

May 13, 2024

BOARD OF EDUCATION  
SUMMIT, NEW JERSEY

The Board of Education held a Reorganization/Regular Meeting on Monday, May 13, 2024 beginning at 6:30 PM in the LCJ Summit Middle School Auditorium. Those present: Mr. Cho, Ms. Cohn, Ms. Erday, Ms. Justice, Ms. Kelly, and Ms. Stanton.

Also present were Mr. Hough, Superintendent, Mr. Jess, School Business Administrator/Board Secretary, 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. Dickinson, Communications Officer. There were 14 people in attendance.

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.

OUTGOING PRESIDENT'S MESSAGE

Mr. Cho read the following:

"Good evening and welcome to our May school board meeting. This is our board reorganization meeting where we swear in our new board members and vote for the new board president and vice president for the coming year. As I look back on the year, there's much to be proud of in terms of what was accomplished in our schools but my remarks will focus on who deserves the credit for how Summit school district continues to be among the best.

As a board member, one has a front row seat to all the components that are responsible for a great school system. First and foremost is our amazing district administration and the staff in our schools: principals, teachers, aides and support personnel who go above and beyond for our students. But it takes more than just the district employees, here in Summit we have so many partners who work with the school district to enhance the experience for our students: city departments like police, fire and community programs, our many parent-led organizations such as SEF, PTOs, Boosters, SMPA, SPARC who provide countless hours and financial support and community organizations like the YMCA, First Aid Squad and The Connection. Together, we've created a strong foundation for our school district that will continue to allow our schools to be among the best possible.

I would also like to thank my fellow board members for their dedication and service to the district during the year. Their collective efforts make being the board president an easy job. I do need to give a special thanks to our departing board member, Michael Colon who has finished his 6 years serving on our school board.

Michael had the fortune or misfortune to have experienced all the consequential major issues a school board would have to deal with during his tenure: the surprise resignation of the superintendent after a contract extension, the pandemic shutdown, hiring a new superintendent,

operating during a pandemic, multiple staff contract negotiations and a major bond issuance. Through all of these situations, Michael's diligence, thoughtful analysis and collaborative working style were critical to the outcomes and decisions made. Everyone working with him on the committees each year will attest to how prepared he was, having always reviewed all the materials before the meeting. He always shared his experience from past years but allowed new board members to ask questions and express their view points. We all learned so much working with him over the past few years and we will miss his presence in our committee meetings going forward.

Thank you, Michael for your dedication and service to the Summit School district."

Superintendent Hough added his thanks to Mr. Colón for his service to the district and said he would be missed.

Mr. Colón then made a few comments beginning with the sentiment that each member of the Board has helped him to succeed in applying one very important rule he learned from his mother – always leave things better than you found them. While acknowledging he felt this would be difficult in such a high performing school district, he feels the district has grown in providing a whole-student education that includes a robust and innovative curriculum, extraordinary co-curricular and extra-curricular programs, and a commitment to fostering a healthy learning environment in every building. The goal is to provide each of our 4,000+ students with the tools, and support to grow into the best version of themselves during their time in Summit and throughout their lives. Mr. Colón ended by thanking Mr. Hough, Cabinet members, administration, and every member of the Board of Education.

#### ADMINISTRATION OF OATH

School Business Administrator/Board Secretary Derek J. Jess administered the oath of office to Melanie Cohn and Walidah Justice, returning board members, and J. Carlos Mahecha, newly appointed board member.

#### ELECTION OF PRESIDENT

Mr. Jess asked for nominations for Board President.

Ms. Stanton nominated Walidah Justice for Board President, stating that Ms. Justice has served on all committees, is an excellent communicator and collaborator, encourages all members to do their best, and added her role as Chief Equity & Inclusion Officer at Kent Place School has added the educational knowledge needed on the board.

Ms. Stanton moved approval of Walidah Justice as Board President. Motion seconded by Ms. Cohn. The roll was called, Ms. Justice abstained, and all others present voted "Aye". The motion was declared adopted.

#### ELECTION OF VICE PRESIDENT

Ms. Justice asked for nominations for Board Vice President.



Ms. Erday nominated Melanie Cohn for Board Vice President, stating that Ms. Cohn thinks creatively outside the box and this creativity and thoughtfulness will be great assets as Vice President.

Ms. Erday moved approval of Melanie Cohn as Board Vice President. Motion seconded by Ms. Stanton. The roll was called, Ms. Cohn abstained, and all others present voted "Aye". The motion was declared adopted.

### PRESENTATION

1. Summit Educational Foundation – Spring 2024 Grants  
*Chelle Donnelly, Grants Chair & Susan Daniel, Assistant Grants Chair*

Ms. Kelly moved the following:

Approval to accept the Summit Educational Foundation Spring 2024 Grants in the amount of \$470,354

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

The Board took a 5-minute break at this time.

### NEW PRESIDENT'S ADDRESS

President Justice read the following:

"Let me begin by saying, it is an honor and privilege to serve on this School Board. As with any Board, it is those who precede us who leave a legacy which will inform our work moving forward. As I begin this new role, I want to extend a heartfelt thank you to Chris Bonner, Vanessa Primack, Donna Miller, Michael Colon and Yon Cho for ordering my steps, providing continuous support and sharing meaningful insights throughout my Board journey. Each of you taught me how to be a better leader, listener, collaborator and critical thinker.

As a school board member, I've also learned the importance of firmly staying in the governance lane, allowing the Superintendent, with the assistance of the Cabinet, to provide direction on the day-to-day operation of the school district. As an educator, this Board has given me an outstanding professional development opportunity leading to a greater understanding and appreciation of the importance of public education. My goal for this presidency, with the help of my fellow Board members, is to remain aligned to the Board's mission, which is *'to set and uphold the standards by which we provide the students of the Summit Public Schools with a superior educational experience, in a way that is equitable, financially responsible, and free of political influence.'*

In closing, I'd like to share a quote from one of my heroes, Marian Wright Edelman. The quote simply states how board members should think about their collective work, *'Education is for improving the lives of others and for leaving your community and world better than you found it.'*

REORGANIZATION APPOINTMENTS AND DESIGNATIONS

Ms. Cohn moved approval of the following items under Reorganization Appointments and Designations:

RESOLVED, that the Summit Board of Education, upon the recommendation of the Superintendent:

A. Approval of the following Board of Education Committees for 2024-2025:

Communications Committee

Melanie Cohn, Chair  
Yon Cho  
Carlos Mahecha  
*Jen Erday, alt.*

Education & Student Activities/Services Committee

Kelly Stanton, Chair  
Walidah Justice  
Eileen Kelly  
*Yon Cho, alt.*

Negotiations & Personnel Committee

Walidah Justice, Chair  
Jen Erday  
Yon Cho  
*Melanie Cohn, alt.*

Operations Committee

Eileen Kelly, Chair  
Melanie Cohn  
Yon Cho  
*Kelly Stanton, alt.*

Policy Committee

Jen Erday, Chair  
Carlos Mahecha  
Kelly Stanton  
*Eileen Kelly, alt.*

B. Approval of the following Liaison Assignments:

1. Community Liaison - Walidah Justice
2. Garden State Coalition - Melanie Cohn
3. SEF Board - Kelly Stanton
4. Union County Ed Services Commission - Walidah Justice
5. N.J. School Boards Delegate - Walidah Justice
6. Union County School Boards Delegate - Yon Cho
7. PTO President's Council - Walidah Justice



8. City of Summit Athletic Field User Fee Group - Executive & Management - Walidah Justice and Melanie Cohn

C. Approval of the following designations:

1. Board Secretary - Derek J. Jess
2. Custodian of Records - Derek J. Jess
3. Public Agency Compliance Officer - Derek J. Jess
4. School Safety Specialist - Robert Gardella
5. Treasurer of School Moneys - Tamara Baldwin
6. Attendance Officer - Laura Schetlick
7. Affirmative Action Officer - Robert Gardella
8. ADA/504 Compliance Officer - Doreen Babis
9. Homeless Liaison - Crystal Marr
10. Asbestos Hazard Emergency Response Act - Karl & Associates/Michael Martino
11. Right to Know/IAQ/IPM - Michael Martino
12. Substance Abuse Coordinator - Amy Herber
13. Title IX Coordinator - Robert Gardella
14. Anti-Bullying Coordinator - Crystal Marr
15. District State Testing Coordinator - Joseph Cordero
16. ESEA Coordinator - Joseph Cordero
17. Bilingual/ESL/ELS - Crystal Marr
18. District Educational Stability Specialist - Doreen Babis
19. Data Coordinator - Laura Schetlick
20. Early Childhood - Joseph Cordero

- D. Approval to appoint the newly-elected Board President, Walidah Justice, and newly appointed Chair of the Operations Committee, Eileen Kelly, as Board of School Estimate members to complete the 2024 calendar year, effective May 13, 2024
- E. Approval of Notice for 2024-2025 Board of Education Meeting Dates (as per attached)
- F. Approval of Payroll Schedule for the 2024-2025 school year (as per attached)
- G. Approval of 2024-2025 Holiday Schedule for 12-Month Employees (as per attached)
- H. Approval of appointment of Derek J. Jess as Qualified Purchasing Agent, and Establishment of Bidding Threshold resolution (as per attached)
- I. BOARD POLICIES - Be it Resolved that the written By-Laws, Board Policies, Regulations, and Job Descriptions previously and duly adopted contained in the Board of Education Policy Book, are hereby adopted by the Board and shall govern all actions and business to come before this Board
- J. DISTRICT-WIDE CURRICULUM - Be it Resolved that the Summit Board of Education approves all existing curriculum, textbooks and school programs

adopted to this date, which shall remain in effect. The Board may adjust the curriculum as the school year progresses

- K. Business Office Purchasing Manual & Standard Operating Procedures Manual - Be it Resolved that the Business Office Purchasing Manual and Standard Operating Procedures Manual previously and duly adopted by the Board shall govern all purchases and procedures that fall under the responsibility of the School Business Administrator
- L. Approval of appointment of Derek J. Jess as Fund Commissioner to the Diploma Joint Insurance Fund, and Kathy Sarno, Alternate
- M. Approval for Summit Public Schools to continue as a member of the Schools Health Insurance Fund (SHIF)
- N. Approval of appointment of Derek J. Jess as a Fund Commissioner to the Schools Health Insurance Fund (SHIF), and Kathy Sarno, Alternate
- O. Approval of the Schools Health Insurance Fund (SHIF) Indemnity and Trust Agreement effective July 1, 2024 to June 30, 2025
- P. Approval of reappointment of Arthur J. Gallagher as "Broker of Record for Health Benefits" for the 2024-2025 school year at a cost of \$89,000
- Q. Approval of reappointment of Willis, LLC, as "Broker of Record for Property Casualty" for the 2024-2025 school year
- R. Approval of reappointment of Chasan, Lamparello, Mallon & Cappuzzo as Special Counsel for negotiations for the 2024-2025 school year at the rate of \$170/hour
- S. Approval of reappointment of Porzio, Bromberg & Newman, P.C., as district board attorneys for the 2024-2025 school year at the rate of \$225/hour for attorneys and \$155/hour for paraprofessionals
- T. Approval of reappointment of John B. Comegno II, Esquire, Comegno Law Group, P.C. as Special Counsel for the 2024-2025 school year at the rate of \$225/hour for partners; \$195/hour for associate attorneys and \$100/hour for paralegals
- U. Approval of reappointment of EI Associates as district Architect of Record for the 2024-2025 school year at a cost of \$205/hour for principal architects and \$180/hour for senior associates
- V. Approval of reappointment of Parette Somjen Architects as district Architect of Record for the 2024-2025 school year at the rate of \$183/hour for partners, \$174/hour for senior associates
- W. Approval of reappointment of Edwards Engineering Group as district



Engineer of Record for the 2024-2025 school year at the project-based rate of \$180/hour

- X. Approval of reappointment of Nisivoccia, LLP as district auditors for the 2024-2025 school year, and they are hereby authorized to carry out the 2023-2024 Annual Comprehensive Financial Review (ACFR) for the district at a cost of \$77,500 plus hourly rates
- Y. Approval of reappointment of PenServ Plan Services, Inc. to serve as third party administrator (TPA) for the district's 403(b) and 457(b) plans for the 2024-2025 school year
- Z. Approval of AFLAC (American Family Life Assurance Company of Columbus) to offer voluntary paid supplemental insurance to all Summit School District full-time employees for the 2024-2025 school year
- AA. Approval for Legacy Benefits Group, LLC to provide Voluntary Life Insurance, Voluntary Long-Term Disability Insurance, and Voluntary Long-Term Care Insurance through New York Life to the employees of Summit Public Schools
- BB. Approval to appoint All Risk Property Damage Restoration, 501 Kennedy Blvd., Somerdale, NJ 08083 as district emergency restoration company as needed for the 2024-2025 school year under N.J. State Approved Co-op Bid ESCNJ 1718-34
- CC. Bank Depositories -

ACCOUNT	BANK	SIGNATORIES
General Account	Citizens Bank	Board Pres./Board Sec./Treas. Sch Moneys
Benefits - Main Acct. (Aetna)	Citizens Bank	Deposit Only
Benefits - Aetna Reserve	Citizens Bank	Deposit Only
Benefits - FSA Account	Citizens Bank	Deposit Only
Payroll	Citizens Bank	Board Secretary/Treas. School Money
Payroll Agency	Citizens Bank	Board Secretary/Asst. Bus. Admin.
Cafeteria	Citizens Bank	Board Secretary/Asst. Bus. Admin.

Critchfield Scholarship	Citizens Bank	Board President/Board Secretary
Gottesman Family Foundation Scholarship	Citizens Bank	Board President/Board Secretary
Mame Louise Reynolds McGeorge Scholarship Fund	Citizens Bank	Board President/Board Secretary
Tom O'Rourke Scholarship Fund	Citizens Bank	Board Secretary/Asst. Bus. Admin.
Unemployment	Citizens Bank	Board Secretary/Asst. Bus. Admin.
FLASH	Citizens Bank	Board Secretary/Asst. Bus. Admin.
SHS Athletics Account	Citizens Bank	Board Secretary/Asst. Bus. Admin.
NJ/ARM Joint Account	U.S.Bank, N.A.	Board Secretary/Asst. Bus. Admin.
NJ Cash Management Fund	State Street Ba	Board Secretary/Asst. Bus. Admin.

DD. Establishment of Procedure for Signing of Checks

Whereas, the Summit Board of Education desires to establish procedures for authorized signatures to be placed on the various categories of checks issued by the Board;

Be It Resolved, that the signatures of the Board President, the Board Secretary and the Treasurer of School Moneys shall be required on checks issued in payment of bills; and

Be It Further Resolved, that the signature of the Treasurer of School Moneys shall be required on all checks issued with respect to payroll

EE. Approval of Petty Cash Fund

Whereas, the Board of Education has established a petty cash fund for the purpose of making immediate payments of comparatively small amounts; and

Whereas, the State Board of Education has amended N.J.A.C. 6:20-2.10 to establish requirements which strengthen the fiscal control and accountability for petty cash funds;

Be It Resolved, upon recommendation of the Business Administrator that the Summit Board of Education approve the following Petty Cash Accounts to be established and replenished by the rules and regulations for Petty Cash Funds:



BUSINESS OFFICE - \$100.00 - Signatory: School Business Administrator/Asst. Business Administrator. Individual reimbursements not to exceed \$50.00

OFFICE OF SPECIAL SERVICES - \$100 - Director of Special Services and School Business Administrator. Individual reimbursements not to exceed \$50.00

FF. Designation of Official Newspapers for Legal Notices

Be It Resolved, that the newspapers for the Board's legal ads to be hereby established as Union County Local Source (primary) and the Star Ledger (secondary)

GG. Tax Sheltered Annuity Companies

Be It Resolved, that upon the recommendation of the Business Administrator, the current Tax-Sheltered Annuity Companies, 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:

- Equitable Advisors
- Lincoln Investment
- Corebridge Financial
- Vanguard

HH. Approval of Agreement for Participation and Coordinated Transportation Services for the 2024-2025 school year with:

- Union County Educational Services Commission (UCESC)
- Morris Union Jointure Commission (MUJC)
- Educational Services Commission of New Jersey (ESCNJ)
- Sussex County Regional Transportation Cooperative (SCRTC)
- Hunterdon County Educational Services Commission
- Educational Services Commission of Morris County
- Monmouth Ocean County Educational Services Commission
- Mercer County Educational Services Commission
- Delaware Valley Board of Education

II. Approval of procurement of goods and services through state agencies (state contracts on file and active with the N.J. Department of Treasury, Division of Purchase & Property)

JJ. Approval of Nonpublic Agreements with Educational Services Commission of New Jersey for the 2024-2025 school year for the following:

1. Nonpublic Title III Limited English Proficient Services Contract
2. Nonpublic Title III Immigrant Services Contract
3. Nonpublic Public Law 1988 Chapters 192-193 Agreement
4. Nonpublic Individuals with Disabilities Education Act - B Initiative
5. Nonpublic Nursing Services Agreement
6. Nonpublic Security Aid Program
7. Nonpublic Technology Initiative Program
8. Nonpublic Textbook Services Agreement

- KK. Approval of continued participation in various state and national cooperative contracts as a method of procurement in accordance with Chapter 139 PL 2011 as referenced in Local Finance Notice 2012-10, May 14, 2012 at no cost for the 2023-2024 school year to include:
- Educational Services Commission of NJ (ESCNJ)
  - TCPN (The Cooperative Purchasing Network) Houston, TX
  - GSA.GOV (United States General Services Administration) Washington, DC
  - PEPPM Technology Bidding & Purchasing Program, Milton, PA
  - US Commodities, Gaithersburg, MD
  - Hunterdon County Educational Services Commission, Lebanon, NJ
  - NASPO ValuePoint Cooperative Purchasing Organization
  - National Joint Powers Alliance (NJPA) Staples, MN
  - The Interlocal Purchasing System (TIPS) Pittsburg, TX
  - 1Government Procurement Alliance (1GPA) Phoenix, AZ
  - Monmouth-Ocean Educational Services Commission (MOESC)
  - GOVMVMT Cooperative Purchasing
  - OMNIA Partners
  - NCPA (National Cooperative Purchasing Alliance)
  - E&I Cooperative Services, Inc.

Further be it resolved, that the QPA be authorized to procure goods and services through state agencies under state contracts that have been properly bid and awarded in accordance with public purchasing laws

- LL. Approval for the purpose of recognizing liability coverage for a board-sponsored activity or event for any organization affiliated with and supporting the schools that is recognized by the Board of Education, at the discretion and approval of the Superintendent of Schools and School Business Administrator. Furthermore, the officers and members of the organization, but only with respect to their liability for activities they perform on behalf of the designated organization, are hereby covered under the district's insurance, subject to the policy terms and conditions; however, this insurance is excess over any other insurance, whether primary, excess or any other basis
- MM. Approval of Indoor Air Quality Plan revised July 21, 2018 in compliance with the Public Employees Occupational Safety and Health (PEOSH) Program, Indoor Air Quality (IAQ) Standard (N.J.A.C. 12:100-13)(2007)
- NN. Approval to utilize the Kim Marshall Teacher and Principal Evaluation Models for professional evaluations during the 2023-2024 school year

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

#### SUPERINTENDENT'S COMMENTS

Mr. Hough spoke about the following:

- The Summit Recruitment Expo drew 60 candidates – thanks to all who participated
- Last day of school is June 14<sup>th</sup>



- District field days scheduled at all elementary schools/PC's
- Brayton 4<sup>th</sup> & 5<sup>th</sup> graders won Battle of the Books; Washington & Jefferson enjoyed their spring concerts; Unity Day celebration at LCJ Summit MS; various activities by the Mental Health Awareness Club at SHS
- Congratulations to our Student Athletes of the Year, and all those who will be continuing sports at the college level

#### SUPERINTENDENT'S REPORT

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

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

- A. Approval to affirm the Superintendent's decision following receipt of 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
- B. Approval to review the following reports of Harassment, Intimidation and Bullying:
1. 4/04/2024 - 3540
  2. 4/08/2024 - 3622
  3. 4/09/2024 - 3705
  4. 4/04/2024 - 3711
  5. 4/11/2024 - 3977
  6. 4/15/2024 - 4020
  7. 4/15/2024 - 4046
  8. 4/17/2024 - 4220
  9. 4/17/2024 - 4323
  10. 4/19/2024 - 4452
  11. 4/25/2024 - 4696
  12. 4/26/2024 - 4794
  13. 4/29/2024 - 4934
  14. 5/01/2024 - 5114
  15. 4/24/2024 - 5368
  16. 5/07/2024 - 5466

C. Suspensions - April 2024

Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
4/01/2024	5302980353	6
4/08/2024	1819968170	1
4/05/2024	3616857378	6
4/10/2024	7105973748	6
4/10/2024	8038430346	3
4/17/2024	7105973748	3
4/25/2024	8003397762	1
4/25/2024	4524571368	1

LCJ Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
4/02/2024	5188593355	1
4/09/2024	9319125848	1
4/12/2024	2497258868	1 in-school
4/19/2024	9319125848	1
4/19/2024	7366173822	2
4/19/2024	2497258868	1

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

ADDITIONS/REVISIONS TO THE AGENDA

Mr. Jess announced one revision to the agenda.

COMMITTEE REPORTS

- A. Education & Student Activities/Services Committee – Ms. Cohn reported on the following: year-in-review highlights included increased access to AP classes; stakeholder engagement included 2-way translation devices; student desire for more honors classes
- B. Operations Committee – Ms. Stanton reported on the following: update on ROD grants; upcoming RFP's and bids; review of FSMC RFP proposals from Pomptonian and Aramark; food service update; QSAC audit; update on higher yielding cash investments
- C. Policy Committee – Ms. Justice reported on the following: curriculum content policy on tonight's agenda addresses state requirements
- D. Communications Committee – Ms. Stanton reported on the committee did not meet
- E. Negotiations Committee – Mr. Cho reported that they met twice this month and the discussion was confidential personnel contract matters
- F. Liaison Reports – Ms. Stanton reported that she attended the May SEF meeting and reported their Spring for Excellence fundraiser was a success, and thanked the grants committee on behalf of the board for their tireless dedication



PUBLIC COMMENT

There was no public comment.

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

APPROVAL OF BOARD MINUTES

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

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

A. Approval of Minutes of the following meetings:

1. April 18, 2024 - Regular Meeting

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

CURRICULUM / INSTRUCTION / PROGRAM

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

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

- A. Approval to set the last day of school for students PreK through 12th grade - single session on June 14, 2024 and last day for staff on June 14, 2024
- B. Approval of Memorandum of Agreement with Montclair State University, Upper Montclair, NJ 07043 for students enrolled in the School Psychology Program to provide intern services to the district during the 2024-2025 school year
- C. Approval of Affiliation Agreement with Seton Hall University, 400 South Orange Avenue, South Orange, NJ 07079 to provide students in its School of Health and Medical Sciences, through their Clinical Education Program, clinical training in the field of speech-language pathology from June 1, 2024 to May 31, 2029
- D. Approval of Agreement with Panorama Education, Inc., 24 School Street, 4th Floor, Boston, MA 02108 to provide the district with a platform for online student surveys, intervention tracking and professional development during the 2024-2025 school year at a cost of \$23,000
- E. Approval of the recommendations from the Office of Curriculum and Instruction (list attached)

- F. Approval to pay the Montclair State University contract for ESL certification funded through ARP ESSER in the amount of \$37,260

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

## FINANCE

Ms. Stanton moved approval of the following items under Finance:

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

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

1. Regular Bills	Fund 10	\$1,544,174.42
2. Special Revenue	Fund 20	\$ 631,777.27
3. Capital Projects	Fund 30	\$ 565,619.52
4. Enterprise Fund	Fund 60	\$ 428.02
Sub Total All Funds		\$2,741,999.23
5. Food Service	Fund 61	\$ 318,002.49
Total All Bills		\$3,060,001.72

- B. Approval of the monthly payroll for April 2024 - \$5,319,479.16

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

- D. Approval of Secretary and Treasurer's Report for March 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 March 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 the Nonpublic School Security Aid Program spending plans for the participating schools located within this district as follows:

Kent Place School	\$16,100.37
-------------------	-------------

- H. Approval of the following donations for the District Wellness Symposium held on April 10, 2024:

1. Shaping Summit Together	\$3,500
----------------------------	---------



- |    |                        |        |
|----|------------------------|--------|
| 2. | Summit High School PTO | \$ 300 |
| 3. | Lincoln-Hubbard PTO    | \$ 200 |
- 
- I. Approval of the donation in the amount of \$4,285.19 from the Wilson Primary Center PTO to purchase (4) outdoor tables/umbrellas
  - J. Approval of Contract for Services with Bergen County Special Services School District, 540 Farview Avenue, Paramus, NJ 07652 to provide augmentative/alternative communication services for student #6351012155 at a cost of \$680 for a maximum of (4) hours during the 2023-2024 school year, and an augmentative communication evaluation at a cost of \$1,100
  - K. Approval of agreement with Learning Specialist/Tomasso Educational Services, 201 Grove Street East, Westfield, NJ to provide educational evaluations during the 2023-2024 school year at a cost of \$550/evaluation
  - L. Approval of Special Education Tuition Contract with Union County Education Services Commission, 45 Cardinal Drive, Westfield, NJ 07090 covering any and all students attending one or more schools operated by UCESC during the 2024-2025 school year
  - M. Approval of Tuition Agreement with Union County Vocational-Technical Schools, 1776 Raritan Road, Scotch Plains, NJ 07076 for students attending UCVTS for the 2024-2025 school year
  - N. Approval of Proposal dated 4/3/24 from Ben Schaffer Recreation, P.O. Box 844, Lake Hopatcong, NJ 07849 for playground equipment for Brayton School in the amount of \$19,620.56 as per ESCNJ 20/21-22; Co-op #65MCESCCPS Note: Funded by a donation from the Brayton School PTO
  - O. Approval of Agreement with Morris-Union Jointure Commission, 340 Central Avenue, New Providence, NJ 07974 for student #1455330957 to attend DLC - Warren for 2024 ESY at a cost of \$17,479 and the 2024-2025 school year at a cost of \$104,875
  - P. Approval of Tuition Contract with Celebrate the Children, 230 Diamond Spring Road, Denville, NJ 07834 for student #3552153376 to attend for the 2024-2025 school year beginning July 1, 2024 at a cost of \$136,822
  - Q. Approval of Tuition Contracts with Cornerstone Day School, 12 Commerce Dr, Cranford, NJ 07016 for students #7856253002 and #3140908925 to attend for the 2024-2025 school year beginning July 8, 2024 at a cost of \$104,500 each
  - R. Approval of Agreement with Romana Kulikova, MD, 400 Center Street, Garwood, NJ 07027 to provide neurological/neurodevelopmental evaluations for the 2024-2025 school year, as needed, at a cost of \$600/evaluation in the office and \$650/evaluation in the school

- S. Approval of the School-Based Agreement for Occupational/Physical Therapy Related Services with Children's Specialized Hospital D/B/A Children's Specialized Hospital School Services, 150 New Providence Road, Mountainside, NJ 07092 to provide OT/PT services for the 2024-2025 school year, as needed, at a cost of \$89.70/hour
- T. Approval of Contract with Advancing Opportunities, 610 Beverly Rancocas Road, Willingboro, NJ 08046 for evaluations for the 2024-2025 school year, as needed, at a cost of \$1200 per Assistive Technology evaluations and \$1400 per AAC evaluation
- U. Approval of Renewals with Frontline Education for the 2024-2025 school year for subscriptions to the 504 Program Management and IEP Direct systems at a cost of \$13,540.25; and Frontline Central Solution, including applicant tracking and absence & substitute management at a cost of \$36,090.31
- V. Approval of Quote from RethinkEd, 49 West 27th Street, Floor 8, New York, NY 10001 for unlimited access to RethinkEd Bundle: District Wide Access Unlimited Virtual Coaching for the 2024-2025 school year at a cost of \$26,720 Note: Funded by IDEA
- W. Approval of Agreement with Cross County Clinical & Educational Services, P.O. Box 150, Ringwood, NJ 07456 for translation/interpreter services for the 2024-2025 school year at a cost of \$100-\$250/hour with a minimum of two hours/day
- X. Approval of Agreement with Learning Tree Multicultural/Multilingual Evaluation and Consulting, Inc., 18 Sheppard Place, Suite G, Edison, NJ 08817 to provide evaluations for the 2024-2025 school year, as needed, at a cost of \$800/evaluation in Spanish and \$850/evaluation in other languages
- Y. Approval of Agreement with Califon Consultants, LLC, 86 Annin Road, West Caldwell, NJ 07006 to provide Seniority Management Services for the 2024-2025 school year at a cost of \$3,450
- Z. Approval of the proposal dated April 23, 2024 from Centurion Printing, 352 Market Street, Kenilworth, NJ 07033 for the 2024-2025 Printed Materials at a cost of \$9,095.50  
Additional quote requested:  
Print Media, Springfield, NJ - No quote

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

#### SCHOOL BOARD OPERATION

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

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:



- A. Approval of the following recommendation for the 2024-2025 school year:
1. District Anti-Bullying Coordinator: Crystal Marr
  2. Summit High School, Anti-Bullying Specialist: Amy Herber, Elizabeth Aaron, Brian Murtagh, Laura Kaplan
  3. LCJ Summit Middle School, Anti- Bullying Specialist: Monica Galasso, Laura Muller, Jenna Colineri
  4. Brayton Elementary School, Anti-Bullying Specialist: Alexis Esposito
  5. Franklin Elementary School, Anti-Bullying Specialist: Lea Audino
  6. Jefferson Elementary School, Anti-Bullying Specialist: Lauren Mortenson
  7. Lincoln-Hubbard Elementary School, Anti-Bullying Specialist: Erica Dorsey
  8. Washington Elementary School, Anti-Bullying Specialist: Andrea Sadow
  9. Wilson Primary Center, Anti-Bullying Specialist: Sydnie Burnett
  10. Jefferson Primary Center, Anti-Bullying Specialist: Lauren Mortenson

B. SUMMIT BOARD OF EDUCATION  
FOOD SERVICE 2024-2025  
MANAGEMENT FEE LANGUAGE

BE IT RESOLVED, that the Summit Board of Education “SFA” approves the award of the Food Services Management Company contract with Pomptonian Food Service, “FSMC” for the food service operation for 2024-2025

1. FSMC Fee:

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$169,540.72 to compensate the FSMC for administrative and management costs. This fee shall be included as a cost of operation and billed in 10 monthly installments of \$16,954.07 per month. The SFA guarantees the payment of such costs and fees to the FSMC.

2. There is a guaranteed financial performance of \$50,000
3. Total Cost of Contract: Total expenses (cost) include food, labor, supplies, other expenses, and FSMC management fee.

The Total Cost of Contract is \$2,078,150.76

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

PERSONNEL

Ms. Stanton moved approval of the following items under Personnel:

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

- A. Approval of reappointment of Certificated and Non-Certificated Staff for the 2024-2025 school year (list attached)
- B. Approval of reappointment of Central Administration, Certificated Administration, and Non-Represented Staff for the 2024-2025 school year (list attached)
- C. Approval to appoint all certificated staff to provide home instruction for the 2024-2025 school year at the home instruction rate of \$50/hour
- D. Approval to appoint all staff members to work as Athletic Event Workers, as needed, for the 2024-2025 school year
- E. Approval to appoint all certificated staff to participate in summer 2024 IEP meetings at the curriculum rate, as needed
- F. Approval to appoint all aides in-district to support special education students in after-school activities, as needed, at the appropriate hourly rate for the 2024-2025 school year to be paid via timesheet (IDEA Funded)
- G. Approval to appoint Ann Zanelli as the district nurse coordinator for the 2024-2025 school year at the SEA negotiated rate
- H. Approval to appoint staff for the ESY 2024 positions per hour rate (list attached)
- I. Approval of the Special Services recommendations for summer 2024 employment (list attached)
- J. Approval to appoint the recommended staff members to teach at the Summit High School Summer Academy Program (list attached)
- K. 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>
Anna Kisker	Kindergarten Teacher	JPC/WPC	BA+15-Step-4-5, \$64,660.00 (if MA degree by 8/15/24, MA-Step-4-5, \$69,255.00)	August 28, 2024 (for the 2024-2025 school year)	Suzanne Shire
Alexa Butrico	Special Education Teacher	LCJSMS	MA-Step-3, \$67,980	August 28, 2024 (for the 2024-2025 school year)	Brooke McLuskey



- L. Approval to extend Scott Sinclair, Leave Replacement English Teacher, Lawton C. Johnson Summit Middle School, through January 23, 2025, MA-Step-2, \$66,730 (prorated)
- M. 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
Colleen Waller	\$125/day	May 14, 2024

- N. Approval of the following Changes of Assignment:
  1. Cristina Colineri, from Special Education Teacher, Lawton C. Johnson Summit Middle School, to Reading Strategies Teacher, Lawton C. Johnson Summit Middle School, effective August 28, 2024, for the 2024-2025 school year
  2. Aysha Hussain, from ELA Teacher, Lawton C. Johnson Summit Middle School, to Reading Strategies Teacher, Lawton C. Johnson Summit Middle School, effective August 28, 2024, for the 2024-2025 school year
  3. Kerry Cahaly, from Reading Strategies, Lawton C. Johnson Summit Middle School, to ELA Teacher, Lawton C. Johnson Summit Middle School, effective August 28, 2024, for the 2024-2025 school year
  4. Lisa Bolton, from Part-Time Special Education Teacher, Washington Elementary School, to Full-Time Special Education Teacher, Washington Elementary School, MA-Step-13, \$76,435, effective August 28, 2024, for the 2024-2025 school year
  5. Hollyn Sabato, from Part-Time Special Education Teacher, Lincoln-Hubbard Elementary School, to Full-Time Special Education Teacher, Lincoln-Hubbard Elementary School, MA-Step-4-5, \$69,255, effective August 28, 2024 for the 2024-2025 school year
- O. 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>
Marilyn Nacci	Inclusion Aide	WPC	Aide-Step-1	\$38,915. (prorated)	May 30, 2024 (or sooner) for the 2023-2024 school year	N/A
Alexander Melendez	Part-Time Custodian	LCJSMS	N/A	\$25,412 (prorated from \$40,659.)	May 17, 2024 (or sooner) for the 2023-2024 school year	Tom Hillas

- P. 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>Salary</u>	<u>Effective</u>
Karen Frino	Clerical Substitute	\$18/hour	August 28, 2024
Clara Rodwell	Bus Driver Substitute	\$30/hour	May 14, 2024 (or sooner)

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

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Effective</u>
Ryann Amiano	Special Education Teacher	SHS	June 30, 2024
Tiffany Guzman	Secretary	LCJSMS	June 30, 2024
Alexander Gentul	Math Teacher	SHS	June 30, 2024
Mary Durnin	Part-Time Library Secretary/Aide	LHES	June 30, 2024
Rachel Kane	Grade 5 Teacher	FES	June 30, 2024
Althea Orrico	Inclusion Aide	LHES	June 3, 2024
Rebecca Penza	Special Education Teacher	BES	June 30, 2024
Samantha Carrington	French Teacher	LCJSMS	June 30, 2024
Craig Gianinno	Physical Education Teacher	JES	June 30, 2024

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

1. Caroline Bandelli, Math Teacher, Summit High School, paid leave effective, August 28, 2024 through September 26, 2024, unpaid leave effective, September 27, 2024 through November 27, 2024, unpaid child care leave effective, December 2, 2024 through January 24, 2025
2. Jacqueline DellaPietro, STEAM Teacher, Franklin Elementary School, paid leave effective, April 15, 2024 through May 17, 2024, unpaid leave effective, May 20, 2024 through October 29, 2024 (*revised* from the December 14, 2023 and April 18, 2024 Agendas)
3. Linda Paserchia, Senior Accounts Clerk, Central Office, unpaid leave effective, April 17, 2024 through May 21, 2024
4. Maria Ramsay, Orchestra Teacher, Jefferson, Lincoln-Hubbard and Washington Elementary Schools, paid leave effective, August 28, 2024 through September 19, 2024, unpaid leave effective, September 20, 2024 through January 9, 2025
5. Mariana Godoy-Salerno, Spanish Teacher, Lincoln-Hubbard Elementary School, paid leave effective, April 1, 2024 through May 6, 2024, unpaid leave



- effective, May 7, 2024 through October 16, 2024 (*revised* from the February 22, 2024, March 21, 2024, and April 18, 2024 Agendas)
6. Alexis Nelson, Social Studies Teacher, Summit High School, paid leave effective April 29, 2024 through May 6, 2024, unpaid leave effective, May 7, 2024 through October 16, 2024 (*revised* from the February 22, 2024 Agenda)
- S. Approval of Rebecca Mongioj to receive \$1,500.00, for drill design for the Summit High School Marching Band in the 2024-2025 school year
- T. Approval of David Levental, Inclusion Aide, to provide bus support on the Union County Vocational-Tech bus, 30 minutes per day at \$28.20/hour, for the 2023-2024 school year
- U. Approval to pay the following Summit High School staff for teaching an extra 6th Social Studies period, effective April 29, 2024 through the end of the school year (*revised* from the April 18, 2024 Agenda):
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
  5. William O'Regan - \$91.01/per class
- V. Approval of Karen Forgione, Supervisor of Fine, Performing and Practical Arts, as the Administrator on duty for the Summit High School International Fringe Festival trip to Scotland, August 2024, 8 days at the per diem rate of \$556.44
- W. Approval of William Rohrbach, Teacher, Lawton C. Johnson Summit Middle School, to pack up the LCJSMS Engineering Lab/Woodshop and associated storage spaces for construction to begin, up to 25 hours at \$50/hour, paid via timesheet
- X. Approval of the coach recommendations for the summer/fall 2024 (list attached)
- Y. Approval to appoint Susan Clamser as a Home Instruction Tutor, District, \$50/hour, effective May 13, 2024, paid via timesheet
- Z. Approval of the following Summit High School staff to be paid for any hours worked outside of their contractual hours to proctor the AP Exams at \$19/hour, paid via timesheet:
1. Lara Drewes
  2. Jennifer Illis
- AA. Approval to appoint the following as AP Proctors during the 2023-2024 school year, \$19/hour, paid via timesheet:
1. Rachel Cohen
  2. Catherine Laney
  3. Margaret McCullough
  4. Tatyana Melendez
  5. Louis Milano



6. Anastasia Ristova
7. Nicole Segura

- BB. Approval of the following Summit High School staff to be paid up to 25 hours each, at the curriculum rate of \$50/hour, for work completed to pack up the Summit High School classrooms (248, 249, and 228) in preparation for construction to take place this summer, paid via timesheet:
1. David Field
  2. Anne Poyner
  3. Mary-Lynn Rhodes

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

### POLICIES & REGULATIONS

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

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

- A. First Reading  
R 2200 - Curriculum Content (M) Revised
- B. Second 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)(Revised)  
P & R - 5530 Substance Abuse - Students (internal updates)  
P 5570 - Sportsmanship (Revised)

Motion was seconded by Ms. Stanton. 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 7:42 PM.

Respectfully submitted,



Secretary