

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

September 28, 2026

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 September 28, 2026 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.	-----... ▾	James Warin	----- ▾	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.	-----... ▾	James Warin	----- ▾	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.	-----... ▾	James Warin	-----... ▾	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:

- August 24, 2026 - Regular Meeting
- August 24, 2026 - 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.	-----... ▾	James Warin	-----... ▾	Jennifer Polowchena
-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	-----... ▾	Nicole Falconi-Shubert

7. SUPERINTENDENT'S REPORT AND HIB REPORT

- Student Representatives, Morgan Cinnamon, Talia Perrotti
- Superintendent's Report – **Mr. Jeffrey Hallenbeck, Superintendent of Schools**
- Whereas there have been no HIBs reported for the month of September 2026, acceptance of the report at the September 28, 2026 board meeting to indicate no findings.

Motion to approve 7a –7b:

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

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

8. PARENT/TEACHER ORGANIZATION REPRESENTATIVES

9. PUBLIC COMMENT – GENERAL DISCUSSION

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10. FINANCE

Approval of the following Finance items, 10a.–10h, 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, August 24, 2026, through September 28, 2026 be approved in the following amounts:

General Fund and Special Revenue (Grants) account -	\$2,171,597.51
Cafeteria account -	\$2,028.25
Fund 30 -	\$176,840.00

- b. It is recommended by the Superintendent that the board approve the Treasurer's Report for the month of August 2026.
- c. It is recommended by the Superintendent that the board approve the Board Secretary's Report for the month of August 2026.
- d. It is recommended by the Superintendent that the board approve the Transfer Report for the month of August 2026.
- 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 September 28, 2026, 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 September 28, 2026, 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. Approval of the 60 month lease with Ricoh for district copies in accordance with NJ State contract 25-COMG-99562 in the amount of \$4549.55. This agreement provides updated equipment and software that replaces our existing agreement set to expire with no cost increase to the district.
- h. It is recommended by the Superintendent that the board approve the following very generous donations from the Hopatcong High School Parents Teacher Student organization:
- 1) Donation of \$900.00 to the High School Student Council to help pay for events they run throughout the year.
 - 2) Donation of \$3,673.61 to pay the full amount to replace the overshoot netting at the Hilltop soccer fields.

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Motion to approve 10a – 10h:

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

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

11.

PERSONNEL

Approval of the following personnel items, **11a – 11q**, as recommended by the Superintendent of Schools and the Student Achievement Committee of the Board:

- a. Approval of **Greta Miller** as a Paraprofessional at Tulsa Trail School effective September 21, 2026 at a rate of \$17 an hour. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate
- b. Approval of **Vanessa Gonzalez** as a Paraprofessional at Tulsa Trail School at a rate of \$17 an hour, start date pending background clearance. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate
- c. Approval of **Brittany Williamson** as a Paraprofessional at Tulsa Trail School at a rate of \$17 an hour, start date pending background clearance. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate
- d. Approval of **Samantha Della Torre** as a Paraprofessional at the Middle School at a rate of \$17 an hour, effective September 28, 2026. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate
- e. Approval of **Kelly Rafferty** as High School Math & Algebra 1 Temporary Assistance Position, for the purpose of lesson planning and grading at a rate of \$35 per hour for 1-2 hours per week/per class period.
- f. Approval of **Megan Nardone** as High School Calc & Pre-Calc Temporary Assistance Position, for the purpose of lesson planning and grading at a rate of \$35 per hour for 1-2 hours per week/per class period.
- g. Approval of **Julie Wilson** as High School MD Temporary Assistance Position, for the purpose of lesson planning and grading at a rate of \$35 per hour for 1-2 hours per week/per class period.
- h. Approval of the unpaid leave of absence of **Employee #81887** beginning August 26, 2026 until medically cleared to return.

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- i. Approval of **Employee#81546** to extend their leave of absence using unpaid leave beginning November 23, 2025 through the remainder of the 2026-2027 school year.
- j. Approval of **Natalia Panesso** a CCM student to observe 25 hours of classroom observation at the High School
- k. Approval of **Anna Kugelman** a CCM student to observe 25 hours of classroom observation at Tulsa Trail.
- l. Approval for Susan Pallotta to work up to a total of 3 additional days of summer work, at a per diem rate of 1/200th of her annual 25-26 salary.

- m. Approval of the following staff mentoring partnership in accordance with the provisions and requirements of the **Hopatcong District Mentoring Program**:

New Staff Member	Mentor
Julia Hagedoorn	Kim Boucher

- n. Approval of the following updated rate of pay per position for **Athletic Event Staff** for the 2026-2027 school year:

Events Position	Pay Rate
Football Head Ticket Seller	\$75
Football Site Manager - home games	\$350
Football Site Manager - away games	\$250
Football Game Events Assistant	\$200

- o. Approval of the following staff members to write curriculum/attend training over the summer at a rate of \$35/hour for the number of listed hours below which represents the negotiated rate from the HEA Contract:

Course/Subject	Name	Number of Hours
English 6, English 6 Adv	Christine Kalemba	20
English 7, English 7 Adv		20
AP Seminar Workshop and Training	Jason Mulvihill	40

- p. 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

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Name	Course Title	Course Number	Credits	Cost
Edric Debos	Innovation Through Design	ARE541-1	3	\$1,500
	Cultural Competency in Art Education	ARE540-1	3	\$1,500

***The maximum rate of reimbursement per credit for the 26-27 school year is \$518.73.**

q. Approval of the following substitutes:

1. Antonio Fancera, Substitute Teacher
2. Bridget Brady, Substitute Teacher
3. Heather Sutton, Substitute Teacher

Motion to approve 11a-11q:

(ACTION) Motion by Choose Item seconded by Choose Item

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

12. 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
Hilary Wolf	Executive Functions: Reading, Dyslexia, Common Co-Occurrences and What to Do About it All	\$30	7/23/26
	Helping Your Students Decode Science	\$60	7/28/26
Ken Olsen	Network and Learn Session for WBL Coordinators	\$60+mileage	10/27/26
Melissa Kennedy	26th Annual Middle School Youth Empowerment Summit	\$0+mileage	10/21/26
Lisa Osbun Jenn Valenti Analisse Curatolo Melissa Kennedy	SCSCA Columbus Day In-service	\$0+mileage	10/12/26
Lisa Osbun	SCSCA Meeting	\$0+mileage	9/26/26

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

Motion to approve 12:

(ACTION) Motion by Choose Item seconded by Choose Item

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

13.

STUDENT AND SERVICES

Approval of the following items, 13a-13h as recommended by the Superintendent of Schools and Student Achievement Committee of the Board:

- a. Approval for Miriam Skydell and Associates, LLC. to provide Occupational Therapy services due to the leave of absence of our district OT. It is anticipated that coverage will be provided for a total of 5 school days per week (5 hours per day) at a rate of \$125.00 per hour. Evaluations will be paid at the rate of \$450.00 per evaluation.
- b. Approval for educational instruction services for student no. 13669 beginning 9/9/26 for approximately 2-6 months. Instruction will be provided by New Hope I.B.H.C. at a rate of \$650.00 per month.
- c. Approval for 5 hours of home instruction services per week for student no. 14229. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour beginning 9/14/26 until approximately 11/26/26.
- d. Approval for home instruction services for student no. 13760. 3 hours of instruction per week beginning 8/31/26 for the 1st semester of the school year. 2.5 hours of home instruction services per week for the 2nd semester of the school year. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour.
- e. Approval for 10 hours of home instruction services per week for student no. 15413. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour beginning 9/9/26 until approximately 6/11/27.
- f. Approval for 5 hours of home instruction services per week for student no. 14617. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour beginning 9/17/26 until approximately 10/17/26.
- g. Approval for 5 hours of home instruction services per week for student no. 16514. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour beginning 9/18/26 until approximately 6/10/27.
- h. Approval of the following field trips:

Trip	School
Morris County Vo Tech	High School

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Tranquility Farms	Tulsa
Turtle Back Zoo	High School
Camelback Waterpark	High School
High Point State Park	High School
Sussex Teach	High School

Motion to approve 13a-13h:

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

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

14. **RESOLUTIONS**

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

- It is recommended by the Superintendent that the Board of Education approve the MOA between the Hopatcong School District and Mental Health Association NJ4S.
- It is recommended by the Superintendent that the Board of Education approve the Emergency Evacuation Use Agreement between the Hopatcong Board of Education and Sussex County Community College.
- RESOLUTION REVISING PREVIOUSLY APPROVED RESOLUTION – AUTHORIZATION FOR PROFESSIONAL SERVICES LIGHTING UPGRADE CONTRACT

WHEREAS, the Hopatcong Borough Board of Education (the "Board") previously approved a resolution on June 22, 2026, entitled "Authorization for Professional Services Lighting Upgrade Contract," approving the Performance Lighting Delivered Service Program (PLD) Professional Service Agreement with NGU Sports Lighting for upgrades to the Hopatcong High School Athletic Fields and Gymnasium lighting systems; and

WHEREAS, the Board now wishes to revise the previously approved resolution solely for the purpose of changing the funding source for the project; and

WHEREAS, the Board desires to fund the project through a withdrawal from the District's Capital Reserve account in an amount not to exceed \$275,000.00; and

WHEREAS, the Board intends that the Capital Reserve withdrawal be used for the lighting upgrade project previously authorized by the Board on June 22, 2026; and

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WHEREAS, the Capital Reserve withdrawal shall be made in accordance with all applicable laws, regulations, and New Jersey Department of Education requirements;

NOW, THEREFORE, BE IT RESOLVED THAT:

Revision of Funding Source: The Hopatcong Borough Board of Education hereby revises the resolution approved on June 22, 2026, entitled "Authorization for Professional Services Lighting Upgrade Contract," to authorize the use of Capital Reserve funds in an amount not to exceed \$275,000.00 as the funding source for the previously approved lighting upgrade project.

Authorization of Capital Reserve Withdrawal: The Board hereby authorizes the withdrawal of an amount not to exceed \$275,000.00 from the District's Capital Reserve account for the previously approved lighting upgrade project, subject to all applicable statutory and regulatory requirements.

Administrative Authorization: The Superintendent/Business Administrator is hereby authorized and directed to take all necessary actions to effectuate the Capital Reserve withdrawal and to complete any required documentation, filings, or submissions associated with the withdrawal.

No Other Changes: Except as expressly revised herein, all other provisions, terms, conditions, and authorizations contained in the resolution approved by the Hopatcong Borough Board of Education on June 22, 2026, entitled "Authorization for Professional Services Lighting Upgrade Contract," shall remain unchanged and in full force and effect.

Effective Date: This resolution shall take effect immediately upon adoption.

Motion to approve 14a-14c:

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

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

15. 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

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August 25, 2026 through September 28, 2026 in the amount \$119,751.02 for Regular bills and \$4,125,538.09 for Contractor bills.

- b. The Superintendent and the Director of Transportation recommend the approval for Janine Byrnes, Christopher Verdi and Nicholas Fairchild to attend the NJ School Boards Annual Workshop, October 19-22, 2026 in Atlantic City, NJ at a total cost not to exceed \$1,375.00 for mileage, tolls, parking, meals and incidentals.
- c. The Superintendent and the Director of Transportation recommend the approval to reimburse Cooperative staff up to \$75.00 for a DOT physical to maintain their CDL with school bus endorsement.
1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Special Education Routes** for the 2026-2027 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 Routes** to the lowest, responsible and responsive bus contractor companies for the 2026-2027 School Year as listed on Exhibit A.
3. The Superintendent and the Director of Transportation recommend the **approval of route contract addendums** for the 2026-2027 School year as listed on Exhibit A.
4. The Superintendent and the Director of Transportation recommend the **approval of Parent Transportation Contract for the 2026-2027 School Year** as listed on Exhibit A.
5. Superintendent and the Director of **Transportation recommend the acceptance of bids submitted from the May 27, 2026 Bid #2026-2027-05** for the 2026 Extended School Year as listed on Exhibit A.
6. The Superintendent and the Director of Transportation recommend the **award of bids submitted from the May 27, 2026 Bid #2026-2027-05** to the lowest, responsible and responsive bus contractor company for the 2026 Extended School Year as listed on Exhibit A.

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7. The Superintendent and the Director of Transportation recommend the **renewal of 2025-2026 Public Routes for the 2026-2027 School year at the State Issued CPI 3.58% or less** as listed on Exhibit A.
8. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for School Related Activities Routes** for the 2026-2027 School Year as listed on Exhibit A.
9. The Superintendent and the Director of Transportation recommend the **award** of student transportation **quotations for Athletics/Class/Field Trips** to the lowest, responsible and responsive bus contractor companies for the 2026-2027 School Year as listed on Exhibit A.

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

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	----- ▾	Veronica Schram
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-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

16. BOARD OF EDUCATION MEMBER COMMENTS

17. ADJOURNMENT

Motion to adjourn:

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

All in favor: Choose an item. Time: