



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Monday, November 18, 2019

A **Voting Meeting** of the Livingston Board of Education was held on this date in the Heritage Middle School Auditorium. 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, Dr. George Shen, Samantha Messer and Nirav Patel

Also in Attendance: Dr. Matthew Block, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Joann Goldberg and approximately 30 members of the public and staff

Superintendent's Report

1. Elementary Presentations

The six elementary schools, through their student council presidents and vice presidents, showcased some of the programs in their schools that foster independence, leadership and kindness.

2. Livingston Education Foundation

Greer Gelman and Stefanie Lichtstein announced the Livingston Education Foundation plans to offer ten \$1,000 grants to teachers and administrators in the district. Those interested can find the grant application form on their website. All applications are due back by January 15, 2020. A committee of educators and Livingston residents is being formed to meet and decide who will receive the grants. If you are interested in participating on the committee, contact Ms. Gelman at ggelman@livingston.org. In addition, if you are member of the community who would like to get involved and join in working to find other opportunities to build this organization or if you would like to make a donation, visit their website or reach out to Ms. Gelman.

3. Summer Curriculum Writing Update

Mrs. Marybeth Kopacz and Mrs. Natalie Topylko provided a presentation that explained the five year curriculum writing cycle and then highlighted their accomplishments for 2019 which included 105 completed projects, 101 revisions and 4 new course documents, the embedding of Holocaust and Amistad into Social Studies content, revisions to AP Seminar and Research to

reflect student experiences and to meet College Board expectations, the start of a senior internship program and the expansion of our dual enrollment course offerings. The board was given a list of all the curriculum writing projects that were completed in the summer of 2019.

Mrs. Chirls asked if the Personal and Financial Literacy course online will be offered in the summer only or during the school year as well.

Mrs. Topylko responded it is part of the summer offerings for next year and they will be tracking what type of participation they receive; however, they are also considering offering a hybrid opportunity during the school year with the content of the course online but also providing access to a teacher, as necessary, to call the group of students together. This hybrid course is not meant for students to take as an additional course rather it is meant to give them a flexible scheduling option to take within their normal course load.

Ms. Messer asked if there is a companion course to go along with the senior internship program and Mrs. Topylko responded there is no course; however, there will be lunch time sessions with teachers to provide prep for the students on how to present oneself when going to work and how to interact with adults in a workplace environment.

Conference with Livingston Education Association

Mr. Anthony Rosamilia, President of the LEA, introduced the Executive Board which consists of Jen Larsen, Vice President; Lynn Schwartz, Secretary; Melissa DeAngelus, Treasurer; and Wendy Gelman, Liaison.

Superintendent's Listening Tour

Mr. Rosamilia explained the members were happy to contribute to Dr. Block's listening tour and are excited about the opportunity for a new beginning. Mr. Rosamilia added they feel this is a great practice.

Board/District Goals

Mr. Rosamilia stated the members are excited to work with the administration and board on achieving the goal of making every student feel as though they belong to a community, to feel accepted. Mr. Rosamilia added they applaud the district for this goal and look forward to working alongside to make it happen.

Labor Management Collaborative at Rutgers

Mr. Rosamilia explained the Labor Management Collaborative is run through Rutgers School of Management and Labor Relations. They have a professor who has done research on this topic that shows schools that have a collaborative relationship and shared decision making between the administration and the association get better results. Mr. Rosamilia approached the administration about this and they agreed to listen and attended their first meeting together on Friday.

Everyone agreed the district and association have a collaborative relationship and all look forward to continuing to work together.

Mrs. Konner asked if there is a way for the membership to provide input to the board during the budget process.

Board Reports

Mrs. Chirls attended the LHS drama and middle school musical this weekend and congratulated the students and staff who participated in bringing those productions to the stage.

Mr. August and Dr. Shen participated in a sports meeting that included the ongoing discussion about turfing fields in town.

Mrs. Konner attended a LTV meeting.

Mrs. Konner and Mrs. Chirls attended the Harrison 90th birthday celebration.

Mrs. Konner announced the Religions of the World event that is sponsored by the Diversity and Inclusion Committee is on Thursday.

Mrs. Konner will be attending the Performing Arts Council meeting on Monday to discuss their plans moving forward.

Ms. Messer thanked Ms. Gelman and Mrs. Lichtstein for sharing information about the Livingston Education Foundation and hopes this generates more donations adding she looks forward to the future of the foundation.

Dr. Shen attended the World Language Honor Society Induction Ceremony and is happy to see the number of students who are learning about different cultures and hopes to see this program grow.

Approval of Minutes

Mrs. Chirls asked for more specifics on the questions about middle school math in the minutes of October 7 and specifics on board goals in the minutes of November 11 so they are being pulled and moved to the meeting in December.

1. Workshop/Voting Meeting Minutes of October 7, 2019
2. Voting Meeting Minutes of October 14, 2019
3. Workshop/Voting Meeting Minutes of November 11, 2019

Public Input on Agenda Items ~ up to 15 minutes

There was no public input on agenda items.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

Mrs. Chirls 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 student teachers as shown on **Attachment B**.

Mrs. Konner 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 four (4) 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:

CHILD STUDY TEAM EVALUATIONS

Markey-Skeffington, Kristen \$475.00/day

CLINICAL SUPERVISION

Dr. Melissa Woronoff \$200.00/hour

OCCUPATIONAL THERAPY

Intensive Therapeutics, Inc. \$160.00/hour

Mr. August seconded the motion.

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

BUSINESS

Mrs. Konner 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.

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10&11	Regular	\$3,212,021.99
12	Regular	1,073,767.43
20	Regular	147,575.62
60	Cafeteria	<u>240,427.91</u>

	TOTAL	<u>\$4,673,792.95</u>
Regular Checks	83386-84184	\$4,433,365.04
Cafeteria	1155-1160	240,427.91
	TOTAL	<u>\$4,673,792.95</u>

3.2 Board Secretary Report – September 2019

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for September 30, 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 September 30, 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	7,304,008	15,433	
(11) Current Expense		20,867,850	4,946,899
(12) Capital Outlay		163,245	1,978,235
(20) Special Revenue Fund	279,348		
(30) Capital Projects Fund	3,171,432		
(40) Debt Service Fund	919,857		
Total:	\$11,674,645	\$21,046,528	\$6,925,134

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of September 30, 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 2019-2020 budget for September 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	Workmen’s Compensation		\$5,725
0420	Clean/Repair Maintenance	\$350	
0520	Insurance	\$5,725	
0610	General Supplies		\$350
	TOTALS	\$6,075	\$6,075

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 *Doug Jay*, Envirothon advisor, to chaperone approximately ten students attending Topanemus from May 1 to 2, 2020, in Millstone Township, NJ, at no cost to the district.

3.5 Field Trips

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

3.6 Ski Club

Resolved, that the Livingston Board of Education approves *Marisa Vosa*, Ski Club Advisor and *Michael Munley, Michael Ladocetta, Jessica Rettagliata, Brian Megaro, Rita Riccardi, Kristin DeLaRosa, Brittany Gajewsi* and *Cathy McCormack*, to chaperone approximately 30-40 students going on ski trips to Camelback Mountain on December 14, 2019; January 11, 2020; January 25, 2020; February 8, 2020; February 29, 2020 and March 14, 2020, at no cost to the district.

3.7 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:

Regal Bank		
<u>Account Title and Number</u>	<u>Signature(s)</u>	
Burnet Hill Elementary School School Account 0108010547	Sara Bright Jessica Byrne Steven K. Robinson	<i>Any 2</i>

3.8 Contract for Supervisory Services for L.I.N.K.S.

Be It Resolved, Drs. Eric Herschman and Susan Herschman have the experience and expertise to provide professional development for mental health services. Drs. Eric Herschman and Susan Herschman have provided a proposed Agreement, dated November 1, 2019 regarding the nature of their services to the satisfaction of the Board.

Be It Further Resolved, that Drs. Eric Herschman and Susan Herschman be approved by the Board of Education for the period November 1, 2019 through June 30, 2020 at the professional fees provided in the proposed Agreement.

Be It Further Resolved, that this appointment is made without advertising for bids because the services rendered are professional services as defined by the statute and not subject to competitive bidding.

3.9 Change to Board Meeting Calendar

Resolved, that the Livingston Board of Education approves changing the Reorganization Meeting from Monday, January 6, 2020 to Tuesday, January 7, 2020.

3.10 Policies & Regulations

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

Teaching Staff

- Policy #3159 - Teaching Staff Member/School District Reporting Responsibilities (M)
- Policy #3218 - Use, Possession, or Distribution of Substances (M) (with revisions)
- Regulation #3218 - Use, Possession, or Distribution of Substances (M) (with revisions)

Support Staff

- Policy #4218 - Use, Possession, or Distribution of Substances (M) (with revisions)
- Regulation #4218 - Use, Possession, or Distribution of Substances (M) (with revisions)
- Policy #4219 - Commercial Driver's License Controlled Substance and Alcohol Use Testing (M) (with revisions)

Finance

- Policy #6112 - Reimbursement of Federal and Other Grant Expenditures (M) (with revisions)
- Regulation #6112 - Reimbursement of Federal and Other Grant Expenditures (M) (with revisions)

Property

- Policy #7440 - School District Security (M) (with revisions)
- Regulation #7440 - School District Security (M) (with revisions)

Dr. Shen seconded the motion.

ROLL CALL VOTE - Ayes - Mrs. Chirls (abstain from check #s: 83810, 83811, 83812, 83813, 84060, 84159), Mrs. Konner, Ms. Messer, Dr. Shen, Mr. August
Nays - None

At 8:40 p.m., Mr. August requested a motion to go into Executive Session for five to ten minutes to discuss personnel adding the board will be coming back into public session to continue the meeting.

Mrs. Konner made the motion.

Mrs. Chirls seconded the motion.

Vote all in favor.

At 8:50 p.m., Mr. August requested a motion to reconvene the public meeting.

Ms. Messer made the motion.

Dr. Shen seconded the motion.

Vote all in favor.

PERSONNEL

Mrs. Konner moved the following:

4.1 Termination

Resolved, that the Livingston Board of Education authorizes the termination of Employee #6439 effective immediately. The employee will be paid for 60 days in lieu of notice in accordance with the contract.

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>Diana Yellen*</i>	Elementary School Teacher	BHE	5/6/19-6/20/19	8/29/19-11/21/19**	11/22/19-6/30/20	9/1/20
<i>Aleksandr Sadiwnyk</i>	Teacher of Tec Ed	MPMS	NA	2/3/20-3/13/20**	NA	3/16/20
<i>Meghan Reid</i>	Teacher of English	LHS	3/16/20-4/17/20	4/20/20-6/30/20**	NA	9/1/20
<i>Jalissa Sbarro*</i>	Office Support	CO	9/16/19-10/30/19	10/31/19-1/22/20**	NA	1/23/20
<i>Karen Haley*</i>	Instructional Aide	HMS	11/18/19-12/19/19 (.5)	NA	12/19/19 (.5) - 2/7/20	2/10/20

<i>Samantha Minnitti</i>	Elementary School Teacher	Collins	3/23/20-4/14/20	NA	4/15/20-6/30/20	9/1/20
--------------------------	---------------------------	---------	-----------------	----	-----------------	--------

**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
<i>Genevieve Day</i>	RHE	Elementary School Teacher	Leave Replacement	Aubrey Amorim	BA	1	\$52,673 (pro-rated)	12/2/19
<i>Georgette Bach</i>	RHE	Playground Aide	NA	NA	NA	NA	\$15.50/hr	10/24/19
<i>Inthira Goh</i>	Harrison	Playground Aide	NA	NA	NA	NA	\$15.50/hr	11/1/19
<i>Deborah Ottiano</i>	RHE	Playground Aide	NA	NA	NA	NA	\$15.50/hr	11/13/19

**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, who have been previously employed by Livingston Public Schools, as listed on **Attachment G**.

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

4.5 Substitutes

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:

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Steven Zimmerman</i>	LHS	Teacher of Music	Long Term Sub	Joshua Salzman	\$158/day	10/21/19 - TBD
<i>Griffith Hughes</i>	MPMS	Teacher of Tech Ed	Long Term Sub	Aleksandr Sadiwnyk	\$263/day	1/30/20-3/13/20

**as amended from a previous agenda*

Teachers

*Raymond Holloway
Jonathan Morgenthau
Nerissa Parmeshwar
Mitchell Ruderman
Nancy Spry*

4.6 Extra Work Pay

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

4.7 Mentor Fees

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

4.8 Stipends

Resolved, that the Livingston Board of Education approves *Laura Gordon*, Intervention/Enrichment Specialist at Mt. Pleasant Middle School, as a Team Leader for the cycle teachers at a stipend of \$1,800 for the 2019-2020 school year.

Resolved, that the Livingston Board of Education rescinds the appointment of *Kevin Philemon*, as Boys Basketball Assistant Coach at Livingston High School for the 2019-2020 school year.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment K** 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 L** for stipends at the elementary schools 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 M** for co-curricular stipends at Livingston High School for the 2019-2020 school year in accordance with the contract between the LBOE and the LEA.

4.9 Extra Period Assignments

Resolved, that the Livingston Board of Education approved the individuals on **Attachment N** for extra period assignments during the 2019-2020 school year.

4.10 Contract Adjustment

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

Dr. Shen seconded the motion.

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

MISCELLANEOUS

Ms. Messer 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 October.

Mrs. Konner 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

Mrs. Konner asked if we could put a process in place to get student input on the budget.

Mr. Patel responded he can ask students. Mr. Patel added one possible budget item could be that the AP Art History class would like to take a trip to Paris as a supplement to the curriculum.

Dr. Block responded he can bring up getting student budget requests when he meets with students during lunch in December.

New Business

There was no new business.

Mr. August reminded everyone that December 9 is not only the last board meeting of the calendar year but it is Dr. Shen's last meeting as well.

ADJOURNMENT

At 8:50 p.m., Mrs. Konner made a motion to adjourn the meeting.

Dr. Shen seconded the motion.

Vote all in favor.

Respectfully submitted,

Steven K. Robinson
Board Secretary