

November 19, 2013

CALL TO ORDER

OPEN PUBLIC MEETINGS ACT; STATEMENT OF COMPLIANCE - The chair declares that, in accordance with the New Jersey Open Public Meetings Act, adequate public notice of this meeting has been provided in accordance with statute by the Secretary of the Board of Education.

MISSION STATEMENT

The Spotswood Public School District is dedicated to excellence in education by inspiring and challenging our students to achieve their full potential while becoming productive citizens of the global community.

FLAG SALUTE

ROLL CALL

Members Present:

_____ D Faulkenberry
_____ J Lavelle
_____ W Smith

_____ D Branco-Rivera
_____ W Loschiavo

Others Present:

_____ S Rocco
_____ L Harold
_____ D Silvia
_____ S Dix

_____ R Green
_____ G Peabody
_____ Public
_____ L Milburn

SUPERINTENDENT'S REPORT

- A. Student of the Month (September-November)
- B. Presentation of the Annual Audit Report by Dave Gannon of Wiss & Co.

PUBLIC PARTICIPATION – AGENDA ITEMS ONLY

RECOMMENDED ACTION

A. Routine – Spotswood/Milltown

- 1. Approve Minutes.
 - a. November 5, 2013 Regular Board Meeting
 - b. November 5, 2013 Executive Session

Donna
Faulkenberry

Dulce Branco-
Rivera

John
Lavelle

William
Loschiavo

William
Smith

Linda
Harold

B. General – Spotswood

1. Approve field trips as presented.
2. Approve supervised volunteers effective November 20, 2013 for the 2013/2014 school year as presented.

Donna
Faulkenberry

Dulce Branco-
Rivera

John
Lavelle

William
Loschiavo

William
Smith

C. General – Spotswood/Milltown

No items for approval.

D. Finance – Spotswood

1. Approve travel as presented.
2. Approve a maximum of five (5) hours per week of home instruction for student ID #30078 to be provided by a previously approved Spotswood staff member at a rate of \$46.00 per hour effective November 12, 2013 through January 12, 2014.
3. Approve evaluations for student ID #2806800971 to be completed by NYU Child Study Center at a cost of approximately \$2,140.00.

Donna
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Rivera

John
Lavelle

William
Loschiavo

William
Smith

E. Finance – Spotswood/Milltown

1. Approve the bills list as certified by the Board Secretary for November 2013.
2. Approve the below rates for independent evaluations for the 2013/2014 school year:

Psychiatric - \$1,000.00

Neurological - \$1,000.00
3. Move that the annual audit for the year ended 2012/2013 be accepted and placed on file.
4. Move that the following Corrective Action Plan be accepted and implemented from the June 30, 2013 Annual Audit Report.

RECOMMENDATION NUMBER	CORRECTION ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
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<p>1. Significant purchase orders be reviewed at year end to verify the current status of the orders as either an encumbrance or accounts payable and to ensure timely payment is made on all accounts payable balances.</p>	<p>1. Implement a plan to review purchase orders at June 30 and classify as accounts payable if appropriate.</p>	<p>1. Business Administrator and Accounts Payable Clerk will review purchase orders at year end and determine if the purchase order should be classified as an accounts payable.</p>	<p>1. Business Administrator and Accounts Payable Clerk</p>	<p>1. June 30, 2014</p>
<p>2. The district to strengthen the internal controls surrounding the financial statement close process to ensure that all transactions are properly posted and that all balances are in agreement with supporting financial records.</p>	<p>2. Implement a plan to review the financial statement closeout process at year end to ensure all journal entries are properly recorded.</p>	<p>2. Create a plan that outlines the financial statement closeout process to ensure all transactions are properly posted.</p>	<p>2. Business Administrator</p>	<p>2. June 30, 2014</p>
<p>3. The district submit requests for reimbursement related to Federal grants more timely to ensure reimbursement for expenses incurred by the district are received more frequently and to improve cash flow.</p>	<p>3. Implement a plan to submit for reimbursements on Federal grants on a regular basis.</p>	<p>3. The Business Administrator will submit for reimbursement on Federal grants on a more frequent basis.</p>	<p>3. Business Administrator</p>	<p>3. Ongoing to June 30, 2014</p>
<p>4. The district to improve its procedures and documentation to ensure that the final grant closeout reports are supported by</p>	<p>4. Implement a plan to review final report submissions and match to the general ledger.</p>	<p>4. The Business Administrator will review the final Federal reports and ensure it matches to the general ledger.</p>	<p>4. Business Administrator</p>	<p>4. Ongoing to June 30, 2014</p>

amounts recorded in the district's general ledger.				
5. Individual schools ensure that proper documentation is maintained for all cash receipts and ensure the underlying cash receipt records include the date the cash was received and that funds are deposited within a timely manner.	5. Implement a plan to review procedures for operation of the student activities accounts.	5. Communicate with Principals and Principal's Secretaries the proper procedures for operation of student activity bank accounts.	5. School Principals, School Secretaries, and Business Administrator	5. Ongoing to June 30, 2014

Donna Faulkenberry Dulce Branco-Rivera John Lavelle William Loschiavo William Smith Linda Harold

F. Personnel – Spotswood

1. Rescind the appointment of Cara Nascimento as Memorial Student Council Advisor effective January 31, 2014 for the 2013/2014 school year.
2. Approve the appointment of the below staff members as Memorial School Student Council Co-Advisors effective February 1, 2014 for the 2013/2014 school year at the prorated stipends presented below:

Erin Glassen, Level 1, Stipend \$396.75

Megan Donegan, Level 1, Stipend \$396.75

Donna Faulkenberry Dulce Branco-Rivera John Lavelle William Loschiavo William Smith

G. Personnel – Spotswood/Milltown

1. Approve substitutes as presented:

Gina Dantoni – Substitute Aide

Nicole DeMarzo – Substitute Teacher

Lori Anne Donelan – Substitute Aide

William D. Visokay – Substitute Teacher

Lisa Ziegler - Substitute Aide

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FOR DISCUSSION

COMMITTEE REPORTS

Human Resources Committee Report

Curriculum & Instruction Committee Report

Finance Committee Report

Student Services Committee Report

CORRESPONDENCE

FOR INFORMATION

Fire Drill Reports:

All four schools in the district (HS/Memorial/Appleby/Schoenly) are in compliance with monthly school security drills, having held one fire drill and one school security drill for the month during the school year.

PUBLIC PARTICIPATION – NON-AGENDA ITEMS

EXECUTIVE SESSION

ADJOURNMENT