



## **LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA**

Tuesday, September 28, 2021

Public Session - Virtual Meeting Via Zoom and Facebook Live – 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 – Ms. Samantha Messer, 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, 2021 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. Pledge of Allegiance / Roll Call**

#### **D. Superintendent's Report**

1. District Goals 2021-2022
2. Equity Goal Presentation

## **E. Board Reports**

1. Hybrid Board Meetings

## **F. Approval of Minutes**

The Superintendent recommends the following:

1. Public Portion of Executive Session Meeting Minutes of August 9, 2021
2. Voting Meeting Minutes of August 11, 2021
3. Voting Meeting Minutes of September 1, 2021
4. Workshop/Voting Meeting Minutes of September 14, 2021
5. Executive Session Meeting Minutes of June 21, 2021; June 28, 2021; July 14, 2021; August 9, 2021; August 11, 2021 and September 14, 2021

## **ROLL CALL VOTE**

### **G. 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 Student Teachers**

**Resolved**, that the Livingston Board of Education approves the student teachers 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 2021-2022 school year.

#### **1.3 Approval of District Goals**

**Resolved**, that the Livingston Board of Education approves the district goals for the 2021-2022 school year as shown on **Attachment B**.

## **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 2021-2022 for six (6) Livingston students with disabilities and for Extended School Year 2021 (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 C**.

**2.2 Related Services/Medical Consultants**

**Resolved**, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2021-2022 school year:

**BEHAVIORAL TRAINING & ASSISTANCE / APPLIED BEHAVIORAL ANALYSIS**

North Jersey Behavioral Health Services \$200.00/hour

**BILINGUAL EVALUATIONS**

Learning Tree Multicultural/Multilingual Evaluation and Consulting \$800.00/evaluation

**DRUG SCREENINGS**

Omni-Med \$100.00/assessment

**INTERPRETER**

Natural Languages, LLC \$112.74/hour

**NURSING SERVICES**

White Glove Nursing LPN \$50.00/hour  
RN \$60.00/hour

**PSYCHIATRIC EVALUATIONS**

Platt Psychiatric Associates \$700.00/evaluation

**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.

<b>Fund</b>	<b>Name</b>	<b>Amount</b>
10&11	Regular	1,592,993.37
12	Regular	498,634.16

20	Regular	33,052.92
60	Cafeteria	753.39
	<b>TOTAL</b>	<b>\$2,125,433.84</b>

Regular Checks	92914-93254	2,124,680.45
Cafeteria	1304-1316	753.39
	<b>TOTAL</b>	<b>\$2,125,433.84</b>

### **3.2 Board Secretary Report – July 2021**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for July 31, 2021, 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, 2021, 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	12,923,572		
(11) Current Expense		30,873,875	11,835,163
(12) Capital Outlay		684,482	4,389,775
(20) Special Revenue Fund	58,748		
(30) Capital Projects Fund	4,541,777		
(40) Debt Service Fund	1,442,182		
<b>Total:</b>	<b>18,966,279</b>	<b>31,558,357</b>	<b>16,224,938</b>

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of July 31, 2021, 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 2020-2021 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	Workers Compensation		40,144
0520	Insurance	40,144	
0600	General Supplies and Materials		310
0610	General Supplies		2,723
0640	Textbooks	850	
0890	Other Objects	2,183	
	<b>TOTALS</b>	<b>\$43,177</b>	<b>\$43,177</b>

### **3.4 Conferences and Overnight Trips**

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

### **3.5 Livingston Chinese School**

**Resolved**, that the Livingston Board of Education enters into a contract with the Livingston Chinese School for the use of facilities at Heritage Middle School for the 2021-2022 school year.

### **3.6 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 2021-2022 school year.

### **3.7 Sale of Cardio Equipment**

**Resolved**, that the Livingston Board of Education approves the sale of 13 pieces of old cardio equipment via GovDeals in the amount of \$7,406.

### **3.8 Annual Appointments**

**Resolved**, that the Livingston Board of Education approves the following appointment for the 2021-2022 school year which is in effect until changed by resolution:

Issuing Officer for Working Papers

Karen Alessio

### **3.9 Parental Contract for Student Transportation**

**Resolved**, that the Livingston Board of Education approves the parental contract for student transportation for student #275402 from July 1, 2021 to June 30, 2022 at a cost not to exceed \$2,490.96.

### **3.10 Policies and Regulations**

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

#### **Teaching Staff Members**

Policy #3134 - Assignment of Extra Duties (with revisions)

#### **Students**

Policy #5460.02 - Bridge Year Pilot Program (M) (new to district)

Regulation #5460.02 - Bridge Year Pilot Program (M) (new to district)

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

#### **Teaching Staff Members**

Policy & Regulation #3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) (with revisions)

Policy & Regulation #3223 - Evaluation of Administrators, excluding Principals, Vice Principals and Assistant Principals (M) (with revisions)

Policy & Regulation #3224 - Evaluation of Principals, Vice Principals and Assistant Principals (M) (with revisions)

#### **Students**

Regulation #5200 - Attendance (M)

#### **Property**

Policy #7510 - Use of School Facilities (M) (with revisions)

**Resolved**, that the Livingston Board of Education suspends Bylaw #0131 for this meeting and adopts the following policies in one reading:

Bylaw #0167.1 - Public Participation During Board Meetings - COVID rules (new)

Policy #9150.1 - School Visitors during COVID (new)

**Resolved**, that the Livingston Board of Education abolishes the following policies:

Policy #5114 - Children Displaced by Domestic Violence

Policy #8810 - Religious Holidays

### **ROLL CALL VOTE**

#### **4. PERSONNEL**

The Superintendent recommends the following:

##### **4.1 Resignations**

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

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Location</b>	<b>Last Day of Employment</b>
<i>Lisa Friedman</i>	Teacher of Social Studies	Retirement	HMS	March 31, 2022

<i>Myral Hart</i>	Playground Aide	Resignation	Harrison	September 10, 2021
<i>Susan Stromfeld</i>	Kindergarten Aide	Resignation	MPE	September 24, 2021

\*as amended from a previous agenda

#### 4.2 Leaves of Absences

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

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>LOA w/pay and benefits</b>	<b>LOA w/o pay, but with benefits (if applicable)</b>	<b>Extended LOA w/o pay or benefits</b>	<b>Return Date</b>
<i>Dina Ferraro*</i>	Teacher of English	MPMS	5/24/2021-6/30/2021 & 8/30/2021-10/4/2021**	10/5/2021-1/4/2022 & 1/5/2022-4/6/2022**	NA	4/7/2022
<i>Lauren Szaro*</i>	Elementary School Teacher	Hillside	8/30/2021-9/24/2021 & 9/27/2021-10/28/2021**	10/29/2021-12/17/2021**	12/20/2021-6/30/2023	9/1/2023
<i>Clare Klee*</i>	Teacher of English	HMS	8/30/2021-12/9/2021	12/10/2021-12/31/2021**	NA	NA
<i>Joanna Mirsky</i>	Teacher of English	HMS	11/29/2021-2/25/2022	2/28/2022-5/30/2022**	5/31/2022-6/30/2022	8/30/2022
<i>Allison Winka</i>	Reading Specialist	RHE	1/3/2022-3/4/2022 & 3/7/2022-4/22/2022**	4/25/2022-6/3/2022**	NA	6/6/2022
<i>Cassandra Szeles*</i>	Teacher of Health & PE	LHS	5/21/2021-6/9/2021 & 8/30/2021-9/23/2021	NA	6/10/2021-6/30/2021 & 9/24/2021-11/19/2021	11/22/2021
<i>Lauren Chin*</i>	Elementary School Teacher	BHE	8/30/2021-10/6/2021 & 10/7/2021-10/13/2021**	10/14/2021-1/6/2022**	1/7/2022-2/11/2022	2/14/2022
<i>Jennifer Kelner*</i>	School Counselor	MPE	8/30/2021-9/10/2021	9/13/2021-12/3/2021**	12/6/2021-2/11/2022	2/14/2022
<i>Emma Dandash</i>	Teacher of Art	Harrison	3/14/2022-5/13/2022	5/16/2022-6/23/2022 & 8/30/2022-10/11/2022**	NA	10/12/2022
<i>Aimee DeRonde</i>	Instructional Aide	Harrison	NA	NA	9/20/2021-12/31/2021	1/3/2022
<i>Jeanne Ziobro</i>	Teacher of Tech Ed	LHS	9/20/2021-10/20/2021 (.5)	10/20/2021(.5) - 11/1/2021**	NA	11/2/2021

<i>Raz Blau</i>	Teacher of Health & PE	MPE	NA	10/4/2021-10/29/2021**	NA	10/30/2021
<i>Deborah Faber*</i>	Elementary School Teacher	Harrison	09/09/2021-10/08/2021	10/11/2021-1/7/2022**	1/10/2022-4/29/2022	5/2/2022

\*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>Amanda Piscitelli</i>	BHE	PRIDE	First Year Tenure Track	T. Freeman	BA	1	\$54,550	8/30/2021
<i>Tracy Caldera</i>	MPMS	Administrative Secretary	First Year Tenure Track	M. DiStasio (transfer)	AS-10>7/12	5	\$47,876, plus \$1,200 degree (prorated)	10/1/2021 (with up to 14 hours of training)
<i>Toni Brannick</i>	LHS	Administrative Secretary	First Year Tenure Track	K. Wu	AS-10>7/12	7	\$50,815 (prorated)	10/11/2021
<i>Jenna Salerno</i>	LHS	Administrative Secretary	First Year Tenure Track	V. Barboza (transfer)	AS-12>7/12	5	\$56,327, plus \$1,200 degree (prorated)	9/21/2021

\*as amended from a previous agenda

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

### 4.4 Substitutes

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2021-2022 school year:

#### Teachers

*James Dzera*  
*Anum Khawaja*  
*Anika Patel*  
*Matthew Yang*

### 4.5 Extra Work Pay

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

#### **4.6 Stipends**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment G** for co-curricular stipends at Livingston High School for the 2021-2022 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment H** for athletic stipends at Livingston High School for the 2021-2022 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education accepts the resignation of *Jodi Mensch* as Girls Lacrosse Assistant Coach for Livingston High School for the 2021-2022 school year.

**Resolved**, that the Livingston Board of Education accepts the resignation of *Vic DeMaio* as Boys Lacrosse Assistant Coach for Livingston High School for the 2021-2022 school year.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment I** for co-curricular stipends at Mt. Pleasant Middle School for the 2021-2022 school year in accordance with the contract between the LBOE and the LEA.

#### **4.7 Summer Work**

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment J** to be paid for work performed over the summer of 2021 related to *Counseling Connections* events. School counselors, who are performing this work under their certification, will be paid their per diem rate. Participating teachers will be approved and paid at the negotiated curriculum writing rate. All participants will be paid upon submission of a Payroll Voucher.

**Resolved**, that the Livingston Board of Education approves the individual on **Attachment K** to participate in summer curriculum writing during the summer of 2021 at the approved rate.

**Resolved**, that the Livingston Board of Education approves the team leaders on **Attachment L** to work six hours over the summer of 2021. Individuals will be compensated at the hourly rate approved for curriculum writing.

#### **4.8 Extra Period Assignments**

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment M** for extra period assignments during the 2021-2022 school year.

#### **4.9 Memorandum of Understanding**

**Resolved**, that the Livingston Board of Education approves the Memorandum of Understanding between itself and the Livingston Supervisor's Association dated 9/28/2021.

#### **4.10 Job Description**

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

*School Business Administrator/Board Secretary (with revisions)*

#### **4.11 Proctors for COVID testing**

**Resolved**, that the Livingston Board of Education approves the appointment of the following individuals to serve as proctors for the weekly Covid testing being performed by Back-to-Work Solutions at the rate of \$25.00 per hour for the 2021/2022 academic year:

*Keelin O'Connor*  
*Kimberly Costanzo*

#### **4.12 Lateral Move**

**Resolved**, that the Livingston Board of Education approves the lateral move as shown 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**

#### **H. 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;
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.

#### **I. Old Business**

#### **J. 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 28, 2021 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)**

October 12, 2021 (*workshop*)

- Calendar 2022-2023

October 19, 2021 (*voting*)

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

November 9, 2021 (*workshop*)

- Board Budget Goals
- Assessment Update
- Public Hearing for District and School HIB Self-Assessment Report

November 23, 2021 (*voting*)

December 7, 2021 (*voting*)

- Comprehensive Annual Financial Report
- New Course Offerings
- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)
- NJQSAC Statement of Assurance
- Bus Evacuation Drills

January 4, 2022 (*Reorganization*)

<b>Name</b>	<b>School</b>	<b>Type of Placement</b>	<b>In-District Location</b>	<b>Assigned Staff</b>	<b>Date</b>
Dena Goldberg	Kean University	Clinical Placement	Harrison		9/1/2021
Yara Rivera	Saint Elizabeth University	Student Teaching	Mt. Pleasant Elementary	Sheily Chang	9/8/2021
Anthony Macchia	Montclair State University	Student Teaching	LHS/Collins	Michael Munley/Chris Purdue	9/1/2021
Aimee DeRonde	Grand Caynon University	Student Teaching	Burnet Hill	Krystina Riggi	9/8/2021
Zachary Gurmanki	Caldwell University	Shadowing	Burnet Hill	Alex Amster	9/8/2021
Thomas Montesior	Ramapo College	Master in Educational Leadership	Mt. Pleasant Elementary	Christopher Bickel	9/28/2021
Alexis Sugar	Caldwell University	Student Teaching	Collins Elementary	Erica Faro	9/28/2021

## **LIVINGSTON PUBLIC SCHOOLS DISTRICT GOALS 2021-2022**

**GOAL: Improve the culture and community within Livingston Public Schools by enhancing inclusiveness, cultural awareness, anti-racism, and acceptance of individual differences through mandated curricular programming, extracurricular programming, and district operations.**

- Continue to work with teachers to make instruction more responsive to diversity and inclusive of various cultures.
- Strategically implement professional development and school-based programming focused on diversity, anti-racism, and cultural inclusivity in teaching and learning in order to create and communicate a common language and set of expectations for the school community.

**Successful achievement of this goal will be evident in:**

1. Continue to schedule regular Equity meetings with the Equity Team, teachers, and student leaders.
2. Execute a method for gathering feedback (i.e., normative survey, culture and climate survey, other tools) on current culture and climate in Livingston Public Schools. Analyze collected data, share results, develop actions, and communicate them to community stakeholders.
3. Continue to review Curriculum Documents for evidence of cultural responsiveness, required diversity-connected curricular mandates, and resources. Revising curriculum documents for which needed enhancements are identified.
4. Expand on the creation of curricular and instructional tools for staff regarding matters of social justice, equity, culturally responsiveness, civility, and empathy.
5. Reviewing Professional Development offered to teachers at all levels. Creating and implementing additional professional development programs as identified.
6. Continue to have English Language Arts and Social Studies Departments collaborate and create integrated and synthesized units of study; select a more comprehensive booklist, provide training in facilitating difficult conversations around race and social justice, and address current events related to identified areas. Identify standards for age-appropriate knowledge and skills to successfully engage in civil and academic discourse among students, staff, and school community.
7. Enhance community engagement in our equity teamwork and engage in community conversations in order to identify and evaluate the needs of our students and our school community.
8. Continue to conduct community outreach connected to cultural awareness, harassment, intimidation, and bullying practices, and issues of social justice. Identify and implement an anti-bias framework that spans academics, student affairs, and community outreach.

**GOAL: Ensure the emotional wellbeing and mental health of all our students through a strong feeling of connectedness, a sense of belonging to their school community, and awareness of the resources and support available to students and families in an effort to thwart the negative impact of stress and mental illness.**

- Enhance policies, procedures, practices, and structures for staff and administrators to play an active role together in focusing on mental health and the overall wellbeing of their students and communicate enhancements to stakeholders.
- Continue to design, implement, evaluate, and communicate, to staff, students, and families, the structures, programming and supports for the mental health and overall well being of students i.e.
  - School counseling programs;
  - School-wide community meetings;
  - Health lessons;
  - SEL Periods, Community Periods, and/or Advisory Periods;
  - And new initiatives, opportunities, and expansions to best achieve this goal.
- Ensure regular and meaningful communication and partnership with students, parents and community regarding available programs and supports in our schools.

**Successful achievement of this goal will be evident in:**

1. Updating and developing a policy and regulation for a multi-tiered system of supports for academics and mental health.
2. Continuing to complete monthly school counseling check-in of all students grades 3-12.
3. Utilizing the Intervention and Referral Services Team in each building to evaluate the building needs and develop effective programming for students.
4. Continuing to provide professional development to staff and administrators in the most effective, and research-based pedagogy for creating a safe, nurturing and healthy school environment.
5. Providing building based student and parent informational updates regarding programming and supports for mental health and well-being.
6. Continue providing parent academies on essential topics in mental health and well-being
7. Continue providing students with individual, small and large group opportunities to better understand the resources and supports available to them in their schools.
8. Develop a regular and meaningful method for communicating the gravity and urgency of mental health and well-being in our children for parents, the community, and beyond.

**GOAL: Review and refine strategies to enhance instruction and student learning outcomes in Elementary and Middle School Mathematics, Grades K-8.**

- Oversee and monitor implementation of a new elementary mathematics program K-3 and facilitate an expansion of instructional strategies in Grades 4-8 in preparation for this curriculum transition.
- Measure growth at each grade level through periodic benchmark assessments and collect and analyze data related to the effects of the new program and instructional enhancements on student learning outcomes.
- Ensure ample professional development opportunities for teachers who are using the new program in Grade 3 and continue implementing new strategies in Grades 4-8.

**Successful achievement of this goal will be evident in:**

1. Successfully integrating the program into Grade 3.
2. Measuring effectiveness of the program in grades K-3
3. Compile data to demonstrate student achievement at each grade level using the new program and communicate results.
4. Analyzing observation feedback of teachers implementing new math program in grades K-3.

**GOAL: Engage stakeholders in the development of a meaningful, innovative, bold, and comprehensive five-year strategic planning initiative, to build on furthering a vision for the future of the Livingston Public Schools.**

- Create and implement a process for gathering input from throughout the Livingston Public Schools Community.
- Assemble a core team to meet regularly and create the plan using input from multiple stakeholders.
- Partner with The Madison Institute (TMI) to facilitate the development of the plan in an organized and logical manner.
- Keep the greater community informed on progress in creating the plan.

**Successful achievement of this goal will be evident in:**

1. Develop a five-year plan for the Livingston Public Schools that includes a mission statement, a vision for the future of the schools, a set of core beliefs, overarching goals, and specific tasks and timelines to enact the plan.
2. Ensure that the plan is comprehensive and includes academics, activities, athletics, and the arts as well as student services.
3. Create a specific plan for communication in order to share the completed plan with stakeholders, and to keep the goals of the plan in the forefront of decision making over time.

School	Program Type	Type	School Year 2021-2022			Extraordinary Services			Extended School Year			Total School
			# of Stud	Tuition 2021-2022	Total Tuition	# of Stud	Aide(s)	# of Stud	ESY Tuition	Total ESY Tuition		
Academy 360-Upper School	Multiple Disabilities	R	1	\$ 72,607.08	\$ 72,607.08							\$ 72,607.08
Bergen County Special Services	Autism/Multiple Disabilities	R/T				2	\$ 49,500.00	\$ 99,000.00				\$ 99,000.00
Developmental Center for Children & Families d/b/o Limitless	Multiple Disabilities	R							1	\$5,645.00	\$ 5,645.00	\$ 5,645.00
Essex County School of Technology	Vocational	R	1	\$ 4,552.00	\$ 4,552.00							\$ 4,552.00
FlexSchool	Learning / Language Disabilities	N	1	\$ 60,000.00	\$ 60,000.00	1	\$ 70,200.00	\$ 70,200.00	1	\$9,000.00	\$ 9,000.00	\$ 139,200.00
HMS School for Children with Cerebral Palsy	Multiple Disabilities	R	1	\$ 139,666.00	\$ 139,666.00							\$ 139,666.00
Morris Union Jointure Commission	Multiple Disabilities	R	1	\$ 97,866.00	\$ 97,866.00							\$ 97,866.00
North Jersey Behavioral Health Services	Multiple Disabilities	R	1	\$ 217,200.00	\$ 217,200.00				1	\$36,000.00	\$ 36,000.00	\$ 253,200.00
Total			6		\$ 591,891.08	3		\$ 169,200.00	3		\$ 50,645.00	\$ 811,736.08

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
Rutgers Center for Literacy	Leala Baxter	9/28/21, 10/21/21, 11/16/21, 12/7/21, 1/20/22, 2/24/22, 4/5/22	Both virtual and Rutgers University	\$870
Teaching Students to Ask Their Own Questions: Best Practices	Breanna Willard	10/19/21-11/8/21	Asynchronous	\$199
Orton-Gillingham training: Institute of Multi-Sensory Education	Melissa Serrani	10/25/21 - 10/29/21	Virtual	\$1,275

<b>Last Name</b>	<b>First Name</b>	<b>LOC</b>	<b>Job Title</b>	<b>Step</b>	<b>Guide</b>	<b>Salary</b>	<b>Effective Date</b>
ARAGON	BLANCHE	LHS	INSTRUCTIONAL AIDE	1	I&KA	\$25,717	10/4/2021
CHOI	DIANE	HMS	INSTRUCTIONAL AIDE	1	I&KA	\$25,717	10/4/2021
HANNA	MEGAN	HIL	INSTRUCTIONAL AIDE	1	I&KA	\$25,717	9/14/2021
RAMOS	DAISY	BHE	ABA DISCRETE TRIAL TA	1	TA	\$33,048	9/20/2021
VACCARO	ERIN	BHE	ABA DISCRETE TRIAL TA	1	TA	\$33,048	9/27/2021
<b>REAPPOINTMENTS FOR 2021-22</b>							
ABRAMS*	ROSALIE	MPE	KINDERGARTEN AIDE	2	I&KA	\$26,309	9/27/2021

*\*amended from previous agenda*

NAME	DATE	POSITION	#HOURS WORKED	RATE	TOTAL AMOUNT
Asimou, Eugene	8/27/2021	Game Worker/football	2.5	\$22.50	\$56.25
	9/2/2021	Game Worker/football	4	\$22.50	\$90.00
Feigenbaum, Corey	08/21/2021	Game Worker/football	2.5	\$22.50	\$56.25
Bisconti, Brett	8/24 & 8/26/21	Game Worker/Soccer	4	\$22.50	\$90.00
Brill, Daniel	8/27/2021	Game Worker/football	2.5	\$22.50	\$56.25
Fischer, Anthony	9/2/2021	Game Worker/football	4	\$22.50	\$90.00
Gillock, Joanne	9/2/2021	Game Worker/football	2.5	\$22.50	\$56.25
Goldberg, Joann	9/2/2021	Game Worker/football	2.5	\$22.50	\$56.25
Held, Nancy	9/2/2021	Game Worker/football	2.5	\$22.50	\$56.25
Homberg, Cathy	9/2/2021	Game Worker/football	2.5	\$22.50	\$56.25
Lieberman, Theresa	9/2/2021	Game Worker/football	2.5	\$22.50	\$56.25
Lukowiak, Stuart	8/27/2021	Game Worker/football	3.5	\$25.00	\$87.50
Pacholec, Natalie	9/2/2021	Game Worker/football	4	\$22.50	\$90.00
Schwindel, Kate	9/2/2021	Game Worker/football	4	\$22.50	\$90.00
					<b>\$987.50</b>

LIVINGSTON HIGH SCHOOL CO-CURRICULAR STIPENDS			
Position	# of Positions	2021/2022 Amount	Approved 2021/2022
Academic Team	1	\$5,718	Guy Rabner
Area/Reg/All State Musical Ensemble - not to exceed 135 hours	4	40.95/hour	Josh Salzman
Marching Band Director - Head	1	\$8,260	James Hegedus
Marching Band Director - Assistant	1	\$5,718	Mike Jedwabnik
Marching Band Tech	1	\$1,271	Erik Donough
Color Guard Instructor - Head	1	\$4,193	Maureen Biss
Chess Club	1	\$1,271	Will Peklo
Class Advisor - Freshmen	2	\$1,906	Kelly Rocco
Class Advisor - Freshmen		\$1,906	Kim Costanzo
Class Advisor - Sophomore	2	\$1,906	Drew Krumholz
Class Advisor - Sophomore		\$1,906	James Memory
Class Advisor - Junior	2	\$2,541	Anthony Fischer
Class Advisor - Junior		\$2,541	Rachel Atkins
Class Advisor - Senior	2	\$3,177	Priti Mankikar
Class Advisor - Senior		\$3,177	Yooree Gillman
Coding Club	1	\$1,271	Jennifer Gee
Ecolancer	1	\$1,270	Dave Richards
Ecolancer		\$1,270	Jeanne Ziobro
FBLA	2	\$3,812	Maggie Wohltmann
FBLA		\$3,812	Tom Garzon
Forensics and Debate Team	2	\$3,812	Rachel Skerker
Forensics and Debate Team		\$3,812	Samantha Engel
Gay Straight Alliance	1	\$953	Drew Krumholz
Gay Straight Alliance		\$953	Andrew Nelson
HOSA-Health Occupations	1	\$635	Mary Kaspriskie
HOSA-Health Occupations		\$635	Bobbi Bremmer
HOSA-Health Occupations		\$635	Johanna Klinman
Improv Club	1	\$1,271	Scott Patteson
Inner Circle Theater	1	\$1,271	Nick Brooks
Lancer Jazz Band	1	\$3,177	James Hegedus
Lab Jazz Band	1	\$2,541	Erik Donough
Key Club	2	\$2,541	Val Desamours
Key Club		\$2,541	Marjorie Duffy
*Inner Voices Magazine	2	\$1,271	Jennifer Torres
*Inner Voices Magazine		\$1,271	Chris Iannuzzi
Lead Teacher - Business	2	\$8,260	Alex Lamon
Lead Teacher - Art/Music	2	\$8,260	Mike Jedwabnik
Leo Club	1	\$1,271	Kelsey Collins

Math Team Advisor	1	\$1,906	Leslie Keeble
Mu Alpha Theta Mathematics Honor Society	1	\$1,272	Leslie Keeble
Mock Trial Advisor	1	\$1,906	Alex Lamon
Model UN	1	\$1,906	Steve Schiable
National Honor Society	1	\$635	FALL - Kathryn Picardo
National Honor Society		\$635	FALL - Johanna Klinman
National Honor Society		\$1,270	SPRING - Johanna Klinman
National Art Honor Society	1	\$953	Amy Newman
National Art Honor Society		\$953	Kirsten Angel-Lambert
National Business Honor Society	1	\$1,271	Alex Lamon
National Social Studies Honor Society	1	\$1,271	Jill Tejada
National Science Honor Society	1	\$635	Michelle Sipe
National Science Honor Society		\$635	Melissa Pelullo
National Science Honor Society		\$635	Abbie Young
National English Honor Society	1	\$635	Amanda Buyes
National English Honor Society		\$635	Jessica Rivchin
National Chinese Language Honor Society	1	\$1,271	Xin Cai
National French Lang Honor Society	1	\$1,271	Soukeyna Diop-Tall
National Italian Lang Honor Society	1	\$1,271	Guy Rabner
National Spanish Lang Honor Society	1	1,271	Susana Fernandez-Poyatos
National Technology Honor Society	1	\$1,271	Jeanne Ziobro
Newspaper	1	\$6,354	Timothy Callahan
Notations Vocal Ensemble	1	\$2,541	Joshua Salzman
Ocean Science Bowl	1	\$635	Michelle Augliera
Ocean Science Bowl		\$635	Jamie Kruse
Organization of Student Tutors	1	\$1,906	Adam Berryann
People Helping People	1	\$1,906	Danielle Felcher
Radio Broadcasting Advisor	1	\$1,906	Jason Daily
Robotics	2	\$1,906	Jeanne Ziobro
Robotics		\$953	Ray Snyder
Robotics		\$953	Allyson Smith
Select Chorus Group	1	\$2,541	Joshua Salzman
Senior Buddies (9th grade mentors)	1	\$2,541	Michael Munley
Science League Advisor	1	\$1,271	Michael Coleman
Science Bowl	1	\$635	Michael Coleman
Science Bowl		\$635	Johanna Klinman
Science Olympiad Advisor	1	\$953	Michelle Sipe
Science Olympiad Advisor		\$953	Dorine Starace

SGA	1	\$1,588	Krista Delia
SGA		\$1,588	Taylor Torre
Ski Club	1	\$1,271	Marisa Vosa
Chamber Orchestra Conductor	1	\$3,812	Nancy Ciminnisi
Tri-M Honor Society	1	\$1,944	Nancy Ciminnisi
Webmaster	1	\$2,541	Jeff Wieboldt
Yearbook	1	\$10,166	Diane Sigalas
Yearbook Business Manager	1	\$2,541	James Memory
<b>SPRING MUSICAL</b>			
Costumes	1	\$4,447	Alyssa LaMedica
Technical Director of Stage Crew	1	\$4,447	Brian Megaro
Orchestra Prep	1	\$3,177	James Hegedus
Music	1	\$4,447	Mike Jedwabnik
Choreography	1	\$3,177	Amanda Bigelow
Publicity	1	\$1,271	Dave Richards
<b>FALL DRAMA</b>			
Costumes	1	\$3,177	Alyssa LaMedica
Technical Director of Stage Crew	1	\$3,177	Brian Megaro
Publicity	1	\$1,271	Dave Richards
Detention AM/PM		\$25.24	Kim Costanzo; Sarah Joseph; Susana Fernandez; Andrew Greenberg
Detention Saturday		\$41.89	Kim Costanzo; Sarah Joseph; Susana Fernandez; Andrew Greenberg; Michael Coleman; Therese Desamours

<b>Sport</b>	<b>Title</b>	<b>#</b>	<b>Amount</b>	<b>First Name</b>	<b>Last Name</b>
Strength Training - Fall	Head	2	\$3,177	Daniel	Brill
Strength Training - Fall	Head		\$3,177	Robert	Breschard
Boys Lacrosse	VOLUNTEER			Vic	DeMaio
Game Worker				Eugene	Asimou
Game Worker				Corey	Feigenbaum (OD)
Game Worker				Thomas	Rigas
Game Worker				Patrick	Getz

**Mount Pleasant Middle School Stipend Positions 2021-2022**

<b>Stipend Title</b>	<b>Teacher(s)</b>	<b>Amount</b>
<b>Team Coordinators*</b>	<b>Kimberly Brenneck (MP1&amp;2)</b> <b>Dave D'Addozio (MP3&amp;4)</b>	<b>\$1,906.00</b> <b>\$1,906.00</b>
Team 1		
Team 2	Kay Youtz	\$3,812.00
Team 3	Katy Quillen	\$3,812.00
Team 4	Shawna Byer	\$3,812.00
<b>Team Coordinator for Cycles*</b>	<b>K. DeMiceli</b> <b>Christina Ness</b>	<b>\$1,906.00</b> <b>\$1,906.00</b>

First Name	Last Name
Ashley	Addison
Denise	Adesso
Beth	Alterman
Heather	Amling
Aubrey	Amorim
Sara	Araujo
David	Arensburg
Jessica	Ayars
Allison	Backer
Lori	Balasic
Heather	Bannon
Mary	Barrasso
Barbara	Bennett
Amanda	Blount
Lisa	Bowe
Jacqueline	Byrne
Kim	Campbell
Jacquelyn	Carsillo
Sue	Carter
Christy	Caruso
Maryann	Chorba
Megan	Clark
Amanda	Clayton
Heather	Cohen
Ali	Cohen
Jeannie	Murray-Connell
Laura	Coreas
Anna Maria	Corino
Enkelejda	Dauti
Genevieve	Day
Val	Desamours
James	Diegnan
Anna	DiNapoli
Nicole	DiStefano
Marjorie	Duffy
Caroline	Dugan
Nicole	Edelson
Kelly	Egan
Laura	Fabrizio
Alexis	Finley
Phyllis	Fiore
Judy	Frohman
Denise	Galluzzo

Lisa	Garamella
Kathleen	Giordano
Nicole	Grecco
Nicholas	Guardabasco
Lorraine	Gullo
Carly	Haggerty
Danielle	Iannuzzi
Danielle	Imbimbo
Megan	Jenkins
Sarah	Joseph
Dina	Kandel
Pam	Lalli
Tara	Lockwood
Ann Marie	Mansfield
Jill	McLaughlin
Giulia	Melucci
Jennifer	Merlo
Tracey	Michinard
Nicole	Monaco
Melissa	Mondanaro
Karen	Montalto
Mike	Munley
Sarah	O'Brien
Mary Kate	O'Brien
Brenda	Perry
Mary	Petinglay
Lenore	Piccoli
Amanda	Piscitelli
Revati	Raje
Brooke	Reynolds
Krystina	Riggi
Melissa	Rosario
Emily	Schulke
Tiffany	Scifo
Maura	Scully
Kevin	Sinsimer
Christine	Siti
Shelia	Stafford
Sarah	Stefanakis
Ashley	Strysko
Jennifer	Szostak
Jess	Traveras
Dana	Triana

Deborah	Van Dusen
Alisa	Weissman
Kim	Withers

**Summer Curriculum Writing 2021**

**WEB DESIGN**

Raymond Snyder

**Supervisor: Robert Rolling**

*Before July 1, 2021 \$48.88/hr*

*July 1, 2021 \$49.61/hr*

**HMS TEAM LEADERS**

Laurie Bisconti  
Greg Peters  
Martha Cuervo  
Jamie Wolek  
Rob Rynone  
Kristin Bergen  
Mike Carlin  
Brooke Newman

**MPMS TEAM LEADERS**

Kim Brenneck  
Shawna Byer  
David D'Addozio  
Kristi DeMiceli  
Kathleen Youtz

Name	Position	Location	# of classes	Dates
Melissa DeAngelus	Teacher of Family & Consumer Science	MPMS	.2	9/1/2021-10/29/2021
Ryan Karpack	Teacher of Tech Ed	LHS	.2	9/20/2021- 11/2/2021
Allyson Smith	Teacher of Tech Ed	LHS	.2	9/20/2021- 11/2/2021
Corey Yersak	Teacher of Tech Ed	LHS	.2	9/20/2021- 11/2/2021
Dave Richards	Teacher of Tech Ed	LHS	.2	9/20/2021- 11/2/2021
Lisa LeBlanc	Tech Coach	HMS	.1	8/30/2021-6/30/2022
Jason Daily	Teacher of TV Production	LHS	.25	8/30/2021-6/30/2022
Steven Milano	Teacher of TV Production	LHS	.3	8/30/2021-6/30/2022
Amedeo Cimminisi	Teacher of Music	LHS	.2	8/30/2021-6/30/2022

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
Duda	Kristina	TOSD	HMS	MA	5	\$64,235	\$0	\$0	\$64,235	MA+16	5	\$67,819	\$0	\$0	\$67,819	9/1/21

**LIVINGSTON SCHOOL DISTRICT**  
**Livingston, New Jersey 07039**

**SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY**

**QUALIFICATIONS:**

1. Possession of a valid School Business Administrator Certificate as issued by the NJDOE.
2. Previous experience (minimum of three to five years) as a School Business Administrator.
3. Experience in budget preparation and administration, and understanding of statutory and code requirements related to school budgeting.
4. Understanding of the principles and practices of financial accounting and reporting procedures consistent with statute, code and GAAP requirements.
5. Knowledge of statutory requirements and accepted practices in school districts related to insurance, purchasing, transportation, food services, school plant operations and facility planning.
6. Demonstrated organizational, communication and interpersonal skills.
7. Ability to effectively communicate with internal and external stakeholders.
8. Knowledge of payroll, health benefits, and an understanding of statutory requirements related to public employment and collective bargaining.
9. Required criminal history background check and proof of U.S. citizenship or legal resident alien status.
10. Must be bonded in accordance with applicable law.

**REPORTS TO:** Superintendent

**SUPERVISES:** All custodial, maintenance, transportation, business operations support staff, and food service provider.

**JOB GOALS:** To supervise, manage and coordinate the business affairs of the district efficiently and effectively to ensure that educational support services help to achieve the educational goals of the district, and to ensure efficient operation of the board of education in compliance with duties specified by applicable laws and directives.

**JOB RESPONSIBILITIES:**

1. Assists the superintendent in the preparation of the annual school budget and is responsible for the administration of all phases of the budget throughout the year.
2. Serves as the official purchasing agent of the board and is responsible for establishing procedures for the acquisition of supplies and equipment for the district in accordance with law and Board policies.
3. Oversees the operation and maintenance of all school facilities and supervises custodial, grounds, and maintenance services. Ensures that all local, state and federal standards for health and safety of students and staff are maintained and that required reports are maintained.
4. Oversees new student registrations for the district, monitors enrollment levels, and

- works to balance enrollment between schools where possible.
5. Serves as a liaison between the school district and the Township of Livingston particularly on facilities and financial issues. Works collaboratively with town officials to plan and advocate for the school district.
  6. Responsible for the efficient operation of the district's food services program; ensures that procedures are in accordance with law and regulations; and supervises food service personnel and/or administers existing food services management contracts.
  7. Administers the district's insurance/risk management program.
  8. Responsible for the safe, efficient operation of the student transportation program; ensures proper maintenance of district-owned buses; reviews routes; and handles the business aspects of contracted transportation services.
  9. Assists the Superintendent in projection of facility needs and oversees all construction programs. Helps develop educational standards for sites, buildings and equipment; prepares cost data; and cooperates with architects and construction supervisors during construction programs.
  10. Acts as the agent of the board in site acquisitions and sale/lease of property and is responsible for scheduling the use of school buildings and grounds by authorized groups in accordance with board policies.
  11. Oversees the preparation of the district payroll and ensures proper maintenance of records related to auditing requirements, tax laws, and employee benefits. Is responsible for implementing hospitalization, major medical and other types of board-approved employee benefit plans.
  12. Invests Board funds in accordance with board policy.
  13. Assists the Superintendent and the Board in developing and updating policies for all aspects of the school business operation.
  14. Safeguards and maintains all records and papers of the Board, and devises a system of acceptable recording and filing to guarantee the safety and availability of all reports, minutes of meetings, contracts, communications and publications, and such other documents as the board may place in the secretary's custody.
  15. Notifies all Board members of regular and special meetings and attends all Board meetings.
  16. Records all proceedings of Board meetings and handles all correspondence of the Board.
  17. Performs all duties related to school elections as required by law.
  18. Presides at the annual reorganization meeting of the Board until such time as a president is elected and administers the Oath of Office to newly elected board members.
  19. Keeps correct and detailed accounts of all financial transactions as prescribed by statute and Board policy. Provides the Board with written reports as required by law, regulation and directives.
  20. Assumes responsibility for audit of all claims, invoices and demands against the board and presents them for approval.
  21. Certifies to the Board each month that no budget line item has been over-expended.
  22. Prepares a synopsis or summary of the annual audit and recommendations, prior to the holding of the Board meeting to take action thereon. A copy of the synopsis or summary shall be made available for distribution to interested parties at the meeting.

23. Reports to the Commissioner, by August 1, the amount of interest-bearing school debts of the municipality and the district with rates of interest, dates when bonds and other evidence of indebtedness were issued, and the due date.
24. Provides the Board with a detailed end-of-year fiscal report in the manner and form prescribed by the Commissioner, and files a copy with the County Superintendent before August 1.
25. Files with the County Superintendent a report listing the name and social security number of each bus driver or substitute driver and certification of a valid school bus driver's license and criminal background check.
26. Annually develops and transmits to the County Superintendent of schools, on or before February 1, a list of names of the school officials, by office and position, whose responsibilities require the filing of the Financial and Personal/Relative Disclosure Statements.
27. Notifies the county superintendent of the names of newly elected or appointed Board members to obtain the State-required Financial and Personal/Relative Disclosure Statements and informs the county superintendent of new administrators or supervisors appointed after the April 30 filing date.
28. Prior to the annual submission to the County Superintendent, checks that the completed disclosure forms have been reviewed to assure that both required forms have been filed; that all questions have been answered or indicated as not being applicable; and that each copy is signed with an original signature. Provides to the county superintendent the names of all persons on the February 1 list of school officials and all newly elected or appointed persons who have failed to file as required under the law.
29. Transmits to the County Superintendent the names of newly elected or appointed Board members who have completed the State-required training program provided by the New Jersey School Boards Association.

This position will also be responsible for all other duties as prescribed by law and as assigned by the Superintendent.

#### **TERMS OF EMPLOYMENT:**

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board. Board secretary salary is incorporated; however, appointment of the Secretary is made annually to serve July 1 – June 30.

#### **EVALUATION:**

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of the business administrator/board secretary by the superintendent of schools.

Board approval date: December 11, 1995

Revised: September 28, 2021

## 3134 ~~ASSIGNMENT OF ADDITIONAL-EXTRA~~ DUTIES

### ~~Duty Assignments~~

The professional responsibilities of teaching staff members include such extra duties as may be assigned by the Superintendent or his/her designee. ~~The Superintendent or designee will, in accordance with the Board of Education's managerial prerogative, assign teaching staff members extra duties that are in accordance with applicable law and any collective bargaining agreement.~~

All aspects of assignment to, retention in, dismissal from, and any terms and conditions of employment concerning extra-curricular activities shall be deemed mandatory subjects for collective negotiations in accordance with the provisions of N.J.S.A. 34:13A-23.

~~Any teaching staff member appointed to an extra duty position is expected to serve unless excused for extenuating circumstances. A member's refusal to serve on an extra duty without permission may constitute an act of insubordination subject to discipline.~~

▪

### ~~Stipend Position~~

▪

~~The Superintendent will recommend that Board appoint teaching staff members to stipend positions including, but not necessarily limited to, the positions of lead teacher, account treasurer, co-curricular activity advisor, athletic coach, monitor, and chaperone.~~

▪

~~A teaching staff member can accrue no tenure or seniority rights and is not entitled to reappointment to a stipend position.~~

Performance in any ~~extra duties stipend position~~ will be considered in a teaching staff member's evaluation, ~~in determining whether to renew a nontenured member, and in determining which of two or more tenured members with identical seniority entitlements will be retained in a reduction in force.~~

▪

~~The Superintendent will inform the Board of stipend positions required for the implementation of the district's program, post notice of vacancies in those positions, and recommend appointments to those positions.~~

N.J.S.A. 18A:27-4  
N.J.S.A. 34:13A-23



# POLICY

LIVINGSTON  
**BOARD OF EDUCATION**

Teaching Staff Members  
3134/Page PAGE 1 of NUMPAGES 1  
ASSIGNMENT OF DUTIES

Adopted: 09 October 2006



## 5460.02 BRIDGE YEAR PILOT PROGRAM (M)

The New Jersey Commissioner of Education has established a three-year "Bridge Year Pilot Program," under which each school district with a high school shall offer students in the graduating classes of 2021 and 2022 the opportunity to pursue a Bridge Year during the year immediately following their senior year of high school, in accordance with the provisions of P.L. 2020 c.41. The purpose of the Bridge Year Pilot Program shall be to provide participating students an additional year to address learning loss and missed opportunities in extracurricular activities, including spring sports programs, as a result of the public health state of emergency caused by the COVID-19 pandemic.

For the purpose of this Policy, "host high school" means the high school that a student, who pursues a Bridge Year pursuant to the provisions of P.L. 2020 c.41, attended as a junior in high school.

Under the Bridge Year Pilot Program, each high school in a school district shall designate a school staff member as a Bridge Year Liaison to serve as the school's central point of contact for students interested in pursuing a Bridge Year and for students participating in a Bridge Year. Nothing in P.L. 2020 c.41 shall be construed to require a school district to hire an individual to serve as a Bridge Year Liaison.

To be eligible to participate in the Bridge Year Pilot Program, a student shall be nineteen years of age or younger and shall not turn twenty years of age at any time during the Bridge Year, except that a classified student shall be eligible to participate if the student will turn twenty years of age during the Bridge Year due to services provided pursuant to the student's individualized education program. To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison by February 15 of their senior year.

The Bridge Year Liaison shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

During the fall semester of the student's Bridge Year, the student shall take between nine and twelve credits at the host high school, the county college that serves the county of the host high school, or a combination thereof. During the spring semester of the student's Bridge Year, the student shall take between nine and twelve credits at the county college that serves



the county of the host high school. During either semester of the Bridge Year, a student may also take up to three credits offered by a four-year institution of higher education at any high school in the State or at any other location to fulfill the student's credit requirement. At the conclusion of each semester of the Bridge Year, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.

In the event that a student initially decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested. A student who decides not to continue the Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities pursuant to P.L. 2020 c.41.

The State Board of Education shall promulgate regulations pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of P.L. 2020 c.41.

The Higher Education Student Assistance Authority shall promulgate regulations, pursuant to the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B -1 et seq.), necessary to effectuate the provisions of subsection d. of section 2 of this Act.

P.L. 2020 c.41

Adopted:



## 5460.02 BRIDGE YEAR PILOT PROGRAM (M)

The New Jersey Commissioner of Education has established a three-year "Bridge Year Pilot All public school districts, including charter and renaissance schools, that enroll high school students must offer all eligible students the opportunity to participate in the Bridge Year Pilot Program (P.L. 2020 c.41).

To participate in the Bridge Year Pilot Program, eligible students must notify their host high school's Bridge Year Liaison of their intent to participate by February 15 of their senior year.

### A. Bridge Year Liaison

1. To facilitate compliance with the requirements of the Bridge Year Pilot Program, each public high school in a school district shall designate a school staff member as a Bridge Year Liaison.
2. The school's Bridge Year Liaison shall serve as the school's point of contact for students interested in participating in the Bridge Year Pilot Program, facilitate planning of the Bridge Year students' academic services, and regularly communicate with the respective county college regarding students' academic progress.
3. Bridge Year Liaisons shall develop, in consultation with Bridge Year students, an Individual Learning Plan (ILP) for each student.
4. The Bridge Year Liaison:
  - a. Shall collect and report attendance in accordance with the school district's policy for those students participating in classes not at the host high school consistent with N.J.A.C. 6A:16-7.6. Attendance for classes at the host high school shall be collected and recorded in the normal course;
  - b. Must receive reports from the institution of higher education that a Bridge Year student attends at least quarterly. The reports must demonstrate, in a manner specified by the student's ILP, the student's academic progress and performance; and



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Students  
5460.02  
BRIDGE YEAR PILOT PROGRAM (M)

- c. Shall ensure that at the conclusion of each semester of the Bridge Year, the student's high school transcript reflects any high school and college credits earned during the Bridge Year in accordance with Policy and Regulation 5460.02.

### B. Student Eligibility

1. To be eligible to participate in Bridge Year Pilot Program, a student must:
  - a. Be in the graduating classes of 2021 or 2022;
  - b. Meet all applicable high school graduation requirements by the end of their senior year of high school;
  - c. Be nineteen years old or younger during the entirety of the Bridge Year; a student that would turn twenty years old before the end of their Bridge Year is not eligible to participate;
    - (1) A student with disabilities is eligible to participate if the student will turn twenty years old during the Bridge Year due to services provided under the student's individualized education program (IEP); and
  - d. Maintain a grade point average of 2.0 during the Bridge Year.
2. Students with disabilities who receive special education and related services under the Individuals with Disabilities Education Act (IDEA) must be granted the opportunity to participate in a school district's Bridge Year Pilot Program in accordance with Federal and State special education requirements.
  - a. Regarding the Bridge Year's age requirements in B.1.c. above, school districts that have students with disabilities who have satisfied their State and local graduation requirements, but may need an extra year of services, and will not turn twenty-one years old before June 30, may receive services for another year as determined by the student's IEP team, which includes the student and the student's parent(s).



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Students  
5460.02  
BRIDGE YEAR PILOT PROGRAM (M)

- b. The school district's Bridge Year Liaison should collaborate with the student's IEP team as the services provided to students with disabilities should be focused on transition services. Services shall be delivered via the IEP.

### C. Academics

#### 1. Individual Learning Plans (ILP)

- a. Each Bridge Year student's academic and co-curricular goals for the Bridge Year shall be defined in an ILP. A student's ILP shall detail the activities and strategies for accomplishing these goals, including, but not limited to, counseling, academic support, coursework, and co-curricular or athletic participation. The New Jersey Department of Education (NJDOE) developed an ILP template for school districts, which will be available on the NJDOE's webpage.

- (1) In developing a student's ILP, a school district should utilize the considerations outlined in Bridge Year Pilot Program (P.L. 2020 c.41) Implementation Guidance.

- b. To ensure ample time to plan for the implementation of services outlined in the ILP, each Bridge Year student's ILP shall be completed by May 15, but no later than June 1 of the student's senior year.

#### 2. Academic and Course Requirements

- a. Students participating in the Bridge Year Pilot Program shall meet the following academic and course requirements:

- (1) During the fall semester, students shall take between nine and twelve credits at the host high school, county college in the county in which the host high school is located, or a combination thereof;



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Students  
5460.02  
BRIDGE YEAR PILOT PROGRAM (M)

- (2) During the spring semester, students shall take between nine and twelve credits at the county college in the county in which the host high school is located;
  - (3) During either semester, students may take up to three credits offered by a four-year institution of higher education at any high school in the State or any other location to fulfill the student's credit requirements described in C.2.a.(1) and (2) above;
  - (4) Students who pursue a Bridge Year and participate in a spring sport sanctioned by the New Jersey State Interscholastic Athletic Association (NJSIAA) shall enroll in less than twelve college credits, or otherwise be enrolled in a number of college credits as to not be considered a full-time college student, in each of the fall and spring semesters during the student's Bridge Year;
  - (5) During the Bridge Year, students do not need to participate in health, safety, and physical education as required by N.J.S.A. 18A:35-5, 7, and 8 (N.J.A.C. 6A:8-5.1(a)1.vi); and
  - (6) A Bridge Year student shall be considered a non-matriculated student of the respective county college.
- b. School districts that do not operate on the basis of fall and spring semesters should meet the spirit of the academic and course requirements outlined in C.2.a. above and ensure that Bridge Year students meet their total credit requirements for the entirety of the Bridge Year Pilot Program.
3. Graduation
- a. As stated in B.1.b. above, all students must meet all applicable high school graduation requirements by the end of their senior year of high school before participating in the Bridge Year Pilot Program.



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Students  
5460.02  
BRIDGE YEAR PILOT PROGRAM (M)

- b. The Bridge Year student may participate in the graduation ceremony at the end of his or her senior year or the end of his or her Bridge Year.
- c. The student's diploma will be withheld and formal matriculation from high school will be deferred until completion of the Bridge Year Pilot Program.
  - (1) Participating students are only held to the graduation requirements of their senior year and are not required to meet the graduation requirements of their Bridge Year in order to receive their high school diploma.
    - (a) For example, 12<sup>th</sup> graders in the graduating class of 2021 – whose Bridge Year would take place during the 2021-2022 school year – will be held only to the graduation requirements applicable to the class of 2021, as modified pursuant to Executive Order 214 by the Governor of New Jersey, and not to the graduation requirements for the class of 2022.
- d. At the conclusion of each semester of the Bridge Year Pilot Program, the host high school shall update the student's high school transcript to reflect any high school credits earned during the Bridge Year.
- e. If a student decides to pursue a Bridge Year in the fall semester, but does not continue the Bridge Year in the spring semester, the student's host high school shall release all final transcripts and other records as necessary and as may be requested.

### D. Data Reporting

#### 1. NJ SMART

- a. The NJDOE will add a new field in the NJ SMART SID Management to indicate whether 12<sup>th</sup> graders are planning to participate in the Bridge Year Pilot Program in the following year (beginning in the 2020-2021 school year) or whether a 12<sup>th</sup> grader is



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Students  
5460.02  
BRIDGE YEAR PILOT PROGRAM (M)

currently participating in a Bridge Year Pilot Program (beginning in the 2021-2022 school year).

- b. School districts will be required to begin entering this information for all 12<sup>th</sup> graders beginning with the June 2021 snapshot.

### 2. School and District Accountability

- a. Students participating in the Bridge Year Pilot Program will continue to be included in the accountability calculations for both Every Student Succeeds Act school accountability and New Jersey Quality Single Accountability Continuum (QSAC) district accountability during their Bridge Year.

- (1) This would include graduation rate and chronic absenteeism calculations for both school and district accountability.

- (2) Students participating in the Bridge Year Pilot Program will not count as graduates for graduation rate calculations until they receive a diploma at the end of the Bridge Year.

### E. Athletic Requirements

1. Students participating in the Bridge Year Pilot Program are eligible to participate in NJSIAA sanctioned sports at their host high school – and only at their host high school – during the spring season of their Bridge Year.
  - a. Bridge Year students are not eligible to participate in fall or winter sports during their Bridge Year.
2. Students must meet the eligibility requirements outlined by the NJSIAA.
3. A student who decides not to continue their Bridge Year in the spring semester shall not be eligible to participate in a spring sports program or extracurricular activities.



# REGULATION

LIVINGSTON  
BOARD OF EDUCATION

Students  
5460.02  
BRIDGE YEAR PILOT PROGRAM (M)

4. Bridge Year students participating in spring athletics are subject to the athletic code of conduct, and any other applicable codes, rules, or school district policies as other students participating in the spring sport.

Issued:



EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND  
ADMINISTRATORS (M)

**3222 EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING  
TEACHERS AND ADMINISTRATORS (M)**

The Board of Education recognizes the importance of teaching staff member effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3222 for the evaluation of teaching staff members consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for teaching staff member evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3222, “teaching staff member” includes, but is not limited to, educational services staff members, guidance counselors, school nurses, library/media specialists, occupational therapists, and other teaching staff members working under an educational services certificate. For the purposes of Policy and Regulation 3222, “teaching staff member” does not include teachers, Principals, Vice Principals, Assistant Principals, and administrators, including, but not limited to, directors and/or supervisors.

~~The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all teaching staff members which shall be submitted to the Commissioner of Education by August ~~June~~ 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of teaching staff members and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all teaching staff members. A District Evaluation



## EVALUATION OF TEACHING STAFF MEMBERS, EXCLUDING TEACHERS AND ADMINISTRATORS (M)

Advisory Committee ~~may~~ ~~shall~~ be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for teaching staff members as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each teaching staff member rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for non-tenured teaching staff members shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1 and N.J.A.C. 6A:10-6.2. Evaluations for non-tenured teaching staff members shall be completed prior to the May 15 notice requirement date for continued employment. Evaluations for tenured teaching staff members shall be completed prior to June 30.

The Superintendent shall annually notify all teaching staff members of the adopted evaluation policies and procedures/regulations no later than October 1. If a teaching staff member is hired after October 1, the Superintendent shall notify the teaching staff member of the policies and procedures/regulations at the beginning of his or her employment. All teaching staff members shall be notified of amendments to the policy and procedures/regulations within ten teaching staff member working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1  
N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted: January 27, 2014  
Revised: July 19, 2017



Teaching Staff Members  
3223/Page PAGE 1 of NUMPAGES 2  
EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND  
ASSISTANT PRINCIPALS (M)

## 3223 EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

The Board of Education recognizes the importance of administrator effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3223 for the evaluation of administrators consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for administrator evaluations consistent with TEACHNJ and AchieveNJ.

For the purposes of Policy and Regulation 3223, “administrator” means an appropriately certified staff member, as defined in N.J.S.A. 18A-1.1, employed in the school district in an administrative and/or supervisory role and capacity, and holding a valid and effective standard, provisional, or emergency administrative certificate. An “administrator” may be a director, supervisor, or any other administrative or supervisory position in the district. For the purposes of Policy and Regulation 3223 and N.J.A.C. 6A:10-1.1 et seq., “administrator” is not a Principal, Vice Principal, or Assistant Principal.

~~The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and n~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to, digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all administrators which shall be submitted to the Commissioner of Education by August 1 ~~June 1~~ for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of administrators and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing



## EVALUATION OF ADMINISTRATORS, EXCLUDING PRINCIPALS, VICE PRINCIPALS, AND ASSISTANT PRINCIPALS (M)

the evaluation rubrics for all administrators. A District Evaluation Advisory Committee ~~may~~ shall be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for administrators as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each administrator rated ineffective or partially effective on the annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

Observations and evaluations for non-tenured administrators shall be in accordance with the provisions of N.J.S.A. 18A:27-3.1. Evaluations for non-tenured administrators shall be completed prior to the May 15 notice requirement date for continued employment. Evaluations for tenured administrators shall be completed prior to June 30.

The Superintendent annually shall notify all administrators of the adopted evaluation policies and procedures/regulations no later than October 1. If an administrator is hired after October 1, the Superintendent shall notify the administrator of the policies and procedures/regulations at the beginning of his or her employment. All administrators shall be notified of amendments to the policy and procedures/regulations within ten administrator working days of adoption.

N.J.S.A. 18A:6-117 et seq.; N.J.S.A. 18A:27-3.1

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

Adopted: January 27, 2014

Revised: July 19, 2017



Teaching Staff Members  
3224/Page PAGE 2 of NUMPAGES 2  
EVALUATION OF PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS (M)

## 3224 EVALUATION OF PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS (M)

The Board of Education recognizes the importance of Principal, Vice Principal, and Assistant Principal effectiveness to further the development of a professional corps of educators and to increase student achievement. The Board of Education adopts Policy and Regulation 3224 for the evaluation of Principals, Vice Principals, and Assistant Principals consistent with the Teacher Effectiveness and Accountability for the Children of New Jersey Act (TEACHNJ) and the AchieveNJ administrative codes. This Policy and Regulation provides the provisions and requirements for Principal, Vice Principal, and Assistant Principal evaluations consistent with TEACHNJ and AchieveNJ.

~~The rules in N.J.A.C. 6A:10 – Educator Effectiveness shall not override any conflicting provision(s) of collective bargaining agreements or other employment contracts in effect on July 1, 2013 and no~~ No collective bargaining agreement entered into after July 1, 2013, shall conflict with the educator evaluation system established pursuant to N.J.A.C. 6A:10-1.1 et seq. or any other specific statute or regulation, nor shall topics subject to bargaining involve matters of educational policy or managerial prerogatives. All information contained in annual performance reports and all information collected, compiled, and/or maintained by employees for the purpose of conducting the educator evaluation process pursuant to N.J.A.C. 6A:10-1.1 et seq., including, but not limited to digital records, shall be confidential and shall not be subject to public inspection or copying pursuant to the Open Public Records Act, N.J.S.A. 47:1A-1 et seq.

The Board shall annually adopt evaluation rubrics for all Principals, Vice Principals, and Assistant Principals which shall be submitted to the Commissioner of Education by ~~August June~~ 1 for approval by August 15 of each year. The evaluation rubrics shall have four defined annual ratings: ineffective, partially effective, effective, and highly effective. The Board shall meet the requirements as outlined in N.J.A.C. 6A:10-2.2(a) for the annual evaluation of Principals, Vice Principals, and Assistant Principals and shall ensure the training procedures as outlined in N.J.A.C. 6A:10-2.2(b) are followed when implementing the evaluation rubrics for all Principals, Vice Principals, or Assistant Principals. A District Evaluation Advisory Committee may ~~shall~~ be established in accordance with the requirements of N.J.A.C. 6A:10-2.3.

The minimum requirements for the evaluation procedures for Principals, Vice Principals, and Assistant Principals as outlined in N.J.A.C. 6A:10-2.4 shall be followed. For each Principal, Vice Principal, or Assistant Principal rated ineffective or partially effective on the



## EVALUATION OF PRINCIPALS, VICE PRINCIPALS AND ASSISTANT PRINCIPALS (M)

annual summative evaluation rating, as measured by the evaluation rubrics, a corrective action plan shall be developed in accordance with the provisions of N.J.A.C. 6A:10-2.5.

The components of the principal evaluation rubrics as described in N.J.A.C. 6A:10-5.1 shall apply to Principals, Vice Principals, and Assistant Principals. Measures of student achievement, as outlined in N.J.A.C. 6A:10-5.2, shall be used to determine impact on student learning. Principal, Vice Principal, and Assistant Principal observations shall be conducted in accordance with the provisions of N.J.A.C. 6A:10-5.4. The Superintendent or designee shall conduct observations for the evaluation of Principals pursuant to N.J.S.A. 18A:6-121 and he or she shall be trained pursuant to N.J.A.C. 6A:10-2.2(b). A Principal, or the Superintendent or designee, shall conduct observations for the evaluation of Vice Principals and Assistant Principals pursuant to N.J.S.A. 18A:6-121.

The principal practice instrument approved by the Department of Education shall meet the criteria as outlined in N.J.A.C. 6A:10-6.3.

The Superintendent annually shall notify all Principals, Vice Principals, or Assistant Principals of the adopted evaluation policies and procedures/regulations no later than October 1. If a Principal, Vice Principal, or Assistant Principal is hired after October 1, the Superintendent shall notify the Principal, Vice Principal, or Assistant Principal of the policies and procedures/regulations at the beginning of his or her employment. All Principals, Vice Principals, and Assistant Principals shall be notified of amendments to the policy and procedures/regulations within ten Principal, Vice Principal, or Assistant Principal working days of adoption.

N.J.S.A. 18A:6-117 et seq.

N.J.A.C. 6A:10-1.1 through 1.4; 6A:10-2.1 through 2.5

N.J.A.C. 6A:10-5.1 through 5.4

N.J.A.C. 6A:10-6.1 and 6.3

Adopted: January 27, 2014

Revised: July 17, 2019



## 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.
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"> <li>● No note provided</li> <li>● Note not approved by administration</li> <li>● No note from doctor for 3+ consecutive days for illness</li> <li>● Truancy, as determined by the principal or designee</li> </ul>	<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"> <li>● Illness for 1-2 days as documented by parent</li> <li>● Illness for 3+ consecutive days as documented by a physician</li> <li>● Family Illness</li> <li>● Written parental permission as approved by the administration</li> </ul>	<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"> <li>● Administrative exclusion or prerogative</li> <li>● Suspension</li> <li>● Court Appearance</li> <li>● Religious observance as documented by the parent and approved by State Guidelines</li> <li>● Death in the immediate family</li> <li>● Extraordinary opportunities as approved by the administration</li> <li>● School-sponsored field trips</li> <li>● School-provided Home Instruction</li> </ul>



# REGULATION

# LIVINGSTON BOARD OF EDUCATION

STUDENTS  
R 5200  
ATTENDANCE (M)

## 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"><li>• No note provided</li><li>• Note not approved by administration</li><li>• No note from doctor for 3+ consecutive days for illness</li><li>• Truancy, as determined by the principal or his designee.</li></ul>	<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"><li>• Illness for 1-2 days as documented by parent</li><li>• Illness for 3+ consecutive days as documented by a physician</li><li>• Family illness</li><li>• Written parental permission as approved by the administration</li><li>• College visits</li></ul>	<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"><li>• Administrative exclusion or prerogative</li><li>• Suspension</li><li>• Court appearance</li><li>• Religious observance as documented by the parent and approved by State guidelines</li><li>• Death in the immediate family</li><li>• The NJ State Driving Exam (half day)</li><li>• Extraordinary Opportunities as approved by the administration (see LHS Handbook)</li><li>• School sponsored field trips</li><li>• School-provided Home Instruction</li><li>• Required college orientation/testing (official documentation required)</li></ul>

## 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 notify the school directly before the start of the student's school day by either calling the school directly, emailing the attendance officer or utilizing the parent portal in Genesis. ~~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.

#### 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.
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.
    - (i) 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: October 14, 2019



## 7510 USE OF SCHOOL FACILITIES

The Board of Education recognizes the capital investment that the community has in its school buildings, facilities and grounds, and believes that community groups should be encouraged to use school facilities and grounds for worthwhile purposes, when such uses will not interfere with the school program or its related activities.

Organizations may apply for use of school facilities or grounds for activities of an educational, civic, philanthropic, social, or recreational nature that do not conflict with activities of the District.

Authorization for use of school facilities shall not be considered as endorsement of or approval of the activity, person, group or organization nor the purposes they represent.

### Rental of School Facilities and Grounds

The District shall assess charges for use of school facilities and grounds by these organizations. The District, with the consent of the school Principal, School Business Administrator and Superintendent, shall publish a list of school facilities and grounds to be available for use. The District may choose to enter into a contractual agreement for fees and usage with a facility user that needs a high volume of square footage and/or is for an extended time period.

All school facilities and grounds shall be under the general supervision of the Superintendent, subject to the terms and provisions of this policy. The Superintendent or his/her designee shall have final approval of facility and ground use. No District employee may waive the requirements of this policy.

The Office of the Business Administrator shall consult with the school Principal to approve or deny availability of facilities at each location and to schedule events.

The Office of the Business Administrator shall review the application for facility and grounds use for compliance with this policy and inform the school Principal whether the application is in compliance.

Use of school facilities and grounds shall not be allowed for activities that may be detrimental or destructive to the facilities, grounds and contents or by any group that has damaged District property. Any use of school facilities or grounds can be canceled at the



discretion of the Superintendent or his/her designee without advanced notice, if the activities are determined to be in conflict with District activities. In the case of cancellations, the District assumes no liability other than the return of any previously paid fees for unused facilities. The District shall not be obligated to locate and/or provide substitute space for an approved organization should the space be required by an approved organization with higher priority.

The Board will permit the rental use of school facilities and grounds when such permission has been requested in writing and has been approved by the Superintendent or his/her designee. In weighing competing requests for the use of school facilities and grounds, the Board will give priority to the following uses, in the following priority order:

1. Uses and groups directly related to the schools and the operations of the schools;
2. Uses and organizations indirectly related to the schools;
3. Departments and agencies of municipal government;
4. Other governmental agencies;
5. Livingston community organizations formed for charitable, or social purposes;
6. Non-Livingston community organizations formed for charitable or social purposes;
7. Organizations developed for profit purposes.

The use of school facilities and grounds shall not be granted for partisan political activity, private social functions, or any purpose that is prohibited by law.

In the event a group not meeting the criteria above wishes to rent a school facility or utilize school grounds, and the Superintendent deems it advisable, he/she may forward the application to the Board of Education for action.



The Superintendent or Board of Education may refuse to grant the use of a school building or school grounds whenever, in their judgment, there is good reason why permission should be refused. They shall not be required to give a reason for such refusal.

## Assignment of Personnel

The Office of the Business Administrator shall assign personnel including security, custodial, and maintenance support, as needed to maintain the facilities and grounds. Charges shall be borne by the organization where appropriate. Keys shall only be issued to District employees. Employees shall not accept payment of honorariums or “tips” in relation to facility or grounds use.

## Use of Supplies and Equipment

Use of school supplies, furniture, and equipment shall be at the discretion of the Principal. No school equipment shall be removed from the facilities or any other school property without the written consent of the Superintendent. The Superintendent shall approve, annually update, and publish rates for facility and grounds use. Facility and grounds use fees shall include, but not be limited to, charges for use of buildings, staff, security personnel, equipment rental, utilities, and disposal services. No technical support will be provided. Fees and deposits shall be paid in accordance with administrative regulations.

Use of school equipment in conjunction with the use of school facilities and grounds must be specifically requested in writing and may be granted through the procedure by which permission to use facilities and grounds is granted. The users of school equipment must accept liability for any damage or loss to such equipment that occurs while it is in their use, regardless of any assignment of negligence. Where rules so specify, no item of equipment may be used except by a qualified operator.

All facility and grounds use shall comply with State and local fire, health, safety and police regulations.

## Permanent or Temporary Alteration of Existing School Facilities or Grounds

Individuals or groups utilizing or renting school facilities or school grounds may not establish or erect any permanent or temporary structures, signs or lights on the premises without explicit approval from the Board of Education.



## Sale or Distribution of Merchandise, Food or Beverages

Permission for food, beverage or merchandise sales outside the approved school food service program shall be secured from the Building Principal and Superintendent. With the exception of school affiliated organizations, vendors interested in selling food, beverages or merchandise in school facilities or on school grounds must apply and be approved, in advance, by the Board of Education. The sale of food or beverages on school property during school hours shall comply with the District's Policy 8505.

Funds raised by approved District or student organizations through the sales of foods, beverages and merchandise at events open to the public will accrue to the sponsoring organization. A percent of all funds from all food, beverage and merchandise sales made at any time by Board authorized independent vendors on school property or on school grounds shall accrue to the benefit of the District.

In order for the District to provide a clean and safe environment for all students, and minimize the risk of allergy producing agents, organizations scheduling events involving food must notify the Office of the Business Administrator, in advance, so that a proper common area can be assigned for the consumption of food. Food is not permitted in the buildings without prior approval of the Office of the Business Administrator.

## Smoking and Alcoholic Beverages Prohibited

Smoking is prohibited on all school premises. No alcoholic beverages and/or illegal substances shall be brought or allowed to be brought onto any school property. The Board will report to law enforcement officials to prosecute as appropriate any person who violates the law and this policy, except that any pupil who possesses or uses or is under the influence of alcohol or illegal substance on school premises or at any school sponsored activity will be treated in accordance with law and Policy Nos. 3218, 4218 and 5530.

Furthermore, individuals who possess and consume alcoholic beverages and/or illegal substances at any function sponsored by the district, or wager on school premises will be prohibited from doing so.

## Inappropriate Conduct

Individuals at a school event or on school premises whose conduct constitutes a disruption will be barred from attendance.



## Insurance and Other Information Required for Use of School Facilities or Grounds

All users of school facilities or grounds shall comply with policies of this Board and the rules and regulations of this district and any restrictions imposed upon the use of the facility involved. Each user shall submit, with each request for facility usage, a Certificate of Insurance with a carrier acceptable to the Board, in limits of \$1,000,000 for bodily injury and \$1,000,000 for property damage, which certificate named the Livingston Board of Education as an additional named insured. Such insurance shall be in a company licensed to do business in the State of New Jersey.

The Board shall provide to all persons who supervise youth programs that are not sponsored by the school district, but operate a program in a district building before or after school hours, on the weekend, or during a period when school is not in session, information on the district's school practices and procedures in the event of a school safety or security incident at a school including non-confidential information on evacuation procedures, emergency response protocols, and emergency contact information in accordance with the provisions of N.J.S.A. 18A:41-7.

N.J.S.A. 18A:20-20; 18A:20-34; 18A:41-7.

Adopted: 09 January 2006

Revised: 09 March 2009

Revised: 04 June 2012



## PUBLIC PARTICIPATION IN BOARD MEETINGS-COVID RULES

### 0167.1 PUBLIC PARTICIPATION IN BOARD MEETINGS – COVID RULES

In accordance with Bylaw 0167, 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.

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

Public participation shall be permitted before and/or after the Board takes official action on any issue of substance.

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

Public participation 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. Members of the public are encouraged to provide a copy of written statements to the Board for reference;
5. The presiding officer may:



## PUBLIC PARTICIPATION IN BOARD MEETINGS-COVID RULES

- a. Interrupt, warn, or terminate a participant's statement when the statement is too lengthy (exceeds the 3 minute limit), abusive, obscene, or irrelevant;
- b. Request any individual to leave the meeting when that person does not observe reasonable decorum;
- c. Request the assistance of law enforcement officers in the removal of a disorderly person when that person's conduct interferes with the orderly progress of the meeting;
- d. Call for a recess or an adjournment to another time when the lack of public decorum so interferes with the orderly conduct of the meeting as to warrant such action; and
- e. Waive these rules when necessary for the protection of privacy or the efficient administration of the Board's business.

Additionally, in consideration of physical space constraints and recommended COVID-19 protocols, the Board has determined that in order to conduct safe and efficient Board of Education meetings, with in person public participation, they will implement the following procedures, effective with the October 12, 2021 BOE meeting until further notice:

1. The Board will open registration to the public to attend board of education meetings one week prior to the scheduled meeting date. If a new board of education meeting is scheduled and advertised with less than one week's notice, registration will open simultaneously with the advertising of said meeting;
2. Registrations for in-person attendance at public meetings of the Board will be limited to the first twenty (20) individuals who sign up to attend the meeting;
3. All registrants in excess of twenty (20) will be placed on a waiting list;
4. In the event an individual cancels their registration, the next individual from the waiting list will be contacted to determine their interest in attending the meeting. This will continue until the spot is taken or until there are no further registrants on the waiting list;
5. All individuals registering to attend the public meeting of the Board in-person must attest to the following when registering for the event:



## PUBLIC PARTICIPATION IN BOARD MEETINGS-COVID RULES

- a. The Livingston Public Schools is committed to ensuring a safe learning environment for all staff and students. By clicking the checkbox below, you are agreeing, irrespective of being vaccinated, that you will not attend a meeting of the Board if you have one of the following:
    - i. 1. You have a temperature above 100.4;
    - ii. 2. You have a cough that is not related to an existing respiratory condition (Asthma, etc.);
    - iii. 3. You have lost your sense of taste and/or smell;
    - iv. 4. You have shortness of breath or difficulty breathing;
    - v. 5. You have been diagnosed with COVID-19;
    - vi. 6. You have had a close exposure to someone who was diagnosed with COVID-19 within 48 hours of their positive test;
    - vii. 7. You have two or more of the following symptoms: - Sore throat - Nausea - Chills - Vomiting - Rigors - Diarrhea - Muscle aches - Congestion - Headaches - Runny Nose
  - b. If you arrive at a Livingston Public Schools BOE meeting with any of the conditions above, you may be excluded from the meeting.
6. All individuals registering to attend the public meeting of the Board in-person must wear a mask that covers their mouth and nose for the entirety of the meeting. Any individual not willing to comply prior to entrance or while in the meeting will not be permitted to enter the facility or remain in the meeting in-person;
  7. All individuals who are registered to attend the meeting must present a copy of their driver's license and a copy of their vaccination card to gain entrance to the Board meeting;
  8. Security personnel will be hired and will be present to monitor the flow of traffic, ensure compliance with #6 above, and verify the documentation required in #7 above.

In addition, The Board will also allow members of the public to continue to participate by registering for the webinar and viewing the livestream on Facebook Live.

N.J.S.A. 2C:33-8  
N.J.S.A. 10:4-12

Adopted:



## 9150.1 SCHOOL VISITORS DURING COVID

In ordinary times, the Board traditionally welcomes visits to school by parents, Board members, other adult residents of the community and interested educators, when they fit into the classroom or school routine. However, during COVID, to ensure the wellbeing of its students and staff, visitors to our facilities will be extremely limited and will only be permitted if the business at hand cannot be conducted over the phone or another medium, such as zoom.

A "visitor" is anyone other than a student enrolled in or a staff member employed in the particular school.

During COVID, the following shall apply:

1. All visitors must make an appointment to visit a particular person within the school, in advance;
2. All visitors shall be required to report to the main office upon entering the building to sign in and sign the following attestation:
  1. The Livingston Public Schools is committed to ensuring a safe learning environment for all staff and students. By clicking the checkbox below, you are agreeing, irrespective of being vaccinated, that you will not visit the school building or attend a school event if you have one of the following:
    1. 1. You have a temperature above 100.4;
    2. 2. You have a cough that is not related to an existing respiratory condition (Asthma, etc.);
    3. 3. You have lost your sense of taste and/or smell;
    4. 4. You have shortness of breath or difficulty breathing;
    5. 5. You have been diagnosed with COVID-19;
    6. 6. You have had a close exposure to someone who was diagnosed with COVID-19 within 48 hours of their positive test;
    7. 7. You have two or more of the following symptoms: - Sore throat - Nausea - Chills - Vomiting - Rigors - Diarrhea - Muscle aches - Congestion - Headaches - Runny Nose

If you arrive at a Livingston Public Schools facility with any of the conditions above, you may be excluded from visiting.



3. All individuals visiting a school or a building owned by the district will be required to wear a mask that covers their mouth and nose for the entirety of the visit. Any individual not willing to comply prior to entrance or while in the meeting will not be permitted to enter the facility or remain in the facility;
4. All visitors who enter the building during the school day must present a copy of their driver's license and a copy of their vaccination card to gain entrance to the facility. This documentation may also be required for attendance at on-site school sponsored extracurricular and athletic events at the discretion of the Livingston Public Schools Administration.

