

**SUMMIT BOARD OF EDUCATION**

*MISSION STATEMENT*

*The Summit Board of Education operates with the commitment to excellence and the expectation that each student will strive to excel beyond the NJ Core Curriculum Standards, which set forth a minimum level of achievement for all students at all grade levels. The Summit Public Schools, in partnership with the community, will support and sustain an excellent system of learning that engages all students in compelling work; educates them to their highest intellectual, creative, and individual potential; promotes pride in diversity; and results in responsible and productive citizens of the highest integrity and quality.*

**WORKSHOP MEETING AGENDA  
Thursday, December 8, 2016 – 7:00 PM  
Wilson School Board Meeting Room**

- I. Call to Order and Flag Salute**
  
- II. Open Public Meetings Act, Chapter 231, P.L. 1975 Announcement  
Board Secretary**

In accordance with the requirements of the Open Public Meetings Act, I wish to announce that:

“The New Jersey Open Public Meeting Law was enacted to insure the right of the public to have advance notice of and to attend the meeting of bodies at which any business affecting their interests is discussed or acted upon. Notices announcing the date, time and place for this Workshop Meeting were sent to all concerned individuals, associations and sent to Union County Local Source in accordance with Chapter 231, P.L. 1975.”

**III. Roll Call**

<b>Board Members</b>	<b>Present</b>	<b>Absent</b>
Mr. David Dietze, President		
Mr. Chris Bonner		
Ms. Debbie Chang		
Mr. Emile George		
Mr. Richard Hanley		
Ms. Debra McCann		
Ms. Vanessa Primack		

Others Present:

Mr. June Chang, Superintendent of Schools  
Dr. Jane Kachmar-Desonne, Dir. of SES  
Ms. Jennifer Ambrose, Dir. of Elementary Education

Mr. Louis J. Pepe, RSBA, Asst. Superintendent/BS  
Mr. Matthew Block, Dir. of Human Resources  
Ms. Donna D’Acunto, Dir. of Secondary Education

**December Meeting**

**Regular Meeting - Thursday, December 15 - 7:00 PM  
Summit High School Library/Media Center**

[www.summit.k12.nj.us](http://www.summit.k12.nj.us)

**AGENDA FOR WORKSHOP MEETING  
DECEMBER 8, 2016**

**IV. Presentations and Discussions (7:10 - 7:50)**

- A. Summit Educational Foundation - Fall 2016 Grants - Amy D'Andrea (**Action 12/8/16**)

Approval to accept the Summit Educational Foundation Fall 2016 Grants in the amount of \$ \_\_\_\_\_

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
                   CB                  DC                  EG                  RH                  DM                  VP                  DD

- B. Presentation of 2015-2016 Audit - Paul Lerch - Lerch, Vinci & Higgins (12/8/16)

**V. President's Announcements (7:50 – 8:00)**

**VI. Superintendent's Report (8:00 – 8:10)**

- A. Approval to affirm the Superintendent's decision following receipt of reports of Harassment, Intimidation and Bullying:

10/18/16-5  
10/19/16-6

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

10/20/16-7  
11/28/16-8  
11/29/16-9

- C. Suspensions

Summit High School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
11/9/16	5239287522	10
11/21/16	5868902142	4
11/21/16	1984870510	4
11/21/16	7270060353	4
11/21/16	8449674320	4
11/21/16	2901359368	4
11/22/16	2991029231	2
11/28/16	6758393022	10
11/30/16	3775604398	4

Lawton C. Johnson Summit Middle School

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
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DECEMBER 8, 2016**

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11/1/16	3391009804	1
11/23/16	5493541048	1 (in-school)
11/30/16	7887092923	2.5

Wilson Primary Center

<u>Date</u>	<u>State ID#</u>	<u>Days Suspended</u>
11/28/16	2283811802	4

**VII. Committee Reports (8:10 – 8:40)**

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

**VIII. Public Discussion (8:40 – 9:10)**

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

**REMAINDER OF MEETING (9:10 – 9:30)**

**IX. Approval of Board Minutes**

- A. Approval of the minutes of the following meetings:
  - 1. Workshop Meeting                      November 3, 2016
  - 2. Executive Session                      November 3, 2016
  - 3. Executive Session (Hearing)        November 3, 2016
  - 4. Regular Meeting                      November 17, 2016
  - 5. Executive Session                      November 17, 2016

**X. School Board Operation**

- A. Approval of travel for staff members (information forthcoming)
- B. Approval to accept 2015-2016 Audit - Comprehensive Annual Financial Report (attached) (**Action 12/8/16**)

**AGENDA FOR WORKSHOP MEETING  
DECEMBER 8, 2016**

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- C. Approval to accept 2015-2016 Audit – Comprehensive Annual Financial Report – Corrective Action Plan (attached) **(Action 12/8/16)**
- D. Approval of Energy Supply Procurement Agreement dated November 23, 2016 with EnerNOC, Inc., One Marina Park Drive, Suite 400, Boston, MA 02210 for the purpose of providing energy service auction as per the agreement **(Action 12/8/16)**
- E. Approval of design services agreement with Sun Works, \_\_\_\_\_ in the amount of \$ \_\_\_\_\_ for the greenhouse initiative project at LCJSMS **(Action 12/8/16)**
- F. Approval to appoint David Dietze, Board President, and Rick Hanley, Operations Committee Chair, to the Board of School Estimate in accordance with NJSA 18A:22-1
- G. Approval of resolution “Submission of Comprehensive Maintenance Plan” (attached)
- H. Approval of the Uniform State Memorandum of Agreement Between Education and Law Enforcement Officials for the 2016-2017 school year
- I. Approval of agreement between Summit Board of Education and R. Christopher Stucky, M.D., Child & Adult Psychiatrist, 744 Mountain Boulevard, Watchung, NJ 07069 to provide psychiatric evaluations, on an as-needed basis, for the 2016-2017 school year at a cost of \$400 per evaluation
- J. Approval to accept a \$750 stipend from The Brain Injury Alliance of New Jersey for Summit High School’s selection as a 2016-2017 U Got Brains Champion School
- K. Approval of Preschool tuition for the 2017-2018 school year in the amount of \$3,875 to include the reduced rate of \$1,162.50 and free rate of \$387.50 in accordance with the National School Free/Reduced Lunch Program
- L. Approval of donation in the amount of \$7,354.00 from Summit Boys Soccer to fund the 2016 soccer grant position

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
CB            DC            EG            RH            DM            VP            DD

**XI. Personnel**

- A. Approval to appoint the following support staff, pending criminal history review:
  - 1. Rachel Collins, Inclusion Aide, Jefferson Primary Center, Aide-Step 2, \$33,015 (prorated), effective December 12, 2016

**AGENDA FOR WORKSHOP MEETING  
DECEMBER 8, 2016**

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2. Tanya Batorsky, Inclusion Aide, Washington Elementary School, Aide-Step 1, \$32,131 (prorated), effective December 5, 2016
  
- B. Approval to appoint the following substitute teachers, pending criminal history review and ability to obtain NJ substitute teacher credentials:
  1. Courtney Czapelski, \$80/day, effective December 16, 2016
  2. Sunita Viswanath, \$100/day, effective December 16, 2016
  
- C. Approval of the following Change of Assignments:
  1. Janice Faenza, from Inclusion Aide, Wilson Primary Center, to (.5) Long-Term Substitute PSD Teacher, Wilson Primary Center, \$112.50/day, plus Lunch Aide \$38/hour (paid via timesheet), effective November 28, 2016
  2. Kevin Clark, from Long-Term Substitute Aide, Brayton Elementary School, to Long-Term Substitute Aide, Wilson Primary Center, \$184/day, effective December 12, 2016
  
- D. Approval to appoint Brian Chinni, as a Consultant on Secondary Education, \$550 per diem, up to 18 days, effective December 16, 2016
  
- E. Approval of the revised job description for Assistant Business Administrator, as per attached
  
- F. Approval to accept the resignation of the following staff:
  1. Dawn Whitehurst-Jackson, Inclusion Aide, effective November 18, 2016
  2. Ashley Azurmendi, Inclusion Aide, effective December 2, 2016
  3. Nicholas Grimshaw, Assistant Principal, effective January 17, 2017
  4. Carly Johnson, Assistant Principal, effective January 30, 2017
  5. Gary Pascal, Special Education Teacher, effective January 16, 2017, or earlier should a replacement be found
  
- G. Approval to accept the retirement of the following staff:
  1. Roseann Ohl, Summit High School Secretary, effective January 1, 2017
  
- H. Approval to appoint Daniel Garcia as the Assistant FLASH Coordinator, for the 2016-2017 school year, at a stipend amount of \$6,000 (50% paid in July and 50% paid in August)
  
- I. Approval to appoint John Piepoli as Stage Band Director, Lawton C. Johnson Summit Middle School, for the 2016-2017 school year, at a stipend Step 1A amount of \$4,236 (prorated 60%)
  
- J. Approval to appoint Jeff Mills, as a Volunteer Hockey Coach, for the 2016-2017 school year, effective December 12, 2016

**AGENDA FOR WORKSHOP MEETING  
DECEMBER 8, 2016**

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- K. Approval of maternity/family leave for the following staff:
1. Donna D'Acunto, Director of Secondary Education, BOE Office, unpaid leave, effective January 4, 2017 through February 13, 2017
  2. Lara Donohue, Grade 4 Teacher, Washington Elementary School, paid leave, effective March 27, 2017 through May 12, 2017 and unpaid leave, effective May 15, 2017 through June 23, 2017
  3. Colleen Cregg, Special Education Teacher, Summit High School, paid leave, effective April 17, 2017 through May 16, 2017 and unpaid leave, effective May 17, 2017 through June 23, 2017
  4. Gina Mahon, Grade 4 Teacher, Washington Elementary School, paid leave, effective February 27, 2017 through April 28, 2017 and unpaid leave, effective May 1, 2017 through October 3, 2017
  5. Megan McCue, Grade 1 Teacher, Franklin Elementary School, paid leave, effective February 27, 2017 through April 20, 2017 and unpaid leave, effective April 21, 2017 through June 23, 2017

**XII. Policies**

Second Reading

- P 1310 Employment of School Business Administrator/Board Secretary (Revised)
- P 3124 Employment Contract (Revised)
- P 3126 District Mentoring Program (Revised)
- P 3141 Resignation (Revised)
- P 3144 Certification of Tenure Charges (Revised)
- P 3159 Teaching Staff Member/School District Reporting Responsibilities (Revised)
- P 3231 Outside Employment as Athletic Coach (Revised)
- P 4159 Support Staff Member/School District Reporting Responsibilities (Revised)
- P 5305 Health Services Personnel (Revised)
- P 5514 Student Use of Vehicles on School Grounds (Revised)
- P 5516 Use of Electronic Communication and Recording Devices (Revised)
- P 7481 Unmanned Aircraft Systems (UAS also known as Drones) (New)
- P 8454 Management of Pediculosis (New)
- P 9541 Student Teachers/Interns (Revised)

First Reading (Action 12/8/16)

- P 2415. Title I – Educational Stability for Children in Foster Care

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_  
CB            DC            EG            RH            DM            VP            DD

**AGENDA FOR WORKSHOP MEETING  
DECEMBER 8, 2016**

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**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	\$
2. Special Revenue	Fund 20	\$
3. Capital Projects	Fund 30	\$
4. Enterprise Fund	Fund 60	\$
Sub Total All Funds		\$
5. Food Service	Fund 61	\$
Total All Bills		\$

B. Approval of the monthly payroll for November 2016 - \$4,759,237.83

C. Approval of budget adjustments and line item transfers for October 2016

D. Approval of Secretary and Treasurer's report for October 2016

E. Monthly Budgetary Line Item Status Certification:

Resolved, that the Board Secretary for the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10 (c) 3, as of October 2016 that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of NJAC 6A:23A-16.10(a); and

Further Be It Resolved, that the Summit Board of Education certifies that pursuant to NJAC 6A:23A-16.10(c) 4 that after review of the board secretary's and treasurer's monthly financial reports and the advice of district officials, we have no reason to doubt that no major account or fund has been over-expended in violation of NJAC 6A:23A-16.10 (b).

**XIV. Closed Session**

The Summit Board of Education may hold an Executive Session to discuss appropriate matters. Closed session minutes will be reviewed periodically to determine the appropriateness of their release. There may or may not be action as a result of this session.

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

**AGENDA FOR WORKSHOP MEETING  
DECEMBER 8, 2016**

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Roll Call

CB            DC            EG            RH            DM            VP            DD

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

Roll Call

CB            DC            EG            RH            DM            VP            DD

**XV. Adjourn**

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

Roll Call

CB            DC            EG            RH            DM            VP            DD



**SUMMIT PUBLIC SCHOOLS**  
**SYNOPSIS OF AUDIT**  
**FOR THE YEAR ENDED**  
**JUNE 30, 2016**

**SUMMIT PUBLIC SCHOOLS  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JUNE 30, 2016**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
<b>ASSETS</b>				
Cash and Cash Equivalents	\$ 7,651,324			\$ 7,651,324
Receivables, Net				
Intergovernmental	134,997	\$ 586,559	\$ 3,967,987	4,689,543
Other	374,297	167,584		541,881
Due from Other Funds	<u>241,425</u>	<u>-</u>	<u>-</u>	<u>241,425</u>
 Total Assets	 <u>\$ 8,402,043</u>	 <u>\$ 754,143</u>	 <u>\$ 3,967,987</u>	 <u>\$ 13,124,173</u>
 <b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts Payable and Other Liabilities	\$ 662,428	\$ 117,486	\$ 81,893	\$ 861,807
Accrued Liability for Insurance Claims	1,536,675			1,536,675
Payable to Local Government			1,689,615	1,689,615
Payable to State Government		148,291		148,291
Due to Other Funds		9,798	221,171	230,969
Unearned Revenue	<u>49,913</u>	<u>478,568</u>	<u>1,361,648</u>	<u>1,890,129</u>
 Total Liabilities	 <u>2,249,016</u>	 <u>754,143</u>	 <u>3,354,327</u>	 <u>6,357,486</u>
 Fund Balances:				
Restricted:				
Excess Surplus, Designated for Subsequent Year's Expenditures	853,248			853,248
Excess Surplus	1,279,068			1,279,068
Capital Reserve	1,063,718			1,063,718
Capital Reserve, Designated for Subsequent Year's Expenditures	729,220			729,220
Emergency Reserve	400,000			400,000
Maintenance Reserve	250,000			250,000
Maintenance Reserve, Designated for Subsequent Year's Expenditures	150,000			150,000
Capital Projects			613,660	613,660
Assigned:				
Year End Encumbrances	291,962			291,962
Designated for Subsequent Year's Expenditures	178,414			178,414
Unassigned:				
General Fund	<u>957,397</u>	<u>-</u>	<u>-</u>	<u>957,397</u>
 Total Fund Balances	 <u>6,153,027</u>	 <u>-</u>	 <u>613,660</u>	 <u>6,766,687</u>
 Total Liabilities and Fund Balances	 <u>\$ 8,402,043</u>	 <u>\$ 754,143</u>	 <u>\$ 3,967,987</u>	 <u>\$ 13,124,173</u>

**SUMMIT PUBLIC SCHOOLS**  
**STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCES**  
**GOVERNMENTAL FUNDS**  
**FOR THE FISCAL YEAR ENDED JUNE 30, 2016**

	<u>General Fund</u>	<u>Special Revenue Fund</u>	<u>Capital Projects Fund</u>	<u>Total Governmental Funds</u>
<b>REVENUES</b>				
Local Sources:				
Local Tax Levy	\$ 61,764,695			\$ 61,764,695
Tuition	1,149,840			1,149,840
Miscellaneous	405,305	\$ 675,261	\$ 3,290,148	4,370,714
Total - Local Sources	<u>63,319,840</u>	<u>675,261</u>	<u>3,290,148</u>	<u>67,285,249</u>
State Sources	9,768,390	214,948	-	9,983,338
Federal Sources	48,245	1,515,749	-	1,563,994
Total Revenues	<u>73,136,475</u>	<u>2,405,958</u>	<u>3,290,148</u>	<u>78,832,581</u>
<b>EXPENDITURES</b>				
Current:				
Regular Instruction	33,170,065	422,653		33,592,718
Special Education Instruction	10,951,626	463,750		11,415,376
Other Instruction	1,789,260	484,351		2,273,611
School Sponsored Activities and Athletics	1,939,180			1,939,180
Support Services				
Student & Instruction Related Services	5,734,676	857,522		6,592,198
Health Services	1,168,831			1,168,831
Educational Media/School Library	1,567,866			1,567,866
General Administrative Services	1,649,239			1,649,239
School Administrative Services	4,226,491			4,226,491
Plant Operations and Maintenance	6,686,176			6,686,176
Pupil Transportation	782,285			782,285
Central Services	1,532,450			1,532,450
Debt Service				
Interest and Other Charges	35,021			35,021
Capital Outlay	1,317,720	177,682	3,556,374	5,051,776
Total Expenditures	<u>72,550,886</u>	<u>2,405,958</u>	<u>3,556,374</u>	<u>78,513,218</u>
Excess (Deficiency) of Revenues Over (Under) Expenditures	<u>585,589</u>	<u>-</u>	<u>(266,226)</u>	<u>319,363</u>
<b>OTHER FINANCING SOURCES (USES)</b>				
Transfer In			90,507	90,507
Transfer Out	(90,507)	-	-	(90,507)
Total Other Financing Sources and (Uses)	<u>(90,507)</u>	<u>-</u>	<u>90,507</u>	<u>-</u>
Net Change in Fund Balances	495,082	-	(175,719)	319,363
Fund Balance , Beginning of Year	5,657,945	-	789,379	6,447,324
Fund Balance, End of Year	<u>\$ 6,153,027</u>	<u>\$ -</u>	<u>\$ 613,660</u>	<u>\$ 6,766,687</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:

- All deposits be made timely after time of collection .
- Items purchased on behalf of the Student Activity Funds be shipped directly to the respective school.
- All checks be made payable to a payee.

VII. **Application for State School Aid**

There are none.

VIII. **Pupil Transportation**

There are none.

IX. **Facilities and Capital Assets**

There are none.

X. **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; there were no prior year recommendations.

**CORRECTIVE ACTION PLAN**

2015-2016

NAME OF SCHOOL Summit City School District COUNTY Union

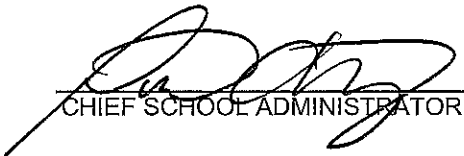
TYPE OF AUDIT Comprehensive Annual Financial Report FY 2016

DATE OF BOARD MEETING November 17, 2016

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
2016-1 Student Activity Funds	All items purchased on behalf of the student activity fund must be shipped directly to the respective school; all deposits will be made more timely after points of collection; and All checks be made payable to a payee.	Assistant Business Administrator will ensure all corrective action is completed and perform internal audits of all student activity accounts on an annual basis.	Mr. Louis J. Pepe, RSBA Ms. Donna Schnieder, Asst. BA Building Principals Principal's Secretary Elementaries Principal's Secretary Middle School Principal's Designee High School	1-Jan-17

  
\_\_\_\_\_  
CHIEF SCHOOL ADMINISTRATOR

11/2/16  
\_\_\_\_\_  
DATE

  
\_\_\_\_\_  
BOARD SECRETARY/SCHOOL BUSINESS ADMINISTRATOR

11/2/16  
\_\_\_\_\_  
DATE

c: County Superintendent