ANDOVER REGIONAL SCHOOL DISTRICT
BOARD OF EDUCATION
REGULAR MEETING

LONG POND SCHOOL
707 LIMECREST ROAD, NEWTON, NEW JERSEY 07860
NOVEMBER 19, 2025 at 7:30 pm

BOARD OF EDUCATION

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

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	_____Dr. Dunbar	_____Mr. Fetcho
_____Mr. Hertenstein	_____Mr. Minnick	_____Mr. Porter
_____	_____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):

IV. APPROVAL OF MINUTES: Approve the minutes of the following Board of Education meetings, as recommended by the Superintendent of Schools.

October 15, 2025 Regular Meeting Minutes

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

Roll Call:

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

V. COMMITTEE REPORTS:

Board Committees:

Personnel/Policy	**Finance/Operations**	**Curriculum/Instruction**
Mr. Porter (Chair)	Mr. Fetcho (Chair)	Dr. Dunbar (Chair)
Ms. Widgren	Mr. Hertenstein	Dr. Koroski
	Mr. Minnick	Ms. Byron

Special Committees/Ad Hoc Assignments:

WHAT	DELEGATE	ALTERNATE(s)
Sussex County School Boards Association	Dr. Koroski	Ms. Byron/Ms. Widgren/Dr. Dunbar
NJSBA Delegate Assembly	Mr. Minnick	Ms. Widgren/Dr. 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	Open	Ms. Widgren/Dr. Dunbar
Township Liaison	Ms. Widgren	Dr. 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/Dr. Dunbar
SEPAG Liaison	Mr. Hertenstein	Dr. Koroski/Mr. Fetcho/Ms. Widgren
Andover Regional Education Foundation	Dr. Dunbar	Mr. Minnick

VI. SUPERINTENDENT REPORT:

A. Thank you to our teachers and parents for a well attended Back to School Night
B. Veteran's Day assemblies in both schools this year were a success
C. NJ DOE Fall Field Test was completed
D. Conquer Math Training has been very successful
E. FMB Playground update
F. 2nd Grade Service Learning Project was a success
G. Week of Respect activities took place in both schools
H. Halloween parade at FMB was wonderful and well attended
I. Monthly Charger Pride Assembly at LPS to honor students of the month
J. Newsletter were mailed to all families in the district
K. Developed a method to share great things in Andover with the online community
L. Bus Safety Drills were completed at both schools
M. 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	_____Dr. Dunbar	_____Mr. Fetcho
_____Mr. Hertenstein	_____Mr. Minnick	_____ Mr. Porter
_____	_____Ms. Widgren	_____Dr. Koroski

B. Curriculum, Instruction & Assessment: Listed below is the report from **Jennifer Reynolds,** Coordinator of Curriculum, Instruction and Assessment

- Trained all staff for the NJSLA field test
- Prepared all materials, with the tech department, for testing
- Completed the state mandated Fall NJSLA Field Test in grades 4-8
- Attended the Fall Preschool Directors Meeting
- Completed and submitted the Preschool Operational Plan for 26-27
- Completed and submitted the Preschool Projected Enrollment for 26-27
- Completed and submitted the 25-26 ESSA grant
- Met with Teaching Strategies to troubleshoot
- Attended the NJTSS Early Reading Grant Consultative Call with Mrs. Dilkes
- Worked with the preschool teachers to host a Family Fall Fest
- Completed the Grade K/1 data collection for inclusion in Enrichment
- Began planning for upcoming PD days
- Conducted both formal and informal teacher evaluations

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

- Conducted the NJSLA Fall Field Test as the school's District Technology Coordinator.
- Attended a demo for Weglot website translation service with Mr Fritzky.
- Assisted in the setup for the Veteran's Day Assembly.

D. Child Study Team Report: Listed below is a report prepared by **Suzanne Ross**, Supervisor of Special Services/LDTC.

- Ongoing collaboration with the administrative team regarding operations and programs, for the 25/26 school year.
- Ongoing maintenance with the Trout in the Classroom program at LPS
- Attended the Sussex/Warren Special Education Directors group. Discussion focus around special education services and multilanguage learners (MLL), programming and services in accordance with NJ: 6A
- Met with all grade level teaching teams at both LPS and FMB to discuss special education updates and identify struggling students.
- Worked with building principals on initiatives for the 25/26 school year.
- Coordinated ongoing community services (ie. food, housing and healthcare) for several families in need.
- Worked with preschool coordinator on finalizing Preschool Operational Plan for 26-27, including programming and enrollment
- Conducted both formal and informal teacher evaluations, including pre and post conferences for formal observations.
- Worked with Ms. Sylvester to begin the 26/27 budgeting process.
- Visited 2 out of district schools.
- Working with the Admin Team to prepare the agenda for Inservice on 10/13/25
- Entered scoring data for NJSL A to be used with special education teachers
- Conducted several paraprofessional interviews to fill open positions.

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) LPS-2526-2.

Roll Call:

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

F. Principal's Reports

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

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 1-6 be adopted, as presented:

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

Roll Call:

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

1. **Leave of Absence**: Approve medical leave of absence for Employee ID #1412 commencing on December 9, 2025 with a return to work date of April 6, 2026, utilizing illness, vacation and unpaid days, as recommended by the Superintendent of Schools.

2. **ParaProfessionals and After-School Activities for 2025-2026 School Year:** Approve all employed Andover ParaProfessionals for shared and/or one-on-one after school activities for the 2025-2026 school year as needed and in accordance with district policy and AREA contractual agreement and paid via timesheet at their hourly rate, as recommended by the Superintendent of Schools.

3. **New Hire**: Approve Krista Gimigliano as Assistant to the BA starting January 5, 2026 through June 30, 2026 with a salary of $60,000 pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

4. **Continued Leave of Absence-Part-Time Days**: Approve retroactively, FMLA continued leave of absence for Employee ID #1210 working part-time commencing on November 10, 2025

with a tentative return to full-duty date of January 5, 2026, using illness and personal days, as recommended by the Superintendent of Schools.

5. **Resignation**: Approve and accept with best wishes the resignation of Tracey Babler, Payroll Coordinator, effective November 30, 2025, as recommended by the Superintendent of Schools.

6. **Substitutes:** Approve the following substitute(s) for the 2025-2026 school year pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

Kiersten Coughlin - Substitute Nurse, Para & Secretary
Holly Sharlow - Substitute Nurse
Linda Whalen - Substitute Para

B. FINANCE/OPERATIONS:

Be it resolved that resolution numbers 1-16 be adopted, as presented:

Motion by: Second by: Final Call Vote:

Roll Call:

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

1. **Treasurer & Board Secretary's Certification and Report**: Approve the October 2025 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 2025 after review of the secretary's monthly financial report (appropriations section) and upon consultation with the appropriate district officials, *and reflects all audit adjustments to date,* 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 2025, as recommended by the Superintendent of Schools.

3. **Transfers**: Approve/accept the Transfer Report for October 2025, as recommended by the Superintendent of Schools.

4. **Bills List**: Approve/accept the Bills List from October 16, 2025 through November 19, 2025 for a total of $2,620,389.73 as recommended by the Superintendent of Schools.

5. **Building Use for 2025-2026 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
Girl Scouts of Northern NJ	Monthly Meetings	Various	Yes	FMB

6. **Contract with Corby Associates:** Approve the contract with Corby Associates, Inc. for a rollup electrical gym curtain install at a cost of $15,640, as recommended by the Superintendent of Schools.

7. **Contract with EM Electrical:** Approve the contract with EM Electrical for electric installation of the rollup electrical gym curtain install at a cost of $5,866, as recommended by the Superintendent of Schools.

8. **Maintenance Reserve Proposals:** Approve the following to be paid out of maintenance reserve, as recommended by the Superintendent of Schools:

Item	Amount not to exceed:
FMB rollup gym curtain (Corby Associates)	$15,640
Electric FMB rollup gym curtain (EM Electrical)	$5,866

9. **Bus Evacuations**: Approve the attached Fall 2025 bus evacuations, as recommended by the Superintendent of Schools.

10. **FMB- Septic Architect Proposal:** Approve the proposal with Parette Somjen Architects for professional services fees and reimbursables associated with the FMB Septic at the Florence M. Burd School at a cost not to exceed $79,400 to be paid with capital reserve funds, as recommended by the Superintendent of Schools.

11. **Terminate Participation under SHBP & SEHBP:** A resolution to terminate all participation under the SHBP and SEHBP (including prescription drug plan and/or dental plan coverage). BE IT RESOLVED:

1. The Andover Regional Board of Education 14190 hereby resolves to terminate its participation in the Program (Medical Plan, Prescription Drug Plan, and/or Dental Plan coverage) thereby canceling coverage provided by the SHBP and/or SEHBP (N.J.S.A. 52:14-17.25 et seq.) for all its active and retired employees.

2. We shall notify all active employees of the date of their termination of coverage under the Program.

3. We understand that the New Jersey Division of Pensions & Benefits (NJDPB) will notify retired employees of the cancellation of their coverage.

4. We understand that all COBRA participants will be notified by the NJDPB and advised to contact our office concerning a possible alternative health, prescription drug, and dental insurance plan.

5. We understand that this resolution shall take effect the first of the month following a 60-day period beginning with the receipt of the resolution by the State Health Benefits Commission or School Employees' Health Benefits Commission.

12. **Contract with FinalSite:** Approve the proposal with FinalSite for website translation services through June 30, 2028 at a cost of $2,625, as recommended by the Superintendent of Schools.

13. **2026-2027 PreSchool Expansion Aid Projected Enrollment Submission:** Approve the prior submission, for the 2026-2027 Preschool Expansion Aid Projected Enrollment, as recommended by the Superintendent of Schools.

14. **2026-2027 PreSchool Expansion Aid Operational Plan Submission:** Approve the entire prior plan submission, for the 2026-2027 Preschool Expansion Aid Operational Plan, as recommended by the Superintendent of Schools.

15. **Fundraising**: Approve the following fundraising events, as recommended by the Superintendent of Schools.

Advisor/Coach/Organization	Class/Club/Team/Group	Date(s)	Activity
Ryan Zuccheri	Concert Band & Select Choir	December-March	Selling candy bars at local businesses and at school events to compensate the cost for the students.
Ryan Zuccheri	Musical	April 16-18, 2026	Selling snacks and baked goods to fund the 2027 spring musical.
Kelly Edsall	LPS Earth Club	December 16, 2025	Dine to Donate @ Chipotle

16. **Tuition Reimbursement**: Approve the following tuition reimbursement, as recommended by the Superintendent of Schools:

Name	Program	Credits	Location	Cost per Credit	Reimbursement Cost	Dates
Mary Kasper	GED-655 Diag. & Correct: Elem & Adol Lit	3	Centenary University	$716.30	$2,148.90 Tech Fees: $45	Spring 2026
Kristen Brady	GED-691 Diagnosis of Learning	3	Centenary University	$716.30	$2,148.90 Tech Fees: $45	Spring 2026

	Disabilities					

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

Be it resolved that resolution numbers 1-2 be adopted, as presented:

Motion by: Second by: Final Call Vote:

Roll Call:

_____Ms. Byron	_____Dr. Dunbar	_____Mr. Fetcho
_____Mr. Hertenstein	_____Mr. Minnick	_____Mr. Porter
_____	_____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>**
Rebecca Morrell Claudia Collins	Brainspring Phonics First Brainspring, LPS/BOE Conference Room	December 8 - 12, 2025	Registration: $1,235 each Funded by Title II Funds
Mariann Whitaker	Guiding Pre-K & Kindergarten Students to Better Behavior & Increased Learning Bureau of Education & Research - Online	January 9, 2026	Registration: $295.00
Alyssa Maxwell	Current Best Strategies to Improve Executive Function Skills BER - Online	January 20 & 21, 2026	Registration: $695.00

2. **<u>Activities/Trips</u>**: Approve the following student activities/class trip, as recommended by the Superintendent of Schools.

Grade/ Teacher	**Date/ Destination/ Purpose**	**Student Cost**	**Board Cost**
Bozena Toczynski Dave Petersen 7th Grade	March 9, 2026 Buehler Challenger & Science Center Paramus, NJ Lunar Quest is a science based educational opportunity. Content is brought into the	$54.51	$0

	classroom prior to the trip.		
Bozena Toczynski Lead Teacher TBD 6th Grade	April 16, 2026 Fairview Lake YMCA Camp Newton, NJ Science - environmental programs.	$62.97	$0
Bozena Toczynski Dave Petersen 5th Grade	June 2, 2026 Station Park, Sparta Sterling Hill Mining Museum, Ogdensburg Rainbow Trout release and local science museum experience.	$27.39	$0
John Yanez Girls Basketball	Girls Basketball Away Games To display sportsmanship, positive competition and charger pride.	$0	$2,250 and Tournament
Conner Mendes Boys Basketball	Boys Basketball Away Games To display sportsmanship, positive competition and charger pride.	$0	$1,875 and Tournament
Bryan Fleming 8th Grade	May 14-15, 2026 Woodloch Resort Hawley, PA Team Building - outdoor experience.	$375 or less	Admin $150 Teacher TBD Nurse TBD

COMMUNICATIONS TO BOARD: None

OLD and NEW BUSINESS:

A. OLD BUSINESS

B. NEW BUSINESS: Resignation of Board Member.

PUBLIC PARTICIPATION ON NON-AGENDA ITEMS:

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EXECUTIVE SESSION (as needed):

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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 _____