HOPATCONG BOARD OF EDUCATION

REGULAR MEETING
October 26, 2026
6:00 pm. Open the Meeting and enter Executive Session in the Administration Building: Room 21
Public Portion will begin at 7:00 p.m in the Board Meeting Room
2 Windsor Avenue, Hopatcong, NJ 07843

CALL TO ORDER

Time: _____pm

1. **FLAG SALUTE**

2. **OPENING STATEMENT**

In accordance with Section 5 of the Open Public Meetings Act, Chapter 231, P.L. 1975, this public body, the Hopatcong Board of Education hereby announces that The New Jersey Herald and the Daily Record have been notified by email that this Board of Education Regular Meeting will take place at 7:00 p.m following the Executive Session (in room 21) which starts at 6:00 p.m. on October 26, 2026 at the Hopatcong Board of Education, Board meeting room in the Administration Building.

3. **ROLL CALL**

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

4. **EXECUTIVE SESSION**

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

Motion to enter executive session:
(ACTION)Motion by Choose Item . seconded by Choose Item

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

5. **RECONVENE**

Motion to Reconvene

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(ACTION)Motion by Choose Item seconded by Choose Item

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

6. **APPROVAL OF MINUTES**

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

a. September 28, 2026 - Regular Meeting
b. September 28, 2026 - Executive Meeting

Motion to approve 6a-6b:
(ACTION)Motion by Choose Item. Seconded by Choose Item

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

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

a. Student Representatives: Morgan Cinnamon, Talia Perrotti
b. Superintendent's Report – **Mr. Jeffrey Hallenbeck, Superintendent of Schools**
    1. NJGPA/NJSLA/ACCESS for ELLs/DLM Presentation: Matt Robinson
c. Approval of the Superintendent's HIB report for October 2026 for first reading and review as presented to the Board at the October meeting on October 26, 2026.

Motion to approve 7a –7c:
(ACTION)Motion by Choose Item. Seconded by Choose Item

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

8. **PARENT/TEACHER ORGANIZATION REPRESENTATIVES**

9. **PUBLIC COMMENT – GENERAL DISCUSSION**

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10. **FINANCE**

Approval of the following Finance items, 10a.–10k, 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 28, 2026, through October 26, 2026 be approved in the following amounts:

General Fund and Special Revenue (Grants) account	-	$1,993,233.20
Cafeteria account	-	$88,559.97
Fund 30	-	$193,811.05

b. It is recommended by the Superintendent that the board approve the Treasurer's Report for the month of September 2026.

c. It is recommended by the Superintendent that the board approve the Board Secretary's Report for the month of September 2026.

d. It is recommended by the Superintendent that the board approve the Transfer Report for the month of September 2026.

e. Motion to approve the certification by the Board Secretary that the Account Balance Report, pursuant to N.J.S.A. 18A:17-9, as of October 26, 2026, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

f. Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of October 26, 2026, after review of the Board Secretary's and Treasurer's Monthly Financial Reports and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

g. 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 2025/2026 SAIF Tier 1 Safety Incentive Program Award.

h. It is recommended by the Superintendent that the board approve the acceptance of a $290.00 donation from the Hopatcong Warriors Football organization to put toward a new amplifier, microphone, and cords for the press box in the football stadium.

i. It is recommended by the Superintendent that the board approve the fully executed 2026-2027 Tuition Contract Agreement between the Sussex County Technical School and the Hopatcong Board of Education to provide educational

services for any students electing to or sent to attend commencing September 1, 2026 and terminating June 30, 2027.

j. It is recommended by the Superintendent that the board approve the fully executed 2026-2027 Educational Services Tuition Contract Agreement between the Morris County Vocational School District and the Hopatcong Board of Education to provide educational services for any students electing to or sent to attend commencing August 27, 2026 and terminating on June 14, 2027.

k. 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 10a – 10k:

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

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

11. **PERSONNEL**

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

a. Approval of **Joanna Bajerowski** as a Paraprofessional at the Middle School at a rate of $17 an hour. Should toileting apply an additional $1.00 an hour will be added to the hourly rate. Start date pending background clearance.

b. Approval of **Nadia Perez** as a Paraprofessional at Tulsa Trail at a rate of $17 an hour. Should toileting apply an additional $1.00 an hour will be added to the hourly rate. Start date pending background clearance

c. Approval to rescind the offer of employment of **Brittany Williamson** as a Paraprofessional at Tulsa Trail School.

d. Approval of **Employee #80453** to take an unpaid leave of absence using FMLA/NJFLA, beginning on November 2, 2026 with an anticipated return date of February 1, 2027.

e. Approval of **Employee #81510** to take up to 60 days of intermittent unpaid NJFLA as needed.

f. Approval of **Shelby Ochs** to complete student teaching hours at Tulsa Trail School in accordance with the requirements of The College of New Jersey (TCNJ).

g. Approval of the following staff for the **Extra Duty/Extra Pay** Positions for the 2026 – 2027 school year:

Name	Nature of Action	Duty/Position	Salary
Kelly Pappas Emily Pappas Linda Aviles Jenn Neu Amanda Malisewski	Appoint	Tulsa Chiefs Scholars - Fall Teachers	$1,920/teacher
Autumn Reeves Ruth De Salvia Mary Noonan Hilary Wolf Heather Sutton	Appoint	Chiefs Scholars - Fall- Substitute Teachers as needed	$80.00/day
Danielle Kovach Jennifer Valenti	Appoint	Tulsa Chiefs Scholars - Fall- Site Manager Durban Chiefs Scholars - Fall- Site Manager	$1,600
Martina Villani Maria DeLorenzo	Appoint	Durban Chiefs Scholars - Fall Teachers	$1,920/teacher

h. Approval of the following **Paraprofessional transfers** effective 10/20/26:

Course/Subject	Current Assignment	New Assignment
Erika Ramos	Tulsa	HMS
Nicole Finland	Tulsa	HMS
Cecilia Collantes	HMS	Tulsa

i. Approval of the following **Coach/Advisor** Positions for the 2026-2027 school year:

Name	Nature of Action	Position	Class	Level	Salary
Sean Attas Bobby Mrasz Chase Lessig Shea Endean Pat Terebeck Kevin Kruczek	Appoint	Volunteer Basketball Coach	-	-	-

Joe Peirano Jason Banante	Appoint	Volunteer Ice Hockey Coach	-	-	-

j. Approval of the correction in salary for the 2026-2027 school year effective November 1, 2026:

Name	FTE	Step	Salary	Equitable Pay Adjustment
Krista Juskus	.75	3	$32,719.50	$1,800

k. 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
Gabrielle Cardosa-Schnabel	Creating a Google Apps Classroom	EDUC 717E - 5066	3	$420
Brian Collins	SEMINAR IN HEALTH AND PHYSICAL EDUCATION *revised course from previously approved	EDUC 529	4	$1550

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

l. Approval of the following substitutes:
   1. Avella Richards, substitute teacher
   2. Sarah Gregor, substitute teacher
   3. Ann Merkle, substitute paraprofessional

Motion to approve 11a-11l:

(ACTION)Motion by Choose Item seconded by Choose Item

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

12. **<u>TRAVEL AND PROFESSIONAL DEVELOPMENT</u>**

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
Jeff Hallenbeck	NJSBA	$550 Registration, Hotel $405, $141 Mileage, Parking $20, Per Diem $306 total	10/19-10/23
Stacey Montefusco Jaclyn DiBrienza-Cikovic	Fall Conference for School Professionals - Mental Health Toolbox for CST	$0+ mileage	10/22/2026
Melissa Stein	SCSCA Columbus Day In-Service	$0+ mileage	10/12/2026
Kristine Kester	APD (Auditory Processing Disorders) 101 for the School Professional	$75 + mileage	11/20/2026
Nancy Stephens	NJALC Fall Symposium - Bridging the Learning Gap: Transitions and WJ-V	$0+ mileage	10/23/2026

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

Motion to approve 12:

(ACTION)Motion by Choose Item seconded by Choose Item

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

13. **STUDENT AND SERVICES**

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

a. Approval for a maximum of 10 hours per week of educational instruction services for student no. 16937 beginning 10/6/26. The anticipated duration of services is approximately 30-60 days. Instruction will be provided by Learnwell at a rate of $60.65 per hour.
b. Approval for 5 hours of home instruction services per week for student no. 14617. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of $40.00 per hour beginning 10/17/26 until approximately 11/12/26.
c. Approval for 10 hours of home instruction services per week for student no. 16937. Instruction will be provided by Hopatcong certificated staff at the Board approved rate of $40.00 per hour beginning 10/21/26 until further notice.
d. Approval of the following field trips:

Trip	School
Mt Olive High School	High School
SalonCentric	High School

Motion to approve 13a-13d:

(ACTION)Motion by Choose Item seconded by Choose Item

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

14. **RESOLUTIONS**

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

a. It is recommended by the Superintendent that the Board of Education approve the 25-26 HIB Self-Assessment to the NJDOE.
b. It is recommended by the Superintendent that the Board of Education approve the 2026-2027 Nursing Services Plan
c. It is recommended by the Superintendent that the Board of Education approve the letter of agreement of services with the Center for Prevention and Counseling and Hopatcong School District for the 2026-2027 school year.
d. It is recommended by the Superintendent that the Board of Education approve the affiliation agreement with East Stroudsburg University.
e. It is recommended by the Superintendent that the Board of Education approve the 2026-2027 school year salary corrections for Kathy Ward, to $76,546.64 plus $2,200 longevity, and Brittany Huling, to $68,536.92 plus $1000 longevity effective July 1, 2026.
f. It is recommended by the Superintendent that the Board of Education approve the Service contract between the Hopatcong School District and the Department of Human Services, Division of the Deaf and Hard of Hearing for the 2026-2027 school year.
g. It is recommended by the Superintendent that the Board of Education approve the PEA Operational Plan and Budget due November 2026.
h. It is recommended by the Superintendent that the Board of Education approve the MOU between InSite Health, Inc. and Hopatcong Borough Schools, effective October 10, 2026, to provide Substance Use and Prevention Services, funded by the NJ Opioid Settlement Fund.
i. It is recommended by the Superintendent that the Board of Education approve the 2026-2027 Board Goals.

Motion to approve 14a-14i:

(ACTION)Motion by Choose Item seconded by Choose Item

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

15. **SUSSEX COUNTY REGIONAL COOPERATIVE**

a. The Superintendent and the Director of Transportation recommend the ***approval of bills*** for the Sussex County Regional Cooperative Operating account for September 29, 2026 through October 26, 2026 in the amount $11,638.53 for Regular bills and $65,796.14 for Contractor bills.

b. The Superintendent and the Director of Transportation recommend the approval of an unpaid leave of absence of Employee # 80515 beginning October 22, 2026 through January 1, 2027.

c.

1. The Superintendent and the Director of Transportation recommend the ***acceptance*** of student transportation ***quotations*** *for* ***Special Education Routes*** for the 2026-2027 School Year as listed on Exhibit A***.***

2. The Superintendent and the Director of Transportation recommend the ***award*** of student transportation ***quotations*** *for* ***Special Education Routes*** to the lowest, responsible and responsive bus contractor companies for the 2026-2027 School Year as listed on Exhibit A.

3. The Superintendent and the Director of Transportation recommend the **approval of route contract addendums** for the 2026 Extended School year as listed on Exhibit A.

4. The Superintendent and the Director of Transportation recommend the **approval of route contract addendums** for the 2026-2027 School year as listed on Exhibit A.

5. The Superintendent and the Director of Transportation recommend the ***renewal of 2025-2026 Transportation Routes for the 2026-2027 School year at the State Issued CPI 3.58% or less*** as listed on Exhibit A.

6. The Superintendent and the Director of Transportation recommend the ***acceptance*** of student transportation ***quotations*** *for* ***School Related Activities Routes*** for the 2026-2027 School Year as listed on Exhibit A***.***

7. The Superintendent and the Director of Transportation recommend the ***award*** of student transportation ***quotations*** *for* ***Athletics/Class/Field Trips*** to the lowest, responsible and responsive bus contractor companies for the 2026-2027 School Year as listed on Exhibit A.

8. The Superintendent and the Director of Transportation recommend the ***approval of Transportation Jointure Agreement*** 2026-2027 School Year as listed on Exhibit A***.***

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

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

16. **BOARD OF EDUCATION MEMBER COMMENTS**

17. **ADJOURNMENT**

Motion to adjourn:

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

All in favor: Choose an item. Time: