



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, September 23, 2019

Executive Session - Administration Building Large Conference Room - 6:00 p.m.

Public Session -Administration Building Large Conference Room - 7:00 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 – Charles “Buddy” August, 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 7, 2019 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:

- Negotiations and Personnel

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 60 minutes and be it

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

D. Pledge of Allegiance / Roll Call

E. Superintendent's Report

1. Media Center Upgrades and Programming

F. Board Reports

1. LMAC
2. Board Goals

G. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of August 14, 2019
2. Voting/Workshop Meeting Minutes of September 9, 2019
3. Executive Session Meeting Minutes of April 29, 2019; May 2, 2019; May 6, 2019; May 7, 2019; May 13, 2019; June 3, 2019; June 17, 2019; July 10, 2019; July 17, 2019 and August 14, 2019

ROLL CALL VOTE

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

An excerpt from Policy #0167 adopted on January 10, 2011 and reviewed on March 4, 2013 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

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

1.2 District Nursing Services Plan

Resolved, that the Livingston Board of Education approves the District Nursing Services Plan for the 2019-2020 school year.

1.3 District Mentoring Plan

Resolved, that the Livingston Board of Education approves the District Mentoring Plan for 2019-2022.

ROLL CALL VOTE

2. STUDENT SERVICES

The Superintendent recommends the following:

2.1 Out of District Placements

Resolved, that the Livingston Board of Education approves placement for the academic year 2019-2020 for five (5) Livingston students with disabilities and for Extended School Year 2019 (Summer Programs) for three (3) Livingston students with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on **Attachment B**.

2.2 Related Services/Medical Consultants

Resolved, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2019-2020 school year:

BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS

Rethink Autism	\$372.10/student
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OCCUPATIONAL THERAPIST

Harbor Haven	\$50.00/hour
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NURSING SERVICES

Homecare Therapies	\$75.00/hour – Transportation
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SPEECH AND LANGUAGE THERAPIST

Creative Speech	\$90.00/hour
Harbor Haven	\$50.00/hour

MUSIC THERAPY

Jammin' Jenn Music Therapy	\$125.00/hour
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VISION THERAPY

State of New Jersey, Commission of the Blind	\$1,900.00/Level-1 Service
	\$4,500.00/Level-2 Service

ROLL CALL VOTE

3. BUSINESS

The Superintendent recommends the following:

3.1 Payment of Bills

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

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

<u>Fund</u>	<u>Name</u>	<u>Amount</u>
10&11	Regular	\$2,751,341.38
12	Regular	2,052,111.93
20	Regular	175,922.44
60	Cafeteria	754.35
TOTAL		\$4,980,130.10

Regular Checks	82580-83149	\$4,979,375.75
Cafeteria Checks	1141-1152	754.35
TOTAL		\$4,980,130.10

3.2 Board Secretary Report – July 2019

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for July 31, 2019, 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 July 31, 2019, 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	6,212,485	15,433	
(11) Current Expense		23,059,343	4,946,899
(12) Capital Outlay		191,365	1,978,235
(20) Special Revenue Fund	176,234		
(30) Capital Projects Fund	70,535		
(40) Debt Service Fund	794,760		
Total:	\$7,254,014	\$23,266,141	\$6,925,134

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of July 31, 2019, 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 2019-2020 budget for July 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>
0260	Workmen's Compensation			29,381
0320	Purch Prof-Educational Services	500		
0520	Insurance	29,381		
0600	Supplies and Materials			500
	TOTALS	\$29,881		\$29,881

3.4 Conferences and Overnight Trips

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

Resolved, that the Livingston Board of Education approves *Steven Robinson*, Business Administrator, to attend the ASBO Executive Leadership Forum from February 12 to 16, 2020 in New Orleans, LA, at a cost not to exceed \$2,300.

3.5 Field Trips

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

3.6 Parental Contract for Student Transportation

Resolved, that the Livingston Board of Education approves the parental contract for student transportation for student #294864 from September 4, 2019 to June 23, 2020, at a cost not to exceed \$1,002.80.

3.7 Tuition Students (Receiving)

Resolved, that the Livingston Board of Education approves the acceptance of the following tuition student for the 2019-2020 school year:

Student (s)	School	Tuition
OOD-5	Secondary	\$55,379

3.8 SWING Education Services Agreement

Resolved, that the Livingston Board of Education enters into an agreement with SWING Education to provide substitute teachers and related professionals when deemed necessary by the district for the 2019-2020 school year.

3.9 Policies & Regulations

Resolved, that the Livingston Board of Education approves the following policies for first reading:

Policy #1230 - Superintendent's Duties (M) (with revisions)
Regulation #1240 - Evaluation of Superintendent (M) (with revisions)
Regulation #5200 - Attendance (M) (with revisions)

Resolved, that the Livingston Board of Education has reviewed the following policy and has determined that no changes need to be made at this time:

Policy #1240 - Evaluation of Superintendent (M)

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
Chelo Keys	ABA Discrete Trial TA	Resignation	BHE	September 20, 2019
Ramoncito Diaz	Custodian	Resignation	Harrison	September 20, 2019

**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	Position	Location	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
Gerardina Forster	Occupational Therapist	Collins	11/28/19-1/28/20	NA	1/29/20-4/30/20	5/1/20
Karen Haley	Instructional Aide	HMS	11/18/19-1/1/20	NA	1/2/20-2/7/20	2/10/20
Aubrey DeNigris	Elementary School Teacher	RHE	12/9/19-1/20/20	1/21/20-4/27/20**	NA	4/28/20
Claudia Netti*	Teacher of Spanish	HMS	8/29/19-9/27/19	9/30/19-1/1/20**	NA	1/2/20

*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
Nathalie Martin-Ziras	HMS	School Psychologist	First Year Tenure Track	Dr. Jennifer Malik	MA+32	6	\$69,591 (pro-rated)	9/16/19
Laura Colantoni	HMS	Teacher of Middle School Science	First Year Tenure Track	Justine Krawiec	BA	5	\$55,421 (pro-rated)	9/16/19
Vincent Belcastro**	HMS	Teacher of Italian	First Year Tenure Track	Michael Santoro	MA+16	10	\$79,665 (pro-rated)	9/12/19
Meghan Dufford	RHE	Playground Aide	NA	NA	NA	NA	\$15.50/hr	9/17/19
Raymond Salvagno**	Harrison	Playground Aide	NA	NA	NA	NA	\$17.50/hr	9/4/19

*begins 60-day probationary period

**as amended from previous agenda

Resolved, that the Livingston Board of Education approves the appointment of the ABA Discrete Trial TA's and Instructional Aides, who have been previously employed by Livingston Public Schools, as listed on **Attachment E**.

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

4.4 Substitutes

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
<i>Nora Lichtenstein</i>	Hillside	Reading Specialist	Long Term Substitute	Lauren Szaro	\$263/day	9/10/19-TBD
<i>Maria Scorciolla</i>	Hillside	Support Staff	Long Term Substitute	Joanne Kaufmann	\$195/day	8/29/19-TBD
<i>Filona Leechow</i>	BHE	Support Staff	Long Term Substitute		\$195/day	9/18/19-TBD

Teachers

Brittany Bellacosa
Donald Bernard, Jr.
Rachel Black
Jennifer Glick
Kimberly Hughes
Benjamin Leone
Alyssa Pavlik
Randy Dulny
Ethan Ehrlich

4.5 Extra Work Pay

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

4.6 Summer Work

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment H** to write curriculum over the summer of 2019 at the approved rate.

Resolved, that the Livingston Board of Education approves the team leaders on **Attachment I** to work six hours over the summer of 2019. Individuals will be compensated at the hourly rate approved for curriculum writing.

Resolved, that the Livingston Board of Education approves *Maureen Biss* and *Emily Petrillo* for payment for two hours of District Business on August 15, 2019 at their hourly rate.

4.7 Lateral Moves

Resolved, that the Livingston Board of Education approves contract changes to be made for the certificated staff members listed on **Attachment J** who completed course work with passing grades and are eligible for a lateral move on our contract guide. The salary adjustments are effective and retroactive to September 1, 2019.

4.8 Memorandum of Understanding

Resolved, that the Livingston Board of Education approves the Memorandum of Understanding between itself and the Livingston Education Association dated September 23, 2019, retroactive to September 1, 2019.

4.9 Contract Adjustments

Resolved, that the Livingston Board of Education approves the contract adjustments as listed on **Attachment K** effective and retroactive to September 1, 2019.

4.10 IDEA Basic and IDEA Preschool Salary Allocations

Resolved, that the Livingston Board of Education approves the reallocation of a portion of the salaries of the individuals listed on **Attachment L** to be funded through the IDEA Basic and IDEA preschool grants.

4.11 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment M** for co-curricular stipends at Livingston High School for the 2019-2020 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education approves *Alexander Kuziola* for the Science Olympiad Advisor stipend (replacing Justine Krawiec) at Heritage Middle School for the 2019-2020 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education rescinds the appointment of *Melissa Eisen* as Math Team Advisor for the 2019-2020 school year.

Resolved, that the Livingston Board of Education rescinds the appointment of *Jason Daily* for the AM Wired co-curricular stipend at Livingston High School for the 2019-2020 school year.

4.12 Extra Period Assignments

Resolved, that the Livingston Board of Education amends the time periods for the extra period assignments as listed on **Attachment N**.

4.13 Mentor Fees

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

4.14 Termination

Resolved, that the Livingston Board of Education authorizes the termination of Employee #7869 effective immediately. The employee will be paid for 60 days in lieu of notice in accordance with the contract.

ROLL CALL VOTE

I. Public Comment ~ up to 15 minutes

An excerpt from Policy #0167 adopted on January 10, 2011 and reviewed on March 4, 2013 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;
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3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

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

J. Old Business

K. New Business

III. ADJOURNMENT

EXECUTIVE SESSION

1. Legal Matters
2. Negotiations
3. Personnel

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 September 23, 2019 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.
- (A) 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)

October 7, 2019 (*workshop*)

- Public Hearing for District and School HIB Self-Assessment Report
- NJSLA (Policy 2610)

October 14, 2019 (*voting*)

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

September 23, 2019

November 11, 2019 (*workshop*)

- Board Budget Goals
- Assessment Update

November 18, 2019 (*voting*)

- NJQSAC Statement of Assurance

December 9, 2019 (*voting*)

- Comprehensive Annual Financial Report
- Counseling Report – LHS Report on Graduates for Class of 2019 (Policy 2610)
- New Course Offerings
- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)

January 6, 2020 (*reorganization*)

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Entrepreneurship	Bruce R. Barringer R. Duane Ireland	2017	11-12	Business	The Entrepreneurship course was updated this summer to match the needs of a dual enrollment agreement with Syracuse Univ. and to move the course towards a more "hands-on experience" for students.

			School Year 2019-2020			Extraordinary Services			Extended School Year			
School	Program Type	Type	# of Stud .	Tuition 2019-2020	Total Tuition	# of Stud	Aide(s)		# of Stud	ESY Tuition	Total ESY Tuition	Total School
Bergen County Special Services - New Bridges School	Autism	R	1	\$ 82,620.00	\$ 82,620.00	1	\$ 52,000.00	\$ 52,000.00				\$ 134,620.00
Cornerstone Day School	Behavioral Disabilities	R	1	\$ 70,657.20	\$ 70,657.20							\$ 70,657.20
HMS School for Children with Cerebral Palsy	Multiple Disabilities	R	1	\$ 138,000.00	\$ 138,000.00							\$ 138,000.00
Shepard School	Behavioral Disabilities	R	1	\$57,485.79	\$ 57,485.79	1	\$24,093.78	\$ 24,093.78				\$ 81,579.57
West Orange Public Schools	Multiple Disabilities	R	1	\$ 24,308.00	\$ 24,308.00	1	\$24,308.00	\$ 24,308.00				\$ 48,616.00
Total			5		\$ 373,070.99	3		\$ 100,401.78				\$ 473,472.77

Type

Renewal (R) indicates that the student has been at that OOD school and is continuing to be placed there.

New (N) indicates that the student is a newly placed OOD student or an additional service has been added.

Transfer (T) indicates that the student has been OOD, but has transferred to another OOD school.

New to District (ND) indicated that the student moved in and was already placed OOD.

Conference	Attendee(s)	Date(s)	Location	Cost
AENJ Conference	Melissa Mondanaro	October 6-7, 2019	Long Branch, NJ	Not to exceed \$300
Leadership Institute: Supporting Whole District Reform in Literacy 2019	Lorena Dolan	October 16-18, 2019	New York, NY	Not to exceed \$500
Beyond Decoding: Identifying & Meeting the Need	Erika Yersak	October 4-5, 2019	Somerset, NJ	Not to exceed \$400
Special Education Law in New Jersey	Sari Coppleson	October 10, 2019	South Plainfield, NJ	Not to exceed \$225
Jazz Educators Network Conference	James Hegedus	January 7-10, 2020	New Orleans, Louisiana	Not to exceed \$550
The Fountas & Pinnell Literacy Continuum, Expanded Edition	Cynthia Augello	October 8, 2019	Livingston, NJ	Not to exceed \$250
The Fountas & Pinnell Literacy Continuum, Expanded Edition	Stephanie Molaro	October 8, 2019	Livingston, NJ	Not to exceed \$250
The Fountas & Pinnell Literacy Continuum, Expanded Edition	Lori Palazzo	October 8, 2019	Livingston, NJ	Not to exceed \$250
The Fountas & Pinnell Literacy Continuum, Expanded Edition	Pia Bauer	October 8, 2019	Livingston, NJ	Not to exceed \$250

FIELD TRIPS

SCHOOL	GRADE/COURSE	MONTH	DESTINATION
Elementary	1st Grade	September	Riamede Farm
Elementary	5th Grade	September	Meadowbrook Country Day Camp
Elementary	5th Grade	September	Sandy Hook Environmental Center
Elementary	Kindergarten	October	Cedar Commons
Elementary	3rd Grade	October	Franklin Mineral Museum
Elementary	3rd Grade	November	Franklin Mineral Museum
Elementary	4th Grade	November	Jockey Hollow
Elementary	1st Grade	April	Essex County Environmental Center
Elementary	Kindergarten	May	Farmstead Estates
Elementary	2nd Grade	May	SOPAC
Elementary	5th Grade	May	Jeff Lake Camp
Elementary	5th Grade	May	Papermill Playhouse
Elementary	Kindergarten	June	Turtle Back Zoo
Elementary	5th Grade	June	Turtle Back Zoo
Secondary	Marching Band	September	MetLife Stadium
Secondary	Creative Photo	October	Alstede Farm
Secondary	7th Grade	April/May	Castle Shakespeare Theater
Secondary	Band/Orchestra/Chorus	May	Band Festival at Dorney Park
Secondary	8th Grade	June	Forest Lodge

School	First Name	Last Name	Position	Hours/Week	Step	Salary	Start Date
Burnet Hill Elementary	Joseph	Fischer	ABA Discrete Trial TA	35	1	\$35,723 (pro-rated)	9/16/19
Collins Elementary	Jill	Weiss	Instructional Aide	23.75	2	\$20,141 (pro-rated)	9/13/19

School	First Name	Last Name	Position	Hours/Week	Step	Salary	Start Date
Burnet Hill Elementary	Loraine	Molano	ABA Discrete Trial TA	35	1	\$35,723 (pro-rated)	9/16/19
Harrison Elementary	Christopher	Mattia	Instructional Aide	28.75	1	\$24,379 (pro-rated)	9/6/19
Hillside Elementary	Deana Marie	Salvadore	Instructional Aide	28.75	1	\$24,379 (pro-rated)	9/18/19
Mt. Pleasant Elementary	Meghan	McAuley	Instructional Aide	28.75	1	\$24,379 (pro-rated)	9/9/19
Mt. Pleasant Middle	Kenneth	Schwartz	Instructional Aide	22.5	1	\$19,081 (pro-rated)	9/23/19

NAME	DATE	POSITION	#HOURS WORKED	RATE	TOTAL AMOUNT
Ackermann, Martha	9/6/2019	Game Worker/Football	3.25	\$22.50	\$73.13
Addison, Ashley	8/27/2019	Score Clock/Field Hockey	3.25	\$22.50	\$73.13
Asimou, Eugene	9/8/2019	Score Clock/Field Hockey	2	\$22.50	\$45.00
Bisconti, Brett	8/20/2019	Score Clock/Girls Soccer	2	\$22.50	\$45.00
Blount, Joanne	9/6/2019	Ticket Seller/Football	3.25	\$22.50	\$73.13
Brill, Daniel	9/6/2019	Game Worker/Football	4	\$22.50	\$90.00
Gelb, Abe	9/6/2019	Game Worker/Football	3.25	\$22.50	\$73.13
Gillock, Joanne	9/6/2019	Ticket Taker/Football	3.25	\$22.50	\$73.13
Goldberg, Joann	9/6/2019	Ticket Seller/Football	3.25	\$22.50	\$73.13
Kuziola, Alexander	8/29/2019	Game Worker/Football	4.5	\$22.50	\$101.25
Lukowiak, Stu	8/23/2019	Score Clock/Field Hockey	2	\$22.50	\$45.00
	8/29/2019	Security/Football	3.5	\$25.00	\$87.50
Natale, Natalie	9/6/2019	Game Worker/Football	3	\$22.50	\$67.50
Raiz, Paul	9/6/2019	Game Worker/Football	4	\$22.50	\$90.00
Rulka, Katey	9/6/2019	Ticket Seller/Football	3.25	\$22.50	\$73.13
Schwindel, Kate	9/6/2019	Game Worker/Football	2.5	\$22.50	\$56.25
Sullivan, Margaret	9/6/2019	Ticket Taker/Football	3.25	\$22.50	\$73.13
				TOTAL	\$1,212.50

SUMMER 2019 CURRICULUM WRITERS RECOMMENDATIONS

ESL

Michelle Bellomo

Supervisor: Frank Ruggiero

Note: The teacher hourly rate as of 7/1/19: \$48.88

Payment will be rendered after project completion.

MPMS Team Leaders

Kimberly Brenneck
Kay Youtz
Katy Quillen
Kim Lui

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
Giolo	Victoria	Teacher of Art	LHS	BA+16	15	\$92,199	\$2,340	\$0	\$94,539	BA+32	15	\$94,753	\$2,340	\$0	\$97,093	9/1/19
Picardo	Kathryn	Teacher of Social Studies	LHS	BA	5	\$55,421	\$0	\$0	\$55,421	BA+16	5	\$57,376	\$0	\$0	\$57,376	9/1/19
Reid	Brynn	Elementary School Teacher	Collins	BA+16	5	\$57,376	\$0	\$0	\$57,376	MA	5	\$62,806	\$0	\$0	\$62,806	9/1/19

Last Name	First Name	Position	Base Salary	Longevity	Degree	Additional Pensionable Income	Total
Balasic	Lori	School Counselor	\$87,879	\$0	\$0	\$3,076	\$90,955
Berryann	Adam	School Counselor	\$69,991	\$0	NA	\$3,500	\$73,491
Campbell	Kimberly	School Counselor	\$68,084	\$0	\$0	\$2,383	\$70,467
Cece	Vickie	Support Staff	\$58,252	\$0	\$1,200	\$0	\$59,452
Connolly	Katherine	Support Staff	\$58,252	\$0	\$1,200	\$0	\$59,452
Coppleson	Sari	CST	\$68,084	\$0	NA	\$3,405	\$71,489
Cornell	Colleen	Teacher of Busines Ed	\$112,108	\$4,540	NA	\$5,833	\$122,481
DeFrancisco	Rebecca	CST	\$71,888	\$0	NA	\$3,595	\$75,483
Fersko	Helene	CST	\$116,648	\$0	NA	\$4,200	\$120,848
Guardabasco	Nicholas	School Counselor	\$114,448	\$2,340	NA	\$2,862	\$119,650
Guzman	Kathleen	School Counselor	\$67,230	\$0	NA	\$3,362	\$70,592
Joseph	Teseline	CST	\$60,462	\$0	NA	\$3,024	\$63,486
Kessler	Amy	School Counselor	\$87,769	\$0	NA	\$4,389	\$92,158
Lernihan	Jennifer	CST	\$115,218	\$0	NA	\$5,761	\$120,979
O'Brien	Mary	School Counselor	\$62,007	\$0	NA	\$1,551	\$63,558
Pannorfi	Kristin	CST	\$81,867	\$0	NA	\$995	\$82,862
Petryna	Nancy	CST	\$117,558	\$2,340	NA	\$4,367	\$124,265
Pichardo	Oshaira	School Counselor	\$62,806	\$0	NA	\$3,141	\$65,947
Rampolla	Danusia	CST	\$115,598	\$0	NA	\$5,780	\$121,378
Route	Joseph	CST	\$101,453	\$0	NA	\$5,073	\$106,526
Saladino	Eileen	CST	\$108,202	\$2,340	NA	\$1,083	\$111,625
Satin	Barrie	CST	\$84,299	\$0	NA	\$1,566	\$85,865
Silva	Pearl	CST	\$96,929	\$0	NA	\$4,847	\$101,776
Steege	Catherine	CST	\$80,246	\$0	NA	\$4,013	\$84,259
Stefanakis	Sarah	CST	\$81,867	\$0	NA	\$4,094	\$85,961
Stern	Lauren	CST	\$99,900	\$0	NA	\$2,141	\$102,041

Ulysse	Gadi	CST	\$69,591	\$0	NA	\$3,480	\$73,071
Writt	Gail	First Secretary	\$60,913	\$2,340	\$1,200	\$0	\$64,453

Name	Location	Salary Charged to IDEA Basic
Mattia, James	Hillside	24,939
Emma-Uibelhoer, Lucia	Hillside	29,912
Schoenbach, Michelle	Hillside	28,749
Garrido, Shirley Osco	Hillside	24,379
Kane, Shari	Hillside	28,749
Cullen, Lauren	Harrison	30,262
Amosa, Jennifer	Harrison	24,379
Russo, Kelly-Ann	Harrison	28,749
Chen, Andrew	MPE	24,379
Basarab, Susan	MPE	26,599
Fabrizio, Mary Ellen	MPE	29,529
Goldberg, Samantha	MPE	27,675
Verniero, Emily	MPE	27,675
Mehta, Sejal	MPE	25,525
Zolna, Nancy	MPE	27,675
Adelson, Stacey	Riker Hill	28,749
Lockwood, Teresa	Riker Hill	28,749
Allen, Carmela	Riker Hill	28,749
Siniscal, Susan	MPM	29,831
Miles, Elizabeth	Heritage	29,831
Rosenberg, Rachel	Heritage	29,831
Gisser, Judith	Livingston High School	30,611
Total:		\$615,526

Name	Location	Salary Charged to IDEA Preschool
Petrillo, Sharon	Burnet Hill	\$37,404

2019-2020 STIPEND POSITIONS POSTING

Livingston High School

CO-CURRICULAR

Position	# of Positions	2019/2020 Amount	Staff Member(s)
Lancer Jazz Band	1	\$3,130	Jim Hegedus*
Lab Jazz Band	1	\$2,504	Erik Donough*
FBLA	2	\$2,504	Tom Garzon
Math Team Advisor (1/2)	1	\$939	Kelly Rocco (1/2)
Math Team Advisor (1/2)		\$939	Leslie Keeble (1/2)

**amended from previous agenda*

Attachment N

Name	Position	Location		Dates
Jayne Merlo*	TOSD/Teacher of MS Science	HMS	(.2)	8/29/19-9/20/19
Lenore Gallo*	TOSD	HMS	(.2)	8/29/19-9/17/19
Kristin Bergen*	Teacher of Biology	HMS	(.2)	8/29/19-9/20/19
Jason Charney*	TOH	HMS	(.2)	8/29/19-9/17/19
Kristina Duda*	TOSD	HMS	(.2)	8/29/19-9/17/19
Janice Reis	Teacher of Art	HMS	(.16)	8/29/19-6/20/19

*as amended from a previous agenda

September 23, 2019

2019-2020

New Employees Requiring Mentoring

Teachers						
Last Name	First Name	Position	School	Assigned Mentor	Fee	Comments
Addison	Ashley	TOSD	MPE/COL	Kimberly Withers	\$1,000	
Becker	Julie	Elementary School Teacher	Harrison	Joanna Horwitz	\$550	
Brown	Ryan	Teacher of Health & PE	LHS	Michael Munley	\$550	
Calabrese	Sara	Elementary School Teacher	Harrison	Joanna Horwitz	\$550	
Daugherty	Lauren	Elementary School Teacher	Harrison	Jodi Frohnapfel	\$550	
Dlugo	Cara	Teacher of Health & PE	LHS	Tamara Floruss	\$550	
Dyer	Mary	Elementary School Teacher	MPE	Samantha Bannon	\$550	
Engel	Samantha	Teacher of Social Studies	LHS	David Mead	\$550	
Fischer	Anthony	Teacher of English	LHS	Christina Mamangakis-Evans	\$403	Last 22 weeks
George	Jacqueline	TOSD	BHE	Caitlin Wittjohann	\$550	
Lafferty	Margaret	TOSD	LHS	Denise Urbanski	\$550	
LaMedica	Alyssa	TOSD	LHS	Michelle Hajjar	\$550	
Moltane	Amy	Elementary School Teacher	Collins	Jodi Shalom	\$550	
Nelson	Andrew	Teacher of English	LHS	Antoinette Alston	\$550	
Osmer	Sara	Teacher of Mathematics	LHS	Giovanna McCorkell	\$275	First 15 weeks
Seltzer	Brian	Teacher of Music	Elementary	Michele Matten	\$293	Last 16 weeks
Skerker	Rachel	Teacher of English	LHS	Charissa Sorrentino	\$550	
Torre	Taylor	Teacher of Mathematics	LHS	William Peklo	\$550	
Long Term Sub						
Hazelcorn	Eric	Elementary School Teacher	Hillside	Kristen Trebbe	\$238	First 13 weeks
Keyes	Rachael	Reading Intervention	BHE	Melissa Lowenthal	\$183	10 weeks
Certificate/Payment Key:						
CE = \$1,000		(pro-rated for employees being mentored less than 30 weeks)				
CEAS = \$550		(pro-rated for employees being mentored less than 30 weeks)				

POLICY

LIVINGSTON BOARD OF EDUCATION

Administration
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SUPERINTENDENT'S DUTIES (M)

1230 SUPERINTENDENT'S DUTIES (M)

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Function

The Superintendent shall serve as Chief Executive and Administrative Officer of the district by implementing policies established by the Board of Education and by discharging the duties imposed on his/her office by law.

Authority

The Superintendent shall be the Chief School Administrator of the school district and principle advisor to the Board. He/She may delegate to an appropriate school official any duty not reserved to the Superintendent by law, but may not delegate the responsibility for duties mandated by law.

Work Relationships

The Superintendent shall report directly to the Board and shall directly or indirectly supervise all persons employed by the Board.

Duties and Responsibilities

- A. In the discharge of his/her responsibility as principle advisor to the Board, the Superintendent shall:
1. Ensure all aspects of district operation comply with Board policy, State law and district contracts;
 2. Report to the Board on the needs of the district;
 3. Advise the Board of any changes or additions that should be made to its policies;
 4. Provide the Board with such information as may be needed to ensure the making of informed decisions;
 5. Act on own discretion if action is necessary in any matter not covered by Board policy; report such action to the Board as soon as practical; and recommend policy in order to provide guidance in the future; and
 6. Perform such other duties as may be assigned by the Board.



POLICY

LIVINGSTON BOARD OF EDUCATION

Administration
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SUPERINTENDENT'S DUTIES (M)

B. In the discharge of his/her responsibility for the implementation of the operational action plan of the district, the Superintendent shall:

1. Prepare, promulgate, and maintain a ~~manual~~record of administrative regulations;
2. Evaluate the future needs of the district and recommend a district action plan including goals, objectives, and priorities to the Board;
3. Maintain written objectives to implement the district action plan adopted by the Board;
4. Evaluate progress toward the attainment of the district action plan and report annually to the Board; and
5. Report to the Commissioner and the County Superintendent on matters relating to the schools in the manner and form prescribed by the Commissioner.

C. In the discharge of his/her responsibility as the administrator of the instructional program, the Superintendent shall:

1. Establish and maintain a written instructional plan for the schools of the district consistent with the educational goals adopted by the Board;
2. Coordinate the proper implementation of the instructional plan as it applies to each school in the district;
3. Evaluate annually the effectiveness of the program of studies and recommend such changes and additions as may be required to improve its effectiveness;
4. Evaluate the performance of ~~pupil~~students in relation to other public school districts, as well as in relation to State and national standards;
5. Report periodically to the Board, as directed by the Board, on the condition of the educational program and facilities in the district; and



POLICY

LIVINGSTON BOARD OF EDUCATION

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SUPERINTENDENT'S DUTIES (M)

6. Keep informed regarding current research in the field of education and inform the Board as appropriate. This includes educational initiatives including but not limited to advances in the area of educational technology.

D. In the discharge of his/her responsibility for the direction and welfare of ~~pup~~il~~stud~~ents, the Superintendent shall:

1. Strive to motivate ~~pup~~il~~stud~~ents to achieve their individual best;
2. Create a climate of mutual respect, as well as respect for authority and discipline in each of the schools of the district;
3. Report to the Board at its next meeting the suspension of a ~~pup~~il~~stud~~ent; and
4. Recommend any changes in the program of ~~pup~~il~~stud~~ent management and support as necessary to respond to district needs.

E. In the discharge of his/her responsibility for the supervision of district employees, the Superintendent shall:

1. Be an exemplary model for the employees of the District;
2. Recommend to the Board all properly certified candidates for employment, assignment, renewal or transfer;
3. Assign staff so as to achieve maximum effectiveness in the attainment of educational goals;
4. Ensure all mandated training is conducted and its effectiveness is assessed.
5. Train and assess staff as necessary and as required to implement approved changes in the curriculum, instructional methods and technology of the district;
6. Evaluate the effectiveness of staff members in the performance of their assigned tasks;
7. Ensure that all performance evaluations are conducted in accordance with timelines prescribed through Board policy, regulations and bargaining contracts;



POLICY

LIVINGSTON BOARD OF EDUCATION

Administration
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SUPERINTENDENT'S DUTIES (M)

8. Recommend changes in staffing patterns based on the evaluation of staff and program effectiveness;
 9. Develop and maintain a District-wide organizational structure and promulgate a plan for succession;
 10. Contribute to the negotiation of the collective bargaining agreements within the District;
 11. Maintain all records as required by law and Policy; and
 12. Discipline staff as required and report to the Board forthwith any suspension of a teaching staff member.
- F. In the discharge of his/her responsibility for the maintenance of the physical plant, the Superintendent shall:
1. Strive to make efficient use of district resources in the daily and long-term operations of the schools;
 2. Assign support staff so as to achieve maximum effectiveness from the facilities of the district;
 3. Train support staff as necessary to maintain the facilities and to avoid safety and environmental hazards; and
 4. Evaluate the effectiveness of the district facilities in housing the instructional program and recommend to the Board such changes and improvements as may be required.
- G. In the discharge of his/her responsibility for the management of the district business affairs, the Superintendent shall:
1. Supervise the preparation of the annual budget and recommend its adoption to the Board;
 2. Implement the budget adopted by the Board;
 3. Establish sufficient fiscal controls to ensure that district funds are expended wisely and efficiently; and



POLICY

LIVINGSTON BOARD OF EDUCATION

Administration
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SUPERINTENDENT'S DUTIES (M)

4. Report to the Board at its next meeting any expenditure in excess of a budgeted line item.
- H. In the discharge of his/her responsibility as liaison officer to the public, the Superintendent shall:
1. Strive to interpret the needs of the school to the public and the concerns of the public to the Board;
 2. As appropriate, involve members of the public in the review of district needs, community needs, and the operation of the school programs;
 3. Keep the public informed about the accomplishments and challenges of the school district;
 4. Cooperate with the news media, as appropriate; and
 5. Work effectively with municipal government officials and public agencies concerned with the welfare of ~~pupil~~ students.

Evaluation Criteria

The Superintendent will be evaluated in accordance with Policy No. 1240 and this job description.

N.J.S.A. 18A:7A-11; 18A:17-17; 18A:17-18; 18A:17-20;
18A:17-21; 18A:22-8.1; 18A:27-4.1; 18A:37-4
N.J.A.C. 6A:8-3.1; 6A:32-4.1; 6A:32-12.2

Cross reference: Policy Guide Nos. 0132, 1220, 1240

Adopted: March 23, 2015
Reviewed: January 28, 2019



R 1240 EVALUATION OF SUPERINTENDENT (M)

A. Roles and Responsibilities for the Implementation of the Annual Evaluation Policy and Procedures

1. The Board of Education and the Superintendent will develop and the Board will adopt a job description and evaluation criteria for the Superintendent's position based upon the Board's local goals, program objectives, policies, instructional priorities, State goals, statutory requirements, and the functions, duties, and responsibilities of the Superintendent.
2. The Superintendent shall have primary responsibility for data collection and reporting methods appropriate to the job description.
3. The Board President, or the Board President's designee, shall oversee the annual evaluation of the Superintendent.
4. The Board President shall establish timelines for completion of the annual evaluation of the Superintendent.

B. Annual Summary Conference

1. The Board of Education shall conduct an annual summary conference with the Superintendent to develop and prepare an Annual Written Performance Report.
2. The annual summary conference between the Board of Education, with a majority of its total membership present, and the Superintendent shall be held before the Annual Written Performance Report is prepared and filed.
3. The Superintendent shall submit to all Board members any information, documents, statistics, or any other data or information he/she would like for the Board members to consider at the annual summary conference.
4. The Board President, or the Board President's designee, shall preside over the Board's annual summary conference meeting.
5. The conference shall be held in executive session, unless the Superintendent requests it be held in public. The conference shall include, but not be limited to, review of the following:



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LIVINGSTON BOARD OF EDUCATION

ADMINISTRATION

R 1240/Page 2 of 3

EVALUATION OF SUPERINTENDENT (M)

a. Performance of the Superintendent based upon the Board approved job description;

b. Progress of the Superintendent in achieving and/or implementing the school district's goals, program objectives, policies, instructional priorities, State goals, and statutory requirements; and

c. Indicators of student progress and growth toward program objectives.

C. Annual Written Performance Report

1. The Annual Written Performance Report shall be prepared and approved by a majority of the Board of Education's total membership by July 1 and shall include, but not be limited to:

a. Performance area(s) of strength;

b. Performance area(s) needing improvement based upon the job description and evaluation criteria set forth in N.J.A.C. 6A:10-8.1(c)2;

c. Recommendations for professional growth and development;

d. Summary of indicators of student progress and growth, and a statement of how the indicators relate to the effectiveness of the overall program and the Superintendent's performance; and

e. Provision for performance data not included in the report to be entered into the record by the Superintendent within ten teaching staff member working days after the report's completion.

2. The Board President, or the Board President's designee, shall prepare a draft of the Annual Written Performance Report after the annual summary conference.

3. The draft of the Annual Written Performance Report shall be disseminated to all Board members for review and comment before presenting the draft report to the Superintendent.

a. In the event a Board member believes a provision(s) of the draft of the Annual Written Performance Report is not in accord with the provisions agreed to by a majority of the Board during the annual summary conference, the Board member shall submit in writing their proposed revision(s) to the drafter of the Annual Written Performance Report. The draft of the Annual Written Performance Report may be revised by the



drafter of the report if the drafter agrees with the Board member's proposed revision. In the event the drafter does not agree with the proposed revision(s), the issue shall be presented to the full membership of the Board of Education in executive session to make a final determination.

4. The draft of the Annual Written Performance Report shall be presented to the full membership of the Board of Education in executive session for discussion and approval after the draft report has been disseminated to all Board members for review. The Superintendent shall receive a copy of the draft of the Annual Written Performance Report from the Board President, or Board President's designee, prior to the executive session where the Board is scheduled to discuss and approve.

5. In the event the Superintendent does not agree with a provision(s) in the draft of the Annual Written Performance Report, the Superintendent shall be provided an opportunity to discuss with the full membership of the Board reconsideration of the disputed provision(s).

6. A majority of the Board's full membership shall approve the draft of the Annual Written Performance Report before presenting the final Annual Written Performance Report to the Superintendent.

7. The Superintendent may submit a written response to the final Annual Written Performance Report, which shall be attached to the report.

Adopted: 08 December 2014

Updated: October 2015

Reviewed: January 28, 2019



EVALUATION OF SUPERINTENDENT (M)

1240 EVALUATION OF SUPERINTENDENT (M)

The Board of Education is committed to the belief that every part of the school system in this district should be accountable to the public and that performance evaluation is essential to that accountability.

The Board of Education shall evaluate the Superintendent on an annual basis. The Board shall develop corresponding regulations, in conjunction with the Superintendent, which will be followed with respect to the process followed for this annual evaluation.

N.J.S.A. 18A:17-20.3; 18A:6-117 through 18A:6-129

N.J.A.C. 6A:10-1.1 et seq; 6A:10-8.1 et seq.

Adopted: 11 April 2005

Revised: 10 January 2011

Citations updated 2017



REGULATION

LIVINGSTON BOARD OF EDUCATION

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ATTENDANCE (M)

R 5200 ATTENDANCE (M)

A. Definitions

1. For the purposes of school attendance, a “day in session” shall be a day on which the school is open and students are under the guidance and direction of a teacher or teachers engaged in the teaching process. Days on which school is closed for such reasons as holidays, teachers’ institutes, and inclement weather shall not be considered as days in session.
2. A “school day” shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day of Pre-K.
3. “A day of attendance” shall be one in which the student is present for a full day under the guidance and direction of a teacher while school is in session.
 - a. Whenever over-crowded conditions make it necessary to hold two separate sessions with a different group of students in each session, a student attending for all of either session shall be regarded as having attended for the full day. An excused absence for any reason shall not be counted as a day of attendance in the school register.
4. A “half-day class” shall be considered the equivalent of a full day’s attendance only if in session for four hours or more, exclusive of recess periods or lunch periods.

B. Attendance Recording

1. A record of the attendance of all students on roll in a school register shall be kept each day that school is in session by a teacher or other authorized person. It shall be the duty of this person to keep the attendance records according to these rules and the specific instructions issued by the Commissioner of Education.
2. A student shall be recorded as absent in the school register when not in attendance at a session of the school while a member of the school, except students excused due to religious holidays who shall be recorded as excused.
3. A student shall be recorded as either present, absent, or excused for religious observance, every day the school is in session after the student enters until the date the student is transferred to another school, transferred to an individual home instruction record, or officially leaves the school system.
4. The Commissioner shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis.
5. The mere presence of a student at roll call shall not be regarded as sufficient attendance for compliance with N.J.A.C. 6A:32-8.3. In a school which is in session during both the morning and afternoon, a student shall be present at least one hour during both the morning and afternoon in order to be recorded as present for the full day. In a school which is in session during either the morning or the afternoon, a student shall be present at least two hours in the session in order to be recorded as present for the full day.



REGULATION

LIVINGSTON BOARD OF EDUCATION

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ATTENDANCE (M)

6. A student not present in school because of his/her participation in an approved school activity, such as a field trip, meeting, cooperative education assignment, or athletic competition will be considered to be in attendance.

C. Absence Categories and Descriptors

The charts below reflect categories of absences and how they will be recorded. The lists included in the charts are not exhaustive. A principal or his/her designee shall administrative discretion when unique circumstances arise. Examples of absences may include, but are not limited to the following:

For Grades K-8

UNEXCUSED TRUANT (CHARGEABLE)	UNEXCUSED VERIFIED (CHARGEABLE)	ADMINISTRATIVELY EXCUSED (NON-CHARGEABLE)
<p>The following items will be marked as undocumented, and therefore count toward the retention threshold of 19 absences:</p> <ul style="list-style-type: none">• No note provided• Note not approved by administration• No note from doctor for 3+ consecutive days for illness• Truancy, as determined by the principal or designee	<p>The following items will be marked as Unexcused Verified and will count toward the retention threshold of 19 absences:</p> <ul style="list-style-type: none">• Illness for 1-2 days as documented by parent• Illness for 3+ consecutive days as documented by a physician• Family Illness• Written parental permission as approved by the administration	<p>The following items must be documented and will be listed on the attendance record for the student, but do not count against attendance:</p> <ul style="list-style-type: none">• Administrative exclusion or prerogative• Suspension• Court Appearance• Religious observance as documented by the parent and approved by State Guidelines• Death in the immediate family• Extraordinary opportunities as approved by the administration• School-sponsored field trips• School-provided Home Instruction



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LIVINGSTON BOARD OF EDUCATION

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For Grades 9-12

UNEXCUSED TRUANT (CHARGEABLE)	UNEXCUSED VERIFIED (CHARGEABLE)	ADMINISTRATIVELY EXCUSED (NON-CHARGEABLE)
<p>The following circumstances will be marked as Unexcused Truant and therefore count toward the loss-of-credit threshold of 14 absences for a full-year course and 7 absences for a semester course:</p> <ul style="list-style-type: none">• No note provided• Note not approved by administration• No note from doctor for 3+ consecutive days for illness• Truancy, as determined by the principal or his designee.	<p>The following circumstances will be marked as Unexcused Verified and will count toward the loss-of-credit threshold of 14 absences for a full-year course and 7 absences for a semester course:</p> <ul style="list-style-type: none">• Illness for 1-2 days as documented by parent• Illness for 3+ consecutive days as documented by a physician• Family illness• Written parental permission as approved by the administration• College visits	<p>The following circumstances <u>must be documented</u> and will be listed on the attendance record for the student, but do not count toward the loss-of-credit thresholds:</p> <ul style="list-style-type: none">• Administrative exclusion or prerogative• Suspension• Court appearance• Religious observance as documented by the parent and approved by State guidelines• Death in the immediate family• The NJ State Driving Exam (half day)• Extraordinary Opportunities as approved by the administration (see LHS Handbook)• School sponsored field trips• School-provided Home Instruction• Required college orientation/testing (official documentation required)

Tardiness

An unexcused tardy will constitute a portion of an unexcused truant absence. A verified tardy will constitute a portion of an unexcused verified absence.

D. Notice to School of a Student's Absence

1. The parent is expected to call the school office before the start of the student's school day.
2. The parent of the student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
3. The parent who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.



REGULATION

LIVINGSTON BOARD OF EDUCATION

STUDENTS
R 5200/Page 4 of 7
ATTENDANCE (M)

E. Readmission to School After an Absence

1. A note explaining a student's absence for a non-communicable illness for a period of more than three school days must be accompanied by a physician's statement of the student's illness with medical clearance to return to school.
2. A student who has been absent by reason of having or being suspected of having a communicable disease must present to the school nurse written evidence of being free of communicable disease, in accordance with Policy 8451.

F. Instruction

1. Teachers shall cooperate in the preparation of home assignments for students after a reasonable period of time, or in accordance with the School's handbook.
2. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412. The parent must request home instruction.
3. Students absent for any reason are expected to make up the work missed in a timely manner. Elementary schools will determine a reasonable and consistent amount of time for work to be turned in; secondary schools will outline a timeline for makeup work in the student handbook. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.
4. In general, students will be allowed a reasonable amount of time to make up missed work. Guidelines will be included in the school handbook at the secondary level.
5. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test within outlined timeframes.

G. Denial of Course Credit

1. A secondary student may be denied course credit when he/she has been absent from ten percent or more of the class sessions, whatever the reason for the absence, except administratively excused absences.
2. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent ten percent or more school days, except administratively excused absences.

H. Unexcused Verified Absences During the School Year

1. For up to four cumulative unexcused absences, the Principal or designee shall:
 - a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;



- b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
 - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potentially missing or abused child situation is detected; and
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
2. For between five and nine cumulative unexcused absences, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
 - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent;
 - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and H.1.c. above;
 - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused chargeable absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
 - i. Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
 - ii. Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
 - iii. Consider an alternate educational placement;
 - iv. Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
 - v. Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - vi. Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-10, if a potential missing or abused child situation is detected; and
 - vii. Engage the student's family.
 - e. Cooperate with law enforcement and other authorities and agencies, as appropriate.



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3. For ten or more cumulative unexcused absences, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
 - a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and H.4. below;
 - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
 - c. Cooperate with law enforcement and other authorities and agencies, as appropriate; and
 - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required.
4. A court referral may be made as follows:
 - a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board of Education's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court; or
 - b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part.
 - (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.
5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's IEP, pursuant to 20 U.S.C. §§ 1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§ 794 and 705(20); and individualized health care plan and individualized emergency healthcare plan pursuant to N.J.A.C. 6A:16-2.3(b)5.xii.
6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and H.1. above for each student with up to four cumulative unexcused absences that count toward truancy.
 - a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.
 - (1) The sending school district shall proceed in accordance with the Board of Education's policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and H.5. above and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and H.2. through H.5. above, as appropriate.



I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.
2. A record shall be maintained of each administratively excused absence and each verified unexcused or unexcused truant absence.
3. A report card will record the number of times the student was absent and tardy.
4. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.
2. A student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410.
3. A high school student who has been denied course credit for excessive absences may appeal that action in accordance with the Handbook.

K. Attendance Records

1. Attendance records for the school district and each school will be maintained and attendance rates will be calculated as required by the New Jersey Department of Education. The school district will comply with all attendance requirements and any improvement plans as required by the Department of Education.

Adopted:

