



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

February 25, 2025

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

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

I. OPEN SESSION

A. Call to Order – Seth Cohen, President

B. Reading of Meeting Notice

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 2, 2025 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

C. Executive Session

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

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

- legal, student matters and personnel

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

1. 2026-2027 Calendar Discussion

F. Board Reports

G. Student Representative's Report

H. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of January 14, 2025
2. Board Retreat/Workshop Meeting Minutes of January 28, 2025
3. Workshop/Voting Meeting Minutes of February 11, 2025

ROLL CALL VOTE

I. Public Comment

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

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

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

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

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

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

The presiding officer may:

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

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

II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Student Teachers

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

1.2 Field Trips

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

ROLL CALL VOTE

2. STUDENT SERVICES

The Superintendent recommends the following:

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2024-2025 for two (2) Livingston students with disabilities and for Extended School Year 2024 (Summer Programs) for one (1) Livingston student with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on **Attachment C**.

2.2 Related Services/Medical Consultants

Resolved, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2024-2025 school year:

OCCUPATIONAL THERAPY

Jessica Kashanian

\$90.52/hour

\$316.80/evaluation

ROLL CALL VOTE

3. BUSINESS

The Superintendent recommends the following:

3.1 Payment of Bills

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

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

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10,11,12	Operating Budget (checks 108937-110986; adv 267-280)	\$19,037,648.53
20	Grants (checks 108937-110986; adv 267-280)	\$337,530.42
60	Cafeteria (checks 60087-60090)	\$334,067.11
	TOTAL	\$19,709,246.06

3.2 Board Secretary Report – January 2025

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for January 31, 2025, consisting of:

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

Whereas, the Livingston Board of Education has received the report of the Treasurer for January 31, 2025, which report is in agreement with the Report of the Board Secretary, and

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

	Cash Balance	Appropriation Balance	Fund Balance
(10) General Current Exp. Fund	\$16,349,849.56	\$75,189,965.20	\$5,720,541.87
(11) Current Expense			
(12) Capital Outlay			
(20) Special Revenue Fund	\$636,471.36	\$3,182,665.51	(\$120,310.73)
(30) Capital Projects Fund	\$1,718,622.65	\$1,619,600.00	\$3,317,160.50
(40) Debt Service Fund	(\$934,194.63)	\$7,420,363.00	\$174,139.87
Total:	\$17,770,748.94	\$87,412,593.71	\$9,091,531.51

Whereas, pursuant to N.J.A.C. 6A:23A-16.10(c3), the Board Secretary has certified that as of January 31, 2025, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

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

Further Resolved, the Livingston Board of Education certifies that, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c4) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

3.3 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2024-2025 budget for January pursuant to Board of Education Policy 6422, now therefore be it

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

3.4 Conferences and Overnight Trips

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

Resolved, that the Livingston Board of Education approves *Tom Garzon, Hal Mordoff, Jordan Virgil, Michelle Miani, Jaqueline Pascale, Issam Helwani and Robert Rolling* to chaperone approximately 55 students participating in the FBLA State Competition in Atlantic City, New Jersey, from March 10 to 12, 2025.

Resolved, that the Livingston Board of Education approves *Guy Rabner and Brynn Smith* to chaperone approximately 16 students participating in the History Bowl National Tournament in Arlington, Virginia from April 24 to 27, 2025.

Resolved, that the Livingston Board of Education approves *Guy Rabner and Brynn Smith* to chaperone approximately 16 students participating in the Academic Team High School National Championship Tournament (HSNCT) in Atlanta, Georgia, from May 23 to 26, 2025.

3.5 Fox Fence Enterprises - Change Order

Resolved, that the Livingston Board of Education approves the change order with Fox Fence Enterprises in the amount of \$24,240.00. The contract was originally approved on August 13, 2024 to replace the roofs of Heritage Middle School and Burnet Hill School, at a total cost of \$701,000.00. ROD Grant funding, in the amount of \$379,850.00, will be utilized for these projects.

3.6 RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF LIVINGSTON IN THE COUNTY OF ESSEX, NEW JERSEY APPROVING, ON FIRST READING, A REFUNDING SCHOOL BOND ORDINANCE PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF ITS OUTSTANDING REFUNDING SCHOOL BONDS, DATED SEPTEMBER 24, 2015

Resolved, that the Livingston Board of Education approves the resolution as set forth in **Attachment F**.

3.7 Settlement Agreement

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #01-2025 which is on file at the Board of Education office.

3.8 Acceptance: Nonpublic Auxiliary and Handicapped Aid (Chapter 192/193)

Resolved, that the Livingston Board of Education approves the acceptance of funds from the New Jersey Department of Education for the Nonpublic Auxiliary and Handicapped Services Aid (Chapter 192/193) for the 2024/2025 school year as follows:

Chapter 192 – Compensatory Education	\$59,821.00
Chapter 192 – E.S.L	\$2,472.00
Chapter 193 – Initial Exam & Class	\$115,377.00
Chapter 193 – Annual Exam & Class	\$61,560.00
Chapter 193 – Corrective Speech	\$60,450.00
Chapter 193 – Supplemental Instruction	\$192,458.00

3.9 Donations

Resolved, that the Livingston Board of Education accepts the donation of a playground from the Harrison Elementary School PTA for use at Harrison Elementary School.

3.10 A Resolution Requesting the State to Make Adjustments to School Funding to Address Budget Constraints for the Current Fiscal Year and Beyond

WHEREAS, Livingston Public Schools has worked diligently to provide high-quality education to all students despite ongoing fiscal challenges; and

WHEREAS, Livingston Public Schools is facing significant budget constraints for the current fiscal year, with projections indicating continued budgetary pressures in the years ahead; and

WHEREAS, the current allocation of state funding does not fully address the increasing costs of educational services, including but not limited to instructional staff, resources, facilities maintenance, technology, and transportation; and

WHEREAS, the financial difficulties faced by Livingston Public Schools have resulted in difficult decisions regarding educational programming, class sizes, and professional staffing, which may have an adverse impact on the overall quality of education and student achievement; and

WHEREAS, the school district's ability to fulfill its mission to ensure a high-quality education for all students is directly affected by these budget limitations, and the current fiscal landscape presents substantial challenges in meeting the range of student needs; and

WHEREAS, Livingston Public Schools has explored all available internal options to reduce expenses without compromising student services, and yet, the fiscal challenges remain significant; and

WHEREAS, Livingston Public Schools recognizes the need to advocate for equitable funding solutions and long-term financial stability for its educational system. It also believes that the state must understand and address the realities of rising costs and decreased resources facing local school districts.

NOW, THEREFORE, BE IT RESOLVED by the Board of Education of Livingston Public Schools that the Board formally appeals to the State of New Jersey, urging the following:

1. The state recognizes and adjusts the current funding formulas to reflect the increasing budgetary pressures and constraints facing Livingston Public Schools and districts across the state.
2. The state works with local districts to develop a more equitable and sustainable long-term funding model that can address both short-term budget needs and long-term educational goals.
3. The state considers providing additional funding support for districts experiencing significant financial challenges due to rising operational costs,

inflationary pressures in education-related expenses, and professional staff shortages.

4. The state offers flexibility and additional support to districts that are actively working to optimize resources and adjust to financial constraints without sacrificing the quality of educational services.
5. The state permits all districts to increase its local tax levy from 2% to 4%.

BE IT FURTHER RESOLVED that Livingston Public Schools will continue to work closely with state officials, state legislators, and educational organizations to advocate for funding solutions that ensure all students have access to the education they need so we can advance the achievement of all students, regardless of ongoing fiscal challenges.

3.11 Bylaws, Policies and Regulations

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

- Policy #5512 - Harassment, Intimidation, or Bullying (M) (Revised)
- Policy #5516 - Use of Electronic Communication Devices (Revised)
- Policy #5530 - Substance Abuse (M) (Revised)
- Regulation #5530 - Substance Abuse (M) (Revised)
- Policy #5533 - Student Smoking (M) (Revised)
- Regulation #5533 - Student Smoking (New to District)
- Policy #7441 - Electronic Surveillance In School Buildings and On School Grounds (M) (Revised)
- Regulation #7441 - Electronic Surveillance In School Buildings and On School Grounds (M) (Revised)
- Policy #9320 - Cooperation with Law Enforcement Agencies (M) (Revised)
- Regulation #9320 - Cooperation with Law Enforcement Agencies (M) (Revised)

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

- Regulation #0155 - Board Committees (with revisions)
- Policy #2365 - Acceptable Use of Generative Artificial Intelligence (AI) (new to district)
- Regulation #2365 - Statement on Artificial Intelligence (AI) (new to district)
- Policy #7230 - Gifts, Grants and Donations (with revisions)
- Policy #8550 - Unpaid Meal Charges/Outstanding Food Service Charges (with revisions)

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Resignations & Retirements

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

Name	Position	Reason	Location	Last Day of Employment
<i>Steven Milano</i>	Teacher of Television Production	Retirement	LHS	June 30, 2025

<i>Susan LaGravenis</i>	Bus Aide	Retirement	Transportation	June 30, 2025
<i>Katarina Alexander</i>	Instructional Aide	Resignation	BHE	February 21, 2025
<i>Carlene Hendricks</i>	Teacher of Spanish	Resignation	LHS	April 17, 2025
<i>Katherine Urena Paulino</i>	Long-Term Substitute School Counselor	Resignation	MPMS	February 12, 2025
<i>Oleksiy Lytvyn</i>	IT Support Specialist	Resignation	HMS/Hillside	April 21, 2025

**as amended from a previous agenda*

4.2 Leaves of Absences

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

Name	Location	Position	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Stefanie Velardi*</i>	Harrison	Intervention/Enrichment Specialist	1/27/2025-3/31/2025 & 4/1/2025-4/18/2025**	4/21/2025-6/30/2025**	NA	8/25/2025
<i>Morgan Pittfield*</i>	Hillside	Instructional Aide	NA	2/10/2025-4/4/2025 & 4/7/2025-6/30/2025**	NA	TBD
<i>Thomas Mantone</i>	LHS	Teacher of Health & PE	4/21/2025-5/2/2025**	NA	NA	5/5/2025
<i>Andrew Greenberg</i>	LHS	Teacher of Math	6/16/2025-6/24/2025**	8/25/2025-11/07/2025**	NA	11/10/2025
<i>Jamie Fredette</i>	Transportation	Bus Driver - 25 hour	3/19/2025-4/18/2025	4/22/2025-6/30/2025	NA	NA
<i>Claudia Netti</i>	HMS	Teacher of Spanish	2/19/2025-3/11/2025**	3/12/2025-5/21/2025**	NA	5/22/2025
<i>Amanda King*</i>	Hillside	Intervention/Enrichment Specialist	3/17/2025-5/5/2025 & 5/6/2025-6/10/2025**	6/11/2025-9/26/2025**	9/29/2025-12/12/2025	12/15/2025
<i>Molly Gribbon*</i>	Hillside	Elementary School Teacher	2/19/2025-4/3/2025 (.5)	4/3/2025 (.5) - 6/30/2025**	NA	8/25/2025

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.3 Transfers

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

4.4 Appointments

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

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
Macy Earley	Collins	Elementary School Teacher	First Year Tenure Track	M. Mitchell	MA	2	\$65,568	8/25/2025
Jennifer Edouard	LHS	Teacher of Math	First Year Tenure Track	M. Winter	BA	3	\$58,568	8/25/2025
Avery MacDonell	LHS	Teacher of Physical Science	First Year Tenure Track	C. Russoniello	MA	2	\$65,568	8/25/2025
Heather Estonactoc*	RHE	Elementary School Teacher	First Year Tenure Track	D. Van Dusen	MA	14	\$94,490 (prorated)	4/1/2025
Jenna Puleio	Collins	Elementary School Teacher	Leave Replacement	J. D'Annunzio	BA	1	\$55,390 (prorated)	3/24/2025
Cassandra Perez*	Hillside	Elementary School Teacher	Leave Replacement	M. Gribbon	BA	1	\$55,390 (prorated)	2/19/2025
Jake Furbeck*	CO	PT IT Support Specialist	NA	NA	NA	NA	\$20/hr	2/19/2025

*as amended from a previous agenda

**begins 60-day probationary period

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

4.5 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2024-2025 school year:

Teachers

Joshua Flynn

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

4.6 Extra Period Assignments

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

4.7 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment K** for co curricular stipends at Heritage Middle School for the 2024-2025 school year in accordance with the contract between the LBOE and the LEA.

4.8 Mentor Fees

Resolved, the Livingston Board of Education amends the individuals on **Attachment L** listed as assigned mentors to receive payment in accordance with the schedule listed.

4.9 NJDOE High Intensity Tutoring Grant

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment M** to be paid for work performed in the High Intensity Tutoring program at the rate of \$64.94 per hour (not to exceed 2 hours per person per day for the duration of the program). The program will run from January 15, 2025 - June 12, 2025. These positions are funded through the NJDOE High Intensity Tutoring Grant. (Acct #20-451-100-100-1033-12)

4.10 Curriculum Writing

Resolved, that the Livingston Board of Education approves the individuals on **Attachment N** to participate in mid-year curriculum writing during the 2024-25 school year, at the approved rate, not to exceed 25 hours each. (Acct #11-000-221-104-5063-19)

4.11 Affirmative Action Team (AAT)

Resolved, that the Livingston Board of Education appoints the individuals listed on **Attachment O** to the District's Affirmative Action Team.

4.12 Comprehensive Equity Plan

Resolved, that the Livingston Board of Education authorizes the Affirmative Action Team (AAT) to develop a Needs Assessment and a Comprehensive Equity Plan, implement the plan over a three year period of time, and submit an annual Statement of Assurance of its implementation and progress.

4.13 Job Descriptions

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

Treasurer of School Monies
Maintenance Worker/Electrical Worker

ROLL CALL VOTE

5. MISCELLANEOUS

The Superintendent recommends the following:

5.1 HIB Report

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

ROLL CALL VOTE

J. Old Business

K. New Business

III. ADJOURNMENT

EXECUTIVE SESSION

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

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

Resolved, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on February 25, 2025 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
 - 1. Matter rendered confidential by federal law, state statute or rule of court.
 - 2. Matter in which the release of information would impair a right to receive federal funds.
 - 3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
 - 4. Collective bargaining matters.
 - 5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
 - 6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
 - 7. Investigation of violations or possible violations of law.
 - 8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
 - 9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
 - 10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Samatha Aaron	Montclair State University	Administrative	Livingston High School	Brian Carey	January-June 2025
Vincent Mogavero	Ramapo	Observation	Burnet Hill Elementary	Laura Fabrizio	January-June 2025

FIELD TRIPS

SCHOOL	GRADE/COURSE	MONTH	DESTINATION
Elementary	Grade 5	March	Liberty Science Center
Elementary	Grade 3	June	Ellis Island
Secondary	Science Research	February	Rutgers University
Secondary	Science Olympiad	March	Middlesex College
Secondary	FBLA	March	Kean University
Secondary	Orchestra and Chorus	April	NJPAC

<u>School</u>	<u>Program Type</u>	<u>Type</u>	<u>School Year 2024-2025</u>			<u>Extraordinary Services</u>			<u>Extended School Year</u>			<u>Total School</u>
			<u># of Stud</u>	<u>Tuition 2024-2025</u>	<u>Total Tuition</u>	<u># of Stud</u>	<u>Aide(s)</u>	<u># of Stud</u>	<u>ESY Tuition</u>	<u>Total ESY Tuition</u>		
ECLC of New Jersey	Learning Language Disability	N	1	\$ 42,163.62	\$ 42,163.62	1	\$ 28,620.00	\$ 28,620.00				\$ 70,783.62
Pillar Care Continuum - Pillar Elementary School	Multiple Disabilities	ND	1	\$ 44,440.50	\$ 44,440.50							\$ 44,440.50
Shepard High School	Emotional Regulation	R							1	\$10,098.00	\$ 10,098.00	\$ 10,098.00
Total			2		\$ 86,604.12	1		\$ 28,620.00	1		\$ 10,098.00	\$ 125,322.12

Type

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

Appropriation Adjustment Journal for 2024-25 January

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-291-270-7079-12	Health Benefits	55875	1/9/2025	Adjustment - Transfer back HB	17,958,000.00	2,967,698.12	20,925,698.12
12-000-400-450-7071-12	Construction Services - DW	55875	1/9/2025	Adjustment - Transfer back HB	5,321,262.00	-2,967,698.12	2,353,563.88
					.00		
11-000-219-320-4060-13	Purch Prof-Educ Services - SS	56694	1/14/2025	Adjustment - Budget Transfer request from 6047 DeMiceli, Erin C IMSE Butera and Halloran	117,000.00	-3,000.00	114,000.00
11-000-230-590-6066-13	Misc Purch Services - SS	56694	1/14/2025	Adjustment - Budget Transfer request from 6047 DeMiceli, Erin C IMSE Butera and Halloran	8,000.00	3,000.00	11,000.00
					.00		
11-190-100-610-0001-84	Instructional Supplies Secondary Ed Technology	56695	1/14/2025	Adjustment - Budget Transfer request from 8003 Rolling, Robert D This is for some of the work the and materials the tech department has incurred.	50,350.00	3,500.00	53,850.00
11-190-100-610-0001-93	Instructional Supplies Secondary Business	56695	1/14/2025	Adjustment - Budget Transfer request from 8003 Rolling, Robert D This is for some of the work the and materials the tech department has incurred.	15,128.00	-3,500.00	11,628.00
					.00		
11-190-100-423-7073-12	Software Maintenance Ins	56696	1/14/2025	Adjustment - Budget Transfer request from 7543 Kang, Erhya J R 25-002182 Stage Write subscription renewal	835,752.36	258.99	836,011.35
11-190-100-610-0001-84	Instructional Supplies Secondary Ed Technology	56696	1/14/2025	Adjustment - Budget Transfer request from 7543 Kang, Erhya J R 25-002182 Stage Write subscription renewal	53,850.00	-258.99	53,591.01
					.00		
11-190-100-610-0001-84	Instructional Supplies Secondary Ed Technology	56890	1/22/2025	Adjustment - Budget Transfer request from 4098 Carey, Brian For poster printing	53,591.01	500.00	54,091.01
11-190-100-610-0001-92	Instructional Supplies - 7-12 Science	56890	1/22/2025	Adjustment - Budget Transfer request from 4098 Carey, Brian For poster printing	67,503.00	-500.00	67,003.00
					.00		
11-000-240-600-6066-07	Supplies And Materials - RHE	56942	1/24/2025	Adjustment - Budget Transfer request from 7231 Distasio, Michelle Money transfer to supplies and materials account to make classroom carpet purchase for our 2nd and 3rd grade classrooms.	9,028.60	2,500.00	11,528.60
11-190-100-610-6066-07	Instructional Supplies - Principal RHE	56942	1/24/2025	Adjustment - Budget Transfer request from 7231 Distasio, Michelle Money transfer to supplies and materials account to make classroom carpet purchase for our 2nd and 3rd grade classrooms.	27,100.00	-2,500.00	24,600.00
					.00		
11-000-262-300-7076-12	Purch Pro & Tech Service - DW	56943	1/24/2025	Adjustment - Budget Transfer request from 4348 Held, Nancy RHE Survey	42,162.00	17,000.00	59,162.00
11-000-262-420-7076-12	Clean/Repair/Maint Servs - DW	56943	1/24/2025	Adjustment - Budget Transfer request from 4348 Held, Nancy RHE Survey	129,164.00	-17,000.00	112,164.00
					.00		

Appropriation Adjustment Journal for 2024-25 January

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-262-300-7076-12	Purch Pro & Tech Service - DW	57109	1/27/2025	Adjustment - Budget Transfer request from 4348 Held, Nancy Chubb Boiler Inspection	59,162.00	3,820.00	62,982.00
11-000-262-610-7076-12	General Supplies - DW	57109	1/27/2025	Adjustment - Budget Transfer request from 4348 Held, Nancy Chubb Boiler Inspection	702,500.00	-3,820.00	698,680.00
					.00		
11-190-100-610-0003-19	Inst. Supplies C&I Curriculum Initiatives	57110	1/27/2025	Adjustment - Budget Transfer request from 6031 Homberg, Catherine transferring \$4K from textbook initiatives to supply initiatives for Mara Rubin Music Dept.	56,328.00	4,000.00	60,328.00
11-190-100-640-0003-19	Textbook Curriculum Initiatives	57110	1/27/2025	Adjustment - Budget Transfer request from 6031 Homberg, Catherine transferring \$4K from textbook initiatives to supply initiatives for Mara Rubin Music Dept.	485,537.49	-4,000.00	481,537.49
					.00		
11-190-100-420-0001-92	Clean & Repair 7-12 Science	57112	1/27/2025	Adjustment - Budget Transfer request from 4098 Carey, Brian to pay for F=ma Physics competition	2,000.00	-435.62	1,564.38
11-190-100-640-0001-92	Textbooks 7-12 Science	57112	1/27/2025	Adjustment - Budget Transfer request from 4098 Carey, Brian to pay for F=ma Physics competition	1,000.00	-54.38	945.62
11-190-100-890-0001-92	Other Objects 7-12 Science	57112	1/27/2025	Adjustment - Budget Transfer request from 4098 Carey, Brian to pay for F=ma Physics competition	1,000.00	490.00	1,490.00
					.00		
11-000-222-600-5065-02	Supplies And Materials - Collins - Media	57374	1/31/2025	Adjustment - Transfer for Collins - as per M. Cebulla	4,000.00	-1,725.32	2,274.68
11-190-100-610-6066-02	Instructional Supplies - Principal - Collins	57374	1/31/2025	Adjustment - Transfer for Collins - as per M. Cebulla	12,450.00	1,725.32	14,175.32
					.00		
11-000-219-104-4060-12	Salariess-Other Prof Staf	57650	1/31/2025	Adjustment - January Transfers	4,126,673.00	-236.35	4,126,436.65
11-000-219-105-4060-12	Salariess-Sec/Cler Assist	57650	1/31/2025	Adjustment - January Transfers	303,463.00	236.35	303,699.35
11-000-221-102-0010-12	Salariess Of Sup Of Instc	57650	1/31/2025	Adjustment - January Transfers	2,125,678.00	-100.00	2,125,578.00
11-000-221-102-0010-12	Salariess Of Sup Of Instc	57650	1/31/2025	Adjustment - January Transfers	2,125,578.00	-450.00	2,125,128.00
11-000-221-105-0010-12	Salariess-Sec/Cler Assist	57650	1/31/2025	Adjustment - January Transfers	327,103.00	100.00	327,203.00
11-000-222-100-5065-12	Personal Services-Salaries	57650	1/31/2025	Adjustment - January Transfers	972,152.00	450.00	972,602.00
11-000-223-320-4151-12	Purch Prof-Educ Services	57650	1/31/2025	Adjustment - January Transfers	140,000.00	35,131.66	175,131.66
11-000-223-580-4151-12	Staff Development (Travel)	57650	1/31/2025	Adjustment - January Transfers	136,925.00	-35,131.66	101,793.34
11-000-240-103-0008-12	Salariess-Prin/Astnt Prin	57650	1/31/2025	Adjustment - January Transfers	2,132,325.00	-174.41	2,132,150.59
11-000-240-105-0008-12	Salariess-Sec/Cler Assist	57650	1/31/2025	Adjustment - January Transfers	1,649,888.00	174.41	1,650,062.41
11-000-251-330-7079-20	Other Purch Prof Service	57650	1/31/2025	Adjustment - January Transfers	171,000.00	-100.00	170,900.00
11-000-251-590-7079-20	Misc Purch Services	57650	1/31/2025	Adjustment - January Transfers	1,600.00	100.00	1,700.00
11-000-252-100-7079-12	Personal Services-Salaries	57650	1/31/2025	Adjustment - January Transfers	1,000,702.00	39,499.17	1,040,201.17
11-000-252-330-7073-12	Other Purch Prof Service	57650	1/31/2025	Adjustment - January Transfers	143,200.00	-39,499.17	103,700.83
11-000-266-100-0001-12	Ue S Sals Of Sec G & Inv	57650	1/31/2025	Adjustment - January Transfers	373,986.00	3,731.19	377,717.19
11-000-266-300-7079-20	Security Consultants	57650	1/31/2025	Adjustment - January Transfers	.00	-3,731.19	-3,731.19
11-000-270-580-7079-12	Transportation Dept Travel	57650	1/31/2025	Adjustment - January Transfers	.00	250.00	250.00

Appropriation Adjustment Journal for 2024-25 January

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-270-615-7078-12	Supplies And Materials - Transportation	57650	1/31/2025	Adjustment - January Transfers	300,000.00	-250.00	299,750.00
11-000-291-241-7079-12	Other Retirement Cont-Re	57650	1/31/2025	Adjustment - January Transfers	2,770,000.00	-19,569.41	2,750,430.59
11-000-291-299-0000-12	Payouts	57650	1/31/2025	Adjustment - January Transfers	261,193.00	19,569.41	280,762.41
11-215-100-101-9093-13	Salariess Of Teachers	57650	1/31/2025	Adjustment - January Transfers	.00	-150.00	-150.00
11-215-100-101-9093-13	Salariess Of Teachers	57650	1/31/2025	Adjustment - January Transfers	-150.00	-225.00	-375.00
11-215-100-106-9093-13	Other Salariess For Instr	57650	1/31/2025	Adjustment - January Transfers	.00	150.00	150.00
11-216-100-101-3049-12	Salariess Of Teachers	57650	1/31/2025	Adjustment - January Transfers	245,270.00	225.00	245,495.00
11-230-100-101-3012-12	Salariess Of Teachers	57650	1/31/2025	Adjustment - January Transfers	1,438,370.00	300.00	1,438,670.00
11-230-100-320-3012-12	Purchased Professional-E	57650	1/31/2025	Adjustment - January Transfers	10,200.00	-300.00	9,900.00
						.00	
11-000-221-580-7079-12	Travel - Supervisors and Directors	57652	1/31/2025	Adjustment - Travel-Supervisors/Directors	6,000.00	1,000.00	7,000.00
11-000-221-590-0003-12	Curriculum Misc Purch Svcs	57652	1/31/2025	Adjustment - Travel-Supervisors/Directors	3,000.00	-1,000.00	2,000.00
						.00	
11-000-261-111-7074-01	Over Time	57654	1/31/2025	Adjustment - OT salaries transfer	2,500.00	-2,000.00	500.00
11-000-261-111-7074-02	Over Time	57654	1/31/2025	Adjustment - OT salaries transfer	2,200.00	-2,000.00	200.00
11-000-261-111-7074-03	Over Time	57654	1/31/2025	Adjustment - OT salaries transfer	3,400.00	-3,000.00	400.00
11-000-261-111-7074-04	Over Time	57654	1/31/2025	Adjustment - OT salaries transfer	2,200.00	-2,000.00	200.00
11-000-261-111-7074-06	Over Time	57654	1/31/2025	Adjustment - OT salaries transfer	2,200.00	-2,000.00	200.00
11-000-261-111-7074-07	Over Time	57654	1/31/2025	Adjustment - OT salaries transfer	2,200.00	-2,000.00	200.00
11-000-261-111-7074-09	Over Time	57654	1/31/2025	Adjustment - OT salaries transfer	6,700.00	-6,000.00	700.00
11-000-261-111-7074-10	Over Time	57654	1/31/2025	Adjustment - OT salaries transfer	4,600.00	-4,000.00	600.00
11-000-261-111-7074-11	Over Time	57654	1/31/2025	Adjustment - OT salaries transfer	24,000.00	-2,618.45	21,381.55
11-000-261-111-7074-12	Maintenance OT DW	57654	1/31/2025	Adjustment - OT salaries transfer	.00	25,618.45	25,618.45
11-000-262-110-7076-12	Other Salariess	57654	1/31/2025	Adjustment - OT salaries transfer	2,828,120.00	-50,580.29	2,777,539.71
11-000-262-111-7074-12	Over Time	57654	1/31/2025	Adjustment - OT salaries transfer	.00	50,580.29	50,580.29
11-000-270-514-7078-12	Cntrct Svcs (Sped) Vendo - Transportation	57654	1/31/2025	Adjustment - OT salaries transfer	2,258,587.00	164,730.60	2,423,317.60
11-130-100-101-0001-12	Salariess Of Teachers	57654	1/31/2025	Adjustment - OT salaries transfer	10,013,648.00	-164,730.60	9,848,917.40
						.00	

Appropriation Adjustment Journal for 2024-25 January

Summary Page

Fund	Program	Current Appropriation	Adjustment	New Appropriation
11 General Current Expense	000 Undistributed Expenditures	71,025,400.48	-770,055.26	70,255,345.22
	105 Regular Programs- Preschool	92,135.00	93,004.66	185,139.66
	110 Regular Programs - Kindergarten	1,941,208.00	-179,994.00	1,761,214.00
	120 Regular Programs - Grades 1-5	13,256,238.00	103,828.00	13,360,066.00
	130 Regular Programs - Grades 6-8	10,415,314.00	-170,978.60	10,244,335.40
	140 Regular Programs - Grades 9-12	15,517,630.00	59,449.00	15,577,079.00
	150 Regular Programs - Home Instruction	191,000.00	.00	191,000.00
	190 Regular Programs - Undistributed	3,795,499.33	-195,867.65	3,599,631.68
	204 Special Education - Learning and/or Language Disabilities	5,146,734.00	24,096.00	5,170,830.00
	207 Special Education - Auditory Impairments	3,000.00	2,000.00	5,000.00
	209 Special Education - Behavioral Disabilities	.00	10,000.00	10,000.00
	212 Special Education - Multiple Disabilities	2,339,708.00	136,846.05	2,476,554.05
	213 Special Education - Resource Room/Resource Center	6,453,347.00	119,111.19	6,572,458.19
	215 Special Education - Preschool Disabilities - Part-Time	.00	119,374.25	119,374.25
	216 Special Education - Preschool Disabilities - Full-Time	308,117.00	-119,224.25	188,892.75
	230 Basic Skills/Remedial - Instruction	1,464,870.00	29,185.00	1,494,055.00
	240 Bilingual Education - Instruction	959,774.00	-60,090.00	899,684.00
	301 Vocational Programs - Local	58,808.00	.00	58,808.00
	401 School - Sponsored Co-curricular and Extra-curricular Activities	622,877.00	50,600.00	673,477.00
	402 School - Sponsored Athletics	1,300,690.00	5,651.61	1,306,341.61
	403 Other Instructional Programs	45,900.00	-10,000.00	35,900.00
	424 Other Supplemental/At-Risk Programs	1,155,038.00	-38.00	1,155,000.00
		136,093,287.81	-753,102.00	135,340,185.81
12 Capital Outlay	000 Undistributed Expenditures	6,786,747.00	740,666.60	7,527,413.60
	120 Regular Programs - Grades 1-5	51,145.37	397.42	51,542.79
	130 Regular Programs - Grades 6-8	57,283.16	-397.42	56,885.74
	140 Regular Programs - Grades 9-12	14,766.20	-3,747.32	11,018.88
		6,909,941.73	736,919.28	7,646,861.01
13 Special Schools	422 Summer School	45,978.00	16,182.72	62,160.72
		45,978.00	16,182.72	62,160.72
20 Special Revenue Fund	001 Other Local Projects	16,000.00	.00	16,000.00
	231 ESSA Title I, Part A	118,709.00	25,530.00	144,239.00
	241 ESSA Title III	25,783.00	10,193.00	35,976.00
	242 ESSA Title III	15,787.00	4,332.00	20,119.00
	252 IDEA Part B	1,409,531.00	236,528.00	1,646,059.00
	270 ESSA Title IIA / IID	63,215.00	26,996.00	90,211.00
	280 ESSA Title IV	9,555.00	1,028.00	10,583.00
	451 Other Federal Projects	.00	149,662.51	149,662.51

Appropriation Adjustment Journal for 2024-25 January

Fund	Program	Current Appropriation	Adjustment	New Appropriation
	501 Nonpublic Textbooks Aid	38,623.00	2,187.00	40,810.00
	502 Nonpublic Aux Services - Basic Skills/Remedial	50,698.00	9,123.00	59,821.00
	503 Nonpublic Aux - English as a Second Language	.00	883.00	883.00
	506 Nonpublic Hand - Supplemental Instruction	119,357.00	73,101.00	192,458.00
	507 Nonpublic Hand - Handicapped Services	131,121.00	4,628.00	135,749.00
	508 Nonpublic Hand - Corrective Speech	42,332.00	18,118.00	60,450.00
	509 Nonpublic Nursing Services	147,900.00	49,180.00	197,080.00
	510 Nonpublic Technology Initiative Program	60,601.00	11,184.00	71,785.00
	511 Nonpublic Security Aid Program	262,421.00	48,359.00	310,780.00
		2,511,633.00	671,032.51	3,182,665.51
30 Capital Projects Fund	000 Undistributed Expenditures	1,619,600.00	.00	1,619,600.00
		1,619,600.00	.00	1,619,600.00
40 Debt Service Fund	701 Debt Service - Regular	7,420,363.00	.00	7,420,363.00
		7,420,363.00	.00	7,420,363.00
60 Enterprise Fund	910 Food Services	1,881,000.00	.00	1,881,000.00
		1,881,000.00	.00	1,881,000.00
62 Lease Fund	000 Undistributed Expenditures	1,848,045.04	.00	1,848,045.04
		1,848,045.04	.00	1,848,045.04

Conference	Attendee(s)	Date(s)	Location	Cost not to exceed
Visualizing and Verbalizing	Stacy Nigro	March 5-26, 2025	Virtual	\$850.00
Visualizing and Verbalizing	Allison Winka	March 11-14, 2025	Virtual	\$850.00
Visualizing and Verbalizing	Gianna Goeller	March 11-14, 2025	Virtual	\$850.00
Visualizing and Verbalizing	Rachel Ehudin	March 11-14, 2025	Virtual	\$850.00
Visualizing and Verbalizing	Lauren Szaro	March 11-14, 2025	Virtual	\$850.00
Pickleball for Physical Educators	Christine Alamorian	January 31, 2025	Ocean Township, NJ	\$175.00
IMSE	Samantha Halloran	February 24-28, 2025	Virtual	\$1,500.00
AASA	Daniel Fishbein	March 5-8, 2025	New Orleans, LA	\$4,200.00
Yad Vashem International School for Holocaust Studies	Jill Tejada	March 28-30, 2025	Berlin, Germany	\$1,700.00
What's New In Young Adult Literature & How to use it	Sue Tannler	March 25, 2025	Fairfield, NJ	\$325.00
2025 Conference on American History	Jeffrey Dunker	April 5, 2025	Chicago, Illinois	\$385.00
2025 Conference on American History	Amy Meyer	April 5, 2025	Chicago, Illinois	\$650.00
ATEC conference	Paul Raiz	April 10-13, 2025	Denver, Colorado	\$0.00
ATEC conference	Samantha Aaron	April 10-13, 2025	Denver, Colorado	\$0.00
NJSBGA Conference/Expo	Anthony Burrows	March 18, 2025	Atlantic City, NJ	\$560.00
ML Leadership Summit: The Rights of Multilingual Learners and Their Families	Ali Marzulla	March 18, 2025	Monroe, NJ	\$150.00
Using AI Tools and Strategies to Advance Target Language Proficiency	Vincent Belcastro	May 7, 2025	West Orange, NJ	\$379.00
NJASA Techspo 2025	Daniel Fishbein	January 28-31, 2025	Atlantic City, NJ	\$1,700.00 previously approved - ammended dates
NJASA Techspo 2025	Mark Stern	January 29-31, 2025	Atlantic City, NJ	\$1,700.00 previously approved - ammended dates
NJ State School Nurse Association Conference	Dena Goldberg	March 29, 2028	East Brunswick, NJ	\$199.00
Literacy with Multilingual Learners: Strategies for Effective Literacy Instruction for K-12 Multilingual Learners	Sarah O'Brien	March 27, 2025	Piscataway, NJ	\$200.00
Literacy with Multilingual Learners: Strategies for Effective Literacy Instruction for K-12	Michele Bellomo	March 27, 2025	Piscataway, NJ	\$200.00
Literacy with Multilingual Learners: Strategies for Effective Literacy Instruction for K-12	Kristina Dugan	March 27, 2025	Piscataway, NJ	\$200.00
Literacy with Multilingual Learners: Strategies for Effective Literacy Instruction for K-12	Michelle Kang	March 27, 2025	Piscataway, NJ	\$200.00
Literacy with Multilingual Learners: Strategies for Effective Literacy Instruction for K-12	Kristen Murray	March 27, 2025	Piscataway, NJ	\$200.00
Literacy with Multilingual Learners: Strategies for Effective Literacy Instruction for K-12	Lucia Santarella	March 27, 2025	Piscataway, NJ	\$200.00
Athletic Directors Convention	David Cohen	March 11-14, 2025	Atlantic City, NJ	\$1,700.00

RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF LIVINGSTON IN THE COUNTY OF ESSEX, NEW JERSEY APPROVING, ON FIRST READING, A REFUNDING SCHOOL BOND ORDINANCE PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF ITS OUTSTANDING REFUNDING SCHOOL BONDS, DATED SEPTEMBER 24, 2015

BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF LIVINGSTON IN THE COUNTY OF ESSEX, NEW JERSEY as follows:

Section 1. The Refunding Bond Ordinance attached hereto as Exhibit A is hereby approved. Bond Counsel is hereby authorized and directed to publish the required notice of public hearing for the Refunding Bond Ordinance in the form and at the time required by N.J.S.A. 18A:24-61.4.

Section 2. This resolution shall take effect immediately.

The foregoing resolution was adopted on February 25, 2025 by the following roll call vote:

Recorded Vote

AYE:

NAY:

ABSTAIN:

ABSENT:

EXHIBIT A

REFUNDING BOND ORDINANCE OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF LIVINGSTON IN THE COUNTY OF ESSEX, NEW JERSEY PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF ITS OUTSTANDING REFUNDING SCHOOL BONDS, DATED SEPTEMBER 24, 2015, ISSUED IN THE ORIGINAL PRINCIPAL AMOUNT OF \$61,010,000 AND AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$39,000,000 AGGREGATE PRINCIPAL AMOUNT OF REFUNDING SCHOOL BONDS OF THE BOARD TO EFFECT SUCH REFUNDING

WHEREAS, on September 24, 2015, The Board of Education of the Township of Livingston in the County of Essex, New Jersey (the "Board" when referring to the governing body and the "School District" when referring to the territorial boundaries governed by the Board) issued \$61,010,000 aggregate principal amount of tax-exempt Refunding School Bonds, dated September 24, 2015 (the "2015 School Bonds"); and

WHEREAS, the Board has determined that the current interest rate environment may enable it to realize going-forward debt service savings for property taxpayers residing in the School District through the issuance by the Board of Refunding School Bonds (the "Refunding School Bonds") to refund all or a portion of the \$38,025,000 aggregate principal amount of the outstanding 2015 School Bonds maturing on July 15 in the years 2026 through 2037, inclusive (the "Refunded Bonds"); and

WHEREAS, in efforts to realize such taxpayer savings, the Board now desires to adopt and enact a refunding school bond ordinance (the "Refunding Bond Ordinance") authorizing the issuance of the Refunding School Bonds in an aggregate principal amount not to exceed \$39,000,000, the net proceeds of which shall be used to refund all or a portion of the Refunded Bonds in accordance with their terms.

NOW, THEREFORE, BE IT ORDAINED AND ENACTED BY THE BOARD OF EDUCATION OF THE TOWNSHIP OF LIVINGSTON IN THE COUNTY OF ESSEX, NEW JERSEY (not less than two-thirds of all members thereof affirmatively concurring) AS FOLLOWS:

Section 1. The Board is hereby authorized to refund all or a portion of the \$38,025,000 aggregate principal amount of outstanding 2015 School Bonds maturing on July 15 in the years 2026 through 2037, inclusive. The Refunded Bonds may be paid/redeemed on and after July 15, 2025, at a redemption price equal to par, plus accrued interest to the date of redemption.

Section 2. In order to finance the cost of the purpose set forth in Section 1 hereof, the Board is hereby authorized to issue not to exceed \$39,000,000 aggregate principal amount of Refunding School Bonds, all in accordance with the requirements of N.J.S.A. 18A:24-61 through 62.

Section 3. An aggregate amount not exceeding \$200,000 may be allocated from the aggregate principal amount of the Refunding School Bonds to pay for the aggregate costs of issuance thereof, including, but not limited to, bond insurance premiums, financial advisory fees, underwriting fees, official statement printing fees, public advertisement expenses, refunding

verification agent fees, refunding escrow agent fees, bond counsel fees and other expenses in connection therewith.

Section 4. The purpose of the issuance of the Refunding School Bonds is to realize net present value interest cost savings for property taxpayers residing in the School District ("net" meaning savings after payment of all costs of issuance of the Refunding School Bonds). Applicable State requirements mandate that such net present value interest cost savings equal at least 3% of the principal amount of the Refunded Bonds. In addition, the issuance of the Refunding Bonds shall comply with the provisions of N.J.A.C. 5:30-2.5, including that within 10 days of the date of the closing on the Refunding Bonds, the Business Administrator/Board Secretary shall file a report with the Local Finance Board within the Division of Local Government Services, New Jersey Department of Community Affairs setting forth: (a) a comparison of the Refunding School Bonds' debt service and the Refunded Bonds' debt service which comparison shall set forth the present value savings achieved by the issuance of the Refunding School Bonds; (b) a summary of the issuance of the Refunding School Bonds; (c) an itemized accounting of all costs of issuance in connection with the issuance of the Refunding School Bonds; and (d) a certification of the Business Administrator/Board Secretary that (i) all of the conditions of section (b) of N.J.A.C. 5:30-2.5 have been met, and (ii) a resolution authorizing the issuance of the Refunding School Bonds, adopted pursuant to N.J.S.A. 18A:24-61.5(b), was approved by a two-thirds vote of the full membership of the Board.

Section 5. The supplemental debt statement required by N.J.S.A. 18A:24-16 and N.J.S.A. 18A:24-61.4 has been duly prepared by the Chief Financial Officer of the Township of Livingston and has been filed in the Office of the Clerk of the municipality and in the Office of the Business Administrator/Board Secretary of the Board as of the date of approval of this Refunding Bond Ordinance and a complete executed duplicate has been filed in the Office of the Director and such statement shows that the gross debt of the Township of Livingston is increased by \$975,000 as a result of the authorization of the Refunding School Bonds.

Section 6. If the Refunding School Bonds are issued as tax exempt, the Board covenants to maintain the exclusion from gross income under Section 103(a) of the Internal Revenue Code of 1986, as amended, of the interest on all Refunding School Bonds issued under this Refunding Bond Ordinance.

Section 7. This Refunding Bond Ordinance shall take effect upon final adoption hereof.

The foregoing Refunding Bond Ordinance was introduced by the Board on February 25, 2025 by the following vote:

AYES:

NAYS:

ABSTENTIONS:

ABSENT:

CERTIFICATION

I, Jessica Rapp, Business Administrator/Board Secretary to The Board of Education of the Township of Livingston in the County of Essex, New Jersey (the "Board"), HEREBY CERTIFY that the resolution entitled, "**RESOLUTION OF THE BOARD OF EDUCATION OF THE TOWNSHIP OF LIVINGSTON IN THE COUNTY OF ESSEX, NEW JERSEY APPROVING, ON FIRST READING, A REFUNDING SCHOOL BOND ORDINANCE PROVIDING FOR THE REFUNDING OF ALL OR A PORTION OF ITS OUTSTANDING REFUNDING SCHOOL BONDS, DATED SEPTEMBER 24, 2015**" is a copy of a resolution which was duly adopted by the Board at a meeting duly called and held on February 25, 2025, in full compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., at which meeting a quorum was present and acting throughout and which resolution has been compared by me with the original thereof as contained in the minutes as officially recorded in my office in the Minute Book of the Board and is a true, complete and correct copy thereof and the aforesaid resolution has not been repealed, amended or rescinded but remains in full force and effect on and as of the date hereof.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Board this _____ day of _____, 2025.

**JESSICA RAPP,
Business Administrator/
Board Secretary**

(SEAL)

2024-25 PERSONNEL TRANSFERS

Name	Transferring From	Location	Transferring To	Location	Replacing	Effective Date(s)
Deborah Van Dusen*	Elementary School Teacher	RHE	RHE/HAR	Intervention/Enrichment Specialist	D. Yellen	4/7/2025

**amended from previous agenda*

Location	Name	Position	Guide	Step	Salary	Effective Date
HIL	Jeremy Golden	Instructional Aide	I&KA	1	\$27,481 (prorated)	2/19/2025

LOC	Last Name	First Name	Position	Notes
HIL	Golden	Jeremy	Instructional Aide	
HMS	Lyn	Tiffany	ABA Discrete Trial TA	

Name	Position	Location	# Classes	Effective Date
Alston, Antoinette*	Teacher of English	MPMS	0.2	9/1/24-1/30/2025
Incognito, Anna*	Teacher of English	MPMS	0.2	1/31/2025-6/30/25

**amended from previous agenda*

2024-25 HMS Cocurricular Stipends

Position	# of positions	2024-2025	Recommended
Garden Club	1	\$1,044	Shyella Mayk*
Intramural Coaches amount per session * 95 sessions*3 seasons	285 hrs	\$40.40/hour	Charlie Lopez

**amended from previous agenda*

Last Name	First Name	Position	School	Mentor	Fee	Notes
Yalt (Akinci)*	Sevgi Tugce	Math	MPM	Lisa Klemens	\$1,000	
Miranda Rodriguez	Maria	Spanish	Harrison	Sofia Haskell	\$740	first 17 weeks
Perez	Cassandra	Elementary	Hillside	Lauren Szaro	\$275	first 15 weeks

**amended from previous agenda*

NJDOE High Intensity Tutoring Grant

RHE

Karen Montalto

HMS

Alli Bruh

Christina Cifalino

Laura Larazzabal

Michele Downey

Melissa Giordano

24-25 Mid-Year Curriculum Writing

World Language/ELL

Guy Rabner

Veronica Terrana

Supervisor: Alexandra Marzulla

Rate: \$52.91/hr.

Not to exceed 25 hours each

Acct # 11-000-221-104-5063-19

February 25, 2025

Affirmative Action Team

Name	Title
Lisa Capone-Steiger	Assistant Superintendent & Affirmative Action Officer
Charles Raphael	Assistant Principal & Affirmative Action Officer
Susan Burman	Director of Human Resources
Natalie Topylko	Director of Secondary Education
Sinead Crews	Director of School Counseling
David Cohen	Director of Athletics
Brooke Benavides	Principal
Christopher Bickel	Supervisor of Social Studies
Brittany Gajewski	Dean of Students
Krystie Loeuis	Transition Coordinator
Melissa DeAngelus	Teacher & LEA President

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

MAINTENANCE WORKER/ELECTRICAL WORKER

Livingston Public Schools is seeking a maintenance/electrical worker to provide support to the Information Technology and Buildings & Grounds Departments by installing and maintaining equipment across the District's schools. Responsibilities include installing projectors, smartboards, network drops, wireless access points, video surveillance cameras, and general maintenance tasks. Candidates must possess at least three years of experience in a maintenance-related field (e.g., electrical, carpentry), be able to lift 50 lbs, work at heights, and hold a valid NJ driver's license.

QUALIFICATIONS:

1. Possession of a high school diploma or GED.
2. Working knowledge of basic computer software, (i.e., Word, Excel, Internet, etc.)
3. Ability to communicate effectively with all stakeholders.
4. Ability to understand, implement and follow basic operating instructions, and issue reports.
5. Ability to understand and interpret plans, blueprints, and specifications.
6. Able to bend, kneel and lift/carry up to 50 lbs.
7. Able to ascend ladders and perform overhead work.
8. Demonstrate knowledge, a minimum of three years of experience, and proficiency in one or more areas of maintenance (e.g. plumbing, painting, carpentry, masonry/concrete/tile, electrical, mechanical, HVAC systems, roof repair, plastering/spackling, painting, field/playground maintenance, furniture repair, small engine repair, landscaping, etc.)
9. Ability to diagnose, plan, and execute work.
10. Demonstrated interpersonal skills, relating to relationships or communication between people.
11. Working knowledge of fire/safety laws and proper handling of hazardous materials.
12. Holds a valid New Jersey Motor Vehicle License.
13. Ability to perform the essential functions of the position, with or without reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
14. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Manager of Buildings and Grounds, in cooperation with the Assistant Manager of Buildings and Grounds.

JOB GOALS: To keep the district's schools in proper repair, install upgrades of new equipment so as to provide students and staff with an attractive and safe environment in which to learn, play, and develop.

JOB RESPONSIBILITIES:

1. Perform general maintenance and repair tasks throughout the District as assigned by the Manager of Buildings and Grounds in accordance with all applicable codes and regulations.

2. Perform regular and periodic inspections of equipment and systems in the schools to insure their safe condition, reporting any abnormalities
3. Make recommendations for improvement in the effectiveness and efficiency of the maintenance operations in the district.
4. Respond to emergency situations and perform necessary repairs.
5. Ensure that all applicable fire, safety, health and environmental regulations and laws are observed.
6. Operate and maintain all motorized vehicles, equipment (including vertical lifts) and tools in a safe and efficient manner.
7. Ensure that appropriate supplies, equipment and tools are available at work sites to complete assignments.
8. Complete work correctly, in a timely manner and in compliance with departmental performance standards and applicable building codes.
9. Assist in maintaining an up-to-date inventory of maintenance supplies, tools and equipment.
10. Work cooperatively with maintenance workers and provide direction and assistance to maintenance helpers
11. Report damaged or deficient building systems in need of replacement or repairs to the building principal and the Manager of Buildings and Grounds.
12. Perform snow removal activities as required.
13. Attend required meetings and complete all mandatory trainings and tutorials in a timely fashion.
14. This position will also be responsible for all other duties as assigned by the supervisor.

PRE-EMPLOYMENT PHYSICAL:

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by the Livingston Board of Education.

TERMS OF EMPLOYMENT:

This is a 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 in accordance with the provisions of the Board's policy on evaluation.

Board approval date: July 1993

Revised: May 15, 2017

Revised: February 25, 2025

LIVINGSTON SCHOOL DISTRICT

Livingston, New Jersey 07039

Job Title: Treasurer of School Monies

Qualifications & Requirements:

1. Bachelor's degree in accounting, finance, business administration, or a related field preferred.
2. Minimum of three (3) years of experience as a School Business Administrator or Treasurer of School Monies.
3. Strong knowledge of school finance regulations, fund accounting principles, and New Jersey Department of Education financial procedures.
4. Proficiency in financial reconciliation software.
5. Strong analytical, organizational, and problem-solving skills.
6. Ability to work under deadlines and respond to urgent financial matters efficiently.
7. Effective written and verbal communication skills to collaborate with district staff, auditors, and Board members.
8. Must meet all statutory and regulatory requirements as per New Jersey state laws.
9. CPA (Certified Public Accountant) or RMA (Registered Municipal Accountant) certification is a plus.

Work Schedule & Commitment:

- This is a part-time position with monthly responsibilities for financial reconciliation.
- The Treasurer must be available for periodic financial reporting deadlines and urgent financial matters as needed.
- Attendance at Board of Education meetings may be required to present financial reports.

Legal & Ethical Compliance:

- Must adhere to all New Jersey school finance laws, Board of Education policies, and ethical financial practices.
- Ensure accurate financial reporting and compliance with state auditing standards.
- Maintain strict confidentiality regarding district financial matters.

Reports to: School Business Administrator/Board Secretary

Position Overview:

Highly skilled and detail-oriented individual will serve as the Treasurer of School Monies and will be responsible for the monthly reconciliation of district bank accounts, validation of financial records, and preparation of the Treasurer's Report for Board approval. The Treasurer ensures that all school funds are properly accounted for and that financial transactions comply with New Jersey state laws and Board policies.

Essential Responsibilities:

1. Perform monthly reconciliation of all district bank accounts to ensure accuracy and compliance.

2. Validate and certify the district's financial records and cash balances.
3. Prepare and submit the Treasurer's Report for Board of Education approval.
4. Ensure compliance with N.J.S.A. 18A:13-14 and all state-mandated financial reporting.
5. Monitor financial transactions to prevent discrepancies and address emergency financial matters.
6. Coordinate with the School Business Administrator, auditors, and financial institutions to maintain financial integrity.
7. Attend Board of Education meetings as required to present financial reports and provide updates.
8. Ensure proper fund accounting, recordkeeping, and reporting per state and district policies.

This position will also be responsible for all other duties as assigned by the School Business Administrator/Board Secretary.

TERMS OF EMPLOYMENT:

This is a 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 in accordance with the provisions of the Board's policy on the evaluation of certificated personnel.

Approved: February 25, 2025

POLICY

POLICY #5512 - HARRASMENT, INTIMIDATION OR BULLYING (M)

Table of Contents

Section	Section Title
A.	Prohibiting Harassment, Intimidation or Bullying
B.	Definition of Harassment, Intimidation, or Bullying
C.	Student Behavior
D.	Consequences and Remedial Actions
E.	Reporting Harassment, Intimidation, or Bullying
F.	Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
G.	Investigating Allegations of Harassment, Intimidation, or Bullying
H.	Responding to Harassment, Intimidation, or Bullying
I.	Reprisal or Retaliation
J.	False Accusations of Harassment, Intimidation or Bullying
K.	Additional Policy Requirements
L.	Harassment, Intimidation, or Bullying Training and Prevention Programs
M.	Reports to Board of Education and New Jersey Department of Education
N.	School and District Grading Requirements
O.	Reports to Law Enforcement
P.	Collective Bargaining Agreements and Individual Contracts
Q.	Students with Disabilities

POLICY

A. Prohibiting Harassment, Intimidation or Bullying

The Board of Education prohibits acts of harassment, intimidation, or bullying of a student. The Board has determined that a safe and civil environment in school is necessary for students to learn and achieve high academic standards; harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe and disciplined environment. Since students learn by example, school administrators, faculty, staff and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate harassment, intimidation, or bullying.

For the purposes of this Policy, the term "parent," pursuant to N.J.A.C. 6A:16-1.3, means the natural parent(s) or adoptive parent(s), legal guardian(s), resource family parent(s), or ~~parent surrogate(s)~~ surrogate parents of a student. When parents are separated or divorced, "parent" means the person or agency which has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.

B. Definition of Harassment, Intimidation, or Bullying

"Harassment, intimidation, or bullying" means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;
2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;
3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that
 - a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to their person or damage to their property; or

POLICY

the responsibility of staff to use instances of violations of the Code of Student Conduct as opportunities for helping students learn to assume and accept responsibility for their behavior and the consequences of their behavior. Staff members who interact with students shall apply best practices designed to prevent student conduct problems and foster students' abilities to grow in self-discipline.

The Board expects that students will act in accordance with the student behavioral expectations and standards regarding harassment, intimidation, or bullying, including:

1. Student responsibilities (e.g., requirements for students to conform to reasonable standards of socially accepted behavior; respect the person, property and rights of others; obey constituted authority; and respond to those who hold that authority);
2. Appropriate recognition for positive reinforcement for good conduct, self-discipline, and good citizenship;
3. Student rights; and
4. Sanctions and due process for violations of the Code of Student Conduct.

Pursuant to N.J.S.A. 18A:37-15(a) and N.J.A.C. 6A:16-7.1(a)1, the district has involved a broad-base of school and community members, including parents, school employees, volunteers, students, and community representatives in the development of this Policy.

Pursuant to N.J.A.C. 6A:16-7.1, the Board developed guidelines for student conduct, taking into consideration the nature of the behavior, the nature of the student's disability, if any and to the extent relevant; the developmental ages of students; severity of the offenses and students' histories of inappropriate behaviors; and the mission and physical facilities of the individual school(s) in the district. This Policy requires all students in the district to adhere to the rules established by the school district and to submit to the remedial and consequential measures that are appropriately assigned for infractions of these rules.

Pursuant to N.J.A.C. 6A:16-7.1, the Superintendent shall annually provide to students and their parents the rules of the district regarding student conduct. Provisions shall be made for informing parents whose primary language is other than English.

The district prohibits active or passive support for acts of harassment, intimidation, or bullying. The school district will support students who:

POLICY

1. Walk away from acts of harassment, intimidation, and bullying when they see them;
2. Constructively attempt to stop acts of harassment, intimidation, or bullying;
3. Provide support to students who have been subjected to harassment, intimidation, or bullying; and
4. Report acts of harassment, intimidation, or bullying to the designated school staff member.

D. Consequences and Remedial Actions

The Board of Education requires its school administrators to implement procedures that ensure both the appropriate consequences and remedial responses for students who commit one or more acts of harassment, intimidation, or bullying, consistent with the Code of Student Conduct and the consequences and remedial responses for staff members who commit one or more acts of harassment, intimidation or bullying.

In every incident found to be harassment, intimidation, or bullying, the school Principal, in consultation with appropriate school staff, may apply disciplinary consequences and/or remedial actions, such as the provision of counseling, behavioral interventions, or other measures.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses; consider the developmental ages of the student offenders; the nature of the student's disability, if any and to the extent relevant; and students' histories of inappropriate behaviors, per the Code of Student Conduct and N.J.A.C. 6A:16-7.

The following factors, at a minimum, shall be given full consideration by the school administrators in the implementation of appropriate consequences and remedial measures for each act of harassment, intimidation, or bullying by students.

Factors for Determining Consequences

- Age, disability (if any and to the extent relevant), developmental and maturity levels of the parties involved and their relationship to the school district;

POLICY

- Degrees of harm;
- Surrounding circumstances;
- Nature and severity of the behaviors;
- Incidences of past or continuing patterns of behavior;
- Relationships between the parties involved; and
- Context in which the alleged incidents occurred.

Factors for Determining Remedial Measures

Personal:

- Life skill deficiencies;
- Social relationships;
- Strengths;
- Talents;
- Traits;
- Interests;
- Hobbies;
- Extra-curricular activities;
- Classroom participation;
- Academic performance;
- Relationship to peers; and
- Relationship between student/family and the school district.

Environmental:

- School culture;
- School climate;
- Student-staff relationships and staff behavior toward the student;
- General staff management of classrooms or other educational environments;
- Staff ability to prevent and manage difficult or inflammatory situations;
- Availability of programs to address student behavior;
- Social-emotional and behavioral supports;
- Social relationships;
- Community activities;

POLICY

- Neighborhood situation; and
- Family situation.

Examples of Consequences and Remedial Measures

The consequences and remedial measures may include, but are not limited to, the examples listed below:

Examples of Consequences:

- Admonishment;
- Temporary removal from the classroom (any removal of .5 days or more must be reported in the Student Safety Data System);
- Deprivation of privileges;
- Classroom or administrative detention;
- Referral to disciplinarian;
- In-school suspension during the school week or the weekend;
- Out-of-school suspension (short-term or long-term);
- Reports to law enforcement or other legal action;
- Expulsion; and
- Bans from receiving certain services, participating in school-district-sponsored programs or being in school buildings or on school grounds.

Examples of Remedial Measures

Personal:

- Restitution and restoration;
- Peer support group;
- Recommendations of a student behavior or ethics council;
- Corrective instruction or other relevant learning or service experience;
- Supportive student interventions, including participation of the Intervention and Referral Services Team, pursuant to

POLICY

- N.J.A.C. 6A:16-8;
- Behavioral assessment or evaluation, including, but not limited to, a referral to the Child Study Team, as appropriate;
- Behavioral management plan, with benchmarks that are closely monitored;
- Assignment of leadership responsibilities (e.g., hallway or bus monitor);
- Involvement of school "disciplinarian;"
- Student counseling;
- Parent conferences;
- Alternative placements (e.g., alternative education programs);
- Student treatment; and
- Student therapy.

Environmental (Classroom, School Building, or School District):

- School and community surveys or other strategies for determining the conditions contributing to HIB;
- School culture change and school climate improvement;
- Adoption of research-based, systemic bullying prevention programs;
- School policy and procedures revisions;
- Modifications of schedules;
- Adjustments in hallway traffic;
- Modifications in student routes or patterns traveling to and from school;
- Supervision of student before and after school, including school transportation;
- Targeted use of monitors (e.g., hallway, cafeteria, locker room, playground, school perimeter, bus);
- Teacher aides;
- Small or large group presentations for fully addressing the behaviors and the responses to the behaviors;
- General professional development programs for certificated and non-certificated staff;

POLICY

- Professional development plans for involved staff;
- Disciplinary action for school staff who contributed to the problem;
- Supportive institutional interventions, including participation of the Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
- Parent conferences;
- Family counseling;
- Involvement of parent-teacher organizations;
- Involvement of community-based organizations;
- Development of a general bullying response plan;
- Recommendations of a student behavior or ethics council;
- Peer support groups;
- Alternative placements (e.g., alternative education programs);
- School transfers; and
- Law enforcement (e.g., safe schools resource officer, juvenile officer) involvement or other legal action.

Consequences and appropriate remedial actions for a student or staff member who commits one or more acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion of students, as set forth in the Board's approved Code of Student Conduct, pursuant to N.J.A.C. 6A:16-7.1.

The Principal, in consultation with appropriate school staff, shall develop an individual student intervention plan

when a student is found to be an offender in three harassment, intimidation, or bullying incidents and each subsequent incident occurring within one school year. The student intervention plan may include disciplinary consequences and/or remedial actions and may require the student, accompanied by a parent, to satisfactorily complete a class or training program to reduce harassment, intimidation, or bullying behavior. Each student intervention plan must be approved by the Superintendent.

While the majority of incidents may be addressed solely by school officials, the Superintendent or designee and the Principal shall report a harassment, intimidation,

POLICY

or bullying incident to law enforcement officials if the conduct rises to the level of a mandatory report as outlined in the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.

Consequences and Appropriate Remedial Actions – Adults

The district will also impose appropriate consequences and remedial actions to an adult who commits an act of harassment, intimidation, or bullying of a student. The consequences may include, but not be limited to: verbal or written reprimand, increment withholding, legal action, disciplinary action, termination, and/or bans from providing services, participating in school district-sponsored programs, or being in school buildings or on school grounds. Remedial measures may include, but not be limited to: in or out-of-school counseling, professional development programs, and work environment modifications.

E. Reporting Harassment, Intimidation, or Bullying

The Board of Education requires the Principal at each school to be responsible for receiving all complaints alleging harassment, intimidation or bullying committed by an adult or youth against a student. All Board members, school employees, and volunteers and contracted service providers who have contact with students, are required to verbally report alleged acts of harassment, intimidation or bullying to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident. All Board members, school employees, and contracted service providers who have contact with students, also shall submit a New Jersey Department of Education approved HIB 338 Form to the Principal within two school days of the verbal report. Failure to make the required report(s) may result in disciplinary action. The HIB 338 Form shall be kept on file at the school, but shall not be included in any student record unless the incident results in disciplinary action or is otherwise required to be contained in a student's record under State or Federal Law.

The district may not fail to initiate an investigation of harassment, intimidation, or bullying solely because written documentation was not provided. Failing to conduct a harassment, intimidation, or bullying investigation solely because a parent or student did not submit written documentation violates the Anti-Bullying Bill of Rights Act and this Policy. If a parent makes a verbal allegation of harassment, intimidation, or bullying to a district staff member, but does not complete and submit the HIB 338 Form, the staff member or a designee must complete and submit the HIB 338 Form.

POLICY

The Principal or designee is required to inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services. Pursuant to N.J.A.C. 6A:16-7.7(a)2.viii.(2), when providing notification to the parents of all students involved, the Principal or designee shall take into account the circumstances of the incident when conveying the nature of the incident, including the actual or perceived category motivating the alleged offense. The Principal or designee shall keep a written record of the date, time, and manner of notification to the parents.

The Principal, upon receiving a verbal or written report, may take interim measures to ensure the safety, health, and welfare of all parties pending the findings of the investigation.

Students, parents, and visitors are encouraged to report alleged acts of harassment, intimidation or bullying this Policy to the Principal or designee on the same day when the individual witnessed or received reliable information regarding any such incident.

The school district shall provide a person an online means to complete the HIB 338 Form to anonymously report an act of harassment, intimidation, or bullying. Formal action for violations of the Code of Student Conduct may not be taken solely on the basis of an anonymous report.

A Board member or school employee who promptly reports an incident of harassment, intimidation, or bullying and who makes this report in compliance with the procedures set forth in this Policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The Principal shall promptly submit a copy of each completed HIB 338 Form to the Superintendent.

The district may consider every mechanism available to simplify reporting, including standard reporting forms and/or web-based reporting mechanisms. For anonymous reporting, in addition to making the HIB 338 Form available online, the district may consider locked boxes located in areas of a school where reports can be submitted without fear of being observed.

A school administrator who receives a report of harassment, intimidation, or bullying or who determines a reported incident or complaint, assuming all facts presented are

POLICY

true, is a report within the scope of N.J.S.A. 18A:37-14 and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action. The district also should consider procedures and disciplinary action when it is found that someone had information regarding a harassment, intimidation, or bullying incident, but did not make the required report(s).

- F. Anti-Bullying Coordinator, Anti-Bullying Specialist, and School Safety/School Climate Team(s)
1. The Superintendent shall appoint a district Anti-Bullying Coordinator. The Superintendent shall make every effort to appoint an employee of the school district to this position.

The district Anti-Bullying Coordinator shall:
 - a. Be responsible for coordinating and strengthening the school district's policies to prevent, identify, and address harassment, intimidation, or bullying of students;
 - b. Collaborate with school Anti-Bullying Specialists in the district, the Board of Education, and the Superintendent to prevent, identify, and respond to harassment, intimidation, or bullying of students in the district;
 - c. Provide data, in collaboration with the Superintendent, to the Department of Education regarding harassment, intimidation, or bullying of students;
 - d. Execute such other duties related to school harassment, intimidation, or bullying as requested by the Superintendent; and
 - e. Meet at least twice a school year with the school Anti-Bullying Specialist(s) to discuss and strengthen procedures and policies to prevent, identify, and address harassment, intimidation, or bullying in the district.
 2. The Principal in each school shall appoint a school Anti-Bullying Specialist. The Anti-Bullying Specialist shall be a guidance counselor, school

POLICY

psychologist, or other certified staff member trained to be the Anti-Bullying Specialist from among the currently employed staff in the school.

The school Anti-Bullying Specialist shall:

- a. Chair the School Safety/School Climate Team as provided in N.J.S.A. 18A:37-21;
 - b. Lead the investigation of incidents of harassment, intimidation, or bullying in the school; and
 - c. Act as the primary school official responsible for preventing, identifying, and addressing incidents of harassment, intimidation, or bullying in the school.
3. A School Safety/School Climate Team shall be formed in each school in the district to develop, foster, and maintain a positive school climate by focusing on the on-going systemic operational procedures and educational practices in the school, and to address issues such as harassment, intimidation, or bullying that affect school climate and culture. Each School Safety/School Climate Team shall meet, at a minimum, two times per school year. The School Safety/School Climate Team shall consist of the Principal or the Principal's designee who, if possible, shall be a senior administrator in the school and the following appointees of the Principal: a teacher in the school; a school Anti-Bullying Specialist; a parent of a student in the school; and other members to be determined by the Principal. The school Anti-Bullying Specialist shall serve as the chair of the School Safety/School Climate Team.

The School Safety/School Climate Team shall:

- a. Receive records of all complaints of harassment, intimidation, or bullying of students that have been reported to the Principal;
- b. Receive copies of all reports prepared after an investigation of an incident of harassment, intimidation, or bullying;
- c. Identify and address patterns of harassment, intimidation, or bullying of students in the school;

- d. Review and strengthen school climate and the policies of the school in order to prevent and address harassment, intimidation, or bullying of students;
- e. Educate the community, including students, teachers, administrative staff, and parents, to prevent and address harassment, intimidation, or bullying of students;
- f. Participate in the training required pursuant to the provisions of N.J.S.A. 18A:37-13 et seq. and other training which the Principal or the district Anti-Bullying Coordinator may request. The School Safety/School Climate Team shall be provided professional development opportunities that may address effective practices of successful school climate programs or approaches; and
- g. Execute such other duties related to harassment, intimidation, or bullying as requested by the Principal or district Anti-Bullying Coordinator.

Notwithstanding any provision of N.J.S.A. 18A:37-21 to the contrary, a parent who is a member of the School Safety/School Climate Team shall not participate in the activities of the team set forth in 3. a., b., or c. above or any other activities of the team which may compromise the confidentiality of a student, consistent with, at a minimum, the requirements of the Family Educational Rights and Privacy Act (20 U.S.C. Section 1232 and 34 CFR Part 99), N.J.A.C. 6A:32-7, Student Records and N.J.A.C. 6A:14-2.9, Student Records.

G. Investigating Allegations of Harassment, Intimidation, or Bullying

Prior to initiating an investigation regarding a reported incident or complaint, the Principal or designee, in consultation with the ~~a~~Anti-~~b~~Bullying ~~s~~Specialist, shall make a preliminary determination as to whether a reported incident or complaint, assuming all facts are presented as true, is a report within the scope of N.J.S.A. 18A:37-14.

Should the Principal or designee, in consultation with the ~~a~~Anti-~~b~~Bullying ~~s~~Specialist, determine that a reported incident or complaint, assuming all facts presented are true, is not a report within the scope of N.J.S.A. 18A:37-14, the incident will be addressed through the Board's Code of Student Conduct policy. The HIB 338 Form shall be completed, even if a preliminary determination is made not to conduct an investigation of harassment, intimidation, or bullying because the reported incident

POLICY

or complaint is a report outside the scope of the definition of harassment, intimidation, or bullying, and must be submitted to the Superintendent. The Principal will provide the parents of the alleged offender(s) and victim(s) with formal notice of the decision not to initiate a harassment, intimidation, or bullying investigation.

The HIB 338 Form shall be kept on file at the school and will only be added to a student record if the alleged incident is founded, disciplinary action is imposed or is otherwise required to be contained in a student's record under State or Federal law.

The Superintendent may require the Principal to conduct a harassment, intimidation, or bullying investigation of the incident if the Superintendent determines that the incident is within the scope of harassment, intimidation, or bullying and shall notify the Principal of this determination in writing. Should the Superintendent require the Principal to conduct a harassment, intimidation, or bullying investigation, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school ~~a~~Anti-~~b~~Bullying ~~s~~Specialist.

Additionally, any preliminary determination that finds the incident or complaint is a report outside the scope of N.J.S.A. 18A:37-14 may be appealed to the Board, pursuant to the Board policies and procedures governing student grievances, and thereafter to the Commissioner in accordance with (N.J.A.C. 6A:16-7.7(a)ix(1) and (a)ix(1)(A)). Should the preliminary determination not to conduct an investigation of harassment, intimidation, or bullying be overturned, the Principal will immediately initiate an investigation of harassment, intimidation, or bullying by referring the matter to the school ~~a~~Anti-~~b~~Bullying ~~s~~Specialist.

The Board requires a thorough and complete investigation to be conducted for each reported incident or complaint, assuming all facts presented are true, that is determined to be a report within the scope of N.J.S.A. 18A:37-14. The investigation shall be initiated by the Principal or designee within one school day of the verbal report of the incident. The investigation shall be conducted by the school ~~a~~Anti-~~b~~Bullying ~~s~~Specialist appointed by the Principal. The Principal may appoint additional personnel who are not school ~~a~~Anti-~~b~~Bullying ~~s~~Specialists to assist the school anti-bullying specialist in the investigation. Investigations of complaints concerning adult conduct shall not be investigated by a member of the same bargaining unit as the individual who is the subject of the investigation. The anti-bullying specialist may not participate in an investigation regarding their supervisor or staff at a higher administrative level.

POLICY

The investigation shall be completed, and the written findings submitted to the Principal as soon as possible, but not later than ten school days from the date of the written report of the alleged incident of harassment, intimidation, or bullying or ten school days from the date of the written notification from the Superintendent to the Principal to initiate an investigation. Should information regarding the reported incident and the investigation be received after the end of the ten-day period, the school ~~Anti-Bullying~~ ~~Specialist~~ or the Principal shall amend the original report of the results of the investigation to ensure there is an accurate and current record of the facts and activities concerning the reported incident.

The Principal shall proceed in accordance with the Code of Student Conduct, as appropriate, based on the investigation findings. The Principal shall submit the report to the Superintendent within two school days of the completion of the investigation and in accordance with the Administrative Procedures Act (N.J.S.A. 52:14B-1 et seq.). As appropriate to the findings from the investigation, the Superintendent shall ensure the Code of Student Conduct has been implemented and provide intervention services, order counseling, establish training programs to reduce harassment, intimidation, or bullying and enhance school climate, or take or recommend other appropriate action, including seeking further information as necessary.

The Superintendent shall report the results of each investigation to the Board no later than the date of the regularly scheduled Board meeting following the completion of the investigation. The Superintendent's report also shall include information on any consequences imposed under the Code of Student Conduct, intervention services provided, counseling ordered, training established or other action taken or recommended by the Superintendent.

Parents of the students who are parties to the investigation shall be provided with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the district found evidence of harassment, intimidation, or bullying, or whether consequences were imposed or services provided to address the incident of harassment, intimidation, or bullying. This information shall be provided in writing within five school days after the results of the investigation are reported to the Board.

A parent may request a hearing before the Board after receiving the information. Any request by the parents for a hearing before the Board concerning the written information about a harassment, intimidation, or bullying investigation, pursuant to N.J.S.A. 18A:37-15(b)(6)(d), must be filed with the Board Secretary no

POLICY

later than sixty calendar days after the written information is received by the parents. The hearing shall be held within ten business days of the request. Prior to the hearing, the Superintendent shall confidentially share a redacted copy of the HIB 338 Form that removes all student identification information with the Board. The Board shall conduct the hearing in executive session, pursuant to the Open Public Meetings Act (N.J.S.A. 10:4-1 et seq.), to protect the confidentiality of the students. At the hearing, the Board may hear testimony from and consider information provided by the school ~~a~~Anti-~~b~~Bullying ~~s~~Specialist and others, as appropriate, regarding the alleged incident; the findings from the investigation of the alleged incident; recommendations for consequences or services; and any programs instituted to reduce such incidents, prior to rendering a determination.

At the regularly scheduled Board meeting following its receipt of the report or following a hearing in executive session, the Board shall issue a decision, in writing, to affirm, reject, or modify the Superintendent's decision. The Board's decision may be appealed to the Commissioner of Education, in accordance with N.J.A.C. 6A:3, no later than ninety days after the issuance of the Board's decision.

A school administrator who receives a report of harassment, intimidation, or bullying and fails to initiate or conduct an investigation, or who should have known of an incident of harassment, intimidation, or bullying and fails to take sufficient action to minimize or eliminate the harassment, intimidation, or bullying, may be subject to disciplinary action.

The Board also requires the thorough investigation of complaints or reports of harassment, intimidation, or bullying, occurring on district school buses, at district school-sponsored functions, and off school grounds involving a student who attends an approved private school for students with disabilities. The investigation will be conducted by the Board's ~~a~~Anti-~~b~~Bullying ~~s~~Specialist in consultation with the approved private school for students with disabilities.

H. Responding to Harassment, Intimidation, or Bullying

The Board of Education authorizes the Principal of each school to define the range of ways in which school staff will respond once an incident of harassment, intimidation, or bullying is confirmed, and the Superintendent shall respond to confirmed harassment, intimidation, or bullying, according to the parameters described below and in this Policy. The Board recognizes that some acts of harassment, intimidation, or bullying may be isolated incidents requiring that the school officials respond appropriately to the individual(s) committing the acts. Other acts may be so serious or parts of a larger pattern of harassment, intimidation, or

bullying that they require a response either at the classroom, school building, or school district levels or by law enforcement officials. Consequences and appropriate remedial actions for a student who commits an act of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37, Discipline of Pupils and as set forth in N.J.A.C. 6A:16-7.2, Short-term suspensions, N.J.A.C. 6A:16-7.3, Long-term suspensions, and N.J.A.C. 6A:16-7.4, Expulsions.

In considering whether a response beyond the individual is appropriate, school officials shall consider the nature and circumstances of the act; the degree of harm; the nature and severity of the behavior; past incidences or past or continuing patterns of behavior; and the context in which the alleged incident(s) occurred. Institutional (i.e., classroom, school building, school district) responses can range from school and community surveys, to mailings, to focus groups, to adoption of research-based harassment, intimidation, or bullying prevention program models, to training for certificated and non-certificated staff, to participation of parents and other community members and organizations, to small or large group presentations for fully addressing the actions and the school's response to the actions, in the context of the acceptable student and staff member behavior and the consequences of such actions, and to the involvement of law enforcement officers, including safe schools resource officers.

For every incident of harassment, intimidation, or bullying, the school officials must respond appropriately to the individual who committed the act. The range of responses to confirmed harassment, intimidation, or bullying acts should include individual, classroom, school, or district responses, as appropriate to the findings from each incident. Examples of responses that apply to each of these categories are provided below:

1. Individual responses can include positive behavioral interventions (e.g., peer mentoring, short-term counseling, life skills groups) and punitive actions (e.g., detention, in-school or out-of-school suspension, expulsion, law enforcement report or other legal action).
2. Classroom responses can include class discussions about an incident of harassment, intimidation, or bullying, role plays, research projects, observing and discussing audio-visual materials on these subjects, and skill-building lessons in courtesy, tolerance, assertiveness, and conflict management.
3. School responses can include theme days, learning station programs, parent programs, and information disseminated to students and parents, such as fact sheets or newsletters, explaining acceptable uses of electronic and

POLICY

wireless communication devices, or strategies for fostering expected student behavior.

4. District-wide responses can include community involvement in policy review and development; professional development programs; adoption of curricular and school-wide programs with community-based organizations (e.g., mental health, health services, health facilities, law enforcement officials, faith-based organizations),

and disseminating information on the core ethical values adopted by the Board's Code of Student Conduct, per N.J.A.C. 6A:16-7.1(a)2.

In providing support for victims of harassment, intimidation, or bullying, the district should identify a range of strategies and resources, which may include, but is not limited to, the following actions for individual victims:

- Counseling;
- Teacher Aides;
- Hallway and playground monitors;
- Schedule changes;
- Before and after school supervision;
- School transportation supervision;
- School transfers; and
- Therapy.

I. Reprisal or Retaliation

The Board of Education prohibits a Board member, school employee, contracted service provider who has contact with students, school volunteer, or student from engaging in reprisal, retaliation, or false accusation against a victim, witness, or any other person who has reliable information about an act of harassment, intimidation, or bullying or who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity, and circumstances of the act, in accordance with case law, Federal and State statutes and regulations, and district policies and procedures.

J. False Accusations of Harassment, Intimidation or Bullying

POLICY

The Board of Education prohibits any person from falsely accusing another as a means of harassment, intimidation, or bullying.

1. Students - Consequences and appropriate remedial action for a student could range from positive behavioral interventions up to and including suspension or expulsion, as permitted under N.J.S.A. 18A:37-1, Discipline of Students and as set forth in N.J.A.C. 6A:16-7.3, Short-term suspensions, N.J.A.C. 6A:16-7, Long-term suspensions and N.J.A.C. 6A:16-7.4, Expulsions;
2. School Employees - Consequences and appropriate remedial action for a school employee or contracted service provider who has contact with students could entail discipline in accordance with district policies, procedures, and agreements; and
3. Visitors or Volunteers - Consequences and appropriate remedial action for a visitor or volunteer could be determined by the school administrator after consideration of the nature, severity, and circumstances of the act, including law enforcement reports or other legal actions, removal of buildings or grounds privileges, or prohibiting contact with students or the provision of student services.

K. Additional Policy Requirements

The Board of Education requires the Superintendent to annually disseminate this Policy to all school employees, contracted service providers who have contact with students, school volunteers, students and parents who have children enrolled in a school in the school district, along with a statement explaining that this Policy applies to all acts of harassment, intimidation, or bullying, pursuant to N.J.S.A. 18A:37-14, that occur on school property, at school-sponsored functions or on a school bus and, as appropriate, acts that occur off school grounds.

The Superintendent shall post a link to this Policy that is prominently displayed on the home page of the school district's website. The Superintendent shall ensure that notice of this Policy appears in the student handbook and all other publications of the school district that set forth the comprehensive rules, procedures, and standards for schools within the school district.

The Superintendent shall post the name, school phone number, school address and school email address of the district's Anti-Bullying Coordinator on the home page of the school district's website. Additionally, the Superintendent shall post the

POLICY

contact information for the School Climate State Coordinator on the school district home page alongside this Policy.

Each Principal or designee shall post the name, school phone number, school address, and school email address of both the school ~~a~~Anti-~~b~~Bullying ~~s~~Specialist and the district ~~a~~Anti-~~b~~Bullying ~~c~~Coordinator on the home page of each school's website.

The Superintendent shall post the New Jersey Department of Education's Guidance for Parents on the Anti-Bullying Bill of Rights Act on the district homepage and on the homepage for each school in the district with a website.

The Superintendent and the Principals shall provide training on the school district's harassment, intimidation, or bullying policies to school employees contracted service providers and volunteers who have significant contact with students. The training shall include instruction on preventing bullying on the basis of the protected categories enumerated in N.J.S.A. 18A:37-14 and other distinguishing characteristics that may incite incidents of discrimination, harassment, intimidation, or bullying. The school district's employee training program shall include information regarding the school district policy against harassment, intimidation, or bullying, which shall be provided to full-time and part-time staff, contracted service providers and school volunteers who have significant contact with students.

The Superintendent shall develop and implement a process for annually discussing the school district policy on harassment, intimidation, or bullying with students. The Superintendent and the Principal(s) shall annually conduct a re-evaluation, reassessment, and review of this Policy and any report(s) and/or finding(s) of the school safety/school climate team, with input from the school ~~a~~Anti-~~b~~Bullying ~~s~~Specialists, and recommend revisions and additions to this Policy as well as to harassment, intimidation, or bullying prevention programs and approaches based on the findings from the evaluation, reassessment, and review.

L. Harassment, Intimidation, or Bullying Training and Prevention Programs

Each public school teacher and educational services professional shall be required to complete at least two hours of instruction ~~in~~on harassment, intimidation, or bullying prevention within each five year professional development period as part of the professional development requirement pursuant to N.J.S.A. 18A:37-22.d. The required two hours of suicide prevention instruction ~~must shall~~ include information on the risk of suicide and incidents of harassment, intimidation, or bullying and

POLICY

information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

Each newly elected or appointed Board member must complete, during the first year of the member's first term, a training program on harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:12-33.

A school leader shall complete school leader training that shall include information on the prevention of harassment, intimidation, or bullying as required in N.J.S.A. 18A:26-8.2.

The school district shall annually observe a "Week of Respect" beginning with the first Monday in October. In order to recognize the importance of character education, the school district ~~shall~~**will** observe the week by providing age-appropriate instruction focusing on the prevention of harassment, intimidation, or bullying as defined in N.J.S.A. 18A:37-14. Throughout the school year the district ~~shall~~**will** provide ongoing age-appropriate instruction on preventing harassment, intimidation, or bullying, in accordance with the New Jersey Student Learning Standards, pursuant to N.J.S.A. 18A:37-29.

The school district and each school in the district ~~shall~~**will** annually establish, implement, document, and assess harassment, intimidation, or bullying prevention programs or approaches, and other initiatives in consultation with school staff, students, administrators, volunteers, parents, law enforcement, and community members. The programs or approaches and other initiatives shall be designed to create school-wide conditions to prevent and address harassment, intimidation, or bullying in accordance with the provisions of N.J.S.A. 18A:37-17.

M. Reports to Board of Education and New Jersey Department of Education

The Superintendent shall report two times each school year, between September 1 and January 1 and between January 1 and June 30 at a public hearing all acts of violence, vandalism, and harassment, intimidation, or bullying which occurred during the previous reporting period in accordance with the provisions of N.J.S.A. 18A:17-46. The information shall also be reported to the New Jersey Department of Education in accordance with N.J.S.A. 18A:17-46.

N. School and District Grading Requirements

POLICY

Each school and each district shall receive a grade for the purpose of assessing their efforts to implement policies and programs consistent with the provisions of N.J.S.A. 18:37-13 et seq. The grade received by a school and the district shall be posted on the homepage of the school's website and the district's website in accordance with the provisions of N.J.S.A. 18A:17-46. A link to the report that was submitted by the Superintendent to the Department of Education shall also be available on the school district's website. This information shall be posted on the websites within ten days of receipt of the grade for each school and the district.

O. Reports to Law Enforcement

The Superintendent or designee and the Principal shall consult law enforcement, as appropriate, pursuant to the provisions of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials, if the student's behavior may constitute a possible violation of the New Jersey Code of Criminal Justice.

Law enforcement officials may request a suspension or stay of the district's harassment, intimidation, or bullying investigation if the conduct is being investigated by law enforcement. If law enforcement officials request a suspension or stay of a harassment, intimidation, or bullying investigation, school officials will follow the provisions of the MOA regardless of where the district is in the harassment, intimidation, or bullying investigation timeline.

School officials will immediately memorialize the request, in writing, from law enforcement and advise the parent(s) of the alleged perpetrator(s) and alleged victim(s) of law enforcement's request. The notice to parents must include notice that the district is obligated under New Jersey's Law Against Discrimination to address student-on-student bias-based harassment and the statute of limitations for filing a complaint in the Division of Civil Rights will not be extended due to law enforcement's request.

If law enforcement has not affirmatively requested a stay or suspension of a harassment, intimidation, or bullying investigation, but the school district believes the action(s) involved may constitute a criminal offense(s), school officials will contact law enforcement to inquire as to whether law enforcement may want to investigate the matter.

Some acts of harassment, intimidation, or bullying may be bias-related acts and school officials must report to law enforcement officials any bias related acts, in accordance with N.J.A.C. 6A:16-6.3.(e), and pursuant to the provisions of the

POLICY

~~Memorandum of Agreement Between Education and Law Enforcement Officials~~ MOA.

P. Collective Bargaining Agreements and Individual Contracts

Nothing in N.J.S.A. 18A:37-13.1 et seq. shall may be construed as affecting the provisions of any collective bargaining agreement or individual contract of employment in effect on the Anti-Bullying Bill of Rights Act's effective date (January 5, 2011): pursuant to N.J.S.A. 18A:37-30.

The Board of Education prohibits the employment of or contracting for school staff positions with individuals whose criminal history record check reveals a record of conviction for a crime of bias intimidation or conspiracy to commit or attempt to commit a crime of bias intimidation.

Q. Students with Disabilities

Nothing contained in N.J.S.A. 18A:37-13.1 et seq. may shall alter or reduce the rights of a student with a disability with regard to disciplinary actions or to general or special education services and supports pursuant to N.J.S.A. 18A:37-32.

The school district shall submit all subsequent amended Harassment, Intimidation, or Bullying Policies to the Executive County Superintendent of Schools within thirty days of Board adoption.

N.J.S.A. 18A:37-13 through 18A:37-37

N.J.A.C. 6A:16-7.1 through 6A :16-7.9.;

Model Policy and Guidance for Prohibiting Harassment, Intimidation, and Bullying on School Property, at School-Sponsored Functions and on School Buses – August 2022 – New Jersey Department of Education

A •Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials – 2023 Revisions

Adopted: 03 March 2003

Revised: 04 February 2008

Revised: 20 June 2011

Revised: 20 October 2014

Revised: 08 December 2014

Revised: 28 September 2016

POLICY

LIVINGSTON
STUDENTS
BOARD OF EDUCATION
55127 Page PAGE 24 of NUMPAGES 24
HARRASMENT, INTIMIDATION or BULLYING (M)

Revised: August 15, 2018
Revised: November 22, 2022
Revised: May 23, 2023

POLICY 5516 - USE OF ELECTRONIC COMMUNICATION
AND RECORDING DEVICES (ECRD) (M)

To support school environments in which students can fully engage with their classmates and their teachers, and to focus attention upon instruction, the Board of Education has determined the use of cell phones and other electronic communication devices by students for personal use during the school day and school activities should be limited.

The Board of Education believes pupils and/or school staff members should not be subject to having a video or audio recording taken of any pupil(s) or school staff member(s) for any purpose without the consent of the pupil, the pupil's parent or guardian, and/or the school staff member. In addition to protecting the privacy rights of pupils and school staff members, the Board recognizes such recordings can be disruptive to the educational program. In addition, inappropriate recordings of educational material, pupil assessment instruments, and/or pupil assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other pupils. Therefore, the Board of Education adopts this Policy regarding pupil use of electronic communication and recording devices.

As used in this Policy, "Electronic communication and recording device (ECRD)" includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons with others. An electronic communication device ECRD includes, but is not limited to, any type of cameras, cellular and wireless telephones, pagers/beepers, laptop computers, electronic readers, watches, personal digital assistants (PDAs), any audio or video broadcasting devices, ear buds, headphones, two-way radios, portable fax machines, video broadcasting devices, and any other device that allows a person to audio and/or video record and/or transmit, in either a real time or delayed basis, sound, video or still images, text, audio recordings or other information.

The Board adopts Regulation 5516 and this Policy to address student use of an electronic communication device for personal use on school grounds during the school day, to also include, but not be limited to: during before and after school programs; during any co-curricular activity; and on a school bus.

Nothing in Regulation 5516 and this Policy shall prohibit a student from using an electronic communication device for a purpose documented in a classified student's Individualized Education Plan (IEP) or a plan developed under Section 504 of the "Rehabilitation Act of 1973," 29 USC 794. A student may use an electronic



communication device to monitor or address a health condition with prior permission from the Principal, in consultation with the school nurse to be documented in the student's Individual Health Plan.

In addition, the Board believes students and/or school staff members should not be subject to having any type of recording taken of any student(s) or school staff member(s) for any purpose without the consent of the student and the student's parent or the school staff member. In addition to protecting the privacy rights of students and school staff members, the Board recognizes such recordings can be disruptive to the educational program. Inappropriate recordings of educational material, student assessment instruments, and/or student assessment reviews can be used to compromise the integrity of the district's educational program or lead to academic dishonesty in the event such recordings are stored and/or transmitted to other students.

~~A pupil is not permitted to record sound, video, still images or other information using an ECRD on school grounds during the school day or when the pupil is participating in a curricular or school-sponsored co-curricular activity. A pupil's personal ECRD may only be used on school grounds in an emergency situation or with the permission of a school staff member supervising the pupil in a curricular or school-sponsored co-curricular activity. Any audio and/or video recording by a pupil using their personal ECRD with permission of a school staff member while participating in a curricular or school-sponsored activity where other pupils or staff members are present shall require the permission for such recording from any other pupil and their parents or guardians and/or staff members whose voice or image is to be recorded. This Policy is not intended to prohibit appropriate use of electronic devices for authorized or approved official curricular or school-sponsored co-curricular activities such as yearbook photographs, staff member/teacher directed and approved activities, classroom presentations, and athletic events and drama production filming. A pupil authorized or approved to use an ECRD may not use an ECRD to access internet sites or view information or internet-based material that is inappropriate or would be blocked from pupil access by the school district's acceptable use of computers and networks policy. Nothing in this Policy is intended to prevent a pupil from using their personal ECRD and recording school-sponsored co-curricular activities as a non-participant when the activity is open to the general public.~~

~~For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and structures that support these buildings, including, but not limited to, administrative buildings, kitchens, maintenance shops, and garages. "School grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and other recreational places owned by the local municipalities, private entities, or other~~



~~individuals during those times when the school district has exclusive use of a portion of such land. It also includes use on school buses.~~

~~An ECRD used in violation of this Policy will be confiscated by a school staff member or Principal or designee and the pupil will be subject to appropriate disciplinary action.~~

~~Remotely Activating Paging Devices~~

~~Pupils are not permitted to bring or possess a remotely activating paging device on any school district property at any time regardless of whether school is in session or other persons are present, except as provided below~~

~~The Building Principal may grant permission for a pupil to bring or possess a remotely activating communication device on any school property only if the pupil provides a written request to the Building Principal.~~

~~The pupil must establish to the satisfaction of the Building Principal a reasonable basis for the possession of the device. The written request must include the purpose for the pupil possessing and/or bringing the device on school property and the date or dates in which the pupil requests to possess and/or bring the device on school property. The written request must also include the date in which the pupil will no longer need to bring and/or possess the device on school property.~~

~~The Building Principal, upon reviewing the request from the pupil, will make a determination. The determination will be in writing and if approved, written permission for the pupil to bring and/or possess a remotely activating paging device will be provided to the pupil. Permission will only be provided for an appropriate period of time.~~

~~The pupil must submit a new request if the time in which permission is given to bring and/or possess a device expires. The pupil that is granted permission to possess and/or bring the device must be in the possession of the device at all times.~~

~~In the event a pupil violates this policy as to paging devices, the Building Principal, or designee, will confiscate the device, take appropriate disciplinary action and immediately notify the Superintendent and the local law enforcement agency.~~

~~Cellular Phones~~

~~Cellular phones may only be used as described in the District's Code of Conduct and school handbooks.~~



POLICY

LIVINGSTON
BOARD OF EDUCATION

Students

5516/Page PAGE 3 of NUMPAGES 3
USE OF ELECTRONIC COMMUNICATION

~~N.J.S.A. 2C:33-19~~
~~N.J.A.C. 6A:16-5.8~~

Adopted: 17 July 2006
Revised: 23 January 2012
Reviewed: 21 March 2016
Revised: February 25, 2025



[< Prev](#) [Next >](#)[To Regulation](#)[Search District Policies](#)[District Policies TOC](#)

District Policy

5530 - SUBSTANCE ABUSE (M)

Section: Students
Date Created: June 2007
Date Edited: July 2023

5530 SUBSTANCE ABUSE (M)

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

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

The Board prohibits the use, possession, and/or distribution of a substance on school ~~premises grounds, including on at any event away from the school premises that is sponsored by this Board, and on any transportation vehicle provided by this Board or at school sponsored functions according to N.J.S.A. 18A:40A-9, 10, and 11.~~ A pupil who uses, possesses or distributes a substance, on or off school premises, ~~at any event away from the school premises that is sponsored by the Board, and on any transportation vehicle provided by the Board during or after school hours~~ will be subject to discipline.

~~This following P~~policy and its accompanying ~~R~~regulation will outline the steps the district will take in relation to:

1. A comprehensive program of drug, alcohol, tobacco and steroid education;
2. The identification and remediation of pupils involved with drugs, alcohol, tobacco and steroids;
3. The examination and treatment of pupils suspected of being under the influence of drugs, alcohol, tobacco or steroids to determine the extent of the pupil's drug or alcohol use or dependency;
4. The treatment and discipline of pupils who use, possess or distribute drugs, alcohol, tobacco and steroids in violation of law or this policy through referral to an appropriate drug/alcohol abuse program as recommended by the department of health and the student assistance counselor;
5. ~~Supportive services for pupils returning from treatment. The readmission to school and treatment of pupils who have been convicted of drug, alcohol, tobacco and/or steroid offenses.~~

Definitions

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

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

N.J.S.A. 2C:35-10.4, or over-the counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.

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

"Evaluation" means ~~those~~ procedures used by a certified or licensed professional ~~trained to assess alcohol and other drug abuse which~~ to make a positive determination of a student/pupil's need for ~~an educational program and services or treatment that extends beyond the regular general school program by virtue of the use of substances~~ learning, behavior, or health difficulties of the ~~by the student/pupil or a member of the student/pupil's family.~~

~~"Intervention and referral to treatment" means those programs, and services, and actions taken to identify and offered to help to a pupil-student at risk for learning, behavior, or health difficulties. because of the use of substances by the pupil or a member of the pupil's family.~~

"Referral for treatment" means those programs and services suggested to a student or to the student's family to help implement the recommendations of an evaluation; in response to a positive alcohol or other drug test results; or in response to the family's request for assistance with a learning, behavior, or health difficulty.

"School grounds" means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities or other individuals during times when the school district has exclusive use of a portion of the land.

Discipline

The Board prohibits the use, possession, and/or distribution of alcohol or other drugs on school grounds, including on any transportation vehicle provided by this Board or at school sponsored functions. A pupil who uses, possesses, or distributes a substance, on or off school premises, will be subject to discipline in accordance with this Policy and Regulation 5530. Discipline will be graded to the severity of the offenses, the nature of the problems and the pupil's needs. Discipline may include suspension or expulsion.

The Board directs the Superintendent to establish consequences for a pupil not following through on the recommendations of an evaluation for alcohol or other drug abuse and related behaviors.

The Board may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d). Any student to be disciplined shall be provided the due process procedures for students and their families as set forth in N.J.A.C. 6A:16-7.

Prevention/Instruction

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

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

Such services include instruction, counseling and related services to a pupil who is receiving medical or therapeutic care for diagnosed substance abuse, referral to a community agency approved by the County Local Advisory Council on alcoholism or Drug Abuse or the State Department of Health; support services for pupils who are in care or returning from care for substance dependency; and/or a special class or course designed to meet the needs of pupils with problems of substance abuse.

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

Outreach to Parents

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

Building-Based Programs

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

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

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

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

1. By a district approved medical facility.
2. Private practitioners certified by an appropriate drug and alcohol licensing board.
3. Out-of-State agencies licensed by the appropriate State regulatory agency for alcohol and other drug services; or
4. Appropriate community agencies as defined in N.J.A.C. 6A:16-4.1(b).

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

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

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

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

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

1. The Principal or ~~his/her~~their designee
2. The School Nurse
3. The Substance Awareness Counselor

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

1. Notify the parent(s) or legal guardian
2. Notify the Superintendent
3. Arrange for an immediate **medical** examination of the pupil at a Board approved facility. "Immediate" is defined in the following way:

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

4. The parent(s) or guardian(s) may have the immediate medical examination conducted by a physician other than at the school approved facility who is licensed to practice medicine or osteopathy. This examination will be at the expense of the parent(s) or guardian(s) and not the Board. The medical examination must meet Board approved standards for toxicity.
5. If parent(s) or guardian(s) are not available or cannot meet the time frames established in this policy, the school shall arrange for transportation of the student to the approved testing facility

or to the emergency room of the nearest hospital.

- a. The district reserves the right to contact the police or emergency services to transport the student. In this case, a staff member will accompany the student.
- b. Any expense for transporting the child will be borne by the parent or guardian.

5. ~~If the parent is transporting the child, he parent(s) or legal guardian may request the examination be conducted by a physician other than at the school approved facility. This examination will not be at the district's expense and must meet Board approved standards for toxicity.~~
6. ~~A written report will be furnished by the examining physician to the parent(s) or legal guardian, Principal and the Superintendent within one school day 24 hours of the referral of the student for suspected alcohol or other drug use. If the parent or child refuses to be screened or fails to produce the required report within one school day 24 hours, the appropriate disciplinary procedures will be implemented.~~
7. If the written report of the medical evaluation verifies that alcohol or other drugs do not interfere with the student's physical and mental ability to perform in school, the student shall remain in school.
8. If there is a positive determination from the medical examination indicating that the student's alcohol or drug use interferes with their physical and mental ability to perform in school, or the student is non-compliant with this policy, attendance at school will not resume until a written report has been submitted to the parent, Principal and Superintendent from a physician who has examined the student which states that the student's alcohol or other drug use no longer interferes with their physical and mental ability to perform in school. Removal of a student with a disability shall be in accordance with N.J.A.C. 6A:14.
9. Whenever any teaching staff member, certified or non-certified school nurse, or other educational personnel shall have reason to believe a pupil has used or may be using anabolic steroids, that person shall report the matter in accordance with Regulation 5530 and N.J.A.C. 6A:16-4.3(b)1.

Consequences Reporting Pupils to Law Enforcement Authorities

The Superintendent, or designee, will report pupils to law enforcement authorities if the staff member has reason to believe a pupil is unlawfully, under the influence of, possessing, or in any way is involved in the distribution of controlled dangerous substances, anabolic steroids, or drug paraphernalia, on school grounds, including on any transportation vehicle provided by this Board or at school sponsored functions or on or within 1,000 feet of the outermost boundary of school property, pursuant to N.J.A.C. 6A:16-6.3(a).

The Superintendent ~~will~~ shall not report pupils who have voluntarily sought treatment or counseling for a substance abuse problem provided the pupil is not involved or implicated in a drug distribution activity.

¶

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

1st offense

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

¶

2nd offense

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

¶

3rd offense

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

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Consequences for Distribution of Drugs/Alcohol

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

¶

Conditions for Re-Entry for all Offenses

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

¶

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

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

Civil Immunity

No civil action of any kind shall lie against any employee, officer or agent of the Board because of actions taken under the education statutes on substance abuse, N.J.S.A. 18A:40A-1 et seq., provided the skill and care given is that ordinarily required and exercised by other such employees, officers and agents of the Board.

Any educational or non-educational school staff member who in good faith reports a pupil to the Building Principal or designee in compliance with N.J.A.C. 6A:16-4.3 shall not be liable in civil damages as a result of making such a report, as specified in N.J.S.A. 18A:40A-13 and 14.

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

N.J.S.A. 18A:40A-1 et seq. ; 18A:40A-5; 18A:40A-7.1 et seq. ; 18A:40A-7.2; 18A:40A-9 through 18A:40A-17;

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

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[< Prev](#) [Next >](#)**To Policy**[Search District Regulations](#)[District Regulations TOC](#)**District Regulation****5530 - SUBSTANCE ABUSE (M)**

Section: Students
 Date Created: June 2019
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R 5530 SUBSTANCE ABUSE (M)

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

- **Definitions**

- "Evaluation" means procedures used by a certified or licensed professional to make a positive determination of a pupil's need for programs and services which extend beyond the general school program by virtue of learning, behavior, or health difficulties of the pupil or the pupil's family.
- "Other drugs" mean substances as defined in N.J.S.A. 18A:40A-9 and substances as defined in N.J.A.C. 6A:16-4.1(a).
- "Parent" means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s) or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
- "Referral for evaluation" means programs and services suggested to a student or the student's family to make a positive determination regarding a student's need for services that extend beyond the general school program.
- "Referral for treatment" means programs and services suggested to a student or to the student's family to help implement the recommendations resulting from an evaluation, pursuant to N.J.A.C. 6A:16-1.3 and 4.1(c)5 and 6; in response to a positive alcohol or other drug test result, pursuant to N.J.A.C. 6A:16-4.4; or in response to the family's request for assistance with a learning, behavior, or health difficulty, pursuant to N.J.A.C. 6A:16-4.1(c)7 and 8.
- "Sample" means a non-dilute, non-adulterated sample. A diluted urine screen is a presumptive positive test result. Appropriate disciplinary action will be taken for a positive test result.
- "School grounds" means and includes land, portions of land, structures, buildings, and vehicles, owned, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school wastewater treatment facilities, generating facilities, and other central facilities including, but not limited to, kitchens and maintenance shops. "School grounds" also include other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.
- "Substance" as defined in N.J.S.A. 18A:40A-9 and N.J.A.C. 6A:16-4.1(a) means alcoholic beverages, controlled dangerous substances as defined at N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, anabolic steroids, any chemical or chemical compound that releases vapors or fumes causing a condition of intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system, including, but not limited to, glue containing a solvent having the property of releasing toxic vapors or fumes as defined at N.J.S.A. 2C:35-10.4, or over-the counter prescription medications which are improperly used to cause intoxication, inebriation, excitement, stupefaction, or dulling of the brain or nervous system.
- "Substance abuse", also called "substance use", means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.
- "Under the influence" of substances means that the student is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the immediate use of a substance.
- **Discipline**
 - Any violation of Board rules prohibiting the use, possession, and/or distribution of a substance is a serious offense, and the student who violates a substance abuse rule will be disciplined accordingly. Repeated violations are more severe offenses and warrant stricter disciplinary measures. Students who violate the substance abuse rules will be disciplined as follows:

Consequences for the Use or Possession of Drugs/Alcohol**1st offense****

- Notify the Superintendent of Schools
- Notify the Police in accordance with the Memorandum of Agreement
- Four (4) to Ten (10) days out-of-school suspension
- Parent meeting with administration

- The Board may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

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2nd offense**

- Notify the Superintendent of Schools
- Notify the Police in accordance with the Memorandum of Agreement

- Ten (10) days Long-Term out-of-school suspension
- Parent meeting with administration

The Board may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

3rd offense**

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

The Board may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

Consequences for Distribution of or Intent to Distribute Drugs/Alcohol**

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

The Board may deny participation in extra-curricular activities, school functions, sports, graduation exercises, or other privileges as disciplinary sanctions when designed to maintain the order and integrity of the school environment, in accordance with N.J.A.C. 6A:16-7.1(d).

**Interventions can be higher in cases with aggravating factors. In certain cases, legal action may also be required.

Conditions for Re-Entry for all Offenses

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

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

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

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

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

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

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

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

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

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

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

D. Reporting, Notification, and Examination Procedures

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

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

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

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

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

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

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

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

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

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

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

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

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

a. Any educational staff member or other professional to whom it appears that a student may be currently under the influence of alcohol or other drugs on school grounds shall report the matter as soon as possible to the Principal or, in ~~his or her~~their absence, to ~~his or her~~their designee and either the certified school nurse, non-certified school nurse, school physician, or student assistance coordinator, pursuant to N.J.S.A. 18A:40A-12.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(3) When the medical examination is conducted by the Board Approved Facility ~~or emergency room of the nearest hospital~~, the examination shall be at the expense of the ~~district~~ Board of Education.

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

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

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

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

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

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

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

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

(2) Refusal or failure by a parent to comply with this requirement shall be treated as a policy violation and handled in accordance with N.J.A.C. 6A:16-4.3(d) and will result in consequences as indicated.

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

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

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

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

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

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

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

l. While the student is home because of the medical examination or after the student returns to school, an individual who holds the Educational Services Certificate with the student assistance coordinator endorsement issued by the New Jersey State Board of Examiners or an individual who holds one of the following Educational Services Certificate endorsements: school nurse, school nurse/non-instructional, school psychologist, school counselor, school social worker, or student personnel services and is trained to assess alcohol and other drug abuse shall ~~coordinate the communication and follow-through of treatment program recommendations from a state approved facility:~~

- (1) Conduct an alcohol and other drug assessment of the student and a reasonable investigation of the situation, which may include interviews with the student's teachers and parents and consultation with experts in student alcohol or other drug abuse, for the purpose of making a preliminary determination of the student's need for educational programs, support services, or treatment that extend beyond the general school program by virtue of the student's use of alcohol or other drugs. ~~The student is required to have mandatory full evaluation from a state approved, facility, agreement to follow the recommendations of the assessment and evidence towards meeting the treatment goals, agree to be subject to continued drug screenings, have a parent meeting (re-entry conference) with administration, and agreement to submit to periodic drug testing.~~

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

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

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

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

m. While the student is at home because of the medical examination or after their return to school, the Principal or Superintendent may recommend or require alcohol and other drug assessment of the student or evaluation by appropriately certified or licensed professionals to make a positive determination of the student's need for programs and services that extend beyond the general school program, as necessary.

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

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

E. Handling of Alcohol or Other Drugs

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

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

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

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

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

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

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

F. Reporting Students to Law Enforcement Agencies

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

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

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

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

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

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

G. Parent Training Program/Outreach Programs

1. A substance abuse training program will be offered to the parents of students enrolled in the district. The program will be offered at times and places convenient to parents and on school premises or in other suitable facilities.
2. The program shall, at a minimum, provide:
 - a. A thorough and comprehensive review of the substance abuse instruction curriculum to be taught to the children of the parents during the school year, with recommendations as to the ways in which the parent may enhance, reinforce, and supplement that program;
 - b. Information on the pharmacology, physiology, psychosocial, and legal aspects of substance abuse;
 - c. Instruction to assist the parent in the identification of the symptoms and behavioral patterns that might indicate a child may be involved in substance abuse;
 - d. Information on the State, local, and community organizations which are available for the prevention, early intervention, treatment, and rehabilitation of individuals who show symptoms of substance abuse; and
 - e. A review of the Board Policy and Regulation on substance abuse with attention to the role of parents.
3. The Board will establish an outreach program to provide substance abuse education for the parents of students in the district. In establishing the program, the Board shall consult with such local organizations and agencies as are recommended by the Commissioner. The Board shall insure the program is offered at times and places convenient to the parents of the district on school premises, or at other suitable facilities.
 - a. In addition to the substance abuse education program required pursuant to N.J.S.A. 18A:40A-17, the Board shall provide assistance to parents who believe that their child may be involved in substance abuse.

H. Records and Confidentiality of Records

1. Notations concerning a student's involvement with substances may be entered on ~~his/her~~their records, subject to N.J.A.C. 6A:32-7.1 et seq. and Policy 8330.
2. Information concerning a student's involvement in a school intervention or treatment program for alcohol or other drug abuse shall be kept strictly confidential according to 42 CFR Part 2, N.J.S.A. 18A:40A-7.1 and 7.2, and N.J.A.C. 6A:16-3.2.
3. If a student involved in a school-based drug and alcohol counseling program provides information during the course of a counseling session which indicates the student's parent or other person residing in the student's household is dependent upon or illegally using substances pursuant to N.J.S.A. 18A:40A-7.1 and 7.2, that information shall be kept confidential and may be disclosed only under the circumstances expressly authorized as follows:
 - a. Subject to the student's written consent, to another person or entity whom the student specifies in writing in the case of a secondary student, or to a member of the student's immediate family or the appropriate school personnel in the case of an elementary student;
 - b. Pursuant to a court order;
 - c. To a person engaged in a bona fide research purpose; except that no names or other information identifying the student or the person with respect to whose substance abuse the information was provided, shall be made available to the researcher; or
 - d. To the Division of Child Protection and Permanency (DCP&P) or to a law enforcement agency, if the information would cause a person to reasonably suspect that the student or another child may be an abused or neglected child in accordance with statute or administrative code.

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

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

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

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

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

Adopted: June 3, 2019
Revised: July 11, 2023

5533 STUDENT SMOKING (M)

The Board of Education recognizes the use of tobacco presents a health hazard that can have serious implications both for the smoker and the nonsmoker and that smoking habits developed by young people may have lifelong harmful consequences.

For the purpose of this Policy, "smoking" means the burning of, inhaling from, exhaling the smoke from, or the possession of a lighted cigar, cigarette, pipe or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from an electronic smoking device pursuant to N.J.S.A. 26:3D-5.7. For the purpose of this Policy, "smoking" also includes the use of smokeless tobacco and snuff.

For the purpose of this Policy, "electronic smoking device" means an electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product pursuant to N.J.S.A. 2A:170-51.4.

For the purposes of this Policy, "school buildings" and "school grounds" means and includes land, portions of land, structures, buildings, and vehicles owned, operated, or used for the provision of academic or extracurricular programs by the district or community provider and structures that support these buildings, including, but not limited to administrative buildings, kitchens, maintenance shops, and garages. "School buildings" and "school grounds" also include athletic stadiums; swimming pools; any associated structures or related equipment tied to such facilities including, but not limited to, grandstands and night field lights; greenhouses; garages; facilities used for non-instructional or non-educational purposes; and any structure, building, or facility used solely for school administration. "School buildings" and "school grounds" also includes other facilities as defined in N.J.A.C. 6A:26-1.2; playgrounds; and other recreational places owned by local municipalities, private entities, or other individuals during those times when the school district has exclusive use of a portion of such land.

N.J.S.A. 2A:170-51.4 prohibits the sale or distribution to any person under twenty-one years old of any cigarettes made of tobacco or any other matter or substance which can be smoked, or any cigarette paper or tobacco in any form, including smokeless tobacco; and any electronic device that can be used to deliver nicotine or other substances to the person inhaling from the device, including, but not limited to, an electronic cigarette, cigar, cigarillo, pipe, or any cartridge or other component of the device or related product. Consequences for a student possessing such an item will be in accordance with the Student Code of Conduct.

The Board prohibits smoking at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus.

The Board also prohibits the possession of any item listed in N.J.S.A. 2A:170-51.4 at any time in school buildings or on school grounds, at school-sponsored events away from school, or on a school bus. Such items will be confiscated and may be returned to the parent, upon request.

If it appears to an educational staff member or other professional, upon confiscating such item(s), that the student may currently be under the influence of alcohol or other drugs, the staff member shall inform the Principal or designee. The Principal or designee ~~will~~ shall immediately notify the parent and the Superintendent or designee. The Principal or designee ~~will~~ shall arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3, ~~and Policy and Regulation 5530, and this Policy—~~ Substance Abuse.

In the event the Principal or designee, after inspection of the confiscated item(s), has reason to believe the item(s) may have contained or may contain a controlled dangerous substance, ~~or a controlled substance~~ dangerous analog, ~~or other drugs~~ pursuant to N.J.S.A. 2C:35-2, the Principal or designee ~~shall~~ will immediately notify the parent and the Superintendent or designee. The Principal or designee ~~shall~~ will arrange for an immediate medical examination of the student and shall comply with all of the provisions of N.J.A.C. 6A:16-4.3, ~~and Policy and Regulation 5530, and this Policy—~~ Substance Abuse. Principals and designees ~~shall~~ will be trained to identify controlled dangerous substances in electronic smoking devices.

~~When the Principal or designee has reasonable suspicion to believe a confiscated electronic smoking device is being used as a nexus for marijuana or other controlled dangerous substances or cannabis, the Principal or designee shall immediately notify the Superintendent or designee and law enforcement in accordance with the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials.~~

Notice that smoking is prohibited on school grounds as defined above will be posted at each public entrance in accordance with ~~N.J.S.A. 26:3D-61~~ law. The sign shall also indicate violators are subject to a fine. Students who violate the provisions of this policy shall be subject to appropriate disciplinary measures and may be subject to fines in accordance with law.

Students who violate the provisions of this policy shall be subject to appropriate disciplinary measures in accordance with the district's Student Discipline/Code of Conduct and may be subject to fines in accordance with law. In the event a student is found to have violated this Policy and the law, the Principal or designee may file a complaint with the appropriate Municipal Court or other agency with jurisdiction as defined in N.J.A.C. 8:6-9.1(c).

A student found to have violated this Policy and the law may be required to participate in additional educational programs to help the student understand the harmful effects of smoking and to discourage the use of tobacco products. These programs may include, but are not limited to, counseling, smoking information programs, and/or smoking cessation programs sponsored by this school district or available through approved outside agencies.

The Board directs that the health curriculum include instruction in the potential hazards of the use of tobacco. All school staff members shall make every reasonable effort to discourage students from developing the habit of smoking.

The Board ~~of Education~~ will comply with any provisions of a municipal ordinance which provides restrictions on or prohibitions against smoking equivalent to, or greater than, those provided in N.J.S.A. 26:3D-55 through N.J.S.A. 26:3D-63.

N.J.S.A. 2A:170-51.4

N.J.S.A. 2C:35-2

N.J.S.A. 18A:40A -1

N.J.S.A. 26:3D-55 through 26:3D-63

N.J.A.C. 6A:16-4.3

N.J.A.C. 8:6-7.2; 8:6-9.1 through 8:6-9.5

*A Uniform State Memorandum of Agreement Between Education and Law
Enforcement Officials – 2023 Revisions*

Adopted: 12 May 2008

Revised: 18 July 2011

Revised: 20 October 2014

Revised: September 17, 2018

5533 STUDENT SMOKING (M)

The Board of Education is committed to maintaining a smoke-free environment on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board. The school administration and all school staff members shall strictly enforce this smoking prohibition and will work together to ensure students do not smoke in violation of Board Policy 5533 and N.J.S.A. 26:3D-56.

A. Notice Provisions

1. A sign shall be posted in every school building indicating smoking is prohibited in any school building or on school grounds. The sign shall also indicate violators will be subject to a fine.
2. Each school's student handbook will indicate smoking is prohibited on school grounds, at events sponsored by the Board away from school, and on any transportation vehicle supplied by the Board.
3. A public address announcement will be made, when practicable, at school-sponsored events indicating smoking is prohibited in school buildings and on school grounds.

B. Reporting Procedures

1. Any teaching staff member who observes a student smoking in violation of Policy 5533 shall inform the student to cease smoking and report the violation to the Principal or designee.
2. Any support staff member who observes a student smoking in violation of Policy 5533 shall either inform a teaching staff member, who shall report the violation to the Principal or designee or the support staff member may report the violation directly to the Principal or designee.
3. The Principal or designee will investigate each report received from a staff member and make a determination whether the student has violated Board Policy 5533.
4. In the event there is reasonable suspicion to believe a confiscated electronic smoking device is being used as a nexus for marijuana or other controlled dangerous substances or cannabis, the Principal or designee shall notify law enforcement in accordance with the district's Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials and follow the procedure outlined in Regulation 5530.

REGULATION

Students

5533/Page PAGE 3 of NUMPAGES 3
STUDENT SMOKING (M)

C. Violation Consequences

1. In the event the Principal or designee determines a student has violated Policy 5533, the student will be assigned appropriate discipline in accordance with the district's Student Discipline/Code of Conduct.

2. The Principal or designee will notify the student's parent(s) when discipline is being imposed for a violation of Policy 5533.

Issued:

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

The Board of Education authorizes the use of electronic surveillance systems in school buildings, on school grounds and on school vehicles to enhance the safety and security for school district staff, students, community members, and other building occupants and to protect the school district's buildings, grounds and, vehicles and school-provided electronic equipment ("hardware"), software, networks and cloud accounts.

To maintain safe and secure conditions for all students and staff transported on school vehicles, the Board may use electronic surveillance devices to monitor student and staff behavior, school bus driver discipline procedures and/or school bus driver driving techniques.

To maintain a safe and secure environment for students and staff, the Board may use electronic surveillance devices and/or software to monitor the use of school-provided electronic equipment by students and staff. Such protection includes but is not limited to the protection of student's privacy, the academic integrity of the content they develop, integrity of the "system" (the school- provided electronic equipment ("hardware"), its software, school computer networks and cloud accounts), compliance with appropriate policies, and system management and planning (to assess how equipment is being used to guide future decisions). Such protection may include monitoring of websites visited, resources used, and the IP addresses used to connect school-provided electronic equipment to the internet (to ensure network security and assist in device recovery in the event of loss or theft).

With regard to school-provided electronic equipment, in the event of a conflict between this Policy and Policy 5516, Policy 5516 shall take precedence.

In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a Memorandum of Understanding (MOU) with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video **during an emergency** situation. The MOU shall include the provisions of N.J.S.A. 18A:41-9 and any additional information required by law enforcement officials. In the event the parties to the MOU are unable to reach an agreement regarding any provision required to be included in the MOU as per N.J.S.A. 18A:41-9a, the County Prosecutor shall make the final determination regarding that provision. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that does not have the ability to have live streaming video.

POLICY

LIVINGSTON BOARD OF EDUCATION

Property

7441/Page PAGE 2 of NUMPAGES 2

ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

The ~~Livingston Board of Education~~ will provide access to our electronic surveillance systems to the Livingston Police Department (LPD). The LPD will utilize the system only in emergency situations or upon request of district administration. In the event the LPD has a need to monitor the electronic surveillance system in a non-emergency situation, they will notify the LBOE every time monitoring takes place.

The content produced by the surveillance system including content developed and stored on the school-provided electronic equipment and the school-provided networks and cloud accounts, under certain circumstances may be considered a personnel or student record, in which it will be subject to the Board of Education policy and regulations regarding confidential records. If the content of the surveillance system becomes the subject of a disciplinary proceeding, it shall be treated like other evidence in the proceeding, and the district declares such use to be a legitimate educational interest.

The following statement shall be posted in a prominent, public place in buildings and on school grounds where electronic surveillance equipment may be used:

The Board of Education authorizes the use of electronic surveillance monitoring devices in school buildings, on school grounds and on school vehicles. Therefore, all school buildings and school grounds within this school district may be monitored using such devices in accordance with Board Policy. In addition, school-provided electronic equipment may be monitored even when used in any location (i.e. at home, not just on school grounds and on school vehicles).

In addition to posting, the district shall notify school staff members, parent(s) and students that electronic surveillance may be used in school buildings, on school grounds, on school vehicles and on school-provided electronic equipment (“hardware”), software and networks through publication in student and staff handbooks, school calendars, notice sent home with students, or any other effective means to publish the district’s use of electronic surveillance equipment in school buildings, on school grounds and on school vehicles. Such notice may additionally be provided through the use of a “login banner”, a notice which appears upon start-up of school-provided electronic equipment before the student first logs-in.

N.J.S.A. 18A:41-9

Adopted: 09 November 2009

Reviewed: 09 January 2012

Revised: 06 May 2013

Revised: 11 April 2016

Revised: June 18, 2018

*A Uniform State Memorandum of Agreement Between Education and Law Enforcement
Officials – 2023 Revisions*

REGULATION

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

In order to enhance a safe and secure environment, the Board authorizes electronic surveillance devices to be used in school district buildings and on school grounds.

A. Recording and Notice

1. Surveillance devices may include, but are not limited to, sound/video cameras, audio recording devices, and other appropriate devices.
2. Recordings may be used to monitor and observe the conduct of school district staff, students, community members, and other person(s) in school buildings or on school grounds.
3. Signage will be posted in a prominent public place in school buildings and on school grounds where electronic surveillance equipment may be used.

B. Student Records and Notice

School district personnel will comply with the provisions of applicable law regarding student record requirements including the Family Educational Rights and Privacy Act (FERPA) and the Individual with Disabilities Education Act (IDEA). Recordings considered for retention, as a part of a student's behavioral record, will be maintained in accordance with established student record procedures governing access, review, and release of student records.

C. Staff Records and Notice

1. Recordings considered for retention as part of the employee's personnel record will be maintained in accordance with established Board personnel policies, administrative regulations, applicable law, and any labor agreements governing access, review, and release of employee personnel records.
2. The district will provide notice to students, parent(s) or legal guardian(s), and school staff members that surveillance devices may be used in school buildings and on school grounds.

D. Storage/Security

REGULATION

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

1. All recordings will be stored by the Superintendent or designee, and secured to ensure confidentiality.
 2. Recordings will be retained in accordance with the New Jersey Department of the Treasury – Records Management Services Retention Schedules and will be erased or discarded, unless there is a legitimate reason for retaining such recording for review, upon receiving prior authorization from Records Management Services.
- E. Use
1. The determination of the location of surveillance devices shall be made by the Superintendent or his/her designee.
 2. Tampering with or otherwise interfering with surveillance equipment is prohibited. Any individual found tampering with equipment shall be subject to discipline.
- F. Viewing or Listening
1. Initial viewing or listening to recordings will be done by the Building Principal or designee.
 2. Requests for viewing or listening will be limited to persons with a direct interest in any proceedings, disciplinary or otherwise, resulting from the recordings, as deemed appropriate by the Building Principal or designee.
 3. Only the portion of the recording concerning a specific incident will be made available for viewing.
 4. Viewing or listening to the recording will be permitted on school property or as otherwise required by law.
 5. All viewing will be in the presence of the Building Principal or designee.
 6. A written log will be maintained by the Building Principal or designee of those viewing video recordings including date of viewing, reason for viewing, the date the recording was made, and the signature of the viewer.

REGULATION

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

7. Video recordings remain the property of the district and may be reproduced only in accordance with law, including applicable district student records policy and procedures and district personnel records policy, procedures and applicable labor agreements.
- G. Law Enforcement Memorandum of Understanding (MOU) (N.J.S.A. 18A:41-9)
1. In accordance with the provisions of N.J.S.A. 18A:41-9, if at least one school building of the school district is equipped with video surveillance equipment that is capable of streaming live video wirelessly to a remote location, the Board of Education shall enter into a MOU with local law enforcement authorities providing the authorities with the capacity to activate the equipment and view live streaming video **during an emergency situation**. The MOU shall include, but need not be limited to, the following:
 - a. **A list of designated persons, including contact information, position, rank, and supervisor's contact information, of those who are authorized to activate the equipment to view the live streaming video. The list may be executed as a confidential attachment to the MOU;**
 - b. **Description of the emergency circumstances under which the designated individuals could activate and view live streaming video; and**
 - ~~a. The designation of individuals who shall be authorized to view live streaming video;~~
 - ~~b. The circumstances under which the designated individuals would view live streaming video; and~~
 - c. A detailed plan for preventing and detecting unauthorized access to live streaming video.
 2. In the case of a school building that is located in a municipality in which there is no municipal police department, the Board shall enter into a MOU with an entity designated by the Superintendent of the State Police.
 3. In the event the district and law enforcement authority are unable to reach an agreement regarding any provision required to be included pursuant to G.1.a.-c. above, the County Prosecutor shall make the final determination.

REGULATION

R 7441 ELECTRONIC SURVEILLANCE IN SCHOOL BUILDINGS AND ON SCHOOL GROUNDS (M)

4. Nothing in N.J.S.A. 18A:41-9 shall be construed as to require the installation of video surveillance equipment capable of streaming live video wirelessly to a remote site from a school building that is not equipped with such equipment.
- H. Purchase, Maintenance, Replacement of Equipment/Supplies
1. The Superintendent of Schools or designee will be responsible for the purchase, maintenance, and replacement of all electronic surveillance devices.

Issued: December 9, 2016

Revised: June 18, 2018

9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

The Board of Education recognizes that keeping students and staff safe and helping children understand and respect the law is best served by a close and cooperative relationship with local law enforcement.

The Board adopts this Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school staff and law enforcement authorities in all matters relating to the unlawful possession, distribution and disposition of controlled dangerous substances or other drugs, including anabolic steroids, as defined in N.J.S.A. 24:21-2 and N.J.S.A. 2C:35-2, drug paraphernalia as defined in N.J.S.A. 2C:36-1, alcoholic beverages; firearms, as defined in N.J.S.A. 2C:39-1.f.; and other deadly weapons as defined in N.J.S.A. 2C:39-1.r.

The Board adopts Policy and Regulation 9320 in accordance with N.J.A.C. 6A:16-6.1. to ensure cooperation between school district staff and law enforcement authorities in all matters relating to the planning and conduct of law enforcement activities and operations occurring on school grounds, including arrest procedures, undercover school operations, and mandatory reporting the offenses listed in the Memorandum of Agreement between Education and Law Enforcement Officials (MOA).

The Superintendent or designee shall institute a program of such communication and cooperation with law enforcement in accordance with N.J.A.C. 6A:16-6.1.

This Policy and Regulation 9320 shall be submitted for review and approval to the Executive County Superintendent in accordance with N.J.A.C. 6A:16-6.2(a)2.

The Superintendent or designee shall annually review the MOA as adopted by the Board to ensure this Policy and Regulation 9320 are in accordance with the requirements outlined therein.

N.J.A.C. 6A:16-6.1.; 6A:16-6.2; 6A:16-6.4.

~~The Livingston Board of Education has entered into a Memorandum of Understanding (MOU) with the local law enforcement agency, a copy of which will serve the district's policy and regulation in this area. Copies of this document are available at the Board of Education Office.~~

Adopted: 08 January 2007



POLICY

LIVINGSTON
BOARD OF EDUCATION

Community
9320/Page PAGE 1 of NUMPAGES 1
COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

Revised: February 25, 2025



REGULATION

R 9320 COOPERATION WITH LAW ENFORCEMENT AGENCIES (M)

A. Policy 9320 and this Regulation shall be in accordance with the provisions of N.J.A.C. 6A:16-6.2, the Uniform State Memorandum of Agreement between Education and Law Enforcement Officials (MOA), and shall be:

1. Developed, implemented, and revised, as necessary, in consultation with the county prosecutor and other law enforcement officials as may be designated by the county prosecutor;
2. Reviewed and approved by the Executive County Superintendent;
3. Made available annually to all school district staff, students, and parents;
4. Consistent with reporting, notification, and examination procedures of students suspected of being under the influence of alcohol and other drugs pursuant to N.J.A.C. 6A:16-4.3; and
5. Consistent with N.J.A.C. 6A:16-7, as appropriate.

B. The school district's policies and procedures for cooperation with law enforcement agencies shall include the following components:

1. The Superintendent has designated school district staff as liaisons to law enforcement agencies in accordance with the MOA. The MOA includes a description of the liaisons' roles and responsibilities;
2. Specific procedures for and responsibilities of school district staff in summoning appropriate law enforcement authorities onto school grounds, for the purpose of conducting law enforcement investigations, searches, seizures, or arrests shall be in accordance with the MOA;
3. Specific procedures and responsibilities of school district staff for notifying parents in instances of law enforcement interviews involving their children shall be consistent with the MOA and the following:
 - a. School officials shall not notify the student's parent(s) in instances of suspected child abuse or neglect;



REGULATION

b. School officials shall notify the student's parent(s) when the student is the target of the law enforcement investigation; and

c. In all other instances, school authorities shall permit law enforcement authorities to determine whether or when a student's parent should be contacted;

4. Specific procedures for and responsibilities of school district staff in cooperating with arrests made by law enforcement authorities on school grounds shall be in accordance with the MOA;

5. Specific procedures for and responsibilities of school district staff in initiating or conducting searches and seizures of students, their property, and their personal effects shall be in accordance with the MOA and the following:

a. All searches and seizures conducted by school district staff shall comply with the standards prescribed by the United States Supreme Court in *New Jersey v. T.L.O.*, 469 U.S. 325 (1985).

b. Questions concerning searches conducted by school officials shall be directed to the appropriate county prosecutor.

c. School officials may request that law enforcement authorities assume responsibility for conducting a search or seizure.

d. No school district staff member shall impede a law enforcement officer engaged in a lawful search, seizure, or arrest whether pursuant to a warrant or otherwise.

e. School district staff shall permit law enforcement authorities, upon their arrival, to assume responsibility for conducting a search or seizure.

f. All inspections of lockers, desks, or other objects or personal property on school grounds involving the use of law enforcement drug-detection canines may be undertaken with only the express permission of the county prosecutor or the Director of the Division of Criminal Justice or the Director's designee in the New Jersey Department of Law and Public Safety.

g. Questions concerning the legality of a contemplated or ongoing search, seizure, or arrest conducted by a law enforcement officer on school grounds shall be directed to the county prosecutor or in the case of a search, seizure, or arrest undertaken by the Division



REGULATION

of Criminal Justice's designee in the New Jersey Department of Law and Public Safety, to the assigned Assistant Attorney General;

6. The procedures for and responsibilities of school district staff, with regard to interviews of students suspected of possessing or distributing a controlled dangerous substance; including anabolic steroids, drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;

7. Procedures for planning, approving, and conducting undercover school operations shall be in accordance with the MOA and the following:

a. The Superintendent and Principal shall cooperate with law enforcement authorities in the planning and conduct of undercover school operations. The Superintendent shall approve undercover operations without prior notification to the Board of Education.

b. All information concerning requests to undertake an undercover school operation, information supplied by law enforcement authorities to justify the need for and explain a proposed undercover school operation, and all other information concerning an ongoing undercover school operation, including the identity of any undercover officer placed in a school, shall be kept strictly confidential by the Superintendent and Principal.

c. The Superintendent and Principal shall not divulge information concerning an undercover school operation to any person without the prior express approval of the county prosecutor or designee.

d. The Superintendent, Principal, or any other school district staff or Board member who may have been informed regarding the existence of the undercover school operation shall immediately communicate to the county prosecutor or designee if they subsequently learn of information that suggests the undercover officer's true identity has been revealed, the undercover officer's identity or status as a bona fide member of the school community has been questioned, or the integrity of the undercover school operation has been in any other way compromised;

8. The procedures for and responsibilities of school district staff concerning the safe and proper handling of a seized controlled dangerous substance, including anabolic steroids, drug paraphernalia, or a firearm or other deadly weapon, and the prompt delivery of the items to appropriate law enforcement authorities shall be in accordance with N.J.A.C. 6A:16-6.2, Policy and Regulation 5530, and the MOA;



REGULATION

9. The procedures for and responsibilities of school district staff in notifying authorities of a suspected violation of laws prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530 and the MOA;

10. Provisions for requesting uniformed police attendance at extracurricular school events shall be in accordance with the MOA;

11. Provisions for notifying parents as soon as possible whenever a student is arrested for violating a law prohibiting the possession; sale or other distribution of a controlled dangerous substance, including anabolic steroids; drug paraphernalia; or a firearm or other deadly weapon shall be in accordance with Policy and Regulation 5530;

12. Provisions for in-service training of school district staff concerning policies and procedures established in N.J.A.C. 6A:16-6, and the exchange of information regarding the practices of the school district and law enforcement agencies shall be in accordance with the MOA;

13. A MOA with appropriate law enforcement authorities in accordance with N.J.A.C. 6A:16-6, Policy 9320, and this Regulation;

14. An annual process for the Superintendent and appropriate law enforcement officials to discuss the implementation and need for revising the MOA, and to review the effectiveness of policies and procedures implemented pursuant to N.J.A.C. 6A:16-6.2 and the MOA;

15. Provisions for contacting the Chief Executive Officer of the involved law enforcement agency, county prosecutor, and/or Division of Criminal Justice, as necessary, to resolve disputes concerning law enforcement activities occurring on school grounds shall be in accordance with the MOA;

16. Provisions for directing inquiries or complaints received by school district staff regarding interviews, investigations, arrests, or other operations conducted by sworn law enforcement officers to the appropriate law enforcement agency shall be in accordance with the MOA; and

17. The Superintendent or designee shall designate a point of contact for each school building who shall be responsible for receiving all "Handle With Care" notices for



REGULATION

students enrolled in that school building and for disseminating the notices to the appropriate school staff, in accordance with the New Jersey Attorney General Directive 2020-09 and the MOA.

C. Mandatory Reporting

1. There are seven offenses that must be reported to law enforcement if they qualify as mandatory reports, as set forth and explained in further detail in the MOA. These mandatory reports include:

a. Whenever any school district staff has reason to believe a student is in unlawful possession of a controlled dangerous substance, related paraphernalia, cannabis, or is involved or implicated in distribution activities regarding controlled dangerous substances or cannabis, pursuant to N.J.A.C. 6A:16-6.3;

b. Whenever any school district staff in the course of their employment develops reason to believe that a firearm or other dangerous weapon has unlawfully been possessed on or off school grounds, a weapon was used in an assault against a student or other school personnel, or that any student or other person has committed an offense with, or while in possession of, a firearm, whether or not such offense was committed on school grounds or during school operating hours, pursuant to N.J.A.C. 6A:16-5.5, 6A:16-5.6(d)4, and 6A:16-6.3(b);

c. Whenever any school district staff in the course of their employment develops reason to believe that anyone has threatened, is planning, or otherwise intends to cause death, serious bodily injury, or significant bodily injury to another person under circumstances in which a reasonable person would believe that the person genuinely intends at some time in the future to commit the violent act or to carry out the threat, pursuant to N.J.A.C. 6A:16-6.3(c) through (e);

d. Whenever any school district staff in the course of their employment develops reason to believe that a crime involving sexual penetration or criminal sexual contact has been committed on school grounds, or by or against a student during school operating hours or during school-related functions or activities, pursuant to N.J.A.C. 6A:16-6.3(d);

e. Whenever any school district staff in the course of their employment develops reason to believe that an assault upon a teacher, administrator, other school Board employee, or district Board of Education member has been committed, with or without a weapon, pursuant to N.J.A.C. 6A:16-5.7(d)5;



REGULATION

f. Whenever any school district staff in the course of their employment develops reason to believe a “bias-related act” has been committed or is about to be committed on or off school grounds, pursuant to N.J.A.C. 6A:16-6.3(e); and

g. Whenever any school employee in the course of their employment develops reason to believe a student is potentially missing, abused, or neglected, pursuant to N.J.A.C. 6A:16-11.1(a)3i. through iii.

D. Nothing in the policies and procedures required under N.J.A.C. 6A:16-6 and Policy 9320 and this Regulation shall be construed to prohibit school district staff from disclosing information, pursuant to N.J.A.C. 6A:32-7.2 and 7.5(f), if necessary, to protect the immediate health or safety of a student or other persons.

E. The Superintendent or designee shall annually review Policy 9320 and this Regulation as adopted by the Board to ensure each are in accordance with the requirements outlined in the MOA.

M

~~Agreement or Memorandum of Understanding With Law Enforcement~~

- ~~1. The Superintendent and Police Department will meet on a regular basis, or at least annually, to discuss the implementation and need for revising the Agreement or Memorandum of Understanding and to review the effectiveness of the policies and procedures implemented in accordance with N.J.A.C. 6A:16-6.1 et seq.~~
- ~~2. The annual Memorandum of Understanding between the Board of Education and Law Enforcement Officials will be approved by the Board of Education and will be submitted to the Police Department, County Superintendent of Schools and the County Prosecutor.~~

Approved: Jan. 23, 2017
Revised: February 25, 2025



R 0155 Board Committees

The Livingston Board of Education has established three standing committees: Curriculum, Finance/Facilities and Policy. The following establishes general and specific guidelines related to the newly created committee structure.

General Guidelines

1. Committee meetings shall have specific agendas built cooperatively between the committee chairpersons and the Superintendent or his/her designee. Committee chairpersons will be responsible for ensuring agendas are available to all committee members at least 24 hours before committee meetings. A calendar of meeting dates will be shared with committee members, the Board, and the Superintendent.
2. Preferably, committee meetings should last no longer than necessary to complete the established agenda, respecting committee members' time.
3. Minutes of the meeting will be compiled and distributed to all Board members, a minimum of 24 hours prior to the next Board of Education meeting.

School Board Standing Committees exist to facilitate the work of the school board. Each standing committee has a board member that serves as chair, a second board member as a member of the committee. Each committee will have District administration representation, as well as representation of faculty and staff members, when appropriate. If an assigned committee member cannot attend a meeting, he or she should inform the chair so that the Board President or his/her designee may attend.

Standing committees are not decision-making bodies. They:

1. make recommendations to the full Board.
2. study issues more deeply than time would allow at the board meeting.
3. allow for community or staff input on relevant issues, as needed.



Curriculum Committee

Purpose: review and recommend textbook selection, new programs, curriculum and assessment modifications, test results, various data elements and academic progress to the full Board.

Some of the functions of the Committee are to:

1. Review current instructional materials and options for future materials at all levels. Textbooks and other materials are discussed and examined for course relevance and appropriateness before being presented to the Board of Education for approval.
2. Review recommendations of new textbooks, courseware and other materials and report findings to the Board of Education.
3. Review curriculum adoption and implementation cycle in collaboration with the Directors of Curriculum and Instruction, Assistant Superintendent and Superintendent and report to the Board of Education as appropriate.
4. Receive updates regarding curriculum mandates and ensure that action is taken to implement necessary programs.
5. Ensure that resources are planned for in the area of curriculum review and staff development to support curriculum programs within the community's financial resources.
6. Review standardized test and evaluation results of the District prior to presentation to the Board of Education.
7. Inform and direct the Board of Education's annual approval of learning goals in support of the District's educational mission.
8. Guide the Board of Education in periodic assessment of progress toward achievement of these goals in compliance with the LPS Strategic Plan.
9. Attend information meetings with professional staff members as assigned by the Superintendent or his or her designee, to deal with curriculum items including current and innovative curricular matters as representatives of the Board of Education, as appropriate.



Finance & Facilities

Purpose: Work with the Business Administrator and the Superintendent on the District finances and issues relating to the funding of the District. In addition, the committee will be apprised of the District's physical operating systems and structures, including District buildings and fields, capital projects, maintenance and repairs and construction.

Some functions of the Committee are to:

1. Review and monitor issues related to the District budget.
2. Recommend cost effective and efficient projects and initiatives for consideration by the Board of Education.
3. Review the needs and uses of District buildings and grounds.
4. Study the budgetary impact of suggested improvements.
5. With input from administration, recommend long- and short-term uses and facility improvement plans in the best interest of the community and the District.
6. Explore alternative revenue sources to supplement the District's budget and financial goals.

Policy:

Purpose: Work with the ~~Director~~Manager of Human Resources and the Superintendent to review, revise, and draft District's Bylaws, Policies, and mandated Regulations. The committee brings recommendations to add or change policies to the Board of Education for discussion and adoption.

Some functions of the Committee are to:

1. Review Bylaw, Policy, and Regulation recommendations and mandated updates as submitted by policy consultant.
2. Prepare Bylaws, Policies, and mandated Regulations and appropriate revisions for Board of Education review.
3. Suggest policies that may require review or modification as topics arise within the community that would require the same.
4. Provide an explanation to the Board of any new Bylaws, Policies, or mandated Regulations proposed for adoption and any subsequent changes to the same.



Diversity Equity, and Inclusion:

-

~~Purpose: The Diversity, Equity and Inclusion Committee will meet throughout the academic year and work with the Superintendent and Assistant Superintendent and provide support, guidance and information about issues related to diversity, equity and inclusion in our schools, activities, and programs, as appropriate.~~

~~Some functions of the Diversity, Equity and Inclusion Committee are to:~~

- ~~• Promote inclusion and equity for all within our schools by examining issues of institutional equity.~~
- ~~• Review and analyze student performance, program participation and appropriate data to inform Board of Education policy developments and updates.~~
- ~~• Review and analyze the District's Comprehensive Equity Plan.~~
- ~~• Support District efforts and District initiatives that enable the District to hire a more diverse workforce.~~
- ~~• Review and recommendation of new and/or revised language to board policies to guide and support focus that is anti-racist and is supportive of diversity, equity, and inclusion throughout the District.~~
- ~~• Ensure District is progressing in the area of Diversity, Equity and Inclusion, including achievement and support of any stated district-wide goals and action plans.~~

Issued 10/16/17

Revised: April 5, 2022

Revised: November 22, 2022



ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

2365 ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

The Board of Education recognizes the use of artificial intelligence (AI) may result in increased and enhanced learning opportunities for students in the school district. The Board adopts this Policy to provide guidelines and expectations for student use of generative AI.

For the purpose of this Policy, “AI” means all types of generative AI technologies that create new content or outputs from a prompt to produce text, images, videos, or music.

For the purpose of this Policy, “AI tools” means software applications and platforms that utilize AI technologies to perform specific tasks and solve problems that typically require human intelligence.

For the purpose of this Policy, “assignment” means any task or work required of a student as part of a student’s educational and co-curriculum program in the district.

The Board recognizes the potential of AI tools to enhance and transform a student’s educational and co-curricular experience in the district. However, AI tools are not inherently knowledgeable and are trained from large amounts of data collected from various sources. Outputs generated by an AI tool may be inaccurate, inappropriate, or incomplete. Therefore, it is important to educate students about the misuse of these tools for plagiarism and perpetuating misinformation or inaccuracy. This policy establishes guidelines for the acceptable use of AI in the district to ensure their responsible and ethical integration into the teaching and learning process. The district is committed to leveraging these tools to support educational goals, while safeguarding student privacy, promoting equity, and fostering critical thinking skills.

The Superintendent or designee may designate an AI Coordinator to oversee the use of all AI tools in the district and may designate additional AI Coordinators and/or committees to monitor the use of all AI tools within the district.

The Superintendent or designee, in consultation with district staff and AI Coordinator(s), shall develop the district’s AI Plan.



ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

1. Educational Purpose and Goals

- a. AI in K-12 education should primarily serve educational purposes and align with district curriculum standards, learning objectives, and educational goals.
- b. AI tools can enhance teaching and learning experiences, support personalized instruction, facilitate research, promote creativity, and encourage problem-solving and critical thinking skills.
- c. AI tools should be used to extend human creativity, problem solving, and independent judgment, not replace these skills.

2. Privacy and Data Security

- a. The district is committed to protecting student privacy and ensuring compliance with applicable laws, such as the Family Educational Rights and Privacy Act (FERPA) and the Children's Online Privacy Protection Act (COPPA).
- b. AI providers must adhere to strict data privacy and security protocols, and agreements with vendors should clearly outline the responsibilities of both parties regarding the collection, storage, and use of student data.
- c. Systems used in education must adhere to ethical principles and promote responsible AI practices.
- d. Student information should never be used as a prompt in an advanced prompt tool.

3. Instruction about Responsible Digital Citizenship

- a. Teachers and staff should receive appropriate professional development and training to effectively utilize AI in the classroom, ensuring they understand their capabilities, limitations, and ethical implications.
- b. The district will provide ongoing professional development opportunities to effectively support teachers and staff in integrating AI into instructional practices and planning.
- c. Students should be educated about the responsible and ethical use of AI, including understanding these technology's limitations and potential biases.



ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

- d. Teachers and staff should guide students in critically evaluating information generated by AI, encouraging them to question and verify sources and verify the credibility of AI generated material.
 - e. Students should be taught to respect intellectual property rights, use AI for educational purposes, and adhere to acceptable use policies while interacting with these tools.
4. Equity and Access
 - a. The district will ensure equitable access to AI, considering factors such as infrastructure, devices, connectivity, and support services.
 - b. Efforts should be made to address potential disparities in access to AI, ensuring all students have equal opportunities to benefit from their use.
5. Monitoring and Evaluation
 - a. The district will periodically review the implementation of AI in K-12 education to assess their effectiveness in achieving educational goals.
 - b. Feedback from teachers, students, parents, and other stakeholders will be collected to inform ongoing improvements and adjustments to the AI integration process.
6. Parental Involvement and Communication
 - a. The district will communicate with parents and guardians about the use of AI tools in K-12 education, providing information on their purpose, benefits, and safeguards in place to protect student privacy.
 - b. Parents and guardians should have the opportunity to provide feedback, ask questions, and express concerns regarding using AI in their child's education.
7. Policy Review
 - a. This policy will be reviewed regularly to ensure its alignment with evolving educational practices, advancements in AI, and changes in relevant laws and regulations.
8. Academic Integrity and Artificial Intelligence (AI) Tools



ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

- a. In all learning environments, students are expected to cite sources used in generating classroom assignments and adhere to school guidelines for cheating and plagiarism.
- b. Submitting AI-generated material as original content is a form of plagiarism.
- c. Expectations for Teacher Discretion:
 - i. In all scenarios, it is essential to clearly communicate the objectives, expectations, and criteria for learning.

9. Guidelines for Student Use of AI:

- a. Per-Assignment Basis
 - i. AI can be used contingent upon the classroom teacher's explicit inclusion of the technology on a per-assignment basis. These teacher decisions should be clearly communicated to students on their Schoology page, syllabi, and on specific assignments.
 - ii. The teacher can modify the permissions and requirements related to AI tool usage on specific assignments or throughout the course.
- b. Guided by Technology Use Policy
 - i. The use of AI systems in the classrooms will be guided by our established District Policy 2360: Technology Use and aligned with our educational guidelines.
- c. If AI and Prompt-Engineering Tools ARE NOT explicitly permitted, then...
 - i. Students cannot use advanced artificial intelligence, LLM, or prompt-engineering tools (e.g. ChatGPT, Bard, Dall-E 2, PhotoMath, etc.), on this assignment.
 - ii. Students are expected to complete each assignment without outside assistance, including automated tools.
- d. If AI and prompt-engineering tools ARE permitted, then...
 - i. Students are allowed/assigned to use advanced automated tools (e.g. ChatGPT, Bard, Dall-E 2, etc.) on the assignment if they properly document and credit their use.
 1. Expectations and acceptable means for use should be clearly stated (brainstorming, collaboration, content, editing, etc.)
- e. Reference and Citation



ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

- i. When using an AI tool for an assignment, students must include a citation in their assignment to acknowledge the use of the specific tool and its source.
 1. For example, if ChatGPT-3 is utilized, the student should include a citation similar to: “Chat-GPT-3 (YYYY, MM, DD of query). ‘Text of your query.’ Generated using OpenAI. <http://chat.openai.com/>”
 2. Similar citation conventions or prompt logs should be followed for material generated using other AI tools.
- ii. Failure to provide appropriate citations, unless explicitly communicated by the teacher, will be subject to District and school cheating/plagiarism policy outlined in student handbooks.

10. Student Requests

- a. If a student would like to request the use of AI or prompt-engineering tools, then...
 - i. Students must submit a written request to the teacher, clearly stating the purpose and intended use of the AI tool in relation to the assignment.
 - ii. The teacher will evaluate each request and grant permission based on the nature of the assignment and the student’s justification for using the AI tool.
 - iii. If permission is granted, the student can proceed to use the AI tool, as specified in the approved request.
 - iv. If permission is denied, the student must complete the assignment without substantive assistance from others, including automated tools.

11. Violations of Policy

- a. As AI is evolving, it is important that students have ample instruction on how to properly use or not use these tools. Therefore, progressive consequences should be observed that begin with ensuring awareness and understanding of the tool and its appropriate use or misuse.
- b. AI should only be used within the scope of its educational intent to extend and develop independent skills, creativity, and problem solving. The following uses are prohibited.
 - i. **Unattributed Use** - Copying significant portions of AI generated content without appropriate citation is considered plagiarism.



ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

- ii. **Over-reliance** - Relying on AI to do critical thinking or creative aspects of assignments when that work has been assigned to the student is not acceptable.
 - iii. **Substitution** - Using AI to bypass necessary steps in assignments, such as reading or analysis.
 - iv. **Use as a sole source** - Using AI as a sole source of an argument or evidence in a writing piece is not allowed. Supporting sources and citations are needed to ensure that the statements in writing are true.
- c. A teacher who believes that a pupil has been academically dishonest in his/her class should resolve the matter in the following manner:
- i. Teachers will review appropriate use with students to establish expectations and ensure clarity of expectations around the use of AI tools. Expectations and explanations should be age appropriate.
 - ii. Should incidents continue to go against the allowable use by the teacher, teachers may reprimand students orally and/or in writing at their discretion. The teacher is also authorized to withhold credit on the work should it be established that the work is in violation of this policy.
 - iii. If necessary, the teacher shall file a written complaint against the pupil with the Building Principal, requesting additional consequences. The complaint must describe in detail the inappropriate use of AI that is alleged to have taken place and must request that the matter be reviewed by the Building Principal.
 - iv. The Building Principal will determine if further discipline of the pupil is appropriate and will determine the nature of the discipline on a case-by-case basis.
 - v. If the pupil is not in agreement with the disciplinary action of the Building Principal, he/she may appeal the action to the Superintendent. If the pupil is dissatisfied with the Superintendent's disposition of the case, he/she may grieve the action in accordance with the Code of Conduct.

The main purpose of education is for students to learn and grow. While AI can be a helpful tool in that process, it cannot replace a student's active engagement and efforts. The Board of Education seeks to encourage students to use AI responsibly, respecting the principles of academic integrity.



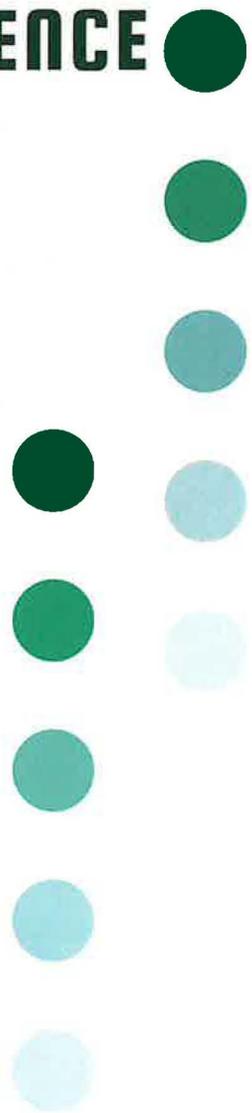
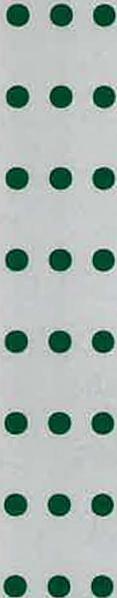
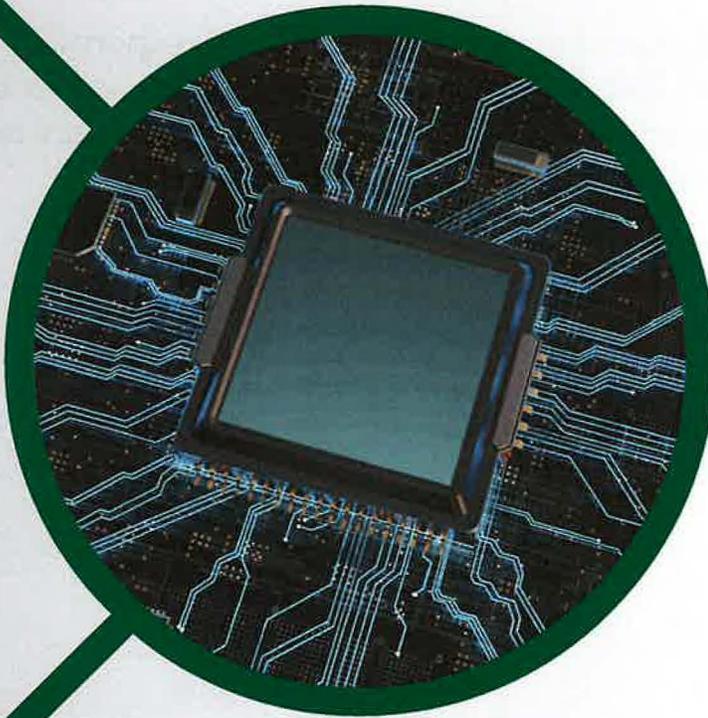
ACCEPTABLE USE OF GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

In the event there is a provision in this Policy that becomes no longer applicable or relevant in a school setting, the Superintendent of Schools may revise or suspend a provision of this Policy. The Superintendent may suspend the entire Policy pending additional investigation, research, or study. In such event, the Superintendent will report to the Board of Education the reason for the revision or suspension and recommend the Board ratify the Superintendent's actions regarding this Policy pending the results of the investigation, research, or study.

Adopted:



LIVINGSTON PUBLIC SCHOOLS ARTIFICIAL INTELLIGENCE STATEMENT



Artificial Intelligence and Education

As we continue to navigate the evolving landscape of education in the 21st century, we are committed to providing our students with the best resources to prepare them for success in an ever-changing world. In this spirit, we recognize Generative Artificial Intelligence (AI), Large Language Models (LLM), and prompt-engineering tools, while still relatively new and evolving daily, can be valuable tools in our educational environment.

Classroom Use of Generative AI:

AI, when integrated thoughtfully, ethically, and responsibly, offers numerous benefits that can enhance the educational experience for our students and support our dedicated educators. However, it is essential to clarify that the use of AI systems in our classrooms will be:



1

Contingent upon classroom teachers' explicit inclusion of the technology on a per-assignment basis.



2

Transparent, with clear explanations of their purpose and function to students and educators. These teacher decisions should be clearly communicated to students on their Schoology page, syllabi, and on specific assignments.



3

Guided by our established district policies

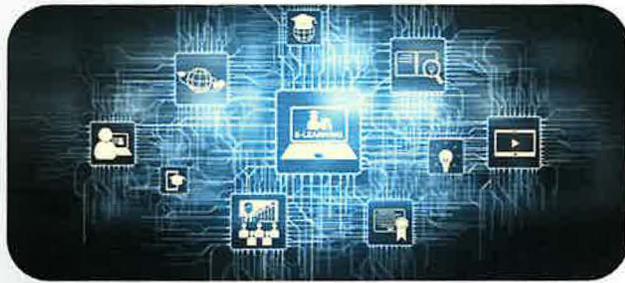
(District Policy 2360: Technology Use) and aligned with our educational guidelines.

Students' personal data and information must be protected in accordance with applicable laws and regulations, and systems used in education must adhere to ethical principles and promote responsible AI practices. Student information should never be used as a prompt in an advanced prompt tool

Understanding Expectations

Academic Integrity:

In all learning environments, students are expected to cite sources used in generating classroom assignments and adhere to school guidelines for cheating and plagiarism. Submitting AI-generated material as original content is a form of plagiarism.



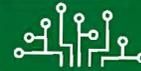
Expectations for Teacher Discretion:

In all scenarios, it is essential to clearly communicate the objectives, expectations, and criteria for learning.

If AI and prompt-engineering tools ARE NOT explicitly permitted, then...

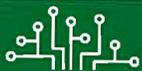


Students cannot use advanced artificial intelligence, LLM, or prompt-engineering tools (e.g., ChatGPT, Bard, Dall-E 2, PhotoMath etc.), on this assignment.



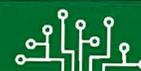
Students are expected to complete each assignment without outside assistance, including automated tools.

If AI and prompt-engineering tools ARE permitted, then...



Students are allowed/assigned to use advanced automated tools (e.g., ChatGPT, Bard, Dall-E 2, etc.) on the assignment if they properly document and credit their use.

- Expectations and acceptable means for use should be clearly stated (brainstorming, collaboration, content, editing, etc.)



When using an AI tool for an assignment, students must include a citation in their assignment to acknowledge the use of the specific tool and its source.

- For example, if ChatGPT-3 is utilized, the student should include a citation similar to: "Chat-GPT-3. (YYYY, Month DD of query). Text of your query.' Generated using OpenAI. <https://chat.openai.com/>"
- Similar citation conventions or prompt logs should be followed for material generated using other AI tools.



Failure to provide appropriate citations, unless explicitly communicated by the teacher, will be subject to District and school cheating/plagiarism policy outlined in student handbooks.

Student Requests

If a student would like to request the use of AI or prompt-engineering tools, then...

Students must submit a written request to the teacher, clearly stating the purpose and intended use of the AI tool in relation to the assignment.

The teacher will evaluate each request and grant permission based on the nature of the assignment and the student's justification for using the AI tool.

If permission is granted, the student can proceed to use the AI tool as specified in the approved request.

If permission is denied, the student must complete the assignment without substantive assistance from others, including automated tools.



Considerations

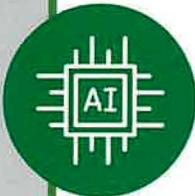
This guidance will be revised as the technology and our use of the prompt-engineering programs continue to evolve.



The teacher can modify the permissions and requirements related to AI tool usage on specific assignments or throughout the course.



Teachers using AI in classrooms are expected to model appropriate, effective, and ethical use of AI tools for students embedded into their lesson goals and specific tasks.



It is the student's responsibility to read and comply with the instructions provided by the instructor for each assignment. Students found in violation will be subject to penalties noted in the student handbook and district policy.



When in doubt, ask!



Please note: ChatGPT was consulted in the development of this statement.



Resources

“Guiding Resource:

[Bringing AI to School: Tips For School Leaders \(ISTE\)](#)

Professional Learning Resources:

edWeb Webinars/Podcasts

1. [AI: Embracing the Opportunity](#)
2. [Transforming Education with AI: What Educators Need to Know](#)
3. [The Future ELA Classroom Is Here: Using Generative AI to Improve Writing Practice, Feedback, and Revision](#)
4. [Myndful: How Students Used AI to Create an App for Mental Health Resources](#)
5. [Artificial Intelligence in Schools: Allow or Prohibit? Ethical Considerations for Educators](#)
6. [Artificial Intelligence in Schools: Allow or Prohibit? Ethical Considerations for Educators Part 2](#)
7. [Using Automation to Maximize Instruction and Reduce Teacher Burnout](#)
8. [Leveraging Artificial Intelligence to Support English Language Learning](#)
9. [Artificial Intelligence: How to Bring Industry-Based AI Into Your Classroom](#)
10. [The Future Is Here: Combining Human and Artificial Intelligence to Help Emergent Bilinguals Learn English](#)
11. [Exploring ChatGPT and AI in Education: A Paradigm Shift for the Classroom](#)
12. [Leading and Implementing Educational Technology Innovations: Hurdles, Accelerators, and Tech Enablers](#)
13. [Foundations of Tech: Where Is Industry Going and What Should Students Be Learning](#)
14. [Exploring ChatGPT and AI in Education: A Paradigm Shift for the Classroom](#)
15. [Show Your Work: How to Use Mind Mapping to Avoid Cheating with ChatGPT](#)
16. [MagicSchool.ai](#)
17. [Wharton Interactive Crash Course: Practical AI for Instructors and students](#)
18. (Youtube Series)
19. [Examples of possible academic integrity policies that address student use of generative AI tools \(Carnegie-Mellon University\)](#)
20. [AI Assignment Checklist](#)

7230 GIFTS, GRANTS, AND DONATIONS

The Board of Education accepts its responsibility to provide from public funds sufficient supplies and equipment for an effective instructional program. The Board recognizes, however, that from ~~time to time~~time-to-time individuals or organizations in the community may wish to contribute funds or additional supplies or equipment to enhance or extend the instructional program, contribute to innovative projects, feasibility studies, long-range planning, and research and development.

The Board may accept by resolution duly passed at a public meeting any gift or grant of land, with or without improvement, and of money or other personal property. Grants of land are subject to the appropriate legal limitations and approvals.

The Board reserves the right to refuse to accept any gift that does not contribute toward the achievement of the goals of the ~~District~~district or any gift the ownership that would tend to deplete the resources of the ~~D~~district.

Any gift accepted by the Board shall become the property of the Board, may not be returned without the approval of the Board, and shall be subject to the same controls and regulations as are other properties of the Board. The Board shall be responsible for the maintenance of any gift it accepts, subject to any joint agreement with another governmental body.

The Board will respect the intent of the donor in its use of a ~~gift, but~~gift but reserves the right to utilize any gift it accepts in the best interests of the students and the educational program of the district. In no case ~~shall~~should acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

The Superintendent shall:

1. Counsel potential donors on the appropriateness of contemplated gifts and encourage such donors to choose as gifts supplies or equipment not likely to be purchased with public ~~funds;~~funds.
2. Encourage individuals and organizations considering a contribution to the schools to consult with the Principal or Superintendent before appropriating funds to that ~~end;~~end.
3. Acknowledge the receipt of any gift accepted by the Board; and



4. Prepare fitting means for recognizing or memorializing gifts to the ~~District~~district.

Staff members are encouraged to seek out sources of grants and ~~gifts, and gifts and~~ bring them to the attention of the Superintendent or designee, who shall investigate the conditions of such grants and make recommendations to the Board regarding the advisability of seeking them.

Gifts to School Personnel

~~While~~ The Board discourages the presentation of gifts to teachers and staff members by individual ~~students pupils~~ and their parents/guardians, nominal gifts (up to \$25) may be accepted.

The Board shall consider as always welcome, and in most cases more appropriate than gifts, the writing of letters to staff members expressing gratitude or appreciation. Also appreciated are class or individual donations to non-profit organizations or charities of their choice.

At no time should any gift be given and/or received for goods or services rendered or to garner influence or favor from another individual.

N.J.S.A. 18A:20-4; 18A:20-11 et seq.

Adopted: 21 November 2005

Revised: 03 August 2009

Revised: November 22, 2022



UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

8550 UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

The Board of Education shall establish a meal charge program to permit students in the district to charge for breakfast or lunch. Collection of any payment for a meal charge program account that is in arrears shall be addressed in accordance with provisions of this Policy.

The Board of Education recognizes a student may forget to bring breakfast or lunch (meal), as applicable, or money to purchase a meal to school on a school day. In this circumstance, the food service program will provide the student a meal and will inform the Principal or designee. The Principal or designee will contact the student's parent to provide notice of an outstanding meal bill and will provide the parent with a period of ten school days to pay the amount due. If the student's parent has not made full payment by the end of the ten school days, the Principal or designee shall again contact the parent with a second notice informing the parent of any action to be taken by the school district in response to a student's school breakfast or school lunch bill being in arrears. Such action may include denying the student school breakfast or lunch. A school district shall report at least biannually to the New Jersey Department of Agriculture the number of students who are denied school breakfast or school lunch in accordance with N.J.S.A. 18A:33-21a. and this Policy.

The school district shall not:

1. Publicly identify or stigmatize a student who cannot pay for a meal or whose school meal bill is in arrears. (For example, by requiring the student to sit at a separate table or wear a wristband, hand stamp, or identifying mark or by serving the student an alternative meal);
2. Require a student who cannot pay for a school meal or whose school meal bill is in arrears to do chores or other work to pay for the school meal; or
3. Require a student to discard a school meal after it has been served because of the student's inability to pay for a school meal or because money is owed for previously provided meals.

If a student owes money for the equivalent of five or more school meals at any time during the school year, the Principal or designee shall:

1. Determine if the student is eligible for a free or reduced-price school meal;
2. Make at least two attempts, not including the application or instructions provided to the parent each school year pursuant to N.J.S.A. 18A:33-21b,



UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

to contact the student's parent and have the parent fill out an application for the school lunch program and school breakfast program; and

3. Contact the student's parent to offer assistance with the application for the school lunch and school breakfast program; determine if there are other issues within the household that have caused the child to have insufficient funds to purchase a school breakfast or school lunch; and offer any other appropriate assistance.

The school district shall direct communications about a student's school meal bill being in arrears to the parent and not the student. The school district's contact with the parent may be via email or telephone call. Nothing in N.J.S.A. 18A:33-21 shall prohibit the school district from sending a student home with a letter addressed to a parent.

If the student's meal bill is in arrears, but the student has the money to purchase a meal on a subsequent school day, the student will be provided a meal with payment and the food service program will not use the student's payment to repay previously unpaid charges if the student intended to use the money to purchase that school day's meal. Any student with a negative balance will not be denied the purchase of a meal or water. However, any student with a negative balance will be prohibited from purchasing a-la-carte items (i.e. snacks, drinks, extra slice of pizza, french fries, etc.) until the account balance has been brought into the positive.

A parent who has received a second notice their child's meal bill is in arrears and who has not made payment in full within one week from the date of the second notice will be requested to meet with the Principal or designee to discuss and resolve the matter.

A parent's refusal to meet with the Principal or designee or take other steps to resolve the matter may be indicative of more serious issues in the family or household. However, when a parent's routine failure to provide breakfast or lunch is reasonably suspected to be indicative of child abuse or neglect, the Principal or designee shall immediately report such suspicion to the Department of Children and Families, Division of Child Protection and Permanency as required in N.J.S.A. 9:6-8.10. Such reporting shall not be delayed to accommodate a parent's meeting with the Principal or designee.

Students receiving free meals will not be denied a meal even if they accrued a negative balance from other purchases in the cafeteria.

In accordance with N.J.S.A 18A:33-21b., at the beginning of each school year, and upon initial enrollment in the case of a student enrolling during the school year, the school district shall provide to the parent of each student:



UNPAID MEAL CHARGES/OUTSTANDING FOOD SERVICE CHARGES

1. Information on the National School Lunch Program and the Federal School Breakfast Program, if applicable;
2. An application to apply for the school lunch and school breakfast programs and instructions for completing the application; and
3. Information on the rights of students and their families under N.J.S.A. 18A:22-21 et seq.

The school district may provide the application and information electronically through the means by which the school district communicates with parents electronically. The application and information shall be in a language the parent understands.

The school district's liaison for the education of homeless children shall coordinate with school district personnel to ensure that a homeless student receives free school meals and is monitored according to the school district policies pursuant to N.J.S.A. 18A:33-21c.

The school district may post this Policy on the school district's website provided there is a method in place to ensure this Policy reaches all households without access to a computer or the Internet.

N.J.S.A. 18A:33-21; 18A:33-21a.; 18A:33-21b.; 18A:33-21c.

Adopted: September 25, 2017

Revised: June 21, 2022



**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 10 - Interim Balance Sheet
For the seven month period ending 01/31/2025**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		16,349,849.56
116	Investment - Capital Reserve Account		2,939,141.59
118	Investment - Current Expense Emergency Reserve Account		1,000,000.00
121	Tax Levy Receivable		53,969,290.00
	Accounts Receivable:		
132	InterfundAccounts Receivable:	573,711.15	
141	Intergovernmental - StateAccounts Receivable:	5,928,836.82	
153	Other Accounts ReceivableAccounts Receivable:	11,576.97	
154	Allowance for Uncollectible Accounts Receivable (Credit)Accounts Receivable:		6,514,124.94
	Loans Receivable:		
			<u>80,772,406.09</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	135,427,945.54	
302	Less Revenues	137,050,731.87	(1,622,786.33)
			<u>(1,622,786.33)</u>
	Total Assets and Resources:		<u>79,149,619.76</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
421	Accounts Payable		529,812.69
481	Deferred Revenues		9,300.00
			<u>539,112.69</u>

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year	51,360,695.45			
754	Reserve for Encumbrances - Prior Year	396,500.46			
754+753	Reserve for Encumbrances - Current + Prior			51,757,195.91	
	Reserve Fund Balance:				
761	Capital Reserve Account	9,987,624.00			
307	Less: Budgeted Withdrawal from Capital Reserve-Eligible Costs	5,321,262.00			
317	Less: Budgeted Withdrawal from Capital Reserve-Transfer to Debt Service	0.00		4,666,362.00	
766	Current Expense Emergency Reserve Account	1,000,000.00			
312	Less: Budgeted Withdrawal from Current Expense Emergency Reserve	0.00		1,000,000.00	
	Appropriations				
601	Appropriations		144,595,695.08		
602	Less: Expenditures	75,072,091.88			
603	Encumbrances	51,757,195.91	(126,829,287.79)	17,766,407.29	
	Total Appropriated			75,189,965.20	
	Unappropriated				
770	Unassigned Fund Balance			5,720,541.87	
303	Budgeted Fund Balance			2,300,000.00	
					<u>78,610,507.07</u>
	Total Liabilities and Fund Equity:				<u>79,149,619.76</u>

**Report of the Secretary to the Board of Education
Livingston Board of Education**

Fund 10 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	144,595,695.08	126,829,287.79	17,766,407.29
Revenues	(135,427,945.54)	(137,050,731.87)	(-1,622,786.33)
	9,167,749.54	(10,221,444.08)	19,389,193.62
Change in Capital Reserve:			
Less: Budgeted Withdrawal from Cap Reserve (307)	5,321,262.00	5,321,262.00	.00
	(5,321,262.00)	(5,321,262.00)	.00

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 10 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the seven month period ending 01/31/2025**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
10-1xxx	370	From Local Sources	124,874,289.00	0.00	124,874,289.00	125,438,372.81	Over	(564,083.81)
10-3xxx	520	From State Sources	10,475,318.54	0.00	10,475,318.54	11,554,947.00	Over	(1,079,628.46)
10-4xxx	570	From Federal Sources	78,338.00	0.00	78,338.00	8,931.06	Under	69,406.94
10-5xxx	subtotal	From Other Financing Sources	0.00	0.00	0.00	48,481.00	Over	(48,481.00)
-		Total Revenues/Sources Of Funds	135,427,945.54	0.00	135,427,945.54	137,050,731.87	Over	(1,622,786.33)

General Fund

Current Expense

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-1xx-100-xxx	3200	Regular Programs - Instruction	45,209,024.33	(183,496.16)	45,025,528.17	22,305,247.75	18,688,458.54	4,031,821.88
11-2xx-100-xxx	10300	Special Education - Instruction	14,250,906.00	292,373.17	14,543,279.17	6,904,550.49	6,148,879.07	1,489,849.61
11-230-100-xxx	11160	Basic Skills/Remedial - Instruction	1,464,870.00	36,685.00	1,501,555.00	761,371.25	734,693.73	5,490.02
11-240-100-xxx	12160	Bilingual Education - Instruction	959,774.00	(60,090.00)	899,684.00	449,842.00	449,842.00	0.00
11-3xx-100-xxx	15180	Vocational Programs - Local - Instruction	58,808.00	1,416.43	60,224.43	26,497.57	26,741.68	6,985.18
11-401-100-xxx	17100	School-Sponsored Cocurricular/Extracurricular Activities - Instruction	622,877.00	68,389.86	691,266.86	319,548.07	20,377.60	351,341.19
11-402-100-xxx	17600	School-Sponsored Athletics - Instruction	1,300,690.00	10,907.68	1,311,597.68	609,745.32	172,637.91	529,214.45
11-424-xxx-xxx	22620	Other Supplemental/At-Risk Programs	1,155,038.00	(38.00)	1,155,000.00	567,720.15	539,350.50	47,929.35
11-4xx-100-xxx	25100	Other Instructional Programs - Instruction	45,900.00	(8,061.50)	37,838.50	4,625.00	18,175.00	15,038.50
	72140	<i>Undistributed Expenditures:</i>						
11-000-100-xxx	29180	Instruction (Tuition)	7,135,517.07	427,351.34	7,562,868.41	3,292,248.73	3,026,518.72	1,244,100.96
11-000-211-xxx	29680	Attendance and Social Work Services	143,557.00	250.00	143,807.00	63,390.50	60,534.50	19,882.00
11-000-213-xxx	30620	Health Services	1,079,871.40	(30,973.96)	1,048,897.44	531,143.15	398,399.63	119,354.66
11-000-216-xxx	40580	Speech, OT, PT and Related Services	1,658,325.32	297,994.04	1,956,319.36	1,048,537.90	867,670.18	40,111.28
11-000-217-xxx	41080	Other Support Services Students - Extraordinary Services	987,238.62	6,797.05	994,035.67	406,245.49	517,147.26	70,642.92
11-000-218-xxx	41660	Guidance	2,901,709.00	(225,358.68)	2,676,350.32	1,383,026.48	1,290,991.60	2,332.24
11-000-219-xxx	42200	Child Study Teams	4,617,685.06	(117,022.55)	4,500,662.51	2,207,704.33	2,006,442.81	286,515.37
11-000-221-xxx	43200	Improvement of Instruction	2,796,144.57	68,607.20	2,864,751.77	1,680,624.47	1,046,823.90	137,303.40
11-000-222-xxx	43620	Educational Media Services/School Library	1,172,363.00	(1,384.16)	1,170,978.84	567,901.07	526,556.65	76,521.12
11-000-223-xxx	44180	Instructional Staff Training	809,066.61	14,373.77	823,440.38	460,841.52	258,149.71	104,449.15
11-000-230-xxx	45300	General Administration	1,363,032.60	(25,912.86)	1,337,119.74	550,882.80	511,594.21	274,642.73
11-000-240-xxx	46160	School Administration	4,796,694.64	85,239.68	4,881,934.32	2,798,229.41	1,983,497.44	100,207.47
11-000-251-xxx	47200	Central Services	1,845,758.00	(108,770.85)	1,736,987.15	1,073,020.02	575,427.43	88,539.70
11-000-252-xxx	47620	Administrative Information Technology	2,208,946.55	36,604.40	2,245,550.95	1,516,938.10	464,247.92	264,364.93
11-000-261-xxx	48580	Required Maintenance for School Facilities	1,610,256.00	118,335.17	1,728,591.17	1,036,723.47	572,442.30	119,425.40
11-000-262-xxx	49340	Custodial Services	6,751,496.04	(185,739.06)	6,565,756.98	3,374,982.34	2,483,583.43	707,191.21
11-000-263-xxx	50100	Care and Upkeep of Grounds	71,533.00	0.00	71,533.00	41,727.56	29,805.40	0.04
11-000-266-xxx	51100	Security	373,986.00	50,000.00	423,986.00	206,470.65	178,118.10	39,397.25
11-000-270-xxx	52480	Student Transportation	4,853,362.00	553,998.71	5,407,360.71	2,360,436.98	2,265,912.17	781,011.56
11-xxx-xxx-2xx	71260	Employee Benefits	23,848,858.00	(2,326,269.46)	21,522,588.54	13,012,888.20	2,099,500.58	6,410,199.76
		Total General Expense	136,093,287.81	(1,203,793.74)	134,889,494.07	69,563,110.77	47,962,519.97	17,363,863.33

Capital Outlay

**Report of the Secretary to the Board of Education
Livingston Board of Education**

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-xxx-xxx-73x	75880	Equipment	139,314.73	9,800.07	149,114.80	41,301.67	47,666.44	60,146.69
12-000-4xx-xxx	76260	Facilities Acquisition and Construction	6,770,627.00	2,724,298.49	9,494,925.49	5,405,518.72	3,747,009.50	342,397.27
		Total Capital Outlay	6,909,941.73	2,734,098.56	9,644,040.29	5,446,820.39	3,794,675.94	402,543.96

Special Schools

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
13-422-100-xxx	77680	Summer School - Instruction	45,978.00	16,182.72	62,160.72	62,160.72	0.00	0.00
		Total Special Schools	45,978.00	16,182.72	62,160.72	62,160.72	0.00	0.00
		Total General Fund	143,049,207.54	1,546,487.54	144,595,695.08	75,072,091.88	51,757,195.91	17,766,407.29

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 10 - Schedule of Revenues
Actual Compared with Estimate
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
10-1210	100	Local Tax Levy	123,752,921.00	0.00	123,752,921.00	123,752,921.00	0.00
10-1310	140	Tuition from Individuals	149,368.00	0.00	149,368.00	161,681.53	(12,313.53)
10-1320	150	Tuition from LEAs Within State	120,000.00	0.00	120,000.00	0.00	120,000.00
10-1410	240	Transportation Fees - from Individuals	250,000.00	0.00	250,000.00	530,370.81	(280,370.81)
10-1910	260	Rents and Royalties	300,000.00	0.00	300,000.00	230,299.01	69,700.99
10-1xxx	340	Interest Earned on Capital Reserve Funds	2,000.00	0.00	2,000.00	66,277.09	(64,277.09)
10-1xxx	350	Other Restricted Miscellaneous Revenues	300,000.00	0.00	300,000.00	696,823.37	(396,823.37)
10-1xxx	370	Total Revenue from Local Sources	124,874,289.00	0.00	124,874,289.00	125,438,372.81	(564,083.81)
- State Sources							
10-3121	420	Categorical Transportation Aid	1,403,282.00	0.00	1,403,282.00	1,380,370.00	22,912.00
10-3131	430	Extraordinary Aid	648,133.54	0.00	648,133.54	1,796,496.00	(1,148,362.46)
10-3132	440	Categorical Special Education Aid	0.00	0.00	0.00	7,752,587.00	(7,752,587.00)
10-3177	470	Categorical Security Aid	648,405.00	0.00	648,405.00	625,494.00	22,911.00
10-3xxx	500	Other State Aids	7,775,498.00	0.00	7,775,498.00	0.00	7,775,498.00
10-3xxx	520	Total Revenue from State Sources	10,475,318.54	0.00	10,475,318.54	11,554,947.00	(1,079,628.46)
- Federal Sources							
10-4200	540	Medicaid Reimbursement	78,338.00	0.00	78,338.00	8,931.06	69,406.94
10-4xxx	570	Total Revenue from Federal Sources	78,338.00	0.00	78,338.00	8,931.06	69,406.94
- Other Financing Sources							
10-5xxx	700	Other Financing Sources	0.00	0.00	0.00	48,481.00	(48,481.00)
10-5xxx	subtotal	Total Other Financing Sources	0.00	0.00	0.00	48,481.00	(48,481.00)
-		Total Revenues/Sources of Funds	135,427,945.54	0.00	135,427,945.54	137,050,731.87	(1,622,786.33)

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 10 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
General Fund								
- General Current Expense								
-- Regular Programs - Instruction								
--- Regular Programs - Instruction								
11-105-100-101	2000	Preschool - Salaries of Teachers	92,135.00	93,004.66	185,139.66	64,105.16	44,217.50	76,817.00
11-110-100-101	2080	Kindergarten - Salaries of Teachers	1,941,208.00	(179,994.00)	1,761,214.00	835,538.00	830,321.00	95,355.00
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	13,256,238.00	103,828.00	13,360,066.00	6,474,429.93	6,364,381.58	521,254.49
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	10,415,314.00	(170,978.60)	10,244,335.40	5,030,811.56	4,517,595.38	695,928.46
11-140-100-101	2140	Grades 9-12 - Salaries of Teachers	15,517,630.00	59,449.00	15,577,079.00	7,627,777.07	6,414,830.46	1,534,471.47
subtotal	subtotal	Total Regular Programs - Instruction	41,222,525.00	(94,690.94)	41,127,834.06	20,032,661.72	18,171,345.92	2,923,826.42
--- Regular Programs - Home Instruction								
11-150-100-101	2500	Salaries of Teachers	140,000.00	0.00	140,000.00	29,997.86	0.00	110,002.14
11-150-100-320	2540	Purchased Professional-Educational Services	51,000.00	24,036.45	75,036.45	31,012.10	18,160.00	25,864.35
subtotal	subtotal	Total Regular Programs - Home Instruction	191,000.00	24,036.45	215,036.45	61,009.96	18,160.00	135,866.49
--- Regular Programs - Undistributed Instruction								
11-190-100-106	3000	Other Salaries for Instruction	528,189.00	75,280.00	603,469.00	382,048.75	218,397.09	3,023.16
11-190-100-320	3020	Purchased Professional-Educational Services	77,600.00	0.00	77,600.00	31,544.16	23,431.00	22,624.84
11-190-100-340	3040	Purchased Technical Services	1,500.00	0.00	1,500.00	0.00	203.00	1,297.00
11-190-100-500	3060	Other Purchased Services (400-500 series)	1,006,602.36	(1,222.75)	1,005,379.61	663,584.89	17,388.94	324,405.78
11-190-100-610	3080	General Supplies	1,613,148.48	(171,550.04)	1,441,598.44	739,732.88	235,558.27	466,307.29
11-190-100-640	3100	Textbooks	555,209.49	(16,018.88)	539,190.61	389,512.46	2,059.32	147,618.83
11-190-100-800	3120	Other Objects	13,250.00	670.00	13,920.00	5,152.93	1,915.00	6,852.07
subtotal	subtotal	Total Regular Programs - Undistributed Instruction	3,795,499.33	(112,841.67)	3,682,657.66	2,211,576.07	498,952.62	972,128.97
11-1xx-100-xxxx	3200	Total Regular Programs - Instruction	45,209,024.33	(183,496.16)	45,025,528.17	22,305,247.75	18,688,458.54	4,031,821.88
-- Special Education Programs								
--- Learning and/or Language Disabilities - Mild/Moderate:								
11-204-100-101	4500	Salaries of Teachers	684,336.00	0.00	684,336.00	296,988.50	294,438.50	92,909.00
11-204-100-106	4520	Other Salaries for Instruction	4,457,298.00	24,096.00	4,481,394.00	2,297,856.53	2,024,029.56	159,507.91
11-204-100-610	4600	General Supplies	5,100.00	89.98	5,189.98	0.00	89.98	5,100.00
11-204-100-xxx	4660	Total Learning and/or Language Disabilities - Mild/Moderate	5,146,734.00	24,185.98	5,170,919.98	2,594,845.03	2,318,558.04	257,516.91
--- Auditory Impairments:								
11-207-100-610	5600	General Supplies	3,000.00	2,000.00	5,000.00	3,569.96	1,059.13	370.91
11-207-100-xxx	5660	Total Auditory Impairments	3,000.00	2,000.00	5,000.00	3,569.96	1,059.13	370.91
--- Emotional Regulation Impairment:								
11-209-100-610	6100	General Supplies	0.00	10,000.00	10,000.00	5,860.49	4,002.20	137.31
11-209-100-xxx	6160	Total Emotional Regulation Impairment	0.00	10,000.00	10,000.00	5,860.49	4,002.20	137.31
--- Multiple Disabilities:								
11-212-100-101	6500	Salaries of Teachers	288,315.00	24,895.00	313,210.00	154,032.50	147,780.00	11,397.50
11-212-100-106	6520	Other Salaries for Instruction	2,031,893.00	105,921.00	2,137,814.00	588,981.54	557,175.96	991,656.50
11-212-100-610	6600	General Supplies	19,500.00	6,030.05	25,530.05	25,431.56	83.39	15.10
11-212-100-xxx	6660	Total Multiple Disabilities	2,339,708.00	136,846.05	2,476,554.05	768,445.60	705,039.35	1,003,069.10
--- Resource Room/Resource Center:								
11-213-100-101	7000	Salaries of Teachers	6,437,847.00	92,495.49	6,530,342.49	3,397,852.66	2,986,482.80	146,007.03
11-213-100-610	7100	General Supplies	15,500.00	26,695.65	42,195.65	8,347.91	32,489.13	1,358.61
11-213-100-xxx	7160	Total Resource Room/Resource Center	6,453,347.00	119,191.14	6,572,538.14	3,406,200.57	3,018,971.93	147,365.64
--- Preschool Disabilities - Part-Time:								
11-215-100-101	8000	Salaries of Teachers	0.00	81,742.25	81,742.25	3,452.25	0.00	78,290.00
11-215-100-106	8020	Other Salaries for Instruction	0.00	37,632.00	37,632.00	18,036.56	19,595.44	0.00
11-215-100-xxx	8140	Total Preschool Disabilities - Part-Time	0.00	119,374.25	119,374.25	21,488.81	19,595.44	78,290.00
--- Preschool Disabilities - Full-Time:								
11-216-100-101	8500	Salaries of Teachers	245,270.00	(83,917.25)	161,352.75	79,962.75	81,390.00	0.00

**Report of the Secretary to the Board of Education
Livingston Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-216-100-106	8520	Other Salaries for Instruction	35,307.00	(35,307.00)	0.00	0.00	0.00	0.00
11-216-100-320	8540	Purchased Professional-Educational Services	15,300.00	0.00	15,300.00	13,250.00	0.00	2,050.00
11-216-100-600	8600	General Supplies	12,240.00	0.00	12,240.00	10,927.28	262.98	1,049.74
11-216-100-xxx	8640	Total Preschool Disabilities - Full-Time	308,117.00	(119,224.25)	188,892.75	104,140.03	81,652.98	3,099.74
subtotal special ed	10300	Total Special Education - Instruction	14,250,906.00	292,373.17	14,543,279.17	6,904,550.49	6,148,879.07	1,489,849.61
-- Basic Skills/Remedial - Instruction								
11-230-100-101	11000	Salaries of Teachers	1,438,370.00	29,785.00	1,468,155.00	734,396.27	733,758.73	0.00
11-230-100-320	11040	Purchased Professional-Educational Services	10,200.00	6,900.00	17,100.00	13,500.00	850.00	2,750.00
11-230-100-610	11100	General Supplies	16,300.00	0.00	16,300.00	13,474.98	85.00	2,740.02
11-230-100-xxx	11160	Total Basic Skills/Remedial - Instruction	1,464,870.00	36,685.00	1,501,555.00	761,371.25	734,693.73	5,490.02
-- Bilingual Education - Instruction								
11-240-100-101	12000	Salaries of Teachers	959,774.00	(60,090.00)	899,684.00	449,842.00	449,842.00	0.00
11-240-100-xxx	12160	Total Bilingual Education - Instruction	959,774.00	(60,090.00)	899,684.00	449,842.00	449,842.00	0.00
-- Vocation Programs								
--- Vocational Programs - Local - Instruction								
11-3xx-100-101	13000	Salaries of Teachers	49,128.00	0.00	49,128.00	24,563.70	24,563.70	0.60
11-3xx-100-500	13080	Other Purchased Services (400-500 series)	4,080.00	1,322.68	5,402.68	430.53	587.57	4,384.58
11-3xx-100-610	13100	General Supplies	5,100.00	93.75	5,193.75	1,503.34	1,590.41	2,100.00
11-3xx-100-800	13140	Other Objects	500.00	0.00	500.00	0.00	0.00	500.00
11-3xx-100-xxx	13160	Total Vocational Programs - Local - Instruction	58,808.00	1,416.43	60,224.43	26,497.57	26,741.68	6,985.18
subtotal vocational	15180	Total Vocational Programs	58,808.00	1,416.43	60,224.43	26,497.57	26,741.68	6,985.18
-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction								
11-401-100-100	17000	Salaries	548,400.00	50,000.00	598,400.00	294,572.84	6,790.00	297,037.16
11-401-100-500	17020	Purchased Services (300-500 series)	16,565.00	600.00	17,165.00	2,650.00	0.00	14,515.00
11-401-100-600	17040	Supplies and Materials	28,000.00	3,936.91	31,936.91	8,130.66	3,741.00	20,065.25
11-401-100-800	17060	Other Objects	29,912.00	13,852.95	43,764.95	14,194.57	9,846.60	19,723.78
11-401-100-xxx	17100	Total School-Spon. Co/Extracurricular Actvts. - Inst.	622,877.00	68,389.86	691,266.86	319,548.07	20,377.60	351,341.19
-- School-Sponsored Athletics - Instruction								
11-402-100-100	17500	Salaries	1,048,749.00	0.00	1,048,749.00	488,153.24	122,337.85	438,257.91
11-402-100-500	17520	Purchased Services (300-500 series)	148,781.00	8,178.68	156,959.68	72,859.00	34,785.00	49,315.68
11-402-100-600	17540	Supplies and Materials	103,160.00	2,729.00	105,889.00	48,733.08	15,515.06	41,640.86
11-402-100-xxx	17600	Total School-Sponsored Athletics - Instruction	1,300,690.00	10,907.68	1,311,597.68	609,745.32	172,637.91	529,214.45
-- Other Supplemental/At-Risk Programs								
--- Other Supplemental/At-Risk Programs - Instruction								
11-424-100-179	22060	Salaries of Reading Specialists	1,155,038.00	(38.00)	1,155,000.00	567,720.15	539,350.50	47,929.35
11-424-100-xxx	22180	Total Other Supplemental/At-Risk Programs - Instruction	1,155,038.00	(38.00)	1,155,000.00	567,720.15	539,350.50	47,929.35
11-424-xxx-xxx	22620	Total Other Supplemental/At-Risk Programs	1,155,038.00	(38.00)	1,155,000.00	567,720.15	539,350.50	47,929.35
-- Other Instructional Programs - Instruction								
11-4xx-100-500	25020	Purchased Services (300-500 series)	45,900.00	(8,061.50)	37,838.50	4,625.00	18,175.00	15,038.50
11-4xx-100-xxx	25100	Total Other Instructional Programs - Instruction	45,900.00	(8,061.50)	37,838.50	4,625.00	18,175.00	15,038.50
-- Total Undistributed Expenditures								
--- Undistributed Expenditures - Instruction (Tuition)								
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	21,060.00	82,409.76	103,469.76	26,090.76	77,379.00	0.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	6,187,946.32	34,918.09	6,222,864.41	2,721,562.98	2,310,495.10	1,190,806.33
11-000-100-567	29120	Tuition to Priv Sch Disabled and Other LEAs-Special, Outside the State	926,510.75	310,023.49	1,236,534.24	544,594.99	638,644.62	53,294.63
11-000-100-xxx	29180	Total Undistributed Expenditures - Instruction (Tuition)	7,135,517.07	427,351.34	7,562,868.41	3,292,248.73	3,026,518.72	1,244,100.96
--- Undistributed Expenditures - Attendance and Social Work								
11-000-211-100	29500	Salaries	143,557.00	250.00	143,807.00	63,390.50	60,534.50	19,882.00

**Report of the Secretary to the Board of Education
Livingston Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-211-xxx	29680	Total Attendance and Work	143,557.00	250.00	143,807.00	63,390.50	60,534.50	19,882.00
--- Undistributed Expenditures - Health Services								
11-000-213-100	30500	Salaries	1,040,274.00	(34,608.62)	1,005,665.38	517,255.19	389,760.44	98,649.75
11-000-213-500	30560	Other Purchased Services (400-500 series)	0.00	684.90	684.90	684.90	0.00	0.00
11-000-213-600	30580	Supplies and Materials	39,597.40	2,149.76	41,747.16	13,203.06	8,639.19	19,904.91
11-000-213-616	30585	Supplies - Menstrual Products	0.00	800.00	800.00	0.00	0.00	800.00
11-000-213-xxx	30620	Total Undistributed Expenditures - Health Services	1,079,871.40	(30,973.96)	1,048,897.44	531,143.15	398,399.63	119,354.66
--- Undistributed Expenditures - Speech, OT, PT and Related Services								
11-000-216-100	40500	Salaries	1,260,893.00	226,977.00	1,487,870.00	839,158.43	634,120.00	14,591.57
11-000-216-320	40520	Purchased Professional - Educational Services	385,432.32	61,480.83	446,913.15	188,301.93	233,091.51	25,519.71
11-000-216-600	40540	Supplies and Materials	12,000.00	9,536.21	21,536.21	21,077.54	458.67	0.00
11-000-216-xxx	40580	Total Speech, OT, PT and Related Services	1,658,325.32	297,994.04	1,956,319.36	1,048,537.90	867,670.18	40,111.28
--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs								
11-000-217-320	41020	Purchased Professional - Educational Services	987,238.62	6,797.05	994,035.67	406,245.49	517,147.26	70,642.92
11-000-217-xxx	41080	Total Other Support Services Students-Extraordinary Serv.	987,238.62	6,797.05	994,035.67	406,245.49	517,147.26	70,642.92
--- Undistributed Expenditures - Guidance								
11-000-218-104	41500	Salaries of Other Professional Staff	2,648,808.00	(225,856.20)	2,422,951.80	1,227,158.47	1,195,762.10	31.23
11-000-218-105	41520	Salaries of Secretarial and Clerical Assistants	203,803.00	749.96	204,552.96	109,413.06	95,139.90	0.00
11-000-218-390	41580	Other Purchased Professional and Technical Services	0.00	350.00	350.00	350.00	0.00	0.00
11-000-218-500	41600	Other Purchased Services (400-500 series)	0.00	601.54	601.54	41.80	0.00	559.74
11-000-218-600	41620	Supplies and Materials	28,098.00	(1,203.98)	26,894.02	25,063.15	89.60	1,741.27
11-000-218-800	41640	Other Objects	21,000.00	0.00	21,000.00	21,000.00	0.00	0.00
11-000-218-xxx	41660	Total Undistributed Expenditures - Guidance	2,901,709.00	(225,358.68)	2,676,350.32	1,383,026.48	1,290,991.60	2,332.24
--- Undistributed Expenditures - Child Study Teams								
11-000-219-104	42000	Salaries of Other Professional Staff	4,126,673.00	(200,691.33)	3,925,981.67	1,994,097.85	1,754,171.29	177,712.53
11-000-219-105	42020	Salaries of Secretarial and Clerical Assistants	303,463.00	64,812.49	368,275.49	172,183.19	196,092.30	0.00
11-000-219-320	42060	Purchased Professional - Educational Services	117,000.00	15,659.59	132,659.59	28,697.50	40,368.75	63,593.34
11-000-219-390	42080	Other Purchased Prof. and Tech. Services	32,949.06	4,725.00	37,674.06	4,725.00	0.00	32,949.06
11-000-219-500	42100	Other Purchased Services (400-500 series) (voc and cssd only)	9,100.00	(1,528.30)	7,571.70	541.10	3,333.22	3,697.38
11-000-219-600	42160	Supplies and Materials	20,400.00	0.00	20,400.00	7,389.96	10,033.50	2,976.54
11-000-219-800	42180	Other Objects	8,100.00	0.00	8,100.00	69.73	2,443.75	5,586.52
11-000-219-xxx	42200	Total Child Study Teams	4,617,685.06	(117,022.55)	4,500,662.51	2,207,704.33	2,006,442.81	286,515.37
--- Undistributed Expenditures - Improvement of Instruction Services								
11-000-221-102	43000	Salaries of Supervisor of Instruction	2,125,678.00	115,304.96	2,240,982.96	1,254,566.42	899,129.90	87,286.64
11-000-221-104	43020	Salaries of Other Professional Staff	278,638.57	(48,006.18)	230,632.39	225,503.15	0.00	5,129.24
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	327,103.00	530.80	327,633.80	191,236.40	136,397.40	0.00
11-000-221-320	43100	Purchased Professional-Educational Services	25,000.00	(1,517.64)	23,482.36	0.00	0.00	23,482.36
11-000-221-500	43140	Other Purchased Services (400-500)	9,000.00	2,295.26	11,295.26	1,775.02	6,970.24	2,550.00
11-000-221-600	43160	Supplies and Materials	20,000.00	0.00	20,000.00	5,649.02	3,512.63	10,838.35
11-000-221-800	43180	Other Objects	10,725.00	0.00	10,725.00	1,894.46	813.73	8,016.81
11-000-221-xxx	43200	Total Improvement of Instruction Services	2,796,144.57	68,607.20	2,864,751.77	1,680,624.47	1,046,823.90	137,303.40
--- Undistributed Expenditures - Educational Media Services/School Library								
11-000-222-100	43500	Salaries	972,152.00	6,850.00	979,002.00	490,776.00	488,226.00	0.00
11-000-222-500	43560	Other Purchased Services (400-500 series)	7,375.00	3,030.95	10,405.95	3,760.95	3,200.00	3,445.00
11-000-222-600	43580	Supplies and Materials	192,536.00	(10,965.11)	181,570.89	73,364.12	35,130.65	73,076.12
11-000-222-800	43600	Other Objects	300.00	(300.00)	0.00	0.00	0.00	0.00

**Report of the Secretary to the Board of Education
Livingston Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-222-xxx	43620	Total Educational Media Services/School Library	1,172,363.00	(1,384.16)	1,170,978.84	567,901.07	526,556.65	76,521.12
--- Undistributed Expenditures - Instructional Staff Training Services								
11-000-223-102	44000	Salaries of Supervisors of Instruction	489,130.00	30,687.36	519,817.36	293,892.03	209,781.20	16,144.13
11-000-223-320	44080	Purchased Professional - Educational Service	140,000.00	15,931.75	155,931.75	118,031.75	37,900.00	0.00
11-000-223-500	44120	Other Purchased Services (400-500 series)	164,936.61	(35,780.02)	129,156.59	37,721.06	6,225.51	85,210.02
11-000-223-600	44140	Supplies and Materials	15,000.00	3,534.68	18,534.68	11,196.68	4,243.00	3,095.00
11-000-223-xxx	44180	Total Instructional Staff Training Services	809,066.61	14,373.77	823,440.38	460,841.52	258,149.71	104,449.15
--- Undistributed Expenditures - Support Services - General Administration								
11-000-230-100	45000	Salaries	459,471.60	(55,923.81)	403,547.79	243,320.59	86,614.50	73,612.70
11-000-230-331	45040	Legal Services	300,000.00	11,446.75	311,446.75	62,098.55	234,454.31	14,893.89
11-000-230-332	45060	Audit Fees	71,652.00	0.00	71,652.00	33,100.00	36,900.00	1,652.00
11-000-230-339	45100	Other Purchased Professional Services	70,149.00	2,637.00	72,786.00	12,832.29	9,099.96	50,853.75
11-000-230-340	45120	Purchased Technical Services	10,500.00	0.00	10,500.00	10,081.53	0.00	418.47
11-000-230-530	45140	Communications / Telephone	227,000.00	0.00	227,000.00	101,789.83	85,359.48	39,850.69
11-000-230-585	45160	BOE Other Purchased Services	5,500.00	(1,500.00)	4,000.00	176.02	1,528.98	2,295.00
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	112,100.00	16,845.00	128,945.00	65,424.56	52,265.50	11,254.94
11-000-230-610	45200	General Supplies	33,660.00	582.20	34,242.20	1,359.51	3,141.48	29,741.21
11-000-230-890	45260	Miscellaneous Expenditures	73,000.00	0.00	73,000.00	20,699.92	2,230.00	50,070.08
11-000-230-xxx	45300	Total Support Services - General Administration	1,363,032.60	(25,912.86)	1,337,119.74	550,882.80	511,594.21	274,642.73
--- Undistributed Expenditures - Support Services - School Administration								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	2,132,325.00	55,156.66	2,187,481.66	1,287,262.10	895,144.60	5,074.96
11-000-240-104	46020	Salaries of Other Professional Staff	613,963.00	(288.00)	613,675.00	357,977.06	255,697.90	0.04
11-000-240-105	46040	Salaries of Secretarial and Clerical Assistants	1,649,888.00	(39,430.08)	1,610,457.92	872,120.22	738,337.70	0.00
11-000-240-300	46080	Purchased Professional and Technical Services	31,610.00	30,638.99	62,248.99	30,970.99	24,823.00	6,455.00
11-000-240-500	46100	Other Purchased Services (400-500 series)	66,000.00	(14,733.88)	51,266.12	15,376.53	15,858.14	20,031.45
11-000-240-600	46120	Supplies and Materials	302,908.64	53,895.99	356,804.63	234,522.51	53,636.10	68,646.02
11-000-240-xxx	46160	Total Support Services - School Administration	4,796,694.64	85,239.68	4,881,934.32	2,798,229.41	1,983,497.44	100,207.47
--- Undistributed Expenditures - Central Services								
11-000-251-100	47000	Salaries	1,326,037.00	(63,632.83)	1,262,404.17	744,211.08	455,481.24	62,711.85
11-000-251-330	47020	Purchased Professional Services	179,290.00	8,744.30	188,034.30	120,806.09	61,728.21	5,500.00
11-000-251-592	47060	Miscellaneous Purchased Services (400-500 series)	65,150.00	83,304.37	148,454.37	117,568.72	21,578.83	9,306.82
11-000-251-600	47100	Supplies and Materials	112,000.00	(17,836.69)	94,163.31	59,716.03	33,117.67	1,329.61
11-000-251-832	47140	Interest on Lease Purchase Agreements	153,281.00	(120,250.00)	33,031.00	27,846.58	0.00	5,184.42
11-000-251-890	47180	Miscellaneous Expenditures	10,000.00	900.00	10,900.00	2,871.52	3,521.48	4,507.00
11-000-251-xxx	47200	Total Central Services	1,845,758.00	(108,770.85)	1,736,987.15	1,073,020.02	575,427.43	88,539.70
--- Undistributed Expenditures - Administrative Information Technology								
11-000-252-100	47500	Salaries	1,000,702.00	53,803.22	1,054,505.22	638,118.52	416,386.70	0.00
11-000-252-330	47520	Purchased Professional Services	143,200.00	(43,656.87)	99,543.13	13,728.66	32,350.00	53,464.47
11-000-252-340	47540	Purchased Technical Services	283,507.93	0.00	283,507.93	224,093.84	0.00	59,414.09
11-000-252-500	47560	Other Purchased Services (400-500 series)	739,971.62	19,588.26	759,559.88	628,567.29	14,611.22	116,381.37
11-000-252-600	47580	Supplies and Materials	41,565.00	6,869.79	48,434.79	12,429.79	900.00	35,105.00
11-000-252-xxx	47620	Total Administrative Information Technology	2,208,946.55	36,604.40	2,245,550.95	1,516,938.10	464,247.92	264,364.93
--- Operation and Maintenance of Plant Services								
---- Undistributed Expenditures - Required Maintenance for School Facilities								
11-000-261-100	48500	Salaries	1,056,741.00	0.00	1,056,741.00	616,274.12	392,805.60	47,661.28
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	305,730.00	139,607.21	445,337.21	277,268.94	124,001.51	44,066.76
11-000-261-610	48540	General Supplies	192,785.00	23,952.96	216,737.96	142,274.16	52,905.19	21,558.61
11-000-261-800	48560	Other Objects	55,000.00	(45,225.00)	9,775.00	906.25	2,730.00	6,138.75
11-000-261-xxx	48580	Total Required Maintenance for School Facilities	1,610,256.00	118,335.17	1,728,591.17	1,036,723.47	572,442.30	119,425.40

**Report of the Secretary to the Board of Education
Livingston Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
---- Undistributed Expenditures - Custodial Services								
11-000-262-100	49000	Salaries	3,078,120.00	58,850.00	3,136,970.00	1,689,369.77	1,086,847.70	360,752.53
11-000-262-300	49040	Purchased Professional and Technical Services	42,162.00	49,748.83	91,910.83	50,655.83	41,255.00	0.00
11-000-262-420	49060	Cleaning, Repair, and Maintenance Services	129,164.00	(510,397.09)	(381,233.09)	(567,234.28)	111,978.45	74,022.74
11-000-262-441	49080	Rental of Land and Bldg. Oth. than Lease Pur Agrmt	160,000.04	12,859.59	172,859.63	143,154.69	7,770.79	21,934.15
11-000-262-490	49120	Other Purchased Property Services	0.00	640.00	640.00	640.00	0.00	0.00
11-000-262-520	49140	Insurance	921,150.00	150,000.00	1,071,150.00	940,854.98	611.81	129,683.21
11-000-262-610	49180	General Supplies	702,500.00	(227,434.63)	475,065.37	326,949.91	141,341.52	6,773.94
11-000-262-621	49200	Energy (Natural Gas)	580,100.00	113,801.17	693,901.17	354,564.09	339,337.08	0.00
11-000-262-622	49220	Energy (Electricity)	1,033,300.00	161,833.07	1,195,133.07	434,027.35	754,281.08	6,824.64
11-000-262-800	49280	Other Objects	105,000.00	4,360.00	109,360.00	2,000.00	160.00	107,200.00
11-000-262-xxx	49340	Total Custodial Services	6,751,496.04	(185,739.06)	6,565,756.98	3,374,982.34	2,483,583.43	707,191.21
---- Undistributed Expenditures - Care and Upkeep of Grounds								
11-000-263-100	50000	Salaries	71,533.00	0.00	71,533.00	41,727.56	29,805.40	0.04
11-000-263-xxx	50100	Total Care And Upkeep Of Grounds	71,533.00	0.00	71,533.00	41,727.56	29,805.40	0.04
---- Undistributed Expenditures - Security								
11-000-266-100	51000	Salaries	373,986.00	10,602.75	384,588.75	206,470.65	178,118.10	0.00
11-000-266-300	51020	Purchased Professional and Technical Services	0.00	39,397.25	39,397.25	0.00	0.00	39,397.25
11-000-266-xxx	51100	Total Security	373,986.00	50,000.00	423,986.00	206,470.65	178,118.10	39,397.25
subtotal of 11-000-26x-xxx	51120	Total Operation and Maintenance of Plant Services	8,807,271.04	(17,403.89)	8,789,867.15	4,659,904.02	3,263,949.23	866,013.90
--- Undistributed Expenditures - Student Transportation Services								
11-000-270-107	52000	Salaries of Non-Instructional Aides	62,192.00	0.00	62,192.00	29,772.30	30,519.70	1,900.00
11-000-270-160	52020	Salaries for Pupil Trans. (Between Home and Sch)-Regular	1,378,213.00	89,847.00	1,468,060.00	649,395.23	602,707.30	215,957.47
11-000-270-162	52060	Salaries for Pupil Trans. (Other than Between Home and Sch)	300,000.00	(419.30)	299,580.70	211,421.86	0.00	88,158.84
11-000-270-503	52200	Contracted Services-Aid in Lieu Pymts- Non-Public School	349,500.00	0.00	349,500.00	2,330.00	0.00	347,170.00
11-000-270-511	52260	Contracted Services (Between Home and Sch)-Vendors	20,000.00	0.00	20,000.00	500.00	0.00	19,500.00
11-000-270-512	52280	Contracted Services (Other than Between Home and Sch)-Vendors	177,870.00	49,382.06	227,252.06	26,923.11	131,811.33	68,517.62
11-000-270-513	52300	Contracted Services (Between Home and Sch)-Joint Agreements	0.00	250.00	250.00	36.75	213.25	0.00
11-000-270-514	52320	Contracted Services (Special Ed Students)-Vendors	2,258,587.00	413,513.41	2,672,100.41	1,280,843.69	1,391,256.72	0.00
11-000-270-615	52440	Transportation Supplies	300,000.00	4,387.24	304,387.24	156,445.74	108,133.87	39,807.63
11-000-270-800	52460	Other Objects	7,000.00	(2,961.70)	4,038.30	2,768.30	1,270.00	0.00
11-000-270-xxx	52480	Total Student Transportation Services	4,853,362.00	553,998.71	5,407,360.71	2,360,436.98	2,265,912.17	781,011.56
--- Employee Benefits								
---- Unallocated Benefits								
11-000-291-220	71020	Social Security Contributions	1,790,000.00	47,846.60	1,837,846.60	1,017,384.82	62,980.74	757,481.04
11-000-291-241	71060	Other Retirement Contributions - PERS	2,770,000.00	(827,406.57)	1,942,593.43	19,438.69	4,500.00	1,918,654.74
11-000-291-242	71080	Other Retirement Contributions - ERIP	52,250.00	0.00	52,250.00	22,364.46	96.78	29,788.76
11-000-291-260	71160	Worker's Compensation	602,525.00	89,337.99	691,862.99	691,862.99	0.00	0.00
11-000-291-270	71180	Health Benefits	17,958,000.00	(1,735,548.28)	16,222,451.72	10,637,632.01	2,021,323.87	3,563,495.84
11-000-291-280	71200	Tuition Reimbursement	157,890.00	26,264.37	184,154.37	62,050.91	5,559.50	116,543.96
11-000-291-290	71220	Other Employee Benefits	257,000.00	5,753.34	262,753.34	233,478.23	5,039.69	24,235.42
11-000-291-299	71227	Unused Sick Payments to Terminated / Retired Staff	261,193.00	67,483.09	328,676.09	328,676.09	0.00	0.00
total unallocated benefits	71240	11-000-291-2xx	23,848,858.00	(2,326,269.46)	21,522,588.54	13,012,888.20	2,099,500.58	6,410,199.76
11-xxx-xxx-2xx	71260	Total Employee Benefits	23,848,858.00	(2,326,269.46)	21,522,588.54	13,012,888.20	2,099,500.58	6,410,199.76
	72140	Total Undistributed Expenditures	71,025,400.48	(1,361,880.22)	69,663,520.26	37,613,963.17	21,163,363.94	10,886,193.15
	72260	Total General Expense	136,093,287.81	(1,203,793.74)	134,889,494.07	69,563,110.77	47,962,519.97	17,363,863.33
- Capital Outlay								
-- Equipment								
--- Instructional Equipment - Regular Education:								
12-120-100-730	73040	Grades 1-5	51,145.37	397.42	51,542.79	880.67	38,815.54	11,846.58

**Report of the Secretary to the Board of Education
Livingston Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-130-100-730	73060	Grades 6-8	57,283.16	(397.42)	56,885.74	21,383.50	0.00	35,502.24
12-140-100-730	73080	Grades 9-12	14,766.20	(3,747.32)	11,018.88	9,179.00	260.00	1,579.88
-		Total Instructional Equipment - Regular Education	123,194.73	(3,747.32)	119,447.41	31,443.17	39,075.54	48,928.70
--- Equipment - Undistributed:								
12-000-240-730	75640	Undistributed Expenditures - School Administration	0.00	2,125.00	2,125.00	2,125.00	0.00	0.00
12-000-262-730	75720	Undistributed Expenditures - Custodial Services	0.00	12,903.00	12,903.00	7,733.50	4,419.90	749.60
12-000-270-733	75800	School Buses - Regular	0.00	4,171.00	4,171.00	0.00	4,171.00	0.00
12-000-300-730	75840	Undistributed Expenditures - Non-Instructional Services	16,120.00	(5,651.61)	10,468.39	0.00	0.00	10,468.39
-		Total Equipment - Undistributed	16,120.00	13,547.39	29,667.39	9,858.50	8,590.90	11,217.99
12-xxx-xxx-73x	75880	Total Equipment	139,314.73	9,800.07	149,114.80	41,301.67	47,666.44	60,146.69
-- Facilities Acquisition and Construction Services								
12-000-400-334	76040	Architectural/Engineering Services	0.00	286,204.39	286,204.39	197,416.09	88,788.30	0.00
12-000-400-450	76080	Construction Services	5,321,262.00	2,034,156.11	7,355,418.11	3,697,196.91	3,658,221.20	0.00
12-000-400-721	76140	Lease Purchase Agreements - Principal	1,380,631.00	403,937.99	1,784,568.99	1,510,905.72	0.00	273,663.27
12-000-400-800	76200	Other Objects	68,734.00	0.00	68,734.00	0.00	0.00	68,734.00
12-000-400-xxx	76260	Total Facilities Acquisition and Construction Services	6,770,627.00	2,724,298.49	9,494,925.49	5,405,518.72	3,747,009.50	342,397.27
12-xxx-xxx-xxx	76400	Total Capital Outlay	6,909,941.73	2,734,098.56	9,644,040.29	5,446,820.39	3,794,675.94	402,543.96
- Special Schools								
-- Summer School - Instruction								
--- Summer School - Instruction								
13-422-100-101	77500	Salaries of Teachers	45,978.00	16,182.72	62,160.72	62,160.72	0.00	0.00
13-422-100-xxx	77680	Total Summer School - Instruction	45,978.00	16,182.72	62,160.72	62,160.72	0.00	0.00
13-422-xxx-xxx	77840	Total Summer School	45,978.00	16,182.72	62,160.72	62,160.72	0.00	0.00
13-xxx-xxx-xxx	83080	Total Special Schools	45,978.00	16,182.72	62,160.72	62,160.72	0.00	0.00
	84060	Total General Fund	143,049,207.54	1,546,487.54	144,595,695.08	75,072,091.88	51,757,195.91	17,766,407.29

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 20 - Interim Balance Sheet
For the seven month period ending 01/31/2025**

Assets and Resources

Assets			
Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		636,471.36
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	5,482.73	
153,154	Other (net of estimated uncollectible of \$10,000)Accounts Receivable:	6,665.95	
xxx	Other Current AssetsAccounts Receivable:		12,148.68
			<u>648,620.04</u>

Resources			
Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	3,182,665.51	
302	Less Revenues	1,814,301.02	1,368,364.49
			<u>1,368,364.49</u>
	Total Assets and Resources:		<u>2,016,984.53</u>

Liabilities and Fund Equity

Liabilities			
Account Number	Account Name	Subtotal Balance	Balance
412	Intergovernmental Accounts Payable - Federal		44,798.00
421	Accounts Payable		35,796.16
			<u>80,594.16</u>

Fund Balance					
Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year		1,378,006.43		
754+753	Reserve for Encumbrances - Current + Prior			1,378,006.43	
	Reserve Fund Balance:				
601	Appropriations		3,182,665.51		
602	Less: Expenditures	1,125,964.41			
603	Encumbrances	1,378,006.43	(2,503,970.84)	678,694.67	
770	Unassigned Fund Balance			(120,310.73)	
					<u>1,936,390.37</u>
	Total Liabilities and Fund Equity:				<u>2,016,984.53</u>

**Report of the Secretary to the Board of Education
Livingston Board of Education**

Fund 20 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	3,182,665.51	2,503,970.84	678,694.67
Revenues	(3,182,665.51)	(1,814,301.02)	(1,368,364.49)
	<u>.00</u>	<u>689,669.82</u>	<u>(689,669.82)</u>

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 20 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the seven month period ending 01/31/2025**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified For Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
20-1xxx	745	From Local Sources	16,000.00	0.00	16,000.00	181,778.96	Over	(165,778.96)
20-3xxx	770	From State Sources	853,053.00	216,763.00	1,069,816.00	753,500.06	Under	316,315.94
20-4xxx	830	From Federal Sources	1,642,580.00	454,269.51	2,096,849.51	879,022.00	Under	1,217,827.51
-		Total Revenues/Sources Of Funds	2,511,633.00	671,032.51	3,182,665.51	1,814,301.02	Under	1,368,364.49

Special Revenue Fund

Local Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	84100	Local Projects	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
		Total Local Projects	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00

State Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88190	Total Other State Projects	853,053.00	216,763.00	1,069,816.00	346,286.00	432,868.60	290,661.40
20-xxx-xxx-xxx		Total State Projects	853,053.00	216,763.00	1,069,816.00	346,286.00	432,868.60	290,661.40

Federal Projects

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88500	Title I	118,709.00	25,530.00	144,239.00	43,653.58	43,634.70	56,950.72
20-xxx-xxx-xxx	88520	Title II	63,215.00	26,996.00	90,211.00	29,100.00	43,785.00	17,326.00
20-xxx-xxx-xxx	88540	Title III	41,570.00	14,525.00	56,095.00	36,468.21	0.00	19,626.79
20-xxx-xxx-xxx	88560	Title IV	9,555.00	1,028.00	10,583.00	5,300.52	0.00	5,282.48
20-xxx-xxx-xxx	88620	I.D.E.A. Part B (Handicapped)	1,409,531.00	236,528.00	1,646,059.00	595,867.67	857,718.13	192,473.20
20-xxx-xxx-xxx	88700	Other Federal Grant Programs	0.00	149,662.51	149,662.51	69,288.43	0.00	80,374.08
20-xxx-xxx-xxx		Total Federal Projects	1,642,580.00	454,269.51	2,096,849.51	779,678.41	945,137.83	372,033.27
		Total Special Revenue Fund	2,511,633.00	671,032.51	3,182,665.51	1,125,964.41	1,378,006.43	678,694.67

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 20 - Schedule of Revenues
Actual Compared with Estimate
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
20-1xxx	740	Other Revenue from Local Sources	16,000.00	0.00	16,000.00	181,778.96	(165,778.96)
20-1xxx	745	Total Local Sources	16,000.00	0.00	16,000.00	181,778.96	(165,778.96)
- State Sources							
20-3212	762	Nonpublic Teacher STEM Grant	0.00	0.00	0.00	6,903.06	(6,903.06)
20-32xx	765	Other Restricted Entitlements	853,053.00	216,763.00	1,069,816.00	746,597.00	323,219.00
20-3xxx	770	Total from State Sources	853,053.00	216,763.00	1,069,816.00	753,500.06	316,315.94
- Federal Sources							
20-4411-4414	775	Title I	118,709.00	25,530.00	144,239.00	84,968.00	59,271.00
20-4451-4455	780	Title II	63,215.00	26,996.00	90,211.00	44,100.00	46,111.00
20-4491-4494	785	Title III	41,570.00	14,525.00	56,095.00	36,256.00	19,839.00
20-4471-4474	790	Title IV	9,555.00	1,028.00	10,583.00	4,986.00	5,597.00
20-4420-4429	805	I.D.E.A. Part B (Handicapped)	1,409,531.00	236,528.00	1,646,059.00	627,756.00	1,018,303.00
20-4540	814	ARP ESSER	0.00	0.00	0.00	13,388.00	(13,388.00)
20-4xxx	825	Other Federal Programs	0.00	149,662.51	149,662.51	67,568.00	82,094.51
20-4xxx	830	Total from Federal Sources	1,642,580.00	454,269.51	2,096,849.51	879,022.00	1,217,827.51
-	-	Total Revenues/Sources of Funds	2,511,633.00	671,032.51	3,182,665.51	1,814,301.02	1,368,364.49

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 20 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Special Revenue Fund								
- Local Projects								
-- Local Projects								
20-xxx-xxx-xxx	84100	Local Projects	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
20-xxx-xxx-xxx	84100		16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
	-	Total Local Projects	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
- State Projects								
-- Other State Projects								
20-xxx-xxx-xxx	88000	Nonpublic Textbooks	38,623.00	2,187.00	40,810.00	35,529.96	2,401.29	2,878.75
20-xxx-xxx-xxx	88020	Nonpublic Auxiliary Services	50,698.00	10,006.00	60,704.00	16,565.79	34,132.21	10,006.00
20-xxx-xxx-xxx	88040	Nonpublic Handicapped Services	292,810.00	95,847.00	388,657.00	60,413.40	232,396.60	95,847.00
20-xxx-xxx-xxx	88060	Nonpublic Nursing Services	147,900.00	49,180.00	197,080.00	78,832.00	118,248.00	0.00
20-xxx-xxx-xxx	88080	Nonpublic Technology Initiative	60,601.00	11,184.00	71,785.00	34,457.00	0.00	37,328.00
20-xxx-xxx-xxx	88090	Nonpublic Security Aid	262,421.00	48,359.00	310,780.00	120,487.85	45,690.50	144,601.65
20-xxx-xxx-xxx	88190	Total Other State Projects	853,053.00	216,763.00	1,069,816.00	346,286.00	432,868.60	290,661.40
20-xxx-xxx-xxx	88200	Total State Projects	853,053.00	216,763.00	1,069,816.00	346,286.00	432,868.60	290,661.40
- Federal Projects								
-- Title I								
20-xxx-100-101	88480	Salaries- Instruction- Salaries of Teacher	84,853.00	2,794.00	87,647.00	43,653.58	43,634.70	358.72
20-xxx-100-600	88484	Instructional Supplies- Instruction	0.00	498.00	498.00	0.00	0.00	498.00
20-xxx-200-200	88491	Benefits	33,856.00	22,238.00	56,094.00	0.00	0.00	56,094.00
20-xxx-xxx-xxx	88500	Total Title I	118,709.00	25,530.00	144,239.00	43,653.58	43,634.70	56,950.72
-- Title II								
20-xxx-200-300	88512	Professional Tech Services- Support	63,215.00	26,996.00	90,211.00	29,100.00	43,785.00	17,326.00
20-xxx-xxx-xxx	88520	Total Title II	63,215.00	26,996.00	90,211.00	29,100.00	43,785.00	17,326.00
-- Title III								
20-xxx-100-101	88521	Salaries- Instruction- Salaries of Teacher	0.00	2,200.00	2,200.00	2,200.00	0.00	0.00
20-xxx-100-600	88525	Instructional Supplies- Instruction	41,570.00	(3,811.00)	37,759.00	31,605.86	0.00	6,153.14
20-xxx-100-800	88526	Other Objects-Instruction	0.00	1,658.00	1,658.00	0.00	0.00	1,658.00
20-xxx-200-100	88530	Salaries-Support	0.00	2,245.00	2,245.00	155.35	0.00	2,089.65
20-xxx-200-300	88532	Professional Tech Services- Support	0.00	2,507.00	2,507.00	2,507.00	0.00	0.00
20-xxx-200-500	88534	Other Purchased Services - Support	0.00	9,726.00	9,726.00	0.00	0.00	9,726.00
20-xxx-xxx-xxx	88540	Total Title III	41,570.00	14,525.00	56,095.00	36,468.21	0.00	19,626.79
-- Title IV								
20-xxx-200-300	88552	Professional Tech Services- Support	9,555.00	(1,167.00)	8,388.00	3,500.00	0.00	4,888.00
20-xxx-200-500	88554	Other Purchased Services - Support	0.00	2,195.00	2,195.00	1,800.52	0.00	394.48
20-xxx-xxx-xxx	88560	Total Title IV	9,555.00	1,028.00	10,583.00	5,300.52	0.00	5,282.48
-- I.D.E.A. Part B (Handicapped)								
20-xxx-100-101	88601	Salaries- Instruction- Salaries of Teacher	832,388.00	(490,577.00)	341,811.00	170,905.50	170,905.50	0.00
20-xxx-100-500	88604	Other Purchased Services- Instruction (400-500 series)	560,352.00	270,648.00	831,000.00	382,687.11	447,426.69	886.20
20-xxx-200-200	88611	Benefits	0.00	93,740.00	93,740.00	0.00	0.00	93,740.00
20-xxx-200-300	88612	Professional Tech Services- Support	16,791.00	359,367.00	376,158.00	38,925.06	239,385.94	97,847.00
20-xxx-200-500	88614	Other Purchased Services - Support	0.00	3,350.00	3,350.00	3,350.00	0.00	0.00
20-xxx-xxx-xxx	88620	Total I.D.E.A. Part B (Handicapped)	1,409,531.00	236,528.00	1,646,059.00	595,867.67	857,718.13	192,473.20
-- Other Federal Grant Programs								
20-xxx-xxx-xxx	88697	Other Federal Expenditures	0.00	149,662.51	149,662.51	69,288.43	0.00	80,374.08
20-xxx-xxx-xxx	88700	Total Other Federal Grant Programs	0.00	149,662.51	149,662.51	69,288.43	0.00	80,374.08
20-xxx-xxx-xxx	88740	Total Federal Projects	1,642,580.00	454,269.51	2,096,849.51	779,678.41	945,137.83	372,033.27
20-xxx-xxx-xxx	88760	Total Special Revenue Fund	2,511,633.00	671,032.51	3,182,665.51	1,125,964.41	1,378,006.43	678,694.67

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 30 - Interim Balance Sheet
For the seven month period ending 01/31/2025**

Assets and Resources

Assets			
Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		1,718,622.65
	Accounts Receivable:		
	Loans Receivable:		
			<u>1,718,622.65</u>

Resources			
Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	1,619,600.00	
302	Less Revenues	21,062.15	<u>1,598,537.85</u>
			<u>1,598,537.85</u>
	Total Assets and Resources:		<u>3,317,160.50</u>

Liabilities and Fund Equity

Liabilities			
Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance					
Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year			464,800.00	
601	Appropriations		1,619,600.00		
602	Less: Expenditures	321,150.00			
603	Encumbrances	464,800.00	<u>(785,950.00)</u>	833,650.00	
	Unappropriated:				
770	Unassigned Fund Balance		2,018,710.50		
303	Budgeted Fund Balance		0.00	<u>2,018,710.50</u>	
	Total Fund Balance			3,317,160.50	
					<u>3,317,160.50</u>
	Total Liabilities and Fund Equity:				<u>3,317,160.50</u>

**Report of the Secretary to the Board of Education
Livingston Board of Education**

Fund 30 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	1,619,600.00	785,950.00	833,650.00
Revenues	(1,619,600.00)	(21,062.15)	(1,598,537.85)
	.00	764,887.85	(764,887.85)

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 30 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the seven month period ending 01/31/2025**

Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
10-1xxx	370	From Local Sources	0.00	0.00	0.00	21,062.15	Over	(21,062.15)
10-3xxx	520	From State Sources	1,619,600.00	0.00	1,619,600.00	0.00	Under	1,619,600.00
	-	Total Revenues/Sources Of Funds	1,619,600.00	0.00	1,619,600.00	21,062.15	Under	1,598,537.85

Total Capital Projects Fund Expenditures

Facilities Acquisition and Construction Services

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
30-000-4xx-450	89080	Construction Services	1,619,600.00	0.00	1,619,600.00	321,150.00	464,800.00	833,650.00
			1,619,600.00	0.00	1,619,600.00	321,150.00	464,800.00	833,650.00
		Total Capital Projects Fund Expenditures	1,619,600.00	0.00	1,619,600.00	321,150.00	464,800.00	833,650.00

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 30 - Schedule of Revenues
Actual Compared with Estimate
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues/Sources of Funds							
- Local Sources							
30-1510	950	Earnings on Investments	0.00	0.00	0.00	21,062.15	(21,062.15)
10-1xxx	370	Total Revenue from Local Sources	0.00	0.00	0.00	21,062.15	(21,062.15)
- State Sources							
30-3255	945	Additional State School Building Aid - EDA Grant	1,619,600.00	0.00	1,619,600.00	0.00	1,619,600.00
10-3xxx	520	Total Revenue from State Sources	1,619,600.00	0.00	1,619,600.00	0.00	1,619,600.00
	-	Total Revenues/Sources of Funds	1,619,600.00	0.00	1,619,600.00	21,062.15	1,598,537.85

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 30 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Total Capital Projects Fund Expenditures								
- Facilities Acquisition and Construction Services								
-- Construction Services								
30-000-4xx-450	89080	Construction Services	1,619,600.00	0.00	1,619,600.00	321,150.00	464,800.00	833,650.00
30-000-4xx-450	89080		<u>1,619,600.00</u>	<u>0.00</u>	<u>1,619,600.00</u>	<u>321,150.00</u>	<u>464,800.00</u>	<u>833,650.00</u>
	89200		<u>1,619,600.00</u>	<u>0.00</u>	<u>1,619,600.00</u>	<u>321,150.00</u>	<u>464,800.00</u>	<u>833,650.00</u>
	84060	Total Capital Projects Fund Expenditures	<u>1,619,600.00</u>	<u>0.00</u>	<u>1,619,600.00</u>	<u>321,150.00</u>	<u>464,800.00</u>	<u>833,650.00</u>

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 40 - Interim Balance Sheet
For the seven month period ending 01/31/2025**

Assets and Resources

Assets

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		(934,194.63)
	Accounts Receivable:		
	Loans Receivable:		
			<u>(934,194.63)</u>

Resources

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	7,420,363.00	
302	Less Revenues	6,312,028.00	1,108,335.00
			<u>1,108,335.00</u>
	Total Assets and Resources:		<u>174,140.37</u>

Liabilities and Fund Equity

Liabilities

Account Number	Account Name	Subtotal Balance	Balance
			0.00

Fund Balance

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
	Reserve Fund Balance:				
	Appropriations				
601	Appropriations		7,420,363.00		
602	Less: Expenditures	7,420,362.50			
603	Encumbrances	0.00	(7,420,362.50)	0.50	
	Total Appropriated			0.50	
	Unappropriated				
770	Unassigned Fund Balance			174,139.87	
					<u>174,140.37</u>
	Total Liabilities and Fund Equity:				<u>174,140.37</u>

**Report of the Secretary to the Board of Education
Livingston Board of Education**

Fund 40 - Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	7,420,363.00	7,420,362.50	.50
Revenues	(7,420,363.00)	(6,312,028.00)	(1,108,335.00)
	.00	1,108,334.50	(1,108,334.50)

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 40 - Interim Statements Comparing Budgeted Revenue with Actual to Date
and Appropriations with Expenditures and Encumbrances to Date
For the seven month period ending 01/31/2025**

Revenues

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
40-52xx	-	Transfers from Other Funds	1,000,000.00	0.00	1,000,000.00	0.00	Under	1,000,000.00
	-	Total Revenue from Local Sources	5,874,077.00	0.00	5,874,077.00	5,773,361.00	Under	100,716.00
	-	Total from Revenue from State Sources	546,286.00	0.00	546,286.00	538,667.00	Under	7,619.00
	-	Total Revenues	7,420,363.00	0.00	7,420,363.00	6,312,028.00	Under	1,108,335.00

Expenditures

Regular Debt Service

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	5,140,000.00	0.00	5,140,000.00	5,140,000.00	0.00	0.00
40-701-510-834	89600	Interest on Bonds	2,280,363.00	0.00	2,280,363.00	2,280,362.50	0.00	0.50
		Total Regular Debt Service Expenditures	7,420,363.00	0.00	7,420,363.00	7,420,362.50	0.00	0.50
		Total Debt Service Fund Expenditures	7,420,363.00	0.00	7,420,363.00	7,420,362.50	0.00	0.50

**Report of the Secretary to the Board of Education
Livingston Board of Education**

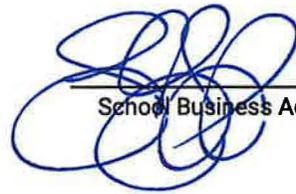
**Fund 40 - Schedule of Revenues
Actual Compared with Estimate
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
Revenues							
- Transfers from Other Funds							
40-52xx	845	Transfers from Other Funds	1,000,000.00	0.00	1,000,000.00	0.00	1,000,000.00
40-52xx	-	Total Transfers from Other Funds	1,000,000.00	0.00	1,000,000.00	0.00	1,000,000.00
- Local Sources							
40-1210	860	Local Tax Levy	5,773,361.00	0.00	5,773,361.00	5,773,361.00	0.00
40-1xxx	870	Other Miscellaneous Revenues	100,716.00	0.00	100,716.00	0.00	100,716.00
-	-	Total Revenue from Local Sources	5,874,077.00	0.00	5,874,077.00	5,773,361.00	100,716.00
- State Sources							
40-3160	890	Debt Service Aid Type II	546,286.00	0.00	546,286.00	538,667.00	7,619.00
-	-	Total from Revenue from State Sources	546,286.00	0.00	546,286.00	538,667.00	7,619.00
-	-	Total Revenues	7,420,363.00	0.00	7,420,363.00	6,312,028.00	1,108,335.00
Expenditures							
-	-	Total Debt Service Fund Expenditures	0.00	0.00	0.00	0.00	0.00

**Report of the Secretary to the Board of Education
Livingston Board of Education**

**Fund 40 - Statement of Appropriations
Compared with Expenditures and Encumbrances
For the seven month period ending 01/31/2025**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
Expenditures								
- Regular Debt Service								
-- Redemption of Principal on Early Retirement Bonds								
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	5,140,000.00	0.00	5,140,000.00	5,140,000.00	0.00	0.00
40-701-510-910	89560		5,140,000.00	0.00	5,140,000.00	5,140,000.00	0.00	0.00
-- Interest on Bonds								
40-701-510-834	89600	Interest on Bonds	2,280,363.00	0.00	2,280,363.00	2,280,362.50	0.00	0.50
40-701-510-834	89600		2,280,363.00	0.00	2,280,363.00	2,280,362.50	0.00	0.50
	89660	Total Regular Debt Service Expenditures	7,420,363.00	0.00	7,420,363.00	7,420,362.50	0.00	0.50
	-	Total Debt Service Fund Expenditures	7,420,363.00	0.00	7,420,363.00	7,420,362.50	0.00	0.50



School Business Administrator Signature

2/19/2025
Date