



LIVINGSTON BOARD OF EDUCATION WORKSHOP/VOTING MEETING AGENDA

Tuesday, June 7, 2022

Executive Session - LHS Large Conference Room - 6:30 p.m.

Public Session - Hybrid Meeting at 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 – Mr. 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 4, 2022 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

C. Executive Session

Whereas, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters; now, therefore be it

Resolved, that the Livingston Board of Education adjourns to closed session to discuss:

- Personnel and Legal Settlements

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 30 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. Retirement Ceremony

F. Superintendent's Report

1. CJ Pride Scholarship Recipient
2. Seal of Biliteracy

G. Board Reports

H. Public Input on Agenda Items ~ up to 15 minutes

An excerpt from Policy #0167 adopted on December 13, 2004, revised on January 10, 2011 and reviewed on March 4, 2013 and January 23, 2017 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

2. STUDENT SERVICES

The Superintendent recommends the following:

2.1 Related Services/Medical Consultants

Resolved, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2022-2023 school year:

YOUTH MENTAL HEALTH FIRST AID INSTRUCTOR TRAINING

Mental Health Association in New Jersey

\$1,200.00/day

ROLL CALL VOTE

3. BUSINESS

The Superintendent recommends the following:

3.1 Settlement Agreements

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #03-2022 which is on file at the Board of Education office.

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #04-2022 which is on file at the Board of Education office.

3.2 Conferences and Overnight Trips

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

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>Ilze Kancans</i>	Teacher of Chemistry	Retirement	LHS	October 31, 2022
<i>Sara Ilkowitz</i>	Custodian	Retirement	MPMS	June 30, 2022
<i>Danielle Imbimbo</i>	School Counselor	Resignation	HMS	June 30, 2022
<i>Amy Moltane</i>	Elementary School Teacher	Resignation	Collins	June 30, 2022
<i>Taryn DePreker</i>	TOSD	Resignation	MPE	June 30, 2022
<i>Jacqueline Tobia</i>	Behaviorist	Resignation	MPMS	June 30, 2022
<i>Erika Yersak</i>	TOSD	Resignation	Hillside	June 30, 2022
<i>Tiffany Scifo</i>	Kindergarten Aide	Resignation	RHE	June 30, 2022
<i>Monica Ahluwalia</i>	Playground Aide	Resignation	Hillside	June 22, 2022
<i>Paul Ray</i>	Playground Aide	Resignation	MPE	May 20, 2022

**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
Monalisa Goswami	HMS	Instructional Aide	NA	NA	5/20/2022-6/6/2022	6/7/2022
Rosa Gonzalez*	Elementary	Teacher of Spanish	5/31/2022-6/2/2022 (.5)	6/2/2022 (.5)-6/30/2022 & 8/30/2022-11/19/2022**	11/22/2022-6/30/2024	9/1/2024
Ann Butler	LHS	Teacher of English	NA	6/1/2022-6/14/2022**	NA	6/15/2022

*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
Jennifer Zeoli	District	Director of Elementary Special Education	First Year Tenure Track	B. Rosenthal	NA	NA	\$142,500 (prorated)	8/8/2022
Yulee Kim	LHS	Assistant Principal	First Year Tenure Track	M. Kays	LHS AP	8	\$134,687, plus \$1,500 for MA Degrees (prorated if after 7/1/2022)	upon release of current contract
Jaime Strumeier	Collins	Elementary School Teacher	First Year Tenure Track	A. Moltane	MA	2/3	\$63,155	8/30/2022
Gianna Agnello	Harrison	Elementary School Teacher	Second Year Tenure Track	I. Aivars	BA	2/3	\$55,600	8/30/2022
Sinead Do	LHS	First Secretary	Tenured	R. Goldberg	FS 12 month >7/12	11	\$69,745, plus \$1,200 for degree	8/1/2022
Jordan Virgil	LHS	Teacher of English	First Year Tenure Track	A. Alston	MA	2/3	\$63,155	8/30/2022

<i>Michelle Miani</i>	LHS	Teacher of English	First Year Tenure Track	M. Brancaccio	BA	2/3	\$55,600	8/30/2022
<i>Jacqueline Pascale</i>	LHS	Teacher of English	First Year Tenure Track	J. Rivchin	BA+16	1	\$56,900	8/30/2022
<i>Robert Liquori</i>	LHS	Teacher of Art	First Year Tenure Track	S. Abrams	BA	10	\$69,350	8/30/2022
<i>Linda Eagle</i>	Harrison	Teacher of ESL	Leave Replacement	M. Kim	D	1	\$71,900 (prorated)	8/30/2022-1/6/2023
<i>Shea Williams</i>	BHE	Media Specialist	First Year Tenure Track	J. Mills	MA+32	11	\$88,400	8/30/2022
<i>Sachel Bise</i>	LHS	TOSD	Leave Replacement	S. Stoddard	BA+32	1	\$59,455	8/30/2022
<i>Max Diaz</i>	LHS	Teacher of Chemistry & Biology	Leave Replacement	J. McCarthy	MA+32	1*	\$67,504 (prorated)	5/9/2022
<i>Madison Hom</i>	BHE	TOSD	First Year Tenure Track	K. Santos (transfer)	MA	5	\$64,555	8/30/2022
<i>Karin Arones</i>	Elementary	Teacher of Spanish	First Year Tenure Track	R. Bello	MA+16	10	\$80,206	8/30/2022

**as amended from a previous agenda*

***will remain on the same step for the 2022-2023 school year.*

Resolved, that the Livingston Board of Education approves the appointment of the ABA Discrete Trial TA's and Instructional Aides as listed on ***Attachment C***.

4.5 Job Descriptions

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

Applications Architect
Assistant Business Administrator
Audio Visual Technician Stipend

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 21, 2022 VOTING AGENDA

Student Representative to the Board

Superintendent's Report

1. SEPAC
2. Strategic Plan

Approval of Minutes

1. Voting Meeting Minutes of May 24, 2022

PROGRAM/CURRICULUM

1.1 Student Teachers

STUDENT SERVICES (forthcoming)

2.1 Out of District Placements

2.2 Related Services/Medical Consultants

BUSINESS

3.1 Payment of Bills

3.2 Board Secretary Report – April 2022

3.3 Transfers

3.4 Transfer of Current Year Surplus to Capital Reserve

3.5 Travel and Conferences Expenses

3.6 Contract for Supervisory Services for L.I.N.K.S.

3.7 2022/23 Anticipated Contracts to be Renewed, Awarded or to Expire During the School Year - PL 2015 - Chapter 47

3.8 Annual Appointments

3.9 West Essex YMCA

3.10 Essex Regional Educational Services Commission

3.11 Joint Transportation Agreement with Essex Regional Educational Services Commission

3.12 Application and Receipt of Funds for ESEA Grants

3.13 Genesis Educational Services, Inc. Agreement

3.14 CJ PRIDE Shared Services Agreement

3.15 Policies & Regulations

MISCELLANEOUS

5.1 HIB Report

5.2 Suspension Report

5.3 Bus Evacuation Drills

I. Public Comment ~ up to 15 minutes

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J. Old Business

K. New Business

IV. 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 June 7, 2022 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 21, 2022 (*voting*)

- SEPAC
- Strategic Plan
- Superintendent Summer Approval to Hire
- Student Representative to the Board
- 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

July 12, 2022 (*voting*)

- Property, Liability and WC Insurance
- Food Service Renewal
- Out of District Placements for 2022-2023
- Related Services and Medical Consultants for 2022-2023
- Extended School Year Out of District Placements Summer 2022

August 9, 2022 (*voting*)

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

September 6, 2022 (*workshop*)

June 7, 2022

September 20, 2022 (*voting*)

- District Goals
- District Nursing Services Plan

October 11, 2022 (*workshop*)

- NJSLA (as per Policy 2610)

October 18, 2022 (*voting*)

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

November 8, 2023 (*workshop*)

- Board Budget Goals

November 22, 2022 (*voting*)

- Assessment Update

December 6, 2022 (*voting*)

- National Merit Semi-Finalists Recognition Ceremony
- Public Hearing for District and School HIB Self-Assessment Report
- New Course Offerings

January 3, 2023 (*reorganization*)

Conference	Attendee(s)	Date(s)	Location	Cost
Stats Medic: AP Statistics Online (APSO) Course	Taylor Torre	6/13/2022-7/22/2022	Virtual	\$499

2022-23 TRANSFERS

Name	Transferring From	Location	Transferring To	Location	Replacing	Effective Date
June Golonka	Kindergarten Teacher	MPE	TOSD	Hillside	N. Hanna	5/26/2022
Kristin Bergen	Teacher of Science	HMS	Teacher of Biology	LHS	I. Kancans <i>(being reassigned to cover a LOA until retirement date of 10/31/22)</i>	8/30/2022

Last Name	First Name	LOC	Job Title	Step	Guide	Salary	Effective Date
SANDERS	WENDY	COL	INSTRUCTIONAL AIDE	1	I&KA	\$25,717 (prorated)	5/31/2022

LIVINGSTON SCHOOL DISTRICT

Livingston, New Jersey 07039

Assistant Business Administrator/Assistant Board Secretary

QUALIFICATIONS:

1. BA/BS in Business, Accounting, Finance or related field,
2. Valid NJ School Business Administrator's Certificate.
3. Experience in budget preparation and administration; understanding of statutory and code requirements related to school budgeting, strong background in accounting and finance
4. Ability to manage staff.
5. Required criminal history background check, proof of U.S. citizenship or legal resident alien status, meets NJ Residency requirements.
6. Required physical examination, meeting standards outlined in the District Physical Examination Form.

REPORTS TO:

Business Administrator/Board Secretary

SUPERVISES:

Business Office staff

JOB GOAL:

Assist the Business Administrator with administering the district's business affairs, goal setting and financial decision making in such a way as to provide the best possible educational services with the financial resources available for the efficient operation of the Business Office to increase effectiveness and reduce costs for the ultimate benefit of the education program.

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PERFORMANCE RESPONSIBILITIES:

1. Assists the business administrator/board secretary in the preparation of the annual school budget and helps with the administration of all phases of the budget throughout the year.
2. Assists in keeping accurate and detailed accounts of all financial transactions as prescribed by statute, administrative code and board policy.
3. Assists the BA with carrying out all business operations for the district.
4. Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board approved employee benefit plans.
- 4.5. Oversees the collection of tuition fees and other moneys due to the board.
- 5.6. Handle accounting for state and federal programs as well as local grants. Act as primary liaison for annual audit.
- 6.7. Assists in procurement of supplies and equipment for the district in accordance with law and board policies.
- 7.8. Assists the BA in overseeing the operation and maintenance of school facilities and custodial, grounds and maintenance services. Helps to maintain required reports.
- 8.9. Assists in the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations.
- 9.10. Assists in administering the district's insurance/risk management program.

- ~~10.11.~~ Assists in operation of the student transportation program.
- ~~11.12.~~ Attends meetings and training sessions, representing the school district and accurately recording items that must be handled by the district.
- ~~12.1.~~ Assists in the oversight of the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Also assists with implementing hospitalization, major medical and other types of board approved employee benefit plans.
13. Assists the BA in keeping records of the investment of board funds in accordance with statute and board policy.
14. Assists in developing and updating policies for all aspects of the school business operation.
15. Assists the BA / board secretary in maintaining of all records and papers of the board, and makes public records available for public inspection.
- ~~16. Maintains a log of general correspondence and drafts responses to inquiries.~~
- ~~16.~~
- ~~17. Responsible for and has oversight over the district's financial and accounting software.~~
- ~~17.18.~~ When assigned, attends district school board meetings and speaks on assigned topics.
- ~~18.1.~~ 19. Performs other duties as assigned by the Business Administrator for the efficient operation of the Business Office to increase effectiveness and reduce costs for the ultimate benefit of the education program.

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TERMS OF EMPLOYMENT:

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

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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: June 22, 2015

Revised: June 21, 2022

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

APPLICATIONS ARCHITECT & WEBMASTER

QUALIFICATIONS:

1. BS/BA in Computer Science or other related discipline.
2. Minimum 5 years experience.
3. Familiarity with relational databases such as Oracle, MySQL, or MS SQL Server.
4. Proficiency with Genesis student and staff information systems desired.
5. Familiarity with web development using various platforms and tools.
6. Proficient with PC desktop operating systems and productivity and educational applications.
7. Attention to detail, excellent organizational skills and ability to manage multiple complex tasks.
8. Excellent communication and interpersonal skills.

REPORTS TO: Director of Technology & Innovation

JOB GOALS: To design, install, maintain, and monitor the programs and applications utilized within the District for administrative and instructional purposes.

JOB RESPONSIBILITIES:

1. Ability to execute all phases of system design and development including: needs assessment, project specification, project design and development, end user testing, deployment, and training.
2. Setup and manage various administrative and educational applications used within the District.
3. Develop system documentation including presentations and training manuals.
4. Provide technical support in the administrative and educational applications to various stakeholders, including staff, students, and parents in person and remotely.
5. Work with system vendors to resolve issues or request system enhancements.
6. Develops and maintains the District and school websites to ensure information is accurate and up-to-date and improves the functionality and ease of navigation for all stakeholders based on District needs and stakeholder feedback.
7. Displays professional integrity and maintains confidentiality of systems and staff/student data.
8. Ability to function autonomously and as part of a team to plan projects, manage time, and organize and complete tasks in a way that maximizes effectiveness and efficiency.
9. Ability to communicate effectively with all levels of end users.
10. Ability to follow oral and/or written instructions and ability to report orally and/or in writing to the Director.
11. Keeps up to date on job skills and industry trends by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
12. Adjusts schedule as needed to accommodate district needs.

This position will also be responsible for all other duties as assigned by the Director of Technology & Innovation.

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 of professional personnel.

Approved: December 7, 2020

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

Audio/Visual Technician Stipend

QUALIFICATIONS:

1. Experience with the operation, maintenance and repair of audiovisual equipment, PC's and MAC's.
2. Experience with setting up and managing virtual meetings and/or webinars through Zoom or Google Meet.
3. Ability to effectively communicate with students, staff, parents and administration.

REPORTS TO: Director of Technology & Innovation

JOB GOALS: Provide audiovisual support for various after-school, evening and weekend events throughout the school year.

RESPONSIBILITIES:

1. Setup and utilize auditorium and presentation sound systems, microphones, wiring, wired and wireless intercom systems, as well as computerized and analog theatrical lighting systems and instruments.
2. Produce audio/video tapes of meetings and events including but not limited to shooting, direction, switching, technical direction, audio, graphics, and editing of presentation and public meeting video for public viewing and archival storage.
3. Troubleshoot A/V systems in auditorium spaces (light boards, sound boards, dimmer systems, high lumens projectors).

TERMS OF EMPLOYMENT:

This is a stipend position supporting events after school, evenings and weekends.

EVALUATION:

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