

**Meeting # 13**

Lyndhurst, NJ  
December 4, 2017

The Lyndhurst Board of Education held a Regular meeting on December 4, 2017 at 6:30 p.m.

**CALL TO ORDER**

President James Vuono called the meeting to order at 6:30 p.m. and requested all those present to stand for the Pledge of Allegiance.

**ROLL CALL**

The following Board members answered roll call: (7) Susan Alcuri, Chris Andrinopoulos, James Donovan, Ronald Grillo, Sheri Jarvis, Josephine Malaniak, James Vuono

Absent: (1) Beverly Alberti

Also present: Shauna DeMarco, Superintendent of Schools and Scott T. Bisig, School Business Administrator/Board Secretary.

**OPEN PUBLIC MEETING ACT**

President James Vuono announced that adequate notice of this meeting was provided, in writing, to each Board member, The Record, The Observer, The South Bergenite, the Township Clerk, and posted in the lobby of the Town Hall and the Board Office.

**AGENDA ITEMS**

None

**Finance/Facilities and District Planning Committee**

Ronald Grillo, Chairperson  
Chris Andrinopoulos, Co-Chairperson  
Beverly Alberti  
Josephine Malaniak

Any Board member who takes exception to any of the following listed actions under the category of Finance/Facilities and District Planning Committee may so indicate now and a separate motion for each of the excepted actions will be entertained.

Motion made by Ronald Grillo second by Sue Alcuri that the following Finance/Facilities and District Planning Committee actions of the Board numbered 1 exception actions be adopted.

Roll Call For: (7) Susan Alcuri, Chris Andrinopoulos, James Donovan, Ronald Grillo, Sheri Jarvis, Josephine Malaniak, James Vuono

Absent: (1) Beverly Alberti

1. BE IT RESOLVED, that the Audit Report of the Lyndhurst Board of Education for the fiscal year ended June 30, 2017 submitted by DiMaria & DiMaria LLP shall be accepted. The findings of each category of the report is as follows:

Administrative Practices and Procedures

- 1) That internal control procedures be reviewed and enhanced to ensure purchase orders are issued and encumbered prior to goods and services being ordered.
- 2) That County approval be sought for all applicable budget line item transfers
- 3) That internal control procedures be reviewed and enhanced to avoid over-expenditures.
- 4) That formal plans begin to be established to fund reserve accounts permissible by statute.

Financial Planning, Accounting and Reporting

- 5) That an adequate and reasonable plan be developed to fund the June 30, 2017 General Fund deficit.

School Purchasing Programs

None

School Food Service

- 6) That the District take action to eliminate the deficit in the unrestricted net position in the Food Service Enterprise Fund at June 30, 2017, and avoid similar future situations prior to year end.

Student Body Activities

None

Application For State School Aid

7) That greater care be exercised in completing the DRTRS with respect to AIL reporting, and reporting students who reside at 240 Chubb Avenue, and 1301 Wall Street.

Public Transportation

None

Facilities and Capital Assets

None

Miscellaneous

None

The above synopsis was prepared from the Comprehensive Annual Financial Report of the Lyndhurst School District for the fiscal year July 1, 2016 to June 30, 2017. This Comprehensive Annual Financial Report is on file at the office of the Secretary to the Board of Education and may be inspected by an interested person.

## Summary of Recommendations

### Administrative Practices and Procedures

- 1) That Internal control procedures be reviewed and enhanced to ensure purchase orders are issued and encumbered prior to goods and services being ordered.
- 2) That County approval be sought for all applicable budget line-item transfers.
- 3) That Internal control procedures be reviewed and enhanced to avoid overexpenditures.
- 4) That formal plans begin to be established to fund reserve accounts permissible by statute.

### Financial Planning, Accounting and Reporting

- 5) That an adequate and reasonable plan be developed to fund the June 30, 2017 General Fund deficit.

### School Purchasing Programs

None

### School Food Service

- 6) That the District take action to eliminate the deficit in the unrestricted net position in the Food Service Enterprise Fund at June 30, 2017, and avoid similar future situations prior to year end.

### Student Body Activities

None

### Application For State School Aid

- 7) That greater care be exercised in completing the DRTRS with respect to AIL reporting, and reporting students who reside at 240 Chubb Avenue, and 1301 Wall Street.

### Pupil Transportation

None

### Facilities and Capital Assets

None

### Miscellaneous

None

The above synopsis was prepared from the Comprehensive Annual Financial Report of the Lyndhurst School District, for the fiscal year July 1, 2016 to June 30, 2017. This Comprehensive Annual Financial Report is on file at the office of the Secretary to the Board of Education and may be inspected by any interested person.

Scott T. Bisig  
Board Secretary

**LYNDHURST BOE 2860 - [10] GENERAL FUND**  
**AUDITED BALANCE SHEET**  
**As of June 30, 2017**

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	<u>Jun 30, 17</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
101 • General A/C	<u>27,093.45</u>
Total Checking/Savings	<u>27,093.45</u>
Other Current Assets	
141 • Intergovernmental A/R - State	507,633.85
153 • Other A/R	<u>7,571.80</u>
Total Other Current Assets	<u>515,205.65</u>
Total Current Assets	<u>542,299.10</u>
<b>TOTAL ASSETS</b>	<u><u>542,299.10</u></u>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
421 • Accounts Payable	<u>1,657,575.47</u>
Total Other Current Liabilities	<u>1,657,575.47</u>
Total Current Liabilities	<u>1,657,575.47</u>
Total Liabilities	1,657,575.47
Equity	
770 • Fund Balance - Per Audit	97,745.31
Net Income	<u>-1,213,021.68</u>
Total Equity	<u>-1,115,276.37 *</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>542,299.10</u></u>



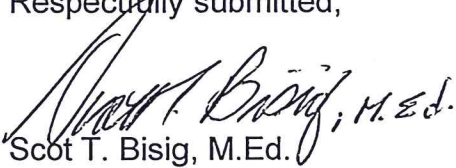
**NON-AGENDA ITEMS**

None

**MOTION TO ADJOURN MEETING**

Motion by James Vuono second by Susan Alcuri and unanimously carried, the meeting was adjourned at 7:43 pm

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Scot T. Bisig, M.Ed.", is written over the printed name.

Scot T. Bisig, M.Ed.  
School Business Administrator  
Board Secretary

Date: **December 04, 2017**

Lyndhurst Board of Education  
Public Hearing

**Agenda Items**

**Public Sign-In:**

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Date: **December 04, 2017**

Lyndhurst Board of Education  
Public Hearing

**Non-Agenda Items**

**Public Sign-In:**

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