



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Monday, September 17, 2018
Livingston High School – Auditorium – 7:00 p.m.

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 7:00 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.

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 15 members of the public and staff

Superintendent's Report

Mr. O'Neill shared with the community that Back to School Nights have been going well. Mr. O'Neill also addressed that there are various challenges schools face on an annual basis; for example, weather issues, security, social/emotional issues, social media, cyber bullying, substance abuse, etc. However, the District has an obligation to attend to each challenge. Suggestions are welcomed from the public. Furthermore, a large survey was completed in the 2017-2018 school year, but due to the size of the survey, the data has been difficult to compile. Mr. O'Neill elaborated that communication is key in every school district, internally and externally to the community at large.

Board Reports

Mrs. Konner shared that the 9/11 ceremony that took place was exceptional.

Mrs. Konner also reminded the community of two upcoming community activities, both taking place on September 29th – the Love+Unity Diversity Festival, as well as an Alzheimer's Walk at South Mountain Arena.

Mr. Shen also shared with the community that he attended two Back to School Nights. Teachers are well prepared and very impressive.

Approval of Minutes

Mrs. Konner moved the following:

1. Special Voting Meeting Minutes of July 30, 2018
2. Voting Meeting Minutes of August 15, 2018
3. Executive Session Minutes of April 23, 2018; May 7, 2018; May 14, 2018; May 21, 2018; June 4, 2018; June 14, 2018; June 18, 2018; June 25, 2018; June 28, 2018; July 10, 2018; July 17, 2018; July 25, 2018; July 30, 2018 and August 15, 2018

Mr. August seconded the motion.

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

Public Input on Agenda Items ~ up to 15 minutes

Justin Alpert, 56 Amherst Place, questioned 3.4 Conferences and Overnight Trips regarding the New Jersey School Boards Association Workshop in Atlantic City, New Jersey. Mr. Alpert feels that the New Jersey School Boards Association is not very strong and that they are currently adverse to public schools.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

There is no motion.

STUDENT SERVICES

Mr. Shen moved the following:

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2018-2019 for five (5) Livingston student with disabilities and for Extended School Year 2018 (Summer Programs) for two (2) 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 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 2018-2019 school year:

BILINGUAL EVALUATIONS

The Bilingual Child Study Team	\$1,000.00/evaluation
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BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS

ABAskills, LLC	\$175.00/hour
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Caldwell University-Center For Autism & ABA	\$200.00/hour
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CHILD STUDY TEAM EVALUATIONS

Carey, Kelly	\$400.00/evaluation
Deutsch, Rita	\$400.00/evaluation

MUSIC THERAPY

Jammin’ Jenn \$125.00/hour

VOCATIONAL

Revolution New Jersey, Inc. \$75.00/hour

District Nursing Services Plan

Resolved, that the Livingston Board of Education approves the District Nursing Services Plan for the 2018-2019 school year.

Mrs. Konner seconded the motion.

Mrs. Konner questioned the recommendation in the District Nursing Services Plan to add nursing staff at Heritage Middle School. Mrs. Steiger responded the recommendation would be reviewed during the budget process.

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

BUSINESS

Mrs. Konner 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	Regular	\$1,413,671.34
12	Regular	573,937.19
20	Regular	14,476.98
60	Cafeteria	137.00
	TOTAL	<u>\$2,002,222.51</u>

Regular Checks	77338-77605	\$2,002,085.51
Cafeteria Checks	1062-1063	137.00
	TOTAL	<u>\$2,002,222.51</u>

3.2 Board Secretary Report – July 2018

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for July 31, 2018, 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, 2018, 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	4,286,620		
(11) Current Expense		18,727,465	3,995,674
(12) Capital Outlay		783,847	1,978,235
(20) Special Revenue Fund	269,487		
(30) Capital Projects Fund	636,451		
(40) Debt Service Fund	241,345		
Total:	\$5,433,903	\$19,511,312	\$5,973,909

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of July 31, 2018, 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 2018-2019 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>
0320	Purch. Prof-Educational Services	\$500	
0420	Clean/Repair Maintenance	\$910	
0580	Travel		\$4,859
0600	Supplies and Maintenance		\$11,065
0610	General Supplies	\$29,973	

0640	Textbooks			\$15,459
		TOTALS	\$31,383	\$31,383

3.4 Conferences and Overnight Trips

Resolved, that the Livingston Board of Education approves *James O’Neill, Steven Robinson, Lisa Capone-Steiger, Susan Burman, Charles August, Pamela Chirls* and *Ronnie Konner*, Interim Superintendent of Schools, Business Administrator, Assistant Superintendent, Human Resources Manager and Board of Education members to attend the New Jersey School Boards Association Workshop in Atlantic City, New Jersey from October 22 to 25, 2018 at a cost not to exceed \$700 each.

Resolved, that the Livingston Board of Education approves *Erin Borino, James Novotny, Kenneth Zushma* and *Alek Sadiwynk*, Director of Instructional Technology, PreK-12 Business Ed/FCS/TDE Supervisor and technology education teachers to attend the New Jersey School Boards Association Workshop in Atlantic City, New Jersey from October 23 to 24, 2018 at a cost not to exceed \$350 each.

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

3.5 Field Trips

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

3.6 Tuition Students (Receiving)

Resolved, that the Livingston Board of Education approves the acceptance of the following tuition students for the 2018-2019 school year:

Student(s)	School	Tuition
OOD-1	Elementary	\$54,648
OOD-1 ESY	Elementary	\$3,193
OOD-2	Elementary	\$51,581
OOD-3	Elementary	\$33,560

3.7 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 \$866,126 received as 2018-2019 additional State Aid. The additional aid will be budgeted in account number 11-000-291-270-7079-12 for health benefits.

3.8 Settlement Agreement

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #06-18 which is on file at the Board of Education office.

3.9 Changes to Annual Meeting Calendar

Resolved, that the Livingston Board of Education approves the following changes to the Annual Meeting Calendar:

1. Cancellation of the November 12, 2018 Workshop Meeting
2. Change November 19, 2018 Voting to a Workshop Meeting
3. Addition of November 26, 2018 Voting Meeting
4. Cancellation of the December 3, 2018 Workshop Meeting

3.10 Policies and Regulations

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

Policies

Administration

Policy #1613 - Disclosure and Review of Applicant's Employment History (M) (new to district)

Program

Policy #2430 - Co Curricular Activities (M) (with revisions)

Policy #2431 - Athletic Competition (M) (with revisions)

Teaching Staff Members

Policy #3212 - Attendance (M) (with revisions)

Students

Policy #5116 - Education of Homeless Children (M) (with revisions)

Policy #5339 - Screening for Dyslexia (M) (with revisions)

Policy #5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (with revisions) (changes made since 7/10/18, back on for first reading)

Operations

Policy #8330 - Student Records (M) (with revisions)

Regulations

Administration

Regulation #1613 - Disclosure and Review of Applicant's Employment History (M) (new to district)

Program

Regulation #2418 - Section 504 of the Rehabilitation Act of 1973 - Students (M) (new to district)

Students

Regulation #5561 - Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (with revisions) (changes made since 7/10/18, back on for first reading)

Operations

Regulation #8330 - Student Records (M) (new to district)

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

Policies

Students

Policy #5350 - Student Suicide Prevention (M) (with revisions)

Policy #5533 – Student Smoking (M)
Policy #5610 – Suspension (M) (with revisions)

Operations

Policy #8462 – Reporting Potentially Missing or Abused Children (M) (with revisions)

Regulations

Program

Regulation #2431.2 - Medical Examination Prior To Participation on a School-Sponsored Interscholastic or Intramural Team or Squad (M)

Students

Regulation #5350 – Student Suicide Prevention (M) (completely rewritten)

Resolved, that the Livingston Board of Education abolishes Policy #3244 - In-Service Training in accordance with recommendations from Strauss Esmay, as the content has been encompassed into Policy #3240 - Professional Development for Teachers and School Leaders (M), which was most recently revised on January 29, 2018.

Resolved, that the Livingston Board of Education has reviewed the following policies and has determined that no changes are required at this time:

Policy #3124 – Employment Contract (Teaching Staff Members)

Policy #4124 – Employment Contract (Support Staff Members)

Mr. August seconded the motion.

Ms. Messer addressed Policy #2430 – Co Curricular Activities (M) (with revisions) and Policy #2431 – Athletic Competition (M) (with revisions) regarding one specific line that precludes the Board from subsidizing out-of-state overnight travel associated with athletic competitions. Ms. Messer feels this line should be removed. Mr. August questioned how many out-of-state athletic competitions there are. Mrs. Chirls asked what the process is currently.

Mr. Robinson indicated that there are not very many out-of-state events. Those that do go out-of-state are funded through student fundraising. Mr. Robinson elaborated that the Board is obligated to pay for students that qualify for free and reduced lunch.

Mr. O'Neill stated that a number of school districts have the same requirement we have to subsidize for those that have free and reduced lunch, which decreases the amount of funds there are for all other students. Ms. Messer feels that the cost could be a hardship for families that do not qualify for free and reduced lunch. Mr. O'Neill confirmed that we can take Ms. Messer's concern under advisement provided that this is the first reading of the policy.

Mrs. Konner addressed the Public Comment regarding the New Jersey School Boards Association workshop. Mrs. Konner finds that the workshops are very meaningful. It affords the board an opportunity to speak with the NJBOE, the Commissioner, other districts, legislative representatives and Garden State Coalition. Therefore, there are many advocacy opportunities and meaningful training workshops from special education to superintendent search.

Mr. August then questioned Policy #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (with revisions) on who does the training and who gets the training. Mrs. Steiger responded that we use Crisis Prevention Intervention (CPI) and we have four staff trainers. Each building has crisis intervention team dedicated to this skillset. It is rare

to use restraint, as CPI provides staff member's with the skills to help a child deescalate, so that restraint does not occur.

Mrs. Chirls stated that the number four, second sentence of Policy #5561 – Use of Physical Restraint and Seclusion Techniques for Students with Disabilities (M) (with revisions) needs revisions.

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

PERSONNEL

Mr. August 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>Nadia Bacher</i>	Teacher of Art	Resignation	Elementary	August 30, 2018

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>Nadia Bacher*</i>	Teacher of Art	Elementary	3/2/18-4/2/18	4/3/18-8/30/18**	NA	NA
<i>Doreen Gugger</i>	Teacher of ESL	MPM/MPE	12/3/18-1/11/19	1/14/19-4/5/19**	4/8/19-6/30/19	8/29/19
<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

**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. 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
<i>Virginia Ackerman</i>	MPMS	Teacher of ESL	Leave Replacement	Doreen Gugger	MA+32	1	\$65,326 (pro-rated)	11/26/18

<i>Melissa Mondanaro</i>	Elementary	Teacher of Art	Tenure Track	Nadia Bacher	BA	1	\$52,515 (pro-rated)	8/30/2018
<i>Melvin Hinson</i>	Harrison	Playground Aide	NA	NA	NA	NA	\$16.50/hr	9/4/2018
<i>Carmen Rivera</i>	Transportation	25-Hour Bus Driver	NA	NA	25 Hr BD	4	\$22,597 (pro-rated)	9/24/18
<i>Colleen Pisciotti</i>	Transportation	25-Hour Bus Driver	NA	NA	25 Hr BD	6	\$24,699 (pro-rated)	9/12/18
<i>Gloria Goode-Brown</i>	Transportation	Bus Aide	NA	NA	Bus Aide	1	\$11,865 (pro-rated)	9/13/18

**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 D**.

4.4 Substitutes

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

Gabrielle Salerno
Tametha Hill

Security (\$25.00/hr)

Vincent Corrado
Howard Toffey
Vincent Kulik
Thomas Manzi
Michael Murphy
Joseph Sullivan

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Colleen Currao*</i>	RHE	Lead Playground Aide	Long Term Substitute	Donna Pepe	\$18.54/hr	8/23/18 - TBD

**as amended from a previous agenda*

4.5 Extra Work Pay

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

4.6 Stipends

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

4.7 Lateral Moves

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

4.8 Contract Adjustments

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

Ms. Messer seconded the motion.

Mrs. Konner questioned if we still have staff positions open. Mrs. Burman responded that we are advertising for positions; however, we currently have instructors in those positions. Additionally, we are still in need of some instructional aides.

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

Public Comment ~ up to 15 minutes

Justin Alpert, 56 Amherst Place, commented that Livingston High School's Back to School Night and Mount Pleasant Middle School's Back to School Night were fantastic.

Old Business

Mr. August celebrated the opening of new turf field at Livingston High School. Mr. August also mentioned that Livingston High School won the first football game of the season.

New Business

Enrollment

Mr. Robinson provided the board with an enrollment update. Enrollment currently stands at 6,005 students compared to last year at 6,034 students. The big bubble is moving through the secondary level; whereas, enrollment at the elementary level is low.

Mr. O'Neill also addressed enrollment at the upper level. At Mount Pleasant Middle School, six percent of student classes were unable to be accommodated in our 25 students per class parameter that was our target. At Heritage Middle School, there was a total of 87 classes with over 25 students. We should have anticipated this as the incoming 7th grade was 30-40 students larger than the student's exiting the school. Furthermore, there were 32 students that moved in to the district over the summer that enrolled at HMS. However, to accommodate, each class that is over 25 students does have an aide or an additional teacher. At Livingston High School, 4.2% of classes have over 25 students. This occurred in an effort to accommodate every student possible and to stretch staff so that classes that were overloaded had an additional teacher or an aide.

Mr. Robinson addressed enrollment at the elementary level. Currently, there are 115 sections at the elementary schools, 94.8% are at or below guidelines. Overall, class sizes are much better than they have been in a long time.

Mr. August questioned if there is a way for us to find out how many homes in Livingston are being sold, remodeled, then being re-sold. Mr. Robinson responded that he will look into this with Livingston Township's Planning Board. This would include rentals and new construction, as well. Mr. O'Neill suggested doing a demographic report to give us a five-year projection.

Mrs. Konner expressed her concern for the first and second grade classes and what would occur if new children move in throughout the school year. Mr. Robinson confirmed that we have space available and soft bordering is an alternative.

AP Waitlist

Mr. O'Neill provided the board with an update on the concern with the AP Waitlist, as courses were closed for further transfers. At one point, we had 307 students on a waitlist. Currently, we have 34 students that are unable to be transferred. There are two classes that a significant number of students were unable to be accommodated for, AP Physics 1 and AP Computer Science. To avoid this in the future, we will need to have students enroll very early in order to build the schedule successfully. All seniors that enrolled early were accommodated for.

Ms. Messer questioned how we are going to consider this in next five years with the AP labs since enrollment is high in the middle school. Mrs. Chirls also questioned how to avoid high wait lists for AP classes.

Mr. O'Neill responded that we did not have the time to take an environmental lab and retrofit it for physics. All seniors were accommodated for, unless they signed up late. The student's grade was taken into consideration, with older students being accommodated first.

Green Buses

Mr. Robinson shared that five school buses are being retired. Two of these school buses will be painted green and converted for use with the Marching Band and the TV Studio.

School Safety Report

Mr. Robinson shared that based on a School Safety Report completed a few years ago, Riker Hill Elementary will have bollards put in front of the doors to avoid a potential car accident.

ADJOURNMENT

At 7:52 p.m., Mrs. Chirls made a motion to adjourn the meeting.

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 September 17, 2018 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,

Steven K. Robinson
Board Secretary

September 17, 2018

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