



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

January 14, 2025

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

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

A **Voting Meeting** of the Livingston Board of Education was held on this date in the large conference room in the Administration Building and via a Facebook livestream. The meeting was called to order at 6:30 p.m. by Seth Cohen, 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 2, 2025 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: Pamela Chirls, Seth Cohen, Fang Gong, Parul Khemka, Inna Yelisevich and Darcy Bialick

Also in Attendance: Dr. Daniel Fishbein, Jessica Rapp, 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:

- student matters and school security

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.

Mrs. Chirls seconded the motion.

Vote all in favor.

At 7:03 p.m., Mr. Cohen reconvened the public meeting.

Superintendent's Report

In response to a caller's question from our December meeting about allowing home schooled or private school students to participate in co-curricular activities, Dr. Fishbein explained that the district follows Policy #2430, which states that you need to attend Livingston Public Schools in order to participate in co-curricular activities.

In response to some posts that were being spread around on social media, Dr. Fishbein read a statement that "Livingston Public Schools prides itself on offering activities, clubs and teams to meet all of our students' interests. In addition to the robust athletic and co-curricular programs, we host over 150 clubs across our schools, many of which are student initiated and led. Several of those organizations aim to advocate for diverse groups in our town, celebrating contributions and culture and inviting the larger community to learn more and participate in events surrounding their group. The diversity and equity work in our schools with community input has also led to the creation of several of these clubs.

Taking from the mission statements of some of these organizations, many clubs aim to create a brave space for all students to celebrate our diversity together. Our advocacy clubs work to offer such a space for students and foster a community for them to broaden awareness and perspectives in our schools by discussion and addressing issues that affect teens. The advocacy clubs are open to all students and aim to celebrate and share the diverse traditions of various cultures within the school community. They discuss local, nation and global issues impacting communities and continue efforts to promote acceptance of all individuals in our schools and in Livingston.

As indicated in these statements, with the goal to build inclusion and acceptance, these clubs are open to all students. Clubs are not exclusive or secret and by inviting others to come, learn and participate, we build a better school community of understanding and support."

Annual Comprehensive Financial Report

Mr. Scott Clelland from PKF O'Connor Davies presented the Annual Comprehensive Financial Report for the year ending June 30, 2024.

Mr. Clelland explained the district has received an unmodified opinion, which is a clean opinion, meaning everything is in order on our financial statements. Financial Statement highlights include a fund balance in excess of 2% in the amount of \$859,795, which must be used in this year's budget; capital reserve funds of \$9,778,014, which are consistent with the prior year; a maintenance reserve of \$500,000, which was established in June 2024 and an emergency reserve of \$1,000,000.

Mr. Clelland continued they saw no material weaknesses or significant deficiencies and that the district was in compliance on all Federal and State grants; however, there were two findings in the 2024 audit that require corrective action. The two items are a review of open purchase orders at year end, which was caused by the transition in staff in the Business Office at the end of the school year, and timely deposits into the student activity fund. These items will be addressed through the Corrective Action Plan that is being approved later on this agenda.

Board Reports

Mrs. Gong thanked Dr. Fishbein and Mr. Cohen for their leadership and support to the Chinese community and welcomed everyone to join in the Livingston Chinese Culture Day on February 1.

Student Representative's Report

Miss Bialick explained as our community mourns the loss of Emily O'Malley, two ways they have come together in their grief are through the meal train program started by Sarah Weinstein and the GoFundme campaign that can be found on social media. Supporting either or both of these programs will help to assist the family as they deal with their loss.

In addition, the boy's basketball team held a game in honor of Mrs. O'Malley and the entire track program expressed gratitude for the love of running that Mrs. O'Malley, a former recreational track coach, instilled in our community. The track teams hope to carry on her legacy of kindness, inspiration and community service in the years to come.

Approval of Minutes

Mrs. Chirls moved the following:

1. Voting Meeting Minutes of December 11, 2024
2. Reorganization Meeting Minutes of January 2, 2025

Mrs. Gong seconded the motion.

ROLL CALL VOTE - Ayes - Mrs. Chirls, Mrs. Gong, Mrs. Khemka, Mrs. Yelisevich, Mr. Cohen
Nays - None

Public Comment

George Shen, Livingston, promoted the Livingston Chinese Culture Day event being held on February 1 in the LHS Fitness and Wellness Center. The event celebrates Chinese culture, heritage and traditions. Mr. Shen thanked the school for their support and participation with the event as well as for adding Lunar New Year to the district calendar as a day off for students.

Gloria (Yaxin) He, Livingston, also promoted the Livingston Chinese Culture Day Event adding there will be cultural exhibits, games, food trucks and craft vendors. The event begins at 1:30 p.m. and all in the community are invited to attend this celebration.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

Mrs. Chirls moved the following:

1.1 Student Teachers

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

1.2 Field Trips

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

Mrs. Khemka seconded the motion.

ROLL CALL VOTE - Ayes - Mrs. Chirls, Mrs. Gong, Mrs. Khemka, Mrs. Yelisevich, Mr. Cohen
Nays - None

STUDENT SERVICES

Mrs. Khemka moved the following:

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2024-2025 for one (1) Livingston student with disabilities and for Extended School Year 2024 (Summer Programs) for one (1) Livingston student 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**.

Mrs. Chirls seconded the motion.

ROLL CALL VOTE - Ayes - Mrs. Chirls, Mrs. Gong, Mrs. Khemka, Mrs. Yelisevich, Mr. Cohen
Nayes - 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.

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10,11,12	Operating Budget (checks 109831-110227 ;adv 259-266)	\$13,190,516.75
20	Grants (checks 109831-110227 ;adv 259-266)	\$251,891.45
60	Cafeteria (checks 60083-60086)	\$226,810.23
	TOTAL	\$13,669,218.43

3.2 Board Secretary Report – December 2024

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for December 31, 2024, 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 December 31, 2024, 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	\$20,557,716.76	\$87,899,560.16	\$5,720,541.87
(11) Current Expense			
(12) Capital Outlay			
(20) Special Revenue Fund	\$853,349.08	\$3,182,665.51	(\$120,310.73)
(30) Capital Projects Fund	\$1,718,622.65	\$1,619,600.00	\$3,317,160.50
(40) Debt Service Fund	(\$2,808,862.64)	\$1,084,212.99	\$174,139.87
Total:	\$20,320,825.85	\$93,786,038.66	\$9,091,531.51

Whereas, pursuant to N.J.A.C. 6A:23A-16.10(c3), the Board Secretary has certified that as of December 31, 2024, 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. 6A:23A-16.10(c4) 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 2024-2025 budget for December 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 D**.

3.4 Conferences and Overnight Trips

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

Resolved, that the Livingston Board of Education approves *Dan Quackenbush, Michael Buonomo, Sarah Rosenberg, Christopher Russoniello* and *Nikola Poposki* to chaperone approximately 50 students participating in the DECA State Competition at the Harrah's Hotel in Atlantic City, New Jersey, from March 4 to 6, 2025.

Resolved, that the Livingston Board of Education approves *Marjorie Duffy, Val Desamours* and *Mike Buonomo* to chaperone approximately 30 student participating in the New Jersey Key Club District Educational Conference (DECON) in Asbury Park, New Jersey, from April 3 to 5, 2025.

Resolved, that the Livingston Board of Education approves *Guy Rabner, Michael Ladocetta, Brian Megaro, Michael Munley, Nicola Poposki, Jessica Rettagliata, Sara Rosenberg, David Richards, Tamara Floruss, Marorie Duffy, Corey Yersak* and *Marisa Vosa* to chaperone approximately 90 members of the LHS Ski and Snowboarding Club on daily ski trips to Camelback Resort in Tannersville, PA or Montage Mountain in Scranton, PA, on January 11 and 25, 2025; February 8 and 22, 2025 and March 8, 2025.

3.5 Board Member Assignments (revised)

Resolved, that the Livingston Board of Education accepts the President's designation of the following revised committee assignments as shown on **Attachment F**.

3.6 Annual Comprehensive Financial Report - Corrective Action Plan

Resolved, that the Livingston Board of Education approves the Corrective Action Plan for the recommendations included in the Annual Comprehensive Financial Report and accepts the June 30, 2024 audit report.

3.7 Emergency Reserve Withdrawal

Resolved, that the Livingston Board of Education approves that the general fund appropriations include a \$17,000.00 withdrawal from the Emergency Reserve Account for the mobile access and door integration to the Informacast system to improve school security in the district.

3.8 Policies and Regulations

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

Regulation #0155 - Board Committees

Policy #2365 - Acceptable Use of Generative Artificial Intelligence (AI)

Regulation #2365 - Statement on Artificial Intelligence (AI)

Policy #7230 - Gifts, Grants and Donations

Policy #8550 - Unpaid Meal Charges/Outstanding Food Service Charges (with revisions)

Mrs. Khemka seconded the motion.

ROLL CALL VOTE - Ayes - Mrs. Chirls, Mrs. Gong, Mrs. Khemka, Mrs. Yelisevich, Mr. Cohen
Nays - None

PERSONNEL

Mrs. Chirls 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
<i>Bobbi Bremmer</i>	Teacher of Biology	Retirement	LHS	June 30, 2025
<i>Michelle Winter</i>	Teacher of Math	Retirement	LHS	June 30, 2025
<i>Susan Latino</i>	Intervention/Enrichment Specialist	Retirement	Harrison	June 30, 2025
<i>John Manfreda</i>	Teacher of Health & PE	Retirement	BHE	June 30, 2025

<i>Margaret Mitchell</i>	Elementary School Teacher	Retirement	Collins	June 30, 2025
<i>Nora Yukniewicz</i>	Teacher of ELA	Retirement	MPMS	June 30, 2025
<i>Elizabeth Waldron</i>	Kindergarten Aide	Retirement	Collins	June 30, 2025
<i>Sophie Wolf</i>	Instructional Aide	Resignation	Hillside	January 15, 2025
<i>Monalisa Goswami</i>	Instructional Aide	Resignation	HMS	January 17, 2025

**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
<i>Jessica D'Annunzio</i>	Collins	Elementary School Teacher	4/1/2025-5/22/2025	5/23/2025-10/16/2025**	10/17/2025-6/30/2026	9/1/2026 (or the first day for staff for 2026-2027 school year)
<i>Isabella Gardner</i>	MPE	TOSD	4/1/2025-5/5/2025	5/6/2025-6/30/2025 & 8/25/2025-10/8/2025**	NA	10/9/2025
<i>Amanda King*</i>	Hillside	Intervention/Enrichment Specialist	3/17/2025-5/6/2025 & 5/7/2025-6/11/2025**	6/12/2025-9/26/2025**	9/29/2025-12/12/2025	12/15/2025
<i>Megan Jenkins-Kayzerman*</i>	BHE	TOSD	10/15/2024-12/6/2024	12/7/2024-1/1/2025 & 1/2/2025-3/27/2025**	3/28/2025-6/30/2025	8/25/2025
<i>Chani Levine*</i>	Hillside	Reading Interventionist	12/17/2024-1/1/2025 & 2/1/2025-9/30/2025	1/2/2025-1/31/2025**	NA	NA
<i>Nathalie Ricot*</i>	HMS	Teacher of French	11/4/2024-1/24/2025**	NA	1/25/2025-2/28/2025	3/3/2025
<i>Darren DiGeronimo</i>	B&G	Maintenance Person	NA	1/9/2025 (.5)-1/31/2025	2/1/2025 - TBD	TBD
<i>Erica Tucker</i>	Harrison	Instructional Aide	1/2/2025-1/8/2025	NA	1/9/2025-2/21/2025	2/24/2025
<i>Ann Marie Mansfield</i>	RHE	Kindergarten Aide	1/27/2025-2/3/2025(.5)	2/3/2025(.5)-4/3/2025**	NA	4/4/2025
<i>Diane Sigalas*</i>	LHS	Teacher of	2/12/2025-	4/1/2025-	NA	8/25/2025

		Science	3/31/2025	6/30/2025**		
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**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 Position Adjustment

Resolved, that the Livingston Board of Education authorizes position 3111-055-RS712-001 to be increased from a .8 FTE to 1.0 FTE effective and retroactive to January 1, 2025.

4.5 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
William Loughran*	LHS	Assistant Principal	Leave Replacement	M. Pretto	LAA LHS AP	1	\$120,174 (prorated)	7/8/2024-12/20/2024
Caitlin Sadowski	Hillside	Elementary School Teacher	Leave Replacement	K. Pezzulo	BA	1	\$55,390 (prorated)	1/1/2025
Cynthia Shah	HMS/LHS /BHE	Occupational Therapist	First Year Tenure Track	S. Lipka	BA	15	\$90,000 (prorated)	1/1/2025
Judith Dinner	BHE	Playground Aide	NA	NA	NA	NA	\$18/hr	1/6/2025
Carly Foy	Hillside	Playground Aide	NA	NA	NA	NA	\$18/hr	1/2/2025

**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 TAs and Instructional Aides as listed on **Attachment H**.

4.6 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 2024-2025 school year:

Teachers

Ilyssa Chanin

Jenna Foley

Emily Einhorn

Haley Meierhofer

Samantha Caldera

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
Emily Verniero*	MPE	Instructional Aide	Long Term Sub	B. Perry	\$277/day**	11/4/2024 - 1/3/2025
Carroll Alston	HMS	Long Term Substitute Teacher	Long Term Sub	M. Smith (transfer)	\$332/day**	1/2/2025
Meghan Dufford	RHE	Kindergarten Aide	Long Term Sub	A. Mansfield	\$141/day	1/27/2025- 4/3/2025

*amended from previous agenda

**to be paid the difference between their current daily rate and the rate quoted above

4.7 Extra Period Assignments

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

4.8 Contract Adjustments

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

4.9 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment K** for athletic stipends at Livingston High School for the 2024-2025 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 Livingston High School for the 2024-2025 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 Mt. Pleasant Middle School for the 2024-2025 school year in accordance with the contract between the LBOE and the LEA.

4.10 Mentor Fees

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

4.11 ESEA Grant

Resolved, the Livingston Board of Education approves the individuals listed on **Attachment O** to be paid for work performed for the ELL After School HW Support Program from January 7, 2025, through June 12, 2025, at the rate of \$64.94/hour. These funds will be paid through the Title III - Immigrant Funds (Account number: 20-242-100-100-1033-12).

4.12 NJDOE High Intensity Tutoring Grant

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment P** to be paid for work performed in the High Intensity Tutoring program at the rate of \$64.94 per hour (not to exceed 2 hours per person per day for the duration of the program). The program will run from January 15, 2025 - June 12, 2025. These positions are funded through the NJDOE High Intensity Tutoring Grant (acct #20-451-100-100-1033-12) January 14, 2025

Mrs. Khemka seconded the motion.

Mrs. Burman explained a change to *Isabella Gardner's* leave of absence. The minutes shall reflect her LOA without pay, but with benefits (if applicable) is 5/6/2025-6/30/2025 & 8/25/2025-10/8/2025**.

Mrs. Burman congratulated all of the retirees.

On behalf of the Board, Mr. Cohen congratulated and thanked the retirees for their years of service and wished them well in their future endeavors.

ROLL CALL VOTE - Ayes - Mrs. Chirls, Mrs. Gong, Mrs. Khemka, Mrs. Yelisevich, Mr. Cohen
Nayes - None

MISCELLANEOUS

Mrs. Khemka moved the following:

5.1 HIB Report

Resolved, that the Livingston Board of Education accepts the findings of HIB cases.

Mrs. Chirls seconded the motion.

ROLL CALL VOTE - Ayes - Mrs. Chirls, Mrs. Gong, Mrs. Khemka, Mrs. Yelisevich, Mr. Cohen
Nayes - None

Old Business

There was no old business.

New Business

There was no new business.

ADJOURNMENT

At 7:30 p.m., Mrs. Chirls made a motion to adjourn the meeting.

Mrs. Khemka seconded the motion.

Vote all in favor.

Respectfully submitted,



Jessica Rapp
Board Secretary