

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING MINUTES

OCTOBER 25, 2021

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

7:00 p.m. Live

CALL TO ORDER

Time: 7:05 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 in the Hopatcong Board of Education Board Room, Hopatcong, NJ at 7:00 p.m. on October 25, 2021.

3. **ROLL CALL**

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

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

5. **RECONVENE**

Motion to Reconvene

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

Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Yes	Jayna Gulan
Yes	Dr.Schindelar	Yes	Candice Smith	Yes	Philip DiStefano

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Yes	Jackie Turkington	Yes	Jennifer Polowchena	Absent	Alex McLean
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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 27, 2021 – Regular Meeting

Motion to approve 6a:

(ACTION) Motion by Smith, seconded by Gulan

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

7. SUPERINTENDENT’S REPORT AND HIB REPORT

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

- 1. ESP’s of the Year
 - a. HEA – Pat Duckles – Paraprofessional
 - b. HOPA – Maureen, O’Hare – Secretary
- 2. Tulsa Update
- 3. Professional Development Day Review
- 4. COVID Testing
- 5. Art DiBenedetto Plaque
- 6. NJEA Convention
- 7. NASP Update
- 8. Review of the Recent Meeting at the Senior Center
- 9. Review of the Recent Meeting with Football/Band/Cheerleaders/Community Parents

- b. A second 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. Approval of the Superintendent’s HIB report for October 2021 for first reading and review as presented to the Board at the October meeting on October 25, 2021.

Motion to approve 7a – 7b:

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

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

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8. **PARENT/TEACHER**

- a. Parent/Teacher Organization Representatives.

9. **PUBLIC COMMENT – GENERAL DISCUSSION**

10. **FINANCE**

Approval of the following Finance items, 10a. – 10h, 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, September 27, 2021 through October 25, 2021 be approved in the following amounts:

General Fund and Special Revenue (Grants) account - \$1,147,687.43

Cafeteria account - \$7,282.15

- b. It is recommended by the Superintendent that the board approve the Board Secretary's Report for the month of September 2021.
- c. It is recommended by the Superintendent that the board approve the Transfer Report for the month of September 2021.
- d. It is recommended by the Superintendent that the board approve the Treasurer's Report for the month of August 2021.
- e. It is recommended by the Superintendent that the board approve the Corrective Action Plan for submission to the Office of the State Comptroller. The plan addresses the Performance Audit completed by the Comptroller's Office for the period July 1, 2017 through June 30, 2020.
- f. Approval of Joseph S. Piccirillo to receive reimbursement for the purchase of monthly Google Voice telephone plans on behalf of the school nurses which will be used for the purposes of emergencies and contact tracing.
- g. It is recommended by the Superintendent that the board approve the acceptance of two donations toward the establishment of an archery program at Hopatcong High School:

CHECK #	AMOUNT	DONOR
8198	\$500	Mr. & Mrs. Philip DiStefano
2837	\$500	Rotary Club of Lake Hopatcong

- h. It is recommended by the Superintendent that the board approve writing off the following outstanding checks from the General Fund dated 3/19/2018 to 6/30/2020:

Check #	Amount	Check #	Amount	Check #	Amount
74338	\$ 1,200.00	77368	\$ 36.89	78461	\$ 750.00
74869	\$ 374.00	77375	\$ 24.00	78665	\$ 350.00
74965	\$ 500.00	77473	\$ 71.30	78666	\$ 495.00

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74966	\$ 500.00	77892	\$ 3,600.00	146	\$ 5,936.00
75067	\$ 24.79	78018	\$ 100.00	78955	\$ 167.00
75254	\$ 9.79	78150	\$ 560.00	79051	\$ 167.00
76112	\$ 1,600.00	78193	\$ 257.22	79217	\$ 741.68
76567	\$ 271.40	78288	\$ 8,075.00	79219	\$ 994.26
76715	\$ 175.00	78425	\$ 2,241.00	79222	\$ 666.66
76949	\$ 325.00	78505	\$ 500.00	79261	\$ 130.00
77019	\$ 1,790.10	78506	\$ 500.00	TOTAL	\$33,648.79
77272	\$ 150.00	78620	\$ 365.70		

11. PERSONNEL

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

- a. Acceptance of the resignation, with regret, of **Tabitha Kestenholz** from her position as Paraprofessional at the Hopatcong School District effective October 1, 2021.
- b. Acceptance of the resignation, with regret, of **Melissa Forrester** from her position as Paraprofessional at the Hopatcong School District effective October 15, 2021.
- c. Approval of employment of **Corrin Tillery** as Paraprofessional at the High School at the rate of \$13 an hour effective October 28th. Should toileting be required there will be an additional \$1 added to the hourly rate.
- d. Approval of **Loren Turner** 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.
- e. Approval of the employment of **Michelle Minimi** as Hopatcong High School School Counselor at MA, Step 6 with a prorated salary of \$73,055 based off the HEA salary guide with a start date of November 1, 2021.
- f. Approval of the employment of **Melissa Stein** as Hopatcong High School School Counselor at MA+15, Step 1 with a prorated salary of \$69,805 based off the HEA salary guide with a start date of December 6, 2021.
- g. Approval of **Employee #80143** to take a paid medical leave of absence using earned sick time starting November 3, 2021 with a tentative return date of January 3, 2022 pending physician clearance.
- h. Approval of **Employee #81269** to take a paid leave of absence, using 40 days of earned sick time, beginning January 10, 2022 through March 7, 2022 then begin an unpaid leave of absence on March 8, 2022 through the rest of the 2021 - 2022 school year, with an anticipated return date of September 1, 2022.

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- i. Approval of the following Coaching/Advisor/Extra Duty Positions for the 2021-2022 school year:

Name	Nature of Action	Position	Class	Level	Salary
Dominic Schiavone	Resignation	JV Basketball Coach	A	4	\$5,034
Nancy Duffy	Appoint	Dance Club	E	1	\$614
Javier Gonzalez	Appoint	JV Basketball Coach	A	1	\$3,187

- j. Approval of the following staff as homework club monitors at the high school when needed at \$28/hour.

Pam Brennan
 Karen Cubberly
 Heather DelBagno
 Nancy Stephens
 Carolyn Olsen
 Ken Olsen

- 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	Credit(s)	Cost
Hilary Martin	Bullying	EDUC 7120	3	\$375
Katarzyna Getto	SCHOOL HEALTH SERVICES I	45255	3	\$1,170.96
Michele Culcasi	Literature Review	RES6531	3	\$531.41
Emily Minervini	TEACHING PRIMARY GRADE MATH PROBLEM-SOLVING SKILLS (GRADES K-2)	EDUC41609	3	\$285
Mike Smith	Financial Management and Purchasing	Rutgers BG-1107-Sp21-4	-	\$483

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

- l. Approval of substitutes, teachers, paraprofessionals, custodians, and van drivers.

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

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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	Date	Cost
Danielle Manisa	Sussex County School Counselor Association Meeting	9/28/2021	Gas Mileage \$10.50
Nancy Stephens	New Jersey Association of Learning Consultants Fall Symposium 2021 "What We Need to Know This Year" Virtual	10/21/21-10/22/21	\$50
Jaclyn DiBrienza-Cikovic	New Jersey Association of School Psychologists Virtual Winter Conference	12/10/2021	\$155
Matt Geary	ENERGY SAVINGS IMPROVEMENT PLAN OVERVIEW	10/13/21	\$81

****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 1648.13	School Employee Vaccination Requirements (M)

- 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**:

<u>Policy/Regulation #</u>	<u>Title</u>
P 1642	Earned Sick Leave (M)
P 8441	Care of Injured and Ill Persons (M)
P 6360	Political Contributions (M)
P 2415	Every Student Succeeds Act (M)
P 2415.02	Title I – Fiscal Responsibilities (M)
P 2415.05	Student Surveys, Analysis, and/or Evaluations (M)
P&R 2415.20	Every Student Succeeds Act Complaints (M)
P 4125	Employment of Support Staff Members (M)
P 8330	Student Records (M)
P 9713	Recruitment by Special Interest Groups (M)

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P 1648.14	Safety Plan for Healthcare Settings in School Buildings COVID-19 (M) (New)
P 2425	Emergency Virtual or Remote Instruction Program (M)
P & R 5751	Sexual Harassment of Students (M) (Revised)
P 0155	Board Committees
P 2320	Independent Study Programs
P&R 5511	Dress and Grooming
P 3216	Dress and Grooming
P 5514	Student Use of Vehicles on School Ground
P 5536	Random Testing for Student Alcohol or Drug Use
P 1133	Administrative Council (Abolish)
P 1131	Faculty Council (Abolish)

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 educational instruction services for student no. 14976 for five hours per week beginning September 29, 2021. 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. 12028 for up to 10 hours per week beginning October 5, 2021 for the anticipated duration of approximately 30 days. Instruction will be provided by Silvergate Prep at a rate of \$45.00 per hour.
- c. Approval for an out of district placement for student ID No. 15032 who has been placed at New Dawn Academy for the 2021/2022 school year. The effective date is September 27, 2021 at a prorated tuition cost of \$47,756.00.
- d. Approval for a change of placement for an out of district student who has been placed at Mount Olive High School, student No. 12031. The effective date is September 8, 2021 at a prorated tuition cost of \$32,183.46 for the school year.
- e. Approval for home instruction services for student no. 13353 for 5 hours per week. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective now through until 11/1/2021.
- f. Approval for an out of district placement for student 14672 who has been placed by CMO-Social Services at Bonnie Brae – residential facility. Hopatcong School District is responsible for the educational component at a tuition rate of \$420 per diem.

15. **RESOLUTIONS**

- a. It is recommended by the Superintendent that the Board of Education approve the publication of the Tulsa Mold Report for public display on the school website.

16. **SUSSEX COUNTY REGIONAL COOPERATIVE**

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- a. The Superintendent and the Director of Transportation recommend the **approval of bills** for the Sussex County Regional Cooperative Operating account for September 28, 2021 through October 25, 2021 in the amount of \$31,769.19 for Regular bills and \$2,627,144.95 for Contractor bills.
 - b. The Superintendent and the Director of Transportation recommend the approval to hire Jessica Sidnam **for the position of Transportation Coordinator** for the 2021-22 school year at a pro-rated annual salary of \$50,000 effective November 8, 2021.
 - c. 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.
 - d. The Superintendent and the Director of Transportation recommend the **approval of an annual Routing Software Coordinator Stipend** payable to Kyle Bisignani in the amount of \$5,940.00 for the 2021-22 school year.
 - e. The Superintendent and the Director of Transportation recommend the **approval of a Shared Services Agreement for Vehicle Repairs** with Roxbury Township Public Schools Transportation Department to provide fleet maintenance for one (1) school year period from October 1, 2021 to June 30, 2022.
1. 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.
 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 2021-22 School Year as listed on Exhibit A.
 3. The Superintendent and the Director of Transportation recommend the **acceptance** of student transportation **quotations for Athletic/Class/Field Trips** 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 Athletic/Class/Field Trips** to the lowest, responsible and responsive bus contractor companies for the 2021-22 School Year as listed on Exhibit A.
 5. 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.

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6. The Superintendent and the Director of Transportation recommend the **acceptance of bids submitted from the July 28, 2021 Bid #2021-22-02** for the 2021-22 School Year as listed on Exhibit A.
7. The Superintendent and the Director of Transportation recommend the **award of bids submitted from the July 28, 2021 Bid #2021-22-02** for the 2021-22 School Year as listed on Exhibit A.
8. The Superintendent and the Director of Transportation recommends the **rejection of bids submitted from July 28, 2021 Bid #2021-22-02** due to non-compliance or termination of routes as listed on Exhibit A.
9. The Superintendent and the Director of Transportation recommend the **acceptance of bids submitted from the August 17, 2021 Bid #2021-22-02A** for the 2021-22 School Year as listed on Exhibit A.
10. The Superintendent and the Director of Transportation recommend the **award of bids submitted from the August 17, 2021 Bid #2021-22-02A** for the 2021-22 School Year as listed on Exhibit A.
11. The Superintendent and the Director of Transportation recommends the **rejection of bids submitted from August 17, 2021 Bid #2021-22-02A** due to non-compliance or termination of routes as listed on Exhibit A.
12. The Superintendent and the Director of Transportation recommend the **acceptance of bids submitted from the August 17, 2021 Bid #2021-22-03** for the 2021-22 School Year as listed on Exhibit A.
13. The Superintendent and the Director of Transportation recommend the **award of bids submitted from the August 17, 2021 Bid #2021-22-03** for the 2021-22 School Year as listed on Exhibit A.
14. The Superintendent and the Director of Transportation recommend the **rejection of bids submitted from August 17, 2021 Bid #2021-22-03** due to non-compliance or termination of routes as listed on Exhibit A.
15. The Superintendent and the Director of Transportation recommend the **acceptance of a Parental Contract** for the 2021-22 School Year as listed on Exhibit A.
16. The Superintendent and the Director of Transportation recommend the **approval of a Joint Transportation Agreement with High Point Regional High School** for the 2021-22 School Year as listed on Exhibit A.

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ADDENDUM

October 25, 2021

Regular Meeting

- a. It is recommended by the Superintendent that the Hopatcong Board of Education approve of the termination of employment for **Employee #81029**, with notification of termination, made October 22, 2021, and the employee's last day of paid employment ending November 4, 2021.
- b. It is recommended by the Superintendent that the Hopatcong Board of Education approve of the termination of employment for **Employee #80159**, with notification of termination, made October 22, 2021, and the employee's last day of paid employment ending November 4, 2021.
- c. 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.
- d. It is recommended by the Superintendent that the Board of Education approve the Health and Safety Evaluation of School Buildings Checklist 2021-2022 for Durban Avenue School, Tulsa Trail School, Hopatcong Middle School and Hopatcong High School.
- e. It is recommended by the Superintendent that the Board of Education approve the School Safety and Security Plan Annual Review Statement of Assurance for the 2021-2022 school year.
- f. 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 2020/2021 SAIF Tier 1 Safety Incentive Program Award.
- g. It is recommended by the Superintendent that the Board of Education approve the rehiring of Thomas Ward who was subject to a reduction in force during the 2020-2021 school year. Mr. Ward is being rehired to a full time custodial position at Step 1 (\$42,789, pro-rated per the number of days worked) per the terms and conditions of the Custodial/Maintenance Contract with the Hopatcong Board of Education effective 10/26/21.
- h. It is recommended by the Superintendent that the Board of Education approve the rehiring of Ray Larsen who was subject to a reduction in force during the 2020-2021 school year. Mr. Larsen is being rehired to a part time custodial position (5 hours per day) at Step 1 (\$42,789, pro-rated per the number of days worked) per the terms and conditions of the Custodial/Maintenance Contract with the Hopatcong Board of Education effective 10/26/21.
- i. It is recommended by the Superintendent that the Board of Education approve the rehiring of Derek Neitz who was subject to a reduction in force during the 2020-2021 school year. Mr. Neitz is being rehired to a part time custodial position (5 hours per day) at Step 1 (\$42,789, pro-rated per the number of days worked) per the terms and conditions of the Custodial/Maintenance Contract with the Hopatcong Board of Education effective 10/26/21.

Motion to approve Item 10 - Addendum items i:

(ACTION) Motion by Smith, seconded by Gulan

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Absent	Alex McLean	Yes	Scott Francis	Yes	Jayna Gulan
Yes	Dr.Schindelar *	Yes	Candice Smith	Yes	Jennifer Polowchena
Yes	Jackie Turkington	Yes	Nicole Falconi-Shubert	No	Philip Distefano

* Dr Schindelar No item #13

17. **BOARD OF EDUCATION – MEMBER COMMENTS**

18. **ADJOURNMENT**

Motion to adjourn:

(ACTION) Motion by Smith, seconded by Dr. Schindelar

All in favor Yes Time: 8:01 pm

Respectfully Submitted,

Jeff Hallenbeck
Board Secretary/Business Administrator