



LIVINGSTON BOARD OF EDUCATION REORGANIZATION MEETING AGENDA

Thursday, January 2, 2025

Executive Session - 6:00-6:30 p.m.

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

A. Call to Order – Jessica Rapp, Board Secretary

B. Reading of Meeting Notice

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2024 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

Action may be taken upon return to the 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

E. Election Results – November 5, 2024

(Officially certified by the Board of Elections)

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

Pamela Chirls	7,087
Inna Yelisevich	5,498
Samantha Messer	5,289

F. Swearing in of New Board Members

G. Election of President

ROLL CALL VOTE

H. Board President Takes Chair

I. Election of Vice President

ROLL CALL VOTE

J. Superintendent's Report

K. Board Member Code of Ethics

L. Public Comment

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. To protect the privacy of all students and staff, concerns regarding individual students and staff members should generally be addressed by first meeting with the appropriate administrative staff.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every meeting of the Board.

Public participation shall be permitted only as indicated in accordance with Board Bylaw No. 0167.

Public participation shall be extended to residents of this district, persons having a legitimate interest in the actions of this Board, persons representing groups in the community or school district, representatives of firms eligible to bid on materials or services solicited by the Board, and employees and pupils of this district, except when the issue addressed by the participant is subject to remediation by an alternate method provided for in policies or contracts of the Board.

Public participation is not an opportunity to engage in a dialogue with the Board and shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if appropriate;
2. A participant is limited to three (3) minutes' duration; elapsed time will be determined through the use of a timing device operated by the Board Secretary;
3. No participant may speak more than once and there shall be no yielding of time among speakers;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
5. There shall be no cross dialogue between the participant and the Board and/or Administration;
6. Upon conclusion of a participant's remarks, the presiding officer will acknowledge the individual's remarks and may respond and/or direct a member of the Administration to respond to an inquiry following the participant's remarks or at the conclusion of the public participation session.

The presiding officer may:

- a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
- b. Request any individual to leave the meeting when that person does not observe reasonable decorum
- c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

M. Rules for School Governance

Resolved, the Livingston Board of Education adopts all bylaws, policies and regulations in effect on January 2, 2025 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 2, 2025 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, Jessica Rapp has been appointed Secretary of the Board; and

Whereas, Jessica Rapp has been appointed Treasurer of School Monies; and now therefore be it

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

Somerset Regal Bank		
Account Title and Number		Signature(s)
BOE School District of Livingston		Board President

General Account 0108010471		and Jessica Rapp and Dr. Daniel Fishbein	
BOE School District of Livingston Referendum 0108010505		Board President and Jessica Rapp and Dr. Daniel Fishbein	
Livingston Board of Education Payroll Account 0108010463		Board President and Jessica Rapp	
Livingston Board of Education Payroll Agency Account 0108010414		Board President and Jessica Rapp	
Burnet Hill Elementary School School Account 0108010547		Dr. Lisa Sama-Barreto Jessica Byrne Jessica Rapp	<i>Any 2</i>
Collins Elementary School School Account 0108010562		Michelle Cebula Stefanie Lichtstein Jessica Rapp	<i>Any 2</i>
Harrison Elementary School School Account 0108010539		Daniel Garcia Patricia Fernandez Jessica Rapp	<i>Any 2</i>
Hillside Elementary School School Account 0108010570		Carlos Gramata Gina Ioviero Jessica Rapp	<i>Any 2</i>
Mount Pleasant Elementary School School Account 0108010521		Dr. Lorena Dolan Gail Witt Jessica Rapp	<i>Any 2</i>
Riker Hill Elementary School School Account 0108010612		Brooke Benavides Deborah Paoella Jessica Rapp	<i>Any 2</i>
Mount Pleasant Middle School School Account 0108010554		Bronawyn O'Leary Gina Covello Jessica Rapp	<i>Any 2</i>
Heritage Middle School School Account 0108010513		Shawn Kelly Andrew Espinoza Charles Raphael Christina Woytas Jessica Rapp	<i>Any 2</i>
Livingston High School Activity Account 0108010588		Amro Mohammed Laura DeNicola Dr. Mary K. Pretto Marie Battist-Rock Jessica Rapp	<i>Any 2</i>
Livingston High School Athletic Account 0108010604		Amro Mohammed Laura DeNicola Dr. Mary K. Pretto Marie Battist-Rock David Cohen Jessica Rapp	<i>Any 2</i>
Livingston High School Special Account 0108010596		Amro Mohammed Laura DeNicola Dr. Mary K. Pretto Marie Battist-Rock Jessica Rapp	<i>Any 2</i>
Livingston Board of Education		Dr. Daniel Fishbein	<i>Any 2</i>

Board Secretary's Petty Cash 0108010489	Jessica Rapp Kylie McGlew
Livingston Board of Education Capital Reserve Fund Account 0108010448	Wire Transfers to other Board of Education Accounts Only Jessica Rapp or Kylie McGlew
Livingston Board of Education Unemployment Trust Fund Account 0108010455	Wire Transfers to other Board of Education Accounts Only Jessica Rapp or Kylie McGlew
Livingston Board of Education Cafeteria 0108010430	Wire Transfers to other Board of Education Accounts Only Jessica Rapp or Kylie McGlew
Livingston Board of Education Summer Pay 0208020752	Wire Transfers to other Board of Education Accounts Only Jessica Rapp or Kylie McGlew or Sean Smith
Livingston Board of Education FSA 0108010422	Wire Transfers to other Board of Education Accounts Only Jessica Rapp or Kylie McGlew or Sean Smith

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 2025:

January, 2025		July, 2025	
2	<i>Reorganization</i>	15	<i>Voting</i>
14	<i>Voting</i>		
28	<i>Board Retreat/Workshop</i>	August, 2025	
		12	<i>Voting</i>
February, 2025		September, 2025	
11	<i>Workshop</i>	9	<i>Workshop</i>
25	<i>Voting</i>	30	<i>Voting</i>
March, 2025			

11	Workshop		October, 2025
18	Voting		15 Workshop/Voting (Wed)
April, 2025			November, 2025
8	Workshop		4 Workshop
29	Public Hearing/Voting		18 Voting
May, 2025			December, 2025
6	Exec Session on Personnel		9 Voting
13	Workshop/Voting		
27	Voting		January, 2026
			6 Reorganization
June, 2025			
10	Workshop		
17	Voting		

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

ROLL CALL VOTE

T. BUSINESS

The Superintendent recommends the following:

3.1 Purchasing - Business Administrator/Board Secretary

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that the Livingston Board of Education, pursuant to the statutes cited above, hereby appoints Jessica Rapp, Business Administrator/Board Secretary, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity effective for the period January 2, 2025 through to the date of the 2026 Reorganization Meeting, and

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

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

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

3.2 Purchasing - Assistant Business Administrator

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

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

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

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

NOW, THEREFORE BE IT RESOLVED that the Livingston Board of Education , pursuant to the statutes cited above, hereby appoints Kylie McGlew, Assistant Business Administrator, as its duly authorized purchasing agent *pro tem*, in the event that Jessica Rapp, Business Administrator/Board Secretary, is unavailable, and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Livingston Board of Education effective for the period January 2, 2025 through to the date of the 2026 Reorganization Meeting, and

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

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

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

3.3 Cooperative Purchasing

Resolved, that the Livingston Board of Education authorizes the Business Administrator/Board Secretary to jointly, by agreement, provide goods and services with other boards of education; and to seek sealed bids, from any and all education cooperative pricing systems, county contract and/or state contract for all goods and/or services required during the period of January 2, 2025 through to the date of the 2026 Reorganization Meeting. Date, receipt and advertisement of bids to be determined by the Business Administrator/Board Secretary. The list includes but is not limited to the following:

Educational Data Services Inc.
Educational Services Commission of New Jersey
Hunterdon County Educational Services Commission
Interloc Purchasing System (TIPS)
Mercer County Special Services School District
Morris County Cooperative Pricing Council
NJ Division of Purchase and Property (NJ START State Contract)
OMNIA Partners, Public Sector, Inc.
Passaic Valley Sewerage Commission
Sourcewell/Cooperative Purchasing Advantages

3.4 Board Member Assignments

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

ROLL CALL VOTE

U. PERSONNEL

The Superintendent recommends the following:

4.1 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
Erhya Kang	CO	Applications Architect	NA	E. O'Connor	NA	NA	\$85,000 (prorated)*	2/1/2025
Sean Smith	CO	Payroll Manager	NA	J. Suarez	NA	NA	\$85,000 (prorated)*	1/21/2025

**salary will remain the same for the 2025-2026 school year.*

ROLL CALL VOTE

V. 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

W. Old Business

X. New Business

Y. Adjournment

EXECUTIVE SESSION

Whereas, N.J.S.A. 10:4-1 et seq., also known as the "Sunshine Law," authorizes a public body to meet in executive or private session under certain limited circumstances, and

Whereas, said law requires the Board to adopt a resolution at a public hearing before it can meet in such an executive or private session, now, therefore, be it

Resolved, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on January 2, 2025 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
1. Matter rendered confidential by federal law, state statute or rule of court.
 2. Matter in which the release of information would impair a right to receive federal funds.
 3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
 4. Collective bargaining matters.
 5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
 6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
 7. Investigation of violations or possible violations of law.
 8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
 9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
 10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

LBOE Committee Assignments**January 2025 - December 2025**

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