

ESTELL MANOR BOARD OF EDUCATION  
Regular Board of Education Meeting Agenda  
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	_____	Mr. Roxas	_____
Ms. Gray	_____	Ms. Sack	_____
Ms. Mimler	_____		

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

V. PUBLIC COMMENTS (AGENDA ITEMS ONLY)

VI. CLOSED SESSION – Time: \_\_\_\_\_

- Personnel

VII. RESUME OPEN SESSION – Time: \_\_\_\_\_

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

Presentations

1. Auditor’s Management Report on Administrative Findings, Financial, Compliance and Performance June 30, 2021.
2. Estell Manor School District 2022-2023 Budget.

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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)

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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.

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

B. Financial Reports (Attachment #3)

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

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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.

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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:

<b>Recommendation Number</b>	<b>Corrective Action Required by The Board</b>	<b>Method of Implementation</b>	<b>Person Responsible for Implementation</b>	<b>Planned Completion Date of Implementation</b>
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	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	School Business Administrator/Board Secretary	April 2022

<b>Recommendation Number</b>	<b>Corrective Action Required by The Board</b>	<b>Method of Implementation</b>	<b>Person Responsible for Implementation</b>	<b>Planned Completion Date of Implementation</b>
	are available within the budget.	verify receipt before payment will be made to the vendor.		
2021-02 Several 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 without proper approval.	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 if those transfers will exceed the maximum transfer amount.	School Business Administrator/Board Secretary	April 2022
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

<b>Recommendation Number</b>	<b>Corrective Action Required by The Board</b>	<b>Method of Implementation</b>	<b>Person Responsible for Implementation</b>	<b>Planned Completion Date of Implementation</b>
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 placed with those vendors.	School Business Administrator/Board Secretary	April 2022

<b>Chief School Administrator:</b>	<b>Date:</b>
------------------------------------	--------------

<b>Board Secretary/School Business Administrator:</b>	<b>Date:</b>
---	--------------

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

E. Audit for the 2020-2021 School Year (Packet will be provided at Board meeting)

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

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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.

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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)

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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)

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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

STAFF MEMBER	POSITION	DATE	SALARY
	Part time custodian	TBD	\$14.50 p/h
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

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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.

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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

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

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

E. Revised Safe Return Plan (Attachment#10)

Motion to approve Revised Safe Return Plan updated March 2022.

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

XI. PUBLIC COMMENTS

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

XII. ADJOURNMENT – Time: \_\_\_\_\_

Roll Call: Ms. Gray, Mr. Roxas, Ms. Sack, Ms. Ferrari, Ms. Mimler

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