

**LINCOLN PARK PUBLIC SCHOOLS**  
LINCOLN PARK, NEW JERSEY  
**MINUTES**  
**REGULAR MEETING**  
6:30 PM, LINCOLN PARK MIDDLE SCHOOL  
**MARCH 17, 2020**  
**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 6:32 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. Antonetti, Mr. Avena, Mr. Hennes, Mr. Kaufman, Ms. Vucenovic

MEMBERS ABSENT: Ms. Nagle and Mr. Raffa

ADMINISTRATION: Mr. James Grube, Superintendent, Mrs. Nicole Schoening, Business Administrator/ Board Secretary

OTHERS PRESENT: None

**MINUTES**

Trustee Hennes, seconded by Trustee Kaufman, moved to approve the minutes of the regular meeting of the Board of Education on March 17, 2020. The minutes were approved by a roll call vote: 5-0-0.

A roll call vote was taken for the Minutes.

YEA: Mr. Antonetti, Mr. Avena, Mr. Hennes, Mr. Kaufman, Ms. Vucenovic

NAY: None

ABSTAINED: None

The motion carried 5-0-0

**PRESENTATIONS**

- Student Council Update- No presentation.

**SUPERINTENDENT'S REPORT**

- Changes to the Agenda- Additions/Revisions:
  - Administration Resolution #9 Remote Board Meetings.
  - Personnel Resolutions #3 and #4, Resignation of Staff.
  - Finance Resolution #1 – correct error for “19-20 maximum travel expenditure” from \$21,702.00 to \$27,852.00
  - Finance Resolution #2- add paragraph for withdrawal from tuition reserve and correction/typo of debt service and total budget numbers and debt service fund tax levy number.
  - Finance Resolution #4- Lunch Prices for 20-21 school year will be tabled for further discussion.

- HIB Report- Two cases to report at the LPMS in which one 7<sup>th</sup> grade student was the target of an internet harassment by another 7<sup>th</sup> grade student who received a one day in-school suspension.
- Enrollment- The February report is in the board folder.
- Suspension Report- Three in-school suspensions to report at the LPMS:
  - Two 8<sup>th</sup> grade students got into an altercation with each other and both received a one day in-school suspension.
  - One 7<sup>th</sup> grade student insulted another student by spreading rumors and received a one day in-school suspension.
- Flexible Instruction Plan – Mr. Grube gave an update on the Flexible Instruction Plan. Overall, the first two days have gone very well except for some minor log in issues and password resets. The attendance log is working as over 900 students logged in both days. About 40 did not log in and we will be calling and following up with those students.

We have had over 20 lunch orders each day and they are being picked up at the LPMS. We are delivering a lunch to a parent/student who isn't able to get to the LPMS. All buildings are being cleaned and sanitized by the custodial staff. The school offices and the board office are open. Office staff are using a rotating schedule. All administrators and office staff have the capability to log into the server and work from home. As we move into next week and maybe beyond, we will continue to assess and adjust our procedures on implementing our Flexible Instruction Plan.

Discussion ensued on what is going to happen if this extends longer regarding the cost of the busing service. This will be discussed further as we move along.

#### **BUSINESS ADMINISTRATOR'S REPORT**

Elementary School:  
No Drills to Report

Middle School:  
Fire Drill- 3/2/2020  
Shelter Drill-3/5/2020

Mrs. Schoening stated that there will be a change to the Board Meeting Calendar. In order to adhere to the election calendar, the last day to adopt the budget is May 14<sup>th</sup>. As a result, the meeting scheduled for May 19<sup>th</sup> will be cancelled and a meeting will be added for May 12<sup>th</sup>. At the May 5<sup>th</sup> meeting we will conduct the Budget Hearing.

Mrs. Schoening presented the 20-21 Tentative Budget. Question and Answer ensued amongst the Board regarding the proposed budget. Trustee Kaufman questioned the possibility of postponing the parking lot project due to the unforeseen circumstances that we are facing. Consensus amongst the Board to possibly delay this project for a year.

#### **COMMITTEE REPORTS**

Curriculum / Personnel, Todd Henches

- No meeting, no report.

MCSBA, Patrick Antonetti

- Boonton Middle School gave a presentation on Middle School education. Discussion was held on violence awareness and mental health issues.

Finance Facilities, Frank Avena

- No meeting. The preliminary budget will be submitted after the meeting.

Negotiations, Frank Avena

- No meeting. The originally scheduled meeting for this coming Wednesday was canceled for safety reasons. We are preparing for a remote meeting.

Lincoln Park/Pequannock/Montville Shared Services, Todd Hennes

- No meeting, no report.

Policy/Publication Relations, Joshua Kaufman

- No meeting, no report.

MCESC, Patrick Antonetti

- They are discussing the budget and a possible remote meeting.

NJSBA, Frank Raffa

- No meeting, no report.

Boonton High School Representative / High School, Sandra Vucenovic

- They approved their preliminary budget at last night's meeting. The Boonton High School production of "Mama Mia" was a huge success. Boonton schools have purchased Electrostatic Sanitizers and are being used throughout the district. Bus drills were conducted for all students. BHS complimented Lincoln Park on our assistance in promoting Boonton's Academy program. The March 26<sup>th</sup> HS Committee meeting is still scheduled. Mr. Grube asked if this could be a remote meeting or postponed.

**FIRST PUBLIC RECOGNITION REGARDING SCHOOL RELATED MATTERS**

Trustee Hennes, seconded by Trustee Vucenovic, moved to open First Public Recognition at 7:13 p.m. By a voice vote, the Board approved to forgo the first public recognition at 7:13 p.m., as there was no one from the public present to address the Board.

**RESOLUTIONS**

**ADMINISTRATION**

Trustee Kaufman, seconded by Trustee Hennes, moved to consider resolutions #1-9, as amended with addition of item #9.

**PROFESSIONAL DAY WORKSHOP ATTENDANCE**

RESOLUTION 2503-2020 "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 \$0.35 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
J. Werner	Vision Techniques workshop; 4/23/20	\$220	---
D. Capozzi C. Kerwin	Elevate! Conference, 7/17/20	\$100 Ea.	---

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."

HIB REPORT, MARCH 2020

\* RESOLUTION 2504-2020 "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 March 13, 2020, as summarized:

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

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

2019-2020 CALENDAR CHANGE

RESOLUTION 2505-2020 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the addition of a Delayed Opening on March 13, 2020 for the purposes of providing time-sensitive professional development to the staff."

2020 ESY PROGRAMS AND POSITIONS

RESOLUTION 2506-2020 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following programs and positions for the 2020 Extended School Year:"

Program	Start Date	End Date	Positions	Total # Days	Hours/Day
Extended Preschool Disabilities	7/1/20	7/28/20	(3) Teachers of the Handicapped	20	4
Extended Preschool Disabilities	7/1/20	7/28/20	(12) Teacher Aides	20	4.5
ESY Autistic	7/1/20	7/28/20	(3) Teachers of the Handicapped	20	4
ESY Autistic	7/1/20	7/28/20	(7) Teacher Aides	20	4.5
ESY LAL/MATH	7/1/20	7/21/20	(2) Teachers of the Handicapped	15	4
ESY	7/1/20	7/28/20	(1) Shadow Aide	20	4.5
Social Skills	7/1/20	7/21/20	(1) Teacher, General or Special Ed.	15	2
ESY School Nurse	7/1/20	7/28/20	Nurse	20	4
Occupational Therapy	7/1/20	7/28/20	Occupational Therapist	20	as needed
Speech Therapy	7/1/20	7/28/20	Speech Therapist	20	as needed
Physical Therapy	7/1/20	7/28/20	Physical Therapist	20	as needed
ESY	7/1/20	7/28/20	Substitute Teacher/Teacher Aide	As needed	As needed
ESY BD	7/1/20	7/28/20	(1) Teacher of the Handicapped	20	4
ESY BD	7/1/20	7/28/20	(2) Shadow Aides	20	4.5

COMMUNITY BASED INSTRUCTION TRIPS

RESOLUTION 2507-2020 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following community based instruction trips. Transportation for these two trips has been requested and filed.

Date	Participants	Destination	Admission (\$35/student)	Account #
3/18/20	LPMS Students (2)	LifeTown, Livingston, NJ	\$70.00	11.214.100.610.03
4/23/20	LPMS Students (2)	LifeTown, Livingston, NJ	\$70.00	11.214.100.610.03

BE IT FURTHER RESOLVED, that the cost will be shared with the Pequannock Township School District."

HOME INSTRUCTION: 2019-2020

RESOLUTION 2508-2020 "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 New Pathway Counseling, Inc., at a rate of \$600.00 per day, for up to 8 weeks, not to exceed \$4,800.00, account #11.150.100.320.03, effective January 13, 2020 through March 6, 2020, per the Boonton Child Study Team.”

HOME INSTRUCTION: 2019-2020

RESOLUTION 2509-2020 “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 #8131916196 - Lincoln Park, to be provided by PESI, at a rate of \$33.00 per day, for 2 hours per day, not to exceed \$792.00, account #11.150.100.320.03, effective February 7, 2020 through February 25, 2020, per the Boonton Child Study Team.”

DISPOSAL OF BOOKS

\* RESOLUTION 2510-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the disposal of LPMS library books, as attached.”

SCHOOL HEALTH-RELATED CLOSURE PREPAREDNESS PLAN

RESOLUTION 2511-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the submission of the Lincoln Park School District’s School Health-Related Closure Preparedness Plan, which includes a “Flexible Instruction Day,” to the Executive County Superintendent of Schools for approval.

BE IT FURTHER RESOLVED, that the “Flexible Instruction Day” will meet the 180 day statutory requirement and will be implemented when the Superintendent of Schools, in consultation with the Public Health Nurse, makes the decision to close schools due to the emergency health issue occurring nationwide.”

REMOTE BOARD MEETING

RESOLUTION 2512-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following:

In accordance with the New Jersey Department of Education Broadcast dated, March 5, 2020, the Lincoln Park Board of Education acknowledges that in the event of a health related emergency closing of schools, business of the Board of Education may still need to occur. In this event where pressing business of the Board is required, such as renewal of staff, budget hearings, approval of bills payments, policies etc., a meeting through electronic means will be permitted.

BE IT FURTHER RESOLVED, that In accordance with the Open Public Meetings Act (OPMA), the following provisions will be implemented so that a meeting can occur during a health related emergency closing:

1. Board of Education members will make every attempt to participate through a technology portal where they can be viewable for each other and members of the public. The Board of Education will accomplish this through a remote meeting platform where members of the public can call in, as well as submit questions electronically.
2. Notice of this meeting’s virtual location will be published through the traditional means and outlets, as well as being noticed on the District website and in the Board of Education office, no less than 48 hours in advance.
3. The district will make every effort to post the agenda for the meeting no later than 24 hours in advance for review and reference by members of the public. The agenda will be placed on the district website.
4. Members of the public will be provided an opportunity to make comments on both agenda and non-agenda items. These comments will be submitted through the remote meeting platform feature. All comments will be read into the record by the Board of Education President or designee, announcing both the member of the public and his/her address as is customary to provide with comments. In the event that additional information can be provided by a member of the Board or the Superintendent, it will be provided.
5. Under these circumstances, and only when a Board of Education meeting needs to be held under the circumstances described above, a recording of the meeting will be posted in the same way that the audio is posted for traditional, in-person meetings of the Board. These recordings will not stand as the minutes, only the written record as approved will do so.

6. Executive session will still be held in a second WebEx meeting open only to Board of Education members, the Board of Education Attorney, and members of the Central Office Administration.

AND FURTHER, that under no circumstances, other than a health related emergency closing of schools, does the Board of Education approve of the electronic participation in a Board of Education meeting by any member."

A roll call vote was taken for Administration, items #1-9:  
YEA: Mr. Antonetti, Mr. Avena, Mr. Henches, Mr. Kaufman, Ms. Vucenovic  
NAY: None  
ABSTAINED: None  
The motion carried 5-0-0

#### **PERSONNEL**

Trustee Kaufman, seconded by Trustee Henches, moved to consider resolutions #1-4 on Personnel, as amended with additions of items #3 and 4.

#### **MATERNITY LEAVES**

RESOLUTION 2513-2020 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following staff for maternity leaves:

	Employee ID	Start Leave	FMLA Dates	Anticipated Sick Leave* # Days, Start
A	#1297	05/04/2020	05/04/2020- 10/05/2020	33 days 05/04/2020
B	#1721	04/13/2020	04/13/2020- 09/14/2020	20 days 04/13/2020
C	#1513	05/04/2020	05/04/2020- 10/05/2020	33 days 05/04/2020

\* Sick leave will not apply to any used or returned emergency days in the district."

#### **MEDICAL LEAVE EXTENSION, ID #0175**

RESOLUTION 2514-2020 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves Employee, ID #0175, for a medical leave extension beginning March 16, 2020 through May 11, 2020 as sick days, returning to work on May 12, 2020."

#### **RESIGNATION, MCGRATH**

RESOLUTION 2515-2020 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts the resignation of Filomena McGrath, Student Shadow and Playground/Cafeteria Aide, Lincoln Park Elementary School, effective March 31, 2020."

#### **RESIGNATION, GAFFNEY**

RESOLUTION 2516-2020 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts the resignation due to retirement of Christopher Gaffney, Custodian, Lincoln Park Elementary School, effective May 1, 2020."

A roll call vote was taken for Personnel, items #1-4:  
YEA: Mr. Antonetti, Mr. Avena, Mr. Henches, Mr. Kaufman, Ms. Vucenovic  
NAY: None  
ABSTAINED: None  
The motion carried 5-0-0

**FINANCE**

Trustee Kaufman, seconded by Trustee Henches, moved to consider resolutions #1-4 on Finance, as amended with corrections on items #1 and 2 and tabling of item #5.

**SCHOOL DISTRICT TRAVEL MAXIMUM, 2020-2021**

RESOLUTION 2517-2020 "WHEREAS, school district policy and N.J.A.C. 6A:23a-7.1 et seq. provides that the Board of Education shall establish in the annual school budget a maximum expenditure amount that may be allotted for such travel and expense reimbursement for the 2020-2021 school year; and WHEREAS, maximum expenditure amount allotted for travel and expense reimbursement for the 2019-2020 school year was \$27,852.00; and WHEREAS, travel and expense reimbursement has reached a total amount of \$6,519.62 as of March 12, 2020, NOW, THEREFORE, BE IT RESOLVED, that the Lincoln Park School District Board of Education, in the County of Morris, New Jersey hereby establishes the school district travel maximum for the 2020-2021 school year at the sum of \$24,502.00; and BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded."

**ADOPT TENTATIVE SCHOOL BUDGET, 2020-2021**

RESOLUTION 2518-2020 "BE IT RESOLVED, that the Lincoln Park Board of Education approves the 2020-2021 tentative school district budget for submission as follows:

General Fund	\$ 24,181,611
Restricted Special Revenue	\$ 412,466
Debt Service	\$ 195,234
Total Budget	\$ 24,789,311

BE IT RESOLVED that the Lincoln Park Board of Education includes in the tentative budget a withdrawal from the Maintenance Reserve Account in the amount of \$75,000.00, which funds will be used to support required maintenance and/or repairs to roof top units, univents, boilers, floor tiles, sprinkler systems and air conditioning systems, further

BE IT RESOLVED that the Lincoln Park Board of Education includes in the tentative budget a withdrawal from the Capital Reserve Account in the amount of \$567,250.00, which funds will be used to support the Lincoln Park Middle School Parking Lot Paving Project and the installation of a new boiler in the middle school; and further

BE IT RESOLVED that the Lincoln Park Board of Education includes in the tentative budget a withdrawal from the Tuition Reserve Account in the amount of \$350,000.00, which funds will be used to support anticipated tuition adjustments as a result from a send receive relationship, and further

BE IT FURTHER RESOLVED that the following General Fund and Debt Service tax levies be approved to support the 2020–2021 budget:

General Fund:	\$20,231,622
Debt Service Fund:	\$ 131,945

**PAYROLL AND GENERAL ACCOUNTS BILLS LIST**

RESOLUTION 2519-2020 "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	3/15/2020	\$ 256,320.82
STATE SHARE FICA	3/15/2020	\$ 26,127.86
BOARD SHARE FICA	3/15/2020	\$ 6,760.00
<b>TOTAL</b>		<b>\$ 289,208.68</b>



BILLS DESCRIPTION – FY20	DATED	AMOUNT
BILLS LIST FUND 10	3/17/2020	\$ 263,756.93
BILLS LIST FUND 12	3/17/2020	\$ 8,812.50
BILLS LIST FUND 20	3/17/2020	\$ 20,653.10
BILLS LIST FUND 60	3/17/2020	\$ 19,227.08
BILLS LIST FUND 70/71	3/17/2020	\$ 3,531.42
<b>TOTAL</b>		<b>\$ 315,981.03</b>

AUTHORIZATION TO SUBMIT OTHER CAPITAL PROJECT, STATE PROJECT #2650-040-20-1000  
RESOLUTION 2520-2020 “RESOLVED, that the Board of Education of the Lincoln Park Public School District in the county of Morris, hereby approves the submission of the following “Other Capital Project”, State Project #2650-040-20-1000, to the Department of Education for review and approval and for amendment to the Long Range Facilities Plan. It is further understood that the District is not seeking funding at the current time for this project:

~~LUNCH PRICES 2019-2020 – TABLED~~

~~\* RESOLUTION 000-2020 “RESOLVED, that the Lincoln Park Board of Education approve lunch prices for the 2020-2021 school year as per the attached price list.”~~

A roll call vote was taken for Finance, items #1-4:

YEA: Mr. Antonetti, Mr. Avena, Mr. Henches, Mr. Kaufman, Ms. Vucenovic

NAY: None

ABSTAINED: None

The motion carried 5-0-0

## **BOARD DISCUSSION**

- None

## **SECOND PUBLIC RECOGNITION REGARDING SCHOOL RELATED MATTERS**

Trustee Henches, seconded by Trustee Vucenovic, moved to open Second Public Recognition at 7:16 p.m.

By a voice vote, the Board approved to forgo the second public recognition at 7:16 p.m., as there was no one from the public present to address the Board.

## **Adjournment**

Trustee Kaufman, seconded by Trustee Henches, moved for the Board:

To adjourn the meeting at 7:16 p.m.

Respectfully submitted,

Nicole Schoening, CPA, SFO  
Business Administrator/Board Secretary



