Andover Regional Board of Education Regular Meeting

October 15, 2025

Attendance:

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

Also Present: Mr. John Fritzky, Superintendent
Ms. Nicole Sylveter, Business Administrator/Board Secretary
7 members of the public

Not Present: Mrs. Lena Sciroppo

I. INTRODUCTORY ITEMS:

President Koroski called the meeting to order at 7:30 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.

Mr. Hertenstein entered the room at 7:35 p.m.

III. PRESENTATION(S): Mr. Fritzky & Mrs. Reynolds presented the NJSLA data.

IV. APPROVAL OF MINUTES:

Mr. Porter moved and Ms. Byron seconded, that the Andover Regional Board of Education approve the minutes as amended of the following Board of Education meeting, as recommended by the Superintendent of Schools.

September 24, 2025 Regular Meeting Minutes
September 24, 2025 Executive Session Minutes

Roll Call Vote:

Yes: Ms. Byron, Dr. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Ms. Widgren and Dr. Koroski

No: None

Abstain: None

V. COMMITTEE REPORTS:

Board Committees:

Personnel/Policy	**Finance/Operations**	**Curriculum/Instruction**
Mr. Porter (Chair)	Mr. Fetcho (Chair)	Dr. 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/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	Mrs. Sciroppo	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/Mrs. Sciroppo
SEPAG Liaison	Mr. Hertenstein	Dr. Koroski/Mr. Fetcho/Ms. Widgren
Andover Regional Education Foundation	Dr. Dunbar	Mr. Minnick

Special Committees/Ad Hoc Assignments:

Mr. Porter reported on the Personnel/Policy committee stating that they met to discuss the FMB septic, and other regular business, discussion ensued.

Ms. Sylvester reported on the Finance/Operations committee stating that they met to discuss the FMB septic update, FMB Playground upgrade and the increase come January 1st to the district's health and prescription premiums, discussion ensued.

Dr. Dunbar reported on the Curriculum/Instruction committee stating they discussed a successful author visit, NJSLA scores, PreK changing and professional development, discussion ensued.

Mr. Porter indicated that Newton met last night and took a tour of the facility and discussed routine business, discussion ensued.

Ms. Widgren stated that she attended the town meeting and reported on the leaf clean up and stated the salt shed was completed along with the town holding a successful book sale.

Ms. Byron stated the Sussex County Educational Services Superintendent is now acting as their Principal as well for an additional stipend. She also indicated they are still looking into purchasing another building to expand their program, discussion ensued.

VI. SUPERINTENDENT REPORT:

A. Mr. Fritzky stated we had an author visit to FMB via Sparta Books from Liz Garton Scanlon.
B. Mr. Fritzky stated we had the Harlem Wizards come to our school!
C. Mr. Fritzky attended the QSAC Meetings for Operations and Fiscal Management.
D. Mr. Fritzky was involved with the STRONGE Evaluation Training.

E. Mr. Fritzky continued with Teacher Evaluations.
F. Mr. Fritzky had the Prosecutors Office visit LPS.
G. Mr. Fritzky stated that on October 17th the AREF would host an outdoor Movie Night.
H. Mr. Fritzky stated the State Testing Fall Window is in October.
I. Mr. Fritzky gave a NJSLEDS update.
J. Mr. Fritzky reported on Student Screeners.
K. Mr. Fritzky reported on the October 13th professional development day.
L. Mr. Fritzky is working with Business View Publishing as they would like to do a story on FMB and their work with literacy.
M. Mr. Fritzky gave his monthly Suspension/HIB Report.

Mr. Minnick moved and Mr. Hertenstein 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: Ms. Byron, Dr. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Ms. Widgren 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 PIC and teachers to abstain, train, administer the Early Screening Inventory
- Met individually with each preschool teacher and Mrs. Dilkes and our PIC to discuss student data
- Worked with K-2 teachers to establish writing protocols to mirror those in grades 3-8
- Worked with Ms. Sylvester to complete the 2025-2026 ESSA grant
- Met with Teaching Strategies to troubleshoot Teaching Strategies lesson planning issue
- Worked with the Admin Team to prepare the NJSLA Board Presentation
- Working with the Tech Department to prepare for the Fall NJSLA Field Test
- Working with the Admin Team to prepare data review for October 13.
- Worked with the ML Teachers to begin ELL programming
- Worked with the G/T Teachers to begin G/T programming
- Worked with community partner Sparta Books to host an author visit with Liz Garton Scanlon
- Attended the first webinar for year 3 of the NJDOE Early Reading Grant

- Attended the Stronge Instructional Leader Training
- Attended the Department of Education (DOE) – Facility Admin: Access and Manage Provider Record in NJCCIS mandatory training
- Attended the Department of Education (DOE) – GrowNJKids – Enrollment and Participation in NJCCIS mandatory training
- Worked with our Community Parent Involvement Specialist (CPIS) Alison DelDuca to organize the Preschool Community Needs Assessment and the first Early Childhood Advisory Council Meeting
- Conducted both formal and informal teacher evaluations

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

- Deployed and configured SecureTest PWA for 2025 Fall NJSLA.
- Attended state mandated Cambium TIDE training for Fall NJSLA.
- Attended NAEP Overview training.

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.
- Worked with Mr. Petersen to finalize Trout in the Classroom program at LPS, in preparation for the "fry" delivery this month.
- 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 in regards to NJDOE paperwork and processes. Additionally, updates were provided regarding upcoming legislation change in special education.
- 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.
- Finalized meal count numbers for a Thanksgiving meal drop off in November, compliments of a private donor.
- Finalized Crisis Prevention Training and Handle with Care training for identified staff members, both certificated and non certificated.
- Worked with Ms. Sylvester to complete tuition contracts for specific students
- Worked with the Admin Team to prepare the NJSLA Board Presentation
- Began prepare for student accommodations for the Fall NJSLA Field Test

- Working with the Admin Team to prepare the agenda for Inservice on 10/13/25
- Gathered scoring data for both DLM and NJSLA for presentation for self contained teachers.
- Attended the Stronge District Administrator Leader Training
- Conducted both formal and informal teacher evaluations, including pre and post conferences for formal observations.

Mr. Porter moved and Ms. Byron 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(s) LPS-2526-1.

Roll Call Vote:

Yes: Ms. Byron, Dr. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Ms. Widgren and Dr. Koroski

No: None

Abstain: None

F. Principal's Reports

VII. SCHOOL BUSINESS ADMINISTRATOR/BOARD SECRETARY REPORT:

- Ms. Sylvester reported that our 2024-2025 Audit was completed with no audit recommendations.
- Ms. Sylvester reported that the FMB Playground will be replaced hopefully next summer.

VIII. PUBLIC PARTICIPATION ON AGENDA ITEMS:

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

Mr. Ordile- Asked about the FMB playground and whether it will be repaired or replaced, discussion ensued.

Ms. Gilchrist- Asked why we needed to spend $60,000 for an architect for the playground and if this was required, discussion ensued.

IX. ACTION ITEMS:

A. PERSONNEL/POLICY:

Mr. Minnick moved and Mr. Hertenstein seconded, that the Andover Regional Board of Education approve resolutions #1-5 as presented:

1. **Leave of Absence**: Approve the medical leave of absence for Employee ID #1327 with last day worked December 23, 2025 with a return to work date of May 18, 2026 using illness, personal and unpaid days, as recommended by the Superintendent of Schools.

2. **Paraprofessional Staff for 2025-2026 School Year:** Approve the following Paraprofessional staff member(s) for the 2025-2026 school year pending receipt of all required paperwork, including criminal history clearance, as recommended by the Superintendent of Schools.

NAME	START DATE	SCHOOL	HOURS	STEP	SALARY
Sheri Picinic	10/16/25	FMB	28.75	4	$28,280

3. **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.

Julie Grenewicz - Substitute Teacher, Para and Secretary
Jackson Heller - Leave Replacement and Substitute Teacher

4. **Merit Goal**: Approve the following merit goal at a cost of $4,480 for John Fritzky, Superintendent of Schools:

By May, conduct a comprehensive study of the district's changing population and demographics, with a focus on grade level band population, multilingual learners (MLLs) and students from economically disadvantaged backgrounds. The study will:

- Analyze enrollment trends, student performance data, and program participation.
- Include surveys and/or focus groups with families to understand needs, barriers, and strengths.
- Provide a written report with recommendations to enhance academic support, family engagement, and community partnerships for these student groups.

Evidence of Completion: Final demographic study and report, data summaries, stakeholder input artifacts (survey/focus group results), and presentation of recommendations to the Board of Education.

Rationale: As the district experiences demographic shifts, it is critical to understand the evolving needs of students and families in order to ensure equitable access, targeted resources, and strong home–school connections.

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

P 7446 School Security Program (New)

Roll Call Vote:

Yes: Ms. Byron, Dr. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Ms. Widgren and Dr. Koroski

No: Dr. Dunbar & Ms. Widgren on resolution #4

Abstain: None

B. FINANCE/OPERATIONS:

Ms. Byron moved and Mr. Minnick seconded, that the Andover Regional Board of Education approve resolutions #1-20 as presented:

1. **Treasurer & Board Secretary's Certification and Report**: Approve the September 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 September 2025 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 September 2025, as recommended by the Superintendent of Schools.

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

4. **Bills List**: Approve/accept the Bills List from September 25, 2025 through October 15, 2025 for a total of $1,286,605.66 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		DATE	INSURANCE	

ORGANIZATION	PURPOSE	REQUESTED	CERTIFICATE	BUILDING
AREF	Monthly Meetings	Various	Yes	FMB

6. **Joint Transportation Agreement**: Approve Joint Transportation Agreement between Andover Regional School District and Byram Township School District for the 2025-2026 school year at a cost of $1,177 on Route BT-01 for one choice student going to BIS and for route BT-14 for two students at a cost of $2,354 going to BLES for a total cost of $3,531, as recommended by the Superintendent of Schools.

7. **Tuition Agreement with Frankford Board of Education**: Approve the tuition contract for Andover Regional to reimburse Frankford Board of Education for homeless student, Student ID# 8575618684 at a cost of $20,861.72, effective September 17, 2025 for the 2025-2026 school year, as recommended by the Superintendent of Schools.

8. **Silvergate Prep Agreement**: Approve the contract with Silvergate Prep for Homebound Instruction at a rate of $50/hour for Student ID#1997556749 for the 2025-2026 school year, as recommended by the Superintendent of Schools.

9. **FMB- Playground Architect Proposal:** Approves the proposal with Parette Somjen Architects for professional services fee and reimbursables associated with the Playground Improvements at the Florence M. Burd School at a cost not to exceed $59,100 to be paid with capital & maintenance reserve funds, as recommended by the Superintendent of Schools.

10. **Joint Transportation Agreement- Newton Public Schools**: Approve the Joint Transportation Agreement between Andover Regional School District and Newton Public Schools for various bus routes listed below for the 2025-2026 school year, as recommended by the Superintendent of Schools.

- Rt. ST2-AM Newton High School from Sussex County Technical School (AM Shared
- time), at $700 per student.
- Rt. ST2-PM Sussex County Technical School to Newton High School (PM Shared Time)
- at $700 per student.
- Rt. VAR-1 for various school activities between to and from Newton High School as
- needed at $120 round trip.

11. **Facilities Checklist**: Approve the Facilities Checklist for LPS and FMB for the 2025-2026 school year, as recommended by the Superintendent of Schools.

12. **Approval of CMP & M-1:** Approves the submission of the 2025-2026 Comprehensive Maintenance Plan: Whereas, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting “required” maintenance activities for each of its public-school facilities, and

Whereas, the required maintenance activities as listed in the attached document for the various school facilities of the Andover Regional Board of Education are consistent with these requirements, and

Whereas, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid,

Now Therefore Be It Resolved, that the Andover Regional Board of Education hereby authorizes the School Business Administrator to submit the attached Comprehensive Maintenance Plan for the Andover Regional Board of Education in compliance with Department of Education requirements.

13. **Contract with Crossroads Paving:** Approve the contract with Crossroads Paving for line striping services at a cost of $9,590, as recommended by the Superintendent of Schools.

14. **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:
Line Striping FMB & LPS (Crossroads Paving)	$9,590

15. **Donation**: Approve and accept the anonymous donation of 12 - $25 Shop Rite gift cards and 8 - $25 Visa gift cards to be distributed to LPS & FMB families, as recommended by the Superintendent of Schools.

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
Nicole Sautter	ELLM 6130 Diversity in Children's Lit	3	William Paterson University	$625.80	$1,877.40 Tech Fees $12.00	Summer II
Nicole Sautter	ELLM 5190 Classroom Management	3	William Paterson University	$625.80	$1,877.40 Tech Fees $12.00	Spring 2026
Nicole Sautter	ELLM 5180 Educational Theory / Teaching	3	William Paterson University	$625.80	$1,877.40 Tech Fees $12.00	Spring 2026

17. **Classroom Observation:** Approve Samantha DuCharme, student at Newton High School, for classroom observation from October 16, 2025 through June 1, 2026 for a total of 5 hours at Florence M. Burd School, as recommended by the Superintendent of Schools.

18. **Nurses' Plan**: Approve the 2025-2026 school year attached Nurses' Plan, as recommended by the Superintendent of Schools.

19. **District Supervisors Evaluation Tool:** Approve the adoption of the Stronge District Leadership Evaluation System as the official evaluation tool for district-level supervisors, effective for the 2025–2026 school year, as recommended by the Superintendent of Schools.

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

Advisor/Coach/Organization	Class/Club/Team/Group	Date(s)	Activity
Bradley Heinke	Peer Leadership	Nov. 17-24, 2025	Pie-a-Staff Member Coin Drive
Bradley Heinke	Peer Leadership	November 22, 2025	Craft Fair: Making & selling ornaments

Roll Call Vote:

Yes: Ms. Byron, Dr. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, Ms. Widgren and Dr. Koroski

No: None

Abstain: None

C. CURRICULUM/INSTRUCTION:

Mr. Porter moved and Mr. Hertenstein seconded, that the Andover Regional Board of Education approve resolutions #1-2 as presented:

1. **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
Cary Cotto Alison DelDuca	Food Chaining Therapy - Overcoming Sensory	October 13, 2025	Registration: $79.00 (each)

Retro	Aversion, Sensory Challenges and Fears Northern Speech Services	Online	
Robert Riffel	AHERA Inspector Rutgers School of Public Health	October 28-30, 2025	Registration: $595 Mileage: 47¢/mile
Kristin VanBenschoten	Teacher Workshop at Buehler Challenger & Science Center (Lunar Quest), Bergen County CC	December 2, 2025	Mileage: 47¢/mile
Cary Cotto	2025 Speech Conference Envisioning Possibilities for the Future ASHA, Washington, DC	November 20-22, 2025	Registration: $509 Mileage: 47¢/mile Meals: $230 Tolls: $46 Lodging: $196/night (2 nights) + taxes and fees Parking: $150

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

Grade/ Teacher	Date/ Destination/ Purpose	Student Cost	Board Cost
Deb Anello 2nd Grade	November 10, 2025 Sparta Community Food Pantry To support student learning outside of the classroom by partnering with a community agency, to encourage students to become more civically involved and to build food security advocates.	$0	$0
Julianne Sabo 2nd Grade	November 17, 2025 Sparta Community Food Pantry To support student learning outside of the classroom by partnering with the community to encourage students to become more civically involved and to build food security advocates.	$0	$0

Roll Call Vote:

Yes: Ms. Byron, Dr. Dunbar, Mr. Fetcho, Mr. Hertenstein, Mr. Minnick, Mr. Porter, 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:

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

Ms. Gilchrist- Asked about the health insurance increase and indicated the town was looking into high deductible plans in order to save money. She also commented on the capital improvements for LPS & FMB and indicated that instead of choosing to fix the septic and put in a new playground for $2 million we could rebuild FMB for replacement value of $6.6 million.

EXECUTIVE SESSION: None at this time.

Adjournment: Mr. Minnick moved to adjourn the meeting, seconded by Mr. Hertenstein and approved at 8:31 p.m. and carried by a Unanimous Voice Vote call by all members in attendance.

Respectfully submitted,



Nicole Sylvester

Business Administrator/Board Secretary