

January 12, 2023

**BOARD OF EDUCATION  
SUMMIT, NEW JERSEY**

The Board of Education held a Meeting on Thursday, January 12, 2023 beginning at 7:00 PM in the Summit High School Library/Media Center. Those present: Mr. Colón, presiding, Mr. Cho, Ms. Cohn, Ms. Justice, Ms. Miller (virtual), and Ms. Stanton. Dr. Porac was absent. There were three audience members.

Also present were Mr. Hough, Superintendent of Schools, Mr. Jess, School Business Administrator/Board Secretary, Mr. Gardella, Director of Human Resources, Ms. Babis, Director of Special Services, Dr. Cordero, Director of Education, Ms. Marr, Director of Student Personnel Services, Ms. Sarno, Assistant Business Administrator, and Ms. Callander, Communications Officer.

**NOTICE OF CERTIFICATION**

The following notice was presented:

Let the minutes reflect that adequate notice of this meeting has been provided in accordance with the regulations of the Open Public Meetings Act.

**PRESENTATIONS & DISCUSSIONS**

- A. Fall 2022 Start Strong Assessment Data -  
Dr. Joseph Cordero, Director of Curriculum and Instruction

**REPORT OF NEW HIRES**

Ms. Stanton moved approval of the following item under Report of New Hires:

- 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:

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>School</u></b>	<b><u>Step/ Salary</u></b>	<b><u>Effective</u></b>	<b><u>Replacing</u></b>
Dagny Baker	Special Education Teacher	LCJSMS	MA-Step-11 \$71,940 (prorated)	January 30, 2023 (or sooner) with one overlap day at \$125/day	Jennifer Sheehan

Motion seconded by Mr. Cho. The roll was called and all voted “Aye.” The motion was declared adopted.

**PRESIDENT’S ANNOUNCEMENTS**

Mr. Colón spoke about the following:

- Lincoln-Hubbard’s theme of “connectivity”

- Upcoming school climate survey

### SUPERINTENDENT'S REPORT

Mr. Hough spoke about the following:

- PreK lottery applications due January 18<sup>th</sup> at 4:00pm – livestream January 19<sup>th</sup> at 10:00am
- District-wide events at all schools
- Annual 6<sup>th</sup> grade Awards Ceremony
- High School multi-cultural fair and dance
- Success of Summit H.S. Speech & Debate; first Unified Basketball game today; first official Varsity Girls Wrestling match occurred
- Thanks to The Summit Foundation for their generous donation towards the SHS auditorium sound system

Ms. Cohn moved the following under Superintendent's Report:

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

1. 11/07/2022 - 216
2. 11/14/2022 - 217
3. 11/14/2022 - 218
4. 11/04/2022 - 219
5. 11/17/2022 - 220
6. 12/01/2022 - 221
7. 11/03/2022 - 222

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

1. 12/04/2022 - 223
2. 12/06/2022 - 224
3. 09/17/2021- 225
4. 12/12/2022 - 226
5. 12/15/2022 - 227
6. 12/12/2022 - 228
7. 12/14/2022 - 229
8. 12/13/2022 - 230
9. 12/12/2022 - 231
10. 12/12/2022 - 232
11. 12/09/2022 - 233
12. 12/16/2022 - 234
13. 01/02/2023 - 235
14. 12/22/2022 - 236

C. Suspensions  
Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
12/01/2022	7693531455	10
12/02/2022	9574344795	4

12/12/2022	5169719931	4
12/12/2022	6490115107	4
12/12/2022	9564841842	10

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
12/13/2022	6470115051	1 in-school
12/14/2022	1151648264	4
12/14/2022	6130078380	4
12/14/2022	5823712636	4
12/14/2022	7530458761	4
12/19/2022	5796143623	1 in-school
12/19/2022	7366099843	1 in-school
12/19/2022	3370786799	4
12/20/2022	1151648264	10
12/20/2022	6130078380	10
12/21/2022	1326139757	1 in-school
12/21/2022	5315755456	4
12/22/2022	6274405468	1 in-school

Elementary Schools

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
10/10/2022	1064516943	.5
10/10/2022	3775280399	.5

Motion was seconded by Ms. Stanton. The roll was called, and all present voted, “Aye”. The motion was declared adopted.

STUDENT BOARD REPRESENTATIVE REPORT – Lena Kifnidis

Ms. Kifnidis spoke about the following:

- Upcoming mid-terms – first since 2019
- H.S. sports highlights
- Semi-formal dance (for Juniors & Seniors) coming up
- Freshman & Sophomore dance will be held again this year
- Great article in the VERVE about ACL tears in sports

ADDITIONS / REVISIONS TO THE AGENDA

Mr. Jess announced each of the additions/revisions to the agenda – and stated all changes to the agenda are noted in **bold text** within these Minutes, and deletions are noted with a ~~strikethrough~~.

COMMITTEE REPORTS

- A. Education Committee – Ms. Justice reported on the following: LimeWize update; field trips on tonight’s agenda; Dr. Cordero’s presentation on “Start Strong” data



- B. Operations Committee – Mr. Cho reported on the following: bond & HS HVAC project update; computer insurance fees district-wide at the start of the school year; ongoing FY24 budget; food service update; consideration of a light-up sign in front of the HS; employee contracts for non-represented employees
- C. Policy Committee – Mr. Colón reported on the following: changes to policies on tonight's agenda
- D. Communications Committee – Ms. Miller reported on the following: Superintendent Coffee to be held in February; new district app; communication related to bond projects; world language video will be released shortly; discussion on LimeWize and HallPass; further communications to the community regarding academic awards & academic excellence
- E. Negotiations Committee – Did not meet
- F. Liaison Reports – Mr. Hough & Mr. Jess met with SEF administration to ensure review, approvals, and purchasing with grants are aligned between SEF and district administration

At this time, Superintendent Hough asked that the Superintendent's Report be amended as follows:

Vote to approve the review of HIB 235, and vacate vote & remove HIB 236 from the agenda.

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

#### PUBLIC COMMENT

There was no public comment.

Motion by Ms. Stanton, seconded by Ms. Cohn, unanimously approved by voice vote to close public comment.

#### APPROVAL OF BOARD MINUTES

Mr. Cho moved approval of the following items under Approval of Board Minutes:

- A. Approval of Minutes of the following meetings:
  - 1. December 15, 2022          Regular Meeting

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

#### CURRICULUM / INSTRUCTION / PROGRAM

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

- A. Approval of the following out-of-state and overnight field trips:
  - 1. Summit High School, Grades 9-12 Band, Orchestra and Chorus students to perform and train at Walt Disney World, Orlando, Florida, April 20-23, 2023, 165 students and 15 chaperones

2. Summit High School, Grades 9-12 Theatre students to the 2024 Edinburgh Festival Fringe, Edinburgh, Scotland, July 27, 2024 through August 9, 2024, number of students to be determined, 2 (or more) chaperones

Motion was seconded by Ms. Stanton. The roll was called, and all present voted, “Aye”. The motion was declared adopted.

## FINANCE

Mr. Cho moved the following items under Finance:

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

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

1. Regular Bills	Fund 10	\$1,639,860.60
2. Special Revenue	Fund 20	\$ 141,359.31
3. Capital Projects	Fund 30	\$ - 0 -
4. Enterprise Fund	Fund 60	\$ - 0 -
Sub Total All Funds		\$1,781,219.91
5. Food Service	Fund 61	\$ 221,419.87
Total All Funds		\$2,002,639.78
- B. Approval of the monthly payroll for December 2022 - \$5,014,064.44
- C. Approval of budget adjustments and line-item transfers for November 2022
- D. Approval of Secretary and Treasurer’s Report for November 2022
- 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 2022 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. **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 N.J.A.C.6A:23A-7.1et seq., and

**BE IT RESOLVED**, that the Summit Board of Education approves establishing the maximum expenditure for the 2023-2024 school year, not to exceed \$1,500.00 for regular business travel, pursuant to Policy #6471, and

**BE IT FURTHER RESOLVED**, that the Summit Board of Education approves establishing a maximum travel expenditure amount of \$200,000 for the 2023-2024 school year.

The maximum travel expenditure for the 2022-2023 school year is \$199,000 of which \$20,115.59 has been spent and \$16,255.08 is encumbered to date

H. **Authorization to submit Regular Operating District (ROD) Grant Project Applications to N.J. Department of Education**

**RESOLVED** that the Board of Education authorize the District's Architects, EI Associates and Parette Somjen submit applications for a Regular Operating District (ROD) Grant for the projects listed below to the N.J. Department of Education for approval on the District's behalf.

**BE IT FURTHER RESOLVED** that an amendment to the Long-Range Facilities Plan by EI Associates and Parette Somjen Architects to incorporate the projects listed below, be approved.

1. HVAC/Boiler Upgrades/Replacement at:
  - Brayton, Franklin, Jefferson, Lincoln-Hubbard & Washington Elementary Schools
  - Jefferson & Wilson Primary Centers
  - LCJ Summit Middle School
  - Summit High School
2. Replacement/Repair of Building Skin, Roof & Related Work at:
  - Brayton, Franklin, Jefferson, Lincoln-Hubbard & Washington Elementary Schools
  - Jefferson & wilson Primary Centers
  - LCJ Summit Middle School
  - Summit High School
3. Replacement of Windows at Brayton & Franklin Elementary Schools
4. Replacement of Interior & Exterior Doors at:
  - Brayton, Franklin, Jefferson, Lincoln-Hubbard & Washington Elementary Schools
  - Jefferson Primary Center
  - LCJ Summit Middle School
  - Summit High School



5. Installation of Elevator at Lincoln-Hubbard Elementary School & Replacement of Elevators at:
  - LCJ Summit Middle School
  - Summit High School
6. Renovation of Bathrooms at:
  - Jefferson & Lincoln-Hubbard Elementary Schools
  - LCJ Summit Middle School
7. Installation of Security Cameras at:
  - Brayton, Franklin, Jefferson, Lincoln-Hubbard & Washington Elementary Schools
  - Jefferson & Wilson Primary Centers
  - LCJ Summit Middle School
  - Summit High School
8. Replacement of Fire Alarm Systems at:
  - Brayton, Jefferson, Lincoln-Hubbard & Washington Elementary Schools
  - Jefferson Primary Center
  - LCJ Summit Middle School
  - Summit High School
9. Upgrade & Replacement of Playground Equipment and Surface Materials at:
  - Brayton, Franklin, Jefferson, Lincoln-Hubbard & Washington Elementary Schools
  - Jefferson & Wilson Primary Centers

**10. Renovation of Summit High School Kitchen/Cafeteria**

- I. Approval of agreement with NJL2L Mentor, 364 Dogwood Way, Mountainside, NJ 07092 to provide mentor services for Crystal Marr, Director of Student Personnel Services, for two years at a total cost of \$2,500
- J. Approval of Proposal from Atlantic Sports Health to provide Athletic Training Services, as needed, for the 2022-2023 school year at a cost of \$65/hour
- K. Approval of agreement with Best Choice Home Care LLC to provide nursing services from 1/2/23 through the end of the 2022-2023 school year. Funded by ARP ESSER.
- L. Approval of Tuition Contract with The Windsor Learning Center, 234 Wanaque Ave, Pompton Lakes, NJ 07442 for student #8943833292 to attend beginning January 17, 2023 for the 2022-2023 school year at a cost of \$33,165
- M. Approval of a donation from the NFL Foundation for the Summit High School football program in accordance with the NFL Foundation's player matching youth football grant program in the amount of \$5,000

- N. Approval of a donation from the The Summit Foundation for the Summit High School auditorium sound system upgrade in the amount of \$33,000
- O. Approval of the donation from Lynnette Dorsey of a Yamaha Series 225S Flute and Case to the District Music Department, valued at \$299

Motion was seconded by Ms. Stanton. The roll was called, and all present voted, “Aye”. The motion was declared adopted.

#### SCHOOL BOARD OPERATION

Mr. Cho moved the following items under School Board Operation:

- A. Approval of the following School Bus Emergency Evacuation Drill Reports conducted as follows:
  - December 19, 2022 – 10:45am – In High School parking lot - Bus Route 12, as supervised by Nicole Allen
  - December 2, 2022 – 10:00am – In front of Summit High School - Bus Route 16, as supervised by Bus Aide
  - December 19, 2022 – 7:50am – In front of the LCJ Summit Middle School building - Bus Route 14, as supervised by TranLe Hill
  - December 2, 2022 – 9:00am – front of Jefferson Elementary School - Bus Route 16, as supervised by Sheila Driska
  - September 22, 2022 – 2:50pm – Franklin School parking lot, as supervised by Esther Loor
  - December 21, 2022 – 8:15am – Franklin School rear entrance, as supervised by Ashley Purdue
  - December 22, 2022 – 10:15am – In front of Summit High School - Bus Route 16, as supervised by Brian Murtagh
  - December 19, 2022 – 2:30pm – In front of Summit High School - Bus Route 16, as supervised by Brian Murtagh
  - January 6, 2023 – 3:00pm – In front of Brayton Elementary – Bus Route CS253 with Jaris Transportation, as supervised by Carolyn Pallitto

Motion was seconded by Ms. Stanon. The roll was called, and all present voted, “Aye”. The motion was declared adopted.

#### PERSONNEL

Ms. Stanton moved the following items under 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>	<u>Covering:</u>
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Erin Vaccaro	WPC	Special Education Teacher	MA-Step-1, \$63,635 (prorated)	January 9, 2023 through May 26, 2023	Erin Vaccaro
Lea Apesa	SHS	Long-Term Spanish Teacher Substitute	\$265/day (after 1/16/2023) \$225/day before 1/16/2023	January 16, 2023 (or sooner) with one overlap day at \$125/day (end date TBD)	Lea Apesa

- 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
Yolanda Coulanges	\$125/day	January 13, 2023
Kamilla Mendes	\$125/day	January 12, 2023
Natalia Pinzon	\$125/day	January 12, 2023

- C. Approval of the following Changes of Assignment:
1. Solangel Velez, from Part-Time Custodian, Lawton C. Johnson Summit Middle School, to Full-Time Custodian, Lawton C. Johnson Summit Middle School, Custodian-1, \$41,098 (prorated to 1.0 FTE), effective December 28, 2022 for the 2022-2023 school year (replacing Patrick Farrell)
  2. Matthew DeFonzo, from Instructional Aide, Lawton C. Johnson Summit Middle School, to Long-Term Physical Education Teacher Substitute, Lawton C. Johnson Summit Middle School, \$265/day, effective October 13, 2022 through March 17, 2023 (*revised* from the October 13, 2022 Agenda)
  3. Mercedes Priolo, from Secretary to the Assistant Principal, Lawton C. Johnson Summit Middle School, to Secretary to the Principal, Lawton C. Johnson Summit Middle School, Secretary-VII-Step-W, \$54,645 (prorated), effective April 10, 2023 through date to be determined
  4. Tiffany Goncalves, from Inclusion Aide, Lawton C. Johnson Summit Middle School to Secretary to the Assistant Principal, Lawton C. Johnson Summit Middle School, Secretary-V-Step-1, \$44,405 (prorated), effective April 10, 2023 through date to be determined
  5. Neus Xatart Falgas, from Substitute, District, to Long-Term Inclusion Aide Substitute, Wilson Primary Center, \$200/day, effective January 2, 2023 through March 31, 2023

- D. Approval to appoint the following support staff, for the 2022-2023 school year, pending criminal history review and background checks as required by law:

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Step</u>	<u>Salary</u>	<u>Effective</u>	<u>Replacing</u>
Michael Gorman	Inclusion Aide	SHS	Aide-Step-1	\$37,904 (prorated)	November 16, 2022	n/a

Meshi Valbone	Inclusion Aide	WES	Aide-Step-2	\$38,829 (prorated)	February 15, 2023 (or sooner)	Rachel Petella
Michelle Cucciniello	Lunch Phone Coverage	WPC	n/a	\$16.58/hour	January 5, 2023	n/a
Jasmine Marcus	Inclusion Aide	FES	Aide-Step-1	\$37,904 (prorated)	February 1, 2023 (or sooner)	Rebecca Proctor
Karen Karpanty	Inclusion Aide	SHS	Aide-Step-2	\$38,829 (prorated)	February 1, 2023 (or sooner)	Leslie Cestona

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

<u>Name</u>	<u>Position</u>	<u>School</u>	<u>Effective</u>
Rachel Petrella	Inclusion Aide	WES	January 11, 2023 (or sooner should a replacement be found)
Natalia Pinzon Usme	Inclusion Aide	SHS	January 11, 2023 (or sooner should a replacement be found)

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

1. Briana DeVito, Physical Education Teacher, Lawton C. Johnson Summit Middle School, paid leave effective October 13, 2022 through December 8, 2022, unpaid leave effective December 9, 2022 through March 10, 2023, unpaid Child Care Leave effective March 11, 2023 through June 30, 2023 (*revised* from the June 23, 2022 Agenda)
2. Daniel Trench, Science Teacher, Lawton C. Johnson Summit Middle School, unpaid leave effective March 6, 2023 through June 6, 2023
3. Samantha Hadley, Special Education Teacher, Brayton Elementary School, paid leave effective April 10, 2023 through May 5, 2023, unpaid leave effective May 8, 2023 through October 11, 2023
4. Vanessa Abrantes, Grade One Teacher, Jefferson Elementary School, paid leave effective, January 17, 2023 through March 16, 2023, unpaid leave effective, March 17, 2023 through June 15, 2023 (*revised* from the November 17, 2022 Agenda)

G. Approval to rescind the offer to Christy Dilorio for the Middle School Tutoring program (from the December 15, 2022 Agenda)

H. Approval of Brooke Merrell for the Middle School Tutoring program, to work up to 50 hours, at the curriculum rate of \$49.45/hour (funded through Title I)

I. Approval of the following 2022-2023 salary adjustments due to advanced degrees earned, for the following staff members, effective February 1, 2023:

1. Allison Flockhart - BA+15-Step 14
2. Maria Rommel - MA-Step-7

J. Approval to pay Brenda Nobile \$9,557.70 for 30 unused vacation days



- K. Approval to pay Samuel Trapani \$2,871.00 for 14.5 unused vacation days
- L. Approval of the Winter Coaching Staff Recommendations 2022-2023 (list attached)  
(*revised* from the October 13, 2022 Agenda)
- M. Approval to increase the daily rate of pay for Long-Term Teacher Substitutes to \$265/day, effective January 16, 2023
- N. Approval of the daily rate of pay for Long-Term Inclusion Aide Substitutes, \$200/day, effective January 16, 2023
- O. Approval of Kathleen Murphy, Confidential Secretary to the Superintendent, Longevity pay at 2% effective July 1, 2022
- P. Approval to rescind the appointment of Lynda Odell, Inclusion Aide, Franklin Elementary School
- Q. Approval to rescind the appointment of Walter Lopez, Custodian, Summit High School
- R. Approval to rescind the appointment of Stephanie Goncalves to teach the Gottesman Technology Program for the 2022-2023 school year
- S. Approval to rescind the appointment of Caitlin Reilly to teach the Gottesman Technology Program for the 2022-2023 school year
- T. Approval of Caitlin Reilly to teach Gottesman Adult ESL, up to 35 hours, at the curriculum rate of \$49.45/hour, for the 2022-2023 school year (funded by the Gottesman Fund)
- U. Approval of Sabrina Tolu to teach Gottesman Adult ESL, up to 64 hours, at the curriculum rate of \$49.45/hour, for the 2022-2023 school year (funded by the Gottesman Fund)
- V. Approval of Trudy Cohen to teach the Gottesman Technology Program, up to 35 hours, at the curriculum rate of \$49.45/hour, for the 2022-2023 school year (funded by the Gottesman Fund)
- W. Approval of Bonnie Weinstein to teach the Gottesman Technology Program, up to 35 hours, at the curriculum rate of \$49.45/hour, for the 2022-2023 school year (funded by the Gottesman Fund)
- X. Approval of the following staff for the Washington Elementary School After School PTO Enrichment Program, up to 7 hours/each, at the curriculum rate of \$49.45/hour:
  - 1. Bonnie Weinglass - Crafts
  - 2. Matt Carder - Soccer
  - 3. Julie Cahillane - Chaperone
- Y. Approval of the following Summit High School staff for Title I Tutoring, up to 12 hours each, at the curriculum rate of \$49.45/hour (funded through Title I Funds):



1. Nick Marino
2. Frank Harpster

Z. Approval for the salary of Danielle Malysa, District Mental Health Clinician, to be paid by ESSER III: NJTSS Mental Health Support Staffing and ARP ESSER for the 2022-2023 school year

~~AA. Approval to adjust the pay for the following Long Term Inclusion Aide Substitutes:~~

- ~~1. Supatra Raab: 8/31/2022-12/19/2022, from \$189.52 to \$206/day = \$1,170.08~~
- ~~2. Tom Smail: 8/31/2022-10/28/2022, from \$189.52 to \$206/day = \$642.72~~

BB. Approval of the following staff for the summer 2022-2023 FLASH program:

1. William O'Regan - Coordinator - \$9,750.
2. Bonnie Weinstein, Assistant Coordinator - \$8,750.

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

### POLICIES & REGULATIONS

Ms. Stanton moved the following under Policies & Regulations:

#### First Reading

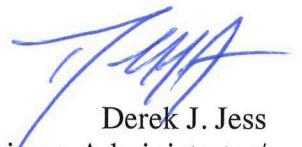
- P 1648.11 - The Road Forward COVID-19 – Health and Safety (M) (Abolished)
- P 0152 - Board Officers (R) (Revised)
- P 0161 - Call, Adjournment, and Cancellation (R) (Revised)
- P 0162 - Notice of Board Meetings (R) (Revised)
- P 8330 - Student Records (M) (Revised)
- R 8330 - Student Records (M) (Revised)

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

### ADJOURNMENT

Motion by Ms. Stanton, seconded by Ms. Justice and carried to adjourn the meeting at 7:56 PM.

Respectfully submitted,



Derek J. Jess  
School Business Administrator/  
Board Secretary