Andover Regional Board of Education Regular Meeting

December 18, 2024

Attendance:

Present: 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
3 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 7:35 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.

III. PRESENTATION(S): None at this time.

IV. APPROVAL OF MINUTES:

Mr. Porter moved and Mr. Fetcho 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.

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. Fritzky stated the Personnel/Policy committee discussed the new PE teacher hired and Drama Director and new subs along with leave of absence replacements, a new special education attorney and policies, discussion ensued.

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

Dr. Koroski stated the Curriculum/Instruction committee discussed the Ed. Service Professionals for the year, professional development on 12/2 for Hour of Code, Tri-District committee meetings and updates to the Science PD, discussion ensued.

Mr. Porter stated that at the Newton board meeting they approved regular business and the Board President, Stella Dunn will be leaving their Board after December where she sat as Board President for the last 13 years.

VI. SUPERINTENDENT REPORT:

A. Mr. Fritzky congratulated 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.
B. Mr. Fritzky stated the holiday performances at both FMB and LPS this month were well attended and thanked Ms. Mann and Mr. Zuccheri for organizing these events for our students to showcase their musical talents.
C. Mr. Fritzky thanked Ms. Cotter and her Andover News Team for launching a weekly news program at LPS.
D. Mr. Fritzky attended a workshop hosted by NJPSA on updates to Special Ed Law that was very informative.
E. Mr. Fritzky stated 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. Mr. Fritzky thanked Mrs. Moriarty for hosting a United States Government Museum at FMB for families and the FMB student body.
G. Mr. Fritzky thanked the entire Andover community that has 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. Mr. Fritzky thanked Ms. Sautter and Ms. Reynolds for organizing the Hour of Code Event on December 10th where students were able to learn coding skills and enter a raffle to win some prizes.
I. Mr. Fritzky stated 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. Mr. Fritzky congratulated 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. Mr. Fritzky thanked Ms. Poser, Ms. Brady, and Ms. Meyers for their help with our TREP$ Marketplace stating 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. Mr. Fritzky reported on his monthly HIB Report.

Mr. Porter moved and Mr. Minnick 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 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.

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 2425-2.

Roll Call Vote:

Yes: 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:

- Ms. Sylvester stated that the 2023-2024 Audit would be presented at our January regular board meeting.
- Ms. Sylvester reported on the November 5, 2024 election results and congratulated those who are new and remain on the Board. She also thanked Dr. Neubig for his time on the Board as he would be leaving us at the end of December.

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

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

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

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

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)

8. **New Hire:** Approve Laurie Morano as full-time CST Secretary with start date of January 6, 2025 through June 30, 2025 at Step 1, with a salary of $43,309 (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: None

B. FINANCE/OPERATIONS:

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

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

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 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**	**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	$19.93	Nurse

		Darrius Coye Tara Dietz Brittany McKay Nurse: 1 Chaperones: 11 TBD		

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.

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: 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.

Mr. Balady- Stated that he and some other parents brought back the Andover Regional Education Foundation (AREF) and asked for our help to communicate this out to the community.

EXECUTIVE SESSION: None at this time.

Adjournment: Mr. Hertenstein moved to adjourn the meeting, seconded by Mr. Fetcho and approved at 7:57 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,



Nicole Sylvester

Business Administrator/Board Secretary