



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Wednesday, July 17, 2019

Public Session –Administrative Building Large Conference Room – 7:00 p.m.

This is a public meeting of the Board of Education. 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 videotape prior to posting to protect the privacy of students and staff.

The Board's Bylaw #0168 allows videotaping and livestreaming of public meetings with prior approval from the Board Secretary. 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.

While the Board of Education discourages the videotaping/livestreaming of students without written parental consent, public meetings are not subject to the same restrictions as other school events. Please be aware that you and your children may be videotaped or livestreamed as a result of your participation at this meeting.

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.

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. Pledge of Allegiance / Roll Call

D. Superintendent's Report

E. Board Reports

F. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of May 20, 2019
2. Voting Meeting Minutes of June 17, 2019

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 Superintendent recommends the following:

1.1 Textbooks

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

1.2 Student Teachers

Resolved, that the Livingston Board of Education approves the following student teacher assignments as shown **Attachment B**.

ROLL CALL VOTE

2. STUDENT SERVICES

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2019-2020 for twenty-five (25) Livingston student with disabilities and for Extended School Year 2019 (Summer Programs) for fifteen (15) 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 C**.

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 2019-2020 school year:

HOMEBOUND INSTRUCTION

LearnWell Education \$46.50/hour

OCCUPATIONAL THERAPY

Cerebral Palsy of North Jersey \$120.00/hour

Trinitas Children's Therapy Services \$115.00/hour

CHILD STUDY TEAM EVALUATIONS

Burlington County Special Services School District \$480.00/evaluation

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	\$1,749,446.14
12	Regular	57,663.00
20	Regular	137,630.38
60	Cafeteria	<u>410,334.35</u>
	TOTAL	<u>\$2,355,073.87</u>

Regular Checks	81682-82185	\$1,944,739.52
Cafeteria Checks	1109-1115	<u>410,334.35</u>
	TOTAL	<u>\$2,355,073.87</u>

3.2 Board Secretary Report – May 2019

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for May 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 May 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	4,819,544		
(11) Current Expense		2,047,337	3,996,060
(12) Capital Outlay		78,513	1,978,235
(20) Special Revenue Fund	17,030		
(30) Capital Projects Fund	3,165,394		
(40) Debt Service Fund			
Total:	\$8,001,968	\$2,125,850	\$5,974,295

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of May 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 May 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	\$206,000	
0242	Other Retirement Contributions	\$31,000	
0270	Health Benefits		\$315,302
0320	Purch. Prof-Educational Services	\$12,375	
0332	Audit Fees		\$4,000
0420	Clean/Repair Maintenance		\$3,100
0503	Aid in Lieu Payments	\$520	
0512	Cont Services (Other)		\$520
0514	Cont Services (Sped)	\$64,027	
0600	Supplies and Materials		\$12,825
0610	General Supplies	\$35,855	
0615	Transportation Supplies	\$25,970	

0622	Energy–Gas			\$25,000
0640	Textbooks			\$7,384
0890	Other Objects			\$7,616
		TOTALS	\$375,747	\$375,747

3.4 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 *Steven Robinson*, Business Administrator, to attend the New Jersey Association of School Business Officials Annual Conference, from October 24 to 28, 2019 in National Harbor, Maryland, at a cost not to exceed \$2,900.

3.5 Cafeteria/Vending Operations

Resolved, that the Livingston Board of Education enters into a contract with ARAMARK Education to provide food services for the 2019-2020 school year.

3.6 2019-2020 Academic Calendar

Resolved, that the Livingston Board of Education approves the change to move the LHS partial day from January 28, 2020 to February 3, 2020 on the 2019-2020 academic calendar as shown on **Attachment E**.

3.7 Approval of Property, Liability and Workers Compensation Insurance for 2019-2020

Resolved, that the Livingston Board of Education awards the property and liability insurance policies to:

<u>New Jersey School Boards Association Insurance Group</u>		
Brown and Brown Insurance (Broker)		
Comprehensive Board Program Property, General Liability, Auto Coverage, Crime Coverage, Pollution Liability, Excess Liability Insurance	(7/1/19-7/1/20)	\$326,225.00
<u>New Jersey School Boards Association Insurance Group</u>		
Brown and Brown Insurance (Broker)		
School Board Legal Liability	(7/1/19-7/1/20)	\$165,672.00
<u>New Jersey Unshared Excess Program (NJUEP)</u>		
Brown and Brown Insurance (Broker)		
Excess Liability - \$24 million	(7/1/19-7/1/20)	\$20,307.00
<u>Monarch</u>		
Brown and Brown Insurance (Broker)		
Student/Athletic Insurance	(7/1/19-7/1/20)	\$44,076.00

<u>New Jersey School Boards Association Insurance Group</u>	
Brown and Brown Insurance (Broker)	
Workers Compensation & Supplemental Indemnity (7/1/19-7/1/20)	\$461,488.00
	<u>\$1,017,768.00</u>

3.8 Update to Financial Depositories and Signatures

Resolved, that the Livingston Board of Education establish the following bank accounts at Regal Bank, Livingston, New Jersey and that Regal Bank is hereby requested, authorized and directed to honor all checks, draft and other orders for the payment of money drawn in the name of the Board of Education in the following accounts when bearing the true or approved facsimile signature(s) indicated:

Regal Bank		
<u>Account Title and Number</u>	<u>Signature(s)</u>	
BOE School District of Livingston General Account 0108010471	Board President and Steven K. Robinson and Dr. Matthew Block	
BOE School District of Livingston Referendum 0108010505	Board President and Steven K. Robinson and Dr. Matthew Block	
Collins Elementary School School Account 0108010562	Michelle Cebula Stefanie Lichtstein Steven K. Robinson	<i>Any 2</i>
Mount Pleasant Elementary School School Account 0108010521	Lorena Dolan Gail Witt Steven K. Robinson	<i>Any 2</i>
Riker Hill Elementary School School Account 0108010612	Justin Toomey Deborah Paoella Steven K. Robinson	<i>Any 2</i>
Mount Pleasant Middle School School Account 0108010554	Bronawyn O'Leary Gina Covello Steven K. Robinson	<i>Any 2</i>
Heritage Middle School School Account 0108010513	Shawn Kelly Andrew Espinoza Chrystie Young Christina Woytas Steven K. Robinson	<i>Any 2</i>
Livingston High School Activity Account 0108010588	Mark Stern Marjorie Duffy Dr. Mary K. Pretto Danielle Rosenzweig Steven K. Robinson	<i>Any 2</i>
Livingston High School Activity Account 0108010588	Mark Stern Marjorie Duffy Dr. Mary K. Pretto Danielle Rosenzweig Steven K. Robinson	<i>Any 2</i>
Livingston High School Athletic Account 0108010604	Mark Stern Marjorie Duffy Dr. Mary K. Pretto Danielle Rosenzweig Richard Porfido	<i>Any 2</i>

		Steven K. Robinson	
Livingston High School Special Account 0108010596		Mark Stern Marjorie Duffy Dr. Mary K. Pretto Danielle Rosenzweig Steven K. Robinson	Any 2
Livingston Board of Education Board Secretary's Petty Cash 0108010489		Dr. Matthew Block Steven K. Robinson Patricia Ramos	Any 2

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>Catherine Mino</i>	Teacher of Environmental Science	Resignation	LHS	June 30, 2019
<i>Roberto Mero</i>	25 Hr Bus Driver	Resignation	Transportation	June 30, 2019
<i>Michelle Corsentino</i>	School Psychologist	Resignation	BHE	NA
<i>Melissa Ciolino</i>	Elementary School Teacher	Resignation	RHE	NA
<i>Vanessa Ilardi</i>	TOSD	Resignation	BHE	September 12, 2019
<i>Amdi Ramani*</i>	Head Custodian	Resignation	LHS	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>Anna Maria DiNapoli*</i>	Elementary School Teacher	MPE	8/29/19-10/4/19	10/7/19-1/9/20**	1/10/20-3/20/20	3/23/20
<i>Jalissa Sbarro</i>	Office Support	Central Office	9/16/19-10/23/19	10/24/19-1/22/20**	NA	1/23/20
<i>Meghan Bailey</i>	TOSD	Collins	12/9/19-2/12/20	2/13/20-5/15/20**	NA	5/18/20

*as amended from a previous agenda

**Designates time counted toward NJFLA/FMLA

4.3 Transfers

Resolved, that the Livingston Board of Education approves the transfers as listed on **Attachment F**.

4.4 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
Lorena Dolan	MPE	Principal	First Year Tenure Track	Dr. Emily Sortino (transfer)	LAA Elementary Principal	4	\$129,725 (pro-rated)	9/9/19 or earlier if released by current district
Lauren Castoro	Hillside	Elementary School Teacher	First Year Tenure Track	Dana Wallock (transfer)	MA	6	\$63,612	8/29/19
Michelle Augliera	LHS	Teacher of Environmental Science	First Year Tenure Track	Catherine Mino	MA+16	9	\$75,441	8/29/19
Julie Becker	Harrison	Elementary School Teacher	One Year Leave Replacement	Ilze Aivars	MA	1	\$59,803	8/29/19
Dr. Jennifer Malik	HMS	School Psychologist	First Year Tenure Track	Dr. Kristin Pannorfi (transfer)	D	6	\$72,780	8/29/19
Kristi Malone	LHS	Teacher of Technology Ed	First Year Tenure Track	New	MA	5	\$62,806	8/29/19
Samantha Engel	LHS	Teacher of Social Studies	First Year Tenure Track	New	MA	1	\$59,803	8/29/19
Lisa Garamella	Hillside	School Nurse	First Year Tenure Track	Pao Tseng (transfer)	BA	8	\$60,919	8/29/19
Hallie Yula	MPE	Elementary School Teacher	First Year Tenure Track	Lauren Nikirk (transfer)	BA	6	\$56,159	8/29/19
Megan Jenkins	BHE	PRIDE Teacher	First Year Tenure Track	Nicole Redden	BA	1	\$52,673	8/29/19
Emily Perrine	LHS	TOSD	First Year Tenure Track	Pearl Silva (transfer)	MA	5	\$62,806	8/29/19
Amanda Clayton	BHE	School Psychologist	One Year Leave Replacement	Mallory Seidman	MA+32	1	\$65,522	8/29/19
Donna Ofstad	RHE	Reading Interventionist	Leave Replacement	Kimberly Colon	MA+16	7	\$67,713 (pro-rated)	8/29/19-11/30/19
Saramma Varghese	Transportation	Bus Aide	NA	NA	Bus Aide	1	\$12,203	8/29/19

*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 G**.

4.5 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:

Name	Location	Title	Leave Replacement or Long Term Sub	Salary	Effective Date
Rachael Keyes*	BHE	TOSD	Long Term Sub	\$263/day	8/29/19-11/22/19
Carol Marano	HMS	Teacher of Spanish	Long Term Sub	\$263/day	9/9/19-12/20/19

**as amended from previous agenda*

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2019-2020 school year:

Teachers

- Colleen Currao*
- Tierney Fitzmartin*
- Jean Freedman*
- Luyi Liu-Hom*
- Thomas Rubinetti*
- Stacey Strumeyer*

Custodial

- Gabriel Duque (\$15.50/hr)*
- Donovan Bacchas (\$15.50/hr)*

4.6 Extra Work Pay

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

4.7 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment I** for athletic stipends at Livingston High School for the 2019-2020 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment J** for co-curricular stipends at Heritage Middle School for the 2019-2020 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment K** for district stipends for the 2019-2020 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves *Colleen Cornell*, Teacher of Business Education as the Cooperative Business Coordinator for the 2019-2020 school year. Ms. Cornell will be paid up to 10 days at her per diem rate for said assignment and this pensionable amount will be paid over the payroll cycle for the 2019-2020 school year.

4.8 Summer Work

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment L** to write curriculum over the summer of 2019 at the approved rate.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment M** to act as substitute teachers at the ESY program over the summer of 2019 at the listed rate.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment N** to work over the summer of 2019 at the Summer Academy Program at the approved rate.

Resolved, that the Livingston Board of Education approves the summer workers in the Buildings & Grounds Department for the summer of 2019 as listed on **Attachment O**.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment P** to work over the summer of 2019 as Bus Aides at the rates listed.

4.9 2019-2020 Re-Appointments

Resolved, that the Livingston Board of Education approves the reappointment of the security personnel for the 2019-2020 school year as shown on **Attachment Q**.

4.10 Job Description

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

Content Area Supervisor (Pre-K-12)

4.11 Contract Adjustments

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

4.12 Longevity

Resolved, that the Livingston Board of Education approves the longevity of the individuals listed on **Attachment S**.

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 June.

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 July 17, 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)

August 14, 2019 (*voting*)

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

September 9, 2019 (*workshop*)

- Student Representative to the Board

September 23, 2019 (*voting*)

- District Nursing Services Plan

October 7, 2019 (*workshop*)

- Public Hearing for District and School HIB Self-Assessment Report
- NJSLA (Policy 2610)

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 (Policy 2610)
- New Course Offerings
- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)

January 6, 2020 (*reorganization*)