



LIVINGSTON BOARD OF EDUCATION VOTING MEETING AGENDA

Monday, November 23, 2020

Executive Session - Virtual Meeting Via Zoom - 6:15 p.m.

Public Session - Virtual Meeting Via Zoom and Facebook Live – 7:00 p.m.

This is a public meeting of the Board of Education. The Livingston Board of Education will be video recording and posting its open public meetings on the district website. The Board reserves the right to edit the videotape prior to posting to protect the privacy of students and staff.

The Board's Bylaw #0168 allows videotaping and livestreaming of public meetings with prior approval from the Board Secretary. Any member of the public may record the proceedings of a public meeting of the Board in a manner that does not interrupt the proceedings, inhibit the conduct of the meeting, distract Board members or other observers present at the meeting, or violate the privacy of students and staff. The Board will permit the use of tape recorder(s), video camera(s) or live streaming only when notice of such intended use has been given to the Board Secretary five days in advance of the meeting. Any camera(s) must be operated in an inconspicuous location in the meeting room. The Board reserves the right to request a copy of the tape. The presiding officer shall determine when any recording device interferes with the conduct of a Board meeting and may order that an interfering device be removed.

While the Board of Education discourages the videotaping/livestreaming of students without written parental consent, public meetings are not subject to the same restrictions as other school events. Please be aware that you and your children may be videotaped or livestreamed as a result of your participation at this meeting.

In accordance with Policy #9131, the Livingston Board of Education members, district administration, and staff will treat students, parents/guardians and other members of the public with respect and expect the same consideration in return. The district is committed to maintaining orderly educational and administrative processes in keeping schools and administrative offices free from disruptions and preventing unauthorized persons from entering school/district grounds.

I. OPEN SESSION

A. Call to Order – Ronnie Konner, President

B. Reading of Meeting Notice

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 7, 2020 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

C. Executive Session

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

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

- Personnel, Negotiations and a Legal Matter

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 45 minutes and be it

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

D. Pledge of Allegiance / Roll Call

E. Conference with the Livingston Education Association

F. Superintendent's Report

1. Middle School Presentation
2. 2020-2021 Budget Review
3. Hybrid Learning Update

G. Board Reports

1. Board Budget Goals

H. Approval of Minutes

The Superintendent recommends the following:

1. Voting Meeting Minutes of August 19, 2020
2. Workshop/Voting Meeting Minutes of October 12, 2020
3. Voting Meeting Minutes of October 19, 2020
4. Workshop/Voting Meeting Minutes of November 9, 2020

ROLL CALL VOTE

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

An excerpt from Policy #0167 adopted on January 10, 2011 and reviewed on March 4, 2013 states that The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. Each statement made by a participant shall be limited to three minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

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

II. RECOMMENDATIONS FOR APPROVAL

1. PROGRAM/CURRICULUM

The Superintendent recommends the following:

1.1 Textbooks/DVDs

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

1.2 Student Teacher

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

1.3 Educational Leadership Intern

Resolved, that the Livingston Board of Education approves the following individuals to serve as an Educational Leadership Interns in the district:

<u>Intern</u>	<u>Location</u>	<u>Cooperating Administrators</u>	<u>Dates</u>
Marlena Baird	Elementary Buildings	Lisa Steiger, Matt Block	11/30/2020-6/30/2021

ROLL CALL VOTE

2. STUDENT SERVICES

The Superintendent recommends the following:

2.1 Out of District Placement

Resolved, that the Livingston Board of Education approves placement for extraordinary services for the academic year 2020-2021 for one (1) Livingston student 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 2020-2021 school year:

HOSPITAL INSTRUCTION / HOME INSTRUCTION

Saint Clare's Hospital	\$55.00/hour
Silvergate Prep	\$50.00/hour

TEACHER FOR THE VISUALLY IMPAIRED

Russell, Christopher	\$150.00/hour
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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.

Fund	Name	Amount
10&11	Regular	1,792,107.45
12	Regular	197,278.24
20	Regular	66,253.98
60	Cafeteria	1,511
	TOTAL	\$2,057,150.67

Regular Checks	89196-89601	2,055,639.67
Cafeteria	1254-1263	1,511
	TOTAL	\$2,057,150.67

3.2 Board Secretary Report – September 2020

Whereas, the Livingston Board of Education has received the Report of the Board Secretary for September 30, 2020, consisting of:

- 1) Interim Balance Sheets
- 2) Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date
- 3) Schedule of Revenues - Actual Compared with Estimated
- 4) Statement of Appropriations Compared with Expenditures and encumbrances, and

Whereas, the Livingston Board of Education has received the report of the Treasurer for September 30, 2020, which report is in agreement with the Report of the Board Secretary, and

Whereas, these reports show the following balances on the date indicated:

	Cash Balance	Appropriation Balance	Fund Balance
(10) General Current Exp. Fund	15,823,050	564	
(11) Current Expense		33,109,016	8,009,270
(12) Capital Outlay		152,869	1,978,235
(20) Special Revenue Fund	26,043		
(30) Capital Projects Fund	183,616		
(40) Debt Service Fund	2,978,355		
Total:	\$19,011,064	\$33,262,449	\$9,987,505

Whereas, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of September 30, 2020, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

Resolved, the Livingston Board of Education accepts the above referenced reports and certification and directs that they be made part of this resolution by reference, and be it

Further Resolved, the Livingston Board of Education certifies that, after review of the Secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, to the best of its knowledge no major account or fund has been over-expended in violation of N.J.A.C.6:20-2.13(d) and that sufficient funds

are available to meet the district's financial obligations for the remainder of the fiscal year.

3.3 Transfers

Whereas, the Superintendent of Schools recommends certain transfers among accounts in the 2020-2021 budget for September pursuant to Board of Education Policy 6422, now therefore be it

Resolved, that the Livingston Board of Education ratify transfers pursuant to N.J.S.A. 18A:22-8.1 and N.J.A.C. 6:20-2A.10:

<u>Object</u>	<u>Description</u>	<u>To</u>		<u>From</u>
0500	Other Purchased Serv			\$2,000
0580	Travel			\$600
0590	Misc Purch Services			\$3,000
0600	Supplies and Materials	\$6,094		
0800	Miscellaneous			\$494
	Totals	\$6,094		\$6,094

3.4 Independent Contractor - IT Support

Resolved, that the Livingston Board of Education approves the hiring of *Beth Kienzlen* as an independent contractor providing the district with IT Support. Ms. Kienzlen's hourly rate is \$36.25 per hour.

3.5 Settlement Agreement

Resolved, that the Livingston Board of Education approves the Settlement Agreement for Case #05-2020 which is on file at the Board of Education office.

3.6 Approval of Board Goals

Resolved, that the Livingston Board of Education approves the board goals for the 2020-2021 school year as shown on **Attachment D**.

3.7 Bylaws, Policies & Regulations

Resolved, that the Livingston Board of Education approves the following Bylaw, Policy and Regulation for first reading:

Bylaw 0164.6 - Remote Public Board Meetings During a Declared Emergency (M) (new to district)

Policy 1620 - Administrative Employment Contracts (M) (new to district)

Policy 2431 - Athletic Competition (M) (with revisions)

Regulation 2431.1 - Emergency Procedures for Sports and Other Athletic Activity (M) (with revisions)

ROLL CALL VOTE

4. **PERSONNEL**

The Superintendent recommends the following:

4.1 **Resignations**

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

Name	Position	Reason	Location	Last Day of Employment
Clare Klee*	Teacher of English	Retirement	HMS	December 31, 2021
Kimmarie Lui	Teacher of Mathematics	Retirement	MPMS	January 29, 2021
Florencia Penetra	Instructional Aide	Resignation	Hillside	October 30, 2020
Deborah Zisa	Instructional Aide	Resignation	LHS	October 6, 2020
Deborah Murray	Security Liaison	Resignation	LHS	May 27, 2021
Pin Hsuan Sung	Instructional Aide	Resignation	Hillside	November 25, 2020
Benny Thomas	ABA Discrete Trial TA	Resignation	BHE	November 30, 2020

*as amended from a previous agenda

4.2 **Leaves of Absences**

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

Name	Position	Location	LOA w/pay and benefits	LOA w/partial or no pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
Michael Murphy	Security	HMS	10/19/2020-10/29/2020	NA	10/30/2020-1/13/2021	1/14/2021
Nikola Poposki*	TOSD	LHS	NA	9/1/2020-11/23/2020**	NA	11/24/2020
Kristen Murray	Elementary School Teacher	Hillside	12/14/2020-3/5/2021	3/8/2021-6/4/2021**	6/7/2021-6/24/2021	8/30/2021
Mary English Hand	Elementary School Teacher	RHE	1/20/2021-2/19/2021	2/22/2021-5/21/2021**	5/24/2021-6/2/2021	6/3/2021
Tara Freeman	PRIDE	BHE	4/5/2021-5/28/2021	5/31/2021-10/25/2021**	NA	10/26/2021
Stefanie Velardi	Elementary School Teacher	BHE	4/5/2021-5/14/2021	5/17/2021-10/11/2021**	10/12/2021-11/5/2021	11/8/2021
Jacqueline George	TOSD	BHE	NA	10/29/2020-10/30/2020**	NA	11/2/2020
Aruna Wigden	Teacher of Chemistry	LHS	NA	11/4/2020**	NA	11/9/2020

<i>Catherine Steege*</i>	School Social Worker	LHS	10/21/2020, 10/28/2020, 11/18/2020, 11/25/2020, 12/2/2020, 12/9/2020	12/16/2020, 12/23/2020**	NA	1/4/2021
<i>Jessica Ayars*</i>	Elementary School Teacher	RHE	10/5/2020-10/16/2020	10/19/2020-11/18/2020**	NA	11/19/2020
<i>Yooree Gillman*</i>	Teacher of Math	LHS	10/26/2020-11/4/2020	11/9/2020-11/13/2020**	NA	11/16/2020
<i>Kimberly Colon</i>	Reading Interventionist	RHE	11/16/2020-11/24/2020	NA	NA	11/25/2020
<i>Lauren Van Laar*</i>	Elementary School Teacher	Collins	9/8/20 - 9/21/20	9/22/20 - 10/16/20; 10/26/2020-10/30/2020; 11/9/2020-11/13/2020; 12/7/2020-12/11/2020; 12/21/2020-12/25/2020**	NA	1/4/2021
<i>Bethany Weissman</i>	Speech Language Specialist	BHE	4/15/2021-5/19/2021	5/20/2021-10/20/2021**	10/21/2021-1/2/2022	1/3/2022
<i>Ilze Aivars</i>	Elementary School Teacher	Harrison	2/12/2021-3/17/2021	3/18/2021-4/5/2021 & 4/6/2021-6/30/2021**	NA	8/30/2021
<i>Amelia Rieth*</i>	Intervention Enrichment Specialist	Collins	1/19/2021-3/10/21	3/11/2021-6/10/2021**	6/11/2021-6/30/2021	8/30/2021

*as amended from a previous agenda

**Designates time counted toward NJFLA/FMLA/FFCRA

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>Joseph Pellegrino</i>	Central Office	Database Administrator	NA	J. Mercer-Braddock	NA	NA	\$115,000** (pro-rated)	1/4/2021
<i>Caitlin Mishell</i>	HMS	Teacher of English	Leave Replacement	C. Klee	MA	1	\$59,803* (pro-rated)	1/4/2021 or earlier if released by current district
<i>Alyssa Ratner</i>	LHS	TOSD	Leave Replacement	N. Torres	BA	1	\$52,673* (pro-rated)	11/30/2020
<i>Selwyn Durant</i>	LHS	Custodian) (Nights	NA	E. Armstrong (transfer)	C	1	\$40,635* plus \$975 for nights	11/9/2020

Vincenza DeFeo	Transportation	25-Hr Bus Driver	NA	NA	25-Hr Bus Driver	1	\$20,845* (pro-rated)	11/9/2020
Vaishali Kadam	RHE	Playground Aide	NA	NA	NA	NA	\$15.50/hr	11/17/2020

**all salaries after 7/1/2020 may be adjusted in accordance with contract negotiations*

***will remain at the same salary in 2021-2022*

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

**all salaries after 7/1/2020 may be adjusted in accordance with contract negotiations*

4.4 Transfers

Resolved, that the Livingston Board of Education approves the transfers as listed on **Attachment F**.

4.5 Substitutes

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment G** as Substitutes. These individuals are currently employed by the District. In the event these individuals are called upon to serve as a substitute, they will be compensated an additional \$50/day for that assignment.

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 2020-2021 school year:

Teachers

Joseph Sullivan
Jason Estevez
Bradford Harlan
Ilene Skara
Sloane Somekh

Custodian

Damien Woolridge (\$15.50/hr)

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
Ellen Dyner	HMS	Teacher of Art	Long Term Sub	J. Randazzo	\$263/day	9/1/2020-1/1/2021
Jodi Mensch	LHS	Teacher of Health & PE	Long Term Sub	K. Chaudruc	\$263/day	10/29/20-11/13/20

4.6 Extra Work Pay

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

4.7 Stipends

Resolved, that the Livingston Board of Education approves the individuals on **Attachment I** for co-curricular stipends at Livingston High School for the 2020-2021 school year in accordance with the contract between the LBOE and the LEA.

Resolved, that the Livingston Board of Education rescinds the appointment of *Loraine Morgenroth* and *Yooree Gillman* as class advisors for the Class of 2023 at Livingston High School for the 2020-2021 school year.

Resolved, that the Livingston Board of Education approves the individuals on **Attachment J** for co-curricular stipends at Mt. Pleasant Middle School for the 2020-2021 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 K** for co-curricular stipends at Heritage Middle School for the 2020-2021 school year in accordance with the contract between the LBOE and the LEA.

4.8 Mentor Fees

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

4.9 Contract Adjustments

Resolved, that the Livingston Board of Education approves the contract adjustments as listed on **Attachment M**.

4.10 Extra Period Assignments

Resolved, that the Livingston Board of Education approves the individuals listed on **Attachment N** for extra period assignments during the 2020-2021 school year.

4.11 Job Descriptions

Resolved, that the Livingston Board of Education approves the revised job descriptions listed below:

IT Support Specialist (new title)

IT Support Specialist and Help Desk Manager (new title)

Systems Administrator (new position)

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.

5.2 Suspension Report

Resolved, that the Livingston Board of Education approves the Suspension Report for the months of September and October.

ROLL CALL VOTE

J. Public Comment ~ up to 15 minutes

An excerpt from Policy #0167 adopted on January 10, 2011 and reviewed on March 4, 2013 states that The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest.

Public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, place of residence, and group affiliation, if appropriate;
2. Each statement made by a participant shall be limited to three minutes' duration;
3. No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard;
4. All statements shall be directed to the presiding officer; no participant may address or question Board members individually.

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

K. Old Business

L. New Business

III. ADJOURNMENT

EXECUTIVE SESSION

1. Legal Matters
2. Negotiations
3. Personnel

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

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

Resolved, by the Livingston Board of Education that:

- (A) It does hereby determine that it is necessary to meet in executive session on November 23, 2020 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
1. Matter rendered confidential by federal law, state statute or rule of court.
 2. Matter in which the release of information would impair a right to receive federal funds.
 3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
 4. Collective bargaining matter.
 5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
 6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
 7. Investigation of violations or possible violations of law.
 8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
 9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
 10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

PROPOSED FUTURE AGENDA ITEMS (dates subject to change)

December 7, 2020 (*voting*)

- New Course Offerings
- NJQSAC Statement of Assurance
- Bus Evacuation Drills

January 4, 2021 (*Reorganization*)

PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Quizizz Super License	Quizizz	n/a	7-12	Mathematics	After reviewing several different online formative assessment platforms, the mathematics teachers have requested Quizizz Super as a way to effectively assess student understanding in the mathematics classroom. Quizizz Super allows teachers an opportunity to use one platform for both synchronous and asynchronous learning opportunities.

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Marissa Reynolds	Saint Elizabeth University	Clinical Practice II	Mount Pleasant Elementary	Nicole Lynn	January 19-April 30, 2021

School	Program Type	Type	School Year 2020-2021			Extraordinary Services			Extended School Year			Total School
			# of Stud.	Tuition 2020-2021	Total Tuition	# of Stud		Aide(s)	# of Stud	ESY Tuition	Total ESY Tuition	
Shepard School	Behavior Disabilities	R				1	\$ 20,306.00	\$ 20,306.00				\$ 20,306.00
Total						1		\$ 20,306.00				\$ 20,306.00

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.

Board of Education 2020-2021 Goals

1. **Communication:** Improve communication and transparency between the Board and the public to ensure the community views the Board as an effective representative and governing body.
2. **Strategic Plan 2021-2026:** The Livingston Board of Education will support efforts to select a consultant, establish a committee of diverse stakeholders, and create the Profile of a Graduate.
3. **Professional Development:** Based on the NJSBA Board Self-Evaluation, create a Professional Development plan for the Livingston Board of Education in order to establish business norms and practices.
4. **Governance:** improve the Board's collaboration in order to facilitate timely and efficient decision making.
 - By May 31, 2021 determine whether to add a public question to the November ballot to increase the size of the Board.
 - Beginning January 2021, introduce timed agendas with clear protocols for both public meetings and executive sessions.

NEW HIRES FOR 2020-2021							
School	First Name	Last Name	Position	Hours/Week	Step	Base Salary	Start Date
Burnet Hill Elementary	Monalisa	Goswami	Instructional Aide	28.75	1	\$24,379 (pro-rated)	10/20/2020
Burnet Hill Elementary	Andrew	Humphreys	Instructional Aide	28.75	1	\$24,379 (pro-rated)	10/19/2020
Burnet Hill Elementary	Susan	Gille	ABA Discrete Trial TA	35	1	\$35,723 (pro-rated)	11/23/2020
Burnet Hill Elementary	Kaitlyn	Rooney	ABA Discrete Trial TA	35	1	\$35,723 (pro-rated)	12/21/2020
Burnet Hill Elementary	Yakira	Jackson*	ABA Discrete Trial TA	35	1	\$35,723 (pro-rated)	11/4/2020
Collins Elementary	Ericka	Simon	Instructional Aide	28.75	2	\$24,939 (pro-rated)	11/16/2020
Harrison Elementary	Victoria	Jaochico	Instructional Aide	28.75	1	\$24,379 (pro-rated)	10/20/2020
Hillside Elementary	Emily	Keane	Instructional Aide	28.75	1	\$24,379 (pro-rated)	11/12/2020
Mt. Pleasant Elementary	Shelly	Carey	Instructional Aide	28.75	1	\$24,379 (pro-rated)	10/19/2020
Mt. Pleasant Middle	Elizabeth	Sardinsky	Instructional Aide	29.83	1	\$25,296 (pro-rated)	10/19/2020
<i>*amended from previous agenda</i>							

Name	Position	Transferring From	Transferring To	Position	Replacing	Effective Date
Christopher Purdue	Teacher of Health & PE	LHS	Elementary	Teacher of Health & PE	Ryan Brown	10/26/2020
Ryan Brown	Teacher of Health & PE	Elementary	LHS	Teacher of Health & PE	Christopher Purdue	10/26/2020
Erania Armstrong	Custodian (Nights)	LHS	Hillside	Custodian (Nights)	Benjie Beriso	10/26/2020
Sonia Morrison	Custodian (Nights/Weekends)	LHS	LHS	Custodian (Nights)	Wendell Sater	12/1/2020
Sue Tannler	Media Specialist	BHE	HMS	Media Specialist		10/26/2020
Sharon Edelberg	Media Specialist	LHS	BHE	Media Specialist		10/26/2020
Colleen Donnelly	Media Specialist	HMS	Hillside	Media Specialist		10/26/2020
Sue Cunfer	Media Specialist	Hillside	LHS	Media Specialist		10/26/2020
Emily Burger*	Elementary School Teacher	BHE	Hillside	Elementary School Teacher	Kristen Murray	11/30/2020
Jennifer Merlo	TOSD	Collins	RHE	Reading Specialist	G. Lacourtna	11/2/2020-12/23/2020
Jennifer Merlo	Reading Specialist	RHE	Harrison	Teacher of ESL	L. Brown	1/4/2021
Yooree Gillman	Teacher of Math	LHS	HMS	Teacher of Math	G. Silverman	11/16/2020

**as amended from a previous agenda*

Last Name	First Name	Location
Fischer	Joseph	Burnet Hill
Gille	Susan	
Petrillo	Sharon	Burnet Hill
Appello	Lisa	Heritage
Tauro	Rosaria	Heritage
Rigas	Patricia	LHS
Montesion	Rachel	MPMS

NAME	DATE	POSITION	#HOURS WORKED	RATE	TOTAL AMOUNT
Martha Ackerman	10/19/2020	ticket scanner - football game	3	\$22.50	\$67.50
Michael Altomare	10/9/2020	Athletic worker - chain crew	3.25	\$22.50	\$73.13
Lester Ambio	10/3/2020	Freshman football - security	2.5	\$25.00	\$62.50
	10/9/2020	Varsity football - security	4.5	\$25.00	\$112.50
Eugene Asimou	10/9/2020	Football - game worker	4	\$22.50	\$90.00
Ernie Cuneo	10/9/2020	Football PA announcer	4	\$22.50	\$90.00
Cara Dlugo	9/25/2020	Scoreboard/clock Girls Soccer	2.5	\$22.50	\$56.25
	10/2/2020	Scoreboard/clock Girls Soccer	2.5	\$22.50	\$56.25
	10/5/2020	Scoreboard/clock Boys soccer	2.5	\$22.50	\$56.25
	10/6/2020	Scoreboard/clock Girls Soccer	3	\$22.50	\$67.50
	10/7/2020	Scoreboard/clock Girls Soccer	2.5	\$22.50	\$56.25
	10/9/2020	Gameworker - football	4.5	\$22.50	\$101.25
Corey Feigenbaum	10/9/2020	Athletic worker- chains	3.25	\$22.50	\$73.13
Joann Goldberg	10/6/2020	ticket scanner - girls soccer	2	\$22.50	\$45.00
	10/9/2020	ticket scanner - football game	3	\$22.50	\$67.50
Kelly Nann	10/8/2020	Football - game worker	3.5	\$22.50	\$78.75
Patrick Nann	10/9/2020	Athletic worker - chain crew	3.5	\$22.50	\$78.75
Natalie Natale	10/9/2020	Football - game worker	3.25	\$22.50	\$73.13
Mary Kate Rulka	10/5/2020	ticket scanner - boys soccer	1.5	\$22.50	\$33.75
	10/9/2020	ticket scanner - football	3	\$22.50	\$67.50
Kate Schwindel	10/9/2020	Football - game worker	3.25	\$22.50	\$73.13
Joe Sullivan	10/15/2020	Football PIT Security	2	\$25.00	\$50.00
Christina Woytas	10/9/2020	Football game ticket scanner	3	\$22.50	\$67.50
				TOTAL	\$1,597.50

Position	# Positions	Staff Member	Amount
National Chinese Lang Honor Society	1	Xin Cai	\$1,252
Spring Musical - Choreography	1	Amanda Bigelow	\$3,130
Spring Musical - Publicity	1	Dave Richards	\$1,252
Fall Drama - Costumes	1	Alyssa LaMedica	\$1,878
Fall Drama - Publicity	1	Dave Richards	\$1,252
Leo Club	1	Matthew Cheng	\$1,252
Robotics	1	Jeanne Ziobro***	\$2,504
Class Advisor - Sophomore***	2	Rachel Atkins	\$1,878
		Anthony Fischer	\$1,878
SGA	1	Krista Delia***	\$1,565
		Brittany Gajewski***	\$1,565

**These stipends are being approved with the assumption that all individuals have returned to work effective October 1, 2020. If, for any reason, an individual's situation changes after approval of these stipends and they are not able to report to work, their stipend may be reassigned or pro-rated based upon the determination of the administration. For any stipend that is non-student related, any individual who has been approved by the BOE physician may perform the essential functions of this stipend remotely.*

**Stipend amounts may be adjusted in accordance with contract negotiations*

****amended from previous agenda*

Mount Pleasant Middle School Stipend Positions 2020-2021 (Revised
8/17/2020)**

Stipend Title	Teacher(s)	Amount	*Notes
Math Counts	Patrick Catalano	\$1,878**	

**These stipends are being approved with the assumption that all individuals have returned to work effective October 1, 2020. If, for any reason, an individual's situation changes after approval of these stipends and they are not able to report to work, their stipend may be reassigned or pro-rated based upon the determination of the administration. For any stipend that is non-student related, any individual who has been approved by the BOE physician may perform the essential functions of this stipend remotely.*

***amounts may be changed according to contract negotiations*

2020-2021 STIPEND POSITIONS*
Heritage Middle School
CO-CURRICULAR

Position	2020/2021 Amount**
Team Coordinator	
-Clare Klee (9/1/20-12/23/20)	\$1,502
-Jamie Wolek (1/4/21-6/30/21)	\$2,254
-Joanne Geller (9/1/20-11/13/20)	\$939
-Rob Rynone (11/16/20-6/30/21)	\$2,817
Spring Musical - Director	
-Maureen Biss	\$6,259

**These stipends are being approved with the assumption that all individuals have returned to work effective October 1, 2020. If, for any reason, an individual's situation changes after approval of these stipends and they are not able to report to work, their stipend may be reassigned or pro-rated based upon the determination of the administration. For any stipend that is non-student related, any individual who has been approved by the BOE physician may perform the essential functions of this stipend remotely.*

***amounts may be changed due contract negotiations*

2020-2021						
New Employees Requiring Mentoring						
Teachers						
Last Name	First Name	Position	School	Assigned Mentor	Fee	Comments
Gerst	Michael	Teacher of Social Studies	HMS	Robert Rynone	\$500	Last 15 weeks
Kane	Anna	TOSD	LHS	Jenna Graub	\$550	
Shaffer	Anne	TOSD	LHS	Samantha Stoddard	\$220	Last 12 weeks
Stevenson*	Susan	Teacher of F&CS	HMS	Lisa LeBlanc	\$1,000	

*amended from previous agenda

Name	Position	Location	Step	Guide	Base Salary	Stipends	Total Salary	Effective
Benjie Beriso	Custodian	HMS/BHE	5	Custodial	\$43,260	\$625	\$43,885	10/26/2020
Romario Setalsingh	Custodian (Night)	LHS	2	Custodial	\$41,260	\$1,600	\$42,860	12/1/2020

Name	Position	Location	# of classes	Dates
Leslie Keeble	TOSD	LHS	.2	10/21/2020 - 6/30/2021
Susan Tannler*	Media Specialist	HMS	0.2	9/1/2020 - 10/13/2020
Colleen Donnelly*	Media Specialist	Hillside	0.2	9/1/2020 - 10/13/2020
Margaret Lafferty*	TOSD	LHS	0.2	9/1/2020-11/25/2020

**amended from previous agenda*

LIVINGSTON PUBLIC SCHOOLS
November 23, 2020 LBOE Meeting

OUT-OF-SCHOOL SUSPENSIONS
September & October 2020

The District had **3** out-of-school suspensions for the months of September and October.

ELEMENTARY SCHOOLS – Total of **0** out-of-school suspensions

MIDDLE SCHOOLS – Total of **0** out-of-school suspensions

HIGH SCHOOL – Total of **3** out-of-school suspensions

Inappropriate online behavior - 1

Bias/Hate action - 1

Disruptive written gesture - 1

REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

0164.6 REMOTE PUBLIC BOARD MEETINGS DURING
A DECLARED EMERGENCY (M)

A. Purpose – N.J.A.C. 5:39-1.1

1. The purpose of N.J.A.C. 5:39-1.1 et seq. and Bylaw 0164.6 is to ensure a Board of Education or Board of Trustees of a charter school can conduct official public business in an open and transparent manner whenever a declared emergency requires a local public body to conduct a public meeting without physical attendance by members of the public.
2. Nothing in N.J.A.C. 5:39-1.1 et seq. prevents a local public body from holding a remote public meeting under such other circumstances as may be permitted by the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq.

B. Definitions – N.J.A.C. 5:39-1.2

For the purpose of this Bylaw and in accordance with N.J.A.C. 5:39-1.2, the following words and terms have the following meanings, unless the context clearly indicates otherwise:

"Adequate notice" shall have the same definition as at N.J.S.A. 10:4-8; however, for the purpose of N.J.A.C. 5:39-1.1 et seq., and to the extent not otherwise set forth at N.J.S.A. 10:4-8, the notice transmitted to at least two newspapers for publication may occur through electronic mail or other electronic means that is accepted or requested by the newspaper.

"Annual notice" means a schedule of regular meetings of the public body to be held in the succeeding year noticed pursuant to N.J.S.A. 10:4-8 and 10:4-18. For the purpose of N.J.A.C. 5:39-1.1 et seq., the annual notice may be transmitted through electronic mail to newspapers and persons requesting an annual notice pursuant to N.J.S.A. 10:4-18. If the declared emergency prevents the local public body from mailing an annual notice to individuals requesting notice pursuant to N.J.S.A. 10:4-18, it shall be mailed to individuals for whom the local public body does not have an electronic mail account as soon as practicable.

REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

"Board" or "Board of Education" means a Board of Education or a Board of Trustees of a charter school as defined as a "local public body" or "public body" as per N.J.A.C. 5:39-1.2.

"Declared emergency" means a public health emergency, pursuant to the Emergency Health Powers Act, P.L. 2005, c. 222 (N.J.S.A. 26:13-1 et seq.), or a state of emergency, pursuant to P.L. 1942, c. 251 (N.J.S.A. App.A.9-33 et seq.), or both, or a state of local disaster emergency that has been declared by the Governor and is in effect.

"Electronic notice" means advance notice available to the public via electronic transmission of at least forty eight hours, giving the time, date, location and, to the extent known, the agenda of any regular, special, or rescheduled meeting, which shall accurately state whether formal action may or may not be taken at such meeting.

"Internet" means the international computer network of both Federal and non-Federal interoperable packet switched data networks.

"Live streaming" means the live audio and video transmission of a remote public meeting over the Internet.

"Local public body" means any "public body," as that term is defined in N.J.S.A. 10:4-8, with territorial jurisdiction equal to or less than a county. This term shall include Boards of Education, counties, municipalities, boards and commissions created by one or more counties or municipalities, and any authorities subject to N.J.S.A. 40A:5A-1 et seq., including fire districts and other special districts, along with joint meetings or regional service agencies as defined in N.J.S.A. 40A:65-3.

"Public business" means and includes all matters which relate in any way, directly or indirectly, to the performance of the public body's functions or the conduct of its business.

"Public meeting" means and includes any gathering whether corporeal or by means of communication equipment which is attended by, or open to, all of the members of a public body, held with the intent, on the part of the members of the body present, to discuss or act as a unit upon the specific

REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

public business of that body. Meeting does not mean or include any such gathering (1) attended by less than an effective majority of the members of a public body, or (2) attended by or open to all the members of three or more similar public bodies at a convention or similar gathering.

"Remote public meeting" means a public meeting that is conducted by any means of electronic communication equipment permitted pursuant to N.J.A.C. 5:39-1.1 et seq.

C. Circumstances Under Which a Board of Education May Hold a Remote Public Meeting During a Declared Emergency for Conducting Public Business – N.J.A.C. 5:39-1.3

1. In addition to any circumstances under which public meetings held by means of communication equipment may be authorized pursuant to the Open Public Meetings Act, N.J.S.A. 10:4-1 et seq., the Board may hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents the Board from safely conducting public business at a physical location with members of the public present.
2. If, during a declared emergency, the Board holds a physical meeting in a location where, pursuant to State and/or Federal guidelines meant to mitigate the risk of a contagious infection, the declared emergency necessitates capacity restrictions reducing the number of individuals that can be present in the meeting room to an amount below that reasonably expected for the public meeting by the Board, the Board must either hold the public meeting at another location with adequate capacity for the reasonably expected attendance by the public or hold the public meeting as both an in-person meeting and a remote public meeting.
 - a. As set forth at N.J.A.C. 5:39-1.4(c), no in-person meeting shall proceed if the room capacity does not permit any member of the public to attend.
3. Nothing in N.J.A.C. 5:39-1.3 shall be interpreted to prevent the Board from broadcasting the audio and/or video of, or taking remote public comment during, a public meeting that the public can physically attend without being subject to public health-related capacity restrictions.

REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

D. Minimum Technological and Procedural Requirements for Remote Public Meetings Necessitated by a Declared Emergency – N.J.A.C. 5:39-1.4

1. If a declared emergency requires the Board to hold a remote public meeting to conduct public business, the Board shall use an electronic communications technology that is routinely used in academic, business, and professional settings, and can be accessed by the public at no cost.
 - a. Participant capacity on the selected platform should be consistent with the reasonable expectation of the public body for public meetings of the type being held and shall not be limited to fewer than fifty public participants (beyond those persons required to conduct business at the meeting).
2. Remote public meetings may be held by means including, but not limited to, audio-only teleconferencing, electronic communications platforms with video and audio, and Internet-accessible technology, such as live-streaming.
 - a. If an electronic communications platform or Internet-accessible technology is being utilized for a remote public meeting, a telephonic conference line shall also be provided to allow members of the public to dial-in by telephone to listen and provide public comment as otherwise required by law.
 - b. The Board shall require members of the public to state, prior to providing public comment, whether they wish to speak and to identify themselves prior to speaking.
3. The Board shall provide the public with similar access to a remote public meeting as members of the Board, staff of the Board, and any individuals seeking one or more approvals from the Board.
 - a. If a remote public meeting is held by audio and video, the public shall also have the opportunity to participate in the meeting.

REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

- b. The Board meeting held in-person shall not prohibit members of the public from attending in-person.
- 4. Any remote public meeting where sworn testimony is being taken shall be broadcast by video, as well as by audio.
 - a. All individuals giving sworn testimony at a remote public meeting shall appear by video in addition to audio.
- 5. Any presentations or documents that would otherwise be viewed or made available to members of the public physically attending the Board meeting shall be made visible on a video broadcast of the remote public meeting or made available on the Internet website or webpage of the entity governed by the Board, or the Internet website or webpage of the entity responsible for appointing the members of the Board.
 - a. If a document would be made available to individual members of the public in hard copy while physically attending the meeting, the document shall be made available in advance of the meeting for download through an internet link appearing either on the meeting notice, or near the posting of the meeting notice, both on the website and at the building where the meeting would otherwise be held.
 - b. If the Board does not have its own website, such documents shall be available upon request ahead of the meeting and provided through an official social media account if one exists.
- 6. The Board holding a remote public meeting shall allow members of the public to make public comment by audio, or by audio and video, if the remote public meeting is held over both audio and video, during the meeting.
 - a. In advance of the remote public meeting, the Board shall allow public comments to be submitted to the Manager of

REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

Communications by electronic mail and in written letter form by a reasonable deadline.

- b. The Board shall not accept text-based public comment received during a remote public meeting held through an electronic communications platform or Internet-accessible technology. Public comments submitted before the remote public meeting through electronic mail or by written letter shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public.
 - c. The Board shall impose a reasonable time limit, where permitted by law, of three minutes on individual public comments and the same limits shall be placed on the reading of written comments. Each comment shall be read from the beginning, until the time limit is reached. The Board may pass over duplicate written comments; however, each duplicate comment shall be noted for the record with the content summarized. If the Board elects to summarize duplicative comments, the Board must not summarize certain duplicative comments while reading other duplicative comments individually.
7. The electronic communications technology used for a remote public meeting must have a function that allows the Board to mute the audio of all members of the public, as well as allow members of the public to mute themselves.
- a. Any electronic communications platform or Internet-accessible technology used for a remote public meeting shall also allow the Board to regulate participation by individual members of the public.
8. Subject to D.5. and D.6. above, the Board shall adopt, by resolution, standard procedures and requirements for public comment made during a remote public meeting, as well as for public comments submitted in writing ahead of the remote public meeting.

REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

- a. Such procedures and requirements shall include standards of conduct to be followed by members of the public when making comment.
- b. The procedures and requirements for making public comment, along with an explanation of the audio muting function of the electronic communications platform being used, shall be announced at the beginning of the remote public meeting.
- c. Regulation of conduct by members of the public on a remote public meeting shall be consistent with law and practices followed if a member of the public disrupts an in-person meeting. The following procedures shall be incorporated:
 - (1) The Board shall facilitate a dialogue with the commenter to the extent permitted by the electronic communications technology;
 - (2) If a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the member of the Board charged with running the remote public meeting shall mute or continue muting, or direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in being prevented from speaking during the remote public meeting or removed from the remote public meeting.
 - (a) Disruptive conduct includes sustained inappropriate behaviors, such as, but not necessarily limited to, shouting, interruption, and use of profanity.
 - (3) A member of the public who continues to act in a disruptive manner after receiving an initial warning may be muted while other members of the public

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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

are allowed to proceed with their questions or comments.

- (a) If time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make their comment. Should the person remain disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.

9. Electronic communications platforms and Internet-accessible technologies used for remote public meetings shall be hosted on FedRAMP Moderate Impact Level Authorized dedicated servers or in a FedRAMP Moderate Impact Level Authorized Cloud, unless the host of the dedicated servers or cloud provides annual evidence of satisfactory cybersecurity internal controls through a SOC2 audit report.

- a. When using cloud services, the technology vendor shall check provider credentials and contracts to ensure FedRAMP Moderate Impact compliance unless annual evidence of satisfactory internal controls is provided through a SOC2 audit report.

E. Notice of Remote Public Meetings; Statement in Minutes – N.J.A.C. 5:39-1.5

1. Adequate notice of a remote public meeting must include, in addition to the content required pursuant to N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment, and where relevant documents, if any, will be made available.
2. In addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting, except as may be permitted pursuant to N.J.S.A. 10:4-9.3 and E.3. below.
 - a. The electronic notice shall contain the content required pursuant to N.J.S.A. 10:4-8 and 10:4-9.1 and E.1. above,

REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

and shall be posted on the Internet website or webpage of Board and/or school district, or the entity responsible for appointing the members of the Board.

- (1) If the Board does not have a website, electronic notice shall be provided on an official social media platform of the Board; however, electronic notice is not required if the Board does not have an internet presence.
 - (2) Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the main access door of the building where the public would routinely attend public meetings of the Board in-person. The notice must be viewable from the outside.
3. If during a declared emergency the Board elects to issue electronic notice of a remote public meeting in lieu of, rather than in addition to, adequate public notice, as permitted pursuant to N.J.S.A. 10:4-9.3, the Board shall limit public business discussed or effectuated at the meeting to matters:
 - a. Necessary for the continuing operation of government and which relate to the emergency declaration connected with the declared emergency; or
 - b. Requiring decision during the remote public meeting due to imminent time constraints.
4. Nothing in N.J.A.C. 5:39-1.5 prohibits the Board from holding a remote public meeting, notwithstanding the failure to provide adequate notice and electronic notice where permitted pursuant to N.J.S.A. 10:4-9.
5. If the Board expects to conduct remote public meetings for a series of regularly scheduled meetings advertised in its annual notice, the annual notice shall be revised at least seven days prior to the next regularly scheduled meeting, indicating which meeting(s) will be held as a remote public meeting and shall contain clear and concise

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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

instructions for accessing those remote public meetings, the means for making public comment, and where relevant documents, if any, will be made available.

- a. In addition to the means of notice transmission required pursuant to N.J.S.A. 10:4-18, the revised annual notice shall be posted on the Internet website or webpage of the Board and/or school district, or the entity responsible for appointing the members of the Board.
 - b. If the Board does not have its own website, the revised notice shall be provided on an official social media platform unless the Board does not have an Internet presence.
 - c. Unless otherwise prohibited by the declared emergency, the content of the electronic notice shall also be posted on the door of the main public entrance to the building where the public would routinely attend public meetings held by the Board.
 - (1) Notice must also be posted on the door for any designated and clearly delineated handicap accessible entrance. These notices must be viewable from the outside.
6. If a previously scheduled Board meeting was to allow public attendance without a public health-related restriction as to capacity, but the Board intends to hold the same meeting as a remote public meeting due to a declared emergency and the change is not reflected in a revised annual notice issued pursuant to E.5. above, the Board shall issue adequate and electronic notice for said meeting pursuant to E.1. and E.2. above as if the meeting were not included in the annual notice.
 7. At the commencement of every remote public meeting of the Board, the person presiding shall announce publicly, and shall cause to be entered in the minutes of the meeting, an accurate statement to the effect that:

REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

- a. Both adequate and electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided;
- b. Only electronic notice of the meeting has been provided, specifying the time, place, and manner in which such notice was provided, and that discussion and effectuation of public business shall be limited to only those matters:
 - (1) Necessary for the continuing operation of government and that relate to the applicable emergency declaration; or
 - (2) Requiring decision during the remote public meeting due to imminent time constraints; or
- c. That adequate notice and electronic notice was not provided, in which case such announcement shall state:
 - (1) The reason(s) why the matter(s) discussed are of such urgency and importance, as contemplated pursuant to N.J.S.A. 10:4-9(b)(1), and the nature of the substantial harm to the public interest likely to result from a delay in the holding of the meeting;
 - (2) That the remote public meeting will be limited to discussion of, and acting with respect to, such matters of urgency and importance;
 - (3) The time, place, and manner in which notice of the meeting was provided; and
 - (4) Either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, in which event, such announcement shall specify the reason why such need could not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice and/or electronic notice could have been provided, but such notice was not provided, in

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which event the announcement shall specify the reason why adequate notice and/or electronic notice was not provided.

8. Where the Board is required by law to provide a meeting agenda, ~~or otherwise provides a meeting agenda by practice at its regularly~~ scheduled meetings, prior to the commencement of the remote public meeting, the Board shall also make a copy of the agenda available to the public for download through an Internet link appearing either on the meeting notice, or near the posting of the meeting notice on the website.
 - a. The notice shall also be posted at the building where the meeting would otherwise be held prior to the commencement of the remote public meeting.

F. Executive or Closed Session During Remote Public Meetings

1. A Board entering into an executive or closed session shall ensure that audio or video of the session cannot be accessed, except by those individuals that are participating in the session.
 - a. A separate non-public conference line or e-platform session may be employed for this purpose.
2. The secretary of the Board should take roll call with each individual affirmatively identifying themselves prior to commencing the closed session.
3. If a closed session is held through a telephonic conference call a separate call-in line should be made available to ensure confidentiality.
4. For closed sessions during remote public meetings held through video conferencing, audio recording should be muted and video recording blocked by a graphic labeled "Executive Session".
5. As with in-person meetings, the Board shall have read into the record the reason(s) for entering into executive session.

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REMOTE PUBLIC BOARD MEETINGS DURING A DECLARED EMERGENCY (M)

N.J.A.C. 5:39-1.1 et seq.

Adopted:

1620 ADMINISTRATIVE EMPLOYMENT CONTRACTS (M)

The Executive County Superintendent shall review and approve for all Superintendents of Schools, Superintendents of Schools reappointed pursuant to N.J.S.A. 18A:17-20.1, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators, including any interim, acting, or person otherwise serving in these positions, in school districts, county vocational school districts, county special services school districts and other districts, except charters, within the County under the supervision of the Executive County Superintendent:

1. New employment contracts, including contracts that replace expired contracts for existing tenured and non-tenured employees;
2. Renegotiations, extensions, amendments, or other alterations of the terms of existing employment contracts that have been previously approved by the Executive County Superintendent; and
3. Provisions for contract extensions where such terms were not included in the original employment contract or are different from the provisions contained in the original approved employment contract.

In counties where there is no Executive County Superintendent, an Executive County Superintendent from another county shall be designated by the Commissioner to review and approve all contracts listed above.

The contract review and approval shall take place prior to any required public notice and hearing pursuant to N.J.S.A. 18A:11-11 and prior to the Board of Education approval and execution of the contract to ensure compliance with all applicable laws, including but not limited to N.J.S.A. 18A:30-3.5, 18A:30-9, 18A:17-15.1 and 18A:11-12.

In accordance with the provisions of N.J.S.A. 18A:11-11 and N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required shall be applicable to a Board of Education that renegotiates, extends, amends, or otherwise alters the terms of an existing contract with a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator. In accordance with N.J.S.A. 18A:11-11, notice must be provided to the public at least thirty days prior to the scheduled action by the Board. The Board shall also hold a public hearing and shall not take any action on the matter until the hearing has been held. The Board shall provide the public with at least ten days' notice of the public hearing.

POLICY

LIVINGSTON BOARD OF EDUCATION

Administration ADMINISTRATIVE EMPLOYMENT CONTRACTS (M)

In accordance with N.J.A.C. 6A:23A-3.1(c)1, the public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 shall not apply to new contracts, including contracts that replace expired contracts for existing employees in one of these positions, whether tenured or not tenured. Nothing shall preclude a Board from issuing a public notice and/or holding a public hearing on new contracts, including new contracts that replace expired contracts for existing tenured and non-tenured employees.

The public notice and public hearing required pursuant to N.J.S.A. 18A:11-11 is also required in the event an existing contract for a Superintendent of Schools, Deputy Superintendent of Schools, Assistant Superintendent of Schools, or School Business Administrator is rescinded or terminated by the Board of Education before it is due to expire and the parties agree to new employment terms.

In connection with the Executive County Superintendent's review of the contract, the Board shall provide the Executive County Superintendent with a detailed statement setting forth the total cost of the contract for each applicable year, including salary, longevity (if applicable), benefits, and all other emoluments.

The review and approval of the employment contracts of Superintendents of Schools, Deputy Superintendents of Schools, Assistant Superintendents of Schools, and School Business Administrators conducted by the Executive County Superintendent shall be consistent with the following additional standards outlined in N.J.S.A. 18A:7-8.1 and N.J.A.C. 6A:23A-3.1:

1. Contracts for each class of administrative position shall be comparable with the salary, benefits and other emoluments contained in the contracts of similarly credentialed and experienced administrators in other school districts in the region with similar enrollment, academic achievement levels and challenges, and grade span.
2. No contract shall include provisions that are inconsistent with the travel requirements pursuant to N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7 including, but not limited to, the provisions for mileage reimbursement and reimbursement for meals and lodging in New Jersey. Any contractual provision that is inconsistent with law is superseded by the law.
3. No contract shall include provisions for the reimbursement or payment of employee contributions that are either required by law or by a contract in effect in the school district with other teaching staff members, such as

Administration
ADMINISTRATIVE EMPLOYMENT CONTRACTS (M)

payment of the employee's State or Federal taxes, or of the employee's contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.

4. No contract shall contain a payment as a condition of separation from service that is deemed by the Executive County Superintendent to be prohibited or excessive in nature. The payment cannot exceed the lesser of the calculation of three months pay for every year remaining on the contract with pro-ratio for partial years, not to exceed twelve months, or the remaining salary amount due under the contract.
5. No contract shall include benefits that supplement or duplicate benefits that are otherwise available to the employee by operation of law, an existing group plan, or other means; e.g., an annuity or life insurance plan that supplements or duplicates a plan already made available to the employee. Notwithstanding the provisions of this section, a contract may contain an annuity where those benefits are already contained in the existing contract between the employee and the district.
6. Contractual provisions regarding accumulation of sick leave and supplemental compensation for accumulated sick leave shall be consistent with N.J.S.A. 18A:30-3.5. Supplemental payment for accumulated sick leave shall be payable only at the time of retirement and shall not be paid to the individual's estate or beneficiaries in the event of the individual's death prior to retirement. Pursuant to N.J.S.A. 18A:30-3.2, a new Board of Education contract may include credit of unused sick leave in accordance with the new Board of Education's policy on sick leave credit for all employees.
7. Contractual provisions regarding accumulation of unused vacation leave and supplemental compensation for accumulated unused vacation leave shall be consistent with N.J.S.A. 18A:30-9. Contractual provisions for payments of accumulated vacation leave prior to separation can be included but only for leave accumulated prior to June 8, 2007 and remaining unused at the time of payment. Supplemental payments for unused vacation leave accrued consistent with the provisions of N.J.S.A. 18A:30-9 after June 8, 2007 as well as unused vacation leave accumulated prior to June 8, 2007 that has not been paid, shall be payable at the time of separation and may be paid to the individual's estate or beneficiaries in the event of the individual's death prior to separation.

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LIVINGSTON BOARD OF EDUCATION

Administration ADMINISTRATIVE EMPLOYMENT CONTRACTS (M)

8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.
9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:
 - a. A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.
 - b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.
 - c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.
 - d. The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.

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LIVINGSTON BOARD OF EDUCATION

Administration ADMINISTRATIVE EMPLOYMENT CONTRACTS (M)

11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.
12. No contract shall include a provision for a monthly allowance except for a reasonable car allowance. A reasonable car allowance shall not exceed the monthly cost of the average monthly miles traveled for business purposes multiplied by the allowable mileage reimbursement pursuant to applicable law and regulation and New Jersey Office of Management and Budget (NJOMB) circulars. If such allowance is included, the employee shall not be reimbursed for business travel mileage nor assigned permanently a car for official district business. Any provision of a car for official district business must conform with N.J.A.C. 6A:23A-6.12 and be supported by detailed justification. No contract shall include a provision of a dedicated driver or chauffeur.
13. All Superintendent contracts shall include the required provision pursuant to N.J.S.A. 18A:17-15.1 which states that in the event the Superintendent's certificate is revoked, the contract is null and void.
14. No contract shall include a provision for additional compensation upon the acquisition of a graduate degree unless the graduate degree is conferred by a regionally accredited college or university as defined in applicable regulations. No contract shall include a provision for assistance, tuition reimbursement, or additional compensation for graduate school coursework, unless the coursework culminates in the acquisition of a graduate degree conferred by a regionally accredited college or university as defined in applicable regulations.

The review and approval of an employment contract for the Superintendent of Schools shall not include maximum salary amounts pursuant to N.J.S.A. 18A:7-8.j.

Any actions by the Executive County Superintendent undertaken pursuant to N.J.S.A. 18A:7-8.1, N.J.A.C. 6A:23A-3.1, and this Policy may be appealed to the Commissioner of Education pursuant to the procedures set forth at N.J.A.C. 6A:3, Controversies and Disputes.

N.J.S.A. 18A:7-8; 18A:7-8.1; 18A:11-11
N.J.A.C. 6A:23A-3.1; 6A:23A-7 et seq.

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LIVINGSTON BOARD OF EDUCATION

Administration ADMINISTRATIVE EMPLOYMENT CONTRACTS (M)

Adopted:

2431 ATHLETIC COMPETITION (M)

The Board of Education recognizes the value of athletic competition for both boys and girls as an integral part of the total school experience. ~~Game~~ Sports and other athletic activities and practice sessions provide opportunities to learn the values of competition and good sportsmanship.

For the purpose of this Policy, programs of athletic competition include all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.

The Board shall make school facilities, supplies, and equipment available and assign staff members for the support of a program of athletic activities for students in grades 7 through 12. The Board shall provide transportation for all regular season away interscholastic games. Students may be required to provide supplies and students may be required to assume all of the costs of travel and attendance at other athletic events and trips. If any additional costs are to be assumed by the Board of Education, they will be supplemental to those funds raised by the athletic group and will not be derived from any taxpayer monies (i.e., may come from student activity funds or vending proceeds). The Board of Education may assist in funding fees and registration costs or travel for local competitions.

Eligibility Standards

A student who wishes to participate in athletic competition must submit, on a form provided by the district, the signed consent of his/her parent. The consent of the parent of a student who wishes to participate in interscholastic or intramural athletics must include an acknowledgment of the physical hazards that may be encountered in the activity in accordance with N.J.A.C. 6A:32-9-1(d) and (e).

Student participation in a program of athletic competition shall be governed by the following eligibility standards:

In accordance with NJSIAA regulations, no student who reaches the age of 19 prior to September 1 of a school year will be eligible for interscholastic sports and competition during that school year.

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LIVINGSTON BOARD OF EDUCATION

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ATHLETIC COMPETITION (M)

The Board will not allow students who reside in this district and who are not enrolled in the public school to participate in competitive activities.

Student participation in athletic competition shall be governed by the following eligibility standards:

To be eligible for participation in the interscholastic athletic program of a New Jersey State Interscholastic Athletic Association (NJSIAA) member school, all high school students must meet, at a minimum, all the eligibility requirements of the Constitution, Bylaws, and Rules and Regulations of the NJSIAA.

Home schooled children are not eligible to participate in the high school interscholastic athletic program of this district.

Secondary grades only:

1. A student in grade 10, 11, or 12 who in the previous school year (including make-up credits from summer school) earned twenty-five percent (30 credits) of the total number of credits required by the State for graduation is eligible for participation in sports in the fall and winter seasons. There are no academic requirements, per state guidelines, for 9th grade students who wish to participate in fall and winter sports. However, a 9th grade student who wishes to participate in spring sports must conform to the academic standards beginning with the spring season.. A student in grade 9, 10, 11, or 12 who in the fall semester earned twelve and one-half percent (15 credits) of the total number of credits required by the State for graduation is eligible for participation in sports in the spring season. A student who is eligible at the start of a sports season remains eligible for that entire sports season regardless of his/her grades at the end of a marking period.
2. A student who is absent for a school day may not participate in school district sponsored programs of athletic competition the afternoon or evening of that school day.
3. A student who is serving an in-school or out-of-school suspension may not participate in school district sponsored programs of athletic competition while serving the suspension.
4. A student in any grade who fails to demonstrate good citizenship or observe school rules for student conduct may forfeit his/her eligibility for participation in athletic competition.

5. All other eligibility requirement for participation shall be in accordance with the school handbook.

Notice of these eligibility requirements shall be given to students.

Required Examinations – Interscholastic or Intramural Team or Squad

Students enrolled in grades six to twelve must receive a medical examination, in accordance with the provisions of N.J.S.A. 18A:40-41.7, prior to participation on a school-sponsored interscholastic or intramural team or squad and any cheerleading program or activity.

An examination of each candidate for a school athletic squad or team shall be conducted within 365 days prior to the first practice session with examinations being conducted at the medical home of the student. The “medical home” is defined as a health care provider and that provider’s practice site chosen by the student’s parent for the provision of health care pursuant to N.J.A.C. 6A:16-1.3. If the student does not have a medical home, the school district shall provide the examination at the school physician’s office or other comparably equipped facility. The parent may choose either the school physician or their own private physician to provide the medical examination. The medical examination shall be conducted in accordance with N.J.S.A 6A:16-2.2(h)1 and 2. The medical required prior to participation shall be in accordance with the requirements outlined in N.J.A.C. 6A:16-2.2(h)-1 and regulation 2431.2 and shall be documented using the Preparticipation Physical Evaluation form required by the Department of Education.

The school district shall distribute the Commissioner of Education developed sudden cardiac arrest pamphlet to a student participating in or desiring to participate in an athletic activity, as defined in N.J.S.A. 18A:40-41.e., and the student’s parent(s) shall each year and prior to participation by the student in an athletic activity comply with the requirements of N.J.S.A. 18A:40-41.d.

The school district shall annually distribute the Commissioner of Education developed educational fact sheet relative to use and misuse of opioid drugs for sports related injuries to parents of students who participate in athletic activities and comply with the requirements of N.J.S.A. 18A:40-41.10.

Information concerning a student’s HIV/AIDS status shall not be required as part of the medical examination or health history pursuant to N.J.S.A. 26:5C-1 et seq. The health findings of this medical examination shall be maintained as part of the student’s health record.

Emergency Procedures

The Superintendent or designee shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity in accordance with N.J.S.A. 18A:40-41.11.

The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.

The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually, updated as necessary, and disseminated to appropriate staff members.

~~Athletic coaches shall be trained in first aid to include sports-related concussion and head injuries, the use of a defibrillator, the identification of student-athletes who are injured or disabled in the course of any athletic program or activity, and any other first aid procedures or other health related trainings required by law or the Superintendent.~~

~~The Superintendent shall prepare and present to the Board for its approval procedures for the emergency treatment of injuries and disabilities that occur in the course of any athletic program or activity. Emergency procedures shall be reviewed not less than once in each school year and shall be disseminated to appropriate staff members.~~

Interscholastic Standards

The Board shall approve annually a program of interscholastic athletics and shall require that all facilities utilized in that program, whether or not the property of this Board, properly safeguard both players and spectators and are kept free from hazardous conditions.

The Board adopts the Constitution, Bylaws, Rules and Regulations of the New Jersey State Interscholastic Athletic Association and shall review such rules annually to ascertain that they continue to be in conformity with the objectives of this Board.

The Superintendent shall annually prepare, approve, and present to the Board for its consideration a program of intramural and interscholastic athletics. A complete schedule of all practices and competitions shall be maintained on the district's web site.

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ATHLETIC COMPETITION (M)

The Superintendent shall prepare rules for the conduct of students participating in interscholastic athletics that will conform to rules of the State Board of Education and the New Jersey State Interscholastic Athletic Association.

This entire policy shall be in accordance with NJSIAA regulations.

All individuals attending competitions shall be held to Policy #9150 – School Visitors and Policy # 9160 – Public Attendance at School Events. The District does not authorize live streaming within the schools or at school events without the prior approval of the Superintendent or his/her designee.

N.J.S.A. 2C:21-11

N.J.S.A. 18A:11-3 et seq.; 18A:40-41; 18A:40-41.10; 18A:40-41.11

N.J.A.C. 6A:7-1.7(d); 6A:16-1.3; 6A:16-2.1 et seq.; 6A:32-9.1

Adopted: March 22, 2010

Revised: December 9, 2013

Revised: April 27, 2015

Revised: October 15, 2018

REGULATION

R 2431.1 EMERGENCY PROCEDURES FOR SPORTS AND OTHER ATHLETIC ACTIVITY PRACTICES AND COMPETITIONS (M)

A. Definitions

1. "Athletic Activity" means interscholastic athletics; an athletic contest or competition, other than interscholastic athletics, that is sponsored by or associated with a school district or nonpublic school, including cheerleading and club-sponsored sports activities; and any practice or interschool practice or scrimmage for those activities. ~~"Programs of athletic competition" means all activities relating to competitive sports contests, games, events, or sports exhibitions involving individual students or teams of students when such events occur within or between schools within this district or with any schools outside this district. The programs of athletic competition shall include, but are not limited to, high school interscholastic athletic programs, middle school interscholastic athletic programs where school teams or squads play teams or squads from other school districts, intramural athletic programs within a school or among schools in the district, and any cheerleading program or activity in the school district.~~
2. "Health personnel" means the school nurse, the school medical inspector, the designated team doctor, a licensed physician, **THE LICENSED ATHLETIC TRAINER**, and members of the first aid squad or ambulance team.
3. "Parent" means the natural parent(s) or adoptive parent(s), legal guardian(s), foster parent(s) or parent surrogate(s) of a student. Where parents are separated or divorced, "parent" means the person or agency who has legal custody of the student, as well as the natural or adoptive parent(s) of the student, provided such parental rights have not been terminated by a court of appropriate jurisdiction.
4. ~~"Student" means a student enrolled in this district and a student enrolled in any district who is present in this district for the purpose of participating in a program of athletic competition sponsored by the Board of Education.~~

B. Precautions



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1. All coaches, including assistant coaches, and all staff who supervise sports and other athletic activity will be trained in first aid to include sports-related concussions and head injuries, the identification of injured and disabled student athletes, and any other first aid procedures required by statute, administrative code, or by the Superintendent.
2. Athletic coaches or supervising staff members are responsible at all times for the supervision of students to whom they have been assigned. Students shall not be left unattended at any time.
3. Students who participate in athletic competition shall be trained in proper athletic procedures, in the proper use of athletic equipment, and in the proper use of protective equipment and clothing.
4. Student athletes shall be required to report promptly to the athletic coach or supervising staff member any injury or disability occurring to the student himself/herself or to another student.
5. First aid supplies and equipment shall be readily available at all athletic activities and shall be maintained in proper condition.
6. First aid and emergency medical procedures will utilize universal precautions in handling blood and body fluids as indicated in Policy and Regulation No. 7420 and Regulation No. 7420.1.
7. Health personnel, including but not limited to, the licensed athletic trainer, school/team physician, and ambulance/first aid squad may be present at athletic activities and events as determined by the Superintendent.

C. Emergency Procedures

Emergency Action Plan and Procedures

1. The Board of a school district with any of the grades six through twelve shall establish and implement an emergency action plan for responding to a serious or potentially life-threatening sports-related injury in accordance with N.J.S.A. 18A:40-41.11. The plan shall document the proper procedures to be followed when a student sustains a serious injury while participating in sports or other athletic activity. The plan shall be specific to the activity site, and



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shall be developed in consultation with local emergency medical services personnel in accordance with N.J.S.A. 18A:40-41.11.

2. The following emergency action plan shall be established and implemented whenever a student is seriously injured when participating in sports or other athletic activity. The emergency action plan shall include the following:
 - a. A list of the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardio-pulmonary resuscitation;
 - b. Identification of the employees, team coaches, or licensed athletic trainers in each school who will be responsible for carrying out the emergency action plan and a description of their respective responsibilities;
 - c. Identification of the activity location or venue;
 - d. Identification of the equipment and supplies that may be needed to respond to the emergency, including the location of each item; and
 - e. A description of the proper procedures to be followed after a student sustains a serious or life threatening sports-related injury including, but not limited to, responding to the injured student, summoning emergency medical care, assisting emergency responders in getting to the injured student, and documenting the actions taken during the emergency.
3. The emergency action plan shall be reviewed annually and updated as necessary. The plan shall be rehearsed annually in each school by the individuals who will be responsible for executing the plan in an emergency pursuant to N.J.S.A. 18A:40-41.11.
4. The proper procedures to be followed after a student sustains a serious or life-threatening sports-related injury while participating in sports or other athletic activity shall include, but not be limited to, the following components:
 - a. The athletic coach or supervising staff member shall immediately notify the health personnel present at the activity and the health



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personnel shall assume responsibility for the emergency treatment of the student.

- b. If no health personnel are present, or if none can be immediately summoned to the student's aid, the athletic coach or supervising staff member shall administer such first aid as may be necessary.
 - c. If the student's injury requires more than routine first aid, the athletic coach or supervising staff member shall:
 - (1) Summon emergency personnel by calling 911; or
 - (2) Arrange for the student's transportation to the nearest hospital or the office of the school physician.
 - d. The athletic coach or supervising staff member shall promptly notify the Building Principal, the Superintendent, and the student's parent(s) of the student's injury and the condition and location of the student.
 - e. An injured student who has been transported away from school premises must be accompanied by the athletic coach or supervising staff member, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach or supervising staff member.
5. These emergency procedures may be followed when the injured student is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health personnel and/or staff of the district in which the student is enrolled.]
- D. Non-Serious or Non-Life-Threatening Injuries During an Athletic Program or Activity

The Superintendent or designee shall prepare procedures for responding to a non-serious or non-life-threatening injury sustained by a student while participating in sports or other athletic activity. These procedures shall be reviewed annually and updated as necessary and shall be disseminated to appropriate staff members.



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~~The following procedures shall be implemented whenever a student athlete is injured or disabled in the course of an athletic practice or competition sponsored by this district.~~

- ~~1. The athletic coach shall immediately notify the health personnel present at the activity and the health personnel shall assume responsibility for the emergency treatment of the student.~~
- ~~2. If no health personnel are present, or if none can be immediately summoned to the student's aid, the athletic coach shall administer such first aid as may be necessary.~~
- ~~3. If the student's injury or disability requires more than routine first aid, the athletic coach shall:~~
 - ~~a. Summon emergency personnel by calling 911, or~~
 - ~~b. Arrange for the student's transportation to the nearest hospital or the office of the school medical inspector.~~
- ~~4. The athletic coach or his/her designee shall promptly notify the Athletic Director and the student's parent(s) or legal guardian(s) of the student's injury or disability and the condition and location of the student.~~
- ~~5. An injured or disabled student who has been transported away from school premises must be accompanied by the athletic coach, a member of the athletic department, a health professional, or other responsible adult known to the athletic coach.~~
- ~~6. These emergency procedures shall be followed when the injured or disabled student is a member of a visiting team or district. In the event the visiting team has health personnel or staff members present, every effort shall be made to cooperate with the health personnel and/or staff of the district in which the student is enrolled.~~

~~DE.~~ Reports

1. The athletic coach ~~or supervising staff member~~ shall complete and file a report of every injury ~~or disability~~ that occurs to a student in the course of



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his/her participation in the ~~sports or other athletic~~ ~~athletic program~~ ~~activity,~~ ~~of this district,~~ regardless of the severity of the injury or disability. The report shall include:

- a. The date of the incident;
 - b. The name, age, ~~and~~ grade level; ~~and gender~~ of each injured ~~or disabled~~ student;
 - c. The district in which the student is enrolled;
 - d. The name and district of each student involved in the incident;
 - e. A narrative account of the incident;
 - f. A detailed description of the injury or disability;
 - g. The treatment given on school premises and the names of the health personnel, if any, who treated the student;
 - h. The place, if any, to which the student was taken and the persons who accompanied the student; and
 - i. ~~How A memorandum of the notice was provided given to the student's parent(s) or legal guardian(s).~~
2. Copies of the report shall be filed with the school nurse and the Building Principal within twenty-four hours or by the end of the next school day after the incident.
 3. The Building Principal shall report the incident to the Superintendent, who may report the incident to the Board.
 4. A copy of each report of an incident of student injury ~~or disability~~ that occurs in the course of ~~the sport or other~~ athletic activities shall be maintained by the ~~Principal or designee,~~ ~~athletic director,~~ who shall analyze reports for patterns that indicate a need for revision of the district's safety and/or athletics program. The ~~athletic director~~ ~~Principal or designee~~ shall report the findings of his/her analysis to the Superintendent ~~on an annual basis.~~ ~~at the close of each sport season.~~



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5. The parent(s) ~~or legal guardian(s)~~ of each injured ~~or disabled~~ student will be given assistance in the completion and filing of insurance claim forms.

E. Readmission to Athletic Activities

A student who sustains a serious or potentially life threatening injury while participating in a ~~ed or disabled in the course of an athletic sport or other athletic~~ activity will be permitted to ~~resume participation in athletic competition only on the~~ upon submission of written ~~permission~~ medical clearance from the student's medical home, which shall be subject to review by the school district's health personnel. ~~of the school medical inspector or designated team doctor, who must first examine the student to determine his/her fitness to participate in athletics.~~ Written notice of that determination, ~~approved signed by the school health medical personnel, a~~ inspector or designated team doctor as appropriate, shall be given to the student's parent(s). ~~or legal guardian(s).~~

~~The~~ The prevention and treatment of suspected sports-related concussions and head injuries shall be in accordance with the provisions of N.J.S.A. 18A:40-41.1 et seq. and Policy and Regulation 2431.4.

Adopted: March 27, 2017



LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

IT SUPPORT SPECIALIST

QUALIFICATIONS:

1. Associates degree in Computer Science or related field and/or industry recognized certification (CompTIA ITF+ or A+) desired.
2. Experience with the operation, maintenance, upgrading, and repair of desktop computers, laptop computers, chromebooks, tablets and related peripheral devices.
3. Experience with various operating systems, including: Windows Desktop/Server, Mac OS, iOS and Chrome OS.
4. Experience with productivity applications including MS Office, Office 365 and GSuite.
5. Experience with the operation, maintenance, and repair of audiovisual equipment and other peripheral classroom equipment including interactive whiteboards, document cameras and wireless projection devices.
6. Experience in effective utilization of a work order tracking system.
7. Must be motivated and self-directed with superior problem-solving, communication, customer service, technical, organizational, and leadership skills.
8. Ability to acquire and maintain a valid substitute certificate from the State of New Jersey.

REPORTS TO: Director of Technology & Innovation

JOB GOALS: Maintain district technology equipment and support various stakeholders in technology implementation and integration.

JOB RESPONSIBILITIES:

1. Provide technical support to various stakeholders, including staff, students, and parents in person and remotely, to ensure that school and classroom technology use and curriculum integration efforts are fully supported.
2. Perform troubleshooting and repair of users hardware and software problems and track issues using an online ticketing system. Must shift priorities as situations and problems dictate and escalate problems when appropriate to expedite resolution.
3. Maintain technology inventories and follow preventative maintenance schedules.
4. Image and customize desktop and laptop computer settings and configurations, including printing, directory, and network file sharing services following industry standards and district policies and procedures.
5. Install, configure, and support web and application-based software tools including office suites, web browsers, and instructional software.

6. Train large and small groups of users in using various technologies.
7. Communicate technical concepts and procedures both orally and in writing to a non-technical audience in a manner that is clear, accurate, and easy to understand.
8. Staff student and faculty help centers as required and supervise student workers, if applicable.
9. Assist with development, documentation and implementation of appropriate standards, policies, and procedures.
10. Displays professional integrity and maintains confidentiality of systems and staff/student data.
11. Ability to function autonomously and as part of a team to plan projects, manage time, and organize and complete tasks in a way that maximizes effectiveness and efficiency.
12. Ability to communicate effectively with all levels of end users.
13. Ability to follow oral and/or written instructions and ability to report orally and/or in writing to the Director.
14. Keeps up to date on job skills and industry trends by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
15. Adjusts schedule as needed to accommodate district needs.

This position will also be responsible for all other duties as assigned by the Director of Technology & Innovation.

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

IT SUPPORT SPECIALIST & HELP DESK MANAGER

QUALIFICATIONS:

1. BA/BS degree in Computer Science or related field and/or industry recognized certification (CompTIA ITF+ or A+) desired.
2. Experience with the operation, maintenance, upgrading, and repair of desktop computers, laptop computers, chromebooks, tablets and related peripheral devices.
3. Experience with various operating systems, including: Windows Desktop/Server, Mac OS, iOS and Chrome OS.
4. Experience with productivity applications including MS Office, Office 365 and GSuite.
5. Experience with the operation, maintenance, and repair of audiovisual equipment and other peripheral classroom equipment including interactive whiteboards, document cameras and wireless projection devices.
6. Experience in effective utilization of a work order tracking system.
7. Must be motivated and self-directed with superior problem-solving, communication, customer service, technical, organizational, and leadership skills.
8. Ability to acquire and maintain a valid substitute certificate from the State of New Jersey.

REPORTS TO: Director of Technology & Innovation

JOB GOALS: Maintain district technology equipment and support various stakeholders in technology implementation and integration.

JOB RESPONSIBILITIES:

IT SUPPORT SPECIALIST

1. Provide technical support to various stakeholders, including staff, students, and parents in person and remotely, to ensure that school and classroom technology use and curriculum integration efforts are fully supported.
2. Perform troubleshooting and repair of users hardware and software problems and track issues using an online ticketing system. Must shift priorities as situations and problems dictate and escalate problems when appropriate to expedite resolution.
3. Maintain technology inventories and follow preventative maintenance schedules.
4. Image and customize desktop and laptop computer settings and configurations, including printing, directory, and network file sharing services following industry standards and district policies and procedures.

5. Install, configure, and support web and application-based software tools including office suites, web browsers, and instructional software.
6. Train large and small groups of users in using various technologies.
7. Communicate technical concepts and procedures both orally and in writing to a non-technical audience in a manner that is clear, accurate, and easy to understand.
8. Staff student and faculty help centers as required and supervise student workers, if applicable.
9. Assist with development, documentation and implementation of appropriate standards, policies, and procedures.
10. Displays professional integrity and maintains confidentiality of systems and staff/student data.
11. Ability to function autonomously and as part of a team to plan projects, manage time, and organize and complete tasks in a way that maximizes effectiveness and efficiency.
12. Ability to communicate effectively with all levels of end users.
13. Ability to follow oral and/or written instructions and ability to report orally and/or in writing to the Director.
14. Keeps up to date on job skills and industry trends by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
15. Adjusts schedule as needed to accommodate district needs.

HELP DESK MANAGER

1. Provide oversight of IT Support Specialists that perform the on-site analysis, diagnosis, and resolution of help desk problems for end-users, and help recommend and implement corrective solutions.
2. Develop, implement, and oversee policies and procedures to ensure consistent service levels and efficient issue resolutions.
3. Develop and enforce request handling and escalation policies and procedures.
4. Provide data and reporting of help desk trends on a weekly, monthly and as needed basis in order to help monitor and improve customer service levels.
5. Analyze performance of help desk activities and documented resolutions, identify problem areas, and devise and deliver solutions to enhance quality of service and to proactively prevent future problems.
6. Lead and maintain the enterprise asset inventory of all IT assets with accurate reporting.
7. Identify, recommend, develop and implement end user help sheets, user guides and training programs to increase computer literacy and self-sufficiency.
8. Assist with mentoring IT Support Specialists in both technical and non-technical aspects of the role and providing feedback for performance evaluations.
9. Assist with the development, implementation and administration of IT Support Specialist training procedures and policies.

This position will also be responsible for all other duties as assigned by the Director of Technology & Innovation.

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.

LIVINGSTON SCHOOL DISTRICT
Livingston, New Jersey 07039

SYSTEMS ADMINISTRATOR

QUALIFICATIONS:

- BA/BS in Computer Science or related field desired and/or industry recognized certification (CompTIA A+ or Server+ / Microsoft MSCA/MSCE)
- Minimum 5 years experience supporting multiple platforms including Windows, Mac OS, iOS, and Chrome OS in an enterprise environment.
- Experience with virtualized environments utilizing VMware.
- Experience with enterprise management systems, such as JAMF and Microsoft Endpoint Manager, for patch management, software distribution, and operating system deployment.
- Knowledge of industry best practices related to server administration, security, monitoring, storage, backup, and disaster recovery.
- Organizational and time management skills to effectively manage concurrent projects, parallel tasks and meet deadlines.
- Ability to work independently, to complete tasks with minimal supervision, and initiate and prioritize tasks without significant direction.
- Ability to follow written and oral instructions and issue reports both in writing and verbally to stakeholders.
- Any other qualifications as deemed appropriate by the Board of Education.

REPORTS TO: Director of Technology & Innovation

JOB GOALS: To install, maintain, configure, repair and monitor systems infrastructure district wide including Servers, Operating Systems, Virtualization, Enterprise Storage, Microsoft solutions such as Active Directory, Backup and Recovery systems and related infrastructure.

JOB RESPONSIBILITIES:

1. Perform daily system monitoring by verifying the integrity and availability of all hardware, server resources, systems and key processes, and review system and application logs.
2. Monitor, plan, and coordinate the distribution of system and security patching for all systems.
3. Research and recommend innovative, and where possible automated, approaches for system administration and monitoring tasks.
4. Manage and support VMware virtual server and desktop infrastructures.

5. Administers and maintains district technology accounts for the network (in active directory) and all applications and systems for all staff and students.
6. Setup, manage, support and update operating systems and applications for all staff and students.
7. Manage and monitor endpoint protection programs.
8. Research and implement appropriate security measures for systems infrastructure according to industry recommended benchmarks and best practices.
9. Implement and maintain backup and recovery procedures for district wide systems infrastructure.
10. Assist with budget planning and maintenance of inventory and hardware replacement planning information for Systems infrastructure.
11. Assist with development, documentation and implementation of appropriate systems infrastructure standards, policies, and procedures.
12. Displays professional integrity and maintains confidentiality of systems and staff/student data.
13. Ability to work independently with minimal supervision and initiate and prioritize tasks with or without direction.
14. Ability to communicate effectively with all levels of end users.
15. Ability to follow oral and/or written instructions and ability to report orally and/or in writing to the Director.
16. Keeps up to date on job skills and industry trends by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
17. Adjusts schedule as needed to accommodate district needs.

This position will also be responsible for all other duties as assigned by the Director of Technology & Innovation.

TERMS OF EMPLOYMENT:

This is a twelve month position with compensation to be negotiated with the Superintendent and approved by the Board.

EVALUATION:

The performance of this position will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of professional personnel.