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# SUMMIT BOARD OF EDUCATION

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## 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.*

## MEETING AGENDA

**Thursday, January 17, 2019 – 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 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**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Ms. Debra McCann, President		
Ms. Vanessa Primack, Vice President		
Mr. Chris Bonner		
Mr. Michael Colón		
Ms. Donna Miller		
Mr. Josh Weinreich		
Ms. Peggy Wong		

**Others Present:**

Mr. June Chang, Superintendent of Schools      Mr. Louis J. Pepe, RSBA, Asst. Superintendent/BS  
Dr. Matthew Block, Dir. of Human Resources      Ms. Jennifer McCann, Director of Education  
Ms. Kathy Sarno, CPA, Asst. Business Administrator      Ms. Michelle Cebula, Asst. Director of Education  
Ms. Doreen Babis, Director of Special Services

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**February Meeting**

**Thursday, February 14, 2019 - 7:00 PM**  
**Summit H.S. Library/Media Center**

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**IV. Presentations & Discussions (7:10 - 7:30)**

- A. National Merit Scholars Presentation of Books to their Favorite Teachers
- B. 2019-2020 Budget Overview - June Chang & Louis Pepe
  - Process and Budgetary Impacts
  - Savings and Efficiencies
  - Investments in Educational Program and Offerings

**V. President's Announcements (7:30 – 7:40)**

**VI. Superintendent's Report (7:40 – 7:50)**

- A. Approval to affirm the Superintendent's decision following receipt of reports of Harassment, Intimidation and Bullying:
  - 11/13/18 - 118
  - 11/14/18 - 119
- B. Approval to review the following reports of Harassment, Intimidation and Bullying:
  - 11/28/18 - 120
  - 12/14/18 - 121

C. Suspensions  
Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
12/07/2018	1610465357	4
12/19/2018	8320041339	1

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
12/04/2018	1506783342	1
12/13/2018	1315806978	1 in-school
12/14/2018	2742761807	1 in-school
12/17/2018	1408963940	1 in-school
12/19/2018	1315806978	2
12/21/2018	8249601949	1 in-school

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
CB            MC            DM            VP            PW            JW            DMc

**VII. Committee Reports (7:50 – 8:20)**

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

**VIII. Public Discussion (8:20 – 8:50)**

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

**REMAINDER OF MEETING (8:50 – 9:30)**

**IX. Approval of Board Minutes**

- A. Approval of the minutes of the following meeting:
  - 1. December 13, 2018      Regular Meeting

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
CB            MC            DM            VP            PW            JW            DMc

**X. School Board Operation**

- A. Approval of travel for staff members (as per attached)
- B. Approval of donation from Jill LaZare in memory of her daughter, Brooke LaZare (SHS Class of 2006) in the amount of \$10,000 to be added to the student activities fund for the purpose of providing opportunities for students with financial need
- C. Approval of donation to the Summit H.S. soccer program from Patrick Nicholson, 179 Colonial Road, Summit, NJ in the amount of \$5,000
- D. Approval of the following Gottesman Family Foundation Parenting Institute expenditures:
  - 1. The Latino Family Literacy Program Brayton School supplies reimbursement for Patricia Fontan in the amount of \$168.54
  - 2. The Latino Family Literacy Program Brayton School supplies reimbursement for Susan Harden in the amount of \$81.69
- E. Approval of the following School Bus Emergency Evacuation Drill Reports conducted as

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follows:

- November 20, 2018 – 9:00am – Jefferson Primary Center parking lot - Bus Route 14, as supervised by Pamela Southard
  - December 5, 2018 – 7:20am and 8:20am – In front parking lot of LCJ Summit Middle School - Bus Route 16, as supervised by Christine Lijoi
  - December 12, 2018 – 8:30am – In front of Summit High School - Bus Route 16, as supervised by Stacy Grimaldi
  - December 13, 2018 – 3:00pm – In back of Washington School at Butler Parkway - Bus Route E-1011 with K&S Transportation, as supervised by Lauren Banker
  - December 18, 2018 – 9:00am – in front of Jefferson Elementary School - Bus Route 14, as supervised by Dr. Joseph Cordero
- F. Approval of Settlement Agreement between Summit Board of Education and parents of student #3916217502 as per attorney recommendation
- G. BE IT RESOLVED that upon the recommendation of the Business Administrator, Security Benefit is added to the list of approved tax sheltered annuity companies in accordance with the district's agreement with OMNI Financial Group as third party administrators, open for enrollment to any Summit Board of Education employee for the 2018-2019 school year
- H. Approval of donation from The Barbara & Harold Gottesman Family Foundation, % Edison Investment Advisors, LLC, 26 Main Street, Suite 103, Chatham, NJ 07928 in the amount of \$10,000 to apply to the Immigrant Student Scholarship Fund and Literacy Program
- I. Approval of the following Gottesman Family Foundation Parenting Institute expenditures:
1. The Latino Family Literacy Program Adult Advanced ESL supplies reimbursement for Anna M. Gomez in the amount of \$49.90
  2. Summit Board of Education reimbursement for Pomptonian charges for Latino Literacy Celebrations at the Summit Middle School on 12/13/18 and Brayton Elementary on 12/14/18 totaling \$517.75
- J. Approval to submit amendment to FY2019 IDEA Preschool and Basic to include FY2018 carryover
- K. Approval to submit amendment to FY2019 ESSA to include FY2018 carryover
- L. WHEREAS, pursuant to N.J.A.C. 6A:23A-7.3, a board of education must establish a maximum dollar limit for travel expenditure, as defined in J.J.A.C. 6A:23A-7.1 et seq., and

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BE IT RESOLVED, that the Summit Board of Education approves establishing the maximum expenditure for the 2019-2020 school year, not to exceed \$1,500.00 for regular business travel, pursuant to Policy #6471, and

BE IT RESOLVED, that the Summit Board of Education approves establishing a maximum travel expenditure amount of \$199,000 for the 2019-2020 school year. The maximum travel expenditure amount for the 2018-2019 school year is \$99,000.00, of which \$40,450.73 has been spent and \$32,708.24 is encumbered to date.

- M. BE IT RESOLVED, that the Summit Board of Education approves establishing a *revised* maximum travel expenditure amount of \$199,000 for the 2018-2019 school year
- N. Approval of the following overnight and/or out-of-state field trips:
  - 1. April 3, 2019 for 11 students and 3 chaperones from Washington Elementary School to attend the Bronx Zoo, Bronx, New York, with a focus on animals in their habitats.
  - 2. February 1-3, 2019 for 4 students and 1 chaperone from Summit High School - Speech and Debate Team to Pennsbury High School, Fairless, PA, with a focus on going to the Tournament of Champions
- O. Approval of contract with Delta-T Group, Inc., 950 Haverford Road, Suite 200, Bryn Mawr, PA 19010 to provide home instruction, as needed, during the 2018-2019 school year at a cost of \$40/hour

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
CB            MC            DM            VP            PW            JW            DMc

**XI. Personnel**

- A. Approval to appoint the following new staff, pending criminal history review, background checks as required by law, and ability to obtain appropriate NJ certification:
  - 1. Kate Harvey, Behavior Analyst, District, effective March 8, 2019 or sooner, MA-Step-10, \$67,996 + \$850 for BCBA (prorated), for the 2018-2019 school year
- B. Approval to appoint the following substitute teachers, pending criminal history review, background checks as required by law, and ability to obtain NJ substitute teacher credentials:
  - 1. Ian Foster, \$100/day, effective January 18, 2019
  - 2. James Sammartino, \$100/day, effective January 18, 2019
  - 3. Kathy Branchflower, \$100/day, effective January 18, 2019
- C. Approval of the following Change of Assignment:

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1. Robin Cornelison, from Long-Term Aide Substitute, Franklin Elementary School, to Inclusion Aide, Franklin Elementary School, Aide-Step-1, \$33,956 (prorated), effective February 1, 2019, for the remainder of the 2018-2019 school year
  2. Eve Justus, from Lunch Aide/Phone Coverage, Franklin Elementary School, to Long-Term Aide Substitute, Franklin Elementary School, Aide-Step-1, \$33,956 (prorated), effective February 1, 2019, for the remainder of the 2018-2019 school year
  3. Rachelle Angebrandt, from Inclusion Aide, Jefferson Elementary School, to Grade 2 Teacher, Jefferson Elementary School, BA-Step-1, \$55,886 (prorated), effective January 18, 2019 for the 2018-2019 school year
- D. Approval to appoint the following support staff, pending criminal history review and background checks as required by law:
1. Elizabeth Gallagher, Lunch Aide/Phone Coverage, Franklin Elementary School, \$16.58/hour, effective February 1, 2019, for the remainder of the 2018-2019 school year, and will continue to be paid \$38/hour for lunch duty
- E. Approval of the following Aide staff to shadow a student during the Summit High School Unified Basketball practices and games at their hourly rate, for up to 25 total hours, (funded by an IDEA grant), effective January 3, 2019 through February 28, 2019
1. Justin Rodriguez - \$24.61/hour
  2. Noel Brooks - \$25.96/hour
- F. Approval to accept the resignation of the following staff:
1. Steffany Baptiste-Bosco, Special Education Teacher, Lawton C. Johnson Summit Middle School, effective February 12, 2019, or sooner should a replacement be found
  2. Carrie Pedersen, Grade 2 Teacher, Jefferson Elementary School, effective January 18, 2019
  3. Melanie Lemme, K-2-LLD Teacher, Jefferson Primary Center, effective February 15, 2019
- G. Approval to accept the resignation for the purpose of retirement of the following staff:
1. Kathy Caffrey, Secretary, Lawton C. Johnson Summit Middle School, effective July 1, 2019
- H. Approval of maternity/family leave for the following staff:
1. Allison Ahearn, Resource Room Teacher, Lincoln-Hubbard Elementary School, unpaid leave, effective August 30, 2018 through December 3, 2018 and unpaid/childcare leave, effective December 4, 2018 through May 24, 2019 (adjusted from the May 10, 2018 and October 18, 2018 agenda)
  2. Ashley Yospin, Art Teacher, Jefferson Elementary School and Lincoln-Hubbard Elementary School, paid leave effective May 29, 2019 through June 25, 2019 and unpaid leave effective August 28, 2019 through November 27, 2019

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3. Chelsea Jordan, Special Education Teacher, Lincoln-Hubbard Elementary School, paid leave effective April 22, 2019 through June 17, 2019 and unpaid leave effective June 18, 2019 through June 30, 2019
  
- I. Approval to pay John Sturm, Retired Custodian, Summit High School, for 12.5 vacation days at  $\$348.10 = \$4,351.25$
  
- J. Approval to pay the following Jefferson Primary Center staff members for Family Math Night, at the curriculum rate of \$48/hour, up to 5 hours each, funded by Title I, accounts 20-231-100-100-12 and 20-232-100-100-12 (adjusted from the December 13, 2018 agenda):
  1. Jackie Arturi
  2. Megan Calkins
  3. Natalie Vince
  4. Kara Saley
  5. Andrea Rivera
  
- K. Approval of the following 2018-2019 salary adjustments due to advanced degrees earned, for the following staff members, effective February 1, 2019:
  1. Lauren Wells - MA-Step-5
  2. William R. Rohrbach, MA+30-Step-7, plus an additional \$850 for Advanced Degree
  3. Daniel King - MA-Step-6
  4. Ilanit Kaplan - MA+30-Step-8
  5. Kelly Wright - MA-Step-7
  6. Meghan Nelson - MA+30-Step-9
  7. Lauren Ettinger - BA+15-Step-3
  
- L. Approval to extend Kenneth Strickland, Long-Term Substitute, Summit High School, through the 2018-2019 school year, no change in salary, (adjusted from the November 15, 2018 agenda)
  
- M. Approval of Alison Gorman, up to 50 hours at the curriculum rate of \$48/hour for Washington After-School Workshop Program, funded by Title I Carryover, 20-232-100-100-09
  
- N. Approval of Ilanit Kaplan, up to 50 hours at the curriculum rate of \$48/hour for Jefferson School ESL Homework Help, funded by Title III Carryover, 20-244-100-100-07
  
- O. Approval of Ilanit Kaplan, up to 6 hours at the curriculum rate of \$48/hour for Jefferson School Hispanic Family Literacy Night, funded by Title III Carryover,

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20-244-100-100-07

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
CB            MC            DM            VP            PW            JW            DMc

**XII. Policies**

Second Reading

P2650 Live Animals in School (Revised) (M)  
P5530 Substance Abuse Students (Revised) (M)

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
CB            MC            DM            VP            PW            JW            DMc

**XIII. Finance**

Upon the recommendation of the Business Administrator to the Superintendent:

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

1. Regular Bills	Fund 10	\$ 881,916.02
2. Special Revenue	Fund 20	\$ 109,447.54
3. Capital Projects	Fund 30	\$ - 0 -
4. Enterprise Fund	Fund 60	\$ - 0 -
Sub Total All Funds		\$ 991,363.56
5. Food Service	Fund 61	\$ 174,920.42
Total All Bills		\$1,166,283.98

B. Approval of the monthly payroll for December 2018 - \$4,687,775.05

C. Approval of budget adjustments and line item transfers for November 2018

D. Approval of Secretary and Treasurer's Report for November 2018

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 November 2018 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



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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).

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
CB            MC            DM            VP            PW            JW            DMc

**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            MC            DM            VP            PW            JW            DMc

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

Roll Call  
CB            MC            DM            VP            PW            JW            DMc

**XV. Adjourn**

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

Roll Call  
CB            MC            DM            VP            PW            JW            DMc

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

**SUMMIT PUBLIC SCHOOLS**

14 Beekman Terrace, Summit, NJ 07901

Board of Education Meeting Date: 17-Jan-19

- NOTES:
- All reimbursable expenses listed below are in compliance with NJOMB Circular letter 06-02 or OMB Circular A-87 unless noted otherwise.
  - Any "Other Expenses" listed under reimbursable Expenses below will be explained under "Explanation".

<u>Types of Travel</u>	<u>Code</u>
Staff Training & Seminar	1
Conventions/Conference	2
Regular District Business	3
Retreat	4

**\* Reimbursable Expenses**

Staff	Type of Travel	Location of Travel	Occurrences	Grant Funded	Date(s) of Travel	Travel / Mileage	Parking	Tolls	Lodging Nights	Lodging Costs	Meal Exp.	Other Exp.	Conference
K. Dorieux	2	Iselin, NJ	1		4/5/2019							160.00	FLENJ 2019 Annual Conference
H. Gallagher	2	Iselin, NJ	2		4/5/2019 & 4/6/2019							160.00	FLENJ 2019 Annual Conference
A. Jerez	2	Iselin, NJ	1		4/5/2019							160.00	FLENJ 2019 Annual Conference
L. Muldoon	2	Iselin, NJ	1		4/5/2019							160.00	FLENJ 2019 Annual Conference
M. Sarracino	2	Iselin, NJ	2		4/5/2019 & 4/6/2019							160.00	FLENJ 2019 Annual Conference
W. Sanchez	2	Iselin, NJ	1		4/5/2019							160.00	FLENJ 2019 Annual Conference
L. Banker	1	New Providence, NJ	1		1/30/2019							150.00	Hot Issues in School Law
J. Tierney	1	New Providence, NJ	1		1/30/2019							150.00	Hot Issues in School Law
M. Bryan	1	New York, NY	1	Title III	2/3/2019	19.50						150.00	TESOL Columbia University Workshop
J. Morman	2	St. Louis, MO	4		4/11/19 - 4/14/19	355.60			3	399.00	231.00	385.00	INSTA National Conference
M. McDonald	1	West Orange, NJ	1		1/28/2019	3.72						269.00	Keys to Enhancing Your Effectiveness as a School Nurse
J. Fay	1	West Orange, NJ	1		1/28/2019	3.72						269.00	Keys to Enhancing Your Effectiveness as a School Nurse
M. Mortillaro	1	New York, NY	1		2/1/2019	29.50					7.00	175.00	Gotham Writers - Memoir Writing
A. Grill	3	Atlanta, GA	3		1/24/19 - 1/26/19	406.40			1	99.00	82.50		Experience Berry College, Emory University & Georgia Tech
E. Luftig	1	Parsippany, NJ	1		1/23/2019							199.99	PESI LGBTQ Youth Clinical Strategies to Support Youth
L. Mason	1	Parsippany, NJ	1		1/23/2019							199.99	PESI LGBTQ Youth Clinical Strategies to Support Youth
D. Babis	2	Trenton, NJ	1	IDEA	1/22/2019	35.84						149.00	NJASA Special Education Update: Policy and Practice

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

V-X