



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Monday, December 11, 2017

Executive Session – LHS Large Conference Room – 6:00 p.m.
Public Session - 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 7:10 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 20 members of the public and staff

Mrs. Konner 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:

- Legal and Personnel

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.

Mr. August seconded the motion.

Vote all in favor.

Mrs. Konner reconvened the public meeting at 7:10 p.m.

MPE Student Presentation

Students from Ms. Bannon's third grade class shared their STEM Weather Instrument projects.

LEF Update

Greer Gelman, a kindergarten teacher at Collins School and graduate of LHS, class of 1990, explained she is representing the Livingston Education Foundation in announcing their first ever Livingston Community Book Club featuring Harlan Coben's book Don't Let Go. Mr. Coben will be leading a book discussion in the LHS Auditorium on Monday, January 22, 2018 at 7:00 p.m. The event is open to past and present Livingston residents and their friends and families. All who would like to attend can RSVP to ggelman@livingston.org.

Superintendent's Report

1. New Course Offerings

Mrs. Marybeth Kopacz and Mrs. Natalie Topylko reviewed the proposed new course offerings for 2018. They are Introduction to Health Sciences (CP), Algebra 1 PARCC Lab, Algebra 2 Lab (CP), Grade 8 Pre-Algebra Cycle Course, AP Research: Humanities (Capstone), English 2 Humanities and U.S. History 1 Humanities, Media Literacy, Beginner Guitar Lab and Adulting 101: Skills to Help You Succeed in Life.

2. General

Mrs. Steffner announced there will be a book chat with Dr. Jess Shatkin on Wednesday, February 7 to discuss his book Born to Be Wild. Mrs. Steffner added the district will continue to offer these types of supports for parents throughout the year.

3. Academic Calendar for 2019-2020

Mr. Robinson reviewed the first draft of the 2019-2020 calendar adding this version has already been shared with the union representatives and PT Council.

Mrs. Steffner added there will be additional discussion about this calendar at the January 2 meeting and that the Board will not take formal action until the January 29, 2018 meeting.

Mrs. Konner expressed reservations about how the February break is split and asked if there is a way to move February 14 to another day off so they can have a full week off.

Mr. Robinson asked the Board who is in favor of a calendar with a full February break.

Mrs. Konner and Mrs. Chirls want a full February break.

Mr. Shen was okay with how the calendar stands.

Mr. August would like to see how the community feels.

Ms. Messer prefers a long weekend in February but is not opposed to a full week break.

Mr. Robinson will review the options to add a full February break.

Mrs. Chirls and Mrs. Konner requested the draft calendar be posted in our newsletter so we can gather community input.

Board Reports

1. Superintendent Mid-Year Planning

Mrs. Konner explained the Board will be meeting with Mrs. Steffner in Executive Session after the meeting on January 2 to work on mid-year planning and are in the process of determining if the new instrument provided by New Jersey School Boards is the one they will use.

2. General

Mr. August attended the LACD meeting on Saturday.

Mrs. Chirls, Mrs. Konner and Mrs. Steffner attended the LMAC meeting where they introduced Sasha Koff as the new chair as of January. The group discussed past programming and opportunities for collaborations between LMAC and the school district to benefit students, staff and parents.

Mrs. Chirls stated they also talked about the ADAPT survey. Mrs. Steffner added the goal is to administer the survey in January and once the results are compiled, they will be shared at a public meeting.

Mrs. Konner attended a presentation on mindfulness at Riker Hill.

Mrs. Konner announced the Diversity Committee will be meeting tomorrow.

Mr. Shen announced there is an LTV Meeting on Wednesday where they will be discussing planning for equipment requests in the budget. Mr. Shen suggested the district work collaboratively with the Township to share these costs.

Mrs. Konner asked if a final instrument will be determined at the next Health and Wellness Committee Meeting and how additional questions will be incorporated. Mrs. Steffner replied that an instrument containing the three components required by the committee will be chosen and that added questions will come from the Strategic Planning Committee.

3. Recording Board Meetings – Policy 0168

Mrs. Konner asked if the majority of the Board is interested in revisiting this policy.

Ms. Messer and Mr. August asked for a cost benefit analysis so Mr. Robinson will put something together to discuss at a future meeting.

Approval of Minutes

Item 4 has been tabled to a future meeting.

4. Executive Session Minutes of September 25, 2017; October 9, 2017; October 16, 2017; November 13, 2017; November 20, 2017 and December 4, 2017

Ms. Messer moved the following:

1. Workshop/Voting Meeting Minutes of November 13, 2017
2. Voting Meeting Minutes of November 20, 2017
3. Workshop/Voting Meeting Minutes of December 4, 2017

Mr. Shen seconded the motion.

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

Public Input on Agenda Items ~ up to 15 minutes

Justin Alpert, 56 Amherst, stated when looking at the new math courses, he likes smaller classes where students can get more in depth. Mr. Alpert thinks we should get rid of PARCC.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

Mrs. Chirls moved the following:

1.1 Textbooks

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

Ms. Messer seconded the motion.

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

STUDENT SERVICES

Mr. August moved the following:

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

Ms. Messer seconded the motion.

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

BUSINESS

Mr. August moved 3.1 to 3.6:

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

Regular Checks	73612-73875	\$1,264,593.37
Cafeteria Checks	1013-1017	<u>7,520.65</u>
	TOTAL	<u>\$1,272,114.02</u>

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		

Total:	\$11,769,079	\$33,323,152	\$7,026,474
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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
TOTALS		\$5,950	\$5,950

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.

Mrs. Chirls seconded the motion.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Chirls (abstain check #73652, 73653), Ms. Messer, Mr. Shen, Mrs. Konner
 Nays – None

Mr. August moved the following:

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.

Mr. Shen seconded the motion.

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

PERSONNEL

Ms. Messer moved 4.1 to 4.5:

4.1 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>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 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>Michael Fede</i>	RHE	Playground Aide	NA	NA	NA	NA	\$14.00/hr	11/29/17

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.

Resolved, that the Livingston Board of Education approves the appointment of *Samantha Minnella* as a long-term substitute Teacher of Mathematics (replacing Samantha Weisberg) at Heritage Middle School from January 11, 2018, through May 4, 2018. Ms. Minnella will be compensated \$100 per day until her CEAS as a Teacher of Mathematics is issued by the NJDOE licensing department. She will then be compensated at the long-term substitute teacher rate of \$262 per day worked for this assignment, retroactive to the 1st day of the month of issuance of her certificate.

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes for the 2017-2018 school year:

Teachers

Erica Isakower
Janet Gelman
Brittany Bellacosa
Thalia Morsillo

Secretaries

Jean Freedman (\$14.00/hr)

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.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment H** 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 I** 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 accepts the resignation of and rescinds the appointment of *Amanda Micciche* as Boys Winter Track Assistant Coach at Livingston High School for the 2017-2018 school year.

Resolved, that the Livingston Board of Education amends the stipend amount for *Kevin Gibson*, Custodian at Harrison Elementary School, to be reduced by \$625 from July 1, 2017 until such time as his Black Seal License is renewed.

Mrs. Chirls seconded the motion.

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

Mr. August moved the following:

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.

Ms. Messer seconded the motion.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Chirls, Ms. Messer, Mr. Shen
Nays – Mrs. Konner

MISCELLANEOUS

Mr. August 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 month of November.

Mr. Shen seconded the motion.

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

Public Comment ~ up to 15 minutes

There was no public comment.

Old Business

There was no old business.

New Business

There was no new business.

ADJOURNMENT

At 8:30 p.m., Mrs. Konner asked for a motion to adjourn to Executive Session to discuss the acquisition of property. No action will be taken.

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 December 11, 2017 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.

Ms. Messer seconded the motion.

Vote all in favor.

Respectfully submitted,

Steven K. Robinson
Board Secretary

December 11, 2017

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