

Lawnside Board of Education Meeting Minutes
November 14, 2013

The Regular Meeting of the Lawnside Board of Education was called to order at 7:02 p.m. in Board Conference Room of the Lawnside Public School, 426 Charleston Avenue. Board President Sabrina Forrest presided. After repeating the Pledge of Allegiance after observing a moment of silence, the following members answered present to the roll call:

Doug Brotherton	Amy Pierce
Ronald DeAbreu	Donica Venable
Sabrina Forrest	Dalaine Wilson
Lovelle Kendall	

7 present, 2 absent

Absent: Tiffany Banks, Dawn Wright-McLeod

Also present were Paula Davis, Director of Curriculum and Instruction, for Dr. Ronn Johnson, Carl Tanksley, Board Solicitor and Theresa Tutt, Board Secretary.

Ms. Forrest 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 were no Public Comments.

Minutes -
10/10/2013

Motion by Ronald DeAbreu, seconded by Dalaine Wilson, that the minutes of October 10, 2013 be approved. Motion carried; 7 yes.

Solicitor's Report

Board Solicitor Carl Tanksley indicated that he had comments regarding a personnel matter for Executive Session.

Superintendent's Report

(Mrs. Davis presented the report due to Dr. Johnson's absence.)

Discussion

- Reading Recovery Executive Summary – submitted by Ms. Gina Clay-Williams
- Lawnside Education Foundation "*Save the Date*" for the Annual Dinner Dance – February 22, 2014 at the Merion in Cinnaminson, NJ
- 97% High School graduation rate from Haddon Heights; 36 of 37 Lawnside students graduated in 2013
- Article: "*Common Core Under Attack*"

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District Goals

- **Goal #1 – Continue to focus on enhancing curriculum and instruction in English/Language Arts and Mathematics to improve student achievement**
- **Goal #2 – Continue to positively impact school culture by initiating student-centered programs.**
- **Goal #3 – Communicate the district's culture, strengths and successes to all stakeholders of the district.**

Harassment, Intimidation and Bullying

There were 3 incidents of documented Harassment, Intimidation and Bullying resulting in 3 Warnings 0 Detentions 0 Suspensions

Fire and Security Drills	
Fire Drill	Wednesday, October 2, 2013 @ 10:00 a.m.
Evacuation Drill – Bomb Threat	Tuesday, October 8, 2013 @ 2:00 p.m.

Class Enrollment

Grade	Number of Students	Grade	Number of Students
PreK	21	4 TH	26
Kindergarten	30	5 TH	24
1 ST	38	6 TH	28
2 ND	36	7 TH	25
3 RD	24	8 TH	27
		Total	279

Recommendations

PERSONNEL

1. It is recommended the following staff member be approved as a teacher for the Shining Stars afterschool program for the 2013-2014 school year at a rate of \$35 per hour.

Norman Alston

2. It is recommended the following staff member be approved as a paraprofessional for the Shining Stars afterschool program for the 2013-2014 school year at a rate of \$16 per hour.

Anthony Ware

3. It is recommended Mr. Jermaine Green's Letter of Resignation as a School Custodian be accepted effective November 1, 2013.
4. It is recommended Mr. Norman Thompson be approved as a School Custodian at a salary of \$24,179 (pro-rated) for the 2013-2014 school year. (Step 4)

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5. It is recommended the following be approved as substitute teachers for the 2013-2014 school year at a rate of \$75 per diem. (Pending Criminal History Review)

Kelly Blocker
Dennis C. Johnson, III
Donean King

6. It is recommended the following person be hired for the 21st CCLC after school program for the 2013-2014 school year at a rate of \$16 per hour.

Christine Coates – Paraprofessional Substitute

7. It is recommended the following vendor GP Entertainment be hired to provide ten Hip Hop Dance sessions at the rate of \$50 per session for the 21st CCLC After School Program. Cost not to exceed \$500 and all costs will be covered by the 2013-2014 21st CCLC grant funds.

Gia Coney – Dance Instructor

8. It is recommended the following person be approved as the School Psychologist 2 days per week at the rate of \$300 per day from January 2, 2014 – April 2, 2014, with an additional two days of training in December.

Jennifer Campbell

Personnel
Items #1 – 8

Motion by Ronald DeAbreu, seconded by Amy Pierce, that Personnel Recommendations #1 – 8 be approved. Motion carried 6 yes, 1 not voting – Donica Venable.

MANAGEMENT

1. It is recommended the Lawnside School District’s Nursing Plan for the 2013-2014 school year be approved for submission to the County Department of Education.
2. It is recommended the Safety Patrol be approved to conduct Pretzel Sales on Mondays, Tuesdays and Thursdays after school as a fundraiser for the 2013-2014 school year.
3. It is recommended the following workshops for the 2013-2014 school year be approved.

Staff Member	Date	Description	Cost
Tomika Wilson	12/11/2013	Beyond the Basics – Excel	\$99
Leslie Daniels	2/24 & 2/25/2013	Conference for Pre-Kindergarten Teachers	\$369

4. It is recommended a reading tutor position be posted for special education Student #18027 as listed in his IEP: Wilson trained reading tutor three times per week for an hour during the after school program. (\$35 per hour from November until April)
5. It is recommended Student #00009 be placed at Brookfield Elementary starting on 10/28/2013 at the cost of \$275 per day plus transportation.

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6. It is recommended a Haddon Heights special education student receive 4 pieces of supplementary hearing equipment in his major academic classrooms as per his IEP at the cost of \$872 each (total \$3,488).
7. It is recommended the following staff members be approved to attend the following professional development workshop at the Camden County Educational Services Commission.

Staff Member	Date	Professional Development Workshop	Cost
Colleen DiSandro	11/12/2013	Kindergarten Seminar (South)	No Cost
Shyya Combs	11/12/2013	Kindergarten Seminar (South)	No Cost

8. It is recommended the following temporary 3 month position be posted for the 2013-2014 school year.

Title I – Math Teacher

Management -
Items #1 – 8

Motion by Amy Pierce, seconded by Ronald DeAbreu, that Management Recommendations #1 – 8 be approved. Motion carried; 7 yes for Items 1 – 7; 6 yes, 1 no – Amy Pierce for Item #8.

STUDENT ACTIVITIES

1. It is recommended the following classes be approved to attend field trips during the 2013-2014 school year.

Grade	Destination	Transportation	Cost	Date
4	Perelman Theater	Bus	\$15.00	2/20/2014
4	TD Bank Arts Center	Bus	\$15.00	4/23/2014

2. It is recommended the students in the 21st CCLC After School Program be permitted to travel to the Cape May Zoo on Saturday, November 23rd. All costs will be covered by 21st CCLC grant funds for the 2013-2014 program year.
3. It is recommended the students in the 21st CCLC After School Program be permitted to attend the "Mufaro's Beautiful Daughters" production at Rutgers Gordon Theatre in Camden, NJ on December 13, 2013 at 1:00 pm. All costs will be covered by 21st CCLC grant funds for the 2013-2014 program year.
4. It is recommended the following field trip be approved for the 2013-2014 school year.

Grade	Destination	Transportation	Cost	Date
8	Fox 29 New Room & Constitution Center	Bus	\$10.00	12/23/2013

Student Activities -
Items #1 – 4

Motion by Amy Pierce, seconded by Donica Venable, that Student Activities Recommendations #1 – 4 be approved. Motion carried; 7 yes.

There was no Correspondence.

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Old Business

R E S O L U T I O N #18-2014

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>
11-000-100-565-00-SS Tuition – Co. Special Services Districts	\$17,180	
11-000-222-100-00-00 Salaries - Librarian	5,000	
11-212-320-00-00-00 Purch. Professional Ed Services		\$17,180
11-000-222-300-00-00 Purch. Professional & Tech Services		<u>5,000</u>
	<u>\$22,180</u>	<u>\$22,180</u>

Resolution #18-2014 – Motion by Ronald DeAbreu, seconded by Doug Brotherton,
Line Item Transfers that Resolution #18-2014 be approved. Motion carried; 7 yes.

Committee Reports

Ms. Forrest stated that Committees did not meet in October; this month the 4th Thursday is Thanksgiving. It was determined that Committee Meetings will be held on November 21st beginning at 6:00 p.m. Those on the Negotiations Committee were reminded that there is a meeting scheduled with the Mediator on November 25th.

New Business

R E S O L U T I O N #20-2014

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:

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GENERAL FUND:

<u>ACCOUNT</u>	<u>FROM</u>	<u>TO</u>
11-000-100-565-00-SS Tuition – Co. Special Services Districts	\$41,708	
11-000-219-320-00-00 Purch. Professional Ed Services	3,500	
11-000-100-566-00-00 Tuition – Private School Disable		\$41,708
11-000-219-610-00-00 Supplies	<u> </u>	<u>3,500</u>
	<u>\$45,208</u>	<u>\$45,208</u>

Resolution #20-2014 – Motion by Doug Brotherton, seconded by Ronald DeAbreu,
Line Item Transfers that Resolution #20-2014 be approved. Motion carried; 7 yes.

R E S O L U T I O N #21-2014

WHEREAS, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting required maintenance activities for each of its public school facilities, and

WHEREAS, the maintenance activities listed in the attached document for the Lawnside School District are consistent with these requirements, and

WHEREAS, all activities listed are reasonable to keep school facilities open and safe,

THEREFORE BE IT RESOLVED, that the Lawnside Board of Education hereby authorizes submission of the attached Comprehensive Maintenance Plan and Form M-1 for the Lawnside School District in compliance with Department of Education requirements.

Resolution #21-2014 – Motion by Dalaine Wilson, seconded by Ronald DeAbreu,
CMP & Form M-1 that Resolution #21-2014 be approved. Motion carried; 7 yes.

R E S O L U T I O N #22-2014

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 2013-2014 school year:

Grant	Staff Member	Budgeted Salary	Grant Funding	% Funded
Title I				
	Fatimah Aglaguel	\$17,799	\$17,799	100
	Paula Davis	\$80,250	\$5,000	6
	Tisho Davis	\$56,189	\$56,189	100
	Kenneth Johnson	\$66,296	\$66,296	100
IDEA				
	Margaret DelSignore	\$16,831	\$16,831	100
	Devon Lindsay	\$71,472	\$23,824	33
	Michelle Mendenhall	\$61,108	\$20,370	33

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Resolution #22-2014 – Federal Salaries Motion by Donica Venable, seconded by Doug Brotherton, that Resolution #22-2014 be approved. Motion carried; 7 yes.

Facilities Use - Youth BB/Cheerleading Motion by Ronald DeAbreu, seconded by Donica Venable, that the Lawnside Youth Basketball and Cheerleading Organization be permitted to use space in the building as of November 18, 2013 for registration; beginning December 2, 2013 through April 5, 2014 the gym will be available for the practice/game schedule from 6:30 – 10:00 p.m. Motion carried; 6 yes, 1 not voting – Doug Brotherton.

Facilities Use - HH Girls Basketball Motion by Lovelle Kendall, seconded by Donica Venable, that the HHHS Girls Basketball Team be permitted to use the gym on available Wednesdays and Fridays in November, 2013 and available Mondays and Fridays in December, 2013 from 6:30 – 10:00 p.m. for Open Gym. Motion carried; 4 yes, 3 no – Doug Brotherton, Amy Pierce, Dalaine Wilson.

Facilities Use - Delta Sigma Theta Motion by Dalaine Wilson, seconded by Donica Venable, that Delta Sigma Theta Sorority, Inc. be permitted to use the all purpose room on December 14, 2013 from Noon – 5:00 p.m. for a Kwanzaa Celebration. Motion carried; 7 yes.

Secretary/Treasurer Reports

The Secretary reports as of July 31, 2013:

Fund 10 Cash in Bank	\$734,750.94
Fund 20 Cash in Bank	-165,187.87
Fund 30 Cash in Bank	-40,327.97
Fund 40 Cash in Bank	<u>-58,775.71</u>
Total Cash in Bank	\$470,459.39

The Treasurer reports as of July 31, 2013:

Fund 10 Ending Cash Balance	\$734,750.94
Fund 20 Ending Cash Balance	-165,187.87
Fund 30 Ending Cash Balance	-40,327.98
Fund 40 Ending Cash Balance	<u>-58,775.71</u>
Total Ending Cash Balance	\$470,459.39

The Secretary reports as of August 31, 2013:

Fund 10 Cash in Bank	\$632,998.03
Fund 20 Cash in Bank	-168,077.78
Fund 30 Cash in Bank	-40,323.74
Fund 40 Cash in Bank	<u>33,963.29</u>
Total Cash in Bank	\$458,559.80

The Treasurer reports as of August 31, 2013:

Fund 10 Ending Cash Balance	\$632,998.03
Fund 20 Ending Cash Balance	-168,077.78
Fund 30 Ending Cash Balance	-40,323.74
Fund 40 Ending Cash Balance	<u>33,963.29</u>
Total Ending Cash Balance	\$458,559.80

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The Secretary reports as of September 30, 2013:
Fund 10 Cash in Bank \$920,755.29
Fund 20 Cash in Bank -178,118.84
Fund 30 Cash in Bank -40,319.64
Fund 40 Cash in Bank 41,453.16
Total Cash in Bank \$743,769.97

The Treasurer reports as of September 30, 2013:
Fund 10 Ending Cash Balance \$920,755.29
Fund 20 Ending Cash Balance -178,118.84
Fund 30 Ending Cash Balance -40,319.64
Fund 40 Ending Cash Balance 41,453.16
Total Ending Cash Balance \$743,769.97

Receipt Motion by Dalaine Wilson, seconded by Lovelle Kendall, that the Secretary and Treasurer Reports for the period ending July 31, 2013, August 31, 2013 and September 30, 2013 be received. Motion carried; 7 yes.

R E S O L U T I O N #23-2014

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Lawnside Board of Education certifies that as of September 30, 2013 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 #23-2014 – Board Certification Motion by Donica Venable, seconded by Ronald DeAbreu, that Resolution #23-2014 be approved. Motion carried; 7 yes.

R E S O L U T I O N #24-2014

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of September 30, 2013, 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 #24-2014 – BA Certification Motion by Amy Pierce, seconded by Donica Venable, that Resolution #12-2014 be approved. Motion carried; 7 yes.

Payment of Bills Motion by Ronald DeAbreu, seconded by Amy Pierce, that the bills totaling \$508,137.02 for the General Fund and \$16,094.39 for the Food Service Fund be approved for payment pending availability of funds. Motion carried; 7 yes.

There was no Public Comment.

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The Board Secretary reported the unofficial results of the November 5, 2013 election as follows:

Amy Kearney	182
Donica N. Venable	210

Executive Session
7:35 p.m. Motion by Dalaine Wilson, seconded by Doug Brotherton,
that the Board recess into Executive Session to discuss a matter
relating to personnel. Motion carried; 7 yes.

Reconvene
7:50 p.m. Motion by Ronald DeAbreu, seconded by Amy Pierce,
that the meeting be reopened to the public. Motion carried; 7
yes.

The meeting was called to order to 7:50 p.m. with the following members answering present to the roll call:

Doug Brotherton	Amy Pierce
Ronald DeAbreu	Donica Venable
Sabrina Forrest	Dalaine Wilson
Lovelle Kendall	

7 present, 2 absent

Absent: Tiffany Banks, Dawn Wright-McLeod

Adjournment
7:51 p.m. Motion by Dalaine Wilson, seconded by Amy Pierce,
that the meeting be adjourned. Motion carried unanimously.

Comprehensive Maintenance Plan Report

School Name	2012-2013 Actual	2013-2014 Budgeted	2014-2015 Planned
Lawnside Public	<p style="text-align: center;">\$52,459</p> <p>Repair or replacement of individual ceiling tiles.</p> <p>Repair/replace seals, valves, fixtures, water fountains/coolers.</p> <p>Repair/replacement of toilet accessories.</p> <p>Repair or replace boiler components.</p> <p>Replace heating/cooling system filters.</p> <p>Repair or replacement of interior wall switches and outlets.</p> <p>Replacement of fluorescent tubes, lenses and ballasts.</p> <p>Repair/replacement of features necessary for pupil, employee or visitor health & safety.</p> <p>Playground equipment repairs.</p> <p>Annual service and inspection of all systems.</p>	<p style="text-align: center;">\$70,000</p> <p>Repair or replacement of individual ceiling tiles.</p> <p>Repair/replace seals, valves, fixtures, water fountains/coolers.</p> <p>Repair/replacement of toilet accessories.</p> <p>Repair piping and insulation.</p> <p>Replace heating/cooling system filters.</p> <p>Repair or replacement of interior wall switches and outlets.</p> <p>Replacement of fluorescent tubes, lenses and ballasts.</p> <p>Repair/replacement of features necessary for pupil, employee or visitor health & safety.</p> <p>Painting</p> <p>Playground equipment repairs.</p> <p>Annual service and inspection of all systems.</p>	<p style="text-align: center;">\$70,000</p> <p>Repair or replacement of individual ceiling tiles.</p> <p>Repair/replace seals, valves, fixtures, water fountains/coolers.</p> <p>Repair/replacement of toilet accessories.</p> <p>Repair piping and insulation.</p> <p>Replace heating/cooling system filters.</p> <p>Repair/replacement of features necessary for pupil, employee or visitor health & safety.</p> <p>Repair or replacement of interior wall switches and outlets.</p> <p>Replacement of fluorescent tubes, lenses and ballasts.</p> <p>Painting</p> <p>Repairs, replacement of security or safety-related fencing/gates, repair or replacement of uneven or cracked walkways, driveways and/or parking area</p> <p>Annual service and inspection of all systems.</p>