

**GUTTENBERG BOARD OF EDUCATION**  
**Regular Meeting Minutes**  
**December 11, 2024**

Minutes of a regular meeting of the Board of Education of the Town of Guttenberg, in the County of Hudson, N.J., held on Wednesday, December 11, 2024 at 5:00 P.M. local time for the Anna L. Klein School, 301 69th Street, Guttenberg Board of Education.

**MEETING OPENING**

**1.01 Call to Order**

President Rogers called the meeting to order at 5:06 pm.

**1.02 PLEDGE OF ALLEGIANCE**

President Rogers led everyone in the salute to the American Flag and recited the pledge of allegiance.

**1.03 Members Present Roll Call**

Mrs. Karen Huebsch conducted the roll call.

**Upon roll call the following members were present, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski, Vazallo and President Rogers.**

Board Attorney John Schettino was present.

**1.04 OPEN PUBLIC MEETING NOTICE**

Mrs. Karen Huebsch announced that this meeting is being called in conformance with the "Open Public Meeting Act," notices were mailed to newspapers, Town Clerk, and all members' two days prior to this meeting.

**1.05 APPROVAL OF PREVIOUS MEETING MINUTES OF NOVEMBER 13, 2024**

President Rogers asked for a motion to approve the meeting minutes of November 13, 2024. Motioned by Trustee Montanez and seconded by Trustee Buitrago. Ayes, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski, Vazallo and President Rogers. Nays, none.

**2. EXECUTIVE SESSION**

President Rogers requested a motion to enter into an Executive Session to discuss personnel issues.

Motioned by Trustee Montanez and seconded by Vice President Sosnowski. Roll call, Ayes, Trustee Buitrago, Copeland, Garci-Popiel, Montanez, Rodriguez, Sosnowski, Vazallo, and President Rogers. Nays, none.

President Rogers requested a motion to reopen the meeting.

Motioned by Trustee Montanez and seconded by Trustee Vazallo. Roll call, Ayes, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski, Vazallo, and President Rogers. Nays, none.

**3. COMMITTEE REPORTS**

**3.01** President Rogers asked if any committee members had anything to report.

Trustee Montanez presented her report for the month and discussed the various events to be sponsored by the town as listed:

Toy Giveaway- December 21st from 12:00 pm to 2:00 pm

Santa Parade-December 18th Meet at Town Hall at 5:30 pm

**3.02** Requisitions to Purchase-Workshops/Inservice Workshops/Supplies

Vice President Sosnowski stated she was recommending all requisitions except the NJASA Conference/Workshop submitted by Dr. Rosenberg.

Vice President Sosnowski requested a motion to table requisition for NJASA Conference/Workshop.

Motioned by Trustee Montanez and seconded by Trustee Garcia-Popiel. Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski and Vazallo. President Rogers gave a recusal vote.

Vice President Sosnowski requested a motion to approve all other December requisitions to purchase.

Motioned by Trustee Montanez and seconded by Vice President Sosnowski. Ayes, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski, Vazallo and President Rogers Naves, none.

#### **4. ANNOUNCEMENTS**

##### **4.01 Business Administrator's Report, Secretary's Report, and Budget and Operations Report**

Secretary Mantineo stated that her report is in agreement and on file for the month of November 2024.

**BE IT RESOLVED**, it is necessary to formally approve the Secretary's Report for the month of November 2024; and

**BE IT RESOLVED**, Secretary Mantineo stated the Secretary's report is on file and in agreement and certified for the month of November 2024.

**BE IT FURTHER RESOLVED**, that the Board of Education of the School District of the Town of Guttenberg hereby accepts and approves of the formal adoption of the Secretary's report for November 2024.

##### **4.02 Superintendent's Report**

Dr. Rosenberg presented her report for the month. She discussed with the members a conversation that took place at the Hudson County Superintendent's meeting about the potential problem if there are mass deportations and how to proceed if parents/guardians are removed and how to handle the situation with the students. Dr. Rosenberg stated that all high school students need to complete the FAFSA application. She continued to state that after months of planning, a parent meeting will be held.

Secretary Mantineo discussed the situation that took place on 70th Street and a handful of people from the building were brought over to the new gym to stay until it was safe to leave. She stated if something could be brought up to the town concerning emergency shelter supplies for when a situation might arise and the district doesn't mind helping, however, she was able to view on the school cameras and the people didn't have anything.

##### **4.03 HIB Reports**

**4.03 Approval of HIB Actions and Decisions that the Board of Education Affirms the Superintendent's Decision Regarding the Previous and Current Month's HIB Report**

**BE IT RESOLVED**, that it is necessary to approve the Superintendent's recommendation of the current and prior month's HIB reports and findings, in accordance with In 18A:37-14 and 6A:16-1.3.

##### **4.04 Student Representative Announcements- None**

##### **4.05 Other Board of Education Announcements (If Applicable)-None**

#### **5. HEARING OF THE CITIZENS**

##### **5.03 APPROVAL OF OPENING OF THE HEARING OF THE CITIZENS TO THE PUBLIC**

President Rogers stated that each citizen will be granted three (3) minutes if they wish to address the Board. He asked that each citizen state their name and address prior to their comment.

President Rogers requested a motion to Open the Hearing of the Citizens

A motion was made to open the hearing of the citizens to the public by Trustee Montanez and seconded by Trustee Buitrago. Roll call, Ayes, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski, Vazallo and President Rogers. Naves, none.

No citizens addressed the board.

A motion was made to close the hearing of the citizens to the public by Trustee Montanez and seconded by Vice President Sosnowski. Roll call, Ayes, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski, Vazallo and President Rogers. Naves, none.

A presentation was given by Mr. Aaron Wink of ESS Therapy Services.

#### **6. FINANCE AND OPERATIONS**

##### **6.01 Approval of the Claims List for December 2024**

**BE IT RESOLVED**, that the Board hereby approves of the Claims List for December 2024.

#### 6.02 Contracts

**BE IT RESOLVED**, that is is necessary to enter into contract agreements with the following vendors for the 2024-2025 school year:

Foveonics Document Solutions-Digitizing Archive of Documents- \$30,032.94

Proximity Learning-5th, 6th & 8th Grade Science Instructors-Proximity Learning will provide 60 minutes live instruction 5 days per week and software maintenance-\$165,959.82

**BE IT FURTHER RESOLVED**, that the Board approves of entering into contract agreements with the above mentioned vendors.

#### 6.03 Fundraising-(Kindergarten Cookie Fundraiser, Special Education Fundraisers)

**BE IT RESOLVED**, the Superintendent is recommending the following fundraisers for the 2024-2025 school year:

Kindergarten Cookie Fundraiser- January/February 2025-All proceeds will benefit the kindergarten classes

Special Education Fundraisers- January 6th through 16th Raffle Basket, January Shirt Sale- January 21st through January 31st, February Valentine Candy Gram- February 3rd through 13th, March Krispy Kreme Doughnut Sale-March 3rd through March 21st, April Candy Bar Sale-April 1st through April 16th- All proceeds would benefit the Special Education classes with a carnival or field trip sometime in May.

**BE IT FURTHER RESOLVED**, that the Board approves of the above fundraising requests for the 2024-2025 school year.

#### 6.04 Acceptance of Donations for the 2024-2025 School Year-None

#### 6.05 Approval of the Special Education Tuition ContractsAgreements for the 2024-2025 School Year

**BE IT RESOLVED**, that is is necessary to enter into a Special Education tuition and services contract agreement for the 2024-2025 school year:

Miriam Skydell and Associates- Home Instruction contract commencing November 12, 2024 through June 30, 2025 at the rate of \$200 per hour for a minimum of 2 hours per week and if an evaluation is needed \$450 per evaluation

Bergen County Special Services- Speech & Language Bilingual Evaluation- not to exceed \$790

Bergen County Special Services- Physical Therapy Evaluation- not to exceed \$790

**BE IT FURTHER RESOLVED**, that the Board approves of entering into a Special Education contract agreements.

#### 6.06 Approval to Request the Tax Levy from the Town of Guttenberg for the Months of December and January 2025 in the amount of \$1,924,709.66.

**BE IT RESOLVED**, that the Board of Education, of the Town of Guttenberg, approves the Request of Tax Levy for December 2024 and January 2025, in the amount of **\$1,924,709.66**.

#### 6.07 Approval of the 2025 BOE Meeting Schedule

**BE IT RESOLVED**, that the Board approves the 2025 BOE Meeting Schedule as listed below:

The following dates were approved by the Guttenberg Board of Education at the regular meeting held on December 11, 2024.Monthly Work/Action and Regular Meetings of the Guttenberg Board of Education of the Town of Guttenberg, in the County of Hudson, State of New Jersey to be held in the Anna L. Klein School, 301 69th Street, Guttenberg at 5:00 pm, per meeting calendar schedule through December 31, 2025.

Action may be taken at any and all meetings.

Regular Public Meetings

January 8, 2025- Reorganization Meeting

February 12, 2025

March 12, 2025- Tentative Budget

April 9-2025- Budget Hearing

May 7, 2025

June 18, 2025

July 30, 2025- Virtual Meeting

August 27, 2025

September 10, 2025

October 8, 2025

November 12, 2025

December 10, 2025

6.08 Annual Acceptance of Blanket of Funds

**BE IT RESOLVED**, the Board approves of the annual blanket transfer of funds granting the Business Administrator to move funds amongst accounts.

Approval of Resolutions on Consent Agenda (Items 4.01 through 6.08)

President Rogers requested a motion to approve Items 4.01 through 6.08  
Motioned by Trustee Vice President Sosnowski and seconded by Trustee Montanez. Ayes, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski, Vazallo and President Rogers. Nays, none.

**BE IT RESOLVED**, that the Board approves the Consent Agenda Resolution Items 4.01 through 6.08..

6.09 Approval of Entering into a Revision of the Service Agreement with ESS for Therapy Services for the 2024-2025 School Year; and an Extension for Therapy Services for the 2025-2026 School Year

**BE IT RESOLVED**, it is necessary to approve ESS Therapy Services-Additional therapy services for at risk students for the 2024-2025 and the 2025-2026 school year at the total cost of \$304,140;

**BE IT FURTHER RESOLVED**, that the Board approves of retaining ESS Therapy Services for at risk students.

President Rogers stated that Mr. Wink gave an excellent presentation, however, he didn't feel comfortable extending the contract for next year and it could be re-visited at a later date.

President Rogers requested a motion to deny resolution 6.09

Motioned by President Rogers and seconded by Vice President Sosnowski. Nays, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski, Vazallo and President Rogers.

Resolution 6.09 denied approval.

**7. CURRICULUM ADOPTIONS, REVISIONS, PROGRAMS AND EVENTS**

7.01 Approval of Curriculum Adoptions, Revisions, Programs and Events-None

7.02 Professional Development-None

7.03 Programs and Events-None

## **8. POLICY AND LEGISLATION**

8.01 Updates and Revisions- None

8.02 Approval of State and Federal Legislation: Mandatory Reporting of State Assessments-Gifted-None

8.03 Approval of the Safety and Security Plan Annual Review Statement of Assurance

**BE IT RESOLVED**, it is necessary to approve the School Safety and Security Plan Annual Review Statement of Assurance;

**BE IT FURTHER RESOLVED**, that the Board approves of the School Safety and Security Plan Annual Review Statement of Assurance.

## **9. BUILDING AND GROUNDS**

9.01 Approval of Building Maintenance Services

**BE IT RESOLVED**, it is necessary to approve the Emergency and Non Emergency Maintenance Services List:

Wonder Fire Protection-Emergency-Repair of leaking pipe in boiler room-\$1505

K&C Electric & Security LLC- Emergency in Class 345 restoration of power wall switch controls-\$1,000

**BE IT FURTHER RESOLVED**, that the Board approves the above mentioned Emergency and Non Emergency Maintenance Services List.

## **10. PERSONNEL/HUMAN RESOURCES**

10.01 Approval of the Staff Hirings for the 2024-2025 School Year-(G. Argueta, L. Farhat, G. Martinez, K. Jimenez)

**BE IT RESOLVED**, the Superintendent is recommending the hiring of the following individuals for the 2024-2025 school year:

Ms. Genesis A. Argueta- Substitute Teacher- \$125 per diem- pending fingerprint background

Ms. Ligia Farhat-Substitute Teacher-\$125 per diem- pending fingerprint background

Ms. Giselle Martinez- Substitute with Lesson Plans- \$175

Mr. Kevin Jimenez-Substitute without Lesson Plans-\$150

**BE IT FURTHER RESOLVED**, the Superintendent is requesting the ability to move substitute instructors within the daily, permanent w/o lesson plans and permanent with lesson plans, which is essential for securing coverage of classes to ensure the safety of the students when a staff member is absent;

**BE IT FURTHER RESOLVED**, that the Board approves of the above mentioned individuals for the 2024-2025 school year.

10.02 Extra Pay Positions- (T. Walis, T. Antomarchi-Yearwood, M. Tehfe, C. Mataras, N. Abdelaziz, C. Kohaut, L. Petry, G. D'Annunzio)

**BE IT RESOLVED**, the Superintendent is recommending the following extra pay positions for the 2024-2025 school year:

Mrs. Tracy Walis- Board Games Club Stipend \$850- Replacing Ms. Gianna Peraza

Ms. Tamara Antomarchi Yearwood-Title I Coordinator Stipend \$800- Replacing Ms. Gianna Peraza

Ms. Mervat Tehfe-Maternity Leave Replacement, Ms. Courtney Mataras, Ms. Noor Abdelaziz, Ms. Cara Kohaut, Mrs. Leigh Ann Petry, Ms. Gloria D'Annunzio- Limitless Learners and Reading Clinic Substitutes

**BE IT FURTHER RESOLVED**, the Board approves of above mentioned extra pay positions for the 2024-2025 school year.

10.03 Step Increments-None

10.04 Student Teachers and Interns- None

10.05 Approval of Teacher Maternity Leave of Absence (J. Toomey)

**BE IT RESOLVED**, the Superintendent is recommending the following maternity leave request for the 2024-2025 school year:

Ms. Johanna Toomey- March 24, 2025 through April 30, 2026 with a return date of May 1, 2026

**BE IT FURTHER RESOLVED**, that the Board approves of the maternity leave request for Mrs. Johanna Toomey.

10.06 Approval of Teacher Course Enrollment-None

10.07 Approval of Resignations/Terminations/Retirements- (T. Gondola)

**BE IT RESOLVED**, that the Superintendent is accepting the resignations of the following individuals for the 2024-2025 school year:

Science Teacher

Mr. Troy Gondola- effective 12/20/24

**BE IT FURTHER RESOLVED**, that the Board approves of the formal resignations for Mr. Troy Gondola for the 2024-2025 school year.

10.08 Approval of Rescinding Employment of Two Instructors for the 2024-2025 School Year (A. Samuel, D. Capurso)

**BE IT RESOLVED**, at the November 13, 2024 BOE meeting two employment offers were made to Ms. Ashley Samuel and Mr. Dante Capurso, however, after receiving approval both instructors have declined the positions;

**BE IT FURTHER RESOLVED**, it is necessary to rescind the employment of Ms. Ashley Samuel and Mr. Dante Capurso effective November 14, 2024.

**BE IT FURTHER RESOLVED**, that the Board approves of rescinding the employment offers for the above mentioned individuals for the 2024-2025 school year.

## **11. APPROVAL OF RESOLUTIONS**

### **11.01 Approval of Resolutions on Consent Agenda (Items 7.01 through 10.8)**

President Rogers requested a motion to approve.

Motioned by Trustee Montanez and seconded by Trustee Garcia-Popiel. Ayes, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski, Vazallo and President Rogers. Nays, none.

**BE IT RESOLVED**, that the Board approves the Consent Agenda Resolution Items 7.01 through 10.8.

## **12. CONFLICTED MATTERS**

### **12.01 Approval of the Use of Facilities for the Winter Arts Concert**

**BE IT RESOLVED**, it is necessary to approve the request for the use of facilities for the Winter Arts Concert to be held on Thursday, December 12th in the new gym and staging in the old gym between 4:30 pm to 7:00 pm;

**BE IT FURTHER RESOLVED**, that the Board approves of the request for the use of facilities for the Winter Arts Concert.

### **12.02 Approval of the Presence of Law Enforcement for the Winter Arts Concert**

**BE IT RESOLVED**, it is necessary to approve the presence of law enforcement for the Winter Arts Concert to be held on December 12th from 4:30 pm to 7:00 pm;

**BE IT FURTHER RESOLVED**, that the Board approves of the presence of law enforcement for the Winter Arts Concert.

### **12.03 Approval of the Repayment Plan of Tuition**

**BE IT RESOLVED**, the Guttenberg Board of Education (hereinafter the "Board) presently employs TG as a Science Teacher; and

**BE IT FURTHER RESOLVED**, TG is a member of the bargaining unit represented by the Guttenberg Education Association "hereinafter the "Association"); and

**BE IT FURTHER RESOLVED**, the Board, the Association and TG have reached an agreement with regard to the repayment obligation of TG to the Board for tuition paid for TG's ESL certification; and

**BE IT RESOLVED**, the agreement, a copy of which is attached hereto and incorporated herein by reference, has been reviewed and agreed to between all parties; and

**BE IT FURTHER RESOLVED**, the Superintendent and Board Attorney has reviewed the agreement attached hereto and incorporated herein by reference and recommend the approval of the same.

**NOW THEREFORE, BE IT RESOLVED**, by the Board of Education of the Town of Guttenberg,

County of Hudson and State of New Jersey that the agreement between the Board, the Association and TG, a copy of which is attached hereto and incorporated herein by reference, be and is hereby approved; and

**BE IT FURTHER RESOLVED**, that the Board Attorney be and is hereby authorized and directed to execute all documents necessary to effectuate the agreement between the Board and TG..

**BE IT FURTHER RESOLVED**, that the Board approves of the above mentioned repayment of obligation of tuition.

## **12. APPROVAL OF CONFLICTED RESOLUTIONS (Items 12.01 through 12.03)**

Vice President Sosnowski requested a motion to approve.

Motioned by Vice President Sosnowski and seconded by Trustee Buitrago. Ayes, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Rodriguez, Sosnowski and Vazallo. President Rogers gave a recusal vote. Nays, none.

## **13. NEW BUSINESS**

At this time, Secretary Mantineo handed all the BOE members her letter of retirement.

### **13.01 Acceptance of the Assistant Superintendent/Business Administrator/Board Secretary's retirement**

President Rogers requested a motion to approve with regrets.

**BE IT RESOLVED**, after submitting formal notification from Ms. Jolene Mantineo, Assistant Superintendent/Business Administrator/Board Secretary, the Superintendent is recommending the approval of her retirement effective October 1, 2025; and

**BE IT FURTHER RESOLVED**, it is necessary to approve the processing of Ms. Mantineo's retirement funds which the district would establish a multi-year payment plan to be divided into ½ increments in December 2024, January 2025 and January 2026 and placed in an IRA account.

**BE IT FURTHER RESOLVED**, that the Board approves of the formal notification and the establishment of a multi-year retirement funds payment plan.

Comments: The Board accepts Ms. Mantineo's retirement with regrets.

Motioned by President Rogers and seconded by Trustee Montanez. Ayes, Trustee Buitrago, Copeland, Garcia-Popiel, Montanez, Sosnowski, Vazallo and President Rogers. Nays, Trustee Rodriguez.

## **14. ADJOURNMENT**

14.01 Motion to Adjourn by President Rogers and seconded by Vice President Sosnowski.

Motion unanimously approved by voice roll call vote.

**Respectfully submitted,**

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**Jolene Mantineo**  
**Board Secretary**