance wishing to address the Board.

ADJOURNMENT

Trustee Gibbons, seconded by Trustee Nielsen, moved for the Board:

To adjourn the meeting at 9:03 p.m.

Respectfully submitted,

Juanita A. Petty
RSBA, SFO, Interim Business Administrator/Board Secretary