



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, May 20, 2019

Public Session – Heritage Middle School Auditorium – 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 – Ronnie Ferber Konner, Vice 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. Conference with Livingston Education Association

E. Superintendent's Report

1. Summer Academy
2. Parent Academy Website

F. Board Reports

G. Approval of Minutes

The Superintendent recommends the following:

1. Five-on-Five Meeting Minutes of April 23, 2019
2. Public Hearing/Voting Meeting Minutes of April 29, 2019
3. Voting/Workshop Meeting Minutes of May 13, 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 Textbooks

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

1.2 Memorandum of Agreement

Resolved, that the Livingston Board of Education approves the Memorandum of Agreement between the Kean University Diversity Council on Global Education and Citizenship and Livingston School District to offer graduate credit and professional development hours to staff during the 2019-2020 school year.

1.3 Educational Leadership Intern

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

<u>Intern</u>	<u>Location</u>	<u>Cooperating Administrator</u>	<u>Dates</u>
Tanis Chavanne	CO	Lisa Capone-Steiger	6/1/19-8/30/19

ROLL CALL VOTE

2. STUDENT SERVICES

There is no motion.

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	\$2,484,356.94
12	Regular	77,051.15
20	Regular	119,302.03
60	Cafeteria	<u>262,107.25</u>
	TOTAL	<u>\$2,942,817.37</u>

Regular Checks	80857-81360	\$2,680,710.12
Cafeteria Checks	1103-1112	<u>262,107.25</u>
	TOTAL	<u>\$2,942,817.37</u>

3.2 Board Secretary Report – March 2019

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for March 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 March 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	4,126,668		
(11) Current Expense		4,720,913	3,996,060
(12) Capital Outlay		97,204	1,978,235
(20) Special Revenue Fund			
(30) Capital Projects Fund	3,159,544		
(40) Debt Service Fund			
Total:	\$7,286,212	4,818,117	5,974,295

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of March 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 March 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>
0242	Other Retirement Contributions	\$30,000	
0270	Health Benefits		\$250,000
0320	Purch. Prof-Educational Services		\$1,700
0340	Purchased Technical Services	\$5,700	
0420	Clean/Repair Maintenance	\$10,000	
0561	Transfer of Funds to Charter School	\$109	
0566	Tuition Pri Scl Handicapped	\$180,000	
0600	Supplies and Materials		\$4,109
0610	General Supplies	\$90,672	
0615	Transportation Supplies	\$35,000	
0622	Energy-Gas		\$95,000
0890	Other Objects		\$672
	TOTALS	\$351,481	\$351,481

3.4 Conferences and Overnight Trips

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

3.5 General Education Out of District Tuition Rates

Resolved, that the Livingston Board of Education approves general education out of district tuition rates for the 2019-2020 school year as follows:

Kindergarten (full day)	\$14,199
Grades 1-5	\$15,382

Grades 6-8	\$16,149
Grades 9-12	\$16,816

3.6 Sale of SRECs

Resolved, that the Livingston Board of Education designates the Business Administrator/Board Secretary to act on behalf of the Board as the officer to sell and to award the Solar Renewable Energy Certificates (SRECs). The SRECs will be sold via a competitive auction through SREC Trade, San Francisco, California at no cost per SREC and the Business Administrator/Board Secretary shall report in writing the result of the sale to the Board.

3.7 Joint Transportation Agreement with Essex Regional Educational Services Commission

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

3.8 Essex Regional Educational Services Commission

Resolved, that the Livingston Board of Education renews its contract with the Essex Regional Educational Services Commission for the 2019-2020 school year to provide the following services required by law:

Chapters 192/193
 Public School Child Study Team (including Addendum for Additional Services)
 Public School Home Instruction
 IDEA-B
 Nursing Services for Nonpublic Schools

3.9 NJEdge.Net, Inc. Market Cooperative Pricing System

Resolved, that the Livingston Board of Education approves the district to utilize NJEdge.Net, Inc.'s Edge Market Cooperative pricing system as shown on **Attachment C**.

3.10 Travel and Conferences Expenses

Whereas, the State of New Jersey has enacted P.L. 2007 An Act Concerning School District Accountability requiring boards of education to annually approve the total amount of funds budgeted for travel and conferences for all faculty, staff, administration and board members; and

Whereas, the ACT became effective on March 15, 2007, and requires prior approval of all travel and conference costs before they are incurred; and

Whereas, there are three categories of travel and conferences that faculty, staff, administrators and board members generally attend, including routine meetings held on annually scheduled dates, meetings of an emergent nature with little prior notice, and meetings/conferences that can be scheduled with at least several weeks' notice; and

Whereas, it is practical to anticipate as many activities as possible, and receive annual approval for those and monthly approvals for unanticipated activities;

Now, Therefore, Be It Resolved, that the following budget amounts are acknowledged and costs of travel and conferences are approved for the 2019-2020 school year:

Total amount budgeted for travel and conferences 2019-2020 \$184,199

Intra-district business mileage for administrators, and where required, for members of the faculty and staff, including but not limited to, faculty who teach in more than one school, child study team members, secretaries, etc. will be reimbursed at the rate permitted by the New Jersey Office of Management and Budget.

Out-of-district business travel for administrators, faculty and staff to attend conferences and professional development opportunities as approved by the superintendent will be reimbursed pursuant to N.J.A.C. 6A:23B-1.2(c)3.

3.11 Annual Appointments

Resolved, that the Livingston Board of Education approves the following appointments for the 2019-2020 school year which are in effect until changed by resolution:

Board Secretary/SBA	Steven K. Robinson
Custodian of Records	Steven K. Robinson
OPRA Representative	Steven K. Robinson
Public Agency Compliance Officer (PACO)	Steven K. Robinson
Qualified Purchasing Agent	Steven K. Robinson
Treasurer	Steven K. Robinson
AHERA Coordinator	James Perrette
Integrated Pest Management Coordinator	James Perrette
Right to Know Officer	James Perrette
504 Compliance Officer	Lisa Capone-Steiger
Affirmative Action Officers	Chrystie Young and Amro Mohammed
Anti-Bullying Coordinator	Lisa Capone-Steiger
Homeless Liaison	Sinead Crews
School Safety Specialist	Cynthia Healy
Title IX Coordinator	Richard Porfido
Issuing Officer for Working Papers	Patricia Mattia
Auditor of School District	Wiss & Company, LLP
Broker of Record	IMAC Insurance Agency
School Physician	Dr. Michael Kelly
Board Attorney	Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC
Special Counsel	Machado Law Group, LLC
Livingston Public Broadcasting Executive Board	Jonathan Aronoff, Stu Bodow, Don Schwartz

3.12 IDEA Grant Amendment

Resolved, that the Livingston Board of Education approves the submission of an amendment to the 2018-2019 IDEA grant to budget for the carryover of \$6,976 of nonpublic funds from 2017-2018. These carryover funds have been spent.

3.13 West Essex YMCA

Resolved, that the Livingston Board of Education approves the contract with the West Essex YMCA for the 2019-2020 school year.

3.14 Resolution of the Board of Education of the Township of Livingston, in the County of Essex, New Jersey, Declaring its Official Intent to Reimburse Itself for Capital Expenditures Incurred Prior to Entering Into a Lease Purchase Agreement to Finance the Equipment

Resolved, that the Livingston Board of Education approves the resolution for the acquisition and installation of various technology hardware and software, vans and four school buses through a lease purchase transaction in an amount not to exceed \$2,600,000 delegating the award of the bid and authorizing execution of a lease purchase agreement and other related agreements and actions necessary to complete the transaction as shown on **Attachment D**.

3.15 Policies and Regulations

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

Staff

Policy #3218 – Substance Abuse (M) (with revisions)

Regulation #3240 - Professional Development for Teachers and School Leaders (M)

Support Staff

Policy #4218 – Substance Abuse (M) (with revisions)

Students

Policy #5330.04 – Administration of an Opioid Antidote (M) (with revisions)

Policy #5756 – Transgender Students (M) (rewritten)

Regulation #5330.04 – Administration of an Opioid Antidote (M) (new to district)

Regulation #5530 - Substance Abuse (M) (new to district)

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

Program

Policy #2610 – Educational Program Evaluation (M)

Administration

Regulation #2460.15 - Special Education – In-Service Training Needs for Professional and Paraprofessional Staff (M)

Resolved, that the Livingston Board of Education abolishes the following policy:

Policy #5535 – Passive Breath Alcohol Sensor Device

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Appointment of Superintendent of Schools

4.2 Resignations

4.3 Leaves of Absences

4.4 Transfers

4.5 Appointments

4.6 Substitutes

4.7 Summer Work

4.8 Contract Adjustment

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 April.

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:

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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 May 20, 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)

June 3, 2019 (*workshop*)

- Retirement Ceremony
- SEPAC
- Comprehensive Equity Plan

June 17, 2019 (*voting*)

- Student Representative to the Board
- Superintendent Summer Approval to Hire
- 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
- 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*)