

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

SEPTEMBER 27, 2021

5:30 pm. (Administration Building Room 41– Open the meeting and enter Executive Session)

7:00 p.m. Live

CALL TO ORDER

Time: 7:00_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 in the Hopatcong Board of Education Board Room, Hopatcong, NJ at 7:00 p.m. on September 27, 2021.

3. **ROLL CALL**

Present	Scott Francis	Present	Nicole Falconi-Shubert	Present	Jayna Gulan
Absent	Dr.Schindelar	Present	Candice Smith	Present	Philip DiStefano
Present	Jackie Turkington	Present	Jennifer Polowchena	Present	Alex McLean

4. **EXECUTIVE SESSION**

A motion will be made that the Hopatcong Board of Education will enter Executive Session 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.

Motion to enter executive session:

(ACTION)Motion by Smith, seconded by Falconi-Shubert

Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Absent	Jayna Gulan
Absent	Dr.Schindelar	Yes	Candice Smith	Yes	Philip DiStefano
Yes	Jackie Turkington	Yes	Jennifer Polowchena	Yes	Alex McLean

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5. RECONVENE

Motion to Reconvene

(ACTION) Motion by Smith, seconded by Falconi-Shubert

Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Yes	Jayna Gulan
Absent	Dr.Schindelar	Yes	Candice Smith	Yes	Philip DiStefano
Yes	Jackie Turkington	Yes	Jennifer Polowchena	Yes	Alex McLean

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. August 16, 2021 – Special Meeting
- b. August 30, 2021 – Regular Meeting

Motion to approve 6a-6b:

(ACTION) Motion by Smith, seconded by Francis

Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Yes	Jayna Gulan
Absent	Dr.Schindelar	Yes	Candice Smith	Yes	Philip DiStefano
Yes	Jackie Turkington	Yes	Jennifer Polowchena	Yes	Alex McLean

- Mr. DiStefano abstains on 6a.

7. SUPERINTENDENT’S REPORT AND HIB REPORT

a. Superintendent’s Report – **Joseph S. Piccirillo, Superintendent of Schools**

- 1. Library Summer Awards
- 2. Week of Respect (10/4-8),
- 3. School Violence Awareness Week (10/18-22)
- 4. Red Ribbon Week (10/25-10/29).
- 5. Brain Based Learning Professional Development,
- 6. Tulsa Trail Update,
- 7. Transportation Update,
- 8. Curricular Partnerships and Associate's Degree Goals
- 9. HS 50th Graduates - Reunion

- b. A first reading and approval of the Superintendent’s HIB Report for September 2021, as presented to the Board at the September meeting on September 27, 2021.

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Motion to approve 7a – 7b:

(ACTION) Motion by Smith, seconded by Turkington

Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Yes	Jayna Gulan
Absent	Dr.Schindelar	Yes	Candice Smith	Yes	Philip DiStefano
Yes	Jackie Turkington	Yes	Jennifer Polowchena	Yes	Alex McLean

8. PARENT/TEACHER

- a. Parent/Teacher Organization Representatives.

9. PUBLIC COMMENT – GENERAL DISCUSSION

10. FINANCE

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

- a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, August 30, 2021 through September 27, 2021 be approved in the following amounts:
 General Fund and Special Revenue (Grants) account - \$ 899,598.78
 Cafeteria account - \$ 11,670.38
- b. It is recommended by the Superintendent that the board approve the Board Secretary’s Report for the month of August 2021.
- c. It is recommended by the Superintendent that the board approve the Transfer Report for the month of August 2021.
- d. It is recommended by the Superintendent that the board approve the Treasurer’s Report for the month of July, 2021.
- e. It is recommended by the Superintendent and Business Administrator that the board approve the purchase of a 2023 – 39 Passenger Blue Bird Vision School Bus from Hoover Truck & Bus Centers as per Bid Item #8B with the ESCNJ Purchasing Cooperative. The purchase cost of \$116,284.18 will be paid for from proceeds from the sale of the Hudson Maxim School.
- f. It is recommended by the Superintendent and Business Administrator that the board approve the proposal from D&B Service Group to install air purification systems (Global Plasma Solutions-GPS) in all air handler and uninvent equipment throughout the district in the amount of \$265,645. D&B’s proposal is in accordance with Region 4 ESC Contract #R200401 via the Omnia Partners Purchasing Cooperative. The costs of this project will be paid from ESSER II and ARP grants.
- g. It is recommended by the Superintendent and Business Administrator that the board approve repair and replacement of Hopatcong Middle School Boilers #1 and #2 as per the proposal from Manhattan Welding Company under ESCNJ

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Bid 19/20-32. The total cost for this project is \$511,550 and will be paid for from proceeds from the sale of the Hudson Maxim School.

11. PERSONNEL

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

- a. Approval of **Carolyn Olsen** to be a 1.00 full time equivalent teacher in the High School, retroactive August 30, 2021. Her salary will be \$75,205, 1.00 FTE, BA, Step 11 based of the the 2021-2022 HEA salary guide .
- b. Approval of the resignation of **Christopher St. Genis** from Assistant Football Coach effective September 11, 2021.
- c. Approval to hire **Sarah Holey** as a Paraprofessional at Durban Avenue at the rate of \$13 an hour plus \$1 differential for toileting effective September 28, 2021.
- d. Approval to hire **Rosey Yaport** as a Paraprofessional at Durban Avenue at the rate of \$13 an hour plus \$1 differential for toileting effective September 28, 2021.
- e. Approval of **Employee #80393** to be receive a stipend in the amount of \$7,712 for the 2021-2022 school year.
- f. Approval of **McKenzie Norris** as the "Temporary Assistance" position for ELA lesson planning and grading at a rate of \$35 per hour for 1-2 hours per week/ per class as needed.
- g. Approval of **Employee #80201** to use earned sick days to take a paid medical leave of absence from October 4, 2021 through approximately December 6, 2021.
- h. Approval of the resignation with regret of **Domenico DeBiase** from his position as Custodian effective December 1, 2021 for the purpose of retirement. Domenico has worked in the Hopatcong School District for nineteen years.
- i. Approval of the following Coaching/Advisor/Extra Duty Positions for the 2021-2022 school year:

Name	Nature of Action	Position	Class	Level	Salary
Mike Batche	Correct/ Appoint	Drama Club Director Spring	B	4	\$3,287
Rosella Tripodi	Appoint	CTE Skills USA Programs - Spring	C	4	\$2,858
Michelle Culcasi	Appoint	CTE Skills USA Programs - Spring	C	4	\$2,858
Kathy LaRosa	Appoint	SLE Facilitator	-	-	\$6,367
Christine Kalemba	Appoint	SLE Facilitator	-	-	\$6,367

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Jamie Douglas	Correct/ Appoint	Head Coach Basketball Girls	A	4	\$7,712
Lisa Schuffenhauer	Appoint	Durban Recess/Cafeteria Monitor	-	-	\$1,425
Pat Neill	Appoint	Assistant Track Coach	A	4	\$5,034
Jamie Douglas	Appoint	Assistant Track Coach	A	4	\$5,034

- j. 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	Credit(s)	Cost
Hilary Martin	Developing PE Curriculum: Step by Step	KINE 756	3	\$375
Katie Schwab	HR Systems and Technology	HRMG-400	3	\$1,170.96
Katie Schwab	Ethics: Values/Decisions	PHIL-325	3	\$1,170.96

****The maximum rate of reimbursement per credit based is \$390.32 for the 21-22 school year.***

- k. Approval of the following salary guide movement*

Name	Current Degree Status	Degree Change	Effective Date
Sharon Haggerty	MA+30	MA+45	09-01-2021
Jennifer Valenti	MA+15	MA+30	09-01-2021

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

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

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Reimbursements*

Name	Title	Cost
Matt Smith	Preventative Maintenance – Rutgers	\$483.00

Approval of the following staff to attend Professional Development/Conference*

Name	Title	Date	Cost
Lisa Schuffenhauer	Sussex County School Counselor Association Meeting	9/28/2021	Gas Mileage \$10.36
Melissa Kennedy	Sussex County School Counselor's Association Columbus Day In Service	10/11/2021	Gas Mileage \$5.25

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

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 **SECOND READING**:

<u>Policy/Regulation #</u>	<u>Title</u>
P 1620	Administrative Employment Contracts
P 2431	Athletic Competition
R 2431.1	Emergency Procedures for Sports and Other Athletic Activity
P 2451	Adult High School
P 2464	Gifted and Talented Students
P 6440	Cooperative Purchasing
P & R 6470.01	Electronic Funds Transfer and Claimant Certification
P & R 7440	School District Security
P 7450	Property Inventory
P & R 7510	Use of School Facilities
P 8420	Emergency and Crisis Situations
P 8561	Procurement Procedures for School Nutrition Programs
P 0145	Board Member Resignation and Removal
P 0164.6	Remote Public Board Meetings During A Declared Emergency
R 1642	Earned Sick Leave Law
P 1643	Family Leave
P 3431.1	Family Leave

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P 4431.1	Family Leave
P 3431.3	New Jersey Family Leave Insurance Program
P 4431.3	New Jersey Family Leave Insurance Program
P & R 5330.01	Administration of Medical Cannabis
P 7425	Lead Testing of Water in Schools
R 7425	Lead Testing of Water in
P & R 7430	School Safety
P 1521	Educational Improvement Plans
P 1649	Federal Families First Coronavirus (COVID-19) Response Act
R 2421	Vocational - Technical Education
P & R 3221	Evaluation of Teachers
P & R 3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
P & R 3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
P & R 3224	Evaluation of Principals, Vice Principals, and Assistant Principals
P & R 5460.02	Bridge Year Pilot Program
P & R 6471	School District Travel
P 8561	Procurement Procedures for School Nutrition Programs
P 2422	Comprehensive Health and Physical Education
P 2467	Surrogate Parents and Resource Family Parents
P 5111	Eligibility of Resident/Nonresident Students
P 5114	Children Displaced by Domestic Violence
P & R 7432	Eye Protection
P 8420	Emergency and Crisis Situations
R 8420.1	Fire and Fire Drills
P 8540	School Nutrition Programs
P 8550	Meal Charges/Outstanding Food Service Bill
P 8600	Student Transportation
P 8810	Religious Holidays
P 6115.01	Federal Awards/Funds Internal Controls – Allowability of Costs
P 6115.02	Federal Awards/Funds Internal Controls – Mandatory Disclosures
P 6115.03	Federal Awards/Funds Internal Controls – Conflict of Interest
P 6311	Contracts for Goods or Services Funded by Federal Grants
P 1648.11	The Road Forward COVID-19 – Health and Safety

- 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 **FIRST READING**:

P1648.13	School Employee Vaccination Requirements
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14. STUDENTS AND SERVICES

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

- a. Approval for home instruction services for student no. 13809 for 5 hours per week. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective now until further notice.
- b. Approval for home instruction services for student no. 14244 for 5 hours per week. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective now through the end of the 2021-2022 school year.
- c. Approval of field trip requests

15. RESOLUTIONS

- a. It is recommended by the Superintendent that the Board of Education approve a partnership with the National Archery in the School Program, which will introduce archery into the Middle School and High School Physical Education curriculum beginning in 2022.
- b. It is recommended by the Superintendent that the Board of Education approve the substitute teaching rate be a flat rate of \$110 a day for per diem & permanent substitutes (effective September 28, 2021).
- c. It is recommended by the Superintendent that the Board of Education approve the Memorandum of Understanding for the Family Resource Network.
- d. It is recommended by the Superintendent that the Board of Education approve the Memorandum of Agreement between Hopatcong Borough School District and the Center for Evaluation and Counseling for Counseling Services to Durban Ave and Tulsa Trail.
- e. It is recommended by the Superintendent that the Board of Education approve the acceptance of the National Winter Activities Warm Jacket Grant in the amount of \$13,000.
- f. It is recommended by the Superintendent that the Board of Education approve the following resolution related to corrections on the April Personnel agenda

It is recommended that the board approved corrections as stated:

- The following HEA correction:

Last Name	First Name	Previously Approved Longevity	Correct Longevity
Martin	Hilary	\$800	\$500

- g. It is recommended by the Superintendent that the Board of Education approve the Superintendent Goals.
- h. It is recommended by the Superintendent that the Board of Education approve SD Gameday to cover as Athletic Trainer on 10/15.

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- i. It is recommended by the Superintendent that the Board of Education approve the acceptance of Play Unified Grant funds from Special Olympics New Jersey for the purposes of continuing our ESports Unified Team in the amount of \$4,000.
- j. It is recommended by the Superintendent that the Board of Education approve services of Dr. Brian Fennelly to provide psychiatric evaluations when warranted for the 2021/2022 school year.
- k. It is recommended by the Superintendent that the Board of Education acknowledge and approve that high school credits offered at Hopatcong Schools may be earned by any student who successfully completes the coursework and is enrolled in the course. This can include students that are not necessarily in the grade that traditionally participates in the course.
- l. It is recommended by the Superintendent that the Board of Education approve temporary use of the High School as a child care location for select Tulsa Trail students due to emergency circumstances.

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 August 31, 2021 through September 27, 2021 in the amount of \$73,047.28 for Regular bills and \$3,265,460.69 for Contractor bills.
- b. The Superintendent and the Director of Transportation recommend the **approval of a 7 year lease purchase of two (2) Type B – 24 Passenger Buses** at a total cost of \$127,085.80.
- c. The Superintendent and Director of Transportation recommend the **approval of Hours Per Day for Bus Drivers and Aides** for the 2021-22 school year.

Name	Position	Hourly Rate \$	Longevity \$	Hours Per Day
Arnone, Tracey	Driver	21.07	0.00	8
Camacho, Maria	Driver	20.81	0.00	8
Dennis, Kelly	Driver	21.07	600.00	8
Dolan, Christopher	Driver	21.51	600.00	7
Exner, Susan	Driver	20.00	0.00	6.5
Jones, Jaime	Driver	21.07	600.00	8
Judkins, Paula	Driver	20.81	\$0.00	8
Marshall, Joan	Driver	23.08	1,050.00	8
McGrath, Tina	Driver	21.33	600.00	8

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Moss, Lorraine	Driver	21.33	600.00	5.75
Reynolds, Hillary	Driver	21.85	800.00	7.5
Ridner, Gary	Driver	21.33	600.00	6.5
Urban, Michelle	Driver	20.81	0.00	8
Van Horn, Bobbi Jo	Driver	20.81	0.00	8
Danza, Maryann	Aide	15.00	n/a	7
Fox, Jennifer	Aide	15.00	n/a	6
Gould, Theresa	Aide	15.00	n/a	6
Hashagen, Barbara	Aide	15.00	n/a	6.5
Kriscunas, Mary	Aide	15.00	n/a	4
Padgett, Dawn	Aide	15.00	n/a	5.75

- d. The Superintendent and the Director of Transportation recommend the **approval to non-renew employee # 80792** for the 2021-22 school year.
- e. The Superintendent and the Director of Transportation recommend the approval of Chester Board of Education as a **New Member District** for the 2021-22 School Year.
- f. The Superintendent and the Director of Transportation recommend the **approval to participate in Cooperative Transportation Services with Gloucester County Special Services School District** for the 2021-22 School Year.
- g.
 1. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Special Education Routes** for the 2021 **Extended School Year** Program 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 2021 **Extended School Year** Program as listed on Exhibit A.
 3. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Special Education Routes** for the 2021-22 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 Routes** to the lowest, responsible and responsive bus contractor companies for the 2021-22 School Year as listed on Exhibit A.

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5. The Superintendent and the Director of Transportation recommend the **acceptance of a correction to the award of bids** submitted from the June 2, 2021 bid 2021-22-01A as listed on Exhibit A. (All bids were responsive and compliant in accordance with the specifications however; the corrections are necessary due to minor clerical/typographical errors to correct the board minutes for county approval of the contracts.)
6. The Superintendent and the Director of Transportation recommend the **acceptance of contract addendums** for routes for the 2021-22 School Year as listed on Exhibit A.
7. The Superintendent and the Director of Transportation recommend the **acceptance of corrections to contract addendums** for the 2021-22 school year as listed on Exhibit A. (The corrections are necessary due to clerical errors to correct the board minutes for county approval of the contract.)

ADDENDUM

September 27, 2021

Regular Meeting

- a. It is recommended by the Superintendent that the Hopatcong Board of Education accept the resignation with regret of **Chelsea Trump** for her position as School Counselor and Student Assistance Counselor within the Hopatcong District effective October 26, 2021.
- b. It is recommended by the Superintendent that the Hopatcong Board of Education accept the resignation with regret of **Alexis Simpson** from her position as Paraprofessional at Durban Ave effective September 27, 2021.
- c. It is recommended by the Superintendent that the Hopatcong Board of Education approve the rate of \$50 an hour for Nurses to work outside their contracted hours for contact tracing as approved by the Superintendent.
- d. It is recommended by the Superintendent that the Hopatcong Board of Education approve the establishment of petty cash accounts for the following locations/amounts:
 - HS - \$300
 - MS - \$150
 - TT - \$150
 - DA - \$150
 - Superintendent Office - \$150
 - Business Office - \$150

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Motion to approve Items 10-16 and Addendum items a-d:

(ACTION) Motion by Smith, seconded by Perrotti

Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Yes	Jayna Gulan
Absent	Dr.Schindelar	Yes	Candice Smith	Yes	Philip DiStefano
Yes	Jackie Turkington	Yes	Jennifer Polowchena	Yes	Alex McLean

* Mr. McLean abstains on items 11 & 15g

17. BOARD OF EDUCATION – MEMBER COMMENTS

18. ADJOURNMENT

Motion to adjourn:

(ACTION) Motion by Smith, seconded by Turkington

All in favor Yes Time: 8:17 pm

Respectfully Submitted,

Jeff Hallenbeck
Board Secretary/Business Administrator