

# Elysian

Charter School of Hoboken

1460 Garden Street • Hoboken, NJ • 07030

There was a meeting of the Elysian Charter School of Hoboken Board of Trustees at 7:00 pm on Monday, December 21, 2015, at 1460 Garden Street, Hoboken, NJ 07030. The Board met in Open session.

## **OPEN PUBLIC MEETINGS ACT ANNOUNCEMENT**

“Pursuant to Section 5 of the Open Public Meetings Act, notice of this meeting was advertised and posted.”

## **CALL TO ORDER**

The meeting was called to order by Mr. Gonzalez at 7:10 pm.

## **ROLL CALL OF MEMBERS**

Roll call was taken and the following Board members were present:

Ms. Laura Acocella  
Mr. Eduardo Gonzalez  
Ms. Jennifer O’Callaghan  
Mr. Nick Shroff  
Ms. Jeri Slavin  
Ms. Pamela Strell  
Ms. Alison Ziegler  
Ms. Ashley Depascale-Lore

Absent: Ms. AnneMarie Schreiber

Also in attendance:

Mr. Harry Laub, Director  
Ms. Diane Macon, Business Manager  
Ms. Hillary Quist, Staff Representative  
Ms. RoseMary McAleer, Recording Secretary

## **MINUTES**

### **Minutes of November 23, 2015**

Motion made by Ms. O’Callaghan and seconded by Ms. Acocella, for the Board of Trustees to approve the minutes held November 23, 2015.

Voice vote: Ayes: 6 Absent: 1 Abstention: 1 Motion carried by majority.

## **NEW BUSINESS**

- Presentation of FY15 Audit by Valerie Dolan & review of recommendations by Raymond Sarinelli of Nisivoccia LLP  
Our auditor reported that all recommendations were minor and easily correctable and that our fund balance is getting stronger. All board members presented were pleased and agreed that the school is in a strong financial position.
- Steve & Kate’s Camp
  - Representative discussed their summer camp business
- Ms. O’Callaghan would like to create a committee to oversee Enrichment Clubs

**DIRECTOR’S REPORT**

- See attached

**STAFF REPRESENTATIVE REPORT**

- Discussed staff compensation

**BUSINESS MANAGER’S REPORT**

Ms. Macon Presents the following:

- Payroll of November 13 and November 30, 2015
- December 2015 Check Register
- November 2015 Treasurer Report and Cash Report
- November 2015 Board Secretary Report – all funds
- Review of Audit recommendations and corrective action plans

<u>Recommendation Number</u>	<u>Corrective Action Approved by Board</u>	<u>Method of Implementation</u>	<u>Person Responsible</u>	<u>Completion Date of Impelmentation</u>	<u>Board of Trustees</u>
2. All required signatures be obtained prior to the release of funds.	Business Manager will review all Purchase Orders to ensure for approval signatures	Business Manager to ensure all signatures are obtained prior to issue of payment.	Business Manager	7/1/2015	7/1/2015
2. Utilize the Uniform Minimum Chart of Accounts for NJ Public Schools in conformity with N.J.S.A. 18A:4-14	Convert current CDK Accounting System accounts to the 2008 Uniform Minimum Charter of Accounts	Business Manager has converted all accounts in the CDK accounting system for FY16	Business Manager	7/1/2015	7/1/2015
2. Submit the T.P.A.F. Reimbursement prior to October 1, 2015 deadline.	Submit T.P.A.F. Reimbursement prior to October 1, 2015 deadline	Business Manager will ensure T.P.A.F reimbursement check is issued and mailed prior to the October 1st deadline	Business Manager	12/1/2015	12/1/2015
4. Net cash resources should not exceed three months average expenditures.	Review and proper allocation of School Food Service Income	Ensure proper allocation of salaries and expenses of School Lunch Program	Business Manager	1/1/2016	1/1/2016

*“Pursuant to NJAC 6-20-2, 12(E), we certify that as of November 30, 2015, the Business Manager’s monthly financial report did not reflect an over-expenditure in any of the major accounts or funds, and based on anticipated revenue projected by School Administrators, the appropriation balances reflected on this report on the advice of school officials, we have no reason to doubt that the Board of Trustees will have sufficient funds available to meet its financial obligations for the remainder of the year.”*

**RESOLUTIONS**

- Resolution Approving FY15 Audit
- Resolution Approving FY15 Corrective Action Plan
- Resolution Approving KD Leave of Absence
- Resolution Approving 2015-16 School Nursing Plan
- Resolution Approving Change to Anti-Bullying Policy
- Resolution Approving November Check Register and Financial Reports

Motion made by Ms. Slavin, seconded by Ms. Ziegler, for the Board of Trustees to approve the above-stated Resolutions and Business Manager’s Report.

Voice vote: Ayes: 7 Absent: 1 Motion carried by majority.

**COMMITTEE REPORTS**

Finance Committee

- Nothing to report.

Facilities Committee

- Nothing to report.

Planning Committee

- Nothing to report.

Personnel Committee

- Nothing to report.

Nominating Committee

- Nothing to report.

Outreach Committee

- Nothing to report.

Academic Committee

- Nothing to report.

Fundraising Committee

- Nothing to report.

**ADJOURNMENT**

There being no other business to come before the Board, the meeting is adjourned.

The date of the next Regular Members meeting is January 25, 2016.

Document prepared by:  
RoseMary McAleer  
December 21, 2015