October 9, 2025

BOARD OF EDUCATION
SUMMIT, NEW JERSEY

The Board of Education held a Meeting on Thursday, October 9, 2025 beginning at 6:00 PM in the Summit H.S. Library/Media Center. Those present: Ms. Cohn, presiding, Mr. Cho, Mr. Gundersen, Mr. Hanley, Ms. Justice, Ms. Kelly, and Mr. Mahecha. There were 50 members of the public in attendance.

Also present were Mr. Hough, Superintendent of Schools, Mr. Jess, School Business Administrator/ Board Secretary, Ms. Sarno, Assistant School Business Administrator, Mr. Gardella, Director of Human Resources, Mr. Margolis, Director of Special Services, Ms. Rocco, Director of Curriculum & Instruction, and Ms. Dickinson, Communications Officer.

NOTICE OF CERTIFICATION

The following notice was presented:

Let the minutes reflect that adequate notice of this meeting has been provided in accordance with the regulations of the Open Public Meetings Act.

PRESENTATIONS & DISCUSSIONS

A. Recognition of 25 Years of Service

The Board recognized the following staff members for their 25 years of service to the students of Summit Public Schools:

Anna Nascimento – LCJ Summit Middle School
Matthew Ramstedt – LCJ Summit Middle School
Celine Benet – Franklin & Lincoln-Hubbard Schools

B. Recognition of Newly Tenured LCJ Summit Middle School Staff

The Board recognized the following staff members for obtaining tenure:

Jeffrey Bigas, Kerry Cahaly, TranLe Hill, Debbion Hyman-Campbell, Ashley Seifert, and Samantha White

The Board took a 5-minute break.

C. State Assessment Report - Heather Rocco, Director of Curriculum & Instruction

D. Student Safety Data System - Reporting Period 2 - January 1, 2025 through June 30, 2025 - Scott Hough, Superintendent and Laura Kaplan, Director of School Counseling

PUBLIC HEARING

2024-2025 School Self-Assessment for Determining Grades Under the Anti-Bullying Bill of Rights Act - Laura Kaplan, Director of School Counseling

Motion by Ms. Kelly, seconded by Mr. Hanley, unanimously approved by voice vote to close public comment.

Ms. Kelly moved approval of the following item listed under Public Hearing:

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

A. Approval of the 2024-2025 submission of the School Self-Assessment for Determining Grades Report Under the Anti-Bullying Bill of Rights Act

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

PRESIDENT'S ANNOUNCEMENTS

Ms. Cohn spoke about the following:

- Our teachers make the greatest impact on our lives
- Importance of SEL
- Week of Respect activities
- Speech & Debate placed 3rd at Yale Competition

SUPERINTENDENT'S REPORT

Mr. Hough spoke about the following:

- Activities throughout the district

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

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

A. Resolve to review the Superintendent's recommendation of the suspensions for the period of 9/2/2025 - 9/30/2025 as outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

B. Resolve to review the Superintendent's recommendation of the HIB investigation(s) for the period of 9/2/2025 - 9/30/2025 of the HIB investigation(s). These report summaries are outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

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

STUDENT BOARD REPRESENTATIVE REPORT

Hadley Taylor reported the sports teams and students are getting ready for Hilltopper Weekend! The theatre department is getting ready for the fall play and Cabaret night fundraiser. Speech & Debate is getting ready for their national competition.

ADDITIONS/REVISIONS TO THE AGENDA

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

COMMITTEE REPORTS

A. Education and Student Activities/Services Committee – Mr. Cho reported on the following: finalization of the 2026-2027 school calendar; State assessment reporting; student safety data system; trial run for the new NJSLA & NJGPA tests

Mr. Hanley asked if consideration was given to a parent survey regarding whether school should begin prior to Labor Day. Mr. Cho replied.

B. Operations Committee – Mr. Hanley reported on the following: energy procurement process through reverse auction; ongoing 2024-25 audit; bond projects update; state requirements for budget process
C. Policy Committee – Ms. Justice reported that the committee did not meet this month
D. Communications Committee – Mr. Mahecha reported that the committee did not meet this month but gave updates on events & processes in place
E. Negotiations and Personnel Committee – Ms. Cohn reported that the committee did not meet this month
F. Liaison Reports – Mr. Cho reported that SEF had their first board meeting and fundraising is underway – this is their 48th year of operation.

PUBLIC COMMENT

A. Public Comment on Items on the Agenda - none

B. Public Comment on Items not on the Agenda

Ten parents expressed their concerns about the size of a 2nd grade class at Brayton School and asked that the situation be addressed.

A resident discussed his thoughts on communications by City Hall utilizing mailers; he suggested including matching the bond to the asset's useful life.

A resident concurred that parents should be included in the start date of the school year, and asked about the SEF grants process.

Motion by Mr. Hanley, seconded by Ms. Kelly, unanimously approved by voice vote to close public comment.

Mr. Hough commented that he and Ms. Kelly had previously met with Brayton 2nd grade parents and the situation is being reviewed.

Ms. Kelly commented why she supports including the board's review of SEF grants prior to voting as part of the approval process. Mr. Mahecha supported Ms. Kelly's comment.

Ms. Cohn said she wants to make everyone aware that the district is very grateful for SEF's generosity and want to continue a good partnership with SEF. She stated that she'd like to make sure that we, as the BOE, are governance and not administration when it comes to grants such as those received from SEF as per the ethics dictated by the State regulations. The BOE are not the experts and we rely on the Superintendent and administrators' expertise when SEF grants are approved.

Ms. Kelly asked if there have ever been surveys with families regarding the school calendar. Mr. Hough responded.

APPROVAL OF BOARD MINUTES

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

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

A. Approval of Minutes of the following meeting:

1. September 11, 2025 Regular Meeting & Executive Session

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

CURRICULUM / INSTRUCTION / PROGRAM

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

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

A. Approval of anticipated 2025-2026 out-of-state and/or overnight field trips (list attached)

B. Approval of the 2026-2027 District Calendar (attached)

Motion seconded by Ms. Kelly. The roll was called, Mr. Hanley voted no on item "B" only, and all others voted, "Aye". The motion was declared adopted.

FINANCE

Ms. Kelly moved the following items under Finance:

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

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

1.	Regular Bills	Fund 10	$2,010,647.19
2.	Special Revenue	Fund 20	$ 149,893.17
3.	Capital Projects	Fund 30	$ 307,330.39
4.	Enterprise Fund	Fund 60	$ - 0 -
	Sub Total All Funds		$2,467,870.75
5.	Food Service Fund 61		$ 224,425.72
	Total All Funds		$2,692,296.47

B. Approval of the monthly payroll for September 2025 - $5,448,237.90

C. Approval of budget adjustments and line-item transfers for August 2025

D. Approval of Secretary and Treasurer's Report for August 2025

E. Monthly Budgetary Line-item Status Certification:

Resolved, that the Board Secretary for the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10 (c) 3, as of August 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).

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

G. Approval of the request from the Director of Special Services to amend the rate for the special education aide for student # 6573877010 at Shepard School to reflect a per diem increase of $22.01

H. Approval of Agreement with GenPsych, 5 Regent Street, Livingston, NJ 07039 to provide psychiatric clearance services during the 2025-2026 school year at a cost of $250 per assessment

I. Approval to accept the 2025-2026 Wellness Grant from the Schools Health Insurance Fund Wellness Committee in the amount of $49,600

J. Approval to accept a donation from the SHS Soccer Association to fund the boys' soccer grant position for the 2025-2026 season in the amount of $8,107.00

K. Approval to accept a donation from the Summit Men's Lacrosse Alumni Association toward the cost of the HUDL for the 2024 lacrosse season in the amount of $1,350

L. Approval to accept a donation from New England Biolabs, Ipswich, MA of equipment to be used in the science department to support and expand the DNA Barcoding Project, valued at $868.00

M. Approval to accept a donation from Donors Choose of equipment to be used in the AP Environmental Science classes valued at $180.27

N. Approval for the following transportation arrangements with Morris-Union Jointure Commission for the 2025-2026 School Year:

Student ID	School	Route	Contractor
#6351012155	Arc Kohler School	MU937	MUJC

Approval for the renewal of transportation contracts with Morris-Union Jointure Commission for the 2025-2026 School Year in accordance and subject to the CPI increase of 3.57% as listed below:

Contractor	Route #	Aide Per Diem Rate	Annual Cost
MUJC	MU937	$61.29	$40,996.50

O. Approval for the following school year transportation arrangements with Morris County Educational Services Commission for the 2025-2026 School Year:

Student ID	School	Route/Contractor	Dates
#9296598121	Lakeview Learning Center	CS160/K&S Transportation	09/04/25 – 06/17/26
#2397012436	Windsor Learning Center	CS287/Rajak LLC	09/04/25 – 06/25/26

Approval for the school year transportation contract with Morris County Educational Services Commission for the 2025-2026 School Year in accordance and subject to the CPI increase of 3.57% as listed below:

Contractor	Route #	Aide Per Diem Rate	Cost Per Diem
K&S Transportation	CS160	$0.00	$328.00
Rajak LLC	CS287	$0.00	$226.09

P. Approval of agreement with Freepoint Energy Solutions, LLC, 2 University Plaza Drive, Hackensack, NJ 07601 to provide electricity to the district from 5/1/2026 to 5/1/2028 as per the EMEX Reverse Auction on 9/16/25

Q. Approval of Vehicle Rental Agreement with Springfield Board of Education to lease a minivan for the 2025-2026 school year at a cost of $60/day

R. Approval of Design Change Notice #1 from EI Associates for a change in scope to the Design of the Renovations at Tatlock Field House project in the amount of $22,100

S. Approval of the following Gottesman Family Foundation Parenting Institute expenditures:
   1. Payment to Vanessa Hernandez for $25.24 for July/August 2025 Refreshments and $52.32 for Materials

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

SCHOOL BOARD OPERATION

Mr. Hanley moved the following items under School Board Operation:

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

A. Approval to submit the School Nursing Services Plan for the 2025-2026 school year to the County Superintendent

B. Approval of the Board Goals for 2025-2026 as presented by Superintendent Hough at the September 11, 2025 Board of Education meeting

C. Approval of the agreement with The Connection, 79 Maple Street, Summit, NJ to provide practice and home meet facilities for the Summit High School Hilltopper Gymnastics team for the 2025-2026 season, including preseason

D. Approval of the Sidebar Agreement dated September 30, 2025, between the Summit Board of Education and the Summit Education Association (as per attached)

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

PERSONNEL

Ms. Kelly moved the following items under Personnel:

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

A. Approval to appoint the following 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
Nicole Georgio	Reading Strategies - LR	LCJSMS	BA+15-Step-15, $76,180 (prorated)	October 30, 2025 (or sooner) with one day of overlap at $125/day	Christina Colineri

B. Approval of the following Changes of Assignment:
1. Barbara Vance from Substitute, District, to Long-Term Physical Education Aide Substitute, Lawton C. Johnson Summit Middle School, $200/day, effective September 2, 2025, end date tbd
2. Gwen Franco from Substitute Teacher, District, to Long-Term STEAM Teacher Substitute, Washington Elementary School, $265/day, effective October 6, 2025, end date tbd, for Meredith Warmington
3. Ann Anderson from Substitute Teacher, District, to Long-Term Teacher Substitute, Lincoln-Hubbard Elementary School, $265/day, effective October 10, 2025, end date tbd with 2 overlap days at $125/day
4. Karin Dorieux from Spanish Teacher, Brayton and Franklin Elementary Schools, to Spanish Teacher, Lawton C. Johnson Summit Middle School, effective October 10, 2025, end date tbd

C. Approval of maternity leave/family leave for the following staff:
1. Monica Galasso, Student Assistance Coordinator, Summit High School, paid leave effective September 2, 2025 through October 16, 2025, unpaid leave effective October 17, 2025 through January 27, 2026 (revised from the June 12, 2025 Agenda)
2. Rupa Ruffin, Behavior Analyst, Jefferson Elementary School, paid leave effective February 17, 2026 through March 20, 2026, unpaid leave effective March 23, 2026 through June 12, 2026
3. Nicole Breslauer, Grade 3 Teacher, Lincoln-Hubbard Elementary School, paid leave effective January 15, 2026 through February 12, 2026, unpaid leave effective February 13, 2026 through March 27, 2026
4. Jessica O'Connor, BSI/LW Teacher, Washington Elementary School, paid leave effective January 5, 2026 through February 12, 2026, unpaid leave effective February 13, 2026 through May 15, 2026
5. Lauren Ettinger, Language Arts Teacher, Lawton C. Johnson Summit Middle School, paid leave effective January 5, 2026 through March 18, 2026, unpaid leave effective March 19, 2026 through September 10, 2026, unpaid child care leave effective September 11, 2026 through November 2, 2026

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

Name	Position	School	Step	Salary	Effective	Replacing
Viviana Salazaar	Inclusion Aide	WPC	Aide-Step-1	$41,390 (prorated)	October 31, 2025, or sooner	Jennifer Nagar
Christopher Cunha	Maintenance	District	Custodian-4-Step-13	$65,823 (prorated)	October 30, 2025, or sooner	Michael Scott
Dawn Coyle	Cafeteria/ Lunch Aide	BES	n/a	$38/hour	November 17, 2025, or sooner	Christine Otiende

E. Approval to accept the resignation for the reason of retirement of the following staff:

Name	Position	School	Effective
Beatriz Mendez	School Nurse	JPC & JES	January 1, 2026

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

Name	Position	School	Effective
Shannon Caravano	Special Education Teacher	LCJSMS	November 17, 2025
Michael Salerno	Custodian	WPC	September 30, 2025
Elvia Caravella	Inclusion Aide	WPC	November 28, 2025
Christine Otiende	Cafeteria/Playground Aide	BES	October 8, 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
Evagelia Stavrakis	$125/day	October 10, 2025
Allison Hochman	$125/day	October 10, 2025 (or sooner)
Julian Golson	$125/day	October 31, 2025 (or sooner)
Nicholas Aaron	$125/day	November 30, 2025 (or sooner)

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

Name	Pay Rate	Effective Date
Eleni Takas	Clerical $18/hour	September 30, 2025 (or sooner)

I. Approval of the revised 2025-2026 fall coaching staff (list attached)

J. Approval of the payroll for Lawton C. Johnson Summit Middle School, STOKES trip, September 19-21, 2025 (list attached)

K. Approval to pay Michael Salerno, Custodian, Wilson Primary Center, $323.71 for 2.5 unused vacation days

L. Approval of all District Aides to provide support on school buses, before/after their normal contracted hours, as needed for the 2025-2026 school year, paid via timesheet at their per diem hourly rate

M. Approval of the following Franklin Elementary School staff for Afterschool Enrichment classes at the curriculum rate of $50/hour, up to 1 hour/week, effective October 6, 2025 through November 17, 2025 (funded by the Franklin PTO)
   1. Michelle DeCastro - Arts & Crafts
   2. Jill Mills - Lego Club
   3. Kaitlyn Ng - Bracelet Making

N. Approval to pay Aysha Hussain, Lawton C. Johnson Summit Middle School, an extra 6th period at $87.85/day effective September 29, 2025 end date tbd

O. Approval to pay the following Jefferson Elementary School staff for the Jefferson Afterschool Enrichment classes, from October 13, 2025 through December 12, 2025, up to 8 hours each, at the curriculum rate of $50/hour (funded by the Jefferson PTO)
   1. DeAnna Nelson - Soccer
   2. DeAnna Nelson - Basketball
   3. Marija Landeka Prevoznak - Puzzle Club
   4. Christopher Brandon - Drawing
   5. Heidi Orlando - Bracelet Making

P. Approval of the following Franklin Elementary School staff for PTO Afterschool Math Olympiad Enrichment classes, at the curriculum rate of $50/hour, up to 35 hours/each, effective November 11, 2025 through March 24, 2026 (funded by the Franklin PTO):
   1. Andrea Baykir
   2. Maria Garavente

Q. Approval to pay Richard Hughes, Maintenance, a stipend of $5,000 for the 2025-2026 school year for holding a Master Plumber license

R. Approval of Anna Gomez, Washington Elementary School, to teach ESL tutoring in the ROC program, at the curriculum rate of $50/hour, up to 100 hours in the 2025-2026 school year, (funded by Title III and paid via timesheet)

S. Approval of the following staff to teach ESL tutoring, up to 60 hours each, at the curriculum rate of $50/hour in the 2025-2026 school year, (funded by Title III and paid via timesheet):
   1. Melissa Acabou
   2. Marija Landeka

T. Approval of Stefanie Haas, Long-Term Music Teacher Substitute, Lawton C. Johnson Summit Middle School, $265/day with 2 overlap days at $125/day, effective October 3, 2025, end date tbd (revised from the September 11, 2025 Agenda)

U. Approval of the 2025-2026 Theatre Staff (list attached) (revised from the September 11, 2025 Agenda)

V. Approval of the 2025-2026 winter coaching staff (list attached)

W. Approval of the following Latino Literacy programs, funded by the Gottesman Fund, for the 2025-2026 school year (paid via timesheet):

Expenditure	Name	Max Hours	Rate
Teacher:			
Curriculum for Digital Literacy	Vanessa Hernandez	20	$50/hour
Latino Literacy - Summer 2025	Vanessa Hernandez	20	$50/hour
Latino Literacy - Fall 2025	Vanessa Hernandez	40	$50/hour
Latino Literacy - Spring 2026	Vanessa Hernandez	40	$50/hour
Program Coordinators:			
Literacy Coordinator - Fall 2025	Greta Texeira	15	$35/hour
Literacy Coordinator - Spring 2026	Greta Texeira	15	$35/hour
Childcare Coordinators:			
Literacy Childcare - Fall 2025	Silvia Molina	20	$22/hour
Literacy Childcare - Spring 2026	Silvia Molina	20	$22/hour

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

POLICIES & REGULATIONS

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

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

Second Reading
P 0173 - Duties of Public School Accountant (Revised)
P 0174 - Legal Services (M) (Revised)
P 0177 - Professional Services (M) (Revised)
P & R 1570 - Internal Controls (M) (Revised)
P & R 6111 - Special Education Medicaid Initiative (SEMI) Program (M) (Revised)
P 6220 - Budget Preparation (M) (Revised)
R 6220 - Budget Preparation (Revised)

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

ADJOURNMENT

Motion by Mr. Hanley, seconded by Ms. Kelly, and carried to adjourn the meeting at 8:19 PM.

Respectfully submitted,

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