ANDOVER REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

LONG POND SCHOOL
707 LIMECREST ROAD, NEWTON, NEW JERSEY 07860
DECEMBER 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): None at this time.

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.

November 18, 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. Congratulations to our Teachers of the Year - Mr. Mendes, and Ms. Torres as well as our Support Staff Professionals of the Year Ms. Denamen and Ms. Sumski. They will all be formally honored at our January BOE Meeting.
B. There were holiday performances at both FMB and LPS this month that were well attended. Thank you to Ms. Mann and Mr. Zuccheri for organizing these events for our students to showcase their musical talents.

C. Thank you to Ms. Cotter and her Andover News Team for launching a weekly news program at LPS.
D. This month I was able to attend a workshop hosted by NJPSA on updates to Special Ed Law that was very informative.
E. Andover is undergoing standard Special Ed Monitoring by the State of New Jersey and Ms. Ross is already working on the submission that is due towards the end of January.
F. Thank you to Mrs. Moriarty for hosting a United States Government Museum at FMB for families and the FMB student body.
G. Thank you to the entire Andover community that have been very supportive with donations this holiday season. Our staff, township employees, and the police department have worked together to coordinate assistance for families in need. Special thanks to Ms. Brock and the Andover Ed Foundation for getting the Giving Tree initiative off the ground. Another special thank you to Blue Diamond Disposal who made a sizable donation.
H. Thank you to Ms. Sautter and Ms. Reynolds for organizing the Hour of Code Event on December 10th. Students were able to learn coding skills and enter a raffle to win some prizes.
I. Our basketball season has kicked off for our boys and girls teams and we are excited to see the early success both teams have had.
J. Congratulations to Avery Brennan, Cassidy Bailey, Wes Solomon, Josalina Canniff, Aden Nguyen, and Arsenii Lipinsky for being members of the Sussex County Junior Honors Music Program.
K. Thank you to Ms. Poser, Ms. Brady, and Ms. Meyers for your help with our TREP$ Marketplace. The products students created were impressive and it was wonderful to see so many people come out and support the program while shopping for the holidays.
L. 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 December 2 half day professional development.
- Continued the formal evaluation process

- Met with grade 2, 3, 4 ELA teachers prior to the collaborative narrative writing scoring session and reviewed goals following the scoring and met with the grade 2 participants to discuss main takeaways.
- A special thank you to the Education Foundation, Andover Township, Blue Diamond, Mrs. Brock, and our staff and families for their support of the FMB Giving Tree.
- Hosted the Sussex County Curriculum Consortium Professional Development NJSLA Data Workshop for local schools.
- Working with the NJ Office of Assessments-Science to plan a future training for Sussex County Educators.
- Completed the 23-24 Title 1 Performance Report and the Title 1 Comparability Report.
- Working with the Administrative Team to begin the 25-26 School Year Budget Process.
- Worked with Ms. Sautter to organize an Hour of Code event in both buildings.
- Completed class walkthroughs with the Administrative Team
- Attended a school safety presentation organized by Mr. Fritzky
- Attended the first grade feast
- Attended the third grade US Government Museum
- Attended the Tri District Curriculum Meeting
- Collaborated with Newton to plan joint professional development sessions at a future training

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

- Assisted the Preschool team in developing their website.
- Completed a classroom walkthrough with Mr. Fritzky to assess classroom devices.
- Met with Mr. Fritzky and Ms. Sylvester to discuss the 25/26 school year technology budget.

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.
- 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.
- Continued CST secretary interviews.
- Ongoing interviews have been conducted for paraprofessionals.
- Attended a professional development opportunity provided by Rutgers University on Identifying Patterns of Strengths and Weaknesses in students' learning needs.
- 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 plan budgeting process for the 25/26 school year.
- Attended Local Special Education webinar information sessions offered by the NJDOE.
- Consulted with Special Education monitoring professional at NJDOE and local school district in preparation for monitoring paperwork process.

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 (11/18) was an overview of ongoing state initiatives in regards to instructional practices.

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 2425-2.

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. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- 2023-2024 Audit- January
- November 5, 2024 election results as follows:

Candidate	Election Results
Brian Hertenstein	1,485
Lena Sciroppo	1,584
Margaret Widgren	1,750

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 1-7 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. **Drama Director - Alex McCully**: Approve Alex McCully, Substitute Teacher, as Drama Director for the 2024-2025 school year with a Schedule B Stipend of $3,000, pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools

2. **Para Increase in Hours**: Approve, retroactively, Audrey D'Angelo, ParaProfessional increase in hours from 28.75 to 29 hours per week for the 2024-2025 school year, as recommended by the Superintendent of Schools.

3. **Homebound Instructor:** Approve homebound instruction for Student #3008652385, starting November 18, 2024, for up to 10 hrs./wk, as recommended by the Superintendent of Schools.

4. **Homebound Instructor ParaProfessional:** Approve Amy Finley, ParaProfessional, as Homebound Instructor ParaProfessional for Student #3008652385, retroactively from November 18, 2024, for up to 10 hrs./wk, at a rate of $25.87/per hour, as recommended by the Superintendent of Schools.

5. **Leave of Absence**: Approve, retroactively, the FMLA approved leave of absence, for Employee ID#288 on December 4, 2024 through December 20, 2024 using sick days, as recommended by the Superintendent of Schools.

6. **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.

Victoria Erlemann - Substitute Teacher
Anthony Caroleo - Substitute Teacher
Alex McCully - Substitute Teacher, Leave Replacement, Substitute Para
Daniel Nasca - Substitute Custodian

7. **First Reading of Policies & Regulations**: Approve the first reading of the following (and attached) policies and regulations, as recommended by the Superintendent of Schools.

P 8500 Food Services (Revised)

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 November 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 November 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 November 2024, as recommended by the Superintendent of Schools.

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

4. **Bills List**: Approve/accept the Bills List from November 19, 2024 through December 18, 2024 for a total of $1,992,561.06 as recommended by the Superintendent of Schools.

5. **Bus Evacuations**: Approve the attached Fall 2024 bus evacuations, as recommended by the Superintendent of Schools.

6. **LRFP & CIP PSA Proposal:** Approve the proposal from Parette Somjen Architects for professional services to complete the Capital Improvement Plan and Long Range Facilities Plan at a cost of $16,000, as recommended by the Superintendent of Schools.

7. **Approve MOA & Salary Guides:** Be it resolved that the Board of Education approves the 2024-26 Memorandum of Agreement and attached salary guides between it and the Andover Regional Education Association; and

Be it further resolved that the Board President and Board Secretary are authorized to execute the final contract document once placed in a form acceptable to Board Counsel, as recommended by the Superintendent of Schools.

8. **DOA Procurement Review:** Approve and accept the submission of the Department of Agriculture Procurement Review for food service for the 2023-2024 school year, as recommended by the Superintendent of Schools.

9. **QSAC DIP**: Approve the Andover Regional School District QSAC District Improvement Plan, as recommended by the Superintendent of Schools.

10. **Annual Comprehensive Financial Report (ACFR) - June 30, 2024:** Approval to accept the report of the auditors, with no audit recommendations, Ardito & Co., LLP for the Annual Comprehensive Financial Report (ACFR) for the fiscal year ended June 30, 2024, as recommended by the Superintendent of Schools.

11. **Minimum Wage Increase:** Approve the New Jersey Minimum wage to increase from $15.13 to $15.49 as of January 1, 2025, as recommended by the Superintendent of Schools.

12. **Revised Substitute Pay for the 2024-2025 School Year**: Approve, effective January 1, 2025, the following revised substitute rates, as recommended by the Superintendent of Schools.

Long Term Substitute (Grading/Planning)	$150.00/day for 60 days/placed on guide step 1 after 60 days per policy
Substitute Teacher (Including Permanent Sub)– Full Day	$120.00/day
Substitute Teacher – ½ Day	$60.00
Substitute Para	$15.49/hour
Substitute Secretary	$15.49/hour
Nurses	$250.00/day
Substitute Custodian	$15.49/hour
Substitute Custodian (w/Black Seal)	$20.00/hour

13. **Plan Document:** Approve and accept the updated 403 (b) and 457 (b) plan documents, 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

Lauren Huffman	SEL-101 Research & Innovation inSEL & Positive School Culture/Climate	40 Hours	St. Elizabeth/ Rutgers	$295.00	$295.00	Spring 2025
Kristen Brady	GED-605 Characteristics of Diverse Learners	3	Centenary University	$689.65	$2,068.95 Tech Fees $42.00	Spring 2025
Rebecca Burrows	EDIN-554 The Kinesthetic Classroom II: Moving Across the Standards	3	The RTC/TCNJ	$665.00	$1,995.00	Spring 2025
Rebecca Burrows	EDIN-544 Increasing Student Responsibility and Self-Discipline in Learning Communities	3	The RTC/TCNJ	$665.00	$1,995.00	Spring 2025
Dawn O'Connell	GED-640 Diagnosis & Correction of Reading & Writing Difficulties II - Correction	3	Centenary University	$689.65	$2,068.95	Spring 2025

C. <u>CURRICULUM/INSTRUCTION</u>:

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. **<u>Activities/Trips</u>**: 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**	**Board Cost**
Jeni Moriarty 3rd Grade	February 20, 2025 9am-1pm The Growing Stage Netcong, NJ Watch a theatrical production of a book we read in class (Catching the Moon)	Students: 56 Teachers: 5 Jeni Moriarty Shelley Brown Beth Skoldberg Lauren Dillon Justin Iazzetti ParaProfessionals: 5 TBA Nurse: 1 Chaperones: TBA	$19.58	Nurse
Bradley Heinke 8th Grade	December 19, 2024 11:30am-1:30am Newton High School 8th Grade Students to Explore High School	Students: 58 Teachers: 4 Bradley Heinke Jenny March Bryan Fleming Stacy Publik ParaProfessionals: 1 Shirley Denamen (sub if needed- Amy Finley) Nurse: 0 Chaperones: 0	$0	$339.00 Busing
Jen Bogert Kindergarten	May 9, 2025 9:30am-2:30pm Tranquility Farms Green Township, NJ A hands on experience learning about planting and the life cycle of a plant.	Students: 53 Teachers: 5 Jen Bogert MindyDuCharme Brianne Franco JimHasten Alyssa Maxwell District: 2 Paige Ortega Alison DelDuca ParaProfessionals: 6 Kaila McGuire Shante Etienne Marita Mohanram Darrius Coye Tara Dietz Brittany McKay Nurse: 1 Chaperones: 11 TBD	$19.93	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
Joe DeLuca	NJSLA Training Marriott Park Ridge, NJ	January 23, 2025	Mileage: @ 0.47 Tolls: TBD
John Yanez	Handle w/Care Instructor Wayne, NJ	January 6-8, 2025	Registration: $1,525.00 Mileage: (3 days) 82 x.47=$115.62
Jake DeAnda	Handle w/Care Instructor Wayne, NJ	January 6-8, 2025	Registration: $1,525.00 Mileage: (3 days) 82 x.47=$115.62
Linda Kristiansen	TransTable/Various	Monthly Jan.-June 2025	Mileage @ $0.47/mile

3. **Health Law Enforcement Against Drugs (LEAD) Program:** Approve the 12-week Law Enforcement Against Drugs (LEAD) Program as part of our Grade 5 Health curriculum taught by the Andover Township Police Department in coordination with our certified health teacher, 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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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 _____