Staff Salary Listing for Board Approval for 2023-2024

Name	Hired	YEARS AS OF 09/01/23-10 mo 07/01/23 -12 mo	Step 2023-2024	Salary 2023-2024	Longevity 2023-2024	Total Salary 2023-2024
Teachers						
Anello, Debora	11/16/2004	18	BA-10	$ 73,508	$ 1,600.00	$ 75,108
Antonucci, Tammy	9/1/2018	5	MA-10	$ 78,558		$ 78,558
Bogert, Jennifer	9/1/2021	2	BA-4	$ 64,001		$ 64,001
Brady, Kristen	2/6/2012	11	MA-6	$ 72,046	$ 800.00	$ 72,846
Brock, Cara	2/22/2022	1	BA15-2	$ 62,816		$ 62,816
Brown, Shelley	9/1/2002	21	MA-14	$ 85,831	$ 2,300.00	$ 88,131
Burneyko, Erik	9/1/2017	6	BA15-9	$ 73,462		$ 73,462
Carle, Thomas	9/1/2020	3	MA-4	$ 69,051		$ 69,051
Coffey, Jennifer	9/1/2020	3	BA-8	$ 70,162		$ 70,162
Coiro, MaryHelen	9/1/2004	19	BA-17	$ 87,543	$ 1,600.00	$ 89,143
Cotter, Tara	10/1/2019	3	BA-5	$ 52,382		$ 52,382
Del Duca, Alison	9/1/2021	2	MA-8	$ 75,121		$ 75,121
Dillon, Lauren	9/1/2020	3	BA-4	$ 64,001		$ 64,001
DuCharme, Melinda	1/2/2019	4	BA-5	$ 65,478		$ 65,478
Ehehalt, Wendy	9/1/2000	23	MA-15	$ 87,778	$ 2,300.00	$ 90,078
Freeman, Mary	9/1/2022	1	BA-4	$ 64,001		$ 64,001
Gibbs, Brandi	9/23/2022	0	BA-4	$ 64,001		$ 64,001
Granholm, Jill	9/1/2017	6	MA-5	$ 70,528		$ 70,528
Grau, Brittany	9/1/2022	1	MA-4	$ 69,051		$ 69,051
Hasten, James	9/1/2002	21	MA30-14	$ 87,731	$ 2,300.00	$ 90,031
Hauptly, Kara	9/1/2020	3	BA30-5	$ 68,278		$ 68,278
Huffman, Lauren	9/1/2002	21	MA-14	$ 85,831	$ 2,300.00	$ 88,131
Iazzetti, Justin	2/1/2022	1	BA15-5	$ 67,128		$ 67,128
Jennings, Deborah	9/1/2003	20	BA-13	$ 78,886	$ 2,300.00	$ 81,186
Johnson, Jill	9/1/2002	21	BA-14	$ 80,781	$ 2,300.00	$ 83,081
LaBarge, Leo	9/1/2015	8	MA-5	$ 70,528		$ 70,528
(Lazur) Whitaker, Mariann	9/1/2005	18	MA15-12	$ 83,144	$ 1,600.00	$ 84,744
Maney, Melissa	9/1/2022	1	MA-5	$ 70,528		$ 70,528
Maxwell, Alyssa	9/1/2019	4	MA-4	$ 69,051		$ 69,051
McKeown, Jennifer	9/1/2018	5	MA-5	$ 70,528		$ 70,528
McNeeley -Cotto, Cary	12/1/2015	7	MA45-10	$ 82,458		$ 82,458

Staff Salary Listing for Board Approval for 2023-2024

Name	Hired	YEARS AS OF 09/01/23-10 mo 07/01/23 -12 mo	Step 2023-2024	Salary 2023-2024	Longevity 2023-2024	Total Salary 2023-2024
Mendes, Connor	9/1/2021	2	BA-3	$ 62,564		$ 62,564
Moriarty, Jennifer	1/3/2017	6	MA15-5	$ 71,578		$ 71,578
Morrell, Rebecca	9/1/2018	5	MA-5	$ 70,528		$ 70,528
Myers, Darice	9/1/2000	23	MA15-16	$ 90,830	$ 2,300.00	$ 93,130
Oberg, Stephanie	9/1/2020	3	BA-6	$ 66,996		$ 66,996
O'Connell, Dawn	9/1/2022	1	BA15-11	$ 76,901		$ 76,901
Ortega, Paige	3/10/2022	1	MA30-5	$ 72,428		$ 72,428
Passannante, Summer	4/18/2006	17	MA15-9	$ 77,912	$ 1,600.00	$ 79,512
Petersen, David	9/1/2019	4	BA30-14	$ 83,581		$ 83,581
Posser, Stephanie	9/1/2006	17	MA-11	$ 80,301	$ 1,600.00	$ 81,901
Prol, Stephanie	9/1/2015	5	MA-3	$ 67,614		$ 67,614
Publik, Stacy	10/27/2008	14	BA30-13	$ 81,686	$ 800.00	$ 82,486
Rosselli, Kimberly	9/1/2007	16	BA30-9	$ 74,612	$ 1,600.00	$ 76,212
Sabo, Julianne	9/1/2022	1	BA-5	$ 65,478		$ 65,478
Sajdak, Meredith	9/1/2017	6	BA-9	$ 71,812		$ 71,812
Sargenti, Lisa	9/1/2022	1	MA-6	$ 72,046		$ 72,046
Sautter, Nicole	10/7/2022	0	MA-3	$ 67,614		$ 67,614
Serratelli, Claire	3/3/2017	6	MA-5	$ 70,528		$ 70,528
Shick, Deborah	9/1/2005	18	BA30-12	$ 79,844	$ 1,600.00	$ 81,444
Sica, Sandra	9/1/2005	18	MA15-12	$ 83,144	$ 1,600.00	$ 84,744
Skoldberg, Elizabeth	10/1/2004	18	BA15-11	$ 76,901	$ 1,600.00	$ 78,501
Smith, Nicole	9/1/2009	14	MA-9	$ 76,862	$ 800.00	$ 77,662
Torres, Marianela	9/1/2020	3	BA30-4	$ 66,801		$ 66,801
VanDerlofske, Nicholas	9/26/2022	0	BA-6	$ 66,996	$ -	$ 66,996
Willemsen, Deborah	9/1/2007	16	MA15-10	$ 79,608	$ 1,600.00	$ 81,208
Wilson, Jennifer	9/1/2022	1	BA-4	$ 64,001		$ 64,001
Yaiser, Ryan	9/1/2022	1	MA30-7	$ 75,507	$ -	$ 75,507
Zanella, Steven	9/1/1995	28	MA30-17	$ 94,493	$ 3,000.00	$ 97,493
TOTAL TEACHERS (58)				$ 4,353,357	$37,500.00	$ 4,390,857

Staff Salary Listing for Board Approval for 2023-2024

Name	Hired	YEARS AS OF 09/01/23-10 mo 07/01/23 -12 mo	Step 2023-2024	Salary 2023-2024	Longevity 2023-2024	Total Salary 2023-2024
Secretarial						
Pasko, Wendy	7/1/2019	4	5	$ 47,309	$ -	$ 47,309
Westervelt, Theresa	7/1/2017	6	12	$ 54,309	$ -	$ 54,309
Total Sect (3)				$ 101,618	$ -	$ 101,618

Staff Salary Listing for Board Approval for 2023-2024

Name	Hired	YEARS AS OF 09/01/23-10 mo 07/01/23 -12 mo	Step 2023-2024	Salary 2023-2024	Longevity 2023-2024	Total Salary 2023-2024
Board Office Staff						
DeLuca, Joseph	11/1/2019	3		$ 93,509		$ 93,509
Housby, Melinda	10/4/1995	27		$ 52,591	$ 2,000.00	$ 54,591
Kristiansen, Linda	3/9/2015	8		$ 52,382		$ 52,382
Lowery, Crystal	6/15/2021	2		$ 47,621		$ 47,621
Medwin, Richard	7/1/2021	2		$ 89,950		$ 89,950
Mehrkens, Stacey	9/25/2000	22		$ 53,416	$ 1,500.00	$ 54,916
Metzgar, Rene	7/1/2022	1		$ 8,159		$ 8,159
Reardon, Cynthia	10/13/2015	7		$ 59,276		$ 59,276
Total Board Office (8)				$ 456,903	$ 3,500.00	$ 366,894

Staff Salary Listing for Board Approval for 2023-2024

Name	Hired	YEARS AS OF 09/01/23-10 mo 07/01/23 -12 mo	Step 2023-2024	Salary 2023-2024	Longevity 2023-2024	Total Salary 2023-2024
Custodians						
Blunt, Jeffery	6/13/2022	1	2	$ 39,409	$ -	$ 39,409
Campbell, Ashlee	11/28/2022	0	9	$ 46,794	$ -	$ 46,803
Decker, Catherine	4/1/2022	1	2(30%)	$ 11,823	$ -	$ 11,823
Decker, Kevin	3/16/2000	23	17	$ 57,081	$ 1,800.00	$ 58,881
Henderson, David	1/8/2018	5	5	$ 42,407	$ -	$ 42,407
Hind, Eve	2/6/2023	0	8	$ 46,564	$ -	$ 46,564
Murphy, Brian	10/26/2015	7	5 (56.25%)	$ 25,055	$ -	$ 25,055
Smith, Michael	11/28/2022	0	17	$ 57,081	$ -	$ 57,081
Total Custodians (8)				$ 234,432	$ 1,800.00	$ 285,158

Staff Salary Listing for Board Approval for 2023-2024

Name	Hired	YEARS AS OF 09/01/23-10 mo 07/01/23 -12 mo	Step 2023-2024	Salary 2023-2024	Longevity 2023-2024	Total Salary 2023-2024
ADMINISTRATION						
Burns, Clifford	7/1/2021	2		$ 174,200	$ -	$ 174,200
Dilkes, Nicole	8/1/2022	0		$ 131,520		$ 131,520
Fleming, Bryan	3/1/2017	6		$ 137,356	$ 750.00	$ 138,106
Reynolds, Jennifer	12/18/2017	5		$ 110,751		$ 110,751
Ross, Suzanne	10/15/2018	4		$ 106,925		$ 106,925
Sylvester, Nicole	8/27/2018	4		TBD		TBD
TOTAL ADMIN (6)				$ 660,752	$ 750.00	$ 661,502

Bank Account Code(s): A,M,N,O Only

Check#	Date	Vendor (Payee)	Amount
A:34654	4/27/23	Megan Ferguson	1,500.00
N:03675	4/27/23	Villa Capri II	47.50
A:N0428	4/28/23	Andover Regional Payroll Agency	359,339.37
M:01819	5/1/23	NJ State Fair	111.00
A:N0425	5/3/23	NJSHBP Division of Pension & Benefits	122,491.50
A:34655	5/10/23	Cara Capela	1,683.33
A:34656	5/10/23	Newton Board of Education	752,482.80
A:34657	5/10/23	Sussex County Charter School for Technology	6,584.00
A:34658	5/10/23	The Craig School	5,876.00
A:34659	5/10/23	William Grennille	708.33
A:34660	5/10/23	AC Daughtry, Inc.	1,976.98
A:34661	5/10/23	Adorama Inc.	386.10
A:34662	5/10/23	AERO Environmental Services, Inc.	475.00
A:34663	5/10/23	Andover Township	60.52
A:34664	5/10/23	Aramsco, Inc.	50.82
A:34665	5/10/23	Atra Janitorial Supply Company, LLC	933.37
A:34666	5/10/23	Blue Diamond Disposal, Inc.	1,361.88
A:34667	5/10/23	Combustion Service Corp	755.00
A:34668	5/10/23	ELIZABETHTOWN GAS	9,232.07
A:34669	5/10/23	Green Township Board of Education	1,410.00
A:34670	5/10/23	J & B Therapy, LLC	3,305.86
A:34671	5/10/23	Kim DeCarlo	562.00
A:34672	5/10/23	Lakeside Counseling Associates, LLC	350.00
A:34673	5/10/23	GateHouse Media New York Holdings, Inc.	496.26
A:34674	5/10/23	Municipal Capital Finance	1,557.00
A:34675	5/10/23	Newton Trophy	1,518.00
A:34676	5/10/23	OTC Brands, Inc.	108.94
A:34677	5/10/23	P.G. Chambers School, Inc.	810.00
A:34678	5/10/23	ReadyRefresh by Nestle	92.95

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Bank Account Code(s): A,M,N,O Only

Check#	Date	Vendor (Payee)	Amount
A:34679	5/10/23	RoNetco Supermarkets, Inc.	196.64
A:34680	5/10/23	Scarinci Hollenbeck, LLC	3,663.00
A:34681	5/10/23	Staples Business Advantage	1,365.55
A:34682	5/10/23	Stocker Bus Company, Inc.	650.00
A:34683	5/10/23	Sussex County Regional Cooperative	726.96
A:34684	5/10/23	Sussex County Technical School	6,259.30
A:34685	5/10/23	The Home Depot Pro	118.39
A:34686	5/10/23	Windsor Learning Inc.	822.80
A:34687	5/10/23	Steve Zanella	763.30
A:34688	5/10/23	Ansor Solar, LLC	9,301.96
A:34689	5/10/23	School Health Corporation	33.99
A:34690	5/10/23	Newton Track and Field Booster	285.00
A:34691	5/10/23	Tri-County Behavioral Care, LLC	1,000.00
A:34692	5/10/23	Kim DeCarlo	1,020.00
A:34693	5/10/23	Realtime Information Technology, Inc.	400.00
A:34694	5/10/23	OTC Brands, Inc.	343.55
A:34695	5/10/23	Brightspeed	91.85
M:01820	5/10/23	First Student, Inc.	350.00
N:03676	5/10/23	First Student, Inc.	175.00

The Grand Total of all Checks from Fund 10 is:	24,526.89
The Grand Total of all Checks from Fund 11 is:	1,254,007.39
The Grand Total of all Checks from Fund 20 is:	24,616.09
The Grand Total of all Checks from Fund 94 is:	461.00
The Grand Total of all Checks from Fund 95 is:	222.50
The Grand total of all checks for this period is:	1,303,833.87

Board president

Board Secretary

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DRAFT

Andover Regional Board of Education Regular Meeting

April 26, 2023

Attendance:

Present: Ms. Jane Byron, Mrs. Maria Dunbar, Mr. James Fetcho, Mr. Brian Hertenstein, Mr. Steven Minnick, Mr. William Porter, Mrs. Lena Sciroppo, Dr. Robert Koroski

Also Present: Dr. Clifford Burns, Superintendent

Ms. Nicole Sylvester, School Business Administrator/Board Secretary
1 member of the public/staff

Not Present: Dr. Jeffrey Neubig

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:

Mr. Porter moved adoption of the following resolution:

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

NOW, THEREFORE, BE IT RESOLVED by the Andover Regional Board of Education, County of Sussex, State of New Jersey, as follows:

1. The public shall be excluded from discussion and action upon the hereinafter specified subject matter; 2. The general nature of the subject matter to be discussed is as follows: negotiations, legal and personnel matters; 3. It is anticipated at this time that the above stated subject matters will be made public upon resolution of all information discussed; 4. This resolution shall take effect immediately; the Board anticipates being approximately 10-15 minutes to discuss legal matters and no action will be taken.

Motion was seconded by Mrs. Dunbar at 7:34 p.m. and unanimously CARRIED in a voice vote.

RETURN TO REGULAR SESSION: Mrs. Dunbar moved to return to regular session, seconded by Mr. Fetcho and unanimously CARRIED in a voice vote at 7:55 p.m.

III. PRESENTATION(S):

- Ms. Sylvester and Dr. Burns presented the 2023-2024 final budget.

IV. APPROVAL OF MINUTES:

Mrs. Byron moved and Mrs. Sciroppo 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 15, 2023 Regular Meeting Minutes

Roll Call Vote:

Yes: Ms. Byron, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Mrs. Sciroppo, 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 personnel and budget, discussion ensued.

Ms. Sylvester reported on the Finance/Operations committee meeting stating they discussed 2023-2024 budget, ARAA contract, grants received and increase on lunch prices, discussion ensued.

Dr. Koroski reported on the Curriculum/Instruction committee meeting stating they discussed the 2023-2024 budget, early release PD days, summer academy, early reading grant (2nd round), discussion ensued.

Mr. Porter reported that the Newton Board met last night and discussed the Long Range Facility Plan (LRFP) and had the budget public hearing, discussion ensued.

Dr. Koroski reported that the Tri-District Consortium team met and discussed capital projects happening in Newton which could affect the tuition for Andover students going to Newton in upcoming years, discussion ensued.

VI. SUPERINTENDENT REPORT:

A. Dr. Burns congratulated the Superintendent Roundtable Student of the Year, Matthew Alberto.
B. Dr. Burns gave his report on the successful school/district events.
C. Dr. Burns gave an update on the Pre-K program.
D. Dr. Burns reported on the 2023-2024 District Planning.
E. Dr. Burns gave his monthly HIB Report.

Mrs. Dunbar moved and Mr. Fetcho 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, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Mrs. Sciroppo, 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
- Working on 2023 NJSLA preparations
- Completed WIDA testing for the 2022-2023 school year. A special thank you to Mrs. Housby, Mrs. Hauptly, and Mrs. Torres for their contributions.
- Attended two calls/trainings with Realtime in preparation for the fall 2023 launch
- Held multiple Summer Programming planning meetings
- Attended 23-24 Personnel Planning Discussions
- Attended an NJDOE Title IV webinar
- Participated in a second round interview with the NJ Early Reading Grant Selection Committee
- Attended a Care Solace informational session
- Prepare additional writing tasks for middle school ELA teachers
- Organize an NJSLA content training for grades 3-8 ELA, Math, and Science teachers
- Prepare and deliver mandated NJSLA training for all staff involved in state testing.
- Conducted G/T teacher check in sessions

- Attend teacher leadership meeting at FMB
- Watched the April 5 NJDOE Board Meeting to gather further information about the new ELA and Math Standards
- Completed the ESSER Performance Report with Mrs. Sylvester
- Attended both March and April Sussex County Curriculum Consortium Meetings

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

- Installed a microphone preamp in the multipurpose room at FMB to support the choir.
- Printed many posters and banners for the school play.
- Organized cyber security training for all staff.

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.
- Attended a administrative training with Real Time in preparation for the fall 2023 launch
- 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.
- Completed the Preschool Expansion Grant 23/24 workbook with Ms. Sylvester and Dr. Burns.
- Participated in a virtual interview with the NJ Early Reading Grant Selection Committee.
- Ongoing collaboration with FMB & LPS teachers regarding student needs and services.
- Completed formal and informal evaluations at both schools.
- Participated in a district Mental Health Team Meeting to discuss updates to forms to better align with district needs.
- Worked with the Newton Child Study Team on planning and preparations for a student with special needs transfer. Coordinated and implemented several in person visits and professional development.
- Conducted two parent tours and classroom observations.
- Participated in multiple students with IEP's Newton High School scheduling sessions
- Attended meetings at FMB for both I&RS and RTI development of student specific action plans.
- Conducted several paraprofessional interviews for open positions.
- 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), classroom management and strategies.

- Ongoing coordination of services for multiple homeless families, including provision of services and service coordination.
- Ongoing programming for 2023 Extended School year (ESY), including related service needs.
- Ongoing collaboration with case managers regarding NJSLA student specific testing accommodations.
- Finalized all student IEP & 504's Standardized testing accommodations.

E. Suspension/HIB Reports

F. Principal's Reports

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- Ms. Sylvester stated that we received the Food Service Grant for equipment in both of our schools totaling $40,000.
- Ms. Sylvester stated we will be receiving a safety grant for $2,300 to put towards upgrading our fire panel alarm at FMB.
- Ms. Sylvester stated we applied for and received Supplemental Stabilization Aid of $48,494.
- Ms. Sylvester reported that the 2023-2024 lunch price will be increasing by $0.25.
- Ms. Sylvester stated we would be utilizing an account in NJ/ARM to earn interest on the account.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS:

Below are the comments from the Public, all questions were answered and discussed, if applicable.

Mr. LaBarge- Thanked the Board for all the hard work they put into the agenda and for moving Andover forward. Discussion ensued.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mr. Hertenstein moved and Ms. Byron seconded, that the Andover Regional Board of Education approve resolutions #1-6 as presented:

1. **Summer Academy/Programming Supervisor**: Approve Tammy Antonucci, Teacher, as the Summer Programming Supervisor for the Summer Academy program with a stipend of $4,000 to be taken from ESSER II, as recommended by the Superintendent of Schools.

2. **ParaProfessional Part-Time New Hire(s):** Approve retroactively 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
Alexis McGuire	4/5/23	FMB	.95	Partial Leave Cover/Resource Ctr Student	9:30-3:15	28.75	1	$23,964

** Subject to Change

3. **Medical Leave of Absence**: Approve continued medical leave of absence request from Employee ID #1339 commencing on May 1, 2023 through the end of the 2022-2023 school year (originally commencing on January 19, 2023 with an anticipated return date of May 1, 2023), utilizing unpaid time, as recommended by the Superintendent of Schools.

4. **2023-2026 ARAA Contract**: Approve the negotiated agreed upon contract between the Andover Regional Board of Education and the Andover Regional Administror's Association dated July 1, 2023 through June 30, 2026, as recommended by the Superintendent of Schools.

5. **Volunteers**: Approve the attached volunteers for the 2022-2023 school year, as recommended by the Superintendent of Schools.

6. **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.

Bernie Hattersley - Substitute Teacher
Michele Sweeney - Substitute Teacher, ParaProfessional & Secretary
Shirley Denamen - Substitute ParaProfessional

Roll Call Vote:

Yes: Ms. Byron, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Mrs. Sciroppo, Dr. Koroski

No: None

Abstain: None

B. <u>FINANCE/OPERATIONS:</u>

Mr. Porter moved and Mrs. Sciroppo seconded, that the Andover Regional Board of Education approve resolutions #1-28 as amended:

1. **<u>Treasurer & Board Secretary's Certification and Report</u>**: Approve the February 2023 Board Secretary's and Treasurer's Reports pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of February 2023 after review of the secretary's monthly 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. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as recommended by the Superintendent of Schools.

2. **<u>Treasurer & Board Secretary's Certification and Report</u>**: Approve the March 2023 Board Secretary's and Treasurer's Reports pursuant to N.J.A.C. 6A:23-16.10(c)3, we certify that as of March 2023 after review of the secretary's monthly 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. 6A:23A-16.10(c)4, and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year, as recommended by the Superintendent of Schools.

3. **<u>Bills List</u>**: Approve/accept the Bills List from March 16, 2023 through April 26, 2023 for a total of $2,257,278.30 as recommended by the Superintendent of Schools.

4. **<u>Petty Cash</u>**: Approve/accept the Petty Cash Checking Account Report for March 2023, as recommended by the Superintendent of Schools.

5. **<u>Transfers</u>**: Approve/accept the Transfer Report for March 2023, as recommended by the Superintendent of Schools.

6. **<u>Building Use for 2022-2023 School Year</u>**: 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
A.R.E.A.	Family Night	May 12, 2023	Yes	FMB
PTA	Father/Daughter Dance	May 19, 2023	Yes	LPS
PTA	Holiday Craft Fair	November 17	Yes	LPS

		& 18 2023		
PTA	Mother/Son Kickball Game	May 31, 2023 Rain Date: June 7, 2023	Yes	LPS
Andover Twp. Fire Dept.	Hose & Ladder Testing	April 12, 2012	Yes	FMB

7. **Contract for Pepe-Ahearn Associates LLC**: Approve the contract with Pepe-Ahearn Associates LLC for consulting services for purposes of conducting a special education audit at a cost of $13,000, as recommended by the Superintendent of Schools.

8. **School Lunch Price Increase:** Approve the 2023-2024 school lunch price increase to $3.55 from $3.30, as recommended by the Superintendent of Schools.

9. **Alarm & Communication Technologies:** Approve the proposal from Alarm & Communications Technologies to replace the fire alarm panel at FMB at a cost of $54,656.12, as recommended by the Superintendent of Schools.

10. **Maintenance Reserve Proposals:** Approve, the following project to be paid out of maintenance reserve, as recommended by the Superintendent of Schools:

Project	Amount not to exceed:
Fire Alarm Panel- ACT	$52,356.12 ($2,300 to Safety Grant)

11. **2023-2024 Final 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 tentative budget was approved by the Board of Education on March 15, 2023, and changes are required for the adoption of the final 2023-2024 budget;

NOW THEREFORE BE IT RESOLVED to adopt the 2023-2024 school district budget as follows:

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 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 final 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	$939,523	$20,087,931
Less: Anticipated Revenues	$3,645,904	$172,266	$217,446	$4,035,616
Taxes to be Raised	$15,330,238	$0	$722,077	$16,052,315

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 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

12. **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

13. **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 $32,000, 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

14. **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.

15. **Enrollment Adjustment:** Approve the enrollment adjustment for the 2023-2024 budget in the amount of $327,712, as recommended by the Superintendent of Schools.

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

17. **Supplemental Stabilization Aid:** Approve the submission of the Supplemental Stabilization Aid FY2023 in the amount of $48,494, to use the funds for transportation costs and teacher's salaries to maintain class size and offset increased busing costs, as recommended by the Superintendent of Schools.

18. **NJSIG Safety Grant:** Approve the submission of the 2023 NJSIG Safety Grant application and submission in the amount of $2,300, as recommended by the Superintendent of Schools.

19. **School Climate Change Pilot Grant:** Approve, retroactively, the submission of the 2023 School Climate Change Pilot Grant application in the amount of $6,660, as recommended by the Superintendent of Schools.

20. **Pre-K Restroom Project:** Approves the architectural bids for the Pre-K Restroom project at FMB:

Whereas, pursuant to N.J.S.A. 18A:18A-1, et.seq., the Andover Regional Board of Education ("Board") advertised and solicited bids for the Pre-K Restroom project; and

Whereas, the Board received three (3) bid responses, which were publicly open and read on April 20, 2023; and Whereas, the following bids were made:

Bidders	Total Bid
Alltec, Inc.	$162,990
Skopje, LLC	$179,000
Ferraro Construction Corp.	$298,000

Whereas, the lowest bid received was from Alltec, Inc. in the amount of $162,990:

Whereas, the Project Architect has reviewed the bids and recommends awarding the project to Alltec, Inc.; and

Whereas, the Board Attorney has reviewed the bids for legal sufficiency and has determined that Alltec, Inc. has submitted all the required documents and materials and is, therefore, the lowest responsible and responsive bidder.

Now, therefore, be it resolved, by the Andover Regional Board of Education, that a contract is hereby awarded to Alltec, Inc. in the amount of $162,990 for the Pre-K Restroom Project at Florence M. Burd School.

Be if further resolved that the Board staff and professionals are directed and empowered to take any actions necessary to effectuate the provisions of this resolution.

Be it further resolved that Nicole Sylvester, Business Administrator, is hereby authorized to execute all change orders, with prior Andover Regional Board of Education knowledge and/or approval, and other such documents as may be required to effectuate the provisions of this resolution and the contract to be entered into between the Board and Alltec, Inc. Additionally, the Business Administrator verifies that funds are available for this project in the FY 2022-2023 budget utilizing funds from the Board's capital reserve account and PEA grant, as recommended by the Superintendent of Schools.

21. **SOP Manual**: Approve the Standard Operating Procedures Manual for the implementation of Standard Operating Procedures and Internal Controls for the Andover Regional School District for the 2023-2024 school year, as recommended by the Superintendent of Schools.

22. **Tuition Contract with SCESC/Northern Hills Academy**: Approve the tuition contract with SCESC/Northern Hills Academy for Student #3008652385 at a tuition rate of $17,167.35 from March 27, 2023 through June 2023 and $9,246.60 for a paraprofessional, as recommended by the Superintendent of Schools.

23. **NJ/ARM Investment Account**: Approve the resolution authorizing Nicole Sylvester, School Business Administrator, of the Andover Regional School District in New Jersey to invest funds in the New Jersey Asset & Rebate Management Program, as recommended by the Superintendent of Schools.

THEREFORE, BE IT RESOLVED by the Andover Regional School District in Sussex County as follows:

1. The Andover Regional School District hereby finds and determines that (a) the School Business Administrator has received and reviewed (i) the Information Statement dated as of January 3, 2005 describing the New Jersey Asset & Rebate Management Program ("NJ/ARM") and

> (ii) the Amended and Restated Interlocal Services Investment Agreement governing the NJ/ARM Program ("Program Agreement") and (b) the School Business Administrator has been afforded the opportunity to discuss NJ/ARM with the Investment Administrator and Special Counsel to NJ/ARM and the Andover Regional Board of Education has determined that it is in the best interests of the Andover Regional School District to give authorization to participate in NJ/ARM.

2. The Program Agreement is hereby approved and the School Business Administrator is authorized to execute the Program Agreement on behalf of the Andover Regional School District.

3. U.S. Bank, N.A., as Custodian for the NJ/ARM Program, is hereby approved to act as a depository of Public Funds for the Andover Regional School District.

4. The Andover Regional School District acknowledges that its decision to authorize the participation in NJ/ARM is based solely on the information set forth in the Information Statement and in the Program Agreement.

5. This resolution shall take effect immediately upon its adoption.

24. **Appointments:** Approval of Richard Medwin, B&G Supervisor for the following appointments for the 2023-2024 school year, as recommended by the Superintendent of Schools:

1. Asbestos Designated Person/Officer
2. Integrated Pest Management Coordinator
3. Chemical Hygiene Officer

25. **Comprehensive Equity Plan (CEP)**: Approve the one-year extension of the Comprehensive Equity Plan (2019-2023) through 2023-2024 along with the Statement of Assurance (SOA), as recommended by the Superintendent of Schools.

26. **Revised 2022-2023 School Calendar**: Approve the amended (and attached) 2022-2023 school calendar reflecting emergency closing days and revised last day of school, as recommended by the Superintendent of Schools.

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

Name	Program	Credits	Location	Cost per Credit	Reimbursement Cost	Dates
Connor Mendes	EDU 649 Secondary & Middle School Curriculum	3	New Jersey City University	$800.70	$2,402.10	Fall 2022
Connor Mendes	LTED 607 Reading in the Secondary Curriculum	3	New Jersey City University	$800.70	$2,402.10	Fall 2022
Steve Zanella	ED #721 Math Manipulatives for Geometry	3	Medaille University	$150.00	$449.00	Summer I 2023
Steve Zanella	ED #612 Fundamentals of Teaching Mathematics	3	Medaille University	$150.00	$449.00	Summer II 2023

28. **Settlement Agreement & Release:** Approve the settlement agreement and release for OAL Docket No. EDS 10731-22 at a cost of $44,474, as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Ms. Byron, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Mrs. Sciroppo, Dr. Koroski

No: None

Abstain: None

C. CURRICULUM/INSTRUCTION:

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

1. **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
Stephanie Posser LLD	April 25, 2023 10:30am-1:30pm ShopRite & Pizza One, Sparta Students from LPS will plan and create a list of items for their weekly cooking group and coffee cart. They will work with students from FMB on community based instruction by going to ShopRite and Pizza One. While at ShopRite, students will break up into small groups, and use their list to shop for their items while learning about unit prices, best values, sales and then check out. After shopping, students will go to Pizza One for lunch where	Students: 13 Teachers: 3 Stephanie Posser Justin Iazzetti Alison DelDuca ParaProfessionals: 4 Kim Clark Scott Nikolakopoulos Trish Zuber Kathleen Goldberg Nurse: Yes Parent Chaperones: 0	$0	First Student, Inc., Andover $175.00 First Care Medical $778.96	$175.00 and $778.96 and Nurse TBA

	they will order and pay for their lunch. This is being conducted as part of a 4th grade transition plan to middle school.				
Dave Petersen 5th Grade	May 5, 2023 9:00am-12:45pm Sterling Hill Mining Museum, Ogdensburg Students will explore and experience the formation and extraction of non-renewable natural resources on Earth.	Students: 40 Teachers: 3 Jim Hasten Rebecca Morrell Dave Petersen ParaProfessionals: 2 Amy Finley Candice Coston Nurse: 0 Parent Chaperones: 0	$23.38	First Student, Inc. Andover $225.00 for one bus	$0
Justin Iazzetti 4th Grade LLD	May 9, 2023 12:30pm - n/a FMB - LPS students will dismiss from LPS LLD Transition Plan	Students: 5 Teachers: 1 Justin Iazzetti ParaProfessionals: 1 Scott Nikolakopoulos Nurse: 0 Parent Chaperones: 0	$0	Stocker Bus Company $70.00	$70.00
Dave Petersen 7th Grade	May 19, 2023 No Times Given County College of Morris Planetarium Randolph, NJ To explore the galaxy and understand how stars form.	Students: 55 Teachers: 3 Brittany Grau Dave Petersen Steve Zanella ParaProfessionals: 1 Jennie Pike Brittany Kinsora Nurse: 0 Parent Chaperones: 0	$13.73	Stocker Bus Company$225.00 per bus x 2 = $450.00	$0
Justin Iazzetti	June 2, 2023 Students getting off bus at LPS in am -	Students: 5 Teachers: 1	$0	Stocker Bus Company $70.00	$70.00

4th Grade LLD	12:45pm depart for FMB LPS - FMB LLD Transition Plan	Justin Iazzetti ParaProfessionals: 1 Scott Nikolakopoulos Nurse: 0 Parent Chaperones: 0			
Nick Vanderlofske MaryHelen Coiro 8th Grade	June 2, 2023 (Rain Date: June 5, 2023) 9:15am-1:00pm Newton High School Newton, NJ HS Transition	Students: 52 Teachers: 4 MaryHelen Coiro Nick Vanderlofske Stacy Publik Ryan Yaiser ParaProfessionals: 0 Nurse: 0 Parent Chaperones: 0	$0	Stocker Bus Company $145.00 per bus x 2 buses = $290.00	$290.00

2. **Extended Day Class Trip Chaperones**: Approve the following staff to chaperone the two extended day class trips in May of this school year, as recommended by the Superintendent of Schools.

May 5: 6th Grade: Fairview Lake - Outdoor Education
Class Trip Coordinator: Mr. Petersen (Being paid via stipend)
Class Trip Chaperones
- Jenn Coffey
- Deb Willemsen
- Meredith Sajdak
- Stephanie Posser
- Darice Myers

Additional Support (to be paid via timesheet)
- Amy Finley paraprofessional- Up to four hours extra time at per diem

May 18: 8th Grade Trip to Woodloch Resort Field Trip - Team Building
Class Trip Coordinator: Mrs. Myers (Being paid via stipend)
Class Trip Chaperones (to be paid $75 each for extended school day hours):
- Marianela Torres
- Stacy Publik
- Connor Mendes
- Nick Vanderlofske
- Nicole Spaldo
- Darice Myers

Additional Support (to be paid via timesheet)
- Amy Finley paraprofessional- Up to four hours extra time at per diem rate

Parent Volunteers

- Katti Quintas
- Jon Eigner
- Melissa Lewis
- Breanne Zosche
- Michael Marino
- Bill Walsh

* Please note that all parent volunteers are responsible for their own transportation/entrance fee to and from the resort.

Roll Call Vote:

Yes: Ms. Byron, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Mrs. Sciroppo, Dr. Koroski

No: None

Abstain: None

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS:

Mr. Porter, Mrs. Dunbar, Dr. Koroski and all board members thanked Mrs. Granholm & Mr. Carle for their hard work to put on such a wonderful school play along with congratulating the students on a fantastic play which was a joy to watch!

Ms. Byron thanked her husband for volunteering his time photographing the play.

Dr. Koroski thanked all volunteers for their time and dedication to make the play so successful!

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

EXECUTIVE SESSION: None at this time.

Adjournment: Mr. Minnick moved to adjourn the meeting, seconded by Mr. Fetcho and approved at 8:37 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,

Nicole Sylvester

Business Administrator/Board Secretary

ANDOVER REGIONAL SCHOOL DISTRICT
707 Limecrest Road
Newton, NJ 07860
Telephone: 973-315-5255 FAX: 973-383-8348

ARSD Monthly Suspension/HIB Report

4/20/23 - 5/3/23

Suspensions						
	Student ID	**Grade**	**Gender**	**Infraction**	**ISS/OSS**	**# of Days**
FMB	NA	NA	NA	NA	NA	NA
LPS	4709	8	M	possession of an illegal substance	OSS	10
	4604	7	F	Intentional false accusations	ISS	1

Harassment, Intimidation and Bullying Reports					
	# of Alleged Incidents	# of Alleged Incidents not Investigated	# of Confirmed Incidents	Nature of Confirmed Incidents	Hours of Investigation
FMB	0	0	0	NA	0
LPS	0	0	0	NA	0