***Andover Regional Board of Education Regular Meeting***

***July 15, 2024***

## Attendance:

**Present:** Ms. Jane Byron, Mr. James Fetcho, Mr. Brian Hertenstein, Mrs. Lena Sciroppo and Dr. Robert Koroski

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

**Not Present:** Mrs. Maria Dunbar, Mr. Steven Minnick, Dr. Jeffrey Neubig and Mr. William Porter

## 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):

- Ms. Sylvester presented the updated 2024-2025 budget due to the increased tax levy.

## IV. APPROVAL OF MINUTES:

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

approve the minutes of the following Board of Education meeting, as recommended by the Superintendent of Schools.

June 19, 2024 Regular Meeting Minutes

**Roll Call Vote:**

**Yes:** Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mrs. Sciroppo and Dr. Koroski

**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. | 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 |

**Special Committees/Ad Hoc Assignments:**

Dr. Koroski stated that all committee meetings were agenda only and discussions amongst board members were had regarding all items on each agenda.

Ms. Byron indicated that at the Newton board meeting there was a student who made the National FBLA and that the science capital project has been put on hold now due to an asbestos problem.

## VI. SUPERINTENDENT REPORT:

A. Mr. Fleming gave an update regarding QSAC.
B. Mr. Fleming reported on the HIB Report.

**Mr. Fetcho moved and Ms. Byron seconded, that the Andover Regional Board of Education approve the resolution below as presented:**

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

**Roll Call Vote:**

**Yes:** Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mrs. Sciroppo 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

- Met with the new grade 8 mathematics teacher for an overview of the course
- Worked with administrative team on interviews and hires of new staff
- Completed the 24-25 PLC document, observation document, grading period document, and began the 24-25 Assessment calendar
- Analyzed the preliminary 23-24 NJSLA scores
- Worked with Lauren Huffman on Summer Academy Planning
- Completed End of Year Dibels Data Analysis
- Held an ELA planning meeting with grade level representatives
- Working on the 24-25 ESEA grant

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

- Attended a demo of XM Fax with Atlantic. A digital fax solution.
- Began a POTS line analysis.
- Installed a TV in the main vestibule at LPS to display schedules and announcements.

**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.
- Finalized staff summatives, including paraprofessionals.
- Participated in the Office of Special Education (OSE) webinar #3 (series of 3) for special education updates
- Participated with the Administrative team in a budget review of previously submitted requests.
- Participated in the Grow NJ webinar, in conjunction with the PEA funding.
- Conducted several tours of the preschool program with new and/or potential families.
- Ongoing programming for 2023 Extended School year (ESY), and coordination of related service needs.
- Opened ESY 2024 with a total of 49 students.

**Special Services Audit updates:**

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

- None at this time.

**E. Suspension/HIB Reports-** None.

**F. Principal's Reports-** None.

## VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- Ms. Sylvester stated the memorial in the back has been cleared up and mulch has been put around the trees.
- Ms. Sylvester stated moving forward there would be a sign in sheet for any public comments.
- Ms. Sylvester reported that funding for our ESEA grant has been cut in half based on the poverty level in Andover decreasing which services the Title I students in need.

## VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS:

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

**Mr. Ordile-** Asked who are Title I students. He also asked why under the special education audit updates, there are none.

**Ms. Gillespie-** Asked if the curriculum coordinator touched based with Green & Newton to align the curriculum. She also asked if we get feedback about our Andover students that attend Newton to make sure we are preparing them properly for highschool.

## IX. ACTION ITEMS:

### A. PERSONNEL/POLICY:

**Mrs. Sciroppo moved and Mr. Hertenstein seconded, that the Andover Regional Board of Education approve resolutions #1-15 as presented:**

1. **Resignation**: Approve and accept with best wishes the resignation of Jill Granholm, Music Teacher, effective August 31, 2024, as recommended by the Superintendent of Schools.

2. **Resignation**: Approve and accept with best wishes the resignation of Tammy Antonucci, Intervention Teacher, effective July 8, 2024, as recommended by the Superintendent of Schools.

3. **Resignation/Retirement**: Approve and accept with best wishes the resignation for retirement purposes of Patricia Zuber, ParaProfessional, effective June 30, 2024, as recommended by the Superintendent of Schools.

4. **Curriculum Writing Summer of 2024**: Approve up to 5 FMB teachers to work with the Curriculum Supervisor for up to 6 hours at $50/hour each to complete ELA curriculum work during the month of July 2024, as recommended by the Superintendent of Schools.

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

5. **School Counselor Summer 2024 Days:** Approve up to 5 summer days between July 1, 2024 and August 31, 2024 at substitute daily rate if Bradley Heinke is not properly certified by August 21, 2024 Board Meeting, as recommended by the Superintendent of Schools.

6. **Salary/Step Adjustment**: Approve Christine Ferraro, Teacher, salary/step adjustment to BA +15 Step 7 salary of $70,207 official tenure track effective September 1, 2024 through June 30, 2025, as recommended by the Superintendent of Schools.

7. **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.

8. **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 with district policy and AREA contractual agreement, as recommended by the Superintendent of Schools.

9. **Appointment of the AAO:** Approve Suzanne Ross and Nicole Sylvester as the Andover Regional School District School Affirmative Action Officers, as recommended by the Superintendent of Schools, for the 2024-2025 school year.

10. **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.

11. **2024 Extended School Year ParaProfessional**: Retroactively approve the following ParaProfessional for the Extended School Year with specific start date as noted for 4 hrs/day for 20 days at a rate of $20 per hour, as recommended by the Superintendent of Schools.

Hannah Posser (July 8, 2024 - July 30, 2024)

12. **Payment:** Approve payment for an additional 9 hours at the per diem rate of $27.74 for Audrey D'Angelo, who worked over her daily hours during the 2023-2024 school year, as recommended by the Superintendent of Schools.

13. **Substitutes:** Approve the following substitute(s) for the 2024-2025 school year pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Hannah Posser - Substitute ParaProfessional

14. **Special Project Stipend**: Approve special project proposal for Bryan Fleming, LPS Principal, to continue professional growth and development (10 hours) to maintain School Safety Specialist certificate with a stipend of $1,418 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

15. **Special Project Stipend**: Approve special project proposal for Bryan Fleming, LPS Principal, to work with the new ARSD Superintendent to update all ARSD job descriptions with a stipend of $1,418 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

**Roll Call Vote:**

**Yes:** Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mrs. Sciroppo and Dr. Koroski

**No:** None

**Abstain:** None

**B. FINANCE/OPERATIONS:**

**Mr. Hertenstein moved and Ms. Byron seconded, that the Andover Regional Board of Education approve resolutions #1-40 as amended:**

1. **Treasurer & Board Secretary's Certification and Report**: Approve the June 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 June 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 June 2024, as recommended by the Superintendent of Schools.

3. **Bills List**: Approve/accept the Bills List from June 20, 2024 through June 30, 2024 for a total of $341,543.48 as recommended by the Superintendent of Schools.

4. **Bills List**: Approve/accept the Bills List from July 1, 2024 through July 15, 2024 for a total of $405,406.84 as recommended by the Superintendent of Schools.

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

6. **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 |

7. **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 |

8. **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 |

9. **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.

10. **Contract with Follett:** Approve the proposal with Follett School Solutions, LLC for library manager implementation for the 2024-2025 school year at a cost of $3,339.45, as recommended by the Superintendent of Schools.

11. **Contract with LinkIt!:** Approve the agreement with LinkIt! for assessment management and analytics platform for the 2024-2025 school year at a cost of $10,163 to be paid out of Title I funds, as recommended by the Superintendent of Schools.

12. **Contract with Best Choice Home Care:** Approve the agreement with Best Choice Home Care for nursing services for the 2024-2025 school year at a rate of $72/hour, as recommended by the Superintendent of Schools.

13. **Contract with EM Electrical:** Approve the maintenance agreement with EM Electrical Contractors, LLC for maintenance services for the listed equipment for the 2024-2025 school year at a cost of $2,550, as recommended by the Superintendent of Schools.

14. **Contract with J&B Therapy:** Approve the proposal with J&B Therapy for therapy services at the various prices listed in the contract for the 2024-2025 school year, as recommended by the Superintendent of Schools.

15. **Tuition Contract with P.G. Chambers School:** Approve the annual tuition contract with P.G. Chambers School for tuition from July 8, 2024 through June 30, 2025 for a total of 210 school days at a cost of $104,953.80 for student #1796019814, as recommended by the Superintendent of Schools.

16. **2024-2025 ESEA Grant:** Approve the participation in a Title III Consortium with High-Point and Hopatcong School Districts with a total aggregate amount to exceed $10,000, as recommended by the Superintendent of Schools.

17. **2024-2025 IDEA Grant:** Approve and submit the following IDEA grant monies for the 2024-2025 school year:

| IDEA- Basic | IDEA- Preschool |
|---|---|
| $158,804 | $7,178 |

18. **2024-2025 ESEA Grant:** Approve and submit the following ESEA grant monies for the 2024-2025 school year:

| Title I- A | Title II- A | Title III | Title IV Part A |
|---|---|---|---|
| $41,495 | $12,579 | $2,547 | $10,000 |

19. **PTA Association Approval:** Approve and recognize the Andover Regional School District Parent Teacher Association sponsored organization for the 2024-2025 school year, as recommended by the Superintendent of Schools.

20. **Standing BOE Committees:** Approve the following standing BOE Committees for the 2024-2025 school year, as recommended by the Superintendent:

A. Personnel/Policy/Community Relations/Shared Services
B. Finance/Operations/Technology (infrastructure)
C. Curriculum(Instruction/Assessment)/ProfessionalDevelopment/Technology(instructional)

21. **YMCA:** Approve YMCA, Inc. to operate a state-approved child care program before and after school for District students at FMB & LPS for the 2024-2025 school year, as recommended by the Superintendent of Schools.

22. **Building Use for 2024-2025 School Year**: Approve, retroactively, the following building use for the Long Pond and/or Florence M. Burd schools, as recommended by the Superintendent of Schools.

| NAME OF ORGANIZATION | PURPOSE | DATE REQUESTED | INSURANCE CERTIFICATE | BUILDING |
|---|---|---|---|---|
| Andover FD | Hose & Ladder Testing | July 12, 2024 | Yes | LPS |

23. **Comprehensive Equity Plan (CEP)**: Approve the one-year extension of the Comprehensive Equity Plan (2019-2022) through 2024-2025 along with the Statement of Assurance (SOA), as recommended by the Superintendent of Schools.

24. **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)
Multidimensional Principal Performance Rubric (MPPR)
Superintendent Evaluation Framework

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

**Roll Call Vote:**

**Yes:** Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mrs. Sciroppo and Dr. Koroski

**No:** None

**Abstain:** None

## C. CURRICULUM/INSTRUCTION:

**Mrs. Sciroppo moved and Mr. Fetcho seconded, that the Andover Regional Board of Education approve resolutions #1-2 as presented:**

1. **Curriculum:** Approve the readoption of all district curricula and assessments for the 2024-2025 school year, as recommended by the Superintendent of Schools.

2. **Text Books**: Approve the list of textbooks for the 2024-2025 school year, as recommended by the Superintendent of Schools.

**Roll Call Vote:**

**Yes:** Ms. Byron, Mr. Fetcho, Mr. Hertenstein, Mrs. Sciroppo and Dr. Koroski

**No:** None

**Abstain:** None

**COMMUNICATIONS TO BOARD**: None at this time.

**OLD and NEW BUSINESS:** Dr. Koroski reported that there are open Board positions and petitions need to be filed by July 29th.

**PUBLIC PARTICIPATION ON NON-AGENDA ITEMS**:

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

**Ms. Wasniewski-** Indicated that she was on the FDIC website and there was financial training available for free which may help if this is required for PreK-8.

**Ms. Gillespie-** Asked if when they interviewed Superintendent candidates they could share more information with the public on what qualities they were looking for in a Superintendent.

**Ms. Wasniewski-** Asked where she could find the special education audit online to review.

**Adjournment:** Mr. Hertenstein moved to adjourn the meeting, seconded by Ms. Byron and approved at 8:14 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

**Respectfully submitted,**

Nicole Sylvester

**Nicole Sylvester**

**Business Administrator/Board Secretary**