Andover Regional Board of Education Regular Meeting – April 28, 2020

The Andover Regional Board of Education of the Borough of Andover and Township of Andover convened a regular meeting on Tuesday, April 28, 2020 at 7:30 p.m.via Zoom and Live stream on Zoom.

Attendance:

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

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

Not Present: Mrs. Rebecca Bearden

I. INTRODUCTORY ITEMS

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

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

Mission Statement: Dr. Koroski read the mission statement:

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

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

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

II. EXECUTIVE SESSION: None at this time.

III. PRESENTATION(S):

- Mrs. Reynolds presented the 2018-19 State Performance Report.
- Mrs. Reynolds presented the NJSLA (previously NJ ASK) Science Scores.
- Mr. Tobin & Ms. Sylvester presented the 2020-2021 Final Budget.

IV. APPROVAL OF MINUTES:

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

March 17, 2020 Regular Minutes

Roll Call Vote:

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

No: None

Abstain: None

V. COMMITTEE REPORTS:

Board Committees:

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

Special Committees/Ad Hoc Assignments:

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

Dr. Koroski gave his report on Personnel/Policy which included the 2020-2021 budget, school closure plan, personnel, and donation of supplies to local Police, EMS and hospitals.

Ms. Annuzzi gave her report on Finance/Operations which included the 2020-2021 budget, SOP manual and COVID-19 updates.

Mrs. Brennan gave her report on Curriculum/Instruction which included remote learning and mock trial from Mrs. Cotter's class.

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

VI. SUPERINTENDENT REPORT:

A. Mr. Tobin gave an update regarding the Health Related School Closure Plan.
B. Mr. Tobin reminded everyone that all School Field Trips are cancelled and refunds will be available.
C. Mr. Tobin gave his monthly HIB Report.

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

Resolve that the Board of Education accepts the attached HIB Report beginning March 7, 2020 and ending April 8, 2020.

Roll Call Vote:

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

No: None

Abstain: None

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

- Worked with the administrative team to develop our distance learning plan
- Attended county coronavirus meeting with Mr. Tobin
- Worked with Mr. Deluca to develop a needs assessment and a plan to distribute needed technology to our families as part of our distance learning plan
- Worked diligently as a school community to ensure that students left the building prior to the closure with requested technology and paper packets for two weeks of instruction
- Prepared and presented professional development for the staff regarding our school closure plan
- Continue to provide support and feedback to staff as they deliver distance learning
- Prepared and analyzed a follow up survey to parent community regarding distance learning
- Prepared and analyzed a follow up survey to teachers regarding distance learning
- Utilized the results of these surveys to make modifications to our distance learning plan
- Work with the administrative team on staffing positions for the 20-21 school year
- Work with the administrative team on teacher schedules for the 20-21 school year
- Begin work on updating the FMB 21st century/library curriculum
- Continue meeting with the administrative team weekly on both a formal and informal basis
- Continue collaboration with Tri-District leadership regarding curriculum, programs, and components of distance learning plans
- Collaborated with our literacy consultant to develop virtual learning sessions in order to continue with our professional development plan
- A special congratulations to Mrs. Cotter and her 7th grade G & T students. They participated in the Law Adventure competition hosted by the NJ Bar Association. 7th grade G & T students developed their own Mock Trial around Animal Law. Their mock trial was selected as one of five winning teams in the state of New Jersey. Normally, students would go to the NJ Bar Association to perform their trial in front of a live audience. Sadly, this was cancelled due to the coronavirus.
- Attend weekly grade level team meetings
- Working to develop a school wide One School, One Book initiative
- Continue to meet regarding Title 1 expenditures

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

- Facilitated the distribution of Chromebooks and iPads for home instruction.
- Worked with Jenn Reynolds to develop an Acceptable Use Policy for students who will bring home school owned Chromebooks or iPads.

- Continue to support Staff, Teachers, Parents, and Students technical needs remotely during remote home instruction.
- Developed Mr. Joe's Tech Corner for self created PD and helpful technical resources.
- Revamped our SchoolDude Help Desk ticket system Work Queues to improve ticket organization while ensuring relative information is shown to administrators when viewing open or in progress work orders.

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

- In **March 2020** the following meetings were held:
  * New Preschool Referral: 1
  * New Referrals: CST 0, Speech 0
  * Annual Reviews: CST 12, Speech 0
  * Eligibility Meetings: CST 8, Speech 1
  * Transfer out of district: CST 0
  * Transfer into district: CST 1
  * Declassified: CST 0, Speech 0
  * Newly Classified CST 0, Speech 0
  * Other meetings: CST 10, Speech 0
  * **Total number of IEPs**: **CST** 81, **Speech** 12 = **(93)**
  * **Total number of RTI Speech Action Plans = (21)**

- Extensive administrative planning was conducted to develop Action Plans for remote learning, and to meet the needs of all students and families. The coordination of programs, services, technology and food services/delivery were paramount to the success of the plans quick rollout.
- The month of March has proven to be extremely busy in the CST office, due to the unique health care crisis.
- The CST has been working diligently with students, families and teachers to help bridge the gaps in the virtual learning model of education, in addition to conducting meetings pertaining to remaining compliant with IEP's.
- I have maintained ongoing communication with both the county and the state to discuss maintaining compliant practices in IEP's and 504's. I have attended webinars with the Sussex/Warren and Essex County offices, as well as with the DOE to help coordinate special services for students. This information has been provided to all CST and staff members, as it is updated.
- The members of the CST and related services are maintaining ongoing collaboration with all aspects of student programs and services. Team members and related service providers

continue to work with teachers regarding classroom and student specific strategies, to better meet student/family needs.

- The CST continues to plan for ESY 2020 & the 2020/2021 school year. Due to the current status of education plans for both in house and remote ESY are in the development process
- Development and implementation of ongoing relevant PD opportunities for all paraprofessionals using a distance learning model.
- Ongoing budget sessions with the Administrative team continued to occur, due to changes in the state aid amounts.
- The CST members have been providing consultation and support for students, parents and teachers through collaborative methods.
- I have completed all formal observations and conducted post conferences of all paraprofessionals. Additionally, I was able to complete several third round observations and post conferences of certificated staff.

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

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

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- Ms. Sylvester reported that the new LPS roof project would start on May 4, 2020 which would include the rip up and replacement to be completed before May 15, 2020.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS

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

- Ms. Halteman thanked everyone for making a full time music position and to Mrs. Granholm for teaching extra classes. She also thanked the Administrators for excellent communication and to the teacher's for doing an amazing job with the distance learning transition.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

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

1. **Leave of Absence**: Approve leave of absence request from Employee ID #756, commencing on September 1, 2020 through June 30, 2021, unpaid, as recommended by the Superintendent of Schools.

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

Policy Alert 219

P 0152	Board Officers (Revised)
P 1581	Domestic Violence (M) (Revised)
R 1581	Domestic Violence (M) (New)
P 2422	Health and Physical Education (M) (Revised)
P 3421.13	Postnatal Accommodations (New)
P 4421.13	Postnatal Accommodations (New)
P & R 5330	Administration of Medication (M) (Revised)
P 7243	Supervision of Construction (M) (Revised)
P 8210	School Year (Revised)
P 8220	School Day (M) (Revised)
R 8220	School Closings (Revised)
P 8462	Reporting Potentially Missing or Abused Children (M) (Revised)

Roll Call Vote:

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

No: None

Abstain: None

B. FINANCE/OPERATIONS:

Mrs. Brennan moved and Ms. Annuzzi seconded, that the Andover Regional Board of Education approve resolutions #1-23 as presented:

1. **Report of the Treasurer**: Approve the audited financial reports from the Board Secretary and the

Treasurer of School Monies for the month of March 2020 on file in the business office, as recommended by the Superintendent of Schools.

2. **Board Secretary's Certification and Report**: Accept the audited Board Secretary's certification pursuant to N.J.A.C. 6:20-2.12(d) that as of March 2020, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Andover Regional Board of Education pursuant to N.J.S.A. 18A:22-8 & 18A-22-8.1, as recommended by the Superintendent of Schools and Accept, pursuant to N.J.A.C. 6:23-2.1, certification that, as of March 2020, after review of the Board Secretary's Financial Report, appropriations section, and upon consultation with the appropriate district officials, to the best of our knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6:20-2.12(C) and that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year, as recommended by the Superintendent of Schools.

3. **Bills List**: Approve/accept the Bills List from March 18, 2020 through April 28, 2020 for a total of $1,258,803.07 as recommended by the Superintendent of Schools.

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

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

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

NAME OF ORGANIZATION	PURPOSE	DATE REQUESTED	INSURANCE CERTIFICATE	BUILDING
Andover Twp. Fire Dept.	Hose & Ladder Testing	6/25/2020	Yes	FMB

7. <u>Opposing Delay in Transmission of Quarterly Property Tax Revenue to School Districts:</u>

WHEREAS,Assembly Bill 3902, currently pending in the State Legislature, would authorize the Department of Community Affairs to permit municipalities to delay the quarterly transmission of property tax revenues to school districts during gubernatorial-declared emergencies; and

WHEREAS, New Jersey's public schools are highly dependent on property tax revenue to support education programs; and

WHEREAS,on average, local property taxes constitute close to 60% of public school revenue, with the percentage even greater in a significant number of districts; and

WHEREAS,a delay in payments from municipalities would result in a financial crisis for school districts, seriously disrupting the educational process—and bringing it to a halt; and

WHEREAS, although public school buildings are closed during the current health emergency, the education of our students is taking place through remote learning and home instruction; and

WHEREAS, continued timely transmission of school property taxes is critical for the education process to continue without interruption; and

WHEREAS, even though municipalities are designated as the authorities to collect property taxes, these taxes are levied for specific purposes—e.g., municipal, school, county, fire district—and these obligations must continue to be met; and

WHEREAS, as currently written, A-3902, which is intended to ease a financial burden on municipalities, would place a severe strain on school districts and the students and families that they serve; and

WHEREAS, the Andover Regional Board of Education recognizes the impact of the current public health emergency on the state and local governments, as well as local school districts, but believes this legislation would worsen the situation for our communities.

NOW, THEREFORE, BE IT RESOLVED that the Andover Regional Board of Education urges the State Senate and the Governor to oppose A-3902; and be it further

RESOLVED, that this resolution be delivered to Governor Phil Murphy, State Senate President Stephen M. Sweeney, Assembly Speaker Craig Coughlin; and the Sussex County Legislative District's representatives in the state Senate and General Assembly; and be it further

RESOLVED, that copies of this resolution be sent to the New Jersey School Boards Association.

8. **NJSIG Safety Grant:** Approve the submission of the 2020 NJSIG Safety Grant application and submission in the amount of $5,000, as recommended by the Superintendent of Schools.

9. **Phoenix Advisors Contract**: Approve Phoenix Advisors, LLC for Continuing Disclosure Agent for a period from July 1, 2020 through June 30, 2021 at a cost of $1,000, as recommended by the Superintendent of Schools.

10. **Bayada Nursing Services Contract**: Approve Bayada Nursing Services for nursing services at various rates for a period from July 1, 2020 through June 30, 2021, as recommended by the Superintendent of Schools.

11. **Bayada Nursing Services Contract**: Approve Bayada Nursing Services for nursing services for Student #8565923949 at various rates for a period from July 1, 2020 through June 30, 2021, as recommended by the Superintendent of Schools.

12. **Accent on Communications**: Approve Accent on Communications for student#7061710408 for speech therapy services at rates per contract for a period from July 1, 2020 through June 30, 2021, as recommended by the Superintendent of Schools.

13. **Strauss Esmay Contract**: Approve Strauss Esmay for policy alerts for a period from July 1, 2020 through June 30, 2021 at a cost of $4,685, as recommended by the Superintendent of Schools.

14. **On-Tech Contract**: Approve On-Tech for E-Rate funding process for a period from July 1, 2020 through June 30, 2021 at a cost of 20% of funding received, as recommended by the Superintendent of Schools.

15. **J&B Therapy Contract**: Approve J&B Therapy for various therapy services for a period from July 1, 2020 through June 30, 2021 at various rates, as recommended by the Superintendent of Schools.

16. **2020-2021 Final Budget**: Approve the following motion for the 2020-2021 Budget information to be submitted to the County Office, as recommended by the Superintendent of Schools:

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

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

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

WHEREAS, travel and related expenses not in compliance with the N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and

unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

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

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

B. BE IT RESOLVED that the final budget be approved for the 2020-2021 School Year using the 2020-2021 state aid figures and the Secretary to the Board of Education be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	***Special Revenues***	***Debt Service***	***Total***
2020-2021 Total Expenditures	$16,664,190	$179,684	$965,550	$17,809,424
Less: Anticipated Revenues	$2,760,590	$179,684	$191,811	$3,132,085

Taxes to be Raised	$13,903,600	$0	$773,739	$14,677,339

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

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

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

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

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

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

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

17. **Withdrawal from Capital Reserve**: Whereas the Andover Regional Board of Education has included in the 2020-2021 budget, line 600, budgeted withdrawal from capital reserve, in the amount of $602,750, for purposes such as school digital signs, partial roof replacement project at LPS and a pre-school playground at FMB, where the final eligible costs listed below are within the facilities

efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards, as recommended by the Superintendent of Schools.

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

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

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

19. **NJDA Emergency Procurement/Contract Modification Request**: Approve the addendum to the FSMC contract with Machio's Food service, through June 30, 2020, due to the changes in our program attributed to the emergency school closures as a result of the COVID-19 health emergency, as recommended by the Superintendent of Schools.

20. **SOP Manual**: Approve the Standard Operating Procedures Manual for the implementation of Standard Operating Procedures and Internal Controls for the Andover Regional School District, as recommended by the Superintendent of Schools.

21. **2018-2019 Tuition Adjustment from Newton School District**: Approve the 2018-2019 tuition adjustment from Newton School District to be deferred to the Andover Regional School District for the 2021-2022 school year in the amount of $470,158, as recommended by the Superintendent of Schools.

22. **Alyssa's Law Compliance**: Approve the submission of the Alyssa's Law Compliance on NJ Homeroom, as recommended by the Superintendent of Schools.

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

Name	Program	Credits	Location	Cost per Credit	Reimbursement Cost	Dates
Jeni Moriarty	DL 5856 Project Based Learning: Create, Collaborate and Innovate	3	Augustana University		$449 - total	Summer II 2020

	DL 5078 Solving the Reading Puzzle: Using Assessment to Drive Intervention	3	Augustana University		$449 - total	Summer II 2020
Nickolas Moustakas	GED-691 Diagnosis Learning Disabilities	3	Centenary University	$625.95	$1913.85	Fall 2020
Nickolas Moustakas	GED-692 Correction Learning Disabilities	3	Centenary University	$625.95	$1913.85	Fall 2020

Roll Call Vote:

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

No: None

Abstain: None

C. CURRICULUM/INSTRUCTION:

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

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

Name	Program/Location	Date	Fees/Mileage

Sandy Sica	Handle w/Care Instructor & Recertification Program	August 6, 2020	Registration: $450.00 Mileage: $0.35/mile

Roll Call Vote:

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

No: None

Abstain: None

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS:

Mr. Minnick thanked Mr. Deluca for his time setting up the virtual Board meeting and making tonight possible.

Mr. Porter thanked the Administrators for their help to make tonight's Board meeting happen.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS: None at this time.

EXECUTIVE SESSION: None at this time.

Adjournment: Mr. Porter moved to adjourn the meeting, seconded by Mrs. Brennan and approved at 8:28p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,



Ms. Nicole Sylvester

Business Administrator/Board Secretary