ANDOVER REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

LONG POND SCHOOL
707 LIMECREST ROAD, NEWTON, NEW JERSEY 07860
JUNE 19, 2024 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:

_____Ms. 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):

- 24-25 Updated Budget Presentation (Sylvester)

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

May 9, 2024 Special Meeting Minutes
May 9, 2024 Executive Session Minutes
May 10, 2024 Special Meeting Minutes
May 10, 2024 Executive Session Minutes
May 13, 2024 Special Meeting Minutes
May 13, 2024 Executive Session Minutes
May 14, 2024 Special Meeting Minutes
May 14, 2024 Executive Session Minutes
May 15, 2024 Regular Meeting Minutes
May 20, 2024 Special Meeting Minutes
May 30, 2024 Special Meeting 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. Fetcho (Chair)	Mrs. Dunbar (Chair)
Mrs. Sciroppo	Mr. Hertenstein	Dr. Neubig
Dr. Koroski	Mr. Minnick	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.	Ms. Byron	Dr. Koroski
Sussex County Educational Services	Mr. Hertenstein	Dr. Koroski
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
SEPAG Liaison	Dr. Koroski	Mr. Fetcho

VI. SUPERINTENDENT REPORT:

A. HIB Report

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

- Completed 2024-2027 Language Instruction Educational 3 Year Plan
- Completed LPS NJSLA Testing and all make up testing
- Completed cohort 1 data collection and invites for the High Impact Tutoring Grant
- Completed One School, One Book reading at FMB. Hosted the author for student assemblies and workshops. Gifted the second book of the series to the students.
- Worked with Mr. Zanella and Mrs. Silvernail on the Honors Algebra 1 placement process
- Worked with administrative team on interviews and hires of new staff
- Hosted Dr. Tracey Severns for a PD workshop with teachers titled Classroom Conversations: How to Use Student-Led Discussions to Improve Engagement & Achievement
- Attended an Atlas planning meeting
- Worked with grade 3 and 4 teachers, Interventionists, and Mrs. Dilkes on our Tier 1 analysis as part of the NJTSS-Early Reading Grant.
- Attended our NJTSS-Early Reading Grant Cohort 5 webinar with Mrs. Dilkes
- Attended the NJ State ESEA Allowable uses meeting
- Met with Nicole Sylvester to review grant statuses
- Began the 24-25 ESEA grant planning
- Completed the initial Non Public Consultation communications

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

- Conducted NJSLA testing as the schools District Technology Coordinator at FMB.
- Provided support for the LPS 8th grade promotion ceremony.
- Met with Atlantic to discuss refreshing our copier fleet.

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, finalizing the needs of staff for the 24/25 school year.
- Conducted and finalized teacher evaluations and summatives.
- Finalized paraprofessional summatives
- Participated in the Office of Special Education (OSE) webinar #2 (series of 3) for special education updates
- Participated in ongoing county discussions with the Sussex/Warren Special Education Directors group.
- Completed a submitted DLM testing.

Special Services Audit updates:

To date the following actions have occurred (in coordination with the district Action Plan:

Programs & Services

- #1 & #2 Professional development occurred with Dr. Tracey Severns on a workshop with teachers titled Classroom Conversations: How to Use Student-Led Discussions to Improve Engagement & Achievement
- #1 & #2 Finalized review of literacy based supplemental instructional materials with middle school special education teachers.

E. Suspension/HIB Reports

F. Principal's Reports

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT: None at this time.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS:

This public session is designed for members of the public to speak on issues for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. If the Board of Education chooses to respond, it does not waive its right thereafter not to respond. Members of the public are asked to state their name and address for the record.

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

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Be it resolved that resolution numbers 1-21 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. **Acting Superintendent:** Approve the contract of Bryan Fleming, Acting Superintendent of Schools, at a daily rate of $200 effective July 1, 2024 through August 28, 2024 as approved by the Executive County Superintendent.

2. **New Hire**: Approve Jenny March as Math/Honors Algebra Teacher with start date of September 1, 2024 through June 30, 2025 at $72,046, MA Step 6 (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), pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

3. **New Hire**: Approve Bradley Heinke as Guidance Counselor for LPS with start date of September 1, 2024 through June 30, 2025 at $64,857, MA Step 1 (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), pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

4. **New Hire**: Approve Jake Deanda as Health and Physical Education Teacher for LPS and FMB with start date of September 1, 2024 through June 30, 2025 at $62,564, BA Step 3 (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), pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

5. **BA/Board Secretary Contract:** Approve and accept from the County Executive Superintendent, the new employment contract for Nicole Sylvester, Business Administrator/ Board Secretary, in accordance with N.J.S.A. 18A:7-8(j) and determined compliant with the standards adopted by the Commissioner of Education at N.J.A.C. 6A:23A-3.1 for the period commencing July 1, 2024 through June 30, 2025 with an annual salary of $134,747 plus longevity, as recommended by the Superintendent of Schools.

6. **School Counselor Summer 2024 Days:** Approve up to 5 summer days between July 1, 2024 and August 31, 2024 at the per diem rate of $324.29, for LPS School Guidance Counselor, Bradley Heinke, pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

7. **Resignation/Retirement**: Approve and accept with best wishes the resignation for retirement purposes of Mary Helen Coiro, Teacher, effective January 1, 2025, as recommended by the Superintendent of Schools.

8. **Home Instruction**: Approve, retroactively, Leo LaBarge and Jennifer Wilson for home instruction for student ID # 4064042414 starting March 13, 2024, for up to 10 hrs/wk, at a rate of $50/hour, as recommended by the Superintendent of Schools.

9. **ParaProfessional Part-Time New Hire(s):** Approve the following for the 2024-2025 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.

Paraprofessionals for 2024-2025 School Year

NAME	START DATE	SCHOOL	ASSIGNMENT	HOURS	STEP	SALARY
Adelhoch, Lorena	9/1/24	TBD	TBD	TBD	TBD	TBD
Clark, Kimberly	9/1/24	TBD	TBD	TBD	TBD	TBD
Cook, Stephanie	9/1/24	TBD	TBD	TBD	TBD	TBD
Coston, Candice	9/1/24	TBD	TBD	TBD	TBD	TBD
Coye, Darrius	9/1/24	TBD	TBD	TBD	TBD	TBD
Coye, Rosita	9/1/24	TBD	TBD	TBD	TBD	TBD
D'Angelo, Audrey	9/1/24	TBD	TBD	TBD	TBD	TBD
Denamen, Shirley	9/1/24	TBD	TBD	TBD	TBD	TBD
DiCapua, Ashley	9/1/24	TBD	TBD	TBD	TBD	TBD
Dul, Karen	9/1/24	TBD	TBD	TBD	TBD	TBD
Finley, Amy	9/1/24	TBD	TBD	TBD	TBD	TBD
Fox, Blanca	9/1/24	TBD	TBD	TBD	TBD	TBD
Hiler, Judi	9/1/24	TBD	TBD	TBD	TBD	TBD
Kulesa, Jessica	9/1/24	TBD	TBD	TBD	TBD	TBD
Livigne, Deanna	9/1/24	TBD	TBD	TBD	TBD	TBD
Mohanram, Marita	9/1/24	TBD	TBD	TBD	TBD	TBD
McDole, Joanne	9/1/24	TBD	TBD	TBD	TBD	TBD
Nichols, Marianne	9/1/24	TBD	TBD	TBD	TBD	TBD
Nikolakopoulos, Scott	9/1/24	TBD	TBD	TBD	TBD	TBD
Nuvolone, Elizabeth	9/1/24	TBD	TBD	TBD	TBD	TBD
Pike, Jennie	9/1/24	TBD	TBD	TBD	TBD	TBD
Roque Maria	9/1/24	TBD	TBD	TBD	TBD	TBD
Sabb, Shante	9/1/24	TBD	TBD	TBD	TBD	TBD
Santiago, Kerry	9/1/24	TBD	TBD	TBD	TBD	TBD
Skelly, Karen	9/1/24	TBD	TBD	TBD	TBD	TBD
Sumski, Lisa	9/1/24	TBD	TBD	TBD	TBD	TBD
Toczynski, Bozena	9/1/24	TBD	TBD	TBD	TBD	TBD
Williams, Loretta	9/1/24	TBD	TBD	TBD	TBD	TBD
Yachimiak, Monique	9/1/24	TBD	TBD	TBD	TBD	TBD
Zuber, Patricia	9/1/24	TBD	TBD	TBD	TBD	TBD

10. **Curriculum Writing Summer of 2024**: Approve the following to write curriculum to be completed over the Summer of 2024, as recommended by the Superintendent of Schools.

ELA Curriculum	Dawn O'Connell Brianne Franco Liz Sarka Deb Anello Jeni Moriarty	$50/hour not to exceed 6 hours (each)

11. **Curriculum Writing**: Approve Ann Marie VanSickle, Math Consultant, at $700 per grade level at 10 courses for a total of $7,000 to write math curriculum, as recommended by the Superintendent of Schools.

12. **2024 Extended School Year Substitutes:** Approve the following substitutes for the Extended School Year for the period July 1, 2024 through July 30, 2024 (excluding July 4 and 5), as recommended by the Superintendent of Schools.

- Ashley DiCapua - Substitute Para ($20/hr. for 4 hours/day)
- Casey Gibbons - Substitute Teacher ($50/hr for 4 hours/day)
- Louise Powers - Substitute Teacher ($50/hr for 4 hours/day)
- Shante Sabb - Substitute Para ($20/hr. for 4 hours/day)
- Michelle Sweeney - Substitute Teacher, Substitute Paraprofessional (Sub Teacher: $50/hr for 4 hours/day // Sub Para: $20/hr. for 4 hours/day)

13. **Rescind 2024 Extended School Year ParaProfessionals**: Rescind Ashley DiCapua from motion P/P motion #21 from May 15, 2024 Board meeting as follows, as recommended by the Superintendent of Schools.

> *21. **2024 Extended School Year ParaProfessionals:** Approve the following ParaProfessionals for the Extended School Year for the period July 1, 2024 through July 30, 2024 (excluding July 4 and 5) for 4 hrs/day for 20 days at a rate of $20 per hour, as recommended by the Superintendent of Schools.*
>
> *Darrius Coye*
> *Ashley DiCapua*

14. **2024 Extended School Year ParaProfessionals**: Approve the following ParaProfessionals for the Extended School Year for the period July 1, 2024 through July 30, 2024 (excluding July 4 and 5) for 4 hrs/day for 20 days at a rate of $20 per hour, as recommended by the Superintendent of Schools.

Marianne Nichols
Scott Nikolakopoulos
Shante Sabb

15. **Rescind 2024 Extended School Year Speech/Language Therapist**: Rescind motion P/P motion #22 from May 15, 2024 Board meeting as follows, as recommended by the Superintendent of Schools.

*22. **2024 Extended School Year Speech/Language Therapist:** Approve Alison DelDuca, Speech/Language Therapist for the Extended School Year, as needed during the period July 1, 2024 through July 30, 2024 (excluding July 4 and 5) for up to 2 days/week up to 4 hours/day at a rate of $50/hour, not to exceed $2,000, as recommended by the Superintendent of Schools.*

16. **Rescind Summer Extended School Year Occupational Therapist**: Rescind motion P/P motion #24 from May 15, 2024 Board meeting as follows, as recommended by the Superintendent of Schools.

*24. **Summer Extended School Year Occupational Therapist**: Approve Tara Meller as Occupational Therapist for the Extended School Year during the period July 1, 2024 through July 30, 2024 (excluding July 4 and 5) for 2 day/week up to 4 hours/day at a rate of $50/hour, not to exceed $2,000, as recommended by the Superintendent of Schools.*

17. **2024 Summer Case Management:** Approve the following Andover Regional School District Child Study team employee to provide case management and complete evaluations during the summer months, for up to 10 days at their per diem rate, as recommended by the Superintendent of Schools.

Cary McNeeley Cotto

18. **Substitutes:** Approve the following substitute(s) for the 2023-2024 school year pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Daniel Nasca - Substitute Custodian (retroactive to 6/10/24)

19. **Temporary Summer Custodians:** Approve the following temporary summer custodians for the 2024-2025 school year, at a rate of $15.13/hour, pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Dawn Jacobsen- Custodian
Brody Jacobsen - Custodian
Yessica Montes Utera- Custodian

20. **Temporary Summer Custodian:** Approve Daniel Nasca as a temporary summer custodian for the 2024-2025 school year, at a rate of $15.50/hour, pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

21. **Temporary Custodians:** Approve, retroactively, the following custodians for the 2023-2024 school year, at a rate of $15.13/hour, pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Daniel Nasca - Custodian
Dawn Jacobsen- Custodian
Brody Jacobsen - Custodian

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

Be it resolved that resolution numbers 1-40 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. **<u>Treasurer & Board Secretary's Certification and Report</u>**: Approve the May 2024 Board Secretary's and Treasurer's Reports pursuant to N.J.A.C. 6A:23A-16.10(c)3, we certify that as of May 2024 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>Transfers</u>**: Approve/accept the Transfer Report for May 2024, as recommended by the Superintendent of Schools.

3. **<u>Bills List</u>**: Approve/accept the Bills List from May 16, 2024 through June 19, 2024 for a total of $1,482,957.51 as recommended by the Superintendent of Schools.

4. **<u>Petty Cash</u>**: Approve/accept the Petty Cash Checking Account Report for May 2024, as recommended by the Superintendent of Schools.

5. **<u>Maintenance Reserve Proposals:</u>** Approve, retroactively, the following project(s) to be paid out of maintenance reserve, as recommended by the Superintendent of Schools:

Project	Amount not to exceed:
LPS Bleachers (SAL Electric)	$11,650.28

6. **<u>Contract with Alarm & Communication Technologies:</u>** Approve, retroactively, the proposal with Alarm & Communication Technologies (ACT) for the period of June 1, 2024 through June 30, 2024 at a cost of $79 for fire alarm monitoring at Florence M. Burd School, as recommended by the Superintendent of Schools.

7. **<u>Contract with Alarm & Communication Technologies:</u>** Approve, retroactively, the proposal with Alarm & Communication Technologies (ACT) for the period of June 1, 2024 through June 30, 2024 at a cost of $79 for fire alarm monitoring at Long Pond School, as recommended by the Superintendent of Schools.

8. **Contract with Alarm & Communication Technologies:** Approve, retroactively, the proposal with Alarm & Communication Technologies (ACT) for the period of June 1, 2024 through June 30, 2024 at a cost of $79 for burglar alarm monitoring at Long Pond School, as recommended by the Superintendent of Schools.

9. **Contract with Alarm & Communication Technologies:** Approve, retroactively, the proposal with Alarm & Communication Technologies (ACT) for the period of June 1, 2024 through June 30, 2024 at a cost of $79 for burglar alarm monitoring at Florence M. Burd School, as recommended by the Superintendent of Schools.

10. **Contract with Alarm & Communication Technologies:** Approve the proposal with Alarm & Communication Technologies (ACT) for the period of July 1, 2024 through June 30, 2025 at a cost of $1,681.47 for fire alarm monitoring at Florence M. Burd School, as recommended by the Superintendent of Schools.

11. **Contract with Alarm & Communication Technologies:** Approve the proposal with Alarm & Communication Technologies (ACT) for the period of July 1, 2024 through June 30, 2025 at a cost of $1,681.47 for fire alarm monitoring at Long Pond School, as recommended by the Superintendent of Schools.

12. **Contract with Alarm & Communication Technologies:** Approve the proposal with Alarm & Communication Technologies (ACT) for the period of July 1, 2024 through June 30, 2025 at a cost of $1,237.47 for burglar alarm monitoring at Florence M. Burd School, as recommended by the Superintendent of Schools.

13. **Contract with Alarm & Communication Technologies:** Approve the proposal with Alarm & Communication Technologies (ACT) for the period of July 1, 2024 through June 30, 2025 at a cost of $1,237.47 for burglar alarm monitoring at Long Pond School, as recommended by the Superintendent of Schools.

14. **Transportation Contract**: Approve the parent transportation contract #P-09 between Cara Capela and the Andover Regional School District for the 2024-2025 (July 2024 -June 2025) school year for SID #2016067024 for transportation to Academy 360 Upper at a cost of $22,400, as recommended by the Superintendent of Schools.

15. **AME ROD Grant Approval (FMB):** WHEREAS, the Andover Regional Board of Education ("Board") has previously applied for and been approved by the New Jersey Schools Development Authority ("NJSDA") for ROD Grant funding for the HVAC Controls at Florence M. Burd Elementary School Project (NJDOE Project No. 37-0090-010-23-R501 ; NJSDA Project No. 0090-010-23-G5AI; Grant No. G5-6412) ("Project"); and
WHEREAS, the Board obtained a bid for the Project through the Educational Services Commission of New Jersey's ("ESCNJ") authorized contractor, from AME, Inc., the contractor awarded the contract through ESCNJ's bid for contract #65MCESCCPS Building Management System RFP #ESCNJ 20/21-50 in the amount of $417,900.00; and
WHEREAS, the bid submitted by AME Inc. is responsive in all material respects and it is the Board's desire to award the bid to AME Inc; and
WHEREAS, the NJSDA has advised that the use of a New Jersey approved cooperative is in compliance with the Board's obligations to procure contracts under the Board's Grant Agreement with the NJSDA.

NOW, THEREFORE, BE IT RESOLVED that the ANDOVER REGIONAL BOARD OF EDUCATION awards a contract for the HVAC Controls at Florence M. Burd Elementary School Project (NJDOE Project No. 37-0090-010-23-R501; NJSDA Project No. 0090-010-23-G5AI; Grant No. G5-6412) to AME, Inc. in a total contract sum, inclusive of all allowances, of $417,900.00; and
BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing all required contract documents and executing an addendum to the ESCNJ contract to comply with all of the requirements of the NJSDA Grant Agreement, as well as other items necessary for the Project.
BE IT FURTHER RESOLVED that the Board Attorney is hereby authorized to work with the Business Administrator and Architect to prepare the necessary addendum to the ESCNJ contract.
BE IT FURTHER RESOLVED that the Board Secretary is hereby authorized to execute such addendum and any other documents necessary to comply with the NJSDA Grant and effectuate the terms of this Resolution.

16. **AME ROD Grant Approval (LPS):** WHEREAS, the Andover Regional Board of Education ("Board") has previously applied for and been approved by the New Jersey Schools Development Authority ("NJSDA") for ROD Grant funding for the HVAC Controls at the Long Pond School Project (NJDOE Project No. 37-0090-040-23-R501; NJSDA Project No. 0090-040-23-G5AJ; Grant No. G5-6413) ("Project"); and
WHEREAS, the Board obtained a bid for the Project through the Educational Services Commission of New Jersey's ("ESCNJ") authorized contractor, from AME, Inc., the contractor awarded the contract through ESCNJ's bid for contract #65MCESCCPS Building Management System RFP #ESCNJ 20/21-50 in the amount of $660,400.00; and
WHEREAS, the bid submitted by AME Inc. is responsive in all material respects and it is the Board's desire to award the bid to AME Inc; and
WHEREAS, the NJSDA has advised that the use of a New Jersey approved cooperative is in compliance with the Board's obligations to procure contracts under the Board's Grant Agreement with the NJSDA.
NOW, THEREFORE, BE IT RESOLVED that the ANDOVER REGIONAL BOARD OF EDUCATION awards a contract for the HVAC Controls at the Long Pond Project (NJDOE Project No. 37-0090-040-23-R501; NJSDA Project No. 0090-040-23-G5AJ; Grant No. G5-6413) to AME, Inc. in a total contract sum, inclusive of all allowances, of $660,400.00; and
BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing all required contract documents and executing an addendum to the ESCNJ contract to comply with all of the requirements of the NJSDA Grant Agreement, as well as other items necessary for the Project.
BE IT FURTHER RESOLVED that the Board Attorney is hereby authorized to work with the Business Administrator and Architect to prepare the necessary addendum to the ESCNJ contract.
BE IT FURTHER RESOLVED that the Board Secretary is hereby authorized to execute such addendum and any other documents necessary to comply with the NJSDA Grant and effectuate the terms of this Resolution.

17. **Transportation Contract**: Approve the parent transportation contract between the parent and the Andover Regional School District for the 2024-2025 (July 2024 -June 2025) school year for SID # 5614547984 for transportation to Academy 360 in West Orange, NJ, at a cost of $22,400, as recommended by the Superintendent of Schools.

18. **Appointments:** Approve and appoint Richard Medwin as the Right to Know Coordinator for the 2024-2025 school year, as recommended by the Superintendent of Schools.

19. **Annual Appointments:** Be it resolved by the Board of Education of Andover Regional, in the County of Sussex, New Jersey that the following updated annual appointments are made:

1. Ardito & Co., LLC, Public School Accountants
2. Dr. Joseph Casella, School Physician
3. Saint Clare's Denville Hospital, Psychological Examiner
4. Bryan Fleming and Nicole Dilkes, Attendance Officers
5. Scarinci Hollenbeck, Attorney
6. Parette Somjen Architects, LLC, Architect of Record

20. **Renewal of Insurance Proposal:** Approve the renewal proposal for the New Jersey Schools Insurance Group for the 2024-2025 school year for all coverage excluding medical and prescription, as recommended by the Superintendent of Schools.

21. **Lead Testing Program SOA:** Approve, retroactively, the 2023-2024 Lead Testing Program Statement of Assurance to be submitted, as recommended by the Superintendent of Schools.

22. **Petty Cash for 2023-2024 School Year**: Approves the Business Administrator to be authorized to close the Business Office petty cash accounts as of June 30, 2024 and reopen the petty cash account Business Office accounts in the amount of $150 and $500 as of July 1, 2024, as recommended by the Superintendent of Schools.

23. **State Contract Purchases:** Approve that purchases using the following state contracts/cooperatives be approved for the 2024-2025 school year, as recommended by the Superintendent of Schools.

- Sourcewell
- MRESC
- Morris County Cooperative
- Hunderton County Cooperative
- TIPS Cooperative Purchasing
- Ed Data
- New Jersey Cooperative Purchasing Alliance
- National Cooperative Purchasing Alliance

24. **Lease Agreement with Municipal Capital Finance:** Approve the lease with the option to purchase agreement with Municipal Capital Finance for various copier equipment at a monthly cost of $1,540 starting August 2024 through July 2029, as recommended by the Superintendent of Schools.

25. **Transfer of 2023-2024 Surplus to Capital Reserve:** Approve the transfer of 2023-2024 surplus to the capital reserve account, as recommended by the Superintendent of Schools.

WHEREAS, NJSA **6A:23A-14.4 et seq** permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess

current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Andover Regional Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

WHEREAS, the Andover Regional Board of Education has determined that up to $1,000,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Andover Regional Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

26. **Transfer of 2023-2024 Surplus to Maintenance Reserve:** Approve the transfer of 2023-2024 surplus to the maintenance reserve account, as recommended by the Superintendent of Schools.

WHEREAS, NJSA **6A:23A-14.4 et seq** permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Andover Regional Board of Education wishes to deposit anticipated current year surplus into a Maintenance Reserve account at year end, and

WHEREAS, the Andover Regional Board of Education has determined that up to $1,000,000 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Andover Regional Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

25. **Transfer of 2023-2024 Surplus to Tuition Reserve:** Approve the transfer of 2023-2024 surplus to the tuition reserve account, as recommended by the Superintendent of Schools.

WHEREAS, NJSA **6A:23A-14.4 et seq** permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and

WHEREAS, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by board resolution, and

WHEREAS, the Andover Regional Board of Education wishes to deposit anticipated current year

surplus into a Tuition Reserve account at year end, and

WHEREAS, the Andover Regional Board of Education has determined that up to $372,846 is available for such purpose of transfer;

NOW THEREFORE BE IT RESOLVED by the Andover Regional Board of Education that it hereby authorizes the district's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

27. **2024-2025 Adjusted Final Budget**: Approve the following motion for the 2024-2025 adjusted budget information, pursuant to section 2 of P.L. 2024, c.13 for eligibility to increase the adjusted tax levy, 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 final adjusted budget be approved for the 2024-2025 School Year using the 2024-2025 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***
2024-2025 Total Expenditures	$18,388,282	$235,104	$938,312	$19,561,698
Less: Anticipated Revenues	$2,197,945	$235,104	$191,524	$2,624,573
Taxes to be Raised	$16,190,337	$0	$746,788	$16,937,125

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 2024-2025 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	$180,000	Attorneys	$150,000
Auditors	$40,000	School Physician	$10,000

28. **Withdrawal from Capital Reserve**: Whereas the Andover Regional Board of Education has included in the 2024-2025 budget, line 600, budgeted withdrawal from capital reserve, in the

amount of $1,456,570 for purposes such as school HVAC upgrades, BMS Systems, Bleacher Project and Paving 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	$50,000
Building Management Systems	$1,217,100
Bathroom Upgrades	$89,470
RTU- HVAC Upgrades	$100,000

29. **Withdrawal from Maintenance Reserve**: Whereas the Andover Regional Board of Education has included in the 2024-2025 budget, line 630, budgeted withdrawal from maintenance reserve, in the amount of $262,000, 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
HVAC	$150,000
Boiler	$50,000
Fence	$30,000

30. **Tuition Reserve:** Approve the use of tuition reserve in the amount of $354,955 for use in the 2024-2025 school year budget, as recommended by the Superintendent of Schools.

31. **CST Travel**: Approve travel to various out-of-district placements by Child Study Team members for the 2024-2025 school year, as recommended by the Superintendent of Schools.

32. **Contract with Zearn:** Approve the contract with Zearn for math curriculum materials for the 2024-2025 school year at a cost of $2,500, as recommended by the Superintendent of Schools.

33. **Contract with Performance Pediatrics:** Approve the contract with Performance Pediatrics for therapy services for the 2024-2025 school year at various rates per contract, as recommended by the Superintendent of Schools.

34. **Contract with Crossroads Pavement Maintenance LLC:** Approve the proposal with Crossroads Pavement to provide paving at the FMB School at a cost of $89,470, to be paid out of capital reserve monies, based on Ed-Data pricing for the 2024-2025 school year, as recommended by the Superintendent of Schools.

35. **Challenger Fence:** Approve the proposal with Challenger Fence to provide a fence at FMB School at a cost of $15,225, based on Ed-Data pricing for the 2024-2025 school year, as recommended by the Superintendent of Schools.

36. **Newton Evacuation Drills**: Approve Newton High School evacuation drills (attached), as recommended by the Superintendent of Schools.

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

Name	Program	Credits	Location	Cost per Credit	Reimbursement Cost	Dates
Kristen Brady	GED-615 Collaborative Practices	3	Centenary University	$689.65	$2,068.95 *and* Tech Fee: $42.00	Fall 2024

38. **School Security Drills SOA**: Approve Andover Regional's School Security Drill Statement of Assurance for the 2024-2025 school year, as recommended by the Superintendent of Schools.

39. **Language Instruction Education Program (formerly ELL)**: Approve the 2024-2027 Language Instruction Educational Program (LIEP) three-year plan as attached, recommended by the Superintendent of Schools.

40. **Plan for Safe Return**: Approve the revised Plan for Safe Return (attached), 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. **Activities/Trips**: Approve, retroactively, 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
Steve Zanella 7th Grade	June 11, 2024 No times given Newton High School, Newton High School Transition	Students: 57 Teachers: 2 Connor Mendes Brittany Grau ParaProfessionals: 3 Shirley Denamen Karen Dul Candice Coston Nurse: 0 Chaperones: 0	$0	Stocker Bus Co. $175 for 2 buses = $350	Bus Costs to be reimbursed by Newton High School

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

Name	Program/Location	Date	Fees/Mileage
James Hasten	Equitable Literacy Instruction for All Learners Centenary University, Hackettstown, NJ	June 7, 2024	Registration: $95
Nicole Sylvester	NJASBO Conference Atlantic City, NJ	June 4-7, 2024	Registration: $500 Meals: $147.50 Lodging: $119 Tolls: TBD Parking: TBD

COMMUNICATIONS TO BOARD: None

OLD and NEW BUSINESS:

A. OLD BUSINESS

B. NEW BUSINESS

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

This public session is designed for members of the public to speak on issues for Board consideration. By law, the Board of Education is under no obligation to respond to public comment. If the Board of Education chooses to respond, it does not waive its right thereafter not to respond. Members of the public are asked to state their name and address for the record.

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

EXECUTIVE SESSION (as 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 _____

2. **ADJOURNMENT**: Time: _____

M _____ 2nd_____

All Those in Favor: Ayes _____ Opposed: No _____