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, November 12, 2015 – 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

<table>
<thead>
<tr>
<th>Board Members</th>
<th>Present</th>
<th>Absent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ms. Katherine Kalin, President</td>
<td></td>
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<tr>
<td>Ms. Debbie Chang</td>
<td></td>
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<tr>
<td>Ms. Celia Colbert</td>
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<tr>
<td>Mr. David Dietze</td>
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<td>Mr. James Freeman</td>
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<tr>
<td>Mr. Richard Hanley</td>
<td></td>
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<tr>
<td>Ms. Debra McCann</td>
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</tr>
</tbody>
</table>

Others Present:
Mr. June Chang, Superintendent
Mr. Louis J. Pepe, Assistant Superintendent for Business/Board Secretary

Dr. Julie Glazer, Assistant Superintendent
Dr. Jane Kachmar-Desonne, Dir. of Special Services
Mr. Matthew Block, Dir. of Human Resources

November Meeting
Regular Meeting – November 19 – 7:00 PM
Summit High School Library/Media Center

December Meetings
Workshop Meeting – December 10 – 7:00 PM
Wilson School Board Meeting Room

www.summit.k12.nj.us
IV. Presentations and Discussions
   A. Summit High School Assessment Report and Traffic and Parking Discussion (11/19/15)
      1. Facilities Assessment and Traffic and Parking Presentation
      2. Community Q and A
   B. Ranking Video - Paul Sears (11/19/15)

V. President’s Announcements (7:10 – 7:15)

VI. Superintendent’s Report (7:15 – 7:25)
   A. Approval to affirm the Superintendent’s decision following receipt of reports of Harassment, Intimidation and Bullying:
      10/22/15-1
      10/22/15-2
   B. Approval to review the following reports of Harassment, Intimidation and Bullying:
      10/22/15-3
      11/19/15-4
      11/19/15-5

VII. Committee Reports (7:25 – 8:10)
   A. Education Committee
   B. Operations Committee
   C. Policy Committee
   D. Communications Committee
   E. Negotiations Committee
   F. Liaison Reports

VIII. Public Discussion (8:10 – 8:40)
   A. Questions/Comments on Items on the Agenda
   B. Questions/Comments on Items not on the Agenda

REMAINDER OF MEETING (8:40 – 9:40)
AGENDA FOR WORKSHOP MEETING
NOVEMBER 12, 2015

IX. Approval of Board Minutes

A. Approval of the minutes of the following meetings:

1. Workshop Meeting October 15, 2015
2. Executive Session October 15, 2015
3. Regular Meeting October 22, 2015

X. School Board Operation

A. Approval of travel for staff members (as per attached) (action 11/12/15)

B. Approval of the NJQSAC (NJ Quality Single Accountability Continuum), Statement of Assurance for the 2015-2016 school year (action 11/12/15)

C. Approval to authorize additional payment of $1,862 to Aspire Payroll LLC, 14 Main Street, Madison, NJ 07940 for additional hours covering August 8, 2015 to September 2, 2015 and additionally approve payment for payroll staff outsourcing services effective November 6, 2015 through December 14, 2015 at a cost of $150/hour (action 11/12/15)

D. Approval of the 2015-16 Parental Contract for Student Transportation – Route #P-2 to Arc Kohler School, Mountainside, for students #1026245451 and #5762253583 in the amount of $879.75

E. Approval of the following change orders:

1. Change Order #47 from UniMak LLC +$2,150.00 for Franklin School Addition - demolish existing concrete roof deck due to unforeseen conditions
2. Change Order #48 from UniMak LLC +$5,924.01 for Jefferson School Addition - relocate one section of panel RPE in electric room as required by Sub Code Official
3. Change Order #49 from UniMak LLC +$3,356.29 for Franklin School Addition - additional borrowed lites in main office
4. Change Order #50 from UniMak LLC +$6,686.23 for Jefferson School Addition - furnish and install (4) emergency lights per Sub Code Official
5. Change Order #51 from UniMak LLC +$14,304.55 for Franklin School Addition - demolition and relocation of existing piping in main office due to unforeseen conditions
6. Change Order #52 from UniMak LLC +$27,037.55 for Jefferson School Addition - transport and dispose of impacted soil from construction site
7. Change Order #53 from UniMak LLC +$5,791.41 for Jefferson School Addition -
AGENDA FOR WORKSHOP MEETING
NOVEMBER 12, 2015

labor and material to remove and dispose of electrical vault covers and infill same
8. Change Order #54 from UniMak LLC +$1,113.04 for Franklin & Jefferson School
   Additions - furnish and install FRP panels in janitor's closet
9. Change Order #55 from UniMak LLC +$16,669.16 for Franklin & Jefferson
   School Additions - furnish and install firestopping and draftstopping in all existing
   ceiling and wall penetrations
10. Change Order #56 from UniMak LLC +$41,469.73 for Franklin & Jefferson
    School Additions - supply and install additional fire alarm devices per Fire Sub
    Code Official
11. Change Order #57 from UniMak LLC +$4,520.25 for Franklin School Addition
    - furnish and install Eldorado stone and blue stone caps on window areaway
12. Change Order #58 from UniMak LLC (-$4,500.00) for Franklin & Jefferson School
    Additions - credit to cover liquidated damages between 8/25/15 through 9/4/15

F. Atlantic Copier Lease

Resolved, that the Summit Board of Education approve of the Lease with Option to
Purchase Agreement with Municipal Capital Finance, 4600 Broadway, Allentown, PA
18104 dated November 2, 2015 as presented by Atlantic Tomorrows Office along with
the attached copier maintenance for the following equipment:

QTY: 6 - Savin Pro 8110se Digital Copiers w/Accessories
QTY: 5 - Savin Pro 8100se Digital Copier w/Accessories
QTY: 3 - Savin MP 7502SP Digital Copier w/Accessories
QTY: 1 - Savin MP 3054 Digital Copier w/Accessories
QTY: 1 - Savin MP 5054SP Digital Copier w/Accessories
QTY: 1 - Savin MPC 8002 Digital Copier w/Accessories; as follows:

Lease terms: $8,399.00 per month for 60 Months

All service and supplies (paper/staples not included) to be billed $.005 per copy, and
$.063 per color copy or $.0089 black/white on the color copier.

Note: Monthly Savings $344.27 or $7,918.21 on remainder of existing lease term
based on existing lease payments. Atlantic Business Products will pay-off current
Municipal Capital Lease [9-2012 @ $8,459.00 per month] on or about January 1, 2016.

G. Finalsite Agreement

Resolved, that the Summit Board of Education approve the proposal submitted by
Finalsite, 655 Winding Brook Drive, Glastonbury, CT 06033 dated November XX, 2015
for Web Site Software & Services as follows:
AGENDA FOR WORKSHOP MEETING
NOVEMBER 12, 2015

One-Time Setup Cost: $30,000 - $15,000
Content migration (up to 500 pages) $10,000 $5,000 (Optional), and;

Annual Software Subscription (including hosting, upgrades, ongoing training and support):

Year 1 - $15,500 *(Pro-Rated)*
Year 2 - 5 $15,500 per year for four years

H. Approval of Preschool tuition for the 2016-2017 school year in the amount of $3,800 (an increase of 2.5%) to include the reduced rate of $1,140 and free rate of $380 in accordance with the National School Free/Reduced Lunch Program

I. Approval to continue a fee-based full-day kindergarten program for the 2016-2017 school year at the Jefferson and Wilson Primary Centers at a tuition rate of $7,175 (an increase of 2.5%) to include the reduced rate of $2,152.50 and free rate of $717.50 in accordance with the National School Free/Reduced Lunch Program, with enrollment to be determined by lottery

J. Approval for the following transportation arrangements with Union County Educational Services Commission for the 2015-2016 School Year:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>School</th>
<th>Route</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>#9304160680</td>
<td>Collier High School</td>
<td>CS-136</td>
<td>K&amp;S Transportation</td>
</tr>
<tr>
<td>#8267231430</td>
<td>Cranford CAP - Lincoln</td>
<td>CS-338</td>
<td>Ideal</td>
</tr>
<tr>
<td>#3390168697</td>
<td>Horizon High School</td>
<td>CS-448</td>
<td>K&amp;S Transportation</td>
</tr>
<tr>
<td>#7882454407</td>
<td>Newmark School</td>
<td>CS-203</td>
<td>Villani</td>
</tr>
<tr>
<td>#1460695926</td>
<td>Newmark School</td>
<td>CS-203</td>
<td>Villani</td>
</tr>
<tr>
<td>#4357010625</td>
<td>Newmark High School</td>
<td>CS-103</td>
<td>K&amp;S Transportation</td>
</tr>
<tr>
<td>#4568390256</td>
<td>Shepard Preparatory High</td>
<td>CS-025</td>
<td>K&amp;S Transportation</td>
</tr>
</tbody>
</table>

Approval for the renewal of transportation contracts with Union County Educational Services Commission for the 2015-2016 School Year in accordance and subject to the CPI increase of 1.34% as listed below:
### AGENDA FOR WORKSHOP MEETING

**NOVEMBER 12, 2015**

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Route #</th>
<th>Per Diem Rate</th>
<th>Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>K&amp;S Transportation</td>
<td>CS-136</td>
<td></td>
<td>$11,025.00</td>
</tr>
<tr>
<td>Ideal</td>
<td>CS-338</td>
<td></td>
<td>$8,519.40</td>
</tr>
<tr>
<td>K&amp;S Transportation</td>
<td>CS-448</td>
<td></td>
<td>$26,550.00</td>
</tr>
<tr>
<td>Villani</td>
<td>CS-203</td>
<td></td>
<td>$18,000.00</td>
</tr>
<tr>
<td>K&amp;S Transportation</td>
<td>CS-103</td>
<td></td>
<td>$10,180.80</td>
</tr>
<tr>
<td>K&amp;S Transportation</td>
<td>CS-025</td>
<td></td>
<td>$17,238.60</td>
</tr>
</tbody>
</table>

**K.** Approval for the following transportation arrangements with Hunterdon County Educational Services Commission for the 2015-2016 School Year:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>School</th>
<th>Route</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>#6505721158</td>
<td>Spring Run School to Delaware Valley Reg HS</td>
<td>1604</td>
<td>HCESC</td>
</tr>
</tbody>
</table>

Approval for the transportation contract with Hunterdon County Educational Services Commission for the 2015-2016 School Year in accordance and subject to the CPI increase of 1.34% as listed below:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Route #</th>
<th>Aide Per Diem Rate</th>
<th>Per Diem Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>HCESC</td>
<td>1604</td>
<td></td>
<td>$116.44</td>
</tr>
</tbody>
</table>

**L.** Approval for the following transportation arrangements with Monmouth-Ocean Educational Services Commission for the 2015-2016 School Year:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>School</th>
<th>Route</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>#6976875978</td>
<td>Regional Day School, Jackson</td>
<td>5000</td>
<td>D.A.G. Transportation</td>
</tr>
</tbody>
</table>

Approval for the transportation contract with Monmouth-Ocean Educational Services...
AGENDA FOR WORKSHOP MEETING
NOVEMBER 12, 2015

Commission for the 2015-2016 School Year in accordance and subject to the CPI increase of 1.34% as listed below:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Route #</th>
<th>Aide Per Diem Rate</th>
<th>Per Diem Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>D.A.G. Transportation</td>
<td>5000</td>
<td></td>
<td>$265.65</td>
</tr>
</tbody>
</table>

M. Approval for the following transportation arrangements with Sussex County Regional Transportation Cooperative (SCRTC) for the 2015-2016 School Year:

<table>
<thead>
<tr>
<th>Student ID</th>
<th>School</th>
<th>Route</th>
<th>Contractor</th>
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</thead>
<tbody>
<tr>
<td>#8024050912</td>
<td>The Calais School</td>
<td>E-089</td>
<td>Limo of BP</td>
</tr>
<tr>
<td>#3049821199</td>
<td>The Calais School</td>
<td>E-089</td>
<td>Limo of BP</td>
</tr>
<tr>
<td>#4253056318</td>
<td>Park Lake School</td>
<td>E-076</td>
<td>Faith 13</td>
</tr>
<tr>
<td>#2878002926</td>
<td>Chapel Hill Academy</td>
<td>E-586</td>
<td>LeNoirs Transport</td>
</tr>
</tbody>
</table>

Approval for the transportation contract with Sussex County Regional Transportation Cooperative (SCRTC) for the 2015-2016 School Year in accordance and subject to the CPI increase of 1.34% as listed below:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Route #</th>
<th>Aide Per Diem Rate</th>
<th>Per Diem Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Limo of BP</td>
<td>E-089</td>
<td></td>
<td>$103.47</td>
</tr>
<tr>
<td>Faith 13</td>
<td>E-076</td>
<td></td>
<td>$116.53</td>
</tr>
<tr>
<td>LeNoirs Transport</td>
<td>E-586</td>
<td></td>
<td>$39.27</td>
</tr>
</tbody>
</table>

Motion by ____________, seconded by ____________

CC DC DD JF RH DM KK

XI. Personnel

A. Approval to appoint Summit High School Detention Proctors for the 2015-2016 school year at the curriculum rate of $45.34/hr. (list attached)
AGENDA FOR WORKSHOP MEETING
NOVEMBER 12, 2015

B. Approval of the following staff resignations:

1. Christy O’Connor, district literacy coach, effective December 31, 2015
2. Karen Bernardo, payroll coordinator, effective November 20, 2015 or sooner

C. Approval to pay Jaimie Bass $500 for working on the Washington School Play for the 2015-2016 school year (paid by Washington PTO)

D. Approval to appoint Carlos Garcia to videotape the BOE meetings on an as need basis at the curriculum rate of $45.34/hr. for the 2015-2016 school year

E. Approval for Ronald Cooper to work no more than 120 overtime hours at annual events and special events; to be paid at time and one-half of his hourly rate of $35.70/hr. for anything over 40 hours per week for the 2015-2016 school year

F. Approval to appoint the following substitutes:

1. Kathi Levinson, substitute teacher, $90/day and home instructor, $40/hr., effective November 20, 2015
2. Carmen DelGuercio-Evans, substitute teacher, $80/day, effective November 13, 2015
3. Aftan Baldwin, substitute teacher, $80/day, effective November 13, 2015
4. Linda Polise, clerical substitute, $18/hr., effective November 20, 2015
5. Eileen Bernens, substitute teacher, $80/day, effective November 20, 2015

G. Approval to appoint the following support staff:

1. Jacqueline Porter, payroll coordinator, $59,000 (prorated), effective December 12, 2015 or sooner (action 11/12/15)
2. LaKiesha Worrell, middle school long-term substitute ABA aide, Aide Step 3, $33,074 (prorated), effective November 13, 2015 (action 11/12/15)
3. Joan Karpf, Franklin School playground/cafeteria aide, $38/hr., effective November 13, 2015 (action 11/12/15)

H. Approval to appoint Ryan Sunden to work as a volunteer middle school boys’ basketball coach from November 9, 2015 to March 1, 2016 (action 11/12/15)

I. Approval to appoint Jens Madsen to work as a home instruction tutor at $40/hr., effective November 13, 2015 (action 11/12/15)

J. Karin Dorieux, part-time .3 Jefferson School Spanish teacher, BA Level, Step 1 at .3 or $16,729.20 (prorated) and part-time .7 instructional aide, Aide Step 3 at .7 or $23,151.80
AGENDA FOR WORKSHOP MEETING
NOVEMBER 12, 2015

(prorated) effective November 13, 2015 (action 11/12/15)

K. Approval to revise the previously approved recommendation for Alan Egan, high school lab aide, Step 1 or $31,347, effective September 1, 2015 to reflect the following: Ms. Egan will be following the same protocol we used for Ashley Purdue. When Ms. Egan works more than 40 hours in one week, she will be paid at time and a half at her current aide step hourly rate. She will be putting in timesheets for the additional hours for the weeks she works more than 40 hours (maximum of 5 hours overtime per week)

L. Approval to correct the previously approved salary for Jonathan Hornung, Lincoln-Hubbard leave replacement teacher, to MA Step 2 or $60,086 (prorated)

Motion by ____________, seconded by ____________

CC DC DD JF RH DM KK

XII. Policies

Second Reading
Policy 0142.1 Nepotism
Policy 0142.1A Nepotism Appendix

XIII. Finance

Upon the recommendation of the Business Administrator to the Superintendent:

A. Approval of the November 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 monthly payroll for October 2015 - $4,752,768.21

C. Approval of budget adjustments and line item transfers for September 2015

D. Approval of Secretary and Treasurer’s report for September 2015
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 September 2015 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.

Roll Call
CC    DC    DD    JF    RH    DM    KK

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

Roll Call
CC    DC    DD    JF    RH    DM    KK

XV. Adjourn

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

Roll Call
CC    DC    DD    JF    RH    DM    KK
Summit Board of Education Approval of Travel and Related Expense Reimbursement Form

Board of Education Meeting Date: 12/Nov/15

NOTES:
1. All reimbursable expenses listed below are in compliance with NJOMC Circular letter 06-02 or OMB Circular A-47 unless noted otherwise.
2. Any "Other Expenses" listed under reimbursable Expenses below will be explained under "Explanation".

<table>
<thead>
<tr>
<th>Types of Travel</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff Training &amp; Seminar</td>
<td>1</td>
</tr>
<tr>
<td>Conventions/Conference</td>
<td>2</td>
</tr>
<tr>
<td>Regular District Business</td>
<td>3</td>
</tr>
<tr>
<td>Retreat</td>
<td>4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reimbursable Expenses</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th>Other Exp.</th>
<th>Conference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff</td>
<td>Type of Travel</td>
<td>Location of Travel</td>
<td>Occurrences</td>
<td>Date(s) of Travel</td>
<td>Travel / Mileage</td>
<td>Parking</td>
<td>Tolls</td>
<td>Lodging Nights</td>
<td>Lodging Costs</td>
</tr>
<tr>
<td>L. Kaplan</td>
<td>1</td>
<td>Monroe, NJ</td>
<td>1</td>
<td>11/23/2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>K. Manista</td>
<td>2</td>
<td>Boston, MA</td>
<td>3</td>
<td>11/8-11/10/15</td>
<td>120.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>D. Miriono</td>
<td>2</td>
<td>Boston, MA</td>
<td>4</td>
<td>11/12-11/15/15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>P. Sears</td>
<td>2</td>
<td>Boston, MA</td>
<td>4</td>
<td>11/12-11/15/15</td>
<td></td>
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<td></td>
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<tr>
<td>B. Vierschilling</td>
<td>2</td>
<td>Nashville, TN</td>
<td>1</td>
<td>10/30/2015</td>
<td>25.00</td>
<td></td>
<td></td>
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<td>162.70</td>
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<tr>
<td>S. Zadik</td>
<td>1</td>
<td>West Orange, NJ</td>
<td>1</td>
<td>12/9/2015</td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

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