



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

Tuesday, October 10, 2023

Executive Session - Administration Building - 6:00 p.m.

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

### **I. OPEN SESSION**

#### **A. Call to Order – Vineeta Khanna, President**

#### **B. Reading of Meeting Notice**

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2023 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

#### **C. Executive Session**

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

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

- legal update and student matters

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 75 minutes and be it

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

### **ROLL CALL VOTE**

#### **D. Pledge of Allegiance / Roll Call**

#### **E. Superintendent's Report**

1. NJSLA Report
2. District Goals

#### **F. Board Reports**

#### **G. Student Representative's Report**

## H. Public Comment

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

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

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

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

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

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

The presiding officer may:

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

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

## II. RECOMMENDATIONS FOR APPROVAL

### 1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

#### 1.1 Approval of District Goals

**Resolved**, that the Livingston Board of Education approves the district goals for the 2023-2024 school year as shown on **Attachment AA**.

## ROLL CALL VOTE

### **3. BUSINESS**

The Superintendent recommends the following:

#### **3.1 Settlement Agreement**

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #11-2023 which is on file at the Board of Education office.

### **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**

## **III. PREVIEW OF OCTOBER 17, 2023 VOTING MEETING AGENDA**

### **Superintendent's Report**

1. Public Hearing for District and School HIB Self-Assessment Report
2. Board Budget Goals

### **Approval of Minutes**

1. Voting Meeting Minutes of September 26, 2023

### **1. PROGRAM/CURRICULUM**

- 1.1 Textbooks and DVDs**
- 1.2 Student Teachers**
- 1.3 Field Trips**
- 1.4 District Nursing Services Plan**

### **2. STUDENT SERVICES**

- 2.1 Out of District Placements**
- 2.2 Related Services/Medical Consultants**

### **3. BUSINESS**

- 3.1 Payment of Bills**
- 3.2 Board Secretary Report – July 2023**
- 3.3 Transfers**
- 3.4 Conferences and Overnight Trips**
- 3.5 On-Tech Consulting**
- 3.6 Donation**
- 3.7 ROD Grants**
- 3.8 Bylaws, Policies & Regulations**

### **4. PERSONNEL**

- 4.1 Resignations & Retirements**
- 4.2 Leaves of Absences**
- 4.3 Transfers**
- 4.4 Appointments**
- 4.5 Substitutes**
- 4.6 IDEA Basic and IDEA Preschool Salary Allocations**
- 4.7 Stipends**
- 4.8 Extra Period Assignments**

**4.9 Mentor Fees**

**4.10 Memorandum of Understanding**

**I. Old Business**

**J. New Business**

**IV. ADJOURNMENT**

**EXECUTIVE SESSION**

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

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

**Resolved**, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on October 10, 2023 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
1. Matter rendered confidential by federal law, state statute or rule of court.
  2. Matter in which the release of information would impair a right to receive federal funds.
  3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
  4. Collective bargaining matters.
  5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
  6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
  7. Investigation of violations or possible violations of law.
  8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
  9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
  10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

## LBOE Agenda Planning/Future Agenda Items

### JANUARY

#### Meetings and Workshops

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

#### Presentations

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

#### Professional Development

- Code of Ethics with BOE Attorney

#### Executive Sessions

- BOE Retreat
- Establish CSA Evaluation Schedule

### FEBRUARY

#### Meetings and Workshops

- Academic Calendar Discussion, two years out

#### Presentations

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

#### Executive Sessions

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

### MARCH

#### Presentations

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

#### Executive Sessions

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

### APRIL

#### Meetings and Workshops

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

#### Presentations

- Superintendent Goals Planning and Update

#### Executive Sessions

- Board and CSA pre-conference for evaluation

### MAY

#### Meetings and Workshops

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

#### Presentations

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

#### Executive Sessions

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

### JUNE

#### Meetings and Workshops

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

#### Presentations

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

#### Executive Sessions

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

### JULY

#### Meetings and Workshops

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

### AUGUST

#### Meetings and Workshops

- Open Campus Lunch

#### Presentations

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

## **SEPTEMBER**

### **Meetings and Workshops**

- Board Goals
- Mentoring Plan
- Remote Learning Plan

## **OCTOBER**

### **Meetings and Workshops**

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

### **Presentations**

- Summer Curriculum Writing
- NJSLA Results

## **NOVEMBER**

### **Meetings and Workshops**

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

### **Presentations**

- LPS Assessment Update

## **DECEMBER**

### **Meetings and Workshops**

- QSAC SOA

### **Presentations**

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

### **Professional Development**

- New BOE member orientation



**Livingston**  
PUBLIC SCHOOLS

**FINAL**  
**LIVINGSTON PUBLIC SCHOOLS**  
**DISTRICT GOALS 2023-2024**

**GOAL: Safety and Wellness** - Ensure the emotional well-being and mental health of all our students through a strong feeling of connectedness, a sense of belonging to their school community, and an awareness of the resources and support available to students and families. In an effort to thwart the negative impacts of stress and mental illness, and as the Strategic Plan 2022-2027 indicates “implementing the programming, resources, and opportunities to address the priority gaps to build the skills necessary to develop healthy habits for a well-balanced life.”

- Establish the home-school connection with *Community Conversations*, which will provide information on District curriculum, programs, and activities that support student mental health, and in addition, to hear community member concerns in surveys, forums, and meetings about them. Use information gathered from the conversations in order to better understand the main mental health concerns of the members of our school community.
- Use the new Mental Health Advisory Panel to address significant mental health concerns the District is observing, meeting with the panel a minimum of three times during the 2023-2024 school year. Implementing feedback and advice provided by the panel, feedback from counselors and other educators at each grade level, data from the equity audit, focus groups, and any other available sources, refine mental health programs and practices used by the District. Document at least two improvements to our mental health practices from information learned this year.
- As a result of ongoing feedback collected through teacher focus groups and observations, develop a Tier 1 compendium of resources and strategies to assist adults (i.e., staff and parents) in ensuring our students have the skills and support necessary for their social, emotional, and academic growth.. Through Professional Development, ensure that educators throughout the District access these resources and raise awareness about them in the greater community (i.e., parents).
- Conduct research and gather information on the mental health effects of technology use for children both in and out of school. Based on the information collected, audit current district practices across all grade bands in terms of screentime, access to appropriate information, and social challenges that may be connected to technology use. Using this data, reflect, assess, and adapt student technology usage practices based on existing research.

**GOAL: Teaching and Learning** - Investigate and identify highly valued instructional elements for the development of an instructional framework around which to build common language of instruction, authentic learning experiences and assessment, and a real-world context to foster curriculum development and student and educator growth.

- Engage in district-wide instructional rounds to identify recurring highly-valued instructional elements from K-12. The initial rounds will occur between September 2023 and December 23, 2023 with some rounds in the Spring. A report will be made to the Board no later than the summer of 2024.
- Analyze data of recent observation and evaluation documents, other districts' instructional frameworks, rigor of individual courses, student outcomes, and satisfaction with post-secondary opportunities in order to recognize pluses and deltas currently evident in the district.
- Establish a documented framework for defining district-wide focuses in curriculum and instruction that align with our Portrait of a Graduate and feedback cycle and ensure opportunities for real-world learning.
- Establish a process for continuous reflection and growth including resources and professional development opportunities. The instructional framework will be based on continuous evolution rather than stagnate requirements. Ultimately to embed a process of continual reflection and development for instructional excellence over time.
- By August 2024 articulate instructional focuses of the district for the 2024-2025 school year, and work with administrators, supervisors, teachers, and SCIP Committees to design professional development, which addresses and enables assessment of identified focus areas in all aspects of schooling (Pre-K-12, academic, specials, school culture, advisory, and community).
- Present to the Board determined values and priorities as a District.



**GOAL: Leadership and Governance** - Enlist staff leaders to contribute to the process of comprehensive self-evaluation and reflection, and work with administrators and content area supervisors to ensure the continuation of the alignment of district efforts to incorporate values-based practice.

- Establish, resource, and train newly created Threat Assessment Teams and develop a process through which students who are identified to be at risk for violent behaviors can be paired with a mentor who would then serve as a trusted adult. Use the Threat Assessment Teams to connect struggling students with proper resources in the schools and community to help address issues. Collect data from Threat Assessment Teams across the district to determine how many students have been served through these teams and document what types of interventions have been utilized to support students. Evaluate the operation of Threat Assessment Teams year one in order to inform future practice.
- Complete all preparation for the New Jersey Quality Single Accountability Continuum (QSAC) evaluation scheduled for the Livingston Public Schools during the 2023-2024 school year. Pass all aspects of QSAC as required by the New Jersey Department of Education, with a minimum score of 90% in all indicators, including Instruction and Program; Fiscal Management; Governance; Operations; and Personnel.
  - Create a committee to oversee the process of preparing for the QSAC evaluation, ensuring that each requirement is understood, and help facilitate the visit from the Department of Education.
  - Work collaboratively with administrators and supervisors to ensure all indicators are met throughout the District. Focus on any indicators that do not appear to be addressed completely and remediate the indicators.
  - Ensure that all District Review Components are completed, ensure the Board is informed throughout the process, and present the results of the process to the Board and all stakeholders once complete.
- Conduct a formal assessment of our current post-secondary transition guidance practices. To evaluate progress, conduct student focus groups about their experiences with their post-secondary advice from our Counseling Department. Consult with deans in higher education admissions to provide input on LPS post-secondary counseling practices, including LHS School Profile and LHS student applications.
- Through teacher focus groups, informal discussions with teachers, and A review of teacher lesson plans, ensure the Portrait of a Graduate is being accessed as a resource in curricular and extracurricular settings throughout the district. Continue to thoughtfully connect classroom instruction and parent programming the six elements of the Portrait of a Graduate and reinforce the skills associated with the qualities found in the Portrait of a Graduate. Through observation, teacher focus groups, and discussions with lesson planning groups, evaluate whether skills are being emphasized through classroom learning experiences. Communicate with parents, so they understand those skills they can work on at home. Share feedback from teacher focus groups with the Board.

**GOAL: Community and Culture** - Engaging all stakeholders, especially students and their families and guardians, in educational programs is essential to creating a community of equity in our school district. Ensure just outcomes for each student, raise marginalized voices, and challenge imbalances of power and privilege.

- Complete and consider the third-party equity audit that began in May, 2023.
  1. Review report with administrators, equity coaches, and the Board's Equity Committee, and full Board.
  2. Examine any disparities between current and recommended practices.
  3. Make the audit report available publicly and conduct a public presentation.
- Continue to provide effective educational opportunities to increase positive student-to-student and teacher-to-student interactions around culture and equity.
  1. Ensure community/advisory time in order to foster relationships between adults and students and strengthen relationships and build connections based on mutual respect, with teachers valuing the individuality of each student and students expressing the feeling of belonging and safety in their classrooms. This will be measured through the observed interactions and relationships developed between teachers and students, collected survey data, and feedback groups. Present feedback to the Board on identified themes.
  2. Maintain forward movement with the district work related to implementation of professional development, 100%'s, and student voice in our school buildings.
  3. Gather input and define responses to the 100%'s from staff, students, and equity team members.
  4. Develop a continuum of skills, resources, and lessons from Pre-k to 12, which enable students/teachers to build upon the skills learned in prior years. These will include social-emotional skills, which can be found in the District's SEL materials.
- Begin curriculum, assessment, and instructional audit in a minimum of one additional content area (other than Social Studies) to determine where there are missing perspectives and ensure that content reflects diverse voices and provides opportunities to hear multiple perspectives.
- Continue to use talents of faculty and staff members to help facilitate, reflect upon and expand, and improve equity initiatives in every school in the District.
  1. Based on the results of the Equity Audit, ensure that a diverse range of students (i.e. cultural, ethnic, and neurodiverse students) and their needs are considered when planning and evaluating inclusion work in LPS—curriculum programs, instructional practices, and student activities—so that each student feels heard, valued, and included.
  2. Formally and systematically reflect on the effectiveness of Positions that incorporate equity work and make recommendations for adjustment of job descriptions.
  3. Gather feedback from students, equity team members, and other stakeholders on the impact of the equity-related advisors and coaching positions. Share feedback with the Board, mid-year and end-of-year.

**GOAL: Finance and Facilities** - Take inventory of the District's facilities to determine current strengths, deficiencies, uses, and needs. Coordinate with town officials and management to gain an understanding of future District needs through regular Liaison Committee meetings, ensuring that our facilities meet the diverse needs of our student population. This should include school facilities and athletic fields and courts. From that investigation, devise a long-range facilities plan. Evaluate current investment in flexible classroom spaces throughout the District.

- Meet with the Long Range Facility Planning Committee a minimum of five times during the 2023-24 school year. The committee shall be comprised of stakeholders from the District and the community. The goal of the committee will be to identify facilities strengths, deficiencies, uses, and needs and provide recommendations about the long-term needs. Discuss and consider possible solutions for any facility deficiencies and compare benefits and drawbacks of each solution, considering budget, timeline, and alignment with the District vision, mission, and goals.
- Continue meeting regularly with representatives from the Township, including bi-monthly meetings at minimum between the Superintendent and the Town Manager. The Superintendent shall also attend regular meetings with the Liaison Committee composed of two Board Members and two Town Council members.
- Identify, produce, and promote a consensus plan for moving forward with a long-range facility plan.