

**LIVINGSTON SCHOOL DISTRICT
LIVINGSTON, NEW JERSEY**

**BOARD OF EDUCATION
VOTING MEETING AGENDA**

Monday, December 10, 2012 – 7:30 p.m.
Livingston High School – Auditorium

A. CALL TO ORDER AND STATEMENT BY PRESIDENT

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's voting meeting on February 13, 2012 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *The Alternative Press*, *Patch.com* and Livingston Township Clerk.

B. FLAG SALUTE

C. ROLL CALL

Barry Funt
Charles Granata
Bonnie Granatir
Ronnie Spring
Leslie Winograd
Moshe Pasternak

D. PROCLAMATIONS

1. **National Merit Scholarships Semi-Finalists at Livingston High School**
2. **Heritage Middle School Chess Club**

E. DISCUSSIONS/PRESENTATIONS

1. Strategic Plan – Results of Equitable Access to the [Curriculum](#) (Strand 1)
2. District Evaluation Advisory [Committee](#) (DEAC)
3. Presentation of Comprehensive Annual Financial [Report](#)

F. SUPERINTENDENT'S REPORT

G. BOARD REPORTS

H. APPROVAL OF MINUTES

The Superintendent recommends the following:

Resolved, that the Livingston Board of Education approves the minutes of November 12, 2012 and the November 19, 2012 meetings.

Resolved, that the Livingston Board of Education approves the executive session minutes from October 16, 2012, November 12, 2012 and December 3, 2012.

ROLL CALL VOTE

I. PUBLIC INPUT ON AGENDA ITEMS ~ up to 15 minutes

An excerpt from Policy #0167 adopted on January 10, 2011 states that The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. Each statement made by a participant shall be limited to three minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

The portion of the meeting during which the participation of the public is invited shall be limited to fifteen minutes, or at the discretion of the presiding officer.

J. MOTIONS BY CONTENT AREA

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Textbooks/DVDs

Resolved, that the Livingston Board of Education approves the following textbooks/DVDs as shown on [Addendum A](#).

1.2 Administrative Interns

Resolved, that the Livingston Board of Education approves the following staff members to serve as administrative interns in the district:

<u>Administrative Intern</u>	<u>School</u>	<u>Administrator</u>	<u>Dates</u>
Ivonne Ciresi	Livingston High School	Mark Stern	1/22/13-5/15/13
Tamara Floruss	Livingston High School	Mark Stern	1/22/13-5/15/13

1.3 Student Teacher

Resolved, that the Livingston Board of Education approves the following staff member to serve as student teacher in the district:

<u>Student Teacher</u>	<u>School</u>	<u>Cooperating Teacher</u>	<u>Dates</u>
Lynne Anne Collier	Livingston High School	Daniel Ippolito	1/16/13-5/7/13
Amanda DeCaito	Hillside School	Laura Ciuffreda	1/16/13-5/7/13

ROLL CALL VOTE

2. STUDENT SERVICES

The Superintendent recommends the following:

2.1 Out-of-District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2012-2013 for four (4) Livingston students with disabilities and for the Extended School Program 2012 (Summer Programs) for two (2) Livingston student with disabilities, as classified and recommended by the Child Study Team in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on [Addendum B](#).

2.2 Related Services/Medical Consultants

Resolved, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2012–2013 school year:

BEHAVIORAL CONSULTANTS

Pupko, Galia \$45.00/hour

INDEPENDENT EDUCATIONAL EVALUATIONS

Kay, Margaret \$4,750.00/evaluation

SIGN LANGUAGE INSTRUCTION

Bohmann, Margaret \$50.00/hour

ROLL CALL VOTE

3. BUSINESS

The Superintendent recommends the following:

3.1 Payment of Bills

Whereas, the Board Secretary has audited certain vendor claims as required by N.J.S.A. 18A:19-2 and Board Policy 6470 and presented them to the Livingston Board of Education with the recommendation they be paid, now therefore be it

Resolved, that the Livingston Board of Education approves the payment of the following bills in the amounts listed and attach a complete copy of these bills to the minutes of this meeting.

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10&11	Regular	\$2,203,650.17
12	Regular	3,441.49
20	Regular	167,319.10
30	Referendum	288,530.60
60	Cafeteria	102,990.77
	TOTAL	<u>\$2,765,932.13</u>

Regular Checks	46573-47005	\$2,374,410.76
Referendum Checks	492-494	288,530.60
Cafeteria Checks	217	<u>102,990.77</u>
	TOTAL	<u>\$2,765,932.13</u>

3.2 Board Secretary Report – September 2012

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for September 30, 2012, consisting of:

- 1) Interim Balance Sheets
- 2) Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
- 3) Schedule of Revenues - Actual Compared with Estimated
- 4) Statement of Appropriations Compared with Expenditures and encumbrances, and

Whereas, the Livingston Board of Education has received the report of the Treasurer for September 30, 2012, which report is in agreement with the Report of the Board Secretary, and

Whereas, these reports show the following balances on the date indicated:

	Cash Balance	Appropriation Balance	Fund Balance
(10) General Current Exp. Fund	8,939,236		
(11) Current Expense		16,811,487	3,220,618
(12) Capital Outlay		819,458	1,529,895
(13) Special Schools			
(20) Special Revenue Fund	461,773	746,104	
(30) Capital Projects Fund	373,454		
(40) Debt Service Fund	1,466,213		
Total:	\$11,240,676	\$18,377,049	\$4,750,513

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of September 30, 2012, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

Resolved, the Livingston Board of Education accepts the above referenced reports and certification and directs that they be made part of this resolution by reference, and be it

Further Resolved, the Livingston Board of Education certifies that, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been over-expended in violation of N.J.A.C.6:20-2.13(d) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3.3 Board Secretary Report – October 2012

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for October 31, 2012, consisting of:

- 1) Interim Balance Sheets
- 2) Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
- 3) Schedule of Revenues - Actual Compared with Estimated
- 4) Statement of Appropriations Compared with Expenditures and encumbrances, and

Whereas, the Livingston Board of Education has received the report of the Treasurer for October 31, 2012, which report is in agreement with the Report of the Board Secretary, and

Whereas, these reports show the following balances on the date indicated:

	Cash Balance	Appropriation Balance	Fund Balance
(10) General Current Exp. Fund	13,736,046		

(11) Current Expense		12,211,046	3,220,618
(12) Capital Outlay		819,458	1,529,895
(13) Special Schools			
(20) Special Revenue Fund	240,638	731,181	
(30) Capital Projects Fund	72,592		
(40) Debt Service Fund	1,466,213		
Total:	\$15,515,489	\$13,761,685	\$4,750,513

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of October 31, 2012, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

Resolved, the Livingston Board of Education accepts the above referenced reports and certification and directs that they be made part of this resolution by reference, and be it

Further Resolved, the Livingston Board of Education certifies that, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been over-expended in violation of N.J.A.C.6:20-2.13(d) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3.4 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2012-2013 budget for September and October pursuant to Board of Education Policy 6422, now therefore be it

Resolved, that the Livingston Board of Education ratify transfers pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6:20-2A.10:

<u>Object</u>	<u>Description</u>	<u>To</u>	<u>From</u>
270	Health Benefits		\$110,067
320	Purch. Prof-Educational Services	\$1,000	
600	Supplies and Materials	\$5,900	
610	General Supplies	\$940	
640	Textbooks		\$6,445
831	Interest on Cur. Loan	\$108,672	
	Totals	\$116,512	\$116,512

3.5 Field Trips

Resolved, that the Livingston Board of Education approves the field trips as outlined in [Addendum C](#).

3.6 Amendment to 2012-2013 Calendar

Resolved, that the Livingston Board of Education approves an amendment to the calendar to open schools for students and staff on November 6, 8 and 9, 2012 due to Hurricane Sandy. Additionally in the event we need to utilize additional snow days, they will be added as follows: 3/25, 3/26, 3/27 and 3/28.

3.7 Approval of Conferences/Overnight Trips

Resolved, that the Livingston Board of Education approves *Kevin Wittmaack*, English Supervisor, to attend the NCTE Annual Convention from November 14 to 18, 2012 in Las Vegas, Nevada at a cost not to exceed \$1,900. This cost is amended from the amount previously approved at the October 16, 2012 meeting.

Resolved, that the Livingston Board of Education approves *Gerard Amsellem* and *Florence Steffener*, World Language teachers, to chaperone students attending a trip to Montreal, Quebec, from February 15 to 18, 2013, at no cost to the district. Mr. Amsellem and Ms. Steffener will be chaperoning approximately 20 students.

Resolved, that the Livingston Board of Education approves *Matthew Schinelli*, Physical Education teacher, to attend the Eastern District AAPHERED on February 22, 2013, in Valley Forge, Pennsylvania, at a cost not to exceed \$250.

Resolved, that the Livingston Board of Education approves *James Hegedus* and *Michael Jedwabnick*, Livingston High School Music Teachers, to perform with the LHS marching band in Disneyworld in Orlando, Florida, from May 31, 2013 to June 3, 2013, at no cost to the district. There will be seven teachers, a nurse and administrator chaperoning approximately 50 students.

3.8 Joint Transportation Agreement with Morris-Union Jointure Commission

Resolved, that the Livingston Board of Education enter into a joint transportation agreement for the 2012-2013 school year with Morris-Union Jointure Commission to provide transportation to DCL-Warren at a cost of \$66,174.75 and a per diem rate for an aide at \$59.29 and to provide transportation to Stepping Stones at a cost of \$42,142.50 and a per diem rate for an aide of \$65.88.

3.9 On Tech Consulting, Inc.

Resolved, that the Livingston Board of Education authorizes the Business Administrator to enter into a Letter of Intent with On-Tech Consulting, Inc. to complete the Universal Service Fund (E-Rate) application process for the 2013-2014 school year. The district will pay On-Tech an amount equal to 15% of any funding received.

3.10 Superintendent Search

Resolved, that the Livingston Board of Education approves the proposal from Hazard, Young, Attea & Associates to perform a Superintendent Search in the amount of \$14,500 plus incidental expenses related to the search.

3.11 Comprehensive Annual Financial Report – Corrective Action Plan

Resolved, that the Livingston Board of Education approves the Corrective Action Plan for the recommendations included in the Comprehensive Financial Audit.

3.12 Architect Services

Resolved, that the Livingston Board of Education approves the following proposals from Di|Cara Rubino:

1. Livingston High School Roof Replacement Phase II in the amount of \$39,000.
2. Harrison Elementary School Exterior Wall Repair Phase III in the amount of \$30,000.

3.13 Stipulation of Settlement

Resolved, that the Livingston Board of Education approves the Stipulation of Settlement Agreement EDS 2012-18772 for Student #154040 in the amount of \$45,000 towards the cost of educational services for the 2012-2013, 2013-2014 and 2014-2015 school years.

3.14 Policies

Resolved, that the Livingston Board of Education approves the following policy for first reading:

Policy #[0143.2](#) - Student Representatives to the Board of Education

Resolved, that the Livingston Board of Education approves the following policy for second reading and adoption:

Policy #[5561](#) – Use of Physical Restraint & Seclusion (new to district)

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Leaves of Absences

4.2 Appointments

4.3 Substitutes

4.4 Extra Work Pay

4.5 Contract Adjustments

4.6 Stipends

4.7 Extra Period Assignments

4.8 Mentor Fees

4.9 Approval of Evaluation Instruments

4.10 Summer Work

4.11 Curriculum Writing

ROLL CALL VOTE

K. OLD BUSINESS

L. PUBLIC COMMENT ~ up to 15 minutes

An excerpt from Policy #0167 adopted on January 10, 2011 states that The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
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ADJOURNMENT

M. PROPOSED FUTURE AGENDA ITEMS (dates subject to change)

January 7, 2013 (reorganization)

CLOSED SESSION

1. Legal Matters
2. Negotiations
3. Personnel

Whereas, N.J.S.A. 10:4-1 et seq., also known as the "Sunshine Law," authorizes a public body to meet in executive or private session under certain limited circumstances, and

Whereas, said law requires the Board to adopt a resolution at a public hearing before it can meet in such an executive or private session, now, therefore, be it

Resolved, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on December 10, 2012 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
1. Matter rendered confidential by federal law, state statute or rule of court.
 2. Matter in which the release of information would impair a right to receive federal funds.
 3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
 4. Collective bargaining matter.
 5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
 6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
 7. Investigation of violations or possible violations of law.
 8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
 9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
 10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.

M. MISCELLANEOUS

1. Suspension and HIB Report ([November](#))