ANDOVER REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

LONG POND SCHOOL
707 LIMECREST ROAD, NEWTON, NEW JERSEY 07860
OCTOBER 16, 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):

- HIB Self Assessment & SSDS (Bryan Fleming)
- NJSLA Data Presentation (Admin Team)

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

September 23, 2024 Regular 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 - Approval of HIB Report (Monthly)

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

- Worked with the Administrative Team to organize and run the September 23 professional development ½ day.
- Worked with the Administrative Team to prepare the October 14 professional development agenda.
- Began the formal evaluation process
- Met individually with each tested Math, ELA, and Science teacher for an NJSLA data scores analysis
- Completed Raven testing.
- Worked with Mrs. Ross and Mrs. Torres to complete WIDA screeners for new students
- Met with a faculty counsel at both FMB and LPS to review student data in order to formulate Enrichment and Gifted and Talented groupings
- Worked with Mrs. Dilkes to complete Dibels and STAR data review meetings with grade level teams
- Attended the first webinar for year 2 of the NJTSS-Early Reading Grant
- Worked with the grade K and 1 teachers to prepare for a Phonological Awareness Training
- Worked with Mr. Fleming and Mrs. Dilkes to conduct Health and PE interviews
- Met with Mrs. Dilkes to map out our Early Reading Grant work for the year
- Attended the Sussex County Curriculum Consortium meeting and volunteered to host a data meeting at Long Pond School for the group in November
- Met with Mrs. Housby to make improvements to the process and procedure of identification of our ML students
- Completed the High Impact Tutoring Grant Expenditure Report with Mrs. Sylvester
- Met with Mathnasium to discuss Cohort 1 of the High Impact Tutoring grant and to map out cohort 2 of the grant
- Attended the Sussex County Association of School Administrators Meeting

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

- Attended Destiny administration training.
- Met with On-Tech to discuss the details of the Cybersecurity Pilot Program for Schools and Libraries.
- Met with NJ-ACT to discuss the logistics of implementing a new door access system.

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 and programs.
- Collaborated with the Admin Team regarding planning for the professional development for early dismissal and upcoming full day inservice days
- Attended the LEA Directors webinar presented by the State of NJ, Office of Special Education. Updates regarding program and services were discussed.
- Attended the Sussex/Warren Special Education Directors group. Updates were provided regarding updates to county and state initiatives in regards to special education.
- Conducted first and second round interviews for CST secretary interviews.
- Ongoing interviews have been conducted for paraprofessionals.
- Worked with Ms. Sylvester on district identified homeless needs.
- Mr. Fritzky and I met with the district Special Education Parents Advisory Group (SEPAG) to coordinate plans for a tri district SEPAG meeting.
- Coordinated school services with the Commission for the Blind for several students
- Reviewed the results of the Dynamic Learning Maps (DLM) testing.
- Met with Preschool Instructional Coach (PIC) to discuss ongoing preschool planning and data collection methods.
- Met with the preschool teachers regarding unifying preschool literature and programming.
- Met with the presenter from Teaching Strategies to discuss the upcoming professional development (Intro to GOLD) for the preschool teachers.

Special Services Audit updates:

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

Compliance

- #2 The Supervisor of Special Services continues to attend both County Special Education meetings and Local Special Education webinar information sessions offered by the NJDOE. The most recent webinar (9/30) was an overview of updates for the 24/25 school year.

E. Suspension/HIB Reports: Resolved that the Andover Regional Board of Education, upon the recommendation of the Superintendent, affirm the Superintendent's findings on HIB FMB #1.

F. Principal's Reports

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- 2023-2024 Audit
- 2025-2026 Budget

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 1-8 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. **Paraprofessional Staff for 2024-2025 School Year:** Approve, retroactively, the following Paraprofessional staff members for the 2024-2025 school year, as recommended by the Superintendent of Schools.

NAME	START DATE	SCHOOL	ASSIGNMENT**	HOURS	STEP	SALARY
Stephanie Rivetti	9/26/24	FMB	1:1 ParaProfessional	28.75	3	$26,429
Toby Wooldridge	10/11/24	FMB	1:1 ParaProfessional	28.75	2	$25,519
Tara Dietz	11/4/24	FMB	1:1 ParaProfessional	28.75	4	$27,370

** Assignments subject to change.

2. **Leave of Absence:** Approve, retroactively, a non-FMLA medical leave of absence, for employee #1450 on September 23, 2024 through October 9, 2024, returning to work October 10, 2024, using sick and personal days, as recommended by the Superintendent of Schools.

3. **New Hire**: Approve Nicole Russell as full-time CST Secretary with start date of November 18, 2024 through June 30, 2025 at Step 11, with a salary of $53,309.00 pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

4. **Additional Hours**: Approve all staff for additional hours, outside of their scheduled hours, with prior Supervisor approval, to be paid at their hourly rate, as recommended by the Superintendent of Schools.

5. **Rescind Schedule B Recommendation**: Rescind P/P motion #13 (for Class Trip Coordinator Bradley Heinke) from August 21, 2024 Board meeting as follows:

*13. **Schedule B Recommendations**: Approve the attached LPS Schedule B recommendations for the 2024-2025 school year, as recommended by the Superintendent of Schools.*

6. **Merit Goal:** Approve $1,684 merit goal for Nicole Sylvester, Business Administrator, to conduct and evaluate an energy audit for our solar panels for the 2024-2025 school year, as recommended by the Superintendent of Schools.

7. **Merit Goal:** Approve $1,684 merit goal for Nicole Sylvester, Business Administrator, to consult, evaluate and build relationships to improve the culture and climate for the 2024-2025 school year, as recommended by the Superintendent of Schools.

8. **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.

Blanca Fox - Substitute ParaProfessional
Tara Dietz - Substitute Teacher

B. FINANCE/OPERATIONS:

Be it resolved that resolution numbers 1-14 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. **Treasurer & Board Secretary's Certification and Report**: Approve the September 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 September 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. **Petty Cash**: Approve/accept the Petty Cash Checking Account Report for September 2024, as recommended by the Superintendent of Schools.

3. **Transfers**: Approve/accept the Transfer Report for September 2024, as recommended by the Superintendent of Schools.

4. **Bills List**: Approve/accept the Bills List from September 24, 2024 through October 16, 2024 for a total of $2,048,187.91 as recommended by the Superintendent of Schools.

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

NAME OF ORGANIZATION	PURPOSE	DATE REQUESTED	INSURANCE CERTIFICATE	BUILDING
AREA	Family Night	November 14, 2024	Yes	FMB
PTA	Mother/Son Event	November 15, 2024	Yes	LPS
PTA	Trunk or Treat	October 25, 2024	Yes	LPS
PTA	Holiday Gift Shop	Dec. 6-13, 2024	Yes	FMB

6. **Joint Transportation Agreement**: Approve Joint Transportation Agreement between Andover Regional School District and Lenape Valley High School for transportation of four students to Lenape Valley High School on LPV Route LV33 at a cost of $1,177 per student totaling $4,708, for the 2024-2025 school year, as recommended by the Superintendent of Schools.

7. **Facilities Checklist**: Approve the Facilities Checklist for LPS and FMB for the 2024-2025 school year, as recommended by the Superintendent of Schools.

8. **Approval of CMP & M-1:** Approves the submission of the 2024-2025 Comprehensive Maintenance Plan: Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public-school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Andover Regional Board of Education are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Andover Regional Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Andover Regional Board of Education in compliance with Department of Education requirements.

9. **Contract with Lakeside Counseling:** Approve the contract with Lakeside Counseling for risk assessments and counseling services for the 2024-2025 school year at various costs per the contract, as recommended by the Superintendent of Schools.

10. **Contract with Foundations Behavioral Health:** Approve the contract with Foundations Behavioral Health for academic tutoring for Student ID#3008652385 at a rate of $54.08/hour for the 2024-2025 school year, as recommended by the Superintendent of Schools.

11. **Contract for Library/Media Specialist Consultant:** Approve the contract with **Deirdre Iuliani** as the library/media specialist consultant at a rate of $4,000 from October 17, 2024 through June 30, 2025, as recommended by the Superintendent of Schools.

12. **Tuition Contract with Phillipsburg School District**: Approve the contract with Phillipsburg School District for tuition for student ID#8516164784 to attend Andover, with a tuition cost to Phillipsburg of $27,066.10, plus additional costs for busing for the 2024-2025 school year, as recommended by the Superintendent of Schools.

13. **Nursing Services Plan**: Approve the 2024-2025 school year attached Nursing Services Plan, as recommended by the Superintendent of Schools.

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

Name	Program	Credits	Location	Cost per Credit	Reimbursement Cost	Dates
Nicole Sautter	6120 SMLS Selects Literature for the School Age Child	3	William Paterson University	$624.55	$1,873.65 Tech Fees: $10.75	Fall 2024

C. CURRICULUM/INSTRUCTION:

Be it resolved that resolution numbers 1-3 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 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
Bradley Heinke 6-8 Nominated Leaders	October 17, 20/24 8:45am-1:45pm Sussex County Tech. School, Sparta, NJ Learn leadership	Students: 25 Teachers: 3 Bradley Heinke Kelly Edsall	$0	Stocker Bus Company $245.00	$245.00

	skills and techniques to make their schools safe and inclusive.	Paige Ortega ParaProfessionals: 0 Nurse: 0			
Stephanie Posser LLD Students	October 16, 2024 10:30am - 1:30pm Shop Rite of Sparta/Pizza One Sparta, NJ Students will plan and create list and shop for items for weekly cooking group and coffee cart. Then they will order and pay for their lunch at Pizza One.	Students: 9 Teachers: 1 Stephanie Posser ParaProfessionals: 3 Jennie Pike Bozena Toczynski Candice Coston Nurse: 1	$0	Stocker Bus Co $170.00 for 1 bus Sussex County Regional Transportation Coop 1 w/c Van w/Aide $778.96	$170.00 and $778.96 and Nurse
Stephanie Posser LLD Students	December 11, 2024 10:30am - 1:30pm Shop Rite of Sparta/Pizza One Sparta, NJ Students will plan and create list and shop for items for weekly cooking group and coffee cart. Then they will order and pay for their lunch at Pizza One.	Students: 9 Teachers: 1 Stephanie Posser ParaProfessionals: 3 Jennie Pike Bozena Toczynski Candice Coston Nurse: 1	$0	Stocker Bus Co $170.00 for 1 bus Sussex County Regional Transportation Coop 1 w/c Van w/Aide $778.96	$170.00 and $778.96 and Nurse
Stephanie Posser LLD Students	February 5, 2025 10:30am - 1:30pm Shop Rite of Sparta/Pizza One Sparta, NJ Students will plan and create list and shop for items for weekly cooking group and coffee cart. Then they will order and pay for their lunch at Pizza One.	Students: 9 Teachers: 1 Stephanie Posser ParaProfessionals: 3 Jennie Pike Bozena Toczynski Candice Coston Nurse: 1	$0	Stocker Bus Co $170.00 for 1 bus Sussex County Regional Transportation Coop 1 w/c Van w/Aide $778.96	$170.00 and $778.96 and Nurse
Stephanie Posser LLD Students	March 19, 2025 10:30am - 1:30pm Shop Rite of	Students: 9 Teachers: 1	$0	Stocker Bus Co $170.00 for 1	$170.00 and

	Sparta/Pizza One Sparta, NJ Students will plan and create list and shop for items for weekly cooking group and coffee cart. Then they will order and pay for their lunch at Pizza One.	Stephanie Posser ParaProfessionals: 3 Jennie Pike Bozena Toczynski Candice Coston Nurse: 1		bus Sussex County Regional Transportation Coop 1 w/c Van w/Aide $778.96	$778.96 and Nurse
Lauren Mann Select Choir & Band	May 30, 2025 7am-9pm High Notes Festival Performance Dorney Park Allentown, PA	Students: 50 Teachers: 2-4 Lauren Mann Ryan Zuccheri TBD #1 TBD #2 ParaProfessionals: 0 Nurse: 1 Chaperones: 3 TBD #1 TBD #2 TBD #3	$45.00	Stocker Bus Company, Inc. $1,325.00 per bus x 2 = $2,650.00	$2,650.00 and Nurse
Lauren Mann 5-8 Choir/ Handbells	December 12, 2024 7am-9am WSUS Performance Franklin, NJ	Students: 30 Teachers: 2 Lauren Mann Ryan Zuccheri ParaProfessionals: 0 Nurse: 0 Chaperones: 0	$0	First Student, Inc. Andover $185.00 for 1 bus	$185.00
Lauren Mann 5-8, Choir/ Band	November 12, 2024 8am-1:15pm Vernon High School Dress Rehearsal for Sussex County Jr. Honors Music Concert (11/13/24) Glenwood, NJ	Students: 20 Teachers: 2 Lauren Mann Ryan Zuccheri ParaProfessionals: 0 Nurse: 0 Chaperones: 0	$0	First Student, Inc. Andover $390.00 for one bus	$390.00
Deb Shick Rebecca Morrell 4th Grade	December 4, 2024 8:45am-2:45pm Liberty Science Center Jersey City, NJ	Students: 50 Teachers: 2 Deb Shick Rebecca Morrell ParaProfessionals: 1 Monique Yachimiak Nurse: 1 Chaperones: 4 TBA #1	$0	First Student, Inc. Andover $540.00 x 2 buses = $1,080.00	$1,080.00 And Nurse

		TBA #2 TBA #3 TBA #4			

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

Name	Program/Location	Date	Fees/Mileage
Suzanne Ross Kelly Edsall	Using the Patterns or Strengths and Weaknesses Model to Identify Specific Learning Disabilities (Part 1 & 2) Rutger's University	11/22/24 & 12/6/24 Virtual	Registration: $160.00/ea
Paige Ortega	Using the Patterns or Strengths and Weaknesses Model to Identify Specific Learning Disabilities (Part 1) Rutger's University	11/22/24 Virtual	Registration: $90.00
Rebecca Morrell	Maximizing Impact of Guided Reading BER	11/21/24 Virtual	Registration: $295.00
Claire Serratelli	Soil, Seed, Sun, Water, Weed & Wait (EarthClub) Agricultural Learning Augusta, NJ	10/23/24	Mileage: 32
Claire Serratelli Retro	County wide In-Service Frankford Twp. School Branchville, NJ	10/14/24	Mileage: 20
Linda Kristiansen Retro	TransTable Meeting Jefferson BOE Hopatcong, NJ	10/10/24	Mileage: $.47/mile

3. **Updated Curriculum**: Approve the Math and ELA updated curriculum that includes the new 2023 New Jersey StudentLearning Standards, as recommended by the Superintendent of Schools.

COMMUNICATIONS TO BOARD: None

OLD and NEW BUSINESS:

A. OLD BUSINESS

B. NEW BUSINESS

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

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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 _____