



## LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Tuesday, February 27, 2024

Executive Session - Heritage Middle School Faculty Room - 6:15 p.m.

Public Session - Heritage Middle School Cafeteria - 7:15 p.m.

### I. OPEN SESSION

#### A. Call to Order – Pamela Chirls, President

#### B. Reading of Meeting Notice

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2024 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

#### C. 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:

- personnel, student and legal matters

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 60 minutes; and be it

**Further Resolved**, the minutes of this closed session be made public when the need for confidentiality no longer exists.

### ROLL CALL VOTE

#### D. Pledge of Allegiance / Roll Call

#### E. Superintendent's Report

1. LHS Annual Report on Graduates
2. Budget Presentation Featuring Curriculum, Math in Focus and Technology
3. Reflections on Mission to Israel

## **F. Board Reports**

## **G. Student Representative's Report**

## **H. Approval of Minutes**

The Superintendent recommends the following:

1. Public Portion of Executive Session Meeting Minutes of January 11, 2024
2. Voting Meeting Minutes of January 16, 2024
3. Board Retreat/Workshop Meeting Minutes of January 18, 2024
4. Public Portion of Executive Session Meeting Minutes of January 29, 2024
5. Public Portion of Executive Session Meeting Minutes of January 30, 2024

## **ROLL CALL VOTE**

### **I. Public Comment**

The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. To protect the privacy of all students and staff, concerns regarding individual students and staff members should generally be addressed by first meeting with the appropriate administrative staff.

In order to permit the fair and orderly expression of such comment, the Board shall provide a period for public comment at every meeting of the Board.

Public participation shall be permitted only as indicated in accordance with Board Bylaw No. 0167.

Public participation shall be extended to residents of this district, persons having a legitimate interest in the actions of this Board, persons representing groups in the community or school district, representatives of firms eligible to bid on materials or services solicited by the Board, and employees and pupils of this district, except when the issue addressed by the participant is subject to remediation by an alternate method provided for in policies or contracts of the Board.

Public participation is not an opportunity to engage in a dialogue with the Board and shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if appropriate;
2. A participant is limited to three (3) minutes' duration; elapsed time will be determined through the use of a timing device operated by the Board Secretary;
3. No participant may speak more than once and there shall be no yielding of time among speakers;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually;
5. There shall be no cross dialogue between the participant and the Board and/or Administration;
6. Upon conclusion of a participant's remarks, the presiding officer will acknowledge the individual's remarks and may respond and/or direct a member of the Administration to respond to an inquiry following the participant's remarks or at the conclusion of the public participation session.

The presiding officer may:

- a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy, abusive, obscene, or irrelevant;
- b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
- c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

N.J.S.A. 2C:33-8  
N.J.S.A. 10:4-12

## II. RECOMMENDATIONS FOR APPROVAL

### 1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

#### 1.1 Textbooks/DVDs

**Resolved**, that the Livingston Board of Education approves the ELA reading books as shown on **Attachment A**.

#### 1.2 Student Teachers

**Resolved**, that the Livingston Board of Education approves the student teachers as shown on **Attachment B**.

#### 1.3 Field Trips

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

#### 1.4 Agreement with Kean University

**Resolved**, that the Livingston Board of Education approves Livingston Public School's participation in the Kean University Advanced Seminar Holocaust and Prejudice Reduction courses during the 2024-2025 school year.

## ROLL CALL VOTE

### 2. STUDENT SERVICES

The Superintendent recommends the following:

#### 2.1 Out of District Placements

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2023-2024 for six (6) 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 D**.

#### 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 2023-2024 school year.

#### BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS

Sunbelt Staffing \$90.00/hour

#### HOME INSTRUCTION

Four Winds Hospital \$64.00/hour

## ROLL CALL VOTE

### 3. BUSINESS

The Superintendent recommends 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.

| <b>Fund</b> | <b>Name</b>   | <b>Amount</b>          |
|-------------|---|------------------------|
| 10, 11, 12  | Operating Budget (checks 104838-105467; Adv 118-133 ) | \$15,338,958.45        |
| 20          | Grants (checks 104838-105467)                         | \$ 279,669.41          |
| 60          | Cafeteria (checks 60010-60011)                        | \$ 213,541.50          |
|             | <b>TOTAL</b>  | <b>\$15,832,169.36</b> |

### 3.2 Board Secretary Report – December 2023

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for December 31, 2023, 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, 2023, 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 | \$21,918,694.40 | \$78,078,957.78       | \$12,416,602.49  |
| (11) Current Expense           |                 |                       |                  |
| (12) Capital Outlay            |                 |                       |                  |
| (20) Special Revenue Fund      | \$ 377,170.06   | \$ 2,765,942.59       | \$(27,390.94)    |
| (30) Capital Projects Fund     | \$ 4,576,078.93 | \$ 0.00               | \$ 4,565,706.13  |
| (40) Debt Service Fund         | \$0.00          | \$ 1,196,149.98       | \$(1,256,526.13) |
| Total:                         | \$26,871,943.39 | \$82,041,050.35       | \$15,698,391.55  |

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of December 31, 2023, 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 2023-2024 budget for December 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 E**.

### **3.4 Conferences and Overnight Trips**

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

**Resolved**, that the Livingston Board of Education approves *David Richards* and *Robert Rolling* to chaperone approximately six students attending the Shell Eco Marathon Competition from April 3 to 7, 2024 in Indianapolis, Indiana, at no cost to the district.

**Resolved**, that the Livingston Board of Education approves *Hal Mordkoff*, *Tom Garzon*, *Mrigaya Singh* and *Jonathan Lee* to chaperone approximately 50-60 students attending the FBLA NJ State Conference and Competition from March 12 to 13, 2024, in Atlantic City, New Jersey, at no cost to the district.

**Resolved**, that the Livingston Board of Education approves *Brynn Smith* and *Guy Rabner* to chaperone approximately ten students attending the History Bowl Nationals from April 26 to 28, 2024 in Arlington, Virginia, at no cost to the district.

**Resolved**, that the Livingston Board of Education approves *Brynn Smith* and *Guy Rabner* to chaperone approximately 14 students attending the NAQT Academic Nationals from May 24 to 27, 2024 in Atlanta, Georgia, at no cost to the district.

### **3.5 Architectural Services – Proposal for Pre and Post-Referendum Services**

**Whereas**, the Livingston Board of Education ("Board") has determined that it needs to retain the services of an architectural firm to provide professional architectural services ("Services") pertaining to pre and post-referendum services for the Livingston Public School District; and

**Whereas**, DiCara Rubino Architects ("DiCara Rubino") has provided the Board with their proposal dated January 8, 2024 ("Proposal"); and

**Whereas**, the Board has determined that DiCara Rubino possesses the required expertise to perform the Services; and

**Whereas**, in accordance with N.J.S.A. 18A:18A-5, the Board may contract for the Services by resolution at a public meeting without public bidding, as such Services constitute Professional Services in accordance with the terms of the statute.

**Be It Resolved**, that the Board hereby enters into an agreement with DiCara Rubino as outlined in the proposal for a fee of sixty thousand dollars (\$60,000.00).

**3.6 Approval of Authorization for Execution and Delivery of ROD Grant Agreements**

**Resolved**, that the Livingston Board of Education approves authorizing execution and delivery of the Grant Agreement of the ROD Grant project of the School Facilities Project # 2730-060-23-R501 for the boilers and domestic hot water heaters project at Mount Pleasant Middle School.

**Resolved**, that the Livingston Board of Education approves authorizing execution and delivery of the Grant Agreement of the ROD Grant project of the School Facilities Project # 2730-090-23-R501 for the boilers and domestic hot water heaters project at Harrison Elementary School.

**Resolved**, that the Livingston Board of Education approves authorizing execution and delivery of the Grant Agreement of the ROD Grant project of the School Facilities Project # 2730-100-23-R501 for the boilers and domestic hot water heaters project at Hillside Elementary School.

**Resolved**, that the Livingston Board of Education approves authorizing execution and delivery of the Grant Agreement of the ROD Grant project of the School Facilities Project # 2730-050-23-R501 for the boilers and domestic hot water heaters project at Livingston High School School.

**Resolved**, that the Livingston Board of Education approves authorizing execution and delivery of the Grant Agreement of the ROD Grant project of the School Facilities Project # 2730-070-23-R501 for the partial roof replacement project at Burnet Hill Elementary School.

**Resolved**, that the Livingston Board of Education approves authorizing execution and delivery of the Grant Agreement of the ROD Grant project of the School Facilities Project # 2730-055-23-R501 for the partial roof replacement project at Heritage Middle School.

**3.7 Approval of Delegation of Authority for Supervision of School Facilities Projects**

**Resolved**, that the Livingston Board of Education approves the delegation of Authority to the School Business Administrator for supervision of the School Facilities Project # 2730-060-23-R501 for the boilers and domestic hot water heaters project at Mount Pleasant Middle School.

**Resolved**, that the Livingston Board of Education approves the delegation of Authority to the School Business Administrator for supervision of the School Facilities Project # 2730-090-23-R501 for the boilers and domestic hot water heaters project at Harrison Elementary School.

**Resolved**, that the Livingston Board of Education approves the delegation of Authority to the School Business Administrator for supervision of the School Facilities Project #

2730-100-23-R501 for the boilers and domestic hot water heaters project at Hillside Elementary School.

**Resolved**, that the Livingston Board of Education approves the delegation of Authority to the School Business Administrator for supervision of the School Facilities Project # 2730-050-23-R501 for the boilers and domestic hot water heaters project at Livingston High School School.

**Resolved**, that the Livingston Board of Education approves the delegation of Authority to the School Business Administrator for supervision of the School Facilities Project # 2730-070-23-R501 for the partial roof replacement project at Burnet Hill Elementary School

**Resolved**, that the Livingston Board of Education approves the delegation of Authority to the School Business Administrator for supervision of the School Facilities Project # 2730-055-23-R501 for the partial roof replacement project at Heritage Middle School.

### **3.8 Approval of Withdrawal from Capital Reserve**

**Resolved**, that the Livingston Board of Education approves the withdrawal of a total of \$2,492,400 from the Capital Reserve Account to fund the local share of school facilities projects as follows:

- The withdrawal of \$604,500 from the Capital Reserve account to fund the local share of the School Facilities Project # 2730-060-23-R501 for the boilers and domestic hot water heaters project at Mount Pleasant Middle School.
- The withdrawal of \$348,600 from the Capital Reserve account to fund the local share of the School Facilities Project # 2730-090-23-R501 for the boilers and domestic hot water heaters project at Harrison Elementary School.
- The withdrawal of \$604,500 from the Capital Reserve account to fund the local share of the School Facilities Project # 2730-100-23-R501 for the boilers and domestic hot water heaters project at Hillside Elementary School.
- The withdrawal of \$348,600 from the Capital Reserve account to fund the local share of the School Facilities Project # 2730-050-23-R501 for the boilers and domestic hot water heaters project at Livingston High School School.
- The withdrawal of \$348,600 from the Capital Reserve account to fund the local share of the School Facilities Project # 2730-070-23-R501 for the partial roof replacement project at Burnet Hill Elementary School
- The withdrawal of \$174,600 from the Capital Reserve account to fund the local share of the School Facilities Project # 2730-055-23-R501 for the partial roof replacement project at Heritage Middle School.

### **3.9 Donation**

**Resolved**, that the Livingston Board of Education accepts the AlgaePrize Championship Team donation from National Renewable Energy Laboratory of \$8,000.00 to be used for supplies and equipment for the experiments.

### **3.10 Change to Annual Meeting Calendar**

**Resolved**, that the Livingston Board of Education approves the addition of an LBOE Workshop/Voting Meeting on Monday, March 4, 2024 and changing the March 12, 2024 Workshop Meeting to March 11, 2024.

**3.11 Revised 2023-2024 Academic Calendar**

**Resolved**, that the Livingston Board of Education approves the revised 2023-2024 academic calendar as shown on **Attachment G**.

**3.12 Bylaws, Policies & Regulations**

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

- Policy #3161 - Examination for Cause (with revisions)
- Policy #3212 - Attendance (M) (with revisions)
- Regulation # 3212 - Attendance (M) (new to district)
- Policy #4161 - Examination for Cause (with revisions)
- Policy #4212 - Attendance (M) (with revisions)
- Regulation # 4212 - Attendance (M) (new to district)
- Policy #5111 - Eligibility of Resident/Nonresident Students (M) (with revisions)
- Regulation #5111 - Eligibility of Resident/Nonresident Students (M) (with revisions)
- Policy 5116 - Education of Homeless Children and Youths (with revisions)
- Regulation 5116 - Education of Homeless Children and Youths (with revisions)

**ROLL CALL VOTE**

**4. PERSONNEL**

The Superintendent recommends the following:

**4.1 Resignations & Retirements**

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

| Name                 | Position        | Reason      | Location | Last Day of Employment |
|----------------------|-----------------|-------------|----------|------------------------|
| <i>Adriana Colom</i> | Playground Aide | Resignation | RHE      | January 22, 2024       |

*\*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                      | Location | Position                  | LOA w/pay and benefits                      | LOA w/o pay, but with benefits (if applicable) | Extended LOA w/o pay or benefits | Return Date |
|---------------------------|----------|---------------------------|---|--|----------------------------------|-------------|
| <i>Debra Simet</i>        | HMS      | Instructional Aide        | NA  | NA   | 2/29/2024-3/22/2024              | 3/25/2024   |
| <i>Holli Gibbs</i>        | RHE      | TOSD                      | 6/13/2024-6/20/2024                         | 8/29/2024-11/21/2024**                         | 11/22/2024-12/13/2024            | 12/16/2024  |
| <i>Amanda Cognetti</i>    | MPE      | Elementary School Teacher | 3/21/2024-5/15/2024 & 5/16/2024-6/30/2024** | 8/29/2024-10/17/2024**                         | 10/18/2024-6/30/2025             | 9/2/2025    |
| <i>Giovanna McCorkell</i> | LHS      | Teacher of Math           | 5/6/2024-6/30/2024 &                        | 10/14/2024-11/22/2024**                        | 11/25/2024-6/30/2025             | 9/2/2025    |

|                                   |                |                           |  |   |                      |           |
|-----------------------------------|----------------|---------------------------|--|---|----------------------|-----------|
|                                   |                |                           | 8/29/2024-10/11/2024**                     |   |                      |           |
| <i>Gennarino DeLuca</i>           | District       | Maintenance               | 3/12/2024-5/13/2024**                      | NA  | NA                   | 5/14/2024 |
| <i>Ria DeVito</i>                 | Harrison       | Teacher of Health & PE    | 3/29/2024-6/30/2024                        | 8/29/2024-11/21/2024**                      | 11/22/2024-6/30/2025 | 9/2/2025  |
| <i>Christina Bravo*</i>           | LHS            | TOSD                      | 2/2/2024-4/17/2024 & 4/18/2024-4/26/2024** | 4/29/2024-6/30/2024 & 8/29/2024-9/19/2024** | 9/20/2024-6/30/2025  | 9/2/2025  |
| <i>Zuilda Semedo</i>              | Harrison       | Head Custodian            | 2/6/2024-2/20/2024**                       | NA  | NA                   | 2/21/2024 |
| <i>Daison Scott</i>               | LHS            | Custodian                 | 10/16/2023-1/9/2024                        | 1/10/2024-2/2/2024**                        | NA                   | 2/5/2024  |
| <i>Jennifer Loniewski</i>         | CO             | Director of C&I           | NA   | NA  | 3/7/2024-4/18/2024   | 4/19/2024 |
| <i>Samantha Minniti*</i>          | Collins        | Elementary School Teacher | 1/8/2024-1/30/2024 & 3/11/2024-4/4/2024**  | 1/31/2024-3/8/2024 & 4/5/2024-5/31/2024**   | NA                   | 6/3/2024  |
| <i>Nubia Amparo Garnica Bello</i> | Transportation | 25-Hr Bus Driver          | 1/26/2024 - 2/29/2024 (.5)                 | 2/29/2024(.5) - 3/26/2024**                 | NA                   | 3/27/2024 |

\*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 |
|-----------------------------|----------|-------------------------------------|------------------------------------|------------------------|-------|------|---|----------------|
| <i>Karen Friedman</i>       | MPE      | Elementary School Teacher           | Leave Replacement                  | K. Carlin              | MA    | 1    | \$63,075 (prorated)                       | 2/1/2024       |
| <i>Leonardo Zeoli</i>       | LHS      | Teacher of Math                     | Leave Replacement                  | P. Peklo               | BA    | 1    | \$55,075 (prorated)                       | 2/1/2024       |
| <i>Sandra Orejarena</i>     | District | Assistant Manager of Transportation | NA                                 | B. Bermudez (promoted) | NA    | NA   | \$74,000, plus \$5,000 for CDL (prorated) | 3/1/2024       |
| <i>Denise Hicks</i>         | BHE      | Playground Aide                     | NA                                 | NA                     | NA    | NA   | \$19/hr                                   | 1/17/2024      |
| <i>Christina Schumacher</i> | RHE      | Playground Aide                     | NA                                 | NA                     | NA    | NA   | \$18/hr                                   | 1/22/2024      |
| <i>Victoria Spiratos</i>    | RHE      | Playground Aide                     | NA                                 | NA                     | NA    | NA   | \$18/hr                                   | 2/5/2024       |
| <i>Filomena Giordano</i>    | RHE      | Playground Aide                     | NA                                 | NA                     | NA    | NA   | \$18/hr                                   | 2/26/2024      |

\*as amended from a previous agenda

\*\*begins 60-day probationary period

**Resolved**, that the Livingston Board of Education approves the appointment of the ABA Discrete Trial TAs and Instructional Aides as listed on **Attachment H**.

#### 4.4 Transfers

**Resolved**, that the Livingston Board of Education approves the personnel transfers as shown on **Attachment I**.

#### 4.5 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 2023-2024 school year:

##### Teachers

*Rahul Mehta*  
*Kathryn Schneider*  
*Carley Margolis*  
*Joanna Janowski*  
*Stacey Adelson*  
*Alexandria Brown*  
*Jaimee Mirsky (retired)*

**Resolved**, the Livingston Board of Education approves the individuals listed on **Attachment J** as certified substitutes. These individuals are currently employed by the District. In the event these individuals are called upon to serve as a substitute, they will be compensated an additional \$50/day (\$10/period) for that assignment.

**Resolved**, that the Livingston Board of Education approves 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>Emily Verniero**</i> | MPE      | Elementary School Teacher | Long-Term Substitute               | A. Cagnetti | \$275/day | 3/11/2024      |

*\*amended from previous agenda*

*\*\*to be paid the difference between their current daily rate and the rate quoted above*

#### 4.6 Stipends

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment K** for co-curricular stipends at Livingston High School for the 2023-2024 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment L** for athletic stipends at Livingston High School for the 2023-2024 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 M** for after school intervention at the rate of \$63.35 per hour (not to exceed \$5,000/school), to be paid with ARP ESSER funds.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment N** for co-curricular stipends at the elementary schools for the 2023-2024 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education rescinds the appointment of *Catherine Bitar* for the TA Mentor stipend at Riker Hill Elementary School.

**Resolved**, that the Livingston Board of Education rescinds the appointment of *Robert Breschard* for the Spring Strength Training Head stipend at Livingston High School.

#### **4.7 Extra Period Assignments**

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

#### **4.8 Curriculum Writing**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment P** to participate in mid-year curriculum writing during the 2023-24 school year, at the approved rate (acct #11-000-221-104-5063-19)

#### **4.9 Contract Adjustments**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment Q** for contract adjustments to include \$250 for attaining their Google Beginner certification.

#### **4.10 Mentor Fees**

**Resolved**, the Livingston Board of Education amends the individuals on **Attachment R** listed as assigned mentors to receive payment in accordance with the schedule listed.

#### **4.11 Memorandum of Understanding**

**Resolved**, that the Livingston Board of Education approves the Memorandum of Understanding (MOU) between itself and the Livingston Education Association regarding the 2023-2024 calendar/snow day issue.

### **ROLL CALL VOTE**

#### **5. MISCELLANEOUS**

The Superintendent recommends the following:

##### **5.1 HIB Report**

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

### **ROLL CALL VOTE**

#### **J. Old Business**

#### **K. New Business**

### **III. ADJOURNMENT**

#### **EXECUTIVE SESSION**

**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 February 27, 2024 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 matters.
  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.

## LBOE Agenda Planning/Future Agenda Items

### JANUARY

#### Meetings and Workshops

- Board Reorganization
- Election of Board Officers
- Board Member Committee Assignments
- BOE Meeting Calendar
- LPS Budget Calendar
- Submission of Financial Disclosure
- Mandatory Training Requirements
- Review of ACFR or Action Items

#### Presentations

- LHS Report on Graduates from Counseling
- Annual Comprehensive Financial Report

#### Professional Development

- Code of Ethics with BOE Attorney

#### Executive Sessions

- BOE Retreat
- Establish CSA Evaluation Schedule

### FEBRUARY

#### Meetings and Workshops

- Academic Calendar Discussion, two years out

#### Presentations

- Update on Diversity, Equity, and Inclusion
- District Goals: Mid-Year Update
- First Presentation of LPS Budget
- Second Presentation of LPS Budget

#### Executive Sessions

- CSA Evaluation Process: Meet with the NJSBA representative and review the CSA evaluation process and timeline

### MARCH

#### Presentations

- Third Presentation of LPS Budget
- Fourth Presentation of LPS Budget
- Final Presentation and BOE Adoption of Tentative Budget (before the deadline to Essex County)
- Board Goals Update

#### Executive Sessions

- NJSBA CSA Evaluation (to meet July 1st statutory deadline for CSA evaluation)
- NJSBA Board Self-Evaluation

### APRIL

#### Meetings and Workshops

- Public Hearing and Adoption of Budget
- Subscription Bus Pricing
- Safety Grant
- Comprehensive Equity Plan (every 3 years/SOA annually)

#### Presentations

- Superintendent Goals Planning and Update

#### Executive Sessions

- Board and CSA pre-conference for evaluation

### MAY

#### Meetings and Workshops

- Livingston Education Association: Second Conference
- Personnel Appointments
- Governor's Educator of the Year Ceremony
- Annual Appointments
- Sale of SRECs
- General Education Out-of-District Tuition Rates
- New Jersey State Interscholastic Athletic Association

#### Presentations

- End-of-Year District Goals Report (by CSA)

#### Executive Sessions

- Board Self-Evaluation
- CSA Evaluation Process
- Tenure Recommendations (BOE Review of Files)
- End-of-Year, All-Staff Review

### JUNE

#### Meetings and Workshops

- LHS Student Representative to BOE
- Staff Retirement Ceremony
- Seal of Biliteracy
- Non-Affiliated Appointments
- Summer Appointments (work, project, curriculum)
- Compliance with PL 2015, Chapter 47
- Transfer of Current Year Surplus to Capital Reserve
- Bus Evaluation Drills Report

#### Presentations

- SEPAC
- End-of-Year Report on Board Goals (by BOE)
- Board Self-Evaluation, review, and reflection

#### Executive Sessions

- CSA Evaluation
  - CSA completes CSA Evaluation
  - BOE completes CSA Evaluation
  - CSA and BOE meet to discuss CSA Evaluation

### JULY

#### Meetings and Workshops

- Property, Liability, and WC Insurance
- Board Goals and Action Plans
- District Professional Development Plan
- Review and Approval of Curriculum Writing Plans and Process

### AUGUST

#### Meetings and Workshops

- Open Campus Lunch

#### Presentations

- Enrollment Update
- District Goals and Action Plans
- Student progress at key grade levels and the NJ Student Learning Standards results, including the performance of student subgroups on state tests as appropriate and allowable.

## **SEPTEMBER**

### **Meetings and Workshops**

- Board Goals
- Mentoring Plan
- Remote Learning Plan

## **OCTOBER**

### **Meetings and Workshops**

- Approval of Nursing Services Plan
- Livingston Education Association: First Conference
- Annual review of MOA and law enforcement operations with the Board President
- Public Hearing of District and School HIB Self-Assessment Report

### **Presentations**

- Summer Curriculum Writing
- NJSLA Results

## **NOVEMBER**

### **Meetings and Workshops**

- Board Budget Goals
- Technology Plan: review and approval
- Comprehensive Maintenance Plan: review and approval

### **Presentations**

- LPS Assessment Update

## **DECEMBER**

### **Meetings and Workshops**

- QSAC SOA

### **Presentations**

- National Merit Semi-Finalists Recognition Ceremony
- New LPS Course Offerings

### **Professional Development**

- New BOE member orientation

## PROGRAM/CURRICULUM

| <u>Title</u>                           | <u>Author/Publisher</u> | <u>Year</u> | <u>Grade</u> | <u>Subject/Course</u>        | <u>Rationale</u>   |
|--|-------------------------|-------------|--------------|------------------------------|--|
| April and Mae Series and the Tea Party | Megan Dowd Lambert      | 2023        | 2            | ELA Reading Book Club Series | With imagination and humor, <i>Every Day with April &amp; Mae</i> brings all there is to know and love about friendship to life in a way kids can both relate to and learn from making this a perfect fit for young readers ready to step up from picture books.   |
| Sofia Martinez Series                  | Jaqueline Jules         | 2016        | 2            | ELA Reading Book Club Series | Hector's Hiccups: Sofia has tried everything to cure Hector's hiccup problem. But nothing seems to work! If they can't cure Hector's hiccups, they won't be able to go to the movies with Abuela. Spanish words are mixed into the text, and the art is bright and fresh. This early chapter book series includes a Spanish glossary, discussion questions, and writing prompts. |

## PROGRAM/CURRICULUM

| <u>Title</u>                           | <u>Author/Publisher</u> | <u>Year</u> | <u>Grade</u> | <u>Subject/Course</u>           | <u>Rationale</u>   |
|--|-------------------------|-------------|--------------|---------------------------------|--|
| Sadiq Series<br>and the Desert Star    | Siman Nuurahi           | 2019        | 2            | ELA Reading Book<br>Club Series | When Sadiq's father leaves on a business trip, he worries he'll miss his baba too much. But Baba has a story for Sadiq: the story of the Desert Star. Learning about Baba's passion for the stars sparks Sadiq's interest in outer space. But can Sadiq find others who are willing to help him start the space club of his dreams?  |
| Lark Detective Series<br>Holds the Key | Natasha Deen            | 2019        | 2            | ELA Reading Book<br>Club Series | It's the third day of summer vacation, and Lark's <i>halmoni</i> That's Korean for grandmother has promised to take Lark and her twin brother, Connor, to the library. Only trouble is, they arrive to discover the town librarian is missing her key to the library. Lucky for her, Lark just happens to be a budding private eye. Can rookie detectives Lark and Connor solve this mystery and recover the list key? |

## PROGRAM/CURRICULUM

| <u>Title</u>  | <u>Author/Publisher</u> | <u>Year</u> | <u>Grade</u> | <u>Subject/Course</u>           | <u>Rationale</u>  |
|---|-------------------------|-------------|--------------|---------------------------------|---|
| Katie Woo Series<br>Super-Duper Librarian                           | Capstone                | 2013        | 2            | ELA Reading Book<br>Club Series | For Katie Woo, school is one big adventure after another. Her teacher, Miss Winkle, makes every day special. She takes the class on exciting field trips and gives them fun, special projects. Katie and her classmates can't help but love school! |
| Pedro Series<br>Pedro's Big Break                                   | Fran Manushkin          | 2016        | 2            | ELA Reading Book<br>Club Series | Spend some time with Pedro. Katie Woo's fun-loving friend. From a buggy disaster to a run for class president, Pedro has what it takes to be the hero. No matter what he's doing. Pedro is always good for some laughs and adventure.               |
| West Meadow Detective<br>Series - The Case of the<br>Snack Snatcher | Liam O'Donnell          | 2015        | 2            | ELA Reading Book<br>Club Series | Myron's unique perspective from the autism spectrum makes him a top-notch sleuth. Similarly, the other kids in his resource room demonstrate creative problem solving and unique talents that come in handy for the case.                           |

## PROGRAM/CURRICULUM

| <u>Title</u>  | <u>Author/Publisher</u> | <u>Year</u> | <u>Grade</u> | <u>Subject/Course</u>           | <u>Rationale</u>   |
|---|-------------------------|-------------|--------------|---------------------------------|--|
| King and Kayla Series<br>and the Case of the<br>Lost Library Book | Dori Hillestad Butler   | 2022        | 2            | ELA Reading Book<br>Club Series | In every King & Kayla title, the human-dog teamwork together to solve a mystery using King's enthusiasm and ability to notice tasty or foul-smelling clues as well as Kayla's strong reasoning and careful method of asking questions and organizing information about the case. |
| Yasmin Series<br>The Friend                                       | Saadia Faruqi           | 2021        | 2            | ELA Reading Book<br>Club Series | A collection of four kind, happy stories that pair vibrant illustrations and Yasmin's never-give-up attitude to show young readers that optimism, creativity, and a caring heart help any situation. She shares parts of her Pakistani culture throughout each story.            |

| Name               | School                         | Type of Placement    | In-District Location    | Assigned Staff      | Date                  |
|--------------------|--------------------------------|----------------------|-------------------------|---------------------|-----------------------|
| Chris Boulin       | Kean University                | Athletic Observation | Livingston High School  | Paul Ehrenfeld      | 2/1/2024-06/30/2024   |
| Marisa Euhreman    | Montclair State University     | Observation          | Riker Hill Elementary   | Jason Tahan         | 1/29/2024-06/01/2024  |
| Yasmeen Abouelnaja | Fairleigh Dickinson University | Observation          | Mt. Pleasant Elementary | Shira Roth          | 1/29/2024-06/01/2024  |
| Heather Ruesch     | Kean University                | Clinical Observation | Multiple Locations      | Carolyn Ross        | 1/29/2024-06/01/2024  |
| Gabriella Mattia   | Fairleigh Dickinson University | Observation          | Harrison Elementary     | Deborah Craig       | 1/29/2024-06/01/2024  |
| Cathy Steege       | NJEXCEL                        | Administrative       | Livingston High School  | Danielle Rosenzweig | 02/05/2024-01/31/2025 |
| Cathy Steege       | NJEXCEL                        | Administrative       | Central Office          | Natalie Topylko     | 02/01/2025-05/30/2025 |

**FIELD TRIPS**

| <b>SCHOOL</b> | <b>GRADE/COURSE</b> | <b>MONTH</b> | <b>DESTINATION</b>     |
|---------------|---------------------|--------------|------------------------|
| Elementary    | Grade 3             | March        | Reeves Arboretum       |
| Elementary    | Grade 5             | June         | Liberty Science Center |
| Secondary     | Social Studies      | March        | Temple B'Nai Abraham   |
| Secondary     | English 3 Honors    | May          | Broadway Theater       |
| Secondary     | Business            | May          | American Dream Mall    |

| <u>School</u>          | <u>Program Type</u>             | <u>Type</u> | <u>School Year 2023-2024</u> |                          |                      | <u>Extraordinary Services</u> |                |                     | <u>Extended School Year</u> |                          |  | <u>Total School</u>  |
|------------------------|---------------------------------|-------------|------------------------------|--------------------------|----------------------|-------------------------------|----------------|---------------------|-----------------------------|--------------------------|--|----------------------|
|                        |                                 |             | <u># of Stud</u>             | <u>Tuition 2023-2024</u> | <u>Total Tuition</u> | <u># of Stud</u>              | <u>Aide(s)</u> | <u># of Stud</u>    | <u>ESY Tuition</u>          | <u>Total ESY Tuition</u> |  |                      |
| Calais School          | Multiple Disabilities           | N           | 1                            | \$ 41,675.16             | \$ 41,675.16         |                               |                |                     |                             |                          |  | \$ 41,675.16         |
| Celebrate the Children | Multiple Disabilities           | N           | 1                            | \$ 37,257.75             | \$ 37,257.75         | 1                             | \$ 15,225.00   | \$ 15,225.00        |                             |                          |  | \$ 52,482.75         |
| Cornerstone Day School | Emotional Regulation Impairment | N           | 1                            | \$ 46,356.98             | \$ 46,356.98         |                               |                |                     |                             |                          |  | \$ 46,356.98         |
| Cornerstone Day School | Emotional Regulation Impairment | N           | 1                            | \$ 45,898.00             | \$ 45,898.00         |                               |                |                     |                             |                          |  | \$ 45,898.00         |
| Shepard School         | Emotional Regulation Impairment | R           | 1                            | \$ 14,456.85             | \$ 14,456.85         |                               |                |                     |                             |                          |  | \$ 14,456.85         |
| Windsor School         | Multiple Disabilities           | R           | 1                            | \$ 20,553.00             | \$ 20,553.00         |                               |                |                     |                             |                          |  | \$ 20,553.00         |
| <b>Total</b>           |                                 |             | <b>6</b>                     |                          | <b>\$ 206,197.74</b> | <b>1</b>                      |                | <b>\$ 15,225.00</b> |                             |                          |  | <b>\$ 221,422.74</b> |

**Type**

Renewal (R) indicates that the student has been at that OOD school and is continuing to be placed there.  
New (N) indicates that the student is a newly placed OOD student or an additional service has been added.  
Transfer (T) indicates that the student has been OOD, but has transferred to another OOD school.  
New to District (ND) indicated that the student moved in and was already placed OOD.

**Appropriation Adjustment Journal for 2023-24 December**

Attachment E  
February 27, 2024

| Account Number         | Act Description                                | Tx Id | Date       | Tx Description   | Current Appropriation | Adjustment  | New Appropriation |
|------------------------|--|-------|------------|--|-----------------------|-------------|-------------------|
| 11-000-291-270-7079-12 | Health Benefits                                | 30113 | 12/1/2023  | Adjustment - Reverse Flex Furniture Xfer from November               | 18,903,516.00         | 338,479.29  | 19,241,995.29     |
| 11-190-100-610-0003-12 | Inst. Supplies - Initiatives (Flex Furn)       | 30113 | 12/1/2023  | Adjustment - Reverse Flex Furniture Xfer from November               | 936,000.00            | -338,479.29 | 597,520.71        |
|                        |  |       |            |  | <b>.00</b>            |             |                   |
| 11-000-222-500-5065-07 | Other Purchased Services - Media - RHE         | 27785 | 12/4/2023  | Adjustment - Budget Transfer request from 7231 Distasio, Michelle    | 2,000.00              | -2,000.00   | .00               |
| 11-000-222-580-5065-07 | Travel - Media - RHE                           | 27785 | 12/4/2023  | Adjustment - Budget Transfer request from 7231 Distasio, Michelle    | 425.00                | -425.00     | .00               |
| 11-000-222-600-5065-07 | Supplies And Materials - Media - RHE           | 27785 | 12/4/2023  | Adjustment - Budget Transfer request from 7231 Distasio, Michelle    | 7,906.00              | 2,725.00    | 10,631.00         |
| 11-000-222-800-5065-07 | Other Objects - Media - RHE                    | 27785 | 12/4/2023  | Adjustment - Budget Transfer request from 7231 Distasio, Michelle    | 300.00                | -300.00     | .00               |
|                        |  |       |            |  | <b>.00</b>            |             |                   |
| 11-000-240-320-6066-04 | Purch Prof-Educ Services - Hillside            | 27786 | 12/4/2023  | Adjustment - Budget Transfer request from 5281 Schroeder, Jennifer M | 2,000.00              | -2,000.00   | .00               |
| 11-000-240-600-6066-04 | Supplies And Materials - Hillside              | 27786 | 12/4/2023  | Adjustment - Budget Transfer request from 5281 Schroeder, Jennifer M | 10,414.00             | 2,000.00    | 12,414.00         |
|                        |  |       |            |  | <b>.00</b>            |             |                   |
| 11-190-100-610-0002-12 | Instructional Supplies C&I                     | 27841 | 12/4/2023  | Adjustment - Segregate Flex Furn from C&I Inst Supp                  | .00                   | 36,000.00   | 36,000.00         |
| 11-190-100-610-0003-12 | Inst. Supplies - Initiatives (Flex Furn)       | 27841 | 12/4/2023  | Adjustment - Segregate Flex Furn from C&I Inst Supp                  | 597,520.71            | -36,000.00  | 561,520.71        |
|                        |  |       |            |  | <b>.00</b>            |             |                   |
| 11-000-240-600-6066-10 | Supplies And Materials - MPM                   | 28433 | 12/4/2023  | Adjustment - Transfer from MPM to Tech for PO# 24-00553              | 11,923.00             | -1,723.20   | 10,199.80         |
| 11-000-252-423-7073-12 | Software Maintenance                           | 28433 | 12/4/2023  | Adjustment - Transfer from MPM to Tech for PO# 24-00553              | 553,910.00            | 1,723.20    | 555,633.20        |
|                        |  |       |            |  | <b>.00</b>            |             |                   |
| 11-190-100-423-7073-12 | Software Maintenance Ins                       | 27906 | 12/6/2023  | Adjustment - KP Compass To be Purchased by Tech                      | 715,978.70            | 900.00      | 716,878.70        |
| 11-190-100-610-0001-85 | Instructional Supplies Secondary FCS           | 27906 | 12/6/2023  | Adjustment - KP Compass To be Purchased by Tech                      | 28,850.00             | -900.00     | 27,950.00         |
|                        |  |       |            |  | <b>.00</b>            |             |                   |
| 20-001-200-600-0003-12 | Lmac Grant                                     | 28448 | 12/6/2023  | Adjustment - LMAC Grant BOE Approved 12.5.23                         | .00                   | 6,665.95    | 6,665.95          |
|                        |  |       |            |  | <b>6,665.95</b>       |             |                   |
| 20-252-100-300-3050-50 | Nonpub Purc Prof Co Basi                       | 28478 | 12/7/2023  | Adjustment - Correct Nonpublic IDEA Account                          | .00                   | -167,510.00 | -167,510.00       |
| 20-252-200-300-3050-80 | Purchased Profnon Public                       | 28478 | 12/7/2023  | Adjustment - Correct Nonpublic IDEA Account                          | .00                   | 167,510.00  | 167,510.00        |
|                        |  |       |            |  | <b>.00</b>            |             |                   |
| 11-000-230-440-7075-12 | Rentals  | 28529 | 12/8/2023  | Adjustment - Transfer to new copier accounts created                 | .00                   | -175,740.00 | -175,740.00       |
| 11-000-251-440-7079-12 | Central Services - Rentals (Copiers)           | 28529 | 12/8/2023  | Adjustment - Transfer to new copier accounts created                 | .00                   | 42,346.99   | 42,346.99         |
| 11-190-100-440-6066-12 | Rentals for Instruction (Copiers in Buildings) | 28529 | 12/8/2023  | Adjustment - Transfer to new copier accounts created                 | .00                   | 133,393.01  | 133,393.01        |
|                        |  |       |            |  | <b>.00</b>            |             |                   |
| 11-190-100-610-0000-98 | Instructional Supplies Soc. Stud. Elementary   | 28562 | 12/11/2023 | Adjustment - Budget Transfer request from 5729 Bickel, Christopher   | 32,413.00             | 4,532.40    | 36,945.40         |
| 11-190-100-640-0000-98 | Textbooks Soc. Stud. Elementary                | 28562 | 12/11/2023 | Adjustment - Budget Transfer request from 5729 Bickel, Christopher   | 4,608.00              | -4,532.40   | 75.60             |

**Appropriation Adjustment Journal for 2023-24 December**

| Account Number         | Act Description   | Tx Id | Date       | Tx Description   | Current Appropriation | Adjustment | New Appropriation |
|------------------------|---|-------|------------|--|-----------------------|------------|-------------------|
|                        |   |       |            |  |                       | .00        |                   |
| 11-000-240-600-6066-11 | Supplies And Materials - LHS                                    | 28563 | 12/11/2023 | Adjustment - Budget Transfer request from 8357 Brannick, Toni A various purchases for LHS classrooms | 29,831.00             | -20,000.00 | 9,831.00          |
| 11-190-100-610-6066-11 | Instructional Supplies - Principal LHS                          | 28563 | 12/11/2023 | Adjustment - Budget Transfer request from 8357 Brannick, Toni A various purchases for LHS classrooms | .00                   | 20,000.00  | 20,000.00         |
|                        |   |       |            |  |                       | .00        |                   |
| 11-000-270-580-7079-12 | Transportation Dept Travel                                      | 28644 | 12/12/2023 | Adjustment - To cover transportation dept travel   | .00                   | 950.00     | 950.00            |
| 11-000-270-890-7078-12 | Miscellaneous Expenditur - Transportation                       | 28644 | 12/12/2023 | Adjustment - To cover transportation dept travel   | 7,000.00              | -950.00    | 6,050.00          |
|                        |   |       |            |  |                       | .00        |                   |
| 11-000-251-600-7079-20 | Supplies And Materials  | 28689 | 12/13/2023 | Adjustment - To offset prior year PO that had to be re-entered due to vendor lost check              | 22,143.00             | -999.99    | 21,143.01         |
| 11-190-100-610-0001-93 | Instructional Supplies Secondary Business                       | 28689 | 12/13/2023 | Adjustment - To offset prior year PO that had to be re-entered due to vendor lost check              | 15,128.00             | 999.99     | 16,127.99         |
|                        |   |       |            |  |                       | .00        |                   |
| 11-000-261-420-7074-12 | Clean/Repair Maint Svcs DW                                      | 28877 | 12/15/2023 | Adjustment - Budget Transfer request from 4348 Held, Nancy   | .00                   | 9,096.48   | 9,096.48          |
| 11-000-262-610-7076-12 | General Supplies - DW   | 28877 | 12/15/2023 | Adjustment - Budget Transfer request from 4348 Held, Nancy   | 692,500.00            | -9,096.48  | 683,403.52        |
|                        |   |       |            |  |                       | .00        |                   |
| 11-000-261-420-7074-06 | Clean/Repair/Maint Servs - MPE                                  | 28878 | 12/15/2023 | Adjustment - Budget Transfer request from 4348 Held, Nancy   | 15,300.00             | -2,500.00  | 12,800.00         |
| 11-000-261-420-7074-12 | Clean/Repair Maint Svcs DW                                      | 28878 | 12/15/2023 | Adjustment - Budget Transfer request from 4348 Held, Nancy   | 9,096.48              | 2,500.00   | 11,596.48         |
|                        |   |       |            |  |                       | .00        |                   |
| 11-000-222-600-0001-81 | General Supplies Secondary Visual Arts                          | 28880 | 12/15/2023 | Adjustment - TV Studio Transfer to purchase fixed assets   | 34,330.00             | -2,072.00  | 32,258.00         |
| 12-000-100-731-1021-11 | Equipment - LHS   | 28880 | 12/15/2023 | Adjustment - TV Studio Transfer to purchase fixed assets   | .00                   | 2,072.00   | 2,072.00          |
|                        |   |       |            |  |                       | .00        |                   |
| 20-241-100-100-1033-12 | Title III Salaries  | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover                   | .00                   | -2,810.00  | -2,810.00         |
| 20-241-100-600-1033-12 | Title III Instructional Supplies                                | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover                   | 17,650.00             | 2,729.00   | 20,379.00         |
| 20-241-100-600-1033-52 | Title III Nonpublic Inst Supplies - Kushner                     | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover                   | .00                   | 81.00      | 81.00             |
| 20-242-100-320-1033-12 | Title III Imm Instructional Consultants (speakers for students) | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover                   | .00                   | 550.00     | 550.00            |
| 20-242-100-600-1033-12 | Title III Imm Instructional Supplies                            | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover                   | 12,185.00             | 1,000.00   | 13,185.00         |
| 20-242-100-640-1033-12 | Title III Immigrant Textbooks in Native Languages               | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover                   | .00                   | 1,000.00   | 1,000.00          |
| 20-242-100-800-1033-12 | Title III Imm Oth Obj (Field trips and related expenses)        | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover                   | .00                   | 1,385.00   | 1,385.00          |
| 20-242-200-100-1033-12 | Title III Imm Salaries for ELL Community Liaison                | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover                   | .00                   | -3,935.00  | -3,935.00         |
| 20-270-200-300-1033-12 | Title IIA Purch Pro & Tech Service                              | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover                   | 66,532.00             | -4,839.00  | 61,693.00         |
| 20-270-200-300-1033-52 | NP Title IIA Prof Purch Svcs - Kushner                          | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover                   | .00                   | -1,592.00  | -1,592.00         |

**Appropriation Adjustment Journal for 2023-24 December**

| Account Number         | Act Description                         | Tx Id | Date       | Tx Description   | Current Appropriation | Adjustment | New Appropriation |
|------------------------|---|-------|------------|--|-----------------------|------------|-------------------|
| 20-270-200-500-1033-12 | Title IIA Conferences & Workshops       | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover | .00                   | 1,431.00   | 1,431.00          |
| 20-270-200-580-1033-12 | Title IIA Travel for PD                 | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover | .00                   | 2,000.00   | 2,000.00          |
| 20-270-200-600-1033-12 | Title IIA General Supplies & Materials  | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover | .00                   | 3,000.00   | 3,000.00          |
| 20-280-200-300-1033-12 | Title IV Purch Pro & Tech Service       | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover | 10,500.00             | 182.00     | 10,682.00         |
| 20-280-200-300-1033-52 | Title IV Purch Prof Tech Svc Kushner    | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover | .00                   | -1,182.00  | -1,182.00         |
| 20-280-200-600-1033-12 | Title IV General Supplies And Materials | 28987 | 12/20/2023 | Adjustment - Adjust ESEA Budget for Amended Grant Application to include Carryover | .00                   | 1,000.00   | 1,000.00          |
|                        |   |       |            |  |                       | <b>.00</b> |                   |
| 11-190-100-610-1016-11 | General Supplies - LHS                  | 29058 | 12/22/2023 | Adjustment - Transfer funds out of inactive acct                                   | .00                   | -33,922.60 | -33,922.60        |
| 11-190-100-610-7079-12 | Instructional Supplies - DW             | 29058 | 12/22/2023 | Adjustment - Transfer funds out of inactive acct                                   | .00                   | 33,922.60  | 33,922.60         |
|                        |   |       |            |  |                       | <b>.00</b> |                   |
| 11-000-221-890-0000-80 | Other Objects (Memberships)             | 29059 | 12/22/2023 | Adjustment - Transfer funds to correct GAAP code                                   | .00                   | 65.00      | 65.00             |
| 11-190-100-610-0000-80 | Instructional Supplies - Elem WL        | 29059 | 12/22/2023 | Adjustment - Transfer funds to correct GAAP code                                   | 3,891.50              | -65.00     | 3,826.50          |
|                        |   |       |            |  |                       | <b>.00</b> |                   |
| 11-000-230-100-0001-12 | Evening Event Stipends                  | 31369 | 12/31/2023 | Adjustment - Transfer to cover communication costs (Comcast and Verizon)           | .00                   | -57,939.02 | -57,939.02        |
| 11-000-230-530-7076-12 | Communications/Telephone                | 31369 | 12/31/2023 | Adjustment - Transfer to cover communication costs (Comcast and Verizon)           | 125,000.00            | 57,939.02  | 182,939.02        |
|                        |   |       |            |  |                       | <b>.00</b> |                   |
| 11-000-213-100-4062-12 | Personal Servics-Salaries               | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 948,544.00            | 48,871.60  | 997,415.60        |
| 11-000-216-100-2055-12 | Personal Servics-Salaries               | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 1,090,228.00          | 90,000.00  | 1,180,228.00      |
| 11-000-218-104-4061-12 | Salariess-Other Prof Staf               | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 2,554,944.00          | -48,871.60 | 2,506,072.40      |
| 11-000-221-102-0010-12 | Salariess Of Sup Of Instc               | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 2,083,473.60          | -1,885.00  | 2,081,588.60      |
| 11-000-221-105-0010-12 | Salariess-Sec/Cler Assist               | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 315,552.00            | 80.00      | 315,632.00        |
| 11-000-222-100-5065-12 | Personal Servics-Salaries               | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 927,647.00            | 1,805.00   | 929,452.00        |
| 11-000-230-100-0001-12 | Evening Event Stipends                  | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | -57,939.02            | 45,537.02  | -12,402.00        |
| 11-000-230-100-8080-12 | Personal Servics-Salaries               | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 445,568.00            | 500.00     | 446,068.00        |
| 11-000-230-332-8085-20 | Audit Fees                              | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 68,240.00             | -500.00    | 67,740.00         |
| 11-000-230-332-8085-20 | Audit Fees                              | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 67,740.00             | -1,698.96  | 66,041.04         |
| 11-000-230-530-7076-12 | Communications/Telephone                | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 182,939.02            | -30,204.77 | 152,734.25        |
| 11-000-230-580-6066-13 | INSTRUCTIONAL MILEAGE - SS              | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 2,500.00              | 598.17     | 3,098.17          |
| 11-000-230-600-4064-13 | Supplies And Mat Equity - SS            | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 15,300.00             | -13,633.29 | 1,666.71          |
| 11-000-230-600-8080-20 | Supplies And Materials                  | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 6,000.00              | -1,514.80  | 4,485.20          |
| 11-000-230-890-8085-20 | Miscellaneous Expenditur                | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 63,000.00             | 848.63     | 63,848.63         |
| 11-000-230-895-8085-12 | Other BOE Expenses (Fingerprinting)     | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | .00                   | 68.00      | 68.00             |
| 11-000-240-104-0009-12 | Salariess-Other Prof Staf               | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 600,100.00            | -1,627.35  | 598,472.65        |
| 11-000-240-105-0008-12 | Salariess-Sec/Cler Assist               | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 1,615,081.00          | 1,627.35   | 1,616,708.35      |
| 11-000-251-330-4050-12 | Other Purch Prof Service                | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 8,270.00              | -5,243.75  | 3,026.25          |
| 11-000-251-330-7079-20 | Other Purch Prof Service                | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 146,100.00            | 5,243.75   | 151,343.75        |
| 11-000-251-600-7079-20 | Supplies And Materials                  | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 21,143.01             | 2,100.00   | 23,243.01         |
| 11-000-251-890-7079-20 | Miscellaneous Expenditur                | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 6,000.00              | -2,100.00  | 3,900.00          |
| 11-000-261-110-7074-09 | Other Salariess                         | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers  | 166,412.00            | 31,201.00  | 197,613.00        |

**Appropriation Adjustment Journal for 2023-24 December**

| Account Number         | Act Description                                      | Tx Id | Date       | Tx Description                            | Current Appropriation | Adjustment  | New Appropriation |
|------------------------|--|-------|------------|---|-----------------------|-------------|-------------------|
| 11-000-261-111-7074-10 | Over Time  | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | 4,600.00              | 3,400.00    | 8,000.00          |
| 11-000-261-111-7074-12 | Maintenance OT DW                                    | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 12,000.00   | 12,000.00         |
| 11-000-261-890-7074-12 | Other Objects - DW                                   | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | 100,000.00            | -46,601.00  | 53,399.00         |
| 11-000-291-290-0001-12 | Oth EE Ben Medical Reimb                             | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 650.00      | 650.00            |
| 11-000-291-290-0002-12 | 403b Employer Contributions                          | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | -650.00     | -650.00           |
| 11-120-100-101-0002-12 | Elementary Substitutes                               | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | 400,000.00            | -66,000.00  | 334,000.00        |
| 11-120-100-101-0003-01 | Prep Period - Burnet Hill                            | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 5,000.00    | 5,000.00          |
| 11-120-100-101-0003-02 | Prep Period - Collins Elem                           | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 3,000.00    | 3,000.00          |
| 11-120-100-101-0003-03 | Prep Period - Harrison Elem                          | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 2,500.00    | 2,500.00          |
| 11-120-100-101-0003-04 | Prep Period - Hillside Elem                          | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 3,500.00    | 3,500.00          |
| 11-120-100-101-0003-06 | Prep Period - Mt. Pleasant Elem                      | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 2,500.00    | 2,500.00          |
| 11-120-100-101-0003-07 | Prep Period - Riker Hill                             | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 3,000.00    | 3,000.00          |
| 11-120-100-101-0005-01 | Substitutes - Burnet Hill                            | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 7,500.00    | 7,500.00          |
| 11-120-100-101-0005-04 | Substitutes - Hillside Elem                          | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 9,000.00    | 9,000.00          |
| 11-120-100-101-0005-06 | Substitutes - Mt. Pleasant Elem                      | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 10,000.00   | 10,000.00         |
| 11-120-100-101-0005-07 | Substitutes - Riker Hill                             | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 15,000.00   | 15,000.00         |
| 11-120-100-101-0008-04 | 6th Period Stipends - Hillside Elementary            | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 5,000.00    | 5,000.00          |
| 11-130-100-101-0002-12 | Middle School Substitutes                            | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | 235,000.00            | -97,500.00  | 137,500.00        |
| 11-130-100-101-0003-09 | Prep Period - Heritage Middle School                 | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 25,000.00   | 25,000.00         |
| 11-130-100-101-0003-10 | Prep Period - Mt. Pleasant Middle                    | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 7,500.00    | 7,500.00          |
| 11-130-100-101-0005-09 | Substitutes - Heritage Middle School                 | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 15,000.00   | 15,000.00         |
| 11-130-100-101-0008-09 | 6th Period Stipends - Heritage Middle School         | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 50,000.00   | 50,000.00         |
| 11-140-100-101-0002-12 | LHS Substitutes                                      | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | 220,000.00            | -155,000.00 | 65,000.00         |
| 11-140-100-101-0003-11 | Prep Period - LHS                                    | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 5,000.00    | 5,000.00          |
| 11-140-100-101-0005-11 | Substitutes - LHS                                    | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 75,000.00   | 75,000.00         |
| 11-140-100-101-0008-11 | 6th Period Stipends - LHS                            | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 75,000.00   | 75,000.00         |
| 11-190-100-106-0005-12 | Other Salaries-Instructional Aides                   | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | 586,407.00            | 33,000.00   | 619,407.00        |
| 11-207-100-610-2050-13 | SUPPLIES FOR HEARING/AUDITORY IMPAIRMENT STUDENTS SS | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | 1,680.96    | 1,680.96          |
| 11-212-100-101-2050-13 | Salariess Of Teachers                                | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | 285,911.00            | -2,030.96   | 283,880.04        |
| 11-212-100-106-2050-13 | Other Salariess For Instr                            | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | 2,073,516.00          | -123,000.00 | 1,950,516.00      |
| 11-212-100-610-2050-13 | MULTIPLE DISABILITIES PROGRAMS - SS                  | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | 19,500.00             | 350.00      | 19,850.00         |
| 20-501-100-640-8000-14 | Textbooks Aquinas                                    | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | 44,319.00             | 832.27      | 45,151.27         |
| 20-501-100-640-8000-17 | Textbooks Kushner                                    | 31376 | 12/31/2023 | Adjustment - December Month-End Transfers | .00                   | -832.27     | -832.27           |
|                        |  |       |            |   |                       | <b>.00</b>  |                   |

**Appropriation Adjustment Journal for 2023-24 December**

**Summary Page**

| <b>Fund</b>                | <b>Program</b>   | <b>Current<br/>Appropriation</b> | <b>Adjustment</b>  | <b>New<br/>Appropriation</b> |
|----------------------------|--|----------------------------------|--------------------|------------------------------|
| 10 General Fund            | 000 Undistributed Expenditures                                       | 69,921.00                        | 9,231.00           | 79,152.00                    |
|                            |  | <b>69,921.00</b>                 | <b>9,231.00</b>    | <b>79,152.00</b>             |
| 11 General Current Expense | 000 Undistributed Expenditures                                       | 66,975,457.55                    | 652,318.02         | 67,627,775.57                |
|                            | 105 Regular Programs- Preschool                                      | 369,337.00                       | .00                | 369,337.00                   |
|                            | 110 Regular Programs - Kindergarten                                  | 1,639,182.00                     | 423,306.00         | 2,062,488.00                 |
|                            | 120 Regular Programs - Grades 1-5                                    | 13,350,152.00                    | -742,815.31        | 12,607,336.69                |
|                            | 130 Regular Programs - Grades 6-8                                    | 9,893,254.00                     | -116,653.00        | 9,776,601.00                 |
|                            | 140 Regular Programs - Grades 9-12                                   | 15,421,398.00                    | .00                | 15,421,398.00                |
|                            | 150 Regular Programs - Home Instruction                              | 201,000.00                       | .00                | 201,000.00                   |
|                            | 190 Regular Programs - Undistributed                                 | 3,992,205.60                     | -361,768.87        | 3,630,436.73                 |
|                            | 204 Special Education - Learning and/or Language Disabilities        | 4,594,171.00                     | -127,483.61        | 4,466,687.39                 |
|                            | 207 Special Education - Auditory Impairments                         | .00                              | 2,698.37           | 2,698.37                     |
|                            | 212 Special Education - Multiple Disabilities                        | 2,378,927.00                     | -550,230.86        | 1,828,696.14                 |
|                            | 213 Special Education - Resource Room/Resource Center                | 6,284,816.00                     | -8,875.00          | 6,275,941.00                 |
|                            | 215 Special Education - Preschool Disabilities - Part-Time           | .00                              | 370,805.20         | 370,805.20                   |
|                            | 216 Special Education - Preschool Disabilities - Full-Time           | 166,894.00                       | 4,802.71           | 171,696.71                   |
|                            | 230 Basic Skills/Remedial - Instruction                              | 1,645,025.00                     | -10,200.00         | 1,634,825.00                 |
|                            | 240 Bilingual Education - Instruction                                | 786,588.00                       | 252,665.00         | 1,039,253.00                 |
|                            | 301 Vocational Programs - Local                                      | 57,955.00                        | 101.00             | 58,056.00                    |
|                            | 401 School - Sponsored Co-curricular and Extra-curricular Activities | 618,677.00                       | .00                | 618,677.00                   |
|                            | 402 School - Sponsored Athletics                                     | 1,271,579.00                     | -3,676.00          | 1,267,903.00                 |
|                            | 403 Other Instructional Programs                                     | 45,900.00                        | -1,583.75          | 44,316.25                    |
|                            | 421 Before/After School Programs                                     | .00                              | 1,583.75           | 1,583.75                     |
|                            | 424 Other Supplemental/At-Risk Programs                              | 992,886.00                       | 85,000.00          | 1,077,886.00                 |
|                            |  | <b>130,685,404.15</b>            | <b>-130,006.35</b> | <b>130,555,397.80</b>        |
| 12 Capital Outlay          | 000 Undistributed Expenditures                                       | 3,898,098.74                     | 106,061.50         | 4,004,160.24                 |
|                            | 120 Regular Programs - Grades 1-5                                    | 9,484.00                         | -2,467.15          | 7,016.85                     |
|                            | 130 Regular Programs - Grades 6-8                                    | 32,147.00                        | -226.76            | 31,920.24                    |
|                            | 140 Regular Programs - Grades 9-12                                   | 75,593.00                        | 17,407.76          | 93,000.76                    |
|                            |  | <b>4,015,322.74</b>              | <b>120,775.35</b>  | <b>4,136,098.09</b>          |
| 13 Special Schools         | 422 Summer School  | 60,821.00                        | .00                | 60,821.00                    |
|                            |  | <b>60,821.00</b>                 | <b>.00</b>         | <b>60,821.00</b>             |
| 20 Special Revenue Fund    | 000 Undistributed Expenditures                                       | .00                              | 300.00             | 300.00                       |
|                            | 001 Other Local Projects   | 33,404.00                        | 4,353.95           | 37,757.95                    |
|                            | 231 ESSA Title I, Part A   | 127,550.00                       | 17,543.00          | 145,093.00                   |
|                            | 241 ESSA Title III   | 17,650.00                        | 14,345.00          | 31,995.00                    |
|                            | 242 ESSA Title III   | 12,185.00                        | 6,388.00           | 18,573.00                    |
|                            | 252 IDEA Part B  | 1,298,150.00                     | 416,553.00         | 1,714,703.00                 |
|                            | 270 ESSA Title IIA / IID   | 69,000.00                        | 6,963.00           | 75,963.00                    |

**Appropriation Adjustment Journal for 2023-24 December**

| <b>Fund</b>          | <b>Program</b>   | <b>Current<br/>Appropriation</b> | <b>Adjustment</b>   | <b>New<br/>Appropriation</b> |
|----------------------|--|----------------------------------|---------------------|------------------------------|
|                      | 280 ESSA Title IV  | 10,500.00                        | 2,690.00            | 13,190.00                    |
|                      | 451 Other Federal Projects   | .00                              | 154,000.00          | 154,000.00                   |
|                      | 487 ARP-ESSER Grant Program  | .00                              | 169,480.24          | 169,480.24                   |
|                      | 488 ARP ESSER Subgrant (ALCES)                                     | .00                              | 185,986.00          | 185,986.00                   |
|                      | 489 ARP ESSER Subgrant (EBSLEA)                                    | .00                              | 40,000.00           | 40,000.00                    |
|                      | 490 ARP Evidence Based Learning Beyond the School Day              | .00                              | 16,675.89           | 16,675.89                    |
|                      | 491 ARP ESSER Subgrant (NJTSS)                                     | .00                              | 43,129.62           | 43,129.62                    |
|                      | 492 SDA Emergent Needs and Capital Maintenance in School Districts | .00                              | 153,845.00          | 153,845.00                   |
|                      | 501 Nonpublic Textbooks Aid  | 44,319.00                        | 1,120.00            | 45,439.00                    |
|                      | 502 Nonpublic Aux Services - Basic Skills/Remedial                 | 59,645.00                        | .00                 | 59,645.00                    |
|                      | 506 Nonpublic Hand - Supplemental Instruction                      | 140,420.00                       | .00                 | 140,420.00                   |
|                      | 507 Nonpublic Hand - Handicapped Services                          | 154,260.00                       | .00                 | 154,260.00                   |
|                      | 508 Nonpublic Hand - Corrective Speech                             | 49,802.00                        | .00                 | 49,802.00                    |
|                      | 509 Nonpublic Nursing Services                                     | 142,800.00                       | 37,920.00           | 180,720.00                   |
|                      | 510 Nonpublic Technology Initiative Program                        | 51,658.00                        | 19,637.00           | 71,295.00                    |
|                      | 511 Nonpublic Security Aid Program                                 | 261,375.00                       | 47,355.00           | 308,730.00                   |
|                      |  | <b>2,472,718.00</b>              | <b>1,338,284.70</b> | <b>3,811,002.70</b>          |
| 40 Debt Service Fund | 701 Debt Service - Regular   | 7,695,050.00                     | .00                 | 7,695,050.00                 |
|                      |  | <b>7,695,050.00</b>              | <b>.00</b>          | <b>7,695,050.00</b>          |
| 60 Enterprise Fund   | 910 Food Services  | .00                              | 2,000,000.00        | 2,000,000.00                 |
|                      |  | <b>.00</b>                       | <b>2,000,000.00</b> | <b>2,000,000.00</b>          |

| Conference   | Attendee(s)         | Date(s)              | Location               | Cost not to exceed |
|--|---------------------|----------------------|------------------------|--------------------|
| Look at science behind how the brain reads - Effective strategies that support the brain research - Dispel common misunderstandings about effective literacy instruction | Melissa Rosario     | April 17, 2024       | New Brunswick          | \$200.00           |
| School Librarians Using AI to Increase Student Learning and Enhance Your Productivity  | Colleen Donnelly    | March 1, 2024        | Virtual                | \$279.00           |
| NASP 2024 Annual Convention  | Gadi Ulysse         | February 14-18, 2024 | New Orleans            | \$1,699.00         |
| Grading From The Inside Out  | Mark Stern          | March 3-6, 2024      | Grand Rapids, Michigan | \$2,400.00         |
| Grading From The Inside Out  | Natalie Topylko     | March 3-6, 2024      | Grand Rapids, Michigan | \$2,400.00         |
| Grading From The Inside Out  | Danielle Rosenzweig | March 3-6, 2024      | Grand Rapids, Michigan | \$2,400.00         |
| Grading From The Inside Out  | David Mead          | March 3-6, 2024      | Grand Rapids, Michigan | \$2,400.00         |
| Grading From The Inside Out  | Kristin Fullam      | March 3-6, 2024      | Grand Rapids, Michigan | \$2,400.00         |
| Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads  | Pia Bauer           | April 17, 2024       | New Brunswick, NJ      | \$180.00           |
| Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads  | Lauren Szaro        | April 17, 2024       | New Brunswick, NJ      | \$180.00           |
| Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads  | Gianna Goeller      | April 17, 2024       | New Brunswick, NJ      | \$180.00           |
| Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads  | Rachel EHUDIN       | April 17, 2024       | New Brunswick, NJ      | \$180.00           |
| Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads  | Lori Palazzo        | April 17, 2024       | New Brunswick, NJ      | \$180.00           |
| Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads  | Kimberly Ambrose    | April 17, 2024       | New Brunswick, NJ      | \$180.00           |
| Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads  | Lucia Santarella    | April 17, 2024       | New Brunswick, NJ      | \$180.00           |
| Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads  | Margaret Davis      | April 17, 2024       | New Brunswick, NJ      | \$180.00           |
| Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads  | Stacy Nigro         | April 17, 2024       | New Brunswick, NJ      | \$180.00           |
| Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads  | Kelly Feeney        | April 17, 2024       | New Brunswick, NJ      | \$180.00           |
| NJ State School Nurse Association Spring Conference  | Dena Goldberg       | March 16, 2024       | New Brunswick, NJ      | \$199.00           |
| New Jersey School Buildings and Grounds Association  | James Perrette      | March 17-20, 2024    | Atlantic City, NJ      | \$1,600.00         |
| New Jersey School Buildings and Grounds Association  | Anthony Burrows     | March 17-20, 2024    | Atlantic City, NJ      | \$1,600.00         |
| New Jersey School Buildings and Grounds Association  | David Grimes        | March 17-20, 2024    | Atlantic City, NJ      | \$500.00           |
| NJASPERD Annual Conference   | Robert Grosso       | February 27, 2024    | Princeton, NJ          | \$250.00           |
| NAEA Convention  | Nidhi Benjamin      | April 4-6, 2024      | Virtual                | \$150.00           |
| NAEA Convention  | Melissa Mondanaro   | April 4-6, 2024      | Virtual                | \$150.00           |
| NAEA Convention  | Alicia Ferrell      | April 4-6, 2024      | Minneapolis, MN        | \$1,400.00         |
| NJASPERD Annual Conference   | Christopher Mattia  | February 27, 2024    | Princeton, NJ          | \$250.00           |
| FLENJ Annual Conference  | Xin Cai             | March 13, 2024       | New Brunswick, NJ      | \$200.00           |
| AP US History Reading  | Ernest Cuneo        | May 31-June 9, 2024  | Kansas City, MO        | \$0.00             |
| School Librarians: Using AI Tools to Increase Student Learning and Enhance Your Productivity   | Christy Caruso      | February 14, 2024    | Virtual                | \$279.00           |
| School Librarians: Using AI Tools to Increase Student Learning and Enhance Your Productivity   | Jessica Sental      | March 1, 2024        | Virtual                | \$279.00           |
| CPR Instructor Course  | Diana Heesemann     | March 1, 2024        | Fairfield, NJ          | \$325.00           |
| AMTNJ Spring 2024 Conference   | Liana Gilsenan      | March 15, 2024       | New Brunswick, NJ      | \$300.00           |
| NJ Ed Summit 2023-2024 - Harnessing the Power of AI: Enhancing Policies, Procedures, and Pedagogy  | Robert Rolling      | March 21, 2023       | Monroe, NJ             | \$185.00           |
| Comprehensive Assessment for Intervention (CAI) Conference   | Jennifer Lernihan   | January 25, 2024     | Virtual                | \$275.00           |

# Livingston Public Schools 2023-2024 Academic Calendar - REVISED TO REFLECT SNOW DAYS\*

| July 2023 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |
| 30        | 31 |    |    |    |    |    |

Students: 0 Teachers: 0

| Jul: |                                      |
|------|--------------------------------------|
| 4    | District Closed for Independence Day |

| August 2023 |    |    |      |      |    |    |
|-------------|----|----|------|------|----|----|
| Su          | Mo | Tu | We   | Th   | Fr | Sa |
|             |    | 1  | 2    | 3    | 4  | 5  |
| 6           | 7  | 8  | 9    | 10   | 11 | 12 |
| 13          | 14 | 15 | 16   | 17   | 18 | 19 |
| 20          | 21 | 22 | 23   | 24   | 25 | 26 |
| 27          | 28 | 29 | 30PD | 31PD |    |    |

Students: 0 Teachers: 2

| Aug:  |   |
|-------|---|
| 21-24 | LIVE!<br>Livingston Induction of Valued Educators |
| 30-31 | No school for students; PD for staff              |

| September 2023 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
| Su             | Mo | Tu | We | Th | Fr | Sa |
|                |    |    |    |    | 1  | 2  |
| 3              | 4  | 5  | 6  | 7  | 8  | 9  |
| 10             | 11 | 12 | 13 | 14 | 15 | 16 |
| 17             | 18 | 19 | 20 | 21 | 22 | 23 |
| 24             | 25 | 26 | 27 | 28 | 29 | 30 |

Students: 18 Teachers: 18

| Sept: |   |
|-------|---|
| 4     | Labor Day - all schools & offices closed  |
| 5     | First Day of school for students          |
| 16-17 | Rosh Hashanah                             |
| 25    | Yom Kippur - all schools & offices closed |

| October 2023 |     |    |    |    |    |    |
|--------------|-----|----|----|----|----|----|
| Su           | Mo  | Tu | We | Th | Fr | Sa |
| 1            | 2   | 3  | 4  | 5  | 6  | 7  |
| 8            | 9PD | 10 | 11 | 12 | 13 | 14 |
| 15           | 16  | 17 | 18 | 19 | 20 | 21 |
| 22           | 23  | 24 | 25 | 26 | 27 | 28 |
| 29           | 30  | 31 |    |    |    |    |

Students: 21 Teachers: 22

| Oct: |  |
|------|--|
| 9    | Columbus Day: no school for students; PD for staff |

| November 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
|               |    |    | 1  | 2  | 3  | 4  |
| 5             | 6* | 7* | 8* | 9  | 10 | 11 |
| 12            | 13 | 14 | 15 | 16 | 17 | 18 |
| 19            | 20 | 21 | 22 | 23 | 24 | 25 |
| 26            | 27 | 28 | 29 | 30 |    |    |

Students: 18 Teachers: 18

| Nov:  |  |
|-------|--|
| 6-8   | Elementary Confs - partial day elem only   |
| 9-10  | NJEA Conv; all schools & offices closed    |
| 10    | Diwali                                     |
| 22    | Partial day for all students and staff     |
| 23-24 | Thanksgiving; all schools & offices closed |

| December 2023 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    |    | 1  | 2  |
| 3             | 4  | 5  | 6  | 7  | 8  | 9  |
| 10            | 11 | 12 | 13 | 14 | 15 | 16 |
| 17            | 18 | 19 | 20 | 21 | 22 | 23 |
| 24            | 25 | 26 | 27 | 28 | 29 | 30 |
| 31            |    |    |    |    |    |    |

Students: 16 Teachers: 16

| Dec:  |   |
|-------|---|
| 22    | Partial day for all students and staff      |
| 25-31 | Holiday Break; all schools & offices closed |

| January 2024 |    |    |    |    |     |    |
|--------------|----|----|----|----|-----|----|
| Su           | Mo | Tu | We | Th | Fr  | Sa |
|              | 1  | 2  | 3  | 4  | 5   | 6  |
| 7            | 8  | 9  | 10 | 11 | 12  | 13 |
| 14           | 15 | 16 | 17 | 18 | 19  | 20 |
| 21           | 22 | 23 | 24 | 25 | 26* | 27 |
| 28           | 29 | 30 | 31 |    |     |    |

Students: 20 Teachers: 20

| Jan: |  |
|------|--|
| 1    | New Year's Day: all schools & offices closed |
| 15   | MLK Jr. Day; all schools & offices closed    |
| 16   | School closed for snow day                   |
| 26   | Partial day LHS Only; semester change        |

| February 2024 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| Su            | Mo | Tu | We | Th | Fr | Sa |
|               |    |    |    | 1  | 2  | 3  |
| 4             | 5  | 6  | 7  | 8  | 9  | 10 |
| 11            | 12 | 13 | 14 | 15 | 16 | 17 |
| 18            | 19 | 20 | 21 | 22 | 23 | 24 |
| 25            | 26 | 27 | 28 | 29 |    |    |

Students: 15 Teachers: 15

| Feb:  |   |
|-------|---|
| 10    | Lunar New Year                                |
| 13    | School closed for snow day                    |
| 19    | Presidents' Day: all schools & offices closed |
| 20-23 | Winter Break - no school                      |

| March 2024 |    |    |    |    |    |    |
|------------|----|----|----|----|----|----|
| Su         | Mo | Tu | We | Th | Fr | Sa |
|            |    |    |    |    | 1  | 2  |
| 3          | 4* | 5* | 6* | 7  | 8  | 9  |
| 10         | 11 | 12 | 13 | 14 | 15 | 16 |
| 17         | 18 | 19 | 20 | 21 | 22 | 23 |
| 24         | 25 | 26 | 27 | 28 | 29 | 30 |
| 31         |    |    |    |    |    |    |

Students: 20 Teachers: 20

| Mar: |   |
|------|---|
| 4-6* | Elementary Confs - partial day elem only  |
| 29   | Good Friday: all schools & offices closed |
| 31   | Easter                                    |

| April 2024 |    |    |      |    |    |    |
|------------|----|----|------|----|----|----|
| Su         | Mo | Tu | We   | Th | Fr | Sa |
|            | 1  | 2  | 3    | 4  | 5  | 6  |
| 7          | 8  | 9  | 10PD | 11 | 12 | 13 |
| 14         | 15 | 16 | 17   | 18 | 19 | 20 |
| 21         | 22 | 23 | 24   | 25 | 26 | 27 |
| 28         | 29 | 30 |      |    |    |    |

Students: 16 Teachers: 17

| April: |  |
|--------|--|
| 1-4    | Schools Closed: Spring Break                             |
| 5      | Partial day for all students and staff; snow day make-up |
| 10     | Eid; no school for students, PD for staff                |
| 22     | Passover: partial day for students and staff             |
| 23     | Passover: all schools & offices closed                   |

| May 2024 |    |    |    |    |    |    |
|----------|----|----|----|----|----|----|
| Su       | Mo | Tu | We | Th | Fr | Sa |
|          |    |    | 1  | 2  | 3  | 4  |
| 5        | 6  | 7  | 8  | 9  | 10 | 11 |
| 12       | 13 | 14 | 15 | 16 | 17 | 18 |
| 19       | 20 | 21 | 22 | 23 | 24 | 25 |
| 26       | 27 | 28 | 29 | 30 | 31 |    |

Students: 22 Teachers: 22

| May: |  |
|------|--|
| 27   | Memorial Day: all schools & offices closed |

| June 2024 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| Su        | Mo | Tu | We | Th | Fr | Sa |
|           |    |    |    |    |    | 1  |
| 2         | 3  | 4  | 5  | 6  | 7  | 8  |
| 9         | 10 | 11 | 12 | 13 | 14 | 15 |
| 16        | 17 | 18 | 19 | 20 | 21 | 22 |
| 23        | 24 | 25 | 26 | 27 | 28 | 29 |

Students: 14 Teachers: 14

| June: |  |
|-------|--|
| 13-18 | Partial day LHS Only   |
| 19    | Partial day for students                                     |
| 20    | LAST DAY FOR STUDENTS & GRADUATION: Partial day for students |
| 21    | Juneteenth: District closed                                  |

\* Add'l inclement weather days will be taken in the following order: 4/4, 4/3.

**APPOINTMENTS**

| <b>LOC</b> | <b>Last Name</b> | <b>First Name</b> | <b>Position</b> | <b>Guide</b> | <b>Step</b> | <b>Total Salary</b>    | <b>Start Date</b> |
|------------|------------------|-------------------|-----------------|--------------|-------------|------------------------|-------------------|
| LHS        | Sisbarro*        | Toni Lynn         | Life Skills TA  | TA           | 1           | \$33,888<br>(prorated) | 2/26/2024         |

*\*amended from previous agenda*

**2023-24 TRANSFERS**

| <b>Name</b>          | <b>Transferring From</b> | <b>Location</b> | <b>Transferring To</b> | <b>Location</b> | <b>Replacing</b> | <b>Effective Date</b> |
|----------------------|--------------------------|-----------------|------------------------|-----------------|------------------|-----------------------|
| <i>Laura Novotny</i> | Instructional Aide       | HMS             | Instructional Aide     | MPMS            | NA               | 2/9/2024              |

2023-24 CERTIFIED SUBSTITUTES

Attachment J

| <b>Location</b> | <b>Last Name</b> | <b>First Name</b> | <b>Position</b> |
|-----------------|------------------|-------------------|-----------------|
| BHE             | Eglow            | Jordan            | PRIDE TA        |
| LHS             | Malone           | Alexa             | Job Coach       |

| <b>2023-24 LHS Cocurricular Stipends</b> |                         |                             |
|--|-------------------------|-----------------------------|
| <b>Position</b>                          | <b>2023-2024 Amount</b> | <b>Recommended</b>          |
| Chess Team                               | \$2,901.75<br>\$967.25  | Will Peklo*<br>Dorte Poyner |
| Detention AM/PM                          | \$26.11                 | Therese Desamours           |
| Detention Saturday                       | \$43.58                 | Therese Desamours           |

*\*amended from previous agenda*

| <b>Stipend</b>           |           | <b>2023-24 Amount</b> | <b>Last Name</b> | <b>First Name</b> |
|--------------------------|-----------|-----------------------|------------------|-------------------|
| Strength Training Spring | Head      | \$3,250               | Leone            | Benjamin          |
| Boys' Basketball         | Assistant | \$4,191               | Cohen (OD)       | Jake              |

PROJECT ACHIEVE  
(to be paid with ARP ESSER funds)

Attachment M

**BHE**

Steven Bini  
Madison Hom

**HARRISON**

Nabila Ammar  
Deborah Craig  
Rachel Frieman  
Sue Latino  
Anne Matienzo  
Yara Rivera  
Stephanie Siu

**HILLSIDE**

Lauren Szaro  
Amanda Veneroso

**MPE**

Allison Barbag  
Amanda Blount  
Andrew Chen  
Karen Friedman  
Brenda Perry  
Brian Seltzer  
Jennifer Szostak  
Dana Triana  
Christina Whipple

**MPMS**

Kira Steinmark  
Christina Ness  
Antoinette Alston  
Nora Yukniewicz

February 27, 2024

**2023-24 ELEMENTARY STIPENDS**

| <b>School</b> | <b>Position</b>       | <b>2023-2024</b>                        | <b>Recommended</b>                               |
|---------------|-----------------------|---|--|
| RHE           | TA Mentor (.5)        | \$175                                   | Camille Massoni                                  |
| RHE           | Asst to the Principal | \$519.80*<br>\$2,339.10*<br>\$2,339.10* | Aubrey Amorim*<br>Heather Cohen*<br>Dina Kandel* |

*\*amended from previous agenda*

| <b>Name</b>        | <b>Position</b>        | <b>Location</b> | <b># Classes</b> | <b>Effective Date</b> |
|--------------------|------------------------|-----------------|------------------|-----------------------|
| Nikola Poposki     | TOSD                   | LHS             | 0.2              | 2/15/2024 - 6/20/2024 |
| Michelle Nicola    | TOSD                   | LHS             | 0.2              | 2/15/2024 - 6/20/2024 |
| Lila Alfaro        | TOSD                   | LHS             | 0.4              | 2/15/2024 - 6/20/2024 |
| Dana Lytle         | TOSD                   | LHS             | 0.2              | 2/15/2024 - 6/20/2024 |
|                    |                        |                 |                  |                       |
| Krista Delia       | TOSD                   | LHS             | 0.2              | 3/11/2024 - 5/24/2024 |
| Andrew Greenberg   | TOSD                   | LHS             | 0.2              | 3/11/2024 - 5/24/2024 |
| Jason Charney      | TOSD                   | LHS             | 0.2              | 3/11/2024 - 5/24/2024 |
| Grisel Santos      | TOSD                   | LHS             | 0.2              | 3/11/2024 - 5/24/2024 |
| Julianna Caccavale | TOSD                   | LHS             | 0.2              | 3/11/2024 - 5/24/2024 |
|                    |                        |                 |                  |                       |
| Samantha Stoddard  | TOSD                   | LHS             | 0.2              | 3/18/2024 - 6/20/2024 |
| Amy Meyer          | TOSD                   | LHS             | 0.2              | 3/18/2024 - 6/20/2024 |
| Margaret Lafferty  | TOSD                   | LHS             | 0.2              | 3/18/2024 - 6/20/2024 |
| Daria Martin       | TOSD                   | LHS             | 0.2              | 3/18/2024 - 6/20/2024 |
| Tanis Chavanne     | TOSD                   | LHS             | 0.2              | 3/18/2024 - 6/20/2024 |
|                    |                        |                 |                  |                       |
| Michelle Augliera  | Teacher of Science     | LHS             | 0.25             | 2/7/2024 - 2/16/2024  |
| Samantha Aaron     | Teacher of Science     | LHS             | 0.25             | 2/7/2024 - 2/16/2024  |
| Nikola Poposki     | Teacher of Science     | LHS             | 0.25             | 2/7/2024 - 2/16/2024  |
| Patricia Kaes      | Teacher of Science     | LHS             | 0.25             | 2/7/2024 - 2/16/2024  |
|                    |                        |                 |                  |                       |
| Pat Catalano       | Teacher of Mathematics | LHS             | 0.2              | 4/9/2024 - 6/20/2024  |
| Alison Fauerbach   | Teacher of Mathematics | LHS             | 0.2              | 4/9/2024 - 6/20/2024  |
| Sarah Jang         | Teacher of Mathematics | LHS             | 0.2              | 4/9/2024 - 6/20/2024  |
| Michael Ladolcetta | Teacher of Mathematics | LHS             | 0.2              | 4/9/2024 - 6/20/2024  |
| Samantha Dengel    | Teacher of Mathematics | LHS             | 0.2              | 4/9/2024 - 6/20/2024  |
|                    |                        |                 |                  |                       |
| James Memory       | Teacher of Mathematics | LHS             | 0.2              | 4/29/2024 - 6/20/2024 |
| Antonio Matheus    | Teacher of Mathematics | LHS             | 0.2              | 4/22/2024 - 6/20/2024 |

|                  |                        |     |     |                      |
|------------------|------------------------|-----|-----|----------------------|
| Jeffrey Lapidus  | Teacher of Mathematics | LHS | 0.2 | 5/6/2024 - 6/20/2024 |
| Dorte Poyner     | Teacher of Mathematics | LHS | 0.2 | 5/6/2024 - 6/20/2024 |
| Taylor Torre     | Teacher of Mathematics | LHS | 0.2 | 5/6/2024 - 6/20/2024 |
| Yooree Gillman   | Teacher of Mathematics | LHS | 0.2 | 5/6/2024 - 6/20/2024 |
| Matthew Van Pelt | Teacher of Mathematics | LHS | 0.2 | 5/6/2024 - 6/20/2024 |

|                  |                        |     |     |   |
|------------------|------------------------|-----|-----|---|
| Victoria Rossi   | Teacher of Health & PE | LHS | 0.2 | 2/16, 2/26, 2/27; 3/1, 3/4, 3/7, 3/8, 3/13, 3/14, 3/15, 3/18, 3/22, 3/25; 4/8, 4/9, 4/15, 4/16, 4/25, 4/26                      |
| Keith Chaudruc   | Teacher of Health & PE | LHS | 0.2 | 2/16, 2/26, 2/27; 3/1, 3/4, 3/7, 3/8, 3/13, 3/14, 3/15, 3/18, 3/22, 3/25; 4/8, 4/9, 4/15, 4/16, 4/25, 4/26                      |
| Robert Gillo     | Teacher of Health & PE | LHS | 0.2 | 2/2, 2/8, 2/9, 2/12, 2/16, 2/26, 2/27; 3/1, 3/4, 3/7, 3/8, 3/13, 3/14, 3/15, 3/18, 3/22, 3/25; 4/8, 4/9, 4/15, 4/16, 4/25, 4/26 |
| Robert Grosso    | Teacher of Health & PE | LHS | 0.2 | 3/25, 4/8, 4/9, 4/15, 4/16, 4/25  |
| Paul Cirlincione | Teacher of Health & PE | LHS | 0.2 | 1/23/2024   |
| Thomas Mantone   | Teacher of Health & PE | LHS | 0.2 | 1/23/2024   |

|                 |                        |     |     |                |
|-----------------|------------------------|-----|-----|----------------|
| Sean Pauls      | Teacher of Health & PE | LHS | 0.2 | 2/2/2024 - TBD |
| Michael Munley  | Teacher of Health & PE | LHS | 0.2 | 2/2/2024 - TBD |
| Scott Schroeder | Teacher of Health & PE | LHS | 0.2 | 2/2/2024 - TBD |
| Kelly Nann      | Teacher of Health & PE | LHS | 0.2 | 2/2/2024 - TBD |
| Cara Dlugo      | Teacher of Health & PE | LHS | 0.2 | 2/2/2024 - TBD |

**23-24 Mid-Year Curriculum Writing**

**Business/FCS/Tech**

Corey Yersak  
Chris Conroy  
Mrigaya Singh  
Erin Magalhaes  
Ryan Karpack  
Melissa DeAngelus  
Natalie Bray

**Supervisor: Robert Rolling**

**English (7-12)**

Jordan Virgil  
Jackie Pascale  
Rachel Henry  
Amanda Buyes  
Charissa Fenton

**Supervisor: Kevin Wittmaack**

**ELA (K-6)**

Pia Bauer  
Lauren Szaro  
Kim Ambrose  
Amy Hinds  
Nicole Monaco  
Rachel EHUDIN  
Tracey Dunleavy  
Victoria Kenney  
Donna Feldman  
Deborah VanDusen  
Kristen Trebbe  
Nora Yukniewicz  
Antoinette Alston

**Supervisor: Leala Baxter**

**Health/PE**

James Merlo

**Supervisor: Rob Grosso**

**Mathematics (K-6)**

Dana Wallock  
Nicole George  
Laura Dugan  
Nicole Hanna  
Amanda King  
Lauren Nikirk  
Justin Grossman  
Jen Vernotica  
Merri Pannia  
Molly Gribbon

**Supervisor: Angelina Rodriguez**

**Mathematics (7-12)**

Michelle Carroll  
Priti Peklo  
Jen Gee  
Nick Brooks  
Taylor Torre  
Cheryl Coursen  
Alison Fauerbach  
Sam Dengel  
Krista Delia  
Alaina Burrows  
Ariana Bauer

**Supervisor: Antonio Matheus**

**Science (K-6)**

Wendy Weiner  
Sydney Pollard  
Erin Carabello

**Supervisor: Dorian Gemellaro**

**Science (7-12)**

Samantha Aaron  
Bobbi Bremmer  
Max Diaz  
Nicole Guzman  
Doug Jay  
Jamie Kruse  
Diane Sigalas  
Michele Sipe  
Breanna Willard

**Supervisor: Brian Carey**

**Social Studies (K-6)**

Amy Hinds  
Celine Falchetta  
Nicole Monaco  
Victoria Kenney  
Jennifer Vernotica  
Ashley Begega  
**Supervisor: Chris Bickel**

**Social Studies (7-12)**

Daria Martin  
Ernie Cuneo  
Sam Kowalak  
Lauren Wells  
Jeff Dunker  
Amy Meyer  
Dawn Feeley  
Mike Pizzone  
Steve Schaible  
Chuck Downing  
Dan Ippolito  
Jill Tejada  
Brittany Gajewski  
Laurie Bisconti  
Mary Sass  
Kathryn Picardo  
Jason Hoyle  
**Supervisor: Charlie Raphael**

**Visual & Performing Arts**

Melissa Mondanaro  
Ali Pefanis  
Elsa Slater  
Jen Wise  
Michelle Matten  
Jen Rupert  
Brendan Hughes  
Rich Battista  
Mike Jedwabnik  
Dan King  
Nancy Ciminnisi  
Kristin Pelletier  
Amedeo Ciminnisi  
Josh Salzman  
Jason Daily  
Kirsten Angel-Lambert

Rate: \$51.62/hr.  
Acct # 11-000-221-104-5063-19

February 27, 2024

Noah Meineke  
Jenny Ostroff  
Chris Iannuzzi  
Nidhi Benjamin  
Alicia Ferrell  
Gina Bianco  
Robert Liquori  
Jalyza Dragunov  
Scott Patteson  
**Supervisor: Mara Rubin**

**World Language/ELL**  
Stephanie Brunn  
Drew Krumholz  
**Supervisor: Alexandra Marzulla**

| <b>LastFirst</b>     | <b>Loc</b> | <b>Guide</b>          | <b>Step</b> | <b>Salary</b> | <b>Longevity</b> | <b>ACE</b>       | <b>Total Salary</b>    | <b>Effective</b> |
|----------------------|------------|-----------------------|-------------|---------------|------------------|------------------|------------------------|------------------|
| Byrne, Jessica       | BHE        | First Secy - 12 month | 9           | \$68,266      | \$0              | \$1,200<br>\$250 | \$69,716<br>(prorated) | 2/1/2024         |
| Lichtstein, Stefanie | COL        | First Secy - 12 month | 8           | \$66,472      | \$0              | \$1,200<br>\$250 | \$67,922<br>(prorated) | 2/1/2024         |
| Tauro, Rosaria       | HMS        | Admin Secy - 10 month | 11          | \$57,339      | \$0              | \$1,200<br>\$250 | \$58,789<br>(prorated) | 2/1/2024         |

| <b>Last Name</b> | <b>First Name</b> | <b>Position</b>           | <b>School</b> | <b>Mentor</b>  | <b>Fee</b> | <b>Notes</b>   |
|------------------|-------------------|---------------------------|---------------|----------------|------------|----------------|
| Friedman         | Karen             | Elementary School Teacher | MPE           | Allison Barbag | \$330      | First 18 weeks |
| Zeoli            | Leonardo          | Teacher of Mathematics    | LHS           | Kimberly Brady | \$275      | First 15 weeks |

## 3161 EXAMINATION FOR CAUSE

A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a teaching staff member whenever, in the judgment of the Board, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform, with reasonable accommodation, the position the teaching staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a teaching staff member to undergo a physical or psychiatric examination:

1. The Board shall provide the teaching staff member with a written statement of the reasons for the required examination; and
2. The Board shall provide the teaching staff member with a hearing, if requested.
  - a. Notice of the teaching staff member's right to a hearing shall be provided with the statement of reasons for the required examination;
  - b. The teaching staff member must request the Board hearing, in writing, within five working days of the teaching staff member's receipt of the written statement of reasons:
    - (1) The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board;
  - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);
  - d. The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s); and



- e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals.
  3. The teaching staff member may refuse, without reprisal, to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.
- B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the teaching staff member shall bear the cost if the examination is performed by a physician or institution designated by the teaching staff member with approval of the Board.
  1. If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution.
  2. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.
  3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
    - a. Health records of teaching staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and
    - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
  4. If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of



their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

C. In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.

1. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree;
2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member; and
3. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

D. A teaching staff member who refuses to submit to an examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5

18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

~~The Board of Education may require the psychiatric or physical examination of any teaching staff member who shows evidence of deviation from normal physical or mental health in accordance with N.J.A.C. 6A:32-6.3(b).~~

~~The Superintendent shall recommend to the Board the examination of any teaching staff member whenever, in the judgment of the Superintendent, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental health fitness to perform with reasonable~~



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~~accommodation the position the teaching staff member currently holds, or to detect any health risks to students or other employees.~~

~~A teaching staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the teaching staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the teaching staff member in writing within five working days of the teaching staff member's receipt of the written statement of reasons. A teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.~~

~~The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the teaching staff member's own choosing, approved by the Board, and at the teaching staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.~~

~~If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the teaching staff member to authorize the release of the examination results to the Superintendent.~~

~~If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.~~



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~~In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member.~~

~~A teaching staff member who refuses to submit to the examination required by this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.~~

~~42 U.S.C.A. 12101  
N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4;  
18A:25-7; 18A:28-5; 18A:30-1 et seq.  
N.J.A.C. 6A:32-6.2; 6A:32-6.3~~

Adopted: 09 October 2006  
Citation Changes February 2015  
Revised: July 12, 2022  
Revised:



## 3212 ATTENDANCE (M)

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. ~~Teaching staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a teaching staff member's job performance. Because absenteeism exacts a high cost in the depletion of district resources and in the disruption of the educational program, the Board of Education is vitally interested in the attendance of each employee and considers conscientious attendance an important criterion of satisfactory job performance.~~

~~Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his/her personal affairs to avoid conflict with district responsibilities.~~

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with ~~statute, administrative code, or~~ Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences without good cause may be subject to discipline, which may include, ~~but not be limited to,~~ the withholding ~~a of one or subsequent~~ salary increments, ~~termination, nonrenewal,~~ and/or certification of tenure charges.

~~Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; collective bargaining agreement; an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01. In accordance with N.J.S.A. 18A:30-1, sick leave is hereby defined to mean the absence from his or her post of duty of any such person because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities due to a contagious disease or of being quarantined for such a disease in his/her immediate household. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; in the~~

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collective bargaining; ~~agreement negotiated with the member's majority representative, in an individual employment contract;~~ or ~~provided~~ in the policies of the Board. ~~In accordance with N.J.S.A. 18A:30-4,~~ The Superintendent or Board of Education may require **verification** ~~a physician's certificate~~ to be filed with the **Director of Human Resources** ~~Secretary of the Board~~ in order to obtain sick leave **in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.:**

The Superintendent, in consultation with administrative staff members, will review the rate of absence among ~~teaching~~ the staff members. The review will include the collection and analysis of attendance ~~patterns~~ **data**, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1; **18A:30-2; 18A:30-4 et seq.**

Adopted: 09 October 2006

Revised: October 15, 2018

**Revised:**

## 4161 EXAMINATION FOR CAUSE

A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a support staff member whenever, in the judgment of the Board, a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform, with reasonable accommodation, the position the support staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a support staff member to undergo a physical or psychiatric examination:

1. The Board shall provide the support staff member with a written statement of the reasons for the required examination; and
2. The Board shall provide the support staff member with a hearing, if requested.
  - a. Notice of the support staff member's right to a hearing shall be provided with the statement of reasons for the required examination;
  - b. The support staff member must request the Board hearing, in writing, within five working days of the support staff member's receipt of the written statement of reasons:
    - (1) The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board;
  - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);
  - d. The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s); and



- e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals.
  3. The support staff member may, without reprisal, refuse to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.
- B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the support staff member shall bear the cost if the examination is performed by a physician or institution designated by the support staff member with approval of the Board.
  1. If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution.
  2. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.
  3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.
    - a. Health records of support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and
    - b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.
  4. If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same



tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

C. In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.

1. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree;
2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member; and
3. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

D. A support staff member who refuses to submit to the examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5  
18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

~~The Board of Education may, in accordance with law, require the psychiatric or physical examination of any support staff member who shows evidence of deviation from normal physical or mental health in accordance with N.J.A.C. 6A:32-6.3(b).~~

~~The Superintendent shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.~~



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~~A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within forty-eight hours of the receipt of the notice.~~

~~A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.~~

~~The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.~~

~~If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.~~

~~If the results of the examination show mental abnormality or communicable disease, the support staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.~~

~~A support staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be~~



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~~subject to discipline, which may include the certification of tenure charges to the  
Commissioner of Education.~~

~~"~~

~~"~~

~~42 U.S.C.A. 12101~~

~~N.J.S.A. 18A:6-10, 18A:16-2 et seq.; 18A:16-4;  
18A:30-1 et seq.~~

~~N.J.A.C. 6:29-7.4~~

~~N.J.A.C. 8:57-1.16~~

Adopted: 09 October 2006

Revised: July 12, 2022

Revised:



## 4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Support staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a support staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination, nonrenewal, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; the collective bargaining agreement; in an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among support staff members. The review will include the collection and analysis of attendance patterns, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

~~Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory job performance.~~



# POLICY

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~~The privilege of district employment imposes on each employee the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.~~

~~The Board is required by the high costs of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Chronic absenteeism and tardiness are subject to discipline and may be cause for dismissal.~~

~~The Superintendent shall develop regulations to implement this policy.~~

~~N.J.S.A. 18A:30-1 et seq.~~

Adopted: 09 October 2006

Policy renumbered from 4211 October 15, 2018

Revised:



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

### 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

The Livingston Board of Education will admit to its schools, free of charge, persons who are eligible to be admitted pursuant to N.J.S.A. 18A:38-3, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School – N.J.A.C. 6A:22-3.1, 3.2, and 3.3.

The Board will admit students eligible to attend school free of charge who are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 and Regulation 5111 – Section B.

~~A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.~~

The Board will also admit any student that is kept in the home of a person other than the student's parent or guardian, and where the person is domiciled in the school district and is supporting the student without remuneration as if the student were their his or her own child in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111-Section C. ~~A student is only eligible to attend school in the district pursuant to this provision if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file a sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration and intends to do so for a time longer than the school term, and will assume all personal obligations for the student relative to school requirements, and a copy of his or her lease if a tenant, or sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use their his or her residence and is not the primary financial supporter of that child; and any person who fraudulently claims to have given up custody of their his or her child to a person in another district commits a disorderly persons offense.~~



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~A student is eligible to attend school free of charge in this school district pursuant to N.J.S.A. 18A:38-1 if the student is kept in the home of a person domiciled in the district, other than the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian return from active military duty.~~

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1 if the student's parent or guardian temporarily resides within the district and elects to have the student attend school in the school district of temporary residence, notwithstanding the existence of a domicile elsewhere pursuant to N.J.A.C. 6A:22-3.1(a)4 and Regulation 5111 -Section B. ~~Where required by the district, the parent or guardian shall demonstrate that such temporary residence is not solely for purposes of a student attending school within the district of temporary residence. Where one of a student's parents or guardians temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.~~

A student is eligible to attend school in the district free of charge in accordance with N.J.A.C. 6A:22-3.2 and Regulation 51111 – Section C.:

- ~~1. If the student's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 Education of Homeless Children;~~
- ~~2. If the student is placed by court order or by society, agency or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;~~
- ~~3. If the student had previously resided in the school district and the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3(b). The district shall not be obligated for transportation costs; and~~
- ~~4. If the student resides on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.~~



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h) and Regulation 5111 – Section C. ~~If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.~~

~~If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12, if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State, or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.~~

~~A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing, or his or her compliance with local housing ordinances, or terms of lease.~~

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school. ~~Any student who is domiciled in and the school district or otherwise eligible to attend school in the school district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status. shall not condition enrollment in the school district on immigration status.~~ A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111 – Section D.

### Proof of Eligibility – N.J.A.C. 6A:22-3.4

The ~~Board of Education~~district shall will accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the district in accordance with N.J.A.C. 6A:22.3.4 and Regulation 5111 – Section E. ~~et seq. The district will consider the totality of information and documentation offered by an applicant, and will not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.~~



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~The district will not condition enrollment on the receipt of information or document protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The district will not require or request, directly or indirectly, such disclosure as an actual or implied condition of enrollment.~~

In the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. ~~The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.~~

### Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

Registration and **procedures** for initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 and **Regulation 5111 – Section F**. ~~The district shall use Commissioner provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. The School Business Administrator/Board Secretary will be available, and clearly identified to applicants, to assist persons who are experiencing difficulties with the registration/enrollment process.~~

Initial eligibility determinations will be made upon presentation of an enrollment application and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear or questionable information, but the applicant shall **to be** notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 and **Regulation 5111 – Section F**.

### ~~Eligibility of Resident/Nonresident Students~~

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education **in accordance with N.J.A.C. 6A:22-4.1(c)2 and Regulation 5111 – Section F**. ~~Enrollment must take place immediately if the applicant clearly indicates disagreement with the district's~~



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~determination and an intent to appeal to the Commissioner of Education. An application whose student is enrolled pursuant to this provision will be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty one day period established by N.J.S.A. 18A:38-1.~~

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws in accordance with N.J.A.C. 6A:22-4.1(d) and Regulation 5111 – Section F. ~~When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating that the student will be attending school in another district, or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, the district level administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department of Children and Families to report a potential instance of “neglect” for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student’s name, the name(s) of the parent/guardian/resident, and the student’s address to the extent known. Staff shall also indicate that admission to the school district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.~~

Enrollment or attendance in the school district will not be conditioned or denied pursuant to N.J.A.C. 6A:22-4.1 (e) through (i) and Regulation 5111 – Section F. ~~on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a student’s identity as required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.~~

~~Enrollment in the school district will not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.1.~~

~~When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student will not be denied based upon the absence of a student’s prior educational record. However, the applicant will be advised that the initial educational placement of the student may be subject to revision upon receipt of records or further assessment of the student by the district.~~



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

### Notice of Ineligibility – N.J.A.C. 6A:22-4.2

~~When a student is found ineligible If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-4.1, or the student's initial application initially submitted is found to be deficient upon subsequent review or investigation, notice will immediately be provided to the applicant consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4.2 and Regulation 5111 – Section G. to be provided by the Commissioner. Notices will be in writing, in English and in the native language of the applicant, issued by the Superintendent and directed to the address at which the applicant claims to reside. The Notice of Ineligibility will be provided and will include information as required in accordance with N.J.A.C. 6A:22-4.2.~~

### Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

~~Nothing in N.J.A.C. 6A:22-4.3 et seq. and this Policy, and Regulation 5111 will shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, students enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information pursuant to N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H.~~

When a student, enrolled and attending school in the district based upon an initial determination of eligibility, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for removal of the student in accordance with N.J.A.C. 6A:21-4.3 and Regulation 5111 -Section H. (b). ~~No student shall be removed from school unless the parent, legal guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) as the case may be, has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, legal guardian, adult student, or resident keeping an "affidavit student", as the case may be, does not respond to the Superintendent's notice within the designated time frame or appear for the hearing, the Board shall make a prompt determination of the student's eligibility or ineligibility and will immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2. The hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by the full Board or a Board Committee, at the discretion of the full Board. The Committee must make a recommendation to the full Board for action. No student may be removed except by vote of the full Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.~~



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

### Appeal to the Commissioner -- N.J.A.C. 6A:22-5.1

~~An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools in accordance with N.J.A.C. 6A:22-5.1 and Regulation 5111 – Section I. The district's determination that a student is ineligible to attend the schools of the district may be appealed to the Commissioner by the parent, guardian, adult student or resident keeping an "affidavit student", as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(b)1, appeals of "affidavit student" eligibility determinations must be filed by the resident keeping the student.~~

### Assessment and Calculation of Tuition - N.J.A.C. 6A:22-6

~~If no appeal to the Commissioner is filed by the parent, guardian, adult student, or district resident keeping an affidavit student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner in accordance with N.J.A.C. 6A:22-6.1 and Regulation 5111 – Section J. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 and Regulation 5111 – Section J.~~

~~If no appeal to the Commissioner is filed following notice of a determination of ineligibility, the Board may assess tuition for any period of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. The district may petition the Commissioner for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10, through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.~~

### Nonresident Students - N.J.S.A. 18A:38-3.a.

~~Any person not resident in the school district, if eligible except for residence, may be admitted to the schools of the district with the consent of the Board of Education upon such terms, and with payment of tuition, as the Board prescribes. The Board of Education, with the approval of the Executive County Superintendent, shall establish a uniform tuition amount for any nonresident student admitted to the schools of the district pursuant to N.J.S.A. 18A:38-3.a. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship, discipline, attendance, and payment of tuition.~~



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~The admission of a nonresident child to school must be approved by the Board. No child otherwise eligible shall be denied admission on the basis of the child's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.~~

### Future Residents

Parents or guardians of children who are future residents shall be required to demonstrate proof of the anticipated residency. The Board reserves the right to verify such claims, and to remove from school a nonresident student whose claim cannot be verified.

Parents or guardians will be required to deposit with the secretary of the Board of Education one month's tuition as a security deposit. If the parents or guardians present paperwork establishing residency within the first thirty (30) school days the child is in attendance, the Board will return the security deposit. After this period of thirty (30) days, tuition shall be charged based on the specified annual rate set by the Board.

Pursuant to the provisions of N.J.S.A. 18A:3B-3 non-resident students may be accepted into the Livingston Public Schools providing there is space available and the school program is considered appropriate for the child. Procedures for the acceptance of such children shall include but not be restricted to the following:

1. The parents or guardians shall submit the appropriate application form as early as possible but no later than July 1 for September admission and thirty days prior to other dates of enrollment.
2. For the purposes of reviewing the application, the parents or guardians shall make available to Livingston Public Schools confirmation of the student's satisfactory attendance progress including the latest report card as well as all standardized test information and complete health records. Parents will be required to sign release forms allowing the district to obtain academic and behavioral records.
3. The parents or guardians and student will make themselves available for an interview with the Principal or designee of the building to which he/she may be assigned.



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

4. The Superintendent or designee shall be responsible for making the final decision acceptance and assignment of the student appropriate school and grade in consultation with the Building Principal.
5. The Board may reject a student's application for enrollment if the student's IEP could not be implemented in the district, if the enrollment of the student would require the district to alter the nature of its educational program, if the student's enrollment would impose an additional financial burden on the district, or if the student's enrollment may create a disruptive or unsafe learning environment for the student himself/herself or for other students.

Tuition rates will be determined annually by the Superintendent in consultation with the Board of Education. Payments shall be made monthly throughout the school year on or before the first day of each month.

Students entering the Livingston schools at times other than the beginning of a semester shall pay proportionate tuition.

The parents or guardians will be responsible for transportation to and from the school of attendance.

The Livingston Public Schools is not obligated to enroll students in ensuing years and therefore application must be made on an annual basis. Building assignment may be revised depending on enrollments.

The Livingston Board of Education retains the unilateral right to terminate enrollment of any non-resident tuition student for cause at any time. Tuition will be refunded proportionately.

### F-1 Visa Students & J-1 Visa Students

F-1 & J-1 Visa students will not be admitted to this school district.

### Former Residents

The Board shall consider any student (except high school seniors) whose parents or guardians move from the municipality prior to and including January 31 of an academic year to be of non-resident status and, therefore, expected to transfer from the Livingston Public Schools. These students may remain until the end of the school year on payment of prorated tuition in advance and on recommendation of the Principal with approval of the Superintendent. Students whose parents or guardians move out of the municipality after



## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

January 31 may remain in Livingston Public Schools on a tuition-free basis for the remainder of the academic year on recommendation of the Principal with approval of the Superintendent. If unusual conditions prevail, the family may apply to the Superintendent for special consideration of residency.

The Board shall allow a student registered and enrolled for the senior year whose parents or guardians have resided in Livingston continuously for a minimum of one year and who are residents of Livingston on the opening day of school to graduate without tuition payment, should his/her parents or guardians move from the municipality prior to the student's graduation, provided his record of residency and achievement is satisfactory to the Principal and the Superintendent.

### Children of Nonresident Staff Members

Children of nonresident employees of the Board may be enrolled in the schools of this district in accordance with the terms and conditions of their respective collective bargaining agreements.

Because it is a term or condition of employment, allowing nonresident staff members to send their children to district schools for anything less than full tuition must be negotiated.

N.J.S.A. 18A:38-1 et seq. 18A:38-1.3; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

8 CFR 214.3

Adopted: 21 June 2004

Revised: 07 April 2008

Revised: 18 July 2011

Revised: 25 April 2016



# POLICY

Students

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## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Revised: May 13, 2019

Revised: August 12, 2020

Revised: June 21, 2022

Revised:



## 5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS~~(M)~~

The Board of Education will admit and enroll homeless children and youths in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children and youths in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children and youths.

The Board ~~of Education~~ shall determine that a child or youth is homeless when the child or youth ~~he or she~~ resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child or youth is also determined homeless when the child or youth ~~he or she~~ resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles excluding mobile homes; tents or other temporary shelters; parks; abandoned buildings, bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites. ~~;~~ A child or youth is determined homeless when the child or youth resides in ~~and the~~ residence of relatives or friends where the homeless child resides out of necessity because the child's or youth's ~~his or her~~ family lacks a regular or permanent residence of its own. A child or youth is also determined homeless when the child or youth ~~he or she~~ resides in substandard housing.

The school district of residence for a homeless child or youth is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child or youth means the school district in which the parent of a homeless child or youth resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children and youths is the Director of School Counseling Services. The school district liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child or youth resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child or youth resides in a school district, the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, ~~the Department of Human Services or the Department of Children and Families~~, a shelter director, or an involved agency, ~~or a case~~



~~manager.~~ Upon notification of the need for enrollment of a homeless child or youth, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5.

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child or youth shall be enrolled in accordance with the provisions of N.J.A.C. 17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 ~~et seq.~~

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the New Jersey Department of Education's (NJDOE) McKinney-Vento Homeless Education Coordinator or the Coordinator's ~~of~~ designee, shall immediately decide the child's or youth's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools. ~~The Executive County Superintendent shall make a determination immediately, if possible, but no later than within forty-eight hours and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator or the Coordinator's designee, who shall immediately make a determination, if possible, but no later than within forty-eight hours.~~

If the dispute regarding determination of the school district of residence does not involve the determination of homelessness and/or school district of enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the ~~NJDOE Department of Education~~ pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the NJDOE Division of Administration and Finance. If an appeal of a determination of school district of residence also includes an appeal of the



determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's or youth's immediate enrollment or continued enrollment in the school district. The homeless child or youth shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child or youth with a disability shall be made pursuant to N.J.A.C. 6A:14.

Notwithstanding the provisions of N.J.S.A. 18A:38-1, 18A:7B-12, or 18A:7B-12.1, or any other section of law to the contrary, any student who moves from one school district to another as a result of being homeless due to an act of terrorism or due to a natural disaster which results in the declaration of a state of emergency or disaster by the State or by the Federal government, may continue to enroll in the school district in which the parent or guardian last resided prior to becoming homeless for up to two full school years after the act of terrorism or natural disaster; and during the two-year period, if the student is enrolled in the district in which the parent last resided prior to becoming homeless and the student's parent remains homeless for that period, the student shall attend that district tuition-free and that district shall provide the student transportation to and from school in accordance with N.J.S.A. 18A:7B-12.3.

Financial responsibility, including the payment of tuition for the homeless child or youth, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence or the school district in which the parent has been deemed domiciled shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child or youth pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless in accordance with N.J.S.A. 18A:38-1.f.:



Students

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EDUCATION OF HOMELESS CHILDREN

N.J.S.A. 18A:7B-12; 18A:7B-12.1 ; 18A:7B-12.3, 18A :38-1

N.J.A.C. 6A:17-2.1 et seq.

Adopted: 07 April 2008

homeless liaison adjusted October 2017

Revised: October 15, 2018

Revised: December 7, 2021

Revised:



## 3212 ATTENDANCE (M)

### A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers; educational services personnel; administrators; and other certificated staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
2. A cumulative attendance record shall be assembled for each school in the school district and also for the school district as required by the New Jersey Department of Education.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school in the district and also for the school district.

### B. Attendance Reporting and Improvement Plan

#### 1. Planning

- a. Each absence of a teaching staff member shall be reported by the teaching staff member in accordance with the school district's procedure.
- b. The absence of a teaching staff member shall be provided to the teaching staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
- c. A report of such absences shall also be provided to the Superintendent or designee.

# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Teaching Staff Members  
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ATTENDANCE (M)

- d. The Principal or supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
- (1) A pattern of absences on the same day(s) of the week;
  - (2) A pattern of absences before or after nonworking days;
  - (3) The habitual exhaustion of personal leave.
- e. The Superintendent or designee will meet with Principals and supervisors to discuss attendance records of teaching staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of teaching staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.

### 2. Implementation

- a. The Superintendent or designee or the teaching staff member's Principal or supervisor designated by the Superintendent shall be responsible for implementing a plan for the improvement of teaching staff member attendance.
- b. The teaching staff member's Principal or supervisor designated by the Superintendent shall encourage the regular attendance of teaching staff members in their workplace, school, or department. The teaching staff member's Principal or supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with teaching staff members who return from an absence of any duration.
- c. The Superintendent shall direct Principals and supervisors designated by the Superintendent to incorporate a teaching staff member's attendance record in the teaching staff member's evaluation.
- d. The teaching staff member's Principal or supervisor designated by the Superintendent shall report to the Superintendent or designee any teaching staff member whom the Principal or supervisor designated

by the Superintendent suspects of misusing sick leave or falsifying the reasons for an absence.

### 3. Counseling

- a. The Superintendent, Principal, or supervisor designated by the Superintendent may schedule a conference with a teaching staff member where the number and/or pattern of the teaching staff member's absences or the reasons offered for the teaching staff member's absences may indicate a concern.
- b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent, Principal, or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The teaching staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.

### C. Record of Attendance

1. A record shall be kept of the attendance of all teaching staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record.
4. At the end of each school year, the Superintendent of Schools, Principals, and teaching staff members' supervisors designated by the Superintendent will review attendance records for teaching staff members.

## D. Attendance Improvement Plan

1. The attendance record prepared for teaching staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of teaching staff member attendance in the school district and in schools in the district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any teaching staff member's performance.

## E. In-Service Training

1. The teaching staff member's Principal or supervisor designated by the Superintendent shall meet with teaching staff members at the beginning of each school year to:
  - a. Inform teaching staff members of Board policy and district regulations on attendance;
  - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences; and
  - c. Acquaint teaching staff members with the degree to which attendance will affect evaluation reports.

Issued:

## 4212 ATTENDANCE (M)

### A. Review of Attendance Data

1. A record shall be kept of the attendance of each support staff member, including secretarial staff; maintenance and custodial staff; food service staff; other support staff members, and staff members that supervise support staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record. A support staff member's attendance record shall be part of the support staff member's personnel file.
2. A cumulative attendance record shall be assembled for each department or classification of employees in the school district.
3. An attendance report shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for a department and/or classification of employee.

### B. Attendance Reporting and Improvement Plan

#### 1. Planning

- a. Each absence of a support staff member shall be reported by the support staff member in accordance with the school district's procedure.
- b. The absence of a support staff member shall be provided to the support staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
- c. A report of such absences shall also be provided to the Superintendent or designee.

# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Support Staff Members  
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ATTENDANCE (M)

- d. The supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:
- (1) A pattern of absences on the same day(s) of the week;
  - (2) A pattern of absences before or after nonworking days;
  - (3) The habitual exhaustion of personal leave.
- e. The Superintendent or designee will meet with the support staff member supervisors to discuss attendance records of support staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of support staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.

### 2. Implementation

- a. The Superintendent or designee or the support staff member's supervisor designated by the Superintendent, shall be responsible for implementing a plan for the improvement of support staff member attendance.
- b. The support staff member's supervisor designated by the Superintendent shall encourage the regular attendance of the support staff members in their workplace, school, or department. The support staff member's supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with support staff members who return from an absence of any duration.
- c. The Superintendent shall direct support staff member supervisors to incorporate a support staff member's attendance record in the support staff member's evaluation.
- d. The support staff member's supervisor designated by the Superintendent shall report to the Superintendent or designee any support staff member whom the supervisor suspects of misusing sick leave or falsifying the reasons for an absence.

### 3. Counseling

- a. The Superintendent or supervisor designated by the Superintendent may schedule a conference with a support staff member where the number and/or pattern of the support staff member's absences or the reasons offered for the support staff member's absences may indicate a concern.
- b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the support staff member's evaluations. The support staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.

### C. Record of Attendance

1. A record shall be kept of the attendance of all support staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A support staff member's attendance record shall be part of the employee's personnel file.
2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record.
4. At the end of each school year, the Superintendent, School Business Administrator/Board Secretary, and support staff members' supervisors will review attendance records for support staff members.

### D. Attendance Improvement Plan

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## LIVINGSTON BOARD OF EDUCATION

Support Staff Members  
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ATTENDANCE (M)

1. The attendance record prepared for support staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of support staff member attendance in the school district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any support staff member's performance.

### E. In-Service Training

1. The School Business Administrator/Board Secretary or supervisor designated by the Superintendent shall meet with support staff members at the beginning of each school year to:
  - a. Inform support staff members of Board policy and district regulations on attendance;
  - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences;
  - c. Acquaint support staff members with the degree to which attendance will affect evaluation reports.

Issued:

# REGULATION

LIVINGSTON STUDENTS

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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

## R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

### A. Definitions – N.J.A.C. 6A:22-1.2

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C 6A:22-3.2(a).
2. "Appeal" means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. "Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. "Commissioner" means the Commissioner of Education or ~~his/her~~their designee.
5. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district unless it can be proven that the child does not actually live with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

### B. ~~Eligibility to Attend School~~ – Students Domiciled in the District - – N.J.A.C. 6A:22-3.1



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1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:
  - a. A student is domiciled in the school district when ~~he or she~~ **the student** is **the child of living with** a parent or guardian whose domicile is located within the school district.
    - (1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. **N.J.A.C. 6A:22-3.1 (a) 1 and B.1.a. above** ~~This provision~~ shall apply regardless of which parent has legal custody.
    - (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
      - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent



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or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.

- (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
  
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22, **Policy 5111, and this Regulation.**
  
- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.



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- b. A student is domiciled in the school district when ~~he or she~~ **the student** has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
  - c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
  - d. A student is domiciled in the school district when ~~his or her~~ **the student'** parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
  - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's **or unit's** property tax is paid, ~~or to which the majority of the dwelling's or unit's property tax is paid.~~



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- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs of eligibility as provided pursuant to N.J.A.C. 6A:22-3.4 and E. below.
  - b. N.J.A.C. 6A:22-3.1 (b) and B.2. above ~~This provision~~ shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
  - e3. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.
34. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.



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C. ~~Eligibility to Attend School~~ Other Students Eligible to Attend School – N.J.A.C. 6A:22-3.2

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were ~~their~~his or her own child.

a. A student is not eligible to attend this school district pursuant to – N.J.A.C. 6A:22-3.2 (a) and C.1. above ~~this provision~~ unless:

(1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that ~~he or she~~the parent or guardian is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and

(2) The person keeping the student has filed, if so required by the Board of Education:

(a) A sworn statement that ~~he or she~~the person is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will



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assume all personal obligations for the student pertaining to school requirements; and

- (b) A copy of ~~his or her~~their lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
  
- b. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
  
- c. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.
  
- d. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.
  
- e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use ~~their his or her~~ residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of ~~his or~~



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## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~her~~their child to a person in another school district commits a disorderly persons offense.

2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.

a. Eligibility under N.J.A.C. 6A:22-3.2 (b) and C.2. ~~above this provision~~ shall cease at the end of the school year during which the parent or guardian returns from active military duty.

3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.

a. When required by the Board ~~of Education~~, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;



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- b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1.i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.
4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to



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active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.

7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
  - a. For purposes of N.J.A.C. 6A:22-3.2(h), ~~and Policy 5111, and this Regulation 5111~~, "family crisis" shall include, but not be limited to:
    - (1) An instance of abuse such as domestic violence or sexual abuse;
    - (2) A disruption to the family unit caused by death of a parent or guardian; or





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calendar days of ~~the parent's or guardian's his or her~~ receipt of the notification, and shall state that if such appeal is denied, ~~the parent or guardian he or she~~ may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.

- (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
- (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria ~~set forth~~ at C.8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
- (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.



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- e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.
- (1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria ~~set forth at~~ **C.8.a.** above.
- (2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.
- f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.
- g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the



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## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Executive County Superintendent for a reimbursement of eligible costs for transportation services.

- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
  - (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the **New Jersey Department's of Education's** Office of School Facilities and Finance for reimbursement payment(s) to the school district.
  - (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).
- ~~h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.~~
- ih. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, ~~his or her~~**their** decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.



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## D. Housing and Immigration Status – N.J.A.C. 6A:22-3.3

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or ~~their~~~~his~~~~or~~~~her~~ compliance with local housing ordinances or terms of lease.
  
2. Except as set forth in D.2.a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 and C. above shall be enrolled without regard to, or inquiry concerning, immigration status.
  - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

### 3. F-1 Visa Students

F-1 Visa students will not be admitted to this school district.

### 4. J-1 Visa Students



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J-1 Visa students will not be admitted to this school district.

~~E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.~~

~~E.~~ **FE.** Proof of Eligibility – N.J.A.C. 6A:22-3.4

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
  - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
  - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
  - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;



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- d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
  - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
  - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
  - g. Documents pertaining to military status and assignment; and
  - h. Any other business record or document issued by a governmental entity.
2. The Board ~~of Education~~ may accept forms of documentation not listed in N.J.A.C. 6A:22-3.4 (a) and E.1. above, and shall not exclude from consideration any documentation or information presented by an applicant.
3. The Board ~~of Education~~ shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment



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based on failure to provide a particular form or subset of documents without regard to other evidence presented.

4. The Board ~~of Education~~ shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:
  - a. Income tax returns;
  - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b) and D.2. above;
  - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
  - d. Social security numbers.
  
5. The Board ~~of Education~~ may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) and E.4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.



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6. In the case of a dispute between the school district and the parents or guardians of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent's name and address for use in verifying a student's eligibility for enrollment in the school district. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

### GF. Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

1. The Board of Education shall use Commissioner-provided registration forms pursuant to N.J.A.C. 6A:22-4.1(a), or locally developed forms that:
  - a. Are consistent ~~with the forms provided by the~~ the Commissioner-provided forms;
  - b. Do not seek information prohibited by N.J.A.C. 6A:22-4 or any other provision of statute or rule;
  - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;



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- d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
  - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board ~~of Education~~ shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
- a. If the school district uses separate forms for affidavit student applications rather than a single **application** form for all types of enrollment, affidavit student forms shall comply in all respects with **N.J.A.C. 6A:22-4.1 (a)** and ~~the provisions of G.1. above~~. When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom **they are** ~~he or she is~~ not the parent or guardian, even if not specifically requested.
    - (1) The Board ~~of Education~~ or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
    - (2) The Board ~~of Education~~ or its agents shall not demand or suggest that an applicant seeking to enroll a student of



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whom the applicant has guardianship or custody produce affidavit student proofs.

- b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
    - a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 and G. below.
    - b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.
      - (1) An applicant whose student is enrolled pursuant to ~~N.J.A.C. 6A:22-4.1 (c) 2.i. and F.3.b.above this provision~~ shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



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4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of ~~the applicant's this~~ written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.
5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. The Board ~~of Education~~ shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other



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proof of ~~his or her~~their identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

8. Enrollment in the school district shall not be denied based upon the absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

### HG. Notices of Ineligibility – N.J.A.C. 6A:22-4.2

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22, Policy 5111, and the Regulation or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4.2 and F. above and H. below ~~et seq.~~
  - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.



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## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

2. Notices of ineligibility shall include:
  - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
    - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
    - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
  - b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
  - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
  - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;



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ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, **J.2. and J.3 below**, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
  - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a



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## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of “neglect” pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student’s name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

### **H.** Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

1. Nothing in N.J.A.C. 6A:22-4, **Policy 5111**, and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board ~~of Education~~ for the student’s removal.
  - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2 **and G. above**. However, the notice shall also provide for a hearing before the Board ~~of Education~~ prior to a final decision on removal.



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## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of ~~his or her~~their entitlement to a hearing before the Board ~~of Education~~.
  4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board ~~of Education~~ shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 and G. above.
  5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board ~~of Education~~ or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board ~~of Education~~ taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.
- ¶I. Appeal to the Commissioner – N.J.A.C. 6A:22-5.1
1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.
    - a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" ineligibility determinations shall be filed by the resident keeping the student.



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**KJ.** Assessment and Calculation of Tuition – N.J.A.C. 6A:22-6

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student’s ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
  - a. If the responsible party does not pay the tuition assessment, the Board of Education may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board of Education pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
  
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student and the petitioner does not sustain the burden of demonstrating the student’s right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student’s ineligible attendance in a school district prior to the appeal’s filing and including the twenty-one day period to file an appeal.
  - a. Upon the Commissioner’s finding that an appeal has been abandoned, the Board of Education may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) and J.1.above plus the period of



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## ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of ~~his or her~~ **their** decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board ~~of Education~~ has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.

- b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board ~~of Education~~ pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22, **Policy 5111**, and **the Regulation** shall preclude an equitable determination by the Board ~~of Education~~ or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board ~~of Education~~ or Commissioner shall consider whether the ineligible attendance was due to the school district's error.



# REGULATION

Adopted: April 25, 2016

Revised: May 13, 2019

Revised: August 12, 2020

Revised:



# REGULATION

## R 5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS

### A. Definitions – N.J.A.C. 6A:17-1.2

1. “Best interest determination” means the school placement decision made by Division of Child Protection and Permanency (DCP&P) based on the factors considered, as set forth at N.J.S.A. 30:4C-26b.
2. “Career or technical education” or “CTE” means as defined in N.J.A.C. 6A:19-1.2.
3. “DCP&P” means the Division of Child Protection and Permanency, which is a division in the New Jersey Department of Children and Families (DCF) that is responsible for the placement of children in resource family care, pursuant to N.J.S.A. 30:4C-26b.
4. “Educational stability school district notification” means the notification provided by DCP&P to the school district, pursuant to N.J.S.A. 30:4C-26b.h.
5. “Enroll” or “enrollment” means attending classes and participating fully in school activities.
6. “Homeless child” means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12, N.J.A.C. 6A:17-2.2, and B. below.
7. “Immediate” or “immediately” means at the instant the need for placement is made known.
8. “Parent” means the natural or adoptive parent, legal guardian, resource family care parent, surrogate parent, or person acting in the place of a parent, such as the person with whom the child legally resides or a person legally responsible for the child’s welfare.
9. “Point of contact” means the employee identified in each school district who facilitates all activities needed to ensure enrollment and attendance of children in resource family care.



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10. "Resource family care" means twenty-four-hour substitute care for children placed away from their parent(s) and for whom DCP&P has placement and care responsibility. The term is synonymous with "foster care" as defined in the Federal Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), and includes "resource family home" found elsewhere in the New Jersey Administrative Code and in the New Jersey Statutes Annotated.
11. "School district liaison for the education of homeless children and youths" means the person identified in each school district who facilitates all activities needed to ensure the enrollment and attendance of homeless children and youths.
12. "School district of residence" for a homeless child or youth means the school district in which the parent of a homeless child or youth resided prior to becoming homeless. It may not be the school district in which the student currently resides. This term is synonymous with "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides, pursuant to N.J.S.A. 18A:7B-12.b. In the case of a child placed in resource family care prior to September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the "school district of residence" means the school district in which the resource family care parent(s) resides. In the case of a child placed in resource family care on or after September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the "school district of resident" means the present school district of residence of the parent(s) with whom the child lived prior to the most recent placement in resource family care.
13. "School of origin" for a child in resource family care means the school district in which a child was enrolled prior to a change in the child's care, custody, or guardianship. If a child's resource family care placement changes, the school of origin would then be considered the school district in which the child is enrolled at the time of the placement change.



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14. "State agency" means the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.
15. "State facility" means residential and day programs operated by, contracted with, or specified by the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.
16. "Transitional living facility" means a temporary facility that provides housing to a child due to domestic violence, pursuant to N.J.S.A. 18A:7B-12.1.
17. "Unaccompanied youth" means a youth not in the physical custody of a parent at the time of enrollment.

~~A. Definitions (N.J.A.C. 6A:17-1.2)~~

- ~~1. "School district liaison for the education of homeless children" means the person identified in the school district that facilitates all activities needed to ensure the enrollment and attendance of homeless children.~~
- ~~2. "School district of residence" for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless. It may not be the school district in which the student currently resides. This is synonymous with the term "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.~~
- ~~3. "Homeless child" means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2.2.~~



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~~4. "Immediate" or "immediately" means at the instant the need for placement is made known.~~

~~5. "Parent" means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, or person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child's welfare.~~

~~6. "Superintendent" means Superintendent and/or Chief School Administrator.~~

## B. Determination of Homelessness - (N.J.A.C. 6A:17-2.2)

1. The Board of Education **for the school district of residence** shall determine that a child **or youth** is homeless for the purposes of N.J.A.C. 6A:17-2, **Policy 5116, and this Regulation** when **the child or youth**~~he or she~~ resides in any of the following:

a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;

b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks;



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abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;

- c. The residence of relatives or friends where the homeless child or youth resides out of necessity because ~~his or her~~their family lacks a regular or permanent residence of its own; or
- d. Substandard housing.

## C. Responsibilities of the School District of Residence - ~~(N.J.A.C. 6A:17-2.3)~~

- 1. The school district of residence for a homeless child or youth shall be ~~is~~ responsible for the education of the child or youth and shall:
  - a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5 and E. below;
  - b. Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19, when the child attends school in another school district; and
  - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.



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2. The determination of the homeless child's **or youth's** school district of residence shall be made by the Superintendent of the school district of residence or designee pursuant to N.J.A.C. 6A:17-2.4 **and D. below** based upon information received from the parent, ~~the Department of Human Services or the Department of Children and Families,~~ a shelter provider, another school district, **or an involved agency,** ~~or a case manager.~~
  
  3. The **school** district ~~Board of Education~~ identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child **or youth** shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.
- D. Designation of School District Liaisons and Their Responsibilities- (N.J.A.C. 6A:17-2.4)
1. The Superintendent identifies the Director of School Counseling as the **school** district liaison for the education of homeless children **or youths**. The school district liaison shall:
    - a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child **or youth** resides;
  
    - b. Develop procedures to ensure a homeless child **or youth** residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5 **and E. below**;



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- c. Ensure homeless families, children, and youth receive educational services for which they are eligible, including Head Start ~~and Even-Start~~ programs, preschool programs administered by the ~~Board local education agency~~, and referrals to health care, dental, mental health, and other appropriate services;
- d. Inform parents of homeless children and youths of the educational and related opportunities available to their children and ensure that ~~they~~ parents are provided with meaningful opportunities to participate in the education of their children;
- e. Ensure that public notice of the educational rights of homeless children and youths is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
- f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7 ~~and G. below~~;
- g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5 ~~and E. below~~;
- h. Assist the parent to obtain the homeless child's or youth's medical records or required immunizations; and





# REGULATION

- c. Enroll the homeless child in the school district where the child resides.
2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child **or youth** based on what is determined to be in the best interest of the child **or youth** after considering:
  - a. The enrollment of the homeless child **or youth** in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's **or youth's** parent.
  - b. The continuity of the child's educational program;
  - c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and
  - d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.
3. The Superintendent of the school district of residence or designee shall determine the child's **or youth's** school district **of** enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:



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- a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child or youth shall ~~will~~ be enrolled immediately. If a dispute arises regarding enrollment of a homeless child or youth, the homeless child or youth shall be immediately enrolled in the school district in which enrollment is sought by the parent, pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7 and G. below.
  - b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.
  - c. A decision to enroll a homeless child or youth in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.
4. When a decision is made to enroll the child or youth in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32, School District Operations.
  5. When a homeless child or youth with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.
  6. When the school district of residence for a homeless child or youth cannot be determined, the Superintendent or designee of the school district in



# REGULATION

which the child or youth currently resides shall enroll the child or youth immediately in the school district of the current residence or the school district of last attendance.

7. The school district selected pursuant to N.J.A.C. 6A:17-2, **Policy 5116, and this Regulation** shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.
  8. Enrollment in the school district of residence;; **enrollment in** the school district of last attendance if not the school district of residence;; or **enrollment in** the school district where the child or youth resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of the academic year if the homeless child or youth becomes permanently housed during the academic year.
- F. Parental Rights - ~~(N.J.A.C. 6A:17-2.6)~~
1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1, **Policy 5116, and this Regulation.** ~~et seq.~~
- G. Disputes and Appeals - ~~(N.J.A.C. 6A:17-2.7)~~
1. When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved



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school district(s) or the child's or youth's parent(s) shall immediately notify the Executive County Superintendent. ~~of Schools, who, in~~ consultation with the ~~New Jersey Department of Educaiton's (NJDOE) Department's~~ McKinney-Vento Homeless Education Coordinator or the ~~Coordinator's~~ designee, shall immediately decide the child's or youth's status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

2. When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent. ~~The Executive County Superintendent of Schools, who~~ shall make a determination immediately, if possible, but no later than within forty-eight hours, ~~and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator, or the Coordinator's designee.~~
  - a. If the dispute regarding determination of ~~the school~~ district of residence does not involve the determination of homelessness and/or ~~school~~ district of enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the ~~NJDOE Department of Education~~ pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f), and request a determination from the Division of ~~Administration and Finance.~~
  - b. If an appeal of a determination of ~~the school~~ district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.



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3. Any dispute or appeal shall not delay the homeless child's **or youth's** immediate enrollment or continued enrollment in the school district. The homeless child **or youth** shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.
  4. Disputes and appeals involving the services provided to a homeless child **or youth** with a disability shall be made pursuant to N.J.A.C. 6A:14.
- H. Tuition - ~~(N.J.A.C. 6A:17-2.8)~~
1. When the homeless child **or youth** is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in which the parent has been deemed domiciled** shall ~~no longer~~ pay tuition to the school district of enrollment.
  2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in which the parent has been deemed domiciled** shall ~~no longer~~ list the student on its ASSA.
  3. The State shall assume fiscal responsibility for the tuition of the child **or youth** pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the



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school district in which the child or youth is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d, under the following circumstances:

- a. If the school district of residence cannot be determined for the homeless child or youth;
- b. If the school district of residence is outside of the State; or
- c. ~~If a child or youth resides in a domestic violence shelter, homeless shelter, or transitional living facility located in a school district other than the school district of residence for more than a year during the placement pursuant to N.J.S.A. 18A:7B-12.d. and 12.1. If a child resides in a Department of Community Affairs-licensed emergency shelter or transitional living facility due to domestic violence for more than a year combined for the duration of the placement pursuant to N.J.S.A. 18A:7B-12.d.~~
  - (1) When the State assumes fiscal responsibility for the tuition of a homeless child or youth under the circumstances at N.J.A.C. 6A:17-2.8(c) and H.3. above, the State shall pay to the school district in which the child or youth is enrolled the weighted base per pupil amount calculated pursuant to N.J.S.A. 18A:7F-49; and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.



# REGULATION

LIVINGSTON STUDENTS  
**BOARD OF EDUCATION**  
R 5116 Page PAGE 1 of NUMPAGES 1  
EDUCATION OF HOMELESS CHILDREN

Issued: October 15, 2018

Revised:



Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December

**10 General Fund**  
**Assets and Liabilities**

|                  |                                    |                  |                      |
|------------------|------------------------------------|------------------|----------------------|
| <b>Assets</b>    |                                    |                  |                      |
| 101              | Cash                               |                  | 16,198,705.40        |
| 102-107          | Cash on hand and equivalents       |                  | 893,140.00           |
| 116              | Capital Reserve account            |                  | 4,826,849.00         |
| 121              | Tax Levy Receivable                |                  | 60,804,097.02        |
|                  | Accounts Receivable:               |                  |                      |
| 132              | Interfund Receivable               | 42,865.21        |                      |
| 141              | A/R: State of NJ                   | 4,524,629.82     |                      |
|                  |                                    |                  | 4,567,495.03         |
|                  | Loans Receivable:                  |                  |                      |
| 131              | Interfund Loans Receivable         | 1,445,929.94     |                      |
|                  |                                    |                  | 1,445,929.94         |
|                  | Total Other Assets                 |                  | 2,620,656.41         |
| <b>Resources</b> |                                    |                  |                      |
| 301              | Estimated Revenues                 | 129,944,418.00   |                      |
| 302              | Revenues                           | (127,712,949.28) |                      |
|                  |                                    |                  | <u>2,231,468.72</u>  |
|                  | <b>Total assets and resources:</b> |                  | <b>93,588,341.52</b> |

**10 General Fund**  
**Liabilities and Fund Equity**

|                     |  |                |                      |
|---------------------|--|----------------|----------------------|
| <b>Liabilities</b>  |  |                |                      |
| 402                 | Interfunds Payable   |                | 6,924.77             |
| 421                 | Accounts Payable   |                | 9,244.04             |
| 499                 | Other Liabilities  |                | 476,401.44           |
|                     |  |                | 492,570.25           |
| <b>Fund Balance</b> |  |                |                      |
|                     | Appropriated   |                |                      |
|                     | Reserve for Encumbrances   |                |                      |
| 753                 | Reserve for Encumbrances: Current  |                | 63,005,500.18        |
| 754                 | Reserve for Encumbrances: Prior  |                | 205,118.52           |
| 601                 | Appropriations   |                | 135,505,299.94       |
| 602                 | Expenditures   | 57,426,342.16  |                      |
| 603                 | Encumbrances   | 63,210,618.70  |                      |
|                     | Less: Expenditures and Encumbrances  |                | (120,636,960.86)     |
|                     | <b>Total Appropriations</b>  |                | <b>78,078,957.78</b> |
|                     | Reserved Fund Balance  |                |                      |
| 761                 | Capital Reserve  | 4,826,849.00   |                      |
| 604                 | Add: Increase in Capital Reserve (Interest)  | 2,000.00       |                      |
| 307                 | Less: Budgeted Withdrawal from Cap Reserve   |                |                      |
| 309                 | Less: Budgeted Withdrawal from Capital Reserve - Excess Costs and Other Capital Projects | (2,228,638.00) |                      |
|                     |  |                | 2,600,211.00         |
| 764                 | Maintenance Reserve  |                |                      |
| 766                 | Emergency Reserve  |                |                      |
| 75X,76x             | Other Reserves   |                | .00                  |
|                     | <b>Total Reserved Fund Balance:</b>  |                | <b>2,600,211.00</b>  |
|                     | Unappropriated:  |                |                      |
| 303                 | Budgeted Fund Balance  |                | (2,660,412.89)       |
| 770                 | Fund Balance   |                | 15,077,015.38        |
|                     | <b>Total Unappropriated:</b>   |                | <b>12,416,602.49</b> |
|                     | <b>Total Liabilities and Fund Balance</b>  |                | <b>93,588,341.52</b> |



**10 General Fund**

**Recapitulation of Budgeted Fund Balance**

|   | Budgeted              | Actual                | Variance             |
|---|-----------------------|-----------------------|----------------------|
| Appropriations  | 135,505,299.94        | 120,636,960.86        | 14,868,339.08        |
| Revenues  | (129,944,418.00)      | (127,712,949.28)      | (2,231,468.72)       |
|   | <b>5,560,881.94</b>   | <b>(7,075,988.42)</b> | <b>12,636,870.36</b> |
| Change in Capital Reserve:  |                       |                       |                      |
| Plus: Increase in Capital Reserve (Interest) (604)  | 2,000.00              | 2,000.00              | .00                  |
| Less: Budgeted Withdrawal from Cap Reserve (307)  |                       |                       |                      |
| Less: Budgeted Withdrawal from Capital Reserve - Excess Costs and<br>Other Capital Projects (309) | (2,228,638.00)        | (2,228,638.00)        | (.00)                |
|   | <b>(2,226,638.00)</b> | <b>(2,226,638.00)</b> | <b>.00</b>           |
| Less: Reserve for Encumbrances: Prior   | 673,831.05            | 673,831.05            | .00                  |
| Budgeted Fund Balance:  | <b>2,660,412.89</b>   | <b>-9,976,457.47</b>  | <b>12,636,870.36</b> |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

**10 General Fund**

**Interim Statements Comparing  
Budget Revenue with Actual to Date and  
Appropriations with Expenditures and Encumbrances to Date**

| Revenue/sources of funds          |  | Budgeted<br>Estimated | Actual To<br>Date     | Unrealized<br>Balance |                      |
|-----------------------------------|--|-----------------------|-----------------------|-----------------------|----------------------|
| 1XXX                              | From Local Sources                               | 118,138,859.00        | 118,217,897.89        | -79,038.89            |                      |
| 3XXX                              | From State Sources                               | 9,493,701.00          | 9,493,701.00          | .00                   |                      |
| 4XXX                              | From Federal Sources                             | 83,220.00             | 1,350.39              | 81,869.61             |                      |
| 5XXX                              | From Other Sources                               | 2,228,638.00          | .00                   | 2,228,638.00          |                      |
|                                   |  | <b>129,944,418.00</b> | <b>127,712,949.28</b> | <b>2,231,468.72</b>   |                      |
| Expenditures                      |  | Appropriations        | Expenditures          | Encumbrances          | Available Balance    |
| <b>General Current Expenses</b>   |  |                       |                       |                       |                      |
| 11-1xx-100-xxx                    | Regular Programs                                 | 44,400,315.74         | 17,699,132.28         | 23,419,540.54         | 3,281,642.92         |
| 11-2xx-100-xxx                    | Special Education                                | 13,351,691.31         | 5,097,027.04          | 7,077,149.46          | 1,177,514.81         |
| 11-230-100-xxx                    | Basic Skills / Remedial                          | 1,634,825.00          | 568,419.65            | 833,334.47            | 233,070.88           |
| 11-240-100-xxx                    | Bilingual Education                              | 1,039,253.00          | 346,662.60            | 519,806.40            | 172,784.00           |
| 11-401-100-xxx                    | School-sponsored Co/Extra-Curricular Activities  | 618,677.00            | 242,586.79            | 15,759.86             | 360,330.35           |
| 11-402-100-xxx                    | School-sponsored Athletics                       | 1,275,395.75          | 561,697.54            | 246,898.48            | 466,799.73           |
|                                   |  | 62,320,157.80         | 24,515,525.90         | 32,112,489.21         | 5,692,142.69         |
| <b>Undistributed Expenditures</b> |  |                       |                       |                       |                      |
| 11-000-xxx-xxx                    | Other  | 67,348,754.46         | 30,261,987.90         | 29,203,745.31         | 7,883,021.25         |
|                                   |  | 67,348,754.46         | 30,261,987.90         | 29,203,745.31         | 7,883,021.25         |
| <b>Capital Outlay</b>             |  |                       |                       |                       |                      |
| xx-xxx-xxx-73x                    | Equipment  | 429,128.20            | 90,158.96             | 36,263.40             | 302,705.84           |
| 12-000-4xx-xxx                    | Facilities Acquisition and Construction Services | 4,085,545.48          | 2,079,075.52          | 1,149,345.21          | 857,124.75           |
|                                   |  | 4,514,673.68          | 2,169,234.48          | 1,185,608.61          | 1,159,830.59         |
| <b>Special Schools</b>            |  |                       |                       |                       |                      |
| 13-xxx-xxx-xxx                    | Special Schools                                  | 60,821.00             | .00                   | .00                   | 60,821.00            |
|                                   |  | 60,821.00             | .00                   | .00                   | 60,821.00            |
| <b>Other</b>                      |  |                       |                       |                       |                      |
| 10-*                              | Other General Fund                               | 79,152.00             | 43,741.00             | .00                   | 35,411.00            |
| 11-*                              | Other General Current Expense                    | 1,181,741.00          | 435,852.88            | 708,775.57            | 37,112.55            |
|                                   |  | 1,260,893.00          | 479,593.88            | 708,775.57            | 72,523.55            |
|                                   |  | <b>135,505,299.94</b> | <b>57,426,342.16</b>  | <b>63,210,618.70</b>  | <b>14,868,339.08</b> |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

**10 General Fund  
Schedule Of Revenues  
Actual Compared with Estimated**

|         |   | Estimated             | Actual                | Unrealized          |
|---------|---|-----------------------|-----------------------|---------------------|
|         | <b>Revenues from Local Sources</b>                      |                       |                       |                     |
| 10-1210 | Ad Valorem Taxes - Local Tax Levy                       | 117,024,038.00        | 117,024,038.00        | .00                 |
| 10-1310 | Tuition From Individuals                                | 115,200.00            | 62,432.70             | 52,767.30           |
| 10-1311 | Preschool Tuition                                       | .00                   | 32,400.00             | -32,400.00          |
| 10-1320 | Tuition from Other LEAs within the State                | 115,621.00            | 67,733.20             | 47,887.80           |
| 10-1410 | Transportation Fees from Individuals                    | 250,000.00            | 239,382.00            | 10,618.00           |
| 10-1510 | Interest On Investments                                 | 75,000.00             | 36,330.25             | 38,669.75           |
| 10-1910 | Rentals.  | 300,000.00            | 128,802.67            | 171,197.33          |
| 10-1980 | Refund of Prior Year's Expenditures                     | .00                   | 78,139.48             | -78,139.48          |
| 10-1990 | Miscellaneous Revenue from Local Sources                | 257,000.00            | 538,847.92            | -281,847.92         |
|         |   | <u>118,136,859.00</u> | <u>118,208,106.22</u> | <u>-71,247.22</u>   |
|         | <b>Revenues from State Sources</b>                      |                       |                       |                     |
| 10-3121 | Categorical Transportation Aid                          | 1,303,530.00          | 1,303,530.00          | .00                 |
| 10-3130 | Imported  | .00                   | .00                   | .00                 |
| 10-3131 | Extraordinary Aid.                                      | 705,811.00            | 705,811.00            | .00                 |
| 10-3132 | Categorical Special Education Aid                       | 7,049,480.00          | 7,049,480.00          | .00                 |
| 10-3177 | Categorical Security Aid                                | 434,880.00            | 434,880.00            | .00                 |
|         |   | <u>9,493,701.00</u>   | <u>9,493,701.00</u>   | <u>.00</u>          |
|         | <b>Revenues from Federal Sources</b>                    |                       |                       |                     |
| 10-4200 | Unrestricted Grants from the Federal Govt through State | 83,220.00             | 1,350.39              | 81,869.61           |
|         |   | <u>83,220.00</u>      | <u>1,350.39</u>       | <u>81,869.61</u>    |
|         | <b>Revenues from Other Financing Sources</b>            |                       |                       |                     |
| 10-5200 | Interfund Transfers                                     | 2,228,638.00          | .00                   | 2,228,638.00        |
|         |   | <u>2,228,638.00</u>   | <u>.00</u>            | <u>2,228,638.00</u> |
|         |   | <u>129,942,418.00</u> | <u>127,703,157.61</u> | <u>2,239,260.39</u> |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

**10 General Fund**

**Statement of Appropriations  
Compared with Expenditures and Encumbrances**

|  | Appropriations                              | Expenditures         | Encumbrances         | Available Balance   |            |
|--|---|----------------------|----------------------|---------------------|------------|
| <b>Regular Programs - Instruction</b>                            |   |                      |                      |                     |            |
| 11-105-100-101   | Preschool - Salaries of Teachers            | 369,337.00           | 35,827.46            | 53,647.44           | 279,862.10 |
| 11-110-100-101   | Kindergarten - Salaries of Teachers         | 2,062,488.00         | 760,983.50           | 1,131,501.00        | 170,003.50 |
| 11-120-100-101   | Grades 1-5 - Salaries of Teachers           | 12,607,336.69        | 4,968,957.52         | 7,320,404.94        | 317,974.23 |
| 11-130-100-101   | Grades 6-8 - Salaries of Teachers           | 9,776,601.00         | 3,856,397.14         | 5,643,759.19        | 276,444.67 |
| 11-140-100-101   | Grades 9-12 - Salaries of Teachers          | 15,421,398.00        | 5,908,689.98         | 8,586,992.94        | 925,715.08 |
|  | <u>40,237,160.69</u>                        | <u>15,530,855.60</u> | <u>22,736,305.51</u> | <u>1,969,999.58</u> |            |
| <b>Regular Programs - Home Instruction</b>                       |   |                      |                      |                     |            |
| 11-150-100-101   | Salaries of Teachers                        | 150,000.00           | 16,484.50            | .00                 | 133,515.50 |
| 11-150-100-320   | Purchased Professional-Educational Services | 51,000.00            | 9,932.75             | 34,663.65           | 6,403.60   |
|  | <u>201,000.00</u>                           | <u>26,417.25</u>     | <u>34,663.65</u>     | <u>139,919.10</u>   |            |
| <b>Regular Programs - Undistributed Instruction</b>              |   |                      |                      |                     |            |
| 11-190-100-106   | Other Salaries for Instruction              | 619,407.00           | 310,222.86           | 285,072.36          | 24,111.78  |
| 11-190-100-320   | Purchased Professional-Educational Services | 78,000.00            | 23,369.49            | 3,705.00            | 50,925.51  |
| 11-190-100-340   | Purchased Technical Services                | 2,650.00             | 200.00               | .00                 | 2,450.00   |
| 11-190-100-420   | Other Purchased Services (400-500 series)   | 908,412.21           | 677,441.89           | 102,572.29          | 128,398.03 |
| 11-190-100-610   | General Supplies                            | 1,922,822.74         | 745,582.78           | 253,527.49          | 923,712.47 |
| 11-190-100-640   | Textbooks                                   | 417,124.10           | 381,497.41           | 1,690.24            | 33,936.45  |
| 11-190-100-890   | Other Objects                               | 13,739.00            | 3,545.00             | 2,004.00            | 8,190.00   |
|  | <u>3,962,155.05</u>                         | <u>2,141,859.43</u>  | <u>648,571.38</u>    | <u>1,171,724.24</u> |            |
| <b>Special Education - Learning and/or Language Disabilities</b> |   |                      |                      |                     |            |
| 11-204-100-101   | Salaries of Teachers                        | 570,895.80           | 227,424.60           | 343,471.20          | .00        |
| 11-204-100-106   | Other Salaries for Instruction              | 4,021,525.00         | 1,587,241.37         | 2,048,106.90        | 386,176.73 |
| 11-204-100-610   | General Supplies                            | 33,111.59            | 426.13               | 5,361.57            | 27,323.89  |
|  | <u>4,625,532.39</u>                         | <u>1,815,092.10</u>  | <u>2,396,939.67</u>  | <u>413,500.62</u>   |            |
| <b>Special Education - Auditory Impairments</b>                  |   |                      |                      |                     |            |
| 11-207-100-610   | General Supplies                            | 2,698.37             | 887.41               | 1,810.96            | .00        |
|  | <u>2,698.37</u>                             | <u>887.41</u>        | <u>1,810.96</u>      | <u>.00</u>          |            |
| <b>Special Education - Multiple Disabilities</b>                 |   |                      |                      |                     |            |
| 11-212-100-101   | Salaries of Teachers                        | 283,880.04           | 107,353.73           | 134,821.75          | 41,704.56  |
| 11-212-100-106   | Other Salaries for Instruction              | 1,598,799.49         | 521,916.23           | 724,402.12          | 352,481.14 |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

|                |   | Appropriations | Expenditures | Encumbrances | Available Balance |
|----------------|---|----------------|--------------|--------------|-------------------|
| 11-212-100-610 | General Supplies  | 22,338.11      | 21,733.12    | 254.99       | 350.00            |
|                |   | 1,905,017.64   | 651,003.08   | 859,478.86   | 394,535.70        |
|                | <b>Special Education - Resource Room/Resource Center</b>                |                |              |              |                   |
| 11-213-100-101 | Salaries of Teachers  | 6,260,441.00   | 2,434,621.78 | 3,700,573.88 | 125,245.34        |
| 11-213-100-610 | General Supplies  | 15,500.00      | 12,811.43    | 2,165.18     | 523.39            |
|                |   | 6,275,941.00   | 2,447,433.21 | 3,702,739.06 | 125,768.73        |
|                | <b>Special Education - Preschool Disabilities - Part-Time</b>           |                |              |              |                   |
| 11-215-100-101 | Salaries of Teachers  | 194,825.20     | 38,965.04    | 58,447.56    | 97,412.60         |
| 11-215-100-106 | Other Salaries for Instruction  | 168,573.00     | 53,872.80    | 20,332.80    | 94,367.40         |
| 11-215-100-320 | Purchased Professional-Educational Services                             | 5,250.00       | 5,250.00     | .00          | .00               |
| 11-215-100-610 | General Supplies  | 2,157.00       | 1,321.09     | 670.49       | 165.42            |
|                |   | 370,805.20     | 99,408.93    | 79,450.85    | 191,945.42        |
|                | <b>Special Education - Preschool Disabilities - Full-Time</b>           |                |              |              |                   |
| 11-216-100-101 | Salaries of Teachers  | 138,672.21     | 51,158.12    | 36,618.00    | 50,896.09         |
| 11-216-100-320 | Purchased Professional-Educational Services                             | 815.48         | .00          | .00          | 815.48            |
| 11-216-100-610 | General Supplies  | 32,209.02      | 32,044.19    | 112.06       | 52.77             |
|                |   | 171,696.71     | 83,202.31    | 36,730.06    | 51,764.34         |
|                | <b>Basic Skills/Remedial - Instruction</b>                              |                |              |              |                   |
| 11-230-100-101 | Salaries of Teachers  | 1,608,325.00   | 564,786.54   | 830,272.39   | 213,266.07        |
| 11-230-100-320 | Purchased Professional-Educational Services                             | 10,200.00      | .00          | 1,500.00     | 8,700.00          |
| 11-230-100-610 | General Supplies  | 16,300.00      | 3,633.11     | 1,562.08     | 11,104.81         |
|                |   | 1,634,825.00   | 568,419.65   | 833,334.47   | 233,070.88        |
|                | <b>Bilingual Education - Instruction</b>                                |                |              |              |                   |
| 11-240-100-101 | Salaries of Teachers  | 1,039,253.00   | 346,662.60   | 519,806.40   | 172,784.00        |
|                |   | 1,039,253.00   | 346,662.60   | 519,806.40   | 172,784.00        |
|                | <b>Vocational Programs - Local</b>                                      |                |              |              |                   |
| 11-301-100-101 | Salaries of Teachers  | 48,275.00      | 18,746.00    | 28,119.00    | 1,410.00          |
| 11-301-100-420 | Other Purchased Services (400-500 series)                               | 4,080.00       | .00          | .00          | 4,080.00          |
| 11-301-100-610 | General Supplies  | 5,100.00       | 945.13       | 4,076.93     | 77.94             |
| 11-301-100-890 | Other Objects   | 500.00         | .00          | .00          | 500.00            |
|                |   | 57,955.00      | 19,691.13    | 32,195.93    | 6,067.94          |
|                | <b>School - Sponsored Co-curricular and Extra-curricular Activities</b> |                |              |              |                   |
| 11-401-100-100 | Salaries  | 540,000.00     | 239,056.29   | .00          | 300,943.71        |
| 11-401-100-320 | Purchased Services (300-500 series)                                     | 16,365.00      | 1,900.00     | 3,100.00     | 11,365.00         |
| 11-401-100-580 | Travel - All Other  | 200.00         | .00          | .00          | 200.00            |
| 11-401-100-600 | Supplies and Materials  | 32,200.00      | 1,630.50     | 8,528.91     | 22,040.59         |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

|                |  | Appropriations | Expenditures | Encumbrances | Available Balance |
|----------------|--|----------------|--------------|--------------|-------------------|
| 11-401-100-800 | Other Objects  | 29,912.00      | .00          | 4,130.95     | 25,781.05         |
|                |  | 618,677.00     | 242,586.79   | 15,759.86    | 360,330.35        |
|                | <b>School - Sponsored Athletics</b>                    |                |              |              |                   |
| 11-402-100-100 | Salaries   | 1,019,638.00   | 461,211.89   | 147,903.96   | 410,522.15        |
| 11-402-100-420 | Purchased Services (300-500 series)                    | 154,773.75     | 51,723.98    | 74,073.77    | 28,976.00         |
| 11-402-100-580 | Travel - All Other                                     | 1,500.00       | 182.22       | .00          | 1,317.78          |
| 11-402-100-600 | Supplies and Materials                                 | 99,484.00      | 48,579.45    | 24,920.75    | 25,983.80         |
|                |  | 1,275,395.75   | 561,697.54   | 246,898.48   | 466,799.73        |
|                | <b>Other Instructional Programs</b>                    |                |              |              |                   |
| 11-403-100-320 | Purchased Services (300-500 series)                    | 44,316.25      | 13,336.02    | 434.96       | 30,545.27         |
|                |  | 44,316.25      | 13,336.02    | 434.96       | 30,545.27         |
|                | <b>Before/After School Programs</b>                    |                |              |              |                   |
| 11-421-100-100 | Salaries of Teachers                                   | 1,583.75       | 1,583.75     | .00          | .00               |
|                |  | 1,583.75       | 1,583.75     | .00          | .00               |
|                | <b>Summer School</b>                                   |                |              |              |                   |
| 13-422-100-101 | Salaries of Teachers                                   | 60,821.00      | .00          | .00          | 60,821.00         |
|                |  | 60,821.00      | .00          | .00          | 60,821.00         |
|                | <b>Other Supplemental/At-Risk Programs</b>             |                |              |              |                   |
| 11-424-100-179 | Salaries of Reading Specialists                        | 1,077,886.00   | 401,241.98   | 676,144.68   | 499.34            |
|                |  | 1,077,886.00   | 401,241.98   | 676,144.68   | 499.34            |
|                | <b>UNDISTRIBUTED EXPENDITURES</b>                      |                |              |              |                   |
|                | <b>Instruction</b>                                     |                |              |              |                   |
| 11-000-100-562 | Tuition to Other LEAs Within the State-Special         | 499,515.88     | 130,102.81   | 332,213.13   | 37,199.94         |
| 11-000-100-566 | Tuition to APSSD Within the State                      | 4,731,294.13   | 2,397,156.00 | 2,320,974.70 | 13,163.43         |
| 11-000-100-567 | Tuition to APSSD and Other LEAs-Special - Out of State | 897,548.00     | 238,806.35   | 582,718.06   | 76,023.59         |
|                |  | 6,128,358.01   | 2,766,065.16 | 3,235,905.89 | 126,386.96        |
|                | <b>Attendance and Social Work Services</b>             |                |              |              |                   |
| 11-000-211-100 | Salaries   | 141,383.00     | 49,728.00    | 74,592.00    | 17,063.00         |
|                |  | 141,383.00     | 49,728.00    | 74,592.00    | 17,063.00         |
|                | <b>Health Services</b>                                 |                |              |              |                   |
| 11-000-213-100 | Salaries   | 997,415.60     | 401,169.80   | 596,245.80   | .00               |
| 11-000-213-420 | Other Purchased Services (400-500 series)              | 384.95         | 384.95       | .00          | .00               |
| 11-000-213-600 | Supplies and Materials                                 | 38,212.45      | 12,220.47    | 5,634.06     | 20,357.92         |
|                |  | 1,036,013.00   | 413,775.22   | 601,879.86   | 20,357.92         |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

|  | Appropriations   | Expenditures        | Encumbrances        | Available Balance   |                   |
|--|--|---------------------|---------------------|---------------------|-------------------|
| <b>Speech/Occupational Therapy/Physical Therapy and Related Services</b> |  |                     |                     |                     |                   |
| 11-000-216-100   | Salaries   | 1,081,417.29        | 397,504.70          | 637,381.90          | 46,530.69         |
| 11-000-216-320   | Purchased Professional - Educational Services                                  | 385,423.42          | 125,811.13          | 258,238.87          | 1,373.42          |
| 11-000-216-600   | Supplies and Materials   | 13,619.67           | 10,323.10           | 2,785.57            | 511.00            |
|  |  | <u>1,480,460.38</u> | <u>533,638.93</u>   | <u>898,406.34</u>   | <u>48,415.11</u>  |
| <b>Extraordinary Services</b>  |  |                     |                     |                     |                   |
| 11-000-217-320   | Purchased Professional - Educational Services                                  | 860,480.00          | 299,686.02          | 560,793.98          | .00               |
|  |  | <u>860,480.00</u>   | <u>299,686.02</u>   | <u>560,793.98</u>   | <u>.00</u>        |
| <b>Guidance Services</b>   |  |                     |                     |                     |                   |
| 11-000-218-104   | Salaries of Other Professional Staff   | 2,392,193.97        | 968,300.69          | 1,381,043.68        | 42,849.60         |
| 11-000-218-105   | Salaries of Secretarial and Clerical Assistants                                | 202,521.00          | 88,284.22           | 111,699.72          | 2,537.06          |
| 11-000-218-390   | Other Purchased Prof. and Tech. Services                                       | 350.00              | -10,669.24          | 11,019.24           | .00               |
| 11-000-218-580   | Travel - All Other   | 900.00              | .00                 | 839.36              | 60.64             |
| 11-000-218-600   | Supplies and Materials   | 28,705.00           | 19,441.44           | 1,556.59            | 7,706.97          |
| 11-000-218-890   | Other Objects  | 21,000.00           | 21,000.00           | .00                 | .00               |
|  |  | <u>2,645,669.97</u> | <u>1,086,357.11</u> | <u>1,506,158.59</u> | <u>53,154.27</u>  |
| <b>Child Study Teams</b>   |  |                     |                     |                     |                   |
| 11-000-219-104   | Salaries of Other Professional Staff   | 3,477,111.04        | 1,532,054.43        | 1,945,056.61        | .00               |
| 11-000-219-105   | Salaries of Secretarial and Clerical Assistants                                | 312,001.39          | 140,342.37          | 153,217.56          | 18,441.46         |
| 11-000-219-320   | Purchased Professional - Educational Services                                  | 116,407.50          | 18,100.00           | 58,900.00           | 39,407.50         |
| 11-000-219-390   | Other Purchased Prof. and Tech. Services                                       | 32,949.06           | 3,018.75            | 14,131.25           | 15,799.06         |
| 11-000-219-580   | Other Purchased Services (400-500 series)                                      | 2,092.50            | 700.62              | 989.81              | 402.07            |
| 11-000-219-580   | Miscellaneous Purchased Services (400-500 series Other than Residential Costs) | 7,000.00            | 4,041.31            | 750.00              | 2,208.69          |
| 11-000-219-610   | Supplies and Materials   | 20,400.00           | 12,472.44           | 6,102.64            | 1,824.92          |
| 11-000-219-800   | Other Objects  | 8,100.00            | .00                 | .00                 | 8,100.00          |
|  |  | <u>3,976,061.49</u> | <u>1,710,729.92</u> | <u>2,179,147.87</u> | <u>86,183.70</u>  |
| <b>Improvement of Instruction Services</b>                               |  |                     |                     |                     |                   |
| 11-000-221-102   | Salaries of Supervisor of Instruction  | 2,040,203.22        | 1,009,751.76        | 967,404.48          | 63,046.98         |
| 11-000-221-104   | Salaries of Other Professional Staff   | 259,127.87          | 210,618.51          | .00                 | 48,509.36         |
| 11-000-221-105   | Salaries of Secretaries and Clerical Assistants                                | 316,747.08          | 158,501.02          | 158,245.80          | .26               |
| 11-000-221-320   | Purchased Professional - Educational Services                                  | 19,382.67           | .00                 | .00                 | 19,382.67         |
| 11-000-221-590   | Other Purchased Services (400-500)   | 3,000.00            | .00                 | .00                 | 3,000.00          |
| 11-000-221-580   | Travel - All Other   | 5,812.52            | 553.02              | 5,259.50            | .00               |
| 11-000-221-610   | Supplies and Materials   | 23,790.62           | 1,995.60            | 5,103.09            | 16,691.93         |
| 11-000-221-800   | Other Objects  | 10,790.00           | 2,520.00            | 485.00              | 7,785.00          |
|  |  | <u>2,678,853.98</u> | <u>1,383,939.91</u> | <u>1,136,497.87</u> | <u>158,416.20</u> |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

|  | Appropriations   | Expenditures        | Encumbrances      | Available Balance |                   |
|--|--|---------------------|-------------------|-------------------|-------------------|
| <b>Educational Media/Library Services</b>        |  |                     |                   |                   |                   |
| 11-000-222-100                                   | Salaries - Regular   | 952,990.55          | 381,911.35        | 569,899.20        | 1,180.00          |
| 11-000-222-420                                   | Other Purchased Services (400-500 series)                            | 4,700.00            | 1,361.00          | .00               | 3,339.00          |
| 11-000-222-580                                   | Travel - All Other   | 1,000.00            | .00               | 1,000.00          | .00               |
| 11-000-222-600                                   | Supplies and Materials   | 194,931.83          | 52,235.49         | 31,899.81         | 110,796.53        |
|  |  | <u>1,153,622.38</u> | <u>435,507.84</u> | <u>602,799.01</u> | <u>115,315.53</u> |
| <b>Instructional Staff Training Services</b>     |  |                     |                   |                   |                   |
| 11-000-223-102                                   | Salaries of Supervisors of Instruction                               | 479,826.90          | 241,287.78        | 221,362.68        | 17,176.44         |
| 11-000-223-320                                   | Purchased Professional - Educational Services                        | 101,290.00          | 215.00            | 16,950.00         | 84,125.00         |
| 11-000-223-590                                   | Other Purchased Services (400-500 series)                            | 26,191.61           | 1,718.28          | 2,676.74          | 21,796.59         |
| 11-000-223-580                                   | Travel - All Other   | 142,924.64          | 9,366.64          | 3,150.72          | 130,407.28        |
| 11-000-223-610                                   | Supplies and Materials   | 15,000.00           | 4,141.44          | 182.12            | 10,676.44         |
| 11-000-223-800                                   | Other Objects  | 660.00              | 660.00            | .00               | .00               |
|  |  | <u>765,893.15</u>   | <u>257,389.14</u> | <u>244,322.26</u> | <u>264,181.75</u> |
| <b>Support Services - General Administration</b> |  |                     |                   |                   |                   |
| 11-000-230-100                                   | Salaries   | 494,945.02          | 270,559.04        | 224,046.00        | 339.98            |
| 11-000-230-331                                   | Legal Services (Note: APSSD - Not Litigation Related Legal Services) | 324,500.00          | 113,432.27        | 211,067.73        | .00               |
| 11-000-230-332                                   | Audit Fees   | 66,041.04           | 61,000.00         | 4,000.00          | 1,041.04          |
| 11-000-230-339                                   | Other Purchased Professional Services                                | 60,814.00           | 40,029.46         | 19,684.77         | 1,099.77          |
| 11-000-230-340                                   | Purchased Technical Services   | 10,500.00           | 8,544.00          | .00               | 1,956.00          |
| 11-000-230-530                                   | Communications / Telephone   | 196,334.25          | 67,096.89         | 129,237.36        | .00               |
| 11-000-230-580                                   | Travel - All Other   | 4,498.11            | 2,626.65          | 1,273.29          | 598.17            |
| 11-000-230-585                                   | BOE Other Purchased Services   | 1,000.00            | .00               | .00               | 1,000.00          |
| 11-000-230-420                                   | Miscellaneous Purchased Services (400-500) [Other than 530 and 585]  | 111,178.00          | 85,305.45         | 15,151.49         | 10,721.06         |
| 11-000-230-600                                   | General Supplies   | 14,736.01           | 4,256.10          | 2,916.79          | 7,563.12          |
| 11-000-230-890                                   | Miscellaneous Expenditures   | 61,551.45           | 53,640.06         | 7,467.27          | 444.12            |
| 11-000-230-895                                   | BOE Membership Dues and Fees   | 68.00               | .00               | 68.00             | .00               |
|  |  | <u>1,346,165.88</u> | <u>706,489.92</u> | <u>614,912.70</u> | <u>24,763.26</u>  |
| <b>Support Services - School Administration</b>  |  |                     |                   |                   |                   |
| 11-000-240-103                                   | Salaries of Principals / Assistant Principals / Program Directors    | 2,067,875.44        | 1,035,937.96      | 1,031,937.48      | .00               |
| 11-000-240-104                                   | Salaries of Other Professional Staff                                 | 597,867.57          | 298,925.52        | 298,925.52        | 16.53             |
| 11-000-240-105                                   | Salaries of Secretarial and Clerical Assistants                      | 1,557,440.63        | 704,310.71        | 853,129.92        | .00               |
| 11-000-240-320                                   | Purchased Professional and Technical Services                        | 60,000.00           | 45,068.56         | .00               | 14,931.44         |
| 11-000-240-420                                   | Other Purchased Services (400-500 series)                            | 45,625.00           | 3,785.00          | 1,250.00          | 40,590.00         |
| 11-000-240-580                                   | Travel - All Other   | 23,845.00           | 834.43            | 12,756.52         | 10,254.05         |
| 11-000-240-600                                   | Supplies and Materials   | 410,803.44          | 218,571.62        | 70,338.77         | 121,893.05        |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

|   |   | Appropriations | Expenditures | Encumbrances | Available Balance |
|---|---|----------------|--------------|--------------|-------------------|
|   |   | 4,763,457.08   | 2,307,433.80 | 2,268,338.21 | 187,685.07        |
| <b>Central Services</b>                           |   |                |              |              |                   |
| 11-000-251-100                                    | Salaries  | 1,236,677.00   | 609,652.31   | 626,889.12   | 135.57            |
| 11-000-251-330                                    | Purchased Professional Services                                 | 159,409.90     | 107,859.71   | 50,112.94    | 1,437.25          |
| 11-000-251-580                                    | Travel - All Other  | 13,865.00      | 5,028.06     | 2,662.92     | 6,174.02          |
| 11-000-251-440                                    | Miscellaneous Purchased Services (400-500) [Other Than 594]     | 44,981.99      | 43,831.99    | 1,150.00     | .00               |
| 11-000-251-600                                    | Supplies and Materials  | 90,143.01      | 13,258.22    | 74,848.34    | 2,036.45          |
| 11-000-251-832                                    | Interest on Lease Purchase Agreements                           | 92,015.00      | 89,384.44    | 2,630.01     | .55               |
| 11-000-251-890                                    | Miscellaneous Expenditures                                      | 42,462.05      | 23,619.97    | 5,615.28     | 13,226.80         |
|   |   | 1,679,553.95   | 892,634.70   | 763,908.61   | 23,010.64         |
| <b>Administrative Information Technology</b>      |   |                |              |              |                   |
| 11-000-252-100                                    | Salaries  | 981,726.05     | 490,481.63   | 484,967.16   | 6,277.26          |
| 11-000-252-330                                    | Purchased Professional Services                                 | 167,200.00     | 57,557.46    | 31,664.39    | 77,978.15         |
| 11-000-252-340                                    | Purchased Technical Services                                    | 277,120.97     | 206,037.32   | .00          | 71,083.65         |
| 11-000-252-421                                    | Other Purchased Services (400-500 series)                       | 718,619.93     | 557,518.45   | 84,258.84    | 76,842.64         |
| 11-000-252-600                                    | Supplies and Materials  | 45,677.00      | 7,332.60     | 5,522.00     | 32,822.40         |
|   |   | 2,190,343.95   | 1,318,927.46 | 606,412.39   | 265,004.10        |
| <b>Required Maintenance for School Facilities</b> |   |                |              |              |                   |
| 11-000-261-110                                    | Salaries  | 1,026,567.03   | 492,760.14   | 482,646.60   | 51,160.29         |
| 11-000-261-420                                    | "Cleaning, Repair, and Maintenance Services"                    | 274,934.24     | 138,337.56   | 120,961.54   | 15,635.14         |
| 11-000-261-610                                    | General Supplies  | 155,282.07     | 74,209.97    | 76,852.16    | 4,219.94          |
| 11-000-261-890                                    | Other Objects   | 53,399.00      | 7,515.50     | 2,475.00     | 43,408.50         |
|   |   | 1,510,182.34   | 712,823.17   | 682,935.30   | 114,423.87        |
| <b>Custodial Services</b>                         |   |                |              |              |                   |
| 11-000-262-110                                    | Salaries  | 2,945,857.49   | 1,348,053.54 | 1,265,724.63 | 332,079.32        |
| 11-000-262-300                                    | Purchased Professional and Technical Services                   | 217,743.09     | 17,487.00    | 26,011.09    | 174,245.00        |
| 11-000-262-420                                    | "Cleaning, Repair, and Maintenance Services"                    | 123,339.00     | 76,979.92    | 46,303.58    | 55.50             |
| 11-000-262-440                                    | Rental of Land and Building Other than Lease Purchase Agreement | 166,000.04     | 144,042.04   | 2,700.00     | 19,258.00         |
| 11-000-262-490                                    | Other Purchased Property Services                               | 69,900.00      | .00          | .00          | 69,900.00         |
| 11-000-262-520                                    | Insurance   | 888,184.00     | 888,184.00   | .00          | .00               |
| 11-000-262-610                                    | General Supplies  | 598,698.41     | 168,877.93   | 289,072.34   | 140,748.14        |
| 11-000-262-621                                    | Energy (Natural Gas)  | 483,135.00     | 333,226.48   | 146,773.52   | 3,135.00          |
| 11-000-262-622                                    | Energy (Electricity)  | 1,009,645.48   | 122,547.77   | 620,397.71   | 266,700.00        |
| 11-000-262-890                                    | Other Objects   | 200,000.00     | .00          | .00          | 200,000.00        |
|   |   | 6,702,502.51   | 3,099,398.68 | 2,396,982.87 | 1,206,120.96      |
| <b>Care and Upkeep of Grounds</b>                 |   |                |              |              |                   |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

|                |  | Appropriations | Expenditures  | Encumbrances | Available Balance |
|----------------|--|----------------|---------------|--------------|-------------------|
| 11-000-263-100 | Salaries   | 70,852.08      | 35,426.02     | 35,425.92    | .14               |
|                |  | 70,852.08      | 35,426.02     | 35,425.92    | .14               |
|                | <b>Security</b>  |                |               |              |                   |
| 11-000-266-100 | Salaries   | 369,969.00     | 155,049.78    | 207,035.16   | 7,884.06          |
|                |  | 369,969.00     | 155,049.78    | 207,035.16   | 7,884.06          |
|                | <b>Student Transportation Services</b>                                 |                |               |              |                   |
| 11-000-270-107 | Salaries of Non-Instructional Aides                                    | 57,435.94      | 17,880.80     | 26,821.20    | 12,733.94         |
| 11-000-270-160 | Salaries for Pupil Transportation (Between Home and School) - Regular  | 1,264,408.42   | 514,252.48    | 750,089.94   | 66.00             |
| 11-000-270-162 | Salaries for Pupil Transportation (Other than Between Home and School) | 297,000.00     | 144,719.72    | .00          | 152,280.28        |
| 11-000-270-350 | Management Fee - ESC and CTSA Transportation Program                   | 42,000.00      | 41,133.48     | .00          | 866.52            |
| 11-000-270-503 | Contract Services - Aid in Lieu Payments -Non-Public School            | 180,511.00     | 1,511.00      | 511.00       | 178,489.00        |
| 11-000-270-511 | Contract Services (Between Home and School)-Vendors                    | 20,000.00      | .00           | .00          | 20,000.00         |
| 11-000-270-512 | Contract Services (Other than Between Home and School)-Vendors         | 177,870.00     | .00           | .00          | 177,870.00        |
| 11-000-270-514 | Contract Services (Special Ed Students)-Vendors                        | 2,221,786.00   | 1,061,241.18  | 938,758.82   | 221,786.00        |
| 11-000-270-580 | Travel - All Other   | 1,550.00       | 38.35         | 561.65       | 950.00            |
| 11-000-270-615 | Transportation Supplies  | 294,255.00     | 147,353.18    | 95,070.37    | 51,831.45         |
| 11-000-270-890 | Other Objects  | 5,450.00       | 807.50        | 1,520.00     | 3,122.50          |
|                |  | 4,562,266.36   | 1,928,937.69  | 1,813,332.98 | 819,995.69        |
|                | <b>Personnel Services - Unallocated Employee Benefits</b>              |                |               |              |                   |
| 11-000-291-220 | Social Security Contributions  | 1,675,000.00   | 804,646.79    | .00          | 870,353.21        |
| 11-000-291-241 | Other Retirement Contributions - PERS                                  | 1,328,831.14   | .00           | .00          | 1,328,831.14      |
| 11-000-291-242 | Other Retirement Contributions - ERIP                                  | 158,968.95     | 17,276.72     | 11,188.95    | 130,503.28        |
| 11-000-291-260 | Workmen's Compensation   | 582,148.20     | 582,148.20    | .00          | .00               |
| 11-000-291-270 | Health Benefits  | 18,898,023.00  | 8,481,064.88  | 8,741,541.45 | 1,675,416.67      |
| 11-000-291-280 | Tuition Reimbursement  | 158,990.00     | 28,418.60     | 1,926.00     | 128,645.40        |
| 11-000-291-290 | Other Employee Benefits  | 231,120.00     | 211,818.90    | 19,301.10    | .00               |
| 11-000-291-299 | Unused Sick Payment to Terminated / Retired Staff                      | 253,584.66     | 42,675.34     | .00          | 210,909.32        |
|                |  | 23,286,665.95  | 10,168,049.43 | 8,773,957.50 | 4,344,659.02      |
|                | <b>Facilities Acquisition and Construction Services</b>                |                |               |              |                   |
| 12-000-400-390 | Other Purchased Prof. and Tech. Services                               | 18,864.62      | 2,765.10      | 16,099.52    | .00               |
| 12-000-400-450 | Construction Services  | 2,406,940.12   | 1,727,154.46  | 679,785.66   | .00               |
| 12-000-400-721 | Lease Purchase Agreements - Principal                                  | 1,591,006.74   | 280,421.96    | 453,460.03   | 857,124.75        |
| 12-000-400-800 | Other Objects  | 68,734.00      | 68,734.00     | .00          | .00               |
|                |  | 4,085,545.48   | 2,079,075.52  | 1,149,345.21 | 857,124.75        |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

|  |   | Appropriations        | Expenditures         | Encumbrances         | Available Balance    |
|--|---|-----------------------|----------------------|----------------------|----------------------|
| <b>Equipment</b>   |   |                       |                      |                      |                      |
| 12-120-100-731   | Grades 1-5  | 7,016.85              | .00                  | .00                  | 7,016.85             |
| 12-130-100-731   | Grades 6-8  | 31,920.24             | 10,429.97            | 20,345.40            | 1,144.87             |
| 12-140-100-731   | Grades 9-12   | 295,289.34            | 969.88               | .00                  | 294,319.46           |
| 12-000-100-731   | Undistributed Expenditures - Instruction                | 34,397.15             | 32,100.49            | 2,072.00             | 224.66               |
| 12-000-300-732   | Undistributed Expenditures - Non-Instructional Services | 60,504.62             | 46,658.62            | 13,846.00            | .00                  |
|  |   | <b>429,128.20</b>     | <b>90,158.96</b>     | <b>36,263.40</b>     | <b>302,705.84</b>    |
| <b>Contribution (Transfer) of Funds to Charter Schools</b> |   |                       |                      |                      |                      |
| 10-000-100-561   | Transfer of Funds to Charter Schools                    | 79,152.00             | 43,741.00            | .00                  | 35,411.00            |
|  |   | <b>79,152.00</b>      | <b>43,741.00</b>     | <b>.00</b>           | <b>35,411.00</b>     |
| <b>General Fund</b>  |   | <b>135,505,299.94</b> | <b>57,426,342.16</b> | <b>63,210,618.70</b> | <b>14,868,339.08</b> |

  
\_\_\_\_\_  
School Business Administrator Signature

2/26/24  
\_\_\_\_\_  
Date

Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December

20 Special Revenue Fund

Assets and Liabilities

| Assets    |                                    |                |                     |
|-----------|------------------------------------|----------------|---------------------|
| 101       | Cash                               |                | 377,170.06          |
|           | Accounts Receivable:               |                |                     |
| 141       | A/R: State of NJ                   | 443,771.01     |                     |
| 142       | A/R: Federal                       |                |                     |
|           |                                    | <hr/>          | 443,771.01          |
| Resources |                                    |                |                     |
| 301       | Estimated Revenues                 | 3,489,482.70   |                     |
| 302       | Revenues                           | (1,242,750.00) |                     |
|           |                                    |                | <hr/>               |
|           |                                    |                | 2,246,732.70        |
|           | <b>Total assets and resources:</b> |                | <b>3,067,673.77</b> |

**20 Special Revenue Fund**  
**Liabilities and Fund Equity**

|                     |   |              |                     |
|---------------------|---|--------------|---------------------|
| <b>Liabilities</b>  |   |              |                     |
| 421                 | Accounts Payable                          |              | 280.57              |
| 481                 | Deferred Revenue                          |              | 328,841.55          |
|                     |   |              | 329,122.12          |
| <b>Fund Balance</b> |   |              |                     |
|                     | Appropriated                              |              |                     |
|                     | Reserve for Encumbrances                  |              |                     |
| 753                 | Reserve for Encumbrances: Current         |              | 1,757,875.39        |
| 754                 | Reserve for Encumbrances: Prior           |              | 47,048.26           |
| 601                 | Appropriations                            |              | 3,628,682.71        |
| 602                 | Expenditures                              | 862,740.12   |                     |
| 603                 | Encumbrances                              | 1,804,923.65 |                     |
|                     | Less: Expenditures and Encumbrances       |              | (2,667,663.77)      |
|                     | <b>Total Appropriations</b>               |              | <b>2,765,942.59</b> |
|                     | Reserved Fund Balance                     |              |                     |
| 75X,76x             | Other Reserves                            |              | .00                 |
|                     | <b>Total Reserved Fund Balance:</b>       |              | <b>.00</b>          |
|                     | Unappropriated:                           |              |                     |
| 303                 | Budgeted Fund Balance                     |              |                     |
| 770                 | Unassigned Fund Balance                   |              | (27,390.94)         |
|                     | <b>Total Unappropriated:</b>              |              | <b>(27,390.94)</b>  |
|                     | <b>Total Liabilities and Fund Balance</b> |              | <b>3,067,673.77</b> |

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Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December

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**20 Special Revenue Fund**

**Recapitulation of Budgeted Fund Balance**

|                                       | Budgeted          | Actual              | Variance              |
|---------------------------------------|-------------------|---------------------|-----------------------|
| Appropriations                        | 3,628,682.71      | 2,667,663.77        | 961,018.94            |
| Revenues                              | (3,489,482.70)    | (1,242,750.00)      | (2,246,732.70)        |
|                                       | <b>139,200.01</b> | <b>1,424,913.77</b> | <b>(1,285,713.76)</b> |
| Less: Reserve for Encumbrances: Prior | 139,200.01        | 139,200.01          | .00                   |
| Budgeted Fund Balance:                | <b>.00</b>        | <b>1,285,713.76</b> | <b>-1,285,713.76</b>  |

**20 Special Revenue Fund**  
**Interim Statements Comparing**  
**Budget Revenue with Actual to Date and**  
**Appropriations with Expenditures and Encumbrances to Date**

| Revenue/sources of funds                                      | Budgeted<br>Estimated | Actual To<br>Date   |              |                   | Unrealized<br>Balance |
|---|-----------------------|---------------------|--------------|-------------------|-----------------------|
| 2XXX From Intermediate Sources                                | 24,382.95             | 18,017.00           |              |                   | 6,365.95              |
| 3XXX From State Sources                                       | 1,010,311.00          | 708,168.00          |              |                   | 302,143.00            |
| 4XXX From Federal Sources                                     | 2,454,788.75          | 516,565.00          |              |                   | 1,938,223.75          |
|   | <b>3,489,482.70</b>   | <b>1,242,750.00</b> |              |                   | <b>2,246,732.70</b>   |
| <br>  |                       |                     |              |                   |                       |
| Expenditures  | Appropriations        | Expenditures        | Encumbrances | Available Balance |                       |
| <b>Local Projects</b>   |                       |                     |              |                   |                       |
| 20-* Other Special Revenue Fund                               | 24,382.95             | .00                 | 5,363.00     | 19,019.95         |                       |
|   | 24,382.95             | .00                 | 5,363.00     | 19,019.95         |                       |
| <b>State Projects</b>   |                       |                     |              |                   |                       |
| 20-492-xxx-xxx SDA Emergent Needs and Capital Maint           | 45,800.00             | 28,223.25           | 17,576.75    | .00               |                       |
| 20-501-xxx-xxx Nonpublic Textbooks Aid                        | 45,439.00             | 38,998.84           | 5,363.27     | 1,076.89          |                       |
| 20-502-xxx-xxx Nonpublic Aux Services - Basic Skills/Remedial | 59,645.00             | 10,698.10           | 48,946.90    | .00               |                       |
| 20-506-xxx-xxx Nonpublic Hand - Supplemental Instruction      | 140,420.00            | 24,862.60           | 115,557.40   | .00               |                       |
| 20-507-xxx-xxx Nonpublic Hand - Handicapped Services          | 154,260.00            | .00                 | 154,260.00   | .00               |                       |
| 20-508-xxx-xxx Nonpublic Hand - Corrective Speech             | 49,802.00             | 9,021.00            | 40,781.00    | .00               |                       |
| 20-509-xxx-xxx Nonpublic Nursing Services                     | 180,720.00            | 34,464.00           | 131,136.00   | 15,120.00         |                       |
| 20-510-xxx-xxx Nonpublic Technology Initiative Program        | 71,295.00             | 20,366.00           | 18,914.56    | 32,014.44         |                       |
| 20-511-xxx-xxx Nonpublic Security Aid Program                 | 314,130.01            | 79,518.75           | 74,278.51    | 160,332.75        |                       |
|   | 1,061,511.01          | 246,152.54          | 606,814.39   | 208,544.08        |                       |
| <b>Federal Projects</b>                                       |                       |                     |              |                   |                       |
| 20-23x-xxx-xxx ESSA Title I, Part A                           | 145,093.00            | 33,483.00           | 56,136.46    | 55,473.54         |                       |
| 20-24x-xxx-xxx ESSA Title III                                 | 50,568.00             | 12,965.47           | 503.50       | 37,099.03         |                       |
| 20-25x-xxx-xxx I.D.E.A. Part B                                | 1,714,703.00          | 398,733.18          | 1,101,339.94 | 214,629.88        |                       |
| 20-27x-xxx-xxx ESSA Title IIA / IID                           | 75,963.00             | 8,550.00            | .00          | 67,413.00         |                       |
| 20-28x-xxx-xxx ESSA Title IV                                  | 13,190.00             | .00                 | .00          | 13,190.00         |                       |
| 20-487-xxx-xxx ARP-ESSER Grant Program                        | 257,480.24            | 122,065.97          | 26,471.50    | 108,942.77        |                       |
| 20-488-xxx-xxx ARP ESSER Subgrant (ALCES)                     | 185,986.00            | 33,300.50           | 8,294.86     | 144,390.64        |                       |
| 20-489-xxx-xxx ARP ESSER Subgrant (EBSLEA)                    | 40,000.00             | .00                 | .00          | 40,000.00         |                       |
| 20-490-xxx-xxx ARP Evidence Based Learning Beyond the Sch Day | 16,675.89             | 6,589.46            | .00          | 10,086.43         |                       |
| 20-491-xxx-xxx ARP ESSER Subgrant (NJTSS)                     | 43,129.62             | 900.00              | .00          | 42,229.62         |                       |
|   | 2,542,788.75          | 616,587.58          | 1,192,746.26 | 733,454.91        |                       |

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**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

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**3,628,682.71**

**862,740.12**

**1,804,923.65**

**961,018.94**

**20 Special Revenue Fund**  
**Schedule Of Revenues**  
**Actual Compared with Estimated**

|         |   | Estimated    | Actual       | Unrealized   |
|---------|---|--------------|--------------|--------------|
|         | <b>Revenues from intermediate Sources</b>               |              |              |              |
| 20-2100 | Unrestricted Grants-in-Aid                              | 16,217.00    | 16,217.00    | .00          |
| 20-2105 | Imported  | 6,665.95     | .00          | 6,665.95     |
| 20-2200 | Restricted Grants-in-Aid                                | 1,500.00     | 1,800.00     | -300.00      |
|         |   | 24,382.95    | 18,017.00    | 6,365.95     |
|         | <b>Revenues from State Sources</b>                      |              |              |              |
| 20-3231 | Nonpublic Textbook Aid                                  | 45,439.00    | 45,439.00    | .00          |
| 20-3232 | Nonpublic Auxiliary Services Aid - Compensatory         | 59,645.00    | 26,972.00    | 32,673.00    |
| 20-3235 | Nonpublic Auxiliary/Handicapped Transportation Aid      | 154,260.00   | .00          | 154,260.00   |
| 20-3237 | Nonpublic Handicapped Aid                               | 49,802.00    | .00          | 49,802.00    |
| 20-3238 | Nonpublic Handicapped Aid - Speech Correction           | 140,420.00   | 183,444.00   | -43,024.00   |
| 20-3239 | Nonpublic Nursing Services Aid.                         | 180,720.00   | 72,288.00    | 108,432.00   |
| 20-3240 | Nonpublic Technology Initiative Aid                     | 71,295.00    | 71,295.00    | .00          |
| 20-3241 | Nonpublic Security Aid                                  | 308,730.00   | 308,730.00   | .00          |
|         |   | 1,010,311.00 | 708,168.00   | 302,143.00   |
|         | <b>Revenues from Federal Sources</b>                    |              |              |              |
| 20-4411 | Title I-Part A  | 145,093.00   | 25,455.00    | 119,638.00   |
| 20-4420 | I.D.E.A. Part B   | 1,648,099.00 | 291,344.00   | 1,356,755.00 |
| 20-4421 | I.D.E.A. Part B   | 66,604.00    | 11,610.00    | 54,994.00    |
| 20-4451 | Title II-A  | 75,963.00    | .00          | 75,963.00    |
| 20-4471 | Title IV - Part A - Student Support and Acad Enrichment | 13,190.00    | .00          | 13,190.00    |
| 20-4491 | Title III   | 31,995.00    | .00          | 31,995.00    |
| 20-4492 | Title III   | 18,573.00    | 2,609.00     | 15,964.00    |
| 20-4540 | ARP-ESSR  | 169,480.24   | 137,396.00   | 32,084.24    |
| 20-4541 | ARP ESSER Accelerated Learning Coaching/Ed Support      | 185,986.00   | 48,151.00    | 137,835.00   |
| 20-4542 | ARP ESSER Evid-Based Sum Learning & Enrichment Act      | 40,000.00    | .00          | 40,000.00    |
| 20-4543 | ARP ESSER Evid-Based Comp Beyond the School Day Act     | 16,675.89    | .00          | 16,675.89    |
| 20-4544 | ARP ESSER NJTSS Mental Health Support Staffing          | 43,129.62    | .00          | 43,129.62    |
|         |   | 2,454,788.75 | 516,565.00   | 1,938,223.75 |
|         |   | 3,489,482.70 | 1,242,750.00 | 2,246,732.70 |

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**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

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**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

**20 Special Revenue Fund  
Statement of Appropriations  
Compared with Expenditures and Encumbrances**

|                             | Appropriations                            | Expenditures | Encumbrances | Available<br>Balance |            |
|-----------------------------|---|--------------|--------------|----------------------|------------|
| <b>Other Local Projects</b> |   |              |              |                      |            |
| 20-001-100-320              | Program Expenditures                      | 24,382.95    | .00          | 5,363.00             | 19,019.95  |
|                             |   | 24,382.95    | .00          | 5,363.00             | 19,019.95  |
| <b>ESSA Title I, Part A</b> |   |              |              |                      |            |
| 20-231-100-100              | Salaries of Teachers                      | 84,853.00    | 33,483.00    | 50,911.80            | 458.20     |
| 20-231-100-600              | Instructional Supplies                    | 5,934.00     | .00          | 5,224.66             | 709.34     |
| 20-231-200-200              | Employee Benefits                         | 54,306.00    | .00          | .00                  | 54,306.00  |
|                             |   | 145,093.00   | 33,483.00    | 56,136.46            | 55,473.54  |
| <b>ESSA Title III</b>       |   |              |              |                      |            |
| 20-241-100-100              | Salaries of Teachers                      | 770.00       | 619.55       | .00                  | 150.45     |
| 20-241-100-600              | Instructional Supplies                    | 21,105.00    | 9,293.47     | .00                  | 11,811.53  |
| 20-241-200-300              | Professional Technical Services           | 10,120.00    | .00          | .00                  | 10,120.00  |
|                             |   | 31,995.00    | 9,913.02     | .00                  | 22,081.98  |
| <b>ESSA Title III</b>       |   |              |              |                      |            |
| 20-242-100-100              | Salaries of Teachers                      | 9,177.00     | 443.45       | .00                  | 8,733.55   |
| 20-242-100-600              | Instructional Supplies                    | 1,000.00     | .00          | .00                  | 1,000.00   |
| 20-242-100-320              | Purchased Services                        | 550.00       | .00          | .00                  | 550.00     |
| 20-242-100-640              | Instructional Supplies                    | 1,000.00     | .00          | .00                  | 1,000.00   |
| 20-242-100-800              | Other Objects                             | 4,781.00     | 2,609.00     | 503.50               | 1,668.50   |
| 20-242-200-100              | Salaries - Support                        | 2,065.00     | .00          | .00                  | 2,065.00   |
|                             |   | 18,573.00    | 3,052.45     | 503.50               | 15,017.05  |
| <b>IDEA Part B</b>          |   |              |              |                      |            |
| 20-252-100-100              | Salaries of Teachers                      | 809,842.00   | 308,448.16   | 485,904.96           | 15,488.88  |
| 20-252-100-500              | Other Purchased Services (400-500 Series) | 537,381.00   | 73,223.12    | 464,157.88           | .00        |
| 20-252-200-200              | Employee Benefits                         | 97,069.00    | .00          | .00                  | 97,069.00  |
| 20-252-200-300              | Professional Technical Services           | 270,410.00   | 17,061.90    | 151,277.10           | 102,071.00 |
| 20-252-200-500              | Other Purchased Services                  | 1.00         | .00          | .00                  | 1.00       |
|                             |   | 1,714,703.00 | 398,733.18   | 1,101,339.94         | 214,629.88 |
| <b>ESSA Title IIA / IID</b> |   |              |              |                      |            |
| 20-270-200-300              | Professional Technical Services           | 72,163.00    | 8,550.00     | .00                  | 63,613.00  |
| 20-270-200-600              | Supplies and Materials                    | 3,800.00     | .00          | .00                  | 3,800.00   |
|                             |   | 75,963.00    | 8,550.00     | .00                  | 67,413.00  |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

|                |  | Appropriations    | Expenditures      | Encumbrances      | Available Balance |
|----------------|--|-------------------|-------------------|-------------------|-------------------|
|                | <b>ESSA Title IV</b>   |                   |                   |                   |                   |
| 20-280-200-300 | Professional Technical Services  | 12,190.00         | .00               | .00               | 12,190.00         |
| 20-280-200-600 | Supplies and Materials   | 1,000.00          | .00               | .00               | 1,000.00          |
|                |  | <u>13,190.00</u>  | <u>.00</u>        | <u>.00</u>        | <u>13,190.00</u>  |
|                | <b>ARP-ESSER Grant Program</b>   |                   |                   |                   |                   |
| 20-487-100-100 | Program Expenditures   | 257,480.24        | 122,065.97        | 26,471.50         | 108,942.77        |
|                |  | <u>257,480.24</u> | <u>122,065.97</u> | <u>26,471.50</u>  | <u>108,942.77</u> |
|                | <b>ARP ESSER Subgrant (ALCES)</b>  |                   |                   |                   |                   |
| 20-488-100-100 | Program Expenditures   | 185,986.00        | 33,300.50         | 8,294.86          | 144,390.64        |
|                |  | <u>185,986.00</u> | <u>33,300.50</u>  | <u>8,294.86</u>   | <u>144,390.64</u> |
|                | <b>ARP ESSER Subgrant (EBSLEA)</b>   |                   |                   |                   |                   |
| 20-489-100-100 | Program Expenditures   | 40,000.00         | .00               | .00               | 40,000.00         |
|                |  | <u>40,000.00</u>  | <u>.00</u>        | <u>.00</u>        | <u>40,000.00</u>  |
|                | <b>ARP Evidence Based Learning Beyond the School Day</b>   |                   |                   |                   |                   |
| 20-490-100-100 | Program Expenditures   | 16,675.89         | 6,589.46          | .00               | 10,086.43         |
|                |  | <u>16,675.89</u>  | <u>6,589.46</u>   | <u>.00</u>        | <u>10,086.43</u>  |
|                | <b>ARP ESSER Subgrant (NJTSS)</b>  |                   |                   |                   |                   |
| 20-491-200-300 | Professional Technical Services  | 900.00            | 900.00            | .00               | .00               |
| 20-491-100-100 | ARP ESSER Subgrant New Jersey Tiered System of Supports (NJTSS) Mental Health Support Staffing Grant | 42,229.62         | .00               | .00               | 42,229.62         |
|                |  | <u>43,129.62</u>  | <u>900.00</u>     | <u>.00</u>        | <u>42,229.62</u>  |
|                | <b>SDA Emergent Needs and Capital Maintenance in School Districts</b>                                |                   |                   |                   |                   |
| 20-492-100-721 | Program Expenditures   | 45,800.00         | 28,223.25         | 17,576.75         | .00               |
|                |  | <u>45,800.00</u>  | <u>28,223.25</u>  | <u>17,576.75</u>  | <u>.00</u>        |
|                | <b>Nonpublic Textbooks Aid</b>   |                   |                   |                   |                   |
| 20-501-100-640 | Program Expenditures   | 45,439.00         | 38,998.84         | 5,363.27          | 1,076.89          |
|                |  | <u>45,439.00</u>  | <u>38,998.84</u>  | <u>5,363.27</u>   | <u>1,076.89</u>   |
|                | <b>Nonpublic Aux Services - Basic Skills/Remedial</b>  |                   |                   |                   |                   |
| 20-502-100-800 | Program Expenditures   | 59,645.00         | 10,698.10         | 48,946.90         | .00               |
|                |  | <u>59,645.00</u>  | <u>10,698.10</u>  | <u>48,946.90</u>  | <u>.00</u>        |
|                | <b>Nonpublic Hand - Supplemental Instruction</b>   |                   |                   |                   |                   |
| 20-506-100-800 | Program Expenditures   | 140,420.00        | 24,862.60         | 115,557.40        | .00               |
|                |  | <u>140,420.00</u> | <u>24,862.60</u>  | <u>115,557.40</u> | <u>.00</u>        |
|                | <b>Nonpublic Hand - Handicapped Services</b>   |                   |                   |                   |                   |
| 20-507-100-800 | Program Expenditures   | 154,260.00        | .00               | 154,260.00        | .00               |

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

|                |  | Appropriations      | Expenditures      | Encumbrances        | Available Balance |
|----------------|--|---------------------|-------------------|---------------------|-------------------|
|                |  | 154,260.00          | .00               | 154,260.00          | .00               |
|                | <b>Nonpublic Hand - Corrective Speech</b>      |                     |                   |                     |                   |
| 20-508-100-800 | Program Expenditures                           | 49,802.00           | 9,021.00          | 40,781.00           | .00               |
|                |  | 49,802.00           | 9,021.00          | 40,781.00           | .00               |
|                | <b>Nonpublic Nursing Services</b>              |                     |                   |                     |                   |
| 20-509-100-100 | Nonpublic Nursing Services                     | 172,320.00          | 34,464.00         | 131,136.00          | 6,720.00          |
| 20-509-200-600 | Supplies and Materials                         | 8,400.00            | .00               | .00                 | 8,400.00          |
|                |  | 180,720.00          | 34,464.00         | 131,136.00          | 15,120.00         |
|                | <b>Nonpublic Technology Initiative Program</b> |                     |                   |                     |                   |
| 20-510-100-610 | Program Expenditures                           | 71,295.00           | 20,366.00         | 18,914.56           | 32,014.44         |
|                |  | 71,295.00           | 20,366.00         | 18,914.56           | 32,014.44         |
|                | <b>Nonpublic Security Aid Program</b>          |                     |                   |                     |                   |
| 20-511-100-800 | Program Expenditures                           | 314,130.01          | 79,518.75         | 74,278.51           | 160,332.75        |
|                |  | 314,130.01          | 79,518.75         | 74,278.51           | 160,332.75        |
|                | <b>Special Revenue Fund</b>                    | <b>3,628,682.71</b> | <b>862,740.12</b> | <b>1,804,923.65</b> | <b>961,018.94</b> |

*Thomas Lambie*

School Business Administrator Signature

*2/26/24*

Date

**30 Capital Projects Fund**

**Assets and Liabilities**

|                  |                                    |             |                     |
|------------------|------------------------------------|-------------|---------------------|
| <b>Assets</b>    |                                    |             |                     |
| 101              | Cash                               |             | 4,576,078.93        |
| <b>Resources</b> |                                    |             |                     |
| 301              | Estimated Revenues                 |             |                     |
| 302              | Revenues                           | (10,372.80) |                     |
|                  |                                    |             | <u>(10,372.80)</u>  |
|                  | <b>Total assets and resources:</b> |             | <b>4,565,706.13</b> |

**30 Capital Projects Fund**  
**Liabilities and Fund Equity**

|                     |   |              |                     |
|---------------------|---|--------------|---------------------|
| <b>Liabilities</b>  |   |              | .00                 |
| <b>Fund Balance</b> |   |              |                     |
|                     | Appropriated                              |              |                     |
|                     | Reserve for Encumbrances                  |              |                     |
| 753                 | Reserve for Encumbrances: Current         |              |                     |
| 754                 | Reserve for Encumbrances: Prior           |              |                     |
| 601                 | Appropriations                            |              |                     |
| 602                 | Expenditures                              |              |                     |
| 603                 | Encumbrances                              |              |                     |
|                     | Less: Expenditures and Encumbrances       |              |                     |
|                     | Total Appropriations                      |              | .00                 |
|                     | Reserved Fund Balance                     |              |                     |
| 75X,76x             | Other Reserves                            | .00          |                     |
|                     | Total Reserved Fund Balance:              |              | .00                 |
|                     | Unappropriated:                           |              |                     |
| 303                 | Budgeted Fund Balance                     |              |                     |
| 770                 | Fund Balance                              | 4,565,706.13 |                     |
|                     | Total Unappropriated:                     |              | 4,565,706.13        |
|                     | <b>Total Liabilities and Fund Balance</b> |              | <b>4,565,706.13</b> |

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Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December

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**30 Capital Projects Fund**

**Recapitulation of Budgeted Fund Balance**

|   | Budgeted   | Actual             | Variance         |
|---|------------|--------------------|------------------|
| Appropriations  | .00        | .00                | .00              |
| Revenues  | (.00)      | (10,372.80)        | (-10,372.80)     |
|   | <b>.00</b> | <b>(10,372.80)</b> | <b>10,372.80</b> |
| Less: Reserve for Encumbrances: Prior<br>Budgeted Fund Balance: | <b>.00</b> | <b>-10,372.80</b>  | <b>10,372.80</b> |

**30 Capital Projects Fund**  
**Interim Statements Comparing**  
**Budget Revenue with Actual to Date and**  
**Appropriations with Expenditures and Encumbrances to Date**

| Revenue/sources of funds                     | Budgeted<br>Estimated | Actual To<br>Date | Unrealized<br>Balance |                   |
|--|-----------------------|-------------------|-----------------------|-------------------|
| 1XXX                      From Local Sources | .00                   | 10,372.80         | -10,372.80            |                   |
|  | .00                   | 10,372.80         | -10,372.80            |                   |
| Expenditures                                 | Appropriations        | Expenditures      | Encumbrances          | Available Balance |

**30 Capital Projects Fund**  
**Schedule Of Revenues**  
**Actual Compared with Estimated**

|         |                                    | Estimated | Actual    | Unrealized |
|---------|------------------------------------|-----------|-----------|------------|
|         | <b>Revenues from Local Sources</b> |           |           |            |
| 30-1510 | Interest On Investments            | .00       | 10,372.80 | -10,372.80 |
|         |                                    | .00       | 10,372.80 | -10,372.80 |
|         |                                    | .00       | 10,372.80 | -10,372.80 |

**30 Capital Projects Fund**  
**Statement of Appropriations**  
**Compared with Expenditures and Encumbrances**

|                       | Appropriations | Expenditures | Encumbrances | Available Balance |
|-----------------------|----------------|--------------|--------------|-------------------|
| Capital Projects Fund | .00            | .00          | .00          | .00               |

  
\_\_\_\_\_  
School Business Administrator Signature

  
\_\_\_\_\_  
Date

**Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December**

**40 Debt Service Fund  
Assets and Liabilities**

| <b>Assets</b>        |                                    |                  |                     |
|----------------------|------------------------------------|------------------|---------------------|
| 101                  | Cash                               |                  |                     |
| 121                  | Debt Service Tax Levy A/R          |                  | 1,196,150.00        |
| Accounts Receivable: |                                    |                  |                     |
| 141                  | A/R: State of NJ                   | <u>89,511.00</u> | 89,511.00           |
|                      | Total Other Assets                 |                  | .00                 |
| <b>Resources</b>     |                                    |                  |                     |
| 301                  | Estimated Revenues                 | 7,695,050.00     |                     |
| 302                  | Revenues                           | (7,552,292.00)   |                     |
|                      |                                    |                  | <u>142,758.00</u>   |
|                      | <b>Total assets and resources:</b> |                  | <b>1,428,419.00</b> |

**40 Debt Service Fund**

**Liabilities and Fund Equity**

|                     |   |              |                     |                       |
|---------------------|---|--------------|---------------------|-----------------------|
| <b>Liabilities</b>  |   |              |                     |                       |
| 402                 | Interfund Accounts Payable                |              | 1,488,795.15        | 1,488,795.15          |
| <b>Fund Balance</b> |   |              |                     |                       |
|                     | Appropriated                              |              |                     |                       |
|                     | Reserve for Encumbrances                  |              |                     |                       |
| 753                 | Reserve for Encumbrances: Current         |              | 1,196,149.98        |                       |
| 754                 | Reserve for Encumbrances: Prior           |              |                     |                       |
| 601                 | Appropriations                            |              | 7,695,050.00        |                       |
| 602                 | Expenditures                              | 6,498,900.02 |                     |                       |
| 603                 | Encumbrances                              | 1,196,149.98 |                     |                       |
|                     | Less: Expenditures and Encumbrances       |              | (7,695,050.00)      |                       |
|                     | <b>Total Appropriations</b>               |              | <b>1,196,149.98</b> | <b>1,196,149.98</b>   |
|                     | Reserved Fund Balance                     |              |                     |                       |
| 75X,76x             | Other Reserves                            |              | .00                 |                       |
|                     | <b>Total Reserved Fund Balance:</b>       |              |                     | <b>.00</b>            |
|                     | Unappropriated:                           |              |                     |                       |
| 303                 | Budgeted Fund Balance                     |              |                     |                       |
| 770                 | Retained Earnings                         |              | (1,256,526.13)      |                       |
|                     | <b>Total Unappropriated:</b>              |              |                     | <b>(1,256,526.13)</b> |
|                     | <b>Total Liabilities and Fund Balance</b> |              | <b>1,428,419.00</b> | <b>1,428,419.00</b>   |

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Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December

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**40 Debt Service Fund**

**Recapitulation of Budgeted Fund Balance**

|                                       | Budgeted       | Actual            | Variance            |
|---------------------------------------|----------------|-------------------|---------------------|
| Appropriations                        | 7,695,050.00   | 7,695,050.00      | .00                 |
| Revenues                              | (7,695,050.00) | (7,552,292.00)    | (142,758.00)        |
|                                       | <b>.00</b>     | <b>142,758.00</b> | <b>(142,758.00)</b> |
| Less: Reserve for Encumbrances: Prior |                |                   |                     |
| Budgeted Fund Balance:                | <b>.00</b>     | <b>142,758.00</b> | <b>-142,758.00</b>  |

**40 Debt Service Fund**

**Interim Statements Comparing  
Budget Revenue with Actual to Date and  
Appropriations with Expenditures and Encumbrances to Date**

| Revenue/sources of funds                   | Budgeted<br>Estimated | Actual To<br>Date   | Unrealized<br>Balance |                   |
|--|-----------------------|---------------------|-----------------------|-------------------|
| 1XXX From Local Sources                    | 6,078,556.00          | 5,935,798.00        | 142,758.00            |                   |
| 3XXX From State Sources                    | 575,841.00            | 575,841.00          | .00                   |                   |
| 5XXX From Other Sources                    | 1,040,653.00          | 1,040,653.00        | .00                   |                   |
|  | <b>7,695,050.00</b>   | <b>7,552,292.00</b> | <b>142,758.00</b>     |                   |
|  |                       |                     |                       |                   |
| Expenditures                               | Appropriations        | Expenditures        | Encumbrances          | Available Balance |
| <b>Repayment of Debt</b>                   |                       |                     |                       |                   |
| 40-701-510-xxx Repayment of Debt - Regular | 7,695,050.00          | 6,498,900.02        | 1,196,149.98          | .00               |
|  | 7,695,050.00          | 6,498,900.02        | 1,196,149.98          | .00               |
| <b>Other</b>                               |                       |                     |                       |                   |
| 40-* Other Debt Service Fund               | .00                   | .00                 | .00                   | .00               |
|  | .00                   | .00                 | .00                   | .00               |
|  | <b>7,695,050.00</b>   | <b>6,498,900.02</b> | <b>1,196,149.98</b>   | <b>.00</b>        |

Report of the Secretary to the Board of Education  
Livingston Board of Education  
2023-24 December

**40 Debt Service Fund**  
**Schedule Of Revenues**  
**Actual Compared with Estimated**

|         |  | Estimated           | Actual              | Unrealized        |
|---------|--|---------------------|---------------------|-------------------|
|         | <b>Revenues from Local Sources</b>               |                     |                     |                   |
| 40-1210 | Ad Valorem Taxes - Local Tax Levy                | 5,935,798.00        | 5,935,798.00        | .00               |
| 40-1990 | Miscellaneous Revenue from Local Sources         | 142,758.00          | .00                 | 142,758.00        |
|         |  | 6,078,556.00        | 5,935,798.00        | 142,758.00        |
|         | <br><b>Revenues from State Sources</b>           |                     |                     |                   |
| 40-3160 | Debt Service Aid Type II.                        | 575,841.00          | 575,841.00          | .00               |
|         |  | 575,841.00          | 575,841.00          | .00               |
|         | <br><b>Revenues from Other Financing Sources</b> |                     |                     |                   |
| 40-5200 | Interfund Transfers                              | 1,040,653.00        | 1,040,653.00        | .00               |
|         |  | 1,040,653.00        | 1,040,653.00        | .00               |
|         |  | <b>7,695,050.00</b> | <b>7,552,292.00</b> | <b>142,758.00</b> |

**40 Debt Service Fund**

**Statement of Appropriations  
Compared with Expenditures and Encumbrances**

|                |                             | Appropriations | Expenditures | Encumbrances | Available<br>Balance |
|----------------|-----------------------------|----------------|--------------|--------------|----------------------|
|                | <b>Regular Debt Service</b> |                |              |              |                      |
| 40-701-510-834 | Interest on Bonds           | 2,505,050.00   | 1,308,900.02 | 1,196,149.98 | .00                  |
| 40-701-510-910 | Redemption of Principal     | 5,190,000.00   | 5,190,000.00 | .00          | .00                  |
|                |                             | 7,695,050.00   | 6,498,900.02 | 1,196,149.98 | .00                  |
|                | <b>Debt Service Fund</b>    | 7,695,050.00   | 6,498,900.02 | 1,196,149.98 | .00                  |

  
 \_\_\_\_\_  
 School Business Administrator Signature

\_\_\_\_\_  
 2/26/24  
 Date