Andover Regional Board of Education Regular Meeting

May 15, 2024

Attendance:

Present: Ms. Jane Byron, Mrs. Maria Dunbar, Mr. James Fetcho, Mr. Brian Hertenstein, Mr. William Porter and Mrs. Lena Sciroppo

Also Present: Ms. Nicole Sylvester, School Business Administrator/Board Secretary
Mr. Bryan Fleming, Acting Superintendent
17 members of the public/staff

Not Present: Mr. Steven Minnick, Dr. Jeffrey Neubig and Dr. Robert Koroski

I. INTRODUCTORY ITEMS:

Vice President Dunbar called the meeting to order at 7:30 p.m.

Pledge of Allegiance: Mrs. Dunbar led the flag salute.

Mission Statement: Mrs. Dunbar 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: Vice President Dunbar read the following public meeting notice:

"The New Jersey Open Public Meetings Act was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is either discussed or acted upon. The Board has fully complied with the notice requirements by advertising in the New Jersey Herald, posting publicly and by notifying the municipal clerk of the date, time and place of the meeting."

II. EXECUTIVE SESSION: None at this time.

III. PRESENTATION(S):

- Mr. Fleming congratulated the retirees of the 2023-2024 school year. Mrs. Dilkes and Mrs. Ross congratulated and recognized this years retirees, Mrs. Westervelt, Ms. Willemson and Ms. Potter!

IV. APPROVAL OF MINUTES:

Mr. Porter moved and Ms. Byron 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.

April 24, 2024 Regular Meeting Minutes
May 1, 2024 Special Meeting Minutes
May 1, 2024 Executive Session Minutes

Roll Call Vote:

Yes: Ms. Byron, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Porter and Mrs. Sciroppo

No: None

Abstain: None

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.	Mr. Porter	Dr. Koroski
Sussex County Educational Services	Ms. Byron	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

Special Committees/Ad Hoc Assignments:

Mr. Porter stated the Personnel/Policy committee discussed personnel, policies, hiring of the Superintendent, retirements and renewals, discussion ensued.

Ms. Sylvester stated the Finance/Operations committee discussed personnel updates, breakfast program for 24-25 and hiring of the Superintendent, discussion ensued.

Mrs. Dunbar stated the Curriculum/Instruction committee discussed field trips, summer programs and camps, NJSLA testing and curriculum updates, discussion ensued.

Ms. Byron gave an update from the Newton meeting stating they approved the 2024-2025 budget which included two non-renewals and science lab upgrades.

VI. SUPERINTENDENT REPORT:

A. Mr. Fleming thanked Mrs. Reynolds and Ms. Housby for all their hard work to run the NJSLA testing.
B. Mr. Fleming thanked the PTA and lunch donation from a family and all that helped make it possible for ARSD Teacher Appreciation Week!
C. Mr. Fleming stated there was a 4th- 5th Grade Parent/Student Orientation on May 30th.
D. Mr. Fleming reported on the HIB Report.

Mr. Hertenstein moved and Mr. Porter 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. Porter and Mrs. Sciroppo

No: None

Abstain: None

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

- Completed formal evaluation process for the 23-24 school year.
- Completed NJSLA Testing Preparations.
- Ran FMB Infrastructure Trial.
- Began LPS NJSLA Testing.
- Attended TriDistrict Consortium Meeting.
- Completed final modifications to High Impact Tutoring Grant.
- Worked with the Admin Team and Summer Programming Supervisor on developing the summer program.

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

- Conducted infrastructure trials in preparation for NJSLA.
- Prepared all assistive devices and peripherals for NJSLA testing.
- Conducted NJSLA testing as the schools District Technology Coordinator at LPS.

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.
- Conducted several Paraprofessional interviews.
- Participated in the Office of Special Education (OSE) webinar for special education updates
- Participated in ongoing county discussions with the Sussex/Warren Special Education Directors group.
- The CST team continued with ongoing meetings with the LPS special education teachers regarding potential literacy programs. The team investigated and trialed several different programs that encompass literacy skills.
- Finalized student testing accommodations with CST case managers for NJSLA.
- Continued discussions amongst the CST team, PSD teacher and related service providers regarding the new PSD classroom.
- Coordination of ongoing DLM testing for 4 students.

Special Services Audit updates:

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

Programs & Services

- #1 & #2 On going review of literacy based Language Arts programs has been occurring at the middle school level, between the LPS teachers and CST. The review is to help find a literacy based Language Arts supplemental program. We are hoping that this will help to better support the students' instructional needs.

E. Suspension/HIB Reports

F. Principal's Reports

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

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

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

Mr. Ordile- Asked how many paraprofessionals we currently have and also asked why we are non-renewing paraprofessionals in P/P #6. He also asked why we are renewing all of our contracts. He then asked why we are giving the Superintendent permission to hire an "emergent hire".

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

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

Mr. Porter moved and Mrs. Sciroppo seconded, that the Andover Regional Board of Education approve resolutions #1-52 as presented:

1. **<u>AREA Custodians</u>**: Approve the re-employment and salaries for the attached AREA Custodians for the 2024-2025 school year (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.

2. **<u>AREA Secretaries</u>**: Approve the re-employment and salaries for the attached AREA Secretaries for the 2024-2025 school year (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.

3. **AREA Teachers**: Approve the re-employment and salaries for the attached AREA Teachers (certified professional staff) for the 2024-2025 school year (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.

4. **Non-Affiliated Personnel**: Approve the re-employment and salaries for the attached non-affiliated employees for the 2024-2025 school year and the employment benefits for the non-affiliated employees, as recommended by the Superintendent of Schools.

5. **Administrators**: Approve the re-employment and salaries for the attached Administrators for the 2024-2025 school year, as recommended by the Superintendent of Schools.

6. **ParaProfessional Staff**: Approve the non-renewal of the paraprofessional staff members as per Page 53 of of the July 1, 2020-June 30, 2024 AREA/ARBOE Agreement, Article XI NOTIFICATION, APPOINTMENT DISMISSAL & SENIORITY, B3b Employment Notification… "On or before May 15 of each year, the Board shall give to each member of the paraprofessional staff non-renewal letters. All paraprofessionals' employment shall cease as of June 30 each year…", as recommended by the Superintendent of Schools.

7. **Resignation/Retirement**: Approve and accept with best wishes the resignation for retirement purposes of Deborah Willemsen, Teacher, effective July 1, 2024 with June 30, 2024 as last day worked, as recommended by the Superintendent of Schools.

8. **Resignation**: Approve and accept with best wishes the resignation of Debra Smith, Custodian employee effective May 10, 2024, as recommended by the Superintendent of Schools.

9. **Resignation**: Be it Resolved that the Andover Regional Board of Education approve and accept the resignation of ParaProfessional Laurie Mortillo effective 11:30 am May 9, 2024 and the Agreement between the Board and ParaProfessional dated May 9, 2024.

10. **Rescind**: Rescind motion P/P motion #12 from April 24, 2024 Board meeting as follows:

    *12. **Leave of Absence**: Approve the FMLA leave of absence for employee ID #1392 commencing on or about May 6, 2024 with the anticipated return on or about May 20, 2024 utilizing illness days, as recommended by the Superintendent of Schools.*

11. **Leave of Absence**: Approve the FMLA leave of absence for employee ID #1392 commencing on or about May 6, 2024 through June 17, 2024 utilizing personal, illness and unpaid days, as recommended by the Superintendent of Schools.

12. **Leave of Absence**: Approve the FMLA medical leave of absence for employee ID #1091 commencing on May 29, 2024 with a return date on or around August 30, 2024, utilizing illness, personal and unpaid days, as recommended by the Superintendent of Schools.

13. **Part-Time New Hire:** Approve Tanya Space as Part-Time (50%) night custodian at LPS with a start date May 13, 2024 through June 30, 2024 with a prorated salary of $19,230, Step 1 pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

14. **2024 District Summer Academy:** Approve the following individuals for the 2024 District Summer Academy for the period July 1, 2024 - July 30, 2024 (excluding July 4 and 5), to be paid by ESSER III funds for the amounts listed below, as recommended by the Superintendent of Schools.

Teachers Brittany Grau Stephanie Oberg Dave Petersen Jennifer Bogert Jill Johnson Shelley Brown Jeni Moriarty Dawn O'Connell	$4,000 stipend each
Secretary Audrey D'Angelo	$2,000 stipend
LPS/FMB Counselor Lisa Sargenti	$4,000 stipend

15 **Summer 2024 Box Openers (Summer Clerk)**: Approve the following at $15.13/hr, not to exceed 66 hours each as recommended by the Superintendent of the Schools.

Dawn O'Connell - FMB
Stephanie Oberg - LPS

16. **2024 Summer Case Management:** Approve the following Andover Regional School District Child Study team members to provide case management and complete evaluations during the summer months, for up for 10 days at their per diem rate, as recommended by the Superintendent of Schools.

Kelly Edsall
Alison DelDuca
Tara Meller (Evaluations only)
Paige Ortega

17. **2024 Summer CST I.E.P. Meetings:** Approve the following teachers to attend I.E.P. meetings during the summer months, as needed, at an hourly rate of $50, not to exceed $2,000 combined, as recommended by the Superintendent of Schools.

Special Education Teachers

Kristen Brady
Chris Ferraro
Mary Freeman
James Hasten
Melissa Maney
Alyssa Maxwell
Jeni Moriarty
Stephanie Oberg
Summer Passannante
Claire Serratelli
Mariann Whitaker

General Education Teacher

Kristen Brady
Chris Ferraro
Mary Freeman
James Hasten
Melissa Maney
Alyssa Maxwell
Jeni Moriarty
Stephanie Oberg
Dawn O'Connell
Summer Passannante
David Petersen
Mariann Whitaker

Related Service Providers

Alison DelDuca
Tara Meller

18. **School Counselor Summer 2024 Days:** Approve up to 5 summer days, for school counselors at their per diem rate, as recommended by the Superintendent of Schools:

Lisa Sargenti, FMB Guidance Counselor
To Be Hired, LPS Guidance Counselor

19. **School Nurse Summer 2024 Days:** Approve the following school nurses for a maximum of 5 days at their per diem rate, as recommended by the Superintendent of Schools:

Cara Brock, FMB School Nurse
Erik Burneyko, LPS School Nurse

20. **2024 Extended School Year Teachers:** Approve the following Teachers 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 $50 per hour, as recommended by the Superintendent of Schools.

Mary Freeman
Justin Iazzetti
Leo LaBarge
Alyssa Maxwell
Stephanie Posser
Kim Rosselli
Claire Serratelli
Mariann Whitaker

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.

Stephanie Cook
Jennie Pike
Lisa Sumski
Bozena Toczynski
Rosita Coye
Monique Yachimiak
Kerry Santiago
Loretta “Lori” Williams
Marita Mohanram
Darrius Coye
Liz Nuvolone

Deanna Livigne
Ashley DiCapua

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.

23. **Summer Extended School Year Social Worker**: Approve Paige Ortega as Social Worker / Counselor for the Extended School Year during the period July 1, 2024 through July 30, 2024 (excluding July 4 and 5) for up to 4 hours/day at a rate of $50/hour, not to exceed $4,000, 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.

25. **2024 Summer Programs Nurse**: Approve Clare Golden and Laurie Knies as Nurses for the Extended School Year and Summer Academy during the period July 1, 2024 through July 30, 2024 (excluding July 4 and 5) for 4 hours/day at a rate of $50/hour, not to exceed $4,000, as recommended by the Superintendent of Schools.

26. **2024 Safety Town:** Approve the following individuals for the Safety Town Program for the period July 1-3 and July 8-11, 2024, for the hours/days and salary listed below to be paid out of ESSER III funds, as recommended by the Superintendent of Schools.

Patricia Ross	Lead Teacher	7 days, 2.5 hrs/day, $50/hour	Total $875
Joanne McDole	ParaProfessional	7 days, 2.5 hrs/day, $20/hour	Total $350

27. **Kindergarten Bootcamp Teacher**: Approve Melissa Maney as Kindergarten Bootcamp Teacher from July 22, 2024 through July 26, 2024 from 8:45am-11:15am at a rate of $50/hour to be paid out of ESSER III funds, as recommended by the Superintendent of Schools.

28. **Kindergarten Bootcamp Assistant**: Approve Joanne McDole as Kindergarten Bootcamp Assistant from July 22, 2024 through July 26, 2024 from 8:45am-11:15am at a rate of $20/hour to be paid out of ESSER III funds, as recommended by the Superintendent of Schools.

29. **Kindergarten Screener**: Approve Cary McNeely Cotto to screen new kindergarten registrations over the summer for up to 2 days, 6 hours a day, $50/hour, as recommended by the Superintendent of Schools.

30. **Tenure Positions**: Approve the following to receive a tenure position in the Andover Regional School District, as recommended by the Superintendent of Schools.

Jennifer Coffey, Teacher - 9/2/24
Lauren Dillon, Teacher - 9/2/24
Stephanie Oberg, Teacher - 9/2/24
Marianela Torres, Teacher - 9/2/24

31. **School Safety Specialist**: Approve Bryan Fleming, LPS Principal, as Andover Regional School District's School Safety Specialist as required by new New Jersey State Law for the 2024-2025 school year, as recommended by the Superintendent of Schools.

32. **Emerging Needs:** Approve and accept that the Supervisor of Special Services be able to make any and all reassignments of paraprofessionals as may be necessary due to emergent situations, necessary revisions to IEP's or to accommodate emerging needs and circumstances for the 2024-2025 school year, as recommended by the Superintendent of Schools.

33. **Permission to Hire**: Authorize the Superintendent to hire personnel during the 2024-2025 school year, if needed, with ratification at the next regular Board meeting, as recommended by the Superintendent of Schools.

34. **Harassment, Intimidation & Bullying (HIB) Anti-Bullying Coordinator (ABC)**: Approve the appointment of Nicole Dilkes, FMB Principal, as the HIB Coordinator for the Andover Regional School District for the 2024-2025 school year, as recommended by the Superintendent of Schools.

35. **Harassment, Intimidation & Bullying (HIB) Anti-Bullying Specialists (ABS)**: Approve the appointment of the HIB ABS positions as follows for the 2024-2025 school year, as recommended by the Superintendent of Schools.

TBD - LPS
Lisa Sargenti - FMB

36. **Wellness Coordinator**: Approve Erik Burneyko as the District Wellness Policy Coordinator per Policy #8505 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

37. **Home Instruction for 2024-2025 School Year:** Approve all employed Andover certified teachers for home instruction for the 2024-2025 school year as needed and in accordance to district policy and AREA contractual agreement, as recommended by the Superintendent of Schools.

38. **Field Trip/School Sponsored Approved Event Chaperones for 2024-2025 School Year:** Approve all employed Andover certified teachers as Field Trip/School Sponsored Approved Event Chaperones for the 2024-2025 school year as needed and in accordance to district policy and AREA contractual agreement, as recommended by the Superintendent of Schools.

39. **Mentoring**: Approve the following as per NJDOE Provisional Teacher Process requirements, with the mentoring fee to be paid through the Andover Regional Board of Education, as recommended by the Superintendent of Schools.

Mentee	Mentor	Payment	Weeks
Lauren Mann CEAS: 2100 - MUSIC	Jill Granholm (Music Teacher)	$55.00/Month	May 16, 2024- June 17, 2024 (4 weeks and 2 days)

40. **ParaProfessional Part-Time New Hire(s):** Approve, retroactively, the following for the 2023-2024 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**	HOURS	STEP	SALARY
Karen Dul	5/13/24	LPS	.95	1:1 para coverage; Classroom para	28.75	3	$26,429
Shante Sabb	TBD	FMB	.95	1:1 Gr. 1	28.75	4	$27,370

** Subject to Change

41. **BA Merit Goal Approval:** Approve the completion of the first merit goal, according to Section IV of the Business Administrator's contract, for the 2023-2024 school year for a 1.25% qualitative Merit Goal in the amount of $1,649 to obtain and be certified as an AAO and that it be submitted to the County Superintendent for final approval, as recommended by the Superintendent of Schools.

42. **BA Merit Goal Approval:** Approve the completion of the second merit goal, according to Section IV of the Business Administrator's contract, for the 2023-2024 school year for a 1.25% qualitative Merit Goal in the amount of $1,649 to complete, oversee and help ensure completion and efficiency of all new grants and that it be submitted to the County Superintendent for final approval, as recommended by the Superintendent of Schools.

43. **Special Project Stipend:** Approve the payment of $1,108 for the completion of contractual stipend for **Jennifer Reynolds** to work with the School Business Administrator to oversee the proper execution of the additional state grants for the 2023-2024 school year, as recommended by the Superintendent of Schools.

44. **Special Project Stipend:** Approve the payment of $1,108 for the completion of contractual stipend for **Jennifer Reynolds** to work with the Long Pond School Principal to enhance student engagement by integrating one cross curricular unit of instruction at each grade level centered around a One School, One Book initiative for the 2023-2024 school year, as recommended by the Superintendent of Schools.

45. **Special Project Stipend:** Approve the payment of $1,315 for the completion of contractual stipend for **Nicole Dilkes**, FMB Principal, to work through the NJTSS grant process to improve FMB's programming for early intervention as well as RTI for literacy at FMB as a special project for the 2023-2024 school year, as recommended by the Superintendent of Schools.

46. **Special Project Stipend:** Approve the payment of $1,315 for the completion of contractual stipend for **Nicole Dilkes**, FMB Principal, to increase student engagement through the formation of a Teacher Leader Committee (TLC) at FMB for the 2023-2024 school year, as recommended by the Superintendent of Schools.

47. **Special Project Stipend:** Approve the payment of $1,374 for the completion of contractual special project stipend for **Bryan Fleming** to work with the Long Pond School Coordinator of Curriculum, Instruction & Assessment to enhance student engagement by integrating one cross curricular unit of instruction at each grade level centered around a One School, One Book initiative for the 2023-2024 school year, as recommended by the Superintendent of Schools.

48. **Special Project Stipend:** Approve the payment of $1,374 for the completion of contractual special project proposal for **Bryan Fleming** to continue professional growth and development (10 hours) to maintain School Safety Specialist certificate for the 2023-2024 school year, as recommended by the Superintendent of Schools.

49. **Special Project Stipend:** Approve the payment of $1,069 for the completion of contractual stipend for **Suzanne Ross**, Supervisor of Special Education/LDTC, to continue to develop the PEA (Preschool Expansion Aid) Grant, as a special project for the 2023-2024 school year, as recommended by the Superintendent of Schools.

50. **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.

CJ Margolis - Substitute Teacher
Tracy Smolen - Substitute Teacher & Substitute ParaProfessional

Alexis McGuire - Substitute ParaProfessional
Kyle Mosner - Substitute Teacher- Exclusively Health & PE
Bradley Heinke - Substitute Teacher

51. **Policies and Regulations:** Approve all in-force policies, regulations, motions and contracts of the Board for the 2024-2025 school year or until such time that they are needed, deleted or modified, as recommended by the Superintendent of Schools.

52. **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 232

P 1140	Educational Equity Policies/Affirmative Action (M) (Revised)
P 1523	Comprehensive Equity Plan (M) (Revised)
P 1530	Equal Employment Opportunities (M) (Revised)
R 1530	Equal Employment Opportunity Complaint Procedure (M) (Revised)
P 1550	Equal Employment/Anti-Discrimination Practices (M) (Revised)
R 2200	Curriculum Content (M) (Revised)
P 2260	Equity in School and Classroom Practices (M) (Revised)
R 2260	Equity in School and Classroom Practices Complaint Procedure (M) (Revised)
P 2411	Guidance Counseling (M) (Revised)
P 3211	Code of Ethics (Revised)
R 5440	Honoring Student Achievement (Revised)
P 5570	Sportsmanship (Revised)
P 5750	Equitable Educational Opportunity (M) (Revised)
P 5755	Equity in Educational Programs and Services (M) (Abolished)
P 5841	Secret Societies (Revised)
P 5842	Equal Access of Student Organizations (Revised)
P & R 7610	Vandalism (Revised)
P 9323	Notification of Juvenile Offender Case Disposition (Revised)
P & R 2423	Bilingual Education (M) (Revised)
P & R 2431.4	Prevention and Treatment of Sports-Related Concussions & Head Injuries (M) (Revised)

Roll Call Vote:

Yes: Ms. Byron, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Porter and Mrs. Sciroppo

No: None

Abstain: None

B. FINANCE/OPERATIONS:

Ms. Byron moved and Mrs. Sciropo seconded, that the Andover Regional Board of

Education approve resolutions #1-31 as presented:

1. **Treasurer & Board Secretary's Certification and Report**: Approve the April 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 April 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. **Transfers**: Approve/accept the Transfer Report for April 2024, as recommended by the Superintendent of Schools.

3. **Bills List**: Approve/accept the Bills List from April 25, 2024 through May 15, 2024 for a total of $1,651,834.74 as recommended by the Superintendent of Schools.

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

5. **Approval of IDEA Funded Aide:** Approve, retroactively, the following salary to be funded by the Federal IDEA Basic grant for employee #1460 Rosita Coye at 27.5% for $1,453, starting May 1, 2024 through June 30, 2024 school year, as recommended by the Superintendent of Schools.

6. **Craig School Tuition Contract**: Approve The Craig School tuition for student ID#3989897762 at a cost of $63,320, including additional costs for speech and occupational therapy for a period from September 2024 through June 2025, as recommended by the Superintendent of Schools.

7. **Craig School ESY Tuition Contract**: Approve The Craig School ESY tuition for student ID#3989897762 at a cost of $2,420 including additional costs for speech therapies for a period from July 2024 through August 2025, as recommended by the Superintendent of Schools.

8. **Checks to be paid:** Appoints the Superintendent as claims auditor for the 2024-2025 and 2023-2024 school year to approve the Business Administrator to process additional invoices for payment and make emergency account transfers for the current fiscal year in order to conduct all financial business necessary to close out the 2023-2024 school year with Board confirmation at the next regular meeting. Such checks will appear on the bills list and transfers will be confirmed by the Board at the next regular meeting.

9. **Phoenix Advisors Agreement**: Approve Phoenix Advisors for municipal advisor and continuing disclosure services at a cost of $1,350 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

10. **Contract for School Physician**: Approve Dr. Joseph Casella as the school physician for the 2024-2025 school year at a cost of $7,000, as recommended by the Superintendent of Schools.

11. **Contract for How Now Booking**: Approve How Now Booking to present at FMB for the 2023-2024 school year at a cost of $2,425, as recommended by the Superintendent of Schools.

12. **Bus Evacuations**: Approve the additional attached Spring 2024 bus evacuations, as recommended by the Superintendent of Schools.

13. **Sussex County Ed. Services Commission Ancillary Agreement**: Approve Sussex County Ed. Services Commission Ancillary Agreement for ancillary services for the 2024-2025 school year as per the rate sheet, as recommended by the Superintendent of Schools.

14. **Contract with Scarinci Hollenbeck:** Approve the retainer agreement with Scarinci Hollenbeck for the 2024-2025 school year at an hourly rate of $170 for legal services, as recommended by the Superintendent of Schools.

15. **Contract with P.G. Chambers School:** Approve the contract with P.G. Chambers School for related services for the 2024-2025 school year at various costs per the contract, as recommended by the Superintendent of Schools.

16. **Homecare Therapies dba/ Horizon Healthcare Staffing Contract**: Approve Homecare Therapies dba/ Horizon Healthcare Staffing contract for various health services at various rates per the contract for the 2024-2025 school year, as recommended by the Superintendent of Schools.

17. **Tuition Contract with Hopatcong Borough Schools:** Approve the annual tuition contract with Hopatcong Borough Schools for the 2023-2024 school year tuition to be paid to Andover Regional at a prorated cost of $28,069.65 for student #4832508872 for the period of September 19, 2023 - June 17, 2024 as recommended by the Superintendent of Schools.

18. **Tuition Contract with Hopatcong Borough Schools:** Approve the annual tuition contract with Hopatcong Borough Schools for the 2023-2024 school year tuition to be paid to Andover Regional at a prorated cost of $27,201.33 for student #2207416850 for the period of September 19, 2023 - June 17, 2024 as recommended by the Superintendent of Schools.

19. **Tuition Contract with Kittatinny Regional High School:** Approve the 2023-2024 tuition contract with Kittatinny Regional High School,for student #5202299604 commencing on April 9, 2024 through the end of school in June 2024 at a cost of $6,256.92 plus transportation costs, as recommended by the Superintendent of Schools.

20. **2024-2025 Anticipated contracts:** Pursuant to PL 2015, Chapter 47 the Andover Regional Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the Board of Education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et.seq,

NJAC Chapter 6A:23A, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.

911 Inform, Inc.	A. Priore & Son
A.C. Daughtry, Inc.	Aero Environmental Services, Inc.
AESFire, LLC	Alarm & Communication Technologies, Inc.
Ansor Solar, LLC	Ardito & Company, LLC
Atlantic Tomorrows Office	Backupify
Bayada Home Health Care	Best Choice Home Care, LLC
Best of YouTherapy	Blackboard, Inc.
Blue Diamond Disposal	Brightspeed
Brillante, Dr. Pam	Capela, Cara
Care Solace, Inc.	Casella, Dr. Joseph
CDK Systems, Inc.	Center for Prevention and Counseling
Chef's Corner	Cisco Systems Capital Corporation
Combustion Service Corp	Confires Fire Protection Services, LLC
Crossroads Pavement Management, LLC	D2 Cybersecurity
Danielson Group, The	Delta Dental
Duncan Power Washing, LLC	Educational Data Services
Elizabethtown Gas	EM Electrical Contractors
Endurance Sport Floors, LLC	FinalSite
First Student, inc.	FP Mailing Solutions

Frontline Technologies Group, LLC	Go to Communications, Inc.
GoGuardian	Granite Telecommunications, LLC
Green Township Board of Education	Griffith Shade Company, Inc.
Handle With Care Behavior Mgmt. System, Inc.	Helewa, Kathleen
Horizon Healthcare Staffing	Horizon Software International, LLC
Hunter Technologies	IXL Learning
J & B Therapy, LLC	JCP&L
Jersey Mail Systems	Johnson Controls
Kroll, Inc.	Lakeside Counseling Associates, LLC
Laumar Roofing Co., Inc.	LearnWell
LogMeIn Communications, Inc,	Lyons Environmental Services, LLC
Maschio's Food Services, Inc,	Morris County Educational Services Commission
Municipal Capital Finance	NJ Commission for the Blind & Visually Impaired
New Jersey Door Works, LLC	New Jersey Schools Insurance Group
Newton Board of Education	Newton Trophy
On-Tech Consulting, Inc.	P.G. Chambers School
Parette Somjen Architects, LLC	Paxos Electric Company, LLC
PaySchools	Phoenix Advisors, LLC
Pitney Bowes Global Financial Services, LLC	Planet Networks
Premier Health Associates	Prime Healthcare Services- Saint Clare's, LLC

R&L Data Center, Inc.	Realtime Information Technology, Inc.
Scarinci Hollenbeck, LLC	Schoolwide, Inc,
Screencastify, LLC	Securly, Inc.
Spotify, USA, Inc.	Stocker Bus Company
Strauss Esmay Associates, LLP	Sunvest Solar
Sussex County Charter School	Sussex County Educational Services
Sussex County Regional Cooperative	Sussex County Technical School
Teach 4 Results	The Craig School
Touchpoint Industries, LLC	Township of Newton
Township of Randolph	Township of Andover
Transfinder Corporation	Treadstone Risk Management, LLC
Tri-County Behavioral Health Care, LLC	Verizon Wireless
William Grennille	Zearn
Ready Refresh by Nestle	Connectwise
Mystery Science	Follet School Solutions
Safe Schools	Zayo
Networks and More	Mosyle
Eplus Technologies	Griggs Plumbing & Heating
Andover Pump	Newton Water and Sewer Utility
Western Pest Services	Direct Energy Business

Ed. Services Commission of Morris County	Smart Pass

21. **Facilities Usage:** Approve that the Andover Regional Board of Education reaffirms all motions that authorize the use of our facilities and all appointed agents of the Board from July 1, 2024 through June 30, 2025, as recommended by the Superintendent of Schools.

22. **Appointments:** Approval of the following appointments for the 2024-2025 school year, as recommended by the Superintendent of Schools:

a. Appointment of Ms. Nicole Sylvester as the following:
   1. School Purchasing Agent
   2. Qualified Purchasing Agent
   3. Board Secretary
   4. Deputy Custodian of Public School Records
   5. Investment Officer
   6. Affirmative Action Officer
   7. Public Compliance Officer (PACO)
   8. Gender Equity Officer
   9. HIPPA Officer

b. Appoint Suzanne Ross as the Affirmative Action Officer, Homeless Liaison & District 504 Coordinator

c. Appoint Mrs. Rene Metzgar as the Treasurer of School Monies

d. Appoint Nicole Dilkes, elementary school principal as the ADA/504 Officer

e. Appoint Bryan Fleming, intermediate school principal as the ADA/504 Officer

f. Approve AERO Environmental Services, Inc. as the Right to Know Compliance Officer

g. Approve B&G Supervisor as the following:
   1. Asbestos Designated Person/Officer
   2. Integrated Pest Management Coordinator
   3. Chemical Hygiene Officer

h. Approve Mr. Giovanni Mancini of Treadstone Risk Management LLC as Broker of Record for all Board Property & Casualty insurance policies and dental insurance, excluding SEHBP Medical & Prescription insurance policies; PCD is on file;

i. Approve Student Accident Insurance proposal from Bob McCloskey Insurance for the term of 7/1/2024 to 7/1/2025 with an annual premium of $2,008.

j. Approve all Business Office/Central staff members: Ms. Sylvester, Ms. Housby, Mrs. Lowery,

Mrs. Mehrkens, Mrs. Kristiansen and Mrs. Reardon for travel expenses for job related activities, included but not limited to the post office, bus company, county office, bank(s), office supply store(s), not to exceed $300 each per quarter per person; travel reimbursement at the current New Jersey mileage rate; subject to change as per the District's Travel Policy.

23. **Extraordinary Aid Application:** Approve the submission of the Extraordinary Aid Application for the 2024-2025 school year as per students' I.E.P.s, as recommended by the Superintendent of Schools.

24. **Tax Levy Payments:** Approve the amount of tax monies required for school purposes for the 2024-2025 school year is $15,636,843 for General Fund and $746,788 for Debt Service and that the Andover Borough & Township is hereby requested to pay the Treasurer of School Monies the below listed amounts:

Andover Township:

Due Date	General Fund Tax Levy	Debt Service Levy	Due Date	General Fund Tax Levy	Debt Service Tax Levy
July 1, 2024	$1,194,617.91		January 1, 2025	$1,194,617.91	
August 1, 2024	$1,194,617.91	$342,317.00	February 1, 2025	$1,194,617.91	$342,317.00
September 1, 2024	$1,194,617.91		March 1, 2025	$1,194,617.91	
October 1, 2024	$1,194,617.91		April 1, 2025	$1,194,617.91	
November 1, 2024	$1,194,617.91		May 1, 2025	$1,194,617.91	
December 1, 2024	$1,194,617.91		June 1, 2025	$1,194,617.99	
Total 2024	**$7,167,707.46**	**$342,317.00**	**Total 2025**	**$7,167,707.54**	**$342,317.00**
			Subtotals	**$14,335,415.00**	**$684,634.000**
			Total 24/25 Certified Tax Levy	**$15,020,049.00**	

Andover Borough:

Due Date	General Fund Tax Levy	Debt Service Levy	Due Date	General Fund Tax Levy	Debt Service Tax Levy
July 1, 2024	$108,452.33		January 1, 2025	$108,452.33	
August 1, 2024	$108,452.33	$31,077.00	February 1, 2025	$108,452.33	$31,077.00
September 1, 2024	$108,452.33		March 1, 2025	$108,452.33	
October 1, 2024	$108,452.33		April 1, 2025	$108,452.33	
November 1, 2024	$108,452.33		May 1, 2025	$108,452.33	
December 1, 2024	$108,452.33		June 1, 2025	$108,452.37	
Total 2024	**$650,713.98**	**$31,077.00**	**Total 2025**	**$650,714.02**	**$31,077.00**
			Subtotals	**$1,301,428.00**	**$62,154.00**
			Total 24/25 Certified Tax Levy	**$1,363,582.00**	

25. **Budget Transfers:** Approve the authorization for the Business Administrator/Board Secretary to approve budget transfers that are necessary between board meetings, and in consultation with an agreement from the Superintendent, to process line item changes in compliance with required approvals per S1701 and A3680 between board meetings, for the 2024-2025 school year as recommended by the Superintendent of Schools.

26. **Payments:** Approve that the Andover Regional Board of Education permit the Business Administrator to audit and approve any account and demand to be paid prior to presentation to the board. Any such approvals shall be presented to the Board for ratification at their next meeting as per NJAC 18A:19-4.1., as recommended by the Superintendent of Schools, for the 2024-2025 school year.

27. **Certified Staff Evaluation Framework:** Approve established district certified staff evaluation framework for the 2024-2025 school year, as recommended by the Superintendent of Schools.

- Charlotte Danielson: The Framework For Teaching (2022)

28. **Certified Administration Evaluation Framework:** Approve established district certified administration evaluation framework for the 2024-2025 school year, as recommended by the Superintendent of Schools.

- "Administrator Evaluation - Marshall" Rubric

29. **Superintendent Evaluation Framework:** Approve established district superintendent evaluation framework for the 2024-2025 school year, as recommended by the Superintendent of Schools.

- School Boards Superintendent Evaluation Rubric

30. **Job Descriptions**: Approve all established job descriptions for the Andover Regional School District for the 2024-2025 school year, as recommended by the Superintendent of Schools.

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

Name	Program	Credits	Location	Cost per Credit	Reimbursement Cost	Dates
Jeni Moriarty	LTED 635 Effective Literacy Teaching for ELL	3	New Jersey City University	$824.72	$2,474.16	Fall 2024

Roll Call Vote:

Yes: Ms. Byron, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Porter and Mrs. Sciroppo

No: None

Abstain: None

C. CURRICULUM/INSTRUCTION:

Mr. Porter moved and Ms. Byron seconded, that the Andover Regional Board of Education approve resolutions #1-3 as presented:

1. **County College of Morris Science Day Field Trip Update**: Approve, retroactively, the following staff and chaperones for the 5th Grade Science Day field trip on March 1, 2024, as recommended by the Superintendent of Schools.

Teachers:
Stephanie Oberg
Rebecca Morrell

Paraprofessionals: 3
Joanne McDole
Scott Nikolakopoulos
Candice Coston

2. **Dorney Park Field Trip Update**: Approve the following staff and chaperones for the Select Choir & Master Band Dorney Park field trip on May 24, 2024, as recommended by the Superintendent of Schools.

Teachers:
Lauren Mann
Jill Granholm
Leo LaBarge
Mindy DuCharme
Paraprofessionals:
None Needed
Chaperones:
Jamie Stowe
Robyn Bezold
Michelle Canniff
Kelly Renaldo

3. **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**
Steve Zanella 7th Grade	June 11, 2024 Newton High School for transition to HS.	Students: 57 Teachers: 2 Steve Zanella Brittany Grau ParaProfessionals: 3 Shirley Denamen Karen Dul Candice Coston Chaperones: 0 Nurse: 0	$0	Compliments of Newton HS	$0

Roll Call Vote:

Yes: Ms. Byron, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Porter and Mrs. Sciroppo

No: None

Abstain: None

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS: Mr. Porter thanked the retirees for their time and dedication to Andover! Mrs. Sciroppo also thanked the retirees for their years of service. Mrs. Dunbar congratulated and thanked the retirees along with thanking everyone involved for the success of last week's after school camps and looking forward to the Mother/Son kickball game!

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

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

Mr. Ordile- Explained that he would present the results of the survey through the master plan at a future board meeting.

Adjournment: Mr. Hertenstein moved to adjourn the meeting, seconded by Mr. Fetcho and approved at 8:05 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,



Nicole Sylvester

Business Administrator/Board Secretary