



**LIVINGSTON BOARD OF EDUCATION
WORKSHOP/VOTING MEETING AGENDA**

March 11, 2025

Executive Session - Administration Building - 6:45 p.m.

Public Session - Administration Building - 7:00 p.m.

I. OPEN SESSION

A. Call to Order – Seth Cohen, President

B. Reading of Meeting Notice

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 2, 2025 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:

- student matters and personnel

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 15 minutes; and be it

Further Resolved, the minutes of this closed session be made public when the need for confidentiality no longer exists.

ROLL CALL VOTE

D. Pledge of Allegiance / Roll Call

E. Superintendent's Report

1. Budget Presentation

F. Board Reports

G. Student Representative's Report

H. Public Comment

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. To protect the privacy of all students and staff, concerns regarding individual students and staff members should generally be addressed by first meeting with the appropriate administrative staff.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every meeting of the Board.

Public participation shall be permitted only as indicated in accordance with Board Bylaw No. 0167.

Public participation shall be extended to residents of this district, persons having a legitimate interest in the actions of this Board, persons representing groups in the community or school district, representatives of firms eligible to bid on materials or services solicited by the Board, and employees and pupils of this district, except when the issue addressed by the participant is subject to remediation by an alternate method provided for in policies or contracts of the Board.

Public participation is not an opportunity to engage in a dialogue with the Board and 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, municipality of residence, and group affiliation, if appropriate;
2. A participant is limited to three (3) minutes' duration; elapsed time will be determined through the use of a timing device operated by the Board Secretary;
3. No participant may speak more than once and there shall be no yielding of time among speakers;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
5. There shall be no cross dialogue between the participant and the Board and/or Administration;
6. Upon conclusion of a participant's remarks, the presiding officer will acknowledge the individual's remarks and may respond and/or direct a member of the Administration to respond to an inquiry following the participant's remarks or at the conclusion of the public participation session.

The presiding officer may:

- a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
- b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
- c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

II. RECOMMENDATIONS FOR APPROVAL

3. BUSINESS

The Superintendent recommends the following:

3.1 Law Enforcement Units for the Public Schools of Livingston Township for the 2024/2025 School Year

Whereas, the safety and security of the students, staff, and visitors of the Livingston Public Schools is a primary concern; and

Whereas, the staff and faculty of the Livingston Public Schools' Administration must communicate specific information to law enforcement; and

Whereas, law enforcement agencies require specific information to maintain public safety; and

Whereas, the Livingston Board of Education must comply with the Family Educational Rights and Privacy Act (FERPA); and

Whereas, to comply with FERPA while working with law enforcement and in accordance with Section 2.4 of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, the Superintendent of Schools established a Law Enforcement Unit within the District.

Now, Therefore, Be It Resolved: that upon the recommendation of the Superintendent of Schools, the Livingston Board of Education confirms the revised Law Enforcement Unit list, consisting of the following members for the 2024/2025 school year:

- Superintendent of Schools
- Assistant Superintendents of Schools
- School Security Specialist
- Director of Technology
- Manager of Technology
- Network Administrator
- Systems Administrator
- Principals
- Assistant Principals

3.2 Technology Purchases

Resolved, that the Livingston Board of Education approves the following technology purchases:

Name of Product	Vendor	Amount	CO-OP#
Panic Buttons	Core BTS	\$28,405.41	NASPO ValuePoint State of New Jersey
Strobe Lights	Core BTS	\$117,039.00	NASPO ValuePoint State of New Jersey

3.3 Emergency Reserve Withdrawal

Resolved, that the Livingston Board of Education approves that the general fund appropriations include a \$145,444.41 withdrawal from the Emergency Reserve Account for panic buttons and strobe lights to improve school security in the district.

3.4 Bylaws, Policies and Regulations

Resolved, that the Livingston Board of Education approves **Bylaw #0155** for second reading and adoption. This Bylaw was mistakenly labeled as Regulation #0155 on the February 25, 2025 agenda.

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Resignations & Retirements

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

Name	Position	Reason	Location	Last Day of Employment
<i>Marlene Zulauf</i>	Bus Driver - 25 hours	Retirement	CO	June 30, 2025
<i>Melissa Muirhead</i>	Teacher of Biology	Resignation	LHS	June 30, 2025
<i>Eileen Villar</i>	Benefits/ Payroll Assistant	Resignation	CO	April 25, 2025, or earlier if a replacement can be found
<i>Lisa Gudd</i>	Accounts Payable Coordinator	Resignation	CO	April 25, 2025
<i>Martine Ives</i>	Instructional Aide	Resignation	RHE	April 11, 2025

**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	Location	Position	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Nathalie Ricot*</i>	HMS	Teacher of French	11/4/2024- 1/24/2025**	NA	1/25/2025- 6/30/2025	8/25/2025
<i>Claudia Netti*</i>	HMS	Teacher of Spanish	2/19/2025- 3/10/2025**	NA	NA	3/11/2025

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.3 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>Paul Levitan</i>	District	Supervisor of ELA (Pre-K-6)	First Year Tenure Track	L. Baxter	LSA	1	\$125,054, plus \$1,500 for 2 MA degrees	7/1/2025
<i>Rene Metzgar</i>	CO	Treasurer of School Monies	NA	NA	NA	NA	\$5,500	3/10/2025
<i>Marisa Ehrmann</i>	LHS	Teacher of Health & PE	First Year Tenure Track	D. Jones	BA	1	\$55,390 (prorated)	2/25/2025
<i>Axel Marrero</i>	HMS	Teacher of Spanish	Leave Replacement	C. Netti	BA	3	\$57,090 (prorated)	3/3/2025
<i>Julia Greenberg</i>	MPMS	Teacher of Art	Leave Replacement	A. Pefanis	BA	1	\$55,390 (prorated)	4/1/2025- 6/30/2025

Jenna Puleio*	Collins	Elementary School Teacher	Leave Replacement	J. D'Annunzio	BA	1	\$55,390 (prorated)	3/10/2025
Heather Hodsden	HMS	Teacher of French	Leave Replacement	N. Ricot	2MA	1	\$68,990 (prorated)	3/10/2025
Jake Furbeck	CO	IT Support Specialist	NA	O. Lytvyn	NA	NA	\$55,000** (prorated)	4/22/2025

*as amended from a previous agenda

**salary/step will remain the same for the 2025-26 SY

4.4 Long Term Substitute

Resolved, that the Livingston Board of Education approves the appointment of the individual(s) listed below to serve as long-term substitutes as reflected below:

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
Marisa Ehrmann	LHS	Teacher of Health & PE	Long-Term Sub	D. Jones	\$277/day	2/1/2025-2/24/2025

*amended from previous agenda

**to be paid the difference between their current daily rate and the rate quoted above

4.5 Job Descriptions

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

Accounts Payable Coordinator
Benefits Coordinator/Payroll Assistant

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

I. Old Business

J. New Business

III. ADJOURNMENT

EXECUTIVE SESSION

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 March 11, 2025 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.

March 11, 2025

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 matters.
 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.

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

ACCOUNTS PAYABLE COORDINATOR

QUALIFICATIONS:

1. BA/BS Degree preferred
2. Previous district level accounts payable experience required
3. Familiarity with computer systems and accounting software. Genesis knowledge is a plus.
4. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code, and GAAP requirements
5. Ability to organize work and meet deadlines.
6. Accuracy and attention to detail.
7. Affinity for working with numbers.
8. Ability to work cooperatively with others.

REPORTS TO: Assistant Business Administrator

JOB GOALS: To contribute to the efficient and accurate operation of the purchasing and accounts payable functions of the district.

JOB RESPONSIBILITIES:

1. Organizes work so that payment processing can be handled in an efficient manner.
2. Coordinates and processes purchase orders from school buildings and other departmental areas (i.e., Buildings and Grounds, Transportation, Central Office).
3. Verification processing and matching of all purchase orders to invoices to ensure validity, accuracy, extensions, and coding information.
4. Encumbers requisitions, prepares emergency replacement checks, voids purchase orders and checks as needed.
5. Prepares and proofs bill list for Board of Education approval.
6. Aligns purchase orders with GAAP accounts.
7. In coordination with the Assistant Superintendent's Office reviews and maintains all requisitions and purchase orders for workshop/conference reimbursement.
8. Maintains centralized vendor records and ensures all required compliance documentation is on file within the district. Additionally, serves as the main contact person for vendors.
9. Trains relevant staff members in the use of computer programs relevant to purchasing.
10. Aids in ensuring compliance with purchasing to ensure adherence to state statute and code.
11. Prepares and assists with 1099 reporting.
12. Conducts financial research for School Business Administrator/Board Secretary.
13. Maintains a complete and systematic set of records of all financial transactions of the district (bill lists, filed vouchers and purchase orders).

This position will also be responsible for all other duties as assigned by the School Business Administrator/Board Secretary and Assistant Business Administrator.

TERMS OF EMPLOYMENT:

This is a twelve-month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation.

Board approval date: March 11, 2025

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

BENEFITS COORDINATOR/PAYROLL ASSISTANT

POSITION STATEMENT: This position will be responsible for benefit administration and assisting with the timely completion of all payroll cycles and reports within the district.

QUALIFICATIONS:

1. High school graduate, BA/BS preferred.
2. Familiarity with computer systems and payroll/personnel software.
3. Familiarity with GAAP.
4. Ability to organize work and meet deadlines.
5. Accuracy and attention to detail.
6. Proficiency in Microsoft Office.
7. Benefit administration experience preferred.

REPORTS TO: Assistant Business Administrator/School Business Administrator

JOB GOALS: To contribute to the efficient and accurate operation of the health benefits and payroll departments.

JOB RESPONSIBILITIES:

1. Reviews and maintains accurate database records for all employees
2. Owns medical and dental plan open enrollment communications and records
3. Maintains medical and dental record systems for district staff. Prepares all required reports including the amounts payable.
4. Serves as *liaison* for district staff regarding medical and dental plans and retirement plans.
5. Reviews and maintains accurate records for leave of absences in regards to health benefits and payroll
6. Processes COBRA benefits
7. Maintains and reconciles FSA accounts through Ameriflex
8. Prepares 1095 c and ad hoc reporting to agencies
9. Processes unemployment claims received
10. Assists in cost analysis of medical plans for the purposes of negotiations with the various bargaining units.
11. Assists with creating payroll documents and reports including those to be used for the purposes of negotiations.
12. Assists in review of all secretaries' and custodians' approved timesheets and calculates overtime.
13. Communicates with all staff on a daily basis

This position will also be responsible for all other duties as assigned by the School Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation.

Board approval date: March 11, 2025