State of New Jersey
DEPARTMENT OF EDUCATION
SUSSEX COUNTY OFFICE OF EDUCATION
262 WHITE LAKE ROAD
SPARTA, NJ 07871
(973) 579-6996 | FAX: (973) 579-6476

MIKIE SHERRILL
Governor

DR. DALE G. CALDWELL
Lt. Governor

DR. LILY LAUX
Commissioner

GAYLE CARRICK, ED.D.
Executive County Superintendent

July 13, 2026

Ms. Nicole Sylvester
School Business Administrator
Andover Regional School District
707 Limecrest Road
Newton, NJ 07860

Dear Ms. Sylvester:

I have reviewed the most recent employment contract for Mr. John Fritzky, Superintendent, in accordance with N.J.S.A. 18A:7-8(j) and to determine compliance with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1. Based upon my review, I have determined that those provisions of the contract subject to my review are in compliance with applicable laws and regulations. Therefore, I approve the contract for a period commencing on July 1, 2026 through June 30, 2031 with an annual salary of $184,343 for 2026-2027; $189,634 for 2027-2028; $195,076 for 2028-2029; $200,675 for 2029-2030; and $206,434 for 2030-2031.

If there are any changes to the terms of this contract, you will need to submit it to the Sussex Executive County Superintendent, for review and approval prior to the required public notice and hearing of such changes.

Kindly submit a copy of the signed contract once it is executed.

Sincerely,

Gayle Carrick

Gayle Carrick, Ed.D.
Executive County Superintendent

Cc: Mr. John Fritzky Superintendent

CONTRACT OF EMPLOYMENT

This Agreement made this ___ day of ____ 2026, between the **ANDOVER REGIONAL SCHOOL DISTRICT** in Sussex County (hereinafter "the Board") with offices located at 707 Limecrest Road, Newton, New Jersey 07860, and **John Fritzky** (hereinafter "the Superintendent").

PREAMBLE
WITNESSETH

WHEREAS, the Board and the Superintendent are parties to an employment contract dated August 9, 2024 through June 30, 2031; and

WHEREAS, the parties have agreed to rescind that contract and enter into a new employment contract; and,

WHEREAS, the Board and the Superintendent wish to embody in this contract the terms and conditions of their agreement; and

NOW, THEREFORE, in consideration of the following mutual promises and obligations, the parties agree as follows:

ARTICLE I
EMPLOYMENT

The Board hereby agrees to employ **John Fritzky** as Superintendent for the Andover Regional School District for the period commencing on July 1, 2026, through the close of business on June 30, 2031. The parties acknowledge that this Contract must be approved by the Sussex County Executive County Superintendent in accordance with applicable law and regulation.

ARTICLE II
CERTIFICATION

The parties acknowledge that the Superintendent currently possesses the appropriate New Jersey administrative certification and school administrator endorsement.

If, at any time during the term of this Contract, the Superintendent certification(s) is revoked, this Contract shall be null and void as of the date of the revocation. The Superintendent will provide official course transcripts for all earned post-secondary degrees to the Board of Education. These transcripts will be kept on file in the Board Office.

ARTICLE III
DUTIES

In consideration of the employment, salary and fringe benefits established hereby, the Superintendent hereby agrees to the following:

A. To perform faithfully the duties of Superintendent for the Board and to serve as the Superintendent in accordance with the laws of the State of New Jersey, Rules and Regulations adopted by the State Board of Education, existing Board policies and those which are adopted by the Board in the future. The specific job description adopted by the Board, applicable to the position of Superintendent, is incorporated by reference into this Contract.

B. To devote the Superintendent full time, skills, labor, and attention to this employment during the term of this Contract; and further agrees not to undertake consultative work, speaking engagements, writing, lecturing, or other professional duties for compensation without prior notice to the Board. Should the Superintendent choose to engage in such outside activities on weekends, on his vacation time, or at other times when he is not required to be present in the district, he shall retain any honoraria paid. The Superintendent shall notify the Board President in the event he is going to be away from the district on district business for two (2) or more days in any week. Any time away from the district that is not for district business must be arranged in accordance with provisions in this Contract governing time off. The Board recognizes that the demands of the Superintendent's position require him to work long and irregular hours, and occasionally may require that he attend to district business outside of the district.

C. To assume the responsibilities for the selection, renewal, placement, removal, and transfer of personnel, subject to the approval of the Board, by recorded roll call majority vote of the full membership of the Board, and subject to applicable Board policies and directives. The Board shall not withhold its approval of any such recommendation for arbitrary or capricious reasons, all in accordance with N.J.S.A. 18A:27-4.1.

D. To non-renew personnel pursuant to N.J.S.A. 18A:27-4.1, and to provide a written statement of reasons for non-renewal upon proper request to the employee.

E. To study and make recommendations with respect to all criticisms and complaints, which the Board, either by committee or collectively, shall refer to him. The Superintendent shall have the right to contact the Board's attorney for legal assistance as the need arises in carrying out his duties.

F. To assume responsibility for the administration of the affairs of the school district, including but not limited to programs, personnel, fiscal operations, and instructional programs. All duties and responsibilities therein will be performed and discharged by the Superintendent, or by staff, at the Superintendent direction.

G. To have a seat on the Board and have the right to speak (but not vote) on all issues before the Board in accordance with applicable law. The Superintendent shall attend all regular and special meetings of the Board, (except where a Rice notice has been served upon the Superintendent notifying him that his employment will be discussed in closed session, and the Superintendent had not requested that the meeting be conducted in public, or where the Superintendent has a conflict of interest), and all committee meetings thereof, and shall serve as advisor to the Board and said committees on all matters affecting the school district.

H. To recommend regulations, rules, policies, and procedures deemed necessary for compliance with law and/or for the well-being of the school district.

To perform all duties incident to the Office of the Superintendent and such other duties as may be prescribed by the Board from time to time. The Superintendent shall, at all times, adhere to all applicable federal and state statutes, rules, regulations, and executive orders, as well as district policies and regulations.

I. The Board shall not substantially increase the duties of the Superintendent by assigning him/her the duties or responsibilities of another position or title unless the parties agree upon additional compensation commensurate with such increase in duties, the additional compensation shall be reflected in an addendum to this Employment Agreement, and such addendum shall be approved by the Executive County Superintendent. Notwithstanding the above, the Superintendent has agreed to perform the duties of Director of Special Services on a short-term, temporary basis during the first year of this contract, for no additional compensation.

ARTICLE IV
SALARY AND BENEFITS

A. Any adjustment in salary made during the life of this Employment Contract shall be in the form of an amendment and shall become part of this Employment Contract, but it shall not be deemed that the Board and the Superintendent have entered into a new employment contract.

1. **Salary**. The Board shall provide the following salary as part of the Superintendent's compensation:

a. Salary. The Board shall pay the Superintendent an annual salary according to the salary chart below. Which shall be paid in accordance with district standard protocol.

July 1, 2026 - June 30, 2027: $184,343 2.87%
July 1, 2027 - June 30, 2028: $189,634 2.87%
July 1, 2028 - June 30, 2029: $195,076 2.87%
July 1, 2029 - June 30 2030: $200,675 2.87%
July 1, 2030 - June 30 2031: $206,434 2.87%

b. Effective July 1, 2026 the Superintendent will be eligible to receive non-pensionable merit bonuses if he achieves merit goals in each year of the contract for the remainder of the term of this Contract. The number and type of goals for which the Superintendent shall be eligible in each year of the contract are set forth as follows:

2026-2027 School Year: 1 Qualitative Goal
2027-2028 School Year: 1 Qualitative Goal
2028-2029 School Year: 1 Qualitative Goal
2029-2030 School Year: 1 Qualitative Goal
2030-2031 School Year: 1 Qualitative Goal

The Superintendent will be eligible to receive a merit bonus in an amount of 2.5% of his annual salary for each qualitative merit criterion achieved. Merit bonuses shall not be cumulative

and shall be payable in a lump sum following the end of each school year upon the achievement of each quantitative or qualitative merit criterion and after approval by the Executive County Superintendent as set forth below. The obligation of the Board to pay the superintendent any bonuses earned in this contract shall survive the termination of this contract. By no later than June 30th of each school year, the Board and the superintendent shall establish mutually-agreed upon written criteria for all merit goals. The criteria shall be submitted to the Sussex County Executive County Superintendent for review and approval. The Executive County Superintendent shall approve or disapprove the selection of quantitative merit and/or qualitative merit criteria and the data that form the basis of measuring the achievement of such criteria prior to adoption by the Board. Both parties will discuss a draft of the criteria prior to submission to the Executive County Superintendent for review.

Prior to the payment of any merit bonus, the Board shall submit a resolution to the Executive County Superintendent certifying that a qualitative merit criterion has been satisfied and shall await a confirmation of the satisfaction of such criterion from the Sussex County Executive County Superintendent prior to payment of same.

2. Notwithstanding the foregoing, no salary change of any kind will take effect on July 1, 2031 unless the parties have agreed to a new contract that has been approved by the Sussex County Executive County Superintendent. The terms of the extension will govern all changes to take effect after July 1, 2029. Any renewal, extension, or modification of this Contract shall comply with the notice provisions of P.L.2007, c. 53, The School District Accountability Act and N.J.A.C. 6A:23A-3.1, et seq.

3. **No Reduction in Salary/Compensation**. During the term of this Employment Contract, including any extension hereof, the Superintendent shall not be reduced in salary and/or benefits except as otherwise provided by law.

4. **Doctorate** - Should the Superintendent earn his doctorate during this contract, the salary will increase $7,000 on top of the salary listed above.

B. **Sick leave**. The Superintendent shall receive 12 sick days annually. Unused sick leave days shall be cumulative in accordance with the provisions of Title 18A.

Upon retirement and notice to the Board, all accumulated but unused sick days that were earned during employment in the district will be reimbursed, at the superintendent's final per diem rate of pay which shall be calculated as 1/260 of his final annual salary. Reimbursement for sick days shall be consistent with the law in effect at the time this Contract is signed. Such payment shall not exceed $15,000.00

C. **Professional Membership**. The Superintendent shall be entitled to membership, at the Board's expense, for professional dues in the following professional associations: NJASA, AASA, NJAEL and the Sussex County Administrators Association and other organizations deemed important by the Superintendent and the Board.

D. **Professional Development.** The Superintendent also shall be entitled to reimbursement for expenses incurred for attendance at professional development opportunities and conferences. All expenses shall be incurred in accordance with P.L. 2007, c. 53, The School District Accountability Act and affiliated regulations. (N.J.S.A. 18A:11-12 and N.J.A.C. 6A:23A-7, et seq.). Such reimbursement shall comply with all applicable provisions of state and federal statutory and regulatory provisions and guidance, and with board policy.

E. **Health Benefits**.

1. The Board shall provide the Superintendent with individual or family health benefits coverage as is provided to other professional employees in the district. The Superintendent shall contribute to premiums in accordance with State law. This said premium shall be paid by the Superintendent through payroll deduction.

2. The Superintendent may waive coverage in any of the health benefit plans if covered through a spouse, civil union or domestic partner's health plan, and in accordance with procedures established by the Board and set forth in the state benefit plan. The Superintendent may be paid an amount equal to that paid to district professional employees for waiving said coverage or $5,000, whichever is less. If eligible, said stipend shall be pro-rated via regular pay periods.

3. The Board shall provide the Superintendent with a dental care program, which provides for full family coverage that is provided to other professional employees of the district with a $8.33 premium contribution each pay period. The Superintendent may waive said coverage and will be paid an amount equal to that paid to district professional employees for waiving said coverage or $700 whichever is less. Said stipend shall be pro-rated via regular pay periods.

4. The Board shall provide the Superintendent with a prescription program, which provides for individual or family health coverage that is provided to other professional employees of the district. If the employee chooses to waive medical coverage but retain prescription coverage, the Superintendent shall pay the premium costs for all such coverage's set forth in Chapter 78, P.L. 2011 (passed as Senate No. 2937) and implementing regulations. Such limitation shall in no way link this Contract with any agreement collectively negotiated with district employees. This said premium shall be paid pro-rated via regular pay periods.

F. **Vacation Leave.**

1. The Superintendent shall be entitled to an annual vacation of 20 working days per school year which shall be available on July 1, but considered earned on a monthly pro-rata basis. All of the vacation days shall be available for the Superintendent's use on July 1st of each subsequent year of the Contract.

2. The Superintendent shall take his vacation time after giving the Board President reasonable notice. School vacations do not constitute time off for the Superintendent, unless he uses his leave time. The Superintendent may take vacation days during the school year, upon written or electronic notice to the Board President. The Superintendent is expected to attend to the business of the district as required for the smooth and efficient operation of the school district. The Superintendent shall document the use of accrued vacation days with the Board Secretary in advance.

3. The Board encourages the Superintendent to take his full vacation allotment each year; however, not more than 7 vacation days may be carried over by the Superintendent from year to year. All days carried over must be used in the next year, or those days not taken will be forfeited.

4. In the event that the Superintendent's Contract is terminated prior to its expiration, unused vacation time shall be paid. In the event this Contract is not renewed, unused vacation time will be paid at the Superintendent's daily rate of pay, based upon a 260-day work year, following his last day of employment.

5. In the event that the superintendent dies prior to the expiration of this contract, payment of all unused vacation days shall be made to his estate.

G. **Holiday Leave**. The Superintendent shall be entitled to 13 paid holidays each year, in accordance with the calendar for 12-month employees which shall be established annually by the board.

H. **Personal Leave**. The Superintendent shall be entitled to four (4) personal days, to attend to personal business during the school day, with full pay during the work year. Personal days may be taken during the school year with notice to the Board President. As much advance notice as possible of the request to take personal time will be given. Personal day usage shall be reflected on the district's electronic attendance management system. Personal days are non-cumulative and non-reimbursable.

I. **Family Illness**. The Superintendent shall receive family illness days, not to exceed four (4) days annually.

J. **Death in the Family**. The Superintendent shall receive death in the family days, not to exceed five (5) days for the Superintendent's immediate family. The "immediate family" shall include spouse, child, parent, father-in-law, mother-in-law, brother, sister, grandchild, brother-in-law, sister-in-law, daughter-in-law, son-in-law, and any other member of the immediate household.

K. **Mileage Reimbursement**. The Superintendent shall be reimbursed for the use of his vehicle in the performance of his duties in accordance with Board policies and State law. Reimbursement for mileage above and beyond routine matters will be at the current OMB circular rate and adjust accordingly when the rate does. This shall not be applicable to commuting expenses and mileage attributed to commuting to work. Such mileage shall include, but is not limited to, travel to County/State-level meetings and professional development opportunities outside the school district.

L. **Attendance Record**. The Superintendent shall be responsible for recording time off in the electronic attendance management system, in advance of the time off, as set forth herein, or immediately upon his return to the district in the event of an unplanned absence, each time any leave is taken. The Superintendent and Board President shall periodically review the Superintendent's attendance record with the Board Secretary to assure correctness.

M. **Professional Liability**. The Board agrees that it shall defend, hold harmless, and indemnify the Superintendent from any and all demands, claims, suits, actions, and legal proceedings brought against the Superintendent in his individual capacity or in his official capacity as agent and/or employee of the Board, provided the incident, which is the subject of any such demand, claim, suit, action or legal proceeding, arose while the Superintendent was acting within the scope of his employment. If, in the good faith opinion of the Superintendent, a conflict exists in regard to the defense of any claim, demand or action brought against him, and the position of the Board in relation thereto, the Superintendent may engage his own legal counsel, in which event the Board shall indemnify the Superintendent for the reasonable costs of his legal defense. The Board further agrees to cover the Superintendent under the Board's liability insurance policies.

N. **Technology**. The board shall provide the superintendent with a laptop computer or tablet for his use for conducting district business.

O. **Tuition Reimbursement.** The Board shall reimburse the Superintendent for tuition costs incurred for graduate-level courses at an accredited institution of higher education that are part of a formal program of studies leading to the awarding of a Doctoral Degree in an area or discipline judged to be of benefit to the Board, as determined by the Board in the Board's sole discretion. The Superintendent shall seek Board approval prior to enrolling in any graduate course of study. The Superintendent shall follow Board policy in supplying the necessary documentation when seeking reimbursement. In the event the Superintendent voluntarily leaves the Andover School District and becomes the Superintendent of another district prior to the completion of two (2) full calendar years following the date of a reimbursed course, the Superintendent shall repay the Board for all tuition assistance received according to the following schedule:

- Within 12 Months: If the Superintendent separates within one (1) year of the reimbursement date, they shall repay 100% of the reimbursed amount.
- Between 13 and 24 Months: If the Superintendent separates more than one (1) year but within two (2) years of the reimbursement date, they shall repay 50% of the reimbursed amount.

P. **National Conference**

1. Conference Attendance and Lodging - The Board agrees to pay all necessary expenses for the Superintendent to attend one (1) national professional conference per contract year, which shall include, but not be limited to, the AASA National Conference. The Board shall cover the cost of standard hotel lodging at or adjacent to the conference venue for the duration of the event. Attendance at additional national conferences requires prior Board approval.
2. Travel and Reimbursement - The Board shall reimburse the Superintendent for all reasonable, documented expenses incurred during authorized national travel, strictly limited to:
    - **Transportation:** Standard coach-class airfare/rail, ground transit (taxis, shuttles, ride-shares), tolls, parking, or personal vehicle mileage at the prevailing New Jersey OMB/IRS rate.
    - **Meals:** Actual cost of daily meals at the per diem allowance permitted by federal GSA or State of New Jersey OMB travel regulations for the destination city.
3. Compliance - All travel, lodging, and meal expenses must comply with N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7, and Board policy. Reimbursement is contingent upon the submission of an itemized expense report with receipts, along with a brief written summary of the conference to the Board.

Q. **Other Compensation.** The board shall provide the superintendent with a Board paid cell phone or reimbursement for his personal cell phone, not to exceed $1,000 per year of the contract.

ARTICLE V
ANNUAL EVALUATION

A. The Board shall evaluate the performance of the Superintendent at least once per year in accordance with statutes, regulations and Board policy relating to Superintendent Evaluation. Each annual evaluation shall be in writing and shall represent a majority of the Board. A copy of the evaluation shall be provided to the Superintendent, and the Superintendent and the Board shall meet to discuss the findings. The Board may meet in closed session to discuss the evaluation and the Superintendent's performance where a Rice notice has been served upon the Superintendent, giving notice that the Superintendent's employment will be discussed in closed session, and the Superintendent has not requested that the meeting be conducted in public. The evaluations shall be based upon the criteria adopted by the Board, and the goals and objectives of the district. In the event that the Board determines that the performance of the Superintendent is unsatisfactory in any respect, it shall describe in writing, and in reasonable detail, the specific instances of unsatisfactory performance. The evaluation shall include specific recommendations for improvement in all instances where the Board deems performance to be unsatisfactory. The Superintendent shall have the right to respond in writing to the evaluation; this response shall become a permanent attachment to the Superintendent's personnel file upon the Superintendent's request. On or before June 1st of each year of this Employment Contract, the Superintendent and the Board shall meet to review the evaluation format and to mutually determine the evaluation format to be used in the subsequent school year. The final draft of the annual evaluation shall be adopted by the Board by June 30 of each year of this Contract.

B. On or before August 1 of each school year, the parties shall meet to establish the district's goals and objectives for the ensuing school year. Said goals and objectives shall be reduced to writing and shall be among the criteria by which the Superintendent is evaluated, as hereinafter provided.

C. The parties also agree that the Board shall not hold any discussions or take any adverse action regarding the Superintendent's employment, unless the Superintendent is given written notice at least 48 hours in advance. In addition, the Board shall not hold any discussions with regard to the Superintendent's performance, or that may adversely affect the Superintendent's employment, in public session, unless the Superintendent requests that such discussions be held in public session, pursuant to the Open Public Meetings Act.

ARTICLE VI
RIGHTS AND REMEDIES

A. This Contract shall terminate, the Superintendent's employment will cease, and no compensation shall thereafter be paid, under any one of the following circumstances:

(1) failure to possess/obtain proper certification;
(2) tenure dismissal in accordance with law;
(forfeiture under N.J.S.A. 2C: 51-2;
(4) mutual agreement of the parties;
(5) notification in writing by the Board to the Superintendent, at least 150 calendar days prior to the expiration of this Contract, of the Board's intent not to enter into a new Contract; or
(6) notification in writing by the Superintendent, at least 120 calendar days to the Board, of the Superintendent's intent to leave the district;

B. The Superintendent may terminate this Employment Contract upon at least calendar days written notice to the Board, filed with the Board Secretary, of his intention to resign.

ARTICLE VII
RENEWAL - NON RENEWAL

This Employment Contract may be renewed for a term of 5 years, unless either of the following occurs:

A. the Board by contract reappoints the Superintendent for a different term allowable by law;
B. the Board notifies the Superintendent in writing, prior to February 1, 2031 that he will not be reappointed at the end of the current term, in which case his employment shall cease upon the expiration of this Contract; or
C. in accordance with such laws and regulation that would require nullification of this Contract.

ARTICLE VIII
COMPLETE AGREEMENT

This Contract embodies the entire agreement between the parties hereto and cannot be varied except by written agreement of the undersigned parties.

ARTICLE IX
SAVINGS CLAUSE

If, during the term of this Contract, it is found that a specific clause of the Contract is illegal under federal or state law, the remainder of the Employment Contract is not affected by such a ruling and shall remain in full force. Any provision of this contract inconsistent with federal or state law, regulation, or applicable administrative code shall be superseded by such law, regulation, or code

ARTICLE X
RELEASE OF PERSONNEL INFORMATION
PERSONNEL RECORDS

The Superintendent shall have the right, upon request, to review the contents of his personnel file and to receive copies at Board expense of any documents contained therein. He shall be entitled to have a representative accompany him during such review. At least once every year, the Superintendent shall have the right to indicate those documents and/or other materials in his file that he believes to be obsolete or otherwise inappropriate to retain; and, upon final approval of the Board, such documents identified by him shall be destroyed.

No material derogatory to the Superintendent's conduct, service, character, or personality shall be placed in his personnel file unless he has had an opportunity to review the material. The Superintendent shall acknowledge that he has had the opportunity to review such material by affixing his signature to the copy to be filed with the express understanding that such signature in no way indicates agreement with the contents thereof. The Superintendent shall also have the right to submit a written answer to such material.

ARTICLE X

REGIONALIZATION OR CONSOLIDATION

If, at any time during the term of this Employment Contract (or any extension thereof), the

District joins, creates, and/or becomes a regional or consolidated entity of any kind, or if the District

becomes a non-operating district, or if, for any reason, the position of Superintendent is abolished or combined with a position for which the Superintendent does not hold the appropriate certificate, the parties agree to enter into an early termination agreement consistent with the provisions of N.J.S.A. 18A:17-20.2a and N.J.A.C. 6A:23A-3.2.

This provision shall not apply if the newly created board or entity: (i) appoints John Fritzky to the position of Superintendent and/or the Chief School Administrator of the newly created district or entity under terms and conditions which are at least equal to or greater than those provided herein, and (ii) John Fritzky accepts such appointment.

IN WITNESS WHEREOF, the parties have set their hands and seals to this Employment Contract effective on the day and year first above written.

SUPERINTENDENT

_____
Mr. John Fritzky
Superintendent

Date: _____

WITNESS:

_____

Date: _____

BOARD OF EDUCATION OF THE ANDOVER REGIONAL SCHOOL DISTRICT

_____
Dr. Robert Koroski
President

Date: _____

WITNESS:

_____
Ms. Nicole Sylvester
School Business Administrator

Date: _____

SUPERINTENDENT					
Detailed Statement of Contract Costs					
Andover Regional Schools					
Mr. John Fritzky (Superintendent)					
K-8					
On Roll Students as of 10-15-25: 493					
	Year 1	**Year 2**	**Year 3**	**Year 4**	**Year 5**
Contract Term:	**2026-2027**	**2027-2028**	**2028-2029**	**2029-2030**	**2030-2031**
Salary					
Salary (Pro-rated in Year 1)	$ 184,343	$ 189,634	$ 195,076	$ 200,675	$ 206,434
Amount for High School	$ -	$ -	$ -	$ -	$ -
Amount for Additional Position (Principal, etc.) *Describe:	$ -	$ -	$ -	$ -	$ -
Shared Service	$ -	$ -	$ -	$ -	$ -
Salary Increase (up to 2% for successive contracts)	$ -	$ -	$ -	$ -	$ -
Longevity	$ -	$ -	$ -	$ -	$ -
TOTAL ANNUAL SALARY	**$ 184,343**	**$ 189,634**	**$ 195,076**	**$ 200,675**	**$ 206,434**
Additional Salary					
Quantitative Merit Goals	$ -	$ -	$ -	$ -	$ -
Qualitative Merit Goals	$ 4,609	$ 4,741	$ 4,877	$ 5,017	$ 5,161
Additional Compensation - Describe: Doctorate Attained	$ 7,000	$ 7,000	$ 7,000	$ 7,000	$ 7,000
Total Additional Salary	$ 11,609	$ 11,741	$ 11,877	$ 12,017	$ 12,161
TOTAL ANNUAL SALARY PLUS ADDITIONAL COMPENSATION	**$ 195,952**	**$ 201,375**	**$ 206,953**	**$ 212,692**	**$ 218,595**
Total Premiums for:					
Health Insurance	$ -	$ -	$ -	$ -	$ -
Prescription Insurance	$ -	$ -	$ -	$ -	$ -
Dental Insurance: Opts out- Takes Waiver	$ 700	$ 700	$ 700	$ 700	$ 700
Vision Insurance	$ -	$ -	$ -	$ -	$ -
Disability Insurance	$ -	$ -	$ -	$ -	$ -
Other Insurance - Describe:	$ -	$ -	$ -	$ -	$ -
Waiver of Benefits ($5,000 annually if waived benefits)	$ 5,000	$ 5,000	$ 5,000	$ 5,000	$ 5,000
Total Cost of Premiums	$ 5,700	$ 5,700	$ 5,700	$ 5,700	$ 5,700
Employee Contribution to Premiums as Per Law	$ -	$ -	$ -	$ -	$ -
TOTAL HEALTH BENEFITS COMPENSATION	**$ 5,700**	**$ 5,700**	**$ 5,700**	**$ 5,700**	**$ 5,700**
Other Compensation					
Travel and Expense Reimbursement (Estimated Annual Cost)	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Professional Development (Capped Amount or Estimated Annual Cost)	$ 2,400	$ 2,400	$ 2,400	$ 2,400	$ 2,400
Tuition Reimbursement	$ 20,000	$ 20,000	$ 20,000	$ 20,000	$ 20,000
Mentoring Expenses - Describe:	$ -	$ -	$ -	$ -	$ -
National/State/County/Local/Other Dues	$ 5,600	$ 5,600	$ 5,600	$ 5,600	$ 5,600
Subscriptions	$ -	$ -	$ -	$ -	$ -
Board Paid Cell Phone or Reimbursement for Personal Cell Phone	$ 1,000	$ 1,000	$ 1,000	$ 1,000	$ 1,000
Computer for Home use, including supplies, maintenance, internet	$ 1,500	$ 1,500	$ 1,500	$ 1,500	$ 1,500
Other - Describe:	$ -	$ -	$ -	$ -	$ -
TOTAL OTHER COMPENSATION	**$ 32,000**	**$ 32,000**	**$ 32,000**	**$ 32,000**	**$ 32,000**
Sick and Vacation Compensation					
Max Paid for Unused Sick Leave Upon Retirement	$ 15,000	$ 15,000	$ 15,000	$ 15,000	$ 15,000
Max Paid for Unused Vacation Leave - Retirement or Separation	$ 19,143	$ 19,693	$ 20,258	$ 20,839	$ 21,437
Total Sick and Vacation Compensation	$ 34,143	$ 34,693	$ 35,258	$ 35,839	$ 36,437
TOTAL CONTRACT COSTS	**$ 267,795**	**$ 273,768**	**$ 279,911**	**$ 286,231**	**$ 292,732**

INDEPENDENT CONTRACTOR AGREEMENT

THIS AGREEMENT is made and entered into this 25th day of June, 2026, by and between Andover Township Public Schools (hereinafter "the District"), located in Newton, NJ, and Tricia Smith (hereinafter "the Contractor" and/or "I," "me," "my"). This Agreement is subject to, and shall not be effective or binding upon the District unless and until, approval by the Andover Regional Board of Education and execution by an authorized District official.

1. SCOPE OF SERVICES

The Contractor is hereby engaged to perform the duties of a Learning Disabilities Teacher-Consultant (LDTC). Services may include: conducting educational evaluations, participating in Child Study Team (CST) meetings, and developing Individualized Education Programs (IEPs) as directed by the District's Director of Special Services on a piecemeal basis. All services shall be performed in a professional and timely manner consistent with applicable New Jersey Department of Education standards, including the timelines set forth at N.J.A.C. 6A:14 and the Individuals with Disabilities Education Act (IDEA).

2. COMPENSATION & TERM

The District shall pay the Contractor a per diem rate of $550.00 for a 6-hour day; i.e.: (8:00 – 2:00, 8:30 – 2:30, or 9:00 – 3:00) for a total of eighty (120) days of service during the 2026-2027 school year. These shall be spread over 10 months with a minimum of 4 days of service per month. Payment for per diem days shall be made only for days actually worked and documented on a time sheet or invoice approved by the Superintendent and/or Director of Special Services.

Additional days for services may be added at the following rate:

- Educational Evaluation $400
- Meeting Participation $75
- Other Services (IEPs, Observations, etc.) $75 per hour

No piecemeal services shall be performed, and no compensation therefor shall be due, unless authorized in advance in writing by the Superintendent and/or Director of Special Services.

The Contractor shall submit itemized invoices no less than monthly, and the District shall pay properly submitted and approved invoices within thirty (30) days.

3. STATUS OF CONTRACTOR

The Contractor is an independent contractor and not an employee of the District. As such:

- The Contractor is responsible for all federal, state, and local taxes.
- The Contractor is not eligible for District benefits (health insurance, pension, paid time off).
- The District shall issue a Form 1099 for all compensation paid.
- The Contractor is not covered under the District's workers' compensation insurance and shall maintain her own workers' compensation or disability insurance as required by law.
- The Contractor is not eligible for unemployment compensation benefits based on services performed under this Agreement.

Nothing in this Agreement shall be construed to create an employer-employee, partnership, or joint venture relationship between the District and the Contractor. The Contractor shall have no authority, express or implied, to act on behalf of, bind, or incur any obligation for the District. The District's direction of the Contractor's services is limited to the result to be achieved, consistent with the Contractor's independent contractor status under applicable federal and New Jersey law.

4. COMPLIANCE & BACKGROUND CHECK

The Contractor agrees to comply with all New Jersey Department of Education regulations. The Contractor shall not commence, and shall not be permitted to perform, any services under this Agreement until the Contractor has provided the District with satisfactory written proof of:

- Valid NJDOE Certification as an LDTC, and shall immediately notify the District in writing of any suspension, revocation, or lapse of such certification during the term of this Agreement.

- Successful criminal history background check (fingerprinting) as required by N.J.S.A. 18A:6-7.1 through 7.19, including submission of a criminal history clearance letter issued by the New Jersey Department of Education prior to commencing any services involving contact with students.
- Insurance coverage as required by Section 5 (Insurance) below.
- Completion of mandated reporter training and any other training required by District policy for individuals having contact with students, including harassment, intimidation, and bullying (HIB) training under N.J.S.A. 18A:37-13 et seq.

The Contractor's obligations under this Section 4 are continuing obligations throughout the term of this Agreement, and any lapse in certification, background clearance, insurance coverage, or required training shall constitute grounds for immediate termination under Section 7 (Termination).

5. INSURANCE

The Contractor shall obtain and maintain, at her own expense, throughout the term of this Agreement:

- commercial general liability insurance with limits of not less than $1,000,000 per occurrence and $2,000,000 in the aggregate;
- professional liability (errors and omissions) insurance with limits of not less than $1,000,000 per occurrence; and
- workers' compensation and employer's liability insurance as required by New Jersey law, if the Contractor has employees.

The Board of Education, and its Board members, officers, and employees, shall be named as additional insureds on the commercial general liability policy. The Contractor shall furnish the District with certificates of insurance evidencing the foregoing coverage upon request prior to commencing services and upon renewal of any policy, and each policy shall provide that it may not be cancelled or materially modified without at least thirty (30) days' prior written notice to the District.

6. INDEMNIFICATION

To the fullest extent permitted by law, the Contractor shall indemnify, defend, and hold harmless the Andover Regional Board of Education, collectively and individually, and its Board members, officers, employees, and agents (collectively, the "District Parties"), from and against any and all claims, damages, losses, liabilities, judgments, costs, and expenses, including reasonable attorneys' fees, arising out of or resulting from the Contractor's negligent acts or omissions, willful misconduct, or breach of this Agreement, including without limitation claims arising from the Contractor's evaluations, IEP recommendations, or other professional services performed hereunder, except to the extent such claims arise from the negligence or willful misconduct of the District Parties. This indemnification obligation shall survive the termination or expiration of this Agreement.

7. TERMINATION

Either party may terminate this agreement upon fifteen (15) days' written notice to the other party. Notwithstanding the foregoing, the District may terminate this Agreement immediately, without prior notice, in the event that: (a) the Contractor's NJDOE certification is suspended, revoked, or lapses; (b) the Contractor fails to maintain the background clearance, insurance coverage, or training required under Section 4; (c) the Contractor is charged with or convicted of an offense enumerated in N.J.S.A. 18A:6-7.1; or (d) the Contractor breaches Section 8 (Confidentiality) of this Agreement.

In the event of termination, the Contractor shall be paid for services satisfactorily performed and duly authorized in accordance with Section 2 up to the date of termination. The Contractor's obligations under Section 6 (Indemnification), Section 8 (Confidentiality), and Section 9 (Ownership of Records and Work Product) shall survive termination or expiration of this Agreement.

8. CONFIDENTIALITY

The Contractor shall maintain the absolute confidentiality of all student records and information in accordance with FERPA, HIPAA, and New Jersey administrative code, including the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, the New Jersey Pupil Records Act, N.J.S.A. 18A:36-19, and N.J.A.C. 6A:32-7, and shall not disclose student information to any person or entity not authorized to receive it. Upon termination or expiration of this Agreement, the Contractor shall return or destroy, at the District's direction, all student records and confidential information in her possession, and shall certify such return or destruction in writing. This Section 8 shall survive termination or expiration of this Agreement.

9. OWNERSHIP OF RECORDS AND WORK PRODUCT

All student records, evaluations, IEPs, reports, and other work product prepared by the Contractor in connection with services performed under this Agreement shall be and remain the property of the District. The Contractor shall not retain copies of any student records following completion of services or termination of this Agreement, except as may be required by applicable law or professional licensing standards, and any records so retained shall remain subject to the confidentiality obligations of Section 8.

10. ASSIGNMENT AND SUBCONTRACTING

This Agreement, and the services to be performed by the Contractor hereunder, are personal to the Contractor and may not be assigned, delegated, or subcontracted by the Contractor without the District's prior written consent.

11. COMPLIANCE WITH LAWS; MANDATORY REPORTING

The Contractor shall comply with all applicable federal, state, and local laws, regulations, and District policies, including Title IX of the Education Amendments of 1972, the Americans with Disabilities Act, and the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1 et seq. The Contractor acknowledges her status as a mandatory reporter under N.J.S.A. 9:6-8.10, and shall promptly report any suspected child abuse or neglect in accordance with that statute and applicable District policy.

12. CONFLICTS OF INTEREST

The Contractor represents that she has no financial or personal interest that would conflict with the faithful performance of her duties under this Agreement, and shall promptly disclose to the District any actual or potential conflict of interest arising during the term of this Agreement.

13. NOTICES

Any notice required or permitted under this Agreement shall be in writing and delivered by hand, by certified mail, return receipt requested, or by e-mail with confirmation of receipt, to the address of the District's Superintendent or the Contractor's address of record, or such other address as either party may designate in writing.

14. MISCELLANEOUS

- Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to its subject matter and supersedes all prior negotiations, representations, or agreements, whether written or oral.
- Amendment. This Agreement may be amended only by a writing signed by both parties.
- Governing Law; Venue. This Agreement shall be governed by the laws of the State of New Jersey, without regard to conflict of laws principles, and any action arising hereunder shall be venued in Sussex County, New Jersey.
- Severability. If any provision of this Agreement is held invalid or unenforceable, the remaining provisions shall continue in full force and effect.
- No Waiver. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver of that provision or any other provision.
- Board Approval. This Agreement is subject to, and contingent upon, approval by the Andover Regional Board of Education, and shall not be effective or binding until executed by an authorized District official following such approval.

SIGNATURES:

_____

Tricia Smith (Contractor) Date

_____

Authorized District Official Date

Print Name: _____ Title: _____

Andover Regional School District

Indoor Air Quality Program

Updated July 1, 2026

Policy and Administration

This notice is to inform employees that our agency complies with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13)(2007), which was proposed on December 18, 2006 and adopted on May 21, 2007.

We recognize that good indoor air quality is essential to employee health and productivity. We have established the following policies to promote good indoor air quality for employees in our buildings. These policies follow the requirements established by the PEOSH IAQ Standard as it applies to our workplace. This Written Indoor Air Quality Program applies to the following buildings/locations:

Long Pond School 707 Limecrest Road Newton, NJ 07860

Florence M. Burd School 219 Newton Sparta Road Newton, NJ 07860

Designated Person

As required by the New Jersey PEOSH Indoor Air Quality Standard, a person has been designated as the person responsible for Andover Regional School District's compliance with the standard. This person is:

Robert Riffel Supervisor of Buildings and Grounds, Designated Person
973-315-5256 ext.413
rriffel@andoverregional.org

The designated person is the person who has been trained and given the responsibility by Andover Regional School District to make routine visual inspections, oversee preventive maintenance programs, and maintain required records in order to ensure compliance with the IAQ Standard. The designated person is also assigned to receive employee concerns/complaints about indoor air quality, conduct investigations, facilitate repairs or further investigation as necessary, maintain required records, and update the written program annually.

Preventive Maintenance Schedule

Preventive maintenance schedules that follow manufacturers' specifications are in place for heating, ventilation and air conditioning systems (HVAC) systems in this workplace. A copy of the preventive maintenance schedule is attached. Damaged and inoperable components will be repaired or replaced as appropriate and a work order to show actions taken will be completed.

Recordkeeping

Documentation of preventive maintenance and repairs to the ventilation system are retained for at least 3 years and include the following information:

- Date that preventive maintenance or repair was performed
- Person or company performing the work
- Documentation of:
    - Checking and/or changing air filters
    - Checking and/or changing belts
    - Lubrication of equipment parts
    - Checking the functioning of motors
    - Confirming that equipment is in operating order
    - Checking for microbial growth in condensate pans or standing water

Documentation of preventive maintenance and work orders for repairs are maintained by the Designated Person.

Indoor Air Quality Compliance Documents

Our agency will make reasonable efforts to obtain and maintain copies of IAQ compliance documents. Available IAQ compliance documents will be maintained by the Designated Person and will be available to PEOSH during an inspection. These documents include:

1. As-built construction documents
2. HVAC system commissioning reports
3. HVAC systems testing, adjusting, and balancing reports
4. Operations and maintenance manuals
5. Water treatment logs
6. Operator training materials

Investigating Complaints

If employees begin to experience health symptoms that they believe are related to poor indoor air quality, they should notify the Designated Person so that their concerns can be investigated.

The Designated Person has been trained and given the authority to conduct basic indoor air quality complaint investigations. In many cases IAQ complaints can be resolved by the Designated Person.

Responding to Signed Employee Complaints to PEOSH

If we receive a written notification from PEOSH that a signed employee complaint has been filed with PEOSH, we will conduct an inquiry into the allegations. The findings of the initial inquiry and any planned actions will be provided in a written response to PEOSH within fifteen (15) working days of receipt. Copies of all responses to PEOSH will be maintained by the Designated Person.

Notification of Employees

The Designated Person will notify employees at least 24 hours in advance, or promptly in emergency situations, of work to be performed on a building that may introduce air contaminants into their work area. This notification will be in writing and will identify the planned project and the start date. The notification will also include information on how to access Material Safety Data Sheets (MSDS) or other hazard information. The Designated Person will maintain records of this notification for compliance recordkeeping purposes.

Controlling Microbial Contamination

Uncontrolled water intrusion into buildings (roof leaks, flooding, pipe condensation, plumbing leaks, or sewer backups) has the potential to support microbial growth. All employees should routinely observe their workplace for evidence of water intrusion (i.e. roof leaks, pipe leaks). Employees should notify the Designated Person immediately if they observe evidence of water intrusion so that corrective action can be taken. Ceiling tiles, carpet, and wall boards not dried within 48 hours may be removed as directed by the Designated Person.

Controlling Air Contaminants

Outside air

The Designated Person will identify the location of outside air intakes and identify potential contamination sources nearby, such as loading docks or other areas where vehicles idle, nearby exhaust stacks, or vegetation. Periodic inspections will be conducted to ensure that the intakes remain clear of potential contaminants. If contamination occurs, the Designated Person will eliminate the contaminant source or make arrangements to relocate the intake.

Point Source Contaminants

The Designated Person will identify point sources of contaminants and arrange to capture and exhaust these sources from the building using local exhaust ventilation. Exhaust fans will be periodically inspected to ensure that they are functioning properly and exhausting to areas located away from outside air intakes.

Response to Temperature and Carbon Dioxide

Temperature

Where a mechanical ventilation system capable of regulating temperature is present, facilities personnel strive to maintain office building temperatures within the range of 68 to 79 degrees Fahrenheit. If outside this range, the Designated Person should be contacted. The Designated Person will ascertain whether the HVAC system is operating properly. If not, the system must be repaired. The IAQ Standard does not require the installation of new HVAC equipment to achieve this temperature range.

Carbon Dioxide

If the room is equipped with non-mechanical ventilation systems such as operable windows, stacks, louvers, the Designated Person should ensure that these areas are clear and operable to allow the flow of air. If carbon dioxide (CO2) concentrations exceed 1,000 parts per million (ppm), and the room is not equipped with operable windows, Designated Person will conduct an inspection to ensure that the mechanical HVAC system is operating properly.

Maintaining Indoor Air Quality During Renovation and Construction Projects

Renovation work and/or new construction projects that have the potential to result in the diffusion of dust, stone and other small particles, toxic gases or other potentially harmful substances into occupied areas in quantities hazardous to health will be controlled in order to minimize employee exposure. The Designated Person will utilize the following protocol to assure that employees' exposure to potentially harmful substances is minimized:

- Obtain MSDS for all products to be utilized on the project and maintain on-site throughout the duration of the project.

  Choose the least toxic product that is technically and economically feasible.
- Consider performing the renovation/construction project when the building is least occupied.
- Consider temporarily relocating employees to an alternate worksite.
- Notify potentially affected employees, in writing, at least 24 hours prior to commencement of chemical use or dust generation.
- Isolate the work area from occupied areas.
- Use mechanical ventilation and local exhaust ventilation to maintain a negative pressure gradient between the work area and occupied areas.

Before selection and use of paints, adhesives, sealants, solvents or installation of insulation, particle board, plywood, floor coverings, carpet backing, textiles, or other materials in the course of renovation or construction, the designated person will check product labels or seek and obtain information from the manufacturer of those products on whether or not they contain volatile organic compounds such as solvents, formaldehyde or isocyanates that could be emitted during regular use. This information should be used to select the least volatile/hazardous products and to determine if additional necessary measures need to be taken to comply with the objectives of this section. The Designated Person will maintain records of this evaluation for compliance recordkeeping purposes.

Management and the Designated Person will consider the feasibility of conducting renovation/construction work using appropriate barriers, during periods when the building is unoccupied, or temporarily relocating potentially affected employees to areas of the building that

will not be impacted by the project.

Temporary barriers will be utilized to provide a physical isolation between the construction area and occupied areas of the building.

Mechanical ventilation (i.e. fans, portable blowers, or existing HVAC equipment) will be used to maintain a negative pressure gradient between the work area and occupied areas to ensure the safety of employees. Renovation areas in occupied buildings will be isolated and dust and debris shall be confined to the renovation or construction area.

If work is being performed by an outside contractor, the Designated Person will maintain communication with contractor personnel to ensure they comply with the requirements of the PEOSH IAQ standard.

Employees who have special concerns about potential exposures during or after renovation/construction/repair work should consult with their supervisor. If despite these preventive actions, employees are exposed to air contaminants resulting in health effects, employees will be instructed to report any work-related health symptoms to one person (e.g., the nurse, human resources, designated person) so that they can be accurately assessed and investigated when indicated. All exposures should also be reported to their supervisor and the designated person.

Obtaining Permits and Performing Work in Accordance with the NJUCC **(N.J.A.C. 5:23)**

Permits for renovation and construction-related work will be obtained as required by the New Jersey Uniform Construction Code (NJUCC), (N.J.A.C. 5:23). All work requiring a permit will be performed in compliance with N.J.A.C. 5:23. Additional information concerning the NJUCC can be obtained from the NJ Department of Community Affairs, Division of Codes and Standards (www.state.nj.us/dca/codes, 609-984-7609)

Maintaining Natural Ventilation

In buildings not equipped with mechanical ventilation, the Designated Person will identify the location of non-mechanical ventilation systems, such as stacks and operable windows. Periodic inspections will be conducted to ensure that these systems are operable and the surrounding areas remain clear of obstructions and potential contaminants.

Employee Responsibilities

Employees have a role in maintaining good indoor air quality within their workplace. Employees should ensure that they do not introduce unauthorized chemicals (i.e. fragrances, air fresheners, cleaning solvents, ozone generators) into the workplace. In addition, if employees observe situations which may lead to poor indoor air quality (i.e. inoperable windows, water leaks, visible mold) they should notify Robert Riffel at 973-315-5256 x413 of the situation so that it can be addressed promptly.

Employees are responsible for maintaining mechanical and passive ventilation systems by ensuring that louvers and diffusers remain clear to allow the free flow of air. Intentionally blocking, diverting, or otherwise manipulating components (i.e. thermostat,) of the ventilation system may result in disruption of the ventilation system in the immediate area or other occupied areas of the building.

Periodic Review and Update

The Written Indoor Air Quality Program will be updated at least annually to reflect changes in policies, procedures, responsibilities, and contact information. This plan will be reviewed prior to June 30, 2027.

Certifications

Reviewed and Approved: July 1, 2026
Robert Riffel Supervisor of Buildings and Grounds, Designated Person

Andover Regional School District

CHEMICAL HYGIENE PLAN

Updated & Board Approved
8/19/2026

Prepared for
Andover Regional School District

Prepared by: Robert Riffel, Supervisor of Building and Grounds

This Chemical Hygiene Plan (CHP) is intended to:

1. Inform laboratory employees of the potential health and safety hazards present in their workplace.
2. Inform laboratory employees of the precautions and preventive measures that have been established by this organization to protect employees from a workplace illness or injury.
3. Inform laboratory employees of the required safety rules and procedures established by this organization to meet the requirements of 29 CFR 1910.1450 and 29 CFR 1910.1200.

STANDARD OPERATING RULES AND PROCEDURES

In addition to the specific laboratory standard operating procedures, the following general requirements are mandatory at all times:

1. Routes of emergency egress shall be clearly indicated and unobstructed;
2. All fire extinguishers shall remain functional and accessible;
3. Safety glasses and a lab apron/coat are mandatory at all times in the laboratory;
4. Avoid all skin exposures to hazardous chemicals;
5. Other personal protective equipment shall be used as directed by the CHO;
6. Safety instruction signs, warning signs and exit signs shall be utilized and maintained in legible condition;
7. Good housekeeping procedures shall be conducted daily;
8. Counter tops and work benches shall be maintained clean, neat and orderly;
9. If an incidental spill occurs, clean it up immediately;
10. If a significant spill or leak occurs, the premises shall be vacated immediately or the emergency response plan shall be instituted;

11. Material Safety Data Sheets received shall be submitted to the maintenance office;
12. No manufacturer's label shall be removed or defaced from the original container;
13. Identifying labels shall be utilized on all successive containers;
14. Breakable containers shall be transported within a compatible, unbreakable, secondary container;
15. Equipment which is damaged or malfunctioning shall not be used, particularly chipped glassware;
16. Electrical equipment shall be maintained in good condition;
17. Continuous inventory records shall be maintained on all chemicals;
18. Chemical stock shall be rotated so that the shelf-life is not exceeded;
19. Incompatible chemicals shall be segregated from each other;
20. Chemical disposal shall be in accordance with all applicable laws and regulations;
21. Flammable liquids shall be stored in a flammable storage cabinet;

Employees will be informed of:

a) The contents of 1910.1450 and its appendices. A copy of the standard will be available to employees for review at the B&G Supervisor's Office.
2. The availability and location of the written Chemical Hygiene Plan.
3. The Permissible Exposure Limits (PELs) for the substances regulated by OSHA or the Threshold Limit Values (TLVs) established by ACGIH for other hazardous chemicals where there is no applicable OSHA standard.

Training

Employee training will include:

1. The methods and observations that may be used to detect the presence or release of a hazardous chemical. These may include monitoring conducted by the employer, continuous monitoring devices, visual appearance or odor of hazardous chemicals when being released, etc.
2. The physical and health hazards of chemicals in the work area.
3. The measures employees can take to protect themselves from these hazards. Measures should include specific procedures the employer has implemented to protect employees from exposure to hazardous chemicals such as, standard operating procedures, work practices, emergency procedures, and personal protective equipment to be used.

MEDICAL CONSULTATION AND EXAMINATION

Andover Regional School District shall provide medical consultation to all affected employees. Medical attention, including follow-up examinations that the examining physician deems is necessary, will be provided under the

following circumstances:

B. Whenever an employee develops signs and symptoms associated with a hazardous chemical to which they may have been exposed, the employee shall be provided an opportunity to receive appropriate medical examination. The employee shall contact the chemical hygiene officer to initiate the medical program.

C. Where exposure monitoring reveals an exposure level routinely above the OSHA action level (or in the absence of an action level, exposure above the OSHA permissible exposure level (PEL)) for OSHA regulated substances for which there are medical monitoring and medical surveillance requirements, medical surveillance shall be established for that employee.

D. Whenever an event takes place in the work area, such as a spill, leak, explosion or other occurrence resulting in the likelihood of a hazardous exposure, the affected employee shall be provided an opportunity for a medical consultation. This consultation will be for the purpose of determining the need for a medical examination.

Note: All aspects of these examinations and consultations must be performed by a licensed physician, or under the direct supervision of a licensed physician. These examinations must be provided without cost to the employee, without loss of pay and at a reasonable time and place.

ROLES AND RESPONSIBILITIES

E. Chemical Hygiene Officer (CHO) responsibilities include:
   a) Ensuring that workers know and follow the chemical hygiene rules, that protective equipment is available and in working order, and that appropriate training has been provided.
   b) Providing regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment.
   c) Knowing the current legal requirements concerning regulated substances.
   d) Determining the required levels of protective apparel and equipment.
   e) Ensuring that facilities and training for use of any material being ordered are adequate.

F. Laboratory teacher is responsible for:
   a) Planning and conducting each operation in accordance with the institutional chemical hygiene procedures.
   b) Developing good personal chemical hygiene habits.

G. The Chemical Safety Committee (if applicable) will be responsible for:
   a) Providing continuing support for institutional chemical hygiene.
   b) Ensuring that OSHA standards are met and that the chemical hygiene program is being followed.
   c) Ensuring health and safety in the laboratory is maintained.
   d) Discussing/updating the chemical hygiene program whenever the standard is updated or new chemicals are introduced in the workplace.

School Integrated Pest Management Plan
for the
Andover Regional School District

for the School Year
Starting July 1st, 2026 and
Ending June 30th, 2027

Plan prepared by: **Robert Riffel** Date prepared: **2026-2027**

Table of Contents

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



Appendices

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

General School Information

School name: Long Pond School
Address: 707 Limecrest Road City: Newton
County: Sussex District: Andover Regional School District Zip Code: 07860
Phone: 973-579-2690
School IPM Coordinator: Robert Riffel
Email: rriffel@andoverregional.org Phone: 973-315-5256 ext:413

Integrated Pest Management Statement

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

School IPM Policy

School IPM Plan Goals

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

School IPM Roles & Responsibilities

a. **School Administrators**:

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

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

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

5. Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure.
6. Prepare and post signs as required in areas where non low impact pesticides are to be applied.
7. Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.
8. Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'.
9. For contracted services, the school administration will develop bid specifications, contracts, and contract addendums in accordance with the School IPM Policy and Plan.'

b.**School IPM Coordinator:**

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

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

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

1. Implement the School IPM Policy and Plan.
2. Maintain information about the IPM Policy and Plan in place at the school.
3. Maintain information about pesticide applications on school property including records obtained from the pesticide applicator, Material Safety Data Sheets (MSDS) when available for pesticides used, and labels for all pesticide products used.
4. Maintain records of any pest monitoring and non-pesticide controls implemented.
5. Provide access to the above information for public review.

6. Respond to inquiries and provide information to students, staff, and parents or guardians regarding IPM.
7. Provide training in IPM practices to the school community as described in the individual 'Roles, Responsibilities, and Training' sections of the School IPM Plan.
8. Provides a signature on the **'**School Integrated Pest Management Act Compliance Certification' Form when requested by pesticide applicators.
9. Ensure that all persons conducting pesticide applications have all NJDEP-required training, certification, and licensing. Also ensure that they follow the School IPM Policy and Plan, as well as all NJDEP School IPM regulations and the precautions of the pesticide label.
10. Obtain training sufficient to implement the Policy and Plan (i.e., NJDEP-approved training).
11. Submit required information to the NJDEP.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. **Pest Management Professional:**

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

All **indoor applications** at this school are made by licensed Accurate Pest Control Pest Management Professional(s). Our contact for the company 973-398-8798. The contractor will meet all specifications as contracted by the School.

All **outdoor applications** at this school are made by licensed Accurate Pest Control Pest Management Professional(s). Our contact for the company is 973-398-8798. The contractor will meet all specifications as contracted by the School. If specified in the contract, the contractor will provide horticultural services for landscape and turf management.

Other Specific Duties of Pest Management Professional(s) in the School IPM Program (*check all that apply*):

- ☐ Inspect school premises [*insert time period*] _____for the presence of pests or signs of pest activity.
- ☐ Notify the IPM Coordinator when pests or signs of pest activity are found.
- ☐ Make written recommendations to the School IPM Coordinator for corrective actions to be taken by the school to reduce potential pest populations.
- ☐ Recommend to School IPM Coordinator appropriate non-chemical procedures to correct pest problems.
- ☐ When it is determined that a pesticide must be used, select and recommend necessary pesticides. Preference will always be given to low impact pesticides.
- ☐ [*Insert if appropriate*: 'When approved by the School IPM Coordinator,'] follow appropriate least-toxic procedures to correct pest problems. Never apply a non low impact pesticide without first consulting in advance with the IPM Coordinator to allow them to proceed with all required notification and posting of the area to be treated.
- ☐ Provide School IPM Coordinator with MSDS (when available) of any pesticide that is applied on school property.

- ☐ Provide application information as specified in the 'Non Low Impact Pesticide Application Log' (see Appendix) when they apply these pesticides at the school. This log is kept at [*insert location or person who maintains the records*]:_____.
- ☐ If a non low impact pesticide is to be used, provide a 'School Integrated Pest Management Act Compliance Certification' Form (see Appendix) to the School IPM Coordinator for their signature ensuring all advance notification and posting has been performed as required. Applicators are not liable for damages resulting from the failure of the school to provide the notification or posting as required by the New Jersey School IPM Act.
- ☐ Participate in the annual evaluation of the School IPM Program and Plan. Provide comments regarding any necessary modifications to the School IPM Plan.
- ☐ Other.

Training:

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

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

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

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

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

☐ Submit a 'Pest Problem Report' to School IPM Coordinator whenever pests are detected in the health suite/Nurse's office.
☐ Other.

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

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

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

Other Duties of Kitchen Staff in the School IPM Program (*check all that apply*):
☐ Practice good sanitation of all kitchen and food service areas (clean all surfaces daily) [*Insert if applicable*: 'per the 'IPM Priorities' checklist of this Plan'] _____ _____.
☐ [*Insert name and title*]:_____ of the kitchen staff will inspect the kitchen [*insert time*: daily at close/weekly/monthly]:_____.
☐ [*Insert name and title*]:_____ will submit a [*insert either:* 'Pest Problem Report'/'Food Service Report']: _____ to School IPM Coordinator whenever pests are detected in the kitchen and food service areas (see the Appendix for the two types of reports).
☐ Manage specific pest problem(s) as directed by the [*insert as appropriate*: Supervisor/ School IPM Coordinator/other]:_____.
☐ Other.

Training:
[*Insert name and title*]:_____ will be responsible for training the kitchen staff in proper sanitation procedures when hired and annually thereafter. The School IPM Coordinator will train the kitchen staff in the pest detection and monitoring program in place in the kitchen when hired and annually thereafter.

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

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

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

Training:

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

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

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

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

Training:

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

Other training (*check all that apply*):

- ☐ Staff, teachers, and students will be given a brief overview or updates by the [*insert as applicable*: the School IPM Coordinator/other]: _____on pest identification and the conditions that they may create that promote pests. This information will focus on pest reduction strategies connecting people's behavior such as eating at desks, leaving crumbs on floor, etc. to pest problems.

- ☐ Education will be focused to increase people's willingness to share their environment with other organisms so that people are less likely to insist on toxic treatments for harmless organisms.
- ☐ They will be instructed in how to log pest complaints using the 'Pest Problem Report' form.
- ☐ Pamphlets and fact sheets will be made available at the time of training and/or posted on bulletin boards in specific areas such as the cafeteria and teachers' lounge.
- ☐ Other.

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

Duties of Parents/Guardians in the School IPM Program:

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

Training (*check all that apply*):

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

i. **Vendors and Contractors**

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

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

Pest Identification: Preliminary Site Assessment and Ongoing Monitoring

One of the key principles of School IPM is site assessment to precisely define the presence of pests and the site conditions that contribute to their presence. Indoor and outdoor pests will be defined for the school by historical account, interviews, and by direct monitoring. [See Appendix for the 'Pest Problem Report' form for a listing of common school pests].

When the IPM program is implemented at the School, the Pest Management Professional(s) and/or School IPM Coordinator will perform a thorough inspection of all school buildings and grounds to identify pest activity and conditions that are contributing to any pest problems.

Indoor site assessment, Pest Management Professional and/or School IPM Coordinator will compile and map on floor plans of the building.

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

Outdoor site assessment, Pest Management Professional and/or School IPM Coordinator will map the school grounds:

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

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

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

Ongoing Monitoring

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

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

- ❑ Each bait station or trap is assigned an identification number.
- ❑ A map is prepared showing the location and number of each trap or bait placement.
- ❑ Each trap or bait station is marked with appropriate warning language.

- ❑ Traps will be checked by the Pest Management Professional weekly during the early stages of solving a serious pest infestation, then taper off to monthly, once the pest problem is under control.
- ❑ Captured rodent pests will be recorded and disposed of on a daily basis.

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

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

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

Pest Prevention and Control

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

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

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

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

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

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

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

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

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

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

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

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

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

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

They will generate a pest management priority list to optimize a plan of corrective actions (see Appendix for a sample 'IPM Priorities' checklist as a resource for many preventative and corrective measures). [*Insert responsible part(ies) with authority for task assignment]:* _____will assign and contact the appropriate staff to carry out individual tasks on the checklist.

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

Notification, Posting, and Re-Entry

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

- annual notification of School IPM program status.

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

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

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

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

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

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

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

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

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

Notification and Posting of Non Low Impact Pesticide Use

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

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

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

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

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

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

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

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

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

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

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

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

Re-Entry

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

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

Record Keeping and Evaluation

Record Keeping

The School IPM Coordinator/other will maintain records as listed in their outlined role and responsibility for school IPM. An initial meeting will be held between the School IPM Coordinator and Pest Management Professional(s) on July 1st to establish an IPM Log binder for these records.

The following records will be maintained in the IPM Log binder kept in the main office (*check all that apply*):

- ❑ Pest Problem Reports
- ❑ Food Services Areas Reports
- ❑ IPM Pest Activity Monitoring and Control Log
- ❑ Indoor Pest Thresholds
- ❑ IPM Priority Checklists
- ❑ Pesticide Application Log
- ❑ Annual School IPM Program Notification Letters to Parents & Staff
- ❑ Pre-Notification of the Use of Pesticides (72 hour pre-notification)
- ❑ Emergency Pesticide Use Notifications
- ❑ School Integrated Pest Management Act Compliance Certification Forms

- ❑ Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'
- ❑ School IPM Report Cards
- ❑ [*Insert if Pest Management Professional is a contractor*: 'Specific service reports will also be placed in the log binder that document particular actions taken by the pest management contractor'.]

Evaluation

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

This evaluation will be coordinated by [*insert name and title*]:_____. The participants in the evaluation will be: [*insert names and titles*]:_____ _____ _____. A written evaluation is to be completed by [*insert date*]: _____. If the school is using a contractor, the School IPM Coordinator will meet with the pest control contractor to evaluate the success or failure of this IPM Plan.

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

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

Following evaluation, the School IPM Plan will be revised by [*insert name & title*]:_____accordingly.

APPENDICES

A Model Integrated Pest Management Policy for New Jersey Schools

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

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

Integrated pest management procedures in schools

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

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

Development of IPM plans

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

IPM Coordinator

The local school board, board of trustees, Principal or Lead Administrator shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

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

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

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

Record keeping

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

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

Notification/Posting

The local school board, board of trustees, Principal or Lead Administrator of Andover Regional School District, is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

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

Pesticide applicators

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

Evaluation

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

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

Authorizing Regulatory references

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

Revised 9/12/03

Food Services Report

School:_____

Completed by:_____

Week Date:_____

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

Vending Machine Area											
Dining Area											

Integrated Pest Management

Pest Activity Monitoring and Control Log

School:_____ Month/Year:_____

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

Sample Indoor Pest Thresholds

(revise to your own levels)

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

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

IPM Priorities Checklist

for the Andover Regional School District

Date Generated: July 1st By: Robert Riffel Supervisor of Building and Grounds

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

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

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

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

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

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

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

Pre-Notification of the Use of Pesticides

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

Date:_____

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

From: IPM Coordinator _____Phone Number:_____

Subject: Notification of the Use of Non Low Impact Pesticides

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

Pesticide Common Name		
Pesticide Trade Name		
EPA Registration Number		

Location of the pesticide application:_____

Reason for the pesticide application:_____

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

DATE_____ TIME_____

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

DATE_____ DATE_____ DATE_____

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

_____

_____

Pesticide product label instructions and precautions related to Public Safety.

_____

_____

_____

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

EMERGENCY PESTICIDE USE

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

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

Subject: Emergency Pesticide Use Notification

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

[*insert name of school*]_____:

Pesticide common name		
Pesticide trade name		
EPA registration number		

Location of the pesticide application:_____

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

Reason for the pesticide application: _____

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

_____

_____

_____

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

_____

_____

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

_____

_____

_____

Pesticide product label instructions and precautions related to Public Safety:

_____

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

School Integrated Pest Management Act

Compliance Certification Form

Name of School _____
PLEASE PRINT CLEARLY

Address _____
PLEASE PRINT CLEARLY

School Integrated Pest Management Coordinator _____
PLEASE PRINT CLEARLY

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

Statement certifying compliance:

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

Business or pesticide applicator performing the application: _____

Application date and time if indoor application: _____

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

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

Pesticides to be used:

_____

_____

Integrated Pest Management Coordinator:

_____
SIGNATURE DATE

NOTICE OF PESTICIDE APPLICATION

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

_____ Phone Number:_____

Name

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

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

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

Location of the pesticide application:_____

Reason for the pesticide application:_____

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

DATE_____ TIME_____

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

DATE_____ DATE_____ DATE_____

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

_____

_____

_____

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

_____

*Key Requirements of the New Jersey School IPM Act**

RUTGERS COOPERATIVE EXTENSION
Department of Extension Specialists

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

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

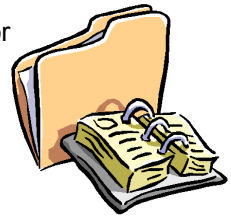
2. Requires the superintendent of each public school district for each school in the district, the board of trustees of a charter school, or the principal or chief administrator of a private school to **adopt and implement a School IPM Policy** for the school property consistent with the model policy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



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

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

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

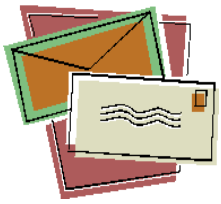


   See law for more notification specifics. This information is also to be provided to new school staff members and students.

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

   Method of notification:

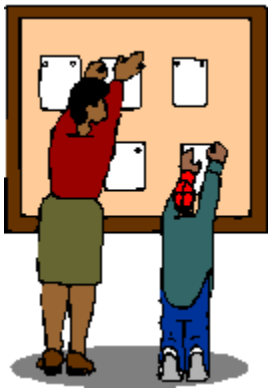
   - written note: students take home
   - written note is mailed at least one week prior,
   - phone call,
   - direct contact, or
   - email.



   Posting of Signs:

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

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



Content of notification and signs:

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

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

   Requirements:

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

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

8. **Timing of Pesticide Applications**:



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

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

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

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

4/22/04

School IPM ACT

CHAPTER 117

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

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

C.13:1F-19 Short title.

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

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

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

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

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

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

3. As used in this act:

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

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

"Department" means the Department of Environmental Protection.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. The notice shall include:

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

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

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

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

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

(6) the following statement:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) a telephone call;

(3) direct contact;

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

(5) electronic mail.

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

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

8. a. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as

appropriate, shall post a sign that provides notice of the application of the pesticide (1) in a prominent place that is in or adjacent to the location to be treated; and (2) at each entrance to the building or school ground to be treated.

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

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

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

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

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

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

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

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

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

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

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

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

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

e. If there is an application of a pesticide pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall modify the school integrated pest management policy of the school or school district if necessary, to minimize the future emergency applications of pesticides under this section.

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

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

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

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

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

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

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

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

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

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

14. a. The Department of Environmental Protection may issue an administrative order against a local school board, the board of trustees of a charter school, or a principal or chief administrator of a private school that fails to adopt and implement a pesticide use and school integrated pest management policy in compliance with the provisions of this act. Upon identification of a violation of this act, the department shall issue a notice of violation by certified mail or personal service to the person responsible for the violation that identifies the violation and states that an administrative order may be issued requiring compliance with the act. Any notice of violation or administrative order shall (1) specify the provision or provisions of this act, or the rule or regulation adopted pursuant thereto, of which the person is in violation; (2) cite the action that caused the violation; and (3) require compliance with the provision of this act or the rule or regulation adopted pursuant thereto of which the person is in violation. In addition, any administrative order issued pursuant to this section shall give notice to the person of his right to a hearing on the matters contained in the order. The person shall have 20 days from receipt of the order within which to deliver to the commissioner a written request for a hearing. Subsequent to the hearing and upon finding that a violation has occurred, the commissioner may issue a final order. If no hearing is requested, the order shall become a final order upon the expiration of the 20-day period.

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

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

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

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

School Integrated Pest Management Plan
for the
Andover Regional School District

for the School Year
Starting July 1st, 2026 and
Ending June 30th, 2027

Plan prepared by: **Robert Riffel** Date prepared: **2026-2027**

Table of Contents

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



Appendices

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

General School Information

School name: Florence M. Burd School
Address: 219 Newton Sparta Rd City: Newton
County: Sussex District: Andover Regional School District Zip Code: 07860
Phone: 973-579-2690
School IPM Coordinator: Robert Riffel
Email: rriffel@andoverregional.org Phone: 973-315-5256 ext:413

Integrated Pest Management Statement

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

School IPM Policy

School IPM Plan Goals

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

School IPM Roles & Responsibilities

a. **School Administrators**:

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

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

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

5. Coordinate pre- and post-notification of parents and staff of non low impact pesticide applications according to the school's notification procedure.
6. Prepare and post signs as required in areas where non low impact pesticides are to be applied.
7. Obtain and maintain all pesticide application records for a minimum of 3 years; in the case of termiticides, maintain records a minimum of 5 years.
8. Prepare and send out 'Annual School IPM Program Notification Letter to Parents & Staff'.
9. For contracted services, the school administration will develop bid specifications, contracts, and contract addendums in accordance with the School IPM Policy and Plan.'

b.**School IPM Coordinator:**

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

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

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

1. Implement the School IPM Policy and Plan.
2. Maintain information about the IPM Policy and Plan in place at the school.
3. Maintain information about pesticide applications on school property including records obtained from the pesticide applicator, Material Safety Data Sheets (MSDS) when available for pesticides used, and labels for all pesticide products used.
4. Maintain records of any pest monitoring and non-pesticide controls implemented.
5. Provide access to the above information for public review.

6. Respond to inquiries and provide information to students, staff, and parents or guardians regarding IPM.
7. Provide training in IPM practices to the school community as described in the individual 'Roles, Responsibilities, and Training' sections of the School IPM Plan.
8. Provides a signature on the **'**School Integrated Pest Management Act Compliance Certification' Form when requested by pesticide applicators.
9. Ensure that all persons conducting pesticide applications have all NJDEP-required training, certification, and licensing. Also ensure that they follow the School IPM Policy and Plan, as well as all NJDEP School IPM regulations and the precautions of the pesticide label.
10. Obtain training sufficient to implement the Policy and Plan (i.e., NJDEP-approved training).
11. Submit required information to the NJDEP.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. **Pest Management Professional:**

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

All **indoor applications** at this school are made by licensed Accurate Pest Control Pest Management Professional(s). Our contact for the company 973-398-8798. The contractor will meet all specifications as contracted by the School.

All **outdoor applications** at this school are made by licensed Accurate Pest Control Pest Management Professional(s). Our contact for the company is 973-398-8798. The contractor will meet all specifications as contracted by the School. If specified in the contract, the contractor will provide horticultural services for landscape and turf management.

Other Specific Duties of Pest Management Professional(s) in the School IPM Program (*check all that apply*):

- ☐ Inspect school premises [*insert time period*] _____for the presence of pests or signs of pest activity.
- ☐ Notify the IPM Coordinator when pests or signs of pest activity are found.
- ☐ Make written recommendations to the School IPM Coordinator for corrective actions to be taken by the school to reduce potential pest populations.
- ☐ Recommend to School IPM Coordinator appropriate non-chemical procedures to correct pest problems.
- ☐ When it is determined that a pesticide must be used, select and recommend necessary pesticides. Preference will always be given to low impact pesticides.
- ☐ [*Insert if appropriate*: 'When approved by the School IPM Coordinator,'] follow appropriate least-toxic procedures to correct pest problems. Never apply a non low impact pesticide without first consulting in advance with the IPM Coordinator to allow them to proceed with all required notification and posting of the area to be treated.
- ☐ Provide School IPM Coordinator with MSDS (when available) of any pesticide that is applied on school property.

- ☐ Provide application information as specified in the 'Non Low Impact Pesticide Application Log' (see Appendix) when they apply these pesticides at the school. This log is kept at [*insert location or person who maintains the records*]:_____.
- ☐ If a non low impact pesticide is to be used, provide a 'School Integrated Pest Management Act Compliance Certification' Form (see Appendix) to the School IPM Coordinator for their signature ensuring all advance notification and posting has been performed as required. Applicators are not liable for damages resulting from the failure of the school to provide the notification or posting as required by the New Jersey School IPM Act.
- ☐ Participate in the annual evaluation of the School IPM Program and Plan. Provide comments regarding any necessary modifications to the School IPM Plan.
- ☐ Other.

Training:

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

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

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

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

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

☐ Submit a 'Pest Problem Report' to School IPM Coordinator whenever pests are detected in the health suite/Nurse's office.
☐ Other.

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

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

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

Other Duties of Kitchen Staff in the School IPM Program (*check all that apply*):
☐ Practice good sanitation of all kitchen and food service areas (clean all surfaces daily) [*Insert if applicable*: 'per the 'IPM Priorities' checklist of this Plan'] _____ _____.
☐ [*Insert name and title*]:_____ of the kitchen staff will inspect the kitchen [*insert time*: daily at close/weekly/monthly]:_____.
☐ [*Insert name and title*]:_____ will submit a [*insert either:* 'Pest Problem Report'/'Food Service Report']: _____ to School IPM Coordinator whenever pests are detected in the kitchen and food service areas (see the Appendix for the two types of reports).
☐ Manage specific pest problem(s) as directed by the [*insert as appropriate*: Supervisor/ School IPM Coordinator/other]:_____.
☐ Other.

Training:
[*Insert name and title*]:_____ will be responsible for training the kitchen staff in proper sanitation procedures when hired and annually thereafter. The School IPM Coordinator will train the kitchen staff in the pest detection and monitoring program in place in the kitchen when hired and annually thereafter.

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

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

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

Training:

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

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

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

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

Training:

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

Other training (*check all that apply*):

- ☐ Staff, teachers, and students will be given a brief overview or updates by the [*insert as applicable*: the School IPM Coordinator/other]: _____on pest identification and the conditions that they may create that promote pests. This information will focus on pest reduction strategies connecting people's behavior such as eating at desks, leaving crumbs on floor, etc. to pest problems.

- ☐ Education will be focused to increase people's willingness to share their environment with other organisms so that people are less likely to insist on toxic treatments for harmless organisms.
- ☐ They will be instructed in how to log pest complaints using the 'Pest Problem Report' form.
- ☐ Pamphlets and fact sheets will be made available at the time of training and/or posted on bulletin boards in specific areas such as the cafeteria and teachers' lounge.
- ☐ Other.

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

Duties of Parents/Guardians in the School IPM Program:

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

Training (*check all that apply*):

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

i. **Vendors and Contractors**

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

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

Pest Identification: Preliminary Site Assessment and Ongoing Monitoring

One of the key principles of School IPM is site assessment to precisely define the presence of pests and the site conditions that contribute to their presence. Indoor and outdoor pests will be defined for the school by historical account, interviews, and by direct monitoring. [See Appendix for the 'Pest Problem Report' form for a listing of common school pests].

When the IPM program is implemented at the School, the Pest Management Professional(s) and/or School IPM Coordinator will perform a thorough inspection of all school buildings and grounds to identify pest activity and conditions that are contributing to any pest problems.

Indoor site assessment, Pest Management Professional and/or School IPM Coordinator will compile and map on floor plans of the building.

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

Outdoor site assessment, Pest Management Professional and/or School IPM Coordinator will map the school grounds:

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

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

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

Ongoing Monitoring

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

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

- ❑ Each bait station or trap is assigned an identification number.
- ❑ A map is prepared showing the location and number of each trap or bait placement.
- ❑ Each trap or bait station is marked with appropriate warning language.

- ❑ Traps will be checked by the Pest Management Professional weekly during the early stages of solving a serious pest infestation, then taper off to monthly, once the pest problem is under control.
- ❑ Captured rodent pests will be recorded and disposed of on a daily basis.

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

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

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

Pest Prevention and Control

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

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

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

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

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

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

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

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

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

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

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

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

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

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

They will generate a pest management priority list to optimize a plan of corrective actions (see Appendix for a sample 'IPM Priorities' checklist as a resource for many preventative and corrective measures). [*Insert responsible part(ies) with authority for task assignment]:* _____will assign and contact the appropriate staff to carry out individual tasks on the checklist.

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

Notification, Posting, and Re-Entry

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

- annual notification of School IPM program status.

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

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

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

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

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

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

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

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

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

Notification and Posting of Non Low Impact Pesticide Use

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

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

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

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

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

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

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

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

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

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

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

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

Re-Entry

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

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

Record Keeping and Evaluation

Record Keeping

The School IPM Coordinator/other will maintain records as listed in their outlined role and responsibility for school IPM. An initial meeting will be held between the School IPM Coordinator and Pest Management Professional(s) on July 1st to establish an IPM Log binder for these records.

The following records will be maintained in the IPM Log binder kept in the main office (*check all that apply*):

- ❑ Pest Problem Reports
- ❑ Food Services Areas Reports
- ❑ IPM Pest Activity Monitoring and Control Log
- ❑ Indoor Pest Thresholds
- ❑ IPM Priority Checklists
- ❑ Pesticide Application Log
- ❑ Annual School IPM Program Notification Letters to Parents & Staff
- ❑ Pre-Notification of the Use of Pesticides (72 hour pre-notification)
- ❑ Emergency Pesticide Use Notifications
- ❑ School Integrated Pest Management Act Compliance Certification Forms

- ❑ Posting Sign (for indoors & outdoors) 'Notice of Pesticide Application'
- ❑ School IPM Report Cards
- ❑ [*Insert if Pest Management Professional is a contractor*: 'Specific service reports will also be placed in the log binder that document particular actions taken by the pest management contractor'.]

Evaluation

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

This evaluation will be coordinated by [*insert name and title*]:_____. The participants in the evaluation will be: [*insert names and titles*]:_____ _____ _____. A written evaluation is to be completed by [*insert date*]: _____. If the school is using a contractor, the School IPM Coordinator will meet with the pest control contractor to evaluate the success or failure of this IPM Plan.

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

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

Following evaluation, the School IPM Plan will be revised by [*insert name & title*]:_____accordingly.

APPENDICES

A Model Integrated Pest Management Policy for New Jersey Schools

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

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

Integrated pest management procedures in schools

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

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

Development of IPM plans

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

IPM Coordinator

The local school board, board of trustees, Principal or Lead Administrator shall designate an integrated pest management coordinator, who is responsible for the implementation of the school integrated pest management policy.

Education /Training

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

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

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

Record keeping

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

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

Notification/Posting

The local school board, board of trustees, Principal or Lead Administrator of Andover Regional School District, is responsible for timely notification to students' parents or guardians and the school staff of pesticide treatments pursuant to the School IPM Act.

Re-entry

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

Pesticide applicators

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

Evaluation

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

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

Authorizing Regulatory references

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

Revised 9/12/03

Food Services Report

School:_____

Completed by:_____

Week Date:_____

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

Vending Machine Area											
Dining Area											

Integrated Pest Management

Pest Activity Monitoring and Control Log

School:_____ Month/Year:_____

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

Sample Indoor Pest Thresholds

(revise to your own levels)

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

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

IPM Priorities Checklist

for the Andover Regional School District

Date Generated: July 1st By: Robert Riffel Supervisor of Building and Grounds

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

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

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

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

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

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

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

Pre-Notification of the Use of Pesticides

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

Date:_____

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

From: IPM Coordinator _____Phone Number:_____

Subject: Notification of the Use of Non Low Impact Pesticides

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

Pesticide Common Name		
Pesticide Trade Name		
EPA Registration Number		

Location of the pesticide application:_____

Reason for the pesticide application:_____

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

DATE_____ TIME_____

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

DATE_____ DATE_____ DATE_____

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

_____

_____

Pesticide product label instructions and precautions related to Public Safety.

_____

_____

_____

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

EMERGENCY PESTICIDE USE

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

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

Subject: Emergency Pesticide Use Notification

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

[*insert name of school*]_____:

Pesticide common name		
Pesticide trade name		
EPA registration number		

Location of the pesticide application:_____

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

Reason for the pesticide application: _____

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

_____

_____

_____

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

_____

_____

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

_____

_____

_____

Pesticide product label instructions and precautions related to Public Safety:

_____

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

School Integrated Pest Management Act

Compliance Certification Form

Name of School _____
PLEASE PRINT CLEARLY

Address _____
PLEASE PRINT CLEARLY

School Integrated Pest Management Coordinator _____
PLEASE PRINT CLEARLY

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

Statement certifying compliance:

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

Business or pesticide applicator performing the application: _____

Application date and time if indoor application: _____

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

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

Pesticides to be used:

_____

_____

Integrated Pest Management Coordinator:

_____
SIGNATURE DATE

NOTICE OF PESTICIDE APPLICATION

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

_____ Phone Number:_____

Name

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

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

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

Location of the pesticide application:_____

Reason for the pesticide application:_____

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

DATE_____ TIME_____

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

DATE_____ DATE_____ DATE_____

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

_____

_____

_____

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

_____

*Key Requirements of the New Jersey School IPM Act**

RUTGERS COOPERATIVE EXTENSION
Department of Extension Specialists

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

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

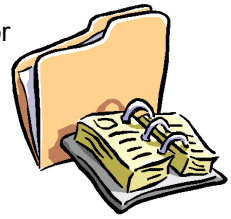
2. Requires the superintendent of each public school district for each school in the district, the board of trustees of a charter school, or the principal or chief administrator of a private school to **adopt and implement a School IPM Policy** for the school property consistent with the model policy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



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

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

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

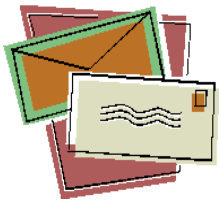


   See law for more notification specifics. This information is also to be provided to new school staff members and students.

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

   Method of notification:

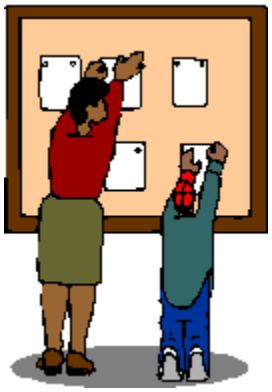
   - written note: students take home
   - written note is mailed at least one week prior,
   - phone call,
   - direct contact, or
   - email.



   Posting of Signs:

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

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



Content of notification and signs:

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

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

   Requirements:

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

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

8. **Timing of Pesticide Applications**:



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

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

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

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

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

4/22/04

School IPM ACT

CHAPTER 117

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

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

C.13:1F-19 Short title.

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

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

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

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

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

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

3. As used in this act:

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

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

"Department" means the Department of Environmental Protection.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

c. The notice shall include:

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

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

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

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

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

(6) the following statement:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(2) a telephone call;

(3) direct contact;

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

(5) electronic mail.

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

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

8. a. At least 72 hours before a pesticide, other than a low impact pesticide, is used on school property, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as

appropriate, shall post a sign that provides notice of the application of the pesticide (1) in a prominent place that is in or adjacent to the location to be treated; and (2) at each entrance to the building or school ground to be treated.

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

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

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

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

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

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

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

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

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

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

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

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

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

e. If there is an application of a pesticide pursuant to this section, the local school board, the board of trustees of a charter school, or the principal or chief administrator of a private school, as appropriate, shall modify the school integrated pest management policy of the school or school district if necessary, to minimize the future emergency applications of pesticides under this section.

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

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

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

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

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

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

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

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

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

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

14. a. The Department of Environmental Protection may issue an administrative order against a local school board, the board of trustees of a charter school, or a principal or chief administrator of a private school that fails to adopt and implement a pesticide use and school integrated pest management policy in compliance with the provisions of this act. Upon identification of a violation of this act, the department shall issue a notice of violation by certified mail or personal service to the person responsible for the violation that identifies the violation and states that an administrative order may be issued requiring compliance with the act. Any notice of violation or administrative order shall (1) specify the provision or provisions of this act, or the rule or regulation adopted pursuant thereto, of which the person is in violation; (2) cite the action that caused the violation; and (3) require compliance with the provision of this act or the rule or regulation adopted pursuant thereto of which the person is in violation. In addition, any administrative order issued pursuant to this section shall give notice to the person of his right to a hearing on the matters contained in the order. The person shall have 20 days from receipt of the order within which to deliver to the commissioner a written request for a hearing. Subsequent to the hearing and upon finding that a violation has occurred, the commissioner may issue a final order. If no hearing is requested, the order shall become a final order upon the expiration of the 20-day period.

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

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

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

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

Andover Regional Board of Education Budget Transfers printed on 8/11/2026

Report Includes Effective Dates from Jul 01, 2026 to Jul 31, 2026

Date	Source Account/Title	Target Account/Title	Comments	Amount
07/31/26	11-190-100-610-000-002 FMB - Copy Paper/Supply Closet	11-190-100-610-015-002 Furniture - FMB	adj. for furniture for Kindergarten	1,190.47
07/31/26	11-000-222-300-000-002 Media - Prof Svc - FMB	11-000-222-600-000-002 Media - Supplies - FMB	adj. for media supplies	13.07
07/31/26	11-000-221-600-000-002 Curriculum - Supplies - FMB	11-000-221-320-000-002 Curriculum - Prof Svc - FMB	adj. for curriculum services	78.17
07/31/26	11-000-213-300-000-001 Health - Prof Svc - LPS	11-000-213-600-000-002 Health - Supplies - FMB	adj. for health supplies	7.61
07/31/26	11-000-213-300-000-001 Health - Prof Svc - LPS	11-000-213-600-000-001 Health - Supplies - LPS	adj. for health supplies	513.67
07/31/26	11-000-100-566-000-000 Tuition - Private Schools	11-000-100-562-000-000 Tuition to Other LEA's - Spec	adj. for Tuition	19,818.00
07/31/26	11-190-100-610-000-002 FMB - Copy Paper/Supply Closet	11-190-100-610-099-002 Kindergarten Supplies	adj. for kindergarten supplies	2,839.78
07/31/26	11-190-100-610-021-001 Playground Equipment - LPS	11-190-100-610-022-001 Physical Education - LPS	adj. for physical education supplies	2.62
07/31/26	11-190-100-640-000-002 Textbooks - FMB	11-190-100-610-010-002 Art Supplies - FMB	adj. for art supplies	505.12
07/31/26	11-190-100-640-000-001 Textbooks - LPS	11-190-100-610-010-002 Art Supplies - FMB	adj. for art supplies	581.13
07/31/26	11-190-100-640-000-001 Textbooks - LPS	11-190-100-610-010-001 Art Supplies - LPS	adj. for art supplies	168.87
07/31/26	11-000-240-600-000-002 School Admin - Supplies - FMB	11-190-100-610-004-002 Grade 4 Supplies	adj. for grade 4 supplies	130.14
			The total of all transfers within fund 10 is:	**25,848.65**

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REPORT OF THE TREASURER
TO THE BOARD OF EDUCATION

ANDOVER REGIONAL

All Funds

For the Month Ending Jul 31, 2026

		CASH REPORT			
	FUNDS	(1) Beginning Cash Balance	(2) Cash Receipts This Month	(3) Cash Disbursements This Month	(4) Ending Cash Balances (1)+(2)-(3)
	GOVERNMENTAL FUNDS				
1	General Fund Regular- Fund 10	$2,943,425.33	$1,654,118.59	$818,281.02	$3,779,262.90
2	Capital Reserve- Fund 10-116	$1,788,874.76	$2,955.36	$0.00	$1,791,830.12
3	Maintenance Reserve- Fund 10-117	$524,546.36	$1,573.17	$18,301.02	$507,818.51
4	Special Revenue-Fund 20	($94,984.47)	$382,213.43	18,448.13	$268,780.83
5	Capital Projects Fund-30	$0.00	$0.00	$0.00	$0.00
6	Debt Service Fund - Fund 40	-$168,250.58	$0.00	0.00	($168,250.58)
7	**TOTAL (Lines 1 thru 6)**	$4,993,611.40	$2,040,860.55	$855,030.17	$6,179,441.78
	ENTERPRISE FUNDS				
8	School Lunch Program -Fund 60	-$2,210.15	$39,722.13	$19,587.05	$ 17,924.93
9	Student Activity-FMB-Fund 94	$7,874.77	$20.19	$117.95	$7,777.01
10	Student Activity-LPS-Fund 95	$20,921.98	$51.34	$0.00	$20,973.32
11	**Total Enterprise Funds (Lines 8 thru 10)**	$26,586.60	$39,793.66	$19,705.00	$46,675.26
	TRUST & AGENCY FUNDS				
12	Payroll Account	$371.35	$141,730.52	$141,739.48	$362.39
13	Payroll Agency Account	$143.88	$82,855.38	$82,939.32	$59.94
14	Unemployment Trust-Fund 80	$16,961.54	$307.51	$0.00	$17,269.05
15	**Total Trust & Agency Funds (Lines 12 thru 14)**	$17,476.77	$224,893.41	$224,678.80	$17,691.38
16	**TOTAL - ALL FUNDS (LINES 7, 11 AND 16)**	$5,037,674.77	$2,305,547.62	$1,099,413.97	$6,243,808.42

Prepared and Submitted By:

Rene Metzgar

Treasurer of School Monies

8/11/2026

Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS		
101 Cash in checking account	$ 3,779,262.90	
102-106 Other cash equivalents	$ 0.00	
Total cash		$ 3,779,262.90
111 Investments		$ 0.00
114 Investment interest receivable		$ 0.00
116 Capital reserve account		$ 1,791,830.12
117 Maintenance reserve account		$ 507,818.51
121 Tax levy receivable		$ 17,056,791.60
Accounts receivable		
132 Interfund	$ 0.00	
141 Intergovernmental - state	$ (163,705.30)	
142 Intergovernmental - federal	$ 0.00	
143 Intergovernmental - other	$ 4,279.13	
153 Other Accounts Receivable	$ 20,886.99	
		$ (138,539.18)
Loans receivable		
131 Interfund	$ 208,278.56	
151 Other Loans Receivable	$ 0.00	
		$ 208,278.56
199 Other current assets		$ 0.00
RESOURCES		
301 Estimated revenues (from adjusted budget)	$ 18,901,353.00	
302 Less: revenues collected or accrued	$ (17,227,471.10)	
		$ 1,673,881.90
TOTAL ASSETS AND RESOURCES		$ 24,879,324.41

LIABILITIES AND FUND EQUITY

LIABILITIES	
401 Interfund loans payable	$ 0.00
402 Interfund accounts payable	$ 8,188.38
410 Intergovernmental accounts payable	$ 8,896.94
411 Intergovernmental accounts payable - state	$ 5,179.57
412 Intergovernmental accounts payable - federal	$ 51,709.16
413 Intergovernmental accounts payable - other	$ 2,345.31
421 Accounts payable	$ 1,514,271.88
422 Judgments payable	$ 0.00
430 Compensated absences payable	$ 0.00
431 Contracts payable	$ 0.00
451 Loans payable	$ 0.00
481 Deferred revenues	$ 0.00
499 Other current liabilities	$ 0.00
Total liabilities	$ 1,590,591.24

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FUND EQUITY				
Appropriated:				
753 Reserve for encumbrances - current year			$ 15,147,188.03	
754 Reserve for encumbrances - prior year			$ 0.00	
761 Reserved fund balance Capital Reserve - July 1, 2026		$ 1,788,874.76		
604 Add: Increase in capital reserve		$ 50.00		
307 Less: Budgeted withdrawal from capital reserve - eligible costs		$ 0.00		
309 Less: Budgeted withdrawal from capital reserve - excess costs		$ 0.00		
317 Less: Budgeted withdrawal from capital reserve - transfer to Debt Svc		$ 0.00		
Subtotal - capital reserve			$ 1,788,924.76	
764 Reserved fund balance Maintenance Reserve - July 1, 2026		$ 524,546.36		
606 Add: Increase in maintenance reserve		$ 50.00		
310 Less: Budgeted withdrawal from maintenance reserve		$ (18,301.02)		
Subtotal - maintenance reserve			$ 506,295.34	
765 Reserved fund balance Tuition Reserve - July 1, 2026		$ 401,826.00		
311 Less: Budgeted withdrawal from tuition reserve		$ (401,826.00)		
Subtotal - tuition reserve			$ 0.00	
760 Other reserves			$ 0.00	
771 Designated Fund Balance			$ 0.00	
772 Designated Fund Balance - ARRA/SEMI			$ 0.00	
601 Appropriations		$ 20,339,808.02		
602 Less: expenditures	$ 731,127.63			
603 Less: encumbrances	$ 15,147,188.03	$ (15,878,315.66)	$ 4,461,492.36	
Appropriations less expenditures				$ 21,903,900.49
Unappropriated:				
770 Fund Balance, July 1, 2026			$ 2,403,260.68	
303 Less: budgeted fund balance			$ (1,018,428.00)	
Unappropriated fund balance				$ 1,384,832.68
Total fund equity				$ 23,288,733.17
TOTAL LIABILITIES AND FUND EQUITY				$ 24,879,324.41

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 20,339,808.02	$ 15,878,315.66	$ 4,461,492.36
Less: Revenues	$ (18,901,353.00)	$ (17,227,471.10)	$ (1,673,881.90)
Subtotal	$ 1,438,455.02	$ (1,349,155.44)	$ 2,787,610.46
Change in capital reserve			
Plus - Increase in reserve	$ 50.00	$ 2,955.36	$ (2,905.36)
Less - Withdrawal from reserve	$ 0.00	$ 0.00	$ 0.00
Change in maintenance reserve			
Plus - Increase in reserve	$ 50.00	$ 1,573.17	$ (1,523.17)
Less - Withdrawal from reserve	$ (18,301.02)	$ (18,301.02)	$ 0.00
Change in tuition reserve			
Less - Withdrawal from reserve	$ (401,826.00)	$ (401,826.00)	$ 0.00
Less: adjustment to appropriations for Prior Year Encumbrances	$ 0.00	$ 0.00	$ 0.00
Total current year budgeted fund balance	$ 1,018,428.00	$ (1,764,753.93)	$ 2,783,181.93
Add: Unappropriated fund balance			$ 1,384,832.68
Total of budgeted and unappropriated fund balance			$ 4,168,014.61

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	1,018,428.00	0.00	1,018,428.00	(1,764,753.93)	2,783,181.93
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	18,301.02	18,301.02	18,301.02	0.00
311	Bgtd wdrwl from tuition rsv	401,826.00	0.00	401,826.00	401,826.00	$0.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	17,385,959.00	0.00	17,385,959.00	17,227,471.10	158,487.90
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	1,515,394.00	0.00	1,515,394.00	0.00	1,515,394.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		20,321,607.00	18,301.02	20,339,908.02	15,882,844.19	4,457,063.83

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Fund 10 (General Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Charter School Tuition		169,977.00	0.00	169,977.00	0.00	169,977.00	0.00	0.00
Grand Totals for fund 10:		169,977.00	0.00	169,977.00	0.00	169,977.00	0.00	0.00

Fund 11 (Current Expense Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Allocated Benefits - Instruction		247,755.00	0.00	247,755.00	247,755.00	0.00	0.00	0.00
Regular Programs-Instruction		3,126,322.00	0.00	3,126,322.00	1,960.00	3,124,362.00	0.00	0.00
Regular Programs-Home Instruction		11,000.00	0.00	11,000.00	0.00	6,000.00	5,000.00	0.00
Regular Programs-Undistrib Instruction		287,877.00	130.14	288,007.14	3,136.96	105,373.40	179,496.78	0.00
Special Education-LLD Sel-Contained		263,632.00	0.00	263,632.00	0.00	251,782.00	11,850.00	0.00
Special Education-Multiply Disabled		239,685.00	0.00	239,685.00	699.00	228,801.71	10,184.29	0.00
Special Education-Resource room		618,885.00	0.00	618,885.00	0.00	615,963.05	2,921.95	0.00
Special education-Pre-Sch Disabil F/T		247,183.00	0.00	247,183.00	0.00	246,332.37	850.63	0.00
Special Education - Home Instruction		9,000.00	0.00	9,000.00	0.00	6,000.00	3,000.00	0.00
Basic Skills/Remedial Instruction		187,275.00	0.00	187,275.00	0.00	186,551.49	723.51	0.00
Bilingual Education Instruction		58,088.00	0.00	58,088.00	0.00	56,738.00	1,350.00	0.00
Curricular Activities-Instruction		81,717.00	0.00	81,717.00	0.00	76,717.00	5,000.00	0.00
Athletic Programs-Instruction		51,671.00	0.00	51,671.00	0.00	38,641.00	13,030.00	0.00
Other Instructional Programs		82,000.00	0.00	82,000.00	24,291.60	49,808.25	7,900.15	0.00
Undistributed Expense-Instruction		4,543,616.00	0.00	4,543,616.00	0.00	3,886,011.00	657,605.00	0.00
Attendance and Social Work Svcs		163,430.00	0.00	163,430.00	30,479.59	131,861.82	1,088.59	0.00
Health Services		183,413.00	0.00	183,413.00	0.00	165,384.28	18,028.72	0.00
Other Support Svc-Related Svcs		174,293.00	0.00	174,293.00	0.00	172,627.88	1,665.12	0.00
Other Support Svc-Extraordinary Svcs		687,659.00	0.00	687,659.00	29,154.00	576,164.04	82,340.96	0.00
Other Support Svc-Students-Reg		327,657.00	0.00	327,657.00	15,493.80	303,920.47	8,242.73	0.00
Other Support Svc-Students-Spec		384,217.00	0.00	384,217.00	5,595.48	368,482.38	10,139.14	0.00
Improvement of Instruction		193,269.00	0.00	193,269.00	11,947.76	122,320.94	59,000.30	0.00
Library and Educ Media		312,798.00	0.00	312,798.00	16,843.16	220,529.07	75,425.77	0.00
Instr. Staff Training Svcs		18,874.00	0.00	18,874.00	0.00	4,257.48	14,616.52	0.00
Support Svc-General Admin		415,293.00	0.00	415,293.00	21,604.59	317,558.08	76,130.33	0.00
Support Svc-School Admin		196,304.00	(130.14)	196,173.86	16,689.20	170,702.70	8,781.96	0.00
Business Office Support Services		234,215.00	0.00	234,215.00	22,108.32	195,601.42	16,505.26	0.00
Admin Inform Tech Support Svcs		84,294.00	0.00	84,294.00	5,508.76	70,402.03	8,383.21	0.00
Required Maint. of School Fac.		516,455.00	18,301.02	534,756.02	7,503.00	139,576.52	387,676.50	0.00
Other Oper. & Maint. of Plant		859,987.00	0.00	859,987.00	31,771.00	583,053.83	245,162.17	0.00
Care & Upkeep of Grounds		82,585.00	0.00	82,585.00	4,797.66	52,387.34	25,400.00	0.00
Security		119,147.00	0.00	119,147.00	157.50	101,946.84	17,042.66	0.00
Student Transportation Svcs		1,932,885.00	0.00	1,932,885.00	11,591.52	79,567.48	1,841,726.00	0.00
Employee Benefits		3,173,010.00	0.00	3,173,010.00	186,000.73	2,321,785.16	665,224.11	27,702.92
606	Increase in Maint Rsv	50.00	0.00	50.00	1,573.17	0.00	(1,523.17)	0.00
Grand Totals for fund 11:		20,115,541.00	18,301.02	20,133,842.02	696,661.80	14,977,211.03	4,459,969.19	27,702.92

Fund 12 (Capital Outlay Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	50.00	0.00	50.00	2,955.36	0.00	(2,905.36)	0.00
Facil Acquisition/Constr		36,039.00	0.00	36,039.00	36,039.00	0.00	0.00	0.00
Grand Totals for fund 12:		36,089.00	0.00	36,089.00	38,994.36	0.00	(2,905.36)	0.00

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Grand Totals for all Subfunds of Fund 10:	20,321,607.00	18,301.02	20,339,908.02	735,656.16	15,147,188.03	4,457,063.83	27,702.92

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	1,018,428.00	0.00	1,018,428.00	(1,764,753.93)	2,783,181.93
307/309/317	Bgtd wdrwl from cap rsv	0.00	0.00	0.00	0.00	0.00
310	Bgtd wdrwl from maint rsv	0.00	18,301.02	18,301.02	18,301.02	0.00
311	Bgtd wdrwl from tuition rsv	401,826.00	0.00	401,826.00	401,826.00	$0.00
10-1210-000-000	Local Tax Levy	17,210,859.00	0.00	17,210,859.00	17,210,859.00	0.00
10-1300-000-000	Tuition from Individuals	0.00	0.00	0.00	0.00	0.00
10-1320-000-000	Tuition - Other LEA's	0.00	0.00	0.00	0.00	0.00
10-1350-000-000	ESY Tuition	0.00	0.00	0.00	0.00	0.00
10-1510-000-000	Interest on Investments	100,000.00	0.00	100,000.00	11,451.84	88,548.16
10-1511-000-000	Interest on Capital Reserve	50,050.00	0.00	50,050.00	3,101.50	46,948.50
10-1512-000-000	Interest of Maint Reserve	25,050.00	0.00	25,050.00	1,523.17	23,526.83
10-1550-000-000	CMF INTEREST	0.00	0.00	0.00	0.00	0.00
10-1980-000-000	Refund of P/Y Expenditure	0.00	0.00	0.00	0.00	0.00
10-1990-000-000	Misc Revenue	0.00	0.00	0.00	535.59	(535.59)
10-3116-000-000	School Choice Aid	94,700.00	0.00	94,700.00	0.00	94,700.00
10-3121-000-000	Categorical Transportation Aid	458,570.00	0.00	458,570.00	0.00	458,570.00
10-3122-000-000	Non-Public Transportation	0.00	0.00	0.00	0.00	0.00
10-3131-000-000	Extraordinary Aid	0.00	0.00	0.00	0.00	0.00
10-3132-000-000	Categorical Special Ed Aid	853,508.00	0.00	853,508.00	0.00	853,508.00
10-3176-000-000	Equalization Aid	0.00	0.00	0.00	0.00	0.00
10-3177-000-000	Categorical Security Aid	108,616.00	0.00	108,616.00	0.00	108,616.00
10-3178-000-000	Adjustment Aid	0.00	0.00	0.00	0.00	0.00
10-3181-000-000	PARCC Readiness Aid	0.00	0.00	0.00	0.00	0.00
10-3182-000-000	Per Pupil Growth Aid	0.00	0.00	0.00	0.00	0.00
10-3183-000-000	Prof Learning Community Aid	0.00	0.00	0.00	0.00	0.00
10-3246-000-000	Stabilization Aid	0.00	0.00	0.00	0.00	0.00
10-3256-000-000	St Reimb-Sec Our Chld Fut Bond	0.00	0.00	0.00	0.00	0.00
10-3300-000-000	St Reimb-Lead Testing of Water	0.00	0.00	0.00	0.00	0.00
10-3300-001-000	School Bottle FIling- Lead	0.00	0.00	0.00	0.00	0.00
10-3301-000-000	State Reimb-Menstrual Products	0.00	0.00	0.00	0.00	0.00
Grand Totals		20,321,607.00	18,301.02	20,339,908.02	15,882,844.19	4,457,063.83

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Minimum Expense General Ledger Report

Fund 10 (General Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Charter School Tuition								
10-000-100-562	Charter School Tuition	169,977.00	0.00	169,977.00	0.00	169,977.00	0.00	0.00
Charter School Tuition Totals:		169,977.00	0.00	169,977.00	0.00	169,977.00	0.00	0.00
Grand Totals for fund 10:		169,977.00	0.00	169,977.00	0.00	169,977.00	0.00	0.00

Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Allocated Benefits - Instruction								
11-105-100-936	LocCntrb-Trans to SpecRev-Incl	247,755.00	0.00	247,755.00	247,755.00	0.00	0.00	0.00
Allocated Benefits - Instruction Totals:		247,755.00	0.00	247,755.00	247,755.00	0.00	0.00	0.00
Regular Programs-Instruction								
11-110-100-101	Kindergarten - Salary - FMB	313,265.00	0.00	313,265.00	0.00	313,265.00	0.00	0.00
11-110-100-106	Kindergarten Paras	28,861.00	0.00	28,861.00	0.00	28,861.00	0.00	0.00
11-120-100-101	Grade 5 Salary - LPS	1,769,186.00	0.00	1,769,186.00	800.00	1,768,386.00	0.00	0.00
11-120-100-106	GR 1-4 PARAS	98,773.00	0.00	98,773.00	0.00	98,773.00	0.00	0.00
11-130-100-101	Grade 6-8 Salaries - LPS	886,045.00	0.00	886,045.00	1,160.00	884,885.00	0.00	0.00
11-130-100-106	Grade 6-8 Paraprofessionals	30,192.00	0.00	30,192.00	0.00	30,192.00	0.00	0.00
Regular Programs-Instruction Totals:		3,126,322.00	0.00	3,126,322.00	1,960.00	3,124,362.00	0.00	0.00
Regular Programs-Home Instruction								
11-150-100-100	Salary - Home Instruction	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00	0.00
11-150-100-320	Purch Prof/Ed Svcs	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Regular Programs-Home Instruction Totals:		11,000.00	0.00	11,000.00	0.00	6,000.00	5,000.00	0.00
Regular Programs-Undistrib Instruction								
11-190-100-340	Purch Technical Svcs	12,630.00	0.00	12,630.00	0.00	1,315.00	11,315.00	0.00
11-190-100-500	Other Purchased Services (400-500 Series)	21,673.00	0.00	21,673.00	0.00	17,600.00	4,073.00	0.00
11-190-100-610	General Supplies	238,574.00	1,385.26	239,959.26	3,136.96	75,975.77	160,846.53	0.00
11-190-100-640	Textbooks	15,000.00	(1,255.12)	13,744.88	0.00	10,482.63	3,262.25	0.00
Regular Programs-Undistrib Instruction Totals:		287,877.00	130.14	288,007.14	3,136.96	105,373.40	179,496.78	0.00
Special Education-LLD Sel-Contained								
11-204-100-101	Salary - LLD Teacher	166,940.00	0.00	166,940.00	0.00	166,940.00	0.00	0.00
11-204-100-106	Salar - LLD Other	83,842.00	0.00	83,842.00	0.00	83,842.00	0.00	0.00
11-204-100-600	Supplies	12,850.00	0.00	12,850.00	0.00	1,000.00	11,850.00	0.00
Special Education-LLD Sel-Contained Totals:		263,632.00	0.00	263,632.00	0.00	251,782.00	11,850.00	0.00
Special Education-Multiply Disabled								
11-212-100-101	Salary - MD Teacher	160,558.00	0.00	160,558.00	0.00	160,558.00	0.00	0.00
11-212-100-106	Salary - MD Other	64,079.00	0.00	64,079.00	0.00	64,079.00	0.00	0.00
11-212-100-600	Supplies	15,048.00	0.00	15,048.00	699.00	4,164.71	10,184.29	0.00
Special Education-Multiply Disabled Totals:		239,685.00	0.00	239,685.00	699.00	228,801.71	10,184.29	0.00
Special Education-Resource room								
11-213-100-101	Salary - Resource Room	435,492.00	0.00	435,492.00	0.00	435,492.00	0.00	0.00
11-213-100-106	Salary - RR Other	178,193.00	0.00	178,193.00	0.00	178,193.00	0.00	0.00
11-213-100-610	Supplies	5,200.00	0.00	5,200.00	0.00	2,278.05	2,921.95	0.00
Special Education-Resource room Totals:		618,885.00	0.00	618,885.00	0.00	615,963.05	2,921.95	0.00
Special education-Pre-Sch Disabil F/T								
11-216-100-101	Pre-School Spec. Ed. F/T	97,492.00	0.00	97,492.00	0.00	97,492.00	0.00	0.00
11-216-100-106	Pre-School Spec. Ed. F/T	148,541.00	0.00	148,541.00	0.00	148,541.00	0.00	0.00
11-216-100-600	General Supplies	1,150.00	0.00	1,150.00	0.00	299.37	850.63	0.00
Special education-Pre-Sch Disabil F/T Totals:		247,183.00	0.00	247,183.00	0.00	246,332.37	850.63	0.00
Special Education - Home Instruction								
11-219-100-101	Home Instruction Salary	6,000.00	0.00	6,000.00	0.00	6,000.00	0.00	0.00
11-219-100-320	Home Instruction - Purch Svc	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00
Special Education - Home Instruction Totals:		9,000.00	0.00	9,000.00	0.00	6,000.00	3,000.00	0.00
Basic Skills/Remedial Instruction								
11-230-100-100	Salary - Basic Skills	186,100.00	0.00	186,100.00	0.00	186,100.00	0.00	0.00
11-230-100-610	Supplies	1,175.00	0.00	1,175.00	0.00	451.49	723.51	0.00
Basic Skills/Remedial Instruction Totals:		187,275.00	0.00	187,275.00	0.00	186,551.49	723.51	0.00

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Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Bilingual Education Instruction								
11-240-100-100	Salary - ESL	56,738.00	0.00	56,738.00	0.00	56,738.00	0.00	0.00
11-240-100-610	Supplies	1,350.00	0.00	1,350.00	0.00	0.00	1,350.00	0.00
Bilingual Education Instruction Totals:		58,088.00	0.00	58,088.00	0.00	56,738.00	1,350.00	0.00
Curricular Activities-Instruction								
11-401-100-100	Salary	76,717.00	0.00	76,717.00	0.00	76,717.00	0.00	0.00
11-401-100-600	Supplies	5,000.00	0.00	5,000.00	0.00	0.00	5,000.00	0.00
Curricular Activities-Instruction Totals:		81,717.00	0.00	81,717.00	0.00	76,717.00	5,000.00	0.00
Athletic Programs-Instruction								
11-402-100-100	Salary	37,171.00	0.00	37,171.00	0.00	37,171.00	0.00	0.00
11-402-100-500	Purchased Services (300-500 Series)	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00	0.00
11-402-100-600	Supplies	1,500.00	0.00	1,500.00	0.00	1,470.00	30.00	0.00
Athletic Programs-Instruction Totals:		51,671.00	0.00	51,671.00	0.00	38,641.00	13,030.00	0.00
Other Instructional Programs								
11-422-100-101	Salary - Summer School	44,000.00	0.00	44,000.00	13,800.00	30,200.00	0.00	0.00
11-422-100-106	Salary - Summer Para	28,800.00	0.00	28,800.00	10,491.60	18,308.40	0.00	0.00
11-422-100-300	Purch Prof/Ed Svcs	7,200.00	0.00	7,200.00	0.00	0.00	7,200.00	0.00
11-422-100-600	ESY Supplies	2,000.00	0.00	2,000.00	0.00	1,299.85	700.15	0.00
Other Instructional Programs Totals:		82,000.00	0.00	82,000.00	24,291.60	49,808.25	7,900.15	0.00
Undistributed Expense-Instruction								
11-000-100-561	Tuition to Other LEA's - Reg	3,365,061.00	0.00	3,365,061.00	0.00	3,365,061.00	0.00	0.00
11-000-100-562	Tuition to Other LEA's - Spec	(19,818.00)	19,818.00	0.00	0.00	0.00	0.00	0.00
11-000-100-563	Tuition - Vocational Schools	67,562.00	0.00	67,562.00	0.00	0.00	67,562.00	0.00
11-000-100-564	Tuit to Cnty Voc Sch-Spec Ed	6,000.00	0.00	6,000.00	0.00	0.00	6,000.00	0.00
11-000-100-566	Tuition - Private Schools	1,124,811.00	(19,818.00)	1,104,993.00	0.00	520,950.00	584,043.00	0.00
Undistributed Expense-Instruction Totals:		4,543,616.00	0.00	4,543,616.00	0.00	3,886,011.00	657,605.00	0.00
Attendance and Social Work Svcs								
11-000-211-100	Salary	125,717.00	0.00	125,717.00	6,855.18	118,861.82	0.00	0.00
11-000-211-500	Other Purchased Services (400-500 Series)	37,713.00	0.00	37,713.00	23,624.41	13,000.00	1,088.59	0.00
Attendance and Social Work Svcs Totals:		163,430.00	0.00	163,430.00	30,479.59	131,861.82	1,088.59	0.00
Health Services								
11-000-213-100	Salary	143,963.00	0.00	143,963.00	0.00	143,963.00	0.00	0.00
11-000-213-300	Purchased Prof. & Tech. Svcs	33,050.00	(521.28)	32,528.72	0.00	14,500.00	18,028.72	0.00
11-000-213-600	General Supplies	6,400.00	521.28	6,921.28	0.00	6,921.28	0.00	0.00
Health Services Totals:		183,413.00	0.00	183,413.00	0.00	165,384.28	18,028.72	0.00
Other Support Svc-Related Svcs								
11-000-216-100	Salary	172,329.00	0.00	172,329.00	0.00	172,329.00	0.00	0.00
11-000-216-600	General Supplies	1,964.00	0.00	1,964.00	0.00	298.88	1,665.12	0.00
Other Support Svc-Related Svcs Totals:		174,293.00	0.00	174,293.00	0.00	172,627.88	1,665.12	0.00
Other Support Svc-Extraordinary Svcs								
11-000-217-106	Extraordinary Svcs- Paras	428,585.00	0.00	428,585.00	0.00	428,585.00	0.00	0.00
11-000-217-100	Salary - Extraordinary	86,699.00	0.00	86,699.00	0.00	86,699.00	0.00	0.00
11-000-217-320	Purch Prof Svcs	165,800.00	0.00	165,800.00	29,154.00	58,000.00	78,646.00	0.00
11-000-217-600	General Supplies	6,575.00	0.00	6,575.00	0.00	2,880.04	3,694.96	0.00
Other Support Svc-Extraordinary Svcs Totals:		687,659.00	0.00	687,659.00	29,154.00	576,164.04	82,340.96	0.00
Other Support Svc-Students-Reg								
11-000-218-104	Salary - Guidance	318,907.00	0.00	318,907.00	15,493.80	303,413.20	0.00	0.00
11-000-218-390	Guidance - Prof Svc - FMB	7,000.00	0.00	7,000.00	0.00	0.00	7,000.00	0.00
11-000-218-600	General Supplies	1,750.00	0.00	1,750.00	0.00	507.27	1,242.73	0.00
Other Support Svc-Students-Reg Totals:		327,657.00	0.00	327,657.00	15,493.80	303,920.47	8,242.73	0.00
Other Support Svc-Students-Spec								
11-000-219-104	Salary - CST	311,455.00	0.00	311,455.00	653.08	310,801.92	0.00	0.00
11-000-219-105	Salary - Secretary	47,777.00	0.00	47,777.00	4,942.40	42,834.60	0.00	0.00
11-000-219-390	Purch Prof Svcs	16,750.00	0.00	16,750.00	0.00	14,066.72	2,683.28	0.00
11-000-219-600	General Supplies	5,280.00	0.00	5,280.00	0.00	779.14	4,500.86	0.00
11-000-219-800	Other Objects	2,955.00	0.00	2,955.00	0.00	0.00	2,955.00	0.00
Other Support Svc-Students-Spec Totals:		384,217.00	0.00	384,217.00	5,595.48	368,482.38	10,139.14	0.00

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Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Improvement of Instruction								
11-000-221-104	Curriculum Salary	89,465.00	0.00	89,465.00	10,148.76	79,316.24	0.00	0.00
11-000-221-320	Purch Prof Svcs	24,027.00	78.17	24,105.17	0.00	24,051.94	53.23	0.00
11-000-221-600	Curriculum - General Supplies	79,777.00	(78.17)	79,698.83	1,799.00	18,952.76	58,947.07	0.00
Improvement of Instruction Totals:		193,269.00	0.00	193,269.00	11,947.76	122,320.94	59,000.30	0.00
Library and Educ Media								
11-000-222-100	Salary	121,009.00	0.00	121,009.00	0.00	121,009.00	0.00	0.00
11-000-222-177	Tech Coord Salaries	105,510.00	0.00	105,510.00	8,633.16	96,876.84	0.00	0.00
11-000-222-300	Purch Prof Svcs	10,325.00	(13.07)	10,311.93	8,210.00	980.16	1,121.77	0.00
11-000-222-600	Media - Supplies - LPS	75,954.00	13.07	75,967.07	0.00	1,663.07	74,304.00	0.00
Library and Educ Media Totals:		312,798.00	0.00	312,798.00	16,843.16	220,529.07	75,425.77	0.00
Instr. Staff Training Svcs								
11-000-223-320	Purch Prof Svcs	18,874.00	0.00	18,874.00	0.00	4,257.48	14,616.52	0.00
Instr. Staff Training Svcs Totals:		18,874.00	0.00	18,874.00	0.00	4,257.48	14,616.52	0.00
Support Svc-General Admin								
11-000-230-100	Salaries	236,138.00	0.00	236,138.00	18,858.22	217,279.78	0.00	0.00
11-000-230-331	Legal Services	65,000.00	0.00	65,000.00	0.00	58,277.00	6,723.00	0.00
11-000-230-332	Audit Fees	33,044.00	0.00	33,044.00	0.00	4,466.50	28,577.50	0.00
11-000-230-339	Arch &Engineer Fees	6,615.00	0.00	6,615.00	0.00	0.00	6,615.00	0.00
11-000-230-530	Communications/Telephone	44,600.00	0.00	44,600.00	99.37	32,900.63	11,600.00	0.00
11-000-230-585	BOE Other Purchased Services	5,693.00	0.00	5,693.00	0.00	0.00	5,693.00	0.00
11-000-230-590	Other Purchased Services (400-500 Series)	6,078.00	0.00	6,078.00	0.00	3,661.25	2,416.75	0.00
11-000-230-610	General Supplies	3,300.00	0.00	3,300.00	0.00	447.92	2,852.08	0.00
11-000-230-890	Other Objects	3,825.00	0.00	3,825.00	2,647.00	0.00	1,178.00	0.00
11-000-230-895	BOE - Other Objects	11,000.00	0.00	11,000.00	0.00	525.00	10,475.00	0.00
Support Svc-General Admin Totals:		415,293.00	0.00	415,293.00	21,604.59	317,558.08	76,130.33	0.00
Support Svc-School Admin								
11-000-240-103	Salary - Principal	143,283.00	0.00	143,283.00	11,714.50	131,568.50	0.00	0.00
11-000-240-105	Secretarial Salary	40,306.00	0.00	40,306.00	3,114.70	37,191.30	0.00	0.00
11-000-240-600	School Admin - Supplies - LPS	4,750.00	(130.14)	4,619.86	0.00	802.90	3,816.96	0.00
11-000-240-800	Other Objects	7,965.00	0.00	7,965.00	1,860.00	1,140.00	4,965.00	0.00
Support Svc-School Admin Totals:		196,304.00	(130.14)	196,173.86	16,689.20	170,702.70	8,781.96	0.00
Business Office Support Services								
11-000-251-100	Salaries	194,683.00	0.00	194,683.00	17,080.32	177,602.68	0.00	0.00
11-000-251-330	Purch Prof Svcs	24,482.00	0.00	24,482.00	5,028.00	16,500.00	2,954.00	0.00
11-000-251-592	Other Purchased Services (400-500 Series)	3,500.00	0.00	3,500.00	0.00	0.00	3,500.00	0.00
11-000-251-600	General Supplies	8,700.00	0.00	8,700.00	0.00	248.74	8,451.26	0.00
11-000-251-890	Other Objects	2,850.00	0.00	2,850.00	0.00	1,250.00	1,600.00	0.00
Business Office Support Services Totals:		234,215.00	0.00	234,215.00	22,108.32	195,601.42	16,505.26	0.00
Admin Inform Tech Support Svcs								
11-000-252-100	Salaries	51,661.00	0.00	51,661.00	2,868.76	48,792.24	0.00	0.00
11-000-252-340	Admin IT - Other Purch Svcs	32,133.00	0.00	32,133.00	2,640.00	21,609.79	7,883.21	0.00
11-000-252-600	Admin IT Supplies	500.00	0.00	500.00	0.00	0.00	500.00	0.00
Admin Inform Tech Support Svcs Totals:		84,294.00	0.00	84,294.00	5,508.76	70,402.03	8,383.21	0.00
Required Maint. of School Fac.								
11-000-261-100	Salaries	79,511.00	0.00	79,511.00	6,555.00	72,956.00	0.00	0.00
11-000-261-420	Repairs & Maintenance	351,200.00	18,301.02	369,501.02	0.00	23,076.02	346,425.00	0.00
11-000-261-610	General Supplies	85,744.00	0.00	85,744.00	948.00	43,544.50	41,251.50	0.00
Required Maint. of School Fac. Totals:		516,455.00	18,301.02	534,756.02	7,503.00	139,576.52	387,676.50	0.00
Other Oper. & Maint. of Plant								
11-000-262-100	Salaries	437,832.00	0.00	437,832.00	30,271.00	407,561.00	0.00	0.00
11-000-262-300	Purch Prof & Tech Svcs	28,850.00	0.00	28,850.00	0.00	28,404.00	446.00	0.00
11-000-262-420	Repairs & Maintenance	13,000.00	0.00	13,000.00	0.00	0.00	13,000.00	0.00
11-000-262-490	Other Purch Svcs	16,000.00	0.00	16,000.00	0.00	11,140.00	4,860.00	0.00
11-000-262-520	Insurance	133,705.00	0.00	133,705.00	0.00	0.00	133,705.00	0.00
11-000-262-610	General Supplies	60,000.00	0.00	60,000.00	0.00	126.03	59,873.97	0.00
11-000-262-621	Energy - Natural Gas	35,000.00	0.00	35,000.00	0.00	35,000.00	0.00	0.00
11-000-262-622	Energy - Electricity	120,000.00	0.00	120,000.00	0.00	100,672.80	19,327.20	0.00
11-000-262-626	Energy - Gasoline	3,000.00	0.00	3,000.00	0.00	0.00	3,000.00	0.00
11-000-262-800	Other Objects	12,600.00	0.00	12,600.00	1,500.00	150.00	10,950.00	0.00
Other Oper. & Maint. of Plant Totals:		859,987.00	0.00	859,987.00	31,771.00	583,053.83	245,162.17	0.00

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Fund 11 (Current Expense Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Care & Upkeep of Grounds								
11-000-263-100	Salary	57,185.00	0.00	57,185.00	4,797.66	52,387.34	0.00	0.00
11-000-263-420	Repairs & Maintenance	10,400.00	0.00	10,400.00	0.00	0.00	10,400.00	0.00
11-000-263-610	General Supplies	15,000.00	0.00	15,000.00	0.00	0.00	15,000.00	0.00
Care & Upkeep of Grounds Totals:		82,585.00	0.00	82,585.00	4,797.66	52,387.34	25,400.00	0.00
Security								
11-000-266-100	Salary	92,893.00	0.00	92,893.00	157.50	92,735.50	0.00	0.00
11-000-266-420	Repairs & Maintenance	14,210.00	0.00	14,210.00	0.00	8,831.34	5,378.66	0.00
11-000-266-610	General Supplies	12,044.00	0.00	12,044.00	0.00	380.00	11,664.00	0.00
Security Totals:		119,147.00	0.00	119,147.00	157.50	101,946.84	17,042.66	0.00
Student Transportation Svcs								
11-000-270-160	Salary - Regular Ed	58,379.00	0.00	58,379.00	4,862.76	53,516.24	0.00	0.00
11-000-270-161	Salary - Special Ed	28,080.00	0.00	28,080.00	2,328.76	25,751.24	0.00	0.00
11-000-270-390	Other Purch Svcs	5,050.00	0.00	5,050.00	4,400.00	300.00	350.00	0.00
11-000-270-503	Aid in Lieu - NP Pymts	38,841.00	0.00	38,841.00	0.00	0.00	38,841.00	0.00
11-000-270-505	Aid in Lieu - School Choice	32,956.00	0.00	32,956.00	0.00	0.00	32,956.00	0.00
11-000-270-511	Contr Svcs - Home/Sch	1,065,553.00	0.00	1,065,553.00	0.00	0.00	1,065,553.00	0.00
11-000-270-512	Contr Svcs - Field Trips	36,600.00	0.00	36,600.00	0.00	0.00	36,600.00	0.00
11-000-270-514	Contr Svcs - Special Ed	666,626.00	0.00	666,626.00	0.00	0.00	666,626.00	0.00
11-000-270-610	Supplies	800.00	0.00	800.00	0.00	0.00	800.00	0.00
Student Transportation Svcs Totals:		1,932,885.00	0.00	1,932,885.00	11,591.52	79,567.48	1,841,726.00	0.00
Employee Benefits								
11-000-291-220	Social Security	214,000.00	0.00	214,000.00	9,959.68	1,002.21	203,038.11	0.00
11-000-291-240	DCRP	50,000.00	0.00	50,000.00	191.54	0.00	49,808.46	0.00
11-000-291-241	Other Retirements	160,000.00	0.00	160,000.00	0.00	0.00	160,000.00	0.00
11-000-291-250	Unemployment Acct	40,000.00	0.00	40,000.00	0.00	0.00	40,000.00	0.00
11-000-291-260	Workman's Comp	99,450.00	0.00	99,450.00	0.00	0.00	99,450.00	0.00
11-000-291-270	Health Benefits	2,490,000.00	0.00	2,490,000.00	159,116.25	2,305,471.07	25,412.68	27,216.50
11-000-291-280	Tuition Reimbursement	56,500.00	0.00	56,500.00	(486.42)	15,311.88	41,674.54	486.42
11-000-291-290	Other Employee	63,060.00	0.00	63,060.00	17,219.68	0.00	45,840.32	0.00
Employee Benefits Totals:		3,173,010.00	0.00	3,173,010.00	186,000.73	2,321,785.16	665,224.11	27,702.92
606	Increase in Maint Rsv	50.00	0.00	50.00	1,573.17	0.00	(1,523.17)	0.00
	Grand Totals for fund 11:	20,115,541.00	18,301.02	20,133,842.02	696,661.80	14,977,211.03	4,459,969.19	27,702.92

Fund 12 (Capital Outlay Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
604	Increase in Cap Rsv	50.00	0.00	50.00	2,955.36	0.00	(2,905.36)	$0.00
Facil Acquisition/Constr								
12-000-400-896	Assessment for Debt Service	36,039.00	0.00	36,039.00	36,039.00	0.00	0.00	0.00
Facil Acquisition/Constr Totals:		36,039.00	0.00	36,039.00	36,039.00	0.00	0.00	0.00
	Grand Totals for fund 12:	36,089.00	0.00	36,089.00	38,994.36	0.00	(2,905.36)	0.00
	Grand Totals for all Subfunds of Fund 10:	20,321,607.00	18,301.02	20,339,908.02	735,656.16	15,147,188.03	4,457,063.83	27,702.92

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

Nicole Sylvester 8-13-26

Nicole Sylvester, Bus Admin/Bd Secy Date

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Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ 268,780.83		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	268,780.83
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
121 Tax levy receivable		$	0.00
Accounts receivable			
132 Interfund	$ 0.00		
141 Intergovernmental - state	$ 0.00		
142 Intergovernmental - federal	$ 5,911.00		
143 Intergovernmental - other	$ 1,000.00		
153 Other Accounts Receivable	$ 0.00		
		$	6,911.00
Loans receivable			
131 Interfund	$ 0.00		
151 Other Loans Receivable	$ 0.00		
		$	0.00
199 Other current assets		$	0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	$ 1,474,629.00		
302 Less: revenues collected or accrued	$ (247,755.00)		
		$	1,226,874.00
TOTAL ASSETS AND RESOURCES		$	1,502,565.83

LIABILITIES AND FUND EQUITY

LIABILITIES		
401 Interfund loans payable	$	0.00
402 Interfund accounts payable	$	0.00
411 Intergovernmental accounts payable - state	$	0.00
412 Intergovernmental accounts payable - federal	$	0.00
413 Intergovernmental accounts payable - other	$	0.00
421 Accounts payable	$	129,437.01
422 Judgments payable	$	0.00
430 Compensated absences payable	$	0.00
431 Contracts payable	$	0.00
451 Loans payable	$	0.00
481 Deferred revenues	$	0.00
499 Other current liabilities	$	0.00
Total liabilities	$	129,437.01

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FUND EQUITY					
Appropriated:					
753 Reserve for encumbrances - current year				$ 114,220.50	
754 Reserve for encumbrances - prior year				$ 0.00	
760 Other reserves				$ 0.00	
771 Designated Fund Balance				$ 0.00	
601 Appropriations			$ 1,474,629.00		
602 Less: expenditures	$ (412.71)				
603 Less: encumbrances	$ 114,220.50		$ (113,807.79)	$ 1,360,821.21	
Appropriations less expenditures					$ 1,475,041.71
Unappropriated:					
770 Fund Balance, July 1, 2026				$ (101,912.89)	
303 Less: budgeted fund balance				$ 0.00	
Unappropriated fund balance					$ (101,912.89)
Total fund equity					$ 1,373,128.82
TOTAL LIABILITIES AND FUND EQUITY					$ 1,502,565.83

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	0.00	0.00	(133,947.21)	133,947.21
52xx	From Transfers	247,755.00	0.00	247,755.00	247,755.00	0.00
1xxx	From Local Sources	0.00	0.00	0.00	0.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	991,020.00	0.00	991,020.00	0.00	991,020.00
4xxx	From Federal Sources	0.00	235,854.00	235,854.00	0.00	235,854.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		1,238,775.00	235,854.00	1,474,629.00	113,807.79	1,360,821.21

Fund 20 (Special Revenue Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Early Childhood Program Aid		1,238,775.00	0.00	1,238,775.00	(212.71)	114,220.50	1,124,767.21	0.00
Title I Improving Basic Programs		0.00	13,174.00	13,174.00	0.00	0.00	13,174.00	0.00
IDEA Part B		0.00	168,343.00	168,343.00	0.00	0.00	168,343.00	0.00
IDEA Preschool		0.00	7,397.00	7,397.00	0.00	0.00	7,397.00	0.00
Title II		0.00	0.00	0.00	(200.00)	0.00	200.00	0.00
Title IV Drug Free Schools		0.00	46,940.00	46,940.00	0.00	0.00	46,940.00	0.00
	Grand Totals for fund 20:	1,238,775.00	235,854.00	1,474,629.00	(412.71)	114,220.50	1,360,821.21	0.00

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Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Info Only	Revenue Req'd to Balance	0.00	0.00	0.00	(133,947.21)	133,947.21
20-5200-000-000	Interfund Transfers.	247,755.00	0.00	247,755.00	247,755.00	0.00
20-1920-097-001	Local Grant- Safety Grant	0.00	0.00	0.00	0.00	0.00
20-1920-097-003	Sustainable NJ Grant	0.00	0.00	0.00	0.00	0.00
20-1920-097-004	School Nutrition Grant	0.00	0.00	0.00	0.00	0.00
20-1920-097-005	COORD. HEALTH GRANT	0.00	0.00	0.00	0.00	0.00
20-1920-097-006	LPS= School Craft Weis4Schools	0.00	0.00	0.00	0.00	0.00
20-1920-097-007	FMB= School Store Weis4Schools	0.00	0.00	0.00	0.00	0.00
20-1920-098-001	Parents as Champions	0.00	0.00	0.00	0.00	0.00
20-1980-000-000	Refund of Prior Year's Expends	0.00	0.00	0.00	0.00	0.00
20-3218-000-000	Presch Ed Aid & Pr Yr Carryovr	991,020.00	0.00	991,020.00	0.00	991,020.00
20-3218-001-000	Presch Ed Aid Pr Yr Carryovr	0.00	0.00	0.00	0.00	0.00
20-3257-000-000	SDA Emerg. Needs & Cap. Maint.	0.00	0.00	0.00	0.00	0.00
20-3258-000-000	Preschool&Chrt Sec Compl Grant	0.00	0.00	0.00	0.00	0.00
20-3290-431-000	FOCUS Grant	0.00	0.00	0.00	0.00	0.00
20-3290-432-000	Cell Phone Grant	0.00	0.00	0.00	0.00	0.00
20-3291-000-000	Climate Awareness Edu. Grant	0.00	0.00	0.00	0.00	0.00
20-4409-000-000	ARP-IDEA Preschool Grant Prog.	0.00	0.00	0.00	0.00	0.00
20-4411-231-000	Title I	0.00	36,940.00	36,940.00	0.00	36,940.00
20-4411-231-001	Title I- PY C/O	0.00	0.00	0.00	0.00	0.00
20-4419-000-000	ARP - IDEA Basic	0.00	0.00	0.00	0.00	0.00
20-4420-250-000	IDEA Part B	0.00	168,343.00	168,343.00	0.00	168,343.00
20-4420-250-001	IDEA B- PY Carryover	0.00	0.00	0.00	0.00	0.00
20-4421-251-000	IDEA Pre-School	0.00	7,397.00	7,397.00	0.00	7,397.00
20-4451-260-000	Title II	0.00	13,174.00	13,174.00	0.00	13,174.00
20-4451-260-001	Title II - PY C/O	0.00	0.00	0.00	0.00	0.00
20-4471-280-000	Title IV-Safe&Drug Free School	0.00	10,000.00	10,000.00	0.00	10,000.00
20-4471-280-001	Title IV- PY C/O	0.00	0.00	0.00	0.00	0.00
20-4491-241-000	Title III-Eng. Lang. Enhance.	0.00	0.00	0.00	0.00	0.00
20-4500-000-000	High Impact Tutoring grant	0.00	0.00	0.00	0.00	0.00
20-4530-000-000	CARES Act	0.00	0.00	0.00	0.00	0.00
20-4532-000-000	Coronavirus Relief Fund	0.00	0.00	0.00	0.00	0.00
20-4534-000-000	CRRSA Act - ESSER II	0.00	0.00	0.00	0.00	0.00
20-4535-000-000	CRRSA - Learning Accel. Grant	0.00	0.00	0.00	0.00	0.00
20-4536-000-000	CRRSA - Mental Health Grant	0.00	0.00	0.00	0.00	0.00
20-4540-000-000	ARP-ESSER	0.00	0.00	0.00	0.00	0.00
20-4544-000-000	ESSER-NJTSS Mnt Hlth Sppt Stff	0.00	0.00	0.00	0.00	0.00
Grand Totals		1,238,775.00	235,854.00	1,474,629.00	113,807.79	1,360,821.21

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Minimum Expense General Ledger Report

Fund 20 (Special Revenue Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Early Childhood Program Aid								
		45,755.00	0.00	45,755.00	0.00	0.00	45,755.00	0.00
20-218-100-101	Salaries of Teachers	402,349.00	0.00	402,349.00	0.00	0.00	402,349.00	0.00
20-218-100-106	Other Salaries for Instruction	166,459.00	0.00	166,459.00	0.00	0.00	166,459.00	0.00
20-218-100-600	General Supplies	58,975.00	0.00	58,975.00	1,380.80	1,347.50	56,246.70	0.00
20-218-200-102	Sal-Supervisors of Instruction	33,820.00	0.00	33,820.00	0.00	0.00	33,820.00	0.00
20-218-200-104	Sal - Other Professional Staff	39,672.00	0.00	39,672.00	0.00	0.00	39,672.00	0.00
20-218-200-105	Sal of Sec and Clerical Assist	12,379.00	0.00	12,379.00	991.92	0.00	11,387.08	0.00
20-218-200-110	Other Salaries	25,558.00	0.00	25,558.00	0.00	0.00	25,558.00	0.00
20-218-200-160	Sal Pupil Trans(HomeToSch)	24,285.00	0.00	24,285.00	0.00	0.00	24,285.00	0.00
20-218-200-173	CPIS Liason	16,926.00	0.00	16,926.00	0.00	0.00	16,926.00	0.00
20-218-200-176	Salaries of Master Teachers	27,973.00	0.00	27,973.00	(2,585.43)	0.00	30,558.43	0.00
20-218-200-200	Personal Services-Emp Benefits	189,689.00	0.00	189,689.00	0.00	62,873.00	126,816.00	0.00
20-218-200-329	Other Purch Prof - Ed Services	2,000.00	0.00	2,000.00	0.00	0.00	2,000.00	0.00
20-218-200-420	Cleaning Repair & Maint Svcs.	192,935.00	0.00	192,935.00	0.00	50,000.00	142,935.00	0.00
Early Childhood Program Aid Totals:		1,238,775.00	0.00	1,238,775.00	(212.71)	114,220.50	1,124,767.21	0.00
Title I Improving Basic Programs								
20-231-200-300	Prof Tech Services-Support	0.00	13,174.00	13,174.00	0.00	0.00	13,174.00	0.00
Title I Improving Basic Programs Totals:		0.00	13,174.00	13,174.00	0.00	0.00	13,174.00	0.00
IDEA Part B								
20-250-100-500	IDEA - Other Purch Svc	0.00	168,343.00	168,343.00	0.00	0.00	168,343.00	0.00
IDEA Part B Totals:		0.00	168,343.00	168,343.00	0.00	0.00	168,343.00	0.00
IDEA Preschool								
20-251-100-100	IDEA Preschool Salaries	0.00	7,397.00	7,397.00	0.00	0.00	7,397.00	0.00
IDEA Preschool Totals:		0.00	7,397.00	7,397.00	0.00	0.00	7,397.00	0.00
Title II								
20-260-200-300	Title II A - Purch Prof Svc	0.00	0.00	0.00	(200.00)	0.00	200.00	0.00
Title II Totals:		0.00	0.00	0.00	(200.00)	0.00	200.00	0.00
Title IV Drug Free Schools								
20-280-100-100	Title IV- Stipends	0.00	2,450.00	2,450.00	0.00	0.00	2,450.00	0.00
20-280-100-300	Title IV- Purchased Services	0.00	36,640.00	36,640.00	0.00	0.00	36,640.00	0.00
20-280-100-600	Instructional Supplies	0.00	600.00	600.00	0.00	0.00	600.00	0.00
20-280-200-600	Supplies and Materials-Support	0.00	7,250.00	7,250.00	0.00	0.00	7,250.00	0.00
Title IV Drug Free Schools Totals:		0.00	46,940.00	46,940.00	0.00	0.00	46,940.00	0.00
	Grand Totals for fund 20:	1,238,775.00	235,854.00	1,474,629.00	(412.71)	114,220.50	1,360,821.21	0.00

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

Nicole Sylvester 8-13-26

Nicole Sylvester, Bus Admin/Bd Secy Date

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Interim Balance Sheet

ASSETS AND RESOURCES

ASSETS			
101 Cash in checking account	$ (168,250.58)		
102-106 Other cash equivalents	$ 0.00		
Total cash		$	(168,250.58)
111 Investments		$	0.00
114 Investment interest receivable		$	0.00
121 Tax levy receivable		$	495,506.00
Accounts receivable			
132 Interfund	$ 0.00		
141 Intergovernmental - state	$ 0.00		
142 Intergovernmental - federal	$ 0.00		
143 Intergovernmental - other	$ 0.00		
153 Other Accounts Receivabie	$ 0.00		
		$	0.00
Loans receivable			
131 Interfund	$ 0.00		
151 Other Loans Receivable	$ 0.00		
		$	0.00
199 Other current assets		$	0.00
RESOURCES			
301 Estimated revenues (from adjusted budget)	$ 327,255.00		
302 Less: revenues collected or accrued	$ (327,255.00)		
		$	0.00
TOTAL ASSETS AND RESOURCES		$	327,255.42

LIABILITIES AND FUND EQUITY

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

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FUND EQUITY							
Appropriated:							
753 Reserve for encumbrances - current year					$ 0.00		
754 Reserve for encumbrances - prior year					$ 0.00		
760 Other reserves					$ 0.00		
771 Designated Fund Balance					$ 0.00		
601 Appropriations			$ 327,255.00				
602 Less: expenditures	$ 0.00						
603 Less: encumbrances	$ 0.00		$ 0.00		$ 327,255.00		
Appropriations less expenditures						$	327,255.00
Unappropriated:							
770 Fund Balance, July 1, 2026					$ 0.42		
303 Less: budgeted fund balance					$ 0.00		
Unappropriated fund balance						$	0.42
Total fund equity						$	327,255.42
TOTAL LIABILITIES AND FUND EQUITY						$	327,255.42

RECAPITULATION OF FUND BALANCE - CURRENT YEAR ACTIVITY

	Budgeted	Actual	Variance
Appropriations	$ 327,255.00	$ 0.00	$ 327,255.00
Less: Revenues	$ (327,255.00)	$ (327,255.00)	$ 0.00
Subtotal	$ 0.00	$ (327,255.00)	$ 327,255.00
Less: adjustment to appropriations for Prior Year Encumbrances	$ 0.00	$ 0.00	$ 0.00
Total current year budgeted fund balance	$ 0.00	$ (327,255.00)	$ 327,255.00
Add: Unappropriated fund balance			$ 0.42
Total of budgeted and unappropriated fund balance			$ 327,255.42

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Revenues/Sources of Funds

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	(327,255.00)	327,255.00
52xx	From Transfers	0.00	0.00	0.00	0.00	0.00
1xxx	From Local Sources	327,255.00	0.00	327,255.00	327,255.00	0.00
2xxx	From Intermediate Sources	0.00	0.00	0.00	0.00	0.00
3xxx	From State Sources	0.00	0.00	0.00	0.00	0.00
4xxx	From Federal Sources	0.00	0.00	0.00	0.00	0.00
5xxx	From Other Sources	0.00	0.00	0.00	0.00	0.00
Grand Totals		327,255.00	0.00	327,255.00	0.00	327,255.00

Fund 40 (Debt Service Fund)

Account Group	Group Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt Service-Regular		327,255.00	0.00	327,255.00	0.00	0.00	327,255.00	0.00
	Grand Totals for fund 40:	327,255.00	0.00	327,255.00	0.00	0.00	327,255.00	0.00

Revenues Summary

Acct Group	Group Title	Budgeted Est.	Transfers	Adj. Budget	Act to Date	Unrealized Under/(Over)
Recap	From Recap of Fund Balance	0.00	0.00	0.00	(327,255.00)	327,255.00
40-1210-000-000	Local Tax Levy	327,255.00	0.00	327,255.00	327,255.00	0.00
40-1990-000-000	Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00
40-3160-000-000	Debt Service Aid Type II	0.00	0.00	0.00	0.00	0.00
Grand Totals		327,255.00	0.00	327,255.00	0.00	327,255.00

Minimum Expense General Ledger Report

Fund 40 (Debt Service Fund)

Expend. Account #	Account Title	Original Bgt	New App/Trnsf	Revised Bgt	Expenditures	Encumbrances	Avail Balance	Refunds
Debt Service-Regular								
40-701-510-834	Interest on Bonds	17,255.00	0.00	17,255.00	0.00	0.00	17,255.00	0.00
40-701-510-910	Redemption of Principal	310,000.00	0.00	310,000.00	0.00	0.00	310,000.00	0.00
Debt Service-Regular Totals:		327,255.00	0.00	327,255.00	0.00	0.00	327,255.00	0.00
	Grand Totals for fund 40:	327,255.00	0.00	327,255.00	0.00	0.00	327,255.00	0.00

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

Nicole Sylvester 8-13-26

Nicole Sylvester, Bus Admin/Bd Secy Date

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Andover Regional Board of Education Monthly Transfer Report

FY2027 Data is Posted to 07/31/26

Line(s)	Budget Category	Account	Orig Budget	Prior Encs.	Revs. Allowed	Basis of 10%	Max X-fers	YTD Xfers to(from)	% X-Fered	Remaining Xfers From	Remaining XFers To
3200	Regular Programs - Instruction	11-1XX-100-XXX	3,672,954	0	0	3,672,954	367,300	130	0.0	367,426	
10300, 11160, 12160, 40580, 41080	Sp Ed, BS/Rem, BiLing, Speech/OT/PT & Ext Svcs	11-2XX-100-XXX, 11-000-216,217	2,485,700	0	0	2,485,700	248,571	0	0.0	248,570	
17100, 17600, 19620, 20620, 21620, 22620, 23620, 25100	Co/Extra-Curr. Activities, Athletics, Other Pgms	11-4XX-X00-XXX	215,388	0	0	215,388	21,539	0	0.0	21,539	
29180	Tuition	11-000-100-XXX	4,543,616	0	0	4,543,616	454,361	0	0.0	454,362	
29680, 30620, 41660, 42200, 43620	Attend, Soc Wrk, Health, Guidance, CST, Library	11-000-211,213,218, 219,222	1,371,515	0	0	1,371,515	137,152	0	0.0	137,152	
43200, 44180	Improve Inst. & Staff Training	11-000-221,223	212,143	0	0	212,143	21,216	0	0.0	21,214	
45300	General Administration	11-000-230-XXX	415,293	0	0	415,293	41,530	0	0.0	41,529	41,529
46160	School Administration	11-000-240-XXX	196,304	0	0	196,304	19,631	(130)	-0.1	19,500	19,761
47200, 47620	Central Svcs & Admin Info Technology	11-000-25X-XXX	318,509	0	0	318,509	31,850	0	0.0	31,851	31,851
51120	Operation & Maintenance of Plant Services	11-000-26X-XXX	1,578,174	0	0	1,578,174	157,818	0	0.0	157,817	
52480	Student Transportation Services	11-000-270-XXX	1,932,885	0	0	1,932,885	193,289	0	0.0	193,289	
71260	Personal Services - Employee Benefits	11-XXX-XXX-2XX	3,173,010	0	0	3,173,010	317,301	0	0.0	317,301	
75880	Equipment	12-xxx-xxx-73x	0	0	0	0	0	0	----	0	
76260	Facilities Acquisition & Construction	12-000-4xx-xxx	36,039	0	0	36,039	3,604	0	0.0	3,604	
76340	Cap Rsv - Transfer Repayment of Debt	12-000-4xx-933	0	0	0	0	0	0	----	0	
84000	Transfer of Funds to Charter Schools	10-000-100-56x	169,977	0	0	169,977	16,998	0	0.0	16,998	

Nicole Ahrestu

School Business Administrator Signature

8-13-26

Date

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

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DRAFT

Andover Regional Board of Education Regular Meeting

July 22, 2026

Attendance:

Present: Ms. Jane Byron, Mr. James Fetcho, Mr. Brian Hertenstein, Mr. Steven Minnick, Mr. William Porter, Ms. Kelsey Shalinksy and Ms. Margaret Widgren

Also Present: Mr. John Fritzky, Superintendent
Ms. Nicole Sylveter, Business Administrator/Board Secretary
6 members of the public

Not Present: Dr. Maria Dunbar and Dr. Robert Koroski

I. INTRODUCTORY ITEMS:

Mr. Porter called the meeting to order at 7:30 p.m.

Pledge of Allegiance: Mr. Porter led the flag salute.

Mission Statement: Mr. Porter 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: Mr. Porter 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: None at this time.

IV. APPROVAL OF MINUTES:

Mr. Minnick moved and Ms. Byron 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.

June 16, 2026 Regular Meeting Minutes

Roll Call Vote:

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

No: None

Abstain: None

V. COMMITTEE REPORTS:

Board Committees:

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

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.	Ms. Widgren	Mr. Hertenstein/Dr. Koroski
Sussex County Educational Services	Dr. Koroski	Ms. Widgren/Mr. Hertenstein
Andover Regional PTA	Ms. Shalinsky	Ms. Widgren/Dr. Dunbar
Township Liaison	Ms. Widgren	Dr. Dunbar
Negotiations/Sick Bank	Dr. Koroski	Mr. Fetcho/Ms. Widgren/Mr. Hertenstein

QSAC Committee	Dr. Koroski	Mr. Minnick/Ms. Widgren
SEPAG Liaison	Mr. Hertenstein	Dr. Koroski/Mr. Fetcho/Ms. Widgren
Andover Regional Education Foundation	Dr. Dunbar	Dr. Koroski

Mr. Porter reported on the Personnel/Policy committee stating that they met to discuss the new cell phone policy, QSAC, Buildings & Grounds big ticket items and personnel matters, discussion ensued.

Ms. Sylvester reported on the Finance/Operations committee stating that they met to discuss maintenance items along with FMB septic and playground updates, discussion ensued.

Ms. Byron reported on the Curriculum/Instruction committee stating they discussed facilities upgrades as well as reporting that the ESEA grant award was reduced, discussion ensued.

Ms. Widgren reported on the Newton board meeting she attended stating they had several presentations on artwork throughout the district, updates on the new turf field and press box, reporting on achievements from the athletics department, state score updates and special education scores from the school performance report decreased, discussion ensued.

VI. SUPERINTENDENT REPORT:

A. Mr. Fritzky gave an update on ESY.
B. Mr. Fritzky reported that Safety Town was a success.
C. Mr. Fritzky stated Ms. Sylvester gave an update on the FMB playground.
D. Mr. Fritzky stated Ms. Sylvester gave an update on the FMB septic.
E. Mr. Fritzky gave an update on staffing saying that we are now fully staffed for September.
F. Mr. Fritzky gave his monthly Suspension/HIB Report.

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

Resolve that the Board of Education accepts the attached HIB Report**,** as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Ms. Shalinksy 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

- Attended Open Sci Ed Training with Mr. Petersen and Mrs. VanBenschoten
- Created the 26-27 Vector Training Schedule for staff
- Working on agenda preparations for New Teacher Orientation and Opening Two Days
- Working on PLC agenda for the 26-27 school year
- Working on preschool scheduling
- Meeting with new staff regarding curriculum
- Working with Admin team on 26-27 planning

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

- Facilitated the onboarding process for incoming personnel.
- Coordinated classroom readiness for next-generation interactive panels.
- Executed inventory management protocols, including asset tagging for all new hardware.

Mr. Fetcho moved and Ms. Widgren seconded, that the Andover Regional Board of Education approve resolution D below as presented:

D. 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-2526-7 and LPS-2526-8.

Roll Call Vote:

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

No: None

Abstain: None

E. Principal's Reports- None at this time.

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

None at this time.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS: None at this time.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mr. Minnick moved and Ms. Byron seconded, that the Andover Regional Board of Education approve resolutions #1-12 as presented:

1. **New Hire**: Approve Deirdre Fretz as Spanish Teacher with a start date of August 31, 2026 through June 30, 2027 with a salary of $74,740, MA Step 6 (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE) pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

2. **New Hire**: Approve Laureen Golden as Leave Replacement Teacher for Employee #1391 with a start date of September 8, 2026 through June 30, 2027 with a salary of $66,622 , MA Step 1 (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE) pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

3. **New Hire**: Approve Mariah Adams as Music Teacher with a start date of August 31, 2026 through June 30, 2027 with a salary of $76,377, BA +30 Step 9 (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE) pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

4. **New Hire**: Approve Nicole Caldarone as Preschool Teacher with a start date of August 31, 2026 through June 30, 2027 with a salary of $63,755, BA Step 2 (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE) pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

5. **Inventory/Box Opener:** Approve Bradley Heinke to be the inventory/box opener for both FMB and LPS at a rate of $15.49/hour up to 50 hours at each school, as recommended by the Superintendent of Schools.

6. **2026 Extended School Year ParaProfessional:** Approve the following ParaProfessional for the Extended School Year for the period of July 6, 2026 through August 6, 2026 running 4 days/week M-Th for 4 hrs/day for 20 days at a rate of $20 per hour (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE), as recommended by the Superintendent of Schools.

Kiana Mellogno

7. **Summer 2026 Technology Assistant**: Approve Susan Ross as the 2026-2027 school year Summer Technology Assistant starting ASAP, pending receipt of all required paperwork, including criminal history clearance, for up to 28 hrs/wk, at the rate of $16/hour for 10 weeks, as recommended by the Superintendent of Schools.

8. **Appointment of the AAO:** Approve Jenn Reynolds as the Andover Regional School District School Affirmative Action Officers, as recommended by the Superintendent of Schools, for the 2026-2027 school year.

9. **ESY Substitute**: Approve, retroactively, Laura Kiely, as substitute paraprofessional for 2026 Extended School Year at a rate of $20.00/hr, as recommended by the Superintendent of Schools.

10. **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.

Laureen Golden - Substitute Teacher, Leave Replacement

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

Alert #237

P 1230	Superintendent's Duties (M) (Revised)
P 2200	Curriculum (M) (Revised)
R 2200	Curriculum Content (M) (Abolished)
P 2411	Career Education and Academic Counseling (M) (Revised)
R 2411	Guidance Counseling (M) (Abolished)
P 0162	Notice of Board Meetings (Revised)
P 0162.01	Legal Notices (M) (New)
P 1643	Family Leave (M) (Revised)
P 2260	Equity in School and Classroom Practices (M) (Revised)
R 2460.30	Additional/Compensatory Special Education and Related Services (M) (Abolished)

P&R 5111.13	Eligibility of Resident/Nonresident Students – Choice School District (M) (New)
P 5561	Use of Physical Restraint and Seclusion Techniques for Students w/Disabilities (M) (Revised)
P 6112	Reimbursement of Federal and Other Grant Expenditures (M) (Revised)
R 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs (M) (Revised)
P 6115.02	Federal Awards/Funds Internal Controls –Mandatory Disclosures (M) (Revised)
P 6311	Contracts for Goods or Services Funded by Federal Grants (M) (Revised)
P 8561	Procurement Procedures for School Nutrition Programs (M) (Revised)

Alert 238

P 2363	Student Use of Privately Owned Technology (Abolished)
P&R 5516	Student Use of Internet-Enabled Devices (Revised)
P 8660	Transportation by Private Vehicles - To and From School-Related Activities (Revised)
P 8662	Transportation by Private or District-Owned Vehicles - To and From School (Revised)

12. **Special Education Coordinator Stipend**: Approve the appointment of Nicole Dilkes as Special Education Coordinator for the 2026–2027 school year, effective July 23, 2026 through June 30, 2027, at a salary of $15,000, as recommended by the Superintendent of Schools.

Roll Call Vote:

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

No: None

Abstain: None

B. FINANCE/OPERATIONS:

Mr. Fetcho moved and Ms. Widgren seconded, that the Andover Regional Board of Education approve resolutions #1-21 as presented:

1. **Treasurer & Board Secretary's Certification and Report**: Approve the June 2026 Board Secretary's and Treasurer's Reports pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that as of June 2026 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, *and reflects all audit adjustments to date,* to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as recommended by the Superintendent of Schools.

2. **Transfers**: Approve/accept the Transfer Report for June 2026, as recommended by the Superintendent of Schools.

3. **Bills List**: Approve/accept, retroactively, the Bills List from June 16, 2026 through June 30, 2026 for a total of $917,109.73 as recommended by the Superintendent of Schools.

4. **Bills List**: Approve/accept the Bills List from July 1, 2026 through July 15, 2026 for a total of $321,047.31 as recommended by the Superintendent of Schools.

5. **Accurate Pest Control:** Approve the 2026-2027 pest management agreement with Accurate Pest Control at a monthly cost of $100 for both schools with a one-time $40 charge for IPM books, as recommended by the Superintendent of Schools.

6. **GenServe LLC:** Approve the Power Maintenance Agreement with GenServe for the 2026-2027 school year for generator services at a cost of $1,500 for both schools, as recommended by the Superintendent of Schools.

7. **Contract with LBJ Interior Solutions:** Approve, retroactively, the contract with LBJ Interior Solutions, LLC for new carpet in the LPS band room at a cost of $13,316.76, as recommended by the Superintendent of Schools.

8. **Contract with LBJ Interior Solutions:** Approve, retroactively, the contract with LBJ Interior Solutions, LLC for new stair treads in LPS at a cost of $4,984.26, as recommended by the Superintendent of Schools.

9. **Comprehensive Equity Plan (CEP) & SOA**: Approve the Comprehensive Equity Plan (2025-2028) Statement of Assurance (SOA) for the 2026-2027 school year, as recommended by the Superintendent of Schools.

10. **Maintenance Reserve Proposals:** Approve the following to be paid out of maintenance reserve, as recommended by the Superintendent of Schools:

Item	Amount not to exceed:
LPS Band Room Carpet (LBJ Interior Solutions)	$13,316.76
LPS Stair Treads (LBJ Interior Solutions)	$4,984.26

11. **Contract with Total Healthcare Staffing:** Approve the proposal with Total Healthcare Staffing for the period of July 1, 2026 through June 30, 2027 at a cost of $75/hour for a school nurse, $45/hour for Paraprofessional/aide and $80/hour for one-to-one private duty nursing (RN/LPN) for various services, as recommended by the Superintendent of Schools.

12. **2026-2027 ESEA Grant:** Approve the participation in a Title III Consortium with High-Point,

Kittatinny Regional School District, Lenape Valley, Hampton Township Board of Education and Hopatcong School Districts with a total aggregate amount to exceed $10,000, as recommended by the Superintendent of Schools.

13. **Participation in Morris-Union Jointure:** A resolution authorizing the Andover Regional Board of Education to enter into the MORRIS-UNION JOINTURE COMMISSION COOPERATIVE PRICING AGREEMENT NJ STATE APPROVED COOPERATIVE PRICING SYSTEM--#302MUJC

WHEREAS, N.J.S.A. 18A:18A-11 et seq. and N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Morris-Union Jointure Commission, hereinafter referred to as the "Lead Agency," has offered voluntary participation in the Cooperative Pricing System for the purchase of goods and services;

Whereas, on July 22, 2026 the governing body of the Andover Regional Board of Education of Sussex County, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services relating to technology, professional development and staffing.

NOW, THEREFORE, BE IT RESOLVED as follows:

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Morris-Union Jointure Commission Board of Education.

Pursuant to the provisions of N.J.S.A. 18A:18A-11 et seq., N.J.S.A. 40A:11-11(5) and N.J.A.C. 5:34-7.1 et seq., the Board Secretary of the Board of Education is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency on the Board's behalf.

The Lead Agency shall be responsible for complying with the provisions of the Public School Contracts Law (N.J.S.A. 18A:18A-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey, as recommended by the Superintendent of Schools.

14. **2026-2027 IDEA Grant:** Approve and submit the following IDEA grant monies for the 2026-2027 school year:

IDEA- Basic	IDEA- Preschool
$168,343	$7,397

15. **2026-2027 ESEA Grant:** Approve and submit the following ESEA grant monies for the 2026-2027 school year:

Title I- A	Title II- A	Title III	Title IV Part A
$36,940	$13,174	$4,287	$10,000

16. **PTA Association Approval:** Approve and recognize the Andover Regional School District Parent Teacher Association sponsored organization for the 2026-2027 school year, as recommended by the Superintendent of Schools.

17. **AREF Approval:** Approve and recognize the Andover Regional Educational Foundation for the 2026-2027 school year, as recommended by the Superintendent of Schools.

18. **Standing BOE Committees:** Approve the following standing BOE Committees for the 2026-2027 school year, as recommended by the Superintendent:

A. Personnel/Policy/Community Relations/Shared Services
B. Finance/Operations/Technology (infrastructure)
C. Curriculum(Instruction/Assessment)/ProfessionalDevelopment/Technology(instructional)

19. **YMCA:** Approve YMCA, Inc. to operate a state-approved child care program before and after school for District students at FMB & LPS for the 2026-2027 school year, as recommended by the Superintendent of Schools.

20. **Building Use for 2026-2027 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
AREF	Craft Fair	Nov. 20 & 21, 2026	Yes	LPS

21. **Emergency Virtual/Remote Plans**: Approve the Emergency Virtual/Remote Plans for the 2026-2027 school year, as recommended by the Superintendent of Schools.

Roll Call Vote:

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

No: None

Abstain: None

C. CURRICULUM/INSTRUCTION:

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

1. **Student Teacher/Field Experience & Clinical Internship**: Approve Maria Robins, a Clinical Intern from Centenary University's DOE, for the following, as recommended by the Superintendent of Schools:

- **Clinical Field Experience (Fall 2026)**
  - **Dates:** On or about August 24, 2026, through December 12, 2026
  - **Schedule:** Two full days per week or four half days per week for a minimum of fifteen weeks
  - **Placement:** Grades 5-6 English Language Arts
  - **General Education Cooperating Teacher: Meredith Sajdak**
- **Clinical Internship (Spring 2027)**
  - **Placement 1**
    - **Dates:** On or about January 15, 2027, through March 15, 2027
    - **Placement:** Grades 5-6 English Language Arts
    - **General Education Cooperating Teacher: Meredith Sajdak**
  - **Placement 2**
    - **Dates:** On or about March 15, 2027, through May 12, 2027
    - **Placement:** Special Education
    - **Special Education Cooperating Teacher: To Be Determined**

Roll Call Vote:

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

No: None

Abstain: None

X. COMMUNICATIONS TO BOARD: None at this time.

XI. OLD and NEW BUSINESS: None at this time.

XII. PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

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

Ms. Gillespie- Asked if anyone had seen the Township Journal article on student cost. She inquired

about the article on district size versus cost per student. Discussion ensued.

XIII. <u>EXECUTIVE SESSION:</u> None at this time.

Adjournment: Mr. Fetcho moved to adjourn the meeting, seconded by Ms. Byron and approved at 7:57 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,

Nicole Sylvester

Business Administrator/Board Secretary

All Bank Accounts Included

Check#	Date	Vendor (Payee)	Amount
A:38680	7/23/26	School Health Insurance Fund	175,339.00
A:N0730	7/30/26	Andover Regional Payroll Agency	112,292.84
A:38681	8/11/26	U.S. Postal Service	2,500.00
A:N0718	8/11/26	Andover Regional School Lunch Program	8,188.38
A:N0719	8/11/26	Key Government Finance, Inc.	8,627.20
O:01485	8/12/26	Realtime Information Technology, Inc.	2,350.43
A:N0814	8/14/26	Andover Regional Payroll Agency	125,267.96
A:38682	8/19/26	Ansor Solar, LLC	12,245.64
A:38683	8/19/26	Ansor Solar, LLC	10,878.46
A:38684	8/19/26	Accurate Pest Control, Inc.	240.00
A:38685	8/19/26	AERO Environmental Services, Inc.	475.00
A:38686	8/19/26	Rubicon West, LLC	5,843.26
A:38687	8/19/26	Atlantic Tomorrows Office	1,771.00
A:38688	8/19/26	B&H Photo-Video	2,795.84
A:38689	8/19/26	Omega Labs, Inc.	897.00
A:38690	8/19/26	Blue Diamond Disposal, Inc.	1,772.00
A:38691	8/19/26	Barnes & Noble Booksellers, Inc.	612.22
A:38692	8/19/26	Cleary Giacobbe Alfieri & Jacobs, LLC	703.00
A:38693	8/19/26	Cascade School Supplies, Inc.	119.48
A:38694	8/19/26	Cascade School Supplies, Inc.	6.45
A:38695	8/19/26	Cascade School Supplies, Inc.	16.42
A:38696	8/19/26	Joseph J. Casella, DO	7,000.00
A:38697	8/19/26	Direct Energy Business	672.80
A:38698	8/19/26	HD Supply	35.10
A:38699	8/19/26	Sussex County Educational Services Commission	417.15
A:38700	8/19/26	GoTo Communications, Inc.	2,082.83
A:38701	8/19/26	ELIZABETHTOWN GAS	6,335.49
A:38702	8/19/26	Everway Holdco, LLC	1,123.20
A:38703	8/19/26	ELIZABETHTOWN GAS	3,797.61

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Check#	Date	Vendor (Payee)	Amount
A:38704	8/19/26	Encore Fire Protection	1,896.00
A:38705	8/19/26	Encore Fire Protection	4,354.00
A:38706	8/19/26	ePLUS Technology, Inc.	6,255.15
A:38707	8/19/26	Easy Way Safety Services	295.00
A:38708	8/19/26	Endurance Flooring	3,275.00
A:38709	8/19/26	First Student, Inc.	95.00
A:38710	8/19/26	First Student, Inc.	418.00
A:38711	8/19/26	Follett Software, LLC	980.16
A:38712	8/19/26	Great Minds PBC	10,189.06
A:38713	8/19/26	General Plumbing Supply, Inc.	181.06
A:38714	8/19/26	HD Supply	351.68
A:38715	8/19/26	Hasten, Jim	576.00
A:38716	8/19/26	Henry Schein, Inc.	19.01
A:38717	8/19/26	HD Supply	5,455.49
A:38718	8/19/26	Kim DeCarlo	131.20
A:38719	8/19/26	Mary Kasper	2,148.90
A:38720	8/19/26	Lakeshore Learning Materials	8,246.91
A:38721	8/19/26	Lakeshore Learning Materials	948.62
A:38722	8/19/26	Lakeshore Learning Materials	2,875.08
A:38723	8/19/26	Lakeshore Learning Materials	6.29
A:38724	8/19/26	Learning Without Tears	1,856.25
A:38725	8/19/26	Learning A-Z, LLC	6,578.00
A:38726	8/19/26	Lyons Environmental Services, LLC	435.00
A:38727	8/19/26	Municipal Capital Finance	220.00
A:38728	8/19/26	Municipal Capital Finance	1,540.00
A:38729	8/19/26	New Jersey Principals & Supervisors Assoc.	930.00
A:38730	8/19/26	Primo Brands	149.94
A:38731	8/19/26	New Jersey Assoc. of Designated Persons	150.00
A:38732	8/19/26	New Jersey Association of School Business Offici	1,250.00

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Check#	Date	Vendor (Payee)	Amount
A:38733	8/19/26	SLS Acquisition LLC	12.78
A:38734	8/19/26	New Jersey School Boards Association	525.00
A:38735	8/19/26	Ridge & Valley Charter School	11,886.00
A:38736	8/19/26	OTC Brands, Inc.	189.74
A:38737	8/19/26	PickUp Patrol LLC	1,107.00
A:38738	8/19/26	Parette Somjen Architects LLC	1,500.00
A:38739	8/19/26	Play Therapy Supply LLC	141.96
A:38740	8/19/26	Pitney Bowes Global Financial Services, LLC	70.00
A:38741	8/19/26	Realtime Information Technology, Inc.	30,449.50
A:38742	8/19/26	Raptor Technologies, LLC	1,839.50
A:38743	8/19/26	Riverside Assessments, LLC	718.10
A:38744	8/19/26	SCASBO	325.00
A:38745	8/19/26	School Health Corporation	18.70
A:38746	8/19/26	Schenck Price Smith & King LLP	5,328.00
A:38747	8/19/26	School Datebooks	483.52
A:38748	8/19/26	School Specialty, LLC	37.15
A:38749	8/19/26	School Specialty, LLC	130.29
A:38750	8/19/26	Scholastic Inc. Education	1,450.00
A:38751	8/19/26	Scholastic Classroom Magazines	6,008.71
A:38752	8/19/26	Staples Business Advantage	17.81
A:38753	8/19/26	Staples Contract & Commercial LLC	4.04
A:38754	8/19/26	Staples Contract & Commercial LLC	99.28
A:38755	8/19/26	Staples Contract & Commercial LLC	10.12
A:38756	8/19/26	Staples Contract & Commercial LLC	107.31
A:38757	8/19/26	Staples Contract & Commercial LLC	42.56
A:38758	8/19/26	Staples Contract & Commercial LLC	52.55
A:38759	8/19/26	Staples Business Advantage	289.31
A:38760	8/19/26	Staples Business Advantage	84.18
A:38761	8/19/26	Staples Business Advantage	1,029.11

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All Bank Accounts Included

Check#	Date	Vendor (Payee)	Amount
A:38762	8/19/26	Sunset Printing and Engraving Corp	2,610.00
A:38763	8/19/26	Schoolwide Inc.	1,971.00
A:38764	8/19/26	Sussex County Charter School for Technology	14,756.00
A:38765	8/19/26	SCSASA	210.00
A:38766	8/19/26	School Transportation Supervisors of NJ	300.00
A:38767	8/19/26	School Health Insurance Fund	179,569.00
A:38768	8/19/26	School Specialty, LLC	1,282.99
A:38769	8/19/26	Staples Business Advantage	584.59
A:38770	8/19/26	Nicole Sylvester	35.90
A:38771	8/19/26	United Supply Corp.	14.25
A:38772	8/19/26	The Craig School	210.00
A:38773	8/19/26	Treadstone Risk Management, LLC	3,661.25
A:38774	8/19/26	TRISTATE RENTALS INC	1,345.39
A:38775	8/19/26	The Danielson Group, Inc.	400.00
A:38776	8/19/26	United Supply Corp.	21.52
A:38777	8/19/26	William Ibanez	2,915.10
A:38778	8/19/26	William Grennille	1,416.70
A:38779	8/19/26	Weathertite Solutions	1,975.00
A:38780	8/19/26	John Yanez	57.55
A:38781	8/19/26	Zaner-Bloser, Inc.	139.10
A:38782	8/19/26	School Specialty, LLC	53.83
A:38783	8/19/26	The Prophet Corporation	1,205.62
N:03848	8/19/26	Woodloch Resorts	2,900.00

The Grand Total of all Checks from Fund 10 is:	70,338.33
The Grand Total of all Checks from Fund 11 is:	732,025.48
The Grand Total of all Checks from Fund 20 is:	21,563.13
The Grand Total of all Checks from Fund 40 is:	8,627.20
The Grand Total of all Checks from Fund 60 is:	2,350.43
The Grand Total of all Checks from Fund 95 is:	2,900.00
The Grand total of all checks for this period is:	837,804.57

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Andover Regional School District Mentoring Plan 2026-2027

Andover Regional School District

Mentoring Plan

Introduction

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

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

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

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

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

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

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

Expectations

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

Andover Regional School District

Mentoring Program

Mentors

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

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

Payment Procedures

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

Andover Regional School District

Monthly Mentoring Opportunities

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

September:

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

October:

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

• SGO submission for approval	

November:

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

December:

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

January:

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

February:

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

March:

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

April:

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

May:

Activity	Danielson Domain
Instruction:	**Domain 3**

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

June:

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

Novice Provisional Teacher Mentoring Log

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

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

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

Novice Provisional Teacher Mentoring Log

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

Month: _____ Year: _____ School/District: _____

Mentor Name:_____ Mentor Signature:_____

Mentee Name:_____ Mentee Signature:_____

Principal Name:_____ Principal Signature:_____

Total Number of Mentoring Hours This Month:_____

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

Andover Regional School District
Purchasing Manual

PURCHASING MANUAL

2026-2027

Nicole Sylvester

School Business Administrator/Board Secretary

QPA Max Threshold $53,000

2026-2027

INTRODUCTION AND PURPOSE

The purpose of this Purchasing Manual is to assist all school district employees with the proper purchasing practices to be in full compliance with:

- New Jersey Public School Contracts Law--N.J.S.A. 18A:18A-1 et seq.;
- New Jersey Administrative Code--N.J.A.C. 5:34-1 et seq.;
- Board of Education Purchasing Policies;
- Federal Procurement Code--2 CFR 200.317 et seq., when applicable;
- NJQSAC Fiscal Indicator #15;
- Local Finance Notices – NJ Division of Local Government Services; and
- Other laws and administrative codes, when applicable.

The Purchasing Manual is designed to achieve three (3) goals:

1. Compliance with the law, code, and board policy on purchasing;
2. Promote efficiency in purchasing practices; and
3. Achieve savings through proper purchasing practices.

Proper Planning
We ask you, the user of the purchasing system, to help achieve these goals through proper planning. Please allow yourself enough leeway between generating a purchase order and the actual date materials or services are needed. Please consider purchasing in terms of a full year. What items and services do you need on an annual basis? Through proper planning, we can eliminate much of the frustration encountered with all public school purchasing procedures.

Who Should Review This Manual?
This manual should be reviewed by all administrators, directors, department heads, teachers, secretaries, and others involved in the purchasing process. It is imperative that everyone adhere to all purchasing laws and guidelines.

Deliberative Process—Purchases of Goods and Services Take Time!

- **Compliance with Law; Code; Board Policy**

Public school purchasing is a deliberative process designed to ensure compliance with the Public School Contracts Law, the appropriate New Jersey Administrative Code, board of education policy, and, when applicable, the Federal Procurement Code.

- **Limit Fraud**

The deliberative process also encompasses checks and balances, as well as internal controls, designed to limit fraudulent activity.

Public school purchasing is indeed time-consuming; please be patient!

Mandatory Training
All school personnel involved in the requisition and purchasing process shall attend mandatory training sessions concerning proper purchasing procedures. The training will be presented in two (2) sessions:

- Session I—Purchasing Procedures
  All administrators, directors, supervisors, and principals, pursuant to N.J.A.C. 5:34-1.1 (b), shall attend this mandatory training session on purchasing procedures.

- Session II—Requisition and Purchase Order Process
  All school personnel involved in preparing requisitions and purchase orders shall attend this mandatory training session.

Recommending Purchases: Educational/Operational Rationale—Essential to the School District
Administrators, directors, supervisors, and principals who recommend purchases should be able to explain and justify the need for the purchase and demonstrate why it is essential to the school district. School officials who sign off on requisitions/purchase orders may have to provide an educational or operational rationale for the purchase based on the following:

- How will students learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?
- Are the goods/services purchased useful for the long term rather than for immediate need?
- Have inventories been checked to determine whether there is a real need for the purchase?

Administrators, directors, supervisors, and principals may need to justify the purchase and, if required, explain the necessity at a Board of Education meeting.

QPA Certification—Current Bid Threshold--$53,000
Any thresholds listed are based on the assumption that the School Business Administrator holds a Qualified Purchasing Agent (QPA) Certificate and that the board of education has set the bid threshold at the current maximum of $53,000.

ETHICS AND CONDUCT IN PURCHASING; VENDOR RELATIONS

All District employees are to practice exemplary ethical behavior in the purchasing process. Employees are to avoid any action that may be considered a conflict of interest involving their position with the District and their dealings with vendors that provide goods and services to the District. All District employees should adhere to the following terms and conditions of the board's policy on Ethics and Conduct in Purchasing: Vendor Relations.

Federal Code of Standards of Conduct
The Board of Education, pursuant to **Federal Regulation 2 CFR 200.318 (c) (1),** hereby acknowledges the Ethics and Conduct in Purchasing section to be applicable to the selection, award, and administration of contracts using federal funds. The code of conduct also applies to all purchases, notwithstanding the source of funding.

A. Financial Interest in any Contract with the Board of Education--Prohibited
No employee or board member may have a direct interest in any contract or agreement for the sale of goods and services to the Board of Education, nor receive any benefit, compensation, or reward from any contract for the sale of goods and services to the Board of Education. Reference—N.J.S.A. 18A:6-8.

B. Solicitation/Receipt of Gifts from Vendors -- Prohibited
School board members, school officials, employees, or members of their immediate family are prohibited from soliciting, receiving, or agreeing to receive any compensation, reward, employment, gift, meal, honorarium, travel, reimbursement, favor, loan, service, or **other things of value** from any person, firm, corporation, partnership, or business that is a recipient of a purchase order from The District, or a potential bidder, or an applicant for any contract with The District, based upon an understanding that what is solicited or offered was for the purpose of influencing the board member or school employee in the discharge of their official duties. This policy shall be consistent with the School Ethics Act—N.J.S.A. 18A:12-21 et seq.

C. School District Responsibility – Favoritism, Family Members, Businesses
School officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon the quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

School officials and employees are to avoid recommending purchases from members of their families, businesses that employ members of their families, and businesses in which the official, employee, or members of their immediate family have a direct financial interest.

School officials and employees who are authorized to sign off on purchase orders and/or to recommend purchases or business transactions by virtue of their signature on the purchase order certify that their actions are consistent with this policy and all applicable statutes.

D. Vendor Responsibility – Doing Business with the Board of Education

Any vendor doing business or proposing to do business with the Board of Education shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Board of Education or any member of the official's or employee's immediate family.

No vendor shall cause to influence or attempt to influence any official or employee of the Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

E. Vendor Certification

Vendors will be asked to certify that no official or employee of the Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education.

F. Disciplinary Actions for Violations of the Policy--Sanctions

In accordance with N.J.S.A. 18A:6-8, any District employee who violates the terms of this policy may be subject to withholding of annual increments, suspension, demotion, school ethics complaint, termination, and/or revocation of license to teach or to administer.

Disclosure of Fraudulent Activities

The Board of Education will disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations that may affect the Federal award, pursuant to UGG, 2 C.F.R. § 200.113. Such disclosures must occur in a timely manner and be submitted in writing to the United States Department of Education or the New Jersey Department of Education.

Conflict of Interests

No employee, officer, or agent of the Board of Education may participate in the selection, award, or administration of any contract if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. Ref. 2 CFR 200.318 (c) (1)

School district employees who are part of an evaluation committee to review responses to Requests for Proposals (RFP) and/or to Competitive Contracting proposals will be required to complete a Conflict of Interest certification in accordance with N.J.A.C. 5:34-4.3 (e) (f).

Possible Conflict of Interest—Contact the School Business Administrator

Any school employee who believes there may be a potential conflict of interest regarding a recommendation for an award to any vendor doing business with The District is encouraged to contact the School Business Administrator for guidance.

CRIMINAL CODE CITATIONS

All school employees are reminded of the following New Jersey Criminal Code citations:

2C:27-9 Unlawful Official Business Transaction
"A public servant commits a crime of the fourth degree if, while performing his official functions on behalf of the government entity, the public servant knowingly transacts any business with himself, a member of his immediate family, or a business organization in which the public servant or an immediate family member has an interest." (N.J.S.A. 2C:27-9)

2C:27-10 -- Acceptance or Receipt of Unlawful Benefit by Public Servant for Official Behavior
"A public servant commits a crime in the fourth degree…if the public servant directly or indirectly, knowingly solicits, accepts or agrees to accept any benefit, whether the benefit inures to the public servant on another person, to influence the performance of an official duty or to commit a violation of an official duty." (N.J.S.A. 2C:27-10)

REPORTING OF FRAUD

REPORTING FRAUD, WASTE, AND ABUSE OF FEDERAL FUNDS

Disclosure of Fraudulent Activities

The Board of Education will disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations that may affect the Federal award, in accordance with UGG, 2 C.F.R. § 200.113. Such disclosures will be reported in writing to the United States Department of Education and the New Jersey Department of Education, as well as local law enforcement officials.

Fraud Hotline—Display in Public Place

The Board of Education, in compliance with ESEA legislation, posts the following information so that any individual who observes, detects, or suspects the improper use of taxpayer funds can easily report it.

The OIG Fraud Hotline—a 24/7 service that accepts tips, complaints, and allegations from all sources about possible theft, fraud, waste, abuse, mismanagement, public corruption, or whistleblower reprisals involving ED programs, operations, or funds.

https://oighotline.ed.gov

You may also call toll-free or write to the OIG: 1-800-MISUSED (1-800-647-8733)

Inspector General Hotline U.S. Department of Education
Office of Inspector General
400 Maryland Avenue, S.W. Washington, D.C. 20202

PUBLIC SCHOOL PURCHASING—LEGAL AUTHORITY

AUTHORITY TO PURCHASE

Authority to Purchase—School Business Administrator
State statutes, administrative codes, and board policy govern a board of education's purchases of goods and/or services. New Jersey State Law 18A:18A-2 (b) assigns the legal authority to the Purchasing Agent (School Business Administrator) to make purchases for the Board of Education.

The Purchasing Agent is the only individual in the school district authorized to purchase for the Board of Education. The terms "Purchasing Agent" and "School Business Administrator" will be used interchangeably throughout the manual.

Authorized Purchases
All requests for purchases of goods and/or services must be made through an approved purchase order signed by the School Business Administrator prior to the goods or services being received.

Purchase Order--Defined
A purchase order, pursuant to N.J.S.A. 18A:18A-2 (v), is a document issued by the School Business Administrator authorizing goods or materials to be ordered for the school district or work/service to begin. No goods or materials may be ordered, or work/service may be authorized to begin, by any other individual in the school district other than the School Business Administrator.

Unauthorized Purchases
Any school district employee who orders and/or receives any materials, supplies, or services without first going through the approved purchase order process has made an unauthorized purchase.

Unauthorized purchases are a violation of State Law and Board Policy.

The Superintendent of Schools may impose penalties and sanctions for unauthorized purchases, including requiring the employee to pay for the unauthorized purchase.

Corrective Action for Non-compliance

1. Memo to Administrator

If the School Business Administrator has determined that an unauthorized purchase has been made, a memo will be sent to the responsible administrator advising them of the unauthorized purchase. The Superintendent of Schools shall receive a copy of the memo.

2. Memo to Superintendent

The responsible administrator shall prepare a memo explaining the reasons why proper purchasing procedures were not followed. The memo will be attached to the purchase order, and a copy of the memo will be sent to the Superintendent of Schools.

3. Letter to Vendor

The School Business Administrator will also send a letter to the vendor that provided unauthorized goods or services. The letter will advise the vendor that payment may not be made for the unauthorized purchase. The Board Attorney will be copied on the letter.

District Sanctions and Violations

All district employees are reminded that the school district may incur sanctions due to unauthorized (confirming) purchases. Employees are to note the following consequences of such actions:

1. Withholding of State Aid—N.J.A.C. 6A:23A-5.4
   The Commissioner of Education may withhold State funds from any school district that fails to obey the provisions of the Public School Contracts Law—N.J.S.A. 18A:18A-1 et seq.

2. NJQSAC Fiscal Indicator #15--Penalty
   The school district is subject to a penalty of four (4) NJQSAC points for failing to comply with Fiscal Indicator Item #15, which prohibits confirming or unauthorized orders. The purchasing agent (School Business Administrator) signed all purchase orders, and there are no confirming purchase orders in accordance with standard operating procedures.

3. Audit Findings and Recommendations
   All financial transactions are subject to audit review. The District may receive an audit finding and recommendation for unauthorized (confirming) purchases. Repeated audit findings may lead to sanctions against the school district.

4. Employee Sanctions
   The Superintendent of Schools may recommend to the Board of Education the imposition of sanctions against any employee who fails to comply with federal and state purchasing laws and codes, board policy, and district purchasing procedures. The sanctions may include, but are not limited to, paying for any unauthorized purchase, withholding of increments, employee suspension, or tenure charges.

Purchasing Prohibitions

Employees Prohibited from Signing Contracts--Prohibition
Board of Education employees are prohibited from signing any contract offered by a vendor. The authority to sign and execute vendor contracts, subject to Board of Education approval, rests with the Board President and the Board Secretary.

Personal Liability
Contracts signed by an employee shall be considered non-binding by the Board of Education, with the employee accepting full responsibility for the costs of the contract.

Reimbursements; Employee--Prohibition
The Board of Education recognizes an employee reimbursement purchase order only for tuition reimbursement, pre-approved travel, meals, and conferences. The Board will not reimburse employees for items and goods that they personally purchase.

Student Activity Accounts--Prohibition
Purchases made through Student Activity Accounts may not be reimbursed with Board funds. The School Business Administrator will not sign purchase orders made payable to Student Activity Accounts for the purpose mentioned earlier.

Private Purchases -- Prohibited
Goods and services procured by the Board of Education are exclusively for the use of the Board and, if applicable, other public and non-public schools. These goods and services are purchased through the signed purchase order process.

Employees of the Board of Education are prohibited from privately purchasing goods and/or services from vendors whose bid prices and quotation prices are submitted to the Board.

Purchasing Guidance

Cancellation of Purchase Orders--Guidance
All requests to cancel purchase orders must be made in writing to the School Business Administrator. Reasons for canceling the purchase order must be outlined. The School Business Administrator has sole authority to cancel purchase orders.

Credit Cards Prohibited
Pursuant to the New Jersey Department of Education Audit Program page I-5.9, a school district is not permitted to use a credit card for the purchase of goods and services. All purchases are to be made through the purchase order process in compliance with the Public School Contracts Law.

Contracts: Purchase Order Required--Guidance
The award of a contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of or purchase materials from the vendor.

All contract purchases require a purchase order authorizing the purchase of goods, services, and materials from the vendor. N.J.S.A. 18A:18A-2 (v).

Preview of Materials--Guidance
All staff members must receive permission from administrators, directors, supervisors, or principals to preview materials. After the preview process is complete, the item must be returned. If there is a desire to purchase the previewed item, then a purchase order must be prepared for the new item.

TECHNOLOGY, SOFTWARE, AND ARTIFICIAL INTELLIGENCE PURCHASES
The District recognizes that technology platforms, software subscriptions, cloud-based services, artificial intelligence applications, and online tools may create operational, cybersecurity, contractual, and student data privacy obligations. Accordingly, all purchases involving technology systems, software, online subscriptions, artificial intelligence tools, mobile applications, cloud-based services, or any platform that collects, stores, transmits, or processes student or employee information shall be subject to review prior to purchase.

Prior to initiating a purchase, requesting a trial, participating in a pilot program, or accepting any software licensing agreement, click-through agreement, terms of service, or data-sharing agreement, the requesting employee shall obtain approval from the **Director of Technology** and the School Business Administrator.

No employee shall independently enter into, accept, execute, or otherwise agree to any software licensing agreement, subscription agreement, click-through agreement, terms of service, or other contractual arrangement on behalf of the District.

METHODS OF PROCUREMENT

A. ADVERTISE FOR BIDS (Purchases in the aggregate that exceed the bid threshold--$53,000)

This method is used to procure goods, materials, services, and public works projects that exceed the Board of Education's approved bid threshold of $53,000.

Bid Limit -- $53,000

The Board of Education is restricted by New Jersey state law on how much the District may spend in a year on materials, supplies, and services.

This restriction is called the bid threshold or bid limit. The bid limit is $53,000. This means that any specific item, class of items, and/or services of a similar nature purchased by the school district, totaling more than $53,000 in aggregate for the entire year, must be competitively advertised for bid. School officials cannot circumvent the law by splitting purchases to be under the $53,000 bid limit. Administrators, directors, supervisors, and principals whose purchases may exceed the $53,000 bid limit are to contact the Business Office to begin planning the bidding process.

Annual Bids—N.J.S.A. 18A:18A-9

The Board of Education, to comply with N.J.S.A. 18A:18A-9, requests that Administrators, directors, supervisors, and principals plan and prepare for Annual Bids. The proposed timelines are as follows:

February-March	Administrators, directors, supervisors, and principals prepare technical specifications to be reviewed by the School Business Administrator.
April	The SBA prepares final bid specifications to be drafted in a manner to encourage free, open, and competitive bidding. Bids are advertised pursuant to the Public School Contracts Law.
May/June	Annual bids are received, opened, and tabulated by the School Business Administrator.
June	Bid resolutions are prepared by the School Business Administrator for Board approval.
June	Purchase orders are generated by administrators, directors, supervisors, and principals for services to begin on July 1st.
June/July	Purchase orders are generated for goods and materials to be delivered to the schools for August/September delivery.

N.J.S.A. 18A:18A-2 (l). "**Aggregate**" means the sums expended or to be expended for the provision or performance of any goods or services in connection with the same immediate purpose or task, or the furnishing of similar goods or services, during the same contract year through a contract awarded by a purchasing agent.

Bidding: Time Frame
As stated before, the formal bidding process usually takes about 6-8 weeks from start to finish. Please plan appropriately. An outline of the bidding process is located in the Appendix.

Exceptions to the Bid Limit
New Jersey State Law allows for some exceptions to the bid requirements. There are approximately twenty (20) exceptions where the Board of Education does not have to advertise bids for goods and services. Some of them are:

- Purchasing through New Jersey State Contract, Other State Approved Co-ops.
- Professional services as outlined by New Jersey law;
- Textbooks, student-produced publications, library, and educational goods;
- Legal notices, food supplies, milk, utilities, insurance, election expenses, travel, and conferences; and
- Contracts with other government entities, the county, and state colleges.

These purchases may be subject to the quotation process pursuant to N.J.S.A. 18A:18A-37 (a) if practicable.

Award of Contract--Lowest Responsible Bidder
The common thread among these bids is that the Board of Education must award the contract pursuant to N.J.S.A. 18A:18A-4(a) to the lowest responsible bidder.

B. QUOTATIONS (Purchases that fall between $7,950 and $52,999)

This procurement method is used for contracts for goods, materials, services, and public works projects that, in the aggregate, are between $7,950 and $52,999.

Award of Contract—Price and Other Factors

The Board of Education is obligated to solicit at least two (2) competitive quotations and award the contract pursuant to N.J.S.A. 18A:18A-37 (a) to the vendor whose response is most advantageous, price and other factors included.

Quotations and Purchasing

1. Quotation Limits--$7,950 through $52,999

The quotation limit (threshold) presently is $7,950. This means that any specific item or group of items of a similar nature purchased by the school district, totaling more than $7,950 and less than $53,000 for the entire year, must be competitively quoted or advertised for bid at the discretion of the School Business Administrator.

School officials cannot circumvent the law by splitting purchases to be under the quotation threshold.

2. Quotation Process

All quotations shall be in writing and will be coordinated by the Office of the School Business Administrator. When a quotation is deemed necessary, the administrator/supervisor or school principal is asked to contact the Business Office. The School Business Administrator will review these quotation specifications to determine whether they are set up to provide open and competitive quotations.

Please note: The formal quotation process could take about 2-4 weeks from start to finish.

There will be no telephone quotations, except in cases of extreme urgency.

3. Receipt of Two (2) Quotations; Prefer Three (3) Quotes

Pursuant to N.J.S.A. 18A:18A-37(a), the purchasing agent shall solicit two (2) quotations, if practicable. Evidence of the quotation process shall be kept on file. A copy of the quotation shall be attached to the purchase order. It is the responsibility of the School Business Administrator to solicit formal quotations.

C. REQUEST FOR PROPOSAL—RFP -- This method is preferred for the following contracts:

Professional Services	**Academic/Operational Services**
Medical	(Contracts less than $53,000)
Auditing, Accounting	Instructional Improvement
Legal	Educational Consultants
Engineering, Architectural	Professional Development
Special Education Related Services	

The Board Attorney is to be contacted to determine which services may be considered professional services.

Award of Contract—Evaluative Criteria
The RFP method is designed to award the contract to the vendor based on a list of criteria, which, as recommended by the New Jersey State Comptroller's Office, is included in the publication.

Best Practices in Awarding Service Contracts (2010)

Technical

- Submission of a narrative of how the firm will provide services, a planned approach, and measurable results
- Understanding how services will be provided

Management

- Business organization; staffing
- Experience; and
- Knowledge of the district

Cost

- Fee proposal submission; cost analysis

The contract for an RFP does not, I repeat, have to be given to the vendor who submits the lowest price. The evaluation process is designed to award the contract to the vendor whose response will provide the highest-quality services at fair and competitive prices.

D. COMPETITIVE CONTRACTING (Certain Contracts over $53,000)

This procurement method is used for specific contracts over $53,000.00.

The District can use this method only for contacts outlined in NJ State Law 18A:18A-4.1. **Some** of the examples that are permitted are

- Proprietary Computer Software for Board Use
  - Student Data Warehousing
  - Student Information System
  - Business Office; Human Resources Software
- Professional Development Services
- Educational Consultant Services
- Instructional Improvement Services

The Competitive Contracting award is similar to the RFP award. It is based on the same evaluative criteria, which are designed to award the contract to the vendor whose response will provide the highest-quality services at fair and competitive prices.

The administrative process of Competitive Contracting, as outlined in N.J.S.A. 18A:18A-4.1 et seq. and N.J.A.C. 5:34-4.1 et seq., is rather lengthy and may take 6-8 weeks to complete.

E. STATE CONTRACT—NJ START--PURCHASING

Pursuant to N.J.S.A. 18A:18A-10 (a), a Board of Education may purchase goods and services through New Jersey START (NJ START) contract vendors. If the purchase exceeds the bid threshold, the Board of Education must adopt a resolution awarding the contract.

The school Business Administrator recommends procuring the following equipment and supplies from New Jersey START contract vendors.

❶ ***Office Supplies and School Supplies***

The School Business Administrator will distribute separate memos highlighting State Contract vendors who sell Office Supplies and School Supplies. Please review these memos with your staff.

If you plan to purchase Office Supplies and School Supplies from the State Contract vendor, please follow the instructions in the memo.

❷ ***Computers***

If you plan to purchase computers, please follow the process outlined below before completing your purchase orders.

- *Contact the Director of Technology*

Please contact the **Director of Technology.** The director will be able to assist you with the technical aspects and the State Contract requirements for purchasing computers.

➎ ***Copiers—Approvals Needed—Superintendent, SBA, and Board of Education***

If you plan to purchase a copier, please contact the School Business Administrator. All purchases of copiers must be pre-approved by the School Business Administrator and the Superintendent of Schools. All purchases of copiers through the State Contract GSA pricing require Board of Education approval pursuant to N.J.A.C. 5:34-9.7.

Other State Contract NJ START Purchasing

The School Business Administrator must obtain Board of Education approval for all NJ START contract purchases exceeding the bid threshold. All NJ START contract purchases will be verified by the School Business Administrator prior to processing.

Purchase Order Requirements--State Contract

All purchase orders made through NJ START Contract vendors shall include the following:

1. State Contract Number;
2. State Contract System Identifier—**1 NJCP;**
3. Notification of Award attached to the purchase order;
4. Approved the State Contract price list and
5. Shipping and Handling are included.

OTHER PURCHASING PROCEDURES

COOPERATIVE PURCHASING

The school district may use the services of an authorized cooperative purchasing entity to purchase goods and services. Recognized cooperative purchasing groups include, but are not limited to:

- Educational Services Commissions
- Regional Services Commissions
- County Special Services Districts
- NJ Division of Purchase and Property (NJ START State Contract)
- National Cooperative Vendors

Cooperative Purchasing System Identifiers—Include on Purchase Orders

School districts are required by administrative code to identify the cooperative group and include the identification number on the purchase order. The following Cooperative Purchasing System Identifiers are provided for your use. This is not an all-inclusive list. The Business Office shall inform all school officials of other cooperative purchasing system entities during the year.

Cooperative Pricing Systems	System ID
ACES-CPSACES Program/NJSBA TECH	E-8801-NJSBA
Camden County Educational Services Commission	66CCEPS
Champions Unified Purchasing Alliance	303 CUPA
Edge Market Cooperative Pricing System	269MCPS
Educational Data Services, Inc..	26EDCPS
Educational Services Commission of New Jersey	65MCESCCPS
Hunterdon County Educational Services	34HUNCCP
Monmouth Ocean Educational Services Commission	289-MOESC
Morris-Union Jointure Commission	302MUJC
New Jersey Cooperative Purchasing Alliance	CK04
Northern Region Educational Services Commission	293NRESC
Second River Cooperative	294SRPC
Union County Cooperative Pricing Systems	8UCCP

EMERGENCY CONTRACTS

N.J.S.A. 18A:18A-7 strictly regulates emergency contracts. A situation must exist that affects the health or safety of the occupants of school property and requires the immediate delivery of articles or the performance of a service to alleviate the emergency.

The emergency contract process is reviewed in the Appendix. Please note that the Superintendent of Schools must be notified first of all emergency purchase requests. Only the School Business Administrator may award an emergency contract.

EUS—EXTRAORDINARY UNSPECIFIABLE SERVICES

The EUS procurement method is primarily used to procure insurance and insurance consulting services. The School Business Administrator will coordinate all EUS activities pursuant to N.J.S.A. 18A:18A-5 (a) (10) and N.J.A.C. 5:34-2.1 et seq.

FEDERAL FUNDS—PROCURING GOODS AND SERVICES WHEN USING FEDERAL FUNDS

All non-federal entities (school districts) are to follow the NJ Public School Contracts Law when procuring goods and services using federal funds, except where the federal standards detailed in 2 CFR Part 200.317 et seq. are in conflict with or more restrictive than those of the state. School districts must comply with the Federal Procurement Code, 2 CFR 200.317 et seq., when procuring goods and services using federal funds. The Appendix section of this manual provides a more detailed explanation.

INCREASING A PURCHASE ORDER AMOUNT

There may be times when a purchase order amount must be increased to meet the District's needs. The School Business Administrator, in accordance with N.J.A.C. 6A:23A-6.10, will identify and investigate the reason(s) for any increase to a purchase order. An appropriate form to request an increase has been prepared and is available from the Business Office.

Vendors Doing Business with The District

New Vendors

The School Business Administrator must enter new vendor information into the Business Office financial system before using that vendor's goods or services. The School Business Administrator must also receive specific legal documents from vendors before issuing a purchase order. Depending on the amount of the purchase order in the aggregate, the following documents must be in the possession of the School Business Administrator.

- Affirmative Action Evidence—Certificate of Employee Information Report
- Business Registration Certificate from the State of New Jersey
- Chapter 271 Political Contribution Disclosure Form
- Iran Financial Disclosure Form
- IRS W-9 Form
- Russia, Belarus Disclosure Form
- Other documents required by the Federal Procurement Code

Vendor Performance--Unsatisfactory

It is hoped that vendors used by the school district provide goods and services in accordance with the contract's terms and conditions. If any school official does not receive goods or services satisfactorily, the School Business Administrator must be informed.

Vendor/Contractor Evaluation & Recommendation

The Public School Contracts Law permits the school district to renew the contract of a vendor or contractor who provides services. School officials administering the contract for those vendors shall, pursuant to N.J.S.A. 18A:18A-42, complete the Vendor/Contractor Evaluation and Recommendation form to determine if the vendor has provided services to the District in an “effective and efficient manner.”

Debarment, Suspension or Disqualification– (N.J.A.C. 17:19-1.1 et seq.)

The Board of Education will not enter into a contract for work with any person, company, or business entity that is on the State Department of Labor and Workforce Development Prevailing Wage Debarment List, the State of New Jersey Consolidated Debarment Report, or the Federal System for Award—SAM.gov/exclusions.

Renewal of Contracts—Services

Any vendor contract for services other than professional services may be extended or renewed by the Board of Education pursuant to the terms and conditions of N.J.S.A. 18A:18A-42 (o). The major conditions are as follows:

1. The renewal contract is awarded by board resolution.
2. No contract shall be extended so that it exceeds five (5) consecutive years;
3. Any price increase shall not exceed the quarterly Index Rate and
4. The terms and conditions of the contract remain substantially the same.

The School Business Administrator will notify all administrators, directors, supervisors, and principals of any vendor contracts eligible for renewal in March of the preceding fiscal year.

Student Activity Account Purchases

Student activity funds should finance the normal, legitimate co-curricular activities of the student body organization. Only expenditures relating to student group activities that benefit students may be made from student activity accounts. Student activity funds are monies generated by students' participation, authorized to be spent by the students, and expended on their behalf.

Signing of Contracts with Vendors--Prohibited
School officials are strictly prohibited from signing any contracts with vendors unless authorized by a board resolution. All contracts with vendors shall be reviewed by the School Business Administrator, who, if satisfied, will affix their signature to the vendor contract.

Purchases—Bids May Be Required—Discretion of School Business Administrator
The School Business Administrator is aware of the following exception to bidding.

Goods and services paid with funds that: are raised by or collected from students to support the purchase of student-oriented items or materials, such as yearbooks, class rings, and a class gift; and are deposited in school or student activity accounts; and require no budget appropriation from the board of education; N.J.S.A. 18A:18A-5 (a) (21)

The school Business Administrator will determine whether an advertisement for bids will be required for a Student Activities purchase that exceeds the $53,000 bid threshold in the aggregate.

Purchases—Quotations Required
Goods and services paid with student activity funds and requiring no budget appropriation from the Board of Education are considered an exception to bidding under the New Jersey Public School Contracts Law. It is important to note, however, that purchases less than the bid threshold may be subject to official quotations solicited by the School Business Administrator. Please notify the Business Office of any upcoming purchases exceeding $7,950.

Purchases—Board Resolution Required Exceeding the Bid Threshold
All purchases exceeding the bid threshold, currently $53,000, require prior Board approval at a regularly scheduled meeting.

Board Resolution -- Pursuant to N.J.S.A. 18A:18A-5 (a) (21), all purchases from the student activity account that exceed the bid threshold must be approved by a board resolution prior to the purchase being made.

Purchases of yearbooks, school rings, and catering halls for proms may fall in this category. Fund-raising contracts that, in the aggregate, exceed the bid threshold require a board resolution.

SELECT PURCHASING TOPICS

Field Trip Transportation—Contracted Services

Through the competitive bid process, the District has secured prices for various types of transportation vehicles needed for approved field trips. A special bulletin will be issued to all administrators, directors, supervisors, and principals. All employees are reminded of the following guidance as it pertains to field trip transportation:

- Purchase orders must be prepared and processed prior to the field trip date.
- Attached to the field trip transportation purchase order is a copy of the Board of Education resolution approving the destination of the field trip.
- The approved list of bus companies and corresponding prices is to be used whether the field trip is paid through Board of Education funds (PO) or student activity funds.
- All field trips using Board funds (purchase order) shall be part of the instructional program, have an educational value, and shall be reasonable in cost. Field trips solely for student entertainment are prohibited when public funds are used. A board resolution approving the field trip must be attached to the purchase order.
- The cost of field trips may be borne by the pupils' parents, with the exception of pupils in special education classes and pupils with financial hardship. Reference—N.J.S.A. 18A:36-21

Meals, Refreshments, and Catering

The State of New Jersey, Department of Education, has provided guidance to school districts through Administrative Code N.J.A.C. 6A:23A-5.8 on District expenditures for meals and refreshments.

The expenditure of public funds for meals and refreshments may be used for the following:

Permitted Activities for Meals, Refreshments, and Catering

- Student Activities
  Reasonable costs for light meals and refreshments directly related to activities that benefit students and are part of the instructional program are permissible. These activities must be part of the instructional program and not solely for student entertainment.

- Parent Activities
  Reasonable costs for light meals and refreshments for parent activities are permissible. It is expected that expenditures for this purpose will be minimal and infrequent.

- Dignitaries
  Reasonable costs for light meals and refreshments for dignitaries, as defined in the State code, are permissible.

Board Member Meetings -- N.J.A.C. 6A:23A-7.12 (f)—Meals and Refreshments
Light meals and refreshments are permitted for all board members and employees required to attend a board of education meeting.

Please note that costs for light meals and refreshments are limited as follows:

Breakfast	$ 7.00 per person
Lunch	$ 10.00 per person
Dinner	$ 15.00 per person

(NJ OMB Circular 20-04-OMB Section XI—Letter I)

Documentation Required—Light Meals and Refreshments
Documentation must be provided to support expenditures for light meals and refreshments. The following information is to be provided on the Purchase Order:

- Description of the activity;
- Purpose/justification of the activity, goal, and objectives;
- The make-up of the group receiving the meals, and
- Names of employees and board members are included in the group.

Prohibited Activities for Meals, Refreshments, and Catering

- **Athletic Activities—Feeding Guests**
  Light meals and refreshments served to *guests* at any athletic event, game, or contest are not permitted.

- **Staff and Employees of the School District**
  Light meals and refreshments are not permitted for employees and staff of a school district unless the staff member or employee is essential to *a student activity* where light meals or refreshments are being served. N.J.A.C. 6A:23A-7.12 (d)

- **Honoring Employees**
  Receptions, dinners, or other social functions held for or in honor of any employee or group of employees are not permitted when public funds are used.

  Please note: the use of public funds (purchase order) for the purchase of employee recognition awards is permitted. For example—Retirement Plaques!

Textbooks: Approval and Purchase

Approval of Textbooks
In accordance with state law (N.J.S.A. 18A:34-1), all textbooks must be approved by the Board of Education prior to their use in the educational program. Purchasing textbooks that the Board of Education has not approved violates state law. The District has established procedures for the Board of Education to approve textbooks.

Purchase of Textbooks and District Review
New Jersey Administrative Code 6A:23A-9.3 (c) (12) requires the purchase of textbooks to meet one of the following conditions:

- The purchase is in accordance with a textbook replacement plan;
- Textbooks have been identified as stolen or destroyed; or
- A change in curriculum or a new edition requires a new textbook.

All textbook purchase orders must withstand any state or district audit review. The following documentation shall be attached to each purchase order for textbooks:

Textbook Order Rationale Form (See Appendix)
This form, which must be completed and attached to the front of the purchase order, requires the administrator or supervisor to explain the reason for the purchase and provide documentation that the textbook was pre-approved.

Budget Accounts
As always, only textbooks may be purchased from the "640" object code. All other books and reading material must be purchased from the "600" or "610" series accounts.

Ordering Books: Recommended Purchasing Procedures

Purchase Orders Processed—Once a Month
The Business Office, to ensure compliance with Public School Contracts Law and board policy, will now process all purchase orders for books and workbooks that require board of education approval once a month.

The Business Office will hold all purchase orders for books and workbooks to determine whether the total cost of the purchase orders exceeds the bid threshold. If the total cost of the purchase orders exceeds the bid threshold, then the Business Office will prepare the appropriate board resolution. After the board of education adopts the resolution to purchase the books/workbooks, the purchase orders will be signed and processed if all the required documents are on file.

Purchases Must Be Planned
All schools/offices that purchase books and workbooks must now plan accordingly. Administrators, directors, supervisors, and principals are to direct teachers and staff members to have all purchase orders ready before the deadline; otherwise, they will have to wait for the next board of education meeting.

Online Pricing or Price Quotations
School principals are to ensure that purchase orders for books and workbooks are prepared using pricing obtained from the book company representative or from online sources.

Purchase Order Review – Online Pricing or Price Quotations
The Business Office will review each purchase order for books and workbooks. The purchase order is expected to include the following attachments.

- Copies of the price quotation received from the sales representative or
- Copies of the online pricing were obtained from the company's website.
- The sales representative or the customer service number must confirm shipping and handling costs.

Any book purchase order that does not have either the price quotation from the sales representative or copies of online pricing will be returned.

Travel Reimbursement--Purchase Order—Conferences and Workshops

The State of New Jersey, pursuant to N.J.S.A. 18A:11-12, has adopted strict travel guidelines for school districts to follow. All school officials and employees seeking travel reimbursement must adhere to the law and travel administrative code—N.J.A.C. 6A:23A-7.1 et seq.

At a minimum, reimbursement purchase orders for travel must meet the following requirements:

- **Written Approval of the Superintendent—prior to a travel event**
  The travel shall be approved in writing by the Superintendent prior to the travel event. Documentation shall be provided with the purchase order for reimbursement.
- **Board of Education Approval—prior to a travel event**
  The travel shall be approved by resolution at a public board of education meeting, again, prior to the travel event. A copy of the board resolution shall be attached to the purchase order.
- **Reimbursement Procedures**
  Prior to reimbursement for approved travel event costs, the following must be included with the purchase order, when applicable.

    1. Approvals in writing;
    2. Travel Report
    3. Receipts for hotel and meals (when applicable);
    4. Mileage Travel Form;
    5. Driver's License; Vehicle Registration; Insurance Card; and
    6. Other documents when requested.

All public school employees must review all board policies and school administrative procedures with the School Business Administrator prior to planning the travel event.

Additional Rules and Procedures
Additional rules and procedures on travel are available by contacting the School Business Administrator.

Fixed Assets

Generally Accepted Accounting Principles (GAAP) reporting requires the District to maintain physical accountability over district-owned assets. Fixed assets are property, plant, or equipment, assets that are long-term and have continued use, such as land, buildings, machinery, and equipment.

Cost Determination of Fixed Assets
For this purchasing manual and to comply with law and code, a fixed asset is a single item with a cost of $2,000 or more.

Recording of Fixed Assets
School officials ordering and receiving a fixed asset item shall properly record the item on the purchase order in accordance with Business Office procedures. The fixed asset item shall also be identified with the District's barcoding system.

Disposal of Fixed Assets
All school district property must be disposed of in a manner prescribed by law as per the Records Retention Schedule prepared by the New Jersey Bureau of Records Management. The Business Office will assist all school officials with the disposal of school property, especially items identified as fixed assets.

Purchase of Food Supplies Guidance

Purchase of Food Supplies – Supermarkets
New Jersey state law and code exclude the purchase of food supplies from the bidding process if the food supplies are for the school cafeteria or home economics classes. Many schools and offices have prepared purchase orders to:

Ronetco (ShopRite)

Food supplies purchased from supermarkets shall comply with state law and code and be for the approved list of situations only. All purchase orders, including student activity account purchases, are subject to review by Department of Education (DOE) officials and auditors.

Food Supplies
New Jersey Administrative Code 6A:23A-16.5 (b) clearly notes that food supplies include only supplies that are consumable as food or drink and substances that may enter into the composition of food in the operation of a school cafeteria or in a home economics class.

Administrators, directors, supervisors, and principals are to ensure that purchases from the supermarkets have only items listed that follow the code. The Business Office will review the cash register receipts and highlight any items that do not comply with the code.

Purchase Order Deadline—Annual Notification

The deadline for submitting purchase orders for the current operating budget is on or about May 1, 2027, unless on an earlier date set by the Superintendent. (Purchasing Freeze) Exceptions to the deadline date may be for purchases of the following:

- End-of-the-year activities—field trips, graduation, assemblies
- Employee contractual obligations—tuition reimbursement;
- Emergency contracts;
- State and/or federally funded grant programs;
- Travel reimbursements; and
- Other goods, materials, or services approved by the Superintendent

Contracted Service Providers—Protecting Our Children

Regular Contact with Students
During the performance of a contract with the Board of Education, a contracted service provider may come into contact with district students. The District fully understands its obligation to provide a safe educational environment for all students and staff members. To this end, if the Board of Education requires all bidders to sign a statement of Assurance of Compliance, to acknowledge their understanding of the below-listed requirements, and the bidder's assurance of compliance with these listed requirements.

Anti-Bullying Reporting—Requirement N.J.S.A. 18A:37-13.1 et seq.; N.J.A.C. 6A:16-7.7 (c)
When applicable, the contracted service provider shall comply with all applicable provisions of the New Jersey Anti-Bullying Bill of Rights Act—N.J.S.A. 18A:37-13.1 et seq., all applicable codes and regulations, and the Anti-Bullying Policy of the Board of Education. In accordance with N.J.A.C. 6A:16-7.7 (c), a contracted service provider who has witnessed or has reliable information that a student has been subject to harassment, intimidation, or bullying shall immediately report the incident to any school administrator, safe schools resource officer, or the School Business Administrator.

Criminal History Background Checks N.J.S.A. 18A:6-7.1
When applicable, the contracted service provider shall provide to the school district, prior to commencement of the contract, evidence or proof that each employee assigned to provide services and who comes in regular contact with students has had a criminal history background check and, furthermore, that said background check indicates that no criminal history record information exists on file for that worker. Failure to provide proof of a criminal history background check for any employee coming in regular contact with students prior to commencement of contact may be cause for breach of contract. See NJDOE Broadcast 9/9/19

Pre-Employment Requirements P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq.
When applicable, all contracted service providers whose employees have regular contact with students shall comply with the Pre-Employment Requirements in accordance with New Jersey P.L. 2018 c.5, N.J.S.A. 18A:6-7.6 et seq. Contracted service providers are to review the following New Jersey Department of Education Office of Student Protection—Pre-Employment Resource P.L. 2018 c.5 link below for guidance and compliance procedures.

https://nj.gov/education/crimhist/preemployment/

The Requisition and Purchase Order Process
Roles and Responsibilities

Responsibilities When Preparing a Requisition
The person who prepares the requisition has certain responsibilities before the order is sent to the administrator, supervisor, or principal for approval. They are to ensure the following:

- All requisitions are entered on the District requisition form.

- Vendor's Name--All Board checks are made payable to the vendor name (top line) listed on the purchase order/requisition. Please ensure the proper vendor name is printed on the requisition.

- Vendor's Complete Address -- The purchase order must include the vendor's complete address and phone number. Post Office Box addresses are not acceptable unless they are from major, well-known companies.

- Current Budget Year Included -- The current budget year must be included in the body of the Purchase Order/Requisition.

- Description of Items, Services, Costs, and Catalog Numbers -- Items and/or services requested are to be described clearly with correct and up-to-date catalog numbers/ISBN and costs. Brand names, model numbers, colors, sizes, and other descriptive items are required.

- Shipping Costs--Shipping and handling costs are to be added to all purchase orders. Please read the catalog or contact the vendor to determine the actual shipping and handling costs.

  If you are unable to ascertain the actual charges, type:

  "10% Estimated Shipping and Handling"

  If there are no shipping and handling charges, type on the requisition/purchase order:

  "Shipping and Handling Included"

- Delivery Address--Attention of -- The delivery address should include the name of a person or a specific department.

- Delivery, Types of --- The Board of Education recognizes two (2) types of delivery.

  - INSIDE DELIVERY

Items are to be delivered to a Board of Education location, taken off the truck by transportation carrier personnel, and brought to a designated area inside the school or office building.

- SPOTTED DELIVERY
  Items are to be delivered to a Board of Education location, taken off the truck by transportation carrier personnel, and brought to a designated area inside the school or office building. Transportation carrier personnel or specialized individuals are responsible for uncrating, setting up, and assembling items to verify good working order, and for removing all debris to the satisfaction of the Board of Education within five (5) working days. Please ensure that all purchase orders have the correct delivery designation.

- Total Cost -- Please include the words "Total Cost" on the purchase order with the actual amount of the order. *Minimum Order* -- the minimum order amount for all purchase orders is $50.00. Please try to plan and combine orders to exceed the $50.00 limit.

- Budget Account Number -- Please be sure the correct Budget Account Number is typed on the requisition.

- State Contract Orders -- When ordering through NJ START State Contract vendors (minimum order $100.00), please note the following:

  - State Contract Number must be included on the requisition;
  - 1NJCP must be included on all State Contract requisitions and purchase orders;
  - Shipping and Handling Included; and
  - Appropriate documentation when required.
  - Special guidance will be issued as it pertains to State Contract purchases.
    - As a reminder, the minimum order amount for a State Contract purchase is $100.00

- Quotations -- If quotations are obtained, please attach to the purchase order a copy of each written quotation received. Please type the quotation date and the quotation number.

- Bids -- If bids are obtained, please include the following on the requisition:

  - Bid Date; and
  - Bid Number.

New Jersey State Sales Tax—School Districts Exempt

The Board of Education is exempt from paying New Jersey Sales Tax. New Jersey local school districts are political subdivisions of the State. Their purchases are exempt from New Jersey sales and use taxes, and the Board is not exempt from paying out-of-state sales and use taxes.

ST-5 Form Not Required

A tax-exempt organization ST-5 certificate or number is not required for the local school district, public school, or board of education to make tax-exempt purchases. ST-5 Exempt Organization Certificates are never issued to New Jersey government entities, including public schools. Their official letterhead or official purchase order, signed by a school official, is sufficient proof to the vendor that they are exempt from paying sales taxes. Payment must be made by a school check, including a student activity fund check or a school voucher.

Reference—NJ Division of Taxation Tax Bulletin TB-49

Responsibilities of Administrator/Supervisor or Principal
The person authorized to approve requisitions must ensure the following are reviewed before the requisition is sent to the School Business Administrator.

1. **Funds Available**

They must verify whether their budget has sufficient funds *to cover the purchase order amount*.

2. **Requisition Completion**

They must check to determine that items previously noted (Responsibilities of the Originator) have been *properly completed*.

3. **Operational or Educational Need for Purchase**

Administrators, directors, supervisors, and principals who approve requisitions should be able to explain why the purchase is essential to the school district. They should be able to support the purchase as an educational or operational need for the district. Of most importance, they should be able to answer the following:

- How will students learn or benefit from the purchase?
- What educational achievement or program may be linked to the purchase?
- How is the purchase of operational value to your school/office?

Requisitions are to be approved by the appropriate administrator.

4. **Approval of Principal**

Central office administrators, directors, and supervisors have been notified that whenever they order equipment for the instructional staff of the various schools, the purchase order must be approved by the school principal. The principal must co-sign the purchase order for equipment purchases.

It is the responsibility of the central office administrator/supervisor to obtain the signature of the principal.

5. **Originator Copy**

The originator copy of the purchase order remains in the office of the administrator/ supervisor/principal. When preparing a requisition, please retain a copy for your files.

6. **Receiving Copy**

Once the purchase order has been posted and mailed to the vendor, the Business Office will send the Receiving Copy of the purchase order back to the school or office. If you do not receive the Receiving Copy within two (2) weeks of signing the purchase order, please contact the Business Office.

Responsibilities of the Assistant Superintendent/Superintendent of Schools
The Superintendent reviews and determines the educational or operational value of each purchase order. If satisfied, the requisition is approved and forwarded to the Purchasing Agent.

Responsibilities of the Business Office
The Purchasing Agent reviews each purchase order. Special attention is given to the following:

- **Available Funds**—Will not permit a requisition to be finalized if there are insufficient funds in the account. If preparing a PO, be sure to check for funds availability.

- **What is being ordered and the cost**--The Purchasing Agent reviews the technical aspects of the purchase order to ensure compliance with Federal and State Law and Board Policy.

The Business Office checks the cost of each item and determines if it can be purchased from another source at a savings. The Business Office also reviews whether the purchase exceeds:

The Quotation Limit	**$ 7,950.00**
The Bid Limit	**$53,000.00**

The Purchasing Agent will determine whether the district must solicit quotations or advertise for bids.

Document Check
Pursuant to various State Laws, the Purchasing Agent must ensure the following documents are on file in the Business Office before the purchase order is signed and processed:

- Affirmative Action Evidence – Contracts $53,000.00 and over (cumulative)
- Business Registration Certificate (BRC) – Purchases $7,950.00 and over
- Chapter 271 – Political Contribution Disclosure Form (PCD)
    - Purchases over $17,500.00 (cumulative)
- Iran Financial Disclosure Form
- IRS W-9 Form
- Russia, Belarus Form
- Other Federal Procurement Documents.

Technical Review of Purchase Order -- The purchase order is also reviewed for technical aspects, as

- Account number missing or incorrect;
- Shipping charges added;
- Signatures missing;
- State contract numbers incorrect/missing;
- The vendor's address is incomplete.

Incomplete or improper purchase orders/requisitions will be returned with a memo explaining deficiencies. See a copy of the memo in the Appendix.

If the Purchasing Agent is satisfied, they sign the purchase order and/or approve the requisition. The Business Office will then:

- Issue a purchase order number;
- Enter the purchase order in the computer, and
- Mail the purchase order to the vendor.

Purchase Order Process--Deliberative Process—Five to Ten Days
As explained, the purchase order process may take 5 to 10 days to complete. Public school purchasing takes time because it is a deliberative process designed to comply with the law and prevent fraud. Please plan accordingly.

Transfer of Funds — The Business Office processes purchase orders only if sufficient funds are available. Purchase orders lacking sufficient funds are sent back to the originator for a request to transfer funds. All letters requesting a transfer of funds are to be sent to the School Business Administrator.

The Board of Education must approve all fund transfers at a public meeting.
In certain cases, requests for the transfer of funds must be sent to the State Department of Education for review. Substantive transfers of money (more than 10% of the budget line item) must be approved by the State. Purchase orders that require a transfer of funds will be mailed to the vendors the day after the State Department of Education approves the transfers.

Responsibility of the Vendor
The Business Office sends the vendor the purchase order and the voucher. The vendor is to sign the voucher and return it to the Business Office with an invoice. If you receive a signed voucher, return it to the Business Office. A check is prepared for the vendor once the Business Office has a

Signed Voucher	Invoice
All Packing Slips	Receiving Copy (Pink) Signed

The award of a contract to a vendor approved by the Board of Education at a public meeting does not automatically authorize any employee to use the services of or purchase materials from the vendor.

All contract purchases require a purchase order authorizing the purchase of services and/or goods and materials from the vendor.

ACCOUNTS PAYABLE SECTION

Receipt of Goods/Services

Processing the Requisition/Purchase Order--Design of Purchase Order
The purchase order consists of up to 6 sheets. Listed below are the names and the purpose of each sheet. (A Requisition becomes a purchase order after all required administrators have approved the requisition in the Business Office Software System).

Copy	Disposition
Vendor Copy	Sent to the vendor to order items/provide services
Voucher Copy	Sent to the vendor for signature
Receiving Copy	Sent to school/office; returned to the Business Office upon receipt of goods/services
File Copy	Remains on file in the Business Office
Authorization Copy	Signatures authorizing purchase remain on file in the Business Office.
Originator Copy	Remains with the office of the administrator or supervisor.

Receipt of Goods and Services
The originator of the purchase order should follow the process when receiving materials, goods, and services.

- **Receipt of Items Ordered—Goods and Supplies**
  All items received will be immediately checked. Please note the following:

  - Obtain a copy of the purchase order and packing slip for the items ordered.
  - Open boxes and check off items received on the receiving copy and the packing slip.
  - If all items are enclosed, then sign and attach packing slips to the receiving copy of the purchase order.
  - The school principal/office supervisor should sign the receiving copy and send it with the packing slip to the Accounts Payable, c/o Business Office.

- **Receipt of Goods and Services**
  Administrators and principals are responsible for ensuring that all goods received have been accurately checked in. If the goods received match the purchase order and the packing slip, then the administrator should do the following:

  - Sign the packing slip to confirm receipt of delivery of goods;
  - Sign the Receiving Copy (pink slip) of the purchase order;
  - Sign any invoices that may have been submitted with the order and
  - Send all items to the Business Office c/o Accounts Payable within seven (7) days of the receipt of goods.

The Seven (7) Day Rule

The administrator should sign the receiving copy of the purchase order and send all items within **seven (7) days** of receipt of the goods/services to Accounts Payable, **c/o Business Office.**

Accounts Payable Procedures—Notification Process—Unreturned Paperwork
There will be instances where the Business Office Accounts Payable Office will send a courtesy reminder to any school or office that has not returned the paperwork in a timely fashion. The School Business Administrator has approved the following procedures.

- First Notice—Seven (7) Days
  The Accounts Payable Office will send a reminder notice seven (7) days later if no paperwork is received from the school or office.

- Final Notice—Seven (7) Days
  The Accounts Payable Office will send a Final Notice reminder seven (7) days later if no paperwork is received from the school or office.

- Superintendent's Office Contacted—Three (3) Days
  The School Business Administrator will contact the Superintendent of Schools after three (3) days if the paperwork is not received from the school or office.

The Board of Education has an excellent reputation for paying its bills in a timely fashion. We ask that all employees help maintain this fine reputation. Paying Bills in a Timely Fashion—within 30-60 days and Paying Bills Pursuant to State Law—within 90 days N.J.S.A. 18A:18A-10.1

Receipt of Goods and Services—Problems and Concerns

The originator of the purchase order should comply with the following process when receiving materials, goods, and services. The District provides guidance on Problems Encountered with the Receipt of Goods.

- **Problem: Back Orders**

Sometimes, items ordered may not be received in the initial shipment. This is known as a backorder. The packing slip will indicate 'backorder' for those particular items.

Process to Follow: Back Orders
If the order is incomplete due to a backorder, do not wait for the next shipment.
Please do the following:

- Mark on your receiving copy of the purchase order those items you did not receive.
- Make and keep a copy of your receiving copy and the packing slip.
- Send the original receiving copy and packing slip to the Business Office.
- Upon receipt of the back order in the next shipment, check off your copies of the
- receiving copy and the packing slip and send both copies to the Business Office.

- **Problem: Items Missing from the Order**

Sometimes, items are marked on the packing slip as delivered but are missing from your shipment.

Process to Follow: Items Missing

- Contact the company and tell them what was missing.
- Mark what items were missing on the receiving copy and packing slip.
- Make and keep a copy of your receiving copy and the packing slip.
- Send the original receiving copy and packing slip to the Business Office.
- Upon receipt of the missing item in the next shipment, check off your copies of the
- receiving copy and the packing slip and send both copies to the Business Office.

- **Problem: Items Damaged; Wrong Item**

Sometimes you will receive damaged or incorrect items.

Process to Follow: Items Damaged; Wrong Item

- Contact the company and ask about their return procedure for damaged or incorrect items.
- Return the item(s) to the company.
- On the receiving copy and the packing slip, mark what items were returned and the
- reasons for being returned. Please note how the items were returned (UPS/PO/Vendor Pick Up).
- Send the receiving copy and packing slip to the Business Office.
- Upon receipt of the missing/wrong item in the next shipment, check off your copies of the receiving copy and return them to the Business Office.

- **Problem: Discontinued Item**

Sometimes the items you requested have been discontinued.

Process to Follow: Discontinued Item

- Mark on the receiving copy (pink) of the purchase order “discontinued.”
- Do not call the company for a replacement item. You must complete a new purchase order.

VENDOR PAYMENT PROCESS
Contracted Services

Role of the School District

Purchase Order Contract Amount—Not To Be Exceeded!
The contracted services vendor/provider (vendor) receives a purchase order from the School Business Administrator, which authorizes the vendor to begin services.

The purchase order has a total contract amount. This contract amount may not be exceeded unless authorized by the Board of Education in writing.

Monitoring Contract Amount—District Administrator's Responsibility!
The School Business Administrator asks all district administrators, directors, supervisors, and principals to monitor all vendor bills and invoices to ensure they do not exceed the total contract amount. If the total contract amount is approaching the limit, they are asked to contact the school business administrator forty-five (45) days in advance. The School Business Administrator can then begin a process to exceed the purchase order amount pursuant to the administrative code.

Exceeding Contract Amount—Unauthorized Service!
If any administrator permits a vendor to exceed the contract amount, the administrator has permitted an unauthorized service, which is similar to an unauthorized purchase. Administrators, directors, supervisors, and principals are asked to monitor the dollar amount of services being provided to the District.

Monitoring Contract Amount—Vendor Responsibility!
The District asks all vendors to monitor all bills and invoices to ensure they do not exceed the total contract amount. Vendors are asked to contact the respective administrator forty-five (45) days in advance if the total contract amount is approaching the limit.

Exceeding Contract Amount- Written Authorization!
Contracted vendors may exceed the amount on the purchase order only with the School Business Administrator's written authorization. The authorization will be in the form of a new purchase order being issued to the contractor and signed by the School Business Administrator.

Submission Deadlines
The Board of Education traditionally meets on the third Wednesday of each month. The Business Office asks that all bills and invoices for payment be submitted a week *prior* to the 3rd Wednesday of each month.

All bills and invoices submitted to the Business Office by the vendor will be sent to the appropriate school district administrator/supervisor for review and approval. The Business Office cannot begin the payment process until it receives the invoices signed and approved by the appropriate administrator.

End-of-Year Billing/Cancellation of Purchase Orders

Administrators, directors, supervisors, and principals are to work with contracted service vendors so that end-of-year invoices are submitted to the Business Office in a timely manner. This is imperative. To comply with the State of New Jersey Department of Education requirements, the District has adopted a policy to cancel open purchase orders at the end of the fiscal year. All invoices must be billed within thirty (30) days of services to meet the State Department of Education deadline. If we do not receive your invoice within the thirty (30)- day deadline, we will not be able to process payment in a timely fashion, and the corresponding purchase order may be canceled, thereby delaying payment.

APPENDIX

A. Formal Bid Process

B. Emergency Purchases/Contracts

C. Memorandum--Return of Purchase Order

D. Chart—Purchase Order Requirements

E. Vendor Letter—Unauthorized Purchases

F. Copy of Purchase Order- N/A

G. Copy of Requisition- N/A

H. Federal Contracts

1. Federal Programs for School Districts
2. Compliance with 2 CFR 200.317 et seq.
3. Federal Funds Procurement Methods
4. Debarment and Suspension for Federal Contracts
5. Stevens Amendment

I. Federal Procurement Chart of Thresholds

J. Textbook Rationale Form

FORMAL BID PROCESS

Process	Time Line
The initial bid request is made by the Administrator/Supervisor. Certification that funds exist.	One Day
Review of specifications, fully outlining items, materials, or services to be bid by the School Business Administrator.	One Week
Return reviewed specifications to the Administrator/Supervisor for final approval. The Administrator/Supervisor signs off on final approval.	One Week
The bid package is prepared by the School Business Administrator.	One Week
Copies of bids are prepared.	One Day
Legal advertisement sent to the newspaper.	Three Day Advance Notice
Bid Date/Time -- must be at least ten days after the Legal Ad appears in the newspaper. Bids are opened and read publicly.	10-20 Days
Bid results are reviewed by: a. Administrator/Supervisor b. School Business Administrator	One Week
The Administrator/Supervisor prepares a spreadsheet listing the lowest bidders and recommends awarding the bid. The School Business Administrator reviews bids. A resolution is prepared.	One-Two Weeks
Bids are reviewed at the Board Agenda, Committee of the Whole, and Regular Public Meetings.	One Week
Purchase orders are prepared by the Administrator/Supervisor.	One Week

The formal bidding process takes about 6-8 weeks from start to finish.

Please note: Bids for Public Works/Construction Projects take longer, as a request for wage determination must be formally made to the State of New Jersey.

(Appendix A)

EMERGENCY CONTRACTS (18A:18A-7)

A. Background

An actual emergency must exist. An "emergency" is not to be created as a result of inadequate planning, delay, failure to take into account the construction season, or administrative convenience.

B. Definition of Emergency

An emergency is a situation affecting the health or safety of occupants of school property that requires the immediate delivery of articles or the performance of a service to alleviate the emergency. Federal and the State of New Jersey *Declarations of Emergencies* may also apply. The School Business Administrator will contact the board attorney for guidance on such declarations.

C. Process in Declaring an Emergency

1. Superintendent of Schools Notified
   The Superintendent of Schools is notified by the employee/supervisor/administrator requesting a declaration of emergency.

2. School Business Administrator Notified
   The official in charge of the building or facility wherein the emergency occurred shall notify the Business Administrator of the following:

   a. Nature of the emergency;
   b. Time of the occurrence; and
   c. The need for the performance of a contract.

Such notification shall be prepared in writing and filed with the School Business Administrator as soon as possible.

3. Awarding of Contract by School Business Administrator
   If the School Business Administrator is satisfied that an emergency exists, the School Business Administrator is authorized by state law to award the contract.

4. Filing of Documents with the State and County by the School Business Administrator
   In accordance with N.J.A.C. 5:34-6.1, the following documents must be filed with the County Superintendent within three (3) days after awarding the contract or agreement:

   a. A copy of the contract or agreement; and
   b. A copy of the written requisition.

5. Acknowledgment by the Board of Education
   The Board of Education shall review and acknowledge said emergency purchase at its next Board of Education Public Meeting. This may be done by board resolution.

(Appendix B)

M E M O R A N D U M

To: _____

From: _____, School Business Administrator

Date: _____

Re: ***Return of Purchase Order(s)***

I am returning the attached requisition/purchase order(s) for the reason(s) checked below:

____ Account Number Incorrect; Missing--Please use Account Code # _____

____ Bid Number, Quotation Number--Not Included

____ Board Resolution Needed--Attach to Requisition/Purchase Order

____ Conference Request Form--Not Attached; Not Approved

____ Description of Item(s), Service Needed

____ Funds; Federal/State – Title of Grant Program – Type on Purchase Order/Requisition

____ Minimum Order $50.00 Minimum State Contract Order $100.00

____ Proposal/Contract Missing -- Attach to Purchase Order

____ Quotation Needed--Please contact me to discuss the process

____ Rationale Form Missing; Unsigned

____ Shipping Charges Not Added

____ Shipping Charges Not Needed. Type on P.O. "Shipping and Handling Included"

____ Signature Missing--Administrator, Supervisor, Principal

____ State Contract Number Incorrect, Missing--State Contract Documentation Missing

____ Textbook Documentation Missing
_____ Website Documentation / Board Resolution

____ Unauthorized Order--Please contact me to discuss procedures.

____ Vendor Address Incomplete--Post Office Box Number Only

____ Vendor Check Needed?

____ As Per the Attached Memo

____ Other_____

Please make the adjustments needed and return the requisition/purchase order with this form to my office.

(Appendix C)

PURCHASE ORDER REQUIREMENTS

CONTRACT/PURCHASE ORDER THRESHOLDS (AGGREGATE)	*AFFIRMATIVE ACTION EVIDENCE (AA)*	*BUSINESS REGISTRATION CERTIFICATE (BRC)*	*CHAPTER 271 PCD (PAY TO PLAY) (271)*	*RUSSIA BELARUS FORM Goods and Services Only*
Up to $ 7,950	(a)	No	No	**$1,000**
$ 7,950 - $17,499	(a)	**YES**	No	**YES**
$17,500 - $52,999	(a)	**YES**	**YES**	**YES**
$53,000 – and over	**YES**	**YES**	**YES**	**YES**

Affirmative Action Evidence Exemptions	**Business Registration Certificate Exemptions**	**Chapter 271 (PCD) Exemptions**
• Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g., County and State Colleges and local authorities, boards, etc.	• Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g., County and State Colleges and local authorities, boards, etc. • Non-profit Organizations ***Exempt Situations*** • Emergency Purchases – No payment unless BRC is on file. • Employee settlements paid to attorneys; • Establishments that are out of state & business being conducted takes place out of state, e.g., hotels, band camps, seminars, theatres, etc. • Purchase made entirely through School Student Activity Funds.	• Contracting Units Subject to Title 40A:11 • State of New Jersey Contract Purchases • Boards of Education including Educational Services Commissions • Other contracting units, e.g., County and State Colleges and local authorities, boards, etc. • Non-profit Organizations • New Jersey School Boards Association • Contract Renewals • Public Utilities, e.g. PSE&G ***Exempt Situations*** • Emergency purchases; • Litigation payments to parties through a court order.

(a) It is suggested that Affirmative Action evidence is on file from vendors and contractors.
It is further recommended that the District have on file the Iran Disclosure Form from all vendors.

(Appendix D)

ANDOVER REGIONAL BOARD OF EDUCATION

OFFICIAL VENDOR NOTIFICATION

AUTHORIZED PURCHASES
The Board of Education only recognizes purchases made through the approved purchase order process. All purchases made by the District require:

- Written Official Purchase Order with a Purchase Order Number and
- Authorized Signature (School Business Administrator)

UNAUTHORIZED PURCHASES
School district administrators, employees, and board of education members are not permitted to contract with vendors on behalf of the district.

Any Board employee who orders and/or receives any materials, supplies, or services without first going through the approved purchase order process has made an unauthorized purchase.

VENDOR'S RESPONSIBILITY

- **Official Purchase Order**

Vendors are not to honor or accept requests to provide goods or services unless they receive an official written purchase order with a purchase order number signed by the School Business Administrator.

- **Authorized Signature**

The Board of Education will only recognize purchase orders signed by the School Business Administrator.

- **Contact the Business Office!**

If any Board employee attempts to place an order without providing an authorized purchase order, please alert

Nicole Sylvester
School Business Administrator

You will NOT Get Paid!
The Board of Education will not be held responsible for any unauthorized orders or unauthorized purchases.

(Appendix E)

COPY OF BLANK PURCHASE ORDER

(Appendix F)

COPY OF BLANK REQUISITION

(Appendix G)

FEDERAL CONTRACTS

Examples of Federal Funding Sources—Every Student Succeeds Act (ESSA)

- Title I, Part A – Improving Basic Programs Operated by LEAs
- Title II, Part A – Teacher and Principal Training and Recruiting
- Title III– English Language Acquisition and Language Enhancement
- Title III—Immigrant Education Program
- Title IV, Part A – Student Support and Academic Enrichment Program

Other Examples of Federal Funding Sources

- I.D.E.A. Part B Handicapped
- Perkins Vocational Education
- National School Lunch Program
- National School Breakfast Program

The above lists are not all-inclusive.

Federal Procurement Guidelines—Federal Regulations 2 CFR Part 200.318 et seq.
School districts shall comply with Federal Regulations Procurement Standards 2 CFR 200.318 et seq. and the New Jersey Public School Contracts Law when procuring goods and services using federal funds.

(Appendix H)

Methods of Procurement—When Using Federal Funds

All procurement transactions must be conducted in a manner that provides full and open competition (2 CFR 200.319). Here are some examples of procurement methods to be used.

New Jersey Department of Education Guidance on Federal Spending
All school districts must comply with federal regulations and the Public School Contracts Law and should adhere to the guidance provided by the New Jersey Department of Education in the publication ***Navigating the Uniform Grant Guidance.***

- **Micro-purchases—Purchases less than $7,950.00**

The Purchasing Agent shall use sound business practices for purchases in the aggregate that do not exceed $7,950.00. Reference--2 CFR 200.320 (a) (1) and 2 CFR 200.67

- **Simplified Acquisition Procedures—$7,950.00 through $52,999.00**

The Purchasing Agent shall use the competitive quotation process as outlined in N.J.S.A. 18A:18A-37 (a) or the Request for Proposal process, when applicable, in procuring goods and services in the aggregate of more than $7,950.00 and less than $52,999. It is recommended that the district solicit three (3) quotations. Reference--2 CFR 200.320 (a) (2) (i) and 2 CFR 200.88

- **Sealed Bids—$53,000.00 or more---(Public Notice)**

The Purchasing Agent shall use the competitive bid process to procure those contracts that, in the aggregate, exceed the $53,000 bid threshold. The contract shall be awarded to the vendor who submits the lowest responsible bid for a firm-fixed contract price, lump sum or unit cost. Reference--2 CFR 200.320 (b) (1)

- **Proposals—$53,000.00 or more—(Public Notice)**

The Purchasing Agent shall use the Request for Proposal (RFP) or competitive contracting process when procuring specific contracts that, in the aggregate, exceed the $53,000 bid threshold. The contracts are to be awarded by an evaluative process rather than a firm-fixed contract price. Reference--2 CFR 200.320 (b) (2) and N.J.S.A. 18A:18A-4.1 et seq.

- **Non-competitive Procurement (Single Source)**

Although the Federal government recognizes contracts may be awarded to sole-source vendors through non-competitive proposals, the Purchasing Agent shall use the competitive “proprietary” bid process or the competitive contracting process for sole or single-source contracts. Reference 2 CFR 200.320 (c) and N.J.S.A. 18A:18A-15

(Appendix H)

Debarment and Suspension for Federal Contracts; Confirmation of Vendor on SAM.gov/Exclusions; Debarment and Suspension (E.O. 12549 and E.O. 12689).
A contract award (see 2 CFR 180.220) will not be made to parties listed on the government-wide exclusions in the System for Award Management (SAM.gov) Prior to contracting with a vendor, the School Business Administrator shall use the System for Award Management (SAM) (SAM.gov/Exclusions) to search for the vendor by name, tax identification number, or another characteristic to verify the vendor has not been suspended or debarred from performing federally funded work.

This is an electronic directory of individuals and organizations that are not permitted to receive federal contracts or assistance from the United States government. It is recommended that evidence of verification (printout from SAM.gov/content/Exclusions) be maintained in procurement files for each contract awarded.

Federal Programs--Include on Requisitions/Purchase Orders
Purchase orders using Federal Funds shall be included in the document:

- Name of Federal Program
- Quotation, bid number, if applicable
- Name of Cooperative Purchasing Entity, if applicable
- Board approval date; if applicable
- Location(s) of equipment
- Federal funding account numbers can easily be identified if split funding
- Approved CIP Code; if required

Stevens Amendment—Statement on Bid Advertisement
The Board of Education recognizes its obligation as it pertains to the Stevens Amendment, Section 8136 of the Department of Defense Appropriations Act (P.L. 104-134, Sec.507), which requires the Board to state clearly the percent (%) of the total cost of this project that will be financed through Name of Federal Grant.

REPORTING FRAUD, WASTE, AND ABUSE OF FEDERAL FUNDS

Disclosure of Fraudulent Activities

The Board of Education will disclose all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award according to UGG, 2 C.F.R. § 200.113. Such disclosures will be reported in writing to the United States Department of Education, the New Jersey Department of Education, and local law enforcement officials.

(Appendix H)

Federal Contracts—Chart of Thresholds

Description of Goods/Services	Amount	Procurement Method
Goods and Services	Less than $7,950	Sound Business Practice
Goods and Services	$7,950-$52,999	Quotation or Bid
Goods and Services	$53,000 or more	Sealed Bid
Professional Services	Less than $7,950	Simple Proposal
Professional Services	$7,950-$52,999	Request for Proposals (RFP)
Professional Services	$53,000 or more	Competitive Contracting
Educational Consultant Services	Less than $7,950	Simple Proposal
Educational Consultant Services	$7,950 - $52,999	Request for Proposals (RFP)
Educational Consultant Services	$53,000 or more	Competitive Contracting
Instructional Improvement Services	Less than $7,950	Simple Proposal
Instructional Improvement Services	$7,950 - $52,999	Request for Proposals (RFP)
Instructional Improvement Services	$53,000 or more	Competitive Contracting
Professional Development Services	Less than $7,950	Simple Proposal
Professional Development Services	$7,950 - $52,999	Request for Proposals (RFP)
Professional Development Services	$53,000 or more	Competitive Contracting
Sole Source (Proprietary)	Less than $7,950	Simple Proposal
Sole Source (Proprietary)	$7,950 - $52,999	Proprietary Quotation
Sole Source (Proprietary)	$53,000 or more	Proprietary Bid
Services Provided by Government Units/Schools	Less than $7,950	Simple Proposal
Services Provided by Government Units/Schools	$7,950 - $52,999	Request for Proposals (RFP)
Services Provided by Government Units/Schools	$53,000 or more	Competitive Contracting
Construction; Public Works	Less than $7,950	Written Proposal; PW Documents
Construction; Public Works	$7,950-$52,999	Quotation or Bid
Construction; Public Works	$53,000 or more	Sealed Bid

The District shall issue a public notice when using the Sealed Bid or Competitive Proposal Process.

(Appendix I)

Textbook Purchases

ANODVER REGIONAL BOARD OF EDUCATION
Office of the School Business Administrator

Textbook Purchases

Textbook Order Rationale Form

A. Conditions of Purchase – New Jersey Administrative Code 6A:23A-9.3 (c)(12)

Please check the appropriate box(es) that apply to the purchase.

- □ Purchase is in accordance with the textbook replacement plan.
- □ Purchase is to replace lost, stolen, or destroyed textbooks.
- □ Purchase of textbooks reflects a change in curriculum.
- □ Purchase reflects a new edition of the textbook.

B. Documentation Requirement

The textbook named on this purchase order was approved by the board of education pursuant to N.J.S.A. 18A:34-1 on the following date:

Meeting Date:

Name of School/Office _____

Administrator/Supervisor _____

Signature _____ Date _____

Title of Textbook _____

_____

Curriculum Department Review and Approval

Approved _____ Denied _____

_____ _____
Curriculum Director Signature Date

Please attach the Textbook Order Rationale Form to the front of the requisition or purchase order.

(Appendix J)