

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

October 27, 2025

6:00 pm. Open the Meeting and enter Executive Session in the Administration Building: Room 21

Public Portion will begin at 7:00 p.m in the Board Meeting Room

2 Windsor Avenue, Hopatcong, NJ 07843

CALL TO ORDER

Time: ____pm

1. FLAG SALUTE

2. OPENING STATEMENT

In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, P.L. 1975, this public body, the Hopatcong Board of Education hereby announces that The New Jersey Herald and the Daily Record have been notified by email that this Board of Education Regular Meeting will take place at 7:00 p.m following the Executive Session (in room 21) which starts at 6:00 p.m. on October 27, 2025 at the Hopatcong Board of Education, Board meeting room in the Administration Building.

3. ROLL CALL

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

4. EXECUTIVE SESSION

A motion will be made that the Hopatcong Board of Education will enter Executive Session in room 21 to discuss personnel and attorney/client privilege, which are exempt from public participation pursuant to New Jersey Public Law 1975, Chapter 231, Open Public Meetings Act. Any discussions held by the Board which need not remain confidential will be made public when appropriate. Minutes of the Executive Session will not be disclosed until the need for confidentiality no longer exists. The Board will reconvene in public session at 7:00 p.m. following the executive session.

Motion to enter executive session:

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

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

5. RECONVENE

Motion to Reconvene

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(ACTION)Motion by Choose Item seconded by Choose Item

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

6. APPROVAL OF MINUTES

Approval of the minutes of the following meetings, as reported by the Board Secretary reviewed by the Board President and members of the Board:

- September 22, 2025 - Regular Meeting
- September 22, 2025 - Executive Meeting

Motion to approve 6a-6b:

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

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

7. SUPERINTENDENT'S REPORT AND HIB REPORT

- Student Representatives, Natalia Gerena-Roman and Reagan Gravatt
- Superintendent's Report – **Mr. Jeffrey Hallenbeck, Superintendent of Schools**
 - NJSLA, DLM, and ACCESS for ELLs report, Matthew Robinson
 - (NJEA) - NY Giants Educator of the Week - Stacy Yanko
- Approval of the Superintendent's HIB report for October 2025 for first reading and review as presented to the Board at the October meeting on October 27, 2025.

Motion to approve 7a –7c:

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

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

8. ACKNOWLEDGEMENTS/CORRESPONDENCE

- Congratulations to the following students who were chosen as **Hopatcong Middle School's Students-of-the-Month** for their outstanding performance in September 2025:

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Grade 4- Jade Wilburn

Grade 5- Analia Lantigua

Grade 6- Katherine Stickle

Grade 7- Kinsley Arace

- b. Congratulations to following students who were chosen as **Hopatcong High School's Scholar Athletes of the Season** for their outstanding performance throughout the Fall Sports Season, 2025

Boys Soccer- Nick Hardman

Girls Soccer- GK: Reagan Gravatt

Girls Tennis- Kaylyn Jacocks

Esports- Gavin Toth

Boys Cross Country- Alex Polichko

Girls Cross Country- Leah Mathesius

Marching Band- Susan Amella

Cheerleading- Camila Milan

Football- Michael Certo

9. **PARENT/TEACHER ORGANIZATION REPRESENTATIVES**

10. **PUBLIC COMMENT – GENERAL DISCUSSION**

11. **FINANCE**

Approval of the following Finance items, 11a. – 11h, 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, September 22, 2025, through October 27, 2025 be revised and approved in the following amounts:
- | | |
|---|----------------|
| General Fund and Special Revenue (Grants) account - | \$1,524,559.99 |
| Cafeteria account - | \$103,011.27 |
| Fund 30 - | \$30,288.86 |
- b. It is recommended by the Superintendent that the board approve the Treasurer's Report for the month of September 2025.
- c. It is recommended by the Superintendent that the board approve the Board Secretary's Report for the month of September 2025.
- d. It is recommended by the Superintendent that the board approve the Transfer Report for the month of September 2025.
- e. Motion to approve the certification by the Board Secretary that the Account Balance Report, pursuant to N.J.S.A. 18A:17-9, as of October 27, 2025, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).
- f. Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of October 27, 2025, after review of the Board Secretary's and Treasurer's Monthly Financial Reports and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

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- g. It is recommended by the Superintendent that the Board of Education approve the acceptance of \$4,000 in credit for the successful completion of the requirements to qualify for the 2024/2025 SAIF Tier 1 Safety Incentive Program Award.
- h. It is recommended by the Superintendent that the board approve 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.

Motion to approve 11a – 11h:

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

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

12. PERSONNEL

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

- a. Approval to accept the resignation of **Jariely Rodriguez** from her position as a Paraprofessional effective October 3, 2025.
- b. Approval to accept the resignation of **William Kraemer** from his position as Custodian, for the purpose of retirement, effective February 1, 2026. William has worked for Hopatcong for the past 10 years.
- c. Approval of employment of **Briana Kutty** as a Paraprofessional at the High School at a rate of \$16.73 an hour effective October 13, 2025. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate.
- d. Approval of employment of **Margaret Riley** as a Paraprofessional at the Middle School at a rate of \$16.73 an hour effective October 27, 2025. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate.
- e. Approval of employment of **Thomas Dowling** as 0.20 Part-Time Custodian with a prorated salary of \$9,148, which reflects step 1 of the 2025-2026 HEA custodian guide start date pending background clearance.

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- f. Approval of employment of **Alex Powers** as 0.625 Part-Time Custodian with a prorated salary of \$28,587.50, which reflects step 1 of the 2025-2026 HEA custodian guide effective December 1, 2025.
- g. Approval of any Hopatcong School District certificated staff member and paraprofessional to work as the High School **after school student assistance** in activities at a rate of \$28/hour as needed for the 2025-2026 school year.
- h. Approval of **Nicholas Terantino** to receive the custodial day lead pro-rated stipend of \$1,200 effective April 20205 until the regular day lead returns.
- i. Approval of the following **Coach/Advisor** Positions for the 2025-2026 school year:

Name	Nature of Action	Position	Class	Level	Salary
Jean Marsicovete	Appoint	Music Advisor	B	1	\$1,876
Jean Marsicovete	Appoint	Tri-M	D	1	\$977
Jean Marsicovete	Appoint	Jazz Band	D	1	\$977
Jean Marsicovete	Appoint	Spring Music Director	D	1	\$977

- j. Approval of the following **salary guide movements***

Name	Current Degree Status	Degree Change	Effective Date
Siobhan Winkler	MA+15	MA+30	9/1/2025
Dominic Schiavone	MA+30	MA+45	9/1/2025

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

- k. Approval of the following **Extra Duty/Extra Pay** Position for the 2025-2026 school year:

Name	Nature of Action	Position	Salary
James McKowen	Appoint	Events Manager *split*	\$3,307.50
Angelo Lipuma	Appoint	Events Manager *split*	\$3,307.50
Linda Aviles Jennifer Neu Kelly Pappas	Appoint	Tulsa Chiefs Scholars Academy Teacher	\$1,575

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Jaclyn DiBrienza-Cikovic	Appoint	Chiefs Scholars' Academy Site Manager	\$1,200
Ruth DeSalvia	Appoint	Chiefs Scholars Academy Substitute	\$52.50/day as needed

- 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
Paul Miller	Drivers education, Continuing methods materials and evaluating Driver Education	HLTH 0505	3	\$1,536.12

***The maximum rate of reimbursement per credit for the 2-26 school year is \$512.04.**

- m. Approval of the following substitutes:

1. Jariely Rodriguez, Substitute Paraprofessional
2. Dell Ferrante, Substitute Paraprofessional
3. Gabriella Zammito, Substitute Paraprofessional
4. Jason O'Brien, Substitute Teacher
5. Carlos Vasquez, Substitute Custodian

Motion to approve 12a-12m:

(ACTION)Motion by Choose Item seconded by Choose Item

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

13. **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
Nancy Stephens	NJALC Fall Symposium	Mileage only	10/24/25

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Dawn Hersh Danielle Manisa	The Center for Prevention and Counseling (School Counselor In-Service)	Mileage only	10/13/25
Karylin Ireland	Creative Curriculum Training	\$140+mileage	10/13/25
Jennifer Valenti Nancy Stephens	Woodcock Johnson V Training	Mileage only	10/13/25
Tracey Talmadge Kathleen Ward	Payroll Processing	Mileage only	10/21/25
James Valentine	Montclair State Counselor Workshop	\$0	12/5/25

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

Motion to approve 13:

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

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

14. POLICY & REGULATIONS

Approval of item 14a, as recommended by the Superintendent of Schools and the Student Achievement and Operations Committees of the Board:

- 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 8441

CARE OF INJURED AND ILL PERSONS (M)

Motion to approve 14a:

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

-----... ▾	Natalia Cappello	-----... ▾	Kevin Daviau	-----... ▾	Veronica Schram
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15. **STUDENT AND SERVICES**

Approval of the following items, 15a-15c 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. 16514. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour beginning 10/14/25 for approximately 12 weeks.
- b. Approval for 10 hours of home instruction services per week for student no. 12710. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of \$40.00 per hour beginning 10/14/25 until further notice.
- c. Approval of the following field trips:

Trip	School
Sussex County All Honors Band	High School
McNice Auditorium	Middle School
High Point State Park	High School
Kean University	High School

Motion to approve 15a-15c:

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

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

16. **RESOLUTIONS**

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

- a. It is recommended by the Superintendent that the Board of Education approve of the Service contract between the Hopatcong School District and the Department of Human Services, Division of the Deaf and Hard of Hearing for the 2025-2026 school year.
- b. It is recommended by the Superintendent that the Board of Education approve the PEA Operational Plan and Budget due November 15, 2025.
- c. It is recommended by the Superintendent that the Board of Education approve the Submission of the New Jersey Accountability Continuum (NJQSAC) District Performance Review (DPR) Approval of the submission of the District's NJQSAC DPR for the 2025-2026 school year in all five focus areas as reviewed and approved by the District's QSAC Committee.
- d. It is recommended by the Superintendent that the Board of Education approve the 2025-2026 Nursing Services Plan.

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- e. It is recommended by the Superintendent that the Board of Education reapprove the Remediation and G&T Substitute Position at a rate of \$376 per day which is based on BA/Step 1 of the 2025-2026 HEA salary guide. The position will be open to certificated substitutes approved by the Board of Education.
- f. It is recommended by the Superintendent that the Board of Education approve the non structural improvements to the Hopatcong Observatory by the Hopatcong Observatory Astronomy Club.
- g. It is recommended by the Superintendent that the Board of Education approve the MOU between InSite Health, Inc. and Hopatcong Borough Schools effective November 1, 2025 to provide Substance Use and Prevention Services, funded by the NJ Opioid Settlement Fund.
- h. WHEREAS, the Hopatcong Board of Education (hereinafter referred to as the "Board") advertised for bids for the Roof Replacement at the Tulsa Trail School (hereinafter referred to as the "Project"); and

WHEREAS, on October 10, 2025, the Board received nine (9) bids for the Project, as reflected on the attached bid tabulation sheet; and

WHEREAS, the lowest responsible bid for this Project was submitted by MTB LLC. (hereinafter referred to as "MTB") with a base bid for the Overall Contract (OV-1) in the amount of \$1,144,000, together with Alternate Bid 1 in the amount \$147,000, for a total contract sum of \$1,291,000; and

WHEREAS, the bid submitted by MTB is responsive in all material respects and the Board is desirous of awarding the contract for the Project to MTB;

NOW, THEREFORE, BE IT RESOLVED as follows: The Board hereby awards the contract for the Roof Replacement Tulsa Trail School to MTB, LLC. in a total contract sum of \$1,291,000.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the Project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

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- i. WHEREAS, the Hopatcong Board of Education (hereinafter referred to as the “Board”) advertised for bids for the Roof Replacement at Hopatcong High School (hereinafter referred to as the “Project”); and

WHEREAS, on October 10, 2025, the Board received seven (7) bids for the Project, as reflected on the attached bid tabulation sheet; and

WHEREAS, the low bid was submitted by VGM Group, Inc. (hereinafter referred to as “VGM”) with a base bid for the Overall Contract (OV-1) in the amount of \$4,400,000; and

WHEREAS, the bid submitted by VGM was withdrawn after bid opening due to a material defect in its subcontract pricing calculations; and

WHEREAS, the lowest responsible bid for this Project was submitted by Northeast Roof Maintenance, Inc. (hereinafter referred to as “Northeast”) with a base bid for the Overall Contract (OV-1) in the amount of \$4,875,000; and

WHEREAS, the bid submitted by Northeast is responsive in all material respects and the Board is desirous of awarding the contract for the Project to Northeast;

NOW, THEREFORE, BE IT RESOLVED as follows: 1. The bid submitted by VGM Group, Inc. is hereby rejected as the company withdrew its bid after bid openings. 2. The Board hereby awards the contract for the Roof Replacement Hopatcong High School to Northeast Roof Maintenance, Inc. in a total contract sum of \$4,875,000.

BE IT FURTHER RESOLVED that this award is expressly conditioned upon the contractor furnishing the requisite insurance certificate and labor and materials/performance bond as required in the Project specifications, together with an AA201-Project Manning Report, an executed A-101-Standard Form of Agreement Between Owner and Contractor, A-201-General Conditions of the Contract for Construction, as prepared by the Board Attorney, within ten (10) days of the date hereof.

BE IT FURTHER RESOLVED that the Board Attorney is hereby directed to draft the agreement with the successful bidder consistent with this Resolution and with the terms contained in the bid documents approved by the Board for the Project. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

Motion to approve 16a-16i:

(ACTION) Motion by seconded by

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-----... ▾	Jayson Cittrich	-----... ▾	Jayna Gulan	----- ▾	Nicole Falconi-Shubert

17. 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 23, 2025 through October 27, 2025 in the amount of \$37,757.61 for Regular bills and \$67,120.63 for Contractor bills.
- b. The Superintendent and the Director of Transportation recommend **the approval of a Contract Processing Stipend** in the amount of \$5,000 for Evelyn Lavin to be paid in November 2025.
- c.
 1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Special Education School Year Routes** for the 2025-2026 School Year as listed on Exhibit A.
 2. The Superintendent and the Director of Transportation recommend the **award** of student transportation **quotations for Special Education School Year Routes** to the lowest, responsible and responsive bus contractor companies for the 2025-2026 School Year as listed on Exhibit A.
 3. The Superintendent and the Director of Transportation recommend the **renewal of 2024 Extended School Year Routes for the 2025 Extended School Year** as listed on Exhibit A.
 4. The Superintendent and the Director of Transportation recommend the **renewal of 2024-2025 School Year Routes for the 2025-2026 School Year** as listed on Exhibit A.
 5. The Superintendent and the Director of Transportation recommend the **approval of route contract addendums** for the 2025-2026 School Year as listed on Exhibit A.
 6. The Superintendent and the Director of Transportation recommend the **approval of route contract addendums** for the 2025 Extended School Year.

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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 2025-2026 School Year as listed on Exhibit A.
8. The Superintendent and the Director of Transportation recommend the **award** of student transportation **contracts for quoted Athletic/Class/Field Trips** to the lowest, responsible and responsive bus contractor companies for the 2025-2026 School Year as listed on Exhibit A.
9. The Superintendent and the Director of Transportation recommend the **award of bids submitted from the August 6, 2025 Bid #2025-26-06** to the lowest, responsible and responsive bus contractor company for the 2025-2026 School Year as listed on Exhibit A.
10. The Superintendent and the Director of Transportation recommend the **approval of Transportation Jointure Agreements for the 2025-2026 school year** as listed on Exhibit A.
11. The Superintendent and the Director of Transportation recommend the approval of a **New Member District for the 2025-2026 School Year** as follows:

White Township Consolidated School District

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

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

18. BOARD OF EDUCATION MEMBER COMMENTS

19. ADJOURNMENT

Motion to adjourn:

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

All in favor: Choose an item. Time: