ANDOVER REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

LONG POND SCHOOL
707 LIMECREST ROAD, NEWTON, NEW JERSEY 07860
NOVEMBER 18, 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):

- Soccer Presentation - Mr. Mendes

Motion by:_____ Second by: _____ Final Call Vote: _____

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

October 16, 2024 Regular Meeting Minutes

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.	Mr. Porter	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. SEAT Study at FMB - Thank you Ms. Dilkes
B. Veterans Day Assembly at LPS - Thank you Mr. Fleming, Mr. Mendes, and Ms. Coffey
C. Met with our transportation services to discuss the busses and routes for this year and begin planning for next year

D. Along with Ms. Sylvester I was able to meet with the organization Insite Health which will be able to provide the district with some important support when it comes to mental health.
E. Met with Chief Danielson to review updated safety procedures recommended by the state of New Jersey. We were both happy to see learn how many of these suggestions the Andover Regional School District is already implementing
F. We began the process of scheduling for the 25-26 school year during a meeting with our Admin Team
G. Our district hosted a county wide training on unpacking the NJSLA testing data. Thank you Ms. Reynolds for making those arrangements
H. Thank you to our Field Hockey and Soccer coaches for a great season of fall sports!
I. Suspension/HIB Report - Approval of HIB Report (Monthly)

Motion by:_____ Second by: _____ Final Call Vote: _____

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

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 October 14 professional development day
- Continued the formal evaluation process
- Attended two day Atlas Workshop
- Organized and attended individual grade level Eureka Squared PD meetings
- Met with Sparta School District NJTSS Cohort Colleagues regarding grant work
- Attended NJPSA Gifted Education Workshop
- Prepared a Science Constructed Response PD workshop/classroom exercise
- Participated in the FMB SEAT study
- Attended Ginnie's House meeting organized by Mr. DeAnda
- Attended NJTSS-Early Reading Grant Consultative Call with Mrs. Dilkes
- Organized NJTSS Early Reading Grant PLC with the committee
- Attended NJTSS Early Reading Grant Webinar
- Invited to speak to the Cohort 5 Districts by the state NJTSS grant committee
- Attended Alfie Kohn workshop at Lenape Valley Regional High School
- Participated in a scheduling meeting with the administrative team
- Organized time for writing task vertical holistic scoring at FMB
- Hosted the Sussex County Curriculum Consortium Professional Development NJSLA Data Workshop for local schools

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

- Worked with On-Tech to submit FCC form 484 Part 1 for the Cybersecurity Pilot Program for Schools and Libraries.
- Met with CDWG and GoTo as a replacement for Screenconnect.
- Assisted in the setup for the Veteran's Day Assembly.

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 incoming January inservice.
- Collaborated with the Admin Team regarding the budget process and scheduling for the 25/26 school year.
- Conducted formal announced pre observation conferences, observations and post observation conferences with staff.
- Attended the Sussex/Warren Special Education Directors group. Discussion focused on the coordination of special education programs, services and reporting.
- Attended the DOE's presentation regarding Special Education Monitoring.
- Conducted several substitute teacher and paraprofessional interviews.
- Continued CST secretary interviews.
- Attended the Regional PreK Admin Meeting - Session 1 presented by the NJDOE. The discussion focused on the projected 25/26 preschool enrollment and annual program plan submission, as well as chronic absenteeism.
- Ongoing communication with the Special Education Parents Advisory Group (SEPAG) to coordinate plans for a tri district SEPAG meeting, scheduled for December 3, 2024.
- Met with Preschool Instructional Coach (PIC) to discuss updates pertaining to preschool.
- Coordinated an Inservice Day (10/14/24) Teaching Strategies Intro to GOLD training for preschool staff from Andover and 9 other county school districts.
- Attended the NJALC Fall Symposium for LDT-C's, focusing on new educational evaluations systems to identify learning disabilities in students.
- Conducted several tours of the preschool program with prospective PreK parents.

Special Services Audit updates:

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

Communication

- #2 The members of the CST conducted a Professional Learning opportunity (PLC) with all teaching staff at Long Pond School regarding Understanding all Components of the IEP.
- #2 Ongoing monthly collaboration with the middle school teachers regarding special services programming.

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 (10/29) was an overview of upcoming Special Education Monitoring initiatives for the 24/25 school year.

Be it resolved that resolution E. be adopted, as presented:

Motion by: Second by: Final Call Vote:

E. HIB Findings: Resolved that the Andover Regional Board of Education, upon the recommendation of the Superintendent, affirm the Superintendent's findings on HIB LPS 2425-1.

Roll Call:

_____Ms. Byron	_____Mrs. Dunbar	_____Mr. Fetcho
_____Mr. Hertenstein	_____Mr. Minnick	_____Dr. Neubig
_____Mr. Porter	_____Mrs. Sciroppo	_____Dr. Koroski

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>

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. <u>ACTION ITEMS:</u>

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

Be it resolved that resolution numbers 1-13 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, pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

NAME	START DATE	SCHOOL	ASSIGNMENT**	HOURS	STEP	SALARY
Faith Etienne	10/21/24	FMB	PreSchool Para	23	2	$20,415
Kiana Mellogno	11/18/24	FMB	1:1 gr. 3	28.75	1	$24,639
Charlotte Sullivan	12/18/24	FMB	3rd Gr Instructional Para	27	1	$23,141

** Assignments subject to change.

2. **Exclusive Substitute:** Approve Deirdre Metzger to serve as Florence M. Burd's exclusive substitute at the rate of $120/day pending paperwork for the remainder of the 2024-2025 school year, as recommended by the Superintendent of Schools.

3. **New Hire**: Approve Jackie Klinger as Payroll Coordinator with start date of November 19, 2024 through June 30, 2025 at an hourly rate of $30 for the remainder of the 2024-2025 school year, pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

4. **Resignation**: Approve and accept with best wishes the resignation of Crystal Lowery, Payroll Coordinator, effective November 15, 2024, as recommended by the Superintendent of Schools.

5. **Resignation**: Approve retroactively and accept with best wishes the resignation of Colleen Figueiredo, Exclusive Substitute Teacher at FMB, effective October 10, 2024, as recommended by the Superintendent of Schools.

6. **Retirement**: Approve and accept with best wishes the resignation for retirement purposes of Brian Murphy, part-time custodian, effective January 1, 2025 with December 31, 2024 as last day worked, as recommended by the Superintendent of Schools.

7. Leave of Absence: Approve, retroactively, the FMLA approved medical leave of absence, for employee ID #1394 on November 11, 2024 through January 6, 2025 using sick and unpaid days, as recommended by the Superintendent of Schools.

8. Leave of Absence: Approve, retroactively, the FMLA approved medical leave of absence, for employee ID #288 on October 30, 2024 through November 15, 2024 using sick days, as recommended by the Superintendent of Schools.

9. Leave of Absence: Approve, retroactively, the FMLA approved medical leave of absence, for employee ID #1421 on November 12, 2024 through November 15, 2024 using unpaid days, as recommended by the Superintendent of Schools.

10. **Special Project Stipend**: Approve contractual special project proposal for Suzanne Ross, Supervisor of Special Services/LDTC, to author a Child Study Team Handbook for the Andover Regional School District that provides standard operating procedures within the Child Study Team with a stipend of $1,098 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

11. **Special Project Stipend**: Approve contractual special project proposal for Suzanne Ross, Supervisor of Special Services/LDTC, to expand and develop the Preschool Expansion Aid grant with the Business Administrator for the Andover Regional School District with a stipend of $1,098 for the 2024-2025 school year, as recommended by the Superintendent of Schools.

12. **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 Teacher
Suzanne Potter - Substitute Nurse

B. FINANCE/OPERATIONS:

Be it resolved that resolution numbers 1-15 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 October 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 October 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 October 2024, as recommended by the Superintendent of Schools.

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

4. **Bills List**: Approve/accept the Bills List from October 17, 2024 through November 18, 2024 for a total of $1,547,136.13 as recommended by the Superintendent of Schools.

5. **2025-2026 PreSchool Expansion Aid Projected Enrollment Submission:** Approve the prior submission on October 11, 2024, for the 2025-2026 Preschool Expansion Aid Projected Enrollment, as recommended by the Superintendent of Schools.

6. **NJHIT Amendment:** Approve and accept the prior submission on November 5, 2024, for additional funding of $2,275 for the NJ High Impact Tutoring Grant, as recommended by the Superintendent of Schools.

7. **ESEA Amendment to 2024-2025 Grant**: Approve, retroactively and accept the submission, as of November 1, 2024 for the below amendment from carryover from the 2023-2024 grant to the 2024-2025 ESEA grant, as recommended by the Superintendent of Schools.

Grant	Amount
Title I	$66
Title IV	$1,590

8. **Translator**: Approve Tara Meller to provide translation services for the 2024-2025 school year as needed at a rate of $50/hour, to be paid from Title III, as recommended by the Superintendent of Schools.

9. **Contract with InSite Health:** Approve the contract with InSite Health for Wellness Program Technology & Services at a cost of $6,000 from November 20, 2024 through June 20, 2025, as recommended by the Superintendent of Schools.

10. **Contract with Plan Connect:** Approve, retroactively, the services agreement with Plan Connect to be a third party administrator for Andover Regional, as recommended by the Superintendent of Schools.

11. **Contract with Schenck, Price, Smith and King, LLP:** Approve and appoint Schenck, Price, Smith and King, LLP as special education counsel for the Board at the hourly rates of $175 for attorneys and $135 for paralegals, effective immediately through June 30, 2025, as recommended by the Superintendent of Schools.

12. **HIB School Self-Assessment SOA**: Approve the Statement of Assurance for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2024-2025 school year, as recommended by the Superintendent of Schools.

13. **College Student Observation:** Approve Emily McDole, Sussex County Community College student majoring in elementary education and taking course Education Psychology (Fall 2024 semester) to conduct an elementary classroom observation as part of her coursework towards her program between November 18, 2024 and December 15, 2024, as recommended by the Superintendent of Schools.

14. **2025-2026 PreSchool Expansion Aid Operational Plan Submission:** Approve the entire prior plan submission on or before November 15, 2024, for the 2025-2026 Preschool Expansion Aid Operational Plan, as recommended by the Superintendent of Schools.

15. **Settlement**: Be It Resolved that upon the recommendation of the Superintendent of Schools and Board Counsel that the Settlement Agreement for OAL Dkt No. EDS 13203-2024 for student # 8803736599.

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 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**
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	$124.88	Stocker Bus Company, Inc.	Nurse
Wendy Pasko Grade 8	May 15, 2025 8:45am-6:30pm Woodloch Resort Hawley, PA Team Building-outdoor experiences	Students: 59 Teachers: 5 Connor Mendes Summer Passannante Jennifer Coffey Bradley Heinke Marianela Torres Sub: K. Edsall ParaProfessionals: 1 Shirley Denamen Sub: Amy Finley Nurse: 1	$143.98	Stocker Bus Company	Sub Nurse $350 pro-rated

		Chaperones: # TBD TBD			
Wendy Pasko Grade 7	April 15, 2025 8:45am-12:30pm Buehler Challenger & Science Center Paramus, NJ	Students: 43 Teachers: 4 Brittany Grau Steve Zanella Connor Mendes Dave Petersen ParaProfessionals: 1 Candice Coston (sub would be Kim Clark) Nurse: 1 Chaperones: 0	$52.21	Stocker Bus Company	Nurse
Wendy Pasko Grade 6	April 29, 2025 8:45am-2:30pm Fairview Lake Newton, NJ	Students: 50 Teachers: 4 Jennifer Coffey or Darice Myers Summer Passannante Meredith Sajdak Stephanie Posser ParaProfessionals: 3 Jennie Pike Amy Finley Scott Nikolakopoulos Substitute Joanne McDole Nurse: 1 Chaperones: 0	$62.80	First Student, Inc. Andover	Nurse
Wendy Pasko Grade 5	April 8, 2025 9:00am-1:15pm Sterling Hill Mining Museum Ogdensburg, NJ	Students: 41 Teachers: 4 Stephanie Oberg Dave Petersen Connor Mendes Brittany Grau ParaProfessionals: 0 Nurse: 1 Chaperones: 0	$25.44	Stocker Bus Company	Nurse
Patricia Ross Grade 2	December 4, 2024 9:30am-12:30pm Morristown Unitarian Fellowship Morristown, NJ	Students: 5 Teachers: 1 Patricia Ross ParaProfessionals: 0 Nurse: 0 Chaperones: 0	$0	Stocker Bus Company	$520.00
Patricia Ross	March 19, 2025	Students: 16	$0	Stocker Bus	$905.00

3-4 G&T	9:30am-12:30pm Morristown Unitarian Fellowship Morristown, NJ	Teachers: 2 Patricia Ross TBD ParaProfessionals: 0 Nurse: 0 Chaperones: 0		Company	
Jenn Coffey 5-6 G&T	April 2, 2025 9:30am-12:30pm Morristown Unitarian Fellowship Morristown, NJ	Students: 12 Teachers: 2 Jenn Coffey Darice Myers ParaProfessionals: 0 Nurse: 0 Chaperones: 0	$0	Stocker Bus Company	$765.00
Julianne Sabo Grade 1	May 8, 2025 9:00am-2:45pm Turtle Back Zoo West Orange, NJ	Students: 33 Teachers: 3 Julianne Sabo Elizabeth Sarka Alyssa Garretson ParaProfessionals: 2 TBD Nurse: 1 Chaperones: 6 Angela Logossa Kimberly Brocker Nicole Yanoso Cyndee Sweeney Tara Porter Kelsey Day	$27.82	Stocker Bus Company	Nurse

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**
David Petersen	National Conference on Science Education NSTA, Philadelphia, PA	March 26-28, 2025	Registration: $525 Mileage: 198.4 Meals: $230 Tolls: TBD Parking: TBD Lodging: $156/night + fees
Jenn Reynolds Retroactive	Testing & Grading Alfie Kohn Lenape Valley HS Stanhope, NJ	October 30, 2024	Registration: $100

Deb Shick	NGSS & the NJSLA - Science PRISM/MSU Bloomfield, NJ	January 8, 2025	Registration: $200
Joseph DeLuca	Techspo 2025 NJASA, Atlantic City, NJ	January 29-31, 2025	Registration: $590 Meals: $187 Lodging: $110+ fees per night Mileage: @47cents/mile Tolls: TBD Parking: TBD
Tara Meller	Vital Links Eyesight to Insight Online	Online - No specific date given	Registration: $425.00

COMMUNICATIONS TO BOARD: None

OLD and NEW BUSINESS:

A. OLD BUSINESS

B. NEW BUSINESS

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

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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 _____