ANDOVER REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

LONG POND SCHOOL
707 LIMECREST ROAD, NEWTON, NEW JERSEY 07860
MARCH 15, 2023 at 7:30 pm

BOARD OF EDUCATION

Brian Hertenstein	**James Fetcho**	**Jeffrey Neubig**
Jane Byron	**Robert Koroski**	**William Porter**
Maria Dunbar	**Steven Minnick**	**Lena Sciroppo**

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!

I. INTRODUCTORY ITEMS

- •Call Meeting to Order
- •Pledge of Allegiance
- •The District Mission Statement and Notice of Public Meeting are listed for the Board and the public:

Notice of Public Meeting

The New Jersey Open Public Meetings Act was enacted to ensure 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 Clerks of the date, time, and place of the meeting.

Roll Call:

_____Mrs. Byron	_____Mrs. Dunbar	_____Mr. Fetcho
_____Mr. Hertenstein	_____Mr. Minnick	_____Dr. Neubig
_____Mr. Porter	_____Mrs. Sciroppo	_____Dr. Koroski

II. EXECUTIVE SESSION: (if needed)

The Andover Regional Board of Education, County of Sussex, State of New Jersey will adjourn into closed session meeting to discuss item(s) which fall within an exception of our open meeting policy and permits the Board to have private discussion, since it deals with specific exceptions contained in N.J.S.A. 10:4-12b.

1. Matters rendered confidential by State or Federal law.
2. Matters which could impair the right to receive federal funds.
3. Matters which could constitute an unwarranted invasion of personal privacy if conducted in public.
4. Negotiations.
5. Discussions involving the purchase, lease, or acquisition of real property, the setting of bank rates, or the investment of public funds, where disclosure could adversely affect the public interest.
6. Discussions of tactics and techniques used in protecting the safety and property of the public.
7. Discussions of pending or anticipated litigation, contract negotiations, and matters falling under attorney-client privilege.
8. Personnel.
9. Deliberations after a public hearing.

Whereas, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and whereas, this public body is of the opinion that such circumstances presently exist.

Be it resolved that the Andover Regional Board of Education will now go into private session to discuss matters rendered confidential according to the aforementioned specific exceptions. Any discussion held by the Board, which need not remain confidential, will be made public as soon as practical. All appropriate persons who may be discussed in private session have been notified.

Expected Length: _____ Convene Time: _____

M _____ 2nd _____

All Those in Favor: Ayes _____ Opposed: No _____

1. **RECONVENE**: Time: _____

M _____ 2nd _____

All Those in Favor: Ayes _____ Opposed: No _____

III. PRESENTATION(S):

- 2023-2024 Preliminary Budget Presentation by Ms. Sylvester & Dr. Burns
- Superintendent Evaluation Process, NJ School Boards Association

IV. APPROVAL OF MINUTES: Approve the minutes of the following Board of Education meetings, as recommended by the Superintendent of Schools.

February 22, 2023 Regular Meeting Minutes
February 22, 2023 Executive Session Minutes

Motion by:_____ Second by: _____ Final Call Vote: _____

Roll Call:

_____Ms. Byron	_____Mrs. Dunbar	_____Mr. Fetcho
_____Mr. Hertenstein	_____Mr. Minnick	_____Dr. Neubig
_____Mr. Porter	_____Mrs. Sciroppo	_____Dr. Koroski

V. COMMITTEE REPORTS:

Board Committees:

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

Special Committees/Ad Hoc Assignments:

WHAT	DELEGATE	ALTERNATE(s)
Sussex County School Boards Association	Dr. Koroski	Mrs. Dunbar
NJSBA Delegate Assembly	Mr. Minnick	Mrs. Dunbar
Newton Board of Education Rep.	Mr. Porter	Dr. Koroki
Sussex County Educational Services	Ms. Byron	Dr. Koroki
Andover Regional Parent Teacher Association	Mrs. Sciroppo	Dr. Neubig
Township Liaison	Dr. Koroski	Mrs. Dunbar/Dr. Neubig
Negotiations/Sick Bank	Dr. Koroski	Mr. Hertenstein/ Mr. Fetcho
QSAC Committee	Dr. Koroski	Mr. Minnick
Tri-District Consortium	Dr. Koroski	Mr. Porter & Mrs. Sciroppo

VI. SUPERINTENDENT REPORT:

A. Successful School/District Events
B. Mental Health Supports for 2023-2024
C. HIB Report - Approval of HIB Report (Monthly)

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

Motion by:_____ Second by: _____ Final Call Vote: _____

Roll Call:

_____Ms. Byron	_____Mrs. Dunbar	_____Mr. Fetcho
_____Mr. Hertenstein	_____Mr. Minnick	_____Dr. Neubig
_____Mr. Porter	_____Mrs. Sciroppo	_____Dr. Koroski

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

- Attend weekly Leadership Team Meetings
- Completed formal and information evaluations
- Attended weekly principal/curriculum meetings
- Completed sign ups and set up procedures for round two of student camps. 8 camps will be running in round 2.
- Held an organizational structure meeting for Summer Programming.
- Trained WIDA test administrators.
- Conducting WIDA testing
- Attended a state run K-3 guided mathematics workshop with teachers from FMB
- Hosted a meeting at LPS for Tri-District Curriculum Supervisors and Sussex County Ed representative for school year 23-24 QSAC preparation
- Conducted an ESSER II, ESSER III, and Title 1 grants audit with Mrs. Sylvester
- Attended 23-24 Personnel Planning Discussions
- Worked on draft schedules for 23-24
- Organized School Wide One School, One Book activities for Read Across America Week. A special thank you to our NHS soccer players who spend the day in PE with our students, a special thank you to guest readers, and a special thank you to our staff for all of your wonderful contributions to the week.
- Provided input for 23-24 Statement of Priorities
- Attended Sussex County Curriculum Consortium Meeting

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

- Re-organized the broadcasting equipment in the 21st Century green screen room for ease of use and maximized capability.
- Added the ability to control six additional doors through the 911inform app for the police department.
- Met with Dr. Burns and Ms. Dilkes to discuss certain changes to the 911inform app tailoring it to fit our needs during safety drills.

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

- Ongoing collaboration with the administrative team regarding operations, programs and schedules, and needs of staff and students etc.
- Ongoing collaboration with the Administrative Team regarding Budgeting for 2023/2024, specifically in regards to planning and personnel.
- Ongoing collaboration with the Sussex/Warren Special Education association regarding planning for the 2022/2023 school year.
- Facilitated full CST meeting regarding standardized testing accommodations/modifications, 8th grade placements, Extended School year planning, case management and programming needs.
- Ongoing collaboration with FMB & LPS teachers regarding student needs and services.
- Completed formal and informal evaluations at both schools.
- Attended meetings at FMB for both I&RS and RTI development of student specific action plans.
- Ongoing meetings with the Preschool Instructional Coach regarding preschool programming needs, and budgetary needs for 23/24 school year. Discussions focusing on developmentally appropriate practices (DAP) and classroom management and strategies.
- Ongoing coordination of services for multiple homeless families.
- Began programming for 2023 Extended School year (ESY), including related service needs.
- Ongoing collaboration with case managers regarding NJSLA student specific testing accommodations.

E. Suspension/HIB Reports

F. Principal's Reports

VII. <u>SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:</u>

None at this time.

VIII. <u>PUBLIC PARTICIPATION ON AGENDA ITEMS:</u>

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.

**** Members of the public are requested to keep their comments to a maximum of 3 minutes.****

IX. <u>ACTION ITEMS:</u>

A. <u>PERSONNEL/POLICY</u>:

Be it resolved that resolution numbers 1-5 be adopted, as presented:

Motion by:_____ Second by: _____ Final Call Vote: _____

Roll Call:

_____Ms. Byron	_____Mrs. Dunbar	_____Mr. Fetcho
_____Mr. Hertenstein	_____Mr. Minnick	_____Dr. Neubig
_____Mr. Porter	_____Mrs. Sciroppo	_____Dr. Koroski

1. **Tutoring Coordinator**: Approve, retroactively, Jennifer Bogert as the Tutoring Coordinator for FMB school at a rate of $50 an hour to be paid through the CRRSA- ESSER II- Learning Acceleration sub grant, as recommended by the Superintendent of Schools.

2. **After-School Enrichment**: Approve the following ARSD teachers to run After-School Enrichment Camps at the rate of $400 a camp to be paid through the ESSER II-Learning Acceleration Subgrant, as recommended by the Superintendent of Schools.

Melissa Maney	Kara Hauptly	Suzanne Ross
Alyssa Garretson	Nicole Sautter	Julianne Sabo
Kim Rosselli	Claire Serratelli	

3. **After-School Enrichment Payment**: Approve the payment, paid through the ESSER II-Learning Acceleration Subgrant, for following ARSD teachers for the completion of the After-School Enrichment Camps at the rate of $400 a camp, as recommended by the Superintendent of Schools.

Melissa Maney	Kara Hauptly	Leo LaBarge
Jeni Moriarty	Nicole Sautter	Marianela Torres

4. **Substitutes:** Approve the following substitute(s) for the 2022-2023 school year pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

JoAnn Zarrillo- Substitute Teacher

5. **ParaProfessional Part-Time New Hire(s):** Approve the following for the 2022-2023 school year, without benefits, prorated to start date and pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

NAME	START DATE	SCHOOL	FTE	ASSIGNMENT **	TIME	HOURS	STEP	SALARY
Bozena Toczynski	3/16/23	FMB	.95	Class para Kindergarten	8:30 - 2:15	28.75	2	$24,810

B. FINANCE/OPERATIONS:

Be it resolved that resolution numbers 1-12 be adopted, as presented:

Motion by: Second by: Final Call Vote:

Roll Call:

_____Ms. Byron	_____Mrs. Dunbar	_____Mr. Fetcho
_____Mr. Hertenstein	_____Mr. Minnick	_____Dr. Neubig
_____Mr. Porter	_____Mrs. Sciroppo	_____Dr. Koroski

1. **Bills List**: Approve/accept the Bills List from February 23, 2023 through March 15, 2023 for a total of $1,283,477.09 as recommended by the Superintendent of Schools.

2. **Petty Cash**: Approve/accept the Petty Cash Checking Account Report for February 2023, as recommended by the Superintendent of Schools.

3. **Transfers**: Approve/accept the Transfer Report for February 2023, as recommended by the Superintendent of Schools.

4. **Building Use for 2022-2023 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
PTA	Assembly	3/20/23	Yes	FMB
PTA	Assembly	4/19/23	Yes	LPS

5. **2023-2024 Tentative Budget**: Approve the following motion for the 2023-2024 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 tentative budget be approved for the 2023-2024 School Year using the 2023-2024 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***
2023-2024 Total Expenditures	$18,871,187	$172,266	$912,687	$19,956,140
Less: Anticipated Revenues	$3,814,739	$172,266	$190,610	$4,177,615
Taxes to be Raised	$15,056,448	$0	$722,077	$15,778,525

And to advertise said tentative budget in the New Jersey Herald on April 20, 2023 in accordance with the form suggested by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED; that a public hearing is being held at the Long Pond School, 707 Limecrest Road in the Township of Andover, County of Sussex, State of New Jersey on Wednesday, April 26, 2023 at 7:30 p.m. for the purpose of approving the budget for the 2023-2024 school year.

C. Be it resolved that the Andover Regional Board of Education, hereby approves the professional services maximum costs for the 2023-2024 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	$150,000	Attorneys	$150,000
Auditors	$35,000	School Physician	$15,000

6. **2023-2024 Tuition Rates:** Approves the following tuition rates for the 2023-2024 school year as recommended by the Superintendent of Schools.

Regular Education	Tuition Rate
Preschool/K	$27,441
Grades 1-5	$28,633
Grades 6-8	$29,547
LLD	$62,779
Emotionally Impaired	$20,193
MD	$20,366
P/T PSD	$15,000
F/T PSD	$15,000

7. **Withdrawal from Capital Reserve**: Whereas the Andover Regional Board of Education has included in the 2023-2024 budget, line 600, budgeted withdrawal from capital reserve, in the amount of $1,310,000, for purposes such as school partial roof replacement project at LPS and HVAC upgrades, BMS Systems, Bleacher Project, Bathroom upgrades and Roof-top units 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
Bleachers	$85,000
Building Management Systems	$725,000

Bathroom Upgrades	$100,000
RTU- HVAC Upgrades	$300,000
Partial Roof replacement	$100,000

8. **Withdrawal from Maintenance Reserve**: Whereas the Andover Regional Board of Education has included in the 2023-2024 budget, line 630, budgeted withdrawal from maintenance reserve, in the amount of $32,050, for purposes such as upgrades to flooring, painting 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	$10,000
Painting	$22,000

9. **Tuition Reserve:** Approve the use of tuition reserve in the amount of $355,225 for use in the 2023-2024 school year budget, as recommended by the Superintendent of Schools.

10. **Enrollment Adjustment:** Approve the enrollment adjustment for the 2023-2024 budget in the amount of $321,790, as recommended by the Superintendent of Schools.

11. **Healthcare Adjustment:** Approve the enrollment adjustment for the 2023-2024 budget in the amount of $168,835, as recommended by the Superintendent of Schools.

12. **PEA Approval:** Approve the submission of the 2023-2024 PEA (Preschool Education Aid) Grant Application to the NJ Department of Education, Division of Early Childhood Education (Grant application and execute a grant contract with the New Jersey Department of Education for four full-day Pre-K classrooms).

NOW, THEREFORE, BE IT RESOLVED that the Board formally approves the application submission for the grant listed above for a total revised award up to $582,040, based on per pupil costs.

BE IT FURTHER RESOLVED that the school administrators are hereby authorized to submit an electronic grant application to the New Jersey Department of Education on behalf of the Andover Regional Board of Education.

BE IT FURTHER RESOLVED that Superintendent and Business Administrator are hereby authorized to sign the grant agreement on behalf of the Andover Regional Board of Education and that their signature constitutes acceptance of the terms and conditions of the grant agreement and approves the execution of the grant agreement, as recommended by the Superintendent of Schools.

C. CURRICULUM/INSTRUCTION:

Be it resolved that resolution numbers 1-2 be adopted, as presented:

Motion by:_____ Second by: _____ Final Call Vote: _____

Roll Call:

_____Ms. Byron	_____Mrs. Dunbar	_____Mr. Fetcho
_____Mr. Hertenstein	_____Mr. Minnick	_____Dr. Neubig
_____Mr. Porter	_____Mrs. Sciroppo	_____Dr. Koroski

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
Leo LaBarge Sandra Sica	Handle with Care Instructor Recertification Harmony Lodge, Newton	May 22, 2023	Registration: $525.00/ea
Jenn Coffey	Project Citizen Workshop Rutgers University, Livingston	March 27, 2023	Mileage: @ 47¢/mile
Linda Kristiansen	TransTable Meeting Morris Plains, NJ	April 27, 2023	Mileage: @ 47¢/mile
Crystal Lowery	CDK End-of-Year Personnel Workshop Hawk Pointe, Washington, NJ	April 27, 2023	Registration: $50.00 Mileage: @ .47¢

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
Jill Johnson Grade 2	April 18, 2023 11:15am-2:30pm Newton High School, Newton Students will experience the importance of agriculture.	Students: 48 Teachers: 5 Jill Johnson Brandi Gibbs Alyssa Garretson Deb Anello Kim Rosselli ParaProfessionals: 0 Nurse: 1 Parent Chaperones: 6	$7.30	First Student, Inc., Andover $175.00 per bus x 2 = $350.00	Nurse TBA
Claire Serratelli	April 20, 2023	Students: 5-10	$0	First Student,	Nurse

Grades 5-8	(rain date April 21) 11:30am-2:40pm Sussex County Municipal Utilities Authority, Lafayette 16th Annual Earth Day Celebration	Teachers: 2 Claire Serratelli Marianela Torres ParaProfessionals: 0 Nurse: TBA Parent Chaperones: 0		Inc., Andover $175.00 to be paid by Earth Club	TBA
Darice Myers 6th Grade (Trip originally Board approved December 2022 without any costs)	May 5, 2023 8:30am-2:45pm Fairview Lake YMCA Environmental Education	Students: 56 Teachers: 5 Darice Myers Dave Petersen Jenn Coffey Deb Willemsen Meredith Sajdak ParaProfessionals: 0 Nurse: 1 Name TBD Parent Chaperones: 0	$53.43	Stocker Bus Company $200.00 per bus x 2 = $400.00	Nurse TBA
Deb Shick Lauren Huffman Grade 4	May 16, 2023 9:30am-1:30pm Sterling Hill Mining Museum Ogdensburg Identify patterns in rock formations, etc.	Students: 45 Teachers: 4 Deb Shick Lauren Huffman Justin Iazzetti Nicole Sautter ParaProfessionals: 3 Scott Nikolakopoulos JoAnn McDole Marita Mohanram Nurse: 1 TBA Parent Chaperones: 0	$23.97	First Student Inc., Andover $275.00 for one bus	Nurse TBA
Darice Myers Grade 8	May 18, 2023 8:30am-6:30pm Woodloch Pine Resort Hawley, PA End of middle school trip.	Students: TBA Teachers: 5 Darice Myers TBA ParaProfessionals: 1 TBA Nurse: 1 TBA Parent Chaperones: 6 TBA	$123.30	Stocker Bus Co. $750.00 for one bus	Nurse TBA

COMMUNICATIONS TO BOARD: None

OLD and NEW BUSINESS:

A. OLD BUSINESS

B. NEW BUSINESS

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

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3. Matters which could constitute an unwarranted invasion of personal privacy if conducted in public.
4. Negotiations.
5. Discussions involving the purchase, lease, or acquisition of real property, the setting of bank rates, or the investment of public funds, where disclosure could adversely affect the public interest.
6. Discussions of tactics and techniques used in protecting the safety and property of the public.
7. Discussions of pending or anticipated litigation, contract negotiations, and matters falling under attorney-client privilege.
8. Personnel.
9. Deliberations after a public hearing.

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Expected Length: _____ Convene Time: _____

M _____ 2nd _____

All Those in Favor: Ayes _____ Opposed: No _____

1. **RECONVENE**: Time: _____

M _____ 2nd _____

All Those in Favor: Ayes _____ Opposed: No _____

2. **ADJOURNMENT**: Time: _____

M _____ 2nd _____

All Those in Favor: Ayes _____ Opposed: No _____