

HAWTHORNE BOARD OF EDUCATION
HAWTHORNE, NEW JERSEY

Tuesday, February 18, 2025
Regular Meeting – 7:00 P.M.
Roosevelt Elementary School

This Meeting is Being Recorded

MEMBERS OF THE BOARD

Marco Totaro, President
Alex Clavijo, Vice President

Joseph Carr
Michael Doyle
Jennifer Ehrentraut
Abigail Goff
Erica Mulkey-Koltzan
Anthony Puluse
Gisselle Vega

Richard A. Spirito, Superintendent of Schools
Patricia Ratcliffe-Lee, Interim Business Administrator/Board Secretary



Next Meeting
Regular Meeting
Washington Elementary School
March 18, 2025 at 7:00 P.M.



MEETING CALLED TO ORDER:

Time: _____

PUBLIC PORTION OF MEETING BEGINS:

The New Jersey Open Public Meeting Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interest is discussed or acted upon.

In accordance with the provisions of this act, the Business Administrator/Board Secretary has caused notice of this meeting to be published by having the date, time, and place thereof posted on the bulletin board of the municipal building, communicated to The Herald News, The Record, and filed with the Clerk of the Borough of Hawthorne.

(Ask for Roll Call)

ROLL CALL:	PRESENT	ABSENT	Time of arrival after meeting has been called to order.
Joseph Carr			
Alex Clavijo			
Michael Doyle			
Jennifer Ehrentraut			
Abigail Goff			
Erica Mulkey-Koltzan			
Anthony Puluse			
Gisselle Vega			
Marco Totaro			

Also Present: Richard A. Spirito, Superintendent of Schools
 Patricia Ratcliffe-Lee, Interim Business Administrator/Board Secretary
 And approximately _____ members of the public.

FLAG SALUTE:**MEETING REGULATIONS:**

During each regular meeting, two opportunities are provided for citizens to ask questions and to make comments. During the first opportunity, early on the agenda, the meeting is open to the public for the purpose of addressing items listed for approval on this agenda only. The second opportunity occurs just prior to adjournment, when citizens may address any subject matter that is pertinent to and/or directly related to the operation of the school district.

Persons wishing to speak must upon being recognized, rise, state their name, address and subject matter. Comments and questions shall be addressed to the Board President or the presiding officer and shall be limited to five minutes per person. The Board may (or may not) respond to issues raised by members of the public at the time they are raised, but will provide a response if and when appropriate.

The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Please note that the Board will not respond to comments regarding students or board employees in light of the privacy rights held by those individuals. Moreover, the Board discourages comments about such individuals, and will not be responsible for such comments. Members of the public who choose to speak during this public session should carefully consider their comments, since they could be held personally liable for any statements they make.

Finally, please note that in accordance with District Policy the Board will not officially comment or respond to any matter mentioned unless it can confirm that the matter has first been brought to the attention of the appropriate school personnel in an attempt to resolve the issue.

PUBLIC BE HEARD - AGENDA ITEMS ONLY:**APPROVAL OF MINUTES:**

January 21, 2025 – Public and Private Meeting

Board of Education Roll Call Vote

	Mr. <u>Carr</u>	Mr. <u>Clavijo</u>	Mr. <u>Doyle</u>	Ms. <u>Ehrentraut</u>	Mrs. <u>Goff</u>	Ms. <u>Mulkey-Koltzan</u>	Mr. <u>Puluse</u>	Mrs. <u>Vega</u>	Mr. <u>Totaro</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

CORRESPONDENCE:**REPORTS:**

- A. Student Council Representative Report
 B. Superintendent's Report – Dr. Richard A. Spirito

CURRICULUM AND INSTRUCTION:**Abigail Goff, Chairperson****ACTION ITEMS:**

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Curriculum and Instruction recommends the following resolutions:

CI-1. Approval of Field Trips

Be it resolved, that the Hawthorne Board of Education approve the following in accordance with Policy 2340:

School	Group	Destination	Transportation	Cost Per Student	Outside Funding
RS	First Grade Classes	Mayo Performing Arts Center	HPS	\$0.00	PTO
RS	Kindergarten	Turtle Back Zoo	HPS	\$0.00	PTO
Elem	Enrichment – PATH	Medieval Times	HPS	\$48.00	\$0.00
RS	5 th Grade	The Funplex	HPS	\$0.00	PTO
JS/RS	Enrichment Grade 5	Washington School	HPS	\$0.00	\$0.00
*HHS	Students taking Business Electives	Metlife Stadium	HPS	\$55.00	\$0.00

BE IT RESOLVED, that the Hawthorne Board of Education approve the following student out of district placements based upon NJ Department of Education Maximum:

	School	SY Tuition	Additional Services	ESY Tuition	Student #	Dates of Term	Discussion
CI-2.	The High Point School of Bergen County	\$345.08 per diem for 72 days \$24,845.76	N/A	N/A	Student (file #020125)	3/3/25 – 6/2025	24 – 25 SY

- CI-3. Approval of an agreement with Aspire Adolescent Counseling Center for educational services for one resident student (file # 020225) beginning February 18, 2025 at a rate of \$675.00 per week.

Board of Education Roll Call Vote

	Mr. <u>Clavijo</u>	Mr. <u>Doyle</u>	Ms. <u>Ehrentraut</u>	Mrs. <u>Goff</u>	Ms. <u>Mulkey-Koltzan</u>	Mr. <u>Puluse</u>	Mrs. <u>Vega</u>	Mr. <u>Carr</u>	Mr. <u>Totaro</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

PERSONNEL:

Jennifer Ehrentraut, Chairperson

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Personnel recommends the following resolutions:

ACTION ITEMS:

Appointments, Retirements, Terminations, Resignations, Rescissions:

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Ending Date	Reason/ Account
P-1.	Jaime De Dios	Resign	Computer Technician	n/a	n/a	District	2/21/25	Last Day on Payroll 2/21/25	Resignation
P-2.	Damani Hamlet	Resign	Computer Teacher	n/a	n/a	LMS	4/5/25	Last Day on Payroll 4/4/25 or sooner upon filling the position	Resignation
P-3.	Michele Phibbs	Retire	Teacher of Mathematics	n/a	n/a	HHS	7/1/25	Last Day on Payroll 6/30/25	Retirement
P-4.	Allyson Gerdes	Adjust	Teacher of Health and Physical Education	BS/16	Pro-rated on the basis of an annual salary of \$86,815	HHS	11/1/24	6/30/25	Adjustment in salary based on the adjusted longevity payment as per the 2024-2029 negotiated contract
P-5.	Mary Ann Lopez	Adjust	Teacher of Italian	MS/17	Pro-rated on the basis of an annual salary of \$95,615	LMS/ Elem	11/1/24	6/30/25	Adjustment in salary based on the adjusted longevity payment as per the 2024-2029 negotiated contract
P-6.	Tracey Della Pesca	Adjust	Teacher of Students with Disabilities	B+15/ 17	Pro-rated on the basis of an annual salary of \$95,440	RS	12/1/24	6/30/25	Adjustment in salary based on the adjusted longevity payment as per the 2024-2029 negotiated contract

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Ending Date	Reason/ Account
P-7.	Jennifer Arcuri	Adjust	School Psychologist	M+30/17	Pro-rated on the basis of an annual salary of \$97,840	LMS	1/1/25	6/30/25	Adjustment in salary based on the adjusted longevity payment as per the 2024-2029 negotiated contract
P-8.	Lisa Searls	Adjust	Behaviorist	M+30/17	Pro-rated on the basis of an annual salary of \$59,544	WS	1/1/25	6/30/25	Adjustment in salary based on the adjusted longevity payment as per the 2024-2029 negotiated contract
P-9.	Carrie Connelly	Adjust	Teacher of Orton-Gillingham Multi-Sensory Reading	M+15/17	Pro-rated on the basis of an annual salary of \$96,490	RS	1/1/25	6/30/25	Adjustment in salary based on the adjusted longevity payment as per the 2024-2029 negotiated contract
P-10.	Shawn Kaminskyj	Adjust	Teacher of Physical Education	BA/17	Pro-rated on the basis of an annual salary of \$92,465	WS	1/1/25	6/30/25	Adjustment in salary based on the adjusted longevity payment as per the 2024-2029 negotiated contract
P-11.	Shari Shepetofsky	Adjust	Speech Language Pathologist	M+45/17	Pro-rated on the basis of an annual salary of \$101,915	JS	1/1/25	6/30/25	Adjustment in salary based on the adjusted longevity payment as per the 2024-2029 negotiated contract
P-12.	Debbie Kinney-Chen	Adjust	School Social Worker	M+30/17	Pro-rated on the basis of an annual salary of \$97,840	HHS/ LMS	3/1/25	HHS/ LMS	Adjustment in salary based on the adjusted longevity payment as per the 2024-2029 negotiated contract
P-13.	Laura Mazzacca	Adjust	Elementary School Teacher	BA/16	Pro-rated on the basis of an annual salary of \$86,815	JS	3/1/25	6/30/25	Adjustment in salary based on the adjusted longevity payment as per the 2024-2029 negotiated contract
P-14.	Osvaldo Duran	Extra Duty	Flag Football – Head Coach	n/a	\$3,500	HHS	2024-2025 Season	End of Season	Extra Duty Coaching Assignment
P-15.	Anthony Amadeo	Extra Duty	Flag Football – Assistant Coach	n/a	\$2,000	HHS	2024-2025 Season	End of Season	Extra Duty Coaching Assignment

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Ending Date	Reason/ Account
P-16.	Samantha Biss	Extra Duty	Track – Ass't – G	n/a	\$5,600	HHS	2024-2025 Season	End of Season	Extra Duty Coaching Assignment
P-17.	Elizabeth Graber	Extra Duty	Assistant Play Director 2 nd Production	n/a	\$1,216	HHS	2024-2025 Season	End of Season	Extra Duty Assignment
P-18.	Krista Maher	Extra Duty	NJSLA Morning Math Support Program Teacher	n/a	\$35.94 per hour	WS	11/2024	5/2025	NJSLA Before School Math Support Program
P-19.	Patrick Cao; Cynthia Dockray; Teresa Magna Davenport; Chung-Yi Lin; Thomas McKinley; Lisa Thompson-Strukkus	Extra-Duty	Chaperones	n/a	\$33.66 per hour	HHS	12/6/24	12/8/24	Chaperones for the School Play
P-20.	Matthew Trejos	Extra-Duty	Chaperone	n/a	\$33.66 per hour	HHS	1/30/25	n/a	Chaperone for Student (file # 020325) for Art Club
P-21.	Katherine Miller	Extra-Duty	Chaperone	n/a	\$33.66 per hour	LMS	1/28/25	n/a	Chaperone for Student (file # 020425) for Chorus Concert
P-22.	Chanoska Adames; Maryann Lopez; Luis Herranz; Marta Gomez; Melanie De Dios; Katie Barbetta	Extra Duty	Chaperones	n/a	\$33.66 per hour	HHS	3/7/25	n/a	Chaperones for the Multi-Language Learner Evening
P-23.	Laura Almanzar	Hire	Part Time Para 3 days per week	n/a	Pro-rated on the basis of an annual salary of \$12,765 plus a stipend of \$1,800 for ABA if applicable	District	1/22/25 Pending Completion of Criminal History Review	6/18/25	Adjustment to Resolution P-15 on the 1/21/25 Agenda
P-24.	Patricia Ortiz	Extra Duty	Bus Chaperone	n/a	\$15.49 per hour	RS	1/23/25	2/25/25	To Support Student on Bus Student (file # 020525)
P-25.	Frank Tomasini	Volunteer	Volunteer Golf Coach Assistant	n/a	n/a	HHS	2024-2025 Season	End of Season	Volunteer Coach
P-26.	Karen Skae	Extra Duty	Accounts Payable/ Administrative Assistant	n/a	\$251.84 per day for 2.5 days	CO	1/2025	1/2025	To Train Nancy McAllister for Accounts Payable Position

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Ending Date	Reason/ Account
P-27.	Kathryn Barbetta, Cynthia Dockray, Erin Flanagan, Jasminna Leon, Alyssa Schlossberg, Matthew Trejos	Extra Duty	Chaperones	n/a	\$33.66 per hour	HHS	3/6/25	n/a	Chaperones for HHS Speedball Tournament
P-28.	Belkys Bonnin	Adjust	Part Time Para	n/a	Pro-rated on the basis of an annual salary of \$17,020	District	2/19/25	6/18/25	Adjustment from 5 days per to 4 days per week
P-29.	Lauren Luccarelli	Adjust	From Part Time Para to Full Time Paraprofessional	n/a	Pro-rated on the basis of an annual salary of \$35,807 plus a stipend of \$1,800 for ABA	District	2/19/25	6/18/25	To Fill a Vacancy Created by the Resignation of Christina Martin
P-30.	George Kirchner	Volunteer	Volunteer Varsity Baseball Coach	n/a	n/a	HHS	2024-2025 Season	End of Season	Volunteer Coach
P-31.	Lisa Fleming	Hire	Teacher of Students with Disabilities	B+15/6	Pro-rated on the basis of an annual salary of \$62,445	HHS	2/19/25 Pending Completion of Criminal History Review	6/18/25	To Fill a Vacancy Created by the Resignation of Thomas Cannon

** All appointments are subject to the satisfactory completion of the criminal history records check required by law and subject to verification of job qualifications and prior experience if necessary. In the event the criminal history checks are not completed, these applications are subject to the approval of the County Superintendent for emergent hiring procedures.*

- P-32. Approval of 2024-2025 teacher and full-time paraprofessional salaries retro-active as of September 1, 2024 as per the negotiated agreement between the Hawthorne Teachers' Association and the Hawthorne Board of Education. The list has been submitted by the Superintendent of Schools under separate cover.
- P-33. Approval of HHS staff that can chaperone student activities for 2024-2025 at the rate of \$33.66 per hour as per attached list as submitted by the Superintendent of Schools under separate cover.
- P-34. Approval of an increase in pay rate for bus aides and non-instructional aides to \$15.49 per hour, effective January 1, 2025. A list of current bus aides and non-instructional aides is submitted under separate cover and shall be made an integral part of this resolution.
- P-35. Approval of the following person(s) to serve as (a) substitute teacher(s) in the Hawthorne Public School District for the 2024-2025 school year, subject to satisfactory completion of the criminal history records check required by law and subject to verification of job

Medina Kaghado				
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- | Student | College | Type | Subject Area | Coop. Teacher/Admin. | Loc |
|------------------|---------|-------------|----------------------|----------------------|-----|
| Jeremy Cardona | WPU | Practicum | Phys Ed/Health | Jonelle Genberg | LMS |
| Joshua Lopez | PCCC | Observation | Social Studies | Matthew Corvo | HHS |
| Dahiana Castillo | PCCC | Observation | Elementary Education | Jennifer King | JES |
| Anieka Clarke | PCCC | Observation | Elementary Education | Beslira Bajrami | WES |

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Ending Date	Reason/ Account
*P-37.	Emmalyn Kolenovic Bakker	Leave	School Psychologist	n/a	n/a	HHS	5/16/25	11/25/25	Approval of Maternity Leave and Federal/State Family Leave of Absence in accordance with the Federal/State Family Leave Act followed by Child Rearing Leave

[illegible]

FINANCE AND ADMINISTRATION:**Alex Clavijo, Chairperson****ACTION ITEMS:**

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Finance and Administration recommends the following resolutions:

- F-1. Approval of the purchase of 150 Dell Latitude Notebooks from Trafera, LLC at a total cost of \$174,300.00 from the TIPS Technology Solutions Products and Service Contract #230105. This is the approval of the purchase completed July 2024.
- F-2. Acceptance of the Secretary's and Treasurer's Report for December 2024 and the Board Secretary certifies that no budgetary line item account has been over expended and that sufficient funds are available to meet the District's financial obligation.
- F-3. Approval to make the necessary transfers for the period December 1 through December 31, 2024, for the budget year 2024 - 2025 in compliance with N.J.A.C. 6A:232.11. A list of these transfers is submitted under separate cover and shall be made an integral part of this resolution.
- F-4. Approval of travel to events for Board members and employees in compliance with the travel policy. A list of these events has been submitted under separate cover and shall be made an integral part of this resolution.
- F-5. Approval of an agreement with ABA Toolbox for Clinical Data Collection System for the 2025 – 2026 school year in the amount of \$17,850.00.
- F-6. Approve retroactively the contract with Educational Consortium for Telecommunications Savings for E-Rate consulting services for the 2024-2025 school year. Total cost of the contract will be based on the amount of the approved E-Rate funding at the rates of 15% of the Category I funding and 12% of the Category II funding. The total 2024-2025 cost is estimated to be \$11,271.00.
- F-7. WHEREAS, the Hawthorne Board of Education (hereinafter referred to as the “Board”) and the Borough of Hawthorne (hereinafter referred to as the “Borough”) wish to enter into an agreement with one another for the shared use and maintenance of the Board’s Roller Hockey Rink, an athletic facility situated on one of the athletic fields at Hawthorne High School.

NOW THEREFORE, BE IT RESOLVED that the Board hereby approves the attached Shared Services Agreement with the Borough.

BE IT FURTHER RESOLVED that the Board President and the Interim Business Administrator/Board Secretary are authorized to sign the Shared Services Agreement and such other documents as are necessary to effectuate the terms of this resolution.

BE IT FURTHER RESOLVED that the Shared Services Agreement shall be filed and open for public inspection at the administrative offices of the Board.

- A-1. Be it resolved that the Board of Education affirms the Superintendent's decision on HIB #2024-2025: HHS-284127 and authorizes the Superintendent to notify the parents of the Board’s decision.
- A-2. Be it resolved that the Board of Education affirms the Superintendent's decision on HIB #2024-2025: LMS-285255 and authorizes the Superintendent to notify the parents of the Board’s decision.

Board of Education Roll Call Vote

	Ms. <u>Ehrentraut</u>	Mrs. <u>Goff</u>	Ms. <u>Mulkey- Koltzan</u>	Mr. <u>Puluse</u>	Mrs. <u>Vega</u>	Mr. <u>Carr</u>	Mr. <u>Clavijo</u>	Mr. <u>Doyle</u>	Mr. <u>Totaro</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

CLAIMS:**Jennifer Ehrentraut***In accordance with N.J.A.C. 6A:23-2:11(b), (c) 3, and (c) 4;*

CL-1. Approval of the February 2025 Bill List.

It is recommended that the Board approve the bill list for the month of February 2025.

Board of Education Roll Call Vote

	Mrs. <u>Goff</u>	Ms. <u>Mulkey- Koltzan</u>	Mr. <u>Puluse</u>	Mrs. <u>Vega</u>	Mr. <u>Carr</u>	Mr. <u>Clavijo</u>	Mr. <u>Doyle</u>	Ms. <u>Ehrentraut</u>	Mr. <u>Totaro</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

BUILDINGS AND GROUNDS:**Michael Doyle, Chairperson****ACTION ITEMS:**

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Buildings and Grounds recommends the following resolutions:

- BG-1. Approval of applications for use of school property, subject to non-interference with school activities and the execution of the appropriate releases, including receipt of a Certificate of Insurance.

HAWTHORNE HIGH SCHOOL:

Facilities	Date and Times	Applicant
High School Track	Saturdays 4/5/25 – 5/31/25* 1:00 p.m. to 3:00 p.m. *To be coordinated with the HHS Track Coaches and the Athletic Director	<u>Boys and Girls Club of Hawthorne</u> Youth Track and Field Practices
High School Auditorium	Sunday, May 11, 2025 9:00 a.m. to 1:00 p.m.	<u>Moriah's Dance Studio</u> Dance Recital
Cafeteria	Tuesdays 6/10/25 & 11/4/25 5:00 a.m. to 9:00 p.m.	<u>Borough of Hawthorne</u> 2025 Elections
High School Baseball Field	Saturdays and Sundays 3/15/25 – 4/20/25 2:00 p.m. to 5:00 p.m.	<u>JD Baseball</u> Baseball

Facilities	Date and Times	Applicant
Gym	Tuesdays 6/10/25 & 11/4/25 5:00 a.m. to 9:00 p.m.	<u>Borough of Hawthorne</u> 2025 Elections

- | ROUTE # | School | Contractor | # of Students | Cost + Surcharge | Dates |
|---------|-----------|----------------|---------------|------------------------|------------------|
| 3679 | NJEDDA HS | Almarino Trans | 1 | \$14,430.00 + \$865.80 | 1/2/25 – 6/20/25 |

- NOW, THEREFORE BE IT RESOLVED, that the Board approves that the Hawthorne Board of Education enter into a contract with Electronic Systems Solutions, Inc. under the PEPPM purchasing cooperative for the purchase of 97 Motorola Solutions Two-Way Radios with the required systems and antenna upgrades/replacements, including installation thereof, the necessary licenses, and employee training for a total cost of \$178,753.68.

[illegible]

POLICY:**Michael Doyle, Chairperson****ACTION ITEMS:**

Pursuant to the recommendation of the Superintendent of Schools, the Committee on Policy recommends the following resolutions:

PO-1. First Reading of the following Policies and Regulations:

Policy/Reg	Title
P 5512	- Harassment, Intimidation, or Bullying (M) (Revised)
P 5533	- Student Smoking (M) (Revised)
R 5533	- Student Smoking (Revised)
P & R 7441	- Electronic Surveillance in School Buildings and On School Grounds (M) (Revised)
P & R 9320	- Cooperation with Law Enforcement Agencies (M) (Revised)
P 5111	- Eligibility of Resident/Nonresident Students (M) (Revised)
P 5460	- High School Graduation (M) (Revised)
P 5516	- Use of Electronic Communication Devices (Revised)
R 5516	- Use of Electronic Communication Devices (New)
P 5701	- Academic Integrity (Revised)
P 5710	- Student Grievance (Revised)
P 8500	- Food Services (M) (Revised)
P 9163	- Spectator Code of Conduct for Interscholastic Events (M) (New)

Board of Education Roll Call Vote

	Mr. <u>Puluse</u>	Mrs. <u>Vega</u>	Mr. <u>Carr</u>	Mr. <u>Clavijo</u>	Mr. <u>Doyle</u>	Ms. <u>Ehrentraut</u>	Mrs. <u>Goff</u>	Ms. <u>Mulkey-Koltzan</u>	Mr. <u>Totaro</u>
Motion									
Aye									
Nay									
Abstain									
Absent									

COMMITTEE AND LIAISON REPORTS:**COMMITTEE****CHAIRPERSON**

Legislative	Joseph Carr
Finance & Administration	Alex Clavijo
Buildings & Grounds.....	Michael Doyle
Policy.....	Michael Doyle
Council Liaison	Jennifer Ehrentraut
Personnel	Jennifer Ehrentraut
Curriculum & Instruction	Abigail Goff
Superintendent Search Committee	Abigail Goff
NJSBA.....	Erica Mulkey-Koltzan
PCSBA	Erica Mulkey-Koltzan
HEF/SEPAC/PTOs.....	Anthony Puluse

PUBLIC BE HEARD:

At this time, members of the public may ask questions or make comments on educational issues or school matters.

GENERAL COMMENTS AND QUESTIONS FROM THE BOARD RELATED TO SCHOOL DISTRICT:

[illegible]

Board of Education Roll Call Vote

[illegible]