Andover Regional Board of Education Regular Meeting

November 18, 2024

Attendance:

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

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

Not Present: 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 & Mr. Fetcho entered the room at 7:31 p.m.

III. PRESENTATION(S):

- Mr. Fritzky introduced Mr. Mendes & Ms. Passannante to introduce and congratulate the 2024-2025 boys and girls soccer team!

IV. APPROVAL OF MINUTES:

Mr. Hertenstein moved and Ms. Byron 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.

October 16, 2024 Regular Meeting Minutes

Roll Call Vote:

Yes: Ms. Byron, 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 vacancies and resignations, along with policies, discussion ensued.

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

Mr. Fritzky stated the Curriculum/Instruction committee discussed elementary attendance, Early Reading Grant, scheduling meetings for the 2025-2026 school year and science constructive response, discussion ensued.

VI. SUPERINTENDENT REPORT:

A. Mr. Fritzky stated there was a SEAT Study at FMB and thanked Ms. Dilkes.
B. Mr. Fritzky informed everyone that there was a Veterans Day Assembly at LPS and thanked Mr. Fleming, Mr. Mendes, and Ms. Coffey for their hard work to make this happen.
C. Mr. Fritzky met with our transportation company to discuss the buses and routes for this year and begin planning for next year.
D. Mr. Fritzky along with Ms. Sylvester met with the organization Insite Health which will be able to provide the district with some important support when it comes to mental health.
E. Mr. Fritzky met with Chief Danielson to review updated safety procedures recommended by the State of New Jersey and was happy to learn how many of these suggestions the Andover Regional School District is already implemented.
F. Mr. Fritzky began the process of scheduling for the 25-26 school year during a meeting with the Admin Team.
G. Mr. Fritzky stated our district hosted a county wide training on unpacking the NJSLA testing data and thanked Mrs. Reynolds for making those arrangements.
H. Mr. Fritzky thanked our Field Hockey and Soccer coaches for a great season of fall sports!
I. Mr. Fritzky gave his Suspension/HIB Report.

Mr. Minnick 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: Ms. Byron, 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 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.

Mr. Minnick moved and Mr. Hertenstein seconded, that the Andover Regional Board of Education approve resolution E below as presented:

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 Vote:

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

No: None

Abstain: None

F. Principal's Reports

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT: None at this time.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS:

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

Mrs. Gillespie- Asked if it was required that a Nurse attend a field trip. She also asked if there was a budget she could have showing comparisons from year to year for the budget. She also asked if the Veteran's Day assembly was announced.

Mrs. Kurilko- Asked why we missed the 8th grade PEER leader event. She also stated that she was denied by an OPRA request she put in for.

Mr. Ordile- Asked why we couldn't approve a student event retroactively like we do other items.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mr. Porter moved and Mr. Minnick seconded, that the Andover Regional Board of Education approve resolutions #1-12 as presented:

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

Roll Call Vote:

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

No: None

Abstain: None

B. FINANCE/OPERATIONS:

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

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.

Roll Call Vote:

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

No: Mr. Fetcho on resolution #15

Abstain: None

C. CURRICULUM/INSTRUCTION:

Mr. Porter moved and Ms. Byron seconded, that the Andover Regional Board of Education approve resolutions #1-2 as presented:

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	Students: 50 Teachers: 2-4 Lauren Mann Ryan Zuccheri	$124.88	Stocker Bus Company, Inc.	Nurse

	Dorney Park Allentown, PA	TBD #1 TBD #2 ParaProfessionals: 0 Nurse: 1 Chaperones: 3 TBD #1 TBD #2 TBD #3			
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 Chaperones: # TBD TBD	$143.98	Stocker Bus Company	Sub Nurse $350 pro-rated
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	$62.80	First Student, Inc. Andover	Nurse

		Summer Passannante Meredith Sajdak Stephanie Posser ParaProfessionals: 3 Jennie Pike Amy Finley Scott Nikolakopoulos Substitute Joanne McDole Nurse: 1 Chaperones: 0			
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 3-4 G&T	March 19, 2025 9:30am-12:30pm Morristown Unitarian Fellowship Morristown, NJ	Students: 16 Teachers: 2 Patricia Ross TBD ParaProfessionals: 0 Nurse: 0 Chaperones: 0	$0	Stocker Bus Company	$905.00
Jenn Coffey 5-6 G&T	April 2, 2025 9:30am-12:30pm	Students: 12 Teachers: 2	$0	Stocker Bus Company	$765.00

	Morristown Unitarian Fellowship Morristown, NJ	Jenn Coffey Darice Myers ParaProfessionals: 0 Nurse: 0 Chaperones: 0			
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	January 8, 2025	Registration: $200

	Bloomfield, NJ		
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

Roll Call Vote:

Yes: Ms. Byron, 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: None at this time.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

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

Mrs. Gillespie- Asked if the survey put out by Mr. Fritzky was completed and analyzed and asked if we will be sharing the results.

Mrs. Coughlin- Asked if the communication in RealTime for transportation could be better communicated for next year.

Mrs. Logosso- Asked how many kids are allowed in each class.

EXECUTIVE SESSION: None at this time.

Adjournment: Ms. Byron moved to adjourn the meeting, seconded by Mrs. Sciroppo and approved at 8:05 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,



Nicole Sylvester

Business Administrator/Board Secretary