ANDOVER REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
REORGANIZATION MEETING MINUTES

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 Andover Regional Board of Education of the Borough of Andover and Township of Andover convened a reorganization meeting on Monday, January 6, 2025 at 7:30 p.m.

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-** the meeting was called to order by Board Secretary, Nicole Sylvester at 7:30 p.m.
- **Pledge of Allegiance-** All of those present participated in the salute to the flag.
- **The District Mission Statement and Notice of Public Meeting** are listed for the Board and the public and made a part of the minutes:

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: was read by Board Secretary, Nicole Sylvester:

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:

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

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

Not Present: None

D. ELECTION OF OFFICERS:

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

   Motion by Mr. Porter to nominate Dr. Koroski for President.

   There being no further nominations for President, nominations were closed and approved on the motion by Mrs. Dunbar, seconded by Mr. Fetcho.

Vote for President:

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

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 Dr. Robert Koroski 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 Dr. Rob Koroski, opened the floor for nominations for Board Vice President.

   Motion by Mrs. Sciroppo to nominate Mrs. Dunbar for Vice President.

   There being no further nominations for Vice President, nominations were closed and approved on the motion by Mr. Fetcho, seconded by Mrs. Sciroppo.

Vote for Vice President:

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

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 Mrs. Maria Dunbar 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:

Dr. Koroski stated the committees and adhoc assignments were as follows:

WHAT	**DELEGATE**	**ALTERNATE(s)**
Sussex County School Boards	Dr. Koroski	Ms. Byron/Ms. Widgren/Mrs. Dunbar

Association		
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

Committees:
Curriculum 5 pm: Ms. Byron, Mrs. Dunbar, Dr. Koroski
Personnel 6 pm: Mrs. Sciroppo, Ms. Widgren, Mr. Porter
Finance/Operations 7 pm: Mr. Hertenstein, Mr. Fetcho, Mr. Minnick

III. PUBLIC PARTICIPATION ON AGENDA ITEMS:

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

Mrs. Logosso- Asked who the SEPAG liaison was and informed everyone that on January 23rd at 6:00pm in the FMB library would be the next SEPAG meeting.

Mr. Balady- Asked who the AREF liaison was and informed everyone that on January 16th at 7:00pm in the FMB library would be the first AREF meeting.

IV. ANNUAL APPROVAL OF MOTIONS:

Mr. Porter moved and Mr. Minnick seconded, that the Andover Regional Board of Education approve resolutions #1-19 as adopted:

1. **<u>Code of Ethics</u>:** 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. **<u>Meeting Agenda Format:</u>** 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. **<u>Board Meeting Schedule:</u>** 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-	2 Signatures= Principal, BA, Assistant to BA	Provident Bank

FMB		
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 Vote:

Yes: Ms. Byron, Mrs. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Mrs. Sciroppo, Ms. Widgren 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: None at this time.

EXECUTIVE SESSION: None at this time.

Adjournment: Mrs. Dunbar moved to adjourn the meeting, seconded by Mr. Fetcho and approved at 7:47 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,



Nicole Sylvester

School Business Administrator/ Board Secretary