

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

October 28, 2024

6:00 pm. Open the Meeting and enter Executive Session in the Administration Building: Room 21

**Public Portion will begin at 7:00 p.m in the Board Meeting Room**

2 Windsor Avenue, Hopatcong, NJ 07843

### CALL TO ORDER

Time: 7:03 pm

1. **FLAG SALUTE**

2. **OPENING STATEMENT**

In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, P.L. 1975, this public body, the Hopatcong Board of Education hereby announces that The New Jersey Herald and the Daily Record have been notified by email that this Board of Education Regular Meeting will take place at 7:00 p.m following the Executive Session (in room 21) which starts at 6:00 p.m. on October 28, 2024 at the Hopatcong Board of Education, Board meeting room in the Administration Building.

3. **ROLL CALL**

Present	Joseph Falconi	Present	Nicole Falconi-Shubert	Absent	Philip DiStefano
Present	Natalia Cappello	Present	Jayson Cittrich	Present	Jayna Gulan
Present	James Chaffee, Jr.	Absent	Scott Francis	Present	Jennifer Polowchena

4. **EXECUTIVE SESSION**

A motion will be made that the Hopatcong Board of Education will enter Executive Session in room 21 to discuss personnel and attorney/client privilege, which are exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231, Open Public Meetings Act. Any discussions held by the Board which need not remain confidential will be made public when appropriate. Minutes of the Executive Session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at 7:00 p.m. following the executive session.

**Motion to enter executive session:**

(ACTION) Motion by Falconi. seconded by Polowchena

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	-----	Philip DiStefano
Yes	Natalia Cappello	Yes	Jayson Cittrich *	-----	Jayna Gulan ^
Yes	James Chaffee, Jr.	Absent	Scott Francis	-----	Jennifer Polowchena

\* Mr. Cittrich arrived

^ Mrs. Gulan arrived

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

October 28, 2024

6:00 pm. Open the Meeting and enter Executive Session in the Administration Building: Room 21

**Public Portion will begin at 7:00 p.m in the Board Meeting Room**

2 Windsor Avenue, Hopatcong, NJ 07843

5. **RECONVENE**

**Motion to Reconvene**

(ACTION) Motion by Falconi seconded by Gulan

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	Absent	Philip DiStefano
Yes	Natalia Cappello	Yes	Jayson Cittrich	Yes	Jayna Gulan
Yes	James Chaffee, Jr.	Absent	Scott Francis	Yes	Jennifer Polowchena

6. **APPROVAL OF MINUTES**

Approval of the minutes of the following meetings, as reported by the Board Secretary reviewed by the Board President and members of the Board:

- a. September 23, 2024 - Executive Session
- b. September 23, 2024 - Regular Meeting

**Motion to approve 6a-6b:**

(ACTION) Motion by Cittrich. Seconded by Gulan

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	Absent	Philip DiStefano
Yes	Natalia Cappello	Yes	Jayson Cittrich	Yes	Jayna Gulan
Yes	James Chaffee, Jr.	Absent	Scott Francis	Yes	Jennifer Polowchena

7. **SUPERINTENDENT'S REPORT AND HIB REPORT**

- a. Superintendent's Report – **Mr. Jeffery Hallenbeck, Superintendent of Schools** Discussed 3 incidents investigated as potential HIBs. 2 cases confirmed as HIBs, the third was a code of conduct violation. Mr. Hallenbeck explained the requirements for an incident to be labeled as a HIB and the self-assessment process each school performs annually
- b. Approval of the Superintendent's HIB report for October 2024 for first reading and review as presented to the Board at the October meeting on October 28, 2024.
- c. HIB Self-Assessment Report

**Motion to approve 7a – 7c:**

((ACTION) Motion by Cappello. Seconded by Gulan

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

October 28, 2024

6:00 pm. Open the Meeting and enter Executive Session in the Administration Building: Room 21

**Public Portion will begin at 7:00 p.m in the Board Meeting Room**

2 Windsor Avenue, Hopatcong, NJ 07843

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	Absent	Philip DiStefano
Yes	Natalia Cappello	Yes	Jayson Cittrich	Yes	Jayna Gulan
Yes	James Chaffee, Jr.	Absent	Scott Francis	Yes	Jennifer Polowchena

8. **ACKNOWLEDGEMENTS/CORRESPONDENCE**

- a. Congratulations to the following High School Students who received awards from the College Board for Outstanding Academic Achievement.
  - National Hispanic Recognition Program - Amelie Syto
  - National First-Generation Recognition Program - Megan Hinczynski & Layla Gonzalez
- b. Congratulations to the following students who were chosen as Hopatcong Middle School's Students-of-the-Month for their outstanding performance in September 2024.
  - Grade 7- Jacob Allen
  - Grade 6- Bradlee Baichulall
  - Grade 5- Elijah Hamilton
  - Grade 4- Finely Behson

*Mr. Hallenbeck acknowledged Amelie Syto and Megan Hinczynski and took pics with their families. All other students were not in attendance.*

*Lilyanne Zinsli reported on Boys Soccer reaching the state tournament Nov. 15. Boys Cross Country going to state sectional. Esports is doing well. 400 students attended Homecoming and the Haunted Hallways event was a great success.*

9. **PARENT/TEACHER ORGANIZATION REPRESENTATIVES** – *Nicole Gerena-Roman discussed the Homecoming Dance and how the gym was transformed into a Hollywood set. The Grotto provided the catering. November 13, 2024 is the next PTO meeting.*

10. **PUBLIC COMMENT – GENERAL DISCUSSION** - *A member of the audience asked what process was used to determine bus routes. She is concerned that a recent change is detrimental to her street. Another audience member wondered why we no longer have a public comment at the end of the meeting.*

11. **FINANCE**

- a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, September 23, 2024 through October 28, 2024 be approved in the following amounts:
  - General Fund and Special Revenue (Grants) account - \$1,972,732.68
  - Cafeteria account - \$101,472.88
- b. It is recommended by the Superintendent that the board approve the Treasurer's Report for the month of September 2024.
- c. It is recommended by the Superintendent that the board approve the Board Secretary's Report for the month of September 2024.

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

October 28, 2024

**6:00 pm.** Open the Meeting and enter Executive Session in the Administration Building: Room 21  
**Public Portion will begin at 7:00 p.m in the Board Meeting Room**  
2 Windsor Avenue, Hopatcong, NJ 07843

- d. It is recommended by the Superintendent that the board approve the Transfer Report for the month of September 2024.
- e. Motion to approve the certification by the Board Secretary that the Account Balance Report, pursuant to N.J.S.A. 18A:17-9, as of October 28, 2024, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).
- f. Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of October 28, 2024, after review of the Board Secretary's and Treasurer's Monthly Financial Reports 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:23-2.11(b), and sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.
- g. It is recommended by the Superintendent that the board approve the Hopatcong Borough School District's Comprehensive Maintenance Plan, which includes the Annual Required Maintenance Budget Amount Worksheet, Form M-1, and authorization to submit as per N.J.A.C. 6:24. The district's required maintenance activities are reasonable to keep all school facilities open and safe for use and to keep system warranties valid.
- h. It is recommended by the Superintendent that the Board of Education approve the acceptance of \$4,000 in credit for the successful completion of the requirements to qualify for the 2023/2024 SAIF Tier 1 Safety Incentive Program Award.
- i. It is recommended by the Superintendent that the board approve the acceptance of the following donations to the Athletic Fund and new Scoreboard:

DATE	CHECK #	AMOUNT	DONAR
10/09/2024	2377452	\$237.00	James Pepe (alumni)
9/12/2024	8099	\$1,000	Fitzpatrick Media Group, LLC DBA District Won T-Mobile Sponsorship
5/02/2024	7454	\$1,000	Lake Hopatcong Elks #782 (Scoreboard)

**Motion to approve 11a – 11i:**

(ACTION) Motion by Cappello. Seconded by Polowchena

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

October 28, 2024

**6:00 pm.** Open the Meeting and enter Executive Session in the Administration Building: Room 21

**Public Portion will begin at 7:00 p.m in the Board Meeting Room**

2 Windsor Avenue, Hopatcong, NJ 07843

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	Absent	Philip DiStefano
Yes	Natalia Cappello	Yes	Jayson Cittrich	Yes	Jayna Gulan
Yes	James Chaffee, Jr.	Absent	Scott Francis	Yes	Jennifer Polowchena

### 12. PERSONNEL

Approval of the following personnel items, **12a – 12p**, as recommended by the Superintendent of Schools and the Student Achievement Committee of the Board:

- a. Approval to accept the resignation of **Glaucielle Manco** from her position as a Paraprofessional effective November 1, 2024.
- b. Approval to accept the resignation, with regret, for the purpose of retirement of **Joseph Vincent** from his position as a Custodian effective January 1, 2025.
- c. Approval of employment of **Marinelza Duran** as a Paraprofessional at Durban Ave effective October 7, 2024 at a rate of \$16.55 an hour. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate.
- d. Approval of employment of **Katherine Justiniano** as a Paraprofessional at Durban Ave at a rate of \$16.55 an hour effective October 16, 2024. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate.
- e. Approval of employment of **Erika del Campo** as a Paraprofessional at Durban Ave at a rate of \$16.55 an hour effective October 25, 2024. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate.
- f. Approval of employment of **Elise Rooker** as a Paraprofessional at Tulsa Trail at a rate of \$16.55 an hour. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate. Start date pending background clearance.
- g. Approval of employment of **Gail Moriarty** as a Paraprofessional at the Middle School at a rate of \$16.55 an hour. Start date pending background clearance.
- h. Approval of employment of **Noelle D'Amato** as High School Psychology Teacher effective November 25, 2024 with a prorated salary of \$67,520, which represents BA, Step 1 on the 2024-2025 HEA salary guide.
- i. Approval of employment of **Karli Razak** as Secretary to the Principal at Durban Ave effective January 2, 2025 with a prorated salary of \$41,476 plus \$2,400 Equitable Pay which represents Step 3 of the 2024-2025 HOPA salary guide. Karli will work December 16-December 19, 2024 at a rate of \$173/day for training purposes.

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

October 28, 2024

**6:00 pm.** Open the Meeting and enter Executive Session in the Administration Building: Room 21  
**Public Portion will begin at 7:00 p.m in the Board Meeting Room**  
 2 Windsor Avenue, Hopatcong, NJ 07843

- j. Approval of **Employee #81502** to take a paid leave of absence beginning February 3, 2025 through March 12, 2025 followed by an unpaid FMLA leave of absence beginning March 17, 2024 through the remainder of the school year.
- k. Approval of **Employee #81712** to take an unpaid medical leave of absence effective October 22, 2024 until approximately December 3, 2024 or until otherwise cleared by a doctor.
- l. Approval of **Eileen Baum** to work as the High School after school student assistance in activities at a rate of \$28/hour as needed for the 2024-2025 school year.
- m. Approval of the following salaries for the **Title I Program** for the 2024 - 2025 school year:

Name	Salary	Grant Portion	% of Salary Grant Funded	District Portion	% of Salary District Funded
Jamie Gambuzza	\$100,370	\$57,764	57.55%	\$42,606	42.45%
Stacey Christiano	\$106,170	\$57,764	54.41%	\$48,406	45.59%

- n. Approval of the following **Coach/Advisor** Positions for the 2024-2025 school year:

Name	Nature of Action	Position	Class	Level	Salary
Christy Brennan	Appoint	Asst. Girls Basketball Coach	B	1	\$3,187

- o. Approval of the following staff to take and receive tuition reimbursements\*, as per contract, upon successful completion of the course and submission of paperwork

### ***Course Approval /Reimbursement Approval***

Name	Course Title	Course Number	Credits	Cost
Gabrielle Cardosa-Schnabel	ADD/ADHD Strategies and Interventions for the Classroom	EDUC_715G	3	\$420
Nancy Stephens	Equity in Leadership	EL5123	3	\$825

***\*The maximum rate of reimbursement per credit for the 24-25 school year is \$453.***

- p. Approval of the following substitutes:
  1. Glenn Haines - Substitute Teacher
  2. Karyna Keegan - Substitute Teacher

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

October 28, 2024

6:00 pm. Open the Meeting and enter Executive Session in the Administration Building: Room 21

**Public Portion will begin at 7:00 p.m in the Board Meeting Room**

2 Windsor Avenue, Hopatcong, NJ 07843

### 13. TRAVEL AND PROFESSIONAL DEVELOPMENT

Resolved, that the Hopatcong Board of Education approve travel costs as related in this resolution which are educationally necessary and fiscally prudent and are related to and within the scope of the employee's current responsibilities and promotes the delivery of instruction or furthers the efficient operation of the school district. The reimbursement listed in this resolution are in compliance with the state travel reimbursement guidelines as established by the Department of Treasury and Board of Education policy in accordance with N.J.A.C. 6A:23B-1.1. seq

***Approval of the following staff to attend Professional Development/Conference\****

Name	Title	Cost	Date
Nancy Stephens	NJALC Fall Symposium 2024- Order and Law- New Assessments for Legally Defensible IEPs	mileage only	10/24/24-10/25/24
Danielle Manisa	SCSCA Meeting	mileage only	9/26/24
Stacey Montefusco Jaclyn DiBrienza-Cikovic	Mental Health Toolbox for CST Professionals	mileage only	10/30/24

***\*Cost will be reimbursed upon completion of attendance and all documentation has been provided.***

### 14. POLICY & REGULATIONS

Approval of item 14a-14b, as recommended by the Superintendent of Schools and the Student Achievement and Operations Committees of the Board:

a. Approval of modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised, for **FIRST READING:**

Policy/Regulation #	Title
7481	Unmanned Aircraft Systems

b. Approval of modifications and additions to the policies and regulations of the Hopatcong Board of Education in accordance with statutory and regulatory changes for approval, as revised, for **SECOND READING:**

Policy/Regulation #	Title
P 5420	Reporting Pupil Progress (M)

### 15. STUDENTS AND SERVICES

Approval of the following items, 15a-15e as recommended by the Superintendent of Schools and Student Achievement Committee of the Board:

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

October 28, 2024

**6:00 pm.** Open the Meeting and enter Executive Session in the Administration Building: Room 21

**Public Portion will begin at 7:00 p.m in the Board Meeting Room**

2 Windsor Avenue, Hopatcong, NJ 07843

- a. Approval for up to 10 hours per week of educational instruction services for student no. 15410 beginning 10/3/24 for the anticipated duration of approximately 30-60 days. Instruction will be provided by Learnwell at a rate of \$53.00 per hour.
- b. Approval for educational instruction services for student no. 13974 for 5 hours per week beginning October 14, 2024. Instruction will be provided by Saint Clare's Hospital at a rate of \$55.00 per hour.
- c. Approval for 10 hours of home instruction services per week for student no. 12710. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour beginning 10/23/24 until further notice.
- d. Approval for the following High School Students to receive option II credits for the 2024-2025 school year following completion of work:

Student ID #	# of Option II credits
13215	10
12699	3.7
12718	5
12722	5
13440	5
13207	10
13500	5
16019	5
16264	20

- e. Approval of the following field trip requests:

SCHOOL	TRIP
Tulsa	Tranquility Farms
High School	MPAC NJSO
High School	Pax Amicus
High School	Greggs Beauty & Training Center
High School	Quest - Stephens State Park
High School	Stephens State Park



# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

October 28, 2024

6:00 pm. Open the Meeting and enter Executive Session in the Administration Building: Room 21

**Public Portion will begin at 7:00 p.m in the Board Meeting Room**

2 Windsor Avenue, Hopatcong, NJ 07843

### 16. RESOLUTIONS

Approval of the following resolutions as per the recommendation of the Superintendent of Schools.

- a. It is recommended by the Superintendent that the Board of Education approve the PEA Operational Plan and Budget due November 15, 2024.
- b. It is recommended by the Superintendent that the Board of Education approve the 23-24 HIB Self-Assessment to the NJDOE.
- c. It is recommended by the Superintendent that the Board of Education approve the application of an age range waiver to the Sussex County Department of Education for the Middle School MD Class for the 2024-2025.

### SUSSEX COUNTY REGIONAL COOPERATIVE

- a. The Superintendent and the Director of Transportation recommend the **approval of bills** for the Sussex County Regional Cooperative Operating account for September 24, 2024 through October 28, 2024 in the amount of \$42,376.03 for Regular bills and \$62,004.85 for Bus Contractors.
- b. The Superintendent and the Director of Transportation recommend the **approval to hire Julissa Ruiz Quinones** as a full-time Bus Driver for the 2024-2025 school year for 6.5 hours per day at the hourly rate of \$29.70, beginning November 1, 2024.
- c. The Superintendent and the Director of Transportation recommend the **approval to hire Michael Chobot** as a Bus Aide for the 2024-2025 school year for 5 hours per day at the hourly rate of \$17.50, beginning November 1, 2024.
- d. The Superintendent and the Director of Transportation recommend the approval to increase Isabella Kestenholz's hours to 6.5 per day effective November 1, 2024.
- e. The Superintendent and the Director of Transportation recommend the approval to accept the resignation of Dorothy DeFranco, Bus Aide, effective September 30, 2024.
- f. The Superintendent and the Director of Transportation recommend the **approval of the following new member district** for the 2024-2025 school year: **Allamuchy**
- g.

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

October 28, 2024

**6:00 pm.** Open the Meeting and enter Executive Session in the Administration Building: Room 21  
**Public Portion will begin at 7:00 p.m in the Board Meeting Room**  
2 Windsor Avenue, Hopatcong, NJ 07843

1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Special Education School Year Routes** for the 2024-2025 School Year as listed on Exhibit A.
2. The Superintendent and the Director of Transportation recommend the **award** of student transportation **quotations for Special Education School Year Routes** to the lowest, responsible and responsive bus contractor companies for the 2024-2025 School Year as listed on Exhibit A.
3. The Superintendent and the Director of Transportation recommend the **approval of route contract addendums** for the 2024 Extended School Year as listed on Exhibit A.
4. The Superintendent and the Director of Transportation **recommend the renewal of 2023 Extended School Year Routes** for the 2024 Extended School Year at the State issued CPI of 5.81% or less.
5. The Superintendent and the Director of Transportation **recommend the renewal of 2023-2024 School Year Routes** for the **2024 -2025 School Year** at the State issued CPI of 5.81% or less.
6. The Superintendent and the Director of Transportation recommend the **approval of route contract addendums** for the 2024-2025 School Year as listed on Exhibit A.
7. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Athletic/Class/Field Trips** for the 2024-2025 School Year as listed on Exhibit A.
8. The Superintendent and the Director of Transportation recommend the **award** of student transportation **contracts for quoted Athletic/Class/Field Trips** to the lowest, responsible and responsive bus contractor companies for the 2024-2025 School Year as listed on Exhibit A.
9. The Superintendent and the Director of Transportation recommend the **renewal of 2023-2024 School Related Activity Routes for the 2024-2025 School Year** at State issued CPI increase of 5.81% or less as listed on Exhibit A.
10. The Superintendent and the Director of Transportation recommend the **approval of Jointure Transportation Agreements** for the 2024-2025 School Year as listed on Exhibit A.

# HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

October 28, 2024

6:00 pm. Open the Meeting and enter Executive Session in the Administration Building: Room 21

**Public Portion will begin at 7:00 p.m in the Board Meeting Room**

2 Windsor Avenue, Hopatcong, NJ 07843

**Motion to approve items 12 – 17:**

(ACTION) Motion by Falconi. seconded by Chaffee

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	Absent	Philip DiStefano
Yes	Natalia Cappello	Yes	Jayson Cittrich	Yes	Jayna Gulan
Yes	James Chaffee, Jr.	Absent	Scott Francis	Yes	Jennifer Polowchena

17. **BOARD OF EDUCATION MEMBER COMMENTS**

*Mr. Chaffee thanked everyone for coming*

*Mrs. Polowchena implored the community to read the postcards that were sent to every home because they detail the facts about the referendum.*

*Mrs. Falconi-Shubert and the remaining board members asked the community to exercise its right to vote to protect our assets: our schools..*

18. **ADJOURNMENT**

**Motion to adjourn:**

(ACTION) Motion by Falconi. seconded by Cappello

All in favor: Aye. Time: 7:36 pm.

Respectfully submitted,



Jeffrey Hallenbeck. Board Secretary