

Board of Trustees Meeting Minutes – Ocean Academy Charter School

Tuesday, January 8, 2019

In accordance with NJSA 10:4-7 and NJSA 10:4-9 of the Open Public Meetings Act, all board meetings will be open to the public, regularly scheduled, and publicized with at least forty-eight hours' notice.

Meeting Called to Order – 7:03 pm

Salute to the Flag

Marshall White – President

Ken Seda – Vice President

Anita Raynes Lepelstat

Roxanne Martin -

Reverend Juan Angel Monge-Santiago

Jim Muzikowski

Aase Marie Schults Hare

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1. **Audit Report Presentation by Holman, Frenia, and Allison, PC – Toms River**
2. **Corrective Action Plan & Resolution to Adopt Audit Findings:** Presented by Cindy Coughlin

2017-2018 Audit Corrective Action Plan

Finding 2018-01

A new purchase order maintenance system has been implemented.

For all purchase orders mailed to vendors via US Mail a copy of the mailing detailing the properly signed PO will be kept in the vendor file documenting the approval signature.

All PO's delivered by regular mail, fax or email do request the return of the Vendor Declaration page; not all vendors comply. Additional efforts will be made to procure those signatures prior to paying but it is also understood that not all vendors will return the document.

Finding 2018 -02

Monthly bank reconciliations will be made. The process is currently underway.

Finding 2018-03

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Usage of petty cash funds will be better monitored. Large, non-emergency purchases will be reimbursed using the school's expense account procedures.

Finding 2018-04

The school is developing a budget and will monitor and assign expenses to insure the program does not run at a deficit.

**Resolution Accepting and Approving
the Submission of the 2017-2018 School Year Audit results**

Resolution: January 8, 2019

Approval for Ocean Academy Charter School to accept the Audit Results for the 2017-2018 school year as performed by Holman, Frenia, Allison, P.C.

Be it resolved by the Ocean Academy Charter School Board of Trustees approves the following;

WHEREAS the Ocean Academy Charter School has received the audit results;

WHEREAS the Ocean Academy Charter School recognizes and acknowledges the results and findings of the audit and;

WHEREAS the Ocean Academy Charter School approves and accepts the Corrective Action Plan (attached) and approves of it's submission to the New Jersey Department of Education Finance in conjunction with the Audit Results;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Ocean Academy Charter School, county of Ocean, State of New Jersey approves and accepts the audit result and associated documentation for submission to the Department of Education Fiscal representatives.

Motion to Accept the Corrective Action Plan and Resolution to accept the 2017-18 Audit Results.

Motion Made by: Ken Seda

Second Made by: Anita Lepelstat

Vote: Unanimously in Favor

3. Introduction of and Conversation with Father Vincent Cappola, Candidate for Board of Trustees

4. Due to the Resignation of Marie Stempora, LeeAnne Tiver has been appointed to take Ms. Stempora's place – Presented by Lorna Hassel

Motion: Father Juan Second: Ken Seda Vote: unanimously in Favor

5. Adjustment to Annual Salary for Courtney Johnston from \$45,000 to \$46,000 retroactive to August 2018 – Presented by Lorna Hassel

Motion: Anita Lepelstat Second: Father Juan Vote: unanimously in Favor

6. Proposal for Attendance at National Alliance of Public Charter School's National Convention, June 30 – July 3. 3 Nights 4 Days – Presented by Valarie Smith

Motion to Approve: Father Juan Second: Ken Seda Vote: unanimously in Favor

7. Budget Presentation & Resolution and Bill List – Presented by Cindy Coughlin

Resolution: January 8, 2019

Approval for Ocean Academy Charter School to approve the revised 2018-2019 Budget

Be it resolved by the Ocean Academy Charter School Board of Trustees approves the following;

WHEREAS the Ocean Academy Charter School has received notice of a reduction in estimated revenue for the 2018-2019 school year of \$234,457;

WHEREAS the Ocean Academy Charter School has re- allocated anticipated revenue funds to continue to provide for the efficiency of the instructional and administrative programs;

NOW THEREFORE BE IT RESOLVED by the Board of Trustees of the Ocean Academy Charter School, county of Ocean, State of New Jersey the submission of the revised 2018-2019 School Year Budget to the Department of Education Fiscal representatives.

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Motion to Accept Resolution to approve the revised 2018-19 Budget

Motion: Father Juan

Second: Anita Lepelstat

Vote: Unanimously in Favor

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Bill List

Paid:

Horizon Blue Cross – 18,510.04

Sandria Wilmot – \$5,634.86

Lorna Hassel – 209.43

Dariaknna Yencer – 2608.00

Recurring:

Lakewood Public Schools - \$12,972

Action Data Services -111.72 + 71.72 +116.34 +71.72, 115.50 +71.72

Markel \$ 4,843.00 (business)

Atlantic - 2,189.27

Alejandra Morales Gonzalez – 716.25 +1,506.75

Markel - \$1940.00 (WC)

Optimum – 761.74

New:

Cynthia Harchetts – 130.34

Diane Oxley – 199.93

Gordon Francis – 175.00

Bureau of Ed & Research – 269.00

School Specialty – 74.78

Holman Frenia Allison - \$14,184.

Cindy Coughlin – 50.00 + 309.99+79.96

School Health – 313.98

Wilson Language – 336.96

Staples -\$2,086.10

Kaplan – 1,169.79 +224.19

School Specialty – 262.99

Discount School Supply – 1041.85

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Motion to Approve Bill List: Ken Seda

Second: Jim Muzikowski

Vote: Unanimously in Favor

8. New Business – Lorna to Present on Calendar Events

9. Approval of Board of Trustee Minutes for November 2018 & December 2018

Motion to Approve November 2018 Minutes: Jim Muzikowski

Second: Ken Seda

Vote: Unanimously in Favor

Motion to Approve December 2018 Minutes: Father Juan

Second: Ken Seda

Vote: Unanimously in Favor

9. Executive Session: To Discuss Merits of New Board of Trustees Candidate

Motion to go into Executive Session: Father Juan

Second: Jim Muzikowski

Vote: Unanimously in Favor

Motion to go back into regular Session: Ken Seda

Second: Jim Muzikowski

Vote: Unanimously in Favor

10. Motion to Adjourn: Ken Seda, Second: Roxanne Martin Vote: Unanimously in Favor