

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

August 28, 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: 6:05 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 August 28, 2023 at the Hopatcong Board of Education, Board meeting room in the Administration Building.

#### 3. ROLL CALL

Present	Scott Francis	Present	Nicole Falconi-Shubert	Present	Philip DiStefano
Present	*Joseph Falconi	Present	Jayson Cittrich	Absent	^Jayna Gulan
Absent	Jennifer Johnson	Present	Jackie Turkington	Present	Jennifer Polowchena

\* Arrived 6:12 pm

^ Arrived 6:20 pm

#### 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 Turkington seconded by DiStefano.

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

#### 5. RECONVENE

##### **Motion to Reconvene**

(ACTION) Motion by Gulan, seconded by Polowchena

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Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Yes	Philip DiStefano
Yes	Joseph Falconi	Yes	Jayson Cittrich	Yes	Jayna Gulan
Absent	Jennifer Johnson	Yes	Jackie Turkington	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. July 31, 2023 - Executive Meeting
- b. July 31, 2023 – Regular Meeting

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

((ACTION)Motion by Turkington seconded by Polowchena.

Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Yes	Philip DiStefano
Yes	Joseph Falconi	Yes	Jayson Cittrich	Yes	Jayna Gulan
Absent	Jennifer Johnson	Yes	Jackie Turkington	Yes	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. Referendum
- 3. 23-24 School Year Update

- b. Whereas there have been no HIBs reported for the month of August 2023,

acceptance of the report at the August 28, 2023 board meeting to indicate no findings.

**Motion to approve 7a – 7b:**

((ACTION)Motion by J. Falconi Seconded by DiStefano.

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

**8. PARENT/TEACHER ORGANIZATION REPRESENTATIVES**

**9. PUBLIC COMMENT – GENERAL DISCUSSION**

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### 10. FINANCE

- a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, July 31, 2023 through August 28, 2023 be approved in the following amounts:  
General Fund and Special Revenue (Grants) account - \$741,752.49  
Cafeteria account - \$0
- b. It is recommended by the Superintendent that the board approve the Treasurer's Report for the month of July 2023.
- c. It is recommended by the Superintendent that the board approve the Board Secretary's Report for the month of July 2023.
- d. It is recommended by the Superintendent that the board approve the Transfer Report for the month of July 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 June 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 June 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. It is recommended by the Superintendent that the board approve the Tuition Contract Agreement with Sussex County Technical School for the 2023/2024 school year.
- h. It is recommended by the Superintendent that the board approve the Tuition Contract Agreement with Morris County Vocational School District for the 2023/2024 school year.

### 11. PERSONNEL

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

- a. Approval to accept the resignation, with regret of **Jeanine Ausmus** from her position as Paraprofessional effective July 27, 2023.
- b. Approval to accept the resignation, with regret of **Judy Grillo** from her position as Paraprofessional, for the purpose of retirement effective August 21, 2023. Judy has worked for the Hopatcong School District for the past 13 years.
- c. Approval to accept the resignation, with regret of **Deana Lugo** from her position as Paraprofessional effective August 14, 2023.
- d. Approval to accept the resignation, with regret of **Jenna Khan** from her position as Paraprofessional effective August 11, 2023.
- e. Approval of the employment of **Isabel Yarosz** as a Paraprofessional at the Middle School effective September 1, 2023 at a rate of \$15.13/hour.

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- f. Approval of the employment of **Dorothea Morgan** as a Paraprofessional at Durban Ave School effective September 1, 2023 at a rate of \$15.13/hour for 18.75 hours/week based on staffing needs.
- g. Approval of the employment of **Mary Noel Daino** as a Paraprofessional at the Middle School effective September 1, 2023 at a rate of \$15.13/hour
- h. Approval of the employment the employment of **Isabella Sortino** as a Paraprofessional at Durban Ave School effective September 1, 2023 at a rate of \$15.13/hour. Should toileting be required there will be an additional \$1 added to the hourly rate.
- i. Approval of the employment the employment of **Carmen Hernandez Aponte** as a Paraprofessional at Durban Ave School effective September 1, 2023 at a rate of \$15.13/hour. Should toileting be required there will be an additional \$1 added to the hourly rate.
- j. Approval of the employment the employment of **Nubia Esperanza Komt Giraldo** as a Paraprofessional at Tulsa Trail effective September 1, 2023 at a rate of \$15.13/hour plus \$1 differential for toileting added to the hourly rate.
- k. Approval of the employment the employment of **Fabiola Gessner** as a Paraprofessional at Tulsa Trail effective September 1, 2023 at a rate of \$15.13. Should toileting be required there will be an additional \$1 added to the hourly rate.
- l. Approval of employment of **Angelica Parreno** 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 August 29, 2023.
- m. Approval of employment of **Natalia Dearborn** as Elementary Spanish Teacher with a salary of \$65,755 which represents the HEA guide BA, Step 1, pending final certification. Natalia will be paid the sub rate per day starting September 1, 2023 until certification is completed.
- n. Approval of the following staff members whom are recommended to receive tenure: (effective 9/2/2023)  
**Albert Cerulo**  
**Siobhan Winkler**
- o. Approval of the following staff to write curriculum at a rate of \$35 an hour/\$210 a day which represents the negotiated rate from the HEA Contract not to exceed 6 hours a day. (ESSER)

Course/Subject	Name	Number of Days/Hours
Curric – QSAC	Amanda Malizewski	5 additional hours, 30 total
FOCUS	Christina Munoz	1 additional hour, 13 total

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- p. Approval of **Ken Olsen** to work as Athletic Event Staff for 2023-2024 athletic events, to be paid at the Board Approved rate of pay per position:
- q. 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*
Luis Mendez	Appoint	HMS Grades 5 Cafeteria Monitor <i>*Adjusted grade levels from previously approved</i>	\$1,200
Leanne Juliano	Appoint	HMS Grades 6 Cafeteria Monitor	\$1,200

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

Name	Nature of Action	Position	Class	Level	Salary
Elissa Rizzo	Appoint	NHS	A	3	\$3,969
Vincent Marinoni	Appoint	Head Boys Basketball Coach	A	4	\$7,712
David Campagna	Appoint	JV Basketball Boys Coach	A	4	\$5,034
Mark Certo	Appoint	Freshman Boys Basketball Coach	A	4	\$5,034
Pat Terebeke	Appoint	Boys Basketball <b>Volunteer</b>	-	-	Volunteer
Jaime Douglas	Appoint	Head Girls Basketball Coach	A	4	\$7,712
Kelcey Brennan	Appoint	JV Basketball Girls Coach	A	4	\$5,034
Hank Fattorusso	Appoint	Freshman Girls Basketball Coach	A	3	\$4,388
Loren Turner	Appoint	Bowling Coach	B	3	\$4,388
James McKowen	Appoint	Winter E-Sports	B	4	\$3,287
Isabell Yarosz	Appoint	Head Fall Cheerleading Coach	B	1	\$3,187
David Campagna	Appoint	Assistant Boy Soccer Coach	B	3	\$4,388

- s. Approval of the following salary guide movements\*

Name	Current Degree Status	Degree Change	Effective Date
Anna Voloshin	BA+30	MA+15	9/1/23
Jenn Valenti	MA+30	MA+60	9/1/23
Katarzyna Getto	BA	BA+15	9/1/23

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Melissa Stein	MA	MA+15	9/1/23
Eileen Baum	MA	MA+15	9/1/23
Christina Nied	MA	MA+15	9/1/23
Hilary Martin	Ma+45	MA+60	9/1/23

**\*Approval of the listed staff members to move up on the HEA guide due to increased education credentials.**

- t. 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
Jeff Hallenbeck	Ethical Foundations	ENC 709	3	\$3,228.40
	Tredns Data Analysis	ENC 711	3	\$3,228.40

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

- u. Approval of the following substitute teachers for the Hopatcong School District:
- i. Yunus Anginer
  - ii. Sheikh Naseem
  - iii. Jamison Brooks

## **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
Robert Wade	Manhattan College Advanced Placement Summer Institute August (Online)	\$900	8/7-8/11/23
Heather Bivone	CTE Course 1	\$396	9/1/2022-11/16/2022
	CTE - Stage 2	\$699	3/3/2023-5/30/2023
	CTE - Stage 3	\$699	9/9/2023-12/30/2023
Karen Cubberly	Bringing 21st Century Skills to the Classroom:2023 Theme: Creating Future Stewards of Our Planet	\$310 + mileage	10/17-10/18/23

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

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### 13. STUDENTS AND SERVICES

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

a. Approval of the following field trip requests:

School	Date	Trip
High School	9/21/23	Van Campens Glen
High School	9/26/23	Dorney Park -FIT

### 14. RESOLUTIONS

- a. It is recommended by the Superintendent that the Board of Education approve the District Mentoring Plan.
- b. It is recommended by the Superintendent that the Board of Education approve the District Professional Development Plan.
- c. It is recommended by the Superintendent that the Board of Education approve Michele Culcasi as a full time teacher at Durban Avenue for the 2023-2024 school year with a salary of \$105,705. Michele was previously employed as part time .80 equivalency.
- d. It is recommended by the Superintendent that the Board of Education approve Debbie Gaudio as an Independent Contractor to implement speech language, IEPs and serve as Speech Therapist 3 days a week beginning September 5, 2023 through December 4, 2023 at rate of \$400 a day
- e. It is recommended by the Superintendent that the Board of Education approve an amendment to the ESSER-ARP grant.
- f. It is recommended by the Superintendent that the Board of Education approve \$1000 stipends for the reworking of curriculum. Applicants must be employed as administrative assistants or secretaries.
- g. It is recommended by the Superintendent that the Board of Education approve the agreement of shared services between Hopatcong Board of Education and Elite Prep Academy.
- h. It is recommended by the Superintendent that the Board of Education approve application for waivers for the following:
  - Durban - PS rooms 10, 11, 12, 13 need waivers for not having bathrooms.
  - Tulsa - Need waiver for Dual Use Rooms, 1.5 days per week, 2 speech therapists working in same full sized classroom.
  - Durban - Dual Use Rooms, 17 OT and Speech, 15, PT and Speech

### 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 August 1, 2023

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through August 28, 2023 in the amount of \$147,509.41 for Regular bills and \$566,824.15 for Bus Contractors.

- b. The Superintendent and the Director of Transportation recommend the **approval to hire *Chris Lotito*** as a school bus driver for the 2023-2024 school year at the hourly rate of \$28.85 beginning September 1, 2023.
- c. The Superintendent and the Director of Transportation recommend the **approval to hire *Robert Bliesath*** as a school bus driver for the 2023-2024 school year at the hourly rate of \$28.85 beginning September 1, 2023
- d. The Superintendent and the Director of Transportation recommend the **approval to hire *Kim Negron*** as a school bus driver for the 2023-2024 school year at the hourly rate of \$28.85, start date September 1, 2023 pending final license certification.
- e. The Superintendent and the Director of Transportation recommend the **approval to hire *Isabella Kestenholz*** as a Bus Aide for the 2023-2024 school Year at the hourly rate of \$15.90, start date September 1, 2023 pending final pre-employment clearance.
- f. The Superintendent and the Director of Transportation recommend the **acceptance of the resignation of Employee # 81670**, for personal reasons, effective August 31, 2023.
- g. The Superintendent and the Director of Transportation recommend the **acceptance of the resignation of Employee # 81017**, for personal reasons, effective August 31, 2023.
- h. The Superintendent and the Director of Transportation recommend the **acceptance of the resignation of Employee # 81390**, for personal reasons, effective August 31, 2023.
- i. The Superintendent and the Director of Transportation recommend the **acceptance of the resignation of Employee # 80856**, for personal reasons, effective August 31, 2023.
- j. The Superintendent and the Director of Transportation recommend the **approval of hours per day** for the 2023-2024 school year for bus drivers and bus aides as follows:

Last Name	First Name	Position	Hours per Day
Amella	Chrissy	Driver	6.5
Arnone	Tracey	Driver	6.5
Bengel	Karen	Driver	6.5
Bliesath	Robert	Driver	6.5
Camacho	Maria	Driver	6.5



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Coats	Valerie	Driver	6.5
Connelly	Dorette	Driver	6.5
Delgado	Andrea	Driver	6.5
Giummarra	Jessica	Driver	6.5
Jones	Jamie	Driver	7.5
Lotito	Chris	Driver	6.5
Marshall	Joan	Driver	7.5
McGrath	Tina	Driver	7.5
Negron	Kim	Driver	6.5
Norlander	Brianna	Driver	6.5
Ramsey	Monika	Driver	6.5
Reynolds	Hillary	Driver	7.5
Ridner	Garry	Driver	6.5
Sadowski	Rich	Driver	6.5
Schiller	Charles	Driver	7
Swanson	MaryBeth	Driver	6.5
Van Horn	Bobbie Jo	Driver	6.5
Whritenhour	Danielle	Driver	6.5
Danza	Maryann	Aide	6.5
Defranco	Dorothy	Aide	6.5
Fox	Jennifer	Aide	6.5
Gould	Theresa	Aide	6.5
Kestenholtz	Isabella	Aide	5
Kestenholtz	Tabitha	Aide	5
Marcinek	Andrea	Aide	5

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- k.** The Superintendent and the Director of Transportation recommend the **approval to enroll Danielle Iadarola** in the Rutgers Transportation Supervisor's Course, Routing and Scheduling, ST-7008-FA23-2, for the total cost of \$575.00.
- l.** The Superintendent and the Director of Transportation recommend the **approval to enroll Michelle Ketch** in the Rutgers Transportation Supervisor's Course, Routing and Scheduling, ST-7008-FA23-2, for the total cost of \$575.00
- m.** The Superintendent and the Director of Transportation recommend the approval of the following new member district: **Evesham Township School District**
- n.** The Superintendent and the Director of Transportation recommend the **disposal** of the following

Sussex County Regional Cooperative school vehicle through GovDeals:

<u>Vehicle Id Number</u>	<u>Description</u>
1FMHK8B82CGA21762	2008 Ford Explorer

- o.**
  - 1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Special Education Extended School Year Routes** for the 2023 Extended 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 Extended School Year Routes** to the lowest, responsible and responsive bus contractor companies for the 2023 Extended School Year as listed on Exhibit A.
  - 3. 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.
  - 4. 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.
  - 5. The Superintendent and the Director of Transportation recommend the **approval of route contract addendums** for the 2023 Extended School Year as listed on Exhibit A.

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6. The Superintendent and the Director of Transportation recommend the **renewal of 2022 Extended School Year Routes for the 2023 Extended 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 **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.
8. The Superintendent and the Director of **Transportation recommend the acceptance of bids submitted from the July 18, 2023 Bid #2023-24-03** for the 2023-2024 School Year as listed on Exhibit A
9. The Superintendent and the Director of Transportation recommend the **award of bids submitted from the July 18, 2023 Bid #2023-24-03** to the lowest, responsible and responsive bus contractor company for the 2023-2024 School Year as listed on Exhibit A.
10. The Superintendent and the Director of Transportation recommend the **rejection of bids submitted from the July 18, 2023 Bid #2023-24-03** due to non-compliance or termination of the routes as listed on Exhibit A.
11. The Superintendent and the Director of **Transportation recommend the acceptance of bids submitted from the August 8, 2023 Bid #2023-24-04** for the 2023-2024 School Year as listed on Exhibit A
12. The Superintendent and the Director of Transportation recommend the **award of bids submitted from the August 8, 2023 Bid #2023-24-04** to the lowest, responsible and responsive bus contractor company for the 2023-2024 School Year as listed on Exhibit A.
13. The Superintendent and the Director of Transportation recommend the **rejection of bids submitted from the August 8, 2023 Bid #2023-24-04** due to non-compliance or termination of the routes as listed on Exhibit A.
14. The Superintendent and the Director of Transportation recommend the **approval of Parent route Contracts** for the 2023 Extended School Year as listed on Exhibit A.

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## ADDENDUM

- a. It is recommended by the Superintendent that the Hopatcong Board of Education approve the termination of **Alex Cruz** as Head Cheerleading Coach effective immediately.
- b. It is recommended by the Superintendent that the Hopatcong Board of Education approve the employment of **Dijana Andonova** as a Paraprofessional at Durban Ave School effective September 1, 2023 at a rate of \$15.13/hour. Should toileting be required there will be an additional \$1 added to the hourly rate.
- c. It is recommended by the Superintendent that the Hopatcong Board of Education approve the employment of **Ashley Labar** as a Paraprofessional at Durban Ave School effective September 1, 2023 at a rate of \$15.13/hour. Should toileting be required there will be an additional \$1 added to the hourly rate.
- d. It is recommended by the Superintendent that the Hopatcong Board of Education approve the employment of **Wanda Guardiola** as a Paraprofessional at Tulsa Trail School effective September 1, 2023 at a rate of \$15.13/hour. Should toileting be required there will be an additional \$1 added to the hourly rate.
- e. It is recommended by the Superintendent that the Hopatcong Board of Education approve the following staff to re-write curriculum for \$25/an hour up to \$1000 total.  
Debra Gates  
Tara Santa  
Ana Marrazzo  
Maureen O'Hare  
Michelle Zammitto  
Endora Molisso
- f. It is recommended by the Superintendent that the Hopatcong Board of Education will approve the use of all current teacher certificated staff and substitutes for home instruction for the 2023/2024 school year, as needed at the Board approved rate of \$40 per hour.
- g. It is recommended by the Superintendent that the Hopatcong Board of Education will approve the memorandum of agreement between the Hopatcong BOE and the Hopatcong Borough Police Department as required by law.
- h. It is recommended by the Superintendent that the Hopatcong Board of Education approve the 2023/2024 Board Goals as attached.

### **Motion to approve Item 10a-Addendum H:**

(ACTION) Motion by J. Falconi seconded by DiStefano.

Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Yes	*Philip DiStefano
Yes	Joseph Falconi	Yes	Jayson Cittrich	Yes	Jayna Gulan
Absent	Jennifer Johnson	Yes	Jackie Turkington	Yes	Jennifer Polowchena

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\*Mr. Distefano votes present on Item 15 and Addendum item H

^Mr. Cittrich abstains on Addendum item A

### 16. BOARD OF EDUCATION MEMBER COMMENTS

### 17. ADJOURNMENT

#### Motion to adjourn:

(ACTION) Motion by Gulan seconded by DiStefano.

All in favor YES Time: 7:29 pm

Respectfully submitted,



Jeffrey Hallenbeck, Board Secretary