MERCHANTVILLE BOARD OF EDUCATION MINUTES – NOVEMBER 23, 2010

The Regular Meeting of the Merchantville School District was held on Tuesday, November 23, 2010, at 7:30 p.m., in the Reading Center of the Merchantville School.

The New Jersey Open Public Meetings Law was enacted to ensure the rights of the public to have advance notice of and to attend the meetings of the public bodies at which any business affecting their interest is discussed or acted upon. In accordance with the provisions of this Act, the Merchantville Board of Education has caused notice of this meeting to be published by having the date, time, and place thereof posted in The Retrospect, The Courier Post, Borough Hall, and The Community Library.

Members Present: Ms. Engelke, Mr. Kabel, Mr. Iannucci, Mr. Bohn, Mr. Morrone, and Mrs. Hartson-Stine (8:10 p.m.)

Members Absent: Mrs. Perno, Mr. Barnett and Mr. Doran

Also Present: Mr. Christian Swanson, Chief School Administrator

The board vice-president led the group in the pledge to the flag.

No open public comment.

AUDIT PRESENTATION

Mrs. Frances Sperling Feldbaum, CPA's Solutions Auditor, presented a review of the audit for the school year ending June 30, 2010, along with the auditor's recommendations.

Audit Findings:

1. Repeat finding for the food service fund. The school milk claimed did not agree with the count records, and resulted in an under claim of subsidized milk reimbursements. Discussed how this was corrected subsequent to year end, however, there needs to be better procedures in place to ensure that this does not happen again.
2. Finding regarding the School Activity Fund bank reconciliations was discussed. We suggested that the bank reconciliations be prepared and reviewed by someone other than Mrs. Papa to ensure proper internal controls and separation of functions.

Summary of the financial statements and yearend financial status:

1. Overall, school performed within budget and with a small excess surplus.
2. The overall operations, per the financial statements, showed an excess of expenses over revenues, thereby reducing the remaining fund balances.
3. Cash balances at year end decreased over the prior year, while receivables were up. This is mainly a function of two state aid payments due at year end.
4. Accounts payable up at year end.
5. Revenues consistent with anticipated budget, and with prior year.
6. State aid down, while federal aid greatly increased due to new ARRA funds.
7. The Food Service Fund operated at a loss, again. Consistent with prior years, accumulated deficit is growing with no plans to reduce.
8. Food Service Fund still owes the General Fund $20,438. to cover interfund payable, and the accumulated deficit cash balance is approximately $10,000. for this year alone.
9. We discussed the issue of the tax levy receivable from the Debt Service Fund totaling $51,053. It was determined that the funds were received, but not recorded. Therefore, there is a budgetary issue as the fund balance was utilized in the current year's budget and it was not available.

Discussion Included:

1. Overall the audit went well, and we received excellent cooperation from the business office and all school personnel.
2. There is a need to address declining state aid and budget issues for this current school year.
3. Board Members do not want paper copies of all the financial statements for next year. They would prefer an emailed PDF version and just a hard copy of The Synopsis for the meeting.

APPROVE AND ACCEPT 6/30/10 AUDIT REPORT

APPROVE AND ACCEPT AUDIT –Moved by Mr. Bohn, and seconded by Mr. Morrone, that the board of education approve and accept the June 30, 2010 Audit Report as presented by Mrs. Sperling- Feldbaum of CPA Solutions,
Unanimously approved by voice vote.

Notes:

1. Recommendations were read by Mrs. Sperling-Feldbaum and discussed by the board members.

2. Summary of the Audit Report will be available to the public.

CORRECTIVE ACTION PLAN – Moved by Mr. Bohn, and seconded by Mr. Morrone, that the board of education approve the Corrective Action Plan as outlined below.

MERCHANTVILLE BOARD OF EDUCATION-CORRECTIVE ACTION PLAN

RECOMMENDATION	CORRECTIVE ACTION	IMPLEMENTATION	INDIVIDUAL RESPONSIBLE	COMPLETION DATE
2010-1 Prior to submitting reimbursement claims to the New Jersey Department of Agriculture, the school milk claim should be verified to the meal count activity sheet and the edit check worksheet.	The Business Administrator will ensure that the school milk claim be verified to the meal count activity sheet and edit check worksheet prior to submission.	On a monthly basis, and prior to submission, the Business Administrator will compare all claims for reimbursement to the meal count activity sheet and edit check to ensure agreement.	Business Administrator	December 1, 2010
2010-2 Student Activity Fund Account's monthly bank reconciliations should be performed or reviewed by someone who does not make the deposits or sign the checks in order to maintain appropriate internal control functions.	The Business Administrator will review the bank reconciliation on a monthly basis.	Beginning with the November bank reconciliation, the Business Administrator will, in detail, review the Student Activity Fund Account's monthly bank reconciliation for appropriateness.	Business Administrator	December 1, 2010
County	Contact person	Contact Number	Board Meeting Date	Type of Audit
Camden	William H. Thompson	856-663-1091	11/23/2010	School
Chief School Adm.	Date 11/23 2010	Board Secretary/School Business Administrator	Date 11/23/2010	

Approved by unanimous voice vote.

Send/Receive Issues – Held for closed session.

Merchantville School Moving Forward – No updates.

APPROVE CORRECTIVE ACTION PLAN

Educational Issues – Parties reached a tentative resolution.

Approve November 9, 2010 Minutes – Moved by Mr. Kabel, and seconded by Mr. Morrone, that the board of education approve the minutes for the November 9, 2010 board meeting.

APPROVE MINUTES 11/9/10

Ayes (5) Noes (0) Abstain (1) Mr. Morrone Motion carries.

APPROVE PAYMENTS

Payments – Moved by Mr. Kabel, and seconded by Mr. Morrone, that the board of education approves the following payment:

P 18	Payroll – 11-15-2010	$147,815.20

P 19	November 2010 Bill Run	$204,931.08

Approved by unanimous voice vote.
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CHIEF SCHOOL ADMINISTRATOR'S REPORT

APPROVE MITCHELL TO SUB LIST

Moved by Mr. Morrone, and seconded by Mr. Kabel, that the Merchantville Board of Education approve the addition of Linda C. Mitchell to the Substitute List for the 2010 - 2011 school year pending full completion of all necessary documentation.
Approved by unanimous voice vote.

APPROVE CARFAGNO TO SUB LIST

Moved by Mr. Morrone, and seconded by Mr. Kabel, that the Merchantville Board of Education approve the reinstatement of Barbara Carfagno to our Substitute List for school year 2010 – 2011.
Approved by unanimous voice vote.

APPROVE STUDENT TEACHERS WALLACE AND DAVIS

Moved by Mr. Morrone, and seconded by Mr. Kabel, that the Merchantville Board of Education approve the recommendation of the Chief School Administrator regarding the placement of Mr. Adam Wallace to serve as a student teacher with Mrs. Ann Diem in the fourth grade and Ms. Caitlin Davis to serve as a student teacher with Mrs. Pat Fields in the first grade. Both student teachers will begin January 18, 2011 through May 6, 2011.
Approved by unanimous voice vote.

ADOPT USMOA WITH LAW ENFORCE-MENT

Moved by Mr. Morrone, and seconded by Mr. Kabel, that the Board of Education approve the recommendation of the Chief School Administrator to formally adopt the Uniform State Memorandum of Agreement between district and law enforcement officials for school year 2010 – 2011. Agreement of said affirmation shall be processed by all parties and submitted to the County Prosecutor and County Superintendent of Schools for approval as well.
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Approved by unanimous voice vote.

ENTER CLOSED SESSION

Moved by Mr. Morrone, and seconded by Ms. Engelke, that the Board of Education adjourn, by Resolution, into Closed Session, from which the general public is excluded, to discuss, personnel, negotiations, or any other matter appropriate for this session. The results of this session will be made public immediately after, or as soon thereafter, as a decision is reached, if permitted by law. 8:55 p.m.
Approved by unanimous voice vote.

Members Present: Ms. Engelke, Mr. Kabel, Mr. Iannucci, Mr. Bohn, Mr. Morrone, and Mrs. Hartson-Stine (8:10 p.m.)

Members Absent: Mrs. Perno, Mr. Barnett and Mr. Doran

Also Present: Mr. Christian Swanson, Chief School Administrator

Topics Discussed:

Shared services meeting with Cherry Hill School District Representatives
Fact finding meeting for both parties.

Shared services discussion with Haddon Heights School District Representative

Waiting for a meeting date with Mr. Gagliardi.

PNC Bank personnel are not willing to come to a board meeting to discuss the contents and guidelines of the Carroll Will. The bank personnel are uncomfortable doing a presentation due to past litigation issues.

Aide who challenged the district to be approved for teaching credits for basic skills service did not resolve with the agreement to credit this individual with 2.7 years of teaching experience.

RETURN TO OPEN SESSION

Moved by Ms. Engelke, and seconded by Mr. Bohn, that the Board of Education approve to return to open session. 9:05 p.m.
Approved by unanimous voice vote.

ADJOURN

Moved by Mr. Kabel, and seconded by Mr. Morrone, that the Board of Education approve to adjourn this meeting. 9:10 p.m.
Approved by unanimous voice vote.

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Henry Kabel, Recording Secretary

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