Long Pond School

Monthly Principal's Report

School: **Long Pond School**

Month: **3/7/20-4/17/20**

Submitted: **Bryan Fleming / LPS Principal**

- Long Pond School welcomes Ms. Katelyn Harodetsky who will begin remote teaching for
  the district on April 28th. A special thank you to Mrs. Granholm for covering all music classes for the district was able to help with remote instruction during this transition period.

- I am proud of the LPS school community for such a flawless transition to virtual instruction. The teaching staff continues to provide quality, remote learning experiences for the students. Many of the teachers have incorporated live Zoom and Google meets into their daily schedules. Some teachers have launched the Flipped Classroom model and have sent home pre-recorded videos allowing the students to independently analyze and discuss concepts with classmates followed up with open "office hours" to offer support, clarify misunderstandings and extend thinking whenever possible.

- Google Classroom and teacher websites have become the main platforms to post lessons, updates and reminders.

- Unfortunately, all remaining class trips have been canceled for the 2019-2020 school year. The LPS homepage has information regarding these cancellations.

- I continue to hold weekly team meetings through Google Meets which allows the teachers to discuss the needs and progress of the students as well as any other important updates and reminders.

- The LPS homepage will be maintained on a regular basis with updates/reminders and links to other important documents.

ANDOVER REGIONAL SCHOOL DISTRICT
707 Limecrest Road
Newton, NJ 07860
Telephone: 973-315-5255 FAX: 973-383-8348

ARSD Monthly Suspension/HIB Report

3/7/20-4/17/20

Suspensions						
	Student ID	**Grade**	**Gender**	**Infraction**	**ISS/OSS**	**# of Days**
FMB	None					0
LPS	None					0

Harassment, Intimidation and Bullying Reports				
	# of Alleged Incidents	# of Confirmed Incidents	Nature of Confirmed Incidents	Hours of Investigation
FMB	0	0		0
LPS	0	0		0

FMB
Principal's Report
April 2020



Kindergarten registration is open and parents are submitting their paperwork electronically. All of the forms and information is accessible through our website. At this time we have 33 students registered.

Our new music teacher, Ms. Katelyn Harodetsky, will begin remote teaching for the district on April 28th. We are appreciative that Ms. Granholm was able to help with remote instruction during this transition period.

The teaching staff continues to provide quality, remote learning experiences for the students. Many of the teachers have incorporated live Zoom and Google meets into their daily schedule. The students enjoy the interaction with their teacher and peers. I am so proud of the job the staff is doing to teach the students and communicate with the families.

At this time all of our students have access to a computer and are able to log-on to their classroom sites. Families that have had a change in circumstances/technology needs have reached out and I schedule a time to provide them with a device.

I continue to have weekly team meetings through Zoom which allows the teachers to discuss the needs and progress of the students.

REPORT OF THE TREASURER
Andover Regional School School District
All Funds
For the Month Ending March 2020

CASH REPORT						
	FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1)+(2)-(3)	
	GOVERNMENTAL FUNDS					
1	General Fund - Fund 10	3,258,629.08	1,375,464.62	1,451,171.04	3,182,922.66	✓
2	Capital Reserve Fund 10-116	918,450.99	0.00	0.00	918,450.99	✓
3	Maintanance Reserve Fund 10-117	363,464.17	0.00	0.00	363,464.17	✓
4	Special Rev. Fund 20	56,657.10	0.00	46,265.57	10,391.53	✓
5	Capital Projects Fund 30	0.00	0.00	0.00	0.00	
6	Debt Service Fund - Fund 40	0.26			0.26	✓
5	***TOTAL*** **(Lines 1 thru 6)**	4,597,201.60	1,375,464.62	1,497,436.61	4,475,229.61	
	ENTERPRISE FUNDS*					
	Cafeteria Account	30,492.09	7,419.50	15,186.69	22,724.90	
	Pre-school Services	0.00	0.00	0.00	0.00	
	Student Activity LPS	28,828.87	2,017.75	2,054.11	28,792.51	
	Student Activity FMB	4,336.61	514.77	468.50	4,382.88	
17 6	***Total Enterprise Funds*** **(Fund 6X)**	63,657.57	9,952.02	17,709.30	55,900.29	
	TRUST & AGENCY FUNDS					
7	- Payroll	0.00	367,437.03	367,437.03	0.00	
8	- Payroll Agency	121,873.42	261,930.61	374,894.56	8,909.47	
9	- Other: Unemploy. Ins. Trust	29,648.75	22.12		29,670.87	
10	***Total Trust & Agency Funds*** **(Lines 7 thru 10)**	151,522.17	629,389.76	742,331.59	38,580.34	
11	***TOTAL - ALL FUNDS*** **(LINES 5, 6 AND 10)**	4,812,381.34	2,014,806.40	2,257,477.50	4,569,710.24	

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 3,182,922.66		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	3,182,922.66
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
116 Capital reserve account		$	918,450.99
117 Maintenance reserve account		$	363,464.17
121 Tax levy receivable		$	3,407,743.97
Accounts receivable			
132 Interfund	$ 1,550.97		
141 Intergovernmental - state	$ 672,279.24		
142 Intergovernmental - federal	$ 0.00		
143 Intergovernmental - other	$ 28,713.54		
153 Other Accounts Receivable	$ 2,975.00		
		$	705,518.75
Loans receivable			
131 Interfund	$ 0.00		
151 Other Loans Receivable	$ 0.00		
		$	0.00
199 Other current assets		$	0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	$ 15,770,018.00		
302 Less: revenues collected or accrued	$ (15,953,398.81)		
		$	(183,380.81)
TOTAL ASSETS AND RESOURCES		$	8,394,719.73

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable	$	0.00
402 Interfund accounts payable	$	0.00
411 Intergovernmental accounts payable - state	$	151.25
412 Intergovernmental accounts payable - federal	$	3,115.36
413 Intergovernmental accounts payable - other	$	206.71
421 Accounts payable	$	284,155.15
422 Judgments payable	$	0.00
430 Compensated absences payable	$	0.00
431 Contracts payable	$	0.00
451 Loans payable	$	0.00
481 Deferred revenues	$	0.00
499 Other current liabilities	$	0.00
Total liabilities	$	287,628.47

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FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			$ 4,410,206.00	
754 Reserve for encumbrances - prior year			$ 0.00	
761 Reserved fund balance Capital Reserve - July 1, 2019		$ 1,052,160.00		
604 Add: Increase in capital reserve		$ 50.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs		$ (682,010.00)		
309 Less: Budgeted withdrawal from capital reserve - excess costs		$ 0.00		
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc		$ 0.00		
Subtotal - capital reserve			$ 370,200.00	
764 Reserved fund balance Maintenance Reserve - July 1, 2019		$ 412,365.75		
606 Add: Increase in maintenance reserve		$ 50.00		
310 Less: Budgeted withdrawal from maintenance reserve		$ (308,270.00)		
Subtotal - maintenance reserve			$ 104,145.75	
760 Other reserves			$ 389,888.39	
771 Designated Fund Balance			$ 0.00	
772 Designated Fund Balance - ARRA/SEMI			$ 0.00	
601 Appropriations		$ 17,150,086.00		
602 Less: expenditures	$ 10,796,947.28			
603 Less: encumbrances	$ 4,410,206.00	$ (15,207,153.28)	$ 1,942,932.72	
Appropriations less expenditures				$ 7,217,372.86
Unappropriated:				
770 Fund Balance, July 1, 2019			$ 1,279,606.40	
303 Less: budgeted fund balance			$ (389,888.00)	
Unappropriated fund balance				$ 889,718.40
Total fund equity				$ 8,107,091.26
TOTAL LIABILITIES AND FUND EQUITY				$ 8,394,719.73

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 17,150,086.00	$ 15,207,153.28	$ 1,942,932.72
Less: Revenues	$ (15,770,018.00)	$ (15,953,398.81)	$ 183,380.81
Subtotal	$ 1,380,068.00	$ (746,245.53)	$ 2,126,313.53
Change in capital reserve			
Plus - Increase in reserve	$ 50.00	$ 2,500.00	$ (2,450.00)
Less - Withdrawal from reserve	$ (682,010.00)	$ (136,209.01)	$ (545,800.99)
Change in maintenance reserve			
Plus - Increase in reserve	$ 50.00	$ 10,500.00	$ (10,450.00)
Less - Withdrawal from reserve	$ (308,270.00)	$ (59,401.58)	$ (248,868.42)
Less: adjustment to appropriations for Prior Year Encumbrances	$ 0.00	$ 0.00	$ 0.00
Total current year budgeted fund balance	$ 389,888.00	$ (928,856.12)	$ 1,318,744.12
Add: Unappropriated fund balance			$ 889,718.40
Total of budgeted and unappropriated fund balance			$ 2,208,462.52

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	389,888.00	0.00	389,888.00	(928,856.12)	1,318,744.12
307/309/317	Bgtd wdrwl from cap rsv	655,010.00	27,000.00	682,010.00	136,209.01	545,800.99
310	Bgtd wdrwl from maint rsv	300,000.00	8,270.00	308,270.00	59,401.58	248,868.42
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	13,660,080.00	0.00	13,660,080.00	13,843,460.81	(183,380.81)
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	2,109,938.00	0.00	2,109,938.00	2,109,938.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		17,114,916.00	35,270.00	17,150,186.00	15,220,153.28	1,930,032.72

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Fund 10 (General Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Charter School Tuition		118,890.00	0.00	118,890.00	88,177.00	40,169.00	(9,456.00)	0.00
	Grand Totals for fund 10:	118,890.00	0.00	118,890.00	88,177.00	40,169.00	(9,456.00)	0.00

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Allocated Benefits - Instruction		1,194,196.00	(146,250.07)	1,047,945.93	809,159.54	17,216.43	221,569.96	166,139.85
Regular Programs-Instruction		2,231,168.00	0.00	2,231,168.00	1,380,679.78	850,486.22	2.00	2,000.00
Regular Programs-Home Instruction		8,000.00	0.00	8,000.00	2,615.00	4,940.00	445.00	0.00
Regular Programs-Undistrib Instruction		321,102.00	(85.97)	321,016.03	227,284.65	7,500.76	86,230.62	1,339.63
Special Education-LLD Sel-Contained		214,905.00	85.97	214,990.97	186,810.30	28,180.67	0.00	0.00
Special Education - Behavioral Disabled		63,994.00	2,143.46	66,137.46	54,132.01	12,005.45	0.00	0.00
Special Education-Multiply Disabled		333,139.00	(1,794.30)	331,344.70	191,358.89	139,985.81	0.00	0.00
Special Education-Resource room		562,053.00	(709.20)	561,343.80	482,396.89	45,524.65	33,422.26	220.00
Special Education-Pre-Sch Disabil P/T		188,676.00	4,205.68	192,881.68	176,480.98	16,374.55	26.15	0.00
Special Education - Home Instruction		8,000.00	(1,539.05)	6,460.95	850.00	4,150.00	1,460.95	0.00
Basic Skills/Remedial Instruction		143,275.00	(2,306.59)	140,968.41	85,362.99	54,911.00	694.42	0.00
Bilingual Education Instruction		15,118.00	0.00	15,118.00	9,679.60	4,938.40	500.00	0.00
Curricular Activities-Instruction		70,000.00	0.00	70,000.00	9,431.94	55,742.50	4,825.56	1,356.39
Athletic Programs-Instruction		33,300.00	0.00	33,300.00	22,863.18	9,500.00	936.82	0.00
Other Instructional Programs		98,000.00	(2,462.51)	95,537.49	40,652.57	19,347.43	35,537.49	0.00
Undistributed Expense-Instruction		4,569,105.00	47,974.18	4,617,079.18	3,273,491.47	1,299,300.08	44,287.63	0.00
Attendance and Social Work Svcs		124,445.00	0.00	124,445.00	84,733.00	39,711.89	0.11	0.00
Health Services		163,690.00	0.00	163,690.00	109,698.91	53,916.05	75.04	19.32
Other Support Svc-Related Svcs		166,491.00	0.00	166,491.00	116,342.50	49,667.80	480.70	0.00
Other Support Svc-Extraordinary Svcs		161,300.00	30,429.53	191,729.53	171,089.53	20,640.00	0.00	0.00
Other Support Svc-Students-Reg		192,314.00	(694.37)	191,619.63	137,248.54	53,784.68	586.41	0.00
Other Support Svc-Students-Spec		289,581.00	694.37	290,275.37	223,707.96	65,962.45	604.96	0.00
Improvement of Instruction		177,010.00	0.00	177,010.00	77,093.42	99,400.94	515.64	529.89
Library and Educ Media		158,231.00	0.00	158,231.00	128,161.73	16,888.61	13,180.66	0.00
Instr. Staff Training Svcs		68,850.00	(2,902.00)	65,948.00	22,063.41	4,007.56	39,877.03	0.00
Support Svc-General Admin		382,425.00	2,902.00	385,327.00	260,176.99	83,912.06	41,237.95	128.00
Support Svc-School Admin		253,475.00	0.00	253,475.00	188,283.27	58,524.38	6,667.35	0.00
Business Office Support Services		213,350.00	(2,390.39)	210,959.61	156,094.07	38,883.24	15,982.30	0.00
Admin Inform Tech Support Svcs		129,612.00	2,390.39	132,002.39	92,381.30	39,621.09	0.00	0.00
Required Maint. of School Fac.		645,320.00	(40,671.20)	604,648.80	150,599.72	24,318.55	429,730.53	0.00
Other Oper. & Maint. of Plant		946,857.00	(27,000.00)	919,857.00	474,765.94	268,856.16	176,234.90	(1,641.23)
Care & Upkeep of Grounds		95,266.00	0.00	95,266.00	38,084.17	45,974.05	11,207.78	0.00
Security		21,300.00	0.00	21,300.00	6,836.02	4,336.33	10,127.65	0.00
Student Transportation Svcs		1,300,547.00	0.00	1,300,547.00	743,182.31	517,654.35	39,710.34	1,115.32
Employee Benefits		685,782.00	146,250.07	832,032.07	436,199.69	294,872.86	100,959.52	0.00
606	Increase in Maint Rsv	50.00	0.00	50.00	10,500.00	0.00	(10,450.00)	0.00
	Grand Totals for fund 11:	16,229,927.00	8,270.00	16,238,197.00	10,580,492.27	4,351,037.00	1,306,667.73	171,207.17

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Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	50.00	0.00	50.00	2,500.00	0.00	(2,450.00)	0.00
Equipment		75,000.00	0.00	75,000.00	0.00	0.00	75,000.00	0.00
Facil Acquisition/Constr		691,049.00	27,000.00	718,049.00	138,778.01	19,000.00	560,270.99	0.00
	Grand Totals for fund 12:	766,099.00	27,000.00	793,099.00	141,278.01	19,000.00	632,820.99	0.00
Grand Totals for all Subfunds of Fund 10:		17,114,916.00	35,270.00	17,150,186.00	10,809,947.28	4,410,206.00	1,930,032.72	171,207.17

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	389,888.00	0.00	389,888.00	(928,856.12)	1,318,744.12
307/309/317	Bgtd wdrwl from cap rsv	655,010.00	27,000.00	682,010.00	136,209.01	545,800.99
310	Bgtd wdrwl from maint rsv	300,000.00	8,270.00	308,270.00	59,401.58	248,868.42
10-1210-000-000	Local Tax Levy	13,630,980.00	0.00	13,630,980.00	13,630,980.00	0.00
10-1300-000-000	Tuition from Individuals	24,000.00	0.00	24,000.00	25,800.00	(1,800.00)
10-1320-000-000	Tuition - Other LEA's	0.00	0.00	0.00	168,269.58	(168,269.58)
10-1350-000-000	ESY Tuition	0.00	0.00	0.00	5,354.60	(5,354.60)
10-1510-000-000	Interest on Investments	5,000.00	0.00	5,000.00	8,075.48	(3,075.48)
10-1511-000-000	Interest on Capital Reserve	50.00	0.00	50.00	0.00	50.00
10-1512-000-000	Interest of Maint Reserve	50.00	0.00	50.00	0.00	50.00
10-1550-000-000	CMF INTEREST	0.00	0.00	0.00	0.00	0.00
10-1980-000-000	Refund of P/Y Expenditure	0.00	0.00	0.00	1,200.00	(1,200.00)
10-1990-000-000	Misc Revenue	0.00	0.00	0.00	3,781.15	(3,781.15)
10-3116-000-000	School Choice Aid	53,132.00	0.00	53,132.00	53,132.00	0.00
10-3121-000-000	Categorical Transportation Aid	542,672.00	0.00	542,672.00	542,672.00	0.00
10-3122-000-000	Non-Public Transportation	0.00	0.00	0.00	0.00	0.00
10-3131-000-000	Extraordinary Aid	0.00	0.00	0.00	0.00	0.00
10-3132-000-000	Categorical Special Ed Aid	532,625.00	0.00	532,625.00	532,625.00	0.00
10-3176-000-000	Equalization Aid	28,208.00	0.00	28,208.00	28,208.00	0.00
10-3177-000-000	Categorical Security Aid	61,429.00	0.00	61,429.00	61,429.00	0.00
10-3178-000-000	Adjustment Aid	891,872.00	0.00	891,872.00	891,872.00	0.00
10-3181-000-000	PARCC Readiness Aid	0.00	0.00	0.00	0.00	0.00
10-3182-000-000	Per Pupil Growth Aid	0.00	0.00	0.00	0.00	0.00
10-3183-000-000	Prof Learning Community Aid	0.00	0.00	0.00	0.00	0.00
Grand Totals		17,114,916.00	35,270.00	17,150,186.00	15,220,153.28	1,930,032.72

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Minimum Expense General Ledger Report

Fund 10 (General Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
10-000-100-562	Charter School Tuition	118,890.00	0.00	118,890.00	88,177.00	40,169.00	(9,456.00)	0.00
Charter School Tuition		118,890.00	0.00	118,890.00	88,177.00	40,169.00	(9,456.00)	0.00
	Grand Totals for fund 10:	118,890.00	0.00	118,890.00	88,177.00	40,169.00	(9,456.00)	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-100-100-220	Social Security	201,600.00	(111,835.79)	89,764.21	39,411.27	0.00	50,352.94	0.00
11-100-100-241	Other Retirements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-100-100-250	Unemployment Acct	28,800.00	0.00	28,800.00	0.00	0.00	28,800.00	0.00
11-100-100-260	Worker's Compensation	38,160.00	0.00	38,160.00	35,980.13	0.00	2,179.87	0.00
11-100-100-270	Health Benefits	854,120.00	(34,414.28)	819,705.72	714,762.78	5,128.83	99,814.11	166,139.85
11-100-100-280	Tuition Reimbursement	42,500.00	0.00	42,500.00	16,777.20	12,087.60	13,635.20	0.00
11-100-100-290	Other Employee	216.00	0.00	216.00	159.00	0.00	57.00	0.00
11-100-100-299	Unused sick payout	28,800.00	0.00	28,800.00	2,069.16	0.00	26,730.84	0.00
Allocated Benefits - Instruction		1,194,196.00	(146,250.07)	1,047,945.93	809,159.54	17,216.43	221,569.96	166,139.85
11-105-100-101	PreSchool - Teacher Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-110-100-101	Kindergarten - Salary - FMB	212,909.00	(5,905.75)	207,003.25	123,683.05	83,318.20	2.00	2,000.00
11-120-100-101	Grade 5 Salary - LPS	1,103,800.00	6,328.75	1,110,128.75	658,403.61	451,725.14	0.00	0.00
11-130-100-101	Grade 6-8 Salaries - LPS	914,459.00	(423.00)	914,036.00	598,593.12	315,442.88	0.00	0.00
11-130-100-106	Grade 6-8 Paraprofessionals	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Regular Programs-Instruction		2,231,168.00	0.00	2,231,168.00	1,380,679.78	850,486.22	2.00	2,000.00
11-150-100-100	Salary - Home Instruction	5,000.00	0.00	5,000.00	1,725.00	3,275.00	0.00	0.00
11-150-100-320	Purch Prof/Ed Svcs	3,000.00	0.00	3,000.00	890.00	1,665.00	445.00	0.00
Regular Programs-Home Instruction		8,000.00	0.00	8,000.00	2,615.00	4,940.00	445.00	0.00
11-190-100-106	Other Salaries - Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-199	Term/Retire Unused Time	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-190-100-320	Purch Prof/Ed Svcs	25,000.00	6,867.00	31,867.00	31,867.00	0.00	0.00	0.00
11-190-100-340	Purch Technical Svcs	8,280.00	0.00	8,280.00	3,530.00	600.00	4,150.00	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	20,000.00	0.00	20,000.00	15,850.00	3,170.00	980.00	0.00
11-190-100-610	General Supplies	201,362.00	(5,270.89)	196,091.11	149,593.53	3,730.75	42,766.83	1,339.63
11-190-100-640	Textbooks	66,460.00	(1,682.08)	64,777.92	26,444.12	0.01	38,333.79	0.00
11-190-100-890	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Regular Programs-Undistrib Instruction		321,102.00	(85.97)	321,016.03	227,284.65	7,500.76	86,230.62	1,339.63
11-204-100-101	Salary - LLD Teacher	141,482.00	(9,949.08)	131,532.92	107,675.72	23,857.20	0.00	0.00
11-204-100-106	Salar - LLD Other	67,925.00	9,724.44	77,649.44	73,538.31	4,111.13	0.00	0.00
11-204-100-600	Supplies	5,498.00	310.61	5,808.61	5,596.27	212.34	0.00	0.00
Special Education-LLD Sel-Contained		214,905.00	85.97	214,990.97	186,810.30	28,180.67	0.00	0.00
11-209-100-101	BD Salaries of Teachers	63,294.00	(7,437.75)	55,856.25	44,050.80	11,805.45	0.00	0.00
11-209-100-106	BD Other Salaries	0.00	8,955.65	8,955.65	8,955.65	0.00	0.00	0.00
11-209-100-610	BD General Supplies	700.00	625.56	1,325.56	1,125.56	200.00	0.00	0.00
Special Education - Behavioral Disabled		63,994.00	2,143.46	66,137.46	54,132.01	12,005.45	0.00	0.00
11-212-100-101	Salary - MD Teacher	206,499.00	(94.95)	206,404.05	107,467.70	98,936.35	0.00	0.00
11-212-100-106	Salary - MD Other	123,652.00	(1,581.56)	122,070.44	81,115.93	40,954.51	0.00	0.00
11-212-100-600	Supplies	2,988.00	(117.79)	2,870.21	2,775.26	94.95	0.00	0.00
Special Education-Multiply Disabled		333,139.00	(1,794.30)	331,344.70	191,358.89	139,985.81	0.00	0.00
11-213-100-101	Salary - Resource Room	439,870.00	905.00	440,775.00	399,803.35	40,751.65	220.00	220.00
11-213-100-106	Salary - RR Other	113,963.00	(905.00)	113,058.00	76,676.96	4,773.00	31,608.04	0.00
11-213-100-610	Supplies	8,220.00	(709.20)	7,510.80	5,916.58	0.00	1,594.22	0.00
Special Education-Resource room		562,053.00	(709.20)	561,343.80	482,396.89	45,524.65	33,422.26	220.00
11-215-100-101	PSD Salary	141,307.00	(7,852.45)	133,454.55	118,080.00	15,374.55	0.00	0.00
11-215-100-106	PSD TA Salary	44,950.00	7,412.50	52,362.50	51,362.50	1,000.00	0.00	0.00
11-215-100-320	PSD Purch Prof	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-215-100-500	Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-215-100-600	PSD Supplies	2,419.00	4,645.63	7,064.63	7,038.48	0.00	26.15	0.00
Special Education-Pre-Sch Disabil P/T		188,676.00	4,205.68	192,881.68	176,480.98	16,374.55	26.15	0.00

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Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-219-100-101	Home Instruction Salary	5,000.00	0.00	5,000.00	850.00	4,150.00	0.00	0.00
11-219-100-106	Home Instruction Aid Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-219-100-320	Home Instruction - Purch Svc	3,000.00	(1,539.05)	1,460.95	0.00	0.00	1,460.95	0.00
11-219-100-600	Home Instruction Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Special Education - Home Instruction		8,000.00	(1,539.05)	6,460.95	850.00	4,150.00	1,460.95	0.00
11-230-100-100	Salary - Basic Skills	139,975.00	0.00	139,975.00	85,064.00	54,911.00	0.00	0.00
11-230-100-610	Supplies	3,300.00	(2,306.59)	993.41	298.99	0.00	694.42	0.00
Basic Skills/Remedial Instruction		143,275.00	(2,306.59)	140,968.41	85,362.99	54,911.00	694.42	0.00
11-240-100-100	Salary - ESL	14,618.00	0.00	14,618.00	9,679.60	4,938.40	0.00	0.00
11-240-100-610	Supplies	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Bilingual Education Instruction		15,118.00	0.00	15,118.00	9,679.60	4,938.40	500.00	0.00
11-401-100-100	Salary	66,000.00	0.00	66,000.00	8,901.11	55,742.50	1,356.39	1,356.39
11-401-100-500	Purchased Services (300-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-401-100-600	Supplies	4,000.00	0.00	4,000.00	530.83	0.00	3,469.17	0.00
Curricular Activities-Instruction		70,000.00	0.00	70,000.00	9,431.94	55,742.50	4,825.56	1,356.39
11-402-100-100	Salary	30,000.00	0.00	30,000.00	20,500.00	9,500.00	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	3,000.00	0.00	3,000.00	2,078.00	0.00	922.00	0.00
11-402-100-600	Supplies	300.00	0.00	300.00	285.18	0.00	14.82	0.00
Athletic Programs-Instruction		33,300.00	0.00	33,300.00	22,863.18	9,500.00	936.82	0.00
11-422-100-101	Salary - Summer School	60,000.00	0.00	60,000.00	40,652.57	19,347.43	0.00	0.00
11-422-100-106	Salary - Summer Para	11,000.00	(2,462.51)	8,537.49	0.00	0.00	8,537.49	0.00
11-422-100-300	Purch Prof/Ed Svcs	27,000.00	0.00	27,000.00	0.00	0.00	27,000.00	0.00
Other Instructional Programs		98,000.00	(2,462.51)	95,537.49	40,652.57	19,347.43	35,537.49	0.00
11-000-100-561	Tuition to Other LEA's - Reg	3,353,056.00	2,462.51	3,355,518.51	2,349,801.11	1,005,717.40	0.00	0.00
11-000-100-562	Tuition to Other LEA's - Spec	511,691.00	320,846.67	832,537.67	649,910.20	138,339.84	44,287.63	0.00
11-000-100-563	Tuition - Vocational Schools	100,215.00	0.00	100,215.00	39,640.60	60,574.40	0.00	0.00
11-000-100-564	Tuit to Cnty Voc Sch-Spec Ed	26,723.00	0.00	26,723.00	19,152.20	7,570.80	0.00	0.00
11-000-100-566	Tuition - Private Schools	577,420.00	(275,335.00)	302,085.00	214,987.36	87,097.64	0.00	0.00
11-000-100-568	Tuition - State Facilities	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Undistributed Expense-Instruction		4,569,105.00	47,974.18	4,617,079.18	3,273,491.47	1,299,300.08	44,287.63	0.00
11-000-211-100	Salary	113,869.00	0.00	113,869.00	74,157.11	39,711.89	0.00	0.00
11-000-211-300	Purchased Prof. & Tech. Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-211-500	Other Purchased Services (400-500 Series)	10,576.00	0.00	10,576.00	10,575.89	0.00	0.11	0.00
11-000-211-600	Attendance Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Attendance and Social Work Svcs		124,445.00	0.00	124,445.00	84,733.00	39,711.89	0.11	0.00
11-000-213-100	Salary	125,968.00	0.00	125,968.00	90,075.11	35,892.89	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	33,400.00	190.40	33,590.40	15,659.90	17,896.50	34.00	0.00
11-000-213-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-213-600	General Supplies	4,322.00	(190.40)	4,131.60	3,963.90	126.66	41.04	19.32
Health Services		163,690.00	0.00	163,690.00	109,698.91	53,916.05	75.04	19.32
11-000-216-100	Salary	149,826.00	0.00	149,826.00	105,578.20	44,247.80	0.00	0.00
11-000-216-320	Purch Prof Svcs	14,000.00	(560.00)	13,440.00	8,020.00	5,420.00	0.00	0.00
11-000-216-600	General Supplies	2,665.00	560.00	3,225.00	2,744.30	0.00	480.70	0.00
11-000-216-800	Other Related Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Other Support Svc-Related Svcs		166,491.00	0.00	166,491.00	116,342.50	49,667.80	480.70	0.00
11-000-217-100	Salary - Extraordinary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-217-320	Purch Prof Svcs	160,000.00	30,957.26	190,957.26	170,317.26	20,640.00	0.00	0.00
11-000-217-600	General Supplies	1,300.00	(527.73)	772.27	772.27	0.00	0.00	0.00
Other Support Svc-Extraordinary Svcs		161,300.00	30,429.53	191,729.53	171,089.53	20,640.00	0.00	0.00
11-000-218-104	Salary - Guidance	186,301.00	0.00	186,301.00	132,516.32	53,784.68	0.00	0.00
11-000-218-105	Salary - Sec Guidance	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-390	Guidance - Prof Svc - FMB	2,900.00	(101.14)	2,798.86	2,400.00	0.00	398.86	0.00
11-000-218-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-218-600	General Supplies	3,113.00	(593.23)	2,519.77	2,332.22	0.00	187.55	0.00
Other Support Svc-Students-Reg		192,314.00	(694.37)	191,619.63	137,248.54	53,784.68	586.41	0.00

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Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-219-104	Salary - CST	225,075.00	0.00	225,075.00	165,514.99	59,560.01	0.00	0.00
11-000-219-105	Salary - Secretary	45,306.00	0.00	45,306.00	38,903.56	6,402.44	0.00	0.00
11-000-219-390	Purch Prof Svcs	8,000.00	(196.33)	7,803.67	7,803.67	0.00	0.00	0.00
11-000-219-592	Misc Purch Svc (400-500 Series O/than Res	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-219-600	General Supplies	9,600.00	1,163.20	10,763.20	10,158.24	0.00	604.96	0.00
11-000-219-800	Other Objects	1,600.00	(272.50)	1,327.50	1,327.50	0.00	0.00	0.00
Other Support Svc-Students-Spec		289,581.00	694.37	290,275.37	223,707.96	65,962.45	604.96	0.00
11-000-221-104	Curriculum Salary	100,709.00	(600.00)	100,109.00	74,959.06	25,149.94	0.00	0.00
11-000-221-110	Other Sal - Curriculum	0.00	600.00	600.00	600.00	0.00	0.00	0.00
11-000-221-320	Purch Prof Svcs	75,801.00	0.00	75,801.00	1,550.00	74,251.00	0.00	0.00
11-000-221-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-221-600	Curriculum - General Supplies	500.00	0.00	500.00	(15.64)	0.00	515.64	529.89
11-000-221-800	Curriculum - Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Improvement of Instruction		177,010.00	0.00	177,010.00	77,093.42	99,400.94	515.64	529.89
11-000-222-100	Salary	61,580.00	3,661.63	65,241.63	65,241.63	0.00	0.00	0.00
11-000-222-177	Tech Coord Salaries	70,132.00	(9,193.04)	60,938.96	44,049.35	16,888.61	1.00	0.00
11-000-222-300	Purch Prof Svcs	6,000.00	6,697.87	12,697.87	12,697.87	0.00	0.00	0.00
11-000-222-500	Other Purchased Services (400-500 Series)	0.00	1,195.00	1,195.00	1,195.00	0.00	0.00	0.00
11-000-222-600	Media - Supplies - LPS	20,519.00	(2,361.46)	18,157.54	4,977.88	0.00	13,179.66	0.00
Library and Educ Media		158,231.00	0.00	158,231.00	128,161.73	16,888.61	13,180.66	0.00
11-000-223-320	Purch Prof Svcs	68,100.00	(2,902.00)	65,198.00	22,063.41	4,007.56	39,127.03	0.00
11-000-223-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-223-600	Materials/Supplies	750.00	0.00	750.00	0.00	0.00	750.00	0.00
Instr. Staff Training Svcs		68,850.00	(2,902.00)	65,948.00	22,063.41	4,007.56	39,877.03	0.00
11-000-230-100	Salaries	181,911.00	0.00	181,911.00	124,475.15	57,435.85	0.00	0.00
11-000-230-331	Legal Services	40,000.00	9,926.25	49,926.25	49,926.25	0.00	0.00	0.00
11-000-230-332	Audit Fees	26,225.00	1.00	26,226.00	26,225.00	0.00	1.00	0.00
11-000-230-334	Arch &Engineer Fees	15,000.00	(7,243.78)	7,756.22	0.00	0.00	7,756.22	0.00
11-000-230-339	Arch &Engineer Fees	11,352.00	0.00	11,352.00	(4,500.16)	3,330.10	12,522.06	0.00
11-000-230-530	Communications/Telephone	53,600.00	0.00	53,600.00	31,999.51	17,574.59	4,025.90	0.00
11-000-230-585	BOE Other Purchased Services	9,837.00	0.00	9,837.00	1,408.00	0.00	8,429.00	128.00
11-000-230-590	Other Purchased Services (400-500 Series)	26,000.00	0.00	26,000.00	16,802.00	5,316.10	3,881.90	0.00
11-000-230-610	General Supplies	4,900.00	0.00	4,900.00	2,620.93	28.00	2,251.07	0.00
11-000-230-630	BOE In-House Trn/Mtg	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
11-000-230-890	Other Objects	1,900.00	218.53	2,118.53	1,891.11	227.42	0.00	0.00
11-000-230-895	BOE - Other Objects	9,700.00	0.00	9,700.00	9,329.20	0.00	370.80	0.00
Support Svc-General Admin		382,425.00	2,902.00	385,327.00	260,176.99	83,912.06	41,237.95	128.00
11-000-240-103	Salary - Principal	182,994.00	0.00	182,994.00	138,402.92	44,591.08	0.00	0.00
11-000-240-105	Secretarial Salary	55,431.00	835.00	56,266.00	42,389.56	13,876.44	0.00	0.00
11-000-240-300	Purchased Professional & Tech Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-500	Other Purchased Services (400-500 Series)	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-600	School Admin - Supplies - LPS	3,000.00	0.00	3,000.00	2,502.79	56.86	440.35	0.00
11-000-240-610	General Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-240-800	Other Objects	12,050.00	(835.00)	11,215.00	4,988.00	0.00	6,227.00	0.00
Support Svc-School Admin		253,475.00	0.00	253,475.00	188,283.27	58,524.38	6,667.35	0.00
11-000-251-100	Salaries	165,650.00	0.00	165,650.00	129,688.04	35,961.96	0.00	0.00
11-000-251-330	Purch Prof Svcs	24,250.00	0.00	24,250.00	18,344.84	1,945.21	3,959.95	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	8,700.00	(2,390.39)	6,309.61	299.74	0.00	6,009.87	0.00
11-000-251-600	General Supplies	11,100.00	0.00	11,100.00	5,224.22	976.07	4,899.71	0.00
11-000-251-832	Lease Purchase	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-251-890	Other Objects	3,650.00	0.00	3,650.00	2,537.23	0.00	1,112.77	0.00
Business Office Support Services		213,350.00	(2,390.39)	210,959.61	156,094.07	38,883.24	15,982.30	0.00
11-000-252-100	Salaries	45,000.00	(240.00)	44,760.00	21,695.50	23,064.50	0.00	0.00
11-000-252-340	Admin IT - Other Purch Svcs	50,072.00	11,359.64	61,431.64	53,751.64	7,680.00	0.00	0.00
11-000-252-600	Admin IT Supplies	34,540.00	(8,729.25)	25,810.75	16,934.16	8,876.59	0.00	0.00
Admin Inform Tech Support Svcs		129,612.00	2,390.39	132,002.39	92,381.30	39,621.09	0.00	0.00
11-000-261-100	Salaries	70,995.00	2,954.86	73,949.86	60,953.83	12,996.03	0.00	0.00
11-000-261-320	PURCHASED SERVICES	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-261-420	Repairs & Maintenance	500,225.00	(43,626.06)	456,598.94	80,053.92	4,780.00	371,765.02	0.00
11-000-261-610	General Supplies	74,100.00	0.00	74,100.00	9,591.97	6,542.52	57,965.51	0.00
Required Maint. of School Fac.		645,320.00	(40,671.20)	604,648.80	150,599.72	24,318.55	429,730.53	0.00

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Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-262-100	Salaries	294,583.00	0.00	294,583.00	215,800.53	78,782.47	0.00	(1,641.23)
11-000-262-300	Purch Prof & Tech Svcs	87,500.00	0.00	87,500.00	28,512.34	18,582.07	40,405.59	0.00
11-000-262-420	Repairs & Maintenance	95,914.00	0.00	95,914.00	6,892.50	7,650.00	81,371.50	0.00
11-000-262-444	Lease Purchase Pymts	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-490	Other Purch Svcs	8,000.00	0.00	8,000.00	6,000.02	1,999.98	0.00	0.00
11-000-262-520	Insurance	70,000.00	0.00	70,000.00	70,000.00	0.00	0.00	0.00
11-000-262-590	Other Purch Svcs	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-610	General Supplies	131,950.00	(27,000.00)	104,950.00	29,883.77	32,846.29	42,219.94	0.00
11-000-262-621	Energy - Natural Gas	75,000.00	0.00	75,000.00	40,029.20	34,970.80	0.00	0.00
11-000-262-622	Energy - Electricity	165,000.00	0.00	165,000.00	75,703.74	89,272.26	24.00	0.00
11-000-262-624	Energy - Oil	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-625	Energy - Propane	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-262-626	Energy - Gasoline	5,000.00	0.00	5,000.00	439.71	4,552.29	8.00	0.00
11-000-262-800	Other Objects	13,910.00	0.00	13,910.00	1,504.13	200.00	12,205.87	0.00
Other Oper. & Maint. of Plant		946,857.00	(27,000.00)	919,857.00	474,765.94	268,856.16	176,234.90	(1,641.23)
11-000-263-100	Salary	75,266.00	0.00	75,266.00	34,391.95	40,874.05	0.00	0.00
11-000-263-420	Repairs & Maintenance	10,000.00	0.00	10,000.00	575.60	0.00	9,424.40	0.00
11-000-263-610	General Supplies	10,000.00	0.00	10,000.00	3,116.62	5,100.00	1,783.38	0.00
Care & Upkeep of Grounds		95,266.00	0.00	95,266.00	38,084.17	45,974.05	11,207.78	0.00
11-000-266-420	Repairs & Maintenance	10,000.00	0.00	10,000.00	1,559.40	0.00	8,440.60	0.00
11-000-266-610	General Supplies	11,300.00	0.00	11,300.00	5,276.62	4,336.33	1,687.05	0.00
Security		21,300.00	0.00	21,300.00	6,836.02	4,336.33	10,127.65	0.00
11-000-270-160	Salary - Regular Ed	38,522.00	0.00	38,522.00	27,285.68	11,236.32	0.00	0.00
11-000-270-161	Salary - Special Ed	27,225.00	0.00	27,225.00	18,089.98	9,135.02	0.00	0.00
11-000-270-350	Mgmt Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00
11-000-270-390	Other Purch Svcs	5,400.00	0.00	5,400.00	4,100.00	0.00	1,300.00	0.00
11-000-270-503	Aid in Lieu - NP Pymts	21,000.00	0.00	21,000.00	7,500.00	8,500.00	5,000.00	0.00
11-000-270-505	Aid in Lieu - School Choice	20,000.00	0.00	20,000.00	10,000.00	10,000.00	0.00	0.00
11-000-270-511	Contr Svcs - Home/Sch	525,000.00	0.00	525,000.00	349,309.06	162,616.52	13,074.42	0.00
11-000-270-512	Contr Svcs - Field Trips	20,000.00	0.00	20,000.00	6,470.00	0.00	13,530.00	0.00
11-000-270-513	Contr Svcs - Jointures	6,000.00	0.00	6,000.00	1,194.08	0.00	4,805.92	1,115.32
11-000-270-514	Contr Svcs - Special Ed	635,400.00	0.00	635,400.00	319,233.51	316,166.49	0.00	0.00
11-000-270-610	Supplies	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
Student Transportation Svcs		1,300,547.00	0.00	1,300,547.00	743,182.31	517,654.35	39,710.34	1,115.32
11-000-291-220	Social Security	78,400.00	111,835.79	190,235.79	190,235.79	0.00	0.00	0.00
11-000-291-240	DCRP	50,000.00	0.00	50,000.00	6,659.56	0.00	43,340.44	0.00
11-000-291-241	Other Retirements	145,000.00	0.00	145,000.00	123,372.04	0.00	21,627.96	0.00
11-000-291-250	Unemployment Acct	11,200.00	0.00	11,200.00	0.00	0.00	11,200.00	0.00
11-000-291-260	Workman's Comp	14,840.00	0.00	14,840.00	1,873.63	12,966.37	0.00	0.00
11-000-291-270	Health Benefits	354,058.00	34,414.28	388,472.28	106,565.79	281,906.49	0.00	0.00
11-000-291-280	Tuition Reimbursement	21,000.00	0.00	21,000.00	0.00	0.00	21,000.00	0.00
11-000-291-290	Other Employee	11,284.00	0.00	11,284.00	7,492.88	0.00	3,791.12	0.00
11-000-291-299	Unused sick day payout	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Employee Benefits		685,782.00	146,250.07	832,032.07	436,199.69	294,872.86	100,959.52	0.00
606	Increase in Maint Rsv	50.00	0.00	50.00	10,500.00	0.00	(10,450.00)	0.00
	Grand Totals for fund 11:	16,229,927.00	8,270.00	16,238,197.00	10,580,492.27	4,351,037.00	1,306,667.73	171,207.17

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	50.00	0.00	50.00	2,500.00	0.00	(2,450.00)	$0.00
12-000-230-730	PARCC	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-252-730	Undist Exp - Admin Info Tech.	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-260-730	Building Maintenance	50,000.00	0.00	50,000.00	0.00	0.00	50,000.00	0.00
12-000-266-730	Bldg Maint - Security	25,000.00	0.00	25,000.00	0.00	0.00	25,000.00	0.00
Equipment		75,000.00	0.00	75,000.00	0.00	0.00	75,000.00	0.00
12-000-400-334	Architectural/Engineering Svcs	30,000.00	0.00	30,000.00	0.00	0.00	30,000.00	0.00
12-000-400-390	Purch Prof Svcs	327,000.00	27,000.00	354,000.00	98,071.00	19,000.00	236,929.00	0.00
12-000-400-450	Construction Svcs	90,010.00	0.00	90,010.00	0.00	0.00	90,010.00	0.00
12-000-400-610	Construction Supplies	208,000.00	0.00	208,000.00	4,668.01	0.00	203,331.99	0.00
12-000-400-721	lease purchase agreements	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-800	Other Objects	0.00	0.00	0.00	0.00	0.00	0.00	0.00
12-000-400-896	Assessment for Debt Service	36,039.00	0.00	36,039.00	36,039.00	0.00	0.00	0.00
12-000-400-933	Cap Rsv Transfer to Debt Svc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Facil Acquisition/Constr		691,049.00	27,000.00	718,049.00	138,778.01	19,000.00	560,270.99	0.00

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Grand Totals for fund 12:	766,099.00	27,000.00	793,099.00	141,278.01	19,000.00	632,820.99	0.00
Grand Totals for all Subfunds of Fund 10:	17,114,916.00	35,270.00	17,150,186.00	10,809,947.28	4,410,206.00	1,930,032.72	171,207.17

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Nicole Sylvester, Bus Admin/Bd Secy

4-14-2020
Date

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Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 10,391.53		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	10,391.53
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
121 Tax levy receivable		$	0.00
Accounts receivable			
132 Interfund	$ 0.00		
141 Intergovernmental - state	$ 0.00		
142 Intergovernmental - federal	$ 0.00		
143 Intergovernmental - other	$ 0.00		
153 Other Accounts Receivable	$ 0.00		
		$	0.00
Loans receivable			
131 Interfund	$ 0.00		
151 Other Loans Receivable	$ 0.00		
		$	0.00
199 Other current assets		$	0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	$ 270,852.00		
302 Less: revenues collected or accrued	$ (146,337.00)		
		$	124,515.00
TOTAL ASSETS AND RESOURCES		$	134,906.53

LIABILITIES AND FUND EQUITY

LIABILITIES	
401 Interfund loans payable	$ 0.00
402 Interfund accounts payable	$ 0.00
411 Intergovernmental accounts payable - state	$ 0.00
412 Intergovernmental accounts payable - federal	$ 0.00
413 Intergovernmental accounts payable - other	$ 0.00
421 Accounts payable	$ 0.00
422 Judgments payable	$ 0.00
430 Compensated absences payable	$ 0.00
431 Contracts payable	$ 0.00
451 Loans payable	$ 0.00
481 Deferred revenues	$ 24,643.78
499 Other current liabilities	$ 0.00
Total liabilities	$ 24,643.78

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FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year				$ 47,474.92	
754 Reserve for encumbrances - prior year				$ 0.00	
760 Other reserves				$ 0.00	
771 Designated Fund Balance				$ 0.00	
601 Appropriations			$ 317,559.00		
602 Less: expenditures	$ 207,296.25				
603 Less: encumbrances	$ 47,474.92	$ (254,771.17)	$ 62,787.83		$ 110,262.75
Appropriations less expenditures					
Unappropriated:					
770 Fund Balance, July 1, 2019				$ 46,707.00	
303 Less: budgeted fund balance				$ (46,707.00)	
Unappropriated fund balance					$ 0.00
Total fund equity					$ 110,262.75
TOTAL LIABILITIES AND FUND EQUITY					$ 134,906.53

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	46,707.00	46,707.00	108,434.17	(61,727.17)
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	0.00	8,800.00	8,800.00	8,800.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	186,787.00	75,265.00	262,052.00	137,537.00	124,515.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		186,787.00	130,772.00	317,559.00	254,771.17	62,787.83

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Local Projects		0.00	8,800.00	8,800.00	3,962.30	0.00	4,837.70	0.00
Title I Improving Basic Programs		44,162.00	58,720.00	102,882.00	61,566.34	10,329.15	30,986.51	0.00
Title III English Lang Enhancement		0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA Part B		118,684.00	35,464.00	154,148.00	124,726.00	29,422.00	0.00	0.00
IDEA (Prog. 251)		5,440.00	1,369.00	6,809.00	6,731.52	0.00	77.48	0.00
IDEA (Prog. 252)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title II -A Teacher Training		10,501.00	10,419.00	20,920.00	2,385.28	7,723.77	10,810.95	0.00
Title IV Drug Free Schools		8,000.00	16,000.00	24,000.00	7,924.81	0.00	16,075.19	0.00
	Grand Totals for fund 20:	186,787.00	130,772.00	317,559.00	207,296.25	47,474.92	62,787.83	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	46,707.00	46,707.00	108,434.17	(61,727.17)
20-1920-097-001	Local Grant- Safety Grant	0.00	4,800.00	4,800.00	4,800.00	0.00
20-1920-097-003	Sustainable NJ Grant	0.00	4,000.00	4,000.00	4,000.00	0.00
20-1920-098-001	Parents as Champions	0.00	0.00	0.00	0.00	0.00
20-4411-231-000	Title I	44,162.00	7,733.00	51,895.00	6,363.00	45,532.00
20-4411-231-001	Title I- PY C/O	0.00	8,280.00	8,280.00	8,280.00	0.00
20-4420-250-000	IDEA Part B	118,684.00	25,899.00	144,583.00	77,327.00	67,256.00
20-4420-250-001	IDEA B- PY Carryover	0.00	9,565.00	9,565.00	19,130.00	(9,565.00)
20-4421-251-000	IDEA Pre-School	5,440.00	1,369.00	6,809.00	2,698.00	4,111.00
20-4451-260-000	Title II	10,501.00	818.00	11,319.00	1,134.00	10,185.00
20-4451-260-001	Title II - PY C/O	0.00	9,601.00	9,601.00	9,601.00	0.00
20-4471-280-000	Title IV-Safe&Drug Free School	8,000.00	2,000.00	10,000.00	3,004.00	6,996.00
20-4471-280-001	Title IV- PY C/O	0.00	10,000.00	10,000.00	10,000.00	0.00
20-4491-241-000	Title III-Eng. Lang. Enhance.	0.00	0.00	0.00	0.00	0.00
Grand Totals		186,787.00	130,772.00	317,559.00	254,771.17	62,787.83

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Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-098-100-420	Safety Grant	0.00	4,800.00	4,800.00	0.00	0.00	4,800.00	0.00
20-098-100-600	Instructional Supplies	0.00	4,000.00	4,000.00	3,962.30	0.00	37.70	0.00
Local Projects		0.00	8,800.00	8,800.00	3,962.30	0.00	4,837.70	0.00
20-231-100-100	Title I- Stipends	0.00	10,000.00	10,000.00	0.00	10,000.00	0.00	0.00
20-231-100-300	Title I - Other Purch SVc	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-100-600	Title I - Instructional Supply	44,162.00	(2,267.00)	41,895.00	23,194.24	329.15	18,371.61	0.00
20-231-200-106	Title I - Para Salaries	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-231-200-300	Prof Tech Services-Support	0.00	50,987.00	50,987.00	38,372.10	0.00	12,614.90	0.00
20-231-200-600	Supplies and Materials-Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title I Improving Basic Programs		44,162.00	58,720.00	102,882.00	61,566.34	10,329.15	30,986.51	0.00
20-270-200-300	Prof Tech Services-Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Title III English Lang Enhancement		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-100-100	IDEA B - Para Salaries	118,684.00	(118,684.00)	0.00	0.00	0.00	0.00	0.00
20-250-100-106	IDEA Paraprofessional Salary	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-100-500	IDEA - Other Purch Svc	0.00	154,148.00	154,148.00	124,726.00	29,422.00	0.00	0.00
20-250-100-600	Instuctional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-300	IDEA - Purch Prof Tech	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-500	Other Pur Svcs Support- PY C/O	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-250-200-600	IDEA - Basic Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA Part B		118,684.00	35,464.00	154,148.00	124,726.00	29,422.00	0.00	0.00
20-251-100-100	IDEA Preschool Salaries	0.00	6,809.00	6,809.00	6,731.52	0.00	77.48	0.00
20-251-200-300	IDEA PreSchool - Purch Prof Sv	5,440.00	(5,440.00)	0.00	0.00	0.00	0.00	0.00
IDEA (Prog. 251)		5,440.00	1,369.00	6,809.00	6,731.52	0.00	77.48	0.00
20-252-100-106	IDEA PY Salary Carryover	0.00	0.00	0.00	0.00	0.00	0.00	0.00
IDEA (Prog. 252)		0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-100-600	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-260-200-300	Title II A - Purch Prof Svc	10,501.00	10,419.00	20,920.00	2,385.28	7,723.77	10,810.95	0.00
Title II -A Teacher Training		10,501.00	10,419.00	20,920.00	2,385.28	7,723.77	10,810.95	0.00
20-280-100-600	Instructional Supplies	0.00	0.00	0.00	0.00	0.00	0.00	0.00
20-280-200-300	Prof Tech Services-Support	8,000.00	15,000.00	23,000.00	7,353.98	0.00	15,646.02	0.00
20-280-200-600	Supplies and Materials-Support	0.00	1,000.00	1,000.00	570.83	0.00	429.17	0.00
Title IV Drug Free Schools		8,000.00	16,000.00	24,000.00	7,924.81	0.00	16,075.19	0.00
	Grand Totals for fund 20:	186,787.00	130,772.00	317,559.00	207,296.25	47,474.92	62,787.83	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Nicole Sylvester

Nicole Sylvester, Bus Admin/Bd Secy

4-14-2020

Date

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Interim Balance Sheet

ASSETS AND RESOURCES

	ASSETS			
101	Cash in checking account	$ 0.26		
102-106	Other cash equivalents	$ 0.00		
	Total cash		$	0.26
111	Investments		$	0.00
114	Investment interest receivable		$	0.00
121	Tax levy receivable		$	0.00
	Accounts receivable			
132	Interfund	$ 0.00		
141	Intergovernmental - state	$ 0.00		
142	Intergovernmental - federal	$ 0.00		
143	Intergovernmental - other	$ 0.00		
153	Other Accounts Receivable	$ 0.00		
			$	0.00
	Loans receivable			
131	Interfund	$ 0.00		
151	Other Loans Receivable	$ 0.00		
			$	0.00
199	Other current assets		$	0.00
	RESOURCES			
301	Estimated revenues (from adjusted budget)	$ 963,273.00		
302	Less: revenues collected or accrued	$ (963,273.00)		
			$	0.00
	TOTAL ASSETS AND RESOURCES		$	0.26

LIABILITIES AND FUND EQUITY

	LIABILITIES		
401	Interfund loans payable	$	0.00
402	Interfund accounts payable	$	0.00
411	Intergovernmental accounts payable - state	$	0.00
412	Intergovernmental accounts payable - federal	$	0.00
413	Intergovernmental accounts payable - other	$	0.00
421	Accounts payable	$	0.00
422	Judgments payable	$	0.00
430	Compensated absences payable	$	0.00
431	Contracts payable	$	0.00
451	Loans payable	$	0.00
481	Deferred revenues	$	0.00
499	Other current liabilities	$	0.00
	Total liabilities	$	0.00

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FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year				$ 0.00	
754 Reserve for encumbrances - prior year				$ 0.00	
760 Other reserves				$ 0.00	
771 Designated Fund Balance				$ 0.00	
601 Appropriations		$ 967,275.00			
602 Less: expenditures	$ 967,275.00				
603 Less: encumbrances	$ 0.00	$ (967,275.00)	$ 0.00		
Appropriations less expenditures					$ 0.00
Unappropriated:					
770 Fund Balance, July 1, 2019			$ 4,002.26		
303 Less: budgeted fund balance			$ (4,002.00)		
Unappropriated fund balance					$ 0.26
Total fund equity					$ 0.26
TOTAL LIABILITIES AND FUND EQUITY					$ 0.26

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 967,275.00	$ 967,275.00	$ 0.00
Less: Revenues	$ (963,273.00)	$ (963,273.00)	$ 0.00
Subtotal	$ 4,002.00	$ 4,002.00	$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	$ 0.00	$ 0.00	$ 0.00
Total current year budgeted fund balance	$ 4,002.00	$ 4,002.00	$ 0.00
Add: Unappropriated fund balance			$ 0.26
Total of budgeted and unappropriated fund balance			$ 0.26

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	4,002.00	0.00	4,002.00	4,002.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	771,320.00	0.00	771,320.00	771,320.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	191,953.00	0.00	191,953.00	191,953.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		967,275.00	0.00	967,275.00	967,275.00	0.00

Fund 40 (Debt Service Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt Service-Regular		967,275.00	0.00	967,275.00	967,275.00	0.00	0.00	0.00
	Grand Totals for fund 40:	967,275.00	0.00	967,275.00	967,275.00	0.00	0.00	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	4,002.00	0.00	4,002.00	4,002.00	0.00
40-1210-000-000	Local Tax Levy	771,320.00	0.00	771,320.00	771,320.00	0.00
40-1990-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
40-3160-000-000	Debt Service Aid Type II	191,953.00	0.00	191,953.00	191,953.00	0.00
Grand Totals		967,275.00	0.00	967,275.00	967,275.00	0.00

Minimum Expense General Ledger Report

Fund 40 (Debt Service Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
40-701-510-834	Interest on Bonds	202,275.00	0.00	202,275.00	202,275.00	0.00	0.00	0.00
40-701-510-910	Redemption of Principal	765,000.00	0.00	765,000.00	765,000.00	0.00	0.00	0.00
Debt Service-Regular		967,275.00	0.00	967,275.00	967,275.00	0.00	0.00	0.00
	Grand Totals for fund 40:	967,275.00	0.00	967,275.00	967,275.00	0.00	0.00	0.00

Pursuant to N.J.A.C. 6A:23A-16.10(c)3, I certify that as of the date of this report no budgetary line item account has encumbrances and expenditures which in total exceed the line item appropriation in violation of 6A:23A-16.10(a).

Nicole Sylvester, Bus Admin/Bd Secy

4-14-2020
Date

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Andover Regional Board of Education Minimum Expense Transfer Report

FY2020 Data is Posted to 3/31/2020

Line(s)	Budget Catagory	Account	Orig Budget	Prior Encs.	Revs. Allowed	Basis of 10%	Max X-fers	YTD Xfers to(from)	% X-Fered	Remaining Xfers From	Remaining XFers To
84000	Transfer of Funds to Charter Schools	10-000-100-56x	118,890	0	0	118,890	11,889	0	0.0	11,889	
3200	Regular Programs - Instruction	11-1XX-100-XXX	2,560,270	0	0	2,560,270	256,029	(86)	0.0	255,941	
10300, 11160, 12160, 40580, 41080	Sp Ed, BS/Rem, BiLing, Speech/OT/PT & Ext Svcs	11-2XX-100-XXX, 11-000-216,217	1,856,951	0	0	1,856,951	185,697	30,516	1.6	216,211	
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	Co/Extra-Curr. Activities, Athletics, Other Pgms	11-4XX-X00-XXX	201,300	0	0	201,300	20,130	(2,463)	-1.2	17,667	
29180	Tuition	11-000-100-XXX	4,569,105	0	0	4,569,105	456,911	47,974	1.0	504,885	
29680, 30620, 41660, 42200, 43620	Attend, Soc Wrk, Heath, Guidance, CST, Library	11-000-211,213,218, 219,222	928,261	0	0	928,261	92,828	0	0.0	92,826	
43200, 44180	Improve Inst. & Staff Training	11-000-221,223	245,860	0	0	245,860	24,587	(2,902)	-1.2	21,684	
45300	General Administration	11-000-230-XXX	382,425	0	0	382,425	38,243	2,902	0.8	41,145	35,341
46160	School Administration	11-000-240-XXX	253,475	0	0	253,475	25,348	0	0.0	25,348	25,348
47200, 47620	Central Svcs & Admin Info Technology	11-000-25X-XXX	342,962	0	0	342,962	34,296	0	0.0	34,296	34,296
51120	Operation & Maintenance of Plant Services	11-000-26X-XXX	1,708,743	0	0	1,708,743	170,878	(75,941)	-4.4	94,933	
52480	Student Transportation Services	11-000-270-XXX	1,300,547	0	0	1,300,547	130,055	0	0.0	130,055	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	1,879,978	0	0	1,879,978	187,998	0	0.0	187,998	
75880	Equipment	12-xxx-xxx-73x	75,000	0	0	75,000	7,500	0	0.0	7,500	
76260	Facilities Acquisition & Construction	12-000-4xx-xxx	691,049	0	0	691,049	69,105	0	0.0	69,105	
76340	Cap Rsv - Transfer Repayment of Debt	12-000-4xx-933	0	0	0	0	0	0	----	0	

Nicole Ahrestu

Bus Admin/Bd Secy Signature

4-14-2020

Date

Note: Underlined Expenditure Accounts are Admin accounts limited to 10% transers IN as well as OUT.

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Andover Regional Board of Education Budget Transfers printed on 4/14/2020

Report Includes Effective Dates from Mar 01, 2020 to Mar 31, 2020

Date	Source Account/Title	Target Account/Title	Comments	Amount
03/31/2011	11-110-100-101-000-002 Kindergarten - Salary - FMB	11-130-100-101-100-001 Grade 6-8 Substitutes - LPS	adj. for grade 6-8 sub salaries	1,998.00
03/31/2011	11-130-100-101-000-001 Grade 6-8 Salaries - LPS	11-120-100-101-100-002 Grade 1-4 Substitutes - FMB	adj. for 1-4 subs	4,087.00
03/31/2011	11-190-100-610-000-001 LPS - Copy Paper/Supply Closet	11-190-100-610-000-002 FMB - Copy Paper/Supply Closet	adj. for paper supplies	532.86
03/31/2011	11-190-100-640-000-001 Textbooks - LPS	11-190-100-610-026-001 21st Century / Maker Space - L	adj. for tech in 21st century room	928.00
03/31/2011	11-204-100-101-000-001 LLD Teacher Salary - LPS	11-204-100-106-000-002 LLD Para Salary - FMB	adj. for lld para salaries	9,457.70
03/31/2011	11-209-100-101-100-001 BD Substitutes	11-209-100-106-000-001 BD - Para Salaries	adj. for BD para salaries	75.90
03/31/2011	11-212-100-101-100-002 MD Substitute Salary - FMB	11-212-100-600-000-002 MD Supplies - FMB	adj. for MD supplies	94.95
03/31/2011	11-213-100-106-000-001 Resource Rm Para - LPS	11-213-100-106-000-002 Resource Rm Para - FMB	adj. for RR Paras	5,557.74
03/31/2011	11-215-100-101-000-002 PSD Salary	11-215-100-106-000-002 PSD TA Salary	adj. for PSD TA Salary	6,921.98
03/31/2011	11-000-213-100-100-001 Health - Nurse Sub Salary - LP	11-000-213-100-100-002 Health - Nurse Sub Salary - FM	adj. for FMB nurse sub salary	515.00
03/31/2011	11-000-100-562-000-000 Tuition to Other LEA's - Spec	11-000-217-320-000-001 Extraordinary - Prof Svc - LPS	adj. for extraordinary therapies	29,242.67
03/31/2011	11-000-222-177-000-001 Technology - Salary - LPS	11-000-222-100-000-001 Media - Salary - LPS	adj. for media salaries	4,619.50
03/31/2011	11-000-222-177-000-001 Technology - Salary - LPS	11-000-222-100-000-002 Media - Salary - FMB	adj. for media salaries	4,526.54
03/31/2011	11-000-222-177-000-001 Technology - Salary - LPS	11-000-222-100-100-001 Media - Substitutes - LPS	adj. for media salaries	47.00
03/31/2011	11-000-230-334-000-000 General Admin - Arch &Engineer	11-000-230-331-000-000 General Admin - Legal Services	adj. for legal services	316.00
03/31/2011	11-000-230-334-000-000 General Admin - Arch &Engineer	11-000-230-890-000-000 General Admin - Other Objects	adj. for dues	218.53
03/31/2011	11-000-240-800-000-001 School Admin - Other - LPS	11-000-240-105-100-001 School Admin - Prin Sec - Subs	adj. for sub salary	835.00
03/31/2011	11-000-251-580-000-000 Business Office Travel	11-000-252-600-000-000 Admin IT Supplies	adj. for chromebooks & cases for COVID-19	2,390.39
03/31/2011	11-000-261-420-000-001 Maintenance - Repairs - LPS	11-000-261-100-100-000 Maintenance - Substitutes	adj. for maintenance sub salaries	384.25
03/31/2011	11-000-266-610-000-001 Security - Supplies - LPS	11-000-266-610-000-002 Security - Supplies - FMB	adj. for FMB security supplies	843.27
03/31/2011	11-100-100-220-000-000 Social Security	11-000-291-220-000-000 Social Security	adj. for reclass of SS	14,517.10

The total of all transfers within fund 10 is: **88,109.38**

DRAFT

Andover Regional Board of Education Regular Meeting – March 17, 2020

The Andover Regional Board of Education of the Borough of Andover and Township of Andover convened a regular meeting on Tuesday, March 17, 2020 at 6:30 p.m. at the Long Pond School, 707 Limecrest Road, Andover Township, New Jersey in the board office conference room.

Attendance:

Present: Ms. Vincenia Annuzzi, Mrs. Jessica Brennan, Mr. Daniel Cruz, Mrs. Maria Dunbar, Mrs. Colleen Figueiredo, Mr. Steven Minnick, Mr. William Porter and Dr. Robert Koroski

Also Present: Mr. Dennis Tobin, Interim Superintendent
Ms. Nicole Sylvester, School Business Administrator/Board Secretary
7 members of the public and staff

Not Present: Mrs. Rebecca Bearden

I. INTRODUCTORY ITEMS

President Koroski called the meeting to order at 6:30 p.m.

Pledge of Allegiance: Dr. Koroski led the flag salute.

Mission Statement: Dr. Koroski read the mission statement:

Andover Regional Schools prepare students to successfully meet the challenges of today and tomorrow by fostering a love of learning. Our safe, supportive, and stimulating environment encourages students to reach their full potential. It is an expectation that all students shall achieve the New Jersey Core Curriculum Content Standards at all grade levels. In Andover Regional, every child catches the learning spirit!

Public Meeting Notice: President Koroski read the following public meeting notice:

"The New Jersey Open Public Meetings Act was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is either discussed or acted upon. The Board has fully complied with the notice requirements by advertising in the New Jersey Herald, posting publicly and by notifying the municipal clerk of the date, time and place of the meeting."

II. EXECUTIVE SESSION: None at this time.

III. PRESENTATION(S):

- Mrs. Ross presented and pulled the names for the 2020-2021 Preschool Lottery.
- Mr. Tobin & Mrs. Sylvester presented the 2020-2021 preliminary budget presentation.
- Mr. Tobin reported on possibly becoming a Title I school in the future. Discussion ensed.

IV. APPROVAL OF MINUTES:

Mrs. Brennan moved and Mrs. Figueiredo seconded, that the Andover Regional Board of Education approve the minutes of the following Board of Education meeting, as recommended by the Superintendent of Schools.

February 18, 2020 Regular Minutes

Roll Call Vote:

Yes: Ms. Annuzzi, Mrs. Brennan, Mr. Cruz, Mrs. Dunbar, Mrs. Figueiredo, Mr. Minnick, Mr. Porter and Dr. Koroski

No: None

Abstain: None

V. COMMITTEE REPORTS:

Board Committees:

Personnel/Policy	Finance/Operations	Curriculum/Instruction
Dr. Koroski (Chair)	Ms. Annuzzi (Chair)	Mrs. Brennan (Chair)
Mr. Cruz	Mrs. Bearden	Mrs. Dunbar
Mr. Porter	Mr. Minnick	Mrs. Figueiredo

Special Committees/Ad Hoc Assignments:

WHAT	DELEGATE	ALTERNATE(s)
Sussex County School Boards Association	Dan Cruz	Will Porter
NJSBA Delegate Assembly	Steve Minnick	Maria Dunbar
Newton Board of Education Rep.	Jessica Brennan	Rob Koroski
Sussex County Educational Services	Colleen Figueiredo	Maria Dunbar
Andover Regional Education Foundation	Rebecca Bearden	Maria Dunbar
Andover Regional Parent Teacher Association	Colleen Figueiredo	Rob Koroski
Township Liaison	Vincenia Annuzzi	Will Porter
Negotiations	Rob Koroski	

	Rebecca Bearden Daniel Cruz Vincenia Annuzzi	
QSAC Committee	Rob Koroski	Jessica Brennan
Sick Bank	Rob Koroski Rebecca Bearden Daniel Cruz	

Dr. Koroski gave his report on Personnel/Policy which included teacher vacancies, substitutes, volunteers, and field trips.

Ms. Sylvester gave her report on Finance/Operations which included the 2020-2021 preliminary budget, capital/maintenance projects, financials and facilities upgrades.

Mrs. Dunbar gave her report on Curriculum/Instruction which included professional development and RTI progress and success.

Dr. Koroski gave his report on the Tri-District committee stating that the Boards met with Senator Oroho to talk about consolidation versus merging. He stated Senator Oroho recommended we continue to work together and see where we can save additional monies rather than to regionalize. Discussion ensued.

Tri-District Committee:
Mr. Dennis Tobin, Interim Superintendent
Ms. Nicole Sylvester, Board Secretary
Dr. Rob Koroski, Board President
Mrs. Jessica Brennan, Board VP/Newton Board Representative

VI. SUPERINTENDENT REPORT:

A. Mr. Tobin stated we would report out on the 2018-2019 School Performance Report at the April Board meeting.
B. Mr. Tobin reported on the School Health-Related Closure Plan which was submitted to the County.
C. Mr. Tobin reported on the School Field Trips / School Sponsored Public Events / Use of School Facilities (Outside Organizations). He indicated that we should be able to be reimbursed for the 8th grade trip as of now.
D. Mr. Tobin gave his monthly HIB Report.

Mrs. Brennan moved and Mrs. Figueiredo seconded, that the Andover Regional Board of Education approve the resolution below as presented:

Resolve that the Board of Education accepts the attached HIB Report beginning February 8, 2020 and ending March 6, 2020.

Roll Call Vote:

Yes: Ms. Annuzzi, Mrs. Brennan, Mr. Cruz, Mrs. Dunbar, Mrs. Figueiredo, Mr. Minnick, Mr. Porter and Dr. Koroski

No: None

Abstain: None

B. Curriculum, Instruction & Assessment: Listed below is the report from **Jennifer Reynolds,** Coordinator of Curriculum, Instruction and Assessment.

- Attended a county wide COVID-19 update meeting at Lafayette School.
- Worked closely with Mr. Tobin, the administrative team, and Newton and Green to create an Andover District Health Related School Closure Plan. Submitted the plan to the County Superintendent.
- Organized two half days of professional development for staff in preparation of potential implementation of the Andover District Health Related School Closure Plan.
- Organized and attended the County Curriculum Consortium training at LVRH on March 13 regarding the LGBTQ+ legislation.
- Worked with Newton High School to host their guidance counselors who worked with our 8th graders and their families to complete scheduling for the 20-21 school year.
- Hosted an informational presentation with i-Ready and our interventionists to investigate diagnostic and progress monitoring options for the 20-21 school year.
- Both schools ran successful Love of Reading Week activities.
- Attended state mandated NJSLA training.
- Held a meeting with the technology department to set time lines and guidelines for testing preparation.
- Created a WIDA testing schedule.
- Held grading discussion meetings with Mr. Fleming and LPS teachers via content areas. A second day is scheduled in the near future to cover the remainder of the content areas.
- Continue working with the RTI team at both FMB and LPS to discuss specific student data
- Continue with formal and informal evaluations
- Continue meeting with the administrative team weekly on both a formal and informal basis

- We received official notice from the state that we are no longer on an improvement plan in curriculum and instruction. I would like to publicly thank the teachers and staff for all of their hard work in meeting this accomplishment.
- Participated in a number of administrative budgeting and personnel meetings
- Continue to meet as a district regarding QSAC in preparation for monitoring next year

C. Technology Report: Listed below is a report from Joseph DeLuca, Technology/Network Systems Administrator.

- Attended the mandatory NJSLA training.
- Revamped the Staff Intranet site, updated all outdated documents and links, and made the new site more user friendly.
- Revamped auto attendant call flow menus for 973-315-5255, 973-315-5254, 973-315-5256, 973-315-5257, and 973-315-5258.

D. Child Study Team Report: The updates below regarding the District CST and Special Services are prepared by **Suzanne Ross**, Supervisor of Special Services/LDTC.

- In **February 2020** the following meetings were held:
  * New Preschool Referral: 1
  * New Referrals: CST 0, Speech 0
  * Annual Reviews: CST 9, Speech 2
  * Eligibility Meetings: CST 6, Speech 1
  * Transfer out of district: CST 0
  * Transfer into district: CST 0
  * Declassified: CST 1, Speech 0
  * Newly Classified CST 0, Speech 0
  * Other meetings: CST 1, Speech 0
  * **Total number of IEPs**: **CST** 80, **Speech** 12 = **(92)**
  * **Total number of RTI Speech Action Plans = (21)**

- The CST maintains ongoing collaboration with all aspects of the RTI programs. Team members and related service providers continue to work with teachers regarding classroom and student specific strategies.
- As a member of the FMB RTI team, we met to discuss current student and program needs with grade level teachers. A variety of instructional strategies are currently being used in all Tiers of intervention. While meeting with teachers we were able to discuss ongoing needs at the Tier 1 level.
- Ongoing formal and informal observations continue to occur for certificated staff.

- Completion of all Paraprofessional observations, with follow up post conferences have occured.
- The CST continues to plan for ESY 2020 & the 2020/2021 school year. Topics including related services, transportation and staffing needs have been the focus.
- Dr. Van Blarcom and Mr. Wilbur continue to respond to teacher requests regarding student specific strategies to use in the classroom.
- Dr. Van Blarcom continues to offer Mindfulness sessions in 3 classrooms at LPS. Once these end in April, she will offer additional sessions in FMB.
- Ongoing budget sessions with the Administrative team continued to occur.
- Ongoing updates to 504 and intervention plans
- The CST team members met with Newton High School Guidance Counselors to assist in scheduling with 8th grade families.
- Ongoing Administrative planning continues to occur regarding communication and the RTI process.

E. Suspension/HIB Reports from Florence M. Burd and Long Pond.

F. Principal's Reports from Cindy Mizelle and Bryan Fleming are attached.

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- Ms. Sylvester reported that as of July 1, 2020, all students that qualify for a reduced lunch payment will not have to pay the reduced rate but, rather will be free and not have to make a payment for school lunches.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS

This public session is designed for members of the public to speak on issues for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. If the Board of Education chooses to respond, it does not waive its right thereafter not to respond. Members of the public are asked to state their name and address for the record.

- Mrs. Kurilko stated she was disappointed that the Board held the on sight meeting during the COVID-19. She also asked the Board to not approve the budget as it did not help the second grade next year.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mrs. Brennan moved and Mrs. Figueiredo seconded, that the Andover Regional Board of Education approve resolutions #1-17 as amended:

1. **Leave Replacement Teacher**: Approve Kira Manniello as leave replacement teacher for Employee ID #1261 on or about March 30, 2020 through the end of this school year at 60 days substitute pay of $95/day, pending certification and criminal history clearance, going on guide (Policy #3125.2) at BA Step 1, at a prorated salary of $56,385 for the remainder of the leave, as recommended by the Superintendent of Schools.

2. **Rescind Motion PP2:** Rescind motion PP2 from February 18, 2020 Board meeting as follows:

*2. **Leave of Absence Extension**: Amend approved leave of absence request from Employee ID #587, commencing on November 1, 2019 working half days until December 19, 2019, and starting full days December 20, 2019, with an original anticipated return date of March 16, 2020 to a new return to work date of April 20, 2020, utilizing her sick time, as recommended by the Superintendent of Schools.*

3. **Grade 1 Paraprofessional/Teacher Assistant:** Approve Lynn Antonucci for grade 1 Paraprofessional/Teacher Assistant, through the end of this school year at substitute pay of $95/day effective March 2, 2020 to June 17, 2020, pending criminal history clearance, as recommended by the Superintendent of Schools.

4. **Leave of Absence**: Approve leave of absence request from Employee ID #984, commencing on February 28, 2020 with an anticipated return date of April 13, 2020, utilizing 9 vacation days, 3 personal and 3.5 illness days with the rest unpaid, as recommended by the Superintendent of Schools.

5. **Leave Replacement**: Approve Dee Cunningham, substitute, as leave replacement for Employee ID #984 effective February 28, 2020 through April 9, 2020, at substitute pay of $15/hour, as recommended by the Superintendent of Schools.

6. **Rescind Motion PP10:** Rescind motion PP10 from February 18, 2020 Board meeting as follows:

*10. **Leave of Absence**: Approved leave of absence request from Employee ID #916, commencing on March 6, 2020 with an anticipated return date of April 6, 2020, utilizing her sick time, as recommended by the Superintendent of Schools.*

7. **Leave of Absence**: Approve employee #916 for a leave of absence from March 6, 2020 through March 13, 2020, as recommended by the Superintendent of Schools.

8. **Leave Replacement Teacher**: Approve Patti Hannemann, substitute teacher, as leave replacement teacher for Employee ID #916 effective March 6, 2020 through March 13, 2020 at substitute pay of $95/day, as recommended by the Superintendent of Schools.

9. **Music Teacher**: Approve Katelyn Harodetsky music teacher effective April 28, 2020, unless released early from her contract, through the end of the school year at a prorated salary of $56,385, BA Step 1, pending criminal history clearance, as recommended by the Superintendent of Schools.

10. **LPS Music Teacher/FMB Increase of Assignment**: Approve Jill Granholm as increase of assignment, from 71% to 83% as the LPS music teacher effective March 9, 2020 through, approximately, April 27, 2020 at a prorated salary of $52,119 as recommended by the Superintendent of Schools.

11. **Leave of Absence**: Approve Employee #1294 for an unpaid leave of absence effective March 2, 2020 and returning on March 12, 2020, as recommended by the Superintendent of Schools.

12. **Homebound Instruction:** Approve the homebound instruction at St. Clare's Behavioral Health for student #3165908315, needing services at an hourly rate of $55 for one hour per day, as recommended by the Superintendent of Schools.

13. **Homebound Instructor**: Approve Stephanie Posser, Teacher, as Homebound Instructor for Student #3165908315 from March 6, 2020, at a rate of $50/per hour, as recommended by the Superintendent of Schools.

14. **Homebound Instructor**: Approve Leo LaBarge, Teacher, as Homebound Instructor for Student #8565923949 from March 6, 2020, at a rate of $50/hour, as recommended by the Superintendent of Schools.

15. **Substitutes:** Approve the following substitute(s) for the 2019-2020 school year pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Kira Manniello - Substitute Teacher
Michele Verones - Substitute Nurse
Cheryl Moser - Substitute Teacher
Brittany Napholz - Substitute Teacher
Katelyn Harodetsky- Substitute Teacher
Christine Demarest- Substitute Teacher
Lynn Antonucci- Substitute Teach/Substitute Para

16. **Volunteers**: Approve the attached volunteers for the 2019-2020 school year, as recommended by the Superintendent of Schools.

17. **Substitute Technology Assistant:** Approve Ian Wolverton as a substitute for the 2019-2020 school year at a rate of $15/hour, pending criminal history clearance, as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Ms. Annuzzi, Mrs. Brennan, Mr. Cruz, Mrs. Dunbar, Mrs. Figueiredo, Mr. Minnick, Mr. Porter and Dr. Koroski

No: None

Abstain: None

B. FINANCE/OPERATIONS:

Mrs. Brennan moved and Mrs. Dunbar seconded, that the Andover Regional Board of Education approve resolutions #1-13 as presented:

1. **Report of the Treasurer**: Approve the audited financial reports from the Board Secretary and the Treasurer of School Monies for the month of February 2020 on file in the business office, as recommended by the Superintendent of Schools.

2. **Board Secretary's Certification and Report**: Accept the audited Board Secretary's certification pursuant to N.J.A.C. 6:20-2.12(d) that as of February 2020, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Andover Regional Board of Education pursuant to N.J.S.A. 18A:22-8 & 18A-22-8.1, as

recommended by the Superintendent of Schools and Accept, pursuant to N.J.A.C. 6:23-2.1, certification that, as of February 2020, after review of the Board Secretary's Financial Report, appropriations section, and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2.12(C) and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year, as recommended by the Superintendent of Schools.

3. **Bills List**: Approve/accept the Bills List from February 19, 2020 through March 17, 2020 for a total of $1,645,845.19 as recommended by the Superintendent of Schools.

4. **Petty Cash**: Approve/accept the Petty Cash Checking Account Report for February 2020, as recommended by the Superintendent of Schools.

5. **Transfers**: Approve/accept the Transfer Report for February 2020, as recommended by the Superintendent of Schools.

6. **Building Use for 2019-2020 School Year**: Approve the following building use for the Long Pond and/or Florence M. Burd schools, as recommended by the Superintendent of Schools.

NAME OF ORGANIZATION	PURPOSE	DATE REQUESTED	INSURANCE CERTIFICATE	BUILDING
YMCA	AREA-Family Wellness	March 24, 2020	Yes	FMB
Schoolcraft Studios	School Pictures	March 31, 2020	Pending	LPS

7. **Revised 2019-2020 School Calendar:** Approve to amend the 2019-2020 School Calendar (attached) to amend the last day of this school year, as recommended by the Superintendent of Schools.

8. **2020-2021 Tentative Budget**: Approve the following motion for the 2020-2021 Budget information to be submitted to the County Office, as recommended by the Superintendent of Schools:

A. **WHEREAS**, the Andover Regional Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23B-1.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with the N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23B-1.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23B-1.2(b), to a maximum expenditure of $25,000 for all staff and board members.

B. **BE IT RESOLVED** that the tentative budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of

Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	***Special Revenues***	***Debt Service***	***Total***
2020-2021 Total Expenditures	$16,664,190	$179,684	$965,550	$17,809,424
Less: Anticipated Revenues	$2,760,590	$179,684	$191,811	$3,132,085
Taxes to be Raised	$13,903,600	$0	$773,739	$14,677,339

And to advertise said tentative budget in the New Jersey Herald on April 22, 2020 in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED; that a public hearing is being held at the Long Pond School, 707 Limecrest Road in the Township of Andover, County of Sussex, State of New Jersey on Tuesday, April 28, 2020 at 7:30 p.m. for the purpose of approving the budget for the 2020-2021 School Year.

C. Be it resolved that the Andover Regional Board of Education, hereby approves the professional services maximum costs for the 2020-2021 school year:

Whereas, NJAC 6A:23A-5.2 provides that a school district must establish a maximum dollar limit prior to budget preparation for public relations and professional services fees, and;

Whereas, the Andover Regional Board of Education has established the following maximum dollar limits as required, and;

Whereas, if these professional services exceed the maximum amount listed, the Andover Regional Board of Education will consider another motion to increase amounts listed:

Architects	$50,000	Attorneys	$80,000
Auditors	$40,000	School Physician	$20,000

9. **2020-2021 Tuition Rates:** Approves the following tuition rates for the 2020-2021 school year as recommended by the Superintendent of Schools.

Regular Education	**Tuition Rate**
Preschool/K	$23,734
Grades 1-5	$23,871
Grades 6-8	$25,297
LLD	$33,573
BD	$31,028
MD	$73,664
P/T PSD	$29,172

10. **Joint Transportation Agreement:** Approve the Joint Transportation agreement between the Andover Regional School District and Newton Board of Education for transportation in the 2019-2020 school year as follows, as recommended by the Superintendent of Schools.

1. Rt. FT-AM to Sussex County Technical, Veritas, and Sussex County Charter School for Technology for six students at a cost of $600/student at a total of $3,600.
2. Rt. ST2-AM, if needed, Newton High School from Sussex County Technical School at a cost of $600/student.
3. Rt. ST2-PM, if needed, Sussex County Technical School from Newton High School at a cost of $600/student.

4. Rt. VAR-1 for various school activities between Andover Schools and Newton Schools throughout the year as needed for a various number of students at $100/student round trip.

11. **LPS Roof Bid Award**: Approves the architectural bids for the Long Pond School partial roof project:

Whereas, pursuant to N.J.S.A. 18A:18A-1, et.seq., the Andover Regional Board of Education ("Board") advertised and solicited bids for the roof project; and

Whereas, the Board received six bid responses, which were publicly open and read on March 11, 2020; and

Whereas, the following bids were made:

Bidders	Base Bid	Alternate Bid	Total Bid
Barrett Roofing	$422,000	$95,000	$517,000
USA General Contractors Corp.	$435,000	$82,000	$517,000
Badger Roofing Company	$489,000	$49,909	$538,909
Weathertite Solutions	$469,300	$106,000	$575,300
G.C. Dynatech Construction, LLC	$518,000	$90,000	$608,000
D.A. Nolt, Inc.	$534,365	$109,200	$643,565

Whereas, the lowest bid received was from Barrett Roofing in the amount of $422,000 for a base bid;

Whereas, the Project Architect has reviewed the bids and recommends awarding the project to Barrett Roofing; and

Whereas, the Board Attorney has reviewed the bids for legal sufficiency and has determined that Barrett Roofing has submitted all the required documents and materials and is, therefore, the lowest responsible and responsive bidder.

Now, therefore, it resolved, by the Andover Regional Board of Education, that a contract is hereby awarded to Barrett Roofing in the amount of $422,000 for the roof project at Andover Regional-Long Pond School.

Be if further resolved that the Board staff and professionals are directed and empowered to take any actions necessary to effectuate the provisions of this resolution.

Be it further resolved that Nicole Sylvester, Business Administrator, is hereby authorized to execute all change orders, with prior Andover Regional Board of Education knowledge and/or approval, and other such documents as may be required to effectuate the provisions of this resolution and the contract to be entered into between the Board and Barrett Roofing Company. Additionally, the Business Administrator verifies that funds are available for this project in the FY 2020-2021 budget utilizing funds from the Board's capital reserve account, as recommended by the Superintendent of Schools.

12. **Withdrawal from Capital Reserve**: Whereas the Andover Regional Board of Education has included in the 2020-2021 budget, line 600, budgeted withdrawal from capital reserve, in the amount of $602,750, for purposes such as school digital signs, partial roof replacement project at LPS and a pre-school playground at FMB, where the final eligible costs listed below are within the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards, as recommended by the Superintendent of Schools.

Project	**Cost**
Partial Roof replacement	$552,750
Digital Signs	$25,000
Pre-School Playground	$25,000

13. **Withdrawal from Maintenance Reserve**: Whereas the Andover Regional Board of Education has included in the 2020-2021 budget, line 630, budgeted withdrawal from maintenance reserve, in the amount of $199,750, for purposes such as upgrades to flooring, sprinklers, paving, lighting, thermostats and other miscellaneous projects, where the final eligible costs listed below are within the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards, as recommended by the Superintendent of Schools.

Project	Cost
Flooring	$4,200
Sealcoating	$14,000
Sprinkler	$6,550
Paving	$10,000
Lighting	$150,000
Thermostats	$15,000

Roll Call Vote:

Yes: Ms. Annuzzi, Mrs. Brennan, Mr. Cruz, Mrs. Dunbar, Mrs. Figueiredo, Mr. Minnick, Mr. Porter and Dr. Koroski

No: None

Abstain: None

C. CURRICULUM/INSTRUCTION:

Mrs. Dunbar moved and Mrs. Brennan seconded, that the Andover Regional Board of Education approve resolutions #1-6 as amended:

1. **Professional Development Workshops:** Approve the following professional development, registration fees and mileage reimbursement, as recommended by the Superintendent of Schools.

Name	**Program/Location**	**Date**	**Fees/Mileage**
Tammy Antonucci Jessica Hubble	Literacy Conference	March 18, 2020	Registration: $45/each
Nicholas Wilbur Jennifer Pepe	Actional Tools & Strategies to Improve Social Emotional Learning & Productivity in the Classroom. Parsippany, NJ	April 30, 2020	Registration: $219/each
Tara Cotter	NJAMLE 2020 Annual Conference Trenton, NJ	March 13, 2020	Registration: $99 Mileage: $0.35/mile
Joe DeLuca	NJSLA Mandatory Training Whippany, NJ	February 26, 2020	Mileage: $0.35/mile
Linda Kristiansen	Sussex County Coop Annual Transportation meeting	April 7, 2020	Mileage: $0.35/mile
Brendan Maurice Jennifer Bogert	Assessing & Intervening Behaviors	April 3, 2020	Registration: $30/each
Steve Zanella Deb Willemsen Rebecca Morrell Stacy Publik	Tracy Severns, Teach 4 Results	March 23, 2020	Registration: $190/each Mileage: $0.35/mile

2. **Activities/Trips**: Approve the following student activities/class trip, as recommended by the Superintendent of Schools.

Grade/ Teacher	**Date/ Destination/ Purpose**	**# of Students & Adult Chaperones w/Names**	**Student Cost**	**Transportation**	**Board Cost**
Nick Moustakas Grades5-8 Track & Field	Various Track & Field Events Spring 2020 3:15pm-Various	Students: 40 Teachers: 2 Nick Moustakas Steve Zanella Chaperones: 0	$0	1 Stocker Bus for each meet, totaling $2,100	$2,100
Nancy Hansen Kindergarten	June 3, 2020 9:15am-1:30pm Sussex County Fairgrounds Augusta, NJ To incorporate agriculture into the curriculum through interactive experiences	**Students**: 37 **Teachers**: 3 N. Hansen D. Jennings G. Apgar **Paras**:0 **Nurse**: Yes **Parent Chaperones**: 6	$8.14	Stocker Bus - one at $190	$0
Melissa Van Blarcom Earth Club (5th & 8th Graders)	April 22, 2020 8:55am-11:50am SCMUA, Lafayette Learn about a variety of environmental topics led by SCMUA conservation partners.	**Students**: 20-35 **Teachers**: 1 Melissa VanBlarcom **Paras**: 1 Monika Sternecker **Nurse**: 0 **Parent Chaperones**:0	$0	Stocker Bus Company - one (1) bus at $149 to be paid from Earth Club	$0

Jill Granholm Music	May 27, 2020 7:30am-6:00pm Dorney Park Allentown, PA High Notes Festival Performance Location Music ensemble adjudication	**Students**: 45-50 **Teachers**: 3 J. Granholm TBD J. McKeown **Paras**:0 **Nurse**: Yes **Parent Chaperones**: 6	$75.94	Stocker Bus - one at $745	$0
Rebecca Morrell 5th Grade	May 19, 2020 9:00am-before dismissal Liberty Science Center Jersey City, NJ Science curriculum of the 5th grade - Earth & Life Sciences	**Students**: 48 **Teachers**: 5 R. Morrell J. Hasten M. Garman D. Petersen S. Sica **Paras**:1 Kim Clark **Nurse**: Yes **Parent Chaperones**: 0	$45.13	Stocker Bus - two at $455 = $910	$0
Joanne Schaad Grade 7	May 29, 2020 9:00am-2:15pm Medieval Times Lyndhurst, NJ Educational presentation of competing knights who were instrumental to the feudal	**Students**: 59 **Teachers**: 4 J. Schaad S. Zanella S. Posser S. Publik **Paras**:1 C. Potter **Nurse**: Yes	$54.03	Stocker Bus - two at $375 = $750	$0

	system during the Middle Ages.	**Parent Chaperones**: 0			
MD/LLD Brady Bradley Posser Sica LaBarge	April 20, 2020 9:00am-3:00pm Turtle Back Zoo West Orange, NJ Building social skills through community based instructions	**Students:** 19 **Teachers:** 5 **Paras:** 9 **Nurse:** Yes	$0	Stocker Bus: $450- one bus	$330 + Nurse
Jill Granholm- Music Teacher	March 9, 2020 3:30 pm	**Students driven by parents**	$0	$0	$0
MaryHelen Coiro Megan Garman Cheryl Houtman Nick Moustakas Darice Meyers Summer Passanante	June 3 - 5, 2020 Boston- 8th grade American History	**Students**: 40+ **Teachers**: 6 **Paras**: 0 **Nurse**: Yes	Approx. $700	included	$0

6th grade Meredith Sajdak Megan Garman Cheryl Houtman Nick Moustakas Darice Meyers Dave Peterson	April 29- May 1, 2020 NJ School of Conservation Residential Environmental Education Trip	**Students**: 55+ **Teachers**: 6 **Paras**: 0 **Nurse**: Yes	Approx. $200	included	$0

3. **Field Trip to Rockaway Theaters:** Approve, retroactively, the new destination for the February 28, 2020 field trip from Rockaway Theaters, Rockaway, to Cinemark Theaters in Willowbrook Mall, Wayne, with an increased cost in transportation of $380.00 (Stocker Bus), as recommended by the Superintendent of Schools.

4. **Professional Development Workshop:** Approve the District Professional Development for Nicole Sylvester for travel and expense reimbursement for the 2020 annual NJASBO Workshop, in Atlantic City, New Jersey, on June 3-5, in accordance with the Andover Regional Board of Education travel policies and pursuant to N.J.A.C. 6A:23A-7, et. seq., as follows:

Lodging Cost: $96 + occupancy fees, not to exceed three (3) nights paid by the Board
Conference Registration: $275 registration fee
Meals and Incidentals Expense: $66 per diem for a full day; $49.50 per diem (75%) for travel days
Mileage Reimbursement: $0.35 per mile
Parking: Not to exceed $10
Tolls: Not to exceed $15
as recommended by the Superintendent of Schools.

5. **Passaic County Nutritional Presentation:** Approve Passaic County Community College (Sussex Campus) school professor/students to present a program on proper nutrition and healthy food choices to Long Pond School Physical Education/Health class, as recommended by the Superintendent of Schools.

6. **Parent Chaperones for 6th grade SOC field trip:** Approve the 6th grade class trip (SOC) chaperones, as per attachment, as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Ms. Annuzzi, Mrs. Brennan, Mr. Cruz, Mrs. Dunbar, Mrs. Figueiredo, Mr. Minnick, Mr. Porter and Dr. Koroski

No: None

Abstain: None

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS:

Mrs. Brennan shared that we received an email from a parent thanking everyone for their hard work during this time.

Mr. Cruz thanked Ms. DuCharme for her work during the COVID-19.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

This public session is designed for members of the public to speak on issues for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. If the Board of Education chooses to respond, it does not waive its right thereafter not to respond. Members of the public are asked to state their name and address for the record.

- Mrs. Kurilko inquired about the class size for the 1st grade this year moving to second grade.
- Mrs. Knehr inquired about discipline between boys and girls at LPS, after no response was received by Mr. Fleming. Discussion ensued.
- Mrs. Ross stated parents were reaching out with positive feedback for learning at home.

EXECUTIVE SESSION: None at this time.

Adjournment: Mrs. Brennan moved to adjourn the meeting, seconded by Ms. Annuzzi and approved at 7:45 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,

Ms. Nicole Sylvester

Business Administrator/Board Secretary

All Bank Accounts Included

Check#	Date	Vendor (Payee)	Amount
A:30994	3/18/20	VERIZON	553.45
A:30995	3/18/20	JCP&L	2,600.58
A:30996	3/18/20	ELIZABETHTOWN GAS COMPANY	7,868.15
A:30997	3/18/20	Delta Dental of New Jersey, Inc.	7,114.81
A:30998	3/18/20	CenturyLink	370.18
A:30999	3/18/20	New Jersey Advanced Media	761.00
A:31000	3/18/20	Lowes Home Centers, Inc.	97.61
A:31001	3/18/20	VILLA CAPRI	241.00
A:31002	3/18/20	Treasrer - State of New Jersey	100.00
D:1165	3/18/20	Maschios Food Services, Inc.	15,086.69
A:N0330	3/30/20	Andover Regional Payroll Agency	313,736.73
A:N0409	4/9/20	Andover Regional Payroll Agency	315,320.98
A:31003	4/10/20	Andover Regional School Lunch Program	3,473.32
D:1166	4/10/20	Andover Regional Board of Education	1,550.97
A:31004	4/28/20	AC Daughtry, Inc.	2,294.35
A:31005	4/28/20	Stephenie M. Neufeld	470.00
A:31006	4/28/20	Ansor Solar, LLC	8,607.61
A:31007	4/28/20	Atlantic Tomorrows Office	12,720.87
A:31008	4/28/20	CDW Government, LLC	133.75
A:31009	4/28/20	CenturyLink	565.45
A:31010	4/28/20	Lynn Delfing	94.95
A:31011	4/28/20	Delta Dental of New Jersey, Inc.	7,114.81
A:31012	4/28/20	Eurofins QC, Inc.	379.85
A:31013	4/28/20	William Grennille	666.66
A:31014	4/28/20	J & B Therapy, LLC	16,433.96
A:31015	4/28/20	Jive Communications, Inc.	1,657.86
A:31016	4/28/20	Long Pond School Student Activity Account	799.00
A:31017	4/28/20	Lowes Home Centers, Inc.	379.96
A:31018	4/28/20	CYNTHIA MIZELLE	127.40

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Check#	Date	Vendor (Payee)	Amount
A:31019	4/28/20	Municipal Capital Finance	1,585.00
A:31020	4/28/20	Times-Herald-Record	12.80
A:31021	4/28/20	New Jersey Schools Insurance Group	12,966.39
A:31022	4/28/20	Newton Board of Education	365,785.55
A:31023	4/28/20	Parette Somjen Architects LLC	12,200.00
A:31024	4/28/20	PENTELEDATA	1,650.00
A:31025	4/28/20	Phoenix Advisors, LLC	1,000.00
A:31026	4/28/20	Professional Education Services, Inc.	2,200.00
A:31027	4/28/20	R&L Data Centers, Inc.	712.21
A:31028	4/28/20	ReadyRefresh by Nestle	45.86
A:31029	4/28/20	JENNIFER REYNOLDS	39.72
A:31030	4/28/20	Saint Clare's Hospital Behavioral Health	165.00
A:31031	4/28/20	Scarinci & Hollenbeck, LLC	5,082.00
A:31032	4/28/20	Service Electric Cable TV of NJ, Inc.	59.40
A:31033	4/28/20	SK Paper Shred	840.00
A:31034	4/28/20	STAPLES BUSINESS ADVANTAGE	56.86
A:31035	4/28/20	STAPLES BUSINESS ADVANTAGE	92.84
A:31036	4/28/20	Sussex County Regional Cooperative	26,400.43
A:31037	4/28/20	Sussex County Technical School	9,576.10
A:31038	4/28/20	Tri-Foxco U.S.A., Inc.	91.98
A:31039	4/28/20	VERIZON	558.52
A:31040	4/28/20	Waste Management of New Jersey, Inc.	1,327.98
A:31041	4/28/20	STAPLES BUSINESS ADVANTAGE	43.46
A:31042	4/28/20	ROSS, SUZANNE	55.00
A:31043	4/28/20	STAPLES BUSINESS ADVANTAGE	33.46
A:31044	4/28/20	STAPLES BUSINESS ADVANTAGE	73.68
A:31045	4/28/20	Eric Martino	2,780.00
A:31046	4/28/20	Mary-Helen Coiro	16.06
A:31047	4/28/20	J.W. Pepper & Son, Inc.	43.25

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All Bank Accounts Included

Check#	Date	Vendor (Payee)	Amount
A:31048	4/28/20	Allegro School	10,880.00
A:31049	4/28/20	Cara Capela	1,840.30
A:31050	4/28/20	Terranova Group T/A Chapel Hill Academy	5,424.00
A:31051	4/28/20	Lakeland-Andover School	9,920.00
A:31052	4/28/20	Morris County Educational Services Commission	9,378.00
A:31053	4/28/20	Ridge & Valley Charter School	6,358.00
A:31054	4/28/20	Sussex County Charter School for Technology	7,029.00
A:31055	4/28/20	Westbridge Academy, Inc.	6,734.08
A:31056	4/28/20	Windsor Learning Center	10,240.00
A:31062	4/28/20	JCP&L	1,138.72
A:31063	4/28/20	PITNEY BOWES GLOBAL FINANCIAL SERV	146.94
A:31064	4/28/20	Parette Somjen Architects LLC	3,350.00
A:31065	4/28/20	JENNIFER REYNOLDS	46.94
A:31066	4/28/20	Sussex County Technical School	9,576.10
D:1167	4/28/20	Maschios Food Services, Inc.	9,517.76
H:1695	4/28/20	WEST MUSIC COMPANY, INC.	189.39
I:3395	4/28/20	Jill Granholm	177.37
I:3396	4/28/20	Stacey Publik	40.97

The Grand Total of all Checks from Fund 10 is:	44,803.79
The Grand Total of all Checks from Fund 11 is:	1,164,946.24
The Grand Total of all Checks from Fund 12 is:	12,250.00
The Grand Total of all Checks from Fund 20 is:	10,239.89
The Grand Total of all Checks from Fund 60 is:	26,155.42
The Grand Total of all Checks from Fund 94 is:	189.39
The Grand Total of all Checks from Fund 95 is:	218.34
The Grand total of all checks for this period is:	1,258,803.07

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Check#	Date	Vendor (Payee)	Amount

We the undersigned board members certify that we have approved the expenditures represented by the above list of checks.

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0152 BOARD OFFICERS

The Board of Education shall organize at its first regular meeting by electing one of its members as President and another as Vice President.

Any member may place a member's name in nomination; a second is not required. Election for each office will be conducted by a vote when the nominations for that office are closed. The candidate receiving a majority vote of the members of the Board present and constituting a quorum will be elected to office.

Voting shall take place by verbal roll call vote after nominations are closed. When more than one person has been nominated, the Board will vote on candidates in the order in which they were nominated. In the event no candidate receives a majority vote of the members of the Board present and constituting a quorum, the procedure shall continue until someone receives a majority vote.

Officers shall serve for one year and until their respective successors are elected and shall qualify, but if the Board shall fail to hold the organization meeting or to elect Board officers as prescribed by N.J.S.A. 18A:15-1, the Executive County Superintendent shall appoint from among the members of the Board a President and/or Vice President.

A President or Vice President who refuses to perform a duty imposed upon him/her by law may be removed by a majority vote of the Board members present and constituting a quorum. In the event the office of President or Vice President shall become vacant the Board shall, within thirty

days thereafter, fill the vacancy for the unexpired term. If the Board fails to fill the vacancy within such time, the Executive County Superintendent shall fill the vacancy for the unexpired term.

N.J.S.A. 18A:15-1; 18A:15-2

Adopted:

1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the requirements of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and to provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. All public employers shall designate a Human Resources Officer (HRO) or equivalent to assist employees who are victims of domestic violence. The name and contact information of the designated HRO must be provided to all employees. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO.

Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.

Nothing in the Uniform Domestic Violence Policy and Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

Each designated HRO shall comply with the requirements outlined in Regulation 1581 – Section A.4.d. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

To ensure confidentiality and accuracy of information, the Uniform Domestic Violence Policy 1581 and Regulation 1581 – Section A.6. require the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the guidelines outlined in Regulation 1581 - Section A.7.

Resources and program information will be readily available to assist victims of domestic violence.

A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set in the Uniform Domestic Violence Policy.

B. The New Jersey Security and Financial Empowerment Act – (N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act)

The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence. Any employee of an employer in the State of New Jersey as defined in N.J.S.A. 34:11C-2, who was a victim of an incident of domestic violence as defined in N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-

month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.



The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in the activities outlined in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a.(1)-(6) as they relate to the incident of domestic violence or sexually violent offense as outlined in Regulation 1581 - Section B.3.b.

An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27 during any part of the twenty-day period of unpaid leave provided under N.J.S.A. 34:11C-3.a.

Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B., shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave. If the employer requires documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides supporting documentation outlined in N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d.

An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act.

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f of the NJ SAFE Act.

Upon a violation of any of the provisions N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4, an employee or former employee may institute a civil action in the Superior Court for relief.

All remedies available in common law tort actions shall be available to a prevailing

plaintiff. The Court may also order any or all of the relief outlined in N.J.S.A. 34:11C-5. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of the NJ SAFE Act.

N.J.S.A. 11A:2-6a
N.J.S.A. 34:11C-1 et seq.
New Jersey Civil Service Commission's Uniform Domestic Violence Policy

Adopted:

2422 HEALTH AND PHYSICAL EDUCATION

The Board of Education requires all students to participate in a comprehensive, sequential, health and physical education program aligned with the New Jersey Student Learning Standards (NJSLS) that emphasizes the natural interdisciplinary connection between wellness and health and physical education. The primary focus of the NJSLS is the development of knowledge and skills that influence healthy behaviors within the context of self, family, school, and the local and global community.

The NJSLS incorporate New Jersey statutes related to health and well-being of students in New Jersey schools. The following statutes incorporated into the NJSLS include, but are not limited to, the following requirements:

1. Accident and Fire Prevention (N.J.S.A. 18A:6-2) requires regular courses of instruction in accident and fire prevention.

2. Breast Self-Examination (N.J.S.A. 18A:35-5.4) requires offering instruction on breast self-examination for students in grades seven through twelve.

3. Bullying Prevention Programs (N.J.S.A. 18A:37-17) requires the establishment of bullying prevention programs.

4. Cancer Awareness (N.J.S.A. 18A:40-33) requires the development of a school program on cancer awareness by the Commissioner of Education.

5. Dating Violence Education (N.J.S.A. 18A:35-4.23a) requires instruction regarding dating violence in grades seven through twelve.

6. Domestic Violence Education (N.J.S.A. 18A:35-4.23) allows instruction on problems related to domestic violence and child abuse.

7. Gang Violence Prevention (N.J.S.A. 18A:35-4.26) requires instruction in gang violence prevention for elementary school students.

8. Health, Safety, and Physical Education (N.J.S.A. 18A:35-5) requires that all students in grades one through twelve participate in at least two and one-half hours of health, safety, and physical education each school week.



9. Drugs, Alcohol, Tobacco, Controlled Dangerous Substances, and Anabolic Steroids (N.J.S.A. 18A:40A-1) requires instructional programs on drugs, alcohol, anabolic steroids, tobacco, and controlled dangerous substances and the development of curriculum guidelines for each grade Kindergarten through twelve.

10. Lyme Disease Prevention (N.J.S.A. 18A:35-5.1 through 5.3) requires the development of Lyme Disease curriculum guidelines and training to all teaching staff members who instruct students with Lyme Disease.

11. Organ Donation (N.J.S.A. 18A:7F-4.3) requires information relative to organ donation to be given to students in grades nine through twelve.

12. Sexual Assault Prevention (N.J.S.A. 18A:35-4.3) requires the development of a sexual assault prevention education program by the Commissioner of Education for utilization by school districts.

13. Stress Abstinence (N.J.S.A. 18A:35-4.19 through N.J.S.A. 18A:35-4.22), also known as the "AIDS Prevention Act of 1999," requires sex education programs to stress abstinence.

14. Suicide Prevention (N.J.S.A. 18A:6-111 through 113) requires instruction in suicide prevention in public schools.

15. Cardiopulmonary Resuscitation (CPR)/Automated External Defibrillator (AED) (N.J.S.A. 18A:35-4.28 and 18A:35-4.29) requires public high schools and charter schools to provide instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator to each student prior to graduation.

16. Sexually Explicit Images through Electronic Means (N.J.S.A. 18A:35-4.32 and 4.33) requires instruction, once during middle school, on the social, emotional, and legal consequences of distributing and soliciting sexually explicit images through electronic means.

17. History of Disabled and LGBT Persons (N.J.S.A. 18A:35-4.35 and 4.36) requires instruction on the political, economic, and social contributions of persons with disabilities and lesbian, gay, bisexual, and transgender people for middle and high school students.



18. Financial Literacy (N.J.S.A. 18A:35-4.34) requires instruction with basic financial literacy necessary for sound financial decision-making in each of the grades six through eight.

19. Other Statutory or Administrative Codes. The Board will incorporate into its health and physical education curriculum any other requirements of the NJSLS in Comprehensive Health and Physical Education.

In accordance with the provisions of N.J.S.A. 18A:35-4.7, any student whose parent presents to the Principal a signed statement that any part of the instruction in health, family life education, or sex education is in conflict with his/her conscience or sincerely held moral or religious beliefs shall be excused from that portion of the course where such instruction is being given and no penalties as to credit or graduation shall result.

The Board of Education must provide two and one-half hours of health, safety, and physical education courses in each school week, or proportionately less when holidays fall within the week. Recess period(s) shall not be used to meet the requirements of N.J.S.A. 18A:35-5, 7, and 8.

In accordance with N.J.S.A. 18A:35-4.31, the Board of Education shall provide a daily recess period of at least twenty minutes for students in grades Kindergarten through five. A recess period is not required on a school day in which the day is substantially shortened due to a delayed opening or early dismissal. The recess period shall be outdoors, if feasible. A student shall not be denied recess for any reason, except as a consequence of a violation of the school district's Code of Student Conduct, including a harassment, intimidation, or bullying (HIB) investigation pursuant to N.J.S.A. 18A:37-13 et seq. Students may not be denied recess more than twice per week for a violation of the Code of Student Conduct or HIB investigation and these students shall be provided restorative justice activities during the recess period. Restorative justice activities are defined as activities designed to improve the socioemotional and behavioral responses of students through the use of more appropriate and less punitive interventions thereby establishing a more supportive and inclusive school culture. The student's recess period should be scheduled in a manner that does not interfere with the implementation of a student's Individualized Education Program (IEP). School staff may deny recess for a student on the advice of a medical professional, school nurse, or the provisions of a student's IEP and/or 504 Plan.

A copy of the NJSLS for Comprehensive Health and Physical Education and all related curriculum/course guides and instructional material shall be available for public inspection in each school.

N.J.S.A. 18A:35-4.31



Adopted:

3421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes teaching staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a teaching staff member entitled to overtime pay is designated as "non-exempt." A teaching staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt teaching staff members to express breast milk for their nursing child. The non-exempt teaching staff member shall coordinate such breaks with their immediate supervisor. The non-exempt teaching staff member will not receive compensation during this break time unless the break time is during a non-exempt teaching staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt teaching staff members. However, exempt teaching staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt teaching staff member's duty free lunch period or duty free break period during the workday, the exempt teaching staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt teaching staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The

break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.
Patient Protection and Affordable Care Act – P.L. 111-148
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted: New

4421.13 POSTNATAL ACCOMMODATIONS

The Board of Education recognizes support staff members may be returning to work shortly after their child's birth and may need to express breast milk during the workday. The Patient Protection and Affordable Care Act (PPACA) amended Section 7 of the Federal Fair Labor Standards Act (FLSA) for nursing mothers to be permitted reasonable break times and a private location to express breast milk for their nursing child for one year after the child's birth.

Every employee position in the school district is designated as either "non-exempt" or "exempt" by the provisions of the FLSA. Generally, a support staff member entitled to overtime pay is designated as "non-exempt." A support staff member that performs duties that are executive, administrative, or professional in nature and not entitled to overtime pay is designated "exempt." The school district administration shall refer to the comprehensive definitions of "exempt" and "non-exempt" as outlined in 29 C.F.R. 541 et seq. in determining an employee's designation.

A Board of Education is required to provide reasonable break times to non-exempt support staff members to express breast milk for their nursing child. The non-exempt support staff member shall coordinate such breaks with their immediate supervisor. The non-exempt support staff member will not receive compensation during this break time unless the break time is during a non-exempt support staff member's compensated break time.

A Board of Education is not required under the FLSA to provide such breaks to exempt support staff members. However, exempt support staff members may take such breaks provided the breaks are coordinated with their immediate supervisor. If this break is taken during the exempt support staff member's duty free lunch period or duty free break period during the workday, the exempt support staff member will not be reduced in compensation.

The Principal or the nursing mother's immediate supervisor, in consultation with the school nurse, will designate a lactation room that is shielded from view and free from intrusion from co-workers and the public. The location must be functional as a space for expressing breast milk and shall include an electrical outlet, a chair, and nearby access to running water. If the space is not dedicated to the nursing mother's use, it must be available when needed. A space temporarily converted into a lactation room or made available when needed by a nursing mother is sufficient; however, a bathroom, even if private, is not a permissible location under the FLSA.

All exempt and non-exempt support staff members are required to sign-out of work to begin the break to express breast milk and shall sign-in when they return to work after the break. The

break shall be for a reasonable amount of time. For compensation purposes, the immediate supervisor shall forward all sign-in and sign-out information relative to break times for nursing mothers under the FLSA to the School Business Administrator/Board Secretary.

Fair Labor Standards Act – 29 U.S.C. 201 et seq.
Patient Protection and Affordable Care Act – P.L. 111-148
N.J.S.A. 26:4C-1 through 26:4C-3

Adopted: New



5330 ADMINISTRATION OF MEDICATION

The Board of Education disclaims any and all responsibility for the diagnosis and treatment of an illness of any student. However, in order for many students with chronic health conditions and disabilities to remain in school, medication may have to be administered during school hours. Parents are encouraged to administer medications to children at home whenever possible as medication should be administered in school only when necessary for the health and safety of students. The Board will permit the administration of medication in school in accordance with applicable law.

Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, the student's parent, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and 12.4, and school employees who have been trained and designated by the certified school nurse to administer epinephrine and hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.5, 12.6, 12.29, and 12.30.

Self-administration of medication by a student for asthma or other potentially life-threatening illnesses, a life threatening allergic reaction, or adrenal insufficiency is permitted in accordance with the provisions of N.J.S.A. 18A:40-12.3.

The school nurse shall have the primary responsibility for the administration of epinephrine and hydrocortisone sodium succinate to the student. However, the school nurse may designate, in consultation with the Board or the Superintendent, additional employees of the district who volunteer to be trained in the administration of epinephrine via a pre-filled auto-injector mechanism and the administration of hydrocortisone sodium succinate using standardized training protocols established by the New Jersey Department of Education (NJDOE) in consultation with the Department of Health when the school nurse is not physically present at the scene.

In accordance with the provisions of N.J.S.A. 18A:40-12.6.d, no school employee, including a school nurse or any other officer or agent of a Board of Education or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5 and/or hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.29, shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 and N.J.S.A. 18A:40-12.29, nor shall any action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6.d and N.J.S.A. 18A:40-12.33. Good faith shall not include willful misconduct, gross negligence, or recklessness.

The school nurse or designee shall be promptly available on site at the school and at school-sponsored functions in the event of an allergic reaction or an emergency requiring the administration of hydrocortisone sodium succinate. In addition, the parent must be informed that the school district, its employees and agents shall have no liability as a result of any injury arising from the administration of epinephrine or hydrocortisone sodium succinate to the student.

The parent of the student must sign a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student. In addition, the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism or the administration of hydrocortisone sodium succinate to the student.

The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to students for anaphylaxis and/or the emergency administration of hydrocortisone sodium succinate for adrenal insufficiency is effective for the school year it is granted and must be renewed for each subsequent school year.

Each school in the district shall have and maintain for the use of students at least one nebulizer in the office of the school nurse or a similar accessible location. Each certified school nurse or other persons authorized to administer asthma medication will receive training in airway management and in the use of nebulizers and inhalers consistent with NJDOE regulations. Every student that is authorized to use self-administered asthma medication pursuant to N.J.S.A. 18A:40-12.3 or a nebulizer must have an asthma treatment plan prepared by the student's physician which shall identify, at a minimum, asthma triggers, the treatment plan, and other such elements as required by the State Board of Education.

All student medications shall be appropriately maintained and secured by the school nurse, except those medications to be self-administered by students. In those instances the medication may be retained by the student with the prior knowledge of the school nurse. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with such information about the medication and its administration as may be in the student's best educational interests. The school nurse may report to the school physician any student who appears to be affected adversely by the administration of medication and may recommend to the Principal the student's exclusion pursuant to law.



The school nurse shall document each instance of the administration of medication to a student. Students self-administering medication shall report each incident to a teacher, coach, or other individual designated by the school nurse who is supervising the student during the school activity when the student self-administers. These designated individuals shall report such incidents to the school nurse within twenty-four hours of the self-administration of medication. The school nurse shall preserve records and documentation regarding the self-administration of medication in the student's health file.

N.J.S.A. 18A:6-1.1; 18A:40-3.1; 18A:40-6; 18A:40-7; 18A:40-12.3;
18A:40-12.4; 18A:40-12.5; 18A:40-12.6; 18A:40-12.7;
18A:40-12.8; 18A:40-12.29 through 12.33
N.J.S.A. 45:11-23
N.J.A.C. 6A:16-2.3(b)

Adopted:

7243 SUPERVISION OF CONSTRUCTION

The Board of Education directs that the Business Administrator be responsible for the supervision of all building construction in this school district. Supervision shall include field inspection of the construction contractor's operations, administrative review of the activities of the architect relating to the construction, and any other construction matters relating to the interests of the school district.

The Business Administrator shall report periodically to the Board on the progress of the work of the construction contractor(s).

The Board shall not employ for pay or contract for the paid services of any person serving in a position which involves regular contact with students unless the Board has first determined, consistent with the requirements and standards of N.J.S.A. 18A:6-7.1 et seq., that no criminal history record information exists on file in the Federal Bureau of Investigation, Identification Division, or the State Bureau of Identification which would disqualify the individual from being employed or utilized in such capacity or position.

The Superintendent shall direct the School Business Administrator/Board Secretary or designee to act as liaison to all construction contractors for school facility and construction projects to obtain a list of the individuals who will have regular contact with students and will be employed by or working for the contractor on a school district project that will be undergoing a criminal history record check pursuant to the requirements of N.J.S.A. 18A:6-7.1 et seq. The liaison shall provide the list of those contracted employees to the Superintendent or designee and the Human Resources Director. The Superintendent or designee and the Human Resources Director who receive any adverse action correspondence from the New Jersey Department of Education (NJDOE) related to the criminal history record check process shall review the contracted company list in order to determine if the subject of that correspondence is either a school employee or an employee of any contract service provider and take appropriate action. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the NJDOE. Approvals for employment of these contracted employees shall be maintained with the liaison and copies forwarded to the Superintendent’s office.

A change order involving additional cost will be submitted to the Board for review and approval.

A change order not involving monetary considerations may be acted upon solely by the Business Administrator and reported to the Board.

Upon completion of a building project and a final inspection of all its aspects by the architect, contractors, and school officials, a recommendation for acceptance shall be made to the Board by the Business Administrator.

N.J.S.A. 18A:6-7.1 et seq.; 18A:18A-16; 18A:18A-43; 18A:18A-44
N.J.S.A. 18A:54-30 **[vocational districts]**

Adopted:

8210 SCHOOL YEAR

The Board of Education recognizes that the preparation of a school calendar is essential to orderly educational planning and to the efficient operation of the school district.

The Board shall annually approve the days when the schools will be in session for instructional purposes. The school calendar will provide no fewer than one hundred eighty days of instruction in accordance with N.J.S.A. 18A:7F-9. Days on which school is closed for holidays, teachers' institutes, and inclement weather shall not be considered as days in session.

A half-day class or shortened school day shall be considered the equivalent of a full day only if school is in session for four or more hours, exclusive of recess periods or lunch periods.

A school day shall consist of not less than four hours, except that one continuous session of two and one-half hours may be considered a full day for Kindergarten in accordance with N.J.A.C. 6A:32-8.3(b).

An approved Kindergarten shall meet the requirements set forth in N.J.A.C. 6A:32-8.3(c).

The Commissioner of Education shall annually prescribe a list of religious holidays on which it shall be mandatory to excuse students for religious observance upon the written request signed by the parent or person standing in loco parentis. Staff members shall avoid, whenever possible, scheduling a test on a religious holiday commonly observed by residents of the district.

The Superintendent, in consultation with Operations BOE Committee, shall annually prepare and submit to the Board a school calendar for the next school year no later than May 1. The Board reserves the right to alter the school calendar when: such alteration is feasible and serves the best interests of the students of this district; the number of school closings during the school year extend the school year past a reasonable closing date in June; there is an extended school closing during the school year due to an unforeseen circumstance; and/or due to any reason deemed in the best interest of students.

N.J.S.A. 18A:25-3; 18A:36-2; 18A:36-16
N.J.S.A. 18A:54-25 **[vocational districts]**
N.J.A.C. 6A:32-8.3

POLICY

ANDOVER REGIONAL SCHOOL DISTRICT
~~BOARD OF EDUCATION~~

Adopted:

8220 SCHOOL DAY

The Board of Education shall annually approve the time that school(s) will be in session, including the starting and ending time of a shortened day. A school day shall be in accordance with N.J.A.C. 6A:32-8.3.

The schools of the district will be in session for students on those days and times recommended by the Superintendent and annually approved by the Board.

The Superintendent may close school, delay the opening of school, or dismiss school early when such alteration in the regular session is required for the protection of the health and safety of students and staff members or other good cause. A shortened school day, whether it is planned or emergent (as in the case of inclement weather), must meet certain requirements in order to count toward the one hundred eighty day requirement of N.J.S.A. 18A:7F-9.

The Superintendent shall inform the Board President of any such alteration as soon as possible and shall prepare rules for the proper and timely notification of concerned persons in the event of any delayed opening or emergency school closing.

N.J.A.C. 6A:32-8.3

Adopted:

8462 REPORTING POTENTIALLY MISSING OR ABUSED CHILDREN

The Board of Education recognizes early detection of missing, abused, or neglected children is important in protecting the health, safety, and welfare of all children. In recognition of the importance of early detection of missing, abused, or neglected children, the Board of Education adopts this Policy pursuant to the requirements of N.J.S.A. 18A:36-24 and 18A:36-25. The Board provides this Policy for its employees, volunteers, or interns for the early detection of missing, abused, or neglected children through notification of, reporting to, and cooperation with the appropriate law enforcement and child welfare authorities pursuant to N.J.S.A. 18A:36-24 and 18A:36-25 et seq., N.J.A.C. 6A:16-11.1, N.J.S.A. 9:6-8.10, and N.J.A.C. 6A:22-4.1(d).

Employees, volunteers, or interns working in the school district shall immediately notify designated child welfare authorities of incidents of alleged missing, abused, and/or neglected children. Reports of incidents of alleged missing, abused, or neglected children shall be reported to the New Jersey State Central Registry (SCR) at 1-877 NJ ABUSE or to any other telephone number designated by the appropriate child welfare authorities. If the child is in immediate danger a call shall be placed to 911 as well as to the SCR.

The school district shall prominently display information about the Department of Children and Families' State Central Registry, a toll-free hotline for reporting child abuse, in each school of the district. The information shall give instructions to call 911 for emergencies and shall include directions for accessing the Department of Children and Families' website or social media platforms for more information on reporting abuse, neglect, and exploitation.

The information shall be in a format and language that is clear, simple, and understandable. The information shall be on a poster and displayed at each school in at least one high-traffic, highly and clearly visible public area that is readily accessible to and widely used by students, pursuant to N.J.S.A. 18A:33.28.

The person having reason to believe that a child may be missing or may have been abused or neglected may inform the Principal or other designated school official(s) prior to notifying designated child welfare authorities if the action will not delay immediate notification. The person notifying designated child welfare authorities shall inform the Principal or other designated school official(s) of the notification, if such had not occurred prior to the notification. Notice to the Principal or other designated school official(s) need not be given when the person believes that such notice would likely endanger the reporter or student involved or when the person believes

that such disclosure would likely result in retaliation against the student or in discrimination against the reporter with respect to his or her employment.

The Principal or other designated school official(s) upon being notified by a person having reason to believe that a child may be missing or may have been abused or neglected, must notify appropriate law enforcement authorities. Notification to appropriate law enforcement authorities **s**hall be made for all reports by employees, volunteers, or interns working in the school district. Confirmation by another person is not required for a school district employee, volunteer, or intern to report the suspected missing, abused, or neglected child situation.

School district officials will cooperate with designated child welfare and law enforcement authorities in all investigations of potentially missing, abused, or neglected children in accordance with the provisions of N.J.A.C. 6A:16-11.1(a)5.

The district designates Supervisor of Special Education as the school district's liaison to designated child welfare authorities to act as the primary contact person between the school district and child welfare authorities with regard to general information sharing and the development of mutual training and other cooperative efforts. The district designates the Superintendent or designee as the school district's liaison to law enforcement authorities to act as the primary contact person between the school district and law enforcement authorities, pursuant to N.J.A.C. 6A:16-6.2(b)1, consistent with the Memorandum of Agreement, pursuant to N.J.A.C. 6A:16-6.2(b)13.

An employee, volunteer, or intern working in the school district who has been named as a suspect in a notification to child welfare and law enforcement authorities regarding a missing, abused, or neglected child situation shall be entitled to due process rights, including those rights defined in N.J.A.C. 6A:16-11.1(a)9.

The Superintendent or designee shall provide training to school district employees, volunteers, or interns on the district's policy and procedures for reporting allegations of missing, abused, or neglected child situations. All new school district employees, volunteers, or interns working in the district shall receive the required information and training as part of their orientation.

There shall be no reprisal or retaliation against any person who, in good faith, reports or causes a report to be made of a potentially missing, abused, or neglected child situation pursuant to N.J.S.A. 9:6-8.13.

N.J.S.A. 18A:33-28; 18A:36-24; 18A:36-25 et seq.



POLICY

ANDOVER REGIONAL SCHOOL DISTRICT
~~BOARD OF EDUCATION~~

N.J.A.C. 6A:16-11.1

Adopted:

R 1581 DOMESTIC VIOLENCE

Policy and Regulation 1581 - Section A. sets forth the New Jersey Civil Service Commission's (Civil Service Commission) Uniform Domestic Violence Policy that all public employers shall adopt and distribute to all their employees in accordance with the provisions of N.J.S.A. 11A:2-6a. The purpose of the Uniform Domestic Violence Policy is to encourage public employees who are victims of domestic violence, and those impacted by domestic violence, to seek assistance from their public employer's human resources officer(s) and provide a standard for a public employer's human resources officer(s) to follow when responding to employees.

Policy and Regulation 1581 – Section B. provides employment protection for employees of those employers as defined in N.J.S.A. 34:11C-2, who are victims of domestic violence or sexual violence in accordance with the provisions of the New Jersey Security and Financial Empowerment Act (NJ SAFE Act) - N.J.S.A. 34:11C-1 et seq.

A. Uniform Domestic Violence Policy (N.J.S.A. 11A:2-6a)

1. Definitions

The following terms are defined solely for the purposes of N.J.S.A. 11A:2-6a and Policy and Regulation 1581:

"Domestic Violence" - Acts or threatened acts, that are used by a perpetrator to gain power and control over a current or former spouse, family member, household member, intimate partner, someone the perpetrator dated, or person with whom the perpetrator shares a child in common or anticipates having a child in common if one of the parties is pregnant. Domestic violence includes, but is not limited to the following: physical violence; injury; intimidation; sexual violence or abuse; emotional and/or psychological intimidation; verbal abuse; threats; harassment; cyber harassment; stalking; economic abuse or control; damaging property to intimidate or attempt to control the behavior of a person in a relationship with the perpetrator; strangulation; or abuse of animals or pets.

"Abuser/Perpetrator" - An individual who commits or threatens to commit an act of domestic violence, including unwarranted violence against individuals and animals. Other abusive behaviors and forms of violence can include the following:

bullying, humiliating, isolating, intimidating, harassing, stalking, or threatening the victim, disturbing someone's peace, or destroying someone's property.

"Human Resources Officer (HRO)" - An employee of a public employer with a human resources job title, or its equivalent, who is responsible for orienting, training, counseling, and appraising staff. Persons designated by the employer as the primary or secondary contact to assist employees in reporting domestic violence incidents.

"Intimate Partner" - Partners of any sexual orientation or preference who have been legally married or formerly married to one another, have a child or children in common, or anticipate having a child in common if one party is pregnant. Intimate partner also includes those who live together or have lived together, as well as persons who are dating or have dated in the past.

"Temporary Restraining Order (TRO)" - A civil court order issued by a judge to protect the life, health, or well-being of a victim. TROs can prohibit domestic violence offenders from having contact with victims, either in person or through any means of communication, including third parties. TROs also can prohibit offenders from a victim's home and workplace. A violation of a TRO may be a criminal offense. A TRO will last approximately ten business days, or until a court holds a hearing to determine if a Final Restraining Order (FRO) is needed. In New Jersey, there is no expiration of a FRO.

"Victim" - A person who is eighteen years of age or older or who is an emancipated minor and who has been subjected to domestic violence by a spouse, former spouse, or any other person who is a present household member or was at any time a household member. A victim of domestic violence is also any person, regardless of age, who has been subjected to domestic violence by one of the following factors: a person with whom the victim has a child in common; a person with whom the victim anticipates having a child in common, if one of the parties is pregnant; and a person with whom the victim has had a dating relationship.

"Workplace-Related Incidents" - Incidents of domestic violence, sexual violence, dating violence, and stalking, including acts, attempted acts, or threatened acts by or against employees, the families of employees, and/or their property, that imperil the safety, well-being, or productivity of any person associated with a public employee in the State of New Jersey, regardless of whether the act occurred in or outside the organization's physical workplace. An employee is considered to be in the workplace while in or using the resources of the employer. This includes, but



is not limited to: facilities; work sites; equipment; vehicles; or while on work-related travel.

2. Persons Covered Under N.J.S.A. 11A:2-6a and Policy and Regulation 1581

All New Jersey public employees are covered under N.J.S.A. 11A:2-6a and Policy and Regulation 1581 – Section A. A State of New Jersey public employer is any State, county, municipality, school district, or other political subdivision thereof, and any agency, authority, or instrumentality of the foregoing. Casual/seasonal employees, interns, volunteers, and temporary employees of any public employer at any workplace location are also covered under N.J.S.A. 11A:2-6a and Regulation 1581 – Section A.

3. Responsibility of Employer to Designate a Human Resources Officer (HRO)

a. All public employers shall designate an HRO to assist employees who are victims of domestic violence.

b. The designated HRO must receive training on responding to and assisting employees who are domestic violence victims in accordance with Policy and Regulation 1581 – Section A. Should the HRO be unavailable at any time, the employer must designate a secondary HRO, who must also be appropriately trained to respond and assist domestic violence victims pursuant to Policy and Regulation 1581.

c. Managers and supervisors are often aware of circumstances involving an employee who is experiencing domestic violence. Managers and supervisors are required to refer any employee who is experiencing domestic violence or who report witnessing domestic violence to the designated HRO. Managers and supervisors must maintain confidentiality, to the extent possible, and be sensitive, compassionate, and respectful to the needs of persons who are victims of domestic violence.

(1) The name and contact information of the designated HRO must be provided to all employees.

d. Policy and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.

(1) For example, if there is any indication a child may also be a victim, reporting is mandatory to the Department of Children and Families, Child Protection and Permanency, under N.J.S.A. 9:6-8.13.

4. Domestic Violence Reporting Procedure

a. Employees who are victims of domestic violence are encouraged to seek immediate assistance from their HRO.

b. Employees who have information about or witness an act of domestic violence against an employee are encouraged to report that information to the designated HRO, unless the employee is required to report the domestic violence pursuant to applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report, in which case the employee must report to the appropriate authority in addition to reporting to the designated HRO.

c. Nothing in Policy and Regulation 1581 – Section A. shall preclude an employee from contacting 911 in emergency situations. HROs shall remind employees to contact 911 if they feel they are in immediate danger.

d. Each designated HRO shall:

(1) Immediately respond to an employee upon request and provide a safe and confidential location to allow the employee to discuss the circumstances surrounding the domestic violence incident and the request for assistance.

(2) Determine whether there is an imminent and emergent need to contact 911 and/or local law enforcement.

(3) Provide the employee with resource information and a confidential telephone line to make necessary calls for services for emergent intervention and supportive services, when appropriate. The HRO or the employee can contact the appropriate Employee Assistance Program to assist with securing resources and confidential services.



(4) Refer the employee to the provisions and protections of the New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1 et seq. (NJ SAFE Act), referenced in Regulation 1581 - Section B.

(5) In cases where domestic violence involved a sexual touching or sexual assault between State employees, the HRO is also required to report the incident to their agency's Equal Employment Opportunity (EEO) Officer or Title IX Officer, as appropriate.

(6) If there is a report of sexual assault or abuse, the victim should be offered the services of the New Jersey State Sexual Assault Response Team.

(7) Maintain the confidentiality of the employee and all parties involved, to the extent practical and appropriate under the circumstances, pursuant to A.5. below.

(8) Upon the employee's consent, the employee may provide the HRO with copies of any TROs, FROs, and/or civil restraint agreements that pertain to restraints in the work place and ensure that security personnel are aware of the names of individuals who are prohibited from appearing at the work location while the employee who sought the restraining order is present. All copies of TROs and FROs must be kept in a separate confidential personnel file.

5. Confidentiality Policy

a. In responding to reports of domestic violence, the HRO shall seek to maintain confidentiality to protect an employee making a report of, witnessing, or experiencing domestic violence, to the extent practical and appropriate under the circumstances and allowed by law.

b. No provision of Policy and Regulation 1581 – Section A. shall supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines that impose a duty to report.

c. Policy 1581 and Regulation 1581 – Section A.5. shall not prevent disclosure where to do so would result in physical harm to any person or jeopardize safety within the workplace.

(1) When information must be disclosed to protect the safety of individuals in the workplace, the HRO shall limit the breadth and content of such disclosure to information reasonably necessary to protect the safety of the disclosing employee and others and comply with the law.

(2) The HRO shall provide advance notice to the employee who disclosed information, to the extent possible, if the disclosure must be shared with other parties in order to maintain safety in the workplace or elsewhere.

(3) The HRO shall also provide the employee with the name and title of the person to whom they intend to provide the employee's statement and shall explain the necessity and purpose regarding the disclosure.

(a) For example, if the substance of the disclosure presents a threat to employees, then law enforcement will be alerted immediately.

d. Policy 1581 and Regulation 1581 – Section A. does not supersede applicable laws, guidelines, standard operating procedures, internal affairs policies, or New Jersey Attorney General directives and guidelines where mandatory reporting is required by the appointing authority or a specific class of employees.

6. Confidentiality of Employee Records

a. To ensure confidentiality and accuracy of information Policy and Regulation 1581 – Section A.6. requires the HRO to keep all documents and reports of domestic violence in a confidential personnel file separate from the employee's other personnel records.

b. These records shall be considered personnel records and shall not be government records available for public access under the Open Public Records Act. See N.J.S.A. 47:1A-10.

7. Public Employer Domestic Violence Action Plan

a. Public employers in the State of New Jersey shall develop an action plan to identify, respond to, and correct employee performance issues that are caused by domestic violence, pursuant to N.J.S.A. 11A:2-6a, and in accordance with the following guidelines:

(1) Designate an HRO with responsibilities pursuant to A.3. and A.4. above.

(2) Recognize that an employee may need an accommodation as the employee may experience temporary difficulty fulfilling job responsibilities.

(3) Provide reasonable accommodations to ensure the employee's safety. Reasonable accommodations may include, but are not limited to, the following: implementation of safety measures; transfer or reassignment; modified work schedule; change in work telephone number or work-station location; assistance in documenting the violence occurring in the workplace; an implemented safety procedure; or other accommodation approved by the employer.

(4) Advise the employee of information concerning the NJ SAFE Act; Family and Medical Leave Act (FMLA); or Family Leave Act (FLA); Temporary Disability Insurance (TDI); or Americans with Disabilities Act (ADA); or other reasonable flexible leave options when an employee, or his or her child, parent, spouse, domestic partner, civil union partner, or other relationships as defined in applicable statutes is a victim of domestic violence.

(5) Commit to adherence of the provisions of the NJ SAFE Act, including that the employer will not retaliate against, terminate, or discipline any employee for reporting information about incidents of domestic violence, as defined in Policy and Regulation 1581 – Section A., if the victim provides notice to their human resources

office of the status or if the human resources office has reason to believe an employee is a victim of domestic violence.

(6) Advise any employee, who believes he or she has been subjected to adverse action as a result of making a report pursuant to Policy and Regulation 1581 - Section B. of the civil right of action under the NJ SAFE Act.

(a) Advise any employee to contact their designated Labor Relations Officer, Conscientious Employees Protection Act (CEPA) Officer, and/or Equal Employment Opportunity Officer in the event they believe the adverse action is a violation of their collective bargaining agreement, the Conscientious Employees Protection Act, or the New Jersey Law Against Discrimination and corresponding policies.

(7) Employers, their designated HRO, and employees should familiarize themselves with Policy and Regulation 1581. Policy and Regulation 1581 shall be provided to all employees upon Board approval and to all new employees upon hiring.

(8) Information and resources about domestic violence are encouraged to be placed in visible areas, such as restrooms, cafeterias, breakrooms, and where other resource information is located.

8. Resources

Resources and program information will be readily available to assist victims of domestic violence. These resources should be provided by the designated HRO to any victim of domestic violence at the time of reporting.

9. Distribution of Policy

The Civil Service Commission and the Division of Local Government Services in the Department of Community Affairs shall distribute a Uniform Domestic Violence Policy, and any modifications thereto, to public employers. The Director of the Division of Local Government Services shall release Local Finance Notices

setting forth any changes to the Uniform Domestic Violence Policy, as changes occur.

10. Other Applicable Requirements

In addition to Policy and Regulation 1581, the HRO and the public employer's appointing authority, if applicable, must follow all applicable laws, guidelines, standard operating procedures, internal affairs policies, and New Jersey Attorney General directives and guidelines that impose a duty to report. Additionally, to the extent that the procedures set forth in Policy and Regulation 1581 conflict with collective negotiated agreements or with the Family Educational Rights and Privacy Act (FERPA), the provisions of the negotiated agreements and the provisions of FERPA control.

11. Policy Modification and Review

a. A public employer may seek to modify Policy and Regulation 1581 to create additional protocols to protect victims of domestic violence, but may not modify in a way that reduces or compromises the safeguards and processes set out in the Uniform Domestic Violence Policy.

b. The Civil Service Commission will review and modify their Uniform Domestic Violence Policy periodically and as needed.

12. Policy Enforceability

The provisions of the Uniform Domestic Violence Policy are intended to be implemented by the Civil Service Commission. These provisions do not create any promises or rights that may be enforced by any persons or entities.

13. Policy Inquiries and Effective Date

Any questions concerning the interpretation or implementation of the Uniform Domestic Violence Policy shall be addressed to the Chair/Chief Executive Officer of the Civil Service Commission, or their designee. The Uniform Domestic Violence Policy and Policy and Regulation 1581 shall be enforceable upon the HRO's completion of training on the Uniform Domestic Violence Policy and Policy and Regulation 1581.

B. NJ SAFE Act – (N.J.S.A. 34:11C-1 et seq.)

1. The New Jersey Security and Financial Empowerment Act, N.J.S.A. 34:11C-1, et seq. (NJ SAFE Act), is a law that provides employment protection for victims of domestic or sexual violence.

2. Definitions (N.J.S.A. 34:11C-2)

The following terms are defined solely for the purpose of N.J.S.A. 34:11C-1 et seq. - NJ SAFE Act:

"Employee" means a person who is employed for at least twelve months by an employer, with respect to whom benefits are sought under the NJ SAFE Act, for not less than 1,000 base hours during the immediately preceding twelve-month period. Any time, up to a maximum of ninety calendar days, during which a person is laid off or furloughed by an employer due to that employer curtailing operations because of a state of emergency declared after October 22, 2012, shall be regarded as time in which the person is employed for the purpose of determining eligibility for leave time under the NJ SAFE Act. In making the determination, the base hours per week during the layoff or furlough shall be deemed to be the same as the average number of hours worked per week during the rest of the twelve-month period.

"Employer" means a person or corporation, partnership, individual proprietorship, joint venture, firm or company, or other similar legal entity which engages the services of an employee and employs twenty-five or more employees for each working day during each of twenty or more calendar work weeks in the then current or immediately preceding calendar year. "Employer" includes the State, any political subdivision thereof, and all public offices, agencies, boards, or bodies.

"State of emergency" means a natural or man-made disaster or emergency for which a state of emergency has been declared by the President of the United States or the Governor, or for which a state of emergency has been declared by a municipal emergency management coordinator.

3. Regulations Relative to Unpaid Leave for Employees and Family Members Affected by Certain Offenses (N.J.S.A. 34:11C-3)

a. Any employee of an employer in the State of New Jersey who was a victim of an incident of domestic violence as defined in N.J.S.A. 2C:25-19, or a sexually violent offense as defined in N.J.S.A. 30:4-27.26, or whose parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that

the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim shall be entitled to unpaid leave of no more than twenty days in one twelve-month period, to be used in the twelve-month period next following any incident of domestic violence or any sexually violent offense as provided in N.J.S.A. 34:11C-3.

For purposes of N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3., each incident of domestic violence or any sexually violent offense shall constitute a separate offense for which an employee is entitled to unpaid leave, provided that the employee has not exhausted the allotted twenty days for the twelve-month period.

The unpaid leave may be taken intermittently in intervals of no less than one day, as needed for the purpose of engaging in any of the following activities as they relate to the incident of domestic violence or sexually violent offense:

(1) Seeking medical attention for, or recovering from, physical or psychological injuries caused by domestic or sexual violence to the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;

(2) Obtaining services from a victim services organization for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;

(3) Obtaining psychological or other counseling for the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship;

(4) Participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, from future domestic or sexual violence or to ensure economic security;

(5) Seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, individual, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, including preparing for, or participating in, any civil or criminal legal proceeding related to or derived from domestic or sexual violence; or

(6) Attending, participating in, or preparing for a criminal or civil court proceeding relating to an incident of domestic or sexual violence of which the employee or the employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, was a victim.

b. An eligible employee may elect to use any accrued paid vacation leave, personal leave, or medical or sick leave of the employee, or any family temporary disability leave benefits provided pursuant to N.J.S.A. 43:21-27



during any part of the twenty-day period of unpaid leave provided under N.J.S.A 34:11C-3 and Regulation 1581 - Section B.3.a.

In such case, any paid leave provided by the employer, and accrued pursuant to established policies of the employer, or family temporary disability leave benefits, shall run concurrently with the unpaid leave provided under N.J.S.A. 34:11C-3.a and Regulation 1581 - Section B.3.a.

and, accordingly, the employee shall receive pay pursuant to the employer's applicable paid leave policy, or family temporary disability leave benefits, during the period of otherwise unpaid leave. If an employee requests leave for a reason covered by both N.J.S.A. 34:11C-3.a and the "Family Leave Act," N.J.S.A. 34:11B-1 et seq. or the Federal "Family and Medical Leave Act of 1993," 29 U.S.C. § 2601 et seq., the leave shall count simultaneously against the employee's entitlement under each respective law.

Leave granted under N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. shall not conflict with any rights pursuant to the "Family Leave Act," the "Temporary Disability Benefits Law," N.J.S.A. 43:21-25 et al, or the Federal "Family and Medical Leave Act of 1993."

c. Prior to taking the leave provided for in N.J.S.A. 34:11C-3 and Regulation 1581 - Section B.3.a., an employee shall, if the necessity for the leave is foreseeable, provide the employer with written notice of the need for the leave, unless an emergency or other unforeseen circumstance precludes prior notice. The notice shall be provided to the employer as far in advance as is reasonable and practical under the circumstances.

d. Nothing contained in the NJ SAFE Act (N.J.S.A. 34:11C-1 et seq.) and Regulation 1581 - Section B. shall be construed to prohibit an employer from requiring that a period of leave provided pursuant to N.J.S.A. 34:11C-3 and Regulation 1581 - Section B. be supported by the employee with documentation of the domestic violence or sexually violent offense which is the basis for the leave.

If the employer requires the documentation, the employee shall be regarded as having provided sufficient documentation if the employee provides one or more of the following:

(1) A domestic violence restraining order or other documentation of equitable relief issued by a court of competent jurisdiction;

(2) A letter or other written documentation from the county or municipal prosecutor documenting the domestic violence or sexually violent offense;

(3) Documentation of the conviction of a person for the domestic violence or sexually violent offense;

(4) Medical documentation of the domestic violence or sexually violent offense;

(5) Certification from a certified Domestic Violence Specialist or the director of a designated domestic violence agency or Rape Crisis Center, that the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, is a victim of domestic violence or a sexually violent offense; or

(6) Other documentation or certification of the domestic violence or sexually violent offense provided by a social worker, member of the clergy, shelter worker, or other professional who has assisted the employee or employee's parent-in-law, sibling, grandparent, grandchild, child, parent, spouse, domestic partner, or civil union partner, or any other individual related by blood to the employee, and any other individual that the employee shows to have a close association with the employee which is the equivalent of a family relationship, in dealing with the domestic violence or sexually violent offenses.

For the purpose of N.J.S.A. 34:11C-3.c and Regulation 1581 - Section B.3.d.:

(1) "Certified Domestic Violence Specialist" means a person who has fulfilled the requirements of certification as a Domestic Violence

Specialist established by the New Jersey Association of Domestic Violence Professionals;

(2) "Designated Domestic Violence Agency" means a county-wide organization with a primary purpose to provide services to victims of domestic violence, and which provides services that conform to the core domestic violence services profile as defined by the Division of Child Protection and Permanency in the Department of Children and Families and is under contract with the Division for the express purpose of providing the services.

(3) "Rape Crisis Center" means an office, institution, or center offering assistance to victims of sexual offenses through crisis intervention, medical and legal information, and follow-up counseling.

e. An employer shall display conspicuous notice of its employees' rights and obligations pursuant to the provisions of the NJ SAFE Act, in such form and manner as the Commissioner of Labor and Workforce Development shall prescribe, and use other appropriate means to keep its employees so informed.

f. No provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as requiring or permitting an employer to reduce employment benefits provided by the employer or required by a collective bargaining agreement which are in excess of those required by the NJ SAFE Act. Nor shall any provision of N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. be construed to prohibit the negotiation and provision through collective bargaining agreements of leave policies or benefit programs which provide benefits in excess of those required by the NJ SAFE Act. N.J.S.A. 34:11C-3.e and Regulation 1581 – Section B.3.f. shall apply irrespective of the date that a collective bargaining agreement takes effect.

Nothing contained in N.J.S.A. 34:11C-1 et seq. and Policy and Regulation 1581 – Section B. shall be construed as permitting an employer to:

(1) Rescind or reduce any employment benefit accrued prior to the date on which the leave taken pursuant to the NJ SAFE Act commenced; or

(2) Rescind or reduce any employment benefit, unless the rescission or reduction of the benefit is based on changes that would have occurred if an employee continued to work without taking the leave provided pursuant to Regulation 1581 – Section B.3.a.

g. All information provided to an employer pursuant to N.J.S.A. 34:11C-3.c and Regulation 1581 – Section B.3.d. above and any information regarding a leave taken pursuant to N.J.S.A. 34:11C-3.c and any failure of an employee to return to work, shall be retained in the strictest confidentiality, unless the disclosure is voluntarily authorized in writing by the employee or is required by a Federal or State law, rule, or regulation.

4. Certain Actions by Employer Prohibited (N.J.S.A. 34:11C-4)

An employer shall not discharge, harass, or otherwise discriminate, retaliate, or threaten to discharge, harass, or otherwise discriminate or retaliate against an employee with respect to the compensation, terms, conditions, or privileges of employment on the basis that the employee took or requested any leave to which the employee was entitled pursuant to N.J.S.A. 34:11C-3 of the NJ SAFE Act and Regulation 1581 – Section B.3. or on the basis that the employee refused to authorize the release of information deemed confidential pursuant to N.J.S.A. 34:11C-3.f and Regulation 1581 – Section B.3.g.

5. Violations; Penalties (N.J.S.A. 34:11C-5)

a. Upon a violation of any of the provisions of N.J.S.A.34:11C-3 and Regulation 1581 - Section B.3., or N.J.S.A. 34:11C-4 and Regulation 1581 - Section B.4., an employee or former employee may institute a civil action in the Superior Court for relief. All remedies available in common law tort actions shall be available to a prevailing plaintiff. The Court may also order any or all of the following relief:

(1) An assessment of a civil fine of not less than $1,000 and not more than $2,000 for the first violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4 and not more than $5,000 for each subsequent violation;

(2) An injunction to restrain the continued violation of any of the provisions of N.J.S.A. 34:11C-3 or N.J.S.A. 34:11C-4;

(3) Reinstatement of the employee to the same position or to a position equivalent to that which the employee held prior to unlawful discharge or retaliatory action;

(4) Reinstatement of full fringe benefits and seniority rights;

(5) Compensation for any lost wages, benefits, and other remuneration;

(6) Payment of reasonable costs and attorney's fees.

b. An action brought under N.J.S.A. 34:11C-5 shall be commenced within one year of the date of the alleged violation.

c. A private cause of action provided for in N.J.S.A. 34:11C-5 shall be the sole remedy for a violation of N.J.S.A. 34:11C-1 et seq.

Adopted: New



R 5330 ADMINISTRATION OF MEDICATION

A. Definitions

1. "Medication" means any prescription drug or over-the-counter medicine or nutritional supplement and includes, but is not limited to, aspirin and cough drops.

2. "Administration" means the taking of any medication by ingestion, injection, or application to any part of the body or the giving of direct physical assistance to the person who is ingesting, injecting, or applying medication.

3. "Self-administration" means carrying and taking medication without the intervention of the school nurse, approved through the school district policy and restricted to students with asthma, other potentially life-threatening illnesses, life-threatening allergic reaction, or adrenal insufficiency.

4. "Life-threatening illness" means an illness or condition that requires an immediate response to specific symptoms or sequelae (an after effect of disease or injury) that if left untreated may lead to potential loss of life.

5. "A pre-filled auto-injector mechanism containing epinephrine" is a medical device used for the emergency administration of epinephrine to a student for anaphylaxis.

6. "Noncertified nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and is employed by the district, and who is not certified as a school nurse by the New Jersey Department of Education (NJDOE).

7. "Substitute school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and who has been issued a county substitute certificate to serve as a substitute for a certified school nurse in accordance with N.J.A.C. 6A:9B-7.6.

8. "School physician" means a physician with a current license to practice medicine or osteopathy from the New Jersey Board of Medical Examiners who works under contract or as an employee of the district. This physician is referred to as the medical inspector in N.J.S.A. 18A:40-4.1.

9. "Advanced practice nurse" means a person who holds a current license as nurse practitioner/clinical nurse specialist from the State Board of Nursing.

10. "Certified school nurse" means a person who holds a current license as a registered professional nurse from the State Board of Nursing and an Educational Services Certificate with a school nurse endorsement or school nurse/non-instructional from the Department of Education pursuant to N.J.A.C. 6A:9B-14.3 and 14.4.

B. Permission for Administration by a School Nurse or Registered Nurse

1. Permission for the administration of medication in school or at school-sponsored functions will be given only when it is necessary for the health and safety of the student.

2. Medication will not be administered to a student who is physically unfit to attend school or has a contagious disease. Any such student should not be permitted to attend school and may be excluded in accordance with Policy 8451.

3. Parent requests for the administration of medication in school must be made in writing and signed by the parent.

4. The parent must submit a certified statement written and signed by the student's physician. The statement must include:

a. The student's name;

b. The name of the medication;

c. The purpose of its administration to the student for whom the medication is intended;

d. The proper timing and dosage of medication;

e. Any possible side effects of the medication;

f. The time when the medication will be discontinued;

g. A statement that the student is physically fit to attend school and is free of contagious disease; and

h. A statement that the student would not be able to attend school if the medication is not administered during school hours.

5. The request for the administration of medication must be made to the Superintendent or designee prior to any administration of medication or delivery of the medication to the school. The Superintendent or designee may consult with the school nurse and the school physician in making his/her final determination to allow or deny the request.

a. An approved request will be signed by the Superintendent or designee and given to the school nurse and the student's parent.

b. The parent will be informed of a reason for a denied request.

C. Administration of Epinephrine to Students

1. In accordance with N.J.S.A. 18A:40-12.5, the parent may provide the Superintendent or designee authorization for the emergency administration of epinephrine via a pre-filled auto-injector mechanism containing epinephrine to a student for anaphylaxis provided:

a. The parent provides the Superintendent or designee a written authorization for the administration of epinephrine;

b. The parent of the student provides the Superintendent or designee with written orders from the physician or an advanced practice nurse that the student requires the administration of epinephrine for anaphylaxis;

c. The parent is informed in writing by the Board of Education or Superintendent or designee that the school district and its employees or agents shall have no liability as a result of any injury to a student arising from the administration of epinephrine via a pre-filled auto-injector mechanism;



d. The parent signs a statement acknowledging their understanding the district shall incur no liability as a result of any injury arising from the administration of epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of epinephrine via a pre-filled auto-injector mechanism to the student;

e. The permission for the emergency administration of epinephrine via a pre-filled auto-injector mechanism is effective for the school year it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above;

f. The Superintendent or designee requires:

(1) The placement of the student's prescribed epinephrine to be in a secure but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of an allergic emergency at school or at a school-sponsored function. The location of the epinephrine shall be indicated on the student's emergency care plan. Back-up epinephrine shall also be available at the school if needed;

(2) The school nurse or trained designee to be promptly available on site at the school and school-sponsored functions in the event of an allergic reaction; and

(3) The transportation of the student to a hospital emergency room by emergency services personnel after the administration of epinephrine, even if the student's symptoms appear to have resolved.

g. The Superintendent or designee shall also:

(1) Permit the school nurse or trained designee to administer epinephrine via a pre-filled auto-injector mechanism to any student without a known history of anaphylaxis or to any student whose parent has not met the requirements outlined in Regulation 5330 – Section C.1.a., b., and d. and has not received the notice required in Regulation 5330 – Section C.1.c. when the school nurse or trained

designee in good faith believes the student is having an anaphylactic reaction; and

(2) Require each school in the district to maintain in a secure, but unlocked and easily accessible location, a supply of epinephrine auto-injectors prescribed under a standing order from a licensed physician or advanced practice nurse, and is accessible to the school nurse and trained designees for administration to a student having an anaphylactic reaction.

2. In accordance with N.J.S.A. 18A:40-12.6, the school nurse shall have the primary responsibility for the administration of the epinephrine. The school nurse shall designate, in consultation with the Board of Education, additional employees of the school district who volunteer to administer epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis when the nurse is not physically present at the scene. In the event that a licensed athletic trainer volunteers to administer epinephrine, it shall not constitute a violation of the "Athletic Training Licensure Act," P.L.1984, c.203 (C.45:9-37.35 et seq.).

a. The school nurse shall determine that:

(1) The designees have been properly trained in the administration of the epinephrine via a pre-filled auto-injector mechanism using standardized training protocols established by the NJDOE in consultation with the Department of Health;

(2) The parent of the student consented in writing to the administration of the epinephrine via a pre-filled auto-injector mechanism by the designees;

(3) The Board or Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of the epinephrine to the student;

(4) The parent of the student signed a statement acknowledging their understanding the district shall have no liability as a result of any injury arising from the administration of the epinephrine via a pre-filled auto-injector mechanism to the student and the parent shall indemnify and hold harmless the district and its employees or agents



against any claims arising out of the administration of the epinephrine via a pre-filled auto-injector mechanism to the student; and

(5) The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in subsections 2.a.(1) through 2.a.(4) above.

3. The NJDOE, in consultation with the Department of Health, shall require trained designees for students enrolled in a school who may require the emergency administration of epinephrine for anaphylaxis when the school nurse is not available.

4. Nothing in N.J.S.A. 18A:40-12.6 and Regulation 5330 – Section C. shall be construed to prohibit the emergency administration of epinephrine via a pre-filled auto-injector mechanism to a student for anaphylaxis by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.3(a)(1) when the student is authorized to self-administer epinephrine pursuant to N.J.S.A. 18A:40-12.3, or when there is a coexisting diagnosis of asthma, or when a prescription is received from a licensed health care professional for epinephrine coupled with another form of medication, or when the epinephrine is administered pursuant to N.J.S.A. 18A:40-12.5.f.

5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.6c(b).

6. No school employee, including a school nurse, or any other officer or agent of a Board of Education, or a physician or an advanced practice nurse providing a prescription under a standing protocol for school epinephrine pursuant to N.J.S.A. 18A:40-12.5.f and Regulation 5330 – Section C.1.g., shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.5 et seq., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any such action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.6. Good faith shall not include willful misconduct, gross negligence, or recklessness.



D. Administration of Hydrocortisone Sodium Succinate to Students

1. In accordance with the provisions of N.J.S.A. 18A:40-12.29, the Board will permit the emergency administration of hydrocortisone sodium succinate through appropriate delivery devices and equipment to a student for adrenal insufficiency provided that:

   a. The parent of the student provides the Superintendent or designee a written authorization for the administration of hydrocortisone sodium succinate;

   b. The parent of the student provides the Superintendent or designee written orders from the physician or an advanced practice nurse that the student requires the administration of hydrocortisone sodium succinate for adrenal insufficiency;

   c. The Superintendent or designee informs the parent of the student in writing that the school district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate;

   d. The parent of the student signs a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and

   e. The permission for the administration of hydrocortisone sodium succinate is effective for the school year for which it is granted and must be renewed for each subsequent school year upon the fulfillment of the requirements as outlined in a. through d. above.

2. In accordance with the provisions of N.J.S.A. 18A:40-12.29.b:



a. The placement of the student's prescribed hydrocortisone sodium succinate shall be in a secure, but unlocked location easily accessible by the school nurse and trained designees to ensure prompt availability in the event of emergency situations at school or at a school-sponsored function. The location of the prescribed hydrocortisone sodium succinate shall be indicated on the student's emergency care plan. Back-up hydrocortisone sodium succinate, provided by the student's parent, shall also be available at the school if needed;

b. The school nurse or trained designee shall be promptly available on site at the school and school-sponsored functions in the event of an emergency; and

c. The student shall be transported to a hospital emergency room by emergency services personnel after the administration of hydrocortisone sodium succinate, even if the student's symptoms appear to have resolved.

3. In accordance with N.J.S.A. 18A:40-12.30, the school nurse has the primary responsibility for the administration of hydrocortisone sodium succinate.

The school nurse shall designate, in consultation with the Superintendent or designee, additional employees of the school district who volunteer to administer hydrocortisone sodium succinate to a student when the school nurse is not physically present at the scene.

In the event that a licensed athletic trainer volunteers to administer hydrocortisone sodium succinate, it shall not constitute a violation of the "Athletic Training Licensure Act" - N.J.S.A. 45:9-37.35 et seq.

The school nurse shall determine that:

a. The designees have been properly trained in the administration of hydrocortisone sodium succinate using standardized training protocols established by the NJDOE in consultation with the Department of Health;

b. The parent of the student consented in writing to the administration of hydrocortisone sodium succinate by the designee(s);

c. The Superintendent or designee has informed the parent of the student in writing that the district and its employees or agents shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student;

d. The parent of the student signed a statement acknowledging their understanding that the district shall have no liability as a result of any injury arising from the administration of hydrocortisone sodium succinate to the student and that the parent shall indemnify and hold harmless the district and its employees or agents against any claims arising out of the administration of hydrocortisone sodium succinate to the student; and

e. The permission is effective for the school year for which it is granted and is renewed for each subsequent school year upon fulfillment of the requirements in N.J.S.A. 18A:40-12.30 and D.3.a through d above.

4. Nothing in N.J.S.A. 18A:40-12.30 and D.3. above shall be construed to prohibit the emergency administration of hydrocortisone sodium succinate to a student for adrenal insufficiency by the school nurse or other employees designated pursuant to N.J.S.A. 18A:40-12.30 and D.3. above when the student is authorized to self-administer hydrocortisone sodium succinate pursuant to N.J.S.A. 18A:40-12.3.

5. The certified school nurse, in consultation with the Superintendent or designee, shall recruit and train volunteer designees who are determined acceptable candidates by the school nurse within each school building as deemed necessary by the nursing services plan, in accordance with N.J.S.A. 18A:40-12.32(b).

6. No school employee, including a school nurse, or any other officer or agent of a Board of Education shall be held liable for any good faith act or omission consistent with the provisions of N.J.S.A. 18A:40-12.29 et al., nor shall an action before the New Jersey State Board of Nursing lie against a school nurse for any action taken by a person designated in good faith by the school nurse pursuant to N.J.S.A. 18A:40-12.30. Good faith shall not include willful misconduct, gross negligence, or recklessness, in accordance with N.J.S.A. 18A:40-12.33.

E. Permission for Self-Administration of Medication

In accordance with N.J.S.A. 18A:40-12.3, the Board shall permit the self-administration of medication by a student for asthma, or other potentially life-threatening illnesses, a life-threatening allergic reaction, or adrenal insufficiency provided that:

1. The parent of the student provides the Board or Superintendent or designee written authorization for the self-administration of medication;

2. The parent of the student provides the Board or Superintendent or designee a signed written certification from the physician of the student that the student has asthma or another potentially life threatening illness, is subject to a life-threatening allergic reaction, or has adrenal insufficiency and is capable of, and has been instructed in, the proper method of self-administration of medication. The written certification must include:

   a. The student's name;

   b. The name of the medication;

   c. The purpose of its administration to the student for whom the medication is intended;

   d. The proper timing and dosage of medication;

   e. Any possible side effects of the medication;

   f. The time when the medication will be discontinued, if applicable;

   g. A statement that the student is physically fit to attend school and is free of contagious disease; and

   h. A statement the medication must be administered during the school day or the student would not be able to attend school.

3. The Board or the Superintendent or designee informs the parent of the student in writing that the district and its employees or agents shall incur no liability as a result of any injury arising from the self-administration of medication by the student;

4. The parent of the student signs a statement acknowledging that the school district shall incur no liability as a result of any injury arising from the self-administration of medication by the student and that the parent shall indemnify and hold harmless the school district, the Board, and its employees or agents against any claims arising out of the self-administration of medication by the student;

5. The parent's written authorization and the physician's written certification is reviewed by the Principal or designee with the school nurse and the school physician. The school nurse and the school physician must agree the student is capable of self-administration of the medication. If it is determined the student may self-administer medication in accordance with the request:

   a. The request will be signed by the Principal and given to the school nurse and the student's parent;

   b. The parent will be informed of a reason for a denied request.

6. Permission to self-administer one medication shall not be construed as permission to self-administer other medication; and

7. Permission shall be effective on the school year for which it is granted and shall be renewed for each subsequent school year upon fulfillment of the requirements in E.1. through E.6. above.

F. Custodianship of Medication

1. Medications to be administered by the school nurse or a registered nurse:

   a. All medications must be delivered to the school by the parent.

   b. All medications must be in the original container, with the prescription information affixed.

   c. The school nurse shall be custodian of students' medication, which will be properly secured.

   d. Any unused medication must be picked up by the student's parent.

   e. After reasonable efforts to have the parent retrieve the medication have failed, any unused medication that remains in the school at the end of the school year or two school weeks after the student stops taking the medication, whichever first occurs, must be destroyed or discarded by the school nurse, in accordance with proper medical controls.

2. Medications to be self-administered by a student:

   a. Time being of the essence in cases of asthma or other potentially life threatening illnesses, or a life-threatening allergic reaction, or adrenal insufficiency, all medications to be self-administered by a student must be kept in the student's possession.

   b. No student may possess medication for self-administration unless the proper permission has been granted by the Principal or designee and a record of the medication is on file in the office of the school nurse.

   c. Students who are permitted to self-administer medications must secure their medication in such a manner that the medication will not be available to other students. The medication must be in a sealed container and clearly labeled with the medication name, dosage, and ordering physician. The medication, if ingested by someone other than the student, shall not cause severe illness or death.

   d. Students who are permitted to self-administer medications shall only have in their possession the quantity of medication necessary for the time period of the student's school day.

   e. Notwithstanding any other law or regulation, a student who is permitted to self-administer medication in accordance with the provisions of N.J.S.A. 18A:40-12.3 shall be permitted to carry an inhaler or prescribed medication for allergic reactions, including a pre-filled auto-injector mechanism, or prescribed medication for adrenal insufficiency, at all times, provided the student does not endanger himself/herself or other persons through misuse.

G. Administration of Medication

1. No medication shall be administered to or taken by a student in school or at a school-sponsored function except as permitted by Board Policy 5330 and this Regulation.

2. Medication will only be administered to students in school by the school physician, a certified or noncertified school nurse, a substitute school nurse employed by the district, a student who is approved to self-administer in accordance with N.J.S.A. 18A:40-12.3 and school employees who have been trained and designated by the certified school nurse to administer epinephrine in an emergency pursuant to N.J.S.A. 18A:40-12.5 and 12.6 and to administer hydrocortisone sodium succinate in an emergency pursuant to N.J.S.A. 18A:40-12.29 and 12.30.

3. When practicable, self-administration of medication should be observed by the school nurse.

4. Students self-administering medication shall report each administration of medication and any side effects to a teacher, coach, or the individual in charge of the student during school activities. Such individuals shall report all administrations and any side effects reported or observed to the school nurse within twenty-four hours.

5. When a student attends a school-sponsored function at which medication may be required (such as an outdoor field trip or athletic competition) and the school nurse cannot be in attendance, the student's parent will be invited to attend. If neither the school nurse nor the parent can attend and the student does not have permission to self-administer medication and there is a risk that the student may suffer injury from lack of medication, the student may be excused from the function.

H. Emergencies

1. Any medical emergency requiring medication of students will be handled in accordance with Policy 8441 and implementing regulations on first aid and, as appropriate, the school physician's standing orders for school nurses. Arrangements will be made to transport a student to a hospital emergency room after the administration of epinephrine in accordance with N.J.S.A. 18A:40-12.5.e.(3) and after the administration of hydrocortisone sodium succinate in accordance with N.J.S.A. 18A:40-12.29.b.(3).

I. Records

The school nurse shall include the following in a student's health record:

1. The approved written request for the administration or self-administration of medication;

2. A record of each instance of the administration of the medication by the school nurse or a registered nurse;

3. A record of reports by teachers, coaches, and other individuals in charge of school activities who report student self-administration of medication;

4. Any side effects that resulted from the administration of medication; and

5. Whether the supply of medication provided in cases where the medication is to be administered by the school nurse or a registered nurse was exhausted or the parent removed the medication or, if the parent failed to remove the medication, the medication was destroyed and the date on which that occurred.

J. Notification

1. The school nurse may provide the Principal and other teaching staff members concerned with the student's educational progress with information about the medication and administration when such release of information is in the student's best educational interest.

2. The school nurse will provide teachers, coaches, and other individuals in charge of school activities with a list of students who have been given permission to self-administer medication.

3. The school nurse will inform the student's parent of any difficulty in the administration of medication or any side effects.

4. The school nurse will report to the school physician any student who appears to be adversely affected by the medication.

Adopted:

R 8220 SCHOOL CLOSINGS

The following procedures will govern the unscheduled closing of school for the entire school day, the delayed opening of school, and the early closing of school. No single set of rules can anticipate the problems that may be encountered when schools must be closed, and Building Principals may be required to exercise independent judgment in individual circumstances. Any consequent deviation from these rules shall be approved by the Superintendent.

A. Notification Provisions

1. The Superintendent or designee shall notify media outlets and/or activate an emergency call system when a decision is made for an unscheduled closing of school for the entire school day, the delayed opening of school, or the early closing of school. The media outlets may include, but not be limited to, radio, television stations, and internet websites as listed below:

   WSUS (102.3FM)

   www.andoverregional.org

   School Messenger

2. Parent(s) will be notified at the beginning of each school year that they will be notified of an emergency school closing day by means of announcements over the media outlets listed above.

B. All Day Closing

1. The decision to close schools for the day will be made in accordance with Policy 8220. As soon as the decision is made, the Superintendent or designee will promptly notify:

   a. The media outlets identified in A.1. above;

   b. All school staff members;

   c. Private schools to which transportation is provided;

d. Andover Police Departments (municipalities that are affected by decision or that provide school crossing guards);

e. Board of Education President; and

f. Any other individuals or organizations the Superintendent or designee determines the need to be notified.

2. Notwithstanding a provision in a collective bargaining agreement, if applicable, unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report for work on an emergency closed day.

C. Delayed Opening

1. The decision to delay the opening of school will be made as soon as practicable. Notice of the delayed opening will be given in accordance with B. above.

2. Notwithstanding a provision in a collective bargaining agreement, unless the Superintendent determines otherwise, school office personnel and custodial personnel are expected to report to work on time if the opening of school is delayed.

3. If weather conditions change after a delayed opening has been announced, the Superintendent may decide to close schools for the day. This decision will be made as soon as practicable. Notice of the closing of schools for the day will be given in accordance with B.1. above.

4. The Principal of each school will modify the school's schedule to accommodate the shorter day. After-school and athletic events may be canceled.

D. Early Dismissal

1. The decision by the Superintendent or designee to close school early will be promptly relayed to the media outlets, school staff members, and the people or organizations listed in B.1. above.

2. Building Principals in the affected schools will promptly notify all school staff members of the early closing, using appropriate building procedures.

3. Parents may be notified of an early dismissal through an emergency call system, district or school website, a telephone communication chain, or any other method or process deemed appropriate.

4. A parent may come to the school and sign out his/her child at any time after the decision to close early has been made. Any removal of a child must be in strict accordance with Policy and Regulation 5230 regarding the person(s) to whom a child may be released.

5. The Principal may designate a safe and secure location in the school building to which may be assigned students whose parent or temporary caretaker could not be reached by telephone or other means or the student was unable to be released from school early for good reason.

   a. A teaching staff member will be assigned to supervise the students who remain in the school.

Issued: