

CHESILHURST SCHOOL DISTRICT

SHIRLEY B. FOSTER ELEMENTARY SCHOOL
CHESILHURST, NJ 08089
Agenda for November 18,, 2024

Regular Meeting

Executive Session – None

Regular Meeting – 7:00 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

Board Member	Roll Call		
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

Was a quorum established? Yes_____ No_____

5. BUSINESS OFFICE REPORTS

APPROVAL OF MINUTES

A. Motion to approve the Meeting Minutes for October 21, 2024.

Board Member	Motion	Second	Roll Call
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

6. FINANCE – BA Report:

- i. Audit**
- ii. Email transfer and technology-status**

A. Motion to approve/ratify the Board Payment Approval Lists for November 2024.

Board Member	Motion	Second	Roll Call
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

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 month October 2024. 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 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 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 October 2024. The Treasurer’s Report and Secretary’s Report are in agreement.

5. Budget Transfers- NONE AT THIS TIME

Approve the Budget Transfers and new account appropriations for September 2024 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
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

C. Motion to approve the Tuition contracts with Winslow Twp Board of Educations for the following:

student ID #4937506214	\$64,224
Student ID # 43009395056	\$110,651.10
Student ID#8452811709	\$13,725

Board Member	Motion	Second	Roll Call
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

D. Motion to approve the School Alliance Board Resolution Appointing Beth Ann Coleman as Fund Commissioner:

RESOLUTION

Appointing School Alliance Insurance Fund Commissioner

BE IT RESOLVED, by the School Board of Chesilhurst

County of Camden , State of New Jersey, that it

hereby appoints Beth Ann Coleman as the School Alliance Insurance Fund Commissioner.

and

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded to the following:

1. Beth Ann Coleman

(Fund Commissioner)

2. School Alliance Insurance Fund

Board Member	Motion	Second	Roll Call
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

E. Motion to Approve the Projected Pre-School Enrollment Figures submitted to the NJ Department of Education.

Board Member	Motion	Second	Roll Call
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

F. Motion to approve the 2024-2025 Budget Development Calendar for the 25-26 budget.

**2024-2025 BUDGET CALENDAR
(SY25-26 BUDGET DEVELOPMENT)**

JUNE: Close out of the prior fiscal year and determine the amount of capital and maintenance reserve deposits.

JULY: School district audit (Comprehensive Annual Financial Report) fieldwork completed. Book adjusting journal entries if needed and roll into the new fiscal year.

AUGUST: Preparation of schedules for audit, review of prior year balances and encumbrances.

SEPTEMBER: Create new budget year in software.

OCTOBER: Prepare budget projections.

NOVEMBER: Prepare PF enrollment projections and ASSA for use in budget development.

DECEMBER: Prepare Revenue projections/

JANUARY: Discuss preliminary budget figures and needs with the Board.

FEBRUARY: Receive and review Tuition estimates and adjustments.

MARCH: Submit the budget to the Camden County Office of Education by March 20th.

APRIL: Public Budget Presentations to take place during the April Board Meeting.

MAY: Create the final 2025-26 budget in Software

Board Member	Motion	Second	Roll Call
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

G. Motion to approve the Lease of the Chesilhurst School Building to Winslow Township School District for their Pre-K Program. Term 2024-2029.

Board Member	Motion	Second	Roll Call
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

7. PUBLIC COMMENTS:

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

Board Member	Motion	Second	Roll Call
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

B. Motion to close meeting to public at _____ PM

Board Member	Motion	Second	Roll Call
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

8. ADJOURNMENT

A. Motion to adjourn the meeting at _____ PM

Board Member	Motion	Second	Roll Call
Ms. Ford			
Mr. Lyles			
Mrs. Saylor			
Mr. Medley			
Ms. Ortiz			

