



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Monday, June 25, 2018

Executive Session – Administrative Building Large Conference Room – 6:00 p.m.

Public Session – Administrative Building Large Conference Room – 7:00 p.m.

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 6:00 p.m. by the Board President, Pamela Chirls, who announced that adequate notice of this meeting had been provided by amendment to notice approved at the Board's reorganization meeting on January 4, 2016 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, Samantha Messer, and George Shen

Also in Attendance: Christina Steffner, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Joann Goldberg and approximately 14 members of the public and staff

Mrs. Konner 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 public session. The full length of the meeting is anticipated to be approximately 60 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. Chirls reconvened the public meeting. After the Pledge of Allegiance and roll call, Mrs. Chirls asked for a motion to go back into Executive Session for approximately 20 minutes to discuss personnel and that upon return, action will be taken. Mrs. Konner made the motion and Mr. Shen seconded the motion. Vote all in favor.

At 7:30 p.m., Mrs. Chirls reconvened the public meeting.

Board Reports

Mrs. Chirls thanked the central office and high school administration for a wonderful graduation ceremony.

Mrs. Konner thanked all the staff responsible for the great ending to the school year that included PRIDE graduation, all the moving up ceremonies, Heritage and high school graduation and Project Graduation.

Public Input on Agenda Items ~ up to 15 minutes

Mike Ramer, 22 Mohawk Drive, once again requested additional research be conducted before decisions are made to hand out electronic devices to preteens. Mr. Ramer also questioned the number of resignations this year and asked if the district performs exit interviews and if anonymous climate surveys are conducted on a regular basis for staff.

Mrs. Steffner replied that exit interviews are given upon request or if we determine it is necessary to gather input and that this year we did administer an anonymous culture and climate survey and will continue to do so in the future. Mrs. Steffner added we also speak regularly with the LEA about staff morale.

RECOMMENDATIONS FOR APPROVAL

BUSINESS

Ms. Messer moved the following:

3.1 Policies and Regulations

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

Administration

Policy #1110 – Organizational Chart (with revisions, chart effective 7/1/18)

Mr. Shen seconded the motion.

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

PERSONNEL

Mrs. Konner moved 4.1:

4.1 Job Descriptions

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

Director of Instructional Technology

Manager of Technology

Mr. August seconded the motion.

The board is amending the agenda to add the Manager of Technology job description to this agenda for approval and has requested we revise the reporting relationship from the Superintendent to Director of Instructional Technology.

The board is also amending the Director of Instructional Technology job description so that number 3 under job responsibilities reads as follows: "Work collaboratively with the other Administrators to use student performance data to inform best practices in instructional technology to inform professional development and curriculum development."

With amendments as noted above...

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

Mr. August moved 4.2 to 4.12:

4.2 Resignations

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

Name	Position	Reason	Location	Last Date of Employment
<i>Carolyn DeLia</i>	Instructional Aide	Retirement	BHE	June 30, 2018
<i>Samantha Weisberg</i>	Teacher of Math	Resignation	HMS	June 30, 2018
<i>Kate Romeo</i>	SAC	Resignation	HMS	June 30, 2018
<i>Monika Graniello</i>	Teacher of Chemistry	Resignation	LHS	June 30, 2018

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>Lori Balasic</i>	School Counselor	MPMS	8/29/18-10/19/18	10/22/18-1/18/19**	1/21/19-6/30/20	9/1/20
<i>Kimberly Egipciaco*</i>	Teacher of English	HMS	4/30/18-6/6/18	6/7/18-6/30/18**	NA	8/29/18

4.4 Transfers

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

4.5 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
<i>Dave Cohen</i>	LHS	Athletic Director	Tenured	NA	LHS-AP	12	\$137,467, plus \$3,490 longevity (pro-rated)	7/1/18-8/16/18
<i>Erin Borino</i>	Central Office	Director of Instructional Technology	Tenure Track	NA	NA	NA	\$130,000	7/1/18
<i>Alexandra Sturm**</i>	Harrison	Elementary School Teacher	First Year Tenure Track	Stacy Nigro (transfer)	MA	2	\$60,281	8/29/18
<i>Alexandra Petruziello</i>	Harrison	Elementary School Teacher	One Year Leave Replacement	Michele Green	BA	3	\$53,806	8/29/18
<i>Jade George</i>	Hillside	Elementary School Teacher	One Year Leave Replacement	Kristen Murray	BA	3	\$53,806	8/29/18
<i>Zachary Dorfman</i>	Collins	Elementary School Teacher	First Year Tenure Track	New section	BA	2	\$53,119	8/29/18
<i>Mary Ann Walczuk</i>	LHS	Teacher of Business Education	First Year Tenure Track	Alanna Seid	MA	6	\$63,422	8/29/18
<i>Kelly Feeney</i>	Collins	Reading Specialist	First Year Tenure Track	Paula Horton	MA	6	\$63,422	8/29/18
<i>Lesley Dempsey-Marchese</i>	LHS	Teacher of Chemistry	First Year Tenure Track	Monika Graniello	MA	10	\$76,039	8/29/18
<i>Roxana Bello</i>	Elementary	Teacher of Spanish (.77)	First Year Tenure Track	Fiorella Arena	MA+16	7	\$51,983	8/29/18
<i>Marion Callahan</i>	LHS	Teacher of Physics	First Year Tenure Track	Thomas Walsh	MA	12	\$84,131	8/29/18
<i>Kala Miller</i>	Collins	Elementary School Teacher	First Year Tenure Track	Amelia Rieth (transfer)	MA+32	5	\$68,523	8/29/18
<i>Therese Desamours</i>	LHS	School Counselor	First Year Tenure Track	Nicolas Dillman	MA+16	6	\$67,029, plus \$3,351 for summer days	8/29/18
<i>Elia Pollio</i>	Harrison	Playground Aide	NA	NA	NA	NA	\$14.00/hr	6/19/18
<i>Johnny Thomas</i>	Transportation	Bus Aide	NA	Judith Iansito	Bus Aide	3	\$13,560	8/29/18

Resolved, that the Livingston Board of Education approves the appointment of the ABA Discrete Trial TA's, Life Skills TA's, Job Coaches, and Instructional Aides as listed on **Attachment B**.

4.6 Substitutes

Resolved, that the Livingston Board of Education approves the individual on **Attachment C** as substitutes for the 2018-2019 school year.

4.7 Stipends

Resolved, that that Livingston Board of Education approves the individuals listed on **Attachment D** as Team Leaders for Heritage Middle School and Mt. Pleasant Middle School.

4.8 Summer Work

Resolved, that the Livingston Board of Education approves the individuals on **Attachment E** for summer secretarial work at their per diem rate.

Resolved, that the Livingston Board of Education approves the team leaders on Attachment (same is 4.5) to work six hours over the summer of 2018. Individuals will be compensated at the hourly rate approved for curriculum writing.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment F** to work over the summer of 2018 at the Summer Academy Programs at the approved rate.

Resolved, that the Livingston Board of Education authorizes all regular and special education teachers to participate in summer IEP meetings at the request of the Assistant Superintendent. Individuals who participate will be compensated at their 2018-2019 hourly rate of pay.

Resolved, that the Livingston Board of Education approves all Livingston Public Schools Related Service Providers to work over the summer on an as needed basis, by request or with prior approval of the Assistant Superintendent, at their 2018-2019 hourly rates.

Resolved, that the Livingston Board of Education approves the current and newly hired Child Study Team Members for work over the summer of 2018 in accordance with the contract between the Livingston Board of Education and the Livingston Education Association.

Resolved, that the Livingston Board of Education approves the appointment of the instructional aides, teacher assistants and job coaches at Livingston High School as 1:1 aides as required by IEP(s) for students involved in an after school co-curricular activity, during the summer of 2018 and the 2018-2019 school year. These individuals will be compensated at their hourly rate.

Resolved, that the Livingston Board of Education approves the individual on **Attachment G** for summer curriculum writing at the approved rate.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment H** to work in the ESY program at the approved rate.

4.9 2018-2019 Re-Appointments

Resolved, that the Livingston Board of Education approves the reappointment of the bus aide for the 2018-2019 school year as shown on **Attachment I**.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment J** for reappointment as Playground, Cafeteria and Media Aides for the 2018-2019 school year at the rates listed.

4.10 Contract Changes

Resolved, that the Livingston Board of Education approves the contract changes on **Attachment K**.

4.11 Longevity

Resolved, that that Livingston Board of Education approves *Susie Ferguson*, Teacher of Math at Mt. Pleasant Middle School for 15 years on longevity effective September 1, 2018.

4.12 Superintendent Merit Goals

Resolved, that the Livingston Board of Education approves the Merit Goals for *Christina Steffner*, Superintendent, for the 2017-2018 school year (**Attachment L**) as follows:

Qualitative, Part 1: 1.5% and Part 2: 1.0%	Total 2.5%
Quantitative, Part 1: 1.5% and Part 2: 1.8%	Total 3.3%

Upon approval by the Board, the merit goals will be sent to the Essex County Superintendent for approval for payment.

Mrs. Konner seconded the motion.

Mr. Robinson explained resolution 4.12 is a walk in item for the Superintendent's merit goals.

Mrs. Burman added she invites everyone who leaves the district to have an exit interview.

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

Mr. Shen seconded the motion.

Mrs. Chirls had some questions about the HIB report that will be answered in Executive Session after the public meeting.

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

Public Comment ~ up to 15 minutes

Mahnaz Shirazi-Whang, 94 Sykes Avenue, expressed her concerns about students moving in over the summer and increasing the kindergarten class sizes at Harrison School.

Joyce Gore, 7 Claremont Avenue, stated she is happy to hear the district performs exit interviews and asked about giving paper surveys rather than electronic ones to encourage a greater rate of participation. Mrs. Gore expressed she thinks people are unhappy so are leaving the district and

are afraid to speak up for fear of retribution. Mrs. Gore suggested the LEA and board provide their own survey that has no administration involved.

Melissa DeAngelus, 16 Filmore Avenue and Treasurer of the LEA explained they did conduct a survey of staff members and shared it with the administration. Mrs. DeAngelus added any type of survey, whether paper or electronic, doesn't receive 100% participation. Mrs. DeAngelus expressed people leave for various reasons and it is her perception that people are positive about their experience working here in Livingston.

In response to public comment, Mr. Robinson explained he does not intend to add any additional students to the Harrison kindergarten classes.

Mrs. Konner asked at what point would Mr. Robinson come back to the board if there needs to be a change and he responded if there is an influx in students registering over the summer, he would come back to the board by August 1 to request another teacher. Mr. Robinson added he is constantly monitoring the numbers.

Mrs. Chirls and Mrs. Konner expressed their concerns about the high number of students on the AP waitlists.

Mrs. Steffner replied the students on the list all signed up after the scheduling deadline was closed.

Mrs. Konner and Mrs. Chirls asked what adjustments can be made to accommodate these students.

Ms. Messer asked Mr. Robinson to provide cost projections to add an AP Physics teacher.

The board requested the administration see what they could do to alleviate the situation.

Stefanie Cohen, 20 Stonewall Drive, expressed she understands how students in the last couple of weeks after having conversations with counselors can change their mind about taking an AP course.

Mike Ramer, 22 Mohawk Drive, stated we should have better communication and forecasting management to avoid having this type of waitlist.

Jeff Lichtstein, 46 Heron Road, stated we live in an age where we tend to blame everyone else and that kids and parents need to take responsibility to adhering to deadlines. However, Mr. Lichtstein added, if we are able to find the room and financially work it out, should try to accommodate the students on the waitlist.

Old Business

There was no old business.

New Business

There was no new business.

ADJOURNMENT

At 8:15 p.m., Mrs. Chirls asked for a motion to go back into Executive Session to discuss personnel and that no action will be taken.

Mr. August 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 June 25, 2018 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. Shen seconded the motion.

Vote all in favor.

Respectfully submitted,

Steven K. Robinson
Board Secretary