

SUMMIT BOARD OF EDUCATION

MISSION STATEMENT

The Summit Board of Education operates with the commitment to excellence and the expectation that each student will strive to excel beyond the NJ Core Curriculum Standards, which set forth a minimum level of achievement for all students at all grade levels. The Summit Public Schools, in partnership with the community, will support and sustain an excellent system of learning that engages all students in compelling work; educates them to their highest intellectual, creative, and individual potential; promotes pride in diversity; and results in responsible and productive citizens of the highest integrity and quality.

**REGULAR MEETING AGENDA
Thursday, February 18, 2016 – 7:00 PM
Summit High School Library/Media Center**

- I. Call to Order and Flag Salute**

- II. Open Public Meetings Act, Chapter 231, P.L. 1975 Announcement
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 insure 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 Regular 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. Katherine Kalin, President		
Ms. Debbie Chang		
Ms. Celia Colbert		
Mr. David Dietze		
Mr. James Freeman		
Mr. Richard Hanley		
Ms. Debra McCann		

Others Present:

Mr. June Chang, Superintendent
Mrs. Donna L. Schneider, Assistant Business
Administrator/Board Secretary

Dr. Julie Glazer, Assistant Superintendent
Dr. Jane Kachmar-Desonne, Dir. of Special Services
Mr. Matthew Block, Dir. of Human Resources

March Meetings

**BOE Special Budget Meeting - March 7 - 7:00 PM
Wilson School Board Meeting Room
BOSE Special Meeting - March 10 - 6:30 PM
Summit High School Library/Media Center**

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March Meetings (cont.)

Workshop Meeting – March 10 – 7:15 PM
Summit High School Library/Media Center
Regular Meeting - March 17 - 7:00 PM
Summit High School Library/Media Center
BOE Special Budget Meeting - March 29 - 6:30 PM &
BOSE Special Budget Meeting - March 29 - 7:00 PM
Summit City Hall Council Chambers

IV. Presentations and Discussions

V. President’s Announcements (7:10 – 7:20)

VI. Superintendent’s Report (7:20 – 7:30)

A. Approval to affirm the Superintendent’s decision following receipt of reports of Harassment, Intimidation and Bullying:

1/21/16-9	1/21/16-12-CP
1/21/16-10	1/21/16-12
1/21/16-11	

B. Approval to review the following reports of Harassment, Intimidation and Bullying:

2/18/16-13
2/18/16-14

C. Suspensions

January

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
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LCJ Summit Middle School

1/15/16	2819159863	1
1/15/16	7689795140	1
1/19/16	3391009804	1

Summit High School

1/5/16	2961845971	2
1/5/16	4757348376	1
1/6/16	5697207754	1
1/11/16	2811073060	1

Motion by _____, seconded by _____

CC DC DD JF RH DM KK

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VII. Public Discussion (7:30 – 8:00)

- A. Questions/Comments on Items on the Agenda
- B. Questions/Comments on Items not on the Agenda

REMAINDER OF MEETING (8:00 – 8:30)

VIII. Approval of Board Minutes

- A. Approval of the minutes of the following meetings:

- 1. Workshop Meeting January 14, 2016
- 2. Executive Session January 14, 2016
- 3. Regular Meeting January 21, 2016

Motion by _____, seconded by _____
CC DC DD JF RH DM KK

IX. School Board Operation

- A. Approval of travel for staff members (as per attached)
- B. Approval of the following School Bus Emergency Evacuation Drill Report:
December 10, 2015 – 2:20PM – Summit High School Parking Lot - Bus Route 16, as supervised by Kerianne Skobo-Trought
- C. Approval to accept the gift of \$27,436.71 from the Hubbard Public Schools Fund of the Summit Area Public Foundation for the completion of the library renovation at Lincoln-Hubbard Elementary School
- D. Approval for out-of-district student #6845992278 to attend Summit High School on a tuition basis at a cost of \$6,843 for the remainder of the 2015-2016 school year
- E. Approval to operate an academic summer school during summer 2016
- F. Approval to operate an enrichment summer school (FLASH) during summer 2016
- G. Approval of 2014-2015 Per Pupil costs for Tuition Adjustment Purposes:

Preschool/K	\$10,476
Elementary Grades 1-5	\$13,490
Middle School Grades 6-8	\$13,097

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High School Grades 9-12 \$13,705

- H. Approval of Tuition Contract Agreements between Summit Board of Education and Middlesex County Vocational & Technical Schools for students #5477652977, #8260107378 and #5514654651 to attend shared-time beginning February 8, 2016 for the remainder of the 2015-2016 school year at a cost of \$6,000 each (pro-rated)

- I. Approval of the following out-of-state trips:
 - 1. March 17 and March 18, 2016 for 36 Varsity Lacrosse students to go to Marist College in Poughkeepsie, NY

 - 2. End March for approximately 40 Model UN/International Affairs students to go to the United Nations in NY

Motion by _____, seconded by _____
 CC DC DD JF RH DM KK

X. Personnel

- A. Approval to appoint the following substitutes:
 - 1. Peter Gallaudet, substitute teacher, \$100/day, effective February 19, 2016
 - 2. Leanne Ivory, substitute nurse, \$200/day, effective February 19, 2016
 - 3. Robert Mauriello, substitute teacher, \$100/day, effective February 19, 2016
 - 4. Patricia Horton, substitute teacher, \$100/day and clerical substitute, \$15/hr., effective February 19, 2016
 - 5. Elizabeth Carpenter, substitute teacher, \$50 per half day
 - 6. **Adrienne Trivella, substitute teacher, \$100/day and clerical substitute, \$13/hr., effective February 19, 2016**

- B. Approval to accept the resignation of the following staff:
 - 1. Amanda Sampey, high school inclusion aide, effective February 12, 2016
 - 2. Vincent Lombardi, middle school inclusion aide, effective February 26, 2016
 - 3. Jacqueline Castanheira, middle school inclusion aide, effective February 9, 2016

- C. Approval of a twelve week intermittent family medical leave for Carol Hassert, high school secretary, effective February 1, 2016

- D. Approval to appoint Valerie Coronel as the FLASH Coordinator for the 2015-2016 school year, stipend \$8,000 (50% paid in July and 50% paid in August)

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- E. Approval to appoint Justin Toomey as the Assistant FLASH Coordinator for the 2015-2016 school year, stipend \$6,000 (50% paid in July and 50% paid in August)
- F. Approval to pay Michael Gleason, Justin Toomey, Robert Anderson and Barbara Vierschilling as teacher advisors for the elementary/middle school Honors Band and Orchestra for the 2015-2016 school year, \$1,018.50 each
- G. Approval to appoint Elaine Petrusky as a leave replacement instructional aide at Franklin School (paternity), \$33,074 (prorated), effective February 1 through approximately April 18, 2016
- H. Approval to appoint Melissa Malmstrom as a .6 part-time high school English teacher, BA Level, Step 1, .6 of \$54,896 or \$32,937.60 (prorated), effective February 8, 2016
- I. Approval of 2015-2016 step advancement and guide increase on the salary guide for the following staff members, effective 2/1/16:
 - Jaimie Bass, MA, Step 3
 - Chelsea Butera, BA+15, Step 2
 - Kelly Coyle, BA+15, Step 4
 - Ann Dooley, BA+15, Step 6
 - Daniel Garcia, MA, Step 6
 - Karen Ingram, MA+30, Step 9
 - Natalie Vince, MA, Step 2
- J. Adjustment to salary of William Sanchez to reflect an additional \$850 for Certificate of Advanced Studies, effective February 1, 2016
- K. Approval to accept the retirement of the following staff, all effective July 1, 2016:
 - 1. Joanne Balzano, Washington school Basic Skills teacher
 - 2. Robert Lockhart, Athletic Director
 - 3. Patricia Manzi, middle school English teacher
 - 4. Cathy Cowden, Washington School library secretary
 - 5. Iris Diamant, district child student team staff member**
- L. Approval of a maternity/family leave for the following staff:
 - 1. Alexandra Penetra, Lincoln-Hubbard teacher, approximate effective date May 24 through December 5, 2016
 - 2. Meghan Scozzari, high school teacher, approximate effective May 4 through December

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5, 2016

- M. Approval to appoint Erin Corea and Jean Leporati to teach the Extended Day Program at Brayton School up to 50 hours at the curriculum rate of \$45.34 (Funded by Title I)
- N. Approval to appoint Warren Wannamaker as the Stokes Coordinator for the 2016-2017 school year, stipend \$4,121
- O. Approval to appoint staff to the Family Nights for 2015-2016 school year at the curriculum rate of \$45.34/hr. (list attached)
- P. Approval to appoint Trudy Cohen and Anna Gomez as instructors of the Elementary Technology Workshops for New Immigrant Families at the curriculum rate of \$45.34/hr. for 4 hours of instructional time and 1 hour prep time, total cost per teacher \$226.70 (Revised: Funded by Title III Grant)
- Q. Approval to appoint Lorena Dolan as the Summit High School Assistant Principal, \$100,500 (prorated), effective March 1, 2016. Salary will remain in effect through June 30, 2017**
- R. Approval of Ron Cooper to receive payment of \$550 for work with the Lincoln-Hubbard School production of Aladdin Jr.**
- S. Approval of Rebecca Hoffler and Michael Gleason to receive payment of \$500 each for assisting with the middle school Spring musical Hairspray (paid through the middle school student activities account)**
- T. Approval to adjust the child care leave for Dana Appell, middle school Latin teacher, from May 2, 2016 (previously approved) to June 1, 2016**
- U. Approval to appoint Robert Villalobos as the Franklin School part-time custodian, .5 Custodian Step 1 or \$16,622 (prorated), effective March 1, 2016**
- V. Approval to appoint the following out-of-district coaches for 2015-2016:**
 - 1. David Hobson as an out-of-district Assistant Boys' Lacrosse Coach, Coach Step 1, \$7,245, effective February 19, 2016**
 - 2. Nicholas Kilkowski as an out-of-district Assistant Boys' Lacrosse Coach (split position), Coach Step 3, \$4,016, effective February 19, 2016**
- W. Approval to appoint William O'Regan to work as a volunteer boys' tennis coach from**

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March 4 until June 1, 2016

X. Approval to extend the previously approved maternity/child care leave for Jennifer Fout, Franklin School teacher to June 30, 2016, returning September 1, 2016

Motion by _____, seconded by _____
CC DC DD JF RH DM KK

XI. Policies

First Reading

Policy 5460 High School Graduation

Policy 5460.2 High School Graduation: Option Two

Motion by _____, seconded by _____
CC DC DD JF RH DM KK

XII. Finance

Upon the recommendation of the Business Administrator to the Superintendent:

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

1. Regular Bills	Fund 10	\$ 869,660.75
2. Special Revenue	Fund 20	\$ 127,215.08
3. Capital Projects	Fund 30	\$ 34,872.70
4. Enterprise Fund	Fund 60	\$ - 0 -
Sub Total All Funds		\$1,031,748.53
5. Food Service	Fund 61	\$ 154,295.44
Total All Bills		\$1,186,043.97

B. Approval of monthly payroll for January 2016 - **\$4,676,525.97**

C. Approval of budget adjustments and line item transfers for December 2015

D. Approval of Secretary and Treasurer's report for December 2015

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 December 2015 that no line item account

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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, we have no reason to doubt that no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10 (b).

- F. Approval of payment to New Jersey Unemployment Compensation Fund for quarter ending 12/31/15 in the amount of \$16,778.41

Motion by _____, seconded by _____
CC DC DD JF RH DM KK

XIII. Closed Session

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

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

Roll Call
CC DC DD JF RH DM KK

Motion by _____, seconded by _____, and carried to reconvene to public session at _____ PM.

Roll Call
CC DC DD JF RH DM KK

XIV. Adjourn

Motion by _____, seconded by _____, and carried to adjourn the meeting at _____ PM.

Roll Call
CC DC DD JF RH DM KK

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

Board of Education Meeting Date:

18-Feb-16

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

Staff Training & Seminar
 Conventions/Conference
 Regular District Business
 Retreat

Code

1
 2
 3
 4

* Reimbursable Expenses

Staff	Type of Travel	Location of Travel	Occurrences	Date(s) of Travel	* Reimbursable Expenses							Conference	
					Travel / Mileage	Parking	Tolls	Lodging Nights	Lodging Costs	Meal Exp.	Other Exp.		
C Allian	2	Piscataway, NJ	1	3/18/2016									
E. Lorient-Apruzzese	2	New Brunswick, NJ	1	2/26/2016								165.00	Good Ideas in Teaching Precalculus
M. Carlin	2	New Brunswick, NJ	3	10/14/15, 2/10/16 & 5/25/16	31.80							165.00	FLENJ Conference
L. Cataldi	2	Long Branch, NJ	3	2/21-2/23/16								560.00	Participation in Rutgers Early Childhood Academy
A. Chambers	2	Whippany, NJ	1	5/20/2016								150.00	NJAPERD
K. Dorieux	2	New Brunswick, NJ	1	2/26/2016								199.00	Winner Conference
J. Kachmar-Desonne	2	Long Branch, NJ	1	3/11/2016	31.00							165.00	FLENJ Conference
B. Erickson	2	Long Branch, NJ	2	2/22 & 2/23/16	63.24							199.00	Director's Academy- Hot Legal Topics
J. Frackoviak	2	Union, NJ	5	2/15-2/19/16	18.60							100.00	NJAPERD
J. Glazer	2	San Francisco, CA	3	3/2-3/4/16	100.00							1999.00	Digital Forensic Certification Course
A. Jerez	2	New Brunswick, NJ	1	2/26/2016						187.50	0.00		Leadership Summit
A. Kelly	2	New Brunswick, NJ	3	10/14/15, 2/10/16 & 5/25/16	31.80							165.00	FLENJ Conference
D. Kennedy	2	Online	4	2/1, 8, 22 & 29								560.00	Participation in Rutgers Early Childhood Academy
R. Kovach	2	New Brunswick, NJ	3	10/14/15, 2/10/16 & 5/25/16	31.80							199.00	Supporting English Learners in the Reading Workshop
J. Mendl	2	Bridgewater, NJ	1	4/15/2016								560.00	Participation in Rutgers Early Childhood Academy
S. Shire	2	New Brunswick, NJ	3	10/14/15, 2/10/16 & 5/25/16	31.80							159.00	NJAGC
J. Tierney	1	New Brunswick, NJ	3	10/14/15, 2/10/16 & 5/25/16	31.80							560.00	Participation in Rutgers Early Childhood Academy

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

**Family Nights
2015-2016**

Washington

Family Math
Family Math
Family Technology
Family Technology
Family Science
Family Science

Franklin

Family Math	Megan McCue	6 hours	\$45.34/hour
Family Math	Christine Watson	6 hours	\$45.34/hour
Family Science	Amy Chambers	6 hours	\$45.34/hour
Family Science	Jen Schwarzenbek	6 hours	\$45.34/hour
Family Technology	Elizabeth Rego	6 hours	\$45.34/hour
Family Technology	Lorelei Stochaj	6 hours	\$45.34/hour

Lincoln-Hubbard

Family Math
Family Math
Family Science
Family Science
Family Technology
Family Technology

Jefferson

Family Math	Randi Katz	6 hours	\$45.34/hour
Family Math	Kristine Robbins	6 hours	\$45.34/hour
Family Science	Jacqueline Campagna	6 hours	\$45.34/hour
Family Science	Michelle Hawley	6 hours	\$45.34/hour
Family Technology	William Hannis	6 hours	\$45.34/hour
Family Technology	Jennifer Beck	6 hours	\$45.34/hour

Brayton

Family Math	Linda Stanziale	6 hours	\$45.34/hour
Family Math	Carrie Nugent	6 hours	\$45.34/hour
Family Science	Maryclare Poole	6 hours	\$45.34/hour
Family Science	Matthew Ferry	6 hours	\$45.34/hour
Family Science	Lauren Senko	6 hours	\$45.34/hour
Family Technology			
Family Technology			