



LIVINGSTON BOARD OF EDUCATION WORKSHOP/VOTING MEETING AGENDA

October 8, 2024

Executive Session - Administration Building - 6:45 p.m.
Public Session - Administration Building - 7:00 p.m.

I. OPEN SESSION

A. Call to Order – Pamela Chirls, President

B. Reading of Meeting Notice

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2024 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:

- student matters

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

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

ROLL CALL VOTE

D. Pledge of Allegiance / Roll Call

E. Superintendent's Report

1. Public Hearing for District and School HIB Self-Assessment Report
2. NJSLA Scores

F. Board Reports

G. Student Representative's Report

H. Public Comment

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

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

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

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

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

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

The presiding officer may:

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

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

II. RECOMMENDATIONS FOR APPROVAL

3. BUSINESS

The Superintendent recommends the following:

3.1 Policies and Regulations

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

Policy #3214 - Conflict of Interest (with revisions)

Policy #3230 - Outside Activities (with revisions)

Policy #5200 - Attendance (M) (with revisions)

3.2 Conferences and Overnight Trips

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

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Resignations & Retirements

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

Name	Position	Reason	Location	Last Day of Employment
<i>Tatiana Gilbert</i>	Assistant Business Administrator	Resignation	CO	December 5, 2024

**as amended from a previous agenda*

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. Old Business

J. New Business

III. ADJOURNMENT

EXECUTIVE SESSION

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

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

Resolved, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on October 8, 2024 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
1. Matter rendered confidential by federal law, state statute or rule of court.
 2. Matter in which the release of information would impair a right to receive federal funds.
 3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
 4. Collective bargaining matters.
 5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
 6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.

7. Investigation of violations or possible violations of law.
 8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
 9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
 10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

Conference	Attendee(s)	Date(s)	Location	Cost not to exceed
Adaptive Schools: Developing Collaborative Teams	Danielle Rosenzweig	October 7-9 & November 5-7, 2024	Binghamton, NY	\$1,700.00 Amended from 9/24/24 agenda
Adaptive Schools: Developing Collaborative Teams	Bronawyn O'Leary	October 7-9 & November 5-7, 2024	Binghamton, NY	\$1,700.00 Amended from 9/24/24 agenda
Adaptive Schools: Developing Collaborative Teams	Mara Rubin	October 7-9 & November 5-7, 2024	Binghamton, NY	\$1,700.00 Amended from 9/24/24 agenda
Adaptive Schools: Developing Collaborative Teams	Jennifer Loniewski	October 7-9 & November 5-7, 2024	Binghamton, NY	\$1,700.00 Amended from 9/24/24 agenda
Adaptive Schools: Developing Collaborative Teams	Maura Tuite	October 7-9 & November 5-7, 2024	Binghamton, NY	\$1,700.00 Amended from 9/24/24 agenda
Adaptive Schools: Developing Collaborative Teams	Ali Marzulla	October 7-9 & November 5-7, 2024	Binghamton, NY	\$1,700.00 Amended from 9/24/24 agenda

3214 CONFLICT OF INTEREST

No teaching staff member of the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the teaching staff member's duties.

No teaching staff member shall use or attempt to use his/her position to secure unwarranted privileges or advantages.

No teaching staff member of the Board shall act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest.

No teaching staff member of the Board shall accept any gift, favor, service, or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the teaching staff member in the discharge of his/her duties.

The Board of Education discourages the presentation of gifts to teaching staff members by ~~students~~~~pupils~~ and their parent(s) ~~or legal guardian(s)~~, because it may embarrass ~~students~~~~pupils~~ with limited means and give the appearance of currying favor.

The Board directs that teaching staff members instruct their ~~pupils~~~~students~~ to express their appreciation by means other than gifts.

Teaching staff members may receive gifts of only nominal value from ~~students~~~~pupils~~ or their parent(s) ~~or legal guardian(s)~~.

Tutoring

At the heart of education lies the profound commitment of teachers to nurture curiosity, impart knowledge, and inspire growth within the classroom. Through their dedication, teachers work with students and lay their foundation for a world enriched by wisdom, innovation, and endless possibilities. The district recognizes that tutoring services parents may wish to secure for their child(ren) can complement and enhance this learning journey, providing additional support that can further unlock a student's potential and build understanding and growth.



The Livingston Board of Education recognizes that occasionally, for a variety of reasons, parent(s) or legal guardian(s) may wish their children to receive intensive private tutoring beyond the scope of the regular individualized instruction program.

Since private tutoring has the potential of raising sensitive questions of ethics and conflicts of interest, teachers may not tutor students who attend the school in which they teach, though they may, however, engage to tutor students from other schools in the system.

Tutorial service on administrative assignment or tutorial service, which requires limited and special skills, may be exempted from this provision on approval by the Superintendent. Tutoring sessions should not be held in school buildings.

The student's teacher or other school staff member may coordinate with the student or parent in specifying the areas where the student needs improvement. Livingston teachers will not be responsible or expected to communicate with a private tutor. Communication with a private tutor is the responsibility of the parent.

Private tutors may not contact the student's teacher directly for class materials, resources, study guides, assessments, or other information. Staff members shall not share these types of resources directly with any private tutor including a Livingston staff member.

Livingston staff members who are working as private tutors/coaches shall not critique or recommend other teachers/tutors, practices, or programs, and shall maintain the requirements of professionalism at all times as outlined in Policy and Regulation 3281 - Inappropriate Staff Conduct.

Substitute Teaching

The Board discourages the use of daily or long-term substitute teachers in schools in which their children are in attendance.

N.J.S.A. 18A:6-8; 18A:11-1

Adopted: 09 October 2006

Revised: October 29, 2024



3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside of their job responsibilities in the school district. The Board believes that the role of the teaching profession is such that teachers exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine when activities outside the teaching staff members job responsibilities interfere with their professional performance and the discharge of the member's responsibilities to the students of this district.

All teaching staff members are advised to be governed in the conduct of personal activities by the following guidelines:

1. Teaching staff members should refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;
2. Teaching staff members should not devote time during the working day to an outside activity without valid reason. They should not solicit or accept customers for private enterprises on school premises or during the school day without the express permission of the Principal;
3. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of students who travel on such trips. Any staff member who takes students of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s) of any student solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A staff member shall not solicit students on school grounds for trips not approved by the Board or Superintendent;
4. The Board does not endorse, support, or assume liability in any way for any teaching staff member of this district who conducts a private activity in which students or employees of this district participate;
5. Teaching staff members shall not send campaign literature home with students, or request, direct or have students distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any teaching staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;



POLICY

LIVINGSTON BOARD OF EDUCATION

Teaching Staff Members
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OUTSIDE ACTIVITIES

6. In accordance with Policy #3214, Teaching staff members shall not privately tutor students for compensation who are currently enrolled in their school/classes. Professional employees employed by the district with licenses shall not have as clients any student of the district or an immediate family member of a student in the district.
7. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

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

N.J.S.A. 19:1.1 et seq.

Adopted: 09 October 2006

Revised: 06 May 2013

Revised: 20 October 2014

Revised: October 29, 2024



5200 ATTENDANCE

In accordance with the provisions of N.J.S.A. 18A:38-25, every parent, guardian, or other person having control and custody of a child between the ages of six and sixteen shall cause the child to regularly attend school. The Board of Education of the Livingston Township Public Schools requires the students enrolled in the district to attend regularly in accordance with the laws of the State.

For the purpose of this Policy and Regulation 5200, "parent" means the natural parent(s), adoptive parent(s), legal guardian(s), resource family parent(s), or surrogate parent(s) of a student. When parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided parental rights have not been terminated by a court of appropriate jurisdiction.

A parent or adult student shall provide advance notice to the school prior to the student being absent from school. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

In accordance with the provisions of N.J.A.C. 6A:16-7.6, a student's absence from school may be excused, unexcused that counts toward truancy, or unexcused that does not count toward truancy.

Students absent from school for any reason are responsible for the completion of assignments missed due to their absence. In accordance with N.J.S.A. 18A:36-14, a student who is absent from school for observing a religious holiday shall not be deprived of any award, eligibility, or opportunity to compete for any award, or deprived of the right to take an alternate test or examination that was missed because of the absence provided there is a written excuse of such absence signed by the parent.

With advanced notice and documentation, administrative discretion may be provided to students due to other special circumstances.

Prolonged or repeated absences, excused or unexcused, from school or from class, deprive the student of the educational and classroom experiences deemed essential to learning and may result in retention at grade level or loss of credit or removal from a



course that would count toward the high school diploma in accordance with the policies of the Livingston Board of Education.

Students shall be subjected to the school district's response for unexcused absences that account toward truancy during the school year as outlined in N.J.A.C. 6A:16-7.6(a)4 and Regulation 5200.

Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences, for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board of Education decision outlined in N.J.A.C. 6A:16-7.6 and Policy and Regulation 5200.

N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures contain, at a minimum, a definition of unexcused absence that counts toward truancy. An "unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" ~~as defined below~~ in Regulation 5200.

~~"Excused absence" is a student's absence from school for a full day or a portion of a day for one or more of the following reasons:~~

- ~~1. Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16;~~
- ~~2. Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;~~
- ~~3. Participation in Livingston Public Schools student board representative election membership activities, pursuant to N.J.S.A. 18A:36-33;~~
- ~~4. Take Our Children to Work Day;~~
- ~~5. College visit(s), up to three days per school year for students in grades 11 and 12;~~
- ~~6. Closure of a busing school district that prevents a student from having transportation to the receiving school;~~
- ~~7. Family illness or death, supported by notification to the school by the student's parent/guardian;~~
- ~~8. Educational opportunities;~~
- ~~9. Examination for driver's license;~~
- ~~10. A student's required attendance in court;~~
- ~~11. The student's suspension from school; and~~
- ~~12. Any absence considered excused by the Commissioner of Education and/or New Jersey Department of Education rule.~~



Unexcused absences from school or from class may subject a student to consequences that may include denial of a student's participation in co-curricular activities and/or athletic competition. Student suspension will also exclude a student from school sponsored or co-curricular activities. Repeated unexcused absences from school interfere with efforts of this Board and its staff in the maintenance of good order and the continuity of classroom instruction and such absences may result in the removal of the student from a class or course of study.

Students who miss school for the purposes of a doctor's visit or medical care, for any amount of time, may participate in school-sponsored activities and events at the discretion of building administration provided that (a) parental notice of the absence is provided and/or (b) the student submits a doctor or medical notice immediately upon returning to school on that day prior to the start of the event.

Students who will be on vacation or family trips of ten or more consecutive school days, may be disenrolled from school. The parents will assume educational responsibility through parental instruction or enrollment of student in school at their destination. Disenrolled students who return to the District will be required to complete the registration process again.

The Superintendent shall calculate and monitor the average daily attendance rate for the district and for each school in the district. Whenever the average daily attendance rate does not meet the New Jersey Department of Education requirements, the Superintendent or his or her designee shall develop performance objectives to improve student attendance pursuant to N.J.A.C. 6A:30-5.2.

N.J.S.A. 18A:36-14 through 16; 18A:36-25.6; 18A:38-25; 18A:38-25.1;
18A:38-25.2; 18A:38-26; 18A:36-33

N.J.S.A. 34:2-21.1 et seq.

N.J.A.C. 6A:16-7.6; 6A:30-5.2; 6A:32-8; 6A:32-13; 6A:16-7.6 (a)(3)

Adopted: 11 August 2008
Revised: 29 September 2014
Revised: July 11, 2023
Revised: August 8, 2023

