



## LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

July 15, 2025

Executive Session - Administration Building - 5:30 p.m.

Public Session - Administration Building - 6:15 p.m.

A **Voting Meeting** of the Livingston Board of Education was held on this date in the large conference room in the Administration Building and via a Facebook livestream. The meeting was called to order at 5:30 p.m. by Seth Cohen, Board President, who announced that adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 2, 2025 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

Members Present: Pamela Chirls, Seth Cohen, Fang Gong, Parul Khemka (virtually) and Inna Yelisevich

Also in Attendance: Dr. Daniel Fishbein, Jessica Rapp, Mark Stern, Lisa Capone-Steiger and Susan Burman

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:

- student and legal matters and personnel

Action may be taken upon return to the 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.

Mrs. Gong seconded the motion.

**Vote all in favor.**

## Superintendent's Report

### 1. Presentation of NJGPA Scores

Mrs. Natalie Topylko presented the NJGPA and Access for ELL scores for the district. Mrs. Topylko compared scores over the last few years and compared scores for subgroups within the district or the NJGPA, and presented the number of students who were administered the Access for ELL tests and the scores achieved for students attending school in the district for 0-2 years vs. 3-4 years.

Mrs. Khemka mentioned the poor outcomes of IEP students as compared to our general population in Math and ELA.

The full presentation is available on our website.

## Board Reports

Mrs. Gong expressed she is happy to be involved on the policy committee and attended her first meeting.

## Approval of Minutes

Mrs. Chirls moved the following:

1. Voting Meeting Minutes of June 17, 2025

Mrs. Gong seconded the motion.

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

## Public Comment

Qiong Jin, expressed her dissatisfaction with how Mrs. Gong handled a matter between them.

## RECOMMENDATIONS FOR APPROVAL

### PROGRAM/CURRICULUM

Mrs. Chirls moved the following:

#### **1.1 Professional Learning Hours**

**Resolved**, that the Livingston Board of Education approves the student teacher classroom observation and administrative intern as shown on **Attachment A**.

#### **1.2 Plan for Virtual and Remote Learning and Checklist for Virtual or Remote Instruction Programs**

**Resolved**, that the Livingston Board of Education approves the *Plan for Virtual and Remote Learning* and the *Checklist for Virtual or Remote Instruction Programs* for submission to the Essex County Department of Education. This plan will be instituted in the event a school or schools in the district are required to close for more than three consecutive school days due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

Mrs. Gong seconded the motion.

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

**STUDENT SERVICES**

Mrs. Chirls moved the following:

**2.1 Out of District Placements**

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2025-2026 for eleven (11) Livingston students with disabilities and for Extended School Year 2025 (Summer Programs) for eight (8) 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 B**.

**2.2 Related Services**

**Resolved**, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2025-2026 school year:

**BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS**

Rethink \$271.08/student

**PSYCHIATRIC**

GenPsych \$250.00/assessment

Mrs. Gong seconded the motion.

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

**BUSINESS**

Mrs. Chirls moved the following including walk in item 3.12:

**3.1 Payment of Bills**

**Whereas**, the Board Secretary has audited certain vendor claims as required by N.J.S.A. 18A:19-2 and Board Policy 6470 and presented them to the Livingston Board of Education with the recommendation they be paid, now therefore be it

**Resolved**, that the Livingston Board of Education approves the payment of the following bills in the amounts listed and attach a complete copy of these bills to the minutes of this meeting.

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10,11,12	Operating Budget (checks 112102-112478; adv 288-293)	\$10,714,458.39
20	Operating Budget (checks 112102-112478; adv 288-293)	\$71,699.59
60	Cafeteria (checks 60111-60113)	\$94,494.10
	<b>TOTAL</b>	<b>\$10,880,652.08</b>

**3.2 Transfers**

**Whereas**, the Superintendent of Schools recommends certain transfers among accounts in the 2024-2025 budget for June pursuant to Board of Education Policy 6422, now therefore be it

**Resolved**, that the Livingston Board of Education ratify transfers pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6:20-2A.10 as shown on **Attachment C**.

**3.3 Approval of Property, Liability and Workers Compensation Insurance for 2025-2026**

**Resolved**, that the Livingston Board of Education awards the property and liability insurance policies to:

<u>New Jersey School Boards Association Insurance Group</u>	
Brown and Brown Metro LLC (Broker)	Premiums
Comprehensive Board Program includes Property, General Liability, Auto Liability, Crime, Pollution and Cyber Coverages. (7/1/25-7/1/26)	\$720,279.00
School Board Legal Liability (7/1/25-7/1/26)	\$205,804.00
Workers' Compensation and Supplemental Indemnity (7/1/25-7/1/26)	\$634,700.00
<u>Monarch/Chubb</u>	
Brown and Brown Metro LLC (Broker)	
Student/Athletic Accident Insurance (7/1/25-7/1/26)	\$44,300.00
<u>Selective</u>	
Brown and Brown Metro LLC (Broker)	
Bonds: Business Administrator/Board Secretary, Assistant Business Administrator and Treasurer of School Monies (7/1/25-7/1/26)	\$2,970.00
	<b>\$1,608,053.00</b>

**3.4 Conferences and Overnight Trips**

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

### **3.5 Tuition Student (Receiving)**

**Resolved**, that the Livingston Board of Education approves the acceptance of the following tuition student for the 2025-2026 school year:

Student	School	Tuition
373523	Elementary	\$16,206

### **3.6 Donation**

**Resolved**, that the Livingston Board of Education accepts the donation of a 2009 Toyota Matrix, VIN #2T1KU40E89C05120 from Daniel Kapuscinski for use in the Transportation/Automotive Technology and Engineering Department Livingston at Livingston High School.

### **3.7 Settlement Agreement**

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #03-2025 which is on file at the Board of Education office.

### **3.8 Essex Regional Educational Services Commission**

**Resolved**, that the Livingston Board of Education renews its contract with the Essex Regional Educational Services Commission for the 2025-2026 school year to provide the following services required by law:

IDEA-B Services Agreement

### **3.9 West Essex YMCA**

**Resolved**, that the Livingston Board of Education approves the agreement with the West Essex YMCA for the 2025-2026 school year.

### **3.10 Resolution to Increase The Bid Threshold**

**WHEREAS**, Jessica Rapp, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate;

**WHEREAS**, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$44,000 to **\$53,000**, effective July 1, 2025;

**NOW, THEREFORE BE IT RESOLVED** that the Livingston Board of Education, pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of **\$53,000** for the school district, and further authorizes the School Business Administrator/Board Secretary, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Furthermore, for contracts in the aggregate that are less than the bid threshold but fifteen (15%) or more of the amount, the School Business Administrator/Board Secretary shall award contracts after soliciting at least two competitive quotations.

The School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-37 (c), is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations.

### **3.11 Policies & Regulations**

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

- Policy #2360 - Use of Technology (with revisions)
- Policy #2361 - Acceptable Use of Computer Networks/Computers and Resources (M) (with revisions)
- Policy # 5460 - High School Graduation (M) (with revisions)
- Policy #5530 - Substance Abuse (M) (with revisions)
- Policy #7523 - School District Provided Technology Devices to Students (with revisions)

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

- Policy #6169 - Collecting Money from Students and Parents (new to district)
- Policy #8613 - Waiver of Student Transportation (new to district)

### **3.12 Board Secretary Report – Preliminary June 2025**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for June 30, 2025, 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 June 30, 2025, 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	\$4,932,884.96	\$12,721,466.82	\$6,523,589.87
(11) Current Expense			
(12) Capital Outlay			
(20) Special Revenue Fund	\$271,295.89	\$3,229,932.98	(\$161,978.73)
(30) Capital Projects Fund	\$1,564,519.81	\$1,619,600.00	\$3,096,993.50
(40) Debt Service Fund	(\$915,106.20)	\$7,420,363.00	\$174,139.87
Total:	\$5,853,594.46	\$24,991,362.80	\$9,956,701.97

**Whereas**, pursuant to N.J.A.C. 6A:23A-16.10(c3), the Board Secretary has certified that as of June 30, 2025, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

**Resolved**, the Livingston Board of Education accepts the above referenced reports and certification and directs that they be made part of this resolution by reference, and be it

**Further Resolved**, the Livingston Board of Education certifies that, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c4) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Mrs. Gong seconded the motion.

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

**PERSONNEL**

Mrs. Chirls moved the following including walk in item 4.3a:

**4.1 Resignations & Retirements**

**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>Michael Altomare</i>	Teacher of Health & PE	Retirement	MPMS	June 30, 2026
<i>Elena Diaz</i>	Teacher of Math	Resignation	LHS	June 30, 2025
<i>Theresa Bahr</i>	Instructional Aide	Resignation	COL	June 30, 2025
<i>Kelly Ehrich</i>	Instructional Aide	Resignation	BHE	June 30, 2025
<i>Carmella Allen</i>	Instructional Aide	Resignation	RHE	June 30, 2025
<i>Nicholas Boffa</i>	Instructional Aide	Resignation	LHS	June 30, 2025
<i>Danielle Malysa</i>	School Social Worker (LOA)	Resignation	HMS	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>Location</b>	<b>Position</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>Lauren Herrera</i>	Harrison	Elementary School Teacher	11/10/2025-1/7/2026	1/8/2026-4/16/2026**	4/17/2026-6/30/2026	8/26/2026
<i>Andrew</i>	LHS	Teacher of	8/25/2025-	NA	NA	11/17/2025

Greenberg*		Math	11/14/2025**			
Laura Larrazabal	HMS	Teacher of Math	10/14/2025-11/28/2025	12/1/2025-12/12/2025 & 12/15/2025-4/3/2026**	NA	4/6/2026

\*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
Emily Blair	RHE	Elementary School Teacher	First year Tenure Track	J. Koetter	2MA	6	\$75,018	8/25/2025
Jessica Lukaszewicz	RHE	Elementary School Teacher	First year Tenure Track	G. Finnegan	MA	2	\$65,568	8/25/2025
Madelyn Ortiz	MPE/BHE	Teacher of Art	First Year Tenure Track	E. Sanchez	MA	1	\$64,568	8/25/2025
Kendra Newman	LHS	Teacher of Mathematics	First Year Tenure Track	N. Brooks	MA	15	\$98,800	9/15/2025
Ruth Finkelman	LHS	Teacher of Mathematics (.8)	First Year Tenure Track	E. Diaz	BA	1	\$45,254*	8/25/2025
Jaime Violette	Harrison	Elementary School Teacher	One Year Leave Replacement	L. Herrera	MA	1	\$64,568	8/25/2025
Sabah Jadbabaei	LHS	School Psychologist	First Year Tenure Track	C. Steege	2MA	15	\$107,100, plus up to 10 summer days	8/25/2025
Kristina Verderamo	BHE	Elementary School Teacher	First Year Tenure Track	M. Bonanne (transfer)	BA	1	\$56,568	8/25/2025
Hannah Perlis	MPE	Elementary School Teacher	One Year Leave Replacement	K. Carlin	MA	1	\$64,568	8/25/2025
Andrew Brennan	MPMS	ELA Teacher	One Year Leave Replacement	S. Byer	BA	1	\$56,568	8/25/2025
Marlena Luciano	Hillside	Reading Interventionist	One Year Leave Replacement	P. Bauer	2MA	1	\$70,168	8/25/2025
Benjie Beriso	Hillside	Head Custodian	NA	J. Sendon	C	11	\$63,237, plus \$2,100, plus \$625	7/1/2025
Jean Oscar	Transportation	35-Hr Bus Driver	NA	J. Fredette	35-Hr BD	9	\$41,014	8/25/2025

\*(.8) of Step 1 of BA guide

### 4.3a Appointments

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
Liana Lichter	Collins	Elementary School Teacher	One Year Leave Replacement	V. Kenney	MA	1	\$64,568	8/25/2025

**Resolved**, that the Livingston Board of Education approves the reappointment, appointment and transfers of Instructional Aides, Kindergarten Aides, Campus Aides, ABA Discrete Trial TA's, PRIDE TA's, Job Coaches and Life Skills TA's for the 2025-2026 school year as shown on **Attachment E**.

**4.4 Substitutes**

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2025-2026 school year:

**Teachers**

*Aliza Kedar-Mehl*  
*Richa Dahiya*  
*Genevieve Finnegan*

**Custodial Summer Worker**

*Nicholas Gemellaro (\$15.50/hr)*  
*Brennan Bickel (\$15.50/hr)*

**Resolved**, that the Livingston Board of Education approve the appointment of the individual(s) listed below to serve as long-term substitutes as reflected below:

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Bettina Plesnitzer</i>	LHS	Teacher of Health & PE	Long Term Sub	T. Mantone	\$351/day	8/25/2025-10/8/2025

**4.5 Extra Period Assignments**

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

**4.6 Lateral Moves**

**Resolved**, that the Livingston Board of Education approves the lateral moves as listed on **Attachment G**.

**4.7 Stipends**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment H** for athletic stipends at Livingston High School for the 2025-2026 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment I** for the Livingston Lens Facilitators stipend for the 2025-2026 school year in accordance with the contract between the LBOE and the LEA.

**4.8 Curriculum Writing**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment J** to participate in summer curriculum writing during the summer of 2025 at the approved rate.

#### **4.9 Summer Work**

**Resolved**, that the Livingston Board of Education approves the updated list on **Attachment K** to work over the summer of 2025 at the Summer Academy Program at the approved rate.

**Resolved**, that the Livingston Board of Education rescinds the appointment of the following individuals for work over the summer at the Summer Academy based upon enrollment: *Daria Martin, Michael Coleman and Kelsey Collins.*

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment L** as Summer Bus Drivers and Bus Aides at their hourly rate.

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

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment N** to work over the summer of 2025 to administer the WIDA screening for incoming students at their hourly rate.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment O** to work over the summer of 2025 at the MCC Summer Academy Program at the approved rate.

#### **4.10 Contract Adjustment**

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

#### **4.11 Job Descriptions**

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

*Assistant Superintendent for Curriculum, Instruction and Technology*  
*Assistant Superintendent for Special Education and Student Personnel Services*

Mrs. Gong seconded the motion.

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

#### **MISCELLANEOUS**

Mrs. Chirls moved the following:

#### **5.1 HIB Report**

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

#### **5.2 Suspension Report**

**Resolved**, that the Livingston Board of Education approves the suspension report for the months of March, April, May and June.

Mrs. Gong seconded the motion.

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

**Old Business**

There was no old business.

**New Business**

There was no new business.


**ADJOURNMENT**

At 6:55 PM, Mrs. Chirls made a motion to adjourn the meeting.

Mrs. Gong seconded the motion.

Vote all in favor.

**Respectfully submitted,**



**Jessica Rapp**  
**Board Secretary**