

# CHESILHURST SCHOOL DISTRICT

SHIRLEY B. FOSTER ELEMENTARY SCHOOL  
CHESILHURST, NJ 08089  
Minutes for June 19, 2023

## Regular Meeting

**Executive Session – None**

**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**

**Jaime Ocasio**

Board Member	Roll Call
Mrs. Barney	Not Present
Ms. Ford	Online
Mr. Garnett	Online
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 May 15, 2023.

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

**6. FINANCE**

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

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			NOT PRESENT
<b>Ms. Ford</b>			YES
<b>Mr. Garnett</b>			YES
<b>Mr. Lyles</b>		X	YES
<b>Mrs. Saylor</b>			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 May 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 May 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 May 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 May 2023. The Treasurer’s Report and Secretary’s Report are in agreement.

5. Budget Transfers

Approve the Budget Transfers and new account appropriations for May 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>			YES
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>	X		YES
<b>Mr. Medley</b>			YES
<b>Ms. Ortiz</b>			YES

**C.** Motion to approve the 2023-2024 Special Education Tuition Agreement with the Winslow Township Board of Education for 29 Special Education Students in the amount not to exceed **\$567,274 with a 2021-2022 refund adjustment of \$173,751.92 for a total of \$393.522.10** for the period beginning September 5, 2023 thru June 30, 2024.

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

**D.** Motion to approve the 2023-2024 Regular Education Tuition Agreement with the Winslow Township Board of Education for 89 Regular Education Students in the amount not to

exceed \$1,667,001 with a 2021-2022 refund adjustment of \$233,086.18 for a total of \$1,433,914.80 for the period beginning September 5, 2023 thru June 30, 2024.

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

**E.** Motion to approve the Business Administrator to pay bills as necessary during the months of July and August 2023.

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

**F.** Motion to approve the 2023-2024 Anticipated contracts to be renewed, awarded, or to expire during the school year- Pursuant to PL 2015, Chapter 47 the Chesilhurst Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education.

These contracts are, and have been, in full compliance with all state and federal statutes and regulations; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Uniform Administrative Requirements 2CFR, Part 200.

Compliance with new contracts, not listed here, will be addressed prior to board acceptance of contracts that the Board awarded and memorialized in their board minutes during the past 12 months, ending June 30 that were in excess of the quote threshold or the board plans to approve in the ensuing school year that we anticipate will be in excess of the quote threshold.

Advertising – Newspapers, Attorney, Broadband Services, including Internet, Community Notification Systems, Electric – Repairs under Time and Material, Energy, Engineer, E-Rate Consultant, Financial Accounting Software, Facility Maintenance Software, HVAC Controls, HVAC Services and Repairs under Time and Material Basis, Insurance Agent – General Insurance – ie Health, Property and Casualty, Workers Compensation, Network and IT Support, Plumbing Services and Repairs under Time and

Material Basis, School Boards Association, Security and Fire Alarm Monitoring, Technology Services including Website, Telecommunications, Transportation Services, Tuition.

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

**G.** Motion to appoint Vincent Caravello as the Qualified Purchasing Agent, pursuant to N.J.S.A. 18A:18A-3(a), and authorizes him to award contracts for all goods and services, maintaining the current bid and quote thresholds of \$44,000 and \$6,600 respectively, for the period beginning July 1, 2023 to June 30, 2024.

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

**H.** Motion to approve Unique Designs Landscaping, LLC for lawn care services for the period beginning July 1, 2023 to June 30, 2024. Landscaping Services not to exceed \$325.00 per cut, Snow removal services not to exceed \$175 per occurrence, and Spring and Fall Clean-up not to exceed \$175 per occurrence. Trimming of bushes not to exceed \$145 per trim.

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

**I.** Motion to approve Garrison Architects as the district architect of record for the period beginning July 1, 2023 to June 30, 2024.

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

<b>Mrs. Saylor</b>		X	YES
<b>Mr. Medley</b>	X		YES
<b>Ms. Ortiz</b>			YES

- J.** Motion to authorize the school business administrator to utilize any anticipated excess current revenues and/or unexpended appropriations and transfer any current year surplus to maintenance reserve and capital reserve at year end in the amount up to \$100,000 for maintenance reserve and \$100,000 for capital reserve.

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

- K.** Motion to award and approve the 2023-2024 Transportation services contract year 1 renewal at the CPI of 5.86% to STA Transportation in the amount of \$210,559 or \$1,170 per diem for the period beginning September 1, 2023 thru June 30, 2024. The breakdown of the routes are as followed:

WHS-1-\$130.21 per diem	LATE-1-\$93.16 per diem
WMS-1-\$130.21 per diem	MIDDAY- \$93.16 per diem
WS-5- \$130.21 per diem	PM-K- \$462.61 per diem
WS-2- \$130.21 per diem	

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

- L.** Motion to approve Commerical Interiors Direct Inc proposal #27517 and proposal #27551 for the abatement and removal of rooms 106, 108, 109, 110, Lounge, kindergarten, hallways, and media center for an amount not to exceed \$40,000 per pricing quoted by ESCNJ COOP 19/20-05.

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

<b>Ms. Ortiz</b>			YES
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- M.** Motion to approve Bowman and Company LLP for auditing services for the period beginning July 1, 2023 to June 30, 2024 not to exceed \$37,500.

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

- N.** Motion to approve Epic Environmental for Asbestos floor tile and mastic removal monitoring and testing services not to exceed \$5,350.

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

- O.** Motion to approve the participation of the Chesilhurst Board of Education in the IDEA Consortium with the Winslow Township Board of Education 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>			YES
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>		X	YES
<b>Mr. Medley</b>			YES
<b>Mrs. Ortiz</b>			YES

- P.** Motion to approve addendum to the agreement made with Foundations Inc for an extension for the period beginning July 1, 2023 to August 1, 2023 not to exceed \$9,050.

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

<b>Mr. Medley</b>	X		YES
<b>Mrs. Ortiz</b>			YES

- Q.** Motion to accept and award Pro Computer Service LLC for Help Desk/ Remote Technology services for the 2022-2023 school year with the period beginning July 1, 2023 to June 30, 2024 not to exceed \$12,300.

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

- R.** Motion to approve Keystone Information Systems for business information management software for the period beginning July 1, 2023 to June 30, 2024 for a total of \$5,807.

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

- S.** Motion to approve the agreement with Omnia Creative Studio for monthly website maintenance and hosting for the period beginning July 1, 2023 to June 30, 2024.

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

- T.** Motion to approve the 2023-2024 insurance renewal in the amount of \$16,696 for the Chesilhurst BOE and to appointment Vincent Caravello SBA to the Alliance Insurance Fund Commissioner as Chesilhurst BOE Fund Commissioner for the 23-24 School Year.

Board Member	Motion	Second	Roll Call
<b>Mrs. Barney</b>			NOT PRESENT



<b>Ms. Ford</b>	X		YES
<b>Mr. Garnett</b>			YES
<b>Mr. Lyles</b>			YES
<b>Mrs. Saylor</b>		X	YES
<b>Mr. Medley</b>			YES
<b>Ms. Ortiz</b>			YES

**7. PUBLIC COMMENTS:**

**A. Motion to open the meeting to the public for all general comments 7:22 PM (3 minutes)**

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

**B. Motion to close meeting to public.7:24 PM**

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

**8. ADJOURNMENT**

**A. Motion to adjourn the meeting at 7:26 PM**

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

Respectfully submitted,

Vincent J. Caravello

NEXT MEETING

July 17, 2023, 7:00 PM