



## **LIVINGSTON BOARD OF EDUCATION WORKSHOP/VOTING MEETING MINUTES**

September 10, 2024

Executive Session - Administration Building - 6:15 p.m.

Public Session - Administration Building - 7:00 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 a Facebook Livestream. The meeting was called to order at 6:15 p.m. by Pamela Chirls, 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, 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.

Members Present: Jenissa Arnette, Pamela Chirls, Seth Cohen, Fang Gong, Parul Khemka and Darcy Bialick

Also in Attendance: Dr. Daniel Fishbein, Jessica Rapp, Lisa Capone-Steiger, Mark Stern, Susan Burman and Joann Goldberg

Mr. Cohen 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:

- personnel

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 45 minutes; and be it

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

Mrs. Khemka seconded the motion.

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

At 7:00 p.m., Mrs. Chirls reconvened the public meeting.

## **Superintendent's Report**

### **1. Opening of School Report**

Dr. Fishbein reviewed our current enrollment, the staffing positions we hired for the 24-25 school year, our summer programs, facility improvements, technology improvements and new and revised curriculum for grades K through Grade 8.

Mr. Cohen requested they receive a mid-year update on the district's enrollment and Mrs. Khemka requested receiving a report that includes class sizes.

## **Board Reports**

Ms. Arnette thanked everyone for all the work they did on the curriculum over the summer.

Mrs. Chirls thanked everyone who participated in L.I.V.E. and the twelve month staff who worked all summer to get the buildings ready for the new school year.

## **Student Representative's Report**

Miss Bialick reported that the Lancers have returned to school, the senior class are excited leaders of spirit, new freshman are adjusting to life in the high school, there is an influx of students taking high level AP courses, and teachers and administrators have made clear efforts to support seniors during the tumultuous time of college applications. Miss Bialick concluded that overall the student body is apprehensively excited, with each class facing unique challenges, and it is evident that the updated administration of LHS is supportive of the student body by updating certain policies to ensure the smooth functioning of daily learning.

## **Public Comment**

Michelle Amin, suggested we do something to educate our parent population on what the role and responsibilities are for members of the board of education.

## **RECOMMENDATIONS FOR APPROVAL**

### **PROGRAM/CURRICULUM**

Mr. Cohen moved the following:

#### **1.1 Curriculum Writing Projects**

**Resolved**, that the Livingston Board of Education approves the summer 2024 curriculum writing projects as shown on **Attachment A**.

Ms. Arnette seconded the motion.

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

## **STUDENT SERVICES**

Mr. Cohen moved the following:

### **2.1. US2 Consulting**

**Resolved**, that the Livingston Board of Education approves the contract with US2 Consulting 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 for the 2024-2025 school year.

Ms. Arnette seconded the motion.

Mrs. Khemka expressed concern for how the community input and feedback will be included in the process of working on the vision. Mrs. Steiger confirmed that the structure of the response with US2 was designed to get feedback from the building representatives.

Mrs. Khemka also mentioned that the board equity committee had agreed with the first part of the contract, which was to develop the vision. However, the recommendation of the administration is to do the work for the whole year, with an agreement on the need to respond to issues as they arise.

Ms. Arnette requested they be provided with an end of year report that will be shared with the community and Mrs. Khemka requested there be consistency among all of the building equity committees.

**ROLL CALL VOTE** - Ayes - Ms. Arnette, Mr. Cohen, Mrs. Gong, Mrs. Khemka, Mrs. Chirls  
Nayes - None

## **BUSINESS**

Mr. Cohen moved 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.

<b><u>Fund</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>
10, 11, 12	Operating Budget (checks 106401, 107438-107782; Adv 184-203)	\$ 4,149,605.82
20	Grants (checks 107438-107782)	\$ 75,242.33
60	Cafeteria (checks 60055- 60070)	\$ 43,675.42
	<b>TOTAL</b>	<b>\$ 4,268,523.57</b>

### **3.2 Board Secretary Report – June 2024**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for June 30, 2024, consisting of:

September 10, 2024

- 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 June 30, 2024, 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	\$ 7,294,723.97	\$ 3,196,996.81	\$ 5,603,746.83
(11) Current Expense			
(12) Capital Outlay			
(20) Special Revenue Fund	\$ 10,795.85	\$ 984,457.94	\$ 0.00
(30) Capital Projects Fund	\$ 2,018,710.50	\$ 0.00	\$ 2,000,090.00
(40) Debt Service Fund	\$ 174,139.87	\$ 0.00	\$ 243,473.87
Total:	\$ 9,498,370.19	\$ 4,181,454.75	\$ 7,847,310.70

**Whereas**, pursuant to N.J.A.C. 6A:23A-16.10(c3), the Board Secretary has certified that as of June 30, 2024, 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. 6A:23A-16.10(c4) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

### **3.3 Board Secretary Report – July 2024**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for July 31, 2024, 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 July 31, 2024, 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	\$12,442,129.00	\$138,250,820.95	\$3,419,799.57
(11) Current Expense			
(12) Capital Outlay			
(20) Special Revenue Fund	\$422,630.12	\$3,099,435.85	\$0.00
(30) Capital Projects Fund	\$2,019,529.73	\$1,619,600.00	\$3,638,310.50
(40) Debt Service Fund	(\$5,683,127.63)	\$1,204,900.50	\$174,139.87
Total:	\$9,201,161.22	\$144,174,757.30	\$7,232,249.94

**Whereas**, pursuant to N.J.A.C. 6A:23A-16.10(c3), the Board Secretary has certified that as of July 31, 2024, 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. 6A:23A-16.10(c4) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

### **3.4 Out-of-State Field Trip/Overnight Conference**

**Resolved**, that the Livingston Board of Education approves *Brian Carr, David Mead, Kate Schwindel, Natale Pacholec, Data Lytle* and *Pietrina Daly* to chaperone approximately 38 students attending a soccer game at Villanova University on August 23, 2024, in Villanova, Pennsylvania.

**Resolved**, that the Livingston Board of Education approves *Mary Kaspriskie* and *Bobbi Bremmer* to chaperone approximately five students attending the HOSA Washington Leadership Academy from September 27 to 30, 2024, in Arlington, Virginia.

### **3.5 Annual Appointments**

**Resolved**, that the Livingston Board of Education approves the following appointments for the 2024-2025 school year which are in effect until changed by resolution:

Affirmative Action Officers

Lisa Capone-Steiger and Charles Raphael

### **3.6 Tuition Student (Receiving)**

**Resolved**, that the Livingston Board of Education approves the acceptance of the following tuition student for the 2024-2025 school year:

Student	School	Tuition
278681	Secondary	\$18,847.00

Ms. Arnette seconded the motion.

**ROLL CALL VOTE** - Ayes - Ms. Arnette, Mr. Cohen, Mrs. Gong, Mrs. Khemka,  
Mrs. Chirls (abstain from checks # 107747 and 107748)  
Nays - None

## **PERSONNEL**

Mr. Cohen moved the following:

### **4.1 Resignations & Retirements**

**Resolved**, that the Livingston Board of Education accepts the resignations of:

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Location</b>	<b>Last Day of Employment</b>
<i>Anabela Asparrin</i>	25-Hr Bus Driver	Resignation	Transportation	NA
<i>Monica Conway</i>	Instructional Aide	Resignation	Hillside	August 23, 2024
<i>Sharajhen Champagne</i>	ABA TA	Resignation	BHE	October 4, 2024
<i>Maria Jordan</i>	25-Hr Bus Driver	Resignation	Transportation	NA

*\*as amended from a previous agenda*

### **4.2 Leaves of Absences**

**Resolved**, that the Livingston Board of Education approves the leaves of absences of:

<b>Name</b>	<b>Location</b>	<b>Position</b>	<b>LOA w/pay and benefits</b>	<b>LOA w/o pay, but with benefits (if applicable)</b>	<b>Extended LOA w/o pay or benefits</b>	<b>Return Date</b>
<i>Kathryn Pezzullo*</i>	Elementary School Teacher	Hillside	12/9/2024-1/15/2025 & 1/16/2025-2/6/2025**	2/7/2025-4/10/2025**	4/11/2025-6/30/2025	8/25/2025
<i>Mary Kate Pretto*</i>	LHS	Assistant Principal	7/29/2024-9/30/2024 & 10/1/2024-1/1/2025**	NA	NA	1/2/2025
<i>Amanda Buyes</i>	LHS	Teacher of English	8/28/2024-10/25/2024 & 10/28/2024-11/13/2024**	11/14/2024-1/10/2025**	1/13/2025-1/20/2025	1/21/2025

*\*as amended from a previous agenda*

*\*\*Designates time counted toward NJFLA/FMLA*

#### 4.3 Memorandum of Understanding

**Resolved**, that the Livingston Board of Education approves the Memorandum of Understanding between itself and the Livingston Education Association regarding the creation of a salary guide for Licensed Practical Nurses (LPNs) effective and retroactive to August 28, 2024.

#### 4.4 Creation of Position

**Resolved**, that the Livingston Board of Education approves the creation of the following position effective and retroactive to August 28, 2024:

0041-070-NURSE-001

#### 4.5 Job Description

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

Licensed Practical Nurse (LPN)

#### 4.6 Transfers

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

#### 4.7 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
Brooke Benavides*	RHE	Principal	First Year Tenure Track	J. Toomey	LAA Elem Prin	7	\$148,024 (prorated) plus \$1,500 for 2MA	8/27/2024
Dr. Thiago Leite*	MPM	Teacher of English	First Year Tenure Track	A. Rosone	D	12	\$96,990 (prorated)	10/15/2024, or earlier upon release from current contract
Thomas O'Dowd*	LHS	Teacher of Physical Science	First Year Tenure Track***	R. Fabrizio	MA	16	\$100,700	9/3/2024
Caroline Clark*	RHE	TOSD	First Year Tenure Track	****	MA	12	\$86,490	8/28/2024
Christina Mangiarelli	LHS	Teacher of Psychology	First Year Tenure Track	B. Gajewski (promotion)	BA	13	\$82,490	8/28/2024
Maria Vide	Hillside/Harrison	Teacher of Spanish	First Year Tenure Track	R. Gonzalez	BA	9	\$66,490 (prorated)	9/4/2024
Christine Marotta	BHE	LPN	NA	new position	LPN	1	\$45,000	8/28/2024
Cynthia D'Andrea	LHS	Teacher of Social Studies	First Year Tenure Track	D. Feeley	MA	15	\$98,000 (prorated)	Upon release of current contract

\*as amended from a previous agenda

\*\*begins 60-day probationary period

\*\*\*retired teacher

\*\*\*\*transfer of positions approved at 8/13/24 Board meeting

**Resolved**, that the Livingston Board of Education approves the appointment of the Instructional Aides and ABA Discrete Trial TAs as listed on **Attachment C**.

#### **4.8 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 2024-2025 school year:

##### **Teachers**

*Maria Rodriguez*

**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:

<b>Name</b>	<b>Location</b>	<b>Title</b>	<b>Leave Replacement or Long Term Sub</b>	<b>Replacing</b>	<b>Salary</b>	<b>Effective Date</b>
<i>Emily Verniero</i>	MPE	Elementary School Teacher	Long Term Sub	B. Perry	\$277/day*	11/4/2024 - 1/13/2025
<i>Christen Zeledon Marin</i>	RHE	TOSD	Long Term Sub	H. Gibbs	\$277/day*	8/28/2024 - 12/20/2024

*\*to be paid the difference between their current daily rate and the rate quoted above*

#### **4.9 Lateral Moves**

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

#### **4.10 Stipends**

**Resolved**, that the Livingston Board of Education amends the appointment of *Francesca Mattioli* for the Student Equity Advisor stipend (.5) (\$1,289.50) at Mt. Pleasant Middle School for the 2023-2024 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education amends the individuals listed on **Attachment E** to be paid for the stipends as listed in the 2023-2028 LAA contract.

#### **4.11 Extra Period Assignments**

**Resolved**, that the Livingston Board of Education approves the extra period assignments as listed on **Attachment F**.

**Resolved**, that the Livingston Board of Education rescinds the extra period assignment previously assigned to *Brittany Gajewski*.

#### **4.12 Summer Work Pay**

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment G** to be paid for up to 3 days over the summer of 2024 for work performed in conjunction with the OSE grant at the rate of \$200 for each day worked. These individuals will also receive a \$222 stipend for remote hours worked during the Fall of 2023 (by 12/1/24) and a \$222 stipend for remote hours worked during the Spring of 2024 (by 3/15/25).



**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment H** to participate in summer curriculum writing during the summer of 2024 at the approved rate.

#### **4.13 Contract Adjustments**

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

#### **4.14 Longevity**

**Resolved**, that the Livingston Board of Education approves *Denise Urbanski*, Teacher of Students with Disabilities at Mt. Pleasant Middle School, for 15 years of longevity effective September 1, 2024.

Ms. Arnette seconded the motion.

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

### **MISCELLANEOUS**

#### **5.1 HIB Report**

There was no HIB Report.

#### **Old Business**

There was no old business.

#### **New Business**

There was no new business.

### **ADJOURNMENT**

At 8:02 p.m., Mr. Cohen made a motion to adjourn the meeting.

Mrs. Khemka seconded the motion.

Vote all in favor.

**Respectfully submitted,**

  
\_\_\_\_\_  
**Jessica Rapp**  
**Board Secretary**