

SUMMIT BOARD OF EDUCATION

The Mission of Summit Public Schools is to prepare all students to thrive in an evolving world

MEETING AGENDA Thursday, April 16, 2026 ~ 6:00 PM Summit H.S. Library/Media Center

I. CALL TO ORDER AND FLAG SALUTE

II. PUBLIC NOTICE - 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 posted on the district website in accordance with P.L. 2025, c.72."

III. ROLL CALL

Board Members	Present	Absent
Ms. Melanie Cohn, President		
Ms. Eileen Kelly, Vice President		
Mr. Yon Cho		
Mr. Mark Gundersen		
Mr. Rick Hanley		
Ms. Walidah Justice		
Mr. J. Carlos Mahecha		

Others Present:

Mr. Scott Hough, Superintendent of Schools Ms. Dora E. Zeno, Interim Bus. Administrator/Bd Sec.
Mr. Robert Gardella, Dir. of Human Resources Ms. Kathy Sarno, Asst. Business Administrator
Ms. Heather Rocco, Dir. of Curriculum & Instruction Mr. Gregory Margolis, Dir. of Special Services

~~~~~

### IV. PRESENTATIONS & DISCUSSIONS

A. Recognition of Teachers and Support Staff of the Year

### V. PRESIDENT'S ANNOUNCEMENTS

### VI. SUPERINTENDENT'S REPORT

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

- A. Report of New Hires by the Superintendent
  - 1. Approval to appoint the following new staff, pending criminal history review, background checks are required by law, and ability to obtain appropriate NJ certification:

**SUMMIT BOARD OF EDUCATION MEETING AGENDA  
APRIL 16, 2026**

| <u>Name</u>   | <u>Position</u> | <u>School</u> | <u>Step/Salary</u>      | <u>Effective</u>                                 | <u>Replacing</u> |
|---------------|-----------------|---------------|-------------------------|--------------------------------------------------|------------------|
| Kristin Doran | LDTC            | LHES/LCJSMS   | MA-Step-15,<br>\$82,372 | July 1, 2026 for<br>the 2026-2027<br>school year | Brenda Horetsky  |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

- B. Resolve to review the Superintendent's recommendation of the suspensions for the period of 3/1/2026 - 3/31/2026 as outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.
- C. Resolve to affirm the Superintendent's recommendation of the HIB investigation(s) for the period of 2/5/2026 - 3/9/2026 and review the Superintendent's recommendation of the HIB investigation(s) for the period of 3/3/2026 - 3/19/2026. These report summaries are outlined in the confidential reports shared with the Board of Education members and on file in the Superintendent's office.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

**VII. STUDENT BOARD REPRESENTATIVE REPORT**  
*Lily Silver & Hadley Taylor, Student Representatives*

**VIII. ADDITIONS / REVISIONS TO THE AGENDA**

**IX. COMMITTEE REPORTS**

- A. Education and Student Activities/Services Committee
- B. Operations Committee
- C. Policy Committee
- D. Communications Committee
- E. Negotiations and Personnel Committee
- F. Liaison Reports

**X. PUBLIC COMMENT**

- A. Public Comment on Items on the Agenda
- B. Public Comment on Items not on the Agenda

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ (to close following public comment)  
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

**SUMMIT BOARD OF EDUCATION MEETING AGENDA  
APRIL 16, 2026**

**XI. APPROVAL OF BOARD MINUTES**

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

A. Approval of Minutes of the following meetings:

- |                   |                                     |
|-------------------|-------------------------------------|
| 1. March 18, 2026 | Special Budget Meeting              |
| 2. March 19, 2026 | Regular Meeting                     |
| 3. March 26, 2026 | Special Budget Meeting              |
| 4. April 9, 2026  | Special Meeting & Executive Session |

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

**XII. FINANCE**

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

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

|                     |         |                |
|---------------------|---------|----------------|
| 1. Regular Bills    | Fund 10 | \$2,002,656.38 |
| 2. Special Revenue  | Fund 20 | \$ 139,258.72  |
| 3. Capital Projects | Fund 30 | \$ 37,154.00   |
| 4. Enterprise Fund  | Fund 60 | \$ - 0 -       |
| Sub Total All Funds |         | \$2,179,069.10 |
| 5. Food Service     | Fund 61 | \$ 239,835.20  |
| Total All Funds     |         | \$2,418,904.30 |

B. Approval of the monthly payroll for March 2026 - \$5,475,899.85

C. Approval of budget adjustments and line item transfers for February 2026

D. Approval of Secretary and Treasurer's Report for February 2026

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 February 2026 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)

**SUMMIT BOARD OF EDUCATION MEETING AGENDA**  
**APRIL 16, 2026**

---

- G. Approval to accept the donation from Rebecca Muston to the Summit H.S. Music program of a Yamaha P690 piano, bench, and stand valued at \$351.98
- H. Approval to accept the donation from the Franklin School PTO in the amount of \$700 to fund the 14 additional hours needed for the Franklin 5th grade yearbook coordinators as part of the after-school enrichment program
- I. Approval to accept the donation from the Wilson Primary Center PTO in the amount of \$5,904.99 to fund the following classroom items:
  - 1. Carpets for classrooms \$4,693.81
  - 2. Markerboard 410.40
  - 3. ABA Listening Centers 800.78
- J. Approval to accept the donation from SHS 6th Man, Inc. in the amount of \$17,570 to fund the SHS boys' and girls' basketball grant positions for the 2025-2026 season
- K. Approval to accept the following donations to be used for the district Wellness Symposium on April 28, 2026:

|                      |          |
|----------------------|----------|
| Franklin School PTO  | \$200.00 |
| Jefferson School PTO | \$ 50.00 |
| Lincoln-Hubbard PTO  | \$200.00 |
| Washington PTO       | \$200.00 |
| WPC PTO              | \$100.00 |
- L. Approval to accept the donation from the Lincoln-Hubbard PTO in the amount of \$1,376.78 to fund the Liberty Science Center field trip bus
- M. Approval of (1) Year Software License Agreement with Systems 3000, Inc., 740 Broad Street, Suite 1, Shrewsbury, NJ 07702 effective July 1, 2026 through June 30, 2027 at a cost of \$34,040
- N. Approval for David Field to provide CPR training to up to 45 Summit staff members at a rate of \$25 per person
- O. Approval for the CPR Certifications with the Red Cross at \$42 per person for up to 45 Summit staff members
- P. Approval of Amendment to Settlement Agreement and General Release between Summit Board of Education and parents of student #4383639898 as per attorney recommendation
- Q. Approval of the Nonpublic School Technology Initiative Program updated spending plan for Kent Place School in the amount of \$24,167.91  
*Note: Replaces cancelled Eastern Datacomm order in the amount of \$23,894 (approved on the March 19, 2026 agenda)*

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

**SUMMIT BOARD OF EDUCATION MEETING AGENDA  
APRIL 16, 2026**

**XIII. SCHOOL BOARD OPERATION**

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

- A. Approval of Change Order Allowance Request Number A-27 from GPC, Inc. to oversee the installation of the video wall TV Studio at a cost of \$26,469.84, which includes a two year labor warranty from the High School Addition and Alterations contract, to be deducted from the project's contingency allowance.
- B. Approval of Change Order requests A-07 from GPS Inc:
  - 1. To furnish and install relays for the Tamper and Flow Switches for the sprinkler system at a cost of \$1,306.98 at the Tatlock Field House to be deducted from the project's contingency allowance.
  - 2. To eliminate removal and roofing of five (5) roof top fan curbs and one TRU curb, resulting in a credit of -\$5,866.54 at the Tatlock Field House to be credited to the overall project costs.
- C. Approval of Change Order overall Credit request #29 from GPS Inc: for temporary heating costs, plus the credit for the model change in HVAC units, resulting in a net deduction of -\$21,270.25 at the Tatlock Field House to be credited to the overall project costs.

**D. EI Associates - Architectural and Engineering Services**

Resolved, that the Summit Board of Education approve the change in scope design work to the professional services contract previously awarded to EI Associates in the amount of \$\_\_\_\_\_. The design change would include preparation of specifications and drawings plus project oversight in Roof Section "F" at the Jefferson ES.

**E. EI Associates - Architectural and Engineering Services**

Resolved, that the Summit Board of Education approve the change in scope of work in the amount of \$37,900 to the roofing professional services contract previously awarded to EI Associates (June 2025). The design change would be to serve as the Board of Education's representation at the Brayton ES, Jefferson ES, Summit MS and Summit HS roof improvements to include one visit per week for all schools during the duration of construction and prepare videos and reports on construction compliance and progress.

- F. Approval of Resolutions related to the submission of an Application to the State of New Jersey by the Summit Public Schools Board of Education to replace the Generator at the Lawton C. Johnson Middle School as follows:

WHEREAS, The Board of Education of Summit Public Schools in the County of Union County, NJ (the "Board"), would like to proceed with school facilities project consisting generally of a generator replacement in kind with the addition of a backup generator at Lawton C. Johnson Middle School; and

**SUMMIT BOARD OF EDUCATION MEETING AGENDA  
APRIL 16, 2026**

---

WHEREAS, the Board now seeks to take steps in order to proceed with the Project;

NOW, THEREFORE BE IT RESOLVED, In accordance with the requirement of Section 6A:26-3 of the New Jersey Administrative Code, the Board hereby approves all plans prepared in connection with the Project and the Board further authorizes the submission of the same to their County Superintendent of Schools and the New Jersey Department of Education for approval by Parette Somjen Architects. This project is designated Capital Reserve and the Board is not seeking state funding.

THEREFORE BE IT FURTHER RESOLVED, that the Board hereby authorizes, if necessary, the amendment to its Long-Range Facilities Plan in order to reflect the proposed Project.

THEREFORE BE IT FURTHER RESOLVED, that the School Administration and such other officers and agents of the Board as are necessary, including the Board attorney, bond counsel and architect, are hereby authorized to perform such other acts, to execute such other documents and to do such other things as are necessary to implement the determination of the Board set forth in this resolution, including the submission of Information to the New Jersey Department of Education as applicable to the proposed Project.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

**XIV. PERSONNEL**

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

- A. Approval of the following Changes of Assignment:
1. Christine Murray, from Inclusion Aide, Summit High School, to Inclusion Aide, Wilson Primary Center, effective March 20, 2026 for the 2025 - 2026 school year
  2. Sayre Brandstatter, from Substitute Teacher, District, to Long-Term Physical Education Teacher Substitute, Summit High School, \$265/day, effective April 6, 2026, end date tbd, covering Erin Fogarty
  3. Andrea Baykir, from Grade 4 Teacher, Franklin Elementary School to IDEAS Teacher, Brayton, Franklin, Jefferson, Lincoln-Hubbard, and Washington Elementary Schools, effective September 2, 2026, for the 2026-2027 school year, covering Brittany Goodman
  4. Shari Lovenheim, from School Psychologist, Washington Elementary School, to extend current position to May 5, 2026, covering Kendall Bush, effective May 6, 2026 through June 18, 2026, School Psychologist, Jefferson Elementary School, covering Marissa Bruder
  5. Jemel Brinson, Custodian, Lincoln-Hubbard Elementary School, to Head Custodian, Lincoln-Hubbard Elementary School, Custodian-3, Step-15, \$63,269, effective July 1, 2026, for the 2026-2027 school year

**SUMMIT BOARD OF EDUCATION MEETING AGENDA  
APRIL 16, 2026**

6. Kimberly Sheridan, from Inclusion Aide, Franklin Elementary School, to Long-Term Teacher Substitute, Franklin Elementary School, \$265/day, effective May 5, 2026 for the remainder of the 2025-2026 school year, covering Meg McCue
  7. Nancy Dos Santos, from Substitute Teacher, District, to Long-Term Teacher Substitute, Lincoln-Hubbard Elementary School, \$265/day, effective April 7, 2026 through April 24, 2026, covering Carrie Odgers Lax
  8. Robin Cornelison, from Inclusion Aide, Franklin Elementary School, to Inclusion Aide, Lawton C. Johnson Summit Middle School, effective September 2, 2026 for the 2026-2027 school year
  9. Curtis Holtgrefe, from Long-Term Band Teacher Substitute, Brayton, Lincoln-Hubbard and Washington Elementary Schools, to Substitute Teacher, District, \$125/day, effective April 30, 2026
  10. David Mero, from Long-Term Physical Education Teacher Substitute, Jefferson and Wilson Primary Centers, to Substitute Teacher, District, \$125/day, effective April 10, 2026
  11. Nancy Dos Santos, from Long-Term Teacher Substitute, Lincoln-Hubbard Elementary School, to Long-Term Teacher Substitute, Washington Elementary School, \$265/day, effective April 27, 2026, for the 2025-2026 school year, for Lisa Bolton
- B. Approval of maternity leave/family leave for the following staff:
1. Kendall Bush, School Psychologist, Special Services, paid leave effective December 15, 2025 through January 30, 2026 (January 21 & 30, 2026 are unpaid sick days), unpaid leave effective February 2, 2026 through May 6, 2026 (revised from the September 11, 2025, December 18, 2025, and January 15, 2026 Agendas)
  2. Travis Smith, Physical Education Teacher, Jefferson and Wilson Primary Centers, unpaid leave effective January 5, 2026 through April 13, 2026 (revised from the November 13, 2025 Agenda)
  3. Alicia Mule, Science Teacher, Lawton C. Johnson Summit Middle School, paid leave effective September 2, 2026 through September 15, 2026, unpaid leave effective September 16, 2026 through December 15, 2026, unpaid child care leave effective December 16, 2026 through June 30, 2027
  4. Rachel Williams, Inclusion Aide, Jefferson Primary Center, unpaid leave effective April 7, 2026 (.5), April 8, 2026 through May 1, 2026
  5. Laurene Dickinson, Communications Officer, District, paid leave effective March 2, 2026 through April 23, 2026, paid vacation days effective April 24, 2026 through May 15, 2026 and December 9, 2026 through December 31, 2026, unpaid leave effective May 18, through August 12, 2026, unpaid child care leave effective August 13, 2026 through December 8, 2026 (revised from the December 18 2025 and March 19, 2026 Agendas)
  6. Nardin Gerges, Inclusion Aide, Summit High School, unpaid leave effective April 7, 2026, end date tbd
  7. Linda Paserchia, Senior Accounts Clerk, Central Office, unpaid leave effective March 27, 2026 (PM), end date tbd
  8. Theodora Amiel, Special Education Teacher, Jefferson Primary Center, paid leave effective March 16, 2026 through May 1, 2026 (April 30, 2026 and May 1,

**SUMMIT BOARD OF EDUCATION MEETING AGENDA  
APRIL 16, 2026**

2026 are unpaid sick days), unpaid leave effective May 4, 2026 through October 14, 2026 (revised from the December 18, 2025 Agenda)

- C. Approval to appoint the following support staff, 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> |
|----------------|-----------------------------|---------------|---------------------|------------------------|--------------------------------------------------------|------------------|
| Sean McGuiness | Part-Time Custodian (night) | LCJSMS        | Custodian-1, Step-2 | \$27,030.65 (prorated) | May 18, 2026, or sooner, for the 2025-2026 school year | Melendez         |

- D. Approval to appoint the following support staff substitutes, pending criminal history review and background checks as required by law:

| <u>Name</u>             | <u>Position</u>     | <u>Salary</u> | <u>Effective</u>           |
|-------------------------|---------------------|---------------|----------------------------|
| Iris Nunez              | Clerical Substitute | \$18/hour     | April 17, 2026             |
| Dora Luz Sanchez Lucero | Clerical Substitute | \$18/hour     | April 27, 2026 (or sooner) |

- E. Approval to accept the resignation for the reason of retirement for the following staff:

| <u>Name</u> | <u>Position</u>        | <u>School</u> | <u>Effective</u> |
|-------------|------------------------|---------------|------------------|
| Wendy Donat | Social Studies Teacher | SHS           | July 1, 2026     |

- F. Approval to accept the resignation of the following staff:

| <u>Name</u>      | <u>Position</u>                        | <u>School</u>  | <u>Effective</u> |
|------------------|----------------------------------------|----------------|------------------|
| Hannah Rothstein | English Teacher                        | SHS            | June 30, 2026    |
| Norah Mallaney   | Grade 5 Teacher                        | WES            | June 30, 2026    |
| Julia Cicchino   | Drama Teacher                          | LCJSMS         | June 30, 2026    |
| Derek J. Jess    | Business Administrator/Board Secretary | Central Office | June 30, 2026    |

- G. 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:

**SUMMIT BOARD OF EDUCATION MEETING AGENDA  
APRIL 16, 2026**

| <b>Name</b>      | <b>Pay Rate</b> | <b>Effective Date</b>    |
|------------------|-----------------|--------------------------|
| Thomas Amundson  | \$125/day       | April 6, 2026            |
| Erika Green      | \$125/day       | March 30, 2026           |
| Jaretzi Sandre   | \$125/day       | April 6, 2026            |
| Nicole Raslowsky | \$125/day       | May 18, 2026 (or sooner) |
| Anuradha Dontha  | \$125/day       | May 18, 2026 (or sooner) |
| Jaime Inglesino  | \$125/day       | May 18, 2026 (or sooner) |

- H. Approval to pay Jefferson staff member, Karen Nedo, to work for the Jefferson Elementary School Breakfast Program as a substitute, \$29.07/hour, for the 2025-2026 school year (funded through Title 1)
- I. Approval of Vanessa Hernandez and Leslie Cestona, as advisors for the IT workshops/help desk sessions for the 2025-2026 school year, up to 8 hours, at the curriculum rate of \$50/hour (funded by the Gottesman Fund)
- J. Approval to pay Simone Baskerville \$80/per game, as a certified football clock operator for Summit High School Flag Football games for the 2026 spring athletic season
- K. Approval to pay the following Brayton Elementary School staff for the Afterschool Spring Disc Gold, from April 9, 2026 through May 21, 2026, at the curriculum rate of \$50/hour (funded by the Brayton PTO):
  - 1. Christopher Miller - up to 27 hours
  - 2. Christopher Wisbeski - up to 15 hours
  - 3. Erin Corea - up to 15 hours
  - 4. Mary Rodriguez - up to 15 hours
  - 5. Kimberly Leary - up to 14 hours
- L. Approval to pay Elizabeth Berberich, Summit High School, \$76.83/class for teaching an extra 6th period, effective April 6, 2026 through May 1, 2026, covering David Howarth
- M. Approval to pay the following Summit High School staff for teaching an extra 6th period, effective April 7, 2026 through June 30, 2026, covering Angela Wolkiser:
  - 1. Sheltered Physics - Sunita Viswanath - \$90.24/class
  - 2. AP Physics 1 - Jeremy Morman - \$100.30/class
  - 3. Physics - Benjamin Fischer - \$66.23/class
- N. Approval to pay Simone Baskerville, Summit High School, \$82.76/class, for teaching an extra 6th Physics period, effective April 6, 2026 through June 30, 2026, covering Angela Wolkiser

**SUMMIT BOARD OF EDUCATION MEETING AGENDA  
APRIL 16, 2026**

---

- O. Approval to pay the following musicians for their participation in the Lawton C. Johnson Summit Middle School Pit Orchestra for the production of Matilda (paid through the LCJSMS Student Activities Account)
  - 1. Bill McCabe - piano - \$1,000.
  - 2. Justin Toomey, trombone - \$1,000.
  
- P. Approval of the following Franklin elementary School staff to be co-advisors for the after-school Yearbook Club, up to 60 hours, 30 hours each, at the curriculum rate of \$50/hour, paid via timesheet (funded by the Franklin PTO) (amended from the December 18, 2025 Agenda):
  - 1. Michelle DeCastro
  - 2. Nicole Finnegan
  
- Q. Approval to Abolish the Middle School Office Secretary, Twelve-month, Job Classification V, job description (see attached)

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

**XV. POLICIES & REGULATIONS**

RESOLVED that the Summit Board of Education, upon the recommendation of the Superintendent:

First Reading

P & R - Gifts, Grants and Donations

Second Reading

0142.1 - Bylaw - Nepotism (M) Revised

P 1220 - Employment of Chief School Administrator (M) Revised

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
Mahecha Justice Hanley Gundersen Cho Kelly Cohn

**XVI. ADJOURNMENT**

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, and carried to adjourn the meeting at \_\_\_\_\_ PM.  
Mahecha Justice Hanley Gundersen Cho Kelly Cohn



**Summit Public Schools  
Summit, New Jersey**

**Job Description**

**Job Title:**

Middle School Office Secretary  
Twelve-month position

**Job Classification:** V  
p.m.

**Work Hours:** 7 hours/day 7:30 a.m. – 3:30

**Reports To:** Principal and Assistant Principal

**Primary Function(s):**

1. Perform secretarial and clerical work for the Principal and Assistant Principal.

**General Responsibilities:**

1. Answers the phone and directs calls.
2. Answers the doorbell, greets all visitors, and provides directions.
3. Distributes lunches, materials, messages, etc., that are brought to the school during the school day.
4. Plans for and manages all daily substitute needs.
5. Coordinates class coverage throughout the school day.
6. Prepares substitute evaluation forms for teachers.
7. Edit and/or proof a variety of confidential documents including teacher observations and evaluation reports, student suspension letters, etc.
8. Help coordinate school bulk mailings.
9. Produce programs for concerts and other school events.
10. Serves as a back-up for the attendance clerk.
11. Performs a variety of duties at different times during the school year under the direction of the office manager or principal.

**Skills Needed:**

1. Organizational skills, independent judgment, tact, diplomacy, and discretion.
2. Strong clerical skills
3. A general understanding of computers and office programs including Word, Excel, First Class, Power School, and Systems 3000.
4. Must be trustworthy with confidential matters, materials, and student records.
5. Maintains a functional filing system.

**Office of Human Resources**

**Approved by Board of Education: September 20, 2007**

**Revised and Approved by the Board of Education: April 19, 2018**

Abolished and Approved by the Board of Education: April 16, 2026

ABOLISHED