



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Tuesday, August 16, 2022

Executive Session - Administration Building - 5:00 to 7:45 p.m.

Public Session - Hybrid Meeting at Administration Building – 7:45 p.m.

This is a public meeting of the Board of Education. The Livingston Board of Education will be video recording and posting its open public meetings on the district website. The Board reserves the right to edit the videotape prior to posting to protect the privacy of students and staff.

The Board's Bylaw #0168 allows videotaping and livestreaming of public meetings with prior approval from the Board Secretary. Any member of the public may record the proceedings of a public meeting of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, distract Board members or other observers present at the meeting, or violate the privacy of students and staff. The Board will permit the use of tape recorder(s), video camera(s) or live streaming only when notice of such intended use has been given to the Board Secretary five days in advance of the meeting. Any camera(s) must be operated in an inconspicuous location in the meeting room. The Board reserves the right to request a copy of the tape. The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.

While the Board of Education discourages the videotaping/livestreaming of students without written parental consent, public meetings are not subject to the same restrictions as other school events. Please be aware that you and your children may be videotaped or livestreamed as a result of your participation at this meeting.

In accordance with Policy #9131, the Livingston Board of Education members, district administration, and staff will treat students, parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

I. OPEN SESSION

A. Call to Order – Mr. 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 4, 2022 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:

- contract negotiations, personnel and legal settlements

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 2 hours and 45 minutes and be it

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

ROLL CALL VOTE

D. Pledge of Allegiance / Roll Call

E. Superintendent's Report

1. Celebration of Summer
2. Enrollment Update

F. Board Reports

G. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of July 12, 2022
2. Special Voting Meeting Minutes of July 25, 2022

ROLL CALL VOTE

H. Public Input on Agenda Items ~ up to 15 minutes

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

Public participation shall be governed by the following rules:

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

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

II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Books and DVDs

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

1.2 Student Teachers

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

1.3 Mentor

Resolved, that the Livingston Board of Education approves *Dr. David Greer* of GreerEd Consulting, LLC, who possesses specialized knowledge and experience related to State and Federal reporting, testing requirements and allocation of Federal funding requirements for ESL, to mentor and provide training and guidance to the new Supervisor of World Language and ESL and the ESL Coordinator during the 2022-2023 school year at cost not to exceed \$7,500.

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 2022-2023 for sixteen (16) Livingston students with disabilities and for Extended School Year 2022 (Summer Programs) for ten (10) 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 2022-2023 school year:

BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS

Rethink	\$263.66/student
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MUSIC THERAPY

Jammin Jenn	\$125.00/hour
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NURSING SERVICES

Horizon Healthcare Staffing	LPN	\$54.00/hour
	RN	\$64.00/hour

OCCUPATIONAL THERAPY

KDDS Too, Inc. t/a North Jersey Outreach	\$125.00/hour
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PARENT TRAINING

KDDS Too, Inc. t/a North Jersey Outreach	\$125.00/hour
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PHYSICAL THERAPY

Cunha, Melissa	\$95.00/hour
	\$350.00/evaluation
KDDS Too, Inc. t/a North Jersey Outreach	\$125.00/hour

SPEECH THERAPY

KDDS Too, Inc. t/a North Jersey Outreach

\$125.00/hour

2.3 Great Schools Partnership, Inc.

Resolved, that the Livingston Board of Education approves the Contract of Services (also known as the Scope of Work) with Great Schools Partnership, Inc. to provide coaching and technical assistance in support of the learning and planning efforts around educational equity, anti-racism, diversity and inclusion initiated by the district for the period from August 1, 2022 to June 30, 2023.

2.4 Contracted Service

Resolved, that the Livingston Board of Education hereby appoints *Ralph Starace* as a teacher assistant for the period of September 1, 2022 through September 30, 2022 for Community Based Instruction. The individual will be subcontracted through Creative Speech Solutions. The Livingston Board of Education will cover the individual on the District's insurance for the term listed above and while working on behalf of and at the direction of the Livingston Board of Education.

2.5 Contract for Youth Mental Health First Aid Training

Be It Resolved, the National Council for Behavioral Health DBA National Council for Mental Wellbeing have the experience and expertise to provide professional development for mental health services. National Council for Behavioral Health DBA National Council for Mental Wellbeing have provided a proposed Agreement, regarding the nature of their services to the satisfaction of the Board.

Be It Further Resolved, that the National Council for Behavioral Health DBA National Council for Mental Wellbeing be approved by the Board of Education for the period October 12, 2022 through October 14, 2022 for the Youth Mental Health First Aid training at the professional fees provided in the proposed Agreement.

Be It Further Resolved, that this appointment is made without advertising for bids because the services rendered are professional services as defined by the statute and not subject to competitive bidding.

ROLL CALL VOTE

3. BUSINESS

The Superintendent recommends the following:

3.1 Open Campus – Livingston High School Seniors

Resolved, that the Livingston Board of Education hereby grants permission for the Livingston High School administration to extend Open Campus privileges to Livingston High School seniors for the 2022-2023 school year with the understanding that all rules and regulations governing Open Campus will remain in effect.

3.2 Payment of Bills

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

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

Fund	Name	Amount
10&11	Regular	\$1,855,095.51
12	Regular	\$647,310.96
20	Regular	\$585,484.29
60	Cafeteria	\$0.00
TOTAL		\$3,087,890.76

Regular Checks	98061-98375	\$3,087,890.76
Cafeteria	N/A	\$0.00
TOTAL		\$3,087,890.76

3.3 Preliminary Board Secretary Report – June 2022

Whereas, the Livingston Board of Education has received the Preliminary Report of the Board Secretary for June 30, 2022, 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 preliminary report of the Treasurer for June 30, 2022, which report is in agreement with the Preliminary 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	17,702,212	2,247,279	
(11) Current Expense			8,793,672
(12) Capital Outlay		279,104	8,426,849
(20) Special Revenue Fund		968,888	
(30) Capital Projects Fund	4,547,274		
(40) Debt Service Fund	308,531		
Total:	22,558,017	3,495,271	17,220,521

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of June 30, 2022, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

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

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

3.4 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2021-2022 budget for June 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:

<u>Object</u>	<u>Description</u>	<u>To</u>	<u>From</u>
100	Salaries	\$ 338,811	
220	Social Security Contributions	\$ 5,725	
270	Health Benefits		\$ 157,509
320	Purch. Prof - Educational Svcs	\$ 17,278	
330	Purchased Professional Svcs.	\$ 2,084	
503	Aid in Lieu Payments		\$ 4,233
512	Cont. Services (Other)		\$ 67,991
514	Cont. Services (Special Ed.)		\$ 41,778
530	Communications / Telephone		\$ 58,110
562	Tuition Other LEAS Special Ed.	\$ 52,302	
566	Tuition Private School		\$ 15,000
580	Travel		\$ 2,050
600	Supplies & Materials	\$ 25,000	
610	General Supplies		\$ 10,439
615	Transportation Supplies		\$79,932
640	Textbooks	\$ 509	
800	Miscellaneous	\$ 50	
890	Other Objects		\$ 4,717
	TOTALS	\$ 441,759	\$ 441,759

3.5 Update to Financial Depositories and Signatures

Resolved, that the Livingston Board of Education establish the following bank accounts at Regal Bank, Livingston, New Jersey and that Regal Bank is hereby requested, authorized and directed to honor all checks, draft and other orders for the payment of money drawn in the name of the Board of Education in the following accounts when bearing the true or approved facsimile signature(s) indicated:

Regal Bank			
Account Title and Number		Signature(s)	
Burnet Hill Elementary School School Account 0108010547		Lisa Barreto Jessica Byrne Michael Davison	Any 2

3.6 Conferences and Overnight Trips

Resolved, that the Livingston Board of Education approves *Douglas Jay* and *Marie Battist-Rock*, to chaperone five students attending the National Envirothon Competition from July 24 to 30, 2022 in Oxford, OH at no cost to the district. (*amended from previous agenda*)

Resolved, that the Livingston Board of Education approves *Michael Davison*, Business Administrator and *Tatiana Gilbert*, Assistant Business Administrator, to attend ten New Jersey Association of School Business Officials professional development sessions throughout fiscal year 2022-23, in Whippany, NJ, at a cost not to exceed \$150 per person per session, inclusive of travel.

Resolved, that the Livingston Board of Education approves *Michael Davison*, Business Administrator and *Tatiana Gilbert*, Assistant Business Administrator, to attend the Essex County Association of School Business Officials monthly professional development sessions for the fiscal year 2022-23, in Belleville, NJ, at a cost not to exceed \$500 each for the year, inclusive of travel.

3.7 Parental Contract for Student Transportation

Resolved, that the Livingston Board of Education approves the parental contact for transportation for student #275402 from July 1, 2022 to June 30, 2023 at a cost not to exceed \$1,343.75.

3.8 Room Conversion at Livingston High School

Whereas, The Board of Education of Livingston Public Schools in the County of Essex, New Jersey (the "Board"), desires to proceed with a school facilities project consisting generally of:

CONVERT EXISTING STORAGE ROOM INTO (2) CLASSROOMS AT:
LIVINGSTON HIGH SCHOOL

Whereas, the Board now seeks to take the initial steps in order to proceed with the Project:

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF LIVINGSTON PUBLIC SCHOOLS IN THE COUNTY OF ESSEX, STATE OF NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Educational Specifications prepared in connection with the project and the Board further authorizes the submission of same to the Essex County Superintendent of Schools and the New Jersey Department of Education for approval.

Section 2. In accordance with the requirements of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves the Schematic Plans prepared in connection with the Project and the Board further authorizes the submission of same to the Essex County Superintendent of Schools and the New Jersey Department of Education for approval. This project is designated "Other Capital" and the Board is not seeking state funding.

Section 3. The Board hereby authorizes the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

Section 4. The School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determinations of the Board set forth in this resolution. Including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Section 5. This resolution shall take effect immediately.

3.9 Professional Service Appointment - Board Attorney

Whereas, the Livingston Board of Education requires the professional services of attorneys to provide legal services as general counsel, negotiations counsel and construction and public bidding counsel; and

Whereas, the nature of the services to be performed meets the definition of "professional services" set forth in the Public School Contracts Law; and

Whereas, funds are available to obtain such professional services; and

Whereas, the Public School Contracts Law N.J.S.A. 18A:18A-1 authorizes the awarding of contracts for professional services by resolution of the Board of Education without publicly advertised competitive bids.

Accordingly, the Livingston Board of Education, at a public meeting held on August 16, 2022, authorizes the award of the following professional service appointment and contract:

That Cleary Giacobbe Alfieri Jacobs LLC be appointed as the attorney providing legal services for the period August 17, 2022 through June 30, 2023 at a rate of \$175.00 per hour for all attorneys and that the resolution and contract are on file and available for public inspection at the Office of the Board of Education.

This professional service contract is made and awarded without competitive bidding as the services will be rendered by persons experienced in the practice of a process requiring specialized knowledge and resources.

3.10 Approval of Bus Purchases

Resolved, that the Livingston Board of Education approves the purchase of a 2023 IC BUS LLC MODEL PB105 (54 Passenger) from AT New York City, LLC dba Allegiance Trucks in the amount of \$242,475.20. This purchase is awarded through the cooperative purchasing system ESCNJ School Bus Types A,B,C,D Bid # ESCNJ 21/22-23.

Resolved, that the Livingston Board of Education approves the purchase of two (2) Type B 30 Passenger Buses from Van-Con, Inc. for a total amount of \$130,600.00 The purchase has been awarded through the cooperative purchasing system ESCNJ School Bus Types A,B,C,D Bid # ESCNJ 21/22-23.

3.11 Approval of Technology Purchases

Resolved, that the Livingston Board of Education approves the purchase of fifty-eight (58) 24" iMacs to Apple Computer, Inc. The purchase has been awarded through the ESCNJ Apple Products Bid # ESCNJ 18/19-67 in the amount of \$127,552.00.

Resolved, that the Livingston Board of Education approves the purchase of PA Systems and clocks from Core BTS, Inc. through NASPO Value Point Computer Contract #89968 in the aggregate amount of \$382,758.23.

Resolved, that the Livingston Board of Education awards the purchase for a wireless system upgrade to Dyntek in the aggregate amount of \$323,504.08.

Resolved, that the Livingston Board of Education awards the contract to purchase the Access Points Budgetary Smartnet Hardware and Software Maintenance Renewal from Dyntek, Inc. This purchase shall be in accordance with NASPO Value Point DataCom / New Jersey NVP# AR3227 PA#21 TELE-01506 in the amount of \$47,211.38.

Resolved, that the Livingston Board of Education approves the purchase of the 1025 ACER Extended Warranty for Firewalls from CDW-G, Inc. through the cooperative purchasing system ESCNJ/AEPA-22G in the amount of \$133,250.00.

3.12 Acceptance: Nonpublic Security Aid Award

Resolved, that the Livingston Board of Education approves the acceptance of the 2022/2023 Nonpublic Security Aid Award from the State of New Jersey Department of Education in the amount of \$307,500.00.

3.13 Acceptance: Nonpublic Nursing Award

Resolved, that the Livingston Board of Education approves the acceptance of the 2022/2023 Nonpublic Nursing Aid Award from the State of New Jersey Department of Education in the amount of \$168,000.00.

3.14 Acceptance: Nonpublic Textbooks Award

Resolved, that the Livingston Board of Education approves the acceptance of the 2022/2023 Nonpublic Textbook Aid Award from the State of New Jersey Department of Education in the amount of \$52,140.00.

3.15 Acceptance: Nonpublic Technology Award

Resolved, that the Livingston Board of Education approves the acceptance of the 2022/2023 Nonpublic Technology Aid Award from the State of New Jersey Department of Education in the amount of \$60,774.00.

3.16 Settlement Agreements

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #05-2022 which is on file at the Board of Education office.

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #06-2022 which is on file at the Board of Education office.

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #07-2022 which is on file at the Board of Education office.

3.17 Policies & Regulations

Resolved, that the Livingston Board of Education abolishes the following Policy:

Policy #2432 - School Sponsored Publications

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

Section	Policy or Regulation #	Title	comments
Bylaws	Bylaw #0143.2	High School Student Representative to the Board of Education (M)	with revisions
	Bylaw #0163	Quorum	with revisions
Administration	Policy #1511	Board of Education Website Accessibility (M)	new to district
Students	Policy #5513	Care of School Property (M)	with revisions
	Regulation #5513	Care of School Property (M)	new to district
	Policy #5517	School District Issued Student Identification Cards (M)	new to district
	Policy #5722	Student Journalism (M)	new to district

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

Section	Policy or Regulation #	Title	comments
Program	Policy #2510	Adoption of Textbooks	with revisions
	Regulation #2510	Classroom Resource Approval/Affirmative Action Form	new to district
	Policy #2530	Resource Materials	with revisions
	Regulation #2530.1	Classroom Library Selection Protocols	new to district
	Regulation #2530.2	School Library Selection Protocols	new to district
Community	Policy #9130	Public Complaints and Grievances	with revisions

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Resignations

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

Name	Position	Reason	Location	Last Day of Employment
<i>Joseph Matthews</i>	Custodian	Retirement	HMS	July 31, 2022
<i>Laurie Geraghty</i>	Secretary	Retirement	CO	September 30, 2022
<i>Briana Moghadamniya</i>	Teacher of English	Resignation	HMS	June 30, 2022
<i>Sarah Stefanakis</i>	School Psychologist	Resignation	RHE	September 23, 2022, or earlier if a replacement is found.
<i>Michelle Robertson</i>	TOSD	Resignation	MPE	September 23, 2022, or earlier if a replacement is found.
<i>William Beck</i>	Instructional Aide	Resignation	Collins	June 30, 2022
<i>Mark Benaksas</i>	Instructional Aide	Resignation	Collins	June 30, 2022
<i>Barbara Racaniello</i>	Instructional Aide	Resignation	Collins	June 30, 2022

<i>Kristina Doherty</i>	Instructional Aide	Resignation	RHE	June 30, 2022
<i>Emely Felix</i>	Instructional Aide	Resignation	BHE	June 30, 2022
<i>Gina Rossell</i>	Instructional Aide	Resignation	LHS	June 30, 2022
<i>Aimee DeRonde</i>	Instructional Aide	Resignation	Harrison	June 30, 2022
<i>Dorothy Kilroy</i>	Playground Aide	Resignation	Harrison	June 30, 2022
<i>Carolyn Catanzarite</i>	Bus Aide	Resignation	Transportation	June 30, 2022

**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>Daniel Brill</i>	LHS	Teacher of Math	NA	8/30/2022-9/30/2022**	NA	10/3/2022
<i>Megan Jenkins-Kayzerman*</i>	BHE	TOSD	3/28/2022-5/20/2022	5/23/2022-5/26/2022 & 5/27/2022-6/30/2022**	NA	8/30/2022
<i>Shawna Byer*</i>	MPMS	Teacher of English	3/21/2022-5/5/2022	5/6/2022-6/30/2022 & 8/30/2022-10/4/2022**	10/5/2022-1/27/2023	1/30/2023
<i>Melissa Rosario</i>	RHE	Elementary School Teacher	3/15/2022-5/24/2022	5/25/2022-6/30/2022**	NA	8/30/2022
<i>Sarah O'Brien</i>	BHE	Teacher of ESL	12/12/2022-2/8/2023	2/9/2023-5/18/2023**	5/19/2023-6/30/2023	8/30/2023
<i>Nicole Hanna*</i>	Hillside	TOSD	8/30/2022-9/5/2022 & 9/6/2022-9/22/2022**	9/23/2022-12/2/2022**	12/3/2022-1/2/2023	1/3/2023

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.3 Appointments

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

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
<i>Alexandra Marzulla</i>	District	Supervisor of World Language and ESL	First Year Tenure Track	D. Greer	LSA	1	\$116,412 (prorated)	9/28/22 or earlier if released by current district
<i>Jill Johnson</i>	LHS	Teacher of Math	First year Tenure Track	L. Keeble	MA	11	\$80,728	8/30/2022
<i>Erin Rooney</i>	Harrison	School Psychologist	First Year Tenure Track	A. Finley	MA+32	10	\$84,000	9/19/2022 or earlier if released by current district
<i>Jeffrey Dunker</i>	LHS	Teacher of Social Studies & Psychology	First Year Tenure Track	G. Volonnino	MA+16	10	\$80,206	8/30/2022
<i>Kacey Micone</i>	Hillside	Elementary School Teacher	First Year Tenure Track	A. King	MA+32	11	\$88,400	8/30/2022
<i>Ashley Begega</i>	Hillside	Elementary School Teacher	First Year Tenure Track	K. Viverito	MA	8	\$68,840	8/30/2022
<i>Marissa Reynolds</i>	RHE	Elementary School Teacher	Second Year Tenure Track	H. Cohen	BA+32	2/3	\$60,155	8/30/2022
<i>Danielle Marzano</i>	HMS	School Counselor	First Year Tenure Track	D. Imbimbo	MA	1	\$62,455	8/30/2022
<i>Brooke Korfin</i>	RHE	Elementary School Teacher	First Year Tenure Track	G. Kelly	BA	1	\$54,900	8/30/2022
<i>Yara Rivera</i>	Harrison	TOSD	First Year Tenure Track	M. Piegari	BA	1	\$54,900	8/30/2022
<i>Michelle Polo</i>	MPE	TOSD	First Year Tenure Track	M. Robertson	MA+16	10	\$80,206	9/28/2022 or earlier if released by current district
<i>Louella Selby</i>	MPMS	Teacher of English	Leave Replacement	S. Byer	MA+16	2/3	\$66,820	8/30/2022
<i>Lara Pizzi</i>	Hillside	Elementary School Teacher	Leave Replacement	A. Hinds	BA	1	\$54,900	8/30/2022
<i>Amy Rubin</i>	Hillside	Elementary School Teacher	Leave Replacement	K. Librizzi	BA	1	\$54,900	8/30/2022
<i>Caroline Snyder</i>	Harrison	Teacher of Art	Leave Replacement	E. Dandash	BA	1	\$54,900	8/30/2022
<i>Ashley Gropack</i>	Hillside	TOSD	First Year Tenure Track	E. Yersak	MA	6	\$65,305	8/30/2022
<i>Alexandra Rosone</i>	HMS	Teacher of English	First Year Tenure Track	B. Moghadamniya	MA	4	\$63,855	8/30/2022
<i>Allison Pringle</i>	RHE	School Psychologist	First Year Tenure Track	S. Stefanakis	MA	9	\$72,737	10/17/2022, or earlier if released by current district
<i>Victoria Lombardi</i>	Hillside	TOSD	Leave Replacement	P. Price	BA	1	\$54,900	8/30/2022

<i>Kathryn Destro</i>	Hillside	Elementary School Teacher	Leave Replacement	L. Szaro	MA	1	\$62,455	8/30/2022
<i>Jodi Shalom</i>	Hillside	TOSD	Leave Replacement	N. Hanna	MA+32	1	\$68,500	8/30/2022
<i>Linda Eagle*</i>	Harrison/BHE	Teacher of ESL	Leave Replacement	M. Kim/S. O'Brien	D	1	\$71,900	8/30/2022
<i>Brenden Bloom</i>	CO	Systems Administrator	NA	K. Reilly	NA	NA	\$82,500, plus \$800 for AA Degree (prorated)	8/22/2022
<i>Joseph Clark, Jr.</i>	LHS	PT Security Liaison	NA	D. Rampolla	Security Liaison >7/12	8	\$37,986**	8/30/2022
<i>Toni Brannick</i>	LHS	12 month Administrative Secretary	Second Year Tenure Track	S. Do	12 mo. AS > 7/12	8	\$62,777 (prorated)	9/1/2022
<i>Jose Sendon</i>	B&G (Hillside)	Head Custodian	NA	B. Cappadonna (transfer)	Custodial	9	\$53,171 plus \$2,100 for Head Custodian	8/22/2022
<i>Carmen Consoro Gomez</i>	Transportation	25 Hr Bus Driver	NA	D. Henry	25 Hr BD	4	\$23,799	8/30/2022

**as amended from a previous agenda*

***62.5% of Step 8 of Security Liaison >7/12 guide*

Resolved, that the Livingston Board of Education amends the appointment of *Yulee (Kim) Chuy*, Assistant Principal at Livingston High School, to reflect her employment commenced on July 5, 2022.

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

4.4 Transfers

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

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 2022-2023 school year:

Teachers

John Wolkstein

Jill McLaughlin

Alex Marrero

Network Administrator

Kyle Reilly (\$41.64/hour, not to exceed 20 hours)

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

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Carol Silberfein</i>	BHE	TOSD	Long Term Sub	C. Haggerty	\$274/day	8/30/2022-10/25/2022
<i>Susan Spadafina</i>	LHS	Teacher of Biology	Long Term Sub	J. Frye	\$274/day	8/30/2022-11/4/2022

4.6 Stipends

Resolved, that the Livingston Board of Education approves *Daniel Quackenbush*, Teacher of Business Education, as the Cooperative Business Coordinator for the 2022-2023 school year. Mr. Quackenbush will be paid up to 10 days over the summer of 2022 at his per diem rate for said assignment and this pensionable amount will be paid over the payroll cycle for the 2022-2023 school year.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment F** for athletic stipends at Livingston High School for the 2022-2023 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment G** for co-curricular stipends at Livingston High School for the 2022-2023 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment H** for co-curricular stipends at Mt. Pleasant Middle School for the 2022-2023 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment I** for co-curricular stipends at the elementary schools for the 2022-2023 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves *Ben Leone* as Site Manager at Livingston High School for the 2021-2022 school year at an hourly rate of \$43.56.

Resolved, that the Livingston Board of Education approves the appointment of the individuals on **Attachment J** as Building Equity Coaches for the 2022-2023 school year. The stipend amount is \$2,579 per equity coach as approved on the June 21, 2022 Board of Education agenda.

Resolved, that the Livingston Board of Education approves an administrative evening event stipend in the amount of \$15 per event for all administrators, principals, assistant principals, directors, supervisors and central office personnel whose physical presence is required at evening meetings and events and which are pre-authorized by their immediate supervisor(s) for the 2022-2023 school year.

4.7 Student Workers

Resolved, that the Livingston Board of Education approves *Jamie Heskett* as a student audio visual worker at the rate of \$13.00 per hour.

Resolved, that the Livingston Board of Education approves *Zachary Levine* as a student worker in the Buildings & Grounds Department over the summer of 2022 at the rate of \$13.00 per hour.

4.8 Contract Adjustments

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

4.9 Lateral Moves

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

4.10 Summer Work

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment M** for 2022 Extended School Year (ESY) staffing at the listed hourly rates.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment N** to participate in summer curriculum writing during the summer of 2022 at the approved rate.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment O** to participate in summer curriculum writing during the summer of 2022 at the approved rate and be paid in accordance with the ESSER grant.

Resolved, that the Livingston Board of Education amends the prior approval of the individuals listed on **Attachment P** to perform work over the summer of 2022 in accordance with Article VII, Section VII of the LEA contract. The number of days are listed and individuals shall be paid at their daily rate of pay.

4.11 2022-2023 Daily & Hourly Rates

Resolved, that the Livingston Board of Education approves the daily and hourly rates listed on **Attachment Q** for the 2022-2023 school year.

4.12 Extra Period Assignments

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment R** for extra period assignments during the 2022-2023 school year.

4.13 Memorandum of Understanding

Resolved, that the Livingston Board of Education approves the MOU between itself and the Livingston Education Association dated August 16, 2022.

ROLL CALL VOTE

5. MISCELLANEOUS

The Superintendent recommends the following:

5.1 HIB Report

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

ROLL CALL VOTE

I. Public Comment ~ up to 15 minutes

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

Public participation shall be governed by the following rules:

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

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

J. Old Business

1. Start Strong Letter Update

K. New Business

1. Resolution Opposing the Proposed Increases to the School Employees Health Benefits Program

III. ADJOURNMENT

EXECUTIVE SESSION

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

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

Resolved, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on August 16, 2022 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 matter.
 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.

PROPOSED FUTURE AGENDA ITEMS (dates subject to change)

September 6, 2022 (*workshop*)

September 20, 2022 (*voting*)

- District Goals
- District Nursing Services Plan

October 11, 2022 (*workshop*)

- NJSLA (as per Policy 2610)

October 18, 2022 (*voting*)

- Conference with the Livingston Education Association
- Summer Curriculum Writing Update

November 8, 2023 (*workshop*)

- Board Budget Goals

November 22, 2022 (*voting*)

- Assessment Update

December 6, 2022 (*voting*)

- National Merit Semi-Finalists Recognition Ceremony
- Public Hearing for District and School HIB Self-Assessment Report
- New Course Offerings

January 3, 2023 (*reorganization*)

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Ten Days in a Mad-House	Nellie Bly Nouveau Classics	2017	10	English - Humanities	This particular text would be a nice complement to Humanities History 2 during the unit of the Reform and Progressive eras. The class can dive into the primary source directly to uncover not only the abuses of the mental health field at the time, but also a writing strategy that has proven to effectively create change. Such text will help students to contextualize and conceptualize this historical moment.
All American Boys	Jason Reynolds/Brendan Kiely/Atheneum Publishing	2015	12	English 4	This book is about two teens, one black, one white. The story is told in Rashad and Quinn's alternating perspectives, as they grapple with the complications that spin out of violent moment of police brutality and reverberate in their families, school, and town. The reason this text is important for the curriculum is that it fits

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
All American Boys (continued)	Jason Reynolds/Brendan Kiely/Atheneum Publishing	2015	12	English 4	the essential question of: How does race and gender Affect our thinking? The reader is given the two different perspectives of a white student and a black student.

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Jaclyn Hammond	Kean University	Clinical	Riker Hill	Mallory Seidman	8/30/2022
Michael Horn	St. Thomas Aquinas College	Student Teacher	Mt. Pleasant Elementary	Sheily Chang	8/30/2022
Joshua Faust	Montclair State University	Student Teacher	Livingston High School	Michael Jedwabnik	8/30/2022

			School Year 2022-2023			Extraordinary Services			Extended School Year			
School	Program Type	Type	# of Stud *	Tuition 2022-2023	Total Tuition	# of Stud		Aide(s)	# of Stud	ESY Tuition	Total ESY Tuition	Total School
Academy 360 Lower School	Autism	R	1	\$ 77,775.00	\$ 77,775.00	1	\$ 36,900.00	\$ 36,900.00	1	\$9,350.00	\$ 9,350.00	\$ 124,025.00
Academy 360 Lower School	Multiple Disabilities	R	3	\$ 77,409.00	\$ 232,227.00	1	\$ 36,900.00	\$ 36,900.00	2	\$9,306.00	\$ 18,612.00	\$ 287,739.00
Bergen County Special Services	Autism	R	1	\$ 80,190.00	\$ 80,190.00	2	\$ 6,400.00	\$ 12,800.00	2	\$8,225.00	\$ 16,450.00	\$ 109,440.00
Bergen County Special Services	Autism	T	1	\$ 62,955.00	\$ 62,955.00							\$ 62,955.00
Calais School	Multiple Disabilities	R	1	\$ 73,620.00	\$ 73,620.00	1	\$ 45,150.00	\$ 45,150.00	1	\$12,270.00	\$ 12,270.00	\$ 131,040.00
Celebrate the Children	Multiple Disabilities	R	1	\$ 77,580.00	\$ 77,580.00	1	\$ 31,500.00	\$ 31,500.00				\$ 109,080.00
Cornerstone Day School	Behavioral Disabilities	R	2	\$ 81,552.00	\$ 163,104.00				2	\$11,893.00	\$ 23,786.00	\$ 186,890.00
The College of New Jersey-Career & Community Studies Program	Post Secondary Transition	T	1	\$ 12,064.00	\$ 12,064.00							\$ 12,064.00
ECLC of New Jersey	Multiple Disabilities	R	1	\$ 63,579.60	\$ 63,579.60	1	\$ 35,000.00	\$ 35,000.00	1	\$7,064.40	\$ 7,064.40	\$ 105,644.00
North Jersey Behavioral Health Services	Multiple Disabilities	R	1	\$ 227,200.00	\$ 227,200.00							\$ 227,200.00
Union County Vocational Technical Schools	Multiple Disabilities	T	1	\$ 6,000.00	\$ 6,000.00							\$ 6,000.00
Shepard School	Behavioral Disabilities	R	1	\$ 57,624.87	\$ 57,624.87	1	\$ 36,149.82	\$ 36,149.82				\$ 93,774.69
Windsor Learning Center	Multiple Disabilities	T	1	\$ 76,788.00	\$ 76,788.00				1	\$12,798.00	\$ 12,798.00	\$ 89,586.00
Total			16		\$ 1,210,707.47	8		\$ 234,399.82	10		\$ 100,330.40	\$ 1,545,437.69

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.

Last Name	First Name	Location	Job Title	Guide	Step	Salary	Start Date
22-23 RENEWALS							
Abad	Don	Harrison	Instructional Aide	I&KA	2	\$26,633	8/30/2022
Bonvini	Luca	HMS	Instructional Aide	I&KA	2	\$26,633	8/30/2022
Feria	Nicole	MPMS	Instructional Aide	I&KA	2	\$26,633	8/30/2022
Gille	Susan	BHE	ABA Discrete Trial TA	TA	6	\$38,270	8/30/2022
Parikh	Nital	BHE	ABA Discrete Trial TA	TA	2	\$34,459	8/30/2022
Pelaez-Marti	O'Hara	BHE	ABA Discrete Trial TA	TA	2	\$34,459	8/30/2022
Theodore	Laurenza	BHE	ABA Discrete Trial TA	TA	6	\$38,270	8/30/2022

APPOINTMENTS

Binsol	Dulce	BHE	ABA Discrete Trial TA	TA	3	\$35,492	8/30/2022
Chuyen	Robin	BHE	ABA Discrete Trial TA	TA	1	\$33,454	8/31/2022
Flood	Caroline	Harrison	Instructional Aide	I&KA	1	\$26,033	8/30/2022
Goldstein	Eryn	HMS	Instructional Aide	I&KA	1	\$26,033	8/30/2022
Kim	Kyounghee	BHE	ABA Discrete Trial TA	TA	1	\$33,454	8/30/2022
Koetter	Julianna	RHE	Instructional Aide	I&KA	1	\$26,033	8/30/2022
Lin	Joanna	Harrison	Instructional Aide	I&KA	1	\$26,033	8/30/2022
McFadden	Owen	LHS	Instructional Aide	I&KA	1	\$26,033	8/30/2022
Pryhoda	Dzvenymyra	Harrison	Instructional Aide	I&KA	1	\$26,033	8/30/2022
Schiavone	Mary	BHE	ABA Discrete Trial TA	TA	1	\$33,454	8/30/2022
Treiber	Sharon	BHE	Campus Aide	Campus Aide	2	\$21,570	8/30/2022

2022-23 TRANSFERS

Name	Transferring From	Location	Transferring To	Location	Replacing	Effective Date
Vanessa Belford	Intervention/ Enrichment Specialist LOA (Islinger)	HMS	Intervention/ Enrichment Specialist (tenured)	HMS	C. Islinger (resigned)	8/30/2022
Nicole Carangelo	Elementary School Teacher	RHE	Intervention/ Enrichment Specialist (tenured)	RHE	V. Belford (transferred)	8/30/2022

Stipend	Positions	# of Stipends	Stipend Amount	Last Name	First Name
Football	Assistants		\$4,810 (.5)	Getz*	Patrick
Football	Assistants		\$9,620	China (OD)*	Travis
Football	Assistants		\$9,620	Yeager (OD)*	Kevin
Football	VOLUNTEER			Bock (OD)*	William

*amended from *previous agenda*

Baseball	Head	1	\$11,050	Ennis	Michael
Baseball	Assistants	3	\$8,320	Feigenbaum (OD)	Corey
Baseball	Assistants		\$8,320	Wolfe (OD)	William
Baseball	Assistants		\$8,320	Altomare	Mike
Baseball	VOLUNTEER			McLaughlin (OD)	David
Baseball	VOLUNTEER			Firincili (OD)	George
Baseball	VOLUNTEER			Cruz	Sean
Baseball	VOLUNTEER			Parsons (OD)	Scott
Baseball	VOLUNTEER			Dulny	Randy
Boys' Basketball	Head	1	\$11,050	Wolfe (OD)	William
Boys' Basketball	Assistants	2	\$8,320	Gill (OD)	Joe
Boys' Basketball	Assistants		\$8,320	Ennis	Michael
Boys' Basketball	VOLUNTEER			Cohen	David
Boys' Basketball	VOLUNTEER			Tierney (OD)	Mike
Bowling	Head	1	\$8,320	Hughes (R)	Griffith
Girls' Basketball	Head	1	\$11,050	Addison	Ashley
Girls' Basketball	Assistants	2	\$8,320	Pacholec	Natalie
Girls' Basketball	Assistants		\$8,320	Daugherty	Lauren
Cheerleaders Winter	Head	1	\$5,200	Fabrizio	Laura
Cheerleaders Winter	Assistants	2	\$3,900	Rooney (OD)	Kaitlyn
Cheerleaders Winter	Assistants		\$3,900	Nann	Kelly
Facility Equipment Manager		1	\$3,575	Schroeder	Scott
Site Manager			\$44.21/hour	Breschard	Robert
Site Manager			\$44.21/hour	Ennis	Michael
Site Manager			\$44.21/hour	Raiz	Paul
Site Manager			\$44.21/hour	Schroeder	Scott
Site Manager			\$44.21/hour	Barbella (OD)	Ronald
Site Manager			\$44.21/hour	Dzama (OD)	Brad
Site Manager			\$44.21/hour	Munley	Michael
Site Manager			\$44.21/hour	Dlugo	Cara
Site Manager			\$44.21/hour	Lukowiak	Stu
Boys Fencing	Head	1	\$9,750	Puccio (OD)	Greg
Girls Fencing	Head	1	\$9,750	Ng (OD)	Jeanette
Fencing	Assistant	2	\$7,670	Sztan	Maria
Fencing	Assistant		\$7,670	Hernandez	Christy
Golf	Head	1	\$8,320	Waddon (OD)	John
Ice Hockey	Head	1	\$11,050	Conklin (OD)	Dave
Ice Hockey	Assistant	1	\$8,320	Melucci (OD)	Dave
Boys' Lacrosse	Head	1	\$11,050	Dzama (OD)	Brad
Boys Lacrosse	Assistants	2	\$8,320	Nann	Patrick
Boys Lacrosse	Assistants		\$8,320	Murray (OD)	Michael
Girls Lacrosse	Head	1	\$11,050	Nann	Kelly
Girls Lacrosse	Assistants	2	\$8,320	Alfaro	Lila
Girls Softball	Head	1	\$11,050	Daily	Jason

Girls Softball	Assistants	2	\$8,320	Mead	David
Girls Softball	Assistants		\$8,320	Matten (OD)	Ian
Boys Swimming	Head	1	\$9,750	Schroeder	Scott
Girls Swimming	Head	1	\$9,750	Rosenberger	Tracey
Boys Tennis	Head	1	\$9,750	Lovi (R)	Elliot
Boys Tennis	Assistant	1	\$7,670	Cirlincione	Paul
Boys Tennis	VOLUNTEER		\$0	Lovi (OD)	Marjorie
Boys Track Winter	Head	1	\$11,050	Petryna	Nancy
Boys Track Winter	Assistant	1	\$8,320	Asimou	Eugene
Girls Track Winter	Head	1	\$11,050	Czeizinger (OD)	Dave
Girls Track Winter	Assistant	1	\$8,320	Blau	Raz
Boys Track Spring	Head	1	\$11,050	Petryna	Nancy
Boys Track Spring	Assistants	2	\$8,320	Blau	Raz
Boys Track Spring	Assistants		\$8,320	Asimou	Eugene
Girls Track Spring	Head	1	\$11,050	Chaudruc	Keith
Girls Track Spring	Assistants	2	\$8,320	Czeizinger (OD)	Dave
Girls Track Spring	Assistants		\$8,320	Greenberg	Andrew
Boys Volleyball	Head	1	\$11,050	Kim (OD)	Dan
Boys Volleyball	Assistants	2	\$8,320	Giuliani	James
Boys Volleyball	Assistants		\$8,320	Jones	David
Wrestling	Head	1	\$11,050	Brill	Daniel
Wrestling	Assistants	2	\$8,320	Dilanni (OD)	Christian
Wrestling	VOLUNTEER			Keenan	Robert
Strength Training Fall	Head	2	\$3,250	Brill	Daniel
Strength Training Fall	Head		\$3,250	Asimou	Eugene
Strength Training Winter	Head	2	\$3,250	Breschard	Robert
Strength Training Winter	Head		\$3,250	Gillo	Robert
Strength Training Spring	Head	2	\$3,250	Breschard	Robert
Strength Training Spring	Head		\$3,250	Matsakis	James(OD)
Strength Training Summer	Head	1	\$3,250	Matsakis	James(OD)
HS Intramural - Coordinator		1	\$3,250	Jones	David
Intramural Coaches	Coaches		\$39.39/hr	Jones	David
	Coaches		\$39.39/hr	Cirlincione	Paul
	Coaches		\$39.39/hr	Nann	Kelly
	Coaches		\$39.39/hr	Munley	Michael
	Coaches		\$39.39/hr	Dlugo	Cara
	Coaches		\$39.39/hr	Gillo	Robert
	Coaches		\$39.39/hr	Rossi	Victoria
	Coaches		\$39.39/hr	Raiz	Paul
	Coaches		\$39.39/hr	Schroeder	Scott
	Coaches		\$39.39/hr	Asimou	Eugene
	Game Worker/Security			Ambio	Les
	Game Worker/Security			Lukiowiak	Stewart
	Game Worker/Security			Sullivan	Joseph
	Game Worker/Security			Weber	Doug
	Game Worker			Aaron	Samantha
	Game Worker			Ackerman	Martha
	Game Worker			Alessio	Karen
	Game Worker			Asimou	Eugene
	Game Worker			Barbella (OD)	Ron
	Game Worker			Blount	Joann

	Game Worker			Breschard	Robert
	Game Worker			Brill	Daniel
	Game Worker			Casale	Kimberly
	Game Worker			Cuneo	Ernie
	Game Worker			Desamours	Therese (Val)
	Game Worker			Dlugo	Cara
	Game Worker			Duffy	Marjorie
	Game Worker			Ennis	Amy
	Game Worker			Ennis	Michael
	Game Worker			Gill (OD)	Joseph
	Game Worker			Gillo	Robert
	Game Worker			Gillock (OD)	Joanne
	Game Worker			Goldberg	Joann
	Game Worker			Held	Nancy
	Game Worker			Homberg	Cathy
	Game Worker			Hughes	Kimberly
	Game Worker			Jones	David
	Game Worker			Kruse	Jamie
	Game Worker			Leone	Ben
	Game Worker			Lieberman	Theresa
	Game Worker			Munley	Michael
	Game Worker			Pacholec	Natalie
	Game Worker			Raiz	Paul
	Game Worker			Reilly	Joan
	Game Worker			Rigas	Patricia
	Game Worker			Rigas	Tom
	Game Worker			Rossi	Victoria
	Game Worker			Rubinetti	Roger
	Game Worker			Rulka	Katey
	Game Worker			Schroeder	Scott
	Game Worker			Schwindel	Kate
	Game Worker			Shue (OD)	Richard
	Game Worker			Sullivan	Joseph
	Game Worker			Sullivan	Margaret
	Game Worker			Szalay	Ann

2022-2023 LHS Co-Curricular Stipends			
Position	# of Positions	Amount	Approved 2022-2023
Academic Team	1	\$5,804	Guy Rabner
Area/Reg/All State Musical Ensemble - not to exceed 135 hours	4	\$41.56/hour	Nancy Ciminnisi
Area/Reg/All State Musical Ensemble - not to exceed 135 hours	4	\$41.56/hour	James Hegedus
Area/Reg/All State Musical Ensemble - not to exceed 135 hours	4	\$41.56/hour	Mike Jedwabnik
Area/Reg/All State Musical Ensemble - not to exceed 135 hours	4	\$41.56/hour	Daniel King
Area/Reg/All State Musical Ensemble - not to exceed 135 hours	4	\$41.56/hour	Josh Salzman (sub)
Marching Band Director - Head	1	\$8,383	James Hegedus
Marching Band Director - Assistant	1	\$5,804	Mike Jedwabnik
Marching Band Tech	1	\$1,290	Erik Donough
Marching Band Percussion Instructor	2	\$3,224	Jennifer Rupert
Coding Club	1	\$1,290	Jennifer Gee
Color Guard Instructor - Head	1	\$4,256	Maureen Biss
Color Guard Instructor - Assistant	1	\$2,579	Danielle Roger
Chess Club	1	\$1,290	Will Peklo
Class Advisor - Freshmen (2026)	2	\$1,935	Patrick Catalano
Class Advisor - Freshmen (2026)	2	\$1,935	Nicholas Brooks
Class Advisor - Sophomore (2025)	2	\$1,935	Kim Costanzo
Class Advisor - Junior (2024)	2	\$2,570	Drew Krumholz
Class Advisor - Junior (2024)	2	\$2,570	Jim Memory
Class Advisor - Senior (2023)	2	\$3,224	Anthony Fischer
Class Advisor - Senior (2023)	2	\$3,224	Rachel Henry

* Computer Lab Extended Hours (Art, Business, Math, Tech & Photoshop) - 2 hours per week, 34 weeks,	5	\$37.93 per hour	Chris Iannuzzi (Art)
Ecolancer	1	\$2,579	Dave Richards
FBLA	2	\$3,869	Hal Mordkoff
FBLA	2	\$3,869	Tom Garzon
Gay Straight Alliance	1	\$967.50	Drew Krumholz
Gay Straight Alliance	1	\$967.50	Andrew Nelson
HOSA-Health Occupations	1	\$967.50	Mary Kaspriskie
HOSA-Health Occupations	1	\$967.50	Bobbi Bremmer
Improv Club	1	\$1,290	Scott Patteson
Inner Circle Theater	1	\$1,290	Kimberly Hughes
Inner Voices Magazine	2	\$1,290	Chris Iannuzzi
Inner Voices Magazine	2	\$1,290	Jennifer Torres
Lancer Jazz Band	1	\$3,224	James Hegedus
Lab Jazz Band	1	\$2,579	Mike Jedwabnik
Key Club	2	\$2,579	Marjorie Duffy
Key Club	2	\$2,579	Therese (Val) Desamours
Lead Teacher Art/Music, Business		\$8,383	Business - Alex Lamon
Lead Teacher Art/Music, Business		\$8,383	Music - Mike Jedwabnik
Leo Club	1	\$1,290	Kelsey Collins
Math Team Advisor	1	\$1,935	Pat Catalano
Mock Trial Advisor	1	\$1,935	Alex Lamon
Model UN	1	\$1,935	Steve Schaible
Mu Alpha Theta Mathematics Honor Society	1	\$1,290	Pat Catalano
National Business Honor Society	1	\$1,290	Alex Lamon
National Honor Society	1	\$1,031.60	Lori Perez (Fall)
National Honor Society	1	\$1,547.40	Johanna Frye (Spring)
National Social Studies Honor Society	1	\$1,290	Jill Tejada
National Science Honor Society	1	\$967.50	Michelle Sipe
National Science Honor Society	1	\$967.50	Abbie Young

National English Honor Society	1	\$645	Kelsey Collins
National English Honor Society	1	\$645	Michael Sunga
National Chinese Language Honor Society	1	\$1,290	Xin Cai
National French Lang Honor Society	1	\$1,290	Soukeyna Diop-Tall
National Italian Lang Honor Society	1	\$1,290	Guy Rabner
National Spanish Lang Honor Society	1	\$1,290	Susana Fernandez
National Technology Honor Society	1	\$1,290	Dave Richards
Newspaper	1	\$6,449	Tim Callahan
Ocean Science Bowl	1	\$645	Michelle Augliera
Ocean Science Bowl	1	\$645	Jamie Kruse
Organization of Student Tutors	1	\$1,935	Adam Berryann
People Helping People	1	\$1,935	Danielle Felcher
Radio Broadcasting Advisor	1	\$1,935	Jason Daily
Robotics	2	\$3,869	Dani DeGraw
Robotics	2	\$3,869	Ray Snyder
Robotics	VOLUNTEER		James Novotny
Senior Buddies (9th Grade mentors)	1	\$2,579	Mike Munley
Science League Advisor	1	\$1,290	Michael Coleman
Science Olympiad Advisor	1	\$967.50	Dorine Starace
Science Olympiad Advisor	1	\$967.50	Michelle Sipe
Science Bowl	1	\$645	Michael Coleman
Science Bowl	1	\$645	Johanna Frye
Ski Club	1	\$1,290	Marisa Vosa
SGA	1	\$1,612	Taylor Torre
SGA	1	\$1,612	Krista Delia
Chamber Orchestra Conductor	1	\$3,869	Nancy Ciminnisi
Tri-M Honor Society	1	\$1,973	Nancy Ciminnisi
Webmaster	1	\$2,579	Rachel Henry
Yearbook	1	\$10,318	Kelsey Collins
Yearbook Business Manager	1	\$2,579	Jim Memory
SPRING MUSICAL			
Costumes	1	\$4,514	Alyssa LaMedica

Technical Director of Stage Crew	1	\$4,514	Brian Megaro
Music	1	\$2,257	Mike Jedwabnik
Music	1	\$2,257	Jim Hegedus
Choreography	1	\$3,224	Amanda Bigelow
Publicity	1	\$1,290	Dave Richards
FALL DRAMA			
Costumes	1	\$3,224	Alyssa LaMedica
Technical Director of Stage Crew	1	\$3,224	Brian Megaro
Publicity	1	\$1,290	Dave Richards
Detention AM/PM		\$25.62	Susana Fernandez-Poyatos Kimberly Costanzo Jessica Rettagliata Joanne Blount Andrew Greenberg Patrick Getz Lisa Bonvini Theresa Cannone
Detention Saturday		\$42.52	Susana Fernandez-Poyatos Kimberly Costanzo Jessica Rettagliata Joanne Blount Michael Coleman Andrew Greenberg Patrick Getz Lisa Bonvini Theresa Cannone

Position		Amount	Assigned staff member(s)
Character Advisory		\$1,935.00	Kay Youtz
Earth Keepers		\$1,290.00	Kim Nicolette
Fall Drama Stage Director		\$1,935.00	Chris Russioniello
GT Music		\$1,935.00	Jennifer Rupert
Jazz Band		\$1,935.00	Jennifer Rupert
Literary Magazine		\$967.50	Melissa Robol
Literary Magazine		\$967.50	Shawna Byer
Memory Book		\$2,579.00	Christina Ness
Newspaper		\$645.00	Anna Incognito
Newspaper		\$645.00	Laura Gordon
Select Chorus		\$1,935.00	Tim Nelson
Select Orchestra		\$1,935.00	Etleva Vatoci
Student Council		\$967.50	Christina Ness
Student Council		\$967.50	Kristi DeMiceli
Team Leaders			
	Team 1	\$3,869.00	Kimberly Brenneck
	Team 2	\$3,869.00	Kay Youtz
	Team 3	\$3,869.00	Christina Ness
	Team 4	\$3,869.00	Lisa Klemons
	Cycle	\$1,934.50	Kristy Demiceli
	Cycle	\$1,934.50	Suzanne Steckert
Intramural Coaches		\$39.08 per hour	Tom Montesion
Spring Musical Set Design		\$645.00	Ali Fiore

School	Position	# of Positions	2022/2023 Amount
	Asst to the Principal	1	\$5,159
Burnet Hill	Julie Bachrach		\$5,159.00
Collins	Donna Anello		\$2,579.50
Collins	Marlena Baird		\$2,579.50
Hillside	Marissa Gengaro		\$2,579.50
Hillside	Bridget Marshall		\$2,579.50
Mt. Pleasant	Shira Roth		\$1,031.80
Mt. Pleasant	James Diegnan		\$1,031.80
Mt. Pleasant	Katherine Carlin		\$1,031.80
Mt. Pleasant	Mary Dyer		\$1,031.80
Mt. Pleasant	Jennifer Szostak		\$1,031.80
Riker Hill	Aubrey Amorim		\$2,579.50
Riker Hill	Dina Kandel		\$2,579.50
	Safety Patrol Leader	1	\$1,290
Burnet Hill	Courtney Ferraro		\$1,290
Collins	Jennifer Vernotica		\$645
Collins	Stephanie Crosby		\$645
Hillside	Justin Grossman		\$645
Hillside	Kristin Trebbe		\$645
Mt. Pleasant	Sheily Chang		\$1,290
Riker Hill	Heather Cohen		\$645
Riker Hill	Allison Winka		\$645
	Student Council	1	\$1,290
Burnet Hill	Courtney Ferraro		\$1,290
Collins	Jessica Soldiviero		\$645
Collins	Katherine Miller		\$645
Hillside	Lisa Bowe		\$1,290
Mt. Pleasant	Jennifer Szostak		\$645
Mt. Pleasant	Dana Triana		\$645
Riker Hill	Nicole Carangelo		\$1,290

Equity Coach Stipend Recipients - 2022-2023

School	Name
Burnet Hill	Carly Haggerty
Collins	Meredith Pannia
Harrison	Jodi Frohnapfel
Hillside	Allison DeVine
MPE	James Diegnan
Riker Hill	Dina Kandel
MPMS	Joshua Weiss
HMS	Thomas Truscello
LHS	Brittany Gajewski

Contract Adjustments

Last Name	First Name	Loc	Title	Guide	Step	Salary	Longevity	Stipends	Total Salary	Effective Date
Kidd	Desmond	55	Custodian	Custodial	11	\$60,835	\$0	\$1,600	\$62,435	8/1/2022
Clarke	Martin	60	Custodian	Custodial	3	\$43,449	\$0	\$1,950	\$45,399	9/1/2022
Cappadonna*	Brian	90	Custodian	Custodial	6	\$46,560	\$0	\$1,600	\$48,160	7/1/2022

*as amended from previous agenda

Lateral Moves

Last Name	First Name	Position	School	Old Scale	Old Step	Old Base Salary	Longevity	Other	Total Salary	New Scale	New Step	New Base Salary	Longevity	Other	Total Salary	Effective Date
Adeseo	Denise	TOSD	BHE	BA+32	6	\$62,305	\$0	\$0	\$62,305	MA+16	6	\$68,970	\$0	\$0	\$68,970	8/30/22
DeBileck	Megan	Teacher of Physics	LHS	MA+16	9	\$76,040	\$0	\$0	\$76,040	MA+32	9	\$79,800	\$0	\$0	\$79,800	8/30/22
Delia	Krista	TOSD	LHS	MA+16	7	\$69,650	\$0	\$0	\$69,650	MA+32	7	\$73,100	\$0	\$0	\$73,100	8/30/22
Incognito	Anna	Teacher of English	MPMS	MA+32	17	\$114,508	\$2,340	\$0	\$116,848	D	17	\$117,618	\$2,340	\$0	\$119,958	8/30/22
Lafferty	Margaret	TOSD	LHS	BA	4	\$56,300	\$0	\$0	\$56,300	BA+16	4	\$58,300	\$0	\$0	\$58,300	8/30/22
Mannes	Breanne	TOSD	HMS	MA+16	8	\$72,138	\$0	\$0	\$72,138	MA+32	8	\$75,900	\$0	\$0	\$75,900	8/30/22
Nelson	Andrew	Teacher of English	LHS	BA+32	4	\$60,855	\$0	\$0	\$60,855	MA+32	4	\$69,900	\$0	\$0	\$69,900	8/30/22
Redden	Kerri	Athletic Trainer	LHS	MA	10	\$76,733	\$0	\$0	\$76,733	MA+16	10	\$80,206	\$0	\$0	\$80,206	8/30/22
Rocco	Kelly	Teacher of Math	LHS	MA	10	\$76,733	\$0	\$0	\$76,733	MA+16	10	\$80,206	\$0	\$0	\$80,206	8/30/22
Roger	Daniella	Teacher of English	LHS	MA+16	10	\$80,206	\$0	\$0	\$80,206	MA+32	10	\$84,000	\$0	\$0	\$84,000	8/30/22
Salzman	Joshua	Teacher of Music	LHS	MA+16	16	\$103,820	\$0	\$0	\$103,820	MA+32	17	\$114,508	\$0	\$0	\$114,508	8/30/22
Santos	Grisel	TOSD	LHS	MA+16	9	\$76,040	\$0	\$0	\$76,040	MA+32	9	\$79,800	\$0	\$0	\$79,800	8/30/22
Stryko	Ashley	TOSD	BHE	BA	2	\$55,600	\$0	\$0	\$55,600	BA+16	2	\$57,600	\$0	\$0	\$57,600	8/30/22
Vila	Isabel	Teacher of Spanish	HMS	MA+16	11	\$84,199	\$0	\$0	\$84,199	MA+32	11	\$88,400	\$0	\$0	\$88,400	8/30/22
Wells*	Lauren	Teacher of Social Studies	LHS	MA+16	11	\$84,199	\$0	\$0	\$84,199	MA+32	11	\$88,400	\$0	\$0	\$88,400	8/30/22
Willard	Breanna	Teacher of Science	HMS	BA+16	7	\$60,650	\$0	\$0	\$60,650	MA	7	\$66,067	\$0	\$0	\$66,067	8/30/22

*as amended from a previous agenda

Substitute Teachers
Margaret Wescott

Rate: \$60.90 through 6/30/22

\$61.81 eff. 7/1/2022

Summer 2022 Curriculum Writing Recommendations

Physical Ed and Health Wellness

James Merlo (Grade 6)

Melissa Gromek

Supervisor: Rob Grosso

Science PK-6

Christina Ness (Grade 6)

Supervisor: Dorian Gemellaro

Art K-12

Jalyza Dragunov

Supervisor: Mara Rubin

Social Studies PK-6

Denise Urbanski

Supervisor: Christopher Bickel

STEAM

Alicia Ferrell

Christine Zambrio

Supervisor: Natalie Topylko

ESSER Summer Writing Recommendations - 2022

Curriculum projects in the below listed content areas in Summer 2022 are funded in part by The American Rescue Plan - ESSER - Accelerated Learning, Coaching & Educator Support funds. These funds are being allocated to support the following:

Principle 1 - Provide conditions for teaching and learning that will foster the social and emotional well-being of students, families, and educators.

Principle 2 - Improve equitable access to grade-level content and high quality resources for each student.

**** Entire writing project funded by ESSER funds**

Physical Ed and Health Wellness

James Merlo (Grade 6)

Supervisor: Rob Grosso

Science PK-6

Christina Ness (Grade 6)

Supervisor: Dorian Gemellaro

Art K-12

Jalyza Dragunov

Supervisor: Mara Rubin

Social Studies PK-6

Denise Urbanski

Supervisor: Christopher Bickel

STEAM

Christine Zambrio

Supervisor: Natalie Topylko

2022 SUMMER DAYS FOR SCHOOL COUNSELORS

HMS - 8 days

Lori Balasic

Kim Campbell

Danielle Iannuzzi

2022-2023
Daily/Hourly Rates

Substitute Teachers

\$125.00/day

Retired/ Former LPS Teachers

\$135.00/day

Substitute Nurses

\$250.00/day

Substitute Bus Drivers

\$22.50 per hour

Substitute Bus Aides

<u>2022/23</u>	<u>Salary</u>
Step 1	\$15.50/hour
Step 2	\$16.50/hour
Step 3	\$17.50/hour

Playground/Cafeteria/Media Aides

<u>2022/23</u>	<u>Salary</u>
Step 1	\$18.00/hour
Step 2	\$19.00/hour
Step 3	\$20.00/hour

Substitute Secretaries

\$20.00/hour

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

Substitute Custodians/Maintenance

\$18.50/hour

Summer Security

\$25.00/hour

Summer Custodial Workers (Students)

\$13.00/hour (7/1/22-12/31/23)
 \$14.00/hour (1/1/23-6/30/23)

Summer Technology Workers (Students)

\$13.00/hour (7/1/22-12/31/23)
 \$14.00/hour (1/1/23-6/30/23)

Name	Position	Location	# classes	Effective Date
Healey, Shannon	Teacher of Math	HMS	0.2	8/30/2022-6/30/2023
Downey, Michele	Teacher of Math	HMS	0.2	8/30/2022-6/30/2023
Smith, Mary	TOSD	HMS	0.2	8/30/2022-6/30/2023
Altomare, Robin	TOSD	HMS	0.2	8/30/2022-10/7/2022
Gallo, Lenore	TOSD	HMS	0.2	8/30/2022-10/7/2022
Mannes, Breanne	TOSD	HMS	0.2	8/30/2022-10/7/2022
Newman, Brooke	TOSD	HMS	0.2	8/30/2022-10/7/2022
Vorobiev,	TOSD	HMS	0.2	8/30/2022-10/7/2022
Bianco, Gina	Teacher of Art	HMS	0.2	8/30/2022-6/30/2022
Ness, Christina	TOSD	MPMS	0.2	8/30/2022-6/30/2023
Pollard, Sydney	TOSD	MPMS	0.2	8/30/2022-6/30/2023
Urbanski, Denise	TOSD	MPMS	0.2	8/30/2022-6/30/2023
Montesion, Tom	Teacher of Social St	MPMS	0.2	8/30/2022-6/30/2023
Carabello, Erin	Intervention/Enrich Spec	MPMS	0.2	8/30/2022-6/30/2023
Robol, Melissa	Teacher of Bus Ed	MPMS	0.2	8/30/2022-6/30/2023
Lyons, Ashley	TOSD	MPMS	0.2	8/30/2022-6/30/2023
Fiore, Alexandra	Teacher of Art	MPMS	0.2	8/30/2022-6/30/2023
Rupert, Jennifer	Teacher of Music	MPMS	0.2	8/30/2022-6/30/2023
Torrisi, Briana	TOSD	COL	0.2	8/30/2022-6/30/2023
Martes, Linet	Teacher of Spanish	RHE	0.03	8/30/2022-6/30/2023
Mann, Emily	Reading and Writing for Success	LHS	0.2	8/30/2022-6/30/2023
Poposki, Nikola	Driver's Ed ICS	LHS	0.2	9/1/2022 - 11/9/2022
Poposki, Nikola	Driver's Ed ICS	LHS	0.2	9/1/2022 - 11/9/2022
Diugo, Cara	Physical Education	LHS	0.2	9/1/2022-1/27/2023
Munley, Michael	Physical Education	LHS	0.2	1/30/2023-6/23/2023
Graub, Jenna	Intermediate Algebra	LHS	0.2	8/30/2022-6/30/2023
Graub, Jenna	Geometry	LHS	0.2	8/30/2022-6/30/2023
Pacholec, Natalie	Life Skills	LHS	0.2	8/30/2022-6/30/2023
Pasculli, Sarah	Life Skills	LHS	0.2	8/30/2022-6/30/2023
Carey, Brian	Research (Supervisor)	LHS	0.2	8/30/2022-6/30/2023
Daily, Jason	AM Wired	LHS	0.25	8/30/2022-6/30/2023
Daily, Jason	TV Production	LHS	0.2	8/30/2022-6/30/2023
Milano, Steven	TV Duty	LHS	0.3	8/30/2022-6/30/2023
King, Daniel	Humanities	LHS	0.2	8/30/2022-6/30/2023
Chaudruc, Keith	Physical Education	LHS	0.2	1/30/2023-6/23/2023)
Hoyle, Jason	AFRICAN AMERICAN STUDIES	LHS	0.2	9/1/2022-1/27/2023

Bremmer, Bobbi	MEDICAL MICROBES	LHS	0.25	1/30/2023-6/23/2023
Wigden, Aruna	ORGANIC CHEMISTRY	LHS	0.25	9/1/2022-1/27/2023
Vosa, Marisa	Spanish 2 H	LHS	0.2	8/30/2022-6/30/2023
Carr, Jesse	World Film	LHS	0.2	8/30/2022-6/30/2023
Larsen, Jennifer	Food and Nutrition	LHS	0.2	8/30/2022-6/30/2023
Richards, Laura	Food and Nutrition	LHS	0.2	8/30/2022-6/30/2023
Martin, Daria	TOSD	LHS	0.2	9/12/22-3/10/2023
Delia, Krista	TOSD	LHS	0.2	9/12/22-3/10/2023
Lafferty, Maggie	TOSD	LHS	0.2	9/12/22-3/10/2023
Meyer, Amy	TOSD	LHS	0.2	9/12/22-3/10/2023
Perrine, Emily	TOSD	LHS	0.2	9/12/22-3/10/2023
Catalano, Patrick	Teacher of Math	LHS	0.2	9/1/2022-10/4/2022
Dominguez, Bert	Teacher of Math	LHS	0.2	9/1/2022-10/4/2022
Peklo, Will	Teacher of Math	LHS	0.2	9/1/2022-10/4/2022

POLICY

LIVINGSTON BOARD OF EDUCATION

Bylaws

0143.2/Page 1 of 3

HIGH SCHOOL STUDENT REPRESENTATIVES TO THE BOARD OF EDUCATION (M)

0143.2 HIGH SCHOOL STUDENT REPRESENTATIVES TO THE BOARD OF EDUCATION (M)

The Board recognizes that pupilstudents are the reason for the existence of the school district. It considers the experience gained by pupilstudents in the district to be a valued source for improving the operation of the school district. To this end, and in accordance with N.J.S.A. 18A:12-1.3 and N.J.S.A. 18A:36A-11.2, The Board is also desirous of furthering the experience of pupils in the governance process and providing opportunities for pupils to contribute to the future direction of the school district. To this end, the Board authorizes the appointment of a minimum of one student selected by the student body to serve as a nonvoting student representative on the Board. one elected pupil representative to the Board.

Qualifications

The individual elected as a pupilstudent representative to the Board shall:

1. Be a member of the student body in grades 10 to 11 (rising to grades 11 & 12);
2. Acquire signatures from at least 10 teachers or staff members as well as 75 students; and
3. Have attended school in the district for at least 2 years.
4. Not have any adverse interests to the Board including but not limited to claims or litigation.

Term

The pupilstudent representative to the Board shall serve a term of one year and may be re-elected. The term shall begin on July 1 and extend to June 30.

Election

The pupilstudent representative shall be elected by the student body at large. The elected representative shall have attained a plurality of votes in the election.

The pupilstudent representative shall attend all public meetings of the Board, shall sit with the Board, and shall be entitled to speak with the permission of the Board President on all matters before the Board except as may be prohibited by New Jersey Statute or



HIGH SCHOOL STUDENT REPRESENTATIVES TO THE BOARD OF EDUCATION (M)

Code. The pupilstudent representative does not have voting privileges. All confidential information obtained by virtue of membership shall be held as such by the pupilstudent representative. The pupilstudent representative shall be held to the same code of ethics as elected and appointed members of the Board.

Duties and Responsibilities

The pupilstudent representative shall:

1. Receive and review all public Board agendas.
2. Offer suggestions, through the Board President, items for placement on the Board agenda either at or prior to a meeting.
3. Attend all public Board meetings.
4. Present the views of the student body as gathered from student body government meetings and interactions to ensure there is a student perspective on relevant matters.
5. Participate in Board discussions and deliberations.
6. Serve on Board committees and attend committee meetings at the discretion of the Committee Chairperson.
7. Effectively communicate Board activity to the student body through regularly scheduled SGA meetings, school publications, and AM Wired.
8. Be entitled to attend the Board orientation sponsored by the New Jersey School Boards Association.
9. Perform such duties as determined by the Board President in consultation with the Superintendent.

The elected pupilstudent representative will be excused from sensitive and confidential discussions and communications (e.g. matters involving personnel, grievances, negotiations, litigation, real property purchase, and other sensitive matters) and will not participate in executive session meetings of the Board.

The pupilstudent representative is expected to adhere to all bylaws, policies, and regulations of the Board. The Board in no way relinquishes any of its authority, powers,



HIGH SCHOOL STUDENT REPRESENTATIVES TO THE BOARD OF EDUCATION (M)

prerogatives, or responsibilities, but rather adds to its membership a non-voting ~~pupil~~ student representative for the mutual benefit of the Board, student body, and the school district.

Removal of a Student Representative

A student representative who fails to attend three consecutive regular meetings of the Board without good cause may be removed from office on the affirmative votes of a majority of the remaining Board members, provided that:

1. The student member's removal was proposed at the immediately previous Board meeting; and
2. Notice of the proposed removal was given to the affected member at least forty-eight hours in advance of the meeting at which the vote will be taken.

Replacement of a Student Representative

The Board Secretary shall promptly notify the President of a vacancy to be filled by the Board; the President shall inform all other Board members. The Board will give the Student Government Association (SGA) notice of the vacancy and invite any qualified student to submit a written request for consideration of his/her candidacy for the vacancy.

The Board will interview the candidate suggested by the SGA and the student representative shall be added with a vote affirming the individuals' candidacy by the majority of the Board.

N.J.S.A. 18A:12-1.3; 18A:36A-11.2

Adopted: 30 March 2009
Revised: 16 April 2012
Revised: 16 January 2013



0163 QUORUM

A quorum of the Board of Education shall consist of a minimum of three Board members, and no business shall be conducted in the absence of a quorum, except when the Doctrine of Necessity is invoked.

All Board meetings shall be called to commence not later than 8:00 p.m. of the designated day but, if a quorum is not present at the time for which the meeting is called, the Board member or Board members present may recess the meeting to a time not later than 9:00 p.m. of the same day and, if a quorum be not present at that time, the member or members present may adjourn the meeting to commence not later than 8:00 p.m. of another day, but not more than seven days following the date for which the original meeting was called, but no further recess or adjournment of the meeting shall be made. In the event a quorum is not present at the hour of convening, the meeting may be recessed to a time not later than 9:00 p.m. of the same day. If a quorum is not then present, the members present may adjourn the meeting to a later date within seven days.

The Board of Education recognizes ~~that~~ there may be matters that come before the Board or acts required of Board members in their official capacity where the Board member may have a conflict of interest or the act by a Board member would be in violation of N.J.S.A. 18A:12-24. In these matters, the Board member(s) shall will remove himself/herselfthemselves from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter. The Board will consider this matter without the Board member(s) who has the conflict.

In the event a matter comes before the Board or an act is required of a Board member in their his/her official capacity that is a conflict or would be in violation of N.J.S.A. 18A:12-24, the Board would still be required to have a quorum to consider the matter. However, the New Jersey Department of Education and the School Ethics Commission has envisioned this prohibition could create a situation in which the number of conflicted Board members would prevent so many Board members have a conflict, that the Board would be unable to take action on a matter. Therefore, when more than a quorum of the Board members must abstain from voting on a matter due to a conflict or the act would be in violation of N.J.S.A. 18A:12-24, the Board will invoke the Doctrine of Necessity consistent with the New Jersey Department of Education and School Ethics Commission guidelines as follows:

A. Board Member(s) in Conflict - Less Than a Majority of The Board

1. In the event a Board member(s) has a conflict of interest where the Board member will act in his/hertheir official capacity, the Board member must



remove ~~themselves~~himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.

2. In the event a Board member is unsure whether ~~they~~ he/she or any other Board member has a conflict of interest or whether the matter, if acted upon by a Board member(s) is in violation of N.J.S.A. 18A:12-24 - Prohibited Acts, the School Board Attorney will make a determination.
3. The School Board Attorney will provide the Board of Education an opinion on whether the matter is a conflict of interest or act prohibited by N.J.S.A. 18A:12-24 - Prohibited Acts.
4. If the Board member(s) believes ~~he/she~~they ~~have~~s a conflict of interest where ~~they~~ he/she will act in ~~their~~ his/her official capacity or if the School Board Attorney renders an opinion that the Board member has a conflict of interest where the Board member will act in ~~their~~ his/her official capacity, the Board member will remove ~~themselves~~himself/herself from any discussions, meetings (informal or formal), committee meetings, and/or a vote regarding the matter.

B. Board Member(s) in Conflict - A Majority of Board Members in Conflict

1. In the event:
 - a. A Board member(s) believes ~~they have~~ he/she ~~has~~ a conflict of interest or if acted upon by a Board member is in violation of N.J.S.A. 18A:12-24~~where he/she will act in his/her official capacity~~; or
 - b. If the School Board Attorney renders an opinion ~~that the~~ a Board member(s) has a conflict of interest or if acted upon by a Board member is in violation of N.J.S.A. 18A:12-24~~where the Board member will act in his/her official capacity~~; and
 - c. The number of Board members that have a conflict would make it so the Board would be unable to take action on the matter, then the Board may invoke the "Rule [or Doctrine] of Necessity." (Citing U.S. v. Will, 449 U.S. 200 (1980)).

C. Rule [Or Doctrine] Of Necessity



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1. The Doctrine of Necessity may be invoked when more than a quorum of the Board must abstain from voting on a matter.
2. There are three prerequisites necessary for a Board to invoke the Doctrine of Necessity:
 - a. The Board must be unable to act without the members in conflict taking part;
 - b. There must be a pressing need for action, i.e. the matter cannot be laid aside until another date; and
 - c. There can be no alternative forum that can grant the same relief. (Allen v. Toms River Regional Board of Education, 233 N.J. Super 651 (Law Division 1989)).
3. When the School Board Attorney advises the Board the Doctrine of Necessity must be invoked in order to obtain a quorum on a vote, the Board must publicly state: announce that it is invoking the Doctrine.
 - a. That it is invoking the Doctrine of Necessity;
 - b. The specific reason/purpose for which the Doctrine of Necessity is being invoked; and
 - c. The specific nature of the conflict of interest for each Board member that has a conflict of interest:
 - (1) The specific nature of the conflict of interest for each Board member should include the Board member's name; the name of the immediate family member or relative which is the basis for the conflict of interest, and the position that immediate family member or relative holds; or
 - (2) If the specific nature of the conflict of interest for a Board member is a conflict other than an immediate family member or relative, the announcement should include the conflict which is the basis for the conflict of interest.



4. When the Board invokes the Doctrine of Necessity, it will adopt a Resolution setting forth the same information as outlined in C.3. above.

5. When the Board invokes the Doctrine of Necessity, the Resolution will be:

a. Read at a regularly scheduled public meeting;

b. Posted in such places the Board posts public notices for thirty days; and

c. Provided to the School Ethics Commission.

6. The Board members who have a conflict in the matter are prohibited from:

a. Participating in any discussions on the matter prior to the announcement of the invocation of the Doctrine of Necessity at the public meeting;

b. Being present in an executive session when the matter is being discussed; and

c. Offering their opinions on the matter at any time prior to the announcement or the invocation of the Doctrine of Necessity.

7. The Board members who have a conflict may only ask questions regarding the matter to be voted on in public and after the Board has invoked the Doctrine of Necessity.

8. The Board members who have a conflict may explain their reasons for not voting just before the vote.

N.J.S.A. 18A:10-6; 18A:12-24

New Jersey School Ethics Commission – Advisory Opinions A10-93(b), A07-94, and C07-96

New Jersey School Ethics Commission – Resolution on Invoking the Doctrine of Necessity – June 25, 2018

a. ~~The announcement must include the reason the Board must invoke the Doctrine of Necessity including stating the nature of each Board members conflict.~~



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LIVINGSTON BOARD OF EDUCATION

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- ~~b. The announcement will be in writing and should be recorded in the minutes of the meeting by the Board Secretary at the point when the vote takes place.~~
- ~~-~~
- ~~c. It is enough for the Board to announce it is invoking the Doctrine and a Board Resolution is not required.~~
- ~~-~~
- ~~4. When the Board announces the Doctrine of Necessity is being invoked, the details, parameters and/or other pertinent facts of the matter to be voted should be revealed on an agenda for the public meeting in which the matter is to be voted upon.~~
- ~~-~~
- ~~5. The Board members who have a conflict in the matter are prohibited from:~~
 - ~~a. Participating in any discussions on the matter prior to the announcement and public meeting; and~~
 - ~~-~~
 - ~~b. From entering an executive session in order to discuss the merits of the matter or contract; and~~
 - ~~-~~
 - ~~c. From offering their opinions on the matter at any time prior to the announcement and public meeting.~~
 - ~~-~~
- ~~6. The Board members who have a conflict in the matter may only participate to the extent they may vote after the motion to approve and/or ratify the matter has been made and seconded and the Doctrine of Necessity has been thoroughly explained to the public.~~
- ~~-~~
- ~~7. Board members in conflict may only ask questions regarding the matter to be voted on in public and after the Board has invoked the Doctrine of Necessity.~~
- ~~-~~
- ~~8. Board members in conflict may explain their reasons for not voting just before the vote.~~
- ~~-~~

~~N.J.S.A. 18A:12-24~~

~~New Jersey School Ethics Commission Advisory Opinion
A10-93(b) and A07-94~~



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~~Cross reference: Policy Guide No. 0142—Conflict of Interest~~

Adopted: 13 December 2004



POLICY 1511 – BOARD OF EDUCATION WEBSITE ACCESSIBILITY (M)

It is the goal of the Board of Education that the information on the school district's internet websites are accessible to individuals with disabilities in compliance with the requirements of Federal law (Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35) and New Jersey law (N.J.S.A. 18A:36-35.1).

A. Federal Law – American with Disabilities Act (ADA)

1. For the purpose of the Federal law - Section 504 of the Rehabilitation Act of 1973 and that statute's implementing regulations at 34 C.F.R. Part 104, and Title II of the Americans with Disabilities Act of 1990 and that statute's implementing regulations at 28 C.F.R. Part 35 and this Policy, "school district website" includes, but is not limited to, the internet home page, all subordinate pages, school or school district department pages, intranet pages and sites, and includes online content and functionality, developed by, maintained by, or offered through a third-party vendor or by using open sources.
2. The accessibility of online content and functionality will be measured according to the most up-to-date version of the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) and the Web Accessibility Initiative Accessible Rich Internet Application Suite (WAI-ARIA) 1.0 for web content (benchmarks for measuring accessibility).
3. By conforming to the benchmarks for measuring accessibility set forth above, the Board of Education will ensure that people with disabilities have an opportunity equal to that of their nondisabled peers to access the information on the district's website.
4. To ensure the district's website conforms with the above benchmarks for measuring accessibility, the Superintendent of Schools will designate a school staff member to act as the Website Accessibility Coordinator. The Coordinator will:
 - a. Ensure that in-house staff and contractors responsible for web pages and web page content development are properly trained on the Board of Education's website accessibility policy and procedures.

BOARD OF EDUCATION WEBSITE ACCESSIBILITY (M)

- b. Ensure that all new, newly added, and modified online content and functionality is accessible to people with disabilities as measured by conformance to the above benchmarks by, among other things:
 - i. Checking the hypertext markup language (HTML) of all new webpages on the website to make sure that accessible elements are used, including "alt" tags, long descriptions, and captions, as needed;
 - ii. Ensuring that webpages are designed in a manner that allows them to be displayed using a visitor's own settings for color and fonts, and can be navigated with a keyboard;
 - iii. If images are used, including photos, graphics, scanned images, or image maps, making sure to include text equivalents for them, using "alt" tags and/or long descriptions for each and ensuring the text equivalents convey the meaningful information presented visually by the image;
 - iv. If online forms and tables are used, making those elements accessible;
 - v. Ensuring that videos appearing on the website include appropriately synchronized audio description and captions;
 - vi. Ensuring when posting new documents on the website, the documents shall be provided in HTML or another text-based format (even if they are provided in another format, such as portable document format (PDF). If documents are provided in both formats, provide both formats at the same time so people with disabilities have the same degree of access as others;
 - vii. Periodically enlisting people with a variety of disabilities to test the Board of Education's webpages for accessibility and ease of use and use this information to increase the Board's website accessibility;
 - viii. Periodically coordinating the audit of existing content and functionality of the website to identify online content or functionality that is inaccessible to persons with disabilities; and
 - ix. Developing and carrying out a corrective action plan, when necessary, for making the district's existing web content accessible.

- c. Ensure that alternative means are available for people with disabilities to access information, programs, and services that are normally provided on the Board's website.

B. New Jersey Law – N.J.S.A. 18A:36-35.1

1. For the purpose of New Jersey law – N.J.S.A. 18A:36-35.1 and this Policy, “internet website or web service” includes any web page, website, web service, online curriculum, or online third party or open educational resource product that is made available to enrolled students or the public by the school district.
2. Pursuant to N.J.S.A. 18A:36-35.1, no school district shall make available to the enrolled students of the district or school or to the public an Internet website or web service unless the Internet website or web service complies with the most up-to-date version of the World Wide Web Consortium's (W3C) Web Content Accessibility Guidelines (WCAG) if the Guidelines are approved by the Commissioner of Education, or any other applicable guidelines or requirements as may be designed or approved by the Commissioner of Education.
3. In accordance with N.J.S.A. 18A:36-35.1.a. and b., the school district is required to submit a statement of assurance attesting to compliance with N.J.S.A. 18A:36-35.1 as required by the Commissioner of Education.

This Policy establishes minimum standards for the accessibility of web-based information and services considered necessary to meet the district's goals and ensure compliance with applicable Federal and State laws.

Section 504 of the Rehabilitation Act of 1973
Title II of the Americans with Disabilities Act of 1990
34 C.F.R. Part 104; 28 C.F.R. Part 35
N.J.S.A. 18A:36-35.1

Adopted:

POLICY

LIVINGSTON BOARD OF EDUCATION

Students
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CARE OF SCHOOL PROPERTY (M)

5513 CARE OF SCHOOL PROPERTY (M)

The Board of Education believes ~~that the schools~~ district should help students learn to respect property and ~~instill to develop~~ feelings of pride in ~~their schools~~ community institutions. The Board ~~requires charges~~ each student ~~enrolled in their~~ district ~~to responsibly with responsibility for the proper care~~ for ~~of~~ school property and the school supplies and equipment entrusted to ~~the student by the school district. his/her use.~~

Students who cause damage to ~~or lose~~ school property ~~may will~~ be subject to disciplinary measures. The Board authorizes the imposition of a fine for the loss, damage, or ~~destruction~~ defacement of a textbook, equipment and/or supplemental materials, and reserves the right to withhold a report card or diploma from any student whose payment of a fine is in arrears.

The Superintendent shall develop rules for the safekeeping and accounting of textbooks and supplemental materials and/or equipment and prepare a schedule of fines for ~~the loss and damage of such items. lost, damaged, and destroyed textbooks.~~

N.J.S.A. 18A:34-2; 18A:37-3

N.J.A.C. 6A:23 ~~A-20.6-6.6~~

Adopted: 12 May 2008



REGULATION

LIVINGSTON BOARD OF EDUCATION

Students
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CARE OF SCHOOL PROPERTY (M)

5513 CARE OF SCHOOL PROPERTY (M)

A. Teaching Staff Member Responsibilities

1. Teaching staff members will impress upon all students the importance of the proper care of school property and instruct students in the proper use of school facilities, equipment, instructional materials, and textbooks.
2. Teaching staff members will keep an accurate inventory of textbooks and other materials in their classrooms.

B. General Rules Governing the Use of School Property

1. Students shall not deface the school building, furnishings, or equipment in any manner.
2. Students shall not use school furnishings or equipment for purposes other than those for which the furnishing or equipment was designed and intended.
3. Students will care for school textbooks in accordance with D. below.

C. Distribution and Collection of Textbooks and Materials

1. Textbooks will be identified as the property of the Board of Education.
2. A label shall be affixed to each textbook and will include:
 - a. The name of the Board of Education and
 - b. The name of the school.
3. The following information will also be entered on the label or documented in another manner each time the book is issued to a student:
 - a. The name of the student to whom the book is issued,
 - b. The date on which the book is issued to the student,
 - c. The condition of the book when it is issued, and
 - d. The condition of the book when it is returned.



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LIVINGSTON BOARD OF EDUCATION

Students
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CARE OF SCHOOL PROPERTY (M)

4. Each classroom teacher will keep a permanent record of the textbooks used in their classroom. The record will include all the information listed in C.2. and C.3. above.
5. A lost textbook must be promptly reported to the teaching staff member who issued the book. A replacement textbook will be issued to the student as soon as possible.
6. Textbooks will be collected and inspected before the end of the school year or marking period, as appropriate. Once inspected, a textbook will be returned to inventory until it is again distributed to a student.
7. Students must remove covers, loose papers, and markings before returning any textbook.
8. Fines may be assessed for lost and damaged textbooks in accordance with a schedule as approved by the Superintendent or designee.

D. Care of Textbooks by Students

1. Students shall take care not to lose or misplace a textbook or expose a textbook to conditions or circumstances likely to destroy, damage, or degrade it.
2. All textbooks that will be taken home by students must be protected with an appropriate cover to be supplied by the student.
3. Students should not:
 - a. Use pens, pencils, or other implements to mark a place in a textbook;
 - b. Use a textbook to file bulky papers and notes;
 - c. Write in textbooks; or
 - d. Soil textbooks beyond normal use.

E. Fines and Penalties

1. The teaching staff member will inspect each textbook returned and may assess a fine for lost or damaged books. The teacher will prepare a report to be submitted to the Principal or designee that includes:



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LIVINGSTON BOARD OF EDUCATION

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CARE OF SCHOOL PROPERTY (M)

- a. The name and number of the textbook damaged or lost;
 - b. The name of the student that lost or damaged a textbook;
 - c. The loss or extent of damage to the textbook; and
 - d. The amount of the fine assessed, if any.
2. In setting fines the teaching staff member may take into account verified extenuating circumstances.
 3. Teaching staff members will not collect fines. Textbook fines shall be submitted to the Principal or designee.
 4. A student who finds their lost textbook, after being assessed and paying a fine, will be reimbursed any fine paid for the lost textbook but may be assessed a fine for any damage done to the book.
 5. The Board of Education may withhold a diploma, transcript, or report card until the fine has been paid.

Adopted:



5517 SCHOOL DISTRICT ISSUED STUDENT IDENTIFICATION CARDS

The Board of Education recognizes school building security measures are important for the safety and welfare of all students, staff, parents, and community members in school buildings. In recognizing this important responsibility, the Principal or designee may require students to carry a school district issued Identification Card.

An Identification Card will be issued to all students in high school.

The Identification Card shall have printed on the back the telephone number for Care Solace, the New Jersey Suicide Prevention Hopeline (NJ Hopeline) and contact information for a crisis text line pursuant to N.J.S.A. 18A:6-113.1. The district may, in addition to the telephone number for the NJ Hopeline and contact information for a crisis text line, provide the contact information for the National Suicide Prevention Lifeline, a school district crisis center, or any other mental health support services pursuant to N.J.S.A. 18A:3B-73.2.

The Principal or designee may require a student to present their Identification Card at any time during the school day or at any time during a school-sponsored activity on school grounds.

Notwithstanding any provision of this Policy, the Principal or designee may also require students carry their Identification Card at any school-sponsored, off-campus activity, including but not limited to, field trips or interscholastic sports programs pursuant to N.J.S.A. 18A:36-43a. The provisions of this Policy shall not be construed to require a student to carry the Identification Card while participating in an athletic contest or competition, an activity involving fine arts or performing arts, or any other activity that the Commissioner of Education determines does not require the physical possession of an Identification Card. An Identification Card used in accordance with N.J.S.A. 18A:36-43a shall include, but need not be limited to, the following information: the student's name; an up-to-date photograph; and the current school year.

Any student who fails to have the Identification Card in their possession or fails to present it when required may be denied access to an event or activity and may be subject to appropriate discipline.

An Identification Card issued in accordance with this Policy shall not be considered a government record pursuant to P.L. 1963, c.73 (N.J.S.A. 47:1A-1 et seq.), P.L. 2001, c.404 (N.J.S.A. 47:1A-5), or the common law concerning access to government records.

N.J.S.A. 18A:3B-73.2; 18A:6-113.1; 18A:36-43

Adopted:



5722 STUDENT JOURNALISM (M)

The Board of Education believes it is important to afford students the opportunity to exercise their creativity, passion, and constitutionally protected freedom of speech. However, the Board also believes this opportunity must be balanced between ensuring students have the right to speak freely while also preserving the ability of district staff to maintain the safe and orderly operation of the school district. The Board adopts this Policy granting students the right to exercise freedom of speech and of the press in accordance with N.J.S.A. 18A:36-44 and N.J.S.A. 18A:36-45.

For the purpose of this Policy, the following terms shall mean:

“Prior restraint” means a school official informing a student journalist(s) the news, opinion, feature, and advertising content of school-sponsored media, subject to the restrictions listed in N.J.S.A. 18A:36-45.b., N.J.S.A. 18A:36-45.c., and the provisions of this Policy, cannot be published in school-sponsored media or a school official takes any action to prevent a student from doing so.

“Prior review” means a school official reviewing school sponsored media before it is published, broadcast by a student journalist at school or distributed, or generally made available to members of the student body.

“School official” means the Principal or designee or an administrative staff member designated by the Superintendent.

“School-sponsored media” means any material that is prepared, substantially written, published, or broadcast by a student journalist at school, distributed or generally made available to members of the student body, and prepared under the direction of a student media advisor. School-sponsored media does not include media intended for distribution or transmission solely in the classroom in which the media is produced.

“Student journalist” means a student who gathers, compiles, writes, edits, photographs, records, or prepares information for dissemination in school-sponsored media.

“Student media advisor” means an individual employed, appointed, or designated by the district to supervise or provide instruction relating to school-sponsored media.

Student journalists have the right to exercise freedom of speech and of the press in school-sponsored media, regardless of whether the media is supported financially by the district or by use of school district facilities or produced in conjunction with a class in which the student is enrolled. Subject to 1. through 5. below, student journalists are responsible for



determining the news, opinion, feature, and advertising content of school-sponsored media. N.J.S.A. 18A:36-45.b. and this Policy shall not be construed to prevent student media advisors from teaching professional standards of English and journalism to student journalists. All student journalists will be educated by an advisor regarding the roles and responsibilities that come with reporting within school sponsored publications/media in accordance with the Code of Conduct.

This Policy does not authorize or protect expression by a student that:

1. Is libelous or slanderous;
2. Constitutes an unwarranted invasion of privacy;
3. Is profane or obscene;
4. Violates Federal or State law; or
5. So incites students as to create a clear and present danger of the commission of an unlawful act, the violation of school district policies, or the material and substantial disruption of the orderly operation of the school.

The district shall not authorize any prior restraint of any school-sponsored media except for the types of expression prohibited under N.J.S.A. 18A:36-45.c. and as listed in 1. through 5. above.

A school official may implement a procedure for prior review of school-sponsored media. Any prior review of school-sponsored media required by the school official shall be communicated to the student journalist by the school official and be conducted within three school days after submission to the school official by the student journalist. If the school official cannot show the school-sponsored media is prohibited under N.J.S.A. 18A:36-45.c. and 1. through 5. above, within the three school days, the student journalist may release the school-sponsored media.

When a school official determines the restraint of student expression is necessary, the school official shall simultaneously identify at least one of the five prohibitions listed in 1. through 5. above under N.J.S.A. 18A:36-45.c. and in this Policy under which the limitation of student expression is appropriate. This determination shall be provided to the student journalist in writing by the school official that made the determination.

A student journalist may appeal, to the Superintendent or designee, a determination by a school official that the restraint of student expression is necessary. An appeal must be submitted in writing to the Superintendent or designee within five school days of the written



determination being communicated to the student journalist. The appeal must include a copy of the written determination and the reasons why the student journalist believes the limitation is not appropriate. The Superintendent or designee may, but is not required to, provide the student journalist an opportunity to present their written appeal in person. The Superintendent or designee will make a determination on the appeal within five school days of receiving the written appeal from the student journalist. The student journalist may appeal a decision of the Superintendent or designee to the Board of Education in writing. The Board of Education will make a decision on the appeal at the first Regular Board Meeting after receiving the written appeal or within ten school days after receiving the written appeal.

A student journalist that violates a provision of this Policy may be subject to appropriate discipline.

The school district shall not sanction a student operating as an independent journalist.

A staff member shall not be dismissed, suspended, disciplined, reassigned, transferred, or otherwise retaliated against solely for acting to protect a student engaged in the conduct authorized under N.J.S.A. 18A:36-44 and N.J.S.A. 18A:36-45 and this Policy, or refusing to infringe upon conduct that is protected by this Policy, the First Amendment to the United States Constitution, or paragraph 6 of Article I of the New Jersey Constitution.

The Superintendent or designee shall determine reasonable provisions for the time, place, and manner of student expression for the purposes of school-sponsored media.

N.J.S.A. 18A:36-44; 18A:36-45

Adopted:



2510 ADOPTION OF TEXTBOOKS

The Board of Education shall approve all textbooks used in the educational program of this district. "Textbook" means the principal source of instructional material for any given course of study, in whatever form the material may be presented, which is available or distributed to every student enrolled in the course of study.

The Board shall consider for approval only those textbooks that have been selected and recommended by the Superintendent.

In considering the approval of any proposed textbooks, the Board will weigh its value as a learning tool; its suitability for the maturity level and educational accomplishment of the students who will be using the book; its freedom from bias; its relationship to a course of study adopted by the Board; its relationship to a continuous multigrade program; its impact on community standards of taste; the manner by which it was selected; and its cost, appearance, and durability.

The Superintendent shall develop regulations for the selection of textbooks that include effective consultation with teaching staff members with subject matter expertise, as appropriate.

Textbooks currently in use shall be periodically evaluated for their continuing usefulness and relevance and shall be replaced or updated with new editions as often as necessary to meet the needs of students and the curriculum.

A list of all approved textbooks shall be maintained and revised annually by the Superintendent and made available for the use of the professional staff and for the information of members of the Board and the public.

COMPLAINTS AND GRIEVANCES – RELATED TO INSTRUCTIONAL AND RESOURCE MATERIALS:

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

N.J.S.A. 18A:34-1; 18A:34-2

Adopted: 14 February 2011



LIVINGSTON BOARD OF EDUCATION
Livingston, NJ

APPROVAL REQUEST FOR INSTRUCTIONAL MATERIALS

Title:		
Publisher/Company:	Subject/Course Title:	Publication Date:
Author/Editor:	Grade Level:	List Price:
Department:	Type of Material: Literature Textbook Technology Resource Video/Film (Rating) Workbook	
Summary of resource (Attach additional page if needed):		

1. What state standard or state mandate does this resource help support?

2. How will this resource enhance the student experience and lead to deeper learning?

3. Explain how this material is age appropriate (based on content, readability, vetting resource, etc).
Please refer to any vetting resources that might be applicable.

- | | | |
|------------------------------------------------------------------------------|-----|----|
| 4. Does the material include derogatory language, curse words, or epithets?* | Yes | No |
| 5. Are there any critical issues that should be reviewed?* | Yes | No |

*If yes on question 4 or 5, please explain.

How will the language and/or issues be addressed with the class/parents? (attach any additional information)

AFFIRMATIVE ACTION INSTRUCTIONAL MATERIAL REVIEW

This sheet is to be used each time a book or other instructional material is reviewed prior to purchase. Each book/material should be carefully analyzed in terms of its portrayal of matters related to gender, race, and/or ethnicity.

Please place check marks in appropriate boxes

Does this text promote or perpetuate **group** stereotypes, bias, or exclusion (age, economic, ethnic, religious, disability)?

Yes

No

Explain:

Does this text promote or perpetuate **gender** stereotypes, bias, or exclusion (gender, orientation)?

Yes

No

Explain:

Does this text promote or perpetuate **racial** stereotypes, bias, or exclusion?

Yes

No

Explain:

In what context will this text be used in classrooms (grade level, whole-class, supplemental, book club, part or whole text)?

Do you feel this book/video meets the District's [affirmative action](#) policy criteria?

Yes _____ No _____

Explain:

Evaluator	Date
-----------	------

AN EQUAL EDUCATION OPPORTUNITY SCHOOL DISTRICT
LIVINGSTON BOARD OF EDUCATION
LIVINGSTON, NEW JERSEY

NAME OF SCHOOL: _____ DATE: _____

DATE	TITLE	SIGNATURE	APPROVAL	REJECTION	COMMENTS
	Teacher				REVIEW COMMITTEE
	Teacher				
	Teacher				
	Supervisor				
	Principal				
	Curriculum Director				
	Asst. Superintendent				
	Superintendent				

OFFICIAL ACTION BY THE BOARD OF EDUCATION

Approval _____ (Date)

Rejection _____ (Date)

2530 RESOURCE MATERIALS

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

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

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

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

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

COMPLAINTS AND GRIEVANCES – RELATED TO INSTRUCTIONAL
AND RESOURCE MATERIALS:



POLICY

LIVINGSTON BOARD OF EDUCATION

Program
2530/Page PAGE 1 of NUMPAGES 1
RESOURCE MATERIALS

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

Adopted: 12 March 2012



Regulation 2530.1
Selection Protocol for School Library Media Materials
Standard Operating Procedures
Livingston Public Schools

I. Introduction

The purpose of a library materials selection protocol is to provide guidelines for the selection of library materials including print, non-print, and digital resources. This protocol outlines not only the process by which these materials are selected but also the reconsideration of material that may no longer serve the community.

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

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

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

II. Philosophy

The purpose of the school library media program is to enrich the curriculum and support student growth within the educational program of the schools. As such, materials selected for our school libraries reflect the district philosophy of empowering all to create, learn, contribute, and grow, and as such, work to advance and enhance the existing curricular framework of the individual schools and the district as a whole. Materials are also selected to support students as they explore and form their own identities and beliefs.

Students have the great privilege and responsibility of living in the information age. As such, an endless amount of information is available at the click of a mouse. It is imperative that students are given the tools they need to learn to identify, locate, evaluate, analyze, synthesize, and present needed information clearly and appropriately to a particular task. In order for students

to have the ability to practice these skills, they must have access to a school library program that reflects not just the curriculum, but also the needs of the local community and the ever-changing world around them. It is important that the school library program recognizes the myriad perspectives, races, genders, identities, cultures, religions, beliefs, and systems and provide an equally diverse collection such that all individuals are represented therein.

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

III. Responsibility

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

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

- The United States Constitution, particularly the First Amendment
- The Student's Right to Read, National Council of the Teachers of English
- American Library Association's "Library Bill of Rights" ([Appendix B](#))
- The American Library Association's "Freedom to Read"
- The American Library Association's "Freedom to View"
- The American Association of School Librarians' "School Library Bill of Rights"
- Standards adopted by the American Association of School Librarians
- School library standards of the New Jersey School Library Media Association
- The New Jersey Department of Elementary and Secondary Education regulations pertaining to curricula.

IV. Selection Goals

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

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

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

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

V. Criteria for Selection

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

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

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

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

Criteria for evaluation of nonfiction works:

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

Additional criteria for the evaluation of fiction works:

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

VI. Reconsideration Process

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

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

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

weeding is essential to the collection development process, it should not be used as a deselection tool for controversial materials (see the Library Bill of Rights).

Criteria for reconsideration of nonfiction works:

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

Criteria for reconsideration of fiction works:

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

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

Challenging Library Materials:

Any parent or legal guardian of a student in the District or a student themselves may submit a challenge of any resources housed in our school library media centers as well as any non-print or digital resources used by the school library media specialist to support the curriculum.

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

- Author

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

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

1. The school library media specialist will share information regarding the selection of the challenged material as well as the ways in which that material supports the curriculum and the philosophy of the program, building, and district.
2. If the objection is not resolved and the individual wishes to file a formal complaint, the school library media specialist will notify the building principal, Director of Curriculum and Instruction, and the appropriate English Language Arts Supervisor based on grade level. A packet of materials will be forwarded to the complainant, which includes a dated cover letter, a copy of the district's materials selection policy, and a reconsideration request form ([Appendix C](#)). If no action is taken within a two-week period by the objecting party, the matter will be considered closed.
3. Upon receipt of a formal reconsideration request form, the director of curriculum and instruction, building principal, and school library media specialist will form a review committee to evaluate the questioned material based on the evaluation criteria previously listed. This committee will follow guidelines outlined in [Appendix D](#).
4. Once the committee has reviewed the item, a recommendation will be made to the Assistant Superintendent for Curriculum, Instruction, and Innovation who will then inform the complainant of the committee's decision and will also inform The Livingston Board of Education of the decision made and/or action being taken.
5. The complainant will have 10 business days to appeal the committee's decision. Appeals must be submitted in writing to the Board through written request, digital or otherwise, to the Assistant Superintendent for Curriculum, Instruction, and Innovation, who will then forward the request and all accompanying material to the Board.
6. The Livingston Board of Education will then review the case and will advise the complainant of its decision in writing.
7. **Absent removal through additional internal reviews and/or the "weeding" process, the decision of the review committee and Board of Education will stand for 5 years, in line with the Livingston Public School's 5-Year Curriculum Revision Cycle.**

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

APPENDIX A

- I. Periodical Reviews of Current Books
 - A. *Book Links*. American Library Association/A Booklist Publication (Chicago, IL). [bimonthly]
 - B. *Booklist*. American Library Association's Publishing Committee (Chicago, IL). [twice monthly Sept. through June and monthly July and August]
 - C. *Library Journal*. Bowker Publishing (New York, NY). [monthly]
 - D. *School Library Journal*. Bowker Publishing (New York, NY). [Monthly, Sept.-June, July/August combined].
 - E. *Voya (Voice of Youth Advocates)*. E L Kurdyla Publishing LLC (Bowie, MD). [bimonthly]
- II. Selection guidelines (including audience age recommendations, reading level, subject headings, and reviews) within...
 - A. ALA.org: Award winners
 - B. ALSC Notable children's books
 - C. BER - Bureau of Education - Best of Book Lists
 - D. Booklist
 - E. Follett Titlewave
 - F. Junior Library Guild
 - G. Scholastic Publishing
 - H. School Library Journal
 - I. VOYA
 - J. YALSA

Appendix B

The Library Bill of Rights of the American Library Association

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

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

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

APPENDIX C

Request for Reconsideration of Library Media Material

Date _____

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____

1. Resource on which you are commenting:

____ Book ____ Audiovisual/Media ____ Magazine ____ Newspaper

Title: _____

Author/Producer: _____

2. What brought this title to your attention?

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

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

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

APPENDIX D

Instructions to Evaluating Committee

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

Regulation 2530.2
Livingston Public Schools
Selection Protocols for Classroom Libraries

For Student Choice Texts

Adapted from LPS Selection Protocol for School Library Media Materials
Revised April 2022

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

The purpose of classroom libraries is to enrich the curriculum and support student growth within the educational program of the schools. As such, materials selected for our libraries reflect the district philosophy of empowering all to create, learn, contribute, and grow, and therefore, work to advance and enhance the existing curricular framework of the individual schools and the district as a whole. Materials are also selected to support students as they explore and form their own identities and beliefs.

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

One of the roles of educators is to develop student skills to decipher information in its various forms. In addition, we encourage students to be lifelong learners and readers. The classroom library setting fosters this growth through its library program.

Responsibility

For the purposes of this project, we will mirror the approach of school library media specialists in the selection of new materials, as well as the evaluation of old materials, who have received formal training in the processes of material selection including print, nonprint, and digital materials. In an effort to best support the needs of the school community and broader district, the selection process at each building is a collaborative effort that will involve district

supervisors, building principals, building teachers, media specialists. The ultimate responsibility of recommending the purchase of library materials rests with the Assistant Superintendent of Curriculum, Instruction, and Innovation who will not read every selection, but will ensure that protocols were followed.

For student choice materials, the committee (read by at least two members per selection), will consult with one of the following resources for vetting purposes:

From Media Specialists:

- I. Periodical Reviews of Current Resources
 - A. *Book Links*. American Library Association/A Booklist Publication (Chicago, IL). [bimonthly]
 - B. *Booklist*. American Library Association's Publishing Committee (Chicago, IL). [twice monthly Sept. through June and monthly July and August]
 - C. *Library Journal*. Bowker Publishing (New York, NY). [monthly]
 - D. *School Library Journal*. Bowker Publishing (New York, NY). [Monthly, Sept.-June, July/August combined].
 - E. *Voya (Voice of Youth Advocates)*. E L Kurdyla Publishing LLC (Bowie, MD). [bimonthly]
- II. Selection guidelines (including audience age recommendations, reading level, subject headings, and reviews) within...
 - A. ALA.org: Award winners
 - B. ALSC Notable children's books
 - C. BER - Bureau of Education - Best of Book Lists
 - D. Booklist
 - E. Follett Titlewave
 - F. Junior Library Guild
 - G. Scholastic Publishing
 - H. School Library Journal
 - I. VOYA
 - J. YALSA
- III. Additional State and Education Recognized Sites:
 - A. [Booksource](#)
 - B. [The Children's Book Council](#)
 - C. [Children's Literacy Initiative](#)
 - D. [Diverse Book Finder](#)
 - E. [Make Us Visible NJ](#)
 - F. [Schoolwide](#)

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

- The United States Constitution, particularly the First Amendment
- The Student's Right to Read, National Council of the Teachers of English
- American Library Association's "Library Bill of Rights"

- The American Library Association's "Freedom to Read"
- The American Library Association's "Freedom to View"
- The American Association of School Librarians' "School Library Bill of Rights"
- Standards adopted by the American Association of School Librarians
- School library standards of the New Jersey School Library Media Association
- The New Jersey Department of Elementary and Secondary Education regulations pertaining to curricula.

Selection Goals

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

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

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

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

Criteria for Selection

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

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

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

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

Criteria for evaluation of nonfiction works:

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

Additional criteria for the evaluation of fiction works:

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

All texts selected through the ESSER funds will be curated into lists for Board of Education approval and labeled as purchased through the grant.

**Selection Protocol for School Classroom Libraries
For Anchor, Literature Circle, or Whole-Class Texts**

Should a text be considered or reconsidered to be used as an Anchor, Literature Circle, or Whole-Class piece, the resource will be submitted after completing the District's formal [Approval Request for Instructional Materials and Affirmative Action Instructional Materials Review form](#).

- In this instance, the text will be read in its entirety and reviewed by at least three members of the committee.

Challenging Library Materials:

Any **parent or legal guardian of a student in the District or a student themselves** may submit a challenge of any resources housed in our schools as well as any non-print or digital resources used by educators to support the curriculum.

Any objections to materials should be directed to the classroom teacher, specialists, or supervisor of that specific building or buildings in writing either electronically or otherwise, and must include:

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

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

1. The classroom teacher and/or department supervisor will share information regarding the selection of the challenged material as well as the ways in which that material supports the curriculum and the philosophy of the program, building, and district.
2. If the objection is not resolved and the individual wishes to file a formal complaint, the school library media specialist will notify the building principal, Director of Curriculum and Instruction, and the appropriate English Language Arts Supervisor based on grade level. A packet of materials will be forwarded to the complainant, which includes a dated cover letter, a copy of the district's materials selection policy, and a reconsideration request form ([Appendix C](#)). If no action is taken within a two-week period by the objecting party, the matter will be considered closed.
3. Upon receipt of a formal reconsideration request form, the director of curriculum and instruction, building principal, and school library media specialist will form a review committee to evaluate the questioned material based on the evaluation criteria previously listed. This committee will follow guidelines outlined in [Appendix D](#).
4. Once the committee has reviewed the item, a recommendation will be made to the Assistant Superintendent for Curriculum, Instruction, and Innovation who will then inform the complainant of the committee's decision and will also inform The Livingston Board of Education of the decision made and/or action being taken.
5. The complainant will have 10 business days to appeal the committee's decision. Appeals must be submitted in writing to the Board through written request, digital or

otherwise, to the Assistant Superintendent for Curriculum, Instruction, and Innovation, who will then forward the request and all accompanying material to the Board.

6. The Livingston Board of Education will then review the case and will advise the complainant of its decision in writing.
7. **Absent removal through additional internal reviews and/or "weeding", the** decision of the review committee and Board of Education will stand for 5 years, in line with the Livingston Public School's 5-Year Curriculum Revision Cycle.

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

9130 COMPLAINTS AND GRIEVANCES

Any parent or legal guardian of a student in the District or a student themselves may present a request, suggestion, or complaint concerning district personnel, the educational program, or the operations of the district. The Board directs the establishment and publication of procedures for the hearing and settlement of requests and complaints that provide a means for resolving them fairly and impartially, permit appropriate redress, and protect district personnel from unnecessary harassment.

When a Board member is confronted with an issue, the Board member will withhold comment, commitment, and/or opinion and refer the complaint or inquiry to the Superintendent, who shall review the complaint according to established procedures.

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

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

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

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

1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties and the level of authority closest to the cause of the complaint. For example, a complaint about a school program or personnel should be addressed to the building principal
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education, unless otherwise stated in policy.



3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.
4. A reasonable period of time, not to exceed ten working days, will be permitted for the filing of an appeal in writing at each successive level. A decision at each level of appeal must be rendered in writing no later than ten working days after the appeal is filed.
5. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.

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

COMPLAINTS AND GRIEVANCES – RELATED TO INSTRUCTIONAL AND RESOURCE MATERIALS:

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

Approved: 08 January 2007
Revised: 15 August 2011
Revised:

