



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, October 19, 2020

Executive Session - Virtual Meeting Via Zoom - 6:30 p.m.

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.

I. OPEN SESSION

A. Call to Order – Ronnie Konner, 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 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. Executive Session

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

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

- Personnel and Legal Matter

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

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

D. Pledge of Allegiance / Roll Call

E. Superintendent's Report

1. NJSBA School Leader Award for Exemplary Program
2. Summer Curriculum Writing Update
3. Public Hearing for District and School HIB Self-Assessment Report

F. Board Reports

G. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of August 19, 2020
2. Workshop/Voting Meeting Minutes of September 2, 2020
3. Voting Meeting Minutes of September 9, 2020
4. Public Portion of Executive Session Meeting Minutes of September 14, 2020
5. Voting Meeting Minutes of September 21, 2020

ROLL CALL VOTE

H. 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.

II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Textbooks/DVDs

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

1.2 District Nursing Services Plan

Resolved, that the Livingston Board of Education approves the District Nursing Services Plan for the 2020-2021 school year.

1.3 Great Schools Partnership, Inc.

Resolved, that the Livingston Board of Education approves the contract with Great Schools Partnership, Inc. to provide coaching and technical assistance in support of the learning and planning efforts around educational equity, anti-racism, diversity and inclusion initiated by the district.

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 2020-2021 for two (2) Livingston students 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 B**.

2.2 Related Services/Medical Consultants

Resolved, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2020-2021 school year:

BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS

Duva, Amanda \$150.00/hour

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	\$3,831,110.65
12	Regular	867,990.81
20	Regular	124,995.92
60	Cafeteria	34,843.49
	TOTAL	\$4,858,940.87

Regular Checks	88428-89195	\$4,824,097.38
Cafeteria	1692-1749	34,843.49
	TOTAL	\$4,858,940.87

3.2 **Board Secretary Report – August 2020**

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for August 31, 2020, 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 August 31, 2020, 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	18,046,086	564	
(11) Current Expense		33,946,014	8,009,270
(12) Capital Outlay		167,808	1,978,235
(20) Special Revenue Fund	94,456		
(30) Capital Projects Fund	183,578		
(40) Debt Service Fund	2,978,355		
Total:	\$21,302,475	\$34,114,386	\$9,987,505

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of August 31, 2020, 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 2020-2021 budget for August 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>
0423	Software Maintenance	\$10,000	
0610	General Supplies		\$10,000
	TOTALS	\$10,000	\$10,000

3.4 Conferences and Overnight Trips

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

3.5 Settlement Agreement

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #04-2020 which is on file at the Board of Education office.

3.6 Tuition Students (Receiving)

Resolved, that the Livingston Board of Education approves the acceptance of the following tuition students for the 2020-2021 school year:

Student(s)	School	Tuition
OOD-1	Secondary	\$22,028
OOD-2	Secondary	\$32,579
OOD-3 ESY	Secondary	\$3,090
OOD-3	Secondary	\$82,165
OOD-4 ESY	Secondary	\$3,910
OOD-4	Secondary	\$33,364
OOD-5 ESY	Secondary	\$4,150
OOD-5	Secondary	\$61,360

3.7 Joint Transportation Agreement with Educational Services Commission of Morris County

Resolved, that the Livingston Board of Education enters into a jointure with Educational Services Commission of Morris County for participation in transportation services for the 2020-2021 school year.

3.8 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 Service Fund (E-Rate) application process for the 2021-2022 school year. The district will pay On-Tech an amount equal to 10% of any funding received.

3.9 Coronavirus Relief Grant

Resolved, that the Livingston Board of Education accepts the funds provided by the Coronavirus Relief Grant in the amount of \$171,545.

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
Clare Klee	Teacher of English	Retirement	HMS	November 30, 2021

**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	Position	Location	LOA w/pay and benefits	LOA w/partial or no pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
Catherine Steege	School Social Worker	LHS	10/21/2020, 10/28/2020, 11/4/2020, 11/11/2020, 11/18/2020, 11/25/2020, 12/2/2020, 12/9/2020, 12/16/2020, **	12/23/2020**	NA	1/4/2021
Carmela Damante*	Elementary School Teacher	Hillside	9/1/2020-2/23/2021	2/24/2021 - 5/26/2021**	5/27/2021-6/30/2021	8/30/2021
Yooree Gillman*	Teacher of Mathematics	LHS	10/26/2020-11/4/2020	11/9/2020 - 1/1/2021**	NA	1/4/2021
Lucia Ammerata*	ABA Discrete Trial TA	BHE	NA	9/8/2020-10/27/2020**	NA	10/28/2020
Jennifer Alvich*	Behaviorist	HMS	10/8/2020, 10/15/2020, 10/22/2020, 10/29,	NA		1/4/2021

			2020, 11/12/2020, 11/19, 2020, 12/3/2020, 12/10/2020 & 12/17/2020 **			
Niobel Torres	TOSD	LHS	10/26/2020-11/6/2020	11/9/2020-1/1/20201**	NA	1/4/2021
Lauren Vultaggio	Instructional Aide	Collins	9/1/20 - 9/8/20	9/9/20 - 11/24/20	11/25/2020-TBD	TBD
Nicole Stranix*	Elementary School Teacher	Collins	10/5/2020-10/16/2020	10/19/2020-11/27/2020**	NA	11/30/2020

*as amended from a previous agenda

**Designates time counted toward NJFLA/FMLA/FFCRA

4.3 Transfers

Resolved, that the Livingston Board of Education approves the transfers as listed on **Attachment D**.

4.4 Appointments

Resolved, that the Livingston Board of Education approves the applications indicated below (*) for emergent hiring for the following appointments under the requirements of N.J.S.A. 18A:16-1 et. seq., N.J.S.A. 18A:39.17 et. seq.; N.J.S.A. 18A:6-4.13 et. seq. All appointments are contingent upon reference checks in accordance with P.L. 2018, c.5.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
Anna Kane	LHS	TOSD	One Year Leave Replacement	A. Fischer	BA	1	\$52,673* (pro-rated)	10/19/2020
Dana Lytle	LHS	TOSD	One Year Leave Replacement	C. Bravo	MA	1	\$59,803* (pro-rated)	10/19/2020
Anne Shaffer	LHS	TOSD	One Year Leave Replacement	R. Emert	BA	1	\$52,673* (pro-rated)	10/26/2020
Dr. Gillian Furniss	RHE	Teacher of Art	Leave Replacement	B. Levy	D	1	\$68,572* (pro-rated)	9/8/2020-12/31/2020
Michael Gerst	HMS	Teacher of Social Studies	One Year Leave Replacement	C. Maccarella	BA	1	\$52,673* (pro-rated)	10/20/2020

*all salaries after 7/1/2020 may be adjusted in accordance with contract negotiations

**will remain at the same step in 2020-2021 in accordance with Article X, Section II.C. of the LEA contract

***as amended from a previous agenda

4.5 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 2020-2021 school year:

Security

John Paoletta (\$25/hr)

Custodians

Gerard Carfagno (\$15.50/hr)

Norma Avelar (\$15.50/hr)

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Lois Kaplan</i>	MPMS	Secretary	Long-Term Sub	M. DiStasio	\$195/day	10/12/2020-1/1/2021
<i>Jane Russo</i>	MPMS	Secretary	Long-Term Sub	M. DiStasio	\$195/day	10/12/2020-1/1/2021

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment E** as 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 for that assignment.

4.6 Extra Work Pay

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

4.7 Conversion of Vacation time

Resolved, that the Livingston Board of Education, upon the recommendation of the Superintendent, shall convert all unused vacation days held by 12-month administrative staff to accumulated, unused sick days. This resolution shall apply only to individuals unable to utilize their accrued vacation days for the period March 15, 2020 through August 31, 2020 as a result of the declared health emergency. Payment for unused vacation days in lieu of conversion will not be offered.

4.8 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment G** for co-curricular stipends at Livingston High School for the 2020-2021 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education rescinds the appointment of *Melissa Pelullo* for the Robotics Advisor stipend at Livingston High School for the 2020-2021 school year.

Resolved, that the Livingston Board of Education rescinds the appointment of *Amy Kessler* for the SGA Advisor stipend at Livingston High School for the 2020-2021 school year.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment H** for athletic stipends at Livingston High School for the 2020-2021 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment I** for co-curricular stipends at Mt. Pleasant Middle School for the 2020-2021 school year in accordance with the contract between the LBOE and the LEA.

4.9 Mentor Fees

Resolved, that the Livingston Board of Education approves the individuals on **Attachment J** listed as assigned mentors to receive payment in accordance with the schedule listed.

4.10 Extra Period Assignments

Resolved, that the Livingston Board of Education amends the individuals listed on **Attachment K** for extra period assignments during the 2020-2021 school year.

4.11 Job Description

Resolved, that the Livingston Board of Education approves the revised job description listed below:

Database Administrator

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

I. Public Comment ~ 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:

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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.

J. Old Business

K. New Business

III. 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 October 19, 2020 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)

November 9, 2020 (*workshop*)

- Conference with the LEA
- Board Budget Goals
- Assessment Update

November 23, 2020 (*voting*)

- NJQSAC Statement of Assurance

December 7, 2020 (*voting*)

- Comprehensive Annual Financial Report
- Counseling Report – LHS Report on Graduates for Class of 2020 (as per Policy 2610)
- New Course Offerings
- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)

January 4, 2021 (*Reorganization*)

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Kindred	Octavia Butler Double Day	1979	10	English Grade 10	While Humanities students are learning about post Civil War reconstruction and post Emancipation, we plan to teach Kindred in English during our "American Democracy" unit, which addresses the questions: How have laws in America evolved with the times? What brings about reform? The novel also brings up very interesting and important discussion questions about how we come to terms with the past.
Little Women	Louisa May Alcott Signet Classics	1868	10	English Grade 10	A classic of American literature, students will read the novel with a focus on point of view -- the point of view of women, one which is rarely heard during this time period. We will explore each sister's different perspective on the role of women in society, as well as contemporary literary criticism about the book and its numerous film adaptations.

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Gizmos Software	Explore Learning	2020	6-12	Science	This resource provides students with interactive, online simulations that emphasize inquiry and understanding. These simulations align with the NJSL-Science for grades 6 through 12. Specifically, Gizmos integrate content and the use of the Science and Engineering Practices into each activity.

School	Program Type	Type	School Year 2020-2021			Extraordinary Service			Extended School Year			Total School
			# of Stud.	Tuition 2020-2021	Total Tuition	# of Stud	Aide(s)	# of Stud	ESY Tuition	Total ESY Tuition		
Essex County Vocational Technical Schools	Vo-Tech, Full Time	R	1	\$ 5,911.00	\$ 5,911.00						\$ 5,911.00	
Essex County Vocational Technical Schools	Vo-Tech, Share Time	R	1	\$ 4,552.00	\$ 4,552.00						\$ 4,552.00	
Total			2		\$ 10,463.00						\$ 10,463.00	

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
Distance Learning Playbook	Bronawyn O'Leary	October 15, 2020	Virtually	\$219
Distance Learning Playbook	Danielle Rosenweig	October 15, 2020	Virtually	\$219

Name	Position	Transferring From	Transferring To	Position	Replacing	Effective Date
Christina Bravo	TOSD	LHS	LHS	Teacher of Math	Yooree Gillman	10/26/2020
Emily Burger	Elementary School Teacher	BHE	LHS	TOSD	Amanda Fischer	11/30/2020

Last Name	First Name	Location
Ehrich	Kellyann	Burnet Hill
Lewis	Celina	Burnet Hill
Wolf	Alec	Burnet Hill
Blount	Joanne	LHS
DeFeo	Matthew	LHS
Schwindel	Kate	LHS

NAME	DATE	POSITION	#HOURS WORKED	RATE	TOTAL AMOUNT
Asimou, Eugene	9/25/2020	Game Worker	2	\$22.50	\$45.00
Lukowiak, Stuart	9/26/2020	Footbal/Security	3	\$25.00	\$75.00
Sullivan, Joseph	9/24/2020	MPE Picnic/Security	2	\$25.00	\$50.00
	9/27/2020	MPE Meet & Greet/Security	2.5	\$25.00	\$62.50
				TOTAL	\$232.50

Position	# Positions	Staff Member	Amount
National Chinese Lang Honor Society	1	Xin Cai	\$1,252
Spring Musical - Director	1	Scott Patteson	\$8,137
Spring Musical - Choreography	1	Amanda Bigelow	\$3,130
Spring Musical - Publicity	1	Dave Richards	\$1,252
Fall Drama - Director	1	Scott Patteson	\$5,634
Fall Drama - Costumes	1	Alyssa LaMedica	\$1,878
Fall Drama - Publicity	1	Dave Richards	\$1,252
Leo Club	1	Matthew Cheng	\$1,252
Robotics	1	Jeanne Ziobro***	\$2,504
SGA	1	Krista Delia*** Brittany Gajewski***	\$1,565 \$1,565

**These stipends are being approved with the assumption that all individuals have returned to work effective October 1, 2020. If, for any reason, an individual's situation changes after approval of these stipends and they are not able to report to work, their stipend may be reassigned or pro-rated based upon the determination of the administration. For any stipend that is non-student related, any individual who has been approved by the BOE physician may perform the essential functions of this stipend remotely.*

**Stipend amounts may be adjusted in accordance with contract negotiations*

****amended from previous agenda*

Stipend	Amount	First Name	Last name
Ice Hockey - Assistant	\$8,137	Dave	Melucci (OD)
Game Worker		Eugene	Asimou

**These stipends are being approved with the assumption that all individuals have returned to work effective October 1, 2020. If, for any reason, an individual's situation changes after approval of these stipends and they are not able to report to work, their stipend may be reassigned or pro-rated based upon the determination of the administration. For any stipend that is non-student related, any individual who has been approved by the BOE physician may perform the essential functions of this stipend remotely.*

**Stipend amounts may be adjusted in accordance with contract negotiations*

Mount Pleasant Middle School Stipend Positions 2020-2021 (Revised 8/17/2020)**

Stipend Title	Teacher(s)	Amount	*Notes
Soccer Sub (needed in case of absences)	Thomas Montesion	\$ 37.94 per session	

**These stipends are being approved with the assumption that all individuals have returned to work effective October 1, 2020. If, for any reason, an individual's situation changes after approval of these stipends and they are not able to report to work, their stipend may be reassigned or pro-rated based upon the determination of the administration. For any stipend that is non-student related, any individual who has been approved by the BOE physician may perform the essential functions of this stipend remotely.*

***amounts may be changed according to contract negotiations*

2020-2021						
New Employees Requiring Mentoring						
Teachers						
Last Name	First Name	Position	School	Assigned Mentor	Fee	Comments
Stevenson	Susan	Teacher of F&CS	HMS	Kenneth Zushma	\$1,000	

Name	Position	Location	# of classes	Dates
Erin Magalhaes*	Teacher of Business Ed	HMS	(.2)	9/1/2020-11/10/2020, 11/11/2020-1/26/2021 & 4/15/2021-6/30/2021
Lynn Schwartz*	Teacher of Business Ed	HMS	(.2)	4/15/2021-6/30/2021

**amended from previous agenda*

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

DATABASE ADMINISTRATOR

QUALIFICATIONS:

1. BA or BS in computer science, data processing, or related computer field (equivalent experience may be considered if above qualifications cannot be met).
2. Excellent organizational, time management, multitasking, communication and interpersonal skills.
3. Previous experience administering relational database systems, preferably in an educational setting.
4. Knowledge of data warehousing and the completion/submission of Federal and New Jersey State reports.
5. Knowledge of Oracle or SQL data structures and queries.
6. Intermediate skill level in Microsoft Office Suite, especially Excel, including lookup and pivot tables, as well as the ability to work with large data sets.
7. Ability to work independently, to complete tasks with minimal supervision, and initiate and prioritize tasks without significant direction.
8. Ability to follow written and oral instructions and issue reports both in writing and verbally to stakeholders.
9. Any other qualifications as deemed appropriate by the Board of Education.

REPORTS TO: Director of Technology & Innovation

JOB GOALS: Assist in the development, maintenance and management of all district databases and related system applications, including the analyses and reporting of requested data to inform instructional and operational decision-making.

JOB RESPONSIBILITIES:

1. Install, monitor, maintain, update, and support the student information system and other databases or related systems.
2. Coordinate with administration and departments and/or relevant end users in collecting information, inputting data, completing and submitting state and federal reports (e.g., NJSMART, ASSA, Attendance Registers, Civil Rights Data Collection).
3. Coordinate with District Testing Coordinator and School Testing Coordinators in collecting and inputting data and verifying its accuracy into NJSMART and the PearsonAccessNext system for testing such as NJSLA, WIDA, and DLM.
4. Extract, import, and export data in and out of various database applications in order to design and write programs and reports that address and fulfill the data needs of the District.
5. Provide training and technical assistance to staff regarding student information systems and associated programs and databases.

6. Ensure successful integration of systems with Student Information System (Destiny, LinkIt, Versatrans, Nutrikids, Blackboard Connect, Roster Server, etc).
7. Work with system vendors to resolve issues or request system enhancements.
8. Work with personnel in other school districts to resolve student data issues for state reporting and testing for students transferring in or out of District.
9. Assist in implementation, testing, and validating data and software systems.
10. Create and maintain standard operating procedures (SOPs) related to data systems and user manuals on applications which are used in the District.
11. Display professional integrity and maintain confidentiality of systems and staff/student data.
12. Strategically problem solve and implement effective troubleshooting skills to resolve issues to ensure minimal disruption of service to end users.
13. Analyze and communicate qualitative and quantitative data sets.
14. Create and issue reports, both in writing and verbally, to appropriate stakeholders.

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

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

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

Approved: July 16, 2007

Revised: