



LIVINGSTON BOARD OF EDUCATION WORKSHOP/VOTING MEETING MINUTES

Monday, February 5, 2018

A **Workshop/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 6:45 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: Pamela Chirls, Ronnie Konner, Samantha Messer, George Shen and Evan Tong

Members Absent: Charles "Buddy" August

Also in Attendance: Christina Steffner, Steven Robinson, Lisa Capone-Steiger, Susan Burman 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 Matter and Personnel

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 15 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.

At 7:10 p.m., Mrs. Chirls reconvened the public meeting.

Workshop Items

1. First Draft of Budget Presentation

Mr. Robinson provided a preliminary review of the first draft of the budget which includes an additional full-time staff member at the high school to help reduce class sizes, two full-time basic skills instructors at Heritage and the elementary schools to be shared based on need, one full-time learning disabled teacher for the expansion of the special education program and one full-time applications architect in the Technology Department to back up the infrastructure and work on state reporting programs as well as add support for instructional technology currently used in the schools. In addition, the first draft of the budget includes the expansion of the one-to-one initiative at MPMS, money for curriculum initiatives and curriculum writing, replacement of the LHS turf field and repairs to the track, rehabilitation of the front of the high school and replacement of the ramp and steps at the back gym of Harrison Elementary School. At the February 12 meeting, there will be more detail provided on the Special Education and Personnel portions of the budget. At the March 5 meeting, there will be more detail provided on the Curriculum, Facilities and Technology portion of the budget.

Mrs. Chirls requested the enrollment data for the individual classes at the middle and high schools.

Superintendent's Report

Mrs. Steffner announced that Dr. Jess Shatkin will be holding a book chat with parents to discuss *Born to Be Wild*, a book that discusses teenage behavior, on Wednesday, at 7 p.m. in the LHS Auditorium. Mrs. Steffner continued that on Thursday, at 7 p.m. at the Community Center, there will be a public forum for parents to express their concerns about mental health and substance abuse.

ADAPT Survey

In response to the questions at the last meeting about the potential of data corruption, Mrs. Steffner asked Mr. Joel Torres from Epiphany, the company who administered the ADAPT survey, to go through all of the responses to ensure validity, reliability, accuracy and to identify potential limitations of the collected data. Mrs. Steffner reviewed these results, which can also be found on our website under Board Presentations.

Mr. Torres further explained how and where the survey is administered. Mr. Torres explained the information is not shared and that the goal of the survey is to help determine what services and programs they should provide as a nonprofit to support and help communities in areas of need concerning youth substance abuse and underage drinking. Mr. Torres continued that the results of the survey should be sent to the district within a month.

Board Reports

Finance and Facilities Committee

Mr. Shen explained the committee met and reviewed the bill list and also received a preview of the draft budget.

Curriculum Committee

Ms. Messer explained the committee met and discussed the elementary school schedule, the novel up that is up for approval next week and the delaying of the purchase of a K-1 math textbook. Ms. Messer explained the new procedure of having a five year rotation for updating curriculum unless there is a reason that necessitates it being updated sooner. Ms. Messer continued we will be offering a summer program for students transitioning from kindergarten to first grade and that more information will be provided later in the month.

Mrs. Konner added proposals for a science research component for middle school students and a science lab for sophomores as part of the summer academy are being reviewed.

Performing Arts

Mrs. Konner attended a meeting to review a proposal for a performing arts/teen center on the oval where the old recreation building was housed.

LACD

Mrs. Konner attended the LACD meeting where handicapped parking, after school sports and a number of upcoming activities were discussed. Many of the events include student volunteers.

Mrs. Konner attended the book talk on *Born to Be Wild* and commended the staff who came out to participate.

Mrs. Konner attended the Riker Hill winter concert.

VOTING ITEMS

MISCELLANEOUS

Mrs. Konner 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. Konner, Ms. Messer, Mr. Shen, Mrs. Chirls
Nays - None

ITEMS TO BE VOTED ON FEBRUARY 12, 2018

The Board reviewed the items to be voted on February 12th. Mrs. Konner requested copies of interim balance sheets be provided with the budget.

1. PROGRAM/CURRICULUM

1.1 Textbook

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**.

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.

Fund	Name	Amount
10&11	Regular	\$826,971.30
12	Regular	32,578.04
20	Regular	147,178.80
60	Cafeteria	<u>198,192.37</u>
	TOTAL	<u>\$1,204,920.51</u>

Regular Checks	74584-74955	\$1,006,728.14
Cafeteria Checks	1023-1028	<u>198,192.37</u>
	TOTAL	<u>\$1,204,920.51</u>

3.2 Board Secretary Report – December 2017

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for December 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 December 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	8,382,395	10,000	
(11) Current Expense		27,920,237	3,533,719
(12) Capital Outlay		373,428	3,178,235
(20) Special Revenue Fund	61,899		
(30) Capital Projects Fund	2,060,477		
(40) Debt Service Fund	110,008		
Total:	10,614,779	28,303,665	6,711,954

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of December 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 Field Trips

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

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 Rejection of Bids – Soil Removal at the Livingston Fire Station

Resolved, that the Livingston Board of Education is rejecting all of the seven bids received on November 28, 2017, for the soil removal at the Livingston Fire Station. All bids exceeded the budget for the project.

3.6 Settlement Agreement

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #01-18 which is on file at the Board of Education office.

4. **PERSONNEL**

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>Oshaira Pichardo*</i>	LHS	School Counselor	First Year Tenure Track	Alison Abrams	MA	4	\$61,637 (pro-rated)	3/12/18

**amended from a previous agenda*

4.2 **Transfers**

Resolved, that the Livingston Board of Education approves the transfers as indicated on **Attachment E**.

4.3 **Substitutes**

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:

Custodians

Fabian Yearwood (\$15.50/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 *Jose Ra*, Custodian, to receive \$625 stipend for obtaining his boiler's license, effective February 1, 2018.

4.6 **Lateral Moves**

Resolved, that the Livingston Board of Education amends 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 February 1, 2018.

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 January.

Public Comment ~ up to 15 minutes

Steve Shaiman, 4 Knollwood Drive, requested putting a small amount of funds toward the International Baccalaureate program. Mr. Shaiman asked about the methodology of some test score rankings he saw recently online.

Justin Alpert, 56 Amherst, doesn't understand why we are looking to change the six day rotation at the elementary schools. Mr. Alpert suggested planning for growth by building up the cafeterias at the elementary schools.

Denise Arnett-Hayes, 281 Mount Pleasant Avenue, is concerned about racism in the school district. Ms. Arnett-Hayes suggested the district train staff using a program entitled "Undoing Racism" by the People's Institute.

Dee Dee Pulver, 47 Winchester Road, supports the parent who spoke about racism. Mrs. Pulver asked why the general public doesn't have the option to receive the special education newsletter.

Mrs. Steiger responded that the information in the special education newsletter also gets shared through the district's Discover newsletter.

Joel Torres, 53 Columbia Avenue, Jersey City, as a former board of education member, complimented the Board on running a very effective meeting.

Old Business

Mrs. Chirls announced that at the next meeting the Board will discuss the policies on recording board meetings and class size.

Mrs. Konner asked Mrs. Steffner how she would like to address questions they might have about the Health and Wellness survey and Mrs. Steffner replied they can be sent to her.

Mrs. Konner asked about the timeline for the survey and Mrs. Steffner then explained that Qualtrics is currently working on it with Mr. Douglas to create a singular link so that once it is taken it can't be shared, the curriculum department is cleaning it up and also creating the demographics. Mrs. Steffner stated this work should be complete by the end of this week and the survey is scheduled to go out the last week of February/first week of March.

Mrs. Chirls asked what happens if a parent has more than one child in different grade levels and Mrs. Steffner replied they are trying to figure out now how that will look.

Mrs. Steffner explained because they are not asking for any personal information, they do not need active consent to take the survey. The survey will ask questions about homework, stress, what their school experience is like and harassment, intimidation and bullying. Students will take the survey in class and parents and staff will have two weeks to complete the survey.

Mrs. Konner suggested having the word extracurricular changed to after school activities for the elementary survey.

Mrs. Konner suggested indicating the grade level staff are teaching to better identify homework concerns.

Mrs. Steffner explained the biggest challenge is for parents of multiple children so we might ask them for every survey filled out, to align it with what grade their child is in.

Mrs. Chirls stated Qualtrics has a control that you can branch so if a parent were to answer they have more than one child, then there could be questions directed to those who have more than one child.

Mrs. Steffner responded that Mrs. Kosonocky is being trained and if that is the case, we will look at that to make it easier for those parents.

Mrs. Chirls asked except for the grade level identification, is the survey is anonymous for staff and students and Mrs. Steffner replied that it is but that we would also ask for the subject matter in the demographics to better assist us with the homework concerns.

New Business

There was no new business.

ADJOURNMENT

At 8:15 p.m., Mrs. Konner made a motion to adjourn the meeting. Ms. Messer seconded the motion.

Respectfully submitted,

Steven K. Robinson
Board Secretary

February 5, 2018

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