



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Tuesday, December 6, 2022

Executive Session - Livingston High School - Large Conference Room - 6:30 p.m.

Public Session - Hybrid Meeting - 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:

- legal/student matter, contract negotiations and personnel

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.

ROLL CALL VOTE

D. Pledge of Allegiance / Roll Call

E. Superintendent's Report

1. National Merit Semi-Finalists Recognition Ceremony
2. Recognition of LPS Varsity Teams with State Honors
3. New Course Offerings

F. Board Reports

G. Student Representative's Report

H. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of November 22, 2022
2. Executive Session Meeting Minutes of September 20, 2022; October 3, 2022; October 18, 2022 and November 22, 2022

ROLL CALL VOTE

I. 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

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Student Teachers

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

1.2 Field Trips

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

ROLL CALL VOTE

2. STUDENT SERVICES

The Superintendent recommends the following:

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2022-2023 for one (1) 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 C**.

2.2 Contract for IMSE Virtual Comprehensive Orton-Gillingham Plus Training

Be It Resolved, the Institute for Multi-Sensory Education have the experience and expertise to provide professional development in Orton-Gillingham, a multi-sensory reading and writing program. The Institute for Multi-Sensory Education has provided a proposed Agreement, regarding the nature of their services to the satisfaction of the Board.

Be It Further Resolved, that the Institute for Multi-Sensory Education be approved by the Board of Education for the 2022-2023 school year for the IMSE Virtual Comprehensive Orton-Gillingham Plus training at the professional fees provided in the proposed Agreement in the amount not to exceed \$57,375.

Be It Further Resolved, that this appointment is made without advertising for bids because the services rendered are professional services as defined by the statute and not subject to competitive bidding.

ROLL CALL VOTE

3. BUSINESS

The Superintendent recommends the following:

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.

Fund	Name	Amount
10&11	Regular	\$1,426,259.64
12	Regular	\$105,434.38
20	Regular	\$163,027.18
60	Cafeteria	\$205,525.93
	TOTAL	\$1,900,247.13

Regular Checks	99562-99755	\$1,694,721.20
Cafeteria	1434-1436	\$205,525.93
	TOTAL	\$1,900,247.13

3.2 Preliminary Board Secretary Report – October 2022

Whereas, the Livingston Board of Education has received the Preliminary Report of the Board Secretary for October 31, 2022, 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 preliminary report of the Treasurer for October 31, 2022, which report is in agreement with the Preliminary 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	\$12,534,246.88		
(11) Current Expense		\$11,639,812.24	\$14,473,208.67
(12) Capital Outlay		\$4,283,665.14	\$ 4,826,849.00
(20) Special Revenue Fund	\$846,833.23	\$1,883,218.47	
(30) Capital Projects Fund	\$4,553,788.40		
(40) Debt Service Fund	\$0.00		
Total:	\$17,934,868.51	\$17,806,695.85	\$19,300,057.67

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of October 31, 2022, 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 2022-2023 budget for October 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>
320	Purchased Prof. Educ. Svcs.		\$5,500
390	Other Purch. Prof. & Tech. Svcs.		\$10,377
423	Software Maintenance	\$14,178	
600	Supplies & Materials		\$3,801
610	General Supplies		\$2,229
640	Textbooks		\$771
730	Non Instructional Equipment	\$8,500	
	TOTALS	\$22,678	\$22,678

3.4 Conferences and Overnight Trips

Resolved, that the Livingston Board of Education approves the conferences and overnight trips as shown on **Attachment D**.

3.5 Educational Technology Professionals

Resolved, that the Livingston Board of Education approves the agreement with Education Technology Professionals for one Network Administrator from December 1, 2022 through June 30, 2023 at a prorated amount of \$70,000.

Be it Further Resolved, that this appointment is made without advertising for bids because the services rendered are professional services as defined by statute and not subject to competitive bidding.

3.6 Approval of Technology Purchases

Resolved, that the Livingston Board of Education awards an *additional* contract to purchase wireless access points from Dyntek, Inc. This purchase shall be in accordance with NJ Cisco NVP AR 3227 PA #21-TELE-01506 in the amount of \$80,828.66.

3.7 Acceptance: Additional funds for Nonpublic Auxiliary and Handicapped Aid (Chapter 192/193)

Resolved, that the Livingston Board of Education approves the acceptance of *additional* funds from the New Jersey Department of Education for the Nonpublic Auxiliary and Handicapped Services Aid (Chapter 192/193) for the 2022/2023 school year as follows:

Chapter 192	English as a Second Language	\$2,405.00
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3.8 Approval: Payment of Bills Between Meetings

Resolved, that the Livingston Board of Education authorizes the School Board Secretary to pay bills and meet financial obligations from December 6, 2022 through the next Board of Education meeting.

3.9 Settlement Agreement

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #11-2022 which is on file at the Board of Education office.

3.10 Architectural Services – Concept Studies for Potential Expansion of Instructional Spaces

Whereas, the Livingston Board of Education (“Board”) has determined that it needs to retain the services of an architectural firm to provide professional architectural services (“Services”) pertaining to the development of concept studies for the potential expansion/renovation of instructional spaces for the Livingston Public School District (“Project”); and

Whereas, DiCara Rubino Architects (“DiCara Rubino”) has provided the Board with their proposal dated November 30, 2022 (“Proposal”); and

Whereas, the Board has determined that DiCara Rubino possesses the required expertise to perform the Services; and

Whereas, the Board has determined that it is in its best interests to retain DiCara Rubino to provide the Services for the Project; and

Whereas, in accordance with N.J.S.A. 18A:18A-5, the Board may contract for the Services by resolution at a public meeting without public bidding, as such Services constitute Professional Services in accordance with the terms of the statute.

Be It Resolved, that the Board hereby enters into an agreement with DiCara Rubino as outlined in the proposal for a fee of thirty thousand dollars (\$30,000.00).

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>Matthew Cheng</i>	Teacher of Math (Computer Science)	Resignation	LHS	January 31, 2023
<i>Megan Hanna</i>	Instructional Aide	Resignation	Hillside	December 2, 2022

<i>Samuel Enright</i>	Instructional Aide	Resignation	HMS	December 23, 2022
<i>Andrew Ziegler</i>	Instructional Aide	Resignation	LHS	December 23, 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
<i>Benjamin DeRuosi</i>	HMS	Teacher of Tech Ed	11/30/2022-12/2/2022**	3/13/2023-6/6/2023**	NA	6/7/2023
<i>Belinda Davidsohn</i>	NHE	OT	NA	11/28/2022-12/15/2022**	NA	12/16/2022

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.3 Appointments

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

4.4 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2022-2023 school year:

Teachers

Kaitlyn Meehan

Dana Miller

Secretarial

Helen Spirou (\$20/hr)

Security

Louis Mullen (\$25/hr)

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment F** as certified substitutes. These individuals are currently employed by the District. In the event these individuals are called upon to serve as a substitute, they will be compensated an additional \$50/day (\$10/period) for that assignment.

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
<i>Barbara Whitehill</i>	BHE	Teacher of ESL	Long Term Sub	S. O'Brien	\$275/day	11/22/2022-1/12/2023

4.5 Extra Work Pay

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

4.6 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment H** for co-curricular stipends at Livingston High School for the 2022-2023 school year in accordance with the contract between the LBOE and the LEA.

4.7 Transfer

Resolved, that the Livingston Board of Education approves the transfer as listed on **Attachment I**.

4.8 Job Descriptions

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

*STEAM Teacher
Media Center Aide - LHS
Buildings & Grounds Facilities Use Coordinator
Registrar*

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

J. Public Comment ~ 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.

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K. Old Business

L. 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 December 6, 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)

January 3, 2023 (*reorganization*)

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Nadia Anzalone	Grand Canyon University	Observation	Livingston High School	Amanda Buyes	12/6/2022
Carly Weiss	Ithaca	Observation	Livingston High School	Jessica Rettegliata	12/6/2022
Kendall DeLisa	New Jersey City University	Observation	Burnet Hill Elementary School	Emily Burger	12/6/2022
Paola Amato	Seton Hall University	Clinical Observation	Heritage Middle School	Leigh Brown	12/6/2022
Maura Bigelow	Montclair State University	Clinical Observation	Mt. Pleasant Middle School	Nick Guardabasco/ Mary Kate O'Brien	12/6/2022

FIELD TRIPS

SCHOOL	GRADE/COURSE	MONTH	DESTINATION
Elementary	Grade 5	June	Lincoln Harbor

<u>School</u>	<u>Program Type</u>	<u>Type</u>	<u>School Year 2022-2023</u>			<u>Extraordinary Services</u>			<u>Extended School Year</u>			<u>Total School</u>
			<u># of Stud</u>	<u>Tuition 2022-2023</u>	<u>Total Tuition</u>	<u># of Stud</u>	<u>Aide(s)</u>	<u># of Stud</u>	<u>ESY Tuition</u>	<u>Total ESY Tuition</u>		
Essex Valley School	Multiple Disabilities	T	1	\$ 54,355.40	\$ 54,355.40							\$ 54,355.40
Total												

Type

Renewal (R) indicates that the student has been at that OOD school and is continuing to be placed there.

New (N) indicates that the student is a newly placed OOD student or an additional service has been added.

Transfer (T) indicates that the student has been OOD, but has transferred to another OOD school.

New to District (ND) indicated that the student moved in and was already placed OOD.

Conference	Attendee(s)	Date(s)	Location	Cost
Techspo 2023	Thomas Douglas	January 25-27, 2023	Atlantic City, NJ	\$1,000.00
Techspo 2023	Lorena Dolan	January 25-27, 2023	Atlantic City, NJ	\$1,000.00
Techspo 2023	Mark Stern	January 25-27, 2023	Atlantic City, NJ	\$1,000.00

Last Name	First Name	Location	Job Title	Guide	Step	Salary	Start Date
APPOINTMENTS							
Brown	Jeremy	Harrison	Instructional Aide	I&KA	1	\$26,033 (prorated)	11/21/2022
Leyesa*	Christa	MPMS	Instructional Aide	I&KA	1	\$26,033 (prorated)	12/5/2022

**amended from previous agenda*

LOC	Last Name	First Name	Position
Harrison	Jeremy	Brown	Instructional Aide

NAME	DATE	POSITION	#HOURS WORKED	RATE	TOTAL AMOUNT
Dlugo, Cara	11/4/2022	Game Worker/Volleyball	3	\$22.50	\$67.50
Duffy, Michael	10/20/2022	Game Worker/Soccer	2.5	\$22.50	\$56.25
	10/22/2022	Game Worker/Soccer	2.5	\$22.50	\$56.25
	10/26/2022	Game Worker/Soccer	2.25	\$22.50	\$50.63
	10/29/2022	Game Worker/Soccer	2.5	\$22.50	\$56.25
	11/1/2022	Game Worker/Field Hockey	2.5	\$22.50	\$56.25
Raiz, Paul	8/26/2022	Game Worker/Football	5	\$22.50	\$112.50
Sullivan, Joe	10/20/2022	Security/MPM Movie Night	3	\$25.00	\$75.00
	11/8/2022	Security/MPM Pampered Chef	2.5	\$25.00	\$62.50
					\$593.13

2022-2023 LHS Co-Curricular Stipends			
Position	# of Positions	Amount	Approved 2022-2023
Class Advisor - Junior (2024) *	2	\$2,579	Drew Krumholz
Class Advisor - Junior (2024)*	2	\$2,579	Jim Memory

**amended from previous agenda*

2022-23 TRANSFERS

Name	Transferring From	Location	Transferring To	Location	Replacing	Effective Date
Nancy Held	Accounts Payable Clerk	CO	Buildings & Grounds Facilities Use Coordinator	CO	L. Geraghty	1/31/2023 or earlier if a replacement is found

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey

STEAM TEACHER

QUALIFICATIONS:

1. Valid NJ Elementary School Teacher or Teacher of Technology Education Certification required.
2. At least five (5) years of previous teaching experience required.
3. Formal training or relevant experience with instructional technology
4. Broad knowledge of instructional technology equipment and applications, online services, technology resources, and integration of technology.
5. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: K-6 Supervisor of Science

JOB GOALS: To facilitate the development, implementation, and coordination of Livingston Public School's STEAM program within the District's elementary schools to promote curiosity, imagination, and design thinking.

JOB RESPONSIBILITIES:

1. Implement District's STEAM program, which is designed to meet the individual needs, interests, and abilities of students as contained in the Board approved curriculum.
2. Incorporate interdisciplinary approaches (art, engineering, literature, math, science, and technology) to create engaging, problem-based learning experiences for students.
3. Employ current instructional methods, pedagogy, best practices, with technology tools and materials that are most appropriate for meeting stated objectives.
4. Create, develop and implement various forms of formative and summative assessment to monitor and provide feedback with respect to individual student growth and achievement towards units' stated goals.
5. Create a classroom environment that is conducive to exploration of the design model and appropriate to the individual development as well as the needs and interests of all students.
6. Maintain clear and accurate records of both attendance and pupil progress as required by the school, District, and State.
7. Set and maintain acceptable standards of pupil behavior.
8. Exhibit professionalism in relationships with colleagues, students, and parents.
9. Collaborate with colleagues in interdisciplinary curriculum assessment and development.
10. Work cooperatively with administrators/supervisors and other personnel toward the goal of increased student achievement for all students.
11. Demonstrate continued professional growth and development in the areas of educational technology and instructional practices.
12. Accept responsibility for co-curricular activities as assigned.

This position will also be responsible for all other duties as assigned.

TERMS OF EMPLOYMENT:

This is a ten month position with compensation to be negotiated with the Superintendent and approved by the Board. Days worked during the summer will be at a predetermined rate.

EVALUATION:

The performance of this position will be evaluated annually by the K-6 Supervisor of Science with input from the Principals and the Directors of Curriculum and Instruction.

Board approval date: December 6, 2022

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

LIBRARY/MEDIA CENTER AIDE (HIGH SCHOOL)

QUALIFICATIONS:

1. BA/BS Degree required.
2. Possession of a teaching certificate preferred. Absent the same, a valid NJ substitute certificate is required.
3. Previous experience interacting with students in a public high school setting is desirable.
4. Previous experience in serving as an aide to professional staff in a public high school setting preferred.
5. Knowledge of the basic library organization and its cataloging system.
6. Familiarity with research databases and OPAC.
7. Proficiency in Microsoft Office, Google Drive and all other school related applications.
8. Ability to acquire and maintain the skills necessary for efficient and effective operations of the Media Center.
9. Ability to effectively communicate and work well with students, staff, parents and community members.
10. Ability to exhibit professionalism, confidentiality and appropriate decorum in all situations.
11. Demonstrated organizational skills and ability to maintain accurate records.

JOB GOAL: To assist in the daily operations of the high school media center, providing support to all staff and student patrons.

REPORTS TO: Assistant Principal

JOB RESPONSIBILITIES:

1. Operate research databases and OPAC.
2. Assist in the coordination of all needs of the Media Center including, but not limited to:
 - a. supervision of students;
 - b. assistance with coordination of Instructional Study Hall materials; and
 - c. various needs of the Media Center as deemed appropriate by the Media Specialist and/or Building Administration.
3. Assist students and staff in procuring various library materials.
4. Answer basic questions regarding media center utilization, referring more involved questions to the Media Specialist.
5. Collect special reserve materials based upon lists provided by the media specialist.
6. Prepare resource materials for academic courses of study.
7. Shelve books and maintain their order.

8. Assist students and staff with the proper usage of the photocopying machine.
9. Assist at the circulation desk with:
 - a. Sign in system for student accountability.
 - b. Electronic circulation system.
10. Process new books and magazines including adhering covers, pockets, and labels, applying security strips and designating books with the LHS stamp.
11. Assist the media specialist in monitoring the Library/Media Center, all the while ensuring that:
 - a. research databases, OPAC, and library materials are properly used, and
 - b. the media center remains a vibrant, productive, working environment.
12. Responsible for the effective management and operation of the identification card system for staff and students at Livingston High School.

This position will also be responsible for all other duties as assigned.

TERMS OF EMPLOYMENT:

This is a full-time ten 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 approved: December 6, 2022

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

Buildings & Grounds Facilities Use Coordinator

QUALIFICATIONS:

1. BA Degree preferred.
2. Ability to effectively provide service to stakeholders.
3. Ability to effectively prioritize work, organize and evaluate data, and provide reports.
4. Proficient on all Microsoft Office Applications and google platforms.
5. Working knowledge of relevant school district software systems.
6. Ability to work a flexible schedule to accommodate duties and responsibilities of position.
7. Ability to develop and maintain cordial and supportive relationships with members of administration, staff, students, parents, and community members.
8. Willingness and ability to improve skills necessary for efficient and effective operation of the office to which assigned.
9. Such alternatives and additions to the above qualifications as the Board may find acceptable.

REPORTS TO: Buildings and Grounds Manager

JOB GOALS: The individual in this position is responsible for supporting the efficient and effective operation of the district's facilities department. This includes facilitating communications within the office and fielding interactions with staff, vendors and the public.

JOB RESPONSIBILITIES:

B&G Department

1. Perform all assignments in an efficient manner.
2. Maintain efficient records.
3. Order and maintain supplies as needed.
4. Enter purchase requisitions.
5. Assist administrative staff in the preparation of reports and other materials as requested by the immediate supervisor.
6. Maintain a cordial and supportive relationship with various stakeholders.
7. Maintain and improve skills necessary for efficient and effective operations of the office to which assigned.
8. Greet visitors and contractors and direct them to the appropriate departments, individuals, or schools.
9. Schedule meeting rooms and conference calls as needed.
10. Maintain confidential department files/records
11. Proficient use of computer platforms in use within the district.

Facility Use Coordination

1. Schedule, arrange, coordinate District Facility rentals.
2. Maintain District's facility usage calendar.
3. Work cooperatively with schools and administrative personnel for the successful scheduling of facilities and events outside of regular school hours.
4. Coordinate with schools and administration on facility space utilization.
5. Serve as a resource to school personnel in matters of facility planning.
6. Coordinate custodial, technical and other district resources required for successful events within the District.
7. Communicate and keep all parties informed of potential problems or unusual events.
8. Respond to inquiries and concerns in a timely manner.
9. Demonstrate initiative in identifying potential problems or opportunities for improvement.
10. Serve as District liaison for all internal and external organizations.
11. Oversee safe and proper utilization and maintenance of all District resources.
12. Process invoices and bills for use of facilities.
13. Review and verify payments.
14. Maintain knowledge of regular school events.
15. Coordinate with the Athletic Director on use of LHS gyms and athletic fields for outside groups.

This position will also be responsible for all other duties as assigned.

TERMS OF EMPLOYMENT:

This is a non-affiliated, twelve month, full time 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: February 10, 1986

Revised:

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

Registrar

QUALIFICATIONS:

1. Bachelor's Degree preferred.
2. Experience in a frontline customer service capacity.
3. Ability to effectively organize and evaluate data and provide reports.
4. Proficient on all Microsoft Office Applications and google platforms.
5. Working knowledge of Student Information Systems.
6. Ability to organize and prioritize effectively.
7. Ability to work a flexible schedule to accommodate duties and responsibilities of position.
8. Ability to develop and maintain cordial and supportive relationships with members of administration, staff, students, parents, and community members.
9. Willingness and ability to improve skills necessary for efficient and effective operation of the office to which assigned.
10. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: School Business Administrator

JOB GOALS: Facilitate smooth operation of the district's registration processes and assists inputting new student data into the district's student information system.

JOB RESPONSIBILITIES:

1. Performs all aspects of new student registration, collection, verification and follow-up of all paperwork and entry into the computer system (Preschool through Grade 12).
2. Communicates the registration process and appropriate district policies and procedures to all new students/families and continue to adapt this process for a diverse community.
3. Creates and provides support to all families regarding the Student Information Parent Portal.
4. Ensures accurate and complete input of student and family data in the student information system.
5. Responsible for obtaining updated rental information to ensure residency compliance.
6. Works closely with appropriate district staff if needed to verify residency compliance.
7. Addresses incoming inquiries and concerns regarding registration. When necessary, direct to appropriate individuals within the district for resolution. Responsible for following all items through to closure.
8. Works with administration on school assignment and communicate information to the appropriate school staff and district staff.
9. Prepares and maintain an ongoing census of all incoming students as well as current student enrollment listings by grade and school and perform analysis as requested.
10. Assists administrative staff in the preparation of reports and other materials as requested.
11. Provides enrollment data as requested.
12. Coordinates the registration process with each school location.
13. Coordinates start dates for new students.

14. Coordinates student summer elementary withdrawals from the district.
15. Prepares registration information for placement on the district's website.
16. Ensures that prospective students provide the proper residency documents.
17. Recommends process improvement and find efficiency to further enhance the registration process.
18. Assists with daily activities of front desk personnel, including ensuring coverage for lunch and absences.
19. Recommends new or revised forms and procedures as necessary.
20. Performs other duties and responsibilities incidental to the office or as assigned.

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be in accordance with the Superintendent.

EVALUATION:

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

Approved: