

**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.*

**WORKSHOP MEETING AGENDA  
Thursday, September 8, 2016 – 7:00 PM  
Wilson School Board Meeting Room**

- 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 Workshop 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**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Mr. David Dietze, President		
Mr. Chris Bonner		
Ms. Debbie Chang		
Mr. Emile George		
Mr. Richard Hanley		
Ms. Debra McCann		
Ms. Vanessa Primack		

Others Present:

Mr. June Chang, Superintendent of Schools  
Dr. Jane Kachmar-Desonne, Dir. of SES  
Ms. Jennifer Ambrose, Dir. of Elementary Education

Mr. Louis J. Pepe, RSBA, Asst. Superintendent/BS  
Mr. Matthew Block, Dir. of Human Resources  
Ms. Donna D’Acunto, Dir. of Secondary Education

September Meeting

Regular Meeting - Thursday, September 15 - 7:00 PM  
Summit High School Library/Media Center

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**IV. Presentations and Discussions**

- A. Recognition of Newly-Tenured Professional Staff (9/15/16)
- B. Recognition of 25 Years of Service (9/15/16)

**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:

05/20/16-29

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

- C. Suspensions - September 2016

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

Summit High School

**VII. Committee Reports (7:30 – 8:15)**

- A. Education Committee
- B. Operations Committee
- C. Policy Committee
- D. Communications Committee
- E. Negotiations Committee
- F. Liaison Reports

**VIII. Public Discussion (8:15 – 8:30)**

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

**REMAINDER OF MEETING (8:30 – 9:00)**

**IX. Approval of Board Minutes**

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A. Approval of the minutes of the following meetings:

1. Workshop/Regular Meeting                      July 21, 2016

**X. School Board Operation**

A. Approval of travel for staff members (information forthcoming)

B. Approval of Tuition Contract between Summit Board of Education and ECLC, 100 Passaic Avenue, Suite 1, Chatham, NJ 07928 for student #3790772089 to attend for the 2016-2017 school year beginning July 1, 2016 at a cost of \$54,286

C. Approval of Tuition Contract Agreement between Summit Board of Education and Rutgers University Behavioral HealthCare, 671 Hoes Lane, Piscataway, NJ 08855 for student #9926978487 to attend from June 10, 2016 to June 30, 2016 at a cost of \$5,894.58

D. Approval of Agreement between Summit Board of Education and Union County Educational Services Commission, 45 Cardinal Drive, Westfield, NJ 07090 for student #3585387863 to receive transition services for the 2016-2017 school year at a cost of \$34,241

E. Approval of acceptance of **revised** IDEA SFY2017 funds in the following amounts: Basic - \$960,560; Public - \$880,209; Nonpublic - \$80,351; and Preschool – \$32,507

F. Approval to purchase band equipment as per proposal dated 6/28/16 submitted by Music & Arts, 4626 Wedgewood Blvd., Frederick, MD 21703 in the amount of \$18,738

Note: additional quote obtained from Elefante Music, 1790 Springfield Avenue, New Providence, NJ 07974 of \$21,243

G. Approval to purchase strings equipment as per proposal dated 7/15/16 submitted by Music & Arts, 4626 Wedgewood Blvd., Frederick MD 201703 in the amount of \$14,963.22

Note: additional quote obtained from Liss Music, 407 Springfield Avenue, Summit, NJ 07901 in the amount of \$18,974.56

H. Approval of the 2016-2017 overnight or out-of-state field trips (as per attached)

I. Approval of the following Gottesman Family Foundation Parenting Institute expenditure:

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1. The Latino Family Literacy Project book sets and literacy kits for elementary grades in the amount of \$1,520
  
- J. Approval of agreement between Summit Board of Education and J.G. Moreno, MD, LLC, 205 Ridgedale Avenue, Florham Park, NJ 07932 for psychiatric evaluations for students, as needed, at a cost of \$550
  
- K. Approval of Tuition Contract between Summit Board of Education and Mt. Carmel Guild Academy, 100 Valley Way, West Orange, NJ for student #8148915562 to attend for the 2016-2017 school year beginning July 5, 2016 at a cost of \$58,800
  
- L. Approval of Agreement between Summit Board of Education and Union County Educational Services Commission, 45 Cardinal Drive, Westfield, NJ 07090 for student #5778723797 to receive transition services for the 2016-2017 school year at a cost of \$62,703
  
- M. Approval of Agreement between Summit Board of Education and AHS Hospital Corp/Overlook Medical Center, 99 Beauvoir Avenue, Summit, NJ to provide athletic trainer and physician services from September 1, 2016 until the end of the 2016 football season at a rate of \$40 per hour per athletic trainer and \$300 per game for physicians
  
- N. Approval of Tuition Contract between Summit Board of Education and the Educational Services Commission of Morris County, P.O. Box 1944, Morristown, NJ 07962 for student #4253056318 to attend Park Lake School for the 2016-2017 school year at a cost of \$67,900
  
- O. Approval of Tuition Contract between Summit Board of Education and Collier School, Marlboro, NJ for student #9304160680 to attend for the 2016-2017 school year at a cost of \$56,520
  
- P. Approval of Settlement Agreement between Summit Board of Education and parents of student #6348728567 dated July 21, 2016 as per attorney recommendation (**Action 9/8/16**)
  
- Q. Approval of Settlement Agreement between Summit Board of Education and parents of student #8043834210 as per attorney recommendation (**Action 9/8/16**)
  
- R. Approval of Agreement for psychiatric evaluations for the 2016-2017 school year between Summit Board of Education and J.G. Moreno, MD, 205 Ridgedale Avenue, Florham Park, NJ 07932 at a cost of \$550 per evaluation
  
- S. Approval of NCLB & IDEA Final Report submissions

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- T. Approval of the recommendation of the Anti-Bullying Coordinator and Specialists for 2016-2017:

District Anti-Bullying Coordinator: Laura Kaplan  
 High School Anti-Bullying Specialist: Marie Purcell  
 Middle School Anti-Bullying Specialist: Michelle Rainaldi  
 Washington School Anti-Bullying Specialist: Andrea Sadow  
 Lincoln-Hubbard School Anti-Bullying Specialist: Jeff Lambert  
 Jefferson School Anti-Bullying Specialist: Nick Santangelo  
 Franklin School Anti-Bullying Specialist: Jeff Lambert  
 Brayton School Anti-Bullying Specialist: Nick Santangelo  
 Wilson Primary Center Anti-Bullying Specialist: Andrea Sadow  
 Jefferson Primary Center Anti-Bullying Specialist: Andrea Sadow

- U. Approval of Agreement between Summit Board of Education and E2E Exchange, 6627 Turnstone Lane, Bradenton, FL 34202 for E-rate processing services for the funding year 2017 in the amount of \$5,700 (as per attached)

- V. Approval for the following **extended summer** transportation arrangements with Sussex County Regional Transportation Cooperative (SCRTC) for the 2016-2017 School Year:

Student ID	School	Route	Contractor
#8024050912	The Calais School	SQ-133	Limo of BP
#3049821199	The Calais School	SQ-133	Limo of BP
#4253056318	Park Lake School	SR-269	Ideal Transportation
#2878002926	Chapel Hill Academy	SR-168	F.S. Transport
#5929767645	Summit High School	SQ-007	Hunterdon County ESC
#3150039632	Summit High School	SQ-006A	Limo of BP
#1455330957	Summit High School	SQ-006A	Limo of BP
#8166963370	Summit High School	SQ-006A	Limo of BP
#7652928354	Summit High School	SQ-006A	Limo of BP
#9415161096	Summit High School	SQ-006A	Limo of BP
#7872025458	Summit High School	SQ-006A	Limo of BP

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#8410729670	Summit High School	SQ-006A	Limo of BP
#6897129177	Summit High School	SQ-006A	Limo of BP

Approval for the **extended summer** transportation contract with Sussex County Regional Transportation Cooperative (SCRTC) for the 2016-2017 School Year in accordance and subject to the CPI increase of 0.57% as listed below:

Contractor	Route #	Aide Per Diem Rate	Per Diem Cost
Limo of BP	SQ-133		\$169.00
Ideal Transportation	SSR-269		\$113.86
E.S. Transport	SR-168		\$70.69
Hunterdon County ESC	SQ-007		\$150.00
Limo of BP	SQ-006A	\$50.00	\$199.00

- W. Approval for the following **extended summer transportation** arrangements with Union County Educational Services Commission for the 2016-2017 School Year:

Student ID	School	Route	Contractor
#1460695926	Newmark Lower School	019SR	K&S Transportation
#4357010625	Newmark High School	091SR	Jaris Transportation
#7882454407	Newmark Lower School	019SR	K&S Transportation
#3390168697	Horizon High School	175-SR	Golden Arrow
#4568390256	Shepard Preparatory High	077SR	United School Bus
#8862211873	Collier High School	298SR	K&S Transportation
#6177015886	Rutgers UBHC	156SR	K&S Transportation
#8148915562	Mt. Carmel Guild Academy	233SR	Noor Transportation
#7810546585	Cornerstone Day School	190SR	BRCK Transportation
#9926978487	Rutgers UBHC	156SR	K&S Transportation

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Approval for the renewal of **extended summer transportation** contracts with Union County Educational Services Commission for the 2016-2017 School Year in accordance and subject to the CPI increase of 0.57% as listed below:

Contractor	Route #	Aide Per Diem Rate	Annual Cost
United School Bus	077SR		\$3,515.20
K&S Transportation	298SR		\$1,119.74
BRCK Transport	190SR		\$686.40
Noor Transportation	233SR		\$2,430.48
K&S Transportation	156SR		\$1,769.29
Golden Arrow	175SR		\$2,668.39
Jaris Transportation	091SR		\$1,185.60
K&S Transportation	019SR		\$3,908.25

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
 CB          DC          EG          RH          DM          VP          DD

**XI. Personnel**

- A. Approval to appoint the following new staff, pending criminal history review and ability to obtain NJ teaching certification:
1. David Howarth, Social Studies Teacher (.6), Summit High School, MA-Step 1, \$35,824 (prorated), effective September 1, 2016, and Social Studies Teacher, Summit High School, MA-Step 1, \$59,707 (prorated), effective September 2, 2016
  2. Jennifer Sheehan, Special Education Teacher (.5), Franklin Elementary School, MA-Step 2, \$30,070, and Inclusion Aide (.5), Franklin Elementary School, Aide-Step 3, \$16,950, effective September 1, 2016
  3. Justin Liss, Special Education Teacher (.6), Lawton C. Johnson Summit Middle School, BA+15-Step 1, \$34,048, and Inclusion Aide (.4), Lawton C. Johnson Summit Middle School, Aide-Step 3, \$13,560, effective September 1, 2016
  4. Darlene Nimeth, Art/Music Teacher (.5), Jefferson Primary Center and Wilson Primary Center, BA-Step 1, \$27,476, and Lunch Aide, Wilson Primary Center, \$38/hour, effective September 1, 2016

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5. Kristin Cacicedo, Leave Replacement Teacher, Lincoln-Hubbard Elementary School, MA-Step 9, \$65,658 (prorated), effective September 1, 2016 through April 7, 2017
  6. Devin Glinsky, Long-Term Substitute, Brayton Elementary School, \$225/day, effective September 1, 2016 through December 6, 2016 and Inclusion Aide, Brayton Elementary School, Aide-Step 1, \$32,131 (prorated), effective December 7, 2016 through June 30, 2017
- B. Approval to appoint the following support staff, pending criminal history review:
1. Madia Hollis, Computer Lab Aide, Summit High School, Aide-Step 3, \$33,901 (hourly rate of \$24.57), effective September 1, 2016
  2. Mark Fontana, Inclusion Aide, Summit High School, Aide-Step 3, \$33,901, and Inclusion Aide for Athletic Team, hourly rate of \$24.57, effective September 1, 2016
  3. DeAnna Nelson, Physical Education Aide (.7), Franklin Elementary School, Lincoln-Hubbard Elementary School, Washington Elementary School, Aide-Step 1, \$22,492, effective September 1, 2016
  4. Anna Geraci, Inclusion Aide, Washington Elementary School, Aide-Step 3, \$33,901, effective September 1, 2016
  5. Jill Collins, Inclusion Aide, Washington Elementary School, Aide-Step 3, \$33,901, effective September 6, 2016
  6. Jennifer Schedlbauer, Inclusion Aide, Washington Elementary School, Aide-Step 3, \$33,901, effective September 1, 2016
  7. Holly Beauchamp, Inclusion Aide, Washington Elementary School, Aide-Step 3, \$33,901, effective September 1, 2016
  8. John Tsihlias, Inclusion Aide, Jefferson Elementary School, Aide-Step 3, \$33,901, effective September 1, 2016
  9. Ashley Jackowski, Inclusion Aide, Jefferson Elementary School, Aide-Step 2, \$33,015, effective September 1, 2016
  10. Michelle Morrissey, Office Lunch Coverage, Wilson Primary Center, \$16.58/hour, effective September 8, 2016
  11. Josephine Agostinelli, Office Lunch Coverage, Jefferson Primary Center and Jefferson Elementary School, \$16.58/hour, effective September 8, 2016
  12. Eric Frazier, Part-Time Custodian, Washington School, \$18/hour, effective September 6, 2016
  13. Shabazz Green, Playground Supervisor, Lincoln-Hubbard Elementary School, \$38/hour, effective September 8, 2016
  14. Caterina Retcho, Lunch Aide, Summit High School, \$38/hour, effective September 8, 2016
- C. Approval to appoint the following substitute teachers, pending criminal history review and ability to obtain NJ substitute teacher credentials:
1. Christopher Popp, \$100/day, effective September 16, 2016



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2. Eliana Escobar, \$100/day, effective September 16, 2016
  3. Manjari Kapoor, \$100/day, effective September 16, 2016
- D. Approval of the following Change of Assignments:
1. Kenneth Strickland, from Substitute to Long-Term Substitute, Lawton C. Johnson Summit Middle School, \$225/day, effective September 6, 2016
  2. Debbie Lee, from Substitute to Long-Term Substitute, Summit High School, \$225/day, effective September 1, 2016 until the return of the regular classroom teacher
  3. Kevin Clark, from Substitute to Long-Term Substitute Inclusion Aide, Brayton Elementary School, \$184/day, effective September 6, 2016 through December 7, 2016
  4. Andrea Turoff, from Substitute to Inclusion Aide, Wilson Primary Center, Aide-Step 3, \$33,901, effective September 1, 2016
  5. Julie Vlass, from Long-Term Substitute, Jefferson Primary Center, to Inclusion Aide, Jefferson Elementary School, Aide-Step 1, \$32,131, effective September 1, 2016
  6. Janice Faenza, from Substitute to Inclusion Aide, Wilson Primary Center, Aide-Step 3, \$33,901, effective September 1, 2016
  7. Marla Collins, from Instructional Aide, Jefferson Primary Center, to Inclusion Aide, Lawton C. Johnson Summit Middle School, Aide-Step 3, \$33,901, effective September 1, 2016
  8. Elizabeth Carpenter, from Inclusion Aide (.5), Wilson Primary Center, to Inclusion Aide (.7), Jefferson Elementary School, Aide-Step 3, \$23,731, effective September 1, 2016
  9. Rebecca Carr, from Inclusion Aide, Washington School, to Leave Replacement Teacher, Lincoln-Hubbard Elementary School, BA+15-Step 1, \$56,746, effective September 1, 2016 through June 30, 2017
  10. Sarah Kehoe, from Inclusion Aide (.5), Jefferson Elementary School, to Inclusion Aide, Jefferson Elementary School, Aide-Step 2, \$33,015, effective September 1, 2016
  11. Brooke Simandl, from Part-Time Special Education Teacher and Part-Time Instructional Aide, Lawton C. Johnson Summit Middle School, to Special Education Teacher, Lawton C. Johnson Summit Middle School, BA+15-Step 3, \$57,614, effective September 1, 2016
  12. Andrea Laquerre, from Social Studies Teacher (.6) to Social Studies Teacher, Summit High School, MA-Step 20, \$96,858 (prorated), effective September 2, 2016
- E. Approval of Stephanie Lima, Long-Term Substitute, Lincoln-Hubbard Elementary School, \$225/day, effective September 1, 2016 through approximately December 16, 2016

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- F. Approval for an increase in salary from \$80/day to \$100/day, for Samantha Lopez, Substitute Teacher, effective September 1, 2016
- G. Approval for a salary correction from \$61,903 to MA-Step 4, \$61,175, for Brigid Le Minez, effective September 1, 2016
- H. Approval for a salary correction from \$61,903 to MA-Step 4, \$61,175, for Susan Arminio, effective September 1, 2016
- I. Approval to adjust the step from MA-Step 6 to MA-Step 7, \$63,293 for Helen Bremert, effective September 1, 2016
- J. Approval to accept the resignation of the following staff:
  - 1. Brett Bisconti, Social Studies Teacher (.6), effective July 20, 2016
  - 2. Nancy Rhines, Lunch Aide, effective August 10, 2016
  - 3. Alex Lewis, Long-Term Substitute Teacher, effective August 10, 2016
  - 4. Thomas Kacerek, Inclusion Aide, effective August 16, 2016
  - 5. Nelson Jerez, Inclusion Aide, effective August 16, 2016
  - 6. Jeremy Travis, Special Education Teacher, effective August 24, 2016
  - 7. Lawrence Seid, Social Studies Teacher, effective September 2, 2016
  - 8. William Tomaszewski, Custodian, effective September 15, 2016
  - 9. Karen Greco, Communications Officer, effective September 29, 2016
  - 10. Deborah Liberato, Library Media Specialist, effective October 21, 2016, or sooner should a replacement be found
- K. Approval of maternity/family leave for the following staff:
  - 1. Theresa Martin, Social Studies Teacher, Lawton C. Johnson Summit Middle School, paid leave, effective October 24, 2016 through December 23, 2016, and unpaid leave, effective December 24, 2016 through May 23, 2017
  - 2. William O'Regan, Social Studies Teacher, Summit High School, unpaid leave, effective November 28, 2016 through December 23, 2016
  - 3. Courtney Nelson, Grade 1 Teacher, Lincoln-Hubbard Elementary School, extension of leave under child-care/unpaid, effective September 1, 2016 through April 5, 2017
  - 4. Alexandra Penetra, Grade 4 Teacher, Lincoln-Hubbard Elementary School, extension of leave under child-care/unpaid, effective December 6, 2016 through June 30, 2017
- L. Approval of the following 2016-2017 salary adjustments due to advanced degrees earned, for the following staff members, effective September 1, 2016:
  - 1. Elizabeth Barto, MA, Step 4
  - 2. Alex Bocchino, MA+30, Step 18
  - 3. Daniel King, BA+15, Step 4

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4. Elizabeth Lepore, MA+30, Step 16
  5. Melissa Malmstrom, MA, Step 2
  6. Juana Rodriguez, MA, Step 7
  7. Briana Rossi, BA+15, Step 3
  8. Lauren Senko, DOC, Step 4
  9. Nicole Terhune, Second MA and MA+30, Step 8
  10. Brooke Simandl, MA, Step 3
- M. Approval to allocate Title I money to fund 50% of the salaries of two basic skills teachers at Jefferson School:
1. Stephanie Gleason: Base salary \$72,454 (\$36,227 local and \$36,227 grant)
  2. Judy O'Donnell: Base salary \$106,242 (\$53,121 local and \$53,121 grant)
- N. Approval to allocate Title II money to fund 47% of a class size reduction teacher's salary at Jefferson School:
1. Carrie Pederson: Base salary \$63,410 (\$33,607 local and \$29,803 grant)
- O. Approval to appoint the following stipend positions for the 2016-2017 school year:
1. Dana Sweeney, Assistant Varsity Field Hockey Coach, Summit High School, Step-1B, \$7,354, effective August 22, 2016
  2. Kathleen McGinley, Yearbook Advisor, Lawton C. Johnson Summit Middle School, Step-1A, \$4,418
- P. Approval of the New Jersey Department of Education Equivalency Application N.J.A.C. 6A:5
- Q. Approval of a 6th assignment for Cynthia Vitale, to teach an online course through the Virtual High School, at Summit High School, \$16,931 (funded by a SEF grant), effective September 1, 2016
- R. Approval to adjust the salary for Anna Kasbo, LDT-C, from MA+30-Step 17 to MA-Step 17, \$85,389, effective September 1, 2016 (**Action 9/8/16**)
- S. Approval of the job description for Executive Assistant to the Superintendent/ Communications Officer, as per attached (**Action 9/8/16**)

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
CB            DC            EG            RH            DM            VP            DD

**XII. Policies**

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**XIII. Finance**

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

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

1. Regular Bills	Fund 10	\$1,313,608.81
2. Special Revenue	Fund 20	\$ 124,267.70
3. Capital Projects	Fund 30	\$ 72,023.57
4. Enterprise Fund	Fund 60	\$ 8,378.05
Sub Total All Funds		\$1,518,278.13
5. Food Service	Fund 61	\$ 27,760.00
Total All Bills		\$1,546,038.13

B. Approval of the September Bills List as listed below:

1. Regular Bills	Fund 10	\$
2. Special Revenue	Fund 20	\$
3. Capital Projects	Fund 30	\$
4. Enterprise Fund	Fund 60	\$
Sub Total All Funds		\$
5. Food Service	Fund 61	\$
Total All Bills		\$

C. Approval of the monthly payroll for July 2016 - \$

D. Approval of monthly payroll for August 2016 - \$

E. Approval of budget adjustments and line item transfers for June and July 2016

F. Approval of Secretary and Treasurer's report for June and July 2016

G. 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 June and July 2016 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, we have no reason to doubt

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

- H. Approval of payment to the New Jersey Unemployment Compensation Fund for quarter ending 6/30/16 in the amount of \$922.27

**XIV. 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

CB DC EG RH DM VP DD

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

Roll Call

CB DC EG RH DM VP DD

**XV. Adjourn**

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

Roll Call

CB DC EG RH DM VP DD

**Summit Public Schools  
Summit, New Jersey**

**Job Description**

**JOB TITLE:** Executive Assistant to the Superintendent / Communications Officer

**REPORTS TO:** Superintendent of Schools

**PRIMARY FUNCTIONS:** To provide high-quality professional assistance to the Superintendent of Schools, and to oversee communications to and between district administration, staff, Board of Education, parents, community members and the local press.

**JOB RESPONSIBILITIES:**

- Compose, file and retrieve correspondence related to the Office of the Superintendent of Schools
- Prepare Board agenda letters for staff monthly
- Prepare contracts and salary computation sheets
- Report documentation to state for EVVRS
- Gather data for preparation of Report Card to state in a timely fashion
- Complete all personnel correspondence from the Superintendent of Schools
- Maintain district organizational chart and directory
- Supervise daily office functions, schedules, and work flow of members of the Superintendent's Office
- Coordinate calendars and meetings for the Superintendent
- Prepare the Board of Education documents, including the personnel memo with confidential communications to the Board of Education
- Prepare for Board of Education meetings and small committee meetings of the Board.
- Prepare Superintendent for all meetings
- Coordinate with the Superintendent, the agenda for the Board of Education meetings, Administrative Council meetings and Committee meetings
- Provide strategic leadership and oversee the district's communications to highlight the achievements and accomplishments of the students and staff of the schools through coverage on the district website, social media platforms, written communications and in the local media
- Respond to emergency situations, both during and after normal working hours, for the purpose of receiving and conveying information needed for promoting a positive image of the district during times of crisis
- Advise administrators and Board of Education on delivering unified messages to the media and community
- Draft and edit public remarks, speeches, presentations, letters and commentaries to be delivered or submitted by the Superintendent or other senior leadership reflecting the mission, vision, and goals of the school district
- Establish and maintain strong working relationships with administration, staff, parents-led groups and community partners to disseminate relevant information regarding school district initiatives, programs and successes
- Develop and execute communications strategies to build parent and community understanding and support for key programs and initiatives

- Recommend a variety of communication mechanisms for district leadership (e.g. Superintendent, Cabinet, Board of Education) for the purpose of clearly and accurately conveying school/district activities and programs in alignment with district mission, vision and goals
- Serve as a consultant to the Board of Education's Communications Committee, helping coordinate strategies for communications and information-gathering with the public
- Manage and prepare all content for the district website, social media platforms, and written communications, including district announcements such as the hiring of key administrators and other relevant district news
- Serve as liaison between the school district and local media for the purpose of ensuring accurate dissemination of information and securing local press coverage
- Coordinate a variety of special informational and community events including Town Hall meetings on specific topics and Focus Area discussions
- Coordinate receptions for recognition at Board meetings
- Coordinate recognition of teacher/student/administrator achievements at Board meetings, through written resolutions and commendations
- Attend school and community events, when appropriate, to assist with the development of content for the district's website and social media platforms
- Maintain current information on all pages of the district website
- Participate in a variety of activities (e.g. attending workshops, conferences, seminars; professional reading; researching, etc.) for the purpose of keeping abreast of emerging developments related to areas of responsibility
- Attend Board of Education Meetings two nights each month, and other evening meetings as assigned
- Performs any other related and relevant tasks assigned by the Superintendent

**QUALIFICATIONS:**

- Master's degree required
- Strong expertise in writing/editing press releases
- Knowledge of Apple computer, Microsoft Office, Google Suite
- Knowledge of layout design for newsletters
- Ability to use digital camera to take publicity photos
- Ability to work independently on multiple tasks and to meet deadlines
- Possesses a sense of urgency
- Strong professional, public relations, and interpersonal skills
- Ability to be involved in confidential meetings
- Knowledge about social media and its productive use for education
- Knowledge of educational institutions, government agencies, and the City of Summit

**JOB CLASSIFICATION / LENGTH OF WORK YEAR:** Confidential Employee - 12 Month

Office of Human Resources

Approved by the Board of Education: November 17, 2005

Revised and Approved by the Board of Education: October 16, 2008

Revised (new title) and voted by the Board of Education: September 8, 2016