

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

March 20, 2023

5:30 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 5:30 p.m. on March 20, 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	-----	Gerard Gruenfelder	-----	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 an item. seconded by Choose an item..

-----	Scott Francis	-----	Nicole Falconi-Shubert	-----	Philip DiStefano
-----	Joseph Falconi	-----	Gerard Gruenfelder	-----	Jayna Gulan
-----	Jennifer Johnson	-----	Jackie Turkington	-----	Jennifer Polowchena

5. RECONVENE

Motion to Reconvene

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

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-----	Scott Francis	-----	Nicole Falconi-Shubert	-----	Philip DiStefano
-----	Joseph Falconi	-----	Gerard Gruenfelder	-----	Jayna Gulan
-----	Jennifer Johnson	-----	Jackie Turkington	-----	Jennifer Polowchena

6. SUPERINTENDENT'S REPORT AND HIB REPORT

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

1. Review of Agenda.
2. Referendum.
3. Budget.

b. A second reading and approval of the Superintendent's HIB Report for February 2023 as presented to the Board at the February meeting originally scheduled for February 28, 2023 which was rescheduled and held on March 2, 2023 due to inclement weather. Approval of the Superintendent's HIB report for March 2023 for first reading and review as presented to the Board at the March meeting on March 20, 2023.

Motion to approve 6a – 6b:

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

-----	Scott Francis	-----	Nicole Falconi-Shubert	-----	Philip DiStefano
-----	Joseph Falconi	-----	Gerard Gruenfelder	-----	Jayna Gulan
-----	Jennifer Johnson	-----	Jackie Turkington	-----	Jennifer Polowchena

7. ACKNOWLEDGEMENTS/CORRESPONDENCE

a. The following students were chosen as **Hopatcong High School's Students of the Month** for their outstanding performance in February 2023:

Grade 8 – Louise Andriano

Grade 9 – Ivan Flores

Grade 10 - Destinee Dalton

Grade 11 – Ayanna Atwater

Honorable Mention: Olivia Sachse

Grade 12 – Julia Santiago

Honorable Mention: Andrew Enriquez

b. The following students were chosen as **Hopatcong High School Scholar Athlete of the Month** for their outstanding performance in January 2023:

Competition Cheerleading – Gianna Sperduto, Sophomore

Wrestling – Ethan Pacheco, Sophomore

c. Congratulations to Jenna Fattorusso as the 2022-2023 **NJSIAA Scholar Athlete**.

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- d. Congratulations to the following students who are being awarded **Rochkind Wagner Scholarships** for the 1st semester:
 - Isabella Kestenholz (Senior)
 - Derek Fawthrop (Junior)
 - Jacob Reardon (Sophomore)
- e. The following students were chosen as **Hopatcong Middle School's Students of the Month** for their outstanding performance in February 2023:
- f. Congratulations to the Durban Avenue Students who went above and beyond to Fill Buckets with **FAIRNESS** in January.

8. PARENT/TEACHER ORGANIZATION REPRESENTATIVES

9. PUBLIC COMMENT – GENERAL DISCUSSION

10. FINANCE

- a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, February 27, 2023 through March 20,2023 be approved in the following amounts:
 - General Fund and Special Revenue (Grants) account - \$4,469,098.14
 - Cafeteria account - \$76,637.62
- b. It is recommended by the Superintendent that the board approve the Board Secretary's Report for the month of February 2023.
- c. It is recommended by the Superintendent that the board approve the Transfer Report for the month of February 2023.
- d. It is recommended by the Superintendent that the board approve the Treasurer's Report for the month of February 2023.
- e. It is recommended by the Superintendent that the board accept a \$1,000 donation to the Special Education Department from the Lake Hopatcong Elks #782 (Check No.7133).
- f. It is recommended by the Superintendent that the board approve the disposal of the following assets:

<u>Asset No.</u>	<u>Description</u>
1. 005051	File cabinet
2. 002525	Savin copier
3. 003651	Commercial pasta maker

- g. It is recommended by the Superintendent and the Business Administrator that the district enter into an agreement with the Hunterdon County Educational Service commission for lease purchase bidding advisory services. HCESC will handle all services associated with the publication and bid review associated with the districts lease purchase of 5 new school busses for the 23-24 school year at a rate not to exceed .5% of the total financed amount (\$3,214.74).
- h. It is recommended by the Superintendent that the board approve writing-off the following checks from the cafeteria account.

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DATE	CHECK NUMBER	AMOUNT
3/21	153	\$1.15
3/21	156	\$23.70
3/21	157	\$1.45
3/21	163	\$2.75
3/21	169	\$2.10
6/28/21	186	\$4.30
6/28/21	189	\$4.65
6/28/21	196	\$16.75
6/28/21	211	\$1.25
6/28/21	221	\$5.15
6/28/21	223	\$6.30
1/31/22	247	\$20.00
TOTAL		\$89.55

- i. Approval of the following resolution for submission of the tentative 2023/2024 school budget to the Sussex County Superintendent:

“WHEREAS, the Superintendent has presented to the Finance Committee and other members of the Hopatcong Board of Education, a recommended 2023/2024 School District Budget in the total amount of \$37,001,185.44 as follows; and

WHEREAS, the Board approves a Local Tax Levy of \$26,581,900.

WHEREAS, the local tax levy will increase by a total of 3.81% composed of a 2% increase \$512,118 and Health Care Cost exception in the amount of \$463,894 for a total local tax levy increase of \$976,012.

THEREFORE, BE IT RESOLVED the Hopatcong School District preliminary 2023/2024 budget for submission to the Sussex County Superintendent’s Office is approved as follows on the Meeting Agenda of March 20, 2023.”

General Fund		
Fund 10	Charter School Tuition	\$584,690

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Fund 10-606	Interest Maintenance Reserve	\$200
Fund 11	General Operating Fund	\$32,067,654
Fund 12	Debt Services Assessment	\$1,114
	Capital Reserve Interest	\$500
Special Revenue Fund		
Fund 20	Federal/State Grants	\$2,138,132.44
	Debt Service	\$0
	Pre-School Expansion Aid	\$2,208,895
Total Budget		\$37,001,185.44

- j. It is recommended by the Superintendent and the Operations Committee of the Board that the Board approve the submission of the updated Long Range Facilities Plan (LRFP) by Parette Sonjem Architects to the NJDOE for the purposes of a potential capital referendum project(s).

Motion to approve 10a – 10j:

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

-----	Scott Francis	-----	Nicole Falconi-Shubert	-----	Philip DiStefano
-----	Joseph Falconi	-----	Gerard Gruenfelder	-----	Jayna Gulan
-----	Jennifer Johnson	-----	Jackie Turkington	-----	Jennifer Polowchena

11. PERSONNEL

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

- a. Approval of employment of **Patrick Mobilio** as Full-Time Maintenance with a prorated salary of \$43,660 minus \$400 for not having a black seal, which represents step 1 of the custodian guide, per contract; with an effective date of March 21, 2023.
- b. Approval of employment of **Manuel Ovalles** as Full-Time Custodian at the Middle School with a prorated salary of \$43,660 minus \$400 for not having a black seal, which represents step 1 of the custodian guide, per contract; pending background check.

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- c. Approval of employment of **Ann Merkle** as a Paraprofessional at Tulsa Trail effective March 9, 2023 at a rate of \$15.13/hour.
- d. Approval of employment of **Jenna Khan** as a Paraprofessional at Durban Ave effective March 20, 2023 at a rate of \$15.13/hour plus \$1 differential for toileting.
- e. Approval of employment of **Michele Ramirez** as a Paraprofessional at Durban Ave at a rate of \$15.13/hour plus \$1 differential for toileting pending background check.
- f. Approval to accept the resignation of **Kevin Cahill** from his position as Full-Time Custodian effective March 3, 2023.
- g. Approval to accept the resignation of **Rusland Johnson** from his position as Full-Time Custodian effective February 27, 2023.
- h. Approval to terminate **Employee #81709** effective March 8, 2023.
- i. Approval of **Jennifer Valenti** as Special Education Case Management work for 20 hours per week at \$35 per hour for 7 weeks with a total of \$4,900.
- j. Approval of **Susan Walko** and **Jackie DiBrienza** to conduct Psychological Evaluations as needed for \$300 per evaluation.
- k. Approval to accept the resignation of **Taleen Ohannessian** from her position as School Social Worker from Hopatcong High School effective April 28, 2023.
- l. Approval to accept the resignation of **Ana Sodi Maldonado** as Head Cheerleading Coach and **Keri Morabito** as Asst. Cheerleading Coach.
- m. Approval to accept the resignation of **Hanna Araki** from her position as Head Girls Soccer Coach.
- n. Approval of the following staff for the **Extra Pay Positions** the 2022 – 2023 school year in the Hopatcong School District on an as needed basis:

Name	Nature of Action	Duty/Position	Salary
Nancy Duffy	Appoint	Site Manager for Academic Bowl	\$50/day for 3 days
Wilson Cusano	Appoint	Spring Athletic Event Staff	Salary depends on event

- o. Approval of the following **Advisor/Coach Position** for the 2022-2023 school year:

Name	Nature of Action	Position	Class	Level	Salary
Dan Burlue	Appoint	Volunteer Softball Coach	-	-	-
Kyle O'Brien	Appoint	Volunteer Softball Coach	-	-	-

- p. Approval of substitute teachers & paraprofessionals:
 - i. Brian Schiffman, Substitute Teacher
 - ii. Heather Peterson, Substitute Teacher

Motion to approve 11a – 11p:

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

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-----	Jennifer Johnson	-----	Jackie Turkington	-----	Jennifer Polowchena

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
Karen Cubberly	PrideWorks	\$97.88 + mileage	3/15/23
Christine Kalemba	Advanced Placement Lang and Comp Reading	\$0	6/9/23-6/16/23
Tammy Miller	Handle With Care Training	\$525	5/22/23

****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 an item. seconded by Choose an item.

-----	Scott Francis	-----	Nicole Falconi-Shubert	-----	Philip DiStefano
-----	Joseph Falconi	-----	Gerard Gruenfelder	-----	Jayna Gulan
-----	Jennifer Johnson	-----	Jackie Turkington	-----	Jennifer Polowchena

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

R 5410

Promotion & Retention

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- 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 1648.11	The Road Forward COVID-19 – Health and Safety (Abolish)
P & R 2423	Bilingual and ESL Education (M) (Revised)
P 2425	Emergency Virtual or Remote Instruction Program (M) (Revised)
R 2425	Emergency Virtual or Remote Instruction Program (M) (New)
P & R 5200	Attendance (M) (Revised)
P 8140	Student Enrollments (M) (Revised)
R 8140	Enrollment Accounting (M) (Revised)
P & R 8330	Student Records (M) (Revised)
R 8420.2	Bomb Threats (M) (Revised)
R 8420.7	Lockdown Procedures (M) (Revised)
R 8420.10	Active Shooter (M) (Revised)
P 0155	Board Committees

Motion to approve 13a-13b:

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

-----	Scott Francis	-----	Nicole Falconi-Shubert	-----	Philip DiStefano
-----	Joseph Falconi	-----	Gerard Gruenfelder	-----	Jayna Gulan
-----	Jennifer Johnson	-----	Jackie Turkington	-----	Jennifer Polowchena

14. STUDENTS AND SERVICES

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

- a. Approval for educational instruction services for student no. 12710 for five hours per week beginning February 21, 2023. Instruction will be provided by Saint Clare’s Hospital at a rate of \$55.00 per hour.
- b. Approval for educational instruction services for student no. 14994 for five hours per week beginning January 17, 2023. Instruction will be provided by Saint Clare’s Hospital at a rate of \$55.00 per hour.
- c. 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 \$35.00 per hour effective 2/23/23 for approximately 6 weeks.
- d. Approval for educational instruction services for student no. 411988 for five hours per week beginning March 6, 2023. Instruction will be provided by Saint Clare’s Hospital at a rate of \$55.00 per hour.
- e. Approval of the following field trip requests:

School	Date	Trip
High School	5/31/23	Van Compens Glen - Hike

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High School	5/24/23	Pequest Trout Hatchery
High School	4/28/23	Duke Farm
High School	4/19/23	Youth Summit – Growing through Adversity
Tulsa	4/25/23	Turtle Back Zoo
Tulsa/High School	3/30/23	Life Town

Motion to approve 14a-14e:

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

-----	Scott Francis	-----	Nicole Falconi-Shubert	-----	Philip DiStefano
-----	Joseph Falconi	-----	Gerard Gruenfelder	-----	Jayna Gulan
-----	Jennifer Johnson	-----	Jackie Turkington	-----	Jennifer Polowchena

15. RESOLUTIONS

- a. It is recommended by the Superintendent that the Hopatcong Board of Education approve the extension of the Comprehensive Equity Plan for the 2023-2024 school year.
- b. It is recommended by the Superintendent that the Hopatcong Board of Education approve the resignation of Gerard Gruenfelder from his position as a member of the Hopatcong Board of Education effective March 12, 2023.
- c. It is recommended by the Superintendent that the Hopatcong Board of Education approve the 2023-2024 school calendar.
- d. It is recommended by the Superintendent that the Hopatcong Board of Education approve the revision to the long term leave replace for Kelly Ryder salary as BA/Step 1 of \$64,045, previously approved as \$64,405.
- e. It is recommended by the Superintendent that the Hopatcong Board of Education accept additional funds through IDEA Grant Amendment. The NJDOE has allotted an additional \$490 due to base allocations adjustments addressing new, expanding, or closed charter schools.
- f. WHEREAS, the Board of Education of the Borough of Hopatcong in the County of Sussex, New Jersey (the "Board"), seeks to submit school facilities projects to the voters consisting of renovations, upgrades and site improvements at Durban Avenue School, Hopatcong Middle School, Hopatcong High School, and Tulsa Trail Elementary School (collectively, the "Project"); and

WHEREAS, the School District will seek Debt Service Aid with respect to the Project; and

WHEREAS, the Board now seeks to take the initial steps in order to proceed with the planning and authorization of (i) the Project and (ii) a special election at which a bond referendum authorizing the Project shall be presented to the voters.

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NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF EDUCATION OF THE BOROUGH OF HOPATCONG IN THE COUNTY OF SUSSEX, NEW JERSEY, as follows:

Section 1. In accordance with the requirements of Section 6A:26-5.1 through 6A:26-5.3 of the New Jersey Administrative Code, the Board approves the preparation of Schematic Plans and Educational Specifications by Parette Somjen Architects LLC in connection with the Project and the Board further authorizes and directs Parette Somjen Architects LLC to submit same to the New Jersey Department of Education and to the Sussex County Superintendent of Schools for review and approval. The Board further authorizes and directs the submission of the Schematic Plans to the Hopatcong Borough Planning Board for its review, to the extent required.

Section 2. In accordance with the requirements of Section 6A:26-2.3 of the New Jersey Administrative Code, the Board approves an amendment to the Long Range Facilities Plan, as necessary, to reflect the Project and approves the submission of such amendment to the New Jersey Department of Education.

Section 3. In accordance with the requirements of Section 6A:26-3.2 of the New Jersey Administrative Code, the Board approves the Project applications and Parette Somjen Architects LLC is hereby directed to submit such applications to the New Jersey Department of Education seeking debt service aid for the Project.

Section 4. With respect to the Project, the Board authorizes and directs the Board President, the Superintendent, and the Business Administrator/Board Secretary, as applicable, to execute the schematic plans and educational specifications, the amendment to the Long Range Facilities Plan, the Project cost estimate sheets, and all related project documents allowing submission of same to the New Jersey Department of Education.

Section 5. The Board hereby authorizes and directs the Board President , the Superintendent, the Business Administrator/Board Secretary, Parette Somjen Architects LLC, and Bond Counsel, McManimon, Scotland + Baumann, LLC, as applicable to take all action required to preserve the opportunity to present the Project to the voters via a bond referendum at a Special School District Election to be held on September 26, 2023.

Section 6. This resolution shall take effect immediately.

Motion to approve 15a-15f:

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

-----	Scott Francis	-----	Nicole Falconi-Shubert	-----	Philip DiStefano
-----	Joseph Falconi	-----	Gerard Gruenfelder	-----	Jayna Gulan

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-----	Jennifer Johnson	-----	Jackie Turkington	-----	Jennifer Polowchena
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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 February 28, 2023 through March 20, 2023 in the amount of \$4,080,602.52 for Regular bills and \$4,467,101.92 for Contractor bills.
- b. The Superintendent and the Director of Transportation recommend the **approval to hire** Tabitha Kestenholtz as a Bus Aide, effective March 21, 2023, for the 2022-2023 school year at the hourly rate of \$15.45 for 5 hours per day.
- c.
 1. The Superintendent and the Director of **Transportation recommend the acceptance of bids submitted from the February 7, 2023 Bid #2022-23-07** for the 2022 -2023 School Year as listed on Exhibit A.
 2. The Superintendent and the Director of Transportation recommend the **award of bids submitted from the February 7, 2023 Bid #2022-23-07** to the lowest, responsible and responsive bus contractor company for the 2022-2023 School Year as listed on Exhibit A.
 3. The Superintendent and the Director of Transportation recommend the **rejection of bids submitted from the February 7, 2023 Bid #2022-23-07** due to cost exceeding allowable amount, non-compliance or termination of the routes as listed on Exhibit A.
 4. The Superintendent and the Director of Transportation recommend the **rejection of bids submitted from the November 9, 2022 Bid #2022-23-06** due to cost exceeding allowable amount, non-compliance or termination of the routes as listed on Exhibit A.
 5. The Superintendent and Director of Transportation recommend the **approval of Renewal Transportation Routes for the 2022-2023** school year not to exceed CPI of 1.91% as listed on Exhibit A.
 6. The Superintendent and the Director of Transportation recommend the **approval of route contract addendums** for the 2022 – 2023 School Year as listed on Exhibit A.

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7. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations** for **Athletic/Class/Field Trips** for the 2022-2023 School Year as listed on Exhibit A.
8. The Superintendent and the Director of Transportation recommend the **award** of student transportation **quotations** for **Athletic/Class/Field Trips** to the lowest, responsible and responsive bus contractor companies for the 2022-2023 School Year as listed on Exhibit A.
9. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations** for **Special Education Routes** for the 2022 - 2023 School Year as listed on Exhibit A.
10. 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 2022 -2023 School Year as listed on Exhibit A.
11. The Superintendent and the Director of Transportation recommend the approval of the **Joint Transportation Agreement** with Delsea Regional HS District for the 2022-2023 School year as listed on Exhibit A.

Motion to approve:

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

-----	Scott Francis	-----	Nicole Falconi-Shubert	-----	Philip DiStefano
-----	Joseph Falconi	-----	Gerard Gruenfelder	-----	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: