



LIVINGSTON BOARD OF EDUCATION VOTING/WORKSHOP MEETING AGENDA

Monday, June 3, 2019

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

Public Session –Livingston High School Auditorium – 7:00 p.m.

This is a public meeting of the Board of Education. 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 videotape prior to posting to protect the privacy of students and staff.

The Board's Bylaw #0168 allows videotaping and livestreaming of public meetings with prior approval from the Board Secretary. 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.

While the Board of Education discourages the videotaping/livestreaming of students without written parental consent, public meetings are not subject to the same restrictions as other school events. Please be aware that you and your children may be videotaped or livestreamed as a result of your participation at this meeting.

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.

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:

- Legal Update, Contract and 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. Superintendent's Report

1. Recognition of Student Representative
2. Retirement Ceremony

F. Board Reports

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

3. BUSINESS

The Superintendent recommends the following:

3.1 Comprehensive Equity Plan

Resolved, that the Livingston Board of Education authorizes the submission of the District's proposed Comprehensive Equity Plan (CEP) for the period 2019-2022.

3.2 Policies and Regulations

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

Program

Policy #2610 - Educational Program Evaluation (M)

Staff

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

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

Support Staff

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

Students
 Policy #5330.04 – Administration of an Opioid Antidote (M) (with revisions)
 Policy #5756 – Transgender Students (M) (with revisions)
 Regulation #5330.04 – Administration of an Opioid Antidote (M) (new to district)
 Regulation #5530 - Substance Abuse (M) (new to district)

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>Jennifer Spause</i>	Teacher of Math	Resignation	LHS	June 30, 2019
<i>Rita Arbuckle</i>	Bus Driver	Retirement	Transportation	December 31, 2018
<i>Ashlee D'Egidio</i>	Instructional Aide	Resignation	Collins	June 6, 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:

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>Anna Maria DiNapoli</i>	Elementary School Teacher	MPE	8/29/19-10/4/19	10/7/19-1/1/20**	1/2/20-3/20/20	3/23/20

***Designates time counted toward NJFLA/FMLA*

4.3 Transfers

Resolved, that the Livingston Board of Education approves the transfers as listed on **Attachment A**.

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>Justin Toomey</i>	RHE	Principal	First Year Tenure Track	Debra Ostrowski	LAA Elementary Principal	2	\$124,169 (pro-rated)	8/5/19 or earlier if released from current contract
<i>Kristen De La Rosa</i>	LHS	Teacher of Social Studies	First Year Tenure Track	John Laney	BA	5	\$55,421	8/29/19
<i>Alexis Finley</i>	Harrison	School Psychologist	First Year Tenure Track	Kathryn Otterbein (transfer)	MA+32	1	\$65,522	8/29/19
<i>Devon DeGilio</i>	HMS	TOSD	First Year Tenure Track	Reallocation of elementary position	MA	4	\$62,007	8/29/19
<i>Melissa Robol</i>	MPMS	Teacher of Business Education	First Year Tenure Track	Barbara Rosato	MA	3	\$61,216	8/29/19
<i>Lauren Daugherty</i>	Harrison	Elementary School Teacher	First Year Tenure Track	Renee Sachs	BA	1	\$52,673	8/29/19
<i>Brian Seltzer</i>	Elementary	Teacher of Music	First Year Tenure Track	Melissa Waton-Cohen	BA	1	\$52,673	8/29/19
<i>Christopher Faley</i>	Collins	LDT-C	First Year Tenure Track	Marlena Baird	MA	7	\$64,223	8/29/19
<i>Michelle Corsentino</i>	BHE	School Psychologist	One Year Leave Replacement	Mallory Seidman	MA+32	1	\$65,522	8/29/19
<i>Kevin Sinsimer</i>	Hillside	Elementary School Teacher	Second Year Tenure Track	New	BA	3	\$53,968	8/29/19

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

4.5 Stipends

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

4.6 Contract Adjustments

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

4.7 Extra Period Assignments

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

4.8 Summer Workers

Resolved, that the Livingston Board of Education approves the individual on **Attachment E** to participate in summer curriculum writing during the summer of 2019.

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 JUNE 17, 2019 VOTING AGENDA

- **Student Representative to the Board**
- **SEPAC**

1. **PROGRAM/CURRICULUM**

1.1 **Textbooks**

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

2. **STUDENT SERVICES**

2.1 **Out of District Placements**

Resolved, that the Livingston Board of Education approves placement for the academic year 2019-2020 for 12 (twelve) Livingston student with disabilities and for Extended School Year 2019 (Summer Programs) for fourteen (14) Livingston students 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***.

3. **BUSINESS**

3.1 **Open Campus – Livingston High School Seniors**

Resolved, that the Livingston Board of Education hereby grants permission for the Livingston High School administration to extend Open Campus privileges to Livingston HS seniors for the 2019/20 school year with the understanding that all rules and regulations governing Open Campus will remain in effect.

3.2 **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	\$1,209,898.82
12	Regular	34,929.28
20	Regular	267,540.85
60	Cafeteria	<u>3,831.75</u>
	TOTAL	<u>\$1,516,200.70</u>

Regular Checks	81361-81681	\$1,512,368.95
Cafeteria Checks	1113-1114	<u>3,831.75</u>
	TOTAL	<u>\$1,516,200.70</u>

3.3 Board Secretary Report – April 2019

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for April 30, 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 April 30, 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	2,750,823		
(11) Current Expense		2,402,002	3,996,060
(12) Capital Outlay		72,629	1,978,235
(20) Special Revenue Fund	330,718		
(30) Capital Projects Fund	1,163,664		
(40) Debt Service Fund			
Total:	\$4,245,205	\$2,474,631	\$5,974,295

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of April 30, 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.

3.4 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2018-2019 budget for April 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	\$30,000	
0270	Health Benefits		\$154,500
0503	Aid in Lieu Payments	\$19,500	
0514	Cont Services (Sped)	\$153,619	
0600	Supplies and Materials		\$6,200
0610	General Supplies		\$34,390
0615	Transportation Supplies	\$5,000	
0640	Textbooks		\$13,029
	TOTALS	\$208,119	\$208,119

3.5 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 *Dr. Matthew Block, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Charles August, Pamela Chirls, Ronnie Konner, Samantha Messer* and *Dr. George Shen*, Superintendent of Schools, Business Administrator, Assistant Superintendent, Human Resources Manager and Board of Education members to attend the New Jersey School Boards Association Workshop in Atlantic City, New Jersey from October 21 to 24, 2019 at a cost not to exceed \$700 each.

3.6 2019/20 Anticipated Contracts to be Renewed, Awarded or to Expire During the School Year – PL 2015 – Chapter 47 (forthcoming)

Resolved, that the Livingston Board of Education intends to renew, award or permit to expire the following contracts previously awarded by the Board of Education as shown on ***Attachment D***. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CTF, Part200. Compliance with new contracts, not listed here, will be addressed prior to board action.

3.7 Collection, Removal and Disposal of Solid Waste

Resolved, that the Livingston Board of Education approves the extension of the contract with Waste Management of New Jersey for one year (2019-2020).

3.8 Transfer of Current Year Surplus to Capital Reserve

Whereas, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

Whereas, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

Whereas, the Livingston Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

Whereas, the Livingston Board of Education has determined that up to \$1,500,000 is available for such purpose of transfer;

Now, Therefore, Be It Resolved by the Livingston Board of Education that it hereby authorizes the district's School Business Administrator to make a transfer up to \$1,500,000 consistent with all applicable laws and regulations.

3.9 Cerebral Palsy of North Jersey

Resolved, that the Livingston Board of Education approves the lease agreement with Cerebral Palsy of North Jersey to rent the facility on 51 Old Road in Livingston. The term of this agreement is as follows: "lease renewal first term" for the period of July 1, 2018 through June 30, 2020; "lease renewal second term" for the period of July 1, 2020 through June 30, 2025 and "lease renewal third term" for the period of July 1, 2025 through June 30, 2030.

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 May.

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;
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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

IV. 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 June 3, 2019 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
 1. Matter rendered confidential by federal law, state statute or rule of court.
 2. Matter in which the release of information would impair a right to receive federal funds.
 3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
 4. Collective bargaining matter.
 5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
 6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
 7. Investigation of violations or possible violations of law.
 8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
 9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
 10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

PROPOSED FUTURE AGENDA ITEMS (dates subject to change)

June 17, 2019 (*voting*)

- Student Representative to the Board
- SEPAC
- Superintendent Summer Approval to Hire
- Summer Work Appointments
- Curriculum Writer Names and Locations
- Summer Project Appointments
- Compliance with PL 2015, Chapter 47
- Transfer of Current Year Surplus to Capital Reserve
- Bus Evacuation Drills Report

July 17, 2019 (*voting*)

- Property, Liability and WC Insurance
- Food Service Renewal
- Out of District Placements for 2019-2020
- Related Services and Medical Consultants for 2019-2020
- Extended School Year Out of District Placements Summer 2019

August 14, 2019 (*voting*)

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

September 9, 2019 (*workshop*)

September 23, 2019 (*voting*)

- District Nursing Services Plan

October 7, 2019 (*workshop*)

- Public Hearing for District and School HIB Self-Assessment Report
- NJSLA (Policy 2610)

October 14, 2019 (*voting*)

- Conference with the Livingston Education Association
- Summer Curriculum Writing Update

November 11, 2019 (*workshop*)

- Board Budget Goals
- Assessment Update

November 18, 2019 (*voting*)

- NJQSAC Statement of Assurance

December 9, 2019 (*voting*)

- Comprehensive Annual Financial Report
- Counseling Report – LHS Report on Graduates for Class of 2019 (Policy 2610)
- New Course Offerings
- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)

January 6, 2020 (*reorganization*)