

# CHESILHURST SCHOOL DISTRICT

SHIRLEY B. FOSTER ELEMENTARY SCHOOL  
CHESILHURST, NJ 08089

Minutes for February 22, 2022

## Executive Session – (If Needed)

Regular Meeting – 7:13 PM

Carla Ortiz, President

1. CALL TO ORDER
2. FLAG SALUTE
3. SUNSHINE NOTICE

Carla Ortiz, President

*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 the public bodies at which any business affecting their interests is discussed or acted upon.*

*In accordance with the provisions of this Act, the Chesilhurst Borough Board of Education has caused notice of this meeting to be published by having the date, time and place advertised in the Courier Post, and posted in the school and at borough hall.*

## 4. ROLL CALL

Jaime Ocasio

Board Member	Roll Call
Mrs. Barney	Not present
Ms. Ford	Online
Mr. Garnett	Not present
Mr. Lyles	Online
Mrs. Saylor	Online
Mr. Medley	Online
Ms. Ortiz	Online

Was a quorum established? Yes X No \_\_\_\_\_

- A. Motion to approve the adoption of the Executive Session Resolution and adjournment to Executive Session at 7:17 pm for personnel and legal issues

BE IT RESOLVED that pursuant to Section 8 of the Open Public Meetings Act, the public shall be excluded from the portion of the meeting involving the discussion of legal and personnel matters. FURTHER that actions taken, if any, will be disclosed when the meeting is opened to the public.

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford		X	Yes
Mr. Garnett			Absent
Mr. Lyles	X		Yes
Mrs. Saylor			Yes
Mr. Medley			Yes
Ms. Ortiz			Yes

- B. Motion to adjourn the Executive Session meeting at 7:42 PM

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles			Yes
Mrs. Saylor		X	Yes
Mr. Medley	X		Yes
Ms. Ortiz			Yes

- C. Motion to reopen the Regular Meeting at 7:43 PM.

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles	X		Yes
Mrs. Saylor			Yes
Mr. Medley		X	Yes
Ms. Ortiz			Yes

## 5. AUDIT PRESENTATION

### Bowman and Company, LLP

- A. Presentation of the audit conducted by Bowman and Company, LLP, Certified Public Accountants for the district's 2020-2021 financial statements and business practices. The Certified Annual Financial Report (CAFR/AMR) and audit will be available online and is presented for the Board's review.

**B. Motion to accept the 2021 Fiscal Year End Audit and resolution for the acceptance of said audit and approval of the 2021 Fiscal Year End Corrective Action Plan.**

WHEREAS the Chesilhurst Board of Education in accordance with NJSA 18A:23-1 must have a certified External Audit of the district's account and financial transactions; and

WHEREAS the Chesilhurst Board of Education received the audit performed by and discussed said audit at its public meeting held on February 22, 2022 now

BE IT RESOLVED that the Chesilhurst Board of Education accepts the audit for the 2020-2021 school year, fiscal year ending June 30, 2021 and approves the Corrective Action Plan (CAP) as follows:

1. Administrative Practices and Procedures

None

2. Financial Planning Accounting and Reporting

- A. That the School District improve its internal the controls over the proper charging of expenditure and ensuring compliance with New Jersey statutory requirements.

Corrective Action

The Business Administrator will develop and review internal procedures in the business office to ensure the proper charge of expenditure and compliance with New Jersey statutory requirements.

- B. The District should ensure that only allowable charges meeting the specified criteria in the school facility system maintenance categories as provided by the Office of School Facilities are charged to required maintenance.

Corrective Action

The Business Administrator will develop and review internal procedures in the business office to assure that only allowable expenditures are charged to required maintenance

- C. The School District should ensure that a Long Range Facility Plan is maintained to support the balance in its capital reserve or consider liquidating the capital reserve to be in compliance with N.J.A.C. 6A:23A-14.1(g).

Corrective Action

The District will develop a capital projects list to support the balance in the capital reserve and any excess will be liquidated in the 2022-2023 Budget.

- D. The School District should designate the excess in the School District's maintenance reserve in the subsequent year's budget to be in compliance with the School District Audit Program.

Corrective Action

The District will liquidate the excess in the maintenance reserve in the 2022-2023 Budget.

3. School Purchasing Programs

None

4. School Food Service

None

5. Student Body Activities

None

6. Application for State School Aid

None

7. Pupil Transportation

That the District Report of Transported Resident Students (DRTRS) report students who can be traced to attendance records and retain documentation that supports the District's classifications.

Corrective Action

The Business Administrator will develop and review internal procedures in the business office to assure the proper tracing to attendance records and retain supporting documents for District classification.

8. Facilities and Capital Assets

None

9. Miscellaneous

The School District must take immediate appropriate action to comply with N.J.A.C. 6A:26-1.2 and 12.4 by requesting an exemption from lead testing requirements related to drinking water.

Corrective Action

The Business Administrator will comply with the Lead Testing requirement prior to the June 30, 2022, deadline

10. Follow-Up on Prior Year Findings

Not Applicable – There were no prior year audit findings.

Board Member	Motion	Second	Roll Call
Mrs. Barney			<b>Absent</b>
Ms. Ford			<b>Yes</b>
Mr. Garnett			<b>Absent</b>
Mr. Lyles		<b>X</b>	<b>Yes</b>
Mrs. Saylor			<b>Yes</b>
Mr. Medley	<b>X</b>		<b>Yes</b>
Ms. Ortiz			<b>Yes</b>

**6. BUSINESS OFFICE REPORTS**

**APPROVAL OF MINUTES**

**A. Motion to approve the Regular Minutes for January 18, 2022**

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles		X	Yes
Mrs. Saylor	X		Yes
Mr. Medley			Yes
Ms. Ortiz			Yes

**B. Motion to approve the following list of appointments:**

Finance Committee	Karen Ford Marquis Garnett
Facilities Committee	Karen Ford Pearl Saylor
Policy Committee	Joseph Medley Debra Barney

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles			Yes
Mrs. Saylor		X	Yes
Mr. Medley	X		Yes
Ms. Ortiz			Yes

**7. FINANCE**

**A. Motion to approve a tuition contract with Franklin Township Board of Education for Educational Stability student PC in the amount not to exceed \$13,460 for the period beginning November 15 thru June 30, 2022.**

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles			Yes
Mrs. Saylor	X		Yes
Mr. Medley		X	Yes
Ms. Ortiz			Yes

**B. Motion to approve the Board Payment Approval List for February 2022.**

Board Member	Motion	Second	Roll Call
Mrs. Barney			<b>Absent</b>
Ms. Ford			<b>Yes</b>
Mr. Garnett			<b>Absent</b>
Mr. Lyles			<b>Yes</b>
Mrs. Saylor		<b>X</b>	<b>Yes</b>
Mr. Medley	<b>X</b>		<b>Yes</b>
Ms. Ortiz			<b>Yes</b>

**C. Motion to approve the following Financial Reports in items 1 through 5.**

1. Board Secretary Report  
 Approve the Board Secretary Report in accordance with 18A:17-36 and 18A:17-9 for the months of January 2022. The Board Secretary certifies that no line item account has been over expended in violation of N.J.A.C. 6A:23A-16.10(c)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year.
  
2. Treasurer’s Report  
 Approve the Treasurer’s Reports in accordance with 18A:17-36 and 18A:17-9 for the month of January 2022. The Treasurer’s Report and Secretary’s Report are in agreement.
  
3. Revenue Amount or Revenue Sources  
 Approve the Board Secretary’s Revenue report for January 2022 in accordance with N.J.A.C.6A:23A-16.10(c)2 certifies that there are no changes in anticipated revenue amount or revenue sources.
  
4. Board of Education Certification  
 Approve the Board of Education Certification for January 2022 pursuant to N.J.A.C.6A:23A-16.10(c)3, we certify that after review of the secretary’s monthly financial report (appropriations section) and to the best of our knowledge, no major account or fund has been over expended and that sufficient funds are available to meet the district’s financial obligation for the remainder of the fiscal year.

5. Budget Transfers

Approve the Budget Transfers and new account appropriations for January 2022 as attached to this agenda, and when required, pending the New Jersey Commissioner of Education's approval as specified in 6A:23A-13.3.

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles			Yes
Mrs. Saylor		X	Yes
Mr. Medley	X		Yes
Ms. Ortiz			Yes

D. Motion to approve Camden County Educational Services Commission to coordinate transportation for the 2022-2023 school year. The cost for the renewal of routes for existing students will be at the per diem amount, plus a rate increase not to exceed the approved CPI rate as determined by the state, plus the CCESC fee of 6%.

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles			Yes
Mrs. Saylor		X	Yes
Mr. Medley	X		Yes
Ms. Ortiz			Yes

E. Motion to approve the Tuition Contract with Camden County Technical School for the 2022-2023 school year for 8 students at the rate of \$3,534 = \$28,272.00 less a tuition adjustment for the 2020-2021 school year of \$9,202.00, for a total tuition of \$19,070.00

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles		X	Yes
Mrs. Saylor	X		Yes
Mr. Medley			Yes
Ms. Ortiz			Yes

**8. PUBLIC COMMENTS:**

**D. Motion to open the meeting to the public for all general comments 8:06 PM (3 minutes)**

Board Member	A. Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles			Yes
Mrs. Saylor		X	Yes
Mr. Medley	X		Yes
Ms. Ortiz			Yes

**E. Motion to close meeting to public. 8:07 PM**

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles		X	Yes
Mrs. Saylor	X		Yes
Mr. Medley			Yes
Ms. Ortiz			Yes

**9. ADJOURNMENT**

**A. Motion to adjourn the meeting at 8:07 PM**

Board Member	Motion	Second	Roll Call
Mrs. Barney			Absent
Ms. Ford			Yes
Mr. Garnett			Absent
Mr. Lyles		X	Yes
Mrs. Saylor			Yes
Mr. Medley	X		Yes
Ms. Ortiz			Yes

Respectfully submitted,

Orlando L. Chandler

NEXT MEETING

Monday, March 21, 2022, 7:00 PM



# **CHESILHURST SCHOOL DISTRICT**

**SHIRLEY B. FOSTER ELEMENTARY SCHOOL  
CHESILHURST, NJ 08089**

**Executive Minutes for February 22, 2022**

The meeting was opened at 7:17pm. Mr. Cragin of Bowman & Company provided an overview of management issues relating to personnel matters involved with District procurement.

The meeting was then adjourned at 7:42pm.

Mr. Orlando L. Chandler

Business Administrator/Board Secretary