



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

Monday, June 21, 2021

Executive Session - Virtual Meeting via Zoom - 6:00 p.m.

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

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

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

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

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

### **I. OPEN SESSION**

#### **A. Call to Order – Ms. Samantha Messer, 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 4, 2021 and posted at the Board of Education office and communicated to *The Star Ledger*, *West Essex Tribune*, *TAPinto Livingston* and the Livingston Township Clerk.

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

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

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

- Legal Update and Personnel

Action may be taken upon return to public session. The full length of the meeting is anticipated to be approximately 60 minutes and be it

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

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

#### **E. Student Representative to the Board**

*Ethan Hirsch*

#### **F. Public Hearing on Superintendent's Contract**

1. Questions and Comments from Public
  - Speakers are asked to stand and state name and address for the board and public
  - Each person may speak once with a three (3) minute time limit until all who wish to be heard have had an opportunity to speak

#### **G. Approval of the Contract of Employment - Superintendent of Schools**

**Resolved**, that the Livingston Board of Education approves the contract of employment between the Board and the Superintendent of Schools, effective July 1, 2021 through June 30, 2026. The contract received the prior approval of the Executive County Superintendent of Schools. Public Notice in accordance with N.J.S.A. 18A:11-11 was provided in accordance with law, and copies of the Contract of Employment are available at the Board Meeting of June 21, 2021, as well as in the District Business Office.

### **ROLL CALL VOTE**

#### **H. Superintendent's Report**

1. Around The Block

#### **I. Board Reports**

#### **J. Approval of Minutes**

The Superintendent recommends the following:

1. Public Listening Forum Minutes of May 24, 2021
2. Voting Meeting Minutes of May 24, 2021
3. Public Portion of Executive Session Minutes of May 26, 2021
4. Executive Session Minutes of March 15, 2021; April 5, 2021; April 29, 2021; May 4, 2021; May 11, 2021; May 13, 2021; May 24, 2021; May 26, 2021; June 14, 2021; June 15, 2021

### **ROLL CALL VOTE**

#### **K. Public Input on Agenda Items ~ up to 15 minutes**

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

Public participation shall be governed by the following rules:

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

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

## **II. RECOMMENDATIONS FOR APPROVAL**

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

The Superintendent recommends the following:

#### **1.1 Textbooks/DVDs**

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

#### **1.2 Student Teachers**

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

## **ROLL CALL VOTE**

### **2. STUDENT SERVICES**

The Superintendent recommends the following:

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

**Resolved**, that the Livingston Board of Education approves placement for the academic year 2020-2021 for one (1) Livingston student with disabilities, as classified and recommended by the Child Study Team, in facilities with tuition costs to be determined within the limits established by the New Jersey Board of Education as shown on **Attachment C**.

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

**Resolved**, that the Livingston Board of Education approves the following consultants that will be utilized to provide related services for the 2020-2021 school year:

##### **SPEECH THERAPY**

RWJ Barnabas Health

\$180.00/evaluation

#### **2.3 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 2021-2022 school year:

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

ABA Skills

\$175.00/hour

Duva, Amanda

\$150.00/hour

**CHILD STUDY TEAM EVALUATIONS**

Carey, Kelly

\$475.00/evaluation  
\$100.00/meeting**NURSING SERVICES**

Horizon Healthcare Staffing

LPN \$52.00/hour

RN \$60.00/hour

Starlight Homecare Agency, Inc.

LPN \$48.00/hour

RN \$60.00/hour

**OCCUPATIONAL THERAPIST**

Oxford Consulting Services, Inc.

\$87.00/hour

Shah, Cynthia

\$87.00/hour

\$304.50/evaluation

**PHYSICAL THERAPIST**

Miller, Diana

\$87.00/hour

\$351.79/evaluation

Oxford Consulting Services, Inc.

\$87.00/hour

**SPEECH THERAPIST**

Oxford Consulting Services, Inc.

\$93.00/hour

STARS Solomon Therapeutics and Resource Specialists

\$150.00/hour

**ROLL CALL VOTE****3. BUSINESS**

The Superintendent recommends the following:

**3.1 Payment of Bills**

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

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

<b><u>Fund</u></b>	<b><u>Name</u></b>	<b><u>Amount</u></b>
10&11	Regular	1,458,666.31
12	Regular	39,964.55
20	Regular	234,551.31
60	Cafeteria	397.60
	<b>TOTAL</b>	<b><u>\$1,733,579.77</u></b>

Regular Checks	91910-92367	1,733,182.17
Cafeteria	1299-1300	397.60
	<b>TOTAL</b>	<b><u>\$1,733,579.77</u></b>

**3.2 Board Secretary Report – April 2021**

**Whereas**, the Livingston Board of Education has received the Report of the Board Secretary for April 30, 2021, 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 April 30, 2021, 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	17,595,943		
(11) Current Expense		14,915,846	8,009,270
(12) Capital Outlay		104,702	1,978,235
(20) Special Revenue Fund	248,334		
(30) Capital Projects Fund	183,836		
(40) Debt Service Fund	145,962		
Total:	18,174,075	15,020,548	\$9,987,505

**Whereas**, pursuant to N.J.A.C. 6:20-212(d), the Board Secretary has certified that as of April 30, 2021, no budgetary line item account has obligations and payments contractual orders which in total exceed the amount appropriated by the district board of education pursuant to N.J.S.A. 18A:22-8, 18A:22-8.1, now therefore be it

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

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

### **3.3 Transfers**

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

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

<u>Object</u>	<u>Description</u>	<u>To</u>	<u>From</u>
0420	Clean, Repair, Maintenance		280
0600	Supplies and Materials		251

0610	General Supplies	280		
0832	Interest Lease Purchase	251		
	<b>TOTALS</b>	<b>\$531</b>		<b>\$531</b>

### **3.4 Transfer of Current Year Surplus to Capital Reserve**

**Whereas**, NJSA 18A:21-2 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

**Whereas**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

**Whereas**, the Livingston Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

**Whereas**, the Livingston Board of Education has determined that up to \$3,000,000 is available for such purpose of transfer;

**Now, Therefore, Be It Resolved** by the Livingston Board of Education that it hereby authorizes the district's School Business Administrator to make a transfer up to \$3,000,000 consistent with all applicable laws and regulations.

### **3.5 Travel and Conferences Expenses**

**Whereas**, the State of New Jersey has enacted P.L. 2007 An Act Concerning School District Accountability requiring boards of education to annually approve the total amount of funds budgeted for travel and conferences for all faculty, staff, administration and board members; and

**Whereas**, the ACT became effective on March 15, 2007, and requires prior approval of all travel and conference costs before they are incurred; and

**Whereas**, there are three categories of travel and conferences that faculty, staff, administrators and board members generally attend, including routine meetings held annually scheduled dates, meetings of an emergent nature with little prior notice, and meetings/conferences that can be scheduled with at least several weeks' notice; and

**Whereas**, it is practical to anticipate as many activities as possible, and receive annual approval for those and monthly approvals for unanticipated activities;

**Now, Therefore, Be It Resolved**, that the following budget amounts are acknowledged and costs of travel and conferences are approved for the balance of the 2021-2022 school year:

Total amount budgeted for travel and conferences 2021-2022                      \$190,494

Intra-district business mileage for administrators, and where required, for members of the faculty and staff, including but not limited to, faculty who teach in more than one school, child study team members, secretaries, etc. will be reimbursed at the rate permitted by the New Jersey Office of Management and Budget.

Out-of-district business travel for administrators, faculty and staff to attend conferences and professional development opportunities as approved by the Business Administrator will be reimbursed pursuant to N.J.A.C. 6A:23B-1.2(c)3.

**3.6     2021/22 Anticipated Contracts to be Renewed, Awarded or to Expire During the School Year - PL 2015 - Chapter 47**

**Resolved**, that pursuant to PL 2015, Chapter 47, the Livingston Board of Education intends to renew, award or permit to expire the following contracts previously awarded by the Board of Education as shown on **Attachment D**. These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. Seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CTF, Part200. Compliance with new contracts, not listed here, will be addressed prior to board action.

**3.7     Contract for Supervisory Services for L.I.N.K.S.**

**Be It Resolved**, Drs. Eric Herschman and Susan Herschman have the experience and expertise to provide professional development for mental health services. Drs. Eric Herschman and Susan Herschman have provided a proposed Agreement, dated September 1, 2021 regarding the nature of their services to the satisfaction of the Board.

**Be It Further Resolved**, that Drs. Eric Herschman and Susan Herschman be approved by the Board of Education for the period September 1, 2021 through June 30, 2022 at the professional fees provided in the proposed Agreement.

**Be It Further Resolved**, that this appointment is made without advertising for bids because the services rendered are professional services as defined by the statute and not subject to competitive bidding.

**3.8     West Essex YMCA**

**Resolved**, that the Livingston Board of Education approves the agreement with the West Essex YMCA for the 2021-2022 school year.

**3.9     Subscription Bus Pricing**

**Resolved**, that the Livingston Board of Education establishes a subscription bus rate of \$810 round trip and \$405 one way per child for the 2021-2022 school year.

**3.10    General Education Out of District Tuition Rates**

**Resolved**, that the Livingston Board of Education approves general education out of district tuition rates for the 2021-2022 school year as follows:

Kindergarten (full day)	\$14,670
Grades 1-5	\$15,186
Grades 6-8	\$16,217
Grades 9-12	\$17,218

**3.11    Settlement Agreement**

**Resolved**, that the Livingston Board of Education approves the Settlement Agreement for Case #04-2021 which is on file at the Board of Education office.

### **3.12 Policies & Regulations**

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

#### **Administration**

Policy #1110 - Organizational Chart (with revisions)

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

#### **Students**

Policy #5330.04 - Administering Opioid Antidote (M) (with revisions)

Regulation #5330.04 - Administering Opioid Antidote (M) (new to district)

Policy #5610 - Suspension (M) (with revisions)

Regulation #5610 - Suspension (M) with revisions)

Policy # 5620 - Expulsions (M) (with revisions)

#### **Operations**

Policy #8320 - Personnel Records (M) (with revisions)

Regulation #8320 - Personnel Records (M) (new to district)

### **3.13 Resolution to Add Question Regarding Board Size**

**3.13a Resolved**, upon the recommendation of the Livingston Board of Education to not place a resolution on the November 2021 ballot and to keep the number of school board members at five.

**3.13b Resolved**, upon the recommendation of the Livingston Board of Education to increase the number of school board members from five to seven and to have this resolution placed on the November 2021 ballot.

**3.13c Resolved**, upon the recommendation of the Livingston Board of Education to increase the number of school board members from five to nine and to have this resolution placed on the November 2021 ballot.

## **ROLL CALL VOTE**

### **4. PERSONNEL**

The Superintendent recommends the following:

#### **4.1 Authorization to Hire**

**Resolved**, that the Livingston Board of Education grants *Dr. Matthew Block*, Superintendent, permission to extend offers of employment to candidates, subject to ratification by the Board at the next available scheduled Board meeting for the period June 22, 2021 through September 14, 2021.

#### **4.2 Resignations**

**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>Melissa Kincaid</i>	Administrative Assistant	Resignation	Central Office	August 9, 2021, or earlier if a replacement can be found

<i>Victoria Estoque</i>	Instructional Aide	Resignation	Harrison	June 30, 2021
<i>Samantha Spencer</i>	Elementary School Teacher	Resignation	BHE	June 30, 2021
<i>Grace Ashforth</i>	Teacher of English	Resignation	LHS	NA
<i>Joseph Fischer</i>	ABA Discrete Trial TA	Resignation	BHE	June 30, 2021

*\*as amended from a previous agenda*

#### **4.3 Transfers**

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

#### **4.4 Leaves of Absences**

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

Name	Position	Location	LOA w/pay and benefits	LOA w/o pay, but with benefits (if applicable)	Extended LOA w/o pay or benefits	Return Date
<i>Lauren Szaro</i>	Elementary School Teacher	Hillside	9/6/2021-10/4/2021	10/5/2021-12/28/2021	12/29/2021-6/30/2023	9/1/2023

*\*as amended from a previous agenda*

*\*\*Designates time counted toward NJFLA/FMLA*

#### **4.5 Appointments**

**Resolved**, that the Livingston Board of Education approves the applications indicated below (\*) for emergent hiring for the following appointments under the requirements of N.J.S.A. 18A:16-1 et. seq., N.J.S.A. 18A:39.17 et. seq.; N.J.S.A. 18A:6-4.13 et. seq. All appointments are contingent upon reference checks in accordance with P.L. 2018, c.5.

Name	Location	Title	Tenure Track/LOA or LT Replacement	Replacing	Guide	Step	Salary	Effective Date
<i>Alicia Bynoe-Ferrell</i>	RHE	Teacher of Art	First Year Tenure Track	B. Levy (transfer)	MA	10	\$76,558	8/30/2021
<i>Leopoldo Caraballo</i>	Hillside	Teacher of Health & PE	First Year Tenure Track	M. Schinelli	MA	8	\$68,665	8/30/2021
<i>Samantha Abrams</i>	LHS	Teacher of Art	First Year Tenure Track	new position (budgeted)	BA	1-2	\$54,550	8/30/2021
<i>Maura Scully</i>	Harrison	Elementary School Teacher	First Year Tenure Track	K. Mullen	MA	1-2	\$61,884	8/30/2021

*\*as amended from a previous agenda*

**Resolved**, that the Livingston Board of Education approves the appointment of the Job Coach as listed on **Attachment F** for the 2020-2021 school year.

**Resolved**, that the Livingston Board of Education approves the reappointment of Instructional Aides, Kindergarten Aides, Campus Aides, ABA Discrete Trial TA's, PRIDE TA's, Job Coaches and Life Skills TA's for the 2021-2022 school year as shown on **Attachment G**.

#### **4.6    2021-2022 Reappointments**

**Resolved**, that the Livingston Board of Education approves the contracts between the LBOE and *Steven K. Robinson* (Business Administrator/Board Secretary), *Lisa Capone-Steiger*, Assistant Superintendent, and *Mark Stern*, Assistant Superintendent. These contracts will commence on July 1, 2021 and end on June 30, 2022. Copies of these contracts are on file at the Board Office and have been approved by the Executive County Superintendent.

**Resolved**, that the Livingston Board of Education approves the reappointment of non-affiliated staff for the 2021-2022 school year as shown on **Attachment H**.

**Resolved**, that the Livingston Board of Education approves the reappointment of IT Support Specialists for the 2021-2022 school year as shown on **Attachment H**.

**Resolved**, that the Livingston Board of Education approves the reappointment of custodial and maintenance staff for the 2021-2022 school year as shown on **Attachment I**.

**Resolved**, that the Livingston Board of Education approves the reappointment of transportation staff for the 2021-2022 school year as shown on **Attachment I**.

**Resolved**, that the Livingston Board of Education approves the employees listed on **Attachment J** to be paid at the listed salary, prorated, through the dates specified.

#### **4.7    Substitutes**

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

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed on **Attachment L** as substitute teachers, nurses, secretaries, custodians and maintenance, technicians, and security on an as-needed basis for the 2021-2022 school year.

**Resolved**, that the Livingston Board of Education approves the appointment of the individuals listed below to serve as substitutes on an as-needed basis for the 2020-2021 school year:

#### **Teachers**

*Sean Cruz*

Name	Location	Title	Leave Replacement or Long Term Sub	Replacing	Salary	Effective Date
Jane Russo	LHS	Secretary	Long Term Sub	P. Mattia	\$195/day	5/24/2021-6/24/2021
Luther Eason	MPMS	Instructional Aide	Long Term Sub	E. Sardinsky	\$108/day	5/27/2021-6/24/2021
Colin McBride*	HMS	Teacher of Social Studies	Long Term Sub	L. Friedman	\$266/day	6/1/2021-6/24/2021
Timothy Corrigan*	LHS	Teacher of Business Ed	Long Term Sub	D. Mondoro	\$266/day	4/12/2021-5/26/2021

*\*amended from a previous agenda*

#### **4.8 Extra Work Pay**

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

**Resolved**, that the Livingston Board of Education approves *Brittany Arrington* to work outside of her contracted hours and will be paid at her per diem rate.

#### **4.9 Stipends**

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

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment O** for athletic stipends at Livingston High School for the 2021-2022 school year in accordance with the contract between the LBOE and the LEA.

#### **4.10 Extra Period Assignments**

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

#### **4.11 Summer Work**

**Resolved**, that the Livingston Board of Education approves the School Nurses listed **Attachment Q** to work over the summer of 2021 to assist with health screenings if/when in person sports practice/season commences. They will be compensated at their hourly rate.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment R** for Extended School Year (ESY) staffing at the listed hourly rates.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment S** to work over the summer of 2021 at the MCC Summer Academy Program at the approved rate.

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment T** to work over the summer of 2021 at the Summer Academy Program at the approved rate.

**Resolved**, that the Livingston Board of Education approves the individuals on **Attachment U** to participate in summer curriculum writing during the summer of 2021 at the approved rate.

**Resolved**, that the Livingston Board of Education approves the appointment of all instructional aides, teacher assistants and job coaches for Livingston Public Schools as 1:1 aides as required by IEP(s) for students involved in an after school co-curricular activity, during the summer of 2021 and the 2021-2022 school year. These individuals will be compensated at their hourly rate.

**Resolved**, that the Livingston Board of Education approves the Tech Coaches listed on **Attachment V** to work over the summer of 2021 to assist with screencasts and Kami training. They will be compensated at the rate listed.

#### **4.12 Memorandum of Agreement**

**Resolved**, that the Livingston Board of Education approves the Memorandum of Agreement between the LBOE and the Livingston Education Association (LEA).

#### **4.13 Longevity**

**Resolved**, that the Livingston Board of Education approves the individuals listed on **Attachment W** for longevity on July 1, 2021 (for 12-month employees) and September 1, 2021 (for 12-month employees).

#### **4.14 2021-2022 Daily & Hourly Rates**

**Resolved**, that the Livingston Board of Education approves the daily and hourly rates listed on **Attachment X** for the 2021-2022 school year.

#### **4.15 Contract Adjustments**

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

#### **4.16 Job Description**

**Resolved**, that the Livingston Board of Education approves the following job description:

*Systems & Technology Manager (new title only)*

### **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**

### **L. Public Comment ~ up to 15 minutes**

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

Public participation shall be governed by the following rules:

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

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

### **M. Old Business**

1. Proposed Calendars

### **N. New Business**

## **III. ADJOURNMENT**

### **EXECUTIVE SESSION**

1. Legal Matters
2. Negotiations
3. Personnel

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

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

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

- (A) It does hereby determine that it is necessary to meet in executive session on June 21, 2021 to discuss the matters stipulated, in conformance with the subsections of said act which are indicated.
  1. Matter rendered confidential by federal law, state statute or rule of court.
  2. Matter in which the release of information would impair a right to receive federal funds.
  3. Matter, the disclosure of which would constitute an unwarranted invasion of individual privacy unless the individual concerned shall request in writing that the same be disclosed publicly.
  4. Collective bargaining matter.
  5. Matter involving the purchase, lease or acquisition of real property with public funds, the setting of banking rates, etc. where it would adversely affect the public interest if discussion were disclosed.
  6. Tactics and techniques utilized in protecting public property where disclosure could impair protection.
  7. Investigation of violations or possible violations of law.
  8. Pending or anticipated litigation or contract negotiation other than collective bargaining agreement.
  9. Personnel matters unless the individual employees or appointees affected requested that such matter be discussed at a public meeting.
  10. Deliberations occurring after a public hearing that may result in the imposition of a specific civil penalty.
- (B) The matters discussed will be made public when confidentiality is no longer required and formal action pursuant to said discussion shall take place only at a meeting to which the public has been invited.
- (C) No action will be taken.

## **PROPOSED FUTURE AGENDA ITEMS (dates subject to change)**

July 14, 2021 (*voting*)

- Property, Liability and WC Insurance
- Food Service Renewal
- Out of District Placements for 2021-2022
- Related Services and Medical Consultants for 2021-2022
- Extended School Year Out of District Placements Summer 2021

August 11, 2021 (*voting*)

- Enrollment Update
- Travel and Conferences Expenses
- Livingston Chinese School Contract
- Livingston Huaxia Chinese School Contract

September 14, 2021 (*workshop*)

September 28, 2021 (*voting*)

- District Nursing Services Plan

October 12, 2021 (*workshop*)

- Public Hearing for District and School HIB Self-Assessment Report
- NJSIA (as per Policy 2610)

October 19, 2021 (*voting*)

- Conference with the Livingston Education Association
- Summer Curriculum Writing Update

November 9, 2021 (*workshop*)

- Board Budget Goals
- Assessment Update

November 23, 2021 (*voting*)

December 7, 2021 (*voting*)

- Comprehensive Annual Financial Report
- New Course Offerings
- Approval of Comprehensive Annual Financial Report (Corrective Action Plan)
- NJQSAC Statement of Assurance
- Bus Evacuation Drills

January 4, 2022 (*Reorganization*)

## PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Shrek (Movie)	Ted Elliot and Terry Rossio Dreamworks Pictures	2001	12	Spanish 5	Beauty and Aesthetics is the theme for Unit 4, Spanish CP. Throughout the unit, the students discuss ethnicity and the characteristics that contribute to a region or country. By looking through the lens of beauty, in art, words, food and music, we are further able to define "beauty through the eyes of the beholder." In the movie Shrek, physical characteristics of the main character helps us analyze the perception of beauty through the message. Themes within the movie include self-acceptance, tolerance, accepting others and the perception of beauty.
Pan's Labyrinth (Movie)	Guillermo del Toro Warner Brothers	2006/07	11-12	AP Spanish	Beauty and Aesthetic is the theme for Unit 6. During this Unit students establish different connections through beauty and aesthetics: the ideal of everyday beauty; beauty and creativity; and art as a reflection of our own cultural perspectives. Pan's Labyrinth shows two parallel

## PROGRAM/CURRICULUM

<u>Title</u>	<u>Author/Publisher</u>	<u>Year</u>	<u>Grade</u>	<u>Subject/Course</u>	<u>Rationale</u>
Pan's Labyrinth (Movie)					worlds as a representation of diversity and different perspectives living under the same umbrella. After the Spanish Civil War, the child in the movie distorts reality to escape the life she is living. In addition to the connections with the European History and Geography, students will think about the perspectives, practices and products of the Spanish Civil War connected with Spain nowadays.
Give Me Liberty! 6th Edition AP	Eric Foner WW Norton	2020	10-11	US History	The Foner text provides a chapter by chapter built in historical analysis of how different ethnic, racial, and gender groups were impacted by specific eras in history. The scope and sequence most appropriately matches our current scope and sequence for both United States History I and II. The 3rd edition of Foner that we were currently using did not include the vast majority of the Obama administration and none of the Trump administration. As textbooks continue to update

**PROGRAM/CURRICULUM**

<b><u>Title</u></b>	<b><u>Author/Publisher</u></b>	<b><u>Year</u></b>	<b><u>Grade</u></b>	<b><u>Subject/Course</u></b>	<b><u>Rationale</u></b>
Give Me Liberty! 6th Edition AP					the content on these pivotal presidencies, we feel the newest edition of Foner provides the context needed to study these time periods effectively with our students.

Name	School	Type of Placement	In-District Location	Assigned Staff	Date
Brittany Gajewski	St. Elizabeth University	300-hour field-based internship	Livingston High School	Charlie Raphael & Danielle Rosenszweig	June 25, 2021 - May 31, 2022
Hal Mordkoff	Ramapo College of NJ	300-hour field-based internship	Livingston High School	Danielle Rosenszweig	August 30, 2021- May 20, 2022
Elizabeth Sardinsky	Montclair State University	Clinical Internship	Heritage Middle School & Mt. Pleasant Middle School	Sinead Crews	August 30, 2021- May 20, 2022
Shaina Stolworthy	Seton Hall University	Clinical Internship	Hillside Elementary School	Amanda King	August 30, 2021 - May 6, 2022
Melyssa Lynch	Rutgers University	4-Hour Observation	Livingston High School	Priti Mankikar	June 22, 2021 - June 24, 2021

			School Year 2020-2021			Extraordinary Services			Extended School Year			
<b>School</b>	<b>Program Type</b>	<b>Type</b>	<b># of Stud.</b>	<b>Tuition 2020-2021</b>	<b>Total Tuition</b>	<b># of Stud</b>		<b>Aide(s)</b>	<b># of Stud</b>	<b>ESY Tuition</b>	<b>Total ESY Tuition</b>	<b>Total School</b>
ECLC of New Jersey	Multiple Disabilities	T	1	\$ 5,892.09	\$ 5,892.09	1	\$ 4,370.00	\$ 4,370.00				\$ 10,262.09
Total			1		\$ 5,892.09	1		\$ 4,370.00				\$ 10,262.09

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.

*List ALL contracts that the Board has awarded and memorialized in their board minutes during the past 12 months, ending June 30.*

Dr. Michael Kelly  
Dr. Eric Herschman and Dr. Susan Herschman (L.I.N.K.S.)  
Educational Services Commission of Morris County  
Essex Regional Educational Services Commission  
Great Schools Partnership, Inc.  
Machado Law Group, LLC  
Millburn Public Schools  
On Tech Consulting  
Orange Public Schools  
Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC  
Springfield Public Schools  
Sussex County Regional Transportation Cooperative  
TMI Education  
Union County Educational Services Commission  
United Business Systems  
West Essex YMCA  
Westfield Public Schools  
Wiss & Company, LLP

Allegro School  
Alpine Learning Center  
Arc Kohler School of Union County  
Arc of Essex County - Stepping Stones School  
Bancroft  
Banyan School  
Bergen County Special Services  
Bernards Public Schools BOE  
Boston Higashi School (MA)  
Calais School  
Celebrate the Children  
Cornerstone Day School  
Educational Partnership for Instructing Children (EPIC) School  
ECLC of New Jersey  
Essex County Vocational Technology School  
Glenview School  
HMS School for Children with Cerebral Palsy (PA)  
Holmstead School  
Lakeview School  
Limitless  
Morris County Vocational Technical School  
Middlebridge School (RI)  
MUJC Developmental Learning Center – Warren  
New Beginnings  
Newmark School  
Newmark High School  
North Jersey Behavioral Health System  
P.G. Chambers School  
Phoenix Center  
Pillar High School  
Roxbury Public Schools BOE  
SAGE Day High School

SAGE Day Middle School  
Shepard High School – Morristown  
Shepard School – Kinnelon  
Somerset Hills Learning Center  
Spectrum 360  
West Orange Public Schools BOE  
Windsor Learning Center

ABASkills, LLC  
Adam Krass Consulting, LLC  
Bayada Pediatrics  
Carey, Kelly  
Children's Specialized Hospital  
Creative Speech Solutions, LLC  
Duda, Amanda  
ECLC of New Jersey  
Hand Over Hand  
Harbor Haven  
Herschman, Drs. Eric and Susan  
Intensive Therapeutics  
Horizon Healthcare Staffing  
Jammin' Jenn Music Therapy  
Lake Drive Program-Mountain Lakes BOE  
Learning Tree Evaluations & Consulting, Inc.  
Learnwell, Inc.  
Miller, Diana  
Morris Union Jointure Commission  
Next Step Pediatrics  
New Jersey Commission of the Blind and Visually Impaired  
North Jersey Behavioral Health System  
North Jersey Outreach/KDDs TOO, Inc.  
Oxford Consulting Services, Inc.  
Pillar Care Continuum  
P.G. Chambers School  
Platt Psychiatric Associates, LLC  
Preferred Home Health Care & Nursing Services  
Professional Education Services, Inc.  
Russell, Christopher  
RWJ Barnabas Health  
Saint Clare's Hospital  
Shah, Cynthia  
Silvergate Prep  
Spry, Nancy  
Stepping Forward Counseling Center  
Thrapp, Patricia  
The Uncommon Thread

**2021-22 TRANSFERS**

<b>Name</b>	<b>Position</b>	<b>Transferring From</b>	<b>Transferring To</b>	<b>Position</b>	<b>Replacing</b>	<b>Effective Date</b>
Lauren Szaro	Reading Specialist	Hillside	Hillside	Elementary School Teacher		8/30/2021
Jessica Cohen	Speech Language Specialist	BHE	Collins	Speech Language Specialist	contracted services	8/30/2021
Kimberly Campbell	School Counselor	HMS	MPMS	School Counselor	looping	8/30/2021
Lori Balasic	School Counselor	HMS	MPMS	School Counselor	looping	8/30/2021
Danielle Imbimbo	School Counselor	MPMS	HMS	School Counselor	looping	8/30/2021
Danielle Iannuzzi	School Counselor	MPMS	HMS	School Counselor	looping	8/30/2021

*\*as amended from a previous agenda*

<b>NEW HIRES FOR 2020-2021</b>							
<b>School</b>	<b>First Name</b>	<b>Last Name</b>	<b>Position</b>	<b>Hours/Week</b>	<b>Step</b>	<b>Base Salary</b>	<b>Start Date</b>
Livingston High School	Vincent	Kulik	Job Coach	35	1	\$32,692	6/1/2021

**NEW HIRES FOR 2021-2022**

<b>Last Name</b>	<b>First Name</b>	<b>LOC</b>	<b>Job Title</b>	<b>Step</b>	<b>Base Salary</b>	<b>Longevity</b>	<b>Total Salary</b>
GREGO	ANTHONY	LHS	Instructional Aide	1	\$25,717	\$0	\$25,717
HAURYLUKE	MICHELE	BHE	ABA Disc. Trial TA	1	\$33,048	\$0	\$33,048

**TRANSFERS FOR 2021-2022**

BERNARD	BRITTANY	LHS	Life Skills TA	1	\$33,048	\$0	\$33,048
BINSOL	DULCE	HAR	ABA Disc. Trial TA	1	\$33,048	\$0	\$33,048
BLOUNT	JOANNE	LHS	Instructional Aide	6	\$30,329	\$0	\$30,329
HARTE (CARR)	LAUREN	HMS	ABA Disc. Trial TA	1	\$33,048	\$0	\$33,048
KANE	ANNA	LHS	Instructional Aide	5	\$29,195	\$0	\$29,195
KAPLAN-LAYTON	STACEY	MPE	Instructional Aide	1	\$25,717	\$0	\$25,717

**REAPPOINTMENTS FOR 2021-2022**

BAIJAL	SHIVANI	BHE	ABA Disc. Trial TA	5	\$36,942	\$0	\$36,942
CAMACHO	JORGE	BHE	ABA Disc. Trial TA	6	\$37,814	\$0	\$37,814
CHAVIS	JAMAL	BHE	ABA Disc. Trial TA	6	\$37,814	\$0	\$37,814
DI TACCONI	SUZANNE	BHE	ABA Disc. Trial TA	5	\$36,942	\$0	\$36,942
GERVASIO	MATTHEW	HMS	ABA Disc. Trial TA	6	\$37,814	\$0	\$37,814
GILLE	SUSAN	BHE	ABA Disc. Trial TA	5	\$36,942	\$0	\$36,942
GURMANKIN	ZACHARY	BHE	ABA Disc. Trial TA	5	\$36,942	\$0	\$36,942
HUNT	TIANNE	BHE	ABA Disc. Trial TA	6	\$37,814	\$0	\$37,814
O'CONNOR	KEELIN	BHE	ABA Disc. Trial TA	5	\$36,942	\$0	\$36,942
PARCO	VIVIANNA	BHE	ABA Disc. Trial TA	6	\$37,814	\$0	\$37,814
PATRA	RUMANA	BHE	ABA Disc. Trial TA	5	\$36,942	\$0	\$36,942
RATNER	CHERI	HMS	ABA Disc. Trial TA	6	\$37,814	\$0	\$37,814
ROONEY	KAITLYN	BHE	ABA Disc. Trial TA	5	\$36,942	\$0	\$36,942
ROSENBERG	RACHEL	HMS	ABA Disc. Trial TA	5	\$36,942	\$0	\$36,942
THEODORE	LAURENSA	BHE	ABA Disc. Trial TA	6	\$37,814	\$0	\$37,814
THOMAS	BENNY	BHE	ABA Disc. Trial TA	6	\$37,814	\$0	\$37,814
WESCOTT	MARGARET	HMS	ABA Disc. Trial TA	5	\$36,942	\$0	\$36,942
WHITE	TASMIRE	BHE	ABA Disc. Trial TA	5	\$36,942	\$0	\$36,942
WYNN	ALEXANDRA	BHE	ABA Disc. Trial TA	6	\$37,814	\$0	\$37,814
ZEHTABCHI	SHIVA	BHE	ABA Disc. Trial TA	6	\$37,814	\$0	\$37,814
ADELSON	STACEY	RHE	Instructional Aide	6	\$30,329	\$0	\$30,329

AGOSTINELLI	JOSEPHINE	HIL	Instructional Aide	3	\$26,925	\$0	\$26,925
ALLEN	CARMELLA	RHE	Instructional Aide	6	\$30,329	\$0	\$30,329
ALMGREN	LAURA	MPE	Instructional Aide	4	\$28,061	\$0	\$28,061
ARIAS	ELIZABETH	LHS	Instructional Aide	5	\$29,195	\$0	\$29,195
ATKINS	MARGARET	MPE	Instructional Aide	5	\$29,195	\$0	\$29,195
BACKMAN-GLASSPOOL	JANICE	HAR	Instructional Aide	5	\$29,195	\$0	\$29,195
BAHADUR	REENA	HAR	Instructional Aide	6	\$30,329	\$0	\$30,329
BAROUCH	JILL	BHE	Instructional Aide	3	\$26,925	\$0	\$26,925
BASARAB	SUSAN	MPE	Instructional Aide	5	\$29,195	\$0	\$29,195
BEINHACKER	ALLIE	HMS	Instructional Aide	2	\$26,309	\$0	\$26,309
BENAKSAS	MARK	COL	Instructional Aide	4	\$28,061	\$0	\$28,061
BITAR	CATHERINE	RHE	Instructional Aide	3	\$26,925	\$0	\$26,925
BONVINI	LISA	LHS	Instructional Aide	6	\$30,329	\$0	\$30,329
BONVINI	LUCA	HMS	Instructional Aide	2	\$26,309	\$0	\$26,309
BROWN	ANEKA	MPMS	Instructional Aide	6	\$30,329	\$0	\$30,329
BROWN	LAURI	COL	Instructional Aide	3	\$26,925	\$0	\$26,925
CAGGIANO	JENNIFER	BHE	Instructional Aide	2	\$26,309	\$0	\$26,309
CAREY	SHELLY	MPE	Instructional Aide	2	\$26,309	\$0	\$26,309
CAROLAN	ALLISON	MPMS	Instructional Aide	5	\$29,195	\$0	\$29,195
CAVALIE	MONICA	MPE	Instructional Aide	2	\$26,309	\$0	\$26,309
CHOI	KAYLA	RHE	Instructional Aide	2	\$26,309	\$0	\$26,309
CIECIERSKI	TERRI	HMS	Instructional Aide	6	\$30,329	\$0	\$30,329
CONWAY	MONICA	HIL	Instructional Aide	1	\$25,717	\$0	\$25,717
COX	COURTNEY	COL	Instructional Aide	2	\$26,309	\$0	\$26,309
CULLEN	LAUREN	HAR	Instructional Aide	6	\$30,329	\$1,513	\$31,842
DAGISTINO	AMY	MPE	Instructional Aide	2	\$26,309	\$0	\$26,309
DASCOLI	LISA	HMS	Instructional Aide	6	\$30,329	\$0	\$30,329
DAVNER	MAXINE	HIL	Instructional Aide	4	\$28,061	\$0	\$28,061
DEFEO	MATTHEW	LHS	Instructional Aide	3	\$26,925	\$0	\$26,925
DEFURIA	CINDY	COL	Instructional Aide	2	\$26,309	\$0	\$26,309
DENTE	MAUREEN	COL	Instructional Aide	3	\$26,925	\$0	\$26,925
DENTE-MURRAY	SANDRA	COL	Instructional Aide	2	\$26,309	\$0	\$26,309
DERONDE	AIMEE	HAR	Instructional Aide	2	\$26,309	\$0	\$26,309
DOBLOVOSKY	NICHOLAS	LHS	Instructional Aide	4	\$28,061	\$0	\$28,061
ENRIGHT	SAMUEL	HMS	Instructional Aide	2	\$26,309	\$0	\$26,309
EVANGELISTA	JOSEPHINE	LHS	Instructional Aide	5	\$29,195	\$0	\$29,195

FABRIZIO	MARYELLEN	MPE	Instructional Aide	6	\$30,329	\$1,163	\$31,492
FARINHAS	FABIANA	BHE	Instructional Aide	3	\$26,925	\$0	\$26,925
FERN	LAURIE	COL	Instructional Aide	5	\$29,195	\$0	\$29,195
FERRIS-HOAGLAND	JENNIFER	LHS	Instructional Aide	5	\$29,195	\$0	\$29,195
GALLUZZO	DENISE	HAR	Instructional Aide	2	\$26,309	\$0	\$26,309
GARREL	LINDA	HMS	Instructional Aide	6	\$30,329	\$0	\$30,329
GETZ	PATRICK	LHS	Instructional Aide	2	\$26,309	\$0	\$26,309
GIAMBATTISTA	MONICA	RHE	Instructional Aide	3	\$26,925	\$0	\$26,925
GIRONE	DEBORAH	LHS	Instructional Aide	5	\$29,195	\$0	\$29,195
GOLDMAN	BONNIE	HAR	Instructional Aide	4	\$28,061	\$0	\$28,061
GOPALJI	FORAM	MPE	Instructional Aide	1	\$25,717	\$0	\$25,717
GOSWAMI	MONALISA	BHE	Instructional Aide	2	\$26,309	\$0	\$26,309
GREGORY-EGYPT	SHARRON	HIL	Instructional Aide	6	\$30,329	\$0	\$30,329
GRIFFIN	NICOLE	COL	Instructional Aide	2	\$26,309	\$0	\$26,309
GUARDABASCO	VICTORIA	BHE	Instructional Aide	6	\$30,329	\$0	\$30,329
HALEY	KAREN	HMS	Instructional Aide	3	\$26,925	\$0	\$26,925
HANS	EMILY	RHE	Instructional Aide	6	\$30,329	\$0	\$30,329
HICKEY	LAURA	LHS	Instructional Aide	3	\$26,925	\$0	\$26,925
HILL	TANIA	HAR	Instructional Aide	2	\$26,309	\$0	\$26,309
HOFILENA	GABRIELLE	HAR	Instructional Aide	2	\$26,309	\$0	\$26,309
HUBERT	JENNIFER	LHS	Instructional Aide	3	\$26,925	\$0	\$26,925
HUDES	SHARI	HMS	Instructional Aide	3	\$26,925	\$0	\$26,925
KAHL	LISA	COL	Instructional Aide	2	\$26,309	\$0	\$26,309
KANE	SHARI	HIL	Instructional Aide	6	\$30,329	\$0	\$30,329
KANG	ERHYA	RHE	Instructional Aide	3	\$26,925	\$0	\$26,925
KANZI	NAGWA	BHE	Instructional Aide	3	\$26,925	\$0	\$26,925
KATALIFOS	HELEN	HIL	Instructional Aide	4	\$28,061	\$0	\$28,061
KEANE	ALISON	HIL	Instructional Aide	3	\$26,925	\$0	\$26,925
KHANDELWAL	PANKHURI	MPMS	Instructional Aide	2	\$26,309	\$0	\$26,309
KOMINSKY	ELISA	HMS	Instructional Aide	2	\$26,309	\$0	\$26,309
KRAFT	JACQUELINE	HAR	Instructional Aide	2	\$26,309	\$0	\$26,309
LAPOLLA	FRANCESCA	BHE	Instructional Aide	2	\$26,309	\$0	\$26,309
LEONE	BENJAMIN	LHS	Instructional Aide	1	\$25,717	\$0	\$25,717
LIU-HOM	LUYI	BHE	Instructional Aide	2	\$26,309	\$0	\$26,309
LOCKWOOD	TERESA	RHE	Instructional Aide	6	\$30,329	\$0	\$30,329
MAHLER-CARDOSO	KIRSTEN	COL	Instructional Aide	2	\$26,309	\$0	\$26,309

MANDLER	ENIKO	HAR	Instructional Aide	2	\$26,309	\$0	\$26,309
MASSONI	CAMILLE	RHE	Instructional Aide	3	\$26,925	\$0	\$26,925
MATTIA	CHRISTOPHER	HAR	Instructional Aide	2	\$26,309	\$0	\$26,309
MAUTE	KIMBERLY	COL	Instructional Aide	3	\$26,925	\$0	\$26,925
MAUTI	DARLENE	MPE	Instructional Aide	4	\$28,061	\$0	\$28,061
MCLAUGHLIN	JILL	RHE	Instructional Aide	6	\$30,329	\$0	\$30,329
MEEHAN	KAITLYN	BHE	Instructional Aide	2	\$26,309	\$0	\$26,309
MEHTA	SEJAL	MPE	Instructional Aide	4	\$28,061	\$0	\$28,061
MILES	ELISABETH	HMS	Instructional Aide	6	\$30,329	\$0	\$30,329
MONTESION	RACHEL	MPMS	Instructional Aide	2	\$26,309	\$0	\$26,309
MURTAGH	MEGAN	COL	Instructional Aide	3	\$26,925	\$0	\$26,925
NOVOTNY	LAURA	HMS	Instructional Aide	3	\$26,925	\$0	\$26,925
PASQUAROSA	MARLENA	COL	Instructional Aide	2	\$26,309	\$0	\$26,309
PATTERSON	DONNA	HIL	Instructional Aide	2	\$26,309	\$0	\$26,309
PECK	MICHAEL	COL	Instructional Aide	3	\$26,925	\$0	\$26,925
PILLAI	SUMI	BHE	Instructional Aide	2	\$26,309	\$0	\$26,309
POWERS	JOAN	MPMS	Instructional Aide	5	\$29,195	\$0	\$29,195
PRITIKIN	MINDY	BHE	Instructional Aide	6	\$30,329	\$0	\$30,329
RACANIELLO	BARBARA	COL	Instructional Aide	6	\$30,329	\$0	\$30,329
RIGAS	PATRICIA	LHS	Instructional Aide	5	\$29,195	\$0	\$29,195
ROSSELL	GINA	BHE	Instructional Aide	4	\$28,061	\$0	\$28,061
RUSSO	KELLY-ANN	HAR	Instructional Aide	6	\$30,329	\$0	\$30,329
SALVADORE	DEANAMARIE	HIL	Instructional Aide	2	\$26,309	\$0	\$26,309
SCHOENBACH	MICHELLE	HIL	Instructional Aide	6	\$30,329	\$0	\$30,329
SCHWINDEL	SUSAN	MPMS	Instructional Aide	3	\$26,925	\$0	\$26,925
SHANKER	NANCY	LHS	Instructional Aide	6	\$30,329	\$0	\$30,329
SIKORA	DIANE	MPMS	Instructional Aide	6	\$30,329	\$0	\$30,329
SILBERFEIN	CAROL	BHE	Instructional Aide	5	\$29,195	\$0	\$29,195
SIMET	DEBRA	HMS	Instructional Aide	6	\$30,329	\$0	\$30,329
SINISCAL	SUSAN	MPMS	Instructional Aide	6	\$30,329	\$0	\$30,329
SISBARRO	TONI LYNN	HMS	Instructional Aide	5	\$29,195	\$0	\$29,195
SMITH	NOREEN	HAR	Instructional Aide	2	\$26,309	\$0	\$26,309
SOMMER	ALLISON	BHE	Instructional Aide	3	\$26,925	\$0	\$26,925
STEFANELLI	LISA	HIL	Instructional Aide	5	\$29,195	\$0	\$29,195
STRAUSSMAN	WENDY	BHE	Instructional Aide	6	\$30,329	\$0	\$30,329
SZALAY	ANN	LHS	Instructional Aide	6	\$30,329	\$0	\$30,329

TEVLIN	ALLISON	HMS	Instructional Aide	6	\$30,329	\$0	\$30,329	
TITONE	GABRIELLE	HIL	Instructional Aide	5	\$29,195	\$0	\$29,195	
VERNIERO	EMILY	MPE	Instructional Aide	6	\$30,329	\$0	\$30,329	
VOLPE	PAMELA	HAR	Instructional Aide	5	\$29,195	\$0	\$29,195	
WARD	DEVANEICE	MPMS	Instructional Aide	2	\$26,309	\$0	\$26,309	
WEISS	JILL	COL	Instructional Aide	2	\$26,309	\$0	\$26,309	
WILDER	ELLEN	COL	Instructional Aide	6	\$30,329	\$0	\$30,329	
WOLF	SOPHIE	HIL	Instructional Aide	2	\$26,309	\$0	\$26,309	
YEUNG	TERI	MPE	Instructional Aide	2	\$26,309	\$0	\$26,309	
ZOLNA	NANCY	MPE	Instructional Aide	6	\$30,329	\$0	\$30,329	
BRANDO	DANIELA	LHS	Job Coach	5	\$36,942	\$0	\$36,942	
KROEGER	STEVEN	LHS	Job Coach	4	\$36,112	\$0	\$36,112	
KULIK	VINCENT	LHS	Job Coach	1	\$33,048	\$0	\$33,048	
ROSENSTARK	MARCI	LHS	Job Coach	6	\$37,814	\$0	\$37,814	
SCHWINDEL	KATE	LHS	Job Coach	6	\$37,814	\$0	\$37,814	
ABRAMS	ROSALIE	MPE	Kindergarten Aide	2	\$13,155	\$0	\$13,155	.5 FTE
EHRICH	KELLY	BHE	Kindergarten Aide	2	\$26,309	\$0	\$26,309	
GARRIDO	SHIRLEY	HIL	Kindergarten Aide	2	\$26,309	\$0	\$26,309	
MANNION	LISA	HAR	Kindergarten Aide	6	\$30,329	\$0	\$30,329	
MANSFIELD	ANN MARIE	RHE	Kindergarten Aide	5	\$29,195	\$0	\$29,195	
RAPHAN	MARY ELLEN	HAR	Kindergarten Aide	6	\$30,329	\$0	\$30,329	
STROMFELD	SUSAN	MPE	Kindergarten Aide	6	\$15,165	\$0	\$15,165	.5 FTE
WALDRON	ELIZABETH	COL	Kindergarten Aide	6	\$30,329	\$0	\$30,329	
BENNETT	BARBARA	BHE	Pre-School TA	5	\$36,942	\$0	\$36,942	
HAAKER	LISA	BHE	Pre-School TA	6	\$37,814	\$0	\$37,814	
LINDSEY	CATHERINE	BHE	Pre-School TA	6	\$37,814	\$780	\$38,594	
PETRILLO	SHARON	BHE	Pre-School TA	6	\$37,814	\$0	\$37,814	
AGUILERA	LOURDES	HAR	Campus Aide	6	\$23,670	\$0	\$23,670	
BOWMAN	PEARL	COL	Campus Aide	6	\$23,670	\$1,163	\$24,833	
OTTAIANO	DEBORAH	RHE	Campus Aide	5	\$23,125	\$0	\$23,125	
SCORCIOLLA	MARIA	HIL	Campus Aide	6	\$23,670	\$0	\$23,670	
TREIBER	SHARON	BHE	Campus Aide	5	\$23,125	\$0	\$23,125	

## NON BARGAINING SALARIES

Last Name	First Name	TITLE	BASE SALARY 2021-2022	LONGEVITY SALARY 2021-2022	TOTAL SALARY 2021-2022
Bent	Michelle	Manager of Communications	\$ 78,288	\$ -	\$ 78,288
Bermudez	Bertha	Asst Transportation Manager	\$ 62,832	\$ -	\$ 62,832
Burman	Susan	Manager of Human Resources	\$ 159,161	\$ 3,000	\$ 162,161
Crews	Sinead	Director of Guidance	\$ 125,884	\$ 500	\$ 126,384
DeMiceli	Erin	Admin Asst - Student Svc	\$ 74,618	\$ 1,600	\$ 76,218
Douglas	Thomas	Systems & Technology Manager	\$ 139,172	\$ 1,600	\$ 140,772
Ennis	Amy	Registrar/Facilities Coord	\$ 81,602	\$ 1,600	\$ 83,202
Ferreira	Annette	Admin Asst	\$ 67,965	\$ -	\$ 67,965
Goldberg	Joann	Admin Asst - Business Admin	\$ 93,594	\$ 3,490	\$ 97,084
Homberg	Cathy	Admin Asst - Curriculum	\$ 83,356	\$ 1,600	\$ 84,956
Kincaid	Melissa	Admin Asst - Technology	\$ 59,808	\$ -	\$ 59,808
Kit	Andrew	Tech Support & Project Super	\$ 82,130	\$ 1,600	\$ 83,730
Lazzara	Salvatore	Asst Mgr of Bldgs & Grounds	\$ 87,964	\$ -	\$ 87,964
Marrazzo	Lisa	Transportation Manager	\$ 91,486	\$ -	\$ 91,486
McLaughlin	Toni	Exec Admin Asst - Superintendent	\$ 104,019	\$ 1,600	\$ 105,619
O'Connor	Ellen	Applications Architect	\$ 79,769	\$ -	\$ 79,769
Pellegrino	Joseph	DataBase Administrator	\$ 118,335	\$ -	\$ 118,335
Perrette	James	Building & Grounds Mgr	\$ 141,829	\$ -	\$ 141,829
Ramos	Patricia	Assistant Business Administrator	\$ 122,729	\$ 2,340	\$ 125,069
Rehman	Teresa	Director of Technology and Innovation	\$ 154,350	\$ -	\$ 154,350
Reilly	Joan	Payroll/Benefits Coord.	\$ 84,577	\$ 3,490	\$ 88,067
Reilly	Kyle	Systems Administrator	\$ 73,588	\$ 1,600	\$ 75,188
Robinson	Steven	Business Administrator	\$ 226,613	\$ 4,000	\$ 230,613
Romberger	Darelene	Payroll Manager	\$ 100,786	\$ -	\$ 100,786
Rosenthal	Blair	Director of Special Education	\$ 145,466	\$ -	\$ 145,466
Rulka	Mary Kate	Admin Asst-Human Resources	\$ 75,586	\$ 1,600	\$ 77,186
Steiger	Lisa	Assistant Superintendent	\$ 202,785	\$ 4,000	\$ 206,785

Stern	Mark	Assistant Superintendent	\$ 201,170	\$ 4,000	\$ 205,170
Topylko	Natalie	Director of C&I, Testing/STEM	\$ 166,167	\$ 1,600	\$ 167,767

Last Name	First Name	TITLE	BASE SALARY 2021-2022	LONGEVITY SALARY 2021-2022	TOTAL SALARY 2021-2022
Bennett	Anthony	IT Support Specialist	\$ 57,739	\$ -	\$ 57,739
Brenneck	Robert	IT Support Specialist	\$ 60,554	\$ 1,600	\$ 62,154
Gutheil	Peter	District Audio Visual and IT Support Technician	\$ 58,966	\$ -	\$ 58,966

Last Name	First Name	Dept	Title	Step	Base Salary	Longevity	Stipends	Total Salary
ALLIU	YLLI	25	Maintenance	11	\$66,759	\$0	\$2,175	\$68,934
BANZHAF	ROBERT	25	Maintenance	11	\$66,759	\$0	\$1,550	\$68,309
DIGERONIMO	DARREN	25	Maintenance	11	\$66,759	\$2,340	\$2,175	\$71,274
EDWARDS	RICHARD	25	Maintenance	11	\$66,759	\$0	\$3,100	\$69,859
JOHNSON	PHILIP	25	Maintenance	11	\$66,759	\$4,540	\$0	\$71,299
KECA	VEAP	25	Maintenance	8	\$56,644	\$0	\$1,550	\$58,194
LOPA	ANTHONY	25	Maintenance	11	\$66,759	\$2,340	\$1,425	\$70,524
MCKENNA	MICHAEL	25	Maintenance	11	\$66,759	\$0	\$0	\$66,759
PARIS	DANIEL	25	Maintenance	11	\$66,759	\$0	\$1,550	\$68,309
RAMANI	NUHI	25	Maintenance	8	\$56,644	\$0	\$3,725	\$60,369
AJETI	ORHAN	25	Custodian	8	\$50,109	\$0	\$625	\$50,734
ALEJOS	WALTER	25	Custodian	11	\$60,116	\$0	\$1,600	\$61,716
ARMSTRONG	ERAINA	25	Custodian	11	\$60,116	\$0	\$1,600	\$61,716
ASANI	ARBENA	25	Custodian	8	\$50,109	\$0	\$1,600	\$51,709
BACCHAS	DONOVAN	25	Custodian	2	\$42,292	\$0	\$1,950	\$44,242
BAGNASCO	MASSIMO	25	Custodian	5	\$44,343	\$0	\$625	\$44,968
BERISO	BENJIE	25	Custodian	7	\$47,931	\$0	\$625	\$48,556
CAPPADONNA	BRIAN	25	Custodian	5	\$44,343	\$0	\$2,725	\$47,068
CLARKE	MARTIN	25	Custodian	2	\$42,292	\$0	\$975	\$43,267
DELUCA	GENNARINO	25	Custodian	5	\$44,343	\$0	\$625	\$44,968
DIAS	MARIA	25	Custodian	11	\$60,116	\$2,340	\$1,600	\$64,056
DOUSE	EWAN	25	Custodian	10	\$55,939	\$0	\$2,725	\$58,664
DUARTE	CARLOS	25	Custodian	11	\$60,116	\$3,490	\$2,725	\$66,331
DUNCAN	ANTOINETTE	25	Custodian	11	\$60,116	\$0	\$1,600	\$61,716
ESPINOSA	GABRIEL	91	Custodian	11	\$60,116	\$5,290	\$3,625	\$69,031
EVORA	MARIA	25	Custodian	11	\$60,116	\$2,340	\$1,600	\$64,056
FARMER	ALAN	25	Custodian	11	\$60,116	\$5,290	\$0	\$65,406
FERRARO	ROBERT	25	Custodian	11	\$60,116	\$0	\$4,125	\$64,241
GABRIEL	ZAYVIA	25	Custodian	10	\$55,939	\$0	\$1,600	\$57,539
GIBSON	KEVIN	25	Custodian	6	\$46,008	\$0	\$625	\$46,633
HAMILTON	LLOYD	25	Custodian	11	\$60,116	\$0	\$2,225	\$62,341
HONORE	GREVILLE	25	Custodian	10	\$55,939	\$0	\$3,125	\$59,064
HYATT	EASTON	25	Custodian	8	\$50,109	\$0	\$1,600	\$51,709
HYKA	MARKEN	25	Custodian	5	\$44,343	\$0	\$1,600	\$45,943
ILKOWITZ	SARA	25	Custodian	11	\$60,116	\$0	\$1,600	\$61,716
JEAN LOUIS	SERESTE	25	Custodian	8	\$50,109	\$0	\$1,600	\$51,709
KELLMAN	SHAWN	25	Custodian	2	\$42,292	\$0	\$1,950	\$44,242
KIDD	DESMOND	25	Custodian	11	\$60,116	\$0	\$2,575	\$62,691
LEITCH	JOHN	25	Custodian	6	\$46,008	\$0	\$1,600	\$47,608
LEKHRAJMAL	MARIA	25	Custodian	11	\$60,116	\$3,490	\$1,600	\$65,206
MATTHEWS	JOSEPH	25	Custodian	11	\$60,116	\$2,340	\$1,600	\$64,056
MORRISON	SONIA	25	Custodian	5	\$44,343	\$0	\$1,600	\$45,943
MURRAY	JAMES	25	Custodian	11	\$60,116	\$2,340	\$1,600	\$64,056
NESIMI	IRENA	25	Custodian	5	\$44,343	\$0	\$1,600	\$45,943
RA	JOSE	25	Custodian	6	\$46,008	\$0	\$1,600	\$47,608
ROMANO	FELICE	25	Custodian	3	\$42,934	\$0	\$1,600	\$44,534
SAHATQIU	BAYRAM	25	Custodian	6	\$46,008	\$0	\$1,600	\$47,608
SCOTT	DAISON	25	Custodian	10	\$55,939	\$0	\$1,600	\$57,539
SEMEDO	ZUILDA	25	Custodian	11	\$60,116	\$3,490	\$2,725	\$66,331

SETALSINGH	ROMARIO	25	Custodian	3	\$42,934	\$0	\$2,575	\$45,509
SILVEIRA	NANCY	25	Custodian	11	\$60,116	\$0	\$1,600	\$61,716
STEWART	MARTIN	25	Custodian	3	\$42,934	\$0	\$1,950	\$44,884
TOMLINSON	EDWIN	25	Custodian	11	\$60,116	\$2,340	\$1,600	\$64,056
TOTH	RANDALL	25	Custodian	11	\$60,116	\$3,490	\$2,725	\$66,331
VALERIE	JEROME	25	Custodian	6	\$46,008	\$0	\$2,575	\$48,583
WOOLRIDGE	DAMIEN	25	Custodian	2	\$21,146	\$0	\$0	\$21,146
ZAIMAJ	DENIS	25	Custodian	8	\$50,109	\$0	\$3,125	\$53,234
ADLER	DEBBIE	91	BUS DRIVER (25 HOUR)	8	\$28,695	\$0	\$0	\$28,695
ADLER	MICHAEL	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
DEFEO	VINCENZA	91	BUS DRIVER (25 HOUR)	2	\$22,023	\$0	\$0	\$22,023
ELSASSER	DAWN	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
FREDETTE	JAMIE	91	BUS DRIVER (25 HOUR)	8	\$28,695	\$0	\$0	\$28,695
GAYLE	CLAUDIUS	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
HENRY	DIANE	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
HICKS	DENISE	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
KATZ-COCUZZA	CYNTHIA	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
LEWIS	KEVIN	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
OREJARENA	SANDRA	91	BUS DRIVER (25 HOUR)	8	\$28,695	\$0	\$0	\$28,695
ORTIZ	ROSALINA	91	BUS DRIVER (25 HOUR)	8	\$28,695	\$0	\$0	\$28,695
PISCIOTTI	COLLEEN	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
PIVERGER	ERTHA	91	BUS DRIVER (25 HOUR)	8	\$28,695	\$0	\$0	\$28,695
PREDESTIN	ALAN	91	BUS DRIVER (25 HOUR)	6	\$25,704	\$0	\$0	\$25,704
RIVERA	CARMEN	91	BUS DRIVER (25 HOUR)	7	\$26,953	\$0	\$0	\$26,953
ROYSTER	WILLIAM	91	BUS DRIVER (25 HOUR)	8	\$28,695	\$0	\$0	\$28,695
RUBIO	MARIA	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
SILVA	GALVEZ	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$2,340	\$0	\$33,182
STARNES	ANDRE	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
STPHARD	LOVELY	91	BUS DRIVER (25 HOUR)	8	\$28,695	\$0	\$0	\$28,695
VICTOR	GERARD	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
WARE	JEFFRIE	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
WILLIAMS	PRENTISS	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$2,340	\$0	\$33,182
ZULAUF	MARLENE	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$0	\$0	\$30,842
ZUTA	ARMANDO	91	BUS DRIVER (25 HOUR)	9	\$30,842	\$2,340	\$0	\$33,182
CATANZARITE	CAROLYN	93	BUS AIDE	6	\$14,700	\$0	\$0	\$14,700
CONSORO-GOMEZ	CARMEN	94	BUS AIDE	5	\$14,000	\$0	\$0	\$14,000
EDWARDS	KAREN	95	BUS AIDE	6	\$14,700	\$0	\$0	\$14,700
FRANCE	HERMINE	96	BUS AIDE	5	\$14,000	\$0	\$0	\$14,000
GOODE-BROWN	GLORIA	92	BUS AIDE	6	\$14,700	\$0	\$0	\$14,700
LaGRAVENIS	SUSAN	97	BUS AIDE	6	\$14,700	\$0	\$0	\$14,700
LeGRAND	PATRICIA	98	BUS AIDE	6	\$14,700	\$780	\$0	\$15,480
PARIS	LESLIE	99	BUS AIDE	6	\$14,700	\$0	\$0	\$14,700
PIERRE-LOUIS	GERDA	100	BUS AIDE	2	\$12,900	\$0	\$0	\$12,900
RETESS-COOPER	CYNTHIA	101	BUS AIDE	6	\$14,700	\$0	\$0	\$14,700
VARGHESE	SARAMMA	102	BUS AIDE	2	\$12,900	\$0	\$0	\$12,900

Emp ID#	Base Salary	Longevity	Total Salary	Effective Dates
6514	\$ 54,733	\$ -	\$ 54,733	7/1/2021-8/20/2/21
4523	\$ 71,752	\$ 2,340	\$ 74,092	7/1/2021-8/20/2/21
6347	\$ 56,525	\$ -	\$ 56,525	7/1/2021-8/20/2/21

<b>Last Name</b>	<b>First Name</b>	<b>Location</b>
Slurzberg	Heidi	BHE
Cavalie	Monica	MPE

## SUBSTITUTES 2021-2022

Attachment L

<b>Last Name</b>	<b>First Name</b>	<b>Job Title</b>	<b>Rate</b>
ALLARD	JESSE	Sub Technician	\$20.00
SHEEHAN	FRANCIS	Sub Technician	\$20.00
KULIK	VINCENT	Substitute Security	\$25.00
LAVERTY	KEITH	Substitute Security	\$25.00
MANZI	THOMAS	Substitute Security	\$25.00
PAOLELLA	JOHN	Substitute Security	\$25.00
ALEJOS	CARMEN	Substitute Custodian	\$15.50
AVELAR	NORMA	Substitute Custodian	\$15.50
BRADDOCK	RYAN	Substitute Custodian	\$15.50
CARFAGNO	GERARD	Substitute Custodian	\$15.50
DERVISHI	VALON	Substitute Custodian	\$15.50
DUQUE	GABRIEL	Substitute Custodian	\$15.50
EVORA	MARIO	Substitute Custodian	\$15.50
GOMEZ	CARMEN	Substitute Custodian	\$15.50
KELLMAN	SHAWN	Substitute Custodian	\$15.50
LAYNE	JACQUELINE	Substitute Custodian	\$15.50
LUNA	MIRNA	Substitute Custodian	\$15.50
METZGER	FREDERICK	Substitute Custodian	\$15.50
ORTIZ	ROSALINA	Substitute Custodian	\$15.50
RUBIO	MARIA	Substitute Custodian	\$15.50
RODRIGUEZ	ONELIA	Substitute Custodian	\$15.50
WOOLRIDGE	DAMIEN	Substitute Custodian	\$15.50
DIPOPOLO	CAROL	Substitute Nurse	\$200/day
FIDLER	KAREN	Substitute Nurse	\$200/day
GIRONE*	DEBORAH	Substitute Nurse	\$200/day
HOWELL	BETH	Substitute Nurse	\$200/day
JAMES	MARIE LOURDES	Substitute Nurse	\$200/day
MAURICE	KATHLEEN	Substitute Nurse	\$200/day
<i>*will be paid the difference between instructional aide salary and substitute nurse daily rate</i>			
BEED	BINA	Substitute Secretary	\$17.50
DE PALMA	KIMBERLY	Substitute Secretary	\$17.50
FREEDMAN	JEAN	Substitute Secretary	\$17.50
GILLOCK	JOANNE	Substitute Secretary	\$17.50
KAPLAN	LOIS	Substitute Secretary	\$17.50
RUSSO	JANE	Substitute Secretary	\$17.50
SCANLON	ERIN	Substitute Secretary	\$15.50
ULLMAN	CARMELA	Substitute Secretary	\$17.50
ZULAUF	MARLENE	Substitute Secretary	\$17.50

June 21, 2021

			Retired from LPS
ACKERMAN	VIRGINIA	Substitute Teacher	Y
AJMAL	KAUKAB	Substitute Teacher	
ALELOV	ERIC	Substitute Teacher	
ANAND	SWARANDEEP	Substitute Teacher	
ANAPOLSKY	TINA	Substitute Teacher	
ANDERSON	ELAINE	Substitute Teacher	
ANDERSON	EVAN	Substitute Teacher	
BACH	EILEEN	Substitute Teacher	
BARLING	ROBERT	Substitute Teacher	
BERMUDEZ	NOHORA	Substitute Teacher	
BERNARD	DONALD	Substitute Teacher	
BLACK	RACHEL	Substitute Teacher	
BLOOMSTEIN	LINDA	Substitute Teacher	
BODNER	ELLEN	Substitute Teacher	
BOHRER	SANDRA	Substitute Teacher	
BRAUMAN	LESLIE	Substitute Teacher	
BRENNER	EILEEN	Substitute Teacher	
BROWN	JEREMY	Substitute Teacher	
CALLIGARO	DANIEL	Substitute Teacher	Y
CAMPBELL	REBECCA	Substitute Teacher	
CIOTOLA	CHRISTINA	Substitute Teacher	
CLAWANS	ALEXIS	Substitute Teacher	
COHEN	MIRIAM	Substitute Teacher	
COHEN	STEFANIE	Substitute Teacher	
COLLINS	MICHAEL	Substitute Teacher	Y
CONKLIN	ELIZABETH	Substitute Teacher	
CORI	JAYNE A.	Substitute Teacher	Y
CORRADO	VINCENT	Substitute Teacher	Y
CORVELLI	MICHAEL	Substitute Teacher	
COSTANZA	BRIANNA	Substitute Teacher	
COVELLO	MARISSA	Substitute Teacher	
COVIELLO	GINA	Substitute Teacher	
CURRAO	COLLEEN	Substitute Teacher	
DAMANTE	CARMELA	Substitute Teacher	
DAMBROT	MIRANDA	Substitute Teacher	
DERROT	HELEN	Substitute Teacher	Y
DITONNO	KARI	Substitute Teacher	
DOCK	CARA	Substitute Teacher	
DOHERTY	KRISTINA	Substitute Teacher	
DUBROW	FRAN	Substitute Teacher	Y
DUFFY	KENNETH	Substitute Teacher	

## SUBSTITUTES 2021-2022

Attachment L

DUFFY	PATRICK	Substitute Teacher	
EASON	LUTHER	Substitute Teacher	
EDELSTEIN	LISA	Substitute Teacher	
EHRENKRANZ	INEZ	Substitute Teacher	
EHRlich	ETHAN	Substitute Teacher	
ELMAN	MARILYN	Substitute Teacher	Y
EMERING	JANICE	Substitute Teacher	
EPSTEIN	ALFRED	Substitute Teacher	
EPSTEIN	CHARLES	Substitute Teacher	
ESTEVEZ	JASON	Substitute Teacher	
FINN	BARBARA	Substitute Teacher	Y
FIRINCILI	GEORGE	Substitute Teacher	Y
FITZMARTIN	TIERNEY	Substitute Teacher	
FREEDMAN	JEAN	Substitute Teacher	
FRIEMAN	RACHEL	Substitute Teacher	
FUNK	ALAN	Substitute Teacher	
GALKIN	IURII	Substitute Teacher	
GARELY	LEWIS	Substitute Teacher	
GEHMAN	MERLE	Substitute Teacher	Y
GEIGER	BARBARA	Substitute Teacher	Y
GENTILE	PETER	Substitute Teacher	
GIBSON	PAUL	Substitute Teacher	
GILBERT	TERRI	Substitute Teacher	Y
GLASER	ROBIN	Substitute Teacher	
GLICK	JENNIFER	Substitute Teacher	
GOLDMAN	BARBARA	Substitute Teacher	Y
GOLDSTEIN	MARNIE	Substitute Teacher	
GORDON	ELYSSA	Substitute Teacher	
GOSS	ARLENE	Substitute Teacher	
GREENE	ROBYN	Substitute Teacher	
GREENSPAN	CARA	Substitute Teacher	
HARLAN	BRADFORD	Substitute Teacher	
HART	LINDA	Substitute Teacher	
HOLLOWAY	RAYMOND	Substitute Teacher	
HUBERT	ZACHARY	Substitute Teacher	
HUBERT-FRISCIA	MARIA	Substitute Teacher	Y
HUGHES	KIMBERLY	Substitute Teacher	
ISAKOWER	ERICA	Substitute Teacher	
JOHNSON	DAVID	Substitute Teacher	
JOHNSON	PHILLIP	Substitute Teacher	
KASMIN	MARTINE	Substitute Teacher	
KELLY	EDWARD	Substitute Teacher	
KELLY	THOMAS	Substitute Teacher	

June 21, 2021

SUBSTITUTES 2021-2022

Attachment L

KLEMICK	IRENE	Substitute Teacher	
KOFMAN	JEFFREY	Substitute Teacher	
KOPPEL	NANCY	Substitute Teacher	
KORFIN	BROOKE	Substitute Teacher	
KRAFCHICK	JUDITH	Substitute Teacher	Y
KUNION	STACEY	Substitute Teacher	
LA CAPRA	VINCYNE	Substitute Teacher	Y
LALIC	BARBARA	Substitute Teacher	
LEONE	BENJAMIN	Substitute Teacher	
LESHCHINSKY	REBECCA	Substitute Teacher	
LEVITT	LESLIE	Substitute Teacher	
LEVY	ALLISON	Substitute Teacher	
LEWIS	IRIS	Substitute Teacher	
LICHTENSTEIN	NORA	Substitute Teacher	Y
LIEBERMAN	RACHEL	Substitute Teacher	
LIRIANO	PEDRO	Substitute Teacher	
LOPES CUNHA	NATASHA	Substitute Teacher	
LOVI	ELLIOT	Substitute Teacher	Y
LUTJEN	LIXIA	Substitute Teacher	
MACLACHLAN	ROBERT	Substitute Teacher	
MALTINO	JACQUELYN	Substitute Teacher	
MANZI	THOMAS	Substitute Teacher	
MARANO	CAROL	Substitute Teacher	
MARINELLO	MARYANN	Substitute Teacher	
MCENROE	JOHN	Substitute Teacher	Y
MENDELSON	SUSAN	Substitute Teacher	
MENSCH	JODI	Substitute Teacher	Y
MONTALTO	GINA	Substitute Teacher	
MORGENTHAU	JONATHAN	Substitute Teacher	
MURPHY	CLARK	Substitute Teacher	
NEVOLA	MEGHAN	Substitute Teacher	
NG	JEANETTE	Substitute Teacher	
OSHINS	ALICE	Substitute Teacher	
PARMESHWAR	NERISSA	Substitute Teacher	
PARTELOW	ALANSON	Substitute Teacher	Y
PATEL	BINDIYA	Substitute Teacher	
PATEL	ESHA	Substitute Teacher	
PAVLIK	ALYSSA	Substitute Teacher	
RAMANAYAKE	HEMANTHA	Substitute Teacher	
RAZURI-TAMAYO	GIANCARLO	Substitute Teacher	
REICH	JEAN	Substitute Teacher	
RICCARDI	RITA	Substitute Teacher	
RICCIARDI	ELAINE	Substitute Teacher	

## SUBSTITUTES 2021-2022

Attachment L

RICKS	SHANTA	Substitute Teacher	
ROSELLE	PAULA	Substitute Teacher	
RUBINETTI	THOMAS	Substitute Teacher	
RUDEMAN	MITCHELL	Substitute Teacher	
RUSSO	MICHAEL	Substitute Teacher	
SALERNO	NICHOLAS	Substitute Teacher	
SAPIRO	RANDY	Substitute Teacher	Y
SARBAK	GAIENE	Substitute Teacher	
SCHECHTER	HELENE	Substitute Teacher	Y
SCHEIBE	DEBRA	Substitute Teacher	
SCHEIDERMAN	KATHLEEN	Substitute Teacher	Y
SCHOENBACH	MICHELLE	Substitute Teacher	
SHEEHAN	FRANCIS	Substitute Teacher	
SHIRAZI-WHANG	MAHNAZ	Substitute Teacher	
SHUE	RICHARD	Substitute Teacher	Y
SIBANDA	CORA	Substitute Teacher	
SIMPSON	GAIL	Substitute Teacher	Y
SKARA	ILENE	Substitute Teacher	
SLURZBERG	HEIDI	Substitute Teacher	
SOMEKH	SLOANE	Substitute Teacher	
SPRY	NANCY	Substitute Teacher	
STANTON	DIANA	Substitute Teacher	
STEIN	GAYLE	Substitute Teacher	
STEPHEN	PHILIP	Substitute Teacher	
STRUMEYER	STACEY	Substitute Teacher	
SULLIVAN	JOSEPH	Substitute Teacher	
TAMPUSARI	ANDREA	Substitute Teacher	
TOFEL	BETH	Substitute Teacher	
UPDIKE	NANCY	Substitute Teacher	
VALDEZ	ASHLEY	Substitute Teacher	
VALENZANO	MARYLU	Substitute Teacher	Y
VATOCI	ASTRIT	Substitute Teacher	
VINCENT	MICHILENA	Substitute Teacher	
VIOLETTE	JAIME	Substitute Teacher	
VORBECK	NANCY	Substitute Teacher	
WASHACK	JACQUELINE	Substitute Teacher	Y
WEBSTER	URSULA	Substitute Teacher	
WEINICK	SUZANNE	Substitute Teacher	
WELLING	STEFANIE	Substitute Teacher	
WILDERMUTH	ADELE	Substitute Teacher	
WILKINS	ANNE	Substitute Teacher	
WOYTAS	TAYLOR	Substitute Teacher	
YASNER	SHARON	Substitute Teacher	Y

June 21, 2021

## SUBSTITUTES 2021-2022

Attachment L

ZACHEO	SONIA	Substitute Teacher
ZHANG	ROBERT	Substitute Teacher
ZIMMERMAN	STEVEN	Substitute Teacher
ZISA	DEBORAH	Substitute Teacher
ZUCKERMAN	ERIC	Substitute Teacher

NAME	DATE	POSITION	#HOURS WORKED	RATE	TOTAL AMOUNT
Ambio, Lester	5/8/2021	Security/Lacrosse	4	\$25.00	\$100.00
	6/3/2021	Security/LHS Senior Prom	4.5	\$25.00	\$112.50
Dlugo, Cara	3/18 - 5/25/2021	Game Worker/volleyball & lacrosse	44.5	\$22.50	\$1,001.25
Duffy, Marjorie	5/21/2021	Game Worker/Volleyball	1.5	\$22.50	\$33.75
Fischer, Anthony	4/16 - 5/11/2021	Game Worker/Volleyball	15	\$22.50	\$337.50
Held, Nancy	5/8/2021	Game Worker/Lacrosse	3.25	\$22.50	\$73.13
Kroeger, Steven	5/8/2021	Game Worker/Lacrosse	1	\$22.50	\$22.50
Kulik, Vincent	5/6/2021	Security/Hillside TREPS	2	\$25.00	\$50.00
	5/7/2021	Security/MPM Production	3	\$25.00	\$75.00
	5/14/2021	Security/BH Movie Night	3	\$25.00	\$75.00
	5/20/21	Security/Hillside Multi-Cultural	2	\$25.00	\$50.00
Munley, Michael	4/12 - 5/11/2021	Game Worker/Volleyball & LAX	19.25	\$22.50	\$433.13
Nann, Kelly	2/23 - 5/13/2021	Game Worker/Volleyball	14.5	\$22.50	\$326.25
Pacholec, Natalie	4/1 - 5/14/2021	Game Worker/Volleyball	16.5	\$22.50	\$371.25
Rulka, Mary Kate	5/8/2021	Game Worker/LAX	3.25	\$22.50	\$73.13
Schwindel, Kate	5/1 & 5/14/2021	Game Worker/Volleyball	6.5	\$22.50	\$146.25
Sullivan, Joe	6/2/2021	Security/Harrison Multi-Cultural	3.5	\$25.00	\$87.50
Sullivan, Margaret	5/8/2021	Game Worker/Lacrosse	3	\$22.50	\$67.50
Weber, Doug	6/3/2021	Security/Senior Prom	3.5	\$25.00	\$87.50
Woytas, Christina	5/8/2021	Game Worker/LAX	3	\$22.50	\$67.50
					<b>\$3,590.63</b>

Position	# Positions	Staff Member	Amount
Area/Reg/All State Musical Ensemble	4	James Hegedus	\$40.34/hr

<b>Sport</b>	<b>Title</b>	<b>#</b>	<b>Amount</b>	<b>First Name</b>	<b>Last Name</b>
Football	Assistants	6	\$9,530	Gary	Andrewshetsko (OD)
Football	Assistants	6	\$9,530	Brandon	Wood (OD)
Football	Assistants	6	\$4,765	Benjamin	Leone
Football	Assistants	6	\$4,765	William	Bock (OD)
Football	Assistants	6	\$4,765	Travis	China (OD)
Football	Assistants	6	\$4,765	Anthony	Grego (OD)
Football	Assistants		\$4,765	Andrew	Turzille (OD)
Football	Assistants		\$4,765	Kevin	Yeager (OD)
Football	Assistants		\$4,765	Robert	Sunda (OD)
Football	VOLUNTEER			Ron	Barbella (OD)
Boys' Basketball	Head	1	\$10,801	David	Cohen
Boys' Basketball	Assistants	2	\$8,259	Joe	Gill (OD)
Boys' Basketball	Assistants		\$8,259	Michael	Ennis
Boys' Basketball	VOLUNTEER			Michael	Tierney
Bowling	Head	1	\$8,259	Griffith	Hughes (OD)
Girls' Basketball	Head	1	\$10,801	William	Wolfe (OD)
Girls' Basketball	Assistants	2	\$8,259	Natalie	Pacholec
Girls' Basketball	Assistants	2	\$8,259	Ashley	Addison
Girls' Basketball	VOLUNTEER			Steven	Kroeger
Cheerleaders Fall	Head	1	\$5,083	Laura	Fabrizio
Cheerleaders Fall	Assistants	2	\$3,812	Kaitlyn	Rooney
Cheerleaders Fall	Assistants	2	\$3,812	Alyssa	Ratner
Cheerleaders Winter	Head	1	\$5,083	Laura	Fabrizio
Cheerleaders Winter	Assistants	2	\$3,812	Kaitlyn	Rooney
Cheerleaders Winter	Assistants	2	\$3,812	Kelly	Nann
Boys' Cross Country	Head	1	\$10,801	James	Memory
Girls' Cross Country	Head	1	\$10,801	Keith	Chaudruc
Cross Country	Assistant (Shared)	1	\$8,259	David	Czeizinger (OD)
Cross Country	VOLUNTEER			Raz	Blau
Facility Equipment Manager	Manager	1	\$3,495	Scott	Schroeder
Site Manager (233 hours)	\$43.56/hr	1	\$10,150	Ron	Barbella (OD)
Site Manager (233 hours)	\$43.56/hr			Daniel	Brill
Site Manager (233 hours)	\$43.56/hr			Robert	Breschard
Site Manager (233 hours)	\$43.56/hr			David	Cohen
Site Manager (233 hours)	\$43.56/hr			Ernie	Cuneo
Site Manager (233 hours)	\$43.56/hr			Brad	Dzama
Site Manager (233 hours)	\$43.56/hr			Cara	Dlugo
Site Manager (233 hours)	\$43.56/hr			Mickey	Ennis
Site Manager (233 hours)	\$43.56/hr			Anthony	Fischer
Site Manager (233 hours)	\$43.56/hr			Joe	Gill (OD)
Site Manager (233 hours)	\$43.56/hr			Dan	Kim (OD)
Site Manager (233 hours)	\$43.56/hr			Steven	Kroeger
Site Manager (233 hours)	\$43.56/hr			Alex	Kuziola

Site Manager (233 hours)	\$43.56/hr			Mike	Munley
Site Manager (233 hours)	\$43.56/hr			Natalie	Pacholec
Site Manager (233 hours)	\$43.56/hr			Paul	Raiz
Site Manager (233 hours)	\$43.56/hr			Roger	Rubinetti
Site Manager (233 hours)	\$43.56/hr			Scott	Schroeder
Boys Fencing	Head	1	\$9,530	Greg	Puccio (OD)
Girls Fencing	Head	1	\$9,530	Jeanette	Ng (OD)
Fencing	Assistant	2	\$7,624	Maria	Sztan (OD)
Field Hockey	Head	1	\$10,801	Lila	Alfaro
Field Hockey	Assistants	2	\$8,259	Mary	Morano
Field Hockey	Assistants	2	\$8,259	Vanessa	Stock
Ice Hockey	Head	1	\$10,801	David	Conklin
Ice Hockey	Assistant	1	\$8,259	David	Melucci
Boys Soccer	Head	1	\$10,801	Roger	Rubinetti
Boys Soccer	Assistants	3	\$8,259	Jason	Charney
Boys Soccer	Assistants	3	\$8,259	Joe	Gill (OD)
Boys Soccer	Assistants	3	\$8,259	Charlie	Lopez
Girls Soccer	Head	1	\$10,801	Brian	Carr
Girls Soccer	Assistants	3	\$8,259	Natalie	Pacholec
Girls Soccer	Assistants	3	\$8,259	Kate	Schwindel
Boys Swimming	Head	1	\$9,530	Scott	Schroeder
Girls Swimming	Head	1	\$9,530	Tracey	Rosenberg
Girls Tennis	Head	1	\$9,530	Elliot	Lovi (OD)
Girls Tennis	Assistant	1	\$7,624	Amanda	Buyes
Girls Tennis	VOLUNTEER			Marjorie	Lovi (OD)
Boys Winter Track	Head	1	\$10,801	Nancy	Petryna
Boys Winter Track	Assistant	1	\$8,259	Raz	Blau
Girls Winter Track	Head	1	\$10,801	David	Czeizinger (OD)
Girls Winter Track	Assistant	1	\$8,259	Eugene	Asimou
Girls Volleyball	Head	1	\$10,801	Dan	Kim (OD)
Girls Volleyball	Assistants	2	\$8,259	Stephanie	Fox
Girls Volleyball	Assistants	2	\$8,259	James	Giuliani
Girls Volleyball	VOLUNTEER			Brittany	Gajewski
Wrestling	Head	1	\$10,801	Daniel	Brill
Wrestling	Assistants	2	\$8,259	Christian	Dilanni (OD)
Wrestling	Assistants	2	\$8,259	Jason	Estevez (OD)
Strength Training Summer	Head	1	\$3,177	James	Matsakis (OD)
Strength Training	Substitute		\$42.94/hour	Dan	Brill
High School Intramural - Coordinator	Coordinator	1	\$3,177	David	Jones
Game Workers/Security				Lester	Ambio
Game Workers/Security				Stu	Lukowiak
Game Workers/Security				Joe	Sullivan
Game Workers/Security				Doug	Weber
Game Worker				Martha	Ackermann

Game Worker				Mike	Altomare
Game Worker				Brett	Bisconti
Game Worker				Joanne	Blount
Game Worker				Robert	Breschard
Game Worker				Daniel	Brill
Game Worker				David	Cohen
Game Worker				Jason	Charney
Game Worker				Vince	Corrado (OD)
Game Worker				Ernie	Cuneo
Game Worker				Brad	Dzama (OD)
Game Worker				Cara	Dlugo
Game Worker				Marjorie	Duffy
Game Worker				Mickey	Ennis
Game Worker				Anthony	Fischer
Game Worker				Tom	Garzon
Game Worker				Joe	Gill (OD)
Game Worker				Joanne	Gillock (OD)
Game Worker				Joann	Goldberg
Game Worker				Nancy	Held
Game Worker				Cathy	Homberg
Game Worker				Dave	Jones
Game Worker				Dan	Kim (OD)
Game Worker				Steve	Kroeger
Game Worker				Alex	Kuziola
Game Worker				Terrie	Lieberman
Game Worker				James	Matsakis (OD)
Game Worker				Mike	Munley
Game Worker				Kelly	Nann
Game Worker				Pat	Nann
Game Worker				Natalie	Pacholec
Game Worker				Paul	Raiz
Game Worker				Patricia	Rigas
Game Worker				Roger	Rubinetti
Game Worker				Katey	Rulka
Game Worker				Scott	Schroeder
Game Worker				Kate	Schwindel
Game Worker				Richard	Shue (OD)
Game Worker				Vanessa	Stock
Game Worker				Phyllis	Smith
Game Worker				Margaret	Sullivan
Game Worker				Ann	Szalay
Game Worker				Christina	Woytas

Name	Position	Location	# of classes	Dates
Hal Mordkoff	Teacher of Business Ed	LHS	0.2	5/11/2021-6/24/2021
Alex Lamon	Teacher of Business Ed	LHS	0.2	5/11/2021-6/24/2021
Valerie Pronko	Teacher of Business Ed	LHS	0.2	5/11/2021-6/24/2021
Marie Battist-Rock	Teacher of Business Ed	LHS	0.2	5/11/2021-6/24/2021
Diane Mondoro	Teacher of Business Ed	LHS	0.2	5/27/2021-6/24/2021
Melissa Gromek	Teacher of Health & PE	HMS	0.2	5/24/2021-6/24/2021
Kathy Tuvey	Teacher of Health & PE	HMS	0.2	5/24/2021-6/24/2021
Shyella Mayk	Teacher of Health & PE	HMS	0.2	5/24/2021-6/24/2021
Patrick Nann	Teacher of Health & PE	HMS	0.2	5/24/2021-6/24/2021
Roger Rubinetti	Teacher of Health & PE	HMS	0.2	5/24/2021-6/24/2021

*\*amended from previous agenda*

## **SUMMER HOURS FOR PROCESSING ATHLETIC PAPERWORK**

**Nursing Staff:** Not to exceed 30 Hours Total

Carolyn Ross      LHS School Nurse  
Lisa Kindzierski      LHS School Nurse

**Athletic Trainers:** Not to exceed 10 Hours Each

Paul Ehrenfeld  
Kerri Redden

# 2021 SUMMER ESY STAFFING

Attachment R

ESY Teachers	Pay Rate until 6/30	Pay Rate after 7/1
Alyssa LaMedica	\$60	\$60.90

ESY Aides	Pay Rate until 6/30	Pay Rate after 7/1
Benny Thomas	\$20	\$20.30
Kristen DeLaRosa	\$20	\$20.30
Matthew DeFeo	\$20	\$20.30

ESY Related Services	Pay Rate until 6/30	Pay Rate after 7/1
Summer Intervention	Pay Rate until 6/30	Pay Rate after 7/1
Dena Goldberg	\$60	\$60.90

ESY Aides approved as subs	Pay Rate until 6/30	Pay Rate after 7/1
Luca Bonvini	\$60	\$60.90

**SUMMER ACADEMY MC PROGRAM****Monmouth Court****July 29 - August 5 (only runs on Tuesdays, Wednesdays, & Thursdays)**

<b>First Name</b>	<b>Last Name</b>	<b>Course</b>	<b>Hours Per Week</b>
Jason	Hoyle	US 1, 2 and MW History	1x a wk for 1.5 hrs
Jenna	Graub	English 1, 2, 3	2x a wk for 1.5 hrs
Jenna	Graub	Bio, Chem, Enviro Science	1x a wk for 1 hr
Sam	Dengel	Geo, Alg. 1, 2 Intermediate	1x a week for 1.5 hrs.

Rates: \$60.90

**SUMMER ACADEMY PROGRAM**

<b>First Name</b>	<b>Last Name</b>	<b>Course</b>
Kathleen	Berrios	Brain Camp
Amanda	Buyes	College Essay
Daniella	Cataldo	Brain Camp
Michael	Coleman	AP Chemistry
Ben	DeRuosi	Computer Coding
Alexandra	Fiore	Art Enrichment
Ellen	Friedman	Pre-Algebra Concepts/Booster
Andrew	Greenberg	Math Enrichment
Kim	Nicolette	DIP
Paul	Raiz	AP Biology
Meghan	Reid	English Enrichment
Jessica	Rettagliata	Biology Honors
Allison	Winka	SUB for Brain Camp
Brenda Abbie	Young	Chemistry Honors
Kenneth	Zushma	DIP
Antoinette	Alston	English I, II, III
Jamie	Kruse	Biology
Patty	Kaes	Biology
Eliza	Vieira	Chemistry

Rates: \$60.90/hr.

## Summer Curriculum Writing 2021

### ART

Melissa Mondanaro

Emma Stein

Alexandra Fiore

Janice Reis

Kirsten Angel-Lambert

Deniz Olcay

Chris Iannuzzi

Noah Meineke

Arlene Brown

Scott Patteson

**Supervisor: Mara Rubin**

### BUSINESS

Alex Lamon

Tom Garzon

Marie Battist-Rock

Hal Mordkoff

**Supervisor: Rob Rolling**

### ELA(PreK-6)

Joanna Horwitz

Amanda King

Aubrey Amorim

Allison Winka

Jodi Frohnapfel

Amy Hinds

Kristen Havrilla

Dana Triana

Jennifer Szostak

Donna Anello

Melissa Lowenthal

Debbie Craig

Bridget Marshall

*Before July 1, 2021 \$48.88/hr*

*July 1, 2021 \$49.61/hr*

June 21, 2021

**Summer Curriculum Writing 2021**

Deborah VanDusen

**Supervisor: Leala Baxter****BSI****Reading Specialists**

Lauren Szaro

Kelly Feeney

Rachel Ehudin

Gianna Goeller

Stacy Nigro

Allison Winka

Melissa Serrani

**Reading Interventionists**

Pia Bauer

Stephanie Crosby

Lori Palazzo

Cynthia Augello

Kim Colon

Margaret Davis

**Supervisor: Leala Baxter****ENGLISH (7-12)**

Andrew Nelson

Anthony Fischer

Amanda Buyes

Danielle Roger

Dan Lombardi

Kelsey Collins

Mary Brancaccio

Emily Mann

Joanna Mirsky

Pam Giannotto

Michelle Sapolnick

*Before July 1, 2021 \$48.88/hr**July 1, 2021 \$49.61/hr*

## Summer Curriculum Writing 2021

Maureen Biss

Dakashna Lang

Jennifer Torres

Meghan Reid

Tim Callahan

**Supervisor: Kevin Wittmaack**

### FCS

Melissa DeAngelus

Susan Stevenson

Dani Morales

**Supervisor: Rob Rolling**

### H/PE

James Merlo

Shyella Mayk

Melissa Gromek

Dave Jones

Mike Munley

**Supervisor: Rob Grosso**

### MATH (PreK-6)

Nicole Monaco

Janene DePalo

Nicole Mount

Judith Frohman

Jessica Ayars

Brynn Reid

**Supervisor: Angelina Rodriguez**

*Before July 1, 2021 \$48.88/hr*

*July 1, 2021 \$49.61/hr*

June 21, 2021

**Summer Curriculum Writing 2021****BSI MATH**

Laura Dugan

Lauren Nikirk

Jim Diegnan

Maureen Oswald

Gail Kelly

Lauren VanLaar

Dana Wallock

Sue Latino

Nicole George

Laura Gordon

**Supervisor: Angelina Rodriguez****MATH (7-12)**

Daniel Brill

Patrick Catalano

Michele Downey

William Peklo

Kristy Braschi

Nicholas Mellina

James Page

Kelly Rocco

Michelle Winter

Alison Fauerbach

Yooree Gillman

Priti Mankikar

James Memory

Cheryl Coursen

Gary Silverman

**Supervisor: Antonio Matheus***Before July 1, 2021 \$48.88/hr**July 1, 2021 \$49.61/hr*

June 21, 2021

## Summer Curriculum Writing 2021

### MUSIC

Elsa Slater

Michelle Matten

Rich Battista

Amedeo Ciminnisi

Nancy Ciminnisi

Jim Hegedus

Jennifer Wise

Brian Seltzer

Kristin Pelletier

Tim Nelson

Josh Salzman

**Supervisor: Mara Rubin**

### SCHOOL COUNSELING

Jennifer Kelner

Christine Siti

Kimberly Campbell

Danielle Imbimbo

**Supervisor: Sinead Crews**

### SCIENCE (7-12)

Dorine Starace

Alex Kuziola

Paul Raiz

Melissa Pelullo

Jessica Rettagliata

Jenna McCarthy

Eliza Vieira

Patty Kaes

Michael Coleman

*Before July 1, 2021 \$48.88/hr*
*July 1, 2021 \$49.61/hr*

June 21, 2021

**Summer Curriculum Writing 2021**

Ilze Kancans

Johanna Klinman

Aruna Wigden

Abbie Young

Samantha Aaron

Michelle Augliera

Michelle Sipe

Niobel Torres

Ricky Fabrizio

Grisel Santos

Preethi Ganapathy

M. Alden Earle

Bobbi Bremmer

Diane Sigalas

Doug Jay

**Supervisor: Brian Carey****SOCIAL STUDIES (PreK-6)**

Julie Bachrach

Maryann Chorba

Nicole Hanna

Wendy Weiner

Meredith Pannia

Erin Espino

Celine Falchetta

Emily Schulke

Janene DePalo

Nicole Monaco

Nicole Mount

Allie Winka

Deb Craig

Rick Darst

Dave Arensburg

Tracey Dunleavy

*Before July 1, 2021 \$48.88/hr**July 1, 2021 \$49.61/hr*

## Summer Curriculum Writing 2021

**Supervisor: Chris Bickel**

### **SOCIAL STUDIES (7-12)**

Mike Carlin

Katy Hreha

Alexis Becker

Alex Gilgorri

Michael Pizzone

Samantha Engel

Helene McNanna

Charles Downing

Ernie Cuneo

Dawn Feeley

Jason Hoyle

Jill Tejeda

Dan Ippolito

**Supervisors: Charlie Raphael**

### **TECHNOLOGY**

Aleksandr Sadiwnyk

Ben DeRuosi

Kenneth Zushma

Jeanne Ziobro

**Supervisors: Rob Rolling**

### **WORLD LANGUAGE**

Sarah Rosenberg

Soukeyna Diop-Tall

Gerard Amsellem

Fu-Lin Risoldi

Xin Cai

Vincent Belcastro

George Clark

*Before July 1, 2021 \$48.88/hr*

*July 1, 2021 \$49.61/hr*

**Summer Curriculum Writing 2021**

Guy Rabner  
**Supervisor: David Greer**

**SUMMER ELL**

Stephanie Brunn  
Sarah O'Brien  
Michelle Kim  
Lisa Brown

*Before July 1, 2021 \$48.88/hr*  
*July 1, 2021 \$49.61/hr*

## Tech Coaches Summer Work

Ellen Fishter

Lisa LeBlanc

Lori Perez

*Before July 1, 2021 \$48.88/hr*

*July 1, 2021 \$49.61/hr*

***Longevity***  
***Effective July 1, 2021 for 12 month employees and September 1, 2021 for 10 month employees***

**30 Years of Service**

*Paul Ebrenfeld*  
*Gabriel Espinosa*  
*Lenore Piccoli*

**25 Years of Service**

*Robert Breschard*  
*Keith Chaudruc*  
*Heather Cohen*  
*James Diegnan*  
*Dawn Feeley*  
*Michele Jacobsen*  
*Philip Johnson*  
*David Jones*  
*Danusia Rampolla*

**20 Years of Service**

*Martha Ackermann*  
*Robin Altomare*  
*Laurie Babij*  
*Richard Battista*  
*Bobbi Bremmer*  
*Michael Carlin*  
*Martha Cuervo*  
*Melissa DeAngelus*  
*Erica DeRosa*  
*Roberto Dominguez*  
*Kristina Dugan*  
*Aaron Fike*  
*Phyllis Fiore*  
*Anatoly Fonarev*  
*Victoria Gioioso*  
*James Hegedus IV*  
*Stafford Horne*  
*Christopher Iannuzzi*  
*Gail Kelly*  
*Barbara Levy*

*Melissa Lowenthal  
Tracey Michinard  
Karen Montalto  
Anthony Rosamilia  
Ruth Rosenman  
Gail Writt*

**15 Years of Service**

*Lila Alfaro  
Chrylyn Bell Myers  
Anna Maria Corino  
Susan Cunfer  
Laura Dugan  
Rachel Ebudin  
Maria Evora  
Erica Faro  
Courtney Ferraro  
Krista Faust  
Pamela Giannotto  
Joanne Lehmann  
Jennifer Lernihan  
Toni McLaughlin  
Timothy Nelson  
Christina Ness  
Jean Peslak  
Marci Rosenstark  
Kristin Santos  
Edwin Tomlinson  
Dana Wallock*

**10 Years of Service**

*Antonio Matheus  
Bronawyn O'Leary*

**2021-2022**  
**Daily/Hourly Rates**

**Substitute Teachers**

\$100.00/day

**Retired/ Former LPS Teachers**

\$110.00/day

**Substitute Nurses**

\$200.00/day

**Substitute Bus Drivers**

\$22.50 per hour

**Substitute Bus Aides**

<b><u>2021/22</u></b>	<b><u>Salary</u></b>
Step 1	\$14.00
Step 2	\$15.00
Step 3	\$16.00

**Playground / Cafeteria / Media Aides**

<b><u>2021/22</u></b>	<b><u>Salary</u></b>
Step 1	\$15.50
Step 2	\$16.50
Step 3	\$17.50

**Substitute Secretaries**

Step 1	\$15.50/hour
Step 2	\$16.50/hour
Step 3	\$17.50/hour

*Contracted 10-month support staff who substitute as a secretary when schools are not in session (i.e., Winter recess, Spring recess, summer, etc.) will be compensated at the rate of \$20.00/hour.*

**Substitute Custodians/Maintenance**

\$15.50/hour

**Summer Security**

\$25.00/hour

**Summer Custodial Workers (Students)**

\$10.00/hour

**Summer Technology Workers (Students)**

\$10.00/hour

Last Name	First Name	Location	Title	Step	Salary	Longevity	Total Salary	FTE
BABIJ	LAURIE	80	Teacher BA	16	\$91,800	\$3,490	\$95,290	100
MATHEUS	ANTONIO	50	Supervisor	11	\$141,081	\$1,600	\$142,681	100
FERRARO	COURTNEY	70	Teacher MA	13	\$88,644	\$2,340	\$90,984	100

**LIVINGSTON SCHOOL DISTRICT**  
**Livingston, New Jersey 07039**

**SYSTEMS AND TECHNOLOGY MANAGER**

**QUALIFICATIONS:**

1. Bachelor's Degree in Computer Science or related field and/or industry recognized certification desired.
2. Strong project management and interpersonal/communication skills.
3. Evidence of working knowledge with WAN and LAN installation, management and maintenance in a large organizational setting.
4. Ability to plan, design and oversee the connectivity of networked systems, management of WEB presence, Internet, data, video and voice services.
5. Working knowledge of multiple operating systems.
6. Organizational and time management skills to effectively manage concurrent projects, parallel tasks and meet deadlines.
7. Ability to work independently, to complete tasks with minimal supervision, and initiate and prioritize tasks without significant direction.
8. Ability to multitask efficiently.
9. Possess an inherent interest in and ability to display concern for people.
10. Demonstrated ability to provide IT solutions to varied business and educational users.

**REPORTS TO:** Director of Technology and Innovation

**JOB GOALS:** To be responsible for overseeing and coordinating the hardware, software, networking and systems configuration including system design and implementation, providing specialized technical support and maintaining/administering all district networking systems.

**JOB RESPONSIBILITIES:**

1. Assist in developing and implementing multi-year, district-wide technology goals and objectives as stated in the district Long Range Technology Plan.
2. Lead large IT projects, including the design and deployment of new IT systems and services.
3. Monitor performance of information technology systems to determine cost and productivity levels, and to make recommendations for improving the IT infrastructure
4. Develop and maintain ongoing relationships with major vendors and entities in the private sector, which might provide support for technology in the schools.
5. Implementation and maintenance of district's present and proposed networks, including overall supervision of local and wide area network (LAN and WAN).
6. Maintain security and integrity of district systems infrastructure and systems including finance, human resources and student information.
7. Business continuation planning (identification of mission-critical applications, development and management of disaster recovery strategies and assisting in

- defining the purpose and scope of periodic recovery tests, as well as supervising disaster recovery tests).
8. Assist with budget planning and maintenance of inventory and hardware replacement planning information for systems infrastructure.
  9. Assist with development, documentation and implementation of appropriate systems infrastructure standards, policies, and procedures.
  10. Displays professional integrity and maintains confidentiality of systems and staff/student data.
  11. Ability to work independently with minimal supervision and initiate and prioritize tasks with or without direction.
  12. Ability to communicate effectively with all levels of end users.
  13. Ability to follow oral and/or written instructions and ability to report orally and/or in writing to the Director.
  14. Keeps up to date on job skills and industry trends by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations.
  15. Adjusts schedule as needed to accommodate district needs.

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

**TERMS OF EMPLOYMENT:**

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

**EVALUATION:**

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

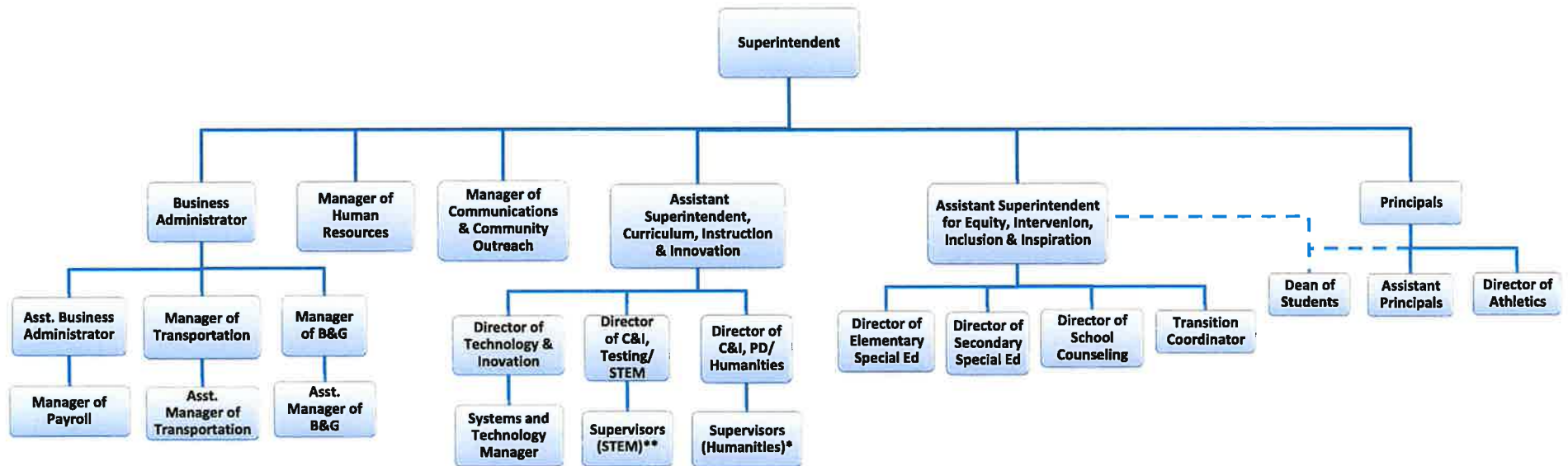
Approved: July 16, 2007

Revised: June 25, 2018

Revised: December 7, 2020

Revised: June 21, 2021

## Reporting Structure Effective 7/1/2021



\*Humanities includes: Supervisor of English (7-12), Supervisor of ELA (Pre-K-6), Supervisor of Social Studies (7-12), Supervisor of Social Studies (Pre-K-6), Supervisor of Health & PE, Supervisor of Visual and Performing Arts and Supervisor of World Language/ESL

\*\* STEM includes: Supervisor of Science (7-12), Supervisor of Science (Pre-K-6), Supervisor of Math (7-12), Supervisor of Math (Pre-K-6) and Supervisor of Business, Technology & Engineering

*Approved*

## 1620 – ADMINISTRATIVE EMPLOYMENT CONTRACTS

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

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

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

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

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



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

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

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

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

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



contributions to FICA, Medicare, State pensions and annuities (TPAF), life insurance, disability insurance (if offered), and health benefit costs.

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



8. Contractual provisions that include a calculation of per diem for twelve month employees shall be based on a two hundred sixty day work year.
9. No provision for a merit bonus shall be made except where payment is contingent upon achievement of quantitative merit criterion and/or qualitative merit criterion:
  - a. A contract may include no more than three quantitative merit criteria and two qualitative merit criteria per contract year.
  - b. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and qualitative merit criteria and the data that forms the basis of measuring the achievement of quantitative merit and qualitative merit criteria.
  - c. A contract may provide for merit bonuses in an amount not exceeding 3.33 percent of annual salary for each quantitative merit criterion achieved and 2.5 percent of annual salary for each qualitative merit criterion achieved. Any such merit bonus shall be considered "extra compensation" for purpose of N.J.A.C. 17:3-4.1 and shall not be cumulative.
  - d. The Board of Education shall submit to the Executive County Superintendent a resolution certifying that a quantitative merit criterion or a qualitative merit criterion has been satisfied and shall await confirmation of the satisfaction of that criterion from the Executive County Superintendent prior to payment of any merit bonus.
10. No provision for a bonus shall be made except where payment is contingent upon achievement of measurable specific performance objectives expressly contained in a contract approved pursuant to N.J.A.C. 6A:23A-3.1, where compensation is deemed reasonable relative to the established performance objectives and achievement of the performance objectives has been documented to the satisfaction of the Board of Education.
11. No provision for payment at the time of separation or retirement shall be made for work not performed except as otherwise authorized in N.J.A.C. 6A:23A-3.1 and N.J.S.A. 18A:7-8.1.



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

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

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

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

Adopted:



## 5330.04 ADMINISTERING AN OPIOID ANTIDOTE (M)

N.J.S.A. 18A:40-12.24.a requires schools to adopt a Policy for the emergency administration of an opioid antidote to a student, staff member, or other person who is experiencing an opioid overdose.

N.J.S.A. 18A:40-12.24.a.(1) requires schools with any of the grades nine through twelve to comply with the provisions of the law.

The school nurse and a designated employee who volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c. are required to be trained for the administration of an opioid antidote in accordance with N.J.S.A. 18A:40-12.25.b. The school nurse or a designated employee who volunteers to administer an opioid antidote shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.

N.J.S.A. 18A:40-12.24 permits the school nurse or a designated trained employee to administer an opioid antidote to any person whom the nurse or the trained designated employee who in good faith believes is experiencing an opioid overdose.

An overdose victim shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved.

In accordance with N.J.S.A. 24:6J-4.a.(1)(f), a prescriber or other health care practitioner, as appropriate, may prescribe or dispense an opioid antidote directly or through a standing order to a school, school district, or school nurse. In accordance with N.J.S.A. 24:6J-4.a.(2)(c), whenever the law expressly authorizes or requires a school or school district to obtain a standing order for opioid antidotes, the school nurse(s) employed or engaged by the school or school district shall be presumed by the prescribing or dispensing health care practitioner to be capable of administering the opioid antidote, consistent with the express statutory requirement.

Notwithstanding the provisions of N.J.S.A. 24:6J-4.a.(3)(b) to the contrary, if the law expressly authorizes or requires a school, school district, or school nurse to administer or dispense opioid antidotes pursuant to a standing order under N.J.S.A. 24:6J-4 et seq., the standing order issued shall be deemed to grant the authority specified by the law, even if such authority is not specifically indicated on the face of the standing order.

In accordance with the provisions of N.J.S.A. 18A:40-12.26, no school employee, including a school nurse or any other officer or agent of a Board of Education or charter school, or a prescriber of opioid antidotes for a school through a standing order, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.23 et seq. Good faith shall not include willful misconduct, gross negligence, or recklessness.

Any school, school district, school nurse, school employee, or any other officer or agent of a Board of Education or charter school who administers or permits the administration of an opioid antidote in good faith in accordance with the provisions of N.J.S.A. 18A:40-12.24 and pursuant to a standing order issued under N.J.S.A. 24:6J-4 shall not, as a result of any acts or omissions, be subject to any criminal or civil liability or any disciplinary action for administering, or permitting the administration of, the opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq. Nothing in this Policy shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

The Overdose Prevention Act provides that when a person, in good faith, seeks medical assistance for an individual believed to be experiencing a drug overdose, whether the person is seeking assistance for himself/herself or another, the person calling for help and the person experiencing the overdose shall not be arrested, charged, prosecuted, or convicted for certain criminal offenses enumerated in N.J.S.A. 2C:35-30(a)(1-6) and N.J.S.A. 2C:35-31(a)(1-6).

Notwithstanding the provisions of any law, rule, regulation, ordinance, or institutional or organizational directive to the contrary, any person or entity authorized to administer an opioid antidote pursuant to N.J.S.A. 24:6J-4, may administer to an overdose victim, with full immunity: a single dose of any type of opioid antidote that has been approved by the United States Food and Drug Administration for use in the treatment of opioid overdoses; and up to three doses of an opioid antidote that is administered through an intranasal application, or through an intramuscular auto-injector, as may be necessary to revive the overdose victim. Prior consultation with, or approval by, a third-party physician or other medical personnel shall not be required before an authorized person or entity may administer up to three doses of an opioid antidote, as provided in N.J.S.A. 24:6J-4, to the same overdose victim.

A school district may enter into a shared services arrangement with another school district for the provision of opioid antidotes pursuant to N.J.S.A. 18A:40-12.27 if the arrangement will result in cost savings for the districts.

This Policy and Regulation 5330.04 shall be reviewed and approved by the school physician prior to Board adoption and whenever this Policy is revised. This Policy shall be made available to school staff members, parents, and students in handbooks, on the school district's website, or through any other appropriate means of publication.

N.J.S.A. 18A:40-12.23; 18A:40-12.24; 18A:40-12.25;  
18A:40-12.26; 18A:40-12.27  
N.J.S.A. 24:6J-1 et seq.

~~New Jersey's "Overdose Prevention Act" encourages the wider prescription and distribution of an opioid antidote to prevent opioid overdose. The New Jersey Department of Education informed school districts they may develop and adopt policies and procedures to maintain and administer an opioid antidote to any student, school personnel, or other person believed to be experiencing an opioid overdose during school hours or during on-site school-sponsored activities to block the opioid's life-threatening effects.~~

~~In accordance with N.J.S.A. 24:6J-4.a.(1)(c), the school district's physician, as a health care practitioner as defined in N.J.S.A. 24:6J-3, may prescribe or dispense an opioid antidote directly or through a standing order to the school district for a school district certified school nurse to administer to overdose victims, provided the school physician deems a school district certified school nurse is capable of administering the opioid antidote to an overdose victim in an emergency. The physician's standing order must specify a school district certified school nurse is authorized to administer the opioid antidote to overdose victims. In accordance with N.J.S.A. 24:6J-5.a.(1), the school physician issuing the standing order shall ensure that overdose prevention information is provided to the school district and the certified school nurse(s) authorized to administer an opioid antidote. The overdose prevention information shall include, but not be limited to: information on opioid overdose prevention and recognition; instructions on how to perform rescue breathing and resuscitation; information on opioid antidote dosage and instructions on opioid antidote administration; information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and instructions for appropriate care of an overdose victim after administration of the opioid antidote.~~

~~Upon receiving a report of a possible opioid overdose during school hours or during an on-site school-sponsored activity, the Principal, Principal's designee, or supervising staff member will immediately call 911. The school nurse, during school hours and if available at an on-site school-sponsored activity, will also be immediately called. In accordance with the provisions of N.J.S.A. 24:6J-4.d.(1), the school nurse who has received overdose prevention information pursuant to N.J.S.A. 24:6J-5.a.(1) and has been deemed capable of administering the opioid antidote by the school physician may administer the opioid antidote to a student,~~

# POLICY

## LIVINGSTON BOARD OF EDUCATION

Students

5330.04/Page PAGE 3 of NUMPAGES 3  
ADMINISTERING AN OPIOID ANTIDOTE (M)

~~school personnel, or other person in an emergency if the school nurse believes, in good faith, that the person is experiencing an opioid overdose.~~

~~The school nurse and/or other school staff members shall keep the student, school personnel, or other person comfortable until emergency medical responders arrive on the scene. Any student who receives an opioid antidote by the school nurse or by an emergency medical responder shall be transported to the nearest hospital with a school staff member designated by the Principal, Principal's designee, or supervising staff member of the on-site school-sponsored activity.~~

~~The Principal, Principal's designee, or supervising staff member will notify the parent of any student or a family member or other contact person for a school staff member who may be experiencing a possible opioid overdose as soon as practicable. The Principal, Principal's designee, or supervising staff member of the on-site school-sponsored activity shall notify the Superintendent of Schools whenever an opioid antidote is administered by a school nurse or an emergency medical responder.~~

~~The school nurse shall be responsible to store the opioid antidote that has been prescribed by the school physician in a safe and secure location, document the administration of an opioid antidote on a student's health record, monitor the on-site inventory and replacement of the opioid antidote supply, and plan for the disposal of administered opioid antidote and expired opioid antidote applicator.~~

~~Any student or school staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of applicable statutes and administrative codes and Board policies and regulations regarding substance use.~~

~~In accordance with the provisions of N.J.S.A. 24:6J-4.d.(2), the school district and the school nurse shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote in accordance with the provisions of N.J.S.A. 24:6J-1 et seq.~~

~~Nothing in this Policy shall prohibit the administration of an opioid antidote to a student, school personnel, or other person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or by a person authorized to administer an opioid antidote in accordance with N.J.S.A. 24:6J-1 et seq.~~

~~This Policy shall be reviewed and approved by the school physician and Board Attorney prior to Board adoption and whenever the Policy is revised. This Policy shall be made available to school staff members, parents, and students in staff and student handbooks, published on the district's website, or through any other appropriate means.~~

# POLICY

## LIVINGSTON BOARD OF EDUCATION

---

Students

5330.04/Page PAGE 3 of NUMPAGES 3  
ADMINISTERING AN OPIOID ANTIDOTE (M)

·  
·

~~N.J.S.A. 24:6J-1 et seq.~~

~~May 24, 2016 New Jersey Department of Education Memorandum - Information for  
Schools Regarding Opioid Overdose Prevention~~

Adopted: March 24, 2017

Revised: June 3, 2019

5330.04 ADMINISTERING AN OPIOID ANTIDOTE (M)

A. Definitions

1. “Opioid antidote” means any drug, regardless of dosage amount or method of administration, which has been approved by the United States Food and Drug Administration (FDA) for the treatment of an opioid overdose. “Opioid antidote” includes, but is not limited to, naloxone hydrochloride, in any dosage amount, which is administered through nasal spray or any other FDA-approved means or methods.
2. “Opioid overdose” means an acute condition including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, or death resulting from the consumption or use of an opioid drug or another substance with which an opioid drug was combined, and that a layperson would reasonably believe to require medical assistance.
3. “School-sponsored function” means any activity, event, or program occurring on or off school grounds, whether during or outside of regular school hours, that is organized or supported by the school.
  - a. The requirements of N.J.S.A 18A: 40-12.23 through 12.27 only apply to school-sponsored functions that take place in the school or on school grounds adjacent to the school building.

B. Acquisition, Maintenance, Accessibility, and Documentation of an Opioid Antidote

1. In accordance with N.J.S.A. 24:6J-4(a)(1)(f) and N.J.S.A. 24:6J-4(a)(2)(c), the school physician may prescribe or dispense an opioid antidote through a standing order to the school district, school, or certified school nurse for administration to overdose victims. The school physician’s standing order must specify, at a minimum, the following:
  - a. The certified school nurse is authorized to directly administer the opioid antidote to overdose victims in the event of an emergency; and
  - b. The school district, school or certified school nurse may also dispense or grant access, in emergency situations, to other person

employed by the district or school who have certified to having received training in the administration of the opioid antidote and overdose prevention information.

24. The school nurse in each school that includes any of the grades designated by the Board in Policy 5330.04 shall obtain a standing order for opioid antidotes pursuant to the “Overdose Prevention Act” – N.J.S.A. 24:6J-1 et seq.
  - a. Written standing orders shall be reviewed and reissued before the beginning of the school year in accordance with N.J.A.C. 6A:16-2.3(a)4(vi).
32. The school nurse shall be responsible to:
  - a. Maintain a supply of opioid antidotes that have been prescribed under a standing order in a safe and secure, but unlocked and easily accessible location in the school:
    - (1) The opioid antidotes shall be accessible in the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building.
  - b. Document the administration of an opioid antidote on a student’s health record;
  - c. Monitor the on-site inventory and replacement of the opioid antidote supply; and
  - d. Ensure the replacement of the opioid antidote supply following use or expiration of the opioid antidote; and ▪
  - et. Plan for the disposal of administered opioid antidote and expired opioid antidote applicators.
49. Opioid antidotes shall be maintained by a school pursuant to N.J.S.A. 18A:40-12.24.b.(1) in quantities and types deemed adequate by the Board, in consultation with the New Jersey Department of Education (NJDOE) and the Department of Human Services.

# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Students

5330.04/Page PAGE 4 of NUMPAGES 4  
ADMINISTERING AN OPIOID ANTIDOTE (M)

5. (Optional must be included if D.1.c is included) The Superintendent or designee may, in his/her discretion, make an opioid antidote accessible during designated school-sponsored functions that take place off school grounds pursuant to N.J.S.A. 18A:40-12.24.b.(2).
- C. Authorization and Training for Administering an Opioid Antidote
1. The school nurse shall have the primary responsibility for the emergency administration of an opioid antidote.
  2. However, the Board upon the recommendation of the Superintendent shall designate additional employees who volunteer to administer an opioid antidote in the event that a person experiences an opioid overdose when the nurse is not physically present at the scene.
  3. The school nurse and designated employees shall only be authorized to administer opioid antidotes after receiving the training required under N.J.S.A. 18A:40-12.25.b and N.J.S.A. 24:6J-5.
    - a. Each certified school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall receive training on standard protocols from the school physician issuing the standing order or through a written agreement by the school physician with an organization that addresses medical or social issues related to drug addiction. ~~Each school nurse and each employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall receive training on standardized protocols for the administration of an opioid antidote to a person who experiences an opioid overdose. The training shall include the overdose prevention information described in the "Overdose Prevention Act" – N.J.S.A. 24:6J-5. The school district will provide training by an appropriate entity or entities as specified by the NJDOE's guidelines. A school nurse shall not be solely responsible to train the employees designated pursuant to N.J.S.A. 18A:40-12.24.c.~~

The training must address overdose prevention information, including but not limited to, the following:

- (1) Information on opioid overdose prevention and recognition;

# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Students

5330.04/Page PAGE 4 of NUMPAGES 4  
ADMINISTERING AN OPIOID ANTIDOTE (M)

- (2) Instruction on how to preform rescue breathing and resuscitation.
  - (3) Information on opioid dosage and instruction on opioid antidote administration;
  - (4) Information describing the importance of calling 911 emergency telephone service for assistance with an opioid overdose; and
  - (5) Instructions for appropriate care of an overdose victim after administration of the opioid antidote.
- b. The district shall collect and maintain written evidence of satisfactory completion of the required training program before a certified school nurse or an employee is approved to administer opioid antidote.

4. In the event a licensed athletic trainer volunteers to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.23 through 12.27, it shall not constitute a violation of the "Athletic Training Licensure Act" – N.J.S.A. 45:9-37.35 et seq.

### D. Administration of an Opioid Antidote

1. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be authorized to administer an opioid antidote to any person whom the nurse or trained employee in good faith believes is experiencing an opioid overdose.
  - a. The school nurse or a trained employee designated pursuant to N.J.S.A. 18A:40-12.24.c.(1) shall be promptly available on site at the school during regular school hours and during school-sponsored functions that take place in the school or on school grounds adjacent to the school building at any time.
  - b. Upon receiving a report or observing a possible opioid overdose in the school or at a school-sponsored function that takes place in a school or on school grounds adjacent to the school building at any time, the Principal or designee or any staff member present will immediately call the school nurse, if present, or a designated staff

# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Students

5330.04/Page PAGE 4 of NUMPAGES 4  
ADMINISTERING AN OPIOID ANTIDOTE (M)

member who volunteered and was trained to administer an opioid antidote, and emergency medical responders.

- c. (Optional must be included if B.5 is included) School-Sponsored Functions Off School Grounds: Upon receiving a report or observing a possible opioid overdose occurring at a school-sponsored function that takes place off school grounds, as designated by the Superintendent or designee, a staff member shall immediately call the school nurse, if present, or a staff member who volunteered and was trained to administer an opioid antidote, if present, and emergency medical responders.
2. The certified school nurse or employee designated to administer an opioid antidote pursuant to N.J.S.A. 18A:40-12.24.c.(1) and N.J.S.A. 24:6J-5 shall determine, in addition to the opioid antidote, whether any other emergency medical response is necessary, including but not limited to, cardiopulmonary resuscitation (CPR), Rescue Breaths, or the use of an automated external defibrillator (AED).
32. The certified school nurse and/or other staff member(s) shall monitor the person who has received an opioid antidote and keep the individual who may be experiencing an opioid overdose comfortable until emergency medical responders arrive on the scene.
43. An overdose victim individual shall be transported to a hospital emergency room by emergency medical responders after the administration of an opioid antidote, even if the person's symptoms appear to have resolved. A student transported to the hospital shall be transported in accordance with the Board's Policy required in treating alcohol or other drug-affected student s pursuant to N.J.A.C. 16-4.1(c)5.
54. The Principal or designee shall notify the Superintendent or designee whenever an opioid antidote is administered.
65. The Principal or designee shall notify, as soon as practical, the parent of any student or a family member or other contact person for a staff member who may be experiencing an opioid overdose or has been administered an opioid antidote.
7. Nothing in Regulation 5330.04 shall be interpreted to prohibit the administration of an opioid antidote to a student, staff member, or other

person in an emergency during school hours or during on-site school-sponsored activities by an emergency medical responder or other person authorized by law to administer an opioid antidote, in accordance with N.J.S.A. 24:6J-1 et seq.

E. Use of Controlled Dangerous Substances

1. Any student or staff member who is found to be under the influence of a controlled dangerous substance shall be subject to the provisions of any applicable statutes and administrative codes and Board Policies and Regulations prohibiting the use of a controlled dangerous substance.

F. Limitations of Liability

1. Pursuant to N.J.S.A. 24:6J-4, the school district, school physician, certified school nurse, and other approved designees shall not, as a result of any acts or omissions, be subject to any criminal or civil liability for administering an opioid antidote.
2. Any person or entity authorized under N.J.S.A 18A:40-12.23 through 12.28 to administer an opioid antidote, may administer to an overdose victim with full immunity:
  - a. A single dose of any type of FDA approved opioid antidote for use in treatment of opioid overdoses and;
  - b. Up to three doses of an intramuscular auto injector or an intranasal application of opioid antidote, as needed to revive the overdose victim.

Approved: June 3, 2019

## 5610 SUSPENSION (M)

The Board of Education recognizes that even the temporary exclusion of a student from the educational program of this district is a severe sanction and one that cannot be imposed without due process.

Any student who is guilty of continued and willful disobedience, or of open defiance of the authority of any teacher or person having authority over him, or of the habitual use of profanity or of obscene language, or who shall cut, deface or otherwise injure any school property, shall be liable to punishment and to suspension or expulsion from school. Conduct which shall constitute good cause for suspension or expulsion of a student guilty of such conduct shall include, but not be limited to, the conduct as defined in N.J.S.A. 18A:37-2 and the school district's Student Discipline/Code of Conduct Policy and Regulation in accordance with the N.J.A.C. 6A:16-7.1. et seq.

For the purposes of this Policy, "suspension" means the temporary removal of a student from the regular instructional program.

For the purposes of this Policy, "short term suspension" means a suspension for at least one, but not more than ten consecutive school days and "long term suspension" means a suspension for more than ten consecutive school days.

In accordance with the provisions of N.J.S.A. 18A:37-4, a student may be suspended only by the Principal, who shall report any suspension to the Superintendent as soon as possible. The Superintendent shall report the suspension to the Board at its next regular meeting. The suspended student may be reinstated by the Principal or by the Superintendent prior to the second regular meeting of the Board following the suspension, unless the Board reinstates the student at the first regular meeting. No student suspended for reasons of assault upon a person in authority may be reinstated before the Board has held a hearing, within thirty calendar days of the suspension, to consider that student's expulsion from school. At its second regular meeting after the suspension and thereafter, the Board alone may reinstate the student or continue the suspension.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not receive an out-of-school suspension, except when the suspension is based on conduct that is of a violent or sexual nature that endangers others. Students in preschool shall not receive an out-of-school suspension except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to identify students in preschool through grade two who are experiencing behavioral or disciplinary problems and provide behavioral supports for these students which may include, but not be limited to,

remediation of problem behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

For long-term suspensions, the Board's failure to take any such action at its second regular meeting after the suspension or at any regular meeting thereafter will terminate the suspension, and the student shall be readmitted to school.

In each instance of a short-term suspension, the student will be provided oral or written notice of the charges and an informal hearing conducted by the Principal or designee in accordance with the procedures outlined in N.J.A.C. 6A:16-7.2. To the extent the student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension.

In each instance of a long-term suspension, the district shall assure the rights of the student pursuant to N.J.A.C. 6A:16-7.3.

The district will comply with the requirements of N.J.A.C. 6A:16-7.2 and 7.3, in addition to all the procedural protections set forth in N.J.A.C. 6A:14, for each student with a disability who is subject to a short-term or long-term suspension.

In each instance of a short- or long-term suspension, the district shall provide academic instruction, either in school or out of school, that addresses the New Jersey Student Learning Standards pursuant to N.J.A.C. 6A:8-3.1 et seq., which may include a public education program provided in accordance with the provisions of N.J.A.C. 6A:16-9 or 10. These services shall be provided within five school days of the suspension. Educational services provided to a student with a disability shall be provided consistent with the student's Individualized Education Program, in accordance with N.J.A.C. 6A:14.

In the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team in accordance with provisions of N.J.S.A. 18A:37-2c.

Student records are subject to challenge by parents and adult students in accordance with N.J.A.C. 6A:32-7.7 and Policy and Regulation 8330. The name of a disciplined student will not appear in the agenda or minutes of a public meeting or in any public record of this district; any such student will be designated by code.

# POLICY

---

## LIVINGSTON BOARD OF EDUCATION

Students

5610/Page PAGE 2 of NUMPAGES 2  
SUSPENSION (M)

N.J.S.A. 18A:37-1; 18A:37-2 et seq.; 18A:37-4; 18A:37-5

N.J.A.C. 6A:16-7.2; 6A:16-7.3; 6A:32-7.7; 6A:14-2.8

Adopted: 04 June 2007

Revised: 20 October 2014

Revised: September 17, 2018

## R 5610 SUSPENSION PROCEDURES (M)

### A. Short-Term Suspensions

1. In each instance of a short-term suspension, the Principal or designee, shall assure the rights of a student suspended for one, but not more than ten consecutive school days by providing for the following:
  - a. As soon as practicable, oral or written notice of charges to the student.
    - (1) When charges are denied, an explanation of the evidence forming the basis of the charges also shall be provided.
  - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of the events regarding his or her actions leading to the short-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5.
    - (1) The informal hearing shall be conducted by a school administrator or designee;
    - (2) To the extent that a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the educational process, the student may be immediately removed from the student's educational program and the informal hearing shall be held as soon as practical after the suspension;
    - (3) The informal hearing should take place even when a school staff member has witnessed the conduct forming the basis of the charge; and
    - (4) The informal hearing and the notice given may take place at the same time.



- c. Oral or written notification to the student's parent of the student's removal from the student's educational program prior to the end of the school day on which the Principal decides to suspend the student. The notification shall include an explanation of:
    - (1) The specific charges;
    - (2) Pertinent information regarding the matter as appropriate;
    - (3) The provision(s) of the code of student conduct the student is accused of violating;
    - (4) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.2; and
    - (5) The terms and conditions of the suspension.
  - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day; and
  - e. Academic instruction, either in school or out of school, that addresses the Core Curriculum Content Standards.
    - (1) The student's academic instruction shall be provided for suspensions lasting more than four days.
    - (2) At the completion of a short-term suspension, the Board of Education shall return a general education student to the general education program for which he or she was suspended.
    - (3) The academic instruction provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
2. The Principal suspending the student shall immediately report the suspension to the Superintendent, who shall report it to the Board of Education at its next regular meeting, pursuant to N.J.S.A. 18A:37-4.



3. An appeal of the Board's decision affecting the general education student's educational program shall be made to the Commissioner, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
4. For a student with a disability, the provisions set forth in N.J.A.C. 6A:16-7.2 shall be provided in addition to all procedural protections set forth in N.J.A.C. 6A:14.

**B. Long-Term Suspensions**

1. In each instance of a long-term suspension, the Principal or designee shall assure the rights of a student suspended for more than ten consecutive school days by providing the following:
  - a. Notification to the student of the charges prior to the student's removal from school;
  - b. Prior to the suspension, an informal hearing during which the student is given the opportunity to present his or her version of events regarding his or her actions leading to the long-term suspension and is provided notice of the school district's actions taken pursuant to N.J.A.C. 6A:16-7.1(c)2 and 5;
  - c. Immediate oral notification to the student's parent of the student's removal from school; written notification will follow oral communication;
  - d. Appropriate supervision of the student while waiting for the student's parent to remove the student from school during the school day;
  - e. Written notification to the parent by the Superintendent or designee within two school days of the initiation of the suspension, stating:
    - (1) The specific charges;
    - (2) The facts on which the charges are based;



- (3) The student's due process rights, pursuant to N.J.A.C. 6A:16-7.1(c)3 and N.J.A.C. 6A:16-7.3; and
- (4) Further engagement by the student in conduct warranting expulsion, pursuant to N.J.S.A. 18A:37-2, shall amount to a knowing and voluntary waiver of the student's right to a free public education, in the event that a decision to expel the student is made by the Board, pursuant to N.J.S.A. 18A:37-2 and N.J.A.C. 6A:16-7.4.
  - (a) The Board shall request from the parent and student written acknowledgement of the notification provided pursuant to N.J.A.C. 6A:16-7.3(a)5.iv subsequent to the removal of the student from his or her educational program, pursuant to N.J.A.C. 6A:16-7.3.
- f. A list of witnesses and their statements or affidavits, if any, no later than five days prior to the formal hearing, pursuant to j. below;
- g. For a student with a disability, a manifestation determination, pursuant to N.J.A.C. 6A:14-2.8 and the Federal regulations;
- h. Information on the student's right to secure an attorney and legal resources available in the community identified pursuant to N.J.A.C. 6A:16-7.1(c)7;
- i. Either in- or out-of-school educational services that are comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25, which may include a public education program provided in accordance with N.J.A.C. 6A:16-9 or 10.
  - (1) The student's educational services shall be provided within five school days of the suspension.
  - (2) The Board shall make decisions regarding the appropriate educational program and support services for the suspended



general education student based on the Core Curriculum Content Standards and the following considerations:

- (a) A behavioral assessment or evaluation including, but not limited to, a referral to the Child Study Team, as appropriate;
  - (b) The results of relevant testing, assessments, or evaluations of the student;
  - (c) The student's academic, health, and behavioral records;
  - (d) The recommendation of the Superintendent, Principal, or other relevant school or community resource;
  - (e) Considerations of parental input; or
  - (f) Consultation with the Intervention and Referral Services Team, in accordance with N.J.A.C. 6A:16-8.
- (3) Educational services provided to a student with a disability shall be provided consistent with N.J.A.C. 6A:14.
- j. A formal hearing before the Board that shall, at a minimum:
- (1) Be conducted by the Board or delegated by the Board to a Board committee, a school administrator, or an impartial hearing officer for the purpose of determining facts or making recommendations.
    - (a) Before taking final action, the Board as a whole shall receive and consider either a transcript or detailed report on the hearing.
  - (2) Include the opportunity for the student to:



- (a) Confront and cross-examine witnesses, if there is a question of fact; and
    - (b) Present his or her own defense, and produce oral testimony or written supporting affidavits.
  - (3) Take place no later than thirty calendar days following the day the student is suspended from the general education program; and
  - (4) Result in the Board's decision that shall be based, at a minimum, on the preponderance of competent and credible evidence.
- k. A written statement to the student's parent regarding the Board's decision within five school days after the close of the hearing. The statement shall include at a minimum:
- (1) The charges considered;
  - (2) A summary of the documentary or testimonial evidence from both the student and the administration that was brought before the Board at the hearing;
  - (3) Factual findings relative to each charge and the Board's determination of each charge;
  - (4) Identification of the educational services to be provided to the student, pursuant to i. above;
  - (5) The terms and conditions of the suspension; and
  - (6) The right to appeal to the Commissioner of Education the Board's decision regarding the student's general education program, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.



1. If at any time it is found that the student did not commit the offense, the student shall be immediately returned to the program from which he or she was removed; and
  - m. At the completion of a long-term suspension, the Board shall return the general education student to the general education program.
2. An appeal of the Board's decision regarding the general education student's program shall be made to the Commissioner of Education, in accordance with N.J.S.A. 18A:37-2.4 and N.J.A.C. 6A:3-1.3 through 1.17.
3. Suspension of a general education student shall not be continued beyond the Board's second regularly scheduled meeting following the suspension, unless the Board so determines, pursuant to N.J.S.A. 18A:37-5.
  - a. The Board shall determine whether to continue the suspension, pursuant to B.1. above, based on the following criteria:
    - (1) The nature and severity of the offense;
    - (2) The Board's removal decision;
    - (3) The results of relevant testing, assessments, or evaluations of the student; and
    - (4) The recommendation of the Superintendent, after considering input from the Principal or Director of the alternative education program or home or other in-school or out-of-school instruction program in which the student has been placed.
  - b. The Board shall develop and adopt policies and procedures providing for action on the continuation of student suspensions in the event of cancellation of the first or second regular Board meeting pursuant to N.J.S.A. 18A:37-4 and 5. In this unlikely event,



At the next regularly scheduled meeting of the Livingston Board of Education, the Board will meet in Executive Session to decide the continuation of the suspension. The suspension will continue subject to the ratification of the Board.

4. When the Board votes to continue a general education student's suspension, it shall review the case, in consultation with the Superintendent, at each subsequent Board meeting for the purpose of determining:
  - a. The status of the student's suspension;
  - b. The appropriateness of the suspended student's current educational program; and
  - c. Whether the suspended student's current placement, pursuant to i. above, should continue or whether the student should return to the general education program.
5. When the Board votes to continue a general education student's suspension, it shall make, in consultation with the Superintendent, the final determination on:
  - a. When the student is prepared to return to the general education program;
  - b. Whether the student will remain in an alternative education program or receive home or other in-school or out-of-school instruction, based on the criteria set forth in B.3.a.(1) through (4) above; or
  - c. Whether to initiate expulsion proceedings in accordance with N.J.S.A. 18A:37-2, N.J.A.C. 6A:16-7.4, and Policy 5620.
6. The Board shall provide a general education student suspended under N.J.A.C. 6A:16-7.3 with an appropriate educational program or services,



based on the criteria set forth under B.1.i.(2) above, until the student graduates from high school or reaches the age of twenty, whichever comes first.

- a. The educational program shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 and 10.2 and 6A:14-2 and 4.3, whichever is applicable; or
  - b. The educational services provided, either in-school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to the provisions of N.J.S.A. 18A:38-25.
7. For a student with a disability who receives a long-term suspension, the Board shall proceed in accordance with N.J.A.C. 6A:14 in determining or changing the student's educational placement to an interim or alternate educational setting.
- a. All procedural protections set forth in N.J.A.C. 6A:14 and N.J.A.C. 6A:16-7.3 shall be afforded to a student with a disability who is subjected to a long-term suspension.
  - b. All decisions concerning the student's educational program or placement shall be made by the student's Individualized Education Program team.
  - c. The provisions of B.2. through B.6. above shall not apply to students with disabilities.

## C. Meeting with Student – Multiple Suspensions or Possible Expulsion

1. In accordance with the provisions of N.J.S.A 18A:37-2c, in the event a student has experienced multiple suspensions or may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral services team.



- a. The Principal may convene such a meeting, if after the student has been suspended for the first time, the Principal upon evaluation deems such a meeting appropriate.
  - b. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties.
2. The requirements of C.1. above shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to:
  - a. The provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.);
  - b. N.J.S.A. 18A:37-2.1 – Assault by Pupil upon Teacher, etc.; Suspension; Expulsion Proceeding;
  - c. N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or
  - d. In any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school.
3. In the instances provided in C.2.a. through d. above, the meeting required in C.1. above shall take place as soon as practicable following the student's removal from the school's regular education program.
4. The provisions of N.J.S.A. 18A:37-2c and C. of this Regulation shall be construed in manner consistent with the "Individuals with Disabilities Act," 20 U.S.C. (Symbol) 1400 et seq.

Adopted:

Adopted: January 23, 2017  
Revised: May 2017



## 5620 EXPULSION (M)

The Board of Education recognizes that expulsion from this district is the most severe sanction that can be imposed upon a student.

The Board may expel a general education student from school, pursuant to N.J.S.A. 18A:37-2, only after the Board has provided the following:

1. The procedural due process rights set forth in N.J.A.C. 6A:16-7.1(c) 3 and 7.3, and as outlined in Policy and Regulation 5610, subsequent to a long-term suspension pursuant to N.J.A.C. 6A:16-7.3;
2. An appropriate educational program or service, based on the criteria set forth under N.J.A.C. 6A:16-7.3(f) and as outlined in Regulation 5610.
  - a. The educational program or service shall be consistent with the provisions of N.J.A.C. 6A:16-9.2 – Program Criteria; , N.J.A.C. 6A:16-10.2, Home or Out-of-School Instruction for General Education Students; N.J.A.C. 6A:14-2.1 et seq., Special Education, Procedural Safeguards; N.J.A.C. 6A:14-4.3 ~~et seq.~~, Special Education, Program Options, whichever are applicable; or
  - b. The educational services provided, either in school or out-of-school, shall be comparable to those provided in the public schools for students of similar grades and attainments, pursuant to N.J.S.A. 18A:38-25.

An appeal of the Board's decision regarding the cessation of the student's general education program shall be made to the Commissioner of Education in accordance with N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3-1.3 through 1.17. The Board shall continue to provide an appropriate educational program or service in accordance with N.J.A.C. 6A:16-7.4(a)2 until a final determination has been made on the appeal of the Board's action to expel a student.

In accordance with the provisions of N.J.S.A. 18A:37-2a, a student in Kindergarten through grade two shall not be expelled from school, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq. Students in preschool shall not be expelled, except as provided pursuant to the "Zero Tolerance for Guns Act," N.J.S.A. 18A:37-7 et seq.

The district shall implement an early detection and prevention program to: identify students in preschool through grade two who are experiencing behavioral or disciplinary problems; and provide behavioral supports for these students which may include, but not be limited to, remediation of problem

behaviors, positive reinforcements, supportive interventions, and referral services. An early detection program may be incorporated into the intervention and referral services required to be established in each school pursuant to State Board of Education regulations.

The accordance with the provisions of N.J.S.A. 18A:37-2c, in the event a student may be subject to a proposed expulsion from school, the Principal shall convene a meeting, as soon as practicable, between the student and a school psychologist, a school counselor, a school social worker, a student assistance coordinator, or a member of the school's intervention and referral service team. The purpose of the meeting shall be to identify any behavior or health difficulties experienced by the student and, where appropriate, to provide supportive interventions or referrals to school or community resources that may assist the student in addressing the identified difficulties. ▪

The requirements of N.J.S.A. 18A:37-2c shall not apply when a student's immediate removal or suspension from the school's regular education program is required pursuant to: the provisions of the "Zero Tolerance for Guns Act," (N.J.S.A. 18A:37-7 et seq.); N.J.S.A. 18A:37-2.1 – Assault by Pupil Upon Teacher, etc; Suspension; Expulsion Proceedings; N.J.S.A. 18A:37-2.2 – Offense by Pupil Involving Assault, Removal from Schools Regular Education Program; or in any other instance in which the safety and security of other students or school staff requires the student's immediate removal from school. In these instances, the meeting required pursuant to N.J.S.A. 18A:37-2c shall take place as soon as practicable following the student's removal from the school's regular education program.

The provisions of N.J.S.A 18 A:37-2c shall be construed in a manner consistent with the "Individuals with Disabilities Act," 20 U.S.C [symbol] 1400 et seq.

A student with a disability shall only be expelled from his or her current program in accordance with N.J.A.C 6A:14 et seq. An expulsion of a student with a disability from a receiving school shall be handled in accordance with N.J.S.C. 6A:14 et seq.

N.J.S.A. 18A: 36A-9; 18A:37-2 et seq. a

~~18A:37-2b~~ N.J.A.C. 6A:16-7.4; 6A:14 et seq.

Adopted: 08 December 2014

Revised: 25 September 2017

## 8320 PERSONNEL RECORDS

The Board of Education believes that the orderly operation of the school district requires the retention of all records bearing upon an employee's qualifications for employment and employment history.

The Board requires that sufficient records be compiled and maintained to demonstrate an employee's qualifications for the position assigned; compliance with Federal, State, and local benefit programs; conformity to district rules; the proper conduct of evaluations; and the employee's entitlement, as appropriate, to tenure and seniority.

The Superintendent or his/her designee shall be responsible for the custody and maintenance of personnel records. A single, central file of documents shall be maintained; temporary, subsidiary records will be permitted for ease in data gathering only. An employee's personnel file shall be maintained for six years following his/her termination of district service, provided the employment history record card is maintained a minimum of eighty years.

~~A Board of Education and private agencies that provide educational services by means of public funds shall make employee records and information available for public access pursuant to N.J.S.A. 47:1A-10, the Open Public Records Act, but in accordance with N.J.S.A. 18A:6-120.(d) and 121.(d), and as provided in Policy and Regulation 8320 - Section G. Records maintained in the personnel files of this district are not public records and are not open to inspection except as provided for in this policy. Board minutes and other public records of this district and any computerized files maintained by this district may include only an employee's name, title, position, assignments, salary, payroll record, length of service in the district and in military service, the date and reason for separation from service in this district, and the amount and type of pension a former employee receives.~~

Personnel records may be inspected by school administrators to the extent that such inspection is required in the performance of the inspector's duties.

Board members may have access to confidential information in the personnel files of only those employees recommended for or subjected to an employment action requiring a vote of the Board or where access to the information is essential for the performance of the Board member's duties. Board member access to personnel files is limited to the relevant portion of the file and is available only through the Superintendent. Board members may freely inspect employment applications filed by candidates for district positions.



An employee may inspect his/her personnel file provided that the employee requests such access in writing, reviews the record in the presence of the administrator designated to maintain the file, makes no alteration or addition to the file nor removes any material from it, and signs a log attached to the file indicating the date on which it was inspected. Personnel files may be inspected during regular business hours and with an appointment.

An employee may appeal to the Superintendent the inclusion or exclusion of records or for appropriate administrative review of the accuracy of any record in his/her personnel file.

The Superintendent shall prepare rules enumerating the records to be maintained for each employee of this district, including, as a minimum and as appropriate to the position, the completed application form, employment contract(s), a copy of the employee's qualifying certification, transcripts, report of an employment physical examination, oath of allegiance, criminal background check, income tax forms, retirement registration, hospitalization forms, annuity forms, rate of compensation, attendance record, assignments to positions, completed evaluations, reports of disciplinary incidents, records of special awards or distinctions, and reports of annual or special physical and mental examinations.

N.J.S.A. 18A:18A-14.2; 18A:40-19; 18A:66-32

N.J.S.A. 47:1A-1 et seq.

N.J.A.C. 6A:32-4.3

Adopted: 06 June 2011



## 8320 PERSONNEL RECORDS (M)

### A. Definitions (N.J.A.C. 6A:32-2.1)

1. "Access" means the right to view, make notes, and/or reproduce a student record.
2. "Adult student" means a person who is at least eighteen years of age, or is attending an institution of postsecondary education, or is an emancipated minor.
3. "Mandated student records" means student records that school districts compile pursuant to State statute, regulation, or authorized administrative directive.
4. "Parent" means the natural or adoptive parent, legal guardian, surrogate appointed according to N.J.A.C. 6A:14-2.2, or a person acting in place of a parent (such as a grandparent or stepparent with whom the student lives or a person legally responsible for the student's welfare). Unless parental rights have been terminated by a court of appropriate jurisdiction, the parent retains all rights under N.J.A.C. 6A:32. In addition, a foster parent may act as a parent under the provisions of N.J.A.C. 6A:32 if the parent's authority to make educational decisions on the student's behalf has been terminated by a court of appropriate jurisdiction.
5. "Permitted student records" means records that the Board of Education has authorized, by resolution adopted at a regular public meeting, to be collected to promote the educational welfare of students.
6. "Student record" means information related to an individual student gathered within or outside the school district and maintained within the school district regardless of the physical form in which it is maintained. Essential in this definition is the idea that any information that is maintained for the purpose of second-party review is considered a student record. Therefore, information recorded by certified school personnel solely as a memory aid and not for the use of a second party is excluded from this definition.
7. "Student information directory" means a publication of the Board of Education that includes information relating to a student. It shall be used



only by authorized school district personnel and for designated official use by judicial, law enforcement, and medical personnel and not for general public consumption. The information shall be the student's: name; grade level; date and place of birth; dates of attendance; major field of study; participation in officially recognized activities; weight and height relating to athletic team membership; degrees; awards; the most recent educational agency attended by the student; and other similar information.

B. General Considerations (N.J.A.C. 6A:32-7.1)

1. The Board of Education shall compile and maintain student records and regulate access, disclosure, or communication of information contained in educational records in a manner that assures the security of such records in accordance with the provisions of N.J.A.C. 6A:32-7.1. et seq.
2. Student records shall contain only such information as is relevant to the education of the student and is objectively based on the personal observations or knowledge of the certified school personnel who originate(s) the record.
3. The school district shall provide annual, written notification to parents, adult students, and emancipated minors of their rights in regard to student records and student participation in educational, occupational, and military recruitment programs. Copies of the applicable State and Federal laws and local policies shall be made available upon request. The school district shall make every effort to notify parents and adult students in their dominant language.
4. A non-adult student may assert rights of access only through his or her parents. However, nothing in N.J.A.C. 6A:32-7 et seq. or in Policy or Regulation 8330 shall be construed to prohibit certified school personnel from disclosing at their discretion student records to non-adult students or to appropriate persons in connection with an emergency, if such knowledge is necessary to protect the health or safety of the student or other persons.
5. The parent or adult student shall have access to their own records and have access to or be specifically informed about only that portion of another student's record that contains information about his or her own child or himself or herself.



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

6. The Superintendent or designee shall require all permitted student records of currently enrolled students to be reviewed annually by certified school personnel to determine the education relevance of the material contained therein. The reviewer shall cause data no longer descriptive of the student or educational program to be deleted from the records except that prior notice shall be given for classified students in accordance with N.J.A.C. 6A:14, Special Education. Such information shall be disposed of and not be recorded elsewhere. No record of any such deletion shall be made.
  7. No liability shall be attached to any member, officer, or employee of the Board of Education permitting access or furnishing student records in accordance with N.J.A.C. 6A:32-7.1 et seq.
  8. When the parent's or adult student's dominant language is not English or the parent or adult student is deaf, the school district shall provide interpretation of the student records in the dominant language of the parents or adult student.
  9. Student health records shall be maintained separately from other student records and handled, according to the requirements of N.J.A.C. 6A:32-7.1 et seq., until such time as graduation or termination, whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
- C. School Contact Directory for Official Use (N.J.A.C. 6A:32-7.2)
1. The Board of Education shall compile and maintain a school contact directory for official use that is separate and distinct from the student information directory.
    - a. School personnel shall provide information from the school contact directory for official use only to judicial and law enforcement personnel, and to medical personnel currently providing services to the student in question.
    - b. Upon request from a court, other judicial agency, law enforcement agency, or medical service provider currently providing services to the student in question, school personnel shall promptly verify the enrollment of a student and provide the requester with all



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

information about that student that is contained in the school contact directory for official use.

2. To exclude any information from the school contact directory for official use, the parent, adult student, or emancipated minor shall notify the Superintendent or designee in writing.
- D. Mandated and Permitted Student Records (N.J.A.C. 6A:32-7.3)
1. Mandated student records shall include the following:
    - a. The student's name, address, telephone number, date of birth, name of parent(s), gender, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance;
    - b. Record of daily attendance;
    - c. Descriptions of student progress according to the system of student evaluation used in the school district;
    - d. History and status of physical health compiled in accordance with State regulations, including results of any physical examinations given by qualified school district employees and immunizations;
    - e. Records pursuant to rules and regulations regarding the education of students with disabilities; and
    - f. All other records required by N.J.A.C. 6A.
  2. Permitted student records are those student records not mandated pursuant to N.J.A.C. 6A:32-7.3, but authorized by the Board to promote the student's educational welfare and include the following as authorized by this Board upon adoption of Policy and Regulation 8330. These records may include, but are not limited to:
    - a. Personally authenticated observations, assessments, ratings, and anecdotal reports recorded by teaching staff members in the performance of their professional responsibilities and intended for review by another person, provided the record is dated and signed



by the originator. Information recorded solely as a memory aid for the originator becomes a student's record when it is reviewed by any other person, including a substitute;

- b. Information, scores, and results obtained from standardized tests or by approved tests conducted by professional personnel;
- c. Educationally relevant information provided by the parent, adult student, or emancipated minor regarding the student's achievements or school activities;
- d. Any correspondence with the student and/or the student's parents;
- e. Driver education certificate;
- f. Emergency notification form;
- g. New student registration form;
- h. Withdrawal or transfer form;
- i. Change of schedule form;
- j. Records of disciplinary infractions, penalties, and disciplinary hearings;
- k. Records of the student's co-curricular and athletic activities and achievements;
- l. Class rank;
- m. Awards and honors;
- n. Notations of additional records maintained in a separate file;
- o. The statement from a student's parent, adult student, or emancipated minor regarding a contested portion of the record;
- p. Entries indicating review of the file by an authorized person;



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

- q. \_\_\_\_\_;
- r. \_\_\_\_\_;
- s. \_\_\_\_\_; and
- t. \_\_\_\_\_.

### E. Maintenance and Security of Student Records (N.J.A.C. 6A:32-7.4)

1. The Superintendent or designee shall be responsible for the security of student records maintained in the school district and shall devise procedures/regulations for assuring that access to such records is limited to authorized persons. Policy and Regulation 8330 assures that access to such records is limited to authorized persons.
2. Records for each individual student may be stored either electronically or in paper format. When student records are stored electronically, proper security and backup procedures shall be administered.
3. Student health records, whether stored on paper or electronically, shall be maintained separately from other student records, until such time as graduation or termination whereupon the health history and immunization record shall be removed from the student's health record and placed in the student's mandated record.
4. Records shall be accessible during the hours in which the school program is in operation.
5. Mandated student records required as part of programs established through State-administered entitlement or discretionary funds from the U.S. Department of Education shall be maintained for a period of five years after graduation, termination from the school district, or age twenty-three, whichever is longer, and shall be disposed of in accordance with N.J.S.A. 47:3-15 et seq.
6. Any district website shall not disclose any personally identifiable information about a student, in accordance with N.J.S.A. 18A:36-35.

### F. Access to Student Records (N.J.A.C. 6A:32-7.5)



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

1. Only authorized organizations, agencies, or persons as defined in N.J.A.C. 6A:32-7.5 shall have access to student records, including student health records. Access to student records shall be provided to persons authorized such access under N.J.A.C. 6A:32-7.1 et seq. within ten days of a request, but prior to any review or hearing conducted in accordance with N.J.A.C. 6A.
  2. The school district shall control access to, disclosure of, and communication regarding information contained in student health records to assure access only to people permitted by Federal and State statute and regulations or stated in N.J.A.C. 6A:32-7.5(e) and section G. below.
  3. The school district may charge a reasonable fee for reproduction of student records, not to exceed the schedule of costs set forth in N.J.S.A. 47:1A-5, provided that the cost does not effectively prevent the parents or adult students from exercising their rights under N.J.A.C. 6A:32-7 or other Federal and State rules and regulations regarding students with disabilities, including N.J.A.C. 6A:14.
  4. Access to and disclosure of a student health record shall meet the requirements of the Family Education Rights and Privacy Act, 34 C.F.R. Part 99 (FERPA).
- G. Authorized Organizations, Agencies, and Persons with Access to Student Records (N.J.A.C. 6A:32-7.5(e))

Access shall include only the following:

1. A student who has the written permission of a parent and the parent of a student under the age of eighteen whether the child resides with the parent except per N.J.S.A. 9:2-4:
  - a. The place of residence shall not be disclosed; and
  - b. Access shall not be provided if denied by a court.
2. Students at least sixteen years of age who are terminating their education in the school district because they will graduate secondary school at the end of the term or no longer plan to continue their education;



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

3. An adult student and parent who has the written permission of an adult student, except that the parent shall have access without consent of the student as long as the student is financially dependent on the parent and enrolled in the public school system or if the student has been declared legally incompetent by a court of appropriate jurisdiction. The parent of the financially dependent adult student may not disclose information contained in the adult student's record to a second or third party without the consent of the adult student;
4. Certified school district personnel who are assigned educational responsibility for the student shall have access to the general student record but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4;
5. Certified educational personnel who have assigned educational responsibility for the student and who are employed by agencies listed below shall have access to the general student record, but not to the student health record except under conditions permitted in N.J.A.C. 6A:16-2.4:
  - a. An approved private school for the disabled;
  - b. A State facility;
  - c. Accredited nonpublic schools in which students with educational disabilities have been placed according to N.J.S.A. 18A:46-14; or
  - d. Clinics and agencies approved by the Department of Education.
6. To fulfill its legal responsibility, the Board of Education shall have access through the Superintendent or designee to information contained in a student's record. Information shall be discussed in executive session unless otherwise requested by the parent or adult student;
7. Secretarial and clerical personnel under the direct supervision of certified school personnel shall be permitted access to portions of the record to the extent necessary for the entry and recording of data and the conducting of routine clerical tasks. Access shall be limited only to student files in



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

which such staff are directed to enter or record information, and shall cease when the specific assigned task is completed;

8. Accrediting organizations in order to carry out their accrediting functions;
9. The Commissioner of Education and New Jersey Department of Education staff members who are assigned responsibility that necessitates the review of such records;
10. Officials of other district Boards of Education within the State of New Jersey or other educational agencies or institutions where the student is placed, registered, or seeks to enroll subject to the following conditions:
  - a. Original mandated student records that schools have been directed to compile by New Jersey statute, regulation, or authorized administrative directive shall be forwarded to the receiving school district with written notification to the parent or adult student;
  - b. Original mandated student records that a Board of Education has required shall be forwarded to the receiving school district only with the written consent of the parent or adult student, except where a formal sending-receiving relationship exists between the school districts;
  - c. All records to be forwarded, including disciplinary records as specified in N.J.S.A. 18A:36-19(a), shall be sent to the Superintendent or designee of the school district to which the student has transferred within ten school days after the transfer has been verified by the requesting school district;
  - d. The Superintendent or designee shall request in writing all student records from the school district of last attendance within two weeks from the date that the student enrolls in the new school district;
  - e. Upon request, the Superintendent or designee of the school district of last attendance shall provide a parent(s) or an adult student with a copy of the records disclosed to other educational agencies or institutions; and



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

- f. Proper identification, such as a certified copy of the student's birth certificate or other proof of the child's identity pursuant to N.J.S.A. 18A:36-25.1, shall be requested at the time of enrollment in a new school district.
11. Officials of the United States Department of Education assigned responsibilities that necessitate review of such records;
12. Officers and employees of a State agency responsible for protective and investigative services for students referred to that agency, pursuant to N.J.S.A. 9:6-8.40. Wherever appropriate, the Board of Education shall ask the State agency for its cooperation in sharing the findings of an investigation;
13. Agency caseworkers or other representatives of a State or local child welfare agency who have the right to access a student's case plan when the agency or organization is legally responsible, in accordance with State law, for the care and protection of the student, consistent with 20 U.S.C. § 1232g(b)(1)(L);
14. Organizations, agencies, and persons from outside the school if they have the written consent of the parent or adult student. Organizations, agencies, and persons shall not transfer student record information to a third party without the written consent of the parent or adult student;
15. Organizations, agencies, and individuals outside the school, other than those specified in N.J.A.C. 6A:32-7.5, upon the presentation of a court order;
16. Bona fide researchers who explain to the Superintendent the nature of the research project and the relevance of the records sought. Researchers shall also satisfy the Superintendent or designee that the records will be used under strict conditions of anonymity and confidentiality. Such assurance shall be received in writing by the Superintendent prior to the release of information to the researcher;
17. Nothing in N.J.A.C. 6A:32-7.1 et seq. and Policy and Regulation 8330 shall be construed to prohibit school personnel from disclosing information contained in the student health record to students or adults in



connection with an emergency, if such knowledge is necessary to protect the immediate health or safety of the student or other persons; and

18. In complying with N.J.A.C. 6A:32-7.1 et seq., individuals shall adhere to requirements pursuant to N.J.S.A. 47:1A-1 et seq. - the Open Public Records Act (OPRA) and 20 U.S.C. § 1232g, 34 CFR Part 99 - the Family Educational Rights and Privacy Act (FERPA).

H. Conditions for Access to Student Records (N.J.A.C. 6A:32-7.6)

All authorized organizations, agencies, and persons defined in N.J.A.C. 6A:32-7.1 et seq. as listed below shall have access to the records of a student, subject to the following conditions:

1. No student record shall be altered or disposed of during the time period between a request to review the record and the actual review of the record.
2. Authorized organizations, agencies, and persons from outside the school whose access requires the consent of parents or adult students shall submit to the Superintendent or designee the request in writing together with any required authorization.
3. The Superintendent or designee shall be present during the period of inspection to provide interpretation of the records where necessary and to prevent their alteration, damage, or loss. In every instance of inspection of student records by persons other than parents, student, or individuals who have assigned educational responsibility for the individual student, an entry shall be made in the student's record of the name(s) of persons granted access, the reason access was granted, the time and circumstances of inspection, the records studied, and the purposes for which the data will be used.
4. Prior to disclosure of student records to organizations, agencies, or persons outside the school district pursuant to a court order, the Superintendent or designee shall give the parent or adult student at least three days' notice of the name of the requesting agency and the specific records requested unless otherwise judicially instructed. Such notification shall be provided in writing, if practicable. Only records related to the specific purpose of the court order shall be disclosed.



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

- a. Notice to the parent shall not be required when he or she is party to a court proceeding involving child abuse and neglect or dependency matters, consistent with 20 U.S.C. § 1232g(b)(2)(B).
  5. A record may be withheld from a parent or from an adult student only when the school district obtains a court order or is provided with evidence that there is a court order revoking the right to access. Only that portion of the record designated by the court shall be withheld. When the district has or obtains evidence of such court order, the parent or adult student shall be notified in writing within five days of his or her request that access to the record has been denied and that the person has the right to appeal this decision to the court issuing the order.
- I. Rights of Appeal for Parents and Adult Students (N.J.A.C. 6A:32-7.7)
1. Student records are subject to challenge by parents and adult students on grounds of inaccuracy, irrelevancy, impermissive disclosure, inclusion of improper information, or denial of access to organizations, agencies, and persons. The parent or adult student may seek to: expunge inaccurate, irrelevant, or otherwise improper information from the student record; insert additional data as well as reasonable comments as to the meaning and/or accuracy of the records; and/or request an immediate stay of disclosure pending final determination of the challenge procedure as described in N.J.A.C. 6A:32-7.
  2. To request a change in the record or to request a stay of disclosure pending final determination of the challenged procedure, the process shall be as follows:
    - a. A parent or adult student shall notify in writing the Superintendent of the specific issues relating to the student record.
    - b. Within ten school days of notification, the Superintendent or designee shall notify the parent or adult student of the school district's decision.
    - c. If the school district disagrees with the request, the Superintendent or designee shall meet with the parent or adult student to resolve the issues set forth in the appeal.



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

- d. If the matter is not satisfactorily resolved, the parent or adult student has ten school days to appeal this decision to the Board of Education.
  - e. If an appeal is made to the Board of Education, a decision shall be rendered within twenty school days. The decision of the Board of Education may be appealed to the Commissioner pursuant to N.J.S.A. 18A:6-9 and N.J.A.C. 6A:3, Controversies and Disputes.
  - f. At all stages of the appeal process, the parent or adult student shall be afforded a full and fair opportunity to present evidence relevant to the issue. A record of the appeal proceedings and outcome shall be made a part of the student's record with copies made available to the parent or adult student.
- 3. Appeals relating to student records of students with disabilities shall be processed in accordance with the requirements of I.2. above.
  - 4. Regardless of the outcome of any appeal, a parent or adult student shall be permitted to place in the student record a statement commenting upon the information in the student record or setting forth any reasons for disagreement with the decision made in the appeal.
    - a. Such statements shall be maintained as part of the student record as long as the contested portion of the record is maintained. If the contested portion of the record is disclosed to any party, the statement commenting upon the information shall also be disclosed to that party.
- J. Retention and Disposal of Student Records (N.J.A.C. 6A:32-7.8)
- 1. A student's record is considered to be incomplete and not subject to the provisions of the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq., while the student is enrolled in the school district.
    - a. The school district shall retain the student health record and the health history and immunization record according to the School District Records Retention Schedule, as determined by the New Jersey State Records Committee.



# REGULATION

## LIVINGSTON BOARD OF EDUCATION

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

2. Student records of currently enrolled students, other than the records that must be maintained for one hundred years as described in N.J.A.C. 6A:32-7.8(e) and 5. below, may be disposed of after the information is no longer necessary to provide educational services to a student.
  - a. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted or after reasonable attempts of such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful.
3. Upon graduation or permanent departure of a student from the school district:
  - a. The parent or adult student shall be notified in writing that a copy of the entire student record will be provided to them upon request.
  - b. Information in student records, other than that described in N.J.A.C. 6A:32-7.8(e) and 5. below, may be disposed of, but only in accordance with the Destruction of Public Records Law, N.J.S.A. 47:3-15 et seq.
  - c. Such disposition shall be accomplished only after written parental or adult student notification and written parental or adult student permission has been granted, or after reasonable attempts at such notification and reasonable attempts to secure parental or adult student permission have been unsuccessful and prior written authorization has been obtained from the New Jersey State Records Committee in the New Jersey Department of State.
4. No additions shall be made to the record after graduation or permanent departure without the prior written consent of the parent or adult student.
5. The New Jersey public school district of last enrollment, graduation, or permanent departure of the student from the school district shall keep for one hundred years a mandated record of a student's name, date of birth, name of parents, gender, health history and immunization, standardized assessment results, grades, attendance, classes attended, grade level completed, year completed, and years of attendance.



# REGULATION

---

LIVINGSTON  
**BOARD OF EDUCATION**

Operations  
8320/Page PAGE 1 of NUMPAGES 1  
PERSONNEL RECORDS (M)

Issued:

