



LIVINGSTON BOARD OF EDUCATION BOARD RETREAT/WORKSHOP MEETING AGENDA

January 28, 2025

Executive Session - Administration Building - 6:30 p.m.

Public Session - Administration Building - 7:00 p.m.

I. OPEN SESSION

A. Call to Order – Seth Cohen, President

B. Reading of Meeting Notice

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 2, 2025 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 and student matters

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 30 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. Workshop Items

1. Board Retreat

- Public Comment
- District Chain of Command
- Program and Facility Needs

F. 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

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. 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 January 28, 2025 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.

Public Comment (as of 1/28/25)

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.

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ADDRESSING CONCERNS

Livingston Public Schools strives to respond to concerns and/or questions as quickly and effectively as possible. In a school system, as in any organization, the “chain of command” refers to communication levels of authority in the school district. The philosophy behind the chart below is to refer community members to those people in the organization who can best solve any concerns or questions that may arise, and then direct them to the appropriate people if issues are not able to be effectively addressed at the first level.

WHERE DO I BEGIN THE PROCESS IF I HAVE A CONCERN?

Most questions/concerns are quickly and completely answered by communicating directly with the staff member involved with or responsible for the area of concern. Depending on the issue, an in-person or telephone conversation is often better than an email conversation, as it allows true two-way communication with less opportunity for misunderstandings. Each situation is different. See the “Progression for Addressing Concerns” listed below for examples.

WHY SHOULD I NOT BRING MY CONCERNS DIRECTLY TO MEMBERS OF THE SCHOOL BOARD?

The School Board does not operate the district on a day-to-day basis; that is the job of the Superintendent, who operates as the district’s chief officer. Rather, the School Board sets the policies, goals, and objectives for the district – and it holds the Superintendent responsible for implementing the policies and achieving the goals. Therefore, neither the Board of Education nor its individual members are in a position to address specific student concerns. All Board members in the State of New Jersey abide by an ethics pledge that has ten items. One item in the ethics pledge specifically states, “I will refer all complaints to the chief administrative officer and will act on the complaints at public meetings only after failure of an administrative solution.”

Due to student and parent privacy issues, the School Board often does not know certain information, nor are they able to have access to information about individual students. Sharing personal confidential information about a student (even your own child) with a School Board Member can create a conflict for Board Members, since, on some issues, the Board functions as a “court of appeals.” Any Board Member with information obtained outside a “hearing” can be asked to recuse themselves from any discussion or vote on that particular issue. Keep in mind that School Board Members have no legal authority as individual Board Members. They only have authority when acting as a Member of the full Board when the Board is in session.

I FIND IT HARD TO VISIT FACE-TO-FACE WITH THE PERSON WITH WHOM I HAVE A CONCERN. WHAT CAN I DO?

Find a trusted individual (such as a friend, family member, or school employee who you are comfortable with) to accompany you or to sit with you when making a call. In any case, remember it cannot be a School Board Member.

PROGRESSION FOR ADDRESSING CONCERNS

CONCERN AREA	FIRST CONTACT	SECOND CONTACT	THIRD CONTACT	FOURTH CONTACT	FIFTH CONTACT
Athletics	Coach	Athletic Director	Principal	Superintendent	
Board Agendas	Business Administrator/ Board Secretary	Superintendent			
Board Policies	Business Administrator/ Board Secretary	Superintendent			
Cafeteria / Foodservice	Food Service Director	Principal	Business Administrator/ Board Secretary	Superintendent	
Clubs / Activities	Advisor	Assistant Principal	Principal	Superintendent	
Counseling	Counselor	Director of School Counseling	Principal	Assistant Superintendent for EIII	Superintendent
Curriculum / (Elementary)	Subject Supervisor Pre-K-8	Principal	Director of Elementary Education	Assistant Superintendent for CII	Superintendent
Curriculum / (Secondary)	Subject Supervisor 7-12	Principal	Director of Secondary Education	Assistant Superintendent for CII	Superintendent
Custodial / Cleaning	Principal	Manager of Buildings & Grounds	Business Administrator/ Board Secretary	Superintendent	
District Budget	Business Administrator/ Board Secretary	Superintendent			
Drop off / Pick Up	School Office Secretary	Principal/ Assist. Principal			
504 and other Building-Based Accommodation Plan	School Counselor	School 504 Coordinator	Principal	Assistant Superintendent for EIII	
Health Services	School Nurse	Principal	Director of School Counseling	Assistant Superintendent for EIII	Superintendent

Individualized Health Plan (IHP)	School Nurse	Principal	Director of School Counseling	Assistant Superintendent for EIII	
Personnel Concerns	Person with whom you have the concern	Principal (Elementary) Or Supervisor / Principal (Secondary)	Assistant Superintendent	Superintendent (Elementary) Director of Secondary Education (Secondary)	Superintendent (Secondary)
Special Education / IEP	Teacher	Case Manager	Director of Special Education Elementary or Secondary	Assistant Superintendent for EIII	Superintendent
Student Behavior / Discipline <i>*Authority for most discipline lies with the building principal. With the exception of expulsion or a long-term suspension, there is no appeal process for discipline.</i>	Educator or Employee who took disciplinary action	Principal / Assistant Principal	Assistant Superintendent for EIII	Superintendent	
Teacher / Grades	Teacher	Principal (Elementary) or Supervisor (Middle and High School)	Director of Elementary / Secondary Curriculum and Instruction	Assistant Superintendent for CII	Superintendent
Technology	Help Desk	Director of Technology	Assistant Superintendent for CII	Superintendent	
Testing	Principal	District Testing Coordinator	Assistant Superintendent for CII	Superintendent	
Transportation	Transportation Manager or Assistant Manager	Business Administrator/ Board Secretary			



Livingston

PUBLIC SCHOOLS

CONTACT INFORMATION

Main Phone Number for Livingston Public Schools: **973-535-8000**

Key Extensions:

Assistant Superintendent for Equity, Inclusion, Intervention, and Inspiration (EIII)	x8032
Assistant Superintendent for Curriculum, Instruction, and Innovation (CII)	x8029
Athletic Director	x8342
Business Office	x8012
Directors of Curriculum and Instruction	x8022
Directors of Special Education / Child Study Teams - Elementary - Secondary	X8008 x8115
Facilities	x2360
Foodservice	x8051
SCHOOL MAIN OFFICES: BHE x6920 HMS x8091 MPE x8140 CES x8120 HIL x8150 MPM x8070 HAR x8111 LHS x8102 RHE x8131	
School Counseling	x8060 / x6931
Superintendent	x8011
Supervisors (Elementary and Secondary Content Area Supervisors)	x8883
Technology	x2941
Testing	x8022
Transportation	x8013