



## LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Tuesday, August 8, 2023

Executive Session - Administration Building - 6:15 p.m.

Public Session - Hybrid Meeting - Administration Building - 7:15 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 6:18 p.m. by Vineeta Khanna, Board President, who announced that adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2023 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, Vineeta Khanna, Parul Khemka and Jake Ferrans

Members Absent: Seth Cohen

Also in Attendance: Dr. Matthew Block, Mark Stern, Susan Burman and Joann Goldberg

Mrs. Khemka 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, legal and student matters

Action may be taken upon return to the 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.

Mrs. Chirls seconded the motion.

**ROLL CALL VOTE** - Ayes - Ms. Arnette, Mrs. Chirls, Mrs. Khemka, Mrs. Khanna  
Nays - None

At 7:32 p.m., Mrs. Khanna reconvened the public meeting. There were approximately 43 members of the public and staff watching in person and through the webinar and Facebook Live Stream.

## **Superintendent's Report**

### **1. Enrollment Update**

Dr. Block provided a mid-summer enrollment update showing steady growth from the 2012-2013 school year to present with a dip during COVID. Dr. Block explained we have added 276 students since returning to school after COVID and that most of our growth is at the elementary level. Dr. Block reviewed the number of sections at the elementary level including how many are over guidelines by one student as of today. Dr. Block also explained we are adding two additional Pre-K sections at Burnet Hill due to an increase in enrollment.

At the secondary level, we have had an increase of four students from the 2022-2023 to 2023-2024 school year. When asked if there are classes over guidelines at the secondary level, Dr. Block responded that we are in good shape. The full presentation is available on our website.

### **2. Annexes Status Update**

Mr. Perrette reviewed the interior renovations that our staff have been working on this summer at Burnet Hill, Hillside and Livingston High School. At Burnet Hill, walls of smaller spaces were removed to create larger classroom spaces and a bathroom was installed in one of the rooms. At Hillside, a partition wall was taken down to create a larger classroom space. At the high school, one larger counselor's office was renovated to create three smaller offices, the old faculty room was renovated to create three classroom spaces and an area off of the cafeteria was repurposed as the new faculty room.

Mr. Allen Barnett provided a construction update and timeline for delivery of the annex buildings at Burnet Hill and Hillside Schools. Permits for Hillside are expected to be released this week and site construction is due to start on August 14. The annex is expected to be delivered the following week and a final inspection from the township is planned for the week of September 11. Permits for Burnet Hill are expected to be released the week of August 14 and site construction may take a little longer due to the sewer ejector pit and pump on site. The annex is expected to be delivered the week of August 18 with final inspections anticipated by September 18.

### **3. Personnel Update**

Mrs. Burman announced that although the district is in good shape with staffing for September, the district still needs to hire a school nurse, a teacher of ESL at the elementary level, a campus aide, instructional aides and ABA teacher assistants. Mrs. Burman continued that we need three leave replacements: a teacher of students with disabilities, a health and physical education teacher and a school counselor. Mrs. Burman added we have increased our FTEs by 1.68 in the following areas of special education: .34 at Hillside, .17 at Harrison, .5 at Burnet Hill and .67 at Riker Hill and have increased the music budget by .08 to allow for GT music two days a week in the mornings at Heritage Middle School.

### **4. Curriculum Update**

Mr. Stern explained that the Curriculum Committee met on July 26 where they spent time talking about our math program and Math in Focus. They are currently writing Math in Focus for grade 5 and are revising grade 4 after reflecting on how it worked this past school year. Mr. Stern continued that this summer, there are over 100 teachers working on first and second year writing of over 70 documents. Mr. Stern added we are working within the Eduplanet platform, which is a template that allows us to search and connect different curriculum documents across multiple curriculum areas, and plan to convert all of our documents into public facing documents so the community has access to all curriculum blueprints. This is anticipated to be finalized in early October.

## 5. NJGPA Scores

Mrs. Topylko shared the end of year test scores for the New Jersey Graduation Proficiency Assessment. The test was first administered to our eleventh grade students in March of 2022 as a field test. The test was taken by the same grade in March 2023 and will now be used as a First Pathway in New Jersey High School Graduation Assessment Requirement for the Class of 2024. The test assesses proficiency in Grade 10 Language Arts standard and Algebra 1 and Geometry standards.

Mrs. Topylko also reviewed the ACCESS for ELLs which tests for oral language, literacy and comprehension.

The full presentation is available on our website.

## **Board Reports**

Mrs. Chirls explained that the Board-Town Liaison Committee met this summer with the purpose of coordinating and sharing development in the community that might affect the schools. Mrs. Chirls added some of the committee's ideas will be discussed in public during the Board's Five-on-Five Meeting with the Township in early September. Mrs. Khanna confirmed this committee was established in January and has met three times. The committee will put together a more regular meeting schedule after the Five-on-Five is held.

Ms. Arnette reiterated what Mr. Stern said earlier about participating in a Curriculum Committee Meeting where they reviewed and discussed the math program.

Mrs. Khanna announced again that she is not running for reelection but also added there are two candidates running for her seat.

## **Approval of Minutes**

Mrs. Chirls moved the following:

1. Voting Meeting Minutes of July 11, 2023

Ms. Arnette seconded the motion.

**ROLL CALL VOTE** - Ayes - Ms. Arnette, Mrs. Chirls, Mrs. Khemka, Mrs. Khanna  
Nays - None

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

James O'Keefe, from Bergen County, advocated distributing hidden cameras to the parents of the school district in order to promote transparency and questioned the company hired to perform the district's equity audit.

Nilesh Shah, 49 Falcon Road, requested building a Cricket pitch on school grounds. Mr. Shah provided the board members and administration with a detailed email regarding the request.

Harsh Raju, 521 Briggs Circle, is one of the candidates running for a seat on the Board of Education. Mr. Raju asked how many inclusion classrooms there are in the district and how he can obtain this information.

Ketan Bhuptani, expressed his support for the building of a Cricket pitch on school grounds and explained they would be built in a place that would not disturb any existing sport being played on our grounds.

Dr. Block expressed that he appreciates their advocacy for Cricket and will start to have conversations with the appropriate school officials to discuss their request.

Dr. Block responded to Mr. Raju if he would like specific information on special education, he should reach out to Lisa Steiger, our Assistant Superintendent who oversees that department.

**RECOMMENDATIONS FOR APPROVAL**

**PROGRAM/CURRICULUM**

There was no motion.

**STUDENT SERVICES**

Ms. Arnette moved the following:

**2.1 Out of District Placements**

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2023-2024 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 A**.

**2.2 Related Services/Medical Consultants**

**Resolved**, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2023-2024 school year:

**BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS**

Rethink	\$271.08/student
The Uncommon Thread	\$130.00/hour

**HOME INSTRUCTION**

Essex Regional Educational Services Commission	\$60.65/hour
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**ITINERANT TEACHER OF THE DEAF SERVICES**

Summit Speech School	\$225.00/hour
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**OCCUPATIONAL THERAPIST**

Oxford	\$87.00/hour
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**PHYSICAL THERAPIST**

Oxford	\$87.00/hour
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**SPEECH THERAPIST**

Oxford	\$93.00/hour
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Mrs. Khemka seconded the motion.

Mrs. Khemka requested the amount of money spent on related services over the last two years.

**ROLL CALL VOTE** - Ayes - Ms. Arnette, Mrs. Chirls, Mrs. Khemka, Mrs. Khanna  
 Nays - None

**BUSINESS**

Mrs. Khemka 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>Fund</b>	<b>Name</b>	<b>June 2023</b>	<b>July 2023</b>	<b>Amount</b>
10, 11, 12	Operating Budget (checks 102087 - 102966, 903312023)	\$12,414,025.01	\$1,457,688.46	\$13,871,713.47
20	Grants (checks 102088 - 102732)	\$714,862.61	\$0.00	\$714,862.61
60	Cafeteria (checks 1488 - 1510)	\$17,247.00	\$0.00	\$17,247.00
	<b>TOTAL</b>	<b>\$13,146,134.62</b>	<b>\$1,457,688.46</b>	<b>\$14,603,823.08</b>

**3.2 Conferences and Overnight Trips**

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

**3.3 Application and Receipt of Funds for ESEA Grants**

**Resolved**, that the Livingston Board of Education approves the submission and acceptance of the funds for the fiscal year 2023-2024 for the Elementary and Secondary Act (ESEA) Consolidated Grant as follows:

<b>Grant Description</b>	<b>\$ Amount</b>
Title I Part A Improving the Academic Achievement of the Disadvantaged	\$139,658
Title II Part A Preparing, Training, and Recruiting High-Quality Teachers and Principals	\$74,371
Title III Language Instruction for Limited English Proficient and Immigrant Students	\$30,333
Title III Immigrant	\$18,573
Title IV Part A Student Support and Academic Enrichment	\$11,241

**3.4 Purchase of Furniture**

**Resolved**, that the Livingston Board of Education approves the following purchase orders in the amount of \$37,627.51 for the extra sections of Pre-K furniture at Burnet Hill Elementary School:

Vendor	Purchase Order	Amount	Cooperative Information
Virco	PO#24-00305	\$9,690.51	Educational Services Commission of NJ, Bid #22/23-08 COOP #65MCESCCPS Contract 7/1/22-7/1/24 Extended
Jonti Craft	PO#24-00557	\$26,375.20	Educational Services Commission of NJ Bid #22/23-08 COOP #65MCESCCPS Contract 7/1/22-7/1/24 Extended
Lee Distributors	PO#24-00512	\$982.80	Educational Data Services, Bid #10430, MSRP furniture 12/10/20-11/30/23 Extended
Lee Distributors	PO#24-00559	\$579.00	N/A

**3.5 Livingston Huaxia Chinese School**

**Resolved**, that the Livingston Board of Education enters into a contract with the Livingston Huaxia Chinese School for the use of facilities at Mount Pleasant Middle School for the 2023-2024 school year.

**3.6 Livingston Chinese School**

**Resolved**, that the Livingston Board of Education enters into a contract with the Livingston Chinese School for the use of facilities at Heritage Middle School for the 2023-2024 school year.

**3.7 Consulting Services**

**Resolved**, that the Livingston Board of Education approves Frank Ceurvels of School Business Innovations, LLC to provide consulting services to the Business Office for the 2023-2024 school year at the rate of \$150 per hour not to exceed \$44,000.

**3.8 Settlement Agreements**

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #06-2023 which is on file at the Board of Education office.

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #07-2023 which is on file at the Board of Education office.

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #08-2023 which is on file at the Board of Education office.

### **3.9 Bylaws, Policies & Regulations**

**Resolved**, that the Livingston Board of Education approves the following Policies for first reading:

#### Students

- Policy #5305 – Health Services Personnel (M) (with revisions)
- Policy #5308 – Student Health Records (M) (with revisions)
- Regulation #5308 – Student Health Records (M) (with revisions)
- Policy #5310 – Health Services (M) (with revisions)
- Regulation# 5310 – Health Services (M) (with revisions)
- Policy #5420 - Reporting Student Progress (M) (with revisions)
- Policy #5460 - High School Graduation (M) (with revisions)

**Resolved**, that the Livingston Board of Education waives Bylaw #0131 and approves the following Policy for second reading and adoption:

#### Program

- Policy #2419 – School Threat Assessment Team (M) (New)

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

#### Students

- Policy #5440 - Honoring Student Achievement (with revisions)
- Policy #5200 - Attendance (M) (with revisions)

Ms. Arnette seconded the motion.

**ROLL CALL VOTE** - Ayes - Ms. Arnette, Mrs. Chirls, Mrs. Khemka, Mrs. Khanna  
Nays - None

### **PERSONNEL**

Mrs. Chirls moved the following:

#### **4.1 Resignations & Retirements**

**Resolved**, that the Livingston Board of Education accepts the resignations of:

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Location</b>	<b>Last Day of Employment</b>
<i>Parsad Gandhi</i>	School Psychologist	Resignation	MPM	NA
<i>Lara Pizzi</i>	Elementary School Teacher	Resignation	MPE	NA
<i>Michele Hauryluke</i>	ABA Discrete Trial TA	Resignation	BHE	June 30, 2023
<i>Vanessa Rodriguez</i>	ABA Discrete Trial TA	Resignation	BHE	June 30, 2023
<i>Sharon Treiber</i>	Campus Aide	Resignation	BHE	June 30, 2023

\*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	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
Patricia Price*	Hillside	TOSD	8/30/2022-9/27/2022	9/28/2022-12/21/2022**	12/22/2022-12/15/2023	12/18/2023
Caitlin Wittjohann	BHE	TOSD	11/1/2023-12/14/2023	12/15/2023-3/22/2024**	3/25/2024-6/30/2024	8/29/2024

\*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
Christopher Ebneith	Hillside	TOSD	Leave Replacement	P. Price	MA+32	1	\$68,675 (prorated)	8/30/2023-12/22/2023
Nicole Frattaroli	LHS	School Counselor	Leave Replacement	M. Duffy	MA	1	\$63,075 (prorated) plus 1 summer day	8/30/2023-1/31/2024
Christiana Jones	Harrison	Elementary School Teacher	First Year Tenure Track	K. Szelingowski (transfer)	MA	8	\$69,625	8/30/2023
Matthew Ojeda	Elementary	Teacher of Music	First Year Tenure Track	J. DiBiasse	BA	10	\$69,525 prorated	9/18/2023 or earlier if released by current district
Nicholas Pomponio	Hillside/Harrison	School Psychologist	First Year Tenure Track	transfer of position from BHE	MA	12	\$85,575 (prorated)	10/9/2023 or earlier if released by current district
Heidi Slurzberg	BHE	TOSD (.5)	First Year Tenure Track	new	MA	6	\$32,962	8/30/2023
Heidi Slurzberg*	BHE	Instructional Aide (.5)	NA	NA	IA	4	\$14,420	8/30/2023
Pamela Volpe*	Harrison	Instructional Aide (.83)	NA	NA	IA	6	\$25,936	8/30/2023
Pamela Volpe	Harrison	TOSD (.17)	First Year Tenure Track	new	MA	3/4	\$10,961	8/30/2023
Richard Russo	MPMS	Game Design Teacher (STEAM)	First Year Tenure Track	J. Larsen (change position)	MA	12	\$85,575	8/30/2023
Brianna Morales	MPE/COL	Elementary School Teacher	Leave Replacement	B. Alterman/TBD	BA	1	\$55,075	8/30/2023



<i>Dritan Strikchani</i>	B&G	Custodian (Nights/Week ends)	NA	D. Bacchus (transfer)	C	1	\$42,914 plus \$975 for nights & \$975 for weekends	8/1/2023 (begins 60-day probationary period)
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*\*as amended from a previous agenda  
 \*\*will stay at same step for 2023-2024 school year*

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

**4.4 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**

- Mayda Kale*
- Michele Jackson*
- Martine Kasmin*
- Donna Patterson*

**Custodian**

*Carol Bacchas (\$18.50/hr)*

**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
<i>Rosanna Forgione</i>	HMS	Teacher of Italian	Long Term Sub	V. Belcastro	\$275/day + \$55/day for 6th period assignment	8/30/2023-11/30/2023

*\*amended from previous agenda*

**4.5 Transfers**

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

**4.6 Summer Work**

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment E** to work over the summer of 2023 at the Summer Intervention Program at \$63.35/hr.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment F** to work over the summer of 2023 to administer the WIDA screening for incoming students at their hourly rate.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment G** to participate in summer curriculum writing during the summer of 2023 at the approved rate.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment H** to participate in summer curriculum writing during the summer of 2023 at the approved rate and be paid in accordance with the ESSER grant.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment I** to work over the summer of 2023 writing curriculum for Basic Skills Intervention. These individuals will be paid the approved curriculum writing rate and it will be paid through the Special Education ESSER grant.

**Resolved**, that the Livingston Board of Education amends the approval of the individuals on **Attachment J** to work over the summer of 2023 to assist with AP Econ. They will be compensated at the rate listed.

**Resolved**, that the Livingston Board of Education amends the School Counselors listed on **Attachment K** to work up to the number of days reflected at their per diem rate. Employees will be required to submit timesheets over the summer and once reconciled, days listed will be included in the employee's pensionable salary per the LEA Contract, unless otherwise noted.

**Resolved**, that the Livingston Board of Education approves the School Nurses listed on **Attachment L** for summer work as indicated.

#### **4.7 ESEA Title I Salary Allocations**

**Resolved**, that the Livingston Board of Education approves the allocations of a portion of the salaries of the individuals listed on **Attachment M** to be funded through the ESEA grant.

#### **4.8 Contract Adjustments**

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

#### **4.9 Extra Period Assignments**

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

#### **4.10 Lateral Moves**

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

#### **4.11 Stipends**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment Q** for athletic stipends at Livingston High School for the 2023-2024 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 R** for co curricular stipends at Livingston High School for the 2023-2024 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 S** for co curricular stipends at Heritage Middle School for the 2023-2024 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 T** for co curricular stipends at the elementary schools for the 2023-2024 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 U** for District stipends for the 2023-2024 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education approves the appointment of the Building Equity Coaches and the Student Equity Coaches as listed on **Attachment V**.

**4.12 Longevity**

**Resolved**, that the Livingston Board of Education approves the individual(s) on **Attachment W** for longevity effective and retroactive to July 1, 2023.

**4.13 Job Description**

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

*Playground Aide*

**4.14 Memorandum of Understanding**

**Resolved**, that the Livingston Board of Education approves the Memorandum of Understanding between itself and the Livingston Education Association dated August 8, 2023.

Ms. Arnette seconded the motion.

**ROLL CALL VOTE** - Ayes - Ms. Arnette, Mrs. Chirls, Mrs. Khemka, Mrs. Khanna  
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.

Ms. Arnette seconded the motion.

**ROLL CALL VOTE** - Ayes - Ms. Arnette, Mrs. Chirls, Mrs. Khemka, Mrs. Khanna  
Nays - None

**Public Comment ~ up to 15 minutes**

Fang Kong, 816 Kensington Lane, is one of the candidates running for a seat on the Board of Education, and asked if we have sustainable funding for the annexes.

Dr. Block responded that the district purchased the annexes in order to bridge the gap for us while we formulate a long range facilities plan.

Chanchal Kala, 60 Sykes Avenue, asked why car pick up at Harrison is being taken away.

Dr. Block responded that he and Mr. Garcia spoke about the difficulty of getting kids into cars at pick up but that people should still be allowed to pick up by car. Dr. Block continued it is the procedure for pick up that will be changing to make it safer.

Hong Yuan, 7 Montgomery Street, asked what impact the new apartment building that is being built by the ambulatory care center will have on the school district and if we have considered that in our future forecasting. Ms. Yuan also asked what kind of plan will be incorporated for students eating lunch at the secondary level when enrollment begins to increase.

Dr. Block responded the reason why the Board has been having so many meetings with the Township and why we are starting a Long Range Facilities Planning Committee in September is to address these issues.

Starr Preston, 184 East Mount Pleasant Avenue, called to check on everyone in the room.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**ADJOURNMENT**

At 9:08 p.m., Mrs. Chirls made a motion to adjourn the meeting.

Mrs. Khemka seconded the motion.

Vote all in favor.

**Respectfully submitted,**



**Thomas Lambe  
Board Secretary**