



## **LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA**

Monday, January 29, 2018

Administration Building – Large Conference Room – 7:00 p.m.

### **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 2, 2018 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. Executive Session**

**Whereas**, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters; now, therefore be it

**Resolved**, that the Livingston Board of Education adjourns to closed session to discuss:

- Student Related Issue

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 30 minutes and be it

**Further Resolved**, the minutes of this closed session be made public when the need for confidentiality no longer exists.

#### **D. Pledge of Allegiance / Roll Call**

#### **E. Collins School Presentation**

#### **F. Superintendent's Report**

1. PT Council
2. Health and Wellness
3. QSAC
4. ADAPT Survey

#### **G. Board Member Code of Ethics – Attorney Jennifer Osborne**

## H. Board Reports

1. Finance and Facilities Committee
2. Curriculum Committee
3. Diversity Committee
4. LEF
5. LMAC
6. Board Member Assignments

## I. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of December 11, 2017
2. Reorganization/Voting Meeting Minutes of January 2, 2018

## ROLL CALL VOTE

### J. 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 Student Teacher

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

<u>Intern</u>	<u>Location</u>	<u>Cooperating Administrator</u>	<u>Dates</u>
Jesse Hein	BH	Julie Bachrach	1/16/18-5/4/18

## 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 2017-2018 for one (1) 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 ***Attachment A.***

## **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 2017-2018 school year:

### **AUGMENTATIVE ALTERNATIVE COMMUNICATION ASSESSMENTS**

Cerebral Palsy of North Jersey – ATLAS Program	\$995.00/evaluation
	\$200.00/training

## **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	\$2,092,363.13
12	Regular	163,791.27
20	Regular	173,022.94
60	Cafeteria	<u>213,465.78</u>
	<b>TOTAL</b>	<b><u>\$2,642,643.12</u></b>

Regular Checks	73943-74583	\$2,429,177.34
Cafeteria Checks	1018-1022	<u>213,465.78</u>
	<b>TOTAL</b>	<b><u>\$2,642,643.12</u></b>

#### **3.2 Board Secretary Report – November 2017**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for November 30, 2017, 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 November 30, 2017, 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	6,920,957		
(11) Current Expense		31,884,116	3,848,239
(12) Capital Outlay		393,040	3,178,235
(20) Special Revenue Fund	61,899		
(30) Capital Projects Fund	2,060,477		
(40) Debt Service Fund	110,008		
Total:	\$9,153,341	\$32,277,156	\$7,026,474

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of November 30, 2017, 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 2017-2018 budget for November 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>
0420	Clean/Repair Maintenance	\$400		
0610	General Supplies	\$2,339		
0640	Textbooks			\$2,739
	<b>TOTALS</b>	<b>\$2,739</b>		<b>\$2,739</b>

### **3.4 QSAC Equivalency Application**

**Resolved**, that the Livingston Board of Education approves the submission of the QSAC Equivalency Application.

### **3.5 Comprehensive Maintenance Plan**

**Resolved**, that the Livingston Board of Education approves the Comprehensive Maintenance Plan for the 2017-2018 school year.

### **3.6 Board Member Assignments**

**Resolved**, that the Livingston Board of Education approves the president's designation of the following assignments as shown on ***Attachment B***.

### **3.7 Approval of 2019-2020 Academic Calendar**

**Resolved**, that the Livingston Board of Education approves the 2019-2020 academic calendar as shown on ***Attachment C***.

### **3.8 Field Trips**

**Resolved**, that the Livingston Board of Education approves the following field trips as shown on ***Attachment D***.

### **3.9 Conferences and Overnight Trips**

**Resolved**, that the Livingston Board of Education approves the conferences and overnight trips as shown on ***Attachment E***.

### **3.10 Policies and Regulations**

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

#### **Administration**

Policy #1310 – Employment of School Business Administrator/Board Secretary (with revisions)

Policy #1510 – Americans with Disabilities Act (M) (with revisions)

#### **Teaching Staff Members**

Policy #3111 – Creating Positions (with revisions)

Policy #3125.2 – Employment of Substitute Teachers (with revisions)

Policy #3126 – District Mentoring Program (completely rewritten)

Policy #3141 – Resignation (with revisions)

Policy & Regulation #3240 - Professional Development for Teachers and School Leaders (M) (with revisions)

## **ROLL CALL VOTE**

### **4. PERSONNEL**

The Superintendent recommends the following:

#### **4.1 Resignations**

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

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Location</b>	<b>Last Day of Employment</b>
<i>Giuseppe Ricci</i>	Head Custodian	Resignation	MPMS	January 16, 2018
<i>Frank del Tufo*</i>	Teacher of Health & PE (part-time)	Resignation	Elementary	January 22, 2018
<i>Nealon Simpson</i>	Custodian	Resignation	Burnet Hill	January 24, 2018

*\*as amended from a previous agenda*

#### **4.2 Leaves of Absences**

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

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>LOA w/pay and benefits</b>	<b>LOA w/o pay, but with benefits (if applicable)</b>	<b>Extended LOA w/o pay or benefits</b>	<b>Return Date</b>
<i>Deena DeMaio*</i>	Elementary School Teacher	Collins	10/9/17-12/15/17	12/18/17-3/30/18**	4/2/18-5/9/18	5/10/18
<i>Diana Yellen*</i>	Elementary School Teacher	BHE	10/23/17-6/30/18	NA	NA	8/29/18
<i>Kimberly Egipciano</i>	Teacher of English	HMS	4/30/18-6/8/18	6/9/18-6/30/18 & 8/29/18-11/2/18**	NA	11/5/18
<i>Robi Dallow</i>	Instructional Aide	BHE	NA	NA	4/19/18 (.5) & 4/20/18	4/23/18
<i>Giuseppe Ricci</i>	Head Custodian	MPMS	NA	NA	1/10/18 (.5)-1/16/18	NA
<i>Marlena Baird</i>	LDT-C	Collins	1/29/18 – 3/16/18	3/19/18-6/15/18**	6/18/18 - 6/30/18	8/29/2018
<i>Diane Salvatori</i>	Instructional Aide	BHE	2/1/18 – 2/12/18 (.5)	NA	2/12/18 (.5) – 2/15/18	2/16/18
<i>Michele Green*</i>	Elementary School Teacher	Harrison	1/17/18 – 4/25/18	4/26/18 - 6/30/18 & 8/29/18 - 11/9/18**	11/12/18 - 1/1/19	1/2/2019

<i>Catherine Steege*</i>	School Social Worker	LHS	3/12/18 – 3/23/18	NA	4/2/18 - 5/11/18	5/14/2018
<i>Kerri Beinhacker*</i>	TOSD	HMS	12/6/17-1/1/18	1/2/18-1/26/18**	NA	1/29/18
<i>Nealon Simpson*</i>	Custodian	BHE	10/24/17-11/14/17	NA	11/15-17-1/5/18	1/8/18
<i>Amanda Rubinetti</i>	Instructional Aide	HMS	NA	NA	2/8/18, 2/9/18, 3/22/18, 3/23/18	NA
<i>Nealon Simpson</i>	Custodian (Nights)	BHE	NA	NA	1/22/18 – 1/24/18	NA

\*as amended from a previous agenda

\*\*Designates time counted toward NJFLA/FMLA

### 4.3 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>Oshaira Pichardo</i>	LHS	School Counselor	First Year Tenure Track	Alison Abrams	MA	4	\$61,637 (pro-rated)	3/9/18
<i>Marika Dietsch</i>	HMS	Teacher of English	Leave Replacement	Kimberly Egipciano	MA+32	1	\$65,130 (pro-rated)	4/23/18
<i>Meredith Pannia</i>	Collins	Elementary School Teacher	Leave Replacement	Amelia Rieth	MA	1	\$59,446 (pro-rated)	2/15/18-6/30/18
<i>Kristen Markey-Skeffington**</i>	Collins	School Psychologist	Leave Replacement	Marlena Baird (LDT-C)	MA+32	1	\$65,130 (pro-rated)	1/25/18-6/30/18
<i>Marguerite Mazza</i>	MPE	Playground Aide	NA	NA	NA	NA	\$14.00/hr	1/16/18
<i>Gwendolyn Lee</i>	Transportation	25-Hour Bus Driver	NA	NA	25 hour BD	3	\$21,648 (pro-rated)	1/25/18
<i>Greville Honore</i>	MP Complex	Head Custodian	NA	Giuseppe Ricci	C	6	\$43,784, plus \$625 boiler's license, plus \$2,300 for head custodian	1/19/18
<i>Julio Lopez</i>	LHS	Custodian (Nights)	NA	Wade Stokes	C	1	\$39,638 (pro-rated) plus \$975 for nights and \$625	1/8/18*

							<i>for boiler license</i>	
<i>Ehrya Jean Kang</i>	RHE	Playground Aide	NA	NA	NA	NA	\$14.00/hr	1/23/18

*\*begins 60-day probationary period*

*\*\*amended from previous agenda*

**Resolved**, that the Livingston Board of Education approves the appointment of the Teaching Assistants and Instructional Aides as listed on ***Attachment F***.

#### **4.4 Substitutes**

**Resolved**, that the Livingston Board of Education approves the appointment of *Danielle Felcher* as a long-term substitute Teacher of Health & Physical Education at Livingston High School (replacing Cassandra Szeles) from January 10, 2018 until further notice. Ms. Felcher will be compensated at the rate of \$262 per day for all days worked.

**Resolved**, that the Livingston Board of Education approves the appointment of *Jaclyn Sledgeski* as a long-term substitute Teacher of Students with Disabilities at Harrison Elementary School (replacing Mollyann Piegari) from January 22, 2018, through April 30, 2018. Ms. Sledgeski will be compensated \$100 per day until her CEAS as a Teacher of Students with Disabilities is issued by the NJDOE licensing department. She will then be compensated at the long-term substitute teacher rate of \$262 per day worked for this assignment, retroactive to the 1<sup>st</sup> day of the month of issuance of her certificate.

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2017-2018 school year:

#### **Teachers**

*Brian Seltzer*

*Alexandra Sturm*

*James Dzera*

*Meredith Pannia*

*Linda Kim*

*Shannon Colonna*

*Cora Sibanda*

*Yooree Gillman*

*Peter Gentile*

*Corey Feigenbaum*

*Michelina Vincent*

*Irene Margiotta*

#### **4.5 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 authorizes the additional payment to *Greville Honore* (substituting for Giuseppe Ricci) from October 31, 2017, through January 18, 2018 in accordance with Article X, II of the LEA Contract.

#### **4.6 Stipends**

**Resolved**, that the Livingston Board of Education approves the individuals on ***Attachment H*** for athletic stipends at Livingston High School in accordance with the contract between the LBOE and the LEA.



**Resolved**, that the Livingston Board of Education amends the individuals on **Attachment I** for co-curricular stipends at Livingston High School in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education amends the individuals on **Attachment J** for co-curricular stipends at Mt. Pleasant Middle School in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education amends the individuals on **Attachment K** for district stipends in accordance with the contract between the LBOE and the LEA.

#### **4.7     Extra Period Assignment**

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

#### **4.8     Lateral Moves**

**Resolved**, that the Livingston Board of Education approves contract changes to be made for the certificated staff members listed on **Attachment M** who completed course work with passing grades and are eligible for a lateral move on the contract guide. The salary adjustments are effective and retroactive to February 1, 2018.

#### **4.9     Longevity**

**Resolved**, that the Board approves the staff members on **Attachment N** for longevity effective February 1, 2018.

### **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.

### **ROLL CALL VOTE**

#### **K. 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.

**L. Old Business**

**M. New Business**

**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 January 29, 2018 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.