



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Tuesday, July 12, 2022

Executive Session - Hybrid Meeting - 6:30 p.m.

Public Session - Hybrid Meeting at Administration Building - 7:15 p.m.

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

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

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

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

I. OPEN SESSION

A. Call to Order – Mr. Seth Cohen, President

B. Reading of Meeting Notice

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 4, 2022 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

C. Executive Session

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

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

- Legal Matters and Personnel

Action may be taken upon return to 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

E. Student Representative to the Board / Roll Call

Jeffrey Xu

F. Superintendent's Report

G. Board Reports

H. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of June 21, 2022
2. Voting Meeting Minutes of June 28, 2022

ROLL CALL VOTE

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

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

Public participation shall be governed by the following rules:

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

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

II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Textbooks and DVDs

Resolved, that the Livingston Board of Education approves the books and DVDs 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**.

ROLL CALL VOTE

2. STUDENT SERVICES

2.1 Great Schools Partnership, Inc.

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

3. BUSINESS

The Superintendent recommends the following:

3.1 Payment of Bills

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

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

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10&11	Regular	2,274,512.84
12	Regular	207,182.16
20	Regular	151,445.81
60	Cafeteria	166,264.70
	TOTAL	<u>2,799,405.51</u>

Regular Checks	93737-94371	2,633,140.81
Cafeteria	1347-1352	166,264.70
	TOTAL	<u>2,799,405.51</u>

3.2 Board Secretary Report – May 2022

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for May 31, 2022, consisting of:

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

Whereas, the Livingston Board of Education has received the report of the Treasurer for May 31, 2022, 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	19,991,503	3,910,648	
(11) Current Expense			8,793,672
(12) Capital Outlay		151,901	7,426,849
(20) Special Revenue Fund	155,873	1,332,141	
(30) Capital Projects Fund	4,545,966		
(40) Debt Service Fund	165,773		
Total:	24,859,115	5,394,690	16,220,521

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of May 31, 2022, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

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

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

3.3 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2021-2022 budget for May pursuant to Board of Education Policy 6422, now therefore be it

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

<u>Object</u>	<u>Description</u>	<u>To</u>	<u>From</u>
100	Salaries	75,000	
270	Health Benefits		165,000
490	Other Purch Prop Svcs	6,000	
500	Other Purch Services	10,314	
514	Cont Services (Sped)	90,000	
590	Misc Purch Services		5,314
600	Supplies and Materials		2,876
610	General Supplies		2,124
615	Transportation Supplies		6,000
621	Energy-Electricity		40,000
622	Energy-Gas	40,000	
	TOTALS	\$221,314	\$221,314

3.4 Approval of Property, Liability and Workers Compensation Insurance for 2022-2023

Resolved, that the Livingston Board of Education awards the property and liability insurance policies to:

<u>New Jersey School Boards Association Insurance Group</u>		
Brown and Brown Insurance (Broker)		
Comprehensive Board Program includes Property, General Liability, Auto Liability, Crime, Pollution and Cyber Coverages.	(7/1/22-7/1/23)	\$495,722
School Board Legal Liability	(7/1/22-7/1/23)	\$196,463
Workers' Compensation and Supplemental Indemnity	(7/1/22-7/1/23)	\$542,479
<u>Monarch</u>		
Brown and Brown Insurance (Broker)		
Student/Athletic Accident Insurance	(7/1/22-7/1/23)	\$44,300
		\$1,278,964

3.5 Update to Financial Depositories and Signatures

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

Regal Bank			
<u>Account Title and Number</u>		<u>Signature(s)</u>	
Livingston High School Activity Account 0108010588		Danielle Rosenzweig Yulee Kim Dr. Mary K. Pretto Marie Battist-Rock Michael Davison	Any 2
Livingston High School Athletic Account 0108010604		Danielle Rosenzweig Yulee Kim Dr. Mary K. Pretto Marie Battist-Rock David Cohen Michael Davison	Any 2
Livingston High School Special Account 0108010596		Danielle Rosenzweig Yulee Kim Dr. Mary K. Pretto Marie Battist-Rock Michael Davison	Any 2

LIVINGSTON Board of Education Board Secretary's Petty Cash 0108010489	Dr. Matthew Block Michael Davison Tatiana Gilbert	<i>Any 2</i>
Livingston Board of Education Capital Reserve Fund Account 0108010448	Wire Transfers to other Board of Education Accounts Only Michael Davison Tatiana Gilbert	
Livingston Board of Education Unemployment Trust Fund Account 0108010455	Wire Transfers to other Board of Education Accounts Only Michael Davison Tatiana Gilbert	
Livingston Board of Education Cafeteria 0108010430	Michael Davison or Tatiana Gilbert	
Livingston Board of Education FSA 0108010422	Wire Transfers to other Board of Education Accounts Only Michael Davison Tatiana Gilbert	

3.6 Conferences and Overnight Trips

Resolved, that the Livingston Board of Education approves *Lauren Wells* to participate virtually in the AP Summer Institute: US Government and Politics conference from August 1 to 4, 2022 at a cost not to exceed \$600.

Resolved, that the Livingston Board of Education approves *Emily Burger* to participate virtually in the Phonemic Awareness program from July 20 to 28, 2022 at a cost not to exceed \$200.

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

3.7 Cafeteria/Vending Operations

Resolved, that the Livingston Board of Education approves the amendment to the Food Services Management Agreement with Aramark Educational Services, LLC to provide food services for the 2022-2023 school year.

3.8 Submission & Acceptance of Funds for the 2022/2023 IDEA Grant Application

Resolved, upon the recommendation of the Superintendent, the Board of Education approves the submission and acceptance of funds for the 2022/23 IDEA Grant Application for the following amounts for special education programs:

- IDEA Basic \$1,452,803
- IDEA Preschool \$65,460

The IDEA Basic amount includes \$119,892 of Non-Public Funds. The district's spending amount for IDEA Basic is \$1,332,911. The IDEA Preschool amount includes \$829 of Non-Public Funds. The district's spending amount for IDEA Preschool is \$64,631.

3.9 Policies & Regulations

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

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

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

Section	Policy or Regulation #	Title	comments
Bylaw	Bylaw #0168	Recording Board Meetings	with revisions
Administration	Policy #1648.15	Record Keeping for Healthcare Settings in School Buildings - COVID-19 (M)	new to district
Teaching Staff Members	Policy #3161	Examination for Cause	with revisions
Support Staff Members	Policy #4161	Examination for Cause	with revisions
Property	Policy #7410	Maintenance and Repair	with revisions
	Regulation #7410.01	Facilities Maintenance, Repair Scheduling, and Accounting (M)	with revisions
Operations	Policy #8420	Emergency and Crisis Situations (M)	with revisions

ROLL CALL VOTE

4. **PERSONNEL**

The Superintendent recommends the following:

4.1 **Resignations**

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

Name	Position	Reason	Location	Last Day of Employment
<i>Mollyann Piegari</i>	TOSD	Resignation	Harrison	June 30, 2022
<i>Kyle Reilly</i>	Systems Administrator	Resignation	CO	July 28, 2022
<i>Geraldine Volonnino</i>	Teacher of Psychology	Resignation	LHS	June 30, 2022
<i>Alexis Finley</i>	School Psychologist	Resignation	Harrison	August 28, 2022
<i>Marissa Jadrosich-Forg�t</i>	Teacher of Business Ed.	Resignation	LHS	June 30, 2022
<i>Leslie Keeble</i>	Teacher of Math	Resignation	LHS	June 30, 2022
<i>Abigail Tofanelli</i>	Instructional Aide	Resignation	LHS	June 30, 2022
<i>Amy Volker</i>	TOSD	Resignation	Hillside	NA
<i>Ana Saenz</i>	Instructional Aide	Resignation	Harrison	June 30, 2022
<i>Stacy Lodge</i>	Instructional Aide	Resignation	MPE	June 30, 2022

**as amended from a previous agenda*

4.2 **Leaves of Absences**

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

Name	Location	Position	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Ann Butler*</i>	LHS	Teacher of English	6/1/2022-6/14/2022**	NA	NA	6/15/2022
<i>Kate Schwindel</i>	LHS	Job Coach	NA	NA	8/30/2022-12/8/2022	12/9/2022
<i>Pia Bauer</i>	Hillside	Reading Specialist	10/27/2022-1/2/2023	1/3/2023-4/11/2023**	4/12/2023-12/1/2023	12/4/2023

**as amended from a previous agenda*

***Designates time counted toward NJFLA/FMLA*

4.3 **Appointments**

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

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
<i>Zachary Foote</i>	BHE	Elementary School Teacher	First Year Tenure Track	S. Velardi (transfer)	MA	4	\$63,855	8/30/2022
<i>Nicole Macadam</i>	HMS	TOSD	First Year Tenure Track	J. Fredericks (transfer)	MA	10	\$76,733	8/30/2022
<i>Melanie Bonanne</i>	BHE	Elementary School Teacher	First Year Tenure Track	L. Chin	MA	5	\$64,555	8/30/2022
<i>Maureen Weakley</i>	HMS	Teacher of Science	First Year Tenure Track	K. Bergen (transfer)	MA	6	\$65,305	8/30/2022
<i>Suzanne Finan</i>	MPE	Library Media Specialist	First Year Tenure Track	L. Piccoli	MA+16	6	\$68,970	8/30/2022
<i>Lisa Mascera</i>	LHS	Teacher of Social Studies	Leave Replacement	S. Kowalak	BA+16	1	\$56,900 (prorated)	8/30/2022-12/1/2022

**as amended from a previous agenda*

Resolved, that the Livingston Board of Education approves the reappointment and appointment of Instructional Aides, Kindergarten Aides, Campus Aides, ABA Discrete Trial TA's, PRIDE TA's, Job Coaches and Life Skills TA's for the 2022-2023 school year as shown on **Attachment C**.

4.4 Transfers

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

4.5 Substitutes

Resolved, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2022-2023 school year:

Teachers

Monica Ahluwalia
Stacey deBrauwere
Ammara Farhad
Jonathan Lee
Emily Wong

Secretarial

Erin Scanlon (\$16.50/hr)

Custodial

Alvin Barbour (\$18.50/hr)

Nurses

Diane Miranda

4.6 Extra Work Pay

Resolved, that the Livingston Board of Education approves the following payments as listed on **Attachment E** for work performed.

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment F** to perform clerical work for the student services department as

pre approved by the Assistant Superintendent. These individuals will be asked to perform these assignments over the summer of 2022 and after their regularly scheduled work hours during the 2022-2023 school year and will be compensated at the rate of \$20/hour.

4.7 Summer Work

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

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

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

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment J** to work over the summer of 2022 at the Summer Academy Program at the approved rate.

Resolved, that the Livingston Board of Education approves *Zachary Levine* as a summer worker in the Buildings & Grounds Department for the summer of 2022.

4.8 Contract Adjustments

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

4.9 Longevity

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment L** for longevity effective and retroactive to July 1, 2022 (12 month employees) or effective September 1, 2022 (10 month employees)

4.10 Separation Pay

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment M** for separation pay at the time of their retirement up to the listed amounts in accordance with the negotiations for the 2020-2023 LEA contract.

4.11 Lateral Moves

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

ROLL CALL VOTE

5. MISCELLANEOUS

The Superintendent recommends the following:

5.1 HIB Report

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

ROLL CALL VOTE

J. Public Comment ~ up to 15 minutes

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

Public participation shall be governed by the following rules:

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

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

K. Old Business

L. 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 July 12, 2022 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
1. Matter rendered confidential by federal law, state statute or rule of court.
 2. Matter in which the release of information would impair a right to receive federal funds.
 3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
 4. Collective bargaining matter.
 5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
 6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
 7. Investigation of violations or possible violations of law.
 8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
 9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
 10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

PROPOSED FUTURE AGENDA ITEMS (dates subject to change)

August 9, 2022 (*voting*)

- Enrollment Update
- Livingston Chinese School Contract
- Livingston Huaxia Chinese School Contract

September 6, 2022 (*workshop*)

September 20, 2022 (*voting*)

- District Goals
- District Nursing Services Plan

October 11, 2022 (*workshop*)

- NJSLA (as per Policy 2610)

October 18, 2022 (*voting*)

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

November 8, 2023 (*workshop*)

- Board Budget Goals

November 22, 2022 (*voting*)

- Assessment Update

December 6, 2022 (*voting*)

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

January 3, 2023 (*reorganization*)

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Rio (Video)	Carlos Saldanha Century Animator	2011	10	WL - Spanish 3 H	The movie Rio brings awareness to our students about the need of fighting the trafficking of animals in danger of extinction. This topic is viewed in Unit 4 where we talk about rights and duties as world citizens.
La Cosecha (Video)	U. Roberto Romano Shine Global	2021	11	WL - Spanish CP	The film is an excellent ancillary material as it highlights and reinforces the unit's enduring understandings and provides a closer view into the struggles of migrant workers in the United States.
Landfill Harmonic (Video)	Brad Allgood, Graham Townsley, Juliana Penaranda Lotus	2017	11	WL - Spanish CP	Based on the unit of study, the film not only highlights student resilience and love for music and art, but it also serves as a valuable anchor for life lessons.
Minari (Video)	Lee Isaac Chung Plan B Entertainment	2020	9-12	WL - K-Drama Club	K-Club's goal is to show different aspects of Korean Culture to the community. The movie follows the story of an immigrant Korean family who move from California to Arkansas in hopes for a better life and land to call their own.

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Entre Cultures 1	Elizabeth Zwaziger et Al Wayside Publishing	2020	9-12	WL - French 1 CP	The newly-founded publisher creates programs using backward design focusing on student language proficiency in all three modes of communication. Additionally Wayside materials are crafted to provide students with an intercultural classroom experience by helping them make connections to local, national, and international cultures.
Entre Cultures 2	Elizabeth Zwaziger et Al Wayside Publishing	2020	9-12	WL - French 1 CP	The newly-founded publisher creates programs Using backward design focusing on student language proficiency in all three modes of communication. Additionally Wayside materials are crafted to provide students with an intercultural classroom experience by helping them make connections to local, national, and international cultures.

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Chiarissimo Uno	Bruna Boyle John Giovanelli Wayside	2014	9-10	WL - Italian 1 CP	The newly-founded publisher creates programs Using backward design focusing on student language proficiency in all three modes of communication. Additionally Wayside materials are crafted to provide students with an intercultural classroom experience by helping them make connections to local, national, and international cultures.
Chiarissimo Due	Bruna Boyle John Giovanelli Wayside	2014	9-10	WL - Italian 1 CP	The newly-founded publisher creates programs Using backward design focusing on student language proficiency in all three modes of communication. Additionally Wayside materials are crafted to provide students with an intercultural classroom experience by helping them make connections to local, national, and international cultures.

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
The Testaments	Margaret Atwood Nan A. Talese	2019	12	English 4/AP Literature	This is the sequel to <i>The Handmaid's Tale</i> . <i>Testaments</i> picks up 15 years later after the events of the first book. The book follows 3 female narrators - as they plot, separately and together, to bring about the destruction of Gilead's oppressive state.
Precalculus Honors	Ron Larson Paul Battaglia	2022	10-12	Mathematics	This book takes a clear and accessible approach to teaching Precalculus, while maintaining the rigor necessary for an advanced mathematics course. Concepts are presented using a three-pronged approach: numerical, analytical, and graphical. This enables students to make connections across the various concepts and deepens their conceptual understanding of material.

STUDENT TEACHERS 2022-2023 SCHOOL YEAR					
Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Mollyrose Napolitano	Montclair State University	Clinical	Mt. Pleasant Middle School	Jessica Taveras	7/12/2022
Kate Schwindel	West Virginia University	Student Teaching	Livingston High School	Mickey Ennis	8/24/2022
Nadia Anzalone	Grand Canyon University	Observation (15 hrs)	LHS	Kesley Collins	7/11-8/4/2022

Last Name	First Name	Location	Job Title	Guide	Step	Base Salary	Longevity	Total Salary	FTE
22-23 RENEWALS									
Abrams*	Rosalie	MPE	Kindergarten Aide	Instructional & Kindergarten Aide	3	\$16,354	\$0	\$16,354	0.60
Hauryluke	Michele	BES	ABA Discrete Trial TA	Teacher Assistant	2	\$34,459	\$0	\$34,459	1.00
Ruderman*	Elysa	LHS	Instructional Aide	Instructional & Kindergarten Aide	2	\$26,633	\$0	\$26,633	1.00
<i>*amended from previous agenda</i>									
APPOINTMENTS									
Huber	Rachel	MPE	Instructional Aide	Instructional & Kindergarten Aide	1	\$26,033	\$0	\$26,033	1.00
Sheehan	Francis	LHS	Instructional Aide	Instructional & Kindergarten Aide	1	\$26,033	\$0	\$26,033	1.00
Stromfeld	Susan	MPE	Kindergarten Aide	Instructional & Kindergarten Aide	6	\$12,276	\$0	\$12,276	0.40
Ward	Devaneice	MPMS	Instructional Aide	Instructional & Kindergarten Aide	3	\$27,256	\$0	\$27,256	1.00

2022-23 TRANSFERS

Name	Transferring From	Location	Transferring To	Location	Replacing	Effective Date
Amanda King	Elementary School Teacher	Hillside	Intervention/ Enrichment Specialist (BSI Math)	Hillside	new position	8/30/2022
Katelyn Viverito	Elementary School Teacher	Hillside	Intervention/ Enrichment Specialist (BSI Math)	Collins	new position	8/30/2022
Heather Cohen	Elementary School Teacher	RHE	Intervention/ Enrichment Specialist (BSI Math)	RHE	new position	8/30/2022
Dana Wallock	Intervention/ Enrichment Specialist (BSI Math)	MPE/Hillside	Intervention/ Enrichment Specialist (BSI Math)	MPE	NA	8/30/2022
Nicole George	Intervention/ Enrichment Specialist (BSI Math)	BHE/RHE	Intervention/ Enrichment Specialist (BSI Math)	BHE	NA	8/30/2022
Susan Latino	Intervention/ Enrichment Specialist (BSI Math)	Harrison/ Collins	Intervention/ Enrichment Specialist (BSI Math)	Harrison	NA	8/30/2022

			#HOURS		TOTAL
NAME	DATE	POSITION	WORKED	RATE	AMOUNT
Ambio, Lester	6/10/2022	Security/Senior Prom	5	\$25.00	\$125.00
Diugo, Cara	6/1/2022	Game Worker/Softball	3	\$22.50	\$67.50
	6/4/2022	Game Worker/baseball	3.5	\$22.50	\$78.75
	6/7/2022	Game Worker/baseball	2.5	\$22.50	\$56.25
Leone, Ben	4/18/2022	Game Worker/lacrosse	3	\$22.50	\$67.50
	4/27/2022	Game Worker/lacrosse	2.5	\$22.50	\$56.25
	4/30/2022	Game Worker/lacrosse	5	\$22.50	\$112.50
	5/3/2022	Game Worker/baseball	3.5	\$22.50	\$78.75
	5/4/2022	Game Worker/baseball	3.5	\$22.50	\$78.75
	5/9/2022	Game Worker/lacrosse	2.5	\$22.50	\$56.25
	5/10/2022	Game Worker/baseball	3.5	\$22.50	\$78.75
	5/12/2022	Game Worker/lacrosse	3.5	\$22.50	\$78.75
	5/14/2022	Game Worker/lacrosse	3.5	\$22.50	\$78.75
	5/17/2022	Game Worker/softball	2.5	\$22.50	\$56.25
	5/18/2022	Game Worker/baseball	4	\$22.50	\$90.00
	5/20/2022	Game Worker/baseball	1.5	\$22.50	\$33.75
	5/21/2022	Game Worker/lacrosse	2.5	\$22.50	\$56.25
	5/23/2022	Game Worker/softball	2.5	\$22.50	\$56.25
	5/24/2022	Game Worker/softball	2.5	\$22.50	\$56.25
	6/1/2022	Game Worker/baseball	3	\$22.50	\$67.50
	6/7/2022	Game Worker/baseball	3	\$22.50	\$67.50
			52		
Munley, Michael	6/7/2022	Game Worker/baseball	2.5	\$22.50	\$56.25
Sullivan, Joe	5/26/2022	Security/Collins Spring Concert	2	\$25.00	\$50.00
	6/1/2022	Security/MPE Spring Concert	2	\$25.00	\$50.00
	6/2/2022	Security/RH Spring Concert	2	\$25.00	\$50.00
	6/11/2022	Security/Inner Grace Dance Recital@LHS	8.5	\$25.00	\$212.50
	6/12/2022	Security/MPM Dance Recital	6	\$25.00	\$150.00
	6/16/2022	Security/MPM Play	3	\$25.00	\$75.00
					\$2,141.25

Clerical Work for Student Services
(not to exceed 10 hours/week)

Andrew Greenberg
Jenna Graub

Summer 2022 Curriculum Writing Recommendations

Math (7-12)

Dorte Poyner

Yooree Gillman

Supervisor: Antonio Matheus

English

Anthony Fischer

Deborah Holtzman

Jordan Virgil

Jennifer Torres

Rachel Atkins

Meghan Reid

Supervisor: Kevin Wittmaack

Social Studies (7-12)

Vanessa Stock

Nicole Cicchino

Supervisor: Charles Raphael

ESSER Summer Writing Recommendations - 2022

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

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

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

Math (7-12)

Dorte Poyner

Yooree Gillman

Supervisor: Antonio Matheus

English

Anthony Fischer

Deborah Holtzman

Jordan Virgil

Jennifer Torres

Rachel Atkins

Meghan Reid

Supervisor: Kevin Wittmaack

Social Studies (7-12)

Vanessa Stock

Nicole Cicchino

Supervisor: Charles Raphael

SUMMER ACADEMY PROGRAM

First Name	Last Name	Course
Krista	Delia	Bridge
Danielle	Felcher	Remedial H/PE

Rates: \$61.81/hr.

Contract Adjustments

Last Name	First Name	Loc	Title	Guide	Step	Salary	Longevity	Degree	Stipends	Total Salary	Effective Date	FTE
Sullivan	Joseph	60	Security	Security >7/12	3	\$53,236	\$0	\$800	\$0	\$54,036	8/30/2022	100
Cappadonna	Brian	90	Custodian	Custodial	5	\$46,560	\$0	\$0	\$1,600	\$48,160	7/1/2022	100
Allard	Jesse	00	Technician	Non-Affiliated		\$56,500	\$0	\$0	\$250	\$56,750	7/1/2022	100
LeGrand	Patricia	91	Bus Aide	Bus Aide	6	\$14,900	\$780	\$0	\$0	\$15,680	8/30/2022	70

Longevity

*Effective September 1, 2022 (or July 1, 2022 for 12-month employees), *pro-rated for TA's, instructional, kindergarten & campus and bus aides.*

30 Years of Service

*MaryAnn Dellosa
Thomas Garzon
Tara Lockwood
Steven Milano*

25 Years of Service

Pearl Bowman
Jason Charney
David Cohen
David D'Addozio
Janene DePalo
Greer Gelman
Dorian Gemellaro
Lorraine Gullo
Jennifer Larsen
Maria Lekhrajmal
Tracy Rosenberg
Zuilda Semedo
Randall Toth
Kevin Wittmaack*

20 Years of Service

*Lisa Bowe
Darren DiGeronimo
Melissa Gromek
Robert Grosso
Chani Levine
Brian Megaro
Danielle Morales
James Page
Paul Raiz
Eileen Saladino
Wendy Straussman*
Mark Stern
Jason Tahan
Prentiss Williams
Armando Zuta*

July 12, 2022

15 Years of Service

Lila Alfaro
Beth Alterman
Maureen Biss
Susan Carter
Jessica Cumbo
Thomas Douglas
Amy Ennis
Celine Falchetta
Audrey Giordano
Denise Hicks
Danielle Iannuzzi Curcio
Douglas Jay
Nancy Meehan
James Memory
Lara Moskowitz
David Richards
Laura Rutzler
Nicole Stranix
*Elizabeth Waldron**
Christina Whipple

10 Years of Service

Sinead Crews
Annette Ferreira



Rombarger, Darelene <dromberger@livingston.org>

Only exceptions to the 20K

1 message

Ramos, Patricia <pramos@livingston.org>
To: Darelene Rombarger <dromberger@livingston.org>

Tue, Jul 20, 2021 at 4:15 PM

Hi Dare,

These are the people that can receive more than the 20K. They are capped at the number of days below at \$65 per day. If they have used days they can be paid less. So Jodi Shalom will receive \$27,690 even though she accumulated more days this year. Other than this list everyone else is the new rate capped at \$20,000.

Visual Personnel Employee Reports									
4155 CUNEO	ERNEST	50	09/01/1999	200.00 Contingency	1,5000 Sick	12,0000 Sick-Accumulated	236,5000 Contingency-Accumula	59,0000	309.00
4006 ALIRANGUES	LEON	60	09/01/1995	200.00 Contingency	4,0000 Sick	6,0000 Sick-Accumulated	230,5000 Contingency-Accumula	79,0000	319.50
4609 PICCOLI	LENORE	110	09/01/1991	200.00 Contingency	1,0000 Sick	9,0000 Sick-Accumulated	285,0000 Contingency-Accumula	25,0000	320.00
4243 FERSKO	HELENE	60	09/01/1993	200.00 Contingency	4,5000 Sick	9,0000 Sick-Accumulated	288,5000 Contingency-Accumula	37,0000	339.00
4121 CIMINNISI	AMEDEO	50	09/01/1988	200.00 Contingency	3,0000 Sick	11,0000 Sick-Accumulated	286,0000 Contingency-Accumula	87,5000	367.50
4821 WEIS	ERIG	50	09/01/1994	200.00 Contingency	3,0000 Sick	12,0000 Sick-Accumulated	299,5000 Contingency-Accumula	92,5000	407.00
4713 SHALOM	JODI	80	09/01/1986	200.00 Contingency	4,0000 Sick	12,0000 Sick-Accumulated	340,0000 Contingency-Accumula	70,0000	426.00
4212 EHRENFELD	PAUL	50	09/01/1991	200.00 Contingency	4,0000 Sick	12,0000 Sick-Accumulated	330,0000 Contingency-Accumula	92,0000	438.00

Patty Ramos

Assistant Business Administrator

Livingston Board of Education
11 Foxcroft Drive
Livingston, NJ 07039
973-535-8000 ext. 8015
www.livingston.org

Lateral Moves																
Last Name	First Name	Position	School	Old Scale	Old Step	Old Base Salary	Longevity	Other	Total Salary	New Scale	New Step	New Base Salary	Longevity	Other	Total Salary	Effective Date
Olney	Deniz	Teacher of Art	LHS	BA	4	\$56,300	\$0	\$0	\$56,300	BA+16	4	\$56,300	\$0	\$0	\$56,300	9/1/22
Sapichuk	Michelle	Teacher of English	HMS	BA	2/3	\$55,600	\$0	\$0	\$55,600	BA+16	2/3	\$57,600	\$0	\$0	\$57,600	9/1/22
Baird	Marlena	Elementary School Teacher	Collins	MA+32	12	\$92,900	\$0	\$0	\$92,900	D	12	\$95,900	\$0	\$0	\$95,900	9/1/22
Callahan	Timothy	Teacher of English	LHS	BA+32	9	\$69,905	\$0	\$0	\$69,905	MA	9	\$72,737	\$0	\$0	\$72,737	9/1/22
Dugo	Cara	Teacher of Health & PE	LHS	BA+16	4	\$56,300	\$0	\$0	\$56,300	MA	4	\$63,655	\$0	\$0	\$63,655	9/1/22
Munley	Michael	Teacher of Health & PE	LHS	BA+16	15	\$91,000	\$0	\$0	\$91,000	MA	15	\$96,555	\$0	\$0	\$96,555	9/1/22
Rappa	Anthony	Teacher of Math	HMS	BA+16	7	\$60,650	\$0	\$0	\$60,650	BA+32	7	\$63,205	\$0	\$0	\$63,205	9/1/22
Shah	Smriti	Teacher of ESL	MPM	MA	10	\$76,733	\$0	\$0	\$76,733	MA+16	10	\$80,206	\$0	\$0	\$80,206	9/1/22
Desamours	Theresa	School Counselor	LHS	MA	12	\$84,733	\$0	\$4,237	\$88,970	MA+16	12	\$88,243	\$0	\$4,412	\$92,655	9/1/22
Gajewski	Brittany	Teacher of Social Studies/Psych	LHS	MA+16	8	\$72,318	\$0	\$0	\$72,318	MA+32	8	\$75,900	\$0	\$0	\$75,900	9/1/22
Haskell	Sofia	Teacher of Spanish	BHE	BA+16	8	\$63,450	\$0	\$0	\$63,450	MA	8	\$68,840	\$0	\$0	\$68,840	9/1/22
Beinacker	Kerri	TOSD	HMS	BA+32	9	\$69,905	\$0	\$0	\$69,905	MA	9	\$72,737	\$0	\$0	\$72,737	9/1/22
Montelison	Thomas	Teacher of Social Studies	MPMS	MA	5	\$64,555	\$0	\$0	\$64,555	MA+32	5	\$70,600	\$0	\$0	\$70,600	9/1/22
Pelleiter	Kristin	Teacher of Music	HMS	MA	16	\$100,155	\$2,340	\$0	\$102,495	MA+16	16	\$103,820	\$2,340	\$0	\$106,160	9/1/22
Campbell	Kimberly	School Counselor	HMS	MA+16	11	\$94,199	\$0	\$2,947	\$97,146	MA+32	11	\$98,400	\$0	\$3,084	\$91,484	9/1/22
Picelle III	Ananda	PRIDE	BHE	BA	2/3	\$55,600	\$0	\$0	\$55,600	BA+16	2/3	\$57,600	\$0	\$0	\$57,600	9/1/22
Wells	Lauren	Teacher of Social Studies	LHS	MA+16	12	\$88,243	\$0	\$0	\$88,243	MA+32	12	\$92,900	\$0	\$0	\$92,900	9/1/22
Roth	Shira	Elementary School Teacher	MPE	MA	10	\$76,733	\$0	\$0	\$76,733	MA+16	10	\$80,206	\$0	\$0	\$80,206	9/1/22
Aaron	Samantha	Teacher of Biology	LHS	BA+16	5	\$59,000	\$0	\$0	\$59,000	MA	5	\$64,555	\$0	\$0	\$64,555	9/1/22
Mordkoff	Hal	Teacher of Business Ed	LHS	MA+16	10	\$80,206	\$0	\$0	\$80,206	MA+32	10	\$84,000	\$0	\$0	\$84,000	9/1/22
						\$0			\$0						\$0	9/1/22

0168 RECORDING BOARD MEETINGS

The Board of Education directs the creation and maintenance of an official record of the formal proceedings of the Board and will permit the unofficial recording of Board meetings in accordance with this bylaw.

Minutes

The Board shall keep reasonably comprehensible minutes of all its meetings showing the time and place, the members present, the subject considered, the actions taken, the vote of each member, information sufficient to explain the actions taken, and any other information required to be shown in the minutes by law.

Minutes of public meetings shall be public records signed by the Board Secretary and filed in the Secretary's office in a minute book as the permanent record of the acts of this Board.

Minutes of executive meetings shall be filed in the Secretary's office in a place separate from the minute book until the time, if any, when the proceedings may be made public. At that time, the minutes shall be public records and shall be filed in the regular minute book.

The Secretary shall provide each Board member with a copy of the minutes no later within thirty days of the Board meeting.

Electronic Recording

The secretary to the Board Secretary may make ~~an electronic~~ recording of each Board meeting as an administrative aid in the preparation of minutes; the ~~electronic~~-recording shall be retained for a minimum of one year or until the minutes are prepared, whichever is longer, after which time they may be erased only if permission is granted on an annual basis by the New Jersey Department of State, Division of Archives and Public Records. All such recordingstapes will be erased or destroyed in compliance with laws and rules for the destruction of public records.

~~Video~~ Recording by the Board

The Board has established the following parameters for the ~~video~~-recording of its open session public meetings:

- A. Open session public meetings, as set forth above, will be ~~video~~-recorded.

POLICY

LIVINGSTON BOARD OF EDUCATION

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RECORDING BOARD MEETINGS

- B. A copy of the recording video tape will be posted on the District's web site within three (3) business days after the public meeting of the Board and shall be kept on file in the central office for a minimum of one year. While ~~video tapes/recordings~~ of the public meetings will not be the official public record/minutes of Board of Education meetings, it is the intent of the Board that such recordingstapes will be available to the public.
- C. The Board reserves the right to edit the recording video tape prior to posting to protect the privacy of students and staff.

Recording by the Public

Any member of the public may record the proceedings of a public meeting of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, or distract Board members or other observers present at the meeting.

The Board will permit the use of any device used to record the meeting tape recorder(s), video camera(s) or live streaming only when notice of such intended use has been given to the Board Secretary five days in advance of the meeting. All devices ny camera(s) must be operated in an inconspicuous location in the meeting room. The Board reserves the right to request a copy of the recordingtape.

The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.

Any record of a Board meeting that is made available to persons other than the maker of the record and is set forth as a true and accurate record of that meeting must be open to inspection by the Board and may be copied by this Board at the Board's expense.

N.J.S.A. 10:4-14

Adopted: 13 December 2004
Revised: 23 January 2012
Revised: 21 May 2018

RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19 (M)

1648.15 RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19 (M)

The Board of Education is committed to providing a safe and healthy workplace for all employees. The school district shall maintain its records in accordance with Occupational Safety and Health Act of 1970 (OSHA) COVID-19 Emergency Temporary Standard (ETS) published on June 21, 2021 as adopted by the Public Employees Occupational Safety and Health (PEOSH), the agency with jurisdiction over public employers in New Jersey. The provisions of the ETS have expired and are no longer in effect for school districts except for the provisions addressing recordkeeping, outlined in 29 CFR §1910.502(q). The ETS and this Policy are only applicable for employees working in the school nurse's office and any adjoining clinical areas in the school building.

For the purpose of this Policy, "employee" means any district employee or contracted service provider working in a healthcare setting where people with suspected or confirmed COVID-19 are reasonably expected to be present. Therefore, the provisions of the ETS and this Policy only apply to employees or contracted service providers working in a nurse's office or any adjoining clinical areas.

For the purpose of this Policy, "healthcare setting" means all settings in the school district where any employee or contracted service provider provides healthcare services or healthcare support services. Where a healthcare setting is embedded within a non-healthcare setting (i.e. school nurse's office and any adjoining clinical areas in a school building), the ETS and this Policy only apply to the embedded healthcare setting and not to the remainder of a school building.

The school district will retain all versions of Policy 1648.14 – Safety Plan for Healthcare Settings in School Buildings, to comply with the ETS while the ETS remains in effect, even after Policy 1648.14 has been abolished.

The school district will establish and maintain a COVID-19 log to record each instance in which an employee is COVID-19 positive, regardless of whether the instance is connected to exposure to COVID-19 at work. The COVID-19 log will contain, for each instance, the employee's name, one form of contact information, occupation, location where the employee worked, the date of the employee's last day in the healthcare setting, the date of the positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced.



RECORDKEEPING FOR HEALTHCARE SETTINGS IN SCHOOL BUILDINGS – COVID-19 (M)

The school district will record the information in the COVID-19 log within twenty-four hours of learning the employee is COVID-19 positive. The school district will maintain the COVID-19 log as a confidential medical record and will not disclose it except as required by the ETS or other Federal law. The school district will maintain and preserve the COVID-19 log while the ETS remains in effect.

By the end of the next business day after a request, the school district will provide for examination and copying: all versions of Policy 1648.14; the individual COVID-19 log entry for a particular employee to that employee and to anyone having written authorized consent of that employee; and a version of the COVID-19 log that removes the names of employees, contact information, and occupation, and only includes, for each employee in the COVID-19 log, the location where the employee worked, the last day that the employee was in the healthcare setting before removal, the date of that employee's positive test for, or diagnosis of, COVID-19, and the date the employee first had one or more COVID-19 symptoms, if any were experienced, to all employees.

29 CFR §1910.502(q)

Adopted:



POLICY

LIVINGSTON BOARD OF EDUCATION

Program
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ADOPTION OF TEXTBOOKS

2510 ADOPTION OF TEXTBOOKS

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

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

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

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

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

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

PUBLIC COMPLAINTS AND GRIEVANCES – RELATED TO INSTRUCTIONAL AND RESOURCE MATERIALS:

Public Complaints and Grievances related to classroom and media resources and materials should be handled in accordance with ~~Regulation 2510,~~ Regulation 2530.1 and Regulation 2530.2.

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



POLICY

LIVINGSTON BOARD OF EDUCATION

Program
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ADOPTION OF TEXTBOOKS

Adopted: 14 February 2011



POLICY

LIVINGSTON BOARD OF EDUCATION

Program
2530/Page 1 of 2
RESOURCE MATERIALS

2530 RESOURCE MATERIALS

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

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

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

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

The Superintendent will evaluate the continuing effectiveness and utility of resource materials and recommend to the Board the removal of those materials that no longer meet the standards set forth in this policy. ~~Any request for the removal of resource materials will be governed by Policy No. 9130 on public complaints.~~

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POLICY

LIVINGSTON BOARD OF EDUCATION

Program
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RESOURCE MATERIALS

PUBLIC COMPLAINTS AND GRIEVANCES – RELATED TO INSTRUCTIONAL AND RESOURCE MATERIALS:

Public Complaints and Grievances related to classroom and media resources and materials
should be handled in accordance with Regulation 2540, Regulation 2530.1 and Regulation
2530.2.

Adopted: 12 March 2012

Revised:



3161 EXAMINATION FOR CAUSE

The Board of Education may, ~~in accordance with law,~~ 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 whose physical or mental condition so departs 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. 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 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.

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

~~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 teaching 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~~



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~~submit to an appropriate examination by a physician or institution designated by the Board and at the Board's expense.~~

~~The teaching 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 teaching staff member, but the Board will not act unreasonably in withholding its approval of a physician or institution submitted by a teaching 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 teaching staff member.~~

~~If the teaching staff member's request is denied, or if the teaching 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 teaching 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 teaching 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 teaching staff member or a period of two years in the case of a tenured teaching staff member.~~

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

42 U.S.C.A. 12101

N.J.S.A. 18A:6-10; 18A:16-2 et seq.; 18A:16-4; 18A:25-7;

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

N.J.A.C.

6A:32-6.3

Adopted: 09 October 2006
Citation Changes February 2015



4161 EXAMINATION FOR CAUSE

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).

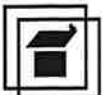
The Superintendent shall recommend to the Board the examination of any support staff member whose physical or mental condition so departs from normal health as to adversely affect the performance of the member's duties. Any such recommendation must be accompanied by competent evidence. If the Board determines 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.



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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.

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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 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

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Adopted: 09 October 2006

~~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.~~

~~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~~



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

~~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~~



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LIVINGSTON
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7410 MAINTENANCE AND REPAIR (M)

The Board of Education recognizes that the fixed assets of this district represent a significant investment of this community; their maintenance is, therefore, of prime concern to the Board.

~~The Board will~~The school district is required to develop, approve, and implement a comprehensive maintenance plan in accordance with the requirements of N.J.A.C. 6A:26-20.5A-3.1 and 6A:26A-3.2. A "comprehensive maintenance plan" means a multi-year maintenance plan developed by a school district covering required maintenance activities for each school facility in the school district adopted pursuant to N.J.A.C. 6A:26A-1.1 et seq.

Required maintenance activities include those activities outlined in , in accordance with N.J.A.C. 6A:26A-20.13. , are those specific activities necessary for the purpose of keeping a school facility open and safe for the use or in its original condition, and for keeping its constituent building systems fully and efficiently functional and for keeping their warranties valid. The activities address interior and exterior conditions; include preventative and corrective measures; and prevent premature breakdown or failure of the school facility and its building systems. The school district shall determine the required maintenance activities to reasonably maintain each school facility in the school district, and shall report the activities in its annual comprehensive maintenance plan pursuant to N.J.A.C. 6A:26-20.5.

In accordance with N.J.A.C. 6A:26-20.4(a), expenditures for required maintenance activities set forth in N.J.A.C. 6A:26-20.3 shall qualify as investments in maintenance for purposes of calculating the required maintenance expenditure in N.J.A.C. 6A:26-20.4(d) and (e), the annual required maintenance budget amount pursuant to N.J.A.C. 6A:26-20.8, and the maintenance factor (M) in N.J.S.A. 18A:7G-9. Expenditures that qualify as required maintenance shall be in accordance with the provisions of N.J.A.C. 6A:26-20.4.

The school district's comprehensive maintenance plan shall be submitted to the Executive County Superintendent by a Board of Education resolution every school year, pursuant N.J.A.C. 6A:26-20.5(a)1.

Expenditures for required maintenance activities set forth in N.J.A.C. 6A:26A-2.1 shall be accounted for in accordance with the requirements of N.J.A.C. 6A:26A-2.2.

The required annual maintenance budget amount in the comprehensive maintenance plan shall be included in the district's annual budget certified for taxes in accordance with the



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provisions of N.J.A.C. 6A:26A-20.8(a)4.1(a). The required annual maintenance budget amount shall be calculated and adjusted in accordance with the provisions of N.J.A.C. 6A:26A:20.84.1(b). The Executive County Superintendent shall not approve the school district's budget that does not comply with the provisions of N.J.A.C. 6A:26-20.1 et seq., in accordance with the provisions of N.J.A.C. 6A:26A:4.1(c), may not approve the school district's budget if the required annual maintenance budget is not included in the budget certified for taxes.

Commencing September 1, 2002, no person shall be employed by the Board of Education as a buildings and grounds supervisor, as defined in N.J.S.A. 18A:17-49, unless the person is a certified educational facilities manager pursuant to N.J.S.A. 18A:17-49 and 18A:17-50.

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.

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N.J.S.A. 18A:7G-9; 18A:17-49; 18A:17-50;

18A:18A-43; 18A:21-1

N.J.A.C. 6A:23A-6.9; 6A:26-1.1 et seq.; 6A:26-20.3;

6A:26-20.4; 6A:26-20.5; 6A:26-20.6; 6A:26-20.8

Facilities maintenance, repair scheduling and accounting shall be in accordance with the provisions of N.J.A.C. 6A:23A-6.9 and Regulation 7410.01.

N.J.S.A. 18A:18A-43; 18A:21-1

N.J.A.C. 6A:26A-1.1 et seq.; 6A:23A-6.9

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Adopted: 09 January 2006

Revised: 20 October 2014



EMERGENCY AND CRISIS SITUATIONS (M)

8420 EMERGENCY AND CRISIS SITUATIONS (M)

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, pupils, and their families.

“School security drill” means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

The Superintendent of Schools or designee shall consult with law enforcement agencies, health and social services provider agencies, emergency management planners, and school and community resources, including the District Safety Committee, as appropriate, in the development of the school district’s plans, procedures, and mechanisms for school safety and security. The plans, procedures, and mechanisms shall be consistent with the provisions of N.J.A.C. 6A:16-5.1 and the format and content established by the Domestic Security Preparedness Task Force, pursuant to N.J.S.A. App. A:9-64 et seq., and the Commissioner of Education and shall be reviewed annually and updated as appropriate.

A copy of the school district’s school safety and security plan shall be available to all school district employees. New employees shall receive a copy of the school district’s safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

The school district shall develop and provide an in-service training program for all school district employees to enable them to recognize and appropriately respond to safety and security concerns, including emergencies and crisis, consistent with the school district’s plans, procedures, and mechanisms for school safety and security and the provisions of N.J.A.C. 6A:16-5.1. New employees shall receive this in-service training, as appropriate, within sixty days of the effective date of their employment. This in-service training program shall be reviewed annually and updated, as appropriate.

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district’s practices and procedures on



school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. Notwithstanding any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

1. Includes clear, developmentally and age-appropriate messaging to students and staff at the conclusion of the drill that the event is a drill and that no current danger exists;
2. Does not expose students to content or imaging that is not developmentally or age-appropriate;
3. Is paired with trauma-informed approaches to address any student inquiries or concerns which may arise as a result of a school security drill;
4. Does not include the use of fake blood, real or prop firearms, or the simulations of gun shots, explosions, or other sounds or visuals that may induce panic or traumatic response from a student or school district employee;
5. Does not require a student to role play as a victim, but may include first aid training in which students participate; and



EMERGENCY AND CRISIS SITUATIONS (M)

6. Is accessible to students with disabilities and mental health conditions, and provides all necessary accommodations for these students.

The Principal or designee shall provide written notification to the parent of a student enrolled in the school following completion of a school security drill, which notice shall be provided to the parent by no later than the end of the school day on which the school security drill is conducted.

The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The school district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present.

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels.

The school district shall annually track data on such measures and information as required by the Commissioner of Education, and shall report the data to the Commissioner.

Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds in accordance with N.J.A.C. 6A:16-5.1.

The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

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N.J.S.A. 2C:33-3

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7;



18A:41-7a.
N.J.A.C. 6A:16-5.1

~~In accordance with N.J.S.A. 18A:41-1, at least one fire drill and one school security drill will be conducted each month within school hours, including any summer months, which the school is open for instructional programs. A school security drill means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a non-fire evacuation, lockdown, bomb threat, or active shooter situation that is similar in duration to a fire drill. Schools are required to hold a minimum of two active shooter, non-fire evacuation, bomb threat, and lockdown security drills annually. Fire alarm systems shall be initiated only during a fire drill evacuation. Responses made necessary by the unplanned activation of emergency procedures or by any other emergency shall not be substituted for a required school security drill.~~

~~The Principal or designee will provide local law enforcement or other emergency responders, with notification as appropriate.~~

~~Such drills and in-service training programs shall be conducted in accordance with a building security drill guide and training materials that educate school employees on proper evacuation and lockdown procedures in a variety of emergency situations on school grounds as provided by the New Jersey Office of Homeland Security and Preparedness.~~

~~The school district will be required to annually submit a security drill statement of assurance to the New Jersey Department of Education by June 30 of each school year. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.~~

~~N.J.S.A. 2C:33-3~~

~~N.J.S.A. 18A:41-1 et seq; 18A:41-7.~~

~~N.J.A.C. 6A:16-5.1; 6A:27-11.2~~

Adopted: 22 March 2010

Revised: 14 February 2011

Revised: March 3, 2021



9130 PUBLIC COMPLAINTS AND GRIEVANCES

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

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

Only in those cases where satisfactory adjustment cannot be made by the Superintendent and the staff shall communications and complaints be referred to the Board for resolution. Any misunderstandings or disputes between the public and involving school district staff should, whenever possible, be settled by direct, informal discussions among the interested parties. It is only when such informal meetings fail to resolve differences that more formal procedures shall be employed. The Board of Education recognizes the right of community members to register individual or group concerns regarding instruction, district programs, materials, operations, and/or staff members. The main goal of the district is to resolve such concerns specifically with the parties involved, whenever possible.

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

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

~~All matters referred to the Superintendent and/or the Board shall be submitted in accordance with Regulation #9130 and should be specific in terms of the action desired.~~

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



1. The matter will be resolved initially, wherever possible, by informal discussions between or among the interested parties and the level of authority closest to the cause of the complaint. For example, a complaint about a school program or personnel should be addressed to the building principal.
2. A matter that cannot be resolved informally may be appealed at successive levels of authority, up to and including the Board of Education, unless otherwise stated in policy.
3. The complaint and its immediate resolution will be reduced to writing at the first and at each successive level of appeal.
4. A reasonable period of time, not to exceed ten working days, will be permitted for the filing of an appeal in writing at each successive level. A decision at each level of appeal must be rendered in writing no later than ten working days after the appeal is filed.
5. A complainant shall be notified that a decision of the Board may be appealed to the Commissioner of Education.

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

PUBLIC-COMPLAINTS AND GRIEVANCES – RELATED TO INSTRUCTIONAL AND RESOURCE MATERIALS:

Public-Complaints and Grievances related to classroom and media resources and materials should be handled in accordance with Regulation 2510, Regulation 2530.1 and Regulation 2530.2.

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



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LIVINGSTON
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PUBLIC COMPLAINTS AND GRIEVANCES



R 7410.01 FACILITIES MAINTENANCE, REPAIR SCHEDULING, AND
ACCOUNTING (M)

A school district with three or more district buildings shall have an automated work order system ~~by July 1, 2010~~ for prioritizing, performing and recording all maintenance and repair requests for all district buildings and grounds in accordance with the provisions of N.J.A.C. 6A:23A-6.9.

A. Standard Operating Procedure (SOP) For Work Order System

1. The Superintendent or designee shall establish Standard Operating Procedures (SOP) for the approval and prioritization of work order requests which take into account the health and safety of building occupants, priorities and objectives established annually to carryout the district Strategic Plan, the need for the work requested, and other factors the district deems appropriate.
2. Except in an emergency where the work is necessary to correct a situation that poses an imminent threat to the health or safety of students and/or staff, the work order system shall include the following information for a request for work before work begins:
 - a. The name of the person making the request;
 - b. The date of the request;
 - c. The appropriate approval(s) as established by SOP;
 - d. The date of approval(s);
 - e. The location of work requested;
 - f. The priority level (for example, urgent, high, average, low);
 - g. The scheduled date(s) of service;
 - h. The trade(s) needed such as general maintenance worker, custodian, carpenter, plumber, electrician, HVAC heating, ventilation, and air conditioning (HVAC), grounds, roofer, masonry, glazer, other;



- i. A description of the work requested;
 - j. A projection of the materials and supplies needed for the work;
 - k. The estimated ~~labor-man~~ hours needed to complete task;
 - l. The name of the work order assigner; and
 - m. The name of the employee(s) working on the order.
3. The work order system shall include the following close-out information for each request for work:
 - a. The actual hours worked by date for each assigned staff member;
 - b. The actual hourly rate paid, both regular and over-time, for each assigned staff member;
 - c. The aggregate cost of labor by regular, over-time and total;
 - d. The actual materials and supplies needed to complete the work order;
 - e. Actual cost of materials and supplies; and
 - f. The name of the employee responsible for attesting that the job was completed satisfactorily.
4. Except ~~when~~ prohibited by a collective bargaining agreement, the SOP shall require for any work, which cannot be completed during regular working hours by the needed completion date, an assessment of the cost-benefit of outsourcing any such work in excess of the quote threshold as determined under N.J.S.A. 18A:18A-37.
5. ~~Where~~If, according to the assessment, the cost of outsourcing work is less than the in-house estimated cost of labor, at over-time rates, and materials for the same work, the work shall be outsourced provided the work can be contracted in accordance with N.J.S.A. 18A:18A-1 et seq., completed by the projected completion date contained in the prioritized work order



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FACILITIES MAINTENANCE, REPAIR SCHEDULING, AND
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system and does not violate the terms of a collective bargaining agreement for maintenance workers and/or custodians.

6. The School Business Administrator/Board Secretary, in consultation with the supervisor responsible for this work, shall conduct an analysis of the information in the work order system no later than December 1 of the pre budget year for consideration during budget preparation. The analysis should include productivity of staff as a whole and individually, significant variations between estimated labor time and materials and actual labor time and materials, unusual trends for like projects, and other factors that will improve productivity and efficiency.

Adopted: June 19, 2017



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

I. Introduction

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

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

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

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

II. Philosophy

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

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

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

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

III. Responsibility

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

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

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

IV. Selection Goals

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

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

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

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

V. Criteria for Selection

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

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

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

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

Criteria for evaluation of nonfiction works:

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

Additional criteria for the evaluation of fiction works:

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

VI. Reconsideration Process

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

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

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

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

Criteria for reconsideration of nonfiction works:

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

Criteria for reconsideration of fiction works:

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

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

Challenging Library Materials:

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

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

- Author

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

Upon receipt of the challenge, the following steps will take place:

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

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

APPENDIX A

- I. Periodical Reviews of Current Books
 - A. *Book Links*. American Library Association/A Booklist Publication (Chicago, IL). [bimonthly]
 - B. *Booklist*. American Library Association's Publishing Committee (Chicago, IL). [twice monthly Sept. through June and monthly July and August]
 - C. *Library Journal*. Bowker Publishing (New York, NY). [monthly]
 - D. *School Library Journal*. Bowker Publishing (New York, NY). [Monthly, Sept.-June, July/August combined].
 - E. *Voya (Voice of Youth Advocates)*. E L Kurdyla Publishing LLC (Bowie, MD). [bimonthly]

- II. Selection guidelines (including audience age recommendations, reading level, subject headings, and reviews) within...
 - A. ALA.org: Award winners
 - B. ALSC Notable children's books
 - C. BER - Bureau of Education - Best of Book Lists
 - D. Booklist
 - E. Follett Titlewave
 - F. Junior Library Guild
 - G. Scholastic Publishing
 - H. School Library Journal
 - I. VOYA
 - J. YALSA

Appendix B

The Library Bill of Rights of the American Library Association

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

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

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

APPENDIX C

Request for Reconsideration of Library Media Material

Date _____

Name _____

Address _____

City _____ State _____ ZIP _____

Phone _____

1. Resource on which you are commenting:

____ Book ____ Audiovisual/Media ____ Magazine ____ Newspaper

Title: _____

Author/Producer: _____

2. What brought this title to your attention?

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

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

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

APPENDIX D

Instructions to Evaluating Committee

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

LIVINGSTON BOARD OF EDUCATION
Livingston, NJ

APPROVAL REQUEST FOR INSTRUCTIONAL MATERIALS

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

1. What state standard or state mandate does this resource help support?
2. How will this resource enhance the student experience and lead to deeper learning?
3. Explain how this material is age appropriate (based on content, readability, vetting resource, etc). Please refer to any vetting resources that might be applicable.

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

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

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

AFFIRMATIVE ACTION INSTRUCTIONAL MATERIAL REVIEW

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

Please place check marks in appropriate boxes

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

Yes

No

Explain:

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

Yes

No

Explain:

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

Yes

No

Explain:

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

Do you feel this book/video meets the District's affirmative action policy criteria?

Yes _____ No _____

Explain:

Evaluator	Date
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AN EQUAL EDUCATION OPPORTUNITY SCHOOL DISTRICT

**LIVINGSTON BOARD OF EDUCATION
LIVINGSTON, NEW JERSEY**

NAME OF SCHOOL: _____ DATE: _____

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

OFFICIAL ACTION BY THE BOARD OF EDUCATION

Approval _____ (Date)

Rejection _____ (Date)

Regulation 2530.2
Livingston Public Schools
Selection Protocols for Classroom Libraries

For Student Choice Texts

Adapted from LPS Selection Protocol for School Library Media Materials

Revised April 2022

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

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

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

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

Responsibility

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

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

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

From Media Specialists:

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

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

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

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

Selection Goals

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

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

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

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

Criteria for Selection

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

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

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

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

Criteria for evaluation of nonfiction works:

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

Additional criteria for the evaluation of fiction works:

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

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

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

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

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

Challenging Library Materials:

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

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

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

Upon receipt of the challenge, the following steps will take place:

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

6. The Livingston Board of Education will then review the case and will advise the complainant of its decision in writing.
7. The decision of the review committee and Board of Education will stand for 5 years, in line with the Livingston Public School's 5-Year Curriculum Revision Cycle.

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