

March 9, 2023

**BOARD OF EDUCATION  
SUMMIT, NEW JERSEY**

The Board of Education held a Meeting on Thursday, March 9, 2023 beginning at 7:00 PM in the Summit High School Library/Media Center. Those present: Mr. Colón, presiding, Mr. Cho, Ms. Cohn, Ms. Erday, Ms. Justice, Ms. Miller, and Ms. Stanton. There were seven audience members.

Also present were Mr. Hough, Superintendent of Schools, Mr. Jess, School Business Administrator/Board Secretary, Mr. Gardella, Director of Human Resources, Ms. Babis, Director of Special Services, Dr. Cordero, Director of Education, Ms. Marr, Director of Student Personnel Services, Ms. Sarno, Assistant Business Administrator, and Ms. Callander, Communications Officer.

**NOTICE OF CERTIFICATION**

The following notice was presented:

Let the minutes reflect that adequate notice of this meeting has been provided in accordance with the regulations of the Open Public Meetings Act.

**PRESENTATIONS & DISCUSSIONS**

- A. Rotary Club Presentation - Supporting Curriculum - Eric Evers and Jim Fleischmann
- B. Student Safety Data System Reporting - Scott Hough, Superintendent
- C. Harassment, Intimidation and Bullying - Crystal Marr, District Anti-Bullying Coordinator

**REPORT OF NEW HIRES**

Ms. Miller moved approval of the following item under Report of New Hires:

- A. Approval to appoint the following new staff for the 2022-2023 school year, pending criminal history review, background checks as required by law, and ability to obtain appropriate NJ certification:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>School</u></b>	<b><u>Step/ Salary</u></b>	<b><u>Effective</u></b>	<b><u>Replacing</u></b>
Sydnie Burnett	Part-Time School Counselor	WPC	0.5 \$31,818 (prorated)	March 10, 2023	Megan Murray
Rich Groner	Social Studies Teacher	SHS	MA-Step-7, \$67,605 (prorated)	May 15, 2023 or sooner	Denell Marsh

Motion seconded by Mr. Cho. The roll was called and all voted "Aye." The motion was declared adopted.

PRESIDENT’S ANNOUNCEMENTS

Mr. Colón spoke about the following:

- Thanks to the Rotary Club for their contributions to the district
- Kindergarten transition to the elementary schools is underway – thanks to Evan Kozak, counselors Sydnie Burnett & Lauren Mortenson, and all involved for their facilitation of the process, including “Get to Know You” activities with current elementary students in their home schools

SUPERINTENDENT’S REPORT

Mr. Hough spoke about the following:

- The Summit Foundation has been stewards of the Hubbard Funds, and we thank them for their generosity over the years – the remaining funds will be utilized to upgrade the High School sound system
- FY24 budget presented this past Monday, remaining under the 2% cap
- Congratulations to HS counselor Scott Petrillo – selected as 2023 Union County Counselor
- District-wide events for Read Across America
- Update on the HS & MS Spring Musicals

Mr. Cho moved the following under Superintendent’s Report:

A. Approval to affirm the following reports of Harassment, Intimidation and Bullying:

1. 12/22/2022 - 236
2. 01/12/2023 - 237
3. 01/12/2023 - 238
4. 01/10/2023 - 239
5. 01/11/2023 - 240
6. 01/05/2023 - 241
7. 02/02/2023 - 242
8. 02/02/2023 - 243
9. 01/30/2023 - 244
10. 01/31/2023 – 245
11. 02/03/2023 - 246

B. Approval to review the following reports of Harassment, Intimidation and Bullying:

1. 02/17/2023 - 247
2. 02/01/2023 - 248
3. 02/02/2023 - 249
4. 02/09/2023 - 250
5. 02/24/2023 - 251

C. Suspensions

Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
2/06/2023	5510479417	4
2/06/2023	9564841842	10

2/07/2023	5424539429	4
2/10/2023	6073628073	4

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
2/01/2023	5470323921	1 in-school
2/02/2023	9306885983	1 in-school
2/02/2023	4497285354	1 in-school
2/03/2023	4524571368	2
2/08/2023	5796143623	1 in-school
2/08/2023	8654819506	1 in-school
2/10/2023	7530458761	10
2/10/2023	5315755456	10
2/14/2023	4083738106	2
2/14/2023	8654819506	1
2/17/2023	6470115051	2
2/17/2023	6842894196	1 & 1 in-school
2/17/2023	7721024603	1 & 1 in-school

Motion was seconded by Ms. Cohn. The roll was called, and all present voted, “Aye”. The motion was declared adopted.

STUDENT BOARD REPRESENTATIVE REPORT – Lena Kifnidis

Ms. Kifnidis spoke about the following:

- Success of our winter sports teams
- Amazing performances of “Something Rotten” – the HS spring musical
- Success of the HS Debate team at the Harvard University competition
- Celebration of the Jewish Heritage Club

ADDITIONS / REVISIONS TO THE AGENDA

Mr. Jess announced each of the additions/revisions to the agenda – and stated all changes to the agenda are noted in **bold text** within these Minutes, and deletions are noted with a ~~strikethrough~~.

COMMITTEE REPORTS

- A. Education Committee – Ms. Justice reported on the following: discussion of changes in the K-1 literacy areas, professional development, and piloting curriculum; upcoming state assessments; SSDS information (presentation tonight); ELL program
- B. Operations Committee – Mr. Cho reported on the following: City funding for expenses incurred to date for bond projects; review of HS lower field plans; potential second floor on the Tatlock fieldhouse; HVAC project change orders; FY24 Budget; food services update including steps to collect outstanding meal balances
- C. Policy Committee – Mr. Colón reported on the following: No report
- D. Communications Committee – Ms. Miller reported on the following: communications regarding the bond projects; 100-day mini newsletter distributed; traffic & pedestrian



safety information distributed; Superintendent Coffee to be held on March 30<sup>th</sup> in the HS Library at 7:00pm; diminishing visits to the Covid dashboard on the district website

- E. Negotiations Committee – Mr. Colón reported that meetings are being held, and progress has continued to move forward to reach an agreement
- F. Liaison Reports – None

#### PUBLIC COMMENT

A Summit H.S. sophomore spoke about the importance of awareness and education regarding Narcan Nasal Spray to combat fentanyl poisoning; she hopes the district will begin training on the usage of Narcan.

Motion by Ms. Stanton, seconded by Ms. Miller, unanimously approved by voice vote to close public comment.

#### APPROVAL OF BOARD MINUTES

Ms. Stanton moved approval of the following items under Approval of Board Minutes:

- A. Approval of Minutes of the following meetings:
  - 1. February 9, 2023 Regular Meeting & (2) Closed Sessions

Motion seconded by Ms. Erday, unanimously approved by voice vote.

#### CURRICULUM / INSTRUCTION / PROGRAM

Ms. Cohn moved approval of the following items under Curriculum/Instruction/Program:

- A. Approval of 48 Summit High School students and 4 chaperones to stay overnight at The Hub Best Western, New Providence, NJ, on March 21, 2023, to discuss positive decision making after the One Moment 3 Decisions program (funded by Shaping Summit Together)
- B. Approval of a venue change for the out-of-state field trip on February 25, 2023, for 45 students and 2 chaperones from the Ski and Snowboard Club to Catamount Mountain, Hillsdale, NY to be moved to Elk Mountain, Union Dale, PA (*revised* from the October 13, 2022 Agenda)
- C. Approval of Affiliation Agreement with DePaul University for a student enrolled in the Speech Language Pathology Program to provide intern services to the district from March 1, 2023 to June 30, 2026
- D. Approval of agreement with Up the Bar Educational Achievement, at a cost of \$37,500 to provide Sheltered Instruction Observation Protocol professional development training (funded by Title II and Title III)

- E. Approval of agreement with the International Institute for Restorative Practices, at a cost of \$20,667.60 to provide Restorative Practices professional development training (funded by ESSER)

Motion was seconded by Ms. Stanton. The roll was called, and all present voted, “Aye”. The motion was declared adopted.

## FINANCE

Mr. Cho moved the following items under Finance:

Upon the recommendation of the School Business Administrator to the Superintendent:

- A. Approval of the March Bills List as listed below:
- |                     |         |                 |
|---------------------|---------|-----------------|
| 1. Regular Bills    | Fund 10 | \$ 2,511,618.40 |
| 2. Special Revenue  | Fund 20 | \$ 201,112.06   |
| 3. Capital Projects | Fund 30 | \$ 718,274.00   |
| 4. Enterprise Fund  | Fund 60 | \$ - 0 -        |
| Sub Total All Funds |         | \$ 3,431,004.46 |
| 5. Food Service     | Fund 61 | \$ 230,767.83   |
| Total All Funds     |         | \$ 3,661,772.29 |
- B. Approval of the monthly payroll for February 2023 - \$5,172,399.19
- C. Approval of budget adjustments and line-item transfers for January 2023
- D. Approval of Secretary and Treasurer’s Report for January 2023
- E. Monthly Budgetary Line-item Status Certification:

Resolved, that the Board Secretary for the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10 (c) 3, as of January 2023 that no line-item account has encumbrances and expenditures, which in total exceed the line-item appropriation in violation of NJAC 6A:23A-16.10(a); and

Further Be It Resolved, that the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c) 4 that after review of the board secretary’s and treasurer’s monthly financial reports and the advice of district officials, no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10 (b).

- F. Approval of travel for staff members (as per attached)
- G. Approval of 2021-2022 per Pupil Costs for Tuition Adjustment Purposes:
- |                             |             |
|-----------------------------|-------------|
| 1. Preschool/Kindergarten   | \$13,499.00 |
| 2. Elementary Grades 1-5    | \$16,425.00 |
| 3. Middle School Grades 6-8 | \$16,011.00 |
| 4. High School Grades 9-12  | \$17,143.00 |



- H. Approval of payments to New Jersey Unemployment Compensation Fund as follows:
1. For quarter ending 9/30/2020 \$37,167.82
  2. For quarter ending 12/31/2020 \$22,040.44
- I. Approval to accept the 2021-2022 Audit - Comprehensive Annual Financial Report
- J. Approval to accept the 2021-2022 Audit – Comprehensive Annual Financial Report – Corrective Action Plan (attached)
- K. Approval to reimburse transportation, lodging and meal costs up to \$775 for Ann Elise Record, a math consultant providing professional development workshops at Brayton School. All other costs covered by an SEF grant.
- L. Approval to reject the bid submitted by Thassian Mechanical Contracting, Inc., 641 State Route 36, Belford, NJ 07718 for the HVAC Upgrades at LCJ Summit Middle School due to the bid exceeding the budgetary estimate
- M. Approval of Change Order #2 from EI Associates for the Summit H.S. HVAC Upgrade project in the amount of \$28,500 for additional design fees associated with the inclusion of HVAC for rooms #215, #221, the weight room, and the athletic trainer's room.
- The cost of this change order will be taken from ESSER funds.
- N. Approval of Change Order #3 from DeSesa Engineering Company for the Summit H.S. HVAC Upgrade project in the amount of \$35,089 for the purpose of installing HVAC in the weight room (\$712) and the athletic trainer's room (\$34,377)
- The cost of this change order will be taken from ESSER funds and capital reserve funds.
- The balance of the costs associated with the installation of HVAC in the weight room has been taken from the project allowance.
- O. Approval of Resolution for Participation in Joint Transportation Agreement with Sussex County Regional Transportation Cooperative, Hopatcong, NJ 07843 to provide Special Education Transportation for the 2023-2024 school year (as per attached)
- P. Approval of Resolution for Participation in Joint Transportation Agreement with Sussex County Regional Transportation Cooperative, Hopatcong, NJ 07843 to provide Athletic and Field Trip Transportation for the 2023-2024 school year (as per attached)
- Q. Approval for the following school year transportation arrangement with Morris County Educational Services Commission for the 2022-2023 School Year, effective 01/17/22:

Student ID	School	Route	Contractor
#8943833292	Windsor Learning Center	CE599	Prestige Bus Service

Approval for the school year transportation contract with Morris County Educational Services Commission for the 2022-2023 School Year in accordance and subject to the CPI increase of 1.91% as listed below:

Contractor	Route #	Aide Per Diem Rate	Annual Cost
Prestige Bus Service	CE599		\$46,459.35

R. Approval for the following school year **REVISED** transportation arrangements with Morris County Educational Services Commission for the 2022-2023 School Year:

Student ID	School	Route/Contractor	Dates
#8471437312	Brayton Elementary	CS-027/United Care	09/12/22 – 09/20/22
#2115371662	Brayton Elementary	CS-027/United Care	09/12/22 – 09/20/22
#8471437312	Brayton Elementary	CE-550/FYFA	09/21/22 – 11/27/22
#2115371662	Brayton Elementary	CE-550/FYFA	09/21/22 – 11/27/22
#8471437312	Brayton Elementary	CS-253/Jaris Transportation	11/28/22 – 06/15/23
#2115371662	Brayton Elementary	CS-253/Jaris Transportation	11/28/22 – 06/15/23
#8749441207	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#2717471499	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#6342018128	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#7162908084	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#8388472941	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#6094060378	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#4838314833	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#8749441207	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#2717471499	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#6342018128	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#7162908084	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#8388472941	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#6094060378	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#4838314833	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23



Approval for the school year transportation contract with Morris County Educational Services Commission for the 2022-2023 School Year in accordance and subject to the CPI increase of 1.91% as listed below:

Contractor	Route #	Aide Per Diem Rate	Cost Per Diem
United Care	CS-027		\$289.00
FYFA	CS-550		\$350.00
Jaris Transportation	CS-253		\$321.30
K&S Transportation	CS-160		\$528.71
Rajak Transportation	CS-626		\$460.95

- S. Approval for the following **REVISED** transportation arrangements with Morris-Union Jointure Commission for the 2022-2023 School Year, effective 09/01/22:

Student ID	School	Route	Contractor
#1455330957	DLC - Warren	MU984	MUJC
#9778971097	DLC – Warren	MU982	MUJC
#4876504705	Spectrum 360 - Upper	MU991	MUJC

Approval for the renewal of transportation contracts with Morris-Union Jointure Commission for the 2022-2023 School Year in accordance and subject to the CPI increase of 1.91% as listed below:

Contractor	Route #	Aide Per Diem Rate	Annual Cost
MUJC	MU984	\$37.01	\$21,935.40
MUJC	MU982	\$50.75	\$29,985.80
MUJC	MU991	\$0.00	\$37,561.40

- T. Approval for the following transportation arrangements with Union County Educational Services Commission for the 2022-2023 School Year:

Student ID	School	Route	Contractor
#3916217502	Honor Ridge Academy	CS-374	Busy Bee Transportation

Approval for the renewal of transportation contracts with Union County Educational Services Commission for the 2022-2023 School Year in accordance and subject to the CPI increase of 1.91% as listed below:



<b>Contractor</b>	<b>Route #</b>	<b>Aide Per Diem</b>	<b>Per Diem Rate</b>
Busy Bee Transportation	CS-374	\$38.00	\$400.00

- U. Approval of the additional Nonpublic School Technology Initiative Program spending plan for the participating school located within this district as follows:  
Kent Place School \$25,376

Motion was seconded by Ms. Stanton. The roll was called, and all present voted, “Aye”. The motion was declared adopted.

### PERSONNEL

Ms. Miller moved the following items under Personnel:

- A. Approval to appoint the following Leave Replacement Teacher Substitutes and Long-Term Teacher Substitutes, pending criminal history review, background checks as required by law, and the ability to obtain NJ substitute teacher credentials:

<b><u>Name</u></b>	<b><u>School</u></b>	<b><u>Position</u></b>	<b><u>Step/Salary</u></b>	<b><u>Effective</u></b>
Holly Sabato	LHES	Long-Term Elementary Teacher Substitute	½ day @ \$132.50/day	March 7, 2023 (end date tbd)
Sarah Meadows	JPC/WPC	Long-Term Art/Music Teacher Substitute	½ day @ \$132.50/day, with 2 (½ day) overlap days @ \$112.50	April 10, 2023 (end date tbd)
Christian Simonelli	LCJSMS	Long-Term Social Studies Teacher Substitute	\$265/day, with 1 overlap day at \$125/day	March 15, 2023 (end date tbd)

- B. Approval to appoint the following substitute teachers, pending criminal history review, background checks as required by law, and the ability to obtain NJ substitute teacher credentials:

<b>Name</b>	<b>Pay Rate</b>	<b>Effective Date</b>
Sarah Meadows	\$125/day	February 13, 2023
Lea Apesa	\$125/day	February 27, 2023
Amanda Benitez	\$125/day	March 6, 2023
Diane Kostibos	\$125/day	March 24, 2023

- C. Approval of the following Changes of Assignment:

1. Theresa Blaesser, Speech Therapist (3 days per week), Special Education Services, to Speech Therapist (2 days per week), Special Education Services, 0.4 salary = \$36,548 (prorated), effective April 24, 2023, for the 2022-2023 school year

2. Supatra Raab, from Substitute, District, to Long-Term Inclusion Aide Substitute, Washington Elementary School, \$200/day, effective April 27, 2023 for the 2022-2023 school year
3. Alexa Graham, from Inclusion Aide, Lawton C. Johnson Summit Middle School, to Inclusion Aide, Jefferson Primary Center, effective March 10, 2023 for the 2022-2023 school year
4. Andrea Baykir, from Long-Term Teacher Substitute, Franklin Elementary School, to Leave-Replacement Learning Workshop Teacher, Lincoln-Hubbard Elementary School, MA-Step-1, \$63,635, effective March 28, 2023 (through date tbd)

D. Approval to accept the resignation of the following staff:

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Effective</u>
Jonathan Hornung	Assistant Varsity Baseball Coach	SHS	February 22, 2023
Theresa Blaesser	Speech Language Specialist	SES	June 30, 2023
Dennis Shan	Bus Driver	District	February 24, 2023 (adjusted from the February 9, 2023 Agenda)
Jessica Paiz	Custodian	SHS	March 24, 2023
Karen O'Connell	Playground Aide	FES	March 6, 2023

E. Approval of maternity leave/family leave for the following staff:

1. Tiffany Guzman, Secretary to the Principal, Lawton C. Johnson Summit Middle School, paid leave (vacation days) effective, March 27, 2023 through April 3, 2023, paid leave effective, April 4, 2023 through April 28, 2023, unpaid leave effective May 1, 2023 through July 21, 2023, paid vacation days effective July 24, 2023 through July 28, 2023 (*revised* from the November 17, 2022 Agenda)
2. Lauren Ettinger, Language Arts Teacher, Lawton C. Johnson Summit Middle School, paid leave effective June 5, 2023 through June 15, 2023, unpaid leave effective August 30, 2023 through November 21, 2023, unpaid child care leave effective November 22, 2023 through April 30, 2024
3. Anne Paris, Art/Music Teacher, Jefferson and Wilson Primary Centers, unpaid leave effective May 15, 2023 through June 15, 2023
4. Melissa Walker, Secretary, Summit High School, Intermittent FMLA Leave, effective March 7, 2023 through June 30, 2023

F. Approval of the summer 2023 FLASH Program staff (list attached)

G. Approval of the Spring Coaching Staff Recommendation 2022-2023 (list attached) (*revised* from the February 9, 2023 Agenda)

H. Approval to pay Brandon Kokoszka, \$2,383.38 for 11.5 unused vacation days

I. Approval to pay Alan Sipes, \$3,630.46 for 9 unused vacation days



- J. Approval of the revised Non-Athletic Co-Curricular stipends, Lawton C. Johnson Summit Middle School (list attached)
- K. Approval of Colleen Schoderbek to be the accompanist for the District Arts Festival, up to 10 hours, at the curriculum rate of \$49.45/hour
- L. Approval of the following teachers to receive an additional 2 hours/each to work as mentors/tutors for the Hilltopper Achievement Community (HAC) Scholars, at the curriculum rate of \$49.45/hour (funded by Title 1):
  - 1. Stephanie Goncalves
  - 2. Caitlin Reilly
  - 3. Emily Maldonado
- M. **Approval to rescind the offer of employment to Shannon O'Reilly, Inclusion Aide, Franklin Elementary School, from the February 9, 2023 Agenda**
- N. **Approval for Abigail Emerson to receive up to 15 hours for Literacy curriculum writing at the curriculum rate of \$49.45**

Motion was seconded by Ms. Justice. The roll was called, and all present voted, "Aye". The motion was declared adopted.

#### POLICIES & REGULATIONS

Ms. Stanton moved the following under Policies & Regulations:

##### Second Reading

P & R 2423 - Bilingual and ESL Education (M) (Revised)

P 8140 - Student Enrollments (M) (Revised)

R 8140 - Enrollment Accounting (M) (Revised)

R 8420.2 - Bomb Threats (M) (Revised)

R 8420.7 - Lockdown Procedures (M) (Revised)

R 8420.10 - Active Shooter (M) (Revised)

Motion was seconded by Ms. Miller. The roll was called, and all present voted, "Aye". The motion was declared adopted.

Mr. Colón stated the Board would now go into closed session and asked that the appropriate resolution be presented. The following resolution was then presented:

Resolved by the Board of Education of the City of Summit as per Chapter 231 P.L. 1975:

- a. That it does hereby determine that it is necessary to meet in Executive Session on Thursday, March 9, 2023 to discuss:
  - 1. Negotiations
- b. That the matters discussed will be made public if and when confidentiality is no




longer required and action pursuant to said discussion shall take place only at a public meeting.

Motion by Ms. Cohn, seconded by Ms. Miller, and carried to move to Executive Session at 8:03 PM. Action will not be taken and the Board will not return.

ADJOURNMENT

Motion by Ms. Stanton, seconded by Ms. Miller and carried to adjourn the meeting at 8:03 PM.

Respectfully submitted,



Derek J. Jess  
School Business Administrator/  
Board Secretary