



LIVINGSTON BOARD OF EDUCATION REORGANIZATION MEETING AGENDA

Wednesday, January 3, 2024
Hybrid Meeting - Administration Building – 7:00 p.m.

A. Call to Order – Thomas J. Lambe, Board Secretary

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 3, 2023 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. Pledge of Allegiance

D. Election Results – November 7, 2023

(Officially certified by the Board of Elections)

For three year term (vote for one) on the Board of Education

Fang Gong 3,095

Harshavardhan Raju 1,763

E. Swearing in of New Board Member

F. Election of President

ROLL CALL VOTE

G. Board President Takes Chair

H. Election of Vice President

ROLL CALL VOTE

I. President/Vice President Comments

J. Superintendent's Report

K. Board Member Code of Ethics

L. 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

M. Rules for School Governance

Resolved, the Livingston Board of Education adopts all bylaws, policies and regulations in effect on January 3, 2024 in compliance with N.J.S.A. 18A:11-1.

ROLL CALL VOTE

N. Curricula and Textbooks

Resolved, that the Livingston Board of Education adopts all curricula and textbooks of record on January 3, 2024 in compliance with N.J.S.A. 18A:33-1 and 34.1.

ROLL CALL VOTE

O. Bylaws, Policies & Regulations

Resolved, that the Livingston Board of Education approves all bylaws, policies and regulations previously adopted by the Board to date.

ROLL CALL VOTE

P. Job Descriptions

Resolved, that the Livingston Board of Education approves all job descriptions previously adopted by the Board to date.

ROLL CALL VOTE

Q. Official Newspapers/Media Outlets

Resolved, that the Livingston Board of Education designates *The Star Ledger*, *The West Essex Tribune* and *TAPinto Livingston* as official newspapers and media outlets for legal notices and other obligations.

ROLL CALL VOTE

R. Financial Depositories and Signatures

Whereas, _____ has been elected president and _____ has been elected vice president of the Board of Education; and

Whereas, Thomas Lambe has been appointed Secretary of the Board; and

Whereas, Thomas Lambe has been appointed Treasurer of School Monies; and now therefore be it

Resolved, the Livingston Board of Education establish the following bank accounts at Somerset Regal Bank, Livingston, New Jersey and that Somerset Regal Bank is hereby requested, authorized and directed to honor all checks, draft and other orders for the payment of money drawn in the name of the Board of Education in the following accounts when bearing the true or approved facsimile signature(s) indicated:

Somerset Regal Bank		
Account Title and Number	Signature(s)	
BOE School District of Livingston General Account 0108010471	Board President and Thomas J. Lambe and Dr. Matthew Block	
BOE School District of Livingston Referendum 0108010505	Board President and Thomas J. Lambe and Dr. Matthew Block	
Livingston Board of Education Payroll Account 0108010463	Board President and Thomas J. Lambe	
Livingston Board of Education Payroll Agency Account 0108010414	Board President and Thomas J. Lambe	
Burnet Hill Elementary School School Account 0108010547	Lisa Sama-Barreto Jessica Byrne Thomas J. Lambe	Any 2

Collins Elementary School School Account 0108010562	Michelle Cebula Stefanie Lichtstein Thomas J. Lambe	<i>Any 2</i>
Harrison Elementary School School Account 0108010539	Daniel Garcia Patricia Fernandez Thomas J. Lambe	<i>Any 2</i>
Hillside Elementary School School Account 0108010570	Carlos Gramata Gina Ioviero Thomas J. Lambe	<i>Any 2</i>
Mount Pleasant Elementary School School Account 0108010521	Lorena Dolan Gail Witt Thomas J. Lambe	<i>Any 2</i>
Riker Hill Elementary School School Account 0108010612	Justin Toomey Deborah Paoletta Thomas J. Lambe	<i>Any 2</i>
Mount Pleasant Middle School School Account 0108010554	Bronawyn O'Leary Gina Covello Thomas J. Lambe	<i>Any 2</i>
Heritage Middle School School Account 0108010513	Shawn Kelly Andrew Espinoza Kristen Fullam Christina Woytas Thomas J. Lambe	<i>Any 2</i>
Livingston High School Activity Account 0108010588	Danielle Rosenzweig Laura DeNicola Dr. Mary K. Pretto Marie Battist-Rock Thomas J. Lambe	<i>Any 2</i>
Livingston High School Athletic Account 0108010604	Danielle Rosenzweig Laura DeNicola Dr. Mary K. Pretto Marie Battist-Rock David Cohen Thomas J. Lambe	<i>Any 2</i>
Livingston High School Special Account 0108010596	Danielle Rosenzweig Laura DeNicola Dr. Mary K. Pretto Marie Battist-Rock Thomas J. Lambe	<i>Any 2</i>
Livingston Board of Education Board Secretary's Petty Cash 0108010489	Dr. Matthew Block Thomas J. Lambe Tatiana Gilbert	<i>Any 2</i>
Livingston Board of Education Capital Reserve Fund Account 0108010448	Wire Transfers to other Board of Education Accounts Only Thomas J. Lambe or Tatiana Gilbert	
Livingston Board of Education Unemployment Trust Fund Account 0108010455	Wire Transfers to other Board of Education Accounts Only Thomas J. Lambe or Tatiana Gilbert	

Livingston Board of Education Cafeteria 0108010430	Wire Transfers to other Board of Education Accounts Only Thomas J. Lambe or Tatiana Gilbert
Livingston Board of Education Summer Pay 0208020752	Wire Transfers to other Board of Education Accounts Only Thomas J. Lambe or Tatiana Gilbert or Amy Connolly
Livingston Board of Education FSA 0108010422	Wire Transfers to other Board of Education Accounts Only Thomas J. Lambe or Tatiana Gilbert or Amy Connolly

ROLL CALL VOTE

S. Establishment of Annual Public Meeting Calendar

Resolved, the Livingston Board of Education approves the following annual public meeting calendar and executive session meeting calendar for 2024:

January, 2024		July, 2024	
(Wed) 3	<i>Reorganization</i>	16	<i>Voting</i>
9	<i>Board Retreat</i>		
16	<i>Voting</i>		
February, 2024		August, 2024	
6	<i>Workshop</i>	13	<i>Voting</i>
13	<i>Workshop</i>		
27	<i>Voting</i>		
March, 2024		September, 2024	
12	<i>Workshop</i>	10	<i>Workshop</i>
19	<i>Voting</i>	24	<i>Voting</i>
April, 2024		October, 2024	
16	<i>Workshop</i>	8	<i>Workshop</i>
30	<i>Public Hearing/Voting</i>	29	<i>Voting</i>
May, 2024		November, 2024	
7	<i>Exec Session on Personnel</i>	12	<i>Workshop</i>
14	<i>Workshop/Voting</i>	19	<i>Voting</i>
28	<i>Voting</i>		
June, 2024		December, 2024	
		10	<i>Voting</i>
		January, 2025	

11	Workshop		7	Reorganization
18	Voting			

Until further notice, all meetings are to commence on Tuesdays at 7:00 p.m. in a hybrid format both in person in the large conference room at the Administration Building, 11 Foxcroft Drive, and via a Facebook livestream, unless otherwise indicated. Please confirm dates on the District Calendar.

ROLL CALL VOTE

T. **BUSINESS**

The Superintendent recommends the following:

3.1 Board Member Assignments

Resolved, that the Livingston Board of Education accepts the President's designation of the following committee assignments as shown on ***Attachment A***.

3.2 Purchasing - Business Administrator/Board Secretary

Resolved, that the Livingston Board of Education approves the resolution as follows:

WHEREAS, N.J.S.A. 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, N.J.S.A. 18A-18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$44,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS, N.J.S.A. 18A-18A-37c provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$6,600) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution, and

NOW, THEREFORE BE IT RESOLVED that the Livingston Board of Education , pursuant to the statutes cited above, hereby appoints Thomas Lambe, Business Administrator/Board Secretary, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity effective for the period January 3, 2024 through to the date of the 2025 Reorganization Meeting, and

BE IT FURTHER RESOLVED, that Thomas Lambe, as purchasing agent, is authorized to process payments as necessary as part of regular District operations, to be ratified at the subsequent regular public meetings of the Board of Education, and

BE IT FURTHER RESOLVED, that Thomas Lambe is hereby authorized to award contracts on behalf of the Livingston Board of Education that are in the aggregate less than 15% of the Bid threshold (currently \$6,600) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Thomas Lambe is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,600) but less than the bid threshold of \$44,000.

3.3 Purchasing - Assistant Business Administrator

Resolved, that the Livingston Board of Education approves the resolution as follows:

WHEREAS, N.J.S.A. 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, N.J.S.A. 18A-18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$44,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS, N.J.S.A. 18A-18A-37c provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$6,600) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution, and

NOW, THEREFORE BE IT RESOLVED that the Livingston Board of Education , pursuant to the statutes cited above, hereby appoints Tatiana Gilbert, Assistant Business Administrator, as its duly authorized purchasing agent *pro tem*, in the event that Thomas Lambe, Business Administrator/Board Secretary, is unavailable, and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Livingston Board of Education effective for the period January 3, 2024 through to the date of the 2025 Reorganization Meeting, and

BE IT FURTHER RESOLVED, that Tatiana Gilbert, as *pro tem* purchasing agent, is authorized to process payments as necessary as part of regular District operations, to be ratified at the subsequent regular public meetings of the Board of Education, and

BE IT FURTHER RESOLVED, that Tatiana Gilbert is hereby authorized to award contracts on behalf of the Livingston Board of Education that are in the aggregate less than 15% of the Bid threshold (currently \$6,600) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Tatiana Gilbert is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,600) but less than the bid threshold of \$44,000.

3.4 Cooperative Purchasing

Resolved, that the Livingston Board of Education authorizes the Business Administrator/Board Secretary to jointly, by agreement, provide goods and services with other boards of education; and to seek sealed bids, from any and all education cooperative pricing systems, county contract and/or state contract for all goods and/or services required during the period of January 3, 2024 through to the date of the 2025 Reorganization Meeting. Date, receipt and advertisement of bids to be determined by the Business Administrator/Board Secretary. The list includes but is not limited to the following:

Educational Data Services Inc.
Educational Services Commission of New Jersey
Hunterdon County Educational Services Commission

Morris County Cooperative Pricing Council
NJ Division of Purchase and Property (NJ START State Contract)
Passaic Valley Sewerage Commission
Sourcewell/Cooperative Purchasing Advantages

3.5 Overnight Trips

Resolved, that the Livingston Board of Education approves *Dr. Matthew Block*, to join the Jewish Federation of Greater MetroWest on a trip to Israel from January 21 to 24, 2024, at no cost to the district.

ROLL CALL VOTE

U. 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

V. Old Business

1. Board of Education Meeting Format

W. 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 January 3, 2024 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 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 January 3, 2024

pursuant to said discussion shall take place only at a meeting to which the public has been invited.
(C) No action will be taken.

LBOE Agenda Planning/Future Agenda Items

JANUARY

Meetings and Workshops

- Board Reorganization
- Election of Board Officers
- Board Member Committee Assignments
- BOE Meeting Calendar
- LPS Budget Calendar
- Submission of Financial Disclosure
- Mandatory Training Requirements
- Review of ACFR or Action Items

Presentations

- LHS Report on Graduates from Counseling
- Annual Comprehensive Financial Report

Professional Development

- Code of Ethics with BOE Attorney

Executive Sessions

- BOE Retreat
- Establish CSA Evaluation Schedule

FEBRUARY

Meetings and Workshops

- Academic Calendar Discussion, two years out

Presentations

- Update on Diversity, Equity, and Inclusion
- District Goals: Mid-Year Update
- First Presentation of LPS Budget
- Second Presentation of LPS Budget

Executive Sessions

- CSA Evaluation Process: Meet with the NJSBA representative and review the CSA evaluation process and timeline

MARCH

Presentations

- Third Presentation of LPS Budget
- Fourth Presentation of LPS Budget
- Final Presentation and BOE Adoption of Tentative Budget (before the deadline to Essex County)
- Board Goals Update

Executive Sessions

- NJSBA CSA Evaluation (to meet July 1st statutory deadline for CSA evaluation)
- NJSBA Board Self-Evaluation

APRIL

Meetings and Workshops

- Public Hearing and Adoption of Budget
- Subscription Bus Pricing
- Safety Grant
- Comprehensive Equity Plan (every 3 years/SOA annually)

Presentations

- Superintendent Goals Planning and Update

Executive Sessions

- Board and CSA pre-conference for evaluation

MAY

Meetings and Workshops

- Livingston Education Association: Second Conference
- Personnel Appointments
- Governor's Educator of the Year Ceremony
- Annual Appointments
- Sale of SRECs
- General Education Out-of-District Tuition Rates
- New Jersey State Interscholastic Athletic Association

Presentations

- End-of-Year District Goals Report (by CSA)

Executive Sessions

- Board Self-Evaluation
- CSA Evaluation Process
- Tenure Recommendations (BOE Review of Files)
- End-of-Year, All-Staff Review

JUNE

Meetings and Workshops

- LHS Student Representative to BOE
- Staff Retirement Ceremony
- Seal of Biliteracy
- Non-Affiliated Appointments
- Summer Appointments (work, project, curriculum)
- Compliance with PL 2015, Chapter 47
- Transfer of Current Year Surplus to Capital Reserve
- Bus Evaluation Drills Report

Presentations

- SEPAC
- End-of-Year Report on Board Goals (by BOE)
- Board Self-Evaluation, review, and reflection

Executive Sessions

- CSA Evaluation
 - CSA completes CSA Evaluation
 - BOE completes CSA Evaluation
 - CSA and BOE meet to discuss CSA Evaluation

JULY

Meetings and Workshops

- Property, Liability, and WC Insurance
- Board Goals and Action Plans
- District Professional Development Plan
- Review and Approval of Curriculum Writing Plans and Process

AUGUST

Meetings and Workshops

- Open Campus Lunch

Presentations

- Enrollment Update
- District Goals and Action Plans
- Student progress at key grade levels and the NJ Student Learning Standards results, including the performance of student subgroups on state tests as appropriate and allowable.

SEPTEMBER

Meetings and Workshops

- Board Goals
- Mentoring Plan
- Remote Learning Plan

OCTOBER

Meetings and Workshops

- Approval of Nursing Services Plan
- Livingston Education Association: First Conference
- Annual review of MOA and law enforcement operations with the Board President
- Public Hearing of District and School HIB Self-Assessment Report

Presentations

- Summer Curriculum Writing
- NJSLA Results

NOVEMBER

Meetings and Workshops

- Board Budget Goals
- Technology Plan: review and approval
- Comprehensive Maintenance Plan: review and approval

Presentations

- LPS Assessment Update

DECEMBER

Meetings and Workshops

- QSAC SOA

Presentations

- National Merit Semi-Finalists Recognition Ceremony
- New LPS Course Offerings

Professional Development

- New BOE member orientation

**LBOE Committee Assignments
January 2024 - December 2024**

LPS DISTRICT COMMITTEES	
Committee	Representative(s)
Curriculum, including Technology	Ms. Arnette, Mrs. Khemka, Mrs. Chirls (alternate)
Equity	Ms. Arnette, Mrs. Khemka
Finance and Facilities	Mr. Cohen, Mrs. Chirls
Long Range Facilities	Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Gong, Mrs. Khemka
Mental Health and Wellness	Dr. Block, President, Vice President (designee)
Negotiations: LEA, LAA, and LSA	Mrs. Chirls, Mr. Cohen
Policy	Mrs. Chirls, Mrs. Khemka
SEPAC	Mrs. Khemka, Mrs. Chirls
Strategic Planning	Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Gong, Mrs. Khemka
TOWNSHIP/DISTRICT/BOARD COMMITTEES	
Committee	Representative(s)
Board-Township Liaison	Mrs. Chirls, Mr. Cohen
Chamber of Commerce	Mrs. Gong
Healthy Community, Healthy Youth	Mrs. Chirls, Mrs. Khemka
Livingston Advisory Committee for Disabilities	Mrs. Capone-Steiger, Mrs. Gong, Mrs. Khemka
Livingston Committee for Diversity and Inclusion	Ms. Arnette, Mrs. Chirls
Livingston Education Foundation	Dr. Block, Mr. Cohen, Ms. Arnette, Mrs. Khemka (alternate)
Livingston Green Team	Mr. Perrette, Mr. Cohen
Livingston Municipal Alliance Committee	Dr. Block, Ms. Arnette, Mrs. Chirls
Livingston Public Broadcasting	Ms. Rehman, Ms. Rubin, Mr. Cohen, Mrs. Khemka
Transportation	Mr. Lambe, Mrs. Khemka
Vision 20/20	Dr. Block, Mr. Lambe, Mr. Cohen
Welcome to Livingston	Mrs. Chirls, Mrs. Gong
Youth Sports Council	Mr. Cohen
BOARD REPRESENTATIVES	
Committee	Representative(s)
Delegate to NJSBA	Ms. Arnette, Mrs. Khemka (alternate)
Essex County School Boards Association	Ms. Arnette
Essex Regional Educational Services Commission	Mr. Cohen
Garden State Coalition Delegate	Mrs. Khemka, Mrs. Chirls
NJSBA Legislative District #27 Committee	Mrs. Chirls
NJSBA Standards & Assessment Committee	Mrs. Chirls
PT Council	Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Gong, Mrs. Khemka (rotation)
BOARD LIAISONS	
School	Representative(s)
Burnet Hill Elementary School	Mrs. Gong, Mrs. Khemka
Collins Elementary School	Mr. Cohen, Mrs. Gong
Harrison Elementary School	Mrs. Khemka, Mrs. Chirls
Hillside Elementary School	Ms. Arnette, Mrs. Khemka
Mount Pleasant Elementary School	Mr. Cohen, Mrs. Chirls
Riker Hill Elementary School	Mrs. Chirls, Mrs. Khemka
Mount Pleasant Middle School	Ms. Arnette, Mrs. Gong
Heritage Middle School	Ms. Arnette, Mrs. Khemka
Livingston High School	Mrs. Chirls, Mr. Cohen, Mrs. Khemka (alternate)