



## LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Wednesday, September 5, 2018

Executive Session - Administration Building Large Conference Room – 6:30 p.m.

Public Session - Administration Building Large Conference Room – 7:00 p.m.

A **Voting Meeting** of the Livingston Board of Education was held on this date in the large conference room at the Administration Building. The meeting was called to order at 6:30 p.m. by the Board President, Pamela Chirls, who announced that adequate notice of this meeting had been provided by amendment to notice approved at the Board's reorganization meeting on January 2, 2018 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.

Mr. August 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 a legal settlement

Action may be taken upon return to 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 7:02, Mrs. Chirls reconvened the public meeting.

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

Also in Attendance: James O'Neill, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Erin Crookhorn and approximately 19 members of the public and staff

Mrs. Konner asked everyone for a moment of silence in memory of Bill Lampeter, baseball coach and chair of physical education department.

## **Superintendent's Report**

### Decorum of Board Meetings

Mr. O'Neill provided a public statement regarding the decorum of Board of Education meetings going forward. The statement is attached to the end of the minutes.

### Opening of School

Mr. O'Neill announced we had a successful opening of school. He confirmed that administrators put in a lot of work to ensure success for the opening of school this summer. New Teacher Orientation was successful and extremely well received. The first two days for teachers was exceptional with departmental professional development. Mr. O'Neill stated that he and Assistant Superintendent, Mrs. Steiger, toured the buildings following the return of students. Mr. O'Neill commended the teachers for decorating beautifully and their eagerness to greet students. He also made mention that the District take pride in Livingston High School being recognized on an annual basis as a premiere high school in the state; however, to be cautious on rankings.

Furthermore, Mr. O'Neill announced that a dedication of the new turf field at Livingston High School would take place on the following Friday, as well as a moment of silence will be held for the unfortunate passing of two students.

Lastly, Mr. O'Neill shared a video that Collins Elementary School's principal and teachers collaborated on for the opening of school.

## **Board Reports**

Mrs. Konner stated that schools are off to a wonderful start. She attended New Teacher Orientation and the professional development provided was exemplary. Additionally, Mrs. Konner stated that she attended a meeting regarding Mt. Pleasant Middle School's 1:1 Initiative. Mrs. Konner also shared that she attended Livingston Committee for Diversity & Inclusion meeting and disclosed that they will be holding a Love+Unity Diversity Fest at the YMCA on Saturday, September 29<sup>th</sup> from 12:00 – 6:00 p.m.

Mr. August shared that there was a ribbon cutting to the new Heritage Middle School tennis and pickle-ball courts earlier this evening.

Mrs. Chirls elaborated that both Heritage Middle School and Livingston High School students will share usage of the courts. Furthermore, Mrs. Chirl's thanked the Township and the District for collaborating and all of the hard work put forth.

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

There was no public input on agenda items.

## **RECOMMENDATIONS FOR APPROVAL**

### **PROGRAM/CURRICULUM**

Mr. August moved the following:

### 1.1 Student Teachers

**Resolved**, that the Livingston Board of Education approves the following student teacher assignments:

<b>Name</b>	<b>School</b>	<b>Type of Placement</b>	<b>In-District Location</b>	<b>Assigned Staff</b>	<b>Date</b>
Alex Satin	Yeshiva University	Speech-Language Pathology	Burnet Hill	Brittany Arrington	9/4-12/21/18
Naomi Silverman	Yeshiva University	Speech-Language Pathology	Heritage	Leigh Brown	9/4-12/21/18
Amanda Bassano	Fairleigh Dickinson University	Grade 2	Hillside	Janene DePaolo	9/4-12/21/18 1/21-5/3/19

Mrs. Konner seconded the motion.

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

### **BUSINESS**

Mrs. Konner moved the following:

#### **3.1 Update to Financial Depositories and Signatures**

**Resolved**, the Livingston Board of Education establish the following bank accounts at Regal Bank, Livingston, New Jersey and that Regal Bank is hereby requested, authorized and directed to honor all checks, draft and other orders for the payment of money drawn in the name of the Board of Education in the following accounts when bearing the true or approved facsimile signature(s) indicated:

<b>Regal Bank</b>		
<b><u>Account Title and Number</u></b>	<b><u>Signature(s)</u></b>	
BOE School District of Livingston General Account 0108010471	Board President <b>and</b> Steven K. Robinson <b>and</b> James O’Neill	
BOE School District of Livingston Referendum 0108010505	Board President <b>and</b> Steven K. Robinson <b>and</b> James O’Neill	
Burnet Hill Elementary School School Account 0108010547	Sara Bright Annette Ferreira Steven K. Robinson	<i>Any 2</i>
Riker Hill Elementary School School Account 0108010612	Debra Ostrowski Deborah Paoella Steven K. Robinson	<i>Any 2</i>
Mount Pleasant Middle School School Account 0108010554	Andrew Espinoza Gina Covello Steven K. Robinson	<i>Any 2</i>
Livingston High School Athletic Account	Mark Stern Bronawyn O’Leary	<i>Any 2</i>

0108010604		Jenna McCarthy Danielle Rosenzweig Richard Porfido Steven K. Robinson	
Livingston Board of Education Board Secretary's Petty Cash 0108010489		James O'Neill Steven K. Robinson Patricia Ramos	<i>Any 2</i>

### **3.2 Annual Appointments**

**Resolved**, that the Livingston Board of Education amends the following appointment (from 5/21/18) for the 2018-2019 school year which are in effect until changed by resolution:

Affirmative Action Officers                      *Chrystie Young and Amro Mohammed*

Ms. Messer seconded the motion.

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

### **PERSONNEL**

Mrs. Konner moved the following:

#### **4.1 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 Day of Employment</b>
<i>Cara Pelchat*</i>	School Counselor	Resignation	LHS	August 16, 2018
<i>Nikol Puco</i>	Elementary School Teacher	Resignation	RHE	August 22, 2018
<i>Gabrielle Altstadtter</i>	Teacher of ESL	Resignation	Elementary	October 25, 2018, or earlier if a replacement can be found
<i>Nena Akrofi</i>	ABA Discrete Trail TA	Resignation	BHE	June 30, 2018
<i>Jennifer Cardona</i>	Bus Aide	Resignation	Transportation	June 30, 2018
<i>Anthony Belton</i>	Bus Driver	Resignation	Transportation	June 30, 2018
<i>Denise Galluzzo</i>	Instructional Aide	Resignation	Harrison	June 30, 2018
<i>Gabrielle Castelli</i>	ABA Discrete Trial TA	Resignation	BHE	June 30, 2018
<i>Nicole Tartara</i>	Instructional Aide	Resignation	Collins	June 30, 2018

<i>Samantha Redgate</i>	Instructional Aide	Resignation	BHE	June 30, 2018
<i>Kirstie Robalo</i>	ABA Discrete Trial TA	Resignation	BHE	June 30, 2018
<i>Steven Osvold</i>	Instructional Aide	Resignation	LHS	June 30, 2018
<i>Emily Arcangelo</i>	ABA Discrete Trial TA	Resignation	BHE	June 30, 2018
<i>Ashley Milano</i>	Instructional Aide	Resignation	RHE	June 30, 2018
<i>Bonnie Platek</i>	Instructional Aide	Resignation	Collins	June 30, 2018
<i>Alice Carmody</i>	Instructional Aide	Resignation	RHE	NA
<i>Hannah Schiller</i>	Instructional Aide	Resignation	Collins	NA
<i>Gianna DiPisa</i>	Elementary School Teacher	Resignation	RHE	NA

*\*as amended from a previous agenda*

#### **4.2 Leaves of Absences**

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

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>LOA w/pay and benefits</b>	<b>LOA w/o pay, but with benefits (if applicable)</b>	<b>Extended LOA w/o pay or benefits</b>	<b>Return Date</b>
<i>Lori Balasic*</i>	School Counselor	MPMS	8/29/18-9/28/18	10/1/18-1/1/19**	1/2/19-6/30/20	9/1/20
<i>Kristen Murray*</i>	Elementary School Teacher	Hillside	8/29/18-10/3/18	10/4/18-1/3/19**	1/4/19-4/19/19	4/22/19
<i>Lisa Fischer</i>	Elementary School Teacher	Harrison	NA	9/17/18-9/28/18**	NA	10/1/18
<i>Jennifer Fredericks*</i>	TOSD	LHS	3/14/18-4/9/18	4/10/18-6/21/18 & 8/29/18-11/09/18**	NA	11/12/18
<i>Kristin Szelingowski</i>	Elementary School Teacher	Harrison	1/14/19-2/22/19	2/25/19-5/24/19**	NA	5/29/19
<i>Celina Lewis</i>	Instructional Aide	HMS	NA	NA	8/29/18-TBD	TBD

Rita Arbuckle*	Bus Driver	Transportation	3/19/18-6/1/18	6/4/18 - 6/21/18 & 8/29/18 - 10/31/18**	11/1/18 - TBD	TBD
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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 A**.

### 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
Stephanie Molaro	LHS	School Counselor	First Year Tenure Track	Cara Pelchat	MA	2	\$60,281, plus up to 2 days for summer work	8/29/18
Gadi Ulysse	LHS	School Psychologist	First Year Tenure Track	Natalie Bauer (transfer)	MA+32	5	\$68,523, plus up to 2 days for summer work	8/29/18
Brynn Bennett	Collins	Elementary School Teacher	One Year Leave Replacement	Anne Sarasohn	MA	1	\$59,624	8/29/18
Gabrielle Salerno	MPMS	TOSD (3/5)	First Year Tenure Track	New position	BA	2	\$31,871	8/29/18
Tonya Daher	LHS	Administrative Secretary 12-M	First Year Tenure Track	Annette Ferreira (transfer)	AS-12m >7/12	6	\$54,931 (pro-rated)	8/20/18
Ellen O'Connor**	CO	Applications Architect	NA	New position	NA	NA	\$73,000 (pro-rated)	9/1/18
Aubrey DeNigris	RHE	Elementary School Teacher	One Year Leave Replacement	Erin Lurie	BA	1	\$52,515	8/29/18
Kristen De La Rosa	LHS	Teacher of Social Studies	One Year Leave Replacement	John Laney	BA	2	\$53,119	8/29/18
Nicole Haslett	RHE	Elementary School Teacher	First Year Tenure Track	Nikol Puco	BA	5	\$55,255	8/29/18
Gina Covello	MPMS	First Secretary 12-M	Tenured	Lily Tremari	First Secretary 12 M	7	\$67,141 (pro-rated), plus \$2,340 longevity	9/1/18

\*begins 60-day probationary period

\*\*as amended from previous agenda

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

**4.5 Substitutes**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment C** as substitutes for the 2018-2019 school year.

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2018-2019 school year:

**Teachers**

- Robin Glaser*
- Jean Freedman*
- Tonya Daher*
- Rachel Frieman*
- Samuel Tafel*
- James Mattia*
- Samantha Dock*
- Rachel Montesion*
- Taylor Woytas*
- Nikol Puco*
- Gabrielle Altstadter*

**Custodians**

- Ramario Setalsingh (\$15.50/hr)*
- Andy Weng (\$10.00/hour)*
- Regunald Coke (\$15.50/hour)*
- Lamberto Layug (\$15.50/hour)*

<b>Name</b>	<b>Location</b>	<b>Title</b>	<b>Leave Replacement or Long Term Sub</b>	<b>Replacing</b>	<b>Salary</b>	<b>Effective Date</b>
<i>Sharon Yasner</i>	BHE	Elementary School Teacher	Leave Replacement	S. Fjeldal	\$263/day	8/29/18-11/30/18

**4.6 Stipends**

**Resolved**, that the Livingston Board of Education approves the Livingston High School Athletic Stipends as listed on **Attachment D**.

**Resolved**, that the Livingston Board of Education accepts the resignation of *Jessica Byrne* as Head Cheerleading Coach for the fall and winter seasons at Livingston High School for the 2018-2019 school year.

**Resolved**, that the Livingston Board of Education approves the Mt. Pleasant Middle School Co-Curricular Stipends as listed on **Attachment E**.

**Resolved**, that the Livingston Board of Education approves the District Stipends as listed on **Attachment F**.

**Resolved**, that the Livingston Board of Education approves the Livingston High School Co-Curricular Stipends as listed on **Attachment G**.

#### **4.7 Summer Workers**

**Resolved**, that the Livingston Board of Education approves *Justine Kasztelan Krawiec* to work over the summer of 2018 at the Summer Academy Programs at the approved rate.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment H** to work in the buildings and grounds department as summer workers at the rates listed.

#### **4.8 Lateral Moves**

**Resolved**, that the Livingston Board of Education approves contract changes to be made for the certificated staff members listed on **Attachment I** 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, 2018.

#### **4.9 2018-2019 Re-Appointments**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment J** for reappointment as Playground Aides for the 2018-2019 school year at the rates listed.

#### **4.10 Extra Period Assignments**

**Resolved**, that the Livingston Board of Education approves the individual listed on **Attachment K** for extra period assignments in accordance with the contract between the LBOE and the LEA.

#### **4.11 Contract Adjustments**

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

### **WALK IN ITEMS**

#### **4.12 Resignation**

**Resolved**, that the Livingston Board of Education accepts the resignation of *John Laney*, Teacher of Social Studies at Livingston High School, effective December 31, 2018.

#### **4.13 Separation of Service Agreement**

**Resolved**, that the Livingston Board of Education approves the Separation of Service Agreement between it and Employee #4438.

Mr. Shen seconded the motion.

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

### **Preview of September 17, 2018 Voting Meeting Agenda**

- 1. PROGRAM/CURRICULUM**
  - 1.1 DVDs**
- 2. STUDENT SERVICES**
  - 2.1 Out of District Placements**
  - 2.2 Related Services/Medical Consultants**

- 2.3 Nursing Services Plan**
- 3. BUSINESS**
  - 3.1 Payment of Bills**
  - 3.2 Board Secretary Report – July 2018**
  - 3.3 Transfers**
  - 3.4 Student Safety Data Systems Report**
  - 3.5 Conferences and Overnight Trips**
  - 3.6 State Aid Adjustment –**
    - Mr. Robinson stated that the budget will be adjusted to reflect the additional state aid and will be formalized on September 17<sup>th</sup>.
  - 3.7 Settlement Agreement**
  - 3.8 Policies and Regulations**
- 4. PERSONNEL**
- 5. MISCELLANEOUS**
  - 5.1 HIB Report**

Mrs. Burman noted that Policy and Regulation 1613 – Disclosure and Review of Applicant’s Employment History, the “Pass the Trash” legislation requires districts to check individual’s background to ensure no sexual misconduct with students in prior employment. The District has done this with all new hires since June 1, 2018.

In regards to Policy 3212 – Attendance for staff, Mrs. Konner questioned how we get input from stakeholders before these are adopted. Mrs. Burman stated that administration will bring to LEA liaison and DEAC committee to get input on policies. Additionally, Mrs. Burman explained that policies are presented at administrative council and principals discuss with buildings for input.

In regards to Policy 8330 – Student Records, Mrs. Chirls asked what is generally kept in a student record and how is that transitioned from one building to another.

Mrs. Steiger answered that in terms of Student Records, the records are kept mostly through the Genesis Portal. Previously, a “cumulative card” physically held this information, but that has dissolved over time and been replaced by the Genesis Portal. There are requirements by the state as to how long a record remains.

Mrs. Chirls further elaborated her question about Student Information Directory – is this language consistent with the permission that parents give the district prior to the first day of school? Mrs. Burman responded that she would look into it and provide an answer in the future.

Additionally, in regards Policy 8330 – Student Records under B3, Mrs. Konner asked about the reference to information being provided in the parent’s dominant language. Mrs. Burman explained that our World Language Supervisor get documents translated by staff members. If we are unable to translate, then we have contacts outside of our district and we collaborate with other districts to ensure that our documents are translated to the primary language of the families joining us.

In regards to Policy 2430 – Co-curricular Activities, Ms. Messer questioned the statement that the Board cannot permit overnight trips and wondered if that was a change to our current policy. Mr. Robinson confirmed that we do not subsidize overnight trips. Fees and registration are covered by the Board, but not overnight travel. Ms. Messer questioned the rationale for the Board not subsidizing in the past. Mr. O’Neill answered that in most districts, there is a concern about liability that the Board incurs if there is a bus accident if we were officially sponsoring.

Mrs. Konner questioned why references to “legal guardian” are being crossed out of policies and regulations. Mrs. Burman answered that the word “parent” includes legal guardian per Strauss Esmay.

Mr. Shen questioned Policy 5533 – Student Smoking and the discipline provided. Mr. O’Neill responded that the Code of Conduct and Student Handbook defines the infraction that is to be delivered.

Mrs. Konner questioned when they would receive the Nursing Services Plan. Mrs. Steiger responded that the Board will receive it in upcoming board notes.

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

Andrew Miller, 18 Sycamore Avenue, provided responses to a Facebook poll that he posted on the Livingston Education Facebook Group. The public poll was in regards to what the district needs to focus on following Mrs. Steffner’s resignation.

Justin Alpert, 56 Amherst Place, stated that communication has been wonderful this year. He thanked the district, as the social media engagement has been uplifting and positive. Mr. Alpert suggested that Livingston invite Dr. Lamont Repollet, NJDOE Acting Commissioner of Education, to district. Mr. Alpert thanked Mr. O’Neill for returning to Livingston.

Janine Ferdinand, 7 Camelot Drive, commented on the environmental testing being completed at Burnet Hill Elementary School. Mrs. Ferdinand thanked the building principal for providing updates on testing, which were all negative. Mrs. Ferdinand stated that the district should continue to keep parents abreast of information to eliminate rumors.

Brian Bradley, 46 Ashwood Drive, questioned what happened with the seniors in the parking lot on the first day.

In response to Mr. Alpert, Mr. Robinson announced that Carolyn Morano, NJDOE Assistant Commissioner of Education Student Services, will be touring schools with Mr. O’Neill and Mrs. Steiger the following day.

In response to Mrs. Ferdinand, Mr. Robinson replied that more testing was completed than what was requested by the LEA. The Board hired the provider and the LEA did not reject the provider. A full report will be provided to BHE. Multiple rooms were tested, which included soil samples, radon testing, and air quality tests which are in the process, as students needed to be in session.

In response to Mr. Bradley, Mr. O’Neill stated that the circumstances with the parking lot were unfortunate. There will be a letter in the September 6<sup>th</sup> issue of the *West Essex Tribune*, as well. Mr. O’Neill summarized that senior students began arriving a few years ago marking their parking spots in a municipal property parking lot. Since it is not BOE property, the Board has no authority to regulate the use of the municipal property. For instance, one year, the principal was contacted 10 p.m. and he went to discouragement. This year, the principal encouraged students to arrive no earlier than 7:15 a.m., but students came much earlier. Parents were upset that we involved police, even the Mayor was upset we involved the police. However, if we did not involve the police, Mr. O’Neill’s concern was should an accident have occurred, the question would have been – why did the school district not tell us? We were in a catch-22. We are committed to coming together this year to find a solution satisfactory to all going forward.

### **Old Business**

There was no old business.

**New Business**

Mr. August advised that Crayola recycles crayons. Mrs. Steiger explained our relationship CrayolaEd and will investigate the recycling of crayons.

**ADJOURNMENT**

At 7:50 p.m., Mr. August made a motion to adjourn the meeting.

Mr. Shen seconded the motion.

Vote all in favor.

**Respectfully submitted,**

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

## **PUBLIC STATEMENT 9/5/18**

1. Board meetings are a meeting of the Board in public.
  - a. It is not a public meeting.
  - b. The public has an opportunity to see the Board as they discuss, resolve and vote on School Board business, policies and issues.
  - c. There is an opportunity for public input.
  - d. Members of the public are welcome to bring questions to the Board.
  - e. There are designated times for questions on agenda items and any questions or issues not on the agenda.
  - f. The Board and the Superintendent will decide who they think is best prepared to respond to the question.
2. Neither the Superintendent nor the Board will respond to any member of the public for individual polling or questions.
3. THE BOARD WILL NOT USE THE PUBLIC MEETING TO RESPOND TO POSTS. We will make every effort to respond to questions from the floor and emails we receive prior to the meeting. We respect the right of parents and others to create on line groups but those groups are not subject to district oversight and often have comments that are critical of district practices or disparaging of district personnel. Any official response by the board tends to legitimize the sites that have inappropriate information. Even though some board members have tried to answer questions or clarify misinformation, the misinformation continues.
  - a. We simply ask everyone to refer to the district website for policies, procedures and answers to your questions. If the Board believes a certain issue raised requires a response the response will be on the district website.
  - b. The Board may choose to request any misleading logos, pictures or headings be removed from any non-affiliated individual's or group's website. If there is no response, the Board may choose to take additional action.
  - c. Additionally, we are aware that some sites house detrimental comments about the district and make disparaging comments about district personnel. We have an ethical obligation to refrain from contributing to those websites.

4. The Board is focused on the task of providing students in Livingston with an excellent education that prepares them for future studies and life.
5. The Board is committed to working toward consensus in decision-making.
6. Our goal is to have as many 5-0 votes as possible. We encourage the public to assist in attaining this goal.
7. The role of the Superintendent is to run the district and take responsibility for whatever is not working.
8. The role of the Board is to ensure the district is run well.
9. Outside of Board meetings, the Board and the public will direct questions, concerns or problems to the Superintendent.
10. The Superintendent will make every effort to provide answers to all issues in a timely manner.
11. There will be public presentations when appropriate.
12. Presentations will primarily focus on new initiatives or new procedures. Not every update to current policies and procedures requires a presentation.

In summary, the Board's goal is to have our meetings be organized, efficient, transparent, productive and characterized by civility.