



LIVINGSTON BOARD OF EDUCATION VOTING MEETING MINUTES

Monday, January 29, 2018

A **Voting Meeting** of the Livingston Board of Education was held on this date in the Administration Building large conference room. The meeting was called to order at 6:35 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 4, 2016 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 25 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:

- Student Related Issue

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.

Ms. Messer seconded the motion.

Vote all in favor.

Mrs. Chirls reconvened the public meeting at 7:05 p.m.

Collins School Presentation

Mr. Tim Hart, Collins principal, introduced the fifth grade members of the Collins Elementary School chorus and the choral director, Mrs. Slater. The students performed two songs.

Superintendent's Report

Mrs. Steffner announced that January is Board Appreciation Month. Mrs. Steffner thanked the Board for their service to the district and presented each of them with a gift bag from the Administration.

Mrs. Steffner announced on January 30, parents and administrators will hold a book chat to talk about why teenagers take risks. This will be followed up by a parent forum with Dr. Jess Shakin, the author of *Born to Be Wild*, on February 7.

Mrs. Steffner announced on February 8 there is a public meeting at the community center to talk about mental health and substance abuse.

Mrs. Steffner explained the topics discussed during the January PT Council meeting which included intercoms in the bathrooms so students can hear announcements in case of an emergency, the professional development delayed opening day and how we can help parents who need child care on those mornings, other book chats of interest to the community and possible changes to the elementary report card.

Mrs. Steffner continued that the Health and Wellness Committee met in January to review four or five culture climate survey tools to select one that would be administered at the end of February. The committee selected the New Jersey School Climate Survey and will add additional questions about homework and stress.

Mrs. Steffner continued that we received a waiver designation and do not have to participate in a full QSAC review this year.

Mrs. Steffner reviewed the process for administering the ADAPT survey. The Board expressed their concerns that when administered, students were able to take and/or forward the survey multiple times and questioned the validity of the data.

Board Member Code of Ethics

Attorney Jennifer Osborne reviewed the code of ethics for school board members as well as the key themes of commitment, confidentiality, chain of command, conflicts and claims, that run throughout these ten points.

Board Reports

Mr. August reviewed the topics discussed at the Finance and Facilities Committee meeting which included a review of the bill list, board secretary report and first draft of the budget. Mr. August added there was a discussion about taking some old school buses and converting them for use by the TV studio and marching band. Mr. August added there was also discussion about the renovation of the turf field and the possibility that a corporation would be willing to make a donation to name the field.

Mr. Robinson added the new Governor requested an extension of time for the budget so we may not receive State aid numbers until March.

Mrs. Chirls reviewed the topics discussed at the Curriculum Committee meeting which included the schedule change report, which she requested be brought to a public meeting so that the community and rest of the board can hear. Mrs. Chirls added they received a report on the multivariable calculus course, the use of Qualtrics, which is an instrument the district will use to collect academic oriented data and field trips across all grade levels.

Mr. Shen explained the Diversity Committee worked on Martin Luther King Jr. Day by arranging the gathering of many organizations and encouraging students to participate in community volunteer activities.

Ms. Messer announced that the one town one book club with Harlan Coben was a great success and introduced the new board of the Livingston Education Foundation. They are Greer Gelman, President, Nicole Lynn and Liza Lowenberg as Co-Presidents, Stefanie Lichtenstein as Treasurer and Jodi Eisner as Secretary. Mr. August and Ms. Messer will serve as the board liaisons.

Mrs. Chirls explained she attended a meeting of LMAC on January 24 where they discussed the approval of a grant for the 2018-2019 school year. Mrs. Chirls added there are a significant number of programs that benefit our students and one of them is LYCS, who are interested in expanding throughout all of the elementary schools. Mrs. Chirls suggested a good opportunity for LYCS to be introduced to more students could be when a morning professional development day is held.

Mrs. Chirls also announced the parent book chat about *Born to Be Wild* will be held on February 7 and the HCHY program to discuss mental health and substance abuse will be held on February 8.

Mr. August attended the Hillside School winter concert.

Mrs. Konner, as the delegate to Essex Regional Educational Services Commission, attended a meeting and announced they have moved their offices to a facility on Fairfield Road that has conference rooms that we have access to if we need them for meetings.

The Board reviewed the board member assignments for this year and added two committees, Health and Wellness and Chamber of Commerce. Mrs. Konner will be the representative on both. The Board also changed the Youth Sports Council representative from Mrs. Konner to Mr. Shen.

Approval of Minutes

Mrs. Konner moved the following:

1. Voting Meeting Minutes of December 11, 2017
2. Reorganization/Voting Meeting Minutes of January 2, 2018

Mr. August seconded the motion.

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

Public Input on Agenda Items ~ up to 15 minutes

Rachel Selvin, 18 Canoebrook Drive, thanked Mrs. Steffner for updating the board on what was discussed at the last PT Council meeting.

Carl Schaer, 5 Balmoral Drive, asked questions about and expressed what he sees as flaws in the ADAPT survey.

Mike Ramer, 22 Mohawk Drive, reiterated the announcement of the programs on February 7 and February 8. Mr. Ramer requested the results of the last ADAPT survey be circulated and suggested the current survey be redone.

Brian Bradley, 82 Elmwood Drive, explained why he thinks the ADAPT survey is flawed.

Mike Ramer, 22 Mohawk Drive, added if the survey data is compromised, then it cannot be used.

Mrs. Steffner explained students opted in to the survey and it was up to the parents whether or not their child participated. Mrs. Steffner will reach out to the president of Epiphany, the company who administered the survey, to follow up on some of the questions brought up tonight.

Mrs. Konner asked if there is a way to time stamp when the results come in to match that it is when students took the survey in school.

RECOMMENDATIONS FOR APPROVAL

PROGRAM/CURRICULUM

Mr. August moved the following:

1.1 Student Teacher

Resolved, that the Livingston Board of Education approves the following individual to serve as a student teacher in the district:

<u>Intern</u>	<u>Location</u>	<u>Cooperating Administrator</u>	<u>Dates</u>
Jesse Hein	BH	Julie Bachrach	1/16/18-5/4/18

Mrs. Konner seconded the motion.

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

STUDENT SERVICES

Mrs. Konner 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 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 2017-2018 school year:

AUGMENTATIVE ALTERNATIVE COMMUNICATION ASSESSMENTS

Cerebral Palsy of North Jersey – ATLAS Program

\$995.00/evaluation

\$200.00/training

Mr. Shen 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 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	\$2,092,363.13
12	Regular	163,791.27
20	Regular	173,022.94
60	Cafeteria	<u>213,465.78</u>
	TOTAL	<u>\$2,642,643.12</u>

Regular Checks	73943-74583	\$2,429,177.34
Cafeteria Checks	1018-1022	<u>213,465.78</u>
	TOTAL	<u>\$2,642,643.12</u>

3.2 Board Secretary Report – November 2017

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for November 30, 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 November 30, 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	6,920,957		

(11) Current Expense		31,884,116	3,848,239
(12) Capital Outlay		393,040	3,178,235
(20) Special Revenue Fund	61,899		
(30) Capital Projects Fund	2,060,477		
(40) Debt Service Fund	110,008		
Total:	\$9,153,341	\$32,277,156	\$7,026,474

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of November 30, 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 November 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	\$400	
0610	General Supplies	\$2,339	
0640	Textbooks		\$2,739
	TOTALS	\$2,739	\$2,739

3.4 QSAC Equivalency Application

Resolved, that the Livingston Board of Education approves the submission of the QSAC Equivalency Application.

3.5 Comprehensive Maintenance Plan

Resolved, that the Livingston Board of Education approves the Comprehensive Maintenance Plan for the 2017-2018 school year.

3.6 Board Member Assignments

Resolved, that the Livingston Board of Education approves the president's designation of the following assignments as shown on **Attachment B**.

3.7 Approval of 2019-2020 Academic Calendar

Resolved, that the Livingston Board of Education approves the 2019-2020 academic calendar as shown on ***Attachment C***.

3.8 Field Trips

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

3.9 Conferences and Overnight Trips

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

3.10 Policies and Regulations

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

Administration

Policy #1310 – Employment of School Business Administrator/Board Secretary (with revisions)
Policy #1510 – Americans with Disabilities Act (M) (with revisions)

Teaching Staff Members

Policy #3111 – Creating Positions (with revisions)
Policy #3125.2 – Employment of Substitute Teachers (with revisions)
Policy #3126 – District Mentoring Program (completely rewritten)
Policy #3141 – Resignation (with revisions)
Policy & Regulation #3240 - Professional Development for Teachers and School Leaders (M) (with revisions)

Mr. August seconded the motion.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Ms. Messer (abstain from check #74108),
Mr. Shen, Mrs. Chirls (abstain from checks #74190 and 74191)
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>Giuseppe Ricci</i>	Head Custodian	Resignation	MPMS	January 16, 2018

<i>Frank del Tufo*</i>	Teacher of Health & PE (part-time)	Resignation	Elementary	January 22, 2018
<i>Nealon Simpson</i>	Custodian	Resignation	Burnet Hill	January 24, 2018

**as amended from a previous agenda*

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>Deena DeMaio*</i>	Elementary School Teacher	Collins	10/9/17-12/15/17	12/18/17-3/30/18**	4/2/18-5/9/18	5/10/18
<i>Diana Yellen*</i>	Elementary School Teacher	BHE	10/23/17-6/30/18	NA	NA	8/29/18
<i>Kimberly Egpciaco</i>	Teacher of English	HMS	4/30/18-6/8/18	6/9/18-6/30/18 & 8/29/18-11/2/18**	NA	11/5/18
<i>Robi Dallow</i>	Instructional Aide	BHE	NA	NA	4/19/18 (.5) & 4/20/18	4/23/18
<i>Giuseppe Ricci</i>	Head Custodian	MPMS	NA	NA	1/10/18 (.5)-1/16/18	NA
<i>Marlena Baird</i>	LDT-C	Collins	1/29/18 – 3/16/18	3/19/18-6/15/18**	6/18/18 - 6/30/18	8/29/2018
<i>Diane Salvatori</i>	Instructional Aide	BHE	2/1/18 – 2/12/18 (.5)	NA	2/12/18 (.5) – 2/15/18	2/16/18
<i>Michele Green*</i>	Elementary School Teacher	Harrison	1/17/18 – 4/25/18	4/26/18 - 6/30/18 & 8/29/18 - 11/9/18**	11/12/18 - 1/1/19	1/2/2019
<i>Catherine Steege*</i>	School Social Worker	LHS	3/12/18 – 3/23/18	NA	4/2/18 - 5/11/18	5/14/2018

<i>Kerri Beinhacker*</i>	TOSD	HMS	12/6/17-1/1/18	1/2/18-1/26/18**	NA	1/29/18
<i>Nealon Simpson*</i>	Custodian	BHE	10/24/17-11/14/17	NA	11/15-17-1/5/18	1/8/18
<i>Amanda Rubinetti</i>	Instructional Aide	HMS	NA	NA	2/8/18, 2/9/18, 3/22/18, 3/23/18	NA
<i>Nealon Simpson</i>	Custodian (Nights)	BHE	NA	NA	1/22/18 – 1/24/18	NA

*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.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
<i>Oshaira Pichardo</i>	LHS	School Counselor	First Year Tenure Track	Alison Abrams	MA	4	\$61,637 (pro-rated)	3/9/18
<i>Marika Dietsch</i>	HMS	Teacher of English	Leave Replacement	Kimberly Egipciano	MA+32	1	\$65,130 (pro-rated)	4/23/18
<i>Meredith Pannia</i>	Collins	Elementary School Teacher	Leave Replacement	Amelia Rieth	MA	1	\$59,446 (pro-rated)	2/15/18-6/30/18
<i>Kristen Markey-Skeffington**</i>	Collins	School Psychologist	Leave Replacement	Marlena Baird (LDT-C)	MA+32	1	\$65,130 (pro-rated)	1/25/18-6/30/18
<i>Marguerite Mazza</i>	MPE	Playground Aide	NA	NA	NA	NA	\$14.00/hr	1/16/18
<i>Gwendolyn Lee</i>	Transportation	25-Hour Bus Driver	NA	NA	25 hour BD	3	\$21,648 (pro-rated)	1/25/18
<i>Greville Honore</i>	MP Complex	Head Custodian	NA	Giuseppe Ricci	C	6	\$43,784, plus \$625 boiler's license, plus \$2,300 for head custodian	1/19/18
<i>Julio Lopez</i>	LHS	Custodian (Nights)	NA	Wade Stokes	C	1	\$39,638 (pro-rated) plus \$975 for nights and \$625 for boiler license	1/8/18*
<i>Ehrya Jean Kang</i>	RHE	Playground Aide	NA	NA	NA	NA	\$14.00/hr	1/23/18

**begins 60-day probationary period*
***amended from previous agenda*

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

4.4 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of *Danielle Felcher* as a long-term substitute Teacher of Health & Physical Education at Livingston High School (replacing Cassandra Szeles) from January 10, 2018 until further notice. Ms. Felcher will be compensated at the rate of \$262 per day for all days worked.

Resolved, that the Livingston Board of Education approves the appointment of *Jaelyn Sledgeski* as a long-term substitute Teacher of Students with Disabilities at Harrison Elementary School (replacing Mollyann Piegari) from January 22, 2018, through April 30, 2018. Ms. Sledgeski will be compensated \$100 per day until her CEAS as a Teacher of Students with Disabilities 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

Brian Seltzer
Alexandra Sturm
James Dzera
Meredith Pannia
Linda Kim
Shannon Colonna
Cora Sibanda
Yooree Gillman
Peter Gentile
Corey Feigenbaum
Michelina Vincent
Irene Margiotta

4.5 Extra Work Pay

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

Resolved, that the Livingston Board of Education authorizes the additional payment to *Greville Honore* (substituting for Giuseppe Ricci) from October 31, 2017, through January 18, 2018 in accordance with Article X, II of the LEA Contract.

4.6 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment H** 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 amends the individuals on **Attachment I** 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 amends the individuals on **Attachment J** 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 amends the individuals on **Attachment K** for district stipends in accordance with the contract between the LBOE and the LEA.

4.7 Extra Period Assignment

Resolved, that the Livingston Board of Education approves the individual listed on **Attachment L** for an extra period assignment for the dates 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 M** 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 February 1, 2018.

4.9 Longevity

Resolved, that the Board approves the staff members on **Attachment N** for longevity effective February 1, 2018.

Ms. Messer seconded the motion.

Concerns were raised by the Board members about why the extra period staff assignment was put in place and Mrs. Steffner explained she will provide additional information on this assignment at the February 5 meeting.

ROLL CALL VOTE – Ayes – Mr. August, Mrs. Konner, Ms. Messer, Mr. Shen,
Mrs. Chirls (provided the information on the staff assignment will be
addressed at the February 5 meeting)
Nays - None

MISCELLANEOUS

Mrs. Konner moved the following:

5.1 HIB Report

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

Mr. August seconded the motion.

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

Public Comment ~ up to 15 minutes

David Schafer, 15 Cliffside Drive, stated it is the Board's responsibility to ask questions and not be a rubber stamp. Mr. Schafer challenged the Board to come up with a fair or zero budget increase.

Joyce Gore, 7 Claremont Avenue, stated the Board should ask questions of the Administration and was upset to read about the dissention between board members. Mrs. Gore asked why Livingston is the only community in Essex County giving the ADAPT survey and what drug surveys are used in other communities?

Sasha Koff, 13 Rumson Road, asked when the board members will see the questions on the Health and Wellness survey. Mrs. Koff asked when the request to record meetings will be reviewed. Mrs. Koff asked about the status of the matching funds request from LMAC for the February 8 forum. Mrs. Koff asked what the policy is for a staff member who wishes to bring forth a grievance.

Jeff Lichtstein, 46 Heron Road, disagrees with the previous comment and appreciates board members having an opinion, whether it be supportive or divisive.

Justin Alpert, 56 Amherst Place, suggested having the company who created the ADAPT survey come out and present it to the community.

Cindy Goldstein, 24 Mayhew, asked the Board to consider crafting future calendars that enable students to get out earlier in June.

Brian Bradley, 82 Elmwood Drive, stated he spoke with the company tracking the survey and they told him they can track the date but not necessarily the time the survey was taken.

Mrs. Steffner replied to the public comment by explaining that staff are represented by a local association who are an affiliate of NJEA. Each building has union representatives and grievance chairpersons so they could go through them for representation in any kind of situation.

Ms. Steffner continued that the Health and Wellness survey is being cleaned up and finalized. The survey will be shared with the board by the end of this week.

Mrs. Steffner continued that the ADAPT survey is supported and used by municipal alliances across the state. Mrs. Steffner added that LMAC partnered with the district to provide this survey in the past and the only difference this year is that it is electronic. Mrs. Steffner will reach out to the president of Epiphany, the company administering the survey, for clarification on the answers to some of the questions raised.

Mrs. Konner made a motion to provide funding in the amount of \$600 to LMAC for the program on February 8.

Mr. August seconded the motion.

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

Mr. Robinson assured the community he will submit a budget that takes the new tax code into consideration.

Mr. Shen explained he voted no to the funding he believes we have other moderators available that wouldn't cost anything.

Ms. Messer confirmed that we as a district did not select the ADAPT survey.

Mrs. Chirls provided a history of how we came to adopt using the ADAPT survey.

Old Business

There was no Old Business.

New Business

There was no New Business

ADJOURNMENT

At 9:25 p.m., Mr. August made a motion to adjourn the meeting.

Mrs. Konner seconded the motion.

Vote all in favor.

Respectfully submitted,

Steven K. Robinson
Board Secretary

January 29, 2018

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