



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Monday, May 21, 2018

Executive Session – Administration Building Large Conference Room – 6:45 p.m.

Public Session - Administration Building Large Conference Room – 7:00 p.m.

A **Voting Meeting** of the Livingston Board of Education was held on this date in the large conference room in the Administration Building. The meeting was called to order at 6:45 p.m. by the Board President, Pamela Chirls, who announced that adequate notice of this meeting had been provided by amendment to notice approved at the Board's reorganization meeting on January 4, 2016 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *The Alternative Press* and the Livingston Township Clerk.

Members Present: Charles "Buddy" August, Pamela Chirls, Ronnie Konner, George Shen and Evan Tong

Members Absent: Samantha Messer

Also in Attendance: Christina Steffner, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Joann Goldberg and approximately 9 members of the public and staff

Mr. August moved the following:

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 15 minutes and be it

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

Mrs. Konner seconded the motion.

Vote all in favor.

At 7:00 p.m., Mrs. Chirls reconvened the public meeting.

Superintendent's Report

Mrs. Steffner announced the boy's tennis team just won the State Sectional Championship and the boys' volleyball team and the baseball team both won the Essex County Tournament this weekend. Mrs. Steffner congratulated all who participated.

Update on 1:1 Initiative at MPMS

Mrs. Steffner explained two meeting dates are set for May 29 at 7 p.m. and June 4 at 9 a.m. at MPMS for parents in grades 3 to 5 to address their concerns and provide them with more information. With respect to running a pilot program, Mrs. Steffner explained the elementary school principals were not in favor of having their 5th graders participate now as it is a difficult time of the year with the end of the year activities going on in their buildings.

The board discussed and suggested either running the pilot with our current 6th graders now or with the incoming 6th graders in the fall.

Mr. Robinson would like to know within 30 days of the plan since he is applying for a capital lease to purchase the devices.

It was also stated that the Microsoft Surfaces will be used one more year at the high school and then a committee will be brought together to review options for a replacement device.

Mrs. Konner is interested in serving on the committee that chooses the device.

Update on Superintendent Goals

Mrs. Steffner provided an update on the Health and Wellness goal by reviewing the survey tool given out in February and the responses received. Mrs. Steffner added students in grades 3 through 12 participated in the survey.

Mrs. Steffner stated we will re-administer this exact survey next October and compare those response with the initial data.

Other

Mrs. Steffner explained at the last PT Council meeting, they discussed the importance of student and staff safety during large events held outside. Mrs. Steffner asked the principals for a list of events through the end of the school year. Mrs. Steffner and Mr. Robinson will reach out to the police department to see if they are able to provide security for those activities.

Mrs. Chirls suggested another 2 on 2 to discuss security with the Township. Mrs. Steffner stated she would reach out to the group.

Board Reports

Health and Wellness Committee

Mrs. Konner attended the Health and Wellness Committee meeting where they broke into groups, reviewed the survey data and determined which topics stood out.

Mrs. Konner attended the PT Council meeting and reiterated that safety at end of the year activities was the topic of conversation.

Mrs. Konner will be attending the Diversity Committee meeting tomorrow where they will be finalizing the Pride flag raising ceremony to be held on May 30 at 7 p.m. at the Oval.

Mrs. Konner and Mrs. Chirls will be attending the Garden State Coalition annual meeting on May 30.

Mrs. Konner announced the District Art Show will be held on May 23 at the Livingston Mall at 6 p.m. and the Science Research Symposium is at the high school at 6:30 p.m.

Mrs. Konner announced the Memorial Day Parade is coming up this weekend.

Mrs. Chirls attended the Delegates Assembly on Saturday morning and the main topic was the safety resolution that was passed.

Mrs. Steffner announced LanceTalks will be held on Thursday at 7 p.m.

Approval of Minutes

Mr. August moved the following:

1. Voting Meeting Minutes of April 23, 2018
2. Public Hearing on 2018-2019 Budget/Voting Meeting Minutes of May 7, 2018
3. Workshop/Voting Meeting Minutes of May 14, 2018

Mrs. Konner seconded the motion.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Mr. Shen, Mrs. Chirls
Nays - None

Public Input on Agenda Items ~ up to 15 minutes

There was no public input on agenda items.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

There is no action.

STUDENT SERVICES

Mr. August moved the following:

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2017-2018 for five (5) Livingston student 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 A***.

Mr. Shen seconded then motion.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Mr. Shen, Mrs. Chirls
Nays - None

BUSINESS

Mrs. Konner moved 3.1 to 3.15.

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.

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10&11	Regular	\$1,756,468.40
12	Regular	19,173.60
20	Regular	176,597.78
	TOTAL	<u>\$1,952,239.78</u>

Regular Checks	75829-76255	\$1,952,239.78
	TOTAL	<u>\$1,952,239.78</u>

3.2 Board Secretary Report – March 2018

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for March 31, 2018, 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, 2018, 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	4,662,275	12,222	
(11) Current Expense		2,203,634	3,533,719
(12) Capital Outlay		94,705	3,178,235
(20) Special Revenue Fund	765,583		
(30) Capital Projects Fund	2,068,292		
(40) Debt Service Fund	19,565		
Total:	\$7,515,715	\$2,310,561	\$6,711,954

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of March 31, 2018, 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 2017-2018 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>
0100	Salaries	\$271,000	
0241	Other Retirement Cont. Reg	\$93,043	
0260	Workmen’s Compensation		\$93,043
0270	Health Benefits		\$382,065
0320	Purch. Prof-Educational Services	\$15,000	
0566	Tuition Pri Scl Handicapped	\$76,000	
0610	General Supplies	\$50,912	
0621	Energy-Electricity	\$150,000	
0622	Energy-Gas		\$180,000
0890	Other Objects		\$847
	TOTALS	\$655,955	\$655,955

3.4 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 2018-2019 school year:

Total amount budgeted for travel and conferences 2018-2019 \$179,224

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.

3.5 Conferences and Overnight Trips

Resolved, that the Livingston Board of Education approves the conferences as shown on ***Attachment B***.

Resolved, that the Livingston Board of Education approves *Steven Robinson*, Business Administrator, to attend the New Jersey Association of School Business Officials Annual Conference from June 5 to 8, 2018, in Atlantic City, New Jersey, at a cost not to exceed \$850.

Resolved, that the Livingston Board of Education approves *Steven Robinson*, Business Administrator, to attend ASBO International’s 2018 Annual Meeting and Expo from September 20 to 24, 2018, in Kissimmee, Florida, at a cost not to exceed \$2,900.

Resolved, that the Livingston Board of Education approves *Guy Rabner*, World Language teacher and *Chrystie Young*, Assistant Principal, to chaperone approximately 25 students visiting Latina, Italy from April 10 to 22, 2019, at no cost to the district.

3.6 General Education Out of District Tuition Rates

Resolved, that the Livingston Board of Education approves general education out of district tuition rates for the 2018-2019 school year as follows:

Kindergarten (full day)	\$14,570
Grades 1-5	\$14,988
Grades 6-8	\$15,787
Grades 9-12	\$16,735

3.7 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.

3.8 Educational Data Services, Inc.

Resolved, that the Livingston Board of Education enters into an cooperative bidding agreement with Educational Data Services Cooperative Bidding Management Program for the 2018-2019 school year in the amount of \$19,500.

3.9 New Jersey State Interscholastic Athletic Association

Resolved, that the Livingston Board of Education approves the enrollment of Livingston High School as a member of the New Jersey State Interscholastic Athletic Association to participate in the approved interscholastic athletic program sponsored by NJSIAA for the 2018-2019 school year.

3.10 On-Tech Consulting

Resolved, that the Livingston Board of Education authorizes the Business Administrator to enter into a Letter of Intent with On-Tech Consulting, Inc. to complete the Universal Services Fund (E-Rate) application process for the 2018-2019 school year. The district will pay On-Tech an amount equal to 10% of any funding received.

3.11 Student Safety Data System Report

Resolved, that the Livingston Board of Education approves the Student Safety Data System Report for the 2017-2018 Report Period 1.

3.12 Donation

Resolved, that the Livingston Board of Education accepts the donation of a DJI Phantom 4 Adv drone.

3.13 Union County Educational Services Commission - Transportation

Resolved, that the Livingston Board of Education authorizes the Union County Educational Services Commission to coordinate and administer the transportation for all applications submitted by the district for the 2018-2019 school year.

3.14 Award of Contract – Food Service Management

Whereas, the Livingston Board of Education received proposals for the operation and management of the Livingston Public School food service program on April 12, 2018; and

Whereas, the Livingston Board of Education received two proposals; and

Whereas, the proposal from ARAMARK Education guarantees a minimum client return of \$106,385 plus a capital contribution of \$100,000 and is in compliance with Policy #8505 and state regulations cited in N.J.S.A. 18A:33-16; and

Whereas, this contract is being awarded under 18A:18A-4.5 Competitive Contracting; now therefore be it

Resolved, that the Livingston Board of Education approves the contract with ARAMARK Education to provide food services for the 2018-2019 school year with options not to exceed four additional years.

3.15 Annual Appointments

Resolved, that the Livingston Board of Education approves the following appointments for the 2018-2019 school year which are in effect until changed by resolution:

Board Secretary/SBA
Custodian of Records
OPRA Representative
Public Agency Compliance Officer (PACO)
Qualified Purchasing Agent
Treasurer
AHERA Coordinator
Integrated Pest Management Coordinator
Right to Know Officer
504 Compliance Officer
Affirmative Action Officers

Anti-Bullying Coordinator
Homeless Liaison
School Safety Specialist
Title IX Coordinator
Auditor of School District
Architect of Record
Broker of Record
School Physician
Board Attorney

Special Counsel
Livingston Public Broadcasting Executive Board

Steven K. Robinson
Steven K. Robinson
Steven K. Robinson
Steven K. Robinson
Steven K. Robinson
Steven K. Robinson
James Perrette
James Perrette
James Perrette
Lisa Capone-Steiger
Andrew Espinoza, Chrystie Young and
Amro Mohammed
Lisa Capone-Steiger
Sinead Crews
Cynthia Healy
Bronawyn O'Leary
Wiss & Company, LLP
Di | Cara Rubino Architects
IMAC Insurance Agency
Dr. Michael Kelly
Sciarrillo, Cornell, Merlino, McKeever
& Osborne, LLC
Machado Law Group, LLC
Jonathan Aronoff, Stu Bodow, Don Schwartz

Mr. August seconded the motion.

Mr. Robinson explained that we sell the solar renewable energy credits (SRECs) created by the solar panels each year and this extra revenue will be used to offset our budget.

Mr. Robinson announced he is recommending the awarding of another contract to Aramark and introduced Deb Smith, Michael Fassbender and Nicole Cooper.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Mr. Shen, Mrs. Chirls (abstain from check #76150)
Nays - None

Mrs. Konner moved the following:

3.16 Policies and Regulations

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

Policies

Program

Policy #2422 - Health and Physical Education (completely rewritten)

Students

Policy #5410 – Promotion and Retention (with revisions)

Policy #5460 – High School Graduation (M) (with revisions)

Property

Policy #7440 – School District Security (M) (with revisions)

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Policy #7441 – Electronic Surveillance in School Buildings & on School Grounds (M) (with revisions)

Community

Policy #9150 – School Visitors (with revisions)

Policy #9160 – Public Attendance at School Events (with revisions)

Regulations

Students

Regulation #5460.1 – High School Transcripts (M) (new to district)

Property

Regulation #7440 – School District Security (M) (new to district)

Regulation #7441 – Electronic Surveillance in School Buildings & on School Grounds (M) (with revisions)

Regulation #8630 – Emergency School Bus Procedures (M) (with revisions)

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

Policy #0168 – Recording Board Meetings (with revisions)

Policy #8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)(rewritten)

Resolved, that that Livingston Board of Education abolishes Policy #2425 - Physical Education, as it has been incorporated into Policy #2422 – Health & Physical Education (see above).

Resolved, that the Livingston Board of Education approves the abolishment of Policy #5465 – Early Graduation, as the required provisions of this Policy have been updated and incorporated into Policy #5460.

Mr. August seconded the motion.

Mrs. Konner asked about including the words “including live streaming” under the section about recording by the public. Mrs. Burman will amend the policy and the board is approving it with the change.

Mrs. Chirls requested adding language under the Public Comment section to restrict student names being mentioned at the microphone. Mrs. Burman will revise the policy that corresponds to public comment and we will also make an adjustment to the language on the agenda after it is approved.

Mrs. Konner also suggested posting a sign on the door about the protocol. Mr. August agreed we should have a sign on the door about live streaming.

There was a discussion about having consistency between the composition of the committee under Policy 8505, section 4.a.1 and the Health and Wellness Committee.

Mrs. Konner suggested a regulation be created and Mrs. Steffner agreed to amend the policy as written by removing 4.a.1 and indicating it is in the regulation.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Mr. Shen, Mrs. Chirls
Nays - None

PERSONNEL

Mr. August moved 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>Donna Richter-Maschio</i>	Intervention/Enrichment Specialist	Retirement	RHE	June 30, 2018
<i>Alexia McLeod</i>	ABA Discrete Trial TA	Resignation	BHE	May 25, 2018

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>Alexis Becker</i>	Teacher of Social Studies	HMS	NA	NA	8/29/18-6/30/19	8/29/19

**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 C**.

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.

Name	Location	Title	Tenure Track/L OA or LT Replacement	Replac ing	Guide	Step	Salary	Effective Date
<i>Jalissa Diaz</i>	CO	Secretary	Third Year Tenure Track	NA	Office Support 12m >7/12	3	\$48,812 plus \$1,200 for degree	7/1/18
<i>Shannon Lorenzo</i>	LHS	Teacher of Spanish	First Year Tenure Track	Barbara Kaplan	MA	9	\$71,994	8/29/18
<i>Chlesea Dunster</i>	Collins	Occupational Therapist	One Year Leave Replacement	Gerardina Forster	MA	1	\$59,624	8/29/18

<i>Hailey Klein</i>	LHS	Teacher of Health & PE	First Year Tenure Track	June Van Driel	BA	1	\$52,515	8/29/18
<i>Marie Battist-Celestin</i>	LHS	Teacher of Business Education	First Year Tenure Track	Carl Morelli	MA+32	10	83,189	8/29/18
<i>Meredith Pannia</i>	Collins	Elementary School Teacher	One Year Leave Replacement	Anne Sarasohn	MA	1	\$59,624	8/29/18
<i>Kevin Visioli</i>	HMS	Teacher of English	Leave Replacement	Joanna Mirsky	MA	1	\$59,446 (salary will be adj. to \$59,624 eff. 8/29/18)	5/29/18-11/30/18

4.5 Extra Work Pay

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

4.6 Summer Work

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment E** to work over the summer of 2018 at the Summer Academy Bridge Program at the approved rate.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment E** to work over the summer of 2018 at the Summer Academy Enrichment Program at the approved rate.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment E** to work over the summer of 2018 at the Summer Academy Remedial Program at the approved rate.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment F** to work over the summer of 2018 at the MCC Summer Enrichment Program at the approved rate.

4.7 Stipends

Resolved, that the Livingston Board of Education amends the individuals on **Attachment G** for 2017-2018 Elementary stipends in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves *Colleen Cornell*, Teacher of Business Education, as the Cooperative Education Coordinator in accordance with Article VII, Section VII of the LEA contract for the 2018-2019 school year.

4.8 Job Descriptions

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

Transportation Manager (with revisions)
Assistant Transportation Manager (with revisions)
School Nurse Coordinator (stipend position)

4.9 Memoranda of Understanding

Resolved, that the Livingston Board of Education approve the following Memoranda of Understanding between the following parties:

LBOE and the LAA dated 5/21/18
LBOE and the LSA dated 5/21/18
LBOE and the LEA dated 5/21/18
LBOE and Employee #6311

4.10 2018-2019 Re-Appointments

Resolved, that the Livingston Board of Education approves the reappointments of Lead Playground Aides for the 2018-2019 school year as shown on ***Attachment H***.

Resolved, that the Livingston Board of Education approves the reappointments of Kindergarten Aides for the 2018-2019 school year as shown on ***Attachment I***.

Resolved, that the Livingston Board of Education renews the contracts with *Steven K. Robinson* (Business Administrator/Board Secretary), and *Lisa Capone-Steiger*, Assistant Superintendent, to commence on July 1, 2018 and end on June 30, 2019. Copies of the contracts are on file at the Board office and have been approved by the Executive County Superintendent.

Resolved, that the Livingston Board of Education approves the reappointment of the non-affiliated individuals on ***Attachment J*** for the 2018-2019 school year.

Resolved, that the Livingston Board of Education approves the reappointment of the Technicians listed on ***Attachment J*** for the 2018-2019 school year.

Mrs. Konner seconded the motion.

Mrs. Burman recognized Donna Richter-Maschio for her years of service to the district.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Mr. Shen, Mrs. Chirls
Nays - None

MISCELLANEOUS

Mr. August moved the following:

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.

Mrs. Konner seconded the motion.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Mr. Shen, Mrs. Chirls
Nays - None

Public Comment ~ up to 15 minutes

There was no public comment.

Old Business

There was no old business.

New Business

There was no new business.

ADJOURNMENT

At 8:20 p.m., Mr. August made a motion to adjourn the meeting. Mrs. Konner seconded the motion. Vote all in favor.

Respectfully submitted,

Steven K. Robinson
Board Secretary

May 21, 2018

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