SUMMIT BOARD OF EDUCATION

MISSION STATEMENT

To prepare all students to thrive in an evolving world

MEETING AGENDA
Thursday, December 18, 2025 ~ 6:00 PM
Summit H.S. Library/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. PRESENTATIONS & DISCUSSIONS

A. Summit Educational Foundation - Fall 2025 Grants - Laura Lameo and Amanda Darnowski, Grants Chair and Assistant Grants Chair

Approval to accept the Summit Educational Foundation Fall 2025 Grants in the amount of $__________________

Motion by ______________, seconded by ____________
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

V. PRESIDENT'S ANNOUNCEMENTS

VI. SUPERINTENDENT'S REPORT
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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
Mary Jane Custy	Principal	BES	$134,300 (prorated)	February 9, 2026, or sooner, for the 2025-2026 school year	Shane Zeigler
Geraldine Healy	School Nurse	JPC/JES	BA-Step-15, $74,281 (prorated)	January 5, 2026, for the 2025-2026 school year	Beatriz Mendez
Krista Saturnia	FPPA Teacher	SHS	BA-Step-16, $76,856 (prorated)	January 5, 2026, for the 2025-2026 school year	Matthew Schachtel

BREAK

B. Resolve to review the Superintendent's recommendation of the suspensions for the period of 11/1/2025 - 11/30/2025 as outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

C. Resolve to affirm the Superintendent's recommendation of the HIB investigation(s) for the period of 9/24/2025 - 10/30/2025 and review the Superintendent's recommendation of the HIB investigation(s) for the period of 10/31/2025 - 12/09/2025. These report summaries are outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

Motion by _____, seconded by _____

Mahecha Justice Hanley Gundersen Cho Kelly Cohn

VII. STUDENT BOARD REPRESENTATIVE REPORT

Lily Silver & Hadley Taylor, Student Representatives

VIII. ADDITIONS / REVISIONS TO THE AGENDA

IX. 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

X. 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

XI. APPROVAL OF BOARD MINUTES

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

A. Approval of Minutes of the following meetings:

1. November 13, 2025 Regular Meeting

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

XII. CURRICULUM / INSTRUCTION / PROGRAM

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

A. Approval of the change in the high school science course sequence switching Physics and Biology, beginning in the 2026-2027 school year, ninth grade students will take Biology and eleventh grade students will take Physics

B. Approval of Summit High School Course Name Change Proposals for the 2026-2027 school year (changes are highlighted - list attached)

C. Approval of new Course Proposals for the 2026-2027 school year (list attached)

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

XIII. FINANCE

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

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

1.	Regular Bills	Fund 10	$2,361,479.67
2.	Special Revenue	Fund 20	$ 120,279.59
3.	Capital Projects	Fund 30	$ 122,138.89
4.	Enterprise Fund	Fund 60	$ - 0 -
	Sub Total All Funds		$2,603.898.15
5.	Food Service	Fund 61	$ 173,202.73
	Total All Funds		$2,777,100.88

B. Approval of the monthly payroll for November 2025 - $5,668,661.60

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

D. Approval of Secretary and Treasurer's Report for October 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 October 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 payment to the New Jersey Unemployment Compensation Fund for the quarter ending 3/31/2025 in the amount of $9,772.21 and quarter ending 6/30/2025 in the amount of $3,604.70

H. Approval to accept donations from the Brayton School PTO in the amount of $348.11 to fund the disc golf after school enrichment program fees for transportation costs; and $99.46 for excess transportation costs for the 3rd grade trip to the Somerset County Environmental Center

I. Approval to accept a donation from the Summit Sailing Foundation in the amount of $2,500 to fund the coaching position for the 2025-2026 season

J. Approval to accept a donation from the Washington School PTO in the amount of $300 to pay Chris Wilson for six hours of "Afternoon of Exploration" at the rate of $50/hour

K. Approval to accept the donation of a commemorative bench in honor of Mike Walsh for his years of dedicated coaching and service to the Summit lacrosse community, from

the Summit Women's Lacrosse Association. The bench will be placed at the entrance to the High School gym.

L. Approval to accept a "Biotechnology Research for All" grant from Bristol Myers Squibb Company, Route 206 & Province Line Road, Princeton, NJ 08543 in the amount of $8,000 to support the science curriculum at Summit High School

M. Approval to accept a Peter R. Marsh Foundation MIddle School Music Grant in the amount of $1,550 to support community outreach initiatives for the Bel Canto Choir and newly established Community Chorus at LCJ Summit Middle School

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

1.	Kent Place School	$ 4,720.00
2.	Oak Knoll School	$75,240.70
3.	Oratory Prep School	$70,450.00
4.	Jump Immersion School	$ 1,300.00

O. Approval of the following Barbara and Harold Gottesman Family Foundation Funding:
   1. Gift to the Immigrant Student Scholarship Fund in the amount of $10,000.00 made in November, 2025 which adds to the funding benefiting students in the second half of graduation year 2026

P. Approval to utilize Marjorie Solomon to serve as an LDTC/Teacher of the Deaf consultant to assist the district's Child Study Team with conducting specialized preschool evaluations during the 2025-2026 school year. Evaluations will be at an hourly rate of $150

Q. Approval of Settlement Agreement and General Release between Summit Board of Education and parents of student #6470115051 as per attorney recommendation

R. Approval of the following Gottesman Family Foundation Parenting Institute expenditures:
   1. Summit Board of Education reimbursement for the Morris-Union Jointure Commission bus trip to UCNJ-Cranford for the Family College Visit on October 23, 2025 in the amount of $323.24

S. Approval of Agreement with Delta-T Group, 1460 U.S. 9 North, Suite 300, Woodbridge, NJ 07095 for LDTC services for the 2025-2026 school year pending the hiring of a permanent replacement (Sara) at a cost of $80/hour effective January 5, 2026

T. Approval of *revised* Tuition Contract for student #4853405451, attending Terranova Group, Inc. dba Chapel Hill Academy for the 2025-2026 school year, to include a 1:1 aide beginning November 11, 2025 at a cost of $33,500

U. Approval of proposal from Tomasso Educational Services, LLC, 100 Locust Avenue, Berkeley Heights, NJ 07922 to provide Child Student Team Educational Evaluations during the 2025-2026 school year at a cost of $550 per evaluation

V. Approval of Tuition Contract with Chancellor Academy, 157 West Pkwy, Pompton Plains, NJ 07444 for student #9319125848 to attend for the 2025-2026 school year beginning December 15, 2025 at a cost of $54,395

W. Approval for the following transportation arrangements with Union County Educational Services Commission for the 2025-2026 School Year, effective 12/15/25:

Student ID	School	Route	Contractor
9319125848	Chancellor Academy	CS-584EC	Jaris Transportation

Approval for the renewal of transportation contracts with Union 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	Per Diem Rate
Jaris Transportation	CS-584EC	$0.00	$386.00

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

XIV. SCHOOL BOARD OPERATION

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

A. Approval of the Shared Services Agreement between the City of Summit and the Summit Board of Education for use of Anderson Field House at Tatlock

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

XV. 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
Brielle Ramundo	ELA Teacher (LTS)	LCJSMS	$265/day, with 2 overlap days at $125/day	December 18, 2025, end date tbd	Melissa Brause

Richard Hauer	Inclusion Aide (LTS)	WPC	$200/day	December 8, 2025, end date tbd	Davina Giordano

B. Approval of the following Changes of Assignment:
   1. Meghan Tarashuk, from Long-Term Teacher Substitute, Lincoln-Hubbard Elementary School, to Leave Replacement Teacher, Lincoln-Hubbard and Washington Elementary Schools, BA-Step-1, $58,986 (prorated) effective November 17, 2025, end date tbd
   2. Amanda Weisman, from Leave Replacement 6th Grade Math, Lawton C. Johnson Summit Middle School, to Leave Replacement 6th Grade ELA, Lawton C. Johnson Summit Middle School, effective January 5, 2026 for the remainder of the 2025-2026 school year
   3. Maria Araya, from Inclusion Aide, Franklin Elementary School, to Inclusion Aide, Wilson Primary Center, effective November 20, 2025 for the 2025-2026 school year
   4. Laura Volpe, from Inclusion Aide, Wilson Primary Center, to Inclusion Aide, Franklin Elementary School, effective November 20, 2025 for the 2025-2026 school year
   5. Dania Mejia, from Long-Term Inclusion Aide Substitute (Marie Brice), Jefferson Elementary School to Long-Term Inclusion Aide Substitute (Dale Yelner), Jefferson Elementary School, effective November 17, 2025, end date tbd
   6. Julieta Quinteros Amat, from Long-Term English Teacher Substitute, Summit High School, to Leave Replacement English Teacher, Summit High School, BA-Step-1, $58,986, effective August 27, 2025 for the 2025-2026 school year
   7. Michele Conti, from Inclusion Aide, Jefferson Elementary School, to Inclusion Aide, Lincoln-Hubbard Elementary School, effective November 21, 2025 for the 2025-2026 school year
   8. Troy Perlzak, from Inclusion Aide, Lawton C. Johnson Summit Middle School, to Inclusion Aide, Jefferson Elementary School, effective November 24, 2025 for the 2025-2026 school year
   9. Brenda Brown, from Substitute Teacher, District to Leave Replacement Teacher Jefferson Primary Center and Wilson Primary Center, BA-Step-1, $58,986 (prorated) effective January 5, 2026 (covering leaves of Amy Chambers and Francine Gibbons)
   10. Matthew DeFonzo, from Inclusion Aide, Lawton C. Johnson Summit Middle School, to Long-Term Physical Education Substitute Teacher, Lawton C. Johnson Summit Middle School, $265/day, effective January 22, 2026, end date tbd (covering Anthony Ferrante)

C. Approval of maternity leave/family leave for the following staff:
   1. Laurene Dickinson, Communications Officer, District, paid leave effective March 2, 2026 through April 13, 2026, paid vacation days effective April 14, 2026 through May 5, 2026, unpaid leave effective May 6, 2026 through July 31, 2026, unpaid child-care leave effective August 1, 2026 through December 8, 2026, paid vacation days effective December 9, 2026 through December 31, 2026

2. Jessica O'Connor, BSI/LW Teacher, Washington Elementary School, paid leave effective December 10, 2025 through February 12, 2026, unpaid leave effective February 13, 2026 through May 15, 2026 (revised from the October 9, 2025 Agenda)
3. Kendall Bush, School Psychologist, Special Services, paid leave effective December 15, 2025 through January 28, 2026 (January 21 - 28, 2026 are unpaid sick days), unpaid leave effective January 29, 2026 through April 30, 2026 (revised from the September 11, 2025 Agenda)
4. Monica Maroto Alvarez, Inclusion Aide, Jefferson Primary Center, unpaid leave effective December 9, 2025 through December 19, 2025
5. Hannah Gallagher-Luca, Spanish Teacher, Lawton C. Johnson Summit Middle School, paid leave effective October 10, 2025 through December 11, 2025, unpaid leave effective December 12, 2025 through March 19, 2026, unpaid child-care leave effective March 20, 2026 through March 29, 2026 (revised from the August 21, 2025 &November 13, 2025 Agendas)
6. Courtney Kaczynski, Librarian, Brayton Elementary School, paid leave effective September 24, 2025 through January 30, 2026, unpaid leave effective February 2, 2026 through May 4, 2026 (revised from the September 11, 2025 Agenda)
7. Donna Anderle, Grade 4 Teacher, Washington Elementary School, paid leave effective April 20, 2026 through June 5, 2026, unpaid leave effective June 8, 2026 through November 24, 2026
8. Theordora Amiel, Special Education Teacher, Jefferson Primary Center, paid leave effective March 16, 2026 through April 30, 2026, unpaid leave effective May 1, 2026 through October 19, 2026
9. Davina Giordano, Inclusion Aide, Brayton Elementary School, paid leave effective August 22, 2025 through October 8, 2025 (8/27/2025 - 9/11/2025: 10 paid sick days 9/12/2025 - 10/8/2025: 17 unpaid sick days), unpaid leave effective October 9, 2025 through February 24, 2026 (revised from the June 12, 2025 Agenda)
10. Brittany Goodman, IDEAS Teacher, Lincoln-Hubbard Elementary School, paid leave effective May 1, 2026 through June 12, 2026, unpaid leave effective September 2, 2026 through December 3, 2026, unpaid child-care leave effective December 4, 2026 through June 17, 2027

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
Edna Morales	Part-time Custodian	SHS	Custodian-1 Step-2	$43,249 (62.5%=$27,031 (prorated)	January 5, 2026, for the 2026-2026 school year	Arleny Cambranes
Shelley Barnes	Lunch/Recess Aide	LHES	n/a	$38/hour	January 20, 2026, or sooner	Bindya Patel

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

Name	Position	School	Effective
Matthew Schachtel	Industrial Arts Teacher	SHS	January 1, 2026
Marta Napoles	Secretary	FES	July 1, 2026
Denise Osmulski	Inclusion Aide	WPC	July 1, 2026
Ronald Cooper	AV Technician	LCJSMS	February 1, 2026
Barry Bridges	Custodian	LCJSMS	July 1, 2026
Gamel Nash	Head Custodian	LHES	July 1, 2026
Michele Hauryluke	Inclusion Aide	JES	January 1, 2026

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

Name	Position	School	Effective
Bindiya Patel	Playground Aide	LHES	November 30, 2025
Laura Volpe	Inclusion Aide	FES	January 5, 2026
Daniel Duffy	English Teacher	SHS	January 23, 2026
Karen Craig	Inclusion Aide	SHS	January 21, 2026
Richard Hughes	Maintenance	District	January 30, 2026

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
Samantha Potito	$125/day	December 15, 2025
Katia Negron	$125/day	December 19, 2025
Jenna Ortiz	$125/day	December 14, 2025
Sayre Brandstatter	$125/day	January 5, 2026, or sooner
Judith Mahlstadt	$125/day	January 5, 2026, or sooner
Meredith Lambert	$125/day	January 5, 2026

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

Name	Position	Pay Rate	Effective Date
Christina O'Connor	School Nurse	$225/day	January 5, 2026, or sooner
Jessica Rodriguez	Clerical Substitute	$18/hour - clerical and $16.58/hour - lunch phone coverage	November 12, 2025

I. Approval to correct the salary on the Summer/Fall 2025 Coaches list for MS Intramurals, Session #1 for Dennis Marcantonio, to $1,490 *(revised from the October 9, 2025 agenda)*

J. Approval to appoint the following employees as Auditorium Managers for the 2025-2026 school year at the curriculum rate of $50/hour (paid via timesheet):
   1. Sean Mulligan
   2. Desmond Sturvidant
   3. Greg Montgomery

K. Approval for employee #4169 to placed on administrative leave, effective December 1, 2025 - January 31, 2026

L. Approval to abolish the job description for the Assistant Director of Facilities (see attached)

M. Approval of the job description for the Supervisor of Maintenance (see attached)

N. Approval of the Sidebar Agreement dated December 11, 2025 between the Summit Board of Education and the Summit Education Association (as per attached)

O. Approval of Vincenzo Inzillo to receive the Supervisor of Maintenance stipend amount of $10,000 (prorated for the 2025-2026 school year), effective November 1, 2025 through June 30, 2026

P. Approval of Allison White and Grace Hezel, Franklin Elementary School staff, to paint a mural at Franklin Elementary School, $50/hour for a total of 50 hours combined, (funded by the FES PTO)

Q. Approval to accept a donation from the Washington School PTO to pay Chris Wilson for 6 hours of "Afternoon of Exploration" at the rate of $50/hour

R. Approval of Lauren Ettinger, Yearbook Advisor, Lawton C. Johnson Summit Middle School, to step down from the position for the remainder of the 2025-2026 school year. To be compensated 40% for September - December of the Step 3 stipend amount of $5,049 totaling $2,019.60

S. Approval of Amanda Weisman to be appointed Yearbook Advisor for the remainder of the 2025-2026 school year. To be compensated 60% for January - June of the Step-1 stipend amount of $4,619 totaling $2,771.40

T. Approval of the following district LDT-C's to conduct Child Study Team educational evaluations separate from their regular assignments due to the high school LDT-C vacancy: Jacqueline Looloian and Danielle Mack, at the rate of $375 per evaluation

U. Approval of the revised Middle School Theater Positions (list attached)

V. Approval to pay Tiffany Goncalves, Lawton C. Johnson Summit Middle School $29.86/day for teaching an extra 6th class, effective November 18, 2025, end date tbd

W. Approval to pay the following Jefferson Elementary School staff for the Jefferson Afterschool Enrichment Classes, from January 20, 2026 to March 13, 2026, up to 8 hours each, at the curriculum rate of $50/hour (funded by the Jefferson PTO):
   1. Christopher Brandon - Drawing
   2. Heidi Orlando - Bracelet Making

X. Approval of the following new Wrestling Volunteer Coaches:
   1. Tom Thompson
   2. Trey Richarson

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

XVI. POLICIES & REGULATIONS

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

Second Reading
P 0142.1 - Nepotism (M) (internal rewrite)
P 0142.1A - Nepotism - Abolish
R 8630 - Emergency School Bus Procedures (internal revision)

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

XVII. ADJOURNMENT

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

SHS Course Name Change Proposal for the 2026-2027 SY		
Course Number	**Current Course Title**	**Proposed Course Title**
H012	English 1	English 1 CPA
H016	English 1	English 1 CPB
H021	Honors English 2	Honors English 2
H022	English 2	English 2 CPA
H026	English 2	English 2 CPB
H030	AP English Lang. and Comp.	AP English Lang. and Comp.
H031	Honors English 3	Honors English 3
H032	English 3	English 3 CPA
H036	English 3	English 3 CPB
H040	Honors English 4	Honors English 4
H041	AP English Lit. and Comp.	AP English Lit. and Comp.
H042	English 4	English 4 CPA
H046	English 4	English 4 CPB
H048PM	Transition English	Transition English
H051	Creative Writing	Creative Writing
H052	Film Studies	Film Studies
H053	Creative Writing 2	Creative Writing 2
H054	Creative Writing 3	Creative Writing 3
H057	Speech and Debate	Speech and Debate
H061	Humanities	Humanities
H063	Journalism 4	Journalism 4
H064	Journalism	Journalism
H065	Journalism 2	Journalism 2
H066	Journalism 3	Journalism 3
H067	Poetry	Poetry
H068	Yearbook and Publications	Yearbook and Publications
H075	Broadcast Journalism	Broadcast Journalism
H075	Reading and Writing Strategies	Reading and Writing Strategies
H078	Video Production	Video Production
H079	Digital Filmmaking	Digital Filmmaking
H082	Study Skills	Study Skills
H091	English 1	Concepts of English 1
H092	English 2	Concepts of English 2
H093	English 3	Concepts of English 3
H094	English 4	Concepts of English 4
H112	World History	World History CPA
H116	World History	World History CPB
H117	Sheltered World History	Sheltered World History
H121	Honors U.S. History 1	Honors U.S. History 1
H122	U.S. History 1	U.S. History 1 CPA
H126	U.S. History 1	U.S. History 1 CPB

H127	Sheltered U.S. History 1	Sheltered U.S. History 1
H130	AP U.S. History 2	AP U.S. History 2
H131	Honors U.S. History 2	Honors U.S. History 2
H132	U.S. History 2	U.S. History 2 CPA
H136	U.S. History 2	U.S. History 2 CPB
H137	Sheltered U.S. History 2	Sheltered U.S. History 2
H160	World History	Concepts of World History
H161	U.S. History 1	Concepts of U.S. History 1
H162	U.S. History 2	Concepts of U.S. History 2
H207	Mathematics Strategies	Mathematics Strategies
H207ELL	Sheltered Math Strategies	Sheltered Math Strategies
H210	Financial Lit and Personal Finance	Financial Lit and Personal Finance
H213R	Math/Personal Finance	Math/Personal Finance
H220	Sheltered Algebra 1	Sheltered Algebra 1
H221	Concepts of Algebra 1	Concepts of Algebra 1
H222	Concepts of Algebra 2	Concepts of Algebra 2
H224	Algebra 1	Algebra 1 CPB
H225	Algebra 1	Algebra 1 CPA
H231	Honors Geometry	Honors Geometry
H232	Geometry	Geometry CPA
H233	Geometry	Geometry CPB
H233ELL	Sheltered Geometry	Sheltered Geometry
H234	Concepts of Geometry	Concepts of Geometry
H241	Honors Algebra 2/Trigonometry	Honors Algebra 2/Trigonometry
H242	Algebra 2/Trigonometry	Algebra 2/Trigonometry
H244	Integrated Algebra	Integrated Algebra
H245	Algebra 2	Algebra 2
H248	Pre-Calculus Essentials	Pre-Calculus Essentials
H250	AP Statistics	AP Statistics
H251	Pre-Calculus	Pre-Calculus
H252	Honors Pre-Calculus	Honors Pre-Calculus
H253	Statistics and Discrete Math	Statistics and Discrete Math
H261	Calculus	Calculus
H265	Honors Intro to Analysis	Honors Intro to Analysis
H271	AP Calculus AB	AP Calculus AB
H276	AP Calculus BC	AP Calculus BC
H301	Latin 1	Latin 1
H302	Latin 2	Latin 2
H303	Latin 3	Latin 3
H304	Latin 4	Latin 4
H307AP	AP Latin	AP Latin
H309	Latin Literature Honors	Latin Literature Honors
	French 1	French 1

	French 2	French 2
H313	French 3	French 3
H314	French 4	French 4
H315	French 5	French 5
H315H	Honors French 5	Honors French 5
H316	Conversational French 1	Conversational French 1
H317	Conversational French 2	Conversational French 2
H318	AP French Language and Culture	AP French Language and Culture
H320	AP Spanish Literature and Culture	AP Spanish Literature and Culture
H321	Spanish 1	Spanish 1
H322	Spanish 2	Spanish 2
H323	Spanish 3	Spanish 3
H324	Spanish 4	Spanish 4
H325	Spanish 5	Spanish 5
H325H	Honors Spanish 5	Honors Spanish 5
H326	AP Spanish Language and Culture	AP Spanish Language and Culture
H326C	Spanish 6 Lang. and Cult. Through Cinema	Spanish 6 Lang. and Cult. Through Cinema
H328	Heritage Spanish	Heritage Spanish
H328A	Heritage Spanish 2	Heritage Spanish 2
H329	Heritage Spanish Literacy 2	Heritage Spanish Literacy 2
H343	Mandarin III	Mandarin 3
H344	Mandarin IV	Mandarin 4
H345	Mandarin V Honors	Honors Mandarin 5
H346	Mandarin VI Honors	Honors Mandarin 6
H350	Classical Myth	Classical Myth
H381	Standard English for MLs 1	Standard English for MLs 1
H382	Standard English for MLs 2	Standard English for MLs 2
H383	Standard English for MLs 3	Standard English for MLs 3
H384	Standard English for MLs 4	Standard English for MLs 4
H385	ESL Foundations	ESL Foundations
H391	ESL Advanced	ESL Advanced
H393	Introduction to ESL	Introduction to ESL
H394	ESL Novice	ESL Novice
H395	ESL Intermediate	ESL Intermediate
H410	Concepts in Biology	Concepts of Biology
H412	Biology	Biology CPA
H414	Biology	Biology CPB
H420	Honors Chemistry	Honors Chemistry
H421	AP Chemistry	AP Chemistry
H422	Chemistry	Chemistry CPA
H423	Conceptual Chemistry	Chemistry CPB
H425	Concepts of Chemistry	Concepts of Chemistry
H434	AP Physics 1	AP Physics 1

H438	AP Physics C	AP Physics C
H450	AP Biology	AP Biology
H461	AP Environmental Science	AP Enviornmental Science
H462	Env. Science: Ecosystems	Env. Science: Ecosystems
H465	Psychology	Psychology
H466	Biotechnology	Biotechnology
H467	Research in Molecular Biology	Research in Molecular Biology
H471	AP Psychology	AP Psychology
H472	Astronomy	Astronomy
H474	Forensic Science	Forensic Science
H475	Honors Anatomy and Physiology	Honors Anatomy and Physiology
H476	Anatomy and Physiology	Anatomy and Physiology
H477SE	Design Proj. in Science and Engineering	Design Proj. in Science and Engineering
H480	Exercise Science	Exercise Science
H481	Honors Physics	Honors Physics
H482	Physics	Physics CPA
H484	Physics	Physics CPB
H484ELL	Sheltered Physics ELL	Sheltered Physics
H490	Concepts of Physics	Concepts of Physics
H491	Science Research 1	Science Research 1
H492	Science Research 2	Science Research 2
H500	MERITS	MERITS
H565	Intro. to Computer Programming	Intro. to Computer Programming
H566	Intro. to Java Programming	Intro. to Java Programming
H570	AP Computer Science A	AP Computer Science A
H571	AP Computer Science Principles	AP Computer Science Principles
H575S	Design Projects in Comuter Science	Design Projects in Comuter Science
H601S	Art 1	Art 1
H602	Art 2	Art 2
H603	Art 3	Art 3
H605AP	AP Studio Art: Drawing	AP Drawing
H606	Sculpture/Ceramics	Sculpture/Ceramics
H608	Drawing/Painting	Drawing/Painting
H610A	Advanced Ceramics	Advanced Ceramics
H610Y	Sculpture/Ceramics 2	Sculpture/Ceramics 2
H615	Digital Art 1	Digital Art 1
H616	Digital Art 2	Digital Art 2
H617	Digital Art 3	Digital Art 3
H618	Digital Art 4	Digital Art 4
H621	Photography	Photography
H621U	Unified Photography	Unified Photography
H623	Photography 2	Photography 2
H625	Advanced Photography	Advanced Photography

H630	Entrepreneurship and The Creative Industries	Entrepreneurship and The Creative Industries
H640	Marketing	Marketing
H705	Electronics and Intro. to Stem 1	Electronics and Intro. to Stem 1
H715S	Materials and Processes 1	Materials and Processes 1
H725Y	Materials and Processes 2	Materials and Processes 2
H731	Architecture and CAD 1	Architecture and CAD 1
H732	Architecture and CAD 2	Architecture and CAD 2
H735Y	Materials and Processes 3	Materials and Processes 3
H751	Advanced Baking	Advanced Baking
H752	International Cuisine	International Cuisine
H753	Foods and Nutrition	Foods and Nutrition
H753U	Unified Foods and Nutrition	Unified Foods and Nutrition
H757	Fashion Design	Fashion Design
H759	Interior Design	Interior Design
H780	Band	Concert Band
H781	Wind Ensemble	Wind Ensemble
H782	String Ochestra	Orchestra
H783T	Treble Chorus	Treble Chorus
H784	Chorus	Concert Choir
H786	AP Music Theory	AP Music Theory
H788	Introduction to Theatre	Introduction to Theatre
H789	Theatre 1	Theatre 1
H792	Advanced Theatre	Advanced Theatre
H9080	Life Skills	Life Skills
H9088	Reading	Concepts of Reading
H9091	English 1	Concepts of English 1
H9092	English 2	Concepts of English 2
H9093	English 3	Concepts of English 3
H9094	English 4	Concepts of English 4
H9160	World History	Concepts of World History
H9161	U.S. History 1	Concepts of U.S. History 1
H9162	U.S. History 2	Concepts of U.S. History 2
H9234	Geometry	Concepts of Geometry
H9221	Algebra 1	Concepts of Algebra 1
H9222	Algebra 2	Concepts of Algebra 2
H9425	Chemistry	Concepts of Chemistry
H9490	Physics	Concepts of Physics
H9410	Biology	Concepts of Biology
H911	Health/Physical Education 9	Health/Physical Education 9
H921	Health/Physical Education 10	Health/Physical Education 10
H931	Health/Physical Education 11	Health/Physical Education 11
H941	Health/Physical Education 12	Health/Physical Education 12

SHS Course Name Change Proposal for the 2026-2027 SY (changes are highlighted)		
Course Number	**Current Course Title**	**Proposed Course Title**
H012	English 1	English 1 CPA
H016	English 1	English 1 CPB
H021	Honors English 2	Honors English 2
H022	English 2	English 2 CPA
H026	English 2	English 2 CPB
H030	AP English Lang. and Comp.	AP English Lang. and Comp.
H031	Honors English 3	Honors English 3
H032	English 3	English 3 CPA
H036	English 3	English 3 CPB
H040	Honors English 4	Honors English 4
H041	AP English Lit. and Comp.	AP English Lit. and Comp.
H042	English 4	English 4 CPA
H046	English 4	English 4 CPB
H048PM	Transition English	Transition English
H051	Creative Writing	Creative Writing
H052	Film Studies	Film Studies
H053	Creative Writing 2	Creative Writing 2
H054	Creative Writing 3	Creative Writing 3
H057	Speech and Debate	Speech and Debate
H061	Humanities	Humanities
H063	Journalism 4	Journalism 4
H064	Journalism	Journalism
H065	Journalism 2	Journalism 2
H066	Journalism 3	Journalism 3
H067	Poetry	Poetry
H068	Yearbook and Publications	Yearbook and Publications
H075	Broadcast Journalism	Broadcast Journalism
H075	Reading and Writing Strategies	Reading and Writing Strategies
H078	Video Production	Video Production
H079	Digital Filmmaking	Digital Filmmaking
H082	Study Skills	Study Skills
H091	English 1	Concepts of English 1
H092	English 2	Concepts of English 2
H093	English 3	Concepts of English 3
H094	English 4	Concepts of English 4
H112	World History	World History CPA
H116	World History	World History CPB
H117	Sheltered World History	Sheltered World History
H121	Honors U.S. History 1	Honors U.S. History 1
H122	U.S. History 1	U.S. History 1 CPA
H126	U.S. History 1	U.S. History 1 CPB

H127	Sheltered U.S. History 1	Sheltered U.S. History 1
H130	AP U.S. History 2	AP U.S. History 2
H131	Honors U.S. History 2	Honors U.S. History 2
H132	U.S. History 2	U.S. History 2 CPA
H136	U.S. History 2	U.S. History 2 CPB
H137	Sheltered U.S. History 2	Sheltered U.S. History 2
H160	World History	Concepts of World History
H161	U.S. History 1	Concepts of U.S. History 1
H162	U.S. History 2	Concepts of U.S. History 2
H207	Mathematics Strategies	Mathematics Strategies
H207ELL	Sheltered Math Strategies	Sheltered Math Strategies
H210	Financial Lit and Personal Finance	Financial Lit and Personal Finance
H213R	Math/Personal Finance	Math/Personal Finance
H220	Sheltered Algebra 1	Sheltered Algebra 1
H221	Concepts of Algebra 1	Concepts of Algebra 1
H222	Concepts of Algebra 2	Concepts of Algebra 2
H224	Algebra 1	Algebra 1 CPB
H225	Algebra 1	Algebra 1 CPA
H231	Honors Geometry	Honors Geometry
H232	Geometry	Geometry CPA
H233	Geometry	Geometry CPB
H233ELL	Sheltered Geometry	Sheltered Geometry
H234	Concepts of Geometry	Concepts of Geometry
H241	Honors Algebra 2/Trigonometry	Honors Algebra 2/Trigonometry
H242	Algebra 2/Trigonometry	Algebra 2/Trigonometry
H244	Integrated Algebra	Integrated Algebra
H245	Algebra 2	Algebra 2
H248	Pre-Calculus Essentials	Pre-Calculus Essentials
H250	AP Statistics	AP Statistics
H251	Pre-Calculus	Pre-Calculus
H252	Honors Pre-Calculus	Honors Pre-Calculus
H253	Statistics and Discrete Math	Statistics and Discrete Math
H261	Calculus	Calculus
H265	Honors Intro to Analysis	Honors Intro to Analysis
H271	AP Calculus AB	AP Calculus AB
H276	AP Calculus BC	AP Calculus BC
H301	Latin 1	Latin 1
H302	Latin 2	Latin 2
H303	Latin 3	Latin 3
H304	Latin 4	Latin 4
H307AP	AP Latin	AP Latin
H309	Latin Literature Honors	Latin Literature Honors
	French 1	French 1

	French 2	French 2
H313	French 3	French 3
H314	French 4	French 4
H315	French 5	French 5
H315H	Honors French 5	Honors French 5
H316	Conversational French 1	Conversational French 1
H317	Conversational French 2	Conversational French 2
H318	AP French Language and Culture	AP French Language and Culture
H320	AP Spanish Literature and Culture	AP Spanish Literature and Culture
H321	Spanish 1	Spanish 1
H322	Spanish 2	Spanish 2
H323	Spanish 3	Spanish 3
H324	Spanish 4	Spanish 4
H325	Spanish 5	Spanish 5
H325H	Honors Spanish 5	Honors Spanish 5
H326	AP Spanish Language and Culture	AP Spanish Language and Culture
H326C	Spanish 6 Lang. and Cult. Through Cinema	Spanish 6 Lang. and Cult. Through Cinema
H328	Heritage Spanish	Heritage Spanish
H328A	Heritage Spanish 2	Heritage Spanish 2
H329	Heritage Spanish Literacy 2	Heritage Spanish Literacy 2
H343	Mandarin III	Mandarin 3
H344	Mandarin IV	Mandarin 4
H345	Mandarin V Honors	Honors Mandarin 5
H346	Mandarin VI Honors	Honors Mandarin 6
H350	Classical Myth	Classical Myth
H381	Standard English for MLs 1	Standard English for MLs 1
H382	Standard English for MLs 2	Standard English for MLs 2
H383	Standard English for MLs 3	Standard English for MLs 3
H384	Standard English for MLs 4	Standard English for MLs 4
H385	ESL Foundations	ESL Foundations
H391	ESL Advanced	ESL Advanced
H393	Introduction to ESL	Introduction to ESL
H394	ESL Novice	ESL Novice
H395	ESL Intermediate	ESL Intermediate
H410	Concepts in Biology	Concepts of Biology
H412	Biology	Biology CPA
H414	Biology	Biology CPB
H420	Honors Chemistry	Honors Chemistry
H421	AP Chemistry	AP Chemistry
H422	Chemistry	Chemistry CPA
H423	Conceptual Chemistry	Chemistry CPB
H425	Concepts of Chemistry	Concepts of Chemistry
H434	AP Physics 1	AP Physics 1

H438	AP Physics C	AP Physics C
H450	AP Biology	AP Biology
H461	AP Environmental Science	AP Enviornmental Science
H462	Env. Science: Ecosystems	Env. Science: Ecosystems
H465	Psychology	Psychology
H466	Biotechnology	Biotechnology
H467	Research in Molecular Biology	Research in Molecular Biology
H471	AP Psychology	AP Psychology
H472	Astronomy	Astronomy
H474	Forensic Science	Forensic Science
H475	Honors Anatomy and Physiology	Honors Anatomy and Physiology
H476	Anatomy and Physiology	Anatomy and Physiology
H477SE	Design Proj. in Science and Engineering	Design Proj. in Science and Engineering
H480	Exercise Science	Exercise Science
H481	Honors Physics	Honors Physics
H482	Physics	Physics CPA
H484	Physics	Physics CPB
H484ELL	Sheltered Physics ELL	Sheltered Physics
H490	Concepts of Physics	Concepts of Physics
H491	Science Research 1	Science Research 1
H492	Science Research 2	Science Research 2
H500	MERITS	MERITS
H565	Intro. to Computer Programming	Intro. to Computer Programming
H566	Intro. to Java Programming	Intro. to Java Programming
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Course Proposals for 2026-2027					
Course Name	**Department**	**Full year/Semester**	**Credits**	**Cost**	**Course Replaced**
Honors Biology	Science	Full year	5	Cost of writing new curriculum	1 section of AP Biology
Science Research 1	Science	Full year	5	None	Science Research 1 - Semester elective
Science Research 2	Science	Full year	5	None	Science Reserach 2 - Semester elective
Advanced Science Research	Science	Full year	5	None	Advanced Science Research - Semester
Astronomy	Science	Full year	5	None	Astronomy - Semester
Environmental Science	Science	Full year	5	None	Environmental Science - Ecosystems & Environmental Science - Population Dynamics
Research in Molecular Biology	Science	Full year	5	$1000 ($700 - Barcoding Life's Matrix Program & supplies) + Money from the Bristol Meyers Squib Classroom grant	2 semester courses: Research in Molecular Biology & Biotechnology
Essentials of Latin 1 & 2	World Language	Full year	5	Cost of writing new curriculum, text and instrucitonal materials $250	None
String Orchestra	FPPA	Full year	5	None	
Unified Theater	FPPA	Semester	2.5	Curriculum writing for new course (one general education teacher & one special education teacher)	None

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: 18-Dec-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

Staff		Type of Travel	Location of Travel	Occurances	Grant Funded	Date(s) of Travel	Reimbursable Expenses * Registration	Meals	Lodging Nights	Lodging Costs	Mileage	Tolls/ Parking	Air/ Rail	Taxis	Conference
L.	Dickinson	1	Monroe, NJ	1		1/13/26					43.43				NJSPRA Winter 2026 Workshop
L.	Blum	1	Virtual	1	IDEA	TBD	299.99								ADHD for Educators & Evidence-based
J.	Mills	2	Atlantic City, NJ	2		2/18/26 - 2/19/26	230.00								NJ Library Association Annual Conference 2026
B.	Thomas	2	Atlantic City, NJ	2		2/17/26 - 2/19/26	230.00	49.00	2	180.90	57.34	31.88			NJ Library Association Annual Conference 2026
J.	Illis	3	Mahwah, NJ	1	SEF	2/27/26					32.62				Ramapo College Annual Counselor Luncheon
L.	Drewes	3	Piscataway, NJ	1	SEF	3/20/26					31.44				Rutgers University Advisory Sounding Board Meeting
D.	Jess	2	New Orleans, LA	3		1/28/26-1/30/26	-	-		-	-		-		Association of School Business Officials Int'l Leadership Conference
D.	Jess	1	Whippany, NJ	1		12/15/25	145.00								NJASBO Seminar: NJSBA Presents

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

Summit Public Schools
Summit, New Jersey

Job Description

JOB TITLE:
Assistant Director of Facilities

REPORTS TO: Director of Facilities, Business Administrator/Board Secretary

QUALIFICATIONS:

1. Possession of Certified Educational Facilities Management License (CEF) or ability to obtain CEFM within 18 months of hir.
2. Minimum of 3 years of directly related experience in school facility cleaning and maintenance procedures.
3. Highly motivated, energetic, hard worker with the ability to train and oversee others in work processes.
4. Four years of increasingly responsible facility maintenance experience including some lead supervisory experience including HVAC systems.
5. Ability to follow and understand instructions. Ability to establish and maintain cooperative working relationships with district administrators, maintenance personnel, head custodians and custodial staff.
6. Ability to understand and work within departmental budgets as well as the ability to implement and manage departmental budgets.
7. Ability to lift 80 lbs.
8. Possession of a valid and appropriate New Jersey driver's license.
9. Possession of a Low-Pressure Boiler License (Black Seal) or ability to acquire within the first 12 months of employment.
10. Possession of a State of NJ trade license (electrical, plumbing, HVAC, etc.) or ability to attain one within 3 years of hire, preferred.
11. Required criminal history background check, Chemical screening, CPR Certification and proof of U.S. citizenship or legal resident alien status.

JOB GOAL: To perform supervisory duties relating to the custodial and maintenance operations of the district as well as be able to maintain and improve facility operations and related systems in a safe and efficient manner, with a focus on fiscal responsibility, innovation, integrity and teamwork in order to maximize efficiency of the Custodial and Maintenance Staff.

Abolished

SUMMARY DESCRIPTION:

Under general direction, organizes, monitors, and supervises district custodial and maintenance operations; performs a variety of technical tasks relative to facility maintenance; provides technical assistance to the Director of Facilities.

It is the responsibility of the Assistant Director of Facilities to coordinate and monitor all aspects of the custodial and maintenance programs. In this regard, the assistant director must work closely with the custodial and maintenance staffs in order to ascertain full knowledge and control over the entire custodial and maintenance program.

Good communications between the Assistant Director of Facilities and Director of Facilities is crucial for the proper and efficient operation of the district's facilities.

PERFORMANCE RESPONSIBILITIES:

1. Plan, prioritize, assign, supervise, review, and participate in the work of staff responsible for district custodial and maintenance work.

2. Assist the Director of Facilities in establishment of schedules and methods for providing custodial and maintenance services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.

3. Participate in the preparation and administration of the custodial and maintenance budgets; submit budget recommendations; monitor expenditures; prepare cost estimates; submit justifications for equipment; monitor budget expenditures.

4. Train or coordinate training in custodial, maintenance and safety methods, procedures, and techniques.

5. Develop and organize preventative maintenance and safety inspection programs for all facilities and equipment.

6. Assist with the coordination of construction projects, remodels, and other special projects.

7. Review all custodial and maintenance requests and closely monitor progress and completion of requests.

8. Perform the more technical and complex tasks of the work unit along with a variety of repair and maintenance work on school grounds, facilities, buildings and equipment.

9. Attend and participate in professional group meetings; maintain awareness of new trends and developments in the field of facility maintenance; incorporate new developments as appropriate into programs.

10. Coordinate and assist in directing scheduled work of outside contractors.

11. Drive district vehicles as required to transfer supplies, equipment and materials between sites and deliver supplies, equipment and materials to each site as required.

12. Gains job specific expertise through various sources (example: on-the-job training, trade publications, vendor publications and manuals, etc.) to become proficient in custodial and maintenance areas.

13. Installs insulation to building walls, ceilings and floors to provide sound and thermal barriers using various tools and materials (example: wire, knives, dust masks, etc.).

14. Installs attachments and accessories at user work stations to provide for ease of work using various hand, power, and specialty tools.

15. Inspects buildings and other structures to determine functional systems and detect malfunctions and needed repair making notes and recommendations using a pre-established check sheet.

16. Inspects buildings for cleanliness to ensure that buildings are clean, safe, and ready for learning.

17. Performs electrical maintenance to include but not be limited to replacement or repair of fixtures (example: wall switches and outlets, incandescent and fluorescent bulbs and tubes, ballast, sockets, fuses, minor appliances, cords, etc.) using appropriate hand, power and specialty tools.

18. Performs minor plumbing maintenance (example: replacement or repair of leaks in drains and faucets, unclogging of drains, trenching and laying new lines, replacing drain hoses on washers and similar devices, etc.) to provide operable and efficient plumbing capabilities throughout the district.

19. Performs minor painting, carpentry and masonry work (example: preparing surfaces and using brush, sprayer, or roller to apply paints, stains, and varnishes, hanging doors, fitting locks and handles, etc.) to provide operable and efficient facilities for Department personnel.

20. Assists in performing HVAC work (example: adjusting and calibrating thermostats, pneumatic controls and HVAC and electric energy management systems; installing pipes for high pressure air systems; repairing water, gas, electric and air pipes and lines in or under floors, walkways, and walls; etc.) to maintain a comfortable temperature for employees and proper equipment operation using various hand, power and specialty tools.

21. Maintains and oversee a complete and systematic set of preventive and general maintenance records of all facilities systems/equipment in the district as required through a Computerized Maintenance Management System (CMMS).

22. Assists the Director of Facilities in coordinating and performing scheduled inspection and preventive maintenance on tools and equipment to maintain operability of the tools and equipment.

23. Confers with Director of Facilities to discuss work processes and problems, the best techniques for various maintenance and repair needs and coordinate the effort with the maintenance/custodial team.

24. Attend work unit staff meetings to obtain and disseminate information and participate in discussions on appropriate resolutions to problems.

25. Reconfigures, installs, positions, and re-mounts modular offices and space (example: furniture, wall panels, work surfaces, storage bins, lighting, file cabinets, etc.) to accommodate user needs and maximize office space using various hand, power and specialty tools, dollies and hand trucks.

26. Prepares the surfaces and paints various structures and equipment (example: walls, floors, roofs, doors, restroom facilities, etc.) to preserve wood and metal parts from corrosion and maintain a safe, comfortable working environment using various painting equipment and related tools (example: sprayers, rollers, brushes, thinners, etc.).

27. Receives direction, guidance and instruction from the Director of Facilities in the correct operation of equipment and materials used to complete required maintenance activities.

28. Replaces or updates inoperable or old building materials and appliances (example: motors, belts, pumps, window glass, sinks, doors, smoke alarms, cabinets, shelves, tile, light fixtures, filter systems, patios etc.) to provide a safe, comfortable working environment for employees using various tools and materials (example: welding equipment, ladders, power saws, hammers, drills, etc.).

29. Perform other duties as assigned by the Director of Facilities., Business Administrator/Board Secretary or designees.

SUPERIVISION OF PERSONNEL:

1. Monitor employee compliance with the dress code.

2. Encourage employees to submit suggestions for improving work conditions or job efficiency.

3. Discuss employee performance with Director of Facilities when any situation arises that may require verbal or written disciplinary action and/or dismissal in accordance with district policy and procedures.

4. Report any employee injury to the Director of Facilities and the Business Office immediately.

5. Assist the Director of Facilities in the evaluation of all Custodial and Maintenance personnel as required by district policy, on an annual basis.

6. Present to the Director of Facilities ideas on labor needs and ways to improve custodial and maintenance work-flow.

7. Provides district coverage in the absence of the Director of Facilities.

KNOWLEDGE, SKILLS, & ABILITIES REQUIRED:

Skill in:

1. Skill in the correct selection and safe use of various applicable hand and power tools.

Ability to:

1. Ability to communicate orally with team members, co-workers, employees, contractors and vendors to obtain and provide useful information.

2. Ability to work in various adverse conditions such as tight or enclosed spaces, heights, and extreme temperatures, indoors or outdoors to complete work assignments.

3. Ability to observe, record, and report unsafe working conditions.

4. Ability to follow safety standards in working with multiple services, tools, and equipment.

5. Ability to follow orders and complete work assignments with a minimum amount of supervision.

6. Ability to distinguish frequencies, sounds, colors and odors in the operation of equipment in order to troubleshoot for repairs.

7. Ability to read and interpret blueprints, sketches and schematics as they relate to buildings and utilities services systems.

8. Ability to apply methods, practices, and procedures in preventative maintenance, inspection, repair, renovation, and minor construction of buildings and utilities.

9. Ability to safely operate district vehicles and/or construction equipment in all weather conditions.

10. Ability to assist other trade personnel in their work.

11. Ability to use miscellaneous office equipment (example: calculators, computers, FAX machines, copiers, etc.).

12. Ability to learn quickly and retain knowledge in order to acquire additional skills and maintain technical competencies.

PHYSICAL DEMANDS:
Regularly walk, stand, or stoop; frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds. Ascend or descend ladders, scaffolding, ramps, poles, and the like. Use tools or equipment requiring a high degree of dexterity. Walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces. Distinguish between shades of color. Communicate via radios and regularly drive a motor vehicle.

WORKING CONDITIONS:
Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work requires use of protective devices such as masks, goggles, ear muffs and gloves. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, hazardous chemicals, and animal fecal material. Work is performed in a noisy place and work exposes individual to possible bodily injury from moving mechanical parts of equipment, tools, or machinery.

TERMS OF EMPLOYMENT: Twelve months.

EVALUATION: Performance of this job will be evaluated annually in accordance with state law and provisions of the Boards policy on evaluation of non-certificated staff.

Office of Human Resources
Approved by Board of Education: February 13, 2025
Abolished and Approved by Board of Education: December 18, 2025

Summit Public Schools
Summit, New Jersey

Job Description

JOB TITLE: Supervisor of Maintenance
12-month stipend position

REPORTS TO: Director of Facilities

PRIMARY FUNCTION: To serve as a back-up to the Director of Facilities in their absence and to provide students and staff with a safe, attractive, comfortable, clean and efficient environment in which to learn, play, and develop.

JOB RESPONSIBILITIES:

- Assist with the daily scheduling of maintenance work orders.
- Be available to fill the role and carry out the responsibilities of the Director of Facilities, in their absence.
- Operate the district's computerized HVAC control system.
- Assist the Director of Facilities and Principal's in the supervision of building custodians and serve as the liaison between the custodians and maintenance department.
- Perform other duties assigned by the Director of Facilities or the School Business Administrator for the efficient operation of the school district to increase the effectiveness and reduce costs for the ultimate benefit of the educational program.

QUALIFICATIONS:

- High School Diploma or equivalent.
- Minimum of five (5) years' experience as a maintenance craftsman.
- Knowledge in basic maintenance and custodial functions in the district.
- Ability to read basic operating instructions and write reports.
- Ability to communicate effectively with others.
- Demonstrate aptitude for completion of assigned tasks.
- Black Seal License (one year time allowance from date of hire).
- Valid New Jersey Driver's License.

PHYSICAL DEMANDS: Regularly walk, stand, or stoop; frequently lift, carry, push, pull or otherwise move objects weighing up to 80 pounds; ascend or descend ladders, scaffolding, ramps, poles, and the like; use tools or equipment requiring a high degree of dexterity; walk, stand, crouch, or run on narrow, slippery, or erratically moving surfaces; communicate via radios; and regularly drive a motor vehicle.

WORKING CONDITIONS: Work is performed for sustained periods outdoors and occasionally in hot, cold, or inclement weather. Work requires use of protective devices such as masks, goggles, ear muffs and gloves. Work exposes incumbent to conditions such as fumes, noxious odors, dusts, mists, hazardous chemicals, and animal fecal material. Work is performed in a noisy place; and work exposes individuals to possible bodily injury from moving mechanical parts of equipment, tools, or machinery.

LENGTH OF WORK YEAR: 12 months

Office of Human Resources
Approved by the Board of Education: December 18, 2025

SIDEBAR AGREEMENT
BETWEEN THE
SUMMIT BOARD OF EDUCATION (BOARD)
and
SUMMIT EDUCATION ASSOCIATION (ASSOCIATION)

THIS MEMORANDUM OF AGREEMENT is made this 11th day of December, 2025, by and between the Board and the Association.

WHEREAS, the Board and Association are parties to a Collective Bargaining Agreement ("CBA") which expires on June 30, 2027; and

WHEREAS, the Board seeks to create a "Supervisor of Maintenance" stipend position; and

WHEREAS, the Board and the Association seek to memorialize this agreement through the terms of this Agreement; and

WHEREAS, the terms set forth below contain the full agreement between the Parties; and

NOW, THEREFORE, the Board and Association, in consideration of the mutual covenants contained herein, the legal sufficiency of which is hereby acknowledged, agree as to the following:

1. For the 2025-2026 school year, the following stipend rate shall be paid as follows:

   Supervisor of Maintenance, a pensionable stipend of $10,000.00

2. The stipend shall be prorated commensurate with a start date of November 1, 2025 through June 30, 2025.

3. Unless mutually extended by the parties in writing, the above rate shall expire on June 30, 2026.

4. In order to extend the above rates to any future school year(s), the Board or Association may provide notice to the other party of the interest to extend the terms of this Sidebar. Thereafter, the parties shall discuss this extension and, if mutually agreed to extend, shall confirm the extension in writing.

5. This Agreement shall not conflict with any statutes, regulations, or Executive Orders issued by the Governor or the State of New Jersey.

6. If a specific clause of the Agreement is determined to be illegal or in violation of any Federal or State law, the Parties agree to meet in an attempt to revise

the Agreement so as to preserve the full benefit of this Agreement pursuant to law. Should the Parties be unsuccessful, the Parties will agree to negotiate the impact of same. The remainder of the Agreement shall not be affected by such a ruling and shall remain in full force and effect.

5. The Parties shall be bound by the terms and conditions of this Agreement.

6. The Parties have entered into this Agreement freely and voluntarily.

7. The signatories of this Agreement have been duly authorized to sign it.

IN WITNESS WHEREOF, the Parties hereunder set their hands and seals to this Agreement effective on the 18th day of December, 2025.

SUMMIT
BOARD OF EDUCATION:

By: _____
Melanie Cohn, Board President

Witness:

By: _____ 12/8/2025
Robert J. Gardella, Director of H.R.

SUMMIT
EDUCATION ASSOCIATION:

By: _____ 12/8/25
Tiffany Bennett, President

Witness:

By: _____ 12/8/25
Mercedes Rico

MIDDLE SCHOOL THEATER POSITIONS ADDENDUM

POSITION	NAME	IN-HOUSE	ADJUNCT	PARENT	FUNDED BY (DISTRICT, HILLTOPPER, DRAMA CLUB, ETC)/	SALARY	PRODUCTION
Props - MTI	**Holly Vegter**		**x**		**Drama Club/Student Activities**	**$1,000**	**MTI**
Sound - MTI	Eli Bronstein		x		Drama Club/Student Activities	$1,000	MTI
Scenic/Lighting - MTI	Shannon Audet	x			Drama Club/Student Activities	$1,000	MTI
Costumes - MTI	Michelle Donnelly			x	Drama Club/Student Activities	$1,000	MTI
Choreography - MTI	TBD				Drama Club/Student Activities	$1,000	MTI
Music Director - MTI	Rebecca Mongioj	x			Drama Club/Student Activities	$2,000	MTI
Vocal Music Director - Musical	Bernadette Burke	x			District	N/A	Musical
Instrumental Music Director - Musical	Rebecca Mongioj	x			District	N/A	Musical
Choreographer - Musical	Mitchell Sink		x		Drama Club/Student Activities	$1,500	Musical
Assistant Choreography - Musical	Ava DeMary				Drama Club/Student Activities	$500	Musical
Set Designer - Musical	Miles Cumiskey		x		Drama Club/Student Activities	$1,000	Musical
Lighting Designer - Musical	TBA - Scary Good Pro Designer		x		Drama Club/Student Activities	$2,000	Musical
Set Designer - Play	**David McQuillen Robertson**		**x**		**Drama Club/Student Activities**	**$1,000**	**Play**
Lighting Designer - Play	**Maya Battistella**		**x**		**Drama Club/Student Activities**	**$2,000**	**Play**
Fight Choreographer - Play	Morgan Knight		x		Drama Club/Student Activities	$1,000	Play
Technial Director	Holly Vegter			x	District	N/A	Play & Musical
Assistant Director	Riley Clark/Jenna Wilkinson	x			Drama Club/Student Activities	$3,000	Play & Musical
Master Carpenter	Stephanie Gallegos		x		Drama Club/Student Activities	$4,000	Play & Musical
Assistant Master Carpenter	Miles Cumiskey		x		Drama Club/Student Activities	$2,000	Play & Musical
Props Designer	Holly Vegter			x	Drama Club/Student Activities	$1,200	Play & Musical
Sound Designer	Eli Bronstein		x		Drama Club/Student Activities	$5,000	Play & Musical
Costume Designer	Michelle Donnelly			x	Drama Club/Student Activities	$2,000	Play & Musical
Costume Designer	Jessica Rodriguez				Drama Club/Student Activities	$2,000	Play & Musical
Hair & Makeup	Jenna Wilkinson	x			Drama Club/Student Activities	$800	Play & Musical
Front of House	Riley Clark	x			Drama Club/Student Activities	$800	Play & Musical
Photography	Susie Seum			x	Drama Club/Student Activities	$1,000	Play & Musical