

# CHESILHURST SCHOOL DISTRICT

SHIRLEY B. FOSTER ELEMENTARY SCHOOL  
CHESILHURST, NJ 08089  
Minutes for March 13, 2023

## Executive Session – (If Needed)

Regular Meeting – 7:01 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**

Vincent Caravello

Board Member	Roll Call
Mrs. Barney	Absent
Ms. Ford	Online
Mr. Garnett	Absent
Mr. Lyles	Online
Mrs. Saylor	Online
Mr. Medley	Online
Ms. Ortiz	Online

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

**5. BUSINESS OFFICE REPORTS**

**APPROVAL OF MINUTES**

**A.** Motion to approve the Meeting Minutes for February 20, 2023.

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			NOT PRESENT
<b>Ms. Ford</b>		X	YES
<b>Mr. Garnett</b>			NOT PRESENT
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>			YES
<b>Mr. Medley</b>	X		YES
<b>Ms. Ortiz</b>			YES

**6. AUDIT PRESENTATION**

**Bowman and Company, LLP**

- A.** Presentation of the audit conducted by Bowman and Company, LLP, Certified Public Accountants for the district’s 2021-2022 financial statements and business practices. The Annual Certified Financial Report (ACFR/AMR) and audit will be available online and is presented for the Board’s review.
- B.** Motion to accept the 2022 Fiscal Year End Audit and resolution for the acceptance of said audit and approval of the 2022 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 March 13, 2023 now

BE IT RESOLVED that the Chesilhurst Board of Education accepts the audit for the 2021-2022 school year, fiscal year ending June 30, 2022 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.

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  
None
8. Facilities and Capital Assets  
None
9. Miscellaneous  
None

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			NOT PRESENT
<b>Ms. Ford</b>			YES
<b>Mr. Garnett</b>			NOT PRESENT
<b>Mr. Lyles</b>		X	YES
<b>Mrs. Saylor</b>	X		YES
<b>Mr. Medley</b>			YES
<b>Ms. Ortiz</b>			YES

**7. 2023-2024 TENTATIVE BUDGET PRESENTATION**

**Vincent Caravello**

The Chesilhurst Board of Education is asked to approve the tentative FY 2023-2024 and submitted for review and approval by the New Jersey Department of Education.

**A. Tentative Budget 2023-2024:**

The recommended approval to adopt the Tentative Budget for FY 2023-2024:

BE IT RESOLVED that the tentative budget be approved for the 2023-24 School Year using the 2023-2024 state aid figures and the School Business Administrator/Board Secretary be authorized to submit the following tentative budget to the Executive County Superintendent of Schools for approval in accordance with the statutory deadline:

	General Fund	Special Revenue	Debt Service	TOTAL
2023-24 Total Expenditures	\$2,996,705	\$28,790	\$ 0	\$3,025,495
Less: Anticipated Revenues	\$2,071,042	\$28,790	\$0	\$2,099,832
Taxes to be Raised	\$925,663	\$0	\$0	\$925,663

And to advertise said tentative budget in the Courier Post in accordance with the form required by the State Department of Education and according to law; and

BE IT FURTHER RESOLVED, that a public hearing be held by Chesilhurst Board of Education on April 24<sup>th</sup>, 2023 at 7:00 p.m. for the purpose of conducting a public hearing on the budget for the 2023-2024 School Year.

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			NOT PRESENT
<b>Ms. Ford</b>		X	YES
<b>Mr. Garnett</b>			NOT PRESENT
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>	X		YES
<b>Mr. Medley</b>			YES
<b>Ms. Ortiz</b>			YES

**B. Use of Banked Cap**

BE IT RESOLVED that the Chesilhurst Board of Education includes in the proposed budget the adjustment for banked cap in accordance with N.J.A.C. 6A:23A-10.1(b). The district has fully exhausted all eligible statutory spending authority and must increase the base budget in the amount of \$53,795 for the purpose of transportation and tuition costs. The district intends to complete said purposes by June 2024.

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			NOT PRESENT
<b>Ms. Ford</b>		X	YES
<b>Mr. Garnett</b>			NOT PRESENT
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>			YES
<b>Mr. Medley</b>	X		YES
<b>Ms. Ortiz</b>			YES

**8. FINANCE**

**A. Motion to approve/ratify the Board Payment Approval List for March 2023.**

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			NOT PRESENT
<b>Ms. Ford</b>			YES
<b>Mr. Garnett</b>			NOT PRESENT
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>		X	YES
<b>Mr. Medley</b>	X		YES
<b>Ms. Ortiz</b>			YES

**B. 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 February 2023. 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. Revenue Amount or Revenue Sources**

Approve the Board Secretary’s Revenue report for February 2023 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.

3. Board of Education Certification

Approve the Board of Education Certification for February 2023 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.

4. Treasurer’s Report

Approve the Treasurer’s Reports in accordance with 18A:17-36 and 18A:17-9 for the month of February 2023. The Treasurer’s Report and Secretary’s Report are in agreement.

5. Budget Transfers

Approve the Budget Transfers and new account appropriations for February 2023 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
<b>Mrs. Barney</b>			NOT PRESENT
<b>Ms. Ford</b>		X	YES
<b>Mr. Garnett</b>			NOT PRESENT
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>	X		YES
<b>Mr. Medley</b>			YES
<b>Ms. Ortiz</b>			YES

**C. A RESOLUTION AUTHORIZING THE CHESILHURST SCHOOL DISTRICT TO ENTER INTO A COOPERATIVE PRICING AGREEMENT RESOLUTION NUMBER 26EDCP**

WHEREAS N.J.S.A. 40A:11-11 (5) authorizes contracting units to enter into Cooperative Pricing Agreements; and

WHEREAS the Educational Services Commission of Morris County, hereinafter referred to as the “Lead Agency”, has offered voluntary participation in a Cooperative Pricing System known as the “Educational Cooperative Pricing System” for the purchase of work, materials and supplies; and

WHEREAS, the CHESILHURST SCHOOL DISTRICT within the County of CAMDEN New Jersey, desires to participate in the Educational Cooperative Pricing System.

NOW THEREFORE, BE IT RESOLVED on the 13<sup>th</sup> day of March, 2023 by the said Board of Education as follows:

**AUTHORITY** As directed by N.J.S.A. 18A-18A-11 et seq. and pursuant to the provisions of N.J.S.A. 40A:11-11 (5), the Board President is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

**CONTRACTING UNIT** The Lead Agency shall advertise for and receive bids from vendors who will make school supplies, equipment and other related goods and services available to participating members of the said Cooperative Pricing System at the agreed upon price; and

The Lead Agency entering into contracts on behalf of the CHESILHURST SCHOOL DISTRICT shall be responsible for complying with the 54 provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and all other provisions of the revised statutes of the State of New Jersey.

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			NOT PRESENT
<b>Ms. Ford</b>	X		YES
<b>Mr. Garnett</b>			NOT PRESENT
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>			YES
<b>Mr. Medley</b>		X	YES
<b>Ms. Ortiz</b>			YES

**9. PUBLIC COMMENTS:**

**A. Motion to open the meeting to the public for all general comments 7:35 PM (3 minutes)**

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			NOT PRESENT
<b>Ms. Ford</b>		X	YES
<b>Mr. Garnett</b>			NOT PRESENT
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>			YES
<b>Mr. Medley</b>	X		YES
<b>Ms. Ortiz</b>			YES

**B. Motion to close meeting to public. 7:36 PM**

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			NOT PRESENT
<b>Ms. Ford</b>	X		YES
<b>Mr. Garnett</b>			NOT PRESENT
<b>Mr. Lyles</b>		X	YES
<b>Mrs. Saylor</b>			YES
<b>Mr. Medley</b>			YES
<b>Ms. Ortiz</b>			YES

## 10. ADJOURNMENT

### A. Motion to adjourn the meeting at 7:36 PM

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			Not PRESENT
<b>Ms. Ford</b>	X		YES
<b>Mr. Garnett</b>			NOT PRESENT
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>			YES
<b>Mr. Medley</b>		X	YES
<b>Ms. Ortiz</b>			YES

Respectfully submitted,

Vincent J. Caravello

NEXT MEETING

April 24, 2023, 7:00 PM