



## LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Monday, March 18, 2019

Executive Session – Administration 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 large conference room in the Administration Building. The meeting was called to order at 6:00 p.m. by the Board President, Charles August, who announced that adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 7, 2019 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

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.

Dr. Shen seconded the motion.

Vote all in favor.

At 7:06 p.m., Mr. August reconvened the public meeting.

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

Also in Attendance: James O'Neill, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Toni McLaughlin and approximately 40 members of the public and staff

## Superintendent's Report

### 1. NJ School Performance Report

Mr. O'Neill announced we are going to delay this report since the State has penalized districts for not having 95% of students take the test so the scores in the paper are not truly reflective of what they should be but are of the scores inclusive of a penalty for those who have not taken the test.

### 2. Budget Discussion Featuring Technology

Mrs. Erin Borino, Director of Instructional Technology began with the successful rollout of the 1:1 initiative at Mount Pleasant Middle School. Budget highlights include additional access points to our wireless infrastructure, new 1:1 devices for the high school, upgrades to the high school TV Studio, Digital Photography and Digital Music Labs, a refresh/upgrade of the 28 Chromebook carts at the elementary level in grades 2 to 5, iPad carts for each K-1 elementary classroom as well as some software and other capital expenditures.

Mrs. Borino continued with the Technology Plan for Digital Learning explaining that the Future Ready Framework articulates key objectives in seven broad categories related to technology and digital learning. Mrs. Borino continued the plan is created through a collaboration with the District Future Ready Leadership Team and District Technology Committee and their goals are based on the Future Ready Framework and embody their ongoing efforts to achieve Future Ready Certification. Mrs. Borino continued with the six goals of the technology plan.

Mrs. Chirls requested the language "this will be done in alignment with best practices and district policies" be added to the fourth bullet under Community Partnerships.

Dr. Shen asked about the difference between the LHS TV budget and LTV budget and Mrs. Borino replied she only knows about the high school TV studio budget.

Mrs. Konner asked about software subscriptions, the Hillside refresh, blended/online professional development and the possibility of our own mobile application for the future.

Ms. Messer asked how we determine whether to purchase or lease the devices and Mr. Robinson replied leasing is generally not worthwhile but we could review those options again before purchasing.

Mr. August asked when we plan on getting delivery on the 1:1 device that we choose and Mr. Douglas replied it takes approximately two months.

Mr. Jallow asked what we plan on doing with the old Surface devices and Mrs. Borino replied we will be collecting them and keeping those in good working order as loaner devices throughout the district. Mr. Robinson added we are also looking into the option of allowing students the ability to purchase their old devices.

Mrs. Chirls asked if students know how to save the information on their devices now that they will be receiving new ones and Mrs. Borino replied all students, especially seniors, are walked through how to save their work.

## **Board Reports**

Mr. August and Mrs. Konner congratulated everyone who participated in the high school musical.

Mrs. Chirls announced the Children's Theatre of Livingston and Heritage Middle School productions are both coming up.

Mr. August and Mrs. Konner added the Children's Theater production of *Seussical* is this weekend.

Dr. Shen gave kudos to the school staff who put the production together adding he is proud that we offer such great opportunities for our students.

Mr. August and Mrs. Konner attended a school recognition award for unsung heroes sponsored by the Essex County School Business Association where Lindsey Haacker, one of our high school students, was honored.

Dr. Shen attended an LTV meeting. Dr. Shen continued the channel and website would like to see more people in town tune in for information.

Mrs. Chirls announced she has become a certificated board member through New Jersey School Boards Association.

Mrs. Chirls stated that Rabbi Kulwin from Temple B'Nai Abraham sent a letter to our legislators about the issue regarding the superintendent salary cap. Mrs. Chirls will share the letter with The Tribune.

## **Approval of Minutes**

Ms. Messer moved the following:

1. Voting Meeting Minutes of February 25, 2019
2. Workshop/Voting Meeting Minutes of March 11, 2019

Mrs. Konner seconded the motion.

Mrs. Konner asked that a correction be made to the March 11 meeting minutes to state that both she and Mr. August attended the robotics presentation where the group was presented with a \$10,000 grant from Columbia Bank.

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

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

There was no public input on agenda items.

## **RECOMMENDATIONS FOR APPROVAL**

### **PROGRAM/CURRICULUM**

Mrs. Konner moved the following:

March 18, 2019

### 1.1 Textbook

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

### 1.2 Student Teachers

**Resolved**, that the Livingston Board of Education approves the following student teacher assignments:

<b>Name</b>	<b>School</b>	<b>Type of Placement</b>	<b>In-District Location</b>	<b>Assigned Staff</b>	<b>Date</b>
Jianing Li	Rutgers University	Teacher of Chinese	LHS	Lucy Lee	March 19 - May 30, 2019
Tiantian Fu	Montclair State University	3 Hour Classroom Observation Grade 2	Harrison	Karen Zavaglia	March 19 - May 30, 2019
Tiantian Fu	Montclair State University	3 Hour Classroom Observation Grade K	Burnet Hill	Laurie Babij	March 19 - May 30, 2019
Rachel Frieman	Montclair State University	Classroom Observation	Harrison	Kristy Mullen	March 19 - May 30, 2019
Julia Chirls	George Washington University	2 Hour Classroom Observation	Harrison	Nicole Sajecki	March 13, 2019

Dr. Shen seconded the motion.

Mrs. Burman made a correction to the George Washington University student's hours and date.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Dr. Shen  
Abstain - Mrs. Chirls (on 1.2)  
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 2018-2019 for one (1) Livingston student 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 B**.

Mrs. Konner seconded the motion.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Chirls, Mrs. Konner, Ms. Messer, Dr. Shen  
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	\$2,152,726.83
12	Regular	374,562.62
20	Regular	210,687.43
60	Cafeteria	<u>16,272.71</u>
	<b>TOTAL</b>	<b><u>\$2,754,249.59</u></b>

Regular Checks	80053-80502	\$2,737,976.88
Cafeteria Checks	1093-1097	<u>16,272.71</u>
	<b>TOTAL</b>	<b><u>\$2,754,249.59</u></b>

**3.2 Board Secretary Report – January 2019**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for January 31, 2019, 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 January 31, 2019, 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	6,069,473		
(11) Current Expense		9,023,635	3,996,060
(12) Capital Outlay		119,702	1,978,235
(20) Special Revenue Fund			
(30) Capital Projects Fund	3,151,455		
(40) Debt Service Fund			
Total:	9,220,928	9,143,337	5,974,295

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of January 31, 2019, 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 2018-2019 budget for January 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	Workmens Compensation		\$130
0270	Health Benefits		\$180,000
0320	Purch Prof-Educational Services		\$50,000
0420	Clean/Repair Maintenance	\$390	
0514	Cont Services (Sped)	\$50,000	
0520	Insurance	\$130	
0566	Tuition Pri Scl Handicapped	\$100,000	
0580	Travel	\$40	
0600	Supplies and Materials	\$3,526	
0610	General Supplies	\$47,957	
0615	Transportation Supplies	\$15,000	
0640	Textbooks	\$13,726	
0890	Other Objects		\$639
	TOTALS	\$230,769	\$230,769

### **3.4 Comprehensive Annual Financial Report**

**Resolved**, that the Livingston Board of Education accepts the June 30, 2018 audit report.

### **3.5 Field Trips**

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

### **3.6 Conferences and Overnight Trips**

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

**Resolved**, that the Livingston Board of Education approves *Marie Celestin*, Business Education teacher, to chaperone approximately six students attending the MIT Launch Club finals (if they qualify after the NY Regionals) on May 4, 2019, in Boston, Massachusetts, at no cost to the district.

### **3.7 Policies and Regulations**

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

Administration

Policy #1110 – Organizational Chart (with revisions) (see Reporting Structure)

Program

Policy #2422 – Health & Physical Education (M) (with revisions)

Policy #2610 – Educational Program Evaluation (M) (with revisions)

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

Program

Policy #2700 – Services to Non-Public Schools (M) (with revisions)

Finances

Policy #6360 – Political Contributions (M) (with revisions)

Policy #6362 – Contributions to Board Members and Contract Awards (M) (with revisions)

Property

Policy #7100 – Long Range Facilities Planning (M) (with revisions)

Policy #7300 – Disposition of Property (with revisions)

Operations

Policy #8441 – Care of Injured and Ill Persons (M) (with revisions)

Regulation #8441 – Care of Injured and Ill Persons (M) (with revisions)

Dr. Shen seconded the motion.

With respect to policy 2610, Mrs. Konner requested the reports be shared with the board prior to being sent to the Commissioner.

**ROLL CALL VOTE** – Ayes – Mr. August, Mrs. Chirls, Mrs. Konner, Ms. Messer, Dr. Shen  
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>Susan Gould</i>	School Nurse	Retirement	Collins	June 30, 2019

*\*as amended from a previous agenda*

**4.2 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>Brandee Adams*</i>	Teacher of Health & PE	RHE/BHE /Harrison /HMS	2/13/19-2/18/19	2/19/19-2/27/19 (FT) and 3/18/19-3/29/19**	NA	4/1/19
<i>Cassandra Szeles</i>	Teacher of Health & PE	LHS	5/20/19-6/30/19	8/29/19-11/21/19**	11/22/19-6/30/20	9/1/20

*\*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. 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>Joaquin Diaz</i>	Transportation	25 Hr Bus Driver	NA	Mark Brown	25 Hr Bus Driver	7	\$25,899 (pro-rated)	3/11/19
<i>Dulce Binsol</i>	Harrison	Playground Aide	NA	NA	NA	NA	\$15.50/hr	2/25/19



<i>Luyi Liu-Horn</i>	Burnet Hill	Playground Aide	NA	NA	NA	NA	\$15.50/hr	2/27/19
<i>Fei Yang</i>	Riker Hill	Playground Aide	NA	NA	NA	NA	\$15.50/hr	3/11/19

*\*begins 60-day probationary period  
\*\*as amended from previous agenda*

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

#### **4.4 Substitutes**

**Resolved**, that the Livingston Board of Education approves the following individuals to serve as substitutes for the 2018-2019 school year:

<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>Cara Dlugo</i>	Elementary	Teacher of Health & PE	Long Term Sub	Brandee Adams	\$263/day	2/13/19 - 4/11/19
<i>Megan Farrell</i>	BHE	Elementary School Teacher	Long Term Sub	Diana Yellen	\$263/day	5/8/19- 6/19/19

#### **Teachers**

*Sophia Avellanal  
Aiden Braun  
Stacey Strumeyer  
Tierney Fitzmartin  
Gina Coviello  
Cassidy Zuber  
Jane Conforti (retiree)  
Arleen Goldman*

#### **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 individual on **Attachment G** for co-curricular stipends at Livingston High School in accordance with the contract between the LBOE and the LEA.

#### **4.7 Extra Period Assignments**

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

#### **4.8 Mentor Fees**

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

#### **4.9 Sidebar Agreements**

**Resolved**, that the Livingston Board of Education approves the two Sidebar Agreements between itself and the Livingston Education Association for the 2019- 2020 school year.

Mrs. Konner seconded the motion.

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

#### **MISCELLANEOUS**

Mrs. Chirls 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 February.

Mrs. Konner seconded the motion.

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

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

Andrea Petrullo, 8 Fieldstone Drive, asked the board to reconsider the resignation of Mrs. Coviello at the high school adding over 400 students have signed a petition in support of her.

Kenneth Marcus, 36 Morningside Drive, echoed Mrs. Petrullo's sentiments.

Olivia Leviss, 38 Coddington Terrace, spoke in support of Mrs. Coviello.

Debra Marcus, 36 Morningside Drive, spoke in support of Mrs. Coviello and presented the signed petition to the board.

Jaycee Grabelle, 81 Irving Avenue, spoke in support of Mrs. Coviello adding it is a big loss for future students not to be able to experience her teaching.

Sasha Paillet Koff, 13 Rumson Drive, thanked the administration and staff for giving students the skill set to advocate for themselves. Mrs. Koff requested additional guidance support be looked at in the coming budget. Mrs. Koff thanked the district for the use of the high school auditorium on April 4 for an event they are holding with Darren Prince, a Livingston graduate, who will be speaking about his experience with substance abuse. Everyone is welcome to attend.

Wendy Gelman, on behalf of the LEA, stated it is wonderful how everyone came out in support of Mrs. Coviello but asked that we remember to be respectful of someone's decision to resign from the district.

### **Old Business**

There was no old business.

### **New Business**

There was no new business.

### **ADJOURNMENT**

At 8:02 p.m., Mr. August requested a motion to go into Executive Session to discuss personnel and stated that no action will be taken.

Mrs. Konner 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 March 18, 2019 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.

Dr. Shen seconded the motion.

Vote all in favor.

**Respectfully submitted,**

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

March 18, 2019

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