



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

August 13, 2024

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

### **I. OPEN SESSION**

#### **A. Call to Order – Pamela Chirls, 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, 2024 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. Board Reports**

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

#### **F. Approval of Minutes**

The Superintendent recommends the following:

1. Voting Meeting Minutes of July 16, 2024
2. Voting Meeting Minutes of July 25, 2024

### **ROLL CALL VOTE**

#### **G. 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 Textbooks/DVDs**

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

#### **1.2 Student Teachers**

**Resolved**, that the Livingston Board of Education approves the student teachers as shown on **Attachment B**.

## **ROLL CALL VOTE**

### **2. STUDENT SERVICES**

The Superintendent recommends the following:

#### **2.1 Out of District Placements**

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2024-2025 for 14 (fourteen) Livingston students with disabilities and for Extended School Year 2024 (Summer Programs) for ten (10) 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 2024-2025 school year:

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

Rethink \$271.08/student

### **CHILD STUDY TEAM EVALUATIONS**

Pitre, Francesca \$500.00/evaluation  
\$100.00/meeting

### **ITINERANT TEACHER OF THE DEAF SERVICES**

Summit Speech School \$225.00/hour

### **SCHOOL SOCIAL WORKER**

Benjamin, Sara \$100.00/hour

### **SPEECH THERAPIST**

Oxford \$93.00/hour

## **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><u>Fund</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>
10, 11, 12	Operating Budget (checks 107231-107437)	2,794,632.95
20	Grants (checks 107231-107383 )	248,568.52
60	Cafeteria (checks 60054)	130,506.45
	<b>TOTAL</b>	<b>\$3,173,707.92</b>

#### **3.2 Transfers**

**Whereas**, the Superintendent of Schools recommends certain transfers among accounts in the 2023-2024 and 2024-2025 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 as shown on **Attachment D**.

### **3.3 Conferences and Overnight Trips**

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

### **3.4 Receipt of Funds for NonPublic State Aid**

**Resolved**, that the Livingston Board of Education approves the acceptance of funds for the fiscal year 2024-2025 NonPublic State Aid for the following amounts for respective programs:

Nonpublic Nursing Service	\$197,080.00
Nonpublic Security Aid	\$310,780.00
Nonpublic Technology Aid	\$71,785.00
Nonpublic Textbook Aid	\$40,810.00

### **3.5 Livingston Huaxia Chinese School**

**Resolved**, that the Livingston Board of Education enters into a contract with the Livingston Huaxia Chinese School for the use of facilities at Mount Pleasant Middle School for the 2024-2025 school year.

### **3.6 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 2024-2025 school year.

### **3.7 The WorkPlaceGroup**

**Resolved**, that the Livingston Board of Education approves the agreement with The WorkPlaceGroup to provide recruitment services for the Payroll Manager position, at a fixed cost of \$8,000.

### **3.8 Update to Financial Depositories and Signatures**

**Resolved**, that the Livingston Board of Education updates the signatures on the following account:

<b>Somerset Regal Bank</b>			
<b><u>Account Title and Number</u></b>		<b><u>Signature(s)</u></b>	
Riker Hill Elementary School School Account 0108010612		Brooke Benavides Deborah Paoella Jessica Rapp	Any 2

### **3.9 Approval of Five (5) Solar Inverter Replacements - Three Locations**

**Whereas,** a recommendation was made by the Superintendent of Schools to the Livingston Board of Education ("Board") to seek a contract for Five (5) Solar Inverter Replacements - Three Locations.

**Whereas,** the equipment was properly advertised to prospective bidders in accordance with *N.J.S.A. 18A:18A-4*; and

**Whereas,** on Tuesday, August 6, 2024, the Board received one bid from potential bidders in accordance with *N.J.S.A. 18A:18A-1, et seq.*;

**Whereas,** upon review of the bid submitted by the apparent low bidder, Ecological Systems by Water Wizard, LLC, together with the bid specifications and *N.J.S.A. 18A:18A-1 et seq.* for the equipment, the Board has determined that the bid submitted by Ecological Systems by Water Wizard, LLC is the lowest responsible bidder; and

**Now, Therefore Be It Resolved,** that the Board awards the Five (5) Solar Inverter Replacements - Three Locations to Ecological Systems by Water Wizard, LLC at a total contract amount of \$119,050.

### **3.10 Award of Contract - Fox Fence Enterprises**

**Resolved,** that the Livingston Board of Education enters into a contract with Fox Fence Enterprises to replace the roofs of Heritage Middle School and Burnet Hill School, at a total cost of \$701,000.00. ROD Grant funding, in the amount of \$379,850.00, will be utilized for these projects.

### **3.11 Bylaws, Policies and Regulations**

**Resolved,** that the Livingston Board of Education approves the abolishment of the following Bylaw:

Bylaw #0164.6 - Remote Public Board Meetings During a Declared Emergency (M)

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

Bylaw #0141 - Board Member Number and Term (with revisions)

Bylaw #0155.1 - Board Member Participation at Board Meetings Using Electronic Device (new to district)

Policy #2200 - Curriculum Content (M) (with revisions)

Policy #3160 - Physical Examination (M) (with revisions)

Regulation #3160 - Physical Examination (M) (with revisions)

Policy #4160 - Physical Examination (M) (with revisions)

Regulation #4160 - Physical Examination (M) (with revisions)

Regulation #5200 - Attendance (M) (with revisions)

Policy #5350 - Student Suicide Prevention (M) (with revisions)

Policy #8420- Emergency and Crisis Situations (M) (with revisions)

Policy #8467 - Firearms and Weapons (M) (with revisions)

Regulation #8467 - Firearms and Weapons (M) (with revisions)

Policy #9181 - Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (with revisions)

## ROLL CALL VOTE

### 4. PERSONNEL

The Superintendent recommends the following:

#### 4.1 Resignations & Retirements

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

Name	Position	Reason	Location	Last Day of Employment
<i>Michele Jacobsen</i>	TOSD	Retirement	RHE	February 1, 2025
<i>Diane Sikora</i>	Instructional Aide	Retirement	MPMS	June 30, 2024
<i>Sara D'Egidio</i>	Instructional Aide	Resignation	Harrison	June 30, 2024
<i>Toni Lynn Sisbarro</i>	Life Skills TA	Resignation	LHS	June 30, 2024
<i>Alyson Goldstein</i>	ABA Discrete Trial TA	Resignation	HMS	June 30, 2024
<i>Shanaelle Sommervil</i>	ABA Discrete Trial TA	Resignation	BHE	June 30, 2024

*\*as amended from a previous agenda*

#### 4.2 Leaves of Absences

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

Name	Location	Position	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Sara Osmer</i>	LHS	Teacher of Math	8/28/2024-2/6/2025 (charged half days)	2/7/2025-6/30/2025** (charged half days)	NA	8/25/2025
<i>Holli Gibbs*</i>	TOSD	RHE	6/13/2024-6/30/2024	8/28/2024-11/20/2024**	11/21/2024-12/13/2024	12/16/2024
<i>Kathryn Pezzullo</i>	Elementary School Teacher	Hillside	12/9/2024-1/15/2025	1/16/2025-4/10/2025**	4/11/2025-6/30/2025	8/25/2025
<i>Toni Lynn Sisbarro</i>	Instructional Aide	LHS	3/5/2024-5/3/2024	5/6/2024-6/7/2024**	NA	6/10/2024
<i>Genevieve Finnegan</i>	Elementary School Teacher	RHE	11/18/2024-1/14/2025	1/15/2025-4/9/2025**	4/10/2025-6/30/2025	8/25/2025

*\*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>Brittany Gajewski</i>	LHS	Dean of Students	First Year Tenure Track	A. Mohammed	LAA LHS AP	1	\$120,174, plus \$1500 2 MAs (prorated)	8/14/2024
<i>Dawn Feeley</i>	LHS	Supervisor of Social Studies (7-12)	First Year Tenure Track	C. Raphael	LSA	3	\$125,201, plus \$5,040 longevity, prorated	8/15/2024
<i>Jennifer Suarez</i>	CO	Payroll Manager	NA	A. Connolly	NA	NA	\$93,000 (prorated)	8/12/2024
<i>Thomas O'Dowd</i>	LHS	Teacher of Physical Science	First Year Tenure Track***	R. Fabrizio	MA	16	\$100,700	8/28/2024
<i>Sevgi Tugce Akinci Yalt</i>	MPMS	Teacher of Math	Leave Replacement	K. Brenneck	2MA	1	\$68,990 (prorated)	8/28/2024-2/7/2025
<i>Kristi Nalick</i>	Harrison	TOSD	First Year Tenure Track	S. Kiene	MA	13	\$90,490	8/28/2024
<i>Catherine Bitar</i>	Hillside	TOSD	First Year Tenure Track	transferred position from BHE	BA	2	\$56,090	8/28/2024
<i>Dr. Thiago Leite</i>	MPM	Teacher of English	First Year Tenure Track	A. Rosone	D	12	\$96,990	8/28/2024
<i>Jami Cerrato*</i>	BHE	TOSD	Leave Replacement	C. Haggerty	BA	1	\$55,390	Upon issuance of certificate by NJDOE
<i>Caroline Clark Jordan</i>	RHE	TOSD	First Year Tenure Track	see item 4.3 re: transfers	MA	12	\$86,490	10/14/2024 or upon release of current contract
<i>Angela Tone</i>	LHS	Administrative Secretary	First Year Tenure Track	S. Nedza (transfer)	AS-10	5	\$49,632, plus \$1,200 BA degree	8/22/2024
<i>Geoffrey Rothrock</i>	HMS	Security Liaison (.5)	NA	R. Risch	Security Liaison	5	\$28,577**** plus \$1,200 for degree	8/28/2024
<i>Anabela Asparrin</i>	Transportation	25-Hr Bus Driver	NA	NA	25-HR BD	9	\$32,655	8/28/2024
<i>Lynette Cepeda</i>	Transportation	25-Hr Bus Driver	NA	NA	25-HR BD	9	\$32,655	8/28/2024

\*as amended from a previous agenda

\*\*begins 60-day probationary period

\*\*\*retired teacher

\*\*\*\*(.5) of Step 5 of the Security Liaison guide

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

### 4.4 Transfer of Positions

**Resolved**, that the Livingston Board of Education approves the transfer of the open tenure track Teacher of Students with Disabilities position at LHS to Riker Hill

Elementary School and the transfer of the leave replacement Teacher of Students with Disabilities position at Riker Hill Elementary to LHS, resulting in the following position tracking records for the 2024-2025 school year:

2475-050-SPED712-030-LR  
2475-118-SPEDPK6-002

#### **4.5 Substitutes**

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2024-2025 school year:

##### **Teachers**

*Lauri Brown*  
*Barbara Ann Casale*  
*Anika Patel*  
*Ann Zullo*  
*Gail Harrison*  
*Samantha Greco*  
*Rebecca Cullen*  
*Joseph McCarthy*

##### **Custodial**

*Kadraya Kyte (\$18.50/hr)*  
*Miguel Sewell-Fields (\$18.50/hr)*  
*Carlos Huapaya (\$18.50/hr)*

#### **4.6 Extra Period Assignments**

**Resolved**, that the Livingston Board of Education approves the extra period assignments as listed on **Attachment G**.

#### **4.7 Lateral Moves**

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

#### **4.8 Stipends**

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment I** for District stipends for the 2024-2025 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 J** for co-curricular stipends at Mt. Pleasant Middle School for the 2024-2025 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education approves *Khayani Reese* for the Student Equity Advisor stipend (.5) (\$1,289.50) at Mt. Pleasant Middle School for the 2023-2024 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, the Livingston Board of Education approves the reallocation of a one-year stipend for an Assistant to the Principal position at Mt. Pleasant Middle School from the contract between itself and the Livingston Supervisors Association to the Livingston



Education Association for the 2024-2025 school year. The \$10,000 stipend will be split between *Kathleen Youtz*, *Michael Altomare* and *Denise Urbanski*.

**Resolved**, that the Livingston Board of Education amends the individuals listed on **Attachment K** to be paid for the stipends as listed in the 2023-2028 LAA contract.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment L** for athletic stipends at Livingston High School for the 2024-2025 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 M** for co-curricular stipends at Livingston High School for the 2024-2025 school year in accordance with the contract between the LBOE and the LEA.

#### **4.9 Summer Work**

**Resolved**, that the Livingston Board of Education approves *Dina Ferraro* to work over the summer of 2024 at the Summer Intervention Program at \$64.94/hr. (effective July 1, 2024)

**Resolved**, that the Livingston Board of Education approves the team leaders on **Attachment N** to work up to six hours over the summer of 2024. Individuals will be compensated at the hourly rate approved for curriculum writing.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment O** to participate in summer curriculum writing during the summer of 2024 at the approved rate.

#### **4.10 IDEA Basic and IDEA Preschool Salary Allocations**

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

### **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. Old Business**

#### **I. New Business**

### **III. ADJOURNMENT**

#### **EXECUTIVE SESSION**

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

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

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

- (A) It does hereby determine that it is necessary to meet in executive session on August 13, 2024 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.

**PROGRAM/CURRICULUM**

<b><u>Title</u></b>	<b><u>Author/Publisher</u></b>	<b><u>Year</u></b>	<b><u>Grade</u></b>	<b><u>Subject/Course</u></b>	<b><u>Rationale</u></b>
Everything We Never Had	Randy Ribay Kokila	2024	8	English Language Arts	This is a generational story of a Filipino American family From the 1920s to 2000. The stories range from a labor leader amongst to a grandson trying to reconcile his family during the pandemic.
All My Rage	Sabba Tahir Razorbill	2022	9	English 1	This novel presents 3 different perspectives on the immigrant Experience: Salahudin, a teenage boy, Noor, his cousin and best friend, and Misbah, Salahudin's mother. This novel, while primarily exploring the theme of loss is also a beautiful representation of the complexities of the immigrant experiences as those coming to America must encounter xenophobia while trying to find their place in communities.

**PROGRAM/CURRICULUM**

<b><u>Title</u></b>	<b><u>Author/Publisher</u></b>	<b><u>Year</u></b>	<b><u>Grade</u></b>	<b><u>Subject/Course</u></b>	<b><u>Rationale</u></b>
You Are Here: Connecting Flights	Ellen Oh, Editor	2023	7	English Language Arts	Twelve powerhouse Asian American authors explore themes of identity and belonging in the entwined experiences of young people whose family roots may extend to East and Southeast Asia, but who are themselves distinctly American.

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Vincet Mogavero	Rampao	Observation	Burnet Hill Elementary	Emily Burger	8/30/24-1/1/25

			School Year 2024-2025			Extraordinary Services			Extended School Year			
<u>School</u>	<u>Program Type</u>	<u>Type</u>	<u># of Stud</u>	<u>Tuition 2024-2025</u>	<u>Total Tuition</u>	<u># of Stud</u>		<u>Aide(s)</u>	<u># of Stud</u>	<u>ESY Tuition</u>	<u>Total ESY Tuition</u>	<u>Total School</u>
Academy 360, Lower School	Multiple Disabilities	R	4	\$ 83,314.41	\$ 333,257.64	4	\$43,050.00	\$172,200.00	4	\$10,015.94	\$ 40,063.76	\$ 545,521.40
Academy 360, Upper School	Autism	R	4	\$ 83,724.33	\$ 334,897.32	1	\$43,050.00	\$ 43,050.00	3	\$10,065.22	\$ 30,195.66	\$ 408,142.98
Banyan School	Learning Language Disabilities	R	2	\$ 60,534.00	\$ 121,068.00	1	\$47,705.00	\$ 47,705.00	1	\$7,734.90	\$ 7,734.90	\$ 176,507.90
Banyan Upper School	Learning Language Disabilities	R	2	\$ 69,098.40	\$ 138,196.80				1	\$8,829.24	\$ 8,829.24	\$ 147,026.04
ECLC of New Jersey	Learning Language Disabilities	N	1	\$ 79,598.60	\$ 79,598.60							\$ 79,598.60
Garden Academy	Autism	N	1	\$ 117,000.00	\$ 117,000.00				1	\$14,300.00	\$ 14,300.00	\$ 131,300.00
Total			14		\$1,124,018.36	6		\$262,955.00	10		\$ 101,123.56	\$ 1,488,096.92

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.

## Appropriation Adjustment Journal for 2024-25 July

Account Number	Act Description	Tx Id	Date Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-211-100-7077-12-050	Salaries Attendance Lhs	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	58,320.00	250.00	58,570.00
11-000-213-100-4062-12	Personal Services-Salaries	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	1,040,274.00	-84,200.00	956,074.00
11-000-216-100-2055-12	Personal Services-Salaries	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	1,260,893.00	352.00	1,261,245.00
11-000-218-104-4061-12	Salariess-Other Prof Staf	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	2,648,808.00	-287,550.00	2,361,258.00
11-000-218-105-4061-12	Salariess-Sec/Cler Assist	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	203,803.00	250.00	204,053.00
11-000-219-104-4060-12	Salariess-Other Prof Staf	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	4,126,673.00	-522,940.00	3,603,733.00
11-000-219-105-4060-12	Salariess-Sec/Cler Assist	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	303,463.00	1.00	303,464.00
11-000-221-102-0010-12	Salariess Of Sup Of Instc	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	2,125,678.00	-160.00	2,125,518.00
11-000-221-105-0010-12	Salariess-Sec/Cler Assist	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	327,103.00	251.00	327,354.00
11-000-223-102-4151-12	Salariess Of Sup Of Instc	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	489,130.00	-160.00	488,970.00
11-000-230-100-8080-12	Personal Services-Salaries	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	459,471.60	.40	459,472.00
11-000-230-339-8085-20	Other Professional Servc	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	60,000.00	40,000.00	100,000.00
11-000-240-104-0009-12	Salariess-Other Prof Staf	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	613,963.00	-288.00	613,675.00
11-000-240-105-0008-12	Salariess-Sec/Cler Assist	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	1,649,888.00	2,750.00	1,652,638.00
11-000-252-100-7079-12	Personal Services-Salaries	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	1,000,702.00	3.00	1,000,705.00
11-000-262-110-7076-12	Other Salariess	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	2,828,120.00	68,000.00	2,896,120.00
11-000-262-520-7076-12	Insurance - DW	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	921,150.00	150,000.00	1,071,150.00
11-000-262-621-7076-12	Heat & Electricity - DW	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	580,100.00	50,000.00	630,100.00

### Appropriation Adjustment Journal for 2024-25 July

Account Number	Act Description	Tx Id	Date Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-266-300-7079-20	Security Consultants	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	.00	50,000.00	50,000.00
11-000-270-160-7078-12	Salariess For Pupil Trans	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	1,378,213.00	89,847.00	1,468,060.00
11-000-291-220-7079-12	Social Sec Contrib-Other	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	1,790,000.00	47,846.60	1,837,846.60
11-000-291-270-7079-12	Health Benefits	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	17,958,000.00	75,000.00	18,033,000.00
11-110-100-101-0001-12	Salariess Of Teachers	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	1,911,208.00	-31,508.00	1,879,700.00
11-120-100-101-0001-12	Salariess Of Teachers	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	12,806,239.00	103,828.00	12,910,067.00
11-130-100-101-0001-12	Salariess Of Teachers	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	10,013,648.00	-6,248.00	10,007,400.00
11-140-100-101-0001-12	Salariess Of Teachers	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	15,164,330.00	53,449.00	15,217,779.00
11-190-100-106-0005-12	Othr Salariess-Instructio	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	528,189.00	75,280.00	603,469.00
11-204-100-106-2050-12	Othr Salariess-Instructio	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	4,457,298.00	24,096.00	4,481,394.00
11-212-100-106-2050-13	Other Salariess For Instr	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	2,031,893.00	105,921.00	2,137,814.00
11-213-100-101-2053-12	Salariess Of Teachers	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	6,437,847.00	44,473.00	6,482,320.00
11-240-100-101-3059-13	Salariess Of Teachers	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	959,774.00	-60,090.00	899,684.00
11-401-100-100-3035-12	Personal Services-Salaries	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	548,400.00	50,000.00	598,400.00
11-424-100-179-0001-12	Salariess Of Reading Spec	37854	7/1/2024 Adjustment - To adjust accounts to match Scenario 4 (Adjustments made post Budget Adoption 4/30/24)	1,155,038.00	-38,454.00	1,116,584.00
					.00	
20-231-100-100-1033-12	Salariess Of Teachers	42558	7/1/2024 Adjustment - Inputting TITLE I Budget for 24-25	84,853.00	87,647.00	172,500.00
20-231-100-100-1033-12	Salariess Of Teachers	42558	7/1/2024 Adjustment - Inputting TITLE I Budget for 24-25	172,500.00	-84,853.00	87,647.00
20-231-100-600-1033-99	General Supplies	42558	7/1/2024 Adjustment - Inputting TITLE I Budget for 24-25	.00	498.00	498.00
20-231-200-200-1033-12	Personal Services - Empl	42558	7/1/2024 Adjustment - Inputting TITLE I Budget for 24-25	33,856.00	56,094.00	89,950.00
20-231-200-200-1033-12	Personal Services - Empl	42558	7/1/2024 Adjustment - Inputting TITLE I Budget for 24-25	89,950.00	-33,856.00	56,094.00
					<b>25,530.00</b>	



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20-280-200-300-1033-12	Purch Pro & Tech Service	42562	7/1/2024 Adjustment - Inputting TITLE IV 24-25 Actual	9,555.00	-9,555.00	.00
20-280-200-300-1033-12	Purch Pro & Tech Service	42562	7/1/2024 Adjustment - Inputting TITLE IV 24-25 Actual	.00	7,828.00	7,828.00
20-280-200-300-1033-52	Title IV Purch Prof Tech Svc Kushner	42562	7/1/2024 Adjustment - Inputting TITLE IV 24-25 Actual	.00	1,032.00	1,032.00
20-280-200-300-1033-53	Title IV Purch Prof Tech Svc Aquinas	42562	7/1/2024 Adjustment - Inputting TITLE IV 24-25 Actual	.00	223.00	223.00
20-280-200-500-1033-13	Title IV Conferences & Workshop Registration Fees	42562	7/1/2024 Adjustment - Inputting TITLE IV 24-25 Actual	.00	750.00	750.00
20-280-200-500-1033-14	Title IV Travel for PD	42562	7/1/2024 Adjustment - Inputting TITLE IV 24-25 Actual	.00	750.00	750.00
					<b>1,028.00</b>	
20-242-100-600-1033-12	Title III Imm Sup	42565	7/1/2024 Adjustment - Inputting TITLE III 242 24-25 Actual	15,787.00	-15,787.00	.00
20-242-100-600-1033-12	Title III Imm Sup	42565	7/1/2024 Adjustment - Inputting TITLE III 242 24-25 Actual	.00	10,000.00	10,000.00
20-242-100-800-1033-12	Title III Imm Oth Obj	42565	7/1/2024 Adjustment - Inputting TITLE III 242 24-25 Actual	.00	1,134.00	1,134.00
20-242-200-100-1033-12	Title III Imm Salaries	42565	7/1/2024 Adjustment - Inputting TITLE III 242 24-25 Actual	.00	1,500.00	1,500.00
					<b>-3,153.00</b>	
20-241-100-100-1033-12	Title III	42567	7/1/2024 Adjustment - Inputting TITLE III 241 24-25 Actual	.00	1,500.00	1,500.00
20-241-100-600-1033-12	Title III Supplies-Textb	42567	7/1/2024 Adjustment - Inputting TITLE III 241 24-25 Actual	25,783.00	15,418.00	41,201.00
20-241-100-600-1033-12	Title III Supplies-Textb	42567	7/1/2024 Adjustment - Inputting TITLE III 241 24-25 Actual	41,201.00	-25,783.00	15,418.00
20-241-200-500-1033-12	Title III Conferences	42567	7/1/2024 Adjustment - Inputting TITLE III 241 24-25 Actual	.00	5,000.00	5,000.00
20-241-200-580-1033-12	Title III Travel (Staff)	42567	7/1/2024 Adjustment - Inputting TITLE III 241 24-25 Actual	.00	500.00	500.00
					<b>-3,365.00</b>	
20-270-200-300-1033-12	Purch Pro & Tech Service	42569	7/1/2024 Adjustment - Inputting TITLE IIA 24-25 Actual	63,215.00	60,111.00	123,326.00
20-270-200-300-1033-12	Purch Pro & Tech Service	42569	7/1/2024 Adjustment - Inputting TITLE IIA 24-25 Actual	123,326.00	-63,215.00	60,111.00
20-270-200-300-1033-52	NP Title IIA Prof Purch Svcs - Kushner	42569	7/1/2024 Adjustment - Inputting TITLE IIA 24-25 Actual	.00	6,650.00	6,650.00
20-270-200-300-1033-53	NP Title IIA Prof Purch Svcs - Aquinas	42569	7/1/2024 Adjustment - Inputting TITLE IIA 24-25 Actual	.00	1,439.00	1,439.00
					<b>4,985.00</b>	
11-000-222-600-5065-06	Media General Supplies	37855	7/2/2024 Adjustment - Transfer Request from Lorena Dolan to update/refurbish our classroom libraries	15,000.00	-6,000.00	9,000.00
11-000-240-600-6066-06	Supplies And Materials - MPE	37855	7/2/2024 Adjustment - Transfer Request from Lorena Dolan to update/refurbish our classroom libraries	29,298.00	6,000.00	35,298.00
					<b>.00</b>	
11-000-223-580-4151-12	Staff Development (Travel)	37856	7/2/2024 Adjustment - Budget Transfer Request from Rob Rolling	136,925.00	1,175.02	138,100.02
11-190-100-610-0001-93	Instructional Supplies Secondary Business	37856	7/2/2024 Adjustment - Budget Transfer Request from Rob Rolling	15,128.00	-1,175.02	13,952.98
					<b>.00</b>	
11-000-219-104-4060-12	Salariess-Other Prof Staf	38300	7/2/2024 Adjustment - To budget for Summer Intervention Salaries (previously budgeted in ARP ESSER but spent down in FY24)	3,603,733.00	40,000.00	3,643,733.00

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11-000-291-270-7079-12	Health Benefits	38300	7/2/2024	Adjustment - To budget for Summer Intervention Salaries (previously budgeted in ARP ESSER but spent down in FY24)	18,033,000.00	-14,251.93	18,018,748.07
11-190-100-423-7073-12	Software Maintenance Ins	38300	7/2/2024	Adjustment - To budget for Summer Intervention Salaries (previously budgeted in ARP ESSER but spent down in FY24)	835,752.36	-25,748.07	810,004.29
						.00	
11-000-213-616-7074-12	Supplies - Feminine Supplies for Schools	40005	7/2/2024	Adjustment - To segregate cost of Feminine Products for FY25	.00	800.00	800.00
11-000-261-610-7074-09	General Supplies - HMS	40005	7/2/2024	Adjustment - To segregate cost of Feminine Products for FY25	28,970.00	-200.00	28,770.00
11-000-261-610-7074-10	General Supplies - MPM	40005	7/2/2024	Adjustment - To segregate cost of Feminine Products for FY25	24,900.00	-200.00	24,700.00
11-000-261-610-7074-11	General Supplies - LHS	40005	7/2/2024	Adjustment - To segregate cost of Feminine Products for FY25	53,960.00	-400.00	53,560.00
						.00	
12-000-400-450-7071-01	BHE ROD Grants - Local Share	40768	7/2/2024	Adjustment - To segregate ROD Grant Budgeted Amounts to individual line items	.00	348,600.00	348,600.00
12-000-400-450-7071-03	Harrison ROD Grants - Local Share	40768	7/2/2024	Adjustment - To segregate ROD Grant Budgeted Amounts to individual line items	.00	348,600.00	348,600.00
12-000-400-450-7071-04	Hillside ROD Grants - Local Share	40768	7/2/2024	Adjustment - To segregate ROD Grant Budgeted Amounts to individual line items	.00	604,500.00	604,500.00
12-000-400-450-7071-09	HMS ROD Grants - Local Share	40768	7/2/2024	Adjustment - To segregate ROD Grant Budgeted Amounts to individual line items	.00	174,600.00	174,600.00
12-000-400-450-7071-10	MPM ROD Grants - Local Share	40768	7/2/2024	Adjustment - To segregate ROD Grant Budgeted Amounts to individual line items	.00	604,500.00	604,500.00
12-000-400-450-7071-11	LHS ROD Grants - Local Share	40768	7/2/2024	Adjustment - To segregate ROD Grant Budgeted Amounts to individual line items	.00	348,600.00	348,600.00
12-000-400-450-7071-12	Construction Services - DW	40768	7/2/2024	Adjustment - To segregate ROD Grant Budgeted Amounts to individual line items	5,321,262.00	-2,429,400.00	2,891,862.00
						.00	
11-000-291-270-7079-12	Health Benefits	40769	7/2/2024	Adjustment - To cover shortage of ROD Grant Cost	18,018,748.07	-97,115.00	17,921,633.07
12-000-400-450-7071-12	Construction Services - DW	40769	7/2/2024	Adjustment - To cover shortage of ROD Grant Cost	2,891,862.00	97,115.00	2,988,977.00
						.00	
11-000-219-105-4060-12	Salariess-Sec/Cler Assist	41221	7/2/2024	Adjustment - To transfer funds for WBL Certification per Cabinet	303,464.00	-10,000.00	293,464.00
11-000-223-580-4151-12	Staff Development (Travel)	41221	7/2/2024	Adjustment - To transfer funds for WBL Certification per Cabinet	138,100.02	4,000.00	142,100.02
11-140-100-101-0001-12	Salariess Of Teachers	41221	7/2/2024	Adjustment - To transfer funds for WBL Certification per Cabinet	15,217,779.00	6,000.00	15,223,779.00
						.00	
11-000-230-339-8085-20	Other Professional Servc	41653	7/2/2024	Adjustment - ChessKids Transfer for Subscription	100,000.00	-2,550.00	97,450.00
11-190-100-423-7073-12	Software Maintenance Ins	41653	7/2/2024	Adjustment - ChessKids Transfer for Subscription	810,004.29	2,550.00	812,554.29
						.00	
11-000-270-890-7078-12	Miscellaneous Expenditur - Transportation	41763	7/2/2024	Adjustment - Transfer funds for bus purchase exceeding lease amount budgeted	7,000.00	-4,171.00	2,829.00

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12-000-270-733-7078-12	School Buses - Regular	41763	7/2/2024 Adjustment - Transfer funds for bus purchase exceeding lease amount budgeted	.00	4,171.00	4,171.00
					.00	
11-000-222-500-5065-07	Other Purchased Services - Media - RHE	41979	7/2/2024 Adjustment - RHE Media Author Visit	2,000.00	1,200.00	3,200.00
11-000-222-600-5065-07	Supplies And Materials - Media - RHE	41979	7/2/2024 Adjustment - RHE Media Author Visit	7,906.00	-1,200.00	6,706.00
					.00	
11-000-230-339-8085-20	Other Professional Servc	42490	7/2/2024 Adjustment - Third Grade Section added at Hillside	97,450.00	-35,133.00	62,317.00
11-000-240-600-6066-04	Supplies And Materials - Hillside	42490	7/2/2024 Adjustment - Third Grade Section added at Hillside	33,500.00	35,133.00	68,633.00
					.00	
20-451-100-100-1033-12	High Impact Tutoring Salaries	42581	7/2/2024 Adjustment - Rollover of remaining High Impact Tutoring Funds from 23-24	.00	118,675.00	118,675.00
20-451-100-600-1033-12	High Impact Tutoring Instructional Supplies	42581	7/2/2024 Adjustment - Rollover of remaining High Impact Tutoring Funds from 23-24	.00	.05	.05
20-451-200-200-1033-12	High Impact Tutoring Benefits	42581	7/2/2024 Adjustment - Rollover of remaining High Impact Tutoring Funds from 23-24	.00	9,079.00	9,079.00
20-451-200-300-1033-12	High Impact Tutoring - PD	42581	7/2/2024 Adjustment - Rollover of remaining High Impact Tutoring Funds from 23-24	.00	3,000.00	3,000.00
					130,754.05	
11-000-221-104-5063-19	Curriculum Writing (Salaries-Other Prof Staff)	42610	7/2/2024 Adjustment - 7-12 Science Textbook Supplies	278,638.57	-1,800.00	276,838.57
11-190-100-640-0001-92	Textbooks 7-12 Science	42610	7/2/2024 Adjustment - 7-12 Science Textbook Supplies	1,000.00	1,800.00	2,800.00
					.00	
20-451-100-100-1033-12	High Impact Tutoring Salaries	42617	7/2/2024 Adjustment - High Impact Tutoring Supplies Transfer	118,675.00	-929.00	117,746.00
20-451-100-600-1033-12	High Impact Tutoring Instructional Supplies	42617	7/2/2024 Adjustment - High Impact Tutoring Supplies Transfer	.05	1,000.00	1,000.05
20-451-200-200-1033-12	High Impact Tutoring Benefits	42617	7/2/2024 Adjustment - High Impact Tutoring Supplies Transfer	9,079.00	-71.00	9,008.00
					.00	
11-190-100-423-7073-12	Software Maintenance Ins	42945	7/8/2024 Adjustment - Transferring Certiport subscription to Technology dpeartment	812,554.29	2,120.00	814,674.29
11-190-100-640-0001-93	Textbooks Secondary Business	42945	7/8/2024 Adjustment - Transferring Certiport subscription to Technology dpeartment	6,977.00	-2,120.00	4,857.00
					.00	
11-000-262-610-7076-12	General Supplies - DW	43641	7/10/2024 Adjustment - Budget Transfer request from 4348 Held, Nancy	702,500.00	-6,903.00	695,597.00
12-000-262-730-7076-12	Equipment DW	43641	7/10/2024 Adjustment - Budget Transfer request from 4348 Held, Nancy	.00	6,903.00	6,903.00
					.00	
11-190-100-423-7073-12	Software Maintenance Ins	43995	7/15/2024 Adjustment - Heggerty addt licenses needed	814,674.29	85.44	814,759.73
11-190-100-610-0000-96	Instructional Supplies ELA Elementary	43995	7/15/2024 Adjustment - Heggerty addt licenses needed	139,002.00	-85.44	138,916.56
					.00	
11-190-100-610-0000-95	Instructional Supplies Math Elementary	44011	7/15/2024 Adjustment - Combining MPM accounts	38,076.00	2,876.00	40,952.00

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Account Number	Act Description	Tx Id	Date Tx Description	Current Appropriation	Adjustment	New Appropriation
11-190-100-610-0002-95	Instructional Supplies Math MPM	44011	7/15/2024 Adjustment - Combining MPM accounts	2,876.00	-2,876.00	.00
					.00	
11-190-100-610-0000-96	Instructional Supplies ELA Elementary	44014	7/15/2024 Adjustment - consolidating the ELA accounts	138,916.56	6,056.00	144,972.56
11-190-100-610-0002-96	Instructional Supplies ELA MPM	44014	7/15/2024 Adjustment - consolidating the ELA accounts	6,056.00	-6,056.00	.00
					.00	
20-501-100-640-8000-14	Textbooks Aquinas	44060	7/16/2024 Adjustment - True Up Non Publics	38,623.00	-30,952.00	7,671.00
20-501-100-640-8000-17	Textbooks Kushner	44060	7/16/2024 Adjustment - True Up Non Publics	.00	33,139.00	33,139.00
20-509-100-800-8000-12	Other Objects Nursing	44060	7/16/2024 Adjustment - True Up Non Publics	147,900.00	49,180.00	197,080.00
20-510-100-610-8000-14	Technology Aquinas	44060	7/16/2024 Adjustment - True Up Non Publics	.00	7,350.00	7,350.00
20-510-100-610-8000-17	Technology Kushner	44060	7/16/2024 Adjustment - True Up Non Publics	.00	31,752.00	31,752.00
20-510-100-610-8000-18	Technology Newark	44060	7/16/2024 Adjustment - True Up Non Publics	60,601.00	-27,918.00	32,683.00
20-511-100-800-8033-14	Non Pub Security Aquinas	44060	7/16/2024 Adjustment - True Up Non Publics	.00	30,955.00	30,955.00
20-511-100-800-8033-17	Non Pub Sec Kushner	44060	7/16/2024 Adjustment - True Up Non Publics	262,421.00	-119,331.00	143,090.00
20-511-100-800-8033-18	Non Pub Sec Newark	44060	7/16/2024 Adjustment - True Up Non Publics	.00	136,735.00	136,735.00
					110,910.00	
12-120-100-731-1021-01	Grades 1-5 - BHE	44264	7/18/2024 Adjustment - The newest quote we received for the Burnet Hill Music Room furniture increased by this amount since we first requested the quote this past November.	12,583.00	397.42	12,980.42
12-130-100-731-1021-09	Grades 6-8 - HMS	44264	7/18/2024 Adjustment - The newest quote we received for the Burnet Hill Music Room furniture increased by this amount since we first requested the quote this past November.	45,995.16	-397.42	45,597.74
					.00	
11-190-100-423-7073-12	Software Maintenance Ins	44266	7/18/2024 Adjustment - Satisfy the balance on the Rouxbe subscription	814,759.73	99.99	814,859.72
11-190-100-610-0001-85	Instructional Supplies Secondary FCS	44266	7/18/2024 Adjustment - Satisfy the balance on the Rouxbe subscription	27,850.00	-99.99	27,750.01
					.00	
11-000-262-890-7074-12	Boiler License Reimbursements	44786	7/24/2024 Adjustment - Boiler License Renewals	.00	1,520.00	1,520.00
11-000-262-890-7076-12	Custodial - Other Objects DW	44786	7/24/2024 Adjustment - Boiler License Renewals	105,000.00	-1,520.00	103,480.00
					.00	
11-209-100-610-4060-13	ERI (Emotional Regulation Impairment) Instructional Supplies	44808	7/24/2024 Adjustment - ERI Account	.00	10,000.00	10,000.00
11-403-100-320-2056-13	Purch Prof-Educ Services - SS	44808	7/24/2024 Adjustment - ERI Account	45,900.00	-10,000.00	35,900.00
					.00	
11-000-213-600-4062-01	Supplies And Materials - BHE	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	1,000.00	68.83	1,068.83
11-000-213-600-4062-07	Supplies And Materials - RHE	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	887.40	89.99	977.39
11-000-240-600-6066-01	Supplies And Materials- BHE	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	37,180.44	-5,083.50	32,096.94
11-000-240-600-6066-03	Supplies And Materials - Harrison	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	38,600.00	-6,013.81	32,586.19
11-000-240-600-6066-04	Supplies And Materials - Hillside	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	68,633.00	-10,794.76	57,838.24

### Appropriation Adjustment Journal for 2024-25 July

Account Number	Act Description	Tx Id	Date Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-240-600-6066-06	Supplies And Materials - MPE	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	35,298.00	-2,705.19	32,592.81
11-000-240-600-6066-07	Supplies And Materials - RHE	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	9,028.60	-89.99	8,938.61
11-000-240-600-6066-10	Supplies And Materials - MPM	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	35,499.00	-2,663.02	32,835.98
11-190-100-610-1018-01	General Supplies- BHE K	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	2,000.00	430.50	2,430.50
11-190-100-610-6066-01	Instructional Supplies - Principal BHE	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	2,000.00	4,584.17	6,584.17
11-190-100-610-6066-03	Instructional Supplies - Principal Harrison	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	2,500.00	6,013.81	8,513.81
11-190-100-610-6066-04	Instructional Supplies - Principal Hillside	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	1,000.00	10,794.76	11,794.76
11-190-100-610-6066-06	Instructional Supplies - Principal MPE	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	2,500.00	2,705.19	5,205.19
11-190-100-610-6066-10	Instructional Supplies - Principal MPM	39622	7/31/2024 Adjustment - July 2024 Transfers to cover Ed Data purchases	1,000.00	2,663.02	3,663.02
					.00	

# Appropriation Adjustment Journal for 2024-25 July

## Summary Page

Fund	Program	Current Appropriation	Adjustment	New Appropriation
11 General Current Expense	000 Undistributed Expenditures	71,025,400.48	-439,554.36	70,585,846.12
	105 Regular Programs- Preschool	92,135.00	.00	92,135.00
	110 Regular Programs - Kindergarten	1,941,208.00	-31,508.00	1,909,700.00
	120 Regular Programs - Grades 1-5	13,256,238.00	103,828.00	13,360,066.00
	130 Regular Programs - Grades 6-8	10,415,314.00	-6,248.00	10,409,066.00
	140 Regular Programs - Grades 9-12	15,517,630.00	59,449.00	15,577,079.00
	150 Regular Programs - Home Instruction	191,000.00	.00	191,000.00
	190 Regular Programs - Undistributed	3,795,499.33	79,898.36	3,875,397.69
	204 Special Education - Learning and/or Language Disabilities	5,146,734.00	24,096.00	5,170,830.00
	207 Special Education - Auditory Impairments	3,000.00	.00	3,000.00
	209 Special Education - Behavioral Disabilities	.00	10,000.00	10,000.00
	212 Special Education - Multiple Disabilities	2,339,708.00	105,921.00	2,445,629.00
	213 Special Education - Resource Room/Resource Center	6,453,347.00	44,473.00	6,497,820.00
	216 Special Education - Preschool Disabilities - Full-Time	308,117.00	.00	308,117.00
	230 Basic Skills/Remedial - Instruction	1,464,870.00	.00	1,464,870.00
	240 Bilingual Education - Instruction	959,774.00	-60,090.00	899,684.00
	301 Vocational Programs - Local	58,808.00	.00	58,808.00
	401 School - Sponsored Co-curricular and Extra-curricular Activities	622,877.00	50,000.00	672,877.00
	402 School - Sponsored Athletics	1,300,690.00	.00	1,300,690.00
	403 Other Instructional Programs	45,900.00	-10,000.00	35,900.00
	424 Other Supplemental/At-Risk Programs	1,155,038.00	-38,454.00	1,116,584.00
		<b>136,093,287.81</b>	<b>-108,189.00</b>	<b>135,985,098.81</b>
12 Capital Outlay	000 Undistributed Expenditures	6,786,747.00	108,189.00	6,894,936.00
	120 Regular Programs - Grades 1-5	51,145.37	397.42	51,542.79
	130 Regular Programs - Grades 6-8	57,283.16	-397.42	56,885.74
	140 Regular Programs - Grades 9-12	14,766.20	.00	14,766.20
		<b>6,909,941.73</b>	<b>108,189.00</b>	<b>7,018,130.73</b>
13 Special Schools	422 Summer School	45,978.00	.00	45,978.00
		<b>45,978.00</b>	<b>.00</b>	<b>45,978.00</b>
20 Special Revenue Fund	001 Other Local Projects	16,000.00	.00	16,000.00
	231 ESSA Title I, Part A	118,709.00	25,530.00	144,239.00
	241 ESSA Title III	25,783.00	-3,365.00	22,418.00
	242 ESSA Title III	15,787.00	-3,153.00	12,634.00
	252 IDEA Part B	1,409,531.00	-38,433.00	1,371,098.00
	270 ESSA Title IIA / IID	63,215.00	4,985.00	68,200.00
	280 ESSA Title IV	9,555.00	1,028.00	10,583.00
	451 Other Federal Projects	.00	130,754.05	130,754.05
	501 Nonpublic Textbooks Aid	38,623.00	2,187.00	40,810.00

## Appropriation Adjustment Journal for 2024-25 July

Fund	Program	Current Appropriation	Adjustment	New Appropriation
	502 Nonpublic Aux Services - Basic Skills/Remedial	50,698.00	.00	50,698.00
	506 Nonpublic Hand - Supplemental Instruction	119,357.00	.00	119,357.00
	507 Nonpublic Hand - Handicapped Services	131,121.00	.00	131,121.00
	508 Nonpublic Hand - Corrective Speech	42,332.00	.00	42,332.00
	509 Nonpublic Nursing Services	147,900.00	49,180.00	197,080.00
	510 Nonpublic Technology Initiative Program	60,601.00	11,184.00	71,785.00
	511 Nonpublic Security Aid Program	262,421.00	48,359.00	310,780.00
		<b>2,511,633.00</b>	<b>228,256.05</b>	<b>2,739,889.05</b>
30 Capital Projects Fund	000 Undistributed Expenditures	1,619,600.00	.00	1,619,600.00
		<b>1,619,600.00</b>	<b>.00</b>	<b>1,619,600.00</b>
40 Debt Service Fund	701 Debt Service - Regular	7,420,363.00	.00	7,420,363.00
		<b>7,420,363.00</b>	<b>.00</b>	<b>7,420,363.00</b>
60 Enterprise Fund	910 Food Services	1,881,000.00	.00	1,881,000.00
		<b>1,881,000.00</b>	<b>.00</b>	<b>1,881,000.00</b>
62 Lease Fund	000 Undistributed Expenditures	1,848,045.04	.00	1,848,045.04
		<b>1,848,045.04</b>	<b>.00</b>	<b>1,848,045.04</b>

Conference	Attendee(s)	Date(s)	Location	Cost not to exceed
Teaching Reading Across the Day Virtual Institute!	Lorena Dolan	July 17, 2024	Virtual	\$299.00
NJPSA/FEA Fall Conference	Carlos Gramata	October 16-18, 2024	Atlantic City, NJ	\$550.00
IMSE Intervention and Support for Struggling Readers Course	Lisa Steiger	August 1, 2024	Virtual	\$180.00
College Board Forum	Kristen Angel-Lambert	October 21-23, 2024	Austin, TX	\$2,200.00
College Board Forum	Victoria Gioioso	October 21-23, 2024	Austin, TX	\$2,200.00
College Board Forum	Christopher Ianuzzi	October 21-23, 2024	Austin, TX	\$2,200.00



Location	Name	Position	Guide	Step	Salary	FTE
BHE	Kanzi, Nagwa*	PRIDE TA	Teacher Assistants	1	\$34,302	1.0
BHE	Volpe, Pamela*	Instructional Aide	Instructional/Kindergarten Aides	6	\$15,769	.5
BHE	Benjamin, Crista	ABA TA	Teacher Assistants	1	\$34,302	1.0
BHE	Spitz, Stefanie	ABA TA	Teacher Assistants	1	\$34,302	1.0
HAR	Jasrotia, Suman	Instructional Aide	Instructional/Kindergarten Aides	1	\$27,481	1.0
HAR	Tucker, Erica	Instructional Aide	Instructional/Kindergarten Aides	1	\$27,481	1.0
MPE	Shirazi-Whang, Mahnaz	Instructional Aide	Instructional/Kindergarten Aides	1	\$27,481	1.0
MPM	Raiss, Judith	Instructional Aide	Instructional/Kindergarten Aides	1	\$27,481	1.0
MPM	Scheiderman, Brian	Instructional Aide	Instructional/Kindergarten Aides	1	\$27,481	1.0
RHE	Hans, Emily	Instructional Aide	Instructional/Kindergarten Aides	6	\$31,538	1.0
LHS	Ruderman, Elysa	Job Skills TA	Teacher Assistants	3	\$36,340	1.0
LHS	Wadikar, Mekhala	Instructional Aide	Instructional/Kindergarten Aides	1	\$27,481	1.0

\*amended from previous agenda

Name	Position	Location	# Classes	Effective Date
Gengaro, Marisa	TOSD	HIL	0.2	9/1/24-6/30/25
Veneroso, Amanda	TOSD	HIL	0.2	9/1/24-6/30/25
LeBlanc, Lisa	Tech Coach	HMS	0.1	9/1/24-6/30/25
Sass, Mary	Teacher of Social Studies	HMS	0.2	9/1/24-6/30/25
Schwindel, Kate	TOSD	HMS	0.2	9/1/24-6/30/25
Smith, Mary E	TOSD	HMS	0.2	9/1/24-6/30/25

Duda, Kristina	TOSD	HMS	0.2	9/1/24-11/22/24
Gallo, Lenore	TOSD	HMS	0.2	9/1/24-11/22/24
Mannes, Breanne	TOSD	HMS	0.2	9/1/24-11/22/24
Newman, Brooke	TOSD	HMS	0.2	9/1/24-11/22/24
Vorobiev, Ekaterina	TOSD	HMS	0.2	9/1/24-11/22/24

Bellanich, Nicholas	Teacher of Science	HMS	0.2	9/1/24-12/2/24
Cohen, Danielle	Teacher of Science	HMS	0.2	9/1/24-12/2/24
Guzman, Nicole	Teacher of Science	HMS	0.2	9/1/24-12/2/24
Iacullo, Deanna	Teacher of Science	HMS	0.2	9/1/24-12/2/24
MacAdam, Nicole	Teacher of Science	HMS	0.2	9/1/24-12/2/24

Belcastro, Vincent	Teacher of Italian	HMS	0.2	9/1/24-6/30/25
Bianco, Gina	Teacher of Art	HMS	0.1	9/1/24-6/30/25
Levy, Barbara	Teacher of Art	HMS	0.1	9/1/24-6/30/25
Magalhaes, Erin	Teacher of Business Ed	HMS	0.2	9/1/2024 - 11/11/2024 & 4/10/2025 - 6/30/2025
Cooney, Cindy	Teacher of Business Ed	HMS	0.2	2/3/25-6/30/25
Morales, Danielle	Teacher of F&CS	HMS	0.2	9/1/24-1/31/25
Risoldi, Fu-Lin	Teacher of Chinese	LHS/HMS	0.2	9/1/24-6/30/25

Stevenson, Susan	Teacher of F&CS	HMS	0.2	9/1/2024 - 11/11/2024 & 4/10/2025 - 6/30/2025
DeRuosi, Benjamin	Teacher of Tech Ed	HMS	0.2	9/1/24 - 11/11/24 & 2/3/25 - 4/9/25
Zushma, Kenneth	Teacher of Tech Ed	HMS	0.2	11/12/24-4/9/25

Alston, Antoinette	Teacher of English	MPMS	0.2	9/1/24-6/30/25
Incognito, Anna	Teacher of English	MPMS	0.2	9/1/24-6/30/25
DeRosa, Erica	Healthy Habits (10 weeks)	MPM	0.2	9/3/2024 - 11/8/2024
Montesion, Tom	Healthy Habits (10 weeks)	MPM	0.2	9/3/2024 - 11/8/2024
Robol, Melissa	Healthy Habits (10 weeks)	MPM	0.2	9/3/2024 - 11/8/2024
Pollard, Sydney	Healthy Habits (10 weeks)	MPM	0.2	9/3/2024 - 11/8/2024
Ness, Christina	Healthy Habits (FY)	MPM	0.2	9/1/24-6/30/25
Carabello, Erin	Healthy Habits (FY)	MPM	0.2	9/1/24-6/30/25
DeMiceli, Kristi	TOSD	MPM	0.2	9/1/24-6/30/25

Ostroff, Jenny	Teacher of Art	LHS	0.2	9/1/24-6/30/25
Meineke, Noah	Teacher of Art	LHS	0.2	9/1/24-6/30/25
King, Dan	Teacher of Music	LHS	0.2	9/1/24-6/30/25
Daily, Jason	Teacher of Art - AM Wired	LHS	0.25	9/1/24-6/30/25
Milano, Steve	Teacher of Art - TV Duty	LHS	0.3	9/1/24-6/30/25
Rolling, Rob	Teacher of Business - Supervisor	LHS	0.2	7/1/2024-1/30/2025
Lamon, Alex	Teacher of Business	LHS	0.2	9/1/24-6/30/25
Cruz, Sean	Teacher of Business	LHS	0.2	1/31/2025-6/30/2025
Hoffman, Delaney	Teacher of Business	LHS	0.2	9/1/2024-1/30/2025
Hartt, Brian	Teacher of English	LHS	0.2	9/1/2024-1/20/2025
Roger, Danielle	Teacher of English	LHS	0.2	9/1/2024-1/20/2025
Biss, Maureen	Teacher of English	LHS	0.2	9/1/2024-1/20/2025
Henry, Rachel	Teacher of English	LHS	0.2	9/1/2024-1/20/2025
Lombardi, Dan	Teacher of English	LHS	0.2	9/1/2024-1/20/2025
Bray, Natalie	Teacher of Family Consumer Science	LHS	0.2	9/1/2024-1/20/2025

Cannarozzi, Elena	Teacher of Math	LHS	0.2	9/1/24-6/30/25
Poyner, Dorte	Teacher of Math	LHS	0.2	9/1/24-6/30/25
Torre, Taylor	Teacher of Math	LHS	0.2	9/1/24-6/30/25
Winter, Michelle	Teacher of Math	LHS	0.2	9/1/24-6/30/25
Nicola, Michelle	Teacher of Math	LHS	0.2	9/1/2024-11/27/2024
Lapidus, Jeff	Teacher of Math	LHS	0.2	9/1/2024-11/27/2024
Catalano, Pat	Teacher of Math	LHS	0.2	9/1/2024-11/27/2024
Ladolcetta, Micahel	Teacher of Math	LHS	0.2	9/1/2024-11/27/2024
Poyner, Dorte	Teacher of Math	LHS	0.2	9/1/2024-11/27/2024
Delia, Krista	Teacher of Math	LHS	0.2	9/1/2024-11/27/2024
Gee, Jennifer	Teacher of Math	LHS	0.2	9/1/2024-11/27/2024
Matheus, Antonio	Teacher of Math - Supervisor	LHS	0.2	7/1/2024-6/30/2025
Rossi, Victoria	Teacher of PE/Health	LHS	0.2	9/1/24-6/30/25
Dlugo, Cara	Teacher of PE/Health	LHS	0.2	9/1/24-6/30/25
Asimuo, Eugene	Teacher of PE/Health	LHS	0.2	9/1/24-6/30/25
Pauls, Sean	Teacher of PE/Health	LHS	0.2	9/1/24-6/30/25
Mantone, Thomas	Teacher of PE/Health	LHS	0.2	9/1/24-6/30/25
Aaron, Samantha	Teacher of Science	LHS	0.25	9/1/24-6/30/25
Bremmer, Bobbi	Teacher of Science	LHS	0.2	9/1/2024-1/30/2025
Diaz, Max	Teacher of Science	LHS	0.2	9/1/2024-1/30/2025
Jay, Doug	Teacher of Science	LHS	0.2	1/31/2025-6/30/2025
Young, Brenda	Teacher of Science	LHS	0.25	1/31/2025-6/30/2025
Carey, Brian	Teacher of Science - Supervisor	LHS	0.25	7/1/2024-6/30/2025
Gajewski, Brittany	Teacher of Social Studies	LHS	0.2	9/1/2024-1/30/2025
Smith, Brynn	Teacher of Social Studies	LHS	0.2	9/1/2024-11/22/2024
Pizzone, Michael	Teacher of Social Studies	LHS	0.2	9/1/2024-11/22/2024
Dunker, Jeffrey	Teacher of Social Studies	LHS	0.2	9/1/2024-11/22/2024
Wells, Lauren	Teacher of Social Studies	LHS	0.2	9/1/2024-11/22/2024
Mead, David	Teacher of Social Studies	LHS	0.2	9/1/2024-11/22/2024
Alfaro, Lila	Teacher of Special Education	LHS	0.2	9/1/24-6/30/25
Delia, Krista	Teacher of Special Education	LHS	0.2	9/1/24-6/30/25

Greenberg, Andrew	Teacher of Special Education	LHS	0.2	9/1/24-6/30/25
Lytle, Dana	Teacher of Special Education	LHS	0.2	9/1/24-6/30/25
Peklo, Will	Teacher of Special Education	LHS	0.2	9/1/24-6/30/25
Pasculli, Sarah	Teacher of Special Education	LHS	0.2	9/1/24-6/30/25
Pacholec, Natalie	Teacher of Special Education	LHS	0.2	9/1/24-6/30/25
Hajjar, Michelle	Teacher of Special Education	LHS	0.2	1/31/2025-6/30/2025
Cai, Xin	Teacher of World Language	LHS	0.2	9/1/2024-6/30/2025
Poposki, Nicola	Teacher of Special Education	LHS	0.2	9/1/2024-TDB
Torres, Niobel	Teacher of Special Education	LHS	0.2	9/1/2024-TDB
Charney, Jason	Teacher of Special Education	LHS	0.2	9/1/2024-TDB
Santos, Grisel	Teacher of Special Education	LHS	0.2	9/1/2024-TDB
Poposki, Nicola	Teacher of Special Education	LHS	0.2	9/1/2024-11/6/2024
Caccacale, Julianne	Teacher of Special Education	LHS	0.2	9/1/2024-11/6/2024
Mann, Emily	Teacher of Special Education	LHS	0.2	9/1/2024-TDB
Shaffer, Anne	Teacher of Special Education	LHS	0.2	9/1/2024-TDB
Fischer, Amanda	Teacher of Special Education	LHS	0.2	9/1/2024-TDB
Perrine, Emily	Teacher of Special Education	LHS	0.2	9/1/2024-TDB
Martin, Daria	Teacher of Special Education	LHS	0.2	9/1/2024-TDB
Bergen, Kristin	Teacher of Science	LHS	0.25	9/1/24-6/30/25
Frye, Johanna	Teacher of Science	LHS	0.25	9/1/24-6/30/25
Bigelow, Brian	Teacher of Science	LHS	0.25	9/1/24-6/30/25
Kruse, Jamie	Teacher of Science	LHS	0.25	9/1/24-6/30/25

## Lateral Moves

Last Name	First Name	Position	School	2023-2024						2024-2025						Effective Date
				Scale	Step	Base Salary	Longevity	Other	Total Salary	Scale	Step	Base Salary	Longevity	Other	Total Salary	
Beinhacker	Kerri	TOSD	HMS	MA	10	\$77,525	\$0	\$0	\$77,525	MA+16	11	\$86,490	\$0	\$0	\$86,490	9/1/24
Brown	Leigh	Speech Language Specialist	HMS	MA+16	10	\$81,525	\$0	\$0	\$81,525	MA+32	11	\$89,540	\$0	\$0	\$89,540	9/1/24
Caccavale	Julianne	Special Education Teacher	LHS	BA	3	\$56,475	\$0	\$0	\$56,475	BA+32	4	\$62,645	\$0	\$0	\$62,645	9/1/24
Cumbo	Jessica	Teacher of Science	HMS	MA+16	14	\$97,675	\$2,540	\$0	\$100,215	MA+32	15	\$106,300	\$2,540	\$0	\$108,840	9/1/24
Henry	Rachel	Teacher of English	LHS	MA	6	\$65,925	\$0	\$0	\$65,925	MA+16	7	\$72,090	\$0	\$0	\$72,090	9/1/24
Karpack	Ryan	Teacher of Tech Ed	LHS	BA	3	\$56,475	\$0	\$0	\$56,475	BA+32	4	\$62,645	\$0	\$0	\$62,645	9/1/24
King	Daniel	Teacher of Music	LHS	MA	13	\$89,625	\$0	\$0	\$89,625	MA+16	14	\$98,490	\$0	\$0	\$98,490	9/1/24
Messer	Ashley	School Nurse	COL	BA	12	\$77,575	\$0	\$0	\$77,575	MA	13	\$90,490	\$0	\$0	\$90,490	9/1/24
Miranda-Evangelista	Diane	School Nurse	HMS	BA	10	\$69,525	\$0	\$0	\$69,525	BA+16	11	\$76,490	\$0	\$0	\$76,490	9/1/24
Sass	Mary	Teacher of Social Studies	HMS	MA	11	\$81,525	\$0	\$0	\$81,525	MA+16	12	\$90,490	\$0	\$0	\$90,490	9/1/24
Valoci	Elleva	Teacher of Music	MPMS	BA+16	12	\$79,575	\$0	\$0	\$79,575	MA	13	\$90,490	\$0	\$0	\$90,490	9/1/24
Virgil	Jordan	Teacher of English	LHS	MA	3	\$64,475	\$0	\$0	\$64,475	MA+16	4	\$70,090	\$0	\$0	\$70,090	9/1/24

<b>2024-25 District Stipends</b>			
<b>Position</b>	<b># of positions</b>	<b>2024-2025</b>	<b>Recommended</b>
Nurses*	1	\$5,198	Carolyn Ross
Media	1	\$5,198	Jessica Sental
Home Economics	1	\$815	Melissa DeAngelus
		\$815	Danielle Morales
		\$815	Susan Stevenson
		\$815	Natalie Bray
Coordinator of ESL	1	\$5,198	Kristina Dugan
TA Mentor Coordinator	1	\$769	Lisa Bonvini

*\*amended at 7/16/24 Board meeting to be paid as pensionable salary*

## 2024-25 MPMS Cocurricular Stipends

Position	# of positions	2024-2025	Recommended
Advisory Coord.	1	\$1,957	Kay Youtz
Chess Club	1	\$1,305	Erica DeRosa
Earth Keepers	1	\$1,305	Kimberly Nicolette
Equity Coach	1	\$2,608	Thomas Montesion
Jazz Band	1	\$1,957	Jennifer Rupert
Literary Magazine	1	\$1,957	Dina Ferraro
Math Counts	1	\$1,957	Kira Steinmark
Memory Book	1	\$2,608	Christina Ness
Morning Announcements	1	\$3,913	Melissa Robol
Newspaper	1	\$652.50 \$652.50	Thomas Montesion Melissa Robol
Select Chorus	1	\$1,957	Timothy Nelson
Select Orchestra	1	\$1,957	Etleva Vatoci
Spectrum	1	\$1,305	Kristi DeMiceli
Student Council	1	\$978.50 \$978.50	Kristi DeMiceli Christina Ness
Team Coord.	4	\$3,913	Audrey Giordano Lisa Klemens Christina Ness Sydney Pollard Kay Youtz
Team Coordinator - Cycle	1	\$1,900	Kristi DeMiceli
Intramural Coaches - 44 sessions * 3 seasons	\$41.06/hour (132 sessions)		Kristi DeMiceli Joseph Sullivan Denise Urbanski
OSE Science Materials Mgr	up to thirty (30) hours (\$51.92/hr) not to exceed \$1,548.60		Kimberly Nicolette
TA Mentor		\$354	Iris Lewis
<b>Spring Production</b>			
Stage Director	1	\$3,260	Christopher Russoniello
Music Director	1	\$1,305	Emily Russoniello
Technical Director of Stage Crew	1	\$1,305	Richard Russo
Costumes	1	\$1,305	Christopher Russoniello
Set Design	1	\$652	Emily Russoniello
<b>Fall Production</b>			
Stage Director	1	\$1,957	Christopher Russoniello
Costumes	1	\$1,305	Alexandra Pefanis Christopher Russoniello
Technical Director of Stage Crew	1	\$1,305	Richard Russo



**LAA Stipends 2024-2025**

**Security Stipend**

**Justin Toomey\*** - Principal (RHE)  
7/1/24 - 8/23/24 (split)    **\$500**

**Shawn Kelly** - Principal (HMS)  
8/1/24 (split) - 6/30/25    **\$3,500**

*\*amended from previous agenda*

Stipend		Last Name	First Name	24-25 Amount
Baseball	Head	Ennis	Michael	\$11,133
Baseball	Assistants	Feigenbaum (OD)	Corey	\$8,382
Baseball	Assistants	Altomare	Michael	\$8,382
Baseball	VOLUNTEER	Firincilli (OD)	George	
Baseball	VOLUNTEER	Parsons(OD)	Scott	
Boys' Basketball	Assistants	Cohen (OD)	Jake	\$4,191
Boys' Basketball	Assistant	Mead	Dave	\$4,191
Bowling	Head	Hughes (OD)	Griff	\$8,382
Girls' Basketball	Head	Addison	Ashley	\$11,133
Girls Basketball	Assistant	Dlugo	Cara	\$8,382
Girls' Basketball	Assistants	Daugherty	Lauren	\$8,382
Girls' Basketball	VOLUNTEER	Pacholec	Natalie	
Cheerleaders Fall	Head	Fabrizio	Laura	\$5,239
Cheerleaders Fall	Assistants	Silvestri (OD)	Kaitlyn	\$3,944
Cheerleaders Fall	Assistants	Franco	Meredith	\$3,944
Cheerleaders Winter	Head	Fabrizio	Laura	\$5,239
Cheerleaders Winter	Assistants	Silvestri (OD)	Kaitlyn	\$3,944
Cheerleaders Winter	Assistants	Franco	Meredith	\$3,944
Boys' Cross Country	Head	Memory	James	\$11,133
Cross Country	Assistant (Shared)	Blau	Raz	\$8,382
Flag Football	Head	Breschard	Robert	\$8,382
Football	Head	Breschard	Robert	\$13,098
Football	Assistants	Kroeger (OD)	Steven	\$9,692
Football	Assistants	Gillo	Robert	\$9,692
Football	Assistants	China (OD)	Travis	\$9,692
Football	Assistants	Fischer(OD)	Joseph	\$9,692
Football	Assistants - SPLIT	Gromek	Melissa	\$4,846
Football	Assistants - SPLIT	Mattia	Christopher	\$4,846
Football	Assistants - SPLIT	Zacher(OD)	Josh	\$4,846
Football	VOLUNTEER	Lovenheim (OD)	Jay	

Football	VOLUNTEER	Hauser(OD)	Ben	
Football	VOLUNTEER	Barbella (OD)	Ron	
Football	VOLUNTEER	Boffa(OD)	Nicholas	
Facility Equipment Manager		Schroeder	Scott	\$3,615
Site Manager (233 hours)	Site Manager	Ambio	Lester	\$47.50 per hour
	Site Manager	Asimou	Eugene	\$47.50 per hour
	Site Manager	Barbella (OD)	Ronald	\$47.50 per hour
	Site Manager	Breschard	Robert	\$47.50 per hour
	Site Manager	DLugo	Cara	\$47.50 per hour
	Site Manager	Duffy (OD)	Mike	\$47.50 per hour
	Site Manager	Dzama (OD)	Brad	\$47.50 per hour
	Site Manager	Ennis	Mickey	\$47.50 per hour
	Site Manager	Gill (OD)	Joseph	\$47.50 per hour
	Site Manager	Gillo	Robert	\$47.50 per hour
	Site Manager	Gromek	Melissa	\$47.50 per hour
	Site Manager	Hamilton	Lloyd	\$47.50 per hour
	Site Manager	Leone	Ben	\$47.50 per hour
	Site Manager	Lukowiak	Stu	\$47.50 per hour
	Site Manager	Munley	Michael	\$47.50 per hour
	Site Manager	Raiz	Paul	\$47.50 per hour
	Site Manager	Schroeder	Scott	\$47.50 per hour
Boys Fencing	Head	Puccio (OD)	Greg	\$9,823
Fencing	Assistant	Hernandez (OD)	Christy	\$7,728
Fencing	Assistant - SPLIT .5	Ng (OD)	Alice	\$3,864
Fencing	Assistant - SPLIT .5	Richardson(OD)	Andrew	\$3,864
Field Hockey	Head	Alfaro	Lila	\$11,133
Field Hockey	Assistants	Morano	Mary	\$8,382
Field Hockey	Assistants	Stock	Vanessa	\$8,382
Golf	Head	Waddon (OD)	John	\$8,382
Gymnastics Advisor		Kruse	Jamie	\$25/hr not to exceed \$1,200
Ice Hockey	Assistant	Melucci (OD)	Dave	\$8,382

Boys' Lacrosse	Head	Dzama (OD)	Brad	\$11,133
Boys Lacrosse	Assistants	Nann	Patrick	\$8,382
Girls Lacrosse	Head	Nann	Kelly	\$11,133
Girls Lacrosse	Assistants	Alfaro	Lila	\$8,382
Girls Lacrosse	Assistants	Wagenti (OD)	Daniella	\$8,382
Boys Soccer	Head	Rubinetti	Roger	\$11,133
Boys Soccer	Assistants	Pauls	Sean	\$8,382
Boys Soccer	Assistants	Charney	Jason	\$8,382
Boys Soccer	Assistants	Lopez	Charlie	\$8,382
Girls Soccer	Head	Carr	Brian	\$11,133
Girls Soccer	Assistants	Schwindel	Kate	\$8,382
Girls Soccer	Assistants	Mead	Dave	\$8,382
Girls Soccer	Assistants	Pacholec	Natalie	\$8,382
Girls Soccer	VOLUNTEER	Lytle	Dana	
Girls Softball	Assistants	Rossi	Victoria	\$8,382
Boys Swimming	Head	Schroeder	Scott	\$9,823
Girls Swimming	Head	Rosenberg (OD)	Tracy	\$9,823
Boys Tennis	Head	Cirlincione	Paul	\$9,823
Boys Tennis	Assistant	Diaz	Max	\$7,728
Boys Tennis	VOLUNTEER	Lovi (OD)	Elliot	
Girls Tennis	Head	Fischer	Anthony	\$9,823
Girls Tennis	Assistant	Desamours	Therese (Val)	\$7,728
Boys Track Winter	Head	Petryna	Nancy	\$11,133
Boys Winter Track	Assistant	Asimou	Eugene	\$8,382
Girls Track Winter	Head	Blau	Raz	\$11,133
Boys Track Spring	Head	Petryna	Nancy	\$11,133
Boys Track Spring	Assistants	Asimou	Eugene	\$8,382
Girls Track Spring	Head	Blau	Raz	\$11,133
Girls Track Spring	Assistants	Greenberg	Andrew	\$8,382
Boys Volleyball	Assistants	Giuliani	James	\$8,382
Girls Volleyball	Assistants	Fox	Stephanie	\$8,382

Girls Volleyball	Assistants	Giuliani	James	\$8,382
Wrestling	Head	Brill	Daniel	\$11,133
Wrestling	Assistants	Miseo(OD)	Charles	\$8,382
Wrestling	VOLUNTEER	Brill (OD)	Matthew	
Wrestling	VOLUNTEER	Keenan (OD)	Robert	
Strength Training Fall	Head	Jones	David	\$3,287
Strength Training Fall	Head	Asimou	Eugene	\$3,287
Strength Training Winter	Head	Breschard	Robert	\$3,287
Strength Training Winter	Head	Gillo	Robert	\$3,287
Strength Training Spring	Head	Breschard	Robert	\$3,287
Strength Training Spring	Head	Gillo	Robert	\$3,287
Strength Training Summer	Head	Gillo	Robert	\$3,287
High School Intramural - C	Coordinator	Gillo	Robert	\$3,287
Intramural Coaches	Coaches			
44 sessions * 3 seasons	seasons	Asimou	Eugene	\$42.32 per session
		Cirlincione	Paul	\$42.32 per session
		Cuneo	Ernie	\$42.32 per session
		Dlugo	Cara	\$42.32 per session
		Gillo	Robert	\$42.32 per session
		Jones	David	\$42.32 per session
		Mantone	Thomas	\$42.32 per session
		Munley	Michael	\$42.32 per session
		Nann	Kelly	\$42.32 per session
		Pauls	Sean	\$42.32 per session
		Raiz	Paul	\$42.32 per session
		Rossi	Victoria	\$42.32 per session
		Schroeder	Scott	\$42.32 per session
Game Workers - Ticket Sellers & Takers/Announcers/Security				
	Security	Ambio	Les	\$25.80/hr
	Security	Barbella (OD)	Ron	\$25.80/hr
	Security	Kulik	Vincent	\$25.80/hr

	Security	Lukiowiak	Stuart	\$25.80/hr
	Security	Mullen	Louis	\$25.80/hr
	Security	Sullivan	Joseph	\$25.80/hr
	Game Worker	Ackermann	Martha	\$23.22/hr
	Game Worker	Alessio	Karen	\$23.22/hr
	Game Worker	Asimou	Eugene	\$23.22/hr
	Game Worker	Barbella (OD)	Ron	\$23.22/hr
	Game Worker	Blount	Joann	\$23.22/hr
	Game Worker	Bonvini	Lisa	\$23.22/hr
	Game Worker	Breschard	Robert	\$23.22/hr
	Game Worker	Brill	Daniel	\$23.22/hr
	Game Worker	Casale	Kimberly	\$23.22/hr
	Game Worker	Cuneo	Ernest	\$23.22/hr
	Game Worker	Desamours	Therese (Val)	\$23.22/hr
	Game Worker	Dlugo	Cara	\$23.22/hr
	Game Worker	Duffy	Marjorie	\$23.22/hr
	Game Worker	Duffy(OD)	Mike	\$23.22/hr
	Game Worker	Ennis	Michael	\$23.22/hr
	Game Worker	Ennis	Amy	\$23.22/hr
	Game Worker	Gill (OD)	Joseph	\$23.22/hr
	Game Worker	Gillo	Robert	\$23.22/hr
	Game Worker	Gillock	Joanne	\$23.22/hr
	Game Worker	Goldberg	Joann	\$23.22/hr
	Game Worker	Gromek	Melissa	\$23.22/hr
	Game Worker	Held	Nancy	\$23.22/hr
	Game Worker	Helwani	Issam	\$23.22/hr
	Game Worker	Homberg	Cathy	\$23.22/hr
	Game Worker	Jones	David	\$23.22/hr
	Game Worker	Katz-Cocuzza	Cynthia	\$23.22/hr
	Game Worker	Leone	Ben	\$23.22/hr
	Game Worker	Lieberman	Theresa	\$23.22/hr

	Game Worker	Matten(OD)	Ian	\$23.22/hr
	Game Worker	Mullin	Nancy	\$23.22/hr
	Game Worker	Munley	Michael	\$23.22/hr
	Game Worker	Nedza	Stacy	\$23.22/hr
	Game Worker	Pacholec	Natalie	\$23.22/hr
	Game Worker	Raiz	Paul	\$23.22/hr
	Game Worker	Rigas	Patricia	\$23.22/hr
	Game Worker	Rossi	Victoria	\$23.22/hr
	Game Worker	Rubinetti	Roger	\$23.22/hr
	Game Worker	Rulka	Katey	\$23.22/hr
	Game Worker	Schroeder	Scott	\$23.22/hr
	Game Worker	Schwindel	Kate	\$23.22/hr
	Game Worker	Shue (OD)	Richard	\$23.22/hr
	Game Worker	Sullivan	Joseph	\$23.22/hr
	Game Worker	Sullivan	Margaret	\$23.22/hr
	Game Worker	Szalay	Ann	\$23.22/hr
	Game Worker	Woytas	Christina	\$23.22/hr

LHS Cocurricular Stipends 2024-25			
Position	# of Positions	2024-2025 Amount	Recommended
Academic Team	1	\$5,891	Guy Rabner
Area/Reg/All State Musical Ensemble not to exceed 135 hours	4	\$43.66/hour	Joshua Salzman James Hegedus Michael Jedwabnik Daniel King
Marching Band Director - Head	1	\$8,509	Michael Jedwabnik
Marching Band Director - Assistant	1	\$5,891	James Hegedus
Marching Band Tech	1	\$1,305	Erik Donough
Marching Band - Percussion Instructor	2	\$3,260 \$3,260	Chris Zwarych (OD) Jennifer Rupert
Coding Club	1	\$1,305	Jennifer Gee
Color Guard Instructor - Head	1	\$4,304	Heather Hegedus (OD)
DECA	1	\$3,913	Daniel Quackenbush
Eco lancers	1	\$2,608	David Richards
Equity Coach	1	\$2,608	Lauren Wells
Chess Team	1	\$3,913	Will Peklo
Class Advisor - Sophomore	2	\$1,957 \$1,957	Rachel Henry Anthony Fischer
Class Advisor - Junior	2	\$2,608 \$2,608	Nicholas Brooks Patrick Catalano
Class Advisor - Senior	2	\$782.40 \$1,825.60 \$782.40 \$1,825.60	Taylor Torre (3/10) Kimberly Brady (7/10) Taylor Torre (3/10) Kelly Rocco (7/10)
* Computer Lab Extended Hours (Art, Business, Math,		\$39.85/hour	Chris Iannuzzi (Art)
Esports Team Advisor	1	\$8,382	Ethan Rotman
Forensics & Debate Team	2	\$3,913	Elena Cannarozzi
FBLA	2	\$3,913	Hal Mordkoff
HOSA - Health Occupations	1	\$978.50	Bobbi Bremmer
Improv Club	1	\$1,305	Scott Patteson
Inner Circle Theater	1	\$1,305	Maureen Biss
Lancer Jazz Band	1	\$3,260	James Hegedus
Lab Jazz Band	1	\$2,608	Michael Jedwabnik
Key Club	2	\$2,608	Marjorie Duffy
Lead Teacher Art/Music, Business	2	\$8,509	Alex Lamon (Business)
Leo Club	1	\$1,305	Kelsey Collins
Inner Voices Magazine	2	\$1,305	Chris Iannuzzi
Math Team Advisor	1	\$1,957	Patrick Catalano
Mock Trial Advisor	1	\$1,957	Thomas Garzon
Model UN	1	\$1,957	Lauren Wells
Mu Alpha Theta Mathematics Honor Society	1	\$1,305	Patrick Catalano
National Social Studies Honor Society	1	\$1,305	Jill Tejada
National Art Honor Society	1	\$978.50	Katherine Collins
National Business Honor Society	1	\$1,305	Alex Lamon
National Honor Society	1	\$2,608	Johanna Frye
National Science Honor Society	1	\$978.50	Abbie (Brenda) Young
National Thespian Honor Society	1	\$1,305	Scott Patteson
National English Honor Society	1	\$652.50	Michael Sunga
National Chinese Lang Honor Society	1	\$1,305	Xin Cai



LHS Cocurricular Stipends 2024-25			
Position	# of Positions	2024-2025 Amount	Recommended
National French Lang Honor Society	1	\$1,305	Soukeyna Diop-Tall
National Italian Lang Honor Society	1	\$1,305	Guy Rabner
National Spanish Lang Honor Society	1	\$1,305	Susana Fernandez-Poyatos
National Technology Honor Society	1	\$1,305	Ryan Karpack
Newspaper	1	\$6,546	Timothy Callahan
Ocean Science Bowl	1	\$652.50	Michelle Augliera
Organization of Student Tutors	1	\$1,957	Adam Berryann
People Helping People	1	\$1,957	Margaret Lafferty
Radio Broadcasting Advisor	1	\$1,957	Steve Milano
Robotics	2	\$5,891	Ryan Karpack
Science Olympiad Advisor	1	1,957	Brian Bigelow
Science Bowl	1	1,305	Johanna Frye
Ski Club	1	1,305	Marisa Vosa
SGA	1	\$1,630	Jacqueline Pascale
Chamber Orchestra Conductor	1	\$3,913	Robert Anderson
TA Mentor	1	\$354	Stacey Strumeyer
Tri-M Honor Society	1	1,995	Joshua Salzman
Web Master	1	\$2,608	Rachel Henry
Yearbook Business Manager	1	\$10,473	Jordan Virgil
Yearbook Business Manager	1	\$2,608	Jim Memory
<b>SPRING MUSICAL</b>			
Costumes	1	\$2,282.50	Alyssa LaMedica
Technical Director of Stage Crew	1	\$4,565	Brian Megaro
Adult Pit Director (Orchestra Prep)	1	\$2,283	Michael Jedwabnik
Student Pit Director (Orchestra Prep)	1	\$2,283	James Hegedus
Publicity	1	\$1,305	Chris Iannuzzi
<b>FALL DRAMA</b>			
Costumes	1	\$1,630	Alyssa LaMedica
Technical Director of Stage Crew	1	\$3,260	Brian Megaro
Publicity	1	\$1,305	Chris Iannuzzi
Detention AM/PM		\$26.76	Lisa Bonvini Stacey Strumeyer Jessica Rettagliata Joanne Blount Susana Fernandez-Poyatos Andrew Greenberg Elizabeth Arias Patrick Getz
Detention Saturday		\$44.67	Lisa Bonvini Stacey Strumeyer Jessica Rettagliata Joanne Blount Susana Fernandez-Poyatos Andrew Greenberg Elizabeth Arias Patrick Getz

LHS Cocurricular Stipends 2024-25			
Position	# of Positions	2024-2025 Amount	Recommended

**NEW ADVISOR RESPONSIBILITIES FOR 2024-25 SY:**

Advisors for clubs that have overnight field trips/competitions/etc., will be expected to attend those overnight events with no extra compensation. We will be using a new sign-in/attendance module in Genesis SIS to track student attendance and advisor hours.

## **HMS & MPMS TEAM LEADER RETREATS**

### **HMS - August 26, 2024**

Jamie Wolek

Alaina Burrows

Katy Hreha

Mike Carlin

Laurie Bisconti

Martha Cuervo

Jessica Cumbo

Rob Rynone

Erin Magalhaes

Roger Rubinetti

Nick Guardabasco

Danielle Maxwell

Danielle Marzano

Danielle Iannuzzi

Brooke Newman

### **MPMS - August 15, 2024**

Audrey Giordano

Lisa Klemens

Christina Ness

Sydney Pollard

Kay Youtz

Kristi DeMiceli

## Summer Curriculum Writing

### **English (7-12)**

Maureen Biss

Brian Hartt

Danielle Roger

Deanna Iacullo

**Supervisor: Kevin Wittmaack**

### **Mathematics (7-12)**

Ellen Friedman

Laura Larrazabal

**Supervisor: Antonio Matheus**

### **ELA**

Jessica Ayars

Jessica Reid

Samantha Russo

Tracey Dunleavy

**Supervisor: Leala Baxter**

### **Technology**

Corey Yersak

**Supervisor: Rob Rolling**

### **STEAM**

Greer Lapinson

**Supervisor: Rob Rolling**

**Salaries Charged to IDEA Basic 2024-25 Grant**

<b>Name</b>	<b>School</b>	<b>Salary</b>
Straussman, Wendy	Burnet Hill	34,342.00
Wilder, Ellen C	Collins	31,538.00
Kravetz, Pamela S	Collins	25,436.00 partial salary
Garrel, Linda K	HMS	33,022.00
Kahl, Lisa	MPMS	30,402.00
Dugan, Laura	HIL	59,074.00
Wallock, Dana	MPE	59,074.00
Rieth, Amelia	Collins	28,321.00

**Salaries Charged to IDEA Preschool 2024-25 Grant**

<b>Name</b>	<b>School</b>	<b>Salary</b>
Petrillo, Sharon	Burnet Hill	\$40,602.00

# POLICY

## LIVINGSTON BOARD OF EDUCATION

Bylaws

0141/Page PAGE 1 of NUMPAGES 1  
BOARD MEMBER NUMBER AND TERM

### 0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of five members.

The term of a Board member shall be three years, except vacancies in the membership of the Board shall be filled in accordance with the provisions of N.J.S.A. 18A:12-15. Each Board member appointed to fill a vacancy shall serve until the organizational meeting following the next annual election unless the Board member is appointed to fill a vacancy occurring within the sixty days immediately preceding such election if the annual election is held in April, or occurring after the third Monday in July if the election is held in November, to fill a term extending beyond such election, in which case the Board member shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy, and any vacancy for the remainder of a term shall be filled at the annual election or the second annual election next succeeding the occurrence of a vacancy, as the case may be.

~~The term of a Board member appointed to fill a vacancy shall be from the member's appointment to the organizational meeting following the next annual election. Any vacancy for the remainder of the term shall be filled at the next annual school election, except that a Board member appointed to fill a vacancy occurring after the third Monday in July for an annual election occurring in November, to fill a term extending beyond the next election, shall serve until the organizational meeting following the second annual election next succeeding the occurrence of the vacancy.~~

N.J.S.A. 18A:12-6; 18A:12-9; 18A:12-11; 18A:12-15

Adopted: 13 December 2004

Revised: 29 September 2014

Revised: September 10, 2024



# BYLAW GUIDE

BYLAWS

0155.1/page 1 of 2

Board Member Participation at Board Meetings  
Using Electronic Device

## 0155.1 BOARD MEMBER PARTICIPATION AT BOARD MEETINGS USING ELECTRONIC DEVICE

The Board of Education recognizes a Board member may be unable to attend a Board Meeting due to a **personal** medical condition where the Board member is prohibited from leaving their home ~~due to the medical condition, due to a family member's medical condition,~~ or due to a **business** commitment ~~preventing requiring the Board member from being to be present, in person, out of State~~ during the time of the Board Meeting. In order to assist Board members during these circumstances, the Board of Education will permit the Board member to participate in the Board Meeting through the use of an electronic device(s).

In the event a Board member has a **personal** medical condition that prohibits their attendance at a Board Meeting, ~~a family member's medical condition that prevents their attendance at a Board Meeting,~~ or a **business** commitment that ~~prevents requires the Board mMember from being present, in person, to be out of State~~ during a Board Meeting, the Board member must submit their written request to participate in a Board Meeting by using an electronic device ~~forty-eight hours ten days~~ before the Board of Education Meeting of their anticipated absence. ~~If the Board Member is not able to provide notice at least 48 hours prior to the Board meeting, they shall notify the Board President as soon as practicable, in writing.~~ The Board member's written request must be submitted to the Board President and shall state the date of the Board Meeting and the permissible reason ~~for the anticipated absence for the requested participation in the Board Meeting through the use of an electronic device(s),~~ as provided in this Policy. The written request shall be verified by supporting documentation, if requested by the Board ~~p~~President. Upon receipt of the written request, the Board President shall promptly notify the School Business Administrator/Board Secretary.

The School Business Administrator/Board Secretary shall make arrangements to have the appropriate electronic equipment available at the site of the Board Meeting to permit the Board member to listen to all aspects of the public meeting, including, but not limited to, Board member and administrative comments and deliberations, public comments, and presentations. The Board member participating via electronic equipment shall be provided, either in advance of the meeting or electronically just prior to or during the meeting, all handouts and supporting documentation that is presented, deliberated, and voted on during the



# BYLAW GUIDE

meeting. In addition, the electronic equipment must permit the Board President to recognize the Board member to make comments, ask questions, vote, and fully participate in the Board Meeting as if the Board member was present at the meeting. And, the Board member's comments, questions, votes, and other aspects of his/her participation shall be amplified so that all those in attendance at the meeting can hear his/her participation.

The Board member requesting participation in a Board Meeting through the use of an electronic device shall participate in the entire Board public meeting under the conditions outlined in this Policy and cannot participate in selected portions of the public meeting.

Prior to the Board member's remote participation in executive session of the Board meeting, the Board member participating remotely shall represent to being in a private space where no one else can hear or see the Board member's participation in executive session.

In no event shall a quorum of the Board participate in a Board meeting via electronic device, absent the issuance of an Executive Order or law permitting the conducting of Board meetings with all members participating remotely via electronic device. In the event multiple members of the Board submit written requests to participate in a Board meeting via electronic device, the requests shall be accepted in the order of receipt. In the event a quorum of Board members should seek to participate in a meeting by electronic device, the requests of any such members that would have the number of Board member participation via electronic device constitute a quorum shall not be accepted and such Board member(s) shall not be permitted to participate via electronic device at such meeting.

A Board member's participation in a Board meeting via electronic device may exceed two (2) **consecutive** Board meetings only upon the approval of a majority of the full membership of the Board. **Absent approval as outlined above, Board members will be subject to the provisions of Bylaw 0145 regarding their removal from their position.**

Adopted:





# POLICY

## LIVINGSTON BOARD OF EDUCATION

Program  
2200/Page PAGE 1 of NUMPAGES 1  
CURRICULUM CONTENT (M)

### 2200 CURRICULUM CONTENT (M)

The Board of Education will provide the instruction and services mandated by law and rules as necessary for the implementation of a thorough and efficient system of free public education and such other instruction and services as the Board deems appropriate for the thorough and efficient education of the pupils of this district. **The Board shall annually approve a list of all programs and courses that comprise the district's curriculum and shall approve any subsequent changes in the curriculum in accordance with Policy 2220 – Adoption of Courses.**

For the purpose of this Policy, “curriculum” means planned learning opportunities designed to assist students toward the achievement of the intended outcomes of instruction.

The curriculum will be reviewed by the Superintendent and shall, as a minimum, include the curricular mandates of N.J.S.A. 18A – Education, N.J.A.C. 6A – Education, and the New Jersey Student Learning Standards and the courses required by Policy 5460 – High School Graduation and N.J.A.C. 6A:8-5 for high school graduation.

The Superintendent is responsible for implementing the curriculum approved by the Board.

The curriculum shall be consistent with the educational goals and objectives of this district and the New Jersey Student Learning Standards and be responsive to identified student needs. The Superintendent shall, in consultation with staff members, assure the effective articulation of curriculum across all grade levels and among the schools of this district.

N.J.S.A. 18A:35-1 et seq.  
N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq.  
New Jersey Student Learning Standards

~~The Board shall do so in accordance with N.J.S.A. 18A:6-2; 18A:6-3; 18A:35-1 et seq., N.J.A.C. 6A:8-1.1 et seq.; 6A:14 et seq. and the New Jersey Core Curriculum Content Standards~~

Adopted: 16 August 2010  
Reviewed: 15 October 2018  
Revised: September 10, 2024



# POLICY

LIVINGSTON  
**BOARD OF EDUCATION**

Program

2200/Page PAGE 1 of NUMPAGES 1  
CURRICULUM CONTENT (M)



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Teaching Staff Members  
3160/Page PAGE 1 of NUMPAGES 1  
PHYSICAL EXAMINATION (M)

### 3160 PHYSICAL EXAMINATION (M)

The Board of Education **shall** require ~~any each~~ candidate for employment who **has** received a conditional offer of employment to undergo a physical examination ~~(s)~~ pursuant to N.J.S.A. 18A:16-2.a. to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), pursuant to N.J.A.C. 6A:32-6-3.

If upon completing an examination ~~(s)~~ it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for the physical examination and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be limited to ~~The physical examination shall include, but is not limited to,~~ a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, **but not be limited to**, a health screening to include, but not **be** limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this Policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

~~Teaching staff member School~~ employee physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.

The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Teaching Staff Members  
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PHYSICAL EXAMINATION (M)

~~Health records of candidates for employment and current teaching staff members, All staff members' medical and health records, including computerized records, will shall be secured, stored, and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d) by the school nurse in the building where personnel are assigned. The information contained in medical records shall will be kept confidential. Only the teaching staff member, the Superintendent, his/her designee, and the school medical inspector shall have access to medical information regarding an individual teaching staff member employee. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).~~

~~Pursuant to N.J.A.C. 6A:32-6.3(c), an individual teaching staff member may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5. The staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, a teaching the staff member may also choose to share with the staff member's Building Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.~~

~~Pursuant to N.J.S.A. 18A:16-2, the Board may require physical or psychiatric examinations of a teaching staff member whenever, in the Board's judgment, a teaching staff member Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6:3(b) 4A.4. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 (Examination for Cause) or disability in accordance with Policy 3425 (Work Related Disability Pay), and Policy 3435 (Anticipated Disability).~~

42 U.S.C.A. 12101

N.J.S.A. 18A:16-2, 18A:16-3; 18A:16-5

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 09 October 2006



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Teaching Staff Members  
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PHYSICAL EXAMINATION (M)

Revised: 06 May 2013  
Revised: 23 April 2018  
Revised: September 10, 2024





# REGULATION

TEACHING STAFF MEMBERS  
LIVINGSTON  
R 3160/Physical Examination (M)  
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PHYSICAL EXAMINATION (M)

## R 3160 PHYSICAL EXAMINATION (M)

### A. Definitions

1. "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
2. "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
3. "Health screening" means the use of one or more diagnostic tools to test a person for the presence or precursors of a particular disease.
4. "Physical examination" means the assessment of an individual's health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. **Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2.**
5. "Physician assistant" means a health care professional licensed to practice medicine with physician supervision.

### B. Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history



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and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.

a. A health history shall include, but is not limited to, the candidate's:

- (1) Past serious illnesses and injuries;
- (2) Current health problems;
- (3) Allergies; and
- (4) A record of immunizations.

b. A health screening shall include, but is not limited to:

- (1) Height;
- (2) Weight;
- (3) Pulse and respiratory rate;



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- (4) Hearing screening;
- (5) Blood pressure;
- (6) Vision screening;

## C. Medical Requirements Upon Employment

1. The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.
2. An individual teaching staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).

## ~~C. Medical Requirements Upon Employment~~

- ~~1. A Mantoux tuberculosis test shall be given upon employment of all newly hired staff members (full-time and part-time), and to all student teachers, school bus drivers on contract with the district, and to contractors or volunteers who have contact with students. Tuberculosis testing is not required for volunteers working with students less than twenty hours per month.~~

- ~~a. Tuberculosis testing is not required.~~





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- (1) For new staff members, student teachers, and contractors of the school district with a documented negative tuberculosis test result in the last six months or a documented positive tuberculosis test, regardless of when this test was done; or
    - (2) For a school district staff member transferring between school districts or from a non-public school within New Jersey with a documented tuberculosis test result upon his/her initial employment by a New Jersey school.
  - b. Staff members, student teachers, contractors or volunteers who have contact with students and claim a religious exemption cannot be compelled to submit to tuberculosis testing. In these instances, a symptom assessment must be done (TB-8 Form). If TB-like symptoms are reported, a physician must document that the staff member, student teacher, contractor, or volunteer does not have an active disease.
  - (1) The school district shall determine the criteria essential to document a valid religious exemption.
  - c. Procedures for the administration of the Mantoux tuberculosis test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines and requirements of the New Jersey Department of Health.
2. An individual teaching staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such



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~~instances, the teaching staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.~~

## D. Health Records

1. ~~All h~~Health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files **in accordance with N.J.A.C. 6A:32-6.3(d).**

2. **Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).**

~~:~~

~~-~~

2. ~~Health records may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5.~~

## E. Teaching Staff Member Physical Examinations and Medical Updates

1. **Teaching staff member physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.**

## ~~E. Employees' Physical Examination and Medical Updates~~

~~-~~

1. ~~School employee physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.~~



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## F. Review of Examinations and Assessments

1. The results of ~~the~~ a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent, his/her designee, and the school physician and/or the Medical Review Officer, ~~who, in consultation with the Superintendent, will~~ determine ~~at~~ the candidate's physical and mental fitness to function with reasonable accommodation in the position for which ~~the candidate~~ he/she has made application. That determination will be made a part of the candidate's application.

## G. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
  - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, tests, and assessments;
  - b. The required examinations, tests, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and
  - c. If it is determined upon completing the examination(s) or assessment(s) the candidate is unable to perform with reasonable



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accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

Adopted: April 23, 2018

Revised: September 10, 2024





# POLICY

## LIVINGSTON BOARD OF EDUCATION

Support Staff

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PHYSICAL EXAMINATION (M)

### 4160 PHYSICAL EXAMINATION (M)

The Board of Education shall requires ~~any each~~ candidate for employment who has received a conditional offer of employment to undergo a physical examination(s) pursuant to N.J.S.A. 18A:16-2.a. to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA), pursuant to N.J.A.C. 6A:32-6.3.

If upon completing an examination(s) it is determined a candidate for employment who received a conditional offer of employment is unable to perform with reasonable accommodation job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent of Schools, if the Board has not yet approved the appointment, or by the Board, if the Board had approved the appointment at a Board meeting.

In accordance with N.J.A.C. 6A:32-6.2(a), the Board will develop the requirements for the physical examination and provide for notification to candidates for employment regarding the requirements for the physical examination which shall include, but not be limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include, but not be limited to, a health screening to include, but not be limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening. ~~The physical examination shall include, but is not limited to, a health history to include past serious illnesses and injuries; current health problems; allergies; and a record of immunizations. The physical examination shall also include a health screening to include, but not limited to: height and weight; blood pressure; pulse and respiratory rate; vision screening; and hearing screening.~~

Pursuant to N.J.S.A. 18A:16-3, the Board shall bear the cost of physical examinations required by this policy performed by a physician or institution designated by the Board. However, the candidate shall bear the cost if the examination is performed by a physician or institution designated by the candidate with approval of the Board. In the event the Board approves the physician or institution designated by the candidate to complete an examination required by this Policy, the candidate will be provided with the detailed requirements of the examination.

~~Support staff member School employee~~ physicals, examinations, and/or annual medical updates do not require screening or disclosure of HIV status.



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## LIVINGSTON BOARD OF EDUCATION

Support Staff  
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The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools. ~~A Mantoux tuberculosis test shall be given to all student teachers, school bus drivers on contract with the district, and contractors or volunteers who have contact with students.~~

Health records of candidates for employment and current support staff members, including computerized records, shall be secured, stored, and maintained separately from other personnel files pursuant to N.J.A.C. 6A:32-6.3(d). ~~All staff members' medical and health records, including computerized records, will be secured, stored and maintained separately from other personnel files. The information contained in medical records will~~ shall be kept confidential. Only the support staff member, the Superintendent, his/her designee, and the school medical inspector shall have access to medical information regarding an individual support staff member/employee. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

Pursuant to N.J.A.C. 6A:32-6.3(c), an individual support ~~The~~ staff member may provide health-status information, including medications that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, a support ~~the~~ staff member may also choose to share with the ~~staff member's Building Principal~~ and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.

Pursuant to N.J.S.A. 18A:16-2, the Board may require physical or psychiatric examinations of a support staff member whenever, in the Board's judgment, a support staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b). Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 (Examination for Cause) or disability in accordance with Policy 4425 (Work Related Disability Pay) and, Policy 4435 (Anticipated Disability). ~~Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 4161 or disability in accordance with Policies 4425 and 4435.~~



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42 U.S.C.A. 12101

N.J.S.A. 18A:16-2 ~~et seq.~~, 18A:16-3; 18A:16-5

N.J.A.C. 6A:32-6.1; 6A:32-6.2; 6A:32-6.3

Adopted: 09 October 2006

Revised: 23 April 2018

Revised: September 10, 2024



# REGULATION

## R 4160 PHYSICAL EXAMINATION (M)

### A. Definitions

- ~~1. "Employee assurance statement" means a statement signed by the employee certifying that information supplied by the employee is true to the best of the employee's knowledge.~~
- ~~21.~~ "Employee" or "staff member" means the holder of any full-time or part-time position of employment.
- ~~23.~~ "Health history" means the record of a person's past health events obtained in writing, completed by the individual or their physician.
- ~~43.~~ "Health screening" means the testing of people, using one or more diagnostic tools, to determine the presence or precursors of a particular disease.
- ~~5.~~ "Medical evaluation" means the examination of the body by the school medical inspector or by any physician licensed to practice medicine.
- ~~64.~~ "Physical examination" means the assessment of an individual's health by a professional licensed to practice medicine or osteopathy, or by an advanced practice nurse or physician assistant. Physical examination includes specific procedures required by statute as stated in N.J.A.C. 6A:16-2.2..
- ~~57.~~ "Physician assistant" means a health care professional licensed to practice medicine with physician supervision. "Psychiatric examination" means an examination for the purpose of diagnosis and treatment of mental disorders.

### B.

Physical Examinations – Candidates for Employment Who Have Received a Conditional Offer of Employment





# REGULATION

1. Candidates for employment who have received a conditional offer of employment shall be required to undergo a physical examination. The physical examination shall include, but is not limited to, a health history and health screenings to determine whether the candidate is able to perform with reasonable accommodation job-related functions pursuant to P.L. 101-336, Americans with Disabilities Act of 1990 (ADA). The candidate for employment will be provided the Board's requirements for the physical examination.

## ~~Employees' Initial Physical Examination~~

~~Each newly employed support staff member shall be required to undergo a physical examination. The physical examination shall include, but is not limited to a health history, health screenings, and medical evaluation.~~

1. A health history shall be completed by the employee or by his/her physician which shall include the ~~employee's~~ candidate's:
  - a. Past serious illnesses and injuries;
  - b. Current health problems;
  - c. Allergies; and
  - d. Record of immunizations.
2. ~~The employee shall submit to~~ A health screenings ~~which~~ shall include, but is not limited to ~~his/her~~:
  - a. Height and weight;
  - b. Blood pressure;
  - c. Pulse and respiration rate;
  - d. Vision screening; and
  - e. Hearing screening.



# REGULATION

1. Support staff member physicals, examinations, and/or annual medical updates shall not require disclosure of HIV status.

## ~~C. Health Records~~

- ~~1. All employee medical records, including computerized records, shall be secured, and shall be stored and maintained separate from other personnel files.~~
- ~~2. Only the employee, the Superintendent, and the school medical inspector shall have access to the medical information in that individual's file.~~
- ~~3. The portion of the employee's medical record containing a health history may be shared with the Principal and the school nurse with the consent of the employee, as provided in paragraph B.5. above.~~

## E. Review of Examinations and Assessments

1. The results of a physical examination or testing of a candidate for employment who has received a conditional offer of employment will be reviewed by the Superintendent and the school physician and/or the Medical Review Officer to determine a candidate's physical and mental fitness to function with reasonable accommodation in the position for which the candidate has made application. That determination will be made a part of the candidate's application.

## F. Rescinding a Conditional Offer of Employment – Notice to Candidates for Employment Who Receive a Conditional Offer of Employment

1. All candidates for employment who receive a conditional offer of employment shall be informed by the district that:
  - a. An offer of employment by the Superintendent of Schools or designee is conditional upon completion of the Board's required physical examinations, tests, and assessments;
  - b. The required examinations, tests, and assessments will be used to determine the candidate's ability to perform with reasonable accommodations job-related functions pursuant to ADA; and



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c. If it is determined upon completing the examinations, tests, or assessments the candidate is unable to perform with reasonable accommodations job-related functions pursuant to the provisions of the ADA, the conditional offer of employment will be rescinded either by the Superintendent if the Board has not yet approved the appointment or by the Board, if the Board had approved the appointment at a Board meeting.

## ~~D. Examination of School Bus Drivers~~

- ~~1. School bus drivers employed by this district are subject to Policy No. 4160 and this regulation generally.~~
- ~~2. School bus drivers employed by a contractor supplying transportation services to this district shall be tested for tuberculosis in accordance with paragraph B3 of this regulation.~~

## ~~E. Employees' Physical Examination and Medical Updates~~

~~School employee physicals, examinations and/or annual medical updates shall not require disclosure of HIV status.~~

Adopted: 08 December 2014

Revised: September 10, 2024





# REGULATION

## C. Medical Requirements Upon Employment

1. The Board will follow the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.

2. An individual support staff member may provide health-status information, including medications, that may be of value to medical personnel in the event of an emergency requiring treatment. In such instances, the support staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency pursuant to N.J.A.C. 6A:32-6.3(c).

3. ~~Health screening shall also include the conduct of a Mantoux test for the presence of tuberculosis infection.~~

~~a. A newly employed member will be exempt from the Mantoux test if he/she presents satisfactory documentation of a test~~

~~(1) Administered in a New Jersey school district from which the member has transferred, or~~

~~(2) Administered in any place within the six months previous to the member's initial employment in this district.~~

~~b. Procedures for the administration of the Mantoux test, interpretation of reactions, follow-up procedures, and reporting shall be conducted in accordance with the guidelines issued by the State Department of Health and titled School Tuberculin Testing in New Jersey.~~

~~c. If the results of the Mantoux test so indicate, the employee shall be referred for a chest X-ray and medical evaluation to determine the presence of tuberculosis at the employee's expense. The employee shall submit the report of the X-ray and evaluation to the school medical inspector. If the school medical inspector does not receive the report within four weeks of the referral or is unwilling to accept the findings of the report, he/she may direct the employee to submit to a chest X-ray examination at Board expense, the results of which will be reported directly to the school medical inspector.~~



# REGULATION

- ~~d. An employee who presents a physician's or nurse practitioner's documentation, acceptable to the school medical inspector, showing significant tuberculin reaction and a subsequent negative chest X-ray will be exempt from the Mantoux test.~~
- ~~4. A medical evaluation that shall be limited to those assessments or information necessary to determine the employee's physical and mental fitness to perform with reasonable accommodation in the position which the employee seeks or currently holds and to detect any health risks to pupils and other employees. The employee's medical evaluation shall include, but not be limited to, a record of immunizations. Guidance regarding immunizations for adults may be found in "Adult Immunization: Recommendations of the Immunization Practices Advisory Committee (ACIP)", available from the Immunization Program, Centers for Disease Control, Public Health, U.S. Department of Health and Human Services, Atlanta GA 30333.~~
- ~~5. A support staff member may provide health status information, including medications, which may be of value to medical personnel in the event of an emergency requiring treatment. The staff member may also choose to share with the Principal and, if desired, with the certified school nurse, information regarding current health status to assure ready access in a medical emergency.~~

## D. Health Records

1. Health records of candidates for employment who have received a conditional offer of employment and of current employees, including computerized records, shall be secured, stored, and maintained separately from other personnel files in accordance with N.J.A.C. 6A:32-6.3(d).
2. Health records shall be the property of the Board and may be shared only with authorized individuals in accordance with N.J.S.A. 18A:16-5 and N.J.A.C. 6A:32-6.3(d).

## E. Support Staff Member Physical Examinations and Medical Updates



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

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### R 5200 ATTENDANCE (M)

#### A. Attendance Recording

##### 1. School Register - ~~(N.J.A.C. 6A:32-8.1)~~

a. The Board of Education shall carefully and accurately track enrollment and attendance of all students in a manual school register format or in an electronic format of the school district's choosing.

b. The Commissioner of Education will issue and publish on the New Jersey Department of Education's (NJDOE) website guidance for recording student attendance in all public schools of the State operated by district Boards of Education, except adult high schools.

c. Student attendance shall be recorded in the school register during school hours on each day in session, pursuant to N.J.A.C. 6A:32-8.3. An employee designated by the Superintendent shall keep in the school register the attendance of all students, and shall maintain the attendance records in accordance with N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with ~~at~~ N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

d. A student who has been placed on home instruction shall have their attendance status recorded on the regular register for the program in which the student is enrolled. The student shall be marked absent for the period beginning the first day the student is unable to attend school and ending the day before the first instructional day at the student's place of confinement. Absences shall not be recorded for the student while on home instruction, provided the hours of instruction are no less than required by N.J.A.C. 6A:14-4.8 and 4.9 and N.J.A.C. 6A:16-10.1 and 10.2. The number of possible days in membership for a student on home instruction shall be the same as for other students in the program in which the student is enrolled.

(1) "Days in membership" means the number of school days in session in which a student is enrolled in accordance with N.J.A.C. 6A:32-2.1. A student's membership begins on the first possible day of attendance following enrollment during the school year, notwithstanding the actual day the student was recorded as present for the first time.

##### 2. Day in Session - ~~(N.J.A.C. 6A:32-8.3)~~

a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a





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## LIVINGSTON BOARD OF EDUCATION

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day in session.

b. A day in session shall consist of not less than four hours, exclusive of recess and lunch periods, except that one continuous session of two and one-half hours may be considered a full day in Kindergarten.

### 3. Student Attendance - ~~(N.J.A.C. 6A:32-8.4)~~

a. For all State attendance submissions, a student shall be recorded as present, absent, or excused for a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below, on every day the school is in session after the student enrolls until the date the student is transferred to another school or officially leaves the school district.

b. A record of attendance of all students shall be kept in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above. The employee designated by the Superintendent shall keep the attendance records according to N.J.A.C. 6A:32-8 and the guidance issued by the Commissioner in accordance with N.J.A.C. 6A:32-8.1(c) and A.1.b. above.

c. A student enrolled in a school shall be recorded in the school register as present if the student participates in instruction or instruction-related activities for at least half a day in session whether the student is physically on school grounds, at an approved off-grounds location, or in a virtual or remote instruction setting, pursuant to N.J.A.C. 6A:32-13.

<b>1/2 the Number of Instructional HOURS per level rounded UP; lunch not included</b>			
	Regular Day	Early Dismissal Day	Delayed Opening Day
Elementary	3 hours, 3 mins	2 hours, 3 mins	2 hours, 9 mins
MPM	3 hours, 3 mins	2 hours, 5 mins	2 hours, 10 mins
HMS	3 hours, 35 mins	2 hours, 13 mins	2 hours, 10 mins
LHS	3 hours, 1 min	2 hours, 5 mins	2 hours, 6 mins

d. A student enrolled in a school who is not participating in instruction or instruction-related activities pursuant to N.J.A.C. 6A:32-8.4(c) and A.3.c. above shall be recorded in the school register as absent, unless the student is recorded as a State-excused absence, pursuant to N.J.A.C. 6A:32-8.4(e) and A.3.e. below.

e. State-excused absences shall be as follows:



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(1) Religious observance, pursuant to N.J.S.A. 18A:36-14, 15, and 16.

The Commissioner, with approval of the State Board of Education, 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;

(2) Participation in observance of Veterans Day, pursuant to N.J.S.A. 18A:36-13.2;

(3) Participation in district board of election membership activities, pursuant to N.J.S.A. 18A:36-33;

(4) Take Our Children to Work Day;

(5) College visit(s), up to three days per school year for students in grades eleven and twelve;  
**and**

(6) Closure of a busing school district that prevents a student from having transportation to the receiving school, **and** .

(7) Attendance at a civic event, one day per school year for students in grades six through twelve, pursuant to N.J.S.A. 18A:36-33.2.

(a) "Civic event" means an event sponsored by a government entity, a community-based organization, or a nonprofit organization that incorporates elements of service learning whereby students learn and develop through organized service. A civic event shall address an issue of public concern such as community health and safety or environmental, economic, or community well-being in accordance with N.J.S.A. 18A:36-33.1.

(b) The parent of a student shall provide a signed written notice of an intended excused absence to attend a civic event at least five school days in advance of the intended excused absence and such other documentation as the Superintendent deems necessary to prove that the student meets the requirements for an excused absence pursuant to N.J.S.A. 18A:36-33.2.b.

f. For absences that do not meet the criteria at N.J.A.C. 6A:32-8.4(e) and A.3.e. above, the Board may adopt policies that establish locally approved or excused absences consistent with N.J.A.C. 6A:16-7.6 for the purposes of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit. However, an absence designated as excused by the Board pursuant to N.J.A.C. 6A:16-7.6 shall be considered as an absence in the





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submission to the State for the purpose of chronic absenteeism reporting, as set forth at N.J.A.C. 6A:32-8.6.

#### 4. Average Daily Attendance - ~~(N.J.A.C. 6A:32-8.5)~~

The average daily attendance rate in a district school or program of instruction for a school year shall be the total number of the days present of all enrolled students, divided by the number of days in membership of all enrolled students. The student average daily attendance means the total number of days that a student is present in the school divided by the total possible number of days in session.

#### 5. Absentee and Chronic Absenteeism Rates - ~~(N.J.A.C. 6A:32-8.6)~~

a. A student's absentee rate shall be determined by subtracting the student's total number of days present from the student's days in membership and dividing the result by the student's days in membership.

State-excused absences shall not be included in a student's days in membership for purposes of calculating a student's absentee rate.

b. If a student's absentee rate is equal to or greater than ten percent, the student shall be identified as chronically absent.

c. Each school with ten percent or more of its enrolled students identified as chronically absent shall develop a corrective action plan to improve absenteeism rates. In accordance with N.J.S.A. 18A:38-25.1, the school will annually review and revise the corrective action plan and present the revisions to the Board, until the percentage of students who are chronically absent is less than ten percent.

#### B. Unexcused Absences That Count Toward Truancy/Excused Absences for Board Policy

1. Notwithstanding the requirement of reporting student absences in the school register for State and Federal reporting purposes, "excused" and "unexcused" student absences for the purpose of expectations and consequences regarding truancy, student conduct, promotion, retention, and the award of course credit is a Board decision outlined in Policy 5200 – **Attendance** and this Regulation.



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2. N.J.A.C. 6A:16-7.6(a)3 requires the Board of Education policies and procedures to contain, at a minimum, a definition of unexcused absence that counts toward truancy, student conduct, promotion, retention, and the award of course credit.

a. "An unexcused absence that counts toward truancy" is a student's absence from school for a full or a portion of a day for any reason that is not an "excused absence" as defined in B.2.b. below.

b. "An excused absence" is a student's absence from school for a full day or a portion of a day for the observance of a religious holiday pursuant to N.J.S.A. 18A:36-14-16, or any absence for the reasons listed below:

<u>STATE EXCUSED</u>	<u>DISTRICT APPROVABLE PER NJSA 6A:32-8.4 WILL IMPACT LOSS OF CREDIT*</u>	<u>DISTRICT APPROVABLE - WILL NOT IMPACT LOSS OF CREDIT*</u>	<u>TRUANCY - WILL IMPACT LOSS OF CREDIT*</u>
College visits (up to 3 per year for Juniors and Seniors only)  Religious observance  Participation in observance of Veteran's Day  Participation in District Board of Election membership activities  Take your children to work day  <b>Civic Event</b>	Illness  Parental permission via Genesis as approved by administration  College visits for Freshman & Sophomores  More than 3 college visits per year for Juniors & Seniors  Vacations that fall outside of district calendar closures  Doctors appointments, with documentation  Death of non-immediate family member**	Death of an immediate family member**  Administrative exclusion, suspension, or prerogative  Court appearance (with official documentation from the court)  NJ State Driving Exam (up to 180 minutes, 1 time)  Extraordinary opportunities*** - two weeks advanced approval required from the administration  School sponsored field	Not administratively approved  Absence unverified by parent through Genesis



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		trips	
		School provided home instruction	

\* Loss of credit only applies at the high school level (grades 9-12)

\*\* Immediate family is defined as parents (step), siblings (step/half) and grandparents or other immediate family residing in the primary household. Non-immediate family member is defined as an uncle, aunt, or first cousin.

\*\*\*Extraordinary Opportunity Form can be found at:

[Livingston Public Schools REQUEST FOR APPROVAL OF EXTRAORDINARY OPPORTUNITY](#)

### 3. Tardiness:

Tardy-Absent is defined as more than 10 minutes absent from the class that is verified by a parent or administrator. Without verification from a parent or administrator, the absence will be considered truant.

Unexcused Tardiness is defined as 10 or fewer minutes not present in class.

Excused tardiness is defined as lateness to class accompanied by a pass issued by a building staff member.

In Grades 9-12, three unexcused tardies per class period will constitute one absence toward loss of credit in that class. This will occur each time a student accumulates three tardies in a given class.

In Grade K-8, three unexcused tardies in Grades K-8 will constitute a full-day unexcused absence.

### C. 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. **However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.**



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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.

4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without a valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

### D. Readmission to School After an Absence.

1. A student returning from an absence of any length of time must provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.

2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.

3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.

a. The Superintendent or designee will notify the student's parent of the specific requirements of the medical examination prior to the student's return to school.

### E. Instruction

1. Teachers will cooperate in the preparation of home assignments for students after a reasonable period of time, or in accordance with the School's handbook.



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2. 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.
3. In general, students will be allowed a reasonable amount of time to make up the work missed. Guidelines will be included in the school handbook at the secondary level.
4. 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.
5. 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 – **Home Instruction Due to Health Condition**. The parent must request home instruction.

### F. 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.

### G. School District Response To Unexcused Absences During the School Year That Count Toward Truancy - (N.J.A.C. 6A:16-7.6(a)4.)

1. For up to four cumulative unexcused absences that count toward truancy, 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(s);



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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:16-11, if a potential 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 that count toward truancy, the Principal or designee shall:

a. Make a reasonable attempt to notify the student's parent(s) 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(s);

c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;

d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused 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:

(1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;

(2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;

(3) Consider an alternate educational placement;

(4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;

(5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;

(6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and





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- (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
- 3. For cumulative unexcused absences of ten or more that count toward truancy, 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 G.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; and
- 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's 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 Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities



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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 healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 3 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 G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

a. For each student attending a receiving school with five or more cumulative unexcused absences that count toward truancy, the absences shall be reported to the sending school district.

(1) The sending school district shall proceed in accordance with the Board's ~~of Education's~~ policies and procedures pursuant to N.J.A.C. 6A:16-7.6(a) and the provisions of N.J.A.C. 6A:16-7.6(a)4.ii. through iv. and G.2. through G.4. above and N.J.A.C. 6A:16-7.6(b) and G.5. above, as appropriate.

### H. Discipline

1. 1. Students may be denied participation in co-curricular activities and/or athletic competition if the Board establishes attendance standards for participation.

2. No student who is absent from school for observance of a religious holiday may be deprived of any award or of eligibility for or opportunity to compete for any award because of the absence.

### 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 excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – **Attendance** and this Regulation.

3. 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





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1. Students may be subject to appropriate discipline for their school attendance record.
2. A **parent of a student or an adult student** who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – **Promotion and Retention**.
3. A **parent of a student or an adult student** who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:
  - a. ~~The student shall file a~~ A written appeal ~~shall be filed with to~~ the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.
  - b. The Principal or designee will respond in writing no later than seven school days after receiving the ~~student's written~~ appeal.
  - c. If the **parent or adult** student is not satisfied, the **parent or adult** student may submit a written request to the Principal for consideration by an Attendance Review Committee.
  - d. ~~In response to On a student's~~ request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the ~~student's~~ appeal. The student's parent, ~~the student~~, and teacher(s) may attend the meeting.
  - e. The Attendance Review Committee shall decide the appeal and inform the **parent and** student in writing within seven school days of the meeting.
  - f. The **parent or adult** student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board ~~of Education~~, and the Commissioner ~~of Education~~ in accordance with Policy 5710 - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

### K. Attendance Records



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

Adopted: October 14, 2019

Revised: September 28, 2021

Revised: July 11, 2023

Revised: September 10, 2024



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Students

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STUDENT SUICIDE PREVENTION (M)

### 5350 STUDENT SUICIDE PREVENTION (M)

The Board of Education recognizes that depression and self-destruction are problems of increasing severity among students. A student under severe stress cannot benefit fully from the education program and may pose a threat to themselves or others.

The Board directs all school district staff to be alert to a student who exhibits warning signs or self-destruction or who threatens or attempts suicide. Any such warning signs or the report of such warning signs from another student or staff member shall be taken with the utmost seriousness and reported immediately to the Principal or designee.

The Principal or designee shall immediately contact the parent(s) of the student exhibiting warning signs of suicide to inform the parent(s) the student will be referred to the Child Study Team or a Suicide Intervention Team, appointed by the Superintendent or designee, for a preliminary assessment. Upon completion of the preliminary assessment, the Principal or designee shall meet with the parent(s) to review the assessment. Based on the preliminary assessment, the parent(s) may be required to obtain medical or psychiatric services for the student. In the event the parent objects to the recommendation or indicates an unwillingness to cooperate in the best interests of the student, the Principal or designee will contact the New Jersey Department of Children and Families, Division of Child Protection and Permanency to request intervention on the student's behalf.

In the event the student is required to obtain medical or psychiatric services, the parent(s) will be required to submit to the Superintendent a written medical clearance from a licensed medical professional, selected by the parent(s) and approved by the Superintendent, indicating the student has received medical services, does not present a risk to themselves or others, and is cleared to return to school. The written medical clearance may be reviewed by a Board of Education healthcare professional before the student is permitted to return to school. The parent(s) shall be required to authorize their healthcare professional(s) to release relevant medical information to the school district's healthcare professional, if requested.

In accordance with N.J.A.C. 6A:14-1.1(d), special education and related services shall be provided to students with disabilities at public expense, with no charge to the parents. A clearance by a psychiatrist or other medical professional as a requirement to return to school is considered an assessment provided at public expense. The district shall not require the parents to incur the cost of psychiatric clearance.



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STUDENT SUICIDE PREVENTION (M)

~~Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24i, any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.~~

In accordance with the provisions of N.J.S.A. 18A:6-111 and 18A:6-112, as part of the required professional development for teachers as outlined in N.J.A.C. 6A:9-15.1 et seq., every teaching staff member must complete at least two hours of instruction in suicide prevention, to be provided by a licensed health care professional with training and experience in mental health issues, in each professional development period. The instruction in suicide prevention shall include information on the relationship between the risk of suicide and incidents of harassment, intimidation, and bullying and information on reducing the risk of suicide in students who are members of communities identified as having members at high risk of suicide.

~~Not including teaching staff members subject to the requirements of N.J.S.A. 18A:6-112.a. and not including licensed mental health care professionals, a school employee or an employee of a contracted service provider who has regular and direct contact with students, as determined by the Board, shall complete a one-time training program in suicide prevention, awareness, and response identified by the New Jersey Department of Education (NJDOE) pursuant to N.J.S.A. 18A:6-112.c. A person subject to the requirements of N.J.S.A. 18A:6-112.b. shall complete the required training program not less than twelve months from the date of the identification by the NJDOE of training programs or twelve months from the person's date of hire, whichever occurs later.~~

~~Not less than twelve months following the date of the identification by the NJDOE of the training programs or not less than twelve months from the person's date of hire, and annually thereafter, the district shall provide to their employees who are subject to the requirements of N.J.S.A. 18A:6-112.a. or b., in a hard copy paper form or in an electronic form, guidelines on the district's reporting and suicide prevention, awareness, and response protocols including, but not limited to, contact information for each school's designated staff who should be notified whenever an employee believes a student may be at risk for suicide.~~





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STUDENT SUICIDE PREVENTION (M)

Each person who is required pursuant to N.J.S.A. 18A:6-112.a. or b. to complete a suicide prevention training program shall have a duty to warn and protect when the following conditions exist:

1. A student has communicated to that person a clearly identifiable threat of imminent, serious physical violence against oneself and the circumstances are such that a reasonable person would believe the student intended to carry out the threat; or
2. The circumstances are such that a reasonable person would believe the student intended to carry out an act of imminent, serious physical violence against oneself.

A person acting in good faith and who takes reasonable steps to discharge a duty to warn and protect shall be immune from civil and criminal liability in regard to that disclosure.

Any school district staff member, volunteer, or intern with reasonable cause to suspect or believe that a student has attempted or completed suicide, shall immediately report the information to the Principal or designee or their immediate supervisor who will immediately report it to the Superintendent or designee. The Superintendent or designee shall promptly report it online to the New Jersey Department of Children and Families, or as otherwise required by the Department of Children and Families in accordance with N.J.S.A. 30:9A-24. In accordance with N.J.S.A. 30:9A-24.i., any person who reports an attempted or completed suicide shall have immunity from any civil or criminal liability on account of the report, unless the person has acted in bad faith or with malicious purpose.

The Superintendent shall prepare and disseminate guidelines to assist school district staff members in recognizing the warning signs of a student who may be contemplating suicide, to respond to a threat or attempted suicide, and to prevent contagion when a Student commits suicide.

N.J.S.A. 18A:6-111; 18A:6-112

N.J.S.A. 30:9A-23; 30:9A-24



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STUDENT SUICIDE PREVENTION (M)

N.J.A.C. 6A:9-15.1 et seq.; 6A:14-1.1

Adopted: 12 January 2009

Revised: 14 November 2011

Revised: September 17, 2018

Revised: September 10, 2024



# POLICY

## LIVINGSTON BOARD OF EDUCATION

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EMERGENCY AND CRISIS SITUATIONS (M)

### 8420 EMERGENCY AND CRISIS SITUATIONS (M)

The Board of Education recognizes its responsibility to provide for the safety and security in each school building in the district. ~~The district shall develop and implement comprehensive plans, procedures, and mechanisms that provide for safety and security in the district's public elementary and secondary schools. Plans and procedures, which shall be in written form, and mechanisms shall provide for, at a minimum: the protection of the health, safety, security, and welfare of the school population; the prevention of, intervention in, response to, and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and support services for staff, students, and their families, in accordance with N.J.A.C. 6A:16-5.1(a).~~ ~~The district will develop and implement written plans and procedures to provide for the protection of health, safety, security, and welfare of the school population; the prevention of, intervention in, response to and recovery from emergency and crisis situations; the establishment and maintenance of a climate of civility; and supportive services for staff, pupils, and their families.~~

Pursuant to N.J.S.A. 18A:41-6, ~~"s~~School security drill" means an exercise, other than a fire drill, to practice procedures that respond to an emergency situation including, but not limited to, a bomb threat, non-fire evacuation, lockdown, or active shooter situation and that is similar in duration to a fire drill.

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

~~Pursuant to N.J.S.A. 18A:41-15, in developing its district wide school safety and security plan, the district shall: demonstrate that it has considered the individual needs of each student with a disability, as enumerated in the students' individualized education programs (IEP), individualized health care plans, 504 plans, or, in the case of students with disabilities enrolled in nonpublic schools, service plans pursuant to N.J.S.A. 18A:46-2.15; and incorporate protocols into the district wide school safety and security~~



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plan for communicating the individual needs of each student with a disability, when appropriate and in compliance with the "Family Educational Rights and Privacy Act of 1974," (20 USC §1232g), to third parties including, but not limited to, first responders and emergency management agencies.

A copy of the ~~school district's~~ school safety and security plan shall be ~~available~~disseminated to all ~~school district~~employees pursuant to N.J.A.C. 6A:16-5.1 (c). New employees shall receive a copy of the school ~~district's~~ safety and security plan, as appropriate, within sixty days of the effective date of their employment. All employees shall be briefed in writing, as appropriate, regarding updates and changes to the school safety and security plan.

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

The Board shall ensure individuals employed in the district in a substitute capacity are provided with information and training on the district's practices and procedures on school safety and security including instruction on school security drills, evacuation procedures, and emergency response protocols in the district and the school building where the individuals are employed in accordance with the provisions of N.J.S.A. 18A:41-7.b. In the event an individual is employed in a substitute capacity in the district at the time the school safety and security training is being provided to full-time employees pursuant to N.J.S.A. 18A:41-7.a., the district shall include the individual in the training.

Any information or training provided pursuant to N.J.S.A. 18A:41-7 shall address the unique needs of students with disabilities in the event of a fire drill, school security drill, or actual emergency situation. All full-time employees and individuals employed in the district in a substitute capacity shall be made aware of any anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of students in the care of the employee and any supports, modifications, accommodations, and services to be provided to students, as enumerated in their IEPs,





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individualized health care plans, 504 plans, or service plans pursuant to N.J.S.A. 18A:46-2.15.

The district shall ensure a student's unique mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making needs in the event of a fire drill, school security drill, or an actual emergency situation that may occur on school grounds is maintained in the student record. The documentation maintained in the student record shall indicate whether or not the student is able to safely and fully participate in fire drills or school security drills without the use of supplementary supports, modifications, accommodations, or services, or if any accommodations are needed, including determining areas of refuge during an emergency, in accordance with N.J.S.A. 18A:46-2.15.a.

If it is determined a student requires supplementary supports, modifications, accommodations, or services in order to safely and fully participate in a fire drill or school security drill, a written plan shall be maintained in the student record, pursuant to N.J.S.A. 18A:46-2.15.b. The written plan shall: describe the anticipated mobility, sensory, medical, social, communication, emotional, regulatory, and decision-making support needs of the student during a fire drill or school security drill and during an actual emergency situation; describe the supports, modifications, accommodations, and services to be provided to the student during a fire drill or school security drill and during an actual emergency situation; and describe the role of school employees in supporting the student during a fire drill or school security drill and during an actual emergency situation, including the need for any specific training of school employees. The district shall on a regular basis, but not less than once annually, perform a review of any determinations made pursuant to N.J.S.A. 18A:46-2.15 to evaluate the school security needs of a student.

Every Principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, ~~and shall require all teachers of all schools, Employees of the district, whether occupying buildings of one or more stories, shall to keep all exterior doors and exits locked at all times except when necessary to comply with the requirements set forth in the Uniform Fire Code, including applicable requirements during an emergency lockdown or an emergency lockdown drill.~~ All students and staff shall fully participate in each drill conducted to the greatest extent practicable and, when appropriate, utilize procedures for assisting in the rescue of persons unable to use the general means of egress to ensure that participation does not pose a



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safety risk. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual school security emergency that occurs at a school during the month that includes activities which are the equivalent of a drill shall be considered a school security drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1. ~~of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the students performing every fire drill. An actual fire or school security emergency that occurs at a school during the month and that includes activities which are the equivalent of a drill shall be considered a drill for the purposes of meeting the requirements of N.J.S.A. 18A:41-1.~~

Every school in the district shall conduct a school security drill within the first fifteen days of the beginning of the school year. ~~In accordance with N.J.S.A. 18A:41-7a,~~ Notwithstanding ~~notwithstanding~~ any other provision of law to the contrary, the school district shall ensure that a school security drill that occurs when students are present:

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

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



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The Principal or designee will provide local law enforcement or other emergency responders, as appropriate, with a friendly notification at least forty-eight hours prior to holding a school security drill. A law enforcement officer shall be present at a minimum of one school security drill in each school year in order to make recommendations on any improvements or changes to school security drill procedures that the officer may deem advisable in accordance with N.J.S.A. 18A:41-1. The ~~school~~ district may permit emergency personnel access to the buildings and grounds of its schools for school security drills that are scheduled outside of school hours and during such times as students are not present, pursuant to N.J.S.A. 18A:41-7.a-c.

The school district shall review and update its school security drill procedures using a process that coincides with the review of the school safety and security plan developed pursuant to N.J.A.C. 6A:16-5.1 and collects input from emergency personnel; parents of students enrolled in the school district; teachers and staff employed in the district; mental health professionals; and student government representatives from multiple grade levels, pursuant to N.J.S.A. 18A:41-7a.e.

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

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

The ~~school~~ district will be required to annually submit a security drill statement of assurance attesting to the completion of monthly school security drills to the New Jersey Department of Education/County Office of Education by June 30 of each school year, in accordance with N.J.A.C. 6A:30 App.A.. Each school in the district will be required to complete a security drill record form as required by the New Jersey Department of Education.

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

N.J.S.A. App.A.:9-86

N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7; 18A:41-7a.;  
18A:41-15; 18A:46-2.15

N.J.A.C. 6A:16-5.1; 6A:30 App.A.

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



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~~N.J.S.A. 18A:41-1; 18A:41-2; 18A:41-6; 18A:41-7;  
18A:41-7a.  
N.J.A.C. 6A:16-5.1~~

Adopted: 22 March 2010

Revised: 14 February 2011

Revised: March 3, 2021

Revised: July 12, 2022

Revised: September 10, 2024





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### 8467 FIREARMS AND WEAPONS (M)

The Board of Education prohibits the possession, use, or exchange of any **firearm or weapon** in any school building, on school grounds, at any school-sponsored event, and on school sanctioned transportation except as the possession and use of a **firearm or weapon** is authorized by law and required in the performance of the possessor's duty.

For the purpose of this ~~p~~Policy, "weapon" means ~~items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f). For the purpose of this Policy, "firearm" means those items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.~~ anything readily capable of lethal use or of inflicting serious bodily injury. "Weapon" includes, but is not limited to, all firearms, knives, dangerous instruments intended to inflict harm, components that can be readily assembled into a weapon, explosive devices, and imitation firearms. For the purposes of this policy "firearm" means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.

Pursuant to N.J.A.C. 6A:16-6.3(b), whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.

The Principal or designee shall conduct an appropriate search in accordance with Policy 5770 – Student Right of Privacy and, if appropriate and feasible, confiscate any firearm or weapon discovered in the course of the search. The Principal or designee may summon the aid of law enforcement officials in the conduct of the search. ~~Any student or school employee who has reasonable grounds to suspect the presence of a weapon prohibited by~~



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~~this policy shall immediately report his/her suspicion to the Building Principal or his/her designee. He/she shall summon the aid of law enforcement officers in the conduct of the search.~~ Any school employee who confirms the presence of a weapon under circumstances that place persons at serious risk may confiscate the weapon immediately and may use such force as is reasonable and necessary to obtain possession.

Unless the **firearm or** weapon has been taken into custody by a law enforcement official, the Building Principal or his/her designee shall immediately **secure the take an identifying picture of the firearm or weapon and store the confiscated weapon in a securely and locked location box or container** and report the presence of the **firearm or** weapon to the Superintendent. Pursuant to N.J.A.C. 6A:16-6.3(b), the Superintendent shall promptly notify local law enforcement that a firearm or weapon is present on school premises and request removal of the firearm or weapon by an authorized law enforcement official. The Superintendent shall obtain and file a receipt for any firearm or weapon removed by a law enforcement official. ~~The Superintendent or his/her designee shall promptly notify the Livingston Policy Department that a weapon is present on school premises; the notice shall request removal of the weapon by an authorized law enforcement officer. The Superintendent shall obtain and file a receipt for any weapon removed by a law enforcement officer.~~

Any student who possesses, uses, or exchanges a **firearm or** weapon in violation of this ~~p~~Policy shall be subject to stringent discipline, ~~which may include expulsion.~~ Any student or school employee who suspects or knows of the presence of a **firearm or** weapon in violation of this ~~p~~Policy and fails to report the same shall be subject to discipline. Pursuant to N.J.A.C. 6A:16-6.3(b), any person who possesses a firearm or weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency. ~~Any person who possesses a weapon on school premises or school transportation or at a school-sponsored function shall be reported to the appropriate law enforcement agency.~~

The Board shall immediately remove a student who is convicted or adjudicated delinquent for possession of a firearm on school grounds; convicted or adjudicated delinquent for committing a crime while in possession of a firearm on school grounds; or found knowingly in possession of a firearm on school grounds from the school's general education program for a period of not less than one calendar year, in accordance with N.J.A.C. 6A:16-5.5(a) and Policy and Regulation 5611 – Removal of Students for Firearms Offenses.





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The Board shall immediately remove a student who commits an assault, as defined under N.J.S.A. 2C:12-1a(1), with a weapon, which includes, but is not limited to, items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, upon a teacher, administrator, other school board employee, district Board of Education member, or another student on school grounds, pursuant to N.J.S.A. 18A:37-2.2 through 2.5, from the school's general education program for a period not exceeding one calendar year, in accordance with N.J.A.C. 6A:16-5.6(a) and (b) and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.

~~Any student who is convicted or is an adjudicated delinquent for possession of a firearm or who is found to be in possession of a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. Students convicted or found to be delinquent for possessing a firearm on school property, on a school bus, or at a school-sponsored function or committing a crime while possessing a firearm shall be immediately removed from the regular education program for a period of not less than one calendar year and placed in an alternative education school or program pending a hearing before the Board of Education to remove the Student. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

~~Any student who commits an assault upon members of the school community with a weapon other than a firearm on school property must be immediately removed from the regular education program and provided with an alternative program, pending a hearing before the Board of Education. (Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act)~~

Students with disabilities violating the provisions of this ~~p~~Policy shall be ~~addressed dealt with~~ in accordance with ~~the provisions of Policy No. 2460 and Regulation No. 2460.7.~~N.J.A.C. 6A:14-2.8.

Nothing in this ~~p~~Policy shall be construed to prohibit the reporting of a crime committed by a child with a disability to the appropriate law enforcement or judicial authorities, or to prevent such authorities from exercising their responsibilities with regard to the application of federal or state law to crimes committed by a child with disabilities.

The procedures for removal from and return to the general education program of a student for firearms offenses and assaults with weapons offenses shall be in accordance with Policy and Regulation 5611 – Removal of Students for Firearms Offenses and Policy and Regulation 5613 – Removal of Students for Assaults with Weapons Offenses.



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The Superintendent or designee shall prepare regulations to implement this Policy for the guidance of school staff in dealing with incidents involving firearms or weapons in the school district.

The school district's reporting requirements to law enforcement officials and the handling of firearms and weapons outlined in this Policy and Regulation 8467 and in accordance with N.J.A.C. 6A:16-3 and N.J.A.C. 6A:16-4 shall be in addition to any reporting and handling requirements included in the current Memorandum of Agreement Between Education and Law Enforcement Officials.

N.J.S.A. 2C:12-1(a)1; 2C:39-1; 2C:58-6.1; 2C:58-15

N.J.S.A. 18A:6-1; 18A:37-2.2; 18A:37-2.3; 18A:37-2.4; 18A:37-2.5

N.J.S.A. 23:4-16

N.J.A.C. 6A:14-2.8 et seq.; 6A:16-5.5; 6A:16-5.6; 6A:16-6.3; 6A:16-6.4

Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act

18 USC 921

20 USC 1415

~~Any student requiring removal from the regular education program for the reasons enumerated above shall be removed in accordance with Policy and Regulation No. 5610.~~

~~The Superintendent, or designee, shall prepare regulations to implement this policy for the guidance of school staff in dealing with incidents involving weapons in the school district.~~

~~N.J.S.A. 2C:39-1 et seq.; 2C:58-6.1; 2C:58-15~~

~~N.J.S.A. 18A:6-1~~

~~N.J.S.A. 23:4-16~~

~~N.J.A.C. 6A:14-2.8 et seq.~~

~~Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act~~

~~18 U.S.C. 921~~

~~20 U.S.C. 1415~~

Adopted: 22 March 2010

Revised: September 10, 2024





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## R 8467 FIREARMS AND WEAPONS (M)

### A. Definitions – N.J.A.C. 6A:16-1.3

1. “Weapon” means items enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f).
2. “Firearm” means items enumerated in N.J.S.A. 2C:39-1(f) and 18 USC §921.
3. “School grounds” means and includes land, portions of land, structures, buildings, and vehicles, when used for the provision of academic or extracurricular programs sponsored by the school district or community provider. School grounds also includes school buses, school-sponsored functions, structures that support the buildings, such as school district wastewater treatment facilities; generating facilities; and other central service facilities including, but not limited to, kitchens and maintenance shops. School grounds also includes other facilities as defined in N.J.A.C. 6A:26-1.2, playgrounds, and recreational places owned by municipalities, private entities, or other individuals during times when the school district has exclusive use of a portion of the land.

### B. Reporting to Law Enforcement – N.J.A.C. 6A:16-6.3

1. Whenever a school employee develops reason to believe a firearm, as defined in N.J.S.A. 2C:39-1(f) and 18 USC §921, or other deadly weapon, whether enumerated in N.J.S.A. 2C:39-1(r), except a firearm as defined by N.J.S.A. 2C:39-1(f) and 18 USC §921, has unlawfully been brought onto school grounds or a student or other person is in unlawful possession of a firearm or other deadly weapon on or off school grounds, or a student or other person has committed an offense with or while in possession of a firearm on or off school grounds or during school operating hours, the matter shall be reported as soon as possible to the Principal or designee, or in the absence of the Principal or designee, to the staff member responsible at the time of the alleged violation.
  - a. Either the Principal or designee or the responsible staff member shall notify the Superintendent, who in turn shall notify as soon as possible the county prosecutor or other law enforcement official designated by the county prosecutor to receive such information.
  - b. The Superintendent or designee shall provide to the county prosecutor or designee all known information concerning the matter, including the identity of the student or staff member involved.



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c. All incidents shall be reported under N.J.A.C. 6A:16-6.3 utilizing the Student Safety Data System, pursuant to N.J.A.C. 6A:16-5.3(e)1, where appropriate.

## C. Handling of Firearms and Dangerous Weapons – N.J.A.C. 6A:16-6.4

1. In accordance with N.J.A.C. 6A:16-6.4(b), whenever a school employee seizes or comes upon a firearm or dangerous weapon, school officials shall:

a. In the case of a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the firearm pending the response by law enforcement to retrieve and take custody of the firearm; and

b. In the case of a dangerous weapon other than a firearm, immediately advise the county prosecutor or appropriate law enforcement official, and secure the dangerous weapon pending the response by law enforcement to retrieve and take custody of the dangerous weapon.

2. School employees in custody of a firearm or dangerous weapon shall take reasonable precautions, according to Board procedures, to prevent the theft, destruction, or unlawful use of the firearm or dangerous weapon by any person, pursuant to N.J.A.C. 6A:16-6.4(c).

a. The Principal shall place the firearm or dangerous weapon in a secure and locked location.

b. In the event any person other than the Principal is permitted access to the firearm or dangerous weapon prior to its retrieval by a law enforcement official, that person shall enter their name and signature on the record along with the time and date of inspection and the reason for the access. Access to the firearm or dangerous weapon will be permitted only in the presence of the Principal.

c. The law enforcement official who takes custody of the firearm or dangerous weapon shall be required to sign and date the record to indicate their receipt of the firearm or dangerous weapon.

3. The Principal shall provide to the law enforcement official who takes custody of the firearm or dangerous weapon:





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a. All information concerning the manner in which the firearm or dangerous weapon was confiscated;

b. The identity of all persons who had custody of the firearm or dangerous weapon following its confiscation; and

c. The identity of any student or staff member believed to have been in possession of the firearm or dangerous weapon.

4. Any person employed or engaged in a school or educational institution may, within the scope of their employment, use and apply such amounts of force as is reasonable or necessary to obtain possession of weapons or other dangerous objects upon the person or within the control of a student, pursuant to N.J.S.A. 18A:6-1.

## ~~A. Definitions~~

~~•~~

~~“Weapon” includes:~~

~~•~~

~~1. Firearms, which include but are not limited to, any handgun, rifle, shotgun, machine gun, automatic or semi-automatic rifle, or any gun, device, or instrument in the nature of a weapon from which may be fired or ejected any solid projectile ball, slug, pellet, missile, or bullet, or any gas, vapor or other noxious thing, by means of a cartridge or shell or by the action of an explosive or the igniting of flammable or explosive substances. It also includes any firearm that is in the nature of an air gun, spring gun or pistol or other weapon of a similar nature in which the propelling force is a spring, elastic band, carbon dioxide, compressed or other gas or vapor, air or compressed air, or is ignited by compressed air, and ejecting a bullet or missile smaller than three-eighths of an inch in diameter, with sufficient force to injure a person. Firearms for the purposes of this regulation means those items enumerated in N.J.S.A. 2C:39-1f and 18 U.S.C. 921.~~

~~•~~

~~2. Components that can be readily assembled into a weapon.~~

~~•~~

~~3. Gravity knives, which means any knife that has a blade that is released from the handle or sheath thereof by the force of gravity or the application of centrifugal force.~~

~~•~~

~~4. Switchblade knives, which means any knife or similar device that has a blade that opens automatically by hand pressure applied to a button, spring, or other device in the handle of the knife.~~

~~•~~



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- ~~5. Daggers, dirks, pen knives, box cutters, stilettos, and other dangerous knives.~~
  - ~~6. Ballistic knives, which means any device capable of lethal use that can propel a knife blade.~~
  - ~~7. Billies, blackjacks, bludgeons, metal knuckles, sandelubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.~~
  - ~~8. Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.~~
  - ~~9. Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.~~
  - ~~10. Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.~~
- ~~B. Confiscation~~
- ~~1. A school employee who confiscates any weapon shall immediately notify the school Principal.~~
  - ~~2. The Principal shall immediately notify the Chief of Police of the Livingston Police Department by telephone that a weapon has been confiscated and shall request removal of the weapon by a police officer. The telephone call shall be confirmed in a written letter.~~
  - ~~3. The Principal shall safeguard the weapon until a law enforcement officer takes custody of it.~~
    - ~~a. The Principal shall place the weapon in a box or container.~~
    - ~~b. The Principal shall record or cause to be recorded on the container or on a document attached to the container;~~
      - ~~(1) A description of the weapon;~~
      - ~~(2) The name and signature of the person who confiscated the weapon;~~





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~~(3) The date, time, and place the weapon was confiscated;~~

~~(4) The circumstances under which the weapon was confiscated; and~~

~~(5) The name of the student or staff member believed to be in possession of the weapon when it was confiscated.~~

~~c. The container will be placed in a secure location under lock and key and under the Principal's direct control.~~

~~d. In the event any person other than the Principal is permitted access to the weapon prior to its retrieval by a law enforcement officer, that person shall enter his/her name and signature on the record along with the time and date of inspection and the reason for the access. Access to the weapon will be permitted only in the presence of the Principal.~~

~~e. The law enforcement officer who takes custody of the weapon shall be required to sign and date the record to indicate his/her receipt of the substance or item.~~

~~4. The Principal shall provide to the law enforcement officer who takes custody of the weapon:~~

~~a. All information concerning the manner in which it was confiscated;~~

~~b. The identity of all persons who had custody of the weapon following its confiscation; and~~

~~c. The identity of any student or staff member believed to have been in possession of the weapon.~~

## ~~C. Evacuation~~

~~1. The Principal shall, in accordance with Regulation No. 8420, direct the immediate evacuation of the school building or the appropriate portion thereof in the event that:~~

~~a. The presence of an incendiary device or explosive is known or is reasonably reliably suspected;~~



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~~b. A person possessing a firearm or incendiary device or explosive refuses to surrender the weapon and the use of force necessary to confiscate the weapon would place another person at serious risk; or~~

~~c. The Principal in his/her judgment believes that the school community is at risk and the building should be evacuated.~~

~~2. Regular evacuation routes may be modified as required to protect students and staff members from danger.~~

~~3. Law enforcement officers shall be summoned immediately to any school building evacuated under this regulation.~~

## ~~D. Removal of Students from Educational Program~~

~~1. A student convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a student committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.~~

~~2. A student who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.~~

~~3. Removal of a student for reasons enumerated in this Regulation shall be in accordance with Policy and Regulation No. 5611.~~

~~4. The Building Principal will immediately notify the student's parent(s) or legal guardian(s) if the student is found to be in possession of a firearm on school property or if a student commits an assault upon members of the school community with a weapon other than a firearm on school property.~~

Adopted: October 16, 2017

Revised: September 10, 2024





# REGULATION

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# POLICY

## LIVINGSTON BOARD OF EDUCATION

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### VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

#### 9181 VOLUNTEER ATHLETIC COACHES AND CO-CURRICULAR ACTIVITY ADVISORS/ASSISTANTS

The Board of Education recognizes that the services of volunteer athletic coaches bring unique skills to the district. They can enrich the athletic program, assist district's coaching staff members in the performance of their duties, and enhance the relationship between the school district and the community. Therefore, the Board hereby directs a program for the utilization of volunteer athletic coaches, if it is determined that they are needed and necessary, in grades nine through twelve.

In the event the head coach of a specific sport determines that there is a need to recommend a volunteer coach for their program, the head coach must complete the Volunteer Athletic Coach Recommendation Form and submit it to the high school athletic director for consideration. If multiple volunteer coaches are recommended by the head coach, one Volunteer Athletic Coach Recommendation Form must be completed for each candidate. Multiple volunteer coaches for an athletic program will be considered on a case by case basis.

The High School Athletic Director will be responsible for the screening of volunteer athletic coaches and their assignment. The district is not obligated to utilize the proffered services of a volunteer athletic coach whose abilities or interests do not serve the needs of the school district as determined by the Superintendent. Parents or other relatives of student athletes will not be approved as volunteers for a sport in which the student athlete participates.

Coaching volunteers must be recommended by the Superintendent and approved by the Board of Education prior to assuming any coaching responsibilities.

The following guidelines shall govern the service of a volunteer athletic coach:

1. Volunteer athletic coaches may serve only under the direction and immediate supervision of an **appropriately certified or licensed** head and/or assistant coach employed by the Board;
2. Volunteer athletic coaches must clearly understand their duties and responsibilities and perform no services outside those duties;
3. Volunteer athletic coaches shall respect the individuality, dignity, and worth of each **pupilstudent**;
4. Volunteer athletic coaches are not permitted access to **pupilstudent** records;



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5. Volunteer athletic coaches must exercise discretion in discussing any ~~community~~ **pupil/student** matters the coach becomes aware of as a result of their volunteer responsibilities;
6. Volunteer athletic coaches must consult with the High School Athletic Director regarding any matters or questions regarding their duties and responsibilities;
7. Volunteer athletic coaches shall not receive any financial remuneration from the Board;
8. Volunteer athletic coaches may be immediately relieved of their volunteer responsibilities, with or without cause, by the Superintendent with such action to be recommended to the Board by the Superintendent at the next Board ~~M~~meeting following relief of duties;
9. Volunteer athletic coaches will be bound by the SAGE Code of Conduct.
10. Volunteer athletic coaches will be evaluated at the end of the season by the Head Coach and the Athletic Director in order to be evaluated for job performance.

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be screened for tuberculosis in accordance with the current New Jersey Department of Health Guidance for Tuberculosis (TB) Testing in New Jersey Schools.

Volunteer athletic coaches and volunteer co-curricular activity advisors/assistants will be required to participate in all mandated trainings required for their position and any other trainings as required by the Superintendent or designee.

All school volunteer coaches must have an approved:

1. New Jersey State Teaching certificate or a substitute teacher certificate, including criminal history clearance.
2. Provide documentation that a Mantoux test has been administered;
3. CPR / AED and Sports First Aid certified (American Red Cross or Red Cross)
4. Completion of National Federation of High Schools "Concussion in Sports" and "A Guide to Heat Acclimatization" online (Free) courses.
5. The Athletic Director will recommend the appointment of any volunteer athletic coaches to the Superintendent for approval by the Board of Education.

The Superintendent shall report annually to the Board on the number of volunteer coaches serving in the district, the duties performed by volunteer coaches, and the number of volunteer hours served, by school athletic program.

N.J.S.A. 18A:6-7.1



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