



## **LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES**

Monday, June 19, 2017

Executive Session – 6:00 p.m. – LHS Large Conference Room

Public Voting Meeting - 7:00 p.m. - Livingston High School Media Center

A **Voting Meeting** of the Livingston Board of Education was held on this date in the Livingston High School Auditorium. The meeting was called to order at 6:00 p.m. by the Board President, Ronnie Konner, who announced that adequate notice of this meeting had been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2017 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *The Alternative Press* and the Livingston Township Clerk.

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:

- Personnel

Action will be taken upon return to public session. The full length of the meeting is anticipated to be approximately 45 minutes; and be it

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

Ms. Messer seconded the motion.

Vote all in favor.

At 7:00 p.m., the Board reconvened in public session.

Members Present: Charles "Buddy" August, Pamela Chirls, Ronnie Konner, Samantha Messer, and George Shen

Also in Attendance: Christina Steffner, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Joann Goldberg and approximately 25 members of the staff and public

## **Superintendent's Report**

### **1. Open LHS Campus for the 2017-2018 School Year**

Benjamin Litvin, Luke Spiegler and Will Taylor, the senior class officers for next year, explained to the Board the reasons why their class would like the privilege of having open lunch at the high school next year. The students stated their class is in good standing with the school, have good time management and are respectful and responsible young adults.

Mrs. Chirls moved 3.6:

### **3.6 Open Campus – Livingston High School Seniors**

**Resolved**, that the Board of Education hereby grants permission for the Livingston High School administration to extend Open Campus privileges to Livingston HS seniors for the 2017/18 school year with the understanding that all rules and regulations governing Open Campus will remain in effect.

Mr. August seconded the motion.

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

Ms. Messer explained she is abstaining because she is a new board member and wishes to have the opportunity to observe open campus this year.

Mrs. Steffner announced that a screening of "Screenagers" will be held tomorrow night at 7:00 p.m. in the LHS Auditorium.

### **2. Guidance & Transition Services**

Mrs. Tina Renga, Director of Guidance and Ms. Krystie Loeuis, Transition Coordinator, reviewed the district's transition programs and events. Mrs. Renga explained the goals of the plan are to ensure that all students have opportunities to experience academic excellence and a strong sense of well-being, to strengthen the family-school connection, to promote a shared understanding, to assist parent and students of what to expect as they transition from school to school and from school to life and to increase continuity at all developmental levels. Mrs. Renga and Ms. Loeuis continued by reviewing the various transition events that were held throughout the district this past school year as well as what they have scheduled for the 2017-2018 school year. The full presentation is available online.

## **Board Reports**

Mr. Robinson explained that a group met to review the parking lot and ADA compliance renovations at the administration building on June 12. Mr. Robinson continued that the bid opening is tomorrow and there will be a Special Voting Meeting on Thursday at 7:00 p.m. to award the bid. Mr. Robinson added that he does not expect to award the bus parking alternate portion of the bid.

Mr. Robinson continued that the neighbors brought forth some alternate sites to look at to park the buses but they are outside the Livingston area. Mr. Robinson stated he will look at these sites and provide a list of pros and cons. Mr. Robinson also stated he will look at the Livingston Mall and area of the mall parking lot that PSE&G owns as other options.

Mrs. Chirls asked what vehicles will be parked in the new lot and Mr. Robinson replied some of our maintenance vehicles and staff will park in the new lot. Mrs. Chirls asked where the buses will be parked and Mr. Robinson replied the buses will stay where they are for now and that he will also look into the possibility of moving the ones in the Heritage lot over to the smaller lot next to the baseball field.

Ms. Messer explained there was an information session of the LEF this afternoon whereby the current officers explained its purpose and what they have worked on over the past few years. Ms. Messer added members of PT Council and the community were present and have asked for additional information on what the officer roles entail before deciding how they would like to participate. In the interim, they have named some temporary officers. The group plans to meet again over the summer to see who is interested in taking on a more active role.

Mrs. Konner and a number of board members went on a tour of the special education programs in district that included our preschool and ABA programs at Burnet Hill, the Monmouth Court Campus and programs at the high school.

Mrs. Chirls asked that the information she received during the Garden State Coalition of Schools meeting be scanned and shared with the Board through Board Notes.

Mrs. Konner, Mr. Shen and Mr. August attended the viewing of a vodcast, a special project completed by fifth graders at Burnet Hill.

### **Approval of Minutes**

Mr. August moved the following:

1. Voting/Workshop Meeting Minutes of May 15, 2017
2. Voting Meeting Minutes of May 22, 2017
3. Workshop/Voting Meeting Minutes of June 5, 2017

Mrs. Chirls seconded the motion.

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

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

Lou Patrone, 4 Foxcroft Drive, asked for clarification of who was in attendance at the parking lot meeting and confirmed with Mr. Robinson that he will not be recommending adding the bus portion of the parking lot when he awards the bid.

## **II. RECOMMENDATIONS FOR APPROVAL**

### **PROGRAM/CURRICULUM**

Mr. August moved the following:

#### **1.1 Livingston Bilingual/ESL Three-Year Program Plan**

**Resolved**, that the Livingston Board of Education approves the Livingston Bilingual/ESL Three-Year Program Plan for school years 2017-2020.

## 1.2 Student Data Survey

**Resolved**, that the Livingston Board of Education, in accordance with Policy #9550, Educational Research Projects, approves *Lisa Barrows*, School Psychologist to conduct a study of students on the relationship of the amount and quality of sleep on academic performance. The information to be gathered will be already existing (archival) data including PARCC scores, GPA, attendance and discipline referrals which are in the school data base. All data will be de-identified and treated as aggregate data. There is no cost to the district.

## 1.3 Supervisor Practicum Intern

**Resolved**, that the Livingston Board of Education approves the following individual to serve as a supervisor practicum intern in the district:

<u>Intern</u>	<u>Location</u>	<u>Cooperating Supervisor</u>	<u>Dates</u>
Marlena Baird	District	Dr. Rosenthal-Skowronek & Lisa Capone-Steiger	9/2017-5/2018

Mr. Shen seconded the motion.

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

## STUDENT SERVICES

Mr. August moved the following:

### 2.1 Out of District Placements (2017-2018)

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2017-2018 for sixteen (16) Livingston students with disabilities and for the Extended School Year Program 2017 (Summer Programs) for seventeen (17) 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 Out of District Placements (2016-2017)

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2016-2017 for one (1) Livingston student with disabilities and for the Extended School Year Program 2017 (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 B***.

### 2.3 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 2016-2017 school year:

## CORTICAL VISION IMPAIRMENT EVALUATION

Margaret Lashbrook	\$1,500.00/evaluation
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Ms. Messer seconded the motion.

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

### **BUSINESS**

Ms. Messer moved 3.1 to 3.5:

#### **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><u>Fund</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>
10&11	Regular	\$983,874.46
12	Regular	198,653.08
20	Regular	51,326.70
30	Referendum	1,281.85
60	Cafeteria	145,788.36
	<b>TOTAL</b>	<b><u>\$1,380,924.45</u></b>

Regular Checks	70901-71334	\$1,233,854.24
Referendum Check	704	1,281.85
Cafeteria Checks	433-441	<u>145,788.36</u>
	<b>TOTAL</b>	<b><u>\$1,380,924.45</u></b>

#### **3.2 Board Secretary Report – March 2017**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for March 31, 2017, 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 March 31, 2017, 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	4,241,548		
(11) Current Expense		7,586,815	3,633,395

(12) Capital Outlay		288,877	3,178,235
(20) Special Revenue Fund	744,787		
(30) Capital Projects Fund	920,231		
(40) Debt Service Fund	34,707		
Total:	\$5,941,273	\$7,875,692	\$6,811,630

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of March 31, 2017, 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 2016-2017 budget for April 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>
0100	Salaries	\$219,000		
0242	Other Retirement Contributions	\$5,000		
0260	Workmen's Compensation			\$180,000
0320	Purch. Prof-Educational Services	\$20,000		
0503	Aid in Lieu Payments	\$9,700		
0514	Cont Services (Sped)	\$148,713		
0520	Insurance			\$20,000
0600	Supplies and Materials			\$26,000
0610	General Supplies			\$21,486
0622	Energy-Gas			\$100,000
0640	Textbooks			\$54,927
	<b>Totals</b>	<b><u>\$402,413</u></b>		<b><u>\$402,413</u></b>

### **3.4 Purchase of Student Computers**

**Resolved**, that the Livingston Board of Education approves the purchase of 980 HP X360 touch screen laptop computers in the amount of \$527,194 through Software House International, Inc. This purchase is being made through the NASPO HPI state contract.

### **3.5     2017/18 Anticipated Contracts to be Renewed, Awarded or to Expire During the School Year – PL 2015 – Chapter 47**

**Resolved**, that the Livingston Board of Education intends to renew, award or permit to expire the following contracts previously awarded by the Board of Education as shown on **Attachment C**. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CTF, Part200. Compliance with new contracts, not listed here, will be addressed prior to board action.

Mr. Shen seconded the motion.

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

Mr. Robinson explained that the parent survey sent out about the two calendars for the 2018-2019 school year came back 2:1 that they would like a shortened February break and for the last day of school to be June 21. Mr. Robinson added he believes the LEA prefers to have the full February break and to end school on June 25.

Mrs. Chirls requested more time to gather information so they can consider other calendar options and made a motion to table the calendar vote until the July 19<sup>th</sup> meeting.

### **3.7     Approval of 2018-2019 School Calendar**

**Resolved**, that the Livingston Board of Education approves the 2018-2019 school calendar as indicated on **Attachment D1 or D2**.

Rachel Selvin, President of PT Council, requested the school year end earlier because she feels less is happening in the classroom at the end of the year and students are missing out on summer programs that begin earlier. In addition, Mrs. Selvin requested that graduation be on a Thursday night because it is more costly to hold Project Graduation on a Friday night.

Mrs. Konner seconded the motion.

**ROLL CALL VOTE** – Ayes – Mrs. Chirls, Mr. Shen, Mrs. Konner  
Nays - Mr. August, Ms. Messer

Resolution 3.7 has been tabled until the July 19<sup>th</sup> meeting.

Mrs. Chirls moved 3.8 to 3.14:

### **3.8     Conferences and Overnight Trips**

**Resolved**, that the Livingston Board of Education approves *Jill Tejeda*, Social Studies teacher, to attend the 2017 Jewish Foundation for the Righteous Study Program in Lithuania and Poland from July 6-13, 2017. The program will be paid for using a grant from Kean University and the cost charged to the grant will not exceed \$3,000.

### 3.9 Change Orders

**Resolved**, that the Livingston Board of Education approves the following change orders that have been approved by the architect and construction manager:

<b>Environmental Climate Control – HAR, HIL, MPMS</b>		
<b>Original Contract</b>		<b>\$1,274,000.00</b>
Previously approved change orders		<u>0</u>
Contract sum prior to additional change orders		\$1,274,000.00
Change Order #4 – Credit to Owner for unused allowance #1		(\$4,152.00)
Change Order #5 – Credit to Owner for additional professional services.		(\$2,000.00)
		<b>\$1, 267,848.00</b>

### 3.10 Strategic Plan

**Resolved**, that the Livingston Board of Education approves the Strategic Plan for the years 2016 to 2021.

### 3.11 Effective School Solutions

**Be It Resolved**, Effective School Solutions, LLC, hereafter (“ESS”) has the experience and expertise to provide professional therapeutic mental health services. ESS has provided a proposed Agreement, dated July 1, 2017 regarding the nature of their services to the satisfaction of the Board.

**Be It Further Resolved**, that ESS be approved by the Board of Education for the period July 1, 2017 through June 30, 2018 at the professional fees provided in the proposed Agreement.

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

### 3.12 Individuals with Disabilities in Education Act

**Resolved**, that the Livingston Board of Education accepts the IDEA grants for the 2017-2018 school year as follows:

Basic	Public	\$1,135,524
	Non Public	\$ 129,880
Preschool	Public	\$ 53,395
	Non Public	\$ 797

### 3.13 Transfer of Current Year Surplus to Capital Reserve

**Whereas**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**Whereas**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**Whereas**, the Livingston Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

**Whereas**, the Livingston Board of Education has determined that up to \$1,000,000 is available for such purpose of transfer;

**Now, Therefore, Be It Resolved** by the Livingston Board of Education that it hereby authorizes the district's School Business Administrator to make a transfer up to \$1,000,000 consistent with all applicable laws and regulations.

### **3.14 Policies and Regulations**

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

Policy #3221 – Evaluation of Teachers (M)

Policy #3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)

Policy #3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

Policy #3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M)

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

Regulation #3221 – Evaluation of Teachers (M)

Regulation #3222 – Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M)

Regulation #3223 – Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M)

Regulation #3224 – Evaluation of Principals, Vice Principals and Assistant Principals (M)

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

Regulation #7410.01 Facilities Maintenance, Repair Scheduling, and Accounting (M)

Regulation #8420.6 - Accidents To and From School (M)

Regulation #8461 - Reporting Violence, Vandalism, Harassment, Intimidation, Bullying, Alcohol, and Other Drug Abuse (M)

Regulation #8630 – Emergency School Bus Procedures (M)

Ms. Messer seconded the motion.

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

## **PERSONNEL**

Ms. Messer moved the following:

### **4.1 Authorization for Superintendent to Hire**

**Resolved**, that the Livingston Board of Education authorizes *Christina Steffner*, Superintendent, permission to extend offers of employment to candidates from June 14, 2017 through September 11, 2017, subject to ratification by the Board at the next available scheduled Board meeting.

### **4.2 Abolishment of Positions**

**Resolved**, that the Livingston Board of Education approves the abolishment of the following positions effective June 30, 2016:

<b>Item</b>	<b>Name of position</b>	<b>FTE</b>	<b>Category of employment</b>
1	Elementary School Teacher	3.0	Instructional
2	Assistant Superintendent, C&I	1.0	Administrative
3	Assistant Superintendent, Student Services	1.0	Administrative
4	Coordinator of Testing	1.0	Administrative
5	Supervisor of Special Education	1.0	Administrative
6	Secretary (two part-time)	1.0	Support

### **4.3 Creation of Positions**

**Resolved**, that the Livingston Board of Education approves the creation of the following positions effective with the commencement of the 2017-2018 school year:

<b>Item</b>	<b>Name of position</b>	<b>FTE</b>	<b>Category of employment</b>
A	Assistant Superintendent	1.0	Administrative
B	Director of C, I & Testing	1.0	Administrative
C	Director of C, I & PD	1.0	Administrative
D	Director of Special Education	1.0	Administrative
E	Dean of Students	1.0	Administrative
F	Basic Skills Instructor	1.0	Instructional
G	Teachers (LHS)	3.0	Instructional
H	Security	0.5	Support
I	Secretary (three full-time)	3.0	Support
J	Student Assistance Counselor	1.0	Educational Services

### **4.4 Resignations**

**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 Date of Employment</b>
Coralyn Vossler	TOSD/Teacher of the Deaf	Resignation	Collins	June 30, 2017

<i>Melvin Hinson</i>	Playground Aide	Resignation	Harrison	June 23, 2017
<i>Sophia Love</i>	Playground Aide	Resignation	Hillside	June 23, 2017

**Resolved**, that the Livingston Board of Education amends the approval of *Mr. John Leister's* last day of employment from August 2, 2017 to July 31, 2017.

#### 4.5 Leaves of Absences

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

Name	Position	Location	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
Stephanie Mora *	BHE	Elementary School Teacher	6/6/17 – 6/23/17	8/30/17 - 11/24/17**	NA	11/27/17

\*amended from previous agenda

\*\*Designates time counted toward NJFLA/FMLA

#### 4.6 Transfers

**Resolved**, that the Livingston Board of Education approves the transfers as indicated on **Attachment E**.

#### 4.7 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.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
<i>Timothy Hart</i>	Collins	Principal	First Year Tenure Track	John Leister	LAA MPM/Elem	5	\$128,387	7/1/17
<i>Marybeth Kopacz</i>	District	Director of C&I, PD	First Year Tenure Track	New position	NA	NA	\$142,500	7/1/17
<i>Kate Romeo</i>	HMS/LHS	SAC	First Year Tenure Track	New position	MA+32	10	\$83,022	8/30/17
<i>Dina Akhnoukh</i>	LHS	Teacher of Math	First Year Tenure Track	New position	MA	6	\$63,232	8/30/17
<i>Dana Triana</i>	MPE	Elementary School Teacher	First Year Tenure Track	Nora Yukniewicz	BA	7	\$56,690	8/30/17
<i>Joseph Velardi</i>	HMS	Teacher of Science	First Year Tenure Track	Jane Conforti	BA	4	\$54,365	8/30/17
<i>Erin Zotti</i>	RHE	School Nurse	First Year Tenure Track	June Rudin	MA+16	8	\$71,276	8/30/17
<i>Kirsten Angel-Lambert</i>	LHS	Teacher of Art	First Year Tenure Track	Nadia Bacher	MA	8	\$67,812	8/30/17

<i>Danielle Roger</i>	LHS	Teacher of English	First Year Tenure Track	Amy Roter	MA	5	\$62,431	8/30/17
<i>Theodora Scott</i>	Hillside	TOSD	First Year Tenure Track	Megan Vittorio	MA	4	\$61,637	8/30/17
<i>Bethany Levat</i>	BHE	Speech Language Specialist	First Year Tenure Track	Lindsay Schaffel	MA	8	\$67,812	8/30/17
<i>Sydney Pollard</i>	MPMS	TOSD	First Year Tenure Track	Lily Siegel	MA	2	\$60,101	8/30/17
<i>Jennifer Szostak</i>	MPE	Elementary School Teacher	One Year Leave Replacement	Nicole Mount	BA	1	\$52,358	8/30/17
<i>Jade George</i>	Hillside	Elementary School Teacher	One Year Leave Replacement	Lauren Castoro	BA	2	\$52,960	8/30/17
<i>Shira Roth</i>	MPE	Elementary School Teacher	One Year Leave Replacement	Anna Maria DiNapoli	MA	2	\$60,101	8/30/17
<i>Colleen Currao</i>	RHE	Lead Playground Aide	NA	Ann Marie Mansfield	LPA	1	\$18,119	8/30/17
<i>Nuhi Ramani</i>	B&G	Maintenance	NA	Albert Moreira	Maintenance	4	\$47,748 plus \$1,500 for journeyman license and \$625 for boiler license	7/1/17

*\*amended from previous agenda*

**Resolved**, that the Livingston Board of Education amends the start date for *Sara Bright*, newly appointed Principal of Burnet Hill Elementary School, to August 1, 2017.

#### **4.8 Job Descriptions**

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

Reading Specialist (Elementary)  
Bus Aide

#### **4.9 Substitutes**

**Resolved**, that the Livingston Board of Education approves the appointment of *Holly Giuliani* as a long-term substitute ABA Discrete Trial TA at Burnet Hill Elementary School from May 31, 2017, through June 23, 2017. Ms. Giuliani will be compensated at the rate of \$168 per day worked for this assignment.

**Resolved**, that the Livingston Board of Education approves the appointment of *Dana Pottheiser* as a long-term substitute 10-month Office Support at Heritage Middle School (replacing Rosaria Tauro) from August 24, 2017, through December 13, 2017. Ms. Pottheiser will be compensated at the rate of \$15 per hour worked for this assignment.

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2016-2017 school year:

#### **Teachers**

*Robert Charles, Jr.*

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed on **Attachment F** as substitute teachers, nurses, secretaries, custodians and maintenance, technicians, bus drivers and security on an as-needed basis for the 2017-2018 school year.

#### **4.10 Extra Work Pay**

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

#### **4.11 Longevity**

**Resolved**, that the Board approves the Certificated and affiliated Secretarial Support Staff members on **Attachment H** for longevity effective July 1, 2017 for 12-month employees or September 1, 2017 for 10-month employees.

#### **4.12 Approval of Evaluation Instruments**

**Resolved**, that the Livingston Board of Education approves the Charlotte Danielson Model as the Evaluation tool for the certificated staff members for the 2017-2018 school year.

**Resolved**, that the Livingston Board of Education approves the Marzano Model as the Evaluation tool for the District administrators for the 2017-2018 school year.

#### **4.13 2017-2018 Re-Appointments**

**Resolved**, that the Livingston Board of Education reappoints the individuals listed on **Attachment I** as Lead Playground Aides for the 2017-2018 school year.

**Resolved**, that the Livingston Board of Education reappoints the individuals listed on **Attachment J** as Kindergarten Aides for the 2017-2018 school year.

**Resolved**, that the Livingston Board of Education reappoints the individuals listed on **Attachment K** as Playground/Cafeteria/Media Aides for the 2017-2018 school year.

**Resolved**, that the Livingston Board of Education reappoints the individuals listed on **Attachment L** as Security Liaisons (PT) for the 2017-2018 school year.

**Resolved**, that the Livingston Board of Education renews the contracts with *Steven K. Robinson* (Business Administrator/Board Secretary), and *Lisa Capone-Steiger*, Assistant Superintendent, to commence on July 1, 2017 and end on June 30, 2018. Copies of the contracts are on file at the Board office and have been approved by the Executive County Superintendent.

**Resolved**, that the Livingston Board of Education aligns the non-affiliated individuals listed on **Attachment M** with the Livingston Supervisor's Association. The Board further approves the reappointment of these individuals for the 2017-2018 school year.

**Resolved**, that the Livingston Board of Education approves the reappointment of the Technicians listed on **Attachment N** for the 2017-2018 school year.

#### **4.14 Summer Work**

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment O** for Extended School Year (ESY) staffing at the listed hourly rates.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment P** as Summer Bus Drivers.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment Q** for summer secretarial work at their per diem rate.

**Resolved**, that the Livingston Board of Education approves *Kim Byrne, Kim Lui, Audrey Giordano, and Kay Youtz, Team Leaders at MPMS*, to work six hours over the summer of 2017. Individuals will be compensated at the hourly rate approved for curriculum writing.

**Resolved**, that the Livingston Board of Education approves *Clare Klee, Michael Carlin, Kathy Carey, Kristin Bergen, Laurie Bisconti, Martha Cuervo, Maureen Biss, Joanne Geller, Ruth Manning, Erin Magalhaes (split) and Roger Rubinetti (split), Team Leaders at HMS*, to work six hours over the summer of 2017. Individuals will be compensated at the hourly rate approved for curriculum writing.

**Resolved**, that the Livingston Board of Education approves *Colleen Cornell*, Teacher of Business at Livingston High school, to work up to ten days over the summer of 2017 as the Cooperative Education Coordinator, at her per diem rate, as per Article VII, Section VII, of the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education approves the school Counselors listed on **Attachment R** for work over the summer of 2017 in accordance with Article VII, Section VII of the contract between the Livingston Board of Education and the Livingston Education Association.

**Resolved**, that the Livingston Board of Education approves the current and newly hired Child Study Team Members for work over the summer of 2017 in accordance with Article VII, Section VII of the contract between the Livingston Board of Education and the Livingston Education Association.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment S** to work over the summer of 2017 at the Summer Academy Enrichment Program at the approved rate.

**Resolved**, that the Livingston Board of Education approves the school Nurses and Athletic Trainers listed on **Attachment T** for work over the summer of 2017 at their hourly rate.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment U** as Summer Technology Workers.

Resolved, that the Livingston Board of Education approves the curriculum writers as reflected on **Attachment V** at the approved rate(s).

#### **4.15 Withholding of Increment**

**Resolved**, that the Livingston Board of Education approves the withholding of increment for the 2017-2018 school year for the individual whose name is listed on file at the Board office.

#### **4.16 Ratification of Contract**

**Resolved**, that the Livingston Board of Education ratifies the contract between the Livingston Board of Education and the Livingston Supervisor's Association for the period July 1, 2017

through June 30, 2020. A Memorandum of Agreement regarding the terms and conditions was signed on June 14, 2017.

#### **4.17 Superintendent Contract & Merit Goals**

**Resolved**, that the Livingston Board of Education approves the Merit Goals for *Christina Steffner*, Superintendent, for the 2016-2017 school year (***Attachment W***). Upon approval by the Board, the merit goals will be sent to the Essex County Superintendent for approval of payment.

**Resolved**, that the Livingston Board of Education approves the new contract between *Christina Steffner*, Superintendent, and the Livingston Board of Education dated July 1, 2017 through June 30, 2021. The contract has been previously approved by the Essex County Superintendent.

#### **4.18 Rates of Pay**

**Resolved**, that the Livingston Board of Education approves the hourly rates of pay for the 2017-2018 school year as listed on ***Attachment X***.

#### **4.19 Separation of Service Agreement**

**Resolved**, that the Livingston Board of Education approves the Separation of Service Agreement with Employee #4067 and further accepts the resignation of said employee effective June 30, 2018.

Mrs. Chirls seconded the motion.

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

Mrs. Steffner introduced Tim Hart as the Principal of Collins and Marybeth Kopacz as the Director of Curriculum, Instruction and Professional Development.

With respect to the ratification of the LSA contract, Mrs. Chirls thanked the supervisors for a successful negotiation.

#### **MISCELLANEOUS**

Mr. August moved the following:

#### **5.1 HIB Report**

**Resolved**, that the Livingston Board of Education reviewed the findings of HIB cases HAR8, HAR9, MPE2, HMS14 and LHS27.

**Resolved**, that the Livingston Board of Education accepts the findings of HIB cases HMS13 and LHS26.

#### **5.2 Suspension Report**

**Resolved**, that the Livingston Board of Education approves the Suspension Report for the month of May.

### 5.3 **Bus Evacuation Report**

**Resolved**, that the Livingston Board of Education acknowledges the Bus Evacuation Report for the Spring of 2017.

Mr. Shen seconded the motion.

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

### **Public Comment ~ up to 15 minutes**

Ilyse Shainbrown, 2 Mountain Ridge Drive, requested more instructional time earlier in the year and less days off and suggested looking at having students come in on the second day of Rosh Hashanah in an effort to end school earlier.

### **ADJOURNMENT**

At 8:15 p.m., Mrs. Konner asked for a motion to go into Executive Session to discuss the Superintendent's Evaluation. No action will be taken.

Mr. August moved the following:

### **EXECUTIVE SESSION**

1. Legal Matters
2. Negotiations
3. Personnel

**Whereas**, N.J.S.A. 10:4-1 et seq., also known as the "Sunshine Law," authorizes a public body to meet in executive or private session under certain limited circumstances, and

**Whereas**, said law requires the Board to adopt a resolution at a public hearing before it can meet in such an executive or private session, now, therefore, be it

**Resolved**, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on June 19, 2017 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
  1. Matter rendered confidential by federal law, state statute or rule of court.
  2. Matter in which the release of information would impair a right to receive federal funds.
  3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
  4. Collective bargaining matter.
  5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
  6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
  7. Investigation of violations or possible violations of law.
  8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
  9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
  10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

Mr. Shen seconded the motion. Vote all in favor.

**Respectfully submitted,**

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**Steven K. Robinson**  
**Board Secretary**

June 19, 2017

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