Andover Regional Board of Education Regular Meeting

(held in person and also available to the public via YouTube)

March 15, 2021

Attendance:

Present: Ms. Vincenia Annuzzi, Mrs. Rebecca Bearden, Mrs. Jessica Brennan, Mrs. Maria Dunbar, Mr. James Fetcho, Dr. Robert Koroski, Mr. Steven Minnick and Mr. William Porter

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

Not Present: None

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):

- Dr. Koroski introduced Dr. Clifford Burns, who is on the agenda tonight to be approved as Andover's new Superintendent as of July 1, 2021. Dr. Clifford Burns read a statement and thanked the Board for this opportunity and stated that he was excited to work with everyone in

the Andover community and staff.

- Mr. Tobin and Ms. Sylvester presented the 2021-2022 budget.

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.

February 24, 2021 Regular Minutes
March 10, 2021 Regular Meeting Minutes
March 10, 2021 Executive Session Minutes

Roll Call Vote:

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

No: None

Abstain: None

V. COMMITTEE REPORTS:

Board Committees:

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

Special Committees/Ad Hoc Assignments:

WHAT	DELEGATE	ALTERNATE(s)
Sussex County School Boards Association	Open	Mr. Porter
NJSBA Delegate Assembly	Mr. Minnick	Mrs. Dunbar
Newton Board of Education Rep.	Mr. Porter	Dr. Koroski
Sussex County Educational Services	Mrs. Dunbar	Mrs. Brennan
Andover Regional Education Foundation	Mrs. Bearden	Dr. Koroski
Andover Regional Parent Teacher Association	Mrs. Bearden	Mrs. Brennan
Township Liaison	Ms. Annuzzi	Mrs. Dunbar
Negotiations	Dr. Koroski	Ms. Annuzzi & Mrs. Bearden
QSAC Committee	Dr. Koroski	Mrs. Brennan
Sick Bank	Dr. Koroski	Ms. Annuzzi & Mrs. Bearden

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

Mr. Porter gave his report on Personnel/Policy which included the school health preparedness plan, 2021-2022 budget and policies, discussion ensued.

Ms. Annuzzi gave her report on Finance/Operations which included the school health preparedness plan, 2021-2022 budget, ESSER II funds, refinancing bonds and security items, discussion ensued.

Mrs. Dunbar gave her report on Curriculum/Instruction which included the health preparedness plan, 2021-2022 budget and state assessments, discussion ensued.

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

VI. SUPERINTENDENT REPORT:

A. Mr. Tobin gave his updated report on the Health Related School Preparedness Plan.
B. Mr. Tobin reported on the monthly HIB Report.

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

Resolve that the Board of Education accepts the attached HIB Report beginning February 18, 2021-March 10, 2021, as recommended by the Superintendent of Schools

Roll Call Vote:

Yes: Ms. Annuzzi, Mrs. Bearden, Mrs. Brennan, Mrs. Dunbar, Mr. Fetcho, 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 to meet formally and informally with the administrative team regarding operations and virtual learning
- Conduct classroom visits, teacher observations and post observation conferences
- Met multiple times with Tri-District Curriculum representatives
- Met with the Dyslexia Team to discuss student data
- Both schools hosted numerous activities to celebrate Love of Reading Week
- Hosted our launch meeting with the Tri-District Visual/Performing Arts Curriculum Mapping Team
- Completed the first work session with the Tri-District Music Curriculum Mapping Team
- Worked with the administrative team to organize and welcome 30 new students back from 100% virtual learning for the start of Trimester 3
- Worked with the administrative team to analyze formal and informal student data, transportation lists and cohort availability in order to invite select students to return to four days of in person learning.
- Attended a training titled "Supporting Student Engagement in Remote Instruction."
- Met with TCI to discuss the revamp of their K-5 SS materials.
- Organized and attended two meetings with the Sussex County Curriculum Consortium Team.
- Take part in the interview process to fill an open teaching position.
- Attended Part 1 of Equity Consortium Series titled ""Belonging and Dignity: The Hidden Keys to Equity Implementation in Our Schools"

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

- Decommissioned an older domain controller running a legacy windows server version, repurposed this server as a virtual server with Hyper-V.
- Decommissioned certain virtual servers that did not serve a purpose.
- Installed a new conference room phone in the BOE conference room to support better quality conference calls while allowing social distancing using wireless microphones.

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 2021** the following meetings were held:

* In **January 2021** the following meetings were held:

* New Preschool Referral: 0
* New Referrals: CST 1, Speech 0
* Annual Reviews: CST 10, Speech 3
* Eligibility Meetings: CST 9, Speech 0
* Transfer out of district: CST 0, Speech 0
* Transfer into district: CST 1
* Declassified: CST 0 Speech 0
* Newly Classified CST 0, Speech 0
* Other meetings: CST 0, Speech 0, 504 6
* **Total number of IEPs**: **CST 74 Speech = 83**
* **Total number of 504's =28**
* **Total number of RTI Speech Action Plans = (19)**

- Ongoing collaboration with County, State,and tri district schools in regards to future educational planning for students, during virtual learning.
- Attendance at the Sussex County Special Education Directors/Supervisor's Group regarding updates with the NJDOE on special education.
- Ongoing formal and informal meetings with the administrative team regarding operations and virtual learning
- Worked with the administrative team to organize and welcome 30 new students back from 100% virtual learning for the start of Trimester 3
- Worked with the administrative team to coordinate and analyze data, transportation and cohort availability, to include select students to return to four days of in person learning.
- Ongoing collaboration with LPS school counselor regarding 8th grade scheduling for Newton High School.
- Conducted unannounced observations and post conferences follow up.
- Ongoing collaboration with the district Mental Health team to discuss student/staff and family needs.
- Participated in FMB RTI committee and grade level meetings to discuss student data and progress monitoring.
- Met with the Dyslexia Team at FMB school to discuss student data, and the alignment of specific testing modules within the STAR assessment
- The CST team members have worked with teachers to strategize for specific student needs, observing classroom instruction regularly to help develop plans.
- Conducted Special Education teacher meetings on a monthly basis by school building to gather and/or share information, and work with grade levels on relevant topics. Discussion regarding programming and student placements for 21/22 school
- Coordinated interview process to fill open special education teaching and paraprofessional positions.

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

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

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.

Below are the comments from the YouTube Stream LiveChat, all questions were answered and discussed, if applicable.

Meghan Walsh:
Meghan Walsh, 8 Briar Terr Lafayette, - I have a question, for other considerations, can there be a 8th grade "dance" "get together" for some normalcy in their lives? Outside/ even if they mask

Meghan Walsh:
Thank you so much

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

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

Mrs. Brennan moved and Mr. Minnick seconded, that the Andover Regional Board of Education approve resolutions #1-11 as amended:

1. **<u>Retirement</u>**: Approve and accept with best wishes the retirement of Nancy Hansen, Teacher, effective June 30, 2021, with June 29, 2021 as last day worked, as recommended by the Superintendent of Schools.

2. **<u>New Hire Superintendent of Schools</u>**: RESOLVED that the Board of Education hereby approves the appointment of Dr. Clifford Burns as Superintendent of Schools, as well as the Employment Contract between Dr. Burns and the Board of Education, effective July 1, 2021 through June 30, 2024

at an annual salary of $165,000.00 consistent with the terms and conditions set forth in said Employment Contract, contingent review and approval by the Executive County Superintendent of Schools.

3. **Leave Replacement Teacher**: Approve Justin Iazzetti as leave replacement teacher for Employee ID #916 effective March 23, 2021 through June 23, 2021 at a prorated BA Step 1 salary of $56,385 for the remainder of the leave and pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

4. **Intermittent Leave of Absence**: Approve intermittent leave of absence request from Employee ID #967, commencing on March 8, 2021 for a period of 12 weeks, unpaid to fall under FMLA and NJFLA, as recommended by the Superintendent of Schools.

5. **New Hire - Full-Time Custodian:** Approve Sandy Vazquez Solis as full-time custodian at Step 1 prorated $35,540 on or about March 26, 2021 through June 30, 2021, (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE) and pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

6. **LOA- Part-Time Custodian:** Approve Daniel Gorman for part-time, leave of absence custodian at Step-1 (20%) $7,108 prorated from on or about March 18, 2021 through June 30, 2021, (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE) and pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

7. Sustainable Jersey After-School Club Amendment: Amend February 24, 2021 Personnel resolution #9 (Virtual After-School Clubs Recommended Advisors) to reflect Sustainable Jersey Advisor, Melissa VanBlarcom, to receive $800 stipend ($400 for each school), for the 2020-2021 after-school virtual club, as recommended by the Superintendent of Schools.

8. **Substitute(s) for the 2020-2021 School Year**: Approve the employment of the following substitute for the 2020-2021 school year, pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Sandy Vazquez - Substitute Custodian
Justin Iazzetti - Substitute Teacher

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.

Alert 222

A. General Policy and Regulation Guides

P 0145	Board Member Resignation and Removal (M) (Revised)
R 1642	Earned Sick Leave Law (M) (Revised)
P 1643	Family Leave (M) (New)
P 3431.1	Family Leave (M) (Abolished)
P 4431.1	Family Leave (M) (Abolished)
P 3431.3	New Jersey Family Leave Insurance Program (Abolished)
P 4431.3	New Jersey Family Leave Insurance Program (Abolished)
P & R 5330.01	Administration of Medical Cannabis (M) (Revised)
P 7425	Lead Testing of Water in Schools (M) (Revised)
R 7425	Lead Testing of Water in Schools (M) (New)
P & R 7430	School Safety (M) (Abolished)

B. No Child Left Behind Act (NCLB) to Every Student Succeeds Act (ESSA) Policy and Regulation Guides

P 2415	Every Student Succeeds Act (M) (Revised)
P 2415.01	Academic Standards, Academic Asses., and Acct. (M) (Abolished)
P 2415.02	Title I – Fiscal Responsibilities (M) (Revised)
P 2415.03	Highly Qualified Teachers (M) (Abolished)
P 2415.05	Student Surveys, Analysis, and/or Evaluations (M) (Revised)
P & R 2415.20	Every Student Succeeds Act Complaints (M) (Revised)
P 4125	Employment of Support Staff Members (M) (Revised)
P 6360	Political Contributions (M) (Revised)
P 8330	Student Records (M) (Revised)
P 9713	Recruitment by Special Interest Groups (M) (Revised)

10. **Schedule B Appointment for the 2020-2021 School Year**: Approve the following staff members for the contractual Schedule B positions for the 2020-2021 school year, stipends based on the AREA 2017-2020 Agreement (salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE), as recommended by the Superintendent of Schools.

Schedule B	Stipend	Teacher
Track & Field	$2,800.00 $2,500.00	Head Coach - Nick Moustakas Assistant Coach - Steve Zanella
Floor Hockey	$1,800.00	Steve Zanella
Wiffle Ball/Softball	$600.00	Steve Zanella
Kickball	$600.00	Nick Moustakas

11. **Additional Pay**: Approve additional pay at the rate of $50/hour for four hours each for Summer Passannante and Gabriella LaBouseur (via timesheet) who worked outside of their contractual work hours to plan lessons and grade assignments for a teacher who was out on an emergency medical

leave of absence while LPS Principal worked to secure a substitute, as recommended by the Superintendent of Schools.

Roll Call Vote:

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

No: None

Abstain: None

B. FINANCE/OPERATIONS:

Mr. Minnick moved and Mr. Porter seconded, that the Andover Regional Board of Education approve resolutions #1-15 as presented:

1. **Treasurer & Board Secretary's Certification and Report**: Approve the February 2021 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 2021 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. **Bills List**: Approve/accept the Bills List from February 25, 2021 through March 15, 2021 for a total of $1,386,060.51 as recommended by the Superintendent of Schools.

3. **Petty Cash**: Approve/accept the Petty Cash Checking Account Report for February 2021, as recommended by the Superintendent of Schools.

4. **Transfers**: Approve/accept the Transfer Report for February 2021, as recommended by the Superintendent of Schools.

5. **2021-2022 Tentative Budget**: Approve the following motion for the 2021-2022 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 2021-2022 School Year using the 2021-2022 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***
2021-2022 Total Expenditures	$17,071,295	$185,712	$958,550	$18,215,557

Less: Anticipated Revenues	$2,804,026	$185,712	$189,838	$3,179,576
Taxes to be Raised	$14,267,269	$0	$768,712	$15,035,981

And to advertise said tentative budget in the New Jersey Herald on April 22, 2021 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 28, 2021 at 7:30 p.m. for the purpose of approving the budget for the 2021-2022 School Year.

C. Be it resolved that the Andover Regional Board of Education, hereby approves the professional services maximum costs for the 2021-2022 school year:

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

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

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

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

6. **2021-2022 Tuition Rates:** Approves the following tuition rates for the 2021-2022 school year as recommended by the Superintendent of Schools.

Regular Education	Tuition Rate
Preschool/K	$24,590

Grades 1-5	$24,935
Grades 6-8	$25,507
LLD	$40,621
BD	$40,550
MD	$111,593
P/T PSD	$43,205

7. **Withdrawal from Capital Reserve**: Whereas the Andover Regional Board of Education has included in the 2021-2022 budget, line 600, budgeted withdrawal from capital reserve, in the amount of $995,000, for purposes such as school digital signs, partial roof replacement project at LPS and a pre-school playground at FMB, where the final eligible costs listed below are within the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards, as recommended by the Superintendent of Schools.

Project	Cost
Partial Roof replacement	$550,000
Digital Signs	$45,000
Pre-School Playground	$400,000

8. **Withdrawal from Maintenance Reserve**: Whereas the Andover Regional Board of Education has included in the 2021-2022 budget, line 630, budgeted withdrawal from maintenance reserve, in the amount of $143,900, for purposes such as upgrades to flooring, sprinklers, paving, lighting, thermostats and other miscellaneous projects, where the final eligible costs listed below are within the facilities efficiency standards determined by the Commissioner as necessary to achieve the New Jersey Student Learning Standards, as recommended by the Superintendent of Schools.

Project	Cost
Flooring	$8,300
Sealcoating	$116,100
Sprinkler	$4,500

Thermostats	$15,000

9. **Enrollment Adjustment:** Approve the enrollment adjustment for the 2021-2022 budget in the amount of $21,623, as recommended by the Superintendent of Schools.

10. **Banked Cap:** Approve the use of banked cap from the 2018-2019 school year in the amount of $63,542 for use in the 2021-2022 school year budget, as recommended by the Superintendent of Schools.

11. **Tuition Reserve:** Approve the use of tuition reserve in the amount of $398,000 for use in the 2021-2022 school year budget, as recommended by the Superintendent of Schools.

12. **Bonds:** Approve the amendment and supplementing the September 23, 2020 resolution authorizing certain actions necessary in connection with the sale and issuance of not to exceed $2,750,000 aggregate principal amount of refunding school bonds and authorizing the appropriate officials to do all acts and things deemed necessary and advisable in connection with the sale, issuance and delivery of said bonds, as attached and as recommended by the Superintendent of Schools.

13. **Revised 2020-2021 School Calendar**: Approve the amended (and attached) 2020-2021 school calendar reflecting emergency closing days and revised last day of school, as recommended by the Superintendent of Schools.

14. **Cooperative Bidding- ACES:** Approves the participation in the ACES (NJSBA) Cooperative pricing system, as recommended by the Superintendent of Schools.

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

Name	Program	Credits	Location	Cost per Credit	Reimbursement Cost	Dates
Tammy Antonucci	GED 644 Supervised Practicum Reading	3	Centenary University	$625.95	$1,877.85	Summer II 2021

Tammy Antonucci	GED 663 Multisensory Instruction	3	Centenary University	$625.95	$1,877.85	Summer I 2021

Roll Call Vote:

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

No: None

Abstain: None

C. **CURRICULUM/INSTRUCTION:** None at this time.

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: Mrs. Brennan moved to adjourn the meeting, seconded by Mrs. Dunbar and approved at 8:56 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,



Ms. Nicole Sylvester

Business Administrator/Board Secretary