

# HOPATCONG BOARD OF EDUCATION

## REGULAR MEETING

November 21, 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: 5:30 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 November 21, 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^	Present	Jennifer Polowchena*

\* Arrived at 5:34 pm

^ Arrived at 5:48 pm

#### 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	Absent	Jackie Turkington	Yes	Jennifer Polowchena

#### 5. RECONVENE

**Motion to Reconvene**

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(ACTION) Motion by Turkington, seconded by Polowchena

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	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. October 24, 2022 – Executive Meeting
- b. October 24, 2022 – Regular Meeting

**Motion to approve 6a-6b:**

(ACTION) Motion by Polowchena seconded by Turkington

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	Yes	Jennifer Polowchena

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

- a. Superintendent's Report – **Arthur DiBenedetto, Interim Asst. Superintendent of Schools**
  1. November 30th State of the School Meeting
  2. A Reaction to the Rumor Mill
  3. Concerned Parents Meetings
- b. A second 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.

**Motion to approve 7a – 7b:**

(ACTION) Motion by Falconi-Shubert seconded by Polowchena

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	Yes	Jennifer Polowchena

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## 8. ACKNOWLEDGEMENTS/CORRESPONDENCE

- a. Congratulations to the following students who completed and received their OSHA 10 Certification:

Ryan Coats  
Connor Dowling  
Cole Dowling  
Isabella Kestenholz  
Derek Fawthrop  
James Fawthrop  
Kevin Olshefski  
Gabe Wecht

- b. Congratulations to the following students who were accepted into the **Sussex County Honors Band**:

Natalie Leybov  
Steven George  
Jayla Elias  
Madison Danley  
Aliana Acevedo  
Meghan Hinczynski  
Katya Daly

- c. Congratulations to the newly accepted members of this year's **Chapter of the Tri-M Honor Society**:

Aliana Acevedo (returning)  
Dominick Amella (new)  
Madelyn Ausmus (new)  
Adrian Baez (new)  
Nina Cid (new)  
Katie Colgan (new)  
Jessica Colgan (new)  
Katya Daly (returning)  
Madison Danley (new)  
Jayla Elias (returning)  
Steven George (returning)  
Megan Hinczynski (new)  
Vanessa Kruczek (returning)  
Gregory Smith (returning)

- d. The following students were chosen as **Hopatcong High School's Students of the Month** for their outstanding performance in October 2022:

**Grade 8** – Zaniah Hoehl

Honorable Mention: Savannah Scott

**Grade 9** – Giovanni Ciullo

Honorable Mention: Freddy Orellana Sigcho , Alexander Polichko

**Grade 10** – Reilly Edwards

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**Grade 11** – Angie Macias Velez and Carlos Macias Velez

Honorable Mention: Jose Lagunes, Joseph Rivera-Gonzalez

**Grade 12** – Tamara Bogantes Monge

Honorable Mention: Nina Cid, Fiona Reed

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

**Girls Tennis** – Jenna Fattorusso, Senior

**Boys Cross Country** – Conor Loven, Senior

**Girls Cross Country**– Lindsay Hand, Senior

- f. Congratulations to the Durban Avenue Students who went above and beyond to Fill Buckets with **RESPECT** this month.

- g. Congratulations to the following staff on being nominated **Educational Support**

**Professional of the Year:**

**HOPA:** Debbie Gates

**Durban:** Gretchen Hardman

**Tulsa/District:** Judy Maitland

**Middle School:** Bruce Dunn

**High School:** Mary Aufiero

## 9. PARENT/TEACHER ORGANIZATION REPRESENTATIVES

## 10. PUBLIC COMMENT – GENERAL DISCUSSION

Question about Elite Prep Academy and the timeframe for their agreement with the District.

Question about job responsibilities between bargaining units and overtime/stipends.

HS Student reps shared information regarding participation in the Hopatcong Marketplace, the Cosmetology Program will be opening its salon on Fridays to the public in January.

## 11. FINANCE

- a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, October 24, 2022 through November 21, 2022 be approved in the following amounts:

General Fund and Special Revenue (Grants) account - \$1,385,973.26

Cafeteria account - \$107,596.27

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

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

- d. It is recommended by the Superintendent and the Operations Committee that the board approve the Capital Improvement Plan contract with Parette Somjen Architects in the amount of \$15,000 from purchase of maintenance services accounts for the purposes of updating the LRF and developing scope of work costs/drawings for necessary

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capital projects at the Hopatcong High School, Hopatcong Middle School, and Durban Avenue Schools.

- e. It is recommended by the Superintendent and the Operations Committee that the board approve the new substitute custodial pay rate of \$15.25 per hour effective December 1, 2022.
- f. It is recommended by the Superintendent and the Operations Committee that the board approve the selection of Valley National Bank as the new financial institution of record for the Hopatcong Borough Schools effective January 1, 2023. Valley National's response to the Banking Services RFP solicited by the District best meets the needs of the Hopatcong Borough Schools to provide Banking and Financial Services.

**Motion to table 11b:**

(ACTION) Motion by Gruenfelder seconded by J. Falconi

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	Yes	Jennifer Polowchena

**Motion to approve 11a,c,d,e,f:**

(ACTION) Motion by Turkington seconded by J. Falconi

Yes	Scott Francis	No	Nicole Falconi-Shubert	Yes	Philip DiStefano
Yes	Joseph Falconi	Yes	Gerard Gruenfelder	Absent	Jayna Gulan
Yes	Kelly Gravatt	Yes	Jackie Turkington	Yes	Jennifer Polowchena

**12. PERSONNEL**

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

- a. Approval of employment of **Eric Marcazo** 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 effective November 28, 2022.
- b. Approval to accept the resignation of **Debra Smith** from her position as part-time Custodian effective 11/16/2022.
- c. Approval to accept the resignation of **Michael Smith** from his position as Full-Time Custodian/Maintenance effective 11/16/2022.
- d. Approval to accept the resignation of **Ashlee Campbell** from her position as Full-Time Custodian effective 11/26/2022.
- e. Approval of the following **Advisor Position** for the 2022-2023 school year:

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Name	Nature of Action	Position	Class	Level	Salary
Patrick Neil	Resign	Asst. Track Coach	B	4	\$5,034
Austin Brown	Assign	Asst. Track Coach	B	4	\$5,034
Jamie Lios	Assign	Student Council	E	1	\$614

- f. 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:

Name	Nature of Action	Duty/Position	Salary*
Sonia Scovil	Appoint	MS Detention	\$20/hour
Jaime Lios	Appoint	MS Detention	\$20/hour
Sonia Scovil	Appoint	MS Homework Club	\$28/hour
Jaime Lios	Appoint	MS Homework Club	\$28/hour

- g. 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. Michelle Zammitto

- h. 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
Katie Schwab	Intro to Leadership	PSYC-105	3	\$1,293.90
Ashley Miller	Exploration of Reflective Teaching (to replace previously approved course: EDUC510)	EDUC 510-902	3	\$1,293.90
Jennifer Bisignani	LETRS Volume 1	374361	3	\$785
Emily Minervini	LETRS Volume 1	374361	3	\$785
Suzanne Annette	LETRS Volume 1	374361	3	\$785
Andrea Mancuso	LETRS Volume 1	374361	3	\$785
Melissa Kennedy	Field Supervision Internship 2	GED 671	3	\$689

**\*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.**

- i. Approval of substitute teachers & paraprofessional:
- i. Nicole Prior, Substitute Teacher
  - ii. Sandra McCloskey, Substitute Nurse
  - iii. Robyn Pirmann, Substitute Nurse
  - iv. Angelicia Czubkowski, Substitute Teacher

**Motion to approve 12a – 12i:**

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(ACTION) Motion by Turkington seconded by DiStefano

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	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
Stephanie Martinez	Master Schedule Building Workshop (virtual)	\$600	11/3/22-11/4/22
Danielle Kovach Emily Minervini Linda Serrano Aviles	CEC Virtual Literacy Institute: Tier 1 Literacy in Practice (virtual)	\$0	11/2/22
Stephanie Martinez	Power School SIS Power Scheduler: Refresher I (virtual)	\$350	12/1/22
Carolyn Olsen	Certificate of Eligibility Educator Preparation Program	\$685	9/17/22-12/10/22
Melissa Kennedy	Anti - Bullying Specialist Training (virtual)	\$0	11/8/22

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

#### **Motion to approve Travel and Professional Development:**

(ACTION) Motion by Turkington seconded by Gravatt

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	Yes	Jennifer Polowchena

### 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:

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- 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**:

<u>Policy/Regulation #</u>	<u>Title</u>
R 2464	Gifted and Talented Pupils
P 0164	Conduct of Board Meeting

- 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**:

<u>Policy/Regulation #</u>	<u>Title</u>
P 6142.1	Family Life Education (New)
R 2200	Curriculum Content (M)
R 7510	Use of School Facilities

**Motion to approve 14a-14b:**

(ACTION) Motion by Turkington seconded by Gravatt

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	Yes	Jennifer Polowchena

**15. STUDENTS AND SERVICES**

Approval of the following items, 15a-15e 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. 13188. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective 11/2/22 for approximately 1 month.
- b. Approval for 5 hours of home instruction services per week for student no. 14471. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective 11/1/22 for approximately 1 month.
- c. Approval for 5 hours of home instruction services per week for student no. 15059. Instruction will be provided by Hopatcong certificated staff at the rate of \$35.00 per hour effective 10/31/22 for approximately 6 weeks.
- d. 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 10/30/22-12/31/22.
- e. Approval of the following field trip requests:



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School	Date	Trip
High School	12/15/22	Empire State Building/Rockefeller Center
High School	3/9/23	Papermill Playhouse – Hercules
High School	12/13/22	Turtle Back Zoo

**Motion to approve 15a-15e:**

(ACTION) Motion by Turkington seconded by Turkington

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	Yes	Jennifer Polowchena

## 16. RESOLUTIONS

- a. It is recommended by the Superintendent that the Board of Education approve the School Bus Emergency Drill Report, as required by New Jersey Administrative Code, N.J.A.C. 6A:27-11.2.
- b. It is recommended by the Superintendent that the Board of Education approve the submission of the New Jersey Department of Education Pre-Kindergarten Projected Enrollment application. It is anticipated that 120 children in Hopatcong --with ages spanning 3-4-- will be served through the Preschool Expansion Grant Program in the 2023-2024 school year.
- c. It is recommended by the Superintendent that the Board of Education approve the stipend adjustment of Kurt Zimmermann, Spring Music Director to \$1,782.00 previously approved at \$1,175.
- d. It is recommended by the Superintendent and the SAC Committee that the Board of Education approve the continuation of monthly Community-Based Instruction (CBI) trips for the 2022-2023 school year for the purpose of generalizing social skills and life skills for students in applicable programs at Tulsa Trail and the Hopatcong High School.

e. **WHEREAS**, the Board has determined to appoint Arthur DiBenedetto as Interim Superintendent for the period December 27, 2022 through June 30, 2023; and

**WHEREAS**, the Sussex County Executive Superintendent of Schools has approved the contract.

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board hereby appoints Mr. DiBenedetto as Interim Superintendent and approves a new employment contract with Mr. DiBenedetto as Interim Superintendent commencing on December 27, 2022, and continuing through June 30, 2023, at the salary set forth in the contract of employment attached hereto.

f.

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**WHEREAS**, the Board has determined to appoint Jefferey Hallenbeck as Acting Assistant Superintendent for Business for the period December 27, 2022 through June 30, 2023; and

**WHEREAS**, the Sussex County Executive Superintendent of Schools has approved the contract.

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to *N.J.S.A. 18A:7-8*, and *N.J.A.C. 6A:23A-3.1 et. seq.*, the Board hereby rescinds the existing contract of employment for Mr. Hallenbeck as Business Administrator, which runs from July 1, 2022 through June 30, 2023;

**NOW, THEREFORE, BE IT FURTHER RESOLVED** that the Board hereby appoints Mr. Hallenbeck as Acting Assistant Superintendent for Business and approves a new employment contract with Mr. Hallenbeck as Acting Assistant Superintendent for Business commencing on December 27, 2022, and continuing through June 30, 2023, at the salary set forth in the contract of employment attached hereto along with the approval of the Assistant Superintendent for Business job description.

- g. It is recommended by the Superintendent that the Board of Education approve the sidebar agreement with HAPS for a modification of job responsibilities for the Director of Special Services Position in accordance of terms and conditions of the agreement through June 30, 2023.
- h. It is recommended by the Superintendent that the Board of Education approve the 2021-2022 HIB Grades Self-Assessment.

**Motion to approve 16a-16h:**

(ACTION) Motion by Turkington seconded by J. Falconi

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	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 October 25, 2022 through November 21, 2022 in the amount of \$93,447.57 for Regular bills and \$3,352,025.28 for Bus Contractors bills.
- b. The Superintendent and the Director of Transportation recommend the **approval** to pay on December 15<sup>th</sup> the \$1,000.00 sign-on incentive for new bus drivers, fully licensed with CDL Class B, P and S endorsements prior to employment:

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<b>Employee ID #</b>
81666
81667
81668
81669
81673
81445
81238

- c. The Superintendent and the Director of Transportation recommend the **approval of Valerie Coats (Bus Driver) start date** effective November 3, 2022
- d. The Superintendent and the Director of Transportation recommend the approval of disposal of the following vehicle:  
**2012 Honda Odyssey, Vin # 5FNRL5H23CB1085524**
- e. The Superintendent and the Director of Transportation Recommend the approval of the following member district for the 2022-2023 school year:  
**Old Bridge**
- f. The Superintendent and the Director of Transportation recommend the vehicle purchase pursuant to the **June 2022 ESC Bid #HCESC-22-11** for Two (2), 2023 Ford TCI Model, 9 Passenger Ford Transit Vans, \$72,938.00 per vehicle.
- 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.
  - 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.

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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 **acceptance** of student transportation **quotations** for **Athletic/Class/Field Trips** for the 2022-2023 School Year as listed on Exhibit A.
5. 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.
6. The Superintendent and Director of Transportation recommend the **approval of a Joint Transportation Agreement with High Point Regional High School District** for the 2022-23 School Year as listed on Exhibit A.
7. The Superintendent and 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.
- h. 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-505-19.

### Motion to approve 17a-h:

(ACTION) Motion by Turkington seconded by Gravatt

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	Yes	Jennifer Polowchena

## 18. BOARD OF EDUCATION MEMBER COMMENTS

## 19. ADJOURNMENT

### Motion to adjourn:

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

All in favor Yes Time: 7:49

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## ADDENDUM

November 21, 2022

Regular Meeting

- a. It is recommended by the Superintendent that the Board of Education approve the Annual Preschool Operational Plan Update for 2023-2024.
- b. It is recommended by the Superintendent that the Board of Education approve the Safe Return Plan Update.

**Motion to approve Addendum item a-b:**

(ACTION) Motion by Turkington seconded by Polowchena.

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	Yes	Jennifer Polowchena

Respectfully submitted,



Jeff Hallenbeck  
Business Administrator/Board Secretary