

Minutes – December 13, 2012

The Regular Meeting of the Lawnside Board of Education was called to order at 7:23 p.m. in Board Conference Room of the Lawnside Public School, 426 Charleston Avenue. Board President Donica Venable presided. After repeating the Pledge of Allegiance and observing a moment of silence, the following members answered present to the roll call:

Lovelle Kendall	Donica Venable
Amy Pierce	Michael Worlds
Priscilla Solomon	
5 present, 4 absent	

Absent: Tiffany Banks, Ronald DeAbreu, Sabrina Forrest, Dawn Wright-McLeod

Also present were Ronn Johnson, Superintendent, and Theresa Tutt, Board Secretary.

Ms. Venable announced that notice of the meeting was sent to the Courier Post, Record Breeze, Philadelphia Inquirer and the Lawnside Borough Clerk as required by statute.

There was no Construction Update.

Mr. Hoover, 8th grade class advisor, advised that the 2012 election for student council officers is currently underway. The candidates have started to hang posters around the building soliciting support from the study body during the campaign and leading up to the election to be held on December 20. The students competing for the positions are Brooke Pressley and Jaquan Solomon for President, Xenah Elsayed and Duranad'A (Zack) Summons for Secretary, and Amir Abdul-Jalil and Tamir Robertson for Treasurer. Each candidate introduced themselves and then gave brief remarks stating their reasons for seeking office. At the conclusion of the student presentations, Mr. Hoover thanked his colleagues Mrs. Davis, Mrs. Marvin, and Mr. Alston for their assistance with the election process.

Dr. Johnson and Ms. Venable offered congratulations to each candidate for participation and interest in serving the school and wished each student good luck with their respective campaigns.

There were no Public Comments.

Minutes -
11/8/2012

Motion by Amy Pierce, seconded by Michael Worlds, that the minutes of November 8, 2012, be approved. Motion carried; 5 yes.

There was no Solicitor's Report.

Superintendent's Report

Discussion

- NJDOE Correspondence regarding IDEA funding for the 21st Century Program
- Executive Session (Student matter w/ IEP); refer to correspondence from HHHS
- Correspondence from The Lawnside Scholarship Club – Dr. Johnson will be honored at annual program to be held at the Tavistock Country Club on March 16, 2013

➤ Curriculum Update (Mrs. Swiatocha)

Mrs. Swiatocha was unable to attend the meeting; therefore, Mrs. Paula Davis reported the update via a powerpoint presentation.

District Goals

- *Focus on Language Arts Literacy to improve student achievement*
- *Continue to foster community support and encourage investment in the success of the school district*
- *Develop the use of Smartboard technology to enhance student achievement through effective instruction*

Harassment, Intimidation, and Bullying

There was 1 incident of documented Harassment, Intimidation and Bullying for November which resulted in suspension.

Recommendations

PERSONNEL

1. It is recommended that Ms. Donna Walden be approved as a substitute paraprofessional for the "Shining Stars" afterschool program at a rate of \$16 per hour for the 2012-2013 school year.
2. It is recommended that Ms. Ann Clark's compensation be adjusted from per diem to salaried at a pro-rated salary of \$52,152 (Step 1) effective December 14, 2012.
3. It is recommended that Ms. Marilyn Jamal be approved as the contracted director of the 21st Century Community Learning Centers Program for the 2012-2013 school year at a rate of \$35 per hour.
4. It is recommended that Ms. Leslie Daniels be approved as a substitute staff member for the "Shining Stars" program at a rate of \$35 per hour.
5. It is recommended that the position of Paraprofessional be approved for the "Shining Stars" afterschool program at a rate of \$16 per hour for the 2012-2013 school year.
6. It is recommended that the following substitute teacher be approved at a rate of \$75 per diem for the 2012-2013 school year.

➤ Jeffery Arthur

Personnel
Items #1 – 6

Motion by Amy Pierce, seconded by Michael Worlds,
that Personnel Recommendations #1 – 6 be approved. Motion
carried; 5 yes.

MANAGEMENT

1. It is recommended that the position of 1:1 aide for Student #00009 (Bankbridge) be approved for 30 days at a rate of \$192.40 per diem.
2. It is recommended that the following position be approved for posting:
 - Title I English Language Arts Teacher (in-class support) Grades 3-8
January 14 – June 24, 2013 (Funded by NCLB, Title I, Part A)
3. It is recommended that the FY 2013 NCLB Application Amendment to budget FY 2012 carryover be approved for submission to the County.
4. It is recommended that the 2012-2013 Nursing Services Plan be approved for the 2012-2013 school year.
5. It is recommended that Lawnside 21st CCLC Afterschool Program site coordinator, Ms. Patricia Cobia, and project director, Ms. Marilyn Jamal, be permitted to attend the Beyond School Hours XVI Conference in Jacksonville, FL. The conference will be held on Wednesday, February 20 – Saturday, February 23, 2013. The cost of registration is \$489 per person; total registration is \$978. All costs will be covered by 21st CCLC grant funds for the 2012-2013 program year.
6. It is recommended that student #00002 be approved to attend Lakeland Andover School in Sussex County for the remainder of the 2012-2013 school year (143 days) at a rate of \$290 per diem for a total of \$41,470 (IEP high school placement).
7. It is recommended that students from the University of Medicine and Dentistry be approved to complete required field experiences at the Lawnside Public School for the remainder of the 2012-2013 school year beginning January, 2013.

Management -
Items #1 – 7

Motion by Amy Pierce, seconded by Priscilla Solomon,
that Management Recommendations #1 – 7 be approved.
Motion carried; 5 yes.

STUDENT ACTIVITIES

1. It is recommended that the trip for 8th grade students to visit the Camden County Technical School on February 25, 2013 be approved (no cost; transportation provided by CCTS; parent permission to be obtained).

Student Activities -
Item #1

Motion by Lovelle Kendall, seconded by Priscilla Solomon,
that Student Activities Recommendation #1 be approved.
Motion carried; 5 yes.

There was no Correspondence.

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There was no Old Business.

There were no Committee Reports.

New Business

R E S O L U T I O N #22-2013

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>
11-190-100-270-00-00 Health Benefits	\$18,336	
11-190-100-500-00-00 Other Purchased Services	4,500	
11-000-230-895-00-00 BOE Membership Dues & Fees	255	
11-000-100-566-00-00 Tuition – Pvt. School Disabled	33,755	
10-000-100-561-00-00 Transfers to Charter Schools		\$33,755
11-190-100-220-00-00 Regular Programs Social Security		8,155
11-190-100-249-00-00 Other Retirement Contributions		10,181
11-190-100-610-00-00 General Supplies		4,500
11-000-230-890-00-00 Miscellaneous Expenditures		<u>255</u>
	<u>\$56,846</u>	<u>\$56,846</u>

Action on Resolution #22-2013 is tabled at this time as only five members are present and approval requires a 2/3 majority or at least six votes.

R E S O L U T I O N #23-2013

BE IT RESOLVED, that the Board of Education of the Borough of Lawnside, at its December 13, 2012 meeting authorizes the submission of an application and acceptance of funds under the provisions of the Individuals with Disabilities Education Act for the 2012-2013 school year as follows:

IDEA Basic	\$107,772
IDEA Preschool	<u>3,041</u>
	\$110,813

Resolution #23-2013 – Motion by Amy Pierce, seconded by Priscilla Solomon, that Resolution #23-2013 be approved. Motion carried; 5 yes.

R E S O L U T I O N #24-2013

BE IT RESOLVED, that the Board of Education of the Borough of Lawnside, at its December 13, 2012 meeting approves the following state contract vendors for the 2012-2013 school year:

Apple, Inc.	#621450
CDW Government, Inc.	GS-35F-0195J
Tanner Furniture Inc.	A-69980
Thrower Mechanical	A-64290

Resolution #24-2013 – Motion by Amy Pierce, seconded by Priscilla Solomon, that Resolution #24-2013 be approved. Motion carried; 5 yes.

R E S O L U T I O N #25-2013

BE IT RESOLVED, by the Board of Education of the Borough of Lawnside that the following salaries be funded through the listed federal grants for the 2012-2013 school year:

Grant	Staff Member	Full Salary	Grant Funding	% Funded
Title I				
	Fatimah Aglaguel	\$17,281	\$17,281	100
	Kenneth Johnson	\$64,365	\$64,365	100
	Susan Swiatocha	\$81,376	\$7,400	9
IDEA				
	Norman Alston	\$17,847	\$17,847	100
	Devon Lindsay	\$71,472	\$27,868	39
	Michelle Mendenhall	\$61,108	\$24,443	40

Resolution #25-2013 – Motion by Priscilla Solomon, seconded by Amy Pierce, that Resolution #25-2013 be approved. Motion carried; 5 yes.

Board Member Tiffany Banks entered at 8:07 p.m., making 6 present, 3 absent.

2011-2012 Comprehensive Annual Financial Report

Mr. Robert A. Stewart of Inverso & Stewart presented a brief summary of the district's financial standing as of June 30, 2012 prior to the start of the meeting. He indicated that 98.73% of the 2011-2012 budget was expended compared to the 98.26% for the previous year. He spoke about the district's available fund balance and the possible difficulties that will be faced in the coming budget years if we are unable to match that appropriation annually. Mr. Stewart suggested that excess surplus should be used to fund one-time expenditures.

The report for the 2011-2012 school year was previously distributed to all Board Members with the proposed corrective action to address each cited recommendation. Copies of the report synopsis were available for the public with the meeting agenda. The recommendations cited and the proposed corrective action are as follows:

Financial Planning, Accounting & Reporting

Recommendation:

The School District should properly prepare the financial close-out reports and agree the total expenditures and unexpended balances with the financial records.

Corrective Action:

Prior to submission, grant final reports will be thoroughly examined to ensure that expenditures and unexpended balances reconcile with district financial records.

Recommendation:

The School District should take care in recording all assets, liabilities, revenues and expenditures and all expenditures should be properly classified.

Corrective Action:

Accounting records will be more closely examined to ensure accuracy of data.

Recommendation:

The School District should document in the minutes of the Board of Education, board approval for all employees charged to a federal program, their related salaries, assigned school and funding percentage and time sheets should be approved by the program supervisor.

Corrective Action:

All employees who are to be charged to a federal grant will be approved in the minutes; the minutes will reflect the name of the individual, salary, program to be charged and the funding percentage. Program supervisors will sign respective time sheets.

School Purchasing Programs

Recommendation:

All contracts entered into pursuant to state contract should be awarded by board resolution and documented in the board minutes.

Corrective Action:

Each state contract vendor used by the district will be approved by the Board and recorded in the minutes.

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Recommendation:

All professional services contracts awarded should be in compliance with the pay-to-play regulations.

Corrective Action:

Required documentation will be obtained from all professional services vendors.

Student Body Activities

Recommendation:

The School District required control procedures regarding depositing, recording and documentation of cash receipts should be followed in all accounts.

Corrective Action:

Procedures and required recordkeeping will be reviewed with assigned personnel; Board Secretary will review records on a quarterly basis to make sure they are being properly maintained.

Recommendation:

The School District required control procedures regarding recording, approvals and documentation of cash disbursements should be followed in all accounts.

Corrective Action:

Procedures and required recordkeeping will be reviewed with assigned personnel; Board Secretary will review records on a quarterly basis to make sure they are being properly maintained.

2011-2012 CAFR –
Action Plan
(Attachment A)

Motion by Priscilla Solomon, seconded by Michael Worlds, that the CAFR/audit for the 2011-2012 school year prepared by Inverso & Stewart be accepted and that the proposed corrective action plan be approved. Motion carried; 6 yes.

Facilities Use -
LPS "Love Lunch"

Motion by Amy Pierce, seconded by Priscilla Solomon, that the Lawnside Public School Safety Patrol be permitted to use the all purpose room and kitchen on December 22, 2012 from 8:00 a.m. to 3:00 p.m. for a Holiday Outreach "Love Lunch". Motion carried; 6 yes.

Board Member Dawn Wright-McLeod entered at 8:10 p.m., making 7 present, 2 absent.

Facilities Use -
Kappa Alpha Psi Fraternity

Motion by Amy Pierce, seconded by Tiffany Banks, that the Kappa Alpha Psi Fraternity be permitted to use the gym on January 5, 2013 from 8:30 a.m. to 1:30 p.m. for a basketball tournament. Motion carried; 6 yes, 1 not voting – Dawn Wright-McLeod.

Facilities Use -
Lawnside Youth Basketball

Motion by Amy Pierce, seconded by Lovelle Kendall, that the Lawnside Youth Basketball Organization be permitted to use the gym on December 21, 2012 between the hours of 5:00 and 10:00 p.m. to hold a Holiday Dance and three future days (one per month). Motion carried; 6 yes, 1 not voting – Priscilla Solomon.

Secretary/Treasurer Reports

The Secretary reports as of September 30, 2012:

Fund 10 Cash in Bank	\$ 218,330.27
Fund 20 Cash in Bank	-167,360.41
Fund 30 Cash in Bank	2,355,304.32
Fund 40 Cash in Bank	<u>-47,442.39</u>
Total Cash in Bank	\$2,358,831.79

The Treasurer reports as of September 30, 2012:

Fund 10 Ending Cash Balance	\$ 218,330.27
Fund 20 Ending Cash Balance	-167,360.41
Fund 30 Ending Cash Balance	2,355,304.32
Fund 40 Ending Cash Balance	<u>-47,442.39</u>
Total Ending Cash Balance	\$2,358,831.79

The Secretary reports as of October 31, 2012:

Fund 10 Cash in Bank	\$ 737,421.00
Fund 20 Cash in Bank	-212,047.15
Fund 30 Cash in Bank	2,306,358.76
Fund 40 Cash in Bank	<u>-47,442.39</u>
Total Cash in Bank	\$2,784,290.22

The Treasurer reports as of October 31, 2012:

Fund 10 Ending Cash Balance	\$ 737,421.00
Fund 20 Ending Cash Balance	-212,047.15
Fund 30 Ending Cash Balance	2,306,358.76
Fund 40 Ending Cash Balance	<u>47,442.39</u>
Total Ending Cash Balance	\$2,784,290.22

Receipt

Motion by Amy Pierce, seconded by Tiffany Banks, that the Secretary and Treasurer Reports for the periods ending September 30, 2012, and October 31, 2012 be received. Motion carried; 7 yes.

R E S O L U T I O N #26-2013

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Lawnside Board of Education certifies that as of October 31, 2012 and after review of the Secretary's Monthly Financial Report and the Treasurer's Monthly Financial Report and upon consultation with the appropriate district officials, to the best of the Boards' knowledge, no major account or fund has been over-expended in violation of N.J.A.C. 6A:23A-16.10 (a) 1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Resolution #26-2013 –
Board Certification

Motion by Tiffany Banks, seconded by Priscilla Solomon, that Resolution #26-2013 be approved. Motion carried; 7 yes.

R E S O L U T I O N #27-2013

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of October 31, 2012, no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the Lawnside Board of Education pursuant to N.J.S.A. 18A:22-8.1 and N.J.S.A. 18A:22-8.2 and no budgetary line item account has been over-expended in violation of N.J.A.C. 6:23-2.12 (a) 1.


Theresa Tutt, Board Secretary

Resolution #27-2013 –
BA Certification

Motion by Tiffany Banks, seconded by Michael Worlds,
that Resolution #27-2013 be approved. Motion carried; 7 yes.

New Business

R E S O L U T I O N #22-2013

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

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11-190-100-220-00-00 Regular Programs Social Security		8,155

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11-190-100-249-00-00 Other Retirement Contributions		10,181
11-190-100-610-00-00 General Supplies		4,500
11-000-230-890-00-00 Miscellaneous Expenditures		<u>255</u>
	<u>\$56,846</u>	<u>\$56,846</u>

Resolution #22-2013 – Line Item Transfers Motion by Amy Pierce, seconded by Dawn Wright-McLeod, that Resolution #22-2013 be approved. Motion carried; 7 yes.

Payment of Bills Motion by Amy Pierce, seconded by Priscilla Solomon, that the bills totaling \$449,971.74 for the General Fund, \$4,283.85 for the Capital Fund and \$18,269.42 for the Food Service Fund be approved for payment pending availability of funds. Motion carried; 7 yes.

Board Member Priscilla Solomon left at 8:18 p.m., making 6 present, 3 absent.

Public Comments

Mr. Qawi Austin, 371 I. R. Bryant Way, spoke about the NJ Seeds Program. The program provides an alternative to the traditional high school experience. The Seeds Scholars Program prepares eligible 7th graders for 9th grade placement at academically rigorous schools by participating in classes held on Saturdays over a 14-month period. There is no cost for the program. NJ Seeds partners with independent schools to obtain financial aid and scholarships for students; the money comes directly from the schools. Mr. Austin passed on his personal experiences with the program; both his daughter and son are currently in the program. The program is actively recruiting in this area; he wanted to share the information so other parents would be aware of these opportunities.

Board Member Priscilla Solomon returned at 8:28 p.m., making 7 present, 2 absent.

Ms. Maisha Aziz, 33 Phoenix Avenue and Ms. Sonya Stanton, 372 JFK Boulevard, representing the South Jersey Alumnae Chapter Delta Sigma Theta Sorority, Inc.; spoke about their organization's commitment and continued desire to serve the school district wherever the need exists. Ms. Aziz indicated that she would be particularly interested in offering her political and legal expertise should the "Mayor For A Day" and Career Day activities be scheduled later in the school year.

Executive Session
8:31 p.m. Motion by Tiffany Banks, seconded by Amy Pierce, that the Board recess into Executive Session to discuss a student matter. Motion carried; 7 yes.

Reconvene
8:35 p.m. Motion by Ronald DeAbreu, seconded by Sabrina Forrest, that the meeting reopen to the public. Motion carried; 7 yes.

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The meeting was called to order at 8:35 p.m. with the following members answering present to the roll call:

Tiffany Banks	Donica Venable
Lovelle Kendall	Michael Worlds
Amy Pierce	Dawn Wright-McLeod
Priscilla Solomon	

7 present, 2 absent

Absent: Ronald DeAbreu, Sabrina Forrest

The President advised that the Board must reorganize the first week in January. It was the consensus that the meeting be held on Thursday, January 3, 2013 at 7:00 p.m.

There was a discussion regarding how to inform the public of the vacant seats on the Board. An attempt will be made to notify the individuals whose names were write-ins on the November ballot.

Adjournment
8:47 p.m.

Motion by Dawn Wright-McLeod, seconded by Priscilla Solomon, that the meeting be adjourned. Motion carried unanimously.

NAME OF DISTRICT: LAWSIDE

TYPE OF AUDIT: ANNUAL

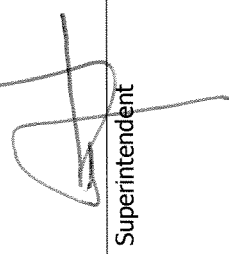
DATE OF BOARD MEETING: DECEMBER 13, 2012

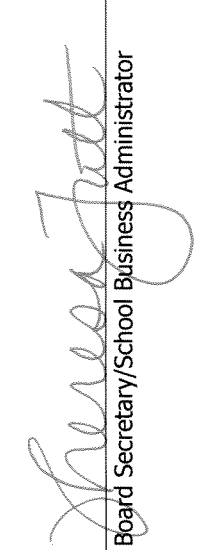
CONTACT PERSON: THERESA TUTT

TELEPHONE NUMBER: (856) 547-2585

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
<p>Financial Planning, Accounting and Reporting</p> <p>1. The School District should properly prepare the financial close-out reports and agree the total expenditures and unexpended balances with the financial records.</p>	<p>12/13/2012</p>	<p>Prior to submission, grant final reports will be thoroughly examined to ensure that expenditures and unexpended balances reconcile with district financial records.</p>	<p>Board Secretary Program Supervisors</p>	<p>Ongoing</p>
<p>2. The School District should take care in recording all assets, liabilities, revenues and expenditures and all expenditures should be properly classified.</p>	<p>12/13/2012</p>	<p>Accounting records will be more closely examined to ensure accuracy of data.</p>	<p>Board Secretary</p>	<p>Ongoing</p>
<p>3. The School District should document in the minutes of the Board of Education, board approval for all employees charged to a federal program, their related salaries, assigned school and funding percentage and time sheets should be approved by the program supervisor.</p>	<p>12/13/2012</p>	<p>All employees who are to be charged to a federal grant will be approved in the minutes; the minutes will reflect the name of the individual, salary, program to be charged and the funding percentage. Program supervisors will sign respective time sheets.</p>	<p>Board Secretary Program Supervisors</p>	<p>Ongoing</p>

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
School Purchasing Programs 4. All contracts entered into pursuant to state contract should be awarded by board resolution and documented in the board minutes.	12/13/2012	Each state contract vendor used by the district will be approved by the Board and recorded in the minutes.	Board Secretary	Ongoing
5. All professional services contracts awarded should be in compliance with the pay-to-play regulations.	12/13/2012	Required documentation will be obtained from all professional services vendors.	Board Secretary Program Supervisors	Ongoing
Student Body Activities 6. The School District required control procedures regarding depositing, recording and documentation of cash receipts should be followed in all accounts.	12/13/2012	Procedures and required recordkeeping will be reviewed with assigned personnel; Board Secretary will review records on a quarterly basis to make sure they are being properly maintained.	Board Secretary Dean of Programs & Students Administrative Secretary	Ongoing
7. The School District required control procedures regarding recording, approvals and documentation of cash disbursements should be followed in all accounts.	12/13/2012	Procedures and required recordkeeping will be reviewed with assigned personnel; Board Secretary will review records on a quarterly basis to make sure they are being properly maintained.	Board Secretary Dean of Programs and Students Administrative Secretary	Ongoing


Superintendent


Board Secretary/School Business Administrator

12/13/2012
Date

12/13/2012
Date