Bank Account Code(s): A,E,M,N,O,L,H Only

Check#	Date	Vendor (Payee)	Amount
A:36227	8/22/24	ReadyRefresh by Nestle	46.97
A:36228	8/22/24	VERIZON WIRELESS	408.90
A:36229	8/22/24	Brightspeed	45.60
A:36230	8/22/24	JCP&L	13,563.45
A:36231	8/26/24	New Jersey Assoc.of Learning Consultants	130.00
A:36232	8/26/24	NEWTON WATER AND SEWER UTILITY	1,154.17
A:N0830	8/30/24	Andover Regional Payroll Agency	88,933.56
A:36233	9/3/24	Sparta Annex Bakery & Kitchen	132.63
A:36234	9/3/24	Western Pest Services	80.00
A:N1487	9/5/24	NJSHBP Division of Pension & Benefits	127,825.20
A:36235	9/10/24	ReadyRefresh by Nestle	46.97
A:N0913	9/13/24	Andover Regional Payroll Agency	371,282.98
A:36236	9/23/24	Alarm & Comminication Technologies, Inc.	79.00
A:36237	9/23/24	Ansor Solar, LLC	10,230.59
A:36238	9/23/24	Aramsco, Inc.	460.08
A:36239	9/23/24	Ardito & Co. LLC	15,424.00
A:36240	9/23/24	Backupify, Inc.	2,700.00
A:36241	9/23/24	Best of You Therapy, Inc.	3,600.00
A:36242	9/23/24	Blick Art Materials, LLC	1,358.61
A:36243	9/23/24	Blue Diamond Disposal, Inc.	1,450.28
A:36244	9/23/24	Booksource	229.63
A:36245	9/23/24	Brainspring	530.78
A:36246	9/23/24	Brightspeed	47.28
A:36247	9/23/24	Cascade School Supplies, Inc.	472.95
A:36248	9/23/24	Cascade School Supplies, Inc.	556.62
A:36249	9/23/24	Cascade School Supplies, Inc.	699.72
A:36250	9/23/24	CDW-G	2,700.00
A:36251	9/23/24	CDW Government, LLC	182.86
A:36252	9/23/24	ChromebooksParts.com	279.80

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Check#	Date	Vendor (Payee)	Amount
A:36253	9/23/24	Cisco Systems Capital Corp	3,507.90
A:36254	9/23/24	CP Engineers, LLC	348.00
A:36255	9/23/24	Delta Dental of New Jersey, Inc.	9,442.44
A:36256	9/23/24	Direct Energy Business	372.29
A:36257	9/23/24	Discount School Supply/Early Childhood LLC	503.98
A:36258	9/23/24	ELIZABETHTOWN GAS	878.60
A:36259	9/23/24	ELIZABETHTOWN GAS	694.00
A:36260	9/23/24	Encyclopaedia Britannica, Inc.	750.00
A:36261	9/23/24	ePLUS Technology, Inc.	2,343.60
A:36262	9/23/24	Educational Data Services	1,290.00
A:36263	9/23/24	Eric Martino	2,550.00
A:36264	9/23/24	Flinn Scientific, Inc.	982.39
A:36265	9/23/24	FP Mailing Solutions	231.55
A:36266	9/23/24	Martina Bex	299.00
A:36267	9/23/24	Grainger	461.13
A:36268	9/23/24	GoTo Communications, Inc.	2,043.91
A:36269	9/23/24	Granite Telecommunications, LLC	800.94
A:36270	9/23/24	Great Minds PBC	11,777.67
A:36271	9/23/24	William Grennille	708.33
A:36272	9/23/24	HD Supply Formerly Home Depot Pro	745.27
A:36273	9/23/24	Hamilton Behavioral MD,PA	225.00
A:36274	9/23/24	International Line Striping Corp.	4,000.00
A:36275	9/23/24	IXL Learning	5,400.00
A:36276	9/23/24	J & B Therapy, LLC	711.20
A:36277	9/23/24	Johnstone Supply	31.74
A:36278	9/23/24	Kel Industries	892.00
A:36279	9/23/24	Lakeshore Learning Materials	28,057.04
A:36280	9/23/24	Gannett New York-New Jersey LocaliQ	36.70
A:36281	9/23/24	LinkIt!	9,500.00

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Check#	Date	Vendor (Payee)	Amount
A:36282	9/23/24	Lowes Home Centers, Inc.	115.88
A:36283	9/23/24	Lyons Environmental Services, LLC	2,005.00
A:36284	9/23/24	William V. Macgill & Co.	3,979.87
A:36285	9/23/24	Michael K. Marshall	50.00
A:36286	9/23/24	Medco Supply Company	6.16
A:36287	9/23/24	MGL FORMS-SYSTEMS, LLC	322.00
A:36288	9/23/24	Municipal Capital Finance	3,080.00
A:36289	9/23/24	Mystery Science	1,795.00
A:36290	9/23/24	New Jersey Association of School Business Offici	145.00
A:36291	9/23/24	Newton Trophy	43.00
A:36292	9/23/24	Nielsen Ford, Inc.	1,318.77
A:36293	9/23/24	Noteflight	189.00
A:36294	9/23/24	OTC Brands, Inc.	165.75
A:36295	9/23/24	PEARSON CLINICAL ASSESSMENT	950.25
A:36296	9/23/24	Performance Pediatrics, P.C.	2,234.00
A:36297	9/23/24	Play Therapy Supply LLC	52.94
A:36298	9/23/24	R&L Data Centers, Inc.	286.40
A:36299	9/23/24	Really Good Stuff, LLC	27.93
A:36300	9/23/24	RENAISSANCE LEARNING, INC.	8,158.80
A:36301	9/23/24	Ricciardi Brothers of Parsippany, Inc.	1,927.80
A:36302	9/23/24	RoNetco Supermarkets, Inc.	153.40
A:36303	9/23/24	SAL Electric Co., Inc.	21,547.00
A:36304	9/23/24	Scarinci Hollenbeck, LLC	4,099.20
A:36305	9/23/24	Scholastic Classroom Magazines	3,172.82
A:36306	9/23/24	Scholastic Inc	188.64
A:36307	9/23/24	SCHOOL HEALTH CORPORATION	17.99
A:36308	9/23/24	School Specialty, LLC	6,208.12
A:36309	9/23/24	School Specialty, LLC	2,069.00
A:36310	9/23/24	Schoolwide Inc.	1,971.00

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Check#	Date	Vendor (Payee)	Amount
A:36311	9/23/24	Soundtrap US Inc.	349.00
A:36312	9/23/24	Staples Business Advantage	1,352.24
A:36313	9/23/24	Staples Business Advantage	906.74
A:36314	9/23/24	Staples Business Advantage	937.91
A:36315	9/23/24	Staples Contract & Commercial LLC	677.26
A:36316	9/23/24	Staples Contract & Commercial LLC	997.26
A:36317	9/23/24	Super Duper Publications	9.95
A:36318	9/23/24	Sussex County Fire Sales & Service, LLC	623.25
A:36319	9/23/24	Sussex County Regional Cooperative	55,224.76
A:36320	9/23/24	Sussex-Warren Assoc of Directors of Special Serv	150.00
A:36321	9/23/24	Nicole Sylvester	216.48
A:36322	9/23/24	Teaching Strategies, LLC	520.38
A:36323	9/23/24	Teaching Strategies, LLC	13,720.00
A:36324	9/23/24	Texthelp Inc	982.80
A:36325	9/23/24	The Printing Center, Inc.	515.00
A:36326	9/23/24	Tri-State Rentals, Inc.	426.90
A:36327	9/23/24	VERIZON WIRELESS	408.98
A:36328	9/23/24	W.W. Grainger, Inc.	25.45
A:36329	9/23/24	William H. Sadlier, Inc.	5,945.72
A:36330	9/23/24	William H. Sadlier, Inc.	87.69
A:36331	9/23/24	Wilson Language Training Corp.	695.52
A:36332	9/23/24	WPS	688.00
A:36333	9/23/24	Zayo Group, LLC	1,949.64
A:36334	9/23/24	Western Pest Services	200.00
A:36335	9/23/24	Western Pest Services	80.00
A:36336	9/23/24	Western Pest Services	40.00
A:36337	9/23/24	Newton Board of Education	410,014.20
A:36338	9/23/24	Cara Capela	1,866.66
A:36339	9/23/24	P.G. Chambers School, Inc.	9,340.04

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Bank Account Code(s): A,E,M,N,O,L,H Only

Check#	Date	Vendor (Payee)	Amount
A:36340	9/23/24	The Craig School	250.00
A:36341	9/23/24	Nikki Tozer	1,866.66
A:36342	9/23/24	Sussex County Charter School for Technology	10,832.00
A:36343	9/23/24	Pitney Bowes Global Financial Services, LLC	146.94
A:36344	9/23/24	A.M.E. Inc.	133,475.00

The Grand Total of all Checks from Fund 10 is:	45,394.49
The Grand Total of all Checks from Fund 11 is:	1,143,406.83
The Grand Total of all Checks from Fund 12 is:	133,475.00
The Grand Total of all Checks from Fund 20 is:	133,613.00
The Grand Total of all Checks from Fund 60 is:	151.14
The Grand total of all checks for this period is:	1,456,040.46

Board President

Nicole Gheesling
Board Secretary

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Principal's Report
6/13/24 to 9/18/24

LPS Updates:

- The LPS "Locker Day" events were a great success. The building was full of energy and excitement and the turnout was impressive. Most students were able to locate their lockers and walk their schedules since hard copies of the schedules were available when they checked in upon arrival. The parent portal is now up and running for parents to access important information regarding their child(ren) and the new school year. Student schedules, gradebooks, report cards, attendance, transportation information, etc… can be found in the parent portal. The student portal is now up and running as well. This allows students the opportunity to monitor their gradebook.
- The PEP period is up and running. As a reminder, the PEP period is a period designated for students to participate in Band, Choir, Handbells and other small group supports/services if needed while the remaining students return to their homeroom for academic support. This is also a time when teachers in the homerooms check in with students, help them review their gradebooks, organize their lockers, complete missing work, set goals (along with reflection on those goals, etc…)
- The Long Pond School Student Council is excited to begin the 2024 - 2025 school year and we encourage all Chargers to take part! Interested students were given a packet to be completed if they wished to be a part of Student Council as an officer, member, or homeroom representative. We look forward to a great year! CLICK HERE for student council activity afternoon and school dance dates!
- Breakfast will be available for LPS students this year. A "Grab and Go" breakfast will be available to purchase at a cost of $2.25 for students at both FMB & LPS! Choices for breakfast will consist of a muffin bag or bagel bag. The same provisions apply as those to lunch, therefore; if you are eligible for free or reduced lunch, you will also be eligible for breakfast. Please note that any student who wishes to purchase a breakfast will report directly to the cafeteria after they unpack their bags and will remain in the cafeteria until the end of morning homeroom. The teacher on duty will record the student attendance and notify the main office so it can be updated accordingly in Realtime.
- An A-Day and B-Day schedule rotation has been implemented this school year allowing the science and social studies teachers to work in blocks (two periods) every other day rather than one period daily so they can dive deeper into the content without as many breaks each week.
- Our Fall sports programs are up and running and I look forward to watching our student-athletes on the field hockey and soccer field. Band, choir, intrumral kickball, Peer Leaders, Student Council, Earth Club and Yearbook are also in the works to begin in the near future. Homework Club will run from 10/15/24 through 5/15/25 after school on Tuesdays, Wednesdays and Thursdays.
- A special thanks to everyone who attended our BTSN on 9/11/24. It was great to see so many people fill our hallways and classrooms. The feedback was positive and I am hopeful that this set the tone for a great school year.

FMB Updates:

A Year in review

- We had a very strong start to school. Our first two days were filled with PD opportunities, required trainings, and some time in the classroom. Teachers were enthusiastic to return.
- Our K playdates were a hit! We had approximately 90% participation! It made the first day of school a lot smoother and safer with much fewer tears!

- Thank you to everyone who came to our Night Before School Storytime. We started this event to focus and welcome the NEW families that came in over the summer and we love to invite everyone, too! And more and more people come every year! We had cookies and milk, read three books, and chalked welcoming messages to our friends for the next morning.
- Back to School night is always my favorite night. There was a lot of engagement in the gym and teachers were so happy to welcome so many excited parents into their rooms.
- Breakfast has been a big success with more students buying every day. Ms. Dawn hangs out at our lobby and every student gets a chance to see the selection for the day.
- Our two major goals for this school year is the introduction and education of the Zones of Regulation as well as data collection and analysis both for teachers as well as students. We are excited to partner with LinkIt who will help us collect, manage, and analyze our data. Students will each have a data folder that will help support their goal setting and data tracking.
- DIBELS testing is underway and STAR testing is almost complete. This data analysis will happen in the coming 2 weeks. We are excited to see how we held over the summer as well as where we will be setting our goals this year.

Parent Volunteers 2024-2025					
Name	**Date Submitted**	**Assignment**	**School where forms filed**	**License scan date**	**Date of Board Approval**
Jamie Stowe	8/21/2024	Soccer - coaching - LPS events	LPS	9/4/2024	
Jamie Kithcart	8/24/2024	Class trips, book fair, field day, LPS events	LPS	9/11/2024	
Sarah Bamber	9/14/2024	All School Activities	FMB	9/17/2024	
Marylia, Bose	9/12/2024	All School Activities	FMB	9/17/2024	
Danielle Dileo	9/12/2024	All School Activities	FMB	9/17/2024	
Shane Feola	9/13/2024	All School Activities	FMB	9/17/2024	

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.

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.

REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION

ANDOVER REGIONAL

All Funds

For the Month Ending Aug 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	$5,400,068.44	$145,819.61	$1,595,184.84	$3,950,703.21
2	Capital Reserve- Fund 10-116	$2,178,614.01	$445.79	$0.00	$2,179,059.80
3	Maintenance Reserve- Fund 10-117	$1,201,223.42	$771.84	$0.00	$1,201,995.26
4	Special Revenue-Fund 20	($11,211.98)	$189,172.00	$82,692.29	$95,267.73
5	Capital Projects Fund-30	$0.00	$0.00	$0.00	$0.00
6	Debt Service Fund - Fund 40	$373,394.02	$0.00	$21,656.00	$351,738.02
7	**TOTAL (Lines 1 thru 6)**	$9,142,087.91	$336,209.24	$1,699,533.13	$7,778,764.02
	ENTERPRISE FUNDS				
8	School Lunch Program -Fund 60	$134,548.52	$558.24	$1,044.92	$134,061.84
9	Student Activity-FMB-Fund 94	$6,211.52	$20.80	$231.68	$6,000.64
10	Student Activity-LPS-Fund 95	$30,916.39	$487.07	$270.00	$31,133.46
11	**Total Enterprise Funds (Lines 8 thru 10)**	$171,676.43	$1,066.11	$1,546.60	$171,195.94
	TRUST & AGENCY FUNDS				
12	Payroll Account	$95.13	$170,861.12	$170,924.16	$32.09
13	Payroll Agency Account	$89.81	$88,016.38	$88,069.65	$36.54
14	Unemployment Trust-Fund 80	$26,797.41	$283.45	$1,608.00	$25,472.86
15	**Total Trust & Agency Funds (Lines 12 thru 14)**	$26,982.35	$259,160.95	$260,601.81	$25,541.49
16	**TOTAL - ALL FUNDS (LINES 7, 11 AND 16)**	$9,340,746.69	$596,436.30	$1,961,681.54	$7,975,501.45

Prepared and Submitted By:

Rene Metzgar

Treasurer of School Monies

9/10/2024

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 3,950,703.21		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	3,950,703.21
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
116 Capital reserve account		$	2,179,059.80
117 Maintenance reserve account		$	1,201,995.26
121 Tax levy receivable		$	12,910,733.20
Accounts receivable			
132 Interfund	$ 0.00		
141 Intergovernmental - state	$ 1,416,251.76		
142 Intergovernmental - federal	$ 0.00		
143 Intergovernmental - other	$ 5,596.45		
153 Other Accounts Receivable	$ 16,019.15		
		$	1,437,867.36
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)	$ 17,722,930.00		
302 Less: revenues collected or accrued	$ (17,029,828.55)		
		$	693,101.45
TOTAL ASSETS AND RESOURCES		$	22,382,110.28

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	$ 42,528.95
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	$ 2,528.95

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FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			$ 15,845,567.68	
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		$ 20,106,752.00		
602 Less: expenditures	$ 2,055,115.71			
603 Less: encumbrances	$ 15,845,567.68	$ (17,900,683.39)	$ 2,206,068.61	
Appropriations less expenditures				$ 19,356,536.95
Unappropriated:				
770 Fund Balance, July 1, 2024			$ 3,333,441.38	
303 Less: budgeted fund balance			$ (310,397.00)	
Unappropriated fund balance				$ 3,023,044.38
Total fund equity				$ 22,379,581.33
TOTAL LIABILITIES AND FUND EQUITY				$ 22,382,110.28

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 20,106,752.00	$ 17,900,683.39	$ 2,206,068.61
Less: Revenues	$ (17,722,930.00)	$ (17,029,828.55)	$ (693,101.45)
Subtotal	$ 2,383,822.00	$ 870,854.84	$ 1,512,967.16
Change in capital reserve			
Plus - Increase in reserve	$ 50.00	$ 736,765.18	$ (736,715.18)
Less - Withdrawal from reserve	$ (1,456,570.00)	$ (735,614.00)	$ (720,956.00)
Change in maintenance reserve			
Plus - Increase in reserve	$ 50.00	$ 29,331.42	$ (29,281.42)
Less - Withdrawal from reserve	$ (262,000.00)	$ (27,753.20)	$ (234,246.80)
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	$ 310,397.00	$ 518,629.24	$ (208,232.24)
Add: Unappropriated fund balance			$ 3,023,044.38
Total of budgeted and unappropriated fund balance			$ 2,814,812.14

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	310,397.00	0.00	310,397.00	518,629.24	(208,232.24)
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	27,753.20	234,246.80
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	16,393,437.00	0.00	16,393,437.00	15,700,335.55	693,101.45
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		20,106,852.00	0.00	20,106,852.00	18,666,779.99	1,440,072.01

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Fund 10 (General Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Charter School Tuition		76,714.00	7,065.00	83,779.00	26,597.00	57,182.00	0.00	0.00
Grand Totals for fund 10:		76,714.00	7,065.00	83,779.00	26,597.00	57,182.00	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	184,752.00	0.00	0.00	0.00
Regular Programs-Instruction		2,691,463.00	0.00	2,691,463.00	412.50	2,691,050.50	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	13,382.49	92,366.67	56,052.84	0.00
Special Education-LLD Sel-Contained		264,267.00	0.00	264,267.00	6,830.00	254,411.89	3,025.11	0.00
Special Education-Multiply Disabled		78,182.00	(262.60)	77,919.40	219.99	77,602.75	96.66	0.00
Special Education-Resource room		584,192.00	262.60	584,454.60	100.00	584,354.60	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	150.00	147,489.00	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)	81,635.09	3,896.92	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	(41.95)	74,258.05	71,658.05	2,600.00	0.00	0.00
Undistributed Expense-Instruction		4,680,376.00	3,805.85	4,684,181.85	395,734.20	3,983,691.70	304,755.95	0.00
Attendance and Social Work Svcs		149,401.00	0.00	149,401.00	41,006.71	108,233.44	160.85	0.00
Health Services		174,707.00	0.00	174,707.00	7,692.32	155,930.62	11,084.06	0.00
Other Support Svc-Related Svcs		182,834.00	0.00	182,834.00	163.42	179,125.58	3,545.00	0.00
Other Support Svc-Extraordinary Svcs		670,050.00	0.00	670,050.00	13,748.02	628,411.16	27,890.82	0.00
Other Support Svc-Students-Reg		272,063.00	0.00	272,063.00	18,550.88	244,931.27	8,580.85	0.00
Other Support Svc-Students-Spec		359,586.00	(3,763.90)	355,822.10	43,851.94	308,293.61	3,676.55	0.00
Improvement of Instruction		181,934.00	0.00	181,934.00	23,948.84	92,862.63	65,122.53	0.00
Library and Educ Media		202,253.00	0.00	202,253.00	19,263.64	180,205.81	2,783.55	0.00
Instr. Staff Training Svcs		18,335.00	0.00	18,335.00	3,460.00	595.00	14,280.00	0.00
Support Svc-General Admin		374,331.00	0.00	374,331.00	49,488.69	282,291.90	42,550.41	0.00
Support Svc-School Admin		228,403.00	0.00	228,403.00	37,555.36	182,782.98	8,064.66	0.00
Business Office Support Services		204,273.00	0.00	204,273.00	35,809.91	156,535.22	11,927.87	0.00
Admin Inform Tech Support Svcs		81,315.00	0.00	81,315.00	28,597.00	45,374.40	7,343.60	0.00
Required Maint. of School Fac.		445,678.00	(7,065.00)	438,613.00	16,227.87	144,079.33	278,305.80	0.00
Other Oper. & Maint. of Plant		937,189.00	0.00	937,189.00	188,581.44	644,698.95	103,908.61	332.31
Care & Upkeep of Grounds		81,618.00	0.00	81,618.00	7,728.96	63,786.16	10,102.88	0.00
Security		19,054.00	0.00	19,054.00	4,642.00	2,430.48	11,981.52	0.00
Student Transportation Svcs		2,447,698.00	0.00	2,447,698.00	377,934.49	1,604,304.51	465,459.00	0.00
Employee Benefits		2,189,655.00	0.00	2,189,655.00	400,989.00	1,332,993.48	455,672.52	4,286.22
606	Increase in Maint Rsv	50.00	0.00	50.00	29,331.42	0.00	(29,281.42)	0.00
Grand Totals for fund 11:		18,537,479.00	(7,065.00)	18,530,414.00	2,021,811.13	14,620,615.68	1,887,987.19	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	736,765.18	0.00	(736,715.18)	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	772,804.18	1,167,770.00	(447,915.18)	0.00

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Grand Totals for all Subfunds of Fund 10:	20,106,852.00	0.00	20,106,852.00	2,821,212.31	15,845,567.68	1,440,072.01	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	310,397.00	0.00	310,397.00	518,629.24	(208,232.24)
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	27,753.20	234,246.80
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	16,190,337.00	0.00	16,190,337.00	15,636,843.00	553,494.00
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	55,162.10	144,837.90
10-1511-000-000	Interest on Capital Reserve	50.00	0.00	50.00	1,101.18	(1,051.18)
10-1512-000-000	Interest of Maint Reserve	50.00	0.00	50.00	1,528.22	(1,478.22)
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		20,106,852.00	0.00	20,106,852.00	18,666,779.99	1,440,072.01

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Minimum Expense General Ledger Report

Fund 10 (General Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
10-000-100-562	Charter School Tuition	76,714.00	7,065.00	83,779.00	26,597.00	57,182.00	0.00	0.00
Charter School Tuition		76,714.00	7,065.00	83,779.00	26,597.00	57,182.00	0.00	0.00
	Grand Totals for fund 10:	76,714.00	7,065.00	83,779.00	26,597.00	57,182.00	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	184,752.00	0.00	0.00	0.00
Allocated Benefits - Instruction		184,752.00	0.00	184,752.00	184,752.00	0.00	0.00	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	162.50	1,457,170.50	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	250.00	898,818.00	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	412.50	2,691,050.50	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	3,260.94	16,072.37	1,915.69	0.00
11-190-100-610	General Supplies	123,436.00	(289.08)	123,146.92	10,121.55	58,888.22	54,137.15	0.00
11-190-100-640	Textbooks	6,912.00	289.08	7,201.08	0.00	7,201.08	0.00	0.00
Regular Programs-Undistrib Instruction		161,802.00	0.00	161,802.00	13,382.49	92,366.67	56,052.84	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	6,830.00	149.89	3,025.11	0.00
Special Education-LLD Sel-Contained		264,267.00	0.00	264,267.00	6,830.00	254,411.89	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	169.99	148.75	96.66	0.00
Special Education-Multiply Disabled		78,182.00	(262.60)	77,919.40	219.99	77,602.75	96.66	0.00
11-213-100-101	Salary - Resource Room	581,334.00	0.00	581,334.00	100.00	581,234.00	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	100.00	584,354.60	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	150.00	147,489.00	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	150.00	147,489.00	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	170.09	3,896.91	0.00
Curricular Activities-Instruction		85,532.00	0.00	85,532.00	(0.01)	81,635.09	3,896.92	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	7,950.00	35,950.00	33,350.00	2,600.00	0.00	0.00
11-422-100-106	Salary - Summer Para	19,200.00	4,325.00	23,525.00	23,525.00	0.00	0.00	0.00
11-422-100-300	Purch Prof/Ed Svcs	25,100.00	(11,100.00)	14,000.00	14,000.00	0.00	0.00	0.00
11-422-100-600	ESY Supplies	2,000.00	(1,216.95)	783.05	783.05	0.00	0.00	0.00
Other Instructional Programs		74,300.00	(41.95)	74,258.05	71,658.05	2,600.00	0.00	0.00

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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	395,734.20	3,234,629.80	0.00	0.00
11-000-100-562	Tuition to Other LEA's - Spec	526,978.00	(25,058.05)	501,919.95	0.00	326,978.00	174,941.95	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	332,708.90	129,814.00	0.00
Undistributed Expense-Instruction		4,680,376.00	3,805.85	4,684,181.85	395,734.20	3,983,691.70	304,755.95	0.00
11-000-211-100	Salary	118,988.00	0.00	118,988.00	10,754.56	108,233.44	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	41,006.71	108,233.44	160.85	0.00
11-000-213-100	Salary	135,959.00	0.00	135,959.00	319.08	135,639.92	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	31,400.00	0.00	31,400.00	7,279.30	14,000.00	10,120.70	0.00
11-000-213-600	General Supplies	7,348.00	0.00	7,348.00	93.94	6,290.70	963.36	0.00
Health Services		174,707.00	0.00	174,707.00	7,692.32	155,930.62	11,084.06	0.00
11-000-216-100	Salary	178,356.00	0.00	178,356.00	163.42	178,192.58	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	933.00	1,045.00	0.00
Other Support Svc-Related Svcs		182,834.00	0.00	182,834.00	163.42	179,125.58	3,545.00	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	50.00	79,794.00	0.00	0.00
11-000-217-320	Purch Prof Svcs	65,000.00	0.00	65,000.00	13,698.02	23,631.83	27,670.15	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	13,748.02	628,411.16	27,890.82	0.00
11-000-218-104	Salary - Guidance	262,763.00	0.00	262,763.00	18,550.88	244,212.12	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	719.15	1,080.85	0.00
Other Support Svc-Students-Reg		272,063.00	0.00	272,063.00	18,550.88	244,931.27	8,580.85	0.00
11-000-219-104	Salary - CST	281,701.00	0.00	281,701.00	21,451.03	260,249.97	0.00	0.00
11-000-219-105	Salary - Secretary	47,930.00	0.00	47,930.00	7,718.16	40,211.84	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	1,070.00	150.00	1,580.00	0.00
Other Support Svc-Students-Spec		359,586.00	(3,763.90)	355,822.10	43,851.94	308,293.61	3,676.55	0.00
11-000-221-104	Curriculum Salary	91,669.00	0.00	91,669.00	16,148.84	75,520.16	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	7,800.00	2,777.80	55,809.20	0.00
Improvement of Instruction		181,934.00	0.00	181,934.00	23,948.84	92,862.63	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	12,688.64	63,917.36	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	19,263.64	180,205.81	2,783.55	0.00
11-000-223-320	Purch Prof Svcs	18,335.00	0.00	18,335.00	3,460.00	595.00	14,280.00	0.00
Instr. Staff Training Svcs		18,335.00	0.00	18,335.00	3,460.00	595.00	14,280.00	0.00
11-000-230-100	Salaries	219,122.00	0.00	219,122.00	22,775.66	196,346.34	0.00	0.00
11-000-230-331	Legal Services	48,000.00	0.00	48,000.00	3,460.80	44,539.20	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	5,932.65	2,318.10	34,149.25	0.00
11-000-230-585	BOE Other Purchased Services	5,693.00	0.00	5,693.00	0.00	2,982.00	2,711.00	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	414.98	571.26	2,513.76	0.00
11-000-230-890	Other Objects	3,500.00	0.00	3,500.00	825.00	0.00	2,675.00	0.00
11-000-230-895	BOE - Other Objects	9,901.00	0.00	9,901.00	7,500.35	2,200.00	200.65	0.00
Support Svc-General Admin		374,331.00	0.00	374,331.00	49,488.69	282,291.90	42,550.41	0.00
11-000-240-103	Salary - Principal	167,898.00	0.00	167,898.00	27,522.68	140,375.32	0.00	0.00
11-000-240-105	Secretarial Salary	49,555.00	0.00	49,555.00	7,634.88	41,920.12	0.00	0.00
11-000-240-600	School Admin - Supplies - LPS	3,000.00	0.00	3,000.00	407.80	487.54	2,104.66	0.00
11-000-240-800	Other Objects	7,950.00	0.00	7,950.00	1,990.00	0.00	5,960.00	0.00
Support Svc-School Admin		228,403.00	0.00	228,403.00	37,555.36	182,782.98	8,064.66	0.00

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Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
11-000-251-100	Salaries	169,378.00	0.00	169,378.00	27,610.72	141,767.28	0.00	0.00
11-000-251-330	Purch Prof Svcs	20,645.00	0.00	20,645.00	6,272.20	11,953.10	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	676.99	2,814.84	4,808.17	0.00
11-000-251-890	Other Objects	3,250.00	0.00	3,250.00	1,250.00	0.00	2,000.00	0.00
Business Office Support Services		204,273.00	0.00	204,273.00	35,809.91	156,535.22	11,927.87	0.00
11-000-252-100	Salaries	48,392.00	0.00	48,392.00	8,014.48	40,377.52	0.00	0.00
11-000-252-340	Admin IT - Other Purch Svcs	32,423.00	0.00	32,423.00	20,510.64	4,649.64	7,262.72	0.00
11-000-252-600	Admin IT Supplies	500.00	0.00	500.00	71.88	347.24	80.88	0.00
Admin Inform Tech Support Svcs		81,315.00	0.00	81,315.00	28,597.00	45,374.40	7,343.60	0.00
11-000-261-100	Salaries	76,978.00	0.00	76,978.00	12,335.16	64,642.84	0.00	0.00
11-000-261-420	Repairs & Maintenance	326,450.00	(7,065.00)	319,385.00	1,079.00	54,555.40	263,750.60	0.00
11-000-261-610	General Supplies	42,250.00	0.00	42,250.00	2,813.71	24,881.09	14,555.20	0.00
Required Maint. of School Fac.		445,678.00	(7,065.00)	438,613.00	16,227.87	144,079.33	278,305.80	0.00
11-000-262-100	Salaries	389,259.00	0.00	389,259.00	61,511.59	327,415.10	332.31	332.31
11-000-262-300	Purch Prof & Tech Svcs	39,500.00	0.00	39,500.00	4,980.56	26,851.39	7,668.05	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	1,503.70	17,229.30	0.00	0.00
11-000-262-520	Insurance	100,800.00	0.00	100,800.00	90,773.14	0.00	10,026.86	0.00
11-000-262-610	General Supplies	103,000.00	(233.00)	102,767.00	435.96	52,460.08	49,870.96	0.00
11-000-262-621	Energy - Natural Gas	100,000.00	0.00	100,000.00	1,595.07	98,404.93	0.00	0.00
11-000-262-622	Energy - Electricity	165,000.00	0.00	165,000.00	26,431.42	119,338.15	19,230.43	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	1,350.00	0.00	6,780.00	0.00
Other Oper. & Maint. of Plant		937,189.00	0.00	937,189.00	188,581.44	644,698.95	103,908.61	332.31
11-000-263-100	Salary	63,118.00	0.00	63,118.00	7,728.96	55,389.04	0.00	0.00
11-000-263-420	Repairs & Maintenance	10,000.00	0.00	10,000.00	0.00	8,397.12	1,602.88	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	7,728.96	63,786.16	10,102.88	0.00
11-000-266-420	Repairs & Maintenance	18,078.00	0.00	18,078.00	4,642.00	2,343.60	11,092.40	0.00
11-000-266-610	General Supplies	976.00	0.00	976.00	0.00	86.88	889.12	0.00
Security		19,054.00	0.00	19,054.00	4,642.00	2,430.48	11,981.52	0.00
11-000-270-160	Salary - Regular Ed	54,215.00	0.00	54,215.00	9,482.84	44,732.16	0.00	0.00
11-000-270-161	Salary - Special Ed	25,554.00	0.00	25,554.00	4,232.84	21,321.16	0.00	0.00
11-000-270-390	Other Purch Svcs	5,250.00	0.00	5,250.00	4,600.00	0.00	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	194,969.39	835,902.61	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	1,220,492.00	0.00	1,220,492.00	164,649.42	702,348.58	353,494.00	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		2,447,698.00	0.00	2,447,698.00	377,934.49	1,604,304.51	465,459.00	0.00
11-000-291-220	Social Security	173,000.00	0.00	173,000.00	24,382.00	0.00	148,618.00	0.00
11-000-291-240	DCRP	37,000.00	0.00	37,000.00	715.04	0.00	36,284.96	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	79,787.00	0.00	0.00	0.00
11-000-291-270	Health Benefits	1,606,359.00	0.00	1,606,359.00	277,749.96	1,326,339.42	2,269.62	4,286.22
11-000-291-280	Tuition Reimbursement	56,500.00	0.00	56,500.00	855.00	6,654.06	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	400,989.00	1,332,993.48	455,672.52	4,286.22
606	Increase in Maint Rsv	50.00	0.00	50.00	29,331.42	0.00	(29,281.42)	0.00
	Grand Totals for fund 11:	18,537,479.00	(7,065.00)	18,530,414.00	2,021,811.13	14,620,615.68	1,887,987.19	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	736,765.18	0.00	(736,715.18)	$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	772,804.18	1,167,770.00	(447,915.18)	0.00

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Grand Totals for all Subfunds of Fund 10:	20,106,852.00	0.00	20,106,852.00	2,821,212.31	15,845,567.68	1,440,072.01	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

9-6-24
Date

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Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 95,267.73		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	95,267.73
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	$ (4,420.00)		
142 Intergovernmental - federal	$ 173,574.00		
143 Intergovernmental - other	$ 0.00		
153 Other Accounts Receivable	$ 2,800.00		
		$	171,954.00
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)	$ 1,235,978.69		
302 Less: revenues collected or accrued	$ (238,914.69)		
		$	997,064.00
TOTAL ASSETS AND RESOURCES		$	1,264,285.73

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	$ 33,648.77
422 Judgments payable	$ 0.00
430 Compensated absences payable	$ 0.00
431 Contracts payable	$ 0.00
451 Loans payable	$ 0.00
481 Deferred revenues	$ (49,562.69)
499 Other current liabilities	$ 0.00
Total liabilities	$ (15,913.92)

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FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year				$ 273,259.90	
754 Reserve for encumbrances - prior year				$ 0.00	
760 Other reserves				$ 0.00	
771 Designated Fund Balance				$ 0.00	
601 Appropriations			$ 1,295,289.55		
602 Less: expenditures	$ 90,251.83				
603 Less: encumbrances	$ 273,259.90		$ (363,511.73)	$ 931,777.82	
Appropriations less expenditures					$ 1,205,037.72
Unappropriated:					
770 Fund Balance, July 1, 2024				$ 134,472.79	
303 Less: budgeted fund balance				$ (59,310.86)	
Unappropriated fund balance					$ 75,161.93
Total fund equity					$ 1,280,199.65
TOTAL LIABILITIES AND FUND EQUITY					$ 1,264,285.73

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	59,310.86	0.00	59,310.86	124,597.04	(65,286.18)
52xx	From Transfers	0.00	184,752.00	184,752.00	184,752.00	0.00
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	792,520.69	792,520.69	53,512.69	739,008.00
4xxx	From Federal Sources	0.00	258,706.00	258,706.00	650.00	258,056.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		59,310.86	1,235,978.69	1,295,289.55	363,511.73	931,777.82

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	13,000.00	0.00	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	966,587.69	966,587.69	18,064.13	98,924.54	849,599.02	0.00
Title I Improving Basic Programs		0.00	41,495.00	41,495.00	0.00	22,971.80	18,523.20	0.00
IDEA Part B		0.00	158,804.00	158,804.00	14,993.40	143,810.60	0.00	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	130.00	0.00	12,449.00	0.00
Title IV Drug Free Schools		0.00	10,650.00	10,650.00	0.00	529.40	10,120.60	0.00
ARP ESSER III		48,625.86	0.00	48,625.86	44,064.30	561.56	4,000.00	0.00
SDA Capital Maintenance		10,685.00	10,685.00	21,370.00	0.00	3,662.00	17,708.00	0.00
	Grand Totals for fund 20:	59,310.86	1,235,978.69	1,295,289.55	90,251.83	273,259.90	931,777.82	0.00

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Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	59,310.86	0.00	59,310.86	124,597.04	(65,286.18)
20-5200-000-000	Interfund Transfers.	0.00	184,752.00	184,752.00	184,752.00	0.00
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	742,958.00	742,958.00	3,950.00	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	10,685.00	10,685.00	10,685.00	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	10,650.00	10,650.00	650.00	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	0.00	0.00	0.00	0.00	0.00
Grand Totals		59,310.86	1,235,978.69	1,295,289.55	363,511.73	931,777.82

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Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
20-450-200-300	High Impact Tutoring	0.00	28,000.00	28,000.00	13,000.00	0.00	15,000.00	0.00
Allocated Benefits - Instruction		0.00	28,000.00	28,000.00	13,000.00	0.00	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	51,953.69	51,953.69	97.65	50,715.25	1,140.79	0.00
20-218-200-102	Sal-Supervisors of Instruction	0.00	25,154.00	25,154.00	4,192.32	0.00	20,961.68	0.00
20-218-200-103	Salaries of Program Directors	0.00	28,778.00	28,778.00	4,796.32	0.00	23,981.68	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	2,010.68	0.00	10,053.32	0.00
20-218-200-110	Other Salaries	0.00	58,065.00	58,065.00	6,967.16	0.00	51,097.84	0.00
20-218-200-176	Salaries of Master Teachers	0.00	268,594.00	268,594.00	0.00	40,000.00	228,594.00	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	966,587.69	966,587.69	18,064.13	98,924.54	849,599.02	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	22,971.80	4,273.20	0.00
Title I Improving Basic Programs		0.00	41,495.00	41,495.00	0.00	22,971.80	18,523.20	0.00
20-250-100-500	IDEA - Other Purch Svc	0.00	158,804.00	158,804.00	14,993.40	143,810.60	0.00	0.00
IDEA Part B		0.00	158,804.00	158,804.00	14,993.40	143,810.60	0.00	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	130.00	0.00	11,349.00	0.00
Title II		0.00	12,579.00	12,579.00	130.00	0.00	12,449.00	0.00
20-280-100-100	Title IV- Stipends	0.00	1,450.00	1,450.00	0.00	228.24	1,221.76	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
20-280-200-300	Prof Tech Services-Support	0.00	650.00	650.00	0.00	0.00	650.00	0.00
20-280-200-600	Supplies and Materials-Support	0.00	5,310.00	5,310.00	0.00	301.16	5,008.84	0.00
Title IV Drug Free Schools		0.00	10,650.00	10,650.00	0.00	529.40	10,120.60	0.00
20-487-100-100	ARP-ESSER Grant Program	31,600.00	0.00	31,600.00	31,600.00	0.00	0.00	0.00
20-487-100-600	ARP ESSER III- Supplies	13,000.00	0.00	13,000.00	11,800.00	0.00	1,200.00	0.00
20-490-100-100	ESSER-Cmpr Beyond Sch Day Act.	1,850.00	0.00	1,850.00	664.30	492.42	693.28	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	69.14	0.00	0.00
ARP ESSER III		48,625.86	0.00	48,625.86	44,064.30	561.56	4,000.00	0.00
20-492-200-300	SDA Emerg. Needs & Cap. Maint.	10,685.00	10,685.00	21,370.00	0.00	3,662.00	17,708.00	0.00
SDA Capital Maintenance		10,685.00	10,685.00	21,370.00	0.00	3,662.00	17,708.00	0.00
	Grand Totals for fund 20:	59,310.86	1,235,978.69	1,295,289.55	90,251.83	273,259.90	931,777.82	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 9-6-24 Date

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Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 351,738.02		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	351,738.02
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		$	916,656.02

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

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FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year				$ 916,656.00	
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	$ 21,656.00				
603 Less: encumbrances	$ 916,656.00		$ (938,312.00)	$ 0.00	
Appropriations less expenditures					$ 916,656.00
Unappropriated:					
770 Fund Balance, July 1, 2024				$ 0.02	
303 Less: budgeted fund balance				$ 0.00	
Unappropriated fund balance					$ 0.02
Total fund equity					$ 916,656.02
TOTAL LIABILITIES AND FUND EQUITY					$ 916,656.02

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

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	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	21,656.00	916,656.00	0.00	0.00
	Grand Totals for fund 40:	938,312.00	0.00	938,312.00	21,656.00	916,656.00	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	21,656.00	21,656.00	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	21,656.00	916,656.00	0.00	0.00
	Grand Totals for fund 40:	938,312.00	0.00	938,312.00	21,656.00	916,656.00	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 — 9-6-24 Date

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Andover Regional Board of Education Monthly Transfer Report

FY2025 Data is Posted to 08/31/24

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	(42)	0.0	19,681	
29180	Tuition	11-000-100-XXX	4,680,376	0	0	4,680,376	468,038	3,806	0.1	471,843	
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	1,483,539	0	0	1,483,539	148,355	(7,065)	-0.5	141,289	
52480	Student Transportation Services	11-000-270-XXX	2,447,698	0	0	2,447,698	244,769	0	0.0	244,770	
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	

Nicole Ghesta

School Business Administrator Signature

9-6-24

Date

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

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DRAFT

Andover Regional Board of Education Regular Meeting

August 21, 2024

Attendance:

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

Also Present: Ms. Nicole Sylvester, School Business Administrator/Board Secretary
Mr. John Fritzky, Superintendent
10 members of the public/staff

Not Present: Mr. Steven Minnick and Dr. Jeffrey Neubig

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):

- Dr. Koroski introduced Mr. Fritzky and welcomed him to the district.

- Mr. Ordile, Mr. Karr & Ms. Gilchrist from the land use board presented the Master Plan Survey results.

IV. APPROVAL OF MINUTES:

Mrs. Dunbar moved and Mr. Hertenstein 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.

July 15, 2024 Regular Meeting Minutes
August 8, 2024 Special Meeting Minutes

Roll Call Vote:

Yes: Ms. Byron, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Porter, 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:

Mr. Porter stated the Personnel/Policy committee discussed new hires and resignations, along with policies, discussion ensued.

Ms. Sylvester stated the Finance/Operations committee discussed facilities updates and breakfast being served for the 24-25 school year, discussion ensued.

Dr. Koroski stated the Curriculum/Instruction committee discussed ESY, Summer Academy, Kindergarten Bootcamp, Safety Town and our cuts in grant funding, discussion ensued.

Mr. Hertenstein stated the Sussex County Ed. Services meeting will be held next week.

VI. SUPERINTENDENT REPORT:

A. Mr. Fritzky gave his HIB Report.
B. Mr. Fritzky gave an update on QSAC stating that we received communication that recommendations from the county office are on their way and we look forward to hearing from them.
C. Mr. Fritzky met with the Chief to discuss safety plans and procedures with the Andover School District.
D. Mr. Fritzky met with the PTA and discussed upcoming events including the ice cream social on September 13th.
E. Mr. Fritzky completed the EIS Report to the NJDOE.
F. Mr. Fritzky met with SEPAG and explained the group is in the process of setting up meetings for the year and they discussed possible topics for the upcoming school year with the first meeting being on September 16th.
G. Mr. Fritzky stated the footings for the gazebo will be completed and assembly will begin shortly.
H. Mr. Fritzky informed everyone that ground has been broken today for the parking lot addition at FMB to help with the traffic flow.
I. Mr. Fritzky stated he is meeting with the Mayor next week.

Mr. Porter moved and Mrs. Sciroppo 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, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Porter, 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

- Completed and received approval for the 24-25 ESSA grant
- Worked with administrative team on interviews and hires of new staff
- Met individually with new staff members to discuss roles and responsibilities
- Created agendas for the New Staff Orientation and the first two days with our staff
- Attended a Danielson Training with the administrative team

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

- Transferred our library management system to Follett's Destiny.
- Met with HP to discuss a future plan for an infrastructure refresh.
- Installed a new security camera to monitor the LPS cafeteria lunch line.

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 staffing needs for the 24/25 school year.
- Participated with the Administrative 2 day professional development: including Realtime training updates, program and services reviews and Danielson observation training.
- Attended the State of New Jersey Virtual Summer Learning Institute series on:
  * Creating an Effective SEPAG in your District
  * The District's Role in the SEPAG: Collaboration, Communication and Coordination
  * Special Education Monitoring Cycle for Cohorts 2-6
  * Understanding Inclusive Education and the FREE support provided to schools through the New Jersey Inclusion Project
- Conducted several tours of the preschool program with new and/or potential families.
- Participated in a roundtable Q&A discussion with Sussex County Cohort 2 Special Education Monitoring Committee.

- Participated in a Rutgers Preschool Education Quality study review of our current preschool program. This review was based on classroom evaluations using the Early Childhood Education Rating Scale (ECERS), during the 23/24 school year.
- Ongoing programming for 2023 Extended School year (ESY), and coordination of related service needs.

Special Services Audit updates:

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

Compliance:

- #3 - Workshop attendance at Understanding Inclusive Education and the FREE support provided to schools through the New Jersey Inclusion Project
- #7 - Workshop attendance at Creating an Effective SEPAG in your District & The District's Role in the SEPAG: Collaboration, Communication and Coordination

Programs & Services

- #1 & #2 Professional development through the New Jersey Department of Education Summer Institute series including: SEPAG's, Inclusion and Special Education Monitoring.

E. Suspension/HIB Reports

F. Principal's Reports

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.

Mrs. Logosso- Asked what Best of You Therapy services were being used for.

Mr. Ordile- Asked how many preschool teachers we had.

Ms. Gillespie- Asked what the purpose of the gazebo was.

Mr. Ordile- Asked if the gazebo and chairs were grant funded.

Mrs. Wasniewski- Asked if anyone followed up on the FDIC Smart money for kids request she found. She also asked how many preschool students we currently have. She also inquired about the

daycare programs in surrounding areas now that we have the preschool grant. She also asked what we use the Sussex County Regional Cooperative for.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Ms. Byron moved and Mr. Hertenstein seconded, that the Andover Regional Board of Education approve resolutions #1-23 as presented:

1. **Rehire**: Approve Rebecca Burrows as Special Education Teacher with start date of September 1, 2024 through June 30, 2025 at $73,946 MA 30 Step 6 (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE), pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

2. **New Hire**: Approve Alyssa Allen as Preschool Teacher with start date of September 1, 2024 through June 30, 2025 at $64,214 BA 15 Step 3 (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE), pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

3. **New Hire**: Approve Ryan Zuccheri as Music Teacher at LPS with start date of September 1, 2024 through June 30, 2025 at $65,478 BA Step 5 - (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE), pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

4. **New Hire:** Approve Louise Powers to serve as Long Pond School's exclusive substitute at the rate of $120/day for the 2024-2025 school year, as recommended by the Superintendent of Schools.

5. **New Teacher Mentor FMB**: Approve Jennifer Bogert (FMB) & Dave Peterson (LPS), to serve as mentors for new teachers to the school district but not new to teaching, at a stipend of $550 each to be paid through Title II funds upon completion of the assignment at the end of the school year for the 2024-2025 school year, as recommended by the Superintendent of Schools.

6. **Harassment, Intimidation & Bullying (HIB) & Anti-Bullying Specialists (ABS)**: Approve Lisa Sargenti - FMB and Bradley Heinke - LPS as the HIB & ABS for the 2024-2025 school year, as recommended by the Superintendent of Schools.

7. **Rescind**: Rescind only Stephanie Oberg from P/P motion #15 from May 15, 2024 Board meeting as follows:

> *15. **Summer 2024 Box Openers (Summer Clerk)**: Approve the following at $15.13/hr, not to exceed 66 hours each as recommended by the Superintendent of the Schools.*
>
> *Dawn O'Connell - FMB*
> *Stephanie Oberg - LPS*

8. **2024 Extended School Year Speech/Language Specialist:** Approve, retroactively, Alison DelDuca, Speech/Language Therapist for the Extended School Year, which runs July 1, 2024 through July 30, 2024 (excluding July 4 and 5) for 3 days per week, 8:30-12:30 (4 hours/day) at a rate of $50/hour, as recommended by the Superintendent of Schools.

9. **2024 Extended School Year Occupational Therapist:** Approve, retroactively, Tara Meller, Occupational Therapist for the Extended School Year, which runs July 1, 2024 through July 30, 2024 (excluding July 4 and 5) for 2 days per week, 8:30-12:30 (4 hours/day) at a rate of $50/hour, as recommended by the Superintendent of Schools.

10. **Summer 2024 Box Opener (Summer Clerk)**: Approve Bradley Heinke - LPS at $15.13/hr, not to exceed 66 hours, as recommended by the Superintendent of the Schools.

11. **Substitute Pay for the 2024-2025 School Year**: Approve the following substitute rates for the 2024-2025 school year, as recommended by the Superintendent of Schools.

Long Term Substitute (Grading/Planning)	$150/day for 60 days/placed on guide step 1 after 60 days per policy
Substitute Teacher (Including Permanent Sub)– Full Day	$120/day
Substitute Teacher – ½ Day	$60
Substitute Para	$15.13/hour
Substitute Secretary	$15.13/hour
Nurses	$250/day
Substitute Custodian	$15.13/hour
Substitute Custodian (w/Black Seal)	$20/hour

12. **Approval of IDEA Funded Aide**: Approve the following salary to be funded by the Federal IDEA Basic grant for employee #1361 Rosita Coye at 27% for $7,178, for the 2024-2025 school year, as recommended by the Superintendent of Schools.

13. **Schedule B Recommendations**: Approve the attached LPS Schedule B recommendations for the 2024-2025 school year, as recommended by the Superintendent of Schools.

14. **Schedule B Recommendations**: Approve the attached FMB Schedule B recommendations for the 2024-2025 school year, as recommended by the Superintendent of Schools.

15. **Principal in Charge:** Approve the following individuals as "Principal in Charge" to serve in a volunteer supervisory capacity in the event that our Building Principal is not present in building for professional, personal, or health related reasons for the 2024-2025 school year, as recommended by the Superintendent of Schools. All individuals listed hold required certification or certification is pending, will need to be approved by the County Executive Superintendent, and will have been trained in emergency operation procedures.

- Lauren Huffman
- Cary Cotto
- Alyssa Maxwell
- Jennifer Reynolds
- Suzanne Ross

16. **Paraprofessional Staff for 2024-2025 School Year:** Approve the following Paraprofessional staff members for the 2024-2025 school year, starting September 1, 2024 through June 30, 2025, as recommended by the Superintendent of Schools.

NAME	SCHOOL	ASSIGNMENT**	HOURS	STEP	SALARY
Clark, Kimberly	LPS	Coverage shared para LLD/ LPS Main office Coverage	28.75	5	$28,344
Cook, Stephanie	FMB	Coverage PreK2/gr. Shared para	28.75	3	$26,429
Coston, Candice	LPS	1:1 para Grade 6 (LLD)	28.75	5	$28,344
Coye, Darrius	FMB	1:1 para gr.K (MD)	28.75	2	$25,519
Coye, Peyton	FMB	Class para PreK1	28.75	1	$24,641
Coye, Rosita	FMB	Shared para gr.2-4 ICS/RC	28.75	3	$26,429
D'Angelo, Audrey	FMB	Shared para gr. 2-4/ICS/ Main Office Coverage	28.75	6	$29,349
Denamen, Shirley	LPS	1:1 para gr 8 ICS/RC	28.75	1	$24,641
DiCapua, Ashley	FMB	Class para PreK2	28.75	3	$26,429
Finley, Amy	LPS	Class para gr. 5 ICS	28.75	4	$27,370
Gibbons, Casey	FMB	Class para PreK6	28.75	3	$26,429
Hiler, Judi	FMB	Shared para gr. 1 ICS	28.75	3	$26,429
Kulesa, Jessica	FMB	Class Para PreK4	28.75	4	$27,370
Livigne, Deanna	FMB	Shared 1:2 para MD K-2	28.75	1	$24,641
McDole, Joanne	LPS	1:2 para gr.6 & gr.5 ICS	28.75	3	$26,429
Mohanram, Marita	FMB	1:1 para gr 3 MD	28.75	2	$25,519
Nichols, Marianne	FMB	Class para PreK1	28.75	5	$28,344
Nikolakopoulos, Scott	LPS	1:1 para gr 5 RC/LLD	28.75	6	$29,349
Nuvolone Elizabeth	FMB	1:1 para PreK 1	28.75	1	$24,641
Pike, Jennie	LPS	1:1 para gr 6 (LLD)	28.75	6	$29,349
Roque, Maria	FMB	Class para PreK 6	28.75	4	$27,370

Sabb, Shante	FMB	1:1 para gr.K MD	28.75	4	$27, 370
Santiago, Kerry	FMB	Class para PSD 3/ Coverage ICS	28.75	3	$26,429
Skelly, Karen	FMB	Class Para PSD 3	28.75	1	$24,641
Sumski, Lisa	FMB	Shared para LLD 3-4	28.75	6	$29,349
Toczynski, Bozena	LPS	Class para LLD gr 5-8	28.75	2	$25,519
Williams, Loretta	FMB	1:1 para gr. 4 (MD)	28.75	5	$28,344
Yachimiak, Monique	FMB	1:1 gr. 4 RC & ICS gr 3/4	28.75	2	$25,519

** Assignments subject to change.

17. **Internal Transfers**: Approve the following as recommended by the Superintendent of Schools:

EMPLOYEE	FROM	LOCATION	TO	LOCATION
Stacey Publik	District ELL	FMB/LPS	Grade 8 ELA	LPS
Lauren Mann	District Music	FMB/LPS	Music	FMB
Rebecca Morrell	ELA	LPS	Grade 4 ELA	FMB
Nicole Sautter	Sp. Ed	FMB	21st Century Learning	FMB

18. **Mentoring**: Approve the following as per NJDOE Provisional Teacher Process requirements, with the mentoring fee to be paid through the Andover Regional Board of Education, as recommended by the Superintendent of Schools.

Mentee	Mentor	Payment	Weeks
Lauren Mann CEAS: 2100 - MUSIC	Jen Bogert	$55/Month	September 1, 2024- May 15, 2025
Lauren Dillon CEAS: 2475 - TOSD	Dave Peterson	$55/Month	September 1, 2024- June 30, 2025

19. **RTI Coordinator at LPS:** Approve Stephanie Oberg to serve as Long Pond School's Math RTI Coordinator for the 2024-2025 school year at a rate of $3,500 from Title I, as recommended by the Superintendent of Schools.

20. **RTI Coordinator at LPS:** Approve Brittany Grau to serve as Long Pond School's ELA RTI Coordinator for the 2024-2025 school year at a rate of $3,500 from Title I, as recommended by the Superintendent of Schools.

21. **ML Outreach Coordinator**: Approve Marianela Torres as the ML Outreach Coordinator for the 2024-2025 school year with a stipend of $750 to come from Title III, as recommended by the Superintendent of Schools.

22. **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.

POSITION	NAME
CUSTODIAN	Dawn Jacobsen
CUSTODIAN	Brody Jacobsen
CUSTODIAN	Yessica Montes Utrera
NURSE	Clare Golden
NURSE	Laurie Knies
TEACHER	Cheryl Bailey
TEACHER	Karen Balzano
TEACHER FMB Only	Deborah DiMatteo
TEACHER/PARA	Karen Dul
TEACHER	Valerie Egan
TEACHER	Mary Fox
TEACHER	Pam Geiger
TEACHER	Casey Gibbons
TEACHER	Sarah Granholm
TEACHER	Nicholas Krehel
TEACHER	CJ Margolis
TEACHER	Steve McGoldrick
TEACHER/Leave	Kyle Mosner
TEACHER	Michael Patsis
TEACHER	Celia Reynolds
TEACHER/SECR	Leslie Brooks
TEACHER/SECR	Louise Powers
TEACHER/SECR	Melanie Williams

TEACHER/PARA	Kimberly Raso
TEACHER/PARA	Tracy Smolen
TEACHER/PARA/Leave	Kim Hubey
TEACHER/PARA/SECR	Colleen Figueiredo
TEACHER/PARA/SECR	Laurie Morano
TEACHER/PARA/SECR	Michele Sweeney
TEACHER/PARA/SECR	Zane Pike
PARA	Elyse Bilancia
PARA	Peyton Coye
PARA	Alexis McGuire
PARA	Kaila McGuire
PARA	Hannah Posser

Sub Teacher	Stephanie Cook	Sub Teacher Cert
Sub Teacher	Candice Coston	Sub Teacher Cert
Sub Teacher	Marianne Nichols	Teacher Cert (CE)
Sub Teacher	Jennie Pike	Teacher Cert

23. **First Reading of Policies & Regulations:** Approve the first reading of the following (and attached) policies and regulations, as recommended by the Superintendent of Schools.

P 0141	Board Member Number and Term (Revised)
P 0141.1	Board Member Number and Term – Sending District (Revised)
P 0141.2	Board Member Number and Term – Receiving District (Revised)
P 0164.6	Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
P 2200	Curriculum Content (M) (Revised)
R 5200	Attendance (M) (Revised)
P 5337	Service Animals (Revised)
P 5350	Student Suicide Prevention (M) (Revised)
P 7231	Gifts From Vendors (M) (Abolished)
P 8420	Emergency and Crisis Situations (M) (Revised)
P & R 8467	Firearms and Weapons (M) (Revised)
P 9181	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants (Revised)

Roll Call Vote:

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

No: None

Abstain: Mr. Porter on resolution #22

B. FINANCE/OPERATIONS:

Mr. Porter moved and Mrs. Sciroppo seconded, that the Andover Regional Board of Education approve resolutions #1-24 as amended:

1. **Treasurer & Board Secretary's Certification and Report**: Approve the unaudited July 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 July 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 July 2024, as recommended by the Superintendent of Schools.

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

4. **Bills List**: Approve/accept the Bills List from July 16, 2024 through August 21, 2024 for a total of $1,525,734.75 as recommended by the Superintendent of Schools.

5. **Contract with Maschio's Trucking, LLC:** Approve, retroactively, the delivery service agreement with Maschio's Trucking, LLC for the 2024-2025 school year, as recommended by the Superintendent of Schools.

6. **Proposal with Alarm & Communications Technology:** Approve, retroactively, the proposal with ACT for installation of Win-Pak and replacement of access panels at LPS & FMB for security purposes at a cost of $27,753.20 to be paid out of maintenance reserve the 2024-2025 school year, as recommended by the Superintendent of Schools.

7. **Contract with Best of You Therapy:** Approve the contract with Best of You Therapy for speech services for the 2024-2025 school year at various rates per the contract, as recommended by the Superintendent of Schools.

8. **Sussex County Technical School Tuition Contract:** Approve the annual tuition contract with Sussex County Technical School for the 2024-2025 school year at a total cost of $2,750 per pupil, as recommended by the Superintendent of Schools.

9. **NJTSS-Early Reading Reimbursement Agreement:** Approve the NJTSS-Early Reading initiative for the participating district reimbursement agreement to receive reimbursement from the NJDOE of up to $4,000 for the specified allowable uses and activities listed in the reimbursement agreement for the 2024-202 school year, as recommended by the Superintendent of Schools.

10. **Settlement Agreement & Release:** Approve the settlement agreement and release for OAL Docket No. EDS 09036-2024 at a cost of $48,480, as recommended by the Superintendent of Schools.

11. **Contract with Pam Brillante:** Approve the contract with Dr. Pam Brillante for PEA services of PIC & PIRS for the 2024-2025 school year at a rate of $125/hour to be paid out of maintenance reserve the 2024-2025 school year, as recommended by the Superintendent of Schools.

12. **After School Activities Officials Rates**: Approve the following officials rates for the 2024-2025 school year, as recommended by the Superintendent of Schools.

Official Type	Rate
Basketball Referees	$72/game $90/tournament
Field Hockey Officials	$68/game $102/for two games

13. **Approve updated Facilities plans:** Approve the updated facilities plans: IPM Plan, IAQ Plan, Chemical Hygiene Plan, as recommended by the Superintendent of Schools.

14. **Purchasing Manual:** Approve the 2024-2025 Purchasing Manual, as recommended by the Superintendent of Schools.

15. **Contract with Commission for the Blind and Visually Impaired**: Approve the contract with NJDOE for Commission for the Blind and Visually Impaired for Student #1782282207 at an annual rate of $2,420 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

16. **Contract with Commission for the Blind and Visually Impaired**: Approve the contract with NJDOE for Commission for the Blind and Visually Impaired for Student #5102609593 at an annual rate of $2,420 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

17. **Maintenance Reserve Proposals:** Approve the following project(s) to be paid out of maintenance reserve, as recommended by the Superintendent of Schools:

Project	Amount not to exceed:
New Access panels(ACT)	$27,753.20

18. **Building Use for 2024-2025 School Year**: Approve the following building use for the Long Pond and/or Florence M. Burd schools, as recommended by the Superintendent of Schools.

NAME OF ORGANIZATION	PURPOSE	DATE REQUESTED	INSURANCE CERTIFICATE	BUILDING
Newton United Soccer Club	Practice	2024-2025 school year	Yes	LPS & FMB
Sussex County YMCA	Before & After Care	2024-2025 school year	Yes	FMB
NBYFL	Cheer Practice	8/12/24-9/4/24	Yes	FMB & LPS
PTA	Staff breakfast	Sept. 3, 2024	Yes	LPS
PTA	PTA Meetings	2024-2025 school year	Yes	FMB
PTA	Book Fair	9/20/24-9/27/24	Yes	FMB
PTA	Ice cream Social	9/13/24	Yes	FMB
Andover Newton Basketball	Practice & Games	10/1/24-3/15/24	Yes	LPS & FMB

19. **Tax Levy Payments:** Approve the revised amount of tax monies required for school purposes for the 2024-2025 school year is $16,190,337 for General Fund and $746,788 for Debt Service and that the Andover Borough & Township is hereby requested to pay the Treasurer of School Monies the below listed amounts:

Andover Township:

Due Date	General Fund Tax Levy	Debt Service Levy	Due Date	General Fund Tax Levy	Debt Service Tax Levy
July 1, 2024	$1,194,617.91		January 1, 2025	$1,240,747.74	
August 1, 2024	$1,240,747.74	$342,317	February 1, 2025	$1,240,747.74	$342,317
September 1, 2024	$1,240,747.74		March 1, 2025	$1,240,747.74	
October 1, 2024	$1,240,747.74		April 1, 2025	$1,240,747.74	
November 1, 2024	$1,240,747.74		May 1, 2025	$1,240,747.74	
December 1, 2024	$1,240,747.74		June 1, 2025	$1,240,747.69	
Total 2024	**$7,398,356.61**	**$342,317**	**Total 2025**	**$7,444,486.39**	**$342,317**
			Subtotals	**$14,842,843**	**$684,634**
			Total 24/25 Certified Tax Levy	**$15,527,477**	

Andover Borough:

Due Date	General Fund Tax Levy	Debt Service Levy	Due Date	General Fund Tax Levy	Debt Service Tax Levy
July 1, 2024	$112,291.16		January 1, 2025	$112,291.17	
August 1, 2024	$112,291.16	$31,077	February 1, 2025	$112,291.17	$31,077
September 1, 2024	$112,291.16		March 1, 2025	$112,291.17	
October 1, 2024	$112,291.16		April 1, 2025	$112,291.17	
November 1, 2024	$112,291.17		May 1, 2025	$112,291.17	
December 1, 2024	$112,291.17		June 1, 2025	$112,291.17	
Total 2024	**$673,746.98**	**$31,077**	**Total 2025**	**$673,747.02**	**$31,077**
			Subtotals	**$1,347,494**	**$62,154**

			Total 24/25 Certified Tax Levy	**$1,409,648**	

20. **ParaProfessional Statement of Assurance:** Approve the Statement of Assurance regarding the use of the ParaProfessional staff for the 2024-2025 school year, as recommended by the Superintendent of Schools.

21. **Paraprofessional Additional Hours:** Approve paraprofessionals for additional hours, outside of their scheduled hours, to be paid at their hourly rate, *as needed in emergency situations*, as recommended by the Superintendent of Schools.

22. **AREA Salary Guide Movement:** Approve movement on the AREA salary guide for the 2024-2025 school year, as per current AREA contract for the following teachers, (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE), as recommended by the Superintendent of Schools.

NAME	POSITION	FROM STEP	FROM SALARY	TO STEP	TO SALARY
Jennifer Coffey	Teacher	BA Step 8	$70,162	BA+15 Step 8	$71,812
Alyssa Maxwell	Teacher	MA 45 Step 4	$72,951	MA 60 Step 4	$74,001
Jennifer Moriarty	Teacher	MA 15 Step 5	$71,578	MA+30 Step 5	$72,428
Steve Zanella	Teacher	MA 45 Step 17	$96,463	MA 60 Step 17	$97,543

23. **District Mentoring Plan**: Approve the Andover Regional District Mentoring Plan (attached) for 2024-2025 school year, as recommended by the Superintendent of Schools.

24. **Emergency Virtual/Remote Instruction Program**: Approve the attached Emergency Virtual/Remote Instruction Program for the 2024-2025 school year, as recommended by the Superintendent of Schools.

Roll Call Vote:

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

No: Mr. Fetcho on resolution #10

Abstain: None

C. <u>CURRICULUM/INSTRUCTION</u>:

Mr. Porter moved and Mrs. Dunbar seconded, that the Andover Regional Board of Education approve resolution #1 as presented:

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

Name	**Program/Location**	**Date**	**Fees/Mileage**
Suzanne Ross	NJALC Fall Symposium East Windsor, NJ	October 25, 2024	Registration: $135
Patricia Ross	The Principles & Practices of Sheltered Instruction Part 1 and Part 2 ONLINE	September 25-26, 2024	Registration: $450

<u>Roll Call Vote:</u>

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

No: None

Abstain: None

<u>COMMUNICATIONS TO BOARD</u>: None at this time.

<u>OLD and NEW BUSINESS:</u> None at this time.

<u>PUBLIC PARTICIPATION ON NON-AGENDA ITEMS</u>:

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

Mrs. Logosso- Asked when the parking lot would begin and what the park and pick up would look like for next year.

Mr. Balady- Stated that the preschool communication has not been well. He also asked if communications could be checked for spelling and grammar mistakes before sending out. He also asked if specific items such as field day, etc. could not be posted on the sign for security purposes.

Mrs. Gillespie- Stated that the Educational Services Commission of NJ had an article in the newspaper on 7/29 saying they had an excess of $69 million to lower member fees. She asked if Andover was going to be getting any money back. She also asked if we could slow down the digital sign. She also asked if there was a way to have a walkthrough of the schools for anyone without children.

Mr. Ordile- Asked if we knew the ordinance of how long the message on the sign should have to show for. He also asked if we could provide him with information for the Master Plan Survey such as how many students we have by grade level.

Mrs. Logosso- Asked if we could close off the path behind LPS for security measures.

Ms. Wasniewski- Asked how often we have an audit done.

Adjournment: Ms. Byron moved to adjourn the meeting, seconded by Mr. Herenstein and approved at 8:37 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,

Nicole Sylvester

Business Administrator/Board Secretary

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

ARSD Monthly Suspension/HIB Report

6/13/24 - 9/18/24

Suspensions						
	Student ID	**Grade**	**Gender**	**Infraction**	**ISS/OSS**	**# of Days**
FMB	XXX	XX	XXX	XXXXXX	XXX	XX
LPS	4243	8	F	Disruptive/Inappropriate Behavior (Threat/False Alarm)	OSS	9

Harassment, Intimidation and Bullying Reports					
	# of Alleged Incidents	# of Alleged Incidents not Investigated	# of Confirmed Incidents	Nature of Confirmed Incidents	Hours of Investigation
FMB	1	0	1	Derogatory comments about students weight and sexual orientation	3
LPS	0	0	0	0	0