

September 14, 2023

BOARD OF EDUCATION
SUMMIT, NEW JERSEY

The Board of Education held a Meeting on Thursday, September 14, 2023 beginning at 6:30 PM in the Summit High School Auditorium. Those present: Mr. Cho, presiding, Ms. Cohn, Mr. Colón, Ms. Erday, Ms. Justice, Ms. Kelly, and Ms. Stanton. There were 50 members of the public in attendance.

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 Education Services, Dr. Cordero, Director of Curriculum/Instruction, Dr. 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

A. Recognition of Newly Tenured Staff

The Board recognized the following staff members for obtaining tenure:

Elizabeth Aaron, Kristen Akian, Nicole Breslauer, Jessica Breznak, Roland Bussiere, Julia Ciccarelli, Brittany Cuevas, Jennilee Curran, Melissa Daly, Eric Fontes, Melissa Fusari, Robert Gardella, Katelyn George, Stephanie Goncalves, Tiffany Guzman, Heather Hans, David Howarth, Chiara Levy, Lauren Lieberman, Jack Maranhao, Lauren Mortenson, Alicia Mule, Laura Muller, Carrie Odgers Lax, Rebecca Pomeroy, Bianca Ratner, Caitlin Reilly

B. Recognition of 25 Years of Service

The Board recognized the following staff members for their 25 years of service to the students of Summit Public Schools:

Cindy Abramov
Alexander Bocchino
Jeffrey Fluharty
James Frackoviak

Deirdre Kennedy
Christopher Miller
Subhadra Ramchandran
Myung Shin
Sandra Soltis

- C. Summit Strategic Action Plan for Diversity, Equity, Inclusion, and Belonging – Dr. Crystal Marr

PRESIDENT'S ANNOUNCEMENTS

Mr. Cho spoke about the following:

- Extra-curricular events around the district: Circle Around the World at Lincoln-Hubbard; Fall Fests at Brayton, Franklin & Washington; Circus Minimum at Franklin; LCJSMS & SHS club & sports offerings

SUPERINTENDENT'S REPORT

Superintendent Hough then introduced the new hires and spoke briefly about them.

Ms. Kelly moved approval of the following items under Superintendent's Report:

A. Report of New Hires

1. Approval to appoint the following new staff, pending criminal history review, background checks are required by law, and ability to obtain appropriate NJ certification:

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Step/ Salary</u>	<u>Effective</u>	<u>Replacing</u>
Carli Van Riper	Elementary Teacher	LHES	MA-Step-1, \$64,480	August 30, 2023, for the 2023-2024 school year	N/A

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

Superintendent Hough spoke about the following:

- Had a wonderful opening of schools – "Everyone by name, by strength & by story"
- Back-to-school nights have begun – all well attended
- Coffee with the Principal at Brayton School – introductions by Principal Zeigler
- District opening events throughout: "Dress in Spot" spirit day at Lincoln; picnic at Washington; LCJSMS visit from Social Institute – STOKES trip upcoming; Summit H.S. Art Dept will work with Summit Art & collaborate with RAMP Up program

Ms. Erday moved approval of the following items listed under Superintendent's Report:

- B. Approval to review the following reports of Harassment, Intimidation and Bullying:
 - 1. 9/05/2023 - 294
 - 2. 9/05/2023 - 295

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

STUDENT BOARD REPRESENTATIVE REPORT

Lena Kifnidis announced that the SKIT program was introduced; a Club Fair being held at the H.S. so students can see what is available to them; "School Rules" webinars; college applications are underway.

Grace Epstein introduced herself and said she will take over the Student Board Representative role for this year; spoke about current fall sports teams that have begun their season; first student council meeting of the year – new and old members were welcomed.

ADDITIONS/REVISIONS TO THE AGENDA

Mr. Jess announced each of the additions/revisions to the agenda.

COMMITTEE REPORTS

- A. Education and Student Activities/Services Committee – Ms. Cohn reported on the following: goal of elementary STEAM is to move to a full fledged STEAM curriculum, assessment rubrics around STEAM, role of parents & community around STEAM careers; Dr. Cordero presented updates including Robotics & Coding; FY25 & FY26 draft School Calendars; PD plan for the upcoming year
- B. Operations Committee – Mr. Colón reported on the following: facilities projects update; challenges to HVAC system at Lincoln-Hubbard with the oppressive heat; FY2023 audit being performed by the new auditors, Nisivoccia, underway and proceeding smoothly
- C. Policy Committee – Ms. Justice reported on the following: sick leave policy revised to align with new statutory requirements, revisions on tonight's agenda
- D. Communications Committee – Ms. Stanton reported on the following: review of parent/teacher surveys; construction letters sent to homes regarding what is happening in the schools; opening letter sent home to families; threat assessment teams are ongoing – test of the district emergency notification system; new internal staff newsletter
- E. Negotiations and Personnel Committee – Mr. Cho reported they did not meet
- F. Liaison Reports – None

PUBLIC COMMENT - None

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

APPROVAL OF BOARD MINUTES

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

A. Approval of Minutes of the following meeting:

1. August 17, 2023 Regular Meeting & Executive Session

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

CURRICULUM / INSTRUCTION / PROGRAM

Ms. Erday moved the following items under Curriculum/Instruction/Program:

A. Approval of the recommendations from the Office of Curriculum and Instruction (list attached)

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

FINANCE

Ms. Stanton moved the following items under Finance:

Upon the recommendation of the Business Administrator to the Superintendent:

A. Approval of the September Bills List as listed below:

1. Regular Bills Fund 10	\$1,999,852.60
2. Special Revenue Fund 20	\$ 459,302.89
3. Capital Projects Fund 30	\$ 204,809.20
4. Enterprise Fund Fund 60	\$ - 0 -
Sub Total All Funds	\$2,663,964.69
5. Food Service Fund 61	\$ 4,237.31
Total All Funds	\$2,668,202.00

B. Approval of the monthly payroll for August 2023 - \$1,225,308.58

C. Approval of budget adjustments and line-item transfers for July 2023

D. Approval of Secretary and Treasurer's Reports for July 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 July 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 the donations from the following PTO's in the amount of \$48.90 each for the purchase of gift cards for new staff member training: Summit High School, LCJ Summit Middle School, Jefferson Primary Center, Wilson Primary Center, Brayton School, Franklin School, Jefferson School, and Washington School

H. Approval of the donation from Summit Jr. Baseball & Softball in the amount of \$7,576 to fund the baseball grant position for the 2022-2023 season

I. Approval of the donation from Fast Act in the amount of \$8,399 to fund the winter track grant position for the 2022-2023 season

J. AWARDING CONTRACT FOR EMERGENCY PURCHASE

WHEREAS, pursuant to the emergency contract provision of N.J.S.A. 18A:18A-7, the School Business Administrator/Purchasing Agent (hereinafter "School Business Administrator") is authorized to award contract without public bidding when an emergency affects the health and safety of the school, even though the cost of the work will exceed the District's bid threshold;

WHEREAS, the School Business Administrator is satisfied that an emergency exists;

NOW THEREFORE, BE IT RESOLVED that upon the recommendation of the Superintendent, the Board of Education in the City of Summit, County of Union does hereby ratify and approve the emergency contract award by its Purchasing Agent, pursuant to N.J.S.A. 18A:18A-7 and N.J.A.C. 5:34-6.1 to Lightning Mechanical in the amount of \$48,710.00 and such other amounts as required for immediate purchase and installation of HVAC equipment at Lincoln-Hubbard School,

AND BE IT FURTHER RESOLVED, that the Board authorizes and directs its School Business Administrator to execute any documents necessary to effectuate this resolution

- K. Approval of Tuition Contract with The Arc of Essex County's Stepping Stones School for student #6381940453 to attend for six days during the 2023-2024 extended school year beginning August 8, 2023 at a cost of \$3,552
- L. Approval of Settlement Agreement and General Release between Summit Board of Education and parents of student #9226453378 as per attorney recommendation
- M. Approval Change Order #3 for DeSesa Engineering Company, Inc., 83 Dorsa Avenue, Livingston, NJ 07039 in the amount of \$6,700 for supplemental steel for weight room condensing unit
- N. Approval of Change Order #4 from DeSesa Engineering for the Summit High School HVAC Project in the amount of \$5,346.50 for the replacement of a Mitsubishi condensing unit
- O. Approval of Change Order #2 from DeSesa Engineering for the Summit High School HVAC Project in the amount of \$15,928 for the installation of CO2 sensors as required by the SSB-VEEVR Grant. Cost of this change order to be reimbursed from the SSB-VEEVR Grant funds

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

SCHOOL BOARD OPERATION

Ms. Cohn moved the following items under School Board Operation:

- A. Approval of Design Change Notice No. 2 from EI Associates, 8 Ridgedale Avenue, Cedar Knolls, NJ 07927 in the amount of \$5,000 for additional design work associates with Tatlock Field House
- B. Approval of the Board Goals for 2023-2024 as presented by Superintendent Hough, at the August 17, 2023 Board of Education meeting
- C. Approval of agreement with Flexible Benefit Service, LLC, 8770 W. Bryn Mawr Avenue, Chicago, IL 60631 to provide COBRA administration services effective September 1, 2023 and FSA administrative services effective January 1, 2024
- D. Approval of the contract with Educational Services Commission of NJ authorizing the administrative personnel of the Commission to conference, discuss and solicit input

in the development of the nursing services contract document for the 2023-2024 school year which provides nursing services to the following nonpublic schools located in the City of Summit school district:

1. Kent Place School
2. Oak Knoll School of the Holy Child
3. Oratory Catholic Prep
4. Saint Teresa Early Childhood Center

Nursing services to be provided first by assignment of a licensed nurse and the purchase of supplies and equipment necessary to implement the law and code N.J.A.C. 6:29-8 include:

1. Assistance with medical examinations, including dental screening
2. Audiometric screening
3. Maintenance of student health records, including immunizations
4. Scoliosis screening
5. Adopt written policies and procedures extending the emergency care provided to the public school pupils to those pupils who are enrolled full time in the nonpublic school who are injured or become ill at school or during participation on a school team or squad.

- E. Approval of the following additional Tax-Sheltered Annuity Company, in accordance with the district's agreement with OMNI Financial Group as third-party administrators, open for enrollment to any Summit Board of Education employee for the 2023-2024 school year:
1. Vanguard
- F. Approval of Agreement with Kent Place School for the Summit Board of Education to sell to Kent Place School three (3) automated external defibrillators (AED's) for the purchase price of \$1.00
- G. Approval of Service Agreement with Home Town Ticketing, LLC to provide an online platform to allow online ticket sales for district events with processing fees and point of sale fees charged directly to the customer at the time of transaction (\$1 per-ticket fee + CC fees + \$.30 per order)
- H. Approval of submission of the NJ Learning Acceleration Program: High-Impact Tutoring Grant Application

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

PERSONNEL

Ms. Cohn 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:

<u>Name</u>	<u>School</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Grace Savoia-DiGregorio	SHS	Long-Term Special Education Teacher Substitute	\$265/day	October 13, 2023 (or sooner) 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:

<u>Name</u>	<u>Pay Rate</u>	<u>Effective Date</u>
Alexa Graham	\$125/day	August 30, 2023
Kenneth Petrusky	\$125/day	September 11, 2023
Joseph Fisher	\$125/day	October 9, 2023
Thomas Singer	\$125/day	September 18, 2023
David Leventhal	\$125/day	September 18, 2023

- C. Approval of the following Changes of Assignment:

1. Kevin Sirkin, from Inclusion Aide, Lawton C. Johnson Summit Middle School, to Leave-Replacement Special Education Teacher, Lawton C. Johnson Summit Middle School, MA-Step-1, \$64,480 (prorated), effective August 30, 2023, end date to be determined
2. Timothy McAloon, from Daily Substitute Teacher, Summit High School, to Long-Term Teacher Substitute, Summit High School, \$265/day, effective August 30, 2023, end date to be determined
3. Joelle Menza, from Inclusion Aide, Jefferson Elementary School, to Long-Term Teacher Substitute, Jefferson Elementary School, \$265/day, effective September 11, 2023 through December 23, 2023, resuming the Inclusion Aide position
4. Katherine Lord, from Inclusion Aide, Washington Elementary School, to Long-Term Grade 1 Teacher Substitute, Washington Elementary School, \$265/day, effective November 1, 2023 through March 13, 2024
5. Marco De Paz, from Part-Time Custodian, Summit High School, to Full-Time Custodian, Summit High School, Custodian-1-Step-1, \$40,659 (prorated), effective September 18, 2023, for the 2023-2024 school year

6. Mayda Nunez, from Part-Time Custodian, Lawton C. Johnson Summit Middle School, to Full-Time Custodian, Jefferson Primary Center and Jefferson Elementary School, Custodian-1-Step-5, \$41,659 (prorated), effective September 6, 2023, for the 2023-2024 school year

- D. Approval to appoint the following support staff, pending criminal history review and background checks as required by law:

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Step</u>	<u>Salary</u>	<u>Effective</u>	<u>Replacing</u>
Holly Monguso	Inclusion Aide	FES	Aide-Step-1	\$38,915 (prorated)	September 25, 2023 (or sooner for the 2023-2024 school year)	Eve Justus
Marvin Petrela	Night Custodian	JPC	Custodian-1-Step-1	\$40,659 (prorated)	September 15, 2023 (or sooner for the 2023-2024 school year)	Gerald Carfagno
Cheryl Patania	Inclusion Aide	WPC	Aide-Step-1	\$38,915 (prorated)	September 21, 2023 (or sooner for the 2023-2024 school year)	Ruby Bloom
Geomar Falconi	High School Secretary	SHS	Secretary Class-V-Step-T	\$56,894 (prorated)	October 23, 2023 (or sooner for the 2023-2024 school year)	Melissa Walker
Andrew Masterfano	Maintenance	District	Custodian-4-Step-1	\$52,033 (prorated)	September 1, 2023 (or sooner for the 2023-2024 school year)	S. Trapani
Anyla Jean	Inclusion Aide	LCJSMS	Aide-Step-1	\$38,915 (prorated)	September 29, 2023 (or sooner for the 2023-2024 school year)	M. DeFonzo
Jennie Rodriguez	Lunch Aide	LCJSMS	n/a	\$38/hour	September 29, 2023 (or sooner)	Shannon Corea
Carin Cohen	Inclusion Aide	WPC	Aide-Step-1	\$38,915 (prorated)	September 29, 2023 (or sooner for the 2023-2024 school year)	K. Stekfo
Michele Conti	Inclusion Aide	SHS	Aide-Step-1	\$38,914 (prorated)	October 16, 2023 (or sooner for the 2023-2024 school year)	Natalia Pinzon
Carmelina DelGuercio-Evans	Long-Term Inclusion Aide Substitute	LCJSMS	n/a	\$200/day	September 5, 2023 through October 27, 2023	
Paul English	Lunch Aide	LCJSMS	n/a	\$38/hour	October 16, 2023 (or sooner)	Faith Stanley

- E. Approval to accept the resignation of the following staff:

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Effective</u>
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John Teevan	Cafeteria Aide and Substitute Custodian	SHS	August 25, 2023
Edward Mitchko	Security Officer	LCJSMS	September 18, 2023 (or sooner should a replacement be found)
Khayani Reese	CST Social Worker	LCJSMS/LHES	November 10, 2023

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

1. Alexander Gentul, Mathematics Teacher, Summit High School, unpaid leave effective, January 22, 2024 through February 16, 2024
2. Jacek Lodziato, Social Studies Teacher, Lawton C. Johnson Summit Middle School, unpaid leave effective, October 2, 2023 through October 13, 2023
3. Caroline Bandelli, Mathematics Teacher, Summit High School, paid leave effective, August 3, 2023 through September 8, 2023, unpaid leave effective, September 11, 2023 through December 8, 2023, unpaid child care leave effective, December 9, 2023 through December 31, 2023 (*revised* from the April 13, 2023 and August 17, 2023 Agendas)
4. Kristen Shuman, STEAM Teacher, Jefferson Elementary School, paid leave effective, December 1, 2023 through February 5, 2024, unpaid leave effective, February 6, 2024 through May 8, 2024, unpaid child care leave effective, May 9, 2024 through May 31, 2024
5. Cindy Alulema, Social Worker, Jefferson Elementary School, paid leave effective, August 30, 2023 thorough September 26, 2023, unpaid leave effective, September 27, 2023 through January 2, 2024 (*revised* from the May 15, 2023 Agenda)
6. Nicole Fotiades, Science Teacher, Summit High School, paid leave effective, August 30, 2023 through October 16, 2023, unpaid leave effective, October 17, 2023 through January 23, 2024, unpaid child care leave effective January 24, 2024 through June 30, 2024 (*revised* from the June 15, 2023 Agenda)
7. Lauren Lieberman, Special Education Teacher, Jefferson Elementary School, paid leave effective, August 30, 2023 through September 29, 2023, unpaid leave effective, October 2, 2023 through January 5, 2023 (*revised* from the April 13, 2023 Agenda)
8. Samantha Barrows, Special Education Teacher, Franklin Elementary School, paid leave effective August 30, 2023 through October 9, 2023, unpaid leave effective October 10, 2023 through January 16, 2024 (P/T employee time prorated to 2.5 days per week) (*revised* from the May 15, 2023 Agenda)
9. Amelia Kropa, Special Education Teacher, Lawton C. Johnson Summit Middle School, paid leave effective August 30, 2023 through October 6, 2023, unpaid leave effective, October 9, 2023 through January 12, 2024, unpaid child care leave effective, January 16, 2024 through March 19, 2024 (*revised* from the April 13, 2023 Agenda)

- G. Approval of Ronald Cooper to work at annual/special events, up to 100 overtime hours, to be paid time and one-half of his hourly rate of \$50.74/hour, for any time over 40 hours/week, for the 2023-2024 school year (paid via timesheet)
- H. Approval to pay the following Brayton Elementary School staff for the Brayton Disc Golf Afterschool Enrichment Team Advisors, at the curriculum rate of \$50/hour, (funded by the Brayton PTO):
 - 1. Christopher Miller - 22 hours
 - 2. Christopher Wisbeski - 14 hours
 - 3. Michael Gleason - 14 hours
- I. Approval of an additional four (4) hours for Marissa Dusheck (out of District) for the FLASH 2023 Climbing Adventures Program, total of 78 hours, at the rate of \$49.45/hour (*revised* from the May 15, 2023 Agenda)
- J. Approval to pay Jimmy Torres Iparraguirre \$86.94 for 0.5 unused vacation days
- K. Approval to appoint Stephanie Gallegos as the backup videographer for Board of Education meetings at the curriculum rate of \$50.00/hour, effective September 14, 2023, for the 2023-2024 school year (paid via timesheet)
- L. Approval to pay Lauren Mortenson and Marija Landeka to work at the Jefferson Elementary School Homework Breakfast Club, one hour per day at \$26.44/hour, and Arthur Rodgers as a substitute, for the 2023-2024 school year, (funded through Title1)
- M. Approval to pay Beatriz Mendez, School Nurse, Jefferson Elementary School, to work an extra half-hour per day, as needed, at her hourly rate of \$84.74, for the 2023-2024 school year (paid via timesheet)
- N. Approval to rescind the appointment of Faith Stanley, Lunch Aide, Lawton C. Johnson Summit Middle School from the August 17, 2023 Agenda
- O. Approval to revise the Bus Driver job description (see attached)
- P. Approval of the following Franklin Elementary School staff for Afterschool Enrichment Classes, at the curriculum rate of \$50/hour, effective October 2, 2023 through November 17, 2023 (funded by the Franklin PTO):
 - 1. Jill Mills, 2.5 hours per week (Readers Theater & Legos)
 - 2. Jennifer Nagar, 1.5 hours per week (Sewing)
 - 3. Lea Audino, 1 hour per week (Games and Puzzles)
- Q. Approval for Anna Gomez, ESL Teacher, Washington Elementary School, to add an extra 7th teaching assignment, \$16,394, for the 2023-2024 school year

- R. Approval of the 2023 summer/fall coaching staff (list attached) (*revised* from the August 17, 2023 Agenda)
- S. Approval for Anna Gomez, ESL Teacher, Washington Elementary School, to teach the Reading Owls Club, up to 100 hours at the curriculum rate of \$50/hour for the 2023-2024 school (paid via timesheet) (Funded by Title III)
- T. Approval of Francine Gibbons to be paid at the curriculum rate of \$49.45/hour to attend Threat Assessment Training after school hours (paid via timesheet)
- U. Approval of Crystal Williams, Washington Elementary School, to receive the curriculum rate of \$50/hour, up to 100 hours, for Title I Tutoring, for the 2023-2024 school year (paid via timesheet)

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

POLICIES & REGULATIONS

Ms. Erday moved the following items under Policies & Regulations:

First Reading

P 1642.01 - Sick Leave (New)

R 1642.01 - Sick Leave (New)

Second Reading

Bylaw 0131 - Bylaws, Policies and Regulations - Reinstate

R 5530 - Substance Abuse - Students - Internal Revisions

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

ADJOURNMENT

Motion by Ms. Justice, seconded by Ms. Stanton and carried to adjourn the meeting at 7:59 PM.

Respectfully submitted,



Derek J. Jess
School Business Administrator/Board Secretary
Summit Public Schools