

December 14, 2023

BOARD OF EDUCATION
SUMMIT, NEW JERSEY

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

Also present were Mr. Hough, Superintendent of Schools, Ms. Sarno, Assistant Business Administrator, 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, and Ms. Dickson, 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. Summit Educational Foundation – Fall 2023 Grants – Chelle Donnelly and Susan Daniel

Ms. Cohn moved the following:

Approval to accept the Summit Educational Foundation Fall 2023 Grants in the amount of \$165,274

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

PRESIDENT’S ANNOUNCEMENTS

Mr. Cho spoke about the following:

- Thanked the SEF and emphasized the importance of the organization for the community and the educational experience
- Announced “Coffee with the Board President” on January 24, 2024 in the Washington School library
- Announced a new club at LCJSMS – Students Helping Students – club consists of 8th graders working together to help other students dealing with mental health issues and provide social emotional support

SUPERINTENDENT'S REPORT

Mr. Hough spoke about the following:

- Presented annual HIB self-assessment report
- Introduced tonight's new hire – Azalea Vaseghi

REPORT OF NEW HIRES

Mr. Colón moved the following:

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>
Azalea Vaseghi	STEAM/Technology Teacher	SHS	MA-Step-1, \$64,480 (prorated)	January 22, 2023 (or sooner)	Jason Orbe

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

SUPERINTENDENT'S REPORT (continued)

- Challenge Day for 10th & 11th grade students
- Winter concerts have started in the schools
- Thanks to the SEF for sponsoring an author visit at the elementary schools
- Events throughout the district: Toy drive at Jefferson; Washington sock collection and distribution to Bridges; Lincoln-Hubbard Pride Pals collected food for distribution to families; 6th graders participated in NFL Play 60; students in the Primary Centers learned and about and shared their holiday traditions
- December 22nd is a single-session – students return to school on January 2nd
- Wished everyone a happy and healthy winter break

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

- C. Approval to affirm the following reports of Harassment, Intimidation and Bullying:
 1. 09/28/2023 - 306
 2. 10/09/2023 - 307
 3. 10/11/2023 - 308
 4. 10/04/2023 - 309
 5. 10/12/2023 - 310
 6. 10/13/2023 - 311
 7. 10/19/2023 - 312
 8. 10/19/2023 – 313

9. 11/02/2023 - 314
10. 11/01/2023 - 315
11. 10/27/2023 - 316
12. 10/13/2023 - 317
13. 10/27/2023 - 318
14. 11/01/2023 - 319
15. 11/02/2023 - 320
16. 10/09/2023 - 321
17. 11/01/2023 - 322
18. 11/02/2023 - 323

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

1. 11/21/2023 - 324
2. 11/12/2023 - 325
3. 11/21/2023 - 326
4. 11/17/2023 - 327
5. 11/16/2023 - 328

E. Suspensions:

Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
11/06/2023	5804292233	3
11/06/2023	5770286342	3
11/21/2023	7296710430	6

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
11/22/2023	8398574212	2
11/24/2023	1720699635	1 in-school
11/24/2023	5342361308	1 in-school
11/24/2023	1645293047	1 in-school

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

STUDENT BOARD REPRESENTATIVE REPORT

Grace Epstein reported on the following:

- Winter sports update
- Auditions for the spring musical, “Anything Goes” took place this week
- Fall play had a great turnout

- New club at SHS – The Nurturing Minds Club – club members write letters to pen pals at other high school
- Student Council-run Spirit Week set for next week

ADDITIONS/REVISIONS TO THE AGENDA

Ms. Sarno announced each of the additions/revisions to the agenda, as well as items on the addendum to the agenda.

COMMITTEE REPORTS

- A. Education and Student Activities/Services Committee – Ms. Cohn reported on the following: discussions of new courses for the MS and HS; Dr. Cordero discussed the district's Safe Return Plan; Dr. Marr presented the HIB self-assessment report; review of the 2024-2025 district calendar; the staff wellness initiative was discussed
- B. Operations Committee – Mr. Colón reported on the following: synopsis of the FY23 audit and correction plan; new turf field at HS project discussed – low responsive bid on tonight's agenda; upcoming bids for Tatlock field house and MS athletic field; discussion of increase in preschool tuition
- C. Policy Committee – Ms. Justice reported on the following: discussion of policies on tonight's agenda including evaluation of teachers
- D. Communications Committee – Ms. Stanton reported on the following: discussion of ongoing communications via Summit Scoop and Staff Circle; communication of wellness initiative; ground breaking events at HS and MS; next Coffee with Board President scheduled for 1/24/24
- E. Negotiations and Personnel Committee – Mr. Cho reported the committee did not meet
- F. Liaison Reports – Ms. Stanton stated she attended the November SEF meeting and discussed the Fall 2023 grants on tonight's agenda

PUBLIC COMMENT - None

Motion by Ms. Kelly, seconded by Ms. Erday, 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. November 16, 2023 Regular Meeting

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

CURRICULUM / INSTRUCTION / PROGRAM

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

- A. Approval to adopt the district's Safe Return Plan (attached)
- B. Approval of the 2022-2023 Harassment, Intimidation and Bullying ~ District/Grading Self-Assessment
- C. Approval of the 2024-2025 District Calendar (attached)
- D. Approval of the recommendations from the Office of Curriculum and Instruction (attached)

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

FINANCE

Ms. Cohn moved the following items under Finance:

Upon the recommendation of the Business Administrator to the Superintendent:

- A. Approval of the December Bills List as listed below:

1. Regular Bills	Fund 10	\$1,064,627.74
2. Special Revenue	Fund 20	\$ 202,782.34
3. Capital Projects	Fund 30	\$ 363,415.41
4. Enterprise Fund	Fund 60	\$ - 0 -
Sub Total All Funds		\$1,630,825.49
5. Food Service Fund	Fund 61	\$ 211,922.33
Total All Funds		\$1,842,747.82

- B. Approval of the monthly payroll for November 2023 - \$5,348,870.34
- C. Approval of budget adjustments and line-item transfers for October 2023
- D. Approval of Secretary and Treasurer's Reports for October 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 October 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 Change Order #1 for Generations Services in the amount of \$5,999.59 for additional equipment and cabling for the Summit High School Auditorium Sound Upgrade project
- H. Approval to submit the amendment to FY2024 ESEA to include FY2023 carryover
- I. Approval to submit the amendment to FY2024 IDEA to include FY2023 carryover
- J. Approval for the 2023-24 Parental Contract for Student Transportation – Route #P-9 to Roots Autism Center in Cedar Knolls, for student #6897129177 in the amount of \$2,412.25
- K. Approval of the following Barbara and Harold Gottesman Family Foundation Funding:
 - 1. Gift to the Immigrant Student Scholarship Fund in the amount of \$10,000.00 made in December, 2023 which adds to the funding benefiting students in the second half of graduation year 2023
- L. Approval of trade-in credit from Falls Music Company, Wharton, NJ in the amount of \$50 for an obsolete bass drum
- M. Approval of Change Order #4 in the amount of \$6,700 for DeSesa Engineering to provide supplemental steel for the weight room condensation unit
- N. SUMMIT HIGH SCHOOL NEW SYNTHETIC TURF FIELD

WHEREAS, the Summit Board of Education advertised for bids for the New Artificial Turf Field at Summit High School Project ("Project"); and

WHEREAS, the putative low bid for the Project, submitted by Picerno Giordano Construction, LLC, failed to meet the requirement under Section 32 18 13.02 of the Bid Specifications that requires five successful installations of turf fields within the last five years; and

WHEREAS, the lowest responsible bid for the Project was submitted by Applied Landscape Technologies, Inc. with a lump sum base bid in the amount of Three

Million, One Hundred Fifty-Three Thousand, Twenty-Seven Dollars (\$3,153,327), which is responsive in all materials respects; and

WHEREAS, the Board desires to award the contract for the Project to Applied Landscape Technologies, Inc.

NOW THEREFORE BE IT RESOLVED:

1. The Board hereby rejects the bid submitted by Picerno Giordano Construction, LLC because the contractor failed to meet the requirement under Section 32 18 13.02 of the Bid Specifications.
2. The Board hereby awards the contract for the New Artificial Turf Field at Summit High School Project to Applied Landscape Technologies, Inc. in a total contract amount of Three Million, One Hundred Fifty-Three Thousand, Twenty-Seven Dollars (\$3,153,327), which does not include allowances and unit prices.
3. This award is expressly conditioned upon Applied Landscape Technologies, Inc. furnishing the requisite documentation as required in the project specifications and as requested by the project engineer, within ten (10) days of the date hereof.
4. This award further is expressly conditioned upon the Board attorney reviewing the bid submissions.
5. The Board President and the Board Secretary are hereby authorized to execute such agreement and any other documents necessary to effectuate the terms of this Resolution.

Motion was seconded by Ms. Justice. 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 submission of the NJ Single Accountability Continuum (NJQSAC) District Performance Review for School Year 2022-2023 to the Union County Superintendent of Schools
- B. Approval of Preschool Tuition for the 2024-2025 school year in the amount of \$5,000 to include the reduced rate of \$1,500 and free rate of \$500 in accordance with the National School Lunch Program

- C. Approval to add Vanguard as a provider of 403(b) and 457(b) services to district employees through OMNI currently and through PenServ as of January 1, 2024
- D. Approval to accept the 2022-2023 Audit - Annual Comprehensive Financial Report
- E. Approval to accept the 2022-2023 Audit - Annual Comprehensive Financial Report – Corrective Action Plan (attached)

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

PERSONNEL

Ms. Erday 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>
Mary Ellen Raiti	FES, JES & LHES	Leave Replacement Literacy Coach	MA+30-Step-14, \$80,320(prorated), \$850(prorated) 2nd Master's degree	January 16, 2024 (or sooner) end date tbd

- B. Approval of the following Changes of Assignment:
 - 1. Justyna Fisler, from Long Term Substitute Teacher, Brayton Elementary School and Franklin Elementary School, to Leave-Replacement Teacher, Washington Elementary School, MA-Step-1, \$64,480 (prorated), effective December 15, 2023 through date tbd
 - 2. Adelino Neves, from Substitute Teacher, Lawton C. Johnson Summit Middle School, to Long-Term Math Teacher Substitute, Lawton C. Johnson Summit Middle School, \$265/day, effective November 20, 2023 through December 15, 2023
 - 3. John Reinhardt, from Substitute Teacher, Lawton C. Johnson Summit Middle School, to Long-Term Cycles Teacher Substitute, \$265/day, effective December 11, 2023 through January 8, 2024
- C. Approval to accept the resignation, for the purpose of retirement, of the following staff:

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Effective</u>
Suzanne Shire	Kindergarten Teacher	WPC	July 1, 2024
Linda Heller	Technology Secretary	LCJSMS	February 1, 2024

- 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>
Waldemar Kedra	Night Custodian	BES	Custodian-1-Step-7	\$43,909 (prorated)	January 2, 2024 (or sooner) for the 2023-2024 school year	Waldemar Kedra
Rachel Williams	Inclusion Aide	JES	Aide-Step-1	\$38,915 (prorated)	December 4, 2023 (revised from the November 16, 2023 Agenda) for the 2023-2024 school year	Rachel Williams
Jeffrey Pierre	Part-Time Custodian	SHS	Custodian-1-Step-3	62.5 FTE \$25,412 (prorated)	January 2, 2024 (or sooner) for the 2023-2024 school year	Jeffrey Pierre
Thomas Hillas	Part-Time Custodian	LCJSMS	Custodian-1-Step1	62.5 FTE at \$25,412 (prorated)	January 2, 2024 (or sooner) for the 2023-2024 school year	Thomas Hillas

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

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Effective</u>
Carlos Lemus	Custodian	SHS	December 15, 2023 (or sooner, should a replacement be found)
James Freeden	Security Officer	LCJSMS	December 15, 2023 (or sooner, should a replacement be found)
Karen De la Maza	Inclusion Aide	JES	December 1, 2023 (revised from the November 16, 2023 Agenda)
Nicholas Agudelo	Custodian	SHS	December 28, 2023 (or sooner, should a replacement be found)
Jill Collins	Special Education Teacher	LCJSMS	January 26, 2024 (or sooner, should a replacement be found)

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

1. Kelly Wright, Art Teacher, Summit High School, paid leave effective April 4, 2024 through June 13, 2024, unpaid leave effective beginning of the 2024-2025 school year through November 26, 2024
2. Samantha Leeds, Grade 1 Teacher, Washington Elementary School, paid leave effective October 30, 2023 through December 6, 2023, unpaid leave effective December 7, 2023 through March 12, 2024 (*revised* from the June 15, 2023 Agenda)
3. Iris Amaya, Custodian, Franklin Elementary School, unpaid leave effective, January 2, 2024 through February 28, 2024

4. Brittany Cuevas, Health and Physical Education Teacher, Lawton C. Johnson Summit Middle School, paid leave effective, October 6, 2023 through November 20, 2023, unpaid sick days effective, November 21, 2023 through November 29, 2023, unpaid leave effective, November 30, 2023 through March 5, 2024, unpaid child care leave effective, March 6, 2024 through June 30, 2024 (*revised* from the June 15, 2023 & November 16, 2023 Agendas)
5. Jacqueline DellaPeitro, STEAM Teacher, Franklin Elementary School, paid leave effective, April 29, 2024 through June 13, 2024, unpaid leave effective, August 29, 2024 through November 29, 2024
6. Theordora Amiel, Special Education Teacher, Jefferson Primary Center, paid leave effective, November 27, 2023 through January 2, 2024, unpaid leave effective January 3, 2024 through April 5, 2024 (*revised* from the June 15, 2023 Agenda)

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

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Salary</u>	<u>Effective</u>
Joshua Ankrah	Custodian	SHS	\$17/hour	November 16, 2023
Karen De La Maza	Long-Term Inclusion Aide	WES	\$200/day	December 4, 2023 (end date tbd) (<i>revised</i> from the November 16, 2023 Agenda)
James Daniels	Custodian	District	\$17/hour	January 2, 2024 (or sooner)

- H. Approval to rescind the offer of employment to Yorleni Rosales, Part-Time Custodian, Lawton C. Johnson Summit Middle School, from the November 16, 2023 Agenda
- I. Approval of Brenda Brown, Leave Replacement STEAM Teacher, Jefferson Elementary School, for two overlap days at \$125/day
- J. Approval to pay Francis Wulff, Security, Lawton C. Johnson Summit Middle School, for three (3) additional hours per work day, \$35.33/hour, effective November 29, 2023, end date tbd (paid via timesheet)
- K. Natalia Graziano, Inclusion Aide, Brayton Elementary School, Aide-Step-3, \$40,790 (prorated), effective October 14, 2023, for the 2023-2024 school year (*revised* from the October 12, 2023 and November 16, 2023 Agenda)
- L. Approval to rescind the motion from the November 16, 2023 Agenda, to pay Morgan Mohlmann for Special Education Consultation services for an IEP student, 4 hours per month at the rate of \$53/hour (paid via timesheet)

- M. Approval of Morgan Mohlmann for Special Education Consultation services, as per the contractual provision of $\frac{1}{6}$ her salary, prorated to four (4) periods per month, effective September 18, 2023 through June 13, 2024, $\$61.83 * 36 \text{ periods} = \$2,225.88$
- N. Approval of the 2023-2024 spring coaching staff (list attached)
- O. Approval of Gisselle Miller, to teach the Title III Tutoring Program, Lawton C. Johnson Summit Middle School, at the curriculum rate of \$50/hour, up to 55 hours (paid via timesheet through Title III funds)
- P. Approval to appoint Greta Teixeira as Substitute Teacher at \$62.50, per half day, effective December 15, 2023, pending criminal history review, background checks as required by law, and the ability to obtain NJ substitute teacher credentials.

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

POLICIES & REGULATIONS

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

First Reading

- P 3161 - Examination for Cause - Teaching Staff (R) (Revised)
- P 4161 - Examination for Cause - Support Staff (R) (Revised)

Second Reading

- P & R 3212 – Attendance ((M) Revised)
- P 4212 – Attendance (M) (Revised)
- R 4212 – Attendance (M) (New)
- P & R 5111 – Eligibility of Resident/Nonresident Students (M) (Revised)
- P 8500 – Food Services (M) (Revised)
- P 8540 – School Nutrition Programs (M) (Abolished)
- P 8550 – Meal Charges/Outstanding Food Service Bill (M) (Abolished)

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

ADJOURNMENT

Motion by Ms. Erday, seconded by Ms. Stanton and carried to adjourn the meeting at 7:31 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Kathy Sarno". The script is cursive and fluid, with the first name "Kathy" and last name "Sarno" clearly distinguishable.

Kathy Sarno
Assistant School Business Administrator
Summit Public Schools