January 16, 2025

BOARD OF EDUCATION
SUMMIT, NEW JERSEY

The Board of Education held a Meeting on Thursday, January 16, 2025 beginning at 6:30 PM in the LCJ Summit Middle School Auditorium. Those present: Ms. Justice, presiding, Mr. Cho, Ms. Cohn, Ms. Erday, Ms. Kelly, Mr. Mahecha, and Ms. Stanton. There were 14 members of the public in attendance.

Also present were Mr. Hough, Superintendent of Schools, Mr. Jess, School Business Administrator/Board Secretary, Ms. Sarno, Assistant Business Administrator, Dr. Marr, Director of Student Personnel Services, Ms. Rocco, Director of Curriculum & Instruction, Mr. Margolis, Director of Special Services, and Ms. Dickinson, 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 & DISCUSSIONS

A. Mid-Year Goals Review – Scott Hough, Heather Rocco, and Crystal Marr

PRESIDENT'S ANNOUNCEMENTS

Ms. Justice spoke about the following:

- Honoring Dr. Martin Luther King throughout the District and the City of Summit – let's try to continue to honor MLK's legacy

SUPERINTENDENT'S REPORT

Mr. Hough announced the appointment of our new Director of Faciities, Mr. Kristian Byk, on tonight's agenda, and welcomed Mr. Byk to the district.

Mr. Hough spoke about the following:

- Events throughout the district including: Glow Run at the Primary Centers; Chinese dance at Franklin; New Year's Reset assembly at Lincoln-Hubbard; career awareness day at LCJSMS
- Hilltopper Quartet honored; SHS marching band awards night; annual move down day

Mr. Mahecha had an inquiry regarding how the HIB investigations are presented to the Board.

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

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

A. Resolve to affirm the Superintendent's recommendation of the HIB investigation(s) for the period of 10/16/2024 - 12/5/2024 and review the Superintendent's recommendation of the HIB investigation(s) for the period of 5/1/2024 - 12/20/24. These report summaries are outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

B. Resolve to review the Superintendent's recommendation of the suspensions for the period of 12/1/24 – 12/31/24 as outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

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

STUDENT BOARD REPRESENTATIVE REPORT

Student Board Representative, Matthew Meiseles, reported on the following:

- Boys & Girls varsity meets and games are ongoing
- Mid-term exams at the end of January
- Ticket sales for the Semi-Formal
- Junior Family events happening

ADDITIONS/REVISIONS TO THE AGENDA

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

COMMITTEE REPORTS

A. Education and Student Activities/Services Committee – Ms. Stanton reported on the following: FPPA update and district highlights from Karen Forgione; middle & high school course proposals; SEL audit presented by Ms. Marr; topics of the January 31st PD discussed
B. Operations Committee – Ms. Kelly reported on the following: food service update from Pomptonian; progress on the Tatlock Field renovation; update on RODS grants; FY26 budget calendar; meeting with new Facilities Director, Kris Byk
C. Policy Committee – Ms. Erday reported on the following: discussion of policies related to HS graduation including FAFSA requirement; and student smoking
D. Communications Committee – Ms. Cohn reported on the following: standardized testing letter; strategic planning survey results; updated school calendar; new staff portal website
E. Negotiations and Personnel Committee – Did not meet
F. Liaison Reports – Ms. Stanton reported the SEF spring grant cycle opens at the end of January; SEF Spring for Excellence will be March 8th at the Summit Elks

PUBLIC COMMENT

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

Members of the public expressed concerns regarding cell phones in schools; the Challenge Day program at the middle school and SEL programs.

The following questions were asked during the public comment portion of the meeting:

1. What protocols are in place to protect the privacy of families when students share family information?
2. What are the current policies and practices related to residents communicating directly with BOE members?
3. What is the district doing to address the cell phone topic in schools?
4. Is there a way to be informed on the answers to questions asked at the meeting?

Motion by Ms. Kelly seconded by Ms. Stanton, 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 meeting:

1. December 5, 2024 Special Meeting
2. December 12, 2024 Regular & Executive Meetings

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

CURRICULUM / INSTRUCTION / PROGRAM

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

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

A. Approval of the *revised* 2024-2025 District Calendar (attached)

B. Approval of the Data Use and Security Agreement between Summit Public Schools and The Higher Education Student Assistance Authority (HESSA)

C. Approval of acceptance of the NJ Learning Acceleration Program: Reissue High-Impact Tutoring Competitive Grant in the amount of $166,513 (revised from 6/13/24 agenda)

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

FINANCE

Ms. Stanton moved the following items under Finance:

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

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

1.	Regular Bills	Fund 10	$2,196,275.33
2.	Special Revenue	Fund 20	$ 209,035.12

3.	Capital Projects	Fund 30	$ 319,839.60
4.	Enterprise Fund	Fund 60	$ - 0 -
	Sub Total All Funds		$2,725,150.05
5.	Food Service	Fund 61	$ 253,215.92
	Total All Funds		$2,978,365.97

Minutes of Meeting – January 16, 2025 – Page 4

B. Approval of the monthly payroll for December 2024 - $5,402,379.55

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

D. Approval of Secretary and Treasurer's Report for November 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 November 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 following School Bus Emergency Evacuation Drill Reports conducted as follows:

- November 11, 2024 – 12:36pm – Corner of Blackburn and Warwick, Franklin Elementary - Bus Route 14 with Clera R., as supervised by Esther Loor
- December 3, 2024 – 9:25am – In High School parking lot - Bus Route 12 with Jemel B., as supervised by Brian Murtagh
- December 5, 2024 – 8:40am – In front of LCJ Summit Middle School - Bus Route 13 with Ron C., as supervised by TranLe Hill
- December 6, 2024 – 2:35pm – In front of LCJ Summit Middle School - Bus Route CS-291 with Busy Bee Transportation, as supervised by TranLe Hill
- December 10, 2024 – 9:00am – Main driveway of Jefferson Elementary School - Bus Route 13 with Ron C., as supervised by Nataly Farias
- December 11, 2024 – 7:05am – In Summit High School parking lot - Bus Route 16 with Ron R., as supervised by Brian Murtagh
- December 11, 2024 – 7:07am – In front of Summit High School – Bus Route CS296 with Golden Arrow, as supervised by Brian Murtagh
- December 11, 2024 – 7:55am – In parking lot of Summit High School - Bus Route 14 with Clera R., as supervised by TranLe Hill
- December 11, 2024 – 8:20am – In Summit High School parking lot - Bus Route 14 with Clera R., as supervised by Brian Murtagh
- December 18, 2024 – 2:00pm – In parking lot of Summit High School - Bus Route 16 with Tina L., as supervised by Brian Murtagh
- December 19, 2024 – 2:45pm – In parking lot of Summit High School - Bus Route CS-266 with K&S Transportation, as supervised by Brian Murtagh and Elizabeth Aaron
- December 20, 2024 – 7:41am – In parking lot of Summit High School - Bus Route 13 with Ron C., as supervised by Brian Murtagh and Elizabeth Aaron

H. Approval to accept a donation from the Washington School PTO in the amount of $250 to fund after-school enrichment classes

I. Approval to accept a donation from the Summit Chinese American Association in the amount of $300 to be used for the Middle School Chinese class trips to Chinatown, NY on 4/09/25 and 4/23/25

J. Approval to accept a donation from SHS 6th Man, Inc. in the amount of $17, 310 to fund the Summit H.S. basketball team grant positions

K. Approval of Cooperative Purchasing with Educational Data Services, Inc. for the 2025-2026 school year; licensing and maintenance fee in the amount of $10,730

L. 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 2025-2026 school year.

The maximum travel expenditure for the 2024-2025 school year is $200,000 of which $42,905 has been spent and $13,220 is encumbered to date

M. Approval of Proposal #24-1313 from Kane Communications, 572 Whitehead Road, Trenton, NJ 08619 for cabling services at LCJ Summit Middle School at a cost of $157,094 as per Ed Services IP Integration Services Contract No. 12186

N. Approval of Proposal from Caporaso Excavating, Inc, Springfield, NJ for new FDC connection at LCJ Summit Middle School at a cost of $41,790

O. Approval of the following Gottesman Family Foundation Parenting Institute expenditures:
1. Payment to Empowering Kids Organization, Inc. for EKO Roadmap to College Spanish Workshops in October and November totaling $1,750.00
2. Payment to Paola Acosta for $36.76 for 10/04/24 Roadmap to College Meeting Refreshments

P. Approval of the Nonpublic School Security Aid Program spending plans for the participating schools located within this district as follows:

Oak Knoll School	$ 6,820.00
Kent Place School	$ 4,450.00

Q. Approval of the Nonpublic School Technology Initiative Program spending plans for the participating schools located within this district as follows:

Jump Immersion School	$ 452.78
Oak Knoll School	$23,134.64
Oratory Prep School	$16,116.36

Motion was seconded by Ms. Cohn. 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:

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

A. Approval to appoint Walidah Justice and Melanie Cohn as Board of School Estimate members for the 2025 calendar year, effective January 1, 2025

Motion was seconded by Ms. Kelly. The roll was called, and the motion was approved by voice vote, with Mr. Mahecha voting no on the appointment of Ms. Cohn.

PERSONNEL

Ms. Kelly moved the following items under Personnel:

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

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	Replacing	Effective
Caitlyn Crespo	LCJSMS	Long-Term School Counselor	$265/day with 2 overlap days at $125/day	Larry Johnson	January 22, 2025, end date tbd

B. Approval of the following Changes of Assignment:
1. Manuel Gomez, from ABA Aide, Jefferson School, to Long-Term Art Teacher Substitute, LCJ Summit Middle School, $265/day, effective January 13, 2025, end date tbd

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

1. Brian Murtagh, Assistant Principal, Summit High School, unpaid leave effective, February 24, 2025 through May 19, 2025
2. Maria Rommel, Science Teacher, Lawton C. Johnson Summit Middle School, paid leave effective, November 18, 2024 through January 31, 2025, unpaid leave effective, February 1, 2025 through May 6, 2025 (*revised* from the August 22, 2024 Agenda)
3. Briana DeVito, Physical Education Teacher, Lawton C. Johnson Summit Middle School, paid leave effective, May 9, 2025 through June 13, 2025, unpaid leave effective, August 27, 2025 through November 26, 2025
4. Michael Gleason, Band Teacher, BES, LHES and WES, paid leave effective, January 6, 2025 through February 5, 2025, unpaid leave effective February 6, 2025 through May 9, 2025 (*revised* from the October 10, 2024 Agenda)

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

Name	Position	School	Step	Salary	Effective	Replacing
Halie Proshuto	Inclusion Aide	LCJSMS	Step-1	$40,114 (prorated)	December 16, 2024, for the 2024-2025 school year	Kevin Sirkin
Christine Murray	Inclusion Aide	SHS	Step-1	$40,114 (prorated)	December 18, 2024, for the 2024-2025 school year	David Leventhal

Dawn Coyle	Playground/ Cafeteria Aide	JES	n/a	$38/hour	January 31, 2025, or sooner	Jessica Rodriguez
Donna Niebanck	Lunch Phone Coverage	District	n/a	$16.58/hour	January 2, 2025	
Tara Corigliano	Inclusion Aide	WPC	Step-1	$40,114 (prorated)	February 14, 2025, or sooner, for the 2024-2025 school year	Patricia David
Joel Aviles	Custodian	BES	Custodian-3, Step-8	$50,064 (prorated)	February 18, 2025, or sooner, for the 2024-2025 school year	Dave McKoy

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

Name	**Position**	**School**	**Effective**
Alexander Melendez	Custodian	LCJSMS	December 27, 2024

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**
Kevin Cahillane	$125/day	January 17, 2025

G. Approval of the following 2024-2025 salary adjustments due to advanced degrees earned, for the following staff, effective February 1, 2025:

1. Tara DiGiovanni - MA - Step 10-11
2. Caroline Guinee - BA+15, Step 4-5
3. Kimberley Leary - MA - Step 4-5
4. Jacqueline Mattoon - BA+15 - Step 8-9
5. Hannah Hollingsworth - MA+30 - Step-2
6. Xia Zhang - MA+30 - Step 10-11
7. Lauren Ponzio - MA+30 - Step-15
8. Ashley Raven - MA+30 - Step-14

H. Approval of the following stipends for advance degrees earned, for the following Supervisors, effective July 1, 2024:

1. Madelaine Travaille - 2nd Masters Degree - $1,000
2. Eric Fontes - 2nd Masters Degree - $1,000

I. Approval to pay Adrian Phillips, Custodian, Franklin Elementary School, $7,400.64 for 29.5 unused vacation days

J. Approval to pay Christopher Brandon, Jefferson Primary Center, for up to 8 hours for the 2024-2025 Jefferson Afterschool Enrichment Program - Drawing, effective January 13, 2025 through March 7, 2025, at the curriculum rate of $50/hour, (funded by the Jefferson PTO)

K. Approval to rescind the offer to Heidi Pilla, Jefferson Afterschool Enrichment Program - Bracelet Making, approved on the December 12, 2024 Agenda

L. Approval of the 2024-2025 spring coaching staff (list attached)

M. Approval of Christine Murray, Inclusion Aide, to provide Aide support on the Union County Vocational-Tech bus, 30 minutes/day, at the hourly rate of $29.07/hour, effective December 18, 2024 for the remainder of 2024-2025 school year

N. Approval of Employment Contract between Summit Board of Education and Kristian Byk, Director of Facilities, beginning March 1, 2025, or sooner, for the 2024-2025 school year at a compensation rate of $130,000 (prorated)

O. Approval of Ann Anderson as a Clerical Substitute, District, $18/hour, effective January 13, 2025

P. Approval to rescind the appointment of Nicole Tartaglia, Summit High School, for the High Impact Tutoring Program (*revised* from the October 10, 2024 Agenda)

Motion was seconded by Ms. Erday. 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:

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

First Reading
P 5460 - High School Graduation (M) Revised
P 5533 - Student Smoking (M) Revised
R 5533 - Student Smoking Revised

Second Reading
R 2430 - Co-Curricular Activities - Internal Update
P 2700 - Services to Nonpublic Schools Students (M) Revised
R 5200 - Attendance - Internal Update
R 8441 - Care of Injured and Ill Persons (M) Revised

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

ADJOURNMENT

Motion by Ms. Erday, seconded by Ms. Kelly, and carried to adjourn the meeting at 7:44 PM.

Respectfully submitted,

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