



**LIVINGSTON BOARD OF EDUCATION
WORKSHOP/VOTING MEETING AGENDA**

April 7, 2026

Executive Session - Administration Building - 6:45 p.m.

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

I. OPEN SESSION

A. Call to Order – Parul Khemka, 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 6, 2026, and posted at the Board of Education office, on the district's website, and communicated to 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:

- student matters

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 15 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

F. Board Reports

G. 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

Motion by:

Seconded by:

3. BUSINESS

The Superintendent recommends the following:

3.1 Bylaws, Policies and Regulations

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

- Policy #6320 - Purchases Subject to Bid (with revisions)
- Policy #6340 - Multiple Year Contracts (new to district)
- Policy #6350 - Competitive Contracting (new to district)
- Policy #6360 - Political Contributions (M) (with revisions)
- Policy #6422 - Budget Transfers (M) (with revisions)
- Policy #6423 - Expenditures for Non-Employee Activities, Meals, and Refreshments (new to district)
- Policy #6424 - Emergency Contracts (new to district)
- Policy #6700 - Investments (new to district)
- Policy #6740 - Reserve Accounts (new to district)

Policy #6831 - Withholding or Recovering State Aid (new to district)
 Policy #6832 - Conditions of Receiving State Aid (new to district)
 Policy #9130 - Public Complaints (with revisions)
 Regulations #9130 - Public Complaints (with revisions)

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

Policy #5535 - Passive Breath Alcohol Sensor Device (with revisions)
 Policy #6115.04 - Federal Funds - Duplication of Benefits (M) (new to district)
 Policy #9700 - Special Interest Groups (with revisions)
 Policy #9713 - Recruitment by Special Interest Groups (M) (with revisions)

3.2 Donation

Resolved, that the Livingston Board of Education accepts the donation from Shiyu Lu of an M18EX robotic lawn mower to the LHS Greenhouse Club to maintain the grass in the courtyard.

3.3 Overnight Trip

Resolved, that the Livingston Board of Education approves *Jackie Pascale* to chaperone a student participating in the NJ Key Club District Educational Convention (DECON 2026) in Asbury Park, New Jersey, from March 26-28, 2026. This is an update to the resolution previously approved on January 20, 2026.

3.4 Tuition Student (Receiving)

Resolved, that the Livingston Board of Education approves the acceptance of the following tuition student for the 2025-2026 school year:

| Student(s) | School | Tuition |
|------------|-----------|---------|
| OOD-3 ESY | Secondary | \$1,421 |

ROLL CALL VOTE

Mrs. Chirls _____ Mr. Cohen _____
 Mrs. Gong _____ Mrs. Yelisevich _____ Mrs. Khemka _____

Motion by:
Seconded by:

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>Janene Williams</i> | Elementary School Teacher | Retirement | Hillside | June 30, 2026 |

| | | | | |
|--------------------------|----------------------------|-------------|--|-----------------|
| <i>Michael Jedwabnik</i> | Teacher of Music | Retirement | LHS | June 30, 2026 |
| <i>David D'Addozio</i> | Technology Coach | Retirement | HIL/BHE | June 30, 2026 |
| <i>Annette Ferreira</i> | Administrative Assistant | Retirement | CO | June 30, 2026 |
| <i>Michael Adler</i> | Bus Driver | Retirement | Transportation | August 31, 2026 |
| <i>Irina Gueva</i> | Non-Certified School Nurse | Resignation | MPMS | May 22, 2026 |
| <i>Victoria Kenney</i> | Elementary School Teacher | Resignation | Collins | June 30, 2026 |
| <i>Pia Bauer</i> | Reading Interventionist | Resignation | Hillside | June 30, 2026 |
| <i>Samantha Stoddard</i> | TOSD | Resignation | HMS (position transferred from LHS) | June 30, 2026 |
| <i>Carmella Amerise</i> | TOSD | Resignation | BHE | June 30, 2026 |
| <i>Melanie Bonanne</i> | Elementary School Teacher | Resignation | COL | June 30, 2026 |

**as amended from a previous agenda*

Resolved, that the Livingston Board of Education approves the resignation of Employee #8923 effective March 25, 2026 due to the employee's inability to return to work.

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>James Merlo*</i> | HMS | Teacher of Health & PE | 9/12/2025-9/26/2025 & 5/11/2026-5/15/2026** | NA | NA | 9/29/2025; 5/18/2026 |
| <i>Shawn Rembecky</i> | LHS | Teacher of Business Education | 8/26/2026-9/28/2026** | 9/29/2026 & 9/30/2026** | NA | 10/1/2026 |
| <i>Stephanie Siu</i> | Harrison | Elementary School Teacher | 8/27/2026-10/9/2026 | 10/12/2026-1/8/2027** | NA | 1/11/2027 |
| <i>Brett Bisconti</i> | LHS | Teacher of Social Studies | 5/26/2026-6/5/2026** | NA | NA | 6/8/2026 |
| <i>Nidhi Benjamin*</i> | RHE | Teacher of | 3/9/2026- | 5/1/2026- | NA | 8/26/2026 |

| | | | | | | |
|----------------|-----|-----------|-----------|----------------------------------|---------------------|----|
| | | Art | 4/30/2026 | 5/8/2026 & 5/11/2026-6/30/2026** | | |
| Dennis Hawkins | HMS | Custodian | NA | NA | 1/20/2026-3/25/2026 | NA |

*as amended from a previous agenda

**Designates time counted toward NJFLA/FMLA

4.3 Appointments

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

| Name | Location | Title | Tenure Track/LOA or LT Replacement | Replacing | Guide | Step | Salary | Effective Date |
|------------------|----------------|---|------------------------------------|----------------|-------|------|---|----------------------|
| Michael Hoang | LHS | Teacher of Physics | First Year Tenure Track | D. Baumgartner | MA | 8 | \$73,801 | 8/26/2026 |
| Thomas Montesion | MPMS | Supervisor of Social Studies (PreK-6); Health and PE (PreK-6) & District Equity | Second Year Tenure Track | NA | LSA | 1/2 | \$131,036, plus \$1,500 for 2 MA's plus \$1,000 for longevity | 7/1/2026 |
| Micaela Hegarty | Harrison | Library Media Specialist | First Year Tenure Track | C. Caulfield | MA | 3 | \$68,401 | 8/26/2026 |
| Ghulam Joyo* | Central Office | IT Support Specialist | Leave Replacement | M. Mongioj | NA | NA | \$20/hr | 11/17/2025-4/24/2026 |

*as amended from a previous agenda

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

4.4 Substitutes

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

Teachers

Emily Schlessinger

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

4.5 Job Descriptions

Resolved, that the Livingston Board of Education approves the following job descriptions, effective for the 2026-2027 school year:

Content Area Supervisor (PreK-12, PreK-6, 7-12)
Reading Intervention & Enrichment Specialist (Elementary)
Instructional Aide

Job Coach
Life Skills TA
ABA Discrete Trial TA
PRIDE TA

Resolved, that the Livingston Board of Education abolishes the following job descriptions effective June 30, 2026:

Content Area Supervisor (PreK-12)
Content Area Supervisor (PreK-6)
Content Area Supervisor (7-12)

ROLL CALL VOTE

Mrs. Chirls _____ Mr. Cohen _____ Mrs. Khemka _____
Mrs. Gong _____ Mrs. Yelisevich _____

Motion by:
Seconded by:

5. MISCELLANEOUS

The Superintendent recommends the following:

5.1 HIB Report

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

ROLL CALL VOTE

Mrs. Chirls _____ Mr. Cohen _____ Mrs. Khemka _____
Mrs. Gong _____ Mrs. Yelisevich _____

H. Old Business

I. 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 April 7, 2026 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.

| Location | Name | Position | Guide | Step | Total Salary | Start Date |
|---------------------|---------------------|--------------------|-------|------|------------------------|------------|
| APPOINTMENTS | | | | | | |
| LHS | Cianicullo, Vincent | Instructional Aide | I&KA | 1 | \$27,991 (prorated) | 4/7/2026 |

| Location | Last Name | First Name | Position |
|-----------------|------------------|-------------------|-----------------------|
| BHE | Binsol | Dulce | ABA Discrete Trial TA |

RECRUITMENT BY SPECIAL INTEREST GROUPS (M)

~~limited to, the students' names, telephone numbers, and addresses. If the District does not publish a student information directory during any school year, the District shall provide, upon request by military recruiters or an institution of higher education, students' names, addresses, and telephone numbers~~

~~Parent(s) or legal guardian(s) and adult pupils will be informed annually in writing of their right to request a pupil's excusal from participation in recruitment activities by bona fide educational institutions, occupational agencies, and/or the United States Armed Forces. In addition, parents and/or guardians will have the right to opt out of being listed in a pupil information directory distributed for one or more of the above recruitment purposes. Parents and/or guardians wishing to specifically opt out of a directory being sent to a military recruiter may do so on a form that is available through the guidance department.~~

Nothing in this policy shall be construed as requiring the Board to approve or participate in an activity that appears to advance or inhibit any particular religious sect or religion generally.

N.J.S.A. 18A:36-19.1

~~Elementary and Secondary Education Act of 1965 – §8528 No Child Left Behind §9528~~

Adopted: 05 February 2007

Revised: April 7, 2026



RECRUITMENT BY SPECIAL INTEREST GROUPS (M)

9713 RECRUITMENT BY SPECIAL INTEREST GROUPS (M)

~~The Board of Education prohibits recruitment activities by outside organizations on school premises, regardless of the purpose of the recruitment or the nature of the recruitment agency. Except as required and referenced below no information about individual students will be released for the purposes of approaching students for educational, occupational, military, or any other recruitment purposes. The Board of Education will permit access to school pupils on school premises and access to certain information about individual pupils for educational, occupational, and military recruitment activities. Access for recruitment purposes will be equally available to all recruitment agencies, in accordance with law.~~

~~However, a school district that receives funds under ESEA, on request from a military recruiter or an institution of higher education, must provide access to the names, addresses, and telephone listings of each secondary student served by the Board. Parents and/or adult students may submit a written request to the Superintendent or designee to opt out of the disclosure of such information for the student in which case the information will not be released without the parent's or adult student's written consent.~~

~~Parent(s) of secondary students and adult students shall be informed annually in writing of their right to request a secondary student's excusal from participation in all recruitment activities and/or from having their child's name, address, and/or telephone listing provided to a military recruiter, an institution of higher education, or a prospective employer.~~

~~The district will give military recruiters the same right of access to secondary students as generally provided to post-secondary institutions and prospective employers.~~

Representatives of bona fide educational institutions, occupational agencies, and the United States Armed Forces may recruit ~~students~~ pupils on school premises by participation in assembly programs, career day activities, and the like and by distributing literature. Permission to recruit on school premises must be requested in writing at least forty-five (45) sixty working days before the planned activity and must be approved in advance by the Superintendent or designee. The Superintendent or designee shall not favor one recruiter over another, but shall not approve an activity that, in the Superintendent's or designee's judgment, carries a substantial likelihood of disrupting the educational program of this district.

~~Each representative of a bona fide educational institution, occupational agency, and the United States Armed Forces will be given, on request, a copy of the student information directory, compiled in accordance with Policy No. 8330, which shall include, but not be~~



POLICY

LIVINGSTON
BOARD OF EDUCATION

Community
9700/Page 4 of 4
SPECIAL INTEREST GROUPS

Revised: 11 August 2008

Revised: April 7, 2026



The role of district personnel in the granting of scholarships and/or awards from special interest groups shall be limited to making applications and information regarding scholarships and/or awards readily available to students. District personnel will not participate in the application process or in the selection of scholarship and/or award recipients.

The Superintendent shall approve participation in extracurricular contests sponsored by organizations outside the schools, as long as participation does not interfere with the instructional program. When such contests involve school time or faculty assistance, the Superintendent shall determine whether the experiences are in support of the school's instructional work and will clearly serve to advance the educational aims of the district. The worthiness of the sponsoring agency's cause or the opportunity for individuals to win prizes shall not in themselves constitute sufficient reason for approving a contest.

Contests, scholarships and awards whether local, State, or national shall be:

1. For the benefit of the pupilstudent;
2. Open to all pupilstudents regardless of race, creed, color, national origin, ancestry, age, or sex;
3. Consistent with district's mission and objectives;
4. Judged by disinterested parties;
5. Properly supervised with safety precautions in place; and
6. Voluntary for pupilstudents and teachers.

Contests, scholarships and awards shall not place undue time or financial burdens on pupilstudents, teachers, and parents. They shall not promote commercial products or partisan viewpoints. Participation shall not be dependent on the financial status of the pupilstudent.

N.J.S.A. 18A:42-4

United States Department of Education - Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools

Adopted: 08 January 2007



shall be requested or directed to engage in any activity that tends to promote, favor, or oppose a candidate for political office or a public question submitted at any election.

The Board will permit the award of scholarships or prizes to deserving pupilstudents s provided that information regarding pupilstudents is released only in accordance with Policy No. 8330 on Pupil-Student Records, the manner of selection of the recipient is approved by the Superintendent or designee and includes consultation with appropriate staff members, the nature of the prize or award is approved by the Principal or designee, and the Board determines the manner of presentation.

Distribution of Materials

The district distributes information ~~in hard copy format via backpacks (elementary schools only) and~~ through electronic communication and postings (district-wide) (i.e., e-mails, school e-newsletters, and district website).

~~Realizing that the district is a vehicle for other individuals and organizations to reach the parent and student communities, the district shall create and publish a calendar for posting of materials on the district's web site.~~ Only those organizations that are non-profit and educationally related may partner with the district for posting distribution of their materials. Organizations that meet this criteria and ~~that~~ wish to post/distribute materials must submit all items to the Superintendent or his/her designee two weeks in advance of the posting published distribution date for review and approval of the material(s).

Any materials that an organization, pupil-student, or staff member wishes to distribute within a particular school shall be reviewed and approved by the Building Principal or his/her designee prior to distribution.

All surveys, questionnaires ~~or other similar items requiring pupil, or other similar items requiring student~~ or parent(s) ~~or legal guardian(s)~~ response shall be reviewed and approved by the Superintendent prior to distribution.

Contests, Awards, and Scholarships for PupilsStudents

The Board promotes the position that all district students should be eligible for all scholarships and awards that are made available by special interest groups and that the scholarships and awards are open to all pupilstudents regardless of race, creed, color, national origin, ancestry, age, or sex.



9700 SPECIAL INTEREST GROUPS

The Board of Education recognizes that the contributions of persons and organizations outside the school districts may take the form ~~of gifts, of materials, for distribution,~~ activities, ~~contest, scholarships~~ and awards that tend to serve the interests of the contributor as well as benefit the school district ~~generally~~ and ~~pupilstudents. s~~ individually. For the purposes of this Policy, "organizations outside the school district" shall be any organization, group, activity, club, association, agency, or individual that is not approved or sponsored by the Board.

~~The Board reserves the right to review, approve, or reject proposed contributions from organizations outside the school district. Proposed contributions may be rejected by the Board, including but not limited to, proposed contributions that have the primary effect of advancing the name, product, or special interest of a person, corporation, or organization; fail to meet district standards of accuracy and good taste; are of little or no educational value to students; make unreasonable demands upon the time and energies of staff and students or upon the resources of the district; interrupt or interfere with the regular school program; or involve a direct cost to the district.~~The Board reserves the right to review all such proposed contributions and to reject those that are discriminatory in nature or have the primary effect of advancing the name, product, or special interest of a person, corporation, or organization; fail to meet district standards of accuracy and good taste; are of little or no educational value to pupils; make unreasonable demands upon the time and energies of staff and pupils or upon the resources of the district; interrupt or interfere with the regular school program; or involve a direct cost to the district.

The approval of the use of any material or the conduct of any activity offered by an organization ~~any contributions by an agency~~ outside the school districts shall not under any circumstances be construed as an endorsement by this Board of any interest, cause, or organization.

Permission to solicit or raise funds on school premises will be granted only to those persons and organizations whose purposes are consistent with the goals of this district, ~~and in~~ the interests of the community, and are in accordance with the Board's fundraising policy. Solicitation or fundraising may not interfere with the orderly operation of the schools. The Board will not be responsible for the protection of or accounting for such funds and these funds may not be deposited in any district account. ~~, nor may any such funds be deposited in any district account.~~

The Board ~~forbids-prohibits~~ the distribution of political literature to or through the studentspupils of this district; further, no studentpupil under the jurisdiction of this Board



FEDERAL FUNDS – DUPLICATION OF BENEFITS (M)

1. **Assess Need:** Determine the amount of need (total cost);
2. **Determine Assistance:** Determine the amount of assistance that has or will be provided from all sources to pay for the cost;
3. **Calculate Unmet Need:** Determine the amount of assistance already provided compared to the need to determine the maximum award (unmet need); and
4. **Document Analysis:** Document calculation and maintain adequate documentation justifying the determination of the maximum award.

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

1. Short-term subsidized loans (e.g., bridge loans) for costs later reimbursed with Federal funds;
2. Declined or cancelled subsidized loans; or
3. Loan assistance used toward a loss suffered as a result of a major disaster or emergency.

Adopted: April 7, 2026



FEDERAL FUNDS – DUPLICATION OF BENEFITS (M)

6115.04 FEDERAL FUNDS – DUPLICATION OF BENEFITS (M)

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

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

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

To prevent DOB, the LEA will have:

1. A requirement that the LEA must agree to repay assistance that is determined to be duplicative. This may be documented through a subrogation agreement or similar clause included in the agreement with the LEA. The LEA will establish a protocol to monitor compliance based on risk of DOB for each activity; and
2. A method of assessing whether the use of these funds will duplicate financial assistance that is already received or is likely to be received (such as insurance proceeds) by acting reasonably to evaluate the need and the resources available to meet that need. The LEA will evaluate current programs available at the local, county, State, and Federal level as well as current and anticipated non-governmental assistance from nonprofits or faith-based groups and establish lines of communication for preventing DOB.

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



PASSIVE BREATH ALCOHOL SENSOR DEVICE

entry of a student into an activity/event that does not require the purchase of a ticket, a student shall be considered under the supervision of school district staff and shall be subject to the provisions of this Policy.

If the PBASD screening indicates the presence of alcohol on a student, additional PBASD screenings will be conducted. If additional PBASD screenings confirm the presence of alcohol on a student, the matter shall be reported to the Principal or designee and the certified or noncertified school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3 and Policy and Regulation 5530 - Substance Abuse.

~~If the PBASD screening indicates the presence of alcohol on a pupil, a second screening will be conducted. If the second screening indicates the presence of alcohol on a pupil, the matter shall be reported to the Building Principal or designee and the certified or noncertified school nurse, or the school physician according to the reporting, notification, and examination requirements of N.J.S.A. 18A:40A-12, N.J.A.C. 6A:16-4.3, and Policy and Regulation 5530 - Substance Abuse.~~

A PBASD will only be used in accordance with the guidelines of this Policy. The Building Principal or designee shall be responsible for the proper training of school staff members in the use of the PBASD in accordance with the manufacturer's specifications.

N.J.S.A. 40A-12
N.J.A.C. 6A:16-4.1 et seq.

Adopted: 09 April 2007
Revised: April 7, 2026



5535 PASSIVE BREATH ALCOHOL SENSOR DEVICE

The Board of Education recognizes that a student's abuse of harmful substances seriously impedes that student's~~pupil's abuse of harmful substances seriously impedes that pupil's~~ education and threatens the welfare of the entire school community. The Board is committed to the prevention of substance abuse and the rehabilitation of substance abusers by educational means, but will take additional necessary and appropriate steps to protect the school community from harm and from exposure to harmful substances.

In keeping with its commitment to protect all ~~pupils~~students and the school community from the harm of alcohol use, the Board ~~of Education~~ authorizes the use of a passive breath alcohol sensor device (PBASD) in certain circumstances, such as screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Building Principal or designee has reason to believe the use of alcohol by students may be present. A PBASD enables school district staff to check an approximate alcohol level quickly and efficiently without requiring the ~~student's~~pupil's active participation. A PBASD may be used in certain circumstances as defined in this Policy and as determined by the Building Principal or designee or the staff member(s) in charge of a ~~school-related or school-sponsored~~school-related or school-sponsored event or activity. The purpose ~~for using a PBASD is to protect pupils who may be under the influence of alcohol, other pupils, staff, and community members attending such events and to deter the use of alcohol by pupils~~of using a PBASD is to protect students who may be under the influence of alcohol, other students, staff, and community members attending such events, and to deter the use of alcohol by students.

The Board authorizes PBASD screening before, during, and after school activities/events including, but not limited to: dances, athletic events, proms, class trips, drama productions, graduation ceremonies, or school assemblies when the Building Principal or designee has reason to believe the use of alcohol by ~~students~~pupils may be present. When it is determined a PBASD will be used, a random number sequence will be selected by the Principal or designee prior to the event to determine which students in line for entrance will be screened. For example, if the number five is selected every fifth student in line for entrance into the activity/event shall be screened. In the alternative, the Principal or designee may determine to screen every student in line for entrance into the activity/event. ~~When it is determined a PBASD will be used, the Building Principal or designee may determine to have pupils screened on a random basis.~~

Written notice indicating the use of a PBASD will be displayed at the point of sale of a ticket for the activity/event or at the entrance of the activity/event if tickets are not required. Upon the purchase of a ticket to gain entry into an activity/event or upon the



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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.
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

Revised: April 28, 2026



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~~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.~~

~~3. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent, or that seeks a remedy beyond the Superintendent's authority, may be appealed by the complainant to the Board.~~

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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.



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4. ~~The Superintendent's disposition shall be considered the final district decision, as the Board does not have authority over personnel-related decisions. Personnel decisions are within the sole discretion of the Superintendent. A complaint that is not resolved to the complainant's satisfaction by a conference with the Superintendent at 3.e. 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. ~~The Superintendent's disposition shall be considered the final district decision, as the Board does not have authority over personnel-related decisions. Personnel decisions are within the sole discretion of the Superintendent. 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~~Principal or ~~s~~Supervisor.
 2. If the complaint cannot be resolved to the complainant's satisfaction at D.1. above, the complainant may, submit a written request for an appeal 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.



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- ~~(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.



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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.~~

eb. 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.

ec. 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.

d. The Superintendent's disposition shall be considered the final district decision, as the Board does not have authority over personnel-related decisions. Personnel decisions are within the sole discretion of the Superintendent.

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.~~



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PUBLIC COMPLAINTS AND GRIEVANCES

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 sSupervisor.
 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 sSupervisor.
 - 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 sSupervisor'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 sSupervisor, submit a written request for a conference to the Superintendent or their designee. The written



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Approved: 08 January 2007
Revised: 15 August 2011
Revised: August 16, 2022
Revised: December 9, 2025
Revised: April 28, 2026



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~~his/her designee shall be contacted. If necessary, the matter shall be referred to the Board for final resolution.~~

~~The Superintendent shall establish p~~Procedures for the resolution of hearing of requests and complaints regarding district personnel, the educational program, instructional or resource material, and the operations of the school district shall be governed by Regulation 9130. 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.~~

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~~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.~~

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~~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.~~

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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.



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PUBLIC COMPLAINTS ~~AND GRIEVANCES~~

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, 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. ~~The Board of Education, directs the establishment and publication of procedures for the hearing and settlement of requests and complaints, shall that provide a means for resolving them fairly and impartially, and appropriately permit appropriate redress, and protect district personnel from unnecessary harassment.~~

This policy and the accompanying regulation shall not be utilized by a district staff member or Board member unless the district staff member or Board member is doing so in their capacity as a parent of a student currently enrolled in the district. This policy and the accompanying regulation shall not apply to matters for which there are prescribed procedures for appeal pursuant to State or Federal laws or regulations or employee grievance procedures.

When a Board member is confronted with a complaint concerning the educational program, instructional or resource materials, or the operation of the district ~~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 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~~

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CONDITIONS OF RECEIVING STATE AID

6832 - CONDITIONS OF RECEIVING STATE AID

The school district, as a condition of receiving State Aid, will comply with the standards set forth at N.J.S.A. 18A:55-3 and the requirements set forth in N.J.A.C. 6A:23A-6 concerning nepotism, contributions to Board members and contract awards, and the internal control requirements in N.J.A.C. 6A:23A-6.

In addition, in accordance with the provisions of N.J.A.C. 6A:23A-6.1, the school district shall be required to examine, no less than once every three years, all available group options for every insurance policy held by the district, and the district shall participate in the most cost-effective plan. This examination shall include the review of annual claims data and other experience rating information, as applicable.

The district shall also: take steps to maximize participation in the Federal Universal Service Program (E-rate) and the ACT telecommunications program offered through the New Jersey School Business Officials; participate in the Alliance for Competitive Energy Services (ACES) Program offered through NJSBA, unless the school district is able to demonstrate to the Commissioner of Education that it receives goods or services at a cost less than or equal to the cost achieved by participants of the program based on an analysis of the prior two years; and take appropriate steps to maximize the local public school district's participation in the Special Education Medicaid Initiative (SEMI) Program pursuant to N.J.A.C. 6A:23A-5.3.

The district shall refinance all outstanding debt in accordance with the provisions of N.J.S.A. 18A:24-61.1 et seq. for which a three percent net present value savings threshold is achievable. This refinance provision of N.J.A.C. 6A:23A-6.1(b)5 shall also be monitored by the Executive County Superintendent or State Monitor, if applicable, pursuant to N.J.A.C. 6A:23A-9.11.

N.J.S.A. 18A:55-3
N.J.A.C. 6A:23A-6.1



WITHHOLDING OR RECOVERING STATE AID

6831 – WITHHOLDING OR RECOVERING STATE AID

In the event the New Jersey Department of Education identifies ineffective or inefficient expenditure(s) by any school district, including, but not limited to the practices prohibited in N.J.A.C. 6A:23A-5.2 through 5.9, the Commissioner shall, except as otherwise provided in N.J.A.C. 6A:23A-5.1(h), provide the school district the opportunity to be heard as to why the amount of the ineffective or inefficient expenditure(s) shall not be withheld from State aid or refunded to the Department of Education.

The proceeding shall be instituted by an Order to Show Cause filed by the petitioner. The filing shall include a statement of factual findings along with a letter memorandum setting forth the basis for the position that the expenditure(s) was ineffective or inefficient. The respondent(s) to whom the order is directed shall file, within fifteen days, a response to the letter memorandum and an answer that meets the filing, service, and format requirements for answers as set forth in N.J.A.C. 6A:3, Controversies and Disputes. The petitioner may file a reply to the response within ten days.

Upon review of the filings, the Commissioner may decide to hear the matter directly pursuant to N.J.S.A. 52:14F-8 or refer the matter to the Office of Administrative Law. If the Commissioner decides to transmit the matter to the Office of Administrative Law, such transmission shall be expedited. If the Commissioner is hearing the matter directly, upon receipt of the filings set forth above, or upon expiration of the time for their submission, the Commissioner shall review the total record before him or her and render a written decision. The Commissioner's decision shall include a determination of whether the expenditure was ineffective or inefficient and, if so, the amount of funds to be withheld from State aid or refunded by the district.

Nothing shall preclude the Commissioner from immediately and summarily withholding State aid, consistent with N.J.S.A. 18A:55-2, if, at any time, it is determined that the fiscal practices, actions, or expenditures of a school official, Board member, Board, or any other party under the Commissioner's jurisdiction are in violation of any statute, regulation, rule, or directive of the State Board of Education or Commissioner of Education.

N.J.A.C. 6A:23A-5.1

Adopted: April 28, 2026



POLICY

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RESERVE ACCOUNTS

N.J.S.A. 18A:7G-31; 18A:21-2

N.J.A.C. 6A:23A-14.1; 6A:23A-14.2; 6A:23A-14.3; 6A:23A-14.4; 6A:23A-14.5

Adopted: April 28, 2026



existence prior to July 18, 2000 are subject to the Educational Facilities Construction and Financing Act (EFCFA), P.L. 2000, c. 72, and N.J.A.C. 6A:23A-14, and the Board shall only use such funds for the original purpose for which the funds were deposited and as outlined in N.J.A.C. 6A:23A-14.1(k)1. and (k)2.

The Board shall establish, by resolution, a maintenance reserve account in accordance with the provisions of N.J.A.C. 6A:23A-14.2 to be used to implement required maintenance of the school district's facilities. The Board is prohibited from using such funds for routine or capital maintenance and the account shall be established and maintained in accordance with Generally Accepted Accounting Principles (GAAP) and shall be subject to annual audit pursuant to N.J.S.A. 18A:23-1 et seq. The balance in the maintenance reserve account may be increased by appropriating funds in the annual general fund budget certified for taxes. Funds may be withdrawn from the maintenance reserve account and appropriated into the required maintenance account lines at budget time or any time during the year for use on required maintenance activities for a school facility as reported in the comprehensive maintenance plan pursuant to N.J.A.C. 6A:26A-4 in accordance with the provisions of N.J.A.C. 6A:23A-14.2(d). In any year that maintenance reserve account funds are withdrawn, the Board shall restore any unexpended required maintenance appropriations, up to the amount of maintenance reserve account funds withdrawn, to the maintenance reserve account at year-end.

The Board shall, by resolution, transfer to the general fund on an annual basis any interest earned on the investments in the maintenance reserve account. Such interest may be transferred on a more frequent basis at the discretion of the Board. The Board shall ensure the maintenance reserve account balance does not, at any time, exceed four percent of the replacement cost of the school district's school facilities for the current year. If the account exceeds this maximum amount at June 30, the Board shall reserve and designate such excess in the subsequent year's budget.

The Board or Board of School Estimate, as appropriate, may supplement a capital reserve account in accordance with requirements as outlined in N.J.A.C. 6A:23A-14.3. The Board or a Board of School Estimate, as appropriate, may through the adoption of a Board resolution, establish a current expense emergency reserve account, a debt service reserve account, and a tuition adjustment reserve account in accordance with requirements as outlined in N.J.A.C. 6A:23A-14.4.

All reserve accounts shall be recorded in accordance with GAAP and subject to annual audit. Any capital gains or interest earned shall become part of the reserve account. A separate bank account is not required; however, a separate identity for each reserve account shall be maintained.



6740 – RESERVE ACCOUNTS

The Board of Education or Board of School Estimate, as appropriate, may at any time establish by Board resolution a capital reserve account, pursuant to N.J.S.A. 18A:21-2 and 3, and 18A:7G-31.

Funds in the capital reserve account shall not be used for current expenses, pursuant to N.J.S.A. 18A:22-8.2, and shall only be used for purposes as outlined in N.J.A.C. 6A:23A-14.1(b). The Board may increase the balance in the capital reserve account by appropriating funds in the annual general fund budget certified for taxes to meet the needs of the Long-Range Facilities Plan (LRFP) that are not met by State support. The balance in the account may also be increased by requesting approval from the Executive County Superintendent, as the Commissioner's designee, to appropriate any excess unreserved general fund balance as calculated in the supporting documentation of the proposed budget into capital reserve in the proposed budget pursuant to N.J.S.A. 18A:7F-7b only when the Board has formally established a capital reserve account and obtained an approved LRFP in accordance with N.J.A.C. 6A:26-2. The Board, at its option, may satisfy the withdrawal approval requirements set forth in N.J.A.C. 6A:23A-14.1(h) in accordance with the procedures as outlined in N.J.A.C. 6A:23A-14.1(d).

The Board may request express approval of the voters for appropriation of additional amounts into the capital reserve in accordance with the procedures as outlined in N.J.A.C. 6A:23A-14.1(e). The Board shall not deposit into a capital reserve account audited excess undesignated, unreserved general fund balance. The Board shall reserve and designate such funds in the subsequent year's budget pursuant to N.J.A.C. 6A:23A-8.5(b). The Board shall maintain an amount of funds in the capital reserve account that does not exceed the amount needed to implement capital projects in a school district's LRFP that are not met by State support.

The Board may withdraw funds from the capital reserve account at any time in accordance with the provisions of N.J.A.C. 6A:23A-14.1(h). However, the Board or Board of School Estimate, as appropriate, may at any time, apply to the Commissioner for approval to withdraw funds from its capital reserve account for uses authorized in N.J.A.C. 6A:23A-14.1(b). The Board or Board of School Estimate, as appropriate, may make a withdrawal pursuant to N.J.A.C. 6A:23A-14.1(i) only upon receipt of written approval of the Commissioner and the Board shall establish to the satisfaction of the Commissioner that an emergent condition exists necessitating an immediate withdrawal of capital reserve account funds.

The Board shall administer and account for the capital reserve account in accordance with the requirements of N.J.A.C. 6A:23A-14.1(j). Funds in capital reserve accounts in



6700 - INVESTMENTS

The Board of Education directs the prompt investment at interest of any unencumbered funds available for the discretionary use of the Board. Such funds may be invested in bonds or other obligations of the United States; bonds of those federal agencies in which such investment is permitted by law; the New Jersey Cash Management Fund; bonds or obligations of a county, municipality, or school district; and public depositories located within the boundaries of the State of New Jersey that secure public funds in accordance with statute.

The Business Administrator/Board Secretary is authorized to invest district funds in accordance with this policy

Any interest earned on the investment of district funds will be combined with general district revenues.

The Treasurer shall report to the Board each month the cash in all accounts on deposit and all investment assets. The Board Secretary shall report to the Board each month the amount of funds in investments, investment interest earned, and all investment transactions.

N.J.S.A. 17:9-41 et seq.; 17:12B-241

N.J.S.A. 18A:17-34; 18A:17-36; 18A:20-37; 18A:24-47

N.J.S.A. 40:3-7

N.J.S.A. 40A:5-14; 40A:5-15.1

Adopted: April 28, 2026



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EMERGENCY CONTRACTS

N.J.A.C. 5:34-6.1
Adopted: April 28, 2026



6424 - EMERGENCY CONTRACTS

Any contract may be negotiated or awarded for a Board of Education without public advertising for bids and bidding notwithstanding that the contract price will exceed the bid threshold when an emergency affecting the health or safety of occupants of school property requires the immediate delivery of goods or the performance of services.

An actual or imminent emergency must exist requiring the immediate delivery of the goods or the performance of the service. Emergency contracts may not be used unless the need for the goods or services could not have been reasonably foreseen, or the need for such goods or services has arisen notwithstanding a good-faith effort by the school district to plan for the purchase of any goods or services required by the school district. Under no circumstances shall emergency purchasing procedures be used to enter into a multi-year contract.

If the School Business Administrator/Board Secretary is satisfied that an emergency exists, he/she shall be authorized to award a contract or contracts for such purposes as may be necessary to respond to the emergent needs pursuant to the provisions of N.J.S.A. 18A:18A-7 et seq. An emergency shall be defined as a situation affecting the health or safety of occupants of school property that requires the immediate delivery of goods or performance of services to alleviate the crisis.

If conditions permit, the School Business Administrator/Board Secretary shall seek quotations from more than one source. If the expenditures are expected to be in excess of the bid threshold, the School Business Administrator/Board Secretary shall attempt to obtain no fewer than three quotations.

As soon as possible, but within three days of declaring the emergency, the Superintendent of Schools shall notify the Executive County Superintendent of the nature of the emergency and the estimated need for goods or services necessary to respond to it.

When emergency conditions have eased, the School Business Administrator/Board Secretary shall utilize the regular purchasing system to obtain estimates from suppliers, vendors, and contractors for materials and/or services that will eliminate the circumstances that created the emergency.

The School Business Administrator/Board Secretary shall prepare and submit a final report to the Board on every occasion an emergency contract is negotiated or awarded in accordance with the provisions of N.J.S.A. 18A:18A-7.

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



EXPENDITURES FOR NON-EMPLOYEE ACTIVITIES, MEALS, AND REFRESHMENTS

Pursuant to N.J.S.A. 18A:11-12 and State of New Jersey Department of Treasury, Office of Management and Budget Circular 08-19-OMB and 06-14-OMB, the following costs shall not be permitted using public funding:

1. Receptions, dinners, or other social functions held for or honoring any employee or group of employees of the district (e.g., breakfast, luncheon, dinner, or reception for retirees or award recipients). This does not prohibit the district from honoring employees without a social function or from using public funds to cover the reasonable costs of employee recognition awards (e.g., teacher of the year awards, years of service awards). The use of public funds for the reasonable costs of employee awards is a local discretionary expenditure.
2. Meals or refreshments served to guests at any athletic event or other games or contests.
3. Expenses for alcoholic beverages.

The School Business Administrator/Board Secretary and/or designee shall maintain documentation to support activities, meals, and refreshments at district events. The documentation shall include a description of the activity, the purpose/justification of the activity, expressed in terms of the goal(s) or objective(s) of the district, the make-up of the group participating in the activity, and the names and titles of Board members or employees included in the group.

N.J.A.C. 6A:23A-5.8

Adopted: April 28, 2026



EXPENDITURES FOR NON-EMPLOYEE ACTIVITIES, MEALS, AND REFRESHMENTS

6423 - EXPENDITURES FOR NON-EMPLOYEE ACTIVITIES, MEALS, AND REFRESHMENTS

There may be school district activities where expenditures for non-employee activities, meals, and refreshments may occur. Expenditures for non-employee activities, meals, and refreshments for school district activities are allowed, provided the expenses are in accordance with the provisions of N.J.A.C. 6A:23A-5.8. For the purposes of this Policy, unless the context clearly indicates otherwise, "activities" means events or functions provided or held for the benefit of students, dignitaries, and other "non-district" employees (e.g., parents), which are paid from public funds. "Dignitary" means a notable or prominent public figure; a high-level official; or one who holds a position of honor. A dignitary, for purposes of this Policy, is not a school district employee or Board of Education member.

Allowable expenditures for non-employee school district activities shall include:

1. All reasonable costs, including light meals and refreshments, directly related to activities that benefit students and are part of the instructional program, including expenditures for field trips and extracurricular programs that are not solely for entertainment. Nothing in this Policy or N.J.A.C. 6A:23A-5.8 shall preclude the district from using student activity funds or accepting donations to support student activities that are solely for student entertainment.
2. All reasonable costs directly related to activities of dignitaries and other "non-district" employees (e.g., parents), including light meals and refreshments, and any other directly related expenses. Expenditures for this purpose shall be minimal and infrequent.
3. All reasonable costs of commencement and convocation activities for students.
4. Expenditures related to district employees to the extent such employees are essential to the conduct of the activity.

The Board shall, at a minimum, take actions regarding student activities as follows:

1. Pre-approve field trip destinations.
2. Establish dollar thresholds for awards to recognize special accomplishments.
3. Establish a budget supported by general fund revenues for each category of activity in a non-discriminatory manner (e.g. football, boys' soccer, girls' soccer, photography club). Student activity funds are excluded.



POLICY

LIVINGSTON BOARD OF EDUCATION

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BUDGET TRANSFERS (M)

~~excess of appropriations or incur obligations in excess of the appropriate limits of expenditure set by law.~~

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~~N.J.S.A. 2C:30-4~~

~~N.J.S.A. 18A:18A-1 et seq.; 18A:18A-7; 18A:22-8 et seq.~~

~~N.J.A.C. 6A:23-2.11 et seq.; 6A:23-2.3 et seq.~~

Adopted: 12 December 2005

Revised: April 28, 2026



~~are necessary between Board meetings, provided the transfers are reported to the Board, ratified and duly recorded in the minutes at a subsequent meeting of the Board, but not less than monthly. The Board will ratify, by resolution of the Board, the budget transfers between line items which exceed the minimum chart of accounts as per N.J.A.C. 6A:23-2.11(a)2.~~

~~Emergency Purchases~~

~~In the event of emergency as defined in N.J.S.A. 18A:18A-7 et seq., a purchase order may be authorized by the Business Administrator. Emergency purchases in excess of the bid threshold may be negotiated or awarded without public advertising for bids only when an emergency affecting the health and safety of occupants of school property requires the immediate delivery of goods and services, provided the contracts are awarded in accordance with N.J.S.A. 18A:18A-7. Any such emergency authorization shall be reported to the Board at its next meeting.~~

~~Overexpenditure of Funds~~

~~The Board Secretary shall present the Board a certification each month that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation as defined in the budget transfer section above and in violation of law or this policy. In addition, the Board, after review of the Board Secretary's monthly financial report, shall certify in the minutes that no major account or fund has been overexpended and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.~~

~~If the Board Secretary reports an overexpenditure or the Board is unable to certify that no overexpenditure has been made, the Board will eliminate the deficit by approving a resolution that transfers amounts among line item items and/or from the unreserved fund balance.~~

~~In the event the district is anticipating an overexpenditure in the general, capital projects, or debt service funds, the Superintendent will notify the County Superintendent pursuant to N.J.A.C. 6A:23-2.11(b). The Superintendent will notify the County Superintendent of the projected amount of the anticipated overexpenditure, the reason or reasons for the overexpenditure, and the action being taken by the Board to avoid the overexpenditure. Any such corrective action will be recorded in the Board minutes.~~

~~The Board recognizes that it is a crime of the fourth degree for a Board member to purposely and knowingly disburse, order, or vote for the disbursement of public funds in~~



to section 4 of P.L.2007, c.260 (N.J.S.A. 18A:7F-46); except that upon a two-thirds affirmative vote of the authorized membership of the Board, the Board may petition the Commissioner of Education for authority to transfer such revenue prior to April 1 due to an emergent circumstance and the Commissioner may authorize the transfer if he determines that the transfer is necessary to meet such emergency.

Transfers from any general fund appropriation account that, on a cumulative basis, exceed 10% of the amount of the account included in the school district's budget as certified for taxes shall require the approval of the Commissioner of Education. In a school district wherein the Commissioner of Education has directed an in-depth evaluation pursuant to N.J.S.A. 18A:7A-14, the Board shall obtain the written approval of the Executive County Superintendent of Schools prior to implementing any Board authorized transfer of funds.

No transfer may be made under N.J.S.A. 18A:22-8.1 from appropriations or surplus accounts for interest and debt redemption charges, capital reserve account or items classified as general fund expenses except to other items so classified, or to the capital projects fund to supplement the proceeds from a bond authorization or lease purchase agreement upon application to and a formal finding by the Commissioner that the transfer is in the best interest of both the students and taxpayers of the district after consideration of alternative corrective actions.

N.J.S.A. 18A:22-8.1; 18A:22-8.2

N.J.A.C. 6A:23A-13.1; 6A:23A-13.2; 6A:23A-13.3

~~The laws of the State and the interest of the community demand fiscal responsibility by the Board of Education in the operation of the school district. The Board directs the implementation of such fiscal controls as will ensure that public moneys are not disbursed in amounts in excess of the funds provided to this district and that expenditures do not exceed the amount budgeted for each line item account.~~

~~Budget Transfers~~

~~The Business Administrator will not approve an encumbrance or expenditure which, when added to the total of the existing encumbrances and expenditures, exceeds the amount appropriated by the Board in the applicable line item account established pursuant to the minimum chart of accounts referenced in N.J.A.C. 6A:23-2.2(g)1.~~

~~The Board has adopted an expanded chart of accounts pursuant to N.J.A.C. 6A:23-2.2(g)2 and pursuant to N.J.A.C. 6A:23-2.11(a)2 the Board in accordance with N.J.S.A. 18A:22-8.1, designates the Business Administrator to approve such budget transfers as~~



6422 BUDGET TRANSFERS (M)

Except as otherwise provided pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6A:23A-13.1 et seq., whenever the school district desires to transfer amounts among line items and program categories, the transfers shall be by resolution of the Board of Education approved by a two-thirds affirmative vote of the authorized membership of the Board. Each resolution shall indicate the exact amount of the transfers and from the applicable accounts or fund balance.

However, this Board in accordance with the provisions of N.J.S.A. 18A:22-8.1 and this Policy as adopted by the Board, designates the Superintendent of Schools to approve such transfers as are necessary between meetings of the Board. Transfers approved by the Superintendent shall be reported to the Board, ratified, and duly recorded in the minutes at a subsequent meeting of the Board, but not less than monthly.

Transfers from line accounts that include waiver amounts approved by the Commissioner and expenditures and/or reallocations directed by the Commissioner are prohibited unless approved in writing by the Executive County Superintendent and in accordance with the provisions of N.J.S.A. 18A:22-8.1. The Board shall submit written requests for transfers including the amount to be transferred, the account(s) to be reduced, the account(s) to be increased, the purpose, and justification. These transfers shall not be requested or made prior to December 1 of the applicable budget year and shall only be approved for an emergent circumstance(s).

Where actual audited undesignated general fund balance at the fiscal year-end exceeds the estimated amount reflected in the school district's originally approved budget that contained an adjustment to the tax levy limitation approved by the Commissioner, any excess amount shall be reserved for the offset of the Commissioner's waiver requests, if any, in the second subsequent year's budget and reflected as such in the CAFR for the budget year.

Whenever the Executive County Superintendent shall, pursuant to N.J.S.A. 18A:7-8, disapprove a portion of the school district's proposed budget because the district has not implemented all potential efficiencies in its administrative operations or because the budget includes excessive non-instructional expenses, the school district shall not transfer funds back into those accounts during the budget year.

Transfers of surplus amounts or any other unbudgeted or underbudgeted revenue to line items and program categories shall require the approval of the Commissioner of Education and shall only be approved between April 1 and June 30 for line items and program categories necessary to achieve the thoroughness standards established pursuant



PCD forms are required for Board of Education contracts in excess of \$17,500 with a New Jersey Department of Education "Approved In-State Private School for the Disabled." Chapter 271 also applies to in-State private special education schools, supplemental educational services under NCLB, early childhood school providers – DHS approved, and other similar programs.

If the school district spends more than \$17,500 in a school year with a newspaper, the selection of the newspaper is subject to the provisions of Chapter 271.

PCD forms are not required for regulated public utility services, as the Board is required by the Board of Public Utilities to use a specific utility. This exception does not apply to non-regulated public utility services, such as generated energy (not tariffed), or long-distance telephone services where other procurement practices are used.

PCD forms are not required for membership to the New Jersey School Boards Association.

A non-profit organization having proper documentation from the Internal Revenue Service (IRS) showing it is registered with the IRS as a 501(c) type corporation is not required to file a PCD form.

A PCD form is not required for contracts with governmental agencies, including State colleges and universities.

If the original contract provided for the possibility of an extension(s), Chapter 271 compliance is not required if the extension/continuation is based on that original contract.

N.J.S.A. 19:44A-1 et seq.

N.J.A.C. 6A:23A-6.3

New Jersey Department of Community Affairs Local Finance Notices - 6/4/07 & 1/15/10

Adopted: 13 April 2009

Revised: 17 October 2011

Revised: March 18, 2019

Revised: April 28, 2026

6360 POLITICAL CONTRIBUTIONS (M)

Political Contribution Disclosure Requirements

In accordance with the requirements of Section 2 of P.L. 2005, Chapter 271 (N.J.S.A. 19:44A-20.26), the Board of Education shall have on file, to be maintained with other documents related to a contract, the following documents to award a contract to any business entity receiving a contract with an anticipated value in excess of \$17,500, regardless of the basis upon which the contract is awarded:

1. A Political Contribution Disclosure (PCD) form submitted by the business entity (at least ten days prior to award); and
2. A Business Registration Certificate (anytime prior to award).

“Business entity” means a for-profit entity that is a natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other State or foreign jurisdiction.

The \$17,500 contract amount is not related to the Board’s bid threshold and does not exempt the district from the requirements of the Public School Contracts Law or other applicable purchasing statutes.

The \$17,500 contract amount threshold is subject to the principle of aggregation rules in accordance with the Division of Local Government Services guidance. Unlike the Public School Contracts Law, aggregation thresholds for this Policy and Chapter 271 purposes shall be calculated at the vendor level – meaning, when a vendor receives more than \$17,500 in a school district’s fiscal year, a PCD form shall be required.

The disclosure provisions of N.J.S.A. 19:44A-20.26 do not apply in cases where there is a “public emergency” that requires the immediate delivery of goods or services.

Insurance companies and banks are prohibited under State law from making political contributions. However, because the PCD form reflects contributions made by partners, Boards of Directors, spouses, etc., PCD forms are required ten days prior to the approval of a depository designation resolution or insurance company contract awarded by the Board. A PCD form is also required when a contract in excess of \$17,500 is made to an insurance broker. A PCD form is required from the company receiving the contract, regardless of the entity issuing an insurance policy.

negotiated a contract with the Board, only the bargaining unit will be authorized to submit such recommendations or proposals. When requested by such employees, the Board will provide such information regarding budgets and the costs of performing the services by such employees as may be available. Nothing will prevent such employees from making recommendations that may include modifications to existing labor agreements to reduce such costs in lieu of awarding a competitive contract, and agreements implementing such recommendations may be considered grounds for rejecting all other proposals.

The purchasing agent will evaluate all proposals only in accordance with the methodology described in the request for proposals. After proposals have been evaluated, the purchasing agent will prepare a report evaluating and recommending the award of one or more contracts. The report will be prepared pursuant to N.J.S.A. 18A:18A-4.5.d. The report will be made available to the public at least 48 hours prior to the awarding of the contract, or when made available to the Board, whichever is sooner. The Board will have the right to reject all proposals for any of the reasons set forth in N.J.S.A. 18A:18A-22.

Award of a contract will be made by resolution of the Board within sixty days of the receipt of the proposals, except that the proposals of any vendors who consent thereto may, at the request of the Board, be held for consideration for such longer period as may be agreed.

The report prepared pursuant to this Policy and Regulation No. 6350 will become part of the public record and will reflect the final action of the Board. Contracts will be executed pursuant to N.J.S.A. 18A:18A-40.

The Secretary of the Board will publish a notice in the official newspaper of the Board summarizing the award of a contract pursuant to N.J.S.A. 18A:18A-4.5g.

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

Adopted: April 28, 2026



6350 COMPETITIVE CONTRACTING

Competitive contracting may be used in lieu of public bidding for specialized goods or services that exceed the bid threshold, provided the process is administered by a purchasing agent, by legal counsel of the Board of Education, or by the School Business Administrator and pursuant to N.J.S.A. 18A:18A-4.1. et seq. Competitive contracting may only be used for the purposes provided in N.J.S.A. 18A:18A-4.1. Unless an exception is provided for under N.J.S.A. 18A:18A-42 permitting a longer contract duration, contracts awarded under competitive contracting may be for a term not to exceed five years.

The purchasing agent will prepare a request for proposal documentation that includes all requirements deemed appropriate and necessary to allow for full and free competition between vendors, information necessary for potential vendors to submit proposals, and a methodology for the Board to evaluate and rank proposals received from vendors. The methodology for the awarding of competitive contracts will be based on evaluation and ranking and will be developed to meet the specific needs of the district, without unfairly or illegally discriminating against or excluding otherwise capable vendors. The methodology for awarding competitive contracts will comply with the rules and regulations adopted by the Director of the Division of Local Government Services in the Department of Community Affairs in accordance with N.J.S.A. 18A-4.4.

Request for Proposal documentation will be published in an official newspaper of the Board at least twenty days prior to the date established for the submission of proposals. The Board may charge a fee for the proposal documentation that will not exceed \$50.00 or the cost of reproducing the documentation, whichever is greater.

Each interested vendor will be required to submit a proposal that includes all information required by the request for proposals. Failure to meet the requirements of the request for proposals may result in the Board disqualifying the vendor from further consideration. Under no circumstances will the provisions of a proposal be subject to negotiation by the Board.

If the Board, at the time of solicitation, utilizes its own employees to provide the goods or perform the services, or both considered for competitive contracting, the Board will, at any time prior to, but no later than the time of solicitation for competitive contracting proposals, notify affected employees of the Board's intention to solicit competitive contracting proposals pursuant to N.J.S.A. 18A:18A-4.5.c. Employees or their representatives will be permitted to submit recommendations and proposals affecting wages, hours, and terms and conditions of employment in a manner that meets the goals of the competitive contract. If employees are represented by an organization that has



6340 MULTIPLE YEAR CONTRACTS

The Board of Education may enter into a multiple-year contract for goods and services permitted by law whenever the extended contract will serve the district's needs and yield a greater return on the expenditure.

The Business Administrator/Board Secretary is directed to investigate the advantage to the district of multiple-year contracts. The investigation should include, but need not be limited to, a comparison of the costs of multiple-year and single-year contracts, an analysis of trends in the costs and availability of the goods or services to be provided, the projected needs of the district, and an inquiry into the vendor's reliability and stability.

Except for those contracts exempted from the requirement by law, all multiple-year contracts will contain a cancellation clause or a clause conditioning annual extension of the contract on the appropriation of sufficient funds to meet the Board's obligation.

All multiple-year contracts must be approved by the Board. When the estimated annual cost of a multiple-year contract exceeds the bid threshold established by law, and the subject of the contract is not exempt from bidding, the contract shall be advertised in accordance with law and the bidding procedures of this district.

N.J.S.A. 18A:18A-5; 18A:18A-42

Adopted: April 28, 2026



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~~contracts entered into by the State treasury department, division of purchase and property.~~

~~7. Agreements of the former type are subject to ratification of this Board and the participating contracting body(ies) and shall specify the categories of work, materials and supplies to be purchased; the manner of advertising for bids and of awarding contracts; the method of payment by each participating party and such other matters as may be deemed necessary to carry out the purposes of the agreement. Purchases through the State may be made without bid upon the approval of this Board.~~

~~8. Procedures for approval of all purchases shall be established by the Superintendent.~~

~~It shall be the responsibility of the Business Administrator/Board Secretary to continue the existing practices of standardization of purchases whenever and wherever possible.~~

~~Standardization shall apply to all products and services wherein competitive investigation will obtain the most desirable item for the least cost.~~

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

~~N.J.A.C. 6:20-7.1 et seq.; 6:20-8.1 et seq.; 6:21-15.1 et seq.~~

Adopted: 12 December 2005

Revised: April 28, 2026



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~~bidder who withdraws an opened bid shall forfeit any bid security deposited with the bid in accordance with law.~~

~~In accordance with the provisions of N.J.A.C. 6A:23A-5.4, pursuant to the authority granted the Commissioner of Education under N.J.S.A. 18A:55-2 and N.J.S.A. 18A:7F-60, the Commissioner shall subject to review any school district that fails to obey the provisions of the Public Contract law, N.J.S.A. 18A:18A-1 et seq. for the withholding of State funds. The amount of funds to be withheld shall equal the amount of the contract awarded in violation of the provisions of N.J.S.A. 18A:18A-1 et seq. except for violations related to the award of contracts under the extraordinary unspecifiable services (EUS) provision which shall be governed by the provisions of N.J.S.A. 18A:18A-46.1.~~

~~-~~

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

~~N.J.A.C. 6A:23A-5.4; 6A:27-9.1 et seq.~~

- ~~1. The Board of Education wishes to establish and carry out a careful system of purchasing and accounting to help provide an effective program of education while guarding against loss due to carelessness, inefficiency, theft, or maintenance of improper records.~~
- ~~-~~
- ~~2. The authority to purchase goods or engage services rests with the Board of Education.~~
- ~~-~~
- ~~3. The duties of purchasing are to be centralized under the Business Administrator/Board Secretary, who shall be familiar with and perform all his/her activities within the limitations prescribed by law, legal opinion, and in accordance with Board policies.~~
- ~~-~~
- ~~4. No purchases or contractual commitments of the Board of Education shall be entered into by anyone other than the Business Administrator/Board Secretary, or designee.~~
- ~~-~~
- ~~5. The Board of Education shall not knowingly enter into contract with any company which does not subscribe to and implement an affirmative action policy.~~
- ~~-~~
- ~~6. The Board of Education encourages the administration to seek advantages in savings that may accrue to this district through joint agreements for the purchase of work, materials or supplies with the governing body(ies) of other contracting units within this county or adjoining counties, and to evaluate any savings which may result from the purchase of any materials, supplies or equipment under~~



POLICY

LIVINGSTON BOARD OF EDUCATION

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6320 PURCHASES SUBJECT TO BID

The Board of Education directs the establishment and conduct of bidding procedures that serve the public interest and provide each qualified vendor an equal opportunity to furnish goods and services to the district.

Every contract for the performance of work or the purchase or lease of materials or supplies not exempted by law will be subject to public bidding whenever the aggregate value of such contracts within one contract year exceeds the bid threshold established by law and in accordance with N.J.S.A. 18A:18A-3.(a). Whenever possible, purchases will be aggregated; purchases may not intentionally be divided to avoid the requirements for competitive bidding as required in N.J.S.A. 18A:18A-8. The purchase of textbooks and materials that exceed the bid threshold and are approved by the Board pursuant to N.J.S.A. 18A:34-1 shall not require the further adoption of a resolution for purchase.

Bid specifications will be prepared and/or are coordinated by the Business Administrator/Board Secretary. Each bid specification will offer a common standard of competition and will assert the Board's right to accept reasonable equivalents and to reject all bids and readvertise. The Business Administrator/Board Secretary is authorized to advertise for bids in accordance with N.J.S.A. 18A:18A-21 without the prior approval of the Board, but shall inform the Board of any such advertisement at the Board meeting next following. Records of advertisements will be kept in detail, sufficient to show that a reasonable number of qualified vendors were invited to bid.

Bids shall be opened publicly by the Business Administrator/Board Secretary before one or more witnesses at a previously designated time and place. Contracts will be awarded, on a resolution duly adopted by the Board, to the lowest responsible bidder who submits the lowest responsible bid, except that the Board may choose to reject all bids, to readvertise, or to purchase under a State contract. The Board may disqualify a bidder who would otherwise be determined to be the lowest responsible bidder in accordance with N.J.S.A. 18A:18A-4. Whenever two or more bids are the lowest bids submitted by responsible bidders, the Board shall determine to which bidder the contract will be awarded.

The bid of a vendor who claims, before bids are opened, a mistake or omission in its preparation will be returned unopened, and the vendor shall lose the right to bid. A bidder who discovers a mistake or omission after bids have been opened may withdraw the erroneous bid provided he or she gives immediate written notice of the mistake or omission and certification, supported by clear evidence, that he or she exercised reasonable care in the examination of the specifications and preparation of the bid. Any

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LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

CONTENT AREA SUPERVISOR (Pre K-12, PreK-6 or 7-12)

~~World Language, Health & Physical Education, Visual & Performing Arts, Technology &~~
Business

QUALIFICATIONS:

1. Valid NJDOE Certification in the content area being supervised, as well as certification as a Supervisor. If more than one content area is being supervised, proper certification is preferred in one of the areas (effective 4/8/2026).
2. ~~Subject area and supervisory certification.~~
3. MA required; MA in the content area being supervised preferred.
4. A minimum of five (5) years of successful teaching experience, preferably at more than one level and within a content area.
5. Proven leadership, accomplishment, and initiative as a teacher, coach, or supervisor.
6. Knowledge of State and National Content Area Standards, including grade level benchmarks for cumulative progress indicators and related district and state assessments.
7. Knowledge of best practices and current developments in educational theory and practice.
8. ~~Familiarity with State approved evaluation system.~~
9. Demonstrated understanding and implementation of various forms of student assessments.
10. Knowledge of learning and behavioral ~~characteristics differences~~ of students and how ~~these characteristics they~~ may impact student learning in the content area.
11. Ability to design and implement professional ~~development learning activities~~ in both content area and pedagogy.
12. ~~Ability to understand~~ Knowledgeable in methodologies for integration of technology into designated content area.
13. Ability to effectively communicate and work well with students, staff, parents, and community members.
14. Ability to design, write, and implement curriculum that reflects the Pre K-12 scope in designated content area with respect to ~~concepts,~~ knowledge and skills in terms of current research and State mandates.
15. ~~Demonstrated understanding of the needs of special education students and the Pre K-12 supervisor's role in developing a parallel program including appropriate modifications in designated content area.~~ Ability to support teachers in their ability to differentiate instruction and assessment to meet the needs of all learners.
16. Ability to assess curriculum to determine whether the current practice is addressing the students' educational needs in designated content area with respect to the demands of the 21st century.
17. Ability to ~~develop instructional continuity provide a framework~~ for how a child's educational journey in a specific content area from grades Pre K-12 interconnects with other content areas and with the overall social and emotional development of the child.

REPORTS TO: ~~Assistant Superintendent~~ Director of Elementary or Secondary Education

JOB GOALS: Establish, set forth and maintain a vision of a standards based instructional program for designated content area for grades Pre K through 12 for all learners. Create and ~~utilize a variety of assessment instruments that will drive the~~ use a variety of assessment instruments to drive instructional and professional development programs for designated content area(s). Develop and implement interventions, extensions, and enrichment, beyond the core instructional program, to increase ~~student~~ achievement for all students. Coordinate, direct, or participate in programs ~~which that~~ support, clarify, or explain educational objectives to the community.

JOB RESPONSIBILITIES:

1. Assess and update the Pre K-12 content area(s) curricula~~um~~ according to current research on curriculum design and standards based education.
2. Collaborate with principals, other supervisors and teachers in the improvement and implementation of curricula~~um~~.
3. Monitor the consistent implementation of the curriculum and effective delivery of instruction throughout the district.
4. Maintain program coordination among schools and program articulation across all levels, Pre K-12, and among other disciplines.
5. Develop and implement ~~of~~ a variety of assessment tools designed to assess and monitor student achievement and drive the instructional and professional development programs.
6. Conduct program needs assessment on a regular basis.
7. Serve as a ~~resource role model~~ for all teachers in the delivery of instruction and in the pursuit of current research and best practices in the content area and the field of education.
8. Assist teachers with implementation of content via classroom visitations, the modeling of lessons and fostering of a team teaching environment.
9. ~~Assist in the development of a parallel curriculum for special education students and training in the collaborative education model within designated content area to ensure access to curriculum and learning for all students.~~
10. Conduct training in and assist teachers with the development and implementation of interventions, ~~modifications~~, extensions and enrichment, beyond the core instructional program in designated content area, to increase ~~student~~ achievement for all students.
11. Develop, coordinate and conduct professional development ~~opportunities~~ in related content area and pedagogy.
12. ~~Support district initiatives and accountability proposals that are designed to assist with improving instruction.~~
13. Collaborate with ~~fellow administrators~~ principals in the supervision and evaluation of teaching staff members.
14. Review and recommend instructional and support materials and/or equipment for designated content area ~~and~~.
15. ~~E~~ coordinate and implement the textbook ~~and curricular resources~~ adoption process.

16. Prepare content area budget proposals for ~~assigned all~~ schools as well as ~~the~~ district.
17. Collaborate with principals in the recruitment, orientation and teaching assignment of personnel in assigned content area.
18. Serve as liaison for content area projects involving community partners in business, education, and institutions of higher learning.
19. Use district data points to inform decisions, curriculum development, instruction, assessment, and programming.
20. Collaborate with colleagues to develop opportunities for interconnected learning across content areas.

This position will also be responsible for all other duties as assigned by the ~~Assistant Superintendent~~ Director of Elementary or Secondary Education.

TERMS OF EMPLOYMENT:

This is a ~~ten or~~ twelve-month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually by the Director of Elementary or Secondary Education. ~~Assistant Superintendent~~ in accordance with the provisions of the Board's policy on evaluation of professional personnel.

Board approval date: November 5, 2007

Revised: April 27, 2015

Revised: April 7, 2026

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

READING INTERVENTION & ENRICHMENT SPECIALIST (ELEMENTARY)

QUALIFICATIONS:

1. Minimum of five (5) years of successful classroom teaching experience.
2. Valid NJDOE certification as a Reading Specialist or an Early Literacy Specialist.
3. Additional training and certification in Reading Intervention, Reading Recovery, or as a Literacy Specialist preferred.
4. Previous experience working with students in the primary grades (K-2) strongly preferred.
5. Proven success in supporting readers performing below benchmark levels, implementing targeted, data-informed instruction that leads to measurable growth and improved literacy outcomes.
6. Such alternatives to the above qualifications as the district may find appropriate and acceptable.

REPORTS TO: Principal & English Language Arts Supervisor (PreK-6)

JOB GOALS: The Reading Intervention & Enrichment Specialist serves as an instructional leader within the district's Multi-Tiered System of Supports (MTSS/NJTSS). This role is responsible for delivering targeted literacy intervention and enrichment, analyzing student data to inform instruction, and collaborating with staff and families to support student achievement for all learners, ensuring equitable access to high-quality literacy instruction and support. The specialist plays a key role in strengthening both intervention and Gifted & Talented programming through data-driven practices and professional learning & development.

JOB RESPONSIBILITIES:

1. Conduct specialized and intensive instruction to identified students in a small group setting for intervention and/or enrichment.
2. Assess students to determine qualifications for entry into and exit from the Reading Intervention Program.
3. Analyze data to determine instructional plans within the Gifted & Talented Program.
4. Meet with grade-level teams to share instructional strategies and collaborate in data-driven decision-making.
5. Provide leadership in the assessment, selection, and updating of language arts materials to support this intervention/enrichment program.
6. Provide resources and conduct in-service workshops for teachers and parents as needed.
7. Provide resources for Classroom Teachers and special service personnel as needed.
8. Confer with teachers and parents regarding student performance.

9. Function as a positive and contributing member of the Reading Intervention team on a regular basis.
10. This position will also be responsible for all other duties as assigned.

TERMS OF EMPLOYMENT:

This is a ten month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

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

Board approval date: November 24, 2014

Revised: April 7, 2026

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

INSTRUCTIONAL AIDE

QUALIFICATIONS:

1. ~~BA Degree.~~ Minimum of 60 college credits or an Associate's Degree. BA/BS preferred.
2. Possession of a substitute teaching or other teaching certificate preferred.
3. Ability to effectively communicate and work well with students, staff, parents, and community members.
4. Successful participation in professional development activities specific to the nature and demands of the position.
5. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Principal or district designee.

JOB GOALS: To provide support for non-instructional functions and programs sponsored by the district.

JOB RESPONSIBILITIES:

1. Assist the individual responsible for the student(s) in successfully achieving the goals of the particular function or program.
2. ~~Keep record and collect data as directed by the individual responsible teacher or designated staff member for the program or function.~~ Collaborate with the student's support team included but not limited to teachers, case manager, school counselor, and administration.
3. Assist with the supervision of the students.
4. Operate equipment as needed for the program or function.
5. Participate in lesson activities and long-term planning meetings as well as data collection and review meetings with CST, teacher(s), administrators, and/or related services providers as assigned for the program or function.
6. ~~Attend to~~ Provide assistance with student's personal and medical needs as appropriate.

This position will also be responsible for all other duties as assigned.

TERMS OF EMPLOYMENT:

This is a ~~part a~~ full-time ten month, hourly salaried position, (not tenure eligible) with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated bi annually and annually by the building principal and/ or district designee in consultation with the Director of Special Education in accordance with the provisions of the Board's policy on evaluation. ~~The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation.~~

Board approval date: June 4, 2012

Revised: April 25, 2023

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

JOB COACH

QUALIFICATIONS:

1. ~~BA Degree.~~ Minimum of 60 college credits or an Associate's Degree. BA/BS preferred.
2. Certification as a Teacher of the Handicapped or Teacher of Students with Disabilities preferred.
3. Ability to effectively communicate and work well with students, staff, ~~parents~~ and community members.
4. Successful participation in professional development activities specific to the nature and demands of the position.
5. ~~Possession of a valid CDL license with P and S endorsements.~~¶
6. ~~Such alternatives to the above qualifications as the Board may find appropriate.~~

REPORTS TO: Principal ~~or district designee.~~ and ~~Assistant Superintendent of Student Services~~

JOB GOALS: To assist in providing Community Based Instruction and/or on-site job coaching programs. Assist with job site supervision as directed by Structured Learning Experience (SLE) Coordinator, Teacher of Students with Disabilities, and/or administrators.

JOB RESPONSIBILITIES:

1. Safely ~~supervise transportation of~~ ~~transport~~ students to and from job sites from LHS.
2. Assist SLE Coordinator or Teacher of Students with Disabilities in the supervision of students on the job site.
3. ~~Assist students with organization of daily jobs and activities.~~ ~~Help students organize for scheduled jobs and activities.~~
4. ~~Effectively c~~Communicate with employers regarding status of student work and progress. ~~Attend building staff meetings.~~¶
5. ~~Participate in lesson and long-term planning meetings as well as data collection and review meetings with CST, teacher(s), administrators, and/or related services providers as assigned.~~ Participate in lesson activities and long-term planning meetings as well as data collection and review meetings with CST, teacher(s), administrators, and/or related services providers as assigned for the program or function.
6. Attend specialized in and out-of-district training ~~as assigned.~~
7. Maintain and track student transition data.

This position will also be responsible for all other duties as assigned.

TERMS OF EMPLOYMENT:

This is a full-time ten-month ~~salaried~~ position (non-tenure eligible), with compensation under the Teacher Assistant guide which is to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated bi annually and annually by the building principal and/ or district designee in consultation with the Director of Special Education in accordance with the provisions of the Board's policy on evaluation. ~~The performance of this position will be evaluated biannually in accordance with the provisions of the Board's policy on evaluation.~~

Board approval date: May 10, 2010

Revised: September 9, 2015

Revised: April 25, 2023

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039
TEACHER ASSISTANT, LIFE SKILLS PROGRAM

QUALIFICATIONS:

1. Minimum of 60 college credits or an Associate's Degree. ~~BA/BS preferred. BA degree.~~
2. Possession of a substitute teaching certificate or regular teaching certificate strongly preferred. ~~Possession of a valid NJ Teaching certification or substitute certificate.~~
3. Demonstrated desire to work with students who have profound challenges in the areas of behavioral regulation, hygiene and self-help, attention and engagement, and learning. ~~Knowledge of and experience working with students with significant learning, behavioral, and functional challenges.~~
4. Ability to work closely with the classroom teacher in a special needs' environment.
5. Ability to effectively communicate and work well with students, staff, ~~parents,~~ and community members.
6. Successful participation in professional development activities specific to the nature and demands of the position.
7. ~~Possession of or ability and willingness to secure a Commercial Driver's License (CDL) with P and S endorsements.~~
8. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Principal ~~or district designee.~~ ~~and the Supervisor of Special Education~~

JOB GOALS: To provide support for the life skills program.

JOB RESPONSIBILITIES:

1. Assist the teacher and the students in successfully achieving the goals of the life skills program.
2. ~~Assist in the instruction and management of the students. ¶~~
3. ~~Assist with the supervision, instruction and management of the students.~~
4. Provide individual support to students during group instruction.
5. Ensure that students are productively engaged in all settings throughout the day.
6. Operate instructional equipment and implement instructional apps as needed for the program and individual students.
7. Attend to personal, hygienic and medical needs of students, as appropriate.
8. Attend and participate in meetings and discussions regarding individual students and program planning.
9. ~~Participate in lesson activities and long-term planning meetings as well as data collection and review meetings with CST, teacher(s), administrators, and/or related services providers as assigned for the program or function.~~
10. ~~Participate in planning daily, long-range classroom activities, data collection training/data collection review, collaborative meetings with the CST, teachers(s), administrators, and/or related service providers as assigned.~~
11. ~~Maintain and track student transition data. All other duties as assigned.~~
12. Safely ~~supervise transportation of~~ students to and from community-based activities.

TERMS OF EMPLOYMENT:

This is a non-tenure-eligible position, with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated ~~annually~~ biannually by the building principal and/ or district designee in consultation with the ~~Director~~ Supervisor of Special Education in accordance with the provisions of the Board's policy on evaluation.

Board approval date: July 16, 2014

Revised: April 25, 2023

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

ABA/DISCRETE TRIAL TEACHER ASSISTANT

QUALIFICATIONS:

1. ~~BA in psychology, education, special education, or other appropriate field.~~ Minimum of 60 college credits or an Associate's Degree. BA/BS preferred in areas of psychology, education, special education or other appropriate field.
2. Possession of a substitute teaching certificate or ~~regular~~ teaching certificate strongly preferred.
3. Completed RBT (Registered Behavior Technician) training and assessment, or completion of training and assessment upon accepting the ABA TA Position.
4. Direct experience with students on the autism spectrum, or in an ABA classroom, or comparable experience.
5. Demonstrated desire to work with students who have profound challenges in the areas of behavioral regulation, hygiene and self-help, attention and engagement, and learning.
6. Ability to effectively communicate and work well with students, staff, ~~parents~~ and administration.
7. Successful participation in professional development activities specific to the nature and demands of the position **as assigned**. Meaningful professional development, job-embedded training, and/or job assignment in an ABA/Discrete Trial classroom strongly preferred.
8. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Principal **or district designee.** ~~and the Supervisor of Special Education~~

JOB GOAL(S): To provide support for the ABA/Discrete Trial programs sponsored by the District.

JOB RESPONSIBILITIES:

1. Assist in collecting data as determined by the individual responsible for planning the ABA/Discrete Trial program for each child.
2. Input and/or analyze collected data as directed by the individual responsible for the program.
3. Implement the ABA/Discrete Trial Program as directed by the individual responsible for the program.
4. Participate in daily/regular meetings with teachers, behaviorists, CST members and administration to analyze and reflect upon collected data.
5. Assist with the supervision of students.
6. Operate instructional equipment and/or implement instructional apps as required for individual students and the program.
7. Assist with personal and hygienic needs of students, as appropriate.
8. Attend to medical needs of students, as appropriate.
9. All other duties as assigned.

TERMS OF EMPLOYMENT:

This is ~~full-time ten-month salaried~~ (non-tenure eligible) position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated bi annually and annually by the building principal and/ or district designee in consultation with the Director of Special Education in accordance with the provisions of the Board's policy on evaluation. ~~The performance of this position will be evaluated annually by the building principal in consultation with the Supervisor of Special Education in accordance with the provisions of the Board's policy on evaluation. ¶~~

Board approval date: July 16, 2014

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039
PRESCHOOL TEACHER ASSISTANT

Qualifications:

1. ~~BA in psychology, education, special education, or other appropriate field. Minimum of 60 college credits or an Associate's Degree. BA/BS preferred. Experience with preschool aged students preferred.~~
2. Possession of a substitute teaching certificate or regular teaching certificate strongly preferred.
3. Direct experience with students with developmental or other identified disabilities and or comparable experience.
4. Demonstrated desire to work with students who have profound challenges in the areas of behavioral regulation, hygiene and self-help, social/emotional decision making, attention and engagement, and learning.
5. Ability to effectively communicate and work well with students, staff, ~~parents~~ and administration.
6. Successful participation in professional development activities specific to the nature and demands of the position ~~as assigned~~. Meaningful professional development, job-embedded training, and/or job assignment in a special education or typical classroom strongly preferred.
7. Possess excellent organizational, communication and problem solving skills.
8. Such alternatives to the above qualifications as the Board may find appropriate.

REPORTS TO: Principal ~~or district designee. and the Supervisor of Special Education~~

JOB GOAL(S): To provide support for the Preschool Programs sponsored by the District.

JOB RESPONSIBILITIES:

1. Assist in collecting data as determined by the individual(s) responsible for planning the programs for each child; maintain continuous monitoring; and keep records of the child's progress.
2. Take direction and work as part of the preschool team.
3. Input and/or analyze collected data as directed by the individual(s) responsible for the program.
4. Assist preschool students with ~~curricular activities exercises and games~~ to facilitate their development.
5. Maintain a healthy, respectful and safe environment for all preschool students.
6. Implement an ABA/Discrete Trial Program, when appropriate, as directed by the individual(s) responsible for the program.
7. Participate in daily/regular meetings with teachers, behaviorists, CST members and administration to analyze and reflect upon collected data.
8. Assist with the supervision of students in a positive and proactive manner.
9. Operate instructional equipment and/or implement instructional apps as required for individual students and the program.

10. Assist with personal and hygienic needs of students, as appropriate (getting dressed; attending to their overall hygienic and medical needs; and, changing their diapers/clothing when needed)

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Attend to special medical needs of students, as appropriate.

11. All other duties as assigned.

TERMS OF EMPLOYMENT:

~~This is a non-tenure eligible position with compensation to be negotiated with the Superintendent and approved by the Board. This is full-time ten-month salaried (non-tenure eligible) position with compensation to be negotiated with the Superintendent and approved by the Board.~~

EVALUATION:

The performance of this position will be evaluated bi annually and annually by the building principal and/ or district designee in consultation with the Director of Special Education in accordance with the provisions of the Board's policy on evaluation. ~~The performance of this position will be evaluated annually by the building principal in consultation with the Supervisor of Special Education in accordance with the provisions of the Board's policy on evaluation.~~

Board approval date: July 16, 2014