

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, October 13, 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

Board Members	Present	Absent
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

October Meeting

**Regular Meeting - Thursday, October 20 - 7:00 PM
Summit High School Library/Media Center**

**AGENDA FOR WORKSHOP MEETING
OCTOBER 13, 2016**

IV. Presentations and Discussions (7:10 - 7:25)

- A. Full-Day Kindergarten - Jennifer Ambrose (10/13/16)
- B. PARCC Data - Jennifer Ambrose and Donna D'Acunto (10/20/16)

V. President's Announcements (7:25 – 7:35)

VI. Superintendent's Report (7:35 – 7:45)

- A. Approval to affirm the Superintendent's decision following receipt of reports of Harassment, Intimidation and Bullying:
- B. Approval to review the following reports of Harassment, Intimidation and Bullying:
 - 9/8/16-1
 - 9/21/16-2
 - 9/23/16-3

C. Suspensions

Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
9/26/16	5400976007	4
9/26/16	9769500418	4
9/26/16	9215838738	20
9/30/16	4233268705	2.5

Lawton C. Johnson Summit Middle School

9/26/16	8320041339	1 (in-school)
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VII. Committee Reports (7:45 – 8:00)

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

VIII. Public Discussion (8:00 – 8:15)

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

**AGENDA FOR WORKSHOP MEETING
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REMAINDER OF MEETING (8:15 – 8:45)

IX. Approval of Board Minutes

A. Approval of the minutes of the following meetings:

- | | |
|---------------------|--------------------|
| 1. Workshop Meeting | September 8, 2016 |
| 2. Regular Meeting | September 15, 2016 |

X. School Board Operation

- A. Approval of travel for staff members (information forthcoming)
- B. Approval of the Revised Itinerant Services for Students with Hearing Loss Contract between Summit Board of Education and Mountain Lakes Board of Education for student #1902769644 to receive services for 1 hour/week during the 2016-2017 school year at a cost of \$5,700
- C. Approval of the Tuition Contract between Summit Board of Education and P.G Chambers School for student #8516142505 to attend for the 2016-2017 school year at a cost of \$60,714.50
- D. Approval to submit the School Nursing Services Plan for the 2016-2017 school year to the County Superintendent
- E. Approval of Special Education Contract between Summit Board of Education and Garwood Board of Education to receive student #6261388 for the 2016-2017 school year on a tuition-paying basis in the amount of \$27,774
- F. Approval of Special Education Contract between Summit Board of Education and New Providence Board of Education to receive student #3056483085 for the 2016-2017 school year on a tuition-paying basis in the amount of \$53,894
- G. Approval of Special Education Contract between Summit Board of Education and Caldwell/West Caldwell Board of Education to receive student #2840964560 for the 2016-2017 school year on a tuition-paying basis in the amount of \$71,060
- H. Approval of Special Education Contract between Summit Board of Education and Livingston Board of Education to receive student #8062759221 for the 2016-2017 school year on a tuition-paying basis in the amount of \$70,425

**AGENDA FOR WORKSHOP MEETING
OCTOBER 13, 2016**

- I. Approval of Special Education Contract between Summit Board of Education and Westfield Board of Education to receive student #1210142778 for the 2016-2017 school year on a tuition-paying basis in the amount of \$28,116
- J. Approval of Special Education Contract between Summit Board of Education and Elizabeth Board of Education to receive student #8619461932 for the 2016-2017 school year on a tuition-paying basis in the amount of \$54,054
- K. Approval of tuition contract agreement between Summit Board of Education and The School District of South Orange & Maplewood to receive student #3218769947 for the 2016-2017 school year on a tuition-paying basis in the amount of \$14,475
- L. Approval of Tuition Agreement between Summit Board of Education and Sage Day Princeton, 3635 Quakerbridge Road, Suite 18, Hamilton, NJ 08619 for student #7810546585 to attend for the 2016-2017 school year beginning October 4, 2016 at a cost of \$55,980 (prorated)
- M. Approval to continue a fee-based full-day kindergarten program for the 2017-2018 school year at the Jefferson and Wilson Primary Centers at a tuition rate of \$7,175 (no increase) to include the reduced rate of \$2,152.50 and free rate of \$717.50 in accordance with the national School Free/Reduced Lunch Program. Enrollment to be determined by lottery and consisting of (6) classes of 22 students each with Superintendent authorization of an additional (2) classes
- N. EI Associates - Architectural and Engineering Services

Resolved, that the Summit Board of Education approve the Architectural and Engineering Services for Greenhouse Addition at LCJ Summit Middle School as submitted in the proposal dated October 5, 2016 by EI Associates, 8 Ridgedale Avenue, Cedar Knolls, NJ 07927 in the amount of Sixteen Thousand (\$16,000) Dollars as detailed below:

Phase I - Schematic Design and NJDOE Submission	\$16,000
Phase II - Construction Document Phase	TBD
Phase III - Bidding & Construction Phase Services	TBD

- O. Approval to accept the summer curriculum and assessment writing and revisions (list attached)
- P. Approval of the NJQSAC (N.J. Quality Single Accountability Continuum) Statement of Assurance for the 2016-2017 school year

**AGENDA FOR WORKSHOP MEETING
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XI. Personnel

- A. Approval to appoint the following new staff, pending criminal history review and ability to obtain NJ teaching certification:
 - 1. Bethany Levat, Leave Replacement Speech Therapist, Special Education Services, MA-Step 14, \$76,028 (prorated), effective September 29, 2016
 - 2. Lynn Luster, Leave Replacement Supervisor of World Languages, District, \$450/day (paid via timesheet), up to 50 days to be used between October 13, 2016 through approximately March 30, 2017
 - 3. Alison Reynders, Leave Replacement Social Studies Teacher, Lawton C. Johnson Summit Middle School, BA+15-Step 1, \$56,746 (prorated), effective October 24, 2016 through approximately May 24, 2017, with two transition days before, at \$100/day
 - 4. Jennifer Illis, Leave Replacement School Counselor, Lawton C. Johnson Summit Middle School, MA-Step 1, \$59,707 (prorated), effective October 20, 2016 through June 11, 2017, with two transition days before and one transition day after, at \$100/day

- B. Approval to appoint the following support staff, pending criminal history review:
 - 1. Charles Frank, Custodian, Franklin Elementary School, Custodian-Step 2, \$35,553 (prorated), effective October 17, 2016
 - 2. Alyssa Roncallo, Playground Aide, Brayton Elementary School, \$38/hour (paid via timesheet), effective October 5, 2016
 - 3. Margie Cummings, Long-Term Substitute Custodian, Lawton C. Johnson Summit Middle School, \$17/hour, effective October 17, 2016

- C. Approval to appoint the following substitute teachers, pending criminal history review and ability to obtain NJ substitute teacher credentials:
 - 1. Suzanne DiTacconi, \$50/half day, effective September 29, 2016
 - 2. Angelica Hughes, \$100/day, effective October 21, 2016
 - 3. Robert Waks, \$100/day, effective October 21, 2016
 - 4. Jacqueline Rocchio, \$80/day, effective October 21, 2016
 - 5. Marie Williams-Villegas, \$100/day, effective October 21, 2016
 - 6. Stephen Ashurst, \$100/day, effective October 21, 2016
 - 7. Modesto Irizarry, \$100/day, effective October 21, 2016
 - 8. Bianca Brucato, \$80/day, effective October 21, 2016

- D. Approval to appoint Brianna Palumbo, pending criminal history review, as Substitute Lunch Aide, Wilson Primary Center and Jefferson Primary Center, \$38/hour, effective October 11, 2016

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- E. Approval of the following Change of Assignments:
 - 1. Madeline Tretout, from Self-Contained Aide, Jefferson Elementary School, to Inclusion Aide, Lincoln-Hubbard Elementary School, Aide-Step 3, \$33,901, effective September 21, 2016
 - 2. Natalia Pinzon, from Long-Term Substitute Aide, Summit High School, to Inclusion Aide, Summit High School, Aide-Step 2, \$33,015 (prorated), effective October 17, 2016
 - 3. Carmen DelGuercio-Evans, from Substitute to Long-Term Substitute Inclusion Aide (.5), Wilson Primary Center, \$175/day (\$87.50/half day), effective September 28, 2016 through approximately November 23, 2016

- F. Approval to accept the resignation of the following staff:
 - 1. Dana Hauffe, Dedicated Aide, effective September 13, 2016
 - 2. Lakiesha Worrell, ABA Aide, effective September 20, 2016

- G. Approval to accept the retirement of the following staff:
 - 1. Judy Shulze, Wilson Primary Center Secretary, effective January 1, 2017
 - 2. Marjorie Solomon, LDT-C, effective January 1, 2017

- H. Approval for the termination of employee #9040, retroactive to September 6, 2016, and payment to employee #9040, in the amount of \$229.05, for 1.5 unused vacation days

- I. Approval for the following Lincoln-Hubbard Elementary School staff, to attend a 30 minute recess/cafeteria training, at \$19 each, on September 7, 2016:
 - 1. Claudia Desmond
 - 2. Shabazz Green
 - 3. Carmelina Dombrowski

- J. Approval of the following summer 2016 curriculum writing and summer work:
 - 1. Monika Bartlett, Spanish 3 curriculum revision, up to 15 hours, at the curriculum rate of \$45.34/hour
 - 2. Brett Florance, AP Environmental Science curriculum revision, up to 15 hours, at the curriculum rate of \$45.34/hour
 - 3. Tanya Lopez and Staci Kaplan, summer coaching/SET planning, up to 21 hours each, at the curriculum rate of \$45.34/hour
 - 4. JoAnn Mendl, data analysis for MAP, up to 25 hours, at the curriculum rate of \$45.34/hour

- K. Approval of MaryEllen McDonald, for up to 60 hours at \$74.77/hour, and for Jean Fay, up to 90 hours at \$81.70/hour, to review sports physicals prior to their submission to the school physician, effective July 1, 2016 through August 31, 2016. (This motion has been updated from the July 21, 2016 agenda.)

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- L. Approval to appoint Melissa Jaramillo, to provide Spanish language translation services for the district, at the curriculum rate of \$46.47/hour, for the 2016-2017 school year
- M. Approval to appoint Luis Andrade, as Security Clerk, Summit High School, at the rate of \$17.25/hour, Monday-Friday from 4pm-8pm, for the 2016-2017 school year
- N. Approval to appoint John Stewart, as Student Videographer, to videotape the Board of Education meetings, as needed, at the rate of \$9/hour, for the 2016-2017 school year
- O. Approval to appoint the following staff as Peer Leadership Coordinators for the 2016-2017 school year, at the stipend amount of \$2,518.33 each (funded by a SEF grant):
 - 1. Laura Cataldi
 - 2. Amy Herber
 - 3. Lauren Wells
- P. Approval to appoint JoAnn Mendl and Christopher Miller, to run the afterschool chess program, Brayton Elementary School, up to 25 hours each, at the curriculum rate of \$46.47/hour (funded by the PTO), effective October 13, 2016 through December 15, 2016
- Q. Approval to appoint Summit High School Detention Proctors, at the curriculum rate of \$46.47/hour, for the 2016-2017 school year:
 - 1. Valeria Chupela
 - 2. Tina Lee
 - 3. Elizabeth Barto
 - 4. Elizabeth Berberich
 - 5. Christine Stelmach
 - 6. Simone Baskerville
 - 7. Brett Florance
 - 8. Tara Marrero
 - 9. Michele Taffera
 - 10. Casey Sink
 - 11. Dave Field
 - 12. Edward Cama
 - 13. Karen Ingram
- R. Approval for Ron Cooper to work at annual/special events, up to 106 overtime hours, to be paid time and one half his hourly rate of \$36.59/hour for anything over 40 hours/week, for the 2016-2017 school year

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- S. Approval of the 2016-2017 Winter Coaching Recommendations (list attached)
- T. Approval to appoint all staff members to work as Athletic Event workers, as needed, for the 2016-2017 school year (posting attached)
- U. Approval to appoint the Summit High School Co-Curricular Advisors for the 2016-2017 school year (updated list attached)
- V. Approval to pay staff for working Stokes weekend, as per the attached list
- W. Approval for the following staff to be part of the Basic Skills Extended Day programs, at the curriculum rate of \$46.47/hour, for the 2016-2017 school year:
 - 1. Stephanie Gleason, Jefferson BSI Extended Day, up to 50 hours (funded by Title I)
 - 2. Judy O'Donnell, Jefferson BSI Extended Day, up to 50 hours (funded by Title I)
 - 3. Carrie Pedersen, Jefferson BSI Extended Day, up to 50 hours (funded by Title I)
 - 4. Kris Robbins, Jefferson BSI Extended Day, up to 50 hours (funded by Title I)
 - 5. Dan Levitt, JEEP Coordinator, up to 75 hours
 - 6. Christopher Wilson, JEEP staff, up to 60 hours
 - 7. Kisha Bailey-Rawls, JEEP staff, up to 60 hours
 - 8. Graziela Lobato Creekmur, ELL Teacher, up to 100 hours
 - 9. Jennifer Lowe, Washington BSI Extended Day, up to 100 hours (funded by Title I)
 - 10. Melissa Nestor, Washington BSI Extended Day, up to 100 hours (funded by Title I)
 - 11. Kari Weinglass, Washington BSI Extended Day, up to 100 hours (funded by Title I)
 - 12. Tara DiGiovanni, Washington BSI Extended Day, up to 100 hours (funded by Title I)
 - 13. PJ McCarthy, Substitute
- X. Approval for Lynnette Diaz, to work as Hispanic Liaison, retroactive to summer 2016, for a total of 8 days, at the rate of \$353.26/day (funded by a Title III grant)
- Y. Approval of maternity/family leave for the following staff:
 - 1. Suzanne Zadik, Speech Teacher (.6), Franklin Elementary School, extension of paid leave, effective January 12, 2017 through January 23, 2017, and child-care/unpaid, effective January 24, 2017 through January 23, 2018
- Z. Approval for Jessica Sanson, BSI Teacher, Washington Elementary School, to be paid a stipend of \$50.56/class (funded by Title I), for teaching up to two additional BSI classes per week, effective October 17, 2016 through June 16, 2017
- AA. Approval to appoint Rebecca Zarabi, pending criminal history review, as Library Media Specialist Summit High School, MA+30-Step 7, \$64,745 (prorated), effective December 15, 2016, or earlier if released from current contract (**Action 10/13/16**)

**AGENDA FOR WORKSHOP MEETING
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- BB. Approval to hire the following individuals to work as chaperones, assisting with crowd control and safety at the Friday Night Lights event on October 14, 2016, for a flat rate of \$100 each: **(Action 10/13/16)**
1. Kyle Stratton
 2. Taylor Evans

Motion by _____, seconded by _____

CB DC EG RH DM VP DD

XII. Policies

Second Reading

- P 1140 Affirmative Action Program (M) (Revised)
- P 1220 Employment of Chief School Administrator (M) (Revised)
- P 1523 Comprehensive Equity Plan (M) (Revised)
- P 1530 Equal Employment Opportunities (M) (Revised)
- P 1550 Affirmative Action Program for Employment and Contract Practices (M) (Revised)
- P 2200 Curriculum Content (M) (Revised)
- P 2260 Affirmative Action Program for School and Classroom Practices (M) (Revised)
- P 2411 Guidance Counseling (M) (Revised)
- P2415.04 Title I Parental Involvement (M) Annual Adoption
- P 2423 Bilingual and ESL Education (M) (Revised)
- P 2610 Educational Program Evaluation (M) (Revised)
- P 2622 Student Assessment (M) (Revised)
- P 3125 Employment of Teaching Staff Members (M) (Revised)
- P 3240 Professional Development for Teachers and School Leaders (M) (Revised)
- P 5339 Screening for Dyslexia (M) (Revised)
- P 5750 Equal Educational Opportunity (M) (Revised)
- P 5755 Equity in Educational Programs and Services (M) (Revised)
- P 8441 Care of Injured and Ill Persons (M) (Revised)

XIII. Finance

Upon the recommendation of the Business Administrator to the Superintendent:

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

- | | | |
|---------------------|---------|----|
| 1. Regular Bills | Fund 10 | \$ |
| 2. Special Revenue | Fund 20 | \$ |
| 3. Capital Projects | Fund 30 | \$ |

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4. Enterprise Fund	Fund 60	\$
Sub Total All Funds		\$
5. Food Service	Fund 61	\$
Total All Bills		\$

- B. Approval of the monthly payroll for September 2016 - \$
- C. Approval of budget adjustments and line item transfers for August 2016
- D. Approval of Secretary and Treasurer’s report for August 2016
- 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 August 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 that no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10 (b).

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.

I Legal:

- 1. Settlement Agreement (employee)
- 2. Personnel Matter

Motion by _____, seconded by _____, and carried to move to Executive Session at _____ PM.

Roll Call

CB DC EG RH DM VP DD

**AGENDA FOR WORKSHOP MEETING
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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