

# Summit Management Solutions, LLC

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Madison Board of Education  
359 Woodland Road  
Madison, N.J. 07940

February 10, 2019

Attn.: Mr. Mark Schwarz, Superintendent

Dear Mr. Schwarz,

Summit Management Solutions, LLC, hereby, submits this proposal to provide Business Office consulting services. The participants providing the services will be Ernest J. Turner and Edward Appleton, retired School Business Administrators and will include but not be limited to the following:

- Review of the 2017-2018 Annual Audit Report and the three prior year audits.
- Conduct a review and budget projection on the current year 2018-2019 school district budget.
- Review of current year and prior year tuition calculations for all students that are received from Harding and all other locations.
- Review of strategy utilized in developing the 2019-2020 school budget to include verification of all revenue and appropriation projections.
- All other requests made by the Superintendent of Schools.
- Prepare a report to be presented to the Superintendent.
- Attend a BOE Committee meeting to discuss findings and answer all questions.

Summit Managements Solutions, LLC will work at the direction of the Superintendent of Schools.

Interviews will be conducted with the following persons:

- Madison Superintendent of Schools
- District Administrators
- Business Office Staff
- Board appointed Auditor
- Executive County School Business Administrator
- Harding Twp Superintendent and Business Administrator
- District Architect – prior and current

It is anticipated that this project will take a combined 100 hours at \$125.00 per hour. This proposal is for a one-time fee of \$12,500.00. Thank you for your consideration and I remain available should you have any further questions.

Sincerely,

Ernest J. Turner