ANDOVER REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

LONG POND SCHOOL
707 LIMECREST ROAD, NEWTON, NEW JERSEY 07860
JANUARY 22, 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**

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	_____Mr. Porter
_____Mrs. Sciroppo	_____Ms. Widgren	_____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

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.

December 18, 2024 Regular Meeting Minutes
January 6, 2025 Re-Org Meeting Minutes

Roll Call:

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

SCHOOL BOARD RECOGNITION MONTH

WHEREAS, The New Jersey School Boards Association has declared January 2025 to be School Board Recognition Month, a time when all residents can acknowledge the contributions made by our local school board members; and

WHEREAS, The Andover Regional Board of Education is one of 581 local school boards in New Jersey, which sets policies and oversees operations for public school districts; and

WHEREAS, The Andover Regional Board of Education embraces the goal of high-quality education for all New Jersey public school students; and

WHEREAS, New Jersey's local school boards help determine the educational goals for approximately 1.4 million children in pre-kindergarten through 12th grade; and

WHEREAS, New Jersey's 5,000 local school board members, who receive no remuneration for their services, act as advocates for public school students as they work with administrators, teachers and parents for the betterment of public education; and

WHEREAS, School boards strive to provide the resources necessary to meet the needs of all students, including those with special needs; and

WHEREAS, Boards of education provide accountability to the public; they communicate the needs of the school district to the public; and they convey to school administrators the public's expectations for the schools; and

WHEREAS, New Jersey can take pride in its schools, which rank among the nation's best in key achievement indicators such as the National Assessment of Educational Progress scores,

and the preparation for college through advanced placement offerings and SAT assessments; Now, therefore, be it

RESOLVED, That the Andover Regional Board of Education, does hereby recognize the services of local school board members throughout New Jersey as we join communities statewide in observing January 2025 as SCHOOL BOARD RECOGNITION MONTH; and be it further

RESOLVED, That the Andover Regional Board of Education urges all New Jersey citizens to work with their local boards of education and public school staff toward the advancement of our children's education.

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. Koroski
Ms. Widgren	Mr. Minnick	Ms. Byron

Special Committees/Ad Hoc Assignments:

WHAT	DELEGATE	ALTERNATE(s)
Sussex County School Boards Association	Dr. Koroski	Ms. Byron/Ms. Widgren/Mrs. Dunbar
NJSBA Delegate Assembly	Mr. Minnick	Ms. Widgren/Mrs. Dunbar
Newton Board of Education Rep.	Mr. Porter	Mr. Hertenstein/Ms. Widgren
Sussex County Educational Services	Ms. Byron	Ms. Widgren/Mr. Hertenstein
Andover Regional PTA	Mrs. Sciroppo	Ms. Widgren/Mrs. Dunbar
Township Liaison	Ms. Widgren	Mrs. Dunbar
Negotiations/Sick Bank	Dr. Koroski	Mr. Fetcho/Ms. Widgren
QSAC Committee	Dr. Koroski	Mr. Minnick/Ms. Widgren
Tri-District Consortium	Dr. Koroski	Ms. Widgren/Mrs. Dunbar/Mrs. Sciroppo
SEPAG Liaison	Mr. Hertenstein	Dr. Koroski/Mr. Fetcho/Ms. Widgren
Andover Regional Education Foundation	Mrs. Dunbar	Mr. Minnick

VI. SUPERINTENDENT REPORT:

A.

B. 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	_____ Mr. Porter
_____Mrs. Sciroppo	_____Ms. Widgren	_____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 the January 20 professional development day.
- Continued the formal evaluation process
- Met with grade 2, 3, 4 ELA teachers prior to the collaborative research analysis task writing scoring session.
- Met with the Sussex County Curriculum Consortium on February 9
- Worked with Mrs. Sylvester on completing paperwork for the NJTSS grant stipend
- Organized a workshop for Sussex County Educators with the State Department of Assessment Head of Science for February 6.
- Working with the NJ Office of Assessments-Science to plan a future training for Sussex County Educators.
- Completed Budget review meetings with both Mrs. Dilkes and Mr. Fleming
- Working on cohort 2 of High Impact Tutoring Grant
- Completing Mid-Year math data analysis and holding meetings with individual teachers
- Work on planning of Fine Motor Skills Night for January 28
- Attended NJTSS Early Reading Grant Webinar

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

- Implemented XM Fax. A digital faxing solution which enhances our faxing features and eliminates the need and cost of traditional POTS lines.
- Completed preparation of the 25-26 school year technology budget.
- Worked with Realtime to activate the Attendance Scanning module, currently in testing.

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.
- Planning with both the administrative team and individual principals on coordination of budgeting process for the 25/26 school year.
- Collaborated with the Admin Team regarding planning for the professional development for early dismissal and upcoming incoming January inservice.
- Coordinated professional development for Paraprofessionals for the upcoming inservice date.

- Attended the LEA Directors webinar presented by the State of NJ, Office of Special Education.
- Attended the Sussex/Warren Special Education Directors group. Updates were provided regarding updates to county and state initiatives in regards to special education. Additionally, updates were provided in regards to paperwork and processes.
- Continued CST secretary interviews.
- Coordinated Handle with Care Training the Trainer for 2 staff members.
- Met with the new special education attorney, including the Superintendent and CST members to review IEP processes and documentation. A plan was developed for future staff professional development to review the IEP processes, programs and services.
- Ongoing interviews have been conducted for substitute paraprofessionals.
- Attended Part 2 of the professional development opportunity provided by Rutgers University on Identifying Patterns of Strengths and Weaknesses in students' learning needs.
- Conducted outside observations of 2 local school districts elementary multiply disabled programs.
- Ongoing communication with the Special Education Parents Advisory Group (SEPAG) to coordinate topics and meetings for the remainder of the 24/25 school year.
- Consultation with Special Education monitoring professional at NJDOE and local school district in preparation for monitoring paperwork process. Coordinating with a neighboring district regarding completion of the paperwork and process.
- Ongoing coordination of staff observations, both formal and informal.

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 State and Local Special Education meetings to obtain pertinent information as it relates to special education.

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(s) FMB-2425-2, LPS-2425-3, LPS-2425-4, LPS-2425-5, LPS-2425-6, LPS-2425-7, LPS-2425-8, LPS-2425-9.

Roll Call:

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

F. Principal's Reports

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- Thank you to the Board of Education Members!

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 1-11 be adopted, as presented:

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

Roll Call:

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

1. **Resignation**: Approve and accept, with best wishes the resignation of Deirdre Metzger, FMB Exclusive Substitute Teacher, effective January 7, 2025, with last day worked January 6, 2025, as recommended by the Superintendent of Schools.

2. **Leave of Absence**: Approve, retroactively, approved leave of absence, for Employee ID#1006 from January 6, 2025 through February 14, 2025 using sick days, as recommended by the Superintendent of Schools.

3. **Leave of Absence**: Approve continued FMLA approved medical leave of absence, for employee ID #1394 from January 7, 2025 through tentative return on February 3, 2025 (original: November 11, 2024 through January 6, 2025) using sick and unpaid days, as recommended by the Superintendent of Schools.

4. **Leave Replacement Guidance Counselor**: Approve, Siobhan Eilbacher, as leave replacement Guidance Counselor for Employee ID #1394 from January 23, 2025 through TBD, at 60 days (Policy #3125.2) substitute pay of $120/day and then going on guide at MA Step 1 with a prorated

salary of $65,682 for the remainder of the leave pending certification and criminal history clearance, as recommended by the Superintendent of Schools.

5. **Para Increase in Hours**: Approve, retroactively, Faith Etienne, ParaProfessional increase in hours from 23 to 25 hours per week effective January 2, 2025 through June 30, 2025, as recommended by the Superintendent of Schools.

6. **New Hire Part-Time Custodian**: Approve Carlos Liza as FMB part-time night custodian (41%) with start date January 27, 2025 through June 30, 2025 with a salary of $17,306 (prorated) pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

7. **After-School Enrichment Camp (NJSLA Spring 2025)**: Approve the following teachers to run After-School NJSLA Camps at a rate of $50/hour not to exceed 6 hours to be paid from Title I funds, as recommended by the Superintendent of Schools.

Stacy Publik - LPS
Dave Petersen - LPS
Jenny March - LPS
Nicole Smith - FMB
Jennifer Moriarty - FMB

8. **Bus Duty**: Approve the following staff members for bus duty and should their time go beyond 3:30, paid by timesheet, as recommended by the Superintendent of Schools.

Nicole Sautter

9. **Superintendent's Merit Goal**: Approve the $4,355 merit goal for Mr. John Fritzky, Superintendent of Schools, to update grading practices, procedures, and policies at the Long Pond Middle School for the 2024-2025 school year, as approved by the Executive County Superintendent of Schools.

10. **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.

Elisheva Slomiuc - Sub Teacher, Para, Secretary
Martha Vanarelli - Substitute Para, Secretary, Custodian

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

Alert #234
A. Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials – 2023 Revisions

P 5512	Harassment, Intimidation, or Bullying (M) (Revised)
P 5533	Student Smoking (M) (Revised)

R 5533	Student Smoking (Revised)
P & R 7441	Electronic Surveillance In School Bldgs & On School Grounds (M) Revised
P & R 9320	Cooperation with Law Enforcement Agencies (M) (Revised)

B. General Policy and Regulation Updates

P 2365	Acceptable Use of Generative Artificial Intelligence (AI) (New)
P 5111	Eligibility of Resident/Nonresident Students (M) (Revised)
P 5460	High School Graduation (M) (Revised)
P 5516	Use of Electronic Communication Devices (Revised)
R 5516	Use of Electronic Communication Devices (New)
P 5701	Academic Integrity (Revised)
P 5710	Student Grievance (Revised)
P 8500	Food Services (M) (Revised)
P 9163	Spectator Code of Conduct for Interscholastic Events (M) (New)

B. FINANCE/OPERATIONS:

Be it resolved that resolution numbers 1-9 be adopted, as presented:

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

Roll Call:

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

1. **Treasurer & Board Secretary's Certification and Report**: Approve the December 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 December 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 December 2024, as recommended by the Superintendent of Schools.

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

4. **Bills List**: Approve/accept the Bills List from December 19, 2024 through January 22, 2025 for a total of $2,197,704.34 as recommended by the Superintendent of Schools.

5. **Building Use for 2024-2025 School Year**: 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
AREF	Monthly Meetings	various	Yes	FMB
PTA	Craft Fair	November 27, 2024 (retro)	Yes	LPS
PTA	Candy Bar Bingo	January 17, 2025 (retro)	Yes	LPS
East West Karate	Tournament	March 29, 2025	Yes	LPS
PTA	Father/Daughter Dance	Feb. 21, 2025	Yes	LPS
Andover Newton Basketball	Basketball Games	Feb. 1, 15, 2025 & March 1, 2025	Yes	LPS

6. **ParaProfessional Statement of Assurance:** Approve the Statement of Assurance regarding the use of the ParaProfessional staff for the 2024-2025 school year, as recommended by the Superintendent of Schools.

7. **SSDS SOA**: Approve the Student Safety Data System Statement of Assurance for the 2024-2025 school year, as recommended by the Superintendent of Schools.

8. **2025 Extended School Year:** Approve the Extended School Year program (ESY) for the period of July 7, 2025 through August 7, 2025 running 4 days/week M-Th from 8:45-12:15, as recommended by the Superintendent of Schools.

9. **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 Sautter	ELLM 5160 Technologies for Teaching & Learning in School Library Media Centers	3	William Paterson University	$624.55	$1,873.65 Tech Fee: $10.75	Spring 2025
Nicole Sautter	ELLM 5140 Instructional Design	3	William Paterson University	$624.55	$1,873.65 Tech Fee: $10.75	Spring 2025
Nicole	ELLM 5150	3	William	$624.55	$1,873.65	Summer

Sautter	Technical Processes in School Libraries		Paterson University		Tech Fee: $10.75	2025

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

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

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

Roll Call:

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

1. **<u>Professional Development Workshops</u>:** Approve the following professional development, registration fees and mileage reimbursement, as recommended by the Superintendent of Schools.

<u>Name</u>	**<u>Program/Location</u>**	**<u>Date</u>**	**<u>Fees/Mileage</u>**
Rich Medwin	NJS B&G Conference Atlantic City, NJ	March 23-26, 2025	Registration: $350 Meals: $238 Lodging $110/per night + fees (3 nights) Mileage: @ 47 ¢/mile Tolls: TBD Parking: TBD

<u>COMMUNICATIONS TO BOARD</u>: None

<u>OLD and NEW BUSINESS:</u>

A. OLD BUSINESS

B. NEW BUSINESS

<u>PUBLIC PARTICIPATION ON NON-AGENDA ITEMS</u>:

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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 _____