



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

September 24, 2024

Executive Session - Administration Building - 6:45 p.m.

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

### **I. OPEN SESSION**

#### **A. Call to Order – Pamela Chirls, President**

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

Adequate notice of this meeting has been provided by amendment to notice approved at the Board's reorganization meeting on January 3, 2024 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

#### **C. 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:

- student matters

Action may be taken upon return to the public session. The full length of the meeting is anticipated to be approximately 15 minutes; and be it

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

### **ROLL CALL VOTE**

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

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

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

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

#### **H. Approval of Minutes**

The Superintendent recommends the following:

1. Voting Meeting Minutes of August 13, 2024

September 24, 2024

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2. Workshop/Voting Meeting Minutes of September 10, 2024
3. Executive Session Meeting Minutes of June 18, 2024; July 16, 2024 and September 10, 2024

## **ROLL CALL VOTE**

### **I. Public Comment**

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

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

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

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

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

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

The presiding officer may:

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

N.J.S.A. 2C:33-8

N.J.S.A. 10:4-12

## **II. RECOMMENDATIONS FOR APPROVAL**

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

The Superintendent recommends the following:

#### **1.1 Student Teachers**

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

## **1.2 District Nursing Services Plan**

**Resolved**, that the Livingston Board of Education approves the District Nursing Services Plan for the 2024-2025 school year.

### **ROLL CALL VOTE**

## **2. STUDENT SERVICES**

The Superintendent recommends the following:

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

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2024-2025 for four (4) Livingston students with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on **Attachment B**.

### **2.2 Related Services/Medical Consultants**

**Resolved**, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2024-2025 school year.

#### **Home Instruction**

Brookfield Schools / Bonnie Brae - Liberty Corner                      \$63.35/hour

#### **Psychiatric**

GenPsych    \$250.00/assessment

### **ROLL CALL VOTE**

## **3. BUSINESS**

The Superintendent recommends the following:

### **3.1 Payment of Bills**

**Whereas**, the Board Secretary has audited certain vendor claims as required by N.J.S.A. 18A:19-2 and Board Policy 6470 and presented them to the Livingston Board of Education with the recommendation they be paid, now therefore be it

**Resolved**, that the Livingston Board of Education approves the payment of the following bills in the amounts listed and attach a complete copy of these bills to the minutes of this meeting.

<b><u>Fund</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>
10, 11, 12	Operating Budget (checks 107769-108279; adv 204-210)	\$ 7,649,765.33
20	Grants (checks 107769-108279)	\$ 90,428.96
60	Cafeteria (checks 60066-60074)	\$ 320.00
	<b>TOTAL</b>	<b>\$ 7,740,514.29</b>

### **3.2 Board Secretary Report – August 2024**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for August 31, 2024, 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 August 31, 2024, 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	\$25,327,735.96	\$133,101,485.91	\$5,719,799.57
(11) Current Expense			
(12) Capital Outlay			
(20) Special Revenue Fund	\$333,740.75	\$2,666,909.27	(\$120,310.73)
(30) Capital Projects Fund	\$2,020,274.77	\$1,619,600.00	\$3,638,310.50
(40) Debt Service Fund	(\$2,808,862.64)	\$1,084,212.99	\$1,258,362.86
Total:	\$24,872,888.84	\$138,472,208.17	\$10,496,162.20

**Whereas**, pursuant to N.J.A.C. 6A:23A-16.10(c3), the Board Secretary has certified that as of August 31, 2024, 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. 6A:23A-16.10(c4) 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 2024-2025 budget for August pursuant to Board of Education Policy 6422, now therefore be it

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

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

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

**Resolved**, the Livingston Board of Education approves *Jessica Rapp*, Business Administrator and *Kylie McGlew*, Assistant Business Administrator, to each attend eight New Jersey Association of School Business Officials professional development sessions throughout fiscal year 2024-25, in Whippany, NJ, at a cost not to exceed \$150 per person per session, inclusive of travel.

**Resolved**, the Livingston Board of Education approves *Jessica Rapp*, Business Administrator and *Kylie McGlew*, Assistant Business Administrator, to attend the Essex County Association of School Business Officials monthly professional development sessions for the fiscal year 2024-25 in Belleville, NJ, at a cost not to exceed \$550 each for the year, inclusive of travel.

### **3.5 On-Tech Consulting**

**Resolved**, that the Livingston Board of Education authorizes the Business Administrator to enter into a Letter of Intent with On-Tech Consulting, Inc. to complete the Universal Service Fund (E-Rate) application process for the 2025-2026 school year. The district will pay On-Tech an amount equal to 10% of any funding received.

**Resolved**, that the Livingston Board of Education authorizes the Business Administrator to enter into a Letter of Intent with On-Tech Consulting, Inc. to complete the FCC Cybersecurity Pilot Program application process at a cost not to exceed \$5,500.

### **3.6 Technology Purchases**

**Resolved**, that the Livingston Board of Education approves the following technology purchases:

<b>Name of Product</b>	<b>Vendor</b>	<b>Subscription Date</b>	<b>Amount</b>	<b>CO-OP#</b>
Acer C736 Chromebooks for Class 2037	CDWG	n/a	\$222,300.00	ESCNJ/AEPA-22G

### **3.7 Purchasing - Business Administrator/Board Secretary**

**Resolved**, that the Livingston Board of Education approves the resolution as follows:

WHEREAS, N.J.S.A. 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, N.J.S.A. 18A-18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$44,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS, N.J.S.A. 10A-10A-37(c) provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$6,600) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution, and

NOW, THEREFORE BE IT RESOLVED that the Livingston Board of Education , pursuant to the statutes cited above, hereby appoints Jessica Rapp, Business Administrator/Board Secretary, as its duly authorized purchasing agent and is duly assigned the authority, responsibility and accountability for the purchasing activity effective for the period September 25, 2024 through to the date of the 2025 Reorganization Meeting, and

BE IT FURTHER RESOLVED, that Jessica Rapp, as purchasing agent, is authorized to process payments as necessary as part of regular District operations, to be ratified at the subsequent regular public meetings of the Board of Education, and

BE IT FURTHER RESOLVED, that Jessica Rapp is hereby authorized to award contracts on behalf of the Livingston Board of Education that are in the aggregate less than 15% of the Bid threshold (currently \$6,600) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Jessica Rapp is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,600) but less than the bid threshold of \$44,000.

### **3.8 Purchasing - Assistant Business Administrator**

**Resolved**, that the Livingston Board of Education approves the resolution as follows:

WHEREAS, N.J.S.A. 18A:18A-2 provides that a Board of Education shall assign the authority, responsibility and accountability for the purchasing activity of the Board of Education to a person or persons who shall have the power to prepare advertisements, to advertise for and receive bids and to award contracts as permitted by this chapter, and

WHEREAS, N.J.S.A. 18A-18A-3 provides that contracts, awarded by the purchasing agent that do not exceed in the aggregate in a contract year the bid threshold (currently \$44,000), may be awarded by the purchasing agent without advertising for bids when so authorized by Board resolution, and

WHEREAS, N.J.S.A. 18A-18A-37(c) provides that all contracts that are in the aggregate less than 15% of the bid threshold (currently \$6,600) may be awarded by the purchasing agent without soliciting competitive quotations if so authorized by Board resolution, and

NOW, THEREFORE BE IT RESOLVED that the Livingston Board of Education , pursuant to the statutes cited above, hereby appoints Kylie McGlew, Assistant Business Administrator, as its duly authorized purchasing agent *pro tem*, in the event that Jessica Rapp, Business Administrator/Board Secretary, is unavailable, and is duly assigned the authority, responsibility and accountability for the purchasing activity of the Livingston Board of Education effective for the period September 25, 2024 through to the date of the 2025 Reorganization Meeting, and

BE IT FURTHER RESOLVED, that Kylie McGlew, as *pro tem* purchasing agent, is authorized to process payments as necessary as part of regular District operations, to be ratified at the subsequent regular public meetings of the Board of Education, and

BE IT FURTHER RESOLVED, that Kylie McGlew is hereby authorized to award contracts on behalf of the Livingston Board of Education that are in the aggregate less than 15% of the Bid threshold (currently \$6,600) without soliciting competitive quotations, and

BE IT FURTHER RESOLVED, that Kylie McGlew is hereby authorized to seek competitive quotations, when applicable and practicable, when contracts in the aggregate exceed 15% of the bid threshold (currently \$6,600) but less than the bid threshold of \$44,000.

### **3.9 Bylaws, Policies and Regulations**

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

Policy #3214 - Conflict of Interest (with revisions)

Policy #3230 - Outside Activities (with revisions)

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

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

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

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

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

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

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

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

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

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

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

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

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

Policy #9181 - Volunteer Athletic Coaches and Co-Curricular Activity

Advisors/Assistants (with revisions)

## **ROLL CALL VOTE**

### **4. PERSONNEL**

The Superintendent recommends the following:

#### **4.1 Resignations & Retirements**

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

<b>Name</b>	<b>Position</b>	<b>Reason</b>	<b>Location</b>	<b>Last Day of Employment</b>
<i>Cheryl Lenoir</i>	Playground Aide	Resignation	MPE	September 13, 2024

*\*as amended from a previous agenda*



#### 4.2 Leaves of Absences

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

Name	Location	Position	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
Patrick Catalano	LHS	Teacher of Math	9/23/2024-9/27/2024 & 12/9/2024-1/31/2025**	2/1/2025-2/28/2025**	NA	3/3/2025
Molly Gribbon	Hillside	Elementary School Teacher	3/3/2025-4/4/2025	4/7/2025-6/30/2025**	NA	8/25/2025
Carly Haggerty*	BHE	TOSD	9/4/2024-10/10/2024	10/11/2024-10/28/2024 & 10/29/2024-1/28/2025**	1/29/2025-6/30/2025	8/25/2025
Diane Miranda-Evangelista	HMS	School Nurse	3/3/2025-4/18/2025 & 8/25/2025-8/29/2025**	4/21/2025-6/30/2025**	NA	9/2/2025
Sara Osmer*	LHS	Teacher of Math	9/3/2024-2/7/2025 (charged half days)	2/10/2025-6/30/2025** (charged half days)	NA	8/25/2025
Pia Bauer*	Hillside	Elementary School Teacher	8/28/2024-10/24/2024	NA	10/25/2024-6/30/2026	9/1/2026

\*as amended from a previous agenda

\*\*Designates time counted toward NJFLA/FMLA

#### 4.3 Transfers

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

#### 4.4 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
Jami Cerrato	BHE	TOSD	Leave Replacement	C. Haggerty	BA	1	\$55,390	9/1/2024
Maribeth Cassels	MPMS	ELA Teacher	Leave Replacement	S. Byer	MA	1	\$63,390 (prorated)	10/28/2024
Orhan Ajeti*	B&G	Maintenance	NA	G. DeLuca	Maintenance	11	\$68,993 plus \$625 for Black	9/16/2024



							<i>Seal (prorated)</i>	
David Palmer	Transportation	25-Hr Bus Driver	NA	NA	25-Hr BD	9	\$32,655 (prorated)	9/23/2024
Luz Miranda	Transportation	Bus Aide	NA	NA	Bus Aide	1	\$13,548 (prorated)	9/12/2024

*\*as amended from a previous agenda*

*\*\*begins 60-day probationary period*

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

#### **4.5 Substitutes**

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

##### **Teachers**

*Benjamin Hauser*

*Douglas Aiello*

*Charles Cerle*

*Jake Cohen*

*Jennifer Narciso*

*Noreen Zak*

##### **Nurses**

*Francine Kharkover*

##### **Substitute Playground Aide**

*Ellen Bodner (\$18/hr)*

**Resolved**, the Livingston Board of Education approves the individuals listed on **Attachment G** as certified 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 (\$10/period) for that assignment.

**Resolved**, that the Livingston Board of Education approves the appointment of the individual(s) listed below to serve as long-term substitutes as reflected below:

<b>Name</b>	<b>Location</b>	<b>Title</b>	<b>Leave Replacement or Long Term Sub</b>	<b>Replacing</b>	<b>Salary</b>	<b>Effective Date</b>
<i>Christen Zeledon Marin*</i>	RHE	TOSD	Long Term Sub	H. Gibbs	\$277/day*	8/28/2024 - 9/17/2024
<i>Jodi Shalom</i>	RHE	TOSD	Long Term Sub	H. Gibbs	\$353/day	9/16/2024 - 12/20/2024

*\*amended from previous agenda*

*\*\*to be paid the difference between their current daily rate and the rate quoted above*

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

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

#### **4.7     Stipends**

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

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

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

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

**Resolved**, the Livingston Board of Education approves the reallocation of a one-year stipend for an Assistant to the Principal position at Mt. Pleasant Middle School from the contract between itself and the Livingston Supervisors Association to the Livingston Education Association for the 2024-2025 school year. The \$15,000 stipend will be split between Kathleen Youtz, Michael Altomare and Denise Urbanski.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment M** for elementary stipends for the 2024-2025 school year in accordance with the contract between the LBOE and the LEA.

**Resolved**, that the Livingston Board of Education establishes an annual stipend of \$6,250 for the purpose of providing audio/visual support for evening Board of Education meetings and appoints *Daniel Kapuscinski*, IT Support, to this stipend, effective and retroactive to July 1, 2024. If Mr. Kapuscinski is not able to make a meeting, coverage will be provided and \$250 will be deducted from this amount to compensate for his replacement. This stipend will be paid bi-annually.

**Resolved**, that the Livingston Board of Education rescinds the appointment of *Deanna Iacullo* to the *Classical Literature Book Club* stipend for the 2024-2025 school year.

**Resolved**, that the Livingston Board of Education approves *Val Desamours* as the Assistant to the AP Coordinator in the amount of \$4,500 and *Stacey Strumeyer* as the AP Testing Assistant in the amount of \$3,000 to be paid through the Student Activities Account.

#### **4.8     Summer Work**

**Resolved**, that the Livingston Board of Education approves the *Pietrina Daly*, School Nurse to work on August 23, 2024, to accompany a student on a field trip. She will be compensated at her hourly rate.

**Resolved**, that the Livingston Board of Education approves *Lester Ambio*, *Vincent Kulik*, *Stuart Lukowiak* and *Joseph Clarke* to work over the summer of 2024 as security aides at Livingston High School at their daily rate.

#### **4.9     2024-25 Reappointment**

**Resolved**, that the Livingston Board of Education approves *Kara Mazza* for reappointment as substitute Playground Aide for the 2024-2025 school year at \$20/hr.

#### **4.10   Football Game Announcements**

**Resolved**, that the Livingston Board of Education approves the announcer of LHS home football games to be paid at the flat rate of \$150 per game commencing with the 2024-2025 school year, not to exceed \$1,200 for the season.

#### **4.11   Mentor Fees**

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

### **ROLL CALL VOTE**

#### **5.   MISCELLANEOUS**

The Superintendent recommends the following:

##### **5.1     HIB Report**

**Resolved**, that the Livingston Board of Education accepts the findings of HIB cases.

### **ROLL CALL VOTE**

#### **J.   Old Business**

#### **K.   New Business**

1.   Interim Superintendent's Contract

### **III.   ADJOURNMENT**

#### **EXECUTIVE SESSION**

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

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

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

- (A) It does hereby determine that it is necessary to meet in executive session on September 24, 2024 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
1.   Matter rendered confidential by federal law, state statute or rule of court.
  2.   Matter in which the release of information would impair a right to receive federal funds.
  3.   Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
  4.   Collective bargaining matters.
  5.   Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
  6.   Tactics and techniques utilized in protecting public property where disclosure could impair protection.
  7.   Investigation of violations or possible violations of law.
  8.   Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.

9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
  10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Marisa Euhreman	Montclair State University	Observation	Livingston High School	Cara Dlugo	9/4/2024-6/24/2025
James Fox	Montclair State University	Observation	Heritage Middle School	Erik Donough	9/12/2024-6/24/2025
Tara Bird	William Paterson University	Observation	Hillside Elementary	Marisa Gengaro	9/12/2024-6/24/2025

			School Year 2024-2025			Extraordinary Services			Extended School Year			
<u>School</u>	<u>Program Type</u>	<u>Type</u>	<u># of Stud</u>	<u>Tuition 2024-2025</u>	<u>Total Tuition</u>	<u># of Stud</u>		<u>Aide(s)</u>	<u># of Stud</u>	<u>ESY Tuition</u>	<u>Total ESY Tuition</u>	<u>Total School</u>
Newmark High School	Emotional Regulation Impairment	T	1	\$ 69,375.60	\$ 69,375.60							\$ 69,375.60
Steps Program, Inc., D/B/A College Steps	Post Secondary Transition	N	1	\$ 23,242.00	\$ 23,242.00							\$ 23,242.00
Steps Program, Inc., D/B/A College Steps	Post Secondary Transition	N	1	\$ 20,756.00	\$ 20,756.00							\$ 20,756.00
The College of New Jersey Career & Community Studies	Post Secondary Transition	N	1	\$ 24,740.00	\$ 24,740.00							\$ 24,740.00
Total			4		\$ 138,113.60							\$ 138,113.60

Type

Renewal (R) indicates that the student has been at that OOD school and is continuing to be placed there.

New (N) indicates that the student is a newly placed OOD student or an additional service has been added.

Transfer (T) indicates that the student has been OOD, but has transferred to another OOD school.

New to District (ND) indicated that the student moved in and was already placed OOD.

## Appropriation Adjustment Journal for 2024-25 August

Account Number	Act Description	Tx Id	Date	Tx Description	Current Appropriation	Adjustment	New Appropriation
11-000-230-530-7076-12	Communications/Telephone	45258	8/2/2024	Adjustment - Budget Transfer request from 8607 Caffrey, Kelly E google voice	225,000.00	-625.00	224,375.00
11-000-230-530-8085-20	Communications/Telephone	45258	8/2/2024	Adjustment - Budget Transfer request from 8607 Caffrey, Kelly E google voice	2,000.00	625.00	2,625.00
							.00
20-252-100-100-3050-13	IDEA Basic Aides Sal	45270	8/5/2024	Adjustment - IDEA Basic Aides Sal	639,294.00	-484,554.00	154,740.00
20-252-100-100-3050-14	Salariess Of Teach Cceis	45270	8/5/2024	Adjustment - IDEA Basic Aides Sal	153,976.00	-7,507.00	146,469.00
20-252-100-100-3051-13	IDEA Prek Aides Sal	45270	8/5/2024	Adjustment - IDEA Basic Aides Sal	39,118.00	1,484.00	40,602.00
20-252-100-500-3050-13	Other Purchased Services	45270	8/5/2024	Adjustment - IDEA Basic Aides Sal	560,352.00	270,648.00	831,000.00
20-252-200-200-3050-14	Pers Servi- Empl Cceis	45270	8/5/2024	Adjustment - IDEA Basic Aides Sal	.00	93,740.00	93,740.00
20-252-200-300-3050-13	Purch Pro & Tech Service	45270	8/5/2024	Adjustment - IDEA Basic Aides Sal	.00	78,350.00	78,350.00
20-252-200-300-3051-13	Purchased Professional	45270	8/5/2024	Adjustment - IDEA Basic Aides Sal	16,791.00	6,056.00	22,847.00
20-252-200-500-3050-13	Other Purchased Services	45270	8/5/2024	Adjustment - IDEA Basic Aides Sal	.00	3,350.00	3,350.00
							-38,433.00
11-000-262-420-7076-12	Clean/Repair/Maint Servs - DW	45960	8/5/2024	Adjustment - Stair Repair at LHS	129,164.00	32,280.60	161,444.60
12-000-400-721-7071-12	Lease Purch Agreemnt-Prn DW	45960	8/5/2024	Adjustment - Stair Repair at LHS	1,380,631.00	-32,280.60	1,348,350.40
							.00
11-000-262-440-7074-12	Clean/Repair/Maint Svcs Rentals - DW	45417	8/6/2024	Adjustment - Budget Transfer request from 4348 Held, Nancy	.00	6,000.00	6,000.00
11-000-262-610-7076-12	General Supplies - DW	45417	8/6/2024	Adjustment - Budget Transfer request from 4348 Held, Nancy	702,500.00	-6,000.00	696,500.00
							.00
11-000-230-530-7076-12	Communications/Telephone	45418	8/6/2024	Adjustment - Google Voice Transfer	224,375.00	-625.00	223,750.00
11-000-230-530-8085-20	Communications/Telephone	45418	8/6/2024	Adjustment - Google Voice Transfer	2,625.00	625.00	3,250.00
11-190-100-423-7073-12	Software Maintenance Ins	45418	8/6/2024	Adjustment - Google Voice Transfer	835,752.36	3,500.00	839,252.36
11-190-100-640-0001-93	Textbooks Secondary Business	45418	8/6/2024	Adjustment - Google Voice Transfer	6,977.00	-3,500.00	3,477.00
							.00
12-130-100-731-1021-09	Grades 6-8 - HMS	45909	8/8/2024	Adjustment - The newest quote we received for the necessary MPM Band instruments increased by this amount since we first requested the quote this past November.	45,995.16	-2,033.20	43,961.96
12-130-100-731-1021-10	Grades 6-8 - MPM	45909	8/8/2024	Adjustment - The newest quote we received for the necessary MPM Band instruments increased by this amount since we first requested the quote this past November.	11,288.00	2,033.20	13,321.20
							.00
11-000-252-330-7073-12	Other Purch Prof Service	46061	8/13/2024	Adjustment - Budget Transfer request from 7543 Kang, Erhya J R# 25-000869	143,200.00	1,500.00	144,700.00
11-000-252-600-7073-12	Supplies And Materials	46061	8/13/2024	Adjustment - Budget Transfer request from 7543 Kang, Erhya J R# 25-000869	41,565.00	-1,500.00	40,065.00
							.00
20-280-200-300-1033-12	Purch Pro & Tech Service	46064	8/14/2024	Adjustment - TITLE IV adjustment for PD	9,555.00	-695.00	8,860.00
20-280-200-500-1033-13	Title IV Conferences & Workshop Registration Fees	46064	8/14/2024	Adjustment - TITLE IV adjustment for PD	.00	695.00	695.00



# Appropriation Adjustment Journal for 2024-25 August

Account Number	Act Description	Tx Id	Date Tx Description	Current Appropriation	Adjustment	New Appropriation
					.00	
11-000-219-104-4060-12	Salariess-Other Prof Staf	47840	8/16/2024 Adjustment - August Transfers	4,126,673.00	-70,950.18	4,055,722.82
11-000-219-105-4060-12	Salariess-Sec/Cler Assist	47840	8/16/2024 Adjustment - August Transfers	303,463.00	70,950.18	374,413.18
11-000-262-610-7076-12	General Supplies - DW	47840	8/16/2024 Adjustment - August Transfers	696,500.00	-153.04	696,346.96
11-000-262-610-7076-12	General Supplies - DW	47840	8/16/2024 Adjustment - August Transfers	696,346.96	-32,280.60	664,066.36
12-000-400-334-7079-20	Architectural/Engineering Services	47840	8/16/2024 Adjustment - August Transfers	.00	153.04	153.04
12-000-400-721-7071-12	Lease Purch Agreemnt-Prn DW	47840	8/16/2024 Adjustment - August Transfers	1,348,350.40	32,280.60	1,380,631.00
					.00	
11-190-100-610-0000-98	Instructional Supplies Soc. Stud. Elementary	46602	8/30/2024 Adjustment - Budget Transfer request from 5729 Bickel, Christopher This is to cover new diverse picture books for Grade 5.	32,413.00	3,000.00	35,413.00
11-190-100-640-0000-98	Textbooks Soc. Stud. Elementary	46602	8/30/2024 Adjustment - Budget Transfer request from 5729 Bickel, Christopher This is to cover new diverse picture books for Grade 5.	4,608.00	-3,000.00	1,608.00
					.00	
11-000-240-600-6066-11	Supplies And Materials - LHS	46603	8/30/2024 Adjustment - Budget Transfer request from 6848 Gudd, Lisa R software subscription for R.Grosso	64,235.60	-298.00	63,937.60
11-190-100-423-7073-12	Software Maintenance Ins	46603	8/30/2024 Adjustment - Budget Transfer request from 6848 Gudd, Lisa R software subscription for R.Grosso	839,252.36	298.00	839,550.36
					.00	
11-000-230-100-8080-12	Personal Services-Salaries	47843	8/30/2024 Adjustment - August Transfer	459,471.60	-55,924.21	403,547.39
11-000-251-100-7079-12	Personal Services-Salaries	47843	8/30/2024 Adjustment - August Transfer	1,326,037.00	55,924.21	1,381,961.21
					.00	
11-213-100-101-2053-12	Salariess Of Teachers	47846	8/30/2024 Adjustment - summer academy transfer	6,437,847.00	-16,182.72	6,421,664.28
13-422-100-101-0001-12	Summer Academy (Tuition Collected)	47846	8/30/2024 Adjustment - summer academy transfer	45,978.00	15,612.54	61,590.54
13-422-100-101-0002-12	Summer Academy (No Tuition Collected)	47846	8/30/2024 Adjustment - summer academy transfer	.00	570.18	570.18
					.00	

# Appropriation Adjustment Journal for 2024-25 August

## Summary Page

Fund	Program	Current Appropriation	Adjustment	New Appropriation
11 General Current Expense	000 Undistributed Expenditures	71,025,400.48	-504,210.61	70,521,189.87
	105 Regular Programs- Preschool	92,135.00	.00	92,135.00
	110 Regular Programs - Kindergarten	1,941,208.00	-31,508.00	1,909,700.00
	120 Regular Programs - Grades 1-5	13,256,238.00	103,828.00	13,360,066.00
	130 Regular Programs - Grades 6-8	10,415,314.00	-6,248.00	10,409,066.00
	140 Regular Programs - Grades 9-12	15,517,630.00	59,449.00	15,577,079.00
	150 Regular Programs - Home Instruction	191,000.00	.00	191,000.00
	190 Regular Programs - Undistributed	3,795,499.33	80,196.36	3,875,695.69
	204 Special Education - Learning and/or Language Disabilities	5,146,734.00	24,096.00	5,170,830.00
	207 Special Education - Auditory Impairments	3,000.00	.00	3,000.00
	209 Special Education - Behavioral Disabilities	.00	10,000.00	10,000.00
	212 Special Education - Multiple Disabilities	2,339,708.00	105,921.00	2,445,629.00
	213 Special Education - Resource Room/Resource Center	6,453,347.00	92,495.49	6,545,842.49
	216 Special Education - Preschool Disabilities - Full-Time	308,117.00	.00	308,117.00
	230 Basic Skills/Remedial - Instruction	1,464,870.00	.00	1,464,870.00
	240 Bilingual Education - Instruction	959,774.00	-60,090.00	899,684.00
	301 Vocational Programs - Local	58,808.00	.00	58,808.00
	401 School - Sponsored Co-curricular and Extra-curricular Activities	622,877.00	50,000.00	672,877.00
	402 School - Sponsored Athletics	1,300,690.00	.00	1,300,690.00
	403 Other Instructional Programs	45,900.00	-10,000.00	35,900.00
	424 Other Supplemental/At-Risk Programs	1,155,038.00	-38,454.00	1,116,584.00
		<b>136,093,287.81</b>	<b>-124,524.76</b>	<b>135,968,763.05</b>
12 Capital Outlay	000 Undistributed Expenditures	6,786,747.00	108,342.04	6,895,089.04
	120 Regular Programs - Grades 1-5	51,145.37	397.42	51,542.79
	130 Regular Programs - Grades 6-8	57,283.16	-397.42	56,885.74
	140 Regular Programs - Grades 9-12	14,766.20	.00	14,766.20
		<b>6,909,941.73</b>	<b>108,342.04</b>	<b>7,018,283.77</b>
13 Special Schools	422 Summer School	45,978.00	16,182.72	62,160.72
		<b>45,978.00</b>	<b>16,182.72</b>	<b>62,160.72</b>
20 Special Revenue Fund	001 Other Local Projects	16,000.00	.00	16,000.00
	231 ESSA Title I, Part A	118,709.00	25,530.00	144,239.00
	241 ESSA Title III	25,783.00	10,354.00	36,137.00
	242 ESSA Title III	15,787.00	-3,153.00	12,634.00
	252 IDEA Part B	1,409,531.00	-38,433.00	1,371,098.00
	270 ESSA Title IIA / IID	63,215.00	4,985.00	68,200.00
	280 ESSA Title IV	9,555.00	1,028.00	10,583.00
	451 Other Federal Projects	.00	130,754.05	130,754.05
	501 Nonpublic Textbooks Aid	38,623.00	2,187.00	40,810.00

## Appropriation Adjustment Journal for 2024-25 August

<b>Fund</b>	<b>Program</b>	<b>Current Appropriation</b>	<b>Adjustment</b>	<b>New Appropriation</b>
	502 Nonpublic Aux Services - Basic Skills/Remedial	50,698.00	.00	50,698.00
	506 Nonpublic Hand - Supplemental Instruction	119,357.00	.00	119,357.00
	507 Nonpublic Hand - Handicapped Services	131,121.00	.00	131,121.00
	508 Nonpublic Hand - Corrective Speech	42,332.00	.00	42,332.00
	509 Nonpublic Nursing Services	147,900.00	49,180.00	197,080.00
	510 Nonpublic Technology Initiative Program	60,601.00	11,184.00	71,785.00
	511 Nonpublic Security Aid Program	262,421.00	48,359.00	310,780.00
		<b>2,511,633.00</b>	<b>241,975.05</b>	<b>2,753,608.05</b>
30 Capital Projects Fund	000 Undistributed Expenditures	1,619,600.00	.00	1,619,600.00
		<b>1,619,600.00</b>	<b>.00</b>	<b>1,619,600.00</b>
40 Debt Service Fund	701 Debt Service - Regular	7,420,363.00	.00	7,420,363.00
		<b>7,420,363.00</b>	<b>.00</b>	<b>7,420,363.00</b>
60 Enterprise Fund	910 Food Services	1,881,000.00	.00	1,881,000.00
		<b>1,881,000.00</b>	<b>.00</b>	<b>1,881,000.00</b>
62 Lease Fund	000 Undistributed Expenditures	1,848,045.04	.00	1,848,045.04
		<b>1,848,045.04</b>	<b>.00</b>	<b>1,848,045.04</b>

Conference	Attendee(s)	Date(s)	Location	Cost not to exceed
NJSBA Workshop 2024	Dr. Daniel Fishbein	October 21-24, 2024	Atlantic City, NJ	\$750.00
NJSBA Workshop 2024	Jessica Rapp	October 21-24, 2024	Atlantic City, NJ	\$750.00
NJSBA Workshop 2024	Jenissa Arnette	October 21-24, 2024	Atlantic City, NJ	\$750.00
NJSBA Workshop 2024	Fang Gong	October 21-24, 2024	Atlantic City, NJ	\$750.00
NJSBA Workshop 2024	Susan Burman	October 22-24, 2024	Atlantic City, NJ	\$550.00
NJSBA Workshop 2024	Pamela Chirls	October 22-23, 2024	Atlantic City, NJ	\$350.00
NJSBA Workshop 2024	Lisa Capone-Steiger	October 22-23, 2024	Atlantic City, NJ	\$350.00
NJSBA Workshop 2024	Seth Cohen	October 22-23, 2024	Atlantic City, NJ	\$350.00
NJSBA Workshop 2024	Mark Stern	October 22-23, 2024	Atlantic City, NJ	\$350.00
IMSE	Danielle Rosenzweig	October 1-December 10, 2024	Virtual	\$1,500.00
IMSE	Kristi Nalick	September 23-27, 2024	Virtual	\$1,500.00
IMSE	Catherine Bitar	September 30-October 30, 2024	Virtual	\$1,500.00
Kaleidoscope - AENJ Fall Conference	Christopher Ianuzzi	October 18, 2024	Princeton, NJ	\$250.00
33rd Annual School Health Conference	Carolyn Ross	October 16, 2024	Somerset, NJ	\$300.00
Art Educators of New Jersey Fall Conference	Alicia Ferrell	October 17-18, 2024	Princeton, NJ	\$800.00
NJPSA Conference	Lorena Dolan	October 17-18, 2024	Atlantic City, NJ	\$900.00
National Council for Social Studies Annual Conference	Dawn Feeley	November 21-24, 2024	Boston, MA	\$2,700.00
CS Teaching Strategies in the Elementary Classroom	Kristin Szelingowski	December 4 & 11, 2024	Virtual	\$200.00
Curriculum Connections	Susan Stevenson	October 29, 2024	Pine Manor, NJ	\$150.00
NJ Association for Jazz Education Annual Conference	Brendan Hughes	November 15, 2024	Newark, NJ	\$105.00
Facilitating Inclusion through Building Level Leadership	Laura DeNicola	October 23, 2024	Virtual	\$75.00
Bob Ross Painting Workshop	Barbara Levy	November 17, 2024	Summit, NJ	\$185.00
The Mongol Empire in World History	Laurie Bisconti	December 6, 2024	New Brunswick, NJ	\$65.00
Curriculum Connections	Danielle Morales	October 29, 2024	Pine Manor, NJ	\$150.00
NJ Council for Social Studies Annual Conference	Chris Bickel	October 21, 2024	Piscataway, NJ	\$120.00
NJ Council for Social Studies Annual Conference	Aaron Fike	October 21, 2024	Piscataway, NJ	\$120.00
NJ Council for Social Studies Annual Conference	Audrey Giordano	October 21, 2024	Piscataway, NJ	\$120.00
NJ Council for Social Studies Annual Conference	Leanna LoIacono	October 21, 2024	Piscataway, NJ	\$120.00
NJ Council for Social Studies Annual Conference	Erica Derosa	October 21, 2024	Piscataway, NJ	\$120.00
IMSE	Carolann Kiss	November 2-10, 2024	Virtual	\$1,500.00
AMTNJ Fall PreK-5 Conference	Angelina Rodriguez	October 25, 2024	Lyncroft, NJ	\$350.00
AMTNJ Fall PreK-5 Conference	Laura Dugan	October 25, 2024	Lyncroft, NJ	\$350.00
Adaptive Schools: Developing Collaborative Teams	Danielle Rosenzweig	October 8-9 & November 6-7, 2024	Binghamton, NY	\$1,300.00
Adaptive Schools: Developing Collaborative Teams	Bronawyn O'Leary	October 8-9 & November 6-7, 2024	Binghamton, NY	\$1,300.00
Adaptive Schools: Developing Collaborative Teams	Mara Rubin	October 8-9 & November 6-7, 2024	Binghamton, NY	\$1,300.00
Adaptive Schools: Developing Collaborative Teams	Jennifer Loniewski	October 8-9 & November 6-7, 2024	Binghamton, NY	\$1,300.00
Adaptive Schools: Developing Collaborative Teams	Maura Tuite	October 8-9 & November 6-7, 2024	Binghamton, NY	\$1,300.00
Adaptive Schools: Developing Collaborative Teams	Ali Marzulla	October 8-9 & November 6-7, 2024	Binghamton, NY	\$1,300.00

**2024-25 PERSONNEL TRANSFERS**

<b>Name</b>	<b>Transferring From</b>	<b>Location</b>	<b>Transferring To</b>	<b>Location</b>	<b>Replacing</b>	<b>Effective Date(s)</b>
<i>Christen Zeledon Marin</i>	TOSD	RHE	Instructional Aide	Hillside	NA	9/18/2024

Location	Name	Position	Guide	Step	Salary	Effective Date
COL	Romero, Yadira	Instructional Aide	I&KA	1	\$27,481 (prorated)	9/30/2024
MPMS	Bravata, Jennifer	Instructional Aide	I&KA	1	\$27,481 (prorated)	9/23/2024
LHS	Clarke, Thomas	Instructional Aide	I&KA	1	\$27,481 (prorated)	9/16/2024
LHS	Wadikar, Mekhala*	Instructional Aide	I&KA	1	\$27,481 (prorated)	9/12/2024

\*amended from previous agenda

<b>Location</b>	<b>Last Name</b>	<b>First Name</b>	<b>Position</b>
BHE	Ballentine	Rommel	ABA Discrete Trial TA
BHE	Benjamin	Crista	ABA Discrete Trial TA
COL	Bertaccini	Aviva	Instructional Aide
HAR	Cullen	Lauren	Kindergarten Aide
HAR	Kumar	Nidhi	Instructional Aide
HIL	Gregory-Egypt	Sharron	Instructional Aide
HIL	Shari	Kane	Instructional Aide
MPE	Almgren	Laura	Instructional Aide
MPE	Cavalie	Monica	Instructional Aide
MPE	Shirazi-Whang	Mahnaz	Instructional Aide
LHS	Blount	Joanne	Media Aide
LHS	Malone	Alexa	Job Coach
LHS	Sheehan	Frank	Job Coach



<b>Name</b>	<b>Position</b>	<b>Location</b>	<b># Classes</b>	<b>Effective Date</b>
Megaro, Brian	Teacher of Tech Ed	LHS	0.1	9/1/2024 - 6/30/2025

Stipend		Last Name	First Name	24-25 Amount
Girls Softball	Head	Matten (OD)	Ian	\$11,133
Girls Softball	Assistant	Nankivell (OD)	David	\$8,382
Baseball	Assistants	Wolfe (OD)	William	\$8,382
Baseball	VOLUNTEER	McLaughlin (OD)	David	
Girls Fencing	Head	Ng (OD)	Jeanette	\$9,823
Girls' Cross Country	Head	Czeizinger (OD)	David	\$11,133
Girls Winter Track	Assistant	Czeizinger (OD)	Dave	\$8,382
Girls Track Spring	Assistants	Czeizinger (OD)	Dave	\$8,382
Boys Volleyball	Head	Kim (OD)	Dan	\$11,133
Girls Volleyball	Head	Kim (OD)	Dan	\$11,133
Boys' Basketball	Head	Gill (OD)	Joe	\$11,133
Boys' Basketball	Assistants	Wolfe (OD)	William	\$8,382
Football Announcer		Cuneo	Ernie	\$150/game (not to exceed \$1,200/season)
Site Manager		Mattia	Christopher	\$47.50/hr
Game Worker		Mattia	Christopher	23.22/hr
Game Worker		DeStefano	Elizabeth	23.22/hr
Game Worker		Bernard	Brittany	23.22/hr
Game Worker		Maxwell	Danielle	23.22/hr
Game Worker		Ehrenfeld (OD)	Paul	\$23.22/hr

2024-2025 LHS Cocurricular Stipends			
Position	# of Positions	2024-2025 Amount	Recommended
Class Advisor - Freshmen	2	\$1,957	Jeffrey Dunker Brynn Smith
Class Advisor - Senior	2	\$978 \$2,282 \$978 \$2,282	Taylor Torre (3/10) Kimberly Brady (7/10) Taylor Torre (3/10) Kelly Rocco (7/10)
Gay Straight Alliance	1	\$1,957	Jordan Virgil
Envirothon	1	\$1,305.00	Deborah Baumgartner
Student Equity Advisor	1	\$2,608.00	Amy Meyer
Detention AM/PM		\$26.76	Issam Helwani Theresa Cannone
Detention Saturday		\$44.67	Issam Helwani Michael Coleman Swarandeeep Anand Theresa Cannone

2024-25 HMS COCURRICULAR STIPENDS			
Position	# of Positions	2024-2025	Recommended
Classical Literature Book Club	1	\$783	Nicole Macadam*

*\*amended from a previous agenda*

2024-25 MPMS Cocurricular Stipends

Position	# of positions	2024-2025	Recommended
Student Equity	1	\$1,304 \$1,304	Aaron Fike Liana Gilsenan

2024-25 ELEMENTARY STIPENDS			
Position	2024-2025	Recommended	Location
Asst to the Principal	\$5,198	Courtney Ferraro	BHE
Safety Patrol Leader	\$1,305	Julie Sonshine	BHE
Student Council	\$1,517	Courtney Ferraro	BHE
Equity Coach	\$2,608	Madison Hom	BHE
TA Mentor	\$354	Shivani Baijal	BHE

Position	2024-2025	Recommended	Location
Asst to the Principal	\$1,299.50	Nicole Stranix	COL
	\$1,299.50	Marlena Baird	
	\$1,299.50	Donna Feldman	
	\$1,299.50	Jennifer Vernotica	
Safety Patrol Leader	\$1,305	Tracey Dunleavy	COL
Student Council	\$758.50	Stefanie Lichtstein	COL
	\$758.50	Katherine Miller	
Equity Coach	\$2,608	Meredith Pannia	COL
TA Mentor	\$354	Jill Weiss	COL

Position	2024-2025	Recommended	Location
Asst to the Principal	\$866.33	Anne Matienzo	HAR
	\$866.33	Janine DeMarsico	
	\$866.33	Nicole Sajecki	
	\$866.33	Celine Falchetta	
	\$866.33	Jean Murray-Connell	
	\$866.33	Emily Schulke	
Safety Patrol Leader	\$1,305	Celine Falchetta	HAR
Student Council	\$758.50	Stephanie Siu	HAR
	\$758.50	Sara Calabrese	
Equity Coach	\$2,608	Jodi Frohnaphel	HAR
TA Mentor	\$354	Noreen Smith	HAR

Position	2024-2025	Recommended	Location
Asst to the Principal	\$2,599	Marisa Gengaro	HIL
	\$2,599	Bridget Marshall	
Safety Patrol Leader	\$1,305	Lisa Bowe	HIL
Student Council	\$758.50	Justin Grossman	HIL
	\$758.50	Amy Hinds	
Equity Coach	\$2,608	Allison Devine	HIL
TA Mentor	\$354	Sharron Gregory-Egypt	HIL

Position	2024-2025	Recommended	Location
Asst to the Principal	\$1,299.50	Shira Roth	MPE
	\$1,299.50	Jen Szostak	
	\$1,299.50	James Diegnan	
	\$1,299.50	Dana Triana	
Safety Patrol Leader	\$1,305	Sheily Chang	MPE
Student Council	\$758.50	Dana Triana	MPE
	\$758.50	Jennifer Szostak	

Equity Coach	\$2,600	James Diegnan	MPC
TA Mentor	\$354	MaryEllen Fabrizio	MPE

Position	2024-2025	Recommended	Location
Asst to the Principal	\$883.66 \$2,235.14 \$2,079.20	Aubrey Amorim (17%) Heather Cohen (43%) Dina Kandel (40%)	RHE
Safety Patrol Leader	\$1,305	Allison Winka	RHE
Student Council	\$1,517	Nicole Carangelo	RHE
Equity Coach	\$2,608	Marissa Reynolds	RHE
TA Mentor	\$354	Camille Massoni	RHE



Last Name	First Name	Position	School	Mentor	Fee	Notes
Benmorits	Amanda	PRIDE Teacher	BHE	Lara Moskowitz	\$550	
Brown	Alexandria	Elementary	Hillside	Kristen Trebbe	\$550	
Campbell	Rebecca	Elementary	Hillside	Janene Williams	\$550	
Canizares	David	Math	LHS	Nicholas Brooks	\$10,000	
Cerrato	Jami	PRIDE Teacher	BHE	Julie Sonshine	\$367	first 20 weeks
Friedman	Karen	Elementary	Riker	Allison Winka	\$183	last 12 weeks
Mooney	Elizabeth	Elementary	Collins	Amelia Rieth	\$550	
Pinzon Usme	Natalia	Spanish	HMS	Martha Cuervo	\$367	last 20 weeks
San Juan	Fe Jazmin	Health & PE	Harris...	Christopher Purdue	\$348	last 19 weeks
Yalt (Akinci)	Sevgi Tugce	Math	MPM	Lisa Klemens	\$800	first 20 weeks
Zeoli	Leonardo	Math	LHS	Will Peklo	\$275	last 15 weeks

## 3214 CONFLICT OF INTEREST

No teaching staff member of the Board of Education shall have any interest, financial or otherwise, direct or indirect, or engage in any business or transaction or professional activity which is in conflict with the proper discharge of the teaching staff member's duties.

No teaching staff member shall use or attempt to use his/her position to secure unwarranted privileges or advantages.

No teaching staff member of the Board shall act in his/her official capacity in any matter wherein he/she has a direct or indirect personal financial interest.

No teaching staff member of the Board shall accept any gift, favor, service, or other thing of value under circumstances from which it might be reasonably inferred that such gift, service or other thing of value was given or offered for the purpose of influencing the teaching staff member in the discharge of his/her duties.

The Board of Education discourages the presentation of gifts to teaching staff members by ~~students~~pupils and their parent(s) ~~or legal guardian(s)~~, because it may embarrass ~~students~~pupils with limited means and give the appearance of currying favor.

The Board directs that teaching staff members instruct their ~~pupils~~~~students~~ to express their appreciation by means other than gifts.

Teaching staff members may receive gifts of only nominal value from ~~students~~pupils or their parent(s). ~~or legal guardian(s)~~.

### Tutoring

At the heart of education lies the profound commitment of teachers to nurture curiosity, impart knowledge, and inspire growth within the classroom. Through their dedication, teachers work with students and lay their foundation for a world enriched by wisdom, innovation, and endless possibilities. The district recognizes that tutoring services parents may wish to secure for their child(ren) can complement and enhance this learning journey, providing additional support that can further unlock a student's potential and build understanding and growth.



The Livingston Board of Education recognizes that occasionally, for a variety of reasons, parent(s) or legal guardian(s) may wish their children to receive intensive private tutoring beyond the scope of the regular individualized instruction program.

Since private tutoring has the potential of raising sensitive questions of ethics and conflicts of interest, teachers may not tutor students who attend the school in which they teach, though they may, however, engage to tutor students from other schools in the system.

Tutorial service on administrative assignment or tutorial service, which requires limited and special skills, may be exempted from this provision on approval by the Superintendent. Tutoring sessions should not be held in school buildings.

The student's teacher or other school staff member may coordinate with the student or parent in specifying the areas where the student needs improvement. Livingston teachers will not be responsible or expected to communicate with a private tutor. Communication with a private tutor is the responsibility of the parent.

Private tutors may not contact the student's teacher directly for class materials, resources, study guides, assessments, or other information. Staff members shall not share these types of resources directly with any private tutor including a Livingston staff member.

Livingston staff members who are working as private tutors/coaches shall not critique or recommend other teachers/tutors, practices, or programs, and shall maintain the requirements of professionalism at all times as outlined in Policy and Regulation 3281 - Inappropriate Staff Conduct.

## Substitute Teaching

The Board discourages the use of daily or long-term substitute teachers in schools in which their children are in attendance.

N.J.S.A. 18A:6-8; 18A:11-1

Adopted: 09 October 2006

Revised: October 29, 2024



# POLICY

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LIVINGSTON  
**BOARD OF EDUCATION**

Teaching Staff Members  
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CONFLICT OF INTEREST



## 3230 OUTSIDE ACTIVITIES

The Board of Education recognizes that teaching staff members enjoy a private life outside of their job responsibilities in the school district. The Board believes that the role of the teaching profession is such that teachers exert a continuing influence away from the school district. Accordingly, the Board reserves the right to determine when activities outside the teaching staff members job responsibilities interfere with their professional performance and the discharge of the member's responsibilities to the students of this district.

All teaching staff members are advised to be governed in the conduct of personal activities by the following guidelines:

1. Teaching staff members should refrain from conduct, associations, and offensive speech that, if given publicity, would tend to have an adverse or harmful effect upon pupils or the school community;
2. Teaching staff members should not devote time during the working day to an outside activity without valid reason. They should not solicit or accept customers for private enterprises on school premises or during the school day without the express permission of the Principal;
3. The Board does not endorse, support, or assume liability in any way for any staff member of this district who takes students on trips not approved by the Board or Superintendent, and shall not be liable for the welfare of students who travel on such trips. Any staff member who takes students of this district on a trip not approved by the Board or Superintendent shall clearly and concisely inform the parent(s) of any student solicited and/or attending such a trip that the trip is not endorsed, supported, approved, or authorized by the Board of Education. A staff member shall not solicit students on school grounds for trips not approved by the Board or Superintendent;
4. The Board does not endorse, support, or assume liability in any way for any teaching staff member of this district who conducts a private activity in which students or employees of this district participate;
5. Teaching staff members shall not send campaign literature home with students, or request, direct or have students distribute campaign literature on behalf of any candidate for local, State, or national office or for any bond issue, proposal, or any public question submitted at any general, municipal, or school election. No student shall be requested or directed by any teaching staff member to engage in any activity which tends to promote, favor, or oppose any such candidacy, bond issue, proposal, or public question;



6. In accordance with Policy #3214, Teaching staff members shall not privately tutor students for compensation who are currently enrolled in their school/classes. Professional employees employed by the district with licenses shall not have as clients any student of the district or an immediate family member of a student in the district.
7. Copyrights and patents to materials or equipment developed, written, prepared, processed, or tested by teaching staff members in the performance of their professional duties reside with and may be claimed by the Board.

N.J.S.A. 18A:42-4

N.J.S.A. 19:1.1 et seq.

Adopted: 09 October 2006

Revised: 06 May 2013

Revised: 20 October 2014

Revised: October 29, 2024



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Bylaws

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

### 0141 BOARD MEMBER NUMBER AND TERM

The Board of Education shall consist of five members.

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

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

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

Adopted: 13 December 2004

Revised: 29 September 2014

**Revised: September 10, 2024**





# BYLAW GUIDE

## BYLAWS

0155.1/page 1 of 2

### Board Member Participation at Board Meetings Using Electronic Device

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

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

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

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



# BYLAW GUIDE

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

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

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

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

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

Adopted:



# POLICY

## LIVINGSTON BOARD OF EDUCATION

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

### 2200 CURRICULUM CONTENT (M)

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

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

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

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

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

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

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

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



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Program  
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CURRICULUM CONTENT (M)



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Teaching Staff Members  
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PHYSICAL EXAMINATION (M)

### 3160 PHYSICAL EXAMINATION (M)

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

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

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

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

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

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





# POLICY

## LIVINGSTON BOARD OF EDUCATION

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

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

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

~~Pursuant to N.J.S.A. 18A:16-2, the Board may require physical or psychiatric examinations of a teaching staff member whenever, in the Board's judgment, a teaching staff member Additional individual psychiatric or physical examinations of any staff member may be required by the Board whenever, in the judgment of the Board, a staff member shows evidence of deviation from normal physical or mental health. Any additional individual examinations will be pursuant to the requirements of N.J.A.C. 6A:32-6.3(b)-4A.4. Additional examinations and/or certifications may be required to verify fitness in accordance with Policy 3161 (Examination for Cause) or disability in accordance with Policy 3425 (Work Related Disability Pay), and Policy 3435 (Anticipated Disability).~~

42 U.S.C.A. 12101

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

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

Adopted: 09 October 2006



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Teaching Staff Members  
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PHYSICAL EXAMINATION (M)

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



# REGULATION

TEACHING STAFF MEMBERS  
LIVINGSTON  
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BOARD OF EDUCATION  
PHYSICAL EXAMINATION (M)

## R 3160 PHYSICAL EXAMINATION (M)

### A. Definitions

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

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

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





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PHYSICAL EXAMINATION (M)

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

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

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

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

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



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

## C. Medical Requirements Upon Employment

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

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

~~1.~~

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

~~a.~~

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



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



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

## D. Health Records

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

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

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

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

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

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



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TEACHING STAFF MEMBERS  
LIVINGSTON  
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## F. Review of Examinations and Assessments

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

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

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





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

Adopted: April 23, 2018

Revised: September 10, 2024



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Support Staff  
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PHYSICAL EXAMINATION (M)

### 4160 PHYSICAL EXAMINATION (M)

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

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

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

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

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



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## LIVINGSTON BOARD OF EDUCATION

Support Staff  
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PHYSICAL EXAMINATION (M)

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

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

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

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





# POLICY

## LIVINGSTON BOARD OF EDUCATION

Support Staff  
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PHYSICAL EXAMINATION (M)

42 U.S.C.A. 12101

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

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

Adopted: 09 October 2006

Revised: 23 April 2018

Revised: September 10, 2024



# REGULATION

## R 4160 PHYSICAL EXAMINATION (M)

### A. Definitions

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

### B.

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



# REGULATION

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

## ~~Employees' Initial Physical Examination~~

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

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



# REGULATION

## C. Medical Requirements Upon Employment

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

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

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

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

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

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

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

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





# REGULATION

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

## D. Health Records

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

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



# REGULATION

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

## ~~C. Health Records~~

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

## E. Review of Examinations and Assessments

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

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

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



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

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

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

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

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

Adopted: 08 December 2014

Revised: September 10, 2024



# REGULATION

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### R 5200 ATTENDANCE (M)

#### A. Attendance Recording

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

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

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

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

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

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

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

a. A day in session shall be a day on which the school is scheduled to provide instruction and students are under the guidance and direction of a teacher(s) engaged in the teaching process. A day on which school is closed for reasons such as holidays and teachers' institutes, or





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inclement weather not under conditions set forth at N.J.A.C. 6A:32-13, shall not be considered a day in session.

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

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

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

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

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

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

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

e. State-excused absences shall be as follows:



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

The Commissioner, with approval of the State Board of Education, shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis;

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

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

(4) Take Our Children to Work Day;

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

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

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

<u>STATE EXCUSED</u>	<u>DISTRICT APPROVABLE PER NJSAC 6A:32-8.4 WILL IMPACT LOSS OF CREDIT*</u>	<u>DISTRICT APPROVABLE - WILL NOT IMPACT LOSS OF CREDIT*</u>	<u><del>TRUANCY -</del> <del>WILL IMPACT</del> <del>LOSS OF CREDIT*</del></u>
College visits (up to 3 per year for Juniors and Seniors only)  Religious observance  Participation in observance of Veteran’s Day  Participation in District Board of Election membership activities  Take your children to work day  One civic event per year*****	Illness  Parental permission via Genesis as approved by administration  College visits for Freshman & Sophomores  More than 3 college visits per year for Juniors & Seniors  Vacations, of less than 10 consecutive school days, that fall outside of district calendar closures****  Doctors appointments, with documentation  Death of non-immediate	Death of an immediate family member**  Administrative exclusion, suspension, or prerogative  Court appearance (with official documentation from the court)  NJ State Driving Exam (up to 180 minutes, 1 time)  Extraordinary opportunities*** - two weeks advanced approval required from the administration  School sponsored field	<del>Not administratively approved</del> <del>Absence unverified by parent through Genesis</del>



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	family member**	trips  School provided home instruction	
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\* Loss of credit only applies at the high school level (grades 9-12)

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

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

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

\*\*\*\*Students who will be on vacation or family trips of ten or more consecutive school days, may be disenrolled from school. The parents will assume educational responsibility through parental instruction or enrollment of student in school at their destination. Disenrolled students who return to the District will be required to complete the registration process again.

\*\*\*\*\* These State-excused absences can only be applied to an event sponsored by a government entity, a community-based organization, or a nonprofit. The civic event is required to incorporate an element of service learning and address a public issue or concern.

### 3. Tardiness:

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

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

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

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

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



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### C. Notice to School of a Student's Absence

1. The parent is expected to notify the school directly before the start of the student's school day by either calling the school directly, emailing the attendance officer or utilizing the parent portal in Genesis. However, notice for attendance at a civic event shall be provided in accordance with the procedure set forth in N.J.S.A. 18A:36-33.2.b. and A.3.e.(7)(b) above.
2. The parent of the student who will attend the morning session, but will not attend the afternoon session should call or provide notice to the school office before the start of the afternoon session.
3. The parent who anticipates a future absence or anticipates that an absence will be prolonged should notify the school office to arrange make-up work.
4. In accordance with N.J.S.A. 18A:36-25.6, if a student is determined to be absent from school without a valid excuse, and if the reason for the student's absence is unknown to school personnel, the Principal or designee shall immediately attempt to contact the student's parent to notify the parent of the absence and determine the reason for the absence.

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

1. A student returning from an absence of any length of time must provide a written statement to the Principal or designee that is dated and signed by the parent or adult student listing the reason for the absence.
2. A student who has been absent by reason of having or being suspected of having a communicable disease may be required to present to the school nurse written evidence of being free of a communicable disease.
3. The Superintendent of Schools or designee may require a student who has been absent from school due to a suspension or other reason concerning the student's conduct to receive a medical examination by a physician regarding the student's physical and/or mental fitness to return to school.



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

### E. Instruction

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

2. Students absent for any reason are expected to make up the work missed in a timely manner. Elementary schools will determine a reasonable and consistent amount of time for work to be turned in; secondary schools will outline a timeline for makeup work in the student handbook. The parent or student is responsible for requesting missed assignments and any assistance required. Teachers will provide make-up assignments as necessary.

3. In general, students will be allowed a reasonable amount of time to make up the work missed. Guidelines will be included in the school handbook at the secondary level.

4. A student who missed a test or an exam shall be offered an opportunity to take the test, exam, or an appropriate alternate test within outlined timeframes.

5. A student who anticipates an absence due to a temporary or chronic health condition may be eligible for home instruction in accordance with Policy 2412 – Home Instruction Due to Health Condition. The parent must request home instruction.

### F. Denial of Course Credit

1. A secondary student may be denied course credit when he/she has been absent from ten percent or more of the class sessions, whatever the reason for the absence, except administratively excused absences.

2. An elementary student may be retained at grade level, in accordance with Policy 5410, when he/she has been absent ten percent or more school days, except administratively excused absences.

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

1. For up to four cumulative unexcused absences that count toward truancy, the Principal or designee shall:



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- a. Make a reasonable attempt to notify the student's parent of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
  - c. Identify, in consultation with the student's parents, needed action designed to address patterns of unexcused absences, if any, and to have the child return to school and maintain regular attendance;
  - d. Proceed in accordance with the provisions of N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
  - e. Cooperate with law enforcement and other authorities and agencies, as appropriate;
2. For between five and nine cumulative unexcused absences that count toward truancy, the Principal or designee shall:
- a. Make a reasonable attempt to notify the student's parent(s) of each unexcused absence prior to the start of the following school day;
  - b. Make a reasonable attempt to determine the cause of the unexcused absence, including through contact with the student's parent(s);
  - c. Evaluate the appropriateness of action taken pursuant to N.J.A.C. 6A:16-7.6(a)4.i.(3) and G.1.c. above;
  - d. Develop an action plan to establish outcomes based upon the student's patterns of unexcused absences and to specify the interventions for supporting the student's return to school and regular attendance, which may include any or all of the following:
    - (1) Refer or consult with the building's Intervention and Referral Services Team, pursuant to N.J.A.C. 6A:16-8;
    - (2) Conduct testing, assessments, or evaluations of the student's academic, behavioral, and health needs;
    - (3) Consider an alternate educational placement;





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- (4) Make a referral to or coordinate with a community-based social and health provider agency or other community resource;
  - (5) Refer to a court or court program pursuant to N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
  - (6) Proceed in accordance with N.J.S.A. 9:6-1 et seq. and N.J.A.C. 6A:16-11, if a potential missing or abused child situation is detected; and
  - (7) Engage the student's family.
- e. Cooperate with law enforcement and other authorities and agencies, as appropriate.
3. For cumulative unexcused absences of ten or more that count toward truancy, a student between the ages of six and sixteen is truant, pursuant to N.J.S.A. 18A:38-25, and the Principal or designee shall:
- a. Make a determination regarding the need for a court referral for the truancy, per N.J.A.C. 6A:16-7.6(a)4.iv. and G.4. below;
  - b. Continue to consult with the parent and the involved agencies to support the student's return to school and regular attendance;
  - c. Cooperate with law enforcement and other authorities and agencies, as appropriate and;
  - d. Proceed in accordance with N.J.S.A. 18A:38-28 through 31, Article 3B, Compelling Attendance at School, and other applicable State and Federal statutes, as required; and
4. A court referral may be made as follows:
- a. When unexcused absences that count toward truancy are determined by school officials to be violations of the compulsory education law, pursuant to N.J.S.A. 18A:38-25, and the Board's policies, in accordance with N.J.A.C. 6A:16-7.6(a), the parent may be referred to Municipal Court;
- (1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Municipal Court or;
- b. When there is evidence of a juvenile-family crisis, pursuant to N.J.S.A. 2A:4A-22.g, the student may be referred to Superior Court, Chancery Division, Family Part;



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(1) A written report of the actions the school has taken regarding the student's attendance shall be forwarded to the Juvenile-Family Crisis Intervention Unit.

5. For a student with a disability, the attendance plan and its punitive and remedial procedures shall be applied, where applicable, in accordance with the student's Individual Education Program (IEP), pursuant to 20 U.S.C. §§1400 et seq., the Individuals with Disabilities Education Act; the procedural protections set forth in N.J.A.C. 6A:14; accommodation plan under 29 U.S.C. §§794 and 705(20); and individualized healthcare plan and individualized emergency healthcare plan, pursuant to N.J.A.C. 6A:16-2.3(b) 3 xii.

6. All receiving schools pursuant to N.J.A.C. 6A:14-7.1(a), shall act in accordance with N.J.A.C. 6A:16-7.6(a)4.i. and G.1. above for each student with up to four cumulative unexcused absences that count toward truancy.

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

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

### H. Discipline

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

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

### I. Recording Attendance

1. Teachers must accurately record the students present, tardy, or absent each day in each session or each class. Attendance records must also record students' attendance at out-of-school curricular events such as field trips.



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2. A record shall be maintained of each excused absence and each unexcused absence that counts toward truancy as defined in Policy 5200 – Attendance and this Regulation.

3. A student's absence for observance of a religious holiday will not be recorded as such on any transcript or application or employment form.

### J. Appeal

1. Students may be subject to appropriate discipline for their school attendance record.

2. A parent of a student or an adult student who has been retained at grade level for excessive absences may appeal that action in accordance with Policy 5410 – Promotion and Retention.

3. A parent of a student or an adult student who has been dropped from a course and/or denied course credit for excessive absences may appeal that action in accordance with the following procedures:

a. A written appeal shall be filed with the Principal or designee within five school days of receiving notice of the action. The appeal should state the reasons for each absence, any documentation that may support reducing the number of absences for the purposes of course credit, and reasons why the student should either continue to be enrolled in the course or receive course credit for a class the student completed.

b. The Principal or designee will respond in writing no later than seven school days after receiving the written appeal.

c. If the parent or adult student is not satisfied, the parent or adult student may submit a written request to the Principal for consideration by an Attendance Review Committee.

d. In response to a request for consideration by an Attendance Review Committee, the Principal shall convene an Attendance Review Committee. The Attendance Review Committee shall meet informally to hear the appeal. The student's parent, the student, and teacher(s) may attend the meeting.

e. The Attendance Review Committee shall decide the appeal and inform the parent and student in writing within seven school days of the meeting.



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f. The parent or adult student may appeal an adverse decision of the Attendance Review Committee to the Superintendent, the Board , and the Commissioner in accordance with Policy 5710 - Student Grievance and N.J.S.A. 18A. An appeal to the Attendance Review Committee shall be considered to have exhausted the first two steps of the grievance procedure outlined in Policy 5710.

### K. Attendance Records

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

Adopted: October 14, 2019

Revised: September 28, 2021

Revised: July 11, 2023

Revised: September 24, 2024



## 5350 STUDENT SUICIDE PREVENTION (M)

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

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

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

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

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



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

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

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

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





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

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

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

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

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

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

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





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

Adopted: 12 January 2009

Revised: 14 November 2011

Revised: September 17, 2018

Revised: September 10, 2024



## 8420 EMERGENCY AND CRISIS SITUATIONS (M)

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

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

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

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



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

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

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

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

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



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

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

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

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





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

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

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

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



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

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

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

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

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

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

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

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

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

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



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

Adopted: 22 March 2010  
Revised: 14 February 2011  
Revised: March 3, 2021  
Revised: July 12, 2022  
Revised: September 10, 2024





## 8467 FIREARMS AND WEAPONS (M)

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

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

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

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



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

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

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

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





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

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

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

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

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

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



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Operations  
8467/Page PAGE 1 of NUMPAGES 1  
WEAPONS (M)

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

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

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

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

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

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

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

18 USC 921

20 USC 1415

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

.

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

.

.

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

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

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

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

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

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

~~20 U.S.C 1415~~

Adopted: 22 March 2010

Revised: September 10, 2024



# POLICY

LIVINGSTON  
**BOARD OF EDUCATION**

Operations  
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WEAPONS (M)





# REGULATION

## R 8467 FIREARMS AND WEAPONS (M)

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

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

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

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



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

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

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

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

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

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

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

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

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

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





# REGULATION

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

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

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

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

## ~~A. Definitions~~

~~"~~

~~"Weapon" includes:~~

~~"~~

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

~~"~~

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

~~"~~

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

~~"~~

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

~~"~~



# REGULATION

- ~~5. Daggers, dirks, pen knives, box cutters, stilettos, and other dangerous knives.~~
- ~~6. Ballistic knives, which means any device capable of lethal use that can propel a knife blade.~~
- ~~7. Billies, blackjacks, bludgeons, metal knuckles, sandelubs, slingshots, cesti or similar leather bands studded with metal filings or razor blades imbedded in wood.~~
- ~~8. Stun guns, which means any weapon or other device that emits an electrical charge or current intended to temporarily or permanently disable a person.~~
- ~~9. Any device that projects, releases, or emits tear gas or any other substance intended to produce temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.~~
- ~~10. Imitation firearms, which means an object or device reasonably capable of being mistaken for a firearm.~~

## ~~B. Confiscation~~

- ~~1. A school employee who confiscates any weapon shall immediately notify the school Principal.~~
- ~~2. The Principal shall immediately notify the Chief of Police of the Livingston Police Department by telephone that a weapon has been confiscated and shall request removal of the weapon by a police officer. The telephone call shall be confirmed in a written letter.~~
- ~~3. The Principal shall safeguard the weapon until a law enforcement officer takes custody of it.~~
  - ~~a. The Principal shall place the weapon in a box or container.~~
  - ~~b. The Principal shall record or cause to be recorded on the container or on a document attached to the container,~~
    - ~~(1) A description of the weapon;~~
    - ~~(2) The name and signature of the person who confiscated the weapon;~~





# REGULATION

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

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

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

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

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

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

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

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

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

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

~~▪~~  
~~C. Evacuation~~

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

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



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- ~~b. A person possessing a firearm or incendiary device or explosive refuses to surrender the weapon and the use of force necessary to confiscate the weapon would place another person at serious risk; or~~
- ~~c. The Principal in his/her judgment believes that the school community is at risk and the building should be evacuated.~~
- ~~2. Regular evacuation routes may be modified as required to protect students and staff members from danger.~~
- ~~3. Law enforcement officers shall be summoned immediately to any school building evacuated under this regulation.~~
- ~~D. Removal of Students from Educational Program~~
- ~~1. A student convicted or found to be delinquent for possessing a firearm on any school property, on a school bus, or at a school-sponsored function or a student committing a crime with a firearm shall be immediately removed from the school's regular education program for a period of not less than one calendar year in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.~~
- ~~2. A student who assaults a member of the school community with a weapon other than a firearm on school property, on a school bus, or at a school-sponsored function must be immediately removed from the school's regular education program in accordance with Chapters 127 and 128 of 1995, The Zero Tolerance for Guns Act and Policy No. 5611.~~
- ~~3. Removal of a student for reasons enumerated in this Regulation shall be in accordance with Policy and Regulation No. 5611.~~
- ~~4. The Building Principal will immediately notify the student's parent(s) or legal guardian(s) if the student is found to be in possession of a firearm on school property or if a student commits an assault upon members of the school community with a weapon other than a firearm on school property.~~

Adopted: October 16, 2017

Revised: September 10, 2024



# REGULATION

LIVINGSTON OPERATIONS  
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**BOARD OF EDUCATION**  
WEAPONS (M)



# POLICY

## LIVINGSTON BOARD OF EDUCATION

Community

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

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

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

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

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

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

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

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





# POLICY

## LIVINGSTON BOARD OF EDUCATION

Community

9181/Page PAGE 1 of NUMPAGES 1

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

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

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

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

All school volunteer coaches must have an approved:

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

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

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





# POLICY

## LIVINGSTON BOARD OF EDUCATION

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

Adopted: 08 January 2007  
Revised: 10 January 2011  
Revised: 16 June 2014  
Revised: 24 April 2017  
Revised: September 10, 2024



# TO THE BOARD OF EDUCATION

Livinaston Public Schools. NJ

All Funds

For the Month Ending: August 2024

FUNDS		(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1) + (2) - (3)
GOVERNMENTAL FUNDS					
1	General Fund - Acct 10-101	7,242,658.04	19,639,957.11	5,430,750.76	21,451,864.39
1	General Fund - Capital Res Acct - Acct 10-116 PLUS acct 10-118	3,874,439.34	1,432.23	0.00	3,875,871.57
2	Webster Bank (10-105)	1,285,407.42	237.09	1,285,644.51	-
3	Special Revenue Fund - Fund 20	422,630.12	25,557.86	114,447.23	333,740.75
4	Capital Projects Fund - Fund 30 (Referendum)	2,019,529.73	745.04	0.00	2,020,274.77
5	Debt Service Fund - Fund 40	(5,683,127.63)	2,994,952.50	120,687.51	(2,808,862.64)
6	<b>Total Governmental Funds (Lines 1 thru 4)</b>	<b>9,161,537.02</b>	<b>22,662,881.83</b>	<b>6,951,530.01</b>	<b>24,872,888.84</b>
7a					

Prepared and Submitted by:

  
 \_\_\_\_\_  
 Treasurer of School Monies

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 10 - Interim Balance Sheet  
For the two month period ending 08/31/2024**

**Assets and Resources**

<b>Assets</b>			
Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		21,451,864.39
116	Investment - Capital Reserve Account		2,875,871.57
118	Investment - Current Expense Emergency Reserve Account		1,000,000.00
121	Tax Levy Receivable		105,859,255.50
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	731,476.72	
153,154	Other (net of estimated uncollectible of \$10,000)Accounts Receivable:	10,020.47	741,497.19
	Loans Receivable:		
			<u>131,928,488.65</u>

**Resources**

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	135,427,945.54	
302	Less Revenues	124,506,045.76	10,921,899.78
			<u>10,921,899.78</u>
	<b>Total Assets and Resources:</b>		<b><u>142,850,388.43</u></b>

**Liabilities and Fund Equity**

<b>Liabilities</b>			
Account Number	Account Name	Subtotal Balance	Balance
421	Accounts Payable		653,440.95
481	Deferred Revenues		9,300.00
			<u>662,740.95</u>

**Fund Balance**

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	<b>Appropriated:</b>				
753	Reserve for Encumbrances - Current Year	26,048,706.15			
754	Reserve for Encumbrances - Prior Year	882,820.07			
754+753	Reserve for Encumbrances - Current + Prior			<u>26,931,526.22</u>	
	<b>Reserve Fund Balance:</b>				
761	Capital Reserve Account	9,987,624.00			
307	Less: Budgeted Withdrawal from Capital Reserve-Eligible Costs	5,321,262.00			
317	Less: Budgeted Withdrawal from Capital Reserve-Transfer to Debt Service	0.00		4,666,362.00	
766	Current Expense Emergency Reserve Account	1,000,000.00			
312	Less: Budgeted Withdrawal from Current Expense Emergency Reserve	0.00		<u>1,000,000.00</u>	
	<b>Appropriations</b>				
601	Appropriations		144,595,695.08		
602	Less: Expenditures	11,494,209.17			
603	Encumbrances	26,931,526.22	<u>(38,425,735.39)</u>	106,169,959.69	
	<b>Total Appropriated</b>			<u>138,767,847.91</u>	
	<b>Unappropriated</b>				
770	Unassigned Fund Balance			5,719,799.57	
303	Budgeted Fund Balance			<u>2,300,000.00</u>	
					<u>142,187,647.48</u>
	<b>Total Liabilities and Fund Equity:</b>				<b><u>142,850,388.43</u></b>

# Report of the Secretary to the Board of Education Livingston Board of Education

## Fund 10 - Interim Statements Comparing Budgeted Revenue with Actual to Date and Appropriations with Expenditures and Encumbrances to Date For the two month period ending 08/31/2024

### Revenues/Sources of Funds

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified For Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
10-1xxx	370	From Local Sources	124,874,289.00	0.00	124,874,289.00	124,499,939.91	Under	374,349.09
10-3xxx	520	From State Sources	10,475,318.54	0.00	10,475,318.54	0.00	Under	10,475,318.54
10-4xxx	570	From Federal Sources	78,338.00	0.00	78,338.00	6,105.85	Under	72,232.15
-		<b>Total Revenues/Sources Of Funds</b>	<b>135,427,945.54</b>	<b>0.00</b>	<b>135,427,945.54</b>	<b>124,506,045.76</b>	<b>Under</b>	<b>10,921,899.78</b>

### General Fund

#### Current Expense

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-1xx-100-xxx	3200	Regular Programs - Instruction	45,209,024.33	312,779.79	45,521,804.12	433,394.19	1,484,969.74	43,603,440.19
11-2xx-100-xxx	10300	Special Education - Instruction	14,250,906.00	232,682.42	14,483,588.42	167,230.94	41,305.04	14,275,052.44
11-230-100-xxx	11160	Basic Skills/Remedial - Instruction	1,464,870.00	7,500.00	1,472,370.00	7,650.00	9,567.58	1,455,152.42
11-240-100-xxx	12160	Bilingual Education - Instruction	959,774.00	(60,090.00)	899,684.00	0.00	0.00	899,684.00
11-3xx-100-xxx	15180	Vocational Programs - Local - Instruction	58,808.00	1,416.43	60,224.43	238.03	4,178.40	55,808.00
11-401-100-xxx	17100	School-Sponsored Cocurricular/Extracurricular Activities - Instruction	622,877.00	67,789.86	690,666.86	42,279.66	13,532.45	634,854.75
11-402-100-xxx	17600	School-Sponsored Athletics - Instruction	1,300,690.00	5,256.07	1,305,946.07	14,196.14	105,883.75	1,185,866.18
11-424-xxx-xxx	22620	Other Supplemental/At-Risk Programs	1,155,038.00	(38,454.00)	1,116,584.00	0.00	0.00	1,116,584.00
11-4xx-100-xxx	25100	Other Instructional Programs - Instruction	45,900.00	(8,061.50)	37,838.50	0.00	0.00	37,838.50
	72140	Undistributed Expenditures:						
11-000-100-xxx	29180	Instruction (Tuition)	7,135,517.07	576,942.72	7,712,459.79	283,987.12	421,781.77	7,006,690.90
11-000-211-xxx	29680	Attendance and Social Work Services	143,557.00	250.00	143,807.00	2,856.00	0.00	140,951.00
11-000-213-xxx	30620	Health Services	1,079,871.40	(80,565.34)	999,306.06	2,884.27	18,274.02	978,147.77
11-000-216-xxx	40580	Speech, OT, PT and Related Services	1,658,325.32	73,494.00	1,731,819.32	33,085.55	280,780.23	1,417,953.54
11-000-217-xxx	41080	Other Support Services Students - Extraordinary Services	987,238.62	33,862.75	1,021,101.37	6,689.00	535,173.75	479,238.62
11-000-218-xxx	41660	Guidance	2,901,709.00	(286,578.49)	2,615,130.51	41,355.37	213,456.78	2,360,318.36
11-000-219-xxx	42200	Child Study Teams	4,617,685.06	(468,825.80)	4,148,859.26	286,606.94	424,661.14	3,437,591.18
11-000-221-xxx	43200	Improvement of Instruction	2,796,144.57	(931.38)	2,795,213.19	581,905.73	1,975,067.48	238,239.98
11-000-222-xxx	43620	Educational Media Services/School Library	1,172,363.00	(5,107.17)	1,167,255.83	491.43	63,363.53	1,103,400.87
11-000-223-xxx	44180	Instructional Staff Training	809,066.61	14,373.77	823,440.38	102,927.75	401,561.70	318,950.93
11-000-230-xxx	45300	General Administration	1,363,032.60	(28,432.86)	1,334,599.74	96,169.74	585,748.99	652,681.01
11-000-240-xxx	46160	School Administration	4,796,694.64	(45,005.87)	4,751,688.77	605,147.01	3,162,928.02	983,613.74
11-000-251-xxx	47200	Central Services	1,845,758.00	111,479.15	1,957,237.15	309,363.70	1,453,989.52	193,883.93
11-000-252-xxx	47620	Administrative Information Technology	2,208,946.55	30,686.87	2,239,633.42	658,277.52	1,123,924.03	457,431.87
11-000-261-xxx	48580	Required Maintenance for School Facilities	1,610,256.00	52,335.17	1,662,591.17	210,497.93	1,111,307.10	340,786.14
11-000-262-xxx	49340	Custodial Services	6,751,496.04	369,407.19	7,120,903.23	808,859.96	4,145,184.23	2,166,859.04
11-000-263-xxx	50100	Care and Upkeep of Grounds	71,533.00	0.00	71,533.00	11,922.16	59,610.80	0.04
11-000-266-xxx	51100	Security	373,986.00	50,000.00	423,986.00	8,565.94	0.00	415,420.06
11-000-270-xxx	52480	Student Transportation	4,853,362.00	236,074.87	5,089,436.87	163,283.75	2,928,853.48	1,997,299.64
11-xxx-xxx-2xx	71260	Employee Benefits	23,848,858.00	178,342.01	24,027,200.01	3,758,445.88	2,966,421.16	17,302,332.97
		<b>Total General Expense</b>	<b>136,093,287.81</b>	<b>1,332,620.66</b>	<b>137,425,908.47</b>	<b>8,638,311.71</b>	<b>23,531,524.69</b>	<b>105,256,072.07</b>

#### Capital Outlay

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
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**Report of the Secretary to the Board of Education  
Livingston Board of Education**

12-xxx-xxx-73x	75880	Equipment	139,314.73	13,199.00	152,513.73	(2,766.63)	86,484.34	68,796.02
12-000-4xx-xxx	76260	Facilities Acquisition and Construction	6,770,627.00	184,485.16	6,955,112.16	2,797,704.76	3,313,517.19	843,890.21
<b>Total Capital Outlay</b>			<b>6,909,941.73</b>	<b>197,684.16</b>	<b>7,107,625.89</b>	<b>2,794,938.13</b>	<b>3,400,001.53</b>	<b>912,686.23</b>

**Special Schools**

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
13-422-100-xxx	77680	Summer School - Instruction	45,978.00	16,182.72	62,160.72	60,959.33	0.00	1,201.39
<b>Total Special Schools</b>			<b>45,978.00</b>	<b>16,182.72</b>	<b>62,160.72</b>	<b>60,959.33</b>	<b>0.00</b>	<b>1,201.39</b>
<b>Total General Fund</b>			<b>143,049,207.54</b>	<b>1,546,487.54</b>	<b>144,595,695.08</b>	<b>11,494,209.17</b>	<b>26,931,526.22</b>	<b>106,169,959.69</b>

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 10 - Schedule of Revenues  
Actual Compared with Estimate  
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
<b>Revenues/Sources of Funds</b>							
<b>- Local Sources</b>							
10-1210	100	Local Tax Levy	123,752,921.00	0.00	123,752,921.00	123,752,921.00	0.00
10-1310	140	Tuition from Individuals	149,368.00	0.00	149,368.00	95,925.00	53,443.00
10-1320	150	Tuition from LEAs Within State	120,000.00	0.00	120,000.00	0.00	120,000.00
10-1410	240	Transportation Fees - from Individuals	250,000.00	0.00	250,000.00	428,801.06	(178,801.06)
10-1910	260	Rents and Royalties	300,000.00	0.00	300,000.00	71,891.45	228,108.55
10-1xxx	340	Interest Earned on Capital Reserve Funds	2,000.00	0.00	2,000.00	3,007.07	(1,007.07)
10-1xxx	350	Other Restricted Miscellaneous Revenues	300,000.00	0.00	300,000.00	147,394.33	152,605.67
10-1xxx	370	<b>Total Revenue from Local Sources</b>	<b>124,874,289.00</b>	<b>0.00</b>	<b>124,874,289.00</b>	<b>124,499,939.91</b>	<b>374,349.09</b>
<b>- State Sources</b>							
10-3121	420	Categorical Transportation Aid	1,403,282.00	0.00	1,403,282.00	0.00	1,403,282.00
10-3131	430	Extraordinary Aid	648,133.54	0.00	648,133.54	0.00	648,133.54
10-3177	470	Categorical Security Aid	648,405.00	0.00	648,405.00	0.00	648,405.00
10-3xxx	500	Other State Aids	7,775,498.00	0.00	7,775,498.00	0.00	7,775,498.00
10-3xxx	520	<b>Total Revenue from State Sources</b>	<b>10,475,318.54</b>	<b>0.00</b>	<b>10,475,318.54</b>	<b>0.00</b>	<b>10,475,318.54</b>
<b>- Federal Sources</b>							
10-4200	540	Medicaid Reimbursement	78,338.00	0.00	78,338.00	6,105.85	72,232.15
10-4xxx	570	<b>Total Revenue from Federal Sources</b>	<b>78,338.00</b>	<b>0.00</b>	<b>78,338.00</b>	<b>6,105.85</b>	<b>72,232.15</b>
-	-	<b>Total Revenues/Sources of Funds</b>	<b>135,427,945.54</b>	<b>0.00</b>	<b>135,427,945.54</b>	<b>124,506,045.76</b>	<b>10,921,899.78</b>

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 10 - Statement of Appropriations  
Compared with Expenditures and Encumbrances  
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
<b>General Fund</b>								
<b>- General Current Expense</b>								
<b>-- Regular Programs - Instruction</b>								
<b>--- Regular Programs - Instruction</b>								
11-105-100-101	2000	Preschool - Salaries of Teachers	92,135.00	0.00	92,135.00	0.00	0.00	92,135.00
11-110-100-101	2080	Kindergarten - Salaries of Teachers	1,941,208.00	(31,508.00)	1,909,700.00	300.00	0.00	1,909,400.00
11-120-100-101	2100	Grades 1-5 - Salaries of Teachers	13,256,238.00	103,828.00	13,360,066.00	9,035.00	0.00	13,351,031.00
11-130-100-101	2120	Grades 6-8 - Salaries of Teachers	10,415,314.00	(6,248.00)	10,409,066.00	7,095.07	0.00	10,401,970.93
11-140-100-101	2140	Grades 9-12 - Salaries of Teachers	15,517,630.00	59,449.00	15,577,079.00	15,513.27	26,433.80	15,535,131.93
<b>subtotal</b>	<b>subtotal</b>	<b>Total Regular Programs - Instruction</b>	<b>41,222,525.00</b>	<b>125,521.00</b>	<b>41,348,046.00</b>	<b>31,943.34</b>	<b>26,433.80</b>	<b>41,289,668.86</b>
<b>--- Regular Programs - Home Instruction</b>								
11-150-100-101	2500	Salaries of Teachers	140,000.00	0.00	140,000.00	4,022.79	0.00	135,977.21
11-150-100-320	2540	Purchased Professional-Educational Services	51,000.00	24,036.45	75,036.45	11,172.10	12,864.35	51,000.00
<b>subtotal</b>	<b>subtotal</b>	<b>Total Regular Programs - Home Instruction</b>	<b>191,000.00</b>	<b>24,036.45</b>	<b>215,036.45</b>	<b>15,194.89</b>	<b>12,864.35</b>	<b>186,977.21</b>
<b>--- Regular Programs - Undistributed Instruction</b>								
11-190-100-106	3000	Other Salaries for Instruction	528,189.00	75,280.00	603,469.00	5,744.75	0.00	597,724.25
11-190-100-320	3020	Purchased Professional-Educational Services	77,600.00	0.00	77,600.00	0.00	0.00	77,600.00
11-190-100-340	3040	Purchased Technical Services	1,500.00	0.00	1,500.00	0.00	0.00	1,500.00
11-190-100-500	3060	Other Purchased Services (400-500 series)	1,006,602.36	(16,150.65)	990,451.71	323,611.78	280,016.85	386,823.08
11-190-100-610	3080	General Supplies	1,613,148.48	110,912.99	1,724,061.47	55,848.43	915,410.50	752,802.54
11-190-100-640	3100	Textbooks	555,209.49	(6,820.00)	548,389.49	696.00	246,959.24	300,734.25
11-190-100-800	3120	Other Objects	13,250.00	0.00	13,250.00	355.00	3,285.00	9,610.00
<b>subtotal</b>	<b>subtotal</b>	<b>Total Regular Programs - Undistributed Instruction</b>	<b>3,795,499.33</b>	<b>163,222.34</b>	<b>3,958,721.67</b>	<b>386,255.96</b>	<b>1,445,671.59</b>	<b>2,126,794.12</b>
<b>11-1xx-100-xxxx</b>	<b>3200</b>	<b>Total Regular Programs - Instruction</b>	<b>45,209,024.33</b>	<b>312,779.79</b>	<b>45,521,804.12</b>	<b>433,394.19</b>	<b>1,484,969.74</b>	<b>43,603,440.19</b>
<b>-- Special Education Programs</b>								
<b>--- Learning and/or Language Disabilities - Mild/Moderate:</b>								
11-204-100-101	4500	Salaries of Teachers	684,336.00	0.00	684,336.00	0.00	0.00	684,336.00
11-204-100-106	4520	Other Salaries for Instruction	4,457,298.00	24,096.00	4,481,394.00	100,383.44	0.00	4,381,010.56
11-204-100-610	4600	General Supplies	5,100.00	89.98	5,189.98	0.00	89.98	5,100.00
<b>11-204-100-xxx</b>	<b>4660</b>	<b>Total Learning and/or Language Disabilities - Mild/Moderate</b>	<b>5,146,734.00</b>	<b>24,185.98</b>	<b>5,170,919.98</b>	<b>100,383.44</b>	<b>89.98</b>	<b>5,070,446.56</b>
<b>--- Auditory Impairments:</b>								
11-207-100-610	5600	General Supplies	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00
<b>11-207-100-xxx</b>	<b>5660</b>	<b>Total Auditory Impairments</b>	<b>3,000.00</b>	<b>0.00</b>	<b>3,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3,000.00</b>
<b>--- Emotional Regulation Impairment:</b>								
11-209-100-610	6100	General Supplies	0.00	10,000.00	10,000.00	0.00	5,049.51	4,950.49
<b>11-209-100-xxx</b>	<b>6160</b>	<b>Total Emotional Regulation Impairment</b>	<b>0.00</b>	<b>10,000.00</b>	<b>10,000.00</b>	<b>0.00</b>	<b>5,049.51</b>	<b>4,950.49</b>
<b>--- Multiple Disabilities:</b>								
11-212-100-101	6500	Salaries of Teachers	288,315.00	0.00	288,315.00	0.00	0.00	288,315.00
11-212-100-106	6520	Other Salaries for Instruction	2,031,893.00	105,921.00	2,137,814.00	900.00	0.00	2,136,914.00
11-212-100-610	6600	General Supplies	19,500.00	0.00	19,500.00	824.96	5,467.18	13,207.86
<b>11-212-100-xxx</b>	<b>6660</b>	<b>Total Multiple Disabilities</b>	<b>2,339,708.00</b>	<b>105,921.00</b>	<b>2,445,629.00</b>	<b>1,724.96</b>	<b>5,467.18</b>	<b>2,438,436.86</b>
<b>--- Resource Room/Resource Center:</b>								
11-213-100-101	7000	Salaries of Teachers	6,437,847.00	92,495.49	6,530,342.49	65,122.54	0.00	6,465,219.95
11-213-100-610	7100	General Supplies	15,500.00	79.95	15,579.95	0.00	8,084.69	7,495.26
<b>11-213-100-xxx</b>	<b>7160</b>	<b>Total Resource Room/Resource Center</b>	<b>6,453,347.00</b>	<b>92,575.44</b>	<b>6,545,922.44</b>	<b>65,122.54</b>	<b>8,084.69</b>	<b>6,472,715.21</b>
<b>--- Preschool Disabilities - Full-Time:</b>								
11-216-100-101	8500	Salaries of Teachers	245,270.00	0.00	245,270.00	0.00	0.00	245,270.00
11-216-100-106	8520	Other Salaries for Instruction	35,307.00	0.00	35,307.00	0.00	0.00	35,307.00
11-216-100-320	8540	Purchased Professional-Educational Services	15,300.00	0.00	15,300.00	0.00	13,250.00	2,050.00
11-216-100-600	8600	General Supplies	12,240.00	0.00	12,240.00	0.00	9,363.68	2,876.32



**Report of the Secretary to the Board of Education  
Livingston Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
<b>11-216-100-xxx</b>	<b>8640</b>	<b>Total Preschool Disabilities - Full-Time</b>	<b>308,117.00</b>	<b>0.00</b>	<b>308,117.00</b>	<b>0.00</b>	<b>22,613.68</b>	<b>285,503.32</b>
<b>subtotal special ed</b>	<b>10300</b>	<b>Total Special Education - Instruction</b>	<b>14,250,906.00</b>	<b>232,682.42</b>	<b>14,483,588.42</b>	<b>167,230.94</b>	<b>41,305.04</b>	<b>14,275,052.44</b>
<b>-- Basic Skills/Remedial - Instruction</b>								
11-230-100-101	11000	Salaries of Teachers	1,438,370.00	0.00	1,438,370.00	150.00	0.00	1,438,220.00
11-230-100-320	11040	Purchased Professional-Educational Services	10,200.00	7,500.00	17,700.00	7,500.00	4,500.00	5,700.00
11-230-100-610	11100	General Supplies	16,300.00	0.00	16,300.00	0.00	5,067.58	11,232.42
<b>11-230-100-xxx</b>	<b>11160</b>	<b>Total Basic Skills/Remedial - Instruction</b>	<b>1,464,870.00</b>	<b>7,500.00</b>	<b>1,472,370.00</b>	<b>7,650.00</b>	<b>9,567.58</b>	<b>1,455,152.42</b>
<b>-- Bilingual Education - Instruction</b>								
11-240-100-101	12000	Salaries of Teachers	959,774.00	(60,090.00)	899,684.00	0.00	0.00	899,684.00
<b>11-240-100-xxx</b>	<b>12160</b>	<b>Total Bilingual Education - Instruction</b>	<b>959,774.00</b>	<b>(60,090.00)</b>	<b>899,684.00</b>	<b>0.00</b>	<b>0.00</b>	<b>899,684.00</b>
<b>-- Vocation Programs</b>								
<b>--- Vocational Programs - Local - Instruction</b>								
11-3xx-100-101	13000	Salaries of Teachers	49,128.00	0.00	49,128.00	0.00	0.00	49,128.00
11-3xx-100-500	13080	Other Purchased Services (400-500 series)	4,080.00	1,322.68	5,402.68	238.03	1,084.65	4,080.00
11-3xx-100-610	13100	General Supplies	5,100.00	93.75	5,193.75	0.00	3,093.75	2,100.00
11-3xx-100-800	13140	Other Objects	500.00	0.00	500.00	0.00	0.00	500.00
<b>11-3xx-100-xxx</b>	<b>13160</b>	<b>Total Vocational Programs - Local - Instruction</b>	<b>58,808.00</b>	<b>1,416.43</b>	<b>60,224.43</b>	<b>238.03</b>	<b>4,178.40</b>	<b>55,808.00</b>
<b>subtotal vocational</b>	<b>15180</b>	<b>Total Vocational Programs</b>	<b>58,808.00</b>	<b>1,416.43</b>	<b>60,224.43</b>	<b>238.03</b>	<b>4,178.40</b>	<b>55,808.00</b>
<b>-- School-Sponsored Cocurricular/Extracurricular Activities - Instruction</b>								
11-401-100-100	17000	Salaries	548,400.00	50,000.00	598,400.00	26,861.90	8,382.00	563,156.10
11-401-100-500	17020	Purchased Services (300-500 series)	16,565.00	0.00	16,565.00	0.00	1,150.00	15,415.00
11-401-100-600	17040	Supplies and Materials	28,000.00	3,936.91	31,936.91	5,574.66	0.00	26,362.25
11-401-100-800	17060	Other Objects	29,912.00	13,852.95	43,764.95	9,843.10	4,000.45	29,921.40
<b>11-401-100-xxx</b>	<b>17100</b>	<b>Total School-Spon. Co/Extra-curricular Actvty. - Inst.</b>	<b>622,877.00</b>	<b>67,789.86</b>	<b>690,666.86</b>	<b>42,279.66</b>	<b>13,532.45</b>	<b>634,854.75</b>
<b>-- School-Sponsored Athletics - Instruction</b>								
11-402-100-100	17500	Salaries	1,048,749.00	0.00	1,048,749.00	12,531.14	58,218.40	977,999.46
11-402-100-500	17520	Purchased Services (300-500 series)	148,781.00	2,527.07	151,308.07	1,665.00	3,193.02	146,450.05
11-402-100-600	17540	Supplies and Materials	103,160.00	2,729.00	105,889.00	0.00	44,472.33	61,416.67
<b>11-402-100-xxx</b>	<b>17600</b>	<b>Total School-Sponsored Athletics - Instruction</b>	<b>1,300,690.00</b>	<b>5,256.07</b>	<b>1,305,946.07</b>	<b>14,196.14</b>	<b>105,883.75</b>	<b>1,185,866.18</b>
<b>-- Other Supplemental/At-Risk Programs</b>								
<b>--- Other Supplemental/At-Risk Programs - Instruction</b>								
11-424-100-179	22060	Salaries of Reading Specialists	1,155,038.00	(38,454.00)	1,116,584.00	0.00	0.00	1,116,584.00
<b>11-424-100-xxx</b>	<b>22180</b>	<b>Total Other Supplemental/At-Risk Programs - Instruction</b>	<b>1,155,038.00</b>	<b>(38,454.00)</b>	<b>1,116,584.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,116,584.00</b>
<b>11-424-xxx-xxx</b>	<b>22620</b>	<b>Total Other Supplemental/At-Risk Programs</b>	<b>1,155,038.00</b>	<b>(38,454.00)</b>	<b>1,116,584.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,116,584.00</b>
<b>-- Other Instructional Programs - Instruction</b>								
11-4xx-100-500	25020	Purchased Services (300-500 series)	45,900.00	(8,061.50)	37,838.50	0.00	0.00	37,838.50
<b>11-4xx-100-xxx</b>	<b>25100</b>	<b>Total Other Instructional Programs - Instruction</b>	<b>45,900.00</b>	<b>(8,061.50)</b>	<b>37,838.50</b>	<b>0.00</b>	<b>0.00</b>	<b>37,838.50</b>
<b>-- Total Undistributed Expenditures</b>								
<b>--- Undistributed Expenditures - Instruction (Tuition)</b>								
11-000-100-562	29020	Tuition to Other LEAs Within the State-Special	21,060.00	82,409.76	103,469.76	17,400.76	65,009.00	21,060.00
11-000-100-566	29100	Tuition to Priv. Sch. for the Disabled - Within the State	6,187,946.32	187,682.81	6,375,629.13	112,704.81	74,978.00	6,187,946.32
11-000-100-567	29120	Tuition to Priv Sch Disabled and Other LEAs-Special, Outside the State	926,510.75	306,850.15	1,233,360.90	153,881.55	281,794.77	797,684.58
<b>11-000-100-xxx</b>	<b>29180</b>	<b>Total Undistributed Expenditures - Instruction (Tuition)</b>	<b>7,135,517.07</b>	<b>576,942.72</b>	<b>7,712,459.79</b>	<b>283,987.12</b>	<b>421,781.77</b>	<b>7,006,690.90</b>
<b>--- Undistributed Expenditures - Attendance and Social Work</b>								
11-000-211-100	29500	Salaries	143,557.00	250.00	143,807.00	2,856.00	0.00	140,951.00
<b>11-000-211-xxx</b>	<b>29680</b>	<b>Total Attendance and Work</b>	<b>143,557.00</b>	<b>250.00</b>	<b>143,807.00</b>	<b>2,856.00</b>	<b>0.00</b>	<b>140,951.00</b>
<b>--- Undistributed Expenditures - Health Services</b>								
11-000-213-100	30500	Salaries	1,040,274.00	(84,200.00)	956,074.00	2,199.37	0.00	953,874.63

**Report of the Secretary to the Board of Education  
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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-213-500	30560	Other Purchased Services (400-500 series)	0.00	684.90	684.90	684.90	0.00	0.00
11-000-213-600	30580	Supplies and Materials	39,597.40	2,149.76	41,747.16	0.00	18,274.02	23,473.14
11-000-213-616	30585	Supplies - Menstrual Products	0.00	800.00	800.00	0.00	0.00	800.00
11-000-213-xxx	30620	<b>Total Undistributed Expenditures - Health Services</b>	<b>1,079,871.40</b>	<b>(80,565.34)</b>	<b>999,306.06</b>	<b>2,884.27</b>	<b>18,274.02</b>	<b>978,147.77</b>
<b>--- Undistributed Expenditures - Speech, OT, PT and Related Services</b>								
11-000-216-100	40500	Salaries	1,260,893.00	352.00	1,261,245.00	0.00	0.00	1,261,245.00
11-000-216-320	40520	Purchased Professional - Educational Services	385,432.32	64,054.27	449,486.59	33,085.55	259,692.50	156,708.54
11-000-216-600	40540	Supplies and Materials	12,000.00	9,087.73	21,087.73	0.00	21,087.73	0.00
11-000-216-xxx	40580	<b>Total Speech, OT, PT and Related Services</b>	<b>1,658,325.32</b>	<b>73,494.00</b>	<b>1,731,819.32</b>	<b>33,085.55</b>	<b>280,780.23</b>	<b>1,417,953.54</b>
<b>--- Undistributed Expenditures-Other Supp. Serv. Students-Extraordinary Svcs</b>								
11-000-217-320	41020	Purchased Professional - Educational Services	987,238.62	33,862.75	1,021,101.37	6,689.00	535,173.75	479,238.62
11-000-217-xxx	41080	<b>Total Other Support Services Students-Extraordinary Serv.</b>	<b>987,238.62</b>	<b>33,862.75</b>	<b>1,021,101.37</b>	<b>6,689.00</b>	<b>535,173.75</b>	<b>479,238.62</b>
<b>--- Undistributed Expenditures - Guidance</b>								
11-000-218-104	41500	Salaries of Other Professional Staff	2,648,808.00	(287,550.00)	2,361,258.00	26,530.01	116,714.20	2,218,013.79
11-000-218-105	41520	Salaries of Secretarial and Clerical Assistants	203,803.00	250.00	204,053.00	14,273.16	71,365.80	118,414.04
11-000-218-500	41600	Other Purchased Services (400-500 series)	0.00	601.54	601.54	41.80	112.80	446.94
11-000-218-600	41620	Supplies and Materials	28,098.00	119.97	28,217.97	510.40	4,263.98	23,443.59
11-000-218-800	41640	Other Objects	21,000.00	0.00	21,000.00	0.00	21,000.00	0.00
11-000-218-xxx	41660	<b>Total Undistributed Expenditures - Guidance</b>	<b>2,901,709.00</b>	<b>(286,578.49)</b>	<b>2,615,130.51</b>	<b>41,355.37</b>	<b>213,456.78</b>	<b>2,360,318.36</b>
<b>--- Undistributed Expenditures - Child Study Teams</b>								
11-000-219-104	42000	Salaries of Other Professional Staff	4,126,673.00	(553,890.18)	3,572,782.82	237,865.30	140,448.79	3,194,468.73
11-000-219-105	42020	Salaries of Secretarial and Clerical Assistants	303,463.00	60,951.18	364,414.18	34,950.39	262,437.60	67,026.19
11-000-219-320	42060	Purchased Professional - Educational Services	117,000.00	19,216.50	136,216.50	9,066.25	7,041.25	120,109.00
11-000-219-390	42080	Other Purchased Prof. and Tech. Services	32,949.06	4,725.00	37,674.06	4,725.00	0.00	32,949.06
11-000-219-500	42100	Other Purchased Services (400-500 series) (voc and cssd only)	9,100.00	171.70	9,271.70	0.00	287.70	8,984.00
11-000-219-600	42160	Supplies and Materials	20,400.00	0.00	20,400.00	0.00	14,376.07	6,023.93
11-000-219-800	42180	Other Objects	8,100.00	0.00	8,100.00	0.00	69.73	8,030.27
11-000-219-xxx	42200	<b>Total Child Study Teams</b>	<b>4,617,685.06</b>	<b>(468,825.80)</b>	<b>4,148,859.26</b>	<b>286,606.94</b>	<b>424,661.14</b>	<b>3,437,591.18</b>
<b>--- Undistributed Expenditures - Improvement of Instruction Services</b>								
11-000-221-102	43000	Salaries of Supervisor of Instruction	2,125,678.00	45,946.40	2,171,624.40	352,449.59	1,698,235.40	120,939.41
11-000-221-104	43020	Salaries of Other Professional Staff	278,638.57	(47,906.40)	230,732.17	173,847.18	0.00	56,884.99
11-000-221-105	43040	Salaries of Secretarial and Clerical Assist.	327,103.00	251.00	327,354.00	54,558.96	272,794.80	0.24
11-000-221-320	43100	Purchased Professional-Educational Services	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00
11-000-221-500	43140	Other Purchased Services (400-500)	9,000.00	777.62	9,777.62	0.00	616.81	9,160.81
11-000-221-600	43160	Supplies and Materials	20,000.00	0.00	20,000.00	0.00	3,395.47	16,604.53
11-000-221-800	43180	Other Objects	10,725.00	0.00	10,725.00	1,050.00	25.00	9,650.00
11-000-221-xxx	43200	<b>Total Improvement of Instruction Services</b>	<b>2,796,144.57</b>	<b>(931.38)</b>	<b>2,795,213.19</b>	<b>581,905.73</b>	<b>1,975,067.48</b>	<b>238,239.98</b>
<b>--- Undistributed Expenditures - Educational Media Services/School Library</b>								
11-000-222-100	43500	Salaries	972,152.00	0.00	972,152.00	150.00	0.00	972,002.00
11-000-222-500	43560	Other Purchased Services (400-500 series)	7,375.00	1,200.00	8,575.00	0.00	4,630.00	3,945.00
11-000-222-600	43580	Supplies and Materials	192,536.00	(6,307.17)	186,228.83	341.43	58,733.53	127,153.87
11-000-222-800	43600	Other Objects	300.00	0.00	300.00	0.00	0.00	300.00
11-000-222-xxx	43620	<b>Total Educational Media Services/School Library</b>	<b>1,172,363.00</b>	<b>(5,107.17)</b>	<b>1,167,255.83</b>	<b>491.43</b>	<b>63,363.53</b>	<b>1,103,400.87</b>
<b>--- Undistributed Expenditures - Instructional Staff Training Services</b>								
11-000-223-102	44000	Salaries of Supervisors of Instruction	489,130.00	11,487.45	500,617.45	71,926.30	389,318.20	39,372.95
11-000-223-320	44080	Purchased Professional - Educational Serv	140,000.00	0.00	140,000.00	23,400.00	0.00	116,600.00

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-223-500	44120	Other Purchased Services (400-500 series)	164,936.61	261.32	165,197.93	4,976.45	10,124.00	150,097.48
11-000-223-600	44140	Supplies and Materials	15,000.00	2,625.00	17,625.00	2,625.00	2,119.50	12,880.50
11-000-223-xxx	44180	<b>Total Instructional Staff Training Services</b>	<b>809,066.61</b>	<b>14,373.77</b>	<b>823,440.38</b>	<b>102,927.75</b>	<b>401,561.70</b>	<b>318,950.93</b>
<b>--- Undistributed Expenditures - Support Services - General Administration</b>								
11-000-230-100	45000	Salaries	459,471.60	(55,923.81)	403,547.79	60,806.02	173,229.00	169,512.77
11-000-230-331	45040	Legal Services	300,000.00	11,446.75	311,446.75	1,552.86	75,000.00	234,893.89
11-000-230-332	45060	Audit Fees	71,652.00	0.00	71,652.00	0.00	70,000.00	1,652.00
11-000-230-339	45100	Other Purchased Professional Services	70,149.00	14,637.00	84,786.00	0.00	12,419.96	72,366.04
11-000-230-340	45120	Purchased Technical Services	10,500.00	0.00	10,500.00	8,125.00	0.00	2,375.00
11-000-230-530	45140	Communications / Telephone	227,000.00	0.00	227,000.00	12,459.47	148,118.53	66,422.00
11-000-230-585	45160	BOE Other Purchased Services	5,500.00	0.00	5,500.00	0.00	145.00	5,355.00
11-000-230-590	45180	Misc Purchased Services (400-500 series, O/T 530 and 585)	112,100.00	825.00	112,925.00	2,750.00	93,511.00	16,664.00
11-000-230-610	45200	General Supplies	33,660.00	582.20	34,242.20	639.72	3,529.10	30,073.38
11-000-230-890	45260	Miscellaneous Expenditures	73,000.00	0.00	73,000.00	9,836.67	9,796.40	53,366.93
11-000-230-xxx	45300	<b>Total Support Services - General Administration</b>	<b>1,363,032.60</b>	<b>(28,432.86)</b>	<b>1,334,599.74</b>	<b>96,169.74</b>	<b>585,748.99</b>	<b>652,681.01</b>
<b>--- Undistributed Expenditures - Support Services - School Administration</b>								
11-000-240-103	46000	Salaries of Principals/Assistant Principals	2,132,325.00	59,392.58	2,191,717.58	354,766.33	1,836,951.25	0.00
11-000-240-104	46020	Salaries of Other Professional Staff	613,963.00	(288.00)	613,675.00	102,279.16	511,395.80	0.04
11-000-240-105	46040	Salaries of Secretarial and Clerical Assistants	1,649,888.00	(157,201.55)	1,492,686.45	129,350.76	599,863.20	763,472.49
11-000-240-300	46080	Purchased Professional and Technical Services	31,610.00	17,428.99	49,038.99	13,337.99	27,591.00	8,110.00
11-000-240-500	46100	Other Purchased Services (400-500 series)	66,000.00	(14,733.88)	51,266.12	630.94	325.23	50,309.95
11-000-240-600	46120	Supplies and Materials	302,908.64	50,395.99	353,304.63	4,781.83	186,801.54	161,721.26
11-000-240-xxx	46160	<b>Total Support Services - School Administration</b>	<b>4,796,694.64</b>	<b>(45,005.87)</b>	<b>4,751,688.77</b>	<b>605,147.01</b>	<b>3,162,928.02</b>	<b>983,613.74</b>
<b>--- Undistributed Expenditures - Central Services</b>								
11-000-251-100	47000	Salaries	1,326,037.00	92,277.97	1,418,314.97	221,689.05	1,196,625.92	0.00
11-000-251-330	47020	Purchased Professional Services	179,290.00	(65,953.19)	113,336.81	43,759.60	61,949.90	7,627.31
11-000-251-592	47060	Miscellaneous Purchased Services (400-500 series)	65,150.00	83,304.37	148,454.37	15,366.45	110,605.44	22,482.48
11-000-251-600	47100	Supplies and Materials	112,000.00	950.00	112,950.00	2,832.18	79,589.10	30,528.72
11-000-251-832	47140	Interest on Lease Purchase Agreements	153,281.00	0.00	153,281.00	24,846.58	0.00	128,434.42
11-000-251-890	47180	Miscellaneous Expenditures	10,000.00	900.00	10,900.00	869.84	5,219.16	4,811.00
11-000-251-xxx	47200	<b>Total Central Services</b>	<b>1,845,758.00</b>	<b>111,479.15</b>	<b>1,957,237.15</b>	<b>309,363.70</b>	<b>1,453,989.52</b>	<b>193,883.93</b>
<b>--- Undistributed Expenditures - Administrative Information Technology</b>								
11-000-252-100	47500	Salaries	1,000,702.00	6,339.77	1,007,041.77	174,315.05	826,205.20	6,521.52
11-000-252-330	47520	Purchased Professional Services	143,200.00	(790.95)	142,409.05	0.00	38,982.48	103,426.57
11-000-252-340	47540	Purchased Technical Services	283,507.93	0.00	283,507.93	201,014.18	0.00	82,493.75
11-000-252-500	47560	Other Purchased Services (400-500 series)	739,971.62	18,268.26	758,239.88	273,583.50	256,326.35	228,330.03
11-000-252-600	47580	Supplies and Materials	41,565.00	6,869.79	48,434.79	9,364.79	2,410.00	36,660.00
11-000-252-xxx	47620	<b>Total Administrative Information Technology</b>	<b>2,208,946.55</b>	<b>30,686.87</b>	<b>2,239,633.42</b>	<b>658,277.52</b>	<b>1,123,924.03</b>	<b>457,431.87</b>
<b>--- Operation and Maintenance of Plant Services</b>								
<b>---- Undistributed Expenditures - Required Maintenance for School Facilities</b>								
11-000-261-100	48500	Salaries	1,056,741.00	0.00	1,056,741.00	161,463.25	789,457.00	105,820.75
11-000-261-420	48520	Cleaning, Repair, and Maintenance Services	305,730.00	32,907.21	338,637.21	45,079.88	216,823.47	76,733.86
11-000-261-610	48540	General Supplies	192,785.00	16,952.96	209,737.96	3,954.80	101,390.38	104,392.78
11-000-261-800	48560	Other Objects	55,000.00	2,475.00	57,475.00	0.00	3,636.25	53,838.75
11-000-261-xxx	48580	<b>Total Required Maintenance for School Facilities</b>	<b>1,610,256.00</b>	<b>52,335.17</b>	<b>1,662,591.17</b>	<b>210,497.93</b>	<b>1,111,307.10</b>	<b>340,786.14</b>
<b>---- Undistributed Expenditures - Custodial Services</b>								
11-000-262-100	49000	Salaries	3,078,120.00	58,850.00	3,136,970.00	482,586.54	2,187,766.20	466,617.26
11-000-262-300	49040	Purchased Professional and Technical Services	42,162.00	28,518.83	70,680.83	43,175.83	27,505.00	0.00
11-000-262-420	49060	Cleaning, Repair, and Maintenance Services	129,164.00	23,017.91	152,181.91	9,577.61	133,063.13	9,541.17

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Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
11-000-262-441	49080	Rental of Land and Bldg. Oth. than Lease Pur Agrmt	160,000.04	6,859.59	166,859.63	138,544.48	6,000.00	22,315.15
11-000-262-520	49140	Insurance	921,150.00	150,000.00	1,071,150.00	1,316.00	0.00	1,069,834.00
11-000-262-610	49180	General Supplies	702,500.00	(5,465.61)	697,034.39	46,269.59	260,119.59	390,645.21
11-000-262-621	49200	Energy (Natural Gas)	580,100.00	63,967.15	644,067.15	52,537.86	516,429.29	75,100.00
11-000-262-622	49220	Energy (Electricity)	1,033,300.00	43,659.32	1,076,959.32	33,652.05	1,013,981.02	29,326.25
11-000-262-800	49280	Other Objects	105,000.00	0.00	105,000.00	1,200.00	320.00	103,480.00
11-000-262-xxx	49340	<b>Total Custodial Services</b>	<b>6,751,496.04</b>	<b>369,407.19</b>	<b>7,120,903.23</b>	<b>808,859.96</b>	<b>4,145,184.23</b>	<b>2,166,859.04</b>
<b>---- Undistributed Expenditures - Care and Upkeep of Grounds</b>								
11-000-263-100	50000	Salaries	71,533.00	0.00	71,533.00	11,922.16	59,610.80	0.04
11-000-263-xxx	50100	<b>Total Care And Upkeep Of Grounds</b>	<b>71,533.00</b>	<b>0.00</b>	<b>71,533.00</b>	<b>11,922.16</b>	<b>59,610.80</b>	<b>0.04</b>
<b>---- Undistributed Expenditures - Security</b>								
11-000-266-100	51000	Salaries	373,986.00	0.00	373,986.00	8,565.94	0.00	365,420.06
11-000-266-300	51020	Purchased Professional and Technical Services	0.00	50,000.00	50,000.00	0.00	0.00	50,000.00
11-000-266-xxx	51100	<b>Total Security</b>	<b>373,986.00</b>	<b>50,000.00</b>	<b>423,986.00</b>	<b>8,565.94</b>	<b>0.00</b>	<b>415,420.06</b>
subtotal of 11-000-26x-xxx	51120	<b>Total Operation and Maintenance of Plant Services</b>	<b>8,807,271.04</b>	<b>471,742.36</b>	<b>9,279,013.40</b>	<b>1,039,845.99</b>	<b>5,316,102.13</b>	<b>2,923,065.28</b>
<b>--- Undistributed Expenditures - Student Transportation Services</b>								
11-000-270-107	52000	Salaries of Non-Instructional Aides	62,192.00	0.00	62,192.00	0.00	0.00	62,192.00
11-000-270-160	52020	Salaries for Pupil Trans. (Between Home and Sch)-Regular	1,378,213.00	89,847.00	1,468,060.00	41,315.52	206,577.60	1,220,166.88
11-000-270-162	52060	Salaries for Pupil Trans. (Other than Between Home and Sch)	300,000.00	0.00	300,000.00	82,070.65	0.00	217,929.35
11-000-270-503	52200	Contracted Services-Aid in Lieu Pymts- Non-Public School	349,500.00	0.00	349,500.00	0.00	0.00	349,500.00
11-000-270-511	52260	Contracted Services (Between Home and Sch)-Vendors	20,000.00	0.00	20,000.00	0.00	500.00	19,500.00
11-000-270-512	52280	Contracted Services (Other than Between Home and Sch)-Vendors	177,870.00	49,382.06	227,252.06	0.00	174,382.06	52,870.00
11-000-270-514	52320	Contracted Services (Special Ed Students)-Vendors	2,258,587.00	95,589.57	2,354,176.57	27,199.05	2,315,170.76	11,806.76
11-000-270-615	52440	Transportation Supplies	300,000.00	4,637.24	304,637.24	11,333.53	232,155.01	61,148.70
11-000-270-800	52460	Other Objects	7,000.00	(3,381.00)	3,619.00	1,365.00	68.05	2,185.95
11-000-270-xxx	52480	<b>Total Student Transportation Services</b>	<b>4,853,362.00</b>	<b>236,074.87</b>	<b>5,089,436.87</b>	<b>163,283.75</b>	<b>2,928,853.48</b>	<b>1,997,299.64</b>
<b>--- Employee Benefits</b>								
<b>---- Unallocated Benefits</b>								
11-000-291-220	71020	Social Security Contributions	1,790,000.00	47,846.60	1,837,846.60	195,992.06	62,980.74	1,578,873.80
11-000-291-241	71060	Other Retirement Contributions - PERS	2,770,000.00	0.00	2,770,000.00	0.00	4,500.00	2,765,500.00
11-000-291-242	71080	Other Retirement Contributions - ERIP	52,250.00	0.00	52,250.00	343.22	96.78	51,810.00
11-000-291-260	71160	Worker's Compensation	602,525.00	0.00	602,525.00	0.00	0.00	602,525.00
11-000-291-270	71180	Health Benefits	17,958,000.00	97,546.92	18,055,546.92	3,288,333.10	2,894,251.80	11,872,962.02
11-000-291-280	71200	Tuition Reimbursement	157,890.00	26,264.37	184,154.37	8,054.43	2,204.20	173,895.74
11-000-291-290	71220	Other Employee Benefits	257,000.00	5,753.34	262,753.34	3,599.29	2,387.64	256,766.41
11-000-291-299	71227	Unused Sick Payments to Terminated / Retired Staff	261,193.00	930.78	262,123.78	262,123.78	0.00	0.00
total unallocated benefits	71240	<b>11-000-291-2xx</b>	<b>23,848,858.00</b>	<b>178,342.01</b>	<b>24,027,200.01</b>	<b>3,758,445.88</b>	<b>2,966,421.16</b>	<b>17,302,332.97</b>
11-xxx-xxx-2xx	71260	<b>Total Employee Benefits</b>	<b>23,848,858.00</b>	<b>178,342.01</b>	<b>24,027,200.01</b>	<b>3,758,445.88</b>	<b>2,966,421.16</b>	<b>17,302,332.97</b>
	72140	<b>Total Undistributed Expenditures</b>	<b>71,025,400.48</b>	<b>811,801.59</b>	<b>71,837,202.07</b>	<b>7,973,322.75</b>	<b>21,872,087.73</b>	<b>41,991,791.59</b>
	72260	<b>Total General Expense</b>	<b>136,093,287.81</b>	<b>1,332,620.66</b>	<b>137,425,908.47</b>	<b>8,638,311.71</b>	<b>23,531,524.69</b>	<b>105,256,072.07</b>
<b>- Capital Outlay</b>								
<b>-- Equipment</b>								
<b>--- Instructional Equipment - Regular Education:</b>								
12-120-100-730	73040	Grades 1-5	51,145.37	397.42	51,542.79	(9,669.63)	49,365.84	11,846.58
12-130-100-730	73060	Grades 6-8	57,283.16	(397.42)	56,885.74	0.00	21,383.50	35,502.24
12-140-100-730	73080	Grades 9-12	14,766.20	0.00	14,766.20	0.00	9,439.00	5,327.20
-		<b>Total Instructional Equipment - Regular Education</b>	<b>123,194.73</b>	<b>0.00</b>	<b>123,194.73</b>	<b>(9,669.63)</b>	<b>80,188.34</b>	<b>52,676.02</b>
<b>--- Equipment - Undistributed:</b>								
12-000-240-730	75640	Undistributed Expenditures - School Administration	0.00	2,125.00	2,125.00	0.00	2,125.00	0.00

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
12-000-262-730	75720	Undistributed Expenditures - Custodial Services	0.00	6,903.00	6,903.00	6,903.00	0.00	0.00
12-000-270-733	75800	School Buses - Regular	0.00	4,171.00	4,171.00	0.00	4,171.00	0.00
12-000-300-730	75840	Undistributed Expenditures - Non-Instructional Services	16,120.00	0.00	16,120.00	0.00	0.00	16,120.00
	-	<b>Total Equipment - Undistributed</b>	<b>16,120.00</b>	<b>13,199.00</b>	<b>29,319.00</b>	<b>6,903.00</b>	<b>6,296.00</b>	<b>16,120.00</b>
12-xxx-xxx-73x	75880	<b>Total Equipment</b>	<b>139,314.73</b>	<b>13,199.00</b>	<b>152,513.73</b>	<b>(2,766.63)</b>	<b>86,484.34</b>	<b>68,796.02</b>
<b>-- Facilities Acquisition and Construction Services</b>								
12-000-400-334	76040	Architectural/Engineering Services	0.00	48,141.49	48,141.49	0.00	48,141.49	0.00
12-000-400-450	76080	Construction Services	5,321,262.00	126,318.95	5,447,580.95	1,407,049.04	3,265,375.70	775,156.21
12-000-400-721	76140	Lease Purchase Agreements - Principal	1,380,631.00	10,024.72	1,390,655.72	1,390,655.72	0.00	0.00
12-000-400-800	76200	Other Objects	68,734.00	0.00	68,734.00	0.00	0.00	68,734.00
12-000-400-xxx	76260	<b>Total Facilities Acquisition and Construction Services</b>	<b>6,770,627.00</b>	<b>184,485.16</b>	<b>6,955,112.16</b>	<b>2,797,704.76</b>	<b>3,313,517.19</b>	<b>843,890.21</b>
12-xxx-xxx-xxx	76400	<b>Total Capital Outlay</b>	<b>6,909,941.73</b>	<b>197,684.16</b>	<b>7,107,625.89</b>	<b>2,794,938.13</b>	<b>3,400,001.53</b>	<b>912,686.23</b>
<b>- Special Schools</b>								
<b>-- Summer School - Instruction</b>								
<b>--- Summer School - Instruction</b>								
13-422-100-101	77500	Salaries of Teachers	45,978.00	16,182.72	62,160.72	60,959.33	0.00	1,201.39
13-422-100-xxx	77680	<b>Total Summer School - Instruction</b>	<b>45,978.00</b>	<b>16,182.72</b>	<b>62,160.72</b>	<b>60,959.33</b>	<b>0.00</b>	<b>1,201.39</b>
13-422-xxx-xxx	77840	<b>Total Summer School</b>	<b>45,978.00</b>	<b>16,182.72</b>	<b>62,160.72</b>	<b>60,959.33</b>	<b>0.00</b>	<b>1,201.39</b>
13-xxx-xxx-xxx	83080	<b>Total Special Schools</b>	<b>45,978.00</b>	<b>16,182.72</b>	<b>62,160.72</b>	<b>60,959.33</b>	<b>0.00</b>	<b>1,201.39</b>
	84060	<b>Total General Fund</b>	<b>143,049,207.54</b>	<b>1,546,487.54</b>	<b>144,595,695.08</b>	<b>11,494,209.17</b>	<b>26,931,526.22</b>	<b>106,169,959.69</b>

School Business Administrator Signature

Date

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 20 - Interim Balance Sheet  
For the two month period ending 08/31/2024**

**Assets and Resources**

**Assets**

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		333,740.75
	Accounts Receivable:		
141	Intergovernmental - StateAccounts Receivable:	5,482.73	
153,154	Other (net of estimated uncollectible of \$10,000)Accounts Receivable:	6,665.95	
xxx	Other Current AssetsAccounts Receivable:		12,148.68
			<u>345,889.43</u>

**Resources**

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	2,739,889.05	
302	Less Revenues	120,406.17	2,619,482.88
			<u>2,619,482.88</u>
	<b>Total Assets and Resources:</b>		<u><b>2,965,372.31</b></u>

**Liabilities and Fund Equity**

**Liabilities**

Account Number	Account Name	Subtotal Balance	Balance
412	Intergovernmental Accounts Payable - Federal		44,798.00
421	Accounts Payable		373,975.77
			<u>418,773.77</u>

**Fund Balance**

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	<b>Appropriated:</b>				
753	Reserve for Encumbrances - Current Year		668,426.10		
754+753	Reserve for Encumbrances - Current + Prior			668,426.10	
	<b>Reserve Fund Balance:</b>				
601	Appropriations		2,739,889.05		
602	Less: Expenditures	72,979.78			
603	Encumbrances	668,426.10	(741,405.88)	1,998,483.17	
770	Unassigned Fund Balance			(120,310.73)	
					<u>2,546,598.54</u>
	<b>Total Liabilities and Fund Equity:</b>				<u><b>2,965,372.31</b></u>



**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 20 - Interim Statements Comparing Budgeted Revenue with Actual to Date  
and Appropriations with Expenditures and Encumbrances to Date  
For the two month period ending 08/31/2024**

**Revenues/Sources of Funds**

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified For Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
20-1xxx	745	From Local Sources	16,000.00	0.00	16,000.00	7,811.17	Under	8,188.83
20-3xxx	770	From State Sources	853,053.00	110,910.00	963,963.00	112,595.00	Under	851,368.00
20-4xxx	830	From Federal Sources	1,642,580.00	117,346.05	1,759,926.05	0.00	Under	1,759,926.05
-		<b>Total Revenues/Sources Of Funds</b>	<b>2,511,633.00</b>	<b>228,256.05</b>	<b>2,739,889.05</b>	<b>120,406.17</b>	<b>Under</b>	<b>2,619,482.88</b>

**Special Revenue Fund**

**Local Projects**

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	84100	Local Projects	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
		<b>Total Local Projects</b>	<b>16,000.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,000.00</b>

**State Projects**

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88180	Total Other State Projects	853,053.00	110,910.00	963,963.00	0.00	638,033.60	325,929.40
20-xxx-xxx-xxx		<b>Total State Projects</b>	<b>853,053.00</b>	<b>110,910.00</b>	<b>963,963.00</b>	<b>0.00</b>	<b>638,033.60</b>	<b>325,929.40</b>

**Federal Projects**

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
20-xxx-xxx-xxx	88500	Title I	118,709.00	25,530.00	144,239.00	0.00	0.00	144,239.00
20-xxx-xxx-xxx	88520	Title II	63,215.00	4,985.00	68,200.00	22,000.00	9,000.00	37,200.00
20-xxx-xxx-xxx	88540	Title III	41,570.00	(6,518.00)	35,052.00	0.00	15,350.27	19,701.73
20-xxx-xxx-xxx	88560	Title IV	9,555.00	1,028.00	10,583.00	0.00	3,500.00	7,083.00
20-xxx-xxx-xxx	88620	I.D.E.A. Part B (Handicapped)	1,409,531.00	(38,433.00)	1,371,098.00	0.00	1,908.58	1,369,189.42
20-xxx-xxx-xxx	88700	Other Federal Grant Programs	0.00	130,754.05	130,754.05	50,979.78	633.65	79,140.62
20-xxx-xxx-xxx		<b>Total Federal Projects</b>	<b>1,642,580.00</b>	<b>117,346.05</b>	<b>1,759,926.05</b>	<b>72,979.78</b>	<b>30,392.50</b>	<b>1,656,553.77</b>
		<b>Total Special Revenue Fund</b>	<b>2,511,633.00</b>	<b>228,256.05</b>	<b>2,739,889.05</b>	<b>72,979.78</b>	<b>668,426.10</b>	<b>1,998,483.17</b>

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 20 - Schedule of Revenues  
Actual Compared with Estimate  
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
<b>Revenues/Sources of Funds</b>							
<b>- Local Sources</b>							
20-1xxx	740	Other Revenue from Local Sources	16,000.00	0.00	16,000.00	7,811.17	8,188.83
20-1xxx	745	<b>Total Local Sources</b>	<b>16,000.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>7,811.17</b>	<b>8,188.83</b>
<b>- State Sources</b>							
20-32xx	765	Other Restricted Entitlements	853,053.00	110,910.00	963,963.00	112,595.00	851,368.00
20-3xxx	770	<b>Total from State Sources</b>	<b>853,053.00</b>	<b>110,910.00</b>	<b>963,963.00</b>	<b>112,595.00</b>	<b>851,368.00</b>
<b>- Federal Sources</b>							
20-4411-4414	775	Title I	118,709.00	25,530.00	144,239.00	0.00	144,239.00
20-4451-4455	780	Title II	63,215.00	4,985.00	68,200.00	0.00	68,200.00
20-4491-4494	785	Title III	41,570.00	(6,518.00)	35,052.00	0.00	35,052.00
20-4471-4474	790	Title IV	9,555.00	1,028.00	10,583.00	0.00	10,583.00
20-4420-4429	805	I.D.E.A. Part B (Handicapped)	1,409,531.00	(38,433.00)	1,371,098.00	0.00	1,371,098.00
20-4xxx	825	Other Federal Programs	0.00	130,754.05	130,754.05	0.00	130,754.05
20-4xxx	830	<b>Total from Federal Sources</b>	<b>1,642,580.00</b>	<b>117,346.05</b>	<b>1,759,926.05</b>	<b>0.00</b>	<b>1,759,926.05</b>
	-	<b>Total Revenues/Sources of Funds</b>	<b>2,511,633.00</b>	<b>228,256.05</b>	<b>2,739,889.05</b>	<b>120,406.17</b>	<b>2,619,482.88</b>

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 20 - Statement of Appropriations  
Compared with Expenditures and Encumbrances  
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Special Revenue Fund</b>								
<b>- Local Projects</b>								
<b>-- Local Projects</b>								
20-xxx-xxx-xxx	84100	Local Projects	16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
20-xxx-xxx-xxx	84100		16,000.00	0.00	16,000.00	0.00	0.00	16,000.00
	-	<b>Total Local Projects</b>	<b>16,000.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,000.00</b>
<b>- State Projects</b>								
<b>-- Other State Projects</b>								
20-xxx-xxx-xxx	88000	Nonpublic Textbooks	38,623.00	2,187.00	40,810.00	0.00	37,366.44	3,443.56
20-xxx-xxx-xxx	88020	Nonpublic Auxiliary Services	50,698.00	0.00	50,698.00	0.00	50,698.00	0.00
20-xxx-xxx-xxx	88040	Nonpublic Handicapped Services	292,810.00	0.00	292,810.00	0.00	161,689.00	131,121.00
20-xxx-xxx-xxx	88060	Nonpublic Nursing Services	147,900.00	49,180.00	197,080.00	0.00	197,080.00	0.00
20-xxx-xxx-xxx	88080	Nonpublic Technology Initiative	60,601.00	11,184.00	71,785.00	0.00	31,239.81	40,545.19
20-xxx-xxx-xxx	88090	Nonpublic Security Aid	262,421.00	48,359.00	310,780.00	0.00	159,960.35	150,819.65
20-xxx-xxx-xxx	88180	<b>Total Other State Projects</b>	<b>853,053.00</b>	<b>110,910.00</b>	<b>963,963.00</b>	<b>0.00</b>	<b>638,033.60</b>	<b>325,929.40</b>
	72260	<b>Total State Projects</b>	<b>853,053.00</b>	<b>110,910.00</b>	<b>963,963.00</b>	<b>0.00</b>	<b>638,033.60</b>	<b>325,929.40</b>
<b>- Federal Projects</b>								
<b>-- Title I</b>								
20-xxx-100-101	88480	Salaries- Instruction- Salaries of Teacher	84,853.00	2,794.00	87,647.00	0.00	0.00	87,647.00
20-xxx-100-600	88484	Instructional Supplies- Instruction	0.00	498.00	498.00	0.00	0.00	498.00
20-xxx-200-200	88491	Benefits	33,856.00	22,238.00	56,094.00	0.00	0.00	56,094.00
20-xxx-xxx-xxx	88500	<b>Total Title I</b>	<b>118,709.00</b>	<b>25,530.00</b>	<b>144,239.00</b>	<b>0.00</b>	<b>0.00</b>	<b>144,239.00</b>
<b>-- Title II</b>								
20-xxx-200-300	88512	Professional Tech Services- Support	63,215.00	4,985.00	68,200.00	22,000.00	9,000.00	37,200.00
20-xxx-xxx-xxx	88520	<b>Total Title II</b>	<b>63,215.00</b>	<b>4,985.00</b>	<b>68,200.00</b>	<b>22,000.00</b>	<b>9,000.00</b>	<b>37,200.00</b>
<b>-- Title III</b>								
20-xxx-100-101	88521	Salaries- Instruction- Salaries of Teacher	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00
20-xxx-100-600	88525	Instructional Supplies- Instruction	41,570.00	(16,152.00)	25,418.00	0.00	15,350.27	10,067.73
20-xxx-100-800	88526	Other Objects-Instruction	0.00	1,134.00	1,134.00	0.00	0.00	1,134.00
20-xxx-200-100	88530	Salaries-Support	0.00	1,500.00	1,500.00	0.00	0.00	1,500.00
20-xxx-200-500	88534	Other Purchased Services - Support	0.00	5,500.00	5,500.00	0.00	0.00	5,500.00
20-xxx-xxx-xxx	88540	<b>Total Title III</b>	<b>41,570.00</b>	<b>(6,518.00)</b>	<b>35,052.00</b>	<b>0.00</b>	<b>15,350.27</b>	<b>19,701.73</b>
<b>-- Title IV</b>								
20-xxx-200-300	88552	Professional Tech Services- Support	9,555.00	(1,167.00)	8,388.00	0.00	3,500.00	4,888.00
20-xxx-200-500	88554	Other Purchased Services - Support	0.00	2,195.00	2,195.00	0.00	0.00	2,195.00
20-xxx-xxx-xxx	88560	<b>Total Title IV</b>	<b>9,555.00</b>	<b>1,028.00</b>	<b>10,583.00</b>	<b>0.00</b>	<b>3,500.00</b>	<b>7,083.00</b>
<b>-- I.D.E.A. Part B (Handicapped)</b>								
20-xxx-100-101	88601	Salaries- Instruction- Salaries of Teacher	832,388.00	(490,577.00)	341,811.00	0.00	0.00	341,811.00
20-xxx-100-500	88604	Other Purchased Services- Instruction (400-500 series)	560,352.00	270,648.00	831,000.00	0.00	408.58	830,591.42
20-xxx-200-200	88611	Benefits	0.00	93,740.00	93,740.00	0.00	0.00	93,740.00
20-xxx-200-300	88612	Professional Tech Services- Support	16,791.00	84,406.00	101,197.00	0.00	0.00	101,197.00
20-xxx-200-500	88614	Other Purchased Services - Support	0.00	3,350.00	3,350.00	0.00	1,500.00	1,850.00
20-xxx-xxx-xxx	88620	<b>Total I.D.E.A. Part B (Handicapped)</b>	<b>1,409,531.00</b>	<b>(38,433.00)</b>	<b>1,371,098.00</b>	<b>0.00</b>	<b>1,908.58</b>	<b>1,369,189.42</b>
<b>-- Other Federal Grant Programs</b>								
20-xxx-xxx-xxx	88697	Other Federal Expenditures	0.00	130,754.05	130,754.05	50,979.78	633.65	79,140.62
20-xxx-xxx-xxx	88700	<b>Total Other Federal Grant Programs</b>	<b>0.00</b>	<b>130,754.05</b>	<b>130,754.05</b>	<b>50,979.78</b>	<b>633.65</b>	<b>79,140.62</b>
20-xxx-xxx-xxx	88740	<b>Total Federal Projects</b>	<b>1,642,580.00</b>	<b>117,346.05</b>	<b>1,759,926.05</b>	<b>72,979.78</b>	<b>30,392.50</b>	<b>1,656,553.77</b>
	88760	<b>Total Special Revenue Fund</b>	<b>2,511,633.00</b>	<b>228,256.05</b>	<b>2,739,889.05</b>	<b>72,979.78</b>	<b>668,426.10</b>	<b>1,998,483.17</b>

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**Report of the Secretary to the Board of Education  
Livingston Board of Education**

  
\_\_\_\_\_  
School Business Administrator Signature

9/20/2024  
\_\_\_\_\_  
Date

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 30 - Interim Balance Sheet  
For the two month period ending 08/31/2024**

**Assets and Resources**

**Assets**

Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		2,020,274.77
	Accounts Receivable:		
	Loans Receivable:		
			2,020,274.77

**Resources**

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	1,619,600.00	
302	Less Revenues	1,564.27	1,618,035.73
			1,618,035.73
Total Assets and Resources:			<u>3,638,310.50</u>

**Liabilities and Fund Equity**

**Liabilities**

Account Number	Account Name	Subtotal Balance	Balance
			0.00

**Fund Balance**

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	Appropriated:				
753	Reserve for Encumbrances - Current Year			785,950.00	
601	Appropriations		1,619,600.00		
603	Encumbrances	785,950.00	(785,950.00)	833,650.00	
	Unappropriated:				
770	Unassigned Fund Balance		2,018,710.50		
303	Budgeted Fund Balance		0.00	2,018,710.50	
	Total Fund Balance			3,638,310.50	
					<u>3,638,310.50</u>
Total Liabilities and Fund Equity:					<u>3,638,310.50</u>

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 30 - Interim Statements Comparing Budgeted Revenue with Actual to Date  
and Appropriations with Expenditures and Encumbrances to Date  
For the two month period ending 08/31/2024**

**Revenues/Sources of Funds**

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified for Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
10-1xxx	370	From Local Sources	0.00	0.00	0.00	1,564.27	Over	(1,564.27)
10-3xxx	520	From State Sources	1,619,600.00	0.00	1,619,600.00	0.00	Under	1,619,600.00
	-	<b>Total Revenues/Sources Of Funds</b>	<b>1,619,600.00</b>	<b>0.00</b>	<b>1,619,600.00</b>	<b>1,564.27</b>	<b>Under</b>	<b>1,618,035.73</b>

**Total Capital Projects Fund Expenditures**

**Facilities Acquisition and Construction Services**

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
30-000-4xx-450	89080	Construction Services	1,619,600.00	0.00	1,619,600.00	0.00	785,950.00	833,650.00
			<b>1,619,600.00</b>	<b>0.00</b>	<b>1,619,600.00</b>	<b>0.00</b>	<b>785,950.00</b>	<b>833,650.00</b>
		<b>Total Capital Projects Fund Expenditures</b>	<b>1,619,600.00</b>	<b>0.00</b>	<b>1,619,600.00</b>	<b>0.00</b>	<b>785,950.00</b>	<b>833,650.00</b>



**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 30 - Schedule of Revenues  
Actual Compared with Estimate  
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
<b>Revenues/Sources of Funds</b>							
<b>- Local Sources</b>							
30-1510	950	Earnings on Investments	0.00	0.00	0.00	1,564.27	(1,564.27)
10-1xxx	370	<b>Total Revenue from Local Sources</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1,564.27</b>	<b>(1,564.27)</b>
<b>- State Sources</b>							
30-3255	945	Additional State School Building Aid - EDA Grant	1,619,600.00	0.00	1,619,600.00	0.00	1,619,600.00
10-3xxx	520	<b>Total Revenue from State Sources</b>	<b>1,619,600.00</b>	<b>0.00</b>	<b>1,619,600.00</b>	<b>0.00</b>	<b>1,619,600.00</b>
	-	<b>Total Revenues/Sources of Funds</b>	<b>1,619,600.00</b>	<b>0.00</b>	<b>1,619,600.00</b>	<b>1,564.27</b>	<b>1,618,035.73</b>

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**FUND 30 - Statement of Appropriations  
Compared with Expenditures and Encumbrances  
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Total Capital Projects Fund Expenditures</b>								
<b>- Facilities Acquisition and Construction Services</b>								
<b>-- Construction Services</b>								
30-000-4xx-450	89080	Construction Services	1,619,600.00	0.00	1,619,600.00	0.00	785,950.00	833,650.00
30-000-4xx-450	89080		1,619,600.00	0.00	1,619,600.00	0.00	785,950.00	833,650.00
	89200		1,619,600.00	0.00	1,619,600.00	0.00	785,950.00	833,650.00
	84060	Total Capital Projects Fund Expenditures	1,619,600.00	0.00	1,619,600.00	0.00	785,950.00	833,650.00

School Business Administrator Signature

9/20/2024  
Date

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 40 - Interim Balance Sheet  
For the two month period ending 08/31/2024**

**Assets and Resources**

<b>Assets</b>			
Account Number	Account Name	Subtotal Balance	Balance
101	Cash in Bank		(2,808,862.64)
121	Tax Levy Receivable		2,886,680.50
	Accounts Receivable:		
	Loans Receivable:		
			<u>77,817.86</u>

**Resources**

Account Number	Account Name	Subtotal Balance	Balance
301	Estimated Revenues	7,420,363.00	
302	Less Revenues	6,239,828.00	1,180,535.00
			<u>1,180,535.00</u>
<b>Total Assets and Resources:</b>			<u><u>1,258,352.86</u></u>

**Liabilities and Fund Equity**

<b>Liabilities</b>			
Account Number	Account Name	Subtotal Balance	Balance
			0.00

**Fund Balance**

Account Number	Account Name	Subtotal Balance	Subtotal Balance 2	Subtotal Balance 3	Balance
	<b>Appropriated:</b>				
753	Reserve for Encumbrances - Current Year		1,084,212.49		
754+753	Reserve for Encumbrances - Current + Prior			<u>1,084,212.49</u>	
	<b>Reserve Fund Balance:</b>				
	<b>Appropriations</b>				
601	Appropriations		7,420,363.00		
602	Less: Expenditures	6,336,150.01			
603	Encumbrances	1,084,212.49	(7,420,362.50)	0.50	
	<b>Total Appropriated</b>			<u>1,084,212.99</u>	
	<b>Unappropriated</b>				
770	Unassigned Fund Balance			174,139.87	
					<u>1,258,352.86</u>
<b>Total Liabilities and Fund Equity:</b>					<u><u>1,258,352.86</u></u>

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 40 - Interim Statements Comparing Budgeted Revenue with Actual to Date  
and Appropriations with Expenditures and Encumbrances to Date  
For the two month period ending 08/31/2024**

**Revenues**

Account Number	Line	Revenues/Sources of Funds	Original Budget Certified For Taxes	Budget Transfers	Budgeted / Estimated	Actual to Date	Note	Unrealized Balance
40-52xx	-	Transfers from Other Funds	1,000,000.00	0.00	1,000,000.00	0.00	Under	1,000,000.00
	-	Total Revenue from Local Sources	5,874,077.00	0.00	5,874,077.00	5,773,361.00	Under	100,716.00
	-	Total from Revenue from State Sources	546,286.00	0.00	546,286.00	466,467.00	Under	79,819.00
	-	<b>Total Revenues</b>	<b>7,420,363.00</b>	<b>0.00</b>	<b>7,420,363.00</b>	<b>6,239,828.00</b>	<b>Under</b>	<b>1,180,535.00</b>

**Expenditures**

**Regular Debt Service**

Account Number	Line	Expenditures Description	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	5,140,000.00	0.00	5,140,000.00	5,140,000.00	0.00	0.00
40-701-510-834	89600	Interest on Bonds	2,280,363.00	0.00	2,280,363.00	1,196,150.01	1,084,212.49	0.50
		<b>Total Regular Debt Service Expenditures</b>	<b>7,420,363.00</b>	<b>0.00</b>	<b>7,420,363.00</b>	<b>6,336,150.01</b>	<b>1,084,212.49</b>	<b>0.50</b>
		<b>Total Debt Service Fund Expenditures</b>	<b>7,420,363.00</b>	<b>0.00</b>	<b>7,420,363.00</b>	<b>6,336,150.01</b>	<b>1,084,212.49</b>	<b>0.50</b>

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 40 - Schedule of Revenues  
Actual Compared with Estimate  
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Estimated	Actual	Unrealized
<b>Revenues</b>							
<b>- Transfers from Other Funds</b>							
40-52xx	845	Transfers from Other Funds	1,000,000.00	0.00	1,000,000.00	0.00	1,000,000.00
40-52xx	-	<b>Total Transfers from Other Funds</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>1,000,000.00</b>	<b>0.00</b>	<b>1,000,000.00</b>
<b>- Local Sources</b>							
40-1210	860	Local Tax Levy	5,773,361.00	0.00	5,773,361.00	5,773,361.00	0.00
40-1xxx	870	Other Miscellaneous Revenues	100,716.00	0.00	100,716.00	0.00	100,716.00
-	-	<b>Total Revenue from Local Sources</b>	<b>5,874,077.00</b>	<b>0.00</b>	<b>5,874,077.00</b>	<b>5,773,361.00</b>	<b>100,716.00</b>
<b>- State Sources</b>							
40-3160	890	Debt Service Aid Type II	546,286.00	0.00	546,286.00	466,467.00	79,819.00
-	-	<b>Total from Revenue from State Sources</b>	<b>546,286.00</b>	<b>0.00</b>	<b>546,286.00</b>	<b>466,467.00</b>	<b>79,819.00</b>
-	-	<b>Total Revenues</b>	<b>7,420,363.00</b>	<b>0.00</b>	<b>7,420,363.00</b>	<b>6,239,828.00</b>	<b>1,180,535.00</b>
<b>Expenditures</b>							
-	-	<b>Total Debt Service Fund Expenditures</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Report of the Secretary to the Board of Education  
Livingston Board of Education**

**Fund 40 - Statement of Appropriations  
Compared with Expenditures and Encumbrances  
For the two month period ending 08/31/2024**

Account Number	Line	Account Name	Original Budget Certified For Taxes	Budget Transfers	Appropriations	Expenditures	Encumbrances	Available Balance
<b>Expenditures</b>								
<b>- Regular Debt Service</b>								
<b>-- Redemption of Principal on Early Retirement Bonds</b>								
40-701-510-910	89560	Redemption of Principal on Early Retirement Bonds	5,140,000.00	0.00	5,140,000.00	5,140,000.00	0.00	0.00
<b>40-701-510-910</b>	<b>89560</b>		<b>5,140,000.00</b>	<b>0.00</b>	<b>5,140,000.00</b>	<b>5,140,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>-- Interest on Bonds</b>								
40-701-510-834	89600	Interest on Bonds	2,280,363.00	0.00	2,280,363.00	1,196,150.01	1,084,212.49	0.50
<b>40-701-510-834</b>	<b>89600</b>		<b>2,280,363.00</b>	<b>0.00</b>	<b>2,280,363.00</b>	<b>1,196,150.01</b>	<b>1,084,212.49</b>	<b>0.50</b>
	<b>89660</b>	<b>Total Regular Debt Service Expenditures</b>	<b>7,420,363.00</b>	<b>0.00</b>	<b>7,420,363.00</b>	<b>6,336,150.01</b>	<b>1,084,212.49</b>	<b>0.50</b>
	-	<b>Total Debt Service Fund Expenditures</b>	<b>7,420,363.00</b>	<b>0.00</b>	<b>7,420,363.00</b>	<b>6,336,150.01</b>	<b>1,084,212.49</b>	<b>0.50</b>

School Business Administrator Signature

Date