



## LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Wednesday, July 25, 2018

Executive Session – Administrative Building Large Conference Room – 6:00 p.m.

Public Session – Administrative 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 voting meeting on June 18, 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 and Legal Settlement

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. AP Waitlist Update
2. Additional State Aid

#### F. Board Reports

**G. Approval of Minutes**

The Superintendent recommends the following:

1. Voting Meeting Minutes of July 10, 2018
2. Executive Session Minutes of April 23, 2018; May 7, 2018; May 14, 2018; May 21, 2018; June 4, 2018; June 14, 2018; June 18, 2018; June 25, 2018; June 28, 2018; July 10, 2018 and July 17, 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 2018-2019 for one (1) Livingston student with disabilities and for Extended School Year 2018 (Summer Programs) 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 A**.

**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 2018-2019 school year:

**OCCUPATIONAL THERAPIST**

CPNJ

\$120/hour

**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.

<b>Fund</b>	<b>Name</b>	<b>Amount</b>
10&11	Regular	\$1,611,912.47
12	Regular	316,074.05
20	Regular	346,233.65
60	Cafeteria	647,078.51
	<b>TOTAL</b>	<b>\$2,921,298.68</b>

Regular Checks	76672-77175	\$2,274,220.17
Cafeteria Checks	1045-1051	647,078.51
	<b>TOTAL</b>	<b>\$2,921,298.68</b>

**3.2 Board Secretary Report – May 2018**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for May 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 May 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	5,918,379	17,893	
(11) Current Expense		1,636,730	3,540,783
(12) Capital Outlay		94,261	3,178,235
(20) Special Revenue Fund			
(30) Capital Projects Fund	3,131,787		
(40) Debt Service Fund			
Total:	\$9,050,166	\$1,748,884	\$6,719,018

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of May 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 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	\$375,743	
0242	Other Retirement Contributions	\$17,000	
0260	Workmen's Compensation		\$38,200
0270	Health Benefits		\$402,245
0320	Purch Prof-Educational Services	\$13,000	
0390	Other Purch Pro/Tech		\$1,800
0420	Clean/Repair Maintenance		\$2,000
0490	Other Purch Prop Serv	\$4,000	
0500	Other Purchased Serv		\$11,000
0503	Aid in Lieu Payments	\$1,502	
0512	Cont. Services (Other)	\$25,000	
0514	Cont Services (Sped)	\$53,000	
0562	Tuition other LEA Spec	\$5,000	
0566	Tuition Pri Scl Handicapped	\$5,000	
0600	Supplies and Materials		\$39,000
0610	General Supplies		\$5,000
	TOTALS	\$499,245	\$499,245

**3.4 Approval of Property, Liability and Workers Compensation Insurance for 2018-2019**

**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	(7/1/18-7/1/19)	\$289,435.00
<u>New Jersey School Boards Association Insurance Group</u>		
Brown and Brown Insurance (Broker)		
School Board Legal Liability	(7/1/18-7/1/19)	\$149,613.00
<u>New Jersey Unshared Excess Program (NJUEP)</u>		
Brown and Brown Insurance (Broker)		
Excess Liability - \$24 million	(7/1/18-7/1/19)	\$ 20,636.00
<u>Monarch</u>		
Brown and Brown Insurance (Broker)		
Volunteer Accident Policy	(7/1/18-7/1/19)	\$753.00
<u>CNA Surety</u>		
Brown and Brown Insurance (Broker)		
Bond-Board Secretary/Treasurer	(7/1/18-7/1/19)	\$1,600.00
<u>Monarch</u>		
Brown and Brown Insurance (Broker)		
Student/Athletic Insurance	(7/1/18-7/1/19)	\$44,076.00
<u>New Jersey School Boards Association Insurance Group</u>		
Brown and Brown Insurance (Broker)		
Workers Compensation & Supplemental Indemnity	(7/1/18-7/1/19)	\$473,032.00
<b>TOTAL INSURANCE COST</b>		<b><u>\$979,145.00</u></b>

### 3.5 Change Order

**Resolved**, that the Livingston Board of Education approves the following change order that has been approved by the architect and construction manager:

<b>DiMilia, Inc. – HMS Tennis Court Construction</b>		
<b>Original Contract</b>		<b>\$415,777.00</b>
Previously approved change orders		<u>0</u>
Contract sum prior to additional change orders		\$415,777.00
Change Order #1 – Create an access path to the new tennis court complex.		\$24,330.00
<b>New Contract Sum</b>		<b>\$440,107.00</b>

### 3.6 Conferences and Overnight Trips

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

### 3.7 Settlement Agreement

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #05-18 which is on file at the Board of Education office.

### 3.8 Policies and Regulations

**Resolved**, that the Livingston Board of Education approves the following policies and regulation(s) for first reading:

#### Policies

Policy #1613 - Disclosure and Review of Applicant's Employment History (M) (new to district)

#### *Program*

Policy #2430 – Co Curricular Activities (M) (with revisions)

Policy #2431 – Athletic Competition (M) (with revisions)

#### *Students*

Policy #5339 - Screening for Dyslexia (M) (with revisions)

#### Regulation

Regulation #1613 - Disclosure and Review of Applicant's Employment History (M) (new to district)

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

#### Policies

#### *Students*

Policy #5350 – Student Suicide Prevention (M) (with revisions)

Policy #5533 – Student Smoking (M)

Policy #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (with revisions)  
 Policy #5610 – Suspension (M) (with revisions)

*Operations*

Policy #8462 – Reporting Potentially Missing or Abused Children (M) (with revisions)

Regulations

*Program*

Regulation #2431.2 - Medical Examination Prior To Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M)

*Students*

Regulation #5350 – Student Suicide Prevention (M) (completely rewritten)  
 Regulation #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (with revisions)

**Resolved**, that the Livingston Board of Education abolishes Policy #3244 - In-Service Training in accordance with recommendations from Strauss Esmay, as the content has been encompassed into Policy #3240 - Professional Development for Teachers and School Leaders (M), which was most recently revised on January 29, 2018.

**ROLL CALL VOTE**

**4. PERSONNEL**

The Superintendent recommends the following:

**4.1 Resignations**

**Resolved**, that the Livingston Board of Education accepts the resignations of:

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Location</b>	<b>Last Day of Employment</b>
<i>Julie Nersesian</i>	Teacher of Social Studies	Retirement	MPMS	June 30, 2018
<i>Laura Kirkpatrick</i>	TOSD	Resignation	MPMS	June 30, 2018
<i>Ryleigh Honig</i>	Instructional Aide	Resignation	Collins	June 30, 2018
<i>Cara Pelchat</i>	School Counselor	Resignation	LHS	September 18, 2018 or earlier if a replacement can be found
<i>Adaliana Cuadrado</i>	Support Staff	Resignation	CO	August 3, 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>Michele Green*</i>	Elementary School Teacher	Harrison	1/17/18-4/27/18	4/30/18-5/3/18 & 5/4/18-10/3/18**	10/4/18-10/31/18	11/1/18

*\*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. 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>Kristen Markey-Skeffington</i>	MPMS	School Psychologist	First Year Tenure Track	Dr. Nancy Petryna (transfer)	MA+32	5	\$68,523	8/29/18
<i>Alyssa Lee</i>	Hillside	Elementary School Teacher	One Year Leave Replacement	Kristen Murray	BA	1	\$52,515	8/29/18
<i>Lauren Bernstein</i>	BHE	TOSD	First Year Tenure Track	Mary Smith (transfer)	BA+32	3	\$58,163	8/29/18
<i>Dulcie von Ameln</i>	Collins	Elementary School Teacher	Leave Replacement	Stephanie Robinson	BA	1	\$52,515	8/29/18
<i>Michelle Carroll</i>	HMS	Teacher of Math	First Year Tenure Track	Samantha Weisberg	MA	8	\$67,948	8/29/18
<i>Thomas Montesion</i>	MPMS	Teacher of Social Studies	First Year Tenure Track	Julie Nersesian	BA	1	\$52,515	8/29/18
<i>Allison Tallman</i>	Hillside	Reading Specialist	One Year Leave Replacement	Lauren Szaro	MA+32	1	\$65,326	8/29/18
<i>Ellen O'Connor</i>	CO	Applications Architect	NA	New position	NA	NA	\$73,000 (pro-rated)	9/25/18 or earlier if released from current contract
<i>Jessica Byrne</i>	CO	12-month office Support	Eligible for tenure	Adaliana Cuadrado	12-month OS FT >7/12	4	\$50,482, plus \$1,200 degree	8/1/18
<i>Annette Ferreira</i>	BHE	First Secretary	Tenured	Jessica Byrne	10-month 1 <sup>st</sup>	11	\$53,838	9/1/18



					Secy >7/12			
<i>Richard Porfido**</i>	LHS	Athletic Director	First Year Tenure Track	David Cohen	LHS-AP	12	\$137,467	8/7/18

*\*\*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 D***.

#### **4.5 Extra Work Pay**

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

#### **4.6 Stipends**

**Resolved**, that the Livingston Board of Education approves the Livingston High School Athletic Stipends as listed on ***Attachment F***.

#### **4.7 Summer Work**

**Resolved**, that the Livingston Board of Education approves all Livingston Public Schools Related Service Providers to work over the summer on an as needed basis, by request or with prior approval of the Assistant Superintendent, at their 2018-2019 hourly rates.

**Resolved**, that the Livingston Board of Education approves the individuals listed on ***Attachment G*** for Extended School Year (ESY) staffing at the listed hourly rates.

**Resolved**, that the Livingston Board of Education approves *Giovanna McCorkell*, Teacher of Math at LHS, to teach Math Enrichment from July 30 – August 2, 2018 from 8:30 – 11:30 a.m., at a rate of \$60.00/hour, not to exceed 12 hours.

**Resolved**, that the Livingston Board of Education approves *Meghan Reid*, Teacher of English, to teach ELA Enrichment from August 27 & 28, 2018 from 8:30 a.m. – 3:00 p.m., at a rate of \$60.00/hour, not to exceed 6 hours.

#### **4.8 Memorandum of Understanding**

**Resolved**, that the Livingston Board of Education approves the MOU between the LBOE and the LEA dated July 25, 2018.

#### **4.9 Contract Changes**

**Resolved**, that the Livingston Board of Education approves the contract changes on ***Attachment H***.

### **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 July 25, 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)**

August 15, 2018 (*voting*)

- Strategic Plan Update
- Superintendent Goals for Upcoming Year
- District Goals
- Board Self Evaluation and Goals
- Public Hearing for District and School HIB Self-Assessment Report
- Enrollment Update
- Travel and Conferences Expenses
- Livingston Chinese School
- Livingston Huaxia Chinese School

July 25, 2018

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*)

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)