Andover Regional School District Mentoring Plan 2024-2025

Andover Regional School District

Mentoring Plan

Introduction

As a means of induction into the education profession and a member of the Andover Regional School District staff, a variety of mentoring structures are available to new staff. All new staff will participate in a one day New Teacher Induction Program prior to the opening of school. The Induction Program is a comprehensive introduction including, but not limited to, district policies and procedures, teacher evaluation instrument, curriculum materials, and expectations of effective teaching practices. The district offers a variety of ongoing learning opportunities for new staff including:

- PLC meetings provided after school at the building and district level
- On-going meetings/interaction with Mentors, Principal, Assistant, and District Administrators
- Classroom visitation. The mentor and mentee will work with the building principal to schedule the visitation.

Mentoring Logs must be submitted the 30th of each month for monitoring and review. A Mentoring Log will be completed and filed with the building principal..

The district has adopted the Danielson Framework for Teaching as its Teacher Evaluation model. The district's mentoring program is anchored in this framework. The Danielson Domains include:

- **Danielson Domain 1 - Planning and Preparation**
- **Danielson Domain 2 - Learning Environment**
- **Danielson Domain 3 - Learning Experiences**
- **Danielson Domain 4 - Principled Teaching**

Each monthly mentoring topic is linked to the Danielson Framework, as well as best practices for instruction. Mentees will participate in a reflective practice focused on instructional strategies related to their assignment.

Per the revised Mentoring Regulation, mentees will meet with the mentor as follows:

Expectations

- Minimum 1 meeting per week for 4 weeks (CEAS) with meeting (posted on the Mentoring log)
    - 30 weeks of 1:1 mentoring
- Minimum 1 meeting per week for 8 weeks (CE) with meeting (posted on the Mentoring log)
    - 34 weeks of 1:1 mentoring

Andover Regional School District

Mentoring Program

Mentors

The district encourages and appreciates staff who give back to the profession by serving as a mentor to new staff. All mentors have demonstrated success in the classroom and meet the requirements per the May 5, 2014 revised Mentoring Regulations:

- Must be tenured in district
- Participation in training:
    - Teacher Evaluation Rubric/Practice Instrument (Danielson)
    - New Jersey Professional Standards for Teachers
    - New Jersey Core Content Standards
    - Classroom observation skills
    - Reflective practices
- Rated as
    - Effective or Highly Effective in teacher practice
    - Effective or Highly Effective in summative practice
- Maintain a log of their contact with their mentee which will be submitted to the Curriculum and Instruction Office on the 30th of each month

Payment Procedures

The district's Payroll Department will deduct equal payments from the mentee for the mentoring program once the mentee is BOE approved and on payroll. The mentor will receive payment for mentoring service or a prorated payment based upon the start date of the mentee at the end of the school year.

Andover Regional School District

Monthly Mentoring Opportunities

Each month presents opportunities for a variety of mentor/mentee conversations. The Monthly Mentoring chart below provides suggested conversations which align with the Danielson Domains, as well as the professional activities occurring during that month. The list below provides guidance for mentors for discussion topics relevant to mentees' needs.

September:

Activity/Mentoring Conversation	Danielson Domain
Teacher Obligations: • Lesson plan review/feedback • How to take attendance in Genesis • How to set up Genesis Gradebook/Lesson Planner • Teacher Evaluation – SGO/SGP	**Domains 1 and 4**
Classroom Procedures: • Establishing fair and consistent classroom routines, discipline and rules	**Domain 2**
Instruction: • First two weeks of instructional planning	**Domain 3**
Professional Responsibilities: • Completing the PDP • Back To School Night • Teacher Web Pages • Parent /Teacher Communication • Building Procedures and Protocols • Emergency Procedures	**Domain 4**

October:

Activity	Danielson Domain
Teacher Observations: • Self evaluation- Getting to know the framework	**Domains 1, 2, 3 and 4**
Classroom Procedures: • Establishing fair and consistent classroom routines, discipline and rules	**Domain 2**
Instruction: • Using data to inform instructional decisions	**Domain 3**
Professional Responsibilities: • Parent/Teacher Communication	**Domain 4**

• SGO submission for approval	

November:

Activity	Danielson Domain
Teacher Observations: • Parent/Teacher Conferences • Report Card preparation • Lesson plan review/feedback • Differentiated Instruction	**Domains 1 and 4**
Classroom Procedures: • Establishing fair and consistent classroom routines, discipline and rules	**Domain 2**
Professional Responsibilities: • Parent/Teacher Communication	**Domain 4**

December:

Activity	Danielson Domain
Classroom Procedures: • Establishing fair and consistent classroom routines, discipline and rules	**Domain 2**
Professional Responsibilities: • Parent/Teacher Communication	**Domain 4**

January:

Activity	Danielson Domain
Classroom Procedures: • Establishing fair and consistent classroom routines, discipline and rules	**Domain 2**
Instruction: • Using data to inform instructional decisions	**Domain 3**
Teacher Obligation: • Mid-Year SGO review • PDP reflection • Teacher Evaluation Reflection	**Domains 1 and 4**

February:

Activity	Danielson Domain
Classroom Procedures: • Establishing fair and consistent classroom routines, discipline and rules	**Domain 2**
Instruction: • Using data to inform instructional decisions	**Domain 3**
Teacher Obligation: • Teacher Evaluation Reflection	**Domains 1 and 4**

March:

Activity	Danielson Domain
Classroom Procedures: • Establishing fair and consistent classroom routines, discipline and rules	**Domain 2**
Instruction: • Using data to inform instructional decisions	**Domain 3**
Teacher Obligations: • Process for Summative Evaluation • NJSLA preparation	**Domains 1 and 4**

April:

Activity	Danielson Domain
Classroom Procedures: • Establishing fair and consistent classroom routines, discipline and rules	**Domain 2**
Instruction: • Using data to inform instructional decisions	**Domain 3**
Teacher Obligation: • Process for Summative Evaluation	**Domains 1 and 4**

May:

Activity	Danielson Domain
Instruction:	**Domain 3**

• Using data to inform instructional decisions	
Teacher Obligation: • End of the year procedures	**Domains 1 and 4**

June:

Activity	Danielson Domain
Teacher Obligations: • End of the year procedures • Reflection	**Domains 1 and 4**

Novice Provisional Teacher Mentoring Log

Effective May 5, 2014, the New Jersey regulations governing district mentoring program requirements have changed. Novice provisional teachers (those teachers serving under a Certificate of Eligibility or a Certificate of Eligibility with Advanced Standing) must still be assigned an individual mentor at the beginning of the contracted teaching assignment. However, two of the regulatory changes impact the way these individual mentors track their time and receive payment for their services.

First, as specified in *N.J.A.C.* 6A:9-8(d), individual mentor teachers assigned to work with novice provisional teachers are now required to log their mentoring contact time. The format of the log itself and the procedures for using it are to be developed as part of the district mentoring plan. The mentoring logs are to be sent to the district administrative office and retained there.

Secondly, as specified in *N.J.A.C.* 6A:9-8(h), the administrative office of each school district will now be responsible for overseeing the payment of mentors. Payment may not be conferred directly from provisional novice teacher to mentor. The mentoring logs can be used by the district to inform the payment process.

Novice Provisional Teacher Mentoring Log

Instructions: Please log each session with your mentee. Submit this log form to the district office on the last working day of each month for the duration of your mentorship. Please keep a record for yourself also.

Month: _____ Year: _____ School/District: _____

Mentor Name:_____ Mentor Signature:_____

Mentee Name:_____ Mentee Signature:_____

Principal Name:_____ Principal Signature:_____

Total Number of Mentoring Hours This Month:_____

Date	**Time** **From:** **To:**	**Description of Activities**	**Total Time**

Long Pond School Student/Parent Handbook

2024-2025

Table of Contents

School Information (Charger Pride, School Hours, Bell Schedules, Report Cards etc)..... 2

Acceptable Use Policy for Electronic Communications……. 7

Affirmative Action…… 8

Arrival and Dismissal (reporting a student's absence) …… 9

Attendance…… 10

Activities/Clubs……. 12

Cell Phone Policy…….. 15

Chromebooks (1:1 initiative and expectations, contract, etc)……..….. 15

Class Trips…….. 17

Code of Conduct: Cheating/Plagiarism, Bus Expectations, HIB…….. 17

Communication……. 21

Counseling…….. 21

Dress Code……. 22

Health and Physical Education……..... 23

Health Services…….. 24

Homework……. 24

Lockers…… 25

Lunch/Recess Rules and Expectations and Account balances…… 25

Personal Enrichment Period -
PEP……..... 26

Response to Intervention (RTI) …… 27

School Safety and Security…… 27


Respect
Kindness
Responsibilty
Long Pond

SCHOOL INFORMATION

School Phone Number: (973) 315-5256
School Fax Number: (973) 579-2690
School Website address: https://www.andoverregional.org/
**school/district calendar, staff rosters, important updates and reminders can all be found on the school website*
Principal's Instagram Handle: LPSChargers

Hours of Operation:

- Main Office Hours (School Year)- 8:00 a.m. - 4:00 p.m.
- School Hours (September-June) 8:30 a.m. - 3:30 p.m.
- Main Office Hours (Summer)- 8:00 a.m. - 3:00 p.m.

Students are not permitted in the building until 8:30 a.m. unless they have a scheduled activity/appointment

Reporting Student Progress

Grades - The following grading scales and indicators shall be used:

98 – 100: A+	77 – 79: C+
94 – 97: A	73 – 76: C
90 – 93: A-	70 – 72: C-
87 –89 : B+	67 – 69: D+
83 – 86: B	63 – 66: D
80 – 82: B-	60 - 62: D-

59% or below is considered an F

** Teachers will post their grading profiles (% and frequency) on their teacher pages found on the school website.*
***** If a student fails an academic class for the year, he or she may be required to complete summer coursework, at the parents' expense, in order to demonstrate mastery of the concepts and skills. Failure to do so may result in retention.***

Report Cards- Report Cards will be issued at the conclusion of each Marking Period. Report cards will be posted on the Parent Portal. The schedule of dates on which report cards will be issued will be posted on Long Pond School's website calendar. Report cards include marking period grades, teacher comments, **citizenship and effort ratings** in ELA, Math, Science, Social Studies, Encore Classes, and Health/PE. The report card will also highlight a student's school attendance record.

*** Report Card- Citizenship Rating Rubric:**

Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
● Theft, lying, instigation ● Does not meet expectations:, not prepared to learn, does not participate, and does not work well with others. ● Rarely demonstrates appropriate class behavior, rarely respects class or school rules and expectations. ● Student rarely demonstrates respect for others (peers and teachers), rarely allows them to speak without disruption.	● Does not arrive on time for class ● Does not adhere to classroom rules ● Inconsistently meets expectations: not always prepared to learn, participates irregularly, and rarely works well with others. ● Sometimes demonstrates appropriate class behavior. He sometimes respects class and/or school rules and expectations. ● Student sometimes demonstrates respect for others (peers and teachers) by allowing them to speak without disruption.	● Consistently meets expectations: is prepared to learn, participates regularly, shows respect for others, and contributes to building a positive community. ● Usually demonstrates appropriate class behavior. They often respect class and/or school rules and expectations. ● Student often demonstrates respect for others (peers and teachers) by allowing them to speak without disruption.	● Always demonstrates appropriate class behavior. Student always demonstrates respect for others (peers and teachers) by allowing them to speak without disruption. ● Student always demonstrates respect for school and classroom rules and expectations. ● Student is an active advocate for the classroom learning environment. ● Student goes out of their way to be kind to others in and out of class ● Willingness to take on leadership roles such as class assistant ● Consistently exceeds expectations in work preparation, and participation and actively contributes to the learning experiences of their peers.

*** Report Card- Effort Rating Rubric:**

Unsatisfactory	Needs Improvement	Satisfactory	Outstanding
● Student rarely meets expectations set by teacher for each task ● Student is rarely on-task requiring frequent redirection ● Student rarely participates with appropriate response when prompted by teacher ● Student rarely completes work or makes corrections when requested by teacher.	● Student occasionally meets expectations set by teacher for each task. ● Student is occasionally off-task- requiring redirection. ● Student usually participates with appropriate response when prompted by teacher. ● Student completes some work and occasionally makes corrections when requested by teacher.	● Student meets expectation set by teacher for each task. ● Student participates frequently either by raising hand or as prompted by teacher. ● Student completes work and makes corrections as needed. ● Student usually works to meet their potential.	● Student routinely accepts challenges over and above class expectations. ● Consistently raises hand to participate and enrich class discussions. ● Focuses on skill mastery (beyond just work completion) ● Student makes consistent effort to progress beyond their current level.

AWARDS & STUDENT RECOGNITION

Positive reinforcement is an essential part of our school's philosophy. Among such recognition programs, we offer the following:

Charger Pride Recognition Program: LPS will recognize students every month for exhibiting behaviors associated with "being a CHARGER" throughout the year. Grade level faculty and staff will nominate one student per month, who they feel consistently demonstrate characteristics of Charger Pride. Teachers will also issue Charger Cash to students when warranted. Charger Cash will be collected at various points in the year and names will be pulled for various small tokens of appreciation. There will be a special breakfast in June for all students who were recognized as Chargers of the Month as well as their families.

Academic Marking Period:
High Honors:
1. Scholastic - All A's in all subject areas
2. Effort / Citizenship - Outstanding and / or satisfactory comments

Honors:
1. Scholastic - A's and / or B's in all subject areas
2. Effort / Citizenship - Outstanding and / or Satisfactory comments

Students will be recognized for their achievement in each of the aforementioned areas following each grading period. The students will receive a certificate in honor of their hard work and achievement, and the students' names will be posted in the local paper.

End of Year:
At the conclusion of each school year, special grade level awards assemblies will held to honor and recognize many students in various areas. The 8th grade students will have special awards incorporated in their Promotion Ceremony at the end of the school year.

President's Award for Educational Excellence:
This award recognizes academic success in the classroom. To be eligible, 8th grade students must meet requirements, including grade point average and successful performance on state assessments.

- Students are to earn a cumulative grade point average of 94 or higher on a 100 point scale. When computing grade point averages, only the years from 5th grade through the end of the second marking period of their 8th grade year, are to be included.
- Previous years' NJSLA Scores in ELA and Mathematics indicating that the students have Met Expectations or Exceeded Expectations
- Student attendance and student discipline records will also be considered (poor attendance and history of Code of Conduct infractions will prevent a student from earning this honor).

National Junior Honor Society (NJHS):

The National Association of Secondary School Principals governs the National Junior Honor Society (NJHS). The NJHS is currently open to all eligible LPS seventh graders for the 2024-2025 school year. Students must meet the following five criteria: scholarship, character, leadership, service and citizenship. The basic scholarship requirement is at least a cumulative average of a 3.8 (on a 4.0 scale). Please note that averages are never rounded up. An application will be given to those students who have met the scholarship criterion. Leadership, citizenship, as well as scholarship awards received will be evaluated using the application that the students complete. A Teacher Input Form will then be circulated among our faculty and staff. In addition, an essay component will be included in the application. The essay will be completed at a designated date after school hours. Emphasis is placed on candidates who possess qualities that are strong in all criteria.

The Faculty Council reviews all candidates in an anonymous manner. Selection into NJHS is made by a majority vote of the Faculty Council consisting of five persons from different grade levels and from the special subjects.

Each year the National Junior Honor Society completes one or more community service projects in which all the members of the society are involved. This project could be oriented toward improving student leadership, educating them as citizens, working with, and learning about senior citizens, providing some learning about other cultures, or performing some school service. This approach emphasizes the need for cooperative effort in service to the community while providing an opportunity for individuals to discover and develop their own unique contributions.

LONG POND SCHOOL 2024-2025 BELL SCHEDULES

LPS Daily Bell Schedule				LPS Delayed Opening Bell Schedule				LPS Early Dismissal Bell Schedule		
	Begin Time	End Time			Begin Time	End Time			Begin Time	End Time
Drop-off/HR	8:30 AM	8:40 AM		**Drop-off/HR**	10:30 AM	10:40 AM		**Drop-off/HR**	8:30 AM	8:40 AM
HR/Attendance	8:40 AM	8:45 AM		**HR/Attendance**	10:40 AM	10:45 AM		**HR/Attendance**	8:40 AM	8:45 AM
1	8:48 AM	9:23 AM		**1**	10:48 AM	11:13 AM		**1**	8:48 AM	9:12 AM
2	9:26 AM	10:01 AM		**2**	11:15 AM	11:40 AM		**2**	9:14 AM	9:38 AM
3	10:04 AM	10:39 AM		**3**	11:42 AM	12:07 PM		**3**	9:40 AM	10:04 AM
4	10:42 AM	11:17 AM		**4**	12:09 PM	12:34 PM		**4**	10:06 AM	10:30 AM
PEP	11:20 AM	11:45 AM		**PEP**	XXXXX	XXXXX		**PEP**	XXXXX	XXXXX
L/R	11:49 AM	12:14 PM		**L/R**	12:37 PM	1:02 PM		**L/R**	XXXXX	XXXXX
L/R	12:14 PM	12:39 PM		**L/R**	1:02 PM	1:27 PM		**L/R**	XXXXX	XXXXX
5	12:43 PM	1:18 PM		**5**	1:30 PM	1:55 PM		**5**	10:32 AM	10:56 AM
6	1:21 PM	1:56 PM		**6**	1:57 PM	2:22 PM		**6**	10:58 AM	11:22 AM
7	1:59 PM	2:34 PM		**7**	2:24 PM	2:49 PM		**7**	11:24 AM	11:48 AM
8	2:37 PM	3:12 PM		**8**	2:51 PM	3:16 PM		**8**	11:50 AM	12:14 PM
HR/Dism	3:15 PM	3:30 PM		**HR/Dism**	3:19 PM	3:30 PM		**HR/Dism**	12:16 PM	12:30 PM

Andover Regional Schools
Student/Parent Agreement for Responsible Use of District Owned Computing Device

This assigned device is intended to be used by the student for educational purposes only.

In order to receive a Chromebook, all students and their parent or guardian must review and sign the following procedures and guidelines. Parents must click, in Realtime, to accept the terms of this agreement which is done during the student enrollment process.

Use of Technology Guidelines:
- All use of technology must support learning.
- Students must follow local, state, and federal laws while using technology.
- Students are responsible for ensuring their device is recharged when the battery is getting low.
- Any lost or damaged devices must be reported to the main office within two school days.
- Students must transport devices in a responsible manner to avoid damage.

Students may not:
- Share logins or passwords (Exception: students may share passwords with parents or guardians).
- Decorate or modify hardware in any way. (No stickers, paint, mods, etc.)
- Use another person's device.
- Have, display, or share inappropriate material on devices (photos, video, wallpaper, pirated or illegal content, etc.)
- Use the device in any way other than approved by your teacher in class (games, social media, videos, taking photos, etc.).
- Install any software/apps other than approved by the district and instructed by a teacher.
- Damage, lose, or leave devices in an unsecure location.
- Use devices in "technology free zones" including but not limited to locker rooms and bathrooms.
- Use the camera or recording device on their machine for anything other than educational purposes without the permission of all participants.
- Failure to follow District Owned Technology Device Agreement may result in the following:
    1. Warning to parents/guardians
    2. Detention
    3. Suspension and/or device being kept on school property only and/or removal from school activities

Statement of Responsibility of Borrower

I accept responsibility if equipment is lost, damaged, or needs to be repaired or replaced while it is in our possession. I acknowledge that the equipment received is in good condition, and it will be used only by the student. I have read and understand the Student/Parent Agreement for Responsible Use of District Owned Computing Devices and agree to abide by this policy.

I understand that if a district assigned device is lost or damaged due to disregard for the above policies, I will be responsible for paying a replacement or repair cost of up to $350.
Common repair costs: Broken Screen $40, Broken Keyboard $40-$100, Lost Charger $40, Lost Protective Cover $40, Damaged Camera, Headphone jack or other interface ports would incur a full replacement cost.

I understand that the Chromebook and district- assigned Google Chrome account are the property of Andover Regional Schools and as a result may be subject to inspection at any time. The District reserves the right to examine and/or confiscate any device at any time to ensure compliance with policies. The student should have NO expectation of privacy of materials found on district supplied equipment or supported email service, including during home use. Be aware that at ALL TIMES, your browsing history is viewable by Andover Regional administration.

3rd Party App Information:

3rd party apps may be used for instructional purposes to implement board approved district curriculum. Please see this page on our district website for further information on the 3rd party apps used in our district. https://www.andoverregional.org/district-services/technology/ferpa

As a parent or legal guardian, I hereby acknowledge that I have read and understand the Student/Parent Agreement for Responsible Use and the District Acceptable Use Policy. **I further recognize that if my child does not abide by the rules of acceptable use, he/she is subject to disciplinary action as indicated in the Parent/Student Handbook.** I hereby give permission to the Andover Regional School District to issue my child a Chromebook, and agree to abide by the policies as outlined in the Student/Parent Agreement for Responsible Use and the Acceptable Use Policy. I further understand that this permission will remain in effect during the entire time my child is a student at the Andover Regional Schools, and I will notify the school in writing if I wish to rescind this permission.

Please see BOE Policy **8335 - **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT***

AFFIRMATIVE ACTION POLICY, PLAN & PROCEDURES

It is the policy of the Andover Regional School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs, activities and employment policies and practices as required by Title IX of the Educational Amendments of 1971 and N.J.A.C. 6:4-1.1. et seq.

Personnel in all categories shall be selected and employed on the basis of competence for the available positions without discrimination on the basis of race, religion, marital status, national origin, sex, gender orientation, age or disability.
Before being presented to the Board of Education for adoption, textbooks and all other materials shall be reviewed to determine whether or not they reflect bias or prejudice, and whether or not they portray any group as stereotypes.
Courses shall be designed and developed to challenge students intellectually or physically at their level of competence.
Competitive sports programs shall be balanced to present an equal challenge to either gender, and when possible, to provide for participation for the physically challenged.
Placement of students in classes and courses shall be made on the basis of the individual student's needs.

All existing facilities owned or operated by the Board of Education shall be studied to discover practical means to provide optimum access to disabled persons.
Future facilities will be designed to conform to federal and state requirements with regard to access for the disabled.
LEGAL REFERENCES: ESEA Title IX NJSA 10:5-1 et seq
P.L. 94-142 NJAC 6:4-1. 3
P.L. 93-112 Section 504
NJSA 52:32-1 et seq
18A:6-5, 6
18A: 18A-17
18A: 29-2
18A: 36-20

ARRIVAL/DISMISSAL

Arrival: School doors open promptly at 8:30 a.m. to welcome students for the start of the school day. Faculty members are not available for supervision of students prior to 8:30 a.m. When students arrive at school, they will enter the building through two main entrances in front of Long Pond School, the main entrance for bus drop offs and the entrance by the flagpole for parent drop offs. Staff will be stationed at these locations during morning drop off, but for the safety of our students and staff, all LPS exterior doors will remain locked at all times. Specific circumstances may require students to arrive early to school and should be pre-arranged with the teacher, coach and/or club advisor.

If your child is absent/tardy:
Parents must notify the school of their child's absence through their RealTime **Parent Portal** account using the absence notifications tab. All absences/tardies should be reported ASAP, but **no later then 8:40 a.m.** on the morning of the absence. If you are unable to access the Parent Portal at any time, please call the Main Office. If we do not receive a notification regarding your child's absence, you will be notified via a RealTime Emergency alert message (phone, email, text). The first RealTime notification will be sent at approximately 9:30 a.m. The second notification will be sent at approximately 10:15 a.m. If an absence is not confirmed, the local authorities will be asked to perform a wellness check.

If you wish to speak with the nurse (in addition to submitting notification in the Parent Portal) parents may call the Nurse's office at **(973) 315-5256 ext. 303,** then follow the prompts. If the nurse isn't available, please leave the following information:

- Child's name
- Homeroom
- Reason for absence
- Expected date of return
- Best time to call and preferred phone number

Dismissal: If you are planning to pick up your child early or at regular dismissal, you may make changes in the Parent Portal until 2:30. It is imperative that parents enter any dismissal plans other than regular bus dismissal. If another adult is picking up your child, you must enter their name in the notes for our dismissal staff. Dismissal begins at 3:15pm. Students who are being picked up will exit the back of the building. If your child is on the pickup list, but has not been picked up by 3:30pm, they will be escorted to the main office and our staff will call you. After 3:30pm adults picking up must park in one of the front parking spots and sign the student out. We kindly ask that parents avoid calling the main office between 2:30 p.m. and 3:30 p.m., so we may tend to the end of the day routines without interruption.

ATTENDANCE POLICY

(* BOE Policy 5200)

General

A student is expected to attend **ALL days and hours** that the public schools are in session in the district (the district calendar is posted on our website).

- Daily attendance for students who are in school will be taken during homeroom.

In the district, when a student exceeds the limit of eighteen (18) absences, the building principal has the authority to retain or require completion of specific academic responsibilities before promotion is granted. Any student absent thirty (30) or more days will automatically be retained and will repeat that grade the following school year. All absences will count toward this limit except for excused absences which are listed below:

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

- *The student's illness supported by a written letter from the parent upon student's return to school;*
- *The student's required attendance in court;*
- *Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;*
- *The student's suspension from school;*
- *Family illness or death supported by notification to the school by the student's parent;*
- *"Unexcused tardiness" may constitute an unexcused absence that counts toward truancy in accordance with Policy 5240.*
- *A pupil with fewer than 150 days attendance in grades PreK-8 will not be promoted to the next grade level.*

If your child is absent/tardy:
Parents must notify the school of their child's absence through their RealTime **Parent Portal** account using the absence notifications tab. All absences/tardies should be reported ASAP, but **no later then 8:40 a.m.** on the morning of the absence. If you are unable to access the Parent Portal at any time, please call the Main Office. If we do not receive a notification regarding your child's absence, you will be notified via a RealTime Emergency alert message (phone, email, text). The first RealTime notification will be sent at approximately 9:30 a.m. The second notification will be sent at approximately 10:15 a.m. If an absence is not confirmed, the local authorities will be asked to perform a wellness check.

If you wish to speak with the nurse (in addition to submitting notification in the Parent Portal) parents may call the Nurse's office at **(973) 315-5256 ext. 303,** then follow the prompts. If the nurse isn't available, please leave the following information:

- Child's name
- Homeroom
- Reason for absence
- Expected date of return
- Best time to call and preferred phone number

Upon return
It is expected that a student returns to school with a ***"written excuse note."*** The note should include the student's name, homeroom assignment, date(s) of absence and reason for absence and it **MUST** be signed by a parent/ guardian and submitted to the school nurse. Missed assignments must be made up upon the student's return to school. The student will have one day of make-up time for *each* day absent. Teachers are not expected to give assignments in advance. All work not completed within the make-up time will be graded accordingly. When parents/guardians are aware that an absence will occur for an extended period of time, they are requested to notify the main office or nurse.

Participation in School Activities
Students who are absent from school, come to school after 11:30 a.m., leave before 12:30 p.m., or leave school early due to illness or disciplinary reasons **MAY NOT** attend after school activities or evening sponsored programs running that day.

Excessive Tardiness
Children are expected to arrive to school on time each day. Attendance is taken during homeroom at Long Pond School. **A student is determined to be late when they arrive to homeroom after 8:40 a.m.** Students arriving late to school five or more times during a marking period, will receive notification letters and will be assigned an administrative detention every time beyond the first five. Excessive tardiness will also impact a student's ability to participate in before/after school activities and events.

Truancy
New Jersey school attendance laws are violated whenever a student is truant or whenever a class is cut.
TRUANCY is defined as an unauthorized absence from school.
A CUT is defined as an unauthorized absence from class.

TRUANCIES and / or CUTS may result in suspension from school and or disciplinary action.

*A complaint **will** be filed with the local Municipal Court if a student exhibits a pattern of truancy or cuts. **"Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy**

ACTIVITIES/CLUBS

ACTIVITY / SPORT / CLUB / ELIGIBILITY

Students represent themselves and the school during club or sport activities. We want to instill responsibility and a sense of pride (Charger Pride) in our student community.

Academic: A student in grades 5 through 8 is eligible for participation in school district sponsored programs of athletic competition if he/she is in good academic standing.

- If during any marking period a student receives a failing grade (F) in one or more subjects, he/she shall become ineligible for participation in after school sports/clubs and activities. The period of ineligibility shall remain until the end of the next marking period. At that time, reinstatement may be obtained if the academic requirements are met.
- If during any marking period a student maintains an unsatisfactory grade in any of the areas of attitude, behavior and academic performance, his/her eligibility/participation shall be determined after a conference between the school administrator and the teacher concerned. If it is decided to allow him/her to continue, he/she may be placed on probation until improvement in the unsatisfactory area is noted.

* If a student does not display improvement after being placed on probation, he/she may be declared ineligible. The Superintendent may at any time declare a participant ineligible if in his/her opinion he/she feels that it is in the best academic interests of the student. Reinstatement shall be at the discretion of the Superintendent.

Attendance: A student in any grade, must maintain a satisfactory record of attendance to be eligible for participation in school district sponsored programs of athletic competition.

- An attendance record is unsatisfactory if the number of unexcused absences exceed 5 school days in the preceding marking period prior to the student commencing participation in school district sponsored programs of athletic competition/extra-curricular activities.
- A student who has an unexcused absence for a school day may not participate in school district sponsored programs of athletic competition/extra-curricular activities in the afternoon or evening of that school day.

Attitude/Behavior: Any student who has accumulated an administrative detention or suspension in the week preceding the event or activity is subject to consideration for exclusion from that activity. An in school or out of school suspension, or five administrative detentions since September, will result in probation for a period of time or dismissal from the sport, club and/or activity. Each case will be reviewed on an individual basis. *A student in any grade who fails to observe school rules for student conduct, may forfeit his/her eligibility for participation in school district sponsored programs of athletic competition/extra-curricular activities.*

Medical/Health Clearance: **Students must have a completed physical and medical / health clearance prior to any interscholastic athletic participation. (NO EXCEPTIONS according to law).**

Sports physicals: (see links below)
•are active for one calendar year.
•must also be cleared by our School Doctor after handing in to the School Nurse.
•must be cleared by our School Doctor *before* participating in ***intramurals, practices or scheduled games.***

•If the sports physical is over 90 days old, only a Health History Questionnaire needs to be completed.

Please see the deadlines below for each sport for the 2024-2025 school year. Physicals handed in after the deadline will be accepted but may result in a delay of participation in practice or scheduled games until cleared by our School Doctor. The School Nurse will deliver the physicals to the school doctor for final approval.

Field Hockey: Please hand in sports physicals by September 6th, 2024.
Basketball: Please hand in sports physicals by November 4th, 2024.
Track & Field: Please hand in sports physicals by March 3rd , 2025.
Intramural dates are to be determined.

Please also note:

- These forms **MUST BE RETURNED DIRECTLY TO THE NURSE**.
- ALL PAGES ARE REQUIRED & MUST BE COMPLETED by the parent and doctor.
- Important information about Emergency Medications:
    - *Students that may need inhalers, epi-pen, glucagon or other medication during sports must have a current doctor's order on file in the nurses' office.*
    - *Some students are approved to "self-carry", but it is also strongly recommended that these students have a back-up inhaler, epi-pen, etc. to keep in their team's medical kit if needed.*

You will be notified by the School Nurse when your child's physical has been cleared. If you have any questions regarding the date of your child's sports physical, please contact the LPS Nurse Office at 321-315-5256 x303.

Sports Physical:
https://resources.finalsite.net/images/v1716987142/andoverregionalorg/wnfsdnkrwkxbafxf7naw/SportsPhysical2024-rev.pdf

Updated Health Questionnaire:
https://resources.finalsite.net/images/v1717616174/andoverregionalorg/xwz0ly4v411jxeh5dfxv/HealthHistoryUpdate.pdf

Parent Pick-up: It is mandatory that parents/ guardians be prompt when picking up their child from an after school activity. *Parents who demonstrate a pattern of being late may jeopardize their child's participation in further activities.*

Here is a list of some of the clubs/activities typically offered throughout the year:

Field Hockey FALL	Basketball WINTER	Track and Field SPRING	Student Council ALL YEAR
Intramural Kickball Early FALL	Intramural Basketball Late FALL	Intramural Softball/Wiffle Late SPRING	Peer Leaders ALL YEAR
Solar Sprints SPRING	Intramural Floor Hockey WINTER	Spring Musical WINTER/SPRING	E.A.R.T.H. Club ALL YEAR
National Junior Honors Society (NJHS)	Homework Club (October through May)	Soccer FALL	Yearbook Club ALL YEAR
Master Band ALL YEAR	Jazz Band ALL YEAR	Choir ALL YEAR	Handbells ALL YEAR
TREPS WINTER	7th & 8th Grade Dances	5th & 6th Grade Activity Afternoons	Art Club ALL YEAR

- **LPS NJHS Selection Process:** The National Association of Secondary School Principals governs the National Junior Honor Society (NJHS). The NJHS is currently open to all eligible LPS seventh graders for the 2024-2025 school year. Students must meet the following five criteria: scholarship, character, leadership, service and citizenship. The basic scholarship requirement is at least a cumulative average of a 3.8 (on a 4.0 scale). An application will be given to those students who have met the scholarship criterion. Leadership, citizenship, as well as scholarship awards received will be evaluated using the application that the students complete. A Teacher Input Form will then be circulated among our faculty and staff. In addition, an essay component will be included in the application. The essay will be completed at a designated date after school hours. Emphasis is placed on candidates who possess qualities that are strong in all criteria.

  The Faculty Council reviews all candidates in an anonymous manner. Selection into NJHS is made by a majority vote of the Faculty Council consisting of five persons from different grade levels and from the special subjects.

  Each year the National Junior Honor Society completes one or more community service projects in which all the members of the society are involved. This project could be oriented toward improving student leadership, educating them as citizens, working with, and learning about senior citizens, providing some learning about other cultures, or performing some school service. This approach emphasizes the need for cooperative effort in service to the community while providing an opportunity for individuals to discover and develop their own unique contributions.

CELL PHONE POLICY

Cell phones are a modern convenience that many families rely upon to communicate with one another. The school understands and respects that cell phones are a necessity in today's world. However, cell phones have become a major distraction during school hours. We wish to avoid any misuse. Therefore, restrictions regarding the use of cell phones is warranted as we continue to maintain a proper learning environment for all. Please note that if there is an emergency or if an update of some kind needs to be provided to your child, you may call the main office to have it communicated with them.

1. Cell phones are required to be **turned off and kept in lockers** throughout the school day.
2. Text messaging is prohibited at any time during school hours.
3. A cell phone will be confiscated if a student is caught with the phone during school hours (including AM homeroom and PM homeroom)

Disciplinary Actions:

- 1st Offense- Phone sent to the office and returned to student at end of day with a warning; parents notified
- 2nd Offense- Phone sent to the office and parent/guardian must retrieve
- 3rd Offense- Phone sent to the office; parent/guardian must retrieve; Administrative Detention
- 4th Offense- Phone sent to the office; parent/guardian must retrieve; Administrative After School Detention

CHROMEBOOKS

After a parent/guardian signs off on the school's acceptable use policy on the Parent Portal, **each LPS student will be issued an individual device.** *Students are expected to bring their **charged** devices to school every day.* The student participation grade will reflect students who forget devices, or don't bring them fully charged to school. Students will also be provided with Google accounts in order to be able to use the applications/features available through Google. The students must be aware of the following information in addition to the information presented in the "Acceptable Use Policy:"

- **Conduct-** Students are responsible for good behavior online just as they are in a traditional classroom or school building. It may be illegal to use obscene, profane, threatening, or disrespectful language while using school related technology. Communication with others should always be course related. Students should notify the teacher of anything inappropriate or that makes them uncomfortable. Cyberbullying and other inappropriate online behavior will not be tolerated and the privacy of others should be respected at all times.
- **Access Restriction-** Access to and use of Google Apps for Education is considered a privilege accorded at the discretion of Andover Regional School District. The District maintains the right to immediately withdraw the access and use of the account when there is reason to believe that violations of law or School Board policies have occurred. In such cases, the alleged violation will be referred to the Principal for further investigation and application of necessary consequences as indicated in the Student

Code of Conduct.

- **Security-** Andover Regional School District cannot, and does not guarantee the security of electronic files located on Google systems. Although Google does have a powerful content filter in place, the School Board cannot assure that users will not be exposed to non-educational material. Parents need to be aware that students will have access to their Google accounts at home and the same rules apply when using their Google accounts at home.
- **Loaner Chromebooks-** As previously stated, students are expected to bring their charged chromebooks to school on a daily basis. **Loaner chromebooks will be available in the main office for students to use when their device is in need of repair only.** Loaner Chromebooks will not be issued for students who forgot to charge them or left them at home. Loaner Chromebooks are expected to be returned to the main office before dismissal unless an exception is made due to a delay in repair or accidental damage. If damages are determined to be intentional a loaner Chromebook may only be borrowed if needed for testing.

The following are some examples of inappropriate use of the chromebooks that warrant a consequence:

- Downloading unapproved apps/extensions/programs without first receiving permission to do so
- Deleting School installed settings on the Chromebook
- Resetting the Chromebook to factory settings
- Lack of care for Chromebook and accessories
- Intentionally causing damage to another student's device
- Placing the Chromebook in developer mode without teacher/administration consent
- Adjusting setting on someone else's device
- Adding a personal credit card to a Google Account (Google Wallet) to purchase music/unapproved apps
- Logging on to a personal Google account to listen to music or access unauthorized sites
- Illegal installation or transmission of copyrighted materials
- Accessing materials that are obscene, offensive, and/or inappropriate
- Transmitting materials that are obscene, offensive, and/or inappropriate
- Knowingly placing a virus on a computer network
- Using objectionable language in public or private messages (in example: in G-Hangouts, G-Chat, etc.): racist, terroristic, abusive, sexually explicit, threatening, stalking, demeaning, or slanderous

Possible consequences for inappropriate use of the chromebooks:

- Extended Administrative After School Detention
- In-School Suspension
- Out-of-School Suspension
- Involvement of Law Enforcement
- Repeated offenses of Level 2 offenses may result in student removal from Field Day, field trips, or any other co-curricular event.

CLASS TRIPS

All class trips are a PRIVILEGE as opposed to a RIGHT. Therefore, participation for all class trips is as follows:

1) Any student that has been suspended from school at any time during the year, and/or has accumulated five administrative detentions from September until the time of the trip, is subject to consideration for exclusion from the class trip. **(No Refunds)**

2) Any student who has accumulated an administrative detention in the two weeks preceding the trip is subject to consideration for exclusion from the class trip. Any student suspended in the two weeks preceding the trip will be excluded from the class trip. **(No Refunds)**

3) Parents will be required to sign documentation supporting the class trip rules and guidelines. A student may be required to be picked up from the trip if, in the judgment of the chaperones, the student's behavior warrants such action. **(No Refunds)**

4) Excessive absenteeism may result in the loss of a class trip. The student will use this time to make-up missed work/assignments. **(No Refunds)**

5) If a student is caught smoking/vaping or in possession of vaping or substance paraphernalia, that student may be removed from any upcoming class trips and future after school events/activities such as school dances and other extracurricular activities.

CODE OF CONDUCT

*as per ARSD BOE Policy 5600 which can be found on district website

Teachers reserve the right to maintain discipline within the scope of their classroom and throughout the school day. Teachers may assign detentions during lunch, recess and/or before or after school if possible. Teachers will notify parents when/if a detention is warranted. However, if the infraction warrants it, the teacher may choose to submit a discipline referral to the administration. In most cases, the teachers are expected to notify parents when/if they suspect an administrative referral is the next step following repeated attempts to address the behavior. Students will receive consequences as outlined below depending on the severity of the offense.

Level 1
Students who have exhibited behaviors that disrupt the learning environment will be referred to the administration. Level 1 offenses are frequent or serious misbehaviors that disrupt the learning climate of the school. Examples of behaviors that would qualify as Level 1 offenses are:

- Repeated disruptive classroom behavior.
- Using inappropriate language
- Inappropriate displays of affection.
- Misbehavior during an emergency drill
- Misbehaving for a substitute.
- Insubordination/defiance.
- Disrespectful behavior
- Cutting Class

Potential administrative responses to Level 1 behaviors may be:

- Lunch Detention and/or Parent meetings, counselor referrals and additional assignments
- Administrative Before/After School Detention
- Extended Administrative After School Detention
- Repeated offenses of Level 1 offenses may result in student removal from Field Day, field trips, or any other co-curricular event.

Level 2

Students who continue to exhibit behaviors identified in Level 1 or who engage in much more serious transgressions will receive a Level 2 response from the administration. Examples of these behaviors are:

- Fighting or violence towards a peer or staff member.
- Damage to facility that interferes with functioning of school or threatens (possible fines) well being of others *parent responsible for damage/replacement costs
- Sexual harassment.
- Drug, alcohol possession/ under the influence (including vaping/E-cigarettes, Juuls, etc…) *An immediate medical examination shall be conducted and a written report of the medical evaluation shall be furnished to the parent of the student, the Principal, and the Superintendent in accordance with N.J.A.C. 6A:16-4.3(a)2 through 4.3(a)8.
- weapon possession
- Confirmed Harassment, Intimidation, and/or Bullying. (see BOE Policy 5512)
- Inappropriate use of electronic device, i.e. taking photos/videos of without consent
- Theft/Shoplifting

Potential administrative responses to Level 2 behaviors may include:

- Extended Administrative After School Detention
- In-School Suspension.
- Out-of-School Suspension.
- Involvement of Law Enforcement
- Repeated offenses of Level 2 offenses may result in student removal from Field Day, field trips, or any other co-curricular event. *Any student caught vaping or in possession of vaping paraphernalia will be removed from field trips and possibly other co-curricular events/activities.
- Vaping First Offense- Three day Out-of-School Suspension: students referred for a medical evaluation, student could be ineligible for grade level field trip and will be ineligible for any overnight field trips, student will be ineligible to participate in band, choir, and/or athletics for a month from the date of the incident. Follow-up with school counselor and/or nurse
- Vaping Second Offense- Five day Out-of-School Suspension: students referred for a medical evaluation, student could be ineligible for grade level field trip and will be ineligible for any overnight field trips, student will be ineligible to participate in band, choir, and/or athletics for the remainder of the school year including extracurricular events and activities such as dances and concerts. Follow up with school counselor and/or nurse

*** Students serving a suspension may not participate in any school activity practice, game or rehearsal for a period of five days from the date of incident.

CHEATING/PLAGIARISM:
Cheating – Cheating is defined as giving or receiving any unauthorized aid on tests, exams, reports, term papers, homework, or any other school/course related assignments.

Plagiarism – Plagiarism is to steal and pass off as one's own the ideas and words of another. It is to use, intentionally or unintentionally, without crediting the source, to commit literary theft and present as new and original an idea or product derived from an existing source.

First Offense:
- A grade of "0" will be issued for the assignment/report
- A teacher detention may be administered to the student
- The student's parent(s) will be contacted

Second Offense:
- A grade of "0" will be issued for the assignment/report
- Teacher will notify building principal and infraction will be recorded in student information system along with a "warning" noted
- Student will meet with the school counselor
- The student's parent(s) will be contacted

* Any future incidents will result in an Administrative Detention

BUS SAFETY RULES/EXPECTATIONS:
We take the safety and well-being of our students seriously. Safety and behavior on the school bus is not the sole responsibility of the school bus drivers. It is a matter of teamwork that requires the cooperation of pupils, parents, and school personnel. New Jersey State Law 18A:25-2 gives the authority to the school principal to exclude a pupil from the bus for disciplinary reasons and allocates the responsibility for the child's transportation to and from school to the parents for the exclusion period. Cooperation and understanding by all students and parents is appreciated. Please emphasize to your child/children the importance of following the rules and regulations covering transportation and bus safety.

Rules-
- Sit in your assigned seat with your seatbelt on at all times. Keep the aisle clear of feet and belongings. Never put your head, hands, or arms out the window.
- Stay seated until the bus stops.
- Never cross behind the bus. Cross in front of the bus so the driver can see you.
- When crossing the street, always wait for the bus driver to indicate that it is safe to cross.
- Behave at the bus stop. Bullying and harassment are prohibited and may be considered illegal.
- Talk quietly.
- Do not distract the bus driver.
- Do not throw things or litter the bus.
- No eating, drinking, or gum chewing on the bus.
- Smoking or Vaping of any kind is prohibited.
- Arrive at assigned bus stop 10 minutes before the bus is due to arrive.
- Students may only ride their regular bus and to the bus stop assigned

- **Bus assignment changes are approved only in the case of emergent or urgent need, for long-term temporary address changes, or permanent move within the district.**

The following disciplinary measures may be applied as appropriate to the pupil's violation of the rules of conduct on the bus:

First offense:	Warning to student, notification to parent/guardian
Second offense:	Notifying parent(s) of possible suspension of riding privileges and appropriate discipline (detentions).
Third offense:	Letter to parent and three-day suspension of riding privileges
Fourth offense:	Additional suspension for five days to permanent suspension of riding privileges

Waiving Transportation Services-
Per Board **policy 8613**, if a parent or guardian wishes to waive transportation services, the Parental Transportation Services waiver form will need to be completed and submitted to the transportation office. This request will need to be submitted on a yearly basis. Please note transportation services will only be reinstated for hardship reasons within that given year, and at the discretion of the Board of Education.

Harassment, Intimidation, and Bullying

In accordance with **Board of Education Policy 5512**, all acts of harassment, intimidation, or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment

Harassment, Intimidation and/or bullying means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

   a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or

   b. Has the effect of insulting or demeaning any student or group of students; or

c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct. Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

COMMUNICATION

*** Always contact the school if you have any questions and or/concerns to avoid any misunderstandings***
Various forms of communication exist at LPS. Here are a few:

- email/phone calls
- School website/teacher pages on website
- LPS Instagram- LPSchargers
- Parent/Teacher Conferences

COUNSELING

Andover Regional School District (the "District") is committed to providing a quality, well-rounded education to its students. In an effort to achieve this goal, parents/guardians and/or school staff may refer students for counseling or students may request counseling. To facilitate this effort the District offers short term individual counseling to students. The focus of the counseling program is to help students better understand the world they live in and make better decisions that help them live functional lives. These services are not intended as a substitute for diagnosis and/or treatment for any mental health disorder. It is a parental obligation to determine whether additional/different services are necessary and appropriate.

It is the policy of the District to obtain parent/guardian written permission for individual counseling that extends beyond two sessions in a school year or that is planned on a regular basis. The District may, however, send a student for situational counseling due to concerns, disciplinary issues, requests or any other reason deemed appropriate by District staff without parent/guardian consent.

In order to build trust with the student, the counselor will keep information confidential, with some possible exceptions. Because these services are provided to minor children in the school setting, it is understood that the school counselor may share information with parents/guardians, the student's teacher and/or administrators or school personnel who work with the student on a need to know basis so that the student may be better served by all involved. The counselor is, by law, required to share information with parents or others if:

- Student presents a serious danger to self or others
- There is evidence or disclosure of abuse or neglect
- There is a threat to school security
- Criminal or delinquency proceedings are pending

Should you, as a parent, desire that your child NOT receive counseling, then you will need to provide the District with written documentation of such request. In the absence of such written documentation the District will provide occasional/situational counseling as they deem appropriate.

DRESS CODE

It is important to recognize that each student's mode of dress and grooming is a manifestation of the student's personal choices and style. However, students may not wear clothing or engage in grooming practices that endangers their health or safety, or the health or safety of other students; creates disorder or disrupts the educational environment; causes excessive wear or damage to school property; or prevents the student from achieving his/her own educational objectives.

Long Pond School prohibits students from wearing any type of clothing, apparel, or accessory that indicates the student has membership in, or affiliation with, any gang associated with criminal activities while on school property or at a school-sponsored event. Apparel with biased, offensive or profane messaging, alcohol, drug, tobacco, or sexual references will not be allowed. Also, wearing or possessing items depicting or implying racial hatred, stereotyping, or prejudice
will not be tolerated.

The following types of clothing may not be worn at Long Pond School:

• Hats, headgear, masks and/ or backpacks inside the building;
• Clothing that displays profanity, violence, discriminatory messages or sexually suggestive phrases or innuendo or clothing that promotes drugs or alcohol use as well as costumes other than designated school spirit days;
• Bare midriffs or low cut tops;
• Skirts or shorts above fingertips when arms are at sides
• All shorts/pants/skirts are to be worn at the student's natural waist;
• Spaghetti straps less than two inches wide;
• Flip flop shoes (beachwear) and/or slippers- sandals MUST have a strap or back and hard soles;
• Visible undergarments;
• Tank tops, spandex, bicycle pants or sleepwear;
* Hoodies- hooded sweatshirts have become a distraction over the years and students are not allowed to wear the hoodies over their heads

The dress code is meant to be a guide for appropriate dress at school and may not include specifics regarding changes in trends. Please be aware that the dress code may be modified from time to time during the school year to more clearly define appropriate dress for school. Any student who comes to school dressed inappropriately will be asked to change his/her clothing. If a student does not have something appropriate to wear, his/her parents will be contacted to bring appropriate clothing to school. Special consideration should be made for field trips and other school-related activities. Specifically, some departments, such as physical education, science, and certain encore classes require specific guidelines for safety purposes. Students are expected to follow teacher directives regarding appropriate clothing/shoe attire for safety. Proper attire is always expected at school-sanctioned events. Remember, you represent yourself, your school, your family and your community.

HEALTH AND PHYSICAL EDUCATION

"The Board of Education recognizes the value of physical activity in the development and maintenance of sound physical and mental health. Accordingly, the Board directs the establishment, in accordance with law, and the New Jersey Core Curriculum Content Standards of a program of physical education and the enrollment therein of every pupil in attendance in the schools of this district, insofar as each is physically capable of participation. Each course will provide pupils with a regimen of physical exercise and activity, assist pupils in the development of physical skills and achievements, encourage pupils in a spirit of sharing and cooperation, and instill in pupils a lifelong appreciation for physical activity. The successive courses of physical education will be so designed as to provide pupils with exposure to a variety of athletic and physical activities."

Physical Education: Our physical education program is designed to provide a planned orderly transition from elementary school to middle school, and eventually high school. We plan to direct our students through a program that will meet their physical, social, and emotional needs. The physical education program is focused on health and wellness and will be differentiated and adapted to individual needs. Improvement and development in agility, flexibility, balance, strength, power and endurance will be expected.

All students are expected to wear appropriate attire at all times, including while participating in physical education class. Accordingly, while in physical education class, students are expected to wear socks, sneakers, and gym apparel. Students may be excused from class for one day only on a written excuse from the parent. A doctor's note is necessary for any extended excuse. Students will have access to the locker room bathrooms and may change clothes/sneakers as needed, but locker room lockers will not be available this year.

Health Education: We value the importance of partnering with families as we educate students in the knowledge and skills they need in order to lead healthy, active lives.

You can find a summary of units per grade level on the curriculum tab of our website. We invite you to examine and discuss this information with your child. You are also welcome to contact your child's Health Teacher to receive further information about the lessons that will be taught to your student.

Depending on your child's grade level, topics may include:

- Personal Safety
- Human Reproduction and Childbirth
- Puberty
- HIV/AIDS and Sexually Transmitted Infections (STDs)
- Contraception and Pregnancy Prevention
- Abstinence
- Healthy Relationships
- Decision Making
- Self-Advocacy

The Andover Regional School District acknowledges that parents/guardians are the primary sexuality educators for their child/children, and we are committed to partnering with you to provide support and supplementary resources to you if needed.

Although we encourage families to have their students participate in these essential health topics, we want to remind Parents/Guardians that they do have the option of excluding their child from any portion of health

education instruction if it is in conflict with conscience, moral, or religious beliefs. If this is the case with your child, please fill out the exclusion form below and return to your child's Principal. Since planning time is necessary to account for students opting out, all opt out forms are required to be sent to building principals no later than September 15, 2024. Forms will be forwarded to Health and PE teachers who will keep them on file for the remainder of the school year.

(CLICK HERE) for a copy of the OPT out letter and form needed if you wish to exclude your child from any portion of health instruction. *A copy of the OPT out letter can also be found on the last page of this document.

HEALTH SERVICES

A certified school nurse is on duty at Long Pond School during regular school hours.
Students should report to the nurse if illness occurs in school. The nurse will
arrange for the students who are too ill to remain in school to go home. If the
the nurse is not in, students are to report to the main office. Please be sure to update all emergency contacts on the parent portal or check with the main office or school nurse to be certain.

The School Nurse will follow the guidelines below when administering all medications, including all over the counter drugs, to be received by any student:

1. Students requiring medication at school must have a written statement of permission to administer medication from his/her physician which identifies the type of medication, dosage and time schedule, including reason for medication.
2. A parent's permission note to the School Nurse must accompany the physician's permission also with the identity of medication, dosage and the time schedule.
3. All medication must be in the original container, both for prescription and non-prescription medication, with the label clearly visible and updated, as needed.

****Please refer to the nurse's website for updates and other important information****

HOMEWORK

In order to reinforce the learning which takes place in the classroom, and to provide an opportunity to explore resources beyond the school environment, meaningful homework assignments will be given. Doing your homework regularly is part of your responsibility. Homework is given to help you. When you are having difficulty in any subject, you should take it upon yourself to ask for help. If homework is a struggle, you are encouraged to email the teacher explaining that the work was difficult so they can best support you the next day.

The classroom teacher develops their own homework assignments and expectations. However, we all adhere to the following guidelines and time frame for daily homework assignments:

Grade 5 = 45 minutes or less.
Grade 6 = 45 minutes or less.
Grade 7 = 60 minutes or less.
Grade 8 = 60 minutes or less.
No homework assigned on weekends or holidays.
* The exception to this rule is the high school level Honors Algebra 1 course

Long term projects or assignments may take longer. However, teachers provide ample time for students to complete assignments.

If a student is absent for three or more days the parent/guardian may arrange to pick up missed assignments by calling the Main Office at 973-315-5256 by 9:00 a.m. on the 3rd day.

LOCKERS

Long Pond School recognizes the need to provide student lockers to store student resources/belongings. Student lockers, although intended for student use, are the property of Andover Regional School District. Accordingly, Long Pond School recognizes its responsibility to protect the health, welfare, and safety of all students and staff and to provide for an environment that is conducive to learning. Furthermore, Long Pond School is cognizant that the Fourth Amendment right to privacy applies to students, and students are therefore entitled to be free from unreasonable search and seizure by school officials. Long Pond School directs that periodic general inspection of lockers shall be conducted for the purposes of health, welfare, and safety of all District personnel and students. However, the determination by a school official to conduct an individual locker search shall be based on reasonable grounds. The standard that shall guide the conduct of a school official conducting a student locker search shall be that the school official must have reasonable grounds to believe that a student possesses evidence of illegal activity or activity that would interfere with school discipline and order. In the event that a search reveals that a student's locker contains any material or article in violation of Board Policy or the laws of the State of New Jersey, the individuals may be subject to disciplinary action and/or criminal charges.
* Students are expected to maintain an orderly locker and to remove material that is not current.

Long Pond School lockers are made available to students for the temporary storage of school materials, clothing and other personal property that does not pose a threat to the safety or security of the school. Long Pond School assumes no responsibility for the safety of personal belongings while in student lockers. The lockers do not have built in locks. However, if a student wishes to use a lock, they must use a school lock which can be purchased in the main office for **$5.00**. All other locks will be removed from the lockers. **Food should never be kept in lockers beyond a single school day.** Students are responsible for the condition of their lockers and may be charged for any damage, including damage resulting from unreasonable wear and tear. Students shall not affix permanent materials or otherwise deface lockers. Magnets should be used to affix all decorations/mirrors in lockers. **Once again, locks can be purchased at the LPS main office for $5 per lock.**

LUNCH/RECESS RULES & EXPECTATIONS and LUNCH BALANCES

It is important that all students obey the cafeteria rules at lunchtime.

Inside:
1. Students must wait in a straight and quiet line outside of the cafeteria until a staff member invites them into the cafeteria for lunch. No student is to "cut" in line. Students who do not wait in a straight and quiet line will be removed from the line.

2. Each student is responsible for cleaning up the area where he/she eats. All trash is to be thrown out and all trays properly returned.
3. Recycling is strongly encouraged. Recycling containers are located throughout the school. We work hard to monitor the principle of recycling.
4. Food is not to be taken out of the cafeteria, unless a teacher grants permission.
5. No food or any other object is to be thrown in the cafeteria. Students will be removed from the cafeteria if they are caught throwing objects.
6. Students must listen to and respect the staff on duty at all times.
7. Students are permitted to use the bathroom with teacher permission, and must sign out and sign back in

Outside:
1. Weather permitting, students are sent outside before/after eating lunch. Please be sure your child is dressed appropriately to play outdoors, this includes those chilly winter days..
2. Students must play in areas designated for recess. Recess areas are limited to the number of available staff to supervise the students accordingly.
3. Students are not to engage in activities that might endanger other students (pushing, shoving, kicking, hitting, wrestling, etc.). Consequences will be administered as per the student code of conduct as deemed necessary.
4. Recess equipment is available for student use. Students aren't permitted to bring in their own equipment.

LUNCH BALANCES

Please note the following for any 8th Grade student with a Lunch Balance:

- If the balance is over $2.00 and the 8th grader has no sibling in the district, a check will be sent to the parent on student account records
- If there is a remaining balance on an account of an 8th grader and the 8th grader has a sibling(s) in the district, the balance will be transferred to the oldest sibling's account for the coming school year.
- If the balance of an 8th grader with no siblings is under $2.00 the family will either receive a refund or the amount will be donated to the school, depending on option consented to by parent on form when signing up for lunch account.
- If a student owes money, it is possible that the child's parent portal will be frozen until payment is received.

PERSONAL ENRICHMENT PERIOD (PEP)

This period will be dedicated to serving students based on their individual needs. Some will participate in band, chorus, and/or handbells. Others will receive additional support in either ELA or Math. (Parents will be notified if their child(ren) qualify for this additional support). All other students will report to their assigned homerooms as a home base. They will be expected to independently read, organize their google calendars and google classroom, monitor their grades and some might be scheduled to meet with specific teachers for various reasons. Some students will have a mixture of all of the above. This period was designed to allow this support without students being pulled out of their academic classes throughout the day. PEP time will also be a time where members of our mental health team pull students for individual and/or small group activities. They will also plan weekly/biweekly SEL lessons as well as other mini lessons on effective time management/organizational skill development.

RESPONSE TO INTERVENTION (RTI)

Response to Intervention (RTI) is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RTI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. Many interventions will be offered during the school day during PEP. Some students might qualify for Basic Skills Instruction. A rubric is used to determine if a student is eligible for this service. LPS also runs weekly team meetings with the teachers where they discuss any questions and/or concerns regarding student social, emotional, behavioral and academic progress. Members of the Child Study Team, the school counselor and the school nurse are part of these meetings. There is also an I&RS team that works together to map out possible plans of actions to help students best succeed in the learning setting. The team makes decisions and offers suggestions based on data/information gathered over a set period of time.

SCHOOL SAFETY AND SECURITY REMINDERS

Book Bags- Bags and other personal belongings should be properly stored in the student lockers once they enter the building.

Hoodies- Students will not be allowed to keep their hoodies on over their heads during the school day. There have been a number of times the students have been caught using headphones under their hoodies. The hoodies can also prevent a teacher from being able to quickly and safely identify a student, especially during hallway transitions.

Deliveries to School- For the safety and security of the students and staff at LPS, deliveries will not be accepted on behalf of students if sent to the school before, during or after school hours (food, flowers, gifts, etc…).

Fire and school security drills- 18A:41-1 Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the pupils performing every fire drill. Schools are required to conduct a school security drill within the first 15 days of the beginning of the school year.

Food in Classrooms- There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Since the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity.

School Safety Vestibule- All guests/visitors are expected to schedule appointments and/or notify the main office in advance. They will be required to get buzzed in the main entrance doors and wait in the safety vestibule while the main office staff confirms the appointment and runs the guest/visitors driver's license through the

Raptor System. Parents dropping off forgotten items will be asked to leave the items in the safety vestibule and all parents picking up school belongings will also do so in the safety vestibule.

Meeting Requests- LPS faculty and staff are always willing to meet with a parent/guardian for any reason. However, all parents/guardians are expected to schedule meetings in advance. The main office WILL NOT allow a parent in the building to meet with a staff member without having a scheduled meeting.

Andover Regional Board of Education Budget Transfers printed on 8/9/2024

Report Includes Effective Dates from Jul 01, 2024 to Jul 31, 2024

Date	Source Account/Title	Target Account/Title	Comments	Amount
07/31/24	11-000-291-241-000-000 Other Retirements	11-000-291-260-000-000 Worker's Comp	adj. for insurance	4,527.00
07/31/24	11-000-262-610-000-001 Custodial - Supplies - LPS	11-000-262-490-000-000 Custodial - Other Purch Svcs	adj. for custodial services	233.00
07/31/24	11-000-219-390-000-000 CST - Purch Prof Svcs	11-000-100-566-000-000 Tuition - Private Schools	adj. for OOD placements	3,763.90
07/31/24	11-422-100-300-000-000 Purch Prof/Ed Svcs	11-000-100-566-000-000 Tuition - Private Schools	adj. for OOD placements	25,100.00
07/31/24	11-212-100-600-000-002 MD Supplies - FMB	11-213-100-610-000-001 Resource Room Supplies - LPS	adj. for LLD supplies	262.60
07/31/24	11-213-100-610-000-002 Resource Rm Supplies - FMB	11-213-100-610-000-001 Resource Room Supplies - LPS	adj. for LLD supplies	933.97
07/31/24	11-190-100-610-099-002 Kindergarten Supplies	11-190-100-640-000-001 Textbooks - LPS	adj. for LPS textbooks	114.19
07/31/24	11-190-100-640-000-002 Textbooks - FMB	11-190-100-640-000-001 Textbooks - LPS	adj. for LPS textbooks	411.52
07/31/24	11-190-100-440-000-000 Lease Purchase	11-190-100-340-000-002 Purch Technical Svc - FMB	adj. for mailing lease agreements	62.50
07/31/24	11-190-100-440-000-000 Lease Purchase	11-190-100-340-000-001 Purch Technical Svcs - LPS	adj. for mailing lease agreements	62.50
07/31/24	11-000-261-420-000-001 Maintenance - Repairs - LPS	10-000-100-562-000-000 Charter School Tuition	adj. for Charter school adjustments	7,065.00
			The total of all transfers within fund 10 is:	**42,536.18**

© 2008 CDK Systems, Inc.

REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION

ANDOVER REGIONAL

All Funds

For the Month Ending Jul 31, 2024

		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 Regular- Fund 10	$2,942,754.96	$2,945,057.71	$487,744.23	$5,400,068.44
2	Capital Reserve- Fund 10-116	$2,177,908.62	$736,319.39	$735,614.00	$2,178,614.01
3	Maintenance Reserve- Fund 10-117	$1,200,417.04	$806.38	$0.00	$1,201,223.42
4	Special Revenue-Fund 20	($148,749.94)	$148,150.00	$10,612.04	($11,211.98)
5	Capital Projects Fund-30	$0.00	$0.00	$0.00	$0.00
6	Debt Service Fund - Fund 40	$0.02	$373,394.00	$0.00	$373,394.02
7	**TOTAL (Lines 1 thru 6)**	$6,172,330.70	$4,203,727.48	$1,233,970.27	$9,142,087.91
	ENTERPRISE FUNDS				
8	School Lunch Program -Fund 60	$151,511.42	$3,565.62	$20,528.52	$134,548.52
9	Student Activity-FMB-Fund 94	$6,188.44	$23.08	$0.00	$6,211.52
10	Student Activity-LPS-Fund 95	$30,550.57	$365.82	$0.00	$30,916.39
11	**Total Enterprise Funds (Lines 8 thru 10)**	$188,250.43	$3,954.52	$20,528.52	$171,676.43
	TRUST & AGENCY FUNDS				
12	Payroll Account	$132.31	$138,031.96	$138,069.14	$95.13
13	Payroll Agency Account	$247.36	$76,529.14	$76,686.69	$89.81
14	Unemployment Trust-Fund 80	$26,697.84	$99.57	$0.00	$26,797.41
15	**Total Trust & Agency Funds (Lines 12 thru 14)**	$27,077.51	$214,660.67	$214,755.83	$26,982.35
16	**TOTAL - ALL FUNDS (LINES 7, 11 AND 16)**	$6,387,658.64	$4,422,342.67	$1,469,254.62	$9,340,746.69

Prepared and Submitted By:

Rene Metzgar

Treasurer of School Monies

8/12/2024

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 5,400,068.44		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	5,400,068.44
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
116 Capital reserve account		$	2,178,614.01
117 Maintenance reserve account		$	1,201,223.42
121 Tax levy receivable		$	13,023,024.36
Accounts receivable			
132 Interfund	$ 0.00		
141 Intergovernmental - state	$ 1,421,091.76		
142 Intergovernmental - federal	$ 0.00		
143 Intergovernmental - other	$ 5,946.45		
153 Other Accounts Receivable	$ 16,351.46		
		$	1,443,389.67
Loans receivable			
131 Interfund	$ 8,650.00		
151 Other Loans Receivable	$ 0.00		
		$	8,650.00
199 Other current assets		$	0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	$ 17,169,436.00		
302 Less: revenues collected or accrued	$ (16,999,688.28)		
		$	169,747.72
TOTAL ASSETS AND RESOURCES		$	23,424,717.62

LIABILITIES AND FUND EQUITY

LIABILITIES	
401 Interfund loans payable	$ 0.00
402 Interfund accounts payable	$ (40,000.00)
411 Intergovernmental accounts payable - state	$ 0.00
412 Intergovernmental accounts payable - federal	$ 0.00
413 Intergovernmental accounts payable - other	$ 0.00
421 Accounts payable	$ 332,155.85
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	$ 292,155.85

© 2020 CDK Systems, Inc.

FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			$ 17,299,035.50	
754 Reserve for encumbrances - prior year			$ 0.00	
761 Reserved fund balance Capital Reserve - July 1, 2024		$ 2,177,908.62		
604 Add: Increase in capital reserve		$ 50.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs		$ (1,456,570.00)		
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			$ 721,388.62	
764 Reserved fund balance Maintenance Reserve - July 1, 2024		$ 1,200,417.04		
606 Add: Increase in maintenance reserve		$ 50.00		
310 Less: Budgeted withdrawal from maintenance reserve		$ (262,000.00)		
Subtotal - maintenance reserve			$ 938,467.04	
765 Reserved fund balance Tuition Reserve - July 1, 2024		$ 0.00		
311 Less: Budgeted withdrawal from tuition reserve		$ (354,955.00)		
Subtotal - tuition reserve			$ (354,955.00)	
760 Other reserves			$ 0.00	
771 Designated Fund Balance			$ 0.00	
772 Designated Fund Balance - ARRA/SEMI			$ 0.00	
601 Appropriations		$ 19,553,308.00		
602 Less: expenditures	$ 465,686.74			
603 Less: encumbrances	$ 17,299,035.50	$ (17,764,722.24)	$ 1,788,585.76	
Appropriations less expenditures				$ 20,392,521.92
Unappropriated:				
770 Fund Balance, July 1, 2024			$ 3,050,486.85	
303 Less: budgeted fund balance			$ (310,447.00)	
Unappropriated fund balance				$ 2,740,039.85
Total fund equity				$ 23,132,561.77
TOTAL LIABILITIES AND FUND EQUITY				$ 23,424,717.62

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 19,553,308.00	$ 17,764,722.24	$ 1,788,585.76
Less: Revenues	$ (17,169,436.00)	$ (16,999,688.28)	$ (169,747.72)
Subtotal	$ 2,383,872.00	$ 765,033.96	$ 1,618,838.04
Change in capital reserve			
Plus - Increase in reserve	$ 50.00	$ 736,319.39	$ (736,269.39)
Less - Withdrawal from reserve	$ (1,456,570.00)	$ (735,614.00)	$ (720,956.00)
Change in maintenance reserve			
Plus - Increase in reserve	$ 50.00	$ 27,926.08	$ (27,876.08)
Less - Withdrawal from reserve	$ (262,000.00)	$ (27,119.70)	$ (234,880.30)
Change in tuition reserve			
Less - Withdrawal from reserve	$ (354,955.00)	$ (354,955.00)	$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	$ 0.00	$ 0.00	$ 0.00
Total current year budgeted fund balance	$ 310,447.00	$ 411,590.73	$ (101,143.73)
Add: Unappropriated fund balance			$ 2,740,039.85
Total of budgeted and unappropriated fund balance			$ 2,638,896.12

© 2020 CDK Systems, Inc.

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	310,447.00	0.00	310,447.00	411,590.73	(101,143.73)
307/309/317	Bgtd wdrwl from cap rsv	1,456,570.00	0.00	1,456,570.00	735,614.00	720,956.00
310	Bgtd wdrwl from maint rsv	262,000.00	0.00	262,000.00	27,119.70	234,880.30
311	Bgtd wdrwl from tuition rsv	354,955.00	0.00	354,955.00	354,955.00	$0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	15,839,943.00	0.00	15,839,943.00	15,670,195.28	169,747.72
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	1,329,493.00	0.00	1,329,493.00	1,329,493.00	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		19,553,408.00	0.00	19,553,408.00	18,528,967.71	1,024,440.29

© 2020 CDK Systems, Inc.

Fund 10 (General Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Charter School Tuition		76,714.00	7,065.00	83,779.00	0.00	83,779.00	0.00	0.00
Grand Totals for fund 10:		76,714.00	7,065.00	83,779.00	0.00	83,779.00	0.00	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		184,752.00	0.00	184,752.00	0.00	0.00	184,752.00	0.00
Regular Programs-Instruction		2,691,463.00	0.00	2,691,463.00	112.50	2,691,350.50	0.00	0.00
Regular Programs-Home Instruction		11,000.00	0.00	11,000.00	0.00	6,000.00	5,000.00	0.00
Regular Programs-Undistrib Instruction		161,802.00	0.00	161,802.00	983.69	103,832.03	56,986.28	0.00
Special Education-LLD Sel-Contained		264,267.00	0.00	264,267.00	0.00	261,241.89	3,025.11	0.00
Special Education-Multiply Disabled		78,182.00	(262.60)	77,919.40	50.00	77,792.65	76.75	0.00
Special Education-Resource room		584,192.00	262.60	584,454.60	0.00	584,454.60	0.00	0.00
Special education-Pre-Sch Disabil F/T		254,785.00	0.00	254,785.00	0.00	254,084.95	700.05	0.00
Special Education - Home Instruction		9,000.00	0.00	9,000.00	0.00	6,000.00	3,000.00	0.00
Basic Skills/Remedial Instruction		147,939.00	0.00	147,939.00	0.00	147,639.00	300.00	0.00
Bilingual Education Instruction		52,062.00	0.00	52,062.00	0.00	52,062.00	0.00	0.00
Curricular Activities-Instruction		85,532.00	0.00	85,532.00	(0.01)	81,465.00	4,067.01	0.01
Athletic Programs-Instruction		37,400.00	0.00	37,400.00	0.00	29,400.00	8,000.00	0.00
Other Instructional Programs		74,300.00	(25,100.00)	49,200.00	29,085.00	18,898.05	1,216.95	0.00
Undistributed Expense-Instruction		4,480,376.00	28,863.90	4,509,239.90	0.00	4,509,239.90	0.00	0.00
Attendance and Social Work Svcs		149,401.00	0.00	149,401.00	35,604.43	113,635.72	160.85	0.00
Health Services		174,707.00	0.00	174,707.00	7,046.97	156,575.97	11,084.06	0.00
Other Support Svc-Related Svcs		182,834.00	0.00	182,834.00	0.00	178,601.00	4,233.00	0.00
Other Support Svc-Extraordinary Svcs		670,050.00	0.00	670,050.00	0.00	633,319.18	36,730.82	0.00
Other Support Svc-Students-Reg		272,063.00	0.00	272,063.00	9,262.59	253,500.41	9,300.00	0.00
Other Support Svc-Students-Spec		359,586.00	(3,763.90)	355,822.10	27,579.75	324,415.80	3,826.55	0.00
Improvement of Instruction		181,934.00	0.00	181,934.00	11,199.42	105,612.05	65,122.53	0.00
Library and Educ Media		202,253.00	0.00	202,253.00	12,919.32	186,550.13	2,783.55	0.00
Instr. Staff Training Svcs		18,335.00	0.00	18,335.00	2,260.00	1,200.00	14,875.00	0.00
Support Svc-General Admin		374,331.00	0.00	374,331.00	17,289.28	306,036.85	51,004.87	0.00
Support Svc-School Admin		228,403.00	0.00	228,403.00	19,358.78	200,538.60	8,505.62	0.00
Business Office Support Services		204,273.00	0.00	204,273.00	18,819.18	171,542.11	13,911.71	0.00
Admin Inform Tech Support Svcs		81,315.00	0.00	81,315.00	10,388.24	61,633.52	9,293.24	0.00
Required Maint. of School Fac.		445,728.00	(7,065.00)	438,663.00	6,324.43	149,609.98	282,728.59	0.00
Other Oper. & Maint. of Plant		937,189.00	0.00	937,189.00	33,749.75	798,043.26	105,395.99	332.31
Care & Upkeep of Grounds		81,618.00	0.00	81,618.00	3,795.02	59,322.98	18,500.00	0.00
Security		19,054.00	0.00	19,054.00	0.00	6,985.60	12,068.40	0.00
Student Transportation Svcs		2,094,204.00	0.00	2,094,204.00	13,376.42	1,968,862.58	111,965.00	0.00
Employee Benefits		2,189,655.00	0.00	2,189,655.00	170,442.98	1,548,040.19	471,171.83	4,286.22
606	Increase in Maint Rsv	50.00	0.00	50.00	27,926.08	0.00	(27,876.08)	0.00
Grand Totals for fund 11:		17,984,035.00	(7,065.00)	17,976,970.00	457,573.82	16,047,486.50	1,471,909.68	4,618.54

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	736,319.39	0.00	(736,269.39)	0.00
Facil Acquisition/Constr		1,492,609.00	0.00	1,492,609.00	36,039.00	1,167,770.00	288,800.00	0.00
Grand Totals for fund 12:		1,492,659.00	0.00	1,492,659.00	772,358.39	1,167,770.00	(447,469.39)	0.00

© 2020 CDK Systems, Inc.

Grand Totals for all Subfunds of Fund 10:	19,553,408.00	0.00	19,553,408.00	1,229,932.21	17,299,035.50	1,024,440.29	4,618.54

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	310,447.00	0.00	310,447.00	411,590.73	(101,143.73)
307/309/317	Bgtd wdrwl from cap rsv	1,456,570.00	0.00	1,456,570.00	735,614.00	720,956.00
310	Bgtd wdrwl from maint rsv	262,000.00	0.00	262,000.00	27,119.70	234,880.30
311	Bgtd wdrwl from tuition rsv	354,955.00	0.00	354,955.00	354,955.00	$0.00
10-1210-000-000	Local Tax Levy	15,636,843.00	0.00	15,636,843.00	15,636,843.00	0.00
10-1300-000-000	Tuition from Individuals	0.00	0.00	0.00	0.00	0.00
10-1320-000-000	Tuition - Other LEA's	0.00	0.00	0.00	0.00	0.00
10-1350-000-000	ESY Tuition	0.00	0.00	0.00	0.00	0.00
10-1510-000-000	Interest on Investments	200,000.00	0.00	200,000.00	26,189.46	173,810.54
10-1511-000-000	Interest on Capital Reserve	50.00	0.00	50.00	655.39	(605.39)
10-1512-000-000	Interest of Maint Reserve	50.00	0.00	50.00	806.38	(756.38)
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	0.00	0.00
10-1990-000-000	Misc Revenue	3,000.00	0.00	3,000.00	5,701.05	(2,701.05)
10-3116-000-000	School Choice Aid	65,080.00	0.00	65,080.00	65,080.00	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	561,343.00	0.00	561,343.00	561,343.00	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	70,761.00	0.00	70,761.00	70,761.00	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
10-3246-000-000	Stabilization Aid	0.00	0.00	0.00	0.00	0.00
10-3256-000-000	St Reimb-Sec Our Chld Fut Bond	0.00	0.00	0.00	0.00	0.00
Grand Totals		19,553,408.00	0.00	19,553,408.00	18,528,967.71	1,024,440.29

© 2020 CDK Systems, Inc.

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	76,714.00	7,065.00	83,779.00	0.00	83,779.00	0.00	0.00
Charter School Tuition		76,714.00	7,065.00	83,779.00	0.00	83,779.00	0.00	0.00
	Grand Totals for fund 10:	76,714.00	7,065.00	83,779.00	0.00	83,779.00	0.00	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-105-100-936	LocCntrb-Trans to SpecRev-Incl	184,752.00	0.00	184,752.00	0.00	0.00	184,752.00	0.00
Allocated Benefits - Instruction		184,752.00	0.00	184,752.00	0.00	0.00	184,752.00	0.00
11-110-100-101	Kindergarten - Salary - FMB	206,411.00	0.00	206,411.00	0.00	206,411.00	0.00	0.00
11-110-100-106	Kindergarten Paras	25,498.00	0.00	25,498.00	0.00	25,498.00	0.00	0.00
11-120-100-101	Grade 5 Salary - LPS	1,457,333.00	0.00	1,457,333.00	62.50	1,457,270.50	0.00	0.00
11-120-100-106	GR 1-4 PARAS	82,317.00	0.00	82,317.00	0.00	82,317.00	0.00	0.00
11-130-100-101	Grade 6-8 Salaries - LPS	899,068.00	0.00	899,068.00	50.00	899,018.00	0.00	0.00
11-130-100-106	Grade 6-8 Paraprofessionals	20,836.00	0.00	20,836.00	0.00	20,836.00	0.00	0.00
Regular Programs-Instruction		2,691,463.00	0.00	2,691,463.00	112.50	2,691,350.50	0.00	0.00
11-150-100-100	Salary - Home Instruction	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00	0.00
11-150-100-320	Purch Prof/Ed Svcs	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Regular Programs-Home Instruction		11,000.00	0.00	11,000.00	0.00	6,000.00	5,000.00	0.00
11-190-100-340	Purch Technical Svcs	10,080.00	125.00	10,205.00	0.00	10,205.00	0.00	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	21,374.00	(125.00)	21,249.00	146.94	19,398.22	1,703.84	0.00
11-190-100-610	General Supplies	123,436.00	(114.19)	123,321.81	836.75	67,151.10	55,333.96	0.00
11-190-100-640	Textbooks	6,912.00	114.19	7,026.19	0.00	7,077.71	(51.52)	0.00
Regular Programs-Undistrib Instruction		161,802.00	0.00	161,802.00	983.69	103,832.03	56,986.28	0.00
11-204-100-101	Salary - LLD Teacher	160,189.00	0.00	160,189.00	0.00	160,189.00	0.00	0.00
11-204-100-106	Salar - LLD Other	94,073.00	0.00	94,073.00	0.00	94,073.00	0.00	0.00
11-204-100-600	Supplies	10,005.00	0.00	10,005.00	0.00	6,979.89	3,025.11	0.00
Special Education-LLD Sel-Contained		264,267.00	0.00	264,267.00	0.00	261,241.89	3,025.11	0.00
11-212-100-101	Salary - MD Teacher	77,504.00	0.00	77,504.00	50.00	77,454.00	0.00	0.00
11-212-100-600	Supplies	678.00	(262.60)	415.40	0.00	338.65	76.75	0.00
Special Education-Multiply Disabled		78,182.00	(262.60)	77,919.40	50.00	77,792.65	76.75	0.00
11-213-100-101	Salary - Resource Room	581,334.00	0.00	581,334.00	0.00	581,334.00	0.00	0.00
11-213-100-610	Supplies	2,858.00	262.60	3,120.60	0.00	3,120.60	0.00	0.00
Special Education-Resource room		584,192.00	262.60	584,454.60	0.00	584,454.60	0.00	0.00
11-216-100-101	Pre-School Spec. Ed. F/T	143,617.00	0.00	143,617.00	0.00	143,617.00	0.00	0.00
11-216-100-106	Pre-School Spec. Ed. F/T	109,718.00	0.00	109,718.00	0.00	109,718.00	0.00	0.00
11-216-100-600	General Supplies	1,450.00	0.00	1,450.00	0.00	749.95	700.05	0.00
Special education-Pre-Sch Disabil F/T		254,785.00	0.00	254,785.00	0.00	254,084.95	700.05	0.00
11-219-100-101	Home Instruction Salary	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00	0.00
11-219-100-320	Home Instruction - Purch Svc	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00
Special Education - Home Instruction		9,000.00	0.00	9,000.00	0.00	6,000.00	3,000.00	0.00
11-230-100-100	Salary - Basic Skills	147,639.00	0.00	147,639.00	0.00	147,639.00	0.00	0.00
11-230-100-610	Supplies	300.00	0.00	300.00	0.00	0.00	300.00	0.00
Basic Skills/Remedial Instruction		147,939.00	0.00	147,939.00	0.00	147,639.00	300.00	0.00
11-240-100-100	Salary - ESL	52,062.00	0.00	52,062.00	0.00	52,062.00	0.00	0.00
Bilingual Education Instruction		52,062.00	0.00	52,062.00	0.00	52,062.00	0.00	0.00
11-401-100-100	Salary	81,465.00	0.00	81,465.00	(0.01)	81,465.00	0.01	0.01
11-401-100-600	Supplies	4,067.00	0.00	4,067.00	0.00	0.00	4,067.00	0.00
Curricular Activities-Instruction		85,532.00	0.00	85,532.00	(0.01)	81,465.00	4,067.01	0.01
11-402-100-100	Salary	29,400.00	0.00	29,400.00	0.00	29,400.00	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	8,000.00	0.00	8,000.00	0.00	0.00	8,000.00	0.00
Athletic Programs-Instruction		37,400.00	0.00	37,400.00	0.00	29,400.00	8,000.00	0.00
11-422-100-101	Salary - Summer School	28,000.00	0.00	28,000.00	19,075.00	8,925.00	0.00	0.00
11-422-100-106	Salary - Summer Para	19,200.00	0.00	19,200.00	10,010.00	9,190.00	0.00	0.00
11-422-100-300	Purch Prof/Ed Svcs	25,100.00	(25,100.00)	0.00	0.00	0.00	0.00	0.00
11-422-100-600	ESY Supplies	2,000.00	0.00	2,000.00	0.00	783.05	1,216.95	0.00
Other Instructional Programs		74,300.00	(25,100.00)	49,200.00	29,085.00	18,898.05	1,216.95	0.00

© 2020 CDK Systems, Inc.

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-100-561	Tuition to Other LEA's - Reg	3,630,364.00	0.00	3,630,364.00	0.00	3,630,364.00	0.00	0.00
11-000-100-562	Tuition to Other LEA's - Spec	326,978.00	0.00	326,978.00	0.00	326,978.00	0.00	0.00
11-000-100-563	Tuition - Vocational Schools	75,625.00	0.00	75,625.00	0.00	75,625.00	0.00	0.00
11-000-100-564	Tuit to Cnty Voc Sch-Spec Ed	13,750.00	0.00	13,750.00	0.00	13,750.00	0.00	0.00
11-000-100-566	Tuition - Private Schools	433,659.00	28,863.90	462,522.90	0.00	462,522.90	0.00	0.00
Undistributed Expense-Instruction		4,480,376.00	28,863.90	4,509,239.90	0.00	4,509,239.90	0.00	0.00
11-000-211-100	Salary	118,988.00	0.00	118,988.00	5,352.28	113,635.72	0.00	0.00
11-000-211-500	Other Purchased Services (400-500 Series)	30,413.00	0.00	30,413.00	30,252.15	0.00	160.85	0.00
Attendance and Social Work Svcs		149,401.00	0.00	149,401.00	35,604.43	113,635.72	160.85	0.00
11-000-213-100	Salary	135,959.00	0.00	135,959.00	0.00	135,959.00	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	31,400.00	0.00	31,400.00	7,000.00	14,279.30	10,120.70	0.00
11-000-213-600	General Supplies	7,348.00	0.00	7,348.00	46.97	6,337.67	963.36	0.00
Health Services		174,707.00	0.00	174,707.00	7,046.97	156,575.97	11,084.06	0.00
11-000-216-100	Salary	178,356.00	0.00	178,356.00	0.00	178,356.00	0.00	0.00
11-000-216-320	Purch Prof Svcs	2,500.00	0.00	2,500.00	0.00	0.00	2,500.00	0.00
11-000-216-600	General Supplies	1,978.00	0.00	1,978.00	0.00	245.00	1,733.00	0.00
Other Support Svc-Related Svcs		182,834.00	0.00	182,834.00	0.00	178,601.00	4,233.00	0.00
11-000-217-106	Extraordinary Svcs- Paras	522,953.00	0.00	522,953.00	0.00	522,953.00	0.00	0.00
11-000-217-100	Salary - Extraordinary	79,844.00	0.00	79,844.00	0.00	79,844.00	0.00	0.00
11-000-217-320	Purch Prof Svcs	65,000.00	0.00	65,000.00	0.00	28,489.85	36,510.15	0.00
11-000-217-600	General Supplies	2,253.00	0.00	2,253.00	0.00	2,032.33	220.67	0.00
Other Support Svc-Extraordinary Svcs		670,050.00	0.00	670,050.00	0.00	633,319.18	36,730.82	0.00
11-000-218-104	Salary - Guidance	262,763.00	0.00	262,763.00	9,262.59	253,500.41	0.00	0.00
11-000-218-390	Guidance - Prof Svc - FMB	7,500.00	0.00	7,500.00	0.00	0.00	7,500.00	0.00
11-000-218-600	General Supplies	1,800.00	0.00	1,800.00	0.00	0.00	1,800.00	0.00
Other Support Svc-Students-Reg		272,063.00	0.00	272,063.00	9,262.59	253,500.41	9,300.00	0.00
11-000-219-104	Salary - CST	281,701.00	0.00	281,701.00	9,217.92	272,483.08	0.00	0.00
11-000-219-105	Salary - Secretary	47,930.00	0.00	47,930.00	3,859.08	44,070.92	0.00	0.00
11-000-219-390	Purch Prof Svcs	24,952.00	(3,763.90)	21,188.10	13,612.75	5,850.00	1,725.35	0.00
11-000-219-600	General Supplies	2,203.00	0.00	2,203.00	0.00	1,831.80	371.20	0.00
11-000-219-800	Other Objects	2,800.00	0.00	2,800.00	890.00	180.00	1,730.00	0.00
Other Support Svc-Students-Spec		359,586.00	(3,763.90)	355,822.10	27,579.75	324,415.80	3,826.55	0.00
11-000-221-104	Curriculum Salary	91,669.00	0.00	91,669.00	8,699.42	82,969.58	0.00	0.00
11-000-221-320	Purch Prof Svcs	23,878.00	0.00	23,878.00	0.00	14,564.67	9,313.33	0.00
11-000-221-600	Curriculum - General Supplies	66,387.00	0.00	66,387.00	2,500.00	8,077.80	55,809.20	0.00
Improvement of Instruction		181,934.00	0.00	181,934.00	11,199.42	105,612.05	65,122.53	0.00
11-000-222-100	Salary	112,199.00	0.00	112,199.00	0.00	112,199.00	0.00	0.00
11-000-222-177	Tech Coord Salaries	76,606.00	0.00	76,606.00	6,344.32	70,261.68	0.00	0.00
11-000-222-300	Purch Prof Svcs	13,298.00	0.00	13,298.00	6,575.00	4,089.45	2,633.55	0.00
11-000-222-600	Media - Supplies - LPS	150.00	0.00	150.00	0.00	0.00	150.00	0.00
Library and Educ Media		202,253.00	0.00	202,253.00	12,919.32	186,550.13	2,783.55	0.00
11-000-223-320	Purch Prof Svcs	18,335.00	0.00	18,335.00	2,260.00	1,200.00	14,875.00	0.00
Instr. Staff Training Svcs		18,335.00	0.00	18,335.00	2,260.00	1,200.00	14,875.00	0.00
11-000-230-100	Salaries	219,122.00	0.00	219,122.00	7,839.50	211,282.50	0.00	0.00
11-000-230-331	Legal Services	48,000.00	0.00	48,000.00	0.00	48,000.00	0.00	0.00
11-000-230-332	Audit Fees	30,847.00	0.00	30,847.00	0.00	30,847.00	0.00	0.00
11-000-230-339	Arch &Engineer Fees	7,603.00	0.00	7,603.00	4,965.00	2,488.00	150.00	0.00
11-000-230-530	Communications/Telephone	42,400.00	0.00	42,400.00	506.53	4,514.76	37,378.71	0.00
11-000-230-585	BOE Other Purchased Services	5,693.00	0.00	5,693.00	0.00	0.00	5,693.00	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	3,765.00	0.00	3,765.00	3,614.25	0.00	150.75	0.00
11-000-230-610	General Supplies	3,500.00	0.00	3,500.00	364.00	579.24	2,556.76	0.00
11-000-230-890	Other Objects	3,500.00	0.00	3,500.00	0.00	825.00	2,675.00	0.00
11-000-230-895	BOE - Other Objects	9,901.00	0.00	9,901.00	0.00	7,500.35	2,400.65	0.00
Support Svc-General Admin		374,331.00	0.00	374,331.00	17,289.28	306,036.85	51,004.87	0.00
11-000-240-103	Salary - Principal	167,898.00	0.00	167,898.00	13,761.34	154,136.66	0.00	0.00
11-000-240-105	Secretarial Salary	49,555.00	0.00	49,555.00	3,817.44	45,737.56	0.00	0.00
11-000-240-600	School Admin - Supplies - LPS	3,000.00	0.00	3,000.00	0.00	454.38	2,545.62	0.00
11-000-240-800	Other Objects	7,950.00	0.00	7,950.00	1,780.00	210.00	5,960.00	0.00
Support Svc-School Admin		228,403.00	0.00	228,403.00	19,358.78	200,538.60	8,505.62	0.00

© 2020 CDK Systems, Inc.

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-251-100	Salaries	169,378.00	0.00	169,378.00	13,805.36	155,572.64	0.00	0.00
11-000-251-330	Purch Prof Svcs	20,645.00	0.00	20,645.00	4,845.00	13,380.30	2,419.70	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	2,700.00	0.00	2,700.00	0.00	0.00	2,700.00	0.00
11-000-251-600	General Supplies	8,300.00	0.00	8,300.00	168.82	1,339.17	6,792.01	0.00
11-000-251-890	Other Objects	3,250.00	0.00	3,250.00	0.00	1,250.00	2,000.00	0.00
Business Office Support Services		204,273.00	0.00	204,273.00	18,819.18	171,542.11	13,911.71	0.00
11-000-252-100	Salaries	48,392.00	0.00	48,392.00	4,007.24	44,384.76	0.00	0.00
11-000-252-340	Admin IT - Other Purch Svcs	32,423.00	0.00	32,423.00	6,381.00	16,829.64	9,212.36	0.00
11-000-252-600	Admin IT Supplies	500.00	0.00	500.00	0.00	419.12	80.88	0.00
Admin Inform Tech Support Svcs		81,315.00	0.00	81,315.00	10,388.24	61,633.52	9,293.24	0.00
11-000-261-100	Salaries	76,978.00	0.00	76,978.00	6,167.58	70,810.42	0.00	0.00
11-000-261-420	Repairs & Maintenance	326,500.00	(7,065.00)	319,435.00	0.00	53,221.15	266,213.85	0.00
11-000-261-610	General Supplies	42,250.00	0.00	42,250.00	156.85	25,578.41	16,514.74	0.00
Required Maint. of School Fac.		445,728.00	(7,065.00)	438,663.00	6,324.43	149,609.98	282,728.59	0.00
11-000-262-100	Salaries	389,259.00	0.00	389,259.00	29,011.93	359,914.76	332.31	332.31
11-000-262-300	Purch Prof & Tech Svcs	39,500.00	0.00	39,500.00	3,490.28	27,681.72	8,328.00	0.00
11-000-262-420	Repairs & Maintenance	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-262-490	Other Purch Svcs	18,500.00	233.00	18,733.00	708.37	18,024.63	0.00	0.00
11-000-262-520	Insurance	100,800.00	0.00	100,800.00	0.00	90,773.14	10,026.86	0.00
11-000-262-610	General Supplies	103,000.00	(233.00)	102,767.00	0.00	52,435.96	50,331.04	0.00
11-000-262-621	Energy - Natural Gas	100,000.00	0.00	100,000.00	0.00	100,000.00	0.00	0.00
11-000-262-622	Energy - Electricity	165,000.00	0.00	165,000.00	539.17	144,863.05	19,597.78	0.00
11-000-262-626	Energy - Gasoline	3,000.00	0.00	3,000.00	0.00	3,000.00	0.00	0.00
11-000-262-800	Other Objects	8,130.00	0.00	8,130.00	0.00	1,350.00	6,780.00	0.00
Other Oper. & Maint. of Plant		937,189.00	0.00	937,189.00	33,749.75	798,043.26	105,395.99	332.31
11-000-263-100	Salary	63,118.00	0.00	63,118.00	3,795.02	59,322.98	0.00	0.00
11-000-263-420	Repairs & Maintenance	10,000.00	0.00	10,000.00	0.00	0.00	10,000.00	0.00
11-000-263-610	General Supplies	8,500.00	0.00	8,500.00	0.00	0.00	8,500.00	0.00
Care & Upkeep of Grounds		81,618.00	0.00	81,618.00	3,795.02	59,322.98	18,500.00	0.00
11-000-266-420	Repairs & Maintenance	18,078.00	0.00	18,078.00	0.00	6,985.60	11,092.40	0.00
11-000-266-610	General Supplies	976.00	0.00	976.00	0.00	0.00	976.00	0.00
Security		19,054.00	0.00	19,054.00	0.00	6,985.60	12,068.40	0.00
11-000-270-160	Salary - Regular Ed	54,215.00	0.00	54,215.00	4,993.26	49,221.74	0.00	0.00
11-000-270-161	Salary - Special Ed	25,554.00	0.00	25,554.00	2,116.42	23,437.58	0.00	0.00
11-000-270-390	Other Purch Svcs	5,250.00	0.00	5,250.00	4,400.00	200.00	650.00	0.00
11-000-270-503	Aid in Lieu - NP Pymts	33,993.00	0.00	33,993.00	0.00	0.00	33,993.00	0.00
11-000-270-505	Aid in Lieu - School Choice	26,439.00	0.00	26,439.00	0.00	0.00	26,439.00	0.00
11-000-270-511	Contr Svcs - Home/Sch	1,030,872.00	0.00	1,030,872.00	0.00	1,030,872.00	0.00	0.00
11-000-270-512	Contr Svcs - Field Trips	22,600.00	0.00	22,600.00	0.00	0.00	22,600.00	0.00
11-000-270-513	Contr Svcs - Jointures	27,283.00	0.00	27,283.00	0.00	0.00	27,283.00	0.00
11-000-270-514	Contr Svcs - Special Ed	866,998.00	0.00	866,998.00	1,866.74	865,131.26	0.00	0.00
11-000-270-610	Supplies	1,000.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
Student Transportation Svcs		2,094,204.00	0.00	2,094,204.00	13,376.42	1,968,862.58	111,965.00	0.00
11-000-291-220	Social Security	173,000.00	0.00	173,000.00	10,229.41	19.10	162,751.49	0.00
11-000-291-240	DCRP	37,000.00	0.00	37,000.00	357.52	0.00	36,642.48	0.00
11-000-291-241	Other Retirements	175,886.00	(4,527.00)	171,359.00	0.00	0.00	171,359.00	0.00
11-000-291-260	Workman's Comp	75,260.00	4,527.00	79,787.00	0.00	79,787.00	0.00	0.00
11-000-291-270	Health Benefits	1,606,359.00	0.00	1,606,359.00	142,356.05	1,460,725.03	3,277.92	4,286.22
11-000-291-280	Tuition Reimbursement	56,500.00	0.00	56,500.00	0.00	7,509.06	48,990.94	0.00
11-000-291-290	Other Employee	65,650.00	0.00	65,650.00	17,500.00	0.00	48,150.00	0.00
Employee Benefits		2,189,655.00	0.00	2,189,655.00	170,442.98	1,548,040.19	471,171.83	4,286.22
606	Increase in Maint Rsv	50.00	0.00	50.00	27,926.08	0.00	(27,876.08)	0.00
	Grand Totals for fund 11:	17,984,035.00	(7,065.00)	17,976,970.00	457,573.82	16,047,486.50	1,471,909.68	4,618.54

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	736,319.39	0.00	(736,269.39)	$0.00
12-000-400-390	Purch Prof Svcs	150,000.00	0.00	150,000.00	0.00	0.00	150,000.00	0.00
12-000-400-450	Construction Svcs	1,306,570.00	0.00	1,306,570.00	0.00	1,167,770.00	138,800.00	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
Facil Acquisition/Constr		1,492,609.00	0.00	1,492,609.00	36,039.00	1,167,770.00	288,800.00	0.00
	Grand Totals for fund 12:	1,492,659.00	0.00	1,492,659.00	772,358.39	1,167,770.00	(447,469.39)	0.00

© 2020 CDK Systems, Inc.

Grand Totals for all Subfunds of Fund 10:	19,553,408.00	0.00	19,553,408.00	1,229,932.21	17,299,035.50	1,024,440.29	4,618.54

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

8-13-24
Date

© 2020 CDK Systems, Inc.

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ (11,211.98)		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	(11,211.98)
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	$ 173,574.00		
143 Intergovernmental - other	$ 0.00		
153 Other Accounts Receivable	$ 2,800.00		
		$	176,374.00
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)	$ 1,269,319.55		
302 Less: revenues collected or accrued	$ (38,877.69)		
		$	1,230,441.86
TOTAL ASSETS AND RESOURCES		$	1,395,603.88

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	$	39,672.47
422 Judgments payable	$	0.00
430 Compensated absences payable	$	0.00
431 Contracts payable	$	0.00
451 Loans payable	$	0.00
481 Deferred revenues	$	(38,877.69)
499 Other current liabilities	$	0.00
Total liabilities	$	794.78

© 2020 CDK Systems, Inc.

FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year				$ 86,996.67	
754 Reserve for encumbrances - prior year				$ 0.00	
760 Other reserves				$ 0.00	
771 Designated Fund Balance				$ 0.00	
601 Appropriations			$ 1,269,319.55		
602 Less: expenditures	$ 8,983.24				
603 Less: encumbrances	$ 86,996.67		$ (95,979.91)	$ 1,173,339.64	
Appropriations less expenditures					$ 1,260,336.31
Unappropriated:					
770 Fund Balance, July 1, 2024				$ 134,472.79	
303 Less: budgeted fund balance				$ 0.00	
Unappropriated fund balance					$ 134,472.79
Total fund equity					$ 1,394,809.10
TOTAL LIABILITIES AND FUND EQUITY					$ 1,395,603.88

© 2020 CDK Systems, Inc.

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	0.00	0.00	57,102.22	(57,102.22)
52xx	From Transfers	0.00	184,752.00	184,752.00	0.00	184,752.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	777,885.69	777,885.69	38,877.69	739,008.00
4xxx	From Federal Sources	48,625.86	258,056.00	306,681.86	0.00	306,681.86
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		48,625.86	1,220,693.69	1,269,319.55	95,979.91	1,173,339.64

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Allocated Benefits - Instruction		0.00	28,000.00	28,000.00	0.00	13,000.00	15,000.00	0.00
Local Projects		0.00	0.00	0.00	0.00	2,800.00	(2,800.00)	0.00
Early Childhood Program Aid		0.00	962,637.69	962,637.69	8,983.24	60,865.56	892,788.89	0.00
Title I Improving Basic Programs		0.00	41,495.00	41,495.00	0.00	9,413.00	32,082.00	0.00
IDEA Part B		0.00	158,804.00	158,804.00	0.00	0.00	158,804.00	0.00
IDEA Preschool		0.00	7,178.00	7,178.00	0.00	0.00	7,178.00	0.00
Title II		0.00	12,579.00	12,579.00	0.00	0.00	12,579.00	0.00
Title IV Drug Free Schools		0.00	10,000.00	10,000.00	0.00	147.76	9,852.24	0.00
ARP ESSER III		48,625.86	0.00	48,625.86	0.00	770.35	47,855.51	0.00
	Grand Totals for fund 20:	48,625.86	1,220,693.69	1,269,319.55	8,983.24	86,996.67	1,173,339.64	0.00

© 2020 CDK Systems, Inc.

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	0.00	0.00	57,102.22	(57,102.22)
20-5200-000-000	Interfund Transfers.	0.00	184,752.00	184,752.00	0.00	184,752.00
20-1920-097-001	Local Grant- Safety Grant	0.00	0.00	0.00	0.00	0.00
20-1920-097-003	Sustainable NJ Grant	0.00	0.00	0.00	0.00	0.00
20-1920-097-004	School Nutrition Grant	0.00	0.00	0.00	0.00	0.00
20-1920-097-005	COORD. HEALTH GRANT	0.00	0.00	0.00	0.00	0.00
20-1920-097-006	LPS= School Craft Weis4Schools	0.00	0.00	0.00	0.00	0.00
20-1920-097-007	FMB= School Store Weis4Schools	0.00	0.00	0.00	0.00	0.00
20-1920-098-001	Parents as Champions	0.00	0.00	0.00	0.00	0.00
20-3218-000-000	Presch Ed Aid & Pr Yr Carryovr	0.00	739,008.00	739,008.00	0.00	739,008.00
20-3218-001-000	Presch Ed Aid Pr Yr Carryovr	0.00	38,877.69	38,877.69	38,877.69	0.00
20-3257-000-000	SDA Emerg. Needs & Cap. Maint.	0.00	0.00	0.00	0.00	0.00
20-3258-000-000	Preschool&Chrt Sec Compl Grant	0.00	0.00	0.00	0.00	0.00
20-3291-000-000	Climate Awareness Edu. Grant	0.00	0.00	0.00	0.00	0.00
20-4409-000-000	ARP-IDEA Preschool Grant Prog.	0.00	0.00	0.00	0.00	0.00
20-4411-231-000	Title I	0.00	41,495.00	41,495.00	0.00	41,495.00
20-4411-231-001	Title I- PY C/O	0.00	0.00	0.00	0.00	0.00
20-4419-000-000	ARP - IDEA Basic	0.00	0.00	0.00	0.00	0.00
20-4420-250-000	IDEA Part B	0.00	158,804.00	158,804.00	0.00	158,804.00
20-4420-250-001	IDEA B- PY Carryover	0.00	0.00	0.00	0.00	0.00
20-4421-251-000	IDEA Pre-School	0.00	7,178.00	7,178.00	0.00	7,178.00
20-4451-260-000	Title II	0.00	12,579.00	12,579.00	0.00	12,579.00
20-4451-260-001	Title II - PY C/O	0.00	0.00	0.00	0.00	0.00
20-4471-280-000	Title IV-Safe&Drug Free School	0.00	10,000.00	10,000.00	0.00	10,000.00
20-4471-280-001	Title IV- PY C/O	0.00	0.00	0.00	0.00	0.00
20-4491-241-000	Title III-Eng. Lang. Enhance.	0.00	0.00	0.00	0.00	0.00
20-4500-000-000	High Impact Tutoring grant	0.00	28,000.00	28,000.00	0.00	28,000.00
20-4530-000-000	CARES Act	0.00	0.00	0.00	0.00	0.00
20-4532-000-000	Coronavirus Relief Fund	0.00	0.00	0.00	0.00	0.00
20-4534-000-000	CRRSA Act - ESSER II	0.00	0.00	0.00	0.00	0.00
20-4535-000-000	CRRSA - Learning Accel. Grant	0.00	0.00	0.00	0.00	0.00
20-4536-000-000	CRRSA - Mental Health Grant	0.00	0.00	0.00	0.00	0.00
20-4540-000-000	ARP-ESSER	48,625.86	0.00	48,625.86	0.00	48,625.86
Grand Totals		48,625.86	1,220,693.69	1,269,319.55	95,979.91	1,173,339.64

© 2020 CDK Systems, Inc.

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
20-450-200-300	High Impact Tutoring	0.00	28,000.00	28,000.00	0.00	13,000.00	15,000.00	0.00
Allocated Benefits - Instruction		0.00	28,000.00	28,000.00	0.00	13,000.00	15,000.00	0.00
20-098-100-420	Safety Grant	0.00	0.00	0.00	0.00	2,800.00	(2,800.00)	0.00
Local Projects		0.00	0.00	0.00	0.00	2,800.00	(2,800.00)	0.00
20-218-100-101	Salaries of Teachers	0.00	327,614.00	327,614.00	0.00	0.00	327,614.00	0.00
20-218-100-106	Other Salaries for Instruction	0.00	115,357.00	115,357.00	0.00	0.00	115,357.00	0.00
20-218-100-600	General Supplies	0.00	48,003.69	48,003.69	0.00	52,656.27	(4,652.58)	0.00
20-218-200-102	Sal-Supervisors of Instruction	0.00	25,154.00	25,154.00	2,096.16	0.00	23,057.84	0.00
20-218-200-103	Salaries of Program Directors	0.00	28,778.00	28,778.00	2,398.16	0.00	26,379.84	0.00
20-218-200-104	Sal - Other Professional Staff	0.00	21,111.00	21,111.00	0.00	0.00	21,111.00	0.00
20-218-200-105	Sal of Sec and Clerical Assist	0.00	12,064.00	12,064.00	1,005.34	0.00	11,058.66	0.00
20-218-200-110	Other Salaries	0.00	58,065.00	58,065.00	3,483.58	0.00	54,581.42	0.00
20-218-200-176	Salaries of Master Teachers	0.00	268,594.00	268,594.00	0.00	0.00	268,594.00	0.00
20-218-200-420	Cleaning Repair & Maint Svcs.	0.00	57,897.00	57,897.00	0.00	8,209.29	49,687.71	0.00
Early Childhood Program Aid		0.00	962,637.69	962,637.69	8,983.24	60,865.56	892,788.89	0.00
20-231-100-100	Title I- Stipends	0.00	14,250.00	14,250.00	0.00	0.00	14,250.00	0.00
20-231-100-600	Title I - Instructional Supply	0.00	27,245.00	27,245.00	0.00	9,413.00	17,832.00	0.00
Title I Improving Basic Programs		0.00	41,495.00	41,495.00	0.00	9,413.00	32,082.00	0.00
20-250-100-500	IDEA - Other Purch Svc	0.00	158,804.00	158,804.00	0.00	0.00	158,804.00	0.00
IDEA Part B		0.00	158,804.00	158,804.00	0.00	0.00	158,804.00	0.00
20-251-100-100	IDEA Preschool Salaries	0.00	7,178.00	7,178.00	0.00	0.00	7,178.00	0.00
IDEA Preschool		0.00	7,178.00	7,178.00	0.00	0.00	7,178.00	0.00
20-260-200-100	Purchased Services-Instruction	0.00	1,100.00	1,100.00	0.00	0.00	1,100.00	0.00
20-260-200-300	Title II A - Purch Prof Svc	0.00	11,479.00	11,479.00	0.00	0.00	11,479.00	0.00
Title II		0.00	12,579.00	12,579.00	0.00	0.00	12,579.00	0.00
20-280-100-100	Title IV- Stipends	0.00	1,450.00	1,450.00	0.00	0.00	1,450.00	0.00
20-280-100-300	Title IV- Purchased Services	0.00	2,840.00	2,840.00	0.00	0.00	2,840.00	0.00
20-280-100-600	Instructional Supplies	0.00	400.00	400.00	0.00	0.00	400.00	0.00
20-280-200-600	Supplies and Materials-Support	0.00	5,310.00	5,310.00	0.00	147.76	5,162.24	0.00
Title IV Drug Free Schools		0.00	10,000.00	10,000.00	0.00	147.76	9,852.24	0.00
20-487-100-100	ARP-ESSER Grant Program	31,600.00	0.00	31,600.00	0.00	0.00	31,600.00	0.00
20-487-100-600	ARP ESSER III- Supplies	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00	0.00
20-490-100-100	ESSER-Cmpr Beyond Sch Day Act.	1,850.00	0.00	1,850.00	0.00	770.35	1,079.65	0.00
20-490-200-100	ESSER-Cmpr Beyond Sch Day Act.	2,106.72	0.00	2,106.72	0.00	0.00	2,106.72	0.00
20-491-100-600	Instructional Supplies	69.14	0.00	69.14	0.00	0.00	69.14	0.00
ARP ESSER III		48,625.86	0.00	48,625.86	0.00	770.35	47,855.51	0.00
	Grand Totals for fund 20:	48,625.86	1,220,693.69	1,269,319.55	8,983.24	86,996.67	1,173,339.64	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

8-13-24
Date

© 2020 CDK Systems, Inc.

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 373,394.02		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	373,394.02
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
121 Tax levy receivable		$	373,394.00
Accounts receivable			
132 Interfund	$ 0.00		
141 Intergovernmental - state	$ 191,524.00		
142 Intergovernmental - federal	$ 0.00		
143 Intergovernmental - other	$ 0.00		
153 Other Accounts Receivable	$ 0.00		
		$	191,524.00
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)	$ 938,312.00		
302 Less: revenues collected or accrued	$ (938,312.00)		
		$	0.00
TOTAL ASSETS AND RESOURCES		$	938,312.02

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

© 2020 CDK Systems, Inc.

FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year				$ 938,312.00	
754 Reserve for encumbrances - prior year				$ 0.00	
760 Other reserves				$ 0.00	
771 Designated Fund Balance				$ 0.00	
601 Appropriations		$ 938,312.00			
602 Less: expenditures	$ 0.00				
603 Less: encumbrances	$ 938,312.00	$ (938,312.00)	$ 0.00		
Appropriations less expenditures					$ 938,312.00
Unappropriated:					
770 Fund Balance, July 1, 2024			$ 0.02		
303 Less: budgeted fund balance			$ 0.00		
Unappropriated fund balance					$ 0.02
Total fund equity					$ 938,312.02
TOTAL LIABILITIES AND FUND EQUITY					$ 938,312.02

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 938,312.00	$ 938,312.00	$ 0.00
Less: Revenues	$ (938,312.00)	$ (938,312.00)	$ 0.00
Subtotal	$ 0.00	$ 0.00	$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	$ 0.00	$ 0.00	$ 0.00
Total current year budgeted fund balance	$ 0.00	$ 0.00	$ 0.00
Add: Unappropriated fund balance			$ 0.02
Total of budgeted and unappropriated fund balance			$ 0.02

© 2020 CDK Systems, Inc.

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	0.00	0.00	0.00	0.00	0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	746,788.00	0.00	746,788.00	746,788.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	191,524.00	0.00	191,524.00	191,524.00	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		938,312.00	0.00	938,312.00	938,312.00	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		938,312.00	0.00	938,312.00	0.00	938,312.00	0.00	0.00
	Grand Totals for fund 40:	938,312.00	0.00	938,312.00	0.00	938,312.00	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	0.00	0.00	0.00	0.00	0.00
40-1210-000-000	Local Tax Levy	746,788.00	0.00	746,788.00	746,788.00	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	191,524.00	0.00	191,524.00	191,524.00	0.00
Grand Totals		938,312.00	0.00	938,312.00	938,312.00	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	43,312.00	0.00	43,312.00	0.00	43,312.00	0.00	0.00
40-701-510-910	Redemption of Principal	895,000.00	0.00	895,000.00	0.00	895,000.00	0.00	0.00
Debt Service-Regular		938,312.00	0.00	938,312.00	0.00	938,312.00	0.00	0.00
	Grand Totals for fund 40:	938,312.00	0.00	938,312.00	0.00	938,312.00	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

8-13-24
Date

© 2020 CDK Systems, Inc.

Andover Regional Board of Education Monthly Transfer Report

FY2025 Data is Posted to 07/31/24

Line(s)	Budget Category	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
3200	Regular Programs - Instruction	11-1XX-100-XXX	3,049,017	0	0	3,049,017	304,904	0	0.0	304,902	
10300, 11160, 12160, 40580, 41080	Sp Ed, BS/Rem, BiLing, Speech/OT/PT & Ext Svcs	11-2XX-100-XXX, 11-000-216,217	2,243,311	0	0	2,243,311	224,331	0	0.0	224,331	
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	Co/Extra-Curr. Activities, Athletics, Other Pgms	11-4XX-X00-XXX	197,232	0	0	197,232	19,724	(25,100)	-12.7	(5,377)	
29180	Tuition	11-000-100-XXX	4,480,376	0	0	4,480,376	448,038	28,864	0.6	476,902	
29680, 30620, 41660, 42200, 43620	Attend, Soc Wrk, Health, Guidance, CST, Library	11-000-211,213,218, 219,222	1,158,010	0	0	1,158,010	115,799	(3,764)	-0.3	112,037	
43200, 44180	Improve Inst. & Staff Training	11-000-221,223	200,269	0	0	200,269	20,028	0	0.0	20,027	
45300	General Administration	11-000-230-XXX	374,331	0	0	374,331	37,433	0	0.0	37,433	37,433
46160	School Administration	11-000-240-XXX	228,403	0	0	228,403	22,840	0	0.0	22,840	22,840
47200, 47620	Central Svcs & Admin Info Technology	11-000-25X-XXX	285,588	0	0	285,588	28,559	0	0.0	28,559	28,559
51120	Operation & Maintenance of Plant Services	11-000-26X-XXX	1,483,589	0	0	1,483,589	148,360	(7,065)	-0.5	141,294	
52480	Student Transportation Services	11-000-270-XXX	2,094,204	0	0	2,094,204	209,420	0	0.0	209,420	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	2,189,655	0	0	2,189,655	218,966	0	0.0	218,966	
75880	Equipment	12-xxx-xxx-73x	0	0	0	0	0	0	----	0	
76260	Facilities Acquisition & Construction	12-000-4xx-xxx	1,492,609	0	0	1,492,609	149,261	0	0.0	149,261	
76340	Cap Rsv - Transfer Repayment of Debt	12-000-4xx-933	0	0	0	0	0	0	----	0	
84000	Transfer of Funds to Charter Schools	10-000-100-56x	76,714	0	0	76,714	7,671	7,065	9.2	14,736	

School Business Administrator Signature

8-13-24
Date

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

© 2014 CDK Systems, Inc.

DRAFT

Andover Regional Board of Education Regular Meeting

July 15, 2024

Attendance:

Present: Ms. Jane Byron, Mr. James Fetcho, Mr. Brian Hertenstein, Mrs. Lena Sciroppo and Dr. Robert Koroski

Also Present: Ms. Nicole Sylvester, School Business Administrator/Board Secretary
Mr. Bryan Fleming, Acting Superintendent
7 members of the public/staff

Not Present: Mrs. Maria Dunbar, Mr. Steven Minnick, Dr. Jeffrey Neubig and Mr. William Porter,

I. INTRODUCTORY ITEMS:

President Koroski called the meeting to order at 7:30 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):

- Ms. Sylvester presented the updated 2024-2025 budget due to the increased tax levy.

IV. APPROVAL OF MINUTES:

Ms. Byron moved and Mrs. Sciroppo 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.

June 19, 2024 Regular Meeting Minutes

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mrs. Sciroppo and Dr. Koroski

No: None

Abstain: None

V. COMMITTEE REPORTS:

Board Committees:

Personnel/Policy	Finance/Operations	Curriculum/Instruction
Mr. Porter (Chair)	Mr. Fetcho (Chair)	Mrs. Dunbar (Chair)
Mrs. Sciroppo	Mr. Hertenstein	Dr. Neubig
Dr. Koroski	Mr. Minnick	Ms. Byron

Special Committees/Ad Hoc Assignments:

WHAT	DELEGATE	ALTERNATE(s)
Sussex County School Boards Association	Dr. Koroski	Mrs. Dunbar
NJSBA Delegate Assembly	Mr. Minnick	Mrs. Dunbar
Newton Board of Education Rep.	Ms. Byron	Dr. Koroski
Sussex County Educational Services	Mr. Hertenstein	Dr. Koroski
Andover Regional Parent Teacher Association	Mrs. Sciroppo	Dr. Neubig
Township Liaison	Dr. Koroski	Mrs. Dunbar/Dr. Neubig
Negotiations/Sick Bank	Dr. Koroski	Mr. Hertenstein/ Mr. Fetcho
QSAC Committee	Dr. Koroski	Mr. Minnick
Tri-District Consortium	Dr. Koroski	Mr. Porter & Mrs. Sciroppo
SEPAG Liaison	Dr. Koroski	Mr. Fetcho

Special Committees/Ad Hoc Assignments:

Dr. Koroski stated that all committee meetings were agenda only and discussions amongst board members were had regarding all items on each agenda.

Ms. Byron indicated that at the Newton board meeting there was a student who made the National FBLA and that the science capital project has been put on hold now due to an asbestos problem.

VI. SUPERINTENDENT REPORT:

A. Mr. Fleming gave an update regarding QSAC.
B. Mr. Fleming reported on the HIB Report.

Mr. Fetcho moved and Ms. Byron 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**,** as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mrs. Sciroppo 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

- Met with the new grade 8 mathematics teacher for an overview of the course
- Worked with administrative team on interviews and hires of new staff
- Completed the 24-25 PLC document, observation document, grading period document, and began the 24-25 Assessment calendar
- Analyzed the preliminary 23-24 NJSLA scores
- Worked with Lauren Huffman on Summer Academy Planning
- Completed End of Year Dibels Data Analysis
- Held an ELA planning meeting with grade level representatives
- Working on the 24-25 ESEA grant

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

- Attended a demo of XM Fax with Atlantic. A digital fax solution.
- Began a POTS line analysis.
- Installed a TV in the main vestibule at LPS to display schedules and announcements.

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.

- Ongoing collaboration with the administrative team regarding operations, programs and schedules, finalizing the needs of staff for the 24/25 school year.
- Finalized staff summatives, including paraprofessionals.
- Participated in the Office of Special Education (OSE) webinar #3 (series of 3) for special education updates
- Participated with the Administrative team in a budget review of previously submitted requests.
- Participated in the Grow NJ webinar, in conjunction with the PEA funding.
- Conducted several tours of the preschool program with new and/or potential families.
- Ongoing programming for 2023 Extended School year (ESY), and coordination of related service needs.
- Opened ESY 2024 with a total of 49 students.

Special Services Audit updates:

To date the following actions have occurred (in coordination with the district Action Plan:

- None at this time.

E. Suspension/HIB Reports- None.

F. Principal's Reports- None.

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- Ms. Sylvester stated the memorial in the back has been cleared up and mulch has been put around the trees.
- Ms. Sylvester stated moving forward there would be a sign in sheet for any public comments.
- Ms. Sylvester reported that funding for our ESEA grant has been cut in half based on the poverty level in Andover decreasing which services the Title I students in need.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS:

Below are the comments from the Public, all questions were answered and discussed, if applicable.

Mr. Ordile- Asked who are Title I students. He also asked why under the special education audit updates, there are none.

Ms. Gillespie- Asked if the curriculum coordinator touched based with Green & Newton to align the curriculum. She also asked if we get feedback about our Andover students that attend Newton to make sure we are preparing them properly for highschool.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mrs. Sciroppo moved and Mr. Hertenstein seconded, that the Andover Regional Board of Education approve resolutions #1-15 as presented:

1. **Resignation**: Approve and accept with best wishes the resignation of Jill Granholm, Music Teacher, effective August 31, 2024, as recommended by the Superintendent of Schools.

2. **Resignation**: Approve and accept with best wishes the resignation of Tammy Antonucci, Intervention Teacher, effective July 8, 2024, as recommended by the Superintendent of Schools.

3. **Resignation/Retirement**: Approve and accept with best wishes the resignation for retirement purposes of Patricia Zuber, ParaProfessional, effective June 30, 2024, as recommended by the Superintendent of Schools.

4. **Curriculum Writing Summer of 2024**: Approve up to 5 FMB teachers to work with the Curriculum Supervisor for up to 6 hours at $50/hour each to complete ELA curriculum work during the month of July 2024, as recommended by the Superintendent of Schools.

ELA Curriculum	Dawn O'Connell Brianne Franco Liz Sarka Deb Anello Jeni Moriarty	$50/hour not to exceed 6 hours (each)

5. **School Counselor Summer 2024 Days:** Approve up to 5 summer days between July 1, 2024 and August 31, 2024 at substitute daily rate if Bradley Heinke is not properly certified by August 21, 2024 Board Meeting, as recommended by the Superintendent of Schools.

6. **Salary/Step Adjustment**: Approve Christine Ferraro, Teacher, salary/step adjustment to BA +15 Step 7 salary of $70,207 official tenure track effective September 1, 2024 through June 30, 2025, as recommended by the Superintendent of Schools.

7. **Field Trip/School Sponsored Approved Event Chaperones for 2024-2025 School Year:** Approve all employed Andover certified teachers as Field Trip/School Sponsored Approved Event Chaperones for the 2024-2025 school year as needed and in accordance to district policy and AREA contractual agreement, as recommended by the Superintendent of Schools.

8. **Home Instruction for 2024-2025 School Year:** Approve all employed Andover certified teachers for home instruction for the 2024-2025 school year as needed and in accordance with district policy and AREA contractual agreement, as recommended by the Superintendent of Schools.

9. **Appointment of the AAO:** Approve Suzanne Ross and Nicole Sylvester as the Andover Regional School District School Affirmative Action Officers, as recommended by the Superintendent of Schools, for the 2024-2025 school year.

10. **Wellness Coordinator:** Approve Erik Burneyko, as the District Wellness Policy Coordinator per Policy #8505 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

11. **2024 Extended School Year ParaProfessional**: Retroactively approve the following ParaProfessional for the Extended School Year with specific start date as noted for 4 hrs/day for 20 days at a rate of $20 per hour, as recommended by the Superintendent of Schools.

Hannah Posser (July 8, 2024 - July 30, 2024)

12. **Payment:** Approve payment for an additional 9 hours at the per diem rate of $27.74 for Audrey D'Angelo, who worked over her daily hours during the 2023-2024 school year, as recommended by the Superintendent of Schools.

13. **Substitutes:** Approve the following substitute(s) for the 2024-2025 school year pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Hannah Posser - Substitute ParaProfessional

14. **Special Project Stipend**: Approve special project proposal for Bryan Fleming, LPS Principal, to continue professional growth and development (10 hours) to maintain School Safety Specialist certificate with a stipend of $1,418 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

15. **Special Project Stipend**: Approve special project proposal for Bryan Fleming, LPS Principal, to work with the new ARSD Superintendent to update all ARSD job descriptions with a stipend of $1,418 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mrs. Sciroppo and Dr. Koroski

No: None

Abstain: None

B. FINANCE/OPERATIONS:

Mr. Hertenstein moved and Ms. Byron seconded, that the Andover Regional Board of Education approve resolutions #1-40 as amended:

1. **Treasurer & Board Secretary's Certification and Report**: Approve the June 2024 Board Secretary's and Treasurer's Reports pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that as of June 2024 after review of the secretary's monthly 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. 6A:23A-16.10(c)4, 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.

2. **Transfers**: Approve/accept the Transfer Report for June 2024, as recommended by the Superintendent of Schools.

3. **Bills List**: Approve/accept the Bills List from June 20, 2024 through June 30, 2024 for a total of $341,543.48 as recommended by the Superintendent of Schools.

4. **Bills List**: Approve/accept the Bills List from July 1, 2024 through July 15, 2024 for a total of $405,406.84 as recommended by the Superintendent of Schools.

5. **Petty Cash**: Approve/accept the Petty Cash Checking Account Report for June 2024, as recommended by the Superintendent of Schools.

6. **2024-2025 Adjusted Final Budget**: Approve the following motion for the 2024-2025 adjusted budget information, pursuant to section 2 of P.L. 2024, c.13 for eligibility to increase the adjusted tax levy, 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 final adjusted budget be approved for the 2024-2025 School Year using the 2024-2025 state aid figures and the Secretary to the Board of Education be authorized to submit the following final budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	*Special Revenues*	*Debt Service*	*Total*
2024-2025 Total Expenditures	$18,388,282	$235,104	$938,312	$19,561,698
Less: Anticipated Revenues	$2,197,945	$235,104	$191,524	$2,624,573
Taxes to be Raised	$16,190,337	$0	$746,788	$16,937,125

This Budget includes sufficient funds to provide curriculum and instruction, which will enable all students to achieve the Core Curriculum Content Standards, and is in compliance with N.J.S.A. 18A and N.J.A.C. Title 6 and 6A.

This Budget includes programs and services in addition to the Core Curriculum Standards as adopted by the State Board of Education.

C. Be it resolved that the Andover Regional Board of Education, hereby approves the professional services maximum costs for the 2024-2025 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	$180,000	Attorneys	$150,000
Auditors	$40,000	School Physician	$10,000

7. **Withdrawal from Capital Reserve**: Whereas the Andover Regional Board of Education has included in the 2024-2025 budget, line 600, budgeted withdrawal from capital reserve, in the amount of $1,456,570 for purposes such as school HVAC upgrades, BMS Systems, Bleacher Project and Paving 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
Bleachers	$50,000
Building Management Systems	$1,217,100
Bathroom Upgrades	$89,470
RTU- HVAC Upgrades	$100,000

8. **Withdrawal from Maintenance Reserve**: Whereas the Andover Regional Board of Education has included in the 2024-2025 budget, line 630, budgeted withdrawal from maintenance reserve, in the amount of $262,000, for purposes such as upgrades to flooring, painting 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	$10,000
Painting	$22,000
HVAC	$150,000
Boiler	$50,000
Fence	$30,000

9. **Tuition Reserve:** Approve the use of tuition reserve in the amount of $354,955 for use in the 2024-2025 school year budget, as recommended by the Superintendent of Schools.

10. **Contract with Follett:** Approve the proposal with Follett School Solutions, LLC for library manager implementation for the 2024-2025 school year at a cost of $3,339.45, as recommended by the Superintendent of Schools.

11. **Contract with LinkIt!:** Approve the agreement with LinkIt! for assessment management and analytics platform for the 2024-2025 school year at a cost of $10,163 to be paid out of Title I funds, as recommended by the Superintendent of Schools.

12. **Contract with Best Choice Home Care:** Approve the agreement with Best Choice Home Care for nursing services for the 2024-2025 school year at a rate of $72/hour, as recommended by the Superintendent of Schools.

13. **Contract with EM Electrical:** Approve the maintenance agreement with EM Electrical Contractors, LLC for maintenance services for the listed equipment for the 2024-2025 school year at a cost of $2,550, as recommended by the Superintendent of Schools.

14. **Contract with J&B Therapy:** Approve the proposal with J&B Therapy for therapy services at the various prices listed in the contract for the 2024-2025 school year, as recommended by the Superintendent of Schools.

15. **Tuition Contract with P.G. Chambers School:** Approve the annual tuition contract with P.G. Chambers School for tuition from July 8, 2024 through June 30, 2025 for a total of 210 school days at a cost of $104,953.80 for student #1796019814, as recommended by the Superintendent of Schools.

16. **2024-2025 ESEA Grant:** Approve the participation in a Title III Consortium with High-Point and Hopatcong School Districts with a total aggregate amount to exceed $10,000, as recommended by the Superintendent of Schools.

17. **2024-2025 IDEA Grant:** Approve and submit the following IDEA grant monies for the 2024-2025 school year:

IDEA- Basic	IDEA- Preschool
$158,804	$7,178

18. **2024-2025 ESEA Grant:** Approve and submit the following ESEA grant monies for the 2024-2025 school year:

Title I- A	Title II- A	Title III	Title IV Part A
$41,495	$12,579	$2,547	$10,000

19. **PTA Association Approval:** Approve and recognize the Andover Regional School District Parent Teacher Association sponsored organization for the 2024-2025 school year, as recommended by the Superintendent of Schools.

20. **Standing BOE Committees:** Approve the following standing BOE Committees for the 2024-2025 school year, as recommended by the Superintendent:

A. Personnel/Policy/Community Relations/Shared Services
B. Finance/Operations/Technology (infrastructure)

C. Curriculum(Instruction/Assessment)/ProfessionalDevelopment/Technology(instructional)

21. **YMCA:** Approve YMCA, Inc. to operate a state-approved child care program before and after school for District students at FMB & LPS for the 2024-2025 school year, as recommended by the Superintendent of Schools.

22. **Building Use for 2024-2025 School Year**: Approve, retroactively, 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
Andover FD	Hose & Ladder Testing	July 12, 2024	Yes	LPS

23. **Comprehensive Equity Plan (CEP)**: Approve the one-year extension of the Comprehensive Equity Plan (2019-2022) through 2024-2025 along with the Statement of Assurance (SOA), as recommended by the Superintendent of Schools.

24. **Certified Staff Evaluation Framework:** Approve established district certified staff evaluation framework for the 2024-2025 school year, as recommended by the Superintendent of Schools:

Charlotte Danielson: The Framework For Teaching (2022)
Multidimensional Principal Performance Rubric (MPPR)
Superintendent Evaluation Framework

25. **Job Descriptions**: Annually approve all job descriptions for the Andover Regional School District for the 2024-2025 school year, as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mrs. Sciroppo and Dr. Koroski

No: None

Abstain: None

C. CURRICULUM/INSTRUCTION:

Mrs. Sciroppo moved and Mr. Fetcho seconded, that the Andover Regional Board of Education approve resolutions #1-2 as presented:

1. **Curriculum:** Approve the readoption of all district curricula and assessments for the 2024-2025 school year, as recommended by the Superintendent of Schools.

2. **Text Books**: Approve the list of textbooks for the 2024-2025 school year, as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mrs. Sciroppo and Dr. Koroski

No: None

Abstain: None

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS: Dr. Koroski reported that there are open Board positions and petitions need to be filed by July 29th.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

Below are the comments from the Public, all questions were answered and discussed, if applicable.

Ms. Wasniewski- Indicated that she was on the FDIC website and there was financial training available for free which may help if this is required for PreK-8.

Ms. Gillespie- Asked if when they interviewed Superintendent candidates they could share more information with the public on what qualities they were looking for in a Superintendent.

Ms. Wasniewski- Asked where she could find the special education audit online to review.

Adjournment: Mr. Hertenstein moved to adjourn the meeting, seconded by Ms. Byron and approved at 8:14 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,

Nicole Sylvester

Business Administrator/Board Secretary

Model
School IPM Plan
for
New Jersey Schools



New Jersey Department of
Environmental Protection
Pesticide Control Program



and

Rutgers Cooperative Extension
Pest Management Office

July 18, 2004
Revision 1

How to use the 'Model School IPM Plan for New Jersey Schools'

The design of the Model School IPM Plan is to give you compliance guidelines plus the tools you need to comply. In the Model Plan, we specify what things you MUST do to be in compliance with the New Jersey School IPM Act and its associated regulations. We also provide you with many easy-to-follow recommendations that will make your implementation of IPM simple. Use of the Model Plan itself is voluntary; edit it to suit your needs. We have attached as appendices many ready-to-use forms and/or resources (see #5 below for a list and description of each). You choose your tools, who is involved and how much they are involved.

1. First, fill out **when** the Plan will be in effect.

2. Include all the basic information about your school. MAKE THE PLAN YOUR OWN!

3. Determine **who** will help implement IPM at your school. Individuals may already be practicing many of the items listed as part of their existing responsibilities. You may not have all of the individuals listed in this Model Plan in your own School Community. The Plan lets you define how the school community will come together to implement IPM at your school, including how they will be trained in their School IPM responsibilities. If there is a form noted in one of the check off boxes, it is located in the Appendix.

4. Determine **what** IPM practices you will implement at your school in the rest of the Plan. We give you what you must do to be in compliance plus options for you to choose to do so using check off boxes, filling in forms, as well as doing site maps. Work your way through these sections and indicate in the Plan how your school will comply for the next school year. Make sure to clearly outline the communication and decision process to include all members of the school community. The Plan should be reviewed and revised annually to address changing pest management needs.

5. To assist with compliance, we have attached as appendices to the Model School IPM Plan many **ready-to-use forms and/or resources**. All of the forms below are available online at http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/index.htm as both Word and Adobe Acrobat files for you to simply fill in the blanks. All of the items asterisked* below are sample notification and posting documents that meet the minimum requirements of the law. These are tools that you may use to be in compliance but their use is voluntary. The other forms are provided as resources to streamline and clearly document the adoption of IPM in your school.

    - **Model School IPM Policy***: Sample School IPM Policy; a policy is required by the Act to be adopted by the school by June 12, 2004.
    - **Pest Problem Report** (to School IPM Coordinator): Checklist of common pests for staff to report pest presence and activity to the School IPM Coordinator or other designee.
    - **Food Services Areas Report** (to School IPM Coordinator): Checklist fill-in-form for kitchen staff to report pest presence and activity in the food service areas to the School IPM Coordinator or other designee. Includes boxes for daily sanitation inspection.
    - **IPM Pest Activity Monitoring and Control Log**: The School IPM Coordinator or other designee can use this to compile all pest reports (for example, the 2 forms above, monitoring and results, and sightings) in the left hand section of the form. Once the problem is defined and a choice of least toxic pest control is determined and carried out, it is logged in the right hand section of the form next to the original pest recording.

- **Sample Indoor Pest Thresholds**: This is a sample threshold list for indoor pests that should be revised to your school's thresholds for these common pests. Add additional pests if needed.
- **IPM Priorities Checklis**t: This list is designed for the School IPM Coordinator or other designee to compile the specific pest management actions needed to be completed in key areas of the school at a given point in time. The checklist fill-in-form is designed to identify where the problem(s) are located as well as identifying who will be the responsible party to carry out the task checked off. This checklist can also be used as a training tool for the School Community as it lists many pest prevention tactics that they may help carry out.
- **Pesticide Application Log:** The School IPM Coordinator or designee would use this Log to regularly compile all pesticides used at the school. This is a good record to keep on hand for public inquiries and to complete the 'Annual Notification' list of pesticides used at the school.
- **Annual School IPM Program Notification Letter to Parents & Staff***: The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue an annual IPM Program notice to the parents or guardians of all enrolled students and all staff. This form is essentially a cover letter that outlines what you have enclosed in the notice. See the Model Plan and the sample form for details.
- **Pre-Notification of the Use of Pesticides*** (72 hour pre-notification): The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue a notice of all non low impact pesticide use to the parents or guardians of all enrolled students and all staff. See the Model Plan and the sample form for details.
- **Emergency Pesticide Use Notification***: The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue a notice of all emergency use of non low impact pesticides to the parents or guardians of all enrolled students and all staff. See the Model Plan and sample form for details.
- **School Integrated Pest Management Act Compliance Certification Form*:** When requested by an applicator, the School Administration, or their designee such as the School IPM Coordinator, must provide certification that they have issued all Act-required notifications and postings of non low impact pesticide applications. See the Model Plan and sample form for details.
- **Posting Sign** (for indoors & outdoors) 'Notice of Pesticide Application'*: Template sign for posting of non low impact pesticide applications. See the Model Plan and sample template for details of when, where, and how to post.
- **'Summary of the Key Requirements of the School IPM Act' Fact Sheet:** This is a Rutgers Cooperative Extension fact sheet that summarizes the key requirements of the Act for use in education of the school community and for inquires from the public.
- **The New Jersey School IPM Act:** This is a verbatim copy of the public law in case you need further clarification of what is required of the school.

6. For New Jersey School IPM questions and resources:

- Contact the New Jersey Department of Environmental Protection at 609-984-5014 or go to our website at http://www.state.nj.us/dep/enforcement/pcp/index.html.
- Contact the Rutgers Cooperative Extension Pest Management Office at 732-932-9801 or go to our School IPM website at http://www.pestmanagement.rutgers.edu/IPMSchoolIPM/NJAct/nj.htm.

School Integrated Pest Management Plan
for the
Long Pond School

for the School Year
Starting July 1, 2024 and
Ending July 1, 2025

Plan prepared by: Richard Medwin Date prepared: July 1, 2024

Table of Contents

1) General School Information
2) Integrated Pest Management Statement
3) School IPM Policy
4) School IPM Plan Goals
5) Roles, Responsibilities, and Training
   a) School Administration
   b) School IPM Coordinator
   c) Pest Management Professional (staff or contractor)
   d) School Nurse
   e) Kitchen Staff
   f) Maintenance Staff
   g) Staff, Teachers, and Students
   h) Parents or Guardians of All Students Enrolled in the School
   i) Vendors and Contractors
6) Pest Identification: Site Assessment and Ongoing Monitoring
7) Pest Prevention and Control
8) Pesticide Use: Notification, Posting, and Re-Entry
9) Record Keeping and Evaluation



Appendices

- Model School IPM Policy *
- Pest Problem Report (to School IPM Coordinator)
- Food Services Areas Report (to School IPM Coordinator)
- IPM Pest Activity Monitoring and Control Log
- Sample Indoor Pest Thresholds
- IPM Priorities Checklist
- Pesticide Application Log
- Annual School IPM Program Notification Letter to Parents & Staff*
- Pre-Notification of the Use of Pesticides (72 hour pre-notification)*
- Emergency Pesticide Use Notification*
- School Integrated Pest Management Act Compliance Certification Form*
- Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'*
- 'Summary of the Key Requirements of the School IPM Act' Fact Sheet
- The New Jersey School IPM Act

* *Use of this form meets minimum compliance requirements of NJ School IPM Act*

1. **General school information:**
   School name: Long Pond School
   Address: 707 Limecrest Road City: Newton
   County: Sussex District: Andover Regional Zip Code: 07860
   Phone: 973-315-5254 E-mail: rmedwin@andoverregional.org

   School IPM Coordinator: Richard Medwin
   Email: rmedwin@andoverregional.org Phone: 973-315-5256 ext 413

2. **Integrated Pest Management Statement**

   Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes & facilities that minimizes risks to people and the environment. Long Pond School will use: site assessment, monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, cultural, mechanical, physical, and biological controls will be employed with selective use of pesticides when needed. Educational strategies are used to enhance pest prevention, and to build support for the IPM program

3. **School IPM Policy:** *School IPM Policy #7422*- School Integrated Pest Management Plan

4. **School IPM Plan Goals:**
   a. The roles, responsibilities, and training of all members of the school community [school administration, School IPM Coordinator, Pest Management Professional (includes staff or contractors, if used), School Nurse, kitchen staff, maintenance staff, staff, teachers, students, parents or guardians of all students enrolled in the school, and vendor/contractors] regarding IPM at the school are clearly defined.
   b. Pest identification: Initially, define indoor and outdoor pests for the school by historical account and/or by direct monitoring. Establish monitoring types and schedules, and recordkeeping.
   c. Pest prevention and control to maintain a healthy school environment: Outline non-chemical controls that will be routinely practiced at the school. Establish threshold levels for all anticipated pests. Define prescribed use of low impact versus non low impact pesticides for identified pests. Maintain records of all pesticide applications.
   d. Keep the school community informed: Maintain IPM records and make available for public inspection. Issue annual notice of school IPM program status. Establish pre-notification procedures for non low impact pesticide use. Adopt notification procedures for emergency use of non low impact pesticides. Establish posting procedures for indoor and outdoor areas that are treated with non low impact pesticides.
   e. Evaluate and revise the School IPM Plan annually.

5. **School IPM Roles & Responsibilities:** For an IPM program to be successful, all members of the school community must be made aware of the school's policies on pest control and their respective roles in the overall pest management plan. The roles, responsibilities, and training for this school regarding pest management are outlined below:

a. **School Administrators**:

Specific duties of New Jersey School Administrators **<u>required</u> by the School IPM Act and proposed regulations**:

1. Adopt and implement a school IPM policy for the school property; the Policy#7422 that was developed by the NJDEP prescribes that the school administrators will adopt and implement a School IPM Plan for the school property.
2. Implement IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.
3. Designate a School IPM Coordinator (see next section). The IPM Coordinator should be someone who is familiar with the school buildings and grounds, such as the buildings and grounds maintenance staff.
4. Report effectiveness and recommend improvements to the School IPM Plan annually to local school or governing boards.

Other **duties <u>required by law</u> of the school administration <u>but that may be delegated</u>** to specific individuals, such as the School IPM Coordinator (see next section) are:

5. Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure. [See Appendix for sample 'Pre-Notification of the Use of Pesticides' (72 hour pre-notification) form and 'Emergency Pesticide Use Notification' form].
6. Prepare and post signs as required in areas where non low impact pesticides are to be applied. (See Appendix for sample 'Notice of Pesticide Application' sign for indoor and outdoor applications).
7. Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.
8. Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'. (See Appendix for sample letter to parents & staff).
9. For contracted services, the school administration will develop bid specifications, contracts, and contract addendums in accordance with the School IPM Policy and Plan.

b.**School IPM Coordinator:**

The School IPM Coordinator, **by law**, is jointly responsible with the school administration for the implementation of this School IPM Plan.

Role: The IPM Coordinator is the individual within the facility who is in charge of pest control activities for the school. This individual has the authority and backing of the school administration or management. The School IPM Coordinator has the primary responsibility for ensuring the IPM plan is carried out, and is the primary contact for the school community and public. Ultimately, this person is directly responsible for the integration of all IPM activities through the coordination of all parties including custodial, building, food service, outside vendors, Pest Management Professionals, grounds staff, students, parents, staff, and teachers.

Specific duties of a New Jersey School IPM Coordinator **required by law or regulation:**

1. Implement the School IPM Policy and Plan.
2. Maintain information about the IPM Policy and Plan in place at the school.
3. Maintain information about pesticide applications on school property including records obtained from the pesticide applicator, Material Safety Data Sheets (MSDS) when available for pesticides used, and labels for all pesticide products used.

4. Maintain records of any pest monitoring and non-pesticide controls implemented. (See 'IPM Pest Activity Monitoring and Control Log' for sample log).
5. Provide access to the above information for public review.
6. Respond to inquiries and providing information to students, staff, and parents or guardians regarding IPM.
7. Provide training in IPM practices to the school community as described in the individual 'Roles, Responsibilities, and Training' sections of the School IPM Plan.
8. Provides a signature on the **'**School Integrated Pest Management Act Compliance Certification' Form when requested (see Appendix for sample form) by pesticide applicators.
9. Ensure that all persons conducting pesticide applications have all NJDEP-required training, certification, and licensing. Also ensure that they follow the School IPM Policy and Plan, as well as all NJDEP School IPM regulations and the precautions of the pesticide label.
10. Obtain training sufficient to implement the Policy and Plan (i.e., NJDEP-approved training).
11. Submit required information to the NJDEP.

School administration responsibilities by law (see # 5, 6, 7, and 8 of their duties) that must be carried out and may be delegated as duties of the School IPM Coordinator by this school administration include (*check all that will be delegated*):

☐ Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure. [See Appendix for sample 'Pre-Notification of the Use of Pesticides' (72 hour pre-notification) form and 'Emergency Pesticide Use Notification' form].

☐ Prepare and post signs as required in areas where non low impact pesticides are to be applied. (See Appendix for sample 'Notice of Pesticide Application' sign for indoor and outdoor applications).

☐ Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.

☐ Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'. (See Appendix for sample letter) to parents & staff).

In order to carry out the duties prescribed above, the School IPM Coordinator will (*check all that apply*):

☐ Distribute and train school community in the use of 'Pest Problem Report Forms' to be submitted when activity is noticed (see Appendix for sample form).

☐ Distribute and train school kitchen staff in the use of 'Food Service Report' forms to be submitted weekly (see Appendix for sample form).

☐ Compile all 'Pest Problem Report' and 'Food Service Report' forms received in 'IPM Pest Activity Monitoring and Control Log' (see Appendix for sample log). Also, write actions taken to remedy pest problems in the log.

☐ Maintain a prioritized list of pest management issues (including key pests, and needed structural/landscape improvements and substandard sanitation practices) which exist both inside and outside the school (see Appendix for a sample form).

☐ Consider all available options (including no action) with the school's Pest Management Professional prior to determining control(s) to be used.

☐ Ensure that Pest Management Professional(s) make accurate entries in the 'Pesticide Application Log' (see Appendix) when these pesticides are applied at the school.

☐ Work with administrators if contracting for pest control services to ensure that the bid specifications comply with the school IPM policy and plan.

☐ Serve as the point of contact for contracted pest management services for the school.

☐ Evaluates efficacy of IPM practices on school property on a monthly basis at a minimum.
☐ Sets up and moderates the annual evaluation of the School IPM Plan. Revises the School IPM Plan accordingly.
☐ Other:_____

Training:
The School IPM Coordinator will receive NJDEP-approved training that provides an overview of the principles of IPM, legal requirements, and how to implement the IPM Policy and Plan at the school per rules to be adopted by the NJDEP in the fall of 2004.

c. **Pest Management Professional:**

All pesticide applications made on school property must be made by applicators or operators licensed to apply pesticides by the NJDEP PCP per the New Jersey Administrative Code Title 7 Chapter 30; Subchapters 1-12. These 'Pest Management Professionals' may either be staff and /or a contractor as described below.

All **indoor applications** at this school are made by a licensed contractor, Viking Pest Control, Pest Management Professional(s). The contractor for indoor pest management services at this school is Viking Pest Control. Our contact for the company can be contacted at 1-800-618-2847. The contractor will meet all specifications as contracted by the School per the attached contract.

All **outdoor applications** at this school are made by a licensed contractor, Viking Pest Control, Pest Management Professional(s). The contractor for outdoors pest management services at this school is Viking Pest Control. Our contact for the company can be contacted at 1-800-618-2847. The contractor will meet all specifications as contracted by the School per the attached contract. If specified in the contract, the contractor will provide horticultural services for landscape and turf management.

Other Specific Duties of Pest Management Professional(s) in the School IPM Program (*check all that apply*):
☐ Inspect school premises monthly for the presence of pests or signs of pest activity.
☐ Notify the IPM Coordinator when pests or signs of pest activity are found.
☐ Make written recommendations to the School IPM Coordinator for corrective actions to be taken by the school to reduce potential pest populations.
☐ Recommend to School IPM Coordinator appropriate non-chemical procedures to correct pest problems.
☐ When it is determined that a pesticide must be used, select and recommend necessary pesticides. Preference will always be given to low impact pesticides.
☐ When approved by the School IPM Coordinator,'] follow appropriate least-toxic procedures to correct pest problems. Never apply a non low impact pesticide without first consulting in advance with the IPM Coordinator to allow them to proceed with all required notification and posting of the area to be treated.
☐ Provide School IPM Coordinator with MSDS (when available) of any pesticide that is applied on school property.
☐ Provide application information as specified in the 'Non Low Impact Pesticide Application Log' (see Appendix) when they apply these pesticides at the school. This log is kept at Long Pond School in the office of the Buildings & Grounds Supervisor.

- ☐ If a non low impact pesticide is to be used, provide a 'School Integrated Pest Management Act Compliance Certification' Form (see Appendix) to the School IPM Coordinator for their signature ensuring all advance notification and posting has been performed as required. Applicators are not liable for damages resulting from the failure of the school to provide the notification or posting as required by the New Jersey School IPM Act.
- ☐ Participate in the annual evaluation of the School IPM Program and Plan. Provide comments regarding any necessary modifications to the School IPM Plan.
- ☐ Other:_____

Training:

Training for either a new commercial applicator or operator is to include BOTH a PCP-approved basic pesticide training course, and 40 hours of on-the-job training to competently perform the functions associated with any applications in which they are expected to perform. Additionally, within the 40 hours of training, the candidate must perform or witness a minimum number of applications for each of the categories that they will be licensed (see the NJDEP website at http://www.state.nj.us/dep/enforcement/_pcp/index.html; or the Rutgers Cooperative Extension pesticide applicator training website at http://www.pestmanagement.rutgers.edu/PAT/CertlicensReq.htm for details).

In order to maintain valid Pesticide Applicator Certification in the state of New Jersey, pesticide applicators must earn a minimum of 24 recertification credits by attending continuing education courses. Commercial Pesticide Applicators must accumulate 8 Core credits and 16 category credits (per each category certified).

Rules are being proposed by the NJDEP that would require an additional category ("IPM in Schools") for commercial applicators that apply pesticides on school property. If these rules are adopted as final, applicators would be given a grace period during which the new category exam would need to be taken. This IPM in Schools category would be required in addition to any other category (such as ornamental & turf, or termite control) required depending on the type of work performed.

d. **School Nurse:**
The school nurse will consider potential pesticide exposure when evaluating a child's health complaint. The school nurse should have access to MSDS sheets for any chemical used on school property and be aware of any children with asthma or chemical sensitivities.

Other Duties of the School Nurse in the School IPM Program (*check all that apply*):
- ☐ Keep copies and review MSDS of all pesticides used on school property.
- ☐ Maintain easy access to Poison Control Center hotline at 1-800-222-1222 in case acute poisoning is suspected.
- ☐ Monitor for headlice (a common problem for children between 3 and 10 years old).
- ☐ Educate parents and staff about preventing headlice spread when it occurs.
- ☐ Submit a 'Pest Problem Report' to School IPM Coordinator whenever pests are detected in the health suite/Nurse's office.

☐ Other:_____

Training (*check all that apply*):
In addition to required professional training,
☐ Be aware of public health pests of significance that may impact student health; see EPA's *List of Pests of Significant Public Health Importance* at http://www.epa.gov/opppmsd1/PR_Notices/pr2000-draft.htm.
☐ Obtain copies of selected pesticide resources on poisoning which may include:

Recognition and Management of Pesticide Poisonings, Routt Reigart and James Roberts, 5th edition, U.S. Environmental Protection Agency, March 1999; available online at http://www.epa.gov/oppfead1/safety/healthcare/handbook/handbook.htm.

e. **Kitchen Staff:**
Food handling and preparation areas are among the most critical areas for pest management. Kitchen staff must keep all food areas free of crumbs and food residue after use.

Other Duties of Kitchen Staff in the School IPM Program (*check all that apply*):
☐ Practice good sanitation of all kitchen and food service areas (clean all surfaces daily) per the 'IPM Priorities' checklist of this Plan.
☐ Maschio's Food Service employees of the kitchen staff will inspect the kitchen weekly.
☐ Maschio's Food Service employee will submit a Food Service Report to School IPM Coordinator whenever pests are detected in the kitchen and food service areas (see the Appendix for the two types of reports).
☐ Manage specific pest problem(s) as directed by the School IPM Coordinator.
☐ Other: _____.

Training:
Maschio's Food Service will be responsible for training the kitchen staff in proper sanitation procedures when hired and annually thereafter. The School IPM Coordinator will train the kitchen staff in the pest detection and monitoring program in place in the kitchen when hired and annually thereafter.

f. **Maintenance Staff:**
Maintenance staff maintains the cleanliness and take care of the school building and grounds. These staff members may be assigned to indoor and/or outdoor maintenance. School maintenance staff may make applications of pesticides that are "over-the-counter" disinfectants and antimicrobials such as Lysol® and toilet-bowl cleaner, and use "minimum risk" pesticides published by the federal EPA. If the use of other pesticide is necessary, only a licensed Pest Management Professional may make the application (see 'c' above).

Other Duties of Maintenance Staff in the School IPM Program (*check all apply*):
☐ Practice all sanitation and maintenance techniques per the 'IPM Priorities' checklist of this Plan.
☐ Provide a 'Pest Problem Report' to School IPM Coordinator whenever pests or signs of pest activity are discovered in the school building, or are a problem on school grounds.

- ☐ Recognize and correct conditions that may lead to pest problems such as water leaks, potential pest entryways, and poor sanitation practices (see the 'IPM Priorities' checklist of this Plan for specific actions for school buildings and grounds).
- ☐ Manage specific pest issue(s) as directed by the School IPM Coordinator. This will not include pesticide application unless the individual is a licensed Pest Management Professional (see duties in 'c' above).
- ☐ Other: _____.

Training:

- ☐ IPM Coordinator will be responsible for training the indoor Maintenance Staff in proper sanitation procedures and schedules when hired and annually thereafter.
- ☐ The School IPM Coordinator must train the indoor Maintenance Staff in the pest detection and monitoring program and devices in place throughout the school when hired and annually thereafter.
- ☐ If landscaping or turf maintenance is required by their duties, grounds maintenance staff will be trained in accepted horticultural practices grounded in IPM.

g. **Staff, Teachers, and Students**:

Duties of Staff, Teachers, & Students in the School IPM Program (*check all that apply*):

- ☐ The most important responsibility of the students and staff is sanitation. Much of the prevention and reduction of pest infestation at the school site depends on whether or not students and staff clean up food leftovers, food in lockers, gum under desks, paper clutter, etc., or perform proper maintenance.
- ☐ Leave pest control and pest management to trained professionals.
- ☐ Will not move sticky traps or other pest monitoring devices.
- ☐ Report any evidence of pest activity to the School IPM Coordinator using the 'Pest Problem Report' form.
- ☐ Other:_____

Training:

School staff, teachers, and students will be trained in their roles in the school's pest management system by the School IPM Coordinator.

Other training (*check all that apply*):

- ☐ Staff, teachers, and students will be given a brief overview or updates by the School IPM Coordinator on pest identification and the conditions that they may create that promote pests. This information will focus on pest reduction strategies connecting people's behavior such as eating at desks, leaving crumbs on floor, etc. to pest problems.
- ☐ Education will be focused to increase people's willingness to share their environment with other organisms so that people are less likely to insist on toxic treatments for harmless organisms.
- ☐ They will be instructed in how to log pest complaints using the 'Pest Problem Report' form.
- ☐ Pamphlets and fact sheets will be made available at the time of training and/or posted on bulletin boards in specific areas such as the cafeteria and teachers' lounge.
- ☐ Other:_____

h. **Parents or Guardians of All Students Enrolled in the School:**

Duties of Parents/Guardians in the School IPM Program:

- ☐ Learn about IPM practices and follow them at home so that pests are not carried to school in notebooks, lunch boxes, backpacks, clothing, or the children's hair.
- ☐ Make their children aware of their role in the School IPM Program at the school.
- ☐ Encourage children to lend a hand in cleaning up.
- ☐ Discourage children from keeping food in their lockers and desks.
- ☐ Be aware of the current pest management practices in their children's school. Review the 'Annual School IPM Program Notification Letter to Parents & Staff' as well as all notices of application of pesticides at the school. For questions or concerns, parents and /or guardians will contact the School IPM Coordinator.

Training (*check all that apply*):

- ☐ IPM Coordinator will educate parents and guardians of all students enrolled at the school about the School IPM Program.
- ☐ Pamphlets and fact sheets will be made available upon request (see Appendix for 'Summary of Key Requirement s of NJ School IPM Act' Fact Sheet).
- ☐ Other: _____.

i. **Vendors and Contractors**

Duties of vendors and contractors in the School IPM Program to be prescribed in specific language in their bid specifications and contracts (*check all that apply*):

- ☐ Contracts will specify regular maintenance service, cleaning under and behind machines during service visits, and immediate correction of problems which may foster pests (for example, breakage, leaks, or excessive condensation from machinery).
- ☐ Other:_____.

6. Pest Identification: Preliminary Site Assessment and Ongoing Monitoring

One of the key principles of School IPM is site assessment to precisely define the presence of pests and the site conditions that contribute to their presence. Indoor and outdoor pests will be defined for the school by historical account, interviews, and by direct monitoring. [See Appendix for the 'Pest Problem Report' form for a listing of common school pests].
When the IPM program is implemented at the School, the School IPM Coordinator will perform a thorough inspection of all school buildings and grounds to identify pest activity and conditions that are contributing to any pest problems.

Indoor site assessment, School IPM Coordinator will compile and map on floor plans of the building:

- Areas that currently have pests or show signs of pest activity.
- Areas that historically have had pests as well as identifying when this occurs during the school year.
- Conditions or behaviors contributing to pest problems that can be corrected.
- If already in use, location of detection and monitoring devices and bait stations.
- Recommendations for sanitation, structural repairs, and habitat modification.

Outdoor site assessment, School IPM Coordinator will map the school grounds:

- Show locations of trees, shrubs, and ornamentals.
- Assign & divide the landscape into management units (for example, football field turf versus playground).

- Note key plants, any pest problems, and horticultural recommendations.

Note: The Rutgers Cooperative Extension 'IPM Report Card for School Grounds' provides a series of self-assessment tools for schools to measure their adoption of IPM on school grounds. Additionally, each Report Card in the series can be used as a guide to incrementally or completely implement IPM by simply following the practices outlined. IPM practices are precisely outlined for control of common pests of New Jersey school grounds. Report Cards for School Grounds include: General Requirements; Athletic Fields; Turf ; Ornamental Plants; and Landscape Plantings. See @ http://www.pestmanagement.rutgers.edu/IPM /SchoolIPM/reportcard.html.

It is important that the pest(s) be accurately identified in order to gather information about the pest's life cycle and habits. Identification is essential for selecting the combination of strategies which will be most effective as well as knowing when to implement them. If the School IPM Coordinator and the Pest Management Professional are unable to identify the pest(s), the County office of Rutgers Cooperative Extension (RCE) will be consulted and samples will be submitted for identification if needed. *County contact from the RCE 'commercial clients' phone listings* at http://www.rce.rutgers.edu/mastergardeners/ helplines.asp.

Ongoing Monitoring

Once a pest is correctly identified, monitoring methods and schedules, as well as controls will be determined based on its life cycle, food sources, habitat preferences, and natural enemies.

Indoor pests will be monitored via direct inspection, sticky traps, pheromone baits, tracking powder, mechanical traps, and glueboards as necessary. If baits or traps of any kind are used (*check all that apply*):

- ❑ Each bait station or trap is assigned an identification number.
- ❑ A map is prepared showing the location and number of each trap or bait placement.
- ❑ Each trap or bait station is marked with appropriate warning language.
- ❑ Traps will be checked by the Pest Management Professional weekly during the early stages of solving a serious pest infestation, then taper off to monthly, once the pest problem is under control.
- ❑ Captured rodent pests will be recorded and disposed of on a daily basis.

Outdoor landscape pests will be monitored via direct inspection (*check all that apply*):

- ❑ Landscape plants are scouted at least monthly during the growing season for conditions requiring action (for example, damaged, diseased, dead limbs; soil erosion/compaction; insect, disease, weed pests and damage).
- ❑ Scouting usually begins when plants put out new leaves in spring and ends when leaves fall in autumn.
- ❑ Plants with annually recurring pest problems will be scouted according to pest appearance timetables.

Monitoring Records: The School IPM Coordinator will maintain and keep records of any pest monitoring, including traps (see Appendix for sample 'IPM Pest Activity Monitoring and Control Log').

7. Pest Prevention and Control

Wherever possible, the School will take a preventive approach by identifying and removing, to the degree feasible, the basic causes of the problem rather than merely attacking the symptoms (the pests). This prevention-oriented approach is also best achieved by integrating a number of strategies. It is easier to spot a potential problem when the interior and exterior of the school is clean and uncluttered (see Appendix for a sample 'Integrated Pest Management Priorities' checklist as a resource for many controls).

IPM employs a multi-tactic approach, integrating several strategies to combat a particular pest. Control strategies that remove a pest's food, water, and shelter (harborage), and limit its access into and throughout buildings and on school grounds will be employed as follows:

- Cultural control: for example, improve sanitation; reducing clutter; people change habits like leaving food in the classroom; maintain plant health by taking care of the habits and conditions; fertilization, plant selection (right plant/right place), and sanitation to exclude problematic pests and weeds.
- Physical control: for example, pest exclusion; removing pest access to the school building by sealing openings with caulk and copper mesh; repairing leaks and screens; removing pests by hand.
- Mechanical control: for example, insect monitors, light traps, rodent traps; till soil prior to planting to disrupt pest life cycles.
- Biological control: use of pest's natural enemies. For example, introduce beneficial insects or bacteria to the environment or, if they already exist, provide them with the necessary food and shelter; and avoid using broad-spectrum chemicals that will inadvertently kill beneficials.
- Least hazardous chemical controls with preference given to School IPM Act-defined 'low impact pesticides'.

Pesticides will be selected when other control methods are not effective or practical in resolving a pest problem. Pesticides will not be used on School property unless both the pest has been identified and its presence verified. It is neither possible, nor desirable to completely exterminate every pest and potential pest from every population on school property.

The IPM Coordinator will establish injury (also known as tolerance or threshold) levels and action thresholds for each individual pest species before making any chemical treatment. Action Thresholds for pesticide treatment are triggered if all other IPM tactics have not been able to control pest populations to an acceptable level. Appropriate injury levels will be set, and may take into consideration economic losses (for example, amount of foodstuffs contaminated by pantry pests); health risks (for example, occurrence of disease-bearing pests); aesthetic evaluations (for example, temporary presence of ants); nuisance problems (for example, stinging insects); and pest visibility [see Appendix for a sample 'Indoor Pest Thresholds' for your modification].

The New Jersey School IPM **law defines** 'low impact pesticides' and necessarily creates the distinction 'non low impact pesticides' for other pesticides not meeting their definition. The law and resulting model policy published by DEP make it clear that when pesticide use is needed, preference should be given to choosing a 'low impact pesticide', if possible. The School will give preference to choosing a 'low impact pesticide', as described below.

A low impact pesticide is a pesticide that is considered to have relatively minimal risk as compared to pesticides in general. The New Jersey School IPM law specifically defines what a low impact pesticide is in two parts. The first part consists of a federal EPA list of pesticides that it considers to be minimal risk and thus do not require formal registration. These pesticides are listed in the federal code at 40 CFR § 152.25. (See http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/40cfr15225.pdf). The second part consists of a list of pesticide ingredients (such as boric acid or diatomaceous earth) and formulation types (such as gels or pastes) that are considered low impact. It is important to note that a substance considered "low impact" does not necessarily mean zero risk. All pesticides must be used properly to reduce potential risk from their use.

See the Rutgers Cooperative Extension School IPM website at http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/lowimpact.htm for information on low impact pesticides as it becomes available.

When it is determined that a non low impact pesticide must be applied to adequately control pests within established thresholds, application guidelines **per the law** will be followed. Specifically, non low impact pesticides will be applied in a school building only when students are in another area of the building AND only if the area being treated with the pesticide is served by a different air handling system and is separated from the students by smoke or fire doors. Further, applications of non low impact pesticides on school property will be made in advance of when students will be present for instruction or extra-curricular activities, allowing for any label-prescribed entry restrictions; if there is no re-entry interval listed on the label, a minimum of 7 hours will be allowed prior to student re-entry on school property.

Per the law, emergency application of a non-low impact pesticide will only be made when the health or safety of a student or staff member is threatened. A "school pest emergency" is defined in the law as "an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member." One example would be the presence of stinging insects such as ground hornets in an athletic field where events are scheduled. If a pest emergency exists, the school may use pesticides without the normal 72-hour pre-notification to parents and staff, and the advance posting of signs. Rather, the posting must be done at the time of the application, and the notice to parents and staff must be done within 24 hours after the emergency application. The notice that goes to parents and staff must explain what the reason for the emergency was, and if possible, what could be done to prevent such an emergency use next time.

Treatments, whether pesticides or low impact pesticide materials, will only be applied on school property when and where needed. It is rarely necessary to treat an entire building or landscape area to solve a pest problem. Monitoring will be used to pinpoint where pest numbers are beginning to reach the action level and 'spot' treatments' will be confined to those areas.

The School IPM Coordinator and Pest Management Professional(s) will meet as scheduled to cover monitoring reports and determine corrective action. The Pest Management Professional should make

recommendations for corrective actions to the School IPM Coordinator. They will consider all options, including no control, and look at pest activity levels versus thresholds.

They will consider EPA-defined criteria for selecting a treatment strategy:

1. Least hazardous to human health
2. Least disruptive of natural controls
3. Least toxic to non-target organisms
4. Most likely to be permanent
5. Easiest to carry out safely and effectively
6. Most cost-effective
7. Most site-appropriate

They will generate a pest management priority list to optimize a plan of corrective actions (see Appendix for a sample 'IPM Priorities' checklist as a resource for many preventative and corrective measures). The IPM Coordinator will assign and contact the appropriate staff to carry out individual tasks on the checklist.

All controls that are actually implemented should be documented in the log by the School IPM Coordinator. (see Appendix for sample 'IPM Pest Activity Monitoring and Control Log').

8. Notification, Posting, and Re-Entry

It is important to keep the school community informed of the school's implementation of the School IPM Plan. Accordingly, this section outlines the:

- annual notification of School IPM program status.
- pre-notification of planned use and notification of emergency use of non low impact pesticides.
- posting requirements for areas inside and out that are treated with pesticides.
- re-entry requirements for areas inside and out that are treated with pesticides.

Annual Notification

The School IPM Coordinator will prepare and send an annual notice of school IPM program status to parents or guardians of each student enrolled at the school, and all staff members at the beginning of each school year. Once the annual notice has been sent, the School IPM Coordinator will also give this information to new staff or the parents/guardians of new students upon their arrival.

The Appendix has a sample 'Annual School IPM Program Notification Letter to Parents & Staff'. **New Jersey law requires** that this notice shall include:

1. a copy of the School IPM policy
2. the name, address, and telephone number of the integrated pest management coordinator of the school or school district
3. a list of any pesticide that is in use or has been used within the last 12 months on school property
4. a statement that:

   (a) the integrated pest management coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property;

(b) the label and data sheet is available for review by a parent, guardian, staff member, or student attending the school; and

(c) the integrated pest management coordinator is available to parents, guardians, and staff members for information and comment;

5. the time and place of any meetings that will be held to adopt the school integrated pest management policy; and
6. the following statement:

"As part of a school pest management plan, Long Pond School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."

Notification and Posting of Non Low Impact Pesticide Use

There are two situations when non low impact pesticides may be used on school property; when it is pre-planned and when it is an emergency.

1. Pre-Notification and Posting of Planned Non Low Impact Pesticide Use:

   At any time of the year when children may be present, the school will issue <u>prior</u> notification of all non-low impact pesticides to be used. Specifically, the School IPM Coordinator will issue notice to all staff, and parents/guardians of each student enrolled at the school. The area where the pesticide will be applied will be posted at least 72 hours prior and 72 hours following the application.

2. Emergency Use Notification and Posting for Non low Impact Pesticide Use:

   When an emergency application of pesticides is required, the School IPM Coordinator will issue notice of emergency use of non low impact pesticides used to all staff, and parents or guardians of each student enrolled at the school within 24 hours after the application or on the morning of the next school day, whichever is earlier. The reason for the emergency and any measures that will be taken so that emergency pesticide use may be avoided in the future may be included. The area where the pesticide is applied will be posted at the time of application, and will remain posted for 72 hours following the application.

In either situation, the school is **required by law to make NJDEP-prescribed notification and posting** as described below. The Appendix contains sample written notification forms, 'Pre-Notification of the Use of Pesticides' (72 hour pre-notification) and **'**Emergency Pesticide Use Notification'**,** and a sample posting sign (for indoors & outdoors) 'Notice of Pesticide Application'.

The specific ‘what’, ‘how’ and ‘where’ requirements of the law that will be followed on School property on posting and notification follows:

What: In either planned or emergency applications of non low impact pesticides, **New Jersey law requires** content of both notification and posting as follows:

- common name of pesticide,
- EPA registration number,
- EPA statement on sensitive persons: "*Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure"*
- location description, date, and time of application (one date for indoor application; three dates for outdoor applications in case of cancellation),
- potential adverse effects of product,
- reasons for the application,
- contact information for the IPM Coordinator of the school or school district, and
- further label information or precautions for public safety.

How: In either planned or emergency applications of non low impact pesticides, the School IPM Coordinator will advise the parents and guardians and staff of the school of pesticide applications by the following method of notification (*check all that apply*).

□ written note that the students take home (see Appendix for sample notice)
□ written note that is mailed at least one week prior to the application (see Appendix)
□ phone call
□ direct contact
□ email

Where: In either planned or emergency applications of non low impact pesticides, **per New Jersey law**, the School IPM Coordinator will post signs:

- prominently in or adjacent to the area where the pesticide is to be applied.
- at each entrance to the building or school ground where the pesticide is to be applied.
- that are at least 8.5" by 11".

Re-Entry

If there is application of a low impact pesticide on school property, it will be made so that adequate settling or drying occurs in advance of when students will be present for instruction or extra-curricular activities.

Students cannot enter a pesticide treated area for at least seven hours after the application of a non low impact pesticide, unless the pesticide label states a specific numerical re-entry time that is different

than this. The use of low impact pesticides does not require an automatic seven-hour wait; students can re-enter after the pesticide application has dried or settled, or longer if the pesticide label specifies.

9. Record Keeping and Evaluation

Record Keeping
The School IPM Coordinator will maintain records as listed in their outlined role and responsibility for school IPM. An initial meeting will be held between the School IPM Coordinator and Pest Management Professional(s) annually to establish an IPM Log binder for these records.

The following records will be maintained in the IPM Log binder kept in B&G Office (*check all that apply*):

- ❑ Pest Problem Reports
- ❑ Food Services Areas Reports
- ❑ IPM Pest Activity Monitoring and Control Log
- ❑ Indoor Pest Thresholds
- ❑ IPM Priority Checklists
- ❑ Pesticide Application Log
- ❑ Annual School IPM Program Notification Letters to Parents & Staff
- ❑ Pre-Notification of the Use of Pesticides (72 hour pre-notification)
- ❑ Emergency Pesticide Use Notifications
- ❑ School Integrated Pest Management Act Compliance Certification Forms
- ❑ Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'
- ❑ School IPM Report Cards
- ❑ If applicable, *and Pest Management Professional is a contractor*: Specific service reports will also be placed in the log binder that document particular actions taken by the pest management contractor.

Evaluation
At least annually, the School IPM Plan and School IPM Program of the Long Pond School will be evaluated. This necessarily includes review of all records in the IPM log binder. Program evaluation involves reviewing monitoring data, actions taken, treatment impacts and effectiveness, and any other relevant observations. These records will provide information on previous and current pest populations and which strategies were applied. Comparing data will clearly indicate which pest management strategies were most effective for the amount of time and money spent. IPM practices and procedures will be modified, if necessary, based on past experience, results, and gained knowledge.

This evaluation will be coordinated by Richard Medwin, IPM Coordinator/B&G Supervisor. The participants in the evaluation will be identified annually. A written evaluation is to be completed by

the IPM Coordinator. If the school is using a contractor, the School IPM Coordinator will meet with the pest control contractor to evaluate the success or failure of this IPM Plan.

The following issues will be addressed during the evaluation of the School IPM Plan and Program (*check all that apply*):

- ☐ adequacy of pest control indoor and outdoor
- ☐ areas of concern
- ☐ sanitation issues
- ☐ building maintenance issues
- ☐ new less toxic pest control tactics
- ☐ adequate support by all members of the community
- ☐ adequacy of thresholds
- ☐ revise integrated pest management priorities
- ☐ Other:_____

Following evaluation, the School IPM Plan will be revised by Richard Medwin, IPM Coordinator/B&G Supervisor accordingly.

APPENDICES

A Model Integrated Pest Management Policy for New Jersey Schools

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. _____(Insert school name) shall therefore develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how Long Pond School will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

IPM Coordinator

The Board of Education shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The B&G Supervisor of Long Pond School, is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory references

The School Integrated Pest Management Act of 2002
N.J.A.C. Title 7 Chapter 30 Subchapters 1-12
Pesticide Control Act of 1971

Revised 9/12/03



Pest Problem Report

Date:_____
To: [insert name]_____, School IPM Coordinator
From:_____
Subject: Pest Problem Report

Date and time witnessed problem:_____
Location (Building name/Room #/name/outdoor area):_____

I have seen either pests or signs of pest activity as checked below:

Insect and spider pests:

- □ Ants
- □ Flies
- □ Lice
- □ Fleas
- □ Spiders
- □ Cockroaches
- □ Termites
- □ Firebrats, silverfish, & booklice
- □ Pantry pests: adult moths, larvae in foodstuffs
- □ Wasps, hornets, or bees
- □ Spider webs
- □ Droppings
- □ Damaged wood
- □ Mud tunnels
- □ Piles of wings near windows
- □ Frass: Debris or excrement produced by insects; for example, chewed wood debris from carpenter ants. Includes suspicious piles of fine dust or powder.
- □ Wasp mud or paper nests
- □ Eggs and egg sacs
- □ Silk shelters and cocoons
- □ Holes in fabric

Mice and other rodents:

- □ Droppings
- □ Urine stains
- □ Tracks (in dust or soft, moist soil)
- □ Gnawing damage
- □ Burrows next to walls around the exterior of structure
- □ “Runways” (areas where rodents frequently run, usually along walls, where there is an absence of dust or dirt)
- □ Grease marks along walls next to runways (from oil and dirt on rodent fur)
- □ Live rodents

- □ Dead rodent (please call immediately!)
- □ Rodent odors (especially mice); strong odor if dead

Food Services Report

School:_____

Completed by:_____

Week Date:_____

	Sanitation Inspection (s=satisfactory; u =unsatisfactory)					Monitor installed	Monitor checked	Roach Activity	Rodent Activity	Maintenance Needed	Comments (trap numbers/counts)
	M	**T**	**W**	**Th**	**F**						
Cooking Areas											
Prep Area											
Serving Area (cafeteria line)											
Drink Dispensers/ Machines											
Salad Bar											
Food Storage Area											
Supply Closet/Area											
Dishwasher/ Sink Area											

Restroom(s)											
Vending Machine Area											
Dining Area											

Integrated Pest Management

Pest Activity Monitoring and Control Log

School:_____ Month/Year:_____

Pest Activity (monitoring, sightings, & complaints)			Control Measures		Check one	
Date & time	Location: Bldg. #/ Room #/Specific Location/Trap Type & Number	Type & Number of Pest(s) Sighted	Date	Action Taken	School Staff	Pest Contractor

Sample Indoor Pest Thresholds

(revise to your own levels)

Pest	Classrooms/ Public Areas	Storage/ Maintenance Areas	Infirmary	Kitchen/ Cafeteria	Grounds
Ants (common house)	5/room	5/100 ft^2 in 2 successive periods	1/room	3/room	2 mounds/yard
Ants (carpenter)	3/room	3/room	1/room	2/room	1 nest within 25 ft.
Bees (honey)	1/room	3/room	1/room	1/room	If children threatened
Bees (bumble)	1/room	3/room	1/room	1/room	If children threatened
Bees (carpenter)	1/room	3/room	1/room	1/room	If children threatened; 1 carpenter bee/5 linear feet
Cockroaches	1/room	5/room	1/room	1/room	If noticeable or invading
Crickets	3/room	10/room	1/room	2/room	If nuisance
House Flies	3/room	5/room	1/room	1/room	5/trash can; 10/dumpster
Lice (head or body)	*Take no action, refer to nurse*				
Mice	1/room	1/room	1/room	1/room	Burrows or activity in any student area
Rats	1/room	1/room	1/room	1/room	Any burrows/activity
Silverfish	1/room	2/room	1/room	2/room	N/A
Centipede	1/room	2/room	1/room	2/room	N/A
Spiders (poisonous)	1/room	1/room	1/room	1/room	1/activity area
Spiders (others)	1/room	3/room	1/room	1/room	Only if nuisance
Wasps, Hornets, Yellowjackets	1/room	1/room	1/room	1/room	10/10 minutes at trash; 1 if threatening children

Source: Maryland Department of Agriculture Pesticide Regulation Section. "Action Thresholds in School IPM Programs" Supplemental Materials for Integrated Pest Management - IPM Training Manual. Printed May 2000. Accessed 4/27/04 at http://www.mda.state.md.us/plant/ipmacthr.pdf.
Now posted @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/ActionThresh.pdf

IPM Priorities Checklist

for the Long Pond School

Date Generated:_____ By: [insert name & title]_____

The following is a checklist of pest prevention and control measures that may be necessary in key areas throughout the school facility. This list should be used by the School IPM Coordinator as a working document to keep track of priorities for pest management at the school by location and responsible party. Check all that apply. Indicate responsible party for fixing the problem at location(s) listed. Use and attach maps as key for locations if necessary. It should be first completed after the preliminary site assessment of the School. Update and revise as needed.

Priorities	Responsible Party	Location(s): name or map key
INDOORS		
Entryways (including doorways, overhead doors, windows, holes in exterior walls, electrical fixtures, openings around pipes, drains, ducts and loading docks)		
□ close doors which are propped or left open; advise staff		
□ install weather-stripping and door sweeps		
□ caulk and seal wall cracks and crevices		
□ install screens in doors and windows and keep them in good repair		
□ keep shrubs, grass, and mulches at least one foot away from buildings		
□ eliminate food waste and debris from loading docks		
□		
□		
□		
Classrooms and Offices (including classrooms, laboratories, libraries, administration offices, auditoriums, gymnasiums, hallways, and stairways)		
□ allow food and beverages in designated areas only (see below)		
□ prohibit the extended storage of food in desks and lockers		
□ regularly clean lockers and desks		
□ lockers are emptied & cleaned twice a year: at winter break and at the end of each school year		
□ store craft supplies and pet food in tightly sealed containers		
□ inspect plants and animals (for example: science projects, houseplants) regularly for pest problems; maintain animal cage cleanliness		
□ keep areas as dry as possible by fixing dripping faucets and leaks, and removing standing water and water-damaged or wet materials.		

□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
□		
□		
Waste Disposal and Recycling Areas (including garbage cans, dumpsters, recycling bins, and outdoor garbage storage areas)		
□ secure dumpsters with heavy, tight-fitting lids		
□ clean the outsides of dumpsters regularly; check and clean up spills		
□ dispose of food wastes securely in tightly secured plastic bags		
□ clean in, under, and around recycling bins routinely		
□ remove recyclables to outside disposal frequently		
□ all waste receptacles are lined with plastic bags		
□ garbage cans are emptied daily		
□ stored waste is collected and moved off site at least [insert: once/twice] weekly		
□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
Food Preparation and Serving Areas (including cafeteria, kitchen, teacher's lounge, home economics room, snack area, vending machines, food storage areas, and walk-in coolers)		
□ store food, beverages and food wastes in tightly sealed, lidded containers that are inaccessible to pests		
□ remove food waste daily		
□ screen vents, windows, and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways		
□ keep area clean and dry by sweeping and mopping		
□ keep area clean by quickly disposing of food waste		
□ keep clean work areas with coffee machines, and microwave and toaster ovens		
□ keep area clean by removing clutter		
□ keep area clean and dry by fixing leaky pipes and faucets		
□ clean grease traps regularly		
□ remove grease accumulation from all vents/oven/stove surfaces		
□ caulk cracks and crevices		
□ clean behind and underneath appliances, coolers, vending machines, and waste disposal units at least monthly		
□ floors are cleaned and/or vacuumed daily where food/drink is served.		
□ trash and garbage is removed from building premises daily in areas where food/drink is served.		

□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
□		
□		
Maintenance Room Areas and Areas with Extensive Plumbing (including bathrooms, sinks, utility closets, locker rooms, dish rooms, laboratories, art studios, home economics rooms, pool areas, boiler room, mechanical room, mop room, and pipe chases)		
□ repair leaks and other plumbing problems immediately to deny pests access to water		
□ avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.		
□ clean floor drains routinely		
□ clean mops and buckets promptly, dry buckets and hang mops off of floor above drain		
□ seal pipe chases		
□ eliminate piles of clutter		
□ remove trash regularly		
□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		

OUTDOORS		
Typical Pests; Mice and rats. Turf pests; broad leaf and grassy weeds, insects such as beetle grubs or sod web worms, diseases such as brown patch, and vertebrates such as moles. Ornamental plant pests, plant diseases, and insects such as thrips, aphids, Japanese beetles, and bag worms.		
Playgrounds, Parking Lots, Athletic Fields, Loading Docks, and Refuse Dumpsters		
□ Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.		
□ Secure lids on trash containers.		
□ Repair cracks in pavement and side walks.		
□ Provide adequate drainage away from the structure and on the grounds.		
□ Low impact pesticide application:		
□ Non low impact pesticide application:		
□		
□		

□		
Turf (lawns, athletic fields, and playgrounds.)		
□ Maintain healthy turf by selecting a mixture of turf types (certified seed, sod, or plugs) best adapted for the area.		
□ Check Rutgers Cooperative Extension for recommendations on turf types, management practices, or other information.		
□ Raise mowing heights for turf to enhance its competition with weeds; adjust cutting height of mower, depending on the grass type; sharpen mower blades; and vary mowing patterns to help reduce soil compaction.		
□ Water turf infrequently but sufficiently during morning hours to let turf dry out before nightfall; let soil dry slightly between waterings.		
□ Provide good drainage, and periodically inspect turf for evidence of pests or diseases.		
□ Allow grass clippings to remain in the turf (use a mulching mower or mow often) or compost with other organic material.		
□ Have soil tested to determine pH and fertilizer requirements.		
□ Use a dethatcher to remove thatch. Do this in early fall or early spring when the lawns can recover and when over seeding operations are likely to be more successful.		
□ Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so microbes from soil can decompose thatch.		
□ Seed over existing turf in fall or early spring.		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
□		
□		
□		
Ornamental Shrubs and Trees		
□ Choose the right plant for the right place by consulting the Rutgers Cooperative Extension agents (see 'commercial clients' phone listings @ http://www.rce.rutgers.edu/mastergardeners/helplines.asp) for your County.		
□ Diversify landscape plantings—when large areas are planted with a single species of plant, a pest can devastate the entire area.		
□ Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.		
□ If using fertilizer, use the correct one at the suitable time, water properly, and reduce compaction.		
□ Prune branches for growth and structure, and to prevent access by pests to structures.		

□ Use the appropriate pest-resistant variety (check with your local Cooperative Extension Service).		
□ Correctly identify the pest in question. When in doubt, send several specimens to your local Rutgers Cooperative Extension County office or the Plant Diagnostic lab. Once the pest is identified, recommendation can be made.		
□ Use pheromone traps as a time saving technique for determining the presence and activity periods or certain pest species.		
□ Select replacement plant material from disease-resistant types being developed by plant breeders throughout the country.		
□ Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel, or money.		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		

SCHOOL PESTICIDE APPLICATION RECORDS FORM / THIS FORM MUST BE LEGIBLE (print clearly)

Print Name of school and School Address Long Pond School 707 Limecrest Road Newton, NJ 07860

1. Place Of Application	Application Date	2. Pesticide(s) Applied	EPA Reg. Number	MIX Pesticide Concentrate and Diluent	Mix or solution Applied	Application Site(s)	Applicator Name & Reg.#
Location in or around school where pesticide application occurs, or site not located on school campus.	**3.** Include the time the application is completed for the start of the REI	The complete name of the product used **4.** If the product is a Termiticide	From product container or label	Total pesticide Concentrate used + water = Mix or solution	Total Solution Applied	Where exactly was the application made	The name and license number of the pesticide applicator
Main building Rm # 101	Friday Oct. 13 4:30 PM	TRIPLE ETHYL DEATH F3210	EPA Reg. # 123,1234	4oz product concentrate 124oz water	32 oz of solution	Baseboard and closet in Rm #101	
Front lawn	Saturday Oct. 14 7:00 AM	NiceLawn4U HTA 132	EPA Reg. # 00121200	one 10lb bag, as is n/a	1 bag	Front lawn on north side of school from stairs to driveway	
Anytown H.S. Main Baseball diamond near 32nd street exit of Anytown Park	Saturday Oct. 14 8:30 AM	NiceLawn4U Shade 29	EPA Reg. # 00121222	three 10lb bags as is n/a	3 bags	Outfield of Anytown H.S. main baseball Diamond in Anytown Park	

Model Records

The actual form is on the next page

1. Place of Application is the name and address of the field or area that was treated. Especially if field is not contiguous with other school property.

2. The brand or trade name of each pesticide used (both low impact & non-low impact) or a symbol representing such name, providing the School also keeps a list which clearly correlates the symbol used with full and complete pesticide product name(s), and the Principal and IPM Coordinator know how to use the two parts of the form (the records form and the product list) together.

3. The Restricted Entry Interval **(REI)** begins when the pesticide application ends. Remember, if the product does not specify an **REI** time then **for non-low impact pesticides, the default REI is 7 hours.**

4. For schools who have had a termiticide application. The record must also include a diagram of the structure treated, depicting the lower level of the structure, the location of the termite infestations and visible damage, areas treated, and any significant items such as location of known wells, drainage systems and streams and ponds which may be affected by the application.

SCHOOL PESTICIDE APPLICATION RECORDS FORM / THIS FORM MUST BE LEGIBLE (print clearly)

Print Name of school and School Address : Long Pond School 707 Limecrest Road Newton, NJ 07860

1. Place Of Application	Application Date	2. Pesticide(s) Applied	EPA Reg. Number	MIX Pesticide Concentrate and Diluent	Mix or solution Applied	Application Site(s)	Applicator Name & Reg.#
Location in or around school where pesticide application occurs, or site not located on school campus.	**3.** Include the time the application is completed for the start of the REI	The complete name of the product used **4.** If the product is a Termiticide	From product container or label	Total pesticide Concentrate used + water = Mix or solution	Total Solution Applied	Where exactly was the application made	The name and license number of the pesticide applicator

1. Place of Application is the name and address of the field or area that was treated. Especially if field is not contiguous with other school property.

2. The brand or trade name of each pesticide used (both low impact & non-low impact) or a symbol representing such name, providing the School also keeps a list which clearly correlates the symbol used with full and complete pesticide product name(s), and the Principal and IPM Coordinator know how to use the two parts of the form (the records form and the product list) together.

3. The Restricted Entry Interval **(REI)** begins when the pesticide application ends. Remember, if the product does not specify an **REI** time then **for non-low impact pesticides, the default REI is 7 hours.**

4. For schools who have had a termiticide application. The record must also include a diagram of the structure treated, depicting the lower level of the structure, the location of the termite infestations and visible damage, areas treated, and any significant items such as location of known wells, drainage systems and streams and ponds which may be affected by the application.

CHEMICAL CODE LIST

CODE NO.	PESTICIDE BRAND/TRADE NAME	PESTICIDE CHEMICAL NAME OR ACTIVE INGREDIENTS	EPA REG.NUMBER
1	**EXAMPLE:** PT 3-6-10 Pyrethrum	Pyrethrin	449-221
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Model Code Lists

SITE CODE EXAMPLES

SITE CODE NUMBER	APPLICATION SITE	LOCATION CODE LETTER	APPLICATION LOCATION
1	Baseboards	A	Kitchen
2	Cabinets	B	Bathrooms
3	Carpeting	C	Livingroom
4	Bedding	D	Family Room, Den
5	Furniture	E	Dining Room
6	Under/Behind Appliances	F	Office
7	Walls	G	Laundry Room
8	Perimeter	H	Basement
Other		I	Crawlspace
		J	Garage
		Other	

The site of application would be a combination of the **SITE CODE NUMBER** and the **LOCATION CODE NUMBER.** For example: If the cabinets and baseboard in the kitchen and bathrooms were treated the code for the sites of application would be 1AB, 2AB.

APPLICATION METHOD CODE EXAMPLES

CODE NO.	METHOD	CODE NO.	METHOD	CODE NO.	METHOD
1	Crack & Crevice	6	Total Release Aerosol	11	Insect Bait
2	Spot Application	7	Fumigation	12	Bait Packs
3	Fan Spray	8	Space Spray	13	Pelleted Bait
4	Broadcast	9	ULV	14	Broadcast
5	Dust	10	Granules	Other	

CHEMICAL CODE LIST

CODE NO.	PESTICIDE BRAND/TRADE NAME	PESTICIDE'S CHEMICAL NAME OR ACTIVE INGREDIENTS	EPA REG.NUMBER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

SITE CODE EXAMPLES

SITE CODE NUMBER	APPLICATION SITE	LOCATION CODE LETTER	APPLICATION LOCATION
1		A	
2		B	
3		C	
4		D	
5		E	
6		F	
7		G	
8		H	
Other		I	
		J	
		Other	

The site of application would be a combination of the **SITE CODE NUMBER** and the **LOCATION CODE NUMBER.** For example: If the cabinets and baseboard in the kitchen and bathrooms were treated the code for the sites of application would be 1AB, 2AB.

APPLICATION METHOD CODE EXAMPLES

CODE NO.	METHOD	CODE NO.	METHOD	CODE NO.	METHOD

1		5		9	
2		6		10	
3		7		11	
4		8		Other	

Annual Integrated Pest Management Notice
For School Year 2024 - 2025

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. [*insert name of school or school district*]_____ has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for [*insert name of school*]_____ is:

Name of IPM Coordinator: _____

Business Phone number: _____

Business Address: _____

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan [*insert name of scho*ol] _____may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- **A copy of the school or school district's IPM policy.**
- **The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.**
- **A list of pesticides that are in use or that have been used in the past 12 months on school property.**

Pre-Notification of the Use of Pesticides

(This notice should be received at least 72 hours prior to pesticide use)

Date:_____

To: Parents and guardians of students, and staff of [insert name of school]_____

From: IPM Coordinator _____Phone Number:_____

Subject: Notification of the Use of Non Low Impact Pesticides

This notice is to advise you that the following pesticide(s) will be used at [insert name of school]:

Pesticide Common Name		
Pesticide Trade Name		
EPA Registration Number		

Location of the pesticide application:_____

Reason for the pesticide application:_____

If an <u>indoor</u> application, the date and time it is planned:

DATE_____ TIME_____

If an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE_____ DATE_____ DATE_____

Description of the possible adverse effects of the pesticide as per the Material Safety Data Sheets for the pesticides to be used, if available:

_____

_____

Pesticide product label instructions and precautions related to Public Safety.

_____

_____

_____

Note: By law, we must advise you that: *The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."*

EMERGENCY PESTICIDE USE

To: Parents or guardians of students and staff of [*insert name of school*]: _____

From: IPM Coordinator:_____**Phone Number**: _____

Subject: Emergency Pesticide Use Notification

This notice is to advise you that the following non low impact pesticide(s) were used at

[*insert name of school*]_____:

Pesticide common name		
Pesticide trade name		
EPA registration number		

Location of the pesticide application:_____

The date and time the indoor or outdoor application took place: _____

Reason for the pesticide application: _____

Description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member:

_____

_____

_____

If applicable, description of steps to be taken to avoid emergency use of pesticides for this problem in the future:

_____

_____

Description of the possible adverse effects of the pesticide(s) as per the Material Safety Data Sheets for the pesticide(s) to be used, if available:

_____

_____

_____

Pesticide product label instructions and precautions related to Public Safety:

_____

Note: As required by law, we must advise you: *"The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."*

School Integrated Pest Management Act

Compliance Certification Form

Name of School _____
PLEASE PRINT CLEARLY

Address _____
PLEASE PRINT CLEARLY

School Integrated Pest Management Coordinator _____
PLEASE PRINT CLEARLY

When a commercial pesticide applicator requests an integrated pest management coordinator to certify that the school has met the necessary notification and posting requirements for a pesticide application on school property, the signature of the integrated pest management coordinator on this form shall be required as a condition for the application of the pesticide.

Statement certifying compliance:

"I hereby certify that I am the School Integrated Pest Management Coordinator for the school named above, and further certify that this school has met all of the notification and posting requirements necessary for the following application of a pesticide other than a low impact pesticide, on this school's property."

Business or pesticide applicator performing the application: _____

Application date and time if indoor application: _____

If an outdoor application, three proposed dates in chronological order: _____

Description of application location (room number/name, specific playing field or outdoor location):

Pesticides to be used:

_____

_____

Integrated Pest Management Coordinator:

_____
SIGNATURE DATE

NOTICE OF PESTICIDE APPLICATION

For further information regarding this notice please contact the School IPM Coordinator:

_____ Phone Number:_____

Name

The following pesticides will be used at [*insert name of school*]:_____

Pesticide Common Name	Pesticide Trade Name	EPA Registration Number
Pesticide Common Name	Pesticide Trade Name	EPA Registration Number

The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."

Location of the pesticide application:_____

Reason for the pesticide application:_____

If an <u>indoor</u> application the date and time it is planned:

DATE_____ TIME_____

In the case of an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE_____ DATE_____ DATE_____

Description of the possible adverse effects of the pesticides as per the Material Safety Data Sheets for the pesticides to be used, if available:

_____

_____

_____

Pesticide(s) product-label instructions and precautions related to Public Safety:

_____

Key Requirements of the New Jersey School IPM Act*

RUTGERS COOPERATIVE EXTENSION
Department of Extension Specialists

The New Jersey School Integrated Pest Management (IPM) Act was adopted on December 12, 2002. Its purpose is to provide safe and effective pest management and to minimize the use of pesticides in and around school buildings. The eight key requirements of the Act are outlined below.

1. Requires the development of a **model School IPM policy** by December 12, 2003 by the New Jersey Department of Environmental Protection (NJDEP) in cooperation with the New Jersey School Boards Association, the Commissioner of Education, and Rutgers Cooperative Extension (RCE). (*See New Jersey School IPM webpages @ http://www.pest management.rutgers.edu/IPM/SchoolIPM/index.htm).*

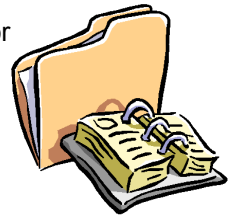
2. Requires the superintendent of each public school district for each school in the district, the board of trustees of a charter school, or the principal or chief administrator of a private school to **adopt and implement a School IPM Policy** for the school property consistent with the model policy cited above. The adoption and implementation of a model policy by public, charter, and private schools (K through 12) must occur by **June 12, 2004**. (*See New Jersey School IPM webpages @ http://www.pest management.rutgers.edu/IPM/SchoolIPM/index.htm).*



3. Requires the **appointment of an IPM Coordinator** to implement the School IPM Policy adopted by each local school board, charter school, and private school.

4. Requires keeping **records of pesticide applications used on school property** at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites.

5. Requires **annual notification of the School's IPM Policy** to all staff and parents or guardians of each student enrolled at the school to include:
   - the policy,
   - a list of any pesticide that is in use or has been used within the last 12 months on school property,
   - information on school IPM policy meetings scheduled, and
   - contact information for the IPM Coordinator of the school or school district.

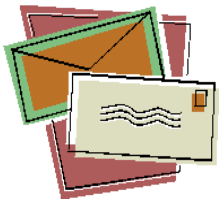


   See law for more notification specifics. This information is also to be provided to new school staff members and students.

6. Requires **prior notification of all pesticide use** (all non-low impact** pesticides) to all staff and parents or guardians of each student enrolled at the school, at least 72 hours before the use of pesticides on school property. Also requires **posting of signs** of this information at least 72 hours prior to the application. These requirements apply at any time of the year children may be present.

   Method of notification:

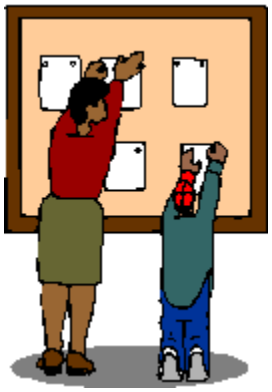
   - written note: students take home
   - written note is mailed at least one week prior,
   - phone call,
   - direct contact, or
   - email.



   Posting of Signs:

   - **placement**: prominent in/adjacent and at entrance to treatment area (school building or school grounds entrances, for example).

- **time posted**: from 72 hours prior to 72 hours after treatment
- **size**: at least 8.5" by 11".



Content of notification and signs:

- common name of pesticide,
- EPA registration number,
- EPA statement on sensitive persons (see Act above for wording)
- location description, date, and time of application (one date for indoor application; three dates for outdoor applications in case of cancellation),
- potential adverse effects of product,
- reasons for the application,
- contact information for the IPM Coordinator of the school or school district, and
- further label information or precautions for public safety.

7. **Emergency application of a non-low impact pesticide** may only be made when the health or safety of a student or staff member is threatened.

   Requirements:

   Post-application notice (content and method of notification as described above in 6 for non-low impact pesticide use) to parent or guardians of students and staff must be made within the earlier of either 24 hours or the next school day. The reason for the emergency and measures how this will be avoided in the future may be included.

   Posting of signs (as described above for non-low impact pesticide use) must be made from the time of application until 72 hours after treatment.

8. **Timing of Pesticide Applications**:



Applications of non low impact pesticides shouldn't be made when students are present on school property unless there is a separate ventilation system for the treated and the untreated areas, and smoke or fire doors separating the areas. Further, applications of non low impact pesticides on school property must be made in advance of when students will be present for instruction or extra-curricular activities, allowing for any label-prescribed entry restrictions; if there is no re-entry interval listed on the label, a minimum of 7 hours must be allowed prior to student re-entry on school property.

If there is application of a low impact pesticide on school property, it must be made so that adequate settling or drying occurs in advance of when students will be present for instruction or extra-curricular activities.

Prepared by Patricia D. Hastings, Program Associate - Pest Management; hastings@aesop.rutgers.edu and George C. Hamilton, PhD, Extension Specialist in Pest Management; Hamilton@aesop.rutgers.edu Phone: (732) 932-9801. Download this Fact Sheet online http://www.rce.rutgers.edu/pubs/pdfs/fs001.pdf

Make sure to see the **School IPM Act text for the specific requirements @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/index.htm. Also provides helpful resources & contacts.*

***'Low impact pesticides are specifically defined in the School IPM Act. Get a printable version of this information sheet and the lists of low impact materials online @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/schoolipmact.htm.*

4/22/04

School IPM ACT

CHAPTER 117

AN ACT concerning the implementation of integrated pest management policies in public and private schools, and supplementing Title 13 of the Revised Statutes.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

C.13:1F-19 Short title.

1. This act shall be known and may be cited as the "School Integrated Pest Management Act."

C.13:1F-20 Findings, declarations relative to the "School the Integrated Pest Management Act."

2. The Legislature finds and declares that in 1992, the National Parent Teacher Association passed a resolution calling for the reduced use of pesticides in schools and calling on policy makers to consider all possible alternatives before using any pesticides; that the National Education Association and many national public interest organizations have announced support for reducing or eliminating pesticide use in schools; that the State, as well as 87 local government entities throughout the State, have adopted integrated pest management policies for their buildings and grounds; that childhood cancer is continuing to increase at the alarming rate of one percent per year; that the overall incidence of childhood cancer increased 10 percent between 1974 and 1991, making cancer the leading cause of childhood death from disease; and that approximately 4,800,000 children in the United States under the age of 18 have asthma, the most common chronic illness in children, and the incidence of asthma is on the rise.

The Legislature further finds and declares that children are more susceptible to hazardous impacts from pesticides than are adults; that numerous scientific studies have linked both cancer and asthma to pesticide exposure; that the United States Environmental Protection Agency has recommended the use of an integrated pest management system by local educational agencies, which emphasizes nonchemical ways of reducing pests, such as sanitation and maintenance; that integrated pest management is an effective and environmentally sensitive approach to pest management that relies on common sense practices; that integrated pest management programs use current, comprehensive information on the life cycles of pests and their interaction with the environment, and that this information, in combination with available pest control methods is used to manage pest damage with the least hazard to people, property and the environment and by economical means; and that integrated pest management programs take advantage of all pest management options possibly including, but not limited to, the judicious use of pesticides; that a notification process should be established for schools under which each student, parent, guardian, staff member, and teacher shall be notified of a pesticide application; that parents and guardians have a right to know that there is an integrated pest management system in their children's schools; that an integrated pest management system provides long-term health and economic benefits; and that parents and guardians should have a right to be notified in advance of any use of a pesticide in their children's schools.

The Legislature therefore determines that it is in the public interest of all of the people of New Jersey that the schools in this State establish an integrated pest management policy.

C.13:1F-21 Definitions relative to the "School Integrated Pest Management Act."

3. As used in this act:

"**Charter school"** means a school established pursuant to P.L.1995, c.426 (C.18A:36A-1 et seq.).

"**Commissioner"** means the Commissioner of Environmental Protection.

"Department" means the Department of Environmental Protection.

"Integrated pest management coordinator" or **"coordinator"** means an individual who is knowledgeable about integrated pest management systems and has been designated by a local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, as the integrated pest management coordinator pursuant to section 5 of this act.

"**Low Impact Pesticide"** means any pesticide or pesticidal active ingredient alone, or in combination with inert ingredients, that the United States Environmental Protection Agency has determined is not of a character necessary to be regulated pursuant to the "Federal Insecticide, Fungicide, and Rodenticide Act," 7 U.S.C. s.136 et seq. and that has been exempted from the registration and reporting requirements adopted pursuant to that act; any gel; paste; bait; antimicrobial agent such as a disinfectant used as a cleaning product; boric acid; disodium octoborate tetrahydrate; silica gels; diatomaceous earth; microbe-based insecticides such as bacillus thuringiensis; botanical insecticides, not including synthetic pyrethroids, without toxic synergists; and biological, living control agents.

"Pesticide" means any substance or mixture of substances labeled, designed, intended for or capable of use in preventing, destroying, repelling, sterilizing or mitigating any insects, rodents, nematodes, predatory animals, fungi, weeds and other forms of plant or animal life or viruses, except viruses on or in living man or other animals. "Pesticide" shall also include any substance or mixture of substances labeled, designed or intended for use as a defoliant, desiccant or plant regulator.

"School" means any public or private school as defined in N.J.S.18A:1-1.

"School integrated pest management policy" means a managed pest control policy that eliminates or mitigates economic, health, and aesthetic damage caused by pests in schools; that delivers effective pest management, reduces the volume of pesticides used to minimize the potential hazards posed by pesticides to human health and the environment in schools; that uses integrated methods, site or pest inspections, pest population monitoring, an evaluation of the need for pest control, and one or more pest control methods, including sanitation, structural repair, mechanical and biological controls, other nonchemical methods, and when nonchemical options are ineffective or unreasonable, allows the use of a pesticide, with a preference toward first considering the use of a low impact pesticide for schools.

"School pest emergency" means an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member.

"School property" means any area inside and outside of the school buildings controlled, managed, or owned by the school or school district.

"**Staff member"** means an employee of a school or school district, including administrators, teachers, and other persons regularly employed by a school or school district, but shall not include an employee hired by a school, school district or the State to apply a pesticide or a person assisting in the application of a pesticide.

"Universal notification" means notice provided by a local school board, a board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, to all parents or guardians of children attending a school, and staff members of a school or school district.

C.13:1F-22 Development of model school integrated pest management policy.

4. a. No later than 12 months after the effective date of this act, the commissioner, in consultation with the Commissioner of Education, the New Jersey School Boards Association, and the New Jersey Cooperative Extension of Rutgers, The State University shall develop a model school integrated pest management policy that is based upon recommended integrated pest management plans for schools disseminated by the United States Environmental Protection Agency and that conforms to the rules adopted by the department pursuant to the "Pesticide Control Act of 1971," P.L.1971, c.176 (C.13:1F-1 et seq.).

b. No later than 18 months after the effective date of this act, the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or chief administrator of a private school, shall adopt and implement a school integrated pest management policy for the school property consistent with the model policy developed pursuant to subsection a. of this section and that complies with the provisions of this act.

C.13:1F-23 Designation of integrated pest management coordinator.

5. a. Each local school board of a school district, each board of trustees of a charter school, and each principal or chief administrator of a private school, as appropriate, shall designate an integrated pest management coordinator to carry out the school integrated pest management policy required pursuant to section 4 of this act.

b. The integrated pest management coordinator for a school or school district shall:

(1) maintain information about the school or school district's school integrated pest management policy and about pesticide applications on the school property of the school or the schools within the school district;

(2) act as a contact for inquiries about the school integrated pest management policy; and

(3) maintain material safety data sheets, when available, and labels for all pesticides that are used on the school property of the school or of the schools in the school district.

C.13:1F-24 Maintenance of records of pesticide application; notices of policy.

6. a. The local school board of a school district, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall request from the pesticide applicator and shall maintain records of pesticide applications used on school property at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites, and on request, shall make the data available to the public for review.

b. Annually, each local school board, each board of trustees of a charter school, or each principal or chief administrator of a private school, as appropriate, shall include a notice of the school integrated pest management policy of the school or school district in school calendars or other forms of universal notification.

c. The notice shall include:

(1) the school integrated pest management policy of the school or school district;

(2) a list of any pesticide that is in use or that has been used in the last 12 months on school property;

(3) the name, address, and telephone number of the integrated pest management coordinator of the school or school district;

(4) a statement that: (a) the integrated pest management coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property; (b) the label and data sheet is available for review by a parent, guardian, staff member, or student attending the school; and (c) the integrated pest management coordinator is available to parents, guardians, and staff members for information and comment;

(5) the time and place of any meetings that will be held to adopt the school integrated pest management policy; and

(6) the following statement:

"As part of a school pest management plan, (insert school name) may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."

d. After the beginning of each school year, each local school board, each board of trustees of a charter school, or each principal or chief administrator of a private school, as appropriate, shall provide the notice required pursuant to subsection b. of this section to: (1) each new staff member who is employed during the school year; and (2) the parent or guardian of each new student enrolled during the school year.

C.13:1F-25 Permitted use of certain pesticides; notice.

7. a. If a local school board, board of trustees of a charter school or principal or chief administrator of a private school, as appropriate, determines that a pesticide, other than a low impact pesticide, must be used on school property, a pesticide may be used only in accordance with this section.

b. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall provide to a parent or guardian of each student enrolled at the school and each staff member of the school, notice that includes:

(1) the common name, trade name, and federal Environmental Protection Agency registration number of the pesticide;

(2) a description of the location of the application of the pesticide;

(3) a description of the date and time of application, except that, in the case of outdoor pesticide applications, one notice shall include three dates, in chronological order, on which the outdoor pesticide applications may take place if the preceding date is canceled;

(4) a statement that The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "*Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure";*

(5) a description of potential adverse effects of the pesticide based on the material safety data sheet, if available, for the pesticide;

(6) a description of the reasons for the application of the pesticide;

(7) the name and telephone number of the integrated pest management coordinator for the school or the school district; and

(8) any additional label instruction and precautions related to public safety.

c. The local school board of a school district, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, may provide the notice required by subsection b. of this section by:

(1) written notice sent home with the student and provided to each staff member;

(2) a telephone call;

(3) direct contact;

(4) written notice mailed at least one week before the application; or

(5) electronic mail.

d. If the date of the application of the pesticide must be extended beyond the period required for notice under this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall reissue the notice required under this section for the new date of application.

C.13:1F-26 Posting of sign prior to use of certain pesticides.

8. a. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall post a sign that provides notice of the application of the pesticide (1) in a prominent place that is in or adjacent to the location to be treated; and (2) at each entrance to the building or school ground to be treated.

b. A sign required pursuant to subsection a. of this section for the application of a pesticide shall

(1) remain posted for at least 72 hours after the end of the treatment;

(2) be at least 8 ½ inches by 11 inches; and

(3) state the same information as that required for prior notification of the pesticide application pursuant to section 7 of this act.

c. In the case of outdoor pesticide applications, each sign shall include three dates, in chronological order, on which the outdoor pesticide application may take place if the preceding date is canceled due to weather. A sign shall be posted after an outdoor pesticide application in accordance with subsection b. of this section.

d. The requirement imposed pursuant to this section shall be in addition to any requirements imposed pursuant to the "Pesticide Control Act of 1971," P.L.1971, c.176 (C.13:1F-1 et seq.), and any rules or regulations adopted pursuant thereto.

C.13:1F-27 Applicability of notice and posting requirements.

9. The provisions of sections 7 and 8 of this act shall apply if any person applies a pesticide, other than a low impact pesticide, on school property, including a custodian, staff member, or commercial applicator. These provisions shall apply to a school during the school year, and during holidays and the summer months, only if the school is in use by children during those periods. During those periods, notices shall be provided to all staff members and the parents or guardians of the students that are using the school in an authorized manner.

C.13:1F-28 Emergency use of certain pesticides; notice requirements

10. a. A pesticide, other than a low impact pesticide, may be applied on school property in response to an emergency, without complying with the provisions of sections 7 and 8 of this act, provided the requirements of subsection b. of this section are met.

b. Within 24 hours after the application of a pesticide pursuant to this section, or on the morning of the next school day, whichever is earlier, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall provide to each parent or guardian of a student enrolled at the school, and staff member of the school, notice of the application of the pesticide for emergency pest control that includes: (1) the information required for a notice under section 7 of this act; (2) a description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member; and (3) if necessary, a description of the steps that will be taken in the future to avoid emergency application of a pesticide pursuant to this section.

c. The local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, may provide the notice required by subsection b. of this section by: (1) written notice sent home with the student and provided to the staff member; (2) a telephone call; (3) direct contact; or (4) electronic mail.

d. When a pesticide is applied pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall post a sign warning of the pesticide application at the time of the application of the pesticide, in accordance with the provisions of section 8 of this act.

e. If there is an application of a pesticide pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall modify the school

integrated pest management policy of the school or school district if necessary, to minimize the future emergency applications of pesticides under this section.

C.13:1F-29 Application of pesticides; re-entry period requirements

11. a. A pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities prior to the time prescribed for re-entry to the application site by the United State Environmental Protection Agency on the pesticide label, except that if no specific numerical re-entry time is prescribed on a pesticide label, such a pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities within seven hours of the application.

b. A pesticide, other than a low impact pesticide, shall not be applied in a school building when students are present. Students may not be present in an untreated portion of a school building unless the area being treated with a pesticide, other than a low impact pesticide, is served by a separate ventilation system and is separated from the untreated area by smoke or fire doors.

c. A low impact pesticide may be applied in areas of a school building where students will not contact treated areas until sufficient time is allowed for the substance to dry or settle, or after the period of time prescribed for re-entry or for ventilation requirements on the pesticide label has elapsed.

d. This section shall not apply when pesticides are applied on school property for student instructional purposes or by public health officials during the normal course of their duties.

C.13:1F-30 Immunity from liability of commercial pesticide applicator.

12. A commercial pesticide applicator shall not be liable to any person for damages resulting from the application of a pesticide at a school if the damages are solely due to the failure of the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, to provide the notice required prior to the application of a pesticide pursuant to the provisions of section 7, 8, 9, or 10 of P.L.2002, c.117 (C.13:1F-25, C.13:1F-26, C.13:1F-27 or C.13:1F-28).

C.13:1F-31 Development, availability of form for certifying compliance.

13. The department shall develop and make available to commercial pesticide applicators a form which a commercial pesticide applicator may request an integrated pest management coordinator to sign prior to the application of a pesticide, other than a low impact pesticide, on school property. The form developed pursuant to this section shall set forth a certification by the integrated pest management coordinator that the notice and posting requirements for the application of a pesticide established pursuant to section 7 and section 8 of this act, or the posting requirement established pursuant to section 10 of this act, as appropriate, have been complied with. Upon being presented by a commercial pesticide applicator with a form pursuant to this section, the signature of the integrated pest management coordinator shall be required as a condition for the application of the pesticide.

C.13:1F-32 Issuance of administrative order; notice of violation.

14. a. The Department of Environmental Protection may issue an administrative order against a local school board, the board of trustees of a charter school, or a principal or chief administrator of a private school that fails to adopt and implement a pesticide use and school integrated pest management policy in compliance with the provisions of this act. Upon identification of a violation of this act, the department shall issue a notice of violation by certified mail or

personal service to the person responsible for the violation that identifies the violation and states that an administrative order may be issued requiring compliance with the act. Any notice of violation or administrative order shall (1) specify the provision or provisions of this act, or the rule or regulation adopted pursuant thereto, of which the person is in violation; (2) cite the action that caused the violation; and (3) require compliance with the provision of this act or the rule or regulation adopted pursuant thereto of which the person is in violation. In addition, any administrative order issued pursuant to this section shall give notice to the person of his right to a hearing on the matters contained in the order. The person shall have 20 days from receipt of the order within which to deliver to the commissioner a written request for a hearing. Subsequent to the hearing and upon finding that a violation has occurred, the commissioner may issue a final order. If no hearing is requested, the order shall become a final order upon the expiration of the 20-day period.

b. The provisions of section 10 of P.L.1971, c.176 (C.13:1F-10) shall not apply to this act.

C.13:1F-33 Rules, regulations.

15. The commissioner shall adopt, pursuant to the provisions of the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), such rules or regulations as are necessary to implement the provisions of this Act.

This act shall take effect immediately. Approved December 12, 2002.

Model
School IPM Plan
for
New Jersey Schools



New Jersey Department of
Environmental Protection
Pesticide Control Program



and

Rutgers Cooperative Extension
Pest Management Office

July 18, 2004
Revision 1

How to use the 'Model School IPM Plan for New Jersey Schools'

The design of the Model School IPM Plan is to give you compliance guidelines plus the tools you need to comply. In the Model Plan, we specify what things you MUST do to be in compliance with the New Jersey School IPM Act and its associated regulations. We also provide you with many easy-to-follow recommendations that will make your implementation of IPM simple. Use of the Model Plan itself is voluntary; edit it to suit your needs. We have attached as appendices many ready-to-use forms and/or resources (see #5 below for a list and description of each). You choose your tools, who is involved and how much they are involved.

1. First, fill out **when** the Plan will be in effect.

2. Include all the basic information about your school. MAKE THE PLAN YOUR OWN!

3. Determine **who** will help implement IPM at your school. Individuals may already be practicing many of the items listed as part of their existing responsibilities. You may not have all of the individuals listed in this Model Plan in your own School Community. The Plan lets you define how the school community will come together to implement IPM at your school, including how they will be trained in their School IPM responsibilities. If there is a form noted in one of the check off boxes, it is located in the Appendix.

4. Determine **what** IPM practices you will implement at your school in the rest of the Plan. We give you what you must do to be in compliance plus options for you to choose to do so using check off boxes, filling in forms, as well as doing site maps. Work your way through these sections and indicate in the Plan how your school will comply for the next school year. Make sure to clearly outline the communication and decision process to include all members of the school community. The Plan should be reviewed and revised annually to address changing pest management needs.

5. To assist with compliance, we have attached as appendices to the Model School IPM Plan many **ready-to-use forms and/or resources**. All of the forms below are available online at http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/index.htm as both Word and Adobe Acrobat files for you to simply fill in the blanks. All of the items asterisked* below are sample notification and posting documents that meet the minimum requirements of the law. These are tools that you may use to be in compliance but their use is voluntary. The other forms are provided as resources to streamline and clearly document the adoption of IPM in your school.

    - **Model School IPM Policy***: Sample School IPM Policy; a policy is required by the Act to be adopted by the school by June 12, 2004.
    - **Pest Problem Report** (to School IPM Coordinator): Checklist of common pests for staff to report pest presence and activity to the School IPM Coordinator or other designee.
    - **Food Services Areas Report** (to School IPM Coordinator): Checklist fill-in-form for kitchen staff to report pest presence and activity in the food service areas to the School IPM Coordinator or other designee. Includes boxes for daily sanitation inspection.
    - **IPM Pest Activity Monitoring and Control Log**: The School IPM Coordinator or other designee can use this to compile all pest reports (for example, the 2 forms above, monitoring and results, and sightings) in the left hand section of the form. Once the problem is defined and a

choice of least toxic pest control is determined and carried out, it is logged in the right hand section of the form next to the original pest recording.

- **Sample Indoor Pest Thresholds**: This is a sample threshold list for indoor pests that should be revised to your school's thresholds for these common pests. Add additional pests if needed.
- **IPM Priorities Checklis**t: This list is designed for the School IPM Coordinator or other designee to compile the specific pest management actions needed to be completed in key areas of the school at a given point in time. The checklist fill-in-form is designed to identify where the problem(s) are located as well as identifying who will be the responsible party to carry out the task checked off. This checklist can also be used as a training tool for the School Community as it lists many pest prevention tactics that they may help carry out.
- **Pesticide Application Log:** The School IPM Coordinator or designee would use this Log to regularly compile all pesticides used at the school. This is a good record to keep on hand for public inquiries and to complete the 'Annual Notification' list of pesticides used at the school.
- **Annual School IPM Program Notification Letter to Parents & Staff***: The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue an annual IPM Program notice to the parents or guardians of all enrolled students and all staff. This form is essentially a cover letter that outlines what you have enclosed in the notice. See the Model Plan and the sample form for details.
- **Pre-Notification of the Use of Pesticides*** (72 hour pre-notification): The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue a notice of all non low impact pesticide use to the parents or guardians of all enrolled students and all staff. See the Model Plan and the sample form for details.
- **Emergency Pesticide Use Notification***: The School Administration, or their designee such as the School IPM Coordinator, is required by the Act to issue a notice of all emergency use of non low impact pesticides to the parents or guardians of all enrolled students and all staff. See the Model Plan and sample form for details.
- **School Integrated Pest Management Act Compliance Certification Form*:** When requested by an applicator, the School Administration, or their designee such as the School IPM Coordinator, must provide certification that they have issued all Act-required notifications and postings of non low impact pesticide applications. See the Model Plan and sample form for details.
- **Posting Sign** (for indoors & outdoors) 'Notice of Pesticide Application'*: Template sign for posting of non low impact pesticide applications. See the Model Plan and sample template for details of when, where, and how to post.
- **'Summary of the Key Requirements of the School IPM Act' Fact Sheet:** This is a Rutgers Cooperative Extension fact sheet that summarizes the key requirements of the Act for use in education of the school community and for inquires from the public.
- **The New Jersey School IPM Act:** This is a verbatim copy of the public law in case you need further clarification of what is required of the school.

6. For New Jersey School IPM questions and resources:

- Contact the New Jersey Department of Environmental Protection at 609-984-5014 or go to our website at http://www.state.nj.us/dep/enforcement/pcp/index.html.

- Contact the Rutgers Cooperative Extension Pest Management Office at 732-932-9801 or go to our School IPM website at http://www.pestmanagement.rutgers.edu/IPMSchoolIPM/NJAct/nj.htm.

School Integrated Pest Management Plan
for the
Florence M. Burd School

for the School Year
Starting July 1, 2024 and
Ending June 30, 2025

Plan prepared by: Richard Medwin Date prepared:July 1, 2024

Table of Contents

1) General School Information
2) Integrated Pest Management Statement
3) School IPM Policy
4) School IPM Plan Goals
5) Roles, Responsibilities, and Training
   a) School Administration
   b) School IPM Coordinator
   c) Pest Management Professional (staff or contractor)
   d) School Nurse
   e) Kitchen Staff
   f) Maintenance Staff
   g) Staff, Teachers, and Students
   h) Parents or Guardians of All Students Enrolled in the School
   i) Vendors and Contractors
6) Pest Identification: Site Assessment and Ongoing Monitoring
7) Pest Prevention and Control
8) Pesticide Use: Notification, Posting, and Re-Entry
9) Record Keeping and Evaluation



Appendices

- Model School IPM Policy *
- Pest Problem Report (to School IPM Coordinator)
- Food Services Areas Report (to School IPM Coordinator)
- IPM Pest Activity Monitoring and Control Log
- Sample Indoor Pest Thresholds
- IPM Priorities Checklist
- Pesticide Application Log
- Annual School IPM Program Notification Letter to Parents & Staff*
- Pre-Notification of the Use of Pesticides (72 hour pre-notification)*
- Emergency Pesticide Use Notification*
- School Integrated Pest Management Act Compliance Certification Form*
- Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'*
- 'Summary of the Key Requirements of the School IPM Act' Fact Sheet
- The New Jersey School IPM Act

* *Use of this form meets minimum compliance requirements of NJ School IPM Act*

1. **General school information:**
   School name: Florence M. Burd
   Address: 219 Newton- Sparta Road City: Newton
   County: Sussex District: Andover Regional Zip Code: 07860
   Phone: 973-315-5254 E-mail: rmedwin@andoverregional.org

   School IPM Coordinator: Richard Medwin
   Email: rmedwin@andoverregional.org Phone: 973-315-5256 ext 413

2. **Integrated Pest Management Statement**

   Integrated Pest Management (IPM) on school property is a long-term approach to maintaining healthy landscapes & facilities that minimizes risks to people and the environment. Florence M. Burd School will use: site assessment, monitoring, and pest prevention in combination with a variety of pest management tactics to keep pests within acceptable limits. Instead of routine chemical applications, cultural, mechanical, physical, and biological controls will be employed with selective use of pesticides when needed. Educational strategies are used to enhance pest prevention, and to build support for the IPM program

3. **School IPM Policy:** *School IPM Policy #7422-* School Integrated Pest Management Plan

4. **School IPM Plan Goals:**
   a. The roles, responsibilities, and training of all members of the school community [school administration, School IPM Coordinator, Pest Management Professional (includes staff or contractors, if used), School Nurse, kitchen staff, maintenance staff, staff, teachers, students, parents or guardians of all students enrolled in the school, and vendor/contractors] regarding IPM at the school are clearly defined.
   b. Pest identification: Initially, define indoor and outdoor pests for the school by historical account and/or by direct monitoring. Establish monitoring types and schedules, and recordkeeping.
   c. Pest prevention and control to maintain a healthy school environment: Outline non-chemical controls that will be routinely practiced at the school. Establish threshold levels for all anticipated pests. Define prescribed use of low impact versus non low impact pesticides for identified pests. Maintain records of all pesticide applications.
   d. Keep the school community informed: Maintain IPM records and make available for public inspection. Issue annual notice of school IPM program status. Establish pre-notification procedures for non low impact pesticide use. Adopt notification procedures for emergency use of non low impact pesticides. Establish posting procedures for indoor and outdoor areas that are treated with non low impact pesticides.
   e. Evaluate and revise the School IPM Plan annually.

5. **School IPM Roles & Responsibilities:** For an IPM program to be successful, all members of the school community must be made aware of the school's policies on pest control and their respective

roles in the overall pest management plan. The roles, responsibilities, and training for this school regarding pest management are outlined below:

a. **School Administrators**:

Specific duties of New Jersey School Administrators **required by the School IPM Act and proposed regulations**:

1. Adopt and implement a school IPM policy for the school property; the Policy#7422 that was developed by the NJDEP prescribes that the school administrators will adopt and implement a School IPM Plan for the school property.
2. Implement IPM procedures to control pests and minimize exposure of children, faculty, and staff to pesticides.
3. Designate a School IPM Coordinator (see next section). The IPM Coordinator should be someone who is familiar with the school buildings and grounds, such as the buildings and grounds maintenance staff.
4. Report effectiveness and recommend improvements to the School IPM Plan annually to local school or governing boards.

Other **duties required by law of the school administration but that may be delegated** to specific individuals, such as the School IPM Coordinator (see next section) are:

5. Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure. [See Appendix for sample 'Pre-Notification of the Use of Pesticides' (72 hour pre-notification) form and 'Emergency Pesticide Use Notification' form].
6. Prepare and post signs as required in areas where non low impact pesticides are to be applied. (See Appendix for sample 'Notice of Pesticide Application' sign for indoor and outdoor applications).
7. Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.
8. Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'. (See Appendix for sample letter to parents & staff).
9. For contracted services, the school administration will develop bid specifications, contracts, and contract addendums in accordance with the School IPM Policy and Plan.

b.**School IPM Coordinator:**

The School IPM Coordinator, **by law**, is jointly responsible with the school administration for the implementation of this School IPM Plan.

Role: The IPM Coordinator is the individual within the facility who is in charge of pest control activities for the school. This individual has the authority and backing of the school administration or management. The School IPM Coordinator has the primary responsibility for ensuring the IPM plan is carried out, and is the primary contact for the school community and public. Ultimately, this person is directly responsible for the integration of all IPM activities through the coordination of all parties including custodial, building, food service, outside vendors, Pest Management Professionals, grounds staff, students, parents, staff, and teachers.

Specific duties of a New Jersey School IPM Coordinator **required by law or regulation:**

1. Implement the School IPM Policy and Plan.

2. Maintain information about the IPM Policy and Plan in place at the school.
3. Maintain information about pesticide applications on school property including records obtained from the pesticide applicator, Material Safety Data Sheets (MSDS) when available for pesticides used, and labels for all pesticide products used.
4. Maintain records of any pest monitoring and non-pesticide controls implemented. (See 'IPM Pest Activity Monitoring and Control Log' for sample log).
5. Provide access to the above information for public review.
6. Respond to inquiries and providing information to students, staff, and parents or guardians regarding IPM.
7. Provide training in IPM practices to the school community as described in the individual 'Roles, Responsibilities, and Training' sections of the School IPM Plan.
8. Provides a signature on the 'School Integrated Pest Management Act Compliance Certification' Form when requested (see Appendix for sample form) by pesticide applicators.
9. Ensure that all persons conducting pesticide applications have all NJDEP-required training, certification, and licensing. Also ensure that they follow the School IPM Policy and Plan, as well as all NJDEP School IPM regulations and the precautions of the pesticide label.
10. Obtain training sufficient to implement the Policy and Plan (i.e., NJDEP-approved training).
11. Submit required information to the NJDEP.

School administration responsibilities by law (see # 5, 6, 7, and 8 of their duties) that must be carried out and may be delegated as duties of the School IPM Coordinator by this school administration include (*check all that will be delegated*):

☐ Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure. [See Appendix for sample 'Pre-Notification of the Use of Pesticides' (72 hour pre-notification) form and 'Emergency Pesticide Use Notification' form].

☐ Prepare and post signs as required in areas where non low impact pesticides are to be applied. (See Appendix for sample 'Notice of Pesticide Application' sign for indoor and outdoor applications).

☐ Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.

☐ Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'. (See Appendix for sample letter) to parents & staff).

In order to carry out the duties prescribed above, the School IPM Coordinator will (*check all that apply*):

☐ Distribute and train school community in the use of 'Pest Problem Report Forms' to be submitted when activity is noticed (see Appendix for sample form).

☐ Distribute and train school kitchen staff in the use of 'Food Service Report' forms to be submitted weekly (see Appendix for sample form).

☐ Compile all 'Pest Problem Report' and 'Food Service Report' forms received in 'IPM Pest Activity Monitoring and Control Log' (see Appendix for sample log). Also, write actions taken to remedy pest problems in the log.

☐ Maintain a prioritized list of pest management issues (including key pests, and needed structural/landscape improvements and substandard sanitation practices) which exist both inside and outside the school (see Appendix for a sample form).

☐ Consider all available options (including no action) with the school's Pest Management Professional prior to determining control(s) to be used.

☐ Ensure that Pest Management Professional(s) make accurate entries in the 'Pesticide Application Log' (see Appendix) when these pesticides are applied at the school.
☐ Work with administrators if contracting for pest control services to ensure that the bid specifications comply with the school IPM policy and plan.
☐ Serve as the point of contact for contracted pest management services for the school.
☐ Evaluates efficacy of IPM practices on school property on a monthly basis at a minimum.
☐ Sets up and moderates the annual evaluation of the School IPM Plan. Revises the School IPM Plan accordingly.
☐ Other:_____

Training:
The School IPM Coordinator will receive NJDEP-approved training that provides an overview of the principles of IPM, legal requirements, and how to implement the IPM Policy and Plan at the school per rules to be adopted by the NJDEP in the fall of 2004.

c. **Pest Management Professional:**

All pesticide applications made on school property must be made by applicators or operators licensed to apply pesticides by the NJDEP PCP per the New Jersey Administrative Code Title 7 Chapter 30; Subchapters 1-12. These 'Pest Management Professionals' may either be staff and /or a contractor as described below.

All **indoor applications** at this school are made by a licensed contractor, Viking Pest Control, Pest Management Professional(s). The contractor for indoor pest management services at this school is Viking Pest Control. Our contact for the company can be contacted at 1-800-618-2847. The contractor will meet all specifications as contracted by the School per the attached contract.

All **outdoor applications** at this school are made by a licensed contractor, Viking Pest Control, Pest Management Professional(s). The contractor for outdoors pest management services at this school is Viking Pest Control. Our contact for the company can be contacted at 1-800-618-2847. The contractor will meet all specifications as contracted by the School per the attached contract. If specified in the contract, the contractor will provide horticultural services for landscape and turf management.

Other Specific Duties of Pest Management Professional(s) in the School IPM Program (*check all that apply*):
☐ Inspect school premises monthly for the presence of pests or signs of pest activity.
☐ Notify the IPM Coordinator when pests or signs of pest activity are found.
☐ Make written recommendations to the School IPM Coordinator for corrective actions to be taken by the school to reduce potential pest populations.
☐ Recommend to School IPM Coordinator appropriate non-chemical procedures to correct pest problems.
☐ When it is determined that a pesticide must be used, select and recommend necessary pesticides. Preference will always be given to low impact pesticides.
☐ When approved by the School IPM Coordinator,'] follow appropriate least-toxic procedures to correct pest problems. Never apply a non low impact pesticide without first consulting in

advance with the IPM Coordinator to allow them to proceed with all required notification and posting of the area to be treated.

- ☐ Provide School IPM Coordinator with MSDS (when available) of any pesticide that is applied on school property.
- ☐ Provide application information as specified in the 'Non Low Impact Pesticide Application Log' (see Appendix) when they apply these pesticides at the school. This log is kept at Florence M. Burd School in the office of the Buildings & Grounds Supervisor.
- ☐ If a non low impact pesticide is to be used, provide a 'School Integrated Pest Management Act Compliance Certification' Form (see Appendix) to the School IPM Coordinator for their signature ensuring all advance notification and posting has been performed as required. Applicators are not liable for damages resulting from the failure of the school to provide the notification or posting as required by the New Jersey School IPM Act.
- ☐ Participate in the annual evaluation of the School IPM Program and Plan. Provide comments regarding any necessary modifications to the School IPM Plan.
- ☐ Other:_____

Training:

Training for either a new commercial applicator or operator is to include BOTH a PCP-approved basic pesticide training course, and 40 hours of on-the-job training to competently perform the functions associated with any applications in which they are expected to perform. Additionally, within the 40 hours of training, the candidate must perform or witness a minimum number of applications for each of the categories that they will be licensed (see the NJDEP website at http://www.state.nj.us/dep/enforcement/_pcp/index.html; or the Rutgers Cooperative Extension pesticide applicator training website at http://www.pestmanagement.rutgers.edu/PAT/CertlicensReq.htm for details).

In order to maintain valid Pesticide Applicator Certification in the state of New Jersey, pesticide applicators must earn a minimum of 24 recertification credits by attending continuing education courses. Commercial Pesticide Applicators must accumulate 8 Core credits and 16 category credits (per each category certified).

Rules are being proposed by the NJDEP that would require an additional category ("IPM in Schools") for commercial applicators that apply pesticides on school property. If these rules are adopted as final, applicators would be given a grace period during which the new category exam would need to be taken. This IPM in Schools category would be required in addition to any other category (such as ornamental & turf, or termite control) required depending on the type of work performed.

d. **School Nurse:**
The school nurse will consider potential pesticide exposure when evaluating a child's health complaint. The school nurse should have access to MSDS sheets for any chemical used on school property and be aware of any children with asthma or chemical sensitivities.

Other Duties of the School Nurse in the School IPM Program (*check all that apply*):

- ☐ Keep copies and review MSDS of all pesticides used on school property.
- ☐ Maintain easy access to Poison Control Center hotline at 1-800-222-1222 in case acute poisoning is suspected.
- ☐ Monitor for headlice (a common problem for children between 3 and 10 years old).
- ☐ Educate parents and staff about preventing headlice spread when it occurs.
- ☐ Submit a 'Pest Problem Report' to School IPM Coordinator whenever pests are detected in the health suite/Nurse's office.
- ☐ Other:_____

Training (*check all that apply*):
In addition to required professional training,

- ☐ Be aware of public health pests of significance that may impact student health; see EPA's *List of Pests of Significant Public Health Importance* at http://www.epa.gov/opppmsd1/PR_Notices/pr2000-draft.htm.
- ☐ Obtain copies of selected pesticide resources on poisoning which may include:

  Recognition and Management of Pesticide Poisonings, Routt Reigart and James Roberts, 5th edition, U.S. Environmental Protection Agency, March 1999; available online at http://www.epa.gov/oppfead1/safety/healthcare/handbook/handbook.htm.

e. **Kitchen Staff:**

Food handling and preparation areas are among the most critical areas for pest management. Kitchen staff must keep all food areas free of crumbs and food residue after use.

Other Duties of Kitchen Staff in the School IPM Program (*check all that apply*):

- ☐ Practice good sanitation of all kitchen and food service areas (clean all surfaces daily) per the 'IPM Priorities' checklist of this Plan.
- ☐ Maschio's Food Service employees of the kitchen staff will inspect the kitchen weekly.
- ☐ Maschio's Food Service employee will submit a Food Service Report to School IPM Coordinator whenever pests are detected in the kitchen and food service areas (see the Appendix for the two types of reports).
- ☐ Manage specific pest problem(s) as directed by the School IPM Coordinator.
- ☐ Other: _____.

Training:
Maschio's Food Service will be responsible for training the kitchen staff in proper sanitation procedures when hired and annually thereafter. The School IPM Coordinator will train the kitchen staff in the pest detection and monitoring program in place in the kitchen when hired and annually thereafter.

f. **Maintenance Staff:**

Maintenance staff maintains the cleanliness and take care of the school building and grounds. These staff members may be assigned to indoor and/or outdoor maintenance. School maintenance staff may make applications of pesticides that are "over-the-counter" disinfectants and antimicrobials such as Lysol® and toilet-bowl cleaner, and use "minimum risk" pesticides

published by the federal EPA. If the use of other pesticide is necessary, only a licensed Pest Management Professional may make the application (see 'c' above).

Other Duties of Maintenance Staff in the School IPM Program (*check all apply*):

☐ Practice all sanitation and maintenance techniques per the 'IPM Priorities' checklist of this Plan.
☐ Provide a 'Pest Problem Report' to School IPM Coordinator whenever pests or signs of pest activity are discovered in the school building, or are a problem on school grounds.
☐ Recognize and correct conditions that may lead to pest problems such as water leaks, potential pest entryways, and poor sanitation practices (see the 'IPM Priorities' checklist of this Plan for specific actions for school buildings and grounds).
☐ Manage specific pest issue(s) as directed by the School IPM Coordinator. This will not include pesticide application unless the individual is a licensed Pest Management Professional (see duties in 'c' above).
☐ Other: _____.

Training:

☐ IPM Coordinator will be responsible for training the indoor Maintenance Staff in proper sanitation procedures and schedules when hired and annually thereafter.
☐ The School IPM Coordinator must train the indoor Maintenance Staff in the pest detection and monitoring program and devices in place throughout the school when hired and annually thereafter.
☐ If landscaping or turf maintenance is required by their duties, grounds maintenance staff will be trained in accepted horticultural practices grounded in IPM.

g. **Staff, Teachers, and Students**:

Duties of Staff, Teachers, & Students in the School IPM Program (*check all that apply*):

☐ The most important responsibility of the students and staff is sanitation. Much of the prevention and reduction of pest infestation at the school site depends on whether or not students and staff clean up food leftovers, food in lockers, gum under desks, paper clutter, etc., or perform proper maintenance.
☐ Leave pest control and pest management to trained professionals.
☐ Will not move sticky traps or other pest monitoring devices.
☐ Report any evidence of pest activity to the School IPM Coordinator using the 'Pest Problem Report' form.
☐ Other:_____

Training:

School staff, teachers, and students will be trained in their roles in the school's pest management system by the School IPM Coordinator.

Other training (*check all that apply*):

☐ Staff, teachers, and students will be given a brief overview or updates by the School IPM Coordinator on pest identification and the conditions that they may create that promote pests. This information will focus on pest reduction strategies connecting people's behavior such as eating at desks, leaving crumbs on floor, etc. to pest problems.
☐ Education will be focused to increase people's willingness to share their environment with other organisms so that people are less likely to insist on toxic treatments for harmless organisms.

☐ They will be instructed in how to log pest complaints using the 'Pest Problem Report' form.
☐ Pamphlets and fact sheets will be made available at the time of training and/or posted on bulletin boards in specific areas such as the cafeteria and teachers' lounge.
☐ Other:_____

h. **Parents or Guardians of All Students Enrolled in the School:**

Duties of Parents/Guardians in the School IPM Program:

☐ Learn about IPM practices and follow them at home so that pests are not carried to school in notebooks, lunch boxes, backpacks, clothing, or the children's hair.
☐ Make their children aware of their role in the School IPM Program at the school.
☐ Encourage children to lend a hand in cleaning up.
☐ Discourage children from keeping food in their lockers and desks.
☐ Be aware of the current pest management practices in their children's school. Review the 'Annual School IPM Program Notification Letter to Parents & Staff' as well as all notices of application of pesticides at the school. For questions or concerns, parents and /or guardians will contact the School IPM Coordinator.

Training (*check all that apply*):

☐ IPM Coordinator will educate parents and guardians of all students enrolled at the school about the School IPM Program.
☐ Pamphlets and fact sheets will be made available upon request (see Appendix for 'Summary of Key Requirement s of NJ School IPM Act' Fact Sheet).
☐ Other: _____.

i. **Vendors and Contractors**

Duties of vendors and contractors in the School IPM Program to be prescribed in specific language in their bid specifications and contracts (*check all that apply*):

☐ Contracts will specify regular maintenance service, cleaning under and behind machines during service visits, and immediate correction of problems which may foster pests (for example, breakage, leaks, or excessive condensation from machinery).
☐ Other:_____.

6. Pest Identification: Preliminary Site Assessment and Ongoing Monitoring

One of the key principles of School IPM is site assessment to precisely define the presence of pests and the site conditions that contribute to their presence. Indoor and outdoor pests will be defined for the school by historical account, interviews, and by direct monitoring. [See Appendix for the 'Pest Problem Report' form for a listing of common school pests].
When the IPM program is implemented at the School, the School IPM Coordinator will perform a thorough inspection of all school buildings and grounds to identify pest activity and conditions that are contributing to any pest problems.

Indoor site assessment, School IPM Coordinator will compile and map on floor plans of the building:

- Areas that currently have pests or show signs of pest activity.
- Areas that historically have had pests as well as identifying when this occurs during the school year.

- Conditions or behaviors contributing to pest problems that can be corrected.
- If already in use, location of detection and monitoring devices and bait stations.
- Recommendations for sanitation, structural repairs, and habitat modification.

Outdoor site assessment, School IPM Coordinator will map the school grounds:

- Show locations of trees, shrubs, and ornamentals.
- Assign & divide the landscape into management units (for example, football field turf versus playground).
- Note key plants, any pest problems, and horticultural recommendations.

Note: The Rutgers Cooperative Extension 'IPM Report Card for School Grounds' provides a series of self-assessment tools for schools to measure their adoption of IPM on school grounds. Additionally, each Report Card in the series can be used as a guide to incrementally or completely implement IPM by simply following the practices outlined. IPM practices are precisely outlined for control of common pests of New Jersey school grounds. Report Cards for School Grounds include: General Requirements; Athletic Fields; Turf ; Ornamental Plants; and Landscape Plantings. See @ http://www.pestmanagement.rutgers.edu/IPM /SchoolIPM/reportcard.html.

It is important that the pest(s) be accurately identified in order to gather information about the pest's life cycle and habits. Identification is essential for selecting the combination of strategies which will be most effective as well as knowing when to implement them. If the School IPM Coordinator and the Pest Management Professional are unable to identify the pest(s), the County office of Rutgers Cooperative Extension (RCE) will be consulted and samples will be submitted for identification if needed. *County contact from the RCE 'commercial clients' phone listings* at http://www.rce.rutgers.edu/mastergardeners/ helplines.asp.

Ongoing Monitoring

Once a pest is correctly identified, monitoring methods and schedules, as well as controls will be determined based on its life cycle, food sources, habitat preferences, and natural enemies.

Indoor pests will be monitored via direct inspection, sticky traps, pheromone baits, tracking powder, mechanical traps, and glueboards as necessary. If baits or traps of any kind are used (*check all that apply*):

- ❑ Each bait station or trap is assigned an identification number.
- ❑ A map is prepared showing the location and number of each trap or bait placement.
- ❑ Each trap or bait station is marked with appropriate warning language.
- ❑ Traps will be checked by the Pest Management Professional weekly during the early stages of solving a serious pest infestation, then taper off to monthly, once the pest problem is under control.
- ❑ Captured rodent pests will be recorded and disposed of on a daily basis.

Outdoor landscape pests will be monitored via direct inspection (*check all that apply*):

- ❑ Landscape plants are scouted at least monthly during the growing season for conditions requiring action (for example, damaged, diseased, dead limbs; soil erosion/compaction; insect, disease, weed pests and damage).

- ❑ Scouting usually begins when plants put out new leaves in spring and ends when leaves fall in autumn.
- ❑ Plants with annually recurring pest problems will be scouted according to pest appearance timetables.

Monitoring Records: The School IPM Coordinator will maintain and keep records of any pest monitoring, including traps (see Appendix for sample 'IPM Pest Activity Monitoring and Control Log').

7. Pest Prevention and Control

Wherever possible, the School will take a preventive approach by identifying and removing, to the degree feasible, the basic causes of the problem rather than merely attacking the symptoms (the pests). This prevention-oriented approach is also best achieved by integrating a number of strategies. It is easier to spot a potential problem when the interior and exterior of the school is clean and uncluttered (see Appendix for a sample 'Integrated Pest Management Priorities' checklist as a resource for many controls).

IPM employs a multi-tactic approach, integrating several strategies to combat a particular pest. Control strategies that remove a pest's food, water, and shelter (harborage), and limit its access into and throughout buildings and on school grounds will be employed as follows:

- Cultural control: for example, improve sanitation; reducing clutter; people change habits like leaving food in the classroom; maintain plant health by taking care of the habits and conditions; fertilization, plant selection (right plant/right place), and sanitation to exclude problematic pests and weeds.
- Physical control: for example, pest exclusion; removing pest access to the school building by sealing openings with caulk and copper mesh; repairing leaks and screens; removing pests by hand.
- Mechanical control: for example, insect monitors, light traps, rodent traps; till soil prior to planting to disrupt pest life cycles.
- Biological control: use of pest's natural enemies. For example, introduce beneficial insects or bacteria to the environment or, if they already exist, provide them with the necessary food and shelter; and avoid using broad-spectrum chemicals that will inadvertently kill beneficials.
- Least hazardous chemical controls with preference given to School IPM Act-defined 'low impact pesticides'.

Pesticides will be selected when other control methods are not effective or practical in resolving a pest problem. Pesticides will not be used on School property unless both the pest has been identified and its presence verified. It is neither possible, nor desirable to completely exterminate every pest and potential pest from every population on school property.

The IPM Coordinator will establish injury (also known as tolerance or threshold) levels and action thresholds for each individual pest species before making any chemical treatment. Action Thresholds

for pesticide treatment are triggered if all other IPM tactics have not been able to control pest populations to an acceptable level. Appropriate injury levels will be set, and may take into consideration economic losses (for example, amount of foodstuffs contaminated by pantry pests); health risks (for example, occurrence of disease-bearing pests); aesthetic evaluations (for example, temporary presence of ants); nuisance problems (for example, stinging insects); and pest visibility [see Appendix for a sample 'Indoor Pest Thresholds' for your modification].

The New Jersey School IPM **law defines** 'low impact pesticides' and necessarily creates the distinction 'non low impact pesticides' for other pesticides not meeting their definition. The law and resulting model policy published by DEP make it clear that when pesticide use is needed, preference should be given to choosing a 'low impact pesticide', if possible. The School will give preference to choosing a 'low impact pesticide', as described below.

A low impact pesticide is a pesticide that is considered to have relatively minimal risk as compared to pesticides in general. The New Jersey School IPM law specifically defines what a low impact pesticide is in two parts. The first part consists of a federal EPA list of pesticides that it considers to be minimal risk and thus do not require formal registration. These pesticides are listed in the federal code at 40 CFR § 152.25. (See http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/40cfr15225.pdf). The second part consists of a list of pesticide ingredients (such as boric acid or diatomaceous earth) and formulation types (such as gels or pastes) that are considered low impact. It is important to note that a substance considered "low impact" does not necessarily mean zero risk. All pesticides must be used properly to reduce potential risk from their use.

See the Rutgers Cooperative Extension School IPM website at http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/lowimpact.htm for information on low impact pesticides as it becomes available.

When it is determined that a non low impact pesticide must be applied to adequately control pests within established thresholds, application guidelines **per the law** will be followed. Specifically, non low impact pesticides will be applied in a school building only when students are in another area of the building AND only if the area being treated with the pesticide is served by a different air handling system and is separated from the students by smoke or fire doors. Further, applications of non low impact pesticides on school property will be made in advance of when students will be present for instruction or extra-curricular activities, allowing for any label-prescribed entry restrictions; if there is no re-entry interval listed on the label, a minimum of 7 hours will be allowed prior to student re-entry on school property.

Per the law, emergency application of a non-low impact pesticide will only be made when the health or safety of a student or staff member is threatened. A "school pest emergency" is defined in the law as "an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member." One example would be the presence of stinging insects such as ground hornets in an athletic field where events are scheduled. If a pest emergency exists, the school may use pesticides without the normal 72-hour pre-notification to parents and staff, and the advance posting of signs. Rather, the posting must be done at the time of the application, and the notice to parents and staff must be done within 24 hours after the emergency application. The notice that goes to parents and staff must explain

what the reason for the emergency was, and if possible, what could be done to prevent such an emergency use next time.

Treatments, whether pesticides or low impact pesticide materials, will only be applied on school property when and where needed. It is rarely necessary to treat an entire building or landscape area to solve a pest problem. Monitoring will be used to pinpoint where pest numbers are beginning to reach the action level and 'spot' treatments' will be confined to those areas.

The School IPM Coordinator and Pest Management Professional(s) will meet as scheduled to cover monitoring reports and determine corrective action. The Pest Management Professional should make recommendations for corrective actions to the School IPM Coordinator. They will consider all options, including no control, and look at pest activity levels versus thresholds.

They will consider EPA-defined criteria for selecting a treatment strategy:

1. Least hazardous to human health
2. Least disruptive of natural controls
3. Least toxic to non-target organisms
4. Most likely to be permanent
5. Easiest to carry out safely and effectively
6. Most cost-effective
7. Most site-appropriate

They will generate a pest management priority list to optimize a plan of corrective actions (see Appendix for a sample 'IPM Priorities' checklist as a resource for many preventative and corrective measures). The IPM Coordinator will assign and contact the appropriate staff to carry out individual tasks on the checklist.

All controls that are actually implemented should be documented in the log by the School IPM Coordinator. (see Appendix for sample 'IPM Pest Activity Monitoring and Control Log').

8. Notification, Posting, and Re-Entry

It is important to keep the school community informed of the school's implementation of the School IPM Plan. Accordingly, this section outlines the:

- annual notification of School IPM program status.
- pre-notification of planned use and notification of emergency use of non low impact pesticides.
- posting requirements for areas inside and out that are treated with pesticides.
- re-entry requirements for areas inside and out that are treated with pesticides.

Annual Notification

The School IPM Coordinator will prepare and send an annual notice of school IPM program status to parents or guardians of each student enrolled at the school, and all staff members at the beginning of each school year. Once the annual notice has been sent, the School IPM Coordinator will also give this information to new staff or the parents/guardians of new students upon their arrival.

The Appendix has a sample 'Annual School IPM Program Notification Letter to Parents & Staff'. **New Jersey law requires** that this notice shall include:

1. a copy of the School IPM policy
2. the name, address, and telephone number of the integrated pest management coordinator of the school or school district
3. a list of any pesticide that is in use or has been used within the last 12 months on school property
4. a statement that:

   (a) the integrated pest management coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property;

   (b) the label and data sheet is available for review by a parent, guardian, staff member, or student attending the school; and

   (c) the integrated pest management coordinator is available to parents, guardians, and staff members for information and comment;

5. the time and place of any meetings that will be held to adopt the school integrated pest management policy; and
6. the following statement:

   "As part of a school pest management plan, Florence M. Burd School may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."

Notification and Posting of Non Low Impact Pesticide Use

There are two situations when non low impact pesticides may be used on school property; when it is pre-planned and when it is an emergency.

1. Pre-Notification and Posting of Planned Non Low Impact Pesticide Use:

   At any time of the year when children may be present, the school will issue prior notification of all non-low impact pesticides to be used. Specifically, the School IPM Coordinator will issue notice to all staff, and parents/guardians of each student enrolled at the school. The area where the pesticide will be applied will be posted at least 72 hours prior and 72 hours following the application.

2. Emergency Use Notification and Posting for Non low Impact Pesticide Use:

   When an emergency application of pesticides is required, the School IPM Coordinator will issue notice of emergency use of non low impact pesticides used to all staff, and parents or guardians of each student enrolled at the school within 24 hours after the application or on the morning of the next school day, whichever is earlier. The reason for the emergency and any measures that will be taken so that emergency pesticide use may be avoided in the future may be included. The area where the pesticide is applied will be posted at the time of application, and will remain posted for 72 hours following the application.

In either situation, the school is **required by law to make NJDEP-prescribed notification and posting** as described below. The Appendix contains sample written notification forms, 'Pre-Notification of the Use of Pesticides' (72 hour pre-notification) and **'**Emergency Pesticide Use Notification'**,** and a sample posting sign (for indoors & outdoors) 'Notice of Pesticide Application'. The specific 'what', 'how' and 'where' requirements of the law that will be followed on School property on posting and notification follows:

What: In either planned or emergency applications of non low impact pesticides, **New Jersey law requires** content of both notification and posting as follows:

- common name of pesticide,
- EPA registration number,
- EPA statement on sensitive persons: "*Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure"*
- location description, date, and time of application (one date for indoor application; three dates for outdoor applications in case of cancellation),
- potential adverse effects of product,
- reasons for the application,
- contact information for the IPM Coordinator of the school or school district, and
- further label information or precautions for public safety.

How: In either planned or emergency applications of non low impact pesticides, the School IPM Coordinator will advise the parents and guardians and staff of the school of pesticide applications by the following <u>method of notification</u> (*check all that apply*).

□ written note that the students take home (see Appendix for sample notice)
□ written note that is mailed at least one week prior to the application (see Appendix)
□ phone call
□ direct contact
□ email

Where: In either planned or emergency applications of non low impact pesticides, **per New Jersey law**, the School IPM Coordinator will post <u>signs</u>:

- prominently in or adjacent to the area where the pesticide is to be applied.
- at each entrance to the building or school ground where the pesticide is to be applied.
- that are at least 8.5" by 11".

Re-Entry

If there is application of a low impact pesticide on school property, it will be made so that adequate settling or drying occurs in advance of when students will be present for instruction or extra-curricular activities.

Students cannot enter a pesticide treated area for at least seven hours after the application of a non low impact pesticide, unless the pesticide label states a specific numerical re-entry time that is different than this. The use of low impact pesticides does not require an automatic seven-hour wait; students can re-enter after the pesticide application has dried or settled, or longer if the pesticide label specifies.

9. Record Keeping and Evaluation

Record Keeping

The School IPM Coordinator will maintain records as listed in their outlined role and responsibility for school IPM. An initial meeting will be held between the School IPM Coordinator and Pest Management Professional(s) annually to establish an IPM Log binder for these records.

The following records will be maintained in the IPM Log binder kept in B&G Office (*check all that apply*):

- ❑ Pest Problem Reports
- ❑ Food Services Areas Reports
- ❑ IPM Pest Activity Monitoring and Control Log
- ❑ Indoor Pest Thresholds
- ❑ IPM Priority Checklists
- ❑ Pesticide Application Log
- ❑ Annual School IPM Program Notification Letters to Parents & Staff
- ❑ Pre-Notification of the Use of Pesticides (72 hour pre-notification)
- ❑ Emergency Pesticide Use Notifications
- ❑ School Integrated Pest Management Act Compliance Certification Forms
- ❑ Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'
- ❑ School IPM Report Cards
- ❑ If applicable, *and Pest Management Professional is a contractor*: Specific service reports will also be placed in the log binder that document particular actions taken by the pest management contractor.

Evaluation

At least annually, the School IPM Plan and School IPM Program of the Florence M. Burd School will be evaluated. This necessarily includes review of all records in the IPM log binder. Program evaluation involves reviewing monitoring data, actions taken, treatment impacts and effectiveness, and any other relevant observations. These records will provide information on previous and current pest populations and which strategies were applied. Comparing data will clearly indicate which pest management strategies were most effective for the amount of time and money spent. IPM practices and procedures will be modified, if necessary, based on past experience, results, and gained knowledge.

This evaluation will be coordinated by Janusz Berghoff, IPM Coordinator/B&G Supervisor. The participants in the evaluation will be identified annually. A written evaluation is to be completed by the IPM Coordinator. If the school is using a contractor, the School IPM Coordinator will meet with the pest control contractor to evaluate the success or failure of this IPM Plan.

The following issues will be addressed during the evaluation of the School IPM Plan and Program (*check all that apply*):

- ☐ adequacy of pest control indoor and outdoor
- ☐ areas of concern
- ☐ sanitation issues
- ☐ building maintenance issues
- ☐ new less toxic pest control tactics
- ☐ adequate support by all members of the community
- ☐ adequacy of thresholds
- ☐ revise integrated pest management priorities
- ☐ Other:_____

Following evaluation, the School IPM Plan will be revised by Janusz Berghoff, IPM Coordinator/B&G Supervisor accordingly.

APPENDICES

A Model Integrated Pest Management Policy for New Jersey Schools

The New Jersey School Integrated Pest Management Act of 2002 requires schools to implement a school integrated pest management policy.

The law requires the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or lead administrator of a private school, as appropriate, to implement Integrated Pest Management (IPM) procedures to control pests and minimize exposure of children, faculty, and staff to pesticides. _____(Insert school name) shall therefore develop and maintain an IPM plan as part of the school's policy.

Integrated pest management procedures in schools

Implementation of IPM procedures will determine when to control pests and whether to use mechanical, physical, cultural, biological or chemical methods. Applying IPM principles prevents unacceptable levels of pest damage by the most economical means and with the least possible hazard to people, property, and the environment.

Each school shall consider the full range of management options, including no action at all. Non-pesticide pest management methods are to be used whenever possible. The choice of using a pesticide shall be based on a review of all other available options and a determination that these options are not effective or not reasonable. When it is determined that a pesticide must be used, low impact pesticides and methods are preferred and shall be considered for use first.

Development of IPM plans

The school IPM plan is a blueprint of how Florence M. Burd School will manage pests through IPM methods. The school IPM plan states the school's goals regarding the management of pests and the use of pesticides. It reflects the school's site-specific needs. The IPM plan shall provide a description of how each component of the school IPM policy will be implemented at the school. For Public schools, the Local School Board, in collaboration with the school building administrator (principal), shall be responsible for the development of the IPM plan for this school. For Charter schools and non-public schools, the development of the IPM plan shall be the responsibility of the Board of Trustees or the Principal or Lead Administrator.

IPM Coordinator

The Board of Education shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

The school community will be educated about potential pest problems and IPM methods used to achieve the pest management objectives.

The IPM Coordinator, other school staff and pesticide applicators involved with implementation of the school IPM policy will be trained in appropriate components of IPM as it pertains to the school environment.

Students, parents/guardians will be provided information on this policy and instructed on how they can contribute to the success of the IPM program.

Record keeping

Records of pesticide use shall be maintained on site to meet the requirements of the state regulatory agency and the school board.

Records shall also include, but are not limited to, pest surveillance data sheets and other non-pesticide pest management methods and practices utilized.

Notification/Posting

The B&G Supervisor of Florence M. Burd School, is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

Re-entry to a pesticide treated area shall conform to the requirements of the School IPM Act.

Pesticide applicators

The IPM coordinator shall ensure that applicators follow state regulations, including licensing requirements and label precautions, and must comply with all components of the School IPM Policy.

Evaluation

Annually, for public schools, the Principal will report to the local school board on the effectiveness of the IPM plan and make recommendations for improvement as needed. For non-public schools and charter schools, the Lead Administrator or Principal shall report to their respective governing boards on the effectiveness of the school IPM plan and make recommendations for improvement as needed.

The local school board or other respective governing boards directs the Principal or Lead Administrator to develop regulations/procedures for the implementation of this policy.

Authorizing Regulatory references

The School Integrated Pest Management Act of 2002
N.J.A.C. Title 7 Chapter 30 Subchapters 1-12
Pesticide Control Act of 1971

Revised 9/12/03

SCHOOL IPM

Pest Problem Report

Date:_____
To: [insert name]_____, School IPM Coordinator
From:_____
Subject: Pest Problem Report

Date and time witnessed problem:_____
Location (Building name/Room #/name/outdoor area):_____

I have seen either pests or signs of pest activity as checked below:

Insect and spider pests:

- ◻ Ants
- ◻ Flies
- ◻ Lice
- ◻ Fleas
- ◻ Spiders
- ◻ Cockroaches
- ◻ Termites
- ◻ Firebrats, silverfish, & booklice
- ◻ Pantry pests: adult moths, larvae in foodstuffs
- ◻ Wasps, hornets, or bees
- ◻ Spider webs
- ◻ Droppings
- ◻ Damaged wood
- ◻ Mud tunnels
- ◻ Piles of wings near windows
- ◻ Frass: Debris or excrement produced by insects; for example, chewed wood debris from carpenter ants. Includes suspicious piles of fine dust or powder.
- ◻ Wasp mud or paper nests
- ◻ Eggs and egg sacs
- ◻ Silk shelters and cocoons
- ◻ Holes in fabric

Mice and other rodents:

- ◻ Droppings
- ◻ Urine stains
- ◻ Tracks (in dust or soft, moist soil)
- ◻ Gnawing damage
- ◻ Burrows next to walls around the exterior of structure
- ◻ “Runways” (areas where rodents frequently run, usually along walls, where there is an absence of dust or dirt)

- □ Grease marks along walls next to runways (from oil and dirt on rodent fur)
- □ Live rodents
- □ Dead rodent (please call immediately!)
- □ Rodent odors (especially mice); strong odor if dead

Food Services Report

School:_____

Completed by:_____

Week Date:_____

	Sanitation Inspection (s=satisfactory; u =unsatisfactory)					Monitor installed	Monitor checked	Roach Activity	Rodent Activity	Maintenance Needed	Comments (trap numbers/counts)
	M	**T**	**W**	**Th**	**F**						
Cooking Areas											
Prep Area											
Serving Area (cafeteria line)											
Drink Dispensers/ Machines											
Salad Bar											
Food Storage Area											
Supply Closet/Area											

Dishwasher/ Sink Area											
Restroom(s)											
Vending Machine Area											
Dining Area											

Integrated Pest Management

Pest Activity Monitoring and Control Log

School:_____ Month/Year:_____

Pest Activity (monitoring, sightings, & complaints)			Control Measures		Check one	
Date & time	Location: Bldg. #/ Room #/Specific Location/Trap Type & Number	Type & Number of Pest(s) Sighted	Date	Action Taken	School Staff	Pest Contractor

Sample Indoor Pest Thresholds

(revise to your own levels)

Pest	Classrooms/ Public Areas	Storage/ Maintenance Areas	Infirmary	Kitchen/ Cafeteria	Grounds
Ants (common house)	5/room	5/100 ft^2 in 2 successive periods	1/room	3/room	2 mounds/yard
Ants (carpenter)	3/room	3/room	1/room	2/room	1 nest within 25 ft.
Bees (honey)	1/room	3/room	1/room	1/room	If children threatened
Bees (bumble)	1/room	3/room	1/room	1/room	If children threatened
Bees (carpenter)	1/room	3/room	1/room	1/room	If children threatened; 1 carpenter bee/5 linear feet
Cockroaches	1/room	5/room	1/room	1/room	If noticeable or invading
Crickets	3/room	10/room	1/room	2/room	If nuisance
House Flies	3/room	5/room	1/room	1/room	5/trash can; 10/dumpster
Lice (head or body)	*Take no action, refer to nurse*				
Mice	1/room	1/room	1/room	1/room	Burrows or activity in any student area
Rats	1/room	1/room	1/room	1/room	Any burrows/activity
Silverfish	1/room	2/room	1/room	2/room	N/A
Centipede	1/room	2/room	1/room	2/room	N/A
Spiders (poisonous)	1/room	1/room	1/room	1/room	1/activity area
Spiders (others)	1/room	3/room	1/room	1/room	Only if nuisance
Wasps, Hornets, Yellowjackets	1/room	1/room	1/room	1/room	10/10 minutes at trash; 1 if threatening children

Source: Maryland Department of Agriculture Pesticide Regulation Section. "Action Thresholds in School IPM Programs" Supplemental Materials for Integrated Pest Management - IPM Training Manual. Printed May 2000. Accessed 4/27/04 at http://www.mda.state.md.us/plant/ipmacthr.pdf.
Now posted @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/ActionThresh.pdf

IPM Priorities Checklist

for the Florence M. Burd School

Date Generated:_____ By: [insert name & title]_____

The following is a checklist of pest prevention and control measures that may be necessary in key areas throughout the school facility. This list should be used by the School IPM Coordinator as a working document to keep track of priorities for pest management at the school by location and responsible party. Check all that apply. Indicate responsible party for fixing the problem at location(s) listed. Use and attach maps as key for locations if necessary. It should be first completed after the preliminary site assessment of the School. Update and revise as needed.

Priorities	Responsible Party	Location(s): name or map key
INDOORS		
Entryways (including doorways, overhead doors, windows, holes in exterior walls, electrical fixtures, openings around pipes, drains, ducts and loading docks)		
□ close doors which are propped or left open; advise staff		
□ install weather-stripping and door sweeps		
□ caulk and seal wall cracks and crevices		
□ install screens in doors and windows and keep them in good repair		
□ keep shrubs, grass, and mulches at least one foot away from buildings		
□ eliminate food waste and debris from loading docks		
□		
□		
□		
Classrooms and Offices (including classrooms, laboratories, libraries, administration offices, auditoriums, gymnasiums, hallways, and stairways)		
□ allow food and beverages in designated areas only (see below)		
□ prohibit the extended storage of food in desks and lockers		
□ regularly clean lockers and desks		
□ lockers are emptied & cleaned twice a year: at winter break and at the end of each school year		
□ store craft supplies and pet food in tightly sealed containers		
□ inspect plants and animals (for example: science projects, houseplants) regularly for pest problems; maintain animal cage cleanliness		

□ keep areas as dry as possible by fixing dripping faucets and leaks, and removing standing water and water-damaged or wet materials.		
□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
□		
□		
Waste Disposal and Recycling Areas (including garbage cans, dumpsters, recycling bins, and outdoor garbage storage areas)		
□ secure dumpsters with heavy, tight-fitting lids		
□ clean the outsides of dumpsters regularly; check and clean up spills		
□ dispose of food wastes securely in tightly secured plastic bags		
□ clean in, under, and around recycling bins routinely		
□ remove recyclables to outside disposal frequently		
□ all waste receptacles are lined with plastic bags		
□ garbage cans are emptied daily		
□ stored waste is collected and moved off site at least [insert: once/twice] weekly		
□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
Food Preparation and Serving Areas (including cafeteria, kitchen, teacher's lounge, home economics room, snack area, vending machines, food storage areas, and walk-in coolers)		
□ store food, beverages and food wastes in tightly sealed, lidded containers that are inaccessible to pests		
□ remove food waste daily		
□ screen vents, windows, and floor drains to prevent cockroaches and other pests from using unscreened ducts or vents as pathways		
□ keep area clean and dry by sweeping and mopping		
□ keep area clean by quickly disposing of food waste		
□ keep clean work areas with coffee machines, and microwave and toaster ovens		
□ keep area clean by removing clutter		
□ keep area clean and dry by fixing leaky pipes and faucets		
□ clean grease traps regularly		
□ remove grease accumulation from all vents/oven/stove surfaces		
□ caulk cracks and crevices		
□ clean behind and underneath appliances, coolers, vending machines, and waste disposal units at least monthly		
□ floors are cleaned and/or vacuumed daily where food/drink is served.		

□ trash and garbage is removed from building premises daily in areas where food/drink is served.		
□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
□		
□		
Maintenance Room Areas and Areas with Extensive Plumbing (including bathrooms, sinks, utility closets, locker rooms, dish rooms, laboratories, art studios, home economics rooms, pool areas, boiler room, mechanical room, mop room, and pipe chases)		
□ repair leaks and other plumbing problems immediately to deny pests access to water		
□ avoid conditions that allow formation of condensation. Areas that never dry out are conducive to molds and fungi. Increasing ventilation may be necessary.		
□ clean floor drains routinely		
□ clean mops and buckets promptly, dry buckets and hang mops off of floor above drain		
□ seal pipe chases		
□ eliminate piles of clutter		
□ remove trash regularly		
□ traps:		
□ monitors:		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		

OUTDOORS		
Typical Pests; Mice and rats. Turf pests; broad leaf and grassy weeds, insects such as beetle grubs or sod web worms, diseases such as brown patch, and vertebrates such as moles. Ornamental plant pests, plant diseases, and insects such as thrips, aphids, Japanese beetles, and bag worms.		
Playgrounds, Parking Lots, Athletic Fields, Loading Docks, and Refuse Dumpsters		
□ Regularly clean trash containers and gutters and remove all waste, especially food and paper debris.		
□ Secure lids on trash containers.		
□ Repair cracks in pavement and side walks.		
□ Provide adequate drainage away from the structure and on the grounds.		
□ Low impact pesticide application:		
□ Non low impact pesticide application:		

□		
□		
□		
Turf (lawns, athletic fields, and playgrounds.)		
□ Maintain healthy turf by selecting a mixture of turf types (certified seed, sod, or plugs) best adapted for the area.		
□ Check Rutgers Cooperative Extension for recommendations on turf types, management practices, or other information.		
□ Raise mowing heights for turf to enhance its competition with weeds; adjust cutting height of mower, depending on the grass type; sharpen mower blades; and vary mowing patterns to help reduce soil compaction.		
□ Water turf infrequently but sufficiently during morning hours to let turf dry out before nightfall; let soil dry slightly between waterings.		
□ Provide good drainage, and periodically inspect turf for evidence of pests or diseases.		
□ Allow grass clippings to remain in the turf (use a mulching mower or mow often) or compost with other organic material.		
□ Have soil tested to determine pH and fertilizer requirements.		
□ Use a dethatcher to remove thatch. Do this in early fall or early spring when the lawns can recover and when over seeding operations are likely to be more successful.		
□ Time fertilizer application appropriately, because excessive fertilizer can cause additional problems, including weed and disease outbreaks. Apply lime if necessary. Use aeration to place soil on top of thatch so microbes from soil can decompose thatch.		
□ Seed over existing turf in fall or early spring.		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		
□		
□		
□		
□		
□		
Ornamental Shrubs and Trees		
□ Choose the right plant for the right place by consulting the Rutgers Cooperative Extension agents (see 'commercial clients' phone listings @ http://www.rce.rutgers.edu/mastergardeners/helplines.asp) for your County.		
□ Diversify landscape plantings—when large areas are planted with a single species of plant, a pest can devastate the entire area.		
□ Apply fertilizer and nutrients to annuals and perennials during active growth and to shrubs and trees during dormant season or early in the growing season.		

□ If using fertilizer, use the correct one at the suitable time, water properly, and reduce compaction.		
□ Prune branches for growth and structure, and to prevent access by pests to structures.		
□ Use the appropriate pest-resistant variety (check with your local Cooperative Extension Service).		
□ Correctly identify the pest in question. When in doubt, send several specimens to your local Rutgers Cooperative Extension County office or the Plant Diagnostic lab. Once the pest is identified, recommendation can be made.		
□ Use pheromone traps as a time saving technique for determining the presence and activity periods or certain pest species.		
□ Select replacement plant material from disease-resistant types being developed by plant breeders throughout the country.		
□ Remove susceptible plants if a plant disease recurs and requires too many resources, such as time, energy, personnel, or money.		
□ low impact pesticide application (only if /where necessary):		
□ non low impact pesticide application (only if/where necessary):		

SCHOOL PESTICIDE APPLICATION RECORDS FORM / THIS FORM MUST BE LEGIBLE (print clearly)

Print Name of school and School Address Florence M. Burd School 219 Newton Sparta Road Newton, NJ 07860

1. Place Of Application	Application Date	2. Pesticide(s) Applied	EPA Reg. Number	MIX Pesticide Concentrate and Diluent	Mix or solution Applied	Application Site(s)	Applicator Name & Reg.#
Location in or around school where pesticide application occurs, or site not located on school campus.	3. Include the time the application is completed for the start of the REI	The complete name of the product used 4. If the product is a Termiticide	From product container or label	Total pesticide Concentrate used + water = Mix or solution	Total Solution Applied	Where exactly was the application made	The name and license number of the pesticide applicator
Main building Rm # 101	Friday Oct. 13 4:30 PM	TRIPLE ETHYL DEATH F3210	EPA Reg. # 123,1234	4oz product concentrate 124oz water	32 oz of solution	Baseboard and closet in Rm #101	
Front lawn	Saturday Oct. 14 7:00 AM	NiceLawn4U HTA 132	EPA Reg. # 00121200	one 10lb bag, as is n/a	1 bag	Front lawn on north side of school from stairs to driveway	
Anytown H.S. Main Baseball diamond near 32nd street exit of Anytown Park	Saturday Oct. 14 8:30 AM	NiceLawn4U Shade 29	EPA Reg. # 00121222	three 10lb bags as is n/a	3 bags	Outfield of Anytown H.S. main baseball Diamond in Anytown Park	

Model Records

The actual form is on the next page

1. Place of Application is the name and address of the field or area that was treated. Especially if field is not contiguous with other school property.

2. The brand or trade name of each pesticide used (both low impact & non-low impact) or a symbol representing such name, providing the School also keeps a list which clearly correlates the symbol used with full and complete pesticide product name(s), and the Principal and IPM Coordinator know how to use the two parts of the form (the records form and the product list) together.

3. The Restricted Entry Interval **(REI)** begins when the pesticide application ends. Remember, if the product does not specify an **REI** time then **for non-low impact pesticides, the default REI is 7 hours.**

4. For schools who have had a termiticide application. The record must also include a diagram of the structure treated, depicting the lower level of the structure, the location of the termite infestations and visible damage, areas treated, and any significant items such as location of known wells, drainage systems and streams and ponds which may be affected by the application.

SCHOOL PESTICIDE APPLICATION RECORDS FORM / THIS FORM MUST BE LEGIBLE (print clearly)

Print Name of school and School Address : Florence M. Burd School 219 Newton Sparta Road Newton, NJ 07860

1. Place Of Application	Application Date	2. Pesticide(s) Applied	EPA Reg. Number	MIX Pesticide Concentrate and Diluent	Mix or solution Applied	Application Site(s)	Applicator Name & Reg.#
Location in or around school where pesticide application occurs, or site not located on school campus.	3. Include the time the application is completed for the start of the REI	The complete name of the product used 4. If the product is a Termiticide	From product container or label	Total pesticide Concentrate used + water = Mix or solution	Total Solution Applied	Where exactly was the application made	The name and license number of the pesticide applicator

1. Place of Application is the name and address of the field or area that was treated. Especially if field is not contiguous with other school property.

2. The brand or trade name of each pesticide used (both low impact & non-low impact) or a symbol representing such name, providing the School also keeps a list which clearly correlates the symbol used with full and complete pesticide product name(s), and the Principal and IPM Coordinator know how to use the two parts of the form (the records form and the product list) together.

3. The Restricted Entry Interval **(REI)** begins when the pesticide application ends. Remember, if the product does not specify an **REI** time then **for non-low impact pesticides, the default REI is 7 hours.**

4. For schools who have had a termiticide application. The record must also include a diagram of the structure treated, depicting the lower level of the structure, the location of the termite infestations and visible damage, areas treated, and any significant items such as location of known wells, drainage systems and streams and ponds which may be affected by the application.

CHEMICAL CODE LIST

CODE NO.	PESTICIDE BRAND/TRADE NAME	PESTICIDE CHEMICAL NAME OR ACTIVE INGREDIENTS	EPA REG.NUMBER
1	**EXAMPLE:** PT 3-6-10 Pyrethrum	Pyrethrin	449-221
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

Model Code Lists

SITE CODE EXAMPLES

SITE CODE NUMBER	APPLICATION SITE	LOCATION CODE LETTER	APPLICATION LOCATION
1	Baseboards	A	Kitchen
2	Cabinets	B	Bathrooms
3	Carpeting	C	Livingroom
4	Bedding	D	Family Room, Den
5	Furniture	E	Dining Room
6	Under/Behind Appliances	F	Office
7	Walls	G	Laundry Room
8	Perimeter	H	Basement
Other		I	Crawlspace
		J	Garage
		Other	

The site of application would be a combination of the **SITE CODE NUMBER** and the **LOCATION CODE NUMBER.** For example: If the cabinets and baseboard in the kitchen and bathrooms were treated the code for the sites of application would be 1AB, 2AB.

APPLICATION METHOD CODE EXAMPLES

CODE NO.	METHOD	CODE NO.	METHOD	CODE NO.	METHOD
1	Crack & Crevice	6	Total Release Aerosol	11	Insect Bait
2	Spot Application	7	Fumigation	12	Bait Packs
3	Fan Spray	8	Space Spray	13	Pelleted Bait
4	Broadcast	9	ULV	14	Broadcast
5	Dust	10	Granules	Other	

CHEMICAL CODE LIST

CODE NO.	PESTICIDE BRAND/TRADE NAME	PESTICIDE'S CHEMICAL NAME OR ACTIVE INGREDIENTS	EPA REG.NUMBER
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			

SITE CODE EXAMPLES

SITE CODE NUMBER	APPLICATION SITE	LOCATION CODE LETTER	APPLICATION LOCATION
1		A	
2		B	
3		C	
4		D	
5		E	
6		F	
7		G	
8		H	
Other		I	
		J	
		Other	

The site of application would be a combination of the **SITE CODE NUMBER** and the **LOCATION CODE NUMBER.** For example: If the cabinets and baseboard in the kitchen and bathrooms were treated the code for the sites of application would be 1AB, 2AB.

APPLICATION METHOD CODE EXAMPLES

CODE NO.	METHOD	CODE NO.	METHOD	CODE NO.	METHOD
1		5		9	
2		6		10	
3		7		11	
4		8		Other	

Annual Integrated Pest Management Notice
For School Year 2024 - 2025

Dear Parent, Guardian, or Staff Member:

This notice is being distributed to comply with the New Jersey School Integrated Pest Management Act. [*insert name of school or school district*]_____ has adopted an Integrated Pest Management (IPM) Policy and has implemented an IPM Plan to comply with this law. IPM is a holistic, preventive approach to managing pests that is explained further in the school's IPM Policy included with this notice.

All schools in New Jersey are required to have an Integrated Pest Management Coordinator (IPM Coordinator) to oversee all activities related to IPM and pesticide use at the school.

The IPM Coordinator for [*insert name of school*]_____ is:

Name of IPM Coordinator: _____

Business Phone number: _____

Business Address: _____

The IPM Coordinator maintains the pesticide product label, and the Material Safety Data Sheet (MSDS) (when one is available), of each pesticide product that may be used on school property. The label and the MSDS are available for review by a parent, guardian, staff member, or student attending the school. Also, the IPM Coordinator is available to parents, guardians, and staff members for information and to discuss comments about IPM activities and pesticide use at the school.

As part of a school pest management plan [*insert name of scho*ol] _____may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and the DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the

statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure.

The following items must be included with this annual notice:

- **A copy of the school or school district's IPM policy.**
- **The date, time and place of any meeting if one is to be held for the purpose of adopting or modifying the school integrated pest management policy or plan.**
- **A list of pesticides that are in use or that have been used in the past 12 months on school property.**

Pre-Notification of the Use of Pesticides

(This notice should be received at least 72 hours prior to pesticide use)

Date:_____

To: Parents and guardians of students, and staff of [insert name of school]_____

From: IPM Coordinator _____Phone Number:_____

Subject: Notification of the Use of Non Low Impact Pesticides

This notice is to advise you that the following pesticide(s) will be used at [insert name of school]:

Pesticide Common Name		
Pesticide Trade Name		
EPA Registration Number		

Location of the pesticide application:_____

Reason for the pesticide application:_____

If an <u>indoor</u> application, the date and time it is planned:

DATE_____ TIME_____

If an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE_____ DATE_____ DATE_____

Description of the possible adverse effects of the pesticide as per the Material Safety Data Sheets for the pesticides to be used, if available:

Pesticide product label instructions and precautions related to Public Safety.

Note: By law, we must advise you that: *The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."*

EMERGENCY PESTICIDE USE

To: Parents or guardians of students and staff of [*insert name of school*]: _____

From: IPM Coordinator:_____**Phone Number**: _____

Subject: Emergency Pesticide Use Notification

This notice is to advise you that the following non low impact pesticide(s) were used at

[*insert name of school*]_____:

Pesticide common name		
Pesticide trade name		
EPA registration number		

Location of the pesticide application:_____

The date and time the indoor or outdoor application took place: _____

Reason for the pesticide application: _____

Description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member:

_____

_____

_____

If applicable, description of steps to be taken to avoid emergency use of pesticides for this problem in the future:

_____

_____

Description of the possible adverse effects of the pesticide(s) as per the Material Safety Data Sheets for the pesticide(s) to be used, if available:

_____

_____

_____

Pesticide product label instructions and precautions related to Public Safety:

_____

Note: As required by law, we must advise you: *"The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."*

School Integrated Pest Management Act

Compliance Certification Form

Name of School _____
PLEASE PRINT CLEARLY

Address _____
PLEASE PRINT CLEARLY

School Integrated Pest Management Coordinator _____
PLEASE PRINT CLEARLY

When a commercial pesticide applicator requests an integrated pest management coordinator to certify that the school has met the necessary notification and posting requirements for a pesticide application on school property, the signature of the integrated pest management coordinator on this form shall be required as a condition for the application of the pesticide.

Statement certifying compliance:

"I hereby certify that I am the School Integrated Pest Management Coordinator for the school named above, and further certify that this school has met all of the notification and posting requirements necessary for the following application of a pesticide other than a low impact pesticide, on this school's property."

Business or pesticide applicator performing the application: _____

Application date and time if indoor application: _____

If an outdoor application, three proposed dates in chronological order: _____

Description of application location (room number/name, specific playing field or outdoor location):

Pesticides to be used:

_____

_____

Integrated Pest Management Coordinator:

_____
SIGNATURE DATE

NOTICE OF PESTICIDE APPLICATION

For further information regarding this notice please contact the School IPM Coordinator:

_____ Phone Number:_____

Name

The following pesticides will be used at [*insert name of school*]:_____

Pesticide Common Name	Pesticide Trade Name	EPA Registration Number
Pesticide Common Name	Pesticide Trade Name	EPA Registration Number

The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure."

Location of the pesticide application:_____

Reason for the pesticide application:_____

If an <u>indoor</u> application the date and time it is planned:

DATE_____ TIME_____

In the case of an outdoor application, 3 dates must be listed, in chronological order, on which the outdoor application may take place if the preceding date is canceled.

DATE_____ DATE_____ DATE_____

Description of the possible adverse effects of the pesticides as per the Material Safety Data Sheets for the pesticides to be used, if available:

_____

_____

_____

Pesticide(s) product-label instructions and precautions related to Public Safety:

_____

Key Requirements of the New Jersey School IPM Act

RUTGERS COOPERATIVE EXTENSION
Department of Extension Specialists

The New Jersey School Integrated Pest Management (IPM) Act was adopted on December 12, 2002. Its purpose is to provide safe and effective pest management and to minimize the use of pesticides in and around school buildings. The eight key requirements of the Act are outlined below.

1. Requires the development of a **model School IPM policy** by December 12, 2003 by the New Jersey Department of Environmental Protection (NJDEP) in cooperation with the New Jersey School Boards Association, the Commissioner of Education, and Rutgers Cooperative Extension (RCE). (*See New Jersey School IPM webpages @ http://www.pest management.rutgers.edu/IPM/SchoolIPM/index.htm).*

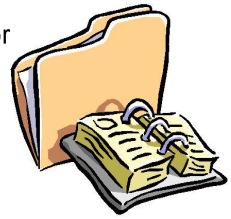
2. Requires the superintendent of each public school district for each school in the district, the board of trustees of a charter school, or the principal or chief administrator of a private school to **adopt and implement a School IPM Policy** for the school property consistent with the model policy cited above. The adoption and implementation of a model policy by public, charter, and private schools (K through 12) must occur by **June 12, 2004**. (*See New Jersey School IPM webpages @ http://www.pest management.rutgers.edu/IPM/SchoolIPM/index.htm).*



3. Requires the **appointment of an IPM Coordinator** to implement the School IPM Policy adopted by each local school board, charter school, and private school.

4. Requires keeping **records of pesticide applications used on school property** at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites.

5. Requires **annual notification of the School's IPM Policy** to all staff and parents or guardians of each student enrolled at the school to include:
   - the policy,
   - a list of any pesticide that is in use or has been used within the last 12 months on school property,
   - information on school IPM policy meetings scheduled, and
   - contact information for the IPM Coordinator of the school or school district.

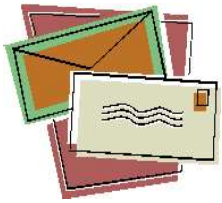


   See law for more notification specifics. This information is also to be provided to new school staff members and students.

6. Requires **prior notification of all pesticide use** (all non-low impact** pesticides) to all staff and parents or guardians of each student enrolled at the school, at least 72 hours before the use of pesticides on school property. Also requires **posting of signs** of this information at least 72 hours prior to the application. These requirements apply at any time of the year children may be present.

   Method of notification:

   - written note: students take home
   - written note is mailed at least one week prior,
   - phone call,
   - direct contact, or
   - email.



Posting of Signs:

- **placement**: prominent in/adjacent and at entrance to treatment area (school building or school grounds entrances, for example).
- **time posted**: from 72 hours prior to 72 hours after treatment
- **size**: at least 8.5" by 11".



Content of notification and signs:

- common name of pesticide,
- EPA registration number,
- EPA statement on sensitive persons (see Act above for wording)
- location description, date, and time of application (one date for indoor application; three dates for outdoor applications in case of cancellation),
- potential adverse effects of product,
- reasons for the application,
- contact information for the IPM Coordinator of the school or school district, and
- further label information or precautions for public safety.

7. **Emergency application of a non-low impact pesticide** may only be made when the health or safety of a student or staff member is threatened.

   Requirements:

   Post-application notice (content and method of notification as described above in 6 for non-low impact pesticide use) to parent or guardians of students and staff must be made within the earlier of either 24 hours or the next school day. The reason for the emergency and measures how this will be avoided in the future may be included.

   Posting of signs (as described above for non-low impact pesticide use) must be made from the time of application until 72 hours after treatment.

8. **Timing of Pesticide Applications**:



Applications of non low impact pesticides shouldn't be made when students are present on school property unless there is a separate ventilation system for the treated and the untreated areas, and smoke or fire doors separating the areas. Further, applications of non low impact pesticides on school property must be made in advance of when students will be present for instruction or extra-curricular activities, allowing for any label-prescribed entry restrictions; if there is no re-entry interval listed on the label, a minimum of 7 hours must be allowed prior to student re-entry on school property.

If there is application of a low impact pesticide on school property, it must be made so that adequate settling or drying occurs in advance of when students will be present for instruction or extra-curricular activities.

Prepared by Patricia D. Hastings, Program Associate - Pest Management; hastings@aesop.rutgers.edu and George C. Hamilton, PhD, Extension Specialist in Pest Management; Hamilton@aesop.rutgers.edu Phone: (732) 932-9801. Download this Fact Sheet online http://www.rce.rutgers.edu/pubs/pdfs/fs001.pdf

Make sure to see the **School IPM Act text for the specific requirements @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/index.htm. Also provides helpful resources & contacts.*

***'Low impact pesticides are specifically defined in the School IPM Act. Get a printable version of this information sheet and the lists of low impact materials online @ http://www.pestmanagement.rutgers.edu/IPM/SchoolIPM/NJAct/schoolipmact.htm.*

4/22/04

School IPM ACT

CHAPTER 117

AN ACT concerning the implementation of integrated pest management policies in public and private schools, and supplementing Title 13 of the Revised Statutes.

BE IT ENACTED *by the Senate and General Assembly of the State of New Jersey:*

C.13:1F-19 Short title.

1. This act shall be known and may be cited as the "School Integrated Pest Management Act."

C.13:1F-20 Findings, declarations relative to the "School the Integrated Pest Management Act."

2. The Legislature finds and declares that in 1992, the National Parent Teacher Association passed a resolution calling for the reduced use of pesticides in schools and calling on policy makers to consider all possible alternatives before using any pesticides; that the National Education Association and many national public interest organizations have announced support for reducing or eliminating pesticide use in schools; that the State, as well as 87 local government entities throughout the State, have adopted integrated pest management policies for their buildings and grounds; that childhood cancer is continuing to increase at the alarming rate of one percent per year; that the overall incidence of childhood cancer increased 10 percent between 1974 and 1991, making cancer the leading cause of childhood death from disease; and that approximately 4,800,000 children in the United States under the age of 18 have asthma, the most common chronic illness in children, and the incidence of asthma is on the rise.

The Legislature further finds and declares that children are more susceptible to hazardous impacts from pesticides than are adults; that numerous scientific studies have linked both cancer and asthma to pesticide exposure; that the United States Environmental Protection Agency has recommended the use of an integrated pest management system by local educational agencies, which emphasizes nonchemical ways of reducing pests, such as sanitation and maintenance; that integrated pest management is an effective and environmentally sensitive approach to pest management that relies on common sense practices; that integrated pest management programs use current, comprehensive information on the life cycles of pests and their interaction with the environment, and that this information, in combination with available pest control methods is used to manage pest damage with the least hazard to people, property and the environment and by economical means; and that integrated pest management programs take advantage of all pest management options possibly including, but not limited to, the judicious use of pesticides; that a notification process should be established for schools under which each student, parent, guardian, staff member, and teacher shall be notified of a pesticide application; that parents and guardians have a right to know that there is an integrated pest management system in their children's schools; that an integrated pest management system provides long-term health and economic benefits; and that parents and guardians should have a right to be notified in advance of any use of a pesticide in their children's schools.

The Legislature therefore determines that it is in the public interest of all of the people of New Jersey that the schools in this State establish an integrated pest management policy.

C.13:1F-21 Definitions relative to the "School Integrated Pest Management Act."

3. As used in this act:

"**Charter school**" means a school established pursuant to P.L.1995, c.426 (C.18A:36A-1 et seq.).

"**Commissioner**" means the Commissioner of Environmental Protection.

"Department" means the Department of Environmental Protection.

"Integrated pest management coordinator" or **"coordinator"** means an individual who is knowledgeable about integrated pest management systems and has been designated by a local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, as the integrated pest management coordinator pursuant to section 5 of this act.

"**Low Impact Pesticide"** means any pesticide or pesticidal active ingredient alone, or in combination with inert ingredients, that the United States Environmental Protection Agency has determined is not of a character necessary to be regulated pursuant to the "Federal Insecticide, Fungicide, and Rodenticide Act," 7 U.S.C. s.136 et seq. and that has been exempted from the registration and reporting requirements adopted pursuant to that act; any gel; paste; bait; antimicrobial agent such as a disinfectant used as a cleaning product; boric acid; disodium octaborate tetrahydrate; silica gels; diatomaceous earth; microbe-based insecticides such as bacillus thuringiensis; botanical insecticides, not including synthetic pyrethroids, without toxic synergists; and biological, living control agents.

"Pesticide" means any substance or mixture of substances labeled, designed, intended for or capable of use in preventing, destroying, repelling, sterilizing or mitigating any insects, rodents, nematodes, predatory animals, fungi, weeds and other forms of plant or animal life or viruses, except viruses on or in living man or other animals. "Pesticide" shall also include any substance or mixture of substances labeled, designed or intended for use as a defoliant, desiccant or plant regulator.

"School" means any public or private school as defined in N.J.S.18A:1-1.

"School integrated pest management policy" means a managed pest control policy that eliminates or mitigates economic, health, and aesthetic damage caused by pests in schools; that delivers effective pest management, reduces the volume of pesticides used to minimize the potential hazards posed by pesticides to human health and the environment in schools; that uses integrated methods, site or pest inspections, pest population monitoring, an evaluation of the need for pest control, and one or more pest control methods, including sanitation, structural repair, mechanical and biological controls, other nonchemical methods, and when nonchemical options are ineffective or unreasonable, allows the use of a pesticide, with a preference toward first considering the use of a low impact pesticide for schools.

"School pest emergency" means an urgent need to mitigate or eliminate a pest that threatens the health or safety of a student or staff member.

"School property" means any area inside and outside of the school buildings controlled, managed, or owned by the school or school district.

"**Staff member"** means an employee of a school or school district, including administrators, teachers, and other persons regularly employed by a school or school district, but shall not include an employee hired by a school, school district or the State to apply a pesticide or a person assisting in the application of a pesticide.

"Universal notification" means notice provided by a local school board, a board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, to all parents or guardians of children attending a school, and staff members of a school or school district.

C.13:1F-22 Development of model school integrated pest management policy.

4. a. No later than 12 months after the effective date of this act, the commissioner, in consultation with the Commissioner of Education, the New Jersey School Boards Association, and the New Jersey Cooperative Extension of Rutgers, The State University shall develop a model school integrated pest management policy that is based upon recommended integrated pest management plans for schools disseminated by the United States Environmental Protection Agency and that conforms to the rules adopted by the department pursuant to the "Pesticide Control Act of 1971," P.L.1971, c.176 (C.13:1F-1 et seq.).

b. No later than 18 months after the effective date of this act, the superintendent of the school district, for each school in the district, the board of trustees of a charter school, and the principal or chief administrator of a private school, shall adopt and implement a school integrated pest management policy for the school property consistent with the model policy developed pursuant to subsection a. of this section and that complies with the provisions of this act.

C.13:1F-23 Designation of integrated pest management coordinator.

5. a. Each local school board of a school district, each board of trustees of a charter school, and each principal or chief administrator of a private school, as appropriate, shall designate an integrated pest management coordinator to carry out the school integrated pest management policy required pursuant to section 4 of this act.

b. The integrated pest management coordinator for a school or school district shall:

(1) maintain information about the school or school district's school integrated pest management policy and about pesticide applications on the school property of the school or the schools within the school district;

(2) act as a contact for inquiries about the school integrated pest management policy; and

(3) maintain material safety data sheets, when available, and labels for all pesticides that are used on the school property of the school or of the schools in the school district.

C.13:1F-24 Maintenance of records of pesticide application; notices of policy.

6. a. The local school board of a school district, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall request from the pesticide applicator and shall maintain records of pesticide applications used on school property at each school or for each school in the school district for three years after the application, and for five years after the application of a pesticide designed to control termites, and on request, shall make the data available to the public for review.

b. Annually, each local school board, each board of trustees of a charter school, or each principal or chief administrator of a private school, as appropriate, shall include a notice of the school integrated pest management policy of the school or school district in school calendars or other forms of universal notification.

c. The notice shall include:

(1) the school integrated pest management policy of the school or school district;

(2) a list of any pesticide that is in use or that has been used in the last 12 months on school property;

(3) the name, address, and telephone number of the integrated pest management coordinator of the school or school district;

(4) a statement that: (a) the integrated pest management coordinator maintains the product label and material safety data sheet, when available, of each pesticide that may be used on school property; (b) the label and data sheet is available for review by a parent, guardian, staff member, or student attending the school; and (c) the integrated pest management coordinator is available to parents, guardians, and staff members for information and comment;

(5) the time and place of any meetings that will be held to adopt the school integrated pest management policy; and

(6) the following statement:

"As part of a school pest management plan, (insert school name) may use pesticides to control pests. The United States Environmental Protection Agency (EPA) and the New Jersey Department of Environmental Protection (DEP) register pesticides to determine that the use of a pesticide in accordance with instructions printed on the label does not pose an unreasonable risk to human health and the environment. Nevertheless, the EPA and DEP cannot guarantee that registered pesticides do not pose any risk to human health, thus unnecessary exposure to pesticides should be avoided. The EPA has issued the statement that where possible, persons who are potentially sensitive, such as pregnant women, infants and children, should avoid unnecessary pesticide exposure."

d. After the beginning of each school year, each local school board, each board of trustees of a charter school, or each principal or chief administrator of a private school, as appropriate, shall provide the notice required pursuant to subsection b. of this section to: (1) each new staff member who is employed during the school year; and (2) the parent or guardian of each new student enrolled during the school year.

C.13:1F-25 Permitted use of certain pesticides; notice.

7. a. If a local school board, board of trustees of a charter school or principal or chief administrator of a private school, as appropriate, determines that a pesticide, other than a low impact pesticide, must be used on school property, a pesticide may be used only in accordance with this section.

b. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall provide to a parent or guardian of each student enrolled at the school and each staff member of the school, notice that includes:

(1) the common name, trade name, and federal Environmental Protection Agency registration number of the pesticide;

(2) a description of the location of the application of the pesticide;

(3) a description of the date and time of application, except that, in the case of outdoor pesticide applications, one notice shall include three dates, in chronological order, on which the outdoor pesticide applications may take place if the preceding date is canceled;

(4) a statement that The Office of Pesticide Programs of the United States Environmental Protection Agency has stated: "*Where possible, persons who potentially are sensitive, such as pregnant women, infants, and children, should avoid any unnecessary pesticide exposure";*

(5) a description of potential adverse effects of the pesticide based on the material safety data sheet, if available, for the pesticide;

(6) a description of the reasons for the application of the pesticide;

(7) the name and telephone number of the integrated pest management coordinator for the school or the school district; and

(8) any additional label instruction and precautions related to public safety.

c. The local school board of a school district, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, may provide the notice required by subsection b. of this section by:

(1) written notice sent home with the student and provided to each staff member;

(2) a telephone call;

(3) direct contact;

(4) written notice mailed at least one week before the application; or

(5) electronic mail.

d. If the date of the application of the pesticide must be extended beyond the period required for notice under this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall reissue the notice required under this section for the new date of application.

C.13:1F-26 Posting of sign prior to use of certain pesticides.

8. a. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall post a sign that provides notice of the application of the pesticide (1) in a prominent place that is in or adjacent to the location to be treated; and (2) at each entrance to the building or school ground to be treated.

b. A sign required pursuant to subsection a. of this section for the application of a pesticide shall

(1) remain posted for at least 72 hours after the end of the treatment;

(2) be at least 8 ½ inches by 11 inches; and

(3) state the same information as that required for prior notification of the pesticide application pursuant to section 7 of this act.

c. In the case of outdoor pesticide applications, each sign shall include three dates, in chronological order, on which the outdoor pesticide application may take place if the preceding date is canceled due to weather. A sign shall be posted after an outdoor pesticide application in accordance with subsection b. of this section.

d. The requirement imposed pursuant to this section shall be in addition to any requirements imposed pursuant to the "Pesticide Control Act of 1971," P.L.1971, c.176 (C.13:1F-1 et seq.), and any rules or regulations adopted pursuant thereto.

C.13:1F-27 Applicability of notice and posting requirements.

9. The provisions of sections 7 and 8 of this act shall apply if any person applies a pesticide, other than a low impact pesticide, on school property, including a custodian, staff member, or commercial applicator. These provisions shall apply to a school during the school year, and during holidays and the summer months, only if the school is in use by children during those periods. During those periods, notices shall be provided to all staff members and the parents or guardians of the students that are using the school in an authorized manner.

C.13:1F-28 Emergency use of certain pesticides; notice requirements

10. a. A pesticide, other than a low impact pesticide, may be applied on school property in response to an emergency, without complying with the provisions of sections 7 and 8 of this act, provided the requirements of subsection b. of this section are met.

b. Within 24 hours after the application of a pesticide pursuant to this section, or on the morning of the next school day, whichever is earlier, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall provide to each parent or guardian of a student enrolled at the school, and staff member of the school, notice of the application of the pesticide for emergency pest control

that includes: (1) the information required for a notice under section 7 of this act; (2) a description of the problem and the factors that qualified the problem as an emergency that threatened the health or safety of a student or staff member; and (3) if necessary, a description of the steps that will be taken in the future to avoid emergency application of a pesticide pursuant to this section.

c. The local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, may provide the notice required by subsection b. of this section by: (1) written notice sent home with the student and provided to the staff member; (2) a telephone call; (3) direct contact; or (4) electronic mail.

d. When a pesticide is applied pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall post a sign warning of the pesticide application at the time of the application of the pesticide, in accordance with the provisions of section 8 of this act.

e. If there is an application of a pesticide pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall modify the school integrated pest management policy of the school or school district if necessary, to minimize the future emergency applications of pesticides under this section.

C.13:1F-29 Application of pesticides; re-entry period requirements

11. a. A pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities prior to the time prescribed for re-entry to the application site by the United State Environmental Protection Agency on the pesticide label, except that if no specific numerical re-entry time is prescribed on a pesticide label, such a pesticide, other than a low impact pesticide, shall not be applied on school property where students are expected to be present for academic instruction or for organized extra-curricular activities within seven hours of the application.

b. A pesticide, other than a low impact pesticide, shall not be applied in a school building when students are present. Students may not be present in an untreated portion of a school building unless the area being treated with a pesticide, other than a low impact pesticide, is served by a separate ventilation system and is separated from the untreated area by smoke or fire doors.

c. A low impact pesticide may be applied in areas of a school building where students will not contact treated areas until sufficient time is allowed for the substance to dry or settle, or after the period of time prescribed for re-entry or for ventilation requirements on the pesticide label has elapsed.

d. This section shall not apply when pesticides are applied on school property for student instructional purposes or by public health officials during the normal course of their duties.

C.13:1F-30 Immunity from liability of commercial pesticide applicator.

12. A commercial pesticide applicator shall not be liable to any person for damages resulting from the application of a pesticide at a school if the damages are solely due to the failure of the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, to provide the notice required prior to the application of a pesticide pursuant to the provisions of section 7, 8, 9, or 10 of P.L.2002, c.117 (C.13:1F-25, C.13:1F-26, C.13:1F-27 or C.13:1F-28).

C.13:1F-31 Development, availability of form for certifying compliance.

13. The department shall develop and make available to commercial pesticide applicators a form which a commercial pesticide applicator may request an integrated pest management coordinator to sign prior to the application of a pesticide, other than a low impact pesticide, on school property. The form developed pursuant to this section shall set forth a certification by the integrated pest management coordinator that the notice and posting requirements for the application of a pesticide established pursuant to section 7 and section 8 of this act, or the posting requirement

established pursuant to section 10 of this act, as appropriate, have been complied with. Upon being presented by a commercial pesticide applicator with a form pursuant to this section, the signature of the integrated pest management coordinator shall be required as a condition for the application of the pesticide.

C.13:1F-32 Issuance of administrative order; notice of violation.

14. a. The Department of Environmental Protection may issue an administrative order against a local school board, the board of trustees of a charter school, or a principal or chief administrator of a private school that fails to adopt and implement a pesticide use and school integrated pest management policy in compliance with the provisions of this act. Upon identification of a violation of this act, the department shall issue a notice of violation by certified mail or personal service to the person responsible for the violation that identifies the violation and states that an administrative order may be issued requiring compliance with the act. Any notice of violation or administrative order shall (1) specify the provision or provisions of this act, or the rule or regulation adopted pursuant thereto, of which the person is in violation; (2) cite the action that caused the violation; and (3) require compliance with the provision of this act or the rule or regulation adopted pursuant thereto of which the person is in violation. In addition, any administrative order issued pursuant to this section shall give notice to the person of his right to a hearing on the matters contained in the order. The person shall have 20 days from receipt of the order within which to deliver to the commissioner a written request for a hearing. Subsequent to the hearing and upon finding that a violation has occurred, the commissioner may issue a final order. If no hearing is requested, the order shall become a final order upon the expiration of the 20-day period.

b. The provisions of section 10 of P.L.1971, c.176 (C.13:1F-10) shall not apply to this act.

C.13:1F-33 Rules, regulations.

15. The commissioner shall adopt, pursuant to the provisions of the "Administrative Procedure Act," P.L.1968, c.410 (C.52:14B-1 et seq.), such rules or regulations as are necessary to implement the provisions of this Act.

This act shall take effect immediately. Approved December 12, 2002.

Model Written Indoor Air Quality Program

Andover Regional School District
707 Limecrest Road
Newton, NJ 07860

Updated July 1, 2024

Policy and Administration

This notice is to inform employees that our agency complies with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13)(2007), which was proposed on December 18, 2006 and adopted on May 21, 2007.

We recognize that good indoor air quality is essential to employee's health and productivity. We have established the following policies to promote good indoor air quality for employees in our buildings. These policies follow the requirements established by the PEOSH IAQ Standard as it applies to our workplace. This Written Indoor Air Quality Program applies to the following buildings/locations:

Long Pond School 707 Limecrest Road Newton, NJ 07860

Florence M. Burd School 219 Newton Sparta Road Newton, NJ 07860

Designated Person

As required by the New Jersey PEOSH Indoor Air Quality Standard, a person has been designated as the person responsible for Andover Regional School District's compliance with the standard. This person is:

Richard Medwin
Designated Person

973-315-5256 x413
Phone Number

The designated person is the person who has been trained and given the responsibility by Andover Regional School District to make routine visual inspections, oversee preventive maintenance programs, and maintain required records in order to ensure compliance with the IAQ Standard. The designated person is also assigned to receive employee concerns/complaints about indoor air quality, conduct investigations, facilitate repairs or further investigation as necessary, maintain required records, and update the written program annually.

Preventive Maintenance Schedule

Preventive maintenance schedules that follow manufacturers' specifications are in place for heating, ventilation and air conditioning systems (HVAC) systems in this workplace. A copy of the preventive maintenance schedule is attached. Damaged and inoperable components will be repaired or replaced as appropriate and a work order to show actions taken will be completed.

Recordkeeping

Documentation of preventive maintenance and repairs to the ventilation system are retained for at least 3 years and include the following information:

- Date that preventive maintenance or repair was performed
- Person or company performing the work
- Documentation of:
    - Checking and/or changing air filters
    - Checking and/or changing belts
    - Lubrication of equipment parts
    - Checking the functioning of motors
    - Confirming that equipment is in operating order
    - Checking for microbial growth in condensate pans or standing water

Documentation of preventive maintenance and work orders for repairs are maintained by Richard Medwin.

Indoor Air Quality Compliance Documents

Our agency will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. Available IAQ compliance documents will be maintained by the Designated Person and will be available to PEOSH during an inspection. These documents include:

1. As-built construction documents
2. HVAC system commissioning reports
3. HVAC systems testing, adjusting, and balancing reports
4. Operations and maintenance manuals
5. Water treatment logs
6. Operator training materials

Investigating Complaints

If employees begin to experience health symptoms that they believe are related to poor indoor air quality, they should notify the Designated Person so that their concerns can be investigated.

The Designated Person has been trained and given the authority to conduct basic indoor air quality complaint investigations. In many cases IAQ complaints can be resolved by the Designated Person.

Responding to Signed Employee Complaints to PEOSH

If we receive a written notification from PEOSH that a signed employee complaint has been filed with PEOSH, we will conduct an inquiry into the allegations. The findings of the initial inquiry and any planned actions will be provided in a written response to PEOSH within fifteen (15) working days of receipt. Copies of all responses to PEOSH will be maintained by the Designated Person.

Notification of Employees

The Designated Person will notify employees at least 24 hours in advance, or promptly in emergency situations, of work to be performed on a building that may introduce air contaminants into their work area. This notification will be in writing and will identify the planned project and the start date. The notification will also include information on how to access Material Safety Data Sheets (MSDS) or other hazard information. The Designated Person will maintain records of this notification for compliance recordkeeping purposes.

Controlling Microbial Contamination

Uncontrolled water intrusion into buildings (roof leaks, flooding, pipe condensation, plumbing leaks, or sewer backups) has the potential to support microbial growth. All employees should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks). Employees should notify the Designated Person immediately if they observe evidence of water intrusion so that corrective action can be taken. Ceiling tiles, carpet, and wall boards not dried within 48 hours may be removed as directed by the Designated Person.

Controlling Air Contaminants

Outside air

The Designated Person will identify the location of outside air intakes and identify potential contamination sources nearby, such as loading docks or other areas where vehicles idle, nearby exhaust stacks, or vegetation. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. If contamination occurs, the Designated Person will eliminate the contaminant source or make arrangements to relocate the intake.

Point Source Contaminants

The Designated Person will identify point sources of contaminants and arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans will be periodically inspected to ensure that they are functioning properly and exhausting to areas located away from outside air intakes.

Response to Temperature and Carbon Dioxide

Temperature

Where a mechanical ventilation system capable of regulating temperature is present, facilities personnel strive to maintain office building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the Designated Person should be contacted. The Designated Person will ascertain whether the HVAC system is operating properly. If not, the system must be repaired. The IAQ Standard does not require the installation of new HVAC equipment to achieve this temperature range.

Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, stacks, louvers, the Designated Person should ensure that these areas are clear and operable to allow the flow of air. If carbon dioxide (CO_2) concentrations exceed

1,000 parts per million (ppm), and the room is not equipped with operable windows, the Designated Person will conduct an inspection to ensure that the mechanical HVAC system is operating properly.

Maintaining Indoor Air Quality During Renovation and Construction Projects

Renovation work and/or new construction projects that have the potential to result in the diffusion of dust, stone and other small particles, toxic gases or other potentially harmful substances into occupied areas in quantities hazardous to health will be controlled in order to minimize employee exposure. The Designated Person will utilize the following protocol to assure that employees' exposure to potentially harmful substances is minimized:

- Obtain MSDS for all products to be utilized on the project and maintain on-site throughout the duration of the project.
- Choose the least toxic product that is technically and economically feasible.
- Consider performing the renovation/construction project when the building is least occupied.
- Consider temporarily relocating employees to an alternate worksite.
- Notify potentially affected employees, in writing, at least 24 hours prior to commencement of chemical use or dust generation.
- Isolate the work area from occupied areas.
- Use mechanical ventilation and local exhaust ventilation to maintain a negative pressure gradient between the work area and occupied areas.

Before selection and use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials in the course of renovation or construction, the designated person will check product labels or seek and obtain information from the manufacturer of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use. This information should be used to select the least volatile/hazardous products and to determine if additional necessary measures need to be taken to comply with the objectives of this section. The Designated Person will maintain records of this evaluation for compliance recordkeeping purposes.

Management and the Designated Person will consider the feasibility of conducting renovation/construction work using appropriate barriers, during periods when the building is unoccupied, or temporarily relocating potentially affected employees to areas of the building that will not be impacted by the project.

Temporary barriers will be utilized to provide a physical isolation between the construction area and occupied areas of the building.

Mechanical ventilation (i.e. fans, portable blowers, or existing HVAC equipment) will be used to maintain a negative pressure gradient between the work area and occupied areas to ensure the safety of employees. Renovation areas in occupied buildings will be isolated and dust and debris shall be confined to the renovation or construction area.

If work is being performed by an outside contractor, the Designated Person will maintain communication with contractor personnel to ensure they comply with the requirements of the PEOSH IAQ standard.

Employees who have special concerns about potential exposures during or after renovation/construction/repair work should consult with their supervisor. If despite these preventive actions, employees are exposed to air contaminants resulting in health effects, employees will be instructed to report any work-related health symptoms to one person (e.g., the nurse, human resources, designated person) so that they can be accurately assessed and investigated when indicated. All exposures should also be reported to their supervisor and the designated person.

Obtaining Permits and Performing Work in Accordance with the New Jersey Uniform Construction Code (N.J.A.C. 5:23)

Permits for renovation and construction-related work will be obtained as required by the New Jersey Uniform Construction Code (NJUCC), (N.J.A.C. 5:23). All work requiring a permit will be performed in compliance with N.J.A.C. 5:23. Additional information concerning the NJUCC can be obtained from the NJ Department of Community Affairs, Division of Codes and Standards (www.state.nj.us/dca/codes, 609-984-7609)

Maintaining Natural Ventilation in Buildings without Mechanical Ventilation

In buildings not equipped with mechanical ventilation, the Designated Person will identify the location of non-mechanical ventilation systems, such as stacks and operable windows. Periodic inspections will be conducted to ensure that these systems are operable and the surrounding areas remain clear of obstructions and potential contaminants.

Employee Responsibilities

Employees have a role in maintaining good indoor air quality within their workplace. Employees should ensure that they do not introduce unauthorized chemicals (i.e. fragrances, air fresheners, cleaning solvents, ozone generators) into the workplace. In addition, if employees observe situations which may lead to poor indoor air quality (i.e. inoperable windows, water leaks, visible mold) they should notify Richard Medwin at 973-315-5256 x413 of the situation so that it can be addressed promptly.

Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring that louvers and diffusers remain clear to allow the free flow of air. Intentionally blocking, diverting, or otherwise manipulating components (i.e. thermostat,) of the ventilation system may result in disruption of the ventilation system in the immediate area or other occupied areas of the building.

Periodic Review and Update

The Written Indoor Air Quality Program will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information. This plan will be reviewed prior to September 1, 2025.

Certifications:

Reviewed and Approved: Richard Medwin July 1, 2024 Designated Person

Florence M. Burd School

Student/Parent Handbook

2024-2025



C CARING
H HONEST
A ACCOUNTABLE
R RESPECTFUL
G GENEROUS
E EMPATHETIC
R RESPONSIBLE

P PERSONABLE
R RELIABLE
I IDEALISTIC
D DEDICATED
E ENERGIZED

School Information

Main Office Phone Number: (973) 315-5257
Nicole Dilkes, Principal: (973) 315-5257 ext. 202
School Fax Number: (973) 383-3778
School website address:
https://fmb.andoverregional.org/

Hours of Operation:

- Main Office Hours (School Year) 8:00 a.m. - 4:00 p.m.
- Main Office Hours (Summer) 8:00 a.m. - 3:00 p.m

Students are not permitted in the building until 8:30 a.m.

ARRIVAL TO SCHOOL

Students are not to arrive at school prior to 8:30 a.m. Faculty members are not available for supervision of students prior to 8:30 a.m. Specific circumstances may require students to arrive early to school and should be pre-arranged with the teacher. For the safety of our students and staff, all FMB exterior doors will remain locked at all times.

If your child is absent:
Parents must notify the school of their child's absence through their RealTime **Parent Portal** account using the absence notifications tab. All absences should be reported ASAP, but **no later than 8:40 a.m.** on the morning of the absence. If you are unable to access the Parent Portal at any time, please call the Main Office.

If you wish to speak with the nurse (in addition to submitting notification in the Parent Portal) parents may call the Nurse's office at **(973) 315-5257 ext. 203,** then follow the prompts. If the nurse isn't available, please leave the following information:

- Child's name
- Homeroom
- Reason for absence
- Expected date of return
- Best time to call and preferred phone number

We kindly ask that parents avoid calling the main office between 2:30 p.m. and 3:30 p.m., so we can tend to the end of the day routines without interruption.

ACADEMICS

Reporting Student Progress: Standards Based Report Cards will be completed and posted on the RealTime Parent Portal link of the school website www.andoverregional.org following the timeline listed below at the conclusion of each marking period.

FMB Important Trimester and Marking Period Dates
2024-2025

Trimester 1:	**September 5, 2024--December 4, 2024**
Mid Trimester	Administrative Reminder Sent to Staff & Families (10/17/24)
Grades Due:	December 6, 2024 by 4:00 p.m.
Grades Posted:	December 9, 2024 at 4:00 p.m.
Trimester 2:	**December 5, 2024-March 12, 2025**
Mid Trimester	Administrative Reminder Sent to Staff and Families (1/28/25)
Grades Due:	March 14, 2025 by 4:00 p.m.
Grades Posted:	March 17, 2025 at 4:00 p.m.
Trimester 3:	**March 13, 2025-June 13, 2025**
Mid Trimester	Administrative Reminder Sent to Staff and Families (5/1/25)
Grades Due:	June 12, 2025 by 4:00 p.m.
Grades Posted:	June 13, 2025 at 4:00 p.m.

Please note: these dates could change slightly as a result of the number of snow days incurred. This schedule is based on using none.

Progress Reports - Progress reports are used by teachers to inform parents and students about academic or behavior issues. They may also be used to reinforce positive academic or social behavior, and can be issued at any time.

The standards for documenting student progress are as follows:

MS = MEETS STANDARDS – Consistently grasps and applies key concepts, processes, and skills. Meets stated grade-level benchmark expectations up to this current assessment period.
AS = APPROACHING STANDARDS – Beginning to grasp and apply key concepts, processes, and skills. Progressing toward stated benchmark up to this point.
NS = NEEDS SUPPORT – Not grasping key concepts, process, and skills. Making limited progress and this is an area of concern that requires support.
ES = EXCEEDS STANDARDS – Extends key concepts, processes, and skills. Consistently and independently works beyond stated grade-level benchmark expectations up to this current assessment period. N/A = Not assessed at this time.

FMB 2024-2025 Bell Schedule

FMB: Regular Day Schedule		FMB: Delayed Opening Schedule		FMB: Early Dismissal Schedule	
Homeroom	8:30-8:45	Homeroom	10:30-10:45	Homeroom	8:30-8:45
Period 1	8:45-9:25	Period 1	10:45-11:10	Period 1	8:45-9:10
Period 2	9:26-10:06	Period 2	11:11-11:36	Period 2	9:11-9:36
Period 3	10:07-10:47	Lunch/Recess	11:37-12:02	Period 3	9:37-10:02
Period 4	10:48-11:28	Lunch/Recess	12:02-12:27	Period 4	10:03-10:28
Lunch/Recess	11:29-11:54	SEL Time	12:27-12:37	Lunch/Recess	xxxxx
Lunch/Recess	11:54-12:19	Period 3	12:38-1:03	Lunch/Recess	xxxxx
SEL Time	12:20-12:30	Period 4	1:04-1:29	SEL Time	10:29-10:47
Period 5	12:31-1:11	Period 5	1:30-1:55	Period 5	10:49-11:09
Period 6	1:12-1:52	Period 6	1:56-2:21	Period 6	11:10-11:30
Period 7	1:53-2:33	Period 7	2:22-2:47	Period 7	11:32-11:52
Period 8	2:34-3:14	Period 8	2:48-3:13	Period 8	11:54-12:14
HR/Dismissal	3:15-3:30	HR/Dismissal	3:15-3:30	HR/Dismissal	12:15-12:30

Andover Regional Schools
Student/Parent Agreement for Responsible Use of District Owned Computing Device

This assigned device is intended to be used by the student for educational purposes only.

In order to receive a Chromebook, all students and their parents or guardians must review and sign the following procedures and guidelines. Parents must click, in RealTime, to accept the terms of this agreement.

Use of Technology Guidelines:
- All use of technology must support learning.
- Students must follow local, state, and federal laws while using technology. - Students are responsible for ensuring their device is recharged when the battery is getting low. - Any lost or damaged devices must be reported to the main office within two school days. - Students must transport devices in a responsible manner to avoid damage.

Students may not:
- Share logins or passwords (Exception: students may share passwords with parents or guardians).
- Decorate or modify hardware in any way. (No stickers, paint, mods, etc.)
- Use another person's device.
- Have, display, or share inappropriate material on devices (photos, video, wallpaper, pirated or illegal

content, etc.)
- Use the device in any way other than approved by your teacher in class (games, social media, videos, taking photos, etc.).
- Install any software/apps other than approved by the district and instructed by a teacher. - Damage, lose, or leave devices in an unsecure location.
- Use devices in "technology free zones" including but not limited to locker rooms and bathrooms.
- Use the camera or recording device on their machine for anything other than educational purposes without the permission of all participants.

Statement of Responsibility of Borrower

I accept responsibility if equipment is lost, damaged, or needs to be repaired or replaced while it is in our possession. I acknowledge that the equipment received is in good condition, and it will be used only by the student. I have read and understand the Student/Parent Agreement for Responsible Use of District Owned Computing Devices and agree to abide by this policy.

I understand that if a district assigned device is lost or damaged due to disregard for the above policies, I will be responsible for paying a replacement or repair cost of up to $350. Common repair costs: Broken Screen $40, Broken Keyboard $40-$100, Lost Charger $40, Lost Protective Cover $40, Damaged Camera, Headphone jack or other interface ports would incur a full replacement cost.

I understand that the Chromebook and district- assigned Google Chrome account are the property of Andover Regional Schools and as a result may be subject to inspection at any time. The District reserves the right to examine and/or confiscate any device at any time to ensure compliance with policies. The student should have NO expectation of privacy of materials found on district supplied equipment or supported email service, including during home use. Be aware that at ALL TIMES, your browsing history is viewable by Andover Regional administration.

3rd Party App Information:
3rd party apps may be used for instructional purposes to implement board approved district curriculum. Please see our district website for further information on the 3rd party apps used in our district.

As a parent or legal guardian, I hereby acknowledge that I have read and understand the Student/Parent Agreement for Responsible Use and the District Acceptable Use Policy. **I further recognize that if my child does not abide by the rules of acceptable use, he/she is subject to disciplinary action as indicated in the Parent/Student Handbook.** I hereby give permission to the Andover Regional School District to issue my child a Chromebook, and agree to abide by the policies as outlined in the Student/Parent Agreement for Responsible Use and the Acceptable Use Policy. I further understand that this permission will remain in effect during the entire time my child is a student at the Andover Regional Schools, and I will notify the school in writing if I wish to rescind this permission.

Please see BOE Policy **8335- FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT*

Network Administration

Network administrators may review files and will routinely maintain and monitor the systems. Users should be aware that their files are not private.

NOTE: Violation of the acceptable use policy may result in disciplinary action and /or suspension from school. It is also possible that a student will no longer be able to use a school device and will have to complete alternative assignments.

CELL PHONE POLICY

Cell phones are a modern convenience that many families rely upon to communicate with one another. The school understands and respects that cell phones are a necessity in today's world. However, cell phones have become a major distraction during school hours. We wish to avoid any misuse. Therefore, restrictions regarding the use of cell phones is warranted as we continue to maintain a proper learning environment for all.

1. Cell phones are required to be turned off and kept in backpacks throughout the school day.
2. Text messaging is prohibited at any time during school hours.
3. A cell phone will be confiscated if a student is caught with the phone during school hours (including AM homeroom and PM homeroom)

Disciplinary Actions:

- 1st Offense- Phone sent to the office and returned to student at end of day with a warning; parents notified
- 2nd Offense- Phone sent to the office and parent/guardian must retrieve
- 3rd Offense- Phone sent to the office; parent/guardian must retrieve; Administrative Detention
- 4th Offense- Phone sent to the office; parent/guardian must retrieve; Administrative After School Detention

AFFIRMATIVE ACTION POLICY, PLAN & PROCEDURES

It is the policy of the Andover Regional School District not to discriminate on the basis of race, color, creed, religion, sex, ancestry, national origin, or social or economic status in its educational programs, activities and employment policies and practices as required by Title IX of the Educational Amendments of 1971 and N.J.A.C. 6:4-1.1. et seq.

Personnel in all categories shall be selected and employed on the basis of competence for the available positions without discrimination on the basis of race, religion, marital status, national origin, sex, gender orientation, age or disability.

Before being presented to the Board of Education for adoption, textbooks and all other materials shall be reviewed to determine whether or not they reflect bias or prejudice, and whether or not they portray any group as stereotypes.

Courses shall be designed and developed to challenge students intellectually or physically at their level of competence.

Competitive sports programs shall be balanced to present an equal challenge to either gender, and when possible, to provide for participation for the physically challenged. Placement of students in classes and courses shall be made on the basis of the individual student's needs.

All existing facilities owned or operated by the Board of Education shall be studied to discover practical means to provide optimum access to disabled persons. Future facilities will be designed to conform to federal and state requirements with regard to access for the disabled.

LEGAL REFERENCES: ESEA Title IX NJSA 10:5-1 et seq
P.L. 94-142 NJAC 6:4-1. 3, P.L. 93-112 Section 504, NJSA 52:32-1 et seq, 18A:6-5, 6,
18A: 18A-17, 18A: 29-2, 18A: 36-20

ATTENDANCE POLICY
(* BOE Policy 5200)

General
A student is expected to attend **ALL days and hours** that the public schools are in session in the district.

- Daily attendance for students who are in school will be taken during homeroom.

In the district, when a student exceeds the limit of eighteen (18) absences, the building principal has the authority to retain or require completion of specific academic responsibilities before promotion is granted. Any student absent thirty (30) or more days will automatically be retained and will repeat that grade the following school year. All absences will count toward this limit except for excused absences which are listed below:

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

a. The student's illness supported by a note from a physician;
b. The student's required attendance in court;
c. Where appropriate, when consistent with Individualized Education Programs, the Individuals with Disabilities Act, accommodation plans under 29 U.S.C. §§ 794 and 705(20), and individualized health care plans;
d. The student's suspension from school;

e. Family illness or death supported by notification to the school by the student's parent;
f. Necessary and unavoidable medical or dental appointments that cannot be scheduled at a time other than the school day; and which are documented by a physician's note.
g. Take Our Children to Work Day;
h. An absence considered excused by a New Jersey Department of Education rule;
i. An absence for a reason not listed above, but deemed excused by the Principal upon a written request by the student's parent stating the reason for the absence and requesting permission for the absence to be an excused absence.

"Truancy" means ten or more cumulative unexcused absences that count toward truancy of a student between the ages of six and sixteen as determined by the Board's Attendance Policy and Regulation pursuant to N.J.A.C. 6A:16-7.6(a)4.iii. and the definition of school day pursuant to N.J.A.C. 6A:32-8.3. Any absence not listed in C.2. above shall be an unexcused absence counted toward truancy.

Upon return

It is expected that a student returns to school with a ***"written excuse note."*** The note should include the student's name, homeroom assignment, date(s) of absence and reason for absence and it **MUST** be signed by a parent/ guardian and submitted to the homeroom teacher. A doctor's note is required to consider absences due to illness "excused." Missed assignments must be made up upon the student's return to school. The student will have one day of make-up time for each day absent. Teachers will not give assignments in advance. All work not completed within the make-up time will be graded accordingly. When parents/guardians are aware that an absence will occur for an extended period of time, they are requested to notify the main office or nurse.

Participation in School Activities

Students who are absent from school, come to school after 10:30 a.m., or leave school early due to illness or disciplinary reasons **MAY NOT** attend after school activities or evening sponsored programs running that day.

Excessive Tardiness

Children should arrive at school on time each day. Attendance is taken in all grades and homerooms. A student is determined to be late when they arrive to homeroom after 8:40 a.m. Homeroom is when attendance is taken. Students arriving late to school five or more times during a marking period will receive notification letters.

Truancy

New Jersey school attendance laws are violated whenever a student is truant or whenever a class is cut.

TRUANCY is defined as an unauthorized absence from school.

TRUANCIES and / or CUTS may result in suspension from school and or disciplinary action. *A complaint **will** be filed with the local Municipal Court if a student exhibits a pattern of truancy or cuts.

Potentially Missing Children

The nurse will call the parent/guardian's work number as well as emergency contact numbers as soon as possible after an unexplained absence has been noted. If a parent/guardian/emergency contact cannot be reached, the nurse shall notify the principal. If the principal cannot reach the parent/guardian or locate the child and has any reason to believe the child is missing, the principal shall notify the Andover Township Police Department.

CODE OF CONDUCT

*As per ARSD BOE policy 5600

Teachers reserve the right to maintain discipline within the scope of their classroom and throughout the school day. However, if the infraction warrants it, the teacher may choose to submit a discipline referral sheet to the administration. In most cases, the teachers are expected to notify parents when/if they suspect an administrative referral is the next step following repeated attempts to address the behavior. Students will receive consequences as outlined below depending on the severity of the offense.

Level 1

Students who have exhibited behaviors that disrupt the learning environment will be referred to the administration. Level 1 offenses are frequent or serious misbehaviors that disrupt the learning climate of the school. Examples of behaviors that would qualify as Level 1 offenses are:

- Repeated disruptive classroom behavior
- Using inappropriate language
- Misbehaving for a substitute
- Insubordination/defiance
- Disrespectful behavior

Potential administrative responses to Level 1 behaviors may be:

- Conference with the student
- Phone call to parent/guardians

Level 2

Students who continue to exhibit behaviors identified in Level 1 or who engage in much more serious transgressions will receive a Level 2 response from the administration. Examples of these behaviors are:

- Fighting or violence towards a peer or staff member.
- Damage to facility that interferes with functioning of school or threatens the well being of others.
- Sexual harassment
- Drug, alcohol, or weapon possession
- Harassment, Intimidation, and/or Bullying. (see BOE Policy 5512)
- Inappropriate use of electronic device, i.e. taking photos/videos of others without consent
- Theft

Potential administrative responses to Level 2 behaviors may include:

- In-School Suspension.
- Out-of-School Suspension.
- Involvement of Law Enforcement
- Parent conference
- Repeated offenses of Level 2 offenses may result in student removal from Field Day, field trips, or any other school activity

Harassment, Intimidation, and Bullying

In accordance with **Board of Education Policy 5512**, all acts of harassment, intimidation, or bullying are prohibited. A safe and civil environment in school is necessary for pupils to learn and achieve high academic standards. Harassment, intimidation, or bullying, like other disruptive or violent behaviors, is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment.

Harassment, Intimidation and/or bullying means any gesture, any written, verbal or physical act, or any electronic communication, as defined in N.J.S.A. 18A:37-14, whether it be a single incident or a series of incidents that:

1. Is reasonably perceived as being motivated by either any actual or perceived characteristic, such as race, color, religion, ancestry, national origin, gender, sexual orientation, gender identity and expression, or a mental, physical or sensory disability, or by any other distinguishing characteristic;

2. Takes place on school property, at any school-sponsored function, on a school bus, or off school grounds, as provided for in N.J.S.A. 18A:37-15.3;

3. Substantially disrupts or interferes with the orderly operation of the school or the rights of other students; and that

    a. A reasonable person should know, under the circumstances, that the act(s) will have the effect of physically or emotionally harming a student or damaging the student's property, or placing a student in reasonable fear of physical or emotional harm to his/her person or damage to his/her property; or
    b. Has the effect of insulting or demeaning any student or group of students; or
    c. Creates a hostile educational environment for the student by interfering with a student's education or by severely or pervasively causing physical or emotional harm to the student.

Consequences and appropriate remedial action for pupils who commit acts of harassment, intimidation, or bullying may range from positive behavioral interventions up to and including suspension or expulsion, as set forth in the Board adopted Pupil Discipline/Code of Conduct.

Remedial measures shall be designed to correct the problem behavior, prevent another occurrence of the problem, and protect the victim of the act.

COMMUNICATION

Various forms of communication exist at FMB School. Here are a few:

- email/phone calls
- School website/teacher pages on website
- Parent/Teacher conferences

* Always contact the school if you have any questions and or/concerns to avoid any misunderstandings.

DRESS CODE

It is important to recognize that each student's mode of dress and grooming is a manifestation of the student's personal choices and style. However, students may not wear clothing or engage in grooming practices that endangers their health or safety, or the health or safety of other students; creates disorder or disrupts the educational environment; causes excessive wear or damage to school property; or prevents the student from achieving his/her own educational objectives.

FMB School prohibits students from wearing any type of clothing, apparel, or accessories with biased, offensive or profane messages, alcohol, drug, tobacco, or sexual references. Also, wearing or possessing items depicting or implying racial hatred, stereotyping, or prejudice will not be tolerated.

DROP-OFF / PICK-UP PROCEDURES

****Please do not park in the bus circle from 8:20- 8:40 and again between 3:15-3:45****

Morning Drop-off Procedures:

Bus- All students riding a bus will be dropped off directly in front of FMB School and must walk directly to their homeroom class.

Parent Drop-off- All students that are dropped off by a parent/guardian will be dropped off at the side gym door adjacent to the parking lot.

- Please pull forward so that others may pull in behind you for drop-off
- Parents/drivers are not to exit their vehicle while in the drop-off line
- Your child must exit the vehicle on the passenger side for safety

PRESCHOOL DROP OFF: Park in the bus circle AFTER 8:40.

Reminder: Students may not arrive at school prior to 8:30 a.m.

Afternoon Pick-up Procedures:
Bus- Students will remain in their classroom until their bus number is called. Once they are dismissed they will walk to their designated bus.

Parent Pick-up- Any parents wishing to pick up their child from school at the end of the day must enter this information into the Parent Portal. Students will be placed on a pick-up list and will line up in the gym. They will exit through the assigned doors onto the blacktop and be released to their parents (or approved person identified on the PickUp list/emergency card). All parents picking up their child(ren) will PARK and walk to the blacktop, to the designated doors to pick up their child. PRESCHOOL PICK UP: Park in the parking lot and wait by the door. Please pick up your child and vacate the parking lot ASAP.

Bus Safety Rules:
We take the safety and wellbeing of our students seriously. Safety and behavior on the school bus is not the sole responsibility of the school bus drivers. It is a matter of teamwork that requires the cooperation of pupils, parents, and school personnel. New Jersey State Law 18A:25-2 gives the authority to the school principal to exclude a pupil from the bus for disciplinary reasons and allocates the responsibility for the child's transportation to and from school to the parents for the exclusion period. Cooperation and understanding by all students and parents is appreciated. Please emphasize to your child/children the importance of following the rules and regulations covering transportation and bus safety.

Rules-

- Sit in your assigned seat with your seatbelt on at all times. Keep the aisle clear of feet and belongings. Never put your head, hands, or arms out the window
- Stay seated until the bus stops
- Never cross behind the bus. Cross in front of the bus so the driver can see you.
- When crossing the street, always wait for the bus driver to indicate that it is safe to cross
- Talk quietly and do not distract the bus driver
- Do not throw things or litter the bus
- No eating, drinking, or gum chewing on the bus
- Arrive at assigned bus stop 10 minutes before the bus is due to arrive
- Students may only ride their regular bus and to the bus stop assigned. Bus assignment changes are approved only in the case of emergent or urgent need, for long-term temporary address changes, or permanent move within the district.

Waiving Transportation Services
Per board policy, if a parent or guardian wishes to waive transportation services, the Parental Transportation Services waiver form will need to be completed and submitted to the transportation office. This request will need to be submitted on a yearly basis. Please note transportation services will only be reinstated for hardship reasons within that given year, and at the discretion of the Board of Education.

HEALTH SERVICES

A certified school nurse is on duty at FMB School during regular school hours. Students should report to the nurse if illness occurs in school. The nurse will arrange for the students who are too ill to remain in school to go home. If the nurse is not in, students are to report to the main office.
Please be sure to update all emergency contacts on the parent portal or check with the main office or school nurse to be certain.

The School Nurse will follow the guidelines below when administering all medications, including all over the counter drugs, to be received by any student:

1. Students requiring medication at school must have a written statement of permission to administer medication from his/her physician which identifies the type of medication, dosage and time schedule, including reason for medication.

2. A parent's permission note to the School Nurse must accompany the physician's permission also with the identity of medication, dosage and the time schedule.

3. All medication must be in the original container, both for prescription and non-prescription medication, with the label clearly visible and updated, as needed.

Snacks/Food in the Classroom:
A 10 minute snack break has been built into your child's classroom schedule. In order to ensure a safe snack break the following procedures will be in place:

- All snacks must be nut free
- Easy open packaging
- No utensils will be allowed
- Healthy snacks are encouraged
- Must be able to be consumed in under 10 minutes
- Absolutely no sharing of food between students will be allowed

HEALTH AND PHYSICAL EDUCATION

BOE **Policy 2422** "The Board of Education recognizes the value of physical activity in the development and maintenance of sound physical and mental health. Accordingly, the Board directs the establishment, in accordance with law, and the New Jersey Core Curriculum Content Standards of a program of physical education and the enrollment therein of every pupil in attendance in the schools of this district, insofar as each is physically capable of participation. Each course will provide pupils with a regimen of physical exercise and activity, assist pupils in the development of physical skills and achievements, encourage pupils in a spirit of sharing and cooperation, and instill in pupils a lifelong

appreciation for physical activity. The successive courses of physical education will be so designed as to provide pupils with exposure to a variety of athletic and physical activities."

Physical Education: Our physical education program is designed to provide a planned orderly transition from elementary school to middle school, and eventually high school. We plan to direct our students through a program that will meet their physical, social, and emotional needs. The physical education program is focused on health and wellness and will be differentiated and adapted to individual needs. Improvement and development in agility, flexibility, balance, strength, power and endurance will be expected.

All students are expected to wear appropriate attire at all times, including while participating in physical education class. Accordingly, while in physical education class, students are expected to wear socks, sneakers, and gym apparel. Students may be excused from class for one day only on a written excuse from the parent. A doctor's note is necessary for any extended excuse. Students will have access to the locker room bathrooms and may change clothes/sneakers as needed, but locker room lockers will not be available this year.

Health Education: The New Jersey State Learning Standards in Comprehensive Health and Physical Education provided by the NJ Department of Education have been revised and are required to be implemented for the Fall of 2022. We value the importance of partnering with families as we educate students in the knowledge and
skills they need in order to lead healthy, active lives.

We invite you to examine and discuss this information with your child prior to these instructional units at school. The curriculum guide will be available on the district website and through the Office of Curriculum and Assessment for your review. The Supervisor of Curriculum will be able to answer any questions about this standards and you are also welcome to contact your child's Health Teacher to receive further information
about the lessons that will be taught to your student.

Depending on your child's grade level, topics may include:
- Personal Safety
- Human Reproduction and Childbirth
- Puberty
- HIV/AIDS and Sexually Transmitted Infections (STDs)
- Contraception and Pregnancy Prevention
- Abstinence
- Healthy Relationships
- Decision Making
- Self-Advocacy

The Andover Regional School District acknowledges that parents/guardians are the primary sexuality educators for their child/children, and we are committed to partnering with you to provide support and supplementary resources to you if needed. Although we encourage families to have their students participate in these essential health topics, we want to remind Parents/Guardians that they do have the option of excluding their child from any portion of health education instruction if it is in conflict with

conscience, moral, or religious beliefs. If this is the case with your child, please fill out the exclusion form (found on the school's website) and return to your child's Principal. Students who are excused will be assigned to a separate location for the identified lessons with an alternative assignment on a topic of which they have already been introduced.

(CLICK HERE) for a copy of the OPT out letter and form needed if you wish to exclude your child from any portion of health instruction.

COUNSELING

Andover Regional School District (the "District") is committed to providing a quality, well-rounded education to its students. In an effort to achieve this goal, parents/guardians and/or school staff may refer students for counseling or students may request counseling. To facilitate this effort the District offers short term individual counseling to students. The focus of the counseling program is to help students better understand the world they live in and make better decisions that help them live functional lives. These services are not intended as a substitute for diagnosis and/or treatment for any mental health disorder. It is a parental obligation to determine whether additional/different services are necessary and appropriate.

It is the policy of the District to obtain parent/guardian written permission for individual counseling that extends beyond two sessions in a school year or that is planned on a regular basis. The District may, however, send a student for situational counseling due to concerns, disciplinary issues, requests or any other reason deemed appropriate by District staff without parent/guardian consent.

In order to build trust with the student, the counselor will keep information confidential, with some possible exceptions. Because these services are provided to minor children in the school setting, it is understood that the school counselor may share information with parents/guardians, the student's teacher and/or administrators or school personnel who work with the student on a need to know basis so that the student may be better served by all involved. The counselor is, by law, required to share information with parents or others if:

- Student presents a serious danger to self or others
- There is evidence or disclosure of abuse or neglect
- There is a threat to school security
- Criminal or delinquency proceedings are pending

Should you, as a parent, desire that your child NOT receive counseling, then you will need to provide the District with written documentation of such request. In the absence of such written documentation the District will provide occasional/situational counseling as they deem appropriate.

HOMEWORK

Homework is a means of reviewing or reinforcing the lessons taught in school. In the interest of variety, and meeting all of your needs, not all assignments will necessarily be written ones. An assignment may be to read, to cut something out, to discuss a specific topic with parents, to interview, or to do research. The classroom teacher develops their own homework assignments and expectations. However, we try to adhere to the following guidelines and time frame for daily homework assignments:

Grade K = 10 minutes or less.
Grade 1 = 10 minutes or less.
Grade 2 = 20 minutes or less.
Grade 3 = 30 minutes or less.
Grade 4 = 45 minutes or less.

No homework assigned on weekends or holidays.

Long term projects or assignments may take longer. However, teachers provide ample time for students to complete assignments.

If a student is absent for three or more days the parent/guardian may arrange to pick up missed assignments by contacting your child's teacher.

RETENTION POLICY

Elementary and Intermediate Grades (PreK-8) - A pupil will be promoted to the next succeeding grade level when he/she demonstrates the proficiencies required for movement into the next grade.

- Teachers who determine that a pupil's progress may not be sufficient to meet promotion standards shall notify the parent(s) or legal guardian(s) of the pupil and offer consultation with the parents or legal guardians.
- In grades PreK-8, the parent(s) or legal guardian(s) and where appropriate the pupil will be notified no later than three weeks prior to the end of the year when the possibility of a pupil not being promoted is determined.
- A pupil with fewer than 150 days attendance in grades PreK-8 will not be promoted to the next grade level.
- Extenuating circumstances as determined by the Building Principal can waive the 150-day attendance requirements for grades PreK-8.
- Classroom teachers shall provide input to the Principal who makes the final decision concerning the promotion or retention of each pupil.

SCHOOL SAFETY AND SECURITY

Fire, school security drills- 18A:41-1 Every principal of a school of two or more rooms, or of a school of one room, when located above the first story of a building, shall have at least one fire drill and one school security drill each month within the school hours, including any summer months during which the school is open for instructional programs, and shall require all teachers of all schools, whether occupying buildings of one or more stories, to keep all doors and exits of their respective rooms and buildings unlocked during the school hours, except during an emergency lockdown or an emergency lockdown drill. Where school buildings have been provided with fire escapes, they shall be used by a part or all of the pupils performing every fire drill. Schools are required to conduct a school security drill within the first 15 days of the beginning of the school year.

Food in Classrooms- There will be occasions where food and/or beverages will be served as part of a classroom experience, field trip, and/or celebration. Because the ingredients of these food and beverage products may be unknown to the food preparation person and/or server, a pupil with anaphylaxis to food should not consume any food products that he/she is unsure of the ingredients. The teacher will provide, whenever possible, advance notice of the classroom experience, field trip, or celebration in order for the pupil to bring a food or beverage product from their home so they may participate in the activity.

School Safety Vestibule- All guests/visitors are expected to schedule appointments and/or notify the main office in advance. They will be required to get buzzed in the main entrance doors and wait in the safety vestibule while the main office staff confirms the appointment and runs the guest/visitors driver's license through the Raptor System. Parents dropping off forgotten items will be asked to leave the items in the safety vestibule and all parents picking up school belongings will also do so in the safety vestibule.

LPS ONLY Schedule B Recommendations for the 2024-2025 School Year
*updated 8/13/24

Recommended LPS Club Advisor/Coach	Salary	POSITION
		Athletics
Connor Mendes	$ 3,200.00	Basketball Coach - Boys
Brittany Grau	$ 3,200.00	Basketball Coach - Girls
Jake Deanda	$ 2,900.00	Assistant Basketball Coach - Boys
Jennifer Coffey	$ 2,900.00	Assistant Basketball Coach - Girls
Wendy Ehehalt	$ 2,800.00	Field Hockey Coach
Rebecca Morrell	$ 2,500.00	Assistant Field Hockey Coach
Conner Mendes	$ 2,800.00	Track & Field
Summer Passanante	$ 2,500.00	Assistant Track & Field Coach
TBD	$ 1,800.00	Intramural Floor Hockey
Connor Mendes and Brittany Grau	~~$ 1,200.00~~ $600 each	Intramural Basketball
Connor Mendes	$ 600.00	Intramural Kickball
Connor Mendes	$ 600.00	Intramural Softball
		CoCurricular
Jennifer Coffey	$ 2,500.00	Student Council - LPS
Kelly Edsall	$ 1,200.00	E.A.R.T.H. Club - LPS
Claire Serratelli	$ 1,200.00	E.A.R.T.H. Club - LPS
Kristen Brady	$ 2,250.00	Yearbook - LPS
Stepahnie Posser	$ 2,250.00	Yearbook - LPS
ALL ARSD STAFF- to be paid via timesheet accordingly	$ 2,080.00	Activity Supervisor (26 events) x ($80) Coffey, Pasko, Heinke, Passannante, Mendes
TBD	$ 3,000.00	Drama Director - LPS
TBD	$ 3,000.00	Music Director - LPS
Claire Serratelli	$ 1,400.00	Artistic/Technician Assistant - LPS (design)
TBD	$ 1,400.00	Artistic/Technician Assistant - LPS (costume)
Bradley Heinke	$ 400.00	Graduation Coordinator
Connor Mendes	$ 1,300.00	Peer Leadership - LPS
Bradley Heinke	$ 1,300.00	Peer Leadership - LPS
Stacy Publik	$ 2,500.00	NJHS
ALL ARSD STAFF- to be paid via timesheet accordingly	$ 1,890.00	Dance/Activities - LPS (3) x (7 events) x ($90/event) Coffey, Pasko, Heinke, Passannante, Mendes

Ryan Zuccheri	$ 1,450.00	Band Director - LPS (before school)
TBD	$ 1,450.00	Chorus Director - LPS (before school)
Ryan Zuccheri	$ 1,200.00	Jazz Band - LPS (before school)
Darice Myers	$ 1,500.00	TREPS - LPS
Stephanie Posser	$ 1,500.00	TREPS - LPS
TBD	$ 1,800.00	LEGO League (Robotics) LPS
TBD	$ 1,800.00	LEGO League (Robotics) LPS
Leo LaBarge	$ 2,800.00	Homework Club - LPS

Positions Modified or initiated in 2021-2022

Recommended LPS Club Advisor/Coach	**Salary**	**Positions**
Claire Serratelli	$1,600.00	Art Club- (initiated 2021-2022)
Bradley Heinke	$1,000	Class Trip Coordinator (1 extended day; 1 regular Day) *this replaced 8th, 7th and 6th Grade Class Trip Coordinator
Bradley Heinke	$1,000	Class Trip Coordinator (1 extended day; 1 regular Day) *this replaced 8th, 7th and 6th Grade Class Trip Coordinator
ALL ARSD STAFF- to be paid via timesheet accordingly	$450	6th Grade Extended Day Chaperone (5 @ $90) * this replaced Overnight 8th, 7th and 6th grade chaperones
ALL ARSD STAFF- to be paid via timesheet accordingly	$450	8th Grade Extended Day Chaperone (5 @ $90) * this replaced Overnight 8th, 7th and 6th grade chaperones
Conner Mendes	$2800	New- Soccer Head Coach
Summer Passannante	$2500	New- Soccer Assistant Coach

CHEMICAL HYGIENE PLAN

Updated & Board Approved July 1, 2024

Prepared for

Andover Regional School District

Prepared by: Richard Medwin, Supervisor of Buildings and Grounds

This Chemical Hygiene Plan (CHP) is intended to:

1. Inform laboratory employees of the potential health and safety hazards present in their workplace.

2. Inform laboratory employees of the precautions and preventive measures that have been established by this organization to protect employees from a workplace illness or injury.

3. Inform laboratory employees of the required safety rules and procedures established by this organization to meet the requirements of 29 CFR 1910.1450 and 29 CFR 1910.1200.

STANDARD OPERATING RULES AND PROCEDURES

In addition to the specific laboratory standard operating procedures, the following general requirements are mandatory at all times:

1. Routes of emergency egress shall be clearly indicated and unobstructed;
2. All fire extinguishers shall remain functional and accessible;
3. Safety glasses and a lab apron/coat are mandatory at all times in the laboratory;
4. Avoid all skin exposures to hazardous chemicals;
5. Other personal protective equipment shall be used as directed by the CHO;
6. Safety instruction signs, warning signs and exit signs shall be utilized and maintained in legible condition;
7. Good housekeeping procedures shall be conducted daily;
8. Counter tops and work benches shall be maintained clean, neat and orderly;
9. If an incidental spill occurs, clean it up immediately;
10. If a significant spill or leak occurs, the premises shall be vacated immediately or the emergency response plan shall be instituted;
11. Material Safety Data Sheets received shall be submitted to the maintenance office-
12. No manufacturer's label shall be removed or defaced from the original container;
13. Identifying labels shall be utilized on all successive containers;+

14. Breakable containers shall be transported within a compatible, unbreakable, secondary container;
15. Equipment which is damaged or malfunctioning shall not be used, particularly chipped glassware;
16. Electrical equipment shall be maintained in good condition;
17. Continuous inventory records shall be maintained on all chemicals;
18. Chemical stock shall be rotated so that the shelf-life is not exceeded;
19. Incompatible chemicals shall be segregated from each other;
20. Chemical disposal shall be in accordance with all applicable laws and regulations;
21. Flammable liquids shall be stored in a flammable storage cabinet;

Employees will be informed of:

1. The contents of 1910.1450 and its appendices. A copy of the standard will be available to employees for review at the B&G Supervisor's Office.

2. The availability and location of the written Chemical Hygiene Plan.

3. The Permissible Exposure Limits (PELs) for the substances regulated by OSHA or the Threshold Limit Values (TLVs) established by ACGIH for other hazardous chemicals where there is no applicable OSHA standard.

C. Training

Employee training will include:

1. The methods and observations that may be used to detect the presence or release of a hazardous chemical. These may include monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.

2. The physical and health hazards of chemicals in the work area.

3. The measures employees can take to protect themselves from these hazards. Measures should include specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals such as, standard operating procedures, work practices, emergency procedures, and personal protective equipment to be used.

MEDICAL CONSULTATION AND EXAMINATION

Andover Regional School District shall provide medical consultation to all affected employees. Medical attention, including follow-up examinations that the examining physician deems is necessary, will be provided under the following circumstances:

A. Whenever an employee develops signs and symptoms associated with a hazardous chemical to which they may have been exposed, the employee shall be provided an opportunity to receive appropriate medical examination. The employee shall contact the chemical hygiene officer to initiate the medical program.

B. Where exposure monitoring reveals an exposure level routinely above the OSHA action level (or in the absence of an action level, exposure above the OSHA permissible exposure level (PEL)) for OSHA regulated substances for which there are medical monitoring and medical surveillance requirements, medical surveillance shall be established for that employee.

C. Whenever an event takes place in the work area, such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation. This consultation will be for the purpose of determining the need for a medical examination.

Note: All aspects of these examinations and consultations must be performed by a licensed physician, or under the direct supervision of a licensed physician. These examinations must be provided without cost to the employee, without loss of pay and at a reasonable time and place.

a) Ensuring that workers know and follow the chemical hygiene rules that protective equipment is available and in working order, and that appropriate training has been provided.
b) Providing regular, formal chemical hygiene and housekeeping inspections including routine inspections of emergency equipment.
c) Knowing the current legal requirements concerning regulated substances.
d) Determining the required levels of protective apparel and equipment.
e) Ensuring that facilities and training for use of any material being ordered are adequate.

D. Laboratory teacher is responsible for:
a) Planning and conducting each operation in accordance with the institutional chemical hygiene procedures.
b) Developing good personal chemical hygiene habits.

E. The Chemical Safety Committee (if applicable) will be responsible for:
a) Providing continuing support for institutional chemical hygiene
b) Ensuring that OSHA standards are met and that the chemical hygiene program is being followed.
c) Ensuring health and safety in the laboratory is maintained.
d) Discussing/updating the chemical hygiene program whenever the standard is updated or new chemicals are introduced in the workplace.

Bank Account Code(s): A,E,M,N,O,L,H Only

Check#	Date	Vendor (Payee)	Amount
A:36145	7/16/24	ReadyRefresh by Nestle	46.97
A:36146	7/16/24	Brightspeed	45.60
A:N1484	7/16/24	Andover Regional School Lunch Program	100.00
A:36147	7/25/24	Andover Regional Petty Cash	18.82
A:N1480	7/25/24	Andover Regional School Lunch Program	3,021.50
A:N0730	7/30/24	Andover Regional Payroll Agency	110,245.06
A:36148	8/1/24	School Transportation Supervisors of NJ	200.00
A:36149	8/1/24	U.S. Postal Service	1,500.00
A:N1481	8/1/24	NJSHBP Division of Pension & Benefits	126,872.61
A:N1482	8/1/24	Key Government Finance, Inc.	12,806.00
A:N1483	8/1/24	The Depository Trust Company	8,850.00
A:N0815	8/15/24	Andover Regional Payroll Agency	169,875.31
A:36150	8/21/24	911inform, LLC	1,890.00
A:36151	8/21/24	Alarm & Comminication Technologies, Inc.	316.00
A:36152	8/21/24	Apple Inc.	1,928.00
A:36153	8/21/24	Aramsco, Inc.	435.96
A:36154	8/21/24	ASCD	315.00
A:36155	8/21/24	Rubicon West, LLC	5,300.00
A:36156	8/21/24	Blue Diamond Disposal, Inc.	1,450.28
A:36157	8/21/24	Brightspeed	47.34
A:36158	8/21/24	Cara Capela	1,866.66
A:36159	8/21/24	CP Engineers, LLC	87.00
A:36160	8/21/24	Different Roads	169.99
A:36161	8/21/24	Direct Energy Business	398.44
A:36162	8/21/24	Educational Resources of New Jersey LLC	1,200.00
A:36163	8/21/24	ELIZABETHTOWN GAS	1,595.07
A:36164	8/21/24	FP Mailing Solutions	443.40
A:36165	8/21/24	Generation Genius, Inc	995.00
A:36166	8/21/24	GoTo Communications, Inc.	1,989.38

© 2022 CDK Systems, Inc.

Bank Account Code(s): A,E,M,N,O,L,H Only

Check#	Date	Vendor (Payee)	Amount
A:36167	8/21/24	William Grennille	708.33
A:36168	8/21/24	Granite Telecommunications, LLC	9.63
A:36169	8/21/24	HD Supply Formerly Home Depot Pro	662.39
A:36170	8/21/24	J & B Therapy, LLC	4,513.07
A:36171	8/21/24	Kesler Science, LLC	1,158.00
A:36172	8/21/24	Laboratory Corporation of America	279.30
A:36173	8/21/24	Mathnasium	13,000.00
A:36174	8/21/24	Monoprice, Inc.	215.01
A:36175	8/21/24	Municipal Capital Finance	3,114.00
A:36176	8/21/24	Networks & More!, Inc.	2,400.00
A:36177	8/21/24	New Jersey Assoc. of Designated Persons	150.00
A:36178	8/21/24	New Jersey Association of School Business Offici	1,250.00
A:36179	8/21/24	New Jersey School Boards Association	7,500.35
A:36180	8/21/24	New Jersey School Buildings & Grounds	400.00
A:36181	8/21/24	New Jersey Schools Insurance Group	170,560.14
A:36182	8/21/24	Newton Board of Education	395,734.20
A:36183	8/21/24	Dawn O'Connell	2,068.95
A:36184	8/21/24	P.G. Chambers School, Inc.	15,325.40
A:36185	8/21/24	Planet Networks	11,729.64
A:36186	8/21/24	R&L Data Centers, Inc.	380.30
A:36187	8/21/24	Raptor Technologies, LLC	1,320.00
A:36188	8/21/24	Ricciardi Brothers of Parsippany, Inc.	1,153.93
A:36189	8/21/24	RoNetco Supermarkets, Inc.	416.73
A:36190	8/21/24	Ross, Suzanne	314.79
A:36191	8/21/24	Scarinci Hollenbeck, LLC	3,460.80
A:36192	8/21/24	Staples Business Advantage	79.76
A:36193	8/21/24	Sussex County Charter School for Technology	26,597.00
A:36194	8/21/24	Sussex County Superintendents' Roundtable Asso	825.00
A:36195	8/21/24	Nicole Sylvester	104.71

© 2022 CDK Systems, Inc.

Bank Account Code(s): A,E,M,N,O,L,H Only

Check#	Date	Vendor (Payee)	Amount
A:36196	8/21/24	Teaching Strategies, LLC	69.75
A:36197	8/21/24	Teaching Strategies, LLC	27.90
A:36198	8/21/24	Township of Randolph	1,250.00
A:36199	8/21/24	Nikki Tozer	3,733.40
A:36200	8/21/24	WeVideo, Inc.	1,551.78
A:36201	8/21/24	Western Pest Services	40.00
A:36202	8/21/24	Steve Zanella	855.00
A:36203	8/21/24	Lowes Home Centers, Inc.	71.88
A:36204	8/21/24	Lowes Home Centers, Inc.	178.01
A:36205	8/21/24	B&G Solutions, LLC	800.00
A:36206	8/21/24	Sussex County Regional Cooperative	352,152.01
A:36207	8/21/24	J & B Therapy, LLC	4,344.95
A:36208	8/21/24	Learning A-Z, LLC	6,266.00
A:36209	8/21/24	GoTo Communications, Inc.	2,020.00
A:36210	8/21/24	Granite Telecommunications, LLC	800.56
A:36211	8/21/24	Combustion Service Corp	1,000.00
A:36212	8/21/24	Alarm & Comminication Technologies, Inc.	79.00
A:36213	8/21/24	Staples Contract & Commercial LLC	887.19
A:36214	8/21/24	SmartPass, Inc.	1,432.00
A:36215	8/21/24	RocketLit Inc.	1,995.00
A:36216	8/21/24	Amazon Capital Services	212.32
A:36217	8/21/24	Kids Discover, LLC	144.00
A:36218	8/21/24	Ansor Solar, LLC	11,930.36
A:36219	8/21/24	Explore Learning	420.00
A:36220	8/21/24	Explore Learning	2,070.00
A:36221	8/21/24	R&L Data Centers, Inc.	1,046.90
A:36222	8/21/24	Uberprints.com	1,423.70
A:36223	8/21/24	School Specialty, LLC	131.12
A:36224	8/21/24	Nasco Education, LLC	81.71

© 2022 CDK Systems, Inc.

Bank Account Code(s): A,E,M,N,O,L,H Only

Check#	Date	Vendor (Payee)	Amount
A:36225	8/21/24	OTC Brands, Inc.	451.47
A:36226	8/21/24	Delta Dental of New Jersey, Inc.	7,513.00
N:03751	8/21/24	Fairview Lake YMCA Camps	270.00
O:01403	8/21/24	Lowes Home Centers, Inc.	697.32
O:01404	8/21/24	WILLCO	255.00
O:01405	8/21/24	Erica Lang	5.25
O:01406	8/21/24	Karen Reed	32.60
O:01407	8/21/24	Victoria Roche	7.75
O:01408	8/21/24	Daisy Gerena	8.00
O:01409	8/21/24	Brian Tompkins	3.45
O:01410	8/21/24	Sara Vargas	27.50
O:01411	8/21/24	Denise Velasquez	8.05

The Grand Total of all Checks from Fund 10 is:	39,428.96
The Grand Total of all Checks from Fund 11 is:	1,396,890.98
The Grand Total of all Checks from Fund 20 is:	66,443.89
The Grand Total of all Checks from Fund 40 is:	21,656.00
The Grand Total of all Checks from Fund 60 is:	1,044.92
The Grand Total of all Checks from Fund 95 is:	270.00
The Grand total of all checks for this period is:	1,525,734.75

Board President

Nicole Bhasin 8-12-24
Board Secretary

© 2022 CDK Systems, Inc.

DRAFT

Andover Regional Board of Education Special Meeting

August 8, 2024

Attendance:

Present: Ms. Jane Byron, Mrs. Maria Dunbar, Dr. Jeffrey Neubig, Mrs. Lena Sciroppo and Dr. Robert Koroski

Also Present: 5 members of the public/staff

Not Present: Mr. James Fetcho, Mr. Brian Hertenstein, Mr. Steven Minnick, and Mr. William Porter and Ms. Nicole Sylvester and Mr. Bryan Fleming

I. INTRODUCTORY ITEMS:

President Koroski called the meeting to order at 7:30 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): None at this time.

IV. APPROVAL OF MINUTES: None at this time.

V. COMMITTEE REPORTS: None at this time.

Board Committees:

Personnel/Policy	**Finance/Operations**	**Curriculum/Instruction**
Mr. Porter (Chair)	Mr. Fetcho (Chair)	Mrs. Dunbar (Chair)
Mrs. Sciroppo	Mr. Hertenstein	Dr. Neubig
Dr. Koroski	Mr. Minnick	Ms. Byron

Special Committees/Ad Hoc Assignments:

WHAT	DELEGATE	ALTERNATE(s)
Sussex County School Boards Association	Dr. Koroski	Mrs. Dunbar
NJSBA Delegate Assembly	Mr. Minnick	Mrs. Dunbar
Newton Board of Education Rep.	Ms. Byron	Dr. Koroski
Sussex County Educational Services	Mr. Hertenstein	Dr. Koroski
Andover Regional Parent Teacher Association	Mrs. Sciroppo	Dr. Neubig
Township Liaison	Dr. Koroski	Mrs. Dunbar/Dr. Neubig
Negotiations/Sick Bank	Dr. Koroski	Mr. Hertenstein/ Mr. Fetcho
QSAC Committee	Dr. Koroski	Mr. Minnick
Tri-District Consortium	Dr. Koroski	Mr. Porter & Mrs. Sciroppo
SEPAG Liaison	Dr. Koroski	Mr. Fetcho

VI. SUPERINTENDENT REPORT: None at this time.

B. Curriculum, Instruction & Assessment: None at this time.

C. Technology Report: None at this time.

D. Child Study Team Report: None at this time.

E. Suspension/HIB Reports- None at this time.

F. Principal's Reports- None at this time.

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT: None at this time.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS:

Below are the comments from the Public, all questions were answered and discussed, if applicable.

Mr. Ordile- Asked if the reason for the meeting is to only approve the contract with the Superintendent's new date.

Ms. Balady- Asked if an update for the FMB parking lot and preschool fence could be provided.

Mrs. Coughlin- Asked if we would be using the Haggerty curriculum for preschool.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mrs. Dunbar moved and Mrs. Sciroppo seconded, that the Andover Regional Board of Education approve resolutions #1-2 as presented:

1. **Rescind**: Rescind P/P motion #1 from May 30, 2024 Board meeting as follows:

> *1. **New Hire Superintendent of Schools**: RESOLVED that the Board of Education hereby approves the appointment of Mr. John Fritzky as Superintendent of Schools, as well as the Employment Contract between Mr. John Fritzky and the Board of Education, effective August 29, 2024 through June 30, 2029 at an annual salary of $174,200 consistent with the terms and conditions set forth in said Employment Contract, contingent review and approval by the Executive County Superintendent of Schools.*

2. **New Hire Superintendent of Schools**: RESOLVED that the Board of Education hereby approves the appointment of Mr. John Fritzky as Superintendent of Schools, as well as the Employment Contract between Mr. John Fritzky and the Board of Education, effective August 9, 2024 through June 30, 2029 at an annual pro-rated salary of $174,200 consistent with the terms and conditions set forth in said Employment Contract, contingent review and approval by the Executive County Superintendent of Schools.

Roll Call Vote:

Yes: Ms. Byron, Mrs. Dunbar, Dr. Neubig, Mrs. Sciroppo and Dr. Koroski

No: None

Abstain: None

B. FINANCE/OPERATIONS: None at this time.

C. CURRICULUM/INSTRUCTION: None at this time.

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS: None at this time.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS: None at this time.

Adjournment: Dr. Neubig moved to adjourn the meeting, seconded by Ms. Byron and approved at 7:38 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,

Dr. Koroski

Board President

Andover Regional School District
Emergency Virtual/Remote Instruction Program
2024-2025

Superintendent of Schools
BOE Approved: August 21, 2024

Andover Regional School District

707 Limecrest Road ♦ Newton, NJ 07860
973-315-5254 phone ♦ 973-579-3972 fax
www.andoverregional.org

Superintendent Of Schools — *Mrs. Jennifer Reynolds, Supervisor of Curriculum & Instruction*

Instruction & Technology

1. Fully Remote Instruction and Assessment

1.1. Teachers will use Google Classroom to communicate with families/students.

1.2. Students will follow their regular schedules for a full day of school utilizing their distinct-issued device:

- Long Pond students must log on to their first period class by 8:30, and the day ends at 3:30.
- Florence M. Burd students must log into the homeroom by 8:30, and the day ends at 3:30.

1.3. Students will be trained by teachers in how to join the Google Classroom and the Google Meet link in order to be prepared in the event of a shift to remote instruction. All students should join their teacher's Google Meet link which will be posted in their classroom banner.

1.4. At certain points during live lessons, teachers may allow students to log off or turn cameras off to allow time for independent work. This is a natural part of the teaching progression.

1.5. Students will be engaged in guided learning experiences, meetings, and assessments using available online resources provided by their teachers using Google Classroom, Google Meet, and/or other approved digital applications.

1.6. Student cameras must remain turned on during instruction unless an accommodation is provided. Student conduct online must be appropriate and respectful as consistent with in-person learning and each school's code of conduct.

1.7. Lack of student participation will be addressed by staff phone calls and/or emails to parents to address the issues and be considered as part of the course grade.

1.8. The district will distribute a survey to staff and families at the start of the school year to determine who may be without internet.

1.9. The district will work with staff and families who do not have internet access to provide a district issued hotspot.

1.10. The technology staff has created a Google Form on the main page of the school website for families to request instructional technology assistance. Staff should submit technology work request tickets.

2. Attendance

2.1. Attendance will be taken daily.

2.2. The standard for attendance in fully remote instruction will follow the same standard as outlined in the student handbook.

2.3. Attendance calls will be received by our usual procedure in the event that a student is ill and unable to participate on any given day.

3. Food Service

3.1. In the event that we utilize a fully remote schedule, Andover will continue to distribute meals to students. Families will be notified of distribution locations and times through the district's messaging system and through frequent updates on the school's website.

4. Special Learning Needs and Student Support Services

4.1. Any student with special learning needs who cannot participate successfully in remote learning will be provided hard copies of guided learning experiences in addition to textbooks and other print materials.

4.2. Student support services (i.e., OT, PT, speech, CST, counseling, nursing) will be provided remotely, where feasible. To address mental health needs, school counselors will establish office hours and will continue to meet with students remotely.

4.3. The individual needs of special education students will be addressed by CST case managers and teachers. Case managers will identifying individual student needs (socially, emotionally and/or academically) and will meet with teachers to determine the steps necessary to meet those needs while virtual (e.g. virtual support from a teacher assistant, coordination of outside agency support, collaboration with parents to navigate the online learning process, including support with parents to create schedules for students to work at home, etc).

4.4. Case managers will maintain contact with parents on a regular basis. Therapists will track services by documenting attendance, IEP goals and objectives addressed, and collecting data to monitor student progress on those goals and objectives.

4.5. Parents will be invited to do remote IEP meetings by mutual consent. Evaluations may be completed if appropriate for a remote platform (e.g., social assessments, completion of teacher and parent rating scales, and other assessments that do not require direct 1-1 physical administration).

4.6. ELL students will have the support of the ELL teacher. The teacher will also help to communicate with parents.

5. Teacher Expectations

5.1. Become familiar with district online protocols and platforms.

5.2. Plan standards-based lessons that are synchronous, live learning opportunities that meet the needs of students at various levels, ensuring versatility of lessons. At some points during a synchronous lesson, teachers may incorporate some portion of the lesson to include asynchronous time.

5.3. Develop predictable routines and structures for students while maintaining student engagement through varied instructional strategies/modalities.

5.4. Provide regular feedback to students and families on expectations and student progress.

5.5. Set clear expectations for remote students..

5.6. Assess student progress early and often and adjust instruction and/or methodology accordingly.

5.7. Instruct and maintain good practice in digital citizenship for all students and staff.

5.8. Communicate regularly with both students and parents.

5.9. Participate in any professional development related to culturally responsive teaching, socio-emotional learning, and trauma-informed teaching.

6. Paraprofessionals

6.1. Paraprofessionals who usually serve in physical classrooms supporting students and teachers may also provide support in the remote environment, especially for students with special learning needs, English language learners, and those that need additional support at home.

6.2. With direction from teachers and administrators, paraprofessionals are able to:

6.2.1. Lead small group assignments under the direction of the classroom teacher;

6.2.2. Pre-record read-alouds and videos around certain learning activities or caption pre-recorded instructional videos from general education teachers;

6.2.3. Provide real-time support during remote sessions;

6.2.4. Research websites, videos, and links for accessible activities that teachers can incorporate into lessons;

6.2.5. Communicate with families and students to support them in accessing and participating in remote learning;

7. Administrator Expectations

7.1. Work with staff to ensure that teaching and learning, and all student services, are effectively and efficiently developed, planned, and delivered.

7.2. Provide time for staff collaboration and planning

7.3. Home collaboration, cooperation, and relationship building skills using alternative methods to remain connected to remote instruction.

7.4. Define and provide examples of high-quality instruction given context and resources available.

7.5. Assess teacher, student, and parent needs regularly.

7.6. Ensure students and parents receive necessary support to ensure access to instruction.

7.7. Communicate expectations for delivering high-quality instruction, assessing, and monitoring student progress in the virtual environment, in accordance with NJDOE's Professional Standards for Teachers and for Leaders.

7.8. Plan a process to onboard students and reestablish the classroom environment through emphasizing relationships with students and parents and resetting routines.

7.9. Create feedback loops with parents and families about students' academic and social emotional health and well-being, through use of remote learning conferences .

7.10. Share a comprehensive account of academic interventions and social emotional and mental health support services available through the district.

7.11. Support families in connecting with teachers and other services they need to be successful in navigating the remote environment.

7.12. Identify essential personnel for the virtual operation of the school district and provide a list to the county office.

Communication and Family Engagement

8. Communication

8.1. Our approach to communication comes from a customer service perspective to continue to build trust with our community.

8.2. Personal contact through online meetings, telephone conversations, or individual emails is the norm and to be expected in most situations.

8.3. Broad information will continue to be disseminated to families through School Messenger, Genesis, and district/school/teacher websites.

8.4. District and school websites are an important source of information. Regular site management will be practiced.

Continuity of Operations

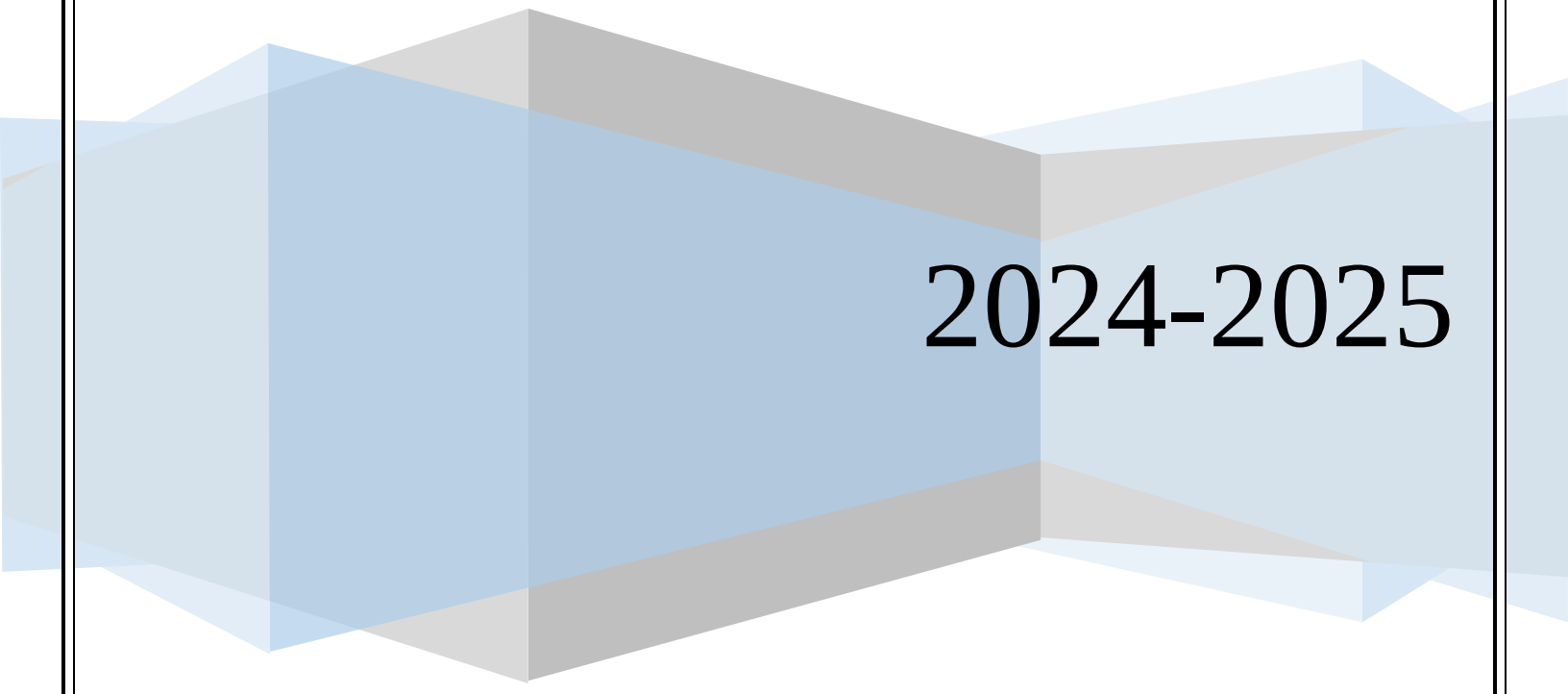
9. General Information

9.1. In the event schools are ordered to close and move to complete remote learning due to a health concern, school and district offices will be closed to the public. The only exceptions will be for distribution of meals per a schedule to be announced on the district website and alert messaging. Any modifications will be communicated by the offices directly.

9.2. All school related trips, athletic competitions, and other extracurricular activities are canceled for the duration of the school closure.

Andover Regional School District Purchasing Manual

Prepared by: Nicole Sylvester (March 2021 Edition)



2024-2025

INTRODUCTION AND PURPOSE

The purpose of this Purchasing Manual is to assist all school district employees with the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contracts Law--N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code--N.J.A.C. 5:34-1 et seq.;
- Board of Education Purchasing Policies;
- Federal Procurement Code--2 CFR 200.317 et seq., when applicable;
- NJQSAC Fiscal DPR Indicator #15;
- Local Finance Notices – NJ Division of Local Government Services; and
- Other laws and administrative code when applicable.

The Purchasing Manual is designed to achieve three (3) goals:

1. Compliance with the law, code and board policy on purchasing;
2. Promote efficiency in the purchasing practices; and
3. Achieve savings of money through proper purchasing practices.

Proper Planning
We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please think of purchasing in terms of a whole year. What items and services do you need on an annual basis? Through proper planning, we can eliminate much of the frustration that is encountered with all public school purchasing procedures.

Who Should Review this Manual?
This manual should be reviewed with all administrators, department heads, teachers, secretaries, and others who are involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

Deliberative Process—Purchases of Goods and Services Take Time!

- **Compliance with Law; Code; Board Policy**

Public school purchasing is a deliberative process, designed to ensure compliance with the Public School Contracts Law, appropriate New Jersey Administrative Code, board of education policy and when applicable, Federal Procurement Code.

- **Limit Fraud**

The deliberative process also encompasses checks and balances and internal controls designed to limit fraudulent activities.

Public school purchasing is indeed a time consuming effort; please be patient!

Mandatory Training

All school personnel involved in the requisition and purchasing process shall attend mandatory training sessions concerning proper purchasing procedures. The training will be presented in two (2) sessions:

- **Session I—Purchasing Procedures**

All administrators, supervisors and principals, pursuant to N.J.A.C. 5:34-1.1 (b), shall attend this mandatory training session on purchasing procedures.

- **Session II—Requisition and Purchase Order Process**

All school personnel involved in the preparation of requisitions and purchase orders shall attend this mandatory training session.

Recommending Purchases; Educational/Operational Rationale

Administrators who recommend purchases should be able to explain and defend the need of the purchase and why the purchase is essential to the school district. Administrators who sign off on requisitions/purchase orders may have to provide an educational or operational rationale for the purchase based on the following:

- How will students learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?
- Are the goods/services purchased useful for the long term rather than immediate need?
- Have inventories been checked to determine whether there is a real need for the purchase?

Administrators may have to justify the need for the purchase and if so required, explain the need at a Board of Education meeting.

QPA Certification—Current Bid Threshold--$44,000

Any thresholds listed are based upon the assumption the School Business Administrator/Board Secretary possesses a Qualified Purchasing Agent (QPA) Certificate and the board of education has set the bid threshold at the current maximum of $44,000.

ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS

All district employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict with their position with the district and those dealings with vendors who provide goods and services to the district. All district employees should adhere to the following terms and conditions of the board's policy on Ethics and Conduct in Purchasing; Vendor Relations.

Federal Code of Standards of Conduct
The board of education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1),** hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award and administration of contracts using federal funds. The code of conduct also applies to all purchases, notwithstanding the source of funding.

A. Financial Interest in any Contract with the Board of Education--Prohibited
No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation or reward from any contract for the sale of goods and services to the Board of Education. Reference—N.J.S.A. 18A:6-8.

B. Solicitation/Receipt of Gifts from Vendors -- Prohibited
School board members, school officials and employees, or members of their immediate family are prohibited from soliciting, receiving or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or **other thing of value** from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from the district, or a potential bidder, or an applicant for any contract with the district, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et seq.

C. School District Responsibility – Favoritism; Family Members; Businesses
School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families and from businesses in which the official, employee or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

D. Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Board of Education or to any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to influence, any official or employee of the Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

E. Vendor Certification

Vendors will be asked to certify that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education.

F. Disciplinary Actions for Violations of the Policy--Sanctions

In accordance with N.J.S.A. 18A:6-8, any school district employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination and/or revocation of license to teach or to administer.

Conflict of Interests

No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of any contract, if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Ref. 2 CFR 200.318 (c) (1)

School district employees who are part of an evaluation committee to review responses to Request for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

Possible Conflict of Interest—Contact the School Business Administrator

Any school employee who feels there may be a potential conflict of interest with a recommendation of award with any vendor doing business with the district, is encouraged to contact the School Business Administrator for guidance.

CRIMINAL CODE CITATIONS

All school employees are reminded of the following New Jersey Criminal Code citations:

2C:27-9 Unlawful Official Business Transaction
"A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest." (N.J.S.A. 2C:27-9)

2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior
"A public servant commits a crime in the fourth degree…if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty." (N.J.S.A. 2C:27-10)

PUBLIC SCHOOL PURCHASING—LEGAL AUTHORITY

AUTHORITY TO PURCHASE

Authority to Purchase—School Business Administrator/Board Secretary

The purchase of goods and/or services by a board of education is governed by state statutes, administrative code and board policy. New Jersey State Law 18A:18A-2 (b) assigns the legal authority to the Purchasing Agent (School Business Administrator) to make purchases for the board of education.

The Purchasing Agent is the only individual in the school district that has the authority to make purchases for the board of education. The terms "Purchasing Agent" and "School Business Administrator" will be used interchangeably throughout the manual.

Authorized Purchases

All requests for purchases of goods and/or services must be made through an approved purchase order signed by the Purchasing Agent, prior to the goods or services to be received.

Purchase Order--Defined

A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the Purchasing Agent, authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered or work/service be authorized to begin by any other individual in the school district other than the Purchasing Agent.

Unauthorized Purchases

Any school district employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

Penalties and sanctions for unauthorized purchases may be assigned by the Superintendent of Schools, which may include for the employee to pay for the unauthorized purchase.

Corrective Action for Non-compliance

1. Memo to Administrator

   If the Purchasing Agent has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising the administrator of the unauthorized purchase.

   The Superintendent of Schools shall receive a copy of the memo.

2. Memo to Superintendent

   The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order and a copy of the memo will be sent to the Superintendent of Schools.

3. Letter to Vendor

   The Purchasing Agent will also send a letter to the vendor who provided either unauthorized services or goods. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

District Sanctions and Violations

All district employees are reminded the school district may receive sanctions because of unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4
   The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

2. NJQSAC Fiscal DPR Indicator #15
   The school district is subject to a penalty of four (4) NJQSAC points by not being in compliance with the Fiscal District Performance Review Item #15, which prohibits confirming or unauthorized orders.

3. Audit Finding and Recommendations
   All financial transactions are subject to audit review. The district may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeat audit findings may lead to sanctions against the school district.

4. Employee Sanctions
   The Superintendent of Schools may recommend to the Board of Education the filing of sanctions against any employee who does not comply with federal and state purchasing laws and code, board policy and district purchasing procedures. The sanctions may include, but are not limited to, paying for any unauthorized purchase, withholding of increment, employee suspension or tenure charges.

Purchasing Prohibitions

1. Employees Prohibited from Signing Contracts--Prohibition
   Board of Education employees are prohibited from signing any contract offered by a vendor. The power to sign and execute vendor contracts after Board of Education approval lies with the Board President and the Board Secretary.

   Personal Liability
   Contracts signed by an employee shall be considered non-binding by the Board of Education with the employee accepting full responsibility for the costs of the contract.

2. Reimbursements; Employee--Prohibition
   The Board of Education only recognizes an employee reimbursement purchase order when it pertains to tuition reimbursement, pre-approved travel, meals, and conferences. The Board will not reimburse employees for items and goods personally purchased by the employee.

3. Student Activity Accounts--Prohibition
   Purchases made through Student Activity Accounts may not be reimbursed with Board funds. Purchase orders made payable to Student Activity Accounts for the aforementioned purpose will not be signed by the Purchasing Agent.

4. Private Purchases -- Prohibited
   Goods and services procured by the Board of Education are exclusively for the use of the board and if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

   Employees of the Board of Education are prohibited from purchasing privately goods and/or services off the bid prices and quotation prices offered by the vendors to the board of education.

Purchasing Guidance

Cancellation of Purchase Orders--Guidance
All requests to cancel purchase orders must be made in writing to the Purchasing Agent. Reasons explaining the need to cancel the purchase order must be outlined. The Purchasing Agent maintains the sole right to cancel purchase orders.

Credit Cards Prohibited
Pursuant to the New Jersey Department of Education Audit Program page I-5.9, a school district is not permitted to use a credit card for the purchase of goods and services. All purchases are to be made through the purchase order process in compliance with the Public School Contracts Law.

Contracts; Purchase Order Required--Guidance
The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor. N.J.S.A. 18A:18A-2 (v).

Preview of Materials--Guidance
All staff members must receive permission from administrators, supervisors, or principals to preview materials. After the preview process has been completed, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for a new item.

METHODS OF PROCUREMENT

A. Advertise for Bids (Purchases that exceed the bid threshold--$44,000)

This method is used for procuring goods, materials, services and public work projects that exceed in the **aggregate** of the board of education approved bid threshold of $44,000.

Examples

Building Services; Facilities	Technology
Plumbing, Electrical, HVACR work	Computer Supplies
Custodial Supplies	Printers / Computers
Public Works Projects	Interactive White Boards
Food Services	**Athletics**
Groceries and Canned Goods	Footwear
Kitchen Equipment	Athletic Supplies/Equipment

District
Furniture
AV Equipment

Award of Contract--Lowest Responsible Bidder

The common thread of all these bids is the district has to award the contract pursuant to N.J.S.A. 18A:18A-4 (a) to the lowest responsible bidder.

N.J.S.A. 18A:18A-2 (l). "**Aggregate**" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.

Bids and Purchasing:

1. Bid Limit -- $44,000

The Board of Education is restricted by New Jersey state law on how much money can be spent by the district for the entire year on materials, supplies, and services.

This restriction is called the **bid threshold** or **bid limit**. The bid limit is $44,000. This means that any specific item, class of items, and/or services of a similar nature, purchased by the school district totaling in the aggregate more than $44,000 for the entire year, must be competitively and advertised for bid. This restriction is for the entire district and not by location or schools.

School officials cannot circumvent the law by splitting purchases to be under the $44,000 bid limit. Administrators that have purchases that may exceed the $44,000 bid limit, are to contact the Purchasing Office to begin planning the bid process.

The formal bidding process takes about 6-8 weeks to complete as explained in the Appendix under Bid Process.

2. Annual Bids—N.J.S.A. 18A:18A-9

The Board of Education, to be in compliance with N.J.S.A. 18A:18A-9, requests administrators/supervisors and school principals start to plan and prepare for Annual Bids. The proposed time lines are as follows:

February-March	Administrators/Supervisors prepare technical specifications to be reviewed by the Purchasing Agent.
April	Purchasing Agent prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. Bids are advertised pursuant to the Public School Contracts Law.
May/June	Annual bids are received, opened and tabulated by the Purchasing Agent.
May/June	Award of contract resolutions are prepared by the Purchasing Agent for Board of Education review and approval.
June	Purchase orders are generated by Administrators/Supervisors and presented to the Purchasing Agent for services to begin on July 1st.
June/July	Purchase orders are generated for goods and materials to be delivered to the schools for August delivery.

3. Bidding: Time Frame

As stated before, the formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately. An outline of the bidding process is located in the Appendix.

4. Exceptions to the Bid Limit

New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where a Board of Education does not have to advertise bids for goods and services. Some of them are:

a. Purchasing through New Jersey State Contract; Other State Approved Co-ops.
b. Professional services as outlined by New Jersey law;
c. Textbooks, kindergarten supplies, student produced publications, library and educational goods;
d. Legal notices, food supplies, milk, utilities, insurance, election expenses, travel and conferences; and
e. Contracts with other government entities; county and state colleges.

These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37(a) if practicable.

B. Quotations (Purchases that fall between $6,600 and $43,999)

This method of procurement is used for contracts for goods, materials, services and public works projects that in the aggregate are between $6,600 and $43,999.

Examples:

Athletic Trainer Supplies	Athletic Wear
Instrument Reeds	Fitness Equipment
Payroll Checks	Dry Cleaning Services

Award of Contract—Price and Other Factors

The board of education, is obligated to solicit at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37 (a), to the vendor whose response is most advantageous, price and other factors included.

Quotations and Purchasing

1. Quotation Limits--$6,600 through $43,999

   The quotation limit (threshold) presently is $6,600. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than $6,600 and less than $44,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the Purchasing Agent.

   School officials cannot circumvent the law by splitting purchases to be under the quotation threshold.

2. Quotation Process

   All quotations shall be in writing and will be coordinated by the Office of the Purchasing Agent. When a quotation is deemed necessary, the administrator/supervisor or school principal is asked to contact the Purchasing Office. The Purchasing Agent will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

   Please note: The formal quotation process could take about 2-4 weeks from start to finish.

   There will be no telephone quotations except in a case of extreme urgency.

3. Receipt of Two (2) Quotations

   Pursuant to N.J.S.A. 18A:18A-37(a) the school district shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order. It is the responsibility of the Purchasing Agent to solicit formal quotations.

C. Request for Proposal—RFP -- This method is preferred for the following contracts:

Professional Services	**Academic/Operational Services**
Medical	(Contracts less than $44,000)
Auditing; Accounting	Instructional Improvement
Legal	Educational Consultants
Engineering, Architectural	Professional Development
Special Education Related Services	

Award of Contract—Evaluative Criteria

The RFP method is designed to award the contract to the vendor based upon a list of criteria which include as recommended by the New Jersey State Comptroller's Office with the

Best Practices in Awarding Service Contracts (2010)

- **Technical**
  - Submission of narrative how firm will provide services; planned approach; measurable results
  - Understanding how services will be provided
- **Management**
  - Business organization; staffing
  - Experience; and
  - Knowledge of district
- **Cost**
  - Fee proposal submission; cost analysis

The contract for an RFP contract does not; I repeat *does not* have to be given to the respondent who submits the lowest price. The evaluative criteria process is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

D. Competitive Contracting (Certain Contracts over $44,000)

This procurement method is used for certain contracts over $44,000.00.

The district can only use this method for contacts that are outlined in NJ State Law 18A:18A-4.1. **Some** of the examples that are permitted are

- Proprietary Computer Software for Board Use
  1. Student Data Warehousing
  2. Student Information System
  3. Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services

The award of contract is similar to the RFP award of contract. It is based upon the same evaluative criteria which is designed to award the contract to the respondent whose response will provide the highest quality services at fair and competitive prices.

The administrative process of Competitive Contracting as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq. is a rather lengthy process and may take 6-8 weeks to complete.

E. State Contract—NJ START--Purchasing

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey START (NJ START) contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

It is the recommendation of the Purchasing Agent to procure the following equipment and supplies from New Jersey START contract vendors.

❶ ***Office Supplies and School Supplies***

The Purchasing Agent will distribute separate memos highlighting State Contract vendors who sell Office Supplies and School Supplies. Please review these memos with your staff.

If you plan to purchase Office Supplies and School Supplies from the State Contract vendor, please follow the instructions on the memo.

❷ ***Computers***

If you plan to purchase computers, please adhere to the following process prior to completing purchase orders for computers.

- *Contact the Director of Technology: Joe DeLuca 973-315-5254 x407*

Please contact the **Director of Technology.** The director will be able to assist you with the technical aspects and the State Contract requirements of purchasing computers.

➎ ***Copiers—Approvals Needed—Superintendent, SBA and Board of Education***

If you plan to purchase a copier, please contact the Purchasing Agent. All purchases of copiers must be pre-approved by the Purchasing Agent and the Superintendent of Schools. All purchase of copiers through the State Contract GSA pricing require board of education approval pursuant to the requirements of N.J.A.C. 5:34-9.7.

Other State Contract NJ START Purchasing

The School Business Administrator is required to have board of education approval for all NJ START contract purchases that exceed the bid threshold. All NJ START contract purchases will be verified by the Purchasing Agent prior to processing.

Purchase Order Requirements--State Contract

All purchase orders made through NJ START Contract vendors shall include the following:

1. State Contract Number;
2. State Contract System Identifier—**1 NJCP;**
3. Notification of Award attached to the purchase order;
4. Approved State Contract price list; and
5. Shipping and Handling included.

OTHER PURCHASING PROCEDURES

A. Cooperative Purchasing

The school district may use the services of an authorized cooperative purchasing entity to purchase goods and services. Recognized cooperative purchasing groups are, but not limited to:

- Boards of Education
- Educational Services Commissions
- Regional Services Commissions
- County Special Services Districts
- NJ Division of Purchase and Property (NJ START State Contract)
- National Cooperative Vendors

Cooperative Purchasing System Identifiers—Include on Purchase Orders

School districts are required by administrative code to identify the cooperative group and include the identification number on the purchase order. The following Cooperative Purchasing System Identifiers are provided for your use. This is not an all-inclusive list. The Business Office shall inform all school officials of other cooperative purchasing system entities during the course of the year.

1NJCP	New Jersey START Contract vendors
26EDCPS	Educational Data Services, Inc., vendors
65MCESCCPS	Educational Services Commission of New Jersey vendors
34HUNCCP	Hunterdon County Educational Services vendors

B. Emergency Contracts

Emergency contracts are strictly regulated by N.J.S.A. 18A:18A-7. A situation must exist affecting the health or safety of the occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The emergency contract process is reviewed in the Appendix. Please note that the Superintendent of Schools must be notified **first** of all emergency purchase requests. Only the Purchasing Agent may award an emergency contract.

C. EUS—Extraordinary Unspecifiable Services

The EUS procurement method is used for the procurement of insurance and insurance consultant services. The Purchasing Agent will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:34-2.1 et seq.

D. Federal Funds—Procuring Goods and Service When Using Federal Funds

All non-federal entities (school districts) are to follow NJ Public School Contracts Law when procuring goods and services using federal funds except where the federal standards detailed in 2 CFR Part 200.317 et seq. are in conflict or more restrictive.

School districts, when procuring goods and services using federal funds, are to comply with the Federal Procurement Code 2 CFR 200.317 et seq. A more detailed explanation of procuring goods and services when using federal funds is found in the Appendix Section of this manual.

E. Increasing a Purchase Order Amount

There may be times where a purchase order amount has to be increased to meet the needs of the district. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10 will identify and investigate the reason(s) for any increase to a purchase order. An appropriate form to request an increase has been prepared and is available from the Business Office.

Vendors Doing Business with the District

New Vendors

The Purchasing Agent must enter new vendor information in the Business Office financial system prior to using the services or goods of that new vendor. The Purchasing Agent also has to receive from vendors certain legal documents prior to issuing a purchase order. Depending on the amount of the purchase order in the aggregate the following documents must be in the possession of the Purchasing Agent:

- Affirmative Action Evidence—Certificate of Employee Information Report
- Business Registration Certificate from the State of New Jersey
- Chapter 271 Political Contribution Disclosure form
- Iran Financial Disclosure Form
- IRS W-9 Form
- Other documents required by Federal Procurement Code

Vendor Performance--Unsatisfactory

It is hoped that vendors used by the school district provide goods and services in accordance with the terms and conditions of the contract. If any school official does not receive goods or services in a satisfactory manner, it is important the Purchasing Agent be informed.

Vendor/Contractor Evaluation & Recommendation

The Public School Contracts Law permits the school district to renew the contract of a vendor or contractor who provides services to the district. School officials administering the contract for those vendors shall, pursuant to N.J.S.A. 18A:18A-42, complete Vendor/Contractor Evaluation and Recommendation form to determine if the vendor has provided services to the district in an "effective and efficient manner.

Debarment, Suspension or Disqualification– (N.J.A.C. 17:19-1.1 et seq.)

The Board of Education will not enter into a contract for work with any person, company or firm that is on the State Department of Labor and Workforce Development; Prevailing Wage Debarment List, or the State of New Jersey Consolidated Debarment Report or the Federal System for Award—SAM.gov.

Renewal of Contracts—Services

Any vendor contract for services other than professional services, may be extended or renewed by the board of education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42 (o). The major conditions are as follows:

1. Renewal contract is awarded by board resolution;
2. No contract shall be extended so that it exceeds five (5) consecutive years;
3. Any price increase shall not exceed the quarterly Index Rate; and
4. Terms and conditions of the contract remain substantially the same.

The Purchasing Agent will notify all administrators in March of the preceding fiscal year of any vendor contracts that are eligible for renewals.

Student Activity Account Purchases

The purpose of having student activity funds should be to finance the normal legitimate co-curricular activities of the student body organization. ***Only expenditures relating to student group activities, which benefit students, may be made from student activity accounts***. Student activity funds are monies generated by students' participation, authorized to be spent by students and expended on behalf of the students.

Signing of Contracts with Vendors--Prohibited
School officials are strictly prohibited of signing any contracts with vendors, unless expressly authorized by board resolution. All contracts with vendors shall be reviewed by the School Business Administrator, who if satisfied, will affix his signature to the vendor contract

Purchases—Bids May Be Required—Discretion of School Business Administrator
The School Business Administrator is aware of the following exception to bidding

Goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or student activity accounts; and require no budget appropriation from the board of education; N.J.S.A. 18A:18A-5 (a) (21)

It will be the determination of the School Business Administrator, whether an advertisement for bid will be required for a Student Activities purchase, which in the aggregate exceeds the bid threshold of $44,000.

Purchases—Quotations Required
Goods and services paid with student activity funds and require no budget appropriation from the board of education, are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note however, that purchases less than the bid threshold may be subject to official quotations solicited by the School Business Administrator. Please alert the Business Office for any upcoming purchases that are more than $6,600.

Purchases—Board Resolution Required Exceeding the Bid Threshold
All purchases exceeding the bid threshold, currently $44,000, require prior board of education approval at a regularly scheduled meeting.

Board Resolution -- Pursuant to N.J.S.A. 18A:18A-5 (a) (21) all purchases from the student activity account that exceed the bid threshold must be approved by board resolution prior to the purchase being made.

Purchases of yearbooks, school rings; catering hall for proms, may fall in this category. Fund-raising contracts that exceed the bid threshold in the aggregate require a board resolution.

SELECT PURCHASING TOPICS

A. Field Trip Transportation

The district has secured through the competitive bid process, prices for various types of transportation vehicles needed for approved field trips. A special bulletin has been issued to all administrators and principals. All employees are reminded of the following guidance as it pertains to field trip transportation:

1. Purchase order must be prepared and processed prior to the date of the field trip.
2. Attached to the field trip transportation purchase order is a copy of the board of education resolution approving the destination of the field trip.
3. The approved list of bus companies and corresponding prices are to be used whether the field trip is paid through board of education funds (PO) or student activity funds.
4. All field trips using board of education funds (purchase order) shall be part of the instructional program, have an educational value and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when using public funds. A board resolution approving the field trip must be attached to the purchase order.
5. The cost of field trips may be borne by the pupils' parents with the exception of pupils in special education classes and pupils with financial hardship. Reference—N.J.S.A. 18A:36-21

B. Meals; Refreshments and Catering

The State of New Jersey Department of Education has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on board expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

Permitted Activities for Meals; Refreshments; Catering

- **Student Activities**
  Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the **instructional program** are permissible. These activities must be part of the instructional program and not solely for student entertainment.

- **Parent Activities**
  Reasonable costs* for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent.

- **Dignitaries**
  Reasonable costs* for light meals and refreshments for dignitaries as defined in State code, are permissible.

- **Board Member Meetings -- N.J.A.C. 6A:23A-7.12(f)**
  Light meals and refreshments are permitted for all board members and for employees who are required to attend a board of education meeting.

Please note that costs for light meals and refreshments are limited as follows:

Breakfast	$ 7.00 per person
Lunch	$ 10.00 per person
Dinner	$ 15.00 per person

(NJ OMB Circular 20-04-OMB Section XI—Letter I)

Documentation Required—Light Meals and Refreshments
Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order:

- Description of the activity;
- Purpose/justification of the activity; goal; objectives;
- Make-up of the group receiving the meals; and
- Names of employees and board members included in the group.

Prohibited Activities for Meals; Refreshments; Catering

- **Athletic Activities—Feeding Guests**
  Light meals and refreshments served to ***guests*** at any athletic event, game or contest are not permitted.

- **Staff and Employees of the School District**
  Light meals and refreshments are not permitted for employees and staff of a school district, unless the staff member or employee is essential to ***a student activity*** where light meals or refreshments are being served. N.J.A.C. 6A:23A-7.12 (d); 6A:23A-5.8 (b) (4)

- **Honoring Employees**
  Receptions, dinners or other social functions held for or honoring any employee or group of employees are not permitted when public funds are being used.
  Please note: the use of public funds (purchase order) for the purchase of employee recognition awards is permitted. For example—Retirement Plaques!

Textbooks; Approval and Purchase

1. Approval of Textbooks

In accordance with state law (**N.J.S.A. 18A:34-1**), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that have not been approved by the Board of Education is a violation of state law. The Director of Curriculum, has set up procedures to have textbooks approved by the Board of Education.

2. Textbook Approval – Board of Education Resolution

The procedure for obtaining Board approval is:

a) Complete the District Textbook Evaluation and Approval form

b) Submit textbook and form to the Office of Curriculum and Staff Development, who will prepare the Board resolution.

3. Purchase of Textbooks and Curriculum Department Review

New Jersey Administrative Code 6A:23A-9.3(c) (12) requires the purchase of textbooks to meet one of the following conditions:

a. The purchase is in accordance with a textbook replacement plan;
b. Textbooks have been identified as stolen or destroyed; or
c. A change in curriculum or new edition requires a new textbook.

It is important that all purchase orders for textbooks withstand any state or district audit review. The following documentation shall be attached to each purchase order for textbooks:

- Textbook Order Rationale Form (See Appendix)
  This form which must be completed and attached to the front of the purchase order requires the administrator or supervisor to
  - explain the reason for the purchase; and
  - provide documentation the textbook was pre-approved.

Budget Accounts

As always, only textbooks may be purchased from the "640" object code. All other books and reading material must be purchased from the "600" or "610" series accounts.

C. Books; Purchasing Procedures

1. Purchase Orders Processed—Once a Month

The Purchasing Office, to ensure compliance with Public School Contracts Law and board policy, will now process all purchase orders for books and workbooks that require board of education approval, once a month.

The Purchasing Office will hold all purchase orders for books and workbooks to determine whether the total cost of the purchase orders exceed the bid threshold. If the total cost of the purchase orders exceeds the bid threshold then the Purchasing Office will prepare the appropriate board resolution.

After the board of education adopts the resolution to purchase the books/workbooks, the purchase orders will be signed and processed if all the documents required are on file.

The Purchasing Office will use the Superintendent's deadline for agenda items for this process. Purchase orders for books and workbooks received after the deadline will be held for the next board meeting.

2. **Purchases Must be Planned**
   All schools/offices buying books and workbooks must now plan appropriately. Administrators and supervisors are to direct teachers and staff members to have all purchase orders ready before the deadline or otherwise they will have to wait for the next board of education meeting.

3. **Online Pricing or Price Quotations**
   School principals are to ensure that purchase orders for books and workbooks be presented to the Assistant Superintendent/Superintendent with pricing that was obtained through the book company representative or by using online pricing.

4. **Purchase Order Review – Online Pricing or Price Quotations**
   Each purchase order for the purchase of books and workbooks will be reviewed by the Purchasing office. It is expected that attached to the purchase order will be either:

   - Copies of the price quotation received from the sales representative; or
   - Copies of the online pricing obtained from the company's website.

   Shipping and handling costs must be confirmed by the sales representative or the customer service number.

Any book purchase order that does not have either the price quotation from the sales representative or copies of online pricing will be returned.

Use of Catalog Pricing – PROHIBITED

Using written paper catalogue pricing is prohibited. All book prices must be obtained by contacting the sales representative or by obtaining the prices online.

Travel Reimbursement--Purchase Order—Conferences and Workshops

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq. **At a minimum**, reimbursement purchase orders for travel must meet the following requirements:

- **Written Approval of the Superintendent—prior to travel event**
  The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.
- **Board of Education Approval—prior to travel event**
  The travel shall be approved by resolution at a public board of education meeting, again, prior to the travel event. A copy of the board resolution shall be attached to the purchase order.
- **Reimbursement Procedures**
  Prior to being reimbursed for approved costs for the travel event, the following must be presented with the purchase order when applicable

    1. Approvals in writing;
    2. Travel Report;
    3. Receipts for hotel and meals (when applicable);
    4. Mileage Travel Form;
    5. Driver's License; Vehicle Registration; Insurance Card; and
    6. Other documents when requested.

All public school employees are to review all board policy and school administrative procedures with the School Business Administrator prior to planning for the travel event. Additional rules and procedures on travel are available by contacting the School Business Administrator.

Fixed Assets

Generally Accepted Accounting Principles (GAAP) reporting, requires the district to maintain physical accountability over district owned assets. Fixed assets are property, plant or equipment, assets that are long-term and continued use, such as land, buildings, machinery, and equipment.

Cost Determination of Fixed Asset
For the purpose of this purchasing manual and to be in compliance with law and code, a fixed asset is a single item cost of $2,000 or more.

Recording of Fixed Assets
School officials ordering and receiving a fixed asset item, shall properly record the item on the purchase order in accordance with Business Office procedures. The fixed asset item shall also be identified with the district's bar coding system.

Disposal of Fixed Assets
All school district property must be disposed of in a manner prescribed by law as per the Records Retention Schedule prepared by the New Jersey Bureau of Records Management. The Business Office will assist all school officials in the disposal of all school property, especially those identified as fixed assets.

Purchase of Food Supplies Guidance

1. **Purchase of Food Supplies – Supermarkets**
   New Jersey state law and code excludes the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria or home economics classes. Many schools and offices have prepared purchase orders to:

   Shop Rite

   Food supplies purchased from the supermarkets shall be in compliance with state law and code and only for the approved list of situations. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

2. **Food Supplies**
   New Jersey Administrative Code 6A:23A-16.5(b) clearly notes that food supplies include those supplies that are "eaten or drunk." Administrators are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the register receipts and highlight those items that do not follow the code.

Purchase Order Deadline—Annual Notification

The deadline for submitting purchase orders for the current operating budget is on or about **May 1, 2025,** unless on an earlier date set by the Superintendent. (Purchasing Freeze) Exceptions to the deadline date may be for purchases of the following:

- End of the year activities—field trips, graduation, assemblies;
- Employee contractual obligations—tuition reimbursement;
- Emergency contracts;
- State and/or federal funded program grant programs;
- Travel reimbursements; and
- Other goods, materials or services approved by the Superintendent

Contracted Service Providers—Protecting Our Children

Regular Contact with Students

There may be times during the performance of a vendor contract, where a contracted service provider may come in contact with students of the school district. The district fully understands its obligation to provide to all students and staff members, a safe educational environment. To this end, the district will be requiring all contracted service vendors who come in **regular contact with students** to comply with the following requirements.

Anti-Bullying Reporting--Requirement

When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable code and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider, who has witnessed, or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator or safe schools resource officer, or the School Business Administrator/Board Secretary.

Criminal History Background Checks—N.J.S.A. 18A:6-7.1--Requirement

When applicable, the contracted service provider, shall provide to the school district prior to commencement of contract, evidence or proof that each employee assigned to provide services and that comes in **regular contact with students**, has had a criminal history background check, and furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide a proof of criminal history background check for any employee coming in regular contact with students, prior to commencement of contact, may be cause for breach of contract. No employee of a contracted service provider shall commence work at a school facility without having first obtained an approval for employment from the Office of Student Protection. New Jersey DOE Broadcast 9/9/2019.

Pre-Employment Requirements

When applicable, all contracted service providers, whose employees have **regular contact with students**, shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

https://www.nj.gov/education/crimhist/preemployment/

The Requisition and Purchase Order Process
Roles and Responsibilities

A. <u>Responsibilities When Preparing a Requisition</u>

The person who prepares the requisition has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. He/she is to ensure the following:

1. **Requisitions are on paper** -- All requisitions can be printed from the teacher's intranet page.
2.
3. **Vendor's Name**--All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition. Please ensure the proper vendor name is printed on the requisition.
4. **Vendor's Complete Address** -- The purchase order must include the vendor's complete address and phone number. Post Office Box addresses by themselves are not acceptable unless they are of major well-known companies.
5. **Current Budget Year Included** -- The current budget year must be included in the body of the Purchase Order/Requisition.
6. **Description of Items, Services, Costs and Catalogue Numbers** -- Items and/or services requested are to be described clearly with correct and up-to-date catalogue numbers/ISBN and costs. Brand name, model numbers, colors, sizes and other descriptive items are required.
7. **Shipping Costs**--Shipping and handling costs are to be added to all purchase orders. Please read the catalogue or contact the vendor to determine the actual shipping and handling costs.

   If you are unable to ascertain the actual charges, type:

   "10% Estimated Shipping and Handling"

   If there are no shipping and handling charges, type on requisition/purchase order:

   "Shipping and Handling Included"

7. **Delivery Address--Attention of** -- The delivery address should include a name of a person or a specific department.
8. **Delivery, Types of ---** The Board of Education recognizes two (2) types of delivery.

   a. <u>INSIDE DELIVERY</u>
   Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or office building.

   b. <u>SPOTTED DELIVERY</u>
   Items are to be delivered to a Board of Education location and taken off the truck by transportation carrier personnel and brought to a designated area inside the school or

office building. Transportation carrier personnel or specialized individuals are responsible to then uncrate, set up, assemble items to determine good working order and remove all debris to the satisfaction of the Board of Education within five (5) working days. Please ensure that all purchase orders have the correct delivery designation.

9. **Total Cost** -- Please include the words "Total Cost" on the purchase order with the actual amount of the order. *Minimum Order* -- the minimum order amount for all purchase orders is $50.00. Please try to plan and combine orders to exceed the $50.00 limit.

10. **Budget Account Number** – The Business Office will provide the correct Budget Account Number once handed in.

11. **State Contract Orders** -- When ordering through NJ START State Contract vendors (minimum order $100.00), please note the following:

    a. State Contract Number must be included on the requisition;
    b. **1NJCP** must be included on all State Contract requisitions and purchase orders;
    c. Shipping and Handling Included; and
    d. Appropriate documentation when required.

    Special guidance will be issued as it pertains to State Contract purchases.
    A reminder, the minimum order amount for a State Contract purchase is $100.00

12. **Quotations** -- If quotations are obtained, please attach to the purchase order a copy of each written quotation received. Please type the quotation date and the quotation number.

13. **Bids** -- If bids are obtained, please include the following on the requisition:

    a. Bid Date; and
    b. Bid Number.

14. **New Jersey State Sales Tax—School Districts Exempt**
    The Board of Education is exempt from paying New Jersey Sales Tax.
    New Jersey local school districts are political subdivisions of the State of New Jersey. Their purchases are exempt from New Jersey sales and use taxes. The board is not exempt from paying out of state sales and use taxes.

    ST-5 Form Not Required
    An exempt organization ST-5 certificate or number is not required for the local school district, public school or board of education to make tax exempt purchases. ST-5 Exempt Organization Certificates are never issued to New Jersey government entities, including public schools. Their official letterhead or official purchase order, signed by a school official, is sufficient proof to the vendor that they are exempt from paying sales taxes. Payment must be made by a school check, including a student activity fund check, or a school voucher.
    Reference—NJ Division of Taxation Tax Bulletin TB-49

B. Responsibilities of Administrator/Supervisor or Principal

The person authorized to approve requisitions must ensure the following is reviewed before the requisition is sent to the Assistant Superintendent/Superintendent:

1. **Funds Available**
   They must check to determine if *funds are available* in their budget to cover the amount of the purchase order.

2. **Requisition Completion**
   They must check to determine that items 1-14 previously noted (Responsibilities of the Originator) have been *properly completed*.

3. **Operational or Educational Need of Purchase**
   Administrators who approve requisitions should be able to explain why the purchase is essential to the school district. They should be able to support the purchase as an educational or operational need for the district. Of most importance they should be able to answer the following:

   a. How will students learn or benefit from the purchase?
   b. What educational achievement or program may be linked to the purchase?
   c. How is the purchase of operational value to your school/office?

4. **Requisitions** are to be approved online by the appropriate administrator.

5. **Approval of Principal**
   Central office administrators and supervisors have been notified that whenever they order equipment for the instructional staff of the various schools, the purchase order must be approved by the school principal. The principal must co-sign the purchase order for equipment purchases.

   It is the responsibility of the central office administrator/supervisor to obtain the signature of the principal.

6. **Originator Copy**
   The originator copy of the purchase order remains in the office of the administrator/ supervisor/principal. When preparing a requisition, please retain a copy for your files.

7. **Receiving Copy**
   Once the purchase order has been posted and mailed to the vendor, the Business Office will send the Receiving Copy of the purchase order back to the school or office. If you do not receive the Receiving Copy within two (2) weeks of signing the purchase order, please contact the Business Office.

C. Responsibilities of the Superintendent of Schools

The Superintendent reviews and determines the educational or operational value of each purchase order. If satisfied, the requisition is approved and forwarded to the Purchasing Agent.

D. Responsibilities of Business Office

The Purchasing Agent reviews each purchase order. Special attention is given to the following:

1. **Available Funds**—The Requisition system will not permit a requisition to be finalized if there are insufficient funds in the account. If preparing a PO, be sure to check for funds availability.

2. **What is being ordered and the cost**--The Purchasing Agent reviews the technical aspects of the purchase order to ensure compliance with Federal and State Law and Board Policy.

   The Business Office checks the cost of each item and determines if it can be purchased from another source at a savings. The Business Office also reviews whether the purchase exceeds:

The Quotation Limit	**$ 6,600.00**
The Bid Limit	**$44,000.00**

   A determination will be made by the Purchasing Agent whether the district has to solicit quotations or advertise for bid.

3. **Document Check**
   Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

   - Affirmative Action Evidence – Contracts $44,000.00 and over (cumulative)
   - Business Registration Certificate (BRC) – Purchases $6,600.00 and over
   - Chapter 271 – Political Contribution Disclosure Form (PCD)
     Purchases over $17,500.00 (cumulative)
   - Iran Financial Disclosure Form
   - IRS W-9 Form
   - Other Federal Procurement Documents.

4. **Technical Review of Purchase Order --** The purchase order is also reviewed for technical aspects such as:

   a. Account number missing or incorrect;
   b. Shipping charges added;
   c. Signatures missing;
   d. State contract numbers incorrect/missing;
   e. Vendor address incomplete; and
   f. Other items as listed in Section A.

Incomplete or improper purchase orders/requisitions will be returned with a memo explaining deficiencies. See copy of memo in Appendix.

If the Purchasing Agent is satisfied, he signs the purchase order and/or approves the requisition. The Business Office will then:

- Issue a purchase order number;
- Enter the purchase order in the computer; and
- Mail the purchase order to the vendor.

Purchase Order Process--Deliberative Process—Five to Ten Days
The purchase order process, as explained, may take 5 – 10 days to complete. Public school purchasing takes time, as it is a deliberative process, designed to be in compliance with law and also to limit fraudulent activities. Please plan accordingly.

5. **Transfer of Funds**--The Business Office processes purchase orders only if there are appropriate funds to cover the purchase. Purchase orders lacking sufficient funds are sent back to the originator for a request to transfer funds. All letters requesting a transfer of funds are to be sent to the **School Business Administrator/Board Secretary.**

   All transfers of funds have to be approved by the Board of Education at a public meeting.

   In certain cases some transfer of funds requests must be sent to the State Department of Education for review. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State. Purchase orders that require a transfer of funds will be mailed to the vendors the day after the State Department of Education approves the transfers.

E. **Responsibility of the Vendor**

The Business Office sends to the vendor the purchase order and the voucher. The vendor is to sign the voucher and return it to the Business Office with an invoice. If you receive a signed voucher, return it to the Business Office. A check is prepared for the vendor once the Business Office has a

- Signed Voucher
- Invoice
- All Packing Slips
- Receiving Copy (Pink) Signed

The award of contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of, or purchase materials from, the vendor.

All contract purchases require the issuance of a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

ACCOUNTS PAYABLE SECTION
Receipt of Goods/Services

A. Processing the Requisition/Purchase Order--Design of Purchase Order

The purchase order is made of six (6) sheets. Listed below are the names and the purpose of each sheet. (A Requisition becomes a purchase order after all required administrators have approved the requisition in the Business Office Software System).

Copy	Disposition
Vendor Copy	Sent to vendor to order items/provide services
Voucher Copy	Sent to vendor for signature
Receiving Copy	Sent to school/office; returned to Business Office upon receipt of goods/services
File Copy	Remains on file in Business Office
Authorization Copy	Signatures authorizing purchase remains on file in the Business Office
Originator Copy	Remains with the office of administrator or supervisor.

B. Receipt of Goods and Services

The originator of the purchase order should follow the following process when receiving materials, goods, and services.

1. **Receipt of Items Ordered**

It is important that all items received be immediately checked. Please note the following:

a. Obtain receiving copy of purchase order and packing slip of items ordered.
b. Open boxes and check off items received on the receiving copy and the packing slip.
c. If all items are enclosed, then sign and attach packing slip to the receiving copy of the purchase order.
d. The school principal/office supervisor should sign the receiving copy and send it with the packing slip to the

Accounts Payable Manager, c/o Business Office

Receipt of Goods and Services—Responsibilities of Administrators; Supervisors

Administrators and supervisors are to ensure that all goods received have been checked in for accuracy. If the goods received match the purchase order and the packing slip then the administrator should do the following:

- Sign the packing slip to confirm receipt of delivery of goods;
- Sign the Receiving Copy (pink slip) of the purchase order;
- Sign any invoices that may have been submitted with the order; and

Send all items to the Business Office c/o Accounts Payable within seven (7) days of the receipt of goods.

Accounts Payable Procedures—Notification Process—Unreturned Paperwork

There will be instances where the Business Office Accounts Payable Office will send a courtesy reminder to any school or office that has not returned the paperwork in a timely fashion. The following procedures have been approved by my office:

- **Thirty (30) Day Notice—Original**
  The Accounts Payable Office will send a reminder notice to all schools and offices that have not submitted their paperwork after 30 days of receipt of the invoice.

- **Second Notice—Seven (7) Days**
  The Accounts Payable Office will send a second reminder notice seven (7) days later if no paperwork is received from the school or office.

- **Final Notice—Seven (7) Days**
  The Accounts Payable Office will send a Final Notice reminder seven (7) days later if no paperwork is received from the school or office

- **Superintendent's Office Contacted—Three (3) Days**
  The School Business Administrator will contact the Superintendent of Schools after three (3) days if the paperwork is not received from the school or office.

All receiving copies of purchase orders and packing slips should be signed and sent to the Business Office within seven (7) days of receipt of items.

The Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees assist in maintaining this fine reputation. **Paying Bills in a Timely Fashion—within 30-60 days** and **Paying Bills Pursuant to State Law—within 90 days N.J.S.A. 18A:18A-10.1**

2. **Problems Encountered with Receipt of Goods**

Problem: **Back Orders**

Sometimes items ordered will not be received in the first shipment. This is known as a back order. The packing slip will have back order written on those particular items.

Process to Follow: **Back Orders**

If the order is incomplete because there is a back order, do not wait for the next shipment. Please do the following:

- Mark on your receiving copy of the purchase order those items you did not receive.
- Make and keep a copy of your receiving copy and the packing slip.

- Send the original receiving copy and packing slip to the Business Office.
- Upon receipt of the back order in the next shipment, check off your copies of the receiving copy and the packing slip and send both copies to the Business Office.

Problem: **Items Missing from Order**

Sometimes items are marked on the packing slip they were delivered but are missing from your shipment.

Process to Follow: **Items Missing**

- Call the company and tell them what was missing.
- Mark on the receiving copy and packing slip what items were missing.
- Make and keep a copy of your receiving copy and the packing slip.
- Send the original receiving copy and packing slip to the Business Office.
- Upon receipt of the missing item in the next shipment, check off your copies of the receiving copy and the packing slip and send both copies to the Business Office.

***Problem*:** **Items Damaged; Wrong Item**

Sometimes you will receive items that are damaged or the wrong item.

Process to Follow: **Items Damaged; Wrong Item**

- Call the company and ask them what the procedure is for returning damaged or wrong items.
- Return the item(s) to the company.
- On the receiving copy and the packing slip, mark what items were returned and the reasons for being returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
- Send the receiving copy and packing slip to the Business Office.
- Upon receipt of the missing/wrong item in the next shipment, check off your copies of the receiving copy and return to Business Office.

Problem: **Discontinued Item**

Sometimes the items you requested have been discontinued.

***Process to Follow*: Discontinued Item**

- Mark on the receiving copy (pink) of the purchase order "discontinued."
- Do not call the company for a replacement item. You must complete a new purchase order.

VENDOR PAYMENT PROCESS

Contracted Services

Role of School District

Purchase Order Contract Amount—Not To Be Exceeded!
The contracted services vendor/provider (vendor) receives a purchase order from the Purchasing Agent notifying the vendor that services may begin.

The purchase order has a total contract amount. This contract amount may not be exceeded unless authorized by the Board of Education in writing.

Monitoring Contract Amount—District Administrator Responsibility!
The School Business Administrator asks all district administrators to monitor all vendor bills and invoices to ensure they do not exceed the total contract amount. Administrators are asked to contact the Purchasing Agent, forty-five (45) days in advance, if the total contract amount is close to being exceeded. The Purchasing Agent then can begin a process to exceed the purchase order amount pursuant to administrative code.

Exceeding Contract Amount—Unauthorized Service!
If any administrator permits a vendor to exceed the contract amount, the administrator has permitted an unauthorized service, which is similar to an unauthorized purchase. Administrators are asked to monitor the dollar amount of services being provided to the district.

Monitoring Contract Amount—Vendor Responsibility!
The district asks all vendors to also monitor all bills and invoices to ensure they do not exceed the total contract amount. Vendors are asked to contact the respective administrator, forty-five (45) days in advance, if the total contract amount is close to being exceeded.

Exceeding Contract Amount –- Written Authorization!
Contracted vendors may only exceed the amount on the purchase order when authorized by the School Business Administrator in writing. The authorization will be in the form of a new purchase order being issued to the contractor signed by the Purchasing Agent.

Submission Deadlines -- Fifth (5th) of Each Month
The Board of Education traditionally meets on the 4th Wednesday of each month. The Business Office asks that all bills and invoices for payment be submitted *prior* to the 5th of each month.

All bills and invoices submitted to the Business Office by the vendor will be sent to the appropriate school district administrator/supervisor for review and approval. The Business Office cannot begin the payment process until it receives the invoices signed and approved by the appropriate administrator.

End of Year Billing/Cancellation of Purchase Orders

Administrators are to work with contracted services vendors so that end of the year invoices are submitted to the Business Office in a timely fashion. This is imperative. In order to comply with the State of New Jersey Department of Education requirements, the district has adopted a policy of canceling open purchase orders at the end of the fiscal year. All invoices must be billed within thirty (30) days of services to meet the State Department of Education deadline. If we are not in receipt of your invoice within the thirty (30) day deadline, we will not be able to process payment in a timely fashion and the corresponding purchase order may be cancelled, thereby causing a delay in payment.

APPENDIX

A. Formal Bid Process

B. Emergency Purchases/Contracts

C. Memorandum--Return of Purchase Order

D. Chart—Purchase Order Requirements

E. Vendor Letter—Unauthorized Purchases

F. Copy of Purchase Order

G. Copy of Requisition

H. Federal Contracts

1. Federal Programs for School District
2. Compliance with 2 CFR 200.317 et seq.
3. Federal Funds Procurement Methods
4. Debarment and Suspension for Federal Contacts
5. Stevens Amendment

I. Federal Procurement Chart of Thresholds

J. Textbook Rationale Form

FORMAL BID PROCESS

Process	**Time Line**
Initial request to bid made by Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials or services to be bid by the Purchasing Agent.	One Week
Return of reviewed specifications to Administrator/Supervisor for final approval. Administrator/Supervisor signs off final approval.	One Week
Bid package prepared by the Purchasing Agent.	One Week
Copies of bids run off by Print Shop.	One Day
Legal advertisement sent to newspaper.	Three Day Advance Notice
Bid Date/Time -- must be at least 10 days after Legal Ad appears in newspaper. Bids are opened and read publicly.	10-20 Days
Bid results are reviewed by: a. Administrator/Supervisor b. Purchasing Agent	One Week
Administrator/Supervisor prepares spreadsheet showing lowest bidders and recommends award of bid. Purchasing Agent reviews bids. Resolution is prepared.	One-Two Weeks
Bids are reviewed at Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
Purchase orders are prepared by Administrator/Supervisor.	One Week

The formal bidding process takes about 6-8 weeks from start to finish.

Please note: Bids for Public Works/Construction Projects take longer as a request for wage determination must be formally made to the State of New Jersey.

(Appendix A)

EMERGENCY CONTRACTS (18A:18A-7)

A. Background

An actual emergency must exist. An "emergency" is not to be created as a result of inadequate planning, delay, failure to take into account construction season or administrative convenience.

B. Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of the articles or performance of a service to alleviate the emergency. Federal and State of New Jersey *Declarations of Emergencies* may also apply. The school business administrator will contact the board attorney for guidance on such declarations.

C. Process in Declaring an Emergency

1. **Superintendent of Schools Notified**
   The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. **School Business Administrator/Purchasing Agent Notified**
   The official in charge of the building or facility, wherein the emergency occurred shall notify the Business Administrator/Purchasing Agent of the following:

   a. Nature of the emergency;
   b. Time of the occurrence; and
   c. The need for the performance of a contract.

   Such notification shall be prepared in writing and filed with the Purchasing Agent as soon as possible.

3. **Awarding of Contract by School Business Administrator/Purchasing Agent**
   If the School Business Administrator/Purchasing Agent is satisfied the emergency exists, the Business Administrator/Purchasing Agent by State Law is authorized to award the contract.

4. **Filing of Documents with State and County by Board Secretary/School Business Administrator**
   In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

   a. A copy of the contract or agreement; and
   b. A copy of the written requisition.

5. **Acknowledgement by Board of Education**
   The Board of Education, at its next regular Board of Education Public Meeting, shall review and acknowledge said emergency purchase. This may be done by board resolution.

(Appendix B)

M E M O R A N D U M

To: _____

From: **_____,** School Business Administrator/Board Secretary

Date: _____

Re: ***Return of Purchase Order(s)***

I am returning the attached requisition/purchase order(s) for the reason(s) checked below:

____ Account Number Incorrect; Missing--Please use Account Code # _____

____ Bid Number, Quotation Number--Not Included

____ Board Resolution Needed--Attach to Requisition/Purchase Order

____ Conference Request Form--Not Attached; Not Approved

____ Description of Item(s), Service Needed

____ Funds; Federal/State – Title of Grant Program – Type on Purchase Order/Requisition

____ Minimum Order $50.00 Minimum State Contract Order $100.00

____ Proposal/Contract Missing -- Attach to Purchase Order

____ Quotation Needed--Please contact me to discuss process

____ Rationale Form Missing; Unsigned

____ Shipping Charges Not Added

____ Shipping Charges Not Needed. Type on P.O. "Shipping and Handling Included"

____ Signature Missing--Administrator, Supervisor, Principal

____ State Contract Number Incorrect, Missing--State Contract Documentation Missing

____ Textbook Documentation Missing
_____ Website Documentation / Board Resolution

____ Unauthorized Order--Please contact me to discuss procedures

____ Vendor Address Incomplete--Post Office Box Number Only

____ Vendor Check Needed?

____ As Per Attached Memo

____ Other_____
_____

Please make the adjustments needed and return the requisition/purchase order with this form to my office.

(Appendix C)

PURCHASE ORDER REQUIREMENTS

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	*AFFIRMATIVE ACTION EVIDENCE (AA)*	*BUSINESS REGISTRATION CERTIFICATE (BRC)*	*CHAPTER 271 PCD (PAY TO PLAY) (271)*
Up to $ 6,600	(a)	No	No
$ 6,600 - $17,499	(a)	**YES**	No
$17,500 - $43,999	(a)	**YES**	**YES**
$44,000 – and over	**YES**	**YES**	**YES**

Affirmative Action Evidence Exemptions	**Business Registration Certificate Exemptions**	**Chapter 271 (PCD) Exemptions**
• Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g. County and State Colleges and local authorities, boards, etc.	• Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. • Non-profit Organizations ***Exempt Situations*** • Emergency Purchases – No payment unless BRC is on file. • Employee settlements paid to attorneys; • Establishments that are out of state & business being conducted takes place out of state, e.g. hotels, band camps, seminars, theatres, etc. • Purchase made entirely through School Student Activity Funds.	• Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g. County and State Colleges and local authorities, boards, etc. • Non-profit Organizations • New Jersey School Boards Association • Contract Renewals • Public Utilities, e.g. PSE&G ***Exempt Situations*** • Emergency purchases; • Litigation payments to parties through court order.

(a) It is suggested that Affirmative Action evidence be on file from vendors and contractors.
It is suggested that school districts request from all vendors the Iran Disclosure Form!

(Appendix D)

Sample

ANYTOWN PUBLIC SCHOOLS
Office of the Superintendent
Address
City, State, Zip

Sample

TO: All Vendors **Date: _____**

UNAUTHORIZED ORDERS

Official Notification

Authorized Purchases

The Board of Education only recognizes purchases made through the approved purchase order process. All purchases made by the Board of Education require:

- ***Written Purchase Order;***
- ***Purchase Order Number; and an***
- ***Authorized Signature (Purchasing Agent)***

Unauthorized Purchases

Any Board of Education employee who orders and/or receives any materials, supplies or services without first going through the approved purchase order process has made an unauthorized purchase.

Vendors' Responsibility

- **Do NOT Honor Requests!**

  Vendors are not to honor or accept any requests for goods or services unless the vendor receives a written purchase order with an authorized signature and a purchase order number.

- **Contact the Business Office!**

  Please alert _____at _____ if any Board employee attempts to place an order without an authorized purchase order.

- **You will NOT Get Paid!**

  The Board of Education will not be held responsible for any unauthorized orders or unauthorized purchases.

Authorized Signatures

The Board of Education will only recognize purchase orders signed by:

_____
School Business Administrator/Board Secretary

(Appendix E)

COPY OF BLANK PURCHASE ORDER
(can be provided by the business office)

(Appendix F)

COPY OF BLANK REQUISITION (see Teacher's intranet page)

(Appendix G)

FEDERAL CONTRACTS

Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)

- Title I, Part A – Improving Basic Programs Operated by LEA's
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title III– English Language Acquisition and Language Enhancement
- Title III—Immigrant Education Program
- Title IV, Part A – Student Support and Academic Enrichment Program

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program
- ESSER I, II Act—Elementary and Secondary School Emergency Relief Act
- CARES Act—Coronavirus Aid, Relief and Economic Security Act 2020

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.

School districts, when procuring goods and services using federal funds, shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq., and the New Jersey Public School Contracts Law.

Methods of Procurement—When Using Federal Funds

All procurement transactions must be conducted in a manner providing full and open competition. (2 CFR 200.319). Examples of procurement methods to be used:

- **Micro-purchases—Purchases less than $6,600.00**

The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed $6,600.00. Reference--2 CFR 200.320 (a) and 2 CFR 200.67

- **Small Purchase Procedures—$6,600 through $43,999**

The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than $6,600.00 and less than $43,999. Reference--2 CFR 200.320 (b) and 2 CFR 200.88

- **Sealed Bids—$44,000 or more**

The Purchasing Agent shall use the competitive bid process to procure those contracts which in the aggregate exceed the $44,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm fixed contract price—lump sum or unit cost. Reference--2 CFR 200.320 (c),

(Appendix (H)

- **Competitive Proposals—$44,000 or more**

The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring certain contracts which in the aggregate exceed the $44,000 bid threshold, which are to be awarded by an evaluative process, rather than a firm fixed contract price. Reference--2 CFR 200.320 (d) and N.J.S.A. 18A:18A-4.1 et seq.

- **Non-competitive Proposals (Sole Source)**

Although the Federal government recognizes contracts may be awarded to sole source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive proprietary bid process or the competitive contracting process for sole or single source contracts.
Reference 2 CFR 200.320 (f) and N.J.S.A. 18A:18A-15. The amounts listed are subject to change.

New Jersey Department of Education Guidance on Federal Spending
All grant administrators and Purchasing Agents of school districts are to comply with federal regulations and the Public School Contracts Law and should adhere to the guidance as provided by the New Jersey Department of Education in the publication entitled ***Navigating the Uniform Grant Guidance.***

Food Services Directors
The USDA and the New Jersey Department of Agriculture—Food and Nutrition, have announced through various documents and forms, new procedures for the procurement of goods and services for the Food Services program in every school district.

Debarment and Suspension for Federal Contracts
Debarment and Suspension (E.O. 12549 and E.O. 12689) – A contract award (see 2 CFR 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 CFR 180 that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p 235). Debarment and Suspension. SAM Exclusions contains the names of parties debarred, suspended or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. (Ref. 2 CFR 200.212)

Federal Programs/Targeted Students—Include on Requisitions/Purchase Orders
Purchase orders using Federal Funds shall include on the document:

- Name of Federal Program
- Targeted Group of Students

Stevens Amendment—Statement on Bid Advertisement

The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507) which requires the board of education to state clearly the percent (%) of the total cost of this project will be financed through Name of Federal Grant.

Appendix (H-2)

Federal Contracts—Chart of Thresholds

Description of Goods/Services	Amount	Procurement Method
Goods and Services	Less than $6,600	Sound Business Practice
Goods and Services	$6,600-$43,999	Quotation or Bid
Goods and Services	$44,000 or more	Bid
Professional Services	Less than $6,600	Simple Proposal
Professional Services	$6,600-$43,999	Request for Proposals (RFP)*
Professional Services	$44,000 or more	Competitive Contracting
Educational Consultant Services	Less than $6,600	Simple Proposal
Educational Consultant Services	$6,600 - $43,999	Request for Proposals (RFP)*
Educational Consultant Services	$44,000 or more	Competitive Contracting
Instructional Improvement Services	Less than $6,600	Simple Proposal
Instructional Improvement Services	$6,600 - $43,999	Request for Proposals (RFP)*
Instructional Improvement Services	$44,000 or more	Competitive Contracting
Professional Development Services	Less than $6,600	Simple Proposal
Professional Development Services	$6,600 - $43,999	Request for Proposals (RFP)*
Professional Development Services	$44,000 or more	Competitive Contracting
Sole Source (Proprietary) [(a)]	Less than $6,600	Simple Proposal
Sole Source (Proprietary) [(a)]	$6,600 - $43,999	Proprietary Quotation
Sole Source (Proprietary) [(a)]	$44,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than $6,600	Simple Proposal
Services Provided by Government Units/Schools	$6,600 - $43,999	Request for Proposals (RFP)*
Services Provided by Government Units/Schools	$44,000 or more	Competitive Contracting
Construction; Public Works	Less than $6,600	Written Proposal; PW Documents
Construction; Public Works	$6,600-$43,999	Quotation or Bid

Construction; Public Works	$44,000 or more	Bid

***RFP's must be publicized when federal funds are being used.**

(Appendix I)

Textbook Purchases

ANYTOWN PUBLIC SCHOOLS

Office of the School Business Administrator

Textbook Purchases

Textbook Order Rationale Form

A. Conditions of Purchase – New Jersey Administrative Code 6A:23A-9.3 (c)(12)

Please check the appropriate box(es) that apply to the purchase.

- □ Purchase is in accordance with the textbook replacement plan;
- □ Purchase is to replace lost, stolen or destroyed textbooks.
- □ Purchase of textbooks reflect a change of curriculum.
- □ Purchase reflects a new edition of textbook.

B. Documentation Requirement

The textbook named on this purchase order was approved by the board of education pursuant to N.J.S.A. 18A:34-1, on the following date:

Meeting Date:

Name of School/Office _____

Administrator/Supervisor _____

Signature _____ Date _____

Title of Textbook _____

_____

Curriculum Department Review and Approval

Approved _____ Denied _____

_____ _____

Curriculum Director Signature Date

Please attach the Textbook Order Rationale Form to the front of the requisition or purchase order.

(Appendix J)