SUMMIT BOARD OF EDUCATION

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, August 21, 2025 ~ 4:00 PM
Summit H.S. Media Center

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
Ms.Melanie Cohn, President		
Ms. Eileen Kelly, Vice President		
Mr. Yon Cho		
Mr. Mark Gundersen		
Mr. Rick Hanley		
Ms. Walidah Justice		
Mr. J. Carlos Mahecha		

Others Present:
Mr. Scott Hough, Superintendent of Schools
Mr. Robert Gardella, Dir. of Human Resources
Mr. Gregory Margolis, Dir. of Special Services
Ms. Laurene Dickinson, Communications Officer
Mr. Derek J. Jess, Business Administrator/Board Secretary
Ms. Kathy Sarno, Asst. Business Administrator
Ms. Heather Rocco, Dir. of Curriculum & Instruction

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IV. EXECUTIVE SESSION

The Summit Board of Education may hold an Executive Session to discuss appropriate matters. Executive session minutes will be reviewed periodically to determine the appropriateness of their release. There may or may not be action taken as a result of this session.

1. Board Retreat

Motion by _____, seconded by _____, and carried to move to Executive Session at _____ PM.

Mahecha Justice Hanley Gundersen Cho Kelly Cohn

Motion by _____, seconded by _____, and carried to reconvene to public session at _____PM in the Summit H.S. Media Center.

Mahecha Justice Hanley Gundersen Cho Kelly Cohn

V. PRESENTATIONS & DISCUSSIONS

A. Class of 2025 Outcome Data - Laura Kaplan and Alison Grill

VI. PRESIDENT'S ANNOUNCEMENTS

VII. SUPERINTENDENT'S REPORT

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

A. Report of New Hires by the Superintendent
   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:

Name	Position	School	Step/Salary	Effective	Replacing
Jessica Brunner	School Social Worker	JPC/JES/WPC	MA-Step-2, $66,730 (prorated)	July 15, 2025 (or sooner) for the 2025-2026 school year	Cindy Alulema
Justin Grossman	Instructional Facilitator	All primary and elementary schools	MA-Step-13, $77,705 (prorated)	July 15, 2025 for the 2025-2026 school year	Dena Leslie
Christine Coleman	Math Teacher	SHS	MA-Step-9-10, $74,515	August 27, 2025 for the 2025-2026	Caroline Bandelli

				school year	
Josephine Blundo	Grade 2 Teacher	FES	BA-Step-1, $58,986	August 27, 2025 for the 2025-2026 school year	Nicole Finnegan
Catherine Krakowski	French Teacher	SHS	MA-Step-18, $91,370 (prorated)	September 4, 2025 or sooner, for the 2025-2026 school year	Helene Blanton
Marissa Bruder	School Social Worker	JES	MA-Step-3, $67,980 (prorated)	August 27, 2025 or sooner, for the 2025-2026 school year	Alasandra Russo-Martino

Motion by _____, seconded by _____
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

BREAK - 5 minutes

B. Resolve to affirm the Superintendent's recommendation of the HIB investigation(s) for the period of 5/5/2025 - 6/9/20255 and review the Superintendent's recommendation of the HIB investigation(s) for the period of 6/9/2025 - 6/16/2025. These report summaries are outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

C. Resolve to review the Superintendent's recommendation of the suspensions for the period of 6/01/2025 – 6/16/2025 as outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

Motion by _____, seconded by _____
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

VIII. STUDENT BOARD REPRESENTATIVE REPORT

IX. ADDITIONS / REVISIONS TO THE AGENDA

X. COMMITTEE REPORTS

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

XI. PUBLIC COMMENT

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)
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

REMAINDER OF MEETING

XII. 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. June 12, 2025 Regular Meeting & Executive Session
2. August 14, 2025 Special Meeting

Motion by _____, seconded by _____
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

XIII. CURRICULUM / INSTRUCTION / PROGRAM

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

A. Approval of Clinical Affiliation Agreement with Kean University, 1000 Morris Avenue, Union, NJ 07960 to participate in the development and implementation of fieldwork experience for Kean Social Work student interns beginning June 23, 2025 to June 22, 2027

B. Approval of the overnight field trips to STOKES at Fairview Lake YMCA Camp in Newton, New Jersey, for the 2025-2026 Lawton C. Johnson Summit Middle School 6th grade class, two dates, September 19-20, 2025 and September 20-21, 2025, with a focus on team building, approximately 300 students and 40 chaperones

C. Approval of Quote #Q-148856 from Newsela Inc., 169 Madison Avenue, #2770, New York, NY10016 for the annual subscription for all district schools for school year 2025-2026 at a cost of $32,182.70

D. Approval of Quote #391521.3 from Curriculum Associates, 153 Rangeway Road, North Billerica, MA 01862 for i-Ready products and i-Ready partner services to the district for the 2025-2026 school year at a cost of $80,707

E. Approval to accept the New Jersey Grant Award, Funding for Optimal Comprehensive Universal Screeners (FOCUS), in the amount of $12,340

F. Approval to accept the donation of 350 Big Ideas Math, Course 2, 2014 edition textbooks from the Livingston Public Schools Mathematics Department

Motion by _____, seconded by _____

Mahecha Justice Hanley Gundersen Cho Kelly Cohn

XIV. FINANCE

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

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

1.	Regular Bills	Fund 10	$3,181,721.87
2.	Special Revenue	Fund 20	$ 169,585.22
3.	Capital Projects	Fund 30	$ 943,269.28
4.	Enterprise Fund	Fund 60	$ 3,560.58
	Sub Total All Funds		$4,298,136.95
5.	Food Service	Fund 61	$ 111,191.36
	Total All Funds		$4,409,328.31

B. Approval of the August Bills List as listed below:

1.	Regular Bills	Fund 10	$3,282,557.72
2.	Special Revenue	Fund 20	$ 69,345.96
3.	Capital Projects	Fund 30	$ - 0 -
4.	Enterprise Fund	Fund 60	$ 1,373.09
	Sub Total All Funds		$3,353,276.77
5.	Food Service	Fund 61	$ 1,894.43
	Total All Funds		$3,355,171.20

C. Approval of the monthly payroll for June 2025 - $6,432,025.92

D. Approval of the monthly payroll for July 2025 - $1,281,141.01

E. Approval of budget adjustments and line item transfers for May and June 2025

F. Approval of Secretary and Treasurer's Report for May 2025

G. Approval of Secretary and Treasurer's Report for June 2025

H. 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 June 2025 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).

I. Approval of travel for staff members (as per attached)

J. Approval of payment to the New Jersey Unemployment Compensation Fund for the quarter ending 12/31/2024 in the amount of $23,678.48

K. Approval of clearing of outstanding checks in the treasurer's account (as per attached)

L. Approval of Alternative High School Agreement with Union County Vocational-Technical School District, 1776 Raritan Road, Scotch Plains, NJ 07076 to provide an alternative education program for students with drug and alcohol dependencies during the 2025-2026 school year at a yearly tuition cost of $15,000

M. Approval of Proposal from Open Systems Integrators Inc., 211 Yardville Hamilton Square Road, Hamilton, NJ 08620 for the fire alarm direct replacement at Brayton School including engineering, equipment, material and labor in the amount of $120,561.97 as per Co-op #65-MCESCCPS, Bid #ESCNJ 21/22-41; Term 6/26/22-6/25/23 extended to 6/29/25

N. Approval of the following Gottesman Family Foundation Parenting Institute expenditures:
   1. Payment to Summit Board of Education for Latino Family Literacy Project Lectura Books booksets totaling $420.00
   2. Payment to Summit Board of Education for Latino Family Literacy Project webinar registrations for Paola Acosta and Vanessa Hernandez totaling $600.00

O. Approval to accept the following donations for the 5th Grade Pool Party:

Brayton School PTO	$ 144.36
Washington School PTO	$ 165.70
Franklin School PTO	$ 167.85
Lincoln-Hubbard School PTO	$ 152.97
Jefferson School PTO	$ 91.30

P. Approval to accept the following donations for the 2024-2025 school year athletic programs:

Summit Softball & Baseball League	$15,563.00
Summit Women's Lacrosse Association	$ 9,917.66
Empowher Flag Inc.	$ 3,234.52
Summit Men's Lacrosse Alumni Assoc.	$15,974.00
FAST ACT (Track)	$ 7,567.00

Q. Approval to accept the donation from Bill Artemenko in the amount of $2,185 to be used for a therapy dog visit with Creature Comforts twice per week for the 2025-2026 school year for the ABA and ERI classes at Jefferson School

R. Approval to accept the donations from the following PTO's in the amount of $25 each for the purchase of gift cards for new staff member training: Summit H.S., LCJ Summit Middle School, Jefferson Primary Center, Wilson Primary Center, Jefferson School, Brayton School, Franklin School, Washington School, and Lincoln-Hubbard School

S. Approval to accept the donation from the Brayton PTO in the amount of $7,900 for the disc golf after school enrichment program

T. Approval to accept the donation from the Jefferson PTO in the amount of $4,400 for the after school enrichment program

U. Approval to accept the donations from the Franklin School PTO as follows:
$24,700 towards the installation of protective wall padding in the school gym
$ 1,825 for enrichment programs
$ 2,125 for the school musical
$ 975 for the Math Olympics

V. Approval of Settlement Agreement and General Release between Summit Board of Education and parents of student #4383639898 as per attorney recommendation

W. Approval of Settlement Agreement and Release between Summit Board of Education and parents of student #2917669339 as per attorney recommendation

X. Approval of Tuition Contract with Cornerstone Day School, 12 Commerce Dr, Cranford, NJ 07016 for student #4058744740 to attend for the 2025-2026 school year beginning July 28, 2025 at a cost of $100,297.60

Y. Approval of Tuition Contract with Windsor School, 56 Passaic St, Ridgewood, NJ 07450 for student #2397012436 to attend for the 2025-2026 school year beginning September 4, 2025 at a cost of $85,500

Z. Approval of *revised* Tuition Contract with Bancroft, A New Jersey Nonprofit Corporation, 1255 Caldwell Road, Cherry Hill Township, NJ 08034 for student #6351012155 to attend for the 2025-2026 school year, inclusive of a 1:1 aide, beginning July 7, 2025 at a cost of $169,381.80

AA. Approval of Tuition Contract with Cornerstone Day Schools, LLC, 12 Commerce Dr, Cranford, NJ 07016 for students #3140908925; #4383699865; and #7856253002 to attend for the 2025-2026 school year beginning July 7, 2025 at a cost of $106,084 each

BB. Approval of School Contracts with N.J. Commission for the Blind and Visually Impaired, 100 Daniels Way, Freehold, NJ 07728 to provide educational services to students #5504228228, #8320512231, #2115371662 and #6686989504 during the 2025-2026 school year at a cost of $2,541 each

CC. Approval of Mainstream Support Itinerant Services Contracts with Mountain Lakes Board of Education to provide itinerant services for students with hearing loss to students #4191341668 and #9953114388 at a cost of $3,800 each, for student #5792515946 at a cost of $2,280, and for student #7719749162 at a cost of $760 during the 2025-2026 school year
Note: IDEA Funded

DD. Approval of Interim Settlement Agreement Regarding Home Instruction between Summit Board of Education and parents of student #1380095375 as per attorney recommendation

EE. Approval of FY25 and FY26 Tuition Contract for Residential & Educational Instructional Services for student #8943833292 as per Settlement Agreement approved June 2024

FF. Approval of Agreement with Best Choice Home Care, LLC, 210A Goldfinch Court, Hackettstown, NJ 07840 to provide substitute nursing services during the 2025-2026 school year at a cost of $73/hour

GG. Approval of Agreement with Prime Healthcare Services - Saint Clare's, LLC, 50 Morris Avenue, Denville, NJ 07834 to provide Home/Bedside Instruction Services during the 2025-2026 school year at a cost of $57/hour

HH. Approval of Agreement with Jersey Central Power & Light for installation of electric distribution facilities utilizing a "refundable customer contribution" at 26 Butler Parkway (Tatlock) as per Work Request #63571940 at a cost of $55,055.48

II. Approval of Master Collaborative Educational Services Agreement with Education Services Commission of New Jersey (ESCNJ), 1660 Stelton Road, Piscataway, NJ to coordinate public education services from July 1, 2025 to June 30, 2030

JJ. Approval of submission of IDEA FY2026 Grant Application

KK. Approval of acceptance of IDEA FY2026 funds in the amount of $1,149,414 as follows:

Basic (Total)	$1,111,254
Basic Non-public	$ 82,237
Pre-school	$ 38,160

LL. Approval of the following Barbara and Harold Gottesman Family Foundation Funding:

1. Gift to the Immigrant Student Scholarship Fund in the amount of $53,000.00 made in July, 2025 which adds to the funding benefiting students in the second half of graduation year 2025 and first half of graduation year 2026
2. Gift to the Immigrant Parenting Institute in the amount of $18,101.58 made in July 2025 for budgeted 2025-2026 program expenses

MM. Approval of Agreement with Morris-Union Jointure Commission, 340 Central Avenue, New Providence, NJ 07974 to provide vehicle maintenance services from July 1, 2025 to June 30, 2026 at a cost of $91.29 per hour

NN. Approval of Agreement with Dr. Joseph Rempson and Dr. Wazim Buksh to provide physician coverage at Summit High School football games for the 2025-2026 school year at a cost of $400/game for varsity and $300/game for all other levels, to be paid by signed voucher

OO. Approval of Agreement with JAG Athletic Training, 981 U.S. Highway 22, 2nd Floor, Bridgewater, NJ 08807 to provide per diem athletic training services during the 2025-2026 school year at a cost of $85/hour

PP. Approval of Services Agreement with AHS Hospital Corporation, 475 South Street, Morristown, NJ 07962 to provide behavioral health services known as back-to-school evaluations during the 2025-2026 school year at a cost of $250/evaluation

QQ. Approval of Tuition Agreement with Union County Educational Services Commission, 45 Cardinal Drive, Westfield, NJ 07090 to provide home instruction to students at Trinitas Regional Medical Center during the 2025-2026 school year at a cost of $76/hour

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

Oratory Prep School	$ 5,400.00

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

Oratory Prep School	$ 13,950.70

TT. Approval of submission of ESEA FY2026 Grant Application

UU. Approval of acceptance of ESEA FY2026 funds in the amount of $256,851 as follows:

1.	Title I	$ 144,668
2.	Title II	$ 61,457
3.	Title III	$ 28,983
4.	Title III Immigrant	$ 10,104
5.	Title IV	$ 11,639

Motion by _____, seconded by _____

Mahecha Justice Hanley Gundersen Cho Kelly Cohn

XV. SCHOOL BOARD OPERATION

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

A. Approval of Public Donor Agreement between the Summit Board of Education and The Connection to provide in-kind services to The Connection including use of the five elementary schools, Wilson Primary Center, and custodial services in the amount of $112,500 from September 2, 2025 to June 12, 2026

B. Approval of the 2025-2026 school year meal price lists, including a la carte items (as per attached)

C. Approval of Resolution to Increase the Bid Threshold

WHEREAS, Derek J. Jess, School Business Administrator/Board Secretary and Kathy Sarno, Assistant School Business Administrator, possess Purchasing Agent (QPA) certificates;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3(b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from $44,000 to **$53,000**, effective July 1, 2025;

NOW, THEREFORE BE IT RESOLVED that the Summit Board of Education, pursuant to N.J.S.A. 18A:18A-3(a), establishes and sets the bid threshold amount of $53,000 for the school district, and further authorizes the School Business Administrator/Board Secretary or Assistant School Business Administrator, Qualified Purchasing Agents, to award contracts, in full accordance with N.J.S.A. 18A:18A-3(a), for those purchases that do not exceed, in the aggregate, of the newly established bid threshold amount.

Furthermore, for contracts in the aggregate that are less than the bid threshold but fifteen (15%) or more of the amount, the School Business Administrator/Board Secretary or Assistant School Business Administrator shall award contracts after soliciting at least two competitive quotations.

The School Business Administrator/Board Secretary or Assistant School Business Administrator, pursuant to N.J.S.A. 18A:18A-37(c) is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations.

Motion by _____, seconded by _____
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

XVI. PERSONNEL

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

A. Approval to appoint the following new staff, pending criminal history review, background checks are required by law, and ability to obtain appropriate NJ certification:

Name	Position	School	Step/Salary	Effective	Replacing
Nida Abdulla	Special Education Teacher	LCJSMS	MA-Step-4, $69,255	August 27, 2025 for the 2025-2026 school year	Jennifer Sheehan
Megan Lynch	Athletic Trainer	SHS	MA-Step-3, $67,980 (prorated)	August 28, 2025, or sooner, for the 2025-2026 school year	Allison Flockhart

B. Approval to appoint the following Long-Term or Leave Replacement staff, pending criminal history review, background checks are required by law, and ability to obtain appropriate NJ certification:

Name	Position	School	Step/Salary	Effective	Replacing
Grace Hezel	Teacher of Art - LR	JPC/BES/ FES	MA-Step-1, $65,480 (prorated)	August 27, 2025, end date tbd	Jessica Breznak
Meghan Tarashuk	Grade 5 Teacher-LTS	LHES	$265/day	August 27, 2025, end date tbd	Ashley Fuchs
Richard Morse	Math Teacher - LR	LCJSMS	BA-Step-5-6, $64,061 (prorated)	August 27, 2025 for the 2025-2026 school year	Michelle Keane
Amanda Weisman	Math Teacher - LR	LCJSMS	BA-Step-3, $61,486 (prorated)	August 27, 2025, end date tbd	Emily Hitchen
Anne Bancroft	Grade 4 Teacher -LR	FES	MA-Step-1, $65,480 (prorated)	August 27, 2025, end date tbd	Victoria Stevens
Cindy MacKinnon	Math Teacher - LR	LCJSMS	BA-Step-1, $58,986 (prorated)	August 27, 2025, end date tbd	Dan Demarco
Caroline McAuliffe	Student Assistance Coordinator - LR	SHS	MA-Step-1, $65,480 (prorated)	September 15, 2025, or sooner, w/ 2 days prior at $125/day,end date tbd	Monica Galasso
Amy Donnelly	Kindergarten Teacher - LTS	JPC	$265/day	September 15, 2025, or sooner, end date tbd	Catherine McArdle
Julieta Quinteros Amat	English Teacher - LTS	SHS	$265/day	September 27, 2025, end date tbd	Jennifer Marder
Marcel Godino	Inclusion Aide - LTS	LCJSMS	$200/day	September 30, 2025, or sooner, end date tbd	Matthew DeFonzo

C. Approval of the following Changes of Assignment:
1. Laura Madden from Teacher, Washington Elementary School, to Teacher, Jefferson Primary Center, effective August 27, 2025 for the 2025-2026 school year, replacing Christopher Wilson
2. Christopher Wilson from Teacher, Jefferson Primary Center to Teacher, Washington Elementary School, effective August 27, 2025 for the 2025-2026 school year, replacing Laura Madden

3. Matthew DeFonzo from Inclusion Aide, Lawton C. Johnson Summit Middle School, to Long-Term Physical Education Teacher Substitute, Lawton C. Johnson Summit Middle School, $265/day, effective August 28, 2025, end date tbd
4. Manuel Gomez, from Inclusion Aide, Wilson Primary Center, to Inclusion Aide, Lawton C. Johnson Summit Middle School, effective August 27, 2025, for the 2025-2026 school year
5. Gayle Galenas from Inclusion Aide, Lincoln-Hubbard Elementary School, to Inclusion Aide, Lawton C. Johnson Summit Middle School, effective August 27, 2025, for the 2025-2026 school year
6. Archana Shah from Inclusion Aide, Lincoln-Hubbard Elementary School, to Inclusion Aide, Jefferson Primary Center, effective August 27, 2025, for the 2025-2026 school year
7. Avanti Shukla from Inclusion Aide, Lincoln-Hubbard Elementary School, to Inclusion Aide, Lawton C. Johnson Summit Middle School, effective August 27, 2025, for the 2025-2026 school year
8. Halie Proshuto from Inclusion Aide, Lawton C. Johnson Summit Middle School, to Inclusion Aide, Lincoln-Hubbard Elementary School, effective August 27, 2025, for the 2025-2026 school year
9. Maria Tramontana from Library Secretary, Washington Elementary School, to High School Receptionist, Summit High School, Secretary Class IV, Step-X, $54,237, effective August 27, 2025, for the 2025-2026 school year
10. Davina Giordano from Inclusion Aide, Brayton Elementary School, to Inclusion Aide, Wilson Primary Center, effective August 27, 2025, for the 2025-2026 school year
11. Troy Perlzak from Inclusion Aide, Jefferson Elementary School, to Inclusion Aide, Lawton C. Johnson Summit Middle School, effective August 27, 2025, for the 2025-2026 school year
12. Monica Maroto Alvarez from Inclusion Aide, Jefferson Elementary School, to Inclusion Aide, Jefferson Primary Center, effective August 27, 2025, for the 2025-2026 school year
13. Michele Hauryluke from Inclusion Aide, Wilson Primary Center, to Inclusion Aide, Jefferson Elementary school, effective August 27, 2025, for the 2025-2026 school year

D. Approval of maternity leave/family leave for the following staff:
1. Victoria Stevens, Grade 4 Teacher, Franklin Elementary School, paid leave effective June 6, 2025 through June 17, 2025, unpaid leave effective August 27, 2025 through November 26, 2025, unpaid child care leave effective December 1, 2025 through June 30, 2026 (revised from the February 13, 2025 Agenda)
2. Hannah Gallagher-Luca, Spanish Teacher, Lawton C. Johnson Summit Middle School, paid leave effective October 10, 2025 through December 3, 2025, unpaid leave effective December 4, 2025 through March 11, 2026, unpaid child care leave effective March 12, 2026 through March 29, 2026
3. Melissa Acabou, ESL Teacher, Jefferson Elementary School, paid leave effective August 27, 2025 through September 2, 2025, unpaid leave effective September 3, 2025 through December 3, 2025 (revised from the April 24, 2025 Agenda)
4. Catherine McArdle, Kindergarten Teacher, Jefferson Primary Center, paid leave effective August 27, 2025 through September 15, 2025, unpaid leave effective September 16, 2025 through December 16, 2025 (revised from the April 24, 2025 Agenda)

5. Emily Hitchen, Math Teacher, Lawton C. Johnson Summit Middle School, unpaid leave effective August 27, 2025 through November 26, 2025 (revised from the June 12, 2025 Agenda)
6. Amelia Kropa, Special Education Teacher, Lawton C. Johnson Summit Middle School, paid leave effective December 10, 2025 through March 10, 2026, unpaid leave effective March 11, 2026 through June 11, 2026, unpaid child care leave effective June 12, 2026 through December 10, 2026
7. Caitlin Dasti, Inclusion Aide, Wilson Primary Center, unpaid leave effective August 27, 2025 through October 14, 2025

E. 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
Kimberly Moya	Inclusion Aide	WES	Aide-Step-1	$41,390	August 27, 2025 for the 2025-2026 school year	Kristen Staub
Conor Chopey	Inclusion Aide	BES	Aide-Step-1	$41,390	August 27, 2025 for the 2025-2026 school year	Davina Giordano
Kevin Sekulic	Lunch Recess Aide/Phone Coverage	JPC/JES	na	$38/hour	September 2, 2025, for the 2025-2026 school year	Caren Ammaturo
Kristen Zonin	Inclusion Aide	JES	Aide-Step-1	$41,390 (prorated)	September 15, 2025,or sooner, for the 2025-2026 school year	Tara Corigliano
Tiffany Goncalves	Inclusion Aide	LCJSMS	Aide-Step-3	$43,265	August 27, 2025, for the 2025-2026 school year	Claudia Rzeszutko
Diana Andric	Substitute Teacher & Clerical Sub Secretary	JES	$18/hour (clerical) $125/day (sub teacher prorated)	–	August 27,2025	New position

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

Name	Position	School	Effective
Veronica Ramirez	Inclusion Aide	WPC	July 9, 2025
Rachel Lapinski	Teacher of Music	BES/FES	September 11, 2025, or sooner should a replacement be found
Christina Sara	LDTC	Special Services	September 19, 2025

Anthony Mastrocola	Maintenance	Central Office	July 14, 2025
Caren Ammaturo	Cafeteria/Playground Aide	JPC	July 22, 2025
Tara Corigliano	Inclusion Aide	JES	July 24, 2025
Claudia Rzeszutko	Inclusion Aide	LCJSMS	August 26 2025
Caitlin Reilly	ESL Teacher	SHS	October 3, 2025, or sooner should a replacement be found
Michael Scott	Maintenance	District	September 5, 2025
Laurie McCormack	Cycles Teacher	LCJSMS	September 29, 2025
Scott Sinclair	Inclusion Aide	LCJSMS/SHS	August 26, 2025

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
Madison Szalanczi	$125/day	September 2, 2025
Veronica Ramirez	$125/day	September 2, 2025
Kamilla Chalaia	$125/day	September 2, 2025
Kenneth Reed	$125/day	September 2, 2025
James Pellicane	$125/day	September 2, 2025
Shaimaa Alsabagh	$125/day	September 2, 2025
Julia Fernandez	$125/day	September 2, 2025

H. Approval of the following Substitute Custodians:
1. Edna Morales - SHS - $17/hour - effective August 18, 2025
2. Michael Stradford - LCJSMS - $17/hour - effective August 15, 2025
3. Abraham Pearlman - SHS - $17/hour - effective July 15, 2025
4. Issa Parajon - LCJSMS - $17/hour - effective July 15, 2025
5. Christopher Joseph - SHS - $17/hour - effective July 15, 2025
6. Luca Canavosio - LCJSMS/SHS - $17/hour - effective July 15, 2025
7. Brendan Billack - LCJSMS - $17/hour - effective July 31, 2025
8. Makei Boyd - SHS - $17/hour - effective August 7, 2025

I. Approval of the following staff to serve as Co-Advisors for the Student Council, Lawton C. Johnson Summit Middle School, for the 2025-2026 school year (revised from the June 2025 Agenda):
1. Chloe Genakos - Step 1A - $2,962
2. Stefanie Jurista - Step 1A - $2,962

J. Approval of Employment Contract between Summit Board of Education and Derek J. Jess, School Business Administrator/Board Secretary as properly reviewed and approved by the Union County Executive Superintendent of Schools in accordance with P.L.2007 C-53, for the 2025-2026 school year at a compensation rate of $220,554

K. Approval to appoint Elizabeth Liss as a volunteer, to work with the Summit High School Marching Band (remuneration to be paid directly by the Summit Music Parents Association)

L. Approval to pay Xia Zhang, Lawton C. Johnson Summit Middle School teacher, $13,070.83, to teach an extra 6th period Mandarin class for the 2025-2026 school year

M. Approval of Ronald Cooper to work at annual/special events, up to 143 overtime hours, to be paid time and one-half of his hourly rate of $52.29/hour, for any time over 40 hour/week, for the 2024-2025 school year (paid via timesheet) (amended from the June 12, 2025 Agenda)

N. Approval of Nicole Breslauer as the I&RS Coordinator for Lincoln-Hubbard Elementary School in the 2024-2025 school year, Step-1A, $1,430

O. Approval to pay Esther Loor, former Principal, Franklin Elementary School, $10,332.52 for 18 unused vacation days

P. Approval to pay Maureen Francisco, Special Education Teacher, Lawton C. Johnson Summit Middle School, an extra 6th for 3 days/week for the 2025-2026 school year at the rate of $77.27/day

Q. Approval to pay Mary Ann Terrett, Secretary, Summit High School up to 15 additional days of summer work at the per diem rate of $246.48

R. Approval to pay Anthony Mastrocola $3,346.98 for 12 unused vacation days

S. Approval of the following stipend for an Advanced Degree earned, effective July 1, 2025:
    1. Nicholas Mellina, Math Supervisor, Doctoral Degree $1,000.

T. Approval of the revisions to the Primary Center Principal job description (see attached)

U. Approval of the revisions to the Elementary School Principal job description (see attached)

V. Approval of the revisions to the Middle School Principal job description (see attached)

W. Approval of the revisions to the Middle School Assistant Principal job description (see attached)

X. Approval of the revisions to the High School Principal job description (see attached)

Y. Approval of the revisions to the High School Assistant Principal job description (see attached)

Z. Approval to revise the resignation date for Anthony Mancuso to May 1, 2025 (revised from the April 24, 2025 Agenda)

AA. Approval to pay Anthony Mancuso $3,115.04 as part of a settlement agreement

BB. Approval of Sabrina Tolu to teach Gottesman Adult ESL, up to 104 hours, at the curriculum rate of $50/hour, for the 2025-2026 school year, paid via timesheet, (funded by the Gottesman Fund)

CC. Approval of Stephanie Goncalves to coordinate college preparedness visits at the rate of $300/day, for the 2025-2026 school year, paid via timesheet, (funded by the Gottesman Fund)

DD. Approval of Alexa Graham to work as an Extended School Year Aide Substitute, from June 30, 2025 through July 31, 2025, paid via timesheet

EE. Approval of Jessica Brunner, Child Study Team, to work up to 30 days, as needed, at her per diem rate for summer 2025, paid via timesheet

FF. Approval of the following Summit High School Librarians, to be paid up to 15 hours each, at the curriculum rate, for work completed during the summer in preparation for moving back into the finished library in September 2025, paid via timesheet:
1. Judith Shue
2. Rebecca Zarabi

GG. Approval of the following Lawton C. Johnson Summit Middle School staff as TEDx/Scholar Laureate Club Advisors for the 2025-2026 school year, at the curriculum rate of $50/hour, paid via timesheet, not to exceed the following:
1. Jennifer Fout - 95 hours - $4,750
2. Nicole Finnegan - 95 hours - $4,750
3. Amy Sweeney - 120 hours - $6,000

HH. Approval to pay Holly Vegter, Lawton C. Johnson Summit Middle School, the stipend of $4,817, Step-1A, for the Drama Technical Director for the 2025-2026 school year

II. Approval of Ronald Cooper to work at annual/special events, up to 100 overtime hours, to be paid time and one-half of his hourly rate of $53.86/hour, for any time over 40 hours/week, for the 2025-2026 school year (paid via timesheet)

JJ. Approval of the following 2025-2026 salary adjustments due to advanced degrees earned, for the following staff members, effective August 27, 2025:
1. Juana Rodriguez - MA+30, Step 16
2. Brooke Simandl - MA+30, Step 11-12
3. Theodora Amiel - MA+30, Step 13
4. Christina Colineri - BA+15, Step 16
5. Emily Cooper - 2nd Masters - $850

6. Glissette Ruiz - BA+15, Step 20
7. Alana Albanese - MA, Step 16
8. Danielle Gardner - MA, Step 5-6
9. Juliana Venezio - 2nd Masters - $850
10. Madalena MacArthur - MA, Step 3
11. Stefanie Major - BA+15, Step 14
12. Kevin Kostibos - MA+30, Step 19
13. David Field - MA+30, Step 22
14. Jeffrey Bigas - MA+30, Step 19
15. Laura Gibson - MA+30, Step 13
16. Jacqueline Mattoon - MA, Step 9-10
17. Christopher Wilson - MA+30, Step 22
18. Jodi Petrakian - MA, Step 9-10

KK. Approval to pay MaryBeth Driscoll, School Nurse, to review sports physicals prior to submission to the school physician for mandated approval, at the per diem rate, up to 5 hours (paid via timesheet)

LL. Approval of Maria Duran Sierra, Lawton C. Johnson Summit Middle School, summer screener for Multilingual Learners, for up to 15 hours at the curriculum rate of $50/hour, paid via timesheet (funded by Title III)

MM. Approval of Jessica O'Connor, Washington Elementary School, Learning Workshop Coordinator for the 2025-2026 school year at the stipend of $3,500

NN. Approval of the Summit High School recommendations for Co-Curricular advisors for the 2025-2026 school year (list attached)

OO. Approval of the revised Summer/Fall 2025 Coaches (list attached) (revised from the May 13, 2025 and June 12, 2025 Agendas)

Motion by _____, seconded by _____

Mahecha	Justice	Hanley	Gundersen	Cho	Kelly	Cohn

XVII. POLICIES & REGULATIONS

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

First Reading
P 1620 - Administrative Employment Contracts (M) (Revised)
P 1648.15 - Recordkeeping for Healthcare Settings In School Buildings – Covid-19 (M) (Abolished)
P 5339.01 - Student Sun Protection (M) (New)
P 5516 - Use of Electronic Communication Devices (Revised)
R 5516 - Use of Electronic Communication Devices (New)

Motion by _____, seconded by _____
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

XVIII. ADJOURNMENT

Motion by _____, seconded by _____, and carried to adjourn the meeting at _____ PM.
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

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

SUMMIT PUBLIC SCHOOLS
14 Beekman Terrace, Summit, NJ 07901

Board of Education Meeting Date: 21-Aug-25

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".

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

							Reimbursable Expenses *								
	Staff	Type of Travel	Location of Travel	Occurances	Grant Funded	Date(s) of Travel	Registration	Meals	Lodging Nights	Lodging Costs	Mileage	Tolls/ Parking	Air/ Rail	Taxis	Conference
B.	Burke	2	New Brunswick, NJ	2		11/6/25-11/7/25	90.00	49.00			25.85				NJACDA Summer Conference
C.	Simonelli	1	Virtual	5		7/21/25-7/25/25	940.00								AP Summer Institute - Manhattan University
S.	Figueroa	1	Virtual	4		8/4/25-8/7/25	800.00								AP US Summer Institute - Drew University
A.	Mule	2	Princeton, NJ	1		10/21/25	205.00								NJ Science Teachers Association's NJ Science Convention
M.	Cohen	2	Princeton, NJ	1		10/21/25	205.00								NJ Science Teachers Association's NJ Science Convention
K.	Stephens	2	Princeton, NJ	1		10/21/25	205.00								NJ Science Teachers Association's NJ Science Convention
L.	Dickinson	2	Washington, DC	6		7/18/25 - 7/23/25							195.00		National School Public Relations Assoc (NSPRA) 2025 National Sen

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

Summit Board of Education
Checks to be Written-off
June 2025

General Fund Checks

Date	Check #	Amount
6/23/23	97837	25,721.18
6/23/23	97875	25,484.55
7/28/23	98190	585.19
8/17/23	98343	16.99
10/12/23	98698	66.00
11/16/24	99137	65.00
11/16/24	99151	100.00
11/16/24	99246	200.00
3/21/24	100506	126.31
4/18/24	100654	67.26
4/18/24	100751	1,120.00
5/13/24	100822	939.99
5/13/24	101038	2,772.15
6/13/24	101051	68.00
6/13/24	101079	650.00
6/13/24	101094	68.00
6/13/24	101141	68.00
6/13/24	101164	100.00
6/13/24	101269	200.00
6/13/24	101376	106.82
6/30/24	101439	86.30
6/30/24	101441	15.50
6/30/24	101449	7.80
6/30/24	101460	8.40
6/30/24	101475	36.90
6/30/24	101480	31.90
6/30/24	101487	33.60
6/30/24	101506	675.00
6/30/24	101570	15.65
6/30/24	101572	51.36
6/30/24	101582	567.20
6/30/24	101615	21.85
6/30/24	101623	50.00

Summit School District

High School

LUNCH	Student Lunch	$4.15
	Featured Favorite Lunch	$4.95
	Faculty Lunch	$5.25
	Faculty Featured Favorite	$5.75
	Lunch Meals Include: Entrée selection (protein/grain), fruit, vegetable, and an 8 oz. milk	
BREAKFAST	Student Breakfast	$3.10
	Student Premium Breakfast	$3.65
	Faculty Breakfast	$3.75
	Faculty Premium Breakfast	$4.25
	Breakfast Meals include: Breakfast Entrée, fruit/fruit juice, and an 8 oz. milk	
ENTRÉE:	Student Lunch Entrée Only	$4.15
	Pizza Parlor Pizza, plain	$3.10
SANDWICHES:	Premium Deli Sandwich or Wrap as a Complete Meal or a la Carte	$4.95
	Peanut Butter & Jelly, large	$3.40
SALADS:	Premium Salad Lunch as a Complete Meal or a la Carte	$4.95
SOUP/BREADS:		$3.55
	Soup Cup, 8 oz.	$4.30
	Soup Bowl, 12 oz.	$4.85
	Soup, 16 oz.	$2.00
	Plain Bagel	$2.80
	Bagel w/Butter (2 butter chips)	$2.95
	Bagel w/Jelly (2 jelly cups)	$3.40
	Bagel w/Cream Cheese	$1.25
	Extra Cream Cheese	
SIDES:	*Trip to the Farm Stand*	$2.35
	Side Salad, 5 oz.	$1.90
	Fresh Fruit/Cupped Fruit, 1 cup (2 portions)	$1.90
	Side Vegetable, 1 cup (2 portions)	$2.75
	French Fries/Potato Tots, 4 oz.	
BREAKFAST A LA CARTE:		$2.85
	Hot Chocolate, 10 oz.	$2.35
	Coffee, 10 oz.	$2.50
	Coffee, 12 oz.	$3.00
	Coffee, 16 oz.	$3.50
	Iced Coffee, 16 oz.	$2.25
	Hot Tea any Size	

"This institution is an equal opportunity provider."

POMPTONIAN
FOOD SERVICE

Summit School District
High School

SNACKS A LA CARTE:

Freshly Baked Cookie, small	$1.00
Welch's Fruit Snacks	$1.75
Cookies (packaged)	$1.75
Baked Snacks/Chips, small	$1.85
Baked Snacks/Chips, large	$2.30
Specialty Chips (Popcorners)	$2.65
Pop-Tart, single	$1.70
Granola Bars (Nature Valley)	$2.00
Rice Krispies Treat	$2.25
Jello/Pudding	$1.85
Nachos w/Cheese	$3.00
Hot Jumbo Pretzel	$2.60
Gluten Free Brownie	$3.15
Gourmet Muffin	$3.25
Cheese Stick	$1.10
Yogurt, 6 oz.	$2.85
Fruit Smoothie, 12oz.	$3.90
Hummus w/Pretzels	$4.00
Vegetable Crudite w/ Dip, 12 oz.	$3.00
Fresh Fruit w/Cheese	$3.25
Fresh Fruit Cup, Seasonal, 16 oz.	$3.95
Fresh Fruit & Yogurt Parfait, 12 oz.	$4.50
Yogurt Parfait, 12 oz.	$4.25
Churro or Funnel Cakes	$2.00
Whole Grain Donuts	$3.00

ICE CREAM:

Assorted Ice Cream	$1.75-$3.50

BEVERAGE:

Milk, 8 oz.	$1.25
Juice, 4 oz.	$1.10
Bottled Water, 16.9 oz.	$1.75
Snapple Canned Juice	$2.25
Snapple Bottle, 16 oz.	$2.75
Vitamin Water, 20 oz.	$2.90
Orange Juice, 10 oz.	$2.75
Orange Juice, 12 oz.	$2.90
Minute Maid Pure Juice, 12 oz.	$3.00
Diet Beverage Can (Carbonated or Non-Carbonated)	$2.10
Diet Beverage Bottle (Carbonated or Non-Carbonated)	$3.25
100% Sparkling Juice (Envy/Switch)	$2.50
Gatorade, 12 oz.	$2.50
Polar Sparkling Water, all varieties	$2.50
Kick Start	$2.90
Sports Bottle Water, 24 oz.	$2.50
Propel, 20 oz.	$3.40
Zero Gatorade, 20 oz.	$3.40
Zero Powerade, 20 oz.	$3.40

"This institution is an equal opportunity provider."

Summit School District

Middle School

LUNCH	Student Lunch	$4.15
	Featured Favorite Lunch	$4.95
	Faculty Lunch	$5.25
	Faculty Featured Favorite	$5.75
	Lunch Meals Include: Entrée selection (protein/grain), fruit, vegetable, and an 8 oz. milk	
BREAKFAST	Student Breakfast	$3.10
	Student Premium Breakfast	$3.65
	Faculty Breakfast	$3.75
	Faculty Premium Breakfast	$4.25
	Breakfast Meals include: Breakfast Entrée, fruit/fruit juice, and an 8 oz. milk	
ENTRÉE:	Student Lunch Entrée Only	$4.15
	Pizza Parlor Pizza, plain	$3.10
SANDWICHES:	Premium Deli Sandwich or Wrap as a Complete Meal or a la Carte	$4.95
	Peanut Butter & Jelly, large	$3.40
SALADS:	Premium Salad Lunch as a Complete Meal or a la Carte	$4.95
SOUP/BREADS:	Soup Cup, 8 oz.	$3.55
	Soup Bowl, 12 oz.	$4.30
	Soup, 16 oz.	$4.85
	Plain Bagel	$2.00
	Bagel w/Butter (2 butter chips)	$2.80
	Bagel w/Jelly (2 jelly cups)	$2.95
	Bagel w/Cream Cheese	$3.40
	Extra Cream Cheese	$1.25
SIDES:	*Trip to the Farm Stand*	
	Side Salad, 5 oz.	$2.35
	Fresh Fruit/Cupped Fruit, 1 cup (2 portions)	$1.90
	Side Vegetable, 1 cup (2 portions)	$1.90
	French Fries/Potato Tots, 4 oz.	$2.75

Summit School District

Middle School

SNACKS A LA CARTE:	Freshly Baked Cookie, small	$1.00
	Welch's Fruit Snacks	$1.75
	Cookies (packaged)	$1.75
	Baked Snacks/Chips, small	$1.85
	Baked Snacks/Chips, large	$2.30
	Specialty Chips (Popcorners)	$2.65
	Pop-Tart, single	$1.70
	Granola Bars (Nature Valley)	$2.00
	Rice Krispies Treat	$2.25
	Jello/Pudding	$1.85
	Nachos w/Cheese	$3.00
	Hot Jumbo Pretzel	$2.60
	Gluten Free Brownie	$3.15
	Gourmet Muffin	$3.25
	Cheese Stick	$1.10
	Yogurt, 6 oz.	$2.85
	Fruit Smoothie, 12oz.	$3.90
	Hummus w/Pretzels	$4.00
	Vegetable Crudite w/ Dip, 12 oz.	$3.00
	Fresh Fruit w/Cheese	$3.25
	Fresh Fruit Cup, Seasonal, 16 oz.	$3.95
	Fresh Fruit & Yogurt Parfait, 12 oz.	$4.50
	Fresh Fruit Cup, 12oz.	$4.25
	Churro or Funnel Cake	$2.00
	Whole Grain Donut	$3.00
ICE CREAM:	Assorted Ice Cream	$1.75-$3.50
BEVERAGE:	Milk, 8 oz.	$1.25
	Juice, 4 oz.	$1.10
	Bottled Water, 10 oz.	$1.50
	Bottled Water, 16.9 oz.	$1.75
	Dasani Water, 20 oz.	$2.50
	Snapple Canned Juice	$2.25
	Orange Juice, 10 oz.	$2.75
	100% Sparkling Juice (Envy/Switch)	$2.50
	Polar Sparkling Water, all varieties	$2.50

Summit School District

Elementary School

LUNCH	Student Lunch	$4.15
	Featured Favorite Lunch	$4.95
	Faculty Lunch	$5.25
	Faculty Featured Favorite	$5.75
	Lunch Meals include: Entrée selection (protein/grain), fruit, vegetable, and an 8 oz. milk	
BREAKFAST	Student Breakfast	$3.10
	Breakfast Meals include: Breakfast Entrée, fruit/fruit juice, and an 8 oz. milk	
ENTRÉE:		
	Pizza Parlor Pizza, plain	$3.10
SANDWICHES:		
	Premium Deli Sandwich or Wrap as a Complete Meal or a la Carte	$4.95
SNACKS A LA CARTE:		
	Freshly Baked Cookie, small	$1.00
	Welch's Fruit Snacks	$1.75
	Cookies (packaged)	$1.75
	Baked Snacks/Chips, small	$1.85
	Hot Jumbo Pretzel	$2.60
	Cheese Stick	$1.10
	100 Calorie Cookie pack	$2.00
ICE CREAM:		
	Assorted Ice Cream	$1.75-$3.50 $:
BEVERAGE:		
	Milk, 8 oz.	$1.25
	Juice, 4 oz.	$1.10
	Bottled Water, 10 oz.	$1.50

Summit School District

Elementary School

LUNCH	Student Lunch	$4.15
	Featured Favorite Lunch	$4.95
	Faculty Lunch	$5.25
	Faculty Featured Favorite	$5.75
	Lunch Meals include: Entrée selection (protein/grain), fruit, vegetable, and an 8 oz. milk	
SANDWICHES:		
	Premium Deli Sandwich or Wrap as a Complete Meal or a la Carte	$4.95
SNACKS A LA CARTE:		
	Freshly Baked Cookie, small	$1.00
	Welch's Fruit Snacks	$1.75
	Cookies (packaged)	$1.75
	Baked Snacks/Chips, small	$1.85
	Hot Jumbo Pretzel	$2.60
	Cheese Stick	$1.10
	100 Calorie cookie pack	$2.00
ICE CREAM:		
	Assorted Ice Cream	$1.75-$3.50
BEVERAGE:		
	Milk, 8 oz.	$1.25
	Juice, 4 oz.	$1.10
	Bottled Water, 10 oz.	$1.50

Summit Public Schools
Summit, New Jersey

Job Description

JOB TITLE:
Primary Center Principal

REPORTS TO: The Primary Center Principal reports to the Superintendent of Schools. There is additional responsibility to the Business Administrator, Assistant Superintendent and the Director of Special Services in the respective areas of business, curriculum/instruction and special education. The Primary Center Principal has authority over all personnel, directly or indirectly, who are assigned to the primary centers. In addition, the Primary Center Principal is responsible for supervising the Preschool Summer Extended Program.

LENGTH OF WORK YEAR: 12 months

PRIMARY FUNCTION: The Principal is an educational leader with professional training and experience in the area of early childhood. He/she has major responsibility for planning, organizing, staffing, directing, coordinating, evaluating, staff development, reporting, budgeting and demonstrating a commitment to enhancing the development and achievement of all students.

In conformance with the law, policies, negotiated contracts and directives of the Superintendent, the principal uses leadership, supervision and administrative skills to provide an environment which promotes the optimal educational development of each student.

Coordinates with Elementary Principals the PreK-3 Curriculum and Instruction, staff meetings, assemblies and parent programs.

PRINCIPAL DUTIES AND RESPONSIBILITIES: Demonstrate knowledge and understanding of early childhood curriculum development and program evaluation, child growth and development, effective instructional strategies, classroom management, learning assessment and diagnosis and research related to learning.

A. Students

1. Encourages high expectations for student achievement
2. Provides for activities that reflect children's developmental level.
3. Strives to be visible and accessible to students and to interact with them often
4. Provides for recognition of student accomplishments and achievement
5. Assures a pupil record system is maintained that is legal, reflects policy and communicates classroom progress for other evaluative information

6. Provides for training and instruction of pupils in fire safety as prescribed by state law; conducts fire drills as required

7. Promotes access to high quality instruction, early childhood programming, family literacy, and school readiness

8. Establishes and maintains student conduct policies and procedures designed to assure student behavior consistent with school goals and to assure due process

9. Identifies, reduces and resolves discipline problems; treats students firmly, fairly and respectfully

10. Maintains a written set of school procedures that is consistent with the philosophy, goals, principles, and policies of the school system

11. Promotes student attendance and ameliorates problems; assures accurate student attendance records are maintained and absences are monitored

12. Attempts, wherever possible, to meet the special needs and to promote the special interests of students

13. Identifies students whose performance is below aptitude; directs efforts to close discrepancies.

B. <u>Professional Staff</u>

1. Coordinates with district level staff and elementary principals to support implementation of a PreK-3rd grade model of early childhood education.

2. Provide in-service training for early childhood education teachers and parents.

3. Respects the individuality of each staff member and promotes the self-esteem of each

4. Supervises and evaluates primary center staff members in accordance with State law and Board of Education policies to maintain, and in fact, increase their effectiveness on performance criteria established for their positions in the position analysis

5. Develops and provides accurate information related to staff positions needed and job requirements

6. Participates in recruitment, selection and assignment of teachers; selects a staff with the greatest potential for meeting instructional needs consistent with school and district needs and expectations

7. Plans and provides for the orientation and assimilation of new staff members, substitute teachers and student teachers

8. Observes classes in order to appraise the quality of instruction and learning and to evaluate the climate for learning throughout the school based upon the position analysis

9. Assists teachers in improving their teaching techniques throughout the exploration of alternatives in class management, method, evaluation, testing, use of guidance information, follow-up of students, space utilization and programming for early childhood students.

10. Assists teachers in improving the quality of instruction by modeling the essential elements of instruction and by providing opportunities for teachers to review, to reinforce and to practice these skills

11. Actively supports the district's commitment to affirmative action and equal opportunity

12. Actively works for the implementation of the district Focus Areas, objectives, priorities and operating principles

13. Works toward the development and enhancement of staff instructional skills and competencies through well-organized and well-planned in-service experiences

14. Provides direction and serves as advisor to teachers in their individual professional/personal growth endeavors

15. Encourages a constructive attitude of self-evaluation by teachers and department heads

16. Schedules assignments for the most effective utilization of staff

17. Assures that staff daily teaching plans meet criteria established by the Principal and that productive substitute plans are available

18. Plans for and leads faculty meetings consistent with policy (works closely with the principal of Jefferson School in coordinating meetings)

19. Oversees and evaluates the work of the Special Education teachers and the members of the Child Study Team assigned to the building.

C. Curriculum/Instruction

1. Supports a continuum of learning from PreK through 3rd Grade

2. Organizes and directs a balanced program of classroom instruction for all early childhood students on levels appropriate to their abilities

3. Stimulates development of new programs in areas where changing conditions or professional insights encourage new approaches

4. Is knowledgeable about the school and district program of study; is knowledgeable about developmentally appropriate practices, methods and materials in curriculum and instruction

5. Organizes and implements curriculum initiative and pilot projects as authorized by the Assistant Superintendent and Supervisor/Director of Special Education Services

6. Assists the Assistant Superintendent in the development, coordination, evaluation and articulation of programs, practices and policies

7. Monitors specific educational programs and/or school objectives and organizes and directs periodic evaluation

8. Incorporates, where appropriate, the findings from state and local testing in the evaluation of school programs

9. Support district initiatives and curriculum projects as directed by the superintendent

10. Encourages and guides teachers in the utilization of diagnostic and other testing data as a basis for instructional planning

11. Works with and through staff members, particularly in the establishment of goals and objectives, in curriculum development and on matters that may impact on their personal or professional welfare.

12. Assist in the development and implementation of a performance-based system for measuring and assessing skills and knowledge of the early childhood population. Regularly communicate results to Assistant Superintendent for Curriculum and Instruction.

D. <u>Administration/Management</u>

1. Ensure coordination of services and articulation between early childhood and elementary levels (PreK-3) of the instructional program by developing a transition process and by communicating frequently with principals on a regular basis

2. Develop an articulation process which extends the early childhood experiences into the elementary school program

3. Provides for and promotes open and effective communication among elements of the primary centers and between the school and other components of the educational system, including the transition of kindergarten students to their neighborhood schools.

4. Observes and implements the policies and operating principles of the Board of Education, administrative regulations and directives, and negotiated contracts

5. Develops efficient procedures for handling routine administrative tasks

6. Meets deadlines

7. Keeps the Superintendent effectively advised as to the activities, condition and needs of the school and of events, attitudes and opinions of perceived present and potential significance

8. Works cooperatively with all district personnel to facilitate accomplishment of school and district goals

9. Cooperates with and involves Special Education Services in the organization of programs to effectively address the needs of all pupils.

10. Functions in a manner that consistently promotes trust and respect; is sensitive to the needs, concerns and problems of others in carrying out responsibilities

11. Makes sound decisions by identifying problems, establishing priorities, planning and taking action

12. Shares ideas and experiences with colleagues

E. <u>Professional Growth/Effort</u>

1. Appraises own effectiveness, using data from a variety of sources

2. Plans and carries out a program of professional growth based on areas of identified need or interest, and district objectives and/or district priorities

3. Assumes responsibility to keep up-to-date professionally by reading widely, attending professional meetings, visiting other school systems, participating in in-service and career development activities and by using any other means that will contribute to professional growth

4. Applies knowledge and skills gained through professional growth endeavors and good research

5. Possesses a well reasoned educational philosophy; is open to new ideas and change

6. Maintains high professional, moral and ethical standards in the conduct of day-to-day activities

7. Demonstrates through actions an understanding and acceptance of Board policies, principles and administrative regulations

8. Acts forthrightly, openly and honestly in dealing with the Board, Central Office and building administrators, staff, students, parents and community

9. Demonstrates and promotes through actions a belief in the management team concept.

F. <u>Finance/Budget Management</u>

1. Institutes and maintains procedures for equitable distribution, proper control, and adequate accounting of all funds as prescribed by Board of Education policy

2. Develops an annual cost effective budget which reflects building and district objectives

3. Establishes a systematic process for involving staff and relevant others in planning budget and establishing priorities. Encourages and monitors the economic use of staff, space, materials, equipment, and supplies; establishes procedures for the control and security of equipment and materials.

G. Support Staff

1. Respects the individuality of each staff member and promotes self-esteem

2. Supports the district's commitment to affirmative action and equal opportunity

3. Participates in the selection, placement, orientation and training of staff

4. Promotes pride in a job well done and growth in skills and efficiency

H. Physical Plant/Support Services

1. Plans and provides for a safe, healthy, and aesthetically satisfying environment; sees to the effective maintenance of fire and safety equipment and conditions

2. Develops and implements procedures and techniques for the efficient and cost-effective cleaning and maintenance of facilities and grounds

3. Promotes economies in energy use and resource allocation

4. In cooperation with the Supervisor of Buildings and Grounds and head custodian, periodically reviews maintenance priorities and develops short and long term maintenance projects

5. Supervises the food service program and works for its improvement in a cost-effective way and within state and local regulations in conjunction with the food service management company; discusses questions, concerns and recommendations for improvement with the cafeteria manager and, when appropriate, the Director of Food Service and/or the Business Administrator.

I. Community Relations and Participation

1. Provide systematic and adequate program coordination with district-based and community-based providers of preschool programs.

2. Actively works with parents, community groups and staff, when appropriate, especially the PTA/PTO's, to secure their ideas and recommendations regarding the school program and utilizes their knowledge, skill and interest effectively to enrich and improve the program

3. Develops and maintains close working relationships with those agencies recognized by the Board of Education has having been organized for the purpose of helping Summit children

4. Heads staff in the effective utilization of the community's human resources, e.g., parent volunteers and individuals willing to share specialized knowledge

5. Encourages and assists staff in the productive utilization of the community environment as an extension and reinforcement for classroom activities

6. Establishes channels for regular communication between the school and the community

7. Interprets Summit Public Schools' policies and goals to the school community

8. Assists the school community to understand the district program and support the budgetary needs for its implementation

9. Interacts with community/parent groups and the media in a cooperative, professional manner

10. Adheres to the Board policy on community relations; cooperates with the district's community relations personnel

11. Leads staff members, professional and support, to interact with parents and community in a positive way and to develop positive relations

12. Designs and implements a public information program.

J. Other

Assumes other duties and responsibilities as assigned.

QUALIFICATIONS:

1. Five years of successful teaching experience, early childhood experience required
2. Has a master's degree from an accredited institution
3. Holds NJ certification as Principal or School Administrator
4. Has excellent knowledge and background with preschool and early childhood programs
5. Is knowledgeable of special education laws, regulations and programs for early childhood students
6. Excellent communication and interpersonal skills
7. Ability to be a consensus and team builder

Date Adopted: April 17, 1984
Approved by Board of Education: September 22, 1988
Revised and Approved by Board of Education: October 17, 1996
Revised and Approved by Board of Education: February 28, 2008
Revised and Approved by Board of Education: June 19, 2014
Revised and Approved by Board of Education: August 21, 2025

Summit Public Schools
Summit, New Jersey

Job Description

JOB TITLE:

Elementary School Principal

REPORTS TO:

The Elementary School Principal reports to the Superintendent of Schools. There is additional responsibility to the Business Administrator, Assistant Superintendent and the Director of Special Services in the respective areas of business, curriculum/instruction and special education. The Elementary School Principal has authority over all personnel, directly or indirectly, who are assigned to the elementary school.

PRIMARY FUNCTION:

The Principal's foremost function is the improvement of teaching and learning. Toward this end, the Principal has major responsibility for planning, organizing, staffing, directing, coordinating, evaluating, staff development, reporting, budgeting and demonstrating a commitment to high academic goals and excellence.

In conformance with the law, policies, negotiated contracts and directives of the Superintendent, the principal uses leadership, supervision and administrative skills to provide an environment which promotes the optimal educational development of each student.

JOB RESPONSIBILITIES:

A. Students

1. Encourages high expectations for student achievement
2. Promotes high student morale and a sense of school spirit and cohesion
3. Strives to be visible and accessible to students and to interact with them often
4. Provides for recognition of student accomplishments and achievement
5. Assures a pupil record system is maintained that is legal, reflects policy and communicates classroom progress and other evaluative information
6. Provides for training and instruction of pupils in fire safety as prescribed by state law; conducts fire drills as required

7. Establishes basic conditions and practices of safety, security and traffic control within the school building and on the school grounds

8. Establishes and maintains student conduct policies and procedures designed to assure student behavior consistent with school goals and to assure due process

9. Identifies, reduces and resolves discipline problems; treats students firmly, fairly and respectfully

10. Maintains a written set of school procedures that is consistent with the philosophy, goals, principles, and policies of the school system

11. Promotes student attendance and ameliorates problems; assures accurate student attendance records are maintained and absences are monitored

12. Attempts, wherever possible, to meet the special needs and to promote the special interest of students

13. Identifies students whose performance is below aptitude; directs efforts to close discrepancies

B. Professional Staff

1. Respects the individuality of each staff member and promotes the self-esteem of each

2. Supervises and evaluates staff members in accordance with State law and Board of Education policies to maintain, and in fact, increase their effectiveness on performance criteria established for their positions in the position analysis

3. Develops and provides accurate information related to staff positions needed and job requirements

4. Participates in recruitment, selection and assignment of teachers; select staff with the greatest potential for meeting instructional needs consistent with school and district needs and expectations

5. Plans and provides for the orientation and assimilation of new staff members, substitute teachers and student teachers

6. Observes classes in order to appraise the quality of instruction and learning and to evaluate the climate for learning throughout the school based upon the position analysis

7. Assists teachers in improving their teaching techniques through the exploration of alternatives in class management, method, evaluation, testing, use of guidance information, follow-up of students, space utilization and programming

8. Assists teachers in improving the quality of instruction by modeling the essential elements of instruction and by providing opportunities for teachers to review, to reinforce and to practice these skills

9. Actively supports the district's commitment to affirmative action and equal opportunity

10. Actively works for the implementation of the district objectives, priorities and operating principles

11. Works toward the development and enhancement of staff instructional skills and competencies through well-organized and well-planned in-service experiences

12. Provides direction and serves as advisor to teachers in their individual professional/personal growth endeavors

13. Encourages a constructive attitude of self-evaluation by teachers and department heads

14. Schedules assignments for the most effective utilization of staff

15. Assures that staff daily teaching plans meet criteria established by the Principal and that productive substitute plans are available

16. Plans for and leads faculty meetings consistent with policy

17. Oversees and evaluates the work of the Special Education teachers and the members of the Child Study Team assigned to the building

C. Curriculum/Instruction

1. Organizes and directs a balanced program of classroom instruction for all students on levels appropriate to their abilities

2. Provides opportunities and encouragement for all students to participate in a comprehensive well-balanced co-curricular program

3. Stimulates development of new programs in areas where changing conditions or professional insights encourage new approaches

4. Is knowledgeable about the school and district programs of study; is knowledgeable about applications of proven research, practices, methods and

materials in curriculum and instruction; knows, uses and actively promotes the effective use of the four basic elements of instruction

5. Organizes and administers curriculum studies and pilot projects as authorized by the Assistant Superintendent

6. Assists the Assistant Superintendent in the development, coordination, evaluation and articulation of programs, practices and policies

7. Monitors specific educational programs and/or school objectives and organizes and directs periodic evaluation

8. Incorporates, where appropriate, the findings from state and local testing in the evaluation of school programs

9. Encourages and guides teachers in the utilization of diagnostic and other testing data as a basis for instructional planning

10. Works with and through staff members, particularly in the establishment of goals and objectives, in curriculum development and on matters that may impact on their personal or professional welfare

D. Administration/Management

1. Provides for and promotes open and effective communication among elements of the school and between the school and other components of the educational system

2. Observes and implements the policies and operating principles of the Board of Education, administrative regulations and directives, and negotiated contracts

3. Develops efficient procedures for handling routine administrative tasks

4. Meets deadlines

5. Keeps the Superintendent effectively advised as to the activities, condition and needs of the school and of events, attitudes and opinions of perceived present or potential significance.

6. Works cooperatively with all district personnel to facilitate accomplishment of school and district goals

7. Cooperates with and involves Special Education Services in the organization of programs to effectively address the needs of pupils with learning disabilities and deficiencies

8. Functions in a manner that consistently promotes trust and respect; is sensitive to the needs, concerns and problems of others in carrying out responsibilities

9. Makes sound decisions by identifying problems, establishing priorities, planning and taking action

10. Shares ideas and experiences with colleagues

11. Exhibits interest in student life and promotes esprit and sense of belonging

E. Professional Growth/Effort

1. Appraises own effectiveness, using data from a variety of sources

2. Plans and carries out a program of professional growth based on areas of identified need or interest, and district objectives and/or district priorities

3. Assumes responsibility to keep up-to-date professionally by reading widely, attending professional meetings, visiting other school systems, participating in in-service and career development activities and by using any other means that will contribute to professional growth

4. Applies knowledge and skills gained through professional growth endeavors and good research

5. Possesses a well-reasoned educational philosophy; is open to new ideas and change

6. Maintains high professional, moral and ethical standards in the conduct of day-to-day activities

7. Demonstrates through actions an understanding and acceptance of Board policies, principles and administrative regulations

8. Acts forthrightly, openly and honestly in dealing with the Board, Central Office and building administrators, staff, students, parents and community

9. Demonstrates and promotes through actions a belief in the management team concept

F. Finance/Budget Management

1. Institutes and maintains procedures for equitable distribution, proper control, and adequate accounting of all funds as prescribed by Board of Education policy

2. Develops an annual cost effective budget which reflects building and district objectives

3. Establishes a systematic process for involving staff and relevant others in planning budget and establishing priorities. Encourages and monitors the economic use of staff, space, materials, equipment, and supplies; establishes procedures for the control and security of equipment and materials

G. Support Staff

1. Respects the individuality of each staff member and promotes self-esteem

2. Supports the district's commitment to affirmative action and equal opportunity

3. Participates in the selection, placement, orientation and training of staff

4. Promotes pride in a job well done and growth in skills and efficiency

5. Encourages esprit, cohesion and loyalty

H. Physical Plant/Support Services

1. Plans and provides for a safe, healthy, and aesthetically satisfying environment; sees to the effective maintenance of fire and safety equipment and conditions

2. Develops and implements procedures and techniques for the efficient and cost-effective cleaning and maintenance of facilities and grounds

3. Promotes economies in energy use and resource allocation

4. In cooperation with the Director of Maintenance and head custodian, periodically reviews maintenance priorities and develops short and long term maintenance projects

5. Supervises the food service program and works for its improvement in a cost-effective way and within state and local regulations; discusses questions, concerns and recommendations for improvement with the cafeteria manager and, when appropriate, the Director of Food Service and/or the Business Administrator

I. Community Relations and Participation

1. Actively works with students and community groups, when appropriate, especially the PTA/PTO's, to secure their ideas and recommendations regarding

the school program and utilizes their knowledge, skill and interest effectively to enrich and improve the program

2. Develops and maintains close working relationships with those agencies recognized by the Board of Education as having been organized for the purpose of helping Summit children

3. Heads staff in the effective utilization of the community's human resources, e.g., parent volunteers and individuals willing to share specialized knowledge

4. Encourages and assists staff in the productive utilization of the community environment as an extension and reinforcement for classroom activities

5. Establishes channels for regular communication between the school and the community

6. Interprets Summit Public Schools' policies and goals to the school community

7. Assists the school community to understand the district program and support the budgetary needs for its implementation

8. Interacts with community/parent groups and the media in a cooperative, professional manner

9. Adheres to the Board policy on community relations; cooperates with the district's community relations personnel

10. Leads staff members, professional and support, to interact with parents and community in a positive way to develop positive relations

11. Designs and implements a public information program

J. Other

Assumes other duties and responsibilities as assigned.

QUALIFICATIONS:

Five years of successful teaching experience, at least three years of administrative /supervisory experience, has a master's degree from an accredited institution, and holds NJ certification as Principal or School Administrator

LENGTH OF WORK YEAR: Extended 10 months

Date Adopted: April 17, 1984
Voted by the Board of Education: September 22, 1988
Revised and approved by the Board of Education: 10/17/1996
Revised and approved by the Board of Education: 11/17/2024
Revised and approved by the Board of Education: 08/21/2025

Summit Public Schools
Summit, New Jersey

Job Description

JOB TITLE:

Middle School Principal

REPORTS TO:

The Middle School Principal reports to the Superintendent of Schools. There is additional responsibility to the Business Administrator, Assistant Superintendent and the Director of Special Services in the respective areas of business, curriculum/instruction and special education. The Middle School Principal has authority over all personnel, directly or indirectly, who are assigned to the middle school.

PRIMARY FUNCTION:

The Principal's foremost function is the improvement of teaching and learning. Toward this end, the Principal has major responsibility for planning, organizing, staffing, directing, coordinating, evaluating, staff development, reporting, budgeting and demonstrating a commitment to high academic goals and excellence.

In conformance with the law, policies, negotiated contracts and directives of the Superintendent, the principal uses leadership, supervision and administrative skills to provide an environment which promotes the optimal educational development of each student.

JOB RESPONSIBILITIES:

A. Students

1. Encourages high expectations for student achievement
2. Promotes high student morale and a sense of school spirit and cohesion
3. Strives to be visible and accessible to students and to interact with them often
4. Provides for recognition of student accomplishments and achievement
5. Assures a pupil record system is maintained that is legal, reflects policy and communicates classroom progress and other evaluative information
6. Provides for training and instruction of pupils in fire safety as prescribed by state law; conducts fire drills as required

7. Establishes basic conditions and practices of safety, security and traffic control within the school building and on the school grounds

8. Establishes and maintains student conduct policies and procedures designed to assure student behavior consistent with school goals and to assure due process

9. Identifies, reduces and resolves discipline problems; treats students firmly, fairly and respectfully

10. Maintains a written set of school procedures that is consistent with the philosophy, goals, principles, and policies of the school system

11. Promotes student attendance and ameliorates problems; assures accurate student attendance records are maintained and absences are monitored

12. Attempts, wherever possible, to meet the special needs and to promote the special interest of students

13. Identifies students whose performance is below aptitude; directs efforts to close discrepancies

B. Professional Staff

1. Respects the individuality of each staff member and promotes the self-esteem of each

2. Supervises and evaluates staff members in accordance with State law and Board of Education policies to maintain, and in fact, increase their effectiveness on performance criteria established for their positions in the position analysis

3. Develops and provides accurate information related to staff positions needed and job requirements

4. Participates in recruitment, selection and assignment of teachers; select staff with the greatest potential for meeting instructional needs consistent with school and district needs and expectations

5. Plans and provides for the orientation and assimilation of new staff members, substitute teachers and student teachers

6. Observes classes in order to appraise the quality of instruction and learning and to evaluate the climate for learning throughout the school based upon the position analysis

7. Assists teachers in improving their teaching techniques through the exploration of alternatives in class management, method, evaluation, testing, use of guidance information, follow-up of students, space utilization and programming

8. Assists teachers in improving the quality of instruction by modeling the essential elements of instruction and by providing opportunities for teachers to review, to reinforce and to practice these skills

9. Actively supports the district's commitment to affirmative action and equal opportunity

10. Actively works for the implementation of the district objectives, priorities and operating principles

11. Works toward the development and enhancement of staff instructional skills and competencies through well-organized and well-planned in-service experiences

12. Provides direction and serves as advisor to teachers in their individual professional/personal growth endeavors

13. Encourages a constructive attitude of self-evaluation by teachers and department heads

14. Schedules assignments for the most effective utilization of staff

15. Assures that staff daily teaching plans meet criteria established by the Principal and that productive substitute plans are available

16. Plans for and leads faculty meetings consistent with policy

17. Oversees and evaluates the work of the Special Education teachers and the members of the Child Study Team assigned to the building

C. Curriculum/Instruction

1. Organizes and directs a balanced program of classroom instruction for all students on levels appropriate to their abilities

2. Provides opportunities and encouragement for all students to participate in a comprehensive well-balanced co-curricular program

3. Stimulates development of new programs in areas where changing conditions or professional insights encourage new approaches

4. Is knowledgeable about the school and district programs of study; is knowledgeable about applications of proven research, practices, methods and materials in curriculum and instruction; knows, uses and actively promotes the effective use of the four basic elements of instruction

5. Organizes and administers curriculum studies and pilot projects as authorized by the Assistant Superintendent

6. Assists the Assistant Superintendent in the development, coordination, evaluation and articulation of programs, practices and policies

7. Monitors specific educational programs and/or school objectives and organizes and directs periodic evaluation

8. Incorporates, where appropriate, the findings from state and local testing in the evaluation of school programs

9. Encourages and guides teachers in the utilization of diagnostic and other testing data as a basis for instructional planning

10. Works with and through staff members, particularly in the establishment of goals and objectives, in curriculum development and on matters that may impact on their personal or professional welfare

D. Administration/Management

1. Provides for and promotes open and effective communication among elements of the school and between the school and other components of the educational system

2. Observes and implements the policies and operating principles of the Board of Education, administrative regulations and directives, and negotiated contracts

3. Develops efficient procedures for handling routine administrative tasks

4. Meets deadlines

5. Keeps the Superintendent effectively advised as to the activities, condition and needs of the school and of events, attitudes and opinions of perceived present or potential significance.

6. Works cooperatively with all district personnel to facilitate accomplishment of school and district goals

7. Cooperates with and involves Special Education Services in the organization of programs to effectively address the needs of pupils with learning disabilities and deficiencies

8. Functions in a manner that consistently promotes trust and respect; is sensitive to the needs, concerns and problems of others in carrying out responsibilities

9. Makes sound decisions by identifying problems, establishing priorities, planning and taking action

10. Shares ideas and experiences with colleagues

11. Exhibits interest in student life and promotes esprit and sense of belonging

E. Professional Growth/Effort

1. Appraises own effectiveness, using data from a variety of sources

2. Plans and carries out a program of professional growth based on areas of identified need or interest, and district objectives and/or district priorities

3. Assumes responsibility to keep up-to-date professionally by reading widely, attending professional meetings, visiting other school systems, participating in in-service and career development activities and by using any other means that will contribute to professional growth

4. Applies knowledge and skills gained through professional growth endeavors and good research

5. Possesses a well-reasoned educational philosophy; is open to new ideas and change

6. Maintains high professional, moral and ethical standards in the conduct of day-to-day activities

7. Demonstrates through actions an understanding and acceptance of Board policies, principles and administrative regulations

8. Acts forthrightly, openly and honestly in dealing with the Board, Central Office and building administrators, staff, students, parents and community

9. Demonstrates and promotes through actions a belief in the management team concept

F. Finance/Budget Management

1. Institutes and maintains procedures for equitable distribution, proper control, and adequate accounting of all funds as prescribed by Board of Education policy

2. Develops an annual cost-effective budget which reflects building and district objectives

3. Establishes a systematic process for involving staff and relevant others in planning budget and establishing priorities. Encourages and monitors the economic use of staff, space, materials, equipment, and supplies; establishes procedures for the control and security of equipment and materials

G. Support Staff

1. Respects the individuality of each staff member and promotes self-esteem

2. Supports the district's commitment to affirmative action and equal opportunity

3. Participates in the selection, placement, orientation and training of staff

4. Promotes pride in a job well done and growth in skills and efficiency

5. Encourages esprit, cohesion and loyalty

H. Physical Plant/Support Services

1. Plans and provides for a safe, healthy, and aesthetically satisfying environment; sees to the effective maintenance of fire and safety equipment and conditions

2. Develops and implements procedures and techniques for the efficient and cost-effective cleaning and maintenance of facilities and grounds

3. Promotes economies in energy use and resource allocation

4. In cooperation with the Director of Maintenance and head custodian, periodically reviews maintenance priorities and develops short and long term maintenance projects

5. Supervises the food service program and works for its improvement in a cost-effective way and within state and local regulations; discusses questions, concerns and recommendations for improvement with the cafeteria manager and, when appropriate, the Director of Food Service and/or the Business Administrator

I. Community Relations and Participation

1. Actively works with students and community groups, when appropriate, especially the PTA/PTO's, to secure their ideas and recommendations regarding the school program and utilizes their knowledge, skill and interest effectively to enrich and improve the program

2. Develops and maintains close working relationships with those agencies recognized by the Board of Education as having been organized for the purpose of helping Summit children

3. Heads staff in the effective utilization of the community's human resources, e.g., parent volunteers and individuals willing to share specialized knowledge

4. Encourages and assists staff in the productive utilization of the community environment as an extension and reinforcement for classroom activities

5. Establishes channels for regular communication between the school and the community

6. Interprets Summit Public Schools' policies and goals to the school community

7. Assists the school community to understand the district program and support the budgetary needs for its implementation

8. Interacts with community/parent groups and the media in a cooperative, professional manner

9. Adheres to the Board policy on community relations; cooperates with the district's community relations personnel

10. Leads staff members, professional and support, to interact with parents and community in a positive way to develop positive relations

11. Designs and implements a public information program

J. Other

Assumes other duties and responsibilities as assigned.

QUALIFICATIONS:

Five years of successful teaching experience, at least three years of administrative /supervisory experience, has a master's degree from an accredited institution, and holds NJ certification as Principal or School Administrator

LENGTH OF WORK YEAR: 12 Months

Date Adopted: April 17, 1984
Voted by the Board of Education: September 22, 1988
Revised and approved by the Board of Education: 10/17/96
Revised and approved by the Board of Education: 11/17/22
Revised and approved by the Board of Education: 8/21/25

Summit Public Schools
Summit, New Jersey

Job Description

Job Title:

Middle School Assistant Principal

Reports To: Middle School Principal

Primary Function: The Middle School Assistant Principal assists the Middle School Principal in the administrative operation of the total school program.

Principal Duties and Responsibilities:

A. Shares responsibility to enforce and implement all administrative directives and Board policies

B. Works with teachers on the maintenance of effective discipline

C. Assists in the operation of the building:

- Student control and conduct
- Community involvement in school program
- Facility utilization and maintenance
- Staff utilization
- Building security

D. Observes and evaluates staff as assigned

E. Confers with parents, students, and faculty, as necessary, regarding student issues, including residency and discipline

F. Serves on advisory and special committees on an assigned and/or voluntary basis

G. Attends after school and/or evening student events, school functions, and athletic events on an assigned and/or voluntary basis, to provide supervisionAdministers the co-curricular program, including intramurals

H. Implements schedule as directed by the principal.

I. Coordinates the testing program for the building

J. Serves as the building coordinator for administrative computing

K. Performs other relevant and reasonable duties and responsibilities as may be assigned

Qualifications:

Five years of successful teaching experience, has a Master's degree from an accredited institution, and holds New Jersey certification as Principal or School Administrator.

- Excellent communication skills.
- Knowledge and understanding of middle school program and/or curriculum.
- Experience with working with adolescents.
- Teaching experience at the middle level preferred.

Length of Work Year: 12 Months

Approved by the Board of Education: September 19, 1991
Revised and approved by the Board of Education: 10/17/96
Revised and approved by the Board of Education: February 26, 2009
Revised and approved by the Board of Education: August 21, 2025

Summit Public Schools
Summit, New Jersey

Job Description

JOB TITLE:

High School Principal

REPORTS TO:

The High School Principal reports to the Superintendent of Schools. There is additional responsibility to the Business Administrator, Assistant Superintendent and the Director of Special Services in the respective areas of business, curriculum/instruction and special education. The High School Principal has authority over all personnel, directly or indirectly, who are assigned to the High School.

PRIMARY FUNCTION:

The Principal's foremost function is the improvement of teaching and learning. Toward this end, the Principal has major responsibility for planning, organizing, staffing, directing, coordinating, evaluating, staff development, reporting, budgeting and demonstrating a commitment to high academic goals and excellence.

In conformance with the law, policies, negotiated contracts and directives of the Superintendent, the principal uses leadership, supervision and administrative skills to provide an environment which promotes the optimal educational development of each student.

JOB RESPONSIBILITIES:

A. Students

1. Encourages high expectations for student achievement
2. Promotes high student morale and a sense of school spirit and cohesion
3. Strives to be visible and accessible to students and to interact with them often
4. Provides for recognition of student accomplishments and achievement
5. Assures a pupil record system is maintained that is legal, reflects policy and communicates classroom progress and other evaluative information
6. Provides for training and instruction of pupils in fire safety as prescribed by state law; conducts fire drills as required

7. Establishes basic conditions and practices of safety, security and traffic control within the school building and on the school grounds

8. Establishes and maintains student conduct policies and procedures designed to assure student behavior consistent with school goals and to assure due process

9. Identifies, reduces and resolves discipline problems; treats students firmly, fairly and respectfully

10. Maintains a written set of school procedures that is consistent with the philosophy, goals, principles, and policies of the school system

11. Promotes student attendance and ameliorates problems; assures accurate student attendance records are maintained and absences are monitored

12. Attempts, wherever possible, to meet the special needs and to promote the special interest of students

13. Identifies students whose performance is below aptitude; directs efforts to close discrepancies

B. Professional Staff

1. Respects the individuality of each staff member and promotes the self-esteem of each

2. Supervises and evaluates staff members in accordance with State law and Board of Education policies to maintain, and in fact, increase their effectiveness on performance criteria established for their positions in the position analysis

3. Develops and provides accurate information related to staff positions needed and job requirements

4. Participates in recruitment, selection and assignment of teachers; select staff with the greatest potential for meeting instructional needs consistent with school and district needs and expectations

5. Plans and provides for the orientation and assimilation of new staff members, substitute teachers and student teachers

6. Observes classes in order to appraise the quality of instruction and learning and to evaluate the climate for learning throughout the school based upon the position analysis

7. Assists teachers in improving their teaching techniques through the exploration of alternatives in class management, method, evaluation, testing, use of guidance information, follow-up of students, space utilization and programming

8. Assists teachers in improving the quality of instruction by modeling the essential elements of instruction and by providing opportunities for teachers to review, to reinforce and to practice these skills

9. Actively supports the district's commitment to affirmative action and equal opportunity

10. Actively works for the implementation of the district objectives, priorities and operating principles

11. Works toward the development and enhancement of staff instructional skills and competencies through well-organized and well-planned in-service experiences

12. Provides direction and serves as advisor to teachers in their individual professional/personal growth endeavors

13. Encourages a constructive attitude of self-evaluation by teachers and department heads

14. Schedules assignments for the most effective utilization of staff

15. Assures that staff daily teaching plans meet criteria established by the Principal and that productive substitute plans are available

16. Plans for and leads faculty meetings consistent with policy

17. Oversees and evaluates the work of the Special Education teachers and the members of the Child Study Team assigned to the building

C. Curriculum/Instruction

1. Organizes and directs a balanced program of classroom instruction for all students on levels appropriate to their abilities

2. Provides opportunities and encouragement for all students to participate in a comprehensive well-balanced co-curricular program

3. Stimulates development of new programs in areas where changing conditions or professional insights encourage new approaches

4. Is knowledgeable about the school and district programs of study; is knowledgeable about applications of proven research, practices, methods and materials in curriculum and instruction; knows, uses and actively promotes the effective use of the four basic elements of instruction

5. Organizes and administers curriculum studies and pilot projects as authorized by the Assistant Superintendent

6. Assists the Assistant Superintendent in the development, coordination, evaluation and articulation of programs, practices and policies

7. Monitors specific educational programs and/or school objectives and organizes and directs periodic evaluation

8. Incorporates, where appropriate, the findings from state and local testing in the evaluation of school programs

9. Encourages and guides teachers in the utilization of diagnostic and other testing data as a basis for instructional planning

10. Works with and through staff members, particularly in the establishment of goals and objectives, in curriculum development and on matters that may impact on their personal or professional welfare

D. Administration/Management

1. Provides for and promotes open and effective communication among elements of the school and between the school and other components of the educational system

2. Observes and implements the policies and operating principles of the Board of Education, administrative regulations and directives, and negotiated contracts

3. Develops efficient procedures for handling routine administrative tasks

4. Meets deadlines

5. Keeps the Superintendent effectively advised as to the activities, condition and needs of the school and of events, attitudes and opinions of perceived present or potential significance.

6. Works cooperatively with all district personnel to facilitate accomplishment of school and district goals

7. Cooperates with and involves Special Education Services in the organization of programs to effectively address the needs of pupils with learning disabilities and deficiencies

8. Functions in a manner that consistently promotes trust and respect; is sensitive to the needs, concerns and problems of others in carrying out responsibilities

9. Makes sound decisions by identifying problems, establishing priorities, planning and taking action

10. Shares ideas and experiences with colleagues

11. Exhibits interest in student life and promotes esprit and sense of belonging

E. Professional Growth/Effort

1. Appraises own effectiveness, using data from a variety of sources

2. Plans and carries out a program of professional growth based on areas of identified need or interest, and district objectives and/or district priorities

3. Assumes responsibility to keep up-to-date professionally by reading widely, attending professional meetings, visiting other school systems, participating in in-service and career development activities and by using any other means that will contribute to professional growth

4. Applies knowledge and skills gained through professional growth endeavors and good research

5. Possesses a well-reasoned educational philosophy; is open to new ideas and change

6. Maintains high professional, moral and ethical standards in the conduct of day-to-day activities

7. Demonstrates through actions an understanding and acceptance of Board policies, principles and administrative regulations

8. Acts forthrightly, openly and honestly in dealing with the Board, Central Office and building administrators, staff, students, parents and community

9. Demonstrates and promotes through actions a belief in the management team concept

F. Finance/Budget Management

1. Institutes and maintains procedures for equitable distribution, proper control, and adequate accounting of all funds as prescribed by Board of Education policy

2. Develops an annual cost effective budget which reflects building and district objectives

3. Establishes a systematic process for involving staff and relevant others in planning budget and establishing priorities. Encourages and monitors the economic use of staff, space, materials, equipment, and supplies; establishes procedures for the control and security of equipment and materials

G. Support Staff

1. Respects the individuality of each staff member and promotes self-esteem

2. Supports the district's commitment to affirmative action and equal opportunity

3. Participates in the selection, placement, orientation and training of staff

4. Promotes pride in a job well done and growth in skills and efficiency

5. Encourages esprit, cohesion and loyalty

H. Physical Plant/Support Services

1. Plans and provides for a safe, healthy, and aesthetically satisfying environment; sees to the effective maintenance of fire and safety equipment and conditions

2. Develops and implements procedures and techniques for the efficient and cost-effective cleaning and maintenance of facilities and grounds

3. Promotes economies in energy use and resource allocation

4. In cooperation with the Director of Maintenance and head custodian, periodically reviews maintenance priorities and develops short and long term maintenance projects

5. Supervises the food service program and works for its improvement in a cost-effective way and within state and local regulations; discusses questions, concerns and recommendations for improvement with the cafeteria manager and, when appropriate, the Director of Food Service and/or the Business Administrator

I. Community Relations and Participation

1. Actively works with students and community groups, when appropriate, especially the PTA/PTO's, to secure their ideas and recommendations regarding the school program and utilizes their knowledge, skill and interest effectively to enrich and improve the program

2. Develops and maintains close working relationships with those agencies recognized by the Board of Education as having been organized for the purpose of helping Summit children

3. Heads staff in the effective utilization of the community's human resources, e.g., parent volunteers and individuals willing to share specialized knowledge

4. Encourages and assists staff in the productive utilization of the community environment as an extension and reinforcement for classroom activities

5. Establishes channels for regular communication between the school and the community

6. Interprets Summit Public Schools' policies and goals to the school community

7. Assists the school community to understand the district program and support the budgetary needs for its implementation

8. Interacts with community/parent groups and the media in a cooperative, professional manner

9. Adheres to the Board policy on community relations; cooperates with the district's community relations personnel

10. Leads staff members, professional and support, to interact with parents and community in a positive way to develop positive relations

11. Designs and implements a public information program

J. Other

Assumes other duties and responsibilities as assigned.

QUALIFICATIONS:

Five years of successful teaching experience, at least three years of administrative /supervisory experience, has a master's degree from an accredited institution, and holds NJ certification as Principal or School Administrator

LENGTH OF WORK YEAR: 12 months

Date Adopted: April 17, 1984
Voted by the Board of Education: September 22, 1988
Revised and approved by the Board of Education: 10/17/96
Revised and approved by the Board of Education: 11/17/22
Revised and approved by the Board of Education: 8/21/25

Summit Public Schools
Summit, New Jersey

Job Description

JOB TITLE:

High School Assistant Principal (There are two High School Assistant Principal positions. The duties listed in this description will be shared between the staff appointed to these positions as designated by the High School Principal.)

REPORTS TO:

The High School Assistant Principal reports to the High School Principal

JOB RESPONSIBILITIES:

The High School Assistant Principal is responsible for the implementation of the instructional program, student behavior policies, the student attendance program, and has a shared responsibility for the supervision and evaluation of staff.

PRINCIPAL DUTIES AND RESPONSIBILITIES

A. Behavior.0

Supervises student conduct within the school and implements disciplinary procedures, maintaining appropriate records of any disciplinary actions

1. Works with students who are disciplinary problems and takes appropriate action
2. Keeps parents and staff effectively informed regarding disciplinary and/or behavior problems
3. Maintains records of student behavior and disciplinary action as required by Board and State law
4. Assists staff members in resolving student behavior problems
5. Informs students, parents, staff of their rights and responsibilities
6. Conducts conferences with parents, students and teachers regarding discipline
7. Serves on building or district committees that develop and revise disciplinary policies and procedures
8. Supervises and evaluates paraprofessional and clerical personnel (assigned to the office of the assistant principal).

9. Actively supervises all areas of the school including the corridors, lavatories, grounds, parking area, etc., in such a way as to promote and maintain an appropriate school climate

10. Monitors the performance of all professional staff members assigned to various noninstructional duties including hall duty, cafeteria duty and study halls

11. Administers the school policy on smoking

12. Is responsible for the preparation and distribution of the student handbook

13. Develops and maintains close working relationships with guidance counselors and members of the child study team as well as a variety of out-of-school agencies organized for the purpose of helping young people

14. Consistent with established policy and procedures, monitors the general school environment in such a way as to discourage the sale, purchase, transfer, use or possession of alcohol/drugs on school premises or at school related activities

15. Keeps the principal and superintendent apprised of all incidents relating to suspected or actual alcohol and drug use, with appropriate supporting documentation

B. Attendance

Administers laws, regulations and policies pertaining to student attendance

1. Informs students, teachers and parents of policies and procedures regarding attendance

2. Effectively reports students' attendance to parents

3. Monitors and maintains appropriate records of individual student attendance

4. Submits monthly and year-end summary data to the principal

5. Reports attendance data to the Central Office for state reports as required

6. Conducts conferences with parents, students and teachers regarding student attendance

7. In conjunction with the Safety Officer, validates places of residence, assisting in the processing of affidavits, and performing on-site investigations and home visitations

C. Instruction

Supervises the effective implementation of the instructional program

1. Develops the master schedule for the academic year, including teacher assignments, time allotments, and student schedules

2. Implements the schedule of classes and makes appropriate adjustments as necessary, working to reduce course changes to an absolute minimum

3. Develops the program of studies booklet

4. Assumes responsibility for effective use of substitute and special teachers

5. Coordinates communication and activities between subject area departments and the guidance department

6. Chairs and coordinates activities of the High School Curriculum Council

7. Recommends to the principal revisions in the instructional program

8. Administers the school testing program (HSPT) and the Basic Skills program

9. Supervises various departments, i.e., Special Education

D. Staff

Assists the principal in selection, supervision and evaluation of staff

1. Observes teacher performance, formally and informally, on a regular basis

2. Confers with teachers as a means of aiding in the improvement of instruction

3. Prepares written evaluations of staff as assigned by the principal

4. Assists in planning in-service programs and activities for staff

5. Assists the principal in selection and assignment of new staff members

6. Assists in planning faculty meetings that are designed to promote professional growth

7. Develops staff utilization reports

E. Data Processing

Coordinates and supervises the in-house data processing program

1. Supervises the work of the computer technician

2. Coordinates activities with administrative staff at the Middle School and the Central Office

3. In conjunction with the department (chairmen) supervisors and the Director of Guidance, designs a scheduling calendar which establishes a timeline and critical activities in the development of the school's master schedule

4. Coordinates all in-house data processing activities including grade reporting and grade distribution, rank in class data, honor roll, monthly migration reports, attendance reports, etc.

5. Coordinates the preparation of reports to the principal, superintendent, county and state offices of education

F. General Administrative

Performs such tasks and assumes such responsibilities as the principal may assign

1. Assists with the planning and coordination of evening meetings, e.g. open house, parent orientation, commencement, senior citizens day, awards program, etc.

2. Assists as assigned by the principal in the design, implementation and evaluation of schoolwide goals

3. Works with department (chairmen) supervisors and staff members to design and implement departmental goals and objectives that actually promote learning and quality instruction

4. Supervises co-curricular and special student programs

5. Oversees building security and use of the building by outside groups

6. Serves as building liaison on capital projects

QUALIFICATIONS:

Five years of successful teaching experience, has a Master's degree from an accredited institution, and holds New Jersey certification as Principal or School Administrator

LENGTH OF WORK YEAR: 12 months

Approved by the Board of Education: September 22, 1988
Revised and approved by the Board of Education: 10/17/96
Revised and approved by the Board of Education: 10/19/00
Revised and approved by the Board of Education: 11/17/22
Revised and approved by the Board of Education: 8/21/25

To: Mr. Robert Gardella, Ms. Cassandra Kaplan

From: Brian Murtagh

Re: Co-Curricular Positions 2025-2026 SY

Listed below are the recommendations for Co-Curricular advisors for the 2025-2026 school year.

Position	Advisor	Step	Stipend
Art Magazine	Lindsay Morse	3	$4,539
Auditor	Cheryl Adair	3	$4,860
Bel Canto (Choir)	Mary-Lynn Rhodes	2B	$4,222
String Ensemble(Orchestra)	Nevena Bojovic	2B	$4,222
Color Guard			
Debate	Anne Poyner	1A	$6,857
Drama Tech Support	Shannon Audet	1A	$6,509
Speech	Anne Poyner	3	$8,001
Freshman Class Advisor	Katherine Gallaway	N/A	$5,075
Jazz Band	Alex Bocchino	3	$7,900
Junior Class Advisor	Grace Kobilarcik	N/A	$6,052
Interact Club (Key Club)	Judith Shue	2A	$4,222
Literary Magazine	Melissa Kormeluk	1A	$3,794
Marching Band	Alex Bocchino	3	$10,545
Marching Band Assistant	Rebecca Mongioj	3	$8,107
Marching Band Assistant	John Piepoli	3	$8,107
Marching Band Assistant	Josue Vasquez	1B	$7,264
Musical Director (Drama)	Alex Bocchino	3	$6,161
Newspaper	Ashley Wollesen	3	$8,107
Robotics			
Senior Class Advisor	Cheryl Adair	N/A	$6,052
Sophomore Class Advisor	Sunita Viswanath	N/A	$5,075
Step			
Student Government	Jen Pritchett	1A	$3,950
Student Government	Christian Simonelli	1A	$3,950
Model United Nations	Pete Connolly	1B	$4,539
Video Club	Morgan Mohlmann	N/A	$3,462
Vocal Coach (Drama)	Mary-Lynn Rhodes	2B	$5,174
Yearbook Editor	Grace Kobilarcik	1A	$6,509
Union Hispana	Silvia Vicente	N/A	$4,539
Students Helping Students	Ashley Milano	N/A	$2,269.5
Students Helping Students	Monica Galasso	N/A	$2,269.5
Peer Leadership	Jennifer Illis,	N/A	$3,138.33
Peer Leadership	Rebecca Zarabi	N/A	$3,138.33
Peer Leadership	Lesli Cestona	N/A	$3,138.33
Black Student Union	Michael Mayes	N/A	$4,539
Student Voices	Monika Bartlett	N/A	$4,539

CC: Stacy Grimaldi, Elizabeth Aaron

XVI-NN

Summer/Fall 2025 Coaches - May 13, 2025, Revised June 12, 2025, Revised August 21, 2025							
POSITION	**NAME**	**IN-HOUSE**	**ADJUNCT**	**FULL CERT.**	**STEP**	**COMMENTS**	**SALARY**
Summer Wt. Rm.	Kevin Kostibos	X		X	N/A	Returning	$6,276.00
Fall Wt. Rm. Supv.	Adam Fern		X	X	N/A	Returning	$3,138.00
Cross Country							
Head Varsity Boys	Neal Sharma	X		X	3	Returning	$10,031.00
Head Varsity Girls	Gina Baker	X		X	1A	New	$9,247.00
HS Shared Asst.	Jackie Mattoon	X		X	1A	New	$7,690.00
MS Head Boys	Kevin Zaleski	X		X	2B	Returning	$6,836.00
MS Head Girls	Dennis Marcantonio	X		X	3	Returning	$7,264.00
MS Shared Asst.	Brooke Simandl	X		X	2B	Returning	$5,206.00
MS Volunteer	Bruce Fenska	X		X	N/A	Volunteer	
HS Volunteer	Vincent Graziano		X	Sub Exp. 4/13/2028	N/A	Volunteer	
HS Volunteer	Jacek Lodziato	X		X	N/A	Volunteer	
HS Volunteer	Evan White		X	X	N/A	Volunteer	
Football							
Head Varsity	Kevin Kostibos	X		X	3	Returning	$13,096.00
Assistant Football	Henry Gibson, III		X	X	1A	NEW	$8,836.00
Assistant Football	Frank Harpster	X		X	2B	Returning	$9,270.00
Head J.V.	James Siracusa	X		X	3	Returning	$9,690.00
Assistant Football	Casey Sink	X		X	3	Returning	$9,690.00
Head Freshman	Matt DeFonzo	X		Sub. Exp. 1/23/2030	2A	Returning	$9,270.00
Assistant Football	John Power		X	X	2B	Returning	$9,270.00
Volunteer	Gil Owren		X	Sub Exp. 7/1/2026	N/A	Volunteer	
Volunteer	Drew Nichols		X	Sub Exp. 5/1/2027	N/A	Volunteer	
Volunteer	Richard Carbone		X	Sub Exp. 6/1/2026	N/A	Volunteer	
Volunteer	Vince Termini		X	Sub. Exp. 3/1/2026	N/A	Volunteer	
Volunteer	Phil Shyposh		X	Sub. Exp. 11/1/2026	N/A	Volunteer	
Volunteer	Mike Judge		X	X	N/A	Volunteer	
Volunteer	Colm Dougherty		X	Sub. Exp. 8/5/2029	Volunteer	New	
Volunteer	John (JP) Dougherty		X	Sub. Exp. 9/19/2029	Volunteer	New	
Volunteer	John Berardi		X		Athletic Coach Volunteer	NEW	
Volunteer	John Brandi			Paperwork Pending	Volunteer	NEW	

Summer/Fall 2025 Coaches - May 13, 2025, Revised June 12, 2025, Revised August 21, 2025							
POSITION	**NAME**	**IN-HOUSE**	**ADJUNCT**	**FULL CERT.**	**STEP**	**COMMENTS**	**SALARY**
Boys Soccer							
Head Varsity	Kevin Cahillane		X	Sub. Exp. 10/9/2029	1A	NEW	$9,690.00
Junior Varsity	Kaitlyn Jones	X		X	1A	NEW	$7,690.00
Freshman	Alexander Whiteside	X		X	2B	Returning	$8,107.00
Asst. Varsity	Dan Jamnik		X	Sub. Exp. 1/13/2028	2B	Soccer Grant Position	$8,107.00
Volunteer	OPEN		X		N/A	Volunteer	
Volunteer	OPEN		X		N/A	Volunteer	
Girls Soccer							
Varsity	Kelly Klaif	X		X	1A	NEW	$9,690.00
Junior Varsity	Lauren Ponzio	X		X	3	Returning	$8,525.00
Freshman	DeAnna Nelson	X		X	1A	NEW	$7,690.00
Volunteer	Ashley McMahon	X		X	N/A	Volunteer	
Field Hockey							
Head Varsity	Jennifer Schwarzenbek	X		X	3	Returning	$10,545.00
Asst. Varsity	Rachel Killeen	X		X	3	Returning	$8,525.00
Junior Varsity	Jessica Pietracatella	X		X	3	Returning	$8,525.00
Freshman	Alyse Augustine		X	X	2B	Returning	$8,107.00
MS Head	Samantha White	X		X	1B	Returning	$6,509.00
MS Asst.	Shannon Caravano	X		X	1B	Returning	$4,889.00
Volunteer	Lauren Nawrotzki	X		X	N/A	Volunteer	
Volunteer	Victoria Stevens	X		X	N/A	Volunteer	
Girls Tennis							
Head Varsity	Vincent Turturiello		X	X	3	Returning	$10,031.00
Junior Varsity	William O'Regan	X		X	3	Returning	$7,264.00
Fall Cheerleading							
Head Varsity	Nicole Griffiths		X	Sub. Exp. 7/1/2027	2B	Returning	$8,242.00
Junior Varsity	Erin Fogarty	X		X	3	Returning	$8,399.00

Summer/Fall 2025 Coaches - May 13, 2025, Revised June 12, 2025, Revised August 21, 2025							
POSITION	**NAME**	**IN-HOUSE**	**ADJUNCT**	**FULL CERT.**	**STEP**	**COMMENTS**	**SALARY**
MS Intramurals							
Session #1	Dennis Marcantonio	X		X	N/A	Returning	$1,468.00
Session #2	Anthony Ferrante	X		X	N/A	Returning	$1,468.00
Sailing							
Coach	Chloe Genakos	X		X	N/A	Summit Sailing Foundation Grant	$2,500
Volunteer	Kimberly Myer		X	X	N/A	Volunteer	
Volunteer	John Creel		X	Sub Exp. 8/2/2027	N/A	Volunteer	
Volunteer	Kerry Penque		X	Sub. Exp. 10/19/2027	N/A	Volunteer	
Unified Soccer							
Coach	Gary Pascal					SONJ Grant	$1,000.00
Coach	Peter Connolly	X		X	N/A	SONJ Grant	$1,000.00
Girls Volleyball							
Head Varsity	Antonio Martins	X		X	3	Returning	$10,545.00
Junior Varsity	John Ross	X		X	3	Returning	$8,525.00
Freshman	Ashley Seifert	X		X	3	Returning	$8,525.00
Gymnastics							
Head Varsity	Tracy Claus		X	Sub Exp. 12/2/2027	3	Returning	$10,545.00
Assistant	Samantha Melworm		X	X	3	Returning	$8,525.00