Andover Regional Board of Education Regular Meeting

October 16, 2024

Attendance:

Present: Mr. James Fetcho, Mr. Brian Hertenstein, Mr. Steven Minnick, Mr. William Porter, Mrs. Lena Sciroppo and Dr. Robert Koroski

Also Present: Ms. Nicole Sylvester, School Business Administrator/Board Secretary
Mr. John Fritzky, Superintendent
6 members of the public/staff

Not Present: Ms. Jane Byron, Mrs. Maria Dunbar and Dr. Jeffrey Neubig

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.

Mr. Hertenstein entered the room at 7:36 p.m.

III. PRESENTATION(S):

- Mr. Fleming presented the HIB Self Assessment & SSDS.
- Mr. Fritzky and Mrs. Reynolds presented the NJSLA Data.

IV. APPROVAL OF MINUTES:

Mr. Porter moved and Mr. Minnick 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.

September 23, 2024 Regular Meeting Minutes

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, 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.	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

Special Committees/Ad Hoc Assignments:

Mr. Porter stated the Personnel/Policy committee discussed new hires and resignations, along with policies, discussion ensued.

Ms. Sylvester stated the Finance/Operations committee discussed finance updates and the 2025-2026 budget, discussion ensued.

Dr. Koroski stated the Curriculum/Instruction committee discussed new ELA & Math Standards, NJSLA scores, PLC's and early reading grants, discussion ensued.

Mr. Porter reported that the Newton board meeting had a routine agenda.

VI. SUPERINTENDENT REPORT:

A. Mr. Fritzky stated that Monday we held our Columbus Day workshops for teachers. We had teachers who were able to travel to other locations to receive training for their specific areas of expertise and other teachers who stayed in district to work with our teaching staff here in Andover. The admin team worked with our staff as we conducted data walks, examining the data from last year's NJSLA and then using that data to create instructional practices to support our students.
B. Mr. Fritzky stated he conducted a facilities walk through with Mr. Medwin and Ms. Sylvester at both FMB and LPS to ensure our schools are in good physical condition.
C. Mr. Fritzky said the book fair took place the last week in September and he thanked the PTA for their work.
D. Mr. Fritzky stated on October 3rd he attended a Town Hall meeting to introduce himself to the Town Council, and asked for help getting our communication survey out when it was finalized.
E. Mr. Fritzky informed the board that the Week of Respect was this past week with students and staff wearing clothes to show support and unity together for different topics to promote a positive school culture.
F. Mr. Fritzky stated the gazebo has been completed and students are able to sit in the shade at recess, and during soccer and field hockey games it has been a nice place for families to sit especially when it is raining.
G. Mr. Fritzky said the TREP$ club has students take on the role of entrepreneurs, as they create a product and attempt to bring it to market.
H. Mr. Fritzky said Earth Club has started and they began to prepare the gardens for spring time.

I. Mr. Fritzky stated he was invited to read to a preschool class this week and it was the highlight of his week.
J. Mr. Fritzky stated the Student Council has been selected at LPS and he looks forward to working with them.
K. Mr. Fritzky gave his HIB Report.

Mr. Fetcho moved and Mr. Hertenstein 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: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, 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

- 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 programs 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:

- Ms. Sylvester informed everyone that the 2023-2024 audit was complete with no audit recommendations and that our auditor would be presenting the audit at the December or January board meeting.
- Ms. Sylvester reported that discussion about the 2025-2026 budget has started but next month would be the start of the budget process.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS: None at this time.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mr. Porter moved and Mrs. Sciroppo seconded, that the Andover Regional Board of Education approve resolutions #1-8 as amended:

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. **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.

4. **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.*

5. **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.

6. **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.

7. **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

8. **New Hire**: Approve John Yanez as Teacher of Health and PE with a start date of January 2, 2025 through June 30, 2025 at BA Step 4, with a salary of $64,001(salary may be subject to adjustment upon conclusion of AREA negotiations and after successor Collective Negotiation Agreement is ratified by the Association and approved by the BOE), pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Mrs. Sciroppo and Dr. Koroski

No: None

Abstain: Mr. Porter on resolution #8

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

Mr. Porter moved and Mr. Minnick seconded, that the Andover Regional Board of Education approve resolutions #1-14 as presented:

1. **<u>Treasurer & Board Secretary's Certification and Report</u>**: 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. **<u>Petty Cash</u>**: Approve/accept the Petty Cash Checking Account Report for September 2024, as recommended by the Superintendent of Schools.

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

4. **<u>Bills List</u>**: 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. **<u>Building Use for 2024-2025 School Year</u>**: 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. **<u>Joint Transportation Agreement</u>**: 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. **<u>Facilities Checklist</u>**: 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	6120 SMLS	3	William	$624.55	$1,873.65	Fall 2024

Sautter	Selects Literature for the School Age Child		Paterson University		Tech Fees: $10.75	

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Mrs. Sciroppo and Dr. Koroski

No: None

Abstain: None

C. CURRICULUM/INSTRUCTION:

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

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 skills and techniques to make their schools safe and inclusive.	Students: 25 Teachers: 3 Bradley Heinke Kelly Edsall Paige Ortega ParaProfessionals: 0 Nurse: 0	$0	Stocker Bus Company $245.00	$245.00
Stephanie Posser LLD Students	October 16, 2024 10:30am - 1:30pm Shop Rite of Sparta/Pizza One Sparta, NJ Students will plan and create a 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 a list and shop for items for weekly cooking groups 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 a list and shop for items for weekly cooking groups 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 Sparta/Pizza One Sparta, NJ Students will plan and create a list and shop for items for weekly cooking groups 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
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	$0	First Student, Inc. Andover $185.00 for 1 bus	$185.00

		Nurse: 0 Chaperones: 0			
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 TBA #2 TBA #3 TBA #4	$39.50	First Student, Inc. Andover $540.00 x 2 buses = $1,080.00	$1,080.00 And 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**
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.

Roll Call Vote:

Yes: Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Mrs. Sciroppo and Dr. Koroski

No: None

Abstain: None

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS: Mr. Porter thanked Mrs. Reynolds for her presentation and stated that since NJ is a highly rated school, our scores comparatively rank even higher than the averages we saw!

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS: None at this time.

EXECUTIVE SESSION: None at this time.

Adjournment: Mr. Minnick moved to adjourn the meeting, seconded by Mrs. Sciroppo and approved at 8:27 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,



Nicole Sylvester

Business Administrator/Board Secretary