



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

December 9, 2025

Executive Session - LHS Large Conference Room - 6:30 p.m.
Public Session - Livingston High School Auditorium - 7:00 p.m.

I. OPEN SESSION

A. Call to Order – Seth Cohen, 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 2, 2025 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

C. Executive Session

Whereas, the Open Public Meetings Act, N.J.S.A. 10:4-11, permits the Board of Education to meet in closed session to discuss certain matters; now, therefore be it

Resolved, that the Livingston Board of Education adjourns to closed session to discuss:

- personnel, student and legal matters

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 30 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. Girls Soccer Varsity Group IV State Champions
2. National Merit Semi-Finalists Recognition Ceremony
3. Annual Comprehensive Financial Report - Scott Clelland, PKF O'Connor Davies
4. New LPS Course Offerings

F. Board Reports

G. Student Representative's Report

H. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of November 18, 2025
2. Special Workshop Meeting Minutes of November 25, 2025
3. Public Opening of Executive Session Meeting Minutes of December 1, 2025
4. Executive Session Meeting Minutes of September 30, 2025; October 15, 2025; October 24, 2025; November 4, 2025; November 18, 2025 and December 1, 2025

ROLL CALL VOTE

I. Public Comment

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

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

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

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

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

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

The presiding officer may:

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

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

II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Administrative Observations and Student Teacher Assignment

Resolved, that the Livingston Board of Education approves the administrative observations and student teaching assignment as shown on **Attachment A**.

1.2 Field Trips

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

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 2025-2026 for one (1) Livingston student with disabilities and for Extended School Year 2025 (Summer Programs) for one (1) Livingston student with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education, as shown on **Attachment C**.

2.2 The MediCentral

Resolved, that the Livingston Board of Education approves the agreement with The MediCentral to provide drug screenings to students and staff in the district from December 1, 2025 to June 30, 2026 at the following rates:

Drug Screen Ten Panel / Alcohol:	\$50.00
Drug And Alcohol Confirmation:	\$25.00
Student Physical Assessment Done with Drug Screens:	\$125.00

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
10,11,12	Operating Budget (checks 113967-114218)	\$9,824,466.62
20	Operating Budget (checks 113967-114218)	\$128,642.14
60	Cafeteria (checks 60175-60177)	\$220,233.46
	TOTAL	\$10,173,342.22

3.2 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2025-2026 budget for November pursuant to Board of Education Policy 6422, now therefore be it

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

3.3 Conferences and Overnight Trips

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

Resolved, that the Livingston Board of Education approves *Shyella Mayk, Christopher Wagner, Jacob Bernstein, Maureen Weakley, Claudia Netti* and *Kristina Duda* and ten parent volunteers (*Barbara Scarpa Pinkham, Christopher Pinkham, Gennia Yosifovich, Chad Dinzes, Susan Lugashi, Inga Cohen, Liati Hai, Jeff Arons, Brian Spector, Boris Kizhner, Vaishali Patil* and *Tejas Jois*) to chaperone approximately 50 members of the HMS Ski & Snowboard Club on daily ski trips to either Camelback Ski Resort in Tannersville, PA, or Blue Mountain Resort in Palmerton, PA, on January 14, 19, 28 and February 4, 11, and 25, 2026.

3.4 Speech and Debate Tournaments

Resolved, that the Livingston Board of Education approves LHS students to utilize the name of Livingston High School solely for the purpose of registering and participating in out-of-season debate competitions. The Board of Education recognizes that these external competitions require participants to register under the name of their affiliated high school, thus requiring the use of the LHS name for student participation. Furthermore, the parents of participating students shall be solely responsible for all aspects of participation, including, but not limited to, chaperoning and supervising students, transportation to and from all events, and payment of all required registration and entry fees.

3.5 Annual Comprehensive Financial Report - Corrective Action Plan

Resolved, that the Livingston Board of Education approves the Corrective Action Plan for the recommendations included in the Annual Comprehensive Financial Report and accepts the June 30, 2025 audit report.

3.6 Board Budget Calendar

Resolved, that the Livingston Board of Education approves the board budget calendar for the 2026-2027 budget year as shown on **Attachment F**.

3.7 Joint Transportation Agreements with Morris-Union Jointure Commission

Resolved, that the Livingston Board of Education approves the contract with Morris-Union Jointure Commission to provide 2025 extended school year transportation services for the following:

Route 983	\$9,905.70
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3.8 Bylaws, Policies and Regulations

Resolved, that the Livingston Board of Education has reviewed the following policy and has determined that it does not need any revisions at this time.

Policy #3270 - Professional Responsibilities

Resolved, that the Livingston Board of Education Approves the following policies for first reading:

- Policy #2310 - Student Grouping (new to district)
- Policy #2330 - Homework (new to district)
- Policy #2415.02 - Title I - Fiscal Responsibilities (M) (with revisions)
- Policy #2421 - Career and Technical Education (new to district)
- Policy #2435 - NJSIAA Random Testing For Interscholastic Athletics (new to district)
- Policy #2436 - Activity Participation Fee Program (new to district)
- Policy #3233 - Political Activities (with revisions)
- Policy #3324 - Right of Privacy (new to district)
- Policy #4125 - Employment of Support Staff Members (with revisions)
- Policy #4324 - Right of Privacy (new to district)
- Policy #5320 - Immunization (with revisions)

Resolved, that the Livingston Board of Education Approves the following bylaws, for second reading and adoption:

- Bylaw #0120 - Authority and Powers (new to district)
- Bylaw #0132 - Executive Authority (with revisions)
- Bylaw #0143 - Board Member Election and Appointment (with revisions)
- Bylaw #0171 - Duties of Board President and Vice President (new to district)

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

- Policy #2530 - Resource Materials (with revisions)
- Regulation #2530.1 - Media Center Selection Protocols (with revisions)
- Policy #2535 - Library Material (M) (new to district)
- Regulation #2535 - Library Material (M) (new to district)
- Policy #9130 - Public Complaints (with revisions)
- Regulation #9130 - Public Complaints (new to district)

ROLL CALL VOTE

4. **PERSONNEL**

The Superintendent recommends the following:

4.1 **Resignations & Retirements**

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

Name	Position	Reason	Location	Last Day of Employment
<i>Michele Matten</i>	Teacher of Music	Retirement	Harrison/Hillside	June 30, 2026
<i>Anatoly Fonarev</i>	Teacher of Physics	Retirement	LHS	June 30, 2026
<i>Coleen Caulfield</i>	Library Media Specialist	Retirement	Harrison	June 30, 2026
<i>Pearl Bowman</i>	Campus Aide	Retirement	Collins	June 30, 2026
<i>Elysa Ruderman</i>	Life Skills TA	Resignation	LHS	December 31, 2025
<i>Freddie Ruth, Jr.</i>	Job Coach	Resignation	LHS	December 31, 2025
<i>Wulin Fu</i>	Teacher of Chemistry	Resignation	LHS	December 31, 2025

**as amended from a previous agenda*

4.2 **Leaves of Absences**

Resolved, that the Livingston Board of Education approves the leaves of absences of:

Name	Location	Position	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Ann Marie Mansfield</i>	RHE	Kindergarten Aide	NA	NA	12/1/2025-2/27/2026	3/2/2026
<i>Jamal Chavis</i>	BHE	ABA TA	11/24/2025-12/9/2025	NA	12/10/2025-12/12/2025	12/15/2025
<i>Johanna Frye</i>	LHS	Teacher of Biology	5/4/2026-6/30/2026	8/26/2026-11/18/2026**	NA	11/19/2026

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.3 **Transfers**

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

4.4 **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
Stephanie Fowler	MPMS	LDT-C	First Year Tenure Track	E. Saladino	MA	10**	\$79,368 (prorated)	2/9/2026

**as amended from a previous agenda*

***step will remain the same for the 2026-27 SY*

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

4.5 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2025-2026 school year:

Teachers

Roma Bajaj

Shahri Griffin

Christopher Wagner

Catherine Droggitis

Lana Israel

Lauren Peacock

Resolved, that the Livingston Board of Education approve the appointment of the individual(s) listed below to serve as long-term substitutes as reflected below:

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
Jodi Shalom	BHE	Reading Specialist	Long Term Sub	L. Palazzo	\$351/day	12/16/2025-1/30/2026
Susan Spadafina	LHS	Teacher of Chemistry	Long Term Sub	W. Fu	\$263/day	12/22/2025-6/18/2026

4.6 Extra Period Assignments

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

4.7 Contract Adjustments

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

4.8 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment K** for athletic stipends at Livingston High School for the 2025-2026 school year in accordance with the contract between the LBOE and the LEA.

4.9 ESEA Title III Immigrant Grant

Resolved, the Livingston Board of Education approves the individuals listed on **Attachment L** to be paid for work performed for the ELL Community Liaison Program, at the rate listed, not to exceed 40 hours total. These funds will be paid through the Title III - Immigrant Grant Funds (Account number: 20-242-100-100-1033-12).

4.10 Extra Work

Resolved, that the Livingston Board of Education approves the individuals on **Attachment M** to be paid as accompanists at the listed amount for the 2025-26 school year. These funds will be paid through Acct. #11-190-100-320-0001-83.

4.11 Job Descriptions

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

Assistant Principal - High School

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 September, October, and November.

ROLL CALL VOTE

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 December 9, 2025 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.

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Janine DeMarsico	Montclair State University	Administrative	Harrison Elementary	Dan Garcia	November 1 - June 30, 2026
Stacy Nigro	Montclair State University	Administrative	Harrison Elementary	Dan Garcia	November 1 - June 30, 2026
Emily Einhorn	Caldwell University	Observation	Harrison Elementary	Rachel Friedman	December 10 - 24, 2025

FIELD TRIPS

SCHOOL	GRADE/COURSE	MONTH	DESTINATION
Secondary	Spanish	December	Sabor De Mi Tierra Restaurant
Secondary	Science	January	UCNJ Union College of Union County

<u>School</u>	<u>Program Type</u>	<u>TYPE</u>	<u>School Year 2025-2026</u>			<u>Extraordinary Services</u>			<u>Extended School Year</u>			<u>Total School</u>
			<u># of Stud</u>	<u>Tuition 2025-2026</u>	<u>Total Tuition</u>	<u># of Stud</u>	<u>Aide(s)</u>	<u># of Stud</u>	<u>ESY Tuition</u>	<u>Total ESY Tuition</u>		
Bonnie Brae School	Emotional Regulation Impairment	T	1	\$ 77,515.00	\$ 77,515.00				1	\$12,570.00	\$ 12,570.00	\$ 90,085.00
Total			1		\$ 77,515.00				1		\$ 12,570.00	\$ 90,085.00

Type

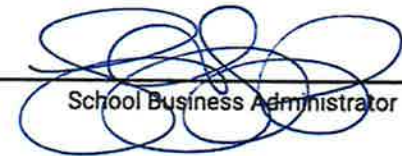
Renewal (R) indicates that the student has been at that OOD school and is continuing to be placed there.
 New (N) indicates that the student is a newly placed OOD student or an additional service has been added.
 Transfer (T) indicates that the student has been OOD, but has transferred to another OOD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

**Livingston Board of Education
Monthly Transfer Report
7/1/2025 - 11/30/2025**

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Regular Programs	11-1xx-100-xxx 12-1xx-100-xxx 13-1xx-100-xxx 18-1xx-100-xxx	45,313,781.13	9,025.24	45,322,806.37	4,532,280.64	21,473.96	.05	4,553,754.60	3,202,888.14
Special Education, Basic Skills/Remedial and Bilingual Instruction and Speech/OT/PT and Ex	1x-2xx-100-xxx 1x-000-216-xxx 1x-000-217-xxx	19,208,870.94	.00	19,208,870.94	1,920,887.09	-84,959.06	-.44	1,835,928.03	1,742,752.01
Vocational Programs-Local	1x-3xx-100-xxx	59,030.00	.00	59,030.00	5,903.00	.00	.00	5,903.00	4,456.05
School-Spon. Co/Extr a-Curr. Activities,School Sponsored Athletics, and Other Instructional	11-4xx-100-0xx 11-4xx-100-1xx 11-4xx-100-3xx 11-4xx-100-4xx 11-4xx-100-5xx 11-4xx-100-6xx 11-4xx-100-7xx 11-4xx-100-8xx 11-4xx-100-9xx 11-4xx-2xx-xxx 12-4xx-100-xxx	3,322,114.84	.00	3,322,114.84	332,211.48	9,748.28	.29	341,959.76	1,280,124.79
Community Services Programs/Operations	1x-800-330-xxx	.00	.00	.00	.00	.00	.00	.00	.00
UNDISTRIBUTED EXPENSES		67,903,796.91	9,025.24	67,912,822.15	6,791,282.21	-53,736.82	-.08	6,737,545.39	6,230,220.99
Tuition	11-000-100-xxx 16-000-100-xxx 17-000-100-xxx 18-000-100-xxx	8,674,741.21	.00	8,674,741.21	867,474.12	.00	.00	867,474.12	1,150,050.70
Attendance and Social Work, Health, Guidance, Child Study Teams, Education, Media Services	1x-000-211-xxx 1x-000-213-xxx 1x-000-218-xxx 1x-000-219-xxx 1x-000-222-xxx	9,479,050.81	.00	9,479,050.81	947,905.08	7,164.85	.08	955,069.93	137,733.67
Improvement of Instruction Services and Instructional Staff Training Services	1x-000-221-xxx 1x-000-223-xxx	3,676,589.80	.00	3,676,589.80	367,658.98	312.00	.01	367,970.98	168,760.57
General Administration	11-000-230-xxx	1,321,370.00	.00	1,321,370.00	132,137.00	-37,844.36	-2.86	94,292.64	278,080.66
School Administration	11-000-240-xxx	4,998,561.22	235.60	4,998,796.82	499,879.68	-24,191.57	-.48	475,688.11	214,410.06
Central Services & Administrative Information Technology	11-000-25x-xxx	3,982,983.04	19,185.00	4,002,168.04	400,216.80	-20,075.50	-.50	380,141.30	388,733.97
Operation and Maintenance of Plant Services	11-000-26x-xxx	10,135,218.00	127,645.20	10,262,863.20	1,026,286.32	-34,384.76	-.34	991,901.56	1,445,307.34
Student Transportation Services	11-000-270-xxx	5,646,354.00	.00	5,646,354.00	564,635.40	.00	.00	564,635.40	945,468.88
Personal Services-Employee Benefits	11-xxx-xxx-2xx	26,084,793.00	.00	26,084,793.00	2,608,479.30	.00	.00	2,608,479.30	12,952,214.74
Food Services	11-000-310-xxx	.00	.00	.00	.00	.00	.00	.00	.00
Transfer Property Sale Proceedes to Debt Service Reserve	11-000-520-934	.00	.00	.00	.00	.00	.00	.00	.00

**Livingston Board of Education
Monthly Transfer Report
7/1/2025 - 11/30/2025**

Budget Category	Accounts	Original Budget	Prior Year Encumbrances	Original Budget For 10% Calc	Maximum Transfer Out Allowed	YTD Net Transfers	% change of transfers	Remaining Transfers Out Allowed	Account Balance
Transfer from General Fund Surplus to Debt Service Fund to Repay CDL	11-000-520-936	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL GENERAL CURRENT EXPENSE		73,999,661.08	147,065.80	74,146,726.88	7,414,672.68	-109,019.34	-.15	7,305,653.34	17,680,760.59
Equipment	12-xxx-xxx-73x	40,000.00	.00	40,000.00	4,000.00	53,552.76	133.88	57,552.76	112.80
Facilities Acquisition and Construction Services	12-000-4xx-xxx	5,227,565.00	256,892.49	5,484,457.49	548,445.75	99,453.40	1.81	647,899.15	2,259,790.31
Capital Reserve-Transfer to Capital Expend. Fund	12-000-4xx-931	.00	.00	.00	.00	.00	.00	.00	.00
Capital Reserve-Transfer to Repayment of Debt	12-000-4xx-933	.00	.00	.00	.00	.00	.00	.00	.00
TOTAL CAPITAL EXPENDITURES		5,267,565.00	256,892.49	5,524,457.49	552,445.75	153,006.16	2.77	705,451.91	2,259,903.11
TOTAL SPECIAL SCHOOLS	13-xxx-xxx-xxx	63,600.00	.00	63,600.00	6,360.00	.00	.00	6,360.00	615.62
Transfer of Funds to Charter Schools	10-000-100-56x	116,961.00	.00	116,961.00	11,696.10	.00	.00	11,696.10	116,961.00
General Fund Contribution to School Based Budgets	10-000-520-930	.00	.00	.00	.00	.00	.00	.00	.00
OPERATING BUDGET GRAND TOTAL		147,351,583.99	412,983.53	147,764,567.52	14,776,456.74	-9,750.00	-0.1	14,766,706.74	26,288,461.31



School Business Administrator Signature

12/4/2025

Date

Conference	Attendee(s)	Date(s)	Location	Cost not to exceed
NJPSA HIB Training	Courtney Ferraro	Asynchronous	Virtual	\$1,500.00
NJPSA HIB Training	Charles Raphel	Asynchronous	Virtual	\$1,500.00
NJPSA HIB Training	Brittany Gajewski	Asynchronous	Virtual	\$1,500.00
Adaptive Schools Advanced Seminar	Mark Stern	1/14-16 and 4/26-28, 2026	Alexandria, Virginia	\$3,000.00
Adaptive Schools Advanced Seminar	Danielle Rosenzweig	1/14-16 and 4/26-28, 2026	Alexandria, Virginia	\$3,000.00
Adaptive Schools Advanced Seminar	Bronawyn O'Leary	1/14-16 and 4/26-28, 2026	Alexandria, Virginia	\$3,000.00
Adaptive Schools Advanced Seminar	Mara Rubin	1/14-16 and 4/26-28, 2026	Alexandria, Virginia	\$3,000.00
Adaptive Schools Advanced Seminar	Amro Mohammed	1/14-16 and 4/26-28, 2026	Alexandria, Virginia	\$3,000.00
Adaptive Schools Advanced Seminar	Natalie Topylko	1/14-16 and 4/26-28/2026	Alexandria, Virginia	\$3,000.00
ANJEE Winter Conference	Douglas Jay	1/15-1/16/2026	Ewing, NJ	\$230.00
Visualizing and Verbalizing Language Comprehension	Kim Abrose	1/27-1/29/2026	Virtual	\$850.00
Visualizing and Verbalizing Language Comprehension	Margaret Davis	1/27-1/29/2026	Virtual	\$850.00
Visualizing and Verbalizing Language Comprehension	Cynthia Augello	1/27-1/29/2026	Virtual	\$850.00
Techspo	Lisa LeBlanc	1/28-1/30/2026	Atlantic City, NJ	\$1,000.00
Techspo	Dani Degraw	1/28-1/30/2026	Atlantic City, NJ	\$1,000.00
Techspo	David D'Addozio	1/28-1/30/2026	Atlantic City, NJ	\$1,000.00

New Jersey Department of Education
Corrective Action Plan (CAP)
For the Fiscal Year 2025 (July 1, 2024 – June 30, 2025)

Submission Guidance

Applicability: A CAP should only be prepared if there is a finding(s) in the ACFR or AMR

- The completed CAP must be uploaded to the ACFR Repository within 45 days of Board acceptance of the audit.
- Save the file as **CAP.PDF** and email a copy to CAP@ag.nj.gov.

LEA Information

LEA Name: Livingston Board of Education

LEA Number: 2730

County Name: Essex

County Number: 13

Type of Audit:

Date of Board Meeting: December 9, 2025

Contact Name: Jessica Rapp

Contact Title: School Business Administrator

Email: jrapp@livingston.org

Phone: (973) 535-8000

ACFR/AMR Findings

Preparation:

- Column A:** Identify and note whether the finding(s) is in the ACFR and/or the AMR. Include the finding(s) number (e.g., ACFR 2025-001) and note the ACFR finding(s) first.
- Columns B and C:** Use the exact language noted as the condition for the ACFR. Use the exact language noted as the finding in the AMR. If the finding(s) appears in both documents, use the language noted in the ACFR.
- Column D:** Describe the method of implementation to prevent recurrence of finding(s). If applicable, include an explanation for “Questioned Costs”.
- Column F:** Document a definitive implementation date (MM-DD-YY). Entries such as “Immediate” or Ongoing” are not acceptable.

A ACFR/AMR Finding	B Condition/Finding	C Recommendation	D Method of Implementation	E Person Responsible for Implementation/Title	F Implementation Date
ACFR 2025-01	The District’s accounting office personnel perform certain financial statement close procedures on a monthly basis and at year end which include the posting of journal entries and other various accruals and reconciliations. We noted that a formalized process that requires account balances to be reconciled and reviewed in totality to ensure the timeliness of the close process was not always followed.	In order to ensure a more efficient and accurate monthly and year end close process, the District should continue to strengthen the controls surrounding the reconciliation procedures of the District’s balance sheets and budgetary reports to ensure all accounts are reconciled and in agreement with supporting documentation.	District is developing and implementing a more formal financial close process that includes monthly account reconciliations, reports, and controls addressing the reconciliation and account analysis of the general ledger to corroborative records.	Jessica Rapp, School Business Administrator/Board Secretary	11/7/2025
ACFR 2025-002	The District’s payroll department personnel perform certain monthly and quarterly payroll deduction review	The district should strengthen its internal control process over the reconciliation of the payroll agency account	District is developing and implementing a more formal payroll agency bank reconciliation and	Jessica Rapp, School Business Administrator/Board Secretary	11/7/2025

A ACFR/AMR Finding	B Condition/Finding	C Recommendation	D Method of Implementation	E Person Responsible for Implementation/Title	F Implementation Date
	<p>processes to ensure amounts withheld from employees are being properly and timely remitted to the respective local state and federal agencies. Additionally, the Treasurer of School monies follows certain procedures to review and investigate tall general ledger and bank statement activity in order to properly reconcile the cash balance held in the payroll agency bank account. We noted that the formalized process that requires all transactions to be reconciled and reviewed in totality to ensure the accuracy of the cash reconciliation and the timeliness of remittance to various agencies was not being performed.</p>	<p>as well as the review of the payroll agency subsidiary ledger to investigate and clear any reconciling items determined to be incorrectly reported and to ensure remittances to the appropriate agencies are made timely and in the correct amounts to avoid potential penalties.</p>	<p>remittance of payroll deductions to the proper agencies process.</p>		
AMR 2025-003	<p>Receipts not always deposited timely by the schools for student activity accounts.</p>	<p>All receipts be deposited by the schools in a timely manner.</p>	<p>Policy and procedure updated to inform responsible parties that deposits must be made on a timely basis and monthly checks will be instituted to ensure procedure is being followed.</p>	<p>Jessica Rapp, School Business Administrator/Board Secretary</p>	<p>11/7/2025</p>

A ACFR/AMR Finding	B Condition/Finding	C Recommendation	D Method of Implementation	E Person Responsible for Implementation/Title	F Implementation Date
AMR 2025-004	During our audit of the Livingston High School Athletic account bank reconciliation, we noted that the account had a negative reconciled balance of \$36,175 as a result of outstanding checks totaling \$46,787. Included in the list of outstanding checks are a total of 141 checks issued prior to June 30, 2024 that are still outstanding.	Livingston High School Athletic account bank reconciliation be reviewed to determine if replacement checks need to be issued or if these checks can be cancelled.	The account was reviewed, and it was determined that no replacement checks needed to be issued and all checks were cancelled.	Jessica Rapp, School Business Administrator/Board Secretary	9/30/2025
AMR 2025-005	The capital asset records were not updated for the additions and disposals of capital assets made during the 2024-2025 fiscal year.	The District should implement adequate internal control procedures over its capital assets, including periodic updates of the general ledgers for additions and deletions.	The district has determined the appropriate procedure for ensuring that capital assets are updated for additions and disposals and will follow the appropriate procedure going forward.	Jessica Rapp, School Business Administrator/Board Secretary	11/7/2025

Attestation

Signature required below.

I hereby certify that the information provided in this CAP is accurate and complete to the best of my knowledge, and that the recommendation(s) will be implemented as noted.

Chief School Administrator:

Date: December 9, 2025

Board Secretary / School Business Administrator:

Date: December 9, 2025

Proposed Budget Calendar for 2026-2027

Date	Task
October 14, 2025	Budget opens to Principals, Supervisors, Central Office staff, etc.
November 4, 2025	LBOE Meeting - Board to discuss/provide Board Budget goals to Administration
November 21, 2025	All Principals and the Athletic Director's budget documents to be submitted to the Business Office
December 1-5, 2025	Budget meetings with Principals
December 16 and 17, 2025	Budget meetings with Assistant Superintendents, Directors of Curriculum & Instruction & Testing, Director of Technology, Manager of B&G and Director of Human Resources (budget docs due a week prior to meetings)
	To include: - Recommendation of new programs - Recommendation for curriculum writing - Recommendation for tuition students - Recommendation for new staff - Recommendation of capital projects
January 14, 2026	Finance and Facilities Committee Meeting
January 20, 2026	LBOE Meeting - Begin Budget Discussion
February 3, 2026	LBOE Meeting - Budget Discussion
February 10, 2026	LBOE Meeting - Budget Presentation Featuring Student Services, Technology and Facilities
TBD	Expected Date for Release of State Aid Numbers
March 3, 2026	LBOE Meeting - Budget Presentation Featuring Curriculum and Human Resources
March 17, 2026	LBOE Meeting - Adoption of Tentative Budget
April 7, 2026	LBOE Meeting - Budget Discussion
April 22, 2026	Public Forum on Budget (Wednesday from 4-6 p.m.)
April 28, 2026	LBOE Meeting - Public Hearing on the Budget

2025-26 PERSONNEL TRANSFERS

Name	Transferring From	Location	Transferring To	Location	Replacing	Effective Date(s)
<i>Charlie Lopez*</i>	Teacher of Spanish	HMS	Teacher of Spanish	LHS	D. Krumholz	9/30/2025- 12/3/2025
<i>Charlie Lopez</i>	Teacher of Spanish	LHS	Teacher of Spanish	HMS	NA	12/4/2025
<i>Margaret Wescott</i>	ABA Discrete Trial TA	HMS	Job Coach	LHS	L. Haaker	12/15/2025

**amended from previous agenda*

Location	Name	Position	Guide	Step	Total Salary	Start Date
APPOINTMENTS						
BHE	Binsol, Dulce	ABA Discrete Trial TA	TA	5	\$38,754 (prorated)	12/15/2025
HAR	Cuppari, Julia	Instructional Aide	I&KA	1	\$27,991 (prorated)	1/2/2026
HAR	Sodha, Mayuri	Instructional Aide	I&KA	1	\$27,991 (prorated)	11/19/2025
MPMS	Foley, Jenna	Instructional Aide	I&KA	1	\$27,991 (prorated)	12/1/2025

Name	Position	Location	# Classes	Effective Date
Marisa Vosa*	Teacher of Spanish	LHS	0.2	9/22/2025 - 6/30/2026
Natalia Pinzon Usme*	Teacher of Spanish	HMS	0.2	9/30/2025 - 12/3/2025
Claudia Netti*	Teacher of Spanish	HMS	0.2	9/30/2025 - 12/3/2025
Karen Sanchez*	Teacher of Spanish	MPMS	0.2	9/30/2025 - 11/28/2025
Lisa LeBlanc*	Teacher of Spanish	MPMS	0.2	9/30/2025 - 10/29/2025
Paul Raiz	Teacher of Biology	LHS	0.5	12/12/2025 - 12/23/2025
Brian Bigelow	Teacher of Biology	LHS	0.25	12/12/2025 - 12/23/2025
Rena Dziopa	Teacher of Biology	LHS	0.25	12/12/2025 - 12/23/2025
Mark Granito	Teacher of Social Studies	LHS	0.2	1/13/2026 - 6/30/2026
Lauren Echevarria	Teacher of Social Studies	LHS	0.2	1/13/2026 - 6/30/2026
Daniel Lombardi	Teacher of Social Studies	LHS	0.2	1/13/2026 - 6/30/2026
Daniel Ippolito	Teacher of Social Studies	LHS	0.2	1/13/2026 - 6/30/2026
David Mead	Teacher of Social Studies	LHS	0.2	1/13/2026 - 6/30/2026
Isabella Gardner	TOSD	MPE	0.07	12/5/2025 - 6/30/2026
Niobel Torres	TOSD	LHS	0.25	12/15/2025 - 5/6/2026

**amended from previous agenda*

Last Name	First Name	Position	Guide	Step	Base Salary	ACE	Total Salary	FTE	Effective Date
Ortiz	Rosalina	35-Hr Bus Driver	35-Hr BD	9	\$41,014	\$3,000	\$44,014	1.00	12/1/2025
Clarke	Thomas	Life Skills TA	TA	1	\$34,812	\$0	\$34,812	1.00	12/10/2025

2025-26 LHS ATHLETIC STIPENDS		
Position	2025-2026 Amount	Recommended
Strength Training Winter - Head	\$3,287.00	Ben Leone
Ski Team	VOLUNTEER	Roger Black
Boys Track Winter - Head*	\$11,216.00	Nancy Petryna
Boys Winter Track - Assistant*	\$8,445.00	David Czeizinger (OD)
Girls Track Winter - Head*	\$11,216.00	Raz Blau

**amended from previous agenda*

ELL COMMUNITY LIAISON PROGRAM

Allison Barbag (\$54.23/hr)
Andrew Chen (\$54.23/hr)
James Diegnan (\$54.23/hr)

2025-26 ACCOMPANISTS

Erik Donough	\$800.33
Adam Berryann	\$200.49

3270 PROFESSIONAL RESPONSIBILITIES

The Board of Education will establish and enforce rules for the assignment of specific duties to teaching staff members and for the conduct of teaching staff members during the work day.

The Board directs the Superintendent to require the preparation of lesson plans by each teacher that implement the goals and objectives of the educational program. Teachers shall also be responsible for providing adequate direction and guidance to substitutes. Lesson plans will be subject to periodic review by the building Principal or a subject supervisor.

The Superintendent shall apply uniformly throughout the district, except as may otherwise be provided in this policy, the following additional rules for teaching staff member conduct:

1. During the work day, teaching staff members may be assigned extra or alternative duties by the Principal in accordance with Board Policy No. 3134;
2. Teaching staff members are expected to attend every faculty meeting unless expressly excused by the Principal; and
3. Teaching staff members may leave the school grounds during mealtime with permission of the Principal or designee.

In the event that teaching staff members are assigned to work on curriculum revision during the regular school day, he/she will be given an appropriate reduction in teaching assignments.

Adopted: 09 October 2006
Revised: 06 May 2013
Reviewed: December 9, 2025



2310 STUDENT GROUPING

The Board of Education believes that each student should be provided with instruction that best suits their intellectual, physical, emotional, and social capabilities. The Board authorizes the Superintendent to develop a schedule and class organization that will facilitate the placement of students in instructional groups, offering each student the greatest educational benefit.

The grouping of students should be flexible and should take into consideration the age, mental ability, academic record, emotional needs, physical maturity, and interests of each student.

Adopted: January 20, 2026



2330 HOMEWORK

The Board of Education acknowledges the educational value of work assigned to students for completion outside the classroom as an adjunct to and extension of the school's instructional program.

The Superintendent shall develop regulations for the assignment of homework according to these guidelines:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help children learn by providing practice in the mastery of skills, experience in data gathering and integration of knowledge, and an opportunity to remediate learning problems.
3. Homework should help develop the students' responsibility and provide an opportunity for the exercise of independent work and judgment.
4. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and consider other activities that make a legitimate claim on the student's time.
5. In general, the schools should suggest ways in which parents may assist the school in supporting their child.
6. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Adopted: January 20, 2026



2415.02 TITLE I – FISCAL RESPONSIBILITIES (M)

The Board of Education will comply with the requirements of the Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the ~~No-Child Left Behind Act of 2001~~. Every Student Succeeds Act (ESSA).

Maintenance of Effort

To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.)ESEA~~ as amended by the ~~No-Child Left Behind Act of 2001, §1120A(a)ESSA~~, the Board of Education will maintain a combined fiscal effort per student, or aggregate expenditures, of State and local funds with respect to the provision of the free public education in the Local Education Agency (LEA) for the preceding fiscal year that is not less than ninety percent of the combined fiscal effort per student, or the aggregate expenditures, for the second preceding fiscal year.

Comparability with Multiple Schools

To be in compliance with the requirements of the ~~ESEAElementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.)~~ as amended by the ~~No-Child Left Behind Act of 2001, §1120A(e)ESSA~~, the Board of Education directs the Superintendent to assign teachers, administrators, and auxiliary personnel to the schools in such a way that the equivalence of personnel is ensured among schools. The school district will ensure that State and local funds are used to provide comparable services for Title I and non-Title I schools.

Comparability of Materials and Supplies

To be in compliance with the requirements of the ~~Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.)ESEA~~ as amended by the ~~No-Child Left Behind Act of 2001, §1120A(e)ESSA~~, the Board of Education directs the Superintendent to distribute curriculum materials and instructional supplies to the schools in such a way that the equivalence of such material is ensured among schools.

Supplement, Not Supplant

Grant funds provided under Federal programs, including the ESEA as amended by the ESSA, shall supplement, not supplant the funds that would, in the absence of such Federal funds, be made available from State and local sources for the education of students participating in programs assisted under the ESEA as amended by the ESSA.



Elementary and Secondary Education Act of 1965 (20 U.S.C. 2701 et seq.) as amended by the Every Student Succeeds Act.

No Child Left Behind Act of 2001, §1120A

Adopted: 16 August 2010

Revised: January 20, 2026



2421 CAREER AND TECHNICAL EDUCATION

The Board of Education believes a program(s) of career and technical education is important to the educational development of its students. The New Jersey system of career and technical education has as its purpose to:

1. Support developmental career education designed to provide students opportunities to enhance career awareness, exploration, preparation, and decision-making skills necessary for success in the workplace.
2. Provide secondary and post-secondary students with career and technical education programs and programs of study in Department-recognized Career Clusters in accordance with N.J.A.C. 6A:19-1.1(a)2.;
3. Support a comprehensive K-12 career and technical education and counseling system; and
4. Support the workforce development system by helping to ensure quality postsecondary educational opportunities for adult students.

The Board offers a program of career and technical education, guaranteeing students the right to apply and, if accepted, to attend a county vocational school district. The district shall provide a county vocational school district and its designated representative(s) with a reasonable opportunity, during school hours, to present information about the county vocational school district's programs to all students, in all grades, Kindergarten through graduation, in the schools of the district in accordance with N.J.A.C. 6A:19-2.3(d). The Board of Education may not in any manner inhibit student access to such information.

All students participating in career and technical education programs within this district or in shared-time career and technical programs are considered to be regularly enrolled in the schools of this district and are subject to the policies and rules of this Board. The district shall establish admission requirements that include equity and access for all populations, including special populations and students with special education needs. No student shall be denied admission or participation in any career and technical education programs due to race, color, creed, religion, national origin, ancestry, age, marital status, affectional or sexual orientation, gender, socioeconomic status, or disability.

Students may be permitted to enroll in programs of vocational instruction offered by a county vocational school district outside the county only as required in the provisions of N.J.A.C. 6A:19-2.3(a)2.



The district will comply with the general program requirements for career and technical education as defined in N.J.A.C. 6A:19-3.1. Students participating in part-time school and part-time employment in career and technical programs will not be exploited, illegally employed, or employed under conditions that fail to safeguard their health and interests. These students shall receive wages commensurate with those paid to other employees for similar work and shall be protected by the provisions of the Workers' Compensation Act and any other applicable state laws pertaining to such training and employment. The school district will comply with all safety and health standards contained in N.J.A.C. 6A:19-6.1 for career and technical education programs, programs of study, and structured learning experiences.

Career and technical education programs offered by the school district shall comply with the provisions of N.J.S.A. 18A:54 and N.J.A.C. 6A:19.

The Superintendent shall seek and utilize all available Federal, State, local, and private sources of revenue for the financial support of career and technical education programs in the district.

N.J.S.A. 18A:35-4.2; 18A:38-15; 18A:54
N.J.A.C. 6A:19

Adopted: January 20, 2026



NJSIAA RANDOM TESTING FOR INTERSCHOLASTIC ATHLETICS

2435 - NJSIAA RANDOM TESTING FOR INTERSCHOLASTIC ATHLETICS

The Board of Education acknowledges that the use of harmful performance-enhancing substances poses a significant threat to the health, safety, and welfare of student-athletes participating in interscholastic athletics. Livingston High School is a member of the New Jersey State Interscholastic Athletic Association (NJSIAA). It is a violation of NJSIAA's sportsmanship rule for any student-athlete to possess, ingest, or otherwise use any substance on NJSIAA's list of banned substances, without a written prescription by a fully licensed physician, recognized by the American Medical Association, to treat a specific medical condition. Therefore, NJSIAA, in accordance with Executive Order 72, will test a random selection of student-athletes who have qualified, as individuals or as members of a team, for NJSIAA-sanctioned State championship competition.

The list of banned substances, for the purposes of this Policy, shall be prepared and published by NJSIAA. Before participating in interscholastic sports, the student-athlete and their parent or guardian shall consent to random testing in accordance with NJSIAA's Steroid Testing Policy by completing and submitting to the school district NJSIAA's Consent To Random Testing Form. The NJSIAA's list of banned substances shall be attached to the consent form, and the consent form must be signed annually by each school. Failure to sign the consent form will render the student athlete ineligible to participate in all interscholastic sports until the form is signed. The signed Consent to Random Testing Forms shall be maintained in the Building Principal's office.

Student-athletes will be selected for testing on a random basis from all athletes participating in championship competitions, in accordance with NJSIAA procedures. The test will analyze a urine sample. The methodology for taking and handling samples shall be in accordance with current legal standards, and tests shall be administered by a certified laboratory designated by NJSIAA. No test shall be considered a positive result unless the approved laboratory reports a positive result and NJSIAA's medical review officer confirms there was no medical reason for the positive result. The sample will be split when taken and shall be available in the event of an appeal. A positive test result may be appealed in accordance with NJSIAA's appeal procedures. Results of all tests shall be considered confidential and shall only be disclosed to the individual, his or her parent(s) or legal guardian(s), and his or her school.

It is NJSIAA's Policy that any person who tests positive in an NJSIAA-administered test, or any person who refuses to provide a testing sample when identified, or any person who reports his or her own violation, shall immediately forfeit his or her eligibility to participate in NJSIAA competition for a period of one year from the date of the test. Any such person shall also forfeit any individual honor earned while in violation. No person



NJSIAA RANDOM TESTING FOR INTERSCHOLASTIC ATHLETICS

who tests positive, refuses to provide a sample, or reports his or her own violation shall resume eligibility until he or she has undergone counseling and produced a negative test result. NJSIAA's Policy shall not prevent the school district from disciplining a student for violating the district's substance abuse policies or practices, and a violation of a school district's testing program will not be reported to NJSIAA.

NJSIAA's Executive Committee shall annually compile and report the results of the Steroid Testing Policy and determine whether the Policy shall be renewed or discontinued.

New Jersey Executive Order 72, signed December 20, 2005

Adopted: January 20, 2026



ACTIVITY PARTICIPATION FEE PROGRAM

2436 - ACTIVITY PARTICIPATION FEE PROGRAM

The Board of Education recognizes the value of athletic competition and co-curricular activities outside the regular instructional program. The Board appreciates the contributions of the parent organizations and student fundraisers that help enhance student experiences. However, with reduced or limited revenue and increased expenses, the Board must consider alternative revenue options to support these school-sponsored activities. Therefore, the Board of Education authorizes the establishment of an activity participation fee program as a supplemental revenue source, contributing to a percentage of the school district's total operating costs for school-sponsored activities.

The Activity Participation Fee Program will require each student participating in a school-sponsored athletic or co-curricular activity to pay a participation fee. The specific activities and fee amounts will be recommended by the Superintendent of Schools and approved by the Board on an annual basis in the spring prior to the commencement of the registration or sign-up process for the activity.

The activity fee shall be capped at a maximum total per student, regardless of the number of activities the student elects to participate in throughout the school year. This per-student annual fee shall be paid when the student registers for their first activity of the school year. No refunds will be provided if the student does not participate in any activity for any reason during the school year.

The activity fee may be waived or reduced based on financial hardship, using the New Jersey eligibility standards established for free and reduced-price meals.

Activity fees will be determined by considering the school district's costs for operating the activity to include, but shall not be limited to: coach/advisor salaries; equipment costs; facility rental fee costs; official/referee costs; event registration fees; school/facility/field preparation and maintenance costs; insurance costs; and other expenses incurred by the district in the operation of the activity. The activity fee shall be paid prior to the student's participation in the activity.

A refund of the activity fee will only be made in the event the student is not accepted into the activity due to the lack of available space or opportunity within the activity (i.e. the student does not receive a part in a drama program production, the student is cut from an athletic team, it is determined the student is ineligible for participation in the activity due to any reason prior to participation in the activity etc.). A refund of the activity fee will also be provided in the event the district does not offer the activity after the registration/sign-up process. A refund will not be provided if the student quits during the activity.

Adopted:



3233 POLITICAL ACTIVITIES

The Board of Education recognizes and encourages the right of all citizens, including teaching staff members, to engage in political activity. The Board prohibits the use of school premises and school time, however, for partisan political purposes.

The Board establishes the following guidelines to govern teaching staff members in their political activities:

1. A teaching staff member shall not engage in political activity on school premises unless permitted in accordance with Board Policy No. 7510 - Use of School Facilities and/or applicable Federal and State laws;
2. A teaching staff member shall not post political circulars or petitions on school premises nor distribute such circulars or petitions to ~~pupil~~students, nor solicit campaign funds or campaign workers on school ~~grounds~~premises;
3. A teaching staff member shall not display any material that would tend to promote any candidate for office on an election day in a school facility that is used as a polling place;
4. A teaching staff member shall not engage in any activity in the presence of ~~pupil~~students while on school property, which activity is intended and/or designed to promote, further or assert a position(s) on labor relations issues.
5. While the district promotes political clubs and activities (i.e., Young Democrat Club, Young Republican Club, League of Women Voters, etc.), club members are expected to adhere to the same guidelines as those set forth for non-school-related political activities.

In accordance with N.J.S.A. 18A:6-8.1., a teaching staff member ~~A-certificated-staff member~~ employed by this district who is a member of the Senate or General Assembly of the State of New Jersey shall be entitled to time off from school district duties, without loss of pay, during the periods of his/her attendance at regular or special sessions of the legislature and hearings or meetings of any legislative committee or commission.

In accordance with N.J.S.A. 18A:6-8.2., a teaching staff member ~~A-certificated-staff member~~ employed by this district who is a member of the Board of ~~Chosen~~ Freeholders/County Commissioners of any county of New Jersey shall be entitled to time



off from his/her duties, without pay, during the periods of his/her attendance at regular or special meetings of the Board of County Commissioners and of any committee thereof and at such other times as he/she shall be engaged in performing the necessary functions and duties of his/her office as a member of the Board of County Commssioners.

No other teaching staff member who holds an elective or appointive office is so entitled to time off, except as such time off may be provided for by Board policy or negotiated agreement.

The provisions of this policy do not apply to the discussion and study of politics and political issues appropriate to the curriculum, ~~the conduct of pupil elections, or the conduct of employee representative elections.~~

Nothing in this Policy shall be interpreted to impose a burden on the constitutionally protected speech or conduct of a staff member or pupilstudent.

~~N.J.S.A. 11:17-2~~

N.J.S.A. 18A:6-8.1; 18A:6-8.2; 18A:6-8.4; 18A:42-4

N.J.S.A. 19:34-42

Green Township v. Rowe, Superior Court of New Jersey - Appellate Division A-2528-98T5

Adopted: 09 October 2006

Revised: January 2026



3324 RIGHT OF PRIVACY

The Board of Education will provide facilities and school district-owned property to assist teaching staff members in their job responsibilities or for the convenience of the teaching staff members. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a teaching staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property to be shared with other staff members. The teaching staff member may be provided with a lock, key, or electronic key by the school district or may secure the facility or school district-owned property using their own locking device, provided they obtain permission from the Principal or their designee.

Teaching staff members should be aware that their expectation of privacy in these facilities and/or on school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, as well as searches conducted pursuant to an investigation of work-related employee misconduct, or by school district policies or regulations. In addition, teaching staff members shall have a reduced expectation of privacy in these facilities and on school district-owned property if there is reasonable suspicion that they are violating a law or school policy. Teaching staff members shall be on notice that this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. To avoid exposing personal belongings to such a search, teaching staff members are discouraged from storing personal papers and effects on school district-owned property or in these facilities.

The Board prohibits any audio or video recording of a teaching staff member or student by any student, other school staff member, visitor, or any other person while a teaching staff member is performing their Board-assigned job responsibilities without the prior written approval of the teaching staff member's Principal or supervisor. In addition to protecting the privacy rights of all teaching staff members, such recordings may also violate the privacy rights of students and teaching staff members and can be disruptive to the educational program. The teaching staff member's principal or supervisor's prior approval is not required for a person to make an audio or video recording of a teaching staff member or a school-sponsored activity that is open to parents, family members, or other members of the public. Such activities include, but are not limited to, curricular activities, co-curricular activities, athletic events, student programs, and any other school-sponsored activity.

A person requesting prior approval to audio or video record a teaching staff member or student who is not permitted in accordance with the provisions of this Policy must submit



a written request to the Principal. The Principal will review the written request and provide the requester with a written decision. If a written approval is not provided by the Principal to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied, and the audio or video recording shall not be permitted.

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any teaching staff member found to have violated the provisions of this Policy may be subject to discipline.

Adopted: January 20, 2026



EMPLOYMENT OF SUPPORT STAFF MEMBERS (M)

4125 EMPLOYMENT OF SUPPORT STAFF MEMBERS (M)

The Board of Education believes that it is vital to the successful operation of the school district that support staff member positions be filled with highly qualified and competent professionals.

In accordance with the provisions of N.J.S.A. 18A:27-4.1, the Board shall appoint, transfer, remove, or renew a certificated or non-certificated officer or employee only upon the recommendation of the Superintendent of Schools and by a recorded roll call majority vote of the full membership of the Board. The Board shall not withhold its approval for arbitrary and capricious reasons. The Board shall approve the employment, fix the compensation, and establish the term of employment for every support staff member employed by this district.

The Board will employ substitutes for absent support staff members in order to ensure continuity in a program and will annually approve a list of substitutes and rate of pay. The Superintendent or designee shall select substitutes from the list approved by the Board to serve in the place of an absent support staff member.

The Board may use a private contractor to secure a substitute support staff member.

The Board of Education shall not employ for pay or contract for the paid services of any support staff member or any other person serving in a position which involves regular contact with students unless the Board has first determined consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq. that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

An individual employed by the Board or a school bus contractor holding a contract with the Board, in the capacity of a school bus driver, shall be required to meet the criminal history record requirements as outlined in N.J.S.A. 18A:39-19.1.

The Board will employ paraprofessional school aides and/or classroom aides to assist in the supervision of student activities under the direction of a Principal, teacher, or other designated certified professional personnel. Aides will serve the needs of students by performing nonprofessional duties and may work only under the direct supervision of a teaching staff member(s).

In accordance with the requirements of ~~No Child Left Behind Act of 2001~~, Every Student Succeeds Act (ESSA), paraprofessionals hired after January 8, 2002, who work in a



EMPLOYMENT OF SUPPORT STAFF MEMBERS (M)

program supported with Title I, Part A funds, with certain exceptions, must meet one of the following criteria:

1. Completed at least two years of study at an institution of higher education;
2. Obtained an associate's (or higher) degree; or
3. Met a rigorous standard of quality and be able to demonstrate, through a formal State or local academic assessment, knowledge of and the ability to assist in instructing, reading, writing, and mathematics (or, as appropriate, reading readiness, writing readiness, and mathematics readiness).

Paraprofessional staff working in a Title I school, and whose salary is paid for in whole or in part with Title I funds, must have met one of the criteria listed above by the end of the 2005-2006 school year. The Superintendent will ensure paraprofessionals working in a program supported with Title I funds meet the above stated requirements.

An individual employed by the Board in any substitute capacity or position shall be required to undergo a criminal history record check in accordance with the provisions of N.J.S.A. 18A:6-7.1b.

An individual, except as provided in N.J.S.A. 18A:6-7.1g, shall be permanently disqualified from employment or service in the school district if the criminal history record check reveals a record of conviction for any crime or offense as defined in N.J.S.A. 18A:6-7.1 et seq.

The Board or contracted service provider may employ an applicant on an emergent basis for a period not to exceed three months, pending completion of a criminal history record check if the Board or contracted service provider demonstrates to the Commissioner of Education that special circumstances exist which justify the emergent employment as prescribed in N.J.S.A. 18A:6-7.1c. In the event the criminal history record check is not completed for an emergent hired employee within three months, the Board or contracted service provider may petition the Commissioner for an extension of time, not to exceed two months, in order to retain the employee.

No criminal history record check shall be performed unless the applicant shall have furnished written consent to such a check. The applicant shall bear the cost for the criminal history record check, including all costs for administering and processing the check. The district will deny employment to an applicant if the applicant is required and refuses to submit to a criminal history record check.

The Board of Education prohibits any relative of a Board member or the Superintendent of Schools from being employed in an office or position in the school district in



EMPLOYMENT OF SUPPORT STAFF MEMBERS (M)

accordance with the provisions of N.J.A.C. 6A:23A-6.2 and Board Policy 0142.1 – Nepotism.

A support staff member's misstatement of fact material to his/her qualifications for employment or the determination of his/her salary will be considered by the Board to constitute grounds for dismissal.

N.J.S.A. 18A:6-5; 18A:6-6; 18A:6-7.1; 18A:6-7.1b;

18A:6-7.1c; 18A:6-7.2; 18A:16-1 et seq.;

18A:26-1 et seq.; 18A:27-1 et seq.; 18A:27-4.1;

18A:27-7; 18A:27-8; 18A:39-19.1

Adopted: 09 October 2006

Revised: 08 September 2008

Revised: 20 October 2014

Revised: January 20, 2026



4324 RIGHT OF PRIVACY

The Board of Education will provide facilities and school district-owned property to support staff members in their job responsibilities or for the convenience of support staff members. These facilities or district-owned property may include, but are not limited to, an office, a storage closet, a filing cabinet, a locker, and/or a desk. The Principal or designee may provide a support staff member with exclusive use and access to such facilities or school district-owned property or may require the facility or school district-owned property to be shared with other staff members. The support staff member may be provided with a lock, key, or electronic key by the school district or may secure the facility or school district-owned property using their own locking device, with permission from the Principal or their immediate supervisor.

Support staff members should be aware that their expectation of privacy in these facilities and/or on school district-owned property provided by the Board of Education is reduced by virtue of actual office practices and procedures, as well as searches conducted pursuant to an investigation of work-related employee misconduct, or by school district policies or regulations. In addition, support staff members shall have a reduced expectation of privacy in these facilities and on school district-owned property if there is reasonable suspicion that they are violating a law or school policy. Support staff members shall be on notice that this reduced expectation of privacy may result in such facilities and/or school district-owned property being searched without a search warrant. To avoid exposing personal belongings to such a search, support staff members are discouraged from storing personal papers and effects on school district-owned property or in these facilities.

The Board prohibits any audio or video recording of a support staff member or student by any student; other school staff member; visitor; or any other person while a support staff member is performing their Board-assigned job responsibilities without the prior approval of the support staff member's supervisor. In addition to protecting the privacy rights of all support staff members, such recordings may also violate the privacy rights of students and support staff and can be disruptive to the educational program. The supervisor of the support staff members' prior approval is not required for a person to make a video or audio recording of a support staff member or a school-sponsored activity that is open to parents, family members, or other members of the public. Such activities include, but are not limited to, curricular activities, co-curricular activities, athletic events, student programs, and any other school-sponsored activity.



A person requesting prior approval to audio- or video-record a support staff member or student who is not permitted in accordance with the provisions of this Policy must submit a written request to the support staff member's supervisor. The supervisor will review the written request and provide the requester with a written decision. If written approval is not provided by the supervisor to the person submitting the request prior to the requested recording date or event, the request shall be deemed denied, and no audio or video recording shall be permitted.

Any person making an audio or video recording in violation of the provisions of this Policy shall be required to immediately cease making the recording to avoid violating the privacy rights of others. Any support staff member found to have violated the provisions of this Policy may be subject to discipline.

Adopted: January 20, 2026



5320 IMMUNIZATION

In order to safeguard the school community from the spread of certain communicable diseases and in recognition that prevention is a means of combating the spread of disease, the Board of Education requires the immunization of pupils against certain diseases in accordance with State statute and rules of the New Jersey State Department of Health and Senior Services.

A ~~student/pupil~~ shall not knowingly be admitted or retained in school if the parent(s) ~~or legal guardian(s)~~ has not submitted acceptable evidence of the child's immunization, according to schedules specified in N.J.A.C. 8:57-4 - Immunization of Pupils in School. However, a child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5 and Regulation 5320.

Medical or religious exemptions to immunizations shall be in accordance with the requirements as outlined in N.J.A.C. 8:57-4.3 and 4.4. For students with a medical exemption pursuant to N.J.A.C. 8:57-4.3, the school nurse shall annually review student immunization records to confirm the medical condition for the exemption from immunization continues to be applicable in accordance with N.J.A.C. 6A:16-2.3(b)3.v.

~~A child may be admitted to school on a provisional basis in accordance with the requirements as outlined in N.J.A.C. 8:57-4.5.~~

No immunization program, other than that expressly required by the rules of the New Jersey State Department of Health and Senior Services or by order of the New Jersey State Commissioner of ~~Health and~~ Health and Senior Services, may be conducted in district schools without the express approval of the Board.

Those children with medical or religious exemptions from receiving immunizing agents may be excluded from the school, ~~pre-school, or child-care aftercare or afterschool activities during a vaccine-preventable disease outbreak or threatened outbreak, as determined by the Commissioner of the Department of Health and Senior Services or their center during a vaccine-preventable disease outbreak or threatened outbreak as determined by the Commissioner, Department of Health and Senior Services or his or her designee.~~

N.J.S.A. 18A:40-20
N.J.S.A. 26:4-6
N.J.A.C. 8:57-4.1 et seq.



POLICY

LIVINGSTON
BOARD OF EDUCATION

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IMMUNIZATION

Adopted: 12 March 2012
Revised: 18 May 2015
Revised: January 20, 2026



BYLAW

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BOARD OF EDUCATION

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AUTHORITY AND POWERS

0120 AUTHORITY AND POWERS

Authority

The Board of Education is constituted, authorized, and governed by the statutes of the State of New Jersey, Title 18A, Education.

Powers

The Board shall make, amend, and repeal rules not inconsistent with statutes or with the rules of the State Board of Education for its own government and the transaction of its business and for the government and management of the public schools, the public property of the school district, and the employment, regulation of, conduct, and discharge of its employees. The Board shall perform all acts and do all things consistent with law and the rules of the NJ State Board of Education, which are necessary for the proper conduct, equipment, and maintenance of the public schools within the district.

N.J.S.A. 18A:10-1; 18A:11-1; 18A:16-1; 18A:20-1; 18A:27-4

Adopted December 9, 2025



0132 EXECUTIVE AUTHORITY

The Board of Education shall exercise its executive power in part by the appointment of a Superintendent as Chief School Administrator, who shall enforce the statutes of the State of New Jersey, rules of the New Jersey (NJ) State Board of Education, and policies of this Board.

The Superintendent shall prepare regulations for the administration of the school district that are not inconsistent with statutes or rules of the State Board of Education and are dietated-byconsistent with the policies of this Board. Administrative regulations shall be binding on the employees of this district and the studentspupils in the schools of this district when issued and shall be provided to the Board for the information of Board members except where Board approval is required by law.

The Superintendent shall be delegated the authority to take necessary action in circumstances not governed by Board policy and shall report any such action to the Board at the first Board meeting following the action.

The Superintendent shall have a seat on the Board and shall have the right to speak on all matters at meetings-of-the-Board meetings, but shall not have no-a vote.

N.J.S.A. 18A:17-20

Adopted: 13 December 2004
Revised: December 9, 2025



BOARD MEMBER ELECTION AND APPOINTMENT

0143 BOARD MEMBER ELECTION AND APPOINTMENT

The election and appointment of Board of Education members will be conducted in strict compliance with the law.

The Board shall neither favor nor give the appearance of favoring one candidate over another. When information is released, it shall be made equally available to all candidates. No candidate, including candidates who are incumbent Board members, shall receive preferential treatment.

Vacancies in the membership of Boards of Type II districts having elected Boards shall be filled in accordance with N.J.S.A. 18A:12-15. Vacancies in the membership of a regional Board shall be filled from the constituent districts represented by the former incumbents in the same manner as vacancies in the membership of Boards of Type II districts having elected Boards in accordance with N.J.S.A. 18A:13-11. Such vacancies shall be filled as follows:

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1. By the Executive County Superintendent, if the vacancy is caused by the absence of candidates for election to the Board or by the removal of a member because of lack of qualifications, or if it is not filled within sixty-five days following its occurrence.

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2. By the Executive County Superintendent, to a number sufficient to make up a quorum of the Board if, by reason of vacancies, a quorum is lacking.

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3. By special election, if in the annual school election two or more candidates qualified by law for membership on the Board receive an equal number of votes. Such special election shall be held only upon recount and certification by the County Board of Elections of such election result, shall be restricted to such candidates, shall be held within sixty days of the annual school election, and shall be conducted in accordance with procedures for annual and special school elections set forth in Title 19 of the Revised Statutes. The vacancy shall be filled by the Executive County Superintendent if, in such a special election, two or more candidates qualified by law for membership on the Board receive an equal number of votes.

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BOARD MEMBER ELECTION AND APPOINTMENT

4. By special election, if there is a failure to elect a member at the annual school election due to improper election procedures. Such special election shall be restricted to those persons who were candidates at such annual school election, shall be held within sixty days of such annual school election, and shall be conducted in accordance with the procedures for annual and special school elections set forth in Title 19 of the Revised Statutes.

5. By the Commissioner of Education if there is a failure to elect a member at the annual school election due to improper campaign practices; or

6. By a majority vote of the remaining members of the Board after the vacancy occurs in all other cases.

Each member so appointed shall serve until the organizational meeting following the next annual election unless the member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy. Any vacancy for the remainder of the term shall be filled at the annual election or the second annual election next succeeding the occurrence of the vacancy, as the case may be in accordance with N.J.S.A. 18A:12-15.

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board. The President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of their candidacy for the vacancy. The Board may also require candidates to submit a resume with their written request.

When considering candidates who have expressed interest in a vacancy, the Board may conduct interviews in public or in executive sessions. The Board must vote to appoint a candidate for a vacancy in a public session, and no decisions shall be made in an



BOARD MEMBER ELECTION AND APPOINTMENT

executive session. In the event that interviews are conducted in executive session, Board members, during the public session nomination and voting process, shall express their opinions in support of their votes so that the public can witness any deliberations, policy formulation, and the decision-making process of the Board.

A roll call vote will be conducted on candidates in the order the candidates to be nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates receiving the highest number of votes.

A vacancy on the Board of Education will be filled by:

1. The Board shall fill vacancies created by the resignation, removal by the Board for cause or death of a serving member, or when a member ceases to be a bona fide resident of the district. The vacancy shall be filled within the sixty five days prescribed by law.
2. The County Superintendent, if a vacancy is caused by;

a. The absence of candidates for election to the school board, or

b. The removal of a disqualified member, or

c. The failure of the Board to appoint a person to a vacancy within sixty five days following its occurrence, or

d. Lack of a quorum; or



BOARD MEMBER ELECTION AND APPOINTMENT

~~e. A tie for election between two or more candidates in a special runoff election.~~

~~3. Special election within sixty days of the annual election, if;~~

~~a. Two or more qualified candidates tie for election, or~~

~~b. The annual election is disqualified due to improper election procedures.~~

~~4. The Commissioner if there is a failure to elect a member at the annual school election due to improper election practices.~~

~~5. A majority vote of the remaining members of the Board of Education after the vacancy occurs in all other cases.~~

~~The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board; the President shall inform all other Board members. The Board will give public notice of the vacancy and invite any qualified person to submit a written request for consideration of his/her candidacy for the vacancy. The Board may also require candidates submit a resume with their written request.~~

~~In considering candidates who have expressed an interest in a vacancy, the Board of Education may interview candidates in public or executive session. The Board must vote to appoint a candidate to a vacancy in public session and there shall be no decisions made in executive session. In the event interviews are conducted in executive session, Board members, in the public session nomination and voting process, shall express their opinion in support of their vote so the public can witness any deliberations, policy formulation, and the decision making process of the Board.~~

~~A roll call vote will be conducted on candidates in the order the candidates were nominated with a second. If there are two or more vacancies, each vacancy will be filled by a separate election process. The first candidate who receives the votes of a majority of~~



BOARD MEMBER ELECTION AND APPOINTMENT

~~the remaining Board members will be elected to the vacancy. In the event no candidate receives a majority vote of the remaining Board members, another election process shall be conducted between the two candidates receiving the highest number of votes.~~

N.J.S.A. 18A:12-11; 18A:12-15

[N.J.S.A. 18A:54-16](#)

ADOPTED: 13 December 2004

REVISED: 15 August 2011

REVISED: 29 September 2014

[REVISED: December 9, 2025](#)



DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

0171 DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT

The President of the Board of Education shall:

1. Preside at all meetings of the Board.
2. Require the Board Secretary to call special meetings of the Board, N.J.A.C. 6A:32 3.1.
3. Sign all school district warrants, N.J.S.A. 18A:19-1.
4. Certify the Payroll for Teachers and Other Employees N.J.S.A. 18A:19-9.
5. Subscribe bonds, notes, contracts, and other legal instruments for which the signature of the President is required, N.J.S.A. 18A:24-32.
6. Issue subpoenas to compel attendance of witnesses and production of documents, N.J.S.A. 18A:6-20.
7. Appoint all committees of the Board.
 - a. Create ad hoc committees and assign their members.
 - b. Assign standing committee members and chairperson.
 - c. Serve as committee member ex officio in accordance with Board Bylaw 0155.
8. Assist in the preparation of the Board agenda.
9. Sign all warrants for payment by the custodian of school money (18A:19-4).
10. Approve suspension by the superintendent of schools of any assistant superintendent, principal, or teacher (18A:25-6).

The Vice President shall assume and discharge the duties of the President in the President's absence, disability, or disqualification. N.J.S.A. 18A:16-1.1

Adopted December 9, 2025



2530 RESOURCE MATERIALS

The Board of Education shall provide resource materials to implement the school district's educational goals and objectives to meet student needs as district resources permit. Resource materials include, but are not limited to, reference materials; fiction and nonfiction books; maps; audio and audio-visual materials; pamphlets; periodicals; pictures; online references; other supplementary titles; and other sources of information for use by students that are not designated as textbooks. Resource materials are not library material as defined in N.J.S.A. 18A:34A-3 and Policy and Regulation 2535.

The Superintendent will develop regulations for the selection of resource materials pursuant to Regulation 2530 that provide for the effective consultation of teaching staff members at all appropriate levels, ensure that the Board's budgetary allotment for resource materials is efficiently spent and appropriately distributed throughout the instructional program and the district, and ensure an inventory of resource materials that is well balanced.

The Superintendent will evaluate resource materials and recommend to the Board the removal of resource materials that no longer meet the standards set forth in Regulation 2530 and this Policy. Any request by an individual for the removal of resource materials will be governed by Policy and Regulation 9130.

~~The Board of Education shall provide resource materials to implement district and school educational goals and objectives as student needs dictate and district resources permit.~~

~~The Superintendent shall be responsible for the selection and maintenance of all resource materials, in accordance with the following standards:-~~

- ~~1. — Material will be suited to the varied interests, abilities, reading levels, and maturation levels of the students to be served;~~
- ~~2. — Materials will provide opposing views on controversial issues so that students may develop under guidance the practice of critical reading and thinking;~~
- ~~3. — Materials selected will represent various diverse groups without bias;~~
- ~~4. — Materials will be factually accurate and of genuine literary or artistic value;~~
- ~~5. — Materials will be of a quality and durability appropriate to their intended uses and longevity; and~~



~~6. Materials will relate to, support, and enrich the courses of study adopted by the Board.~~

~~The Superintendent will develop regulations for the selection of resource materials that provide for the effective consultation of teaching staff members with subject matter expertise, as appropriate; ensure that the Board's budgetary allotment for resource materials is efficiently spent and wisely distributed throughout the instructional program and the district; and ensure an inventory of resource materials that is well balanced and well-rounded in coverage of subject, types of materials, and variety of content.~~

~~The Superintendent will evaluate the continuing effectiveness and utility of resource materials and recommend to the Board the removal of those materials that no longer meet the standards set forth in this policy.~~

~~COMPLAINTS AND GRIEVANCES — RELATED TO INSTRUCTIONAL AND RESOURCE MATERIALS:~~

~~Complaints and Grievances related to classroom and media resources and materials should be handled in accordance with Regulation 2530.1 and Regulation 2530.2.~~

Adopted: 12 March 2012

Revised: August 16, 2022

Revised: December 9, 2025



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Media Center Selection Protocols

R 2530.1 Media Center Selection Protocols

Regulation 2530.1

Selection Protocol for School Library Media Materials Standard Operating Procedures Livingston Public Schools

I. Introduction

The purpose of a library materials selection protocol is to provide guidelines for the selection of **Resource Materials (as defined in Policy 2530) including print, non-print, and digital resources that support the curriculum.** ~~library materials including print, non-print, and digital resources.~~ This protocol outlines not only the process by which these materials are selected but also the reconsideration of material that may no longer serve the community.

Each individual school's library collection is considered part of the whole collection of materials of Livingston Public Schools. Materials are shared and may be made available to any school library in the school district. Age-appropriate materials may be shared from one building to another and from one level to another.

The term "digital resources" refers to those that the Library Media Specialist has selected for use, specifically online services subscribed to annually, or designated curriculum-based sites available on the web.

Livingston Public School Library Media Specialists do not and cannot control material that may be available online and use of the network is subject to LPS Policy #2360-Use of Technology and Policy and Regulation #2361-Acceptable Use of Computer Networks/Computers and Resources. Students must have a current, signed Acceptable Use Policy on file in order for them to utilize school devices to access the Internet; students are therefore responsible for use of these devices and it is expected that, with guidance, they practice proper digital citizenship in exploration and dissemination of online information.

II. Philosophy

The purpose of the school library media program is to enrich the curriculum and support student growth within the educational program of the schools. As such, materials selected



for our school libraries reflect the district philosophy of empowering all to create, learn, contribute, and grow, and as such, work to advance and enhance the existing curricular framework of the individual schools and the district as a whole. Materials are also selected to support students as they explore and form their own identities and beliefs.

Students have the great privilege and responsibility of living in the information age. As such, an endless amount of information is ~~available at the click of a mouse~~ easily accessible to them. It is imperative that students are given the tools they need to learn to identify, locate, evaluate, analyze, synthesize, and present needed information clearly and appropriately to a particular task. In order for students to have the ability to practice these skills, they must have access to a school library program that reflects not just the curriculum, but also the needs of the local community and the ever-changing world around them. It is important that the school library program recognizes the myriad perspectives, races, genders, identities, cultures, religions, beliefs, and systems and provide an equally diverse collection such that all individuals are represented therein.

One of the roles of the Library Media Specialist is to develop student skills to decipher information in its various forms. In addition, library/media specialists encourage students to be lifelong learners and readers. The school library setting fosters this growth through its library program.

III. Responsibility

The selection of new materials, as well as the evaluation of old materials, is delegated to the professional school library media specialists who have received formal training in the processes of material selection including print, nonprint, and digital materials. In an effort to best support the curricular needs of the school community and broader district, the selection process at each building is a collaborative effort that may also involve the building principals, building teachers, support staff, and students, as well as teachers and library media specialists in other buildings. The ultimate responsibility of recommending the purchase of library media materials rests with the school library media specialists in each building who utilize their formal training and educational expertise along with the support of credible workshops and professionally recognized selection sources. These may include but are not limited to those listed in Appendix A.

The library materials selection policy and the process is based upon the principles established by the following documents:

- The United States Constitution, particularly the First Amendment



- The Student's Right to Read, National Council of the Teachers of English
- American Library Association's "Library Bill of Rights" (**Appendix B**)
- Freedom to Read Act (N.J.S.A. 18A:34A-1 et. Seq.)
- The American Library Association's "Freedom to Read"
- The American Library Association's "Freedom to View"
- The American Association of School Librarians' "School Library Bill of Rights"
- Standards adopted by the American Association of School Librarians
- School library standards of the New Jersey School Library Media Association
- The New Jersey Department of Elementary and Secondary Education regulations pertaining to curricula.

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IV. Selection Goals

The selection of library materials is guided by and reaffirms the principles that originated with the **American Association's Bill of Rights for School Library Media Programs** and:

- Place principle above personal opinion and reason above prejudice in the selection of materials
- Identify materials that will add to the students' fund of factual knowledge
- Select materials that stimulate growth in literary appreciation, aesthetic standards, and ethical judgment
- Provide materials on opposing sides of controversial issues so that students are required to weigh alternatives and think critically
- Provide selections that represent the full range of religious, ethnic, racial, gender, religious, and cultural groups that make up our society
- Identify materials that support and enrich the ever-changing curricula of the school
- Select materials that are suited to the wide range of interests produced by the abilities and maturity levels of the students served

As well as New Jersey Statutes 18A:35-4.36a and 18A:35-4.35, which calls for Curriculum to include instruction on diversity and inclusion:

- highlight and promote diversity, including economic diversity, equity, inclusion, tolerance, and belonging in connection with gender and sexual orientation, race and ethnicity, disabilities, and religious tolerance



- examine the impact that unconscious bias and economic disparities have at both an individual level and on society as a whole;
- encourage safe, welcoming, and inclusive environments for all students regardless of race or ethnicity, sexual and gender identities, mental and physical disabilities, and religious beliefs.
- include instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people, in an appropriate place in the curriculum of middle school and high school students as part of the district's implementation of the New Jersey Student Learning Standards.

V. Criteria for Selection

The ability of the library to meet the needs of the school community depends greatly on the quantity, scope, and quality of the materials available in the collection.

The most important consideration for any item is whether it contributes to the fulfillment of the curriculum and meets the individual needs of the students and teachers. This includes a reflection of the district's goals along with state standards.

It is the obligation of the library to provide a diversity of points of view so that users may develop the practice of critical analysis as well as an awareness of and respect for the diverse perspectives and experiences that make up our world.

Each item is considered individually. Materials are selected for their strengths, based on criteria that are most applicable to that particular work.

Criteria for evaluation of nonfiction works:

- Authority, including the reputation of the author and/or publisher
- Relevance to the curriculum
- Currency ~~&~~and timeliness of the material
- Accuracy of information
- Appropriate organization and presentation of information
- Unbiased point of view and/or presentation of a variety of viewpoints
- Readability and popular appeal
- Avoidance of stereotyped images of any group or individual
- Suitability for the physical and emotional development and the varied learning styles of the students



- Value commensurate with cost and/or need
- Physical durability

Additional criteria for the evaluation of fiction works:

- Readability, popular appeal, and effectiveness in sustaining the reader's interest
- Age-appropriate entertainment
- Effective use of language and dialogue
- Originality, literary merit, and aesthetic value
- Presentation of varied values, interests, and ideas
- Support of social and emotional development
- Representation of diverse characters based on the perspectives, races, genders, identities, cultures, religions, beliefs, systems, and experiences that exist in our world

VI. Reconsideration Process

Despite the careful selection of library resources and the qualification of those involved in the selection process, objections to library resources that are deemed offensive or inappropriate may occur.

Any parent or legal guardian of a student in the District or a student themselves may express an informal concern or formal request for reconsideration of a library resource.

In order to best support the curricular framework as well as the individual students in our district, we must recognize that materials that were once deemed valuable, may no longer hold value as our culture evolves and new information is discovered. It is equally important that library items are evaluated not only when they are added to the collection, but that they are regularly reevaluated through a weeding process. As such, School Library Media specialists may determine that materials are no longer of value based on the following guidelines. While weeding is essential to the collection development process, it should not be used as a deselection tool for controversial materials (see the Library Bill of Rights).

Criteria for reconsideration of nonfiction works:

- Changing authority, including the reputation of the author and/or publisher
- Relevance to changing curriculum
- Accuracy of information based on new learning



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- Appropriate organization and presentation of information
- Unbiased point of view and/or presentation of a variety of viewpoints
- Readability and popular appeal based on checkouts over time
- Avoidance of stereotyped images of any group or individual
- Suitability for the physical and emotional development and the varied learning styles of the students
- Value commensurate with need when compared to other items in the collection
- The physical condition of the material*

Criteria for reconsideration of fiction works:

- Readability and effectiveness in sustaining the reader's interest
- Circulation statistics
- Effective use of language and dialogue
- Originality, literary merit, and aesthetic value
- Presentation of varied values, interests, and ideas
- Support of social and emotional development
- Representation of diverse characters, perspectives, settings, and experiences
- Value commensurate with need when compared to other items in the collection
- The physical condition of the material*

*Materials that are in disrepair are subject to re-evaluation based on selection criteria and thus may or may not be replaced in the collection.

Challenging Library Materials:

Challenging Resource Materials: Any parent or legal guardian of a student in the District or a student themselves may submit a challenge of any resources housed in our school library media centers as well as any non-print of digital resources used by the school library media specialist to support the curriculum. Challenges to materials defined as Library Material must not contradict Regulation 2535.

FORMAL REMOVAL REQUESTS: A formal request for the removal of Resource Material shall be governed by the procedures set forth in Regulation 9130, Section E.

If retained after a formal complaint submitted pursuant to Regulation 9130 (Resource Materials), the decision of the review committee and Board of Education will stand for 5 years, in line with the Livingston Public School's 5-Year Curriculum Revision Cycle. Formal decisions regarding Library Material are subject to the one-year



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~~challenge limit detailed in Regulation 2535. Challenged material will remain in use during the reconsideration period, and cannot be removed except upon action by the reconsideration committee. A parent/guardian filing a formal request for reconsideration may ask that access to challenged materials be denied to his/her child or children. Any parent or legal guardian of a student in the District or a student themselves may submit a challenge of any resources housed in our school library media centers as well as any non-print or digital resources used by the school library media specialist to support the curriculum.~~

~~Any objections to materials should be directed to the school library media specialist or specialists of that specific building or buildings in writing either electronically or otherwise, and must include:~~

- ~~• Author~~
- ~~• Title~~
- ~~• Publisher~~
- ~~• The complainant's familiarity with the material objected to~~
- ~~• Sections objected to, by page and item~~
- ~~• Reasons for objection~~

~~Upon receipt of the challenge, the media specialist will contact the concerned individual to fully understand the nature of the issue. Once that has occurred, the following steps will take place:~~

- ~~1. The school library media specialist will share information regarding the selection of the challenged material as well as the ways in which that material supports the curriculum and the philosophy of the program, building, and district.~~
- ~~2. If the objection is not resolved and the individual wishes to file a formal complaint, the school library media specialist will notify the building principal, Director of Curriculum and Instruction, and the appropriate English Language Arts Supervisor based on grade level. A packet of materials will be forwarded to the complainant, which includes a dated cover letter, a copy of the district's materials selection policy, and a reconsideration request form (Appendix C). If no action is taken within a two-week period by the objecting party, the matter will be considered closed.~~
- ~~3. Upon receipt of a formal reconsideration request form, the director of curriculum and instruction, building principal, and school library media specialist will form a review committee to evaluate the questioned material based on the evaluation criteria previously listed. This committee will follow guidelines outlined in Appendix D.~~



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- ~~4. Once the committee has reviewed the item, a recommendation will be made to the Assistant Superintendent for Curriculum, Instruction, and Innovation who will then inform the complainant of the committee's decision and will also inform The Livingston Board of Education of the decision made and/or action being taken.~~
- ~~5. The complainant will have 10 business days to appeal the committee's decision. Appeals must be submitted in writing to the Board through written request, digital or otherwise, to the Assistant Superintendent for Curriculum, Instruction, and Innovation, who will then forward the request and all accompanying material to the Board.~~
- ~~6. The Livingston Board of Education will then review the case and will advise the complainant of its decision in writing.~~
- ~~7. Absent removal through additional internal reviews and/or the "weeding" process, the decision of the review committee and Board of Education will stand for 5 years, in line with the Livingston Public School's 5-Year Curriculum Revision Cycle.~~

~~Challenged material will remain in use during the reconsideration period, and cannot be removed except upon action by the reconsideration committee. A parent/guardian filing a formal request for reconsideration may ask that access to challenged materials be denied to his/her child or children.~~

Adopted: August 16, 2022
Revised: December 9, 2025



APPENDIX A

I. Periodical Reviews of Current Books

- A. *Book Links*. American Library Association/A Booklist Publication (Chicago, IL). [bimonthly]
- B. *Booklist*. American Library Association's Publishing Committee (Chicago, IL). [twice monthly Sept. through June and monthly July and August]
- C. *Library Journal*. Bowker Publishing (New York, NY). [monthly]
- D. *School Library Journal*. Bowker Publishing (New York, NY). [Monthly, Sept.- June, July/August combined].
- E. *Voya (Voice of Youth Advocates)*. E L Kurdyla Publishing LLC (Bowie, MD). [bimonthly]

II. Selection guidelines (including audience age recommendations, reading level, subject headings, and reviews) within...

- A. ALA.org: Award winners
- B. ALSC Notable children's books
- C. BER - Bureau of Education - Best of Book Lists
- D. Booklist
- E. Follett Titlewave
- F. Junior Library Guild
- G. Scholastic Publishing
- H. School Library Journal
- I. VOYA
- J. YALSA



Appendix B

The Library Bill of Rights of the American Library Association

Adopted June 18, 1948, by the American Library Association Council. Amended February 2, 1961; June 27, 1967; and January 23, 1980. The history of this statement with interpretative documents appears in the Intellectual Freedom Manual (4th edition, American Library Association, 1992). Reprinted with permission of the American Library Association and the Office for Intellectual Freedom (50 E. Huron St., Chicago, IL 60611) from Intellectual Freedom Manual, 4th edition, c1992.

The American Library Association affirms that all libraries are forums for information and ideas and that the following basic policies should guide their services.

1. Books and other library resources should be provided for the interest, information, and enlightenment of all people of the community the library serves. No material should be excluded because of the origin, background, or views of those contributing to their creation.
2. Libraries should provide materials and information presenting all points of view on current and historical issues. Materials should not be proscribed or removed because of partisan or doctrinal disapproval.
3. Libraries should challenge censorship in the fulfillment of their responsibilities to provide information and enlightenment.
4. Libraries should cooperate with all persons and groups concerned with resisting the abridgment of free expression and free access to ideas.
5. A person's right to use a library should not be denied or abridged because of origin, age, background, or views.
6. Libraries that make exhibit spaces and meeting rooms available to the public they serve should make such facilities available on an equitable basis, regardless of the beliefs or affiliations of individuals or groups requesting their use.



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APPENDIX C

Request for Reconsideration of Library Media Material

Date _____

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____

1. Resource on which you are commenting:

___ Book ___ Audiovisual/Media ___ Magazine ___ Newspaper

Title: _____

Author/Producer: _____

2. What brought this title to your attention?



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3. Have you read or viewed the title in its entirety?

4. Please comment on the resource as a whole as well as being specific on those matters which concern you including reference to lines, pages, etc. Indicate each page number and specific quotations. Support your reason for your request to reconsider the material with a written statement for each quotation. (Use additional paper if necessary)

Optional: 5. What resource(s) do you suggest to provide additional information on this topic?



APPENDIX D

Instructions to Evaluating Committee

1. While evaluating materials, the following guiding principles should be considered:
 - a. Be mindful of the principles of the freedom to learn and to read
 - b. Base your decision on the broad principles rather than on defense of individual materials
 - c. Freedom of inquiry is vital to education in a democracy.
2. Study thoroughly all materials referred to you and read available reviews. The general acceptance of the materials should be checked by consulting standard evaluation aids and local holdings in other schools.
3. Passages or parts should not be pulled out of context. These values and faults should be weighed against each other and the opinions based on materials as a whole.
4. Your report, presenting both majority and minority opinions, will be presented by a member of LPS administration to the complainant at the conclusion of our discussion of the questioned material.



2535 LIBRARY MATERIAL (M)

The Board of Education believes the freedom to read is a human right, constitutionally protected by the First Amendment of the United States Constitution, and individuals have the right to free inquiry and the right to form their own opinions. The freedom to read does not require an individual to agree with topics or themes within a material, but instead allows a reader to explore and engage with differing perspectives to form and inform their own views pursuant to the “Freedom to Read Act” N.J.S.A. 18A:34A-1 through N.J.S.A. 18A:34A-7.

In accordance with N.J.S.A. 18A:34A-4, the purpose of Regulation 2535 and this Policy is to: provide standards for the curation of library material, establish criteria for the removal of existing school library material or library material selected for inclusion in the school library, and provide protection against attempts to censor library material.

A. Definitions – N.J.S.A. 18A:34A-3

1. For the purpose of Regulation 2535 and this Policy:

- a. “Board of Education” means a Board of Education as defined in N.J.S.A. 18A:18A-2, the Board of Directors of an educational services commission, a Board of Trustees of a charter school, a Board of Trustees of a renaissance school project, or any other local education agency.
- b. “Censorship” means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain students.
- c. “Diverse and inclusive material” means any material that reflects any protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; material produced by an author who is a member of a protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; and material that contains the author’s points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.



- d. “Individual with a vested interest” means any teaching staff member employed by the Board of Education, any parent of a student enrolled in the school district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed, and any student enrolled in the district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed.
- e. “Library material” means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and instructional material, and other material not required as part of classroom instruction belonging to, on loan to, or otherwise in the custody of a school library.
- f. “School library staff member” means a school library media specialist, school librarian, any certificated or non-certificated staff member assigned to duties in a school library, or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.

B. Library Material Curation – N.J.S.A. 18A:34A-4

- 1. The Board of Education shall have control over the content of this Policy, except this Policy shall at a minimum:
 - a. Recognize that library material should be provided for the interest, information, and enlightenment of all students and should present diverse points of view in the collection as a whole;
 - b. Acknowledge that library material shall not be removed from a school library because of the origin, background, or views of the library material or those contributing to its creation;
 - c. Recognize the importance of school libraries as centers for voluntary inquiry and the dissemination of information and ideas;
 - d. Promote the free expression and free access to ideas by students by prohibiting the censorship of library material;
 - e. Acknowledge that a school library media specialist is professionally trained to curate and develop the school library



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library in the district shall follow the grievance procedure outlined below in accordance with the provisions of N.J.S.A. 18A:34A-5.

A. Definitions – N.J.S.A. 18A:34A-3

1. For the purpose of Policy 2535 and this Regulation:

- a. “Board of Education” means a Board of Education as defined in N.J.S.A. 18A:18A-2, the Board of Directors of an educational services commission, a Board of Trustees of a charter school, a Board of Trustees of a renaissance school project, or any other local education agency.
- b. “Censorship” means to block, suppress, or remove library material based on disagreement with a viewpoint, idea, or concept or solely because an individual finds certain content offensive, but does not include limiting or restricting access to any library material deemed developmentally inappropriate for certain students.
- c. “Diverse and inclusive material” means any material that reflects any protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; material produced by an author who is a member of a protected class as enumerated in the “Law Against Discrimination,” N.J.S.A. 10:5-1 et seq.; and material that contains the author’s points of view concerning contemporary problems and issues, whether international, national, or local; but excludes content that is inappropriate for grades served by the school library.
- d. “Individual with a vested interest” means any teaching staff member employed by the Board of Education, any parent of a student enrolled in the school district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed, and any student enrolled in the district at the time the removal form required pursuant to N.J.S.A. 18A:34A-5 is filed.
- e. “Library material” means any material including, but not limited to, nonfiction and fiction books, magazines, reference books, supplementary titles, multimedia and digital material, software and



instructional material, and other material not required as part of classroom instruction belonging to, on loan to, or otherwise in the custody of a school library.

- f. "School library staff member" means a school library media specialist, school librarian, any certificated or non-certificated staff member assigned to duties in a school library, or any individual carrying out or assisting with the functions of a school library media specialist or school librarian.
- B. The following procedure shall be adhered to any time an individual with a vested interest submits a complaint requesting removal of library material from any of the district's school libraries.
1. Complaints about library material shall be made on a request for removal form and submitted to the Principal of the school building in which the library material is challenged to initiate a review of the material.
 2. The individual with a vested interest shall complete and sign a request for removal form available in the Principal's office. The request for removal form shall include:
 - a. The title, author, and publisher of the library material at issue;
 - b. Sections of the library material to which the individual with a vested interest objects; and
 - c. An explanation of the reasons for the objection.
 3. Within five working days of the receipt of the request for removal form, the Principal or designee shall forward the request for removal to the Superintendent.
 4. Upon receipt of the request for removal form, the Superintendent or designee shall appoint a review committee consisting of:
 - a. The Superintendent or designee;
 - b. The Principal or designee of the school in which the library material is challenged;



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- c. The school library media specialist or a school library staff member;
 - d. Board of Education President or designee;
 - e. At least one grade-appropriate teacher familiar with the library material, provided the teacher selected is not the individual who submitted the request for removal form;
 - f. A parent of a student enrolled in the school district, provided the parent selected is not the individual who submitted the request for removal form;
 - g. If appropriate, and at the discretion of the Superintendent, in cases where a student enrolled in the district in grades nine through twelve filed the request for removal form, a student enrolled in the district in grades nine through twelve may volunteer to serve on the review committee if that student did not file the request for removal form. The Superintendent shall consult with the Principal of the school involved in the removal request in making this determination; and
 - h. Any additional members the Superintendent or designee deem necessary.
5. The challenged library material shall remain within the school library and available for a student to reserve, check out, or access until there is a final decision reached by the Board of Education pursuant to N.J.S.A. 18A:34A-5.b.(5) and B.7. below.
 6. The review committee members shall evaluate the request for removal form and review the challenged library material in its entirety. The review committee shall meet to discuss the library material and concerns raised and make a recommendation on whether the challenged library material should be removed from circulation, retained, or limited in use. The review committee shall submit its written report with recommendations to the Board of Education no later than sixty school days from the date of the next regularly scheduled Board of Education meeting after receipt of the request for removal form:



- a. A copy of the review committee's report shall also be provided to the individual with a vested interest who filed the request for removal form and the Principal who received the request for removal form.
7. The Board of Education, utilizing the same standards as the committee, shall review the review committee's report and make a final determination on whether the library material is to be removed from the school library or limited in use. The Board of Education shall provide a written statement of reasons for:
 - a. The removal, limitation, or non-removal of a library material; and
 - b. Any final determination that is contrary to the recommendations of the review committee.
8. The written statement of reasons shall be posted on the Board of Education's website in a prominent and easily accessible location within thirty days of the determination.
9. All decisions on whether to remove from circulation, retain, or limit in use library material shall be based on the library material as a whole, not isolated passages.
10. All requests for removal forms and outcomes shall be maintained in accordance with other similar records in the district.
11. Library material that has been challenged pursuant N.J.S.A. 18A:34A-5.b.(1) through 18A:34A-5.b.(5), Policy 2535, and this Regulation shall not be subject to challenge for at least one year in accordance with N.J.S.A. 18A:34A-5.b.(6).
12. The district may consolidate requests for removal of the same challenged library material in accordance with N.J.S.A. 18A:34A-5.b.(7).
13. The Board of Education's determination is issued in accordance with N.J.S.A. 18A:34A-5, Policy 2535, and this Regulation which denies a request for removal shall not constitute a controversy or dispute pursuant to N.J.S.A. 18A:6-9. However, an individual with a vested interest, as defined in N.J.S.A. 18A:34A-3, may file a petition of appeal of the Board of Education's final determination to remove library material to the



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Commissioner of Education through the Office of Controversies and Disputes in accordance with N.J.S.A. 18A:6-9 and the procedures set forth in State Board of Education regulations.

14. Nothing in N.J.S.A. 18A:34A-1 through 18A:34A-7, Policy 2535, and this Regulation shall be construed as creating a separate legal cause of action regarding any determination issued pursuant to N.J.S.A. 18A:34A-1 through 18A:34A-7, Policy 2535, and this Regulation.
15. A school library staff member who engages in activities as required by N.J.S.A. 18A:34A-4 through 18A:34A-6 shall be immune from civil and criminal liability arising from good faith actions performed pursuant to the provisions of N.J.S.A. 18A:34A-4 through 18A:34A-6.

Adopted: December 9, 2025



collection that provides students with access to the widest array of developmentally appropriate library material available to schools; and

- f. Establish a procedure for a school library staff member to review library material within a school library on an ongoing basis, which shall include, but not be limited to:
 - (1) The library material's relevance;
 - (2) The physical condition of the library material;
 - (3) The availability of duplicates;
 - (4) The availability of current developmentally appropriate library material; and
 - (5) The continued demand for the library material.
2. The Board of Education, in consultation with school library staff members, shall have discretion in selecting, purchasing, or acquiring library material for inclusion in the school library. Nothing in N.J.S.A. 18A:34A-4 or this Policy shall be construed to require the Board of Education to purchase, or otherwise acquire, library material for a school library.
3. Nothing in N.J.S.A. 18A:34A-4 and this Policy shall be construed to restrict the Board of Education's authority to select textbooks and school supplies related to the curriculum.

C. Library Material Recommendation and Selection Process

1. The school library staff member in each school building will accept the written requests of teaching staff members for new and revised library material. Each request should include:
 - a. The name and originator of the library material;
 - b. The publisher or distributor;
 - c. A brief description of the library material; and



- d. The reason for the request, including the relevance of the library material to the instructional program.
 2. The school library staff member shall review each recommendation against the standards for selection in B.1.f. above and the amount budgeted for library material in the current or succeeding school year, as appropriate.
 3. The school library staff member shall present to the Superintendent or designee a list of recommended purchases of library material. The list will include multiple copies of library material when a high level of interest and need is anticipated.
 4. Standards to be applied in the selection of library material shall relate to, support, and enrich the courses of study adopted by the Board of Education.
- D. Censorship of School Library Material Prohibited, Right to Reserve, Check Out – N.J.S.A. 18A:34A-6
1. The Board of Education shall not remove library material from a school library in the district because of the origin, background, or views of the library material or those contributing to its creation, and shall not engage in censorship of library material.
 2. The Board of Education shall allow a student to reserve or check out any developmentally appropriate library material, including diverse and inclusive material, regardless of the origin, background, or perspectives of the library material or those contributing to its creation.
- E. Removal Request Procedure
- Any request by an individual with a vested interest to have library material removed from a school library in the district shall follow the grievance procedure outlined in Regulation 2535 in accordance with N.J.S.A. 18A:34A-5.
- F. Immunity, School Library Staff – N.J.S.A. 18A:34A-7
- A school library staff member who engages in activities as required by N.J.S.A. 18A:34A-4 through 18A:34A-6 and B. through E. above shall be immune from



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civil and criminal liability arising from good faith actions performed pursuant to the provisions of N.J.S.A. 18A:34A-4 through 18A:34A-6 and B. through E. above.

N.J.S.A. 18A:34A-1 through N.J.S.A. 18A:34A-7

Adopted: December 9, 2025



9130 PUBLIC COMPLAINTS AND GRIEVANCES

Any parent or legal guardian of a student in the District or a student themselves may present a request, suggestion, or complaint concerning district personnel, the educational ~~program,~~ program, instructional or resource materials, or the operations of the district. Complaints regarding library material as defined in N.J.S.A. 18A:34A-3 shall be addressed in accordance with Policy and Regulation 2535. ~~or the operations of the district.~~ The Board directs the establishment and publication of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

When a Board member is confronted with an issue, the Board member will withhold comment, commitment, and/or opinion and refer the complaint or inquiry to the Superintendent, in accordance with N.J.S.A. 18A:12-24.1.j., who shall review the complaint according to established procedures.

Only in those cases where satisfactory adjustment cannot be made by the Superintendent ~~or and the~~ staff, shall communications and complaints be referred to the Board for resolution. Any misunderstandings or disputes involving school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed.

Concerns registered directly to the Board of Education as a whole or to an individual Board member shall be referred as soon as reasonably possible to the Superintendent for investigation, report and/or resolution.

Complaints about the school district will be directed to the proper administrative personnel. Complaints about specific classroom practices shall be directed to the teacher concerned. If the matter is not settled satisfactorily, the complainant shall then contact the Building Principal. If there is no resolution on this level, the Superintendent or his/her designee shall be contacted. If necessary, the matter shall be referred to the Board for final resolution.

The Superintendent shall establish procedures for the hearing of requests and ~~complaints~~ complaints regarding district personnel, the educational program, and the operations of the school district. Procedures will be governed by the following guidelines:

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties and the level of authority closest to the cause of



the complaint. For example, a complaint about a school program or personnel should be addressed to the building principal

2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education, unless otherwise stated in policy.

3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.

4. A reasonable period of time, not to exceed ten working days, will be permitted for the filing of an appeal in writing at each successive level. A decision at each level of appeal must be rendered in writing no later than ten working days after the appeal is filed.

5. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.

The Board encourages general concerns regarding district policies to be brought forth during the Public Comment section of any public Board of Education meeting in accordance with Policy #0167.

COMPLAINTS AND GRIEVANCES – RELATED TO INSTRUCTIONAL AND RESOURCE MATERIALS: Procedures for the resolution of complaints regarding Instructional and Resource Materials (not Library or Classroom Library Material) shall be governed by Regulation 9130, Section E.

~~COMPLAINTS AND GRIEVANCES—RELATED TO INSTRUCTIONAL AND RESOURCE MATERIALS:~~

~~Complaints and Grievances related to classroom and media resources and materials should be handled in accordance with Regulation 2530.1 and Regulation 2530.2.~~

Approved: 08 January 2007

Revised: 15 August 2011

Revised: August 16, 2022

Revised: December 9, 2025



9130 PUBLIC COMPLAINTS AND GRIEVANCES

All complaints addressed to the Board of Education, Board members individually, school officials, or district staff members shall be referred to the Superintendent for consideration in accordance with the following procedures.

A. Complaints Regarding a Teaching Staff Member Other Than an Administrator or Supervisor

1. First Level

- a. The complainant will be directed to address the complaint to the teaching staff member.
- b. The teaching staff member will make every reasonable effort to address the complaint and take appropriate action, if necessary, in accordance with district policies and regulations and within the teaching staff member's authority.
- c. The teaching staff member will report the complaint in writing, and whatever action may have been taken to resolve the complaint, to the teaching staff member's Principal or supervisor.

2. Second Level

- a. If the complaint cannot be resolved to the complainant's satisfaction at 1.a. above, the complainant may appeal the teaching staff member's resolution to the teaching staff member's Principal or supervisor.
- b. The Principal or supervisor will take all reasonable and prudent steps to resolve the complaint and meet with the complainant to discuss the Principal or supervisor's resolution to the complaint.

3. Third Level

- a. If the complaint cannot be resolved to the complainant's satisfaction at 2.a. above, the complainant may, within five working days of their meeting with the teaching staff member's Principal and/or supervisor, submit a written request for a conference to the Superintendent or their designee. The written



request shall, at a minimum, include the specific nature of the complaint and a statement of the facts giving rise to it.

- b. A copy of the complainant's written request for a conference will be submitted to the Board by the Superintendent.
 - c. Within seven working days of the Superintendent's receipt of the written request for a conference, the Superintendent shall conduct the conference, at a time convenient to the complainant and the Superintendent, and attempt to resolve the complaint informally.
 - d. The Superintendent shall record in writing their disposition of the complaint and shall, within ten working days of the conference, submit a copy of their written disposition to the complainant and the Board.
4. Fourth Level
- a. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent at 3. a through c. above, or that seeks a remedy beyond the Superintendent's authority, may be appealed by the complainant to the Board.
 - (1) The complainant shall, within three working days of their receipt of the Superintendent's written disposition, submit a written request with supporting documentation to the Superintendent for an informal hearing before the Board. The complainant's request, along with the Superintendent's disposition at 3.a. through d. above, shall be provided to the Board.
 - b. The Board shall decide whether to grant or deny the complainant's request for an informal hearing and provide their decision in writing to the complainant within five working days upon receiving the request for an informal hearing.
 - (1) If the Board denies the request for an informal hearing, the Board shall render a decision on the appeal and provide the decision in writing to the complainant within ten working days.



- (2) If the Board grants the request for an informal hearing, the Board shall schedule the informal hearing within forty-five working days upon receiving the request for an informal hearing. At the conclusion of the informal hearing, the Board shall render a decision and provide the decision in writing to the complainant within ten working days at the conclusion of the informal hearing.
 - (a) The Board may designate a committee of the Board to conduct an informal hearing with the complainant.
 - (b) The Board may permit the complainant to present witnesses.
 - (c) The Board will comply with the provisions of the Open Public Meetings Act and Bylaw 0162 regarding any public complaints, where applicable.
 5. Reasonable efforts will be made to expedite time sensitive complaints.
- B. Complaints Regarding a Support Staff Member
1. The complaint procedure set forth in 1.a. above will be followed and the complainant will be directed to discuss the complaint first with the support staff member, if appropriate.
 2. If the complaint cannot be resolved to the complainant's satisfaction at 1.a. above, the complainant may follow the complaint procedure set forth in 2.a. above.
 3. If the complaint cannot be resolved to the complainant's satisfaction at 2.a. above, the complainant may, within three working days of their meeting with the support staff member's supervisor, submit to the Superintendent a written request for a conference in accordance with 3.a. above.
 4. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent at 3.c. above or that seeks a remedy beyond the Superintendent's authority may be appealed to the Board of Education in accordance with 4.a. above.



C. Complaints Regarding an Administrative Staff Member or Supervisory Staff Member

1. The complainant shall discuss the complaint first with the administrative staff member or supervisory staff member who is the subject of the complaint.
2. An appeal of the discussion with the administrative staff member or supervisory staff member will be made directly to the Superintendent in accordance with 3.a. above.
3. A complainant wanting to appeal the Superintendent's written disposition to the Board of Education shall follow the appeal procedures as outlined in 4.a. above.

D. Complaints Regarding a Program, Practice, or Operation

1. A complaint regarding a district or school policy; procedure; program; or operation, including entitlement programs established by State or Federal law, should be addressed, initially, to the Superintendent who will refer the complaint to the appropriate administrator or supervisor.
2. A complaint that cannot be resolved to the complainant's satisfaction at D.1. above may be appealed to the Superintendent and, thereafter, the Board of Education in accordance with the procedures set forth in 3.a. and 4.a.

E. Complaints Regarding Textbooks, Instructional Supplies, and Resource Materials

1. Complaints regarding textbooks, instructional supplies, and resource materials used in the district shall be submitted in writing by the complainant to the Superintendent.
2. The written complaint shall, at a minimum, include:
 - a. The title, author, and publisher of the material at issue;
 - b. Sections of the material to which the complainant objects (by page(s) and item(s));



- c. An explanation of the reason(s) for the objection;
 - d. The students or class for whom the material is intended; and
 - e. The way in which the material is used or presented to students.
3. Within seven working days of the receipt of the written complaint, the Superintendent shall appoint a review committee consisting of:
 - a. The head of the department in which the material is being used;
 - b. A teaching staff member in the subject area of the material;
 - c. The Board President or designee;
 - d. The Principal of the school in which the material is used or presented; and
 - e. Any other staff member designated by the Superintendent.
4. The review committee will meet to evaluate the complaint and review the material at issue.
 - a. The standards used by the review committee to review textbooks will be those set forth in Regulation 2510.
 - b. The standards used by the review committee to review instructional supplies will be those set forth in Regulation 2520.
 - c. The standards used by the review committee to review resource materials will be those set forth in Regulation 2530.
5. The review committee will report its findings and recommendations to the Superintendent within fifteen working days upon the appointment of the review committee.
6. The Superintendent will submit the review committee's findings and recommendations to the Board at the next regularly scheduled Board meeting.



REGULATION

LIVINGSTON BOARD OF EDUCATION

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PUBLIC COMPLAINTS AND GRIEVANCES

7. If the Board acts to remove the material at issue or to limit access to the material at issue, its action will be accompanied by a statement of reasons for the removal or limitation.
 - a. The Board shall render its decision within forty-five working days of receipt of the review committee's findings and recommendations.
8. A copy of the review committee's findings and recommendations and the Board's action, if any, will be given to the complainant within five working days of the Board's action.
9. The complainant will be informed, in writing, that a decision of the Board may be appealed to the Commissioner of Education as permitted by law.

Issued: December 9, 2025



LIVINGSTON SCHOOL DISTRICT

Livingston, New Jersey 07039

ASSISTANT PRINCIPAL – HIGH SCHOOL

QUALIFICATIONS:

1. Principal's Certificate issued by the New Jersey State Department of Education.
2. Master's Degree in Educational Leadership or a related field required.
3. Minimum of five years of successful teaching experience; administrative or leadership experience preferred.
4. Evidence of leadership, accomplishment, and initiative as a teacher, supervisor, or administrator.
5. Strong understanding of curriculum, instruction, assessment, and data-informed decision-making.
6. Knowledge of State and National Content Area Standards, instructional practices, and current developments in educational theory and pedagogy.
7. Understanding of student learning and behavioral characteristics and their impact on achievement.
8. Knowledge of restorative practices, positive behavior supports, and student discipline procedures.
9. Ability to evaluate staff on instructional effectiveness and professional standards.
10. Strong communication and interpersonal skills to collaborate effectively with students, staff, parents, and community members.
11. Ability to integrate technology as an instructional and operational tool.
12. Knowledge of school law, educational regulations, and compliance requirements.
13. Experience with budget management, scheduling, and resource allocation.
14. Demonstrated crisis management and conflict resolution skills.
15. Ability to facilitate professional development and mentor staff.

PHYSICAL REQUIREMENTS:

- Ability to move throughout the school building and supervise multiple areas.
- Ability to sit, stand, bend, and reach for extended periods.
- Ability to lift and carry instructional materials or supplies (up to 25 lbs).
- Ability to respond quickly to student emergencies and physically assist students as needed.
- Ability to operate standard office equipment, including computers and audiovisual devices.

- Availability to supervise early morning, evening, or extracurricular activities as needed.

REPORTS TO: Principal

SUPERVISES: Assigned faculty, departments, support staff, and school or district organizations as designated by the Principal.

JOB GOALS:

Assist the Principal in promoting the educational success and well-being of every student. Support the creation of a safe, inclusive, and engaging learning environment that promotes academic excellence, equity, and personal growth. Foster collaboration, reflection, and professional growth among staff while ensuring effective operational management and community engagement.

JOB RESPONSIBILITIES:

Instructional Leadership

1. Lead and supervise assigned academic departments and instructional areas.
2. Observe classroom instruction, provide feedback, and support teachers in developing equitable and engaging teaching practices.
3. Collaborate with department supervisors and teachers to align curriculum, instruction, and assessment.
4. Promote data-informed decision-making to improve student learning outcomes.
5. Facilitate and participate in professional development, mentoring, and instructional coaching.
6. Support new teacher induction and continuous professional growth.
7. Lead and oversee school and district instructional initiatives as assigned.

Student Support and Supervision

8. Serve as House Administrator for an assigned student group.
9. Oversee student discipline, attendance, and academic progress using restorative and developmental approaches.
10. Collaborate with school counselors, child study team members, district staff, and families to support student success.
11. Participate in 504, I&RS, CORE Team, and other student support initiatives as assigned.

Operations and Supervision

12. Supervise assigned offices, staff, and programs, which may include attendance, main office, clerical support, security, and student supervision areas.
13. Assist with the preparation and management of the school budget and resources.
14. Participate in crisis management and conflict resolution to ensure a safe and orderly environment.
15. Assist in developing and maintaining the school schedule, ensuring efficient use of resources.

Leadership and Collaboration

16. Serve as a member of the school leadership team and participate in district and building committees.
17. Collaborate with the Principal and administrative team on policy development, strategic planning, and continuous school improvement.
18. Represent the school at district, community, and student events.
19. Perform other duties as assigned by the Principal or Superintendent.

CORE COMPETENCIES:

- Instructional Leadership
- Collaboration and Relationship Building
- Organizational and Operational Management
- Data-Driven Decision Making
- Equity and Cultural Responsiveness
- Communication and Problem Solving

TERMS OF EMPLOYMENT: Twelve-month position with compensation in accordance with the negotiated agreement.

EVALUATION: Performance will be evaluated annually by the Principal in accordance with Board policy on the evaluation of professional personnel.

Approved: December 9, 2025