LIVINGSTON BOARD OF EDUCATION
VOTING MEETING AGENDA

Tuesday, August 8, 2023
Executive Session - Administration Building - 6:15 p.m.
Public Session - Hybrid Meeting - Administration Building - 7:15 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:

- personnel, legal and student matters

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

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

ROLL CALL VOTE

D. Pledge of Allegiance / Roll Call

E. Superintendent's Report

1. Enrollment Update
2. Annexes Status Update
3. Personnel Update
4. Curriculum Update
5. NJGPA Scores

F. Board Reports

1. Board-Town Liaison Committee

G. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of July 11, 2023

ROLL CALL VOTE

H. 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

There is no motion.

2. STUDENT SERVICES

The Superintendent recommends the following:

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2023-2024 for four (4) Livingston students with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on ***Attachment A***.

2.2 Related Services/Medical Consultants

Resolved, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2023-2024 school year:

BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS	
Rethink	$271.08/student
The Uncommon Thread	$130.00/hour
HOME INSTRUCTION	
Essex Regional Educational Services Commission	$60.65/hour
ITINERANT TEACHER OF THE DEAF SERVICES	
Summit Speech School	$225.00/hour
OCCUPATIONAL THERAPIST	
Oxford	$87.00/hour
PHYSICAL THERAPIST	
Oxford	$87.00/hour
SPEECH THERAPIST	
Oxford	$93.00/hour

ROLL CALL VOTE

3. BUSINESS

The Superintendent recommends the following:

3.1 Payment of Bills

Whereas, the Board Secretary has audited certain vendor claims as required by N.J.S.A. 18A:19-2 and Board Policy 6470 and presented them to the Livingston Board of Education with the recommendation they be paid, now therefore be it

Resolved, that the Livingston Board of Education approves the payment of the following bills in the amounts listed and attach a complete copy of these bills to the minutes of this meeting.

Fund	Name	June 2023	July 2023	Amount
10, 11, 12	Operating Budget (checks 102087 - 102966, 903312023)	$12,414,025.01	$1,457,688.46	$13,871,713.47
20	Grants (checks 102088 - 102732)	$714,862.61	$0.00	$714,862.61
60	Cafeteria (checks 1488 - 1510)	$17,247.00	$0.00	$17,247.00
	TOTAL	**$13,146,134.62**	**$1,457,688.46**	**$14,603,823.08**

3.2 Conferences and Overnight Trips

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

3.3 Application and Receipt of Funds for ESEA Grants

Resolved, that the Livingston Board of Education approves the submission and acceptance of the funds for the fiscal year 2023-2024 for the Elementary and Secondary Act (ESEA) Consolidated Grant as follows:

Grant Description	$ Amount
Title I Part A Improving the Academic Achievement of the Disadvantaged	$139,658
Title II Part A Preparing, Training, and Recruiting High-Quality Teachers and Principals	$74,371
Title III Language Instruction for Limited English Proficient and Immigrant Students	$30,333
Title III Immigrant	$18,573
Title IV Part A Student Support and Academic Enrichment	$11,241

3.4 Purchase of Furniture

Resolved, that the Livingston Board of Education approves the following purchase orders in the amount of $37,627.51 for the extra sections of Pre-K furniture at Burnet Hill Elementary School:

Vendor	Purchase Order	Amount	Cooperative Information
Virco	PO#24-00305	$9,690.51	Educational Services Commission of NJ, Bid #22/23-08 COOP #65MCESCCPS Contract 7/1/22-7/1/24 Extended

Jonti Craft	PO#24-00557	$26,375.20	Educational Services Commission of NJ Bid #22/23-08 COOP #65MCESCCPS Contract 7/1/22-7/1/24 Extended
Lee Distributors	PO#24-00512	$982.80	Educational Data Services, Bid #10430, MSRP furniture 12/10/20-11/30/23 Extended
Lee Distributors	PO#24-00559	$579.00	N/A

3.5 Livingston Huaxia Chinese School

Resolved, that the Livingston Board of Education enters into a contract with the Livingston Huaxia Chinese School for the use of facilities at Mount Pleasant Middle School for the 2023-2024 school year.

3.6 Livingston Chinese School

Resolved, that the Livingston Board of Education enters into a contract with the Livingston Chinese School for the use of facilities at Heritage Middle School for the 2023-2024 school year.

3.7 Consulting Services

Resolved, that the Livingston Board of Education approves Frank Ceurvels of School Business Innovations, LLC to provide consulting services to the Business Office for the 2023-2024 school year at the rate of $150 per hour not to exceed $44,000.

3.8 Settlement Agreements

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #06-2023 which is on file at the Board of Education office.

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #07-2023 which is on file at the Board of Education office.

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #08-2023 which is on file at the Board of Education office.

3.9 Bylaws, Policies & Regulations

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

Students
Policy #5305 – Health Services Personnel (M) (with revisions)
Policy #5308 – Student Health Records (M) (with revisions)
Regulation #5308 – Student Health Records (M) (with revisions)
Policy #5310 – Health Services (M) (with revisions)
Regulation# 5310 – Health Services (M) (with revisions)
Policy #5420 - Reporting Student Progress (M) (with revisions)
Policy #5460 - High School Graduation (M) (with revisions)

Resolved, that the Livingston Board of Education waives Bylaw #0131 and approves the following Policy for second reading and adoption:

Program
Policy #2419 – School Threat Assessment Team (M) (New)

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

Students
Policy #5440 - Honoring Student Achievement (with revisions)
Policy #5200 - Attendance (M) (with revisions)

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Resignations & Retirements

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

Name	Position	Reason	Location	Last Day of Employment
Parsad Gandhi	School Psychologist	Resignation	MPM	NA
Lara Pizzi	Elementary School Teacher	Resignation	MPE	NA
Michele Hauryluke	ABA Discrete Trial TA	Resignation	BHE	June 30, 2023
Vanessa Rodriguez	ABA Discrete Trial TA	Resignation	BHE	June 30, 2023
Sharon Treiber	Campus Aide	Resignation	BHE	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
*Patricia Price**	Hillside	TOSD	8/30/2022-9/27/2022	9/28/2022-12/21/2022**	12/22/2022-12/15/2023	12/18/2023
Caitlin Wittjohann	BHE	TOSD	11/1/2023-12/14/2023	12/15/2023-3/22/2024**	3/25/2024-6/30/2024	8/29/2024

**as amended from a previous agenda*
***Designates time counted toward NJFLA/FMLA*

4.3 Appointments

Resolved, that the Livingston Board of Education approves the applications indicated below (*) for emergent hiring for the following appointments under the requirements of N.J.S.A. 18A:16-1 et. seq., N.J.S.A. 18A:39.17 et. seq.; N.J.S.A. 18A:6-4.13 et. seq. All appointments are contingent upon reference checks in accordance with P.L. 2018, c.5.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
Christopher Ebneth	Hillside	TOSD	Leave Replacement	P. Price	MA+32	1	$68,675 (prorated)	8/30/2023-12/22/2023
Nicole Frattaroli	LHS	School Counselor	Leave Replacement	M. Duffy	MA	1	$63,075 (prorated) plus 1 summer day	8/30/2023-1/31/2024
Christiana Jones	Harrison	Elementary School Teacher	First Year Tenure Track	K. Szelingowski (transfer)	MA	8	$69,625	8/30/2023
Matthew Ojeda	Elementary	Teacher of Music	First Year Tenure Track	J. DiBiasse	BA	10	$69,525 prorated	9/18/2023 or earlier if released by current district
Nicholas Pomponio	Hillside/ Harrison	School Psychologist	First Year Tenure Track	transfer of position from BHE	MA	12	$85,575 (prorated)	10/9/2023 or earlier if released by current district
Heidi Slurzberg	BHE	TOSD (.5)	First Year Tenure Track	new	MA	6	$32,962	8/30/2023
*Heidi Slurzberg**	BHE	Instructional Aide (.5)	NA	NA	IA	4	$14,420	8/30/2023
*Pamela Volpe**	Harrison	Instructional Aide (.83)	NA	NA	IA	6	$25,936	8/30/2023
Pamela Volpe	Harrison	TOSD	First Year Tenure Track	new	MA	3/4	$10,961	8/30/2023
Richard Russo	MPMS	Game Design Teacher (STEAM)	First Year Tenure Track	J. Larsen (change position)	MA	12	$85,575	8/30/2023
Brianna Morales	MPE/COL	Elementary School Teacher	Leave Replacement	B. Alterman/ TBD	BA	1	$55,075	8/30/2023
Dritan Strikchani	B&G	Custodian (Nights/Weekends)	NA	D. Bacchus (transfer)	C	1	$42,914 plus $975 for nights & $975 for weekends	8/1/2023 (begins 60-day probationary period)

**as amended from a previous agenda*
***will stay at same step for 2023-2024 school year*

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

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
Mayda Kale
Michele Jackson
Martine Kasmin
Donna Patterson

Custodian
Carol Bacchas ($18.50/hr)

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
Rosanna Forgione	HMS	Teacher of Italian	Long Term Sub	V. Belcastro	$275/day + $55/day for 6th period assignment	8/30/2023-11/30/2023

**amended from previous agenda*

4.5 Transfers

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

4.6 Summer Work

Resolved, that the Livingston Board of Education approves the individuals listed on ***Attachment E*** to work over the summer of 2023 at the Summer Intervention Program at $63.35/hr.

Resolved, that the Livingston Board of Education approves the individuals listed on ***Attachment F*** to work over the summer of 2023 to administer the WIDA screening for incoming students at their hourly rate.

Resolved, that the Livingston Board of Education approves the individuals on ***Attachment G*** to participate in summer curriculum writing during the summer of 2023 at the approved rate.

Resolved, that the Livingston Board of Education approves the individuals on ***Attachment H*** to participate in summer curriculum writing during the summer of 2023 at the approved rate and be paid in accordance with the ESSER grant.

Resolved, that the Livingston Board of Education approves the individuals listed on ***Attachment I*** to work over the summer of 2023 writing curriculum for Basic Skills Intervention. These individuals will be paid the approved curriculum writing rate and it will be paid through the Special Education ESSER grant.

Resolved, that the Livingston Board of Education amends the approval of the individuals on ***Attachment J*** to work over the summer of 2023 to assist with AP Econ. They will be compensated at the rate listed.

Resolved, that the Livingston Board of Education amends the School Counselors listed on ***Attachment K*** to work up to the number of days reflected at their per diem rate.

Employees will be required to submit timesheets over the summer and once reconciled, days listed will be included in the employee's pensionable salary per the LEA Contract, unless otherwise noted.

Resolved, that the Livingston Board of Education approves the School Nurses listed on ***Attachment L*** for summer work as indicated.

4.7 ESEA Title I Salary Allocations

Resolved, that the Livingston Board of Education approves the allocations of a portion of the salaries of the individuals listed on ***Attachment M*** to be funded through the ESEA grant.

4.8 Contract Adjustments

Resolved, that the Livingston Board of Education approves the contract adjustments as listed on ***Attachment N.***

4.9 Extra Period Assignments

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

4.10 Lateral Moves

Resolved, that the Livingston Board of Education approves the lateral moves as listed on ***Attachment P.***

4.11 Stipends

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

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

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

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

Resolved, that the Livingston Board of Education approves the individuals on ***Attachment U*** for District stipends for the 2023-2024 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the appointment of the Building Equity Coaches and the Student Equity Coaches as listed on ***Attachment V***.

4.12 Longevity

Resolved, that the Livingston Board of Education approves the individual(s) on ***Attachment W*** for longevity effective and retroactive to July 1, 2023.

4.13 Job Description

Resolved, that the Livingston Board of Education approves the following job description:

Playground Aide

4.14 Memorandum of Understanding

Resolved, that the Livingston Board of Education approves the Memorandum of Understanding between itself and the Livingston Education Association dated August 8, 2023.

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

I. 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.

J. Old Business

K. New Business

III. ADJOURNMENT

EXECUTIVE SESSION

Whereas, N.J.S.A. 10:4-1 et seq., also known as the "Sunshine Law," authorizes a public body to meet in executive or private session under certain limited circumstances, and

Whereas, said law requires the Board to adopt a resolution at a public hearing before it can meet in such an executive or private session, now, therefore, be it

Resolved, by the Livingston Board of Education that:

(A) It does hereby determine that it is necessary to meet in executive session on August 8, 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 matters.
5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
7. Investigation of violations or possible violations of law.
8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.

(B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.

(C) No action will be taken.

LBOE Agenda Planning/Future Agenda Items

JANUARY

Meetings and Workshops

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

Presentations

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

Professional Development

- Code of Ethics with BOE Attorney

Executive Sessions

- BOE Retreat
- Establish CSA Evaluation Schedule

FEBRUARY

Meetings and Workshops

- Academic Calendar Discussion, two years out

Presentations

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

Executive Sessions

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

MARCH

Presentations

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

Executive Sessions

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

APRIL

Meetings and Workshops

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

Presentations

- Superintendent Goals Planning and Update

Executive Sessions

- Board and CSA pre-conference for evaluation

MAY

Meetings and Workshops

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

Presentations

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

Executive Sessions

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

JUNE

Meetings and Workshops

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

Presentations

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

Executive Sessions

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

JULY

Meetings and Workshops

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

AUGUST

Meetings and Workshops

- Open Campus Lunch

Presentations

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

SEPTEMBER

Meetings and Workshops

- Board Goals
- Mentoring Plan
- Remote Learning Plan

OCTOBER

Meetings and Workshops

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

Presentations

- Summer Curriculum Writing
- NJSLA Results

NOVEMBER

Meetings and Workshops

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

Presentations

- LPS Assessment Update

DECEMBER

Meetings and Workshops

- QSAC SOA

Presentations

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

Professional Development

- New BOE member orientation

			School Year 2023-2024			Extraordinary Services			Extended School Year			
School	**Program Type**	**Type**	**# of Stud**	**Tuition 2023-2024**	**Total Tuition**	**# of Stud**		**Aide(s)**	**# of Stud**	**ESY Tuition**	**Total ESY Tuition**	**Total School**
Pillar Elementary School	Preschool Disabilities	N	1	$ 73,015.20	$ 73,015.20	1	$41,400.00	$ 41,400.00				$ 114,415.20
Steps Program d/b/a College Steps	Post Secondary Transition	N	3	$ 20,250.00	$ 60,750.00							$ 60,750.00
Total			4		$ 133,765.20	1		$ 41,400.00				$ 175,165.20

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
Jazz Education Network 15th Annual Conference	Erik Donough	January 3-6,2024	New Orleans, LA	$1,700.00
Peters Valley School of Craft: Saw and Solder Champleve Enamel Pendant	Robert Liquori	October 21-October 22, 2023	Layton, NJ	$700.00
IMSE: Morphology Training	Emily Mann	August 14-August 18, 2023	Virtual	$1,500.00
IMSE: Morphology Training	Jamie Geltzeiler	August 14-August 18, 2023	Virtual	$1,500.00
Comprehensive Orton-Gillingham Plus	Janice Benacchio	October 16-November 15, 2023	Virtual	$1,000.00

2023-24 RENEWAL OF INSTRUCTIONAL AIDES

APPOINTMENTS

LOC	Last Name	First Name	Position	Guide	Step	Base Salary	ACE (Longevity)	Total Salary
HIL	Spirou	Helen	Kindergarten Aide	I&KA	1	$27,067	$0	$27,067
HAR	D'Egidio	Sara	Instructional Aide	I&KA	1	$27,067	$0	$27,067
LHS	Pinzon Usme	Natalie	Instructional Aide	I&KA	1	$27,067	$0	$27,067
HAR	Rasa	Alexandria	Instructional Aide	I&KA	1	$27,067	$0	$27,067
COL	Seidman	Marci	Instructional Aide	I&KA	1	$27,067	$0	$27,067
RHE	Sharma	Rashmi	Instructional Aide	I&KA	1	$27,067	$0	$27,067
HMS	Simet*	Debra	Instructional Aide (.6)	I&KA	6	$18,674	$0	$18,674

**as amended from a precious agenda*

TRANSFERS

LOC	Last Name	First Name	Position	Guide	Step	Base Salary	ACE (Longevity)	Total Salary
BHE	Knight	Rita	ABA Discrete Trial TA	TA	1	$33,888	$0	$33,888
BHE	Mejia	Sandra	ABA Discrete Trial TA	TA	1	$33,888	$0	$33,888
HAR	Cullen	Lauren	Kindergarten Aide	I&KA	6	$31,124	$2,158	$33,282
LHS	Getz	Patrick	Job Coach	TA	2	$34,893	$0	$34,893

2023-24 TRANSFERS

Name	Transferring From	Location	Transferring To	Location	Replacing	Effective Date
Dani DeGraw	Tech Coach	BHE/HIL	Tech Coach	COL/HAR	A Mercado	8/30/2023
Lauren Anderson	STEAM Teacher	COL	STEAM Teacher	BHE/RHE/HAR	NA	8/30/2023

Attachment E

Summer Intervention 2023

Teachers:

Cara Dock
Lauren Szaro

August 8, 2023

Attachment F

WIDA SCREENING

Stephanie Brunn
Michelle Kim
Doreen Gugger
Lucia Santarella

August 8, 2023

2023 Summer Curriculum Writing

English (7-12)
Kelsey Collins
Supervisor: Kevin Wittmaack

Math (7-12)
Matthew Van Pelt (not to exceed 25 hrs/course)*
Supervisor: Antonio Matheus

Technology/Game Design
Ellen Fishter
Lisa LeBlanc
Danielle DeGraw
Melissa Robol
Supervisor: Rob Rolling

*Compensation: $50.36/hr
not to exceed $1,259/course

Attachment H

2023 Summer Curriculum Writer Recommendations - ESSER

English (7-12)
Kelsey Collins
Supervisor: Kevin Wittmaack

Technology/Game Design
Ellen Fishter
Lisa LeBlanc
Danielle DeGraw
Melissa Robol
Supervisor: Rob Rolling

August 8, 2023

Basic Skills Intervention Curriculum Writing

Reading Intervention
Kristin Mahoney
Stephanie Crosby
Lori Palazzo
Cynthia Augello
Kimberly Ambrose
Margaret Davis
Lindsey Gursky
Lauren Szaro
Kelly Feeney
Rachel Ehudin
Gianna Goeller
Allison Winka
Stacy Nigro
Melissa Serrani

Math Intervention
Laura Dugan
Amanda King
Katelyn Viverito
Amelia Rieth
Susan Latino
Stephanie Velardi
Nicole Carangelo
Heather Cohen
Nicole George
Lauren Nikirk
Dana Wallock
James Diegnan
Laura Gordon

SUMMER 2023 AP ECON

Hal Mordkoff (up to 25 hours)
Stephanie Brunn (up to 5 hours)

Rate:
$61.81 through 6/30/2023
$63.35 after 7/1/2023

Attachment K

School Counselor Summer Days

MPM

Danielle Iannuzzi - 5 days
Danielle Marzano - 5 days
Nicholas Guardabasco - 4 days

August 8, 2023

Attachment L

Nurses eligible for up to two pensionable Summer Days

Heather Ruesch

August 8, 2023

Name	Location	$ Amount of Salary Charged to ESEA Title I
Alfarao, Lila	LHS	$14,947.00
Braschi, Kristy	LHS	$15,192.00
Cannarozzi, Elena	LHS	$ 9,164.00
Greenberg, Andrew	LHS	$13,659.00
Osmer, Sara	LHS	$13,229.00
Peklo, William	LHS	$18,662.00
Total:		$84,853.00

LastFirst	Loc	Guide	Salary	ACE	Longevity	Total Salary	Effective
Bacchas, Donovan	HMS	Custodial	$44,924	$975	$0	$45,899	8/1/2023
Sbarro, Jalissa*	CO	Non-Affiliated	$65,351	$1,200	$1,000	$67,551	7/1/2023

**amended from previous agenda*

Name	Position	Location	# Classes	Effective Date
Tom Montesion	Healthy Habits (10 weeks)	MPM	0.2	9/4/2023 - 11/10/2023
Melissa Robol	Healthy Habits (10 weeks)	MPM	0.2	9/4/2023 - 11/10/2023
Sydney Pollard	Healthy Habits (10 weeks)	MPM	0.2	9/4/2023 - 11/10/2023
Christina Ness	Healthy Habits (FY)	MPM	0.2	8/30/2023 - 6/30/2024
Erin Carabello	Healthy Habits (FY)	MPM	0.2	8/30/2023 - 6/30/2024
Alexandra Pefanis	Teacher of Art	MPM	0.08	8/30/2023 - 6/30/2024
Jennifer Rupert	Teacher of Music	MPM	0.08	8/30/2023 - 6/30/2024
Amanda Veneroso	TOSD	Hillside	0.17	8/30/2023 - 6/30/2024
Christopher Ebenth	TOSD	Hillside	0.17	8/30/2023 - 12/15/2023
Patricia Price	TOSD	Hillside	0.17	12/18/2023 - 6/30/2024
Holli Gibbs	TOSD	RHE	0.67	8/30/2023 - 6/30/2024

Aaron, Samantha	Teacher of Science	LHS	0.25	8/30/2023-6/30/2024
Angel-Lambert, Kirsten	Teacher of Art	LHS	0.2	8/30/2023-6/30/2024
Asimou, Eugene	Teacher of Physical Education	LHS	0.1	1/26/2024-6/30/2024
Asimou, Eugene	Teacher of Physical Education	LHS	0.05	8/30/2023-11/8/2023
Buonomo, Daniella	TOSD	LHS	0.2	8/30/2023-6/30/2024
Carey, Brian	Teacher of Science	LHS	0.25	8/30/2023-6/30/2024
Cirlincione, Paul	Teacher of Physical Education	LHS	0.2	8/30/2023-1/1/2024
Coleman, Michael	Teacher of Science	LHS	0.1	1/26/2024-6/30/2024
Coursen, Cheryl	Teacher of Mathematics	LHS	0.2	8/30/2023-6/30/2024
Cruz, Sean	Teacher of Business	LHS	0.2	8/30/2023-6/30/2024
Daily, Jason	AM Wired	LHS	0.25	8/30/2023-6/30/2024
Dlugo, Cara	Teacher of Physical Education	LHS	0.1	8/30/2023-1/25/2024
Earle, Matthew	Teacher of Science	LHS	0.25	8/30/2023-6/30/2024
Fabrizzio, Ricky	Teacher of Science	LHS	0.25	8/30/2023-6/30/2024
Feeley, Dawn	Teacher of Social Studies	LHS	0.1	8/30/2023-1/25/2024
Gajewski, Brittany	Teacher of Social Studies	LHS	0.1	8/30/2023-1/25/2024

Gillo, Robert	Teacher of Physical Education	LHS	0.2	8/30/2023-1/1/2024
Greenberg, Andrew	TOSD	LHS	0.2	8/30/2023-6/30/2024
Jay, Doug	Teacher of Science	LHS	0.2	8/30/2023-6/30/2024
King, Daniel	Teacher of Music	LHS	0.2	8/30/2023-6/30/2024
LaMedica, Alyssa	TOSD	LHS	0.2	8/30/2023-6/30/2024
Lamon, Alex	Teacher of Business	LHS	0.1	1/26/2024-6/30/2024
Mann, Emily	TOSD	LHS	0.2	8/30/2023-6/30/2024
Meyer, Amy	TOSD	LHS	0.2	8/30/2023-6/30/2024
Michael, Carmen	Teacher of Spanish	LHS	0.2	8/30/2023-6/30/2024
Milano, Steven	TV Duty	LHS	0.3	8/30/2023-6/30/2024
Munley, Michael	Teacher of Physical Education	LHS	0.2	8/30/2023-1/1/2024
Pacholec, Natalie	TOSD	LHS	0.2	8/30/2023-6/30/2024
Pasculli, Sarah	TOSD	LHS	0.05	8/30/2023-11/8/2023
Poposki, Nick	TOSD	LHS	0.05	8/30/2023-11/8/2023
Poposki, Nick	TOSD	LHS	0.05	8/30/2023-11/8/2023
Rossi, Victoria	Teacher of Physical Education	LHS	0.2	8/30/2023-1/1/2024
Schroeder, Scott	Teacher of Physical Education	LHS	0.2	8/30/2023-1/1/2024
Starace, Dorine	Teacher of Science	LHS	0.1	8/30/2023-1/25/2024
Wigden, Aruna	Teacher of Science	LHS	0.1	1/26/2024-6/30/2024
Winter, Michelle	Teacher of Mathematics	LHS	0.2	8/30/2023-6/30/2024
Vincent Belcastro	Teacher of Italian	HMS	0.2	11/27/2023 - 6/30/2024
Fu Lin Risoldi	Teacher of Chinese	HMS	0.2	8/30/2023 - 6/30/2024
Barbara Levy	Teacher of Art	HMS	0.1	8/30/2023 - 6/30/2024
Gina Bianco	Teacher of Art	HMS	0.1	8/30/2023 - 6/30/2024
Gina Bianco	Teacher of Art	HMS	0.16	8/30/2023 - 6/30/2024
Mary Morano	Teacher of Social Studies	HMS	0.2	8/30/2023 - 6/30/2024
Lisa LeBlanc	Tech Coach	HMS	0.12	8/30/2023 - 6/30/2024
Cindy Cooney	Teacher of Business Ed	HMS	0.2	1/25/2024 - 6/30/2024
Erin Magalhaes	Teacher of Business Ed	HMS	0.2	8/30/2023 - 11/8/2023 & 4/11/2024 - 6/30/2024
Danielle Morales	Teacher of F&CS	HMS	0.2	8/30/2023 - 1/24/2024

Susan Stevenson	Teacher of F&CS	HMS	0.2	8/30/2023 - 11/8/2023 & 4/11/2024 - 6/30/2024
Ben Deruosi	Teacher of Tech Ed	HMS	0.2	8/30/2023 - 11/8/2023 & 1/25/2024 - 4/9/2024
Ken Zushma	Teacher of Tech Ed	HMS	0.2	11/13/2023 - 4/9/2024
Roger Rubinetti	Teacher of Health & PE	HMS	0.2	8/30/2023 - 11/27/2023
Krista Faust	Teacher of Health & PE	HMS	0.2	8/30/2023 - 11/27/2023
James Merlo	Teacher of Health & PE	HMS	0.2	8/30/2023 - 11/27/2023
Melissa Gromek	Teacher of Health & PE	HMS	0.2	8/30/2023 - 11/27/2023
Kathy Tuvey	Teacher of Health & PE	HMS	0.2	8/30/2023 - 11/27/2023
Michele Downey	Teacher of Math	HMS	0.2	8/30/2023 - 11/27/2023
Ellen Friedman	Teacher of Math	HMS	0.2	8/30/2023 - 11/27/2023
Ariana Bauer	Teacher of Math	HMS	0.2	8/30/2023 - 11/27/2023
Alaina Burrows	Teacher of Math	HMS	0.2	8/30/2023 - 11/27/2023
Anthony Rappa	Teacher of Math	HMS	0.2	8/30/2023 - 11/27/2023
Brendan Hughes	Teacher of Music	HMS	0.04	8/30/2023 - 6/30/2024
Kristin Pelletier	Teacher of Music	HMS	0.04	8/30/2023 - 6/30/2024

Lateral Moves

				2022-2023						2023-2024						
Last Name	First Name	Position	School	Scale	Step	Base Salary	Longevity	Other	Total Salary	Scale	Step	Base Salary	Longevity	Other	Total Salary	Effective Date
Cirlincione	Paul	Teacher of Health & PE	LHS	MA	12	$84,773	$0	$0	$84,773	MA+16	13	$93,625	$0	$0	$93,625	9/1/23
Desamours	Therese	School Counselor	LHS	MA+16	12	$88,243	$0	$0	$88,243	MA+32	13	$97,575	$0	$0	$97,575	9/1/23
Gallo	Lenore	TOSD	HMS	BA+32	10	$73,705	$0	$0	$73,705	MA+16	11	$85,525	$0	$0	$85,525	9/1/23
Korfin	Brooke	Kindergarten Teacher	RHE	BA	1	$54,900	$0	$0	$54,900	BA+16	2	$57,775	$0	$0	$57,775	9/1/23
Lynn	Nicole	Elementary School Teacher	MPE	BA+16	16	$94,600	$3,490	$0	$98,090	MA+16	16	$105,100	$3,690	$0	$108,790	9/1/23
Munley	Michael	Teacher of Health & PE	LHS	MA	15	$96,555	$0	$0	$96,555	MA+32	16	$109,400	$0	$0	$109,400	9/1/23
Palazzo	Lori	Intervention/Enrichment	BHE	MA+32	16	$97,155	$0	$0	$97,155	MA+32	17	$115,008	$0	$0	$115,008	9/1/23
Rossi	Victoria	Teacher of Health & PE	LHS	BA+16	4	$58,300	$0	$0	$58,300	MA+16	5	$69,175	$0	$0	$69,175	9/1/23

*as amended from a previous agenda

LHS ATHLETIC STIPENDS 23-24

Attachment Q

Stipend		Number of Stipends	23-24 Stipend Amount	Last Name	First Name
Football	Head	1	$13,098	Breschard	Robert
Football	Assistants	6	$9,692	China (OD)	Travis
Football	Assistants		$9,692	Fischer(OD)	Joseph
Football	Assistants		$9,692	Gillo	Robert
Football	Assistants		$9,692	Leone	Ben
Football	Assistants (.5)		$4,846	Mattia	Chris
Football	Assistants (.5)		$4,846	Gromek	Melissa
Football	VOLUNTEER			Lovenheim (OD)	Jay
Football	VOLUNTEER			Silvestri(OD)	Mark
Football	VOLUNTEER			Barbella (OD)	Ron
Baseball	Head	1	$11,133	Ennis	Michael
Baseball	Assistants	3	$8,382	Altomare	Michael
Boys' Basketball	Head	1	$11,133	Gill (OD)	Joseph
Boys' Basketball	Assistants	2	$8,382	Ennis	Michael
Boys' Baskeball	VOLUNTEER			Boulin (OD)	Chris
Bowling	Head	1	$8,382	Hughes (OD)	Griffith
Girls' Basketball	Head	1	$11,133	Addison	Ashley
Girls' Basketball	Assistants	2	$8,382	Dlugo	Cara
Girls Basketball	Assistants		$8,382	Daugherty	Lauren
Girls Basketball	VOLUNTEER			Pacholec	Natalie
Cheerleaders Fall	Head	1	$5,239	Fabrizio	Laura
Cheerleaders Fall	Assistants	2	$3,900	Rooney (OD)	Kaitlyn
Cheerleaders Fall	Assistants		$3,900	Franco	Meredith
Cheerleaders Winter	Head	1	$5,239	Fabrizio	Laura
Cheerleaders Winter	Assistants	2	$3,900	Rooney (OD)	Kaitlyn
Cheerleaders Winter	Assistants		$3,900	Franco	Meredith
Boys' Cross Country	Head	1	$11,133	Memory	James
Girls' Cross Country	Head	1	$11,133	Chaudruc	Keith
Cross Country	Assistant (Shared)	1	$8,382	Czeizinger (OD)	David
Facility Equipment Manager		1	$3,575	Schroeder	Scott
Site Manager (233 hours)		$46.34 per hour		Ambio	Lester
Site Manager (233 hours)		$46.34 per hour		Asimou	Eugene
Site Manager (233 hours)		$46.34 per hour		Barbella (OD)	Ronald
Site Manager (233 hours)		$46.34 per hour		Breschard	Robert
Site Manager (233 hours)		$46.34 per hour		DLugo	Cara
Site Manager (233 hours)		$46.34 per hour		Duffy (OD)	Mike
Site Manager (233 hours)		$46.34 per hour		Dzama (OD)	Brad

Site Manager (233 hours)		$46.34 per hour		Ennis	Mickey
Site Manager (233 hours)		$46.34 per hour		Gill (OD)	Joseph
Site Manager (233 hours)		$46.34 per hour		Gromek	Melissa
Site Manager (233 hours)		$46.34 per hour		Hamilton	Lloyd
Site Manager (233 hours)		$46.34 per hour		Leone	Ben
Site Manager (233 hours)		$46.34 per hour		Lukowiak	Stu
Site Manager (233 hours)		$46.34 per hour		Munley	Michael
Site Manager (233 hours)		$46.34 per hour		Raiz	Paul
Site Manager (233 hours)		$46.34 per hour		Schroeder	Scott
Boys Fencing	Head	1	$9,823	Puccio (OD)	Greg
Girls Fencing	Head	1	$9,823	Ng (OD)	Janette
Fencing	Assistants	2	$7,728	Hernandez	Christy
Fencing	Assistants (.5)		$3,864	Ng (OD)	Alice
Fencing	Assistants (.5)		$3,864	Richardson(OD)	Andrew
Field Hockey	Head	1	$11,133	Alfaro	Lila
Field Hockey	Assistants	2	$8,382	Morano	Mary
Field Hockey			$8,382	Stock	Vanessa
Golf	Head	1	$8,382	Waddon (R)	John
Gymnastics Advisor			$25/hr not to exceed $1,200	Kruse	Jamie
Ice Hockey	Head	1	$11,133	Conklin (OD)	Dave
Ice Hockey	Assistant	1	$8,382	Melucci (OD)	Dave
Boys' Lacrosse	Head	1	$11,133	Dzama (OD)	Brad
Boys Lacrosse	Assistants	2	$8,382	Nann	Patrick
Boys Lacrosse	Assistants		$8,382	Mattia	Christopher
Girls Lacrosse	Head	1	$11,133	Nann	Kelly
Girls Lacrosse	Assistants	2	$8,382	Alfaro	Lila
Boys Soccer	Head	1	$11,133	Rubbinetti	Roger
Boys Soccer	Assistants	3	$8,382	Charney	Jason
Boys Soccer	Assistants		$8,382	Lopez	Charlie
Boys Soccer	Assistants (.5)		$4,191	Gill (OD)	Joseph
Boys Soccer	Assistants (.5)		$4,191	Pauls	Sean
Girls Soccer	Head	1	$11,133	Carr	Brian
Girls Soccer	Assistants	3	$8,382	Schwindel	Kate
Girls Soccer	Assistants		$8,382	Mead	Dave
Girls Soccer	Assistants		$8,382	Pacholec	Natalie
Girls Soccer	VOLUNTEER			Lytle	Dana

Girls Softball	Head	1	$11,133	Daily	Jason
Girls Softball	Assistants	2	$8,382	Mead	David
Girls Softball	Assistants		$8,382	Matten (OD)	Ian
Boys Swimming	Head	1	$9,823	Schroeder	Scott
Boys Tennis	Head	1	$9,823	Lovi (R)	Elliot
Boys Tennis	Assistant	1	$7,728	Cirlincioine	Paul
Boys Tennis	VOLUNTEER			Lovi (OD)	Marjorie
Girls Tennis	Head	1	$9,823	Buyes	Amanda
Girls Tennis	Assistant	1	$7,728	Fischer	Anthony
Boys Track Winter	Head	1	$11,133	Petryna	Nancy
Boys Winter Track	Assistant	1	$8,382	Eugene	Asimou
Girls Track Winter	Head	1	$11,133	Blau	Raz
Girls Winter Track	Assistant	1	$8,382	Cziezinger (OD)	Dave
Boys Track Spring	Head	1	$11,133	Petryna	Nancy
Boys Track Spring	Assistants	2	$8,382	Blau	Raz
Boys Track Spring	Assistants		$8,382	Asimou	Eugene
Girls Track Spring	Head	1	$11,133	Chaudruc	Keith
Girls Track Spring	Assistants	2	$8,382	Cziezinger (OD)	Dave
Girls Track Spring	Assistants		$8,382	Greenberg	Andrew
Boys Volleyball	Head	1	$11,133	Kim (OD)	Dan
Boys Volleyball	Assistants	2	$8,382	Giuliani	James
Boys Volleyball	Assistants		$8,382	Jones	David
Girls Volleyball	Head	1	$11,133	Kim (OD)	Dan
Girls Volleyball	Assistants	2	$8,382	Fox	Stephanie
Girls Volleyball	Assistants		$8,382	Guiliani	James
Wrestling	Head	1	$11,133	Brill	Daniel
Wrestling	VOLUNTEER			Keenan	Robert
Strength Training Fall	Head	2	$3,250	Jones	David
Strength Training Fall	Head		$3,250	Asimou	Eugene
Strength Training Winter	Head	2	$3,250	Breschard	Robert
Strength Training Winter	Head		$3,250	Gillo	Robert
Strength Training Spring	Head	2	$3,250	Breschard	Robert
Strength Training Spring	Head		$3,250	Gillo	Robert
Strength Training Summer	Head (.5)	1	$1,625	Leone	Ben
Strength Training Summer	Head (.5)		$1,625	Gillo	Robert
High School Intramural - Coordinator	Coordinator	1	$3,250	Jones	David
Intramural Coaches	Coaches	$41.29 per session		Jones	David
Intramural Coaches	Coaches	$41.29 per session		Cirlincioine	Paul

Intramural Coaches	Coaches	$41.29 per session		Nann	Kelly
Intramural Coaches	Coaches	$41.29 per session		Munley	Michael
Intramural Coaches	Coaches	$41.29 per session		DLugo	Cara
Intramural Coaches	Coaches	$41.29 per session		Gillo	Robert
Intramural Coaches	Coaches	$41.29 per session		Rossi	Victoria
Intramural Coaches	Coaches	$41.29 per session		Raiz	Paul
Intramural Coaches	Coaches	$41.29 per session		Schroeder	Scott
Intramural Coaches	Coaches	$41.29 per session		Asimou	Eugene
Game Workers - Ticket Sellers & Takers/Announcers/Security			Security	Ambio	Les
Game Workers - Ticket Sellers & Takers/Announcers/Security			Security	Barbella (OD)	Ron
Game Workers - Ticket Sellers & Takers/Announcers/Security			Security	Sullivan	Joseph
Game Workers - Ticket Sellers & Takers/Announcers/Security			Security	Lukiowaik	Stewart
Game Workers - Ticket Sellers & Takers/Announcers/Security				Aaron	Samantha
Game Workers - Ticket Sellers & Takers/Announcers/Security				Ackerman	Martha
Game Workers - Ticket Sellers & Takers/Announcers/Security				Alessio	Karen
Game Workers - Ticket Sellers & Takers/Announcers/Security				Asimou	Eugene
Game Workers - Ticket Sellers & Takers/Announcers/Security				Barbella (OD)	Ron
Game Workers - Ticket Sellers & Takers/Announcers/Security				Blount	Joann
Game Workers - Ticket Sellers & Takers/Announcers/Security				Bonvini	Lisa
Game Workers - Ticket Sellers & Takers/Announcers/Security				Breschard	Robert
Game Workers - Ticket Sellers & Takers/Announcers/Security				Brill	Daniel
Game Workers - Ticket Sellers & Takers/Announcers/Security				Casale	Kimberly
Game Workers - Ticket Sellers & Takers/Announcers/Security				Cuneo	Ernie
Game Workers - Ticket Sellers & Takers/Announcers/Security				Desamours	Therese (Val)
Game Workers - Ticket Sellers & Takers/Announcers/Security				DLugo	Cara
Game Workers - Ticket Sellers & Takers/Announcers/Security				Duffy	Marjorie
Game Workers - Ticket Sellers & Takers/Announcers/Security				Duffy(OD)	Mike
Game Workers - Ticket Sellers & Takers/Announcers/Security				Ennis	Mickey
Game Workers - Ticket Sellers & Takers/Announcers/Security				Ennis	Amy
Game Workers - Ticket Sellers & Takers/Announcers/Security				Gill (OD)	Joseph
Game Workers - Ticket Sellers & Takers/Announcers/Security				Gillo	Robert
Game Workers - Ticket Sellers & Takers/Announcers/Security				Gillock (OD)	Joanne
Game Workers - Ticket Sellers & Takers/Announcers/Security				Goldberg	Joann
Game Workers - Ticket Sellers & Takers/Announcers/Security				Gromek	Melissa
Game Workers - Ticket Sellers & Takers/Announcers/Security				Held	Nancy
Game Workers - Ticket Sellers & Takers/Announcers/Security				Homberg	Cathy
Game Workers - Ticket Sellers & Takers/Announcers/Security				Jones	David
Game Workers - Ticket Sellers & Takers/Announcers/Security				Katz-Cocuzza	Cynthia

Game Workers - Ticket Sellers & Takers/Announcers/Security		Kruse	Jamie
Game Workers - Ticket Sellers & Takers/Announcers/Security		Leone	Ben
Game Workers - Ticket Sellers & Takers/Announcers/Security		Lieberman	Theresa
Game Workers - Ticket Sellers & Takers/Announcers/Security		Mullin	Nancy
Game Workers - Ticket Sellers & Takers/Announcers/Security		Munley	Michael
Game Workers - Ticket Sellers & Takers/Announcers/Security		Nedza	Stacy
Game Workers - Ticket Sellers & Takers/Announcers/Security		Pacholec	Natalie
Game Workers - Ticket Sellers & Takers/Announcers/Security		Raiz	Paul
Game Workers - Ticket Sellers & Takers/Announcers/Security		Rigas	Patricia
Game Workers - Ticket Sellers & Takers/Announcers/Security		Rossi	Victoria
Game Workers - Ticket Sellers & Takers/Announcers/Security		Rubinetti	Roger
Game Workers - Ticket Sellers & Takers/Announcers/Security		Rulka	Katey
Game Workers - Ticket Sellers & Takers/Announcers/Security		Schroeder	Scott
Game Workers - Ticket Sellers & Takers/Announcers/Security		Schwindel	Kate
Game Workers - Ticket Sellers & Takers/Announcers/Security		Shue (OD)	Richard
Game Workers - Ticket Sellers & Takers/Announcers/Security		Sullivan	Joseph
Game Workers - Ticket Sellers & Takers/Announcers/Security		Sullivan	Margaret
Game Workers - Ticket Sellers & Takers/Announcers/Security		Szalay	Ann

2023-24 LHS Cocurricular Stipends			
Position	**# of Positions**	**2023-2024 Amount**	**Recommended**
Academic Team	1	$5,848	Guy Rabner
Area/Reg/All State Musical Ensemble not to exceed 135 hours	4	$42.60 per hour	Nancy Ciminnisi Josh Salzman James Hegedus Mike Jedwabnik
Marching Band Director - Head	1	$8,446	Michael Jedwabnik
Marching Band Director - Assistant	1	$5,848	James Hegedus
Marching Band Tech	1	$1,290	Erik Donough
Marching Band - Percussion Instructor	2	$3,224	Jennifer Rupert Chris Zwarych (OD)
Coding Club	1	$1,290	Jennifer Gee
Color Guard Instructor - Head	1	$4,256	Maureen Biss
DECA	1	$3,869	Daniel Quackenbush
Eco lancers	1	$2,579	Dave Richards
Equity Coach	1	$2,579	Brittany Gajewski
Envirothon	1	$1,290	Douglas Jay
Chess Team	1	$3,869	Will Peklo
Class Advisor - Freshmen	2	$1,935	Rachel Henry Anthony Fischer
Class Advisor - Sophomore	2	$1,935	Pat Catalano Nicholas Brooks
Class Advisor - Junior	2	$2,579	Kim Costanzo Kelly Rocco
Class Advisor - Senior	2	$3,224	Drew Krumholz Jim Memory
* Computer Lab Extended Hours (Art, Business, Math, Tech & Photoshop) - 2 hours per week, 34 weeks		$38.88 per hour	Chris Iannuzzi - Art Victoria Gioioso - Art
Forensics & Debate Team	2	$3,869	Elena Cannarozzi
FBLA	2	$3,869	Hal Mordkoff Tom Garzon
Gay Straight Alliance	1	$967.50 $967.50	Drew Krumhol Daniella Buonomo
HOSA - Health Occupations	1	$967.50 $967.50	Bobbi Bremmer Mary Kaspriskie
Improv Club	1	$1,290	Scott Patteson
Inner Circle Theater	1	$1,290	Scott Patteson
Lancer Jazz Band	1	$3,224	James Hegedus
Lab Jazz Band	1	$2,579	Mike Jedwabnik
Key Club	2	$1,805.30 $3,352.70	Marjorie Duffy Val Desamours
Lead Teacher Art/Music, Business	2	$8,446	Mike Jedwabnik-Art/Music Alex Lamon-Business

Leo Club	1	$1,290	Jacqueline Pascale
Inner Voices Magazine	2	$1,290	Chris Iannuzzi Rachel Henry
Math Team Advisor	1	$1,935	Pat Catalano
Mock Trial Advisor	1	$1,935	Tom Garzon
Model UN	1	$1,935	Steve Schaible
Mu Alpha Theta Mathematics Honor Society	1	$1,290	Pat Catalano
National Social Studies Honor Society	1	$1,290	Jill Tejeda
National Art Honor Society	1	$967.50 $967.50	Katherine Collins Rob Liquori
National Business Honor Society	1	$1,290	Alex Lamon
National Honor Society	1	$2,579	Johanna Frye
National Science Honor Society	1	$967.50 $967.50	Abbie Young Max Diaz
National Thespian Honor Society	1	$1,290	Scott Patteson
National English Honor Society	1	$645 $645	Michael Sunga Jacqueline Pascale
National Chinese Lang Honor Society	1	$1,290	Xin Cai
National French Lang Honor Society	1	$1,290	Soukeyna Diop-Tall
National Italian Lang Honor Society	1	$1,290	Guy Rabner
National Spanish Lang Honor Society	1	$1,290	Susana Fernandez-Poyatos
National Technology Honor Society	1	$1,290	Ryan Karpak
Newspaper	1	$6,497	Tim Callahan
Ocean Science Bowl	1	$645 $645	Michelle Augliera Jamie Kruse
Organization of Student Tutors	1	$1,935	Adam Berryann
People Helping People	1	$1,935	Margaret Lafferty
Radio Broadcasting Advisor	1	$1,935	Jason Daily
Robotics	2	$5,848	Ryan Karpak Matt Van Pelt
Science Bowl	1	$645 $645	Michael Coleman Johanna Frye
Ski Club	1	1,290	Marisa Vosa
SGA	1	$1,612 $1,612	Taylor Torre Krista Delia
Student Equity Advisor	1	$2,579	Drew Krumholz
Chamber Orchestra Conductor	1	$3,869	Nancy Ciminnisi
TA Mentor	1	$350	Karen Marucci

Tri-M Honor Society	1	$986.50 $986.50	Joshua Salzman Nancy Ciminnisi
Web Master	1	$2,579	Rachel Henry
Yearbook (2019-2020)	1	$10,395	Kelsey Collins
Yearbook Business Manager	1	$2,579	Jim Memory
SPRING MUSICAL			
Costumes	1	$4,514	Alyssa LaMedica
Technical Director of Stage Crew	1	$4,514	Brian Megaro
Adult Pit Director (Orchestra Prep)	1	$1,612	Mike Jedwabnik
Student Pit Director (Orchestra Prep)	1	$1,612	James Hegedus
Publicity	1	$1,290	Chris Iannuzzi
FALL DRAMA			
Costumes	1	$3,224	Alyssa LaMedica
Technical Director of Stage Crew	1	$3,224	Brian Megaro
Publicity	1	$1,290	Chris Iannuzzi
Detention AM/PM		$25.62	Susanna Fernandez-Poyatos Kimberly Costanzo Andrew Greenberg Karen Marucci Lisa Bonvini Jessica Rettagliata Stacey Strumeyer Theresa Cannone Patrick Getz Swarandeep Anand Michael Coleman Joanne Blount
Detention Saturday		$42.52	Susanna Fernandez-Poyatos Kimberly Costanzo Andrew Greenberg Karen Marucci Lisa Bonvini Jessica Rettagliata Stacey Strumeyer Theresa Cannone Patrick Getz Swarandeep Anand Michael Coleman Joanne Blount

2023-24 HMS COCURRICULAR STIPENDS			
Position	**# of Positions**	**2023-2024**	**Recommended**
Builders Club	1	$1,032	Ekaterina Vorobiev
Classical Literature Book Club	1	$774	Deanna Iacullo
Chess Club	1	$1,290	Pam Giannotto
Diversity Club	1	$1,290	Ekaterina Vorobiev
Garden Club	1	$1,290	Mary Smith
Femgineers	1	$1,935	Ken Zushma
FBLA	1	$916	Cindy Cooney
Green Jazz Band	1	$1,935	Brendan Hughes
Improv Club	1	$1,290	Brendan Hughes
Lancer Jazz Band	1	$1,935	Erik Donough
Math Counts	1	$1,935	Jamie Wolek
Memory Book	1	$5,198	Laurie Bisconti
Science Olympiad	1	$967.50 $967.50	Joe Velardi Jen Fredericks
Select Chorus	1	$1,935	Kristin Pelletier
Select Orchestra	1	$1,935	Karin Kott
Spectrum	1	$1,290	Emily Petrillo
Student Council	1	$2,579	Alex Gilgorri
TA Mentor	1	$350	Luca Bonvini
Team Coord.- Core	8	$3,869	Team 7-1 Jamie Wolek Team 7-2 Alaina Burrows Team 7-3 Katy Hreha Team 7-4 Mike Carlin Team 8-1 Laurie Bisconti Team 8-2 Martha Cuervo Team 8-3 Jess Cumbo Team 8-4 Rob Rynone
Team Coord 1 Sp. Ed & 1 Cycle	2	$2,579.33 $1,934.50 $1,934.50 $429.88 $429.88 $429.88	**Special Ed 2/3**: Brooke Newman **Cycle 50%**: Erin Magalhaes **PE 50%**: Roger Rubinetti **School Counseling 1/3**: Danielle Maxwell Lori Balasic Kim Campbell
OSE Science Materials Manager	2	$51.62/hour not to exceed 30 hours each	Breanna Willard Jessica Cumbo
Coord.of Intramural (amount *20 hours * 3 seasons)	1	$2,579	James Merlo
Intramural Coaches amount per session * 95 sessions*3 seasons	285 hrs	$39.42 per hour	James Merlo Pat Nann Melissa Gromek

Area/Reg/All State Musical Ensemble (not to exceed 136 hours)		$42.28 per hour	Karin Kott Brendan Hughes Erik Donough Kristin Pelletier
Academic Support			Danielle Cohen Brooke Newman
PM Detention			Ellen Friedman/Danielle Cohen

2023-24 ELEMENTARY STIPENDS

School	Position	2023-2024	Recommended
BHE	Asst to the Principal	$2,599 $2,599	Courtney Ferraro Melanie Bonanne
BHE	Student Council	$1,500	Courtney Ferraro
BHE	Equity Coach	$2,579	Madison Hom
BHE	TA Mentor	$350	Shivani Baijal
Collins	Asst to the Principal	$2599 $2599	Marlena Baird Donna Feldman
Collins	Safety Patrol Leader	$1,290	Tracey Dunleavy
Collins	Student Council	$750 $750	Katherine Miller Stefanie Lichtstein
Collins	Equity Coach	$2,579	Meredith Pannia
Collins	TA Mentor	$350	Lauri Brown
Harrison	Asst to the Principal	$866.33 $866.33 $866.33 $866.33 $866.33 $866.33	Anne Matienzo Janine DeMarsico Eileen Saladino Nicole Sajecki Celine Falchetta Jean Murray-Connell
Harrison	Safety Patrol Leader	$1,290	Celine Falchetta
Harrison	Student Council	$750 $750	Stephanie Siu Sara Calabrese
Harrison	Equity Coach	$2,579	Jodi Frohnaphel
Harrison	TA Mentor	$350	Noreen Smith
Hillside	Asst to the Principal	$2,599 $2,599	Marisa Gengaro Bridget Marshall
Hillside	Safety Patrol Leader	$1,290	Lisa Bowe
Hillside	Student Council	$750 $750	Justin Grossman Amy Hinds
Hillside	Equity Coach	$2,579	Allison Devine
Hillside	TA Mentor	$350	Michelle Schoenbach
MPE	Asst to the Principal	$1,039.60 $1,039.60 $1,039.60 $1,039.60 $1,039.60	James Diegnan Shira Roth Mary Dyer Jennifer Szostak Dana Triana
MPE	Safety Patrol Leader	$1,290	Sheily Chang
MPE	Student Council	$750 $750	Jennifer Szostak Dana Triana
MPE	Equity Coach	$2,579	James Diegnan
MPE	TA Mentor	$350	Maryellen Fabrizio

RHE	Asst to the Principal	$1,039.60 $2,079.20 $2,079.20	Aubrey Amorim Heather Cohen Dina Kandel
RHE	Safety Patrol Leader	$1,290	Allison Winka
RHE	Student Council	$1,500	Nicole Carangelo
RHE	Equity Coach	$2,579	Anna Maria Corino
RHE	TA Mentor	$350	Catherine Bitar

2023-24 District Stipends			
Position	**# of positions**	**2023-2024**	**Recommended**
Nurses	1	$5,198	Carolyn Ross
Media	1	$5,198	Jessica Sental
Home Economics	1	$806 $806 $806 $806	Danielle Morales Susan Stevenson Laura Richards Melissa DeAngelus
Coordinator of ESL	1	$5,198	Kristina Dugan
TA Mentor Coordinator	1	$750	Lisa Bonvini

2023 Building Equity Coaches

BHE- Madison Hom
Collins- Meredith Pannia
Harrison- Jodi Frohnaphel
Hillside-Allison Devine
MPE- Jim Diegnan
RH- Anna Maria Corino
MPM- Tom Montesion
HMS- Tom Truscello*
LHS-Brittany Gajewski

2023 Student Equity Advisors

Audrey Giordano
Breanne Mannes
Drew Krumholtz

*While Mr. Truscello is on LOA, Ms. Mannes will receive a prorated portion of the BEC payment.

Longevity
Effective July 1, 2023

7 Years of Service
Jalissa Sbarro

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

PLAYGROUND AIDE

~~**JOB GOAL:** To promote safe play at recess and minimize the risk of injury on the playground.~~

QUALIFICATIONS:

High school graduate.
Ability to interact with students in a positive manner.
Knowledge of first aid and emergency procedures.
Ability to understand and relay policies and information on the effective use of playground equipment to students.

REPORTS TO: Principal

JOB GOAL: To promote safe play at recess and minimize the risk of injury on the playground.

JOB RESPONSIBILITIES:

1. Assists in the supervision of students in the cafeteria and on the playground during lunch period.
2. Provide safety of all students on the playground.
3. Be warm and welcoming to all students.
4. Circulate around the playground and remain visible to the students at all times.
5. Handle conflicts that arise on the playground between students.
6. **Set-up and clean-up of recess equipment.**
7. Report any unsafe or unsanitary playground conditions to the building principal.
8. Ensure children are playing on equipment that is age appropriate.
9. Ability to determine health and well-being of all students and report information to appropriate school personnel.

Please note that the district encourages outdoor recess when at all possible and playground aides are expected to accompany children outdoors in temperatures at or above 25 degrees, providing there is not any inclement weather. Playground aides should also be able to supervise students outdoors in hot weather as well.

PHYSICAL DEMANDS OF THE POSITION

1. **Light lifting (up to 15 lbs.)**
2. **Climb and descend indoor and outdoor stairs repeatedly and/or hilly areas, if applicable, to ensure proper student supervision.**
3. **Ability to stand and circulate for up to 2 hours.**
4. **4. Ability to push and pull equipment on wheels used to transport recess equipment.**

TERMS OF EMPLOYMENT:

This is an hourly position employed while school is in session (typically 6 hours per week). The hourly compensation shall be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation.

Board approval date: March 9, 2009

5305 HEALTH SERVICES PERSONNEL (M)

The Board of Education shall appoint at least one school physician pursuant to N.J.S.A. 18A:40-1. The Board may appoint a lead school physician to serve as health services director if more than one school physician is contracted by the Board. The school physician(s) shall be currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy and shall have a training and scope of practice that includes child and adolescent health and development. The contract between the Board and the school physician(s) appointed pursuant to N.J.S.A. 18A:40-1 shall include a statement of assurance that the school physician(s) has completed the Student-Athlete Cardiac Screening professional development module developed pursuant to N.J.S.A. 18A:40-41d and has read the sudden cardiac arrest pamphlet developed pursuant to N.J.S.A. 18A:40-41. The school district shall conduct a criminal history background check on any physician before entering into an agreement for delivery of services pursuant to N.J.A.C. 6A:16-2.3.

The school physician(s) shall provide, at a minimum, the following services:

1. Consultation in the development and implementation of school district policies, procedures, and mechanisms related to health, safety, and medical emergencies, pursuant to N.J.A.C. 6A:16-2.1(a) and Policy and Regulation 5310;

2. Consultation to school district medical staff regarding the delivery of school health services, which includes special health care needs of technology-supported and medically fragile children, including students covered by 20 U.S.C. §1400 et seq., Individuals with Disabilities Education Act;

3. Physical examinations conducted in the school physician's office or other comparably equipped facility for students who do not have a medical home;

4. Provision of written notification to the parent stating approval or disapproval of the student's participation in athletics based upon the medical report;

5. Direction for professional duties of other medical staff;

6. Written standing orders that shall be reviewed and re-issued before the beginning of each school year;

7. Establishment of standards of care for emergency situations and medically related care involving students and school staff;

8. Assistance to the certified school nurse or noncertified nurse in conducting health screenings of students and staff and assistance with the delivery of school health services;

9. Review, as needed, of reports and orders from a student's medical home regarding student health concerns;

10. Authorization of tuberculin testing for conditions outlined in N.J.A.C. 6A:16-2.2(c) and Policy and Regulation 5310;

11. Review, approval, or denial with reasons of a medical home determination of a student's anticipated confinement and resulting need for home instruction; and

12. Consultation with the school district certified school nurse(s) to obtain input for the development of the school nursing services plan, pursuant to N.J.A.C. 6A:16-2.1(b) and Policy and Regulation 5310.

The Board shall employ a certified school nurse to provide nursing services while school is in session pursuant to N.J.S.A. 18A:40-1 and 3.3. The certified school nurse shall work under the direction of the school physician and Superintendent of Schools.

The certified school nurse shall possess a standard educational services certificate with a school nurse endorsement or school nurse/non-instructional endorsement pursuant to N.J.A.C. 6A:9B-14.3 or 14.4. The certified school nurse shall possess a current New Jersey registered professional nurse license issued by the New Jersey State Board of Nursing; a bachelor's degree from a regionally accredited college or university; a current Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillators (AED) certification as issued by the American Heart Association, the American Red Cross, the National Safety Council, or other entities determined by the Department of Health to comply with the American Heart Association's CPR guidelines; and complete training in airway management and in the use of nebulizers and inhalers consistent with nationally recognized standards including, but not limited to, those of the National Institutes of Health and the American Academy of Allergy, Asthma, and Immunology.

The role of the certified school nurse shall include, but not be limited to:

1. Carrying out written orders of the medical home and standing orders of the school physician;

2. Conducting health screenings which include height, weight, blood pressure, hearing, vision, and scoliosis pursuant to N.J.A.C. 6A:16-2.2 and Policy and

Regulation 5310 and monitoring vital signs and general health status for emergent issues for students suspected of being under the influence of alcohol and controlled dangerous substances, pursuant to N.J.S.A. 18A:40-4 and 18A:40A-12 and Policy and Regulation 5530;

3. Maintaining student health records, pursuant to N.J.S.A. 18A:40-4 and N.J.A.C. 6A:16-2.4, and Policy and Regulation 5308;

4. Recommending to the Principal students who shall not be admitted to or retained in the school building based on a parent's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4;

5. Annually reviewing student immunization records to confirm with the medical home that the medical condition for the exemption from immunization continues to be applicable, pursuant to N.J.A.C. 8:57-4.3;

6. Recommending to the Principal exclusion of students who show evidence of communicable disease, pursuant to N.J.S.A. 18A:40-7, 8, and 10;

7. Directing and supervising the emergency administration of epinephrine and glucagon, and training school staff designated to serve as delegates, pursuant to N.J.S.A. 18A:40-12.6 and 12.14 and Policy and Regulation 5330;

8. Administering asthma medication through use of a nebulizer;

9. Directing and supervising the health services activities of any school staff to whom the certified school nurse has delegated a nursing task;

10. Classroom instruction in areas related to health education, pursuant to N.J.A.C. 6A:9B-14.3;

11. Reviewing and summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team, pursuant to N.J.A.C. 6A:14-3.4(h);

12. Writing and updating, at least annually, the individualized health care plans and the individualized emergency healthcare plans for students' medical needs, and instructing staff as appropriate;

13. Writing and updating, at least annually, any written healthcare provisions required under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794(a), for any student who requires them;

14. Assisting in the development of and implementing healthcare procedures for students in the event of an emergency;

15. Instructing teachers on communicable disease and other health concerns, pursuant to N.J.S.A. 18A:40-3;

16. Reviewing completed health history update questionnaires and sharing with the school athletic trainer for review, if applicable, pursuant to N.J.S.A. 18A:40-41.7; and

17. Providing other nursing services consistent with the nurse's educational services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

A certified school nurse who possesses the school nurse/non-instructional certificate is not authorized to teach in areas related to health, pursuant to N.J.A.C. 6A:9B-14.4.

The Board may appoint a non-certified nurse under the supervision of a certified school nurse to supplement the services of a certified school nurse provided a noncertified nurse shall be assigned to the same school building or complex as the certified school nurse pursuant to N.J.S.A. 18A:40-3.3.a. and a noncertified nurse is limited to providing services only as permitted under a noncertified nurse's license issued by the State Board of Nursing in accordance with N.J.A.C. 6A:16-2.3(c).

N.J.S.A. 18A:40-1; 18A:40-3.3; 18A:40-4; 18A:40-7;
18A:40-8; 18A:40-10; 18A:40A-12; 18A:40-12.6;
18A:40-12.14; 18A:40-41.7
N.J.A.C. 6A:9B-14.3; 6A:9B-14.4; 6A:14-3.4; 6A:16-2.1;
6A:16-2.2; 6A:16-2.3

Adopted:

5308 STUDENT~~PUPIL~~ HEALTH RECORDS (M)

The school district shall maintain mandated student health records for each student pursuant to N.J.A.C. 6A:16-2.4 and N.J.A.C. 6A:32-7. The district will document student health records using a form approved by the Commissioner of Education.

The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7 and 6A:16-2.4. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7. Student health records shall be maintained separately from other student records. Student health records also shall be maintained according to the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the school district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record. The school district of last enrollment, graduation, or permanent departure of the student shall keep, for 100 years, a mandated record of a student's health history and immunization in accordance with N.J.A.C. 6A:32-7.8(f). No additions shall be made to the record after graduation or permanent departure without prior written consent of the parent or adult student pursuant to N.J.A.C. 6A:32-7.8(e). ~~The maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4 and 6A:16-2.4. Student health records may be stored electronically or in paper format and shall be maintained separately from other student records in a secure location, accessible to authorized personnel while school is in session. The health history and immunization record shall be removed from the student's health record and placed in the student's mandated record upon graduation or termination and kept according to the schedule set forth in N.J.A.C. 6A:32-7.8.~~

The transfer of student health records when a student transfers to or from a school district shall be in accordance with N.J.A.C. 6A:16-7.9 and N.J.A.C. 6A:32-7.5~~1 et. seq.~~.

Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations: information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student; information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2; information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates that a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those

purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.Any Board of Education employee with knowledge of, or access to, information that identifies a student as having HIV infection or AIDS; information obtained by the school's alcohol or drug program which would identify the student as an alcohol or drug user; or information provided by a secondary school student while participating in a school-based alcohol or drug counseling program that indicates a parent, guardian, or other person residing in the student's household is dependent upon or illegally using a substance shall comply with restrictions for sharing such information in accordance with N.J.A.C. 6A:16-2.4(b) through (e) and as required by Federal and State statutes and regulations.

Access to and disclosure of information in a student's health record shall meet the requirements of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, and 34 CFR Part 99, incorporated herein by reference, as amended and supplemented, and N.J.A.C. 6A:32-7, Student Records.

The school district shall provide access to the student's health record to licensed medical personnel not holding educational certification who are working under contract with or as employees of the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.

Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to those portions of the student health records necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

Nothing in N.J.A.C. 6A:16-2.4 or in this Policy and Regulation 5308 shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

N.J.S.A. 18A:40-3.4
N.J.A.C. 6A:16-2.4; 6A:32-7.1; 6A:32-7.4;
6A:32-7.5; 6A:32-7.8
N.J.A.C. 6A:16-2.4 et seq.;
6A:32-7.4 et seq.
6A:32-7.5 et seq.;

Adopted: 13 December 2010

Revised: 08 December 2014

R 5308 STUDENT HEALTH RECORDS (M)

Student health records shall be maintained for each student pursuant to N.J.A.C. 6A:16-2.4. Maintenance and security of student health records shall be in accordance with N.J.A.C. 6A:32-7.4.

A. Mandated Student Health Records

1. The district shall maintain for each student, pursuant to N.J.A.C. 6A:32, a student health record that includes the following mandated records:

   a. Findings of health histories, medical examinations, and health screenings pursuant to N.J.A.C. 6A:16-2.2 and 4.3; and

   b. Documentation of immunizations against communicable diseases or exemption from these immunizations pursuant to N.J.A.C. 8:57-4.1, 4.3, and 4.4.

2. The district will document the findings of student health histories, health screenings, and required medical examinations that are relevant to school participation on the student's health record using a form approved by the Commissioner of Education.

B. Maintenance and Security of Student Health Records

1. The school district shall maintain student health records in accordance with N.J.A.C. 6A:32-7.4 as follows:

   a. Student health records may be stored electronically or in paper format.

      (1) When student health records are stored electronically, proper security and backup procedures shall be administered;

   b. Student health records, whether stored on paper or electronically, shall be maintained in accordance with N.J.A.C. 6A:32-7.1(l).

      (1) Student health records shall be maintained separately from other student records. Student health records also shall be maintained in accordance with the requirements of N.J.A.C. 6A:32-7 until such time as graduation or termination from the

district, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.

c. Student health records shall be accessible during the hours in which the school program is in operation.

C. Transferring Student Health Records

The school district shall ensure compliance with the requirements of N.J.A.C. 6A:32-7 – Student Records and Policy and Regulation 8330 when transferring student health records.

D. Restrictions for Sharing Student Health Information

1. Any Board of Education employee with knowledge of, or access to, the following health information shall comply with restrictions for sharing information as required by Federal and State statutes and regulations.

a. Information that identifies a student as having HIV infection or AIDS shall be shared only with prior written informed consent of the student age twelve or greater, or of the student's parent as required by N.J.S.A. 26:5C-1 et seq. and only for the purpose of determining an appropriate educational program for the student.

b. Information obtained by the school's alcohol and other drug program that would identify the student as an alcohol or other drug user may be disclosed only for those purposes and under conditions permitted by 42 CFR Part 2.

c. Information provided by a secondary school student while participating in a school-based alcohol or other drug counseling program that indicates a parent or other person residing in the student's household is dependent upon or illegally using a substance shall be shared only for those purposes and conditions permitted by N.J.S.A. 18A:40A-7.1.

E. Access to Student Health Records

1. Access to and disclosure of information in the student health record shall meet the requirements of the Family Educational Rights and Privacy Act

(FERPA), 20 USC §1232g and 34 CFR Part 99 as amended and supplemented, and N.J.A.C. 6A:32-7 – Student Records.

2. The school district shall provide access to the student health record to licensed medical personnel not holding educational certification who are working under contract with, or as employees of, the school district only to the extent necessary to enable the licensed medical personnel to perform their duties.

   a. Secretarial or clerical personnel under the supervision of the certified school nurse shall be permitted access to portions of the student health record necessary for entry and recording of data and for conducting routine clerical tasks as outlined in N.J.S.A. 18A:40-3.4 and N.J.A.C. 6A:32-7.5.

3. Nothing in N.J.A.C. 6A:16-2.4 or in Policy 5308 and this Regulation shall be construed to prohibit school personnel from disclosing to students or adults in connection with an emergency the information contained in the student health record if the release is necessary to protect the immediate health or safety of the student or other persons pursuant to N.J.A.C. 6A:32-7.5.

Adopted:

5310 HEALTH SERVICES (M)

The Board of Education shall develop and adopt the following written policies, procedures, and mechanisms in accordance with N.J.A.C. 6A:16-2.1(a) for the provision of health, safety, and medical emergency services, and shall ensure staff are informed as appropriate:

1. The review of immunization records for completeness pursuant to N.J.A.C. 8:57-4.1 through 4.20 (Policy and Regulation 5320);

2. The administration of medication to students in the school setting in by the following authorized individuals ~~accordance with N.J.A.C. 6A:16-2.1(a)2~~ (Policy and Regulation 5330).

   a. The school physician;

   b. A certified school nurse or non certified nurse;

   c. A substitute school nurse employed by the school district;

   d. The student's parent;

   e. A student approved to self-administer medication, pursuant to N.J.A.C. 6A:16-2.1(a)5.iii. and 6A:16-2.1(a)9. and N.J.S.A. 18A:40-12.3 and 12.4;

   f. Other school employees who volunteer to be trained and designated by the certified school nurse to administer epinephrine in an emergency, pursuant to N.J.S.A. 18A:40-12.5 and 12.6; and

   g. Other employees who volunteer to be designated as a delegate and trained to administer glucagon, pursuant to N.J.S.A. 18A:40-12.14.

3. The review of Do Not Resuscitate (DNR) Orders received from the student's parent or medical home (Policy 5332);

4. The provision of health services in emergency situations including:

   a. The emergency administration of epinephrine via an epinephrine ~~Epi pen~~ auto-injector pursuant to N.J.S.A. 18A:40-12.5 (Policy and

Regulation 5330);b The emergency administration of glucagon pursuant to N.J.S.A. 18A:40-12.14 (Policy and Regulation 5338);

c. The care of any student who becomes injured or ill while at school or participating in school-sponsored functions (Policy and Regulation 8441);

d. The transportation and supervision of any student determined to be in need of immediate care (Policy and Regulation 8441);

e. The notification to parent of any student determined to be in need of immediate medical care (Policy and Regulation 8441); and

f. The establishment and implementation of an emergency action plan for responding to a sudden cardiac event, including the use of an automated external defibrillator (AEF), pursuant to N.J.S.A. 18A:40-41b (Policy and Regulation 5300).

5. The treatment of asthma in the school setting in accordance with the provisions of N.J.A.C. 6A:16-2.1(a)5 (Policy 5335);

6. Administration of student medical examinations, pursuant to N.J.S.A. 18A:40-4, N.J.S.A. 18A:35-4.8, and N.J.A.C. 6A:16-2.2 (Policy and Regulation 5310);

7. Utilization of sanitation and hygiene when handling blood and bodily fluids pursuant to N.J.A.C. 12:100-4.2, Safety and Health Standards for Public Employees, and in compliance with 29 CFR 1910.1030, ~~Public Employees~~ Occupational Safety and Health ~~Program (PEOSH)~~ Bloodborne Pathogens Standards;

8. Provision of nursing services to nonpublic schools located in the school district as required by N.J.S.A. 18A:40-23 et seq. and N.J.A.C. 6A:16-2.5 (Policy and Regulation 5306);

9. Self-administration of medication by a student for asthma or other potentially life-threatening illness or life-threatening allergic reaction pursuant to N.J.S.A. 18A:40-12.3, 12.5, and 12.6, and the self-management and care of a student's diabetes as needed pursuant to N.J.S.A. 18A:40-12.15;

10. Development of an individualized healthcare plan and individualized emergency healthcare plan for students with chronic medical conditions, including ~~life-threatening allergies,~~ diabetes, ~~and~~ asthma, and life-threatening

allergies requiring special health services in accordance with N.J.S.A. 18A:40-12.11.c, 12.12, 12.13, and 12.15; and N.J.A.C. 6A:16-2.3(b)3xii;(Policies and Regulations 5331 and 5338 and Policy 5335); and

11. Management of food allergies in the school setting and the emergency administration of epinephrine to students for anaphylaxis pursuant to N.J.S.A. 18A:40-12.6a through 12.6d.

The Board of Education shall annually adopt the school district's nursing services plan at a regular meeting. pursuant to N.J.A.C. 6A:16-2.1(b) and Policy 5307.

~~The Board of Education shall comply with the following required health services as outlined in N.J.A.C. 6A:16-2.2:~~

~~1. Immunization records shall be reviewed and updated as needed pursuant to N.J.A.C. 8:57-4.1 through 4.24.~~

~~2. A Building Principal or designee shall not knowingly admit or retain in the school building any student whose parent has not submitted acceptable evidence of the child's immunization, according to the schedule specified in N.J.A.C. 8:57-4, Immunization of Students in School.~~

~~3. The school district shall perform tuberculosis tests on students using methods required by and when specifically directed to do so by the New Jersey Department of Health and Senior Services, based upon the incidence of tuberculosis or reactor rates in specific communities or population groups pursuant to N.J.S.A. 18A:40-16.~~

~~4. The school district shall immediately report any communicable diseases that are identified as reportable pursuant to N.J.A.C. 8:57-1, whether confirmed or presumed, by telephone to the health officer of the jurisdiction in which the school is located.~~

~~5. Each school in the district shall have and maintain for the care of students at least one nebulizer in the office of the school nurse or a similar accessible location pursuant to N.J.S.A. 18A:40-12.7.~~

~~6. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide this examination at the school physician's office or other comparably equipped facilitypursuant to N.J.S.A. 18A:40-4..~~

7. ~~The findings of the required examinations under 8. b. c,. d., and e. below shall include the following components:~~

   a. ~~Immunizations pursuant to N.J.A.C. 8:57-4.1 through 4.24;~~

   b. ~~Medical history including allergies, past serious illnesses, injuries, operations, medications, and current health problems;~~

   c. ~~Health screenings including height, weight, hearing, blood pressure, and vision; and~~

   d. ~~Physical examinations.~~

8. ~~The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and 6. above and:~~

   a. ~~Prior to participation on a school-sponsored interscholastic or intramural team or squad for students enrolled in any grade six to twelve in accordance with N.J.A.C. 6A:16-2.2(h)1;~~

   b. ~~Upon enrollment in school in accordance with N.J.A.C. 6A:16-2.2(h)2;~~

   c. ~~When applying for working papers in accordance with N.J.A.C. 6A:16-2.2(h)3;~~

   d. ~~For the purposes of the comprehensive Child Study Team evaluation pursuant to N.J.A.C. 6A:14-3.4 in accordance with N.J.A.C. 6A:16-2.2(h)4; and~~

   e. ~~When a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 in accordance with N.J.A.C. 6A:16-2.2(h)5.~~

9. ~~Each school shall have available and maintain an AED, pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), and in accordance with N.J.A.C. 6A:16-2.2(i).~~

10. ~~The Board of Education shall make accessible information regarding the New Jersey Family Care Program to students who are knowingly without medical coverage pursuant to N.J.S.A. 18A:40-34.~~

11. ~~Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq.~~

12. ~~The Board of Education, through the school nurse, shall ensure that students receive health screenings as outlined in N.J.A.C. 6A:16-2.2(k).~~

13. ~~The School Nurse shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The School Nurse, in conjunction with the office of the Assistant Superintendent, will also ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students hear are functioning properly.~~

~~N.J.S.A. 18A:40-4 et seq.~~
~~N.J.A.C. 6A:16-1.3 et seq.; 6A:16-2.1; 6A-2.2.~~

N.J.S.A. 18A:35-4.8; 18A:40-4; 18A:40-12; 18A:40-12.3; 18A:40-12.5; 18A:40-12.6; 18A:40-12.6a; 18A:40-12.6b; 18A:40-12.6c; 18A:40-12.6d; 18A:40-12.7; 18A:40-12.11; 18A:40-12.15; 18A:40-16; 18A:40-23 et seq.; 18A:40-41.a.; 18A:40-41.b.
N.J.A.C. 6A:16-1.3; 6A:16-2.1; 6A:16-2.2

Adopted: 22 March 2010
Revised: 08 December 2014
Revised: 17 October 2016

R 5310 HEALTH SERVICES (M)

A. Definitions – (N.J.A.C. 6A:16-1.3)

1. Advanced practice nurse (APN) – means a person who holds a current license as either an advanced practice nurse or a nurse practitioner/clinical nurse specialist from the State Board of Nursing.

2. Certified school nurse – means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an educational services certificate, school nurse, or school nurse/non-instructional endorsement from the Department of Education, pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.

3. Medical home – means a health care provider, including New Jersey FamilyCare providers as defined by N.J.S.A. 30:4J-12 and the provider's practice site chosen by the student's parent for the provision of health care.

4. Non-certified nurse – means a person who holds a current license as a professional nurse from the State Board of Nursing and is employed by a Board of Education and who is not certified as a school nurse by the Department of Education.

5. Parent – means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

6. Physical examination – means the examination of the body by a professional licensed to practice medicine or osteopathy, or an advanced practice nurse, or physician assistant. The term includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.

7. Physician assistant (PA) – means a health care professional licensed to practice medicine with physician supervision.

8. School physician – means a physician currently licensed by the New Jersey Board of Medical Examiners in medicine or osteopathy whose training and scope of practice includes child and adolescent health and development. The

physician is also referred to as the medical inspector as per N.J.S.A. 18A:40-1.

B. Medical Examinations – General Conditions (N.J.A.C. 6A:16-2.2)

1. Each student medical examination shall be conducted at the medical home of the student. If a student does not have a medical home, the school district shall provide the examination at the school physician's office or other comparably equipped facility, pursuant to N.J.S.A. 18A:40-4.

2. The findings of required examinations under N.J.A.C. 6A:16-2.2(h)2. through (h)5. and D. through G. below shall include the following components:

   a. Immunizations, pursuant to N.J.A.C. 8:57-4.1 through 4.24;

   b. Medical history, including allergies, past serious illnesses, injuries, operations, medications, and current health problems;

   c. Health screenings including height, weight, hearing, blood pressure, and vision; and

   d. Physical examinations.

3. Each school shall have available and maintain an automated external defibrillator (AED), pursuant to N.J.S.A. 18A:40-41a.a.(1) and (3), that is:

   a. In an unlocked location on school property, with an appropriate identifying sign;

   b. Accessible during the school day and any other time when a school-sponsored athletic event or team practice is taking place in which students of the school district or nonpublic school are participating; and

   c. Within a reasonable proximity of the school athletic field or gymnasium, as applicable.

4. The Board of Education shall make accessible information regarding the NJ FamilyCare Program to students who are knowingly without medical coverage, pursuant to N.J.S.A. 18A:40-34.

5. Information concerning a student's HIV/AIDS status shall not be required as part of the medical examination or health history, pursuant to N.J.S.A. 26:5C-1 et seq.

6. Pursuant to N.J.S.A. 18A:40-4, a student who presents a statement signed by their parents that such required examinations interfere with the free exercise of their religious beliefs shall be examined only to the extent necessary to determine whether the student is ill or infected with a communicable disease or to determine their fitness to participate in any health, safety, or physical education course required by law.

C. Medical Examinations - Prior to Participation on a School-Sponsored Interscholastic or Intramural Athletic Team or Squad for Students Enrolled in Any Grades Six to Twelve (N.J.A.C. 6A:16-2.2(h)1.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and prior to participation on a school-sponsored interscholastic or intramural athletic team or squad for students enrolled in any grades six to twelve.

a. The examination shall be conducted within 365 days prior to the first day of official practice in an athletic season and shall be conducted by a licensed physician, APN, or PA.

b. The physical examination shall be documented using the Preparticipation Physical Evaluation (PPE) form developed jointly by the American Academy of Family Physicians, American Academy of Pediatrics, American College of Sports Medicine, American Medical Society for Sports Medicine, American Orthopaedic Society for Sports Medicine, and American Osteopathic Academy of Sports Medicine and is available online at

http://www.state.nj.us/education/students/safety/health/records/athleticphysicalsform.pdf, in accordance with N.J.S.A. 18A:40-41.7.

(1) Prior to performing a preparticipation physical examination, the licensed physician, APN, or PA who performs the student-athlete's physical examination shall complete the Student-Athlete Cardiac Screening professional development module and shall sign the certification statement on the PPE

form attesting to the completion, pursuant to N.J.S.A. 18A:40-41d.

(a) If the PPE form is submitted without the signed certification statement and the school district has confirmed that the licensed physician, APN, or PA from the medical home did not complete the module, the student-athlete's parent may obtain a physical examination from a physician who can certify completion of the module or request that the school physician provides the examination.

(2) The medical report shall indicate if a student is allowed or not allowed to participate in the required sports categories and shall be completed and signed by the original examining physician, APN, or PA.

(3) An incomplete form shall be returned to the student's medical home for completion unless the school nurse can provide documentation to the school physician that the missing information is available from screenings completed by the school nurse or physician within the prior 365 days.

c. Each student whose medical examination was completed more than ninety days prior to the first day of official practice in an athletic season shall provide a health history update questionnaire completed and signed by the student's parent. The completed health history update questionnaire shall include information listed below as required by N.J.S.A. 18A:40-41.7.b.

The completed health history update questionnaire shall be reviewed by the school nurse and, if applicable, the school athletic trainer and shall include information as to whether, in the time period since the date of the student's last preparticipation physical examination, the student has:

(1) Been advised by a licensed physician, APN, or PA not to participate in a sport;

(2) Sustained a concussion, been unconscious or lost memory from a blow to the head;

(3) Broken a bone or sprained, strained, or dislocated any muscles or joints;

(4) Fainted or blacked out;

(5) Experienced chest pains, shortness of breath, or heart racing;

(6) Had a recent history of fatigue and unusual tiredness;

(7) Been hospitalized, visited an emergency room, or had a significant medical illness;

(8) Started or stopped taking any over the counter or prescribed medications; or

(9) Had a sudden death in the family, or whether any member of the student's family under the age of fifty has had a heart attack or heart trouble.

d. The school district shall provide to the parent written notification signed by the school physician stating approval of the student's participation in athletics based upon the medical report or the reasons for the school physician's disapproval of the student's participation.

e. The Board shall not permit a student enrolled in grades six to twelve to participate on a school-sponsored interscholastic or intramural athletic team or squad unless the student submits a PPE form signed by the licensed physician, APN, or PA who performed the physical examination and, if applicable, a completed health history update questionnaire, pursuant to N.J.S.A. 18A:40-41.7.c.

f. The school district shall distribute to a student-athlete and the student-athlete's parent the sudden cardiac arrest pamphlet developed by the Commissioner of Education, in consultation with the Commissioner of Health, the American Heart Association, and the American Academy of Pediatrics, pursuant to N.J.S.A. 18A:40-41.

(1) A student-athlete and the student-athlete's parent annually shall sign the Commissioner-developed form that they received and reviewed the pamphlet, and shall return it, to the student's school, pursuant to N.J.S.A. 18A:40-41.d.

(2) The Commissioner shall update the pamphlet, as necessary, pursuant to N.J.S.A. 18A:40-41.b.

(3) The Commissioner shall distribute the pamphlet, at no charge, to the school district, pursuant to N.J.S.A. 18A:40-41.b.

D. Medical Examinations - Upon Enrollment in School (N.J.A.C. 6A:16-2.2(h)2.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and upon enrollment in school.

a. The school district shall require parents to provide within thirty days of enrollment entry-examination documentation for each student.

b. When a student transfers to another school, the sending school district shall ensure the entry-examination documentation is forwarded to the receiving school district, pursuant to N.J.A.C. 6A:16-2.4(d).

c. Students transferring into this school district from out-of-State or out-of-country may be allowed a thirty-day period to obtain entry-examination documentation.

d. The school district shall notify parents through its website or other means about the importance of obtaining subsequent medical examinations of the student at least once during each developmental stage: at early childhood (preschool through grade three), pre-adolescence (grade four through six), and adolescence (grade seven through twelve).

E. Medical Examinations - When Students Apply for Working Papers (N.J.A.C. 6A:16-2.2(h)3.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when applying for working papers.

2. The school district may provide for the administration of a medical examination for a student pursuing a certificate of employment.

3. The school district shall not be held responsible for the costs for examinations at the student's medical home or other medical provider(s).

F. Medical Examinations - For the Purposes of the Comprehensive Child Study Team Evaluation Pursuant to N.J.A.C. 6A:14-3.4 (N.J.A.C. 6A:16-2.2(h)4.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and for the purposes of the comprehensive child study team evaluation, pursuant to N.J.A.C. 6A:14-3.4.

G. Medical Examinations - When a Student is Suspected of Being Under the Influence of Alcohol or Controlled Dangerous Substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3 (N.J.A.C. 6A:16-2.2(h)5.)

1. The school district shall ensure that students receive medical examinations in accordance with N.J.A.C. 6A:16-2.2(f) and B.1. above and when a student is suspected of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.S.A. 18A:40A-12 and N.J.A.C. 6A:16-4.3.

2. If a student who is suspected of being under the influence of alcohol or controlled dangerous substances is reported to the certified school nurse, the certified school nurse shall monitor the student's vital signs and general health status for emergent issues and take appropriate action pending the medical examination, pursuant to N.J.A.C. 6A:16-4.3.

3. No school staff shall interfere with a student receiving a medical examination for suspicion of being under the influence of alcohol or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3.

H. Health Screenings (N.J.A.C. 6A:16-2.2(l))

The Board of Education shall ensure that students receive health screenings in accordance with N.J.A.C. 6A:16-2.2(l).

1. Screening for height, weight, and blood pressure shall be conducted annually for each student in Kindergarten through grade twelve.

2. Screening for visual acuity shall be conducted biennially for students in Kindergarten through grade ten.

3. Screening for auditory acuity shall be conducted annually for students in Kindergarten through grade three and in grades seven and eleven, pursuant to N.J.S.A. 18A:40-4.

4. Screening for scoliosis shall be conducted biennially for students between the ages of ten and eighteen, pursuant to N.J.S.A. 18A:40-4.3.

5. Screenings shall be conducted by a school physician, school nurse, or other school personnel properly trained.

6. The school district shall notify the parent of any student suspected of deviation from the recommended standard.

7. The school nurse or designee shall screen to ensure hearing aids worn by students who are deaf and/or hard of hearing are functioning properly. The school nurse or designee will ensure any FM hearing aid systems in classrooms or any school equipment in the school building used to assist students to hear, are functioning properly.

Adopted:

5420 REPORTING ~~PUPIL~~STUDENT PROGRESS (M)

The Board of Education believes that the cooperation and communication between school and home in the interests of children is fostered by the systematic communication of students' educational welfare to parent(s) or legal guardian(s). The Board directs the establishment of a program of reporting student progress to parent(s) or legal guardian(s) by both written reports and by parent-teacher conferences and requires the cooperation of all appropriate teaching staff members in that program as part of their professional responsibilities.

The Superintendent shall develop, in consultation with appropriate administrative and teaching staff members, procedures for reporting student progress to parent(s) or legal guardian(s) that utilize various methods of reporting appropriate to grade level and curriculum content; ensure that the student and parent(s) or legal guardian(s) receive ample warning of a possible failing grade or any grade that would adversely affect the student's educational status; enable the scheduling of parent-teacher conferences at such times as will ensure the greatest degree of participation by parent(s) or legal guardian(s); and require the issuance of report cards at intervals throughout the school year.

Reports of individual achievement on State assessment tests shall be promptly disseminated to the student or the student's parent(s) or legal guardian(s).

Rank in Class

No information regarding rank in class shall be released to colleges, universities, or other external parties except as follows:

a) The United States military academies shall be provided with a class rank. Such data shall be provided upon request of an applicant or an applicant's parent;
b) Other scholarship programs external to colleges and universities to which a student has applied may be provided with either a class rank or a decile approximation of class rank as noted above if such data is required by the scholarship program;
c) Determination of the graduating valedictorian and salutatorian.

Weighted grade point averages shall be recorded on the student's permanent record card, but no designation of rank in class shall be recorded.

The Director of School Counseling shall annually develop a school profile that communicates to colleges and universities the caliber of the curriculum and the performance of the most recent graduating class.

The Director of School Counseling shall establish procedures to determine class rank for the specific purposes described above.

Discipline Records

(a) A student's disciplinary records shall be maintained in the student's permanent file; however, the district will not release such records to colleges, universities, and/or other parties without a written request by the parent/guardian of the student or by the student/graduate who is age 18 years or older.

State Seal of Biliteracy – N.J.A.C. 6A:8-5.3

1. The Board may award a State Seal of Biliteracy to any student who has met all requirements in N.J.A.C. 6A:8-5.2 and B. above and demonstrates proficiency in the following:

a. One or more world languages via an approved assessment pursuant to N.J.A.C. 6A:8-5.3(f) and D.6. below during the student's next to last or final year of high school; and

(1) Pursuant to N.J.S.A. 18A:7C-15, a foreign language other than English also shall include, but not be limited to, American Sign Language, Latin, and Native American languages.

b. English language arts as set forth in N.J.A.C. 6A:8-5.1(a)6 and A.1.f. above.

A Board that chooses to award the State Seal of Biliteracy shall incorporate the process into the developed, adopted, and implemented Policy 5460 – High School Graduation pursuant to N.J.A.C. 6A:8-5.1(a) and A.1. above, denoting participation in the voluntary program. A Board choosing to participate shall submit, in accordance with N.J.A.C. 6A:8-5.1(d) and A.3. above, a copy of Policy 5460 – High School Graduation that reflects the option for students to participate in the State Seal of Biliteracy.

3. The Board of Education shall pay the costs for related assessments and transcript insignias.

4. The Board of Education shall do the following:

a. Provide the NJDOE with information regarding students who qualify for the State Seal of Biliteracy pursuant to N.J.A.C. 6A:8-5.3(a) and D.1. above;

b. Present each student who qualifies pursuant to D.1. above with a New Jersey Department of Education-issued certificate;

c. Include the Commissioner of Education-developed insignia on the student's transcript; and

d. Maintain appropriate records to identify students who have earned the State Seal of Biliteracy.

5. The Board shall not award a State Seal of Biliteracy to any student who does not meet the criteria in N.J.A.C. 6A:8-5.3(a) and D.1. above and shall not include the Commissioner of Education-developed insignia on the student's transcript.

6. A list of New Jersey Department of Education-approved, nationally recognized assessments and the Statewide scores necessary for a student to satisfy requirements for the State Seal of Biliteracy shall be set by a resolution approved by the New Jersey State Board of Education.

a. If an approved assessment, pursuant to N.J.A.C. 6A:8-5.3(f) and D.6. above, does not exist for a particular language, the Board may administer a NJDOE-approved, locally designed proficiency-based assessment.

Adopted: 05 April 2010
Revised:

5460 HIGH SCHOOL GRADUATION (M)

The Board of Education will recognize the successful completion of the secondary school instructional program by the award of a State-endorsed diploma certifying the student has met all State and local requirements for high school graduation. The Board will annually certify to the Executive County Superintendent each student who has been awarded a diploma has met the requirements for graduation.

A. High School Graduation Requirements

A graduating student must have earned a minimum of 125 credits in courses designed to meet all of the New Jersey Student Learning Standards (NJSLS) including, but not limited to, the following credits:

1. At least twenty credits in English language arts aligned to grade nine through twelve standards;

2. At least fifteen credits in mathematics, including Algebra I or the content equivalent; geometry or the content equivalent; and a third year of mathematics that builds on the concepts and skills of algebra and geometry and that prepares students for college and 21st century careers;

3. At least fifteen credits in social studies, including satisfaction of N.J.S.A. 18A:35-1 and 18A:35-2; five credits in world history; and the integration of civics, economics, geography, and global content in all course offerings;

4. At least fifteen credits in science, including at least five credits in laboratory biology/life science or the content equivalent; one additional laboratory/inquiry-based science course, which shall include chemistry, environmental science, or physics; and one additional laboratory/inquiry-based science course;

5. At least three and three-quarters credits in health, safety, and physical education during each year of enrollment, distributed as one hundred fifty minutes per week, as required by N.J.S.A. 18A:35-5, 7, and 8;

6. At least five credits in visual and performing arts;

7. At least five credits in world languages or student demonstration of proficiency as set forth in N.J.A.C. 6A:8-5.1(a)2ii(2);

8. At least two and one-half credits in financial, economic, business, and entrepreneurial literacy;

9. Technological literacy, consistent with the NJSLS, integrated throughout the curriculum;

10. At least five credits in 21st century life and careers, or career-technical education; and

11. Electives as determined by the high school program sufficient to total a minimum of 125 credits.

As defined in N.J.A.C. 6A:8-1.3, "credit" means the award for the equivalent of a class period of instruction which meets for a minimum of forty minutes, one time per week during the school year or as approved through N.J.A.C. 6A:8-5.1(a)2.

The high school graduation credit requirement may be met in whole or in part through program completion of a range of experiences that enable students to pursue a variety of personalized learning opportunities, as follows:

1. The district shall establish a process to approve individualized student learning opportunities that meet or exceed the NJSLS.

   a. Individualized student learning opportunities in all NJSLS areas include, but are not limited, to the following:

      (1) Independent study;

      (2) Online learning;

      (3) Study abroad programs;

      (4) Student exchange programs; and

      (5) Structured learning experiences, including, but not limited to, work-based programs, internships, apprenticeships, and service learning experiences.

   b. Individualized student learning opportunities based upon specific instructional objectives aimed at meeting or exceeding the NJSLS shall:

(1) Be based on student interest and career goals as reflected in the Personalized Student Learning Plans;

In the development of Personalized Student Learning Plans according to N.J.A.C. 6A:8-3.2(a), the district shall actively encourage all students who have otherwise met the requirements for high school graduation according to N.J.A.C. 6A:8-5.1(a) to continue to pursue rigorous, yet balanced, courseloads in accordance with their post-secondary aspirations which may include the following:

a. Five credits in mathematics during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers;
b. Five credits in a laboratory science during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers;
c. Five credits in social studies during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers;
d. d. Five credits in world languages during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers;
e. Five credits in the visual and performing arts during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers, and
f. Five credits in business and/or technology during each year of enrollment, aimed at preparation for entrance into post-secondary programs or 21st century careers.

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(2) Include demonstration of student competency;

(3) Be certified for completion based on the district process adopted according to 2. below; and

(4) Be on file in the school district and subject to review by the Commissioner or designee.

c. Group programs based upon specific instructional objectives aimed at meeting or exceeding the NJSLS shall be permitted and shall be approved in the same manner as other approved courses.

2. The district shall establish a process for granting of credits through successful completion of assessments that verify student achievement in meeting or exceeding the NJSLS at the high school level, including standards achieved by means of the individualized student learning opportunities enumerated as outlined in N.J.A.C. 6A:8-5.1(a)2. Such programs or assessments may occur all or in part prior to a student's high school enrollment; no such locally administered assessments shall preclude or exempt student participation in applicable Statewide assessments at grades three through twelve.

   a. The district shall choose assessments that are aligned with or exceed the NJSLS and may include locally designed assessments.

   b. The district shall choose from among the following assessment options to determine if students have achieved the level of language proficiency designated as Novice-High as defined by the American Council on the Teaching of Foreign Languages (ACTFL) and recognized as fulfilling the world languages requirement of the NJSLS:

      (1) The Standards-based Measurement of Proficiency (STAMP) online assessment;

      (2) The ACTFL Oral Proficiency Interview (OPI) or Modified Oral Proficiency Interview (MOPI); or

      (3) Department of Education-approved locally designed competency-based assessments.

3. The district shall establish a process to approve post-secondary learning opportunities that may consist of: Advanced Placement (AP) courses; the College-Level Examination Program (CLEP); or concurrent/dual enrollment at accredited higher education institutions.

   a. The district shall award credit for successful completion of an approved, accredited college course that assures achievement of knowledge and skills that meets or exceeds the NJSLS.

B. Additional Graduation Requirements

1. Attendance requirements as indicated in Policy and Regulation 5200;

2. Any statutorily mandated requirements for earning a high school diploma; and

3. Any Statewide assessment graduation requirements as determined by the New Jersey Department of Education (NJDOE), and as outlined in C. below.

C. Statewide Assessment Graduation Requirements

Class of 2024 and 2025 (Updated May 2023)

Students must take and demonstrate proficiency in grade 11 on the New Jersey Graduation Proficiency Assessment, which includes content aligned to the grade 10 New Jersey Student Learning Standards (NJSLS) in ELA, and the NJSLS in Algebra 1 and Geometry.

If, after completing the New Jersey Graduation Proficiency Assessment, a student does not demonstrate proficiency on the ELA or mathematics section, the student may retake the New Jersey Graduation Proficiency Assessment in the following summer or fall.

A student with disabilities whose IEP states that they are not eligible for the alternate assessment (Dynamic Learning Maps) must take the New Jersey Graduation Proficiency Assessment in grade 11.

First Pathway—NJGPA
Note: Cut Scores Approved by the New Jersey State Board of Education on May 3, 2023

ELA	Mathematics
New Jersey Graduation Proficiency Assessment—ELA ≥ 725 (Graduation Ready)	New Jersey Graduation Proficiency Assessment—Mathematics ≥ 725 (Graduation Ready)

On May 3, 2023, the State Board of Education approved the graduation ready cut score for the ELA and mathematics components of the NJGPA, as well as the menu of alternative assessments and aligned cut scores.

The requirements in this section were adopted by the New Jersey State Board of Education on September 8, 2021 for the classes of 2023–2025.

English Language Arts and Literacy (ELA)
If, after completing the New Jersey Graduation Proficiency Assessment in grade 11, students did not demonstrate proficiency by passing the ELA component, such students may access the following pathways:

- Second Pathway: By meeting the designated cut score on a substitute competency test such as the PSAT, SAT, ACT, or ACCUPLACER; or
- Third Pathway: By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

Mathematics
If, after completing the required New Jersey Graduation Proficiency Assessment in grade 11, students did not demonstrate proficiency by passing the mathematics component, such students may access the following pathways:

- Second Pathway: By meeting the designated cut score on a substitute competency test such as the PSAT, SAT, ACT, or ACCUPLACER; or
- Third Pathway: By submitting, through the district, a student portfolio appeal to the New Jersey Department of Education.

~~1. The requirement that all students demonstrate proficiency in the high school end-of-course Partnership for Assessments of Readiness for College and Careers (PARCC) assessment in ELA 10 and Algebra I, or through the alternate means set forth at N.J.A.C. 6A:8-5.1(f) through (i);~~

~~2. The Board of Education will provide students who have not demonstrated proficiency on the high school end-of-course PARCC assessments in ELA 10 and Algebra I with the opportunity to demonstrate such competence through one of the alternate means set forth below:~~

~~a. For the graduating classes of 2016, 2017, 2018, and 2019, students who do not take both the ELA 10 and the Algebra I end-of-course PARCC assessments or who take, but do not achieve a passing score on both assessments, as required by N.J.A.C. 6A:8-5.1(a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:~~

~~(1) Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or~~

~~(2) Meet the criteria of the portfolio appeals process; and~~

~~b. For the graduating class of 2020, students who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those students who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1(c)3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and Algebra I end-of-course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1 (a)6, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics in one of the following ways:~~

~~(1) Achieve a passing score, as determined by the Commissioner, on a corresponding substitute competency test in English language arts and/or mathematics, as applicable, or substitute a passing score on another end-of-course PARCC assessment, including ELA 9, ELA 11, Geometry, or Algebra II; or~~

~~(2) Meet the criteria of the portfolio appeals process.~~

~~3. Beginning with the graduating class of 2021, students who take all applicable high school end-of-course PARCC assessments for all courses in which they are enrolled, including those students who received a waiver for ELA 11 pursuant to N.J.A.C. 6A:8-4.1(c)3i, as of September 6, 2016, and thereafter, but do not achieve a passing score on both the ELA 10 and Algebra I end-~~

~~of course PARCC assessments pursuant to N.J.A.C. 6A:8-5.1(a)6, by the conclusion of their senior year and after multiple opportunities to take the assessments, may satisfy the State requirement to demonstrate proficiency in English language arts and mathematics by meeting the criteria of the portfolio appeals process.~~

~~4. In accordance with a NJDOE Memorandum dated January 24, 2017, students in the graduating cohort of 2020 and 2021 who completed an Algebra I course prior to September 6, 2016 and:~~

~~a. Took the PARCC Algebra I assessment, but did not pass and are now in an advanced mathematics course (e.g. Geometry or Algebra II); or~~

~~b. Did not receive a valid test score, but are now in an advanced mathematics course (e.g. Geometry or Algebra II); or~~

~~c. Did not have an opportunity to take the PARCC Algebra I assessment because the NJDOE did not offer a summer test administration, but are now in advanced mathematics course (e.g. Geometry or Algebra II). Only students in the graduating cohorts of 2020 and 2021 described in the three specific groups above in a. b., and c. are eligible to utilize the following pathways to demonstrate proficiency in mathematics:~~

~~(1) Take or retake the PARCC Algebra I assessment and pass; or~~

~~(2) Utilize the NJDOE portfolio appeals process, provided they take the PARCC Geometry assessment and the PARCC Algebra II assessment (if enrolled in the Algebra II course) and receive valid scores; or~~

~~(3) Take and pass the Geometry or Algebra II assessment.~~

~~5. All English Language Learners (ELLs) shall satisfy the requirements for high school graduation, except ELLs may demonstrate they have attained State minimum levels of proficiency through passage of the portfolio appeals process in their native language, when available, and passage of a Department of Education-approved English fluency assessment.~~

~~6. Students with disabilities as defined in N.J.A.C. 6A:14-1.3 or eligible under Section 504 of the Rehabilitation Act who participate in the alternative assessment for students with disabilities are not required to participate in repeated administration of high school end-of-course PARCC assessments.~~

D. Attendance

Regular attendance is required for the successful completion of a course of study and graduation. Students are expected to be present in every scheduled class except as their attendance is excused in accordance with Board Policy 5200.

E. Students with Disabilities

1. Through the Individualized Educational Plan (IEP) process and pursuant to N.J.A.C. 6A:14-4.11 - Graduation, the district may specify alternate requirements for a State-endorsed diploma for individual students with disabilities as defined in N.J.A.C. 6A:14-1.3.

   a. The district shall specifically address any alternate requirements for graduation in a student's IEP, in accordance with N.J.A.C. 6A:14-4.11.

   b. The district shall develop and implement procedures for assessing whether a student with a disability has met the specified alternate requirements for graduation individually determined in an IEP.

2. If a student with a disability attends a school other than that of the school district of residence, which is empowered to grant a diploma, the student shall have the choice of receiving the diploma of the school attended or the diploma of the school district of residence.

   a. If the school the student is attending declines to issue a diploma to the student, the district of residence Board of Education shall issue the student a diploma if the student has satisfied all State and local graduation requirements, as specified in the student's IEP.

3. Students with disabilities who meet the standards for graduation according to the school district's graduation requirements shall have the opportunity to participate in graduation exercises and related senior activities on a nondiscriminatory basis, as provided for in subparagraph 5 below.

4. A student with a disability whose IEP prescribes continued special education programs beyond the fourth year of high school shall be permitted to participate in commencement ceremonies with his/her graduating class and shall receive a certificate of attendance, provided the student has attended four years of high school.

5. Students placed in private schools for the disabled by the district through their respective Individualized Education Plan (IEP) and who meet the requirements of subparagraphs 3 or 4 above, will be permitted to participate in graduation and related senior activities consistent with applicable law, provided students are in good standing with respect to the disciplinary policies of both the district and the private school.~~When a student with a disability graduates or exceeds the age of eligibility, the student shall be provided a written summary of his or her academic achievement and functional performance prior to the date of the student's graduation or the conclusion of the school year in which he or she exceeds the age of eligibility. The summary shall include recommendations to assist the child in meeting his or her postsecondary goals.~~

F. High School Diploma

1. The Board of Education shall award a State-endorsed high school diploma to prospective graduates who have met all of the requirements adopted in accordance with State and local Board of Education requirements.

2. The Board of Education shall not issue a high school diploma to any student not meeting the criteria specified in State and local requirements.

a. The district shall provide students exiting grade twelve without a diploma the opportunity for continued high school enrollment to age twenty or until the requirements for a State-endorsed diploma have been met, whichever comes first.

b. The district shall allow any out-of-school individual to age twenty who has otherwise met all State and local graduation requirements, but has failed to pass high school end-of-course PARCC assessments to demonstrate proficiency as set forth in N.J.A.C. 6A:8-5.1(f) pursuant to the standards applicable to the student's graduating class. Students in graduating classes prior to 2016 shall demonstrate proficiency as set forth in N.J.A.C. 6A:8-5.1(f)1. Upon certification of passing the test applicable to the student's class in accordance with N.J.A.C. 6A:8, a State-endorsed diploma shall be granted by the high school of record.

3. The Commissioner of Education shall award a State-issued high school diploma in accordance with the provisions of N.J.A.C. 6A:8-5.2(c) and (d).

4. The Board of Education shall award a State-endorsed high school diploma to any currently enrolled student, regardless of grade level, who:

a. Has demonstrated proficiency in the high school end-of-course PARCC assessments in ELA 10 and Algebra I, or as set forth in N.J.A.C. 6A:8-5.1(f);

b. Has presented official transcripts showing at least thirty general education credits leading to a degree at an accredited institution of higher education; and

c. Has formally requested such early award of a State-endorsed high school diploma.

G. Notification

Each student who enters or transfers into the high school and the student's parent(s) will be provided a copy of the school district's requirements for a State-endorsed diploma, and the programs available to assist students in attaining the State-endorsed diploma, in accordance with N.J.S.A. 18A:7C-5.

H. Reporting

The Superintendent, in accordance with N.J.S.A. 18A:7C-7 and 18A:7E-3, shall report annually to the Board of Education at a public meeting not later than September 30, and to the Commissioner of Education:

1. The total number of students graduated;

2. The number of students graduated under the substitute competency test process;

3. The number of students graduated under the portfolio appeals process;

4. The number of students receiving State-endorsed high school diplomas as a result of meeting any alternative requirements for graduation as specified in their IEP's;

5. The total number of students denied graduation from the twelfth grade class; and

6. The number of students denied graduation from the twelfth grade class solely because of failure to pass the high school end-of-course PARCC assessments, substitute competency tests, or portfolio appeals process based on the provisions of N.J.A.C. 6A:8.

I. The Superintendent shall provide to the Executive County Superintendent the district's graduation requirements each year they are evaluated through the Quality Single Accountability Continuum (QSAC) and update the filed copy each time the graduation policy is revised.

Diplomas in Memoriam

The Board, upon written request by the parent(s) or guardian(s) of the student, and recommendation by the Principal and Superintendent, will consider awarding a diploma in memoriam to a student who dies while enrolled in the district at grade level 12, provided the student was successfully on track at the time of death to receive a diploma at the end of the school year. For purposes of this policy, "school year" includes any summer session following the spring semester. Diplomas in memoriam will be provided to the family in a private meeting in the Principal's office, but not at the formal high school graduation ceremony.

N.J.S.A. 18A:7C-1; 18A:35-1; 18A:35-4.9; 18A:35-7; 18A:36-17

N.J.A.C. 6A:8-1 et seq.; 6A:8-5.1; 6A:8-5.2; 6A:14-4.11 et seq.

Adopted: January 11, 2010

Revised: September 20, 2010

Revised: June 18, 2018

Revised:

2419 SCHOOL THREAT ASSESSMENT TEAMS (M)

The Board of Education shall establish a threat assessment team at each school in the district pursuant to N.J.S.A. 18A:17-43.4. The purpose of a threat assessment team shall be to provide school teachers, administrators, and other staff with assistance in identifying students of concern, assessing those students' risk for engaging in violence or other harmful activities, and delivering intervention strategies to manage the risk of harm for students who pose a potential safety risk, to prevent targeted violence in the school, and ensure a safe and secure school environment that enhances the learning experience for all members of the school community.

Threat assessment teams established pursuant to N.J.S.A. 18A:17-43.4.a. and this Policy shall be multidisciplinary in membership and, to the extent possible, shall include the following individuals:

1. A school psychologist, school counselor, school social worker, or other school employee with expertise in student counseling;

2. A teaching staff member;

3. A school Principal or other senior school administrator;

4. A safe schools resource officer or school employee who serves as a school liaison to law enforcement; and

5. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440, in the event the school safety specialist is not already a school administrator or school employee required to be a part of the threat assessment team pursuant to N.J.S.A. 18A:17-43.4.b(5).

Additional school employees may serve as regular members of the threat assessment team or may be consulted during the threat assessment process, as determined to be appropriate by the team.

Nothing contained in N.J.S.A. 18A:17-43.4 shall be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the effective date of N.J.S.A. 18A:14-43.4 (August 1, 2022).

This Policy, required pursuant to N.J.S.A. 18A:17-43.4, shall be aligned with guidelines developed by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:17-43.6 and shall include, but need not be limited to:

1. Guidance for students, teaching staff members, and all school staff members regarding the recognition of threatening or aberrant behavior in a student that may represent a threat to the school community;

2. The designation of members of the school community to whom threatening behavior shall be reported;

3. The development and implementation of policies concerning the assessment and intervention of students whose behavior poses a threat to the safety of the school community, and appropriate actions to be taken, including available social, developmental, and law enforcement resources, for students whose behavior is identified as posing a threat to the safety of the school community;

4. Coordination and consultation with the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440; and

5. The threat assessment team shall not disclose or disseminate any information obtained during their assessment beyond the purpose for which the information was provided to the threat assessment team, except that the threat assessment team is authorized to disclose the information to applicable agencies to pursue appropriate action pursuant to N.J.S.A. 18A:17-43.5.a.(3) for any student whose behavior is identified as posing a threat to the safety of the school community.

When assessing a student whose behavior may pose a threat to the safety of the school community, in the case of a student with an Individualized Education Program (IEP) or 504 Plan, the threat assessment team shall consult with the IEP team or 504 team to determine whether the aberrant behavior is a threat to school safety and is being properly addressed in a manner that is required by N.J.A.C. 6A:14 and all Federal and State special education laws.

Each member of the threat assessment team shall participate in training provided by the school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 that is consistent with the guidelines developed by the NJDOE pursuant to N.J.S.A. 18A:17-43.6. The training shall ensure the threat assessment team is able to

accurately assess student behavior and to ensure that threat assessment teams do not have a disparate impact on students based on their race, ethnicity, homelessness status, religious belief, gender, gender identity, sexual orientation, or socioeconomic status. The training shall, at a minimum, include training on adverse childhood experiences, childhood trauma, cultural competency, and implicit bias.

The NJDOE, in consultation with State law enforcement agencies and the New Jersey Office of Homeland Security and Preparedness, shall develop guidelines for school districts regarding the establishment and training of threat assessment teams pursuant to N.J.S.A. 18A:17-43.4 et seq. The NJDOE shall provide training through the New Jersey School Safety Specialist Academy established pursuant to N.J.S.A. 18A:17-43.2. The school safety specialist designated pursuant to N.J.S.A. 18A:17-43.3. and Policy 7440 shall provide training to school staff consistent with the training and guidelines provided by the NJDOE.

N.J.S.A. 18A:17-43.3; 18A:17-43.4; 18A:17-43.5; 18A:17-43.6

Adopted:

5440 HONORING ~~PUPIL~~STUDENT ACHIEVEMENT

The Board of Education values excellence and wishes to instill in students the desire to do their best in all things. Therefore, to publicly acknowledge outstanding achievements in academic scholarship, the arts, athletics, and citizenship the Board will award proclamations.

At the Livingston High School graduation ceremony, the following three student speakers shall each be afforded up to three (3) minutes to address the audience:

1. Valedictorian, the student who has the highest seven (7) semester weighted core grade point average;
2. Salutatorian, the student who has the second highest seven (7) semester weighted core grade point average; and
3. Student Representative, the student who is selected based upon criteria established by the Livingston High School Administration and decided upon by the graduation committee and selected members of the senior class.

If there is a tie for Valedictorian, a Salutatorian will not be named, and the co-Valedictorians shall each be afforded up to three (3) minutes to address the audience at the Livingston High School graduation. If there is a tie for Salutatorian, both candidates shall each be afforded up to three (3) minutes to address the audience at the Livingston High School graduation.

In addition, each of the Senior Class Officers will have a role in the Livingston High School graduation ceremony.

The Superintendent shall develop regulations for the recognition of student achievement that establish fair standards for recognition, assure that all eligible students are offered an equal opportunity to meet those standards, and provide for appropriate recognition ceremonies and awards.

N.J.S.A. 18A:11-3

~~N.J.S.A. 18A:11-3~~

Adopted: 16 June 2008
Revised:

5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education of the Livingston Township Public Schools requires the students enrolled in the district to attend regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, "parent" means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy.

Students absent from school for any reason are responsible for the completion of assignments missed due to their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

~~Students who miss school for the purposes of a doctor's visit or medical care, for any amount of time, may participate in school-sponsored activities and events at the discretion of building administration provided that (a) parental notice of the absence is provided and/or (b) the student submits a doctor or medical notice immediately upon returning to school on that day prior to the start of the event.~~

With advanced notice and documentation, administrative discretion may be provided to students due to other special circumstances.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the student of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a course that would count toward the high school diploma in accordance with the policies of the~~is~~ Livingston Board of Education.

Students shall be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board of Education decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200.

N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy. An "unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined below.

"Excused absence" is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:

1. Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16;
2. Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;
3. Participation in ~~district~~ Livingston Public Schools student board representative ~~of~~ election membership activities, pursuant to N.J.S.A. 18A:36-33;
4. Take Our Children to Work Day;
5. College visit(s), up to three days per school year for students in grades 11 and 12;
6. Closure of a busing school district that prevents a student from having transportation to the receiving school;
~~7. Student illness, supported by notification to the school by the students parent/guardian as referenced above;~~
~~8~~7. Family illness or death, supported by notification to the school by the student's parent/guardian;
~~9~~8. Educational opportunities;

~~10~~9. Examination for driver's license;
1~~1~~0. A student's required attendance in court;
1~~2~~1. The student's suspension from school; and
1~~3~~2. Any absence considered excused by the Commissioner of Education and/or New Jersey Department of Education rule.

~~Except as clarified above, u~~Unexcused absences from school or from class may subject a student to consequences that may include denial of a student's participation in co-curricular activities and/or athletic competition. Student suspension will also exclude a student from school sponsored or co-curricular activities. Repeated unexcused absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

Students who miss school for the purposes of a doctor's visit or medical care, for any amount of time, may participate in school-sponsored activities and events at the discretion of building administration provided that (a) parental notice of the absence is provided and/or (b) the student submits a doctor or medical notice immediately upon returning to school on that day prior to the start of the event.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements, the Superintendent or his or her designee shall develop performance objectives to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14 through 16; 18A:36-25.6; 18A:38-25; 18A:38-25.1; 18A:38-25.2; 18A:38-26; 18A:36-33
N.J.S.A. 34:2-21.1 et seq.
N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8; 6A:32-13; 6A:16-7.6 (a)(3)

Adopted: 11 August 2008
Revised: 29 September 2014
Revised: July 11, 2023
Revised: