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, April 19, 2018 – 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 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 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

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mr. Richard Hanley, President</td>
<td></td>
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<tr>
<td>Ms. Debra McCann, Vice President</td>
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<td>Mr. Chris Bonner</td>
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<td>Mr. David Dietze</td>
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<td>Ms. Donna Miller</td>
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<td>Ms. Vanessa Primack</td>
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<tr>
<td>Ms. Peggy Wong</td>
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</tbody>
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Others Present:
Mr. June Chang, Superintendent of Schools
Dr. Jane Kachmar-Desonne, Dir. of SES
Ms. Jennifer McCann, Director of Education

May Reorganization/Regular Meeting
Thursday, May 10, 2018 - 7:00 PM
Summit H.S. Library/Media Center

June Meeting
Thursday, June 14, 2018 - 7:00 PM
Summit H.S. Library/Media Center

www.summit.k12.nj.us
IV. Presentations and Discussions
   A. Focus Areas

V. President’s Announcements (7:10 – 7:20)

VI. Superintendent’s Report (7:20 – 7:30)
   A. Approval to affirm the Superintendent’s decision following receipt of reports of Harassment, Intimidation and Bullying:
      1/26/18-79
   B. Approval to review the following reports of Harassment, Intimidation and Bullying:
      2/23/18-80
      2/23/18-81
      2/23/18-82
      3/6/18-84
      3/12/18-85
      3/13/18-86
      3/19/18-87
      3/26/18-88
      3/28/18-89
   C. Suspensions
      Summit High School
      | Date       | State ID#    | Days Suspended |
      |------------|--------------|----------------|
      | 3/01/2018  | 8378491244  | 1              |
      | 3/01/2018  | 2836298907  | 1              |
      | 3/01/2018  | 2254519261  | 4              |
      | 3/02/2018  | 7302764167  | 1              |
      | 3/16/2018  | 7889337670  | 1              |
      | 3/16/2018  | 2647744596  | .5             |
      | 3/19/2018  | 4841433198  | 9.5            |
      Lawton C. Johnson Summit Middle School
      | Date       | State ID#    | Days Suspended |
      |------------|--------------|----------------|
      | 3/12/2018  | 2947419720  | 1              |
      | 3/14/2018  | 8461589514  | 2              |

Motion by ____________, seconded by ____________

CB    DD    DMc   DM    VP    PW    RH

VII. Committee Reports (7:30 – 8:00)
SUMMIT BOARD OF EDUCATION MEETING AGENDA
APRIL 19, 2018

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

VIII. Public Discussion (8:00 – 8:20)

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

REMAINDER OF MEETING (8:20 – 8:50)

IX. Approval of Board Minutes

A. Approval of the minutes of the following meetings:

1. March 12, 2018 - Special Budget Meeting
2. March 15, 2018 - Regular & Executive
3. April 9, 2018 - Special Budget Meeting

Motion by ____________, seconded by ____________

CB    DD    DMc    DM    VP    PW    RH

X. School Board Operation

A. Approval of travel for staff members (as per attached)

B. Approval of the following Gottesman Family Foundation Parenting Institute expenditures:

1. Summit Board of Education reimbursement for Middle School Coffee set-up on 2/23/18 in the amount of $75.00
2. Summit Board of Education reimbursement for Latino Family Literacy Project 10/09/17 webinar registration for Lynette Diaz in the amount of $200.00
3. Summit Board of Education reimbursement for Pomptonian charges for Latino Literacy Celebration at the Summit Middle School on 03/16/18 totaling $187.50
4. Lunch reimbursement to Patricia Fontan for The College of New Jersey trip with 31 participants in the amount of $231.11
5. Summit Board of Education reimbursement of LFLP Child Care Monitor stipend for Megan Calkins, November 2017, in the amount of $60
6. The Connection charges for parent ESL classes for Winter/Spring 2018 (11 students at $42 per session) totaling $462.00

C. Approval of the following out-of-state field trips:
1. May 2, 2018 for 40 fifth grade students and 9 chaperones from Jefferson Elementary School to attend a performance of *School of Rock* at the Winter Garden Theatre, New York City. With a focus on: NJSLA.R7 to integrate and evaluate content presented in diverse media and formats

D. Approval for the following transportation arrangements with Sussex County Regional Transportation Cooperative (SCRTC) for the 2017-2018 School Year:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>School</th>
<th>Route</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>#2878002926</td>
<td>Calais School</td>
<td>E-089</td>
<td>Limo of BP</td>
</tr>
<tr>
<td>#2337983956</td>
<td>Washington Elementary</td>
<td>E-1011</td>
<td>F&amp;S Transport</td>
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<td>F&amp;S Transport</td>
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<tr>
<td>#5923009441</td>
<td>Washington Elementary</td>
<td>E-1011</td>
<td>F&amp;S Transport</td>
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</table>

Approval for the transportation contract with Sussex County Regional Transportation Cooperative (SCRTC) for the 2017-2018 School Year in accordance and subject to the CPI increase of .30% as listed below:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Route #</th>
<th>Aide Per Diem Rate</th>
<th>Per Diem Cost</th>
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</thead>
<tbody>
<tr>
<td>Limo of BP</td>
<td>E-089</td>
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<td>$75.75</td>
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<tr>
<td>F&amp;S Transport</td>
<td>E-1011</td>
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<td>$229.00</td>
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E. Approval of recognition of Project Graduation as an approved event sponsored by the Board of Education

F. Approval of Quote #135286 dated 9/22/17 from Game Time, % MRC, P.O. Box 106, Spring Lake, NJ 07762 for playground equipment for Brayton School in the amount of $7,402.96 as per state contract #16-FLEET-00121
SUMMIT BOARD OF EDUCATION MEETING AGENDA
APRIL 19, 2018

NOTE: district to be reimbursed by Brayton School PTO

G. Approval of Agreement dated 9/22/17 from Whirl Construction, Inc., 187 Main Street, P.O. Box 110, Port Monmouth, NJ 07758 for unloading & installation of playground equipment at Brayton School in the amount of $3,200

NOTE: district to be reimbursed by Brayton School PTO

H. Approval of Tuition Contract with Holmstead School, 14 Hope Street, Ridgewood, NJ 07450 for student #6885671320 to attend for the remainder of the 2017-2018 school year at a cost of $53,303.40 (prorated)

I. Approval of Tuition Contracts with Morris-Union Jointure Commission, 340 Central Avenue, New Providence, NJ 07974 for students #1455330957 & #1982426200 to attend for the extended school year at a cost of $15,117.00 each

J. Approval of Tuition Contract with New Hope I.B.H.C., 80 Conover Road, Marlboro, NJ 07746 for student #5239287522 to attend beginning 1/26/18 for the remainder of the 2017-2018 school year at a cost of $11,550

K. Approval of the 2018-2019 School Calendar (see attached) (revised from the December 14, 2017 agenda)

L. Approval of Food Service Management Company addendum for school year 2018-2019, to contract dated January 16, 2014 between The Pomptonian, Inc., 3 Edison Place, Fairfield, NJ 07004-3511 and the Summit Board of Education, in accordance with the following:

Summit School District
Food Service 2018-2019
Management Fee and Guarantee Language

The FSMC shall receive, in addition to the costs of operation, an administrative / management fee of one hundred thirty-one thousand two hundred dollars ($135,040.00) to compensate the FSMC for administrative and management costs. This fee shall be billed in 10 monthly installments of ($13,504.00) per month as a cost of operation. The LEA guarantees the payment of such costs and fee to the FSMC.

A per meal administrative/management fee shall apply to vended meals receipts deposited in the LEA’s account. All vended meals receipts deposited into the LEA’s account shall be divided by $1.00 to arrive at a meal equivalent. The
administrative/management fee charged for vended meals will be $.10 per meal equivalent.

The FSMC guarantees the LEA a no cost of operation for the LEA for school year 2018-2019.

M. Approval of the 2018-2019 school year lunch price lists (as per attached)

N. Approval of quote dated April 10, 2018 from Centurion Printing, 352 Market Street, Kenilworth, NJ 07033 for printed materials for the 2018-2019 school year in the amount of $8,436.50

Additional quotes received:
Print Media, 232 Morris Ave., Springfield, NJ $ 9,830.00
Ridgewood Press, 609 Franklin Turnpike, Ridgewood, NJ $ 7,723.00

NOTE: approval based on price quoted and additional criteria to include service, quality and past performance

O. Approval of settlement agreement between Summit Board of Education and parents of student #4876504705 as per attorney recommendation

Motion by_____________, seconded by_____________

CB DD DMC DM VP PW RH

XI. Personnel

A. Approval to appoint the following new staff, pending criminal history review and ability to obtain appropriate NJ certification:
1. Rebecca Keen, Long-Term Substitute Inclusion Aide, Jefferson Elementary School, $189.40/day, effective April 16, 2018 (or sooner) through June 30, 2018
2. Rebecca Knott, Long-Term Substitute Science Teacher, Summit High School, $225/day, effective April 16, 2018 through April 27, 2018, with 2 transitional days at $100/day
3. Lauren Nelson, Long-Term Substitute ESL Teacher, Jefferson Elementary School, $100/day until her New Jersey Substitute Teaching Certificate is processed, then $225/day, effective March 26, 2018 through June 30, 2018
4. Bobby Josiah Blackmon, Inclusion Aide, Summit High School, Aide-Step-3, $34,850 (prorated), effective April 16, 2018

B. Approval to appoint the following substitute teachers, pending criminal history review and ability to obtain NJ substitute teacher credentials:
1. Ingrid Alt, $100/day, effective April 20, 2018
2. Rebecca Knott, $100/day, effective April 16, 2018
3. Barbara Vance, $100/day, effective April 20, 2018

C. Approval of the following Change of Assignment:
1. Helena Branco, from Special Education Teacher, Lawton C. Johnson Summit Middle School, to Leave Replacement Behaviorist, Jefferson Primary Center, Wilson Primary Center and Franklin Elementary School, effective March 26, 2018 through June 30, 2018
2. Amy Herber, from Student Assistance Counselor, Summit High School, to Acting Director of School Counseling, District, effective April 23, 2018 until the return of the staff member on leave. Ms. Herber will be paid her daily rate for days worked beyond the 184 contractual working days for teachers (paid by timesheet)
3. Kevin Sirkin, from Inclusion Aide, Summit High School, to Inclusion Aide, Lawton C. Johnson Summit Middle School, effective April 9, 2018
4. Michelle Cebula, from Assistant Principal, Lawton C. Johnson Summit Middle School, to Assistant Director of Curriculum and Instruction/Education, District, $120,000, effective June 21, 2018
5. Jessica Jacobs, from Inclusion Aide, Wilson Primary Center, to Inclusion Aide, Jefferson Primary Center, effective April 16, 2018
6. Janice Faenza, from Inclusion Aide, Jefferson Primary Center, to Inclusion Aide, Wilson Primary Center, effective April 16, 2018
7. Daniel Healy, from Teacher of Mathematics, Summit High School, to Director of Athletics, District, $120,000, effective July 1, 2018
8. Marissa Reynolds, from Playground Aide, Brayton Elementary School, to Instructional Aide, Brayton Elementary School, Aide-Step-1, $33,031 (prorated), effective April 25, 2018

D. Approval to appoint the following support staff, pending criminal history review:
1. Ronald Rodriguez, Night Custodian, Summit High School, Custodian Category-1-Step-5, $38,853 (prorated), effective April 16, 2018 (salary to remain Step-5 should contract be renewed for the 2018-2019 school year)

E. Approval of maternity/family leave for the following staff:
1. Suzanne Pilipski, Grade 5 Teacher, Washington Elementary School, unpaid leave, effective September 4, 2018 through December 4, 2018, and unpaid/daycare leave effective December 5, 2018 through December 21, 2018
2. Leanne Ivory, School Nurse, Brayton Elementary School, paid leave, effective June 1, 2018 through June 12, 2018, and unpaid leave, effective June 13, 2018 through June 22, 2018
3. Aimee Mallory, 3rd Grade Teacher, Franklin Elementary School, paid leave, effective January 16, 2018 through March 5, 2018, and unpaid leave effective March
SUMMIT BOARD OF EDUCATION MEETING AGENDA
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6, 2018 through June 12, 2018, (adjusted from the November 16, 2017 agenda)

4. Lorie Mason, Health and Physical Education Teacher, Lawton C. Johnson Summit Middle School, unpaid leave, effective September 4, 2018 through November 2, 2018

F. Approval to accept the resignation for the purpose of retirement of the following staff:
   1. Lisa Schmidt, Health and Physical Education Teacher, Lawton C. Johnson Summit Middle School, effective July 1, 2018
   2. Ron Wells, Theatre Arts Teacher, Lawton C. Johnson Summit Middle School, effective July 1, 2018
   3. Dory Marcus, Technology Teacher, Brayton Elementary School, effective July 1, 2018

G. Approval to adjust salary for Vincent Turturiello, Head Tennis Coach to $9,593 Step-3-returning for the 2017-2018 school year (adjusted from the February 15, 2018 agenda)

H. Approval of reappointment and salaries for non-representative staff members for 2018-2019 (list attached)

I. Approval of Employment Contract between Summit Board of Education and Louis J. Pepe, RSBA, Assistant Superintendent for Business/Board Secretary, for the 2018-2019 school year as properly reviewed and approved by the Union County Executive Superintendent of Schools in accordance with P.L.2007 C-53 at a compensation rate of $204,975

J. Approval of Employment Contract between Summit Board of Education and Matthew Block, Director of Human Resources, for the 2018-2019 school year at a compensation rate of $170,145

K. Approval of Employment Contract between Summit Board of Education and Kathy Sarno, Assistant Business Administrator, for the 2018-2019 school year at a compensation rate of $106,745

L. Approval of Employment Contract between Summit Board of Education and Angelo Palumbo, Director of Facilities, for the 2018-2019 school year at a compensation rate of $117,100

M. Approval of Employment Contract between Summit Board of Education and Jennifer McCann, Director of Curriculum & Instruction/Education, for the 2018-2019 school year at a compensation rate of $156,372

N. Approval of Employment Contract between Summit Board of Education and Michael Martino, Supervisor of Maintenance, for the 2018-2019 school year at a compensation rate of $81,591
SUMMIT BOARD OF EDUCATION MEETING AGENDA
APRIL 19, 2018

O. Approval of Lara Drewes, Long-Term Leave Replacement Counselor, Summit High School, $225/day, effective April 6, 2018 through June 30, 2018, with two overlap days on April 2 and 3, 2018 at $100/day (adjusted from the March 15, 2018 agenda)

P. Approval to accept the resignation of the following staff:
1. Bryan S. Osborne, Maintenance, Jefferson Elementary School, effective March 26, 2018
2. Brian Weinfeld, Mathematics Teacher, Summit High School, effective June 30, 2018
3. Devin Glinsky, Inclusion Aide, Brayton Elementary School, effective April 24, 2018

Q. Approval to pay Bryan Osborne for 6 unused vacation days at $183.02/day for a total of $1,098.12

R. Approval to appoint Megan Hartley and Beth Thomas, as the “Create Your Own Graphic Novel” advisors, Lawton C. Johnson Summit Middle School, at the curriculum rate of $48/hour, up to 8 hours each, totaling $768 (funded by SEF grant)

S. Approval to appoint Debbie Yendrick and Samantha Fano, as facilitators of Family Literacy Night, Lincoln-Hubbard Elementary School, at the curriculum rate of $48/hour, up to 8 hours each, totaling $768 (funded by SEF grant)

T. Approval of FLASH Teachers for summer 2018 at the curriculum rate of $48/hour (list attached)

U. Approval of four revised Lawton C. Johnson Summit Middle School secretarial job descriptions (see attached)

V. Approval to abolish the Library Clerk, ten-month job description, Lawton C. Johnson Summit Middle School (see attached)

W. Approval of the Library Clerk/Secretary, (part-time elementary school libraries) job description (see attached)

X. Approval to abolish the Office Secretary/Receptionist, ten-month job description, Lawton C. Johnson Summit Middle School (see attached)

Y. Approval for Harvey Cohen to serve as a Consultant for the Summit Athletics Program for up to 20 days at $500/day, effective July 1, 2018

Z. Approval to appoint the following staff for AP Exam Proctoring, at the rate of $19/hour (paid via timesheet), for the 2017-2018 school year:
1. Paul Sears
2. Sarah Wagner
SUMMIT BOARD OF EDUCATION MEETING AGENDA
APRIL 19, 2018

3. Gordon Sauer
4. Richard O’Neill

Motion by ______________, seconded by ______________

CB  DD  DMC  DM  VP  PW  RH

XII. Policies

Second Reading
P5111  Eligibility of Resident/Nonresident Students (Revised)
P8454  Management of Pediculosis (Revised)

Motion by ______________, seconded by ______________

CB  DD  DMC  DM  VP  PW  RH

XIII. Finance

Upon the recommendation of the Business Administrator to the Superintendent:

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

   1. Regular Bills     Fund 10     $1,086,784.69
   2. Special Revenue   Fund 20     $  185,521.23
   3. Capital Projects  Fund 30     $     - 0 -
   4. Enterprise Fund   Fund 60     $     - 0 -
       Sub Total All Funds                   $1,272,305.92
   5. Food Service     Fund 61     $  188,061.82
       Total All Bills                       $1,460,367.74

B. Approval of the monthly payroll for March 2018 - $4,661,195.17

C. Approval of budget adjustments and line item transfers for February 2018

D. Approval of Secretary and Treasurer’s Report for February 2018

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 2018 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
SUMMIT BOARD OF EDUCATION MEETING AGENDA
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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 DD DMc DM VP PW RH

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.

1. Personnel - Superintendent
2. Legal

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

Roll Call
CB DD DMc DM VP PW RH

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

Roll Call
CB DD DMc DM VP PW RH

XV. Adjourn

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

Roll Call
CB DD DMc DM VP PW RH
Summit Board of Education Approval of Travel and Related Expense Reimbursement Form

Board of Education Meeting Date: 18-Apr-18

NOTES:
1. All reimbursable expenses listed below are in compliance with NJOMR Circular letter 06-02 or OMBA Circular A-87 unless noted otherwise.
2. Any "Other Expenses" listed under reimbursable Expenses below will be explained under "Explanation".

Types of Travel
- Staff Training & Seminar
- Conference/Conferences
- Regular District Business
- Retreat

<table>
<thead>
<tr>
<th>Staff</th>
<th>Type of Travel</th>
<th>Location of Travel</th>
<th>Occurrences</th>
<th>Grant Funded</th>
<th>Date(s) of Travel</th>
<th>Travel / Mileage</th>
<th>Parking</th>
<th>Tolls</th>
<th>Lodging Nights</th>
<th>Lodging Costs</th>
<th>Meal Exp.</th>
<th>Other Exp.</th>
<th>Conference</th>
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<td>IDEA</td>
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<td>2/28/18 - 3/2/18</td>
<td>19.53</td>
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<td>325.00</td>
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<td></td>
<td>3/28/18 - 3/31/18</td>
<td>500.96</td>
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<td>500.96</td>
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<tr>
<td>Hoff</td>
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<td>Princeton, NJ</td>
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<td>2/28/18 - 3/2/18</td>
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<td>4</td>
<td></td>
<td>6/5/18 - 6/8/18</td>
<td>75.84</td>
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<td>2/28/18 - 3/2/18</td>
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<td></td>
<td></td>
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<td>TC Pre-K Reading &amp; Writing Institute 2018</td>
</tr>
<tr>
<td>Barker</td>
<td>Staff Training</td>
<td>South Plainfield, NJ</td>
<td>4</td>
<td></td>
<td>7/20/18 - 7/22/18</td>
<td>224.00</td>
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<td>390.00</td>
<td>The Landmark Forum</td>
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<tr>
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<td>South Plainfield, NJ</td>
<td>4</td>
<td></td>
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<td>224.00</td>
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<td>Cebula</td>
<td>Staff Training</td>
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<td>598.00</td>
<td>NJASA/NJPSA Spring Leadership Conference 2018</td>
</tr>
</tbody>
</table>

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

Prepared by: Kathy Same
Assistant Business Administrator

4/17/2018 1:24 PM
The school calendar typically reflects 184 days for staff and 180 days for students. * Please note that the teacher work year shall be 184 days except when the last day for students is on a Friday, in which case the teacher work year shall be 183 days; this is reflected in the 2018-2019 calendar, which has an additional 5 snow days built in. Schools will close for students at the end of the 180th actual day of school. If no snow days are used, school will end for students and staff on 6/14/19. In case of a 6th snow day, it will be added to the end of the year; the last day for students will be 6/24/19 and the last day for staff will be 6/25/19. Days used beyond that will be taken from April Recess, beginning with 4/15/19.

Staff attendance will be mandatory if we need to use any days during our Spring Recess. With this advance notice, it is suggested that any plans made can be altered without financial impact.
SUMMIT SCHOOL DISTRICT

ELEMENTARY SCHOOL

2018-2019

Student Lunch ........................................................... $2.90
Featured Favorite/Village Fresh Lunch ......................... 3.50
Reduced Price Lunch .................................................. 4.00
Adult Student Lunch .................................................. 3.80
Adult Featured Favorite/Village Fresh Lunch ................ 4.25

Second Slice of Pizza with Complete Lunch .................. 2.25

SNACKS:
Cheese Stick .............................................................. 0.50
Baked Snacks/Chips, small ....................................... 1.00
Fresh Fruit ............................................................... 0.75
Ice Cream ............................................................... 1.25-1.50
Linden's Chippers ....................................................... 1.25

BEVERAGES:
Bottled Milk ............................................................. 0.80
Juice, 4 oz ................................................................. 0.80
Bottled Water, 10 oz ................................................ 0.85
Bottled Water, 16.9 oz ............................................. 1.00

"This institution is an equal opportunity provider."
SUMMIT SCHOOL DISTRICT
JEFFERSON ELEMENTARY SCHOOL
2018-2019

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Lunch</td>
<td>$2.90</td>
</tr>
<tr>
<td>Reduced Price Lunch</td>
<td>$2.40</td>
</tr>
<tr>
<td>Featured Favorite/Village Fresh Lunch</td>
<td>$3.50</td>
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<tr>
<td>Adult Student Lunch</td>
<td>$3.80</td>
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<tr>
<td>Adult Featured Favorite/Village Fresh Lunch</td>
<td>$4.25</td>
</tr>
<tr>
<td>Student Breakfast</td>
<td>$1.50</td>
</tr>
<tr>
<td>Reduced Price Breakfast</td>
<td>$0.30</td>
</tr>
<tr>
<td>Adult Breakfast</td>
<td>$2.00</td>
</tr>
<tr>
<td>Second Slice of Pizza w/ complete lunch</td>
<td>$2.25</td>
</tr>
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</table>

**SNACKS:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese Stick</td>
<td>$0.50</td>
</tr>
<tr>
<td>Baked Snacks/Chips, small</td>
<td>$1.00</td>
</tr>
<tr>
<td>Fresh Fruit</td>
<td>$0.75</td>
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<tr>
<td>Ice Cream</td>
<td>$1.25-1.50</td>
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<tr>
<td>Linden’s Chipper’s</td>
<td>$1.25</td>
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**BEVERAGES:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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<tbody>
<tr>
<td>Bottled Milk</td>
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<tr>
<td>Juice, 4 oz</td>
<td>$0.80</td>
</tr>
<tr>
<td>Bottled Water, 10 oz</td>
<td>$0.85</td>
</tr>
<tr>
<td>Bottled Water, 16.9 oz</td>
<td>$1.00</td>
</tr>
</tbody>
</table>

"This institution is an equal opportunity provider."
SUMMIT SCHOOL DISTRICT
MIDDLE SCHOOL
2018-2019

Student Lunch ...................................................... $2.95
Featured Favorite/Village Fresh Lunch .......... 3.50
Reduced Price Lunch ............................................ .40
Faculty Lunch ....................................................... 3.80
Faculty Featured Favorite/Village Fresh Lunch .... 4.25
Student Breakfast ............................................... $2.00
Premium Select Breakfast ................................. 2.50
Reduced Price Breakfast ..................................... .30
Faculty Premium Breakfast ................................. 3.00

EXTRA SLICE OF PIZZA W/ PURCHASE
OF COMPLETE LUNCH ........................................ $2.00

LUNCH ENTREE:
All Lunch Entrée & Bread ................................. 2.95
Yogurt Parfait Lunch .......................................... 3.50

DELI CENTRAL:
Boar’s Head Deli Lunch
(includes fruit, vegetable & milk) ............... 3.50
Uncrustables Peanut Butter & Jam ................... 2.50

FRESH FARMSTAND:
Featured Favorite/Village Fresh Salad Lunch
(includes bread, fruit & milk) ......................... 3.50

SIDES:
French Fries ....................................................... 1.60
Side of Vegetable ................................................. .75
Fresh Fruit/Fruit Cup .......................................... .75

SOUP:
Cup, 8 oz .......................................................... 2.00
12 oz. ............................................................ 3.00

BREADS & ROLLS:
Bagel w/ Butter .................................................. $1.75
Bagel w/ Cream Cheese ................................. 1.95
Extra Cream Cheese ......................................... .75

SNACK SHACK:
Freshly Baked Cookie ....................................... .65
Baked Snacks/Chips, Large ......................... 1.10-1.50
Welch’s Fruit Snack ............................................ 1.25
Homemade Muffin, Large .............................. 1.75
Snack Bar ......................................................... 1.25
Hot Pretzel ......................................................... 1.35
Ice Cream ......................................................... 1.00-2.50
Fresh Fruit, 10 oz. ............................................ 2.50

BEVERAGES:
Bottled Milk, 8 oz ............................................ .80
Juice, 4 oz ......................................................... .80
10 oz ........................................................... 1.60
Juice Snapple ..................................................... 1.25
Bottled Water, 16.9 oz ................................. 1.00
Capri Sun 100% Juice ....................................... 1.00
Switch ........................................................... 1.75

"This Institution is an equal opportunity provider."
### SUMMIT SCHOOL DISTRICT

#### HIGH SCHOOL

**2018-2019**

<table>
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<tr>
<th>Meal Type</th>
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<tr>
<td>Featured Favorite/Village Fresh Student Lunch</td>
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<tr>
<td>Reduced Price Lunch</td>
<td>$0.40</td>
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<tr>
<td>Faculty Lunch</td>
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<tr>
<td>Faculty Featured Favorite/Village Fresh Lunch</td>
<td>$4.25</td>
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<tr>
<td>Student Breakfast</td>
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<tr>
<td>Premium Student Breakfast</td>
<td>$2.50</td>
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<tr>
<td>Reduced Price Breakfast</td>
<td>$0.30</td>
</tr>
<tr>
<td>Faculty Breakfast</td>
<td>$2.50</td>
</tr>
<tr>
<td>Faculty Premium Breakfast</td>
<td>$3.00</td>
</tr>
</tbody>
</table>

Extra Slice of Pizza w/ purchase of Complete Lunch: $2.25

### LUNCH ENTREE:

- Entrée & Bread (a la Carte): $3.00
- Yogurt Parfait Lunch: $3.75

### DELI CENTRAL:

- Boar's Head Deli Lunch (includes fruit, vegetable & milk): $3.75
- Extra Bacon (2 slices): $0.75
- Extra portion Meat: $1.50
- Uncrustables Peanut Butter & Jelly: $2.50

### FRESH FARMSTAND:

- Featured Favorite/Village Fresh Salad Lunch (Pre-made includes bread or crackers & milk): $3.75
- Salad Bar, a la carte, per ounce: $0.43

### INDUCTION STATION:

- Made-to-Order Lunch Selection (includes Assorted Pasta, Omelet, Cheesesteak, etc.) w/ meat or cheese, fruit, vegetable & milk: $3.75

### HOMEMADE SOUP:

- Cup, 8 oz: $2.00
- 12 oz: $3.00
- 16 oz: $3.50

### BREADS & ROLLS:

- Bagel w/ Butter: $1.75
- w/ Cream Cheese: $1.95
- Extra Cream Cheese: $0.75
- Breakfast Sandwich: $2.50

### SIDES:

- French Fries: $1.60
- Fresh Fruit: $0.75
- Side Veggie: $0.75
- Side of Macaroni Salad: $1.50

### SNACK SHACK:

- Freshly Baked Cookie: $0.65
- Baked Snacks/Chips: $1.10-$1.50
- Welch's Fruit Snack: $1.25
- Large Homemade Muffin: $1.75
- Snack Bars: $1.25
- Ice Cream: $1.00-$2.50
- Fresh Fruit Cup, 10 oz: $2.50

### BEVERAGES:

- Bottled Milk, 8 oz: $0.80
- Juice, 4 oz: $0.80
- 10 oz: $1.60
- Bottled Water, 16.9 oz: $1.00
- Canned Beverages (non-carbonated or carbonated): $1.25
- Tea/Coffee, 10 oz: $1.50
- Hot Chocolate/Cappuccino: $1.60
- Naked Juice: $3.50
- Gatorade, 12 oz: $1.60
- Snapple Juice: $1.25
- Capri Sun 100% Juice: $1.00
- Iced Coffee, 16 oz: $1.75

*"This institution is an equal opportunity provider."*
<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Title</th>
<th>Salary 2018-2019</th>
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<tbody>
<tr>
<td>Executive Assistant/Comm Officer</td>
<td>Mia Bivaletz</td>
<td>Confidential Lead Secretary</td>
<td>$88,295</td>
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<tr>
<td>Confidential Secretaries</td>
<td>Tara Risoli</td>
<td>Payroll Coordinator</td>
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<td>Brenda Nobile</td>
<td>Confidential Lead Secretary</td>
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<td>Jeannine Dotten</td>
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<td>Kathleen Murphy</td>
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<tr>
<td>Technology</td>
<td>James Frackoviak</td>
<td>District Mgr. of Information Tech.</td>
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<td>Mary O'Connor</td>
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<td>Ronald Cooper</td>
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<td>Alan Sipes</td>
<td>Coordinator of Student Information</td>
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<td></td>
<td>JP Bareford</td>
<td>Lead Technician</td>
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<td>Charles Licataese</td>
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<td>Security Officers</td>
<td>Gregory Hobson</td>
<td>HS Safety Officer</td>
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<td>Peter Ilaria</td>
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<td>James Froisland</td>
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<td>Luis Andrade</td>
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<td>Other Non-Contracted Salaries</td>
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<td>Marge Gerba</td>
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## FLASH TEACHERS 2018

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<tr>
<th>LAST</th>
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<th>COURSE</th>
<th>HOURS</th>
<th>Rate</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>Bass</td>
<td>Jaimie</td>
<td>I</td>
<td>Backstage Pass/Let's Put on a Musical</td>
<td>98</td>
<td>$48.00</td>
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<tr>
<td>Bass</td>
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<td>I</td>
<td>STEM Week</td>
<td>6</td>
<td>$48.00</td>
<td>$288.00</td>
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<tr>
<td>Bruss</td>
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<td>Woodworking</td>
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<tr>
<td>Daniel</td>
<td>Noreen</td>
<td>I</td>
<td>Super Science</td>
<td>98</td>
<td>$48.00</td>
<td>$4,704.00</td>
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<tr>
<td>Dooley</td>
<td>Ann</td>
<td>O</td>
<td>Woodworking</td>
<td>98</td>
<td>$48.00</td>
<td>$4,704.00</td>
</tr>
<tr>
<td>Ferry</td>
<td>Matt</td>
<td>I</td>
<td>Super Science</td>
<td>98</td>
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<td>$4,704.00</td>
</tr>
<tr>
<td>Fluharty</td>
<td>Jeff</td>
<td>I</td>
<td>Lego Movie Mania/Game Master</td>
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<tr>
<td>Kelly</td>
<td>Alexandra</td>
<td>I</td>
<td>FLASH Jr. Lit Creations</td>
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<tr>
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<td>I</td>
<td>STEM Week</td>
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<td>$288.00</td>
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<tr>
<td>Kerzner</td>
<td>Lori</td>
<td>I</td>
<td>Imagine That/Imaginiers</td>
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<tr>
<td>King</td>
<td>Daniel</td>
<td>I</td>
<td>Chorus/Keyboarding</td>
<td>98</td>
<td>$48.00</td>
<td>$4,704.00</td>
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<tr>
<td>Kreitz</td>
<td>Kelsie</td>
<td>O</td>
<td>Band</td>
<td>98</td>
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<td>$4,704.00</td>
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<tr>
<td>Langborgh</td>
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<td>I</td>
<td>Sewing/Crocheting</td>
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<tr>
<td>Mallory</td>
<td>Aimee</td>
<td>I</td>
<td>Beading/Scrapbooking</td>
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<tr>
<td>Martin</td>
<td>Theresa</td>
<td>I</td>
<td>Hip Hop/Zumba</td>
<td>98</td>
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<td>$4,704.00</td>
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<tr>
<td>Mason</td>
<td>Lorie</td>
<td>I</td>
<td>UFC/Cooperative Games</td>
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</tr>
<tr>
<td>McGowan</td>
<td>Brian</td>
<td>O</td>
<td>Orchestra</td>
<td>98</td>
<td>$48.00</td>
<td>$4,704.00</td>
</tr>
<tr>
<td>Murphy</td>
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<td>I</td>
<td>Robotics</td>
<td>98</td>
<td>$48.00</td>
<td>$4,704.00</td>
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<tr>
<td>Nimeth</td>
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<td>FLASH Jr. Art</td>
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<tr>
<td>Pellegrino</td>
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<td>O</td>
<td>Stage Band/Band</td>
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<tr>
<td>Plagge</td>
<td>Brian</td>
<td>O</td>
<td>Band</td>
<td>98</td>
<td>$48.00</td>
<td>$4,704.00</td>
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<tr>
<td>Poole</td>
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<tr>
<td>Poyner</td>
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<td>I</td>
<td>Acting/Let's Put on a Musical</td>
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<td>$48.00</td>
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<tr>
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<td>I</td>
<td>Backstage Pass/Let's Put on a Musical</td>
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<td>$48.00</td>
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<tr>
<td>Rondeal</td>
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<td>$4,704.00</td>
</tr>
<tr>
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<td>I</td>
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<tr>
<td>Schauer</td>
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<td>I</td>
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<td>$48.00</td>
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<td>I</td>
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</tr>
<tr>
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<td>Imagine That/Imaginiers</td>
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<td>$4,704.00</td>
</tr>
<tr>
<td>Vierschilling</td>
<td>Barbara</td>
<td>I</td>
<td>Orchestra</td>
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<td>$48.00</td>
<td>$4,704.00</td>
</tr>
<tr>
<td>Watson</td>
<td>Christine</td>
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<td>$4,704.00</td>
</tr>
<tr>
<td>Wright</td>
<td>Kelly</td>
<td>I</td>
<td>Art I/Art II</td>
<td>98</td>
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<td>$4,704.00</td>
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<td><strong>TOTAL:</strong></td>
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<td>§162,580.56</td>
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</table>

## FLASH SPORTS ACADEMY TEACHERS 2018

<table>
<thead>
<tr>
<th>LAST</th>
<th>FIRST</th>
<th>COURSE</th>
<th>HOURS</th>
<th>Rate</th>
<th>Total</th>
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<tbody>
<tr>
<td>Schwarzbek</td>
<td>Jen</td>
<td>Sports Academy Field Hockey</td>
<td>25</td>
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<td>$1,200.00</td>
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<tr>
<td>Burr</td>
<td>Laura</td>
<td>Sports Academy Volleyball</td>
<td>25</td>
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<td>Fenska</td>
<td>Bruce</td>
<td>Sports Academy Basketball</td>
<td>25</td>
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<tr>
<td>Ferrante</td>
<td>Anthony</td>
<td>Sports Academy Soccer &amp; Badminton</td>
<td>25</td>
<td>$48.00</td>
<td>$1,200.00</td>
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<tr>
<td>Name</td>
<td>Sport</td>
<td>Class</td>
<td>Rate($)</td>
<td>Total($)</td>
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<tr>
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<tr>
<td>Lachman</td>
<td>Sports Academy Basketball</td>
<td>25</td>
<td>48.00</td>
<td>1,200.00</td>
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<tr>
<td>Rossi</td>
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<tr>
<td>Mason</td>
<td>Sports Academy Basketball &amp; Badminton</td>
<td>25</td>
<td>48.00</td>
<td>1,200.00</td>
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**TOTAL:** $170,980.56
Summit Public Schools  
Summit, New Jersey  

Job Description

Job Title:  
Middle School Guidance Secretary  
Twelve-month position

Job Classification:  \( V \)  
Work Hours:  7 hours/day 7:30 a.m. – 3:30 p.m.

Reports To:  Principal

Primary Function(s):

1. Serves as the secretary for the counseling staff.

General Responsibilities:

1. Serves as the primary secretary for all office-related needs and clerical tasks in this department.

2. Mails out IEP Goals to parents each marking period and maintains special education files.

3. Takes messages, makes appointments for students/parents or CST members to meet with the counselors.

4. Registers new students.

5. Maintains accurate enrollment data, including all transfers in or out of the district.

6. Maintains complete student record folders including the sending and receiving of all data on students who are either transferring into or out of the district.

7. Monitors access to all student record folders by other professional staff.

8. Enters all data related to the course selection process for all grade level students each spring.

9. Works with the principal and central office staff on student residency issues.

10. Processes student schedule changes and correspondence generated by the counseling staff.

11. Produces annual advisory handbooks for each grade level.
12. Produces all materials for fifth grade orientation programming.

13. Performs a variety of duties at different times during the school year under the direction of the school counselors, office manager or principal.

14. Provides assistance of child study team or special education department as needed.

15. Manages all transition activities. Set dates and times for elementary and middle school visits.

16. Works with assistant principal over curriculum and instruction to create and distribute the program of studies.

Skills Needed:

1. Organizational skills, independent judgment, tact, diplomacy, and discretion.
2. Strong secretarial and clerical skills.
3. A general understanding of computers and office programs including Word, Excel, First Class, and Power School.
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
Summit Public Schools
Summit, New Jersey

Job Description

Job Title:

Middle School Office Manager/Secretary to the Principal
Twelve-month position

Job Classification: VII

Work Hours: 7 hours/day 8:00 a.m. – 4:00 p.m.

Reports To: Principal

Primary Function(s):

1. Supervises all aspects of the general office.

General Responsibilities:

1. Cooperates with the principal in the efficient operation of the school.

2. Takes messages, make appointments, types, edits, and proofs all correspondence, types and/or edits, proofs and distributes agendas, minutes, and memos pertaining to principal’s meetings and related committee memberships; screens telephone calls.

3. Assists in preparation of the annual budget, including coordinating development of bids and bid specifications (printing, supplies).

4. Oversees the preparation of local, county, or state reports.

5. Maintains all building calendars and schedules for building use during the day.

6. Maintains free and reduced lunch lists, district insurance file, and processes insurance claims.

7. Oversees the day-to-day functions including supply distribution and inventory maintenance receipt of deliveries and their distribution, and monitors the status of purchase orders.

8. Oversees maintenance and security of all files.

9. Coordinates production and distribution of all building documents including all handbooks, grading reports, and general mailings.

10. Records staff attendance in Systems 3000 and monitors daily staff attendance records.
11. Maintains a database for parking stickers.

12. Assists with bank deposits.

13. Monitors the maintenance needs for all office equipment.

14. Coordinates all PTO mailings.

15. Coordinates interviews and schedules for new hires.

16. Organizes material for opening and closing of school.

17. Prepares layout, edits, and types school newsletter.

18. Serves as coordinator of school website updates and makes additions and changes as needed.

19. Organizes and manages the distribution and collection of staff keys.

20. Distributes daily incoming mail.

21. Works with the district computer technician to produce awards and promotion certificates.

22. Compiles teacher observations and evaluations.

23. Assures PIPs, signed evaluations, observations are returned and appropriately filed.

24. Coordinates all activities related to 8th grade graduation.

25. Performs a variety of duties at different times during the year as needed by the principal.

Skills Needed:

1. Strong secretarial and clerical skills.
2. Organizational skills, independent judgment, tact, diplomacy, and discretion.
3. A general understanding of computers and office programs including Word, Excel, First Class, Quick Books Pro, Systems 3000 and Power School.
4. Be trustworthy with confidential matters, materials, and student records.
5. Maintain 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
Summit Public Schools  
Summit, New Jersey  

Job Description

Job Title:
Middle School Office Secretary  
Twelve-month position

Job Classification: V  
Work Hours: 7 hours/day 7:30 a.m. – 3:30 p.m.

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
Summit Public Schools
Summit, New Jersey

Job Description

Job Title:
Middle School Secretary to the Assistant Principal
Twelve-month position

Job Classification: V

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

Reports To: Assistant Principal and Principal

Primary Function(s):
1. Serves as Secretary to the Assistant Principal.

General Responsibilities:
1. Takes messages, makes appointments, types, edits, and proofs all correspondence, types and/or edits, proofs and distributes agendas, minutes, and memos pertaining to assistant principal’s meetings and related committee memberships; screen telephone calls, produce attendance letters, and other responsibilities as needed by the assistant principal.

2. Reviews daily attendance of students and ensures accurate record keeping of student attendance.

3. Makes phone calls to parents regarding daily attendance issues.

4. Produces and distribute schedules for administration of standardized tests and coordinate the distribution and collection of all test materials.

5. Schedules and coordinates all activities and maintains all records related to the successful completion of field trips and assembly programs.

6. Works with the school nurse to maintain accurate lists of students eligible to participate in sports programs.

7. Assists in the production and distribution of schedules for the administration of standardized tests and distribution and collection of all test materials.

8. Serve as the primary secretary for the production of all student reports related to grading, including progress reports, reports cards, and end-of-year documents.
9. Assist the Office Manager in both the closing and opening of school with all of the tasks related to these two time periods.

10. Produce, distribute, and post the daily announcements on the internet.

11. Construct the chaperone duty assignments for the year.

12. Serve as a back-up for the receptionist and the attendance clerk.

13. Perform a variety of duties at different times during the school year under the direction of the office manager, assistant principal, or principal.

Skills Needed:

1. Organizational skills, independent judgment, tact, diplomacy, and discretion.
2. Strong secretarial and clerical skills.
3. A general understanding of computers and office programs including Word, Excel, First Class, and Power School.
5. Maintain 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
Summit Public Schools
Summit, New Jersey

Job Description

Job Title:
Library Clerk
Ten-month position

Job Classification: III  Work Hours: 7 hours/day

Reports To: Middle School Principal

Primary Function(s):
1. Performs secretarial duties for school librarian
2. Assists in the library computer room as needed
3. Assumes additional responsibilities when assigned by the principal or his/her designee

Job Responsibilities:

Periodicals:

Newspapers:
1. Check in daily and file
2. File older issues
3. Dispose of oldest back issues monthly

Magazines:
1. Check in daily and file older issue
2. Once a year, in June, dispose of oldest year, rotate the collection, mark boxes
3. Keep a file of labels with expiration date so they are current and renewals are correct
4. Circulate back issues and make copies upon request
5. Count circulation
Circulation:
1. Check in materials returned
2. Fill out fine clips
3. Shelve materials returned daily
4. Count circulation and change daters daily
5. Record circulation statistics monthly

New Materials:
1. Process new materials prepared by librarian
2. Arrange and file above the rod in both catalogs

Typing/Computer/Word Processing:
1. Type requisitions prepared by the librarian
2. Type library notices
3. Prepare statistical report annually
4. Prepare and distribute over-due notices
5. Prepare computer-generated catalog cards
6. Correspondence
7. Yearly updating of AV index
8. Items for morning announcements
9. Type or update bibliographies prepared by librarian
10. Record collection on computer disc

Bookkeeping:
1. Type a record of library account

AV Materials:
1. Simple repair of equipment
2. Arrange for circulation of equipment
3. Send for repair equipment which needs it
4. Get software requested from AV room
5. Check in required AV software and replace or send for repair materials which are in need

Skills Needed:
1. General clerical skills
2. Knowledge of office machines
3. Organizational skills, independent judgment
4. Tact, diplomacy, and discretion
Training:

1. On the job
2. Secretarial training and/or experience

Office of Human Resources
Approved by the Board of Education: December 17, 1987
Abolished and Approved by the Board of Education: April 19, 2018
Summit Public Schools  
Summit, New Jersey  

Job Description  

JOB TITLE:  
Library Clerk/Secretary (Part-time elementary school libraries)  

JOB CLASSIFICATION: III  

WORK HOURS: 20 hours per week  

REPORTS TO: School Librarian and Building Principal  

PRIMARY FUNCTION(S):  
1. Performs secretarial and clerical duties for school librarians; helps ensure smooth operation of the school library.  

JOB RESPONSIBILITIES:  
1. Processes new library books and magazines; pockets, cards, security, etc.  
2. Prepares monthly new-book list, purchase orders for books, equipment, supplies  
3. Checks incoming orders  
4. Maintains records of magazines: currently received, discontinued, discarded  
5. Picks up and delivers mail to offices, answers telephone  
6. Assists librarian with special projects, training of library aides and volunteers, checking in/out books  
7. Copies and distributes material for faculty  
8. Repairs worn/damaged books  
9. Prepares monthly time-sheets for aides, overdue-material listings  
10. Maintains vertical file, lost-book records
QUALIFICATIONS:

1. Experience working in a library setting
2. Excellent organizational skills
3. Excellent written and verbal communication skills
4. Experience working with elementary age students preferred
5. Knowledge of media center technology
6. Can work effectively independently

LENGTH OF WORK YEAR: 10 months

Office of Human Resources
Approved by the Board of Education: April 19, 2018
Summit Public Schools
Summit, New Jersey

Job Description

Job Title:
Middle School Office Secretary/Receptionist
Ten-month position

Job Classification: IV  Work Hours: 7 hours/day

Reports To: Principal and Assistant Principal

Primary Function(s):
1. Serves as the primary contact for anyone entering the middle school/office.

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.
5. Prepares substitute evaluation forms for teachers.
6. Serves as the attendance secretary in the afternoon.
7. Assists in adding or making changes to the demographic information in Power School.
8. Maintains a database for parking stickers.
9. Prepares and maintains locker assignments for all students.
10. Assists with bank deposits.
11. Assists in the production and distribution of schedules for the administration of standardized tests and distribution and collection of all test materials.

12. Serves as a back-up for the guidance secretary and the attendance clerk.

Office of Human Resources  
Approved by Board of Education: September 20, 2007  
Abolished: April 19, 2018