



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

March 19, 2024

Executive Session - Administration Building - 6:15 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:

- personnel, legal and student matters

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

F. Board Reports

G. Student Representative's Report

H. Approval of Minutes

The Superintendent recommends the following:

1. Voting/Workshop Meeting Minutes of February 6, 2024
2. Public Portion of Executive Session Meeting Minutes of February 26, 2024
3. Voting Meeting Minutes of February 27, 2024
4. Workshop/Voting Meeting Minutes of March 4, 2024
5. Executive Session Meeting Minutes of December 11, 2023; December 12, 2023; January 3, 2024; January 11, 2024; January 16, 2024; January 18, 2024; January 29, 2024; January 30, 2024; February 6, 2024; February 26, 2024; February 27, 2024; March 4, 2024 and March 11, 2024

ROLL CALL VOTE

I. Public Comment

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

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

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

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

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

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

The presiding officer may:

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

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

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

II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Textbooks/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 Field Trips

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

1.4 Online Subscription For Literacy Purchase

Resolved, that the Livingston Board of Education approves the purchase of a district online subscription for literacy (and the related physical tool kits) from the 95Percent Group for \$133,067.00.

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 2023-2024 for one (1) Livingston student with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on **Attachment D**.

ROLL CALL VOTE

3. BUSINESS

The Superintendent recommends the following:

3.1 Adoption of the Tentative Budget for School Year 2024-2025

Resolved, that tentative budget be approved for the 2024-2025 school year using the 2024-2025 State Aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent for approval in accordance with N.J.S.A.18A:7F-5 and 18A:7F-6:

	<u>General Fund</u>	<u>Special Revenues</u>	<u>Debt Service</u>	<u>Total</u>
2024-2025 Total Appropriations	\$144,218,076	\$2,511,633	\$7,420,363	\$154,150,072
Less: Anticipated Revenues	\$20,465,155	\$2,511,633	\$5,773,361	\$28,750,149
Taxes to be Raised	\$123,752,921	\$0	\$1,647,002	\$125,399,923

And, to advertise said budget in the West Essex Tribune in accordance with the form suggested by the State Department of Education and according to law; and

Be It Further Resolved, that a public hearing will be held at the Administration Building, 11 Foxcroft Drive, Livingston, New Jersey, on April 30, 2024 at 7:00 p.m. in a hybrid format for the purpose of conducting a public hearing on the budget for the 2024-2025 school year.

3.2 Appropriation of Budgeted Fund Balance

Resolved, that the Livingston Board of Education includes in the tentative budget an appropriation of Budgeted Fund Balance in the amount of \$2,300,000.

3.3 Adjustment for Enrollment and Banked Cap

Whereas, the Livingston Board of Education is authorized to utilize an enrollment adjustment in the amount of \$830,064 in the 2024-2025 budget year; and

Whereas, the Livingston Board of Education is authorized to utilize banked cap in the amount of \$4,384,210 in the 2024-2025 budget year; and now

Be it Resolved, that the Livingston Board of Education includes in the tentative budget the adjustment for enrollment in the amount of \$830,064 and banked cap in the amount of \$3,541,737. The additional funds are included in the base budget and will be used to pay for the additional staffing to address class sizes.

3.4 Capital Reserve Account Withdrawal

Resolved, that the Livingston Board of Education includes in the tentative 2024-2025 budget a capital reserve withdrawal in the amount of \$5,321,262 for:

Local Share of Roofing and Boiler Replacement ROD Grant Projects (LHS,HMS, MPM, BHE, HAR, HIL)	\$2,429,400
Milling, Paving, Striping Parking Lots (LHS, HMS, MPM, MPE, BHE, CES, HAR)	\$1,671,000
LHS Replace Track	\$310,000
LHS Replace FWC Steps	\$50,000

LHS Dividing Door in Cafeteria	\$75,000
LHS & HMS Walking Box for Kitchen	\$60,000
LHS Modernization of A Hall Elevator	\$130,000
LHS Paint FWC	\$10,000
HMS Carpeting	\$50,000
MPM Locker Replacement	\$60,000
MPM Paint Gym	\$20,000
MPE Toilet Partitions for Boys	\$25,000
Card Readers (2 at BHE, 2 at HIL, 1 at RHE)	\$33,500
PA Systems Upgrade (COL, HAR)	\$324,362
Hillside Additional Parking Spaces	\$35,000
Hillside Refinish Cafeteria Floor	\$8,000
DW Johnson Controls Install Metasys Version 12.X	\$30,000
Total	\$5,321,262

3.5 Travel and Related Expense Reimbursement

The Livingston Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district;

And, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board;

And, a board of education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30);

And, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7 but deemed by the board of education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

Be it Resolved, the Livingston Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

Be It Further Resolved, the Livingston Board of Education includes in the tentative budget travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A Subchapter 7, to a maximum expenditure of \$202,780 for all staff and board members for the 2024-2025 school year. The maximum travel expenditure amount for the 2023-2024 school year is \$215,060, of which, \$28,041.26 has been spent and \$40,575.55 is encumbered to date.

The School Business Administrator/Board Secretary shall track and record these costs to ensure that the maximum amount is not exceeded.

3.6 Payment of Bills

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

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

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10, 11, 12	Operating Budget (checks 105468-105724; Adv 134-140)	\$ 7,400,720.39
20	Grants (checks 104568-105724)	\$ 178,899.01
60	Cafeteria (checks 60012-60016)	\$ 270,745.59
	TOTAL	\$7,850,364.99

3.7 Board Secretary Report – January 2024

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for January 31, 2024, consisting of:

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

Whereas, the Livingston Board of Education has received the report of the Treasurer for January 31, 2024, which report is in agreement with the Report of the Board Secretary, and

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

	Cash Balance	Appropriation Balance	Fund Balance
(10) General Current Exp. Fund	\$ 9,714,377.15	\$66,217,404.36	\$12,416,602.49
(11) Current Expense			
(12) Capital Outlay			
(20) Special Revenue Fund	\$ 396,369.66	\$ 2,791,205.19	(\$27,390.94)
(30) Capital Projects Fund	\$ 4,577,824.06	\$ 0.00	\$4,565,706.13

(40) Debt Service Fund	\$ 0.02	\$ 0.00	(\$1,256,526.13)
Total:	\$14,688,570.89	\$69,008,609.55	\$15,698,391.55

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of January 31, 2024, 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.

3.8 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2023-2024 budget for January pursuant to Board of Education Policy 6422, now therefore be it

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

3.9 Conferences and Overnight Trips

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

Resolved, that the Livingston Board of Education approves the amended resolution for *Dan Quackenbush, Delaney Hoffman, Sean Cruz, Val Desamours and Paul Ehrenfeld* to chaperone approximately 24 students attending the DECA Competition from March 4, 2024 to March 6, 2024 in Atlantic City, New Jersey.

Resolved, that the Livingston Board of Education approves the amended resolution for *Hal Mordkoff, Tom Garzon, Mrigaya Singh, Jonathan Lee, Mike Munley, Michelle Miani and Dan Quackenbush* to chaperone approximately 50-60 students attending the FBLA NJ State Conference and Competition from March 12 to 13, 2024, in Atlantic City, New Jersey.

Resolved, that the Livingston Board of Education approves the amended resolution for *Val Desamours, Marjorie Duffy and Michael Buonomo* to chaperone approximately 25 students attending the NJ Key Club District Education Conference (DECON) from March 22 to 23, 2024, in Princeton, New Jersey.

Resolved, that the Livingston Board of Education approves *Will Peklo and Dorte Poyner* to chaperone approximately nine students attending the Chess National Tournament from April 5 to 7, 2024 in Baltimore, Maryland.

Resolved, that the Livingston Board of Education approves *Thomas Lambe*, Business Administrator and *Tatiana Gilbert*, Assistant Business Administrator, to attend the New

Jersey Association of School Business Officials Annual Conference from June 5 to 7, 2024, in Atlantic City, NJ, at a cost not to exceed \$1,100 each.

3.10 Settlement Agreement

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #05-2024 which is on file at the Board of Education office.

3.11 Joint Transportation Agreement with Essex Regional Educational Services Commission

Resolved, that the Livingston Board of Education authorizes the ERESC to coordinate and administer transportation for all requests submitted by the district for the 2024-2025 school year.

3.12 Joint Transportation Agreement with Sussex County Regional Transportation Cooperative

Resolved, that the Livingston Board of Education enters into a jointure with Sussex County Regional Transportation Cooperative for the coordination of transportation services for the 2024-2025 school year.

3.13 Technology Purchases

Resolved, that the Livingston Board of Education approves the contract with Millenium Communications Group, Inc. for annual fiber maintenance in the amount of \$6,000.

Resolved, that the Livingston Board of Education approves the amendment to Sales Order No. NJ-ESCNJ-121820-FY21-19158758 with Comcast Enterprise Services for internet and broadband services in the amount of \$2,635 per month.

Resolved, that the Livingston Board of Education approves the quote from R&D Data Products, Inc. for switch upgrades at Livingston High School in the amount of \$274,499.53.

3.14 Bylaws, Policies & Regulations

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

Policy #3161 - Examination for Cause (with revisions)
Policy #3212 - Attendance (M) (with revisions)
Regulation #3212 - Attendance (M) (new to district)
Policy #4161 - Examination for Cause (with revisions)
Policy #4212 - Attendance (M) (with revisions)
Regulation #4212 - Attendance (M) (new to district)
Policy #5111 - Eligibility of Resident/Nonresident Students (M) (with revisions)
Regulation #5111 - Eligibility of Resident/Nonresident Students (M) (with revisions)
Policy #5116 - Education of Homeless Children and Youths (with revisions)
Regulation #5116 - Education of Homeless Children and Youths (with revisions)

ROLL CALL VOTE

4. PERSONNEL

The Superintendent recommends the following:

4.1 Resignations & Retirements

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

Name	Position	Reason	Location	Last Day of Employment
Lauren Anderson	STEAM Teacher	Resignation	BHE/RHE/ HAR	June 30, 2024

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
Brett Bisconti	LHS	Teacher of Social Studies	4/13/2024- 4/18/2024**	4/19/2024- 5/10/2024**	NA	5/13/2024
Stephanie Crosby*	Collins	Reading Interventionist	1/29/2024- 3/10/2024	3/11/2024- 6/7/2024**	NA	6/10/2024
Stephen Schaible	LHS	Teacher of Social Studies	3/20/2024- 4/5/2024**	NA	NA	4/8/2024
Caroline Dugan	Hillside	Kindergarten Teacher	6/3/2024- 6/30/2024	8/29/2024- 11/21/2024**	11/22/2024- 6/30/2025	8/30/2025
Zuilda Semedo*	Harrison	Head Custodian	2/6/2024- 2/23/2024**	NA	NA	2/26/2024
Jennifer Loniewski*	CO	Director of C&I	3/8/2024- 3/18/2024	NA	3/19/2024- 4/19/2024	4/22/2024
Alan Predestin*	Transportation	Bus Driver	9/11/2023- 10/9/2023** & 4/5/2024	10/10/2023- 11/3/2023** & 3/11/2024- 4/4/2024**	NA	4/8/2024
Elizabeth Waldron	Collins	Kindergarten Aide	NA	3/11/2024- 3/27/2024**	NA	3/28/2024
Garnica Bello, Nubia Amparo*	Transportation	25-Hr Bus Driver	1/26/2024 - 2/29/2024 (.5)	2/29/2024(.5) - 3/15/2024**	NA	3/18/2024

*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
Jazmin San Juan	Harrison	Teacher of Health & PE	Leave Replacement	R. DeVito	MA	1	\$63,073 (prorated)	3/25/2024
Priya Krishnamurthy	Hillside	Playground Aide	NA	NA	NA	NA	\$18/hr	3/1/2024

**as amended from a previous agenda*

***begins 60-day probationary period*

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

4.4 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2023-2024 school year:

Teachers

Nidhi Kant

Teena Soni

Alexa Stronski

Valeria Taboada

Filomena Giordano

Matthew Pritikin

Jerilyn Meyer

Custodial

Jahshorn Blackman (\$18.50/hr)

Playground Aide

Robyn Greene (\$18/hr)

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

4.5 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment I** for athletic stipends at Livingston High School for the 2023-2024 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 J** for co-curricular stipends at Heritage Middle School for the 2023-2024 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 K** for co-curricular stipends at Mt. Pleasant Middle School for the 2023-2024 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment L** for after school intervention at the rate of \$63.35 per hour (not to exceed \$5,000/school), to be paid with ARP ESSER funds.

4.6 Extra Period Assignments

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

4.7 Mentor Fees

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

4.8 Curriculum Writing

Resolved, that the Livingston Board of Education approves the individuals on **Attachment O** to participate in mid-year curriculum writing during the 2023-24 school year, at the approved rate (acct #11-000-221-104-5063-19)

4.9 Job Description

Resolved, that the Livingston Board of Education approves the revisions to the following job description:

Athletic Trainer

4.10 Summer Work

Resolved, that the Livingston Board of Education approves the School Nurses listed on **Attachment P** to assist with health screenings on June 11, 2024. They will be compensated at their hourly rate.

4.11 Contract Adjustments

Resolved, that the Livingston Board of Education approves the individuals on **Attachment Q** for contract adjustments to include \$250 for attaining their Google Beginner certification.

ROLL CALL VOTE

5. MISCELLANEOUS

The Superintendent recommends the following:

5.1 HIB Report

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

5.2. Suspension Report

Resolved, that the Livingston Board of Education approves the suspension report for the months of December, January and February.

ROLL CALL VOTE

J. Old Business

K. New Business

III. ADJOURNMENT

EXECUTIVE SESSION

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

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

Resolved, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on March 19, 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.

LBOE Agenda Planning/Future Agenda Items

JANUARY

Meetings and Workshops

- Board Reorganization
- Election of Board Officers
- Board Member Committee Assignments
- BOE Meeting Calendar
- LPS Budget Calendar
- Submission of Financial Disclosure
- Mandatory Training Requirements
- Review of ACFR or Action Items

Presentations

- LHS Report on Graduates from Counseling
- Annual Comprehensive Financial Report

Professional Development

- Code of Ethics with BOE Attorney

Executive Sessions

- BOE Retreat
- Establish CSA Evaluation Schedule

FEBRUARY

Meetings and Workshops

- Academic Calendar Discussion, two years out

Presentations

- Update on Diversity, Equity, and Inclusion
- District Goals: Mid-Year Update
- First Presentation of LPS Budget
- Second Presentation of LPS Budget

Executive Sessions

- CSA Evaluation Process: Meet with the NJSBA representative and review the CSA evaluation process and timeline

MARCH

Presentations

- Third Presentation of LPS Budget
- Fourth Presentation of LPS Budget
- Final Presentation and BOE Adoption of Tentative Budget (before the deadline to Essex County)
- Board Goals Update

Executive Sessions

- NJSBA CSA Evaluation (to meet July 1st statutory deadline for CSA evaluation)
- NJSBA Board Self-Evaluation

APRIL

Meetings and Workshops

- Public Hearing and Adoption of Budget
- Subscription Bus Pricing
- Safety Grant
- Comprehensive Equity Plan (every 3 years/SOA annually)

Presentations

- Superintendent Goals Planning and Update

Executive Sessions

- Board and CSA pre-conference for evaluation

MAY

Meetings and Workshops

- Livingston Education Association: Second Conference
- Personnel Appointments
- Governor's Educator of the Year Ceremony
- Annual Appointments
- Sale of SRECs
- General Education Out-of-District Tuition Rates
- New Jersey State Interscholastic Athletic Association

Presentations

- End-of-Year District Goals Report (by CSA)

Executive Sessions

- Board Self-Evaluation
- CSA Evaluation Process
- Tenure Recommendations (BOE Review of Files)
- End-of-Year, All-Staff Review

JUNE

Meetings and Workshops

- LHS Student Representative to BOE
- Staff Retirement Ceremony
- Seal of Biliteracy
- Non-Affiliated Appointments
- Summer Appointments (work, project, curriculum)
- Compliance with PL 2015, Chapter 47
- Transfer of Current Year Surplus to Capital Reserve
- Bus Evaluation Drills Report

Presentations

- SEPAC
- End-of-Year Report on Board Goals (by BOE)
- Board Self-Evaluation, review, and reflection

Executive Sessions

- CSA Evaluation
 - CSA completes CSA Evaluation
 - BOE completes CSA Evaluation
 - CSA and BOE meet to discuss CSA Evaluation

JULY

Meetings and Workshops

- Property, Liability, and WC Insurance
- Board Goals and Action Plans
- District Professional Development Plan
- Review and Approval of Curriculum Writing Plans and Process

AUGUST

Meetings and Workshops

- Open Campus Lunch

Presentations

- Enrollment Update
- District Goals and Action Plans
- Student progress at key grade levels and the NJ Student Learning Standards results, including the performance of student subgroups on state tests as appropriate and allowable.

SEPTEMBER

Meetings and Workshops

- Board Goals
- Mentoring Plan
- Remote Learning Plan

OCTOBER

Meetings and Workshops

- Approval of Nursing Services Plan
- Livingston Education Association: First Conference
- Annual review of MOA and law enforcement operations with the Board President
- Public Hearing of District and School HIB Self-Assessment Report

Presentations

- Summer Curriculum Writing
- NJSLA Results

NOVEMBER

Meetings and Workshops

- Board Budget Goals
- Technology Plan: review and approval
- Comprehensive Maintenance Plan: review and approval

Presentations

- LPS Assessment Update

DECEMBER

Meetings and Workshops

- QSAC SOA

Presentations

- National Merit Semi-Finalists Recognition Ceremony
- New LPS Course Offerings

Professional Development

- New BOE member orientation

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Yellow Butterfly	Oleksandr Shatokhin Red Comet Press	2023	5-8	Visual Arts	The purpose of The Butterfly Project (and using this book as a resource to Support this project) is to foster a learning environment that is free from all forms of prejudice, discrimination, and harassment and help students to become more accepting of one another and celebrate each other's differences.
Indivisible	Daniel Aleman Little, Brown Books	2020	7	ELA	Mateo's parents get deported to Mexico, leaving Mateo to care for his younger sister. His parents have lived in the US for over 20 years. They work hard and provide services to many people in town. Mateo has to deal with the shame of his parents deportation while also working to go to college and take care of his sister.

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Gabriella Mattia	Fairleigh Dickinson University	Student Teaching	Harrison Elementary	Deborah Craig	09/01/2024-06/01/2025
Chana Silver	Kean University	Clinical	Heritage Middle School	Mallory Seidman	09/01/2024-06/01/2025

FIELD TRIPS

SCHOOL	GRADE/COURSE	MONTH	DESTINATION
Elementary	RH Student Council/Safety Patrol	April	Town Hall and Food Pantry
Elementary	Kindergarten	May	Police Department, Library and Gazebo
Elementary	Grade 2	May	Roseland Environmental Center
Elementary	Grade 5	May	Spring Lake Day Camp
Elementary	Grade 4	June	Mayo Performing Arts Center
Elementary	Grade 4	June	NJ Sea Grant Consortium
Elementary	Grade 5	June	Jeff Lake Day Camp
Secondary	Sports & Entertainment Marketing	May	MetLife Stadium
Secondary	Public Speaking & Debate	April	New Jersey State House
Secondary	AP French	May	The Museum of Modern Art

			School Year 2023-2024			Extraordinary Services			Extended School Year			
<u>School</u>	<u>Program Type</u>	<u>Type</u>	<u># of Stud :</u>	<u>Tuition 2023-2024</u>	<u>Total Tuition</u>	<u># of Stud</u>		<u>Aide(s)</u>	<u># of Stud</u>	<u>ESY Tuition</u>	<u>Total ESY Tuition</u>	<u>Total School</u>
Westbridge Academy	Emotional Regulation	N	1	\$ 39,816.00	\$ 39,816.00							\$ 39,816.00
Total			1		\$ 39,816.00							\$ 39,816.00

Type

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

Appropriation Adjustment Journal for 2023-24 January

Attachment E
March 19, 2024

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-240-600-6066-11	Supplies And Materials - LHS	29073	1/2/2024	Adjustment - Raptor for LHS renewal - Requested by JK	29,831.00	-560.00	29,271.00
11-000-252-423-7073-12	Software Maintenance	29073	1/2/2024	Adjustment - Raptor for LHS renewal - Requested by JK	553,910.00	560.00	554,470.00
						.00	
11-000-291-241-7079-12	Other Retirement Cont-Re	31070	1/2/2024	Adjustment - To cover PERS bill for FY24	1,849,564.00	1,314,675.90	3,164,239.90
11-000-291-270-7079-12	Health Benefits	31070	1/2/2024	Adjustment - To cover PERS bill for FY24	18,903,516.00	-1,314,675.90	17,588,840.10
						.00	
11-000-221-102-0010-12	Salariess Of Sup Of Instc	29132	1/3/2024	Adjustment - Travel Costs for Angelina Rodriguez	2,083,473.60	-400.00	2,083,073.60
11-000-221-580-7079-12	Travel - Supervisors and Directors	29132	1/3/2024	Adjustment - Travel Costs for Angelina Rodriguez	.00	400.00	400.00
						.00	
11-000-218-104-4061-12	Salariess-Other Prof Staf	31074	1/3/2024	Adjustment - Transfers to complete furniture purchases for trailers at Hillside & Burnet Hill	2,554,944.00	-24,975.00	2,529,969.00
11-000-240-600-6066-01	Supplies And Materials- BHE	31074	1/3/2024	Adjustment - Transfers to complete furniture purchases for trailers at Hillside & Burnet Hill	11,827.00	13,475.00	25,302.00
11-000-240-600-6066-04	Supplies And Materials - Hillside	31074	1/3/2024	Adjustment - Transfers to complete furniture purchases for trailers at Hillside & Burnet Hill	10,414.00	11,500.00	21,914.00
						.00	
11-000-222-600-5065-07	Supplies And Materials - Media - RHE	30006	1/8/2024	Adjustment - Transfer funds from media account to instructional consultants line for Peter Brown Author Visit	7,906.00	-2,500.00	5,406.00
11-190-100-320-7079-12	Inst. Purch Prof. Svcs DW	30006	1/8/2024	Adjustment - Transfer funds from media account to instructional consultants line for Peter Brown Author Visit	.00	2,500.00	2,500.00
						.00	
11-000-251-580-4050-12	Travel	30023	1/8/2024	Adjustment - Transfer funds for Board Member Travel	20,000.00	-269.28	19,730.72
11-000-251-580-7079-20	Travel	30023	1/8/2024	Adjustment - Transfer funds for Board Member Travel	1,000.00	269.28	1,269.28
						.00	
11-000-262-420-7076-12	Clean/Repair/Maint Servs - DW	30027	1/8/2024	Adjustment - Budget Transfer request from 4348 Held, Nancy	124,164.00	20,000.00	144,164.00
11-000-262-610-7076-12	General Supplies - DW	30027	1/8/2024	Adjustment - Budget Transfer request from 4348 Held, Nancy	692,500.00	-20,000.00	672,500.00
						.00	
11-000-222-600-5065-11	Supplies And Materials - LHS Media Ctr	30241	1/9/2024	Adjustment - Renewal for Proquest HNNYT subscription renewal (Apr - June 2024)	41,475.00	-1,049.09	40,425.91
11-190-100-423-7073-12	Software Maintenance Ins	30241	1/9/2024	Adjustment - Renewal for Proquest HNNYT subscription renewal (Apr - June 2024)	715,978.70	1,049.09	717,027.79
						.00	
11-000-223-580-6066-09	Travel - HMS	30255	1/10/2024	Adjustment - Budget Transfer request from 7240 Kelly, Shawn Transferring money to cover the cost of lodging/travel for two teachers to attend sciene workshop in Colorado	1,500.00	1,750.00	3,250.00
11-000-223-590-6066-09	Misc Purch Services - HMS	30255	1/10/2024	Adjustment - Budget Transfer request from 7240 Kelly, Shawn Transferring money to cover the cost of lodging/travel for two teachers to attend sciene workshop in Colorado	8,500.00	-1,750.00	6,750.00
						.00	

Appropriation Adjustment Journal for 2023-24 January

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-261-420-7074-12	Clean/Repair Maint Svcs DW	30421	1/12/2024	Adjustment - Budget Transfer request from 4348 Held, Nancy	.00	20,000.00	20,000.00
11-000-262-610-7076-12	General Supplies - DW	30421	1/12/2024	Adjustment - Budget Transfer request from 4348 Held, Nancy	672,500.00	-20,000.00	652,500.00
						.00	
11-000-262-420-7076-12	Clean/Repair/Maint Svcs - DW	30424	1/12/2024	Adjustment - Budget Transfer request from 4348 Held, Nancy	144,164.00	20,000.00	164,164.00
11-000-262-610-7076-12	General Supplies - DW	30424	1/12/2024	Adjustment - Budget Transfer request from 4348 Held, Nancy	652,500.00	-20,000.00	632,500.00
						.00	
20-001-100-320-0000-07	Riker Hill HSA Donation (Porchlight)	28989	1/17/2024	Adjustment - Riker Hill HSA Donation of Porchlight Approved BOE 1/16/23	.00	2,625.00	2,625.00
						2,625.00	
20-001-100-320-0000-02	Collins Elem School HSA Donation	29091	1/17/2024	Adjustment - HSA Porchlight for Collins	.00	2,750.00	2,750.00
						2,750.00	
20-000-100-610-0000-12	American Geographical Society Geo Boost Donation	28685	1/18/2024	Adjustment - To record Grant Approved at 1/17/24 BOE Meeting for American Geographical Society Geo boost	.00	300.00	300.00
						300.00	
11-190-100-610-7073-12	General Supplies	30607	1/22/2024	Adjustment - Requested by Jean Kang for Purchase of Apple Pencil 1st Gen.	308,590.95	89.00	308,679.95
11-212-100-610-2050-13	MULTIPLE DISABILITIES PROGRAMS - SS	30607	1/22/2024	Adjustment - Requested by Jean Kang for Purchase of Apple Pencil 1st Gen.	19,500.00	-89.00	19,411.00
						.00	
11-000-240-320-6066-10	Purch Prof-Educ Services - MPM	30638	1/23/2024	Adjustment - Transfer funds from supply acct to PPTS account for Assembly	1,500.00	439.50	1,939.50
11-000-240-600-6066-10	Supplies And Materials - MPM	30638	1/23/2024	Adjustment - Transfer funds from supply acct to PPTS account for Assembly	11,923.00	-439.50	11,483.50
						.00	
11-000-223-580-6066-09	Travel - HMS	30774	1/26/2024	Adjustment - Budget Transfer request from 7240 Kelly, Shawn Erik Donough travel reimbursement for New Orleans music conference	3,250.00	1,200.00	4,450.00
11-000-223-590-6066-09	Misc Purch Services - HMS	30774	1/26/2024	Adjustment - Budget Transfer request from 7240 Kelly, Shawn Erik Donough travel reimbursement for New Orleans music conference	6,750.00	-1,200.00	5,550.00
						.00	
11-190-100-610-0001-92	Instructional Supplies - 7-12 Science	30775	1/26/2024	Adjustment - Budget Transfer request from 4098 Carey, Brian No need to purchase more textbooks at this point	65,503.00	510.00	66,013.00
11-190-100-640-0001-92	Textbooks 7-12 Science	30775	1/26/2024	Adjustment - Budget Transfer request from 4098 Carey, Brian No need to purchase more textbooks at this point	1,500.00	-510.00	990.00
						.00	
11-000-262-420-7076-12	Clean/Repair/Maint Svcs - DW	30776	1/26/2024	Adjustment - Budget Transfer request from 4348 Held, Nancy	164,164.00	20,000.00	184,164.00
11-000-262-610-7076-12	General Supplies - DW	30776	1/26/2024	Adjustment - Budget Transfer request from 4348 Held, Nancy	632,500.00	-20,000.00	612,500.00
						.00	
11-000-261-420-7074-01	Clean/Repair/Maint Svcs - BHE	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	16,320.00	10,000.00	26,320.00

Appropriation Adjustment Journal for 2023-24 January

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-261-420-7074-02	Clean/Repair/Maint Servs - Collins	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	14,910.00	10,000.00	24,910.00
11-000-261-420-7074-03	Clean/Repair/Maint Servs - Harrison	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	23,970.00	10,000.00	33,970.00
11-000-261-420-7074-04	Clean/Repair/Maint Servs - Hillside	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	15,300.00	10,000.00	25,300.00
11-000-261-420-7074-06	Clean/Repair/Maint Servs - MPE	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	15,300.00	10,000.00	25,300.00
11-000-261-420-7074-07	Clean/Repair/Maint Servs - RHE	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	15,300.00	10,000.00	25,300.00
11-000-261-420-7074-09	Clean/Repair/Maint Servs - HMS	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	48,960.00	10,000.00	58,960.00
11-000-261-420-7074-10	Clean/Repair/Maint Servs - MPM	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	31,110.00	10,000.00	41,110.00
11-000-261-420-7074-11	Clean/Repair/Maint Servs - LHS	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	79,560.00	10,000.00	89,560.00
11-000-261-610-7074-01	General Supplies - BHE	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	11,200.00	10,000.00	21,200.00
11-000-261-610-7074-02	General Supplies - Collins	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	8,040.00	10,000.00	18,040.00
11-000-261-610-7074-03	General Supplies - Harrison	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	12,410.00	10,000.00	22,410.00
11-000-261-610-7074-04	General Supplies - Hillside	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	7,985.00	10,000.00	17,985.00
11-000-261-610-7074-06	General Supplies - MPE	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	7,650.00	10,000.00	17,650.00
11-000-261-610-7074-07	General Supplies - RHE	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	7,650.00	10,000.00	17,650.00
11-000-261-610-7074-09	General Supplies - HMS	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	23,970.00	10,000.00	33,970.00
11-000-261-610-7074-10	General Supplies - MPM	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	19,900.00	10,000.00	29,900.00
11-000-261-610-7074-11	General Supplies - LHS	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	48,960.00	10,000.00	58,960.00
11-000-261-890-7074-12	Other Objects - DW	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	100,000.00	-40,000.00	60,000.00
11-000-262-300-7076-12	Purch Pro & Tech Service - DW	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	202,162.00	-160,000.00	42,162.00
11-000-262-420-7076-12	Clean/Repair/Maint Servs - DW	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	184,164.00	10,000.00	194,164.00
11-000-262-610-7076-12	General Supplies - DW	30825	1/26/2024	Adjustment - To allocate budget to all of the school accounts for B&G	612,500.00	10,000.00	622,500.00
						.00	
11-190-100-423-7073-12	Software Maintenance Ins	30925	1/30/2024	Adjustment - Gimkit subscription renewal for WL teachers Requested by JK	717,027.79	650.00	717,677.79
11-190-100-610-0001-80	Instructional Supp Secondary Instructional Supplies - WL	30925	1/30/2024	Adjustment - Gimkit subscription renewal for WL teachers Requested by JK	16,868.50	-650.00	16,218.50
						.00	
11-000-213-600-4062-11	Supplies And Materials - LHS Nurse	30927	1/30/2024	Adjustment - Budget Transfer request from 8357 Brannick, Toni A balance needed for nurses scrubs	2,653.00	57.87	2,710.87

Appropriation Adjustment Journal for 2023-24 January

Account Number	Act Description	Tx Id	Date Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-240-600-6066-11	Supplies And Materials - LHS	30927	1/30/2024 Adjustment - Budget Transfer request from 8357 Brannick, Toni A balance needed for nurses scrubs	29,271.00	-57.87	29,213.13
					.00	
20-492-100-721-7076-12	SDA Emergent Needs/Cap. DW	30933	1/30/2024 Adjustment - SDA Allocation FY24	.00	153,845.00	153,845.00
					153,845.00	
20-487-100-100-1033-12	ARP Esser Salaries (Intervention - SS)	30944	1/30/2024 Adjustment - Adjustment to ARP ESSER Budget to agree with Amendment Submitted 1/30/24	.00	-3,322.59	-3,322.59
20-487-100-600-1033-12	Addressing Student Learn Instructional Supplies	30944	1/30/2024 Adjustment - Adjustment to ARP ESSER Budget to agree with Amendment Submitted 1/30/24	.00	49,465.36	49,465.36
20-487-100-720-1033-12	ARP Equipment	30944	1/30/2024 Adjustment - Adjustment to ARP ESSER Budget to agree with Amendment Submitted 1/30/24	.00	-99,099.96	-99,099.96
20-487-200-300-1033-12	ARP Esser Purch Prof Consultants	30944	1/30/2024 Adjustment - Adjustment to ARP ESSER Budget to agree with Amendment Submitted 1/30/24	.00	-9,842.81	-9,842.81
20-487-200-600-1033-12	ARP ESSER Non Instructional Software	30944	1/30/2024 Adjustment - Adjustment to ARP ESSER Budget to agree with Amendment Submitted 1/30/24	.00	62,800.00	62,800.00
20-488-100-100-1033-12	ARP Acc Learning Coach Salaries (C&I)	30944	1/30/2024 Adjustment - Adjustment to ARP ESSER Budget to agree with Amendment Submitted 1/30/24	.00	-51,271.58	-51,271.58
20-488-100-600-1033-12	ARP Acc Learning Coach Instructional Supplies	30944	1/30/2024 Adjustment - Adjustment to ARP ESSER Budget to agree with Amendment Submitted 1/30/24	.00	53,422.87	53,422.87
20-488-400-720-1033-12	Addressing Student Learn Buildings	30944	1/30/2024 Adjustment - Adjustment to ARP ESSER Budget to agree with Amendment Submitted 1/30/24	.00	-2,151.29	-2,151.29
20-491-100-100-1033-12	ARP Njtss Mental Health Salaries	30944	1/30/2024 Adjustment - Adjustment to ARP ESSER Budget to agree with Amendment Submitted 1/30/24	.00	-36,691.62	-36,691.62
20-491-200-300-1033-12	ARP Mental Health Purch Prof Svcs (Consultants)	30944	1/30/2024 Adjustment - Adjustment to ARP ESSER Budget to agree with Amendment Submitted 1/30/24	.00	36,691.62	36,691.62
					.00	
20-451-100-100-1033-12	High Impact Tutoring Salaries	31010	1/31/2024 Adjustment - To record High Impact Tutoring Grant Allocation FY24	.00	131,909.00	131,909.00
20-451-100-600-1033-12	High Impact Tutoring Instructional Supplies	31010	1/31/2024 Adjustment - To record High Impact Tutoring Grant Allocation FY24	.00	6,000.00	6,000.00
20-451-200-200-1033-12	High Impact Tutoring Benefits	31010	1/31/2024 Adjustment - To record High Impact Tutoring Grant Allocation FY24	.00	10,091.00	10,091.00
20-451-200-300-1033-12	High Impact Tutoring - PD	31010	1/31/2024 Adjustment - To record High Impact Tutoring Grant Allocation FY24	.00	3,000.00	3,000.00
20-451-200-500-1033-12	High Impact Tutoring - Software	31010	1/31/2024 Adjustment - To record High Impact Tutoring Grant Allocation FY24	.00	3,000.00	3,000.00
					154,000.00	
11-000-100-566-9091-13	Tu To Pri Sch Hndcp W/I	31379	1/31/2024 Adjustment - January Month End Transfers	4,698,241.00	158,845.00	4,857,086.00
11-000-100-567-9091-13	Tu To Priv Sch Hndcp Lea	31379	1/31/2024 Adjustment - January Month End Transfers	592,358.00	278,286.41	870,644.41
11-000-219-104-4060-12	Salariess-Other Prof Staf	31379	1/31/2024 Adjustment - January Month End Transfers	3,516,285.00	29,919.60	3,546,204.60
11-000-223-102-4151-12	Salariess Of Sup Of Instc	31379	1/31/2024 Adjustment - January Month End Transfers	479,889.40	-270.00	479,619.40
11-000-223-590-4062-10	Misc Purch Services - MPM	31379	1/31/2024 Adjustment - January Month End Transfers	.00	325.00	325.00
11-000-223-800-4151-12	Other Objects	31379	1/31/2024 Adjustment - January Month End Transfers	.00	270.00	270.00
11-000-230-100-0001-12	Evening Event Stipends	31379	1/31/2024 Adjustment - January Month End Transfers	.00	-45,537.02	-45,537.02
11-000-230-332-8085-20	Audit Fees	31379	1/31/2024 Adjustment - January Month End Transfers	68,240.00	1,698.96	69,938.96
11-000-230-339-8085-20	Other Professional Servc	31379	1/31/2024 Adjustment - January Month End Transfers	17,923.00	3,669.12	21,592.12
11-000-230-420-6066-13	SPEC ED TECHNOLOGY-REPAIR/MAINTENANCE - SS	31379	1/31/2024 Adjustment - January Month End Transfers	.00	-3,697.91	-3,697.91
11-000-230-530-7076-12	Communications/Telephone	31379	1/31/2024 Adjustment - January Month End Transfers	125,000.00	30,204.77	155,204.77

Appropriation Adjustment Journal for 2023-24 January

Account Number	Act Description	Tx Id	Date Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-230-580-6066-13	INSTRUCTIONAL MILEAGE - SS	31379	1/31/2024 Adjustment - January Month End Transfers	2,500.00	-1,504.94	995.06
11-000-230-580-8080-20	Travel	31379	1/31/2024 Adjustment - January Month End Transfers	.00	1,504.94	1,504.94
11-000-230-600-4064-13	Supplies And Mat Equity - SS	31379	1/31/2024 Adjustment - January Month End Transfers	15,300.00	13,633.29	28,933.29
11-000-230-890-8085-12	Miscellaneous Expenditur	31379	1/31/2024 Adjustment - January Month End Transfers	8,000.00	28.79	8,028.79
11-000-240-103-0008-12	Salariess-Prin/Astnt Prin	31379	1/31/2024 Adjustment - January Month End Transfers	2,109,376.00	.28	2,109,376.28
11-000-240-105-0008-12	Salariess-Sec/Cler Assist	31379	1/31/2024 Adjustment - January Month End Transfers	1,615,081.00	1,644.90	1,616,725.90
11-000-240-320-6066-09	Purch Prof Svcs HMS	31379	1/31/2024 Adjustment - January Month End Transfers	.00	439.50	439.50
11-000-240-600-6066-10	Supplies And Materials - MPM	31379	1/31/2024 Adjustment - January Month End Transfers	11,483.50	-325.00	11,158.50
11-000-251-100-7079-12	Personal Services-Salaries	31379	1/31/2024 Adjustment - January Month End Transfers	1,289,095.00	894.70	1,289,989.70
11-000-251-330-7079-20	Other Purch Prof Service	31379	1/31/2024 Adjustment - January Month End Transfers	146,100.00	34,134.28	180,234.28
11-000-251-890-7079-20	Miscellaneous Expenditur	31379	1/31/2024 Adjustment - January Month End Transfers	6,000.00	-4,000.00	2,000.00
11-000-252-100-7079-12	Personal Services-Salaries	31379	1/31/2024 Adjustment - January Month End Transfers	1,000,553.00	-30,134.28	970,418.72
11-000-262-490-7076-12	Other Purchased Prop Services - DW	31379	1/31/2024 Adjustment - January Month End Transfers	71,400.00	-3,913.70	67,486.30
11-000-262-520-7076-12	Insurance - DW	31379	1/31/2024 Adjustment - January Month End Transfers	855,850.00	934.32	856,784.32
11-000-262-890-7074-12	Boiler License Reimbursements	31379	1/31/2024 Adjustment - January Month End Transfers	.00	160.00	160.00
11-000-262-890-7076-12	Custodial - Other Objects DW	31379	1/31/2024 Adjustment - January Month End Transfers	200,000.00	-160.00	199,840.00
11-000-270-160-7078-12	Salariess For Pupil Trans	31379	1/31/2024 Adjustment - January Month End Transfers	1,202,744.00	132.02	1,202,876.02
11-000-270-162-7078-12	Over Time - Transportation	31379	1/31/2024 Adjustment - January Month End Transfers	300,000.00	-132.02	299,867.98
11-000-291-270-7079-12	Health Benefits	31379	1/31/2024 Adjustment - January Month End Transfers	17,588,840.10	-308,206.01	17,280,634.09
11-000-291-290-0001-12	Oth EE Ben Medical Reimb	31379	1/31/2024 Adjustment - January Month End Transfers	.00	2,900.00	2,900.00
11-000-291-290-0003-12	Oth EE Benefits - RBT Certs	31379	1/31/2024 Adjustment - January Month End Transfers	.00	35.00	35.00
11-000-291-299-0000-12	Payouts	31379	1/31/2024 Adjustment - January Month End Transfers	.00	-2,935.00	-2,935.00
11-120-100-101-0002-12	Elementary Substitutes	31379	1/31/2024 Adjustment - January Month End Transfers	400,000.00	-5,000.00	395,000.00
11-120-100-101-0005-03	Substitutes - Harrison Elem	31379	1/31/2024 Adjustment - January Month End Transfers	.00	5,000.00	5,000.00
11-190-100-610-0000-97	Instructional Supplies Science Elementary	31379	1/31/2024 Adjustment - January Month End Transfers	35,848.00	-6.77	35,841.23
11-190-100-610-0002-97	Instructional Supplies Science MPM	31379	1/31/2024 Adjustment - January Month End Transfers	9,172.00	6.77	9,178.77
11-204-100-101-2050-12	Salariess Of Teachers	31379	1/31/2024 Adjustment - January Month End Transfers	567,546.00	312.50	567,858.50
11-204-100-106-2050-12	Othr Salariess-Instructio	31379	1/31/2024 Adjustment - January Month End Transfers	4,021,525.00	-159,157.50	3,862,367.50
					.00	

Appropriation Adjustment Journal for 2023-24 January

Summary Page

Fund	Program	Current Appropriation	Adjustment	New Appropriation
10 General Fund	000 Undistributed Expenditures	69,921.00	9,231.00	79,152.00
		69,921.00	9,231.00	79,152.00
11 General Current Expense	000 Undistributed Expenditures	66,975,457.55	976,163.74	67,951,621.29
	105 Regular Programs- Preschool	369,337.00	.00	369,337.00
	110 Regular Programs - Kindergarten	1,639,182.00	423,306.00	2,062,488.00
	120 Regular Programs - Grades 1-5	13,350,152.00	-743,052.81	12,607,099.19
	130 Regular Programs - Grades 6-8	9,893,254.00	-116,415.50	9,776,838.50
	140 Regular Programs - Grades 9-12	15,421,398.00	.00	15,421,398.00
	150 Regular Programs - Home Instruction	201,000.00	.00	201,000.00
	190 Regular Programs - Undistributed	3,992,205.60	-328,024.12	3,664,181.48
	204 Special Education - Learning and/or Language Disabilities	4,594,171.00	-160,128.36	4,434,042.64
	207 Special Education - Auditory Impairments	.00	2,698.37	2,698.37
	212 Special Education - Multiple Disabilities	2,378,927.00	-838,989.86	1,539,937.14
	213 Special Education - Resource Room/Resource Center	6,284,816.00	-45,061.72	6,239,754.28
	215 Special Education - Preschool Disabilities - Part-Time	.00	370,805.20	370,805.20
	216 Special Education - Preschool Disabilities - Full-Time	166,894.00	4,802.71	171,696.71
	230 Basic Skills/Remedial - Instruction	1,645,025.00	-10,200.00	1,634,825.00
	240 Bilingual Education - Instruction	786,588.00	252,665.00	1,039,253.00
	301 Vocational Programs - Local	57,955.00	101.00	58,056.00
	401 School - Sponsored Co-curricular and Extra-curricular Activities	618,677.00	.00	618,677.00
	402 School - Sponsored Athletics	1,271,579.00	-3,676.00	1,267,903.00
	403 Other Instructional Programs	45,900.00	-1,583.75	44,316.25
	421 Before/After School Programs	.00	1,583.75	1,583.75
	424 Other Supplemental/At-Risk Programs	992,886.00	85,000.00	1,077,886.00
		130,685,404.15	-130,006.35	130,555,397.80
12 Capital Outlay	000 Undistributed Expenditures	3,898,098.74	106,061.50	4,004,160.24
	120 Regular Programs - Grades 1-5	9,484.00	-2,467.15	7,016.85
	130 Regular Programs - Grades 6-8	32,147.00	-226.76	31,920.24
	140 Regular Programs - Grades 9-12	75,593.00	17,407.76	93,000.76
		4,015,322.74	120,775.35	4,136,098.09
13 Special Schools	422 Summer School	60,821.00	.00	60,821.00
		60,821.00	.00	60,821.00
20 Special Revenue Fund	000 Undistributed Expenditures	.00	300.00	300.00
	001 Other Local Projects	33,404.00	4,353.95	37,757.95
	231 ESSA Title I, Part A	127,550.00	17,543.00	145,093.00
	241 ESSA Title III	17,650.00	14,345.00	31,995.00
	242 ESSA Title III	12,185.00	6,388.00	18,573.00
	252 IDEA Part B	1,298,150.00	416,553.00	1,714,703.00
	270 ESSA Title IIA / IID	69,000.00	6,963.00	75,963.00

Appropriation Adjustment Journal for 2023-24 January

Fund	Program	Current Appropriation	Adjustment	New Appropriation
	280 ESSA Title IV	10,500.00	2,690.00	13,190.00
	451 Other Federal Projects	.00	154,000.00	154,000.00
	487 ARP-ESSER Grant Program	.00	169,480.24	169,480.24
	488 ARP ESSER Subgrant (ALCES)	.00	185,986.00	185,986.00
	489 ARP ESSER Subgrant (EBSLEA)	.00	40,000.00	40,000.00
	490 ARP Evidence Based Learning Beyond the School Day	.00	16,675.89	16,675.89
	491 ARP ESSER Subgrant (NJTSS)	.00	43,129.62	43,129.62
	492 SDA Emergent Needs and Capital Maintenance in School Districts	.00	153,845.00	153,845.00
	501 Nonpublic Textbooks Aid	44,319.00	1,120.00	45,439.00
	502 Nonpublic Aux Services - Basic Skills/Remedial	59,645.00	.00	59,645.00
	506 Nonpublic Hand - Supplemental Instruction	140,420.00	.00	140,420.00
	507 Nonpublic Hand - Handicapped Services	154,260.00	.00	154,260.00
	508 Nonpublic Hand - Corrective Speech	49,802.00	.00	49,802.00
	509 Nonpublic Nursing Services	142,800.00	37,920.00	180,720.00
	510 Nonpublic Technology Initiative Program	51,658.00	19,637.00	71,295.00
	511 Nonpublic Security Aid Program	261,375.00	47,355.00	308,730.00
		2,472,718.00	1,338,284.70	3,811,002.70
40 Debt Service Fund	701 Debt Service - Regular	7,695,050.00	.00	7,695,050.00
		7,695,050.00	.00	7,695,050.00
60 Enterprise Fund	910 Food Services	.00	2,000,000.00	2,000,000.00
		.00	2,000,000.00	2,000,000.00

Conference	Attendee(s)	Date(s)	Location	Cost not to exceed
Zhejiang-New Jersey STEAM Education Forum	Rob Rolling	April 25-26, 2024	Wenzhou, China	\$0.00
High-Impact and Engaging Routines for Phonics, Word Study, and Fluency (K-6)	Kristina Dugan	May 21, 2024	New Brunswick, NJ	\$250.00
AP Human Geography Reading	Samantha Kowalak	June 1-10, 2024	Cincinnati, Ohio	\$0.00
NJTESOL - NJBE 2024 Spring Conference	Kristina Dugan	May 29, 2024	New Brunswick, NJ	\$460.00
NJTESOL - NJBE 2024 Spring Conference	Doreen Guggar	May 29, 2024	New Brunswick, NJ	\$460.00
NJTESOL - NJBE 2024 Spring Conference	Kristen Murray	May 29, 2024	New Brunswick, NJ	\$460.00
NJTESOL - NJBE 2024 Spring Conference	Lucia Santarella	May 29, 2024	New Brunswick, NJ	\$460.00
NJTESOL - NJBE 2024 Spring Conference	Michele Bellomo	May 29, 2024	New Brunswick, NJ	\$460.00
NJTESOL - NJBE 2024 Spring Conference	Michelle Kim	May 29, 2024	New Brunswick, NJ	\$460.00
NJTESOL - NJBE 2024 Spring Conference	Sarah O'Brien	May 29, 2024	New Brunswick, NJ	\$460.00
Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads	Michelle Bellomo	April 17, 2024	New Brunswick, NJ	\$180.00
Shifting the Balance: Aligning Literacy Instruction with What We Know About How the Brain Reads	Leala Baxter	April 17, 2024	New Brunswick, NJ	\$180.00
Rutgers Center for Literacy Development	Ellen Papazian	April 17, 2024	New Brunswick, NJ	\$180.00
Fellowship of Language Educators of New Jersey Conference	Isabel Vila	March 13, 2024	New Brunswick, NJ	\$180.00
Fellowship of Language Educators of New Jersey Conference	Nathalie Ricot	March 13, 2024	New Brunswick, NJ	\$180.00
Fellowship of Language Educators of New Jersey Conference	Charlie Lopez	March 13, 2024	New Brunswick, NJ	\$180.00
Fellowship of Language Educators of New Jersey Conference	Martha Cuervo	March 13, 2024	New Brunswick, NJ	\$180.00
Fellowship of Language Educators of New Jersey Conference	Xin Cai	March 13, 2024	New Brunswick, NJ	\$180.00
Fellowship of Language Educators of New Jersey Conference	Linnet Martes	March 13, 2024	New Brunswick, NJ	\$180.00
ISTELive '24 - EdTech conference	Robert Rolling	June 23-26, 2024	Denver, CO	\$2,500.00
ISTELive '24 - EdTech conference	Dani DeGraw	June 23-26, 2024	Denver, CO	\$2,500.00
ISTELive '24 - EdTech conference	Ellen Fishter	June 23-26, 2024	Denver, CO	\$2,500.00
High-Impact and Engaging Routines for Phonics, Word Study, and Fluency (K- 6)	Doreen Guggar	June 21, 2024	New Brunswick, NJ	\$250.00
NJ Ed Summit 2023-2024 - Harnessing the Power of AI: Enhancing Policies, Procedures, and Pedagogy	Lori Perez	March 21, 2023	Monroe, NJ	\$185.00
AP Reader	Hongkai Zhang	June 11-19, 2024	Cincinnati, Ohio	\$0.00
NJAGC Conference 2024	Karen Pinto	April 12, 2024	West Windsor, NJ	\$239.00
NJECC Conference	Ellen Fischter	March 12-13, 2024	Montclair, NJ	\$215.00
NJECC Conference	Lori Perez	March 12-13, 2024	Montclair, NJ	\$215.00
NJECC Conference	Dani DeGraw	March 12-13, 2024	Montclair, NJ	\$215.00
NJECC Conference	David D'Dodizio	March 12-13, 2024	Montclair, NJ	\$215.00
NJECC Conference	Lisa LeBlanc	March 12-13, 2024	Montclair, NJ	\$215.00
NJASBO: Purchasing	Lisa Gudd	March 26, 2024	Whippany, NJ	\$175.00

APPOINTMENTS

LOC	Last Name	First Name	Position	Guide	Step	Total Salary	Start Date
RHE	Pichowicz	Allison	Instructional Aide	I&KA	1	\$27,067 (prorated)	4/5/2024

Location	Last Name	First Name	Position	Amount
HIL	Akyureklier	Tulay	Instructional Aide	
RHE	Giordano	Filomena	Playground Aide	\$18/class

Stipend		2023-24 Amount	Last Name	First Name
Boys Lacrosse	VOLUNTEER		DeBlasse (OD)	Matthew
Boys Tennis	VOLUNTEER		Diaz	Max
Baseball	VOLUNTEER		Silvestri (OD)	John
Girls Lacrosse	Assistants	\$8,382	Rakotci (OD)	Daniella

2023-24 HMS COCURRICULAR STIPENDS		
Position	2023-2024	Recommended
SPRING MUSICAL		
Costumes / Set Design	\$1,290	Emily Russoniello
Choreography	\$1,290	Christopher Rusoniello
Technical Director of Stage	\$1,290	Christopher Rusoniello

2023-24 MPMS Cocurricular Stipends

Position	2023-2024	Recommended
Spring Production		
Musical Director	\$1,290	Emily Russoniello
Costumes	\$1,290	Emily Russoniello
Set Design	\$645	Emily Russoniello
Technical Director of Stage Crew	\$1,290	Richard Russo

PROJECT ACHIEVE
(to be paid with ARP ESSER funds)

Attachment L

RHE

Kimberly Ambrose
Ali Cohen
Nicole Grecco
Julianna Koetter
Jennifer Merlo
Karen Montalto
Marissa Reynolds

March 19, 2024

Name	Position	Location	# Classes	Effective Date
Amanda Veneroso*	TOSD	Hillside	0.2	8/30/2023 - 6/30/2024
Patricia Price*	TOSD	Hillside	0.2	12/18/2023 - 6/30/2024
Robert Grosso	Teacher of Health & PE (Period 1)	LHS	0.2	11/28/2023
Robert Grosso	Teacher of Health & PE (Period 3)	LHS	0.2	11/30/2023
Robert Grosso	Teacher of Health & PE (Period 4)	LHS	0.2	11/30/2023
Robert Grosso	Teacher of Health & PE (Period 7)	LHS	0.2	11/30/2023
Robert Grosso	Teacher of Health & PE (Period 5)	LHS	0.2	11/28/2023, 2/1/2024, 2/26/2024, 3/4/2024, 3/7/2024, 3/8/2024
Thomas Mantone	Teacher of Health & PE (Period 5)	LHS	0.2	3/13/2024, 3/14/2024, 3/18/2024, 3/22/2024, 3/25/2024, 4/8/2024, 4/9/2024, 4/15/2024, 4/16/2024, 4/25/2024, 4/26/2024
Robert Gillo	Teacher of Health & PE (Period 6)	LHS	0.2	3/1/2024, 3/7/2024, 3/13/2024, 3/15/2024, 3/18/2024, 3/22/2024, 3/25/2024, 4/8/2024, 4/15/2024, 4/25/2024, 4/26/2024
Robert Grosso	Teacher of Health & PE (Period 8)	LHS	0.2	2/1/2024, 2/26/2024, 3/4/2024, 3/7/2024, 3/8/2024, 3/14/2024, 3/15/2024, 3/25/2024, 4/8/2024, 4/9/2024, 4/15/2024, 4/16/2024
Jessica Cumbo	Teacher of Science	HMS	0.2	3/12/2024, 3/13/2024, 3/14/2024
Maureen Weakley	Teacher of Science	HMS	0.2	3/12/2024, 3/13/2024, 3/14/2024
Nicole Guzman	Teacher of Science	HMS	0.2	3/12/2024, 3/13/2024, 3/14/2024
Jayne Merlo-Chiaramonte	Teacher of Science	HMS	0.2	3/13/2024, 3/14/2024
Nicholas Bellanich	Teacher of Science	HMS	0.2	3/13/2024, 3/14/2024

Samantha Kowalak	Teacher of Social Studies	LHS	0.2	3/25/2024 - 4/9/2024
Kathryn Picardo	Teacher of Social Studies	LHS	0.2	3/25/2024 - 4/9/2024
Daniel Ippolito	Teacher of Social Studies	LHS	0.2	4/18/2024 - 5/13/2024
Jill Tejada	Teacher of Social Studies	LHS	0.2	4/18/2024 - 5/13/2024
David Mead	Teacher of Social Studies	LHS	0.2	3/25/2024 - 5/13/2024
Ernest Cuneo	Teacher of Social Studies	LHS	0.2	3/25/2024 - 5/13/2024
Jeffrey Dunker	Teacher of Social Studies	LHS	0.2	3/25/2024 - 5/13/2024
<i>*amended from previous agenda</i>				

Last Name	First Name	Position	School	Mentor	Fee	Notes
Verniero	Emily	Elementary School Teacher	MPE	Christine Zambrio	\$238	First 13 weeks

23-24 Mid-Year Curriculum Writing

English (7-12)

Maureen Biss
Timothy Callahan
Jesse Carr
Anthony Fischer
Brian Hartt
Debbie Holtzman
Daniel Lombardi
Emily Mann
Kathryn Picardo
Danielle Roger
Rachel Skerker
Michael Sunga
Jennifer Torres

Supervisor: Kevin Wittmaack

**Nurse Hours - Athletic Physicals
June 11 (approximately 3 hours)**

- Katie Baach
- Pietrina Daly
- Leda Dauti
- Dena Goldberg
- Diana Heesemann
- Carolyn Ross

LastFirst	Loc	Guide	Step	Salary	Longevity	ACE	Total Salary	Effective
Salerno, Jenna	LHS	12-month Admin Secy >7/12	7	\$62,352	\$0	\$1,200 \$250	\$63,802	2/1/2024
Schroeder, Jennifer	Hillside	10-month Admin Secy> 7/12	4	\$47,468	\$0	\$1,200 \$487 \$250	\$48,918	2/1/2024
Haenggji, Lorraine	LHS	12-month Admin Secy >7/12	8	\$64,151	\$0	\$250.00	\$64,401	2/1/2024
Do, Sinead	LHS	12-month First Secy >7/12	11	\$71,103	\$0	\$1,200 \$250	\$72,553	2/1/2024

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

ATHLETIC TRAINER

QUALIFICATIONS:

1. Possession of valid NJ certification as a School Athletic Trainer
2. N.A.T.A. certified.
3. Licensed by the NJ Board of Medical Examiners.
4. Current CPR / AED / First Aid Certification.
5. Ability to manage the care of student athletes involved in the athletic program.
6. Experience with conditioning and rehabilitation of injured athletes
7. Ability to effectively communicate with all staff, students, and other members of the school community.
8. Other alternatives to the above that the Board deems appropriate.

REPORTS TO: Athletic Director

JOB GOALS:

To help maintain the physical well-being of interscholastic student-athletes through the development and implementation of an athletic care program that focuses on fitness, nutrition, conditioning, injury prevention, and provides for injury evaluation and immediate care and rehabilitation of injured athletes.

JOB RESPONSIBILITIES:

1. Develop and implement appropriate training/conditioning programs while working closely with school physician and coaches.
2. ~~Coordinates~~ **Coordinate** the concussion baseline testing program, including facilitating return-to play protocols.
3. Assists coaches in fitting all protective equipment and securing special protective devices for student-athletes.
4. Apply all applicable protective or injury preventative devices, ~~such as adhesive strapping, bandaging, and padding.~~
5. Performs weights certification and hydration testing for **the** wrestling program.
6. Administer first aid to injured athletes on the field, in the gymnasium, or in the training room.
7. Evaluate injuries incurred by all athletes and determine, with consultation of the parent, whether further medical help is required.
8. Follows up with coaches to ensure that an Accident Report for an injured student athlete is submitted to the nurse in a timely manner while keeping a detailed log of injuries sustained.
9. Responsible for sending insurance paperwork along with **a** copy of the Accident Report to the parent in a timely manner.
10. At the direction of the school physician or treating physician, develop appropriate therapeutic/rehabilitative programs **s** for any injured athlete.
11. Provide and maintain medical first aid kits for each interscholastic athletic team.
12. Keep records of all reported injuries and follow-up.
13. Inform coaches of **all** injured athlete's status as to when he or she may return

- to participation.
14. Maintain in proper working order and schedule the use of any and all training equipment and modalities.
 15. Prepare annual budgetary needs for all supplies and equipment used in the athletic training program.
 16. ~~Assist the Athletic Director and School Nurse in the administration of physical examinations for sports for the three seasons.~~ Assist the Athletic Director and School Nurse in the administration of the annual mass sports physical examination date.
 - ~~17. Supplies emergency contact information for in season student athletes to coaches.~~
 17. Act as liaison between parent and physician to provide the best possible care of an injured athlete and secure medical clearance for return to participation.
 18. Keep abreast of new trends in athletic training by attending sports medicine workshops and clinics as shall be first approved by supervisory personnel.
 20. ~~Attend varsity games as assigned at home and away.~~ Attend games as assigned and needed at home and away events
 21. Maintains a current and informational website for students and parents to reference.

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

TERMS OF EMPLOYMENT:

~~This is a ten month position (part or full-time) with compensation to be negotiated with the Superintendent and approved by the Board.~~ This is a ten month position starting on the 1st day of Fall sports, and ending 1 day after the last scheduled NJSIAA tournament play date. (Dates are set in 3 year cycles by the NJSIAA and range from the 1st week of August through mid June). Compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

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

Board approval date: November 1990

Revised: March __, 2024

Athletic Trainer – job description Page 2 of 2

3161 EXAMINATION FOR CAUSE

A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a teaching staff member whenever, in the judgment of the Board, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental fitness to perform, with reasonable accommodation, the position the teaching staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a teaching staff member to undergo a physical or psychiatric examination:

1. The Board shall provide the teaching staff member with a written statement of the reasons for the required examination; and
2. The Board shall provide the teaching staff member with a hearing, if requested.
 - a. Notice of the teaching staff member's right to a hearing shall be provided with the statement of reasons for the required examination;
 - b. The teaching staff member must request the Board hearing, in writing, within five working days of the teaching staff member's receipt of the written statement of reasons:
 - (1) The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board;
 - c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);
 - d. The teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s); and



e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 – Appeals.

3. The teaching staff member may refuse, without reprisal, to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.

B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the teaching staff member shall bear the cost if the examination is performed by a physician or institution designated by the teaching staff member with approval of the Board.

1. If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member, but shall not act unreasonably in withholding its approval of the physician or institution.

2. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.

a. Health records of teaching staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and

b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.

4. If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of



their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

C. In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.

1. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree;

2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member; and

3. The teaching staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

D. A teaching staff member who refuses to submit to an examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5
18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

~~The Board of Education may require the psychiatric or physical examination of any teaching staff member who shows evidence of deviation from normal physical or mental health in accordance with N.J.A.C. 6A:32-6.3(b).~~

~~The Superintendent shall recommend to the Board the examination of any teaching staff member whenever, in the judgment of the Superintendent, a teaching staff member shows evidence of deviation from normal physical or mental health, to determine the teaching staff member's physical and mental health fitness to perform with reasonable~~



~~accommodation the position the teaching staff member currently holds, or to detect any health risks to students or other employees.~~

~~A teaching staff member that is required to undergo a physical and/or psychiatric examination shall be provided a written statement of reasons for the required examination(s) and notice the teaching staff member has the right to request a hearing with the Board. The hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the teaching staff member the opportunity to appear before the Board to refute the reasons for the required examination(s), provided any such hearing is requested by the teaching staff member in writing within five working days of the teaching staff member's receipt of the written statement of reasons. A teaching staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the teaching staff member failed to timely request a hearing before the Board or failed to persuade the Board at the hearing that the teaching staff member should not be required to submit to the appropriate examination(s). The Board's determination at the conclusion of such a hearing is appealable to the Commissioner of Education pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 Appeals pursuant to N.J.A.C. 6A:32-6.3(b)2.~~

~~The Board shall bear the cost of the examination if the examination is performed by a physician or institution designated by the Board. The examination may be performed by a physician or institution of the teaching staff member's own choosing, approved by the Board, and at the teaching staff member's own expense in accordance with N.J.S.A. 18A:16-3 and N.J.A.C. 6A:32-6.3.~~

~~If the teaching staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s) the Board is not required to designate the physician or institution submitted for consideration by the teaching staff member but shall not act unreasonably in withholding its approval of the physician or institution. The Board shall require the teaching staff member to authorize the release of the examination results to the Superintendent.~~

~~If the results of any such examination indicate mental abnormality or communicable disease, the teaching staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the teaching staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.~~



POLICY

LIVINGSTON BOARD OF EDUCATION

Teaching Staff Members
3161/Page PAGE 1 of NUMPAGES 1
EXAMINATION FOR CAUSE

~~In order to return to work, the teaching staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent. The examination must be conducted by a physician or institution upon which the Board and teaching staff member confer and agree. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the teaching staff member's choice, the cost shall be borne by the teaching staff member.~~

~~A teaching staff member who refuses to submit to the examination required by this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.~~

~~42 U.S.C.A. 12101~~

~~N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4;
18A:25-7; 18A:28-5; 18A:30-1 et seq.~~

~~N.J.A.C. 6A:32-6.2; 6A:32-6.3~~

Adopted: 09 October 2006
Citation Changes February 2015
Revised: July 12, 2022
Revised:



3212 ATTENDANCE (M)

The regular and prompt attendance of teaching staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. ~~Teaching staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a teaching staff member's job performance. Because absenteeism exacts a high cost in the depletion of district resources and in the disruption of the educational program, the Board of Education is vitally interested in the attendance of each employee and considers conscientious attendance an important criterion of satisfactory job performance.~~

~~Teaching staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for teaching staff members to report the use of sick leave and other absences. The privilege of district employment imposes on each teaching staff member the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents, both on and off the job, and manage his/her personal affairs to avoid conflict with district responsibilities.~~

A teaching staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with ~~statute, administrative code, or~~ Board policy, falsifies the reason for an absence, is absent without authorization, is repeatedly tardy, or accumulates an excessive number of absences without good cause may be subject to discipline, which may include, ~~but not be limited to,~~ the withholding ~~a of one or subsequent~~ salary increments, ~~termination, nonrenewal,~~ and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; collective bargaining agreement; an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.~~In accordance with N.J.S.A. 18A:30-1, sick leave is hereby defined to mean the absence from his or her post of duty of any such person because of personal disability due to illness or injury, or because he/she has been excluded from school by the school district's medical authorities due to a contagious disease or of being quarantined for such a disease in his/her immediate household.~~ No teaching staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; in the

collective bargaining; ~~agreement negotiated with the member's majority representative, in an individual employment contract;~~ or ~~provided in the policies of the Board. In accordance with N.J.S.A. 18A:30-4, (~~The Superintendent or Board of Education may require **verification** ~~a physician's certificate~~ to be filed with the **Director of Human Resources Secretary of the Board** in order to obtain sick leave **in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.:**

The Superintendent, in consultation with administrative staff members, will review the rate of absence among ~~teaching~~the staff members. The review will include the collection and analysis of attendance ~~patterns~~data, the training of teaching staff members in their attendance responsibilities, and the counseling of teaching staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:27-4; 18A:28-5; 18A:30-1; **18A:30-2; 18A:30-4 et seq.**

Adopted: 09 October 2006

Revised: October 15, 2018

Revised:

3212 ATTENDANCE (M)

A. Review of Attendance Data

1. A record shall be kept of the attendance of each teaching staff member, including teachers; educational services personnel; administrators; and other certificated staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
2. A cumulative attendance record shall be assembled for each school in the school district and also for the school district as required by the New Jersey Department of Education.
3. An attendance summary shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for each school in the district and also for the school district.

B. Attendance Reporting and Improvement Plan

1. Planning

- a. Each absence of a teaching staff member shall be reported by the teaching staff member in accordance with the school district's procedure.
- b. The absence of a teaching staff member shall be provided to the teaching staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
- c. A report of such absences shall also be provided to the Superintendent or designee.

d. The Principal or supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:

- (1) A pattern of absences on the same day(s) of the week;
- (2) A pattern of absences before or after nonworking days;
- (3) The habitual exhaustion of personal leave.

e. The Superintendent or designee will meet with Principals and supervisors to discuss attendance records of teaching staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of teaching staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.

2. Implementation

- a. The Superintendent or designee or the teaching staff member's Principal or supervisor designated by the Superintendent shall be responsible for implementing a plan for the improvement of teaching staff member attendance.
- b. The teaching staff member's Principal or supervisor designated by the Superintendent shall encourage the regular attendance of teaching staff members in their workplace, school, or department. The teaching staff member's Principal or supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with teaching staff members who return from an absence of any duration.
- c. The Superintendent shall direct Principals and supervisors designated by the Superintendent to incorporate a teaching staff member's attendance record in the teaching staff member's evaluation.
- d. The teaching staff member's Principal or supervisor designated by the Superintendent shall report to the Superintendent or designee any teaching staff member whom the Principal or supervisor designated

by the Superintendent suspects of misusing sick leave or falsifying the reasons for an absence.

3. Counseling

- a. The Superintendent, Principal, or supervisor designated by the Superintendent may schedule a conference with a teaching staff member where the number and/or pattern of the teaching staff member's absences or the reasons offered for the teaching staff member's absences may indicate a concern.
- b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent, Principal, or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the teaching staff member's evaluations. The teaching staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.

C. Record of Attendance

1. A record shall be kept of the attendance of all teaching staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A teaching staff member's attendance record shall be part of the teaching staff member's personnel file.
2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the teaching staff member. The teaching staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A teaching staff member's rate of absence shall be calculated at least once per school year and entered on the teaching staff member's attendance record.
4. At the end of each school year, the Superintendent of Schools, Principals, and teaching staff members' supervisors designated by the Superintendent will review attendance records for teaching staff members.

D. Attendance Improvement Plan

1. The attendance record prepared for teaching staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of teaching staff member attendance in the school district and in schools in the district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any teaching staff member's performance.

E. In-Service Training

1. The teaching staff member's Principal or supervisor designated by the Superintendent shall meet with teaching staff members at the beginning of each school year to:
 - a. Inform teaching staff members of Board policy and district regulations on attendance;
 - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences; and
 - c. Acquaint teaching staff members with the degree to which attendance will affect evaluation reports.

Issued:

4161 EXAMINATION FOR CAUSE

A. Pursuant to N.J.S.A. 18A:16-2 and N.J.A.C. 6A:32-6.3, the Board of Education may require physical or psychiatric examinations of a support staff member whenever, in the judgment of the Board, a support staff member shows evidence of deviation from normal physical or mental health, to determine the support staff member's physical and mental fitness to perform, with reasonable accommodation, the position the support staff member currently holds, or to detect any health risk(s) to students and other employees. When the Board requires a support staff member to undergo a physical or psychiatric examination:

1. The Board shall provide the support staff member with a written statement of the reasons for the required examination; and

2. The Board shall provide the support staff member with a hearing, if requested.

- a. Notice of the support staff member's right to a hearing shall be provided with the statement of reasons for the required examination;

- b. The support staff member must request the Board hearing, in writing, within five working days of the support staff member's receipt of the written statement of reasons:

- (1) The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to timely request a hearing before the Board;

- c. The Board hearing shall be conducted in accordance with the provisions of N.J.S.A. 18A:25-7 and will offer the support staff member the opportunity to appear before the Board to refute the reason(s) for the required examination(s);

- d. The support staff member shall be ordered to submit to the appropriate examination(s) by the physician or institution designated by the Board if the support staff member failed to persuade the Board at the hearing that the support staff member should not be required to submit to the appropriate examination(s); and



e. The determination of such a hearing shall be appealable to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:4 - Appeals.

3. The support staff member may, without reprisal, refuse to waive their right to protect the confidentiality of medical information, in accordance with P.L. 104-191, Health Insurance Portability and Accountability Act of 1996.

B. Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of examinations made by a physician or institution designated by the Board. However, the support staff member shall bear the cost if the examination is performed by a physician or institution designated by the support staff member with approval of the Board.

1. If the support staff member submits names of physicians or institutions to the Board for consideration to complete the appropriate examination(s), the Board is not required to designate the physician or institution submitted for consideration by the support staff member, but shall not act unreasonably in withholding its approval of the physician or institution.

2. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

3. All records and reports relating to any such examination shall be the property of the Board, in accordance with N.J.S.A. 18A:16-5.

a. Health records of support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files; and

b. Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.

4. If the results of any such examination indicate mental abnormality or communicable disease, the support staff member shall be ineligible for further service until proof of recovery, satisfactory to the Board, is furnished, but if the support staff member is under contract or has tenure, they may be granted sick leave with compensation as provided by law and shall, upon satisfactory recovery, be permitted to complete the term of their contract, if they are under contract, or be reemployed with the same



tenure as they possessed at the time their services were discontinued, if they have tenure, unless their absence shall exceed a period of two years in accordance with N.J.S.A. 18A:16-4.

C. In order to return to work, the support staff member must submit to an appropriate examination and submit the results of the examination to the Superintendent.

1. The examination must be conducted by a physician or institution upon which the Board and support staff member confer and agree;
2. If the physician or institution conducting the examination is conducted by the Board's choice, the cost shall be borne by the Board; if the physician or institution conducting the examination is conducted by the support staff member's choice, the cost shall be borne by the support staff member; and
3. The support staff member shall authorize the physician or institution performing the examination to immediately release the examination results to the Superintendent.

D. A support staff member who refuses to submit to the examination required by the Board in accordance with this Policy and has exhausted the hearing procedures established by law and this Policy shall be subject to discipline, which may include, but is not limited to, termination or certification of tenure charges to the Commissioner of Education, as applicable.

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2; 18A:16-3; 18A:16-4; 18A:16-5

18A:25-7; 18A:28-5; 18A:30-1 et seq.

N.J.A.C. 6A:32-6.2; 6A:32-6.3

~~The Board of Education may, in accordance with law, require the psychiatric or physical examination of any support staff member who shows evidence of deviation from normal physical or mental health in accordance with N.J.A.C. 6A:32-6.3(b).~~

~~The Superintendent shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines that deviation from normal health has been demonstrated, it may require that the member submit to a physical or mental examination.~~



A requirement for physical or mental examination shall be made known to the employee by written notice setting forth the nature of the examination required, the reasons for the requirement, and a statement offering the member the opportunity to appear before the Board to explain or refute those reasons, provided any such hearing is requested in writing within forty-eight hours of the receipt of the notice.

A support staff member who fails to request an appearance before the Board within the time permitted or, having appeared before the Board, fails to persuade the Board that he/she should not be required to submit to the required examination shall be ordered to submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.

The support staff member may, at his/her option, submit names of physicians or institutions to the Board for consideration to complete the appropriate examination(s). The Board is not required to designate a physician or institution submitted for consideration by the support staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a support staff member. The cost of the examination will be borne by the Board if the Board designates a physician or institution from the names submitted from the support staff member.

If the support staff member's request is denied, or if the support staff member does not request the Board to consider a physician or institution, the staff member may elect to submit to an appropriate examination conducted by a physician or institution of the support staff member's own choosing and at his/her expense, provided the physician or institution so chosen is approved by the Board, pursuant to N.J.S.A. 18A:16-3, and is authorized and directed by the member to report the results of the examination to the Board.

If the results of the examination show mental abnormality or communicable disease, the support staff member shall be placed on sick leave and compensated in accordance with his/her sick leave entitlement, if any, until proof of recovery, satisfactory to the Board, is furnished. No leave of absence granted under this policy shall exceed the term of the contract of a nontenured support staff member or a period of two years in the case of a tenured support staff member.

A support staff member who refuses to submit to the examination required by the Board and has exhausted the hearing procedures established by law and this policy shall be



POLICY

LIVINGSTON BOARD OF EDUCATION

Support Staff
4161/Page PAGE 1 of NUMPAGES 1
EXAMINATION FOR CAUSE

~~subject to discipline, which may include the certification of tenure charges to the
Commissioner of Education.~~

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~~42 U.S.C.A. 12101~~

~~N.J.S.A. 18A:6-10; 18A:16-2 et seq.; 18A:16-4;
18A:30-1 et seq.~~

~~N.J.A.C. 6:29-7.4~~

~~N.J.A.C. 8:57-1.16~~

Adopted: 09 October 2006

Revised: July 12, 2022

Revised:



4212 ATTENDANCE

The regular and prompt attendance of support staff members is an essential element in the efficient operation of the school district and the effective conduct of the educational program. Support staff member absenteeism disrupts the educational program and the Board of Education considers attendance an important component of a support staff member's job performance.

Support staff members shall provide notice for the use of sick time as required in N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01 in accordance with the district's procedure for support staff members to report the use of sick leave and other absences. A support staff member who fails to give prompt notice of an absence, misuses sick leave, fails to verify an absence in accordance with statute, administrative code, or Board policy; falsifies the reason for an absence; is absent without authorization; is repeatedly tardy; or accumulates an excessive number of absences may be subject to appropriate consequences, which may include, but not be limited to, the withholding of a salary increment, termination, nonrenewal, and/or certification of tenure charges.

Sick leave is defined in accordance with N.J.S.A. 18A:30-1 and Policy and Regulation 1642.01. No support staff member will be discouraged from the prudent, necessary use of sick leave and any other leave provided for by statute; administrative code; the collective bargaining agreement; in an individual employment contract; or the policies of the Board. The Superintendent or Board of Education may require verification to be filed with the Secretary of the Board in order to obtain sick leave in accordance with the provisions of N.J.S.A. 18A:30-4 and Policy and Regulation 1642.01.

The Superintendent, in consultation with administrative staff members, will review the rate of absence among support staff members. The review will include the collection and analysis of attendance patterns, the training of support staff members in their attendance responsibilities, and the counseling of support staff members for whom regular and prompt attendance is a problem.

N.J.S.A. 18A:30-1; 18A:30-2; 18A:30-4

~~Employee attendance is an important factor in the successful operation of any school district and in the maintenance of the continuity of the educational program. The Board of Education is vitally and continually interested in the attendance of each employee and considers satisfactory attendance an important criterion of satisfactory job performance.~~



POLICY

LIVINGSTON BOARD OF EDUCATION

Support Staff
4212/Page PAGE 1 of NUMPAGES 1
ATTENDANCE

~~The privilege of district employment imposes on each employee the responsibility to be on the job on time every scheduled working day. This responsibility requires that the employee maintain good health standards, take intelligent precautions against accidents both on and off the job, and manage personal affairs in order to satisfy district attendance requirements.~~

~~The Board is required by the high costs of absences and disrupted work schedules to give continuing attention to the maintenance of regular attendance by employees. Chronic absenteeism and tardiness are subject to discipline and may be cause for dismissal.~~

~~The Superintendent shall develop regulations to implement this policy.~~

~~N.J.S.A. 18A:30-1 et seq.~~

Adopted: 09 October 2006

Policy renumbered from 4211 October 15, 2018

Revised:



4212 ATTENDANCE (M)

A. Review of Attendance Data

1. A record shall be kept of the attendance of each support staff member, including secretarial staff; maintenance and custodial staff; food service staff; other support staff members, and staff members that supervise support staff members. Any absence, for part or all of a school day, shall be recorded along with the reason for the absence. The record will distinguish sick leave, professional days, unpaid leaves of absence, personal leave, bereavement leave, and any other leaves of absences taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent or by Policy and Regulation 1642.01. The support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record. A support staff member's attendance record shall be part of the support staff member's personnel file.
2. A cumulative attendance record shall be assembled for each department or classification of employees in the school district.
3. An attendance report shall be prepared from the cumulative attendance record. The attendance summary shall show the rate of absence for a department and/or classification of employee.

B. Attendance Reporting and Improvement Plan

1. Planning

- a. Each absence of a support staff member shall be reported by the support staff member in accordance with the school district's procedure.
- b. The absence of a support staff member shall be provided to the support staff member's Principal or supervisor designated by the Superintendent, as appropriate, who shall determine if a substitute or replacement is required for the period of the absence.
- c. A report of such absences shall also be provided to the Superintendent or designee.

d. The supervisor designated by the Superintendent shall determine if an absence requires further verification. Reasons for further verification may include, but are not limited to, the following:

- (1) A pattern of absences on the same day(s) of the week;
- (2) A pattern of absences before or after nonworking days;
- (3) The habitual exhaustion of personal leave.

e. The Superintendent or designee will meet with the support staff member supervisors to discuss attendance records of support staff members. The attendance records shall be analyzed for patterns of absences, such as excessive absenteeism in a given department, school, or work place in the school district, among certain groups of support staff members, for certain specific causes, or on certain days of the week, month, or year. Specific strategies for reducing the rate of absences shall be developed.

2. Implementation

- a. The Superintendent or designee or the support staff member's supervisor designated by the Superintendent, shall be responsible for implementing a plan for the improvement of support staff member attendance.
- b. The support staff member's supervisor designated by the Superintendent shall encourage the regular attendance of the support staff members in their workplace, school, or department. The support staff member's supervisor designated by the Superintendent shall maintain contact with absent employees and may confer with support staff members who return from an absence of any duration.
- c. The Superintendent shall direct support staff member supervisors to incorporate a support staff member's attendance record in the support staff member's evaluation.
- d. The support staff member's supervisor designated by the Superintendent shall report to the Superintendent or designee any support staff member whom the supervisor suspects of misusing sick leave or falsifying the reasons for an absence.

3. Counseling

- a. The Superintendent or supervisor designated by the Superintendent may schedule a conference with a support staff member where the number and/or pattern of the support staff member's absences or the reasons offered for the support staff member's absences may indicate a concern.
- b. Prior to the giving of any admonition, reprimand, or imposition of discipline of any kind, the Superintendent or supervisor designated by the Superintendent shall determine the nature of the absences and consider any extenuating circumstances.
- c. A written report of any attendance conference shall be prepared and retained with the support staff member's evaluations. The support staff member shall be permitted to examine the report and affix their comments, if any, to evaluation reports.

C. Record of Attendance

1. A record shall be kept of the attendance of all support staff members, including supervisors. Any absence, for part or all of a school day, shall be recorded with the reason for the absence. A support staff member's attendance record shall be part of the employee's personnel file.
2. The record will distinguish sick leave; professional days; unpaid leaves of absences; personal leave; bereavement leave; and any other leaves taken by the support staff member. The support staff member's attendance record will include notation of verification of an absence where such verification is required by the Superintendent, Policy 1642.01, or any other law or Board policy.
3. A support staff member's rate of absence shall be calculated at least once per school year and entered on the support staff member's attendance record.
4. At the end of each school year, the Superintendent, School Business Administrator/Board Secretary, and support staff members' supervisors will review attendance records for support staff members.

D. Attendance Improvement Plan

REGULATION

LIVINGSTON BOARD OF EDUCATION

Support Staff Members
4212/Page PAGE 1 of NUMPAGES 1
ATTENDANCE (M)

1. The attendance record prepared for support staff members shall be analyzed for patterns of absence, such as excessive absenteeism in a given school or work place, among certain groups of employees, for certain specific causes, or on certain days of the week, month, or year.
2. Specific strategies for reducing the rate of absences shall be developed.
3. The Superintendent shall designate an administrator or supervisor to be responsible for implementing the approved plan for the improvement of support staff member attendance in the school district.
4. The record of a conference(s) dealing with excessive absenteeism may serve as an element in the evaluation of any support staff member's performance.

E. In-Service Training

1. The School Business Administrator/Board Secretary or supervisor designated by the Superintendent shall meet with support staff members at the beginning of each school year to:
 - a. Inform support staff members of Board policy and district regulations on attendance;
 - b. Familiarize employees with the procedures to be used in requesting, reporting, and verifying absences;
 - c. Acquaint support staff members with the degree to which attendance will affect evaluation reports.

Issued:

5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

The Livingston Board of Education will admit to its schools, free of charge, persons who are eligible to be admitted pursuant to N.J.S.A. 18A:38-3, or such younger or older student as is otherwise entitled by law to a free public education.

Eligibility to Attend School – N.J.A.C. 6A:22-3.1, 3.2, and 3.3.

The Board will admit students eligible to attend school free of charge who are domiciled within the district as defined in N.J.A.C. 6A:22-3.1 and Regulation 5111 – Section B.

~~A child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in a time of war or national emergency shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 18A:38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.~~

The Board will also admit any student that is kept in the home of a person other than the student's parent or guardian, and where the person is domiciled in the school district and is supporting the student without remuneration as if the student were their his or her own child in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111-Section C. ~~. A student is only eligible to attend school in the district pursuant to this provision if the student's parent or guardian files, together with documentation to support its validity, a sworn statement that he or she is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education. In addition, the person keeping the student must file a sworn statement that he or she is domiciled within the school district, is supporting the child without remuneration and intends to do so for a time longer than the school term, and will assume all personal obligations for the student relative to school requirements, and a copy of his or her lease if a tenant, or sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use their his or her residence and is not the primary financial supporter of that child; and any person who fraudulently claims to have given up custody of theirhis or her child to a person in another district commits a disorderly persons offense.~~



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~A student is eligible to attend school free of charge in this school district pursuant to N.J.S.A. 18A:38-1 if the student is kept in the home of a person domiciled in the district, other than the parent or guardian, where the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in in time of war or national emergency. Eligibility under this provision shall cease at the end of the current school year during which the parent or guardian return from active military duty.~~

A student is eligible to attend school in this school district free of charge pursuant to N.J.S.A. 18A:38-1 if the student's parent or guardian temporarily resides within the district and elects to have the student attend school in the school district of temporary residence, notwithstanding the existence of a domicile elsewhere pursuant to N.J.A.C. 6A:22-3.1(a)4 and Regulation 5111 -Section B. ~~Where required by the district, the parent or guardian shall demonstrate that such temporary residence is not solely for purposes of a student attending school within the district of temporary residence. Where one of a student's parents or guardians temporarily resides in the district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with the criteria of N.J.A.C. 6A:22-3.1(a)1.i.~~

A student is eligible to attend school in the district free of charge in accordance with N.J.A.C. 6A:22-3.2 and Regulation 5111 – Section C.:

- ~~1. If the student's parent or guardian moves to another district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2 Education of Homeless Children;~~
- ~~2. If the student is placed by court order or by society, agency or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2;~~
- ~~3. If the student had previously resided in the school district and the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to active service in time of war or national emergency, resulting in the relocation of the student out of the school district, pursuant to N.J.S.A. 18A:38-3(b). The district shall not be obligated for transportation costs; and~~
- ~~4. If the student resides on federal property within the State pursuant to N.J.S.A. 18A:38-7.7 et seq.~~



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other law, rule, or regulation to the contrary, a student who moves out of the school district as a result of domestic violence, sexual abuse, or other family crises shall be permitted to remain enrolled in the school district for the remainder of the school year in pursuant to N.J.S.A. 18A:38-1.1 and in accordance with the provisions of N.J.A.C. 6A:22-3.2(h) and Regulation 5111 – Section C. ~~If the student remains enrolled in the school district for the remainder of the school year, the school district shall provide transportation services to the student, provided the student lives remote from school, and the State shall reimburse the school district for the cost of the transportation services. Nothing in N.J.S.A. 18A:38-1.1 shall be construed to affect the rights of homeless students pursuant to N.J.S.A. 18A:7B-12, N.J.S.A. 18A:7B-12.1, or any other applicable State or Federal law.~~

~~If the district of residence cannot be determined according to the criteria contained in N.J.S.A. 18A:7B-12; if the criteria contained in N.J.S.A. 18A:7B-12 identify a district of residence out of the State; or if the child has resided in a domestic violence shelter, homeless shelter, or transitional living facility located outside of the district of residence for more than one year, the State shall assume fiscal responsibility for the tuition of the child in accordance with N.J.S.A. 18A:7B-12.d.~~

~~A student's eligibility to attend this school shall not be affected by the physical condition of an applicant's housing, or his or her compliance with local housing ordinances, or terms of lease.~~

Except as set forth in N.J.A.C. 6A:22-3.3(b)1, immigration/visa status shall not affect eligibility to attend school. ~~Any student who is domiciled in and the school district or otherwise eligible to attend school in the school district pursuant to N.J.A.C. 6A:22-3.2 shall be enrolled without regard to, or inquiry concerning, immigration status. shall not condition enrollment in the school district on immigration status.~~ A student's immigration/visa status and their eligibility to attend school shall be in accordance with N.J.A.C. 6A:22-3.3(b) and Regulation 5111 – Section D.

Proof of Eligibility – N.J.A.C. 6A:22-3.4

The Board of Education ~~district shall will~~ accept a combination of forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the district in accordance with N.J.A.C. 6A:22.3.4 and Regulation 5111 – Section E. ~~et seq. The district will consider the totality of information and documentation offered by an applicant, and will not deny enrollment based on failure to provide a particular form of documentation, or a particular subset of documents, without regard to other evidence presented.~~



~~The district will not condition enrollment on the receipt of information or document protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school as outlined in N.J.A.C. 6A:22-3.4(d). The district will not require or request, directly or indirectly, such disclosure as an actual or implied condition of enrollment.~~

In the case of a dispute between the school district and the parent or guardian of a student in regard to the student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent or guardian's name and address for use in verifying a student's eligibility for enrollment in the school district in accordance with the provisions of N.J.S.A. 18A:38-1.3. ~~The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.~~

Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

Registration and **procedures** for initial determinations of eligibility will be in accordance with N.J.A.C. 6A:22-4.1 and **Regulation 5111 – Section F**. ~~The district shall use Commissioner-provided registration forms or locally developed forms that are consistent with the forms provided by the Commissioner. The School Business Administrator/Board Secretary will be available, and clearly identified to applicants, to assist persons who are experiencing difficulties with the registration/enrollment process.~~

Initial eligibility determinations will be made upon presentation of an enrollment application and enrollment shall take place immediately except in cases of clear, uncontested denials. Enrollment shall take place immediately when an applicant has provided incomplete, unclear or questionable information, but the applicant shall ~~to be~~ notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 and **Regulation 5111 – Section F**.

~~Eligibility of Resident/Nonresident Students~~

When a student appears ineligible based on the information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education in accordance with N.J.A.C. 6A:22-4.1(c)2 and **Regulation 5111 – Section F**. ~~Enrollment must take place immediately if the applicant clearly indicates disagreement with the district's~~



~~determination and an intent to appeal to the Commissioner of Education. An application whose student is enrolled pursuant to this provision will be notified that the student will be removed, without a hearing before the Board, if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.~~

When enrollment is denied and no intent to appeal is indicated, applicants shall be advised that they shall comply with compulsory education laws in accordance with N.J.A.C. 6A:22-4.1(d) and Regulation 5111 – Section F. ~~When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating that the student will be attending school in another district, or a nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of this written statement, the district level administrator designated by the Superintendent shall notify the school district of actual domicile or residence, or the Department of Children and Families to report a potential instance of “neglect” for the purposes of ensuring compliance with compulsory education law, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student’s name, the name(s) of the parent/guardian/resident, and the student’s address to the extent known. Staff shall also indicate that admission to the school district has been denied based on residency or domicile, and that there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.~~

Enrollment or attendance in the school district will not be conditioned or denied pursuant to N.J.A.C. 6A:22-4.1 (e) through (i) and Regulation 5111 – Section F. ~~on advance payment of tuition when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information. The Board of Education shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2, Education of Homeless Children. Enrollment or attendance in the school district shall not be denied based upon absence of the certified copy of birth certificate or other proof of a student’s identity as required within thirty days of initial enrollment pursuant to N.J.S.A. 18A:36-25.1.~~

~~Enrollment in the school district will not be denied based upon absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.1.~~

~~When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student will not be denied based upon the absence of a student’s prior educational record. However, the applicant will be advised that the initial educational placement of the student may be subject to revision upon receipt of records or further assessment of the student by the district.~~



Notice of Ineligibility – N.J.A.C. 6A:22-4.2

~~When a student is found ineligible If the district finds the applicant ineligible to attend the schools of the district pursuant to N.J.A.C. 6A:22-4.1, or the student's initial application initially submitted is found to be deficient upon subsequent review or investigation, notice will immediately be provided to the applicant consistent with Commissioner-provided sample form(s) and meets requirements of N.J.A.C. 6A:22-4.2 and Regulation 5111 – Section G. to be provided by the Commissioner. Notices will be in writing, in English and in the native language of the applicant, issued by the Superintendent and directed to the address at which the applicant claims to reside. The Notice of Ineligibility will be provided and will include information as required in accordance with N.J.A.C. 6A:22-4.2.~~

Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

~~Nothing in N.J.A.C. 6A:22-4.3 et seq. and this Policy, and Regulation 5111 will shall preclude the Board from seeking to identify, through further investigation or periodic requests for current validation of previously determined eligibility status, students enrolled in the district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances or newly discovered information pursuant to N.J.A.C. 6A:22-4.3 and Regulation 5111 – Section H.~~

~~When a student, enrolled and attending school in the district based upon an initial determination of eligibility, is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board for removal of the student in accordance with N.J.A.C. 6A:21-4.3 and Regulation 5111 -Section H. (b). No student shall be removed from school unless the parent, legal guardian, adult student, or resident keeping an "affidavit student" (as defined in N.J.A.C. 6A:22-1.2) as the case may be, has been informed of his or her entitlement to a hearing before the Board of Education. Once the hearing is held, or if the parent, legal guardian, adult student, or resident keeping an "affidavit student", as the case may be, does not respond to the Superintendent's notice within the designated time frame or appear for the hearing, the Board shall make a prompt determination of the student's eligibility or ineligibility and will immediately provide notice thereof in accordance with the requirements of N.J.A.C. 6A:22-4.2. The hearings required pursuant to N.J.A.C. 6A:22-4.3 et seq. may be conducted by the full Board or a Board Committee, at the discretion of the full Board. The Committee must make a recommendation to the full Board for action. No student may be removed except by vote of the full Board taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.~~



Appeal to the Commissioner — N.J.A.C. 6A:22-5.1

An applicant may appeal to the Commissioner of Education the school district's determination that a student is ineligible to attend its schools in accordance with N.J.A.C. 6A:22-5.1 and Regulation 5111 – Section I. ~~The district's determination that a student is ineligible to attend the schools of the district may be appealed to the Commissioner by the parent, guardian, adult student or resident keeping an "affidavit student", as the case may be. Such appeals shall proceed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 et seq. and shall proceed as a contested case pursuant to N.J.A.C. 6A:3. Pursuant to N.J.S.A. 18A:38-1(b)1, appeals of "affidavit student" eligibility determinations must be filed by the resident keeping the student.~~

Assessment and Calculation of Tuition - N.J.A.C. 6A:22-6

If no appeal to the Commissioner is filed by the parent, guardian, adult student, or district resident keeping an affidavit student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner in accordance with N.J.A.C. 6A:22-6.1 and Regulation 5111 – Section J. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 and Regulation 5111 – Section J.

~~If no appeal to the Commissioner is filed following notice of a determination of ineligibility, the Board may assess tuition for any period of a student's ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner. Tuition will be assessed and calculated in accordance with N.J.A.C. 6A:22-6.3 et seq. The district may petition the Commissioner for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10, through recording, upon request of the Board pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.~~

Nonresident Students - N.J.S.A. 18A:38-3.a.

Any person not resident in the school district, if eligible except for residence, may be admitted to the schools of the district with the consent of the Board of Education upon such terms, and with payment of tuition, as the Board prescribes. The Board of Education, with the approval of the Executive County Superintendent, shall establish a uniform tuition amount for any nonresident student admitted to the schools of the district pursuant to N.J.S.A. 18A:38-3.a. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship, discipline, attendance, and payment of tuition.



~~The admission of a nonresident child to school must be approved by the Board. No child otherwise eligible shall be denied admission on the basis of the child's race, color, creed, religion, national origin, ancestry, age, marital status, affectational or sexual orientation or sex, social or economic status, or disability. The continued enrollment of any nonresident student shall be contingent upon the student's maintenance of good standards of citizenship and discipline.~~

Future Residents

Parents or guardians of children who are future residents shall be required to demonstrate proof of the anticipated residency. The Board reserves the right to verify such claims, and to remove from school a nonresident student whose claim cannot be verified.

Parents or guardians will be required to deposit with the secretary of the Board of Education one month's tuition as a security deposit. If the parents or guardians present paperwork establishing residency within the first thirty (30) school days the child is in attendance, the Board will return the security deposit. After this period of thirty (30) days , tuition shall be charged based on the specified annual rate set by the Board.

Pursuant to the provisions of N.J.S.A. 1BA:3B-3 non- resident students may be accepted into the Livingston Public Schools providing there is space available and the school program is considered appropriate for the child. Procedures for the acceptance of such children shall include but not be restricted to the following:

1. The parents or guardians shall submit the appropriate application form as early as possible but no later than July 1 for September admission and thirty days prior to other dates of enrollment.
2. For the purposes of reviewing the application, the parents or guardians shall make available to Livingston Public Schools confirmation of the student's satisfactory attendance progress including the latest report card as well as all standardized test information and complete health records. Parents will be required to sign release forms allowing the district to obtain academic and behavioral records.
3. The parents or guardians and student will make themselves available for an interview with the Principal or designee of the building to which he/she may be assigned.



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

4. The Superintendent or designee shall be responsible for making the final decision acceptance and assignment of the student appropriate school and grade in consultation with the Building Principal.
5. The Board may reject a student's application for enrollment if the student's IEP could not be implemented in the district, if the enrollment of the student would require the district to alter the nature of its educational program, if the student's enrollment would impose an additional financial burden on the district, or if the student's enrollment may create a disruptive or unsafe learning environment for the student himself/herself or for other students.

Tuition rates will be determined annually by the Superintendent in consultation with the Board of Education. Payments shall be made monthly throughout the school year on or before the first day of each month.

Students entering the Livingston schools at times other than the beginning of a semester shall pay proportionate tuition.

The parents or guardians will be responsible for transportation to and from the school of attendance.

The Livingston Public Schools is not obligated to enroll students in ensuing years and therefore application must be made on an annual basis. Building assignment may be revised depending on enrollments.

The Livingston Board of Education retains the unilateral right to terminate enrollment of any non-resident tuition student for cause at any time. Tuition will be refunded proportionately.

F-1 Visa Students & J-1 Visa Students

F-1 & J-1 Visa students will not be admitted to this school district.

Former Residents

The Board shall consider any student (except high school seniors) whose parents or guardians move from the municipality prior to and including January 31 of an academic year to be of non-resident status and, therefore, expected to transfer from the Livingston Public Schools. These students may remain until the end of the school year on payment of prorated tuition in advance and on recommendation of the Principal with approval of the Superintendent. Students whose parents or guardians move out of the municipality after



ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

January 31 may remain in Livingston Public Schools on a tuition-free basis for the remainder of the academic year on recommendation of the Principal with approval of the Superintendent. If unusual conditions prevail, the family may apply to the Superintendent for special consideration of residency.

The Board shall allow a student registered and enrolled for the senior year whose parents or guardians have resided in Livingston continuously for a minimum of one year and who are residents of Livingston on the opening day of school to graduate without tuition payment, should his/her parents or guardians move from the municipality prior to the student's graduation, provided his record of residency and achievement is satisfactory to the Principal and the Superintendent.

Children of Nonresident Staff Members

Children of nonresident employees of the Board may be enrolled in the schools of this district in accordance with the terms and conditions of their respective collective bargaining agreements.

Because it is a term or condition of employment, allowing nonresident staff members to send their children to district schools for anything less than full tuition must be negotiated.

N.J.S.A. 18A:38-1 et seq. 18A:38-1.3; 18A:38-3; 18A:38-3.1

N.J.A.C. 6A:14-3.3; 6A:17-2.1 et seq.; 6A:22-1.1 et seq.

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REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 5111 Page 1 of 1
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

R 5111 ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

A. Definitions – N.J.A.C. 6A:22-1.2

1. "Affidavit student" means a student attending, or seeking to attend, school in a district pursuant to N.J.S.A. 18A:38-1.b and N.J.A.C 6A:22-3.2(a).
2. "Appeal" means contested case proceedings before the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.
3. "Applicant" means a parent, guardian, or a resident supporting an affidavit student who seeks to enroll a student in a school district; or an unaccompanied homeless youth or adult student who seeks to enroll in a school district.
4. "Commissioner" means the Commissioner of Education or ~~his/her~~their designee.
5. "Guardian" means a person to whom a court of competent jurisdiction has awarded guardianship or custody of a child, provided that a residential custody order shall entitle a child to attend school in the residential custodian's school district unless it can be proven that the child does not actually live with the custodian. "Guardian" also means the Department of Children and Families for purposes of N.J.S.A. 18A:38-1.e.

B. ~~Eligibility to Attend School~~ – Students Domiciled in the District - – N.J.A.C. 6A:22-3.1



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 511 Page PAGE 1 of NUMPAGES 1
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district if the student is domiciled within the district:
 - a. A student is domiciled in the school district when ~~he or she~~**the student** is **the child of** ~~living with~~ a parent or guardian whose domicile is located within the school district.
 - (1) When a student's parents or guardians are domiciled within different school districts and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the school district of the parent or guardian with whom the student lives for the majority of the school year. **N.J.A.C. 6A:22-3.1 (a) 1 and B.1.a. above**~~This provision~~ shall apply regardless of which parent has legal custody.
 - (2) When a student's physical custody is shared on an equal-time, alternating week/month or other similar basis so the student is not living with one parent or guardian for a majority of the school year and there is no court order or written agreement between the parents designating the school district of attendance, the student's domicile is the present domicile of the parent or guardian with whom the student resided on the last school day prior to October 16 preceding the application date.
 - (a) When a student resided with both parents or guardians, or with neither parent or guardian, on the last school day prior to the preceding October 16, the student's domicile is the domicile of the parent



REGULATION

or guardian with whom the parents or guardians indicate the student will be residing on the last school day prior to the ensuing October 16. When the parents or guardians do not designate or cannot agree upon the student's likely residence as of that date, or if on that date the student is not residing with the parent or guardian previously indicated, the student shall attend school in the school district of domicile of the parent or guardian with whom the student actually lives as of the last school day prior to October 16.

- (b) When the domicile of the student with disabilities as defined in N.J.A.C. 6A:14 cannot be determined pursuant to N.J.A.C. 6A:22-3.1, nothing shall preclude an equitable determination of shared responsibility for the cost of such student's out-of-district placement.
- (3) When a student is living with a person other than a parent or guardian, nothing in N.J.A.C. 6A:22-3.1 is intended to limit the student's right to attend school in the parent or guardian's school district of domicile pursuant to the provisions of N.J.A.C. 6A:22, **Policy 5111, and this Regulation.**
- (4) No school district shall be required to provide transportation for a student residing outside the school district for all or part of the school year unless transportation is based upon the home of the parent or guardian domiciled within the school district or otherwise required by law.



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 5111 Page PAGE 1 of NUMPAGES 1
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- b. A student is domiciled in the school district when ~~he or she~~ **the student** has reached the age of eighteen or is emancipated from the care and custody of a parent or guardian and has established a domicile within the school district.
 - c. A student is domiciled in the school district when the student has come from outside the State and is living with a person domiciled in the school district who will be applying for guardianship of the student upon expiration of the six-month "waiting period" of State residency required pursuant to N.J.S.A. 2A:34-54 ("home state" definition) and 2A:34-65.a(1). However, a student may later be subject to removal proceedings if application for guardianship is not made within a reasonable period of time following expiration of the mandatory waiting period or if guardianship is applied for and denied.
 - d. A student is domiciled in the school district when ~~his or her~~ **the student's** parent or guardian resides within the school district on an all-year-round basis for one year or more, notwithstanding the existence of a domicile elsewhere.
 - e. A student is domiciled in the school district if the Department of Children and Families is acting as the student's guardian and has placed the student in the school district.
2. When a student's dwelling is located within two or more school districts, or bears a mailing address that does not reflect the dwelling's physical location within a municipality, the school district of domicile for school attendance purposes shall be the municipality to which the majority of the dwelling's **or unit's** property tax is paid, ~~or to which the majority of the dwelling's or unit's property tax is paid.~~



REGULATION

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- a. When property tax is paid in equal amounts to two or more municipalities, and there is no established assignment for students residing in the affected dwellings, the school district of domicile for school attendance purposes shall be determined through assessment of individual proofs of eligibility as provided pursuant to N.J.A.C. 6A:22-3.4 and E. below.
- b. N.J.A.C. 6A:22-3.1 (b) and B.2. above ~~This provision~~ shall not preclude the attendance of currently enrolled students who were permitted to attend the school district prior to December 17, 2001.
- e3. When a student's parent or guardian elects to exercise such entitlement, nothing in N.J.A.C. 6A:22-3.1 shall exclude a student's right to attend the school district of domicile although the student is qualified to attend a different school district pursuant to N.J.S.A. 18A:38-1.b or the temporary residency (less than one year) provision of N.J.S.A. 18A:38-1.d.
- 34. Notwithstanding the provisions of N.J.S.A. 18A:38-1 or any other section of law to the contrary, a child who is domiciled within the school district and resides with a parent or guardian who is a member of the New Jersey National Guard or a member of the reserve component of the armed forces of the United States who is ordered into active military service in any of the armed forces of the United States in a time of war or national emergency, shall be permitted to remain enrolled in the school district in which the child is domiciled at the time of the parent or guardian being ordered into active military service, regardless of where the child resides during the period of active duty. The school district shall not be responsible for providing transportation for the child if the child lives outside of the district. Following the return of the child's parent or guardian from active military service, the child's eligibility to remain enrolled in the school district pursuant to N.J.S.A. 38-3.1 shall cease at the end of the current school year unless the child is domiciled in the school district.



REGULATION

C. ~~Eligibility to Attend School~~ Other Students Eligible to Attend School – N.J.A.C. 6A:22-3.2

1. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if that student is kept in the home of a person other than the student's parent or guardian, and the person is domiciled in the school district and is supporting the student without remuneration as if the student were ~~their~~ his or her own child.

a. A student is not eligible to attend this school district pursuant to – N.J.A.C. 6A:22-3.2 (a) and C.1. ~~above this provision~~ unless:

(1) The student's parent or guardian has filed, together with documentation to support its validity, a sworn statement that ~~he or she~~ the parent or guardian is not capable of supporting or providing care for the student due to family or economic hardship and that the student is not residing with the other person solely for the purpose of receiving a free public education; and

(2) The person keeping the student has filed, if so required by the Board of Education:

(a) A sworn statement that ~~he or she~~ the person is domiciled within the school district, is supporting the child without remuneration and intends to do so for a longer time than the school term, and will



REGULATION

LIVINGSTON STUDENTS

BOARD OF EDUCATION

R 5117 Page 1 of 1 NUMPAGES 1

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

assume all personal obligations for the student pertaining to school requirements; and

- (b) A copy of ~~his or her~~ **their** lease if a tenant, a sworn landlord's statement if residing as a tenant without a written lease, or a mortgage or tax bill if an owner.
- b. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ because required sworn statement(s) cannot be obtained when evidence is presented that the underlying requirements of the law are being met, notwithstanding the inability of the resident or student to obtain the sworn statement(s).
- c. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ when evidence is presented that the student has no home or possibility of school attendance other than with a school district resident who is not the student's parent or guardian, but is acting as the sole caretaker and supporter of the student.
- d. A student shall not be deemed ineligible under **N.J.A.C. 6A:22-3.2** ~~this provision~~ solely because a parent or guardian gives occasional gifts or makes limited contributions, financial or otherwise, toward the student's welfare provided the resident keeping the student receives from the parent or guardian no payment or other remuneration for regular maintenance of the student.
- e. Pursuant to N.J.S.A. 18A:38-1.c, any person who fraudulently allows a child of another person to use **their** ~~his or her~~ residence and is not the primary financial supporter of that child and any person who fraudulently claims to have given up custody of ~~his or~~



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 5111 Page 1 of 1 NUMPAGES 1
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

~~her~~their child to a person in another school district commits a disorderly persons offense.

2. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.b if the student is kept in the home of a person domiciled in the school district, who is not the parent or guardian and the parent or guardian is a member of the New Jersey National Guard or the reserve component of the United States armed forces and has been ordered into active military service in the United States armed forces in time of war or national emergency.
 - a. Eligibility under N.J.A.C. 6A:22-3.2 (b) and C.2. above ~~this provision~~ shall cease at the end of the school year during which the parent or guardian returns from active military duty.
3. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.d if the student's parent or guardian temporarily resides within the school district and elects to have the student attend the school district of temporary residence, notwithstanding the existence of a domicile elsewhere.
 - a. When required by the Board ~~of Education~~, the parent or guardian shall demonstrate the temporary residence is not solely for purposes of the student attending the school district of temporary residence;



REGULATION

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- b. When one of a student's parents or guardians temporarily resides in a school district while the other is domiciled or temporarily resides elsewhere, eligibility to attend school shall be determined in accordance with N.J.A.C. 6A:22-3.1(a)1.i. However, no student shall be eligible to attend school based upon a parent or guardian's temporary residence in a school district unless the parent or guardian demonstrates, if required by the Board of Education, the temporary residence is not solely for purposes of a student's attending the school district.
4. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-1.f if the student's parent or guardian moves to another school district as the result of being homeless, subject to the provisions of N.J.A.C. 6A:17-2, Education of Homeless Children.
5. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-2 if the student is placed by court order or by a society, agency, or institution in the home of a school district resident pursuant to N.J.S.A. 18A:38-2. As used in this section, "court order" shall not encompass orders of residential custody under which claims of entitlement to attend a school district are governed by provisions of N.J.S.A. 18A:38-1 and the applicable standards set forth in N.J.A.C. 6A:22.
6. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend school in this school district pursuant to N.J.S.A. 18A:38-3.b if the student previously resided in the school district and if the parent or guardian is a member of the New Jersey National Guard or the United States reserves and has been ordered to



REGULATION

active service in time of war or national emergency, resulting in the relocation of the student out of the school district. A school district admitting a student pursuant to N.J.S.A. 18A:38-3.b shall not be obligated for transportation costs.

7. A student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, is eligible to attend the school district pursuant to N.J.S.A. 18A:38-7.7 et seq. if the student resides on Federal property within the State.
8. In accordance with N.J.S.A. 18A:38-1.1, a student who is not considered homeless under N.J.S.A. 18A:7B-12 and who moves to a new school district during the academic year as a result of a family crisis shall be permitted to remain enrolled in the original school district of residence for the remainder of the school year without the payment of tuition. A student attending an academic program during the summer, who is otherwise eligible except for the timing of the move, shall be permitted to remain in the school district for the remainder of the summer program if it is considered an extension of the preceding academic year.
 - a. For purposes of N.J.A.C. 6A:22-3.2(h), ~~and Policy 5111~~, and ~~this Regulation 5111~~, "family crisis" shall include, but not be limited to:
 - (1) An instance of abuse such as domestic violence or sexual abuse;
 - (2) A disruption to the family unit caused by death of a parent or guardian; or



REGULATION

- (3) An unplanned displacement from the original residence such as fire, flood, hurricane, or other circumstances that render the residence uninhabitable.
- b. Upon notification of the move by the parent or guardian, the original school district of residence shall allow the student to continue attendance and shall provide transportation services to and from the student's new domicile in accordance with N.J.S.A. 18A:39-1. The original school district of residence may request from the parent or guardian and may review supporting documentation about the reason(s) for the move; however, any such review shall not interrupt the student's continued enrollment in the school district and in the current school of attendance with the provision of transportation.
 - (1) Examples of documentation include, but are not limited to, newspaper articles, insurance claims, police or fire reports, notes from health professionals, custody agreements, or any other legal document.
- c. If the parent or guardian or the relevant documentation indicates the child is homeless pursuant to N.J.S.A. 18A:7B-12, the school district liaison shall assume the coordination of enrollment procedures pursuant to N.J.A.C. 6A:17-2.5 and the student shall not be eligible for enrollment under N.J.S.A. 18A:38-1.1.
- d. If the original school district of residence determines the situation does not meet the family crisis criteria outlined in C.8.a. above, the Superintendent or designee shall notify the parent or guardian in writing. The notification shall inform the parent or guardian of ~~their~~ his or her right to appeal the decision within twenty-one



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 511/PAGE PAGE 1 of NUMPAGES 1
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

calendar days of ~~the parent's or guardian's~~ ~~his or her~~ receipt of the notification, and shall state that if such appeal is denied, ~~the parent or guardian~~ ~~he or she~~ may be assessed the costs for transportation provided to the new residence during the period of ineligible attendance. It shall also state whether the parent or guardian is required to withdraw the student by the end of the twenty-one day appeal period in the absence of an appeal.

- (1) The parent or guardian may appeal by submitting the request in writing with supporting documentation to the Executive County Superintendent of the county in which the original school district of residence is situated.
- (2) Within thirty calendar days of receiving the request and documentation, the Executive County Superintendent shall issue a determination whether the situation meets the family crisis criteria ~~set forth at~~ C.8.a. above. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued.
- (3) If the Executive County Superintendent determines the situation does not constitute a family crisis, the school district may submit to the Executive County Superintendent for approval the cost of transportation to the ineligible student's new domicile. The Executive County Superintendent shall certify the transportation costs to be assessed to the parent or guardian for the period of ineligible attendance.



REGULATION

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

e. When the original school district of residence determines the situation constitutes a family crisis pursuant to N.J.S.A. 18A:38-1.1, the Superintendent or designee shall immediately notify the parent or guardian in writing.

(1) When the original school district of residence anticipates the need to apply for reimbursement of transportation costs, it shall send to the Executive County Superintendent a request and documentation of the family crisis for confirmation the situation meets the criteria ~~set forth~~ at C.8.a. above.

(2) Within thirty days of receiving the school district's request and documentation, the Executive County Superintendent shall issue a determination of whether the situation meets the criteria for a family crisis. The original school district of residence shall continue to enroll the student and provide transportation to the current school of attendance in accordance with N.J.S.A. 18A:39-1 until the determination is issued, and shall not be reimbursed for additional transportation costs unless the Executive County Superintendent determines the situation is a family crisis or as directed by the Commissioner upon appeal.

f. In providing transportation to students under N.J.S.A. 18A:38-1.1, the Board shall use the most efficient and cost-effective means available and in conformance with all laws governing student transportation.

g. At the conclusion of the fiscal year in which the Executive County Superintendent has determined the situation constitutes a family crisis, the original school district of residence may apply to the



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 5111 Page 1 of 1 NUMPAGES 1
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Executive County Superintendent for a reimbursement of eligible costs for transportation services.

- (1) Eligible costs shall include transportation for students who are required to be transported pursuant to N.J.S.A. 18A:39-1.
- (2) The school district shall provide documentation of the transportation costs for the eligible student(s) to the Executive County Superintendent who shall review and forward the information to the **New Jersey Department's of Education's** Office of School Facilities and Finance for reimbursement payment(s) to the school district.
- (3) Payment to the school district shall be made in the subsequent fiscal year and shall equal the approved cost less the amount of transportation aid received for the student(s).

~~h. Nothing in N.J.A.C. 6A:22-3.2 shall prevent the Board of Education from allowing a student to enroll without the payment of tuition pursuant to N.J.S.A. 18A:38-3.a.~~

ih. Nothing in N.J.A.C. 6A:22-3.2 shall prevent a parent or school district from appealing the Executive County Superintendent's decision(s) to the Commissioner in accordance with N.J.A.C. 6A:3-1.3. If the Commissioner of Education determines the situation is not a family crisis, ~~his or her~~ **their** decision shall state which of the following shall pay the transportation costs incurred during the appeal process: the State, school district, or parent.



REGULATION

D. Housing and Immigration Status – N.J.A.C. 6A:22-3.3

1. A student's eligibility to attend school shall not be affected by the physical condition of an applicant's housing or ~~their~~his or her compliance with local housing ordinances or terms of lease.
2. Except as set forth in D.2.a. below, immigration/visa status shall not affect eligibility to attend school. Any student over five and under twenty years of age pursuant to N.J.S.A. 18A:38-1, or such younger or older student as is otherwise entitled by law to a free public education, who is domiciled in the school district or otherwise eligible to attend school in the district pursuant to N.J.A.C. 6A:22-3.2 and C. above shall be enrolled without regard to, or inquiry concerning, immigration status.
 - a. However, the provisions of N.J.S.A. 18A:38-1 and N.J.A.C. 6A:22 shall not apply to students who have obtained, or are seeking to obtain, a Certificate of Eligibility for Nonimmigrant Student Status (INS Form I-20) from the school district in order to apply to the INS for issuance of a visa for the purpose of limited study on a tuition basis in a United States public secondary school ("F-1" Visa).

3. F-1 Visa Students

F-1 Visa students will not be admitted to this school district.

4. J-1 Visa Students



REGULATION

J-1 Visa students will not be admitted to this school district.

~~E. Nothing in Policy and Regulation 5111 or N.J.A.C. 6A:22 shall be construed to limit the discretion of the Board to admit nonresident students, or the ability of a nonresident student to attend school with or without payment of tuition, with the consent of the district Board pursuant to N.J.S.A. 18A:38-3.a.~~

~~FE.~~ Proof of Eligibility – N.J.A.C. 6A:22-3.4

1. The Board of Education shall accept a combination of any of the following or similar forms of documentation from persons attempting to demonstrate a student's eligibility for enrollment in the school district:
 - a. Property tax bills; deeds; contracts of sale; leases; mortgages; signed letters from landlords; and other evidence of property ownership, tenancy, or residency;
 - b. Voter registrations; licenses; permits; financial account information; utility bills; delivery receipts; and other evidence of personal attachment to a particular location;
 - c. Court orders; State agency agreements; and other evidence of court or agency placements or directives;



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 511/PAGE 1 of NUMPAGES 1
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- d. Receipts; bills; cancelled checks; insurance claims or payments; and other evidence of expenditures demonstrating personal attachment to a particular location, or to support the student;
 - e. Medical reports; counselor or social worker assessments; employment documents; unemployment claims; benefit statements; and other evidence of circumstances demonstrating family or economic hardship, or temporary residency;
 - f. Affidavits, certifications and sworn attestations pertaining to statutory criteria for school attendance, from the parent, guardian, person keeping an "affidavit student," adult student, person(s) with whom a family is living, or others, as appropriate;
 - g. Documents pertaining to military status and assignment; and
 - h. Any other business record or document issued by a governmental entity.
2. The Board ~~of Education~~ may accept forms of documentation not listed in **N.J.A.C. 6A:22-3.4 (a) and E.1.** above, and shall not exclude from consideration any documentation or information presented by an applicant.
3. The Board ~~of Education~~ shall consider the totality of information and documentation offered by an applicant, and shall not deny enrollment



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 5111/PAGE PAGE 1 of NUMPAGES 1
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

based on failure to provide a particular form or subset of documents without regard to other evidence presented.

4. The Board of Education shall not condition enrollment on the receipt of information or documents protected from disclosure by law, or pertaining to criteria that are not a legitimate basis for determining eligibility to attend school. They include, but are not limited to:
 - a. Income tax returns;
 - b. Documentation or information relating to citizenship or immigration/visa status, except as set forth in N.J.A.C. 6A:22-3.3(b) and D.2. above;
 - c. Documentation or information relating to compliance with local housing ordinances or conditions of tenancy; and
 - d. Social security numbers.
5. The Board of Education may consider, in a manner consistent with Federal law, documents or information referenced in N.J.A.C. 6A:22-3.4(d) and E.4. above, or pertinent parts thereof if voluntarily disclosed by the applicant. However, the Board of Education may not, directly or indirectly, require or request such disclosure as an actual or implied condition of enrollment.



REGULATION

6. In the case of a dispute between the school district and the parents or guardians of a student in regard to a student's eligibility to enroll in the school district or to remain enrolled in the school district pursuant to the provisions of N.J.S.A. 18A:38-1, the school district may request from the New Jersey Motor Vehicle Commission (NJMVC) the parent's name and address for use in verifying a student's eligibility for enrollment in the school district. The NJMVC shall disclose to a school district the information requested in accordance with procedures established by the NJMVC. However, the school district shall not condition enrollment in the district on immigration status or on the fact that the NJMVC does not have the name or address of the parent on file.

GF. Registration Forms and Procedures for Initial Assessment – N.J.A.C. 6A:22-4.1

1. The Board of Education shall use Commissioner-provided registration forms pursuant to N.J.A.C. 6A:22-4.1(a), or locally developed forms that:
 - a. Are consistent ~~with the forms provided by the~~ the Commissioner-provided forms;
 - b. Do not seek information prohibited by N.J.A.C. 6A:22-4 or any other provision of statute or rule;
 - c. Summarize, for the applicant's reference, the criteria for attendance set forth in N.J.S.A. 18A:38-1, and specify the nature and form of any sworn statement(s) to be filed;



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 5111 Page PAGE 1 of NUMPAGES 1
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

- d. Clearly state the purpose for which the requested information is being sought in relation to the criteria; and
 - e. Notify applicants that an initial eligibility determination is subject to a more thorough review and evaluation, and that an assessment of tuition is possible if an initially admitted applicant is later found ineligible.
2. The Board ~~of Education~~ shall make available sufficient numbers of registration forms and trained registration staff to ensure prompt eligibility determinations and enrollment. Enrollment applications may be taken by appointment, but appointments shall be promptly scheduled and shall not unduly defer a student's attendance at school.
- a. If the school district uses separate forms for affidavit student applications rather than a single **application** form for all types of enrollment, affidavit student forms shall comply in all respects with **N.J.A.C. 6A:22-4.1 (a)** and ~~the provisions of G.1. above.~~ When affidavit student forms are used, the school district shall provide them to any person attempting to register a student of whom ~~they are~~ **he or she is** not the parent or guardian, even if not specifically requested.
 - (1) The Board ~~of Education~~ or its agents shall not demand or suggest that guardianship or custody must be obtained before enrollment will be considered for a student living with a person other than the parent or guardian since such student may qualify as an affidavit student.
 - (2) The Board ~~of Education~~ or its agents shall not demand or suggest that an applicant seeking to enroll a student of



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 511/PAGE 1 of 1 NUMPAGES 1

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

whom the applicant has guardianship or custody produce affidavit student proofs.

- b. A district-level administrator designated by the Superintendent shall be clearly identified to applicants and available to assist persons who experience difficulties with the enrollment process.
3. Initial eligibility determinations shall be made upon presentation of an enrollment application, and enrollment shall take place immediately except in cases of clear, uncontested denials.
 - a. Enrollment shall take place immediately when an applicant has provided incomplete, unclear, or questionable information, but the applicant shall be notified that the student will be removed from the school district if defects in the application are not corrected, or an appeal is not filed, in accordance with subsequent notice to be provided pursuant to N.J.A.C. 6A:22-4.2 **and G. below.**
 - b. When a student appears ineligible based on information provided in the initial application, the school district shall issue a preliminary written notice of ineligibility, including an explanation of the right to appeal to the Commissioner of Education. Enrollment shall take place immediately if the applicant clearly indicates disagreement with the school district's determination and intent to appeal to the Commissioner.
 - (1) An applicant whose student is enrolled pursuant to **N.J.A.C. 6A:22-4.1 (c) 2.i. and F.3.b. above this provision** shall be notified that the student will be removed without a hearing before the Board if no appeal is filed within the twenty-one day period established by N.J.S.A. 18A:38-1.



REGULATION

4. When enrollment is denied and no intent to appeal is indicated, applicants shall be advised they shall comply with compulsory education laws. When the student is between the ages of six and sixteen, applicants also shall be asked to complete a written statement indicating the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school pursuant to N.J.S.A. 18A:38-25. In the absence of ~~the applicant's this~~ written statement that the student will be attending school in another school district or nonpublic school, or receiving instruction elsewhere than at a school, designated staff shall report to the school district of actual domicile or residence, or the Department of Children and Families, a potential instance of "neglect" for purposes of ensuring compliance with compulsory education laws, N.J.S.A. 9:6-1. Staff shall provide the school district or the Department of Children and Families with the student's name, the name(s) of the parent/guardian/resident, and the student's address to the extent known. Staff shall also indicate admission to the school district has been denied based on residency or domicile, and there is no evidence of intent to arrange for the child to attend school or receive instruction elsewhere.
5. Enrollment or attendance in the school district shall not be conditioned on advance payment of tuition in whole or part when enrollment is denied and an intent to appeal is indicated, or when enrollment is provisional and subject to further review or information.
6. The Board ~~of Education~~ shall ensure the registration process identifies information suggesting an applicant may be homeless so procedures may be implemented in accordance with N.J.A.C. 6A:17-2 - Education of Homeless Children.
7. Enrollment or attendance in the school district shall not be denied based upon absence of a certified copy of the student's birth certificate or other



REGULATION

proof of ~~his or her~~their identity as required within thirty days of initial enrollment, pursuant to N.J.S.A. 18A:36-25.1.

8. Enrollment in the school district shall not be denied based upon the absence of student medical information. However, actual attendance at school may be deferred until the student complies with student immunization rules set forth in N.J.A.C. 8:57-4.
9. When enrollment in the school district, attendance at school, or the receipt of educational services in the regular education program appears inappropriate, the student shall not be denied based upon the absence of a student's prior educational record. However, the applicant shall be advised the student's initial educational placement may be subject to revision upon the school district's receipt of records or further assessment of the student.

HG. Notices of Ineligibility – N.J.A.C. 6A:22-4.2

1. When a student is found ineligible to attend the school district pursuant to N.J.A.C. 6A:22, Policy 5111, and the Regulation or the student's initial application is found to be deficient upon subsequent review or investigation, the school district shall immediately provide notice to the applicant that is consistent with Commissioner-provided sample form(s) and meets the requirements of N.J.A.C. 6A:22-4.2 and F. above and H. below et seq.
 - a. Notices shall be in writing; in English and in the native language of the applicant; issued by the Superintendent; and directed to the address at which the applicant claims to reside.



REGULATION

2. Notices of ineligibility shall include:
 - a. In cases of denial, a clear description of the specific basis on which the determination of ineligibility was made:
 - (1) The description shall be sufficient to allow the applicant to understand the basis for the decision and determine whether to appeal; and
 - (2) The description shall identify the specific subsection of N.J.S.A. 18A:38-1 under which the application was decided.
 - b. In cases of provisional eligibility, a clear description of the missing documents or information that still must be provided before a final eligibility status can be attained under the applicable provision of N.J.S.A. 18A:38-1;
 - c. A clear statement of the applicant's right to appeal to the Commissioner of Education within twenty-one days of the notice date, along with an informational document provided by the Commissioner describing how to file an appeal;
 - d. A clear statement of the student's right to attend school for the twenty-one day period during which an appeal can be made to the Commissioner. It also shall state the student will not be permitted to attend school beyond the twenty-first day following the notice date if missing information is not provided or an appeal is not filed;



REGULATION

- e. A clear statement of the student's right to continue attending school while an appeal to the Commissioner is pending;
- f. A clear statement that, if an appeal is filed with the Commissioner and the applicant does not sustain the burden of demonstrating the student's right to attend the school district, or the applicant withdraws the appeal, fails to prosecute or abandons the appeal by any means other than settlement, the applicant may be assessed, by order of the Commissioner enforceable in Superior Court, tuition for any period of ineligible attendance, including the initial twenty-one day period and the period during which the appeal was pending before the Commissioner;
- g. A clear statement of the approximate rate of tuition, pursuant to N.J.A.C. 6A:22-6.3, **J.2. and J.3 below**, that an applicant may be assessed for the year at issue if the applicant does not prevail on appeal, or elects not to appeal:
 - (1) If removal is based on the student's move from the school district, the notice of ineligibility shall also provide information as to whether district Policy permits continued attendance, with or without tuition, for students who move from the school district during the school year.
- h. The name of a contact person in the school district who can assist in explaining the notice's contents; and
- i. When no appeal is filed, notice that the parent or guardian shall still comply with compulsory education laws. In the absence of a



REGULATION

LIVINGSTON STUDENTS

BOARD OF EDUCATION
R 5111 Page 1 of 1

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

written statement from the parent or guardian that the student will be attending school in another school district or non-public school, or receiving instruction elsewhere than at a school, school district staff shall notify the school district of actual domicile/residence, or the Department of Children and Families, of a potential instance of "neglect" pursuant to N.J.S.A. 9:6-1. For purposes of facilitating enforcement of the State compulsory education requirement (N.J.S.A. 18A:38-25), staff shall provide the student's name, the name(s) of the parent/guardian/resident, address to the extent known, denial of admission based on residency or domicile, and absence of evidence of intent to attend school or receive instruction elsewhere.

III. Removal of Currently Enrolled Students – N.J.A.C. 6A:22-4.3

1. Nothing in N.J.A.C. 6A:22-4, Policy 5111, and this Regulation shall preclude the Board of Education from identifying through further investigation or periodic requests for revalidation of eligibility, students enrolled in the school district who may be ineligible for continued attendance due to error in initial assessment, changed circumstances, or newly discovered information.
2. When a student who is enrolled and attending school based on an initial eligibility determination is later determined to be ineligible for continued attendance, the Superintendent may apply to the Board of Education for the student's removal.
 - a. The Superintendent shall issue a preliminary notice of ineligibility meeting the requirements of N.J.A.C. 6A:22-4.2 and G. above. However, the notice shall also provide for a hearing before the Board of Education prior to a final decision on removal.



REGULATION

3. No student shall be removed from school unless the parent, guardian, adult student, or resident keeping an "affidavit student," has been informed of ~~his or her~~**their** entitlement to a hearing before the Board ~~of Education~~.
4. Once the hearing is held, or if the parent, guardian, adult student, or resident keeping an "affidavit student," does not respond within the designated time frame to the Superintendent's notice or appear for the hearing, the Board ~~of Education~~ shall make a prompt determination of the student's eligibility and shall immediately provide notice in accordance with N.J.A.C. 6A:22-4.2 **and G. above.**
5. Hearings required pursuant to N.J.A.C. 6A:22-4.3 may be conducted by the full Board ~~of Education~~ or a Board committee, at the discretion of the full Board. If the hearing is conducted by a Board Committee, the Committee shall make a recommendation to the full Board for action. However, no student shall be removed except by vote of the Board ~~of Education~~ taken at a meeting duly convened and conducted pursuant to N.J.S.A. 10:4-6 et seq., the Open Public Meetings Act.

II. Appeal to the Commissioner – **N.J.A.C. 6A:22-5.1**

1. An applicant may appeal to the Commissioner of Education a school district determination that a student is ineligible to attend its schools. Appeals shall be initiated by petition, which shall be filed in accordance with N.J.S.A. 18A:38-1 and N.J.A.C. 6A:3-8.1 and shall proceed as a contested case pursuant to N.J.A.C. 6A:3.
 - a. Pursuant to N.J.S.A. 18A:38-1.b(1), appeals of "affidavit student" ineligibility determinations shall be filed by the resident keeping the student.



REGULATION

~~KJ.~~ Assessment and Calculation of Tuition – N.J.A.C. 6A:22-6

1. If no appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student following notice of an ineligibility determination, the Board of Education may assess tuition for up to one year of a student’s ineligible attendance, including the twenty-one day period provided by N.J.S.A. 18A:38-1 for appeal to the Commissioner.
 - a. If the responsible party does not pay the tuition assessment, the Board ~~of Education~~ may petition the Commissioner pursuant to N.J.A.C. 6A:3 for an order assessing tuition, enforceable in accordance with N.J.S.A. 2A:58-10 through recording, upon request of the Board ~~of Education~~ pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division.
2. If an appeal to the Commissioner is filed by the parent, guardian, adult student, or school district resident keeping an “affidavit” student and the petitioner does not sustain the burden of demonstrating the student’s right to attend the school district, or the petitioner withdraws the appeal, fails to prosecute, or abandons the appeal by any means other than settlement agreeing to waive or reduce tuition, the Commissioner may assess tuition for the period during which the hearing and decision on appeal were pending, and for up to one year of a student’s ineligible attendance in a school district prior to the appeal’s filing and including the twenty-one day period to file an appeal.
 - a. Upon the Commissioner’s finding that an appeal has been abandoned, the Board ~~of Education~~ may remove the student from school and seek tuition for up to one year of ineligible attendance pursuant to N.J.A.C. 6A:22-6.1(a) and J.1.above plus the period of



REGULATION

ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

ineligible attendance after the appeal was filed. If the record of the appeal includes a calculation reflecting the tuition rate(s) for the year(s) at issue, the per diem tuition rate for the current year and the date on which the student's ineligible attendance began, the Commissioner may order payment of tuition as part of ~~his or her~~ **their** decision. In doing so, the Commissioner shall consider whether the ineligible attendance was due to the school district's error. If the record does not include such a calculation and the Board ~~of Education~~ has filed a counterclaim for tuition, the counterclaim shall proceed to a hearing notwithstanding that the petition has been abandoned.

- b. An order of the Commissioner assessing tuition is enforceable through recording, upon request of the Board ~~of Education~~ pursuant to N.J.A.C. 6A:3-12, on the judgment docket of the Superior Court, Law Division, in accordance with N.J.S.A. 2A:58-10.
3. Tuition assessed pursuant to the provisions of N.J.A.C. 6A:22-6 shall be calculated on a per-student basis for the period of a student's ineligible enrollment, up to one year, by applicable grade/program category and consistent with the provisions of N.J.A.C. 6A:23A-17.1. The individual student's record of daily attendance shall not affect the calculation.
4. Nothing in N.J.A.C. 6A:22, **Policy 5111, and the Regulation** shall preclude an equitable determination by the Board ~~of Education~~ or the Commissioner that tuition shall not be assessed for all or part of any period of a student's ineligible attendance in the school district when the particular circumstances of a matter so warrant. In making the determination, the Board ~~of Education~~ or Commissioner shall consider whether the ineligible attendance was due to the school district's error.



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 5117 Page 1 of 1 NUMPAGES 1
ELIGIBILITY OF RESIDENT/NONRESIDENT STUDENTS (M)

Adopted: April 25, 2016

Revised: May 13, 2019

Revised: August 12, 2020

Revised:



5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS~~(M)~~

The Board of Education will admit and enroll homeless children **and youths** in accordance with Federal and State laws and New Jersey Administrative Code. The Board of Education adopts this Policy to be in compliance with law and administrative code to ensure the enrollment of homeless children **and youths** in school and to respond to appeals made by parents or other parties related to the enrollment of homeless children **and youths**.

The Board ~~of Education~~ shall determine that a child **or youth** is homeless when **the child or youth** ~~he or she~~ resides in a publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers. A child **or youth** is also determined homeless when **the child or youth** ~~he or she~~ resides in a public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles excluding mobile homes; tents or other temporary shelters; parks; abandoned buildings, bus or train stations; **or** temporary shelters provided to migrant workers and their children on farm sites. ~~A child or youth is determined homeless when the child or youth resides in and the residence of relatives or friends where the homeless child resides out of necessity because the child's or youth's his or her family lacks a regular or permanent residence of its own.~~ A child **or youth** is also determined homeless when **the child or youth** ~~he or she~~ resides in substandard housing.

The school district of residence for a homeless child **or youth** is responsible for the education of the child and shall assume all responsibilities as required in N.J.A.C. 6A:17-2.3. The school district of residence for a homeless child **or youth** means the school district in which the parent of a homeless child **or youth** resided prior to becoming homeless.

The school district liaison designated by the Superintendent of Schools for the education of homeless children **and youths** is the Director of School Counseling Services. The **school district** liaison will facilitate communication and cooperation between the school district of residence and the school district where the homeless child **or youth** resides and shall assume all responsibilities as outlined in N.J.A.C. 6A:17-2.4(a).

When a homeless child **or youth** resides in a school district , the school district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, ~~the Department of Human Services or the Department of Children and Families,~~ a shelter director, **or** an involved agency, ~~or a case~~



~~manager.~~ Upon notification of the need for enrollment of a homeless child **or youth**, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5.

The Superintendent of the school district of residence or designee shall decide in which school district the homeless child **or youth** shall be enrolled in accordance with the provisions of N.J.A.C. 17-2.5.

Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1 ~~et seq.~~

When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or the designee(s) of the involved district(s) or the parent(s) shall immediately notify the Executive County Superintendent of Schools, who, in consultation with the **New Jersey** Department of Education's (**NJDOE**) McKinney-Vento Homeless Education Coordinator **or the Coordinator's** ~~of~~ designee, shall immediately decide the child's **or youth's** status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent of Schools. **The Executive County Superintendent shall make a determination immediately, if possible, but no later than within forty-eight hours and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator or the Coordinator's designee,** ~~who shall immediately make a determination, if possible, but no later than within forty-eight hours.~~

If the dispute regarding determination of **the school** district of residence does not involve the determination of homelessness and/or **school** district **of** enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the ~~NJDOE Department of Education~~ pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f) and request a determination from the **NJDOE** Division of Administration and Finance. If an appeal of a determination of **school** district of residence also includes an appeal of the



determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner of Education pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

Any dispute or appeal shall not delay the homeless child's or youth's immediate enrollment or continued enrollment in the school district. The homeless child or youth shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal. Disputes and appeals involving the services provided to a homeless child or youth with a disability shall be made pursuant to N.J.A.C. 6A:14.

Notwithstanding the provisions of N.J.S.A. 18A:38-1, 18A:7B-12, or 18A:7B-12.1, or any other section of law to the contrary, any student who moves from one school district to another as a result of being homeless due to an act of terrorism or due to a natural disaster which results in the declaration of a state of emergency or disaster by the State or by the Federal government, may continue to enroll in the school district in which the parent or guardian last resided prior to becoming homeless for up to two full school years after the act of terrorism or natural disaster; and during the two-year period, if the student is enrolled in the district in which the parent last resided prior to becoming homeless and the student's parent remains homeless for that period, the student shall attend that district tuition-free and that district shall provide the student transportation to and from school in accordance with N.J.S.A. 18A:7B-12.3.

Financial responsibility, including the payment of tuition for the homeless child or youth, will be in accordance with N.J.A.C. 6A:17-2.8. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence or the school district in which the parent has been deemed domiciled shall no longer list the student on its ASSA. The State shall assume fiscal responsibility for the tuition of the child or youth pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the school district in which the child is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. under the circumstances outlined in N.J.A.C. 6A:17-2.8(c).

On or before December 31 of each year, the district shall report to the Office of Homelessness Prevention in the Department of Community Affairs an accounting of each instance in which the district is made aware that a student enrolled in the district because the student's parent moved to the district as a result of being homeless in accordance with N.J.S.A. 18A:38-1.f.:



POLICY

LIVINGSTON BOARD OF EDUCATION

Students

5116/Page PAGE 1 of NUMPAGES 1
EDUCATION OF HOMELESS CHILDREN

N.J.S.A. 18A:7B-12; 18A:7B-12.1 ; 18A:7B-12.3, 18A :38-1

N.J.A.C. 6A:17-2.1 et seq.

Adopted: 07 April 2008

homeless liaison adjusted October 2017

Revised: October 15, 2018

Revised: December 7, 2021

Revised:



REGULATION

R 5116 EDUCATION OF HOMELESS CHILDREN AND YOUTHS

A. Definitions – N.J.A.C. 6A:17-1.2

1. “Best interest determination” means the school placement decision made by Division of Child Protection and Permanency (DCP&P) based on the factors considered, as set forth at N.J.S.A. 30:4C-26b.
2. “Career or technical education” or “CTE” means as defined in N.J.A.C. 6A:19-1.2.
3. “DCP&P” means the Division of Child Protection and Permanency, which is a division in the New Jersey Department of Children and Families (DCF) that is responsible for the placement of children in resource family care, pursuant to N.J.S.A. 30:4C-26b.
4. “Educational stability school district notification” means the notification provided by DCP&P to the school district, pursuant to N.J.S.A. 30:4C-26b.h.
5. “Enroll” or “enrollment” means attending classes and participating fully in school activities.
6. “Homeless child” means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12, N.J.A.C. 6A:17-2.2, and B. below.
7. “Immediate” or “immediately” means at the instant the need for placement is made known.
8. “Parent” means the natural or adoptive parent, legal guardian, resource family care parent, surrogate parent, or person acting in the place of a parent, such as the person with whom the child legally resides or a person legally responsible for the child’s welfare.
9. “Point of contact” means the employee identified in each school district who facilitates all activities needed to ensure enrollment and attendance of children in resource family care.



REGULATION

10. "Resource family care" means twenty-four-hour substitute care for children placed away from their parent(s) and for whom DCP&P has placement and care responsibility. The term is synonymous with "foster care" as defined in the Federal Elementary and Secondary Education Act (ESEA), as reauthorized by the Every Student Succeeds Act (ESSA), and includes "resource family home" found elsewhere in the New Jersey Administrative Code and in the New Jersey Statutes Annotated.
11. "School district liaison for the education of homeless children and youths" means the person identified in each school district who facilitates all activities needed to ensure the enrollment and attendance of homeless children and youths.
12. "School district of residence" for a homeless child or youth means the school district in which the parent of a homeless child or youth resided prior to becoming homeless. It may not be the school district in which the student currently resides. This term is synonymous with "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides, pursuant to N.J.S.A. 18A:7B-12.b. In the case of a child placed in resource family care prior to September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the "school district of residence" means the school district in which the resource family care parent(s) resides. In the case of a child placed in resource family care on or after September 9, 2010, in accordance with N.J.S.A. 18A:7B-12, the "school district of resident" means the present school district of residence of the parent(s) with whom the child lived prior to the most recent placement in resource family care.
13. "School of origin" for a child in resource family care means the school district in which a child was enrolled prior to a change in the child's care, custody, or guardianship. If a child's resource family care placement changes, the school of origin would then be considered the school district in which the child is enrolled at the time of the placement change.



REGULATION

14. "State agency" means the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.

15. "State facility" means residential and day programs operated by, contracted with, or specified by the New Jersey Department of Human Services, the New Jersey Department of Correction, the New Jersey Department of Children and Families, or the New Jersey Juvenile Justice Commission.

16. "Transitional living facility" means a temporary facility that provides housing to a child due to domestic violence, pursuant to N.J.S.A. 18A:7B-12.1.

17. "Unaccompanied youth" means a youth not in the physical custody of a parent at the time of enrollment.

~~A. Definitions (N.J.A.C. 6A:17-1.2)~~

~~1.~~

~~1. "School district liaison for the education of homeless children" means the person identified in the school district that facilitates all activities needed to ensure the enrollment and attendance of homeless children.~~

~~2.~~

~~2. "School district of residence" for a homeless child means the school district in which the parent of a homeless child resided prior to becoming homeless. It may not be the school district in which the student currently resides. This is synonymous with the term "school district of origin" referenced in the McKinney-Vento Homeless Education Assistance Act. "School district of residence" for a student in a State facility means the school district in which the parent with whom the student lived prior to placement in a State facility currently resides pursuant to N.J.S.A. 18A:7B-12.b.~~

~~3.~~

~~3. "Homeless child" means a child or youth who lacks a fixed, regular, and adequate residence, pursuant to N.J.S.A. 18A:7B-12 and N.J.A.C. 6A:17-2.2.~~



REGULATION

4. ~~"Immediate" or "immediately" means at the instant the need for placement is made known.~~

5. ~~"Parent" means the natural or adoptive parent, legal guardian, foster parent, surrogate parent, or person acting in the place of a parent such as the person with whom the child legally resides or a person legally responsible for the child's welfare.~~

6. ~~"Superintendent" means Superintendent and/or Chief School Administrator.~~

B. Determination of Homelessness - (N.J.A.C. 6A:17-2.2)

1. The Board of Education **for the school district of residence** shall determine that a child **or youth** is homeless for the purposes of N.J.A.C. 6A:17-2, **Policy 5116, and this Regulation** when **the child or youth**~~he or she~~ resides in any of the following:

- a. A publicly or privately operated shelter designed to provide temporary living accommodations, including: hotels or motels; congregate shelters, including domestic violence and runaway shelters; transitional housing; and homes for adolescent mothers;
- b. A public or private place not designated for or ordinarily used as a regular sleeping accommodation, including: cars or other vehicles including mobile homes; tents or other temporary shelters; parks;



REGULATION

abandoned buildings; bus or train stations; or temporary shelters provided to migrant workers and their children on farm sites;

- c. The residence of relatives or friends where the homeless child **or youth** resides out of necessity because ~~his or her~~**their** family lacks a regular or permanent residence of its own; or
- d. Substandard housing.

C. Responsibilities of the School District of Residence - ~~(N.J.A.C. 6A:17-2.3)~~

- 1. The school district of residence for a homeless child **or youth shall be is** responsible for the education of the child **or youth** and shall:
 - a. Determine the school district in which the child shall be enrolled after consulting with the parent pursuant to N.J.A.C. 6A:17-2.5 **and E. below**;
 - b. Pay the cost of tuition pursuant to N.J.S.A. 18A:38-19, when the child attends school in another school district; and
 - c. Provide for transportation for the child pursuant to N.J.A.C. 6A:27-6.2.



REGULATION

2. The determination of the homeless child's **or youth's** school district of residence shall be made by the Superintendent of the school district of residence or designee pursuant to N.J.A.C. 6A:17-2.4 **and D. below** based upon information received from the parent, ~~the Department of Human Services or the Department of Children and Families,~~ a shelter provider, another school district, **or** an involved agency, ~~or a case manager.~~
 3. The **school** district ~~Board of Education~~ identified in accordance with N.J.S.A. 18A:7B-12 as the school district of residence for a homeless child **or youth** shall be the school district of residence until the parent establishes a permanent residence. Financial responsibility will remain with the homeless child's school district of residence until the family is deemed domiciled in another jurisdiction, pursuant to N.J.S.A. 18A:38-1.d.
- D. Designation of School District Liaisons and Their Responsibilities- ~~(N.J.A.C. 6A:17-2.4)~~
1. The Superintendent identifies the Director of School Counseling as the **school** district liaison for the education of homeless children **or youths**. The school district liaison shall:
 - a. Facilitate communication and cooperation between the school district of residence and the school district where the homeless child **or youth** resides;
 - b. Develop procedures to ensure a homeless child **or youth** residing in the school district is enrolled and attending school pursuant to N.J.A.C. 6A:17-2.5 **and E. below**;



REGULATION

- c. Ensure homeless families, children, and youth receive educational services for which they are eligible, including Head Start ~~and Even-Start~~ programs, preschool programs administered by the ~~Board local education agency~~, and referrals to health care, dental, mental health, and other appropriate services;
- d. Inform parents of homeless children and youths of the educational and related opportunities available to their children and ensure that ~~they~~ ~~parents~~ are provided with meaningful opportunities to participate in the education of their children;
- e. Ensure that public notice of the educational rights of homeless children and youths is disseminated where such children receive services, such as schools, family shelters, and soup kitchens;
- f. Ensure enrollment disputes are resolved pursuant to N.J.A.C. 6A:17-2.7 ~~and G. below~~;
- g. Ensure the parent of a homeless child or youth, or any unaccompanied youth, is fully informed of all transportation services, including transportation to the school district of residence, and is assisted in accessing transportation to the school selected under N.J.A.C. 6A:17-2.5 ~~and E. below~~;
- h. Assist the parent to obtain the homeless child's or youth's medical records or required immunizations; and



REGULATION

- i. Assist an unaccompanied youth to ensure ~~the youth he or she~~ is enrolled ~~in~~, and is receiving all services pursuant to N.J.A.C. 6A:17, **Policy 5116, and this Regulation.**
 2. When a homeless child **or youth** resides in a school district, the **school** district liaison shall notify the liaison of the school district of residence within twenty-four hours of receiving notification from the parent, ~~the Department of Human Services or the Department of Children and Families, a shelter director, or an involved agency, or a case manager.~~
 3. Upon notification of the need for enrollment of a homeless child **or youth**, the liaison in the school district of residence shall coordinate enrollment procedures immediately based upon the best interest of the child pursuant to N.J.A.C. 6A:17-2.5(b) **and E.2. below.**
- E. School District Enrollment ~~-(N.J.A.C. 6A:17-2.5)~~
1. The Superintendent of the school district of residence or designee shall decide in which **school** district the homeless child **or youth** shall be enrolled as follows:
 - a. Enroll the homeless child **or youth** in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the homeless child's **or youth's** parent;
 - b. Continue the homeless child's **or youth's** education in the school district of last attendance if it is not the school district of residence;
or



REGULATION

- c. Enroll the homeless child in the school district where the child resides.
2. The Superintendent of the school district of residence or designee shall decide the school district of enrollment of a homeless child or youth based on what is determined to be in the best interest of the child or youth after considering:
 - a. The enrollment of the homeless child or youth in the school district of residence to the extent feasible, except when doing so is contrary to the wishes of the child's or youth's parent.
 - b. The continuity of the child's educational program;
 - c. The eligibility of the child for special instructional programs, including but not limited to bilingual, gifted and talented, special education, early childhood, and career and technical education programs; and
 - d. The distance, travel time, and safety factors in coordinating transportation services from the residence to the school.
3. The Superintendent of the school district of residence or designee shall determine the child's or youth's school district of enrollment immediately after consultation with the parent. The school district of residence shall adhere to the following procedures:



REGULATION

- a. Enrollment decisions shall be made immediately upon notification of the need for enrollment. When the decision is made, the child **or youth shall** ~~will~~ be enrolled immediately. If a dispute arises regarding enrollment of a homeless child **or youth**, the homeless child **or youth** shall be immediately enrolled in the school district in which enrollment is sought by the parent, pending resolution of the dispute pursuant to N.J.A.C. 6A:17-2.7 **and G. below.**

-
 - b. Consultation with the parent regarding the enrollment decision and the right to appeal the decision shall be documented in writing.
 - c. A decision to enroll a homeless child **or youth** in a school district other than the school district of residence or the school district requested by the parent shall be explained in writing and provided to the parent.
4. When a decision is made to enroll the child **or youth** in a school district other than the school district of residence, the Superintendent or designee of the school district of residence shall forward to the new school district all relevant school and health records consistent with the provisions of N.J.A.C. 6A:32, School District Operations.
 5. When a homeless child **or youth** with a disability is enrolled in a school district other than the school district of residence, the school district of enrollment shall treat the student as a transfer student pursuant to N.J.A.C. 6A:14, Special Education.
 6. When the school district of residence for a homeless child **or youth** cannot be determined, the Superintendent or designee of the school district in



REGULATION

which the child **or youth** currently resides shall enroll the child **or youth** immediately in the school district of the current residence or the school district of last attendance.

7. The school district selected pursuant to N.J.A.C. 6A:17-2, **Policy 5116, and this Regulation** shall immediately enroll the homeless child or youth, even if the child or youth is unable to produce records normally required for enrollment such as previous academic records, medical records, proof of residency, or other documentation.
8. Enrollment in the school district of residence; **enrollment** in the school district of last attendance if not the school district of residence; or **enrollment** in the school district where the child **or youth** resides shall continue for the duration of homelessness, including when a family becomes homeless between academic years, and also for the remainder of the academic year if the homeless child **or youth** becomes permanently housed during the academic year.

F. Parental Rights - ~~(N.J.A.C. 6A:17-2.6)~~

1. Unless parental rights have been terminated by a court of competent jurisdiction, the parent retains all rights under N.J.A.C. 6A:17-2.1, **Policy 5116, and this Regulation.** ~~et seq.~~

G. Disputes and Appeals - ~~(N.J.A.C. 6A:17-2.7)~~

1. When a dispute occurs regarding the determination of homelessness or the determination of the school district of enrollment made by the school district of residence, the Superintendent(s) or designee(s) of the involved



REGULATION

school district(s) or the child's **or youth's** parent(s) shall immediately notify the Executive County Superintendent. ~~of Schools, who, in~~ consultation with the **New Jersey Department of Education's (NJDOE) Department's** McKinney-Vento Homeless Education Coordinator or **the Coordinator's** designee, shall immediately decide the child's **or youth's** status. If a dispute remains between the parent and the involved school district(s) following the Executive County Superintendent's determination, the parent or the involved district Board(s) of Education may appeal to the Commissioner of Education for a determination pursuant to N.J.A.C. 6A:3, Controversies and Disputes.

2. When a school district designated as the school district of residence disputes its designation as the school district of residence, or where no designation can be agreed upon by the involved school districts, the Superintendent(s) or designee(s) of the involved school districts shall immediately notify the Executive County Superintendent. **The Executive County Superintendent** ~~of Schools, who~~ shall make a determination immediately, if possible, but no later than within forty-eight hours, **and, when necessary, in consultation with the NJDOE's Homeless Education Coordinator, or the Coordinator's designee.**
 - a. If the dispute regarding determination of **the school** district of residence does not involve the determination of homelessness and/or **school** district **of** enrollment, the school district disputing the Executive County Superintendent's determination may appeal to the **NJDOE Department of Education** pursuant to N.J.A.C. 6A:23A-19.2(d), (e), and (f), and request a determination from the Division of ~~Administration and Finance.~~
 - b. If an appeal of a determination of **the school** district of residence also includes an appeal of the determination of homelessness and/or school district of enrollment, the appeal shall be submitted to the Commissioner pursuant to N.J.A.C. 6A:3, Controversies and Disputes.



REGULATION

3. Any dispute or appeal shall not delay the homeless child's **or youth's** immediate enrollment or continued enrollment in the school district. The homeless child **or youth** shall be enrolled in the school district in which enrollment or continued enrollment is sought by the parent, pending resolution of the dispute or appeal.

4. Disputes and appeals involving the services provided to a homeless child **or youth** with a disability shall be made pursuant to N.J.A.C. 6A:14.

H. Tuition - ~~(N.J.A.C. 6A:17-2.8)~~

1. When the homeless child **or youth** is enrolled in a school district other than the school district of residence, the school district of residence shall pay to the school district of enrollment the tuition costs pursuant to N.J.S.A. 18A:38-19 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in which the parent has been deemed domiciled** shall ~~no longer~~ pay tuition to the school district of enrollment.
2. The school district of residence shall list the child on its annual Application for State School Aid (ASSA) pursuant to N.J.S.A. 18A:7F-33 until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d. At that time, the school district of residence **or the school district in which the parent has been deemed domiciled** shall ~~no longer~~ list the student on its ASSA.
3. The State shall assume fiscal responsibility for the tuition of the child **or youth** pursuant to N.J.S.A. 18A:7B-12.1 and shall pay the tuition to the



REGULATION

school district in which the child or youth is currently enrolled until the parent establishes a permanent residence or is deemed domiciled in another jurisdiction pursuant to N.J.S.A. 18A:38-1.d, under the following circumstances:

- a. If the school district of residence cannot be determined for the homeless child or youth;
 - b. If the school district of residence is outside of the State; or
 - c. If a child or youth resides in a domestic violence shelter, homeless shelter, or transitional living facility located in a school district other than the school district of residence for more than a year during the placement pursuant to N.J.S.A. 18A:7B-12.d. and 12.1.~~If a child resides in a Department of Community Affairs-licensed emergency shelter or transitional living facility due to domestic violence for more than a year combined for the duration of the placement pursuant to N.J.S.A. 18A:7B-12.d.~~
- (1) When the State assumes fiscal responsibility for the tuition of a homeless child or youth under the circumstances at N.J.A.C. 6A:17-2.8(c) and H.3. above, the State shall pay to the school district in which the child or youth is enrolled the weighted base per pupil amount calculated pursuant to N.J.S.A. 18A:7F-49, and the appropriate security and special education categorical aids per pupil pursuant to N.J.S.A. 18A:7F-55 and 56.



REGULATION

LIVINGSTON STUDENTS
BOARD OF EDUCATION
R 5116 Page 1 of 1 NUMPAGES 1
EDUCATION OF HOMELESS CHILDREN

Issued: October 15, 2018

Revised:



LIVINGSTON PUBLIC SCHOOLS

March 19, 2024 LBOE Meeting

OUT-OF-SCHOOL SUSPENSIONS December 2023, January & February 2024

The District had **26** out-of-school suspensions for December, January, and February of the 2023/2024 school year.

ELEMENTARY SCHOOLS – Total of **2** out-of-school suspension

Dangerous Conduct - 2

MIDDLE SCHOOLS – Total of **5** out-of-school suspensions

Harassing Behavior - 3

Inappropriate Language - 1

Inappropriate Use of Physical Force or Contact - 1

HIGH SCHOOL – Total of **19** out-of-school suspensions

Dangerous or Disruptive Behavior - 3

Inappropriate Language - 1

Inappropriate Social Media Post - 2

Theft - 1

Threat to the School - 1

Violation of Substance Abuse Policy - 11

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

10 General Fund

Assets and Liabilities

Assets			
101	Cash		4,466,013.15
102-107	Cash on hand and equivalents		421,515.00
116	Capital Reserve account		4,826,849.00
121	Tax Levy Receivable		60,804,097.02
	Accounts Receivable:		
132	Interfund Receivable	42,865.21	
141	A/R: State of NJ	3,880,968.16	
			3,923,833.37
	Loans Receivable:		
131	Interfund Loans Receivable	2,561,599.94	
			2,561,599.94
	Total Other Assets		2,582,882.71
Resources			
301	Estimated Revenues	129,944,418.00	
302	Revenues	(127,804,420.09)	
			<u>2,139,997.91</u>
	Total assets and resources:		81,726,788.10

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

10 General Fund
Liabilities and Fund Equity

Liabilities

402	Interfunds Payable	6,924.77	
421	Accounts Payable	9,244.04	
499	Other Liabilities	<u>476,401.44</u>	
			492,570.25

Fund Balance

	Appropriated		
	Reserve for Encumbrances		
753	Reserve for Encumbrances: Current	55,448,434.94	
754	Reserve for Encumbrances: Prior	200,725.98	
601	Appropriations	135,505,299.94	
602	Expenditures	69,287,895.58	
603	Encumbrances	<u>55,649,160.92</u>	
	Less: Expenditures and Encumbrances	(124,937,056.50)	
	Total Appropriations		66,217,404.36
	Reserved Fund Balance		
761	Capital Reserve	4,826,849.00	
604	Add: Increase in Capital Reserve (Interest)	2,000.00	
307	Less: Budgeted Withdrawal from Cap Reserve		
309	Less: Budgeted Withdrawal from Capital Reserve - Excess Costs and Other Capital Projects	<u>(2,228,638.00)</u>	
		2,600,211.00	
764	Maintenance Reserve		
766	Emergency Reserve		
75X,76x	Other Reserves	<u>.00</u>	
	Total Reserved Fund Balance:		2,600,211.00
	Unappropriated:		
303	Budgeted Fund Balance	(2,660,412.89)	
770	Fund Balance	<u>15,077,015.38</u>	
	Total Unappropriated:		12,416,602.49
	Total Liabilities and Fund Balance		<u>81,726,788.10</u>

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

10 General Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	135,505,299.94	124,937,056.50	10,568,243.44
Revenues	(129,944,418.00)	(127,804,420.09)	(2,139,997.91)
	5,560,881.94	(2,867,363.59)	8,428,245.53
Change in Capital Reserve:			
Plus: Increase in Capital Reserve (Interest) (604)	2,000.00	2,000.00	.00
Less: Budgeted Withdrawal from Cap Reserve (307)			
Less: Budgeted Withdrawal from Capital Reserve - Excess Costs and Other Capital Projects (309)	(2,228,638.00)	(2,228,638.00)	(.00)
	(2,226,638.00)	(2,226,638.00)	.00
Less: Reserve for Encumbrances: Prior	673,831.05	673,831.05	.00
Budgeted Fund Balance:	2,660,412.89	-5,767,832.64	8,428,245.53

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

10 General Fund

**Interim Statements Comparing
Budget Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date**

Revenue/sources of funds		Budgeted Estimated	Actual To Date	Unrealized Balance	
1XXX	From Local Sources	118,138,859.00	118,309,368.70	-170,509.70	
3XXX	From State Sources	9,493,701.00	9,493,701.00	.00	
4XXX	From Federal Sources	83,220.00	1,350.39	81,869.61	
5XXX	From Other Sources	2,228,638.00	.00	2,228,638.00	
		129,944,418.00	127,804,420.09	2,139,997.91	
Expenditures		Appropriations	Expenditures	Encumbrances	Available Balance
General Current Expenses					
11-1xx-100-xxx	Regular Programs	44,403,953.83	21,800,691.93	19,558,645.13	3,044,616.77
11-2xx-100-xxx	Special Education	13,192,757.31	6,297,328.11	5,983,140.26	912,288.94
11-230-100-xxx	Basic Skills / Remedial	1,634,825.00	707,958.69	694,021.36	232,844.95
11-240-100-xxx	Bilingual Education	1,039,253.00	433,297.00	433,172.00	172,784.00
11-401-100-xxx	School-sponsored Co/Extra-Curricular Activities	618,677.00	252,348.42	33,363.86	332,964.72
11-402-100-xxx	School-sponsored Athletics	1,275,395.75	635,126.23	232,268.19	408,001.33
		62,164,861.89	30,126,750.38	26,934,610.80	5,103,500.71
Undistributed Expenditures					
11-000-xxx-xxx	Other	67,504,050.37	35,960,109.08	26,664,837.18	4,879,104.11
		67,504,050.37	35,960,109.08	26,664,837.18	4,879,104.11
Capital Outlay					
xx-xxx-xxx-73x	Equipment	429,128.20	100,504.36	25,918.00	302,705.84
12-000-4xx-xxx	Facilities Acquisition and Construction Services	4,085,545.48	2,458,139.50	1,432,343.73	195,062.25
		4,514,673.68	2,558,643.86	1,458,261.73	497,768.09
Special Schools					
13-xxx-xxx-xxx	Special Schools	60,821.00	45,474.02	.00	15,346.98
		60,821.00	45,474.02	.00	15,346.98
Other					
10-*	Other General Fund	79,152.00	43,741.00	.00	35,411.00
11-*	Other General Current Expense	1,181,741.00	553,177.24	591,451.21	37,112.55
		1,260,893.00	596,918.24	591,451.21	72,523.55
		135,505,299.94	69,287,895.58	55,649,160.92	10,568,243.44

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

10 General Fund

Schedule Of Revenues

Actual Compared with Estimated

		Estimated	Actual	Unrealized
	Revenues from Local Sources			
10-1210	Ad Valorem Taxes - Local Tax Levy	117,024,038.00	117,024,038.00	.00
10-1310	Tuition From Individuals	115,200.00	63,032.70	52,167.30
10-1311	Preschool Tuition	.00	39,600.00	-39,600.00
10-1320	Tuition from Other LEAs within the State	115,621.00	83,451.50	32,169.50
10-1410	Transportation Fees from Individuals	250,000.00	242,237.50	7,762.50
10-1510	Interest On Investments	75,000.00	69,847.90	5,152.10
10-1910	Rentals.	300,000.00	150,764.29	149,235.71
10-1980	Refund of Prior Year's Expenditures	.00	78,139.48	-78,139.48
10-1990	Miscellaneous Revenue from Local Sources	257,000.00	546,818.30	-289,818.30
		<u>118,136,859.00</u>	<u>118,297,929.67</u>	<u>-161,070.67</u>
	Revenues from State Sources			
10-3121	Categorical Transportation Aid	1,303,530.00	1,303,530.00	.00
10-3130	Imported	.00	.00	.00
10-3131	Extraordinary Aid.	705,811.00	705,811.00	.00
10-3132	Categorical Special Education Aid	7,049,480.00	7,049,480.00	.00
10-3177	Categorical Security Aid	434,880.00	434,880.00	.00
		<u>9,493,701.00</u>	<u>9,493,701.00</u>	<u>.00</u>
	Revenues from Federal Sources			
10-4200	Unrestricted Grants from the Federal Govt through State	83,220.00	1,350.39	81,869.61
		<u>83,220.00</u>	<u>1,350.39</u>	<u>81,869.61</u>
	Revenues from Other Financing Sources			
10-5200	Interfund Transfers	2,228,638.00	.00	2,228,638.00
		<u>2,228,638.00</u>	<u>.00</u>	<u>2,228,638.00</u>
		<u>129,942,418.00</u>	<u>127,792,981.06</u>	<u>2,149,436.94</u>

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

10 General Fund

**Statement of Appropriations
Compared with Expenditures and Encumbrances**

		Appropriations	Expenditures	Encumbrances	Available Balance
	Regular Programs - Instruction				
11-105-100-101	Preschool - Salaries of Teachers	369,337.00	44,893.70	44,706.20	279,737.10
11-110-100-101	Kindergarten - Salaries of Teachers	2,062,488.00	950,879.50	942,917.50	168,691.00
11-120-100-101	Grades 1-5 - Salaries of Teachers	12,607,336.69	6,213,206.92	6,068,887.59	325,242.18
11-130-100-101	Grades 6-8 - Salaries of Teachers	9,776,601.00	4,823,361.53	4,704,536.61	248,702.86
11-140-100-101	Grades 9-12 - Salaries of Teachers	15,421,398.00	7,367,847.22	7,225,521.34	828,029.44
		<u>40,237,160.69</u>	<u>19,400,188.87</u>	<u>18,986,569.24</u>	<u>1,850,402.58</u>
	Regular Programs - Home Instruction				
11-150-100-101	Salaries of Teachers	150,000.00	24,979.84	.00	125,020.16
11-150-100-320	Purchased Professional-Educational Services	51,000.00	15,536.64	29,059.76	6,403.60
		<u>201,000.00</u>	<u>40,516.48</u>	<u>29,059.76</u>	<u>131,423.76</u>
	Regular Programs - Undistributed Instruction				
11-190-100-106	Other Salaries for Instruction	619,407.00	381,445.55	237,560.30	401.15
11-190-100-320	Purchased Professional-Educational Services	80,500.00	28,209.49	22,325.00	29,965.51
11-190-100-340	Purchased Technical Services	2,650.00	200.00	.00	2,450.00
11-190-100-420	Other Purchased Services (400-500 series)	910,111.30	701,396.59	89,731.40	118,983.31
11-190-100-610	General Supplies	1,922,771.74	862,921.76	181,591.37	878,258.61
11-190-100-640	Textbooks	416,614.10	381,593.19	9,824.06	25,196.85
11-190-100-890	Other Objects	13,739.00	4,220.00	1,984.00	7,535.00
		<u>3,965,793.14</u>	<u>2,359,986.58</u>	<u>543,016.13</u>	<u>1,062,790.43</u>
	Special Education - Learning and/or Language Disabilities				
11-204-100-101	Salaries of Teachers	571,208.30	284,982.30	286,226.00	.00
11-204-100-106	Other Salaries for Instruction	3,862,367.50	1,951,353.83	1,831,722.94	79,290.73
11-204-100-610	General Supplies	33,111.59	426.13	5,361.57	27,323.89
		<u>4,466,687.39</u>	<u>2,236,762.26</u>	<u>2,123,310.51</u>	<u>106,614.62</u>
	Special Education - Auditory Impairments				
11-207-100-610	General Supplies	2,698.37	1,017.41	1,680.96	.00
		<u>2,698.37</u>	<u>1,017.41</u>	<u>1,680.96</u>	<u>.00</u>
	Special Education - Multiple Disabilities				
11-212-100-101	Salaries of Teachers	283,880.04	129,336.73	112,838.75	41,704.56
11-212-100-106	Other Salaries for Instruction	1,598,799.49	643,985.77	604,119.98	350,693.74

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

		Appropriations	Expenditures	Encumbrances	Available Balance
11-212-100-610	General Supplies	22,249.11	22,189.12	.00	59.99
		1,904,928.64	795,511.62	716,958.73	392,458.29
	Special Education - Resource Room/Resource Center				
11-213-100-101	Salaries of Teachers	6,260,441.00	3,049,041.26	3,042,304.36	169,095.38
11-213-100-610	General Supplies	15,500.00	13,038.76	1,937.85	523.39
		6,275,941.00	3,062,080.02	3,044,242.21	169,618.77
	Special Education - Preschool Disabilities - Part-Time				
11-215-100-101	Salaries of Teachers	194,825.20	48,768.80	48,706.30	97,350.10
11-215-100-106	Other Salaries for Instruction	168,573.00	57,311.60	16,944.00	94,317.40
11-215-100-320	Purchased Professional-Educational Services	5,250.00	5,250.00	.00	.00
11-215-100-610	General Supplies	2,157.00	1,321.09	670.49	155.42
		370,805.20	112,651.49	66,320.79	191,832.92
	Special Education - Preschool Disabilities - Full-Time				
11-216-100-101	Salaries of Teachers	138,672.21	57,261.12	30,515.00	50,896.09
11-216-100-320	Purchased Professional-Educational Services	815.48	.00	.00	815.48
11-216-100-610	General Supplies	32,209.02	32,044.19	112.06	52.77
		171,696.71	89,305.31	30,627.06	51,764.34
	Basic Skills/Remedial - Instruction				
11-230-100-101	Salaries of Teachers	1,608,325.00	702,825.58	692,233.35	213,266.07
11-230-100-320	Purchased Professional-Educational Services	10,200.00	1,500.00	225.93	8,474.07
11-230-100-610	General Supplies	16,300.00	3,633.11	1,562.08	11,104.81
		1,634,825.00	707,958.69	694,021.36	232,844.95
	Bilingual Education - Instruction				
11-240-100-101	Salaries of Teachers	1,039,253.00	433,297.00	433,172.00	172,784.00
		1,039,253.00	433,297.00	433,172.00	172,784.00
	Vocational Programs - Local				
11-301-100-101	Salaries of Teachers	48,275.00	23,432.50	23,432.50	1,410.00
11-301-100-420	Other Purchased Services (400-500 series)	4,080.00	.00	.00	4,080.00
11-301-100-610	General Supplies	5,100.00	945.13	4,076.93	77.94
11-301-100-890	Other Objects	500.00	.00	.00	500.00
		57,955.00	24,377.63	27,509.43	6,067.94
	School - Sponsored Co-curricular and Extra-curricular Activities				
11-401-100-100	Salaries	540,000.00	247,484.92	.00	292,515.08
11-401-100-320	Purchased Services (300-500 series)	16,365.00	2,500.00	2,500.00	11,365.00
11-401-100-580	Travel - All Other	200.00	.00	.00	200.00
11-401-100-600	Supplies and Materials	32,200.00	2,363.50	7,994.41	21,342.09

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

		Appropriations	Expenditures	Encumbrances	Available Balance
11-401-100-800	Other Objects	29,912.00	.00	22,869.45	7,042.55
		618,677.00	252,348.42	33,363.86	332,964.72
	School - Sponsored Athletics				
11-402-100-100	Salaries	1,019,638.00	514,917.83	123,253.30	381,466.87
11-402-100-420	Purchased Services (300-500 series)	154,773.75	63,368.68	87,929.07	3,476.00
11-402-100-580	Travel - All Other	1,500.00	182.22	.00	1,317.78
11-402-100-600	Supplies and Materials	99,484.00	56,657.50	21,085.82	21,740.68
		1,275,395.75	635,126.23	232,268.19	408,001.33
	Other Instructional Programs				
11-403-100-320	Purchased Services (300-500 series)	44,316.25	13,770.98	.00	30,545.27
		44,316.25	13,770.98	.00	30,545.27
	Before/After School Programs				
11-421-100-100	Salaries of Teachers	1,583.75	1,583.75	.00	.00
		1,583.75	1,583.75	.00	.00
	Summer School				
13-422-100-101	Salaries of Teachers	60,821.00	45,474.02	.00	15,346.98
		60,821.00	45,474.02	.00	15,346.98
	Other Supplemental/At-Risk Programs				
11-424-100-179	Salaries of Reading Specialists	1,077,886.00	513,444.88	563,941.78	499.34
		1,077,886.00	513,444.88	563,941.78	499.34
	UNDISTRIBUTED EXPENDITURES				
	Instruction				
11-000-100-562	Tuition to Other LEAs Within the State-Special	499,515.88	164,532.81	297,783.13	37,199.94
11-000-100-566	Tuition to APSSD Within the State	4,890,139.13	2,781,874.42	2,003,043.85	105,220.86
11-000-100-567	Tuition to APSSD and Other LEAs-Special - Out of State	1,175,834.41	507,852.69	431,981.72	236,000.00
		6,565,489.42	3,454,259.92	2,732,808.70	378,420.80
	Attendance and Social Work Services				
11-000-211-100	Salaries	141,383.00	62,160.00	62,160.00	17,063.00
		141,383.00	62,160.00	62,160.00	17,063.00
	Health Services				
11-000-213-100	Salaries	997,415.60	495,892.97	454,363.00	47,159.63
11-000-213-420	Other Purchased Services (400-500 series)	384.95	384.95	.00	.00
11-000-213-600	Supplies and Materials	38,270.32	14,353.79	3,751.81	20,164.72
		1,036,070.87	510,631.71	458,114.81	67,324.35

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

		Appropriations	Expenditures	Encumbrances	Ava lable Ba nce
	Speech/Occupational Therapy/Physical Therapy and Related Services				
11-000-216-100	Salaries	1,081,417.29	511,326.20	570,075.40	15.69
11-000-216-320	Purchased Professional - Educational Services	385,423.42	167,510.48	216,539.52	1,373.42
11-000-216-600	Supplies and Materials	13,619.67	12,524.18	584.49	511.00
		1,480,460.38	691,360.86	787,199.41	1,900.11
	Extraordinary Services				
11-000-217-320	Purchased Professional - Educational Services	860,480.00	518,655.40	341,824.60	.00
		860,480.00	518,655.40	341,824.60	.00
	Guidance Services				
11-000-218-104	Salaries of Other Professional Staff	2,367,218.97	1,194,560.21	1,157,949.36	14,709.40
11-000-218-105	Salaries of Secretarial and Clerical Assistants	202,521.00	106,900.86	93,083.20	2,536.94
11-000-218-390	Other Purchased Prof. and Tech. Services	350.00	350.00	.00	.00
11-000-218-580	Travel - All Other	900.00	15.04	820.72	64.24
11-000-218-600	Supplies and Materials	28,705.00	20,271.71	996.08	7,437.21
11-000-218-890	Other Objects	21,000.00	21,000.00	.00	.00
		2,620,694.97	1,343,097.82	1,252,849.36	24,747.79
	Child Study Teams				
11-000-219-104	Salaries of Other Professional Staff	3,507,030.64	1,863,260.61	1,643,770.03	.00
11-000-219-105	Salaries of Secretarial and Clerical Assistants	312,001.39	165,878.64	127,681.30	18,441.45
11-000-219-320	Purchased Professional - Educational Services	116,407.50	26,682.50	67,625.88	22,099.12
11-000-219-390	Other Purchased Prof. and Tech. Services	32,949.06	6,031.25	11,118.75	15,799.06
11-000-219-580	Other Purchased Services (400-500 series)	2,092.50	904.29	1,104.93	83.28
11-000-219-580	Miscellaneous Purchased Services (400-500 series Other than Residential Costs)	7,000.00	4,447.45	343.86	2,208.69
11-000-219-610	Supplies and Materials	20,400.00	18,044.18	530.90	1,824.92
11-000-219-800	Other Objects	8,100.00	.00	.00	8,100.00
		4,005,981.09	2,085,248.92	1,852,175.65	68,556.52
	Improvement of Instruction Services				
11-000-221-102	Salaries of Supervisor of Instruction	2,039,803.22	1,170,985.88	806,170.60	62,646.74
11-000-221-104	Salaries of Other Professional Staff	259,127.87	213,882.51	.00	45,245.36
11-000-221-105	Salaries of Secretaries and Clerical Assistants	316,747.08	184,875.36	131,871.70	.02
11-000-221-320	Purchased Professional - Educational Services	19,382.67	.00	.00	19,382.67
11-000-221-590	Other Purchased Services (400-500)	3,000.00	.00	.00	3,000.00
11-000-221-580	Travel - All Other	6,212.52	1,373.81	4,438.71	400.00
11-000-221-610	Supplies and Materials	23,790.62	2,303.48	5,092.37	16,394.77
11-000-221-800	Other Objects	10,790.00	2,585.00	584.00	7,521.00
		2,678,853.98	1,576,006.04	948,157.38	154,590.56

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

		Appropriations	Expenditures	Encumbrances	Available Balance
	Educational Media/Library Services				
11-000-222-100	Salaries - Regular	952,990.55	477,549.55	475,441.00	.00
11-000-222-420	Other Purchased Services (400-500 series)	4,700.00	1,361.00	.00	3,339.00
11-000-222-580	Travel - All Other	1,000.00	.00	1,000.00	.00
11-000-222-600	Supplies and Materials	191,382.74	64,269.51	26,554.99	100,558.24
		1,150,073.29	543,180.06	502,995.99	103,897.24
	Instructional Staff Training Services				
11-000-223-102	Salaries of Supervisors of Instruction	479,556.90	278,181.58	184,468.90	16,906.42
11-000-223-320	Purchased Professional - Educational Services	101,290.00	515.00	20,250.00	80,525.00
11-000-223-590	Other Purchased Services (400-500 series)	23,566.61	1,837.47	4,849.03	16,880.11
11-000-223-580	Travel - All Other	145,874.64	11,516.55	5,987.91	128,370.18
11-000-223-610	Supplies and Materials	15,000.00	4,141.44	400.56	10,458.00
11-000-223-800	Other Objects	930.00	270.00	660.00	.00
		766,218.15	296,462.04	216,616.40	253,139.71
	Support Services - General Administration				
11-000-230-100	Salaries	449,408.00	262,670.02	186,705.00	32.98
11-000-230-331	Legal Services (Note: APSSD - Not Litigation Related Legal Services)	324,500.00	151,007.47	173,492.53	.00
11-000-230-332	Audit Fees	67,740.00	65,000.00	.00	2,740.00
11-000-230-339	Other Purchased Professional Services	64,483.12	42,374.85	16,797.27	5,311.00
11-000-230-340	Purchased Technical Services	10,500.00	8,594.00	.00	1,906.00
11-000-230-530	Communications / Telephone	226,539.02	86,771.79	109,562.46	30,204.77
11-000-230-580	Travel - All Other	4,498.11	3,474.50	1,023.61	.00
11-000-230-585	BOE Other Purchased Services	1,000.00	.00	.00	1,000.00
11-000-230-420	Miscellaneous Purchased Services (400-500) [Other than 530 and 585]	107,480.09	92,459.39	7,997.55	7,023.15
11-000-230-600	General Supplies	28,369.30	4,347.21	2,983.17	21,038.92
11-000-230-890	Miscellaneous Expenditures	61,580.24	59,378.10	2,107.84	94.30
11-000-230-895	BOE Membership Dues and Fees	68.00	68.00	.00	.00
		1,346,165.88	776,145.33	500,669.43	69,351.12
	Support Services - School Administration				
11-000-240-103	Salaries of Principals / Assistant Principals / Program Directors	2,067,875.72	1,207,927.62	859,948.10	.00
11-000-240-104	Salaries of Other Professional Staff	597,867.57	348,746.44	249,104.60	16.53
11-000-240-105	Salaries of Secretarial and Clerical Assistants	1,559,085.53	848,143.73	710,941.80	.00
11-000-240-320	Purchased Professional and Technical Services	60,879.00	46,568.56	879.00	13,431.44
11-000-240-420	Other Purchased Services (400-500 series)	45,625.00	5,135.00	1,101.70	39,388.30
11-000-240-580	Travel - All Other	23,845.00	2,071.09	12,369.86	9,404.05
11-000-240-600	Supplies and Materials	434,396.07	256,262.76	59,455.81	118,677.50

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

		Appropriations	Expenditures	Encumbrances	Avai able Balance
		4,789,573.89	2,714,855.20	1,893,800.87	180,917.82
	Central Services				
11-000-251-100	Salaries	1,237,571.70	715,163.90	522,407.80	.00
11-000-251-330	Purchased Professional Services	193,544.18	114,695.73	73,411.20	5,437.25
11-000-251-580	Travel - All Other	13,865.00	6,145.76	2,090.04	5,629.20
11-000-251-440	Miscellaneous Purchased Services (400-500) [Other Than 594]	44,981.99	44,081.99	900.00	.00
11-000-251-600	Supplies and Materials	90,143.01	15,133.92	74,963.54	45.55
11-000-251-832	Interest on Lease Purchase Agreements	92,015.00	89,384.44	2,630.01	.55
11-000-251-890	Miscellaneous Expenditures	38,462.05	25,012.19	4,223.08	9,226.78
		1,710,582.93	1,009,617.93	680,625.67	20,339.33
	Administrative Information Technology				
11-000-252-100	Salaries	951,591.77	567,651.38	378,914.50	5,025.89
11-000-252-330	Purchased Professional Services	167,200.00	60,437.46	28,784.39	77,978.15
11-000-252-340	Purchased Technical Services	277,120.97	206,037.32	.00	71,033.65
11-000-252-421	Other Purchased Services (400-500 series)	719,179.93	596,593.10	70,678.79	51,938.04
11-000-252-600	Supplies and Materials	45,677.00	8,742.60	4,912.00	32,022.40
		2,160,769.67	1,439,461.86	483,289.68	238,018.13
	Required Maintenance for School Facilities				
11-000-261-110	Salaries	1,026,567.03	581,654.35	401,507.40	43,405.28
11-000-261-420	"Cleaning, Repair, and Maintenance Services"	384,934.24	178,846.61	99,583.71	106,503.92
11-000-261-610	General Supplies	245,282.07	84,433.11	70,729.35	90,119.61
11-000-261-890	Other Objects	13,399.00	7,515.50	2,475.00	3,408.50
		1,670,182.34	852,449.57	574,295.46	243,437.31
	Custodial Services				
11-000-262-110	Salaries	2,945,857.49	1,590,584.03	1,028,631.55	326,641.91
11-000-262-300	Purchased Professional and Technical Services	57,743.09	18,937.00	29,741.09	9,665.00
11-000-262-420	"Cleaning, Repair, and Maintenance Services"	193,339.00	96,203.16	76,516.27	20,619.57
11-000-262-440	Rental of Land and Building Other than Lease Purchase Agreement	166,000.04	144,702.04	2,040.00	19,258.00
11-000-262-490	Other Purchased Property Services	65,986.30	.00	.00	65,986.30
11-000-262-520	Insurance	889,118.32	889,118.32	.00	.00
11-000-262-610	General Supplies	528,698.41	265,462.11	182,717.38	80,518.92
11-000-262-621	Energy (Natural Gas)	483,135.00	412,877.36	67,122.64	3,235.00
11-000-262-622	Energy (Electricity)	1,009,645.48	208,110.61	710,834.87	90,700.00
11-000-262-890	Other Objects	200,000.00	.00	160.00	199,840.00
		6,539,523.13	3,625,994.63	2,097,763.80	815,764.70
	Care and Upkeep of Grounds				

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

		Appropriations	Expenditures	Encumbrances	Available Balance
11-000-263-100	Salaries	70,852.08	41,330.36	29,521.70	.02
		70,852.08	41,330.36	29,521.70	.02
	Security				
11-000-266-100	Salaries	369,969.00	194,507.09	172,529.30	2,932.61
		369,969.00	194,507.09	172,529.30	2,932.61
	Student Transportation Services				
11-000-270-107	Salaries of Non-Instructional Aides	57,435.94	22,351.00	22,351.00	12,733.94
11-000-270-160	Salaries for Pupil Transportation (Between Home and School) - Regular	1,264,540.44	639,415.62	625,124.82	.00
11-000-270-162	Salaries for Pupil Transportation (Other than Between Home and School)	296,867.98	171,336.58	.00	125,531.40
11-000-270-350	Management Fee - ESC and CTSA Transportation Program	42,000.00	41,133.48	.00	866.52
11-000-270-503	Contract Services - Aid in Lieu Payments -Non-Public School	180,511.00	1,511.00	511.00	178,489.00
11-000-270-511	Contract Services (Between Home and School)-Vendors	20,000.00	.00	.00	20,000.00
11-000-270-512	Contract Services (Other than Between Home and School)-Vendors	177,870.00	.00	1,412.03	176,457.97
11-000-270-514	Contract Services (Special Ed Students)-Vendors	2,221,786.00	1,303,135.45	756,864.55	161,786.00
11-000-270-580	Travel - All Other	1,550.00	87.89	512.11	950.00
11-000-270-615	Transportation Supplies	294,255.00	165,001.80	77,969.71	51,283.49
11-000-270-890	Other Objects	5,450.00	1,376.50	1,516.00	2,557.50
		4,562,266.36	2,345,349.32	1,486,261.22	730,655.82
	Personnel Services - Unallocated Employee Benefits				
11-000-291-220	Social Security Contributions	1,675,000.00	952,064.34	.00	722,935.66
11-000-291-241	Other Retirement Contributions - PERS	2,643,507.04	907.04	2,642,600.00	.00
11-000-291-242	Other Retirement Contributions - ERIP	158,968.95	21,420.84	11,188.95	126,359.16
11-000-291-260	Workmen's Compensation	582,148.20	582,148.20	.00	.00
11-000-291-270	Health Benefits	17,275,141.09	10,029,858.76	6,889,111.30	356,171.03
11-000-291-280	Tuition Reimbursement	158,990.00	28,418.60	30,739.40	99,832.00
11-000-291-290	Other Employee Benefits	234,055.00	215,766.90	17,538.10	750.00
11-000-291-299	Unused Sick Payment to Terminated / Retired Staff	250,649.66	48,750.34	.00	201,899.32
		22,978,459.94	11,879,335.02	9,591,177.75	1,507,947.17
	Facilities Acquisition and Construction Services				
12-000-400-390	Other Purchased Prof. and Tech. Services	18,864.62	4,607.64	14,256.98	.00
12-000-400-450	Construction Services	2,406,940.12	1,888,805.01	518,135.11	.00
12-000-400-721	Lease Purchase Agreements - Principal	1,591,006.74	495,992.85	899,951.64	195,062.25
12-000-400-800	Other Objects	68,734.00	68,734.00	.00	.00
		4,085,545.48	2,458,139.50	1,432,343.73	195,062.25

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

		Appropriations	Expenditures	Encumbrances	Available Balance
	Equipment				
12-120-100-731	Grades 1-5	7,016.85	.00	.00	7,016.85
12-130-100-731	Grades 6-8	31,920.24	20,775.37	10,000.00	1,144.87
12-140-100-731	Grades 9-12	295,289.34	969.88	.00	294,319.46
12-000-100-731	Undistributed Expenditures - Instruction	34,397.15	32,100.49	2,072.00	2,224.66
12-000-300-732	Undistributed Expenditures - Non-Instructional Services	60,504.62	46,658.62	13,846.00	.00
		<u>429,128.20</u>	<u>100,504.36</u>	<u>25,918.00</u>	<u>302,705.84</u>
	Contribution (Transfer) of Funds to Charter Schools				
10-000-100-561	Transfer of Funds to Charter Schools	79,152.00	43,741.00	.00	35,411.00
		<u>79,152.00</u>	<u>43,741.00</u>	<u>.00</u>	<u>35,411.00</u>
	General Fund	<u>135,505,299.94</u>	<u>69,287,895.58</u>	<u>55,649,160.92</u>	<u>10,568,243.44</u>


 School Business Administrator Signature

3/12/2024
 Date

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

20 Special Revenue Fund

Assets and Liabilities

Assets			
101	Cash		396,369.66
	Accounts Receivable:		
141	A/R: State of NJ	437,171.01	
142	A/R: Federal		
			<hr/>
			437,171.01
Resources			
301	Estimated Revenues	3,803,002.70	
302	Revenues	(1,543,607.00)	
			<hr/>
			2,259,395.70
			<hr/>
			3,092,936.37
Total assets and resources:			

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

20 Special Revenue Fund
Liabilities and Fund Equity

Liabilities			
421	Accounts Payable	280.57	
481	Deferred Revenue	<u>328,841.55</u>	
			329,122.12
Fund Balance			
	Appropriated		
	Reserve for Encumbrances		
753	Reserve for Encumbrances: Current	1,509,551.06	
754	Reserve for Encumbrances: Prior	47,048.26	
601	Appropriations	3,942,202.71	
602	Expenditures	1,150,997.52	
603	Encumbrances	<u>1,556,599.32</u>	
	Less: Expenditures and Encumbrances	(2,707,596.84)	
	Total Appropriations		2,791,205.19
	Reserved Fund Balance		
75X,76x	Other Reserves	<u>.00</u>	
	Total Reserved Fund Balance:		.00
	Unappropriated:		
303	Budgeted Fund Balance		
770	Unassigned Fund Balance	<u>(27,390.94)</u>	
	Total Unappropriated:		(27,390.94)
	Total Liabilities and Fund Balance		<u>3,092,936.37</u>

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

20 Special Revenue Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	3,942,202.71	2,707,596.84	1,234,605.87
Revenues	(3,803,002.70)	(1,543,607.00)	(2,259,395.70)
	139,200.01	1,163,989.84	(1,024,789.83)
Less: Reserve for Encumbrances: Prior	139,200.01	139,200.01	.00
Budgeted Fund Balance:	.00	1,024,789.83	-1,024,789.83

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

**20 Special Revenue Fund
Interim Statements Comparing
Budget Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date**

Revenue/sources of funds		Budgeted Estimated	Actual To Date	Unrealized Balance	
2XXX	From Intermediate Sources	30,057.95	18,017.00	12,040.95	
3XXX	From State Sources	1,164,156.00	779,842.00	384,314.00	
4XXX	From Federal Sources	2,608,788.75	745,748.00	1,863,040.75	
		3,803,002.70	1,543,607.00	2,259,395.70	
Expenditures		Appropriations	Expenditures	Encumbrances	Available Balance
	Local Projects				
20-*	Other Special Revenue Fund	30,057.95	4,900.00	4,972.79	20,185.16
		30,057.95	4,900.00	4,972.79	20,185.16
	State Projects				
20-492-xxx-xxx	SDA Emergent Needs and Capital Maint	199,645.00	28,223.25	17,576.75	153,845.00
20-501-xxx-xxx	Nonpublic Textbooks Aid	45,439.00	43,171.21	1,190.90	1,076.89
20-502-xxx-xxx	Nonpublic Aux Services - Basic Skills/Remedial	59,645.00	16,811.30	42,833.70	.00
20-506-xxx-xxx	Nonpublic Hand - Supplemental Instruction	140,420.00	39,730.60	100,689.40	.00
20-507-xxx-xxx	Nonpublic Hand - Handicapped Services	154,260.00	1,520.00	152,740.00	.00
20-508-xxx-xxx	Nonpublic Hand - Corrective Speech	49,802.00	13,671.00	36,131.00	.00
20-509-xxx-xxx	Nonpublic Nursing Services	180,720.00	67,248.00	98,352.00	15,120.00
20-510-xxx-xxx	Nonpublic Technology Initiative Program	71,295.00	39,280.56	.00	32,014.44
20-511-xxx-xxx	Nonpublic Security Aid Program	314,130.01	110,202.25	45,828.01	158,099.75
		1,215,356.01	359,858.17	495,341.76	360,156.08
	Federal Projects				
20-23x-xxx-xxx	ESSA Title I, Part A	145,093.00	47,192.96	42,426.50	55,473.54
20-24x-xxx-xxx	ESSA Title III	50,568.00	14,165.82	1,144.00	35,258.18
20-25x-xxx-xxx	I.D.E.A. Part B	1,714,703.00	544,215.43	941,014.80	229,472.77
20-27x-xxx-xxx	ESSA Title IIA / IID	75,963.00	8,550.00	900.00	66,513.00
20-28x-xxx-xxx	ESSA Title IV	13,190.00	.00	.00	13,190.00
20-487-xxx-xxx	ARP-ESSER Grant Program	257,480.24	82,065.97	30,827.75	144,586.52
20-488-xxx-xxx	ARP ESSER Subgrant (ALCES)	185,986.00	38,315.26	3,280.10	144,390.64
20-489-xxx-xxx	ARP ESSER Subgrant (EBSLEA)	40,000.00	40,000.00	.00	.00
20-490-xxx-xxx	ARP Evidence Based Learning Beyond the Sch Day	16,675.89	10,833.91	.00	5,841.98
20-491-xxx-xxx	ARP ESSER Subgrant (NJTSS)	43,129.62	900.00	36,691.62	5,538.00
20-45x-xxx-xxx	Other Federal Projects	154,000.00	.00	.00	154,000.00

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

2,696,788.75	786,239.35	1,056,284.77	854,264.63
3,942,202.71	1,150,997.52	1,556,599.32	1,234,605.87

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

20 Special Revenue Fund

Schedule Of Revenues

Actual Compared with Estimated

		Estimated	Actual	Unrealized
	Revenues from intermediate Sources			
20-2100	Unrestricted Grants-in-Aid	16,217.00	16,217.00	.00
20-2105	Imported	6,665.95	.00	6,665.95
20-2200	Restricted Grants-in-Aid	7,175.00	1,800.00	5,375.00
		<u>30,057.95</u>	<u>18,017.00</u>	<u>12,040.95</u>
	Revenues from State Sources			
20-3231	Nonpublic Textbook Aid	45,439.00	45,439.00	.00
20-3232	Nonpublic Auxiliary Services Aid - Compensatory	59,645.00	33,715.00	25,930.00
20-3235	Nonpublic Auxiliary/Handicapped Transportation Aid	154,260.00	46,859.00	107,401.00
20-3237	Nonpublic Handicapped Aid	49,802.00	.00	49,802.00
20-3238	Nonpublic Handicapped Aid - Speech Correction	140,420.00	183,444.00	-43,024.00
20-3239	Nonpublic Nursing Services Aid.	180,720.00	90,360.00	90,360.00
20-3240	Nonpublic Technology Initiative Aid	71,295.00	71,295.00	.00
20-3241	Nonpublic Security Aid	308,730.00	308,730.00	.00
20-3257	SDA Emergent Needs and Capital Maint in School Districts	153,845.00	.00	153,845.00
		<u>1,164,156.00</u>	<u>779,842.00</u>	<u>384,314.00</u>
	Revenues from Federal Sources			
20-4411	Title I-Part A	145,093.00	33,483.00	111,610.00
20-4420	I.D.E.A. Part B	1,648,099.00	383,252.00	1,264,847.00
20-4421	I.D.E.A. Part B	66,604.00	15,482.00	51,122.00
20-4451	Title II-A	75,963.00	8,550.00	67,413.00
20-4471	Title IV - Part A - Student Support and Acad Enrichment	13,190.00	.00	13,190.00
20-4491	Title III	31,995.00	9,913.00	22,082.00
20-4492	Title III	18,573.00	3,052.00	15,521.00
20-4500	Other Grants from the Federal Govt through the State	154,000.00	.00	154,000.00
20-4540	ARP-ESSR	169,480.24	190,648.00	-21,167.76
20-4541	ARP ESSER Accelerated Learning Coaching/Ed Support	185,986.00	85,881.00	100,105.00
20-4542	ARP ESSER Evid-Based Sum Learning & Enrichment Act	40,000.00	.00	40,000.00
20-4543	ARP ESSER Evid-Based Comp Beyond the School Day Act	16,675.89	11,982.00	4,693.89
20-4544	ARP ESSER NJTSS Mental Health Support Staffing	43,129.62	3,505.00	39,624.62
		<u>2,608,788.75</u>	<u>745,748.00</u>	<u>1,863,040.75</u>

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

3,803,002.70

1,543,607.00

2,259,395.70

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

**20 Special Revenue Fund
Statement of Appropriations
Compared with Expenditures and Encumbrances**

		Appropriations	Expenditures	Encumbrances	Ava lable Ba nce
	Undistributed Expenditures				
20-000-100-610	Program Expenditures	300.00	.00	299.79	.21
		300.00	.00	299.79	.21
	Other Local Projects				
20-001-100-320	Program Expenditures	29,757.95	4,900.00	4,673.00	20,134.95
		29,757.95	4,900.00	4,673.00	20,134.95
	ESSA Title I, Part A				
20-231-100-100	Salaries of Teachers	84,853.00	41,968.30	42,426.50	458.20
20-231-100-600	Instructional Supplies	5,934.00	5,224.66	.00	709.34
20-231-200-200	Employee Benefits	54,306.00	.00	.00	54,306.00
		145,093.00	47,192.96	42,426.50	55,473.54
	ESSA Title III				
20-241-100-100	Salaries of Teachers	770.00	619.55	.00	150.45
20-241-100-600	Instructional Supplies	21,105.00	9,293.47	.00	11,811.53
20-241-200-300	Professional Technical Services	10,120.00	.00	.00	10,120.00
		31,995.00	9,913.02	.00	22,081.98
	ESSA Title III				
20-242-100-100	Salaries of Teachers	9,177.00	1,140.30	.00	8,036.70
20-242-100-600	Instructional Supplies	1,000.00	.00	.00	1,000.00
20-242-100-320	Purchased Services	550.00	.00	.00	550.00
20-242-100-640	Instructional Supplies	1,000.00	.00	.00	1,000.00
20-242-100-800	Other Objects	4,781.00	3,112.50	1,144.00	524.50
20-242-200-100	Salaries - Support	2,065.00	.00	.00	2,065.00
		18,573.00	4,252.80	1,144.00	13,176.20
	IDEA Part B				
20-252-100-100	Salaries of Teachers	809,842.00	389,444.32	404,920.80	15,476.88
20-252-100-500	Other Purchased Services (400-500 Series)	537,381.00	126,592.01	395,934.10	14,854.89
20-252-200-200	Employee Benefits	97,069.00	.00	.00	97,069.00
20-252-200-300	Professional Technical Services	270,410.00	28,179.10	140,159.90	102,071.00
20-252-200-500	Other Purchased Services	1.00	.00	.00	1.00
		1,714,703.00	544,215.43	941,014.80	229,472.77
	ESSA Title IIA / IID				

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

		Appropriations	Expenditures	Encumbrances	Available Balance
20-270-200-300	Professional Technical Services	72,163.00	8,550.00	900.00	62,713.00
20-270-200-600	Supplies and Materials	3,800.00	.00	.00	3,800.00
		75,963.00	8,550.00	900.00	66,513.00
	ESSA Title IV				
20-280-200-300	Professional Technical Services	12,190.00	.00	.00	12,190.00
20-280-200-600	Supplies and Materials	1,000.00	.00	.00	1,000.00
		13,190.00	.00	.00	13,190.00
	Other Federal Projects				
20-451-100-100	Program Expenditures	154,000.00	.00	.00	154,000.00
		154,000.00	.00	.00	154,000.00
	ARP-ESSER Grant Program				
20-487-100-100	Program Expenditures	257,480.24	82,065.97	30,827.75	144,586.52
		257,480.24	82,065.97	30,827.75	144,586.52
	ARP ESSER Subgrant (ALCES)				
20-488-100-100	Program Expenditures	185,986.00	38,315.26	3,280.10	144,390.64
		185,986.00	38,315.26	3,280.10	144,390.64
	ARP ESSER Subgrant (EBSLEA)				
20-489-100-100	Program Expenditures	40,000.00	40,000.00	.00	.00
		40,000.00	40,000.00	.00	.00
	ARP Evidence Based Learning Beyond the School Day				
20-490-100-100	Program Expenditures	16,675.89	10,833.91	.00	5,841.98
		16,675.89	10,833.91	.00	5,841.98
	ARP ESSER Subgrant (NJTSS)				
20-491-200-300	Professional Technical Services	37,591.62	900.00	36,691.62	.00
20-491-100-100	ARP ESSER Subgrant New Jersey Tiered System of Supports (NJTSS) Mental Health Support Staffing Grant	5,538.00	.00	.00	5,538.00
		43,129.62	900.00	36,691.62	5,538.00
	SDA Emergent Needs and Capital Maintenance in School Districts				
20-492-100-721	Program Expenditures	199,645.00	28,223.25	17,576.75	153,845.00
		199,645.00	28,223.25	17,576.75	153,845.00
	Nonpublic Textbooks Aid				
20-501-100-640	Program Expenditures	45,439.00	43,171.21	1,190.90	1,076.89
		45,439.00	43,171.21	1,190.90	1,076.89
	Nonpublic Aux Services - Basic Skills/Remedial				
20-502-100-800	Program Expenditures	59,645.00	16,811.30	42,833.70	.00

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

		Appropriations	Expenditures	Encumbrances	Available Balance
		59,645.00	16,811.30	42,833.70	.00
20-506-100-800	Nonpublic Hand - Supplemental Instruction				
	Program Expenditures	140,420.00	39,730.60	100,689.40	.00
		140,420.00	39,730.60	100,689.40	.00
20-507-100-800	Nonpublic Hand - Handicapped Services				
	Program Expenditures	154,260.00	1,520.00	152,740.00	.00
		154,260.00	1,520.00	152,740.00	.00
20-508-100-800	Nonpublic Hand - Corrective Speech				
	Program Expenditures	49,802.00	13,671.00	36,131.00	.00
		49,802.00	13,671.00	36,131.00	.00
20-509-100-100	Nonpublic Nursing Services				
	Nonpublic Nursing Services	172,320.00	67,248.00	98,352.00	6,720.00
20-509-200-600	Supplies and Materials	8,400.00	.00	.00	8,400.00
		180,720.00	67,248.00	98,352.00	15,120.00
20-510-100-610	Nonpublic Technology Initiative Program				
	Program Expenditures	71,295.00	39,280.56	.00	32,C14.44
		71,295.00	39,280.56	.00	32,C14.44
20-511-100-800	Nonpublic Security Aid Program				
	Program Expenditures	314,130.01	110,202.25	45,828.01	158,C99.75
		314,130.01	110,202.25	45,828.01	158,C99.75
	Special Revenue Fund	3,942,202.71	1,150,997.52	1,556,599.32	1,234,605.87



School Business Administrator Signature

3/12/2024

Date

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

30 Capital Projects Fund

Assets and Liabilities

Assets			
101	Cash		4,577,824.06
Resources			
301	Estimated Revenues		
302	Revenues	(12,117.93)	
			<u>(12,117.93)</u>
Total assets and resources:			4,565,706.13

30 Capital Projects Fund

Liabilities and Fund Equity

3/12/2024 12:48pm

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

30 Capital Projects Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	.00	.00	.00
Revenues	(.00)	(12,117.93)	(-12,117.93)
	.00	(12,117.93)	12,117.93
Less: Reserve for Encumbrances: Prior			
Budgeted Fund Balance:	.00	-12,117.93	12,117.93

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

30 Capital Projects Fund
Interim Statements Comparing
Budget Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date

Revenue/sources of funds		Budgeted Estimated	Actual To Date	Unrealized Balance
1XXX	From Local Sources	.00	12,117.93	-12,117.93
		.00	12,117.93	-12,117.93
Expenditures		Appropriations	Expenditures	Encumbrances
				Available Balance

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

**30 Capital Projects Fund
Schedule Of Revenues
Actual Compared with Estimated**

		Estimated	Actual	Unrealized
	Revenues from Local Sources			
30-1510	Interest On Investments	.00	12,117.93	-12,117.93
		.00	12,117.93	-12,117.93
		.00	12,117.93	-12,117.93

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

30 Capital Projects Fund
Statement of Appropriations
Compared with Expenditures and Encumbrances

	Appropriations	Expenditures	Encumbrances	Available Balance
Capital Projects Fund	.00	.00	.00	.00



School Business Administrator Signature

3/12/2024

Date

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

40 Debt Service Fund

Assets and Liabilities

Assets			
101	Cash		.02
121	Debt Service Tax Levy A/R		1,196,150.00
	Accounts Receivable:		
141	A/R: State of NJ	<u>9,031.00</u>	9,031.00
	Total Other Assets		.00
Resources			
301	Estimated Revenues	7,695,050.00	
302	Revenues	(7,552,292.00)	
			<u>142,758.00</u>
	Total assets and resources:		1,347,939.02

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

40 Debt Service Fund

Liabilities and Fund Equity

Liabilities				
402	Interfund Accounts Payable		2,604,465.15	
				2,604,465.15
Fund Balance				
	Appropriated			
	Reserve for Encumbrances			
753	Reserve for Encumbrances: Current			
754	Reserve for Encumbrances: Prior			
601	Appropriations		7,695,050.00	
602	Expenditures	7,695,050.00		
603	Encumbrances			
	Less: Expenditures and Encumbrances		(7,695,050.00)	
	Total Appropriations			.00
	Reserved Fund Balance			
75X,76x	Other Reserves		.00	
	Total Reserved Fund Balance:			.00
	Unappropriated:			
303	Budgeted Fund Balance			
770	Retained Earnings		(1,256,526.13)	
	Total Unappropriated:			(1,256,526.13)
	Total Liabilities and Fund Balance			1,347,939.02

**Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January**

40 Debt Service Fund

Recapitulation of Budgeted Fund Balance

	Budgeted	Actual	Variance
Appropriations	7,695,050.00	7,695,050.00	.00
Revenues	(7,695,050.00)	(7,552,292.00)	(142,758.00)
	.00	142,758.00	(142,758.00)
Less: Reserve for Encumbrances: Prior			
Budgeted Fund Balance:	.00	142,758.00	-142,758.00

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

40 Debt Service Fund

**Interim Statements Comparing
Budget Revenue with Actual to Date and
Appropriations with Expenditures and Encumbrances to Date**

Revenue/sources of funds		Budgeted Estimated	Actual To Date	Unrealized Balance	
1XXX	From Local Sources	6,078,556.00	5,935,798.00	142,758.00	
3XXX	From State Sources	575,841.00	575,841.00	.00	
5XXX	From Other Sources	1,040,653.00	1,040,653.00	.00	
		7,695,050.00	7,552,292.00	142,758.00	
Expenditures		Appropriations	Expenditures	Encumbrances	Available Balance
	Repayment of Debt				
40-701-510-xxx	Repayment of Debt - Regular	7,695,050.00	7,695,050.00	.00	.00
		7,695,050.00	7,695,050.00	.00	.00
	Other				
40-*	Other Debt Service Fund	.00	.00	.00	.00
		.00	.00	.00	.00
		7,695,050.00	7,695,050.00	.00	.00

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

40 Debt Service Fund

Schedule Of Revenues

Actual Compared with Estimated

		Estimated	Actual	Unrealized
	Revenues from Local Sources			
40-1210	Ad Valorem Taxes - Local Tax Levy	5,935,798.00	5,935,798.00	.00
40-1990	Miscellaneous Revenue from Local Sources	142,758.00	.00	142,758.00
		<u>6,078,556.00</u>	<u>5,935,798.00</u>	<u>142,758.00</u>
	Revenues from State Sources			
40-3160	Debt Service Aid Type II.	575,841.00	575,841.00	.00
		<u>575,841.00</u>	<u>575,841.00</u>	<u>.00</u>
	Revenues from Other Financing Sources			
40-5200	Interfund Transfers	1,040,653.00	1,040,653.00	.00
		<u>1,040,653.00</u>	<u>1,040,653.00</u>	<u>.00</u>
		<u>7,695,050.00</u>	<u>7,552,292.00</u>	<u>142,758.00</u>

Report of the Secretary to the Board of Education
Livingston Board of Education
2023-24 January

40 Debt Service Fund

Statement of Appropriations
Compared with Expenditures and Encumbrances

		Appropriations	Expenditures	Encumbrances	Ava lable Ba-ance
	Regular Debt Service				
40-701-510-834	Interest on Bonds	2,505,050.00	2,505,050.00	.00	.00
40-701-510-910	Redemption of Principal	5,190,000.00	5,190,000.00	.00	.00
		7,695,050.00	7,695,050.00	.00	.00
	Debt Service Fund	7,695,050.00	7,695,050.00	.00	.00



School Business Administrator Signature

3/12/2024

Date