



## LIVINGSTON BOARD OF EDUCATION WORKSHOP/VOTING MEETING MINUTES

Monday, December 4, 2017

Executive Session – LHS Large Conference Room – 6:00 p.m.  
Public Session - Livingston High School Auditorium – 7:00 p.m.

A **Workshop/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, 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, Joann Goldberg and approximately 17 members of the public and staff

Ms. Messer 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:

- Negotiations and Legal Issues

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately one hour 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.

Mrs. Konner reconvened the public session at 7:00 p.m.

## **Workshop Items**

### 1. Comprehensive Annual Financial Report – Wiss and Company

Mr. Scott Clelland of Wiss and Company reviewed the Comprehensive Annual Financial Report stating the district is receiving a clean, unmodified opinion and has no corrective action plan findings this year. Mr. Clelland continued this opinion recognizes the district keeps good verifiable records. Mr. Clelland continued with a review of the statement of revenues, expenditures and changes in fund balances.

### 2. LHS Report on Graduates for Class of 2017

Mrs. Sinead Crews, Director of Guidance, explained for the class of 2017, 3,740 applications were submitted to 369 different colleges/universities and that 96% are now attending a post-secondary institution. Mrs. Crews also reviewed the ways the Guidance Department works with students and parents to guide them through the college application process.

Mr. Tong inquired if she sees a trend in that percentage rising for students attending both four and two-year colleges. Mrs. Crews replied she didn't have those percentages with her but from her five years' experience as a counselor, she has seen that over 90% of our students attend a post-secondary institution.

Ms. Messer asked if we track persistence rates of students who attend two year colleges as well as what they do when they complete their studies and Mrs. Crews replied that we do not.

Mrs. Steffner responded that once students leave us and are busy in their new worlds, they don't respond to us so it is difficult to gather that information. Mrs. Steffner added that the State is hoping with NJSMART we will be able to track students all through their four years of college.

Mrs. Chirls asked if that would also track students who go into the military or straight to work.

Mrs. Chirls asked where geographically students tend to go and if they are staying in the northeast or expanding beyond that region. Mrs. Crews replied the majority are staying in the northeast and she believes that is due to a comfort level for both students and parents.

Mr. Shen suggested students work with the same counselor for their four years of high school.

Mrs. Konner asked how can we teach students mindfulness during this process and how can we get students who graduate to come back and share their experiences with those who are still in high school. Mrs. Konner suggested holding an exit interview with students to gather data of their experiences here and to possibly get contact information.

## **Superintendent's Report**

There was no Superintendent's Report.

## **Board Reports**

Ms. Messer attended the Curriculum Committee meeting and stated she was excited to hear about the things that the Science Department is exploring. With the next generation of science standards forcing us to look at the scope and sequence, the administration is developing a comprehensive plan for students to be able to specialize in the STEM field if they so choose. More information will be forthcoming as this gets underway.

Mr. August attended the Finance and Facilities Committee meeting where the renovation of the large conference room at the Administration Building, next year's budget cycle, new turf football field, the audit and work on the high school roof were discussed. Mr. August also praised the handicap parking in the new lot at the Administration Building.

Mrs. Konner added the committee also discussed how they can get more input from the public as part of the budget cycle. Mr. Robinson replied he will work on this with the new Communications Manager.

Mrs. Konner attended the 60<sup>th</sup> anniversary celebration at Collins School.

Mrs. Konner participated in the Health and Wellness Committee and they are looking into instruments for a culture and climate survey. Mrs. Steffner added the goal is to find a tool that is researched based with no copyright to allow us to have some flexibility in adding questions. The survey will be administered to parents, student and staff sometime in February.

Mrs. Konner announced there is an LMAC meeting tomorrow night at the Community Center at 7:30 p.m.

Mrs. Konner announced there are three events on Thursday, Hour of Code for children in grades 3 to 5 at Harrison, a program on mindfulness at Riker Hill and an LACD meeting.

Mrs. Konner reminded everyone there will be a two hour delayed opening on December 14 for professional development.

Mrs. Konner announced the Diversity Committee is meeting next week.

Mrs. Chirls congratulated students and staff who participated in the play "Peter and the Starcatcher" this past weekend.

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

Mary Pulver, 47 Winchester Road, doesn't know anything about Naviance and stated we need to improve student's understanding of what classes to take, what the expectations are for classes and homework and also teach them how to balance everything. Mrs. Pulver suggested having parent education programs to provide tools and strategies for parents who have to deal with all the technological devices students are using.

Mike Ramer, 22 Mohawk Drive, provided the results of two online polls he put out on his social media website.

Mr. Ramer asked the board members if they were able to join the social media site and were asked questions by the members, could they respond and engage in a discussion.

Mrs. Konner replied that best practice is that a board response must come from the members when they are seated at the board table so everyone may benefit from the answer. Mrs. Konner encouraged Mr. Ramer to direct questions and concerns from the members on his site to "Tell Us," which is a forum set up by the district for that purpose.

Sasha Koff, 13 Rumson Road, asked how the information for the climate and culture survey will be communicated to parents and asked if the entire Board will review the questions the committee has chosen prior to its being administered.

James Calderon, 17 Claremont Avenue, would like to see more information on the military provided to students and asked how scholarships are tracked. Mr. Calderon suggested the new

Communications Manager reach out to alumni. Mr. Calderon also asked Mr. Robinson two questions on the audit.

**VOTING ITEMS**

**PERSONNEL**

Mr. August moved the following:

**4.1 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>Michelle Bent</i>	CO	Communications & Community Outreach Coordinator	NA	Marilyn Lehren	NA	NA	\$70,000 (pro-rated)	1/2/18

**4.2 Resignations**

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

Name	Position	Reason	Location	Last Day of Employment
<i>Wade Stokes</i>	Custodian (Nights)	Resignation	LHS	November 22, 2017
<i>Lisa Canella</i>	Playground Aide	Resignation	MPE	December 11, 2017

Ms. Messer seconded the motion.

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

**MISCELLANEOUS**

Mr. August moved the following:

**5.1 HIB Report**

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

Ms. Messer seconded the motion.

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

The Board reviewed the items to be voted on at the December 11 meeting.

**ITEMS TO BE VOTED ON DECEMBER 11, 2017:**

**1. PROGRAM/CURRICULUM**

**1.1 Textbooks**

**Resolved**, that the Livingston Board of Education approves the following textbook as shown on ***Attachment A***.

**2. STUDENT SERVICES**

**2.1 Out of District Placements**

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2017-2018 for one (1) Livingston student with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on ***Attachment B***.

**2.2 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:

**FORENSIC PSYCHOLOGIST**

Ron Dumont, Ed.D. \$200.00/hour

**HOME/HOSPITAL INSTRUCTION**

Brookfield Educational Services Program \$60.00/hour

**PHYSICAL THERAPY**

Oxford \$500.00/evaluation

**3. 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	\$981,792.00
12	Regular	198,403.64
20	Regular	84,397.73
60	Cafeteria	<u>7,520.65</u>
	<b>TOTAL</b>	<b><u>\$1,272,114.02</u></b>

Regular Checks	73612-73875	\$1,264,593.37
Cafeteria Checks	1013-1017	<u>7,520.65</u>

	<b>TOTAL</b>	<b><u>\$1,272,114.02</u></b>
--	--------------	------------------------------

**3.2 Board Secretary Report – October 2017**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for October 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 October 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	9,381,445		
(11) Current Expense		33,120,159	3,848,239
(12) Capital Outlay		202,993	3,178,235
(20) Special Revenue Fund	218,865		
(30) Capital Projects Fund	2,058,761		
(40) Debt Service Fund	110,008		
<b>Total:</b>	<b>\$11,769,079</b>	<b>\$33,323,152</b>	<b>\$7,026,474</b>

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of October 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 October 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>
0420	Clean/Repair Maintenance	\$1,400	
0600	Supplies and Materials	\$4,550	
0610	General Supplies		\$5,950
	<b>TOTALS</b>	<b>\$5,950</b>	<b>\$5,950</b>

### 3.4 Field Trips

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

### 3.5 Conferences and Overnight Trips

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

### 3.6 Comprehensive Annual Financial Report

**Resolved**, that the Livingston Board of Education accepts the June 30, 2017 audit report.

### 3.7 Settlement Agreement

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #13-17 which is on file at the Board of Education office.

## 4. PERSONNEL

### 4.1 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>Sarah Stefanakis</i>	School Psychologist	RHE	2/5/18-3/2/18	3/5/18-3/30/18**	NA	4/2/18
<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
<i>Deena DeMaio*</i>	Elementary School Teacher	Collins	10/9/17-12/15/17	12/18/17-3/30/18**	4/2/18-6/30/18	8/29/18
<i>Nealon Simpson</i>	Custodian	BHE	10/24/17-11/14/17	NA	11/15/17-12/15/17	12/18/17

*\*as amended from a previous agenda*

*\*\*Designates time counted toward NJFLA/FMLA*

#### **4.2 Appointments**

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

#### **4.3 Substitutes**

**Resolved**, that the Livingston Board of Education amends the appointment of *Carol Marano* as a long-term substitute Teacher of Spanish and French (replacing Lisa LeBlanc) at Heritage Middle School from September 12, 2017, through **February 1, 2018**. Ms. Marano will be compensated \$262 per day worked for this assignment.

#### **4.4 Extra Work Pay**

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

#### **4.5 Stipends**

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

#### **4.6 Memorandum of Understanding**

**Resolved**, that the Livingston Board of Education approves the Memorandum of Understanding between the Livingston Board of Education and the Livingston Education Association dated December 11, 2017.

### **5. MISCELLANEOUS**

#### **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 month of November

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

Brian Bradley, 82 Elmwood Drive, thanked Mr. Robinson for giving him permission to tape tonight's meeting and asked how we can get LTV or the AV club to tape the meetings in the future. Mr. Bradley also suggested we lock down the Surface devices and limit the use of personal devices in the schools.

### **Old Business**

Mrs. Steffner stated that accusations made at the Nov 13 public board meeting by a non-resident were inaccurate and that all HIB claims made to date have all been properly vetted and documented in compliance with NJ statute and BOE policy. To date we have had 18 claims of

HIB of which 6 were founded and 12 were unfounded. HIB cases are reviewed at every board meeting.

Mr. Robinson read a statement by our board attorney with respect to the question regarding a board member's ability to discuss school related issues when the individual is not sitting as a member of the board of education during a public board meeting.

**New Business**

Mr. August asked how to help a resident looking for an ABC news video and Mrs. Steffner suggested they look on our website by typing in the "search" box.

Mr. August asked if Mrs. Steffner will provide them with a list of pros and cons that came out of the meetings on random student drug testing and Mrs. Steffner replied she doesn't see that it serves any purpose as the initiative has been tabled for the remainder of the school year.

Mrs. Konner recommended bringing forth the 2019-2020 calendar for discussion at the December 11 meeting and everyone agreed.

**ADJOURNMENT**

At 8:40 p.m. Mr. August made a motion to adjourn the meeting.

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

**Respectfully submitted,**

---

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