



## LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Monday, September 25, 2017

Executive Session – 6:45 p.m. Livingston High School Large Conference Room  
Public Voting Meeting – 7:00 p.m. - Livingston High School Auditorium

A **Voting Meeting** of the Livingston Board of Education was held on this date in the Livingston High School Auditorium. The meeting was called to order at 6:50 p.m. by the Board President, Ronnie Konner, who announced that adequate notice of this meeting had been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2017 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *The Alternative Press* and the Livingston Township Clerk.

Ms. Messer 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:

- Legal Settlement

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

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

Mr. August seconded the motion.

Vote all in favor.

At 7:05 p.m., Mrs. Konner reconvened the public session portion of the meeting.

Members Present: Charles "Buddy" August, Pamela Chirls, Ronnie Konner, Samantha Messer, George Shen and Evan Tong

Also in Attendance: Christina Steffner, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Joann Goldberg and approximately 22 members of the public and staff

## **Superintendent's Report**

### **1. Board Self Evaluation – Mrs. Charlene Peterson, NJSBA**

Mrs. Peterson reviewed the board's annual self-evaluation which consists of commitment in the following areas: planning, policy, student achievement, finance, board operations, board performance, board/superintendent relationships, board/staff relationships and board and community.

Mrs. Peterson commended the Board for their diligence in working together, training together, learning together and recognizing the importance of shared values. Mrs. Peterson added due to this hard work, the Livingston Board of Education will be recognized with a plaque at the September 27 Essex County School Boards Association meeting for earning NJSBA's Board Certification.

### **2. Summer Curriculum Writing Presentation**

Mrs. Marybeth Kopacz and Mrs. Natalie Topylko, Directors of Curriculum and Instruction, provided a presentation that explained the vision of curriculum writing, the required elements, NJDOE mandates, the highlights and overarching themes, the department work that occurred this summer and their goals moving forward. The presentation is available on our website.

### **3. Strategic Plan Update**

Mrs. Steffner explained the Strategic Plan has been finalized and four strands have been identified. Strand 1 encompasses students, Strand 2 encompasses staff, Strand 3 encompasses facilities and environment and Strand 4 encompasses community.

The Board asked for additional explanations on some of the action plans beneath the strands.

## **Board Reports**

Ms. Messer explained that the Livingston Education Foundation will be sponsoring a football game on November 3 to celebrate staff who are alumni. Ms. Messer added they are looking for parent volunteers to help out that evening.

Mr. August and some of the other board members attended the Welcome to Livingston picnic. Mr. August also attended the Mount Pleasant Elementary back to school night.

Mrs. Konner explained that some of the board members attended the Township Council meeting the other evening when Mrs. Steffner and Mr. Stern presented information on random drug testing. Mrs. Konner continued that the board members did not engage in any discussion with the Township Council during the meeting.

Mrs. Steffner added in an effort to get accurate information about the program to parents and the community, a parent forum on random drug testing will be held on October 11 in the LHS Auditorium.

Mrs. Konner attended the Heritage co-curricular program for 7<sup>th</sup> graders.

Mrs. Konner asked for an update on two email communications she received on the tennis courts and bus parking.

Mr. Robinson replied the high school tennis courts should be completed within the next two weeks. Once they finish the high school, the Heritage courts will go under construction. Mr.

Robinson added he felt the Heritage courts, although not a safety hazard, are not in playable condition, so we have moved their program over to Northland Pool. Heritage and the high school will share the Northland Pool courts for a week or so and then Heritage will remain there for this calendar year.

With respect to the parking lot, Mr. Robinson explained the work should be complete by October 15 and that we are working on a plan to allow visitors access to the building while the front entrance goes under construction. Mr. Robinson added he is aware PSE&G may have some locations for us to park our buses and he is exploring those options.

Mrs. Konner announced that the board has a conflict with the back to school nights at Hillside and Riker Hill on Wednesday because they will be at the Essex County School Boards Meeting.

Mr. Shen attended the LTV meeting and they are looking to recruit more juniors.

### **Approval of Minutes**

Mr. August moved the following:

1. Voting Meeting Minutes of August 16, 2017
2. Voting/Workshop Meeting Minutes of September 11, 2017
3. Executive Session Minutes of July 19, 2017 and August 16, 2017

Mrs. Chirls seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Chirls, Ms. Messer, Mr. Shen, Mrs. Konner  
Nays – None

### **Public Input on Agenda Items ~ up to 15 minutes**

There was no public input on agenda items.

### **RECOMMENDATIONS FOR APPROVAL**

#### **PROGRAM/CURRICULUM**

Mr. August moved the following:

#### **1.1 Student Intern**

**Resolved**, that the Livingston Board of Education approves the following individual to serve as a student intern in the district:

<u>Intern</u>	<u>Location</u>	<u>Cooperating Teachers</u>	<u>Dates</u>
Kristina Duda	Heritage Jason Charney	Pamela Ciccarino and	8/31/17-12/20/17

#### **1.2 Student Observer**

**Resolved**, that the Livingston Board of Education approves the following individual to be a student observer on Mondays and Fridays throughout the 2017-2018 school year:

<u>Student</u>	<u>Location</u>	<u>Cooperating Teacher</u>
Xiaowen Qui	Livingston High School	Lucy Lee

Mrs. Chirls seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Chirls, Ms. Messer, Mr. Shen, Mrs. Konner  
Nays – None

**STUDENT SERVICES**

Mrs. Chirls moved the following:

**2.1 Out of District Placements**

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2017-2018 for six (6) 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 A***.

**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 2017-2018 school year:

**BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS**

ABAskills, LLC \$175.00/hour

**HOSPITAL INSTRUCTION**

Professional Education Services, Inc. \$44.00/hour

Saint Clare’s Hospital \$55.00/hour

**MUSIC THERAPY**

Jammin’ Jenn Music Therapy \$125.00/hour

**OCCUPATIONAL THERAPY**

Oxford \$87.00/hour

P.G. Chambers \$75.00/hour

**PHYSICAL THERAPY**

Oxford \$87.00/hour

P.G. Chambers \$75.00/hour

**SPEECH AND LANGUAGE THERAPY**

Creative Speech Solutions, LLC \$90.00/hour

Oxford \$93.00/hour

P.G. Chambers \$75.00/hour

**2.3 District Nursing Services Plan**

**Resolved**, that the Livingston Board of Education approves the District Nursing Services Plan for 2017-2018.

Ms. Messer seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Chirls, Ms. Messer, Mr. Shen, Mrs. Konner  
Nays – None

**BUSINESS**

Ms. Messer 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	Regular	\$948,647.51
12	Regular	976,446.09
20	Regular	71,837.49
30	Referendum	198,294.46
60	Cafeteria	68.90
	<b>TOTAL</b>	<b><u>\$2,195,294.45</u></b>

  

Regular Checks	72150-72440	\$1,996,931.09
Referendum Checks	705	198,294.46
Cafeteria Checks	467-468	68.90
	<b>TOTAL</b>	<b><u>\$2,195,294.45</u></b>

**3.2 Board Secretary Report – July 2017**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for July 31, 2017, 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, 2017, 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	2,648,685		
(11) Current Expense		37,135,425	3,848,239
(12) Capital Outlay		491,246	3,178,235
(20) Special Revenue Fund	49,739		
(30) Capital Projects Fund	2,447,185		

(40) Debt Service Fund			
Total:	\$5,145,609	\$37,626,671	\$7,026,474

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of July 31, 2017, 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 2017-2018 budget for July 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>
0260	Workmen’s Compensation		\$1,325
0420	Clean/Repair Maintenance	\$6,740	
0520	Insurance	\$1,325	
0600	Supplies and Materials		\$5,200
0610	General Supplies		\$11,265
0640	Textbooks	\$9,725	
	<b>TOTALS</b>	<b>\$17,790</b>	<b>\$17,790</b>

**3.4 Parental Contract for Student Transportation**

**Resolved**, that the Livingston Board of Education approves the parental contact for student transportation for student #770029 from July 6, 2017 to June 20, 2018 at a cost not to exceed \$5,880.08.

**3.5 Violence and Vandalism and HIB Report**

**Resolved**, that the Livingston Board of Education approves the Annual District Report and District HIB Summary under the Electronic Violence and Vandalism Reporting System (EVVRS) for the 2016-2017 Report Period 2 as shown on **Attachment B**.

**3.6 Morris County Cooperative Pricing Council**

**Whereas**, the Morris County Cooperative Pricing Council (“MCCPC”) was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of

educations, and other public bodies located in the County of Morris and adjoining counties; and

**Whereas**, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

**Whereas**, the Livingston Board of Education desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead Agency to **renew** its membership in the MCCPC for the period of October 1, 2016 through September 30, 2021.

**Be It Resolved**, by the Livingston Board of Education, County of Essex, State of New Jersey as follows:

1. The Business Administrator/Board Secretary of the Livingston Board of Education hereby authorizes the execution of an Agreement with the Morris County Cooperative Pricing Council by the Township of Randolph as Lead Agency dated October 1, 2011 pursuant to N.J.S.A. 40A:11-11(5). Said Agreement is for **renewal** of membership in the MCCPC for a five (5) year period from October 1, 2016 through September 30, 2021.
2. The Livingston Board of Education is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
3. This Resolution shall take effect immediately upon final passage according to law.
4. All appropriate Livingston Board of Education officials are authorized and directed to perform all required acts to affect the purpose of this Resolution.

**3.7 Revised Tuition Student (Receiving)**

**Resolved**, that the Livingston Board of Education approves the revised acceptance of the following tuition student for the 2017-2018 school year:

<b>Student(s)</b>	<b>School</b>	<b>Tuition</b>
OOD-5	Elementary	\$52,889

**3.8 Settlement Agreement**

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #10-17 which is on file at the Board of Education office.

**3.9 Conferences and Overnight Trips**

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

**3.10 State Aid Adjustment**

**Resolved**, pursuant to N.J.S.A. 18A22-8.1 and N.J.A.C. 6A:23A-13.3(d), the Livingston Board of Education has chosen to appropriate the \$314,520 received as 2017-2018 additional State Aid. The additional aid will be budgeted in account number 11-000-291-270-7079-12 for health benefits.

**3.11 Field Trips**

**Resolved**, that the Livingston Board of Education approves the field trips as shown on **Attachment D**.

### 3.12 Policies and Regulations

**Resolved**, that the Livingston Board of Education approves the following policies for second reading and adoption:

- Policy #0155 – Board Committees
- Policy #0164 – Conduct of Board Meeting
- Policy #5620 – Expulsion (M)
- Policy #8550 – Unpaid Meal Charges (M)

**Resolved**, that the Livingston Board of Education approves the following regulations for first reading:

- Regulation #8465 - Hate Crimes and Bias-Related Acts (M)
- Regulation #8467 - Weapons (M)

Mr. Shen seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Chirls, Ms. Messer, Mr. Shen, Mrs. Konner  
Nays – None

### PERSONNEL

Mrs. Chirls moved the following:

#### 4.1 Resignations

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

Name	Position	Reason	Location	Last Day of Employment
<i>Monique DiPasalegne</i>	ABA Discrete Trial TA	Resignation	BHE	6/30/17
<i>Michelle Pearl</i>	Instructional Aide	Resignation	Collins	9/20/17
<i>Howard Campbell</i>	Custodian	Resignation	Hillside	11/10/17

#### 4.2 Transfer

**Resolved** that the Livingston Board of Education approves the transfer as listed on **Attachment E**.

#### 4.3 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/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Marlena Baird</i>	LDT-C	Collins	2/5/18-3/16/18	3/19/18-6/15/18**	6/18/18-6/30/18	8/29/18

<i>Amelia Rieth</i>	Elementary School Teacher	Collins	3/1/18-4/24/18	4/25/18-6/30/18**	NA	8/29/18
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\*as amended from a previous agenda

\*\*Designates time counted toward NJFLA/FMLA

#### 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.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
<i>Angela Wyatt-Frazier</i>	MPE	Playground Aide	NA	NA	NA	NA	\$14.00/hr	9/13/17
<i>Barbara Ann Costanza</i>	RHE	Playground Aide	NA	NA	NA	NA	\$14.00/hr	9/6/17
<i>Melvin Banks</i>	Transportation	Bus Aide (20 hours)	NA	NA	Bus Aide	1	\$11,530 (pro-rated)	9/12/17

\*amended from previous agenda

**Resolved**, that the Livingston Board of Education approves the appointment of the Teaching Assistants and Instructional Aides as listed on **Attachment F**.

#### 4.5 Substitutes

**Resolved**, that the Livingston Board of Education approves the appointment of *Carol Marano* as a long-term substitute Teacher of Spanish and French (replacing Lisa LeBlanc) at Heritage Middle School from September 12, 2017, through December 22, 2017. Ms. Marano will be compensated \$262 per day worked for this assignment.

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2017-2018 school year:

##### Teachers

*Beth Tofel*  
*Monique DiPasalegne*  
*Sarah Levy*  
*Shirley Osco Garrido*  
*Ellen Bodner*  
*John Waddon (retired)*  
*Nicholas Salerno*  
*Sharon Cytrynbaum*  
*Jason Lombardi*  
*Brooke Reynolds*  
*Michael K. Ennis*

##### Security

*Nicholas Salerno (\$20/hr)*

##### Custodians

*Gennarino DeLuca (\$15.50/hr)*  
*Valbona Asani (\$15.50/hr)*  
*Michael Johnson (\$15.50/hr)*  
*Philip Baxter-Dennis (\$15.50/hr)*

#### **4.6 Extra Work Pay**

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

#### **4.7 Stipends**

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

**Resolved**, that the Livingston Board of Education accepts the resignation of *James Memory* as Winter Track Assistant Coach at Livingston High School for the 2017-2018 school year.

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

#### **4.8 Summer Work**

**Resolved**, that the Livingston Board of Education approves the curriculum writers as reflected on **Attachment J** at the approved rate(s).

#### **4.9 Lateral Moves**

**Resolved**, that the Livingston Board of Education approves contract changes to be made for the certificated staff members listed on **Attachment K** who completed course work with passing grades and are eligible for a lateral move on the contract guide. The salary adjustments are effective and retroactive to September 1, 2017.

#### **4.10 Extra Period Assignments**

**Resolved**, that the Livingston Board of Education rescinds the individual listed on **Attachment L** for an extra period assignment.

**Resolved**, that the Livingston Board of Education amends the approval of the individuals listed on **Attachment L** for extra period assignments.

**Resolved**, that the Livingston Board of Education approves the new individuals listed on **Attachment L** for extra period assignments.

#### **4.11 Affirmative Action Team**

**Resolved**, that the Livingston Board of Education appoints the individuals listed on **Attachment M** to the District's Affirmative Action Team.

#### **4.12 Mentor Fees**

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

Ms. Messer seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Chirls, Ms. Messer, Mr. Shen, Mrs. Konner  
Nays – None

**MISCELLANEOUS**

Mr. August moved the following:

**5.1 HIB Report**

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

Ms. Messer seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Chirls, Ms. Messer, Mr. Shen, Mrs. Konner  
Nays – None

**Public Comment ~ up to 15 minutes**

There was no public comment.

**ADJOURNMENT**

As we were adjourning the meeting, Ms. Messer asked if we could reopen Resolution 3.12 so she could amend her vote for Policy #0164.

Mr. August made a motion to reopen **Resolution 3.12, Policy #0164**.

Mr. Shen seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Chirls, Mr. Shen, Mrs. Konner  
Nays – Ms. Messer

At 9:20 p.m., Mr. August made a motion to adjourn the meeting.

Mr. Shen seconded the motion.

Vote all in favor.

**Respectfully submitted,**

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**Steven K. Robinson**  
**Board Secretary**