



LIVINGSTON BOARD OF EDUCATION REORGANIZATION MEETING AGENDA

Monday, January 4, 2021

Public Session – Virtual Meeting via Zoom and Facebook Live – 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.

A. Call to Order – Steven K. Robinson, Business Administrator

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 7, 2020 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 3, 2020

(Officially certified by the Board of Elections)

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

Vineeta Khanna - 4401
Jenissa Arnette - 3621
Bridgette Nevola - 3013
James Calderon - 2277

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 Input on Agenda Items ~ up to 15 minutes

An excerpt from Policy #0167 adopted on January 10, 2011 and reviewed on March 4, 2013 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.

M. Rules for School Governance

Resolved, the Livingston Board of Education adopts all bylaws, policies and regulations in effect on January 4, 2021 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 4, 2021 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, Steven K. Robinson has been appointed Secretary of the Board; and

Whereas, Steven K. Robinson has been appointed Treasurer of School Monies; and now therefore be it

Resolved, the Livingston Board of Education establish the following bank accounts at Regal Bank, Livingston, New Jersey and that 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:

Regal Bank		
Account Title and Number	Signature(s)	
BOE School District of Livingston General Account 0108010471	Board President and Steven K. Robinson and Dr. Matthew Block	
BOE School District of Livingston Referendum 0108010505	Board President and Steven K. Robinson and Dr. Matthew Block	
Livingston Board of Education Payroll Account 0108010463	Board President and Steven K. Robinson	
Livingston Board of Education Payroll Agency Account 0108010414	Board President and Steven K. Robinson	
Burnet Hill Elementary School School Account 0108010547	Sara Bright Jessica Byrne Steven K. Robinson	<i>Any 2</i>
Collins Elementary School School Account 0108010562	Michelle Cebula Stefanie Lichtstein Steven K. Robinson	<i>Any 2</i>
Harrison Elementary School School Account 0108010539	Daniel Garcia Patricia Fernandez Steven K. Robinson	<i>Any 2</i>
Hillside Elementary School	Carlos Gramata	<i>Any 2</i>

School Account 0108010570	Gina Ioviero Steven K. Robinson	
Mount Pleasant Elementary School School Account 0108010521	Lorena Dolan Gail Witt Steven K. Robinson	Any 2
Riker Hill Elementary School School Account 0108010612	Justin Toomey Deborah Paoella Steven K. Robinson	Any 2
Mount Pleasant Middle School School Account 0108010554	Bronawyn O'Leary Gina Covello Steven K. Robinson	Any 2
Heritage Middle School School Account 0108010513	Shawn Kelly Andrew Espinoza Kristen Fullam Christina Woytas Steven K. Robinson	Any 2
Livingston High School Activity Account 0108010588	Mark Stern Michael Kay Dr. Mary K. Pretto Danielle Rosenzweig Steven K. Robinson	Any 2
Livingston High School Activity Account 0108010588	Mark Stern Michael Kay Dr. Mary K. Pretto Danielle Rosenzweig Steven K. Robinson	Any 2
Livingston High School Athletic Account 0108010604	Mark Stern Michael Kay Dr. Mary K. Pretto Danielle Rosenzweig Richard Porfido Steven K. Robinson	Any 2
Livingston High School Special Account 0108010596	Mark Stern Michael Kay Dr. Mary K. Pretto Danielle Rosenzweig Steven K. Robinson	Any 2
Livingston Board of Education Board Secretary's Petty Cash 0108010489	Dr. Matthew Block Steven K. Robinson Patricia Ramos	Any 2
Livingston Board of Education Capital Reserve Fund Account 0108010448	Wire Transfers to other Board of Education Accounts Only Steven K. Robinson Patricia Ramos	
Livingston Board of Education Unemployment Trust Fund Account 0108010455	Wire Transfers to other Board of Education Accounts Only Steven K. Robinson Patricia Ramos	
Livingston Board of Education Cafeteria 0108010430	Steven K. Robinson or Patricia Ramos	
Livingston Board of Education FSA	Wire Transfers to other Board of Education Accounts Only	

0108010422	Steven K. Robinson Patricia Ramos
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State of New Jersey - Cash Management Fund	
Account Title and Number	Signature(s)
Livingston Board of Education Regular Account 171-000068497	Wire Transfers to other Board of Education Accounts Only Steven K. Robinson Patricia Ramos
Livingston Board of Education Capital Reserve Fund 171-000091480	Wire Transfers to other Board of Education Accounts Only Steven K. Robinson Patricia Ramos
Livingston Board of Education Unemployment Trust Fund 171-000030538	Wire Transfers to other Board of Education Accounts Only Steven K. Robinson Patricia Ramos

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 2021:

January, 2021		July, 2021	
4 (Mon)	<i>Reorganization</i>	14 (Wed)	<i>Voting</i>
11 (Mon)	<i>Workshop</i>		
25 (Mon)	<i>Voting</i>	August, 2021	
		11 (Wed)	<i>Voting</i>
February, 2021		September, 2021	
8 (Mon)	<i>Workshop</i>	9 (Thurs)	<i>Workshop</i>
22 (Mon)	<i>Voting</i>	23 (Thurs)	<i>Voting</i>
March, 2021		October, 2021	
8 (Mon)	<i>Workshop</i>	7 (Thurs)	<i>Workshop</i>
15 (Mon)	<i>Voting</i>	14 (Thurs)	<i>Voting</i>
April, 2021		November, 2021	
5 (Mon)	<i>Workshop</i>	11 (Thurs)	<i>Workshop</i>
26 (Mon)	<i>Public Hearing/Voting</i>	18 (Thurs)	<i>Voting</i>
May, 2021		December, 2021	
13 (Thurs)	<i>Workshop/Voting</i>	9 (Thurs)	<i>Voting</i>
24 (Mon)	<i>Voting</i>		
June, 2021		January, 2022	
14 (Mon)	<i>Workshop</i>	6 (Thurs)	<i>Reorganization</i>
21 (Mon)	<i>Voting</i>		

Executive Session Meeting Calendar

January 20, 2021 (Wed)	Board Retreat
February 1, 2021 (Mon)	CSA Evaluation Mid Year Check
May 11, 2021 (Tues)	Personnel
May 18, 2021 (Tues)	CSA Evaluation

Until further notice, all meetings are to commence at 7:00 p.m. in a virtual format. When in-person meetings resume, all meetings are to commence at 7:00 p.m. in the large conference room at the Administration Building at 11 Foxcroft Drive, unless otherwise indicated.

ROLL CALL VOTE

T. Public Comment ~ up to 15 minutes

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U. Adjournment

EXECUTIVE SESSION

1. Legal Matters
2. Negotiations
3. Personnel

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 4, 2021 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 11, 2021 (*Workshop*)

- Hybrid Scheduling Update

January 20, 2021 (*Executive Session - Board Retreat*)

January 25, 2021 (*voting*)

- Board Member Code of Ethics
- Comprehensive Annual Financial Report
- Counseling Report – LHS Report on Graduates for Class of 2020 (as per Policy 2610)
- District Goals Status Update

February 1, 2021 (*Executive Session - CSA Evaluation Mid Year Check*)

February 8, 2021 (*workshop*)

- Present First Draft of Budget
- Calendar Discussion 2022-2023

February 22, 2021 (*voting*)

- Budget Discussion Featuring Student Services and Personnel

March 8, 2021 (*workshop*)

- Teacher of the Year Recognition
- Budget Discussion Featuring Curriculum, Facilities and Technology
- NJ School Performance Report

March 15, 2021 (*voting*)

- Adoption of Tentative Budget

April 5, 2021 (*workshop*)

- Budget Discussion

April 26, 2021 (*Public Hearing/voting*)

- Transportation Contracts
- Subscription Bus Pricing

May 11, 2021 (*Executive Session - Personnel*)

May 13, 2021 (*workshop/voting*)

- Conference with the Livingston Education Association
- District Goals
- Personnel Appointments

May 18, 2021 (*Executive Session - CSA Evaluation*)

May 24, 2021 (*voting*)

- Annual Appointments
- Sale of SRECs

January 4, 2021

- Out of District Tuition Rates
- New Jersey State Interscholastic Athletic Association
- Travel and Conference Expenses
- YMCA Contract

June 14, 2021 (*workshop*)

- Retirement Ceremony
- SEPAC

June 21, 2021 (*voting*)

- Student Representative to the Board
- Superintendent Summer Approval to Hire
- Summer Work Appointments
- Curriculum Writer Names and Locations
- ESY Appointments
- Bus Evacuation Drills
- Compliance with PL 2015, Chapter 47
- Transfer of Current Year Surplus to Capital Reserve

July 14, 2021 (*voting*)

- Property, Liability and WC Insurance
- Food Service Renewal
- Out of District Placements for 2021-2022
- Related Services and Medical Consultants for 2021-2022
- Extended School Year Out of District Placements Summer 2021

August 11, 2021 (*voting*)

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

September 9, 2021 (*workshop*)

September 23, 2021 (*voting*)

- District Nursing Services Plan

October 7, 2021 (*workshop*)

- Public Hearing for District and School HIB Self-Assessment Report
- NJSLA (as per Policy 2610)

October 28, 2021 (*voting*)

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

November 11, 2021 (*workshop*)

- Board Budget Goals
- Assessment Update

November 18, 2021 (*voting*)

December 9, 2021 (*voting*)

- Comprehensive Annual Financial Report
- New Course Offerings
- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)
- NJQSAC Statement of Assurance

January 4, 2021

- Bus Evacuation Drills

January 6, 2022 (*Reorganization*)



Board Membership: Board Member Code of Ethics

Livingston Board of Education

January 4, 2021

1. I will uphold and enforce all laws, state board rules and regulations, and court orders pertaining to schools. Desired changes should be brought about only through legal and ethical procedures.
2. I will make decisions in terms of the educational welfare of children and will seek to develop and maintain public schools which meet the individual needs of all children regardless of their ability, race, creed, sex or social standing.
3. I will confine my board action to policymaking, planning, and appraisal, and I will help to frame policies and plans only after the board has consulted those who will be affected by them.
4. I will carry out my responsibility, not to administer the schools, but, together with my fellow board members, to see that they are well run.
5. I will recognize that authority rests with the board of education and will make no personal promises nor take any private action which may compromise the board.
6. I will refuse to surrender my independent judgment to special interest or partisan political groups or to use the schools for personal gain or for the gain of friends.

7. I will hold confidential all matters pertaining to the schools which, if disclosed, would needlessly injure individuals or the schools. But in all other matters, I will provide accurate information and, in concert with my fellow board members, interpret to the staff the aspirations of the community for its schools.
8. I will vote to appoint the best qualified personnel available after consideration of the recommendation of the chief administrative officer.
9. I will support and protect school personnel in proper performance of their duties.
10. I will refer all complaints to the chief administrative officer and will act on such complaints at public meetings only after failure of an administrative solution.

May 10, 1975 Delegate Assembly, New Jersey School Boards Association.

Acknowledgement of Receipt

Code of Ethics for School Board Members

Please sign this acknowledgement of receipt to confirm that you have received a copy of the Code of Ethics for School Board Members contained within the recent amendment to the School Ethics Act, C.178, P.L. 2001.

Each school board member and charter school trustee is responsible to read and become familiar with the Code of Ethics for School Board Members. Questions about the policy should be directed to your Business Administrator/Board Secretary. If unable to answer the question, the BA/BS may direct you to the School Ethics Commission from whom you may request an advisory opinion.

The Code of Ethics became part of the School Ethics Act on July 26, 2001 so it is effective immediately. Failure to sign this Acknowledgment will not relieve a board member of the responsibility to understand and adhere to the Code of Ethics.

BOARD MEMBER'S NAME *(please print)*

BOARD MEMBER'S SIGNATURE

DATE

Please sign and return this sheet to the Business Administrator/Board Secretary or Lead Person of a Charter School.