



LIVINGSTON BOARD OF EDUCATION VOTING/WORKSHOP MEETING MINUTES

Monday, September 11, 2017

A **Voting/Workshop 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 8:00 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.

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

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

Mrs. Konner asked for a moment of silence to mark with reflection and remembrance September 11, 2011 and to honor those who lost their lives as well as those who were first responders that day.

Superintendent's Report

Mrs. Steffner announced we had a successful opening of school last Tuesday. She walked the buildings and stated the custodial and maintenance crews did an excellent job getting our schools ready. Mrs. Steffner added that the week prior we held new teacher orientation and watched the solar eclipse.

Board Reports

Mrs. Konner shared a communication from New Jersey School Boards Association indicating our Board of Education has earned NJSBA's board certification and will be honored at the September 27 Essex County School Boards meeting. Mrs. Konner congratulated her fellow board members and the administration.

Mrs. Chirls attended the opening of the Robotics season and wished the team luck this fall.

Ms. Messer announced there is an LEF meeting at 7:00 p.m. tomorrow night at the Administration Building.

Mrs. Konner, on behalf of the Board, thanked the staff and Administration for getting the buildings ready for the first day of school.

Mr. August thanked the Township for fixing the road on Foxcroft and Hillside Avenue.

Mrs. Konner attended the LACD meeting and shared a few items. The first is a program called Register Ready to help emergency responders locate and safely evacuate people who could find it difficult to help themselves in the event of a major disaster. The second is that they are holding a Halloween Party for children with special needs and their families on Saturday, October 21 from 10:30 to 12:00 and the third is they are holding an after school sports programs every Wednesday beginning October 18 through May 23.

Mrs. Konner also thanked Mrs. Steiger for sharing her department newsletter.

Mr. Shen attended the new site opening at St. Barnabas where students can learn new technology. Mr. Shen also attended the Robotics exhibition.

Mrs. Konner announced that the newcomers welcome will be held next Monday at 5:30 p.m.

Mrs. Konner announced there are a number of back to school nights beginning this week and suggested board members, if available, attend those schools which they serve as liaisons.

Mrs. Konner announced as another way to contact the schools, in the Discover Newsletter, there is a link called "Tell Us" for parents to ask questions or share a story.

Public Input on Agenda Items ~ up to 15 minutes

There was no public input on agenda items.

RECOMMENDATIONS FOR APPROVAL

BUSINESS

Mrs. Chirls moved the following:

3.1 Annual Appointments

Resolved, that the Livingston Board of Education approves *Bronawyn O'Leary* as the District's Title IX Coordinator for the 2017-2018 school year.

3.2 Application and Receipt of Funds for ESEA (Elementary and Secondary Education Act) Grant

Resolved, that the Livingston Board of Education approves the submission and acceptance of the funds for the fiscal year 2017-2018 ESEA grant as follows:

Title I Part A	\$132,773
Title II Part A	\$76,044
Title III	\$18,361
Title III Immigrant	\$9,822
Title IV	\$10,000

Mr. August seconded the motion.

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

PERSONNEL

Mr. Shen moved the following:

4.1 Resignations

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

Name	Position	Reason	Location	Last Day of Employment
<i>Laura Linenberg</i>	Instructional Aide	Resignation	Collins	6/30/17
<i>Keith Laverty</i>	PT Security	Resignation	HMS	6/30/17
<i>Carolyn Montanez</i>	Instructional Aide	Resignation	Hillside	6/30/17
<i>Ellen Stuart</i>	Instructional Aide	Resignation	Collins	6/30/17
<i>Marie Jeana Agbayani</i>	Playground Aide	Resignation	Collins	6/30/17
<i>Gabrielle Salerno</i>	Instructional Aide	Resignation	MPMS	6/30/17
<i>Isabella Cocuzza</i>	Instructional Aide	Resignation	MPMS	6/30/17
<i>Evelyn DeMaio</i>	Kindergarten Aide	Resignation	BHE	6/30/17
<i>Veronica DiStasi</i>	ABA Discrete Trial TA	Resignation	BHE	NA
<i>Tracey Espinosa</i>	ABA Discrete Trial TA	Resignation	BHE	9/15/17

4.2 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
<i>Mary Barrasso*</i>	Elementary School Teacher	Harrison	8/30/17-9/26/17	9/27/17-12/20/17**	12/21/17-6/30/19	9/1/19

<i>Rosario Tauro*</i>	Secretary	HMS	8/24/17-10/9/17	10/10/17-12/15/17**	NA	12/18/17
<i>Diana Yellen</i>	Elementary School Teacher	BHE	10/23/17-12/29/17	1/1/18-4/6/18**	4/9/18-6/30/18	8/29/18

*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.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
<i>Jenna McCarthy</i>	LHS	Assistant Principal	First Year Tenure Track	Dr. Greg Vacca	LHS AP	1	\$108,158 (pro-rated)	9/1/17
<i>Sinead Crews</i>	LHS	Director of School Counseling Services	First Year Tenure Track	Tina Renga	NA	NA	\$112,500 (pro-rated)	9/1/17
<i>Lyndsay George</i>	BHE	Elementary School Teacher	Leave Replacement	Stephanie Mora	BA+16	2	\$54,850 (pro-rated)	8/30/17-12/1/17
<i>Asha Sohan</i>	LHS	Teacher of Biology	First Year Tenure Track	Jenna McCarthy	BA	1	\$52,358	8/30/17
<i>Meghan Clark</i>	BHE/Harrison	Elementary School Teacher	One Year Leave Replacement	Karin Pinto/Diana Yellen	BA	1	\$52,358	8/30/17
<i>Amy Kessler</i>	LHS	School Counselor	First Year Tenure Track	Sinead Crews	MA+16	10	\$79,348	8/30/17
<i>Leala Baxter*</i>	District	Pre-K-6 ELA Supervisor	First Year Tenure Track	Marybeth Kopacz	LSA-12	9	\$130,650	9/19/17
<i>Maria Rubio</i>	Transportation	Bus Driver (25 hours)	NA	NA	25 Hr Bus Driver	5	\$23,399 (plus up to 10 hours of training)	8/30/17
<i>Ertha Piverger</i>	Transportation	Bus Driver (25 hours)	NA	NA	25 Hr Bus Driver	4	\$22,380 (plus up to 10 hours of training)	8/30/17

*amended from previous agenda

Resolved, that the Livingston Board of Education approves the appointment of the Teaching Assistants and Instructional Aides as listed on **Attachment A**.

Resolved, that the Livingston Board of Education approves *Sharon Petrillo* as a certified substitute (replacing Caroline Gower) at Burnet Hill Elementary at an extra \$50.00 per day in the assignment.

4.4 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment B** for co-curricular stipends at Livingston High School in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment C** for co-curricular stipends at Heritage Middle School in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment D** for co-curricular stipends at Mt. Pleasant Middle School in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment E** for athletic stipends at Livingston High School in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment F** for Elementary stipends in accordance with the contract between the LBOE and the LEA.

4.5 Affirmative Action Officers

Resolved, that the Livingston Board of Education amends the appointment of *Andrew Espinoza* and *Chrystie Young* as the district's Affirmative Action officers for the 2017-2018 school year on the July 19, 2017 agenda to also include *Amro Mohammed*.

4.6 Summer Work

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment G** to be paid for work performed at Monmouth Court Campus over the summer of 2017.

4.7 Mentor Fees

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

4.8 Transfers

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

4.9 Lateral Moves

Resolved, that the Livingston Board of Education approves contract changes to be made for the certificated staff members listed on **Attachment J** who completed course work with passing grades and are eligible for a lateral move on the contract guide. The salary adjustments are effective and retroactive to September 1, 2017.

4.10 Extra Period Assignments

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment K** for extra period assignments.

Resolved, that the Livingston Board of Education rescinds its approval for *Jesse Carr* to teach an extra period assignment. Mr. Carr will be unable to assume the additional class due to scheduling conflicts.

4.11 Superintendent Merit Goals

Resolved, that the Livingston Board of Education accepts the merit goals for the 2017-2018 school year for *Christina Steffner* which have been approved by the Essex County Office of Education as reflected on **Attachment L**.

4.12 Job Descriptions

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

Dean of Students
Director of School Counseling Services (replaces Director of Guidance)

Mr. August seconded the motion.

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

WORKSHOP/ITEMS TO BE VOTED ON SEPTEMBER 25, 2017

The Board reviewed the items that will be voted on the September 25th agenda.

PROGRAM/CURRICULUM

1.1 Student Intern

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

<u>Intern</u>	<u>Location</u>	<u>Cooperating Teachers</u>	<u>Dates</u>
Kristina Duda	Heritage	Pamela Ciccarino and Jason Charney	8/31/17-12/20/17

STUDENT SERVICES

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2017-2018 for six (6) 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 M**.

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 2017-2018 school year:

BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS

ABAskills, LLC \$175.00/hour

HOSPITAL INSTRUCTION

Professional Education Services, Inc. \$44.00/hour
Saint Clare’s Hospital \$55.00/hour

MUSIC THERAPY

Jammin’ Jenn Music Therapy \$125.00/hour

OCCUPATIONAL THERAPY

Oxford \$87.00/hour
P.G. Chambers \$75.00/hour

PHYSICAL THERAPY

Oxford \$87.00/hour
P.G. Chambers \$75.00/hour

SPEECH AND LANGUAGE THERAPY

Creative Speech Solutions, LLC \$90.00/hour
Oxford \$93.00/hour
P.G. Chambers \$75.00/hour

2.3 District Nursing Services Plan

Resolved, that the Livingston Board of Education approves the District Nursing Services Plan for 2017-2018.

BUSINESS

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	Regular	\$948,647.51
12	Regular	976,446.09
20	Regular	71,837.49
30	Referendum	198,294.46
60	Cafeteria	68.90
	TOTAL	<u>\$2,195,294.45</u>

Regular Checks	72150-72440	\$1,996,931.09
Referendum Checks	705	198,294.46
Cafeteria Checks	467-468	68.90
	TOTAL	<u>\$2,195,294.45</u>

3.2 Board Secretary Report – July 2017

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for July 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 July 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	2,648,685		
(11) Current Expense		37,135,425	3,848,239
(12) Capital Outlay		491,246	3,178,235
(20) Special Revenue Fund	49,739		
(30) Capital Projects Fund	2,447,185		
(40) Debt Service Fund			
Total:	\$5,145,609	\$37,626,671	\$7,026,474

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of July 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 2017-2018 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:

<u>Object</u>	<u>Description</u>	<u>To</u>	<u>From</u>
0260	Workmen's Compensation		\$1,325
0420	Clean/Repair Maintenance	\$6,740	
0520	Insurance	\$1,325	
0600	Supplies and Materials		\$5,200
0610	General Supplies		\$11,265
0640	Textbooks	\$9,725	
TOTALS		\$17,790	\$17,790

3.4 Parental Contract for Student Transportation

Resolved, that the Livingston Board of Education approves the parental contact for student transportation for student #770029 from July 6, 2017 to June 20, 2018 at a cost not to exceed \$5,880.08.

3.5 Violence and Vandalism and HIB Report

Resolved, that the Livingston Board of Education approves the Annual District Report and District HIB Summary under the Electronic Violence and Vandalism Reporting System (EVVRS) for the 2016-2017 Report Period 2 as shown on ***Attachment N***.

3.6 Morris County Cooperative Pricing Council

Whereas, the Morris County Cooperative Pricing Council ("MCCPC") was created in 1974 to conduct a voluntary cooperative pricing system with municipalities, boards of educations, and other public bodies located in the County of Morris and adjoining counties; and

Whereas, the purpose of the MCCPC is to provide substantial savings on various goods and services to its members through the cooperative public bidding process; and

Whereas, the Livingston Board of Education desires to enter into an Agreement with the MCCPC, which is administered by Randolph Township as Lead Agency to **renew** its membership in the MCCPC for the period of October 1, 2016 through September 30, 2021.

Be It Resolved, by the Livingston Board of Education, County of Essex, State of New Jersey as follows:

1. The Business Administrator/Board Secretary of the Livingston Board of Education hereby authorizes the execution of an Agreement with the Morris County Cooperative Pricing Council by the Township of Randolph as Lead Agency dated October 1, 2011 pursuant to N.J.S.A. 40A:11-11(5). Said Agreement is for **renewal** of membership in the MCCPC for a five (5) year period from October 1, 2016 through September 30, 2021.
2. The Livingston Board of Education is hereby directed to submit a copy of this adopted Resolution, along with an executed Agreement, to Randolph Township as Lead Agency of the MCCPC.
3. This Resolution shall take effect immediately upon final passage according to law.
4. All appropriate Livingston Board of Education officials are authorized and directed to perform all required acts to affect the purpose of this Resolution.

3.7 Revised Tuition Student (Receiving)

Resolved, that the Livingston Board of Education approves the revised acceptance of the following tuition student for the 2017-2018 school year:

Student(s)	School	Tuition
OOD-5	Elementary	\$52,889

3.8 Settlement Agreement

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #10-17 which is on file at the Board of Education office.

3.9 Policies and Regulations

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

- Policy #0155 – Board Committees
- Policy #0164 – Conduct of Board Meeting
- Policy #5620 – Expulsion (M)
- Policy #8550 – Unpaid Meal Charges (M)

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

- Regulation #8465 - Hate Crimes and Bias-Related Acts (M)
- Regulation #8467 - Weapons (M)

Mr. August asked if the language in the Regulation #8467 could be more inclusive. Mrs. Steffner replied it is a mandated regulation but she will check.

There were a few questions brought up about the number of votes needed to alter the agenda under Policy #0164 and how the electronic participation portion will work. Mr. Robinson will check the law on the number of votes. Mrs. Steffner explained that the regulation will hold the procedures we wish to put in place for the policy and that we could then run them by the County Superintendent.

There was discussion on how the committee structure would work under Policy #0155. Mrs. Steffner explained this policy also needs to be followed up with a regulation stipulating the structure and suggested the Board provide Mrs. Konner with their interests and ideas of how they would like the committees to work. Mrs. Konner asked the Board to share this information with her in advance of the September 25 meeting.

3.10 State Aid Adjustment

Resolved, pursuant to N.J.S.A. 18A22-8.1 and N.J.A.C. 6A:23A-13.3(d), the Livingston Board of Education has chosen to appropriate the \$314,520 received as 2017-2018 additional State Aid. The additional aid will be budgeted in account number 11-000-291-270-7079-12 for health benefits.

PERSONNEL

4.1 Extra Work Pay

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

MISCELLANEOUS

5.1 HIB Report

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

Public Comment ~ up to 15 minutes

James Calderon, 17 Claremont Avenue, asked about the status of the random drug testing that was brought up at the July meeting.

Mrs. Steffner responded that she has started to meet with LMAC and local law enforcement and will follow up with a presentation to the community and student focus groups. Mrs. Steffner will spend the year reviewing stakeholders' questions and comments before bringing forth a recommendation to the Board.

ADJOURNMENT

At 8:50 p.m., Ms. Messer made a motion to adjourn the meeting.

Mrs. Chirls seconded the motion.

Vote all in favor.

Respectfully submitted,

Steven K. Robinson
Board Secretary