

SUMMIT BOARD OF EDUCATION

MISSION STATEMENT

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

MEETING AGENDA

Thursday, March 9, 2023 – 7:00 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
Mr. Michael Colón, President		
Mr. Yon Cho, Vice President		
Ms. Melanie Cohn		
Ms. Jennnifer Erday		
Ms. Donna Miller		
Ms. Walidah Justice		
Ms. Kelly Stanton		

Others Present:

Mr. Scott Hough, Superintendent of Schools

Mr. Robert Gardella, Director of Human Resources

Dr. Joseph Cordero, Director of Curriculum & Instruction

Ms. Kathy Sarno, Asst. Business Administrator

Mr. Derek J. Jess, Business Administrator/Board Secretary

Ms. Doreen Babis, Director of Special Services

Ms. Crystal Marr, Director of Student Personnel Services

Ms. Laurene Callander, Communications Officer

April Meeting

Thursday, April 13, 2023 - 7:00 PM

Summit H.S. Library/Media Center

www.summit.k12.nj.us

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
MARCH 9, 2023**

IV. PRESENTATIONS & DISCUSSIONS (7:00 - 7:30)

- A. Rotary Club Presentation - Supporting Curriculum - Eric Evers and Jim Fleischmann
- B. Student Safety Data System Reporting - Scott Hough, Superintendent
- C. Harassment, Intimidation and Bullying - Crystal Marr, District Anti-Bullying Coordinator

V. REPORT OF NEW HIRES (7:30 - 7:35)

- A. Approval to appoint the following new staff for the 2022-2023 school year, pending criminal history review, background checks as required by law, and ability to obtain appropriate NJ certification:

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Step/ Salary</u>	<u>Effective</u>	<u>Replacing</u>
Sydney Burnett	Part-Time School Counselor	WPC	0.5 \$31,818 (prorated)	March 10, 2023	Megan Murray

Motion by _____, seconded by _____
Stanton Miller Justice Erday Cohn Cho Colón

BREAK (7:35 - 7:40)

VI. PRESIDENT'S ANNOUNCEMENTS (7:40 - 7:50)

VII. SUPERINTENDENT'S REPORT (7:50 - 8:00)

- A. Approval to affirm the following reports of Harassment, Intimidation and Bullying:

1. 12/22/2022 - 236
2. 01/12/2023 - 237
3. 01/12/2023 - 238
4. 01/10/2023 - 239
5. 01/11/2023 - 240
6. 01/05/2023 - 241
7. 02/02/2023 - 242
8. 02/02/2023 - 243
9. 01/30/2023 - 244
10. 01/31/2023 - 245
11. 02/03/2023 - 246

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

1. 02/17/2023 - 247

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2. 02/01/2023 - 248
3. 02/02/2023 - 249
4. 02/09/2023 - 250
5. 02/24/2023 - 251

C. Suspensions

Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
2/06/2023	5510479417	4
2/06/2023	9564841842	10
2/07/2023	5424539429	4
2/10/2023	6073628073	4

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
2/01/2023	5470323921	1 in-school
2/02/2023	9306885983	1 in-school
2/02/2023	4497285354	1 in-school
2/03/2023	4524571368	2
2/08/2023	5796143623	1 in-school
2/08/2023	8654819506	1 in-school
2/10/2023	7530458761	10
2/10/2023	5315755456	10
2/14/2023	4083738106	2
2/14/2023	8654819506	1
2/17/2023	6470115051	2
2/17/2023	6842894196	1 & 1 in-school
2/17/2023	7721024603	1 & 1 in-school

Motion by _____, seconded by _____
Stanton Miller Justice Erday Cohn Cho Colón

VIII. STUDENT BOARD REPRESENTATIVE REPORT (8:00 - 8:15)

Lena Kifnidis, Student Representative
Grace Epstein, Alternate

IX. ADDITIONS / REVISIONS TO THE AGENDA (8:15 - 8:20)

X. COMMITTEE REPORTS (8:20 – 8:50)

- A. Education Committee
- B. Operations Committee

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- C. Policy Committee
- D. Communications Committee
- E. Negotiations Committee
- F. Liaison Reports

XI. PUBLIC COMMENT (8:50 – 9:10)

- 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)

REMAINDER OF MEETING (9:10 – 9:45)

XII. APPROVAL OF BOARD MINUTES

- A. Approval of Minutes of the following meetings:

- 1. February 9, 2023 Regular & (2) Closed Sessions

Motion by _____, seconded by _____
Stanton Miller Justice Erday Cohn Cho Colón

XIII. CURRICULUM / INSTRUCTION / PROGRAM

- A. Approval of 48 Summit High School students and 4 chaperones to stay overnight at The Hub Best Western, New Providence, NJ, on March 21, 2023, to discuss positive decision making after the One Moment 3 Decisions program (funded by Shaping Summit Together)
- B. Approval of a venue change for the out-of-state field trip on February 25, 2023, for 45 students and 2 chaperones from the Ski and Snowboard Club to Catamount Mountain, Hillsdale, NY to be moved to Elk Mountain, Union Dale, PA (*revised* from the October 13, 2022 Agenda)
- C. Approval of Affiliation Agreement with DePaul University for a student enrolled in the Speech Language Pathology Program to provide intern services to the district from March 1, 2023 to June 30, 2026
- D. Approval of agreement with Up the Bar Educational Achievement, at a cost of \$37,500 to provide Sheltered Instruction Observation Protocol professional development training (funded by Title II and Title III)

SUMMIT BOARD OF EDUCATION MEETING AGENDA
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- E. Approval of agreement with the International Institute for Restorative Practices, at a cost of \$20,667.60 to provide Restorative Practices professional development training (funded by ESSER)

Motion by _____, seconded by _____
Stanton Miller Justice Erday Cohn Cho Colón

XIV. FINANCE

Upon the recommendation of the School Business Administrator to the Superintendent:

- A. Approval of the March Bills List as listed below:

1. Regular Bills	Fund 10	\$2,511,618.40
2. Special Revenue	Fund 20	\$ 201,112.06
3. Capital Projects	Fund 30	\$ 718,274.00
4. Enterprise Fund	Fund 60	\$ - 0 -
Sub Total All Funds		\$3,431,004.46
5. Food Service	Fund 61	\$ 230,767.83
Total All Funds		\$3,661,772.29

- B. Approval of the monthly payroll for February 2023 - \$5,172,399.19

- C. Approval of budget adjustments and line item transfers for January 2023

- D. Approval of Secretary and Treasurer's Report for January 2023

- 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 January 2023 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 2021-2022 per Pupil Costs for Tuition Adjustment Purposes:

1. Preschool/Kindergarten	\$13,499.00
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SUMMIT BOARD OF EDUCATION MEETING AGENDA
MARCH 9, 2023

- | | |
|-----------------------------|-------------|
| 2. Elementary Grades 1-5 | \$16,425.00 |
| 3. Middle School Grades 6-8 | \$16,011.00 |
| 4. High School Grades 9-12 | \$17,143.00 |

H. Approval of payments to New Jersey Unemployment Compensation Fund as follows:

- | | |
|----------------------------------|-------------|
| 1. For quarter ending 9/30/2020 | \$37,167.82 |
| 2. For quarter ending 12/31/2020 | \$22,040.44 |

I. Approval to accept the 2021-2022 Audit - Comprehensive Annual Financial Report

J. Approval to accept the 2021-2022 Audit – Comprehensive Annual Financial Report – Corrective Action Plan (attached)

K. Approval to reimburse transportation, lodging and meal costs up to \$775 for Ann Elise Record, a math consultant providing professional development workshops at Brayton School. All other costs covered by an SEF grant.

L. Approval to reject the bid submitted by Thassian Mechanical Contracting, Inc., 641 State Route 36, Belford, NJ 07718 for the HVAC Upgrades at LCJ Summit Middle School due to the bid exceeding the budgetary estimate

M. Approval of Change Order #2 from EI Associates for the Summit H.S. HVAC Upgrade project in the amount of \$28,500 for additional design fees associated with the inclusion of HVAC for rooms #215, #221, the weight room, and the athletic trainer's room.

The cost of this change order will be taken from ESSER funds.

N. Approval of Change Order #3 from DeSesa Engineering Company for the Summit H.S. HVAC Upgrade project in the amount of \$35,089 for the purpose of installing HVAC in the weight room (\$712) and the athletic trainer's room (\$34,377)

The cost of this change order will be taken from ESSER funds and capital reserve funds.

The balance of the costs associated with the installation of HVAC in the weight room has been taken from the project allowance.

O. Approval of Resolution for Participation in Joint Transportation Agreement with Sussex County Regional Transportation Cooperative, Hopatcong, NJ 07843 to provide Special Education Transportation for the 2023-2024 school year (as per attached)

SUMMIT BOARD OF EDUCATION MEETING AGENDA
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- P. Approval of Resolution for Participation in Joint Transportation Agreement with Sussex County Regional Transportation Cooperative, Hopatcong, NJ 07843 to provide Athletic and Field Trip Transportation for the 2023-2024 school year (as per attached)
- Q. Approval for the following school year transportation arrangement with Morris County Educational Services Commission for the 2022-2023 School Year, effective 01/17/22:

Student ID	School	Route	Contractor
#8943833292	Windsor Learning Center	CE599	Prestige Bus Service

Approval for the school year transportation contract with Morris County Educational Services Commission for the 2022-2023 School Year in accordance and subject to the CPI increase of 1.91% as listed below:

Contractor	Route #	Aide Per Diem Rate	Annual Cost
Prestige Bus Service	CE599		\$46,459.35

- R. Approval for the following school year **REVISED** transportation arrangements with Morris County Educational Services Commission for the 2022-2023 School Year:

Student ID	School	Route/Contractor	Dates
#8471437312	Brayton Elementary	CS-027/United Care	09/12/22 – 09/20/22
#2115371662	Brayton Elementary	CS-027/United Care	09/12/22 – 09/20/22
#8471437312	Brayton Elementary	CE-550/FYFA	09/21/22 – 11/27/22
#2115371662	Brayton Elementary	CE-550/FYFA	09/21/22 – 11/27/22
#8471437312	Brayton Elementary	CS-253/Jaris Transportation	11/28/22 – 06/15/23
#2115371662	Brayton Elementary	CS-253/Jaris Transportation	11/28/22 – 06/15/23
#8749441207	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#2717471499	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#6342018128	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22

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#7162908084	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#8388472941	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#6094060378	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#4838314833	Franklin Elementary	CS-160/K&S Transportation	09/06/22 – 10/31/22
#8749441207	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#2717471499	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#6342018128	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#7162908084	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#8388472941	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#6094060378	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23
#4838314833	Franklin Elementary	CS-626/Rajak Transportation	02/13/23 – 06/14/23

Approval for the school year transportation contract with Morris County Educational Services Commission for the 2022-2023 School Year in accordance and subject to the CPI increase of 1.91% as listed below:

Contractor	Route #	Aide Per Diem Rate	Cost Per Diem
United Care	CS-027		\$289.00
FYFA	CS-550		\$350.00
Jaris Transportation	CS-253		\$321.30
K&S Transportation	CS-160		\$528.71
Rajak Transportation	CS-626		\$460.95

- S. Approval for the following **REVISED** transportation arrangements with Morris-Union Jointure Commission for the 2022-2023 School Year, effective 09/01/22:

Student ID	School	Route	Contractor
#1455330957	DLC - Warren	MU984	MUJC

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#9778971097	DLC – Warren	MU982	MUJC
#4876504705	Spectrum 360 - Upper	MU991	MUJC

Approval for the renewal of transportation contracts with Morris-Union Jointure Commission for the 2022-2023 School Year in accordance and subject to the CPI increase of 1.91% as listed below:

Contractor	Route #	Aide Per Diem Rate	Annual Cost
MUJC	MU984	\$37.01	\$21,935.40
MUJC	MU982	\$50.75	\$29,985.80
MUJC	MU991	\$0.00	\$37,561.40

T. Approval for the following transportation arrangements with Union County Educational Services Commission for the 2022-2023 School Year:

Student ID	School	Route	Contractor
#3916217502	Honor Ridge Academy	CS-374	Busy Bee Transportation

Approval for the renewal of transportation contracts with Union County Educational Services Commission for the 2022-2023 School Year in accordance and subject to the CPI increase of 1.91% as listed below:

Contractor	Route #	Aide Per Diem	Per Diem Rate
BusyBee Transportation	CS-374	\$38.00	\$400.00

U. Approval of the additional Nonpublic School Technology Initiative Program spending plan for the participating school located within this district as follows:

Kent Place School \$25,376

Motion by _____, seconded by _____
Stanton Miller Justice Erday Cohn Cho Colón

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
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XV. PERSONNEL

- A. Approval to appoint the following Leave Replacement Teacher Substitutes and Long-Term Teacher Substitutes, pending criminal history review, background checks as required by law, and the ability to obtain NJ substitute teacher credentials:

<u>Name</u>	<u>School</u>	<u>Position</u>	<u>Step/Salary</u>	<u>Effective</u>
Holly Sabato	LHES	Long-Term Elementary Teacher Substitute	½ day @ \$132.50/day	March 7, 2023 (end date tbd)
Sarah Meadows	JPC/WPC	Long-Term Art/Music Teacher Substitute	½ day @ \$132.50/day, with 2 (½ day) overlap days @ \$112.50	April 10, 2023 (end date tbd)
Christian Simonelli	LCJSMS	Long-Term Social Studies Teacher Substitute	\$265/day, with 1 overlap day at \$125/day	March 15, 2023 (end date tbd)

- B. 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
Sarah Meadows	\$125/day	February 13, 2023
Lea Apesa	\$125/day	February 27, 2023
Amanda Benitez	\$125/day	March 6, 2023
Diane Kostibos	\$125/day	March 24, 2023

- C. Approval of the following Changes of Assignment:
1. Theresa Blaesser, Speech Therapist (3 days per week), Special Education Services, to Speech Therapist (2 days per week), Special Education Services, 0.4 salary = \$36,548 (prorated), effective April 24, 2023, for the 2022-2023 school year
 2. Supatra Raab, from Substitute, District, to Long-Term Inclusion Aide Substitute, Washington Elementary School, \$200/day, effective April 27, 2023 for the 2022-2023 school year

SUMMIT BOARD OF EDUCATION MEETING AGENDA
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3. Alexa Graham, from Inclusion Aide, Lawton C. Johnson Summit Middle School, to Inclusion Aide, Jefferson Primary Center, effective March 10, 2023 for the 2022-2023 school year
4. Andrea Baykir, from Long-Term Teacher Substitute, Franklin Elementary School, to Leave-Replacement Learning Workshop Teacher, Lincoln-Hubbard Elementary School, MA-Step-1, \$63,635, effective March 28, 2023 (through date tbd)

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

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Effective</u>
Jonathan Hornung	Assistant Varsity Baseball Coach	SHS	February 22, 2023
Theresa Blaesser	Speech Language Specialist	SES	June 30, 2023
Dennis Shan	Bus Driver	District	February 24, 2023 (adjusted from the February 9, 2023 Agenda)
Jessica Paiz	Custodian	SHS	March 24, 2023
Karen O'Connell	Playground Aide	FES	March 6, 2023

E. Approval of maternity leave/family leave for the following staff:

1. Tiffany Guzman, Secretary to the Principal, Lawton C. Johnson Summit Middle School, paid leave (vacation days) effective, March 27, 2023 through April 3, 2023, paid leave effective, April 4, 2023 through April 28, 2023, unpaid leave effective May 1, 2023 through July 21, 2023, paid vacation days effective July 24, 2023 through July 28, 2023 (*revised* from the November 17, 2022 Agenda)
2. Lauren Ettinger, Language Arts Teacher, Lawton C. Johnson Summit Middle School, paid leave effective June 5, 2023 through June 15, 2023, unpaid leave effective August 30, 2023 through November 21, 2023, unpaid child care leave effective November 22, 2023 through April 30, 2024
3. Anne Paris, Art/Music Teacher, Jefferson and Wilson Primary Centers, unpaid leave effective May 15, 2023 through June 15, 2023
4. Melissa Walker, Secretary, Summit High School, Intermediate FMLA Leave, effective March 7, 2023 through June 30, 2023

F. Approval of the summer 2023 FLASH Program staff (list attached)

G. Approval of the Spring Coaching Staff Recommendation 2022-2023 (list attached) (*revised* from the February 9, 2023 Agenda)

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
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- H. Approval to pay Brandon Kokoszka, \$2,383.38 for 11.5 unused vacation days
- I. Approval to pay Alan Sipes, \$3,630.46 for 9 unused vacation days
- J. Approval of the revised Non-Athletic Co-Curricular stipends, Lawton C. Johnson Summit Middle School (list attached)
- K. Approval of Colleen Schoderbek to be the accompanist for the District Arts Festival, up to 10 hours, at the curriculum rate of \$49.45/hour
- L. Approval of the following teachers to receive an additional 2 hours/each to work as mentors/tutors for the Hilltopper Achievement Community (HAC) Scholars, at the curriculum rate of \$49.45/hour (funded by Title 1):
 - 1. Stephanie Goncalves
 - 2. Caitlin Reilly
 - 3. Emily Maldonado

Motion by _____, seconded by _____
Stanton Miller Justice Erday Cohn Cho Colón

XVI. POLICIES & REGULATIONS

Second Reading

- P & R 2423 - Bilingual and ESL Education (M) (Revised)
- P 8140 - Student Enrollments (M) (Revised)
- R 8140 - Enrollment Accounting (M) (Revised)
- R 8420.2 - Bomb Threats (M) (Revised)
- R 8420.7 - Lockdown Procedures (M) (Revised)
- R 8420.10 - Active Shooter (M) (Revised)

Motion by _____, seconded by _____
Stanton Miller Justice Erday Cohn Cho Colón

XVII. 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 taken as a result of this session.

- 1. Negotiations

SUMMIT BOARD OF EDUCATION MEETING AGENDA
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Motion by _____, seconded by _____, and carried to move to Executive Session at _____ PM.

Stanton Miller Justice Erday Cohn Cho Colón

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

Stanton Miller Justice Erday Cohn Cho Colón

XVIII. ADJOURNMENT

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

Stanton Miller Justice Erday Cohn Cho Colón

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

Board of Education Meeting Date:

9-Mar-23

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



SUMMIT PUBLIC SCHOOLS

14 Beekman Terrace, Summit, NJ 07901

Reimbursable Expenses

Staff	Type of Travel	Location of Travel	Occurrences	Grant Funded	Date(s) of Travel	* Reimbursable Expenses								Conference
						Registration	Meals	Lodging Nights	Lodging Costs	Mileage	Tolls/ Parking	Air/ Rail	Taxis	
A. Paris	2	Mahwah, NJ	1	IDEA	3/13/23	160.00								NJ Council for Exceptional Children Spring Conference 2023
L. Dorsey	2	Mahwah, NJ	1	IDEA	3/13/23	160.00								NJ Council for Exceptional Children Spring Conference 2023
V. Hernandez	1	Monroe, NJ	1		5/4/23	199.00								FLENJ Workshop Maximizing Language
S. Callaway	2	Hartford, CT	2	IDEA	3/9/23 & 3/10/23	240.00	20.00			53.00	19.00			CTABA 19th Annual Conference
L. Calvert	1	Virtual	1		3/11/23	249.00								Introduction to Responsive Classroom
M. Martino	2	Atlantic City, NJ	4		3/19/23-3/22/23	325.00	111.50	3	279.00	117.50	20.00			NJ School Buildings & Grounds Association 2023 Conference
A. Ventoso	2	New York, NY	1		3/3/23	225.00	22.00				14.75			Northeast Conference on Teaching of Foreign Languages
A. Ventoso	1	Monroe, NJ	1		5/4/23	199.00				18.80				FLENJ Workshop Maximizing Language
L. Muldoon	2	New York, NY	1		3/3/23	225.00	22.00				19.50			Northeast Conference on Teaching of Foreign Languages
M. Liberato	1	New Providence, NJ	2	IDEA	4/24/23-4/26/23	975.00								Introduction to Prompt Institute Technique
J. Curcio Della Penna	1	New Providence, NJ	2	IDEA	4/24/23-4/26/23	975.00								Introduction to Prompt Institute Technique
V. Evans	1	Virtual	1		3/29/23	249.00								Responsive Classroom Improving Teacher & Student Lang.
A. Grill	3	North Haven, CT	1	SEF	3/24/23		51.75			109.04	18.32			Quinnipiac University Health Prof. Counselor Visit Day
A. Milano	2	Union, NJ	1	SEF	4/23/23	35.00								19th Annual Kean Univ. NJSCA Spring Conference
A. Sadow	2	Union, NJ	1	SEF	4/21/23	35.00								19th Annual Kean Univ. NJSCA Spring Conference
S. Burnett	2	Union, NJ	1	SEF	4/21/23	35.00				5.17				19th Annual Kean Univ. NJSCA Spring Conference
C. Bandelli	2	New Brunswick, NJ	1		3/17/23	209.00								AMTNJ Spring 2023 Connections Matter Conference
C. Patella	2	New Brunswick, NJ	1		3/17/23	209.00								AMTNJ Spring 2023 Connections Matter Conference
A. Emerson	1	Virtual	1		3/1/23	200.00								The Reading League Engaging with Vocabulary
M. Godoy-Salerno	2	New Brunswick, NJ	1		3/17/23	170.00								2023 FLENJ Annual Conference Language Connects Us All
A. Grill	3	Rome, Italy	3	SEF	7/5/23-7/7/23		512.00			51.52	18.11	985.87		John Cabot University Counselor Fly-In

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

Corrective Action Plan (CAP)
For the Fiscal Year ended June 30, 2022
Prepare only when there is a finding(s) in the ACFR or AMR.

June 30, 2022

Upload to the ACFR Repository with file name: CAP.PDF (within 45 days of Board accepting the Audit)

Email a copy of the CAP to: CAP@ag.nj.gov

School District/Charter/Renaissance School Project: Summit Public Schools

County: Union

Contact Person: Mr. Derek J. Jess

Type of Audit: Annual Comprehensive Financial Report FY 2022

Email Address / Telephone Number: (908) 273-3025

Date of Board Meeting: March 9, 2023

A	B	C	D	E	F
*AMR/ACFR Finding #	*Finding (Condition)	*Recommendation	*Method of Implementation	Person Responsible for	Completion Date
2022-1 Financial Planning, Accounting, and Reporting	N/A	Greater care be given when recording the opening balances in the general ledger to ensure that they are in agreement with the prior year audit and receipt postings be recorded in the proper fund and category. The original budget included in the District's revenue and appropriation reports for the Special Revenue Fund be in agreement with the adopted budget.	Assistant Business Administrator will ensure greater care be given when recording financial transactions within the accounting ledger.	Ms. Kathy Sarno, Assistant Business Administrator	Apr 1, 2023
2022-2 Student Body Activities	N/A	All receipts and withdrawals from the student activity accounts be made in accordance with Board policy.	A district wide secretary training will be conducted to review control procedures along with a reminder of proper transactional procedures for student activities. Staff Accountant will perform internal audits of student activity accounts.	School Principals Principals' Secretaries	Apr 1, 2023

Chief School Administrator:

Date:

2/8/23

Board Secretary/ School Business Administrator:

Date:

2-8-23

* Reference AMR/ACFR for columns A, B & C. Please use same wording from AMR/ACFR.

* Method of Implementation (column D). Please describe the plan that ensures the finding(s) will not recur.

Special Education Transportation 4% Admin Fee
SUSSEX COUNTY REGIONAL TRANSPORTATION COOPERATIVE
PO BOX 1029
HOPATCONG, NJ 07843

RESOLUTION FOR PARTICIPATION IN JOINT TRANSPORTATION AGREEMENT

WHEREAS, the following Boards of Education: Andover Regional, Belleville Public Schools, Bridgeton Public Schools, Byram Township, Caldwell-West Caldwell, Chester, Dover, East Orange, ESC of Morris County, Fairfield, Fairlawn, Frankford, Franklin Borough, Fredon Twp., Green Twp., Glen Ridge, Hackettstown, Hamburg Borough, Hamilton Township, Hampton Twp., Harding, Hardyston Twp., Harrison, Hawthorne, High Point Reg. H.S., Hopatcong Borough, Jefferson Twp., Kittatinny Regional, Lafayette Twp., Lakeland Regional, Lenape Regional High School District, Lenape Valley Regional, Livingston, Long Hill, Millburn, Mine Hill, Montague, Morris Hills Regional, Mount Arlington, Mountain Lakes, Mount Olive, Netcong, Newton, North Caldwell, Nutley, Ogdensburg, Old Bridge, Randolph, Rockaway Borough, Rockaway Twp., Roseland, Roxbury, Sandyston, Secaucus, South Orange/Maplewood, Sparta Twp., Stanhope, Stillwater, Summit, Sussex County ESC, Sussex County Technical School, Sussex-Wantage, Vernon Twp., Verona, Warren County Special Services School District, Warren Hills Regional, Washington Borough, Washington Twp./Morris, Washington Twp./Warren, Watchung Hills Regional, Wayne, West Essex Regional, West Milford, West Morris Regional, West Orange, and _____ desire to transport students to specific destinations; and

WHEREAS, the Hopatcong Board of Education is willing to provide the services to coordinate transportation for the above-referred-to Boards of Education for transportation of students to Special Education Schools along established routes to specific destinations in order to attempt to achieve the maximum cost effectiveness;

WHEREAS, the Hopatcong Board of Education shall provide such services under the name of Sussex County Regional Transportation Cooperative.¹

NOW THEREFORE, BE IT RESOLVED by the Summit Board of Education that pursuant hereto the President and Secretary of the Summit Board of Education are hereby authorized and directed to execute a duplicate of the Resolution which shall act as an agreement between the Summit Board of Education and the Sussex County Regional Transportation Cooperative for the coordination of transportation of students to Special Education Schools to specific destinations upon the following terms and conditions:

1. The Summit Board of Education shall pay to the Sussex County Regional Transportation Cooperative in consideration of the services it shall render pursuant to this agreement an amount to equal four percent (4.0%) of the Summit Board of Education's actual cost paid for transportation of **Special Education** school students to specific destinations during the 2023-2024 school year, said sum to be paid as follows in each year during the term of this agreement or any extension hereof.

Payment Due

4.0% Administrative Fees07/30/23
(100% of estimated fees based on your 2022-2023 transportation expenses)
Initial Deposit07/31/23
(20% of estimated charges based on your 2022-2023 transportation expenses)
20% of current annual charges 10/29/23
20% of current annual charges 12/31/23
20% of current annual charges 02/28/24

¹ The terms "Hopatcong Board of Education" and "Sussex County Regional Transportation Cooperative" will be used interchangeably throughout this Agreement. To ensure no confusion, both terms refer to the same legal entity, the Hopatcong Board of Education.

Special Education Transportation 4% Admin Fee

20% of current annual charges 04/29/24

June – plus or minus final adjustments

*All 2023 summer routes shall be billed upon completion of transportation. A check will be issued on or about July 29, 2024 for all transportation funds not used. We will no longer be able to roll-over credits to the following school year.

2. The Sussex County Regional Transportation Cooperative will provide the following services:
 - a. routes coordinated with other districts to attempt to achieve a maximum cost reduction while maintaining a realistic capacity and travel time;
 - b. statements prepared on appropriate vouchers according to the above schedule delineating costs per route;
 - c. computer print-outs of student lists for all routes coordinated by the Sussex County Regional Transportation Cooperative for ASSA reporting deadlines;
 - d. all necessary interaction and communication between the sending district, receiving school, and the respective transportation contractors;
 - e. timely review and revision of routes;
 - f. provide transportation within three days or sooner after receipt of the formal written request;
 - g. timely submission of contracts, renewals or addenda to the county office for approval.
3. The Summit Board of Education will provide the Sussex County Regional Transportation Cooperative with the following:
 - a. requests for any Special Education students on approved forms to be provided by the Sussex County Regional Transportation Cooperative, completed in full and signed by Summit Board of Education Secretary or other designated district personnel;
 - b. withdrawal for any Special Education school students on approved forms to be provided by the Sussex County Regional Transportation Cooperative, completed in full and signed by the Summit Board of Education Secretary or other designated district personnel; no billing adjustment will be made without this completed form; and
 - c. strict adherence to the above payment schedule.
4. Additional Cost – all additional costs generated by unique requests, including but not limited to mid-day runs, early dismissals, change in number of children being transported on each route, or change in mileage during the year, will be borne by the Summit Board of Education.
5. Invoice Disputes – The Summit Board of Education shall notify the Sussex County Regional Transportation Cooperative in writing of any dispute with any invoice, along with a reasonably detailed description of the dispute, within 30 days from the date of receipt of such invoice. Invoices for which no such timely notification is received shall be deemed accepted by the Summit Board of Education as true and correct, and the Summit Board of Education shall pay all amounts due under such invoices within the period set forth above. The parties shall seek to resolve all such disputes expeditiously and in good faith. The Summit Board of Education shall not withhold payment of any amount

Special Education Transportation 4% Admin Fee

due and payable under this agreement by reason of any setoff of any claim or dispute with the Hopatcong Board of Education and/or the Sussex County Regional Transportation Cooperative.

6. Late Payments – Invoices shall be paid within 45 days of receipt. Except for invoiced payments that have been successfully disputed, all late payments shall bear interest at the lesser of the rate of four percent (4.0%) per month or the highest rate permissible under applicable law, calculated daily and compounded monthly. The Summit Board of Education also shall reimburse the Hopatcong Board of Education under the name of the Sussex County Regional Transportation Cooperative for all costs incurred in collecting any late payments, including, without limitation, attorneys' fees and costs. In addition to all other remedies available under this agreement or at law, which the Hopatcong Board of Education does not waive by the exercise of any rights hereunder, the Hopatcong Board of Education shall be entitled to suspend the provision of any Services provided under this Agreement if the Summit Board of Education fails to pay any amounts when due hereunder.
7. Length of Agreement – This agreement and obligations and requirements herein shall be in effect between July 1, 2023 and June 30, 2024.
8. The Summit Board acknowledges and agrees that prior to the start of each school year, the Sussex County Regional Transportation Cooperative is required to plan its budget and take on expenses in order to plan for the following school year. As a result, the Summit Board agrees to provide written notice to the Sussex County Regional Transportation Cooperative at least 180 days before June 30th advising whether or not the Summit Board will be renewing its contract with the Cooperative. If timely notice is not provided, the parties agree that the Cooperative will plan its budget and take on expense based on the assumption that the Summit Board will be renewing its contract with the Cooperative for the upcoming school year. Should the Summit Board notify the Cooperative it will not be renewing its contract after the notice period, the Summit Board agrees to reimburse the Cooperative for any costs or expenses incurred by the Cooperative as a result of the Summit Board's failure to provide timely notice. In the event this agreement is renewed, the consideration to be paid to the Cooperative set forth in Paragraph 1 hereof, shall be revised to equal four percent (4.0%) of the Summit Board of Education's actual cost paid for transportation of Special Education school students to specific destinations during the prior year.
9. Termination – The Hopatcong Board of Education under the name of Sussex County Regional Transportation Cooperative, in its sole discretion, may terminate this agreement at any time, without cause, by providing at least 30 days' prior written notice to the Summit Board of Education.
10. The Hopatcong Board of Education under the name of Sussex County Regional Transportation Cooperative accepts no responsibility for a pupil's use of arranged transportation or attendance on an established route. Once assigned to a route, the billing for the pupil's reserved seat will continue until the Sussex County Regional Transportation Cooperative is otherwise noticed in writing to delete the pupil from the assigned route.
11. Force Majeure – No party shall be liable or responsible to the other party, nor be deemed to have defaulted under or breached this Agreement, for any failure or delay in fulfilling or performing any term of this agreement (except for any obligations to make payments to the other party hereunder), when and to the extent such failure or delay is caused by or results from acts beyond the impacted party's control.
12. Headings – The descriptive headings in this Agreement are for convenience only and are not intended to be part of, or to affect the interpretation of, this Agreement.
13. Entire Agreement – This agreement constitutes the entire and only agreement between the parties with respect to the subject matter of this agreement, and supersedes all prior and contemporaneous

Special Education Transportation 4% Admin Fee

understandings, agreements, representations, and warranties, both written and oral, with respect to the subject matter. This agreement only may be amended by an instrument in writing over authorized signature.

14. It is a condition of this agreement that a representative from each applicable position: School Business Administrator/School Board Secretary, Special Services Director, and Transportation Supervisor attend at least one (1) Sussex County Regional Transportation Cooperative meeting on an annual basis to promote and provide effective and efficient transportation services.

AUTHORIZED SIGNATURES

HOPATCONG BOARD OF EDUCATION
UNDER THE NAME OF
SUSSEX COUNTY REGIONAL
TRANSPORTATION COOPERATIVE
ATTEST:

SUMMIT BOARD OF
EDUCATION

ATTEST:

Hopatcong Board President Date

Board President Date

Hopatcong Board Secretary Date

Board Secretary Date

Sussex County Superintendent Date

County Superintendent Date

SUSSEX COUNTY REGIONAL
TRANSPORTATION COOPERATIVE

Director Date

Note: (4) original wet signed copies of this resolution and (4) original stamped and wet signed copies of your board minutes must accompany this document when sending it back to us. This allows for all entities to have an original copy (Your County Super. office, Sussex County Super. office, your District, and the Cooperative). Once all signatures are gained, the Cooperative will send an original copy of this resolution to all parties.

Athletic and Field Trip Transportation 4% Admin Fee
SUSSEX COUNTY REGIONAL TRANSPORTATION COOPERATIVE
PO BOX 1029
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RESOLUTION FOR PARTICIPATION IN JOINT TRANSPORTATION AGREEMENT

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Athletic and Field Trip Transportation 4% Admin Fee

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Athletic and Field Trip Transportation 4% Admin Fee

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Athletic and Field Trip Transportation 4% Admin Fee

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UNDER THE NAME OF
SUSSEX COUNTY REGIONAL
TRANSPORTATION COOPERATIVE
ATTEST:

SUMMIT BOARD OF
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ATTEST:

Hopatcong Board President Date

Board President Date

Hopatcong Board Secretary Date

Board Secretary Date

Sussex County Superintendent Date

County Superintendent Date

SUSSEX COUNTY REGIONAL
TRANSPORTATION COOPERATIVE

Director Date

Note: (4) original wet signed copies of this resolution and (4) original stamped and wet signed copies of your board minutes must accompany this document when sending it back to us. This allows for all entities to have an original copy (Your County Super. office, Sussex County Super. office, your District, and the Cooperative). Once all signatures are gained, the Cooperative will send an original copy of this resolution to all parties.

FLASH 2023

Teacher	BOE Status	Hours	Rate/Hour	Total
Anderson, Robert	In-District	85	\$48.72	\$4,141.20
Baretto, Chelsea	In-District	85	\$48.72	\$4,141.20
Benet, Celine	In-District	85	\$48.72	\$4,141.20
Burke, Bernadette	In-District	85	\$48.72	\$4,141.20
Carder, Matt	In-District	88	\$48.72	\$4,287.36
Defonzo, Matt	In-District	88	\$48.72	\$4,287.36
DellaPietro, Jackie	In-District	85	\$48.72	\$4,141.20
Dooley, Ann	In-District	85	\$48.72	\$4,141.20
Field, Dave	In-District	5	\$48.72	\$243.60
Fogarty, Erin	In-District	85	\$48.72	\$4,141.20
Fuchs, Ashley	In-District	85	\$48.72	\$4,141.20
Jordan, Victoria	In-District	85	\$48.72	\$4,141.20
Kelly, Alexandra	In-District	85	\$48.72	\$4,141.20
Lapinski, Rachel	In-District	85	\$48.72	\$4,141.20
Liss, Justin	In-District	85	\$48.72	\$4,141.20
Martin, Theresa	In-District	85	\$48.72	\$4,141.20
Mongioj, Rebecca	In-District	85	\$48.72	\$4,141.20
Murphy, John	In-District	85	\$48.72	\$4,141.20
Nagar, Jennifer	In-District	85	\$48.72	\$4,141.20
Renn, Jennifer	In-District	85	\$48.72	\$4,141.20
Rodriguez, Juana	In-District	85	\$48.72	\$4,141.20
Stanbro, Matt	In-District	85	\$48.72	\$4,141.20
Standing, Don	In-District	85	\$48.72	\$4,141.20
Thomas, Beth	In-District	85	\$48.72	\$4,141.20
Valles, Carmela	In-District	85	\$48.72	\$4,141.20
Dusheck, Marissa	Out-Of-District	88	\$48.72	\$4,287.36
King, Daniel	Out-Of-District	85	\$48.72	\$4,141.20
				\$108,353.28

FLASH 2023

Course	Contact
Advanced / Beginner Orchestra	
Super Science / Imagineers	
Cooking	
Substitute	
Climbing Adventures	
Climbing Adventures	
3D Printing	
Woodworking	
Training - Climbing Adventures	
JR -Cooperative Games	
Float	
Cooking	
JR - Kid Lit Creations	
JR - Art	
Sports Camp	
Movie-Making	
Advanced / Beginner Band	
Backyard Games / Stock Market	
Fabric Design / Beading and Jewelry	
Brain Games / Wild Planet	
Art I and II	
Woodworking	
Photography	
Coding	
JR - Imagine That!	
Climbing Adventures	riss.dusheck@gmail.com
Digital Music / Guitar / Piano	dking@livingston.org

Spring 2023 Coaches - 02/07/2023, Rev. 2/8/2023, Rev. 3/3/2023							
POSITION	NAME	IN-HOUSE	ADJUNCT	FULL CERT.	STEP	COMMENTS	STIPEND
Boys Lacrosse							
Head Varsity	Jim Davidson	X		X	3	Returning	\$10,389.00
Varsity Assistant	Jeff Bigas	X		X	3	Returning	\$8,399.00
Varsity Assistant	Kyle Goss		X	X	1B	Grant Position	\$7,576.00
Junior Varsity	Alex Schoen		X	Sub. Exp. 3/3/2008	1A	Grant Position	\$7,576.00
Junior Varsity	Daniel Trench	X		X	3	Returning	\$8,399.00
Freshman	Steve Lawler		X		1A	New	\$7,576.00
Volunteer	Tom Kenny		X	X	N/A	Returning	
Girls Lacrosse							
Head Varsity	Michael Walsh		X	X	3	Returning	\$10,389.00
Varsity Assistant	Mary Kate Mancuso		X	X	3	Returning	\$8,399.00
Junior Varsity	Brian Erickson	X		X	2B	Returning	\$7,987.00
Freshman	Grace Kobilarcik	X		X	1A	New	\$7,576.00
Baseball							
Head Varsity	Kevin Zaleski	X		X	3	Returning	\$10,389.00
Varsity Assistant	Larry Cohen		X		1A	Grant Position	\$7,576.00
Junior Varsity	James Siracusa	X		X	3	Returning	\$8,399.00
Freshman	Kevin Sirkin	X		X	3	Returning	\$8,399.00
Volunteer	Craig Gianinno	X		X	N/A	New	
				X	N/A	New	
Softball							
Head Varsity	Megan Durkin	X		X	1B	Returning	\$9,547.00

Spring 2023 Coaches - 02/07/2023, Rev. 2/8/2023, Rev. 3/3/2023							
POSITION	NAME	IN-HOUSE	ADJUNCT	FULL CERT.	STEP	COMMENTS	STIPEND
Junior Varsity	Frank Harpster	X		X	1B	Returning	\$7,576.00
Middle School	Ashley Seifert	x		X	1B	Returning	\$6,413.00
Volunteer	Matt Schachtel	X		X	N/A	Returning	
Volunteer	Kelly Klaif	X		X	N/A	Returning	
Volunteer	Brooke Simandl	X		X	N/A	New	
Volunteer	Elizabeth Fox	X		X	N/A	New	
Golf							
Head Varsity	Frank Baragona	X		X	3	Returning	\$8,655.00
Boys Track							
Head Varsity	Antonio Martins	X		X	3	Returning	\$10,389.00
Assistant	Adam Fern	X		X	3	Returning	\$8,399.00
Girls Track							
Head Varsity	Neal Sharma	X		X	3	Returning	\$10,389.00
Assistant	Alexandra Kelly	X		X	3	Returning	\$8,399.00
Boys Tennis							
Head Varsity	Vincent Turturiello		X	X	3	Returning	\$9,883.00
Junior Varsity	William O'Regan	X		X	3	Returning	\$7,157.00
Boys Volleyball							
Head Varsity	John Ross	X		X	3	Returning	\$10,389.00

Spring 2023 Coaches - 02/07/2023, Rev. 2/8/2023, Rev. 3/3/2023							
POSITION	NAME	IN-HOUSE	ADJUNCT	FULL CERT.	STEP	COMMENTS	STIPEND
Junior Varsity	Kevin Kostibos	X		X	2A	Returning	\$7,987.00
Freshman	John Liberato	X		X	1A	Grant Position	\$7,576.00
Middle School Track							
Head Boys	Dennis Marcantonio	X		X	1B	Returning	\$6,413.00
Head Girls	Anthony Ferrante	X		X	3	Returning	\$7,157.00
Intramurals							
MS Supervisor	Matthew Ramstedt	X		X	N/A	Returning	\$1,468.00
Weight Room							
Spring HS Supv.	Dave Field	X		X	N/A	Returning	\$3,138.00
Sailing							
Volunteer	Anthony Mercurio		X	Sub. Exp. 9/16/2025	N/A	Returning	
Volunteer	Kimberly Myer		X	X	N/A	Returning	
Volunteer	David Shanker		X	Sub. Exp. 12/14/2025	N/A	Returning	
Volunteer	Jeff Bonanni		X	Sub Exp. 9/21/2025	N/A	Volunteer	
Volunteer	John Creel		X	Sub Exp. 8/2/2027	N/A	Volunteer	
Volunteer	Kerry Penque		X	Sub. Exp. 10/19/2027	N/A	Volunteer	

MEMO

TO: Robert Gardella
FROM: Donna Gallo
DATE: June 20, 2022
SUBJECT: Co-Curricular Recommendations 2022-2023

I am hereby recommending the staff members listed below for the corresponding contracted non-athletic stipended positions for the 2022-2023 school year.

CONTRACTED Non-Athletic Stipended Co-Curriculars	STAFF MEMBER	STEP	STIPEND
Auditor (of student funds)	Tiffany Guzman	2A	\$4,472
Chamber (String Ensemble)	Robert Anderson	2A	\$3,807
Chamber Choir Dir. (Bel Canto)	TBD	N/A	
Drama Club Advisor	Julie Cicchino	2A	\$3,308
Drama Director	Julie Cicchino	2A	\$6,941
Drama Technical Director	TBD		
Forensics	Warren Wannamaker	2B	\$2,307
	Theresa Martin	2B	\$2,307
Intramurals	Submitted by Dan Healy		
Jazz Lab Band	Rebecca Hoffler	N/A	\$2,484
Literary Magazine	Ashley Raven	2A	\$1,919
	Elizabeth Guella	2A	\$1,919
Musical Band Director	Rebecca Hoffler	3	\$4,273
Musical Voice Director	TBD	N/A	
Peer Leadership	Lauren Ettinger	2A	\$3,317
Science Club	Maria Corall	2A	\$4,260
Stage Band Director	John Piepoli	3	\$5,315
Stokes Field Trip Coordinator	Warren Wannamaker	N/A	\$4,246
Student Council Advisors	Beth Thomas	1A	\$2,918
	Karen Doherty	1A	\$2,918
Team Leader 6A	Warren Wannamaker	N/A	\$1,137
Team Leader 6B	Bridgette Moore	N/A	\$1,137
Team Leader 6C	Jennifer Fout	N/A	\$1,137
Team Leader 7A	Matt Ranstedt	N/A	\$1,137
Team Leader 7B	Aysha Hussain	N/A	\$1,137
Team Leader 7C	Christine Balak	N/A	\$1,137
Team Leader 8A	Kim Stephens	N/A	\$1,137

Team Leader 8B	Ashley Raven	N/A	\$1,137
Team Leader 8C	Meredith Cohen	N/A	\$1,137
Yearbook Advisor	Stefanie Jurista	3	\$2,487
	Lauren Ettinger	3	\$2,487