



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Wednesday, August 15, 2018
Livingston High School Auditorium – 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. Pledge of Allegiance / Roll Call

D. Business Administrator's Report

1. Enrollment Update

E. Board Reports

F. Approval of Minutes

The Business Administrator recommends the following:

1. Voting Meeting Minutes of July 25, 2018

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 Business Administrator recommends the following:

1.1 Textbooks

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

ROLL CALL VOTE

2. STUDENT SERVICES

The Business Administrator recommends the following:

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2018-2019 for nineteen (19) Livingston students with disabilities and for Extended School Year 2018 (Summer Programs) for eleven (11) 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 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 2018-2019 school year:

PHYSICAL THERAPIST

Next Step Pediatric Therapy	\$160.00/hour
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VISUALLY IMPAIRED SERVICES

New Jersey Commission of the Blind and Visually Impaired	\$1,900.00/student-Level 1
	\$4,500.00/student-Level 2

ROLL CALL VOTE

3. BUSINESS

The Business Administrator 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	\$1,169,216.96
12	Regular	3,325.00
20	Regular	7,443.50
60	Cafeteria	<u>3,538.85</u>
	TOTAL	<u>\$1,183,524.31</u>

Regular Checks	77176-77337	\$1,179,985.46
Cafeteria Checks	1052-1061	<u>3,538.85</u>
	TOTAL	<u>\$1,183,524.31</u>

3.2 Board Secretary Report – June 2018

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for June 30, 2018, 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 June 30, 2018, 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	5,825,785	17,893	
(11) Current Expense		470,569	3,540,783
(12) Capital Outlay		4,356	1,978,235
(20) Special Revenue Fund	173,544		
(30) Capital Projects Fund	3,135,006		
(40) Debt Service Fund	130,369		
Total:	\$9,264,704	\$492,818	\$5,519,018

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of June 30, 2018, 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 Business Administrator recommends certain transfers among accounts in the 2017-2018 budget for June 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>
0100	Salaries	\$125,017		
0220	Social Security Contributions	\$24,885		
0242	Other Retirement Contributions	\$3,532		
0260	Workmen's Compensation			\$13,271
0270	Health Benefits			\$39,799
0300	Purch Prof-Technical Services			\$22,000
0320	Purch Prof-Educational Services			\$25,300
0330	Purchased Professional	\$16,600		
0331	Legal Services	\$4,973		
0421	Hardware Maintenance			\$8,000
0450	Construction Services	\$1,826		
0514	Cont Services (Sped)	\$5,000		
0530	Communications/Telephone			\$110,549
0566	Tuition Pri Scl Handicapped	\$100,869		
0600	Supplies and Materials			\$5,179
0610	General Supplies	\$22		
0622	Energy-Gas			\$51,800
0732	Non-instructional equipment			\$1,826
0890	Other Objects			\$5,000
	TOTALS	\$282,724		\$282,724

3.4 Travel and Conferences Expenses

Whereas, the State of New Jersey has enacted P.L. 2007 An Act Concerning School District Accountability requiring boards of education to annually approve the total amount of funds budgeted for travel and conferences for all faculty, staff, administration and board members; and

Whereas, the ACT became effective on March 15, 2007, and requires prior approval of all travel and conference costs before they are incurred; and

Whereas, there are three categories of travel and conferences that faculty, staff, administrators and board members generally attend, including routine meetings held on annually scheduled dates, meetings of an emergent nature with little prior notice, and meetings/conferences that can be scheduled with at least several weeks' notice; and

Whereas, it is practical to anticipate as many activities as possible, and receive annual approval for those and monthly approvals for unanticipated activities;

Now, Therefore, Be It Resolved, that the following budget amounts are acknowledged and costs of travel and conferences are approved for the balance of the 2017-2018 school year and the 2018-2019 school year:

Total amount budgeted for travel and conferences 2017-2018	\$156,099
Total amount spent to date for 2017-2018 as of June 30, 2018	\$127,300
Total amount budgeted for travel and conferences 2018-2019	\$174,365

Intra-district business mileage for administrators, and where required, for members of the faculty and staff, including but not limited to, faculty who teach in more than one school, child study team members, secretaries, etc. will be reimbursed at the rate permitted by the New Jersey Office of Management and Budget.

Out-of-district business travel for administrators, faculty and staff to attend conferences and professional development opportunities as approved by the Business Administrator will be reimbursed pursuant to N.J.A.C. 6A:23B-1.2(c)3.

3.5 Change to LBOE Annual Meeting Calendar

Resolved, that the Livingston Board of Education changes the Tuesday, September 4, 2018 LBOE Workshop Meeting to a Voting Meeting on Wednesday, September 5, 2018.

3.6 Livingston Chinese School

Resolved, that the Livingston Board of Education enters into a contract with the Livingston Chinese School for the use of facilities at the Heritage Middle School for the 2018-2019 school year.

3.7 Livingston Huaxia Chinese School

Resolved, that the Livingston Board of Education enters into a contract with the Livingston Huaxia Chinese School for the use of facilities at the Mount Pleasant School Complex for the 2018-2019 school year.

3.8 Field Trip

Resolved, that the Livingston Board of Education approves the field trip as shown on ***Attachment C***.

3.9 Conferences and Overnight Trips

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

3.10 Change Order

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

D&S Land Development, LLC		
Original Contract		\$799,000.00
Previously approved change orders		<u>40,750.00</u>
Contract sum prior to additional change orders		\$839,750.00
Change Order #3 – Remove excess soil from Fire House property after stockpiling		\$17,000.00
New Contract Sum		<u>\$856,750.00</u>

3.11 Policies and Regulations

Resolved, that the Livingston Board of Education suspend the rules of Bylaw 0131 requiring two Board readings to adopt a Policy and adopt with one reading to have this Policy effective for September 1, 2018:

Policy #5512 – Harassment, Intimidation, and Bullying (M) (With revisions)

Resolved, that the Livingston Board of Education abolishes Regulation #5512 inasmuch as the reporting procedure has been incorporated into Policy #5512.

ROLL CALL VOTE

4. PERSONNEL

The Business Administrator recommends the following:

4.1 Abolishment of Position

Resolved, that the Livingston Board of Education abolishes the following position for the 2018-2019 school year:

Name of position	Number of positions	Type of position
Supervisor of Educational Technology	1.0	Supervisory

4.2 Approval of New Positions

Resolved, that the Livingston Board of Education approves the following budgeted positions for the 2018-2019 school year:

Name of position	Location	Budgeted	Number of positions	Type of position
Director of Instructional Technology	Central Office	Conversion of Supervisory position	1.0	Supervisory
Intervention/Enrichment Specialist	Elementary (split 3 & 3)	Y	2.0	Instructional
Teacher of Spanish	LHS	Y	1.0	Instructional

Teacher of Students with Disabilities	Hillside	Y	1.0	Instructional
Applications Architect	CO	Y	1.0	Technology

Resolved, that the Livingston Board of Education approves the following unbudgeted positions for the 2018-2019 school year:

Name of position	Location	Budgeted	Number of positions	Type of position
Elementary School Teacher	Elementary	N	2.0	Instructional
Intervention/Enrichment Specialist	HMS	N	.2	Instructional
Teacher of Mathematics	LHS	N	1.0	Instructional
Teacher of Health & PE	MPMS	N	.4	Instructional
Support Staff	CO	N	.5	Support Staff
Teacher of Students with Disabilities	District	N	1.2	Instructional

4.3 Resignations

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

Name	Position	Reason	Location	Last Day of Employment
<i>Lily Tremari</i>	First Secretary	Resignation	MPMS	9/26/18
<i>Alan Grossman</i>	Instructional Aide	Resignation	Collins	6/30/18

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>Nadia Bacher*</i>	Teacher of Art	Elementary	3/2/18-4/2/18	4/3/18-9/3/18**	NA	9/4/18

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.5 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. All appointments are contingent upon reference checks in accordance with P.L. 2018, c.5.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
<i>Shukriya Aybek</i>	LHS	TOSD	One Year Leave Replacement	Daniella Buonomo	MA	1	\$59,624	8/29/18
<i>Brenda Perry</i>	MPE	Elementary School Teacher	One Year Leave Replacement	Jamie Geltzeiler (transfer)	BA+32	1	\$56,802	8/29/18
<i>Dr. Rebecca DeFrancisco</i>	LHS – MCC	School Psychologist	First Year Tenure Track	Aimee Schwartz	D	4	\$70,793	8/29/18
<i>Kathleen Giordano</i>	RHE	School Nurse	First Year Tenure Track	Erin Zotti	BA+16	9	\$66,739	8/29/18
<i>Krystina Riggi</i>	BHE	Elementary School Teacher	One Year Leave Replacement	Antoinette Cherichello (transfer)	BA	1	\$52,515	8/29/18
<i>Samantha Goldin</i>	HMS	Teacher of Students with Disabilities	First Year Tenure Track	Laura Kirkpatrick	BA	1	\$52,515	8/29/18
<i>Alyssa Lee**</i>	Hillside	Elementary School Teacher	One Year Leave Replacement	Lindsey Gursky	BA	1	\$52,515	8/29/18
<i>Emily Petrillo</i>	HMS	SAC	First Year Tenure Track	Kate Romeo	MA	1	\$59,624	8/29/18
<i>Kevin Sinsimer</i>	Hillside	Elementary School Teacher	First Year Tenure Track	Jacqueline Kestler (transfer)	BA	2	\$53,119	8/29/18

*begins 60-day probationary period

**as amended from previous agenda

Resolved, that the Livingston Board of Education approves the appointment of the ABA Discrete Trial TA's and Instructional Aides as listed on ***Attachment E***.

Resolved, that the Livingston Board of Education approves the appointment of *James F. O'Neill* as Interim Superintendent of Schools for the period August 27, 2018 to June 27, 2019. Mr. O'Neill will be compensated at the rate of \$756.09 per day for this assignment. Mr. O'Neill's Employment Agreement has been approved by the Executive County Superintendent.

4.6 Substitutes

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Carolyn Otte</i>	LHS	TOSD	Long Term Substitute	Niobel Torres	\$263/day	8/29/18 – 11/7/18
<i>Sharon Handley</i>	MPMS	Intervention /Enrichment Specialist	Long Term Substitute	Donna Ofstad	\$263/day	8/29/18- 11/30/18
<i>Colleen Currao</i>	RHE	Lead Playground Aide	Long Term Substitute	Donna Pepe	\$18.54/hr	8/29/18 - TBD

4.7 Extra Work Pay

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

4.8 Stipends

Resolved, that the Livingston Board of Education approves the Livingston High School Co-Curricular Stipends as listed on ***Attachment G***.

Resolved, that the Livingston Board of Education approves the Heritage Middle School Co-Curricular Stipends as listed on ***Attachment H***.

Resolved, that the Livingston Board of Education approves the District Stipends as listed on ***Attachment I***.

Resolved, that that Livingston Board of Education approves *Gabriel Espinosa* to receive the Lead Bus Driver stipend effective and retroactive to July 1, 2018.

4.9 Summer Workers

Resolved, that the Livingston Board of Education approves the individuals listed on ***Attachment J*** to work in the buildings and grounds department as summer workers at the rates listed.

Resolved, that the Livingston Board of Education approves *Deborah Murray* to work over the summer of 2018 as substitute security aide at Livingston High School at \$20.00 per hour.

Resolved, that the Livingston Board of Education approves the individuals on ***Attachment K*** to be paid for participating in the Crayola Professional Development workshop on July 18, 2018.

Resolved, that the Livingston Board of Education approves the individuals listed on ***Attachment L*** to work over the summer of 2018 at the Summer Academy Programs at the approved rate.

Resolved, that the Livingston Board of Education approves *Tamara Floruss*, Teacher of Health & PE at Livingston High School, to write a Concussion Protocol for the district. Ms. Floruss will be compensated up to 7 hours at the approved curriculum-writing rate.

Resolved, that the Livingston Board of Education approves the individuals listed on ***Attachment M*** for Extended School Year (ESY) staffing at the listed hourly rates.

Resolved, that the Livingston Board of Education approves the individuals listed on ***Attachment N*** as Summer Bus Aides at the approved rate.

4.10 Lateral Moves

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

4.11 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 P*** to be funded through the IDEA Basic and IDEA preschool grants.

4.12 Authorization for Assistant Superintendent/Superintendent to Hire

Resolved, that the Livingston Board of Education authorizes *Lisa Capone-Steiger*, Assistant Superintendent, permission to extend offers of employment to candidates from August 16, 2018 through August 26, 2018, subject to ratification by the Board at the next available scheduled Board meeting.

Resolved, that the Livingston Board of Education authorizes *James F. O'Neill*, incoming Interim Superintendent, permission to extend offers of employment to candidates from August 27, 2018 through September 5, 2018, subject to ratification by the Board at the next available scheduled Board meeting.

4.13 Extra Period Assignments

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

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.

I. Old Business

J. 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 August 15, 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.

August 15, 2018

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.

PROPOSED FUTURE AGENDA ITEMS (dates subject to change)

September 5, 2018 *(voting)*

- Board Self-Evaluation

September 17, 2018 *(voting)*

- Public Hearing for District and School HIB Self-Assessment Report
- Student Safety Data Systems Report (Report Period 2)
- Approval of Student Safety Data System Report (Report Period 2)
- District Nursing Services Plan

October 8, 2018 *(workshop)*

- Conference with the Livingston Education Association
- PARCC Testing
- Summer Curriculum Writing Report

October 15, 2018 *(voting)*

November 12, 2018 *(workshop)*

- Budget Goals
- Assessment Update

November 19, 2018 *(voting)*

- NJQSAC Statement of Assurance

December 3, 2018 *(workshop)*

- Comprehensive Annual Financial Report
- Counseling Report – LHS Report on Graduates for Class of 2018
- New Course Offerings

December 10, 2018 *(voting)*

- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)