



LIVINGSTON BOARD OF EDUCATION WORKSHOP/VOTING MEETING AGENDA

Monday, April 1, 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, Superintendent Search and Legal Issue

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. Budget Discussion

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>Debra Ostrowski</i>	Principal	Retirement	RHE	June 30, 2019
<i>Susan Rothbard</i>	Teacher of English	Retirement	LHS	June 30, 2019
<i>Edward Meehan</i>	Teacher of Social Studies	Retirement	LHS (MCC)	June 30, 2019
<i>Sandra Criscenzo</i>	Elementary School Teacher	Retirement	Collins	June 30, 2019
<i>Katherine Abrams</i>	Teacher of Art	Retirement	BHE/MPE	June 30, 2019
<i>Patricia LeDonne</i>	Intervention/Enrichment Specialist	Retirement	Collins/Hillside/RHE	June 30, 2019

<i>Damien Villeneuve</i>	Instructional Aide	Resignation	Hillside	April 5, 2019
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**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>Dr. Mallory Seidman</i>	School Psychologist	BHE	NA	8/29/19-11/21/19	11/22/19-2/9/20	2/10/20

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.3 Substitutes

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

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Jaimee Mirsky</i>	LHS	Teacher of English (.4)	Long-term substitute	Jessica Rivchin	\$105/day	4/1/19-6/30/19
<i>Michael Collins</i>	LHS	Teacher of Social Studies (.6)	Long-term substitute	Samantha Kowalak	\$158/day	4/1/19-6/30/19

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 APRIL 29, 2019 VOTING AGENDA

Public Hearing on Budget

1. Discussion
2. Questions and Comments from Public
 - Speakers are asked to stand and state name and address for the board and public
 - Each person may speak once with a three (3) minutes time limit until all who wish to be heard have had an opportunity to speak.

Adoption of 2019-2020 Budget

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
2019-2020 Total Expenditures	\$115,883,285	\$1,791,343	\$8,145,350	\$125,819,978
Less: Anticipated Revenues	\$7,340,011	\$1,791,343	\$960,970	\$10,092,324
Taxes to be Raised	\$108,543,274	\$0	\$7,184,380	\$115,727,654

1. PROGRAM/CURRICULUM

1.1 Student Teacher

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

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Robin Yelner	Montclair State University	Classroom Observation	Riker Hill Elementary	Barbara Levy	April – May 15, 2019

1.2 Educational Leadership Intern

Resolved, that the Livingston Board of Education approves the following individual to serve as an Educational Leadership Intern in the district:

Name	School	Cooperative Administrator	Dates
Erica Dent	HMS	Shawn Kelly	April 2, 2019 to August 30, 2019
Erica Dent	Central Office	Lisa Capone-Steiger	April 2, 2019 to August 30, 2019

2. 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:

Home Instruction

Stepping Forward \$60.00/hour

3. 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.

Fund	Name	Amount
10&11	Regular	\$1,306,304.07
20	Regular	154,009.55
60	Cafeteria	<u>361,639.82</u>
	TOTAL	<u>\$1,821,953.44</u>

Regular Checks	80503-80856	\$1,460,313.62
Cafeteria Checks	1099-1102	<u>361,639.82</u>
	TOTAL	<u>\$1,821,953.44</u>

3.2 **Board Secretary Report – February 2019**

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for February 28, 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 February 28, 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	6,403,758		
(11) Current Expense		8,805,161	3,996,060
(12) Capital Outlay		150,303	1,978,235
(20) Special Revenue Fund			
(30) Capital Projects Fund	3,154,478		
(40) Debt Service Fund			
Total:	9,558,236	8,955,464	5,974,295

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of February 28, 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 February 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>
241	Other Retirement Cont. Reg	\$69,779	
260	Workmen's Compensation		\$10,000
270	Health Benefits		\$325,779
420	Clean/Repair Maintenance	\$25,000	
503	Aid in Lieu Payments	\$1,000	
514	Cont Services (Sp Ed)	\$60,000	
566	Tuition Pri Scl Handicapped	\$100,000	
600	Supplies and Materials	\$10,914	
610	General Supplies	\$90,000	
615	Transportation Supplies	\$5,000	
622	Energy-Gas		\$15,000
640	Textbooks		\$10,914
	TOTALS	\$361,693	\$361,693

3.4 Field Trip

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

3.5 Conferences and Overnight Trips

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

Resolved, that the Livingston Board of Education approves *Steven Robinson*, Business Administrator, to attend the New Jersey Association of School Business Officials Annual Conference from June 4 to 7, 2019, in Atlantic City, New Jersey, at a cost not to exceed \$850.

3.6 Joint Transportation Agreement with Educational Services Commission of Morris County

Resolved, that the Livingston Board of Education enters into a jointure with Educational Services Commission of Morris County for participation in transportation services for the 2019-2020 school year.

3.7 Union County Educational Services Commission - Transportation

Resolved, that the Livingston Board of Education authorizes the Union County Educational Services Commission to coordinate and administer the transportation for all applications submitted by the district for the 2019-2020 school year.

3.8 Subscription Bus Pricing

Resolved, that the Livingston Board of Education establishes a subscription bus rate of \$810 round trip and \$405 one way per child for the 2019-2020 school year.

3.9 Policies and Regulations

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

Administration

Policy #1642 – Earned Sick Leave Law (M) (new to district)

Program

Policy #2415.06 - Unsafe School Choice Option (M) (Revised)

Students

Policy #5111 – Eligibility of Resident/Non-Resident Students (M) (with revisions)

Policy #5600 - Student Discipline/Code of Conduct (M) (Revised)

Policy #5611 - Removal of Students for Firearms Offenses (M) (Revised)

Policy #5612 - Assaults on District Board of Education Members or Employees (M) (Revised)

Policy #5613 - Removal of Students for Assaults with Weapons Offenses (M) (Revised)

Operations

Policy #8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

Administration

Regulation #1642 – Earned Sick Leave Law (M) (new to district)

Program

Regulation #2460.1 – Special Education – Location, Identification & referral (M) (now mandated)

Regulation #2460.9 – Special Education – Transition from Early Intervention Programs to Pre School Programs (M) (with revisions)

Students

Regulation #5111 – Eligibility of Resident/Non-Resident Students (M)

Regulation #5611 - Removal of Students for Firearms Offenses (M) (Revised)

Regulation #5612 - Assaults on District Board of Education Members or Employees (M) (Revised)

Regulation #5613 - Removal of Students for Assaults with Weapons Offenses (M) (Revised)

Operations

Regulation #8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

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

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)

4. PERSONNEL

4.1 Substitutes

Resolved, that the Livingston Board of Education approves the following substitutes for the 2019-2020 school year:

Custodial

Ysabel Diaz (\$15.50/hr)

4.2 Extra Work Pay

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

5. 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 March.

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

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 April 1, 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)

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
- 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

April 1, 2019

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

January 6, 2020 (*reorganization*)