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Lawnside Board of Education Meeting Minutes
March 14, 2019

The Regular Meeting of the Lawnside Board of Education was called to order at 7:06 p.m. in the Board Conference Room of the Lawnside Public School, 426 Charleston Avenue. After repeating the Pledge of Allegiance after observing a moment of silence, the following members answered present to the roll call:

Sabrina Forrest	India Criss	Deborah DeAbreu
William Jordan	Marsharee Wright	Vanessa Jordan
Siobhan Funches	Donza Worlds arrived at 7:10 p.m.	

Absent: Amy Kearney

Also present was Dr. Ronn Johnson, Superintendent, Dawn Leary, Business Administrator and Darryl Rhone, Board Solicitor

Public Comments – None

Minutes -

Motion by William Jordan, seconded by Deborah DeAbreu, that the minutes of February 14, 2019 be approved.
Motion carried; Roll Call Vote: 7 yes.

Discussion:

Summer Program – tabled until next Committee Meeting
Kitchen Training (Friday, March 29th)
Sink Hole
Legacy Foundation – Joseph James

Upcoming Dates:

Pi Day- Thurs. March 14th Sponsored by the National Junior Honor Society
Social Media Presentation - Fri. March 15th 9am-11am
Family Academic Night - Tues. March 19th 6:30 pm- 8:30 pm
Disabilities Awareness Day- Thurs. March 28th
Reverse Day (Beyond School Walls Program) - Fri. March 22nd
ShopRite Nutrition Lesson - Wed. March 27th 1pm-3pm
In-Service Day- Fri. March 29th

Harassment, Intimidation, and Bullying: (1)

Unfounded ~ 1

Warnings ~ 0

Suspensions ~ 0

Suspensions for March ~ 8

The Superintendent is not in receipt of any parental request for a Board hearing at this time.

Fire and Security drills:
Fire Drill 2/22 @ 2:00p
Lockdown (SIP W0/D) 2/15@ 2:15a

Enrollment and ADA as of February
Enrollment - 306
ADA - 272

Upcoming Dates:

District Goals –

Goal #1: *Continue to focus on enhancing curriculum and instruction in all core subject areas to improve student achievement by a 5% increase in LA and Math scores in the district using PARCC scores as the measurement.*

Goal #2: *Continue to positively impact school culture through effective communication with students, staff and parents.*

Measurement will be taken by a parent survey in April.

Board Recommendations:

PERSONNEL- It is recommended items 1-3 be approved as written.

1. It is recommended Ms. Doretha Webb’s (Elementary School Teacher) Letter of Retirement be approved effective June 19, 2019.
2. It is recommended Ms. Jennifer Griffith’s (School Nurse) Letter of Resignation be approved effective April 19, 2019 *(60 Days after receipt of notice)*.
3. It is recommended Ms. Shavon Wilson’s (Pre-K Teacher) Letter of Resignation be approved effective April 22, 2019 *(60 Days after receipt of notice)*.

Personnel Items
#1- 3

Motion by Siobhan Funches seconded by Marsharee Wright to approve personnel items #1-3. Motion carried; Roll Call Vote: 7 – yes.

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

1. It is recommended that the following positions be approved for posting:

School Nurse
Elementary School Teacher (Pre K-3 or K-5)

2. It is recommended that the The South Jersey Links be approved to sponsor the Colgate Dental bus to visit the school on the date of the Wellness Fair (Friday, May 17, 2019). *Parental Permission Slips will be provided for participation.*

3. It is recommended that the Lawnside School District be approved to participate in SEMI (Special Education Medicaid Initiative) for the 2019-2020 school year. *(The program requires districts with a population of over 40 identified eligible students to seek reimbursement for services such as Occupational Therapy, Physical Therapy, etc. through the Medicaid program.)*
4. It is recommended that New Behavioral Network be approved to provide a 1:1 aide for student SID# 3112789009 at a rate of \$45 per hour beginning March 4, 2019-June 30, 2019.
5. It is recommended that Student SID# 4469079980 be approved to attend Brookfield Regional School in Cherry Hill, NJ for the remainder of the 2018-2019 school year beginning on February 19, 2019 for a total of 76 billable days at per diem rate of \$299.00 *(reimbursement by State)*
6. It is recommended that tuition for Student SID# 9132231161 in the Ewing Public School District be approved for the 2018-2019 school year beginning January 23, 2019 and terminating on June 18, 2019 at a rate of \$88.49 per diem for a total of 96 billable days.
7. It is recommended that the undercharged tuition for the 2017-2018 school year for Student SID# 7653752009 in the amount of \$5,204 be approved for payment to Youth Consultation Services (YCS) Inc.
8. It is recommended that the following Professional Development opportunities be approved for the 2018-2019 school year:

Professional Development

Name(s)	Workshop	Location	Date(s)	Cost
Dawn Leary	Microsoft Excel & Beyond	Cherry Hill, NJ	4/8/19 & 4/9/19	\$128
Jessica Harper	NJAPSA Spring Academy	Monroe, NJ	3/22/19	\$199

Management Items
#1- 8

Motion by William Jordan seconded by Marsharee Wright to approve Management items #1-8. Motion carried; Roll Call Vote: 8 – yes.

Field Trip

1. It is recommended that the following Field trips be approved for the 2018-2019 school year.

Grade	Location	Date	Cost
6th & 7th	Franklin Institute	4/30/19	TBD
8th	Student United for Respect & Equity	3/22/19	Free Transportation TBD
Student Council	Camden County Court House	5/10/19	Senior Bus

Field Trip
Item #1

Motion by Vanessa Jordan, seconded by Marsharee Wright to approve field trip Item #1. Motion carried; Roll Call Vote: 8 – yes.

Correspondence: Ms. Leary read a letter from New Jersey Schools Boards Association congratulating Mrs. Sabrina Forrest for earning sufficient credits to become a certified Board Member. Mrs. Forrest will be honored at an upcoming Spring meeting.

Committee Reports:

Personnel, Finance & Facilities – No report.

Policies – No report.

Outreach – No report.

Wellness – joining district & PTA (adhoc committee)

New Business

Mr. Kirk Applegate discussed the 2017-2018 Audit and the Board approved the CAFR Report and Action Plan presented below:

Auditor Report for 2017-2018 School Year

Mr. Kirk Applegate of Bowman and 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, 2018. With the exception of one Finding, the district is in good shape.

2017-2018 Comprehensive Annual Financial Report

The report for the 2017-2018 school year was provided to all Board Members with the proposed action plan to address each audit exception. The auditor read the following:

Finding No. 2018-001

Criteria or Specific Requirement

N.J.S.A. 18:A66-90 requires that a School District must reimburse the State for the cost of pensions, group life insurance, social security and other benefits provided by the State for members of the Teachers' Pension and Annuity Fund (TPAF) financed by the Federal Government.

Recommendation

The School District should ensure that the reimbursement to the State of New Jersey is calculated in accordance with N.J.S.A. 18A:66-90

Corrective Action Plan

The district will ensure all reimbursements to the State of New Jersey are calculated

correctly.

CAFR Action Plan
Resolution #30

Motion by William Jordan seconded by Vanessa Jordan that the CAFR/audit for the 2017-2018 school year prepared by Bowman & Company be accepted and that the proposed corrective action plan be approved. Motion carried; Roll Call Vote: 8 - yes.

R E S O L U T I O N #23 (2018-19)

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	20,000.00	
11-000-100-565-00-SS Tuition Co. Special Svc.	1,000.00	
11-000-219-320-00-00 Purchase Prof. Ed Svc		20,000.00
11-190-100-320-00-00 Purchased Profess. & Ed. Svc		1,000.00
Total	<u>\$21,000.00</u>	<u>\$21,000.00</u>

R E S O L U T I O N #24 (2018-19)

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	2,000.00	
11-000-100-565-00-SS Tuition Co. Special Svc.	11,000.00	
11-000-270-504-00-00 Contract. Serv-Aid in Lieu	20,000.00	
11-000-270-512-00-00 Transportation		2,000.00
11-000-270-350-00-00 Management Fee – CSC		11,000.00
11-000-270-503-00-00 Contract. Serv – Aid in Lieu		20,000.00
Total	<u>\$33,000.00</u>	<u>\$33,000.00</u>

R E S O L U T I O N #25 (2018-19)

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	2,000.00	
11-000-251-890-00-00 Miscellaneous Expenditures	500.00	
11-190-100-320-00-00 Purchased Profess & Educ Svc.		2,000.00

11-000-251-600-00-00 Supplies & Materials		500.00
Total	<u>\$2,500.00</u>	<u>\$2,500.00</u>

R E S O L U T I O N #28-2019

BE IT RESOLVED, that the Board of Education of the Borough of Lawnside approved the school district budget for the 2019-20 school year for submission to the Executive County Superintendent for review as follows:

	<u>Budget</u>	<u>Tax Levy</u>
Total Operating Budget	\$ 9,205,612	\$ 4,720,711
Total Grants & Entitlements	337,807	
Total Debt Service	<u>271,657</u>	<u>271,657</u>
	\$ 9,815,076	\$ 4,992,368

Resolution #29-2019

CAFR REPORT 2018 CORRECTIVE ACTION PLAN

RECOMMENDATION NUMBER	CORRECTIVE ACTION APPROVED BY THE BOARD	METHOD OF IMPLEMENTATION	PERSON RESPONSIBLE FOR IMPLEMENTATION	COMPLETION DATE OF IMPLEMENTATION
1. The School District incorrectly included a salary other than TPAF base wages in the calculation of the reimbursement due to the State of New Jersey.	3/14/2019	The School District will ensure the calculations only include TPAF eligible base wages for the reimbursement due to the State of New Jersey.	Business Administrator	On-going

Line Item Transfer #23, #24 & #25
Resolution #28, #29 and #30

Motion by William Jordan seconded by
Vanessa Jordan to approve line transfers

#23, #24, #25, #28, #29 and #30 be approved. Motion carried; Roll Call Vote: 8 – yes.

Facility Use Application
Greek Basketball Tournament

Motion by Marsharee Wright seconded by Siobhan Funches to approve facility usage for Greek Basketball Tournament and College Fair on Saturday, April 13, 2019; 2:00 - 6:00 p.m. Motion carried; Roll Call Vote: 8 – yes.

Board Training

Motion by William Jordan seconded by Marsharee Wright to approve Sabrina Forrest to attend "Leadership Series" on Saturday, February 9, 2019. There is no fee to attend this workshop. Motion carried; Roll Call Vote: 7 – yes, 1 – abstention (S. Forrest).

Board Training

Motion by William Jordan seconded by Marsharee Wright to approve Sabrina Forrest to attend "Effective Communication" on Saturday, March 3, 2019. There fee to attend this workshop is \$50. Motion carried; Roll Call Vote: 7 – yes, 1 – abstention (S. Forrest).

R E S O L U T I O N #27-(2018-19)

Pursuant to N.J.A.C. 6A:23A-16.10 (c) 4, the Lawnside Board of Education certifies that as of December 31, 2018 and after review of the Secretary's Monthly Financial Report upon consultation with the appropriate district officials, to the best of the Board's 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.

The Secretary reports as of December 31, 2018:

Fund 10 Cash in Bank	\$2,046,488.12
Fund 20 Cash in Bank	(114,015.58)
Fund 30 Cash in Bank	75.11
Fund 40 Cash in Bank	<u>(214,950.91)</u>
Total Cash in Bank	\$1,717,596.44

The Treasurer's report as of December 31, 2018:

Fund 10 Cash in Bank	\$2,046,488.12
Fund 20 Cash in Bank	(114,015.58)
Fund 30 Cash in Bank	75.11

Fund 40 Cash in Bank	<u>(214,950.91)</u>
Total Cash in Bank	\$1,717,596.44

Resolution #27 (2018-19)

Motion by Vanessa Jordan seconded by William Jordan to approve the Secretary & Treasurer Report Resolution #27, 2018-2019. Motion carried; Roll Call Vote: 8 – yes.

Receipts

Motion by Vanessa Jordan seconded by William Jordan to approve receipts Motion carried; Roll Call Vote: 8-yes.

Payment of Bills

Motion by Siobhan Funches seconded by Deborah DeAbreu that the bills totaling \$443,357.00 for the General Fund for March and bills totaling \$18,343.06 for food service be approved for payment pending availability of funds. Motion carried; Roll Call Vote: 8 – yes.

Public Comments at 7:47 p.m.

Celeste Brown – PTA President informed the board and public that the PTA is looking for new members. She stated everyone benefits from being a member. New Jersey has a “Men Matter Certificate” which is provided when the PTA has at least 30 members who are men. Next week is the “Book Fair” and the goal is \$4,000.00 in sales. Ms. Brown stated donations are welcome if a book is not purchased. New Jersey State PTA nominated Dr. Ronn Johnson Superintendent of the Year, tickets are \$45.00 and the ceremony will be held in Long Branch New Jersey.

Councilwoman Rhonda Wardlow-Hurley stated there will be a “Diversity Meeting” at Haddon Heights High School on Tuesday, April 9, 2019 at 6:30 p.m. Lawnside Town Watch was a success. Terrell Baker was inducted in the Hall of Fame. A Black History Program will be held at Grace Temple Church. Mrs. Wardlow-Hurley thanked Dr. Johnson and Lieutenant Plenty. Hiram Lodge sponsored “Daddy Daughter Dance” which was well attended. The Borough sponsored grades 6-8 grade “Valentine Day Dance” and will also be sponsoring a Summer Enrichment Program for PreK-8. A grant was written to the County to help support the STEM program. The goal for the summer program is to have 80 students participate.

Board Member Comments at 7:56 p.m.

Ms. Wright asked if board members can attend the kitchen training.

Mrs. DeAbreu attended the MSU Black History Event at Haddon Heights. She stated the board would have been proud of the Lawnside students. The students hosted the event, and welcomed members of the public.

Mrs. Forrest stated she contacted Terry Lewis in reference to a facility policy. Mrs. Forrest asked members of the Negotiations Committee to check their calendar for a meeting with Mr. Green, Board Negotiator.

Adjournment – 8:05 p.m.

Motion by Siobhan Funches seconded by Vanessa Jordan to adjourn the board meeting.

All in favor: 8 – Ayes. Motion carried by Unanimous Voice Vote.

Respectfully Submitted

Dawn Leary
Business Administrator/Board Secretary