



LIVINGSTON BOARD OF EDUCATION WORKSHOP/VOTING MEETING AGENDA

Monday, February 11, 2019

Executive Session – Administrative Building Large Conference Room – 6:00 p.m.

Public Session –Administrative 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 – Charles “Buddy” August, 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 7, 2019 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* 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:

- Personnel

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 60 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. Superintendent’s Report

- Budget Update
- Calendar Discussion
 - 2019-2020 Revised
 - 2020-2021 Adoption

F. Board Reports

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

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>Nancy Ooms</i>	Teacher of Health & PE	Retirement	LHS	June 30, 2019
<i>Karen Seiferheld</i>	K-6 Supervisor of Math	Resignation	District	June 30, 2019
<i>Timothy Hart</i>	Principal	Resignation	Collins	April 15, 2019
<i>Courtney Capizzi</i>	TOSD	Resignation	Harrison	April 1, 2019
<i>Debra Cirkus</i>	Instructional Aide	Resignation	BHE	February 15, 2019

4.2 Separation of Service Agreement

Resolved, that the Livingston Board of Education approves the Separation of Service Agreement between it and Employee #6695 effective June 30, 2019.

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>Carolyn Otte</i>	Harrison	TOSD	First Year Tenure Track	Courtney Capizzi	MA	1	\$59,624 (pro-rated)	2/4/19
<i>Kimberly Nicolette</i>	MPMS	Teacher of Science	First Year Tenure Track	Diane Zambito	MA+16	9	\$75,290 (pro-rated)	4/22/19 or upon release from current contract
<i>Jacqueline Gilker</i>	HMS	School Nurse	First Year Tenure Track	Janyne Vasel	MA+32	12	\$92,220 (pro-rated)	4/22/19 or upon release from current contract
<i>Oscar Benavides</i>	LHS	Teacher of Spanish	First Year Tenure Track	Shannon Lorenzo	BA	10	\$68,896 (pro-rated)	4/22/19 or upon release from current contract
<i>Jessica Anema</i>	MPMS	School Psychologist	First Year Tenure Track	Kristen Markey-Skeffington	MA	1	\$59,624 (pro-rated)	3/4/19
<i>Ducarmel Dupont</i>	Transportation	25-Hr Bus Driver	NA	NA	25 HR BD	6	\$24,699 (pro-rated)	2/19/19

*begins 60-day probationary period
 **as amended from previous agenda

Resolved, that the Livingston Board of Education amends the appointment of *Dr. Frank Ruggiero*, Supervisor of World Language & ESL, for an employment start date of March 8, 2019.

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

III. PREVIEW OF FEBRUARY 25, 2019 VOTING AGENDA

PROGRAM/CURRICULUM

1.1 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
Cynthia Drucks	NJCS	60 Minutes of Instruction	Collins	Tracey Dunleavy	2/26-6/30/19
Nicole Rothenberger	Caldwell University	25 Hour Observation	Heritage	Dr. Dakashna Lang	2/26-5/10/19

STUDENT SERVICES

2.1 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:

SPEECH THERAPIST

Speech Therapy Center, LLC

\$375.00/evaluation

BUSINESS

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	\$1,123,756.64
12	Regular	75,831.82
20	Regular	56,642.16
60	Cafeteria	28.00
	TOTAL	<u>\$1,256,258.62</u>

Regular Checks	79676-80052	\$1,256,230.62
Cafeteria Checks	1092	28.00
	TOTAL	<u>\$1,256,258.62</u>

3.2 Board Secretary Report – December 2018

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for December 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 December 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	8,399,208		
(11) Current Expense		12,189,854	3,996,013
(12) Capital Outlay		126,037	1,978,235
(20) Special Revenue Fund	62,659		
(30) Capital Projects Fund	3,148,111	12,315,891	
(40) Debt Service Fund	357,847		
Total:	\$11,967,825	\$24,631,782	\$5,974,248

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of December 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 Conferences and Overnight Trips

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

Resolved, that the Livingston Board of Education approves *Margaret Wohltmann, Diane Mondoro, Alex Lamon and Tom Garzon*, Business Education teachers, to chaperone approximately 35 students attending the FBLA State Conference/Competition from March 21 to 22, 2019 in Atlantic City, New Jersey, at a cost not to exceed \$720.

3.4 Policies and Regulations

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

Program

Policy #2700 – Services to Non-Public Schools (M) (with revisions)

Finances

Policy #6360 – Political Contributions (M) (with revisions)

Policy #6362 – Contributions to Board Members and Contract Awards (M) (with revisions)

Property

Policy #7100 – Long Range Facilities Planning (M) (with revisions)

Policy #7300 – Disposition of Property (with revisions)

Operations

Policy #8441 – Care of Injured and Ill Persons (M) (with revisions)

Resolved, that the Livingston Board of Education has reviewed the following policies and regulations and determined that no changes need to be made at this time:

Policy #1230 – Superintendent’s Duties (M)

Policy & Regulation #1240 – Evaluation of the Superintendent (M)

PERSONNEL

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 (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Doreen Gugger*</i>	Teacher of ESL	MP Complex	12/3/18-1/31/19	2/1/19-5/3/19**	5/6/19-6/30/19	8/29/19
<i>Kristin Szelingowski*</i>	Elementary School Teacher	Harrison	1/7/19-3/4/19	3/5/19-3/20/19 & 3/21/19-6/30/19**	NA	8/29/19

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.2 Appointments

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

4.3 Substitutes

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Griffith Hughes</i>	MPMS	Teacher of Tech Ed	Long Term Sub	Alek Sadiwnyk	\$263/day	1/30/19-TBD
<i>Nancy Vogel</i>	HMS	Teacher of Science	Long Term Sub	Christopher Russoniello	\$263/day	2/4/19-TBD

Teachers

Astrit Vatoci

Custodial

Marcelino Brand (\$15.50/hr)

Luzmilla Brand (\$15.50/hr)

4.4 Extra Work Pay

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

4.5 Lateral Moves

Resolved, that the Livingston Board of Education approves contract changes to be made for the certificated staff members listed on **Attachment D** 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, 2019.

4.6 Stipends

Resolved, that the Livingston Board of Education rescinds the appointments of *Chris Russoniello* as Spring Musical Director and *Michael Yesenosky* as Spring Musical Orchestra at Heritage Middle School for the 2018-2019 school year.

Resolved, that the Livingston Board of Education rescinds the appointment of *Chris Russoniello* as Spring Production Stage Director at Mt. Pleasant Middle School for the 2018-2019 school year.

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

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

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

4.7 Extra Period Assignments

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

4.8 Job Description

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

Payroll Manager

MISCELLANEOUS

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 December.

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;
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I. Old Business

J. New Business

IV. 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 February 11, 2019 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)

February 25, 2019 (*voting*)

- Roles and Responsibilities of the Board
- Budget Discussion Featuring Student Services

March 11, 2019 (*workshop*)

- Teacher of the Year Recognition
- Tech Plan for Digital Learning Presentation
- Budget Discussion Featuring Curriculum, Facilities, Technology and Personnel

March 18, 2019 (*voting*)

- Adoption of Tentative Budget

April 1, 2019 (*workshop*)

- Budget Discussion
- Student Safety Data System Report

April 29, 2019 (*Public Hearing/Voting*)

- Transportation Contracts
- Subscription Bus Pricing

May 6, 2019 (*Executive Session on Personnel*)

May 13, 2019 (*Workshop/Voting*)

- Conference with the Livingston Education Association
- Board Goals
- Personnel Appointments

May 20, 2019 (*voting*)

- Annual Appointments
- Sale of SRECs
- Out of District Tuition Rates
- New Jersey State Interscholastic Athletic Association

June 3, 2019 (*workshop*)

- Student Representative to the Board
- Retirement Ceremony
- SEPAC

June 17, 2019 (*voting*)

- Superintendent Summer Approval to Hire
- ESS Renewal
- Summer Work Appointments
- Curriculum Writer Names and Locations
- Summer Project Appointments
- Compliance with PL 2015, Chapter 47
- Transfer of Current Year Surplus to Capital Reserve
- Bus Evacuation Drills Report

July 17, 2019 (*voting*)

- Property, Liability and WC Insurance
- Food Service Renewal
- Out of District Placements for 2019-2020
- Related Services and Medical Consultants for 2019-2020
- Extended School Year Out of District Placements Summer 2019

August 14, 2019 (*voting*)

- Enrollment Update
- Travel and Conferences Expenses
- Livingston Chinese School Contract
- Livingston Huaxia Chinese School Contract
- YMCA Contract

September 9, 2019 (*workshop*)

September 23, 2019 (*voting*)

- District Nursing Services Plan

October 7, 2019 (*workshop*)

- Public Hearing for District and School HIB Self-Assessment Report
- Student Safety Data System Report
- PARCC Testing

October 14, 2019 (*voting*)

- Conference with the Livingston Education Association
- Summer Curriculum Writing Update

November 11, 2019 (*workshop*)

- Board Budget Goals
- Assessment Update

November 18, 2019 (*voting*)

- NJQSAC Statement of Assurance

December 9, 2019 (*voting*)

- Comprehensive Annual Financial Report
- Counseling Report – LHS Report on Graduates for Class of 2019
- New Course Offerings
- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)

January 6, 2020 (*reorganization*)