



## LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, May 13, 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

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. Board Reports**

1. Superintendent Announcement
2. Recognition for Teacher Appreciation Week
3. Youth Appreciation Week

**F. Superintendent's Report**

1. Introduction of New Administration
2. Sustainable Jersey for Schools Presentation
3. High School Semesters

**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 Participation in the Sustainable Jersey for Schools Certification Program**

**Whereas**, the Livingston Board of Education seeks to participate in Sustainable Jersey for Schools to focus attention and efforts on matters of sustainability and pursue initiatives that will lead to Sustainable Jersey for Schools Certification.

**Whereas**, the Livingston Board of Education and District Superintendent seek to support and work with school staff and administrators, students, and parents to ensure a safe and healthy environment for students by encouraging our school community to implement sustainable, energy-smart, eco-friendly, and cost-effective solutions.

**Whereas**, extensive opportunities exist to teach students about ecological, economic and social sustainability, environmental health, and nutrition; to integrate sustainability education into classroom learning; and to support students in becoming leaders in making their schools healthier and more sustainable places.

**Whereas**, many options and choices exist for schools to use resources more efficiently;

to reduce, reuse, and recycle; to follow Green Building Standards for construction and major renovations; to form school partnerships; to eliminate toxic chemicals; to purchase (or produce) clean energy; and to purchase recycled paper, energy-efficient equipment and other green products to protect our global environment.

**Whereas**, sustainability means using resources wisely, saving money, and reducing our impact on the environment, all of which will ensure the future health, safety, and prosperity of our children.

**Whereas**, the Livingston Board of Education commits to the formation of at least one Sustainability Leadership Team (also referred to as "Green Team"), based on the guidance of Sustainable Jersey for Schools.

**Whereas**, Green Team members help schools adopt policies and practices addressing areas such as sustainability education and professional training, green purchasing, waste reduction, indoor air quality, energy-saving initiatives, and community partnerships.

**Whereas**, the Livingston Board of Education will encourage Green Teams at all district schools by providing networking and educational opportunities.

**Therefore, it is resolved** that the Livingston Board of Education agrees to participate in Sustainable Jersey for Schools, and it is the Board's intention to pursue certification for schools in the district.

**We hereby appoint** Mr. Douglas Jay to be the district's liaison to Sustainable Jersey for Schools.

**We do hereby recognize** Livingston High School as the agent(s) to carry out our commitment to building a sustainable school district through the implementation of Sustainable Jersey for Schools actions.

**We agree to** complete district actions and to support the district's schools in completing their actions.

## **ROLL CALL VOTE**

### **3. BUSINESS**

The Superintendent recommends the following:

#### **3.1 Roof Project – Department of Education Submission**

**Resolved**, that the Livingston Board of Education approves the submission of the project application and plans to be submitted for the Roofing project at the Livingston High School. The project is being submitted as an Other Capital Project, where no state funding is being requested. The plans will be sent by Gianforcaro Architects, Engineers & Planners. The state plan number for the Livingston High School Roof Project is 13-2730-050-19-1000. The Board of Education is also approving an update to the Long Range Facilities Plan as required by the Department of Education.

### **3.2 Approval of Roof Bid – Livingston High School**

**Whereas**, a recommendation was made by the Superintendent of Schools to the **Livingston Board of Education ("Board")** to seek a contract for construction services for Roof Renovations at Livingston High School and the Livingston Board of Education (hereinafter "Project"); and

**Whereas**, the Project was properly advertised to prospective bidders in accordance with N.J.S.A. 18A:18A-4; and

**Whereas**, on Thursday, April 25, 2019 the Board received bids from potential bidders in accordance with N.J.S.A. 18A:18A-1, *et seq.*;

**Whereas**, upon review of the bid submitted by the apparent low bidder, Safeway Contracting, Inc., together with the bid specifications and N.J.S.A. 18A:18A-1 et seq. for the Project, the Board has determined that the bid submitted by Safeway Contracting, Inc. is the lowest responsible bidder; and

**Now, Therefore:**

**Be It Resolved**, that the Board awards the Project to Safeway Contracting, Inc. at a total contract amount of \$199,700.00.

### **3.3 Field Trip**

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

### **3.4 Policies and Regulations**

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

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 approves the following policies and regulations for second reading and adoption:

Administration  
Policy #1100 – Organizational Chart (with revisions) (see Reporting Structure)

Program  
Policy #2415.06 - Unsafe School Choice Option (M) (Revised)

Students  
Policy #5111 – Eligibility of Resident/Non-Resident Students (M) (with revisions)  
Policy #5600 - Student Discipline/Code of Conduct (M) (Revised)  
Policy #5611 - Removal of Students for Firearms Offenses (M) (Revised)

Policy #5612 - Assaults on District Board of Education Members or Employees (M) (Revised)

Policy #5613 - Removal of Students for Assaults with Weapons Offenses (M) (Revised)

Operations

Policy #8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

Program

Regulation #2460.1 – Special Education – Location, Identification & referral (M) (now mandated)

Regulation #2460.8 – Special Education – Free and Appropriate Education (M)

Regulation #2460.9 – Special Education – Transition from Early Intervention Programs to Pre School Programs (M) (with revisions)

Regulation #2460.16 – Special Education – Instructional Material to Blind or Print-Disabled Students (M) (now mandated)

Students

Regulation #5111 – Eligibility of Resident/Non-Resident Students (M)

Regulation #5611 - Removal of Students for Firearms Offenses (M) (Revised)

Regulation #5612 - Assaults on District Board of Education Members or Employees (M) (Revised)

Regulation #5613 - Removal of Students for Assaults with Weapons Offenses (M) (Revised)

Operations

Regulation #8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Offenses (M) (Revised)

Community

Regulation #9125 – Live Streaming (with revisions)

**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>William Davies III</i>	Teacher of Health & PE	Retirement	LHS	June 30, 2019
<i>Dr. J. Lisa Barrows</i>	School Psychologist	Resignation	LHS	June 30, 2019
<i>Theodora Scott</i>	TOSD	Resignation	Hillside	June 30, 2019

<i>Hailey Klein</i>	Teacher of Health & PE	Resignation	LHS	June 30, 2019
<i>Alicia Kupchak</i>	ABA Discrete Trial TA	Resignation	BHE	May 10, 2019
<i>Joaquin Diaz</i>	25 hr Bus Driver	Resignation	Transportation	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:

<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>Amanda Cognetti</i>	Elementary School Teacher	MPE	8/29/19-11/21/19	11/22/19-2/7/20**	NA	2/10/20
<i>Kimberly Campbell*</i>	School Counselor	MPMS	4/1/19 – 5/10/19	5/13/19 – 6/30/19**	NA	8/29/19
<i>Silvana Florian</i>	Instructional Aide	Hillside	5/1/19 – 5/3/19 (.5)	NA	5/3/19 (.5) – 6/19/19	TBD
<i>Amanda King</i>	Elementary School Teacher	Hillside	4/22/19 – 6/20/19	8/29/19 – 11/21/19**	11/22/19	11/25/19
<i>Diana Yellen*</i>	Elementary School Teacher	BHE	5/6/19 – 6/20/19	8/29/19 – 11/21/19**	11/22/19-11/27/19	12/2/19
<i>Nicole Carangelo*</i>	Elementary School Teacher	RHE	2/15/19-4/19/19	4/22/19-6/30/19**	NA	8/29/19
<i>Diane Mondoro</i>	Teacher of Business Education	LHS	4/29/19-5/7/19	NA	5/8/19-5/27/19	5/28/19
<i>Gregory Cole*</i>	Bus Driver	Transportation	11/12/18-5/7/19 (.5)	NA	5/7/19 (.5)	5/8/19 (new capacity)

*\*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 B**.

#### **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>Michelle Cebula</i>	Collins	Principal	First Year Tenure Track	Timothy Hart	LAA Elementary Principal	5	\$132,502	7/1/19
<i>Marjorie Duffy</i>	LHS	Assistant Principal	First Year Tenure Track	Jenna McCarthy	LAA HS AP	1	\$111,624	7/1/19
<i>Ashley Messer</i>	Collins	School Nurse	First Year Tenure Track	Susan Gould	BA	9	\$64,976	8/29/19
<i>Robert Grosso</i>	District	Supervisor of Health & PE	First Year Tenure Track	Judy LoBianco	LSA	6	\$125,758, plus \$2,340 longevity	7/1/19
<i>Krystina Riggi</i>	BHE	Elementary School Teacher	First Year Tenure Track	Jamie Schultz	BA	2	\$53,278	8/29/19
<i>Jordan Montgomery</i>	Elementary	Teacher of Art	First Year Tenure Track	Katherine Abrams	MA	2	\$62,462	8/29/19
<i>Susan Tannler</i>	HMS	Library Media Specialist	First Year Tenure Track	Christine Maccarella	MA+32	16	\$112,108, plus \$4540 longevity	8/29/19
<i>Andrew Nelson</i>	LHS	Teacher of English	First Year Tenure Track	Meredith Coviello	BA+16	1	\$54,560	8/29/19
<i>Anthony Fischer</i>	LHS	Teacher of English	First Year Tenure Track	New position	MA	3	\$61,216	8/29/19
<i>Pearl Silva</i>	LHS	LDT-C	First Year Tenure Track	Marni Latman	MA+32	13	\$96,929	8/29/19
<i>Danielle Felcher</i>	LHS	Teacher of Health & PE	Third Year Tenure Track	New position	MA	7	\$63,612	8/29/19
<i>Gregory Cole</i>	Transportation	Bus Aide	NA	NA	Bus Aide	3	\$13,560 (pro-rated)	5/8/19-6/30/19

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

#### 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	Replacing	Salary	Effective Date
<i>Ashley Addison</i>	MPE	TOSD	Long Term Sub	Kim Withers	\$263/day	8/29/19-11/6/19
<i>Deborah Zisa</i>	LHS	Teacher of Mathematics	Long Term Sub	Kristy Braschi	\$263/day	3/27/19 – 4/9/19

*\*\* as amended from previous agenda*

#### 4.6 Extra Work Pay

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

#### 4.7 2019-2020 Re-Appointments

**Resolved**, that the Livingston Board of Education approves the reappointment of certificated staff for the 2019-2020 school year as shown on **Attachment D**.

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

**Resolved**, that the Livingston Board of Education approves the reappointment of support staff for the 2019-2020 school year as shown on **Attachment E**.

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

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

**Resolved**, that the Livingston Board of Education approves the reappointment of the non-certified school nurse for the 2019-2020 school year as shown on **Attachment G**.

#### **4.8 Withholding of Increments**

**Resolved**, that the Livingston Board of Education approves the withholding of increments for the 2019-2020 school year for those individuals whose names are listed on file at the Board office.

#### **4.9 Extra Period Assignments**

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment H** for extra period assignments.

#### **4.10 Longevity**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment I** for longevity, effective and retroactive to February 1, 2019.

**Resolved**, that the Board approve the individuals on **Attachment J** for longevity effective July 1, 2019 for 12-month employees or September 1, 2019 for 10-month employees.

#### **4.11 Stipends**

**Resolved**, that the Livingston Board of Education approves the individual on **Attachment K** for co-curricular stipends at Livingston High School in accordance with the contract between the LBOE and the LEA for the 2018-2019 school year.

**Resolved**, that the Livingston Board of Education approves the individual on **Attachment L** for co-curricular stipends at Heritage Middle School in accordance with the contract between the LBOE and the LEA for the 2018-2019 school year.

#### **4.12 Summer Work**

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment M** to perform work over the summer in accordance with Article VII, Section VII of the LEA contract. The number of days are listed and individuals shall be paid at their daily rate of pay.



**Resolved**, that the Livingston Board of Education approves the individual on **Attachment N** to work over the summer of 2019 to assist with sports physicals at their hourly rate.

**4.13 Mentor Fees**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment O** 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.

**ROLL CALL VOTE**

**III. PREVIEW OF May 20, 2019 VOTING AGENDA**

- **Conference with Livingston Education Association**
- **Summer Academy Update**

**1. PROGRAM/CURRICULUM**

**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

**2. STUDENT SERVICES**

There is no motion.

**3. BUSINESS**

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

  

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

**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
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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	Bronawyn O'Leary
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 Policies and Regulations**

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

Students

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

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

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

Students

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 abolishes the following policy:

Policy #5535 – Passive Breath Alcohol Sensor Device

#### **4. PERSONNEL**

#### **5. MISCELLANEOUS**

##### **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.

#### **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 May 13, 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)**

May 20, 2019 (*voting*)

- Conference with Livingston Education Association
- Summer Academy Update
- Annual Appointments
- Sale of SRECs
- Out of District Tuition Rates
- YMCA Contract

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*)

May 13, 2019

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