

**LINCOLN PARK PUBLIC SCHOOLS
LINCOLN PARK, NEW JERSEY
AGENDA
REGULAR MEETING
7:30 PM, LINCOLN PARK MIDDLE SCHOOL
DECEMBER 11, 2007**

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.

I. CALL TO ORDER

II. PLEDGE

III. 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 insure 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 Town Clerk.

ROLL CALL

| Board Members | Present | Absent |
|------------------------------|----------------|---------------|
| Perry Mayers, President | | |
| John Reardon, Vice President | | |
| Frank Avena | | |
| Tom Bellas | | |
| Jack Gibbons | | |
| Kevin Lancaster | | |
| Lou Nazzaro | | |
| Carol Nielsen | | |
| Gary Stranz | | |

Others Present:

James W. Grube, Superintendent
James T. Tevis, School Business Administrator/Board Secretary
Nathanya Simon, Board Attorney

IV. APPROVAL OF MINUTES / APPROVAL OF EXECUTIVE MINUTES

1. Motion by Trustee _____, seconded by Trustee _____

Roll call vote:

FA TB JG KL LN CRN GS JR PM

* A. **Recommending the approval of the minutes of a regular meeting of the Board of Education held on November 27, 2007.**

* B. **Recommending the approval of the minutes of an executive session of the Board of Education held on November 27, 2007.**

V. SUPERINTENDENT'S REPORT

- A. * Suspension Report
- B. Changes to Agenda
- C. Business Administrator's Report
 - Fire Drills for the Month of November 2007
 - LPES: November 6, 2007 and November 13, 2007
 - LPMS: November 2, 2007 and November 21, 2007

VI. COMMITTEE REPORTS

| Committee | Chairperson |
|------------------------------------|-----------------|
| Curriculum / Personnel | Carol Nielsen |
| Facilities | Tom Bellas |
| Finance | Kevin Lancaster |
| MCSBA | Kevin Lancaster |
| MCESC | Lou Nazzaro |
| Policy / Public Relations | Frank Avena |
| NJSBA | Jack Gibbons |
| Negotiations | John Reardon |
| High School | Gary Stranz |
| Boonton High School Representative | Gary Stranz |

VII. PRESENTATIONS

- A. Auditing Firm Update: Mr. Bud Jones, Nisivoccia & Company LLP

VIII. PUBLIC RECOGNITION REGARDING PUBLIC HEARING AND SCHOOL RELATED MATTERS

- Motion by Trustee _____, seconded by Trustee _____, Opened at ____ P.M.
- Motion by Trustee _____, seconded by Trustee _____, Closed at ____ P.M.

IX. RESOLUTIONS

A. ADMINISTRATION

- OUT OF DISTRICT PLACEMENT: 2007-2008
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

RESOLUTION 000-07-08 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post-approves the following out-of-district placement and tuition for the 2007-2008 school year. Transportation has been requested and filed.

| County | School/Program | Tuition | ID# | Classification | Effective Date |
|---------------|------------------|--|------|----------------|----------------|
| Bergen County | Holmstead School | \$38,791.20 (\$215.51 per day) prorated | 0579 | ED | 11/26/2007 |

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

- CHARTER SCHOOL ENROLLMENT: 2007-2008
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

RESOLUTION 000-07-08 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post-approves the following Charter school placements and State established tuition for the 2007-2008 school year:

| County | School/Program | Tuition | ID# | Classification | Effective Date |
|--------|----------------|-------------|-------|----------------|----------------|
| Morris | Unity Charter | \$ 4,478.00 | UC-01 | Regular | 09/01/2007 |
| Morris | Unity Charter | \$15,238.00 | UC-02 | Special | 09/01/2007 |

- 3. MS OVERNIGHT FIELD TRIP AND CHAPERONES - BRYN MAWR: 2007-2008
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

**RESOLUTION 000-07/08 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves a Grade 6 Overnight Field Trip to Bryn Mawr Mountain, Honesdale, Pennsylvania, from May 21, 2008 to May 22, 2008,
 BE IT FURTHER RESOLVED, that the Lincoln Park Board of Education approves Grade 6 Bryn Mawr trip chaperones to include one (1) School Nurse, one (1) School Administrator, and nine (9) Certificated Staff members.”**

- 4. PROFESSIONAL DEVELOPMENT, MARINELLO
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

**RESOLUTION 000-07/08 “WHEREAS, a member of the Lincoln Park Board of Education administration has requested attendance at a training and informational program sponsored by Oxford University in Oxford, England from March 16, 2008 through March 21, 2008; and
 WHEREAS, The Board of Education has determined that the training and informational program sponsored by Oxford University titled “Oxford Round Table: Proficiency in language: Bilingual Education and English Language Acquisition” is directly related to and within the scope of the employee’s duties, current responsibilities and professional development plan; and
 WHEREAS, The Board of Education has determined that participation in the stated function requires school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district and falls within the allowable limits permitted as stipulated in the Lincoln Park Administrators Association Contract; and
 WHEREAS, The Board of Education has determined that the school district travel expenditures for the stated function 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 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 Mrs. Grace Marinello to attend the “Oxford Round Table: Proficiency in Language: Bilingual Education and English Language Acquisition,” March 16, 2008 through March 21, 2008, at Oxford University, Oxford, England; and
 BE IT FURTHER RESOLVED, that the Board of Education hereby approves attendance at the stated function, including all registration fees, lodging, and meals, (transportation cost will be paid by Mrs. Marinello), and 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 \$2,500.00.”**

5. PROFESSIONAL DAY WORKSHOP ATTENDANCE
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

RESOLUTION 000-07/08 ““WHEREAS, employees of the Lincoln Park Board of Education have requested professional days; and
WHEREAS, The board of education has determined that the training and informational programs delineated below are directly related to and within the scope of the employees’ duties, current responsibilities and the board’s professional development plan; and
WHEREAS, The board of education has determined that participation at the stated functions require school district travel expenditures and that this travel is critical to the instructional needs of the district and/or furthers the efficient operation of the district; and
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 federal Internal Revenue Service mileage reimbursement rate of \$0.485 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 upon the recommendation of the Superintendent, the Lincoln Park Board of Education 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 |
|---------------------------------|--|------------|-------------------|
| Grace Marinello | MCAEMSA Conference “Retention Begins with Hiring: A Behavior-Based Approach to Hiring the Best New Teachers,” December 7, 2007 | \$0 | --- |
| Kristy Nagar | Morris Museum In-Service for Morris County Music and Art Teachers, January 21, 2008 | \$48.00 | --- |
| Danielle Devore Judy DeJosia | Astronomy: The First Science, March 6, 2008 | \$160.00 | --- |
| Michael Meyer | NJASA Seminar: Student Discipline Policy Issues, December 13, 2007 | \$0 | 110 |
| Katie Davidson Judith McNabb | Practical Discipline Strategies For The Difficult Young Child, January 22, 2008 | \$370.00 | --- |
| Michael Meyer Donna Ahman | Getting in the Zone: Preparing The Path To Success, January 10, 2008 | \$300.00 | --- |
| Michael Meyer | Accelerating To Achievement, February 26, 2008 | \$145.00 | --- |

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.”

B. POLICY

1. POLICY 1230
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

*** RESOLUTION 000-07/08 "WHEREAS, the policy committee reviewed the following on November 16, 2007.**

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following revised policy for second reading and adoption:

Policy 1230 – Superintendent’s Duties”

2. POLICY 3432
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

*** RESOLUTION 000-07/08 "WHEREAS, the policy committee reviewed the following on November 16, 2007.**

BE IT RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves the following revised policy for second reading and adoption:

Policy 3432 – Sick Leave”

C. PERSONNEL

1. SALARIES - ADMINISTRATORS: 2007-2008
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

RESOLUTION 000-07/08 "RESOLVED, that the Lincoln Park Board of Education approves the salaries of the following district administrators for the 2007-2008 school year, retroactive to July 1, 2007:

| | | |
|------------------------|---------------------------------------|-------------------|
| Michael Meyer | Principal, Middle School | \$109,915 |
| Susan Grillo | Principal, Elementary School | \$107,687 |
| Grace Marinello | Supervisor of Special Services | \$107,570” |

2. SUBSTITUTE TEACHER, PHILIPPY
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

RESOLUTION 000-07/08 "RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education post-approves Virginia Philippy, as a substitute teacher, at the approved substitute teacher rate of pay, as needed, effective for the 2007-2008 school year.”

3. SUBSTITUTE TEACHER, COLE
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

RESOLUTION 000-07/08 “RESOLVED, that upon the recommendation of the Superintendent, the Lincoln Park Board of Education approves Ryan Cole, as a substitute teacher, at the approved substitute teacher rate of pay, as needed, effective December 12, 2007 through June 30, 2008.”

BE IT FURTHER RESOLVED, that the Lincoln Park Board of Education approves the submission to the County Superintendent of an application for emergency hiring and the applicant’s attestation that she has not been convicted of any disqualifying crime pursuant to the provision of N.J.S.A. 18A:6-7.2 et seq. N.J.S.A. 18A:39-17 et seq or N.J.S.A. 18A:6-4.13 et seq.”

D. FINANCE

1. CHANGE ORDERS: CH ROOF COPING REPAIR PROJECT
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

RESOLUTION 000-00/00 “WHEREAS, the finance committee reviewed the following via an update provided on December 07, 2007; and

WHEREAS, the School Business Administrator has determined that the following change orders in connection with the Chapel Hill roof coping repair project are necessary or recommended;

| <u>Change Order #</u> | <u>Type</u> | <u>Contractor</u> | <u>Location</u> | <u>Amount</u> |
|-----------------------|-------------|-------------------|-----------------|---------------|
| 1a | Deduct | Laumar Roofing | CH | \$(5,000.00) |
| 1b | Deduct | Laumar Roofing | CH | \$(1,000.00) |

THEREFORE, BE IT RESOLVED, that the Lincoln Park Board of Education approves an amendment to the Chapel Hill roof coping repair contract total in the amount of the listed change orders.”

2. PUBLIC SCHOOL ACCOUNTANT - BOONTON TUITION AUDIT: 2005-2006
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

*** RESOLUTION 000-07/08 “WHEREAS, the finance committee reviewed the following via an update provided to them on December 05, 2007.**

WHEREAS, there exists a need for the appointment of auditors to perform auditing work in the Boonton Public Schools to ensure the accuracy of tuitions charged to Lincoln Park in the school year 2005-2006; and

WHEREAS, funds are available in the annual budget for this purpose, and

WHEREAS, the Public School Contracts Law defines auditing and accounting services as professional services not subject to competitive bidding;

WHEREFORE BE IT RESOLVED, that the Lincoln Park Board of Education approves the firm of Dickinson, Vrabel & Cassells, PA, of Denville, New Jersey, to perform the abovementioned tuition audit at a fee not to exceed \$9,595.

WHEREFORE BE IT FURTHER RESOLVED, that the Business Administrator is authorized to execute the engagement letter in order to initiate the audit.

WHEREFORE BE IT FURTHER RESOLVED, that a brief notice of this action shall be printed once in the Daily Record, stating its nature, duration service and amount, and that the resolution and contract are on file in the office of the Board of Education in the following form:

LINCOLN PARK BOARD OF EDUCATION

Notice of Award of Professional Services Contract

At its meeting of December 11, 2007, the Board of Education authorized the awarding of a contract for professional accounting services to Dickinson, Vrabel & Cassells, PA with offices in Denville, New Jersey, to provide auditing services to the district during the 2007-2008 school year. The contractual amount is approximately \$9,595 for the work to be performed. This resolution and contract are on file and available for public inspection at the Board of Education’s offices located at 92 Ryerson Road, Lincoln Park, New Jersey.”

- 3. TREASURER’S REPORT – SEPTEMBER 2007
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

*** RESOLUTION 000-07/08 “RESOLVED, that the Lincoln Park Board of Education accepts and affixes to the minutes of this meeting the Report of the Treasurer of School Monies for September 2007.”**

- 4. SECRETARY’S REPORT – SEPTEMBER 2007
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

*** RESOLUTION 000-07/08 “RESOLVED, that the Lincoln Park Board of Education accepts and affixes to the minutes of this meeting the September 2007 Secretary’s Report.”**

- 5. CERTIFICATION – SEPTEMBER 2007
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

RESOLUTION 000-07/08 “Pursuant to N.J.A.C. 6:20-2A 10(e), the Board Secretary does certify that the Board Secretary’s Report for September 2007 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 _____ Date _____

6. PAYROLL AND GENERAL ACCOUNT BILLS LIST
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

*** RESOLUTION 000-07/08 "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 | Check #'s | Totals |
|----------------------|----------|---------------------|---------------------|
| Payroll – General | 11/30/07 | 2970 | 356,836.30 |
| Payroll – Cafeteria | 11/30/07 | 174 | 2,472.50 |
| FICA – Board Share | 11/30/07 | 2971 | 4,869.19 |
| FICA – State Share | 11/30/07 | 2972 | 21,960.55 |
| | | Total: | 386,138.54 |
| Bills List #1 | | | 820,004.86 |
| Bills List #2 | | | 8,599.41 |
| Bills List #3 | | | 3,247.70 |
| | | Total: | 831,851.97 |
| | | Grand Total: | 1,217,990.51 |

E. USE OF SCHOOLS

1. USE OF FACILITIES REQUESTS
 Motion by Trustee _____, seconded by Trustee _____
 Roll call vote:
 FA TB JG KL LN CRN GS JR PM

RESOLUTION 000-07/08 "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 THEREFORE 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 | School | Location | Day | Date | Time | Rental Fee |
|---|-------------------------|--------|----------|---------|-------------------|---------------|------------|
| A | P.E.C. Mentor Training* | LPMS | Room # 6 | Tuesday | December 11, 2007 | 3:30PM-4:30PM | None |

* For post approval

X. BOARD DISCUSSION

XI. SECOND PUBLIC RECOGNITION REGARDING SCHOOL RELATED MATTERS

- Motion by Trustee _____, seconded by Trustee _____, opened at ____ P.M.
- Motion by Trustee _____, seconded by Trustee _____, closed at ____ P.M.

XII. EXECUTIVE SESSION

1. Motion by Trustee _____, seconded by Trustee _____

FA TB JG KL LN CRN GS JR PM

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. Boonton related litigation issues.

2. _____

3. _____

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.

FA TB JG KL LN CRN GS JR PM

XIII. RESOLUTIONS EMANATING FROM EXECUTIVE SESSION

XIV. ADJOURNMENT

1. Motion by Trustee _____, seconded by Trustee _____

To adjourn the meeting at _____ P.M.