



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Tuesday, October 17, 2023

Executive Session - Administration Building 6:30 p.m.

Public Session - Hybrid Meeting - Administration Building - 7:00 p.m.

A **Voting Meeting** of the Livingston Board of Education was held on this date in the Administration Building and via Facebook Live. The meeting was called to order at 6:34 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, Seth Cohen, Vineeta Khanna, Parul Khemka and Jake Ferrans

Also in Attendance: Dr. Matthew Block, Thomas Lambe, Lisa Capone-Steiger, 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 and student matters

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 30 minutes; and be it

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

Mr. Cohen seconded the motion.

Vote all in favor.

At 7:10 p.m., Mrs. Khanna reconvened the public meeting. There were approximately 145 members of the public and staff watching in person and through the webinar and Facebook Live Stream.

Superintendent's Report

Dr. Block began with a statement about the challenging couple of weeks in the world and in Livingston due to the horrifying terrorist attack on Israel last Saturday and the images and stories of unspeakable violence that have followed. Dr. Block stated that our thoughts and prayers continue to go out to all of the innocent victims, their families, friends and loved ones.

Dr. Block's statement continued with how the district identified and sent a variety of materials to teachers that we thought might help them facilitate discussion about what happened and that he clearly heard feedback from parents that one of the resources, the CNN 10 Video, was not thorough or accurate enough. Dr. Block continued that while current events will still be taught to students, the CNN 10 Video and other initial resources will likely not be used in any classrooms going forward.

Dr. Block continued that the district is focused on safety and he will remain in regular contact with the Livingston Police Department during this time. Dr. Block added that the district is also planning a mental health program for parents and community members in November with a representative from Grief Speaks and that information about the program will be shared soon.

Public Comment

A member of the public from Livingston asked Dr. Block to work with the Police Department to see about changing the street behind Harrison School to one way and to work with the Township to create sidewalks in that area due to the increase in traffic while students are coming and going from school.

Members of the community came to the meeting to express their dissatisfaction with the content of a CNN 10 Video that had been shown to students during school. They asked that the schools educate students by providing accurate historical knowledge, that the schools provide honest and correct information about current events and spread lessons that teach about tolerance and peace.

1. Public Hearing for District and School HIB Self-Assessment Report

Mrs. Steiger explained that annually the district is required to complete a HIB self-assessment for the prior school year, present it to the Board of Education and share it with the Department of Education. The nine anti-bullying specialists in the district spend the year gathering information to complete the self-assessment. The self-assessment is made up of eight core elements that include training, curriculum and instruction, programming and reporting procedures. This year our composite score was 77.78 out of a possible 78 points.

Mr. Cohen asked that the specific requirements and/or criteria that fall under the eight core elements be shared with the Board so they can get a complete picture of the self-assessment.

2. Board Budget Goals

The Board each reviewed their budget goals and Mr. Cohen collected the feedback and will bring forth consensus language to the next meeting. The Board agreed with having six goals that will focus on facilities, curriculum, post-graduate college planning, the student experience, the Equity Audit and one will be to provide resources for a Security Audit since the district has not been through one in many years.

Board Reports

Mrs. Khemka provided an update that the State is holding a hearing on expanding allowable uses of the ARP ESSER grant and that comments are due tomorrow. She will share the document with everyone in case they would like to comment.

Ms. Arnette reminded everyone that "Sazon" will be held on Saturday, October 21 from 1 to 4 p.m., rain or shine, either outside at the oval or inside at the Community Center.

Student Representative's Report

Mr. Ferrans announced that Homecoming, the Pep Rally and Spirit Week at the high school were all well received by students.

Mr. Ferrans offered his assistance to the Board if there is anything he can do to help out with providing them with student input while he serves as the student representative.

In response to Mr. Cohen's request, Mr. Ferrans did a survey at the high school to gauge how students feel about unstructured time. At the high school, 80% of students overall feel comfortable at Lancertime and lunch in its current setting and that space did not impede their ability to eat with their friends.

At Heritage, Mr. Ferrans held a focus group with students in each grade and although they have space restrictions, they don't seem to mind and feel they also have the flexibility to eat lunch with whomever they want. Students at Heritage also said they don't have a lot of time to eat lunch and would like to see the lines move quicker.

Mr. Ferrans will send the data from both the survey and focus groups to Dr. Block so he can share them with the Board.

Approval of Minutes

Mr. Cohen moved moved the following:

1. Voting Meeting Minutes of September 26, 2023
2. Workshop/Voting Meeting Minutes of October 10, 2023

Ms. Arnette seconded the motion.

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

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

Mrs. Chirls 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**.

1.3 Field Trips

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

1.4 District Nursing Services Plan

Resolved, that the Livingston Board of Education approves the District Nursing Services Plan for the 2023-2024 school year.

Mr. Cohen seconded the motion.

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

STUDENT SERVICES

Mr. Cohen 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 and for Extended School Year 2023 (Summer Programs) for three (3) 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 D**.

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.

BILINGUAL CHILD STUDY TEAM EVALUATIONS

Learning Tree Multicultural/Multilingual \$850.00/evaluation

HOME INSTRUCTION

Union County Educational Services Commission \$72.00/hour

Ms. Arnette seconded the motion.

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

Fund	Name	Amount
10, 11, 12	Operating Budget (checks 103440-103800; advisement 65 - 71)	\$12,875,571.53
20	Grants	\$ 499,080.47
60	Cafeteria (checks 000001 - 000002)	\$176.35
	TOTAL	\$ 13,374,828.35

3.2 Board Secretary Report – July 2023

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for July 31, 2023, 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 July 31, 2023, which report is in agreement with the Report of the Board Secretary, and

Whereas, these reports show the following balances on the date indicated:

Fund	Cash Balance	Appropriation Balance
(10, 11, 12) General Fund	\$4,590,379.27	\$130,900,797.96
(20) Special Revenue Fund	\$0.00	\$3,243,449.50
(30) Capital Projects Fund	\$0.00	\$0.00
(40) Debt Service Fund	\$6,976,451.00	\$2,683,587.50
Total:	\$11,566,830.27	\$136,827,834.96

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of July 31, 2023, 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 2023-2024 budget for July 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 as shown on **Attachment E**.

3.4 Conferences and Overnight Trips

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

3.5 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 2024-2025 school year. The district will pay On-Tech an amount equal to 10% of any funding received.

3.6 Donation

Resolved, that the Livingston Board of Education accepts Tara Heyderman's donation of a Snapmaker Artisan 3-in-1 3D printer, several spools of filament and accessories to the Technology Department.

3.7 ROD Grants

Resolved, that the Livingston Board of Education acknowledges the Preliminary Eligible Cost (PEC) letters from the State of New Jersey, Office of School Facilities, for the following ROD grants:

School	Project Description	Project #	State Share (40%)	Local Share (60%)	Total Cost
Mount Pleasant MS	Boiler Replacement	2730-060-23-R501	\$403,000	\$604,500	\$1,007,500
Harrison ES	Boiler Replacement	2730-090-23-R501	\$232,400	\$348,600	\$581,000
Hillside ES	Boiler Replacement	2730-100-23-R501	\$403,000	\$604,500	\$1,007,500
Livingston HS	Boiler Replacement	2730-050-23-R501	\$232,400	\$348,600	\$581,000
Burnet Hill ES	Partial Roof Replacement	2730-070-23-R501	\$232,400	\$348,600	\$581,000
Heritage MS	Partial Roof Replacement	2730-055-23-R501	\$116,400	\$174,600	\$291,000
Total			\$1,619,600	\$2,429,400	\$4,049,000

3.8 Bylaws, Policies & Regulations

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

Administration

- Policy #1642.01 - Sick Leave (new to district)
- Regulation #1642.01 - Sick Leave (new to district)

Program

Policy #2419 - School Threat Assessment Teams (M) (with revisions)

Regulation #2419 - School Threat Assessment Teams (M) (new to district)

Resolved, the Livingston Board of Education abolishes the following Policy:

Policy #3432 - Sick Leave (certificated staff)

Mr. Cohen seconded the motion.

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

PERSONNEL

Mr. Cohen moved the following:

4.1 Resignations & Retirements

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

Name	Position	Reason	Location	Last Day of Employment
Tianne Hunt	ABA Discrete Trial TA	Resignation	BHE	October 21, 2023
Laura Colantoni*	Teacher of Science	Resignation	HMS	October 6, 2023
Kyounghee Kim	ABA Discrete Trial TA	Resignation	BHE	October 13, 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
Stacie Miller	BHE	School Psychologist	8/31/2023-9/30/2023	NA	10/2/2023-10/31/2023	11/1/2023
Deniz Schwartz*	LHS	Teacher of Art	9/5/2023 - 10/31/2023	11/1/2023-1/31/2024**	2/1/2024-6/30/2024	8/30/2024
Katherine Carlin	MPE	Elementary School Teacher	1/16/2024-3/22/2024 (.5)	3/22/2024 (.5)-6/20/2024**	NA	8/30/2024
Nicole DiStefano*	MPE	School Psychologist	9/25/2023-11/10/2023	11/13/2023-2/9/2024**	NA	2/12/2024
Marjorie Duffy*	LHS	School Counselor	9/28/2023-11/24/2023 & 11/27/2023-12/8/2023**	12/9/2023-1/15/2024**	NA	1/16/2024

**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 G**.

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
Anthony Burrows	CO	Assistant Manager, B&G	NA	S. Lazzara	NA	NA	\$105,000 (prorated)	11/1/2023
Nicole Frattaroli	LHS	School Counselor	First Year Tenure Track	L. Morgenroth	MA	11	\$81,525 (prorated)	1/16/2024
Kate Schwindel	HMS	TOSD	First Year Tenure Track	L. Colantoni	MA	2	\$63,775 (prorated)	10/9/2023
Maria Reed	RHE	Playground Aide	NA	NA	NA	NA	\$18/hr	10/2/2023

**as amended from a previous agenda*

***begins 60-day probationary period*

Resolved, that the Livingston Board of Education approves the appointment of the ABA Discrete Trial Teaching Assistants 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 on an as-needed basis for the 2023-2024 school year:

Teachers

Gail Mascera

Secretary

Jill Valesse

Resolved, the Livingston Board of Education approves the individuals listed on **Attachment I** 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.

4.6 IDEA Basic and IDEA Preschool Salary Allocations

Resolved, that the Livingston Board of Education approves and reallocates the salaries of the individuals listed on **Attachment J** to be funded through the IDEA Basic and IDEA preschool grants.

4.7 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment K** 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 L** 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 M** 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 N** for co-curricular stipends at Mount Pleasant 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 establishes an annual stipend of \$5,000 for the purpose of providing audio/visual support for evening Board of Education meetings and appoints *Daniel Kapuscinski*, IT Support, to this stipend, effective and retroactive to July 1, 2023. If Mr. Kapuscinski is not able to make a meeting, coverage will be provided and \$200 will be deducted from this amount to compensate for his replacement. This stipend will be paid bi-annually.

4.8 Extra Period Assignments

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

4.9 Mentor Fees

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

4.10 Memorandum of Understanding

Resolved, that the Livingston Board of Education approves the Memorandum of Understanding between itself and the Livingston Education Association (LEA) dated October 17, 2023.

4.11 Summer Work

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

Ms. Arnette seconded the motion.

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

MISCELLANEOUS

Mr. Cohen 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, Mr. Cohen, Mrs. Khemka, Mrs. Khanna
Nays - None

Old Business

There was no old business.

New Business

Mrs. Khemka asked Mr. Lambe if he can look into investing our reserves in treasury bills.

ADJOURNMENT

At 9:35 p.m., Mr. Cohen made a motion to adjourn the meeting.

Mrs. Khemka seconded the motion.

Vote all in favor.

Respectfully submitted,



Thomas J. Lambe
Board Secretary

October 17, 2023