



## LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, January 28, 2019

Executive Session – Administrative 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 and Legal Settlements

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**

**F. Board Member Code of Ethics**

**G. Board Reports**

**H. Approval of Minutes**

The Superintendent recommends the following:

1. Voting Meeting Minutes from December 10, 2018
2. Reorganization Meeting Minutes from January 7, 2019
3. Executive Meeting Minutes from September 5, 2018; October 8, 2018; October 15, 2018; October 29, 2018; November 19, 2018; November 26, 2018; December 10, 2018 and January 7, 2019

**ROLL CALL VOTE**

**I. 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 DVDs**

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

**1.2 Agreement with New Jersey Institute of Technology**

**Resolved**, that the Livingston Board of Education approves the agreement between New Jersey Institute of Technology and Livingston High School for the Options for Advanced Academic Achievement Secondary Partnership Program. This is a dual enrollment program.

### 1.3 Student Teachers

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

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Olivia Vollbrecht	Kean University	20 Hour Observation	Burnet Hill	Lara Moskowitz	January 29 - May 15, 2019
Olivia Vollbrecht	Kean University	PreK	Burnet Hill	Tara Freeman	January 29 - May 15, 2019
Deepa Patel	Kean University	Elementary	Burnet Hill	Courtney Ferraro	January 29 - May 15, 2019
Melissa Recarte	Kean University	Middle School ELA	MPM	Nora Yukniewicz	January 29 - May 15, 2019
Janeida Utreras	Kean University	20 Hour Observation	Hillside	Carmela Damante	January 29 - May 15, 2019
Janeida Utreras	Kean University	PreK	Burnet Hill	Loren Svetvilas	January 29 - May 15, 2019
Pedro Liriano	Caldwell University	Music	MPM	Stafford Horne	January 29- May 10, 2019 & September - December 2019
Leonardo Rodriguez	Hudson County Community College	20 Hour Observation	Riker Hill / MPE	Bridget Vasto	January 29 - June 1, 2019

### 1.4 Educational Leadership Interns

**Resolved**, that the Livingston Board of Education approves the following individuals to serve as an Educational Leadership Interns in the district:

<u>Intern</u>	<u>Location</u>	<u>Cooperating Administrator</u>	<u>Dates</u>
Tanis Chavanne	LHS	Mark Stern	1/2/19-6/30/19
Adam Berryann	LHS	Bronawyn O'Leary	7/1/19-12/20/19

## ROLL CALL VOTE

### 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 three (3) 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 B**.

#### 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:

**AUGMENTATIVE & ALTERNATIVE COMMUNICATION/ASSISTIVE TECHNOLOGY EVALUATIONS**

Cerebral Palsy of North Jersey, ATLAS Division

\$995.00/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	\$2,443,648.88
12	Regular	313,952.40
20	Regular	164,139.45
60	Cafeteria	<u>632,674.40</u>
	<b>TOTAL</b>	<b><u>\$3,554,415.13</u></b>

Regular Checks	79049-79675	\$2,921,740.73
Cafeteria Checks	1077-1090	<u>632,674.40</u>
	<b>TOTAL</b>	<b><u>\$3,554,415.13</u></b>

**3.2 Board Secretary Report – November 2018**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for November 30, 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 November 30, 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	8,097,935		

(11) Current Expense		11,936,872	3,996,013
(12) Capital Outlay		231,578	1,978,235
(20) Special Revenue Fund	266,150		
(30) Capital Projects Fund	3,144,771		
(40) Debt Service Fund	357,847		
Total:	\$11,866,703	\$12,168,450	\$5,974,248

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of November 30, 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 2018-2019 budget for November 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>
0270	Health Benefits		\$40,000
0420	Clean/Repair Maintenance	\$600	
0512	Cont. Services (Other)	\$10,000	
0600	Supplies and Materials	\$2,175	
0610	General Supplies	\$29,100	
0640	Textbooks		\$1,800
0890	Other Objects		\$75
	TOTALS	\$41,875	\$41,875

### 3.4 Conferences and Overnight Trips

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

**Resolved**, that the Livingston Board of Education approves *Lisa Marazzo*, Transportation Manager, to attend the School Transportation Supervisors of NJ Annual

Conference from March 27 to 29, 2019 in Atlantic City, NJ, at a cost not to exceed \$550.

**3.5 Board Member Assignments**

**Resolved**, that the Livingston Board of Education accepts the president’s designation of the following assignments as shown on ***Attachment D***.

**3.6 New Jersey Schools Insurance Group North Jersey Educational Insurance Fund Indemnity and Trust Agreement – Resolution to Join/Renew Membership**

**Resolved**, that the Livingston Board of Education approves the renewal of our membership with the New Jersey Schools Insurance Group as shown on ***Attachment E***.

**3.7 Settlement Agreements**

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #01-19 which is on file at the Board of Education office.

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #02-19 which is on file at the Board of Education office.

**3.8 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>FieldTurf USA, Inc. – Livingston High School</b>		
<b>Original Contract</b>		<b>\$456,687.54</b>
Previously approved change orders		0
Contract sum prior to additional change orders		\$456,687.54
Change Order #1 – Remediation work to base at sides lines at Livingston High School.		\$44,154.69
<b>New Contract Sum</b>		<b><u>\$500,842.23</u></b>

**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>Deborah Ludwig</i>	Payroll Manager	Retirement	Central Office	July 31, 2019
<i>Lena Ruffin</i>	Bus Driver	Retirement	Transportation	June 30, 2019

<i>Scott Kercher</i>	Supervisor of Social Studies (7-12)	Resignation	HMS/LHS	January 15, 2019
<i>Diane Zambito*</i>	Grade 6 Teacher of Science	Retirement	MPMS	February 28, 2019
<i>Nicole Haslett</i>	Elementary School Teacher	Resignation	RHE	January 31, 2019
<i>Jaime Schultz</i>	Elementary School Teacher	Resignation	BHE	June 30, 2019
<i>Ashley Singewald</i>	Instructional Aide	Resignation	Harrison	January 25, 2019
<i>Mark Brown</i>	Bus Driver	Resignation	Transportation	January 11, 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:

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>LOA w/pay and benefits</b>	<b>LOA w/o pay, but with benefits (if applicable)</b>	<b>Extended LOA w/o pay or benefits</b>	<b>Return Date</b>
<i>Nicole Carangelo</i>	Elementary School Teacher	RHE	2/15/19-4/19/19	4/22/19-6/30/19 & 8/29/19-9/20/19-**	NA	9/23/19
<i>Jessica Rivchin</i>	Teacher of English	LHS	1/18/19-4/3/19	4/4/19-6/30/19**	NA	8/29/19
<i>Jacqueline Kestler</i>	Intervention /Enrichment Specialist	Harrison/BHE	2/25/19-4/19/19**	4/22/19-6/30/19 & 8/29/19-9/19/19**	9/20/19-6/30/2020	9/1/20
<i>Samantha Kowalak</i>	Teacher of Social Studies	LHS	2/26/19-4/19/19	4/22/19-6/30/19**	NA	8/29/19
<i>Kimberly Withers</i>	TOSD	MPE	4/22/19-6/30/19	8/29/19-10/31/19**	NA	11/1/19
<i>Amanda King</i>	Elementary School Teacher	Hillside	4/22/19-6/6/19	6/7/19-11/7/19**	11/8/19-11/15/19	11/18/19
<i>Jenna Graub</i>	TOSD	LHS	2/25/19-4/19/19	4/20/19-5/10/19 & 5/13/19-10/10/19**	10/11/19-6/30/20	9/1/20
<i>Kimberly Colon</i>	Reading Interventionist	RHE	6/7/19-6/30/19	8/29/19-11/20/19**	NA	11/21/19
<i>Stephanie Brunn*</i>	Teacher of ESL	HMS/RHE	10/22/18-12/13/18	12/14/18 - 2/8/19 & 2/11/19-4/5/19**	NA	4/8/19
<i>Kristin Szelingowski*</i>	Elementary School Teacher	Harrison	1/7/19-2/22/19	2/25/19-5/28/19**	NA	5/29/19
<i>Doreen Guggler*</i>	Teacher of ESL	MP Complex	12/3/18-1/15/19	1/16/19-4/10/19**	4/11/19-6/30/19	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 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
Clark Murphy	RHE	Elementary School Teacher	Leave Replacement	Nicole Haslett/Nicole Carangelo	MA+32	1	\$65,326	1/15/19
Jill McLaughlin**	RHE	Elementary School Teacher	Full Year Leave Replacement	Melissa Rosario/Nicole Haslett	BA	2	\$53,119	8/29/18
Lovely Stphard	Transportation	25 Hr Bus Driver	NA	Mark Brown	25 hr BD	5	\$23,626 (pro-rated)	1/14/19
Sumi Pillai	RHE	Playground Aide	NA	NA	NA	NA	\$15.50/hr	12/20/18
Kayla Choi	RHE	Playground Aide	NA	NA	NA	NA	\$15.50/hr	1/10/19

\*begins 60-day probationary period  
 \*\*as amended from previous agenda

**Resolved**, that the Livingston Board of Education reflects *Annette Ferreira's* start date at Central Office to be January 2, 2019.

**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**

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
Daniel Calligaro	HMS	Teacher of Science	Long Term Substitute	Christopher Russoniello	\$263/day	1/2/19

**Teachers**

- Melina Sampaio
- Rebecca Leshchinsky
- Casey Friedman
- Sheri-Lynn Jamison
- Amanda Bassano
- Elizabeth Conklin
- Cara Greenspan
- Phillip Johnson



**Custodial**

*Ryan Braddock (\$15.50/hr)*

**Secretarial**

*Stacey Kaplan (\$16.00/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 Livingston High School Athletic Stipends as listed on ***Attachment I***.

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

**4.8 Longevity**

**Resolved**, that the Board approves the individuals on ***Addendum K*** for longevity effective February 1, 2019.

**4.9 Extra Period Assignments**

**Resolved**, that the Livingston Board of Education approves the individual listed on ***Attachment L*** for extra period assignments in accordance with the contract between the LBOE and the LEA.

**4.10 Contract Adjustments**

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

**4.11 Mentor Fees**

**Resolved**, that the Livingston Board of Education approves the individuals on ***Attachment N*** listed as assigned mentors to receive payment in accordance with the schedule listed.

**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 December.

### ROLL CALL VOTE

#### J. 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.

#### K. Old Business

#### L. 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 January 28, 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)**

February 11, 2019 (*workshop*)

- Present First Draft of Budget
- Calendar Discussion

February 25, 2019 (*voting*)

- Roles and Responsibilities of the Board
- Budget Discussion Featuring Student Services and Personnel

March 11, 2019 (*workshop*)

- Teacher of the Year Recognition
- Budget Discussion Featuring Curriculum, Facilities and Technology

March 18, 2019 (*voting*)

- Adoption of Tentative Budget

April 1, 2019 (*workshop*)

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*)

- Approval of Student Safety Data System Report (2018-2019 School Year)
- District Nursing Services Plan

October 7, 2019 (*workshop*)

- Public Hearing for District and School HIB Self-Assessment Report
- Student Safety Data System 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
- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)

January 6, 2020 (*reorganization*)