ANDOVER REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
REORGANIZATION MEETING

LONG POND SCHOOL
707 LIMECREST ROAD, NEWTON, NEW JERSEY 07860
JANUARY 6, 2025 at 7:30 pm

BOARD OF EDUCATION

Brian Hertenstein	**James Fetcho**	**William Porter**
Jane Byron	**Robert Koroski**	**Lena Sciroppo**
Maria Dunbar	**Steven Minnick**	**Margaret Widgren**

The Board Secretary will temporarily chair the meeting until the Board President has been elected and will then turn the meeting over to the President immediately upon his/her election.

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:

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!

Notice of Public Meeting

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 Clerks of the date, time, and place of the meeting.

II. ORGANIZATION OF THE BOARD:

A. REPORT OF ELECTION RESULTS:

Official results from the November 5, 2024 General Election for the Andover Regional Board of Education are as follows:

For Andover Borough/Township three-year (3) full term for membership on the Board of Education, Jeffrey Parrott, Sussex County Clerk, certified the following candidates were elected to the Andover Regional Board of Education:

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

The certified results from the Sussex County Clerk's Office are on file in the Andover Regional Board Office for review.

B. INDUCTION AND ADMINISTRATION OF THE OATH OF OFFICE:

Administered by Nicole Sylvester, SBA/BS per (N.J.S.A. 18A:12-2.1, R.S.41:1-3)

C. ROLL CALL:

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

D. ELECTION OF OFFICERS:

1. ***Nomination & Election of President of the Board***: School Business Administrator/Board Secretary, Nicole Sylvester, will now open the floor for nominations for Board President.

_____ _____
Motion By Nominee

_____ _____
Motion By Nominee

Motion to close nominations: _____
Motion By Seconded By

Vote for President:

Board Member	Candidate	Candidate	Candidate
Mr. Hertenstein			
Mr. Porter			
Ms. Widgren			
Ms. Byron			
Mr. Fetcho			
Dr. Koroski			
Mrs. Dunbar			
Mr. Minnick			
Mrs. Sciroppo			

Be it resolved that in accordance with N.J.S.A. 18A:15-1 the Andover Regional Board of Education, in the County of Sussex, New Jersey, elects _____ as President of the Board of Education, effective immediately, until the next reorganization meeting as prescribed by law.

(The meeting is now turned over to the Board President)

2. Nomination & Election of Vice President of the Board: President _____, will now open the floor for nominations for Vice President.

_____ _____
Motion By Nominee

_____ _____
Motion By Nominee

Motion to close nominations: _____
Motion By Seconded By

Vote for Vice President:

Board Member	Candidate	Candidate	Candidate
Mr. Hertenstein			
Mr. Porter			
Ms. Widgren			
Ms. Byron			
Mr. Fetcho			
Dr. Koroski			
Mrs. Dunbar			
Mr. Minnick			
Mrs. Sciroppo			

Be it resolved that in accordance with N.J.S.A. 18A:15-1 the Andover Regional Board of Education, in the County of Sussex, New Jersey, elects _____ as Vice President of the Board of Education, effective immediately, until the next reorganization meeting as prescribed by law.

3. Special Committees/Ad Hoc Assignments:

WHAT	DELEGATE	ALTERNATE(s)
Sussex County School Boards Association		
NJSBA Delegate Assembly		
Newton Board of Education Rep.		
Sussex County Educational Services		
Andover Regional Parent Teacher Association		
Township Liaison		
Negotiations/Sick Bank		
QSAC Committee		
Tri-District Consortium		
SEPAG Liaison		

III. 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. ****

IV. ANNUAL APPROVAL OF MOTIONS:

Be it resolved that resolution numbers 1-19 be adopted, as presented:

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

1. **Code of Ethics:** Approve the adoption of the Code of Ethics for School Board Members which has been reviewed by each member and each member acknowledges receipt, as recommended by the Superintendent of Schools.

2. **Meeting Agenda Format:** Approve the following meeting format for the remainder of the 2023-2024 school year and for the 2024-2025 school year through the January 2026 reorganization meeting, as recommended by the Superintendent of Schools:

   The meeting format, which is subject to change and adequate notice of additional meetings, will be given in accordance with existing law. Approve the meeting format as follows:

   Introductory Items
   - Call to Order
   - Flag Salute
   - Reading of Mission Statement
   - Reading of Public Meeting Notification
   - Roll Call

   Presentations
   Executive Session, if needed
   Approval of Minutes
   Committee Reports
   Delegate/Liaison Reports
   Superintendent Report
   School Business Administrator/Board Secretary Report
   Public Participation (Agenda Items only)
   Action Items
   - Personnel/Policy
   - Facilities/Operations
   - Curriculum/Instruction

   Communications to the Board of Education
   Old and New Business
   Public Participation (Non-agenda Items)
   Executive Session, if needed
   Adjourn

3. **Board Meeting Schedule:** Approve the following meeting schedule to be held in the Long Pond School Cafeteria at the Long Pond School at 7:30 p.m. unless otherwise noted to be held virtually. Notice of the aforementioned meetings and all other public meetings hereafter

scheduled, whether the same be revised or additional meeting dates to be added, shall be given in accordance with the terms of said Act by posting said notice in the Board Office, furnishing same to "The New Jersey Herald" and by posting publicly on the website. This resolution shall take effect immediately and shall be subject to superseding resolution by the public body, as recommended by the Superintendent of Schools.

January 15, 2025	Committee Meeting
January 22, 2025	Regular Meeting
February 12, 2025	Committee Meeting
February 19, 2025	Regular Meeting
March 5, 2025	Committee Meeting
March 12, 2025	Regular Meeting- Adoption of Tentative Budget
April 23, 2025	Committee Meeting
April 30, 2025	Regular Meeting- Public Hearing
May 7, 2025	Committee Meeting
May 14, 2025	Regular Meeting
June 11, 2025	Committee Meeting
June 18, 2025	Regular Meeting
July 9, 2025	Committee Meeting
July 16, 2025	Regular Meeting
August 13, 202	Committee Meeting
August 20, 2025	Regular Meeting
September 17, 2025	Committee Meeting
September 24, 2025	Regular Meeting
October 8, 2025	Committee Meeting
October 15, 2025	Regular Meeting
November 12, 2025	Committee Meeting
November 19, 2025	Regular Meeting
December 11, 2025	Committee Meeting
December 16, 2025	Regular Meeting
January 7, 2026	Reorganization Meeting

4. **Continuing Action:** Be it resolved by the Board of Education of Andover Regional, to accept, ratify and adopt all of the rules, Policies, ByLaws, contracts, regulations, handbooks, and other legislative or regulatory action and actions heretofore made, adopted and entered into by the preceding Boards of Education of the Andover Regional School District. Be it further resolved that the Board of Education of Andover Regional to the extent consistent with State Law, Policies and By-Laws of the Board will be guided by "Robert's Rules of Order" as per Board policy 0164.

5. **Annual Appointments:** Be it resolved by the Board of Education of Andover Regional, in the County of Sussex, New Jersey that the following annual appointments are made:
    1. Ms. Nicole Sylvester, Board Secretary
    2. Ardito & Co., LLP, Public School Accountants

3. Dr. Joseph Casella, School Physician
4. Saint Clare's Denville Hospital, Psychological Examiner
5. Bryan Fleming and Nicole Dilkes, Attendance Officers
6. Mrs. Rene Metzgar, Treasurer of School Monies
7. Scarinci Hollenbeck, Attorney
8. Schenck, Price, Smith & King, LLP, Attorney
9. Parette Somjen Architects LLC, Architect of Record

6. **Designation of Newspaper:** Be it resolved by the Board of Education of Andover Regional, in the County of Sussex, New Jersey, that the NJ Herald is hereby designated as the official newspaper of the Board, and the official newspaper for the publication of Board meetings, effective January 7, 2025, until the next annual Reorganization Meeting of this Board.

8. **Doctrine of Necessity:** Be it resolved, whereas, the School Ethics Act, N.J.S.A. 18AA:12-21 et seq. was enacted by the New Jersey State Legislature to ensure and preserve public confidence in school board members and school administrators and to provide specific ethical standards to guide their conduct; and

   Whereas, questions have arisen regarding how a Board should invoke the Doctrine of Necessity when a quorum of a board of education has conflicts of interest on a matter required to be voted upon; and

   Whereas, the School Ethics Commission has provided some guidance in Public Advisory Opinion A03- 98 (April 1, 1998) but finds that there is a need to repeat and clarify its opinion; and

   Whereas, the opinion set forth that, when it is necessary for a Board to invoke the Doctrine of Necessity, the Board should state publicly that it is doing so, the reason that such action is necessary and the specific nature of the conflicts of interest; and

   Whereas, the opinion further provided that if the Board must invoke the Doctrine of Necessity not just to vote, but also to form a negotiations committee because it is without even three members to serve as a committee, then the Board must determine whether to act as a committee of the whole or to choose a smaller negotiations committee from among its members after stating publicly its reason for doing so as set forth above; and

   Whereas, in keeping with the Legislative purpose as set for the in N.J.S.A. 18A:12-22(a) the School Ethics Commission views public disclosure of conflicts of interest to be paramount when it is necessary to invoke the Doctrine of Necessity;

   Be it further resolved that the School Ethics Commission hereby requires Boards of Education and Charter School Boards of Trustees that must invoke the Doctrine of Necessity to adopt a

resolution setting forth that they are invoking the Doctrine, the reason for doing so and the specific nature of the conflicts of interest; and

Be it further resolved that Boards of Education and Charter School Boards of Trustees that invoke the Doctrine are directed to read the resolution at a regularly scheduled public meeting, post it where it posts public notices for 30 days and provide the Commission with a copy;

Be it further resolved that the Commission shall distribute this Resolution to the county superintendents for distribution to the school districts and charter schools, the New Jersey School Boards Association, the New Jersey Principals and Supervisors Association, the New Jersey Association of School Administrators, the New Jersey Association of School Business Officials, and the New Jersey Education Association

9. **School Depositories, Accounts, & Signatories:** Be it resolved by the Board of Education of Andover Regional, in the County of Sussex, New Jersey, that the following be and are hereby designated as the official depositories of the Board, effective January 7, 2025, until the next Reorganization Meeting of this Board. Be it further resolved that facsimile stamps can be used with advance permission.
   Be it further resolved that all funds on deposit in the general checking account, payroll agency account, payroll, student activities and food service accounts are at Lakeland Bank, be withdrawn only on School Warrant of said Board of Education as per signature cards which are approved by the Board of Education.

Bank Account	Signatures	Bank
Student Activities- LPS	2 Signatures= Principal, BA, Assistant to BA	Provident Bank
Student Activities- FMB	2 Signatures= Principal, BA, Assistant to BA	Provident Bank
Food Service	2 Signatures= BA, Assistant to BA, Payroll Coordinator	Provident Bank
General Account	3 Signatures= BA, Board President, Treasurer, Assistant to BA	Provident Bank
Payroll	2 Signatures= BA, Treasurer, Payroll Coordinator	Provident Bank
Payroll Agency	2 Signatures= BA, Treasurer, Payroll Coordinator	Provident Bank
Payroll Unemployment Trust	2 Signatures= BA, Treasurer, Payroll Coordinator	Provident Bank
Petty Cash	2 Signatures= BA, Assistant to BA, Payroll Coordinator	Provident Bank

FSA	2 Signatures= BA, Payroll Coordinator, Assistant to BA	Provident Bank
Capital Reserve	Main Signature= BA	NJ/ARM
Maintenance Reserve	Main Signature= BA	NJ/ARM

10. **Travel Expenses:** Be it resolved, whereas, the Andover Regional Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

    Whereas, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

    Whereas, a Board of Education may establish, for regular district business travel only, an annual school year threshold of $1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

    Whereas, travel and related expenses not in compliance with N.J.A.C. 6A:23B-1.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms;

    now therefore, be it resolved, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

    Be it further resolved, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of $1,500 for all staff and board members.

11. **Re-Adoption of Curriculum:** Approve the Andover Regional BOE adopt all existing curriculum,courses, workbooks, textbooks and ancillary materials of the District be adopted for the period from the date of this reorganization meeting until the reorganization meeting in the next calendar year, unless modified upon the recommendation of the Superintendent of Schools.

12. **Existing Contracts:** Approve the re-adoption of existing contracts and agreements to which the Board is a party and where continuation is not authorized by law.

13. **Budget Transfers:** Approve the authorization for the Business Administrator/Board Secretary to approve budget transfers that are necessary between board meetings, and in consultation with an agreement from the Superintendent, to process line item changes in compliance with required approvals per S1701 and A3680 between board meetings, for the remainder of the 2025 calendar year as recommended by the Superintendent of Schools.

14. **Payroll Deductions:** Approve the authorization for the School Business Administrator along with the third-party administrator to continue payroll deductions for the tax sheltered annuity programs (403 & 457) in existence unless deleted, changed or added to between this meeting and the 2026 reorganization meeting, as recommended by the Superintendent of Schools.

15. **Reappointments of the School Business Administrator/Board Secretary:** Approve Nicole Sylvester as the Andover Regional School District School Purchasing Agent, Qualified Purchasing Agent, Custodian of Public School Records, Investment Officer, Affirmative Action Officer, Public Agency Compliance Officer, Gender Equity Officer and HIPAA Compliance Officer as recommended by the Superintendent of Schools, for the remainder of the 2025 calendar year.

16. **Reappointments of the Homeless Liaison:** Approve the Child Study Team Supervisor/LDTC of Special Services as the Andover Regional School District Homeless Liaison as recommended by the Superintendent of Schools, for the remainder of the 2025 calendar year.

17. **Budget:** Approve that the Andover Regional Board of Education authorizes the Superintendent and the Business Administrator to implement the 2025-2026 budget pursuant with local and State policies and regulations of the N.J. State Department of Education and the Andover Regional Board of Education, as recommended by the Superintendent of Schools.

18. **Payments:** Approve that the Andover Regional Board of Education permit the Business Administrator to audit and approve any account and demand to be paid prior to presentation to the board. Any such approvals shall be presented to the Board for ratification at their next meeting as per NJAC 18A:19-4.1., as recommended by the Superintendent of Schools, for the remainder of the 2025 calendar year.

19. **Facilities Usage:** Approve that the Andover Regional Board of Education reaffirms all motions that authorize the use of our facilities and all appointed agents of the Board through June 30, 2025 as recommended by the Superintendent of Schools.

ROLL CALL:

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

COMMUNICATIONS TO BOARD: None at this time.

OLD and NEW BUSINESS:

A. OLD BUSINESS

B. NEW BUSINESS

PUBLIC PARTICIPATION ON NON-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. ****

EXECUTIVE SESSION (as 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 _____

2. **ADJOURNMENT**: Time: _____

M _____ 2nd _____

All Those in Favor: Ayes _____ Opposed: No _____