

HOPATCONG BOARD OF EDUCATION

REGULAR MEETING

July 22, 2024

6:00 pm. Open the Meeting and enter Executive Session in the Administration Building: Room 21

Public Portion will begin at 7:00 p.m. in the Board Meeting Room

2 Windsor Avenue, Hopatcong, NJ 07843

CALL TO ORDER

Time: 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 at 7:00 p.m. following the Executive Session (in room 21) which starts at 6:00 p.m. on July 22, 2024 at the Hopatcong Board of Education, Board meeting room in the Administration Building.

3. **ROLL CALL**

Present	Joseph Falconi	Present	Nicole Falconi-Shubert	Present	Philip DiStefano
Present	Natalia Cappello	Present	Jayson Cittrich	Absent	Jayna Gulan
Present	James Chaffee, Jr.	Present	Scott Francis	Present	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 Polowchena

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	Yes	Philip DiStefano
Yes	Natalia Cappello	Yes	Jayson Cittrich	Absent	Jayna Gulan
Yes	James Chaffee, Jr.	Yes	Scott Francis	Yes	Jennifer Polowchena

5. **RECONVENE**

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Motion to Reconvene

(ACTION) Motion by Polowchenaseconded byCappello

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	Yes	Philip DiStefano
Yes	Natalia Cappello	Yes	Jayson Cittrich	Absent	Jayna Gulan
Yes	James Chaffee, Jr.	Yes	Scott Francis	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. June 17, 2024 - Special Meeting
- b. June 24, 2024 - Executive Session
- c. June 24, 2024 - Regular Meeting

Motion to approve 6a-6c:

(ACTION) Motion by Falconiseconded byDiStefano

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	Yes	Philip DiStefano
Yes	Natalia Cappello	Yes	Jayson Cittrich	Absent	Jayna Gulan
No	James Chaffee, Jr.	Yes	Scott Francis	Yes	Jennifer Polowchena

7. SUPERINTENDENT’S REPORT AND HIB REPORT

- a. Superintendent’s Report – **Mr. Jeffrey Hallenbeck, Superintendent of Schools**
Mr. Hallenbeck reported that they would be approving the one HIB case which had been confirmed as HIB at the June 24, 2024 meeting. Mr. Hallenbeck shared that ESY is continuing at Durban Avenue school until the end of July and we also have multiple academic and athletic summer camps running at this time. Our custodial/maintenance staff is working very hard to get our facilities in shape for the September opening. Fall Sports will be actively completing their summer workouts and the Superintendent wanted to remind all parents of athletes to schedule physicals for their children so all paperwork can be submitted on time as required. The July 3, 2024 power surge and subsequent outage caused substantial damage to equipment and repairs are currently estimated at about \$84,000 which luckily is covered under our insurance. We have major roof repairs being completed on the new gym roof as the result of a ROD grant which is providing 40% of the funding. We are hoping to convince the community to approve the referendum in November so that the remainder of dilapidated roofs can also be replaced.

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- b. A second reading and approval of the Superintendent’s HIB Report for June 2024 as presented to the Board at the June meeting held on June 24, 2024.

Motion to approve 7a – 7b:

((ACTION)Motion by Polowchena. Seconded by Cappello

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	Yes	Philip DiStefano
Yes	Natalia Cappello	Yes	Jayson Cittrich	Absent	Jayna Gulan
Yes	James Chaffee, Jr.	Yes	Scott Francis	Yes	Jennifer Polowchena

- 8. **PARENT/TEACHER ORGANIZATION REPRESENTATIVES - Mrs. Falconi-Shubert** shared that the HSPTSO is in need of a new Treasurer.

- 9. **PUBLIC COMMENT – GENERAL DISCUSSION** - None

- 10. **FINANCE – JUNE 30, 2024**

Approval of the following Finance items, 10a. – 10f, as recommended by the Superintendent of Schools:

- a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, June 24 2024 through June 30, 2024 be approved in the following amounts:
 General Fund and Special Revenue (Grants) account - \$1,216,169.49
 Cafeteria account - \$36,857.25
- b. It is recommended by the Superintendent that the board approve the Treasurer’s Report for the month of June 2024.
- c. It is recommended by the Superintendent that the board approve the Board Secretary’s Report for the month of June 2024.
- d. It is recommended by the Superintendent that the board approve the Transfer Report for the month of June 2024.
- e. Motion to approve the certification by the Board Secretary that the Account Balance Report, pursuant to N.J.S.A. 18A:17-9, as of June 30, 2024, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).
- f. Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of June 30, 2024, after review of the Board Secretary’s and Treasurer’s Monthly Financial Reports and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.

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11. FINANCE – JULY 22, 2024

Approval of the following Finance items, 11a. – 11e as recommended by the Superintendent of Schools:

- a. It is recommended by the Superintendent that bills for the General Fund and Special Revenues (Grants) account, July 1, 2024 through July 22, 2024 be approved in the following amounts:

General Fund and Special Revenue (Grants) account - \$767,901.57
Cafeteria account - \$0

Motion to approve the certification by the Board Secretary that the Account Balance Report, pursuant to N.J.S.A. 18A:17-9, as of July 22, 2024, no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C. 6A:23-2.11(a).

- b. Motion to certify, in accordance with N.J.A.C. 6A:23-2.11(c), as of July 22, 2024, after review of the Board Secretary's and Treasurer's Monthly Financial Reports and upon consultation with the appropriate district officials, to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.11(b), and sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

- c. It is recommended by the Superintendent that the Hopatcong Board of Education approve the establishment of petty cash accounts for the following locations/amounts:

- High School - \$300
- Middle School - \$150
- Tulsa Trail - \$150
- Durban Ave. - \$150
- Superintendent Office - \$150
- Business Office - \$150

- d. **BE IT RESOLVED**, that the Board approves the following resolution authorizing Contracts with Approved State Contract Vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a effective July 1, 2024 through June 30, 2025 School Year as follows:

WHEREAS, the Hopatcong Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29 (c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Hopatcong Board of Education, has the need on a timely basis to purchase goods or services utilizing State contracts; and **WHEREAS**, the Hopatcong Board of Education, intends to enter into contracts with the Referenced State Contract vendors through this resolution and properly executed contracts, which shall be subject to all

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the conditions applicable to the current State contracts; now, therefore, be it

RESOLVED, that the Hopatcong Board of Education School Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Hopatcong Board of Education and the Referenced State Contract Vendor shall be effective July 1, 2024 through June 30, 2025 (school year).

- e. **BE IT RESOLVED**, that the Board approves the following resolution authorizing Contracts with Approved County Contract Vendors for Boards of Education pursuant to N.J.S.A. 18A:18A-10a effective July 1, 2024 through June 30, 2025 School Year as follows:

WHEREAS, the Hopatcong Board of Education, pursuant to N.J.S.A. 18A:18A-10a and N.J.A.C. 5:34-7.29 (c), may by resolution and without advertising for bids, purchase any goods or services under the Sussex County Cooperative Purchasing Program for any County contracts entered into on behalf of the Sussex County Office of Purchasing; and

WHEREAS, the Hopatcong Board of Education, has the need on a timely basis to purchase goods or services utilizing County contracts; and **WHEREAS**, the Hopatcong Board of Education, intends to enter into contracts with the Referenced County Contract vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current County contracts; now, therefore, be it

RESOLVED, that the Hopatcong Board of Education School Business Administrator shall certify to the availability of sufficient funds prior to the expenditure of funds for such goods or services; and be it further

RESOLVED, that the duration of the contracts between the Hopatcong Board of Education and the Referenced County Contract Vendor shall be effective July 1, 2024 through June 30, 2025 (school year).

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 **Dawn Engle** as a Paraprofessional at the Durban Ave School effective September 1, 2024 at a rate of \$16.55 an hour. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate.

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- b. Approval of **Amalia Maldonado** as a Paraprofessional at the Durban Ave School effective September 1, 2024 at a rate of \$16.55 an hour. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate.
- c. Approval of **Raysa Bravo** as a Paraprofessional at the High School effective September 1, 2024 at a rate of \$16.55 an hour.
- d. Approval of **Tamika Parks** as a Paraprofessional at the Middle School effective September 1, 2024 at a rate of \$16.55 an hour.
- e. Approval of **Michelle Bastedo** as a Paraprofessional at Durban Ave School effective September 1, 2024 at a rate of \$16.55 an hour. Should toileting apply an additional \$1.00 an hour will be added to the hourly rate.
- f. Approval of **Emily Pappas** as a Long-Term Leave Replacement at Durban Ave effective September 1, 2024. Emily will be paid 19 days at the substitute per diem rate of \$110/per day then to be paid at a salary of \$67,520 which represents BA/Step 1 of the 2024-2025 HEA salary guide until the end of the school year.
- g. Approval of **Employee #81118** to take a paid leave of absence using earned sick days starting September 19, 2024 followed by 12 weeks of an unpaid FMLA/NJFLA leave followed by an unpaid leave of absence for the remainder of the 2024-2025 school year.
- h. Approval of the renewal of **Hank Fattorusso** as Job Coach for the 2024-2025 school year. (11-000-221-176-01)
- i. Approval of the following **Paraprofessional renewals** for the 2024-2025 school year:

Acquavella, Cara	Lai, Lien
Andonova, Dijana	Leon, Diana
Aufiero, Mary	Maitland, Judy
Bleibdrey, Adrienne	Manco, Glaucielle
Brown, Wanda	Masterson, Lynn
Calfee, Nikki	Merkle, Ann
Cann, Lisa	Morgan, Dorthea
Collantes, Cecilia	Muellerm Kirk
Cutchis, Joan	Murray, Mikel
Cuttone, Jo	Ochs, Shelby
Daino, Marynoel	Pagan, Joanna
Egbert, Chris	Perez, Nadia
El Sayed, Deena	Robertson, Amie
Feinberg, Alex	Rodriguez, Jariely
Finland, Nicole	Smith, Connie
George, Donna	Sortino, Isabella
George, Patty	Sprague, Jamie

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Gesregan, Julie Gessner, Fabiola Giordano, Theresa Grienko, Nicole Grochulski, Tracey Guardiola, Wanda Hamilton, Roshell Hardman, Gretchen Hemmerich, Cheryl Joana, Paula Komt Giraldo, Nubia Kowal, Nicole	Taesler, Vicky Tavaras Diaz, Vianka Vater, Melissa Vaughan, Robin Volpe, Marilyn Wallace, Marge Wiemer, Christine Yaport, Rosie Yarosz, Isabel Yepes Patino, Leidy Zeier, Kim
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- j. Approval of the following staff members to write curriculum over the summer at a rate of \$35/hour for the number of listed hours below which represents the negotiated rate from the HEA Contract (11-000-221-102-01-01)

Course/Subject	Name	Number of Hours
Math K	Maria De Lorenzo	15
Math 1	Diana Pinto	15
Math 2	Jennifer Neu	15
Math 3	Jennifer Neu	15
Math 4	Hilary Wolf	15
Math 5	Melissa Dean	15
Math 8	James McKowen	15
Algebra I, Algebra I CP	James McKowen	20
Geometry, Geometry CP, Geometry AP	James McKowen	25
Language Arts K	Maria De Lorenzo	15
Language Arts 1	Diana Pinto	15
Language Arts 2	Jamie Douglas	15
Language Arts 3	Jamie Douglas	15
Language Arts 8, Language Arts 8 ADV	Irene Paxos	20

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Creative Writing 8, Creative Writing	Irene Paxos	20
English I, English I CP, English I H	Barbara Parichuk	25
English II, English II CP, English II H	Jason Mulvihill	25
English III, English III CP, English III AP	Christine Kalemba	25
English IV, English IV CP, English IV AP	Christine Kalemba	25
English IV CC	Christine Kalemba	15
Journalism	Laura Tykowski	8

k. Approval of the following **Coach/Advisor** Positions for the 2024-2025 school year:

Name	Nature of Action	Position	Class	Level	Salary
James McKowen	Appoint* <i>revised salary amount</i>	Winter E-Sports Spring E-Sports	B	3	\$4,388
Brian Feeney	Appoint	Asst. Football Coach	B	4	\$5,034
Louis Certo	Appoint	Volunteer Football Coach	-	-	-

l. Approval of the following as **Athletic Event Staff Members** for 2024-2025 athletic events, to be paid at the Board Approved rate of pay per position: John Young, Glenn Simpson & Elvis Rodriguez

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

Course Approval /Reimbursement Approval

Name	Course Title	Course Number	Credits	Cost
Christina Nied	Motivating Students Who Don't Care	EDUC 713J	3	\$420
	Effective Classroom Management Strategies for the 21st Century Classroom Course	EDUC_718O	3	\$420
George Segale	Effective Leadership in a Diverse Society Curriculum, Instruction & Assessment	ELAD 510	3	\$840.93
		ELAD 635	3	\$840.93

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Melissa Kennedy	Educational Research	GED697	3	\$1965 <i>*Cost subject to change per cost per credit"</i>
James McDonald	AI: Transforming the K-12 Classroom	EDUC_719I	3	\$420
	Project Based Learning	EDUC 719L	3	\$420

****The maximum rate of reimbursement per credit for the 23-24 school year is \$444.44.***

Years. The rate for the 24-25 will be determined in the upcoming months. Cost per credit will change and will be adjusted accordingly.

n. Approval of the following substitutes:

1. Patrice Mott, Substitute Paraprofessional

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
Christi Murphy Emily Taylor	An Introduction to Gestalt Language Processing	\$90+mileage	10/14/2024
Hilary Wolf	Using Decodable Text for More than Just Phonics	\$60	6/24/2024
Hilary Wolf	Fluency Workshop	\$60+mileage	7/30/2024
Emily Ionni	Progress Monitoring for Orton Gillingham	\$75	7/9/2024
	Dyslexia: How Can We Identify and Help Individuals in the Classroom	\$60	7/25/2024
	Let's Take a Deeper Dive into Morphology	\$60	7/22/2024
Linda Minervini	Executive Functioning: Research and Practices to Reduce Stress and Build Resiliency in the Classroom	\$60	7/10/2024
	The Neuropsychology of Processing Speed	\$60	7/16/2024

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

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14. POLICY & REGULATIONS

Approval of item 14a, 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 0164.6	Remote Public Board Meetings During a Declared Emergency (M) (Abolished)
P 2200	Curriculum Content (M) (Revised)
P & R 3160	Physical Examination (M) (Revised)
P & R 4160	Physical Examination (M) (Revised)
R 5200	Attendance (M) (Revised)
P 5337	Service Animals (Revised)
P 5350	Student Suicide Prevention (M) (Revised)
P 7231	Gifts From Vendors (M) (Abolished)
P 8420	Emergency and Crisis Situations (M) (Revised)
P & R 8467	Firearms and Weapons (M) (Revised)
P 9181 (Revised)	Volunteer Athletic Coaches and Co-Curricular Activity Advisors/Assistants

15. RESOLUTIONS

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

- a. It is recommended by the Superintendent that the Board of Education approve that Hopatcong Schools voluntarily agrees to join the New Jersey State Interscholastic Athletic Association (NJSIAA), which is a non-profit association of public and non-public high schools in the State of New Jersey and is authorized to participate in the approved athletic activities sponsored by the NJSIAA. The Board of Education hereby adopts as its own policy and agrees to be governed by the Constitution, Bylaws, Rules and Regulations of the NJSIAA.
- b. It is recommended by the Superintendent that the Board of Education approve the application for IDEA-B Fiscal Year 2025 Grant Funding in the amount of Basic (ages 3-21) \$609,703 and Preschool (ages 3,4, and 5) \$21,750.
- c. It is recommended by the Superintendent that the Board of Education approve the application for ESEA Fiscal Year 2025 Grant Funding in the amount:

Title I	\$190,066
Title II	\$32,529
Title III	\$15,967
Title III Immigrant	\$5,244
Title IV	\$13,007

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- d. It is recommended by the Superintendent that the Board of Education approve the virtual or remote instruction plan for the 2024-2025 school year.
- e. 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, 2025.
- f. It is recommended by the Superintendent that the Board of Education approve of a one-year extension of the Comprehensive Equity Plan for the 2024-2025 school year pursuant to guidance provided by NJDOE on July 3, 2024.

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 June 25, 2024 through June 30, 2024 in the amount of \$25,223.24 for Regular bills and \$5,537,099.34 for Bus Contractors.
- b. The Superintendent and the Director of Transportation recommend the **approval of bills** for the Sussex County Regional Cooperative Operating account for July 1, 2024 through July 22, 2024 in the amount of \$28,185.99 for Regular bills.
- c. The Superintendent and the Director of Transportation recommend the approval of the following new Member District for the 2024-2025 School Year: **River Edge School District**.
- d. The Superintendent and the Director of Transportation recommend the **approval to hire Jayne Elliott** as a school bus driver for the 2024-2025 school year at the hourly rate of \$29.70 beginning September 1, 2024.
- e.
 - 1. The Superintendent and the Director of Transportation recommend the **acceptance of student transportation quotations for Special Education Extended School Year Routes** for the 2024 Extended 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 Extended School Year Routes** to the lowest, responsible and responsive bus contractor companies for the 2024 Extended 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 2024 Extended School Year as listed on Exhibit A.
4. The Superintendent and the Director of Transportation recommend the **renewal of 2023-2024 School Related Activity Routes for the 2024-2025 School Year** at State issued CPI increase of 5.81% or less as listed on Exhibit A.
5. The Superintendent and the Director of Transportation recommend the **renewal of 2023-2024 School Related Activity Routes for the 2024-2025 School Year** at a negotiated CPI increase of 5.00% as listed on Exhibit A.
6. The Superintendent and the Director of **Transportation recommend the acceptance of bids submitted from the June 12, 2024 Bid #2024-25-02** for the 2024-2025 School Year as listed on Exhibit A.
7. The Superintendent and the Director of Transportation recommend the **award of bids submitted from the June 12, 2024 Bid #2024-25-02** to the lowest, responsible and responsive bus contractor company for the 2024-2025 School Year as listed on Exhibit A.
8. The Superintendent and the Director of Transportation recommend the **rejection of bids submitted from the June 12, 2024 Bid #2024-25-02** due to non-compliance or termination of the routes as listed on Exhibit A.
9. The Superintendent and the Director of **Transportation recommend the acceptance of Parental Contract for the 2024 Extended School Year** as listed on Exhibit A.

Motion to approve items 10 - 16:

(ACTION) Motion by Polowchena. seconded by Chaffee

Yes	Joseph Falconi	Yes	Nicole Falconi-Shubert	Yes	Philip DiStefano *
Yes	Natalia Cappello	Yes	Jayson Cittrich	Absent	Jayna Gulan
Yes	James Chaffee, Jr.	Yes	Scott Francis	Yes	Jennifer Polowchena

* Mr. DiStefano voted "Present" on item 16

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17. **BOARD OF EDUCATION MEMBER COMMENTS**

Mr. Falconi - *Shared that the community should watch the town council meeting from last week. Audit results were terrible. Mrs. Falconi-Shubert added that the current administration is being very receptive to working as a partner with the district.*

18. **ADJOURNMENT**

Motion to adjourn:

(ACTION) Motion by Falconi. seconded by DiStefano

All in favor: Y Choose an item. Time: 7:12 pm

Respectfully submitted,



Jeffrey Hallenbeck, Board Secretary