



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, December 12, 2016 – 7:00 p.m.
Livingston High School – Media Center

I. OPEN SESSION

A. Call to Order – Ronnie Spring, 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 4, 2016 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

1. MPMS Holiday Band
2. Athletic Achievements
3. Presentation of Comprehensive Annual Financial Report – Wiss and Company
4. Counseling Report: LHS Report on Graduates for Class of 2016 - Mrs. Tina Renga
5. New Secondary Course Offerings – Mrs. Patricia Boland
6. Hour of Code/Instructional Technology Update – Ms. Ellen Fisher
7. District Goals
8. LBOE Agenda Items by Month

E. Board Reports

F. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of November 21, 2016
2. Executive Session Minutes of September 28, 2016; October 10, 2016; October 17, 2016; November 7, 2016 and November 21, 2016

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.

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.

II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Curriculum Adoption

Resolved, that the Livingston Board of Education approves the 2016-2017 Curriculum Guide List as shown on **Attachment A** and as filed in the Office of the Assistant Superintendent of Schools.

1.2 Approval of District Goals

Resolved, that the Livingston Board of Education approves the district goals for the 2016-2017 school year as shown on **Attachment B**.

1.3 Textbooks/DVDs

Resolved, that the Livingston Board of Education approves the following textbooks/DVDs as shown on **Attachment C**.

1.4 Student Intern

Resolved, that the Livingston Board of Education approves the following college student to serve as a school counselor intern in the district:

<u>Intern</u>	<u>Location</u>	<u>Cooperating School Counselor</u>	<u>Dates</u>
Alanna LeDonne	Harrison	Christine Siti	1/20/17-5/15/17

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 2016-2017 for three (3) Livingston students with disabilities and for the Extended School Year Program 2016 (Summer Programs) for two (2) Livingston students 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 **Attachment D**.

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 2016-2017 school year:

CHILD STUDY TEAM EVALUATIONS

Dunbabin, Elise \$400.00/evaluation

APPLIED BEHAVIOR ANALYSIS

Caldwell University Center for Autism & ABA \$200.00/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	\$1,239,853.40
12	Regular	159,279.22
20	Regular	207,406.99
30	Referendum	273,492.00
60	Cafeteria	197,197.50
	TOTAL	<u>\$2,077,229.11</u>

Regular Checks	67348-67554	\$1,606,539.61
Referendum Check	696-697	273,492.00
Cafeteria Checks	402-405	<u>197,197.50</u>
	TOTAL	<u>\$2,077,229.11</u>

3.2 Board Secretary Report – October 2016

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for October 31, 2016, 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, 2016, 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	9,562,985		
(11) Current Expense		16,392,673	3,633,395
(12) Capital Outlay		555,544	3,178,235
(20) Special Revenue Fund			
(30) Capital Projects Fund	1,420,627		
(40) Debt Service Fund	168,177		
Total:	\$11,151,789	\$16,948,217	\$6,811,630

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of October 31, 2016, 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 2016-2017 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>
0610	General Supplies	\$2,825	
0640	Textbooks		\$2,825
	Totals	<u>\$2,825</u>	<u>\$2,825</u>

3.4 IDEA Grant Amendment

Resolved, that the Livingston Board of Education approves the submission of an amendment to the 2016-2017 IDEA grant.

3.5 Change Orders

Resolved, that the Livingston Board of Education approves the following change order that has been approved by the architect and construction manager:

Framan Mechanical, Inc. – HVAC Upgrades at Gymnasium for BH, COL and HMS		
Original Contract		\$1,603,000.00
Previously approved change orders		<u>0</u>
Contract sum prior to additional change orders		\$1,603,000.00
Change Order #1 – Remove and raise conduit at roof joists. Furnish labor and material to install companion flanges of duct work at roof joists. Deduct \$3,683.17 from allowance.		0
		<u>\$1,603,000.00</u>

3.6 Settlement Agreements

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #11-16 which is on file at the Board of Education office.

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #12-16 which is on file at the Board of Education office.

3.7 On-Tech Consulting

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 2017-2018 school year. The district will pay On-Tech an amount equal to 10% of any funding received.

3.8 Bylaws, Policies and Regulations

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

- Policy #6230 – Budget Hearing (M) (with revisions)
- Policy #6820 – Financial Reports (M) (with revisions)

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

- Regulation #3221 – Evaluation of Teachers (M) (with revisions)
- Regulation #3222 – Evaluation of Teaching Staff Members, excluding Teachers and Administrators (M) (with revisions)
- Regulation #3223 – Evaluation of Administrators, Excluding Principals, Vice Principals and Assistant Principals (M) (with revisions)
- Regulation #3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M) (with revisions)
- Regulation #5330 Administration of Medication (M) (new to District)

Regulation #5610 – Suspension Procedures (M) (new to District)
 Regulation #8420.2 – Bomb Threats (M) (new to District)
 Regulation #8420.7 – Lockdown Procedures (M) (new to District)
 Regulation #8420.10 - Active Shooter (M) (new to District)
 Regulation #8451 – Control of Communicable Disease (M) (new To District)
 Regulation #9320 – Cooperation with Law Enforcement Agencies (M) (new to District)

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

Bylaw

Bylaw #0142.1 – Nepotism (M)

Policy

Policy #2415.30 – Foster Care (M)

Regulation

Regulation #5331 – Management of Life Threatening Allergies in Schools (M)

Resolved, that the Livingston Board of Education has reviewed the following policy and does not find it necessary to make revisions at this time:

Policy #6830 – Audit and Comprehensive Annual Financial Report (M)

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Abolishment of Position

Resolved, that the Livingston Board of Education approves the abolishment of the following position effective December 31, 2016:

Item	Name of position	FTE	Category of employment
1	Administrative Secretary – 10 month (LHS)	1.0	Support Staff

4.2 Creation of Position

Resolved, that the Livingston Board of Education approves the creation of the following position effective December 1, 2016:

Item	Name of position	FTE	Category of employment
A	Administrative Secretary – 12 month (LHS)	1.0	Support Staff

4.3 Resignations

Resolved, that the Livingston Board of Education accepts the resignations of:

Name	Position	Reason	Location	Last Day of Employment
<i>Griffith Hughes, Jr.</i>	Teacher of Technology Education	Retirement	LHS	February 28, 2017
<i>Maria Mitsaelides</i>	TOSD	Resignation	Hillside	January 16, 2017
<i>Elizabeth Murphy</i>	Instructional Aide	Resignation	Collins	November 15, 2016
<i>Lauri Brown</i>	Instructional Aide	Resignation	MPMS	December 2, 2016
<i>Stephen Margiotta</i>	Instructional Aide	Resignation	Hillside	December 16, 2016

4.4 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 (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Aruna Wigden*</i>	Teacher of Chemistry	LHS	9/15/16-11/11/16	11/14/16-2/10/17**	2/13/17-6/30/17	8/30/17
<i>Lauren Bach</i>	School Counselor	MPMS	4/10/17-5/2/17	NA	5/3/17-6/30/17	8/30/17
<i>Joanna Sima</i>	Teacher of Psychology	LHS	3/20/17-5/12/17	5/15/17-6/30/17**	NA	8/30/17
<i>JeeNa Krzastek*</i>	School Social Worker	BHE	11/10/16-12/7/16	12/8/16-3/16/17**	3/17/17-5/19/17	5/22/17
<i>Mary Edith Smith*</i>	TOSD	BHE	11/18/16-12/7/16	NA	12/8/16-1/2/17	1/3/17
<i>Shyella Mayk</i>	Teacher of Health & PE	HMS	2/27/17-3/28/17	3/29/17-6/30/17**	8/30/17-6/30/18	9/1/18

**Designates time counted toward NJFLA/FMLA

4.5 Transfers

Resolved, that the Livingston Board of Education approves the transfer of the individual listed on **Attachment E** effective December 16, 2016.

4.6 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>Meredith Del Bello</i>	BHE	School Social Worker	Leave Replacement	J. Krzastek	MA	1	\$59,268 (pro-rated)	12/5/16-6/30/17
<i>Chelsea Altchek*</i>	Hillside	Elementary School Teacher	Leave Replacement	L. Dugan & L. Castoro	BA	1	\$52,202	8/30/16-6/30/17
<i>Alana Pentz</i>	BHE	PRIDE Teacher	Leave Replacement	T. Freeman	BA	1	\$52,202 (pro-rated)	11/28/16-5/5/17
<i>Kimberly Casale</i>	LHS	Administrative Secretary	First Year Tenure Track	P. Sullivan	ASB-12>7/12	8	\$55,054 (pro-rated)	12/1/16
<i>Lyndsay George</i>	Harrison	Elementary School Teacher	Leave Replacement	L. Herrera	BA+16	1	\$54,072 (pro-rated)	12/19/16-6/30/17
<i>Robert McKay</i>	Transportation	Bus Driver – 25 hrs	NA	NA	BD-20	1	\$18,719 (pro-rated)	12/5/16
<i>Robin Goldberg</i>	LHS	First Secretary	Tenured	D. Pepe (transfer)	FS-12	8	\$69,819, plus \$1,200 (pro-rated)	12/16/16
<i>Melvin Hinson</i>	Harrison	Playground Aide	NA	NA	NA	NA	\$14.00/hr	11/30/16

**amended from previous agenda*

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

4.7 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2016-2017 school year:

Resolved, that the Livingston Board of Education amends the appointment of *Barbara Geiger* as a long-term substitute Elementary School Teacher (replacing Nicole Carangelo) at Riker Hill Elementary School from August 30, 2016, through **December 7, 2016**. Mrs. Geiger will be compensated at the rate of \$261 per day worked for this assignment.

Resolved, that the Livingston Board of Education amends the appointment of *Brooke Merrell* as a long-term substitute PRIDE Teacher (replacing Tara Freeman) at Burnet Hill Elementary School from October 24, 2016, through November 30, 2016. Ms. Merrell will be compensated at the rate of \$261 per day worked for this assignment.

Resolved, that the Livingston Board of Education amends the appointment of *Michelle DeBonis* as a long-term substitute Teacher of Students with Disabilities (replacing Mary

Edith Smith) at Burnet Hill Elementary School from **November 21, 2016**, through December 23, 2016. Ms. DeBonis will be compensated at the rate of \$261 per day worked for this assignment.

Teachers

Paul Ham
Suzanne Berson
Lauren Astras
Lauri Brown
Christina Robinson
Nicholas Toscano
Kyle Rulka

Nurses

Linda Zuckerman
Carol Martins

Custodians

Rosilia Prophete (\$11.50/hr)

Security

Vincent Kulik (\$20.00/hr)

4.8 Extra Work Pay

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

Resolved, that the Livingston Board of Education approves the appointment of all instructional aides and teacher assistants at Livingston High School as 1:1 aides for students involved in after school co-curricular activities during the 2016-2017 school year. These individuals will be compensated at their hourly rate.

Resolved, that the Livingston Board of Education approves *Daniel Brill* and *York Cook* as Game Event Workers and *Lester Ambio* to work as Game Event Security at previously approved rates.

4.9 Stipends

Resolved, that the Livingston Board of Education approves the individual on **Attachment H** for a co-curricular stipend at Heritage Middle School in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education rescinds the appointment of *George Janto* as Girls Fencing Head Coach and appoints him as Boys Fencing Head Coach.

Resolved, that the Livingston Board of Education approves the appointment of *Lauren Phillips* as Girls Fencing Head Coach at a stipend amount of \$9,249.

4.10 Extra Period Assignment

Resolved, that the Livingston Board of Education approves the individual listed on **Attachment I** for an extra period assignment.

4.11 NCLB Title I Salary Allocation

Resolved, that the Livingston Board of Education approves the reallocation of a portion of the salaries of the individuals listed on **Attachment J** to be funded through the NCLB Title I Grant.

4.12 IDEA Basic and IDEA Preschool Salary Allocations

Resolved, that the Livingston Board of Education approves the reallocation of a portion of the salaries of the individuals listed on **Attachment K** to be funded through the IDEA Basic and IDEA preschool grants.

4.13 Job Description

Resolved, that the Livingston Board of Education approves the revised Director of Guidance job description.

4.14 Mentor Fees

Resolved, that the Livingston Board of Education approves the individuals on **Attachment L** listed as assigned mentors to receive payment in accordance with the schedule listed.

4.15 Memorandum of Understanding

Resolved, that the Livingston Board of Education approves the Memorandum of Understanding between the LBOE and the Livingston Education Association dated December 12, 2016.

ROLL CALL VOTE

5. Miscellaneous

The Superintendent recommends the following:

5.1 HIB Report

Resolved, that the Livingston Board of Education accepts the findings of HIB cases LHS7 and Hill1.

5.2 Suspension Report

Resolved, that the Livingston Board of Education approves the Suspension Report for the month of November.

ROLL CALL VOTE

H. Public Comment ~ 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.

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.

III. ADJOURNMENT

EXECUTIVE 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 12, 2016 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.

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

January 3, 2017 (*reorganization*)