***Andover Regional Board of Education Regular Meeting – February 18, 2020***

**The Andover Regional Board of Education of the Borough of Andover and Township of Andover convened a regular meeting on Tuesday, February 18, 2020 at 7:30 p.m. at the Long Pond School, 707 Limecrest Road, Andover Township, New Jersey in the board office conference room.**

**Attendance:**

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

**Also Present:** Ms. Nicole Sylvester, School Business Administrator/Board Secretary
33 members of the public and staff

**Not Present:** Mr. Dennis Tobin, Interim Superintendent

## 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):

- Mr. Fleming recognized the January 2020 Chargers of the Month.
- Mrs. Reynolds congratulated and recognized the Geography Bee Winners.

- Mr. Fleming reported on the Student Safety Data report.

## IV. APPROVAL OF MINUTES:

Mrs. Brennan moved and Mrs. Dunbar 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.

January 28, 2020 Regular Minutes

**Roll Call Vote:**

**Yes:** Mrs. Bearden, Mrs. Brennan, Mr. Cruz, Mrs. Dunbar, Mrs. Figueiredo, Mr. Porter and Dr. Koroski

**No:** None

**Abstain:** Ms. Annuzzi and Mr. Minnick

## 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<br>Rebecca Bearden<br>Daniel Cruz<br>Vincenia Annuzzi | |
| QSAC Committee | Rob Koroski | Jessica Brennan |
| Sick Bank | Rob Koroski<br>Rebecca Bearden<br>Daniel Cruz | |

Dr. Koroski gave his report on Personnel/Policy which included vacancies, substitutes, volunteers, home instruction and updating policies.

Ms. Sylvester gave her report on Finance/Operations which included the budget, capital/maintenance projects and facilities upgrades.

Mrs. Dunbar gave her report on Curriculum/Instruction which included in house professional development, the Geography winners and Tri-District curriculum.

Mrs. Figueiredo gave her PTA report which included that the next PTA meeting will be next week and held as a social hour. She also reported that Hollyrock would be held this Friday night.

Dr. Koroski gave his report on the Tri-District committee meeting held last Monday night in Newton. He reported that the Sussex County BA, Neil Cramer came to visit and reported on consolidation versus regionalization. The three Boards are also meeting with Senator Oroho to discuss funding for a feasibility study. Discussion ensued.

**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. Dr. Koroski reported on the monthly HIB Report.

**Mrs. Brennan moved and Ms. Annuzzi 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 January 18, 2020 and ending February 7, 2020.

**Roll Call Vote:**

**Yes:** Ms. Annuzzi, Mrs. Bearden, 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.

- Continue working with the RTI team at both FMB and LPS. The past few meetings have been focused on focus areas. Two data trainings and a vendor information session have been scheduled.
- Continue with formal and informal evaluations.
- Continue meeting with the administrative team weekly on both a formal and informal basis
- Participated in a number of budget planning meetings
- Organized and ran a number of professional development activities for staff members for February 6 focused on best practices surrounding grading, lesson planning, communication, and continued ARSD improvements..
- Continue to meet with admin team regarding Title 1 expenditures for this year and mapping out needs for next year.
- Working with the Tri-District Curriculum Committee to book a speaker for our January 2021 In-Service.
- Continue to conduct classroom visits with Mr. Tobin
- Completed the Long Pond School Geography Bee. Congratulations to school champion, Marco Concha. Wishing him the best of luck in the state qualifying round of competition.

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

- Attended Techspo 2020 for PD
- Working with Securly as a replacement for GoGuardian. Securly includes more robust features as a standard that GoGuardian does not while competing with GoGuardians pricing to potentially lower the districts cost.
- Working with Granite to service our analog telephone lines to lower the districts cost on our current fax and alarm phone lines.
- Removed all nonfunctioning security cameras and sent them to the manufacturer for repair.

**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 **January 2020** the following meetings were held:
* New Preschool Referral: 1
* New Referrals: CST 1, Speech 0

* Annual Reviews: CST 6, Speech 0
* Eligibility Meetings: CST 9, Speech 3
* Transfer out of district: CST 1
* Transfer into district: CST 0
* Declassified: CST 1, Speech 3
* Newly Classified CST 2, Speech 0
* Other meetings: CST 2, Speech 0
* **Total number of IEPs**: **CST** 81, **Speech** 12 = **(93)**
* **Total number of RTI Speech Action Plans = (19)**

- The CST maintains ongoing collaboration with all aspects of the RTI programs. Ms. Pepe and Ms. Cotto continue to work with teachers on language strategies in the classroom. Additionally they have been working with students to facilitate speech strategies for use in the classroom.
- Completion of formal and informal observations
- The CST continues to plan for ESY 2020. Topics including related services, transportation and staffing needs.
- Continue working with the RTI team at both FMB and LPS. The past few meetings have been focused on focus areas. Two data trainings and a vendor information session have been scheduled.
- Dr. Van Blarcom and Mr. Wilbur continue to respond to teacher requests regarding student specific strategies to use in the classroom.
- I continued to participate in ongoing budget sessions with the Administrative team.
- I reviewed 3 state approved preschool curriculums, as possible Title 1 expenditure for the 2020/2021 school year. Currently we are using an approved preschool curriculum, but not one of the suggested New Jersey State Approved ones.
- The CST has begun discussions regarding programs and services for the 2020/2021 school year.
- Ongoing updates to 504 and intervention plans
- Continued follow ups with all aspects of home instruction, including staff postings, school physician approvals and securing instructors.
- Administrative planning meetings continue, with a focus on communication and that RTI process.

**E. Suspension/HIB Reports** from the 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 on the 2020-2021 Budget stating that the March 17th Board meeting would be the public hearing meeting for the submission of the District's preliminary budget.

## 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.

- Mrs. Coiro asked if we are advertising for new hires outside of the newspaper. Discussion ensued.
- Ms. Seaton expressed her concerns for her child's first grade classroom and the numerous teachers in there, the communication from the District regarding the new teachers along with classroom behavior and discipline. Discussion ensued.
- Ms. Stewart voiced her concerns about her daughter's first grade classroom regarding communication, structure and guidance in the classroom. Discussion ensued.
- Mr. & Mrs. Bilancia expressed their concerns for their child's first grade class regarding bullying, classroom discipline, safety and communication from the Principal. Discussion ensued.

## IX. ACTION ITEMS:

### A. PERSONNEL/POLICY:

**Mrs. Figueiredo moved and Mrs. Dunbar seconded, that the Andover Regional Board of Education approve resolutions #1-10 as presented:**

1. **Schedule B Appointments for the 2019-2020 School Year**: Approve the below staff members for the Schedule B positions for the 2019-2020 school year, at prorated stipends based on the AREA 2017-2020 Agreement, as recommended by the Superintendent of Schools.

Jill Granholm - Chorus Director - February 18, 2020 to approx. *March 4, 2020

2. **Leave of Absence Extension**: Amend approved leave of absence request from Employee ID #587, commencing on November 1, 2019 working half days until December 19, 2019, and starting full days December 20, 2019, with an original anticipated return date of March 16, 2020 to a new return to work date of April 20, 2020, utilizing her sick time, as recommended by the Superintendent of Schools.

3. **Homebound Instructor**: Approve Kristin Brady, Teacher, as Homebound Instructor for Student #8565923949, at a rate of $50/per hour, as recommended by the Superintendent of Schools.

4. **Homebound Instructor**: Approve Sandra Sica, Teacher, as Homebound Instructor for Student #9792219080, at a rate of $50/per hour, as recommended by the Superintendent of Schools.

5. **Homebound Instruction:** Approve the homebound instruction at Saint Claire's Hospital for student #7230838995 needing services at an hourly rate of $55 for one hour per day, as recommended by the Superintendent of Schools.

6. **Homebound Instruction:** Approve the homebound instruction at High Focus Center for student #7230838995 needing services at an hourly rate of $50 for two hours per day, as recommended by the Superintendent of Schools.

7. **Substitutes:** Approve the following substitute(s) for the 2019-2020 school year pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Swarna Raj - Substitute Teacher and ParaProfessional

8. **Volunteers**: Approve the attached volunteers for the 2019-2020 school year, as recommended by the Superintendent of Schools.

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

Policy #8505 - Local Wellness Policy/Nutrient Standards for Meals & Other Foods (Revised)
Policy #8508 - Lunch Offer vs. Serve (OVS) (Revised)
Policy #8550 - Outstanding Food Service Charges (Revised)

10. **Leave of Absence**: Approved leave of absence request from Employee ID #916, commencing on March 6, 2020 with an anticipated return date of April 6, 2020, utilizing her sick time, as recommended by the Superintendent of Schools.

**Roll Call Vote:**

**Yes:** Ms. Annuzzi, Mrs. Bearden, Mrs. Brennan, Mr. Cruz, Mrs. Dunbar, Mrs. Figueiredo, Mr. Minnick, Mr.

Porter and Dr. Koroski

**No:** None

**Abstain:** Ms. Annuzzi on resolution #8

**B. FINANCE/OPERATIONS:**

**Mrs. Brennan moved and Mrs. Figueiredo seconded, that the Andover Regional Board of Education approve resolutions #1-11 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 January 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 January 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 January 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 January 29, 2020 through February 18, 2020 for a total of $2,542,993.32 as recommended by the Superintendent of Schools.

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

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

6. **2020-2021 School Calendar**: Approve the attached Andover Regional District School 2020-2021 school calendar, as recommended by the Superintendent of Schools:

7. **2020-2021 School Year Holiday Schedule for 10 & 12-Month Employees**: Approve the attached holiday schedules calendar for the 2020-2021 school year for the 10 and 12-month employees, as recommended by the Superintendent of Schools.

8. **Revised 2019-2020 School Calendar:** Approve to amend the 2019-2020 School Calendar (attached) to revise scheduled March 13, 2020 early dismissal (teacher in-service) to March 25, 2020, as recommended by the Superintendent of Schools.

9. **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 |
|---|---|---|---|---|
| Kim Gorab | Yoga | Various | Yes | FMB & LPS |
| Andover Township Police Department | Active Shooter Training | February 17, 2020 (back dated) | Yes | LPS |
| Universal Martial Arts | Tournament | April 26, 2020 | Yes | LPS |

10. **Postage Lease Renewal:** Approve the lease agreement with Pitney Bowes for a postage machine at FMB school for a 60 month lease at a quarterly cost of $146.94, as recommended by the Superintendent of Schools.

11. **2020-21 SEMI Waiver:** Approves the waiver of Requirements Special Education Medicaid Initiative (SEMI) Program:

Whereas, NJAC 6A:23A-5.3 provides that a school district may request a waiver of compliance with respect to the district's participation in the Special Education Medicaid Initiative (SEMI) Program for 2020-2021 school year and,

Whereas, the Andover Regional Board of Education desires to apply for this waiver due to the fact that it projects having fewer than 40 Medicaid eligible classified students;

Therefore be it resolved, that the Andover Regional Board of Education hereby authorizes the Business Administrator to submit to the Executive County Superintendent of Schools in the County of Sussex an appropriate waiver of the requirements of NJAC 6A:23A-5.3 for the 2020-2021 school year as recommended by the Interim Superintendent of Schools.

**Roll Call Vote:**

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

**No:** None

**Abstain:** None

**C. CURRICULUM/INSTRUCTION:**

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

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

| Name | Program/Location | Date | Fees/Mileage |
|---|---|---|---|
| Deborah Ambrose | Best Practices Series<br>Sussex, NJ | March 4, 2020 | Mileage: $0.35/mile |
| Dave Petersen | Best Practices Series - Science<br>Sussex, NJ | March 11, 2020<br>(Snow date 3/12/20) | Mileage: $0.35/mile |
| Suzanne Ross | Addressing Staff & Student Mental Health Issues<br>Vernon, NJ | March 24, 2020 | Registration: $150.00 |
| Suzanne Ross | Assessing & Intervening in Challenging Behaviors in Schools, Sparta, NJ | April 3, 2020 | Registration: $30.00 |
| Melissa VanBlarcom | Assessing & Intervening in Challenging Behaviors in Schools, Sparta, NJ | April 3, 2020 | Registration: $30.00<br>Mileage: $0.35/mile |
| Melissa VanBlarcom | The New LGBTQ Legislation<br>Stanhope, NJ | March 13, 2020 | Mileage: $0.35/mile |
| Erik Burneyko | Indoor Air Quality Training<br>Mahwah, NJ | February 21, 2020 | Mileage: $0.35/mile |
| Tara Cotter | NJAMLE 2020 Annual Conference<br>Trenton, NJ | March 13, 2020 | Registration: $99.00<br>Mileage: $0.35/mile |

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

| Grade/ Teacher | Date/ Destination/ Purpose | # of Students & Adult Chaperones w/Names | Student Cost | Transportation | Board Cost |
|---|---|---|---|---|---|
| Lauren Huffman<br>4th Grade | April 22, 2020<br>9:00am-11:30am<br>Residents' | Students: 49<br>Teachers: 3 | $0 | One First Student Bus @ | $0 |

| | | | | | |
|---|---|---|---|---|---|
| | Recycling Center<br>Lafayette, NJ<br>To promote awareness in Sussex County citizens and to become proactive environmental stewards. | Lauren Huffman<br>Deb Shick<br>Nicole Smith<br>Paras: 1<br>Name not given<br>Chaperones: 0<br>Nurse: Yes | | $150.00 to be paid by Earth Club | |

**Roll Call Vote:**

**Yes:** Ms. Annuzzi, Mrs. Bearden, 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:**

Mrs. Brennan thanked the Board on behalf of Mrs. Serratelli for her interactive Board.

Mr. Cruz thanked Mr. Fleming for holding the staff versus student basketball game as it was very successful. Mr. Cruz also stated that he sympathizes with the parents concerns tonight regarding the first grade class as his child is in that class as well.

Mrs. Dunbar asked if we could put the link for Kindergarten registration on our main page as it was not easy to find.

**PUBLIC PARTICIPATION ON NON-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.

- Mrs. Coiro stated that the Hidden in Plain Sight even was coming up and invited all to attend and spread the word.

**EXECUTIVE SESSION:** None at this time.

**Adjournment:** Mrs. Brennan moved to adjourn the meeting, seconded by Mr. Minnick and approved at 8:32 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

**Respectfully submitted,**



**Ms. Nicole Sylvester**

**Business Administrator/Board Secretary**