

New Business

RESOLUTION 78

WHEREAS, the State Department of Education permits transfers among the budgetary line item accounts;

AND WHEREAS, it is the desire of the Board of Education of the Borough of Lawnside to make such transfers;

AND WHEREAS, the need exists to adjust line item accounts to meet obligations encumbered and anticipated,

THEREFORE BE IT RESOLVED by the Board of Education of the Borough of Lawnside that the Secretary is hereby authorized to make the following line item transfers:

GENERAL FUND:

<u>ACCOUNT</u>	<u>FROM</u>	<u>TO</u>
11-000-219-104-00-00 Child Study Team Salary		68,000.00
11-000-219-320-00-00 Purchased Prof. Edu Services		50,508.00
Total		<u>\$118,508</u>

Date: 11/06/2023
 Moved: Ms. Still
 Second: Ms. Catlett
 Motion Carried

Forrest - Y	Hayes - Y	Catlett - Y	Cauthorn - N
Gibson -Y	Arterbridge- Y	Kittles-Y	Still -Y

New Business

R E S O L U T I O N 79

WHEREAS, the State Department of Education permits transfers among the budgetary line item accounts;

AND WHEREAS, it is the desire of the Board of Education of the Borough of Lawnside to make such transfers;

AND WHEREAS, the need exists to adjust line item accounts to meet obligations encumbered and anticipated,

THEREFORE BE IT RESOLVED by the Board of Education of the Borough of Lawnside that the Secretary is hereby authorized to make the following line item transfers:

GENERAL FUND:

<u>ACCOUNT</u>	<u>FROM</u>	<u>TO</u>
11-000- 216-100-00-00 Salary	25,000.00	
11-000-216-320-00-00 Purchased Prof. Edu Services		25,000.00
Total	25,000.00	<u>\$25,000.00</u>

Date: 11/06/2023
 Moved: Ms. Still
 Second: Ms. Catlett
 Motion Carried

Forrest - Y	Hayes - Y	Catlett - Y	Cauthorn - N
Gibson -Y	Arterbridge- Y	Kittles-Y	Still -Y

RESOLUTION #80

AUTHORIZATION OF THE BOARD OF EDUCATION OF THE BOROUGH OF LAWNSIDE TO APPROVE THE FOLLOWING SALARIES FUNDED BY FEDERAL GRANT (ESSER III) FOR THE AFTER SCHOOL PROGRAM (22-23 SY)

WHEREAS, the following staff members will be compensated from September 12, 2023 to June 6, 2023 at \$43.52 for Admin/ Teacher and \$19.31 for Aid/ Security;

WHEREAS, the afterschool program hour is for one hour per day for four(4) days from Tuesday through Thursday

Grant		Grant Allocation
<i>ESSER III</i>	<i>ESSER III</i>	<i>\$178,088.00</i>
Account Number:	20-487-100-100	20-487-100-100
Staff Members	Admin/ Teachers	Teachers Aid
	Bria Couplin	Jessica Ware
	Antoinette Davis	
	Chantelle Davis	
	Stephen Klemash	
	Leonard Lewis	
	Marita Trout	
	Courtney Vance	
	Virginia Alalour	
	Alyssa Miller (Admin)	
	Jessica Ware	
	Donica Venable	
	Niphon Kirk	

Date: 11/06/2023
Moved: Ms. Still
Second: Ms. Catlett
Motion Carried

Forrest - Y	Hayes - Y	Catlett - Y	Cauthorn - N
Gibson -Y	Arterbridge- Y	Kittles-Y	Still -Y

RESOLUTION #81

SAFETY GRANT

BE IT RESOLVED, that the Board of Education of the Borough of Lawnside, approves submission and accepts the Safety Grant Award for the 2023-24 school year in the amount of \$2,000.00 from New Jersey Schools Insurance Group.

Date: 11/06/2023
Moved: Ms. Still
Second: Ms. Catlett
Motion Carried

Forrest - Y	Hayes - Y	Catlett - Y	Cauthorn - N
Gibson -Y	Arterbridge- Y	Kittles-Y	Still -Y

I, Karen Willis , Secretary of the Board of Education of the Borough of Lawnside, do hereby certify that this is a true copy of the minutes recorded at a meeting held on Thursday, November , 2023.

Karen Willis
Business Administrator/Board Secretary

RESOLUTION #82

PRE-KINDERGARTEN PROJECTED ENROLLMENT

BE IT RESOLVED, that the Board of Education of the Borough of Lawnside, approves projected enrollment for 2024-25 School Year

In- District	Charter School	Head Start	Private Provider
Three YO - 20	Three YO - 0	Three YO - 0	Three YO - 0
Four YO - 21	Four YO - 0	Four YO - 0	Four YO - 0
IEP - 4	IEP -0	IEP -0	IEP -0
General Education Classes - 45	General Education Classes - 0	General Education Classes - 0	General Education Classes - 0

Date: November 06 2023

Moved: Ms. Still

Seconded: Ms. Catlett

Vote: Yes

Forrest - Y	Hayes - Y	Gibson - Y	Cauthorn - Absent
Catlett - Y	Kittles - Y	Arterbridge Y	Still -Y

I, Karen Willis , Secretary of the Board of Education of the Borough of Lawnside, do hereby certify that this is a true copy of the minutes recorded at a meeting held on Thursday, November 6, 2023.



Karen Willis
Business Administrator/Board Secretary

New Business

RESOLUTION 83

WHEREAS, the State Department of Education permits transfers among the budgetary line item accounts;

AND WHEREAS, it is the desire of the Board of Education of the Borough of Lawnside to make such transfers;

AND WHEREAS, the need exists to adjust line item accounts to meet obligations encumbered and anticipated,

THEREFORE BE IT RESOLVED by the Board of Education of the Borough of Lawnside that the Secretary is hereby authorized to make the following line item transfers:

GENERAL FUND:

<u>ACCOUNT</u>	<u>FROM</u>	<u>TO</u>
11-000-213-100-00-00 Nurses Salary	20,000.00	
11-000-213-300-00-00 Purchased Tech Services		20,000.00
Total	<u>20,000.00</u>	<u>\$20,000.00</u>

Date: 11/06/2023
 Moved: Ms. Still
 Second: Ms. Catlett
 Motion Carried

Forrest - Y	Hayes - Y	Catlett - Y	Cauthorn - N
Gibson -Y	Arterbridge- Y	Kittles-Y	Still -Y

New Business

RESOLUTION 84

WHEREAS, the State Department of Education permits transfers among the budgetary line item accounts;

AND WHEREAS, it is the desire of the Board of Education of the Borough of Lawnside to make such transfers;

AND WHEREAS, the need exists to adjust line item accounts to meet obligations encumbered and anticipated,

THEREFORE BE IT RESOLVED by the Board of Education of the Borough of Lawnside that the Secretary is hereby authorized to make the following line item transfers:

GENERAL FUND:

<u>ACCOUNT</u>	<u>FROM</u>	<u>TO</u>
11-000-240-890-00-00 Miscellaneous Ex-penditures	200.00	
11-000-240-500-00-00 Other Purchased Services		200.00
 Total	 <u>200.00</u>	 <u>\$200.00</u>

Date: 11/06/2023
Moved: Ms. Still
Second: Ms. Catlett
Motion Carried

Forrest - Y	Hayes - Y	Catlett - Y	Cauthorn - N
Gibson -Y	Arterbridge- Y	Kittles-Y	Still -Y

R E S O L U T I O N - 8 5

AUTHORIZATION OF THE HEALTH AND SAFETY EVALUATION OF SCHOOL BUILDING CHECKLIST FOR SCHOOL YEAR 2023-2024

BE IT RESOLVED, that the Lawnside Board of Education of the Borough of Lawnside, approves the Health and Safety Evaluation of School Building Checklist for School Year 2023-2024

Date: 11/06/2023

Moved: Ms. Still

Seconded: Ms. Catlett

Vote: Yes

Forrest - Y	Hayes - Y	Gibson - Y	Kittles - Y
Arterbridge - Y with the exception to #89 , N	Catlett - Y	Cauthorn - Absent	Still - Y

Updated August 2023



Health and Safety Evaluation of School Buildings Checklist 2023-2024

County: Camden

District Occupying Building: Lawnside Public SD

Building	Check One (✓ or X)
Leased	
Owned	X

School Building: Lawnside Public School District Elementary Building

Completed By: Mark Bass

Date: 10/27/2023

This form shall be used for the evaluation of school buildings (pursuant to [NJAC 6A:26-6.1](#) and [NJAC 6A:26-8.1](#)) Traditional Public School Districts (owned or leased), Approved Private Schools for Students with Disabilities (APSSD), Charter Schools, Renaissance School Projects and any other setting used for instruction.

This evaluation checklist shall be completed annually by appropriate district personnel and kept on file for inspection or other legal issues. These indicators cover regulations issued by NJDOE, NJDCA, NJUCC, POSHA, NFPA.

The emphasis of this evaluation checklist is for the health and safety of students and staff, even in the absence of a specific Statute or Code. The items listed are not mutually exclusive of other findings a monitor/inspector may cite. See "Health and Safety Evaluation of School Buildings Facilities Checklist Instructions & Guidance 2023-2024" document for additional detailed information.

Note: Items denoted with a 6A:26-8.1 reference, cover **all** school buildings but are also included in the Temporary Facilities Code.

References:

- **NFPA:** National Fire Protection Association
- **NJDCA:** Department of Community Affairs
- **NJSA:** New Jersey Statutes
- **PEOSH:** Public Employees Occupational Safety and Health Act.
- **UCC:** Uniform Construction Code

Section A: 100% Items

(This section must have full compliance with all items.)

100% Compliance

Current Licenses and Certificates #1 to #10	Yes	No	N/A	Violation Location
1. A current certificate of compliance with the Uniform Fire Code has been issued by the local or State fire official/inspector within the year and posted in a conspicuous location (or current abatement inspection is available).	x			
2. A current inspection report of the local health official (kitchen, cafeteria, pool, etc.) is available.	x			
3. A 3-year asbestos management plan, as required by A.H.E.R.A., is available including current 6-month surveillance update reports. If constructed without asbestos, a letter of certification from the architect is available.	x			
4. An annual inspection report of the Department of Environmental Protection for the operation of a sewage treatment plant, where applicable, is available.	x			
5. Current boiler inspection certificate(s) posted at site of boiler(s).	x			
6. Current license(s) for high- and low-pressure boiler operators, as required by code, are properly posted.	x			
7. Current drinking water supply inspection reports are available to comply with the Safe Water Drinking Act. (NJAC 58:12A-1) (NJAC 6A:26-12.4). Also, evidence of testing of water for lead has been provided by the district through annual submittal of the Lead Testing Statement of Assurance.	x			
8. One fire drill and one school security drill are held each month. (See "Checklist Instructions" for Certificate of Assurance.) NJSA 18A:41-1 .	x			
9. Right-To-Know requirements are properly posted and SDS reporting materials on file for review.	x			
10. Janet's Law—District has Automated External Defibrillators (AEDs) identified with appropriate signage and made available in an unlocked location on school property, which are accessible during the school day and any other time in which a school-sponsored athletic event or team practice, in which pupils of the district are participating, is taking place and is within reasonable proximity of the school athletic field or gymnasium, as applicable. (Janet's Law NJSA 18A:40-41a-41c)	x			

100% Compliance

Exits/Exterior #11 to #12	Yes	No	N/A	Violation location
11. Exterior switches and receptacles are covered by securely fastened weather-proof plates and fixtures are securely mounted with no exposed wires.	x			
12. All exterior exits are in good condition, locked from outside access, are readily accessible and free of obstructions for use in an emergency, including: <ul style="list-style-type: none"> a. Fire escapes and/or exterior stairs can be safely negotiated. Exterior doors shall not be propped open. b. Panic hardware is provided on exit doors of all spaces with an occupancy load/capacity greater than 50. 	x			
Interior #13 to #21	Yes	No	N/A	Violation Location
13. All electrical outlets, switches, receptacles and junction boxes, electric wires, fuses and/or circuit breaker panels, etc., are properly covered and/or secured and/or protected.	x			
14. Sufficient access and working space are provided and maintained around all electrical systems equipment. Items, especially combustibles, are a minimum of 36 inches from electrical power sources or equipment, i.e., circuit breaker panels, fuse boxes, transformers.	x			
15. Instructional areas are free of all unapproved construction, e.g., walls, partitions, doors and stairs, etc.	x			
16. Doors on any occupied space are free of deadbolts or slide bolts and permit exiting without need of a key or special knowledge. NJAC 6A:26-8.1	x			
17. Unobstructed vision panels with code-approved glass are installed in doors opening into corridors. Interior glazing shall be safety glazing. NJAC 6A:26-8.1	x			
18. Kindergarten and Pre-K toilet requirements are met. NJAC 6A:26-6.3(h)4.	x			
19. District requested approvals as needed: Dual Use, Change-of-Use, Alternate (Toilet) Method of Compliance, Temporary sites (Temporary Classroom Units (TCUs) or rented facilities). Required DOE approvals in place.			x	
20. Dangerous chemicals (i.e., liquefied petroleum (LP) gas/propane) and/or explosive materials (i.e., gunpowder, picric acid) are <i>not</i> stored/present in the building. If needed, flammable and combustible materials are properly stored/maintained (i.e., in properly rated cabinets; not in boiler room/high-hazard areas).	x			
21. Carbon Monoxide (CO) Detectors must be in the vicinity of all fuel burning appliances. <ul style="list-style-type: none"> a. Gas and oil heating systems: boilers, furnaces, central and unitary equipment. b. Generators: portable and permanent. 	x			

Updated August 2023

100% Compliance

Interior #13 to #21	Yes	No	N/A	Violation Location
c. Natural gas and propane appliances: water heaters, ranges, stoves, ovens, laundry washers and dryers d. Fireplaces e. In hallways connected to space with the source <u>NJAC 5:70-4.3(a), and NJAC 5:70-4.9(d)</u>				
Vocational/Laboratories #22 to #25	Yes	No	N/A	Violation Location
22. Power machinery and equipment, as well as science laboratories, have appropriate safety features in place including, as applicable: <ul style="list-style-type: none"> a. Appropriate placement on the floor and required point-of-operation guards to protect users from injury due to moving parts. b. Clearly visible and accessible push-type emergency cut-off switches at appropriate locations within shops to de-energize electrical supply to non-portable machinery. c. Non-portable machinery provided with magnetic type switches to prevent automatic restart upon restoration of power after an electrical failure or reactivation of the emergency cut-off switch. d. Key-operated electric solenoid shut-off valves on natural gas lines in science laboratories and shops constructed after 1979. On all other gas lines there is an emergency shut off valve which is clearly marked and accessible. 	x			
23. At a minimum, one #20 ABC-rated fire extinguisher is provided in each laboratory and vocational area.			x	
24. Adequate eye and body protection are provided, including: <ul style="list-style-type: none"> a. Eye protection devices (glasses, goggles) for students and faculty in each laboratory and shop area, including appropriate provision for their sanitation. b. Emergency eyewash device(s), with 15 minutes continuous flow, where caustic or corrosive materials are used. c. An emergency cold-water shower for chemistry laboratory if constructed after October 1985. NJAC 6A:26-12.5(d) 	x			
25. Provision of proper local or general ventilation and/or exhausting of toxic and/or dangerous fumes and/or odors, including for the following activities, as applicable: <ul style="list-style-type: none"> a. For science activities (i.e., via fume hoods) b. For welding operations c. For paint spraying operations: <ol style="list-style-type: none"> 1. Automotive: should have a separate exhaust system. 2. Art: proper ventilation for spray paint with fumes d. Art: Designated safe space/room for kilns with proper ventilation e. In dust generating operations, such as wood working, (i.e.: a dust collecting system which should be either single or multi-use vacuum packs or a central dust collection system 	x			

100% Compliance

Total	Yes	No	N/A
100% Items Total	23	0	2

Space for Notes:

80% Compliance

Section B: 80% Items

Must be compliant with 80% of these items to pass.

80% Compliance

Exits/Exterior #1 to #4	Yes	No	N/A	Violation Location
1. No evidence of major exterior building structural damage. Example(s) would include: <ul style="list-style-type: none"> a. Exterior walls appear free of structural cracks, loose masonry and crumbling parapets; lintels appear free of rust and flaking. b. Gutters and downspouts appear to be in good condition and are secured to the building; runoff does not appear to be obstructed or create poor drainage or soil erosion. 	x			
2. All exterior receptacles are GFCI-protected in accordance with code.	x			
3. All school grounds, including general purpose play areas and athletic fields, are free of holes, glass, stumps, roots, rocks and other hazardous obstacles. Fences are maintained and are free of holes. The outside physical education area for students shall include, but not be limited to, sufficient space, equipment, and safe surfaces for students and program needs and are protected from hazards or traffic conditions.	x			
4. Playground area and equipment appear to be in safe operating condition and in compliance with code and the district maintains documentation of compliance and regular (annual and/or monthly) inspections.	x			
Interior Items #5 to #26	Yes	No	N/A	Violation Location
5. All interior exits and corridors are in good condition, readily accessible, and free of obstructions and/or excessive materials that would hinder exiting.	x			
6. Emergency evacuation egress procedures are posted at a visible height and standard location in all areas.	x			
7. Doors leading to interior courtyards are clearly marked: "Not an Exit" and such doors should open into the corridor.			x	
8. Handrails on both sides of interior stairways, guardrails, and interior stair treads are free of surface features that may cause injury and/or are properly secured. Interior stair treads do not show evidence of extensive wear and are generally in good repair.	x			
9. Stage curtains need to indicate flame proof or flame retardant and certificates are on file.	x			

80% Compliance

Interior Items #5 to #26	Yes	No	N/A	Violation Location
10. All education spaces shall be equipped with a communication device/system connected to the main office and capable of emergency communication to local authorities or 9-1-1.	x			
11. Electric outlets and/or wiring appear appropriate, including: <ul style="list-style-type: none"> a. GFI protection for receptacle(s) within 6 feet of water in accordance with code. b. Electrical extension cords and surge protectors used appropriately, with extension cords only used <i>temporarily</i>. c. Sufficient electrical duplex outlets shall be provided to satisfy the program needs as provided in code. NJAC 6A:26-6.3(f) 	x			
12. Nurse's Office: Space shall provide the necessary facilities, equipment and supplies for the performance of the duties required under State law and the rules by health services personnel. NJAC 6A:26-6.3(9) and NJAC 6A:26-12.3	x			
13. Individual or central mechanical ventilation unit(s) are operating in all student- and staff-occupied rooms/areas and toilet facilities; air conditioners are operational in windowless interior areas. Heating and ventilation requirements shall be as set forth in code. NJAC 6A:26-6.3(d)	x			
14. Lighting levels in all instructional areas at least 50-foot candles, as measured with a light meter, comply with code and lamps/bulbs are covered with a lens cover or equivalent protection. NJAC 6A:26-6.3(g)	x			
15. Instructional areas have no unauthorized and/or potentially hazardous materials/equipment in rooms. <u>Uniform Fire Code</u> Dangerous touch points in educational spaces, such as hot pipes, radiators, should be covered. NJAC 6A:26-6.3 (e) (5)	x			
16. A chalkboard, whiteboard, and/or electronic display board is/are provided in each instructional space and is/are free of cracks and jagged edges. NJAC 6A:26-8.1.viii.(1)	x			
17. Ceilings, walls and floors are free of holes, sags, and evidence of water damage. The average ceiling height shall be at least 8 feet for instructional spaces in an existing public school, in a district owned facility and in rented or leased buildings not on school district-owned sites. NJAC 6A:26-6.3(6) and NJAC 6A:8.1.d.1.i.(1)	x			

80% Compliance

Interior Items #5 to #26	Yes	No	N/A	Violation Location
18. Area and floor drains, where provided, appear to be in working order and covered with appropriate plates; unused (abandoned) waste lines (drains) are sealed off/capped.	x			
19. Floors throughout the school are clean and free of trash, as well as appear free of slipping, tripping and/or other hazards. Egress through halls and exits are clear and accessible. Concrete floors in all instructional areas, except shops, shall be covered with a resilient floor covering. NJAC 6A:26-d-1, i 5	x			
20. Supplies and materials are neatly and appropriately stored: a. Storage racks/shelving over 6 feet in height are properly secured from tipping. b. There is no storage within 24 inches of a ceiling. In spaces with sprinkler systems, storage is at least a minimum of 18 inches below sprinkler head deflectors. c. Storage is organized to allow safe access within and through space.	x			
21. Provision shall be made for storage of students' clothing in other than a corridor or exit way. Student lockers are usable, i.e., doors, handles and locks are operable. NJAC 6A:26-8.1 (i) (7)	x			
22. Drinking fountains are provided with sufficient water pressure or access to water coolers is readily available. Potable water shall be available and drinking fountains/bubblers shall be provided for students in cafeterias and in preschool and kindergarten programs in accordance with NJAC 6A:26-12.4 and NJAC 6A:26-8.1 (d) (1) (v).	x			
23. Toilet facilities shall meet existing UCC requirements for the E Use Group as determined by the construction official. Toilet facilities shall be available within a reasonable distance not more than one floor away and shall be equipped with an exterior operable window sash or mechanical exhaust ventilation. NJAC 6A:26-8.1	x			
24. Food and non-food items (i.e., cleaning products, etc.) in home economics rooms and cafeteria/kitchen are stored separately.	x			
25. Non-instructional areas are free of all unapproved construction, e.g. walls, partitions, doors and stairs.	x			
26. Furniture and equipment are in good condition and suitable for the age and size of the students and purposes of instruction shall be provided. NJAC 6A:26-8.1	x			

80% Compliance

Vocational/Laboratories #27 to #34	Yes	No	N/A	Violation Location
27. Corrosives, toxic and other hazardous substances are stored in properly rated cabinets and are labeled accordingly.	x			
28. Required space is available for the safe operation of machinery.			x	
29. Mechanical and hydraulic automotive lifts have locking devices to hold them in the extended (open) position.			x	
30. Floors and aisles in all shops are free of slipping and tripping hazards.			x	
31. "Eye Hazard Area - Wear Your Eye Protection" signs are posted.			x	
32. The following additional safety measures are in place if welding operations are on-going: a. Welding curtains are provided and are painted with a finish of low reflectivity. b. Personal protective equipment (e.g., goggles, aprons, etc.) are provided.			x	
33. Pressurized gas cylinders are secured (chain and eye hooks to welding cart, etc.) and valve protection caps are in place.			x	
34. Oxygen cylinders in storage are separated from fuel gas cylinders (acetylene) or combustible materials a minimum distance of 20 feet.			x	
Total	Yes	No	N/A	
80% Items Total	26		8	

Note: Violations of 100% items 12, 16 & 17 and 80% item 15 are the most egregious. Please refer to the Guidance Document for details.

Space for Notes:

School Facility Score Summary 2023-2024

Note: This form must be signed and dated.

Scoring Sections	100% Section A	80% Section B
Maximum # of Compliant Questions:	25	34

100% Section A Compliance

100% Section A Compliance	Score
Number of No Responses in Section A	22

NJSAC Fiscal DPR (All items are compliant in building)	Must select one (✓)
Compliant (no exceptions)	x
Non-compliant (Section is non-compliant with <i>any</i> exceptions. Corrective action needed).	

80% Section B Compliance

80% Section B Compliance	Score
A. Number of Yes Responses	26
B. Number of No Responses	0
C. Subtotal [A + B]	26
D. Multiply [(C) × 80%]	20.80

NJSAC Fiscal DPR [At least 80% of items are in compliance in the building(s)]	Must select one (✓)
Compliant The school building passes if Line (A) is equal to or greater than Line (D)	x
Non-compliant The school building fails if Line (A) is less than Line (D). Corrective action is needed.	

LEA Assurance Signatures

School Facility Name: Lawnside

Title: Facility Manager	Signature	Date
Completed by (add title below):		
Certified Educational Facilities Manager (if position used by district) or Head/Lead Custodian		
Chief School Administrator or School Business Administrator		