

Lawnside Board of Education Meeting Minutes
January 15, 2015

The Regular Meeting of the Lawnside Board of Education was called to order at 7:00 p.m. in the 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:

Ronald DeAbreu	Amy Pierce
Sabrina Forrest	Rhonda Wardlow-Hurley
Canute Gardiner	Donza Worlds
Amy Kearney	

7 present, 1 absent, 1 vacancy

Absent: Donica Venable

Also present were Dr. Ronn Johnson, Superintendent, 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 –
12/11/2014

Motion by Amy Pierce, seconded by Amy Kearney, that the minutes of December 11, 2014 be approved. Motion carried; Roll Call Vote: 5 yes, 2 absentions – Ronald DeAbreu, Rhonda Wardlow-Hurley.

There was no Solicitor's Report.

Auditor's Report

Mr. Kirk Applegate of Bowman & Company expressed appreciation to the Board for the opportunity to serve the district as its Auditor again this year. He presented a summary of the district's financial status as of June 30, 2014. The summary detailed total revenues, expenditures and fund balance for 2013-2014 and the prior school year as well as an itemized analysis of fund balance. When comparing the totals, it was noted that 97.56% of the 2013-2014 budget was expended which was slightly less than the 98.08% expended during the prior school year's budget. Mr. Applegate indicated that an exit conference was held with the Superintendent and Board Secretary at which time the two audit findings were discussed. He stated that a corrective action plan to address these findings requires Board approval. He also reported that all findings identified during the prior year's audit have been corrected. There were no questions for Mr. Applegate.

Superintendent's Report

Discussion

- Correspondence from NJDOE re: 21st Century Supplemental Funding; \$20,000 approved for FY 2015
- Correspondence from Rutgers-Camden re: Student Teaching Placement; appreciation for providing field experience opportunity for student

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- Correspondence from Rutgers-School of Nursing re: Nursing Student Agreement
- Correspondence from Ladies Auxiliary of the Veterans of Foreign Wars; expression of thanks for the Veterans Day program
- Correspondence from Lowe's re: Toolbox for Education Grant of \$2,000 for a Fossil Field; project application submitted by Mr. Jenkins, science teacher
- Correspondence from Cheyney Vitrual Alumni, Groove Phi Groove Social Fellowship re: mentoring and leadership services
- Wellness survey from Wellness Committeee to be distributed to parents, students and staff; results would be utilized to develop possible recommendations to address the needs and concerns of the stakeholder groups
- Grant Writing Services for 21st Century Application

Presentations:

Facilities Department – Mr. Terry Henry & Technology Department – Mr. Mark Gordon

Mr. Henry and Mr. Gordon described proposals to address concrete/sidewalk repairs, fence repairs, new fence and gate installation as well as installation of an outdoor multi-purpose field. Some of the repairs were identified during the QSAC facilities monitoring, while other cited projects were recommended property enhancements should budget funding be available. Mr. Gordon discussed wireless network upgrades and also stated that there exists a need for a part-time IT professional to assist with the myriad of day-to-day duties and staff requests regarding technology.

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

Warnings 0 Detentions 0 Suspensions 0

Fire and Security Drills	
Fire Drill	Friday, December 5, 2014 @ 10:00 a.m.
School Lockdown w/ Instruction	Thursday, December 11, 2014 @ 9:10 a.m.

Enrollment and ADA for November

Enrollment – 282	ADA - 262
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Recommendations

PERSONNEL

1. It is recommended that Ms. Nancy Debreceeni's (Teacher of the Handicapped) Leave of Absence be approved from January 5, 2015 through June 30, 2015.
2. It is recommended that Ms. Belinda Gordon-Pellot be approved as a Substitute Teacher at a rate of \$80 per diem for the 2014-2015 school year. (*Holder of Standard Teaching Certificate*)
3. It is recommended that Mr. Trevor Gibson be approved as a Substitute Teacher at a rate of \$75 per diem for the 2014-2015 school year. (*Holder of a Substitute certificate*)

Personnel
Item #1 – 3

Motion by Amy Pierce, seconded by Amy Kearney, that Personnel Recommendations #1 – 3 be approved. Motion carried; Roll Call Vote: 7 yes.

MANAGEMENT

1. It is recommended Ms. Dominique Diveche, Occupational Therapy Student Teacher, be approved to attend Lawnside School District for practicum experience alongside Ms. Christine Feeney for eight weeks beginning January 6, 2015.
2. It is recommended the request by Groove Phi Groove Social Fellowship, Inc. to adopt Lawnside Public School be approved effective January, 2015. (*See correspondence*)
3. It is recommended that the following 21st CCLC After School Program staff members be approved to attend the Beyond School Hours XVIII National Education Conference entitled Every Minute Matters in Orlando, Florida. The conference will be held on Wednesday, February 18, 2015 – Saturday, February 21, 2015. The cost of registration is \$569 per person. Total registration is \$2,276. *All costs will be covered by 21st CCLC grant funds for the 2014-2015 program year.* Staff member attending conference:
 - Ms. Marilyn Jamal – Project Director
 - Ms. Patricia Cobia – Site Coordinator
 - Ms. Michele Mendenhall – Social Worker
 - Ms. Veda Jones – Technology Instructor
4. It is recommended that Ms. Jocelyn G. Toledo of Synspentium Consulting LLC be approved to conduct a String Ensemble Program for the Lawnside 21st CCLC After School Program at a rate of \$50 per session for 2 sessions weekly. *All costs will be covered by 21st CCLC grant funds for the 2014-2015 program year.*
5. It is recommended that the following staff members be approved to attend Professional Development Workshops for the 2014-2015 school year.

Staff Member	Date	Description	Cost
Margaret DelSignore	1/27/2015	Dyslexia: What Educators Need to Know	\$149
John Langford Robbin Marvin	2/2/2015	Best Practices for Paraprofessionals	\$250

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6. It is recommended that the following position be approved for posting for the 2014-2015 school year:

➤ P/T Child Study Team Secretary – 12 months (2 days per week)

7. It is recommended that the South Jersey Chapter of Links, Inc. be approved to work with the 21st Century After School Program students in grades 4 and 5 for the 2014-2015 school year.

Management -
Items #1 – 7

Motion by Ronald DeAbreu, seconded by Amy Pierce,
that Management Recommendations #1 – 7 be approved.
Motion carried; Roll Call Vote: 6 yes.

Field Trips

1. It is recommended that the following field trips be approved for the 2014-2015 school year.

Grades	Date	Destination	Cost
6 th – 8 th	2/5/2015	Franklin Institute	\$20.00
6 th – 8 th	4/2/2015	Philadelphia Museum of Art	\$15.00
8 th	2/18/2015	New Yorican Restaurant	\$17.00

Field Trips -
Item #1

Motion by Amy Pierce, seconded by Ronald DeAbreu,
that Field Trip Recommendation #1 be approved. Motion
carried; Roll Call Vote: 7 yes.

Dr. Johnson recognized the presence of Dr. Cassandra Brown, his mentor and former Superintendent of the district.

There was no Correspondence.

There were no Committee Reports.

New Business

R E S O L U T I O N #21-2015

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>
11-190-100-500-00-00 Other Purchased Services	\$ 5,500	
11-213-100-101-00-RG Salaries – Resource Room	9,200	
11-000-270-518-00-00 Contracted Serv. Sp. Ed – ESC	11,957	
11-110-100-101-00-RG Salaries of Teachers – Grade K		\$ 16,957
11-190-100-890-00-00 Miscellaneous Expenses		500
11-212-100-320-00-00 Purchased Professional Ed Services	<u> </u>	<u>9,200</u>
	<u>\$26,657</u>	<u>\$26,657</u>

Resolution #21-2015 –
Line Item Transfers

Motion by Amy Pierce, seconded by Ronald DeAbreu,
that Resolution #21-2015 be approved. Motion carried; Roll
Call Vote: 7 yes.

R E S O L U T I O N #22-2015

BE IT RESOLVED, that the Lawnside Board of Education does not require the listed Private Schools for Students with Disabilities to charge students for reduced and/or paid meals for the 2015-2016 school year.

Archbishop Damiano School
Archway
Bancroft
Brookfield Academy
Mary A. Dobbins School
Garfield Park Academy
Kingsway Learning Center
Larc School
Y.A.L.E.

Resolution #22-2015 –
PSSD Meal Cost

Motion by Amy Pierce, seconded by Rhonda Wardlow-Hurley,
that Resolution #22-2015 be approved. Motion carried; Roll
Call Vote: 7 yes.

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2013-2014 Comprehensive Annual Financial Report

The report for the 2013-2014 school year was provided to all Board Members with the proposed corrective action to address each audit exception. Copies of the report synopsis were available for members of the public with the meeting agenda. The Board Secretary read the recommendations cited by the auditor and highlighted the proposed corrective action for each as follows:

Financial Planning, Accounting & Reporting

Recommendation:

That the District obtains receiving signatures on all purchase orders certifying the receipt of goods/ services as required by N.J.S.A. 18A:19-2.

Corrective Action:

All deliveries will be received at a central location; assigned staff will compare packing slips of delivered items against purchase orders; the receiving copy of the purchase order will be signed, indicating that the merchandise has been received.

Recommendation:

The District should carefully review purchase orders at the fiscal year end to ensure that all purchase orders are properly classified.

Corrective Action:

All purchase orders that are open at June 30 will be thoroughly reviewed to ensure they are properly classified encumbrance or accounts payable.

2013-2014 CAFR –
Action Plan

Motion by Amy Pierce, seconded by Amy Kearney, that the CAFR/audit for the 2013-2014 school year prepared by Bowman & Company, LLC be accepted and that the proposed corrective action plan be approved. Motion carried; Roll Call Vote: 7 yes.

Copier Lease

Motion by Amy Pierce, seconded by Ronald DeAbreu, that authorization be granted to enter a 5-year lease/purchase agreement through Stewart Business Systems to obtain a Xerox D95 copier at a cost of \$1,195 per month, utilizing State Contract #A51145. Motion carried; Roll Call Vote: 7 yes.

Facilities Use -
For Christ Ministries

Motion by Amy Pierce, seconded by Rhonda Wardlow-Hurley, that For Christ Ministries be permitted to use the all purpose room on February 28, 2015 from 3:00 – 10:00 pm for a Gospel Concert. Motion carried; Roll Call Vote: 7 yes.

Facilities Use -
Morgan State Alumni

Motion by Amy Pierce, seconded by Canute Gardiner, that the Morgan State University SJ Alumni Chapter be permitted to use the all purpose room on May 30, 2015 from 11:00 am – 5:00 pm for a Line Dance Fundraiser. Motion carried; Roll Call Vote: 7 yes.

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Secretary/Treasurer Reports

The Secretary reports as of September 30, 2014:

Fund 10 Cash in Bank	\$ 967,267.81
Fund 20 Cash in Bank	-15,402.60
Fund 30 Cash in Bank	-40,289.79
Fund 40 Cash in Bank	<u>149,771.40</u>
Total Cash in Bank	\$1,061,366.82

The Treasurer reports as of September 30, 2014:

Fund 10 Ending Cash Balance	\$ 967,267.81
Fund 20 Ending Cash Balance	-15,402.60
Fund 30 Ending Cash Balance	-40,289.79
Fund 40 Ending Cash Balance	<u>149,771.40</u>
Total Ending Cash Balance	\$1,061,366.82

The Secretary reports as of October 31, 2014:

Fund 10 Cash in Bank	\$828,471.42
Fund 20 Cash in Bank	-83,970.61
Fund 30 Cash in Bank	-40,265.55
Fund 40 Cash in Bank	<u>257,273.90</u>
Total Cash in Bank	\$961,509.16

The Treasurer reports as of October 31, 2014:

Fund 10 Ending Cash Balance	\$828,471.42
Fund 20 Ending Cash Balance	-83,970.61
Fund 30 Ending Cash Balance	-40,265.55
Fund 40 Ending Cash Balance	<u>257,273.90</u>
Total Ending Cash Balance	\$961,509.16

The Secretary reports as of November 30, 2014:

Fund 10 Cash in Bank	\$543,011.28
Fund 20 Cash in Bank	23,245.80
Fund 30 Cash in Bank	-40,261.45
Fund 40 Cash in Bank	<u>257,273.90</u>
Total Cash in Bank	\$783,269.53

The Treasurer reports as of November 30, 2014:

Fund 10 Ending Cash Balance	\$543,011.28
Fund 20 Ending Cash Balance	23,245.80
Fund 30 Ending Cash Balance	-40,261.45
Fund 40 Ending Cash Balance	<u>257,273.90</u>
Total Ending Cash Balance	\$783,269.53

Receipt

Motion by Amy Kearney, seconded by Rhonda Wardlow-Hurley, that the Secretary and Treasurer Reports for the periods ending September 30, 2014, October 31, 2014 and November 30, 2014 be received. Motion carried; Roll Call Vote: 7 yes.

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R E S O L U T I O N #23-2015

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Lawnside Board of Education certifies that as of November 30, 2014 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 #23-2015 –
Board Certification

Motion by Ronald DeAbreu, seconded by Amy Kearney,
that Resolution #23-2015 be approved. Motion carried; Roll
Call Vote: 7 yes.

R E S O L U T I O N #24-2015

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 3, I certify that as of November 30, 2014, 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 #24-2015 –
BA Certification

Motion by Amy Pierce, seconded by Amy Kearney,
that Resolution #24-2015 be approved. Motion carried; Roll
Call Vote: 7 yes.

Payment of Bills

Motion by Ronald DeAbreu, seconded by Amy Pierce,
that the bills totaling \$437,392.72 for the General Fund and
\$10,776.77 for the Food Service Fund be approved for
payment pending availability of funds. Motion carried; Roll
Call Vote: 7 yes.

Public Comments

Dr. Cassandra Brown, Willingboro, NJ; stated she was speaking as the representative for her family on behalf of her niece who is employed by the district. The family is concerned that their niece has been treated in a negative way and believe she has been subjected to a hostile work environment. It is the family's hope that the school administration will look into this situation. Dr. Brown thanked the staff members assembled in support of her niece.

Ms. Doretha Webb, 3rd grade teacher; stated she was here to support her colleague who is an excellent educator in her assigned area of English/Language Arts and Science. She indicated that this individual is a dedicated teacher and students are successful under her tutelage.

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Ms. Michelle Mendenhall, LEA President; stated that the membership is in support of their colleague who does an amazing job.

Dr. Brown stated that she was very impressed with the building upgrades and décor and also the manner in which the meeting was conducted.

Executive Session – not required.

Adjournment –
7:55 p.m.

Motion by Ronald DeAbreu, seconded by Amy Pierce,
that the meeting be adjourned. Motion carried by Unanimous
Voice Vote.