



## **LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES**

Wednesday, July 17, 2019

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 7:00 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.

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

Also in Attendance: Dr. Matthew Block, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Joann Goldberg and approximately 22 members of the public and staff

### **Superintendent's Report**

Dr. Block stated he is very excited to be at his first meeting as superintendent and looks forward to working with the board and the community. Dr. Block explained that even though school is out, there is a lot going on in the district such as administrative meetings to plan for the upcoming year, camps are at several schools, our extended school year program is in session, hiring is ongoing, teachers are participating in professional development workshops and mentor training, building projects are in process and the new computer devices are in and we are getting them ready for distribution to students for the start of the school year.

### **Board Reports**

Mrs. Konner announced the Garden State Coalition of Schools has set their calendar of events and their first meeting will be held on September 25 with guest speaker Tanisha Davis who is the Director, Office of Recruitment, Preparation and Recognition and leader of the DOE's Diversifying the Workforce Initiative.

Mrs. Konner announced the superintendent salary cap bill went to the Governor on June 28 but she hasn't heard any update. Mrs. Konner added she read if there is no action from the Governor, who has 45 days to sign or veto, the bill becomes law.

### **Approval of Minutes**

Mrs. Konner moved the following:

1. Voting Meeting Minutes of May 20, 2019
2. Voting Meeting Minutes of June 17, 2019

Mrs. Chirls seconded the motion.

**ROLL CALL VOTE** – Ayes – Mrs. Chirls, Mrs. Konner, Ms. Messer Dr. Shen,  
Mr. August (abstain 5/20/19)  
Nays – None

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

Weina Wang, 5 Yorktown Terrace, is a parent at Hillside School and inquired about the decision to replace the school nurse.

Dr. Block and Mrs. Burman explained the nurse has already been transferred within the district and someone else has been hired to fill the position but to understand making sure there is continuity of qualified nursing services in any school is always a high priority.

**RECOMMENDATIONS FOR APPROVAL**

**PROGRAM/CURRICULUM**

Mrs. Konner moved the following:

**1.1 Textbooks**

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

**1.2 Student Teachers**

**Resolved**, that the Livingston Board of Education approves the following student teacher assignments as shown **Attachment B**.

Ms. Messer seconded the motion.

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

**STUDENT SERVICES**

Dr. Shen moved the following:

**2.1 Out of District Placements**

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2019-2020 for twenty-five (25) Livingston student with disabilities and for Extended School Year 2019 (Summer Programs) for fifteen (15) 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 C**.

**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 2019-2020 school year:

**HOMEBOUND INSTRUCTION**

LearnWell Education

\$46.50/hour

**OCCUPATIONAL THERAPY**

Cerebral Palsy of North Jersey \$120.00/hour  
Trinitas Children’s Therapy Services \$115.00/hour

**CHILD STUDY TEAM EVALUATIONS**

Burlington County Special Services School District \$480.00/evaluation

Mrs. Konner seconded the motion.

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

**BUSINESS**

Mrs. Chirls 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	\$1,749,446.14
12	Regular	57,663.00
20	Regular	137,630.38
60	Cafeteria	410,334.35
	<b>TOTAL</b>	<b>\$2,355,073.87</b>

Regular Checks	81682-82185	\$1,944,739.52
Cafeteria Checks	1109-1115	410,334.35
	<b>TOTAL</b>	<b>\$2,355,073.87</b>

**3.2 Board Secretary Report – May 2019**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for May 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 May 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
July 17, 2019			

(10) General Current Exp. Fund	4,819,544		
(11) Current Expense		2,047,337	3,996,060
(12) Capital Outlay		78,513	1,978,235
(20) Special Revenue Fund	17,030		
(30) Capital Projects Fund	3,165,394		
(40) Debt Service Fund			
Total:	\$8,001,968	\$2,125,850	\$5,974,295

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of May 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 May 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>
0100	Salaries	\$206,000	
0242	Other Retirement Contributions	\$31,000	
0270	Health Benefits		\$315,302
0320	Purch. Prof-Educational Services	\$12,375	
0332	Audit Fees		\$4,000
0420	Clean/Repair Maintenance		\$3,100
0503	Aid in Lieu Payments	\$520	
0512	Cont Services (Other)		\$520
0514	Cont Services (Sped)	\$64,027	
0600	Supplies and Materials		\$12,825
0610	General Supplies	\$35,855	
0615	Transportation Supplies	\$25,970	
0622	Energy-Gas		\$25,000
0640	Textbooks		\$7,384
0890	Other Objects		\$7,616
	<b>TOTALS</b>	<b>\$375,747</b>	<b>\$375,747</b>

**3.4 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 *Steven Robinson*, Business Administrator, to attend the New Jersey Association of School Business Officials Annual Conference, from October 24 to 28, 2019 in National Harbor, Maryland, at a cost not to exceed \$2,900.

**3.5 Cafeteria/Vending Operations**

**Resolved**, that the Livingston Board of Education enters into a contract with ARAMARK Education to provide food services for the 2019-2020 school year.

**3.6 2019-2020 Academic Calendar**

**Resolved**, that the Livingston Board of Education approves the change to move the LHS partial day from January 28, 2020 to February 3, 2020 on the 2019-2020 academic calendar as shown on **Attachment E**.

**3.7 Approval of Property, Liability and Workers Compensation Insurance for 2019-2020**

**Resolved**, that the Livingston Board of Education awards the property and liability insurance policies to:

<u>New Jersey School Boards Association Insurance Group</u>	
Brown and Brown Insurance (Broker)	
Comprehensive Board Program Property, General Liability, Auto Coverage, Crime Coverage, Pollution Liability, Excess Liability Insurance (7/1/19-7/1/20)	\$326,225.00
<u>New Jersey School Boards Association Insurance Group</u>	
Brown and Brown Insurance (Broker)	
School Board Legal Liability (7/1/19-7/1/20)	\$165,672.00
<u>New Jersey Unshared Excess Program (NJUEP)</u>	
Brown and Brown Insurance (Broker)	
Excess Liability - \$24 million (7/1/19-7/1/20)	\$20,307.00
<u>Monarch</u>	
Brown and Brown Insurance (Broker)	
Student/Athletic Insurance (7/1/19-7/1/20)	\$44,076.00
<u>New Jersey School Boards Association Insurance Group</u>	
Brown and Brown Insurance (Broker)	
Workers Compensation & Supplemental Indemnity (7/1/19-7/1/20)	\$461,488.00
	<b>\$1,017,768.00</b>

### 3.8 Update to Financial Depositories and Signatures

**Resolved**, that the Livingston Board of Education establish the following bank accounts at Regal Bank, Livingston, New Jersey and that Regal Bank is hereby requested, authorized and directed to honor all checks, draft and other orders for the payment of money drawn in the name of the Board of Education in the following accounts when bearing the true or approved facsimile signature(s) indicated:

<b>Regal Bank</b>		
<b>Account Title and Number</b>	<b>Signature(s)</b>	
BOE School District of Livingston General Account 0108010471	Board President <b>and</b> Steven K. Robinson <b>and</b> Dr. Matthew Block	
BOE School District of Livingston Referendum 0108010505	Board President <b>and</b> Steven K. Robinson <b>and</b> Dr. Matthew Block	
Collins Elementary School School Account 0108010562	Michelle Cebula Stefanie Lichtstein Steven K. Robinson	<i>Any 2</i>
Mount Pleasant Elementary School School Account 0108010521	Lorena Dolan Gail Witt Steven K. Robinson	<i>Any 2</i>
Riker Hill Elementary School School Account 0108010612	Justin Toomey Deborah Paoella Steven K. Robinson	<i>Any 2</i>
Mount Pleasant Middle School School Account 0108010554	Bronawyn O'Leary Gina Covello Steven K. Robinson	<i>Any 2</i>
Heritage Middle School School Account 0108010513	Shawn Kelly Andrew Espinoza Chrystie Young Christina Woytas Steven K. Robinson	<i>Any 2</i>
Livingston High School Activity Account 0108010588	Mark Stern Marjorie Duffy Dr. Mary K. Pretto Danielle Rosenzweig Steven K. Robinson	<i>Any 2</i>
Livingston High School Activity Account 0108010588	Mark Stern Marjorie Duffy Dr. Mary K. Pretto Danielle Rosenzweig Steven K. Robinson	<i>Any 2</i>
Livingston High School Athletic Account 0108010604	Mark Stern Marjorie Duffy Dr. Mary K. Pretto Danielle Rosenzweig Richard Porfido Steven K. Robinson	<i>Any 2</i>
Livingston High School Special Account 0108010596	Mark Stern Marjorie Duffy Dr. Mary K. Pretto Danielle Rosenzweig Steven K. Robinson	<i>Any 2</i>

Livingston Board of Education Board Secretary's Petty Cash 0108010489	Dr. Matthew Block Steven K. Robinson Patricia Ramos	Any 2
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Ms. Messer seconded the motion.

**ROLL CALL VOTE** – Ayes – Mrs. Chirls (abstain from Pearson bills), Mrs. Konner, Ms. Messer, Dr. Shen, Mr. August  
Nays – None

**PERSONNEL**

Mrs. Konner 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>Catherine Mino</i>	Teacher of Environmental Science	Resignation	LHS	June 30, 2019
<i>Roberto Mero</i>	25 Hr Bus Driver	Resignation	Transportation	June 30, 2019
<i>Michelle Corsentino</i>	School Psychologist	Resignation	BHE	NA
<i>Melissa Ciolino</i>	Elementary School Teacher	Resignation	RHE	NA
<i>Vanessa Ilardi</i>	TOSD	Resignation	BHE	September 12, 2019
<i>Amdi Ramani*</i>	Head Custodian	Resignation	LHS	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>Anna Maria DiNapoli*</i>	Elementary School Teacher	MPE	8/29/19-10/4/19	10/7/19-1/9/20**	1/10/20-3/20/20	3/23/20
<i>Jalissa Sbarro</i>	Office Support	Central Office	9/16/19-10/23/19	10/24/19-1/22/20**	NA	1/23/20
<i>Meghan Bailey</i>	TOSD	Collins	12/9/19-2/12/20	2/13/20-5/15/20**	NA	5/18/20

*\*as amended from a previous agenda*

*\*\*Designates time counted toward NJFLA/FMLA*

### 4.3 Transfers

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

### 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. 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
Lorena Dolan	MPE	Principal	First Year Tenure Track	Dr. Emily Sortino (transfer)	LAA Elementary Principal	4	\$129,725 (pro-rated)	9/9/19 or earlier if released by current district
Lauren Castoro	Hillside	Elementary School Teacher	First Year Tenure Track	Dana Wallock (transfer)	MA	6	\$63,612	8/29/19
Michelle Augliera	LHS	Teacher of Environmental Science	First Year Tenure Track	Catherine Mino	MA+16	9	\$75,441	8/29/19
Julie Becker	Harrison	Elementary School Teacher	One Year Leave Replacement	Ilze Aivars	MA	1	\$59,803	8/29/19
Dr. Jennifer Malik	HMS	School Psychologist	First Year Tenure Track	Dr. Kristin Pannorfi (transfer)	D	6	\$72,780	8/29/19
Kristi Malone	LHS	Teacher of Technology Ed	First Year Tenure Track	New	MA	5	\$62,806	8/29/19
Samantha Engel	LHS	Teacher of Social Studies	First Year Tenure Track	New	MA	1	\$59,803	8/29/19
Lisa Garamella	Hillside	School Nurse	First Year Tenure Track	Pao Tseng (transfer)	BA	8	\$60,919	8/29/19
Hallie Yula	MPE	Elementary School Teacher	First Year Tenure Track	Lauren Nikirk (transfer)	BA	6	\$56,159	8/29/19
Megan Jenkins	BHE	PRIDE Teacher	First Year Tenure Track	Nicole Redden	BA	1	\$52,673	8/29/19
Emily Perrine	LHS	TOSD	First Year Tenure Track	Pearl Silva (transfer)	MA	5	\$62,806	8/29/19
Amanda Clayton	BHE	School Psychologist	One Year Leave Replacement	Mallory Seidman	MA+32	1	\$65,522	8/29/19
Donna Ofstad	RHE	Reading Interventionist	Leave Replacement	Kimberly Colon	MA+16	7	\$67,713 (pro-rated)	8/29/19-11/30/19
Saramma Varghese	Transportation	Bus Aide	NA	NA	Bus Aide	1	\$12,203	8/29/19

\*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 G**.



#### 4.5 Substitutes

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

Name	Location	Title	Leave Replacement or Long Term Sub	Salary	Effective Date
<i>Rachael Keyes*</i>	BHE	TOSD	Long Term Sub	\$263/day	8/29/19-11/22/19
<i>Carol Marano</i>	HMS	Teacher of Spanish	Long Term Sub	\$263/day	9/9/19-12/20/19

*\*as amended from previous agenda*

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2019-2020 school year:

##### Teachers

*Colleen Currao  
Tierney Fitzmartin  
Jean Freedman  
Luyi Liu-Hom  
Thomas Rubinetti  
Stacey Strumeyer*

##### Custodial

*Gabriel Duque (\$15.50/hr)  
Donovan Bacchas (\$15.50/hr)*

#### 4.6 Extra Work Pay

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

#### 4.7 Stipends

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment I** for athletic stipends at Livingston High School for the 2019-2020 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment J** for co-curricular stipends at Heritage Middle School for the 2019-2020 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment K** for district stipends for the 2019-2020 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education approves *Colleen Cornell*, Teacher of Business Education as the Cooperative Business Coordinator for the 2019-2020 school year. Ms. Cornell will be paid up to 10 days at her per diem rate for said assignment and this pensionable amount will be paid over the payroll cycle for the 2019-2020 school year.

#### 4.8 Summer Work

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment L** to write curriculum over the summer of 2019 at the approved rate.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment M** to act as substitute teachers at the ESY program over the summer of 2019 at the listed rate.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment N** to work over the summer of 2019 at the Summer Academy Program at the approved rate.

**Resolved**, that the Livingston Board of Education approves the summer workers in the Buildings & Grounds Department for the summer of 2019 as listed on **Attachment O**.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment P** to work over the summer of 2019 as Bus Aides at the rates listed.

#### **4.9 2019-2020 Re-Appointments**

**Resolved**, that the Livingston Board of Education approves the reappointment of the security personnel for the 2019-2020 school year as shown on **Attachment Q**.

#### **4.10 Job Description**

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

*Content Area Supervisor (Pre-K-12)*

#### **4.11 Contract Adjustments**

**Resolved**, that the Livingston Board of Education approves the contract adjustments as listed on **Attachment R**.

#### **4.12 Longevity**

**Resolved**, that the Livingston Board of Education approves the longevity of the individuals listed on **Attachment S**.

Mrs. Chirls seconded the motion.

The board welcomed the new hires.

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

Dr. Shen seconded the motion.

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

**Public Comment ~ up to 15 minutes**

There was no public comment.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**ADJOURNMENT**

At 7:15 p.m., Mr. August requested a motion to go into Executive Session to discuss personnel. No action will be taken and the board will not be reconvening in public session.

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 July 17, 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.
- (A) 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.

July 17, 2019

Vote all in favor.

**Respectfully submitted,**

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

July 17, 2019

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