



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, May 21, 2018

Executive Session – Administration Building Large Conference Room – 6:45 p.m.

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

I. OPEN SESSION

A. Call to Order – Pamela Chirls, 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 2, 2018 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *The Alternative Press* 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 15 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. Update on 1:1 Initiative at MPMS
2. Update on Superintendent Goals

F. Board Reports

1. Health and Wellness Committee

G. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of April 23, 2018
2. Public Hearing on 2018-2019 Budget/Voting Meeting Minutes of May 7, 2018
3. Workshop/Voting Meeting Minutes of May 14, 2018

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

There is no action.

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 2017-2018 for five (5) 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 A**.

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	\$1,756,468.40
12	Regular	19,173.60
20	Regular	176,597.78
	TOTAL	<u>\$1,952,239.78</u>

Regular Checks	75829-76255	\$1,952,239.78
	TOTAL	<u>\$1,952,239.78</u>

3.2 Board Secretary Report – March 2018

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for March 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 March 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	4,662,275	12,222	
(11) Current Expense		2,203,634	3,533,719
(12) Capital Outlay		94,705	3,178,235
(20) Special Revenue Fund	765,583		
(30) Capital Projects Fund	2,068,292		
(40) Debt Service Fund	19,565		
Total:	\$7,515,715	\$2,310,561	\$6,711,954

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of March 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 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2017-2018 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>
0100	Salaries	\$271,000	
0241	Other Retirement Cont. Reg	\$93,043	
0260	Workmen’s Compensation		\$93,043
0270	Health Benefits		\$382,065
0320	Purch. Prof-Educational Services	\$15,000	
0566	Tuition Pri Scl Handicapped	\$76,000	
0610	General Supplies	\$50,912	
0621	Energy-Electricity	\$150,000	
0622	Energy-Gas		\$180,000
0890	Other Objects		\$847
	TOTALS	\$655,955	\$655,955

3.4 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 2018-2019 school year:

Total amount budgeted for travel and conferences 2018-2019 \$179,224

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.

3.5 Conferences and Overnight Trips

Resolved, that the Livingston Board of Education approves the conferences 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 5 to 8, 2018, in Atlantic City, New Jersey, at a cost not to exceed \$850.

Resolved, that the Livingston Board of Education approves *Steven Robinson*, Business Administrator, to attend ASBO International’s 2018 Annual Meeting and Expo from September 20 to 24, 2018, in Kissimmee, Florida, at a cost not to exceed \$2,900.

Resolved, that the Livingston Board of Education approves *Guy Rabner*, World Language teacher and *Chrystie Young*, Assistant Principal, to chaperone approximately 25 students visiting Latina, Italy from April 10 to 22, 2019, at no cost to the district.

3.6 General Education Out of District Tuition Rates

Resolved, that the Livingston Board of Education approves general education out of district tuition rates for the 2018-2019 school year as follows:

Kindergarten (full day)	\$14,570
Grades 1-5	\$14,988
Grades 6-8	\$15,787
Grades 9-12	\$16,735

3.7 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.

3.8 Educational Data Services, Inc.

Resolved, that the Livingston Board of Education enters into an cooperative bidding agreement with Educational Data Services Cooperative Bidding Management Program for the 2018-2019 school year in the amount of \$19,500.

3.9 New Jersey State Interscholastic Athletic Association

Resolved, that the Livingston Board of Education approves the enrollment of Livingston High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interscholastic athletic program sponsored by NJSIAA for the 2018-2019 school year.

3.10 On-Tech Consulting

Resolved, that the Livingston Board of Education authorizes the Business Administrator to enter into a Letter of Intent with On-Tech Consulting, Inc. to complete the Universal Services Fund (E-Rate) application process for the 2018-2019 school year. The district will pay On-Tech an amount equal to 10% of any funding received.

3.11 Student Safety Data System Report

Resolved, that the Livingston Board of Education approves the Student Safety Data System Report for the 2017-2018 Report Period 1.

3.12 Donation

Resolved, that the Livingston Board of Education accepts the donation of a DJI Phantom 4 Adv drone.

3.13 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 2018-2019 school year.

3.14 Award of Contract – Food Service Management

Whereas, the Livingston Board of Education received proposals for the operation and management of the Livingston Public School food service program on April 12, 2018; and

Whereas, the Livingston Board of Education received two proposals; and

Whereas, the proposal from ARAMARK Education guarantees a minimum client return of \$106,385 plus a capital contribution of \$100,000 and is in compliance with Policy #8505 and state regulations cited in N.J.S.A. 18A:33-16; and

Whereas, this contract is being awarded under 18A:18A-4.5 Competitive Contracting; now therefore be it

Resolved, that the Livingston Board of Education approves the contract with ARAMARK Education to provide food services for the 2018-2019 school year with options not to exceed four additional years.

3.15 Annual Appointments

Resolved, that the Livingston Board of Education approves the following appointments for the 2018-2019 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
Right to Know Officer
504 Compliance Officer
Affirmative Action Officers

Anti-Bullying Coordinator
Homeless Liaison
School Safety Specialist
Title IX Coordinator
Auditor of School District
Architect of Record
Broker of Record
School Physician
Board Attorney

Special Counsel
Livingston Public Broadcasting Executive Board

James Perrette
James Perrette
Lisa Capone-Steiger
Andrew Espinoza, Chrystie Young and
Amro Mohammed
Lisa Capone-Steiger
Sinead Crews
Cynthia Healy
Bronawyn O'Leary
Wiss & Company, LLP
Di | Cara Rubino Architects
IMAC Insurance Agency
Dr. Michael Kelly
Sciarrillo, Cornell, Merlino, McKeever
& Osborne, LLC
Machado Law Group, LLC
Jonathan Aronoff, Stu Bodow, Don Schwartz

3.16 Policies and Regulations

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

Policies

Program

Policy #2422 - Health and Physical Education (completely rewritten)

Students

Policy #5410 – Promotion and Retention (with revisions)

Policy #5460 – High School Graduation (M) (with revisions)

Property

Policy #7440 – School District Security (M) (with revisions)

Policy #7441 – Electronic Surveillance in School Buildings & on School Grounds (M) (with revisions)

Community

Policy #9150 – School Visitors (with revisions)

Policy #9160 – Public Attendance at School Events (with revisions)

Regulations

Students

Regulation #5460.1 – High School Transcripts (M) (new to district)

Property

Regulation #7440 – School District Security (M) (new to district)

Regulation #7441 – Electronic Surveillance in School Buildings & on School Grounds (M) (with revisions)

Regulation #8630 – Emergency School Bus Procedures (M) (with revisions)

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

Policy #0168 – Recording Board Meetings (with revisions)
 Policy #8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)(rewritten)

Resolved, that that Livingston Board of Education abolishes Policy #2425 - Physical Education, as it has been incorporated into Policy #2422 – Health & Physical Education (see above).

Resolved, that the Livingston Board of Education approves the abolishment of Policy #5465 – Early Graduation, as the required provisions of this Policy have been updated and incorporated into Policy #5460.

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>Donna Richter-Maschio</i>	Intervention/Enrichment Specialist	Retirement	RHE	June 30, 2018
<i>Alexia McLeod</i>	ABA Discrete Trial TA	Resignation	BHE	May 25, 2018

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>Alexis Becker</i>	Teacher of Social Studies	HMS	NA	NA	8/29/18-6/30/19	8/29/19

**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 C**.

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.

Name	Location	Title	Tenure Track/L OA or LT Replacement	Replacin g	Guide	Step	Salary	Effective Date
<i>Jalissa Diaz</i>	CO	Secretary	Third Year Tenure Track	NA	Office Support 12m >7/12	3	\$48,812 plus \$1,200 for degree	7/1/18
<i>Shannon Lorenzo</i>	LHS	Teacher of Spanish	First Year Tenure Track	Barbara Kaplan	MA	9	\$71,994	8/29/18
<i>Chlesea Dunster</i>	Collins	Occupational Therapist	One Year Leave Replacement	Gerardina Forster	MA	1	\$59,624	8/29/18
<i>Hailey Klein</i>	LHS	Teacher of Health & PE	First Year Tenure Track	June Van Driel	BA	1	\$52,515	8/29/18
<i>Marie Battist-Celestin</i>	LHS	Teacher of Business Education	First Year Tenure Track	Carl Morelli	MA+32	10	83,189	8/29/18
<i>Meredith Pannia</i>	Collins	Elementary School Teacher	One Year Leave Replacement	Anne Sarasohn	MA	1	\$59,624	8/29/18
<i>Kevin Visioli</i>	HMS	Teacher of English	Leave Replacement	Joanna Mirsky	MA	1	\$59,446 (salary will be adj. to \$59,624 eff. 8/29/18)	5/29/18-11/30/18

4.5 Extra Work Pay

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

4.6 Summer Work

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment E** to work over the summer of 2018 at the Summer Academy Bridge Program at the approved rate.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment E** to work over the summer of 2018 at the Summer Academy Enrichment Program at the approved rate.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment E** to work over the summer of 2018 at the Summer Academy Remedial Program at the approved rate.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment F** to work over the summer of 2018 at the MCC Summer Enrichment Program at the approved rate.

4.7 Stipends

Resolved, that the Livingston Board of Education amends the individuals on **Attachment G** for 2017-2018 Elementary stipends 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 Education Coordinator in accordance with Article VII, Section VII of the LEA contract for the 2018-2019 school year.

4.8 Job Descriptions

Resolved, that the Livingston Board of Education approves the following job descriptions:

Transportation Manager (with revisions)
Assistant Transportation Manager (with revisions)
School Nurse Coordinator (stipend position)

4.9 Memoranda of Understanding

Resolved, that the Livingston Board of Education approve the following Memoranda of Understanding between the following parties:

LBOE and the LAA dated 5/21/18
LBOE and the LSA dated 5/21/18
LBOE and the LEA dated 5/21/18
LBOE and Employee #6311

4.10 2018-2019 Re-Appointments

Resolved, that the Livingston Board of Education approves the reappointments of Lead Playground Aides for the 2018-2019 school year as shown on **Attachment H**.

Resolved, that the Livingston Board of Education approves the reappointments of Kindergarten Aides for the 2018-2019 school year as shown on **Attachment I**.

Resolved, that the Livingston Board of Education renews the contracts with *Steven K. Robinson* (Business Administrator/Board Secretary), and *Lisa Capone-Steiger*, Assistant Superintendent, to commence on July 1, 2018 and end on June 30, 2019. Copies of the contracts are on file at the Board office and have been approved by the Executive County Superintendent.

Resolved, that the Livingston Board of Education approves the reappointment of the non-affiliated individuals on **Attachment J** for the 2018-2019 school year.

Resolved, that the Livingston Board of Education approves the reappointment of the Technicians listed on **Attachment J** for the 2018-2019 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 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:

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.

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 21, 2018 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 4, 2018 (*workshop*)

- Conference with the Livingston Education Association
- Class Size/Enrollment

June 18, 2018 (*voting @ LHS*)

- Harrison Elementary Presentation
- Student Representative to the Board
- Retirement Ceremony
- Gifted and Talented Program
- Curricular Writer Names and Locations
- Compliance with PL 2015, Chapter 47
- Superintendent Goals Completion & Approval

July 18, 2018 (*voting*)

- Property, Liability and WC Insurance
- YMCA Contract
- Strategic Plan Update
- Superintendent Goals for Upcoming Year
- Board Self-Evaluation and Goals
- Setting District Goals

August 15, 2018 (*voting*)

- Public Hearing for District and School HIB Self-Assessment Report
- Enrollment Update
- Travel and Conferences Expenses
- Livingston Chinese School
- Livingston Huaxia Chinese School

September 4, 2018 (*workshop*)

- Student Safety Data System Report (Report Period 2)
- Board Self-Evaluation

September 17, 2018 (*voting*)

- Approval of Student Safety Data System Report (Report Period 2)
- District Nursing Services Plan

October 8, 2018 (*workshop*)

- Conference with the Livingston Education Association
- PARCC Testing
- Summer Curriculum Writing Report

October 15, 2018 (*voting*)

May 21, 2018

November 12, 2018 (*workshop*)

- Budget Goals
- Assessment Update

November 19, 2018 (*voting*)

- NJQSAC Statement of Assurance

December 3, 2018 (*workshop*)

- Comprehensive Annual Financial Report
- Counseling Report – LHS Report on Graduates for Class of 2018
- New Course Offerings

December 10, 2018 (*voting*)

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