Andover Regional Board of Education Regular Meeting

March 15, 2023

Attendance:

Present: Ms. Jane Byron, Mr. James Fetcho, Mr. Brian Hertenstein, Mr. Steven Minnick, Dr. Jeffrey Neubig, Mr. William Porter, Dr. Robert Koroski

Also Present: Dr. Clifford Burns, Superintendent
Ms. Nicole Sylvester, School Business Administrator/Board Secretary
5 members of the public and staff

Not Present: Mrs. Maria Dunbar and Mrs. Lena Sciroppo

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. Matthew Lee from NJ School Boards Association, presented the Superintendent evaluation process.
- Ms. Sylvester and Dr. Burns presented the 2023-2024 preliminary budget.

Mr. Hertenstein entered the room at 7:37 p.m.

IV. APPROVAL OF MINUTES:

Mr. Porter moved and Mr. Minnick 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.

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

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Dr. Neubig, Mr. Porter, Dr. Koroski

No: None

Abstain: None

V. COMMITTEE REPORTS:

Board Committees:

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

Special Committees/Ad Hoc Assignments:

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

Mr. Porter reported on the Personnel/Policy committee meeting stating they discussed the

2023-2024 budget, discussion ensued.

Ms. Sylvester reported on the Finance/Operations committee meeting stating they discussed 2023-2024 budget, discussion ensued.

Dr. Koroski reported on the Curriculum/Instruction committee meeting stating they discussed the 2023-2024 budget, discussion ensued.

Ms. Byron reported as the Sussex County Educational Services liaison stating that she went to her first meeting and that she also went back for Read Across America to read to the Pre-K and Kindergarten students, discussion ensued.

Dr. Koroski reported that the negotiations team met with the administrators and feel they have settled on a contract and this information will be shared with board committees next month, discussion ensued.

VI. SUPERINTENDENT REPORT:

A. Dr. Burns gave an update on 2022-2023 school/district events.
B. Dr. Burns reported on the Mental Health Supports for 2023-2024.
C. Dr. Burns gave his monthly HIB Report.

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

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

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Dr. Neubig, Mr. Porter, Dr. Koroski

No: None

Abstain: None

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. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- Ms. Sylvester reported in her budget presentation that the district was approved for the Chapter 44 challenge, decreasing the Chapter 44 loss from $278,705 to $16,205 for a savings of $262,500.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS: None at this time.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mr. Hertenstein moved and Mr. Fetcho seconded, that the Andover Regional Board of Education approve resolutions #1-5 as presented:

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

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Dr. Neubig, Mr. Porter, Dr. Koroski

No: None

Abstain: None

B. FINANCE/OPERATIONS:

Mr. Porter moved and Ms. Byron seconded, that the Andover Regional Board of Education approve resolutions #1-12 as amended:

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	$18,976,142	$172,266	$912,687	$20,061,095
Less: Anticipated Revenues	$3,645,904	$172,266	$190,610	$4,008,780
Taxes to be Raised	$15,330,238	$0	$722,077	$16,052,315

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 $327,712, 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.

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Dr. Neubig, Mr. Porter, Dr. Koroski

No: None

Abstain: None

C. CURRICULUM/INSTRUCTION:

Mr. Fetcho moved and Mr. Porter 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
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/	# of Students & Adult Chaperones	Student Cost	Transportation	Board Cost

	Purpose	**w/Names**			
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 Grades 5-8	April 20, 2023 (rain date April 21) 11:30am-2:40pm Sussex County Municipal Utilities Authority, Lafayette 16th Annual Earth Day Celebration	Students: 5-10 Teachers: 2 Claire Serratelli Marianela Torres ParaProfessionals: 0 Nurse: TBA Parent Chaperones: 0	$0	First Student, Inc., Andover $175.00 to be paid by Earth Club	Nurse 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	Students: 45 Teachers: 4 Deb Shick Lauren Huffman	$23.97	First Student Inc., Andover $275.00 for one bus	Nurse TBA

	Identify patterns in rock formations, etc.	Justin Iazzetti Nicole Sautter ParaProfessionals: 3 Scott Nikolakopoulos JoAnn McDole Marita Mohanram Nurse: 1 TBA Parent Chaperones: 0			
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

Roll Call Vote:

Yes: Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Dr. Neubig, Mr. Porter, Dr. Koroski

No: None

Abstain: None

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS: None at this time.

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

EXECUTIVE SESSION: None at this time.

Adjournment: Dr. Neubig moved to adjourn the meeting, seconded by Mr. Porter and approved at 8:40 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,

Nicole Sylvester

Business Administrator/Board Secretary