



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, October 15, 2018

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

In accordance with Policy #9131, the Livingston Board of Education members, district administration, and staff will treat students, parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

In accordance with Bylaw #0168, the Livingston Board of Education will be video recording and posting its open public meetings on the district website. The Board reserves the right to edit the video tape prior to posting to protect the privacy of students and staff.

Any member of the public may record the proceedings of a public meeting of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, distract Board members or other observers present at the meeting, or violate the privacy of students and staff.

The Board will permit the use of tape recorder(s), video camera(s) or live streaming only when notice of such intended use has been given to the Board Secretary five days in advance of the meeting. Any camera(s) must be operated in an inconspicuous location in the meeting room. The Board reserves the right to request a copy of the tape.

The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.

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. Conference with Livingston Education Association

E. Superintendent's Report

1. Summer Curriculum Writing Update

F. Board Reports

G. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of September 5, 2018
2. Voting Meeting Minutes of September 17, 2018
3. Workshop Meeting Minutes of October 8, 2018

ROLL CALL VOTE

H. 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 Textbooks and DVDs

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

1.2 Student Teachers

Resolved, that the Livingston Board of Education approves the following student teacher assignments:

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Amanda Massaker	Montclair State University	School Psychologist	Heritage Middle School	Kristin Pannorfi	10/15-12/21/18 1/4-5/5/19
Brooke Reynolds	Fairleigh Dickinson University	Teacher Observation	Riker Hill Elementary	MaryAnn Chorba	1/2-1/18/19
Nicholas Quintero	Fairleigh Dickinson University	Teacher Observation	Livingston HS	Samantha Kowalak	1/2-1/18/19
Nicole Leone	Fairleigh Dickinson University	Teacher Observation	Livingston HS	Susan Rothbard	1/2-1/18/19
Rebecca Leshchinsky	Caldwell University	Teacher Observation	Hillside Elementary	Pam Richmond	10/15-12/20/18

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 2018-2019 for four (4) 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 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:

HOME/HOSPITAL INSTRUCTION

LearnWell	\$42.50/hour
Saint Clare's Hospital	\$54.00/hour
Silvergate Prep	\$50.00/hour

MULTISENSORY READING INSTRUCTION

Lindamood Bell	\$156.00/hour
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NURSING SERVICES

Home Care Therapies DBA Horizon Healthcare Staffing	RN	\$53.00/hour
	LPN	\$45.00/hour

VOCATIONAL

Jewish Vocational Services	\$875.00/evaluation
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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	\$3,413,816.18
12	Regular	262,010.25
20	Regular	100,226.83
60	Cafeteria	238,248.61
	TOTAL	<u>\$4,014,301.87</u>

Regular Checks	77606-78169, 77359, 77506	\$3,776,053.26
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Cafeteria Checks	1064-1066	<u>238,248.61</u>
	TOTAL	<u>\$4,014,301.87</u>

3.2 Board Secretary Report – August 2018

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for August 31, 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 August 31, 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	11,262,241		
(11) Current Expense		16,039,739	3,995,674
(12) Capital Outlay		417,510	1,978,235
(20) Special Revenue Fund	255,010		
(30) Capital Projects Fund	637,127		
(40) Debt Service Fund	357,847		
Total:	\$12,512,225	\$16,457,249	\$5,973,909

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of August 31, 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 Superintendent of Schools recommends certain transfers among accounts in the 2018-2019 budget for August 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>
0260	Workmen's Compensation			\$6,761
0520	Insurance	\$6,761		
0610	General Supplies	\$1,000		
0640	Textbooks			\$1,000
	TOTALS	\$7,761		\$7,761

3.4 Purchase of Student Computers – MPMS 1:1

Resolved, that the Livingston Board of Education approves the purchase of 510 HP Chromebook x360 touch screen laptop computers in the amount of \$186,333.40 through Software House International Inc. The purchase is being made through the NASPO HPI State contract.

3.5 Field Trips

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

3.6 Conferences and Overnight Trips

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

3.7 Parental Contract for Transportation

Resolved, that the Livingston Board of Education approves the parental contract for student transportation for student #770029 from July 1, 2018 to June 20, 2019, at a cost not to exceed \$6,012.99.

3.8 Student Safety Data System Report

Resolved, that the Livingston Board of Education approves the Student Safety Data Systems Report for the 2017-2018 school year.

3.9 Policies and Regulations

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

Policies

Program

Policy #2464 – Gifted and Talented Students (M) (with revisions)

Policy #2467 – Surrogate Parents and Foster Parents (M) (with revisions)

Teaching Staff Members

Policy #3281 – Inappropriate Staff Conduct (with revisions)

Support Staff Members

Policy #4281 – Inappropriate Staff Conduct (with revisions)

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

Policy #1613 - Disclosure and Review of Applicant's Employment History (M) (new to district)

Program

Policy #2430 – Co Curricular Activities (M) (with revisions)

Policy #2431 – Athletic Competition (M) (with revisions)

Teaching Staff Members

Policy #3212 - Attendance (M) (with revisions)

Students

Policy #5116 – Education of Homeless Children (M) (with revisions)

Policy #5339 - Screening for Dyslexia (M) (with revisions)

Policy #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (with revisions) (changes made since 7/10/18, back on for first reading)

Operations

Policy #8330 – Student Records (M) (with revisions)

Regulations

Administration

Regulation #1613 - Disclosure and Review of Applicant's Employment History (M) (new to district)

Program

Regulation #2418 - Section 504 of the Rehabilitation Act of 1973 - Students (M) (new to district)

Students

Regulation #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (with revisions) (changes made since 7/10/18, back on for first reading)

Operations

Regulations #8330 – Student Records (M) (new to district)

Resolved, that the Livingston Board of Education has reviewed the following policies and has determined that no changes are required at this time:

Policy #2200 – Curriculum Content (M)

Policy #3322 – Staff Member's Use of Cellular Telephones (Certified Staff)

Policy #4322 – Staff Member's Use of Cellular Telephones (Support Staff)

Resolved, that the Livingston Board of Education approves the renumbering of Policy #4211 to Policy #4212 – Attendance (Support Staff).

Resolved, that the Livingston Board of Education approves the retitling of Policy #4152 - Freezing or Reducing Wages to Policy #4152 - Withholding of an Increment.

Resolved, that the Livingston Board of Education abolishes Regulation #3244 – In Service Training. The corresponding policy was abolished on September 17, 2018.

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Resignations

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

Name	Position	Reason	Location	Last Day of Employment
<i>Caroline Gower</i>	PRIDE Teacher	Retirement	BHE	December 31, 2018
<i>Wendy Kohn</i>	TOSD	Retirement	Harrison	December 31, 2018
<i>Stacey Strumeyer</i>	Instructional Aide	Resignation	LHS	September 28, 2018
<i>Leslie Heller</i>	Instructional Aide	Resignation	BHE	October 1, 2018
<i>Lucia Ammerata</i>	Instructional Aide	Resignation	HMS	October 5, 2018
<i>Diane Salvatori</i>	Instructional Aide	Resignation	BHE	October 15, 2018
<i>Donna Manno</i>	Instructional Aide	Resignation	Collins	October 12, 2018
<i>Haley Kornspan</i>	ABA Discrete Trial TA	Resignation	BHE	October 19, 2018
<i>Gabrielle Altstadt*</i>	Teacher of ESL (PT)	Resignation	BHE	December 14, 2018, or earlier if replacement can begin

**as amended from a previous agenda*

4.2 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>Melissa Rosario*</i>	Elementary School Teacher	RHE	8/31/18-10/17/18	10/18/18-1/17/19**	1/18/18-1/25/18	1/28/19

<i>Lori Balasic*</i>	School Counselor	MPMS	8/29/18-11/2/18	11/5/18-2/1/19**	2/4/19-6/30/20	9/1/20
<i>Helene McNanna</i>	Teacher of Social Studies	HMS	1/2/19-1/17/19	1/18/19-3/29/19**	NA	4/1/19
<i>Lauren Szaro*</i>	Reading Specialist	Hillside	08/29/2018-10/31/18	11/1/18-1/31/19**	2/1/19-6/30/20	9/1/20
<i>Stephanie Brunn*</i>	Teacher of ESL	HMS/RHE	10/22/18-12/6/18	12/7/18-2/26/19 & 2/27/19-4/5/19**	NA	4/8/19
<i>Janice Einsbruch</i>	Instructional Aide	MPE	8/29/18-9/28/18	NA	10/1/18-10/31/18	11/1/18
<i>Michael Pizzone</i>	Teacher of Social Studies	LHS	NA	10/18/18-11/9/18**	NA	11/12/18

*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. 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>Hermine France</i>	Transportation	Bus Aide	NA	NA	Bus Aide	1	\$11,865 (pro-rated)	9/17/18
<i>Denis Zalmaj</i>	HMS	Head Custodian	NA	Antonio Lekhrajmal	C	5	\$42,608, plus \$625 for black seal and \$2,300 for head middle	9/12/18
<i>Virginia Ackerman*</i>	MPMS	Teacher of ESL	Leave Replacement	Doreen Gugger	MA+32	1	\$65,326 (pro-rated)	11/30/18
<i>Michelle DiStasio</i>	MPMS	10-m Admin Secy	First Year Tenure Track	Gina Covello (new position)	AS- 10 M	1	\$38,819, plus \$1,200 degree	10/15/18
<i>Amanda Saito</i>	HMS/RHE	Teacher of ESL	Leave Replacement	Stephanie Brunn	MA+32	1	\$65,326 (pro-rated)	10/17/18
<i>Melissa Salandra</i>	BHE	Teacher of ESL (.60)	First Year Tenure Track	Gabrielle Altstadter	MA+32	10	\$49,913 (pro-rated)	Upon release from current contract or 12/17/18, whichever is sooner

*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***.

4.4 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2018-2019 school year:

Teachers

Ursula Webster
Luca Bonvini
Allison Levy
Maria Hubert-Friscia
Zachary Hubert
Kenneth Duffy
Sharon Cytrynbaum
William Culver
Kelly Correia
Elizabeth Bartels
Marika Autrand
Colleen Currao
Edward Kelly
Deborah Zisa
William Boni

Secretarial

Ethel Cowan (\$16.00/hr)

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Michael Gerst</i>	HMS	Teacher of Social Studies	Long-Term Sub	Laurie Bisconti	\$263/day	9/24/18-TBD

4.5 Extra Work Pay

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

4.6 Stipends

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

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

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

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

Resolved, that the Livingston Board of Education rescinds the appointment of *Lisa Friedman* as Diversity Club Advisor at Heritage Middle School for the 2018-2019 school year.

Resolved, that the Livingston Board of Education approves the elementary stipends as listed on ***Attachment K***.

4.7 Lateral Moves

Resolved, that the Livingston Board of Education approves contract changes to be made for the certificated staff members listed on ***Attachment L*** 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 September 1, 2018.

4.8 Extra Period Assignments

Resolved, that the Livingston Board of Education approves the individual listed on ***Attachment M*** for extra period assignments in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves *Jason Daily*, Teacher of Television Production, to be compensated an additional \$170.58 per day from October 8, 2018 up to October 12, 2018.

4.9 Contract Adjustments

Resolved, that the Livingston Board of Education approves the contract adjustment as listed on ***Attachment N***.

4.10 Summer Work

Resolved, that the Livingston Board of Education approves the individual listed on ***Attachment O*** to work over the summer of 2018 at the Summer Bridge Program at the approved rate.

Resolved, that the Livingston Board of Education approves the individual on ***Attachment P*** for summer curriculum writing at the approved rate.

4.11 Longevity

Resolved, that the Livingston Board of Education removes employee #4230 from the May 14, 2018 longevity list.

4.12 Mentor Fees

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

4.13 2018-2019 Re-Appointments

Resolved, that the Livingston Board of Education approves the reappointment of the security personnel for the 2018-2019 school year as shown on ***Attachment R***.

Resolved, that the Livingston Board of Education approves the individuals on ***Attachment S*** for reappointment as Playground, Cafeteria and Media Aides for the 2018-2019 school year at the rate listed.

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.

5.2 Suspension Report

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

ROLL CALL VOTE

I. 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.

J. Old Business

K. 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 October 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.
 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)

November 19, 2018 (*workshop*)

- Board Budget Goals
- Assessment Update

November 26, 2018 (*voting*)

December 10, 2018 (*voting*)

- Comprehensive Annual Financial Report
- Counseling Report – LHS Report on Graduates for Class of 2018
- New Course Offerings
- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)

January 7, 2019 (*reorganization*)