

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

November 24, 2025

**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: \_\_\_\_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 November 24, 2025 at the Hopatcong Board of Education, Board meeting room in the Administration Building.

#### 3. ROLL CALL

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	----- ▾	Veronica Schram
-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	----- ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

#### 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 Choose Item ▾ . seconded by Choose Item ▾

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	----- ▾	Veronica Schram
-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	----- ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

#### 5. RECONVENE

**Motion to Reconvene**

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(ACTION)Motion by Choose Item seconded by Choose Item

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	----- ▾	Veronica Schram
-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	----- ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

### 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:

- October 27, 2025 - Regular Meeting
- October 27, 2025 - Executive Meeting

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

(ACTION)Motion by Choose Item . Seconded by Choose Item

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	----- ▾	Veronica Schram
-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	----- ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

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

- Student Representatives, Natalia Gerena-Roman, Reagan Gravatt, Lilyanne Zinsli
- Superintendent's Report – **Mr. Jeffrey Hallenbeck, Superintendent of Schools**
  - Nisivoccia Audit Presentation
  - Adoption of the 2025-2026 Budget Calendar
- A second reading and approval of the Superintendent's HIB Report for October 2025 as presented to the Board at the October meeting on October 27, 2025. Approval of the Superintendent's HIB report for November 2025 for first reading and review as presented to the Board at the November meeting on November 24, 2025.

**Motion to approve 7a –7c:**

(ACTION)Motion by Choose Item . Seconded by Choose Item

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	----- ▾	Veronica Schram
-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	----- ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

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### 8. **ACKNOWLEDGEMENTS/CORRESPONDENCE**

- a. Congratulations to the following students who were chosen as **Hopatcong High School's Students-of-the-Marking Period** for their outstanding performance in Marking Period One, 2025:  
Grade 8 – Sophia Rodriguez  
Honorable Mention: Nataleigh Garrity, Charlotte Carey, Olivia Eggenberger  
Grade 9 – Dade Derrig  
Grade 10 – Ella Monopole  
Honorable Mention: Lacey Guerrero, Joseph Seck, Sofia Leybov  
Grade 11 –Quinn Holey  
Honorable Mention: Ivan Flores, Liam Murphy  
Grade 12 - Braiden Gelzer  
Honorable Mention: Mason LaTorre, Amanda Gonzalez
- b. Congratulations to the following students who were chosen as **Hopatcong Middle School's Students-of-the-Month** for their outstanding performance in October 2025:  
Grade 5- Jack Dowling, Elliana Martinez  
Grade 6- Loren Chavez  
Grade 7- Bradlee Baichulall
- c. Congratulations to the following **Hopatcong High School Students** for their outstanding performance in **Advanced Placement examinations**:  
**AP Scholar:**
  - Dominick Amella
  - Katie Colgan
  - Juan Duque-Martinez
  - Amanda Gonzalez
  - Kiyon Simpson
  - Houle Chloe
  - Ashley Mower**AP Scholar with Honor:**
  - Natalie Leybov**AP Scholar with Distinction**
  - Mason LaTorre
  - Giovanni Cespedes
  - Patrick Comerford
  - Megan Hinczynski
- d. Congratulations to the following **Hopatcong High School Students** who successfully passed the **NJ Board of Cosmetology and Hairstyling** exam and will be officially receiving their licenses:
  - Caitlin Beach
  - Reilly Edwards
  - Danielle Morat
  - Elizabeth Pavao
  - Shayla Pichardo
  - Adrianna Pisano
  - Gianna Sperduto
  - Mia Vigliotti

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### 9. PARENT/TEACHER ORGANIZATION REPRESENTATIVES

### 10. PUBLIC COMMENT – GENERAL DISCUSSION

### 11. FINANCE

Approval of the following Finance items, 11a. – 11g, as recommended by the Superintendent of Schools:

- a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, October 27, 2025, through November 24, 2025 be revised and approved in the following amounts:  
General Fund and Special Revenue (Grants) account - \$1,774,637.18  
Cafeteria account - \$89,297.43  
Fund 30 - \$193,049.62
- b. It is recommended by the Superintendent that the board approve the Treasurer's Report for the month of October 2025.
- c. It is recommended by the Superintendent that the board approve the Board Secretary's Report for the month of October 2025.
- d. It is recommended by the Superintendent that the board approve the Transfer Report for the month of October 2025.
- 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 November 24, 2025, 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 November 24, 2025, 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 acceptance of an anonymous donation of \$100 that was made to the Durban Ave. School to cover outstanding student lunch account balance debt.

#### Motion to approve 11a – 11g:

(ACTION) Motion by Choose Item . Seconded by Choose Item

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	----- ▾	Veronica Schram
-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	----- ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

### 12. PERSONNEL

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

- a. Approval to accept the resignation of **Alvaro Cardenas** from his position as a Custodian, effective October 29, 2025.
- b. Approval to rescind the offer of employment of **Alexis Powers**, custodial position.
- c. Approval of employment of **Kaitlyn Devine** as a Paraprofessional at the Middle School at a rate of \$16.73 an hour. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate. Start date pending background clearance.
- d. Approval of employment of **Thomas Hardman** as Full-Time Custodian with a prorated salary of \$45,740, minus \$400 for not having a black seal, which reflects step 1 of the 2025-2026 HEA custodian guide effective December 1, 2025.
- e. Approval of **Antonio Fancera** from Part-Time Custodian to Full-Time Custodian effective February 1, 2026, with a prorated salary of \$46,240, which reflects step 2 of the 2025-2026 HEA custodian guide.
- f. Approval of **Employee #81578** to take a leave of absence using 12 weeks of unpaid FMLA/NJFLA effective April 27, 2026 with an anticipated return date of October 5, 2026.
- g. Approval of **Employee #80217** to take a leave of absence using a combination of earned sick leave (7 days) and FMLA/NJFLA (8 days) beginning December 15, 2025 with an estimated return date of January 15, 2026.
- h. Approval of **Joseph Shubert** to work as an Athletic Event Staff Member for 2025-2026 athletic events, to be paid at the Board Approved rate of pay per position.
- i. Approval of **Emily Pappas** to work as a Chiefs Scholars Academy Substitute as needed at a rate of \$52.50/day.
- j. Approval for **High School Athletics** to work with the assignor for the basketball clock position at a rate of \$65 for varsity games and \$55 for JV games.
- k. 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
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Brian Collins	Health Basics	EDUC 514	4	\$1,340
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**\*The maximum rate of reimbursement per credit for the 2-26 school year is \$512.04.**

I. Approval of the following substitutes:

1. Cesar Arana, Substitute Paraprofessional
2. Alexis Suarez, Substitute Nurse
3. Jenifer Bazyl, Substitute Nurse
4. Jill Wrede, Substitute Paraprofessional

**Motion to approve 12a-12l:**

(ACTION) Motion by Choose Item seconded by Choose Item

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	-----... ▾	Veronica Schram
-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	-----... ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	-----... ▾	Nicole Falconi-Shubert

### 13. POLICY & REGULATIONS

Approval of item 13a-13b, 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**

P&R 9130  
P&R 2535  
P&R 2530

Public Complaints  
Library Material  
Resource materials

- 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**

R 8441

CARE OF INJURED AND ILL PERSONS (M)

**Motion to approve 13a-13b:**

(ACTION) Motion by Choose Item seconded by Choose Item

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	-----... ▾	Veronica Schram
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-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	----- ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

### 14. **STUDENT AND SERVICES**

Approval of the following items, 14a-14d as recommended by the Superintendent of Schools and Student Achievement Committee of the Board:

- Approval for a maximum of 10 hours per week of educational instruction services for student no. 14277 beginning 11/13/25, for the anticipated duration of approximately 30-60 days. Instruction will be provided by Learnwell at a rate of \$56.70 per hour.
- Approval for up to 10 hours per week of educational instruction services for student no. 13935 beginning 10/30/25, for the anticipated duration of approximately 3-6 months. Instruction will be provided by Educational Services Commission of New Jersey at a rate of \$95.00 per hour.
- Approval of the send/receive contracts with Hanover Township for student no. 14909, 14686, 15153 in accordance with McKinney-Vento Homeless Assistance Act, with an effective date of November 17, 2025.
- Approval of the following field trips:

Trip	School
Hopatcong State Park	Middle School
Campgaw Snow Tubing	High School
WSUS Franklin	High School
Kahlahari Resort	High School
Turtle Back Zoo	High School
NYC International Beauty Show	High School
Paterson Great Falls	High School
Great Swamp National Wildlife Refuge	High School

**Motion to approve 14a-14d:**

(ACTION) Motion by Choose Item ▾ seconded by Choose Item ▾

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	----- ▾	Veronica Schram
-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	----- ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

### 15. **RESOLUTIONS**

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

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- a. It is recommended by the Superintendent that the Board of Education approve of the School Bus Emergency Evacuation Drill Report as required by NJAC 6A:27-11.2
- b. It is recommended by the Superintendent that the Board of Education approve the participation in SAIF (School Alliance Insurance Fund) for the term of 2025-2028.
- c. It is recommended by the Superintendent that the Board of Education approve the submission of the 2026-2027 school year preschool projected enrollment to the Office of Early Childhood Education.
- d. It is recommended by the Superintendent that the Board of Education approve the Co-Op Girls Wrestling Program with Lenape Valley Regional at no additional cost to the District.

### Motion to approve 15a-15d:

(ACTION) Motion by Choose Item ▾ seconded by Choose Item ▾

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	----- ▾	Veronica Schram
-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	----- ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

## 16. 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 October 28, 2025 through November 24, 2025 in the amount of \$21,317.84 for Regular bills and \$3,201,487.82 for Contractor bills.
- b. The Superintendent and the Director of Transportation recommend **the approval to extend the Commodity Resale Agreement with the Township of Hardyston** for gasoline and diesel fuel for a two-year term beginning on January 1, 2026 and terminating on December 31, 2027.
- c. The Superintendent and the Director of Transportation **recommend the approval** of Janine Byrnes, Christopher Verdi and Nicholas Fairchild **to attend the STS General Meeting** on December 3, 2025 in Monroe Township, NJ. There is not cost for attendance.
- d. The Superintendent and the Director of Transportation recommend the **approval to accept, with regret, the resignation of Joan Marshall**, School Bus Driver, effective December 31, 2025. Joan has provided exemplary service to the students of the Hopatcong School District for 26 years and during that time also served in various positions throughout the District always with the utmost professional attitude. We would like to extend warmest wishes for a long and happy retirement.

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- e. The Superintendent and the Director of Transportation recommend the ***disposal*** of the following  
Sussex County Regional Cooperative school vehicles through Hunterdon County ESC:

<u>Vehicle Id Number</u>	<u>Description</u>
1GB3G3BGYF1106368	2016 Thomas 24 passenger
1GBKB31K291112896	2010 Collins 24 Passenger

f.

1. The Superintendent and the Director of Transportation recommend the ***acceptance*** of student transportation ***quotations for Special Education School Year Routes*** for the 2025-2026 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 2025-2026 School Year as listed on Exhibit A.
3. The Superintendent and the Director of Transportation recommend the ***approval of route contract addendums*** for the 2025-2026 School Year as listed on Exhibit A.
4. The Superintendent and the Director of Transportation recommend the ***acceptance*** of student transportation ***quotations for Athletic/Class/Field Trips*** for the 2025-2026 School Year as listed on Exhibit A.
5. 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 2025-2026 School Year as listed on Exhibit A.
6. The Superintendent and the Director of Transportation recommend the ***renewal of 2024-2025 School Year Routes for the 2025-2026 School Year*** at State issued CPI increase of 3.57% or less as listed on Exhibit A.
7. The Superintendent and the Director of ***Transportation recommend the acceptance of bids submitted from November 4, 2025 Bid #2025-26-08*** for the 2025-2026 School Year as listed on Exhibit A

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8. The Superintendent and the Director of Transportation recommend the ***award of bids submitted from the November 4, 2025 Bid #2025-26-08*** to the lowest, responsible and responsive bus contractor company for the 2025-2026 School Year as listed on Exhibit A.
9. The Superintendent and the Director of Transportation recommend the ***rejection of bids submitted from the November 4, 2025 Bid #2025-26-08*** due to cost exceeding allowable amount, non-compliance or termination of the routes as listed on Exhibit A.
10. The Superintendent and the Director of ***Transportation recommend the acceptance of bids submitted from November 12, 2025 Bid #2025-26-09*** for the 2025-2026 School Year as listed on Exhibit A
11. The Superintendent and the Director of Transportation recommend the ***award of bids submitted from the November 12, 2025 Bid #2025-26-09*** to the lowest, responsible and responsive bus contractor company for the 2025-2026 School Year as listed on Exhibit A.
12. The Superintendent and the Director of Transportation recommend the ***rejection of bids submitted from the November 12, 2025 Bid #2025-26-09*** due to cost exceeding allowable amount, non-compliance or termination of the routes as listed on Exhibit A.
13. The Superintendent and the Director of Transportation recommend the approval of a ***New Member Districts for the 2025-2026 School Year*** as follows:

**School District of the Chathams  
Hoboken Charter School  
Mansfield Twp  
Morris County Vocational School  
Piscataway Township Board of Education**

(ACTION)Motion by Choose Item . seconded by Choose Item

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	----- ▾	Veronica Schram
-----... ▾	James Chaffee, Jr.	-----... ▾	Philip DiStefano	----- ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

## 17. BOARD OF EDUCATION MEMBER COMMENTS

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18. **ADJOURNMENT**

**Motion to adjourn:**

(ACTION) Motion by Choose Item . seconded by Choose Item

All in favor: Choose an item. Time: