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## SUMMIT BOARD OF EDUCATION

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### MISSION STATEMENT

*The Summit Board of Education operates with the commitment to excellence and the expectation that each student will strive to excel beyond the NJ Student Learning Standards, which set forth a minimum level of achievement for all students at all grade levels. The Summit Public Schools, in partnership with the community, will support and sustain an excellent system of learning that engages all students in compelling work; educates them to their highest intellectual, creative, and individual potential; promotes pride in diversity; and results in responsible and productive citizens of the highest integrity and quality.*

### MEETING AGENDA

**Thursday, April 18, 2024 ~ 6:30 PM**  
**LCJ Summit Middle School Auditorium**

#### **I. CALL TO ORDER AND FLAG SALUTE**

#### **II. PUBLIC NOTICE - BOARD SECRETARY**

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that: "The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend the meeting of bodies at which any business affecting their interests is discussed or acted upon. Notices announcing the date, time and place for this Meeting were sent to all concerned individuals, associations and sent to Union County Local Source in accordance with Chapter 231, P.L. 1975."

#### **III. ROLL CALL**

Board Members	Present	Absent
Mr. Yon Cho, President		
Ms. Walidah Justice, Vice President		
Ms. Melanie Cohn		
Mr. Michael Colón		
Ms. Jennifer Erday		
Ms. Eileen Kelly		
Ms. Kelly Stanton		

#### Others Present:

Mr. Scott Hough, Superintendent of Schools  
Mr. Robert Gardella, Dir. of Human Resources  
Dr. Joseph Cordero, Dir. of Curriculum/Instr.  
Ms. Kathy Sarno, Asst. Business Administrator

Mr. Derek J. Jess, Business Administrator/Board Secretary  
Ms. Doreen Babis, Director of Special Services  
Dr. Crystal Marr, Dir. of Student Personnel Services  
Ms. Laurene Dickinson, Communications Officer

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#### **May Meeting**

**Monday, May 13, 2024 - 6:30 PM**  
**LCJ Summit Middle School Auditorium**

**SUMMIT BOARD OF EDUCATION MEETING AGENDA**  
**APRIL 18, 2024**

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**IV. PRESENTATIONS & DISCUSSIONS (6:30 - 6:45)**

A. Recognition of Teachers and Support Staff of the Year

**V. PRESIDENT'S ANNOUNCEMENTS (6:45 - 6:50)**

**VI. SUPERINTENDENT'S REPORT (6:50 - 7:00)**

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:

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Step/ Salary</b>	<b>Effective</b>	<b>Replacing</b>
Madelaine Travaille	Science Supervisor	District	\$135,000 (prorated)	August 2, 2024 (or sooner) for the 2024-2025 school year	Tom O'Dowd
Melissa Brause	ELA Teacher	LCJSMS	MA-Step-13, \$76,435 (prorated)	August 28, 2024 (or sooner) for the 2024-2025 school year	Elizabeth Guella

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Stanton Kelly Erday Colón Cohn Justice Cho

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

1. 9/09/2024 - 0033
2. 2/26/2024 - 1029
3. 2/28/2024 - 1208
4. 2/28/2024 - 1285
5. 3/05/2024 - 1669
6. 3/06/2024 - 1794
7. 3/01/2024 - 1647
8. 2/29/2024 - 1443
9. 2/27/2024 - 1530
10. 3/07/2024 - 2267
11. 3/13/2024 - 2380
12. 2/28/2024 - 1207

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

1. 4/09/2024 - 3711
2. 4/01/2024 - 3499
3. 3/21/2024 - 3482
4. 4/01/2024 - 3481
5. 3/22/2024 - 2980
6. 3/21/2024 - 2947
7. 3/13/2024 - 2544
8. 3/15/2024 - 2524
9. 3/12/2024 - 2229

D. Suspensions:

Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
3/05/2024	5068550300	3
3/05/2024	7296710430	6
3/06/2024	2673513913	3
3/06/2024	6470115051	1
3/07/2024	2230833034	6
3/08/2024	8599473590	3
3/11/2024	7105973748	3
3/11/2024	6598080442	1
3/11/2024	4067493950	1
3/13/2024	9351638537	3
3/13/2024	7344263516	3
3/13/2024	1786980283	6
3/19/2024	5086608755	6
3/19/2024	5796143623	6
3/22/2024	5302980353	6

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
3/07/2024	8398574212	1 in-school
3/13/2024	1487953594	1 in-school
3/18/2024	1680576551	2
3/18/2024	5452373165	2
3/20/2024	7794559370	1 in-school
3/21/2024	4059984494	1 in-school
3/21/2024	5470323921	1 in-school

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Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Stanton      Kelly      Erday      Colón      Cohn      Justice      Cho

**VII. STUDENT BOARD REPRESENTATIVE REPORT (7:00 - 7:10)**  
*Grace Epstein, Student Representative*

**VIII. ADDITIONS / REVISIONS TO THE AGENDA**

**IX. COMMITTEE REPORTS (7:15 – 7:45)**

- A. Education and Student Activities/Services Committee
- B. Operations Committee
- C. Policy Committee
- D. Communications Committee
- E. Negotiations and Personnel of Committee
- F. Liaison Reports

**X. PUBLIC COMMENT (7:45 – 8:00)**

- A. Public Comment on Items on the Agenda
- B. Public Comment on Items not on the Agenda

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ (to close following public comment)  
Stanton      Kelly      Erday      Colón      Cohn      Justice      Cho

**REMAINDER OF MEETING (8:00 – 8:30)**

**XI. APPROVAL OF BOARD MINUTES**

- A. Approval of Minutes of the following meetings:

1. March 21, 2024      Regular Meeting
2. March 22, 2024      Special Budget Meeting
3. April 4, 2024      Special Meeting & Executive Session

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Stanton      Kelly      Erday      Colón      Cohn      Justice      Cho

**XII. CURRICULUM / INSTRUCTION / PROGRAM**

- A. Approval to establish the creation of an Elementary Emotional Regulation Impairment program at Jefferson Elementary School beginning in the 2024-2025 school year, subject to at least 2 students are enrolled in the program

# **SUMMIT BOARD OF EDUCATION MEETING AGENDA APRIL 18, 2024**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Stanton      Kelly      Erday      Colón      Cohn      Justice      Cho

### XIII. FINANCE

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

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

1. Regular Bills	Fund 10	\$1,697,671.71
2. Special Revenue	Fund 20	\$ 124,618.30
3. Capital Projects	Fund 30	\$ 39,707.29
4. Enterprise Fund	Fund 60	\$ - 0 -
Sub Total All Funds		\$1,861,997.30
5. Food Service	Fund 61	\$ 133,969.28
Total All Funds		\$1,995,966.58

B. Approval of the monthly payroll for March 2024 - \$5,253,080.38

C. Approval of budget adjustments and line item transfers for February 2024

D. Approval of Secretary and Treasurer's Reports for February 2024

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 February 2024 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 acceptance of the NJ Learning Acceleration Program: Reissue High-Impact Tutoring Competitive Grant in the amount of \$154,000
- H. Approval of the Nonpublic School Security Aid Program spending plans for the participating schools located within this district as follows:

# **SUMMIT BOARD OF EDUCATION MEETING AGENDA APRIL 18, 2024**

Kent Place School \$69,581.00

- I. Approval of Consulting Agreement with Jason Dean, MD LLC/DBA: The Center for Developmental Psychiatry, 400 Frank W. Burr Blvd, Teaneck, NJ 07666 for psychiatric evaluation and consultation services from March 21, 2024 to June 30, 2024 at a cost of \$1,000 per evaluation
- J. Approval to accept a donation in the amount of \$3,139.38 from the Summit Sailing Foundation, Inc. to fund the transportation costs during the 2023 sailing season
- K. Approval of the following Gottesman Family Foundation Parenting Institute expenditures:
  1. Summit Board of Education reimbursement for The Latino Family Literacy Project 04/20/24 Webinar registration for Paola Acosta in the amount of \$200.00
  2. Summit Board of Education reimbursement for The Latino Family Literacy Project 04/22/24 Webinar registration for Alicia Downey in the amount of \$200.00
  3. Summit Board of Education reimbursement for The Latino Family Literacy Project TBD Webinar registration for Greta Teixeira in the amount of \$200.00
  4. Summit Board of Education reimbursement for The Latino Family Literacy Project TBD Webinar registration for Alexandra Falconi in the amount of \$200.00
- L. Approval of Master Energy Sales Agreement with MP2 Energy NE LLC d/b/a/ Shell Energy Solutions to provide electricity to the district from 5/1/2024 to 5/1/2026 as per the EMEX Reverse Auction on 3/22/24

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Stanton      Kelly      Erday      Colón      Cohn      Justice      Cho

## XIV. SCHOOL BOARD OPERATION

A. Approval of the (revised) 2023-2024 Holiday Schedule for 12-Month Employees (see attached)

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Stanton      Kelly      Erday      Colón      Cohn      Justice      Cho

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**XV. PERSONNEL**

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

Name	School	Position	Step/Salary	Effective
Lauren Nawrotzki	FES	STEAM - LTS	\$265/day	April 17, 2024 (end date tbd) with 2 overlap days at \$125/day)
Eliza Richardson	SHS	Culinary Arts Teacher - LTS	\$265/day	May 15, 2024 (or sooner) for the 2023-2024 school year

B. Approval of the following Changes of Assignment:

1. Archana Shah, from Inclusion Aide, Jefferson Primary Center, to Inclusion Aide, Lincoln-Hubbard Elementary School, effective April 1, 2024 through April 16, 2024, effective April 17, 2024, to Jefferson Primary Center, for the 2023-2024 school year
2. Althea Orrico, from Inclusion Aide, Lincoln-Hubbard Elementary School, to Inclusion Aide, Jefferson Elementary School, effective April 1, 2024 through April 16, 2024, effective April 17, 2024, to Lincoln-Hubbard Elementary School, for the 2023-2024 school year
3. Joanna Weir, from Inclusion Aide, Jefferson Elementary School, to Inclusion Aide, Jefferson Primary Center, effective April 1, 2024 through April 16, 2024
4. Matthew DeFonzo, from Long-Term Inclusion Aide Substitute, Lawton C. Johnson Summit Middle School, to Leave Replacement Physical Education Teacher, \$265/day, effective March 11, 2024 through June 14, 2024
5. Sharon Burke, from Substitute Teacher, District, to Part-Time Long-Term Spanish Teacher Substitute, Jefferson Elementary School and Lincoln-Hubbard Elementary School, \$132.50/day, effective April 1, 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:

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<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Step</b>	<b>Salary</b>	<b>Effective</b>
David Leventhal	Inclusion Aide	SHS	Aide-Step-1	\$38,915 (prorated)	April 2, 2024, for the 2023-2024 school year

D. Approval to accept the resignation, for the purpose of retirement, of the following staff:

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Effective</b>
Frederique Roduit-Bosi	Inclusion Aide	SHS	July 1, 2024

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

<b>Name</b>	<b>Position</b>	<b>School</b>	<b>Effective</b>
Donna Niebanck	Secretary	JPC	June 18, 2024
Alexandra Scanniello	Grade 5 Teacher	LHES	June 30, 2024
Gianna Nardi	Inclusion Aide	JPC	June 30, 2024
Sara Cadiz	Inclusion Aide	WPC	June 30, 2024

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

1. Mariana Godoy-Salerno, paid leave effective, March 26, 2024 through May 6, 2024, unpaid leave effective, May 7, 2024 through June 14, 2024, return date tbd, (revised from the February 22, 2024 and March 21, 2024 Agendas)
2. Rachel Lapinski, Music Teacher, Brayton and Franklin Elementary Schools, paid leave effective, March 18, 2024 through April 22, 2024, unpaid leave effective, April 23, 2024 through October 1, 2024 (revised from the November 16, 2023 Agenda)
3. Tina Lee, Physics/Chemistry Teacher, Summit High School, paid leave effective, January 29, 2024 through April 15, 2024, unpaid leave effective, April 16, 2024 through September 24, 2024, unpaid child care leave effective, September 25, 2024 through September 30, 2024 (revised from the November 16, 2023 and March 21, 2024 Agendas)
4. Samantha Figueroa, Social Studies Teacher, Summit High School, unpaid leave effective August 28, 2024 through November 26, 2024

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5. Jacqueline DellaPietro, STEAM Teacher, Franklin Elementary School, paid leave effective, April 15, 2024 through June 2, 2024, (June 3, 2024, .5 sick day and .5 unpaid leave), unpaid leave effective, June 4, 2024 through November 13, 2024
6. Iris Amaya, Custodian, Franklin Elementary School, unpaid leave effective, January 2, 2024 through April 17, 2024 (revised from the December 14, 2023 and February 22, 2024 Agendas)

G. 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
Sara Cadiz	\$125/day	July 1, 2024
Andrew Gaertner	\$125/day	April 19, 2024
Michael Steiner	\$125/day	April 19, 2024

H. Approval to appoint Neil Carrozza as a Home Instruction Tutor for Grades 6-12, at \$50/hour, effective April 19, 2024 (paid via timesheet)

I. Approval of administrative leave, with pay, for employee #9973, per the Superintendent's recommendation, effective April 8-16, 2024

J. Approval for employee #9973 to take an unpaid leave of absence, effective April 17-25, 2024

K. Approval of the following Tech Coaching staff to work up to 120 hours each during the summer, at the curriculum rate of \$50/hour:

1. Bonnie Weinstein
2. Trudy Lopez-Cohen
3. Matthew Schachtel
4. Nicole Finnegan
5. Carrie Odgers-Lax

L. Approval to pay the following Summit High School staff for teaching an extra 6th Social Studies period, effective May 6, 2024 through the end of the school year:

1. Andrea Laquerre - \$98.86/per class
2. Richard Groner - \$63./per class
3. Frank Harpster - \$61.83/per class
4. Jessica Pietracatella - \$60.67/per class

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5. William O'Regan - \$91.01/per class
- M. Approval to pay Francis Wulff, Security, Lawton C. Johnson Summit Middle School, for three (3) additional hours per work day, \$53/hour, effective November 29, 2023, end date tbd (paid via timesheet) (revised from the December 14, 2023 Agenda)
- N. Approval to pay the following Washington Elementary School staff to teach Tutoring, at the curriculum rate of \$50/hour, effective March 16, 2024, for the 2023-2024 school year, (paid via timesheet through ESSER: Beyond the School Day), (revised from the October 12, 2024 Agenda):
  1. Kylie Fine - up to 40.5 hours
  2. Elizabeth Fox - up to 40.5 hours
  3. Bridget Pietrantuono - up to 56.25 hours
  4. Bradley Somerville - up to 56.25 hours
  5. Crystal Williams - up to 3.5 hours
  6. Dianna Doolittle (substitute) - up to 20 hours
  7. Linda Stanziale (substitute) - up to 20 hours
- O. Approval to pay the following Jefferson Elementary School staff to teach ESL Tutoring, effective April 1, 2024, for the 2023-2024 school year, (paid via timesheet through ESSER: Beyond the School Day):
  1. Marija Landeka - up to 30 hours
  2. Melissa Acabou - up to 30 hours
- P. Approval for Sandra Giraldo to provide childcare for the Latino Literacy Program, at \$18/hour, up to 20 hours, for the 2023-2024 school year (paid via timesheet - funded by the Gottesman Fund)
- Q. Approval of the following Lawton C. Johnson Summit Middle School staff for participating in the 2023 spring musical, (funded via Student Activities funds):
  1. Eugenia Grigorian - Choreographer - \$1,500

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Stanton Kelly Erday Colón Cohn Justice Cho

**XVI. POLICIES & REGULATIONS**

First Reading

P 1140 - Educational Equity Policies/Affirmative Action (M) (Revised)

P 2260 - Equity in School and Classroom Practices (M) (Revised)

R 2260 - Equity in School and Classroom Practices Complaint Procedure (M)

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(Revised)

P & R - 5530 Substance Abuse - Students (internal updates)

P 5570 - Sportsmanship (Revised)

**Second Reading**

P 1530 Equal Employment Opportunities (M) (Revised)

R 1530 Equal Employment Opportunity Complaint Procedure (M) (Revised)

P 1550 Equal Employment/Anti-Discrimination Practices (M) (Revised)

P 3211 Code of Ethics (Revised)

P 5841 Secret Societies (Revised)

P & R 7610 Vandalism (Revised)

P 9323 Notification of Juvenile Offender Case Disposition (Revised)

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Stanton      Kelly      Erday      Colón      Cohn      Justice      Cho

**XVII. ADJOURNMENT**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to adjourn the  
meeting at \_\_\_\_\_ PM.

Stanton      Kelly      Erday      Colón      Cohn      Justice      Cho

## Summit Board of Education Approval of Travel and Related Expense Reimbursement Form



Board of Education Meeting Date: 18-Apr-24

**NOTES:**

1. All reimbursable expenses listed below are in compliance with NJOMB Circular letter 06-02 or OMB Circular A-87 unless noted otherwise.
2. Any "Other Expenses" listed under reimbursable Expenses below will be explained under "Explanation".

<u>Types of Travel</u>	<u>Code</u>
Staff Training & Seminar	1
Conventions/Conference	2
Regular District Business	3
Retreat	4

\* Or as determined in accordance with board of education travel policy.

## **2023-2024 Holiday Schedule** **(12-Month Employees)**

Monday, July 3	12th Designated Holiday
Tuesday, July 4	Independence Day
Monday, September 4	Labor Day
Thursday, November 23	Thanksgiving Day
Friday, November 24	Thanksgiving Recess
Monday, December 25	Christmas Day
Tuesday, December 26	Christmas Recess (for Christmas Eve)
Monday, January 1	New Year's Day
Monday, January 15	Martin Luther King Day
Monday, February 19	President's Day
Friday, March 29	Good Friday
Monday, May 27	Memorial Day
Friday, June 21	Juneteenth (13th Designated Holiday)