



## LIVINGSTON BOARD OF EDUCATION WORKSHOP/VOTING MEETING MINUTES

Monday, October 9, 2017

Executive Session – 6:30 p.m. – LHS Large Conference Room  
Workshop Session – 7:00 p.m. – Livingston High School Auditorium

A **Workshop/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 7:00 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.

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

Members Absent: Samantha Messer

Also in Attendance: Christina Steffner, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Joann Goldberg and approximately 16 members of the public and staff

Mr. August 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:

- LEA Contract

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

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

Mrs. Chirls seconded the motion.

Vote all in favor.

## **Workshop Items**

### **1. 9-11 Essay**

Zoe Packel, a senior at Livingston High School, read the essay she wrote about 9-11 that was also read at the 9-11 Township Memorial Service.

### **2. PARCC Testing Presentation**

Mrs. Topylko reviewed the PARCC performance and participation levels over the last three years and explained how the data is analyzed and what the next steps are for identifying trends. Mrs. Topylko added that moving forward, they will begin to implement procedures and practices that will help students be more successful. Some of these steps will be implemented immediately while others will take a little longer. The full presentation is available on the website.

Mrs. Konner asked how a lack of participation will impact the school district's rankings.

Mrs. Steffner replied the information goes on our school performance report and that the State is considering taking all of the students who do not participate and marking them as partially proficient.

Mrs. Topylko added this will lower our student performance rate based on some percentage of the students who do not participate.

Mrs. Konner expressed concern that the community doesn't understand what the implication of low participation may be for the district as a whole.

## **Superintendent's Report**

Mrs. Steffner announced that she and Mr. Stern met with the Old Guard, HCHY, LMAC and the high school parent organization to talk about random student drug testing. Mrs. Steffner added she has also held three student sessions on the subject. Mrs. Steffner continued the purpose of these meetings is to provide accurate information and gather input. Mrs. Steffner announced the first parent forum will be Wednesday at 7:00 p.m. in the LHS Auditorium. Additional parent forums will be held into the spring and then Mrs. Steffner will review the feedback and decide whether or not to recommend a policy to the board.

Mr. August asked if the parent forum could be televised and Mrs. Steffner responded she will look into it.

Mr. Shen suggested having a moderator to keep the discussion civil.

Mrs. Steffner responded she will have people write down their questions on index cards, collect them and then answer them in front of everyone.

## **Board Reports**

Mr. August attended the LACD meeting last week and reported they are holding a Halloween party on October 21 at the senior center.

Mr. August attended the Sports Council meeting, adding the Madonna field opening was this afternoon, the tennis courts at the high school are almost complete and as soon as they are, work will commence on the Heritage courts. Mr. August continued there was a discussion about turfing the pit but there are issues with wetlands and trees that cannot be cut down as well as turfing other areas such as Mount Pleasant Middle School or the bottom half of Heritage.

Mr. August announced the next LEF meeting will be held on Thursday, October 12 at 7:00 p.m. at the Administration Building. Mr. August also announced that the LEF will be honoring all staff members who were Livingston High School graduates at the November 3<sup>rd</sup> football game during half time. Mr. August wished Mrs. Lehren, who has been a part of the LEF, good luck as she moves on to a new position.

Mr. Shen attended the Mount Pleasant Middle School back to school night.

Mrs. Chirls attended the HCHY meeting where random student drug testing was discussed.

Mrs. Konner, Mr. August, Mrs. Chirls and Mr. Shen attended the Essex County School Boards meeting where they received the honor of Board Certification.

Mrs. Konner continued that the board as a whole agreed to have two standing committees and need to discuss amongst themselves how that will work.

Mrs. Chirls added they passed a policy and need to put a regulation in place to outline the work of each individual committee. The Board then reviewed and discussed a draft regulation.

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

Sudeep Amin, 6 Washington Court, offered his observations on the PARCC analysis and asked if we are not creating the right math foundations for our kids and is this something that needs to be addressed. Mr. Amin also asked if there is a timeline as to when recommendations will be shared with parents.

Mrs. Konner replied one of the charges of the curriculum committee will be to look at the areas of concern and what the plan is going forward. Mrs. Konner reiterated that Mrs. Topylko said they will begin addressing some trends immediately while others will take a little longer.

### **VOTING ITEM**

### **MISCELLANEOUS**

Mr. August moved the following:

#### **5.1 HIB Report**

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

Mr. Shen seconded the motion.

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

**ITEMS TO BE VOTED ON OCTOBER 16, 2017:**

The Board reviewed the items that will be voted on at the October 16<sup>th</sup> meeting.

**PROGRAM/CURRICULUM**

**1.1 Textbooks and DVDs**

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

**1.2 Student Teacher/Nursing Intern**

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

<u>Intern</u>	<u>Location</u>	<u>Cooperating Teacher</u>	<u>Cooperating Nurse</u>	<u>Dates</u>
Amy Heuer	LHS	Nancy Ooms	Carolyn Ross	8/31/17-12/20/17

**STUDENT SERVICES**

**2.1 Out of District Placements**

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2017-2018 for four (4) Livingston students with disabilities and for the Extended School Year Program 2017 (Summer Programs) for one (1), 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 2017-2018 school year:

**AUDIOLOGICAL SERVICES**

Saint Barnabas Ambulatory Care Center – CAP \$700.00/evaluation

**AUGMENTATIVE/ALTERNATIVE COMMUNICATION & ASSISTIVE TECHNOLOGY**

Cerebral Palsy of North Jersey – ATLAS Division \$750.00/evaluation

**CHILD STUDY TEAM EVALUATIONS**

Dunbabin, Elise \$400.00/evaluation  
Petrozzino, Jane \$400.00/evaluation

**MULTISENSORY READING INSTRUCTION**

Lindamood Bell \$152.00/hour

**NEUROLOGICAL/NEURODEVELOPMENTAL EVALUATIONS**

Atlantic Health System \$675.00/evaluation  
Saint Joseph's Children's Hospital \$450.00/evaluation

**OCCUPATIONAL THERAPIST**

NJY – Round Lake \$125.00/hour

**SPEECH AND LANGUAGE THERAPIST**

NJY – Round Lake \$125.00/hour

**VISUALLY IMPAIRED SERVICES**

New Jersey Commission of the Blind and Visually Impaired \$4,500.00/student – Level 2

**BUSINESS**

**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.

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10&11	Regular	\$2,220,599.99
12	Regular	1,261,073.02
20	Regular	94,144.64
30	Referendum	195,988.27
60	Cafeteria	1,000.40
	<b>TOTAL</b>	<b><u>\$3,772,806.32</u></b>

Regular Checks	72441-72952	\$3,575,817.65
Referendum Checks	706-709	195,988.27
Cafeteria Checks	470-473, 1001-1005	1,000.40
	<b>TOTAL</b>	<b><u>\$3,772,806.32</u></b>

**3.2 Board Secretary Report – August 2017**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for August 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 August 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	10,238,633		
(11) Current Expense		34,901,431	3,848,239
(12) Capital Outlay		329,339	3,178,235
(20) Special Revenue Fund	240,020		
(30) Capital Projects Fund	2,250,988		
(40) Debt Service Fund	110,008		
Total:	\$12,839,649	\$35,230,770	\$7,026,474

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of August 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 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>
0420	Clean/Repair Maintenance	\$550	
0600	Supplies and Materials		\$594
0610	General Supplies		\$147
0640	Textbooks	\$191	
	<b>TOTALS</b>	<b>\$741</b>	<b>\$741</b>

### 3.4 Field Trips

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

### 3.5 Conferences and Overnight Trips

**Resolved**, that the Livingston Board of Education approves *Chrystie Young*, Assistant Principal, to attend the Visual Learning Plus Foundation Day on October 10, 2017 in Hempstead, New York at a cost not to exceed \$400.

**Resolved**, that the Livingston Board of Education approves *Marybeth Kopacz*, Director of Curriculum and Instruction and Professional Development, to attend the Literacy Leadership Summit 2017 from November 1 to 3, 2017, in Nashville, Tennessee, at no cost to the district.

**Resolved**, that the Livingston Board of Education approves *Lucy Lee* and *Amro Mohammed*, World Language teacher and Dean of Students, to chaperone approximately 15 students visiting China from March 22 to 31, 2018, at no cost to the district.

### 3.6 Board Member Assignments

**Resolved**, that the Livingston Board of Education approves the revised president's designation of the following assignments to include both a Curriculum and a Finance and Facilities Committee as noted on **Attachment D**.

### 3.7 Policies and Regulations

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

Policy #8505 – Local Wellness Policy/Nutrient Standards for Meals and Other Foods (M)

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

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

Regulation #8467 - Weapons (M)

## PERSONNEL

### 4.1 Resignations

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

Name	Position	Reason	Location	Last Day of Employment
<i>Richard Owens</i>	School Counselor	Retirement	LHS	December 31, 2017
<i>Marilyn Lehren</i>	Manager of Communications & Community Outreach	Resignation	Central Office	October 20, 2017
<i>Bonnie Platek</i>	Instructional Aide	Resignation	Collins	October 6, 2017

<i>Michael Harris</i>	Instructional Aide	Resignation	LHS	October 11, 2017
<i>Angela Wyatt-Frazier</i>	Playground Aide	Resignation	MPE	September 26, 2017
<i>Adam Elgarhi</i>	Instructional Aide	Resignation	HMS	September 29, 2017
<i>Megan McGinley</i>	Instructional Aide	Resignation	HMS	September 29, 2017
<i>Gabrielle Titone</i>	Instructional Aide	Resignation	Hillside	October 18, 2017

#### 4.2 Leaves of Absences

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

<b>Name</b>	<b>Position</b>	<b>Location</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>Laura Kirkpatrick*</i>	TOSD	MPMS	9/5/17-10/13/17	10/16/17-1/1/18**	NA	1/2/18
<i>Arbena Asani*</i>	Custodian	MPE	4/26/17-5/31/17 (.5)	5/31/17 (.5)-8/23/17**	8/24/17-9/15/17	9/18/17
<i>Vanessa Vito</i>	Teacher of Social Studies	HMS	2/12/18-4/6/18	4/9/18-6/21/18 & 8/29/18-9/5/18**	9/6/18-6/30/19	9/1/19
<i>Christine Siti*</i>	School Counselor	Harrison	9/25/17-10/20/17	10/23/17-1/19/18**	1/20/18-6/30/18	8/29/18
<i>Jessica Ayars</i>	Elementary School Teacher	RHE	3/12/17-4/17/18	4/18/18-6/30/18 & 8/29/18-9/19/18**	9/20/18-9/30/18	10/1/2018
<i>Carolyn Otte</i>	ABA Discrete Trial TA	BHE	10/2/17-10/6/17	NA	10/9/17-11/17/17	11/20/17

\*as amended from a previous agenda

\*\*Designates time counted toward NJFLA/FMLA

#### 4.3 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
Lyndsay George*	BHE/MP E	Elementary School Teacher	One Year Leave Replacement	Stephanie Mora/Sheily Chang	BA+16	2	\$54,850	8/30/17

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

#### 4.4 Substitutes

**Resolved**, that the Livingston Board of Education approves the appointment of *Sharon Yasner* as a long-term substitute Elementary School Teacher (replacing Melissa Lowenthal) at Burnet Hill Elementary School from November 6, 2017, through December 11, 2017. Ms. Yasner will be compensated \$262 per day worked for this assignment.

**Resolved**, that the Livingston Board of Education approves the appointment of *Sharon Petrillo* as a long-term substitute PRIDE Teacher (replacing Caroline Gower) at Burnet Hill Elementary School from August 30, 2017, through September 29, 2017. Ms. Petrillo 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

*William Boni*

##### Custodians

*Massimo Bagnasco (\$15.50/hr)*

#### 4.5 Extra Work Pay

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

#### 4.6 Stipends

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

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

**Resolved**, that the Livingston Board of Education rescinds the appointment of *Christina Mamangakis-Evans* as Gay Straight Alliance Advisor at Livingston High School for the 2017-2018 school year.

**Resolved**, that the Livingston Board of Education rescinds the appointment of *Melissa Pelullo* as Science Olympiad Advisory at Livingston High School for the 2017-2018 school year.

**Resolved**, that the Livingston Board of Education accepts the resignation of and rescinds the appointment of *Byron Hamby* as Assistant Boys Basketball Coach at Livingston High School for the 2017-2018 school year.

#### **4.7 Summer Work**

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

#### **4.8 Home Instruction Personnel Approval and Rates**

**Resolved**, that the Livingston Board of Education adopts the rate as specified in Article XX on page 97 of the LEA contract for all individuals providing home instruction for the 2017-2018 school year, whether currently or formerly employed by the district, regardless of the capacity in which the individual is/was employed, provided proper certification is held. Furthermore, with this resolution, the Board authorizes all appropriately certified current employees, retirees and approved substitutes of the district to serve as home instructors for the 2017-2018 school year, provided they have not had a break in service and have appropriate criminal history review authorization on file with the district.

#### **4.9 Reappointments**

**Resolved**, that the Livingston Board of Education reappoints the individual listed on **Attachment J** as Playground Aide for the 2017-2018 school year.

#### **4.10 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.

#### **4.11 IDEA Basic and IDEA Preschool Salary Allocations**

**Resolved**, that the Livingston Board of Education approves the reallocation of a portion of the salaries of the individuals listed on **Attachment L** to be funded through the IDEA Basic and IDEA preschool grants.

#### **4.12 ESEA Title I and Title IIA Salary Allocations**

**Resolved**, that the Livingston Board of Education approves the reallocation of a portion of the salaries of the individuals listed on **Attachment M** to be funded through the ESEA grant.

#### **4.13 Job Description**

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

*Communications and Community Outreach Coordinator*

The Board discussed some revisions to the job description.

Mrs. Konner wish Mrs. Lehren good luck in her new position as she is leaving Livingston to pursue another opportunity.

#### **MISCELLANEOUS**

##### **5.1 HIB Report**

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

##### **5.2 Suspension Report**

**Resolved**, that the Livingston Board of Education approves the Suspension Report for the month of September.

#### **Public Comment ~ up to 15 minutes**

There was no public comment.

#### **ADJOURNMENT**

At 8:17 p.m., Mrs. Konner asked for a motion to go into Executive Session to discuss negotiations and that no action will be taken.

Mrs. Chirls moved the following:

#### **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 9, 2017 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.

Mr. August seconded the motion.

Vote all in favor.

**Respectfully submitted,**

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