



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Tuesday, July 10, 2018

Executive Session – Administrative Building Large Conference Room – 6:45 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 6:45 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 voting meeting on June 18, 2018 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.

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:

- Legal and personnel

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 15 minutes and be it

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

Mrs. Konner seconded the motion.

Vote all in favor.

Mrs. Chirls reconvened the public meeting at 7:05 p.m.

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

Also in Attendance: Christina Steffner, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Joann Goldberg and approximately 35 members of the public and staff

Mrs. Chirls asked for a moment of silence for Dr. Leonard Bornstein, who was a long time principal in Livingston Public Schools.

Student Representative to the Board (for one year term)

Mr. Robinson swore in Philippe Jallow as the new student representative to the Board. Mr. Jallow took his seat at the table.

Superintendent's Report

1. AP Waitlist Update

Mrs. Bronawyn O'Leary, Assistant Principal at LHS, reviewed in detail the scheduling process students follow. Mrs. O'Leary also discussed how the administrators and supervisors review the scheduling numbers to determine course section needs based on request numbers. Mrs. O'Leary added that students who sign up for Advanced Placement courses after the deadline are placed on a waiting list and as student schedule changes occur and course sections and sizes are reevaluated, those AP waitlists are reduced. Mrs. O'Leary continued that the counselors work continuously throughout the summer to reduce the wait lists and that this year is no different than any other year.

Currently, they were able to eliminate the wait list for AP Economics by adding an additional section. There is still a wait list for AP Physics, AP Government and Politics and AP Psychology.

Mrs. O'Leary added that last year there were 26 AP course changes during the first window and that students drop from or within AP courses to balance their schedule in school or outside of school, because they report the class was too difficult, they don't need the class for college, lost interest or preferred taking a course in another department.

Mrs. Chirls asked if the number of students applying for AP classes has increased overall and Mrs. O'Leary and Mr. Stern replied yes.

Ms. Messer asked if we could revisit how many students want to take AP Physics and possibly add another section and Mrs. O'Leary replied it may not be possible. If we add a section of one class, some other class gets taken off the schedule and they are trying to accommodate the needs of all of the students.

Ms. Messer confirmed students are not being denied a science class, just that particular course.

Mrs. Konner asked if students can take the course as an option 2 and Mrs. Steffner responded we have it in policy that students can utilize individualized student learning opportunities (ISLO) or option 2 and that information has been shared with all of the counselors.

Mrs. O'Leary assured the board they will do whatever they can to reduce the number of students on the wait lists and will come back to the board at the end of the summer with an update on their status.

2. PARCC Update

Mrs. Topylko explained we received a 23 page report based on the Commissioner of Education's listening tour to provide some clarity on graduation requirements. It appears, as of now, that students in the Class of 2020 are required to pass the PARCC Algebra 1 and ELA10 in order to graduate and that the NJDOE will also continue to provide students access to alternate assessments to meet graduation requirements. In addition, the NJDOE is looking to decrease the amount of PARCC testing by 25%. Mrs. Topylko announced that for students who have not previously taken the PARCC assessment or who have previously not attained proficiency on the PARCC, the district is offering two opportunities to take PARCC assessments this summer and will be reaching out to students who need to fulfill this requirement. The PARCC will be offered

July 30 and 31 and August 7 and 8. For students unable to participate on these days, the PARCC will also be offered during the permitted Fall/Winter assessment period at dates to be announced this fall.

Board Reports

Mrs. Konner announced that the July LTV committee meeting has been cancelled but if anyone has something relevant to discuss, they should email Rick Diamond directly.

Mrs. Konner announced the next Diversity Committee is scheduled to meet on Wednesday, July 18.

Approval of Minutes

Mr. August moved the following:

1. Voting/Workshop Meeting Minutes of June 4, 2018
2. Voting Meeting Minutes of June 18, 2018
3. Voting Meeting Minutes of June 25, 2018

Mr. Shen seconded the motion.

The Executive Session minutes that were listed on the agenda as number four have been tabled until the July 25 meeting.

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

Public Input on Agenda Items ~ up to 15 minutes

Pam Nithikasem, 8 Yale Court, suggested we create a task force to analyze the data and trends and then recommend a strategy for both short term and long term with respect to AP classes. The data should contain the number of classes we have offered, the capacity, teacher/student ratio, student profiles and AP dropout rate. Mrs. Nithikasem also suggested looking at seniority and the number of AP courses a student is already taking when putting together the wait lists.

Lisa Tokuda, 10 North Drive, asked if all of the assessments her child has already taken are enough to satisfy the graduation requirements.

Chris Boyd, 19 West Lawn Road, thanked to everyone for the work done behind the scenes to clear up the AP wait lists and asked for clarification on the deadlines. Mr. Boyd asked if we are reducing the number of AP Physics sections this year and suggested providing the data in percentages in the future.

Mrs. Steffner replied as it stands today, students who are graduates of the class of 2020 are required to pass the PARCC Algebra 1 and ELA10. Mrs. Steffner added we anticipate getting those results by August and will be offering makeup tests over the summer and fall. Mrs. Steffner added a student who sat for everything, they could use alternate assessments as permitted.

Mrs. O'Leary replied we had less student requests for AP Physics this year which is why we dropped from five sections to four. Mrs. O'Leary added this year's wait list is consistent with last years and by the time school started, that wait list was collapsed completely.

Mrs. O’Leary explained the scheduling deadlines are as follows: the AP application process begins in January and ends in February. Students then have one-to-one scheduling meetings with their counselors between February and March. The numbers are then compiled with Mrs. O’Leary, Mr. Stern and the supervisors. They then meet with Central Office Administration to discuss budgeting and after that point, she takes the information and builds the master schedule, which is completed by Memorial Day weekend.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

There is no action.

STUDENT SERVICES

Mr. August moved the following:

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2018-2019 for thirty-seven (37) Livingston student with disabilities and for Extended School Year 2018 (Summer Programs) for thirty-three (33) 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 2018-2019 school year:

BILINGUAL EVALUATIONS

Learning Tree Evaluation & Consulting, Inc.	\$780.00/evaluation
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BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS

First Children Services	
ABA Therapist	\$45.00/hour
Behavior Assistant	\$65.00/hour
BCBA Consultation	\$70.00/hour
BCBA Consultation	\$85.00/hour
North Jersey Outreach/KDDDS TOO, Inc.	\$125.00/hour

ITINERANT SERVICES FOR STUDENTS WITH HEARING LOSS

Mountain Lakes Board of Education – Lake Drive Program	\$160.00/hour
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NEUROPSYCHOLOGIST

Dr. Michael Koffman	\$3,000.00/evaluation
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NURSING SERVICES

Preferred Home Health Care & Nursing Services, Inc.	LPN	\$53.00/hour
	RN	\$58.00/hour

OCCUPATIONAL THERAPIST

Harbor Haven	\$55.00/hour
Oxford	\$87.00/hour

PHYSICAL THERAPIST

Oxford \$87.00/hour

PSYCHIATRIC EVALUATION

Platt Psychiatric Associates, LLC \$760.00/evaluation

SPEECH THERAPIST

Creative Speech \$90.00/hour
Harbor Haven \$55.00/hour
Oxford \$93.00/hour

THERAPIST FOR THE VISUALLY IMPAIRED

Thrapp, Patricia \$120.00/hour

Mrs. Konner seconded the motion.

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

BUSINESS

Ms. Messer moved the following:

3.1 Conferences and Overnight Trips

Resolved, that the Livingston Board of Education approves *Guy Rabner*, World Language teacher, to chaperone approximately 25 students visiting Boston, Massachusetts from October 13 to 14, 2018, as part of the Italian exchange program, at no cost to the district.

Resolved, that the Livingston Board of Education approves *Guy Rabner*, World Language teacher and *Chrystie Young*, Assistant Principal, to chaperone approximately 25 students visiting Latina, Italy from February 14 to 24, 2019, at no cost to the district.

3.2 Field Trip

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

3.3 Application and Receipt of Funds for ESEA Grants

Resolved, that the Livingston Board of Education approves the submission and acceptance of the funds for the fiscal year 2018-2019 for the Elementary and Secondary Act (ESEA) Consolidated Grant as follows:

Title I Part A	\$133,418
ESEA Title II Part A	\$76,630
ESEA Title III	\$21,058
ESEA Title IV	\$10,000

3.4 Individuals with Disabilities in Education Act

Resolved, that the Livingston Board of Education accepts the IDEA grants for the 2018-2019 school year as follows:

Basic	Public	\$1,181,573
	Non Public	\$110,772
Preschool	Public	\$55,828

3.5 Policies and Regulations

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

Policies

Students

Policy #5350 – Student Suicide Prevention (M) (with revisions)

Policy #5533 – Student Smoking (M)

Policy #5535 – Passive Breath Alcohol Sensor Device (with revisions)

Policy #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (with revisions)

Policy #5610 – Suspension (M) (with revisions)

Operations

Policy #8462 – Reporting Potentially Missing or Abused Children (M) (with revisions)

Regulations

Program

Regulation #2431.2 - Medical Examination Prior To Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M)

Students

Regulation #5350 – Student Suicide Prevention (M) (completely rewritten)

Regulation #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (with revisions)

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

Administration

Policy #1550 – Equal Employment/Anti-Discrimination Practices (M) (with revisions)

Regulation #1550 – Equal Employment/Anti-Discrimination Practices (M) (with revisions)

Program

Policy #2431.8 - Varsity Letters for Interscholastic Extra-Curricular Activities (M) (new to district)

Students

Policy #5516.01 – Student Tracking Devices (new to district)

Mr. Shen seconded the motion.

Mrs. Burman and Mrs. Steiger provided a summary of the changes to the policies up for first reading.

Mrs. Konner asked how volunteers are trained to know how to follow the directives in the policies and Mrs. Burman explained volunteers are trained by the principals. All other staff are trained by different administrators in the district.

Mr. August asked how we let parents know some of the warning signs that are noted in the Suicide Prevention policy.

Mrs. Steiger explained staff are trained directly through their buildings and we have layers of counseling support that get involved at the different levels in the buildings to provide information to staff. Mrs. Steiger continued that students get lots of training through the health curriculum, school counseling curriculum and conversations they have with school counselors.

Mrs. Steffner added we offer parent programs in the evenings to address these issues and will continue to do so in the future.

Mrs. Burman added we disseminate all of the policies to the administrative staff electronically and stress the important ones to them during summer meetings and do the same at new teacher orientation.

Mrs. Konner requested information about the policies up for discussion on the agenda be communicated to the parent community so they are better informed.

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

PERSONNEL

Mr. August 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>Julie Giannopoulos</i>	Administrative Assistant	Retirement	CO	October 31, 2018
<i>Aimee Schwartz</i>	School Psychologist	Resignation	MCC	June 30, 2018
<i>Erin Zotti</i>	School Nurse	Resignation	RHE	June 30, 2018
<i>Dr. Evan Jaffe</i>	School Psychologist	Resignation	MPMS	July 31, 2018
<i>Chelsea Dunster</i>	Occupational Therapist (leave replacement)	Resignation	Collins	NA
<i>Rose Shaw</i>	Playground Aide	Resignation	Harrison	June 30, 2018

4.2 Transfers

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

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. 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>Jennifer Szostak**</i>	MPE	Elementary School Teacher	First Year Tenure Track	Christine Zambrio (transfer)	BA+32	5	\$59,695	8/29/18
<i>Emily Mann</i>	LHS	TOSD	First Year Tenure Track	Robin Patton	MA+16	8	\$71,419	8/29/18
<i>Ilze Avians</i>	Harrison	Elementary School Teacher	First Year Tenure Track	Susan Latino (transfer)	MA	5	\$62,618	8/29/18

**begins 60-day probationary period*
***as 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 D**.

4.4 Summer Workers

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment E** to work in the buildings and grounds department as summer workers at the rates listed.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment F** to work in the technology department as summer workers at the rates listed.

Resolved, that the Livingston Board of Education approves the individual on **Attachment G** to work over the summer to assist with sports physicals at their hourly rate.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment H** for Extended School Year (ESY) staffing at the listed hourly rates.

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

4.5 Home Instructional 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 2018-2019 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 2018-2019 school year, provided they have not had a break in service and have appropriate criminal history review authorization on file with the district.

4.6 2018-2019 Re-Appointments

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.

4.7 ESEA Title I Salary Allocation

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

Mrs. Konner seconded the motion.

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

MISCELLANEOUS

Mrs. Konner moved the following:

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 June.

Mr. Shen seconded the motion.

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

Public Comment ~ up to 15 minutes

William Freidman, 15 White Oak Drive, expressed concern about the class size for incoming fourth graders at Harrison School and asked that the board take another look at the enrollment numbers.

Sasha Koff, 13 Rumson Road, stated the number and volume of policies on the agenda make it difficult for parents to have time to read, interpret and come forward with an appropriate response. Mrs. Koff asked the board to reconsider the language about random screening of students as noted in Policy #5535.

Mike Ramer, 22 Mohawk Drive, asked for the scheduling meetings and timelines to be placed online.

Pam Nithikasem, 8 Yale Court, stated all of the scheduling dates and deadlines are shared through the counseling newsletter that is emailed to parents.

Oliva Macaluso, 55 North Ashby Avenue, is concerned about the Harrison fourth grade class size for next year and asked the board to consider adding an additional section.

John Cherichello, 33 Wellington Road, suggested we find other ways to further educate students on the topics covered under policies 5350 and 5535 besides what they learn in health education class.

Joyce Gore, 7 Claremont Avenue, asked how many classes are in question for enrollment K-12.

Inna Yelisevich, 62 Hazel Avenue, expressed concern about the large class size for the incoming fourth grade as well as kindergarten at Harrison. Mrs. Yelisevich asked if we could hire another teacher.

Mr. Robinson reviewed the enrollment figures explaining he is and will continue to monitor the numbers. When additional students move in over the summer, Mr. Robinson reviews where we will place them and if he deems it necessary, will make a recommendation to the board to add another section. If he makes that recommendation, it would be some time in August.

Old Business

There was no old business.

New Business

Mrs. Konner would like to discuss using a community wide calendar in the future as a way to improve both internal and external communication.

ADJOURNMENT

At 8:40 p.m., Ms. Messer made a motion to adjourn the meeting.

Mr. August seconded the motion.

Vote all in favor.

Respectfully submitted,

Steven K. Robinson
Board Secretary