

Agenda September 10, 2019

**LINCOLN PARK PUBLIC SCHOOLS**

LINCOLN PARK, NEW JERSEY

**REGULAR MEETING AGENDA**

6:30 PM, LINCOLN PARK MIDDLE SCHOOL

**September 10, 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.*

**1. Call to Order**

**2. Pledge of Allegiance**

**3. Presiding Officer**

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.

**4. Roll Call**

\_\_\_\_ Frank Avena, President  
\_\_\_\_ Jack Gibbons  
\_\_\_\_ Todd Henches  
\_\_\_\_ Joshua Kaufman  
\_\_\_\_ Robert Stager  
\_\_\_\_ Dina Stoel

**5. Appointment of New School Board Member**

RESOLUTION 000-2019 "RESOLVED, that the Board appoint Juliana Nagle to the unexpired term of Carol Nielsen through December 31, 2020."

Motion by Trustee\_\_\_\_ seconded by Trustee\_\_\_\_

Roll call vote

JG TH JK RS DS FA

## 6. Nomination of Vice President

Motion by Trustee\_\_\_\_\_ seconded by Trustee\_\_\_\_\_

Roll call vote

JG TH JK JN RS DS FA

## 7. Approval of Minutes

Motion by Trustee\_\_\_\_\_ seconded by Trustee\_\_\_\_\_

Roll call vote

JG TH JK JN RS DS FA

1. \*Recommending the approval of the minutes of a regular meeting and executive session of the Board of Education held on August 20, 2019.

## 8. Presentation

- District Goal Setting

## 9. Superintendent's Report

- Changes to the Agenda
- HIB Report
- Suspension Report

## 10. Business Administrator's Report

### Elementary School Drills:

none

### Middle School Drills:

Shelter Drill- 8/13/19

Fire Drill- 8/1/19

## 11. Committee Reports

- A. Curriculum / Personnel
- B. MCSBA (Rob Stager)
- C. Finance / Facilities (Frank Avena)
- D. Negotiations (Jack Gibbons)
- E. Lincoln Park / Pequannock Shared Services (Frank Avena)
- F. Policy / Public Relations (Todd Hennes)
- G. MCEC (Todd Hennes)
- H. NJSBA (Josh Kaufman)
- I. Boonton High School Representative / High School (Rob Stager)

## 12. First Public Recognition Regarding School Related Matters

1. Motion by Trustee\_\_\_\_\_, seconded by Trustee\_\_\_\_\_, Opened at\_\_\_\_\_P.M.
2. Motion by Trustee\_\_\_\_\_, seconded By Trustee\_\_\_\_\_, Closed at \_\_\_\_\_P.M.

### 13. Resolutions

#### A. ADMINISTRATION

Motion by Trustee\_\_\_\_\_, seconded by Trustee\_\_\_\_\_

Roll call vote:

JG TH JK JN RS DS FA

#### 1. PROFESSIONAL DAY WORKSHOP ATTENDANCE

RESOLUTION 000-2019 "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 \$0.35 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	Registration Fee	Hotel Cost	Meals, Mileage & Incidentals	TOTAL
Frank Avena	NJSB Annual Convention 10/21-10/24/19	\$177.78	\$288	\$326.20	\$791.98
Jack Gibbons	NJSB Annual Convention 10/21-10/24/19	\$177.78	\$288	\$326.20	\$791.98
Todd Hanches	NJSB Annual Convention 10/21-10/24/19	\$177.78	\$288	\$326.20	\$791.98
Joshua Kaufman	NJSB Annual Convention 10/21-10/24/19	\$177.78	\$288	\$326.20	\$791.98
Rob Stager	NJSB Annual Convention 10/21-10/24/19	\$177.78	\$288	\$326.20	\$791.98
Dina Stoel	NJSB Annual Convention 10/21-10/24/19	\$177.78	\$288	\$326.20	\$791.98
Juliana Nagle	NJSB Annual Convention 10/21-10/24/19	\$177.78	\$288	\$326.20	\$791.98
James Grube	NJSB Annual Convention 10/21-10/24/19	\$177.77	\$288	\$326.20	\$791.98
Nicole Schoening	NJSB Annual Convention 10/21-10/24/19	\$177.77	\$288	\$326.20	\$791.98
Wendy Billig	Special Education Litigation Certification Program; 10/23/19, 11/12/19, 12/17/19	\$450.00	None	none	\$450.00

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."

#### 2. TITLE I INFORMATION PACKET

RESOLUTION 000-2019 "WHEREAS, the Board of Education reviewed the following via an update provided to them on September 6, 2019.

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the Title I information packet which includes Right to Know Letter, Parental Involvement Policy, School Parent Compact, and Title I Program Information packet as per the ESEA submission guidelines.

BE IT FURTHER RESOLVED, that the Board of Education approves the posting of this information on the District website."

3. HIB REPORT, SEPTEMBER 2019

RESOLUTION 000-2019 "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 September 6, 2019, 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."

4. FIELD TRIP

RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following field trip at no expense to the Board of Education:

Date	Participants	Destination
September, 2019	Grades 7 & 8	Window Painting on Main Street, Lincoln Park, NJ"

5. ANTI-BULLYING COORDINATOR AND SPECIALIST POSITIONS

RESOLUTION 000-2019 "WHEREAS, the Harassment, Intimidation, and Bullying policy (Policy 5131.1) requires the appointments of an Anti-Bullying Coordinator for the district and an Anti-Bullying Specialist for each school;

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following staff for these positions:

Wendy Billig – Anti-Bullying Coordinator  
David Winston – Anti-Bullying Coordinator  
Jaclyn Heftler – Anti-Bullying Specialist, LPES  
Donna Nilsson – Anti-Bullying Specialist, LPMS  
Cristina Puri – Anti-Bullying Specialist, LPMS."

6. SCHOOL SAFETY TEAMS

RESOLUTION 000-2019 "WHEREAS, the Harassment, Intimidation, and Bullying policy (Policy 5131.1) requires the appointments of School Safety Teams for each school;

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following staff as members of the school safety teams for the 2019-2020 school year:

LPMS		LPES	
Donna Ahman	*Donna Nilsson	Kristin Bell	Melissa Bammer
Wendy Billig	*Cristina Puri	Wendy Billig	Christiana Calandrillo
Judith DeJosia	Krystina Reilly	Jaclyn Deady	Carolyn Kerwin
Angela Tone	David Winston	Ford Foster	Nicole Lang
Loni Lopuski		*Jaclyn Heftler	Emily Moore
Michael Meyer		Suzanne Iapoco	Joelle Prinzo
David Winston			

\*Designated School Anti-Bullying Specialist"

7. SCHOOL IMPROVEMENT PANELS

RESOLUTION 000-2019 "WHEREAS, the Teacher Effectiveness and Accountability for Children of New Jersey Act (TEACHNJ) requires the appointments of School Improvement Panels;

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following members of the School Improvement Panels for each school:

**LPMS**

Michael Meyer     Judith DeJosia  
Wendy Billig     Jolene Gibbs-Dempski  
David Winston     Donna Nilsson

**LPES**

Melissa Bammer     Jaclyn Deady  
Wendy Billig     Gina DeVito  
David Winston     Katelyn Williams"

8. DISTRICT EVALUATION ADVISORY COMMITTEE

RESOLUTION 000-2019 "WHEREAS, the Teacher Effectiveness and Accountability for Children of New Jersey Act (TEACHNJ) requires the appointments of a District Evaluation Advisory Committee;

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following members of the District Evaluation Advisory Committee:

Jack Gibbons     Wendy Billig     Judith DeJosia     Deanna Ward  
Jim Grube     Melissa Bammer     Gina DeVito     Donna Nilsson  
Nicole Schoening     Michael Meyer     Matt Spencer     Danielle Zodda"  
David Winston

9. PROFESSIONAL DEVELOPMENT ADVISORY COMMITTEE

RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following members of the Professional Development Advisory Committee:

Judith DeJosia, Ford Foster, Amy Pohlman, Krystina Reilly, Jim Grube, David Winston"

10. ESTABLISH AIDE POSITIONS

RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the establishment of two student shadow positions (SA-28-ES, SA-29-ES), for up to 25 hours per week, \$15.00 per hour, at an amount not to exceed \$13,725 each per annum, account #11.000.217.100.03, effective September 1, 2019."

**B. PERSONNEL**

Motion by Trustee\_\_\_\_\_, seconded by Trustee\_\_\_\_\_

Roll call vote:

JG     TH     JK     JN     RS     DS     FA

1. MOVEMENT ON GUIDE, SEPTEMBER 1, 2019

RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the following staff for movement on the guide effective September 1, 2019:"

Name	Current 2018-2019		Move To	
	Step on Guide	Base Salary	Step on Guide	Base Salary
Stephanie Probst	Step 6, BA+15	\$ 57,785	Step 6, BA+30	\$ 59,285

2. MENTORSHIPS

RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the following teachers to mentor the following first year teachers:

<u>First Year Teacher</u>	<u>Mentor</u>	<u>Effective Date</u>
Rocco Carnevale	James Toppeta	September 1, 2019
Greer Manton	Whitney Zeppetelli	September 1, 2019"

3. GRADE 1 TEACHER LEAVE REPLACEMENT, CAPOZZI

RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves Joanne Capozzi, placement by Insight Workforce Solutions, for the Grade 1 Teacher Leave Replacement position (TG1-01-ES) at the Lincoln Park Elementary School, effective during the 2019-2020 school year."

4. GRADE 4 TEACHER REPLACEMENT, FALCONE-PIRO  
RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves Lucia Falcone-Piro, placement by Insight Workforce Solutions, for the Grade 4 Teacher Replacement position (TG4-04-ES) at the Lincoln Park Elementary School, effective during the 2019-2020 school year."
5. RESOURCE TEACHER LEAVE REPLACEMENT, SHAWAH  
RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves Rose Lynn Shawah, placement by Insight Workforce Solutions, for the Special Education Resource Teacher Leave Replacement position (TRP-06-MS) at the Lincoln Park Middle School, effective during the 2019-2020 school year."
6. RESIGNATION, POLAK  
RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts the resignation of Wioletta Polak, Student Shadow, effective at the end of the work day on September 20, 2019."
7. RESIGNATION, DIFALCO  
RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education accepts the resignation of Cheryl DiFalco, Student Shadow, effective August 29, 2019."
8. TEMPORARY CHANGE OF ASSIGNMENT, HESSENIUS  
RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves Lindsay Hessenius for a temporary change of assignment to Special Education Resource Teacher Replacement (TRP-07-MS) at the prorated salary of \$55,460 (Step 4, BA), with benefits, effective September 5, 2019 through September 20, 2019.  
BE IT FURTHER RESOLVED, that as of September 23, 2019, Lindsay Hessenius will return to her original assignment under the original contract terms for the 2019-2020 school year."
9. PARAPROFESSIONAL, MACARANAS  
RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves Raida Macaranas, Part-Time Paraprofessional (PBD-01-ES), at a salary of \$19,958 (Step 1), for up to 25 hours per week, without benefits, account #11.204.100.106.03, effective September 1, 2019 through June 30, 2020."
10. STUDENT TEACHER  
RESOLUTION 000-2019 "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 respective teaching staff member listed below:

<b>Student Teacher</b>	<b>School</b>	<b>Placement</b>	<b>Dates</b>
O.Piotrowski,	William Paterson Univ.	LPES, C. Monteleone, Gr. 2	9/1/19–12/12/19"

11. STUDENT SHADOW, JOCO  
RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves Socorro Joco, Student Shadow (SA-18-ES), Lincoln Park Elementary School, for up to 10 hours per week, at a rate of \$15.00 per hour, no benefits, not to exceed \$5,490.00 per annum, account #11.000.217.100.03, effective September 1, 2019 through June 30, 2020."

12. ASSIGNMENT CHANGE, 2019-2020

RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the following assignment change for the following staff member effective September 1, 2019:

Name	Original Assignment	New Assignment
Taghreed Ahmed	Student Shadow (SA-21-MS)	Student Shadow (SA-19-ES)"

13. INCREASE OF HOURS, AIDES

RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves the increase of hours for the following student shadows effective September 1, 2019:

Name	From	To
Gisela Bosits	1.5 Hours/Day	2 Hours/Day
Ann Marie Rantowich	1 Hour/Day	1.5 Hours/Day"

14. STUDENT SHADOW, MARSH

RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post approves Diane Marsh, Student Shadow (SA-27-ES), Lincoln Park Elementary School, for up to 25 hours per week, at a rate of \$15.00 per hour, no benefits, not to exceed \$13,725.00 per annum, account #11.000.217.100.03, effective September 1, 2019 through June 30, 2020."

**C. FINANCE**

Motion by Trustee\_\_\_\_\_, seconded by Trustee\_\_\_\_\_

Roll call vote:

JG TH JK JN RS DS FA

1. APPROVAL AUTHORIZING the PURCHASE OF PROPRIETARY SOFTWARE, 2019-2020

RESOLUTION 000-2019 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the purchase of propriety software from Computer Solutions, Inc., for their Budget, Payroll and Human Resource applications at a total cost of \$15,336."

2. PAYROLL AND GENERAL ACCOUNTS BILLS LIST

RESOLUTION 000-2019 "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	8/31/2019	\$ 49,950.26
STATE SHARE FICA	8/31/2019	\$ 2,561.89
BOARD SHARE FICA	8/31/2019	\$ 3,183.99
<b>TOTAL</b>		<b>\$ 55,696.14</b>
PAYROLL GENERAL	9/06/2019	\$ 424,633.78
STATE SHARE FICA	9/06/2019	\$ 25,441.12

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BOARD SHARE FICA	9/06/2019	\$ 4.947.33
<b>TOTAL</b>		<b>\$ 455,022.23</b>

<b>BILLS DESCRIPTION</b>	<b>DATED</b>	<b>AMOUNT</b>
DELTA DENTAL - CK# 15936	9/01/2019	\$ 7,624.46
HORIZON BC/BS - CK#15937	9/01/2019	\$ 202,404.16
MICHAEL MEYER- CK#15938*	9/04/2019	\$ 282.08
<b>TOTAL</b>		<b>\$ 210,025.62</b>

\*replaces void check #15849

<b>FY19 Accounts Payable</b>	<b>DATED</b>	<b>AMOUNT</b>
BILLS LIST FUND 10	9/10/2019	\$ 1,104.59

<b>BILLS DESCRIPTION – FY20</b>	<b>DATED</b>	<b>AMOUNT</b>
BILLS LIST FUND 10	9/10/2019	\$ 6,516.25
BILLS LIST FUND 20	9/10/2019	\$ 983,419.31
BILLS LIST FUND 60	9/10/2019	\$ 150.00
<b>TOTAL</b>		<b>\$ 990,085.56</b>

#### **D. USE OF FACILITIES**

Motion by Trustee\_\_\_\_\_, seconded by Trustee\_\_\_\_\_

Roll call vote:

JG TH JK JN RS DS FA

#### **1. USE OF FACILITIES**

RESOLUTION 000-2019 "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.



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	<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>	Girl Scout Troop 95421	<i>LPMS</i>	<i>Art Room</i>	One Monday per Month	9/30; 10/28; 11/11; 12/9; 2/3; 3/2; 4/13; 5/4; and 6/8	6:30 p.m.- 8:00 p.m.	<i>N/A</i>
<i>B</i>	Girl Scouts Troop 96500	<i>LPMS</i>	<i>Cafeteria</i>	Thursday	9/12; 9/26; 10/17; 11/14; 12/5; 12/12; 1/16; 1/23; 2/20; 2/27; 3/19; 4/16; 5/14; 6/4	5:30 p.m.- 7:30 p.m.	<i>N/A</i>
<i>C</i>	Girl Scout Troop 95437	<i>LPES</i>	<i>Library</i>	Monday	5/4/20	6:00 p.m.- 8:30 p.m.	<i>N/A</i>
<i>D</i>	Girl Scout Troop 95437	<i>LPMS</i>	<i>Art Room</i>	Monday	9/9; 9/23; 10/7; 12/21; 11/4; 11/18; 12/2; 12/16; 1/13; 1/27; 2/10; 2/24; 3/9; 3/23; 4/20; 5/18; 6/1	6:00 p.m.- 8:30 p.m.	<i>N/A</i>
<i>E</i>	Girl Scout Troop 96531	<i>LPES</i>	<i>Cafeteria</i>	Tuesday	9/17; 10/22; 11/19; 12/17; 1/21; 2/18; 3/3; 3/24; 4/21; 5/19; 6/16	6:00 p.m.- 7:30 p.m.	<i>N/A</i>
<i>F</i>	Girl Scout Troop 95437	<i>LPMS</i>	<i>Art Room</i>	Thursday	9/12/19	6:00 p.m.- 8:30 p.m.	<i>N/A</i>
<i>G</i>	LPS PTO	<i>LPES</i>	<i>Cafeteria</i>	Wednesday	9/18/19	6:45 p.m.- 8:15 p.m.	<i>N/A</i>

#### 14. Board Discussion

#### 15. Executive Session

1. Motion by Trustee\_\_\_\_\_, seconded by Trustee\_\_\_\_\_

To enter into executive session at\_\_\_\_\_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.\_\_\_\_\_

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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.

2. Motion by Trustee\_\_\_\_\_, seconded by Trustee\_\_\_\_\_

To return from executive session at \_\_\_\_\_P.M.

#### 16. Second Public Recognition Regarding School Related Matters

1. Motion by Trustee \_\_\_\_\_, seconded by Trustee \_\_\_\_\_ opened at\_\_\_\_\_P.M.

2. Motion by Trustee\_\_\_\_\_, seconded by Trustee\_\_\_\_\_closed at\_\_\_\_\_P.M.

#### 17. Adjournment

JG TH JK JN RS DS FA

1. Motion by Trustee\_\_\_\_\_, seconded by Trustee\_\_\_\_\_

To adjourn the meeting at\_\_\_\_\_P.M.