

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

October 30, 2023

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 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 October 30, 2023 at the Hopatcong Board of Education, Board meeting room in the Administration Building.

3. **ROLL CALL**

-----... ▾	Scott Francis	-----... ▾	Nicole Falconi-Shubert	----- ▾	Philip DiStefano
-----... ▾	Joseph Falconi	-----... ▾	Jayson Cittrich	----- ▾	Jayna Gulan
-----... ▾	Jennifer Johnson	-----... ▾	Jackie Turkington	----- ▾	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 Choose Item ▾ . seconded by Choose Item ▾

-----... ▾	Scott Francis	-----... ▾	Nicole Falconi-Shubert	----- ▾	Philip DiStefano
-----... ▾	Joseph Falconi	-----... ▾	Jayson Cittrich	----- ▾	Jayna Gulan
-----... ▾	Jennifer Johnson	-----... ▾	Jackie Turkington	----- ▾	Jennifer Polowchena

5. **RECONVENE**

Motion to Reconvene

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

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----- ▾	Scott Francis	----- ▾	Nicole Falconi-Shubert	----- ▾	Philip DiStefano
----- ▾	Joseph Falconi	----- ▾	Jayson Cittrich	----- ▾	Jayna Gulan
----- ▾	Jennifer Johnson	----- ▾	Jackie Turkington	----- ▾	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 25, 2023 - Executive Session
- b. September 25, 2023 - Public Meeting

Motion to approve 6a-6b:

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

-----... ▾	Scott Francis	-----... ▾	Nicole Falconi-Shubert	----- ▾	Philip DiStefano
-----... ▾	Joseph Falconi	-----... ▾	Jayson Cittrich	----- ▾	Jayna Gulan
-----... ▾	Jennifer Johnson	-----... ▾	Jackie Turkington	----- ▾	Jennifer Polowchena

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

a. Superintendent's Report – **Mr. Arthur DiBenedetto, Interim Superintendent of Schools**

- 1. Review of Agenda
- 2. QSAC
- 3. Spring 2023 State Testing Report
- 4. Referendum - Plan
- 5. Single Issue Meeting
- 6. Sept. in-service
- 7. Board Goals

b. In the absence of reports of HIB in September 2023, there is no second reading. Therefore, the Superintendent's HIB report for September 2023 as presented to the Board on September 25, 2023 with no reports of HIB is now presented to the Board for approval at the meeting on October 30, 2023. A first reading and approval of the Superintendent's HIB Report for October 2023, as presented to the Board at the October meeting on October 30, 2023.

Motion to approve 7a – 7b:

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

-----... ▾	Scott Francis	-----... ▾	Nicole Falconi-Shubert	----- ▾	Philip DiStefano
-----... ▾	Joseph Falconi	-----... ▾	Jayson Cittrich	----- ▾	Jayna Gulan

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-----... ▾	Jennifer Johnson	-----... ▾	Jackie Turkington	----- ▾	Jennifer Polowchena
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8. **PARENT/TEACHER ORGANIZATION REPRESENTATIVES**

9. **PUBLIC COMMENT – GENERAL DISCUSSION**

10. **FINANCE**

Approval of the following Finance items, 10a. – 10h., as recommended by the Superintendent of Schools and the Operations Committee of the Board:

- a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, September 25, 2023 through October 30, 2023 be approved in the following amounts:

General Fund and Special Revenue (Grants) account -	\$ 1,439,718.06
Cafeteria account	- \$ 2,105.58

- b. It is recommended by the Superintendent that the board approve the Treasurer's Report for the month of September 2023.
- c. It is recommended by the Superintendent that the board approve the Board Secretary's Report for the month of September 2023.
- d. It is recommended by the Superintendent that the board approve the Transfer Report for the month of September 2023.
- 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 30, 2023, 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 30, 2023, 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. **QUASI ENTITY RESOLUTION**

WHEREAS, the School Alliance Insurance Fund membership allows additional insured status for Booster Clubs, Foundations and other affiliated entities, and

WHEREAS, upon completion of the Quasi Entity General Application, and formal Hopatcong Board of Education resolution recognizing the Entity as an additional insured receiving quasi entity status,

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THEREFORE, be it resolved, the Hopatcong Board of Education formally recognizes the following, as Quasi Entities of the Hopatcong Board of Education:

- Hopatcong High School Parent Teacher Student Organization (HHSPTSO)
- Hopatcong Chiefs Football Parents Association (HCFPA)

h. It is recommended by the Superintendent that the board approve the acceptance of the following donation checks to the Dale Salomome Memorial Scholarship fund:

DATE	CHECK #	AMOUNT	DONAR
9/22/2023	2751	\$100.00	Christine M. Nuccio
10/06/2023	239	\$100.00	Janice P. and John F. Gallinot
10/07/2023	3231	\$500.00	Barbara S. Rabke
10/09/2023	101	\$500.00	Handydoc Services, LLC

Motion to approve 10a – 10h:

(ACTION) Motion by . Seconded by

<input type="text" value="-----..."/>	Scott Francis	<input type="text" value="-----..."/>	Nicole Falconi-Shubert	<input type="text" value="-----..."/>	Philip DiStefano
<input type="text" value="-----..."/>	Joseph Falconi	<input type="text" value="-----..."/>	Jayson Cittrich	<input type="text" value="-----..."/>	Jayna Gulan
<input type="text" value="-----..."/>	Jennifer Johnson	<input type="text" value="-----..."/>	Jackie Turkington	<input type="text" value="-----..."/>	Jennifer Polowchena

11. **PERSONNEL**

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

- a. Approval of the employment of **Melissa Kelly** as a Paraprofessional at Durban Avenue School effective December 11, 2023 at a rate of \$16.13 per hour, based on Step 1-2 of the 2023 - 2024 HEA Paraprofessional Salary Guide, for 29.75 hours per week. Should toileting be required, there will be an additional \$1.00 differential per hour added to the hourly rate.

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- b. Approval of the employment of **Leidy Yepes Patino** as a paraprofessional at Durban Avenue School retroactively effective to October 2, 2023 at a rate of \$16.13 per hour, based on Step 1-2 of the 2023 - 2024 HEA Paraprofessional Salary Guide, for 29.75 hours per week. Should toileting be required, there will be an additional \$1.00 differential per hour added to the hourly rate.
- c. Approval of the employment of **Olga Fory Caicedo** as a paraprofessional at Durban Avenue School retroactively effective to October 2, 2023 at a rate of \$16.13 per hour, based on Step 1-2 of the 2023 - 2024 HEA Paraprofessional Salary Guide, for 29.75 hours per week. Should toileting be required, there will be an additional \$1.00 differential per hour added to the hourly rate.
- d. Approval of the employment of **Jariely Rodriguez** as a paraprofessional at Tulsa Trail School retroactively effective to October 10, 2023 at a rate of \$16.13 per hour, based on Step 1-2 of the 2023 - 2024 HEA Paraprofessional Salary Guide, for 29.75 hours per week. Should toileting be required, there will be an additional \$1.00 differential per hour added to the hourly rate.
- e. Approval of the resignation of **Franco DePierro** from his position as Full-Time Custodian effective October 6, 2023.
- f. Approval of the employment of **John Rivera** as Full time Custodian with a prorated salary of \$44,855 minus \$400 for not having a black seal, which represents Step 1 of the 2023-2024 Custodian Guide, per contract effective October 31, 2023 pending background check.
- g. Approval of the employment of **Daniel Callaghan** as Part Time Custodian with a prorated salary of \$28,034 minus \$400 for not having a black seal which represents Step 1 of the 2023-2024 Custodian Guide, per contract effective October 31, 2023 pending background check.
- h. Approval of the termination of **Employee #81739** effective October 6, 2023.
- i. Approval of the resignation of paraprofessional **Sarah Holey** effective October 30, 2023.
- j. Approval of the following staff for the **Extra Duty/Extra Pay Positions** for the 2023 – 2024 school year in the Hopatcong School District:

Name	Nature of Action	Duty/Position	Salary
Joanna Hughes contracted service	appoint	PEA Master Teacher Consultant Requirement for PEA program	\$60 per hour, 15 hours per week [PEA grant]

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- k. Approval of the following **Coach/Advisor Positions** for the 2023-2024 school year:

Name	Nature of Action	Position	Class	Level	Salary
Paul Miller	Appoint	Head Softball Coach	A	4	\$7,712
Craig Vallaro	Appoint	Asst. Softball Coach	A	4	\$5,034
Dan Burlew	Appoint	Volunteer - Softball	-	-	Volunteer
Kyle O'Brien	Appoint	Volunteer - Softball	-	-	Volunteer
James Valentine	Appoint	Head Baseball Coach	A	4	\$7,712
Matt Andrews	Appoint	Asst. Baseball Coach	A	2	\$3,666
Traci Duffy	Appoint	Head Tennis Coach (spring)	B	4	\$5,034
Heather DelBagno	Appoint	Asst. Tennis Coach (spring)	B	4	\$5,034
Mike Juskus	Appoint	Head Boys Track Coach	A	4	\$7,712
Peter Oesen	Appoint	Head Girls Track Coach	A	4	\$7,712
Jamie Douglas	Appoint	Asst. Track Coach	B	4	\$5,034
Austin Brown	Appoint	Asst. Track Coach	B	4	\$5,034
Loren Turner	Appoint	Head Golf Coach	B	4	\$5,034
James McKowen	Appoint	Spring E-Sports	B	4	\$3,287
Wendy Vergara	Appoint	Cheer Choreographer	-	-	-
David Campagna	Appoint	Spring Weight Room Instructor	-	-	\$1,100

- i. 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
Maria DeLorenzo - revision 10/24/22 approval	LETRS Volumes 1 & 2 Taken at request of Supt. Title II funds	374361	6	\$2,3999^
Katarzyna Getto	School Nurse Student Teaching Practicum	NUR 5520	3	\$1,333.32
Karen Cubberly	Learning and Teaching PSI Biology: Prokaryotes & Eukaryotes	BIOL6842	3	\$432
	Learning and Teaching PSI Biology: Evolution & Systems of Life	BIOL6843	3	\$432

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Dominic Schiavone	Social Emotional Learning	EDUC 5598P-41576	3	\$165
Pamela Brennan	Getting Started with AI: An Educator's Gateway to Future-Ready Classrooms	Educ5598	3	\$0

***The maximum rate of reimbursement per credit for the 23-24 school year is \$444.44.**

^Correction to amount reimbursed 10/24/22 which was incorrect.

m. Approval of the following substitutes for the Hopatcong School District:

1. Amalia Maldonado, Substitute Paraprofessional
2. Marissa Fattorusso, Substitute Teacher
3. Ralph Castriotta, Substitute Teacher
4. Jami Cerrato, Substitute Teacher (pending certification)
5. Matthew Osbun, Substitute Teacher (pending certification)
6. Cole Dowling, Substitute Custodian
7. Tyrone Williams, Substitute Custodian

Motion to approve 11a – 11m:

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

-----... ▾	Scott Francis	-----... ▾	Nicole Falconi-Shubert	-----... ▾	Philip DiStefano
-----... ▾	Joseph Falconi	-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan
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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
Kurt Zimmerman	NJPSA Fall Conf	\$425 Title II Grant	10/11/23
James McKowen	Esports Summit x Dreamhack	\$0	12/14-12/17/23
Nancy Stephens	NJALC Fall Symposium 2023 Who's in? Determining Eligibility	\$165+ mileage	10/12-10/20/23

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Danielle Kovach	Council for Exceptional Children 2024 Conference	\$0	3/13-3/16/23
Lauren Coviello	NJSMA Elementary Music Division 2023 Fall Workshop	\$60 + mileage	10/9/23
Lisa Schuffenhauer	School Based Threat Assessment Team	0+mileage	10/4/2023
	SCSCA Columbus Day In-service	0+mileage	10/9/2023

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

Motion to approve Travel and Professional Development:

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

-----... ▾	Scott Francis	-----... ▾	Nicole Falconi-Shubert	----- ▾	Philip DiStefano
-----... ▾	Joseph Falconi	-----... ▾	Jayson Cittrich	----- ▾	Jayna Gulan
-----... ▾	Jennifer Johnson	-----... ▾	Jackie Turkington	----- ▾	Jennifer Polowchena

13. **POLICY & REGULATIONS**

Approval of item 13a, 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 **Second Reading:**

Policy/Regulation #	Title
P & R 1642.01	SICK LEAVE
P & R 2419	SCHOOL THREAT ASSESSMENT TEAMS (M)

Motion to approve 13a:

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

-----... ▾	Scott Francis	-----... ▾	Nicole Falconi-Shubert	----- ▾	Philip DiStefano
-----... ▾	Joseph Falconi	-----... ▾	Jayson Cittrich	----- ▾	Jayna Gulan
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14. STUDENTS AND SERVICES

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

- a. Approval for 5 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 September 26,2023 until approx date of October 30, 2023.
- b. Approval for 2 hours of home instruction services per week for student no. 13243. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour beginning 10/5/23 until approximately 10/13/23.
- c. Approval for 2 hours of home instruction services per week for student no. 13243. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour beginning 10/13/23 until approximately 11/13/23.
- d. Approval for 2 hours of home instruction services per week for student no. 14472. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour beginning 10/10/23 until approximately 11/9/23.
- e. Approval for ten hours per week of educational instruction services for student no. 12425. October 9, 2023 until approximately November 8, 2023. Instruction will be provided by Learnwell Education at a rate of \$48.25 per hour.
- f. Approval for 5 hours of home instruction services per week for student no. 15059. Instruction will be provided by Hopatcong certificated staff at the rate of \$40.00 per hour effective 10/24/23 until approximately 12/4/23.
- g. Approval for 1 1/4 hours of home instruction services per week for student no. 13271. Instruction will be provided by Hopatcong certificated staff at the rate of \$40.00 per hour effective 10/26/23 until approximately 11/30/23.
- h. Approval of the following field trip requests:

School	Date	Trip
HHS	10/12/23	Duke Farms
HHS-QUEST	11/15/23	Pyramid Mountain -after school-
HHS	12/7/23	Senior Citizens
HHS	11/15/23	High Point RHS County Band Rehearsal
HHS-FIT	11/8/23	Lakota Wolf Preserve -after school-
HMS	12/21/23	Morristown Performing Arts
HHS-FIT	12/7/23	Turtle Back Zoo

Motion to approve 14a-14h:

(ACTION) Motion by Choose Item seconded by Choose Item

-----... ▾	Scott Francis	-----... ▾	Nicole Falconi-Shubert	-----... ▾	Philip DiStefano
-----... ▾	Joseph Falconi	-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan

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-----... ▾	Jennifer Johnson	-----... ▾	Jackie Turkington	-----... ▾	Jennifer Polowchena
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15. **RESOLUTIONS**

- a. Approval of 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.
- b. Approval of the Annual Maintenance Reserve Deposit Worksheet, Form M-1, per N.J.A.C. 6:24, for the 2023-2024 school year.
- c. Approval of 23-24 Board Goals as follows:
 1. The board will maximize public relations outreach strategies toward the passage of the Sept. 26th referendum and, should the referendum not be successful, the board will expect a plan of action for the future of the district by the October 23 board meeting.
 2. The board will expect administrative action that will result in a graduation rate of 94% or better in the current graduating class with concentration on those students who did not pass the graduate exam as eleventh graders.
 3. The board will advance any opportunities for attempts at continuing mental health supports for students that were provided via federal funds for the last two years. Three initiatives toward this end are expected as a measure.
 4. The board will work toward the successful completion of a 2024-2025 budget that provides a thorough and efficient educational program despite the continued loss of significant state aid.

Motion to approve 15a- 15c:

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

-----... ▾	Scott Francis	-----... ▾	Nicole Falconi-Shubert	-----... ▾	Philip DiStefano
-----... ▾	Joseph Falconi	-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan
-----... ▾	Jennifer Johnson	-----... ▾	Jackie Turkington	-----... ▾	Jennifer Polowchena

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 September 26, 2023 through October 30, 2023 in the amount of \$123,197.06 for Regular bills and \$4,240,784.98 for Bus Contractors.

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- b. The Superintendent and the Director of Transportation recommend the **approval to hire Sarah Holey** as a Bus Aide for the 2023-2024 school Year for 5 hours per day at the hourly rate of \$15.90, start date October 31, 2023.
- c. The Superintendent and the Director of Transportation recommend the **approval of the following new member district** for the 2023-2024 school year:

West Windsor Plainsboro Regional School District

- d.
 - 1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Special Education School Year Routes** for the 2023-2024 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 2023-2024 School Year as listed on Exhibit A.
 - 3. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Athletic/Class/Field Trips** for the 2023-2024 School Year as listed on Exhibit A.
 - 4. 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 2023-2024 School Year as listed on Exhibit A.
 - 5. The Superintendent and the Director of Transportation recommend the **renewal of 2022-2023 School Year Routes for the 2023 – 2024 School Year** at State issued CPI increase of 5.86% or less as listed on Exhibit A.
 - 6. The Superintendent and the Director of Transportation recommend the **renewal of 2022-2023 School Related Activities Routes for the 2023 – 2024 School Year** at State issued CPI increase of 5.86% or less as listed on Exhibit A.
 - 7. The Superintendent and the Director of Transportation recommend the **acceptance of bids submitted from the June 14, 2023 Bid #2023-24-01A** for the 2023-2024 School Year as listed on Exhibit A.
 - 8. The Superintendent and the Director of Transportation recommend the **approval of Jointure Transportation Agreements** for the 2023-2024 School Year as listed on Exhibit A.
 - 9. The Superintendent and the Director of Transportation recommend the **approval of Jointure Transportation Agreements** for the 2023 Extended School Year as listed on Exhibit A.

Motion to approve:

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

-----... ▾	Scott Francis	-----... ▾	Nicole Falconi-Shubert	-----... ▾	Philip DiStefano
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-----... ▾	Joseph Falconi	-----... ▾	Jayson Cittrich	----- ▾	Jayna Gulan
-----... ▾	Jennifer Johnson	-----... ▾	Jackie Turkington	----- ▾	Jennifer Polowchena

17. **BOARD OF EDUCATION MEMBER COMMENTS**

18. **ADJOURNMENT**

Motion to adjourn:

(ACTION)Motion by Choose an item. seconded by Choose an item..

All in favor Choose an item. Time: