

Lawnside Board of Education Meeting Minutes
December 12, 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
Sabrina Forrest	Dawn Wright-McLeod
Lovelle Kendall	

5 present, 4 absent

Absent: Tiffany Banks, Ronald DeAbreu, Donica Venable, Dalaine Wilson

Also present were Dr. Ronn Johnson, Superintendent, Carl Tanskley, 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.

Presentation – FY2013 Audit

Mr. Robert Stewart of Inverso & Stewart thanked the Board for having the opportunity to serve the district as its Auditor for the past 25 years; as of April 30, 2013 he retired. Mr. Stewart introduced Mr. Kirk Applegate of Bowman & Company, the firm retained to complete the audit for the school year ending June 30, 2013. Mr. Applegate spoke about the scope of services provided to the district by his firm, presented a brief summary of the district's financial status as of June 30, 2013 and reviewed the exit conference documents that were previously discussed with the Superintendent and Board Secretary. The audit findings that were noted during the review of the district's records were reported.

During the presentation Board Member Ronald DeAbreu entered at 7:11 p.m.; Board Member Donica Venable entered at 7:12 p.m.

Minutes - 11/14/2013	Motion by Amy Pierce, seconded by Doug Brotherton, that the minutes of November 14, 2013 be approved. Motion carried; 7 yes.
-------------------------	--

Board Member Tiffany Banks entered at 7:19 p.m., making 8 present, 1 absent.

Solicitor's Report

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

Lawnside Board of Education Meeting Minutes
December 12, 2013

Superintendent's Report

Discussion

- New Jersey Students Rank Among Best in Nation (NJ School Boards)
- 8th Grade Math (4th largest increase according to the Philadelphia Inquirer)
- QSAC visit scheduled for February 5, 2014
- Office of Special Education programs correspondence regarding Parent Survey participation
- Girl Scouts of Central and Southern New Jersey correspondence
- Hiram Lodge Charity Ball (March 29, 2014)
- Correspondence from Mayor Wardlow regarding "Alternative Youth Night"
- Dr. Martin Luther King Day celebration – Monday, January 20, 2014, 10:00 a.m. – 12:00 noon
- Sterling-Voorhees correspondence regarding entertainment venue (Old YMCA)
- Correspondence from Executive County Superintendent regarding Business Administrator contract

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 0 incidents of documented Harassment, Intimidation and Bullying resulting in

Fire and Security Drills	
Fire Drill	Wednesday, December 4, 2013 @ 9:15 a.m.
Shelter-In-Place (No Instruction)	Friday, November 22, 2013 @ 2:30 p.m.
Shelter-In-Place (With Instruction)	Wednesday, December 11, 2013 @ 10:00 a.m.

Lawnside Board of Education Meeting Minutes
December 12, 2013

Class Enrollment

Grade	Number of Students	Grade	Number of Students
PreK	22	4 TH	27
Kindergarten	31	5 TH	25
1 ST	38	6 TH	28
2 ND	37	7 TH	25
3 RD	25	8 TH	25
		Total	282

Recommendations

PERSONNEL

1. It is recommended Dr. Will Maddox be approved to serve as Interim Supervisor of Special Services 3 days per week at a rate of \$300 per diem from January 2, 2014 – March 28, 2014.

Personnel
Item #1

Motion by Donica Venable, seconded by Amy Pierce, that Personnel Recommendation #1 be approved. Motion carried 8 yes.

MANAGEMENT

1. It is recommended Student #00015 be removed from the rolls effective December 13, 2013 for failure to prove residency. (Documentation provided by the Lawnside School District Investigator)
2. It is recommended the Kindergarten class be approved to conduct a fundraiser through the Five Below store in Deptford from December 2013 – May 2014. (*Proceeds to benefit Kindergarten Graduation*)
3. It is recommended the Lawnside 21st CCLC After School Program Site Coordinator Ms. Patricia Cobia, Project Director Ms. Marilyn S. Jamal, Ms. Michelle Mendenhall, Ms. Veda Jones, Ms. Lisa Rhodan and Ms. Eboni Goodman be permitted to attend the Beyond School Hours XVI Conference in Atlanta, Georgia. The conference will be held Wednesday, February 12th – Saturday, February 15th, 2014. The cost of registration is \$519 per person; total cost of registration is \$3,114. As per grant requirements, it is mandatory that program administration attend two 21st CCLC approved conferences during the program year. All costs will be covered by 21st CCLC grant funds for 2013-2014 program year.
4. It is recommended Mr. Gregg Gaither be permitted to attend the professional development workshop "Using Guided Math to Strengthen Your Students' Math Achievement" on December 12, 2013 at the cost of \$225.
5. It is recommended Ms. Margaret DelSignore participate in her school practicum with Ms. Nancy Debreceni for 45 hours from January 27, 2014 to May 2, 2014.

Lawnside Board of Education Meeting Minutes
December 12, 2013

6. It is recommended Student #14021 attend Bankbridge Regional School with a start date of November 19, 2013 at the rate of \$37,560/year (prorated), plus transportation.
7. It is recommended that physical therapy hip helpers be purchased for out of district Student #00030 at the cost of \$19.00. (*IDEA-funded*)
8. It is recommended Ms. Michelle Mendenhall attend a 504 Law Training on February 27, 2014 at the cost of \$189.99.
9. It is recommended the NCLB Consolidated Application for 2013-2014 be approved for acceptance.

Management -
Items #1 – 9

Motion by Donica Venable, seconded by Dawn Wright-McLeod, that Management Recommendations #1 – 9 be approved.
Motion carried; 8 yes.

STUDENT ACTIVITIES

1. It is recommended the 3rd grade class be approved to attend a trip to the Franklin Institute on Friday, January 10, 2014 at a cost of \$26 per student. (Bag lunch)
2. It is recommended the 21st CCLC After School Program students, parents and staff be permitted to attend the following field trip during the 2013-2014 program year to the Camden Aquarium in Camden, New Jersey.
3. It is recommended the following field trip be approved for the 2013-2014 school year.

Grade	Destination	Transportation	Cost	Date
K & 1 st	Discovery Museum	Bus	\$12.00 + cost of bus	1/14/2014

Student Activities -
Items #1 – 3

Motion by Lovelle Kendall, seconded by Dawn Wright-McLeod, that Student Activities Recommendations #1 – 3 be approved.
Motion carried; 8 yes.

There was no Correspondence.

There was no Old Business.

Committee Reports

Negotiations –

Ms. Forrest reported that a tentative agreement has been reached with the Lawnside Education Association. Salary guides are being developed for presentation to LEA.

Outreach –

Ms. Venable reported that in the absence of the Outreach Chair at last month's Committee Meeting, she was asked to look into the cost of using SurveyMonkey as a means to conduct a survey regarding school uniforms. She reported that surveys resulting with less than 100 responses are free; however, an annual fee of \$204 (\$17 per month) would be charged if a larger sampling is anticipated.

Lawnside Board of Education Meeting Minutes
December 12, 2013

New Business

R E S O L U T I O N #25-2014

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>
11-000-222-100-00-00 Salaries - Librarian	\$16,283	
11-000-230-331-00-00 Legal Services		\$ 5,283
11-000-230-332-00-00 Audit Fees		2,500
11-00-230-340-00-00 Other Purchased Prof. Serv.		2,500
11-000-230-590-00-00 Other Purchased Services		2,500
11-000-230-890-00-00 Miscellaneous Expenditures		<u>3,500</u>
	<u>\$16,283</u>	<u>\$16,283</u>

Resolution #25-2014 –
Line Item Transfers

Motion by Dawn Wright-McLeod, seconded by Doug Brotherton,
that Resolution #25-2014 be approved. Motion carried; 8 yes.

R E S O L U T I O N #26-2014

BE IT RESOLVED, that the Board of Education of the Borough of Lawnside, at its December 12, 2013 meeting accepts funds under the provisions of the NCLB Consolidated Application for the 2013-2014 as follows:

Title I Part A - \$186,875

Title II Part A - \$19,709

Resolution #26-2014 –
NCLB Funds

Motion by Amy Pierce, seconded by Tiffany Banks,
that Resolution #26-2014 be approved. Motion carried; 8 yes.

Lawnside Board of Education Meeting Minutes
December 12, 2013

2012-2013 Comprehensive Annual Financial Report

The report for the 2012-2013 school year was provided 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 District advertise for all professional service contracts whose amount exceeds the District's bid threshold as required by the Department of Community Affairs' Local Finance Board Notice 2010-3.

Corrective Action:

All professional service contracts exceeding the bid threshold will be advertised.

Recommendation:

The District acquire Political Contribution Disclosure, 271 Form for all contracts \$17,500 or greater as required by the Department of Community Affairs' Local Finance Board Notice 2010-3.

Corrective Action:

Political Contribution Disclosure Forms will be obtained for all contracts \$17,500 or more.

Recommendation:

The District required control procedures relating to depositing, recording, disbursing and documentation of cash receipts and disbursements in the student activity account be followed.

Corrective Action:

Procedures and required recordkeeping will be reviewed with assigned personnel; Board Secretary will closely monitor account activity to make sure account is being properly maintained.

Recommendation:

That timesheets for employees charged to the 21st Century Grant be approved by the program supervisor as required by the grant compliance supplement.

Corrective Action:

All timesheets for 21st CCLC will be signed by the program director.

2012-2013 CAFR –
Action Plan
(Attachment A)

Motion by Donica Venable, seconded by Ronald DeAbreu, that the CAFR/audit for the 2012-2013 school year prepared by Bowman & Company, LLC be accepted and that the proposed corrective action plan be approved. Motion carried; 8 yes.

Facilities Use -
Historical Society

Motion by Amy Pierce, seconded by Doug Brotherton, that the Lawnside Historical Society be permitted to use the all purpose room on January 20, 2014 from 8:30 a.m. to noon for a Martin Luther King Day Observance Program. Motion carried; 8 yes.

Lawnside Board of Education Meeting Minutes
December 12, 2013

Facilities Use -
HH Color Guards

Motion by Amy Pierce, seconded by Donica Venable, that the Haddon Heights Color Guards be permitted to use the gym on available Saturdays beginning January 3, 2014 through April 25, 2014 (times will vary) for competition practice sessions. Motion carried; 8 yes.

Facilities Use -
Benson Family

Motion by Lovelle Kendall, seconded by Donica Venable, that the Benson Family be permitted to use the all purpose room and kitchen on December 14, 2013 from 11:00 a.m. to 5:00 p.m. for the repast following Rev. James Benson's funeral. Motion carried; 8 yes.

Facilities Use -
Youth BB/Cheerleading

Motion by Dawn Wright-McLeod, seconded by Donica Venable, that the Lawnside Youth Basketball and Cheerleading Organization be permitted to use the gym on available Saturdays beginning January 3, 2014 for practice (times will vary), pending the availability of custodial coverage on a gratis basis. Motion carried; 8 yes.

Secretary/Treasurer Reports

The Secretary reports as of October 31, 2013:

Fund 10 Cash in Bank	\$683,056.78
Fund 20 Cash in Bank	-224,572.30
Fund 30 Cash in Bank	-40,315.41
Fund 40 Cash in Bank	<u>41,453.16</u>
Total Cash in Bank	\$459,622.23

The Treasurer reports as of October 31, 2013:

Fund 10 Ending Cash Balance	\$683,056.78
Fund 20 Ending Cash Balance	-224,572.30
Fund 30 Ending Cash Balance	-40,315.41
Fund 40 Ending Cash Balance	<u>41,453.16</u>
Total Ending Cash Balance	\$459,622.23

Receipt

Motion by Lovelle Kendall, seconded by Donica Venable, that the Secretary and Treasurer Reports for the period ending October 31, 2013 be received. Motion carried; 8 yes.

R E S O L U T I O N #27-2014

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Lawnside Board of Education certifies that as of October 31, 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 #27-2014 –
Board Certification

Motion by Amy Pierce, seconded by Doug Brotherton, that Resolution #27-2014 be approved. Motion carried; 8 yes.

Lawnside Board of Education Meeting Minutes
December 12, 2013

R E S O L U T I O N #28-2014

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of October 31, 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 #28-2014 –
BA Certification

Motion by Amy Pierce, seconded by Dawn Wright-McLeod,
that Resolution #28-2014 be approved. Motion carried; 8 yes.

Payment of Bills

Motion by Amy Pierce, seconded by Doug Brotherton,
that the bills totaling \$402,045.51 for the General Fund and
\$14,066.40 for the Food Service Fund be approved for payment
pending availability of funds. Motion carried; 8 yes.

There was no Public Comment.

Ms. Forrest indicated that this was the last regular meeting for the calendar year and the last meeting for Board Member Lovelle Kendall who has served for 17 consecutive years. Ms. Forrest and Dr. Johnson presented Ms. Kendall a plaque that memorialized her service to the school district and community.

Ms. Kendall thanked everyone for the plaque and the sentiments expressed.

Councilperson Lucille Wakefield-Moore read a letter from Mayor Wardlow thanking Ms. Kendall for her many years of service.

Ms. Forrest indicated that two other members would not be returning in 2014 – Ms. Tiffany Banks and Mr. Doug Brotherton. She asked if they had any comments they wished to share.

Ms. Banks expressed thanks to everyone; Mr. Brotherton stated it was his pleasure to serve the Board and community.

Mr. Canute Gardiner introduced himself as a 5-year resident of the Borough and publicly expressed interest in board membership.

A recess was called to share cake and punch with the public in honor of Ms. Kendall.

Executive Session
8:07 p.m.

Motion by Dawn Wright-McLeod, seconded by Amy Pierce,
that the Board recess into Executive Session to discuss a matter
relating to personnel. Motion carried; 8 yes.

Reconvene
8:15 p.m.

Motion by Amy Pierce, seconded by Donica Venable,
that the meeting be reopened to the public. Motion carried;
8 yes.

Lawnside Board of Education Meeting Minutes
December 12, 2013

The meeting was called to order to 8:15 p.m. with the following members answering present to the roll call:

Tiffany Banks	Lovelle Kendall
Doug Brotherton	Amy Pierce
Ronald DeAbreu	Donica Venable
Sabrina Forrest	Dawn Wright-McLeod

8 present, 1 absent

Absent: Dalaine Wilson

Employment Contract
T. Tutt

Motion by Ronald DeAbreu, seconded by Amy Pierce, that the 2013-2014 school year contract for Theresa Tutt, Board Secretary, as reviewed and approved by the Interim Executive County Superintendent be approved by the Board. Motion carried; 8 yes.

Adjournment
8:17 p.m.

Motion by Donica Venable, seconded by Tiffany Banks, that the meeting be adjourned. Motion carried unanimously.

NAME OF DISTRICT: LAWN SIDE

COUNTY: CAMDEN

TYPE OF AUDIT: ANNUAL

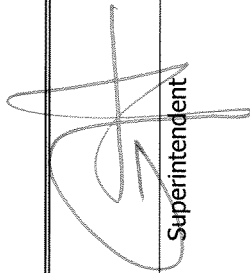
DATE OF BOARD MEETING: DECEMBER 12, 2013

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
Financial Planning, Accounting and Reporting 1. The District advertise for all professional service contracts whose amount exceeds the District's bid threshold as required by the Department of Community Affairs' Local Finance Board Notice 2010-3.	12/12/2013	All professional service contracts exceeding the bid threshold will be advertised.	Board Secretary	Immediately
2. The District acquire Political Contribution Disclosure, 271 Form for all contracts \$17,500 or greater as required by the Department of Community Affairs' Local Finance Board Notice 2010-3.	12/12/2013	Political Contribution Disclosure Forms will be obtained for all contracts \$17,500 or more.	Board Secretary	Immediately
3. The District required control procedures relating to depositing, recording, disbursing and documentation of cash receipts and disbursements in the student activity account be followed.	12/12/2013	Procedures and required record-keeping will be reviewed with assigned personnel; Board Secretary will closely monitor account activity to make sure account is being properly maintained.	Board Secretary Administrative Secretary	Immediately

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
4. That timesheets for employees charged to the 21 st Century Grant be approved by the program supervisor as required by the grant compliance supplement.	12/12/2013	All timesheets for 21 st CCLC will be signed by the program director.	Board Secretary Program Director	Immediately


Superintendent

12/12/2013
Date


Board Secretary/School Business Administrator

12/12/2013
Date