



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, March 18, 2019

Executive Session – Administration 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

1. NJ School Performance Report
2. Tech Plan for Digital Learning Presentation
3. Budget Discussion Featuring Technology

F. Board Reports

G. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of February 25, 2019
2. Workshop/Voting Meeting Minutes of March 11, 2019

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 Textbook

Resolved, that the Livingston Board of Education approves the following textbook 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
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Jianing Li	Rutgers University	Teacher of Chinese	LHS	Lucy Lee	March 19 - May 30, 2019
Tiantian Fu	Montclair State University	3 Hour Classroom Observation Grade 2	Harrison	Karen Zavaglia	March 19 - May 30, 2019
Tiantian Fu	Montclair State University	3 Hour Classroom Observation Grade K	Burnet Hill	Laurie Babij	March 19 - May 30, 2019
Rachel Frieman	Montclair State University	Classroom Observation	Harrison	Kristy Mullen	March 19 - May 30, 2019
Julia Chirls	George Washington University	Up to 25 Hours Observation	Harrison	Nicole Sajecki	March 13-15, 2019

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 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 B**.

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	\$2,152,726.83
12	Regular	374,562.62
20	Regular	210,687.43
60	Cafeteria	16,272.71
	TOTAL	\$2,754,249.59

Regular Checks	80053-80502	\$2,737,976.88
Cafeteria Checks	1093-1097	<u>16,272.71</u>
	TOTAL	<u>\$2,754,249.59</u>

3.2 Board Secretary Report – January 2019

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for January 31, 2019, 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 January 31, 2019, 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	6,069,473		
(11) Current Expense		9,023,635	3,996,060
(12) Capital Outlay		119,702	1,978,235
(20) Special Revenue Fund			
(30) Capital Projects Fund	3,151,455		
(40) Debt Service Fund			
Total:	9,220,928	9,143,337	5,974,295

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of January 31, 2019, 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 January 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	Workmens Compensation		\$130
0270	Health Benefits		\$180,000
0320	Purch Prof-Educational Services		\$50,000
0420	Clean/Repair Maintenance	\$390	
0514	Cont Services (Sped)	\$50,000	
0520	Insurance	\$130	
0566	Tuition Pri Scl Handicapped	\$100,000	
0580	Travel	\$40	
0600	Supplies and Materials	\$3,526	
0610	General Supplies	\$47,957	
0615	Transportation Supplies	\$15,000	
0640	Textbooks	\$13,726	
0890	Other Objects		\$639
	TOTALS	\$230,769	\$230,769

3.4 Comprehensive Annual Financial Report

Resolved, that the Livingston Board of Education accepts the June 30, 2018 audit report.

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**.

Resolved, that the Livingston Board of Education approves *Marie Celestin*, Business Education teacher, to chaperone approximately six students attending the MIT Launch Club finals (if they qualify after the NY Regionals) on May 4, 2019, in Boston, Massachusetts, at no cost to the district.

3.7 Policies and Regulations

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

Administration

Policy #1110 – Organizational Chart (with revisions) (see Reporting Structure)

Program

Policy #2422 – Health & Physical Education (M) (with revisions)

Policy #2610 – Educational Program Evaluation (M) (with revisions)

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

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)

Regulation #8441 – Care of Injured and Ill Persons (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:

Name	Position	Reason	Location	Last Day of Employment
<i>Susan Gould</i>	School Nurse	Retirement	Collins	June 30, 2019

**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>Brandee Adams*</i>	Teacher of Health & PE	RHE/BHE /Harrison /HMS	2/13/19-2/18/19	2/19/19-2/27/19 (FT) and 3/18/19-3/29/19**	NA	4/1/19
<i>Cassandra Szeles</i>	Teacher of Health & PE	LHS	5/20/19-6/30/19	8/29/19-11/21/19**	11/22/19-6/30/20	9/1/20

*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>Joaquin Diaz</i>	Transportation	25 Hr Bus Driver	NA	Mark Brown	25 Hr Bus Driver	7	\$25,899 (pro-rated)	3/11/19
<i>Dulce Binsol</i>	Harrison	Playground Aide	NA	NA	NA	NA	\$15.50/hr	2/25/19
<i>Luyi Liu-Hom</i>	Burnet Hill	Playground Aide	NA	NA	NA	NA	\$15.50/hr	2/27/19
<i>Fei Yang</i>	Riker Hill	Playground Aide	NA	NA	NA	NA	\$15.50/hr	3/11/19

*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 following individuals to serve as substitutes for the 2018-2019 school year:

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Cara Dlugo</i>	Elementary	Teacher of Health & PE	Long Term Sub	Brandee Adams	\$263/day	2/13/19 - 4/11/19
<i>Megan Farrell</i>	BHE	Elementary School Teacher	Long Term Sub	Diana Yellen	\$263/day	5/8/19- 6/19/19

Teachers

- Sophia Avellanal*
- Aiden Braun*
- Stacey Strumeyer*
- Tierney Fitzmartin*
- Gina Coviello*
- Cassidy Zuber*
- Jane Conforti*
- Arleen Goldman*

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 individual on **Attachment G** for co-curricular stipends at Livingston High 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 extra period assignments as shown on **Attachment H**.

4.8 Mentor Fees

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

4.9 Sidebar Agreements

Resolved, that the Livingston Board of Education approves the two Sidebar Agreements between itself and the Livingston Education Association for the 2019- 2020 school year.

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 February.

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;
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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 March 18, 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)

March 25, 2019 (*voting*)

- Approval 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

March 18, 2019

- 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

March 18, 2019

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*)