

November 14, 2019

BOARD OF EDUCATION
SUMMIT, NEW JERSEY

The Board of Education Meeting was held on Thursday, November 14, 2019 in Summit High School Library/Media Center beginning at 7:00 PM. Those present: Ms. Primack, presiding, Mr. Bonner, Mr. Colón, Ms. McCann, and Ms. Miller. Mr. Weinreich, and Dr. Wong were absent.

Also present were Mr. Chang, Superintendent, Mr. Pepe, Assistant Superintendent/Board Secretary, Mr. Gardella, Director of Human Resources, Ms. Babis, Director of Special Education Services, Ms. Lopez, Assistant Director of Education, and Mr. Torres, Interim Assistant Business Administrator. There were 3 members of the public in attendance.

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 AND DISCUSSIONS

- A. Professional Development Update – Tanya Lopez

PRESIDENT’S ANNOUNCEMENTS

Ms. Primack spoke about the following:

- Upcoming “play season” at all the schools!
- Reflection on the district’s diversity
- Upcoming December 12th Board meeting – update on the current negotiations; SEF presentation

SUPERINTENDENT’S REPORT

Mr. Chang spoke about the following:

- Primary Centers celebrated Multicultural Day
- Brayton & Franklin 5th graders went to Biz Town!
- Franklin students participated in their annual Turkey Trot service project
- “Circus Minimus – Circus Around the World” at Lincoln-Hubbard
- LCJSMS Veteran’s Day assembly; fall play, “THAT’S THE SPIRIT” runs November 22-23
- SHS Peer Leaders running transitional programs for freshmen; Community Service Fair hosted by the Counseling Department; student-athlete commitments; fall play, CLUE, begins tonight and runs through Saturday

Ms. Miller moved the following under Superintendent’s Report:

- A. Approval to affirm the Superintendent’s decision following receipt of reports of Harassment, Intimidation and Bullying:
9/8/2019 - 129
9/9/2019 – 130

9/25/2019 - 131

- B. Approval to review the following reports of Harassment, Intimidation and Bullying:
10/12/2019 - 132
10/21/2019 - 133

- C. Suspensions
Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
10/11/2019	6862527500	3.5
10/18/2019	3411001760	4
10/18/2019	8156984160	4

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
10/17/2019	2814268960	2
10/21/2019	7202796620	1
10/22/2019	2814268960	3
10/28/2019	3771230740	1
10/31/2019	5259757501	1
10/31/2019	2885731723	1

Seconded by Mr. Bonner. The roll was called and all present voted “Aye.” The motion was declared adopted.

COMMITTEE REPORTS

- A. Education Committee – Ms. Miller reported on the following: school counseling update from Laura Kaplan on focus areas and future goals; ELL enrollment and update; goal 3 plan
- B. Operations Committee – Mr. Bonner reported on the following: Newsweek: Summit ranked #190 out of 5000 schools & 7th in state for STEM schools; discussion of roof replacement project to be done in three stages beginning in summer 2020 with an estimated cost of \$3.1 million; audit update by Paul Lerch – formal release of the audit estimated for December, district incompliance with GAAP; will implement corrective action plan for student activity accounts and recording of fixed assets; LCJSMS track and field under discussion for an eventual improvement project; Best Safety Practice award from DJIF
- C. Policy Committee – Mr. Colón reported on the following: future policy on earned sick leave and current policy on outside activities
- D. Communications Committee – Ms. McCann reported on the following: update on website built by Technology Department which will send notifications when new material is added to the district website; return of Teacher Feature; discussion of the Phase I and Phase II videos
- E. Negotiations Committee – No report
- F. Liaison Reports – No report

PUBLIC COMMENT

Ms. Wilson asked a question regarding the recording of fixed assets. Mr. Pepe responded.

Ms. Acosta asked a questions regarding professional development and diversity. Mr. Chang responded.

APPROVAL OF BOARD MINUTES

Ms. Miller moved approval of the following item under Approval of Board Minutes:

A. Approval of the minutes of the following meetings:

1. October 17, 2019 Regular Meeting & Executive Session

Seconded by Mr. Colón. The roll was called and all present voted “Aye.” The motion was declared adopted.

SCHOOL BOARD OPERATION

Mr. Bonner moved approval of the following items under School Board Operation:

- A. Approval of travel for staff members (as per attached)
- B. Approval of the following Barbara and Harold Gottesman Family Foundation funding:
 1. Gift to the Immigrant Parenting Institute in the amount of \$2,000 made in October 2019 for additional 2019-2020 program expenses
- C. Approval of Estimate Invoice #1727 dated 8/7/19 from 3D Potter, 403 SE Monterey Road, Stuart, FL 34994 for ceramic printer materials in the amount of \$6,435.00
Note: sole source provider; to be reimbursed by SEF Grant
- D. Approval of Quote dated 10/1/19 from MAP Restaurant Supplies, 358-360 South Street, Newark, NJ 07105 for hot food serving counter/table for the HS staff lunchroom at a cost of \$7,144.85
Other quotes received:

BFA Food Service Equipment, Boonton, NJ	\$ 7,550.74
Singer Equipment Company, Fort Lee, NJ	8,410.76
- E. Approval of an overnight field trip on December 5-8, 2019, for Model UN to participate in the Rutgers Model UN Conference, with a focus on International Relations, 20 students and 2 chaperones
- F. Approval of Preschool tuition for the 2020-2021 school year in the amount of \$3,990.00 to include the reduced rate of \$1,197.00 and free rate of \$399.00 in accordance with the National School Lunch Program

- G. Approval of a donation from Mark Yeager, 58 Prospect Hill Avenue, Summit in the amount of \$500 to be added to the student activities fund for the purpose of providing opportunities for students with financial need
- H. Approval of Contract with Rachael Schupak, 838 Schaefer Avenue, Oradell, NJ 07649 to provide Itinerant Services for one 45-minute session per week for the 2019-2020 school year at a cost of \$175/session
- I. Approval of a donation from the Brayton PTO in the amount of \$6,514.26 for window units at Brayton School
- J. Approval of Public Donor Agreement between Summit Board of Education and The Connection for Women & Families to provide in-kind services to The Connection including use of five elementary schools and custodial services in the amount of \$150,000 in kind
- K. Approval of Proposal for Architectural Services submitted by EI Associates, 8 Ridgedale Avenue, Cedar Knolls, NJ 07927 dated November 12, 2019 for Partial Roof Replacement at Summit High School in the amount of \$44,000 as follows:
 - Phase I - Schematic Design & NJDOE Submission \$ 9,200
 - Phase II - Contract Documents 22,800
 - Phase III - Construction Administration 12,000
- L. Approve a donation in the amount of \$1424 for the cost of the Holocaust and Genocide Studies class at SHS to take a field trip to the Jewish Heritage Museum of NYC on December 5, 2019. This donation was made by the Jewish Federation of Greater MetroWest.

The breakdown of this donation is \$950 for the bus and \$474 for the tickets. We will pay for the bus out of student activities and will be reimbursed from the Jewish Federation of Greater Metro/West. The tickets will be purchased for our students from the organization.
- M. Approval of Agreement with Stepping forward, 26 Main Street, Chatham, NJ 07928 to provide home instruction services from September 1 through November 8, 2019 at a cost of \$55/hour and the remainder of the 2019-2020 school year at a cost of \$50/hour

Seconded by Ms. Miller. The roll was called and all present voted “Aye.” The motion was declared adopted.

PERSONNEL

Mr. Bonner moved approval of the following items under 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. Vittoria Cook, Math Teacher, Lawton C. Johnson Summit Middle School,

BA-Step-3, \$57,601 (prorated), effective January 2, 2020, for the 2019-2020 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. Eileen Scanlan, \$50/half-day, effective September 24, 2019
 - 2. Andrew Paine, \$100/day, effective November 15, 2019
 - 3. Amy Hengerer, \$100/day, effective November 15, 2019
 - 4. Arshia Javed, \$100/day, effective November 15, 2019
 - 5. Vittoria Cook, \$100/day, effective December 2, 2019
 - 6. Courtney Baines, \$100/day, effective November 15, 2019
 - 7. Lori Melman, \$100/day, effective November 15, 2019
 - 8. John Lyness, \$100/day, effective November 15, 2019

- C. Approval of the following Changes of Assignment:
 - 1. Brooke Trayer, from Inclusion Aide, Jefferson Elementary School, to Leave Replacement Behaviorist, District, MA-Step-1, \$61,489 (prorated) effective October 25, 2019 through approximately, May 5, 2020 (adjusted from the October 17, 2019 Agenda)

- D. Approval to appoint the following support staff, pending criminal history review and background checks as required by law:
 - 1. Rebecca Proctor, Inclusion Aide, Franklin Elementary School, Aide-Step-1, \$34,907 (prorated), effective November 1, 2019, for the 2019-2020 school year
 - 2. Marie Brice, Inclusion Aide, Franklin Elementary School, Aide-Step-2, \$35,866 (prorated), effective November 25, 2019, for the 2019-2020 school year
 - 3. Marquis Williams, Inclusion Aide, Jefferson Elementary School, Aide-Step-3, \$36,829 (prorated), effective November 26, 2019, for the 2019-2020 school year

- E. Approval to appoint the following support staff substitutes, pending criminal history review and background checks as required by law:
 - 1. Katherine Delane Bickelhaupt, Lunch Phone Aide, \$16.58/hour and Cafeteria Aide \$38/hour, effective October 28, 2019

- F. Approval to accept the resignation of the following staff:
 - 1. Donna Reichenbach, Inclusion Aide, Lincoln-Hubbard Elementary School, effective November 15, 2019
 - 2. Mia Bivaletz, Executive Assistant to the Superintendent/Communications Officer, effective November 27, 2019

- G. Approval to accept the resignation for the purpose of retirement of the following staff:
 - 1. Monica Cattano, School Nurse/District School Nurse Coordinator, Wilson Primary Center, effective July 1, 2020

- H. Approval of maternity/family leave for the following staff:
 - 1. Lindsay Morse, Art/Computer Graphic Teacher, Summit High School, unpaid sick leave effective, October 1, 2019 through approximately November 13, 2019, then 20 days paid sick leave, followed by unpaid FMLA, approximate date of return, March

24, 2020 (adjusted from the June 13, 2019 and October 17, 2019 Agenda)

- I. Approval to pay Suzanne Shire, Buddy Teacher, 6 hours at the curriculum rate of \$48/hour, during the 2019-2020 school year
- J. Approval to appoint Cheryl Adair and Elizabeth Barto as Summit High School 2019-2020 Step Team Co-Advisors, Step-1A, 50% = \$2,866 each
- K. Approval to pay Stacy Chusid, Nurse on the Lawton C. Johnson Summit Middle School, Stokes trip, \$3,000, (adjusted from the October 17, 2019 Agenda)
- L. Approval to pay the following staff for the Fall After School Activities, Lincoln-Hubbard Elementary School:
 - 1. Kristin Cacicedo, Running Club, \$525
 - 2. Carole Stubeck, Newspaper Club, \$525
- M. Approval of the winter coaches 2019-2020 (list attached) (revised from the July 11, 2019 Agenda)
- N. Approval of David Howarth and James Siracusa, Summit High School Tutoring Program, 62.5 hours each, at the curriculum rate of \$48/hour, (funded through Title I)
- O. Approval to pay Morgan Mohlmann, to work as an Inclusion Aide, as needed, for the Unified Soccer Program, \$26.69/hour, (funded through IDEA)
- P. Approval for Lorena Dolan to survey Summit High School teachers on a voluntary basis for her Doctorate program
- Q. Approval to reappoint Patricia Fontan, Hispanic Community Liaison, stipend amount of \$27,000 (\$14,000 funded by Gottesman Foundation and \$13,000 funded by District) for the 2019-2020 school year (revised from the July 11, 2019 agenda)
- R. Approval to appoint Dana DiPaolo, Speech Therapist Substitute, \$300/day, effective November 15, 2019
- S. The Board recommends the reappointment of June Chang as the Superintendent of Schools for the Summit Public School District effective July 1, 2019 pending Executive County Superintendent approval of the Contract of Employment (Notice attached)
- T. Approval of Silvia Vicente, Summit High School, to proctor detention during the 2019-2020 school year at the curriculum rate of \$48/hour, paid via timesheet
- U. Approval of Summit High School staff, Mentoring Program (HAC), up to 62.5 hours each, at the curriculum rate of \$48/hour, (funded through Title I) for the 2019-2020 school year (list attached), (revised from the October 17, 2019 Agenda)

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

POLICIES

Mr. Colón moved the following items under Policies:

Second Reading

- P 3159 Teaching Staff Member/School District Reporting Responsibilities (M) Revised
- P 3218 Use, Possession, or Distribution of Substances (M) Revised (Teaching Staff)
- P 4218 Use, Possession, or Distribution of Substances (M) Revised (Support Staff)
- P 5517 School District Issued Student Identification Cards (R) Revised
- P 6112 Reimbursement of Federal and other Grant Expenditures (M) Revised
- P 7440 School District Security (M) Revised
- P 8600 Student Transportation (M) Revised
- P 8630 Bus Driver/Bus Aide Responsibility (M) Revised
- P 8670 Transportation of Special Needs Students (M) Revised
- P 9210 Parent Organizations (R) Revised

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

FINANCE

Ms. Miller moved the following items under Finance:

Upon the recommendation of the Business Administrator to the Superintendent:

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

1. Regular Bills	Fund 10	\$1,440,823.81
2. Special Revenue	Fund 20	\$ 128,557.18
3. Capital Projects	Fund 30	\$ 25,000.00
4. Enterprise Fund	Fund 60	\$ 2,117.20
Sub Total All Funds		\$1,596,498.19
5. Food Service	Fund 61	\$ 189,488.12
Total All Bills		\$1,785,986.31
- B. Approval of the monthly payroll for October 2019 - \$ 4,957,731.44
- C. Approval of budget adjustments and line item transfers for September 2019
- D. Approval of Secretary and Treasurer’s Reports for September 2019
- 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 September 2019 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 that no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10 (b).

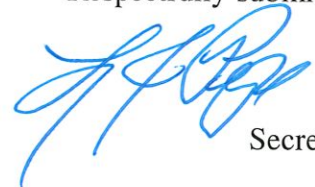
- F. Approval of payment to New Jersey Unemployment Compensation Fund for quarter ending 9/30/19 in the amount of \$26,917.82

Motion was seconded by Mr. Bonner. The roll was called and all present voted "Aye." The motion was declared adopted.

ADJOURNMENT

Motion by Ms. Miller, seconded by Mr. Colón, and carried to adjourn the meeting at 8:16 PM.

Respectfully submitted,

A handwritten signature in blue ink, appearing to be 'J. Miller', is written over the typed name 'Secretary'.

Secretary