November 13, 2025

BOARD OF EDUCATION
SUMMIT, NEW JERSEY

The Board of Education held a Meeting on Thursday, November 13, 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 eight 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. K-5 STEAM Presentation - Kristen Shuman, K-5 STEAM Coordinator

PRESIDENT'S ANNOUNCEMENTS

Ms. Cohn spoke about the following:
- Thanks to all the STEAM coordinators for their work throughout the district
- Success of the Coffees with the Board

SUPERINTENDENT'S REPORT

Mr. Hough spoke about the following:
- Activities throughout the district related to Halloween and Veteran's Day
- Arts and athletic successes throughout the district

Ms. Kelly 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 10/1/2025 - 10/31/2025 as outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

B. Resolve to affirm the Superintendent's recommendation of the HIB investigation(s) for the period of 9/10/2025 - 9/30/2025 and review the Superintendent's recommendation of the HIB investigation(s) for the period of 9/24/2025 - 10/30/2025. 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 seconded by Mr. Mahecha. The roll was called, and all voted, "Aye". The motion was declared adopted.

STUDENT BOARD REPRESENTATIVE REPORT

The report included the success of the fall sports teams; Veterans Day celebrations; annual Halloween fun.

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: Genesis grading platform; K-12 Holocaust curriculum; PD on November 4th; class size concerns; NJSLA testing
B. Operations Committee – Mr. Hanley reported on the following: Fiscal 24-25 audit; Pre-K tuition program; facilities foreman stipend; district buses; remaining bond project work at the Middle School; food service report; upcoming budget calendar; Consolidated Maintenance Plan on tonight's agenda

Ms. Kelly stated she would like feedback brought to the Board regarding topic points discussed at the Coffee & Conversation.

Mr. Mahecha asked that the ACFR and AMR be sent to the board members.

C. Policy Committee – Ms. Justice reported on the following: Nepotism policy; emergency school bus procedures
D. Communications Committee – Mr. Mahecha reported on the following: Coffee and Conversations with the Board President/VP; update on BES principal search; food assistance communication distribution; winter weather protocol
E. Negotiations and Personnel Committee – Ms. Cohn reported that the committee discussed confidential personnel matters
F. Liaison Reports – None

PUBLIC COMMENT

A. Public Comment on Items on the Agenda - none

B. Public Comment on Items not on the Agenda

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

APPROVAL OF BOARD MINUTES

Mr. Hanley 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. October 9, 2025 Regular Meeting

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

CURRICULUM / INSTRUCTION / PROGRAM

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

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

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

Motion seconded by Mr. Cho. The roll was called, and all present 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 November Bills List as listed below:

| | | | |
|---|---|---|---|
| 1. | Regular Bills | Fund 10 | $2,997,350.68 |
| 2. | Special Revenue | Fund 20 | $ 370,103.81 |
| 3. | Capital Projects | Fund 30 | $ 629,114.75 |
| 4. | Enterprise Fund | Fund 60 | $ 38.90 |
| | Sub Total All Funds | | $3,996,608.14 |
| 5. | Food Service Fund 61 | | $ 321,646.95 |
| | Total All Funds | | $4,318,255.09 |

B. Approval of the monthly payroll for October 2025 - $5,614,007.52

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

D. Approval of Secretary and Treasurer's Report for September 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 September 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 donation from the Lincoln-Hubbard School PTO in the amount of $20,131 for improvements to the playground including a shade structure and additional table

H. Approval for the 2025-2026 Parental Contract for Student Transportation - Route #P-11 to Shepard School in Kinnelon, for student #6573877010 in the amount of $6,021.40

I. Approval of Proposal from Ahera Consultants, P.O. Box 385, Oceanville, NJ for bulk sampling of the roofs at Brayton School, Jefferson School, Summit High School, and Summit Middle School at a cost of $33,680

J. Approval of Agreement with Delta-T Group, 1460 U.S. Route 9 North, Suite 300, Woodbridge, NJ 07095 for substitute nursing services for the 2025-2026 school year on an as-needed basis at a cost of $60/hour as per ESCNJ 24/25-21 Nursing Services Bid Term 9/20/24 - 9/19/26

K. Approval of agreement with Seton Hall University, School of Health & Medical Sciences, for two speech therapy interns to work with district staff beginning January 26, 2026 to May 22, 2026 as follows: Marissa Todd, Intern, working with Melissa Gitlitz; and Cassandra Lamastra, Intern, working with Carrie Leshin

L. Approval of Authorization from Rutgers University Behavioral Health Care, 671 Hoes Lane, Piscataway, NJ to provide Bedside Instruction at a cost of $75/hour as needed during the 2025-2026 school year

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

| | |
|---|---|
| Oak Knoll School | $ 11,860.75 |
| Oak Knoll School | 12,995.25 |

N. Approval of Settlement Agreement between The Bennett Company, Inc. and the Summit Board of Education

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

SCHOOL BOARD OPERATION

Ms. Justice moved the following items under School Board Operation:

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

A. Approval of the "Submission of Comprehensive Maintenance Plan" and Form M-1 as per N.J.A.C. 6A:26A (as per attached)

B. Approval of the Shared Service Agreement for the City of Summit to provide vehicle maintenance services on district vehicles including buses, vans, and trucks on an as-needed basis at the hourly rate of the City's mechanic(s) in accordance with the DPW salary schedule

C. Approval to submit the Water Infrastructure Improvement Grant application to the NJDOE for the purpose of securing grant funds to replace existing water fountains throughout the District

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 |
|---|---|---|---|---|---|
| Erika Green | Spanish Teacher - LR | BES/FES | MA+30-Step-1, $69,065 (prorated) with one overlap day at $125/day | November 17, 2025, or sooner | Karin Dorieux |
| Erika Eichelbaum | Spanish Teacher - LTS | BES/FES | $265/day | October 20, 2025, end date tbd | Karin Dorieux |
| Shari Lovenheim | School Psychologist - LR | FES/WES | MA-Step-1, $65,480 (prorated) | November 17, 2025, or sooner, end date tbd | Kendall Bush |

B. Approval of the following Changes of Assignment:
1. Michele Lazzaro, from Lunch/Recess Aide, Brayton Elementary School, to Leave Replacement Media Specialist, Brayton Elementary School, BA+15-Step-1, $60,885 (prorated), effective October 20, 2025, or sooner, end date tbd, for Courtney Kaczynski
2. Amy Donnelly, from Long-Term Teacher Substitute, Jefferson Primary Center, to Leave Replacement Teacher, Jefferson Primary Center and Washington Elementary School, MA-Step-1, $65,480 (prorated), effective November 1, 2025 through May 18, 2026
3. Eleanor Mahoney, from Substitute Teacher, District, to Long-Term Special Education Teacher Substitute, Lawton C. Johnson Summit Middle School, $265/day, effective December 10, 2025 through January 28, 2026, with 2 overlap days at $125/day, for Amelia Kropa

C. Approval of maternity leave/family leave for the following staff:
1. DeAnna Nelson, Physical Education Teacher, Jefferson Elementary School, paid leave effective February 9, 2026 through March 11, 2026, unpaid leave effective March 12, 2026 through June 12, 2026
2. Marie Brice, Inclusion Aide, Jefferson Elementary School, unpaid leave effective October 13, 2025 (.5), October 14, 2025 through November 16, 2025
3. Caitlin Dasti, Inclusion Aide, Wilson Primary Center, unpaid leave effective December 2, 2025 through March 9, 2026
4. Elizabeth Grawehr, Grade 3 Teacher, Washington Elementary School, paid leave effective October 3, 2025 through November 10, 2025, unpaid leave effective November 11, 2025 through February 18, 2026 (revised from the May 13, 2025 Agenda)
5. Melissa Brause, ELA Teacher, Lawton C. Johnson Summit Middle School, paid leave effective March 2, 2026 through March 20, 2026, unpaid leave effective, March 23, 2026 through June 12, 2026
6. Travis Smith, Physical Education Teacher, Jefferson and Wilson Primary Centers, unpaid leave effective January 5, 2026 through April 7, 2026
7. Rebecca Mongoij, Band Teacher, Lawton C. Johnson Summit Middle School and Summit High School, paid leave effective August 27, 2025 through December 23, 2025, unpaid leave effective January 5, 2026 through January 30, 2026 (revised from the June 12, 2025 Agenda)

8. Hannah Gallagher-Luca, Spanish Teacher, Lawton C. Johnson Summit Middle School, paid leave effective October 10, 2025 through November 25, 2025, unpaid leave effective November 26, 2025 through March 5, 2026, unpaid child care leave effective March 6, 2026 through March 29, 2026 (revised from the August 21, 2025 Agenda)
9. Bianca Ratner, Grade 3 Teacher, Jefferson Elementary School, paid leave effective October 14, 2025 through December 11, 2025, unpaid leave effective December 12, 2025 through March 6, 2026 (revised from the May 13, 2025 Agenda)
10. Dale Yelner, Inclusion Aide, Jefferson Elementary School, unpaid leave effective October 27, 2025 (.5), October 28, 2025 through January 16, 2026
11. Lisa Bolton, Special Education Teacher, Washington Elementary School, unpaid leave effective November 11, 2025, end date tbd

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 |
|---|---|---|---|---|---|---|
| Jennifer West | Inclusion Aide | WPC | Aide-Step-1 | $41,390 (prorated) | December 1, 2025 for the 2024-2025 school year | Elvia Caravella |
| Christine Otiende | Cafeteria/ Lunch Aide (leave replacement) | BES | n/a | $38/hour | October 23, 2025, end date tbd | Michele Lazzaro |
| Rachel Quartuccio | Auditorium Manager | District | n/a | $50/hour | December 31, 2025, or sooner | n/a |

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

| Name | Position | School | Effective |
|---|---|---|---|
| Anna Gomez | ESL/Bilingual Teacher | WES | July 1, 2026 |

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

| Name | Position | School | Effective |
|---|---|---|---|
| Caroline McAuliffe | Student Assistance Coordinator | SHS | December 23, 2025 |
| Nicole Georgio-Maranzino | Leave Replacement Reading Strategies Teacher | LCJSMS | December 23, 2025 |
| Shane Zeigler | Principal | BES | December 19, 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 |
|---|---|---|
| Patrick Brett | $125/day | October 30, 2025, or sooner |
| Anna Maria Matarredona | $125/day | November 14, 2025 |

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 |
|---|---|---|---|
| Dania Mejia | Long-Term Instructional Aide | $200/day | October 30, 2025, or sooner, end date tbd |
| Eleni Takas | Lunch Aide | $38/hour | October 20, 2025 |
| Bean Chambers | School Nurse | $225/day | November 10, 2025, or sooner |
| Yvonne Travers | Lunch/Phone Coverage | $16.58/hour | December 1, 2025, or sooner |

I. Approval to pay Daniel Duffy, Summit High School, the stipend for Non-Athletic Generic, Ski and Snowboard Club, $4,539, for the 2025-2026 school year

J. Approval to pay Erica Dorsey, Julie Caputo and Ashley Fuchs, Lincoln-Hubbard Elementary School, the stipend of $1,369.66/each, for the Non-Athletic Generic, Lincoln-Hubbard Pride Pals, for the 2025-2026 school year

K. Approval to pay Anthony Ferrante, Lawton C. Johnson Summit Middle School, the stipend for Non-Athletic Generic, Student Movement Against Cancer Club, $4,324, for the 2025-2026 school year

L. Approval of the revised 2025 Summer/Fall Coaches list for Anthony Ferrante and Dennis Marcantonio, Lawton C. Johnson Summit Middle School, to share the stipend of $1,490 equally ($745/each) for the LCJSMS Intramurals Session II

M. Approval for the following Lawton C. Johnson Summit Middle School staff for an extra 6th assignment, effective November 18, 2025, end date tbd, until a replacement teacher is hired for Shannon Caravano:

1. Cindy MacKinnon - $53.43/day
2. Kate Polles - $70.38
3. Dana Amato - $105.39
4. Olympia Balzer - $74.50

N. Approval of the recommendation for Molly Malkinski, Student Assistance Coordinator, Lawton C. Johnson Summit Middle School be added as an Anti-Bullying Specialist for LCJSMS, for the 2025-2026 school year

O. Approval of the 2025-2026 winter coaching staff (list attached) (revised from the October 9, 2025 Agenda)

P. Approval to pay the following staff members for their work with students on the Science Olympiad, at the curriculum rate of $50/hour, paid via timesheet (funded through SEF Grant S24304):

1. Jack Maranhao, up to 59 hours
2. Ben Fischer, up to 59 hours

Q. Approval to pay staff for their participation in administering the PSATs on Saturday, October 18, 2025 at Summit High School (list attached)

R. Item Removed

S. Approval to pay the following staff for the After School Social Skills Program (A3 Alliance) at Lawton C. Johnson Summit Middle School, at the curriculum rate of $50/hour, effective October 7, 2025 through May 28, 2026, paid via timesheet (funded by IDEA):
1. Brenda Horetsky
2. Gayle Galenas
3. Tiffany Goncalves
4. Qefsere Ferizi

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

POLICIES & REGULATIONS

Mr. Hanley moved the following items under Policies & Regulations:

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

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

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

Ms. Kelly advised the Board about a program she attended in New Providence and feels the Education Committee should consider it.

Mr. Mahecha spoke about his experience at the Middle School's Veteran's Day assembly, and his visit with Mr. Hough to Jefferson School.

ADJOURNMENT

Motion by Mr. Hanley, seconded by Ms. Justice, and carried to adjourn the meeting at 6:55 PM.

Respectfully submitted,

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