HAWTHORNE BOARD OF EDUCATION
HAWTHORNE, NEW JERSEY

Tuesday, June 24, 2025
Regular Meeting – 7:00 P.M.
Lincoln Middle 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
Tuesday, July 15, 2025
Regular Meeting - 7:00 P.M.
Hawthorne High School

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 at 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:

June 10, 2025 – Regular Meeting - Public and Private

Board of Education Roll Call Vote

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

CORRESPONDENCE:

REPORTS:

A. 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
BC	Bear Cave Students	Leisure Trip	HPS	TBD	$0.00
BC	Bear Cave Students	Botanical Gardens	HPS	TBD	$0.00
BC	Bear Cave Students	Van Saun Park	HPS	$10.00	$0.00
BC	Bear Cave Students	AMC Theaters	HPS	$16.00	$0.00
BC	Bear Cave Students	Montvale Lanes	HPS	TBD	$0.00
BC	Bear Cave Students	IKEA	HPS	TBD	$0.00
BC	Bear Cave Students	Target	HPS	$15.00	$0.00
BC	Bear Cave Students	Tokyo Hibachi Asian Cuisine & Buffett	HPS	TBD	$0.00
BC	Bear Cave Students	Conklin Farm U Pick	HPS	$10.00	$0.00
BC	Bear Cave Students	Turtle Back Zoo	HPS	$15.00	$0.00
BC	Bear Cave Students	Planet Fitness, JB Pet Supplies, and Other	HPS	$0.00	$0.00
BC	Bear Cave Students	Retro Fitness	HPS	TBD	$0.00
BC	Bear Cave Students	ShopRite	HPS	TBD	$0.00
BC	Bear Cave Students	Walking through the Community	Walk	$0.00	$0.00

CI-2. Approval of an agreement with Learn Well for 10 hours of educational services per week for one resident student (file #260125) beginning June 9, 2025 at a rate of $60.75 per hour plus 33% for administrative and preparation time.

CI-3. Approval of an agreement with Learn Well for 10 hours of educational services per week for one resident student (file #260225) beginning June 11, 2025 at a rate of $60.75 per hour plus 33% for administrative and preparation time.

CI-4. Award of a transportation contract to the Northern Region Educational Services Commission, 82 Totowa Road, Wayne, NJ, for transportation of Hawthorne students to and from the school indicated in the amount and date listed on the contract.

Route#	School	Contractor	#of Students	Cost + Surcharge	Dates
Q3779	Hawthorne HS	Omar Transportation	1	$1,200.00 + $72.00	6/6/25-6/18/25

CI-5. Approval of an agreement with Bergen County Special Services for Assistive Technology Assessment services for one resident student (file #260325) at a rate not to exceed $1,300.00 for the 2025-2026 school year.

CI-6. Approval of an agreement with Bergen County Special Services, Educational Enterprises Division, for CST coverage with a Psychologist to be provided for a maximum of (20) twenty hours weekly from 9/1/25-11/30/25 at a rate not to exceed $29,484.00.

CI-7. Approval of an agreement with Bergen County Special Services, Educational Enterprises Division, to provide Home instruction for one resident student (file #260425) for a maximum of ten (10) hours weekly plus (1) hour as needed for Progree Report Writing for July 2025, at a rate not to exceed $4,400.00.

CI-8. Approval of an agreement with Bergen County Special Services for Occupational Therapy Services for one resident student (file #260425) one (1) hour weekly during the month of July 2025 at a rate not to exceed $750.00.

CI-9. Approval of an agreement with The State of NJ, Dept. of Human Services, Commission for the Blind and Visually Impaired for services at the rates below for the 2025-2026 school year.

Description of Service	Rate per level of service
Level 1	$2,541.00 - 4 to 8 consultative visits per school year
Level 2	$6,064.00 – 9 to 30 lessons per school year or 1 lesson per week.
Level 3	$16,863.00 – 2 to 3 lessons per week through the year
Level 4	$19,161.00 – 4 lessons per week through the year

CI-10. Approval of agreement with Life InSight to provide psychological services as needed during year 2025-2026 at the rates below.

Licensed Psychological Rates:

Comprehensive Neuropsychological Evaluation	$5,500.00
Psycho-Educational Evaluation	$3,800.00
Psychological Evaluation	$1,200.00

Post-doctoral Fellow Rates under Dr. Rebecca Yun's supervision:

Comprehensive Neuropsychological Evaluation	$3,800.00
Psycho-Educational Evaluation	$2,500.00

CI-11. Approval of an agreement with 247 Healthcare Solutions LLC DBA Interim Healthcare

an agreement to provide a Personal Care Assistant for the Extended School Year starting on 7/1/25-7/31/25 at a rate of $54.00 per hour.

CI-12. Approval of agreement with 247 Healthcare Solutions LLC DBA Interim Healthcare for the 2025-2026 school year. The Service will start 9/4/25 - 6/19/26 with a Personal Care Assistant at a rate of $54.00 per hour. These rates apply to all shifts.

*CI-13. Approval of home instruction for Hawthorne resident pupil(s) as follows:

a. Student (file #260525) – Instruction starting date: 6/17/25
Home Instructor(s) – Kristen Segreto

b. Student (file #260625) – Instruction starting date: 7/1/25
Home Instructor(s) – Sarah Morgan, Kathryn Galarosa

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-14.	Bergen County Special Services (BCSS)	n/a	n/a	$8,525.00	Student (file #260725)	6/30/25 – 8/6/25	’25-26 SY

Board of Education Roll Call Vote

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

PERSONNEL: **Jennifer Ehrentraut**

The following resolutions are pursuant to the recommendation of the Superintendent of Schools.

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.	Debora Pfeifer	Leave	Director of School Counseling Services	n/a	n/a	District	11/10/25	3/26/26	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

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Ending Date	Reason/ Account
P-2.	Samantha Jarquin	Leave	Elementary School Teacher	n/a	n/a	RS	10/24/25	3/1/26	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
P-3.	Allie Johnson	Declined	Part Time Para	n/a	n/a	WS	9/4/25	n/a	Declined Part Time Para Contract. Staying on as Substitute Para/Teacher
P-4.	Lauren Calton	Resign	Teacher of Students with Disabilities	n/a	n/a	LMS	Last Day on Payroll 6/18/25	n/a	Resignation
P-5.	Jacqueline Metz	Resign	Teacher of Mathematics	n/a	n/a	HHS	Last Day on Payroll 6/18/25	n/a	Resignation
P-6.	Mohammad Islam	Hire	Teacher of Mathematics	BA/14	$79,205	HHS	9/1/25	6/30/26	To Fill a Vacancy Created by the Resignation of Jacqueline Metz
P-7.	Michaela Raguseo	Hire	Teacher of Mathematics	M+30/ 2	$68,060	HHS	9/1/25 Pending Receipt of NJ State Certification	6/30/26	To Fill a Vacancy Created by the Retirement of Michele Phibbs
P-8.	Cameron Uriguen	Hire	Elementary School Teacher	BA/ 5-6	$62,330	WS	9/1/25 Pending Receipt of NJ State Certification	6/30/26	To Fill a Vacancy Created by the Transfer of Amanda Mohre
P-9.	David Kunze	Adjust	Football – Ass't Coach	n/a	Stipend of $7,004	HHS	2025-2026 Season	End of Season	Adjustment from Co-Assistant to Full Assistant Football Coach
P-10.	Irene Yetter	Extra Duty	Academic Coordinator	n/a	$478.08 per Diem	District	Summer 2025	n/a	3 Additional Days of Summer Work with the Director of Education
P-11.	Danielle Fiorella Amanda Lembo	Summer Duty	ABA Paras	n/a	$26 per hour Not to Exceed 3.5 hours per day	District	Monday – Thursday 7/1/25	7/31/25	Extended School Year Special Education Program
P-12.	Item Deleted								

**** 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-13. Item Deleted

P-14. Appointment of the following persons to serve in Eligibility, IEP and 504 meetings as needed in the summer of 2025 per their hourly rates:

Employee	Hourly Rate
Jaimie Martino	$55.55
Ewelina Maxwell	$53.30

P-15. Appointment of the following staff to serve as needed during the summer 2025 extended year program as listed below in accordance with the contract on file in the Board of Education office.

Employee	Position	Hourly Rate
Debra Spellmon	Substitute Bus Driver	$30.82
Patricia Ortiz	Bus Aide	$15.49

P-16. Approval of the following person(s) to serve as (a) substitute teacher(s) in the Hawthorne Public School District for the 2025-2026 school year, subject to satisfactory completion of the criminal history records check required by law and subject to verification of job qualifications and prior experience if necessary, with the provision that he/she/they remain on call to serve as (a) daily substitute teacher(s) as the need may arise for which he/she/they will be compensated $105.00 per full day, no benefits. Substitutes working a half day schedule shall receive $52.50, no benefits. In the event the criminal history check(s) is/are not completed, this/these application(s) is/are subject to the approval of the County Superintendent for emergent hiring procedures. The employment of this/these individual(s) is/are subject to the determination of the administration as to when he/she/they is/are needed.

Camilo Rivera				

Appointments, Retirements, Terminations, Resignations, Rescissions:

Item #	Name	Action	Position	Degree /Step	Salary	School	Effective Date	Notice Date or Ending Date	Reason/ Account
*P-17.	Olivia Minervini	Hire	Teacher of Students with Disabilities	MA/ 5-6	$65,530	LMS	9/1/25	6/30/26	To Fill a Vacancy
*P-18.	William Connors	Hire	Basketball Head - Girls	n/a	Stipend of $8,549	HHS	2025-2026 Season	End of Season	To Fill a Vacancy

Board of Education Roll Call Vote

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

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. WHEREAS, the New Jersey Department of Education (NJDOE) has awarded the Hawthorne Public Schools a Focus Grant to support professional development initiatives aligned to the implementation of the K–3 universal screener through the i-Ready program; and

WHEREAS, the total award amount of $6,650.00 shall be used to fund professional learning opportunities for district staff to enhance the effective use of the i-Ready diagnostic tool, data analysis, and targeted intervention planning to improve student outcomes; and

NOW, THEREFORE, BE IT RESOLVED, that the Hawthorne Board of Education formally accepts the NJDOE Focus Grant award of $6,650.00 for the 2025–2026 school year and authorizes the Superintendent or designee to implement the terms of the grant, expend the funds in accordance with applicable laws and regulations, and submit any required documentation to the NJDOE.

A-1. Be it resolved that the Board of Education affirms the Superintendent's decision on HIB #2024-2025: HHS 293692 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: HHS 294225 and authorizes the Superintendent to notify the parents of the Board's decision.

A-3. Be it resolved that the Board of Education affirms the Superintendent's decision on HIB #2024-2025: HHS 294292 and authorizes the Superintendent to notify the parents of the Board's decision.

A-4. Be it resolved that the Board of Education affirms the Superintendent's decision on HIB #2024-2025: HHS 294363 and authorizes the Superintendent to notify the parents of the Board's decision

A-5. Be it resolved that the Board of Education affirms the Superintendent's decision on HIB #2024-2025: LMS 292975 and authorizes the Superintendent to notify the parents of the Board's decision.

A-6. Be it resolved that the Board of Education affirms the Superintendent's decision on HIB #2024-2025: RES 293215 and authorizes the Superintendent to notify the parents of the Board's decision.

Board of Education Roll Call Vote

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

CLAIMS: **Alex Clavijo**

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

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

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

Board of Education Roll Call Vote

	Mrs. Goff	Ms. Mulkey-Koltzan	Mr. Puluse	Mrs. Vega	Mr. Carr	Mr. Clavijo	Mr. Doyle	Ms. Ehrentraut	Mr. Totaro
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
Gym	Monday - Thursday 6/23/25 – 7/31/25* 6:00 p.m. to 8:00 p.m. *To be coordinated with the Athletic Director	**Hawthorne Junior Wrestling** Summer Wrestling Practice

Board of Education Roll Call Vote

	Ms. Mulkey-Koltzan	Mr. Puluse	Mrs. Vega	Mr. Carr	Mr. Clavijo	Mr. Doyle	Ms. Ehrentraut	Mrs. Goff	Mr. Totaro
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
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:

NEW BUSINESS:

OLD BUSINESS:

PRIVATE SESSION:

Be it resolved that the Hawthorne Board of Education convenes an Executive Session to discuss exempt matters pertaining to:

1. A matter rendered confidential by federal or state law
2. A matter in which release of information would impair the right to receive government funds
3. Material the disclosure of which constitutes an unwarranted invasion of individual privacy
4. A collective bargaining agreement and/or negotiation related to it
5. A matter involving the purchase, lease or acquisition of real property with public funds
6. Protection of public safety and property and/or investigations of possible violations or violations of law
7. Pending or anticipated litigation or contract negotiation and/or matters of attorney-client privilege
8. Specific prospective or current employees unless all who could be adversely affected request an open session
9. Deliberation after a public hearing that could result in a civil penalty or other loss

Be it further resolved that it is anticipated that executive session will be for 45 minutes in duration and that public action may/may not be taken:

Be it further resolved that the minutes of the Executive Session will be made available upon a determination by the Board that the disclosure of the minutes will not detrimentally affect any right or interest of the Board and the need for confidentiality no longer exists.

MOTION TO GO INTO PRIVATE SESSION:

Board of Education Roll Call Vote

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

MOTION TO EXIT FROM PRIVATE SESSION:

Board of Education Roll Call Vote

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

MOTION TO ADJOURN:

Board of Education Roll Call Vote

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