**LINCOLN PARK PUBLIC SCHOOLS**

LINCOLN PARK, NEW JERSEY

**MINUTES**

**REGULAR MEETING**

6:30 PM, LINCOLN PARK MIDDLE SCHOOL

**MARCH 3, 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.*

Vice President Kaufman called the meeting to order at 6:35 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. Henches, Mr. Kaufman, Ms. Nagle, Mr. Raffa, Ms. Vucenovic

MEMBERS ABSENT: Mr. Avena

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

OTHERS PRESENT: One member of the public

**MINUTES**

Trustee Henches, seconded by Trustee Raffa, moved to approve the minutes of the regular meeting of the Board of Education on February 18, 2020. The minutes were approved by a roll call vote: 5-0-1.

A roll call vote was taken for the Minutes.

YEA: Mr. Henches, Mr. Kaufman, Ms. Nagle, Mr. Raffa, Ms. Vucenovic

NAY: None

ABSTAINED: Mr. Antonetti

The motion carried 5-0-1

**PRESENTATIONS**

* Student Council Update- President of Student Council, Katie Cifelli, reported on the following:
  + Students are preparing for the dance this Friday and both Mrs. Zodda and Mrs. Morgenroth are helping to prepare.
  + School Musical,-“Once Upon a Mattress”, will take place in April.
  + The restrictive book section in the library, an area for 8th grade students with parental consent, has been a big success.
  + Spring sports tryouts are going to begin along with a Spring pep rally.
* Mr. Grube commented that Student Council President, Katie Cifelli, was selected by staff to receive a leadership award, which will be presented to her at the Middle School Leadership Award Program.

**SUPERINTENDENT’S REPORT**

* Changes to the Agenda- Mr. Grube reported on the following additions to the agenda: Administrative item #7, Home Instruction: 2019-2020, Finance item #6, authorization to submit the application for the LPMS Parking Lot Project.
* HIB Report- No report from last board meeting.
* Suspension Report- Three suspensions to report at the LPMS:
  + One 6th grade student received an out of school suspension for refusing to attend his lunch detention.
  + One 7th grade student received two in-school suspensions for fighting.
  + One 8th grade student received one in-school suspension for fighting.
* Mr. Grube gave an update on the Coronavirus and the steps the district is taking to prevent the spread of the virus, including what the CDC recommends.
* Mr. Grube updated the Board regarding current 8th grade HS placements. As of the January enrollment report there are 102 8th grade students who are placed as follows:
* 72 Boonton High School
* 8 Morris County Vocational School of Technology
* 15 Pequannock Academies, 10 Medical, 2 Aviation, 3 STEM
* 2 Morris Hills High School
* 2 Private Schools
* 3 Moving out of district
* In addition, there are several students from Holy Spirit who Lincoln Park will be financially responsible for next year: one student will be attending the Morris County Vocational School of Technology, three students will be attending the Pequannock Academies.
* There are 5 middle school students and 2 Holy Spirit students on the Morris County Vocational School of Technology’s waiting list.

**BUSINESS ADMINISTRATOR’S REPORT**

Elementary School:

Lockdown- 2/11/2020

Fire Drill- 2/19/2020

Middle School:

Fire Drill- 2/21/2020

Mrs. Schoening commented that the Finance Committee met tonight to continue discussion on the 20-21 budget. At the March 17th BOE meeting, the tentative budget will be adopted. As per the Election Calendar, the last day to adopt the final budget is May 14th, so the May 5th board meeting will be moved to May 12th to align with the budget submission schedule.

**COMMITTEE REPORTS**

Curriculum / Personnel, Todd Henches

* Meeting after last board meeting – discussed non tenure and personnel for the 20-21 budget.

MCSBA, Patrick Antonetti

* No meeting, no report- Meeting on Thursday, May 5th at the Mansion in Mountain Lakes.

Finance Facilities, Frank Avena

* Mrs. Schoening provided the update during her report. Mr. Kaufman reported in Mr. Avena’s absence.

Negotiations, Frank Avena

* No meeting, no report- Next meeting on Thursday, March 5th.

Lincoln Park/Pequannock/Montville Shared Services, Todd Henches

* No meeting, no report.

Policy/Publication Relations, Joshua Kaufman

* No meeting, no report.

MCESC, Patrick Antonetti

* No meeting, no report.

NJSBA, Frank Raffa

* No meeting, no report.

Boonton High School Representative / High School, Sandra Vucenovic

* Ms. Vucenovic was not able to attend, however, she commented that they are working on the budget and Mr. Grube added they have adopted the school calendar.

**FIRST PUBLIC RECOGNITION REGARDING SCHOOL RELATED MATTERS**

Trustee Henches, seconded by Trustee Raffa, moved to open First Public Recognition at 6:55 p.m.

One member of the public discussed young parents moving into the town and attendance at meetings. Expressed concerns on the cleaning for the coronavirus and that teachers should not have to clean classrooms, students and families should help who attend Lincoln Park Schools. Mr. Grube provided information on these topics.

Trustee Henches, seconded by Trustee Raffa, moved to close First Public Recognition at 6:58 p.m.

**RESOLUTIONS**

**ADMINISTRATION**

Trustee Henches, seconded by Trustee Nagle, moved to consider resolutions #1-7, with the addition of #7.

PROFESSIONAL DAY WORKSHOP ATTENDANCE

RESOLUTION 2482-2020 “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 |
| N. Schoening | NJASBO Annual Conference, 6/3-5/20 | $225 +  $255 (est.) Hotel | 268 |
| W. Billig | Handle With Care seminar, 5/29/20 | $450 | --- |
| D. Ahman | Best Practices in Higher Education: Retention, Assessment, and Learner Empowerment, 4/3/20 | $25 | --- |

\* 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.”

HIB REPORT, MARCH 2020

\* RESOLUTION 2483-2020 “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 February 28, 2020, as summarized:

LPES LPMS

Incidents Reported 0 0

Confirmed HIB 0 0

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

PARTICIPATION IN ‘TAKE OUR DAUGHTERS AND SONS TO WORK DAY’

RESOLUTION 2484-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves participation in “Take Our Daughters and Sons To Work Day” on April 23, 2020, as recommended by the New Jersey Department of Education.”

OUT OF DISTRICT PLACEMENT, REED ACADEMY: 2019-2020

RESOLUTION 2485-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the placement of student State ID #3012605199 to attend Reed Academy, at a tuition rate of $42,754.25 (prorated), account #11.000.100.566.00, effective February 19, 2020 through June 19, 2020.

BE IT FURTHER RESOLVED, that the Board President and the School Business Administrator are authorized to execute the agreement/contract on behalf of the Board of Education.”

EDMENTUM PROGRAM: 2019-2020

RESOLUTION 2486-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves EdOptions Academy, an active online educational program by Edmentum, to provide home instruction to students not able to attend school, at a rate of $250.00 per month, per student, to be used as needed, effective March 4, 2020 through June 19, 2020.”

HOME INSTRUCTION: 2019-2020

RESOLUTION 2487-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the provision of home instruction for student ID #100557, to be provided by EdOptions Academy, at a rate of $250.00 per month, account #11.150.100.320.03, effective March 2, 2020 through March 31, 2020.”

HOME INSTRUCTION: 2019-2020

RESOLUTION 2488-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the provision of home instruction for student ID #100154, to be provided by EdOptions Academy, at a rate of $250.00 per month, account #11.150.100.320.03, effective March 2, 2020 through March 31, 2020.”

A roll call vote was taken for Administration, items #1-7:

YEA: Mr. Antonetti, Mr. Henches, Mr. Kaufman, Ms. Nagle, Mr. Raffa, Ms. Vucenovic

NAY: None

ABSTAINED: None

The motion carried 6-0-0

**PERSONNEL**

Trustee Henches, seconded by Trustee Nagle, moved to consider resolutions #1-5 on Personnel.

RESIGNATION, AMADEO

RESOLUTION 2489-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts, with regret, the resignation of Stephanie Amadeo, Grade 1 Teacher, Lincoln Park Elementary School, effective March 3, 2020.”

RESIGNATION, DESANTIS

RESOLUTION 2490-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts, with regret, the resignation of Katelyn DeSantis, Special Education Resource Teacher, Lincoln Park Middle School, effective April 26, 2020.”

RESIGNATION, MARSH

RESOLUTION 2491-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts the resignation of Diane Marsh, Student Shadow, Lincoln Park Elementary School, effective March 4, 2020.”

RESCIND MATERNITY LEAVE, EMPLOYEE #1657

RESOLUTION 2492-2020 “RESOLVED, that the Lincoln Park Board of Education rescinds resolution 2375-2019 which was passed on December 17, 2019 in the following form:

RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves Employee, ID #1657, for maternity leave beginning November 13, 2019 through November 21, 2019 as sick days, November 22, 2019 as a personal day, and November 25, 2019 through February 21, 2020 under the Family Medical Leave Act, unpaid with benefits, returning to work February 24, 2020.”

MATERNITY LEAVE, EMPLOYEE #1657

RESOLUTION 2493-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves maternity leave for Employee, ID #1657, as follows:

11/13/2019 – Personal Day

11/14/2019-02/12/2020 – FMLA

11/14/2019-11/22/2019 – Applied Sick Leave

02/13/2020-05/13/2020 – NJFLA

05/14/2020 – Return to Work”

A roll call vote was taken for Personnel, items #1-5:

YEA: Mr. Antonetti, Mr. Henches, Mr. Kaufman, Ms. Nagle, Mr. Raffa, Ms. Vucenovic

NAY: None

ABSTAINED: None

The motion carried 6-0-0

**FINANCE**

Trustee Henches, seconded by Trustee Nagle, moved to consider resolutions #1-8 on Finance, with the addition of item #6.

PAYROLL AND GENERAL ACCOUNTS BILLS LIST

RESOLUTION 2494-2020 “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 | 2/28/2020 | $ 255,142.86 |
| STATE SHARE FICA | 2/28/2020 | $ 25,137.01 |
| BOARD SHARE FICA | 2/28/2020 | $ 6,609.46 |
| **TOTAL** |  | **$ 286,889.33** |

|  |  |  |
| --- | --- | --- |
| **BILLS DESCRIPTION – FY20** | **DATED** | **AMOUNT** |
| BILLS LIST FUND 10 | 3/3/2020 | $ 1,123,822.93 |
| BILLS LIST FUND 20 | 3/3/2020 | $ 18,474.84 |
| BILLS LIST FUND 60 | 3/3/2020 | $ 20,124.59 |
| BILLS LIST FUND 70 | 3/3/2020 | $ 272.52 |
| **TOTAL** |  | **$ 1,162,694.88** |

BOARD SECRETARY’S REPORT, JANUARY, 2020

\*RESOLUTION 2495-2020 “RESOLVED, that the Lincoln Park Board of Education accepts and affixes to the minutes of this meeting the January, 2020 Board Secretary’s Report.”

TREASURER’S REPORT, JANUARY, 2020

\*RESOLUTION 2496-2020 “RESOLVED, that the Lincoln Park Board of Education accepts and affixes to the minutes of this meeting the Treasurer’s Report for January, 2020.”

MONTHLY TRANSFER REPORT, JANUARY, 2020

\*RESOLUTION 2497-2020 “RESOLVED, that the Lincoln Park Board of Education approves and affixes to the minutes of this meeting the monthly transfer report for January, 2020 in compliance with N.J.A.C. 6A:23A-13.3(e).”

CERTIFICATION, JANUARY, 2020

RESOLUTION 2498-2020 “Pursuant to N.J.A.C. 6:20-2A 10(e), the Board Secretary does certify that the Board Secretary’s Report for January, 2020 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

AUTHORIZATION TO SUBMIT A PROJECT APPLICATION

RESOLUTION 2499-2020 “RESOLVED, that the Lincoln Park Board of Education authorizes the Business Administrator, Superintendent, and District Architect to prepare and submit a project application for the Lincoln Park Middle School Parking Lot Upgrade Project at a total estimated cost of $551,500; and further, that the project be funded through a withdrawal from the Capital Reserve Account as included in the 2020-2021 School District Budget.”

WITHDRAWAL FROM CAPITAL RESERVE

RESOLUTION 2500-2022 “RESOLVED, that the Lincoln Park Board of Education authorizes a withdrawal from its Capital Reserve Account in the amount of $34,250 to fund the architect fees for the Middle School Parking Lot Paving Upgrade Project.”

AWARD OF A CONTRACT FOR PROFESSIONAL SERVICES

RESOLUTION 2501-2020 “RESOLVED, that upon the recommendation of the Superintendent, the Board of Education awards a professional services contract to Solutions Architecture for the Middle School Parking Lot Upgrade Project, at a cost not to exceed $34,250.”

A roll call vote was taken for Finance, items #1-8:

YEA: Mr. Antonetti, Mr. Henches, Mr. Kaufman, Ms. Nagle, Mr. Raffa, Ms. Vucenovic

NAY: None

ABSTAINED: None

The motion carried 6-0-0

**FACILITES**

Trustee Henches, seconded by Trustee Raffa, moved to consider resolution #1 on Facilities.

USE OF FACILITIES

RESOLUTION 2502-2020 “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.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | *Group/*  *Organization* | *Purpose* | *School* | *Location* | *Day* | *Date(s)* | *Time* | *Rental Fee* |
| *A* | LPS PTO | *Family Bingo Night* | *LPES* | *Gym and Cafeteria* | Friday | 3/27/2020 | 4:30PM-8:30PM | ***N/A*** |
| *B* | LPS PTO | *Book Fair* | *LPES* | *Gym* | Monday- Friday | 3/2/2020-3/6/2020 | 8:30AM-3:30PM | ***N/A*** |
| *C* | LPS PTO | *Book Fair* | *LPES* | *Gym* | Wednesday | 3/4/2020 | 4:30PM-9:00PM | ***N/A*** |

A roll call vote was taken for Facilities, item #1:

YEA: Mr. Antonetti, Mr. Henches, Mr. Kaufman, Ms. Nagle, Mr. Raffa, Ms. Vucenovic

NAY: None

ABSTAINED: None

The motion carried 6-0-0

**BOARD DISCUSSION**

* Mr. Grube shared a request from a parent of a student who lives in Lincoln Park, but attends Holy Spirit School, to participate on the LPMS baseball team. Discussion was held and Mr. Grube will gather additional information on other districts and any league rules.
* Mr. Kaufman questioned that if there was a school closing due to the Coronavirus, if there are any online programs available. Mr. Grube responded that there is nothing available and that the State has never allowed online programs.

**SECOND PUBLIC RECOGNITION REGARDING SCHOOL RELATED MATTERS**

Trustee Henches, seconded by Trustee Nagle, moved to open Second Public Recognition at 7:12 p.m.

Same member of public pointed out that she wants young parents to move into Lincoln Park and attend our schools.

Trustee Henches, seconded by Trustee Antonetti, moved to close Second Public Recognition at 7:14 p.m.

Adjournment

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

To adjourn the meeting at 7:14 p.m.

Respectfully submitted,

Nicole Schoening, CPA, SFO

Business Administrator/Board Secretary