



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, March 6, 2023

Executive Session - Hybrid Meeting - Administration Building - 6:00 p.m.

Public Session - Hybrid Meeting - Administration Building - 7:00 p.m.

This is a public meeting of the Board of Education. The Livingston Board of Education will be video recording and posting its open public meetings on the district website. The Board reserves the right to edit the videotape prior to posting to protect the privacy of students and staff.

The Board's Bylaw #0168 allows videotaping and livestreaming of public meetings with prior approval from the Board Secretary. Any member of the public may record the proceedings of a public meeting of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, distract Board members or other observers present at the meeting, or violate the privacy of students and staff. The Board will permit the use of tape recorder(s), video camera(s) or live streaming only when notice of such intended use has been given to the Board Secretary five days in advance of the meeting. Any camera(s) must be operated in an inconspicuous location in the meeting room. The Board reserves the right to request a copy of the tape. The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.

While the Board of Education discourages the videotaping/livestreaming of students without written parental consent, public meetings are not subject to the same restrictions as other school events. Please be aware that you and your children may be videotaped or livestreamed as a result of your participation at this meeting.

In accordance with Policy #9131, the Livingston Board of Education members, district administration, and staff will treat students, parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

I. OPEN SESSION

A. Call to Order – Vineeta Khanna, 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, 2023 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:

- HIB Training and Personnel

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. Black History Month
2. Budget Presentation

F. Board Reports

G. Student Representative's Report

H. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of January 17, 2023
2. Public Portion of Executive Session Meeting Minutes of January 24, 2023
3. Workshop/Voting Meeting Minutes of February 7, 2023
4. Workshop/Voting Meeting Minutes of February 13, 2023

ROLL CALL VOTE

I. Public Input on Agenda Items ~ up to 15 minutes

An excerpt from Policy #0167 adopted on December 13, 2004, revised on January 10, 2011 and reviewed on March 4, 2013 and January 23, 2017 states that 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.

Public participation 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, place of residence, and group affiliation, if appropriate;
2. Each statement made by a participant shall be limited to three minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

The portion of the meeting during which the participation of the public is invited shall be limited to fifteen minutes, or at the discretion of the presiding officer.

II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 TextBooks, Novels and DVDs

Resolved, that the Livingston Board of Education approves the novel 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**.

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 2022-2023 for one (1) Livingston student with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on **Attachment 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 2022-2023 school year.

ASSISTIVE TECHNOLOGY

Bergen County Special Services \$850.00/evaluation

CHILD STUDY TEAM EVALUATIONS

Phyllis Bresner \$475.00/evaluation
\$100.00/hour

HOME INSTRUCTION

Union County Educational Services Commission \$71.00/hour

PSYCHIATRIC EVALUATIONS

Platt Psychiatric Associates \$875.00/evaluation

SPEECH THERAPY

Heidi Miller Speech & Associates \$140.00/hour

VISION EVALUATIONS

Perkins School for the Blind \$1,200.00/evaluation

VOCATIONAL EVALUATIONS

Jewish Vocational Services \$975.00/evaluation

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.

Fund	Name	Amount
10&11	Regular	\$3,582,256.84
12	Regular	\$752,884.97
20	Regular	\$225,858.11
60	Cafeteria	\$454,483.12
	TOTAL	\$5,015,483.04

Regular Checks	100239-100566	\$4,560,999.92
Cafeteria	1445-1459	\$454,483.12
	TOTAL	\$5,015,483.04

3.2 Preliminary Board Secretary Report – December 2022

Whereas, the Livingston Board of Education has received the Preliminary Report of the Board Secretary for December 31, 2022, 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, 2022, 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	\$21,539,429.32		
(11) Current Expense		\$5,891,353.54	\$14,682,595.20
(12) Capital Outlay		\$3,662,414.17	\$4,826,849.00
(20) Special Revenue Fund	\$604,751.85	\$2,995,380.66	
(30) Capital Projects Fund	\$4,557,214.37		
(40) Debt Service Fund	\$0.00		
Total:	\$26,701,395.54	\$12,549,148.37	\$19,509,444.20

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of December 31, 2022, 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 2022-2023 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:

<u>Object</u>	<u>Description</u>	<u>To</u>	<u>From</u>
0100	Salaries		602,820
0241	Other Retirement Cont. Reg	29,275	
0270	Health Benefits	332,526	
0320	Purch Prof-Educational Services		69,881
0330	Purchased Professional	35,255	
0331	Legal Services		105
0420	Clean/Repair Maintenance		1,555
0423	Software Maintenance	11,586	
0440	Rentals/Lease Purchase	50,935	
0450	Construction Services		7,877
0500	Other Purchased Serv	43,167	
0503	Aid in Lieu Payments	15,136	
0514	Cont Services (Sped)	99,000	
0530	Communications/Telephone		40,000
0566	Tuition Pri Scl Handicapped	105,000	
0590	Misc Purch Services		8,880
0600	Supplies and Materials		1,912
0610	General Supplies	4,953	
0640	Textbooks		2,857
0730	Non Instructional Equipment	15,873	
0731	Instructional Equipment	1,377	
0800	Miscellaneous		6,963
0890	Other Objects		1,235
	TOTALS	\$744,084	\$744,084

3.4 Conferences and Overnight Trips

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

Resolved, that the Livingston Board of Education approves *Therese Desamours, Marjorie Duffy and Drew Krumholz* to chaperone approximately 25 students attending the Key Club District Education Conference from March 24 to 25, 2023, in Princeton, NJ, at no cost to the district.

3.5 Gloucester County Special Services School District

Resolved, that the Livingston Board of Education approves participation in a cooperative transportation agreement with Gloucester County Special Service School District for the 2022-2023 school year.

3.6 Joint Transportation Agreement with Sussex County Regional Cooperative

Resolved, that the Livingston Board of Education enters into a jointure with Sussex County Regional Cooperative for participation in public transportation services for the 2023-2024 school year.

Resolved, that the Livingston Board of Education enters into a jointure with Sussex County Regional Cooperative for participation in transportation services for Athletic Events and Extracurricular/Field Trips for the 2023-2024 school year.

Resolved, that the Livingston Board of Education enters into a jointure with Sussex County Regional Cooperative for participation in special education transportation services for the 2023-2024 school year.

3.7 Acceptance: Additional Funds for Nonpublic Auxiliary and Handicapped Aid (Chapter 192/193)

Resolved, that the Livingston Board of Education approves the acceptance of additional funds from the New Jersey Department of Education for the Nonpublic Auxiliary and Handicapped Services Aid (Chapter 192/193) for the 2022/2023 school year as follows:

Chapter 193	Initial Examination and Classification	\$3,979.00
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3.8 Approval: Acceptance of Funds for the 2022/2023 Additional or Compensatory Special Education and Related Services Grant (ACSERS)

Resolved, that the Livingston Board of Education approves the acceptance of funds for the 2022/23 Additional or Compensatory Special Education and Related Services Grant for \$525,126 for students with disabilities.

3.9 Cancellation of Unissued Debt

Whereas, the Livingston Board of Education had previously authorized sale of bonds in connection with approved referendums and construction projects; and

Whereas, all of the the construction projects have been completed and closed; and

Whereas, the amount of bonds authorized but not issued is equal to \$6,410,849; and

Whereas, these funds cannot be utilized by the district as the projects are completed and closed; therefore

Be It Resolved, that Livingston Board of Education authorizes the cancellation of this authorized and unissued debt in the amount of \$6,410,849.

3.10 The Bright and Beautiful Therapy Dogs, Inc.

Resolved, that the Livingston Board of Education approves The Bright and Beautiful Therapy Dogs, Inc. to hold a therapy dog session at Livingston High School on March 9, 2023.

3.11 Acceptance: Donation - The Algae Foundation

Resolved, that the Livingston Board of Education approves a donation from The Algae Foundation, in the amount of \$1,000, for the LHS Science Department to purchase algae supplies.

3.12 Board Member Assignments

Resolved, that the Livingston Board of Education accepts the President's designation to add *Parul Khemka* to the District Technology Committee and *Pamela Chirls* and *Seth Cohen* to the Town Liaison Committee as shown on **Attachment F**.

3.13 Bylaws, Policies & Regulations

Resolved, that the Livingston Board of Education approves the following Bylaws, Policies and Regulations for second reading and adoption:

Bylaws

Bylaw #0152 - Board Officers (with revisions)

Bylaw #0161 - Call, Adjournment and Cancellation (with revisions)

Bylaw #0162 - Notice of Board Meetings (with revisions)

Policies

Policy #2425 - Emergency Virtual or Remote Instruction Program (M) (new to district)

Policy #8140 - Student Enrollments (M)

Regulations

Regulation #2425 - Emergency Virtual or Remote Instruction Program (M) (new to district)

Regulation #8140 - Enrollment Accounting (M)

Regulation #8420.2 - Bomb Threats (M)

Regulation #8420.7 - Lockdown Procedures (M)

Regulation #8420.10 - Active Shooter (M)

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
Michael Davison	Business Administrator/ Board Secretary	Resignation	CO	April 7, 2023
Eric Weis	Teacher of Physical Science	Retirement	LHS	June 30, 2023
Jennifer Larsen	Teacher of Family & Consumer Science	Retirement	MPMS	June 30, 2023
Edwin Tomlinson	Custodian	Retirement	HMS	June 30, 2023
Peter Gutheil	IT Support Specialist	Retirement	LHS	June 30, 2023
Renata Cirelli	Teacher of Italian	Resignation	LHS	June 30, 2023
Zachary Foote	Elementary School Teacher	Resignation	BHE	June 30, 2023
Allison Pringle	School Psychologist	Resignation	RHE	April 14, 2023
Alexandra Brown	Teacher of Spanish	Resignation	LHS	June 30, 2023

**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
Alaina Burrows	HMS	Teacher of Math	NA	1/17/2023-2/3/2023**	NA	2/6/2023
Keith Chaudruc*	LHS	Teacher of Health & PE	12/12/2022-1/27/2023* *	NA	NA	1/30/2023
Yooree Gillman	LHS	Teacher of Math	5/1/2023-6/30/2023	8/30/2023-11/24/2023**	11/27/2023-1/25/2024	1/26/2024
Sarah O'Brien*	BHE	Teacher of ESL	11/28/2022-2/8/2023	2/9/2023-2/10/2023 & 2/13/2023-5/19/2023**	5/22/2023-6/30/2023	8/30/2023
Jennifer Loniewski	CO	Director of C&I	1/5/2023-2/3/2023	NA	2/6/2023-3/3/2023	3/6/2023

Breanne Mannes*	HMS	TOSD	12/19/2022-2/1/2023	2/2/2023-5/11/2023**	NA	5/12/2023
Maxine Davner*	Hillside	Instructional Aide	2/27/2023-3/6/2023	3/7/2023-3/10/2023**	NA	3/13/2023
AnnMarie Mansfield*	RHE	Kindergarten Aide	1/30/2023	1/31/2023 - 4/7/2023**	NA	4/10/2023

*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
Krista Fitzgerald	BHE/MPE	Teacher of Art	Leave Replacement	J. Montgomery	BA	1	\$54,900 (prorated)	2/27/2023
Elena Cannarozzi	LHS	Teacher of Math	First Year Tenure Track	R. Dominguez	BA	3	TBD**	8/30/2023

*as amended from a previous agenda

**salary to be adjusted once the salary guides for 2023-2024 contract are finalized

Resolved, that the Livingston Board of Education approves the appointment of the ABA Discrete Trial TA's and Instructional Aides as listed on **Attachment G**.

4.4 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 2022-2023 school year:

Teachers

Marisa Dworkin

Samantha Lichtstein

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
Carol Silberfein*	BHE	Media	Long-Term Sub	open position	\$275/day	2/14/2023
Meghan Dufford	RHE	Kindergarten Aide	Long Term Sub	A Mansfield	\$130/day	1/30/2023-3/31/2023
Terri Ciecierski*	LHS	Job Coach	Long Term Sub	K Schwindel	\$167/day	2/6/2023-6/22/2023
James Novotny**	HMS	Teacher of Tech Ed	Long Term Sub	B. DeRuosi	\$330/day	3/13/2023-4/14/2023
James Novotny**	HMS	Teacher of Tech Ed	Long Term Sub	B. DeRuosi	\$275/day	4/15/2023-6/6/2023
Kate Schwindel*	LHS	TOSD	Long Term Sub	N. Pacholec	\$275/day	2/1/2023-6/22/2023

*to be paid the difference between the rate listed and the individual's current per diem rate

**amended from previous agenda

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment H** 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.

4.5 Extra Work Pay

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

4.6 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment J** for co-curricular stipends at Mt. Pleasant Middle School for the 2022-2023 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 K** for co-curricular stipends at Heritage Middle School for the 2022-2023 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 co-curricular stipends at Livingston High School for the 2022-2023 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 M** for athletic stipends at Livingston High School for the 2022-2023 school year in accordance with the contract between the LBOE and the LEA.

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

4.7 Extra Period Assignments

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment N** for extra period assignments during the 2022-2023 school year.

4.8 ESEA Grant

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment O** for the *ELL Homework Help* at the rate listed. This program will be paid through ESEA Title III Immigrant grant funds.

4.9 ESSER Mental Health Grant

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment P** for the *ESSER - teen Mental Health First Aid (tMHFA)* at the rate of \$50.36 per hour. This program will be paid through ESSER Mental Health Grant funds.

4.10 NY Jets Grant

Resolved, that the Livingston Board of Education approves *Robert Breschard* as Girls Flag Football Coach. This program will be paid through a grant received from the New York Jets as an initiative to promote girls high school flag football in the State of New Jersey.

4.11 Transfers

Resolved, that the Livingston Board of Education approves the transfers as listed on **Attachment Q**.

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. Public Comment ~ up to 15 minutes

An excerpt from Policy #0167 adopted on December 13, 2004, revised on January 10, 2011 and reviewed on March 4, 2013 and January 23, 2017 states that 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.

Public participation 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, place of residence, and group affiliation, if appropriate;
2. Each statement made by a participant shall be limited to three minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

The portion of the meeting during which the participation of the public is invited shall be limited to fifteen minutes, or at the discretion of the presiding officer.

K. Old Business

L. 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 March 6, 2023 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
1. Matter rendered confidential by federal law, state statute or rule of court.
 2. Matter in which the release of information would impair a right to receive federal funds.
 3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
 4. Collective bargaining matter.
 5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
 6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.

7. Investigation of violations or possible violations of law.
 8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
 9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
 10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

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

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

Executive Sessions

- Review, revise, and finalize CSA Evaluation
- Board Retreat

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>
Inside Out & Back Again	Thanhha Lai Harper	2013	Gr. 8	English Language Arts	For all the ten years of her life, Ha has only known Saigon: the thrills of its markets, the joy of its traditions, the warmth of her friends close by. But now the Vietnam War has reached her home Ha and her family are forced to flee as Saigon falls. This is a story of one girl's year of change, dreams, grief, and healing as she journeys from one country to another.

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Emma Breschard	Albright College	Observation	Livingston High School	Sarah Pasculli	January 20 - January 27, 2023
Lauren Wells	Montclair State University	Administrative	Central Office	Matthew Block	March 1, 2023

FIELD TRIPS

SCHOOL	GRADE/COURSE	MONTH	DESTINATION
Elementary	Grade 1	March	Raritan Valley Community College Planetarium
Elementary	Grade 5	March	Liberty Science Center
Elementary	Grade 5	June	Buehler Challenger and Science Center
Elementary	Grade 5	June	Spring Lake Day Camp
Secondary	Digital Imaging 2	March	Silverball Museum
Secondary	History	March	Temple B'Nai Abraham
Secondary	Sports & Entertainment Marketing	March/April	MetLife Stadium

<u>School</u>	<u>Program Type</u>	<u>Type</u>	<u>School Year 2022-2023</u>			<u>Extraordinary Services</u>			<u>Extended School Year</u>			<u>Total School</u>
			<u># of Stud</u>	<u>Tuition 2022-2023</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>		
Celebrate the Children	Multiple Disabilities	N	1	\$ 77,580.00	\$ 77,580.00	1	\$ 31,500.00	\$ 31,500.00				\$ 109,080.00
Total			1		\$ 77,580.00	1		\$ 31,500.00				\$ 109,080.00

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.

Conference	Attendee(s)	Date(s)	Location	Cost
Using Desmos to Increase Learning for Your Struggling Math Students	Sara Osmer	February 2, 2023	Virtual	\$279.00
Motivating Children to Love Literature by Exploring Multiple Genres and the Affective Side of Reading Life	Jennifer Szostak	February 23, 2023	New Brunswick, NJ	\$200.00
NJMEA Stare Conference 2023	Jennifer Wise	February 23, 2023	Atlantic City, NJ	\$250.00
Reimagining the World Language Classroom: The Future Starts Today	Alexandra Brown	March 3, 2023	New York, NY	\$250.00
Reimagining the World Language Classroom: The Future Starts Today	Teresa Fannell	March 3, 2023	New York, NY	\$250.00
NJSSNA Spring Conference	Carolyn Ross	March 25, 2023	Princeton, NJ	\$300.00
Abraham Lincoln, Race, and the New Birth of Freedom	Thomas Montesion	April 21-23, 2023	Springfield, IL	\$500.00
American String Teachers Association Conference	Nancy Ciminnisi	March 15-18, 2023	Orlando, FL	\$2,500.00
South by Southwest Edu Conference	Justin Toomey	March 6-9, 2023	Austin, TX	\$2,850.00
Qualtrics X4 Conference	Natalie Topylko	March 7-9, 2023	Salt Lake City, UT	\$2,300.00
Qualtrics X4 Conference	Sinead Crews	March 7-9, 2023	Salt Lake City, UT	\$2,300.00
Qualtrics X4 Conference	Matthew Block	March 7-9, 2023	Salt Lake City, UT	\$2,300.00
TESOL 2023 International Conference and English Language Expo	Alexandra Marzula	March 21-24, 2023	Portland, Oregon	\$2,200.00 *Paid for with Title Funds
Certified Agile Classroom Teacher	Laura Richards	February 4-5, 2023	Virtual	\$245.00
School-Based Intensive: STAR for School	Bridget Vasto	March 24-April 11, 2023	Virtual	\$64.00
NJTESOL - NJBE 2023 Spring Conference	Kristina Dugan	May 23-24, 2023	New Brunswick, NJ	\$535.87 *Paid for with Title Funds
NJTESOL - NJBE 2023 Spring Conference	Smruti Shah	May 23-25, 2023	New Brunswick, NJ	\$472.00 *Paid for with Title Funds
Shape NJ Annual Convention	Cara Dlugo	February 27-28, 2023	Princeton, NJ	\$433.50
Shape NJ Annual Convention	Michael Munley	February 27-28, 2023	Princeton, NJ	\$668.48
Shape NJ Annual Convention	Paul Cirlincione	February 27-28, 2023	Princeton, NJ	\$750.00
Shape NJ Annual Conference	David Jones	February 27-28, 2023	Princeton, NJ	\$743.48
Shape NJ Annual Conference	Jacqueline Gronck	February 27-28, 2023	Princeton, NJ	\$750.00
Shape NJ Annual Conference	Robert Grosso	February 28, 2023	Princeton, NJ	\$250.00
Enhance Your Students' Use of the Target Language	Vincent Belcastro	March 2, 2023	West Orange, NJ	\$279.00
UGA Advisory Board Annual Meeting	Nicole Rothman	April 12-14, 2023	Athens, GA	\$0.00
Georgia Council for Economic Education Workshop	Alex Lamon	March 10-12, 2023	Athens, GA	\$0.00
2023 New Jersey School Buildings and Grounds Association Conference	James Perrete	March 19-22, 2023	Atlantic City, NJ	\$1,100.00
NJTESOL/NJBE, Inc. 2023 Spring Conference	Lucia Santarella	May 23-24, 2023	New Brunswick, NJ	\$500.00 *Paid for with Title Funds
NJTESOL - NJBE 2023 Spring Conference	Michelle Bellemo	May 23-24, 2023	New Brunswick, NJ	\$535.87 *Paid for with Title Funds
NJTESOL - NJBE 2023 Spring Conference	Michele Kim	May 23-24, 2023	New Brunswick, NJ	\$535.87 *Paid for with Title Funds
NJTESOL - NJBE 2023 Spring Conference	Linda Eagle	May 23-24, 2023	New Brunswick, NJ	\$535.87 *Paid for with Title Funds
FLENJ Annual conference 2023	Linet Martes	March 17, 2023	New Brunswick, NJ	\$200.00
FLENJ Annual conference 2023	Karin Arones	March 17, 2023	New Brunswick, NJ	\$200.00
FLENJ Annual conference 2023	Nathalie Ricot	March 17, 2023	New Brunswick, NJ	\$200.00
The Failure of Reconstruction and the Rise of Jim Crow	Thomas Montesion	April 14-16, 2023	Atlanta, GA	\$300.00
AP Art and Design Online Workshop	Victoria Giosio	March 28-April 4, 2023	Virtual	\$175.00
NEA Conference	Wendy Gelman	March 10, 2023	San Francisco, CA	\$0.00
NEA Conference	Ivette Morano	March 10, 2023	San Francisco, CA	\$0.00
NEA Conference	Anthony Rosamilia	March 10, 2023	San Francisco, CA	\$0.00
NEA Conference	Jennifer Larsen	March 10, 2023	San Francisco, CA	\$0.00
NEA Conference	Deborah Paolella	March 10, 2023	San Francisco, CA	\$0.00
NEA Conference	Martha Ackerman	March 10, 2023	San Francisco, CA	\$0.00
College Art Association Conference	Kristin Angel Lambert	February 15-17, 2023	New York City	\$200.00
Directors of Athletics Association of New Jersey (DAANJ) State Conference	David Cohen	March 13 - 17, 2023	Atlantic City, NJ	\$2,000.00
AASPA: Diversity, Equity & Inclusion Summit	Susan Burman	April 20-21, 2023	Baltimore, MD	\$1,425.00
Millersville 38th Annual Teacher Recruitment Day Job Fair	David Richards	March 6-7, 2023	Millersville, PA	\$350.00
Millersville 38th Annual Teacher Recruitment Day Job Fair	Robert Rolling	March 6-7, 2023	Millersville, PA	\$350.00
IMSE: Morphology Plus	Lenore Gallo	March 13-17, 2023	Virtual	\$1,500.00

**LBOE Committee Assignments
January 2023 - December 2023**

BOARD COMMITTEES		PROPOSED
Committee	Representative	
Curriculum	Ms. Arnette, Mrs. Chirls	
Equity	Ms. Arnette, Mrs. Khemka	
Finance and Facilities	Mr. Cohen, Mrs. Khanna	
Negotiations (LEA, LAA & LSA)	Mrs. Chirls, Mr. Cohen	
Policy	Mrs. Chirls, Mrs. Khemka	
SEPAC	Mrs. Khanna, Mrs. Khemka	
Strategic Planning	Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khanna, Mrs. Khemka	
District Technology Committee	Mr. Cohen, Mrs. Khemka	
TOWNSHIP/LPS/BOARD COMMITTEES		
Committee	Representative	
Chamber of Commerce	Mrs. Khanna	
Healthy Community, Healthy Youth	Mrs. Chirls, Mrs. Khemka	
Health and Wellness	Dr. Block, Ms. Arnette, Mrs. Chirls	
Livingston Advisory Committee for Disabilities	Mrs. Capone-Steiger, Mrs. Khanna, Mrs. Khemka	
Livingston Committee for Diversity and Inclusion	Ms. Arnette, Mrs. Chirls	
Livingston Education Foundation	Dr. Block, Mr. Cohen, Mrs. Khemka	
Livingston Green Team	Mr. Perrette, Mr. Cohen	
Livingston Municipal Alliance Committee	Dr. Block, Ms. Arnette, Mrs. Chirls	
Livingston Public Broadcasting - liaisons	Mr. Douglas, Mrs. Rubin, Mrs. Khanna, Mrs. Khemka	
Safety	Dr. Block, Mr. Davison, Mr. Perrette, Mr. Toomey, Ms. Arnette, Mrs. Chirls	
Town Liaison Committee	Mrs. Chirls, Mr. Cohen	
Transportation - liaisons	Mrs. Marazzo, Mrs. Khanna	
Vision 20/20	Dr. Block, Mr. Davison, Mr. Cohen	
Welcome to Livingston	Mrs. Chirls, Mrs. Khanna	
Youth Sports Council	Mr. Cohen	
BOARD REPRESENTATIVES		
Committee	Representative	
Delegate to NJSBA	Ms. Arnette, Mrs. Chirls (alternate)	
Essex County School Boards Association	Ms. Arnette	
Essex Regional Educational Services Commission	Mr. Cohen	
Garden State Coalition Delegate	Ms. Arnette, Mrs. Khanna, Mrs. Khemka (rotation)	
NJSBA Legislative District #27 Committee	Mrs. Chirls	
NJSBA Standards & Assessment Committee	Mrs. Chirls	
PT Council	Ms. Arnette, Mrs. Chirls, Mr. Cohen, Mrs. Khanna, Mrs. Khemka (rotation)	
LIAISONS		
Burnet Hill Elementary School	Mrs. Khanna	
Collins Elementary School	Mr. Cohen, Mrs. Khanna	
Harrison Elementary School	Mrs. Chirls, Mrs. Khemka	
Hillside Elementary School	Ms. Arnette, Mrs. Khanna	
Mt. Pleasant Elementary School	Mr. Cohen	
Riker Hill Elementary School	Mrs. Chirls	
Mount Pleasant Middle School	Ms. Arnette, Mrs. Khemka	
Heritage Middle School	Ms. Arnette, Mrs. Khemka	
Livingston High School	Mrs. Chirls, Mr. Cohen	

Last Name	First Name	Location	Job Title	Guide	Step	Salary	Start Date
APPOINTMENTS							
Kumar	Nidhi	Harrison	Instructional Aide	I&KA	1	\$26,033 (prorated)	2/8/2023
Quigley	Megan	BHE	ABA Discrete Trial TA	TA	1	\$33,454 (prorated)	3/15/2023
Steiner	Paul	LHS	Job Coach	TA	1	\$33,454 (prorated)	2/7/2023
Yalt	Sevgi Tugce	Harrison	Instructional Aide	I&KA	1	\$26,033 (prorated)	2/9/2023

**amended from previous agenda*

LOC	Last Name	First Name	Position
BHE	Schechner	MayaBea	Instructional Aide
HMS	Hudes	Shari	Instructional Aide
HMS	Novotny	Laura	Instructional Aide

NAME	DATE	POSITION	#HOURS WORKED	RATE	TOTAL AMOUNT
Alessio, Karen	1/7/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/14/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/23/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/31/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	2/6/2023	Game Worker/Basketball	2	\$22.50	\$45.00
Ambio, Lester	1/3/2023	Game Worker/Security	3	\$25.00	\$75.00
Barbella, Ron	1/5/2023	Game Worker/Security	2	\$25.00	\$50.00
	1/12/2023	Game Worker/Security	2	\$25.00	\$50.00
Cuneo, Ernie	1/13/2023	Game Worker/Wrestling	6	\$22.50	\$135.00
	1/20/2023	Game Worker/Wrestling	5.5	\$22.50	\$123.75
Desamour, Therese	2/7/2023	Game Worker/Basketball	2	\$22.50	\$45.00
Duffy, Marjorie	1/24/2023	Game Worker/Basketball	2	\$22.50	\$45.00
Gillock, Joanne	1/13/2023	Game Worker/Wrestling	2	\$22.50	\$45.00
	2/6/2023	Game Worker/Basketball	2	\$22.50	\$45.00
Goldberg, Joann	1/12/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/13/2023	Game Worker/Wrestling	2	\$22.50	\$45.00
	1/19/2023	Game Worker/Basketball	2	\$22.50	\$45.00
Gromek, Melissa	12/16/2022	Game Worker/Hockey	2.5	\$22.50	\$56.25
	12/29/2022	Game Worker/Basketball	2.5	\$22.50	\$56.25
	1/5/2023	Game Worker/Basketball	2.5	\$22.50	\$56.25
	1/7/2023	Game Worker/Basketball	1.5	\$22.50	\$33.75
	1/7/2023	Game Worker/Basketball	3	\$22.50	\$67.50
	1/9/2023	Game Worker/Hockey	2.5	\$22.50	\$56.25
	1/18/2023	Game Worker/Hockey	2.5	\$22.50	\$56.25
	1/19/2023	Game Worker/Basketball	3.5	\$22.50	\$78.75
	1/20/2023	Game Worker/Basketball	1.5	\$22.50	\$33.75
Held, Nancy	1/14/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/20/2023	Game Worker/Wrestling	2.5	\$22.50	\$56.25
	1/24/2023	Game Worker/Basketball	2	\$22.50	\$45.00
Homborg, Cathy	1/12/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/19/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/23/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/24/2023	Game Worker/Basketball	2	\$22.50	\$45.00
Jones, David	1/13/2023	Game Worker/Wrestling	6	\$22.50	\$135.00
	1/20/2023	Game Worker/Wrestling	6	\$22.50	\$135.00
Lieberman, Theresa	1/12/2023	Game Worker/Basketball	2	\$22.50	\$45.00

	1/19/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/31/2023	Game Worker/Basketball	2	\$22.50	\$45.00
Lukowiak, Stuart	1/7/2023	Game Worker/Security	2	\$25.00	\$50.00
	1/28/2023	Game Worker/Security	6	\$25.00	\$150.00
Munley, Michael	11/3/2022	Game Worker/Volleyball	3	\$22.50	\$67.50
Nedza, Stacy	1/23/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	2/6/2023	Game Worker/Basketball	2	\$22.50	\$45.00
Rulka, Mary Kate	1/7/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/13/2023	Game Worker/Wrestling	2	\$22.50	\$45.00
	1/20/2023	Game Worker/Wrestling	2.5	\$22.50	\$56.25
	1/23/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/31/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	2/7/2023	Game Worker	2	\$22.50	\$45.00
Shue, Richard	1/3/2023	Game Worker/Basketball	2	\$22.50	\$45.00
	1/5/2023	Game Worker/Basketball	4.5	\$22.50	\$101.25
	1/7/2023	Game Worker/Basketball	5.5	\$22.50	\$123.75
	1/12/2023	Game Worker/Basketball	5	\$22.50	\$112.50
	1/14/2023	Game Worker/Basketball	5	\$22.50	\$112.50
	1/17/2023	Game Worker/Basketball	3.75	\$22.50	\$84.38
	1/19/2023	Game Worker/Basketball	5	\$22.50	\$112.50
	1/24/2023	Game Worker/Basketball	4.75	\$22.50	\$106.88
	1/25/2023	Game Worker/Basketball	2.25	\$22.50	\$50.63
	1/26/2023	Game Worker/Basketball	4	\$22.50	\$90.00
Sullivan, Margaret	1/24/2023	Game Worker/Basketball	2	\$22.50	\$45.00
Sullivan, Joseph	2/3/2023	Security/Harrison School Rehearsal	4	\$25.00	\$100.00
	2/5/2023	Security/Harrison School Show	4.5	\$25.00	\$112.50
Szalay, Ann	1/20/2023	Game Worker/Wrestling	2.5	\$22.50	\$56.25
					\$4,091.88

Position	Amount	Assigned staff member(s)
Spring Production		
Director	\$1,612 \$1,612	Chris Russoniello Alec Wolf
Musical Director	\$645 \$645	Chris Russoniello Alec Wolf
Technical Director of Stage Crew	\$645 \$645	Chris Russoniello Alec Wolf

HERITAGE MIDDLE SCHOOL STIPENDS

Position	# of Positions	2022/2023 Amount	STAFF
Musical Director	1	\$2,579	Ethan Smith(OD)
Technical Director of Stage Crew	1	\$1,290	Nick Clarey (OD)

2022-2023 LHS Co-Curricular Stipends			
Position	# of Positions	Amount	Approved 2022-2023
* Computer Lab Extended Hours (Art, Business, Math, Tech & Photoshop) - 2 hours per week, 34 weeks,	5	\$37.93 per hour	Matthew Van Pelt (Math)

Stipend	Positions	# of Stipends	Stipend Amount	Last Name	First Name
Wrestling	VOLUNTEER			Petrillo (OD)	Anthony
Boys' Basketball	VOLUNTEER			Boulin (OD)	Christopher
Fencing	Assistant (.5)	2	\$3,835	Ng (OD)	Alice
Fencing	Assistant (.5)		\$3,835	Richardson (OD)	Andrew
Boys Lacrosse	Assistant	2	\$8,320	Mattia (OD)	Christopher
2023-24 ATHLETIC STIPEND					
Football	Head	1	\$13,000*	Breschard	Robert

**amount may change upon ratification of LEA contract*

Name	Position	Location	# Classes	Effective Date
Alex Lamon	Teacher of Business Education	LHS	0.2	1/30/2023 - 6/22/2023
Hongkai Zhang	Teacher of Computer Science	LHS	0.2	1/27/2023 - 6/22/2023
Ellen Friedman	Teacher of Math	HMS	0.2	1/17/2023 - 2/17/2023
Tom Truscello	Teacher of Math	HMS	0.2	1/17/2023 - 2/17/2023
Anthony Rappa	Teacher of Math	HMS	0.2	1/17/2023 - 2/17/2023
Kenneth Zushma*	Teacher of Tech Ed	HMS	0.2	11/14/2022 - 1/27/2023 & 1/30/2023 - 4/14/2023
Michael Pizzone	Teacher of Social Studies	LHS	0.2	1/23/2023 - TBD
Ernie Cuneo	Teacher of Social Studies	LHS	0.2	1/23/2023 - TBD
Dawn Feeley	Teacher of Social Studies	LHS	0.2	1/23/2023 - TBD
Sam Kowalak	Teacher of Social Studies	LHS	0.2	1/23/2023 - TBD

**amended from previous agenda*

**ESEA Grant
ELL School Enrichment/HW Program**

Name	Location	Amount
Sarah Rosenberg	LHS	\$61.81
Ivette Morano	LHS	\$61.81
Katy Hreha	HMS	\$61.81
Charlie Lopez	HMS	\$61.81
Lenore Gallo	HMS	\$61.81
Smruti Shah	MPE & MPM	\$61.81
Michele Bellomo	CES	\$61.81
Lucia Santarella	RHE	\$61.81
Nicole Monaco	MPE	\$61.81
Christine Zambrio	BHE	\$61.81
Lauren Cullen	HAR	\$61.81
Amanda Veneroso	HIL	\$61.81
Ashley Begega	HIL	\$61.81
Teri Yeung	RHE	\$61.81
Michelle Bodow	CES	\$61.81
Geralyn Lacourtna	HIL	\$61.81
Rachel Frieman	HAR	\$48.00
Sue Gille	BES	\$48.00

ESSER - teen Mental Health First Aid (tMHFA)

Asimou, Eugene
Cirlincione, Paul
Dlugo, Cara
Duffy, Marjorie
Felcher, Danielle
Field, Erin
Floruss, Tamara
Giacobbe, Christie
Jones, David
Kessler, Amy
Munley, Michael
Renga, Tina

2022-23 TRANSFERS

Name	Transferring From	Location	Transferring To	Location	Replacing	Effective Date
Terri Yeung	ABA Discrete Trial TA	BHE	ABA Discrete Trial TA	RHE	S. Oqueli	2/1/2023

BYLAW

LIVINGSTON BOARD OF EDUCATION

BYLAWS
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BOARD OFFICERS

0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice President.

Any Board member may place a Board member's name in nomination for Board President and Vice President; a second on the nomination is not required. Election for each office will be conducted by vote when the nominations for that office are closed. ~~The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.~~

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated for a single position, the Board will vote on candidates in the order in which they were nominated. ~~In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.~~

The person with the majority vote of all of the members of the Board shall be elected. In the event no candidate receives a majority vote of all of the members of the Board, the procedure shall be repeated until someone receives a majority vote of all of the members of the Board. Members of the Board shall be able to vote if they are present, in person, or virtually.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the County Superintendent shall appoint from among the members of the Board a President and/or Vice-President.

A President or Vice-President who refuses to perform a duty imposed upon ~~them~~him/her by law may be removed by a majority vote of all of the Board members of the Board present and constituting a quorum. In the event the office of President or Vice-President shall become vacant the Board shall, within thirty days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted: 13 December 2004

BYLAW

LIVINGSTON
BOARD OF EDUCATION

BYLAWS
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BOARD OFFICERS

Revised: 15 August 2011

POLICYBYLAW

LIVINGSTON BOARD OF EDUCATION

Bylaws

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CALL, ADJOURNMENT, AND CANCELLATION

0161 CALL, ADJOURNMENT, AND CANCELLATION

~~All The~~ Board of Education meetings shall ~~be meet~~ in public and each Board shall hold a meeting session at least once every two months during the period in which the schools in the district are in session.

~~All meetings shall be called to commence not later than 8:00 p.m. of the day designated.~~

~~The Secretary of the Board shall call a special meeting of the Board whenever: requested by the President of the Board; requested by the Superintendent when the Board fails to meet within two months during the period in which the schools in the district are in session; or when a majority of the full membership of the Board requests a special meeting.~~

~~A meeting not regularly scheduled may be called by the Board Secretary at the request of the President or upon the presentation to the Board Secretary of a petition requesting a meeting and signed by a majority of the full Board.~~

The Board may at any time recess and/or adjourn and reschedule the meeting at a time, date, and place announced at the time of the recess and/or before the adjournment. The adjourned meeting shall take up its business at the point in the agenda where the motion to adjourn was passed.

When circumstances are such as to prevent the attendance of a majority or all of Board members or to frustrate the purpose of the meeting, a meeting may be canceled by the Board Secretary at the request of the President. Notice of the cancellation shall be given, by expedient means, to all Board members, to the Superintendent, and, whenever possible, to the newspapers in which notice of Board meetings is regularly given. If possible, written notice of the cancellation shall also be posted at the place where the canceled meeting was scheduled to occur. Notice of the cancellation shall include the date, time, and place of the next scheduled meeting. Notice of the cancellation shall be read at the next following Board meeting and shall be duly recorded in the official minutes.

N.J.S.A. 18A:10-6
N.J.A.C. 6A:32-3.1

Adopted: 13 December 2004
Citation changes April 2006



0162 NOTICE OF BOARD MEETINGS

The Board of Education will give notice of all meetings in accordance with law.

Adequate Notice

The Board Secretary shall provide written advance notice of at least forty-eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which notice shall accurately state whether formal action may or may not be taken and which shall be prominently posted in at least one public place reserved for such or similar announcements; emailed to at least two newspapers which newspapers shall be designated by the public body to receive such notices because they have the greatest likelihood of informing the public within the area of jurisdiction of the public body of such meetings, one of which shall be the official newspaper, where any such has been designated by the public body or if the public body has failed to so designate, where any has been designated by the governing body of the political subdivision whose geographic boundaries are coextensive with that of the public body; and filed with the clerk of the municipality when the public body's geographic boundaries are coextensive with that of a single municipality, with the clerk of the county when the public body's geographic boundaries are coextensive with that of a single county, and with the Secretary of State if the public body has Statewide jurisdiction. Where annual notice or revisions thereof in compliance with N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act, set forth the location of any meeting, no further notice shall be required for such meeting.

In accordance with N.J.S.A. 10:4-9, upon the affirmative vote of three-quarters of the members present, the Board may hold a meeting notwithstanding the failure to provide adequate notice if:

1. Such meeting is required in order to deal with matters of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest; and
2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and
3. Notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of the same in the public place described in N.J.S.A. 10:4.8.d., and also by notifying the two newspapers described in N.J.S.A. 10:4.8.d. by email to such newspapers; and
4. Either the public body could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided or although the public



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NOTICE OF BOARD MEETINGS

body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

Personal Notice of Meeting

In accordance with the provisions of N.J.S.A. 10:4-12.b.(8), the Board may exclude the public from that portion of a meeting at which the Board discusses any matter involving the employment, appointment, termination of employment, terms and conditions of employment, evaluation of the performance of, promotion, or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the Board, unless all the individual employees or appointees whose rights could be adversely affected request in writing that the matter or matters be discussed at a public meeting.

The Board will provide notice to the affected person that will include the date and time of the closed session meeting, the subject or subjects scheduled for discussion at the closed session meeting, and the right of the affected person to request that the discussions be conducted at a public meeting. Such notice will be given no less than forty-eight hours in advance of the closed session meeting.

A written request for public discussion must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.

A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.

Nothing in this Bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a student.

N.J.S.A. 10:4-6 et seq.; 10:4-8; 10:4-9

N.J.S.A. 18A:6-11; 18A:10-6

N.J.A.C. 6A:32-3.1 Time, Place, Notification of Meetings

Regular meetings of the Board of Education shall be held on dates and at times and places determined by the Board at its annual organization meeting. Special meetings shall be called



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~~by the Board Secretary at the request of the President or upon a petition signed by a majority of the Board members, and shall commence no later than 8 p.m.~~

~~Adequate Notice~~

~~Adequate notice shall be given for all regular meetings and for special meetings whenever possible. Adequate notice generally means written advance notice of at least forty-eight hours, giving the time, date and location, and to the extent known, the agenda of the meeting. The notice must state whether formal action may or may not be taken at the meeting. The notice must be:~~

- ~~1. Prominently posted in at least one public place reserved for such announcements;~~
- ~~2. Communicated to at least two newspapers designated by the Board because they have the greatest likelihood of informing the Board's public; and~~
- ~~3. Filed with the clerk of the municipality.~~

~~The Board of Education may hold a meeting without providing adequate public notice if:~~

- ~~1. Three-quarters of the members present vote to do so;~~
- ~~2. The meeting is required to deal with matters of such urgency and importance that delay would be likely to result in substantial harm to the public interest;~~
- ~~3. The meeting will be limited to discussion of and action on these matters;~~
- ~~4. Notice of such meeting is provided as soon as possible following the calling of such meeting; and~~
- ~~5. One of the following:~~
 - ~~a. Either the Board could not reasonably have foreseen the need for such a meeting at a time when adequate notice could have been provided; or~~
 - ~~b. The need could have been foreseen in time but the Board failed to give adequate notice.~~

~~Announcement of Adequate Notice~~



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~~At the beginning of every meeting, the presiding officer must announce that adequate notice of the meeting was provided and must specify the time, place and manner in which the notice was provided. However, if adequate notice was not provided, the presiding officer must say so, and in addition, must state:~~

- ~~1. The nature of the matter of urgency or importance for which the meeting without adequate notice was called; and~~
- ~~2. The nature of the substantial harm to the public interest likely to result from a delay in holding the meeting; and~~
- ~~3. That the meeting will be limited to discussion of and action on such matters of urgency and importance; and~~
- ~~4. The time, place, and manner in which some notice of the meeting was provided; and~~
- ~~5. Either of the following:~~
 - ~~a. That the need for such meeting could not reasonably have been foreseen at a time when adequate notice could have been provided, and why this was so; or~~
 - ~~b. That such need could reasonably have been foreseen in time for adequate notice, but nevertheless such notice was not provided, and the reasons why.~~

~~Annual Notice~~

~~Annual notice of the year's regular meeting schedule must be posted publicly and sent to at least two newspapers and the municipal clerk within seven days following the annual organization meeting. This notice should contain the location of each meeting to the extent it is known as well as the time and date. If the schedule is revised at all, notice must be given within seven days of the revision.~~

~~The annual schedule serves as sufficient notice of any regularly scheduled meeting as long as it contains that proper date and location. If most meetings are on a regularly scheduled basis, whether they are formal sessions or study sessions, the notice requirement can be largely met through the once-a-year schedule.~~

~~Both the annual schedule of meetings, any revisions to that schedule, and notices of any additional meetings must be sent to any person upon request and upon prepayment of a sum~~



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~~set by that Board. Requests to be on the mailing list for notices can be made on an annual basis and are renewable at each reorganization meeting.~~

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~~Personal Notice of Meeting~~

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~~The Board shall provide personal notice in writing to an employee or officer of this district, whose privacy may be invaded or whose employment may be affected by the Board's deliberations in private session. Such personal notice will include the date and time of the private meeting, the subject or subjects scheduled for discussion at the private meeting, and the right of the individual given notice to request that the discussions be conducted at a public meeting. Personal notice will be given no less than forty-eight hours in advance of the private meeting.~~

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~~A written request for public discussion must be signed by the person making the request and must be submitted to the Board Secretary prior to the commencement of the meeting. Any such properly submitted request will be granted. In the event that one or more, but fewer than all, of a group of persons whose employment will be discussed request a public meeting, the discussion regarding the person or persons who have submitted the request will be severed from the rest and will be conducted publicly.~~

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~~A discussion held in public by reason of the written request of an individual will be conducted at a regularly scheduled meeting for which annual notice has been given or at a meeting for which adequate public notice has been given in accordance with law.~~

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~~Nothing in this bylaw will permit an employee to request or the Board to grant the public discussion of tenure charges or permit the public disclosure of information regarding a disabled pupil.~~

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~~N.J.S.A. 10:4-6 et seq.; 10:4-8d; 10:4-9b~~

~~N.J.S.A. 18A:6-11; 18A:10-6~~

~~N.J.A.C. 6A:32-1.2~~

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Adopted: 13 December 2004

Citation

changes

April

2006



EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

The Board of Education is committed to providing a high quality educational program, virtually or remotely, in the event the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9. In addition, pursuant to N.J.S.A. 18A:7F-9.b. the Commissioner of Education shall allow the district to apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.a., one or more days of virtual or remote instruction provided to students on the day or days the schools of the district were closed if the program of virtual or remote instruction meets such criteria as may be established by the Commissioner.

The school district's program of virtual or remote instruction shall be in accordance with the provisions of N.J.S.A. 18A:7F-9; N.J.A.C. 6A:32-13.1.; this Policy; and Regulation 2425.

"Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

"Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

The Superintendent of Schools shall submit, with Board approval, the school district's program of virtual or remote instruction to the Commissioner of Education annually. If the Board is unable to complete and submit a proposed program of virtual or remote instruction to the Commissioner in accordance with the timeline established by the Commissioner and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to

EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

institute a public health-related closure, the Commissioner of Education may retroactively approve the program.

If provided under the district's program of virtual or remote instruction that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purposes of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner of Education in accordance with the provisions of N.J.A.C. 6A:32-13.1.(d).

Pursuant to N.J.A.C. 6A:32-13.1(b), if implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.

In the event the State or local health department determines it is advisable to close or mandates closure of the schools of the district due to a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction. The Superintendent shall consult with the Board prior to such decision, if practicable. The Superintendent shall ensure that students, parents, staff, and the Board are informed promptly of the Superintendent's decision.

Nothing in N.J.S.A. 18A:7F-9.b., c., or d.; this Policy; and Regulation 2425 shall be construed to limit, supersede or preempt rights, privileges, compensation, remedies, and procedures afforded to public employees or a collective bargaining unit under Federal or State law or any provision of a collective bargaining agreement entered into by the school district.

In the event of the closure of a school or the schools of the district due to a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for a period longer than three consecutive school days:

1. District employees shall be entitled to compensation, benefits, and emoluments pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(1) and (2).

EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

2. The district shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(3).
3. The district shall be obligated to make payments for benefits, compensation, and emoluments and all payments required pursuant to N.J.S.A. 18A:6-51 et seq., to an educational services commission, county special services school district, and a jointure commission, and under any shared services agreement and cooperative contract entered into with any other public entity pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).
4. An educational services commission, county special services school district, and a jointure commission shall continue to make payments of benefits, compensation, and emoluments pursuant to the terms of a contract with a contracted service provider or a shared services agreement in effect on the date of the closure as if the services for such benefits, compensation, and emoluments had been provided, and as if the school facilities had remained open pursuant to the provisions of N.J.S.A. 18A:7F-9.e.(4).

The provisions of N.J.S.A. 18A:7F-9.e.(1) through (4) and 1 through 4 above shall not apply to any employee whose weekly hours of work are reduced, and to whom unemployment benefits are provided, pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq. A contracted service provider, educational services commission, county special services school district, or jointure commission shall notify the district with which it has entered into a contract to provide services of its intent to reduce the hours of work of its employees pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq.

1. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(3) and 3. above, if a contracted service provider reduces the amount that it pays to its employees providing services to a school district, and that reduction is the result of a reduction of work hours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the contracted service provider shall be reduced by the same amount.
2. Notwithstanding the provisions of N.J.S.A. 18A:7F-9.e.(4) and 4. above, if an educational services commission, county special services school district, or jointure commission reduces the amount that it pays to its employees

EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

providing services to a school district, and that reduction is the result of a reduction of work hours of those employees made pursuant to a shared work program approved pursuant to the provisions of N.J.S.A. 43:21-20.3 et seq., then the amount paid by the district to the educational services commission, county special services school district, or jointure commission shall be reduced by the same amount.

This Policy may be revised as necessary by the Superintendent in accordance with N.J.S.A. 18A:7F-9. The school district's emergency virtual or remote instruction program shall be posted prominently on the school district's website.

N.J.S.A. 18A:7F-9

N.J.A.C. 6A:32-2.1; 6A:32-8.4; 6A:32-13.1

Adopted:

STUDENTPUPIL ENROLLMENTS (M)

8140 STUDENTPUPIL ENROLLMENTS (M)

The Board of Education recognizes that efficient district operations require an accurate and up to date accounting of the number of students residing in this district and enrolled in district classes and programs.

~~Student attendance as provided for in Policy #5200 shall be recorded in the school register during school hours on each day in session pursuant to N.J.A.C. 6A:32-8.3. A staff member designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and N.J.A.C. 6A:32-8.1(c). Student attendance shall be recorded in the school register during school hours on each day the school is in session. Separate registers shall be kept for students attending preschool, Kindergarten, grades one through five, grades six through eight, grades nine through twelve, each preschool class for the disabled, each class for the disabled, shared-time classes for regular students, shared-time classes for students with disabilities, full-time bilingual education programs and vocational day programs, summer schools operated by the district, and any other programs as required by the New Jersey Department of Education and N.J.A.C. 6A:32-8.1(d).~~

~~In accordance with N.J.A.C. 6A:32-8.1(e), Aa student who has been placed on home instruction shall have their his or her attendance status recorded on the regular register attendance pages for the program in which the student is enrolled. The students shall be marked absent F for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement, the student shall be marked absent. Absences shall not No absences will be recorded for the student while on home instruction, provideding the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:10.1 and 10.2. The number of possible days of enrollment in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.~~

Such records shall be made and maintained as will enable the Administration, with Board approval, to plan program and facilities development, make appropriate allocation of district resources, and receive the district's maximum amount of State and Federal aid.

The Superintendent or designee shall annually and in accordance with the timelines established by the Commissioner, file a report with the Commissioner stating the school district's enrollment.



POLICY

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STUDENT/PUPIL ENROLLMENTS (M)

N.J.S.A. 18A:25-4

N.J.A.C. 6A:14-4.8; 6A:14-4.9; 6A:16-10.1; 6A:16-10.2; 6A:32-8.1; 6A:32-8.2;
6A:32-8.3

Adopted: 22 March 2010



REGULATION

LIVINGSTON BOARD OF EDUCATION

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EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

2425 EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

A. Definitions

1. "Remote instruction" means the provision of instruction occurring when the student and the instructor are in different locations due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.
2. "Virtual instruction" means the provision of active instruction when the student and the instructor are in different locations and instruction is facilitated through the internet and computer technologies due to the closure of the facility(ies) of the Board of Education, charter school, renaissance school project, or approved private school for students with disabilities. The closure of the facility(ies) shall be pursuant to N.J.S.A. 18A:7F-9 or 18A:46-21.1 and for more than three consecutive school days due to a declared state of emergency, a declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure.

B. Pursuant to N.J.A.C. 6A:32-13.1, if the State or local health department determines that it is advisable to close, or mandates closure of, the schools of a school district due to a declared state of emergency, declared public health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure for more than three consecutive school days, the Superintendent shall have the authority to implement the school district's program of virtual or remote instruction, pursuant to N.J.S.A. 18A:7F-9.

1. If implemented by the Superintendent, the school district's program of virtual or remote instruction shall be provided to an enrolled student, whether a general education student in preschool through grade twelve or a student with a disability aged three to twenty-one.
 - a. The school district shall provide students with a disability with the same educational opportunities provided to general education students to the extent appropriate and practicable in the Livingston Public School's Plan for Virtual and Remote Learning.

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PROGRAM

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EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

- b. Related services may be delivered to general education students and students with a disability through the use of electronic communication or a virtual or online platform, as appropriate.
2. The Board of Education may apply to the 180-day requirement established pursuant to N.J.S.A. 18A:7F-9.b., one or more days of virtual or remote instruction under the following conditions and in accordance with N.J.A.C. 6A:32-13.1(c)1. through 4. and B.2.a. through d. below:
- a. Virtual or remote instruction is provided to students on the day(s) that some or all of the programs of instruction of the district were closed to in-person instruction;
 - b. The virtual or remote instruction meets the Commissioner-established criteria for the occurrence of one of the events at N.J.A.C. 6A:32-13.1(b) and B. above;
 - c. The school district's program of virtual or remote instruction:
 - (1) Explains, to the greatest extent possible, the equitable delivery of, and access to, virtual and remote instruction, including descriptions of the following:
 - (a) The design of synchronous and/or asynchronous virtual or remote learning plans that will maximize student growth and learning;
 - (b) How the school district will continuously measure student growth and learning in a virtual or remote instruction environment; and
 - (c) The school district's plan for measuring and addressing any ongoing digital divide issue(s), including a lack of access to the internet, network access, or devices;
 - (2) Addresses the needs of students with disabilities and includes descriptions of the following:
 - (a) The delivery of virtual or remote instruction in order to implement, to the greatest extent possible, students'

EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

individualized education programs (IEPs), including material and platform access;

- (b) The methods used to document IEP implementation, including the tracking of student progress, accommodations, and modifications;
 - (c) How case managers follow up with parents to ensure services are implemented, to the greatest extent possible, in accordance with IEPs; and
 - (d) How the school district plans to conduct IEP meetings, evaluations, and other meetings to identify, evaluate, and/or reevaluate students with disabilities;
- (3) Addresses the needs of English language learners (ELLs) and includes descriptions of the following:
- (a) How the school district includes an English as a Second Language and/or bilingual education program aligned with State and Federal requirements to meet the needs of ELLs;
 - (b) The process to communicate with parents of ELLs, including providing translation materials, interpretative services, and information available at the parent's literacy level;
 - (c) The use of instructional adaptations, for example, differentiation, sheltered instruction, Universal Design for Learning, access to technology, and strategies to ensure that ELLs access the same standard of education as non-ELL peers; and
 - (d) The training for teachers, administrators, and counselors to learn strategies related to culturally responsive teaching and learning, social-emotional learning, and trauma-informed teaching for students affected by forced migration from their home country;
- (4) Accounts for student attendance in accordance with N.J.A.C. 6A:32-13.1(d) and B.3. below and include the following:

EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

- (a) A description or copy of the school district's attendance policies, including how the school district will determine whether a student is present or absent during virtual or remote instruction, and how a student's attendance will factor into promotion, retention, graduation, discipline, and any other decisions that will reflect the student's performance;
 - (5) Describes how the school district is communicating with the parents when a student is not participating in virtual or remote instruction and/or submitting assignments;
 - (6) Includes a plan for the continued safe delivery of meals to eligible students;
 - (7) Includes an outline of how buildings will be maintained throughout an extended period of closure; and
 - (8) Includes district-specific factors, including, but not limited to, considerations for Title I extended learning programs, 21st Century Community Learning Center Programs, credit recovery, other extended student learning opportunities, accelerated learning, and social and emotional health of staff and students, transportation, extra-curricular programs, childcare, and community programming; and
- d. The Board of Education submitted a proposed program of virtual or remote instruction to the Commissioner annually.
- (1) If the Board is unable to complete and submit a proposed program annually in accordance with the timeline established by the Commissioner, and the school district is required to close its schools for a declared state of emergency, declared public-health emergency, or a directive by the appropriate health agency or officer to institute a public health-related closure, the Commissioner may retroactively approve the program.
3. If provided under the Board's program that has been approved by the Commissioner, student attendance for a day of virtual or remote instruction shall be accounted for in accordance with N.J.A.C. 6A:32-8.4 for the purpose

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EMERGENCY VIRTUAL OR REMOTE INSTRUCTION PROGRAM (M)

of meeting State and local graduation requirements, the awarding of course credit, and other matters as determined by the Commissioner.

Adopted:

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LIVINGSTON BOARD OF EDUCATION

OPERATIONS

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REGULATION 8140 – ENROLLMENT ACCOUNTING (M)

REGULATION 8140 – ENROLLMENT ACCOUNTING (M)

A. School Enrollment

1. The school enrollment in a program of instruction, class, a school, or the district shall be the total number of original student entries in the school register plus the number of re-entries, less the number of transfers, withdrawals or dropouts in any such unit during a school year. The total number of original entries and re-entries, less the number of transfers, withdrawals, or dropouts, in all programs of instruction the classes and schools of the district shall constitute the school enrollment for the school district during any school year.
2. A No student attending a school operated by the Board of Education is district shall not be concurrently enrolled in more than one school register in any the school district during a school year with the exception of shared-time students. All students shall be enrolled as of the first day of attendance for that year.
3. A No student shall not be enrolled in a school register until the student has reached over the age of five years in accordance with N.J.S.A. 18A:38-1 – Attendance at School Free of Charge. The district may enroll students under the following legal school ages:
 - a. Kindergarten – older more than four years and younger than less than six years;
 - b. State-funded preschool program – at least three years of age and younger than five years; and Day school – more than five years; or
 - c. Preschool students with disabilities – at least disabled – more than three years of age and younger than and less than five years.
4. Within ten school days of the start of the school year, the district shall determine whether a student who attended the previous year but not the current year any re-entering student who has not attended school that year has an excused absence or has transferred, withdrawn, or dropped out of the school district.
- 5.

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REGULATION 8140 – ENROLLMENT ACCOUNTING (M)

~~Any student enrolled in the District who moves to another school district in the same school year shall be included in the school register in the new school district upon enrollment. will take appropriate steps to de-register the student in this District and provide all requisite information so he/she can be enrolled and on a school register in the new school district.~~

6. The average daily enrollment in the district for a school year shall be the sum of the ~~total~~ days in membership ~~present and absent~~ of all enrolled students when schools were in session during the year, divided by the number of days ~~schools were actually~~ in session. The average daily enrollment for the programs of instruction ~~classes or~~ schools of the district having varying lengths of terms shall be the sum of the average daily enrollments obtained for the individual programs of instruction ~~classes~~ or schools.

a. "Days in membership" means the number of school days in session in which a student is enrolled. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

- ~~7. The average daily attendance in the district for a school year shall be the sum of the days present of all enrolled students when schools were in session during the year, divided by the number of days schools were actually in session. The average daily attendance for the classes or schools of the district having varying lengths of terms shall be the sum of the average daily attendance obtained for the individual classes or schools.~~

B. Application for State School Aid

Pursuant to the requirements of N.J.S.A. 18A:7F-33, the district shall file with the Commissioner of Education an Application for State School Aid in accordance with the following procedures:

1. Counting Procedure

- a. The attendance secretary at each school, which is responsible for the maintenance and safe keeping of a school register, shall conduct a count of the students entered in the register on the last school day prior to October 16.

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REGULATION 8140 – ENROLLMENT ACCOUNTING (M)

- b. The count shall include all students who have attended school since the beginning of the school year, by original entry or reentry, and shall exclude all students who have been removed from the register by transfer or dropout.
- c. The count shall be recorded on an internal form/document within each school to maintain/track students entered/left each month during the school year.
- d. Process monthly NJ Attendance Register and Summary report for each month to verify the enrollment in each grade level/program type listed based on the internal form/document. The NJ Register for October 15 must be processed and ensure enrollment is accurate to report for purposes of the ASSA.

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2. Data Collection

- a. In preparation, the Database Administrator shall contact and coordinate with each school office support staff - especially attendance secretary, and principal, and department heads – such as Student Services, World Language/ESL/LEP, Business Office reporting Free/Reduced Lunch (Economically Disadvantaged), and school principals (504) to ensure all pertinent student data is updated and verified accurately in the Student Information System.
- b. The Database Administrator shall perform the calculation/collection of data from the Student Information System after schools verify and confirm enrollment data on NJ Registers are accurate in accordance with B.1.a.

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- c. The Database Administrator shall work with all staff mentioned above to resolve inconsistencies and discrepancies between register and enrollment counts between the NJ Register and *Application for State School Aide* data collection.

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3. Application Submission

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REGULATION 8140 – ENROLLMENT ACCOUNTING (M)

- a. The Database Administrator shall perform the *Application for State School Aide* data collection and initially uploads/submits via the NJ SMART Portal during the Oct 15 Snapshot State Submission period which occurs during end of November time frame.
- b. NJ SMART provides the *Application for State School Aide* to NJ DOE with a comparison of other Districts with respect to Out of District Schools for purposes of Sent/Received. In December, the NJ DOE provides the *Application for State School Aide* data reported via NJ SMART on the NJ Homeroom Website to allow the opportunity to update the data and correct Sent/Received discrepancies. The Database Administrator shall reconcile all data inconsistencies and Sent/Received discrepancies and correct in the ASSA application on the NJ Homeroom Website.
- c. The Database Administrator shall complete, submit, and certify the *Application for State School Aide* via the NJ Homeroom Website and submit the application certification report to the Superintendent for approval.
- ~~a. The Database Administrator shall perform the *Application for State School Aide* data collection and initially uploads/submits via the NJ SMART Portal during the Oct 15 Snapshot State Submission period which occurs during end of November time frame.~~
- ~~b. NJ SMART provides the *Application for State School Aide* to NJ DOE with a comparison of other Districts with respect to Out of District Schools for purposes of Sent/Received. In December, the NJ DOE provides the *Application for State School Aide* data reported via NJ SMART on the NJ Homeroom Website to allow the opportunity to update the data and correct Sent/Received discrepancies. The Database Administrator shall reconcile all data inconsistencies and Sent/Received discrepancies and correct in the ASSA application on the NJ Homeroom Website.~~
- ~~c. The Database Administrator shall complete, submit, and certify the *Application for State School Aide* via the NJ Homeroom Website and submit the application certification report to the Superintendent for approval.~~

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Adopted: April 25, 2016

REGULATION

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OPERATIONS
R 8420.2/Page 1 of 3
BOMB THREATS (M)

R 8420.2 BOMB THREATS (M)

A bomb threat consists of a message regardless of the source or form or truth of the message, that someone has placed or intends to place in the school an explosive device or any material that will cause significant harm to persons in the school or damage to school property. ~~The procedures to be enacted when a bomb threat is received shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420. The bomb threat message may be a telephone call, written, e-mailed, rumored, graffiti or any other communication method.~~

~~A. Procedures When a Bomb Threat is Received~~

~~1. A written bomb threat should be placed in a folder or a folded paper and should be handled as little as possible.~~

~~2. The person receiving a bomb threat by phone will attempt to keep the caller on the line as long as possible to enhance the chance to identify the telephone caller.~~

~~The person talking to the caller should attempt to obtain, by direct questioning and by listening to background clues, and record in writing as much information as possible about:~~

~~a. The alleged bomb (e.g., its nature, size, specific location, what will cause detonation, detonation time);~~

~~b. The caller (e.g., name, address, location, gender, age, background, motive);~~

~~c. The identity of the person who placed the bomb, if the caller denies responsibility;~~

~~d. The means by which the bomb was delivered to the site;~~

~~e. The caller's voice (e.g., calm, angry, excited, slow, rapid, loud, slurred, distinct, familiarity); and~~

~~f. Background sounds (e.g. street noises, music, office or factory machinery, animal noises, voices).~~

~~B. Procedures to be Used After a Bomb Threat is Received~~

~~1. The Principal or designee will immediately call:~~



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BOMB THREATS (M)

- ~~a. The Police Department/local law enforcement;~~
- ~~-~~
- ~~b. The Superintendent's office;~~
- ~~-~~
- ~~2. If the Principal or designee determines there is reasonable cause to believe an explosive device is present and an immediate evacuation is warranted, the Principal or designee will order the immediate evacuation of the school building. The evacuation will be conducted as follows in accordance with our Emergency Operations Plan:~~
- ~~-~~
- ~~3. If the Principal or designee determines an immediate evacuation is not warranted the building will not be immediately evacuated until law enforcement officials arrive on the scene and are provided control of the bomb threat situation;~~
- ~~-~~
- ~~4. The Principal or designee will also:~~
- ~~-~~
- ~~a. Notify and maintain contact with the Superintendent of Schools regarding the communication to be released to parents, community and media; and the Superintendent's Office will notify district transportation of a potential situation; and~~
- ~~-~~
- ~~b. Allow law enforcement officials to control the scene upon their arrival.~~
- ~~-~~
- ~~c. Prohibit the use of any electronic communication devices to include, but not be limited to cellular telephones and walkie-talkies;~~
- ~~-~~
- ~~5. School staff members, upon receiving notice the school is being evacuated for a bomb threat, will:~~
- ~~-~~
- ~~a. Instruct students to not use any electronic communication device until instructed otherwise;~~
- ~~-~~
- ~~b. Conduct a quick visual survey of their classrooms for any suspicious or unfamiliar objects and report such to the Principal or designee;~~
- ~~-~~
- ~~c. Leave the windows and doors of their vacated rooms open and do not turn on or turn off any light or electrical switch;~~
- ~~-~~
- ~~d. Take the student roster and the day's attendance;~~
- ~~-~~
- ~~e. Lead their class or the students under their supervision upon receiving the evacuation notice to the evacuation area;~~
- ~~-~~



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BOMB THREATS (M)

~~f. Take attendance when arriving at the evacuation area and report any additional students or missing students to the Principal or designee;~~

~~-~~

~~g. Not allow any student to re-enter the building, leave the evacuation area, or be dismissed from school unless authorized by the Principal or designee or law enforcement officials; and~~

~~-~~

~~h. Not speak to the media or permit media to interview any student.~~

~~-~~

~~6. If law enforcement officials determine the building can be re-entered, the Principal or designee will order the building to be re-entered. The regular instructional program will be resumed as quickly as possible. If the bomb threat disruption has occurred late in the school day, the Principal may recommend to the Superintendent that the school be closed and students dismissed.~~

~~-~~

~~7. In the event an explosive device is found in the school building or on school grounds threatening the safety of staff and students, the Principal or designee will:~~

~~-~~

~~a. Work with law enforcement officials to ensure the continued safety of students and staff;~~

~~-~~

~~b. Notify school officials at the evacuation assembly locations of the situation that students will be released for the day; and~~

~~-~~

~~c. In consultation with the Superintendent of Schools and law enforcement officials, will coordinate student dismissal procedures from the evacuation assembly areas and family notification and reunification protocols.~~

~~-~~

~~8. The school district will provide staff counseling and support as needed.~~

~~-~~

~~These procedures are recommended for implementation in the event a bomb threat is received. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if it is determined modification is needed to best protect the building's occupants.~~

Adopted: January 23, 2017



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R 8420.7/Page 1 of 2
LOCKDOWN PROCEDURES (M)

R 8420.7 LOCKDOWN PROCEDURES (M)

In the event it is determined by the Principal or designee a circumstance or situation requires the school building's occupants to remain secure within the school building, the Principal or designee may implement Lockdown procedures. ~~The procedures to be enacted during a lockdown shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420. The following procedures shall be enacted during a Lockdown which shall begin with notification to the building's occupants that all occupants should commence Lockdown. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation.~~

~~A. Procedures in the Event it is Determined a Lockdown is Warranted~~

~~1. The Principal and/or designee will immediately:~~

~~a. Contact local law enforcement;~~

~~b. Inform the Superintendent;~~

~~c. Will allow local law enforcement officials to control the scene upon their arrival.~~

~~d. Determine, in consultation with the Manager of Communications and Community Outreach and with the approval of the Superintendent of Schools, the most appropriate means to communicate information to be released to parents, community, and media; and~~

~~2. Teachers shall take student attendance for the students within their secured area.~~

~~3. The building's occupants should remain in Lockdown condition until an announcement indicating the Lockdown is over.~~

~~B. Procedures Lockdown is Brought Under Control~~

~~1. After the Lockdown situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the Secured Environment situation has ended.~~

~~2. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reuniting procedures if needed.~~



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R 8420.7/Page 2 of 2
LOCKDOWN PROCEDURES (M)

~~3. The school district will provide school district staff with counseling and support as needed.~~

-

~~4. The Principal or designee will debrief with local law enforcement and all other agencies involved in the school Secured Environment situation.~~

-

~~These Lockdown procedures are recommended for implementation in the event it is determined a Lockdown is needed. However, based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

Approved: January 23, 2017



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R 8420.10/Page 1 of 3
ACTIVE SHOOTER (M)

R 8420.10 ACTIVE SHOOTER (M)

An active shooter or armed assault in a school building or on school grounds involves one or more individuals' intent on causing physical harm to students and school staff. Intruders may possess weapons or other harmful devices. The procedures to be enacted during an active shooter or armed assault situation shall be included in the school district's plans, procedures, and mechanisms for school safety and security in accordance with the provisions of N.J.A.C. 6A:16-5.1 and Policy 8420.~~In an active shooter situation, one or more subjects who are believed to be armed has used or threatened to use a weapon to inflict serious bodily injury to another person and/or continues to do so while having unrestricted access to additional victims, their actions have demonstrated their intent to continuously harm others, and their overriding objective appears to be that of mass injury.~~

-
A. ~~Procedures in the Event of an Active Shooter in the School or on School Grounds~~

-
1. ~~If the Principal or designee determines there is an active shooter in the school or on school grounds he/she will immediately:~~

-
a. ~~Order a lockdown of the school building. The notification may be a public address announcement or may be a discreet notification depending on the circumstance or situation;~~

-
b. ~~Contact local law enforcement;~~

-
c. ~~Inform the Superintendent of Schools;~~

-
d. ~~designate a staff member to meet and brief local law enforcement upon their arrival;~~

-
e. ~~Will allow local law enforcement officials to control the scene upon their arrival.~~

-
2. ~~School staff members, upon receiving notice there may be an intruder or active shooter in the school building or on school grounds, will:~~

-
a. ~~If not already confirmed, upon first indication of an intruder will initiate an Active Shooter Lockdown via intercom system. Call 911 if possible;~~

-
b. ~~Close and lock doors and windows from inside the room, if possible; †~~

-
c. ~~Secure all staff, students, and visitors, including those in the hallways, behind locked doors, restrooms, gymnasiums, and other non-classroom building areas without risking their own safety or the safety of others already secure;~~



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ACTIVE SHOOTER (M)

~~d. Turn off all lights, close blinds/shades, and turn off electronic equipment;~~

~~e. Instruct students to be absolutely quiet and not to use any individual electronic communication device;~~

~~f. Instruct classroom occupants to get on the floor in a sitting or crouching position and direct students away from doors and windows wherever possible;~~

~~g. Not permit anyone to leave a secured room or area until notified by the Principal or designee or law enforcement officials; and~~

~~h. Ignore bells or alarms unless otherwise notified by the Principal or designee or law enforcement officials.~~

~~3. Teachers shall take student attendance for the students within their secured area and make note of any additional students in the room and any missing students.~~

~~4. The building's occupants should remain in lockdown condition until notification as outlined in Emergency Operations Plan.~~

~~B. Procedures After Active Shooter Situation is Brought Under Control~~

~~1. After the active shooter situation has been brought under control, the Principal or designee or law enforcement officials will communicate to building occupants the active shooter situation has ended.~~

~~2. The Principal or designee, in consultation and with the approval of the Superintendent of Schools, will coordinate family reunification procedures if needed.~~

~~3. The school district will provide staff and students counseling and support as needed.~~

~~4. The Principal or designee will debrief with local law enforcement and all other agencies involved in the active shooter situation.~~

~~5. The Superintendent of Schools, in consultation with the Principal and law enforcement officials, will determine when school can resume normal activities and will communicate this information to staff, parents, and the community.~~

~~These active shooter procedures are recommended for implementation in the event it is determined an active shooter may be in a school building or on school grounds. However,~~



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ACTIVE SHOOTER (M)

~~based on the circumstance or situation, the Principal or designee or law enforcement officials may modify these procedures if he/she determines modification is needed to best protect the building's occupants.~~

Adopted: January 23, 2017

