ESTELL MANOR BOARD OF EDUCATION
Regular Board of Education Meeting Minutes
Estell Manor School Library
Wednesday, April 27, 2022
6:00 p.m.

I. CALL TO ORDER – BOARD PRESIDENT

II. PLEDGE OF ALLEGIANCE

III. PUBLIC NOTICE

Welcome to this Regular Meeting of the Estell Manor Board of Education held on April 27, 2022. In compliance with the Open Public Meetings Act of the State of New Jersey, notice of this meeting of the Estell Manor Board of Education stating date, time, place, and agenda has been given to the official newspapers, posted in two public places, and filed with the Atlantic County Superintendent of Schools.

IV. ROLL CALL

Ms. Ferrari	__P__	Mr. Roxas	_A___
Ms. Gray	__P__	Ms. Sack	_P___
Ms. Mimler	__P__		

Michelle Cappelluti, Ed.D., Interim Superintendent	_P___
Robert Delengowski, Board Secretary	_P___
Emily Strawbridge, Board Solicitor	_P___

V. PUBLIC COMMENTS (AGENDA ITEMS ONLY)

VI. CLOSED SESSION – Time: 6:03 pm

- Personnel - Discussed sub teacher

VII. RESUME OPEN SESSION – Time: 6:07 pm

Motion: S. Ferrari Second: S. Sack (4-0-0)

Presentations

1. Auditor's Management Report on Administrative Findings, Financial, Compliance and Performance June 30, 2021.

2. 2022-2023 Budget Submission (Attachment #11)

BE IT RESOLVED, the Estell Manor Board of Education, in the County of Atlantic, State of New Jersey, hereby approves the 2022-2023 budget presented to the citizens of the City of Estell Manor.

	Budget	Local Tax Levy
General Fund	$5,038,341	$2,588,019
Special Revenue Fund	$655,974	$0
Debt Service Fund	$117,994	$117,994
Total	$5,812,309	$2,706,013

BE IT FURTHER RESOLVED, to acknowledge that the 2022-2023 budget, as described above, results in a general fund tax levy of $2,588,019 and a debt service fund tax levy of $117,994; and

BE IT FURTHER RESOLVED, the need for $51,199 of unused spending authority (banked cap) to be included in the base budget. The need for this banked cap is to offset the increases in salaries, health benefits, and instructional supplies. These costs cannot be deferred or incrementally completed over an extended period of time; and

BE IT FURTHER RESOLVED, that pursuant to NJAC 6A:23A-7.3, budgeted travel expenses do not exceed $10,000; and

BE IT FURTHER RESOLVED, that pursuant to NJAC 6A:23A-5.2, maximum dollar amounts for public relations and professional services have been established and are detailed in the appropriations section of the 2022-2023 budget.

Superintendent stated that this Budget reflects the following changes in Personnel:
1. Full to part-time Speech Pathologist
2. One less grant funded teaching position.

Motion: S. Ferrari Second: S. Sack (4-0-0)

VIII. MINUTES

Motion to approve the minutes for the following Board of Education meetings:

Regular Meeting / March 28, 2022 / Special Meeting/April 12, 2022 Open & Closed Sessions (Attachment #1)

Motion: S. Ferrari Second: S. Sack (4-0-0)

IX. BUSINESS ADMINISTRATOR REPORT AND RECOMMENDATIONS

A. Expenditures (Attachment #2)

Motion to approve the March 2022 expenditures in the amount of $260,521.35 as certified by the School Business Administrator/Board Secretary.

B. Financial Reports (Attachment #3)

Motion to approve the Treasurer's Report and Board Secretary's Report for the month of March 2022.

C. Monthly Certification

Motion to accept the certification of the Business Administrator that pursuant to N.J.A.C. 23A:16.10(c)3, as of March 28, 2022 after review of the Secretary's Monthly Financial Reports (Revenue and Appropriations Sections), no major account or fund has been over-expended in violation of N.J.A.C.23A:16.10 (c)4, and there have been no changes in anticipated revenue sources and/or amounts so that sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

D. Corrective Action Plan

Motion to accept the following Corrective Action Plan for the 2020-2021 School Year as per the Auditor's Management Report:

Recommendation Number	Corrective Action Required by The Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
2021-01 Purchase orders did not reflect all required approvals and certification of receipt of goods and/or services. Purchases were made without proper encumbering of the funds to ensure availability.	All purchase orders should be properly approved and indicate that a district employee has received the goods and/or services. All purchases should be encumbered prior to the goods and/or services being ordered to ensure that funds are available within the budget.	SBA will ensure that no orders for goods and/or services are placed until a requisition is completed to ensure available funds and a purchase order is processed to order the goods and/or services. The receiving copy of the purchase order must be signed to verify receipt before payment will be made to the vendor.	School Business Administrator/Board Secretary	April 2022
2021-02 Serval purchase orders were misclassified and charged to an incorrect budget account.	Purchase orders should be review and charge to the appropriate budget account based upon the Department of Education's chart of accounts.	SBA will ensure that purchase orders are charged to the correct budget account before the purchase order is processed and sent to the vendor.	School Business Administrator/Board Secretary	April 2022
2021-03 The district transferred funds to school administration that on a cumulative basis exceeded 10% of the total amount of the original budget for school administration	Executive County Superintendent approval should be request for any transfer to an advertised administrative account that is cumulatively more than 10% of that amount.	SBA will ensure that transfer amounts do not exceed the maximum transfer amount before any transfers are made and will obtain approval from the ECS before transfers are done	School Business Administrator/Board Secretary	April 2022

Recommendation Number	Corrective Action Required by The Board	Method of Implementation	Person Responsible for Implementation	Planned Completion Date of Implementation
without proper approval.		if those transfers will exceed the maximum transfer amount.		
2021-04 The minutes did not reflect the Board Secretary certification that there were no budget over-expenditures and that sufficient funds were remaining for the fiscal year.	The Board Secretary should certify on a monthly basis that the records are in agreement with the Treasurer's records, that there were no over-expenditures, and that sufficient funds remain in the budget for the fiscal year.	SBA will ensure the following each month: that records agree to the Treasurer's records and that the minutes certify that there are no over-expenditures and that there are sufficient funds for the remainder of the year.	School Business Administrator/Board Secretary	April 2022
2021-05 Form 1099s were not filed for the 2020 calendar year as required by the IRS.	The district should ensure that Form 1099s are filed each calendar year in accordance with IRS regulations.	SBA will ensure that 1099s are completed and filed each year by the end of January.	School Business Administrator/Board Secretary	February 2022
2021-06 Requests for reimbursement were not requested for several months during the current year.	The Board Secretary should request the biweekly TPAF reimbursements after each payroll.	SBA will ensure that TPAF reimbursement requests are completed after each payroll.	School Business Administrator/Board Secretary	February 2022
2021-07 Pay to play documentation was not obtained as required by New Jersey statutes.	The district should ensure that vendors that meet the threshold established by the state statutes are in compliance with the pay to play requirements.	SBA will ensure that proper pay to play documentation is received from all vendors exceeding the statutory threshold before orders are place with those vendors.	School Business Administrator/Board Secretary	April 2022

Chief School Administrator:	**Date:**

Board Secretary/School Business Administrator:	**Date:**

E. Audit for the 2020-2021 School Year (Packet provided to the Board)

Motion to accept the Audit for the 2020-2021 School Year.

F. Bank Signor Update (Attachment#4)

Motion to approve Robert Delengowski, Business Administrator/Board Secretary to replace Jonathan Houdart as a bank signor for Estell Manor Board of Education, as per the attached resolution.

Items A-F: Motion: S. Ferrari Second: S. Sack (4-0-0)

X. SUPERINTENDENT REPORT AND RECOMMENDATIONS

All Personnel items are made by the recommendation of the Superintendent.

A. Professional Development

Motion to ratify the following staff member:

PROGRAM NAME	VENDOR	DATE	# STAFF	STAFF NAME	EVENT COST	TOTAL COST
Just Words Wilson	Virtual	4/13/2022	1	Sonya De Lucca	$325.00	$325.00

B. Personnel

1. Motion to regretfully approve the resignation of Charles Morgenweck with the last day of employment begin June 30, 2022, having served the Estell Manor School District with 22 years of service. (Attachment#5)

2. Motion to approve Summer Enrichment Program and all associated actives for the incoming first through eighth grade students from July 5 – July 28, 2022. (Attachment#6)

3. Motion to approve the job description for Summer Program Coordinator. (Attachment#7)

4. Motion to approve the following staff appointments and salaries as listed:

STAFF MEMBER	POSITION	DATE	SALARY
Gina Morgan	Substitute	4/27/22	Approved Sub Rate

Delilah Hoyos	Substitute	5/16/2022	Approved Sub Rate
TBD	Program Coordinator	July 1, 2022-June 30, 2023	$1,200 (Grant Funded)
TBD	Summer Enrichment	July 5-July 28, 2022	EMSD contracted hourly rate
TBD	Summer Enrichment	July 5-July 28, 2022	EMSD contracted hourly rate
TBD	Summer Enrichment	July 5-July 28, 2022	EMSD contracted hourly rate
TBD	Summer Enrichment	July 5-July 28, 2022	EMSD contracted hourly rate

C. Use of Facilities (Attachment#8)

Motion to approve use of facility grounds and placement of portable toilets for ALS Greater Philadelphia Chapter bike ride on Saturday, June 11, 2022 9 AM to Noon.

D. 2022-23 School Year Calendar (Attachment#9)

Motion to approve to the 2022-23 school year calendar.

E. Revised Safe Return Plan (Attachment#10)

Motion to approve Revised Safe Return Plan updated March 2022.

Items A-E: Motion: S. Ferrari Second: S. Sack (4-0-0)

XI. PUBLIC COMMENTS

XII. ANY OTHER PERTINENT INFORMATION THAT MAY BE BROUGHT BEFORE THE BOARD

XII. ADJOURNMENT – Time: 6:37 pm

Motion: S. Ferrari Second: S. Sack

INFORMATIONAL:

1. Dates to Remember

DATE	EVENT
May 2-6 2022	Teacher Appreciation Week
May 2-10, 2022	NJSLA Testing

May 20, 2022	Kindergarten Round-Up
May 27, 2022	1:30 dismissal
May 30, 2022	School Closed – Memorial Day