

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

October 24, 2022

5:30 pm. Open the meeting and enter executive session in Administration Building Room 21

The public portion will begin at 7:00 p.m in the Board Room

2 Windsor Avenue, Hopatcong, NJ 07843

CALL TO ORDER

Time: 5:35 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 October 24, 2022 at the Hopatcong Board of Education, Board meeting room in the Administration Building.

3. **ROLL CALL**

Present	Scott Francis	Present	Nicole Falconi-Shubert	Present	Philip DiStefano
Present	Joseph Falconi	Present	Gerard Gruenfelder	Absent	Jayna Gulan
Present	Kelly Gravatt	Present	Jackie Turkington	Absent	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 DiStefano seconded by Falconi-Shubert.

Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Yes	Philip DiStefano
Yes	Joseph Falconi^	Yes	Gerard Gruenfelder	Absent	Jayna Gulan
Yes	Kelly Gravatt	Yes	Jackie Turkington	Absent	Jennifer Polowchena*

*arrived at 5:37pm

^arrived 6:01pm

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5. RECONVENE

Motion to Reconvene

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

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

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 12, 2022 – Special Meeting
- b. September 26, 2022 – Executive Meeting
- c. September 26, 2022 – Regular Meeting

Motion to approve 6a-6c:

(ACTION) Motion by Turkington seconded by Falconi-Shubert

Yes	Scott Francis	Yes	Nicole Falconi-Shubert*	Yes	Philip DiStefano
Yes	Joseph Falconi	Yes	Gerard Gruenfelder	Yes	Jayna Gulan
Yes	Kelly Gravatt	Yes	Jackie Turkington	Yes	Jennifer Polowchena

* Abstain on items 6b, c

7. SUPERINTENDENT’S REPORT AND HIB REPORT

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

1. QSAC – overview of the process and indicators, potential special mtg in November for approval of QSAC DPR self-assessment documents prior to submission to NJDOE on November 15th.
2. Interventions for Students
3. New Jersey School Boards’ Association Conference – Oct 24-26
4. MOA with the Police Department – Attorney General uniform across the State
5. November Calendar – November 8th Election day, last year MS will be used as a polling place. Veterans day remembrances.
6. PRESENTATION: Center for Prevention & Counseling – MS Summit for anti-bullying. Presentation of services offered and connection with our schools.
7. PRESENTATION: Mr. Art DiBenedetto, Interim Assistant Superintendent of Schools
 - i. Standardized Testing Results – including the New Jersey Graduation Proficiency Assessment, Spring of 2022; the NJSLA results of Spring 2022 and the DLM assessment results - all posted on the District website.

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- ii. Gifted and Talented Update – Testing completed via Cogat and program has kicked off for the 22-23 school year.
- iii. October 10 Professional Development Report – completed health curriculum updates, controversial topics addressed and permission for opt out in accordance with law. Social Studies curriculum revisions have been completed and are in final edit
- b. In the absence of reports of HIB in September 2022, there is no second reading. Therefore, the Superintendent's HIB report for September 2022 as presented to the Board on September 26, 2022 with no reports of HIB is now presented to the Board for approval at the meeting on October 24, 2022. A first reading and approval of the Superintendent's HIB Report for October 2022, as presented to the Board at the October meeting on October 24, 2022.

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Motion to approve 7a – 7b:

(ACTION) Motion by Polowchena seconded by J. Falconi

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

8. ACKNOWLEDGEMENTS/CORRESPONDENCE

- a. Congratulations to Amelie Syto on being awarded the Girl Scout Silver Award and a thank you for the installation of the "Little Free Library" by Vets field.
- b. The following students were chosen as **Hopatcong High School's Students of the Month** for their outstanding performance in September 2022:

Grade 8 – Xavier LaPlace

Grade 9 – Nicholas Hubers

Honorable Mention: Tobias Bornacelli, Sarang Angel Lee, Isabella Martinez, and Kayla Wright.

Grade 10 – Megan Hincynski

Grade 11 – Ned "Tre" Duke

Honorable Mention: Jessica Friedman

Grade 12 – Tatiana Sinegra

Honorable Mention: Cesar Arana, Dante Bonafede, Brandon Grochulski and Nathaniel Weber.

- c. The following students were chosen as **Hopatcong High School Scholar Athlete of the Month** for their outstanding performance in September 2022:

Boys Soccer- Kevin Kruczek, Sophomore

Girls Soccer- Janie Henderson, Junior

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9. **PARENT/TEACHER ORGANIZATION REPRESENTATIVES**

Harlem Wizards February 16, 2023, mum sale was a success.

10. **PUBLIC COMMENT – GENERAL DISCUSSION**

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COVID-19 vaccination mandates? Nothing has been forthcoming or is required by NJDOE or State of NJ.

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11. **FINANCE**

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a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, September 26, 2022 through October 24, 2022 be approved in the following amounts:

General Fund and Special Revenue (Grants) account - \$870,769,75
Cafeteria account - \$190.25

b. It is recommended by the Superintendent that the board approve the Board Secretary's Report for the month of September 2022.

c. It is recommended by the Superintendent that the board approve the Transfer Report for the month of September 2022.

d. It is recommended by the Superintendent that the board approve the Treasurer's report for the month of September 2022.

e. It is recommended by the Superintendent that the board approve the acceptance of a donation of \$500 from the **Women's Auxiliary of the Lake Hopatcong Yacht Club** meant for payment of field trip's for families in need.

f. 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.

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 2021/2022 SAIF Tier 1 Safety Incentive Program Award.

Motion to approve 11a – 11g:

(ACTION) Motion by Turkington seconded by Polowchena

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

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12. PERSONNEL

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

- a. Approval of employment of **Julie Gesregan** as a Paraprofessional at the Middle School effective October 25, 2022 at a rate of \$14/hour. Should toileting be required there will be an additional \$1 added to the hourly rate.
- b. Approval to accept the resignation, with regret, of **Melissa Figueroa** from her position as a Paraprofessional effective October 2, 2022.
- c. Approval to accept the resignation, with regret, of **Dawn Engle** from her position as a Paraprofessional effective October 28, 2022.
- d. Approval to accept the resignation, with regret, for the purpose of retiring of **Delores Kennedy** from her position as a Paraprofessional effective January 1, 2023.
- e. Approval of employment of **Frank DePierro** as Full-Time Custodian 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; start date pending background check.
- f. Approval of the following staff member whom is recommended to receive tenure (effective 10/30/2022)
 - i. **Kathryn Gallagher**
- g. Approval of the following volunteers for band/color guard:
 - i. **Erin Cerulo**
 - ii. **Brianna Csengeto**
 - iii. **Nicole Roman Gerena**
- h. Approval of the following salary guide movement*

Name	Current Degree Status	Degree Change	Effective Date
Michele Culcasi	MA+45	MA+60	9/1/2022
Jamie Gambuzza	MA+15	MA+30	9/1/2022

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

- i. Approval of the following **Advisor Position** for the 2022-2023 school year:

Name	Nature of Action	Position	Class	Level	Salary
Jon Rischawy	Appoint	Art Honor Society	E	3	\$1224

- j. Approval of the following staff for the **Extra Duty/Extra Pay Positions** the 2022 – 2023 school year in the Hopatcong School District on an as needed basis:

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Name	Nature of Action	Duty/Position	Salary*
Linda Padula	Appoint	HS Detention	\$20/hour
Wilson Cusano	Appoint	HS Detention	\$20/hour
Nancy Stephens	Appoint	HS Detention	\$20/hour
Mike Smith	Rescind effective 10/1/22	Assistant Facilities Manager	\$7,500
Greg Smyth	Rescind effective 10/1/22	Head Custodian	\$7,500

- k. Approval of the following rate of pay per position for **Athletic Event Staff** for the 2022-2023 school year:

Position	Pay Rate
Wrestling Clock	\$25
Wrestling Crowd Control	\$50
Wrestling Door Security	\$50
Wrestling Ticket Taker	\$50
Wrestling Ticket Seller	\$55
Basketball Clock (per game)	\$25
Basketball Crowd Control	\$50
Basketball Door Security	\$50
Basketball Ticket Taker	\$50
Basketball Ticket Seller	\$55
Basketball Public Announcer	\$35
Site Manager (Basketball and Wrestling)	\$100

- l. Approval of the following as **Athletic Event Staff Members** for 2022-2023 athletic events, to be paid at the Board Approved rate of pay per position:

- i. Kurt Zimmermann
- ii. Jason Mulvihill
- iii. Jimmy Tobin Jr.
- iv. Mike Bird
- v. Ana Marrazzo

- m. Approval of the following staff to take and receive tuition reimbursements*, as per contract, upon successful completion of the course and submission of paperwork:

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Course Approval/Reimbursement Approval

Name	Course Title	Course Number	Credits	Cost
Michele Culcasi	Analyzing the Dissertation Research	RES6551	1	\$431.30
Hilary Martin	Creating a Meaningful Environment	EDUC 711x	3	\$405
Maria DeLorenzo	LETRS Volumes 1 & 2	374361	6	\$1,569

****The maximum rate of reimbursement per credit is \$431.30 for the 22-23 school year. Anyone who requested a course approval in June will be reimbursed the rate for 22-23 school year if completed by June 2023.***

- n. Approval of substitute teachers & paraprofessional:
 - i. Emily Pappas, Substitute Teacher
 - ii. Dana Bibeault, Substitute Teacher
 - iii. Rita Russomanno, Substitute Teacher
 - iv. Kimberly McLane, Substitute Teacher

Motion to approve 12a – 12n:

(ACTION) Motion by Turkington seconded by J. Falconi

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

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
James McKowen Shawna Longo	NJ School Boards Association Workshop 2022	Mileage	10/25 - 10/26
Amanda McCarthy	Taking Diabetes to School: What School Nurses Need to Know	\$20 + mileage	10/19

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Pamela Brennan	Masterclass: 8 Steps to Build, Scale, and Sustain a STEAM Effort - Virtual	\$0	9/26
Stephanie Martinez	Succeeding as a female leader – Virtual	\$100	11/3
Stephanie Martinez	Master Schedule Building Workshop – Virtual	\$600	11/3-11/4
Kelcey Brennan	AP Online Workshop Fall 2022 (AP Calculus AB)	\$175	10/20-10/27
Jeffrey Hallenbeck Gerard Gruenfelder Philip DiStefano	NJ School Boards Association Workshop 2022	\$256.06	10/25-10/26

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

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Motion to approve Travel and Professional Development:

(ACTION) Motion by Turkington seconded by Gulan

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

1,2,4 14. **POLICY & REGULATIONS**

Approval of item **14a-14b**, 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

P 6142.1	Family Life Education (New)
R 2200	Curriculum Content (M)
R 7510	Use of School Facilities

- 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

R 5722	Student Journalism (New)
P & R 2425	Emergency Virtual or Remote Instruction Program (M) (Revised)

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Motion to approve 14a-14b:

(ACTION) Motion by DiStefano seconded by Turkington

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

15. STUDENTS AND SERVICES

Approval of the following items, 15a-15d as recommended by the Superintendent of Schools and Student Achievement Committee of the Board:

- a. Approval for a total of 5 hours of home instruction services per week for student no. 13192. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective 9/29/22-10/30/22.
- b. Approval for a total of 5 hours of home instruction services per week for student no. 13188. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective 10/7/22-11/1/22.
- c. Approval for an out of district placement for student ID No. 14713 who has been placed at Mount Olive High School, Mount Olive, NJ. The effective date is August 31, 2022. The cost is \$25,518.00 for the 2022/2023 school year.
- d. Approval of the following field trip requests:

School	Date	Trip
High School	10/7/22	Sussex Tech: Pass It Along Youth Conference
High School	10/27/2022	Bronx Zoo
Tulsa/High School	11/5/22	Walmart/Anthony Francos
High School	11/17/22	Glen Falls Quest
High School	TBD – Nov	Cedar Swamp Quest
High School	10/21/22	Dorney Park Quest
High School	10/27/22	Dagmar Dale Quest
High School	3/7/23	IBS NY Javit Center
High School	11/2/22	Sparta Lanes FIT
High School	10/27/22	Black River Park Quest
Tulsa	11/16/22	Raritan Valley College: Planetarium

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Motion to approve 15a-15d:

(ACTION) Motion by Polowchena seconded by Turkington

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

16. RESOLUTIONS

- a. It is recommended by the Superintendent that the Board of Education approve the Merit Goal Submission for Jeffrey Hallenbeck.
- b. It is recommended by the Superintendent that the Board of Education approve the submission of a Group Size Waiver for the 5th grade Pull Out Resource Center Math class at the Middle School.
- c. It is recommended by the Superintendent that the Board of Education approve the submission of an Age Range Waiver for the Tulsa Trail Emotional Regulation Impairment Class for the 2022-2023 school year.
- d. It is recommended by the Superintendent that the Board of Education approve the Health and Safety Evaluation of School Buildings Checklist 2022-2023 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 salary adjustment of Carla Malatesta BA+30/Step 4 Salary of \$71,395 previously approved at \$68,555.
- f. 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 2022-2023 school year.
- g. It is recommended by the Superintendent that the Board of Education approve the 2022-2023 Uniform State Memorandum of Agreement between Education and Law Enforcement Officials in accordance with N.J.A.C. 6A:16-6.2(b)13 through 14 as provided by the NJ Attorney General and NJ Commissioner of Education.
- h. It is recommended by the Superintendent that the Board of Education approve the FY22 IDEA Amendment for the carry-over of preschool funds totaling \$99.
- i. BE IT RESOLVED that, upon the recommendation of its insurance carrier, which is responsible for handling the matter, the Board approves the Release in the matter bearing Docket No. SSX-L-509-19.

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Motion to approve 16a-16i:

(ACTION) Motion by Falconi-Shubert seconded by J. Falconi

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

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 27, 2022 through October 24, 2022 in the amount of \$163,528.41 for Regular bills.
- b. The Superintendent and the Director of Transportation recommend the **approval** of previously approved **bus drivers start dates of employment** as follows:

Monika Ramsey, September 26, 2022
Richard Sadowski, October 3, 2022
- c. The Superintendent and the Director of Transportation recommend the **approval** to hire **Amy Robles, Administrative Assistant** at the pro-rated salary of \$40,000 effective October 25, 2022 for the 2022-2023 school year.
- d. The Superintendent and the Director of Transportation recommend the **approval** to hire **Augusto Torres, Substitute Bus Driver** at the hourly rate of \$28.00. * Official start date based on date of license certification.
- e. The Superintendent and the Director of Transportation recommend the **approval** to hire **Valerie Coats, Bus Driver** at the hourly rate of \$28.00. * Official start date based on date of license certification.
- f. The Superintendent and the Director of Transportation recommend the approval of the **Fairfield Subscription Busing** agreement for the 2022/2023 School Year.
- g.
 1. 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.

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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 2022 -2023 School Year as listed on Exhibit A.
3. 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.
4. The Superintendent and the 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.
5. The Superintendent and Director of Transportation recommend the **approval of a Joint Transportation Agreement with Vernon Township Board of Education** for various athletic and field trips for the 2022-2023 school year
6. The Superintendent and the Director of Transportation recommend the **approval of Parental Transportation Contracts** for the 2022-2023 School Year as listed Exhibit A.
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 **renewal of 2021-22 Student Activity Routes for the 2022-23 School Year** at or below the State issued CPI increase of 1.91% as listed on Exhibit A.

Motion to approve:

(ACTION) Motion by Turkington seconded by Gulan

Yes	Scott Francis	Yes	Nicole Falconi-Shubert	Abstain	Philip DiStefano
Yes	Joseph Falconi	Yes	Gerard Gruenfelder	Yes	Jayna Gulan
Yes	Kelly Gravatt	Yes	Jackie Turkington	Yes	Jennifer Polowchena

18. BOARD OF EDUCATION MEMBER COMMENTS

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19. **ADJOURNMENT**

Motion to adjourn:

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

All in favor YES Time: 8:22 pm

Respectfully Submitted,



Jeff Hallenbeck
Board Secretary/Business Administrator