
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.

MEETING AGENDA

Thursday, December 12, 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

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

Others Present:

Mr. June Chang, Superintendent of Schools
Mr. Robert Gardella, Director of Human Resources
Ms. Doreen Babis, Director of Special Services

Mr. Louis J. Pepe, RSBA,SFO,Asst. Superintendent/BS
Ms. Tanya Lopez, Asst. Director of Education
Mr. Emilio Torres, CPA, Interim Asst. BA

January Meeting

Thursday, January 16, 2020 - 7:00 PM
Summit H.S. Library/Media Center

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

IV. Presentations and Discussions (7:00 - 7:30)

A. Summit Educational Foundation - Fall 2019 Grants - MaryBeth Driscoll

Approval to accept the Summit Educational Foundation Fall 2019 Grants in the amount of
\$ _____

Motion by _____, seconded by _____

CB MC DMc DM JW PW VP

B. Presentation of the 2018-2019 Audit - Paul Lerch - Lerch, Vinci & Higgins

C. Defining Stress Management and Coping - Laura Kaplan

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:

10/12/2019 - 132

10/21/2019 - 133

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

11/11/2019 - 134

11/13/2019 - 135

11/14/2019 - 136

C. Suspensions

Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
11/26/2019	8599853217	10

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
11/01/2019	3771230740	1
11/04/2019	8269349806	5
11/15/2019	9599293577	1
11/22/2019	1895959954	1
11/22/2019	2230833034	1
11/27/2019	8020206002	1

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

11/27/2019

1702338738

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Motion by _____, seconded by _____
CB MC DMc DM JW PW VP

VII. Committee Reports (7:50 – 8:20)

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

VIII. Public Comment (8:20 – 8:50)

- A. Public Comment on Items on the Agenda
- B. Public Comment 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 meetings:
 - 1. November 14, 2019 Regular Meeting

Motion by _____, seconded by _____
CB MC DMc DM JW PW VP

X. School Board Operation

- A. Approval of travel for staff members (as per attached)
- B. Approval to accept the 2018-2019 Audit - Comprehensive Annual Financial Report (attached)
- C. Approval to accept the 2018-2019 Audit – Comprehensive Annual Financial Report – Corrective Action Plan (attached)

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

- D. 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 \$225.75
 2. Summit Board of Education reimbursement for Pomptonian charges for Latino Literacy Celebrations at the Jefferson Elementary and Jefferson Primary Center on 09/27/19 totaling \$135.00

- E. Approval for the following school year transportation arrangement with Morris County Educational Services Commission for the 2019-2020 School Year:

Student ID	School	Route	Contractor
#9678893573	Franklin Elementary	CS-160	K&S Transportation
#2337983956	Franklin Elementary	CS-160	K&S Transportation
#8128572656	Franklin Elementary	CS-160	K&S Transportation
#3185303921	Franklin Elementary	CS-160	K&S Transportation
#8417473468	Franklin Elementary	CS-160	K&S Transportation
#9059457133	Franklin Elementary	CS-160	K&S Transportation
#6901868338	Franklin Elementary	CS-160	K&S Transportation
#7467934417	Franklin Elementary	CS-160	K&S Transportation

Approval for the school year transportation contract with Morris County Educational Services Commission for the 2019-2020 School Year in accordance and subject to the CPI increase of 1.45% as listed below:

Contractor	Route #	Aide Per Diem Rate	Annual Cost
K&S Transportation	CS-160		\$65,766.33

- F. Approval of the **additional** Nonpublic School Security Aid Program Agreements for the participating schools located within this district as follows:
- | | |
|----------------------------|--|
| Oratory Prep | \$56,400.00 <i>(approved 9/10/19)</i> |
| St. Teresa of Avila School | \$ 3,180.00 <i>(approved 10/17/19)</i> |
| Kent Place School | \$93,750.00 |

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

G. Approval for the following transportation arrangements with Union County Educational Services Commission for the 2019-2020 School Year:

Student ID	School	Route	Contractor
#6348728567	EPIC	CS-278	K&S Transportation
#3390168697	Horizon High School	CS-448	Golden Arrow
#2327417805	Jefferson Elementary	CS-411EC	K&S Transportation
#2107599312	Jefferson Elementary	CS-411EC	K&S Transportation
#7732579012	Jefferson Elementary	CS-411EC	K&S Transportation
#3740678920	Jefferson Elementary	CS-411EC	K&S Transportation
#8374664567	Lambert's Mill Academy	CS-457	K&S Transportation
#6177015886	Lambert's Mill Academy	CS-457	K&S Transportation
#8407602608	Lambert's Mill Academy	CS-457	K&S Transportation
#4291466989	LCJ Summit Middle School	CS-369	Nelvi Transportation
#4357010625	Newmark High School	CS-04	Busy Bee Transport
#1460695926	The Center School	CS-368	K&S Transportation
#7810546585	Passaic County Vo-Tech	CS-590	Noor Transportation

Approval for the renewal of transportation contracts with Union County Educational Services Commission for the 2019-2020 School Year in accordance and subject to the CPI increase of 1.45% as listed below:

Contractor	Route #	Aide Per Diem	Per Diem Rate
K&S Transportation	CS-278	\$40.00	\$230.00
Golden Arrow	CS-448	\$62.20	\$243.28
K&S Transportation	CS-411EC	\$50.52	\$410.52
K&S Transportation	CS-457	\$59.70	\$272.79
Nelvi Transportation	CS-369	\$0.00	\$218.00

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

Busy Bee Transport	CS-04	\$10.29	\$74.14
K&S Transportation	CS-368	\$50.00	\$240.00
Noor Transportation	CS-590	\$0.00	\$220.00

H. Approval for the following transportation arrangements for Vocational-Technical students with Union County Educational Services Commission for the 2019-2020 School Year:

Student ID	School	Route	Contractor
#2720204770	Union County VoTech (am)	CS-296	Golden Arrow
#4075199157	Union County VoTech (am)	CS-296	Golden Arrow
#8166963370	Union County VoTech (am)	CS-296	Golden Arrow
#3613323037	Union County VoTech (am)	CS-296	Golden Arrow
#8971939402	Union County VoTech (am)	CS-296	Golden Arrow
#6987849243	Union County VoTech (am)	CS-296	Golden Arrow
#8345154399	Union County VoTech (am)	CS-296	Golden Arrow
#5496997226	Union County VoTech (am)	CS-296	Golden Arrow
#5493541048	Union County VoTech (am)	CS-296	Golden Arrow
#3851687954	Union County VoTech (am)	CS-296	Golden Arrow
#4211731333	Union County VoTech (am)	CS-296	Golden Arrow
#7429193297	Union County VoTech (am)	CS-296	Golden Arrow
#4225443348	Union County VoTech (am)	CS-296	Golden Arrow
#9821377015	Union County VoTech (am)	CS-296	Golden Arrow
#1474059937	Union County VoTech (am)	CS-296	Golden Arrow
#5466882305	Union County VoTech (am)	CS-296	Golden Arrow
#6243358264	Union County VoTech (am)	CS-296	Golden Arrow
#3910932951	Union County VoTech (pm)	CS-296	Golden Arrow

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

#1864741356	Union County VoTech (pm)	CS-296	Golden Arrow
#8909161764	Magnet HS	CS-296	Golden Arrow
#1822859939	Magnet HS	CS-296	Golden Arrow
#5782869821	Magnet HS	CS-296	Golden Arrow
#3731573681	Magnet HS	CS-296	Golden Arrow
#3170269847	Magnet HS	CS-296	Golden Arrow
#8114280983	Magnet HS	CS-296	Golden Arrow
#7686779450	Magnet HS	CS-296	Golden Arrow
#7670070989	Magnet HS	CS-296	Golden Arrow
#3535682506	Magnet HS	CS-296	Golden Arrow
#2933126069	Magnet HS	CS-296	Golden Arrow
#6024663629	Magnet HS	CS-296	Golden Arrow
#3465001668	Magnet HS	CS-296	Golden Arrow
#1456645965	Allied Health	CS-296	Golden Arrow
#7352799758	Allied Health	CS-296	Golden Arrow
#3065255825	Allied Health	CS-296	Golden Arrow
#8781052004	Allied Health	CS-296	Golden Arrow
#4186487075	Allied Health	CS-296	Golden Arrow
#8092196063	Performing Arts	CS-296	Golden Arrow
#3542588098	Performing Arts	CS-296	Golden Arrow
#2458715084	Technical HS – Law & Justice	CS-296	Golden Arrow
#8620356293	Technical HS - Sustainable	CS-296	Golden Arrow
#7439795953	Information Technology	CS-296	Golden Arrow
#5653622029	Information Technology	CS-296	Golden Arrow

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

#3031058465	Information Technology	CS-296	Golden Arrow
#2627704409	Information Technology	CS-296	Golden Arrow
#2056914477	Information Technology	CS-296	Golden Arrow
#4611801814	Information Technology	CS-296	Golden Arrow
#8755338935	Information Technology	CS-296	Golden Arrow
#8034826924	Information Technology	CS-296	Golden Arrow
#9574344795	Information Technology	CS-296	Golden Arrow

Approval for the renewal of transportation contracts with Union County Educational Services Commission for the 2019-2020 School Year in accordance and subject to the CPI increase of 1.45% as listed below:

Contractor	Route #	Per Diem Rate	Annual Rate
Golden Arrow	CS-296	\$344.28	\$64,448.84

- I. Approval of the Uniform State Memorandum of Understanding Between Education and Law Enforcement Officials (New Providence, Summit & Millburn Emergency Services Dispatch Center)
- J. Approval of the donation from Friends of SHS Women’s Soccer in the amount of \$7,753 for the girls’ soccer grant position for 2019
- K. Approval of award for Student Transportation Bid #T-SUM-01 to Delaware City Bus Co., Inc., P.O. Box 1006, Turnersville, NJ 08012 in the amount of \$168.95/day along with an aide, if applicable, at an additional \$45/day effective November 14, 2019 for the 2019-2020 school year

Note: Contract and bid have been reviewed and approved for award by Porzio, Bromberg & Newman, PC

- L. Approval of Joint Transportation Agreement between Summit Board of Education (host district) and Montgomery Board of Education (joiner), 1014 Route 601, Skillman, NJ 08558 for the transportation of student #8223372394 in the amount of \$15,205.50 beginning November 20, 2019 for the 2019-2020 school year (prorated)

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

- M. Approval of *amended* Settlement Agreement between Summit Board of Education and parents of student #3916217502 as per attorney recommendation
- N. Approval of Quote #16622 from PC Parts Plus, LLC, 1000 Kristen Court, St. Paul, MN 55110 for Chromebook parts and accessories at a cost of \$29,981.65
- Other quotes received:
- | | |
|-----------------------------------|--------------|
| Mobile Defenders, Kentwood, MI | \$ 37,838.10 |
| AGParts Education, Greensburg, PA | \$ 36,629.25 |
- O. Approval of donation from Michael & Sharyn Colón in the amount of \$2,000 to purchase front entryway carpeting for Washington School
- P. Approval of Agreement with iboss, Inc, 101 Federal Street, 23rd Floor, Boston, MA 02110 dated 11/27/19 for annual cybersecurity in the amount of \$3,195 for initial set-up and subscription effective 1/1/20 through 6/30/20
- Q. Approval of Agreement with iboss, Inc, 101 Federal Street, 23rd Floor, Boston, MA 02110 dated 11/27/19 for annual cybersecurity effective 7/1/20 for the 2020-2021 school year in the amount of \$19,500.00 as follows:
- | | |
|---|--------------|
| Annual price for cloud security core features | \$ 18,000.00 |
| Malware Defense Features | 1,500.00 |
- Note: This constitutes replacement of existing cybersecurity program at a cost savings of approximately \$4,500.00
- R. Approval of Interlocal Service Agreement between the City of Summit and the Board of Education for the maintenance and repair of Board of Education athletic fields for calendar year 1/1/20 to 12/31/20 at a cost of \$62,282.72
- S. Approval of Contract Agreement with Union County Educational Service Commission, 45 Cardinal Drive, Westfield, NJ 07090 for Lamberts Mill Academy Group Speech Services, as needed, for the 2019-2020 school year at a cost of \$25 per 30-minute session

Motion by _____, seconded by _____
CB MC DMc DM JW PW VP

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

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

certification:

1. TranLe Hill, Leave Replacement Special Education Services Supervisor, District, \$97,000 (prorated), effective February 7, 2020, for the remainder of the 2019-2020 school year
 2. Patrick Wallace, ESL Teacher, Lincoln-Hubbard Elementary School, MA-Step-10, \$68,843 (prorated), effective January 27, 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. Nandhini Sridharan, \$100/day, effective December 13, 2019
- C. Approval of the following Changes of Assignment:
1. Karin Dorieux, from part-time World Language/ESL Teacher, Franklin Elementary School and Lawton C. Johnson Summit Middle School, to full-time Elementary World Language Teacher, Brayton Elementary School and Lincoln-Hubbard Elementary School, BA-Step-7, \$60,234 (prorated), effective January 2, 2020, for 2019-2020 school year
 2. Guy Poggi, from Inclusion Aide, Lincoln-Hubbard Elementary School, to Inclusion Aide, Jefferson Elementary School, no change in salary, effective December 6, 2019, for the 2019-2020 school year
- D. Approval to appoint the following support staff, pending criminal history review and background checks as required by law:
1. Wayne Wells, Night Custodian, Lincoln-Hubbard Elementary School, Custodian-1-Step-4, \$38,153 (prorated), effective December 9, 2019, for the 2019-2020 school year
 2. Margaret Reynolds, Inclusion Aide, Wilson Primary Center, Aide-Step-1, \$34,907 (prorated), effective December 5, 2019, for the 2019-2020 school year
 3. Ronnie Colon, Night Custodian, Summit High School, Custodian-1-Step-2, \$36,453 (prorated), effective January 2, 2020, 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. Elizabeth Gallagher, Clerical Substitute, \$13/hour, effective November 21, 2019
- F. Approval to accept the resignation of the following staff:
1. Robin Hardesty, Practical Arts Teacher, Summit High School, effective January 31, 2020
 2. Eric Frazier, Custodian, Washington Elementary School, effective December 27, 2019
 3. Carmelina Dombrowski, Cafeteria/Playground Aide, Lincoln-Hubbard Elementary

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

School, effective December 20, 2019

- G. Approval to accept the resignation for the purpose of retirement of the following staff:
 - 1. JoAnn Mendl, Teacher, Lincoln-Hubbard Elementary School, effective July 1, 2020
 - 2. Christine Rizzo, Secretary, Central Office, effective July 1, 2020
 - 3. Gary Burns, English Language Arts Teacher, Lawton C. Johnson Summit Middle School, effective July 1, 2020
 - 4. Ricardo Parra Sanchez, Custodian, Summit High School, effective January 1, 2020
 - 5. Giovanni Mazza, Custodian, Franklin Elementary School, effective July 1, 2020
 - 6. Salvatore Errante, Custodian, Summit High School, effective July 1, 2020

- H. Approval of maternity/family leave for the following staff:
 - 1. Angelica DaSilva, School Psychologist, Washington Elementary School, paid leave effective March 9, 2020 through April 24, 2020, unpaid leave effective April 27, 2020 through June 30, 2020
 - 2. Matthew Santos, Literacy Coach, Franklin Elementary School and Lincoln-Hubbard Elementary School, unpaid leave effective February 24, 2020 through April 3, 2020

- I. Approval of the Contract of Employment between the Summit Board of Education and June Chang for the position of Superintendent of Schools for the period July 1, 2019 through June 30, 2024. The Contract of Employment received the prior approval of the Executive County Superintendent for Union County (contract on file)

- J. Approval to pay the following staff for the Parent Literacy Night Program, Franklin Elementary School, 8 hours each, at the curriculum rate of \$48/hour, (paid through SEF Grant S19123):
 - 1. Loreli Stochaj
 - 2. Cathy Alberico
 - 3. Caitlin Crimmins
 - 4. Matt Santos
 - 5. Brittany Schwartz

- K. Approval of Matthew Ferry to coach Flag Football, Brayton Elementary School, 7.5 hours at the curriculum rate of \$48/hour, (paid through the Brayton Elementary School PTO)

- L. Approval to pay Anne Terkovich and Matt Defonzo for providing homework help during the Franklin Elementary School PTO Musical practice, up to 23 hours each, at the curriculum rate of \$48/hour, effective December 3, 2019 through February 5, 2020 (paid through the FES PTO)

- M. Approval of the following staff for their roles in assisting with the 2019-2020 Drama

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

Season, Lawton C. Johnson Summit Middle School, (paid through the LCJSMS Student Activities Account)

That's the Spirit - Fall Play

- | | |
|---|---------|
| 1. Benjamin Carapezza - Sound Crew | \$ 600 |
| 2. Alicia Downey - Costume Coordinator | \$1,200 |
| 3. Elizabeth Guella - Publicity Crew | \$ 500 |
| 4. Jaimie Woodruff - Production Assistant | \$1,000 |

Little Women - Spring Musical

- | | |
|---|---------|
| 1. Benjamin Carapezza - Sound Crew | \$ 600 |
| 2. Alicia Downey - Costume Coordinator | \$1,200 |
| 3. Elizabeth Guella - Publicity Crew | \$ 500 |
| 4. Jaimie Woodruff - Production Assistant | \$1,000 |
| 5. Amy Wysoczynski - Choreographer | \$1,500 |

- N. Approval of Lynnette Diaz as the Latino Literacy Instructor, Lawton C. Johnson Summit Middle School and Summit High School, at the curriculum rate of \$48/hour, up to 27 hours, effective January 17, 2020 through February 28, 2020, (funded through the Gottesman Fund)
- O. Approval to pay the following teachers for Family Math Night, Jefferson Primary Center, at the curriculum rate of \$48/hour, up to 5 hours each:
1. Megan Calkins
 2. Jennifer Schedlbauer
 3. Victoria Jordan (substitute)
- P. Approval to extend Tamara Amos, as Long-Term ESL Teacher Substitute, Lincoln-Hubbard Elementary School, up to 60 days, \$225/day, effective December 5, 2019
- Q. Approval to appoint David Jimerson as a Volunteer Winter Track Coach, effective December 10, 2019

Motion by _____, seconded by _____
CB MC DMc DM JW PW VP

XII. Policies

First Reading

**SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019**

Motion by _____, seconded by _____
CB MC DMc DM JW PW VP

XIII. Finance

Upon the recommendation of the Business Administrator to the Superintendent:

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

1. Regular Bills	Fund 10	\$ 714,547.64
2. Special Revenue	Fund 20	\$ 112,962.22
3. Capital Projects	Fund 30	\$ 5,000.00
4. Enterprise Fund	Fund 60	\$ 975.00
Sub Total All Funds		\$ 833,484.86
5. Food Service	Fund 61	\$ 136,735.93
Total All Bills		\$ 970,220.79

B. Approval of the monthly payroll for November 2019 - \$5,030,346.08

C. Approval of budget adjustments and line item transfers for October 2019

D. Approval of Secretary and Treasurer's Report for October 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 October 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).

Motion by _____, seconded by _____
CB MC DMc DM JW PW VP

XIV. Closed Session

SUMMIT BOARD OF EDUCATION MEETING AGENDA
DECEMBER 12, 2019

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 taken as a result of this session.

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

Roll Call

CB MC DMc DM JW PW VP

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

Roll Call

CB MC DMc DM JW PW VP

XV. Adjourn

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

Roll Call

CB MC DMc DM JW PW VP

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



Board of Education Meeting Date: 12-Dec-19

NOTES:

1. All reimbursable expenses listed below are in compliance with NJOMB Circular letter 06-02 or OMB Circular A-87 unless noted otherwise.
2. 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
S. Shire	1	Mahwah, NJ	1		1/28/2020	29.40						149.00	Building Engaging iSteam Experiences, Challenges, and Practices
M. Goodwin	1	New Providence, NJ	1	IDEA	1/7/2020	2.10						115.00	Mental Health Issues Facing 21st Century Learners
M. Goodwin	1	New Providence, NJ	1	IDEA	2/4/2020	2.10						115.00	Managing Anxiety in the School Setting: Center for CBT
J. Cordero	2	Atlantic City, NJ	2		1/30/20 - 1/31/20	85.40		9.50	1	97.00	99.00	475.00	NJASA Techspo 2020
J. Frackoviak	2	Atlantic City, NJ	2		1/30/20 - 1/31/20	86.10		9.50	1	97.00	99.00	475.00	NJASA Techspo 2020
D. Gallo	2	Atlantic City, NJ	2		1/30/20 - 1/31/20	86.10		9.50	1	97.00	99.00	475.00	NJASA Techspo 2020
T. Lopez	2	Atlantic City, NJ	2		1/30/20 - 1/31/20	88.20		9.50	1	97.00	99.00	475.00	NJASA Techspo 2020
D. Orr	2	Atlantic City, NJ	2		1/30/20 - 1/31/20	86.10		9.50	1	97.00	99.00	475.00	NJASA Techspo 2020
L. Pepe	2	Atlantic City, NJ	2		1/30/20 - 1/31/20	88.20		9.50	1	97.00	99.00	475.00	NJASA Techspo 2020
E. Aaron	2	Durham, NC	3		2/5/20 - 2/7/20	216.00						1,475.00	The Headmaster Association Annual Meeting
J. Arturi	1	New Brunswick, NJ	1		12/11/2019	20.30						165.00	Struggles with Fractions (3-6)
E. Sato	2	Atlantic City, NJ	3		2/20/20 - 2/22/20							170.00	NJMEA State Conference
L. Muldoon	2	Iselin, NJ	1		3/27/2020							185.00	2020 FLENJ Annual Conference
M. Sarracino	2	Iselin, NJ	1		3/27/2020							185.00	2020 FLENJ Annual Conference
D. Healy	2	Atlantic City, NJ	4		3/17/20 - 3/20/20	84.00			3	279.00	231.00	375.00	DAANJ Annual Conference
P. Southard	1	Brick Township, NJ	1		12/17/2019	60.79						149.00	Creating and Sustaining the Wonder of Learning in Early Childhood Classrooms
L. Sachs	1	Paramus, NJ	1	IDEA	2/21/2020	25.90						60.00	Introduction to AAC
A. Herber	2	Atlantic City, NJ	2		2/27/20 - 2/28/20	78.40	10.00	7.50	1	109.80		325.00	34th Annual ASAP-NJ Conference
B. Stuart	2	Baltimore, MD	5		1/15/20 - 1/19/20							520.00	2020 United Soccer Coaches Convention
D. Field	1	Atlantic City, NJ	2		12/5/19 - 12/6/19	66.50						109.00	37th Annual Track & Field and Cross Country Clinic
K. Zaleski	2	Uncasville, CT	2		1/9/20 - 1/10/20	108.50						165.00	World Baseball Coaches' Convention
K. Sirkin	2	Uncasville, CT	2		1/9/20 - 1/10/20							165.00	World Baseball Coaches' Convention
D. Orr	2	Miami, FL	5		1/13/20 - 1/17/20	234.98			4	614.24	297.00	263.50	Future of Education Technology Conference

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

SUMMIT PUBLIC SCHOOLS
SYNOPSIS OF AUDIT
FOR THE YEAR ENDED
JUNE 30, 2019

**SUMMIT PUBLIC SCHOOLS
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2019**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
ASSETS				
Cash and Cash Equivalents	\$ 8,252,792		\$ 1,331,947	\$ 9,584,739
Receivables, Net				
Intergovernmental		\$ 444,789		444,789
Other	37,638	241,721		279,359
Due from Other Funds	<u>242,437</u>	<u>-</u>	<u>-</u>	<u>242,437</u>
 Total Assets	 <u>\$ 8,532,867</u>	 <u>\$ 686,510</u>	 <u>\$ 1,331,947</u>	 <u>\$ 10,551,324</u>
 LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts Payable and Other Liabilities	\$ 1,145,635	\$ 163,011	\$ 406,518	\$ 1,715,164
Accrued Liability for Insurance Claims	856,535			856,535
Payable to Governments		119,383		119,383
Due to Other Funds		135,044	107,393	242,437
Unearned Revenue	<u>7,537</u>	<u>269,072</u>	<u>-</u>	<u>276,609</u>
 Total Liabilities	 <u>2,009,707</u>	 <u>686,510</u>	 <u>513,911</u>	 <u>3,210,128</u>
 Fund Balances:				
Restricted:				
Excess Surplus, Designated for Subsequent Year's Expenditures	1,339,434			1,339,434
Excess Surplus	2,746,791			2,746,791
Capital Reserve	207,085			207,085
Capital Reserve, Designated for Subsequent Year's Expenditures	257,953			257,953
Emergency Reserve	20,151			20,151
Maintenance Reserve	400,000			400,000
Capital Projects			818,036	818,036
Assigned:				
Year End Encumbrances	244,039			244,039
Designated for Subsequent Year's Expenditures	383,177			383,177
Unassigned:				
General Fund	<u>924,530</u>	<u>-</u>	<u>-</u>	<u>924,530</u>
 Total Fund Balances	 <u>6,523,160</u>	 <u>-</u>	 <u>818,036</u>	 <u>7,341,196</u>
 Total Liabilities and Fund Balances	 <u>\$ 8,532,867</u>	 <u>\$ 686,510</u>	 <u>\$ 1,331,947</u>	 <u>\$ 10,551,324</u>

SUMMIT PUBLIC SCHOOLS
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES
GOVERNMENTAL FUNDS
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
REVENUES				
Local Sources:				
Local Tax Levy	\$ 64,005,589			\$ 64,005,589
Tuition	921,335			921,335
Miscellaneous	466,673	\$ 674,669	-	1,141,342
Total - Local Sources	<u>65,393,597</u>	<u>674,669</u>	<u>-</u>	<u>66,068,266</u>
State Sources	14,293,096	260,103		14,553,199
Federal Sources	71,393	1,364,669	-	1,436,062
Total Revenues	<u>79,758,086</u>	<u>2,299,441</u>	<u>-</u>	<u>82,057,527</u>
EXPENDITURES				
Current:				
Regular Instruction	35,496,292	430,546		35,926,838
Special Education Instruction	12,545,315	476,453		13,021,768
Other Instruction	2,101,760	421,187		2,522,947
School Sponsored Activities and Athletics	2,061,443			2,061,443
Support Services				
Student & Instruction Related Services	6,745,327	727,563		7,472,890
Health Services	1,458,678			1,458,678
Educational Media/School Library	1,625,692			1,625,692
General Administrative Services	1,677,690			1,677,690
School Administrative Services	4,363,607			4,363,607
Plant Operations and Maintenance	6,759,941			6,759,941
Pupil Transportation	1,050,493			1,050,493
Central Services	1,597,688			1,597,688
Debt Service				
Principal	59,796			59,796
Interest and Other Charges	48,503			48,503
Capital Outlay	1,450,144	243,692	\$ 1,276,440	2,970,276
Total Expenditures	<u>79,042,369</u>	<u>2,299,441</u>	<u>1,276,440</u>	<u>82,618,250</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>715,717</u>	<u>-</u>	<u>(1,276,440)</u>	<u>(560,723)</u>
OTHER FINANCING SOURCES/(USES)				
Capital Leases	659,093			659,093
Transfer In	107,393		1,279,679	1,387,072
Transfer Out	(1,279,679)	-	(107,393)	(1,387,072)
Total Other Financing Sources and Uses	<u>(513,193)</u>	<u>-</u>	<u>1,172,286</u>	<u>659,093</u>
Net Change in Fund Balances	202,524	-	(104,154)	98,370
Fund Balance , Beginning of Year	6,320,636	-	922,190	7,242,826
Fund Balance , End of Year	<u>\$ 6,523,160</u>	<u>\$ -</u>	<u>\$ 818,036</u>	<u>\$ 7,341,196</u>

SUMMIT PUBLIC SCHOOLS
RECOMMENDATIONS

I. **Administration Practices and Procedures**

There are none.

II. **Financial Planning, Accounting and Reporting**

There are none.

III. **School Purchasing Program**

There are none.

IV. **Food Service Fund**

There are none.

V. **Flash Program**

There are none.

VI. **Student Body Activities**

It is recommended that the District review and enhance their internal control procedures for the student activity accounts.

VII. **Application for State School Aid**

There are none.

VIII. **Pupil Transportation**

There are none.

IX. **Facilities and Capital Assets**

It is recommended that the District review their process to capture all capital additions to ensure that at year end the capital asset records are properly updated to reflect all capital assets acquired throughout the year and items that are not capital assets are properly classified as supplies.

Miscellaneous

There are none.

XI. **Status of Prior Year Audit Findings/Recommendations**

In accordance with government auditing standards, our procedures included a review of the prior year recommendations; corrective action has not been taken on the prior year recommendations related to the Student Activity Fund.

CORRECTIVE ACTION PLAN

2018-2019

NAME OF SCHOOL Summit City School District COUNTY Union


TYPE OF AUDIT Comprehensive Annual Financial Report FY 2019

DATE OF BOARD MEETING December 12, 2019

CONTACT PERSON Mr. Louis J. Pepe, RSBA

TELEPHONE NUMBER (908) 273-3025

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
2019-1 Student Activity Funds	A district wide secretary training will be conducted to review control procedures along with a reminder of proper transactional procedures for student activities.	Staff Accountant will ensure compliance and perform internal audits of all student activity accounts on a quarterly basis.	Mr. Emilio Torres, CPA Ms. Kathy L. Sarno, CPA Building Principals Principal's Secretaries	1-Jan-20
2019-2 Facilities and Capital Assets	Ensure capital asset records are properly updated to reflect all capital assets acquired throughout the year.	Assistant BA will review existing reports in System to ensure Fixed Assets match audit.	Ms. Kathy L. Sarno, CPA	1-May-20



 CHIEF SCHOOL ADMINISTRATOR
 c: County Superintendent

11/5/19

 DATE



 BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

11/5/19

 DATE