PREMIER HEALTH

Cranberry Lake Office
272 Route 206 North
Andover, NJ 07821
Ph: 973-347-2273
Fx: 973-940-0414

Dr. Joseph Casella
Dr. Zunera Yaqub

Fax

To: Andover Regional **From:** Premier Health

Fax: 973-383-0588 **Pages:** 7

Phone: **Date:** 10/3/2025

Re: **cc:**

☐ **Urgent** ☐ **For Review** ☐ **Please Comment** ☐ **Please Reply** ☐ **Please Recycle**

• **Comments:**

This facsimile transmission and any accompanying material may be proprietary and or confidential. The information is solely for the intended recipient, and any use by another party is not authorized. If you have received this transmission in error please call 973 347-2273 immediately. Thank You

School Nursing Services Plan
N.J.A.C. 6A: 16-2.1

Andover Regional School District
2025- 2026 School Year

The Andover Regional School District consists of one elementary school and one middle school with approximately 491 students determined by 2025-2026 enrollments as of September 24, 2025. Our elementary school also services preschool students. There are two School Nurses employed by the Andover Regional School District. The Nurse's assignments for the 2025-2026 school year are as follows:

Long Pond Middle School: Erik Burneyko, BSN, RN, CSN
Florence M. Burd School: Maia Febrero, BSN, RN

Roles of the Certified School Nurse

The certified school nurse in the Andover Regional School District practices a multitude of roles as determined by the New Jersey Nurse Practice Act, the American Nurses Association/National Association of School Nurses Standards of School Nursing, the New Jersey Administrative Code (18A: 40-1 and 3.3), and the New Jersey Department of Education Health Services Guidelines. The certified school nurse's scope of practice focuses on promoting the health of students and staff, which is a prerequisite for successful learning.

As adopted by the State Board of Education on September 6, 2006, "the role of the certified school nurse shall include, but not be limited to":

- Carrying out written orders of the medical home and standing orders of the school physician. All orders to be renewed at the beginning of each year.
- Conducting health screenings pursuant to N.J.A.C.6A: 16-2.2, including follow-up for all students. Monitoring vital signs and general health status for all emergent issues and students suspected of being under the influence of alcohol and controlled, dangerous substances pursuant to N.J.S.A. 18A: 40-4.
- Maintaining student health records, this includes an A-45 form required by the State of New Jersey, health history and appraisal cards on each student, document required immunizations and physical examinations.
- Recommending to the school superintendent those students who shall not be admitted or retained in the school building based on a parent's/guardian's failure to provide evidence of the child's immunization according to the schedules specified in N.J.A.C. 8:57-4.3.
- Recommending to the school superintendent exclusion of students who have evidence of communicable disease (N.J.A.C. 18A: 40-7 and 8).
- Directing and supervising the emergency administration of epinephrine and training volunteer school staff designated to serve as delegates (N.J.S.A. 18A 40-12.6).
- The school nurse is required to train volunteer school staff to administer glucagon during a diabetic emergency, if the nurse is not physically present (N.J.S.A 18A 40-12. 11-21). This law also requires the school to develop standard procedures, forms and training protocols in accordance with district policies.

- Administering asthma medications through the use of a nebulizer as well as asthma medications ordered by a physician.
- Directing and supervising the health services activities of any school staff to which the certified school nurse has delegated a nursing task.
- Classroom instruction in areas related to health pursuant to N.J.A.C.6A: 9-13.3.
- Reviewing/summarizing available health and medical information regarding the student and transmitting a summary of relevant health and medical information to the Child Study Team for meeting pursuant to N.J.A.C. 6A: 14-3.4(h).
- Writing and updating, at least annually, the Individualized Health Care Plan for students' medical needs and instructing staff as appropriate.
- Implementing and assisting the development of healthcare procedures for students in the event of an emergency.
- Instructing faculty/staff on communicable disease and other health concerns, pursuant to N.J.S.A. 18 A: 40-3; and
- Providing other nursing services consistent with the school nurse's education services certification endorsement as a school nurse issued by the State Board of Examiners and current license approved by the State Board of Nursing.

The goals of school nursing are health protection and health promotion. The Andover Regional School District employs one certified school nurse and one registered nurse who is currently pursuing school nurse certification under an emergency certificate. Together, they are responsible for meeting the health needs of the students who attend our schools. In an ongoing effort to ensure that students remain healthy and ready to learn, the certified school nurse assumes the following roles:

Health Services Manager: The School Nurse works in an environment where priorities can change many times a day. He or she assumes a wide variety of roles and must meet specific deadlines according to predetermined schedules. In order to balance all of the demands made on him or her, at any given time, the nurse, as manager, must always be alert and ready to assess and manage any emergency/health problem that presents itself during the school day. For this reason, the School Nurse must be able to prudently and independently prioritize and deliver health care that best meets the needs of the child in the situation at hand. Prioritization, delegation and communication are the key components to an effective manager. The School Nurse prepares state reports on immunizations and tuberculosis and continues to replenish expired medical supplies for the school; this includes updating medical equipment. The School Nurse continues to follow communicable disease guidelines from the DOE and communicates with DOH.

Nursing Care Provider: The certified school nurse (CSN) provides nursing care utilizing the nursing process of assessment, planning, intervention, evaluation, implementation, and reevaluation. The CSN reviews all field trips for nursing care that will be needed including administration of medication, treatments and student monitoring and arranges for additional nursing coverage as needed.

Investigator: The CSN obtains information regarding health histories, health practices, environmental concerns, safety issues, communicable disease patterns, and current health

information relevant to the practice of school nursing. Data is gathered through consultation with parents/guardians, primary care physicians, specialists, and workshops.

Communicator: Information directed to students, parents/guardians, staff members, administration, physicians, healthcare and governmental agencies is disseminated via telephone conferences, written communication, parent/staff conferences, staff meetings/in-services, I&RS meetings, CST/504 meetings, newsletter inserts and flyers, school web-site. The CSN is frequently called upon to counsel students and staff regarding health issues and personal concerns. Referrals and recommendations for follow up are made as appropriate to the school guidance counselor, private physicians and other community health resources.

Educator: In addition to N.J.S.A. 18A: 40-3, the CSN also provides parent and student education through one-to-one conferences, education flyers, posting via school website and written materials. Staff education includes yearly presentations for students' medical concerns. EpiPen, Glucagon, CPR/AED training and review during the school year for volunteer staff is provided by the CSN.

Counselor: School nurses serve in the role of counselor to students, parents and staff alike regarding health issues and personal concerns. Referrals are made to the Child Study Team case managers, school counseling staff, private physicians, or community health resources, as needed.

Child Advocate: As child advocates, the school nurses work closely with staff and families to facilitate that health needs and accommodations are identified and met. Advocacy can extend beyond these arenas to include referrals for health services, counseling, community programs, camps, and DCP&P.

Community Liaison: In the role of community liaison, the school nurses work with local groups and organizations to bring special programs to the school.

Recorder: A time-consuming role for school nurses is the role of recorder. In addition to the required state health record for each student (A-45), results of screenings, physical examination, sports physicals, changes in health status, treatments, medications and student/employee accidents must be documented. Pertinent communications from parents/guardians and physicians must be incorporated into the student health record. Daily logs of health office visits with date, time, complaint, assessment, intervention, and evaluation are maintained for each student who visits the health office. Individual medication sheets must be maintained for all students receiving medications on a daily or as needed basis. Data must be collected and recorded for state agencies related to immunizations, tuberculosis testing, and employee injuries. Compliance for state mandated Wellness Plan of student's height and weight will be documented. Currently the nursing staff is in the process of entering daily visits into the database. As the use of the health database increases, the nurses will enter additional health information such as screening results and pertinent medical information.

Emergency Response: Emergency nursing care is provided by both district nurses in conjunction with Lakeland Emergency Squad and Andover Police Department. Both schools have emergency response bags and portable oxygen located in the health offices. Both schools have two AED's. Along with the two nurses, there are 15 additional district staff members trained in CPR/AED use as well as several delegates in both schools for emergency EpiPen administration.

Consideration must also be given to the special education population. Severity coding can be broken down into four levels: Nursing Dependent, Medically Fragile, Medically Complex, and Health Concerns.

Level I: Nursing Dependent
Nursing dependent students require 24 hours/day, frequently one to one, skilled nursing care for survival. Many are dependent on technological devices for breathing, for example, a student on a ventilator, and/or require continuous nursing assessment and intervention. With the use of the correct medical technology and nursing care, the student will experience irreversible damage or death.

Level II: Medically Fragile
Students with complicated health care needs in this category face each day with the possibility of a life-threatening emergency requiring the skill and judgment of a skilled CSN. Examples may include, but are not limited to: severe seizure disorder requiring medication, severe asthma, sterile procedures, tracheostomy care with suctioning, unstable or newly diagnosed diabetic with unscheduled blood glucose monitoring and insulin injections, diabetics with insulin pumps requiring monitoring, and asthmatics requiring nebulizer treatments.

Level III: Medically Complex
Students with medically complex concerns require daily treatments or close monitoring by a CSN. They may have unstable physical and/or social-emotional conditions and the potential for a life-threatening event may exist. Examples include, but are not limited to: ADHD and on medication, anaphylactic event, cancer, immune disorders, moderate to severe asthma, preteen or teenage pregnancy, carefully timed medications, medications with major side effects, unstable metabolic conditions, continuous or intermittent oxygen and complex mental or emotional disorders.

Level IV: Health Concerns
In the category of health concerns, the student's physical and/or social-emotional condition is currently uncomplicated and predictable. Occasionally, the student requires monitoring, which may vary from bi-weekly to annually. Examples include, but are not limited to, dental disease, headaches, migraines, sensory impairments, self managed diabetic, dietary restrictions, eating disorders, orthopedic conditions requiring accommodations and encopresis.

Andover Regional School District: Medical Involvement 2025 – 2026 School Year

Florence M. Burd Elementary – Grade Level: Preschool – 4th Grade

School Population: 309
General Education Enrollment: 251
Special Education Enrollment: 58

Students with significant medical involvement:
Level I: Nursing Dependent: 0
Level II: Medically Fragile: 0
Level III: Medically Complex: 25
Level IV: Health Concerns: 92

Long Pond Middle School – Grade 5th Grade – 8th Grade

School Population: 182
General Education Enrollment: 145
Special Education Enrollment: 37

Students with significant medical involvement:
Level I: Nursing Dependent: 0
Level II: Medically Fragile: 1
Level III: Medically Complex: 25
Level IV: Health Concerns: 35

For the safety of the school population a Certified School Nurse will be maintained full time at each school in the district. Prior to participation on school-sponsored athletic teams, documentation of the School Physician's approval or denial for any student participating on a sports team in accordance with N.J.A.C. 6A: 16-2.2 must be maintained.

Reviewed by Dr. Joseph Casella, DO.
School Physician

Signature: _____ **Date:** 10/2/2025

JOSEPH J. CASELLA, D.O.
272 Route 206 North
Andover, New Jersey 07821
(o) 973-347-2273 (f) 973-347-3238
State License # 25MB04068700
DEA # AC1773452
NPI # 1891781514

ANDOVER REGIONAL SCHOOL DISTRICT
Florence M. Burd Elementary School
219 Newton-Sparta Road, Newton, NJ 07860
Telephone (973)315-5257 ~~Fax (973)383-3778~~ Fax: 973-383-0588

Good afternoon,

Please review and sign.

Let us know if anything needs updating.

Thank you so much ☺

- Maia Febreo, RN

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

ARSD Monthly Suspension/HIB Report

9/18/25 - 10/8/25

Suspensions						
	Student ID	**Grade**	**Gender**	**Infraction**	**ISS/OSS**	**# of Days**
FMB	0	0	0	0	0	0
LPS	0	0	0	0	0	0

Harassment, Intimidation and Bullying Reports						
	# of Alleged Incidents	# of Alleged Incidents not Investigated	# of Confirmed Incidents	# in progress	Nature of Confirmed Incidents	Hours of Investigation
FMB		1 FMB-2526-3		3 FMB-2526-1 FMB-2526-2 FMB-2526-4		
LPS			1 LPS-2526-2	1 LPS-2526-3 *10th day is 10/15/25	Name Calling	1

NJ DEPARTMENT OF EDUCATION
SCHOOL FACILITIES

Form M-1

Annual Maintenance
Budget Amount Worksheet
Per N.J.A.C. 6A:26-20.8

County	Sussex	Current Area Cost Allowance per SF	$ 143.00
District Name	Andover Regional	District contact name	Nicole Sylvester
District Number	370090	District contact phone	973-315-5254 x404
Filing Date	10/6/2025	District contact e-mail	nsylvester@andoverregional.org

A	B	C	D	E	F	G
School Facility Name	School Number	Gross Building Area (GSF)	Building Replacement Value	Prior 10 Years' Actual + Current Year's Budgeted Expenditures (See Detailed Sheet)	Min. Annual Target Expenditure for FY 26-27	Anticipated Budget for FY 26-27
Florence M. Burd	010	46,419	$ 6,637,917	$ 1,108,355	$ 13,276	$ 1,000,000
Long Pond School	040	91,000	13,013,000	1,517,728	26,026	725,000
			-	-	-	
			-	-	-	
			-	-	-

Detailed Actual Expenditures by Year by Building Worksheet

District Name	Andover Regional													370090
A	B	C	N	O	P	Q	R	S	T	U	V	W	X	Total
			Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Actual Expenditures	Budgeted Amount	10 Year(s)+ Budgeted
A. School Facility Name	School Number	Gross Building Area (GSF)	FY 15-16	FY 16-17	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22	FY 22-23	FY 23-24	FY 24-25	FY 25-26	Total
		Years:	1	2	3	4	5	6	7	8	9	10	n/a	
Florence M. Burd	010	46,419	$ 25,224	$ 22,405	$ 58,026	$ 64,478	$ 47,005	$ 63,156	$ 62,652	$ 153,462	$ 78,836	$ 150,861	$ 382,250	$ 1,108,355
Long Pond School	040	91,000	25,224	22,405	92,353	103,794	75,486	129,691	246,794	197,279	175,935	155,294	293,473	1,517,728
0	000	0												-
0	000	0												-
0	000	0												-

District: Andover Regional			
Comprehensive Maintenance Plan [NJAC 6A:26-20 et seq.]		**Contact Person:**	Nicole Sylvester
County/District Code	**37 0090**	**Email/Phone:**	nsylvester@andoverregional.org 973-315-5254 x404
School Name	**Actual FY: 2024-25**	**Budgeted FY: 2025-26**	**Anticipated FY: 2026-27**
Intro Comments:	*Amts. In this column come from your audit (function 261) and are actual or simply based on a square foot allocation.*	*Amts. in this column are budgeted in function 261-Total of all objects for each facility. This column will be reviewed by your auditor at year's end for compliance.*	*Amts. in this column are what you plan to budget next year. This column should equal or exceed the required maintenance calculation from M-1. Unless you can support less!*
	NOTE: The Description below should be consistent with "Required Maintenance" activities [NJAC 6A:26-1.2]		
School	**$ 150,861.00**	**$ 382,250.00**	**$ 1,000,000**
Florence M. Burd			
	Localized Repairs	Burglar Alarm upgrade	Playground upgrade
	Pest Control	Door Hinges	Change Flourcent bulbs to LED
	Annual service inspection of all systems	Prune trees	Upgrade baseball fields
	Upgraded playground- safety & mulch	Exterior Painting & power washing	Change covebase in hallways
	Plumbing upgrades	Pump out septic	Burglar Alarm upgrade
	Electrical upgrades	Upgraded controls	Door Hinges
	Burglar Alarm upgrade	Electric to Shed	Prune trees
	HVAC upgrades & Maintenance	Change ceiling Tiles	Exterior Painting & power washing
	Repair, patch & paint walls	Changed air filters	Pump out septic
	Gardening/Landscaping	Gardening/Landscaping	Upgraded controls
	Exterior Painting & power washing	Switch generator to gas	Electric to Shed
	Pumped out septic	Rekey interior doors	Change ceiling Tiles
	Upgraded controls	Stage Repairs to Doors	Changed air filters
	Change air filters	New floor machines	Gardening/Landscaping
	Change ceiling Tiles	Repaint outside curbing	Switch generator to gas
	Renumber classrooms	Signage upgrades	Rekey interior doors
		Septic replacement	Stage Repairs to Doors
			New floor machines
			Fencing near playroud/parking lot
			Septic replacement

District: Andover Regional			
Comprehensive Maintenance Plan [NJAC 6A:26-20 et seq.]		Contact Person:	Nicole Sylvester
County/District Code	37 0090	Email/Phone:	nsylvester@andoverregional.org 973-315-5254 x404

School Name	Actual FY: 2024-25	Budgeted FY: 2025-26	Anticipated FY: 2026-27
School	$ 155,294.00	$ 293,473.00	$ 725,000
Long Pond School			
	New grounds machinery purchases	Change Flourcent bulbs to LED	Bleachers
	Localized Repairs	Change covebase in hallways	Re-key interior locks
	Pest Control	New Stage Curtain	Change Flourcent bulbs to LED
	Annual service inspection of all systems	Localized Repairs	Change covebase in hallways
	Change Flourcent bulbs to LED	Pest Control	New Stage Curtain
	Plumbing upgrades	Annual service inspection of all systems	Localized Repairs
	Electrical upgrades	Work on sewer plant	Pest Control
	Sewer plant upgrades/maintenance	Plumbing upgrades	Annual service inspection of all systems
	HVAC upgrades & Maintenance	Electrical upgrades	Work on sewer plant
	Repair, patch & paint walls	Sewer plant upgrades/maintenance	Plumbing upgrades
	Gym Floor	HVAC upgrades & Maintenance	Electrical upgrades
	Prune trees	Repair, patch & paint walls	Sewer plant upgrades/maintenance
	Changed air filters	Gym Floor	HVAC upgrades & Maintenance
	Gardening	Prune trees	Repair, patch & paint walls
	Thermostat controls	Changed air filters	Gym Floor
	Small paving projects	Gardening	Prune trees
		Staircase Tread Replaced	Changed air filters
		Floor Machines	Gardening
		Stage Repairs to Doors	Work Truck
		Painting Maintenance	Paving
		Fire Sprinkler Repairs	
		Scoreboard Upgrade	
		Parking Lot Line Painting	
		Work Truck	
Eligible Facilities-Total	**$ 306,155**	**$ 675,723**	**$ 1,725,000**
Non-Eligible Facilities			
Rounding			
Totals Function 261	**$ 306,155**	**$ 675,723**	**$ 1,725,000**
Total per ACFR or BSR at 6/30	$ 306,155.00		
Total Per Budget		$ 675,723.00	
Difference: Must Equal Zero	$ -	$ -	
Comments/Explanations			

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Checklist for the 2025-2026 school year

County: Sussex **District:** Andover Regional

Leased [ ] or Owned [X]
School Building Name: Florence M. Burd

Completed By: Robert Riffel **Date:** 10/6/25

This form shall be used for the evaluation of school buildings (pursuant to NJAC 6A:26-6.1 and NJAC 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

NOTES:

- Items denoted with a 6A:26-8.1 reference cover ALL school buildings but are also included in the Temporary Facilities Code.
- *References: NJDCA- Dept of Community Affairs; UCC – Uniform Construction Code; NJAC – New Jersey Administrative Code; NJSA – New Jersey Statutes; NFPA - National Fire Protection Association; PEOSH - Public Employees Occupational Safety & Health Act.
- Supported by... N.J.A.C 6A:26-6.1, 6.2, 6.3, 12 & 6A:19-6 and NJQSAC Fiscal Indicator 9a, 9b, 9c

Section A: 100% Items

(This section must have full compliance with all items)

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
1.A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available). This includes ***Life Hazard Use Cert*** and ***Municipal Fire Inspection Cert***	✓			
2.A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	✓			
3.A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	✓			
4.An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.	✓			
5.Current boiler inspection certificate(s) posted at site of boiler(s).	✓			
6.Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	✓			
7. The following Environmental Inspection Reports are current and available for review: a) **the Safe Water Drinking Act**. (NJAC 58:12A-1) (NJAC 6A:26-12.4). b) Also, evidence of **testing of water for lead** has been provided by the district through annual submittal of the Lead Testing Statement of Assurance. c) Indoor Air Quality d) Integrated Pest Management	✓			
8.One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance). NJSA 18A:41-1	✓			
9.Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	✓			
10. Janet's Law – District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law NJSA 18A:40- 41a-41c)	✓			

Exits/Exterior #11 to #12 100% Compliance	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	✓			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: **a.**Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. **b.**Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	✓			

Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	✓			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	✓			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	✓			
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. NJAC 6A:26-8.1	✓			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. NJAC 6A:26-8.1	✓			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. NJAC 6A:26-6.3(h)4.	✓			
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.			X	
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are *not* stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; **not** in boiler room/high-hazard areas).	✓			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of **all** fuel-burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent.	✓			

Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source NJAC 5:70-4.3(a), and NJAC 5:70-4.9(d)	✓			

Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: **a.** Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. **b.** Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. **c.** Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. **d.** Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.			X	
23. At a minimum, one #20 ABC-rated fire extinguishers are provided in each laboratory and vocational area.			X	
24. Adequate eye and body protection are provided, including: **a.** Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, **including appropriate provision for their sanitation**. **b.** Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. **c.** An emergency cold-water shower for chemistry laboratory if constructed after October 1985. NJAC 6A:26-12.5(d)			X	
25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: **a.** For science activities (i.e., via fume hoods) **b.** For welding operations **c.** For paint spraying operations: 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes **d.** Art: Designated safe space/room for kilns with proper ventilation			X	

Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
e. In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system			X	

	Yes	No	N/A
100% Items Total	20	0	5

Space for Notes

Section B: 80% Items

Must be compliant with 80% of applicable items to pass.

Exits/Exterior #1 to #4 80% Compliance	Yes	No	N/A	Violation Location
1.No evidence of major exterior building structural damage. Example(s) would include: **a.**Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. **b.**Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.	✓			
2.All exterior receptacles are GFCI-protected in accordance with code.	✓			
3.All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	✓			
4.Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.	✓			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
5.All interior exits and corridors are in good condition, readily accessible. and free of obstructions and/or excessive materials that would hinder exiting.	✓			
6.Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	✓			
7.Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			X	
8.Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.			X	
9.Stage curtains need to indicate flame proof or flame retardant **and** certificates are on file.	✓			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	✓			
11. Electric outlets and/or wiring appear appropriate, including: **a.** GFI protection for receptacle(s) within 6 feet of water in accordance with code. **b.** Electrical extension cords and surge protectors used appropriately, with **extension cords *only used temporarily*.** **c.** Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. NJAC 6A:26-6.3(f)	✓			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. NJAC 6A:26-6.3(9) and NJAC 6A:26-12.3	✓			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. NJAC 6A:26-6.3(d)	✓			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. NJAC 6A:26-6.3(g)	✓			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. NJAC 6A:26-6.3 (e) (5)	✓			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. NJAC 6A:26-8.1.viii.(1)	✓			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. NJAC 6A:26-6.3(6) and NJAC 6A:8.1.d.1.i.(1)	✓			
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	✓			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. NJAC 6A:26-d-1, i 5	✓			
20. Supplies and materials are neatly and appropriately stored: **a.** Storage racks/shelving over 6 feet in height are properly secured from tipping. **b.** There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. **c.** Storage is organized to allow safe access within and through space.	✓			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. NJAC 6A:26-8.1 (i) (7)	✓			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with NJAC 6A:26-12.4 and NJAC 6A:26-8.1 (d) (1) (v).	✓			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. NJAC 6A:26-8.1	✓			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	✓			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	✓			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. NJAC 6A:26-8.1	✓			

Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.	✓			

Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
28. Required space is available for the safe operation of machinery.			X	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			X	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			X	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.			X	
32. The following additional safety measures are in place if welding operations are on-going: **a.** Welding curtains are provided and are painted with a finish of low reflectivity. **b.** Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			X	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			X	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			X	

	Yes	No	N/A
80% Items Total	25	0	9

Violations of 100% items 12, 16 & 17 and 80% item 15 are the MOST egregious. Please refer to the Guidance Document for details.

Space for Notes

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

2025-2026 School Facility Score Summary

School District/Name:		
Scoring Sections	**100% Section A**	**80% Section B**
Maximum Number of Compliant Questions:	**25**	**34**

100% Section A Compliance	Score	NJQSAC FISCAL DPR (All items are compliant in building)
Number of **"NO"** responses in section A	0	**100% section in Compliance with No Exceptions** **100% section is Non-Compliant with ANY exceptions (Corrective Action Needed)**

80% Section B Compliance	Score	NJQSAC FISCAL DPR (At least 80% of items are compliant in building)
A. Number of "**Yes**" responses	25	**The school building passes if the Compliant Line (A) is equal to or greater than Line (D)** **The school building fails (Non-Compliant) if Line (A) is less than Line (D) - Corrective Action is Needed**
B. Number of "**No**" responses	0	
C. Subtotal [**A + B**]	25	
D. Multiply [(**C**) × 80%]	20	

LEA Assurance Signatures – Must be signed AND dated

School Facility Name: Florence M. Burd

Robert Riffel — Completed by
B & G Supervisor — Title
10/6/25 — Date

Certified Educational Facilities Manager (if position used by district) or **Head/Lead Custodian**
10/6/25 — Date

Chief School Administrator or **School Business Administrator**
10-6-25 — Date

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

Health and Safety Evaluation of School Buildings Checklist for the 2025-2026 school year

County: Sussex **District:** Andover Regional

Leased [ ] or Owned [X]
School Building Name: Long Pond School

Completed By: Robert Riffel **Date:** 10/6/25

This form shall be used for the evaluation of school buildings (pursuant to NJAC 6A:26-6.1 and NJAC 6A:26-8.1) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

NOTES:

- Items denoted with a 6A:26-8.1 reference cover ALL school buildings but are also included in the Temporary Facilities Code.
- *References: NJDCA- Dept of Community Affairs; UCC – Uniform Construction Code; NJAC – New Jersey Administrative Code; NJSA – New Jersey Statutes; NFPA - National Fire Protection Association; PEOSH - Public Employees Occupational Safety & Health Act.
- Supported by... N.J.A.C 6A:26-6.1, 6.2, 6.3, 12 & 6A:19-6 and NJQSAC Fiscal Indicator 9a, 9b, 9c

Section A: 100% Items

(This section must have full compliance with all items)

Current Licenses and Certificates #1 to #10 100% Compliance	Yes	No	N/A	Violation Location
1.A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available). This includes ***Life Hazard Use Cert*** and ***Municipal Fire Inspection Cert***	✓			
2.A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	✓			
3.A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current six-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	✓			
4.An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.	✓			
5.Current boiler inspection certificate(s) posted at site of boiler(s).	✓			
6.Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	✓			
7. The following Environmental Inspection Reports are current and available for review: a) **the Safe Water Drinking Act**. (NJAC 58:12A-1) (NJAC 6A:26-12.4). b) Also, evidence of **testing of water for lead** has been provided by the district through annual submittal of the Lead Testing Statement of Assurance. c) Indoor Air Quality d) Integrated Pest Management	✓			
8.One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance). NJSA 18A:41-1	✓			
9.Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	✓			
10. Janet's Law – District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and are within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law NJSA 18A:40- 41a-41c)	✓			

Exits/Exterior #11 to #12 100% Compliance	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	✓			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: **a.**Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. **b.**Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50.	✓			

Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	✓			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	✓			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	✓			
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. NJAC 6A:26-8.1	✓			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. NJAC 6A:26-8.1	✓			
18. Kindergarten and Pre-K toilet requirements are met. N.J.A.C. NJAC 6A:26-6.3(h)4.	✓			
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.			✗	
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are *not* stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; **not** in boiler room/high-hazard areas).	✓			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of **all** fuel-burning appliances. a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent.	✓			

Interior #13 to #21 100% Compliance	Yes	No	N/A	Violation Location
c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source NJAC 5:70-4.3(a), and NJAC 5:70-4.9(d)	✓			

Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: **a.** Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. **b.** Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. **c.** Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. **d.** Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut-off valve which is clearly marked and accessible.	✓			
23. At a minimum, one #20 ABC-rated fire extinguishers are provided in each laboratory and vocational area.	✓			
24. Adequate eye and body protection are provided, including: **a.** Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, **including appropriate provision for their sanitation**. **b.** Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. **c.** An emergency cold-water shower for chemistry laboratory if constructed after October 1985. NJAC 6A:26-12.5(d)	✓			
25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: **a.** For science activities (i.e., via fume hoods) **b.** For welding operations **c.** For paint spraying operations: 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes **d.** Art: Designated safe space/room for kilns with proper ventilation	✓			

Vocational/Laboratories #22 to #25 100% Compliance	Yes	No	N/A	Violation Location
e. In dust generating operations, such as wood working, a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system	✓			

	Yes	No	N/A
100% Items Total	24	0	1

Space for Notes

Section B: 80% Items

Must be compliant with 80% of applicable items to pass.

Exits/Exterior #1 to #4 80% Compliance	Yes	No	N/A	Violation Location
1.No evidence of major exterior building structural damage. Example(s) would include: **a.**Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. **b.**Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion.	✓			
2.All exterior receptacles are GFCI-protected in accordance with code.	✓			
3.All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	✓			
4.Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.	✓			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
5.All interior exits and corridors are in good condition, readily accessible. and free of obstructions and/or excessive materials that would hinder exiting.	✓			
6.Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	✓			
7.Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.	✓			
8.Handrails on both sides of interior stairways, guardrails and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	✓			
9.Stage curtains need to indicate flame proof or flame retardant **and** certificates are on file.	✓			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	✓			
11. Electric outlets and/or wiring appear appropriate, including: **a.** GFI protection for receptacle(s) within 6 feet of water in accordance with code. **b.** Electrical extension cords and surge protectors used appropriately, with **extension cords *only used temporarily*.** **c.** Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. NJAC 6A:26-6.3(f)	✓			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. NJAC 6A:26-6.3(9) and NJAC 6A:26-12.3	✓			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. NJAC 6A:26-6.3(d)	✓			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. NJAC 6A:26-6.3(g)	✓			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. Uniform Fire Code Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. NJAC 6A:26-6.3 (e) (5)	✓			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. NJAC 6A:26-8.1.viii.(1)	✓			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. NJAC 6A:26-6.3(6) and NJAC 6A:8.1.d.1.i.(1)	✓			
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	✓			

Interior Items #5 to #26 80% Compliance	Yes	No	N/A	Violation Location
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. NJAC 6A:26-d-1, i 5	✓			
20. Supplies and materials are neatly and appropriately stored: **a.** Storage racks/shelving over 6 feet in height are properly secured from tipping. **b.** There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. **c.** Storage is organized to allow safe access within and through space.	✓			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. NJAC 6A:26-8.1 (i) (7)	✓			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with NJAC 6A:26-12.4 and NJAC 6A:26-8.1 (d) (1) (v).	✓			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. NJAC 6A:26-8.1	✓			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	✓			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	✓			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. NJAC 6A:26-8.1	✓			

Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.	✓			

Vocational/Laboratories #27 to #34 80% Compliance	Yes	No	N/A	Violation Location
28. Required space is available for the safe operation of machinery.	✓			
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			X	
30. Floors and aisles in all shops are free of slipping and tripping hazards.	✓			
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.	✓			
32. The following additional safety measures are in place if welding operations are on-going: **a.** Welding curtains are provided and are painted with a finish of low reflectivity. **b.** Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			X	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			X	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			X	

	Yes	No	N/A
80% Items Total	30	0	4

Violations of 100% items 12, 16 & 17 and 80% item 15 are the MOST egregious. Please refer to the Guidance Document for details.

Space for Notes

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

2025-2026 School Facility Score Summary

School District/Name:

Scoring Sections	100% Section A	80% Section B
Maximum Number of Compliant Questions:	25	34

100% Section A Compliance	Score	NJQSAC FISCAL DPR (All items are compliant in building)
Number of **"NO"** responses in section A	0	**100% section in Compliance with No Exceptions** **100% section is Non-Compliant with ANY exceptions (Corrective Action Needed)**

80% Section B Compliance	Score	NJQSAC FISCAL DPR (At least 80% of items are compliant in building)
A. Number of **"Yes"** responses	28	**The school building passes if the Compliant Line (A) is equal to or greater than Line (D)** **The school building fails (Non-Compliant) if Line (A) is less than Line (D) - Corrective Action is Needed**
B. Number of **"No"** responses	2	
C. Subtotal [**A + B**]	30	
D. Multiply [(**C**) × 80%]	24	

LEA Assurance Signatures – Must be signed AND dated

School Facility Name: Long Pond School

Robert Riffel — Completed by

B&G Supervisor — Title

10/6/25 — Date

Certified Educational Facilities Manager (if position used by district) or **Head/Lead Custodian**

10/6/25 — Date

Chief School Administrator or **School Business Administrator**

Date

STATE OF NEW JERSEY
DEPARTMENT OF EDUCATION

2025-2026 School Facility Score Summary

School District/Name:		
Scoring Sections	**100% Section A**	**80% Section B**
Maximum Number of Compliant Questions:	**25**	**34**

100% Section A Compliance	Score	NJQSAC FISCAL DPR (All items are compliant in building)
Number of **"NO"** responses in section A	0	**100% section in Compliance with No Exceptions** **100% section is Non-Compliant with ANY exceptions (Corrective Action Needed)**

80% Section B Compliance	Score	NJQSAC FISCAL DPR (At least 80% of items are compliant in building)
A. Number of "**Yes**" responses	30	**The school building passes if the Compliant Line (A) is equal to or greater than Line (D)** **The school building fails (Non-Compliant) if Line (A) is less than Line (D) - Corrective Action is Needed**
B. Number of "**No**" responses	0	
C. Subtotal [**A + B**]	30	
D. Multiply [(**C**) × 80%]	24	

LEA Assurance Signatures – Must be signed AND dated

School Facility Name: Long Pond School

Robert Riffel — Completed by
B/G Supervisor — Title
10/6/25 — Date

[signature] — **Certified Educational Facilities Manager** (if position used by district) or **Head/Lead Custodian**
10/6/25 — Date

[signature] — **Chief School Administrator** or **School Business Administrator**
10-6-25 — Date

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

Check#	Date	Vendor (Payee)	Amount
A:37631	9/25/25	The Autism Helper, Inc.	649.00
A:37632	9/25/25	FP Mailing Solutions	443.40
A:N0920	9/30/25	NJSHBP Division of Pension & Benefits	148,173.39
A:N0930	9/30/25	Andover Regional Payroll Agency	412,718.54
A:37633	10/15/25	AERO Environmental Services, Inc.	475.00
A:37634	10/15/25	American Thermoform Corporation	26.99
A:37635	10/15/25	Ansor Solar, LLC	9,588.38
A:37636	10/15/25	Atlantic Tomorrows Office	5,683.40
A:37637	10/15/25	B&H Photo-Video	157.90
A:37638	10/15/25	Best Choice Home Care, LLC	407.34
A:37639	10/15/25	Blue Diamond Disposal, Inc.	1,700.00
A:37640	10/15/25	Cascade School Supplies, Inc.	1,809.78
A:37641	10/15/25	CDW-G	8,218.75
A:37642	10/15/25	Center for Civic Education	241.60
A:37643	10/15/25	Nancy Schultz	1,000.00
A:37644	10/15/25	Demco, Inc.	48.96
A:37645	10/15/25	Direct Energy Business	309.79
A:37646	10/15/25	Discount School Supply/Early Childhood LLC	549.58
A:37647	10/15/25	Faessinger, Colleen	140.00
A:37648	10/15/25	Bruce A. Ferrentino	220.00
A:37649	10/15/25	GoTo Communications, Inc.	2,114.58
A:37650	10/15/25	Granite Telecommunications, LLC	841.51
A:37651	10/15/25	Great Minds PBC	105.00
A:37652	10/15/25	HD Supply Formerly Home Depot Pro	2,416.83
A:37653	10/15/25	Elizabeth Vaucher	694.00
A:37654	10/15/25	J & B Therapy, LLC	3,349.17
A:37655	10/15/25	JMP Security LLC	64.90
A:37656	10/15/25	Jacqueline M. Klinger	1,065.00
A:37657	10/15/25	Lakeshore Learning Materials	3,019.64

© 2022 CDK Systems, Inc.

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

Check#	Date	Vendor (Payee)	Amount
A:37658	10/15/25	Lyons Environmental Services, LLC	790.00
A:37659	10/15/25	McWilliams, Wayne	70.00
A:37660	10/15/25	Medco Supply Company	58.44
A:37661	10/15/25	Gordon Miller	220.00
A:37662	10/15/25	Jim Nathan	70.00
A:37663	10/15/25	National Art & School Supplies, Inc.	2.46
A:37664	10/15/25	New Jersey Association of School Business Offic	145.00
A:37665	10/15/25	New Jersey Principals & Supervisors Assoc.	905.00
A:37666	10/15/25	New Jersey School Boards Association	2,300.00
A:37667	10/15/25	New Jersey School Buildings & Grounds	400.00
A:37668	10/15/25	On-Tech Consulting, Inc.	1,138.80
A:37669	10/15/25	PEARSON CLINICAL ASSESSMENT	1,296.75
A:37670	10/15/25	R&L Data Centers, Inc.	1,215.95
A:37671	10/15/25	RENAISSANCE LEARNING, INC.	8,427.30
A:37672	10/15/25	RoNetco Supermarkets, Inc.	292.79
A:37673	10/15/25	Ross, Suzanne	72.67
A:37674	10/15/25	School Health Corporation	115.83
A:37675	10/15/25	School Specialty, LLC	4,998.83
A:37676	10/15/25	School Specialty, LLC	110.76
A:37677	10/15/25	Schoolwide Inc.	1,971.00
A:37678	10/15/25	Sonova USA, Inc.	1,407.90
A:37679	10/15/25	Soundtrap US Inc.	399.00
A:37680	10/15/25	Staples Business Advantage	565.95
A:37681	10/15/25	Super Duper Publications	226.90
A:37682	10/15/25	SOUTHPAW ENTERPRISES, INC	86.64
A:37683	10/15/25	Sussex County Educational Services Commission	5,170.86
A:37684	10/15/25	Sussex County Technical School	8,400.00
A:37685	10/15/25	Sussex-Warren Assoc of Directors of Special Serv	150.00
A:37686	10/15/25	Tobii Dynavox, LLC	99.00

© 2022 CDK Systems, Inc.

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

Check#	Date	Vendor (Payee)	Amount
A:37687	10/15/25	William Grennille	708.33
A:37688	10/15/25	Cara Capela	2,016.66
A:37689	10/15/25	Morris County Vocational School District	1,417.50
A:37690	10/15/25	Newton Board of Education	44,724.78
A:37691	10/15/25	P.G. Chambers School, Inc.	10,707.90
A:37692	10/15/25	Ridge & Valley Charter School	4,503.00
A:37693	10/15/25	Sussex County Charter School for Technology	5,417.00
A:37694	10/15/25	The Craig School	6,500.00
A:37695	10/15/25	Sussex County Regional Cooperative	135,277.05
A:37696	10/15/25	Sussex County Regional Cooperative	234.00
A:37697	10/15/25	Stocker Bus Company, Inc.	900.00
A:37698	10/15/25	Parette Somjen Architects LLC	650.00
A:N1015	10/15/25	Andover Regional Payroll Agency	425,096.30
N:03809	10/15/25	Treps ED, LLC	462.00
N:03810	10/15/25	The Prophet Corporation	553.80
O:01458	10/15/25	Staples Business Advantage	77.08
O:01459	10/15/25	Katelyn Green & Raymond Storer	20.00

The Grand Total of all Checks from Fund 10 is:	49,926.18
The Grand Total of all Checks from Fund 11 is:	1,087,993.73
The Grand Total of all Checks from Fund 20 is:	147,572.87
The Grand Total of all Checks from Fund 60 is:	97.08
The Grand Total of all Checks from Fund 95 is:	1,015.80
The Grand total of all checks for this period is:	1,286,605.66

BOARD President

BOARD Secretary

© 2022 CDK Systems, Inc.

Principal's Report
9/18/25 to 10/8/25

LPS Updates:

- **Charger Pride Assembly:** LPS held a Charger Pride assembly on September 19th to recognize, honor and celebrate various students and teachers for their hard work and effort in September:
    - Field Hockey and Soccer Team Captains were recognized
    - Charger of the Month (September) were celebrated
        - 5th - Selena C.
        - 6th - Emily H.
        - 7th - Geraldine C.
        - 8th - Connor P.
    - Student Council Election Results and the Executive Board were announced:
        - Sergeant At Arms: Connor P.
        - Secretary: Gia R
        - Treasurer: Amelia P.
        - Vice President: Paige G.
        - President: Pierce S.
- **Week of Respect:** LPS participated in a variety of activities honoring and celebrating the Week of Respect with School Spirit Days, positive messages and reminders during the morning announcements and a special assembly focusing on Harassment, Intimidation and Bullying presented by the Sussex County's Prosecutor's Office.
- **"Don't Get Vaped In":** On September 30th, LPS had the privilege of hosting a powerful presentation on vaping awareness, thanks to our continued partnership with the Center for Prevention and the efforts of AREA. Parents and teachers left the event informed and empowered to help our students make healthy choices, a crucial part of our mission to support the whole child.

FMB Updates:

- Week of Respect was a lot of fun! We had announcements, prizes, and fun spirit days.
- Our School Store is up and running. Students love to choose prizes or things they need like pencils or erasers.
- We are in the third year of our NJTSS grant and we are digging into Tier 2 and 3 supports.
- DIBELS assessments for the beginning of the year are complete and we are so proud of how far we have come. Data analysis is currently in progress with plans being made on the grade level as well as student level.
- The Harlem Wizards visited us! Go see them at Newton High School on October 23.
- Our grade level huddles are in full swing! We set goals, celebrate goals met, celebrate all of our student progress as well as good behavior!

DRAFT

Andover Regional Board of Education Regular Meeting

September 24, 2025

Attendance:

Present: Dr. Maria Dunbar, Mr. James Fetcho, Mr. Brian Hertenstein, Mr. Steven Minnick, Mr. William Porter, Ms. Margaret Widgren

Also Present: Mr. John Fritzky, Superintendent
16 members of the public

Not Present: Ms. Nicole Sylveter, Business Administrator/Board Secretary, Ms. Jane Byron, Mrs. Lena Sciroppo and Dr. Robert Koroski

I. INTRODUCTORY ITEMS:

Vice President Dunbar called the meeting to order at 7:30 p.m.

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

Mission Statement: Dr. Dunbar 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: Vice President Dunbar read the following public meeting notice:

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

II. EXECUTIVE SESSION: None at this time.

III. PRESENTATION(S): None at this time.

IV. APPROVAL OF MINUTES:

Mr. Porter moved and Mr. Minnick seconded, that the Andover Regional Board of Education approve the minutes as amended of the following Board of Education meeting, as recommended by the Superintendent of Schools.

August 20, 2025 Regular Meeting Minutes
August 20, 2025 Executive Session Minutes

Roll Call Vote:

Yes: Dr. Dunbar, Mr. Fetcho, Mr. Minnick, Mr. Porter and Ms. Widgren

No: None

Abstain: None

V. COMMITTEE REPORTS:

Board Committees:

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

Special Committees/Ad Hoc Assignments:

WHAT	DELEGATE	ALTERNATE(s)
Sussex County School Boards Association	Dr. Koroski	Ms. Byron/Ms. Widgren/Dr. Dunbar
NJSBA Delegate Assembly	Mr. Minnick	Ms. Widgren/Dr. Dunbar
Newton Board of Education Rep.	Mr. Porter	Mr. Hertenstein/Ms. Widgren
Sussex County Educational Services	Ms. Byron	Ms. Widgren/Mr. Hertenstein
Andover Regional PTA	Mrs. Sciroppo	Ms. Widgren/Dr. Dunbar

Township Liaison	Ms. Widgren	Dr. Dunbar
Negotiations/Sick Bank	Dr. Koroski	Mr. Fetcho/Ms. Widgren
QSAC Committee	Dr. Koroski	Mr. Minnick/Ms. Widgren
Tri-District Consortium	Dr. Koroski	Ms. Widgren/Dr. Dunbar/Mrs. Sciroppo
SEPAG Liaison	Mr. Hertenstein	Dr. Koroski/Mr. Fetcho/Ms. Widgren
Andover Regional Education Foundation	Dr. Dunbar	Mr. Minnick

Special Committees/Ad Hoc Assignments:

Mr. Porter reported on the Personnel/Policy committee stating that they met to discuss the FMB septic, Back to School Nights, LPS activity showcase and the statewide teacher shortage, discussion ensued.

Mr. Fetcho reported on the Finance/Operations committee stating that they met to discuss the FMB septic update, Back to School Night and the increase come January 1st to the district's health and prescription premiums, discussion ensued.

Dr. Dunbar reported on the Curriculum/Instruction committee stating they discussed a successful Back to School Night at both schools, a successful school opening and professional development, discussion ensued.

Mr. Porter indicated that Newton met on August 26th and September 23rd and they discussed routine business, discussion ensued.

VI. SUPERINTENDENT REPORT:

A. Me. Fleming reported on the SSDS.
B. Mr. Fleming reported on the HIB Self Assessment.
C. Mr. Fritzky thanked the maintenance staff, secretaries and administrators for all the work they put into the summer.
D. Mr. Fritzky thanked the administrative team for planning a great first two in-service days for the staff and thanked the staff for engaging in the work in a meaningful way.
E. Mr. Fritzky thanked all staff and parents who attended Back to School Night.
F. Mr. Fritzky thanked all staff and parents who attended Learning Beyond the Bell.
G. Mr. Fritzky gave a busing update.

H. Mr. Fritzky attended the Government Relations meeting.
I. Mr. Fritzky attended the first SEPAG meeting of the year.
J. Mr. Fritzky attended the first AREF meeting of the year.
K. Mr. Fritzky thanked the PTA for a great Ice-Cream Social on September 12th.
L. Mr. Fleming & Mrs. Dilkes reported on their Building Goals.
M. Mr. Fritzky gave his monthly Suspension/HIB Report.

Mr. Porter moved and Mr. Minnick 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: Dr. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter and Ms. Widgren

No: None

Abstain: None

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

- Worked with preschool PIC and teachers to align equitable instructional blocks
- Worked with new teachers to ensure smooth transition into Andover
- Met with Teaching Strategies to prepare for the upcoming school year
- Creating the professional development training plan for teachers for 9/22/25
- Creating the professional development training plan for staff for 10/13/25
- Organizing the implementation plan for Year 3 of the Early Reading Grant
- Writing the 2025-2026 ESSA grant
- Completing the Gifted and Talented Testing and Data Collection
- Completing the Multilingual Learner Screenings and Data Collection
- Collecting and analyzing the 2024-2025 NJSLA data
- Preparing data folders for the NJSLA educators
- Attended the NJSLA-Adaptive mandatory state training
- Attended the QSAC I&P workshop

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

- Deployed and configured DRC kiosk web app.
- Deployed and configured NAEP kiosk web app.
- Assigned and distributed student devices to continue to support a 1:1 student to device ratio.

D. Child Study Team Report: Listed below is a report prepared by **Suzanne Ross**, Supervisor of Special Services/LDTC.

- Ongoing collaboration with the administrative team regarding operations and programs, for the 25/26 school year.
- Completed set up for the Trout in the Classroom program at the Middle School.
- Continued and ongoing planning with Mrs. Dilkes/Mrs. Reynolds on preschool programming for 25/26 school year.
- Worked with individual teachers to support student needs
- Worked with building principals on initiatives for the 25/26 school year.
- Coordinated ongoing community services (ie. food, housing and healthcare) for several families in need.
- Finalized agenda planning for the first two days of schools.
- Set up Crisis Prevention Training for Identified paraprofessionals
- Worked with Handle with Care Trainers to develop a program for early dismissal and inservice training days.
- Researched ideas for possible training topics for paras for 9/22/25 & 1013/25

Mr. Minnick moved and Mr. Porter seconded, that the Andover Regional Board of Education approve resolution E below as presented:

E. HIB Findings: Resolved that the Andover Regional Board of Education, upon the recommendation of the Superintendent, affirm the Superintendent's findings on HIB(s) LPS-2425-16.

Roll Call Vote:

Yes: Dr. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter and Ms. Widgren

No: None

Abstain: None

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.

Mr. Ordile- Asked about the Schools to watch and who is being trained and who is involved in this process?

Mr. Balady- Stated the following AREF events will be taking place: 10/17 Movie Night, 11/22 Craft Fair, 3/21 Tricky Tray and the 2nd grade grant.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mr. Porter moved and Mr. Minnick seconded, that the Andover Regional Board of Education approve resolutions #1-23 as amended:

1. **Resignation**: Approve and accept, with best wishes the resignation of Anthony Grant, ParaProfessional, effective August 25, 2025, as recommended by the Superintendent of Schools.

2. **Resignation**: Approve and accept, with best wishes the resignation of Toby Wooldridge, ParaProfessional, effective August 31, 2025, as recommended by the Superintendent of Schools.

3. **Resignation**: Approve and accept, with best wishes the resignation of Kerry Santiago, ParaProfessional, with last day worked September 12, 2025, as recommended by the Superintendent of Schools.

4. **Paraprofessional Staff for 2025-2026 School Year:** Approve, retroactively, the following Paraprofessional staff members for the 2025-2026 school year, as recommended by the Superintendent of Schools.

NAME	START DATE	SCHOOL	HOURS	STEP	SALARY
Meghan Murphy	9/1/25	FMB	28.75	5	$28,809
Elizabeth Austin	9/9/25	FMB	28.75	4	$28,280
Autumn Hoover	9/15/25	FMB	28.75	1	$27,222
Donna Roio	9/25/25	LPS	28.75	4	$28,280

5. **New Teacher Mentor**: Approve Jennifer Bogert (FMB) & Connor Mendes (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 2025-2026 school year, as recommended by the Superintendent of Schools.

6. **Updated LPS Schedule B**: Approve the updated LPS Schedule B stipends for the 2025-2026 school year, as recommended by the Superintendent of Schools.

POSITION	Salary	Coach/Advisor
Intramural Softball	$618	Jake DeAnda
Student Council - LPS	$2,575	Kristin VanBenschoten
Yearbook - LPS	$2,318	~~Kristen Brady~~ Bradley Heinke
Peer Leadership - LPS	$1,339	Bradley Heinke
TREPS-LPS	$1,545	Kristen Brady

7. **Leave of Absence**: Approve the FMLA medical leave of absence for Employee ID #1210 commencing on September 11, 2025 with a tentative return to work date of November 10, 2025, using illness and personal days, as recommended by the Superintendent of Schools.

8. **Leave Replacement Teacher**: Approve, retroactively, Leslie Brooks as leave replacement teacher for Employee ID #1210 from September 11, 2025 through November 5, 2025 at 60 days substitute pay of $150/day, pending certification and criminal history clearance, going on guide (Policy #3125.2) at BA Step 1, at a prorated salary of $61,572 for the remainder of the leave, as recommended by the Superintendent of Schools.

9. **ML Outreach Coordinator**: Approve Marianela Torres as the ML Outreach Coordinator for the 2025-2026 school year with a stipend of $1,000 from Title III funds, as recommended by the Superintendent of Schools.

10. **Non-Affiliated Contracts:** Approve revisions to the non-affiliated contracts for the 2025-2026 school year, as recommended by the Superintendent of Schools.

11. **Summer Staffing CST**: Approve, retroactively, the following staff member for CST Summer 2025 IEP meetings, at an hourly rate of $50, as recommended by the Superintendent of Schools.

Kelly Edsall - 2 Hours

12. **Mental Health/Threat Assessment Team**: Approve the following staff members payment, at their contractual hourly rate, to conduct and/or follow up on risk/threat assessments after school hours, as recommended by the Superintendent of Schools.

Maia Febrero, FMB School Nurse
Erik Burneyko, LPS School Nurse

Bradley Heinke, LPS School Counselor
Siobhan Eilbacher, FMB School Counselor
Kelly Edsall, School Psychologist
Paige Ortega, School Social Worker

13. **Substitutes:** Approve the following substitute(s) for the 2025-2026 school year pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Brianne Decker - Substitute Custodian

14. **Merit Goal:** Approve $1,731 merit goal for Nicole Sylvester, Business Administrator, to evaluate and upgrade our LED interior lighting for the 2025-2026 school year, as recommended by the Superintendent of Schools.

15. **Merit Goal:** Approve $1,731 merit goal for Nicole Sylvester, Business Administrator, to research the population at FMB to evaluate room capacity and adjust classrooms accordingly, for the 2025-2026 school year, as recommended by the Superintendent of Schools.

16. **Special Project Stipend**: Approve contractual special project proposal for Jennifer Reynolds, Coordinator of Curriculum, Instruction & Assessment, to work with students, run groups and engage different student stakeholders to achieve Schools To Watch status in three years with a stipend of $1,169 for the 2025-2026 school year, as recommended by the Superintendent of Schools.

17. **Special Project Stipend**: Approve contractual special project proposal for Jennifer Reynolds, Coordinator of Curriculum, Instruction & Assessment, to serve as the Systems Change Leader for the Multi-Tiered Systems of Support Early Reading Grant with a stipend of $1,169 for the 2025-2026 school year, as recommended by the Superintendent of Schools.

18. **Special Project Stipend**: Approve contractual special project proposal for Nicole Dilkes, FMB Principal to work through the NJTSS grant process to improve our programming for early intervention as well as RTI for literacy with a stipend of $1,389, as recommended by the Superintendent of Schools.

19. **Special Project Stipend**: Approve special project proposal for Bryan Fleming, LPS Principal, to continue professional growth and development (10 hours) to maintain School Safety Specialist certificate with a stipend of $1,450 for the 2025-2026 school year, as recommended by the Superintendent of Schools.

20. **Special Project Stipend**: Approve special project proposal for Bryan Fleming, LPS Principal, to create and oversee a Faculty Advisory Program and a Charger of the Month assembly to build relationships among students and staff and honor and celebrate students enhancing LPS's overall culture and morale as part of the Schools To Watch program with a stipend of $1,450 for the 2025-2026 school year, as recommended by the Superintendent of Schools.

21. **Special Project Stipend**: Approve special project proposal for Bryan Fleming, LPS Principal, to work with the ARSD Superintendent to update/revise all ARSD job descriptions and to generate recommendations to the BOE to approve the updates/revisions over the course of the 2025-2026 school year with a stipend of $1,450, as recommended by the Superintendent of Schools.

22. **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 7446	School Security Program (New)

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

R5200	Student Attendance (M) (Revised)

Alert #235

P 0173	Duties of Public School Accountant (Revised)
P 0174	Legal Services (M) (Revised)
P 0177	Professional Services (M) (Revised)
P & R 1570	Internal Controls (M) (Revised)
P 1620	Administrative Employment Contracts (M) (Revised)
P & R 6111	Special Education Medicaid Initiative (SEMI) Program (M) (Revised)
P 6220	Budget Preparation (M) (Revised)
R 6220	Budget Preparation (Revised)
P 0141.3	Board Member Number and Term – Regional School District (New)
P 0141.4	Board Member Number and Term – County Vocational School District (New)
P 0143	Board Member Election and Appointment (Revised)
P 1636.01	Notification of Promotion, New Job, and Transfer Opportunities (New)
P 1648.15	Recordkeeping for Healthcare Settings In School Bldgs.–Covid-19 (M) (Abolished)
P 2422	Statutory Curricular Requirements (M) (Revised)
P & R 5117	Interdistrict Public School Choice (Revised)
P 5339.01	Student Sun Protection (M) (New)

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter and Ms. Widgren

No: Ms. Widgren on resolution #12 & #16 - #21

Abstain: Dr. Dunbar on all resolutions

B. FINANCE/OPERATIONS:

Mr. Minnick moved and Mr. Porter seconded, that the Andover Regional Board of Education approve resolutions #1-17 as presented:

1. **Treasurer & Board Secretary's Certification and Report**: Approve the July 2025 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 2025 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. **Treasurer & Board Secretary's Certification and Report**: Approve the August 2025 Board Secretary's and Treasurer's Reports pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that as of August 2025 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.

3. **Petty Cash**: Approve/accept the Petty Cash Checking Account Report for August 2025, as recommended by the Superintendent of Schools.

4. **Transfers**: Approve/accept the Transfer Report for August 2025, as recommended by the Superintendent of Schools.

5. **Bills List**: Approve/accept the Bills List from August 21, 2025 through September 24, 2025 for a total of $926,060.88 as recommended by the Superintendent of Schools.

6. **Building Use for 2025-2026 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
Andover Newton Basketball	Practices & Games	Various	Yes	FMB & LPS

AREF	Outdoor Movie Night	October 17, 2025	Yes	FMB
Cub Scouts Pack 181	Den Meetings	Various	Yes	FMB
AREF	Tricky Tray	March 21, 2026	Yes	LPS
PTA	Meetings	Various	Yes	FMB
PTA	Trunk or Treat	October 24, 2025	Yes	LPS
PTA	Holiday Shop	12/8/25-12/12/25	Yes	FMB

7. **Contract with Performance Pediatrics:** Approve the contract with Performance Pediatrics for therapy services for the 2025-2026 school year at various rates per contract, as recommended by the Superintendent of Schools.

8. **Tuition Contract with Sandyston Walpack School District**: Approve the contract with Sandyston Walpack School District for tuition and services for student ID#7605842618 to attend Andover, with a tuition cost to Sandyston Walpack of $21,364, including additional costs for services per the student's IEP for the 2025-2026 school year, as recommended by the Superintendent of Schools.

9. **Sussex County Ed. Services Commission Ancillary Agreement**: Approve Sussex County Ed. Services Commission Ancillary Agreement for ancillary services for the 2025-2026 school year as per the rate sheet, as recommended by the Superintendent of Schools.

10. **Professional Development Workshops**: Approves the District Professional Development travel and expense reimbursement for the 2025 annual NJSBA Workshop, in Atlantic City, New Jersey, on October 20-23, in accordance with the Andover Regional Board of Education travel policies and pursuant to N.J.A.C. 6A:23A-7, et. seq., as follows:
Lodging Cost: $110 + occupancy fees, not to exceed three (3) nights paid by the Board

Parking and Tolls: Cost to be determined

Conference Registration: $2,300 for a group registration including all attendees

Meals and Incidentals Expense: $68 per diem for a full day; $51 per diem (75%) for travel days

Mileage Reimbursement: $0.47 per mile

District Personnel and Board Members attending:

a. Nicole Sylvester b. John Fritzky c. Robert Koroski d. Steve Minnick e. Jane Byron f. Brian Hertenstein f. Maria Dunbar g. Jim Fetcho as recommended by the Superintendent of Schools.

11. **ParaProfessional Statement of Assurance:** Approve the Statement of Assurance regarding the use of the ParaProfessional staff for the 2025-2026 school year, as recommended by the Superintendent of Schools.

12. **Uniform State Memorandum of Agreement between Education and Law Enforcement Officials**: Approve the Uniform State Memorandum of Agreement (MOA) between Education and Law Enforcement Officials for the 2025-2026 school year, as recommended by the Superintendent of Schools.

13. **2024-2025 ESEA Grant:** Approve the participation in a Title III Consortium with High-Point, Hampton, Kittatinny and Hopatcong School Districts with a total aggregate amount to exceed $10,000, as recommended by the Superintendent of Schools.

14. **Professional Development Plan (PDP)**: Approve the attached PDP plans (District/Building Levels) for the 2025-2026 school year for the Andover Regional School District, as recommended by the Superintendent of Schools.

15. **ParaProfessional Statement of Assurance:** Approve the Statement of Assurance regarding the use of the ParaProfessional staff for the 2025-2026 school year, as recommended by the Superintendent of Schools.

16. **Tuition Reimbursement**: Approve the following tuition reimbursement, as recommended by the Superintendent of Schools:

Name	Program	Credits	Location	Cost per Credit	Reimbursement Cost	Dates
Maia Febrero	NUR5500 School Health Services	3	William Patterson University	$891.75	$2,675.25	Fall
Maia Febrero	NUR5021 Instructional HealthEducation K-12	3	William Patterson University	$891.75	$2,675.25	Fall
James Hasten	MET 6111 Elementary PSI-PMI Teaching Methods	4	NJ Center for Teaching & Learning	$225.00	$900	Spring 2026

17. **Fundraising and Charity Drives**: Approve the following fundraising and charity drives for the

2025-2026 school year, as recommended by the Superintendent of Schools.

Name/Beneficiary	Approximate Dates	Process
Food Drive for Sparta Food Pantry	October	As part of second grade Service Learning project, a food drive where food will be counted, sorted, and delivered to the food pantry.

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter and Ms. Widgren

No: None

Abstain: Dr. Dunbar on all resolutions, Mr. Hertenstein on resolution #6

C. CURRICULUM/INSTRUCTION:

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

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

Name	Program/Location	Date	Fees/Mileage
John Fritzky	National Education Conference AASA,Nashville, TN	February 11 - 15, 2026	Registration: 1,050.00 Mileage: @ 47¢ mile Meals: $387.00 Lodging & Fees: $311/night Airfare: $252.96 Parking:$68.33
Lorena Adelhoch Alyssa Allen Mary Kasper Melissa Maney Emily Nause Mariann Whitaker	Language & Literacy in the Creative Curriculum Teaching Strategies, Hamburg SD	October 13, 2025	Registration: up to $175 each Mileage: 47¢ mile for each Paid from *PEA Grant
Danielle Owusu	Conquer Math Year 1 - Unpacking SLS Pompton Plains	September 16, 2025 October 16, 2025 November 18, 2025 December 17, 2025 January 15, 2026	Mileage: 47¢ mile Registration: $1,400 ($200/session) from Title II

		February 26, 2026 March 25, 2026	
Dave Henderson	Low Pressure Black Seal/NJ Boiler Operator Virtual	September 16, 23, 30, October 7, 14 and 21, 2025	Registration: $600
Tara Meller	Advanced Cert. Course: Executive Functioning Skills for Children & Adolescents PESI / Telehealth	October 2 and 3, 2025	Registration: $252.17

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

Grade/ Teacher	Date/ Destination/ Purpose	Student Cost	Board Cost
Stephanie Posser LLD Students Retro	September 24, 2025 Shoprite of Sparta/Pizza One Students from LPS will plan and create a list of items for their weekly cooking group and coffee cart. They will work on community based instruction by going to the Shoprite and Pizza One. While at Shoprite, students will break up into small groups and use their list to shop for their items while learning about unit prices, best values, sales and then check out. After shopping, students will go to Pizza One for lunch where they will order and pay for their lunch.	$0	$170.00
Stephanie Posser LLD Students	November 12, 2025 Shoprite of Sparta/Pizza One Students from LPS will plan and create a list of items for their weekly cooking group and coffee cart. They will work on community based instruction by going to the Shoprite and Pizza One. While at Shoprite, students will break up into small groups and use their list to shop for their items while learning about unit prices, best values, sales and then check out. After shopping, students will go to Pizza One for lunch where they will order and pay for their lunch.	$0	$170.00
Stephanie Posser	January 7, 2026 Shoprite of Sparta/Pizza One	$0	$170.00

LLD Students	Students from LPS will plan and create a list of items for their weekly cooking group and coffee cart. They will work on community based instruction by going to the Shoprite and Pizza One. While at Shoprite, students will break up into small groups and use their list to shop for their items while learning about unit prices, best values, sales and then check out. After shopping, students will go to Pizza One for lunch where they will order and pay for their lunch.		
Stephanie Posser LLD Students	February 25, 2026 Shoprite of Sparta/Pizza One Students from LPS will plan and create a list of items for their weekly cooking group and coffee cart. They will work on community based instruction by going to the Shoprite and Pizza One. While at Shoprite, students will break up into small groups and use their list to shop for their items while learning about unit prices, best values, sales and then check out. After shopping, students will go to Pizza One for lunch where they will order and pay for their lunch.	$0	$170.00
Stephanie Posser LLD Students	April 29, 2026 Shoprite of Sparta/Pizza One Students from LPS will plan and create a list of items for their weekly cooking group and coffee cart. They will work on community based instruction by going to the Shoprite and Pizza One. While at Shoprite, students will break up into small groups and use their list to shop for their items while learning about unit prices, best values, sales and then check out. After shopping, students will go to Pizza One for lunch where they will order and pay for their lunch.	$0	$170.00
Bradley Heinke 6th Grade & 8th Grade Leaders	October 15, 2025 Sussex Tech, Sparta Annual County Wide Youth Empowerment Summit. Teach students leadership skills and techniques to make school safe and inclusive.	$0	$245.00
Bradley Heinke 8th Grade	November 14, 2025 Newton High School 8th Grade Day: 8th Graders learn about what life as a "Brave" will look like.	$0	$170.00
Ryan Zuccheri/ Lauren Mann SCJHM	November 11, 2025 Vernon Township High School	$0	$545.00

	Music Rehearsal		
Ryan Zuccheri/ Lauren Mann Handbells & Select Choir	December 5, 2025 WSUS, Franklin, NJ Performance on WSUS	$0	$180.00

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter and Ms. Widgren

No: None

Abstain: Dr. Dunbar on all resolutions

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS: None at this time.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

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

Students Stout & Glarman- Asked if the board would consider bringing back the Boston overnight trip.

Ms. Coulsen- Stated she was representing the DaSilva family as their advocate and that it took a year to get an IEP after the 504 and questioned tenure status.

Mr. Lancia- Asked questions regarding a bus altercation and asked if riding the bus was a privilege, discussion ensued.

Ms. Gilchrist- Asked if she could receive a copy of the septic plans, discussion ensued.

EXECUTIVE SESSION:

Mr. Minnick moved adoption of the following resolution:

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances; and

NOW, THEREFORE, BE IT RESOLVED by the Andover Regional Board of Education, County of Sussex, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon the hereinafter specified subject matter; 2. The general nature of the subject matter to be discussed is as follows: negotiations, legal and personnel matters; 3. It is anticipated at this time that the above stated subject matters will be made public upon resolution of all information discussed; 4. This resolution shall take effect immediately; the Board anticipates being approximately 60 minutes to discuss student matters and action will be taken.

Motion was seconded by Mr. Porter at 8:45 p.m. and unanimously CARRIED in a voice vote.

RETURN TO REGULAR SESSION: Mr. Minnick moved to return to regular session, seconded by Mr. Hertenstein and unanimously CARRIED in a voice vote at 9:15 p.m.

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

1. **HIB**: Motion to affirm the Superintendent's determination regarding the parent appeal of HIB: FMB-24-25 #6, as discussed in executive session.

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter and Ms. Widgren

No: None

Abstain: Dr. Dunbar

Adjournment: Mr. Porter moved to adjourn the meeting, seconded by Mr. Fetcho and approved at 9:16 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,

Dr. Maria Dunbar

Board Vice President

Andover Regional Board of Education Budget Transfers printed on 10/3/2025

Report Includes Effective Dates from Sep 01, 2025 to Sep 30, 2026

Date	Source Account/Title	Target Account/Title	Comments	Amount
09/30/25	11-422-100-300-000-000 Purch Prof/Ed Svcs	11-422-100-101-000-000 Salary - Summer School	adj. for summer school salaries	2,111.83
09/30/25	11-000-266-610-000-002 Security - Supplies - FMB	11-000-266-610-000-001 Security - Supplies - LPS	adj. for security supplies	441.14
09/30/25	11-000-230-610-000-000 General Admin - Supplies	11-000-230-895-000-000 BOE - Other Objects	adj. for conferences	377.92
09/30/25	11-000-230-610-000-000 General Admin - Supplies	11-000-230-585-000-000 General Admin - Other Purch Sv	adj. for conferences	1,448.00
09/30/25	11-216-100-106-000-002 Pre-School Spec. Ed. F/T	11-215-100-106-000-002 PSD TA Salary		2,775.14
09/30/25	11-213-100-610-000-002 Resource Rm Supplies - FMB	11-213-100-610-000-001 Resource Room Supplies - LPS	adj. for RR supplies	476.75
			The total of all transfers within fund 10 is:	**7,630.78**

© 2008 CDK Systems, Inc.