



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Tuesday, November 22, 2022

Executive Session - Hybrid Meeting - 6:15 p.m.

Public Session - Hybrid Meeting at Administration Building – 7:30 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 and via Zoom and Facebook Live. The meeting was called to order at 6:17 p.m. by the Board President, Seth Cohen, who announced that adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 4, 2022 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: Jenissa Arnette, Pamela Chirls, Seth Cohen, Vineeta Khanna, Samantha Messer (arrived at 6:27) and Jeffrey Xu (arrived at 7:35)

Also in Attendance: Dr. Matthew Block, Michael Davison, Lisa Capone-Steiger, Mark Stern, Susan Burman and Joann Goldberg

Mrs. Chirls 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:

- contract negotiations and legal/student matters

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 75 minutes and be it

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

Ms. Arnette seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khanna
Nays - None

At 7:35, Mr. Cohen reconvened the public meeting.

There were approximately 19 members of the public and staff watching in person and remotely through the webinar and a Facebook Live Stream.

Superintendent's Report

Assessment Update

Mr. Stern provided a summary of the SAT and ACT scores. These scores continue to allow us to benchmark scores against state and national student achievement data. Overall, our students continue to perform higher than the state and national averages. The number of students testing has decreased as there has been an increase in colleges that are offering test optional admissions.

Mr. Cohen and Mrs. Chirls requested information on the results/outcomes of students who opted to go test optional be included in this presentation in the future.

Mrs. Khanna asked about adding comparisons with other schools in our district factor group and Mr. Stern responded that data is no longer provided to us.

Mrs. Yulee Chuy, Assistant Principal at LHS, provided the AP score summary for 2022. There were 705 LHS 11th and 12th grade students who enrolled in one or more AP courses, 833 students who sat for at least once exam and 1,960 exams taken in 2022.

Mr. Cohen asked that the asterisk noted on the year 2020 on the LHS Five Year Score Summary slide be annotated to reflect that it was the pandemic year.

Mr. Cohen and Mrs. Chirls asked as a follow up, if they could get information on the percentage of students who enroll in AP courses as of September 1, who drops the course after it begins, who are there through the end of the course and who sit for the test.

Mr. Stern reviewed the NJ Start Strong Data and WIDA scores.

The full presentation is available on our website.

Dr. Block wished everyone a Happy Thanksgiving.

Dr. Block congratulated President Cohen on his reelection and Parul Khemka on her election to the board.

Dr. Block announced we will be honoring some students and some students will be honoring their teachers at our December meeting. The location of the December meeting is changing and will be announced shortly.

Board Reports

Mr. Cohen announced there will be a Five-on-Five Meeting with the Board of Education and Township Council on Wednesday, November 30 at 7 p.m. in the Heritage Middle School cafeteria. The meeting is public and will be held both in person and live streamed.

Mrs. Khanna attended an LTV meeting where they discussed coming up with an easy interface to find programming that has already aired.

Mrs. Khanna attended a workshop that was put together by Shivs Third Eye on mental wellness and encouraged the community to look out for and come to these events.

Mrs. Khanna and Mrs. Chirls attended an interfaith Thanksgiving prayer celebration at the Presbyterian Church and that it was wonderful to see our large, diverse community come together.

Board Budget Goals

The board provided the following budget goals for 2023-2024:

1. Expanded access to and resources for people and services to support LHS students in their high school planning, post-graduation planning, and college application process.
2. Provide resources for and drive greater involvement and inclusion of all students in extracurricular activities, athletics, and events.
3. Enable the district to access and use independent, third party resources to conduct a full equity audit (including special education) and report results to all stakeholders.
4. Develop and implement a facility plan to address enrollment increases that have resulted in capacity constraints with the goal of adhering to class size guidelines.
5. Continue to support a five-year curriculum writing cycle to keep programs and materials current and relevant; initiate technology solutions to drive consistency, collaboration, and communication; and provide professional development to support staff, students, and other stakeholders.

Student Representative's Report

Mr. Xu explained the Student Government Association hosted Battle of the Classes, an event to see which grade level donates the most amount of food to Livingston Neighbors Helping Neighbors. The senior class won and chose a teacher to dress like a turkey.

Mr. Xu provided two student budget goals after surveying students at the high school. The two goals are as follows:

1. Continue supporting, promoting and implementing student educational technology training initiatives to maximize successful learning outcomes inside and outside the classroom.
2. Continue strategizing and implementing initiatives to optimize the use of school facilities and/or expand said facilities in light of the rapidly growing student population.

Approval of Minutes

Mrs. Khanna moved the following:

1. Workshop/Voting Meeting Minutes of October 11, 2022
2. Voting Meeting Minutes of October 18, 2022
3. Workshop/Voting Meeting Minutes of November 1, 2022

Mrs. Chirls seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khanna,
Ms. Messer (abstain from 11/1/22 only)
Nays - None

Public Input on Agenda Items ~ up to 15 minutes

Parul Khemka, 70 Elmwood Drive, asked if we use individual student data to guide who takes AP courses, if we could use internal testing for the cohort coming in to guide how curriculum is developed rather than waiting for the Start Strong data, which occurs afterwards, and requested that the Board consider adding a Unified Activity Club, through the Special Olympics of NJ, for

students with IEPs or learning disabilities to partner with a buddy and be able to compete in various activities.

Danielle Rosenzweig, Principal at LHS, congratulated the two retirees, Susan Cunfer and Doug Weber, for their dedication to our students and school.

Dr. Block responded that counselors try to guide students by providing them with course recommendations although some students choose to sign up for AP courses regardless.

Mr. Stern responded we never want one assessment or data point to guide us and use an assessment such as Start Strong for information. Mr. Stern continued we use many different assessments to evaluate how students are performing and to determine if they need additional interventions to get what they need to be successful.

Dr. Block thanked Mrs. Khemka for the club recommendation and will look into it.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

Mrs. Khanna moved the following:

1.1 TextBooks and DVDs

Resolved, that the Livingston Board of Education approves the 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**.

Ms. Messer seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls (abstain from 1.1), Mr. Cohen, Mrs. Khanna, Ms. Messer
Nayes - 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 2022-2023 for two (2) 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 2022-2023 school year:

OCCUPATIONAL THERAPY

ProCare Therapy d/b/a New Direction Solutions, LLC

\$100.00/hour

November 22, 2022

2.3 Teen Mental Health First Aid Training*

Be It Resolved, the National Council for Behavioral Health DBA National Council for Mental Wellbeing have the experience and expertise to provide professional development for mental health services. National Council for Behavioral Health DBA National Council for Mental Wellbeing have provided a proposed Agreement regarding the nature of their services to the satisfaction of the Board.

Be It Further Resolved, that the National Council for Behavioral Health DBA National Council for Mental Wellbeing be approved by the Board of Education for the 2022-2023 school year for the Teen Mental Health First Aid training at the professional fees provided in the proposed Agreement in the amount not to exceed \$55,800.

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.

**Originally approved on September 20, 2022. Revised to update the amount of the contract.*

Ms. Arnette seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khanna, Ms. Messer
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.

Fund	Name	Amount
10&11	Regular	\$ 2,536,630.71
12	Regular	\$366,073.32
20	Regular	\$192,582.07
60	Cafeteria	\$183,831.89
	TOTAL	\$3,279,117.99

Regular Checks	99113 - 99561	\$3,095,286.10
Cafeteria	1430-1433	\$183,831.89
	TOTAL	\$3,279,117.99

3.2 Preliminary Board Secretary Report – September 2022

Whereas, the Livingston Board of Education has received the Preliminary Report of the Board Secretary for September 30, 2022, 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 preliminary report of the Treasurer for September 30, 2022, which report is in agreement with the Preliminary 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	\$14,348,170.56		
(11) Current Expense		\$ 12,237,612.99	\$14,473,208.67
(12) Capital Outlay		\$ 4,283,665.14	\$ 4,826,849.00
(20) Special Revenue Fund	\$ 568,337.29	\$ 2,410,473.18	
(30) Capital Projects Fund	\$ 4,552,048.32		
(40) Debt Service Fund	\$0.00		
Total:	\$19,468,556.17	\$18,931,751.31	\$19,300,057.67

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of September 30, 2022, 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 2022-2023 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>
100	Salaries		\$ 17,334
241	Other Retirement Contributions		120
290	Employee Benefits	\$ 120	
320	Purchased Professional Svcs - Ed	14,759	
330	Purchased Professional Svcs	4,000	

331	Legal Services	50	
339	Other Professional Services		50
420	Cleaning / Repair & Maintenance		5,177
512	Contracted Services (Other)		25,160
513	Contracted Services (Joint)	25,160	
600	Supplies & Materials		659
610	General Supplies	220	
640	Textbooks	2,096	
730	Equipment	8,191	
800	Miscellaneous		6,096
	TOTALS	\$54,596	\$54,596

3.4 Conferences and Overnight Trips

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

3.5 Joint Transportation Agreement with Morris-Union Jointure Commission

Resolved, that the Livingston Board of Education enters into an agreement with the Morris-Union Jointure Commission to provide student transportation services for the 2022-2023 school year.

3.6 Acceptance of Additional Funds for NonPublic Auxiliary and Handicapped Aid (Chapter 192/193)

Resolved, that the Livingston Board of Education approves the acceptance of additional funds from the New Jersey Department of Education for the Nonpublic Auxiliary and Handicapped Services Aid (Chapter 192/193) for the 2022/2023 school year as follows:

Chapter 193 - Initial Examination & Classification	\$ 10,609.00
Chapter 193 - Supplementary Instruction	\$7,434.00

3.7 On-Tech Consulting

Resolved, that the Livingston Board of Education authorizes the Business Administrator to enter into a Letter of Intent with On-Tech Consulting, Inc. to complete the Universal Service Fund (E-Rate) application process for the 2023-2024 school year. The district will pay On-Tech an amount equal to 10% of any funding received.

3.8 Acceptance: Donation - Livingston Municipal Alliance Committee (LMAC)

Resolved, as approved by the Director of School Counseling, the Board of Education approves the Livingston Municipal Alliance Committee donation in the amount of \$5,542.80 to be used for the Youth Mental Health First Aid Class.

3.9 Settlement Agreements

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #09-2022 which is on file at the Board of Education office.

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #10-2022 which is on file at the Board of Education office.

3.10 Policies & Regulations

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

Section	Policy or Regulation #	Title	Comments
Bylaws	Reg #0155	Board Committees	with revisions
Programs	Policy #2415	Every Student Succeeds Act (M)	with revisions
	Policy #2417	Student Intervention & Referral Services (M)	with revisions
	Regulation #2417	Student Intervention & Referral Services	with revisions
	Policy #2468	Independent Educational Evaluations	with revisions
Students	Policy #5512	Harassment, Intimidation & Bullying (M)	with revisions
Property	Policy #7230	Gifts, Grants & Donations	with revisions
Community	Policy #9270	Home Schooling and Equivalent Education Outside the Schools (M)	with revisions

Ms. Messer seconded the motion.

The Board thanked LMAC for their donation.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khanna, Ms. Messer
Nayes - None

PERSONNEL

Ms. Messer 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 Cunfer</i>	Media Specialist	Retirement	LHS	December 31, 2022
<i>Douglas Weber</i>	Security Liaison	Retirement	LHS	December 31, 2022

<i>Erin Vaccaro</i>	TOSD	Resignation	BHE	January 8, 2023
<i>Mohammad Munir</i>	Network Administrator	Resignation	CO	NA
<i>Isabella Chiaravalloti</i>	Instructional Aide	Resignation	MPMS	January 2, 2023

**as amended from a previous agenda*

Resolved, that the Livingston Board of Education accepts the rescission of Burnet Hill Administrative Secretary *Filona Leechow's* resignation, which was previously approved on the November 1, 2022 agenda, with an effective date of December 16, 2022. Ms. Leechow's employment will continue without interruption at her previously approved salary and step.

4.2 Leaves of Absences

Resolved, that the Livingston Board of Education approves the leaves of absences of:

Name	Location	Position	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Sarah O'Brien*</i>	BHE	Teacher of ESL	11/28/2022-2/8/2023	2/9/2023-5/18/2023**	5/19/2023-6/30/2023	8/30/2023
<i>Breanne Mannes</i>	HMS	TOSD	12/19/2022-2/2/2023	2/3/2023-5/11/2023	NA	5/12/2023
<i>Tatiana Gilbert</i>	CO	Assistant BA	2/13/2023-3/17/2023	NA	3/20/2023-9/15/2023	9/18/2023

**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 E**.

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>Allison Pringle*</i>	RHE	School Psychologist	First Year Tenure Track	S. Stefanakis	MA	9	\$72,737 (prorated)	10/13/2022
<i>Stacie Miller</i>	BHE	School Psychologist	First Year Tenure Track	A. DaSilva	MA+32	14	\$101,800 (prorated)	1/23/2023
<i>Carmella Amerise</i>	BHE	TOSD	First Year Tenure Track	L. Fabrizio	BA	4	\$56,300 (prorated)	1/23/2023 or earlier if released by current district

Joseph Clark**	LHS	Security	NA	D. Weber	Security >7/1/12	8	\$60,778 (prorated)	1/3/2023
Frankwill Francisco	B&G	Night/Weekend Custodian	NA	I. Sahatqiu (transfer)	C	1	\$42,152 (prorated) plus \$975 for nights and \$975 for weekends (60 day probation)	11/1/2022
James Salvadore	Hillside	Playground Aide	NA	NA	NA	NA	\$18.00/hr	11/14/2022
Gloria Goode-Brown	Harrison	Playground Aide	NA	NA	NA	NA	\$18.00/hr	11/28/2022

*as amended from a previous agenda

**moving from PT to FT

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

4.5 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2022-2023 school year:

Teachers

Kathleen LaParle
Siu-Chou Catherine Li
Matthew Popola
Joanna Primamore

Custodial

Julian Barbour (\$18.50/hr)

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment G** as certified substitutes. These individuals are currently employed by the District. In the event these individuals are called upon to serve as a substitute, they will be compensated an additional \$50/day (\$10/period) for that assignment.

Resolved, that the Livingston Board of Education approves the appointment of the individual(s) listed below to serve as long-term substitutes as reflected below:

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
Julie Levy*	RHE	Elementary School Teacher	Long Term Sub	J. Frohman	\$275/day	11/4/2022-12/23/2022
Axel Marrero*	HAR/HIL	Teacher of Spanish	Long Term Sub	R. Gonzalez	\$275/day	11/16/2022-6/30/2023

*paid the difference between the amount listed above and her daily per diem as an aide.

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 District stipends for the 2022-2023 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 the elementary schools for the 2022-2023 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 co-curricular stipends at Mt. Pleasant Middle School for the 2022-2023 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 co-curricular stipends at Heritage Middle School for the 2022-2023 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 athletic stipends at Livingston High School for the 2022-2023 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 N** for co-curricular stipends at Livingston High School for the 2022-2023 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the *Ilze Kancans* as a Volunteer Advisor for the WiStem club at Livingston High School for the 2022-2023 school year.

4.8 Mentor Fees

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

4.9 Contract Adjustments

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

4.10 Extra Period Assignments

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment Q** for extra period assignments during the 2022-2023 school year.

4.11 Curriculum Writing

Resolved, that the Livingston Board of Education approves *Melissa Gromek* to be paid the approved rate for Cricket curriculum writing.

Mrs. Khanna seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khanna, Ms. Messer
Nayes - Mrs. Chirls (on 4.1 only)

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 the months of September and October.

Mrs. Chirls seconded the motion.

ROLL CALL VOTE - Ayes - Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khanna, Ms. Messer
Nayes - None

Public Comment ~ up to 15 minutes

There was no public comment.

Old Business

There was no old business.

New Business

Regulation #0155 - Board Committees

The board approved the addition of an Equity Committee and appointed Ms. Arnette as one chair and Mrs. Khanna and Mr. Cohen as the other chair. Mrs. Khanna and Mr. Cohen will rotate their attendance.

ADJOURNMENT

At 8:49 p.m. Ms. Messer made a motion to adjourn the meeting.

Mrs. Chirls seconded the motion.

Vote all in favor.

Respectfully submitted,



Michael Davison
Board Secretary