

BOARD OF EDUCATION  
SUMMIT, NEW JERSEY

The Board of Education held a Meeting on Thursday, January 18, 2024 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 four members of the public in attendance.

Also present were Mr. Hough, Superintendent of Schools, Mr. Jess, School Business Administrator, 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. Mid-Year Goals Review – Scott Hough, Doreen Babis, Joseph Cordero & Crystal Marr

PRESIDENT'S ANNOUNCEMENTS

Mr. Cho spoke about the following:

- All future Board of Education meetings will be held in the Middle School
- Coffee with the Board on January 24<sup>th</sup> in Washington School
- Lincoln-Hubbard Day of Respect

SUPERINTENDENT'S REPORT

Mr. Hough welcomed the newest staff members.

REPORT OF NEW HIRES

Ms. Cohn 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>
Shannon Caravano	Special Education Teacher	LCJSMS	BA+15-Step-14, \$73,010 (prorated)	March 15, 2024 (or sooner) for the 2023-2024 school year	Jill Collins
MaryBeth Driscoll	School Nurse	SHS	BA+15-Step-13, \$71,840 (prorated)	January 31, 2024 (or sooner) for the 2023-2024 school year	N/A
Gabrielle Montesano	School Social Worker	Special Education Services	MA-Step-3/4 \$66,980 (prorated)	March 18, 2024 (or sooner) for the 2023-2024 school year	Lauren Whitmore

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

SUPERINTENDENT’S REPORT (continued)

- Early dismissal tomorrow due to the pending storm; single session on January 26th
- Events throughout the district including WPC’s Glow Run; Franklin’s Reusable Bag Drive for GRACE; Washington’s 3<sup>rd</sup> grade dance residency; 50<sup>th</sup> anniversary of STOKES; recognition of Summit HS Quintessence Magazine
- Report on athletic achievements

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

- B. Approval to affirm 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
- C. Approval to review the following reports of Harassment, Intimidation and Bullying:
1. 12/08/2023 - 329
  2. 12/11/2023 - 330
  3. 12/11/2023 - 331
  4. 12/13/2023 - 332
  5. 12/14/2023 - 333
  6. 12/18/2023 - 334
  7. 12/19/2023 - 335
  8. 12/19/2023 - 336
  9. 12/07/2023 - 337
  10. 12/06/2023 – 338
  11. 12/04/2023 - 339
  12. 12/08/2023 - 340
  13. 12/17/2023 - 341
  14. 12/20/2023 - 342
  15. 12/19/2023 – 343

16. 12/18/2023 – 344

D. Suspensions:

Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
12/11/2023	3616857378	6
12/11/2023	6802732204	3
12/11/2023	8894133146	3
12/12/2023	5302980353	3

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
12/04/2023	9685215334	1 in-school
12/08/2023	3163729778	2

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

STUDENT BOARD REPRESENTATIVE REPORT

Grace Epstein reported on the following:

- Sports happenings
- Upcoming mid-terms; reminder there are stress reducers on the district website
- Student Council working on a time capsule

ADDITIONS/REVISIONS TO THE AGENDA - None

COMMITTEE REPORTS

- A. Education and Student Activities/Services Committee – Ms. Cohn reported on the following: mid-year review of board goals; mental health symposium on April 10<sup>th</sup>; reading pilot update from Dr. Cordero; iReady mid-year diagnostics; professional development on January 26<sup>th</sup> includes behavior threat assessment
- B. Operations Committee – Mr. Colón reported on the following: facilities update; 2024-2025 Budget process; food service update
- 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: the committee did not meet this month – ongoing communication with US Wellness Initiatives; Pre-K lottery press release
- E. Negotiations and Personnel Committee – Mr. Cho reported the committee did not meet
- F. Liaison Reports – Ms. Stanton stated she attended the January SEF meeting and they are planning for their Spring for Excellence fundraiser

PUBLIC COMMENT - None

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



APPROVAL OF BOARD MINUTES

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

A. Approval of Minutes of the following meeting:

1. December 14, 2023 Regular Meeting

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

CURRICULUM / INSTRUCTION / PROGRAM

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

A. Approval of the following out-of-state or overnight field trips:

1. Summit High School students, an immersion trip to Spain to experience the culture, the sights and the language, February 17-25, 2024, 34 students and 6 chaperones (this trip replaces the trip to Ecuador which was approved on the October 12, 2023 Agenda)
2. Summit High School Advanced Theatre students, New York City Audition Workshop, with a focus on learning audition and performing techniques from professional Broadway actors, January 10, 2024, 15 students and 3 chaperones

Motion was seconded by Ms. Erday. 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 January Bills List as listed below:

1. Regular Bills	Fund 10	\$2,619,644.87
2. Special Revenue	Fund 20	\$ 360,001.57
3. Capital Projects	Fund 30	\$1,340,073.71
4. Enterprise Fund	Fund 60	\$ - 0 -
Sub Total All Funds		\$4,319,720.15
5. Food Service	Fund 61	\$ 184,875.56
Total All Funds		\$4,504,595.71

B. Approval of the monthly payroll for December 2023 - \$5,170,452.17

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

D. Approval of Secretary and Treasurer's Reports for November 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 November 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. **WHEREAS**, pursuant to N.J.A.C. 6A:23:A-7.3 a board of education must establish a maximum dollar limit for travel expenditure, as defined in N.J.A.C. 6A:23A-7.1 et seq.,

**BE IT RESOLVED**, that the Summit Board of Education approves establishing the maximum expenditure for the 2024-2025 school year, not to exceed \$1,500.00 for regular travel pursuant to Policy #6471, and

**BE IT FURTHER RESOLVED**, that the Summit Board of Education approves establishing a maximum travel expenditure amount of \$200,000 for the 2024-2025 school year.

The maximum travel expenditure for the 2023-2024 school year is \$200,000 of which \$54,760 has been spent and \$20,453 is encumbered to date

- H. Approval of Tuition Contract with Montgomery Academy, 188 Mt Airy Rd, Basking Ridge, NJ 07920 for student #3916217502 to attend for the 2023-2024 school year beginning December 15, 2023 at a cost of \$53,436.57
- I. Approval for the **revised** 2023-2024 Parental Contract for Student Transportation - Route #P-8 to Raymond J Lesniak ESH Recovery High School, Roselle, for student #3778640200 in the amount of \$1,999
- J. Approval of the Nonpublic School Technology Initiative Program spending plan for the participating school located within this district as follows:
- |                        |             |
|------------------------|-------------|
| Oratory Prep of Summit | \$17,918.96 |
| Oak Knoll School       | \$20,972.36 |
- K. Approval to accept a donation from the Summit Elks Lodge in the amount of \$1,000 to be used for the LCJ Summit Middle School Science Olympiad
- L. Approval to accept a donation from the Community Foundation of New Jersey in the amount of \$500 designated for the Parker Fund at Summit High School
- M. Approval to accept the following donations from the Lincoln-Hubbard PTO:
1. \$5,843.75 to replace interlocking mats in each classroom
  2. \$5,208.28 to replace basketball backboards and rims for the playground



- N. Approval of Design Change Notice No. 1 R1 from EI Associates in the amount of \$33,400 for the provision of a Detailed Assessment Report of the Preliminary Testing and Balancing Report and the provision of the HVAC Verification Report upon projection completion for the High School HVAC project  
Note: To be paid from the SSB-VEEVR grant
- O. Approval of Design Change Notice No. 1.1 R2 from EI Associates in the amount of \$46,790 for the provision of a Detailed Assessment Report, HVAC Verification Report upon completion of the project, and a Testing & Balancing consultant for the Middle School HVAC project.  
Note: To be paid from the SSB-VEEVR grant
- P. Approval of Design Change Notice No. 1.2 R1 from EI Associates in the amount of \$12,000 for Detailed Design & Construction documents for classroom casework associated with the Middle School HVAC project
- Q. Approval of submission of the NJ Learning Acceleration Program: Reissue High-Impact Tutoring Competitive Grant Application
- R. Approval of submission of the Additional or Compensatory Special Education and Related Services (ACSERS) for Students with Disabilities Award Application FY24

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

#### SCHOOL BOARD OPERATION

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

- A. Approval to accept the determination of the Final Eligible Cost (FEC) letters as issued by the New Jersey Department of Education Office of School Facilities for the following projects:

Project #	Description	Eligible Cost	State Share
39-5090-070-23-R502	Brayton Roof Replacement	\$ 750,000	\$ 300,000
39-5090-090-23-R502	Jefferson Roof Replacement	\$ 468,400	\$ 187,360
39-5090-060-23-R501	Summit MS Roof Replacement	\$6,038,000	\$2,415,200
39-5090-050-23-R504	Summit HS Roof Replacement	\$5,350,100	\$2,140,040

Furthermore, be it resolved that the district accepts the FEC as the final eligible cost in order to secure state grant funding source

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

**PERSONNEL**

Ms. Justice 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>
Sydney Levine	BES & FES	Teacher of Music (Elementary General/Vocal)	\$265/day	March 20, 2024 (or sooner) end date tbd. 2 overlap days at \$125/day
John Pendergrast	SHS	Mathematics Teacher	\$265/day	January 16, 2024, end date tbd
Suzanne Smith	LHES	Part-Time (.5) Special Education Teacher	\$200/day	February 12, 2024, end date tbd

- B. Approval of the following Changes of Assignment:

1. Loreta Bitici, from Lunch Aide, Washington Elementary School, to Secretary to the Supervisor of Technology, District, Secretary-VI-Step-3, \$50,214 (prorated), effective February 1, 2024, for the 2023-2024 school year with up to 40 transitional hours at \$18/hour, between January 16, 2024 through January 31, 2024
2. Madalena MacArthur, from Inclusion Aide, Brayton Elementary School, to Long-Term Special Education Teacher Substitute, Lawton C. Johnson Summit Middle School, \$265/day, effective February 6, 2024 through March 29, 2024
3. Daniel Levitt, from Long-Term Teacher Substitute, Jefferson Elementary School, to Inclusion Aide, Jefferson Elementary School, Aide-Step-3, \$40,790 (prorated), effective January 8, 2024, for the 2023-2024 school year

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

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>School</u></b>	<b><u>Step</u></b>	<b><u>Salary</u></b>	<b><u>Effective</u></b>
Dagoberto Morales	Night Custodian	SHS	Custodian1-Step-6	\$42,659 (prorated)	January 30, 2024 (or sooner) for the 2023-2024 school year
Shannon Audet	Auditorium Manager	LCJSMS & SHS	n/a	\$50/hour	February 15, 2024 (or sooner)
Maria Beard	Lunch/Recess Aide	WES	n/a	\$38/hour	January 31, 2024 (or sooner)

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

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>School</u></b>	<b><u>Effective</u></b>
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Lauren Whitmore	Social Worker	SHS	March 4, 2024 (or sooner should a replacement be found)
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E. Approval of maternity leave/family leave for the following staff:

1. Cheryl Patania, Inclusion Aide, Wilson Primary Center, unpaid leave effective, December 11, 2023 through December 22, 2023
2. Kristen Shuman, STEAM Teacher, Jefferson Elementary School, paid leave effective December 1, 2023 through January 17, 2024, unpaid leave effective January 18, 2024 through April 19, 2024, unpaid child care leave effective, April 22, 2024 through May 31, 2024 (*revised* from the September 14, 2023 Agenda)
3. Mallory Mortillaro, English Language Arts Teacher, Lawton C. Johnson Summit Middle 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 January 23, 2025 (*revised* from the May 15, 2023 Agenda)
4. Alexander Gentul, Mathematics Teacher, Summit High School, unpaid leave effective April 8, 2024 through June 30, 2024 (*revised* from the September 14, 2023 and November 16, 2023 Agendas)

F. 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:

Name	Pay Rate	Effective Date
Catherine Laney	\$125/day	January 19, 2024
Chan Beartland	\$125/day	January 19, 2024
Sarah Daniel	\$125/day	January 16, 2024
Evan Brawley	\$125/day	January 19, 2024

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>
Catherine Laney	Clerical	District	\$18/hour	January 19, 2024

H. Approval to extend the position for David Leventhal, Long-term Special Education Teacher Substitute, Summit High School, \$265/day, end date tbd

I. Approval to appoint the following staff as Jefferson Actors Guild - (J.A.G.) advisors, up to 80 hours each, at the curriculum rate of \$50/hour, for the 2023-2024 school year:

1. Jeffery Fluharty
2. Stephanie Gleason

J. Approval to pay Carlos Lemus, \$723.22 for 4 unused vacation days

K. Approval to pay Nicholas Agudelo, \$801.13 for 5 unused vacation days



- L. Approval of the following staff for the summer FLASH program 2023-2024:
  - 1. William O'Regan, Coordinator, \$9,750
  - 2. Bonnie Weinstein, Assistant Coordinator, \$8,750
- M. Approval of Brett Matter as a Volunteer Wrestling Coach for the 2023-2024 wrestling season
- N. Approval for Bianca Ratner to receive the curriculum rate of \$50/hour to teach Title I tutoring for the 2023-2024 school, year up to 20 hours (paid via timesheet) (Funded by ESSER Accelerated Coaching and Learning)
- O. Approval of the following 2023-2024 salary adjustments due to advanced degrees earned, for the following staff, effective February 1, 2024:
  - 1. Laura Burr, 2nd Masters - \$850
  - 2. Emmanuelle Lorient Apruzzese, MA+30, Step-15
  - 3. Allison Flockhart, MA-Step-15
  - 4. Dana Appell - MA+30, Step-19
  - 5. Grace Kobilarcik, MA+30, Step-5½
  - 6. Ashley Seifert, MA-Step-3/4

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

### POLICIES & REGULATIONS

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

#### First Reading

- P 1522 - School Level Planning (M) Abolish
- P 3221 - Evaluation of Teachers (M) Title Change
- P 3222 - Evaluation of Teaching Staff Members, Excluding Teachers and Administrators (M) Title Change
- P 3244 - In-Service Training (M) Abolish
- R 3223.1 - Evaluation of Non-Tenured Administrators (M) Abolish
- R 3223.2 - Evaluation of Tenured Administrators (M) Abolish

#### Second Reading

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

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

Mr. Cho stated the Board would now go into executive 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, January 18, 2024 to discuss:

1. Personnel

- 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 Mr. Colón, seconded by Ms. Cohn, and carried to move to Executive Session at 7:33 PM.

The Board will not return following the Executive Session and no action will be taken.

ADJOURNMENT

Motion by Ms. Erday, seconded by Ms. Stanton, and carried to adjourn the meeting at 7:33 PM.

Respectfully submitted,



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