



LIVINGSTON BOARD OF EDUCATION WORKSHOP/VOTING MEETING MINUTES

Tuesday, April 18, 2023

Executive Session - Administration Building - 6:00 p.m.

Public Session - Hybrid Meeting - Administration Building - 7:30 p.m.

A **Workshop/Voting Meeting** of the Livingston Board of Education was held on this date in the large conference room in the Administration Building and via Zoom and Facebook Live. The meeting was called to order at 6:13 p.m. by Vineeta Khanna, Board President, who announced that adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2023 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

Members Present: Jenissa Arnette, Pamela Chirls, Seth Cohen, Vineeta Khanna and Parul Khemka

Members Absent: Jeffrey Xu

Also in Attendance: Dr. Matthew Block, Dora Zeno, Lisa Capone-Steiger, Mark Stern, Susan Burman and Joann Goldberg

Mrs. Chirls moved the following:

Executive Session

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

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

- Student Matter, Personnel and Negotiations

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 90 minutes and be it

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

Ms. Arnette seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mrs. Khanna
Nays - None

At 7:45 p.m., Mrs. Khanna reconvened the public meeting.

There were approximately 35 members of the public and staff watching in person and remotely through the webinar and a Facebook Live Stream.

Superintendent's Report

Dr. Block welcomed Dora Zeno, our Interim Business Administrator/Board Secretary to the district.

1. LHS Unsung Hero

Dr. Block announced that Nikki Heifler is LHS's 2023 Unsung Hero. Each year the Essex County School Boards Association recognizes a student from each public high school who makes outstanding contributions to their schools and communities but who may be overlooked under traditional student recognition guidelines. A video was shown highlighting the selfless service Ms. Heifler has given to the community.

2. Miscellaneous

Dr. Block announced we will be giving back our one unused snow day as a day off for students and staff on Friday, May 26, 2023.

Dr. Block announced the Intergenerational Prom was held last week, which is a beautiful event that brings together the seniors of the community with the seniors at the high school.

3. Calendar Discussion 2024-2025

Dr. Block explained that after receiving additional feedback that school is ending too late in June, we are taking another look at this calendar. Dr. Block will be sending the board some additional information and options to review.

Mrs. Chirls expressed she would be supportive of including two conference period days in the new version of the calendar.

4. Budget Discussion

Dr. Block stated that prior to tonight's meeting, we held a public forum on the budget to answer any additional questions from the community and that next Tuesday night, the board will hold a public hearing and vote to adopt the 2023-2024 budget.

Ms. Zeno explained at our last board meeting, there was discussion about the Chapter 44 allocation and updated everyone that the county has waived this allocation, which is an internal adjustment, and does not impact the proposed budget.

Ms. Zeno announced that the county office approved our tentative budget today.

Ms. Zeno explained she has been advised that the cost for the modular classrooms has gone up approximately \$200,000 and recommends the board authorize increasing the withdrawal from capital reserve to handle the shortfall. Ms. Zeno explained that we are working to see if some of the improvements, such as electrical work, can be handled in-house so if we find that we don't need to spend this increased money, it will be returned to the capital reserve account.

Mrs. Chirls requested the board be provided with an updated proposal on the modular units at next week's meeting prior to the budget vote.

The board agreed it is prudent to increase the capital reserve for the modular classrooms from \$1,500,000 to \$1,700,000 since anything not spent would be returned and there is no direct impact on the taxpayer.

Community members with any questions or comments about the budget are welcome to attend the public hearing next week or email us at budgetquestions@livingston.org.

Board Reports

The board members participated in the Intergenerational Prom.

Mrs. Khanna thanked Riker Hill for letting her come to read to first graders after Read Across America ended.

Student Representative's Report

There was no student representative's report.

Public Input on Agenda Items ~ up to 15 minutes

Elliot Vishnevsky, 29 Burnet Street, expressed concern about a weapon being found outside of a school and would like the board to consider installing metal detectors to keep everyone safe.

Danielle Rosenzweig, Principal of LHS, offered congratulations to Tracy Rosenberg on her retirement after 26 years of dedicated service to the students at the high school.

Natalie Tsur, West Essex Tribune, asked for an update on parent's requests for more structure around elementary conferences.

Dr. Block thanked Mr. Vishnevsky for his comment and responded that we work very closely with the Livingston Police Department and the State Department of Education on our safety measures and consider all options on how best to keep students safe.

Dr. Block responded that we accommodated everyone who reached out to schedule a conference and will be doing a survey to see how parents felt they went this year and how they may be able to work in the future.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

Mrs. Chirls moved the following:

1.1 Climate Awareness Education - Implementing the NJ Student Learning Standards for Climate Change (23-WB01-G02)

Resolved, that the Livingston Board of Education approves the submission and acceptance of the funds for the School Climate Change grant in the amount of \$6,660.00. The project period for this grant is between April 1, 2023 and June 30, 2023.

Mr. Cohen seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khemka, Mrs. Khanna
Nays - None

BUSINESS

Mrs. Chirls moved the following:

3.1 Annual Appointments

Resolved, that the Livingston Board of Education approves the following appointments for the 2022-2023 school year which are in effect until changed by resolution:

| | |
|---|--------------|
| Custodian of Records | Dora E. Zeno |
| OPRA Representative | Dora E. Zeno |
| Public Agency Compliance Officer (PACO) | Dora E. Zeno |
| Qualified Purchasing Agent | Dora E. Zeno |
| Treasurer | Dora E. Zeno |

3.2 Financial Depositories and Signatures (Updated)

Whereas, Vineeta Khanna has been elected president and Pamela Chirls has been elected vice president of the Board of Education; and

Whereas, Dora E. Zeno has been appointed Secretary of the Board; and

Whereas, Dora E. Zeno 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 | | | |
|---|--|--|-------|
| <u>Account Title and Number</u> | | <u>Signature(s)</u> | |
| BOE School District of Livingston General Account 0108010471 | | Board President and Dora E. Zeno and Dr. Matthew Block | |
| BOE School District of Livingston Referendum 0108010505 | | Board President and Dora E. Zeno and Dr. Matthew Block | |
| Livingston Board of Education Payroll Account 0108010463 | | Board President and Dora E. Zeno | |
| Livingston Board of Education Payroll Agency Account 0108010414 | | Board President and Dora E. Zeno | |
| Burnet Hill Elementary School School Account 0108010547 | | Lisa Sama-Barreto Jessica Byrne Dora E. Zeno | Any 2 |
| Collins Elementary School School Account 0108010562 | | Michelle Cebula Stefanie Lichtstein Dora E. Zeno | Any 2 |
| Harrison Elementary School School Account 0108010539 | | Daniel Garcia Patricia Fernandez Dora E. Zeno | Any 2 |
| Hillside Elementary School | | Carlos Gramata | Any 2 |

| | | |
|--|---|--------------|
| School Account 0108010570 | Gina Ioviero Dora E. Zeno | |
| Mount Pleasant Elementary School School Account 0108010521 | Lorena Dolan Gail Witt Dora E. Zeno | <i>Any 2</i> |
| Riker Hill Elementary School School Account 0108010612 | Justin Toomey Deborah Paoella Dora E. Zeno | <i>Any 2</i> |
| Mount Pleasant Middle School School Account 0108010554 | Bronawyn O'Leary Gina Covello Dora E. Zeno | <i>Any 2</i> |
| Heritage Middle School School Account 0108010513 | Shawn Kelly Andrew Espinoza Kristen Fullam Christina Woytas Dora E. Zeno | <i>Any 2</i> |
| Livingston High School Activity Account 0108010588 | Danielle Rosenzweig Yulee Chuy Dr. Mary K. Pretto Marie Battist-Rock Dora E. Zeno | <i>Any 2</i> |
| Livingston High School Athletic Account 0108010604 | Danielle Rosenzweig Yulee Chuy Dr. Mary K. Pretto Marie Battist-Rock David Cohen Dora E. Zeno | <i>Any 2</i> |
| Livingston High School Special Account 0108010596 | Danielle Rosenzweig Yulee Chuy Dr. Mary K. Pretto Marie Battist-Rock Dora E. Zeno | <i>Any 2</i> |
| Livingston Board of Education Board Secretary's Petty Cash 0108010489 | Dr. Matthew Block Dora E. Zeno Lindita Agastra Tatiana Gilbert | <i>Any 2</i> |
| Livingston Board of Education Capital Reserve Fund Account 0108010448 | Wire Transfers to other Board of Education Accounts Only Dora E. Zeno Lindita Agastra Tatiana Gilbert | |
| Livingston Board of Education Unemployment Trust Fund Account 0108010455 | Wire Transfers to other Board of Education Accounts Only Dora E. Zeno Lindita Agastra Tatiana Gilbert | |
| Livingston Board of Education Cafeteria 0108010430 | Dora E. Zeno or Lindita Agastra or Tatiana Gilbert | |
| Livingston Board of Education FSA | Wire Transfers to other Board of Education Accounts Only | |

0108010422

Dora E. Zeno
Lindita Agastra
Tatiana Gilbert

3.3 Unused Snow Day

Resolved, that the Livingston Board of Education approves giving back the one unused snow day from the 2022-2023 academic calendar to be used on Friday, May, 26, 2023.

3.4 Architectural Services – Professional Services for ROD Grant Applications

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 submission of ROD grant applications to the NJDOE; and

Whereas, DiCara Rubino Architects ("DiCara Rubino") has provided the Board with their proposal dated March 6, 2023 ("Proposal"); and

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

3.5 Submission of ROD Grant Applications

Whereas, The Board of Education of Livingston School District in the County of Essex, New Jersey (the "Board"), desires to proceed with school facilities projects consisting generally of:

BOILER REPLACEMENT AT MOUNT PLEASANT MIDDLE SCHOOL
BOILER REPLACEMENT AT HILLSIDE ELEMENTARY SCHOOL
BOILER REPLACEMENT AT HARRISON ELEMENTARY SCHOOL
BOILER REPLACEMENT AT LIVINGSTON HIGH SCHOOL
PARTIAL ROOF REPLACEMENT AT BURNET HILL ELEMENTARY SCHOOL
PARTIAL ROOF REPLACEMENT AT HERITAGE MIDDLE SCHOOL

Whereas, the Board now seeks to take the initial steps in order to proceed with the Projects:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF LIVINGSTON, IN THE COUNTY OF ESSEX, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project(s) and the Board further authorizes the submission of same to the Essex County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project(s).

Section 3. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized
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to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as set forth in Section 5(d) of P.L. 2000, c72 in connection with receipt of a ROD Grant with respect to the proposed Project(s).

Section 4. This resolution shall take effect immediately.

Ms. Arnette seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khemka, Mrs. Khanna
Nays - None

PERSONNEL

Mr. Cohen moved the following:

4.1 Resignations & Retirements

Resolved, that the Livingston Board of Education accepts the resignations and retirements of:

| Name | Position | Reason | Location | Last Day of Employment |
|------------------------|-------------------------------|---------------|-----------------|-------------------------------|
| <i>Thomas Douglas</i> | Manager of Technology | Retirement | CO | June 30, 2023 |
| <i>Tracy Rosenberg</i> | Teacher of Health & PE | Retirement | LHS | June 30, 2023 |
| <i>Maureen Tavis</i> | Elementary School Teacher | Resignation | Collins | June 30, 2023 |
| <i>Jade Eden</i> | Elementary School Teacher | Resignation | Hillside | June 30, 2023 |
| <i>Raymond Snyder</i> | Teacher of Business Education | Resignation | LHS | June 30, 2023 |
| <i>Erin Rooney</i> | School Psychologist | Resignation | Harrison | June 30, 2023 |
| <i>Arinn Shulman</i> | Playground Aide | Resignation | MPE | March 22, 2023 |

**as amended from a previous agenda*

4.2 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 |
|-------------|-----------------|--------------|---|------------------|--------------|-------------|---------------|-----------------------|
|-------------|-----------------|--------------|---|------------------|--------------|-------------|---------------|-----------------------|

| | | | | | | | | |
|--------------------|----------|---------------------------------|-------------------------|--------------|-------------|------|-----------------------|---------------------|
| Juliana Koetter | RHE | Elementary School Teacher | First Year Tenure Track | D. Arensburg | BA | 2** | \$55,600 | 8/30/2023 |
| Veronica Terrana | LHS | Teacher of Italian | First Year Tenure Track | R. Cirelli | BA | 8** | \$61,450 | 8/30/2023 |
| Molly Gribbon | Hillside | Elementary School Teacher | First Year Tenure Track | J. Eden | MA | 10** | \$76,733 | 8/30/2023 |
| Christopher Conroy | LHS | Teacher of Technology Education | First Year Tenure Track | J. Ziobro | MA | 9** | \$72,737 | 8/30/2023 |
| Kristin Mahoney | Hillside | Reading Interventionist | Leave Replacement | P. Bauer | MA | 2** | \$63,155 | 8/30/2023-12/8/2023 |
| Danielle Maxwell | HMS | School Counselor | Leave Replacement | M. O'Brien | MA | 2** | \$63,155 | 8/30/2023 |
| Lance Jordan | CO | Manager of Technology | NA | T. Douglas | NA | NA | \$130,000 (prorated) | 5/30/2023 |
| Eduardo Lara | CO | Network Administrator | NA | J. Pfeiffer | NA | NA | \$110,000 (prorated) | 5/30/2023 |
| Jesse Allard | CO | Systems Administrator | NA | B. Bloom | NA | NA | \$75,000** (prorated) | 4/3/2023 |
| Eileen Villar | CO | Payroll/Benefits | NA | J. Reilly | NA | NA | \$75,000** (prorated) | 6/1/2023 |
| Peter Sbarro* | B&G | Maintenance | NA | P. Johnson | Maintenance | 5** | \$51,488 (prorated) | 4/3/2023 |

**as amended from a previous agenda*

***will stay at same step for 2023-2024 school year/non-affiliated salary will remain the same for 2023-2024*

Mrs. Khemka seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khemka, Mrs. Khanna
Nays - None

MISCELLANEOUS

Mr. Cohen moved the following:

5.1 HIB Report

Resolved, that the Livingston Board of Education accepts the findings of HIB cases.

Mrs. Chirls seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khemka, Mrs. Khanna
Nays - None

PREVIEW OF APRIL 25, 2023 PUBLIC HEARING ON BUDGET/VOTING MEETING

The board reviewed the upcoming items for the April 25 meeting.

Public Hearing on Budget

1. Presentation
2. Discussion
3. Questions and Comments from Public
 - Speakers are asked to stand and state name and address for the board and public
 - Speakers may raise their hand, state their name and address for the board and speak through the webinar

- Each person may speak once with a three (3) minute time limit until all who wish to be heard have had an opportunity to speak

Adoption of 2023-2024 Budget

Capital Reserve Account Withdrawal

1. PROGRAM/CURRICULUM

1.1 Student Teachers

1.2 Field Trips

2. STUDENT SERVICES

2.1 Related Services/Medical Consultants

3. BUSINESS

3.1 Payment of Bills

3.2 Board Secretary Report – February 2023

3.3 Transfers

3.4 Conferences and Overnight Trips

3.5 Union County Educational Services Commission

3.6 Gloucester County Special Services School District

3.7 Safety Grant

3.8 Subscription Bus Pricing

3.9 Cyber Security Contract

3.10 Bylaws, Policies & Regulations

Under Resolution 3.10, Mrs. Chirls requested that the attorney review Bylaw #0155.

4. PERSONNEL

4.1 Leaves of Absences

4.2 Appointment of School Business Administrator/Board Secretary

4.3 Substitutes

4.4 Extra Work Pay

4.5 Stipends

4.6 Extra Period Assignments

4.7 Mentor Fees

4.8 ESSER Grant

4.9 ESEA Grant

4.10 Job Descriptions

Public Comment ~ up to 15 minutes

There was no public comment.

Old Business

There was no old business.

New Business

Mrs. Khemka explained there is a program in New York City called FIWE that provides instruction on investments, stocks and taxes to students in third grade through high school and suggested it might be something of interest to the district. Dr. Block responded he will take a look at the program.

Mrs. Khemka also suggested looking at ClassTag, an application that allows for easier communication between teachers and families.

ADJOURNMENT

At 8:32 p.m., Mr. Cohen made a motion to adjourn the meeting.

Mrs. Khemka seconded the motion.

Vote all in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'DEZ', is written over a horizontal line.

Dora E. Zeno
Interim Board Secretary

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