

GUTTENBERG BOARD OF EDUCATION
Regular Meeting Minutes
December 10, 2025

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 10, 2025 at 5:15 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 5.15 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. Huebsch conducted the roll call.

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

Board Attorney John Schettino was present.

1.04 OPEN PUBLIC MEETING NOTICE

Mrs. 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 12, 2025 MEETING

President Rogers asked for a motion to approve the meeting minutes of November 12, 2025. Motioned by Vice President Sosnowski and seconded by Trustee Montanez. Ayes, Trustee Copeland, Garcia-Popiel, Gonzalez, Montanez, Rodriguez, Sosnowski, Travelli, Vazallo and President Rogers. Nays, none.

2. EXECUTIVE SESSION-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 presented the following town events to be held in December:

Toy Giveaway December 14, 2025 Special Needs

Santa Party and Toy Giveaway December 20, 2025 Guttenberg Recreation 12:00-2:00 at the ALK New Gym

Town Annual Santa Parade December 20, 2025-5:30 pm Meet at Town Hall

3.02 Requisitions to Purchase-Workshops/Inservice Workshops/Supplies

Vice President Sosnowski stated she was recommending all requisitions.

President Rogers requested a motion to approve all November requisitions to purchase.

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

4. ANNOUNCEMENTS

4.01 Superintendent's Report

Superintendent Mantineo presented her monthly report and discussed the HIB report. Superintendent Mantineo stated that was all for her monthly report and extended happy holidays wishes to all!

4.02 Business Administrator's Report, Secretary's Report, and Budget and Operations Report

BA Fundora stated the Secretary's Report was in Agreement and on file for the month of October 2025.

4.03 Principal's Report

Mr. Keith Petry presented his report for the month. Mr. Petry discussed the lunch with the principal and went over the parent/teacher conferences. He continued to state the lighting of the town tree was held on December 1, 2025. The holiday concert will be held next week. Mr. Petry continued to state it was great to have the book fair back and it was a huge success.

5. HEARING OF THE CITIZENS

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. She 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

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

No citizens addressed the Board.

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

Superintendent Mantineo made a presentation of plaques to President Rogers and Trustee Gonzalez since it was their last BOE meeting.

Superintendent Mantineo thanked Trustee Gonzalez for her service even though it was a short term.

Superintendent Mantineo made a presentation to President Rogers for his years of service and thanked him.

President Rogers was very grateful and stated in his nine years of service it was the honor of his life. He continued to state that he attended school here and his heart would always be with ALK. He was proud of the accomplishments keeping the taxes at zero increase. President Rogers told the board members to keep up the good fight.

6. FINANCE AND OPERATIONS

6.01 HIB Reports

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.

6.02 Approval of the Secretary's Report

BE IT RESOLVED, that it is necessary to formally approve the Secretary's report for the month of October 2025; and

BE IT RESOLVED, BA Fundora stated the Secretary's report is on file and in agreement and certified for the month of October 2025.

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 October 2025.

6.03 Approval of the Claims List for December 2025

BE IT RESOLVED, that the Board hereby approves of the Claims List for December 2025.

6.04 Approval of Entering into a Contract Agreement for the 2026-2027 School Year-Parent Square

BE IT RESOLVED, it is necessary to approve the Contracts/Agreements for the 2026-2027 school year:

Vendor	Services	Cost	Date
Parent Square	Implementation of Data Services for Implementation of Website	\$1,500 one time set up fee and \$4,750 annual fee for a total of \$6,250	1/1/2026 through June 30, 2027

BE IT FURTHER RESOLVED that the Board approves of entering into an agreement with Parent Square for the 2026-2027 school year.

6.05 Approval of Entering into a Special Education Tuition Contract/Agreements for the 2025-2026 School Year-Bergen County Special Services, Dr. Andre J. Francois

BE IT RESOLVED, it is necessary to approve of entering into a Special Education Agreement with Bergen County Special Services and Dr. Andre Francois for the 2025-2026 school year;

Vendor/School	Contract/Agreement Period	Amount
Bergen County Special Services	Bilingual English Spanish Evaluation 2025-2026 School Year	\$850
Dr. Andre J. Francois	Bilingual Educational/Psychological Evaluations on an as needed basis	\$1100 various evaluations and \$80 per page of translation reports on an as needed basis

BE IT FURTHER RESOLVED that the Board approves of entering into agreement with Bergen County Special Services and Dr. Andre Francois for the 2025-2026 school year.

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

6.07 Approval of the 2026 BOE Meeting Schedule

BE IT RESOLVED, that the Board approves the 2026 BOE Meeting Schedule as listed below:

The following dates were approved by the Guttenberg Board of Education at the regular meeting held on December 10, 2025. 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 with a 5:00 pm Caucus Session immediately followed by a Regular Meeting session at 5:15 pm, per meeting calendar schedule through December 31, 2026.

Action may be taken at any and all meetings.

Regular Public Meetings

January 7, 2026- Reorganization Meeting

February 11, 2026

March 18, 2026- Tentative Budget

April 8-2026

May 6, 2026-Budget Hearing

June 17, 2026

July 29, 2026- Virtual Meeting

August 26, 2026

September 9, 2026

October 14, 2026

November 11, 2026

December 9, 2026

6.08 Approval of a Budget Transfer for the Feasibility Study

BE IT RESOLVED, it is necessary to approve a budget transfer between administrative accounts for a one-time contractual feasibility study contingent on the approval by the County Superintendent as listed below:

Feasibility Study	Transfer to:	Amount
Budget Administrative Account	11-000-230-339-00	\$78,000

BE IT FURTHER RESOLVED that the Board approves of the budget transfer between administrative accounts for a one-time contractual feasibility study contingent on the approval by the County Superintendent.

6.09 Approval of the Creation of a Seasonal Pop-Up Thrift Store for Families within the School Community

BE IT RESOLVED, it is the district's desire to create a seasonal pop-up thrift store (free new and gently used) to be hosted in the gym or the cafeteria for the winter and spring/summer of the 2025-2026 school year;

BE IT FURTHER RESOLVED, donations will be accepted from school families, school faculty and staff, local community members and local businesses to support families year-round which will support community engagement through donations collected.

NOW BE IT RESOLVED that the Board approves of the creation of a seasonal pop-up thrift store for the 2025-2026 school year.

6.10 Approval of Dress Down Day and Fundraisers for the Months of December, January and February

BE IT RESOLVED, the Superintendent and Principal are recommending approval for the following Dress Down Days and Various Fundraisers to be held during the months of December, January and February;

Date of Dress Down/Fundraiser	Requested Donation	Person(s) Requesting	Cause
THON for Childhood Cancer 12/15/25	\$3.00	Mrs. Colleen Tamburo	THON from Penn State Childhood Cancer
December & January Mini Mustang Sweatshirt Fundraiser-Grades Pre-K through 3rd Grade	Various Prices	Kindergarten Teachers	Benefit of Kindergarten Class of 2026

Be a Staff Member Raffle-January 1st through 16th	\$1.00	Ms. Evelyn Colazzo and Ms. Emily Schnell	SEL Committee to strengthen leadership skills and promote positive school climate
Valentine's Day Gram February	\$1.00	Ms. Evelyn Colazzo and Ms. Emily Schnell	SEL Committee for Students and Staff
Make an Ugly Sweater 12/15/2025 from 4:00 pm to 6:00 pm-School Cafeteria	\$3.00	Ms. Evelyn Colazzo and Ms. Emily Schnell	SEL Committee for Pre-K through 4th Grade and Families to offer a fund and engaging seasonal activity

BE IT FURTHER RESOLVED that the Board approves of the Dress Down Days and Various Fundraisers for the 2025-2026 school year as listed above.

6.11 Approval of the Second Reading of the Bell-to-Bell Policy for the 2025-2026 School Year

BE IT RESOLVED, it is necessary to approve the Second Reading of the Bell-to-Bell Policy for the 2025-2026 school year;

BE IT FURTHER RESOLVED that the Board approves of the Second Reading of the Bell-to-Bell Policy for the 2025-2026 school year.

7.01 Approval of a Multicultural Family Bingo Night in January 2026

BE IT RESOLVED, it is necessary to approve a Multicultural Family Bingo Night on January 27, 2026 from 4:00pm to 6:00 pm in the school cafeteria; and

BE IT FURTHER RESOLVED this event will provide a fun family night to learn how to play bingo and provide information on the ACCESS testing.

NOW BE IT RESOLVED that the Board approves of the Multicultural Family Bingo Night on January 27, 2026 as stated above.

8. POLICY AND LEGISLATION

8.01 Updates and Revisions- None

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

9. BUILDING AND GROUNDS

9.01 Approval of Emergency and Non Emergency Maintenance Services for the 2025-2026 School Year

BE IT RESOLVED, it is necessary to approve the Emergency and Non-Emergency Maintenance Services List for the 2025-2026 school year:

Vendor	Repair/Work Completed	Estimate/Proposal Amount	Emergency/Non Emergency
William J. Guarini	Boiler maintenance and troubleshooting	\$3,235	Emergency

William J. Guarini	Replacement leaking flex line to fan coil unit	\$1,485	Emergency
William J. Guarini	Services on Aerco boiler #1 adjusted interlock switch and tested	\$924.40	Non-Emergency
Florian Glass Service, Inc	Labor and installation of insulated mirrors	\$2,250	Non-Emergency
Trico Electric LLC	Rooms 341 & 342 Troubleshooting of Science Lab tables not working properly	\$1,800.00	Emergency
Trico Electric LLC	Rooms 327 and 328 Troubleshooting of Science labs	\$1,800.00	Emergency
Trico Electric LLC	Additional work to be completed in rooms 341 & 342	\$5,700.00	Non-Emergency
Chemsearch FE	Ecostorm monthly program for cleaning of grease traps	\$215 monthly	Non-Emergency

BE IT FURTHER RESOLVED that the Board approves the Emergency and Non-Emergency Maintenance Services List for the 2025-2026 school year.

10. PERSONNEL/HUMAN RESOURCES

10.01 Approval of Staff Hirings for the 2025-2026 School Year-E. LaMagra, P. Natosi, L. Zambrano, D. Rojas, G. Adorno, L. Reyes, A. Hepperle

BE IT RESOLVED, the Superintendent is recommending the following staff hirings for the 2025-2026 school year:

Name	Position	Salary	Start Date
Ms. Elizabeth La Magra	Special Education Instructor	\$66,438 Step 1 MA	12/22/2025
Mr. Philip A. Natosi	Supervisor of Building and Grounds	\$80,000	pending fingerprint approval
Ms. Lissette Zambrano	Bilingual/ESL Instructor	\$61,938 Step 1 BA	completed requirements 1/5/2026
Ms. Danna Rojas	Substitute Instructor	\$125 per diem	pending fingerprint approval
Mr. George Adorno	Substitute Instructor	\$125 per diem	pending fingerprint approval
Ms. Lissette Reyes	Substitute Instructor	\$125 per diem	pending fingerprint approval
Ms. Amanda Hepperle	Hourly Lunch Aide	\$15.49 per hour not to exceed 29.75 hours	pending fingerprint approval

BE IT FURTHER RESOLVED that the Board approves the above-mentioned staff hirings for the 2025-2026 school year.

10.02 Approval of the Extra Pay Position-Approval of Student Council Advisor Stipend Position-K. Mercado

BE IT RESOLVED, it was necessary after Ms. Angely Reyes resigned from her Student Council Advisor stipend position, it was necessary to seek a replacement for the 2025-2026 school year; and

BE IT FURTHER RESOLVED, the Superintendent is recommending the following individual for the Student Council Advisor stipend position for the 2025-2026 school year:

Name	Stipend Position	Amount	Start Date
Ms. Kelly Mercado	Student Council Advisor	\$630	12/11/2025

NOW BE IT RESOLVED that the Board approves of Ms. Kelly Mercado for the Student Council stipend position for the 2025-2026 school year.

10.03 Step Increment-None

10.04 Approval of Junior Field Experience Placements for the 2025-2026 School Year-E. Aguila, H. Ventura, K. Livingston

BE IT RESOLVED, it is necessary to approve the following Junior Field Experience placements for the 2025-2026 school year:

Name	Requested by School	Setting	Start Date
Ms. Emily Aguila	St. Peter's University	Ms. Mataras-1st Grade Clinical II	Spring 2026-1/20/2026-5/8/2026 6 pending fingerprint approval
Mr. Harwin Ventura	Capella University	Ms. Collazo and Ms. Sinning-Guidance Clinical Hours	Spring 1/12/2026-3/19/2026 pending fingerprint approval
Mr. Kenneth Livingston	Monmouth University	Ms. Collazo-Guidance Clinical 100 Hours	Spring 1/20/2026-5/5/2026 pending fingerprint approval

BE IT FURTHER RESOLVED that the Board approves of the Junior Field Experience placements for the 2025-2026 school year.

10.05 Approval of Teacher Maternity Leave Request for the 2025-2026 School Year-C. Lauer, E. Santangelo

BE IT RESOLVED, the Superintendent is recommending the following individuals for teacher maternity leave requests for the 2025-2026 school year;

Name	Position	Start Date	Return Date
Mrs. Clarissa Lauer	Multiple Disabilities Instructor	3/9/2026	10/13/2026

Mrs. Erica Santangelo	Special Education Instructor	4/13/2026	11/19/2026
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BE IT FURTHER RESOLVED that the Board approves the teacher maternity leave requests for Mrs. Clarissa Lauer and Mrs. Erica Santangelo for the 2025-2026 school year.

10.06 Course Enrollment/Tuition Reimbursements-None

10.07 Approval of a Lunch Aide Resignation-F. Portillo

BE IT RESOLVED, the Superintendent is recommending the resignation of a lunch aide for the 2025-2026 school year;

Name	Position	Reason
Ms. Flor Portillo	Lunch Aide	Resignation

BE IT FURTHER RESOLVED that the Board approves of the resignation of Ms. Flor Portillo as a lunch aide for the 2025-2026 school year.

11. APPROVAL OF RESOLUTIONS

11.01 Approval of Resolutions on Consent Agenda (Items 6.01 through 10.07)

President Rogers requested a motion to approve.

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

BE IT RESOLVED, that the Board approves the Consent Agenda Resolution Items 6.01 through 10.07

12. CONFLICTED MATTERS

12.01 Approval of the Guttenberg Education Association (GEA) Union Contract for the 2025-2028 School Year

BE IT RESOLVED, it is necessary to adopt the Guttenberg Education Association (GEA) union contract for the 2025-2028 school years;

BE IT FURTHER RESOLVED that the Board approves of the adoption of the Guttenberg Education Association union contract between the Guttenberg Board of Education for the 2025-2028 school years.

12.02 Approval of Resolutions on Conflicted Matters (Items #12.01)

Vice President Sosnowski requested a motion to approve.

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

BE IT RESOLVED, that the Board approves the Consent Agenda Resolution Items 12.01

13. OTHER/NEW BUSINESS-None

President Rogers thanked John Schettino for always being a straight shooter.

14. ADJOURNMENT

14.01 Motion to Adjourn by President Rogers and seconded by Trustee Montanez.

Motion unanimously approved by voice roll call vote.

Respectfully submitted,

Karen Huebsch
Board Secretary