# LIVINGSTON BOARD OF EDUCATION
# VOTING MEETING AGENDA

Tuesday, July 11, 2023
Executive Session - Administration Building - 6:30 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:

- 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 45 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. Facilities Upgrades Progress Report

2. Pomptonian Food Service

**F. Board Reports**

**G. Student Representative's Report**

**H. Approval of Minutes**
The Superintendent recommends the following:

1. Voting Meeting Minutes of June 20, 2023
2. Public Portion of Executive Session Meeting Minutes of June 21, 2023

**ROLL CALL VOTE**

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

An excerpt from Policy #0167 adopted on December 13, 2004, revised on January 10, 2011 and reviewed on March 4, 2013 and January 23, 2017 states that The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

Public participation shall be governed by the following rules:

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

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

## II. RECOMMENDATIONS FOR APPROVAL

**1. <u>PROGRAM/CURRICULUM</u>**
The Superintendent recommends the following:

**1.1 <u>Textbooks and DVDs</u>**

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

**ROLL CALL VOTE**

## 2. STUDENT SERVICES

The Superintendent recommends the following:

### 2.1 Out of District Placements

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2023-2024 for thirteen (13) Livingston students with disabilities and for Extended School Year 2023 (Summer Programs) for nine (9) Livingston student with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on ***Attachment B***.

### 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** | |
| KDDS Too, Inc. d/b/a North Jersey Outreach | $125.00/hour |
| **MUSIC THERAPIST** | |
| Jammin' Jenn | $125.00/hour |
| **OCCUPATIONAL THERAPIST** | |
| KDDS Too, Inc. d/b/a North Jersey Outreach | $125.00/hour |
| **PHYSICAL THERAPIST** | |
| KDDS Too, Inc. d/b/a North Jersey Outreach | $125.00/hour |
| **SPEECH THERAPIST** | |
| KDDS Too, Inc. d/b/a North Jersey Outreach | $125.00/hour |
| **VISION THERAPY** | |
| State of New Jersey, Commission of the Blind | $2,200.00/Level-1 Service |

### 2.3 Care Solace, Inc.

**Resolved**, that the Livingston Board of Education approves the renewal of the agreement with Care Solace, Inc. to provide mental health resources to the district from July 1, 2023 to June 30, 2024 at a cost of $21,000.

**ROLL CALL VOTE**

## 3. BUSINESS

The Superintendent recommends the following:

### 3.1 Payment of Bills

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

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

| Fund | Name | Amount |
|---|---|---|
| 10 & 11 | Regular | $600,493.91 |
| 12 | Regular | 19,310.00 |
| 20 | Regular | $150,137.67 |
| 60 | Cafeteria | $0 |
| | **TOTAL** | **$769,941.58** |

| | | |
|---|---|---|
| Regular Checks | 102475-102633 | **$769,941.58** |

### 3.2 Board Secretary Report – May 2023

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for May 31, 2023, consisting of:

1) Interim Balance Sheets
2) Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
3) Schedule of Revenues - Actual Compared with Estimated
4) Statement of Appropriations Compared with Expenditures and encumbrances, and

**Whereas**, the Livingston Board of Education has received the report of the Treasurer for May 31, 2023, which report is in agreement with the Report of the Board Secretary, and

**Whereas**, these reports show the following balances on the date indicated:

| | Cash Balance | Appropriation Balance |
|---|---|---|
| (10) General Current Exp. Fund | $9,520,721.20 | |
| (11) Current Expense | | $3,542,852.07 |
| (12) Capital Outlay | | $6,705,222.45 |
| (20) Special Revenue Fund | $99,981.88 | $4,519,201.15 |
| (30) Capital Projects Fund | $456,570.13 | |
| (40) Debt Service Fund | $9,554.00 | |
| Total: | $10,086,827.21 | $14,767,275.67 |

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of May 31, 2023, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

**Resolved**, the Livingston Board of Education accepts the above referenced reports and certification and directs that they be made part of this resolution by reference, and be it

**Further Resolved**, the Livingston Board of Education certifies that, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been over-expended in violation of N.J.A.C.6:20-2.13(d) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

### 3.3 Transfers

**Whereas**, the Superintendent of Schools recommends certain transfers among accounts in the 2022-2023 budget for May pursuant to Board of Education Policy 6422, now therefore be it

**Resolved**, that the Livingston Board of Education ratify transfers pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6:20-2A.10:

| Object | Description | To | | From |
|---|---|---|---|---|
| 0100 | Salaries | | | $2,001,272.13 |
| 0200 | Benefits | $1,830,180.13 | | |
| 0300 | Professional/Technical Services | $68,471.90 | | |
| 0400 | Construction/Repair/Maintenance | | | $356,513.34 |
| 0520 | Liability/Property Insurance | | | $52,012.56 |
| 0530 | Communications/Telephone | | | $7,500.00 |
| 0580 | Travel | $1,000.00 | | |
| 0600 | Supplies | $181,383.79 | | |
| 0730 | Equipment | $343,560.00 | | |
| 0890 | Miscellaneous | | | $7,243.79 |
| | **TOTALS** | **$2,424,541.82** | | **$2,424,541.82** |

### 3.4 Approval of Property, Liability and Workers Compensation Insurance for 2023-2024

**Resolved**, that the Livingston Board of Education awards the property and liability insurance policies to:

| | |
|---|---|
| New Jersey School Boards Association Insurance Group | |
| Brown and Brown Insurance (Broker) | |
| Comprehensive Board Program includes Property, General Liability, Auto Liability, Crime, Pollution and Cyber Coverages. (7/1/23-7/1/24) | $653,444 |
| School Board Legal Liability (7/1/23-7/1/24) | $188,839 |
| Workers' Compensation and Supplemental Indemnity (7/1/23-7/1/24) | $582,148 |
| US Fire Federal Insurance Co. (Chubb) | |
| Brown and Brown Insurance (Broker) | |
| Student/Athletic Accident Insurance (7/1/23-7/1/24) | $44,300 |
| | **$1,468,731** |

### 3.5 Conferences and Overnight Trips

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

### 3.6 Approval of Bid - Property Sale

WHEREAS, New Jersey Statute 18A:20-5 authorizes a board of education to sell real property owned by a board of education; and

WHEREAS, the Livingston Board of Education is the owner of certain real property which is part of Block 401, Lot 45 on the Tax Map of Livingston, New Jersey; and

WHEREAS, the Livingston Board of Education has subdivided a 2,712 square foot portion of Block 401, Lot 45 on the Tax Map of Livingston (hereinafter referred to as the "Premises"); and

WHEREAS, on June 12, 2023, the Livingston Board of Education passed a Resolution authorizing the sale of the Premises; and

WHEREAS, following approval of the resolution, public advertisement of the sale was made pursuant to the requirements set forth by N.J.S.A. 18A:20-1, et seq.; and

WHEREAS, on July 6, 2023 at 10:00 a.m., the Board received bids from potential bidders; and

WHEREAS, at that time, only one (1) bid was submitted by Rainbow Ridge Homes, LLC; and

WHEREAS, upon review of the bid submitted, the Board has determined that the bid submitted by Rainbow Ridge Homes LLC is adequate in light of the fair market value of the Premises; and

NOW, THEREFORE:

BE IT RESOLVED, the Board approves and authorizes the sale of the Premises to Rainbow Ridge LLC in accordance with the terms specified in the bid; and

BE IT FURTHER RESOLVED, the Board authorizes its Board Counsel to prepare a Deed, Affidavit of Title, and any other documentation necessary to effectuate the sale of the Premises to Rainbow Ridge LLC; and

BE IT FURTHER RESOLVED, that the President and Secretary of the Board are authorized to execute any documentation, including a Deed and Affidavit of Title, necessary to sell the Premises to Rainbow Ridge LLC.

### 3.7 Settlement Agreements

**Resolved,** that the Livingston Board of Education approves the Settlement Agreement for Case #04-2023 which is on file at the Board of Education office.

**Resolved,** that the Livingston Board of Education approves the Settlement Agreement for Case #05-2023 which is on file at the Board of Education office.

### 3.8 Purchase of Furniture - Smith Systems

**Resolved**, that the Livingston Board of Education approves the purchase order #24-00142 to Smith System for the purchase of flexible classroom furniture at LHS in the amount of $150,155.25. This purchase was made through a bid from Educational Data Services, Bid #: 10430 MSRP furniture 12/10/20-11/30/23.

### 3.9 Bylaws, Policies & Regulations

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

Students
Policy #5440 - Honoring Pupil Achievement

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

Bylaws
Bylaw #0144 – Board Member Orientation and Training (with revisions)

Program
Policy #2520 – Instructional Supplies (M) (with revisions)
Regulation #2520 – Instructional Supplies (M) (with revisions)

Teaching Staff Members
Policy #3217 – Use of Corporal Punishment (with revisions)

Support Staff Members
Policy #4217 – Use of Corporal Punishment (New)

Students
Policy #5200 - Attendance (M) (with revisions)
Regulation #5200 - Attendance (M) (with revisions)
Policy #5530 - Substance Abuse (M) (with revisions)
Regulation #5530 - Substance Abuse (M) (with revisions)

Finance
Policy #6112 – Reimbursement of Federal and Other Grant Expenditures (M) (with revisions)
Regulation #6115.01 – Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New)
Regulation #6115.04 – Federal Funds – Duplication of Benefits (M) (New)
Policy #6311 – Contracts for Goods or Services Funded by Federal Grants (M) (with revisions)

Property
Policy #7440 – School District Security (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 |
|---|---|---|---|---|
| *Mary Ellen Raphan* | Kindergarten Aide | Retirement | Harrison | June 30, 2023 |
| *Amira Padilla* | Elementary School Teacher | Resignation | Hillside | June 30, 2023 |
| *Karen Edwards* | Bus Aide | Resignation | Transportation | June 30, 2023 |
| *Andre Starnes* | Bus Driver | Resignation | Transportation | June 30, 2023 |
| *Rebecca Schiffenhaus* | Instructional Aide | Resignation | Harrison | June 30, 2023 |
| *Susan Kalisek* | Instructional 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 |
|---|---|---|---|---|---|---|
| *Raz Blau* | MPE | Teacher of Health & PE | NA | 9/14/2023-12/6/2023** | NA | 12/7/2023 |
| *Michael Mongioj* | Elementary | IT Support Specialist | NA | 1/2/2024-3/22/2024** | NA | 3/25/2024 |
| *Caitlin Wittjohann* | BHE | TOSD | 11/1/2023-12/14/2023 | 12/15/2023-3/21/2024** | 3/22/2024-6/30/2024 | 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 |
|---|---|---|---|---|---|---|---|---|
| *Marina Cooper* | LHS | Teacher of English | Leave Replacement | J. Torres | BA | 1 | $55,075 | 8/30/2023 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| *Anika Patel* | LHS | Teacher of Art | Leave Replacement | D. Schwartz | BA | 1 | $55,075 | 8/30/2023 |
| *Christopher Mattia* | Elementary | Teacher of Health & PE | Leave Replacement | D. Felcher (position transferred) | MA | 1 | $63,075 | 8/30/2023 |
| *Liana Gilsenan* | MPM/MPE | TOSD | First Year Tenure Track | new | MA | 7 | $66,825 | 8/30/2023 |
| *Allison Carolan* | MPM | Reading Intervention | Leave Replacement | M. Serrani | BA | 1 | $55,075 | 8/30/2023 |
| *Kira Steinmark* | MPM | Teacher of Math | First Year Tenure Track | new | BA | 3/4 | $56,475 | 8/30/2023 |
| *Jacqueline Harris* | LHS | Teacher of Social Studies | First Year Tenure Track | H. McNanna | MA | 1 | $63,075 | 8/30/2023 |
| *Fiona Matear* | MPE | TOSD | First Year Tenure Track | S. Robey | 2MA | 5 | $70,775 | 8/30/2023 |
| *Lara Pizzi* | MPE/TBD | Elementary School Teacher | Leave Replacement | B. Alterman | BA | 2 | $55,775 | 8/30/2023 |
| *Stephania Gautieri* | MPM | TOSD | First Year Tenure Track | S. Pollard (transfer) | BA | 13 | $81,625 | 8/30/2023 |
| *Steven Bini* | BHE | Elementary School Teacher | First Year Tenure Track | Z. Foote | BA | 10 | $69,525 | 8/30/2023 |
| *Jaime Gibbs* | BHE | Elementary School Teacher | First Year Tenure Track | new | MA | 6 | $65,925 | 8/30/2023 |
| *Isabella DeFinis* | Hillside | Elementary School Teacher | First Year Tenure Track | A. Padilla | BA | 2 | $55,775 | 8/30/2023 |
| *Kristen DiGiacomo* | Hillside | Kindergarten Teacher | First Year Tenure Track | new | BA | 5 | $57,175 | 8/30/2023 |
| *Carlene Hendricks* | LHS | Teacher of Spanish | First Year Tenure Track | A. Brown | BA | 13 | $81,625 | 8/30/2023 |

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

### 4.4 2023-2024 Reappointments

**Resolved**, that the Livingston Board of Education approves the reappointments of the Instructional Aides as shown on ***Attachment D*** for the 2023-2024 school year.

### 4.5 Transfers

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

### 4.6 Substitutes

**Resolved,** that the Livingston Board of Education approves *Jennifer Ferris-Hoagland* as a certified substitute for the 2022-2023 school year. She is currently employed by the District. In the event these individuals are called upon to serve as a substitute, they will be compensated an additional $50/day ($10/period) for that assignment.

**Resolved,** that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2023-2024 school year:

**Teachers**
*Lauren Diorio*
*Emily Hans*
*Mark Lesly*

**Custodian**
*Paul Harvie Abbago ($18.50/hr)*
*Luciana Geran ($18.50/hr)*

**4.7 Summer Work**

**Resolved**, that the Livingston Board of Education approves the individuals on ***Attachment F*** 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 G*** 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 H*** for Extended School Year (ESY) staffing at the listed hourly rates.

**Resolved,** that the Livingston Board of Education approves the individuals on ***Attachment I*** 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 authorizes all Child Study Team Members to work up to 10 days over the summer of 2023, with the prior approval of the Assistant Superintendent, at their hourly/per diem rate in accordance with the contract between the Livingston Board of Education and the Livingston Education Association. These days will become part of their pensionable salary. Any days worked in excess of the aforementioned 10 days, must also be pre-approved by the Assistant Superintendent, and will be paid by electronic timesheet at their hourly/per diem rate.

**Resolved**, that the Livingston Board of Education authorizes all regular and special education teachers to participate in summer IEP meetings during the summer of 2023 at the request of the Assistant Superintendent. Individuals who participate will be compensated at their 2023-2024 hourly rate of pay.

**Resolved**, that the Livingston Board of Education approves all Livingston Public Schools Related Service Providers to work over the summer of 2023 on an as needed basis, by request or with prior approval of the Assistant Superintendent, at their 2023-2024 hourly rates.

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

**Resolved**, that the Livingston Board of Education approves *Christie Giacobbe, Erin Field and Emily Petrillo*, SAC's at Livingston High School and Heritage Middle School, respectively, to work up to 5 days over the summer at their per diem rate.

**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.

**4.8 Contract Adjustments**

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

**4.9 Lateral Moves**

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

**4.10 Stipends**

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

**4.11 2023-2024 Daily & Hourly Rates**

**Resolved**, that the Livingston Board of Education approves the daily and hourly rates listed on ***Attachment O*** for the 2023-2024 school year.

**4.12 In-Service Instructional Program Rate**

**Resolved**, that the Livingston Board of Education approves members of the LEA Certificated Staff and members of the LSA to present in-service instructional programs approved by the superintendent or his designee at the rate of sixty-five dollars ($65.00) per hour.

**Resolved**, that the Livingston Board of Education approves members of the LAA to present in-service instructional programs approved by the superintendent or his designee at the rate of seventy-five dollars ($75.00) per hour.

**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.

**5.2 Suspension Report**

**Resolved**, that the Livingston Board of Education approves the Suspension Report for the months of May and June.

**ROLL CALL VOTE**

**J. Public Comment ~ up to 15 minutes**

An excerpt from Policy #0167 adopted on December 13, 2004, revised on January 10, 2011 and reviewed on March 4, 2013 and January 23, 2017 states that The Board of Education recognizes the value of public comment

on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

Public participation shall be governed by the following rules:

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

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

### K. Old Business

### L. New Business

## III. ADJOURNMENT

## EXECUTIVE SESSION

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

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

**Resolved**, by the Livingston Board of Education that:

(A) It does hereby determine that it is necessary to meet in executive session on July 11, 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

# PROGRAM/CURRICULUM

| Title | Author/Publisher | Year | Grade | Subject/Course | Rationale |
|---|---|---|---|---|---|
| Get Out | Jordan Peele<br>Universal Pictures | 2017 | 11-12 | English - World Film | A young black man showing racial issues through the lens of science fiction. The film's greatest asset is the conversations that it will elicit. This film will lead to robust conversations about race, tolerance, and even American history. |
| Parasite | Bong Joon-ho<br>Barunson E&A | 2019 | 11-12 | English World Film | The Korean film tells a story from a unique contemporary point of view that draws start contrasts among classes. This would be the most impactful study on class separation that we can view all year. |
| Ground Zero | Alan Gratz<br>Scholastic | 2021 | 7 | ELA | This is a story of Brandon Chavez who is at work for the day with his father since he was suspended from school. The date was Sept. 11 2001. The story tracks the journey to safety after the twin towers collapse with an adult who helps him escape and eventually adopts Brandon. In alternating chapters the reader meets Rasmina, an afghani girl who helps an injured |

| Title | Author/Publisher | Year | Grade | Subject/Course | Rationale |
|---|---|---|---|---|---|
| | | | | | American soldier and her point of view having American soldiers constantly present. The end of the book ties the two stories together when the reader learns that Brandon is the soldier. |
| The Joy Luck Club | Amy Tan<br>Ivy Books | 1989 | 10 | English | The Luck Club by Amy Tan is a work of literary fiction which Includes vignettes about the lives of four Chinese women in 20th century China and their American-born daughters in California. |

| | | | 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** |
| Academy 360 Lower School | Multiple Disabilities | R | 2 | $ 78,274.59 | $ 156,549.18 | 2 | $37,925.00 | $ 75,850.00 | 2 | $9,410.06 | $ 18,820.12 | $ 251,219.30 |
| Academy 360 Upper School | Multiple Disabilities | R | 3 | $ 78,530.79 | $ 235,592.37 | 1 | $37,925.00 | $ 37,925.00 | 2 | $9,440.86 | $ 18,881.72 | $ 292,399.09 |
| Banyan Upper School | Multiple Disabilities | R | 1 | $ 58,000.00 | $ 58,000.00 | | | | | | | $ 58,000.00 |
| The Calais School | Multiple Disabilities | R | 1 | $ 73,544.40 | $ 73,544.40 | 1 | $47,250.00 | $ 47,250.00 | 1 | $12,257.40 | $ 12,257.40 | $ 133,051.80 |
| The Capstone Center | Autism | T | 1 | $ 288,000.00 | $ 288,000.00 | | | | 1 | $48,000.00 | $ 48,000.00 | $ 336,000.00 |
| Celebrate the Children | Multiple Disabilities | R | 2 | $ 77,085.00 | $ 154,170.00 | 2 | $31,500.00 | $ 63,000.00 | | | | $ 217,170.00 |
| DCCF, LLC | Multiple Disabilities | R | | | | 1 | $ 2,346.00 | $ 2,346.00 | 1 | $5,758.00 | $ 5,758.00 | $ 8,104.00 |
| Hunterdon Learning Center | Multiple Disabilities | R | | | | | | | 1 | $9,267.00 | $ 9,267.00 | $ 9,267.00 |
| St. Joseph's School for the Blind | Multiple Disabilities | R | 1 | $ 91,301.40 | $ 91,301.40 | 1 | $36,750.00 | $ 36,750.00 | 1 | $15,216.90 | $ 15,216.90 | $ 143,268.30 |
| Shepard School | Behavioral Disabilities | R | 1 | $ 57,677.94 | $ 57,677.94 | | | | | | | $ 57,677.94 |
| Windsor School | Behavioral Disabilities | R | 1 | $ 79,560.00 | $ 79,560.00 | | | | | | | $ 79,560.00 |
| Total | | | 13 | | $1,194,395.29 | 8 | | $263,121.00 | 9 | | $128,201.14 | $ 1,585,717.43 |

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 |
|---|---|---|---|---|
| NJPSA: Code of Student Conduct Certificate Program | Danielle Rosenzweig | July 20 - August 3, 2023 | Virtual | $400.00 |
| NJPSA: Code of Student Conduct Certificate Program | Marie Battist-Rock | July 20 - August 3, 2023 | Virtual | $400.00 |
| WIDA Annual Conference Virtual Track | Stephanie Brunn | October 18, 2023 | Virtual | $195.00 |
| NACAC National Conference | Nicole Rothman | September 20-24, 2023 | Baltimore, Maryland | $2,300.00 |
| Intuit: Quickbooks Online Training | Joann Goldberg | July 15-16, 2023 | Virtual | $700.00 |
| 2023 Data Forward Summer Institute (DFSI) | Jennifer Loniewski | August 2-3, 2023 | West Caldwell, NJ | $300.00 |

# 2023-24 RENEWAL OF INSTRUCTIONAL AIDES

Attachment D

**RENEWALS**

| LOC | Last Name | First Name | Position | Guide | Step | Base Salary | ACE (Longevity) | Total Salary |
|---|---|---|---|---|---|---|---|---|
| HAR | Flood | Caroline | Instructional Aide | I&KA | 2 | $27,067 | $0 | $27,067 |
| HAR | Terrana | Diana | Instructional Aide | I&KA | 3 | $27,690 | $0 | $27,690 |

## 2023-24 TRANSFERS

| Name | Transferring From | Location | Transferring To | Location | Replacing | Effective Date |
|---|---|---|---|---|---|---|
| Heather Ruesch | Float Nurse | District | Non-Certified School Nurse | MPE | M. Cullen | 8/30/2023 |
| Sydney Pollard | TOSD | MPMS | Teacher of Science | MPMS | D. A'ddozio | 8/30/2023 |
| Kristy Knapp | School Social Worker | BHE | School Social Worker | Hillside | L. Schlesinger | 8/30/2023 |

# 2023 Summer Curriculum Writing

**English (7-12)**
Danielle Cohen
Brian Hartt
**Supervisor: Kevin Wittmaack**

**Social Studies (7-12)**
Breanne Mannes
**Supervisor: Charlie Raphael**

Attachment G

## 2023 Summer Curriculum Writer Recommendations - ESSER

**English (7-12)**
Danielle Cohen
Brian Hartt
**Supervisor: Kevin Wittmaack**

**Social Studies (7-12)**
Breanne Mannes
**Supervisor: Charlie Raphael**

July 11, 2023

# 2023 ESY

Attachment H

| Related Service | Hourly Rate 6/26/23 - 6/30/23 | Hourly Rate 7/1/2023 |
|---|---|---|
| Carolyn Ross, School Nurse | $61.81 | $63.35 |
| Emily O'Neill, BCBA | $61.81 | $63.35 |
| Nicole Sajecki-Speech * | $61.81 | $63.35 |
| Laura Fabrizio-Behaviorist* | $61.81 | $63.35 |
| Brittany Arrington-Speech* | $61.81 | $63.35 |
| Leigh Brown-Speech* | $61.81 | $63.35 |
| Kathy Giordano,RN* | $61.81 | $63.35 |
| Dena Goldberg, RN* | $61.81 | $63.35 |
| Lauren Butera-Speech* | $61.81 | $63.35 |

*amended from previous agenda

| Teacher | Hourly Rate 6/26/23 - 6/30/23 | Hourly Rate 7/1/2023 |
|---|---|---|
| Ashley Addison* | $61.81 | $63.35 |
| Carmella Amerise* | $61.81 | $63.35 |
| Tanis Chavanne* | $61.81 | $63.35 |
| Danielle Cohen* | $61.81 | $63.35 |
| Suzanne DiTacconi* | $61.81 | $63.35 |
| Kristina Duda* | $61.81 | $63.35 |
| Mickey Ennis* | $61.81 | $63.35 |
| Rachel Frieman* | $61.81 | $63.35 |
| Lenore Gallo* | $61.81 | $63.35 |
| Marisa Gengaro* | $61.81 | $63.35 |
| Amanda Gergich* | $61.81 | $63.35 |
| Susan Gille* | $61.81 | $63.35 |
| Andrew Greenberg* | $61.81 | $63.35 |
| Deanna Iacullo* | $61.81 | $63.35 |
| Gehan Kennedy* | $61.81 | $63.35 |
| Maggie Lafferty* | $61.81 | $63.35 |
| Alyssa LaMedica* | $61.81 | $63.35 |
| Anne Mallenzo* | $61.81 | $63.35 |
| Elizabeth Matos* | $61.81 | $63.35 |
| Christina Ness* | $61.81 | $63.35 |
| Brooke Newman* | $61.81 | $63.35 |
| Angela Selnick* | $61.81 | $63.35 |
| Ashley Strysko* | $61.81 | $63.35 |
| Amanda Veneroso* | $61.81 | $63.35 |

| Aides | Hourly Rate 6/26/23 - 6/30/23 | Hourly Rate 7/1/2023 |
|---|---|---|
| Patrick Getz | $20.60 | $21.12 |
| Foram Gopalji | $20.60 | $21.12 |
| Carroll Alston* | $20.60 | $21.12 |
| Lucia Ammerata* | $20.60 | $21.12 |
| Elizabeth Arias* | $20.60 | $21.12 |
| Susan Basarab* | $20.60 | $21.12 |
| Aviva Bertaccini* | $20.60 | $21.12 |
| Luca Bonvini* | $20.60 | $21.12 |
| Andrew Burger | $20.60 | $21.12 |
| Lauren Carr-Harte* | $20.60 | $21.12 |
| Sharajhen Champagne* | $20.60 | $21.12 |
| Kayla Choi* | $20.60 | $21.12 |
| Amy Dagistino* | $20.60 | $21.12 |
| Cindy DeFuria* | $20.60 | $21.12 |
| Dana Elphick* | $20.60 | $21.12 |
| Maryellen Fabrizio* | $20.60 | $21.12 |
| Nicole Feria* | $20.60 | $21.12 |
| Meredith Franco* | $20.60 | $21.12 |
| Sharon Gregory* | $20.60 | $21.12 |
| Karen Haley* | $20.60 | $21.12 |
| Michele Hauryluke* | $20.60 | $21.12 |
| Shari Hudes* | $20.60 | $21.12 |
| Rhonda Isakower* | $20.60 | $21.12 |
| Lisa Kahl* | $20.60 | $21.12 |
| Shari Kane* | $20.60 | $21.12 |
| Alison Keane* | $20.60 | $21.12 |
| Rita Knight* | $20.60 | $21.12 |
| Sandra Lopez Mejia* | $20.60 | $21.12 |
| Eniko Mandler* | $20.60 | $21.12 |
| Lisa Mannion* | $20.60 | $21.12 |
| Owen McFadden* | $20.60 | $21.12 |
| Sejal Mehta* | $20.60 | $21.12 |
| Laura Novotny* | $20.60 | $21.12 |
| Marlena Pasquarosa* | $20.60 | $21.12 |
| Rumana Patra* | $20.60 | $21.12 |
| Katy Quillen* | $20.60 | $21.12 |
| Cheri Ratner* | $20.60 | $21.12 |
| Michelle Renzulli* | $20.60 | $21.12 |
| Elysa Ruderman* | $20.60 | $21.12 |
| Freddie Ruth Jr* | $20.60 | $21.12 |
| Kate Schwindel* | $20.60 | $21.12 |
| Carol Silberfein* | $20.60 | $21.12 |
| Toni Siebarro* | $20.60 | $21.12 |
| Heidi Slurzberg* | $20.60 | $21.12 |
| Noreen Smith* | $20.60 | $21.12 |
| Lisa Stefanelli* | $20.60 | $21.12 |
| Diana Terrana* | $20.60 | $21.12 |
| Laurensa Theodore* | $20.60 | $21.12 |
| Benny Thomas* | $20.60 | $21.12 |
| Margaret Wescott* | $20.60 | $21.12 |
| Sophie Wolf* | $20.60 | $21.12 |
| Alexandra Wynn* | $20.60 | $21.12 |

| Substitute Teacher | Hourly Rate 6/26/23 - 6/30/23 | Hourly Rate 7/1/2023 |
|---|---|---|
| Lauren Carr-Harte* | $61.81 | $63.35 |
| Nicole Feria* | $61.81 | $63.35 |
| Karen Haley* | $61.81 | $63.35 |
| Cheri Ratner* | $61.81 | $63.35 |
| Michelle Renzulli* | $61.81 | $63.35 |
| Carol Silberfein* | $61.81 | $63.35 |
| Heidi Slurzberg* | $61.81 | $63.35 |
| Benny Thomas* | $61.81 | $63.35 |
| Alexandra Wynn* | $61.81 | $63.35 |

## SUMMER 2023 AP ECON

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

**Rate:**
$63.35 through 6/30/2023
$64.94 after 7/1/2023

Attachment J

**Summer Intervention 2023**

**Teachers:**

**Substitutes:**
Lauren Anderson

July 11, 2023

Attachment K

## School Counselor Summer Days

**MPM - 7 days each**
Danielle Iannuzzi
Danielle Marzano

July 11, 2023

| LastFirst | Loc | Guide | Column | Step | Total Salary | Effective |
|---|---|---|---|---|---|---|
| Mattioli, Francesca* | MPMS | Teacher | MA+16 | 13 | $93,625 | 8/30/2023 |
| Jang, Sarah* | LHS | Teacher of Math | MA | 2 | $63,775 | 8/30/2023 |

**amended from previous agenda*

## 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 |
| Angel-Lambert | Kirsten | Teacher of Art | LHS | MA+16 | 13 | $92,286 | $0 | $0 | $92,286 | MA+32 | 14 | $101,975 | $0 | $0 | $101,975 | 9/1/23 |
| Arones | Karin | Teacher of Spanish | COL | MA+16 | 10 | $80,206 | $0 | $0 | $80,206 | MA+32 | 11 | $88,575 | $0 | $0 | $88,575 | 9/1/23 |
| Bauer | Natalie | School Pscyhologist (LINKS) | LHS | MA+32 | 17 | $114,508 | $0 | $0 | $114,508 | D | 17 | $118,118 | $0 | $0 | $118,118 | 9/1/23 |
| Bellanich | Nicholas | Teacher of Science | HMS | MA+16 | 6 | $68,970 | $0 | $0 | $68,970 | MA+32 | 7 | $73,275 | $0 | $0 | $73,275 | 9/1/23 |
| Brill | Daniel | Teacher of Math | LHS | MA | 9 | $72,737 | $0 | $0 | $72,737 | MA+16 | 10 | $81,525 | $0 | $0 | $81,525 | 9/1/23 |
| Brooks | Nicholas | Teacher of Math | LHS | MA | 11 | $80,728 | $0 | $0 | $80,728 | MA+32 | 12 | $93,075 | $0 | $0 | $93,075 | 9/1/23 |
| DeGraw | Danielle | Technology Coach | HAR | MA | 9 | $72,737 | $0 | $0 | $72,737 | MA+16 | 10 | $81,525 | $0 | $0 | $81,525 | 9/1/23 |
| DeMiceli | Kristi | TOSD | MPM | BA+16 | 9 | $67,350 | $0 | $0 | $67,350 | MA+16 | 10 | $81,525 | $0 | $0 | $81,525 | 9/1/23 |
| Dlugo | Cara | Teacher of Health & PE | LHS | MA | 4 | $63,855 | $0 | $0 | $63,855 | MA+32 | 5 | $70,775 | $0 | $0 | $70,775 | 9/1/23 |
| Dugan | Laura | Intervention/Enrichment Speciali | HIL | MA+16 | 15 | $100,220 | $2,340 | $0 | $102,560 | MA+32 | 16 | $109,400 | $2,540 | $0 | $111,940 | 9/1/23 |
| Ferraro | Courtney | Elementary School Teacher | BHE | MA | 14 | $95,209 | $2,340 | $0 | $97,549 | MA+32 | 15 | $105,475 | $2,540 | $0 | $108,015 | 9/1/23 |
| Garamella | Lisa | School Nurse | HIL | BA | 11 | $73,350 | $0 | $0 | $73,350 | BA+16 | 12 | $79,575 | $0 | $0 | $79,575 | 9/1/23 |
| Grecco | Nicole | Elementary School Teacher | RHE | BA+16 | 5 | $59,000 | $0 | $0 | $59,000 | MA | 6 | $65,925 | $0 | $0 | $65,925 | 9/1/23 |
| Hinds | Amy | Elementary School Teacher | HIL | MA+16 | 7 | $69,650 | $0 | $0 | $69,650 | MA+32 | 8 | $76,075 | $0 | $0 | $76,075 | 9/1/23 |
| Kindzierski | Lisa | School Nurse | LHS | BA+32 | 9 | $69,905 | $0 | $0 | $69,905 | MA+32 | 10 | $84,175 | $0 | $0 | $84,175 | 9/1/23 |
| Krunholz | Drew | Teacher of Spanish | LHS | BA | 13 | $81,450 | $0 | $0 | $81,450 | BA+16 | 14 | $87,675 | $0 | $0 | $87,675 | 9/1/23 |
| Lopez | Charlie | Teacher of Spanish | HMS | BA | 2/3 | $55,600 | $0 | $0 | $55,600 | BA+16 | 3/4 | $58,475 | $0 | $0 | $58,475 | 9/1/23 |
| Piscitelli | Amanda | TOSD | BHE | BA+16 | 2/3 | $55,600 | $0 | $0 | $55,600 | BA+32 | 3/4 | $61,030 | $0 | $0 | $61,030 | 9/1/23 |
| Rappa | Anthony | Teacher of Math | HMS | BA+32 | 7 | $62,305 | $0 | $0 | $62,305 | MA | 8 | $69,625 | $0 | $0 | $69,625 | 9/1/23 |
| Rocco | Kelly | Teacher of Math | LHS | MA+16 | 10 | $80,206 | $0 | $0 | $80,206 | MA+32 | 11 | $88,575 | $0 | $0 | $88,575 | 9/1/23 |
| Russo | Samantha | Elementary School Teacher | HIL | BA | 4 | $56,300 | $0 | $0 | $56,300 | BA+16 | 5 | $59,175 | $0 | $0 | $59,175 | 9/1/23 |
| Sapolnick | Michelle | Teacher of English | HMS | BA+16 | 3 | $57,600 | $0 | $0 | $57,600 | MA | 4 | $64,475 | $0 | $0 | $64,475 | 9/1/23 |
| Shah | Smruti | Teached of ESL | MPE | MA+16 | 10 | $80,206 | $0 | $0 | $80,206 | MA+32 | 11 | $88,575 | $0 | $0 | $88,575 | 9/1/23 |
| Strysko | Ashley | TOSD | BHE | BA+16 | 2/3 | $57,600 | $0 | $0 | $57,600 | MA | 3/4 | $64,475 | $0 | $0 | $64,475 | 9/1/23 |
| Vatoci | Elleva | Teacher of Music | MPM | BA | 11 | $73,350 | $0 | $0 | $73,350 | BA+16 | 12 | $79,575 | $0 | $0 | $79,575 | 9/1/23 |

*as amended from a previous agenda

**2023-24 MPMS Cocurricular Stipends**

| Position | # of positions | 2023-2024 | Recommended |
|---|---|---|---|
| Advisory Coord. | 1 | $1,935 | Kay Youtz |
| Chess Club | 1 | $1,290 | Erica DeRosa |
| Earth Keepers | 1 | $1,290 | Kim Nicolette |
| Equity Coach | 1 | $2,579 | Thomas Montesion |
| Jazz Band | 1 | $1,935 | Jennifer Rupert |
| Literary Magazine | 1 | $967.50<br>$967.50 | Shawna Byer<br>Antoinette Alston |
| Memory Book | 1 | $2,579 | Christina Ness |
| Morning Announcements | 1 | $3,869 | Melissa Robol |
| Newspaper | 1 | $1,290 | Ellen Papazian |
| Select Chorus | 1 | $1,935 | Timothy Nelson |
| Select Orchestra | 1 | $1,935 | Etleva Vatoci |
| Spectrum | 1 | $1,290 | Kristi DeMiceli |
| Student Council | 1 | $967.50<br>$967.50 | Christina Ness<br>Kristi DeMiceli |
| Student Equity Advisor | 1 | $2,579 | Audrey Giordano |
| Team Coord. | 4 | $3,869 | Kimberly Brenneck<br>Kay Youtz<br>Christina Ness<br>Lisa Klemens |
| Team Coordinator - Cycle | 1 | $1,854 | Kristi DeMiceli |
| | | | |
| Intramural Coaches | | $40.05 per hour | Joseph Sullivan<br>Denise Urbanski |
| - 44 sessions * 3 seasons | 132 sessions | | |
| OSE Science Materials Mgr | up to thirty (30) hours not to exceed $1,548.60 | $51.62/hr | Kimberly Nicolette |
| TA Mentor | | $350 | Iris Lewis |
| | | | |
| **Spring Production** | | | |
| Stage Director | 1 | $3,224 | Christopher Russoniello |
| **Fall Production** | | | |
| Stage Director | 1 | $1,935 | Christopher Russoniello |

# 2023-2024
## Daily/Hourly Rates

**Substitute Teachers**
$125.00/day

**Retired/ Former LPS Teachers**
$135.00/day

**Substitute Nurses**
$250.00/day

**Substitute Bus Drivers**
$22.50 per hour

**Substitute Bus Aides**

| 2023/24 | Salary |
|---|---|
| Step 1 | $15.50/hour |
| Step 2 | $16.50/hour |
| Step 3 | $17.50/hour |

**Playground/Cafeteria/Media Aides**

| 2023/24 | Salary |
|---|---|
| Step 1 | $18.00/hour |
| Step 2 | $19.00/hour |
| Step 3 | $20.00/hour |

**Substitute Secretaries**
$20.00/hour

*Contracted 10-month support staff who substitute as a secretary when schools are not in session (i.e., Winter recess, Spring recess, summer, etc.) will be compensated at the rate of $20.00/hour.*

**Substitute Custodians/Maintenance**
$18.50/hour

**Summer Security**
$25.00/hour

**Summer Custodial Workers**
**(Students)**

$14.50/hour

**Summer Technology Workers**
**(Students)**

$14.50/hour

# LIVINGSTON PUBLIC SCHOOLS

*July 11, 2023 LBOE Meeting*

## OUT-OF-SCHOOL SUSPENSIONS
## May & June 2023

The District had **22** out-of-school suspensions for the months of May and June 2023.

***ELEMENTARY SCHOOLS*** – Total of **1** out-of-school suspension.

Inappropriate Use of Physical Force - 1

***MIDDLE SCHOOLS*** – Total of **7** out-of-school suspensions

Anti-Semitic Language - 1

Drug Paraphernalia - 1

Inappropriate Use of Physical Force - 3

Leaving School Grounds - 1

Theft - 1

***HIGH SCHOOL*** – Total of **14** out-of-school suspensions.

Disruptive Behavior - 4

Inappropriate Physical Contact - 1

Substance - 7

Theft - 1

Weapon Lookalike - 1

# District Policy

## 5440 - HONORING PUPIL ACHIEVEMENT

Section: Students
Date Created: June 2008
Date Edited:

The Livingston 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 Livingston High School graduation, the following three student speakers shall each be afforded up to five (5) minutes to address their fellow classmates: (1) Valedictorian, the pupil who has the highest grade point average; (2) Salutatorian, the pupil who has the second highest grade point average; and (3) Student Representative, the pupil who is selected by staff and fellow senior classmates. In the case of tied grade point averages for the Valedictorian and/or the Salutatorian position, and in addition to provisions outlined above, both students shall each be afforded up to five (5) minutes to address their fellow classmates at Livingston High School graduation.

The Superintendent shall develop regulations for the recognition of student achievement, including Livingston High School graduation, 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

Adopted: 16 June 2008
Revised:

# 0144 BOARD MEMBER ORIENTATION AND TRAINING

The preparation of each Board member for the performance of Board of Education duties is essential to the proper functioning of the Board. The Board encourages each new Board member to acquire ~~in the acquisition of~~ information about school district governance, the separate functions of the Board and the Superintendent, the operations of the district, and Board procedures.

The Board directs that each new member receive access to and/or a copy of ~~, for use during the member's term of office,~~ the Board manual of bylaws and policies, each negotiated agreement, the current budget statement and such other materials as deemed appropriate by the Superintendent.

Each new Board member will be invited to meet and discuss Board functions, policies, and procedures with the Board President, the Superintendent, and the Board Secretary.

Within the first ninety days of a new Board member's first term, the Board member shall complete a training program to be prepared and offered by the New Jersey School Boards Association. The training shall include instruction relative to the Board member's responsibilities pursuant to the School Ethics Act and N.J.S.A. 18A:12-33.
~~Each new Board member shall complete during the first year of his/her term the training program offered by the New Jersey School Boards Association, in consultation with the New Jersey Association of School Administrators, the New Jersey Principals and Supervisors Association, and the Department of Education, regarding the skills and knowledge necessary to serve as a Board member.~~

The training program shall include information regarding the school district monitoring system established pursuant to P.L. 2005, c. 235, the New Jersey Quality Single Accountability Continuum, and the five key components of school district effectiveness on which school districts are evaluated under the monitoring system: instruction and program; personnel; fiscal management; operations; and governance.

The Board member shall complete a training program on school district governance in each of the subsequent two years of the Board member's first term.

Within one year after each re-election or re-appointment to the Board of Education, the Board member shall complete an advanced training program to be prepared and offered by the New Jersey School Boards Association. This advanced training program shall

include information on relevant changes to New Jersey school law and other information deemed appropriate to enable the Board member to serve more effectively.

The New Jersey School Boards Association shall examine options for providing training programs to Board members through alternative methods such as on-line or other distance learning media or through regional-based training.

Within one year after being newly elected or appointed or being re-elected or re-appointed to the Board of Education, a Board member shall complete a training program on harassment, intimidation, and bullying in schools, including a school district's responsibilities under N.J.S.A ~~P.L. 2002, c.83 (C.~~18A:37-13 et seq.). A Board member shall be required to complete the program only once.

N.J.S.A. 18A:12-33; 18A:37-13
N.J.A.C. 6A:28-4.1\-

Adopted: 13 December 2004
Revised: 15 August 2011

# 2520 INSTRUCTIONAL SUPPLIES (M)

The Board of Education shall provide~~supply each teaching~~ staff members with the supplies and ~~;~~ materials~~, and equipment~~ necessary for the successful implementation of the instructional ~~approved~~ program and provide ~~each pupil~~ students with the supplies and materials required for the successful completion of courses of study.

The Board expressly exempts from this Policy such clothing or personal equipment as may be required for reasons related to the safety and health of students or the protection of school property and are individualized or non-reusable, and any materials used in the manufacture or preparation of useful or decorative items that students are permitted to retain, except that no student will be denied participation in any course of study or school sponsored activity because of their financial inability to bear the cost of such clothing, equipment, or materials.

Supplies and materials will be distributed throughout the school district in a manner that ensures equal distribution to students; school facilities; courses; programs; and activities and services, regardless of the protected categories listed at N.J.A.C. 6A:7-1.7(a).

The Superintendent or his/her designee shall develop procedures ~~regulations~~ for the selection and utilization of instructional supplies that include effective consultation with teaching staff members at all appropriate levels.

N.J.A.C. 6A:7-1.7
N.J.S.A. 18A:34-1

Adopted: 14 February 2011
Revised:

# 2520 INSTRUCTIONAL SUPPLIES (M)

A. Definition

"Supplies" are the consumable materials distributed to teachers and students for the successful implementation of the instructional program.

B. Supply Procedures

1. Each staff member will be able to request supplies by submitting a request to the Principal or designee.

2. Supplies will be kept in a secure location. The Principal or designee will be responsible to approve the request of supplies for their school and staff.

3. The staff member's request will be retained by the staff member and the Principal or designee.

4. At the end of each school year, a record of the inventory of supplies retained by the staff member shall be reported by the staff member to the Principal or designee.

5. The Principal will encourage all staff members to suggest additional supplies and/or replacements for the supplies used.

C. Cost of Supplies

Supplies will be made available without charge to all students, except in the following circumstances:

1. Where non-reusable clothing or personal equipment, such as gym outfits, is required for the safety, health, or the protection of school property, students will be requested to provide their own clothing or equipment. The Principal may require that such clothing or equipment meet school standards and may recommend a suitable vendor for the clothing or equipment.

2. Where a student enrolled in a class or activity in which an item is made, such as woodshop or home economics, chooses to prepare and keep a useful item, the student may be required to pay the costs of the materials

used. Students shall always be given the option of preparing an item for use by the school, for which no charge will be made. Any charge made under this regulation will be presented in writing by the teacher with a copy to the Principal or designee and the moneys collected will be deposited with the Business Office.

3. Students may be required to provide supplies for their participation in co-curricular activities.

4. A student who is eligible for free and reduced rate meals will not be required to pay for any supplies, including those exempted from free distribution in paragraph C.1., 2., and 3. above.

5. Staff members shall report to the Principal or designee any student who is suspected of being unable to pay for supplies.

Issued:

# 3217 USE OF CORPORAL PUNISHMENT

No teaching staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such teaching staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;

2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;

3. For the purpose of self-defense; and

4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any teaching staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.
~~The Board of Education cannot condone an employee's resort to force or fear in the treatment of pupils, even those pupils whose conduct appears to be open defiance of authority. Each pupil is protected by law from bodily harm and from offensive bodily touching.~~

~~Teaching staff members shall not use physical force or the threat of physical force to maintain discipline or compel obedience except as permitted by law, but may remove pupils from the classroom or school by the lawful procedures established for the suspension and expulsion of pupils.~~

~~A teaching staff member or substitute teacher who:~~

~~1. Uses force or fear to discipline a pupil except as such force or fear may be necessary to quell a disturbance threatening physical injury to others, to obtain possession of weapons or other dangerous objects upon~~

~~the person or within the control of a pupil, to act in self-defense, or to protect persons or property;~~

~~2. Touches a pupil in an offensive way even though no physical harm is intended;~~

~~3. Permits pupils to harm one another by fighting; or~~

~~4. Punishes pupils by means that are cruel or unusual;~~

~~will be subject to discipline by this Board and may be dismissed.~~

N.J.S.A. 18A:6-1; 18A:37-1

Adopted: 09 October 2006
Revised: 06 May 2013
Revised:

# 4217 USE OF CORPORAL PUNISHMENT

No support staff member employed by the Board or a person engaged in any school in the school district shall inflict or cause to be inflicted corporal punishment upon a student attending any school in the school district; but any such support staff member may, within the scope of their employment, use and apply such amounts of force as is reasonable and necessary:

1. To quell a disturbance, threatening physical injury to others;

2. To obtain possession of weapons or other dangerous objects upon the person or within the control of a student;

3. For the purpose of self-defense; and

4. For the protection of persons or property;

and such acts, or any of them, shall not be construed to constitute corporal punishment pursuant to N.J.S.A. 18A:6-1. Every resolution, bylaw, rule, ordinance, or other act or authority permitting or authorizing corporal punishment to be inflicted upon a student attending any school in the district shall be void.

Any support staff member employed by the Board found to have violated this Policy may be subject to discipline by the Board.

N.J.S.A. 18A:6-1; 18A:37-1

Adopted:

5200 ATTENDANCE (M)

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 ~~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 this Board.

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 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 board 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. Family illness or death, supported by notification to the school by the student's parent/guardian;
9. Educational opportunities;
10. Examination for driver's license;
11. A student's required attendance in court;
12. The student's suspension from school; and
13. Any absence considered excused by the Commissioner of Education and/or New Jersey Department of Education rule.

Except as clarified above, 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. 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.

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.
~~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.~~

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)
~~N.J.S.A. 18A:36-14; 18A:38-25 .~~
~~N.J.S.A. 34:2-21.1 et seq.~~
~~N.J.A.C. 6A:16-7.6; 6A:32-8.3~~

Adopted: 11 August 2008
Revised: 29 September 2014
Revised: June __, 2023

# REGULATION



R 5200 ATTENDANCE (M)

~~A. Definitions~~

~~1. For the purposes of school attendance, a "day in session" shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers' institutes, and inclement weather shall not be considered as days in session.~~

~~2. A "school day" shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Pre-K.~~

~~3. "A day of attendance" shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.~~

~~a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.~~

~~4. A "half day class" shall be considered the equivalent of a full day's attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.~~

A. Attendance Recording

1. School Register (N.J.A.C. 6A:32-8.1)

a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.

b. The Commissioner will issue and publish on the Department's website guidance for recording student attendance in all public schools of

the State operated by district Boards of Education, except adult high schools.

c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register, attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance at N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

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

2. Day in Session (N.J.A.C. 6A:32-8.3)

a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.

b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

3. Student Attendance (N.J.A.C. 6A:32-8.4)

a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.

b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

| 1/2 the Number of Instructional HOURS per level rounded UP; lunch not included | | | |
|---|---|---|---|
| | Regular Day | Early Dismissal Day | Delayed Opening Day |
| Elementary | 3 hours, 3 mins | 2 hours, 3 mins | 2 hours, 9 mins |
| MPM | 3 hours, 3 mins | 2 hours, 5 mins | 2 hours, 10 mins |
| HMS | 3 hours, 35 mins | 2 hours, 13 mins | 2 hours, 10 mins |
| LHS | 3 hours, 1 min | 2 hours, 5 mins | 2 hours, 6 mins |

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d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.

e. State-excused absences shall be as follows:

(1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.

(a) The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;

(2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

(3) Participation in district board 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 eleven and twelve; and

(6) Closure of a busing school district that prevents a student from having transportation to the receiving school.

f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the

Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

4. Average Daily Attendance (N.J.A.C. 6A:32-8.5)

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

5. Absentee and Chronic Absenteeism Rates (N.J.A.C. 6A:32-8.6)

a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.

(1) State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

~~B. Attendance Recording~~

~~1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the~~

# REGULATION



~~duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.~~

~~2. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.~~

~~3. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.~~

~~4. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.~~

~~5. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the morning and afternoon, a student shall be present at least one hour during both the morning and afternoon in order to be recorded as present for the full day. In a school which is in session during either the morning or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.~~

~~6. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.~~

B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. 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 decision outlined in Policy 5200 and this Regulation.

2. 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, student conduct, promotion, retention, and the award of course credit.

a. "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 in B.2.b. below.

b. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14 through 16, or any absence for the reasons listed below:

~~C. Absence Categories and Descriptors~~

~~The charts below reflect categories of absences and how they will be recorded. The lists included in the charts are not exhaustive. A principal or his/her designee shall administrative discretion when unique circumstances arise. Examples of absences may include, but are not limited to the following:~~

| **STATE EXCUSED** | **DISTRICT APPROVABLE PER NJSA 6A:32-8.4 - WILL IMPACT LOSS OF CREDIT*** | **DISTRICT APPROVABLE - WILL NOT IMPACT LOSS OF CREDIT*** | **TRUANCY - WILL IMPACT LOSS OF CREDIT*** |
|---|---|---|---|

# REGULATION



| | | | |
|---|---|---|---|
| College visits (up to 3 per year for Juniors and Seniors only)<br><br>Religious observance<br><br>Participation in observance of Veteran's Day<br><br>Participation in District Board of Election membership activities<br><br>Take your children to work day | Illness<br><br>Parental permission as approved by administration<br><br>College visits for Freshman & Sophomores<br><br>More than 3 college visits per year for Juniors & Seniors<br><br>Vacations that fall outside of district calendar closures<br><br>Doctors appointments, with documentation<br><br>Death of non-immediate family member** | Death of an immediate family member**<br><br>Administrative exclusion, suspension, or prerogative<br><br>Court appearance (with documentation)<br><br>NJ State Driving Exam (up to __ minutes) (1 time)<br><br>Extraordinary opportunities - two weeks advanced approval required from the administration (per Policy #)<br><br>School sponsored field trips<br><br>School provided home instruction | Not administratively approved<br><br>Unverified absent by parent |

***LOSS OF CREDIT ONLY APPLIES AT THE HIGH SCHOOL LEVEL (GRADES 9-12)**

** Immediate family is defined as parents (step), siblings (step/half) and grandparents or other immediate family residing in the primary household. Non-immediate family member is defined as uncle, aunt or first cousin.

**Tardiness**

Tardy- Absent - is defined as more than 10 minutes absent from the class that is verified by a parent or administrator. Without verification from a parent or administrator, the absence will be considered truant.

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Unexcused Tardiness is defined as 10 or fewer minutes not present in class.

Excused tardiness is defined as lateness to class accompanied by a pass issued by a building staff member.

In Grades 9-12, three unexcused tardies per class period will constitute one absence towards loss of credit in that class. This will occur each time a student accumulates three tardies in a given class.

In Grade K-8, three unexcused tardies in Grades K-8 will constitute a full day unexcused absence.

~~D~~C. Notice to School of a Student's Absence

1. The parent is expected to notify the school directly before the start of the student's school day by either calling the school directly, emailing the attendance officer or utilizing the parent portal in Genesis. ~~day.~~

2. The parent of the student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.

3. The parent who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.

4. 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.

D~~E~~. Readmission to School After an Absence

# REGULATION



1. A student returning from an absence of any length of time must provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.

2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.

3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.

   a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

~~1. A note explaining a student's absence for a non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.~~

~~2. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.~~

~~F~~E. Instruction

1. Teachers will~~shall~~ cooperate in the preparation of home assignments for students after a reasonable period of time, or in accordance with the School's handbook.

~~2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.~~

# REGULATION



~~3~~2. Students absent for any reason are expected to make up the work missed in a timely manner. Elementary schools will determine a reasonable and consistent amount of time for work to be turned in; secondary schools will outline a timeline for makeup work in the student handbook. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

~~4~~3. In general, students will be allowed a reasonable amount of time to make up the work missed ~~work~~. Guidelines will be included in the school handbook at the secondary level.

~~5~~4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test within outlined timeframes.

5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.

~~G~~F. Denial of Course Credit

1. A secondary student may be denied course credit when he/she has been absent from ten percent or more of the class sessions, whatever the reason for the absence, except administratively excused absences.

2. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent ten percent or more school days, except administratively excused absences.

G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy (N.J.A.C. 6A:16-7.6(a)4.)

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:

a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;

b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);

c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;

d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and

e. Cooperate with law enforcement and other authorities and agencies, as appropriate;

2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:

a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;

b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);

c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;

d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:

(1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

(2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;

(3) Consider an alternate educational placement;

(4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;

(5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;

(6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and

(7) Engage the student's family.

e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:

a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;

b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;

c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and

4. A court referral may be made as follows:

# REGULATION



a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 3.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C.

# REGULATION



6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

H. Discipline

1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.

2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 and this Regulation.

3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.

2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.

3. A student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

   a. The student shall file a written appeal to the Principal or designee within five school days of receiving notice of the action. The appeal

should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

b. The Principal or designee will respond in writing no later than seven school days after receiving the student's appeal.

c. If the student is not satisfied, the student may submit a written request to the Principal for consideration by an Attendance Review Committee.

d. On a student's request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the student's appeal. The student's parent and teacher(s) may attend the meeting.

e. The Attendance Review Committee shall decide the appeal and inform the student in writing within seven school days of the meeting.

f. The student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board of Education, and the Commissioner of Education in accordance with Policy 5710 - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

K. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

~~H. Unexcused Verified Absences During the School Year~~

# REGULATION



1. For up to four cumulative unexcused absences, the Principal or designee shall:

   a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;

   b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;

   c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;

   d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and

   e. Cooperate with law enforcement and other authorities and agencies, as appropriate.

2. For between five and nine cumulative unexcused absences, the Principal or designee shall:

   a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;

   b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;

# REGULATION



~~c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and II.1.c. above;~~

~~d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused chargeable absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:~~

~~i. Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;~~

~~ii. Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;~~

~~iii. Consider an alternate educational placement;~~

~~iv. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;~~

~~v. Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and II.4. below;~~

~~vi. Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and~~

~~vii. Engage the student's family.~~

~~e. Cooperate with law enforcement and other authorities and agencies, as appropriate.~~

~~3. For ten or more cumulative unexcused absences, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:~~

# REGULATION



a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and II.4. below;

b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;

c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and

d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.

4. A court referral may be made as follows:

a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or

b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.

(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act;

the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.

I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.

2. A record shall be maintained of each administratively excused absence and each verified unexcused or unexcused truant absence.

3. A report card will record the number of times the student was absent and tardy.

4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

# REGULATION



~~J. Appeal~~

~~1. Students may be subject to appropriate discipline for their school attendance record.~~

~~2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.~~

~~3. A high school student who has been denied course credit for excessive absences may appeal that action in accordance with the Handbook.~~

~~K. Attendance Records~~

~~1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.~~

Adopted: October 14, 2019

Revised: September 28, 2021

# 5530 SUBSTANCE ABUSE (M)

The fundamental purpose of our educational process is to foster the intellectual, emotional, social, and physical well-being of each child. In fulfilling this purpose, the Livingston Board of Education accepts responsibility to provide a safe environment, free of drugs, within our schools and to assist our students to learn how to lead drug-free lives.

Accordingly, the Board will establish and maintain a comprehensive substance abuse intervention, prevention and treatment referral program in the schools of this district. The intent of the policy is preventative and therapeutic, but the Board will take the necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

The Board prohibits the use, possession, and/or distribution of a substance on school premises, at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board. A pupil who uses, possesses or distributes a substance, on or off school premises, at any event away from the school premises that is sponsored by the Board, and on any transportation vehicle provided by the Board during or after school hours will be subject to discipline.

The following policy and its accompanying regulation will outline the steps the district will take in relation to:

1. A comprehensive program of drug, alcohol, tobacco and steroid education;

2. The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;

3. The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency;

4. The treatment and discipline of pupils who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the department of health and the student assistance counselor;

5. The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and/or steroid offenses.

# POLICY

LIVINGSTON
**BOARD OF EDUCATION**

Definitions:

"Sample" means a non-dilute, non-adulterated sample. A diluted urine screen is a presumptive positive test result. Appropriate disciplinary action will be taken for a positive test result.

"Substance" means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, or over-the counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

"Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

"Evaluation" means those procedures used by a certified or licensed professional trained to assess alcohol and other drug abuse which determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family.

"Intervention and referral to treatment" means those programs and services offered to help a pupil because of the use of substances by the pupil or a member of the pupil's family.

Prevention/Instruction

In keeping with the Board's intent to provide preventative and therapeutic assistance to all pupils, an education curriculum for grades K-12, emphasizing primary prevention of alcohol, drug, and substance abuse shall be used, providing students with information and developmental exercises regarding chemical substances. Pupils will receive education, including tobacco and anabolic steroids, appropriate for the pupil's age, maturity, and grade level.

The Board will provide intervention and treatment referral services by teaching staff members who are properly and appropriately certified and trained to render such services.

Such services include instruction, counseling and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse, referral to a community agency

approved by the County Local Advisory Council on alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

A substance abuser who has also been identified as potentially disabled shall be evaluated by the Child Study Team to determine his/her eligibility for special education and/or related services.

The Board will provide a program of outreach to parent(s) or legal guardian(s) of pupils that includes information on the district's substance abuse curriculum, the identification of substance abusers and rehabilitation organizations and agencies. The Superintendent is directed to develop the program in consultation with local agencies recommended by the Commissioner and to offer the program at times and in places convenient to parent(s) legal guardian(s) on school premises or in other suitable facilities.

Building-Based Programs

In keeping with the district's preventative and early intervention efforts, building-based programs will be developed district-wide, to provide services to students whose academic careers are being adversely affected. The purpose of these programs will be to address individual learning difficulties, behavioral problems, emotional well-being and alcohol/drug dependency issues. These programs include all building-based intervention teams, such as the CORE Team or Intervention & Referral Services (I&RS). The membership of these teams shall include, but are not limited to: the Building Principal or designee, regular education teacher(s) and a school staff member selected from one of the following professional titles:

- school counselor
- learning disabilities teacher-consultant
- school social worker
- school nurse
- school psychologist
- speech-language specialist
- substance awareness coordinator/student assistance counselor

The function of the building-based intervention programs is to develop educational/behavioral strategies and to provide crisis intervention, assessment, and referral.

There are instances where substance abuse may be suspected by a certified staff member and reported to the CORE Team, as per N.J.A.C. 6A:16-4.1(b). The CORE Team may recommend a referral for a medical evaluation through one of the following resources:

1. By a district approved medical facility.

2. Private practitioners certified by an appropriate drug and alcohol licensing board.

3. Out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services; or

4. Appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b).

When such a recommendation is being made, the Principal or his/her designee shall consult with the pupil's parent(s) or legal guardian(s) and the Superintendent.

If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student shall remain in school. If there is a positive determination from the medical examination indicating that the student's alcohol or drug use interferes with his/her physical and mental ability to perform in school, or the student is non-compliant with this policy, attendance at school will not resume until a written report has been submitted to the parent, Principal and Superintendent from a physician who has examined the student which states that the student's alcohol or other drug use no longer interferes with his/her physical and mental ability to perform in school.

All drug/alcohol assessment, counseling and treatment programs not provided by staff members of the district or not recommended or required under the district policy shall be at the sole cost and expense of the parent/guardian and not be paid in whole or in part by the Board of Education.

Substance Abuse - Identification, Evaluation, and Intervention - During School Hours and School Events

All staff members shall be alert to signs of substance abuse by pupils in school and shall respond to those signs in accordance with administrative regulations. Any staff member to whom it appears that a pupil may be under the influence of a substance on school property, at a school function or on any transportation vehicle provided by this board shall report the matter as soon as possible to at least one of the following:

1. The Principal or his/her designee

2. The School Nurse

3. The Substance Awareness Counselor

The Principal and/or his/her designee, in response to this report will:

1. Notify the parent(s) or legal guardian

2. Notify the Superintendent

3. Arrange for an immediate examination of the pupil at a Board approved facility. "Immediate" is defined in the following way:

   The child shall receive a medical examination with a drug test within two hours of being reported. The sample provided must be a non-dilute, non-adulterated sample. A diluted urine screen is a presumptive positive test result. Appropriate disciplinary action will be taken for a positive test result.

4. If parent(s) or guardian(s) are not available or cannot meet the time frames established in this policy, the school shall arrange for transportation of the student to the approved testing facility or to the emergency room of the nearest hospital.

   a. The district reserves the right to contact the police or emergency services to transport the student. In this case, a staff member will accompany the student.

   b. Any expense for transporting the child will be borne by the parent or guardian.

5. If the parent is transporting the child, he parent(s) or legal guardian may request the examination be conducted by a physician other than at the school approved facility. This examination will not be at the district's expense and must meet Board approved standards for toxicity.

6. A written report will be furnished by the examining physician to the parent(s) or legal guardian, Principal and the Superintendent within one school day of the referral of the student for suspected alcohol or other drug use. If the parent or child refuses to be screened or fails to produce the required report within one school day, the appropriate disciplinary procedures will be implemented.

~~7.~~

Consequences

The Superintendent, or designee, will report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully under the influence, possessing or in any way is involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, on or within 1,000 feet of the outermost boundary of school property pursuant to N.J.A.C. 6A:16-6.3(a). The Superintendent will not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a drug distribution activity.

Consequences for Possession/Under the Influence of Drugs/Alcohol during school hours or at school events

1st offense

- Notify Superintendent and Police
- Four (4) days out-of-school suspension
- Parent meeting with administration

2nd offense

- Notify Police and Superintendent
- Ten (10) days out-of-school suspension
- Parent meeting with administration

3rd offense

- Notify Police and Superintendent
- Parent meeting with administration
- Out-of-school suspension pending Superintendent review and/or hearing for expulsion with the Board of Education

Consequences for Distribution of Drugs/Alcohol

- Notify Police and Superintendent
- Parent meeting with administration
- Out-of-school suspension pending Superintendent review and/or hearing for expulsion with the Board of Education

Conditions for Re-Entry for all Offenses

- Mandatory full evaluation from a state approved facility
- Agreement to follow the recommendations of the assessment and evidence towards meeting the treatment goals
- Agreement to be subject to continued drug screenings
- Parent meeting (re-entry conference) with administration
- Agreement to submit to periodic drug testing.

The Board directs the Superintendent to establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors. The sanctions, established pursuant to N.J.A.C. 6A:16-4.4, shall be graded according to the severity of the offense, the nature of the problems and the student's individual needs.

The Superintendent shall develop administrative regulations for this policy on Substance Abuse.

N.J.S.A. 18A:40A-1 et seq. ; 18A:40A-5; 18A:40A-7.1 et seq. ; 18A:40A-7.218A:40A-9 through 18A:40A-17;

N.J.A.C. N.J.A.C. 6A:16-1.1 et seq 6A:16-1.3; N.J.A.C. 6A:16-3.1; 6A:16-4.1 et seq; 6A:16-4.2; 6A:16-4.3 N.J.A.C. 6A:16-3.2; 6A:16-6.1 et seq. 6A:16-6.3,6A:32-7.1 et seq.

Adopted: 04 June 2007
Revised: 18 July 2011
Revised: 08 December 2014

# POLICY

R 5530 SUBSTANCE ABUSE (M)

The following procedures are established in implementation of Policy 5530, Substance Abuse.

A. Definitions

1. "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a student's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the student or the student's family.

2. "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).

3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(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 such parental rights have not been terminated by a court of appropriate jurisdiction.

4. "Referral for evaluation" means programs and services suggested to a student or his or her family in order to make a positive determination regarding a student's need for services that extend beyond the general school program.

5. "Referral for treatment" means programs and services suggested to a student or to his or her family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.

6. "Sample" means a non-dilute, non-adulterated sample. A diluted urine screen is a presumptive positive test result. Appropriate disciplinary action will be taken for a positive test result.

~~6~~7. "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, operated or used for the provision of academic or extracurricular programs sponsored by the district or community provider and structures that support these buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited

to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land. "School grounds" also includes athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration as defined in N.J.A.C. 6A:26-1.2.

~~7~~8. "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances, including anabolic steroids as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, any chemical or chemical compound which releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, and over-the-counter and prescription medications that are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

~~8~~9. "Substance abuse" means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

~~9~~10. "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.

B. Discipline

1. Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

Consequences for the Use or Possession of Drugs/Alcohol

1st offense
- Notify the Superintendent of Schools
- Notify the Police in accordance with the Memorandum of Agreement
- Four (4) days out-of-school suspension
- Parent meeting with administration

2nd offense
- Notify the Superintendent of Schools
- Notify the Police in accordance with the Memorandum of Agreement
- Ten (10) days out-of-school suspension
- Parent meeting with administration

3rd offense
- Notify the Superintendent of Schools
- Notify the Police in accordance with the Memorandum of Agreement
- Parent meeting with administration
- Out-of-school suspension pending Superintendent review and/or hearing for expulsion with the Board of Education

Consequences for Distribution of or Intent to Distribute Drugs/Alcohol

- Notify the Superintendent of Schools
- Notify the Police in accordance with the Memorandum of Agreement
- Parent meeting with administration
- Out-of-school suspension pending Superintendent review and/or hearing for expulsion with the Board of Education

Conditions for Re-Entry for all Offenses

- Mandatory full evaluation from a state approved facility
- Agreement to follow the recommendations of the assessment and evidence towards meeting the treatment goals
- Parent meeting (re-entry conference) with administration
- The results of the physical examination and urine screen along with physician determination re whether the student is mentally and physically able to return to school. If the urine screen is not available for 24 hours, the students shall be allowed to return to school pending receipt of the report.
- Agreement to submit to periodic drug testing.

2. In accordance with N.J.A.C. 6A:16-4.1(c), the following disciplinary action will be taken in the event the student does not follow through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors:

- Student will be suspended from school until he/she is compliant with recommendations.
- Division of Child Protection and Permanency will be contacted should the parents refuse to follow the recommendations of the facility.

C. Intervention, Referral for Evaluation, and Referral for Treatment Services

1. The provision of intervention, referral for evaluation, and referral for treatment services for students who are affected by alcohol or other drug use.

a. The intervention, referral for evaluation, and referral for treatment services shall be provided by an individual who holds the educational services certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners, or by an individual who holds one of the following educational services certificate endorsements: school nurse; school nurse/non-instructional; school psychologist; school counselor; school social worker; or student personnel services and is trained in alcohol and other drug abuse intervention, assessment, referral for evaluation, and referral for treatment skills.

b. The intervention, referral for evaluation, and referral for treatment services shall include one or more of the following:

(1) Provisions for a program of instruction, counseling, and related services provided by the district Board of Education while a student receives medical treatment for a diagnosed alcohol or other drug dependency problem;

(2) Referral to a community agency, as defined in N.J.A.C. 6A:16-4.1(b), out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or private practitioners authorized by the appropriate drug and alcohol licensing board;

(3) Provisions for support services for students who are in, or returning from, medical treatment for alcohol and other drug dependency; or

(4) A special class, course or educational program designed to meet the needs of students with alcohol or other drug use problems.

D. Reporting, Notification, and Examination Procedures

1. Students Suspected of Using Anabolic Steroids – N.J.A.C. 6A:16-4.3(b)

a. Whenever a teaching staff member, certified or non-certified school nurse, or other educational personnel has reason to believe that a student has used or may be using anabolic steroids, the person shall report the matter as soon as possible to the Principal or, in the Principal's absence, to a person designated by the Principal and either the certified or non-certified school nurse, the school physician, or the student assistance coordinator.

b. In response to a report of suspected anabolic steroid use, including instances when a report is made to law enforcement, the Principal or designee shall immediately notify the student's parent and the Superintendent. The Principal or designee shall arrange for an examination of the student by a physician licensed to practice medicine or osteopathy selected by the parent.

(1) If the physician chosen by the parent is not available to perform the examination, the examination shall be conducted by the school physician or other physician identified by the Principal.

(2) The student shall be examined as soon as possible for the purpose of determining whether the student has been using anabolic steroids.

(i) A positive test will be subject to the use consequences as defined above. Results will be considered positive when a negative urine drug screen indicating an atypical specimen resulting from water dilution or other tampering is received from the laboratory.

c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to have used or to be using anabolic steroids.

(1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of anabolic steroids or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities involving anabolic steroids.

d. The examining physician shall provide to the parent, Principal, and Superintendent a written report of the examination.

e. If it is determined the student has used anabolic steroids, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following educational services certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall interview the student and others, as necessary, for the purpose of determining the extent of the student's involvement with and use of anabolic steroids and the possible need for referral for treatment.

(1) To make this determination, the school staff member(s) identified above may conduct a reasonable investigation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse.

f. If results of a referral for evaluation positively determine the student's involvement with and use of anabolic steroids represents a danger to the student's health and well-being, the school staff member(s) identified in D.1.e. above who is trained to assess alcohol and other drug abuse shall initiate a referral for treatment to appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b), to out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services, or to private practitioners certified by the appropriate drug and alcohol licensing board.

2. Students Suspected of Being Under the Influence of Alcohol or Other Drugs Other Than Anabolic Steroids – N.J.A.C. 6A:16-4.3(a)

a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal

or, in his or her absence, to his or her designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.

(1) In instances where the Principal and either the certified school nurse, non-certified school nurse, school physician or the student assistance coordinator are not in attendance, the staff member responsible for the school function shall be immediately notified.

(2) When a student is found to be under the influence, it will be reported in accordance with State mandates.

b. In response to every report by an educational staff member or other professional of suspected student alcohol or other drug use, including instances when a report is made to law enforcement, the Principal or designee shall:

(1) Immediately notify the student's parent and the Superintendent or designee;

(2) Arrange for an immediate medical examination of the student for the purposes of providing appropriate health care and for determining whether the student is under the influence of alcohol or other drugs, other than anabolic steroids. The exam must take place within two hours of initial contact with the parent; and

(i) A positive test will be subject to the use consequences as defined above. Results will be considered positive when a negative urine drug screen indicating an atypical specimen resulting from water dilution or other tampering is received from the laboratory.

(3) Any substance screening conducted by the school nurse and/or other staff is not a substitute for the required medical examination required in N.J.S.A. 18A:40A-12.

c. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol or other drugs.

(1) The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

d. The medical examination shall be performed by the Board contracted facility or by a physician licensed to practice medicine or osteopathy who is selected by the parent and agreed upon by the District Administration.

(1) The parent will be provided, in writing, the minimum requirements for the immediate medical examination and the screening, which will include, but not be limited to, the substances to be tested by the physician, the cut-off levels of each substance to be tested, the time period the immediate medical examination must be conducted, and any other requirements of the examination.

(2) The examination shall be at the expense of the parent and not the district Board of Education.

e. If the physician chosen by the parent is not immediately available or should the parent follow the District's recommendation, the medical examination shall be conducted by the Board approved facility or hospital.

(1) If the school physician is not available, the student shall be accompanied by a member of the school staff designated by the Principal to the Board approved facility, emergency room of the nearest hospital for examination.

(2) The student's parent, if available, shall accompany the student in place of school personnel.

(3) When the medical examination is conducted by the Board Approved Facility, the examination shall be at the expense of the district Board of Education.

f. The Board of Education will have a plan in place for the appropriate supervision of the student:

(1) While waiting for a parent to take the student to the physician selected by the parent, or while the student is waiting for and receiving the medical examination by the school physician or the physician in an emergency room; and

(2) Provisions will be made for the appropriate care of the student while awaiting the results of the medical examination.

g. A written report of the medical examination of the student shall be furnished by the parent or the Board approved facility to the Principal and the Superintendent of Schools by the examining physician within twenty-four hours of the referral of the student for suspected alcohol or other drug use.

(1) The school district, in cooperation with the school physician or medical professionals licensed to practice medicine or osteopathy, shall establish minimum requirements for the medical report. The minimum requirements for the examination will be periodically reviewed and updated as needed.

(2) The report's findings shall verify whether the student's alcohol or other drug use interferes with his or her physical and mental ability to perform in school.

h. When the medical examination is performed by a physician other than the school physician, the Board approved facility, or at the emergency room of the nearest hospital, the school district will require the parent to verify within twenty-four hours of the notification that the student is suspected of alcohol or other drug use that a medical examination was performed in compliance with this Policy.

(1) The verification shall include, at a minimum, the signature, printed name, address, and phone number of the examining physician, the date and time of the medical examination, and the date by which the report required in this Policy will be provided. If the physician does not use the District's form for the examination, the report must indicate whether or not the student is cleared to return to school.

(2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in

accordance with N.J.A.C. 6A:16-4.3(d) and will result in consequences as indicated.

i. If the written report of the screening results are not submitted to the parent, Principal, and Superintendent within twenty-four hours of the referral of the student for suspected alcohol or other drug use, the student shall be allowed to return to school until such time as a positive determination of alcohol or other drug use is received from the examining physician, unless the student was also removed for violating the Code of Student Conduct.

j. If the written report of the medical examination verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student will be immediately returned to school.

k. If there is a positive determination from the medical examination, indicating the student's alcohol or other drug use interferes with his or her physical or mental ability to perform in school:

(1) The student will be returned as soon as possible to the care of the parent;

(2) Attendance at school shall not resume until a written report has been submitted to the parent, the Principal, and Superintendent from a physician licensed to practice medicine or osteopathy who has examined the student to determine whether alcohol or other drug use interferes with his or her physical or mental ability to perform in school.

(a) The report shall verify that the student's alcohol or other drug use no longer interferes with the student's physical and mental ability to perform in school.

(3) Removal of a student with a disability shall be made in accordance with N.J.A.C. 6A:14.

l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements:

school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall coordinate the communication and follow through of treatment/program recommendations from a state approved facility:

(1) The student is required to have mandatory full evaluation from a state approved, facility, agreement to follow the recommendations of the assessment and evidence towards meeting the treatment goals, agree to be subject to continued drug screenings, have a parent meeting (re-entry conference) with administration, and agreement to submit to periodic drug testing.

- "Evaluation" means those procedures used by a certified or licensed professional trained to assess alcohol and other drug abuse which determine a pupil's need for an educational program or treatment that extends beyond the regular school program by virtue of the use of substances by the pupil or a member of the pupil's family

(a) The findings of the assessment alone shall not prevent a student from attending school; and

(2) Cooperate with community agencies as defined in N.J.A.C. 6A:16-4.1(b) and juvenile justice officials in providing evaluation, referral, and continuity of care for alcohol or other drug abuse treatment.

The findings of these additional evaluations alone shall not be used to prevent a student from attending school.

n. If at any time it is determined that the student's use of alcohol or other drugs presents a danger to the student's health and well-being, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student

personnel services and is trained in alcohol and other drug abuse treatment referral shall initiate a referral for alcohol or other drug abuse treatment.

E. Handling of Alcohol or Other Drugs

1. A student's person, effects, or school storage places may be searched for substances in accordance with Board Policy and applicable laws regarding searches in schools.

2. A school employee who seizes or discovers a substance, or an item believed to be a substance or drug paraphernalia, shall immediately notify and turn it over to the Principal or designee.

a. The Principal or designee shall immediately notify the Superintendent or designee who in turn shall notify the County Prosecutor or other law enforcement official designated by the County Prosecutor to receive such information.

b. In accordance with the provisions of N.J.A.C. 6A:16-6.4(a), the school employee, Principal or designee shall safeguard the alcohol, other drug, or paraphernalia against further destruction and shall secure the alcohol, other drug, or paraphernalia until it can be turned over to the County Prosecutor or designee.

c. The Principal or designee shall provide to the County Prosecutor or designee all information concerning the manner in which the alcohol, other drug, or paraphernalia was discovered or seized, including:

(1) The identity of all persons who had custody of the substance or paraphernalia following its discovery or seizure; and

(2) The identity of the student believed to have been in possession of the substance or paraphernalia.

F. Reporting Students to Law Enforcement Agencies

1. Subject to N.J.A.C. 6A:16-6.5, any staff member who, in the course of his or her employment, has reason to believe that a student has unlawfully possessed or in any way been involved in the distribution of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia shall report the matter as soon as

possible to the Principal or, in the absence of the Principal, to the staff member responsible at the time of the alleged violation.

2. The Principal or his/her designee shall notify the Superintendent and the law enforcement official designated by the County Prosecutor to receive such information.

3. The Superintendent or designee shall provide to the law enforcement official all known information concerning the matter, including the identity of the student involved.

4. The Superintendent or designee; however, shall not disclose the identity of a student who has voluntarily sought and participated in an appropriate treatment or counseling program for an alcohol or other drug abuse problem, provided the student is not reasonably believed to be involved or implicated in drug-distribution activities.

5. For the purpose of N.J.A.C. 6A:16-6.3, an admission by a student in response to questioning initiated by the Principal or teaching staff member, or following the discovery by the Principal or teaching staff member of a controlled dangerous substance, including anabolic steroids, or drug paraphernalia, shall not constitute a voluntary, self-initiated request for counseling and treatment.

6. The Superintendent or designee may disclose to law enforcement authorities the identity of a student suspected to be under the influence of alcohol and/or controlled dangerous substances, pursuant to N.J.A.C. 6A:16-4.3(a), or a student suspected to have used or who may be using anabolic steroids, pursuant to N.J.A.C. 6A:16-4.3(b), and who is referred for a medical examination, pursuant to N.J.A.C. 6A:16-4.3(a) or (b), as appropriate, for the purposes of providing appropriate health care for the student and for determining whether the student is under the influence of alcohol or other drugs or has been using anabolic steroids. The Superintendent or designee shall disclose to law enforcement authorities the identity of a student reasonably believed to be in possession of a controlled dangerous substance or related paraphernalia or a student reasonably believed to be involved or implicated in distribution activities regarding controlled dangerous substances.

G. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.

2. The program shall, at a minimum, provide:

a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;

b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;

c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;

d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and

e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.

3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.

a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

1. Notations concerning a student's involvement with substances may be entered on his/her records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.

2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.

3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:

a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;

b. Pursuant to a court order;

c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or

d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

Any disclosure made pursuant to H.3.a. and b. above shall be limited to that information which is necessary to carry out the purpose of the disclosure, and the person or entity to whom the information is disclosed shall be prohibited from making any further disclosure of that information without the student's written consent. The disclosure must be accompanied by a written statement from the Superintendent or designee advising the recipient that the information is being disclosed from the records the confidentiality of which is protected by N.J.S.A. 18A:40A-7.1 et seq. and that this law prohibits any further disclosure of this information without the written consent of the person from whom the information originated.

Nothing in this Policy or Regulation prevents the DCP&P or a law enforcement agency from using or disclosing the information in the course of conducting an investigation or prosecution. Nothing in this Policy or Regulation shall be construed as authorizing the violation of any Federal law.

The prohibition on the disclosure of information provided by a student shall apply whether the person to whom the information was provided believes that the person seeking the information already has it, has other means of obtaining it, is a law enforcement or other public official, has obtained a subpoena, or asserts any other justification for the disclosure of this information.

A person who discloses or willfully permits the disclosure of information provided by a student in violation of this Policy is subject to fines in accordance with N.J.S.A. 18A:40A-7.2.

4. Each incident of substance abuse shall be reported to the Commissioner on the Student Safety Data System (SSDS).

Adopted: June 3, 2019

# 6112 REIMBURSEMENT OF FEDERAL AND OTHER GRANT EXPENDITURES (M)

The Cash Management Improvement Act (CMIA) and related Federal regulations require a State to minimize the time elapsing between the transfer of funds from the United States Treasury and the expenditure of funds for program purposes. This requirement applies to grantees such as the State of New Jersey and their subgrantees, such as a school district. The State of New Jersey and school districts must assure funds have been, or will be, spent within a minimal amount of time after having been drawn from the Federal government.

In accordance with this requirement, the New Jersey Department of Education (NJDOE) has implemented a reimbursement request system of payment. The procedures as outlined in the New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures shall be followed by school districts in submitting reimbursement requests. Reimbursement requests for entitlement grant awards under the Every Student Succeeds Act (ESSA), the Individuals with Disabilities Education Act (IDEA), the Strengthening Career and Technical Education for the 21st Century Act~~and the Carl D. Perkins Career and Technical Education Improvement Act of 2006~~, and any other program designated by the NJDOE shall be made using the NJDOE's Electronic Web-Enabled Grant (EWEG) System.

Reimbursement requests by the School Business Administrator/Board Secretary or designee shall be made for individual titles and awards using the payment functionality of the EWEG system. Only one reimbursement request per month may be submitted for an individual title, award or subgrant. Reimbursement requests may only be for expenditures that have already occurred or will occur within three business days of receipt of funds.

The submission of a reimbursement request constitutes a certification by the School Business Administrator/Board Secretary that the school district has previously made the appropriate expenditures and/or will make the expenditures within three business days of receipt of funds and that the expenditures are allowable and appropriate to the cost objective(s) of the subgrant.

The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if a new budget category for which no funds were previously budgeted or approved has been created. The Superintendent or designee is responsible for submitting an amendment application to the NJDOE for approval if cumulative transfers among expenditure categories exceed ten percent of the total award. The

Superintendent or designee is responsible for monitoring the cumulative ten percent level of fiscal change.

Reimbursement requests must be in accordance with approved grant applications. A reimbursement request may be submitted at any time after the subgrant has received final NJDOE approval. Reimbursement requests submitted at least ten business days before the end of the month but no later than the fifteenth day of the month will be reviewed and, if approved, processed for payment the first business day of the following month. School districts will normally receive payment by the fifth business day of the month and will be able to track the grant's payment history in EWEG through the payments link of the grant application.

Reimbursement requests must contain a brief description of the expenditures for which reimbursement is being requested. Individual line items need not be detailed. Expenditures must be supported by documentation at the school district level but should not be submitted to the NJDOE with a reimbursement request. The Superintendent of Schools or designee is responsible to maintain supporting documentation for seven years and for making it available to the NJDOE, the United States Department of Education, and/or their authorized representatives upon request. Documentation for salary expenditures is subject to the requirements of Federal Uniform Grant Guidance. Documentation for all other expenditures must include evidence that the expenditures are allowable costs and of the relationship of the expenditure to the subgrant's cost objectives.

The NJDOE staff will review reimbursement requests to determine that they meet the subgrant's criteria. When a reimbursement request is approved or denied, the school district will receive an email notification through the EWEG system. Approval of a reimbursement request by NJDOE does not imply approval of the expenditures as allowable or appropriate to the subgrant's cost objectives as the approval of expenditures will continue to be processed through the final report. The School Business Administrator/Board Secretary or designee assumes responsibility for assuring that all funds requested through the EWEG system either have already been expended within three business days of receipt of funds.

New Jersey Department of Education Policies and Procedures for Reimbursement of Federal and Other Grant Expenditures – March 2014

Adopted: 13 December 2010
Revised: November 18, 2019

# 6115.01 - FEDERAL AWARDS/FUNDS INTERNAL CONTROLS – ALLOWABILITY OF COSTS (M)

A. In addition to the procedures used to determine the allowability of costs in accordance with 2 CFR §200.403 as outlined in Policy 6115.01 and this Regulation, the following procedures will be completed by the school district for Federal awards:

1. The Superintendent of Schools will designate a grant administrator for each Federal program in the district and Federal program the Board of Education submits an application for funding.

2. The grant administrator shall complete the following responsibilities for a Federal grant submission:

   a. Complete the grant application for approval by the Superintendent and the Board of Education;

   b. Collaborate with the School Business Administrator/Board Secretary or designee to develop the budget to include all applicable costs;

   c. Ensure all costs included on the grant application are allowable costs in accordance with 2 CFR §200.403; and

   d. Work with the School Business Administrator/Board Secretary to ensure costs meet the general criteria in order to be allowable under Federal awards as outlined in Policy 6115.01 and 2 CFR §200.403.

3. Upon approval and funding of the Federal grant program, the grant administrator will:

   a. Provide professional development and training to all school staff members working in the Federal program and any additional school staff members the grant administrator determines should be provided the professional development and training to ensure all staff members are providing the services approved and required by the grant;

   b. Monitor the Federal grant program to ensure the program is being administered in accordance with the requirements of the grant; and

c. Oversee the program's expenditures to ensure the grant funds are budgeted and expended in accordance with the grant application and approval.

4. Upon completion of the Federal grant program, the grant administrator will work with the School Business Administrator/Board Secretary or designee to complete any close-out and final reports as required by the Federal grant.

Adopted:

# 6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS

A requirement for a Board of Education/local education agency (LEA) who accepts funds from the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) – Elementary and Secondary School Emergency Relief Fund (ESSERF II); American Rescue Plan Elementary and Secondary Schools Emergency Relief (ARP ESSER); and all Federal programs and grants is for the LEA to have a Duplication of Benefits (DOB) Policy. DOB occurs when a person, household, business, government, or other entity receives financial assistance from multiple sources for the same purpose, and the total assistance received for that purpose is more than the total need for assistance.

The School Business Administrator/Board Secretary shall be responsible for ensuring no DOB occurs and will be responsible for ensuring compliance by subcontractors, subrecipients, and other partners.

To comply with DOB requirements, an LEA that accepts Federal funds is required by the Coronavirus Aid, Relief, and Economic Security (CARES) Act to establish and follow procedures to ensure that DOB does not occur. Establishing a process to effectively identify and prevent DOB is critical for the LEA to effectively manage multiple active funding streams related to coronavirus response and efficiently target resources to meet unmet needs within the school district. The Board of Education is solely responsible for ensuring that an actual DOB does not occur.

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and

2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated

non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

To analyze DOB, the LEA will complete the following steps:

1. Assess Need: Determine the amount of need (total cost);

2. Determine Assistance: Determine the amount of assistance that has or will be provided from all sources to pay for the cost;

3. Calculate Unmet Need: Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and

4. Document Analysis: Document calculation and maintain adequate documentation justifying determination of maximum award.

In DOB calculations, private loans are not considered a form of assistance and will not be considered when calculating DOB. However, subsidized loans from the Small Business Administration or Federal Emergency Management Agency will be included in the DOB analysis unless one of the three exceptions below is met:

1. Short-term subsidized loans (e.g. bridge loans) for costs later reimbursed with Federal funds;

2. Declined or cancelled subsidized loans; or

3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted:

## 6311 CONTRACTS FOR GOODS OR SERVICES FUNDED BY FEDERAL GRANTS (M)

Any vendor providing goods or services to the school district to be funded by a Federal grant must be cleared for contract in accordance with the provisions of the Uniform Administrative Requirements, Cost Principals, and Audit Requirements for Federal Awards (UGG), 2 CFR §200.213 – Suspension and Debarment.

The School Business Administrator/Board Secretary shall be responsible to check the web-based System for Award Management (SAM) maintained by the United States government – the General Services Administration (GSA). The purpose of the SAM is to provide a single comprehensive list of individuals and firms excluded by Federal government agencies from receiving Federal contracts or Federally approved contracts or Federally approved subcontracts and from certain types of Federal financial and nonfinancial assistance and benefits.

The School Business Administrator/Board Secretary, upon opening of bids or upon receipt of proposals for goods or services to be funded by a Federal grant shall access the SAM to determine if the vendor has been disbarred, suspended, or proposed for disbarment. The School Business Administrator/Board Secretary shall also access the SAM list immediately prior to the award of a bid or contract to ensure that no award is made to a vendor on the list.

In the event a vendor under consideration to be awarded a bid or contract for goods or services to be funded by a Federal grant is on the SAM list or proposed for disbarment, the School Business Administrator/Board Secretary shall comply with the contracting restrictions as outlined in 2 CFR §200.

Continuation of current contracts and restrictions on subcontracting with vendors who are on the SAM list or proposed for disbarment shall be in accordance with the limitations as outlined in 2 CFR §200.

Any rejection of a bid or disqualification of a vendor who has been disbarred, suspended, or proposed for disbarment shall be consistent with the requirements as outlined in N.J.S.A. 18A:18A – Public School Contracts Law and all applicable State laws.

The applicability of the provisions of this Policy apply to covered transactions as defined in 2 CFR §3485.220. A covered transaction is any contract that is awarded by the Board of Education that is covered under 2 CFR §180.210 and the amount of the contract is expected to equal or exceed $25,000, unless the Board chooses a lower threshold.

Compliance with the provisions of 2 CFR §200 and this Policy must be demonstrated by written evidence to be maintained by the School Business Administrator/Board Secretary. Examples of evidence include printouts of searches from the SAM, imprints from an ink stamp, or Avery or similar labels affixed to purchase orders memorializing performance of this verification.

2 CFR §200
2 CFR §3485.220
2 CFR §180.210

~~2 CFR §200~~

Adopted: June 21, 2022
Revised:

# 7440 SCHOOL DISTRICT SECURITY (M)

The Board of Education believes the buildings and facilities of the school district represent a substantial community investment. The Board directs the development and implementation of a plan for school district security to protect the school community's investment in the school buildings and facilities. The Board will comply with the security measures required in N.J.S.A. 18A:7G-5.2 for new school construction and for existing school buildings.

The school district security program will include: maintenance of facilities that are secure against unwelcome intrusion; protection against fire hazards and faulty equipment; and compliance with safe practices in the use of electrical, plumbing, heating, and other school building equipment. The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

As used in this Policy and N.J.S.A. 18A:41-7.1, "critical incident mapping data" means information provided in electronic or digital form to assist first responders in an emergency including, but not limited to: aerial images of schools; floor plans, including room and suite numbers; building access points; locations of hazardous materials and utility shut-offs; and any other relevant location information.

The Board shall provide to local law enforcement authorities critical incident mapping data~~a copy of the current blueprints and maps~~ for all schools and school grounds. ~~within the school district.~~ The Board shall provide revised mapping data ~~copies~~ to the applicable law enforcement authorities any time that there is a change to the critical incident mapping data. ~~blueprints or maps.~~

Critical incident mapping data provided pursuant to N.J.S.A. 18A:41-7.1.a. shall be: compatible with all platforms and applications used by local, State, and Federal law enforcement authorities; provided in a printable format; and verified for accuracy through an annual walkthrough of school buildings and school grounds.

Nothing in this Policy or N.J.S.A. 18A:41-7.1 shall be construed to require local law enforcement authorities or designated entities to access critical incident mapping data using third party viewing software.

The Board directs close cooperation of district officials with law enforcement, fire officials, and other emergency agencies.

# POLICY

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Each public elementary and secondary school building shall be equipped with at least one panic alarm for use in a school security emergency pursuant to N.J.S.A. 18A:41-10 through 13 and this Policy and Regulation 7440.

The Superintendent of Schools shall designate a school administrator as a School Safety Specialist for the district in accordance with the provisions of N.J.S.A. 18A:17-43.3 and this Policy and Regulation 7440. The School Safety Specialist shall be required to acquire a New Jersey Department of Education School Safety Specialist certification in accordance with the provisions of N.J.S.A. 18A:17-43.2 and this Policy and Regulation 7440.. The School Safety Specialist shall also serve as the school district's liaison with local law enforcement and national, State, and community agencies and organizations in matters of school safety and security.

Access to school buildings and grounds outside the hours school is in session shall be limited to personnel whose employment requires their presence in the facility. An adequate key control system will be established to limit building access to authorized personnel and guard against the potential of intrusion by unauthorized persons who have obtained access improperly.

In accordance with N.J.S.A. 18A:7G-5.2.b.(15), propping open doors to buildings on school grounds is strictly prohibited and students and staff shall not open a door for any individual. All persons seeking entry into the main building shall be directed to the main entrance.

Building records and funds shall be kept in a safe place and secured as appropriate and necessary.

Protective devices designed to be used as safeguards against illegal entry and vandalism may be installed when appropriate. The Board may approve the employment of school resource officers, school security officers, and/or law enforcement officers in situations in which special risks are involved.

The school district shall annually conduct a school safety audit for each school building in accordance with the provisions of N.J.S.A. 18A:41-14.

N.J.S.A. 18A:7G-5.2; 18A:17-43.1; 18A:17-43.2; 18A:17-43.3; 18A:41-7.1; 18A:41-10; 18A:41-11;18A:41-12; 18A:41-13; 18A:41-14.
N.J.A.C. 6A:16-1.3; 6A:26-1.2

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SCHOOL DISTRICT SECURITY (M)

Adopted: 09 January 2006
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