

Ronn H Johnson Ed D
Superintendent
856 546 4850
FAX 856 310 0901

Karen Willis
Business Administrator Brd Sec
856 547 2585
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Lawnside Board of Education Meeting Minutes

September 14, 2023
CALL TO ORDER

The Regular Meeting of the Lawnside Board of Education was called to order at 7:05 pm in-person. After repeating the Pledge of Allegiance and after observing a moment of silence the following members answered present to the roll call

Forrest -Y	Hayes - Y (arrived at 7:20 pm)	Arterbridge Y	Catlett Y
Cauthorne - N	Gibson - Y	Kittles N	Still - Y

6 Present
2 Absent
1 Vacant

Also present was Dr. Ronn Johnson, Superintendent, Karen Willis, SBA, Mark Gordon ABA and Darryl Rhone Board Solicitor.

OPENING STATEMENT

Public notice of this meeting pursuant to the Open Public Meetings act Chapter 231 PL 1975 has been given by the Board Secretary in the following manner:

- a Posting written notice on the official school bulletin board at the Lawnside Public School and District website
- b Sending notice to the Courier Post and the Retrospect newspapers
- c Position on the district website

APPROVAL OF BOARD MINUTES

Regular Meeting - August 10, 2023 Regular Meeting and August 24, 2023 Committee Meeting

Motion: Ms. Gibson
Second: Ms. Catlett

Forrest -Y	Hayes - N	Arterbridge Y	Catlett Y
Cauthorne - N	Gibson -Y	Kittles N	Still - Y for the regular meeting and N to the Committee Meeting

Vote - Yes - 5 for the Regular Meeting
Yes - 4 for the Committee Meeting

Motion Carried

LAWNSIDE SCHOOL DISTRICT
BOARD OF EDUCATION
426 CHARLESTON AVENUE
LAWNSIDE, NEW JERSEY 08045

“Looking Forward To Success”

To: Lawnside Board of Education

From: Dr. Ronn H. Johnson, Superintendent

Re: Superintendent's Report (Recommendations)

Date: September 14, 2023

Acknowledgements:

Publicly recognize Ms. Bass and Mr. Cook for their professionalism during the Annual Back To School Bonanza. Also want to recognize all of the donors, sponsors, and participants of the Back To School Bonanza.

Want to publicly acknowledge our parents. We have seen a dramatic decrease in students arriving late. *(Less than 10 per day).*

Informational Items:

The September Newsletter was distributed electronically on Wed. August 30th New Staff Orientation (August 29th) & New Student Orientation (September 1st). Annual School Plan Stakeholder Feedback & Agenda for September's meeting.

District Goals:

The District Goals were established in collaboration with the Lawnside Board of Education members at the Board retreat on Thursday, June 29, 2023.

In June, 70% of students will meet their ELA & Math annual growth targets as measured by the iReady diagnostic assessment.

Decrease chronic absenteeism by 10%

Effectively communicate with parents and community district information, specifically the New Attendance Policy.

Student Enrollment - 356 as of 9/8/23 (324 on 9/8/23)

Harassment, Intimidation, and Bullying: N/A

Suspensions for August~ N/A

The Superintendent is not in receipt of any parental request for a Board Hearing at this

time.

School Security Drills:

Fire Drill- 9/8/23 @ 2:00 pm

Security Drill- 9/13/23 @ 9:00 am

PERSONNEL - It is recommended by the Superintendent items 1-8 be approved as written.

1. It is recommended that Ms. Tomika Wilson's Request for Medical Leave be approved effective September 7, 2023 - November 7, 2023.
2. It is recommended that Ms. Patricia Cobia's Maternity Leave Request be approved effective October 2, 2023 through March 25, 2024.
3. It is recommended that Mr. Ryan Kraft and Ms. Sonya Walsh be approved retroactively to participate in Child Study Team meetings during the months of July and August at an hourly rate of \$43.53 for the 2023-2024 school year.
4. It is recommended that the following staff members be approved as teachers for the "Looking Forward to Success" after school enrichment program at an hourly rate of \$43.53 for the 2023-2024 school year: *(paid through ESSER federal funds)*

Antoinette Davis Chantelle Davis Courtney Vance Leonard Lewis Ryan Kraft

Virginia Alalouf Marita Trout

5. It is recommended that the following staff members be approved as paraprofessionals for the "Looking Forward to Success" after school enrichment program at an hourly rate of \$43.53 for the 2023-2024 school year: *(paid through ESSER federal funds)*

Jessica Ware Bria Couplin

6. It is recommended that the following staff members be approved as the curriculum writing leads during the 2023-2024 school year at the contracted stipend of \$965.

Kristina Curcio Catherine Henell

7. It is recommended Debra Bryson be approved as a Building-based Substitute Teacher at a per diem rate of \$125 for the 2023-2024 school year.
8. It is recommended that the following clubs be approved for the 2023-2024 school year at a contracted stipend of \$965. *(Stipends to be paid June 2024 as all clubs must maintain membership of at least 10 students)*

Activities Coordinator Ebony Williams

8th Grade Advisors Niphon Kirk Freddie Alexander Yearbook

Courtney Vance Bria Couplin

Junior Honor Society Chantelle Davis

Boys Basketball Norman Alston

Girls Basketball Karen Carter

Cheerleading Bria Couplin

Band/Instrument Mark Forchic

Safety Patrol Norman Alston

Horticulture Starr Langford

Dance Norman Alston

MANAGEMENT- It is recommended by the Superintendent items 1- 7 be approved as written.

1. It is recommended that Geralyn Kelly be hired as a Board Certified Behavior Analyst at the per diem rate of \$75 per hour at a maximum of 25 hours per week for the 23/24 school year.
2. It is recommended that student #32023 (local ID) be approved to attend Burlington County Special Services Autism program for the 23/24 School year at the rate of \$57,010 for tuition and \$3772 for the out of county resident rate.
3. It is recommended that student #32023 (local ID) be approved to have a 1:1 through New Behavior Network from 8:15 - 2:00 p.m. at Burlington County Special Services for the 23/24 school year at the agreed upon contractual rate.
4. It is recommended that student #32023 (local ID) be approved for transportation services through Camden County Educational Services Commission for the 23/24 school year.
5. It is recommended that the Lawnside Board of Education approve the curriculum updates of English Language Arts, Mathematics, Science, and Social Studies using the 2020 New Jersey Student Learning Standards. Curriculum updates can be found on the district website www.lawnside.k12.nj.us.

6. It is recommended that the Lawnside Mentoring Plan and Professional Development Plans for the 2023-2024 school year be approved.

7. It is recommended that the following Professional Development opportunities be approved.

Name	Workshop/Training	Date	Cost
Catherine Henell, Emily Yerkes, Alexis Backus, Brent Hoover	Civically Engaged District's Project	10/18, 2/18, & 4/25	Free

FIELD TRIPS

It is recommended that the following Field Trips be approved for the 2023-2024 school year.

Grade/Class	Location	Date	Cost
8th Grade	Camden County Technical School	9/26/23	Free
3rd Grade	Academy of Natural Sciences	11/8/23	TBD
3rd Grade	Philadelphia Zoo	3/28/24	TBD
Junior Honor Society	College Tour (Rutgers New Brunswick)	4/12/24 <i>Subject to availability</i>	TBD
Grades 5-8 Big Brother/Big Sister Students	Holman Automotive Mt. Laurel	Thursdays September -June	Free

Executive Session: N/A

Please contact Dr. Johnson at 856-546-4850 ext. 2200 or ronnjohnson@lawnside.k12.nj.us if you have any questions prior to the board meeting on Thursday.

RECOMMENDATION OF THE APPROVAL OF THE SUPERINTENDENT'S REPORT PERSONAL - ITEM 1-8 AND MANAGEMENT ITEM 1- 7

Motion: Ms. Gibson
Second: Ms. Still

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

Vote - Yes - 5
Motion Carried

Please contact Dr. Johnson at 856-546-4850 ext. 2200 or ronnjohnson@lawnside.k12.nj.us if you have any questions prior to the board meeting on Thursday.

CORRESPONDENCE -None.
OLD BUSINESS - None

PUBLIC COMMENTS - None.

COMMITTEE REPORTS

Haddon Heights Rep - Ms. Hayes

Reported she attended HH Policy Committee Meeting August 7, 2023 via Zoom and August 8th where they presented a tour of their Engineer classroom and eSport classroom. They also reviewed their A/P program and reported there was only one student of color is in the program.

Camden County Education Service Rep - Ms. Still

Nothing to report at this time.

NEW BUSINESS

APPROVAL OF RESOLUTIONS # 60- 64

1. Resolution #60- LineItem Transfers - 54,486.00
2. Resolution #61- Line Item Transfer - \$2,000.00
3. Resolution #62- Line Item Transfer - \$4803.40
4. Resolution# #63- Change Order Request #1 - \$2,438.26- J.H Williams
5. Resolution #64- Change Order Request #2 - \$646.49 - JH Williams

APPROVAL OF RESOLUTIONS # 60- 64 Motion: Ms. Still Second: Ms. Gibson

Vote - Yes - 5
Motion Carried

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

APPROVAL OF THE BOARD SECRETARY REPORT/ TREASURER'S REPORT

July 2023 and August 2023

Vote - Yes - 5
Motion Carried

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

APPROVAL OF PAYMENT OF THE BILLIS

Motion: Ms. Catlett
Second: Ms. Arterbridge
Vote - Yes- 5

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

Vote - Yes - 6
Motion Carried

EXECUTIVE SESSION - N/A

Public Comments - None

BOARD COMMENTS

Ms. Arterbridge: In regards to the Annual School Plan

Wanted to know if the plan was resubmitted to the state for the removal of her name from the plan? She indicated that the plan's original submission was inadequate and she wanted her name to be removed from the plan.

Ms. Forrest advised that Ms. Miller resubmitted the plan to have her name removed and it was done. The district has not received any other information from the State at this time because she believes there was a complaint to the state, the plan has been placed on hold.

Ms. Arterbridge would like the District to provide her the original date the plan was submitted to the state and the date that the plan was presented to the Board. Ms. Miller will that information to Ms. Arterbridge.

Ms. Hayes - advise if the District made a mistake in submitting the original report, the Administrator Team needs to be transparent in their action and move forward with the corrections.

Ms. Arterbridge - revised Title 1 plan will be submitted to the board members to review for the upcoming committee meeting.

Motion for adjournment: 7:40 pm

Motion - Ms. Gibson

Second by Ms. Still

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

Vote 6 Yes

Motion Carried

I Karen Willis Business Administrator/Board Secretary of the Board of Education of the Borough of Lawnside in the County of Camden New Jersey Hereby Certify that the foregoing extract from the minutes of a meeting of the Board of Education duly called and held on September 14 2023 has been compared by me with the original minutes as officially recorded in the Minute Book of the Board of Education and is true complete and correct copy thereof and of the whole of the original minutes so far as they relate to the subject matters referred to in the extract

Respectfully submitted,


Karen Willis

Business Administration/ Board Secretary

New Business

RESOLUTION 60

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:

ACCOUNT

FROM

TO

54,486.00

20-231-200-200-00-00

Personal Service - Employee

Total

\$54,486.00

Date: 09/14/2023

Moved: Ms. Still

Second: Ms. Gibson

Motion Carried

Forrest Y	Hayes N	Catlett Y	Cauthorn N
GibsonY	Arterbridge Y	Kittles N	Stilly

New Business

RESOLUTION 61

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>
11-000-251-890-00-00 Miscellaneous Expenditures		
11-000-251-592-00-00 Misc. Purchased Services	2000.00	
Total	2000.00	<u>\$2,000.00</u>

Date: 09/14/2023

Moved: Ms. Still

Second: Ms. Gibson

Motion Carried

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

New Business

RESOLUTION 62

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>
		2928.40
20-485-100-600-00-00 ESSER II- Mental Health		
20-485-200-300-00-00 ESSER II- Mental Health Purch Services		1875.00
20-485-100-300-00-00 ESSER II Mental Health Prof Purch Srvs	4803.00	
Total	\$4,803.00	<u>\$4,803.00</u>

Date: 09/14/2023

Moved: Ms. Still

Second: Ms. Gibson

Motion Carried

Forrest Y	Hayes N	Catlett Y	Cauthorn N
GibsonY	Arterbridge Y	Kittles N	StillY

New Business

RESOLUTION 63

AUTHORIZATION OF THE LAWNSIDE BOARD OF EDUCATION TO APPROVE CHANGE ORDER #1 WITH JH WILLIAMS IN AMOUNT NOT TO EXCEED \$2,438.25

WHEREAS, JH Williams has been requested to provide additional services to the current TCU Project for electrical services;

THEREFORE BE IT RESOLVED, that the Lawnside Board of Education approval the additional amount of \$2,438.25 as per Change Order #1 for the TCU Project.

Date: 09/14/2023
Moved: Ms. Still
Second: Ms. Gibson
Motion Carried

Forrest Y	Hayes N	Catlett Y	Cauthorn N
GibsonY	Arterbridge Y	Kittles N	Stilly

New Business

RESOLUTION 64

AUTHORIZATION OF THE LAWNSIDE BOARD OF EDUCATION TO APPROVE CHANGE ORDER #1 WITH JH WILLIAMS IN AMOUNT NOT TO EXCEED \$646.49

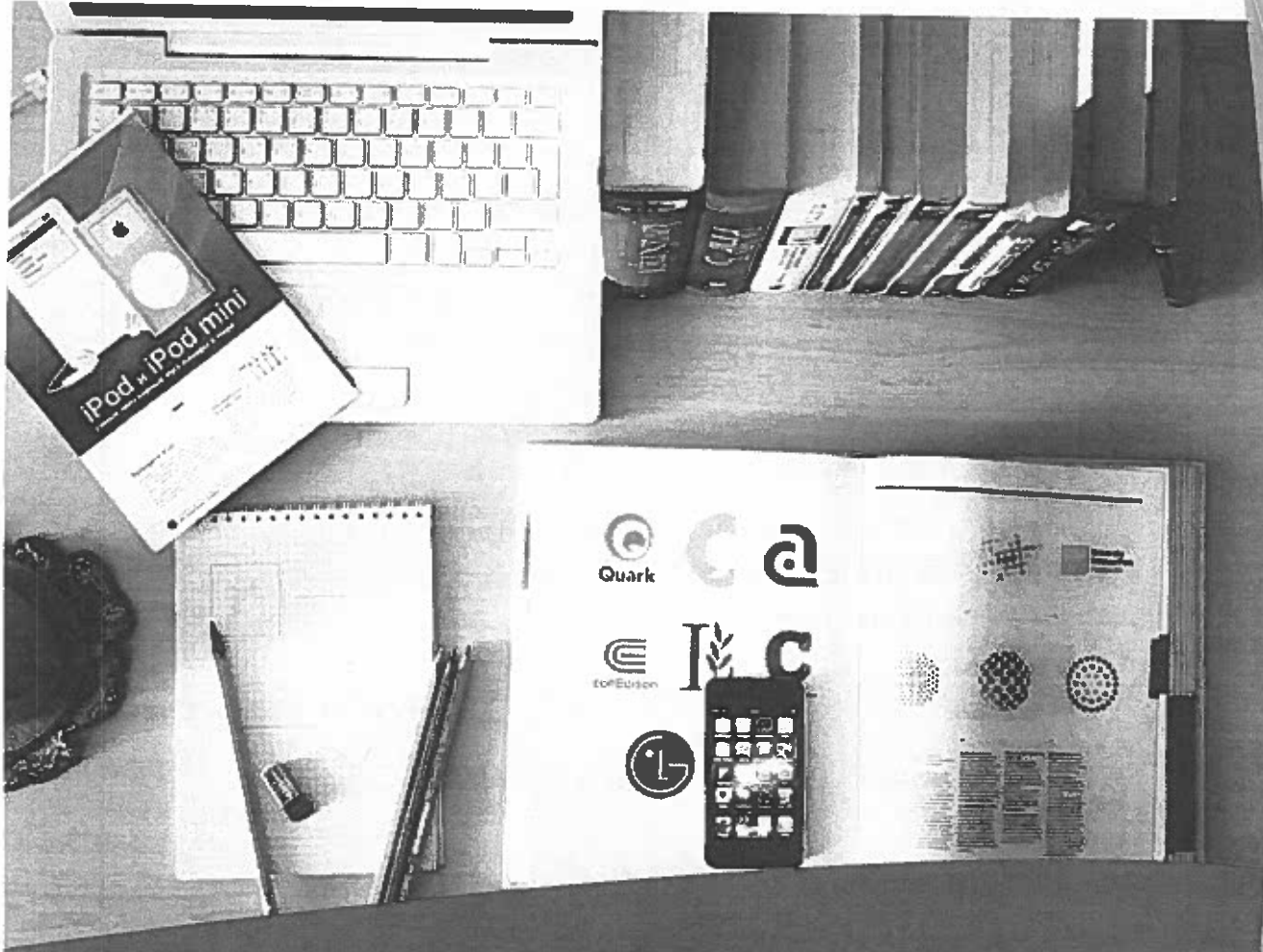
WHEREAS, JH Williams has been requested to provide additional services to the current TCU Project for single custom door frame in the TCU.

THEREFORE BE IT RESOLVED, that the Lawnside Board of Education approval the additional amount of \$646.49 as per Change Order #1 for the TCU Project.

Date: 09/14/2023
 Moved: Ms. Still
 Second: Ms. Gibson
 Motion Carried

Forrest Y	Hayes N	Catlett Y	Cauthorn N
GibsonY	Arterbridge Y	Kittles N	Stilly

CONTINUING
MENTORING PLAN



LAWNSIDE SCHOOL DISTRICT

- Comprehensive training on data analysis programs provided by the district.

The Chief School Administrator (Superintendent) along with the mentor will monitor how the new hire is progressing in terms of classroom management, content knowledge, curriculum implementation that is aligned with state standards, and school district expectations for teacher effectiveness. The district's School Improvement Team will also support implementation of the mentoring plan. The School Improvement team can ensure that teachers receive useful feedback on their practice and their students' learning outcomes, as well as experience high-quality, tailored professional learning.

Mentors will become aware of their roles and responsibilities through district-wide training. Mentor training will also vary from new teacher to new teacher depending upon the identified needs of each new hire, since new hires include both novice teachers and experienced teachers who are new to the district. Through the initial meetings, the mentor will determine if the new teacher needs assistance with: learning routines and procedures, lesson planning, classroom management skills, discipline strategies, engaging students, establishing a positive classroom environment, assessing student performance, understanding NJSLA, district curriculum alignment, communicating and involving parents, time management skills, participation in staff development, teaching with technology, and reflective practices. The individual mentoring plan will be tailored to meet the identified needs of each new teacher.

B. CURRENT ASSESSMENT OF MENTORING PROGRAM

that articulate what effective teaching and learning look like in a transformed public education system.

Training Components will focus on:

- Roles and Responsibilities of the Mentor
- Establishing Communication and Building Trust
- Leading Reflective Conversation about Practice
- Challenges in Mentoring
- Questioning Techniques
- Using Standards-Based Formative Assessments
- Classroom Visitations/Observations skills
- Designing Professional Development Activities
- Working knowledge of the Marzano Framework and its Application within the District's Evaluation System.

Monthly Meeting Topics/ Conversations

The Monthly Mentoring chart below provides suggested conversations which align with the Marzano Framework , as well as the professional activities occurring during that month. The list below serves as the minimum requirements with the mentor/mentee adding discussion topics relevant to the mentee's needs.

November

<p>Teacher Obligations:</p> <ul style="list-style-type: none"> • Parent/Teacher Conferences • Report Card preparation • Lesson plan review/ feedback • NJSLA preparation 	<p>Instruction:</p> <ul style="list-style-type: none"> • Center Based Instruction • Options for Differentiating
<p>Classroom Procedures:</p> <ul style="list-style-type: none"> • Establishing fair and consistent classroom routines, discipline and rules • Setting student goals 	<p>Professional Responsibilities:</p> <ul style="list-style-type: none"> • Parent/Teacher Communication • PLC Meetings - Cross Curricular/Data trends/skill breakdown

December

<p>Teacher Obligations:</p> <ul style="list-style-type: none"> • NJSLA preparation • Data review/ progress monitoring 	<p>Instruction:</p> <ul style="list-style-type: none"> • How to Use Data to drive instruction
<p>Classroom Procedures:</p> <ul style="list-style-type: none"> • Establishing fair and consistent classroom routines, discipline and rules. • Monitor student goals 	<p>Professional Responsibilities:</p> <ul style="list-style-type: none"> • Parent/Teacher Communication • PLC Meetings - Cross Curricular/Data trends/skill breakdown

March

<p>Teacher Obligations:</p> <ul style="list-style-type: none">• Teacher Evaluation Reflection• Prepare for IEP meetings and writing PLAFP• Process for Teacher Reviews (EOY)• NJSLA preparation	<p>Instruction:</p> <ul style="list-style-type: none">• Using data to inform instruction
<p>Classroom Procedures:</p> <ul style="list-style-type: none">• Establishing fair and consistent classroom routines, discipline and rules.• Monitor student goals	<p>Professional Responsibilities:</p> <ul style="list-style-type: none">• Parent/Teacher Communication• PLC Meetings - Cross Curricular/Data trends/skill breakdown

April

<p>Teacher Obligations:</p> <ul style="list-style-type: none">• Teacher Evaluation Reflection• Prepare for IEP meetings and writing PLAFP• Process for Teacher Reviews (EOY)• NJSLA preparation	<p>Instruction:</p> <ul style="list-style-type: none">• Use data to inform instruction• Spring Break Work Packet• Summer Reading Project Information
<p>Classroom Procedures:</p> <ul style="list-style-type: none">• Establishing fair and consistent classroom routines, discipline and rules.• Monitor student goals	<p>Professional Responsibilities:</p> <ul style="list-style-type: none">• Parent/Teacher Communication• PLC Meetings - Cross Curricular/Data trends/skill breakdown



Gmail

Search in mail



11

Compose

Mail

Inbox

11

Medical Leave

Inbox x

Chat

Starred



Tomika Wilson
to me, Karen, Mark

Spaces

Snoozed

Good Day,

Meet

Important

I am requesting approval for a leave of absence from 9/7/23 - 11/7/23.

Sent

Thank you in advance

Drafts

Categories

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Social

Updates

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Forums

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Promotions

More

Labels

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Sent Messages

Patricia Cobia
415 Carver Avenue
Lawnside, NJ 08045

September 8, 2023

Lawnside Board of Education
426 East Charleston Avenue
Lawnside, NJ 08045

To the Lawnside Board of Education,

This letter is to inform you of my plans for maternity leave. Pending the results of my upcoming anatomy scan and consultation with my doctor, my last day will be no sooner than October 2, 2023. I intend to use sick time from October 2, 2023 until January 1, 2024 and NJFLA from January 2, 2024 until March 22, 2024. Based on calculations, my expected return date will be Monday, March 25, 2024.

Regards,

Patricia Cobia