



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, December 7, 2015 – 7:00 p.m.
Livingston High School – Media Center

I. OPEN SESSION

A. Call to Order – Pamela Chirls, President

B. Reading of Meeting Notice

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 5, 2015 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *The Alternative Press* and the Livingston Township Clerk.

C. Pledge of Allegiance / Roll Call

D. Superintendent's Report – Dr. Palestis

1. Assistant Superintendent of Curriculum & Instruction Update
 - Secondary Course Offerings 2016-2017
2. Assistant Superintendent of Student Services Update
 - LHS Report on Graduates for Class of 2015
3. Business Administrator Update
 - Board Budget Goals

E. Board Reports

F. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes from November 23, 2015
2. Closed Session Minutes from September 21, 2015; October 5, 2015; October 19, 2015; November 3, 2015; November 8, 2015; November 9, 2015 and November 23, 2015; November 30, 2015 and December 1, 2015

ROLL CALL VOTE

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

An excerpt from Policy #0167 adopted on January 10, 2011 and reviewed on March 4, 2013 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.

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II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

There is no action.

2. STUDENT SERVICES

There is no action.

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	\$1,353,767.61
12	Regular	25,560.00
20	Regular	114,656.42
30	Referendum	14,615.46
60	Cafeteria	5,739.55
	TOTAL	<u>\$1,514,339.04</u>

Regular Checks	62790-63202	\$1,493,984.03
Referendum Checks	673-674	14,615.46
Cafeteria Checks	334-338	5,739.55
	TOTAL	<u>\$1,514,339.04</u>

3.2 Board Secretary Report – October 2015

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for October 31, 2015, 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, 2015, 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	7,353,104	11,888	
(11) Current Expense		15,689,992	5,104,573
(12) Capital Outlay		2,783,465	2,833,887
(20) Special Revenue Fund	72,694		
(30) Capital Projects Fund	3,913,229		
(40) Debt Service Fund	103,215		
Total:	\$11,442,242	\$18,485,345	\$7,938,460

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of October 31, 2015, 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 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2015-2016 budget for 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>
0320	Purch. Prof-Educational Services	\$30,000	
0420	Clean/Repair Maintenance	\$1,000	
0566	Tuition Pri Scl Handicapped		\$30,000
0600	Supplies and Materials	\$2,200	
0610	General Supplies		\$3,200
	Totals	<u>\$33,200</u>	<u>\$33,200</u>

3.4 Acceptance of Grant

Resolved, that the Livingston Board of Education accepts a \$21,482.19 safety grant from Steven Robinson's submission to New Jersey Schools Insurance Group to obtain a Safety/Security Assessment of the Livingston Public School District.

3.5 Amendment to 2015-2016 Calendar

Resolved, that the Livingston Board of Education approves an amendment to the 2015-2016 calendar to change December 23, 2015 from a full day to an early dismissal of school for students and staff.

3.6 Policies and Regulations

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

- Policy #3351 – Healthy Workplace Environment (Certificated Staff)
- Policy #4351 – Healthy Workplace Environment (Support Staff)

Resolved, that the Livingston Board of Education approves the following regulations for second reading and approval:

- Regulation #5519 – Dating Violence at School (M)
- Regulation #5611 – Removal of Students for Firearms Offenses (M)
- Regulation #5612 – Assaults on District BOE Members or Employees (M)
- Regulation #5613 – Removal of Students for Assaults with Weapons Offenses (M)
- Regulation #7430 – School Safety (M)
- Regulation #8420 – Emergency and Non-Emergency Evacuation Plan (M)
- Regulation #8420.1 – Fire and Fire Drills (M)
- Regulation #8420.3 – Natural Disasters (M)
- Regulation #8420.4 – Kidnapping (M)

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Leaves of Absences

Resolved, that the Livingston Board of Education approves the leaves of absences of:

Name	Position	Location	LOA w/pay and benefits	LOA w/o pay, but with benefits	Extended LOA w/o pay or benefits	Return Date
<i>Marlena Baird*</i>	Elementary School Teacher	Hillside	9/2/15-11/23/15	11/24/15-2/23/16**	2/24/16-2/29/16	3/1/16
<i>Jessica Dudek</i>	School Counselor	MPMS	1/11/16-1/22/16	NA	1/25/16-6/3/16	6/6/16
<i>Kimberly Withers*</i>	Teacher of Students with Disabilities	MPE	11/24/15-2/1/16	2/2/16-5/3/16**	5/4/16-5/30/16	5/31/16

*As amended from a previous agenda

**designated as FMLA or NJFLA

4.2 Appointments

Resolved, that the Livingston Board of Education approves the applications indicated below (*) for emergent hiring for the following appointments under the requirements of N.J.S.A. 18A:16-1 et. seq., N.J.S.A. 18A:39.17 et. seq.; N.J.S.A. 18A:6-4.13 et. seq.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
<i>Mollyann Piegari</i>	<i>Harrison</i>	<i>Teacher of Students with Disabilities</i>	<i>First Year Tenure Track</i>	<i>Melanie Spaltro</i>	<i>MA</i>	<i>2</i>	<i>\$59,879 (pro-rated)</i>	<i>12/21/15 or upon CHRU approval</i>
<i>Revati Raje</i>	<i>MPE</i>	<i>Elementary School Teacher</i>	<i>First Year Tenure Track</i>	<i>Margaret Krupa</i>	<i>MA</i>	<i>6</i>	<i>\$62,999 (pro-rated)</i>	<i>12/21/15</i>

*as amended from previous agenda

Resolved, that the Livingston Board of Education approves the appointment of aides as listed on **Attachment A**.

4.3 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of *Sharon Yasner* as a long-term substitute Instructional Aide at Riker Hill Elementary School (replacing Giulia Melucci who is replacing Tracey Michinard) from February 16, 2016 through June 30, 2016. Ms. Yasner will be compensated at the rate of \$120 per day for this assignment.

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2015-2016 school year:

Teachers

Lauren Blackford

Anavi Sharma

Michele Martine

Tyler Wood
Peggy Schmid
Rebecca Hadjiloucas

4.4 Extra Work Pay

Resolved, that the Livingston Board of Education approves the following payments as listed on **Attachment B** for work performed.

4.5 Stipends

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment C** for Co-Curricular Stipends at Livingston High School for the 2015-2016 school year.

Resolved, that the Livingston Board of Education rescinds the appointment of *Dorte Poyner* as Math Team Advisor at Livingston High School for the 2015-2016 school year.

Resolved, that the Livingston Board of Education accepts the resignation of *Steve Jones* as Assistant Boys Lacrosse Coach at Livingston High School for the 2015-2016 school year.

4.6 Longevity

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment D** for longevity effective February 1, 2016.

4.7 Extra Period Assignments

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment E** for extra period assignments.

4.8 Job Descriptions

Resolved, that the Livingston Board of Education approves revisions to the following job descriptions:

Manager of Buildings & Grounds
Assistant Manager of Buildings & Grounds

ROLL CALL VOTE

H. PUBLIC COMMENT ~ up to 15 minutes

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I. MISCELLANEOUS

1. Suspension and HIB Report (November)

III. ADJOURNMENT

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 7, 2015 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.
- (C) No action will be taken.

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

January 4, 2016 (*reorganization @ LHS Media Center*)