

MINUTES

1. CALL TO ORDER

The January 22nd meeting of the Alexandria Township Board of Education was called to order by President Susan F. Luthringer at 7:33 PM.

2. NOTIFICATION OF MEETING

This meeting was properly advertised according to the Open Public Meeting Act (P.L. 1975:31) in the Delaware Valley News on May 3, 2007, to begin at 7:30 PM.

3. ROLL CALL

Francis L. Guenther - P
Thomas W. Hlasney - P
Bernice M. Keizer - P
Diane Y. Kelly - P
Douglas E. Linden, Jr. - P

Susan F. Luthringer - P
Susan E. Metz - A (7:35 PM)
Patrick D. McGuinness - P
Scott A. Saccal - A

4. BOARD STATEMENT

The mission of the Alexandria Township School District is to achieve academic excellence through high quality instruction, a positive learning environment, and a strong partnership among staff members, family and community. We are committed to an inclusive educational program that recognizes individual differences and encourages each child to reach his or her potential. We believe that the desire for life-long learning, the development of positive character, and the development of a positive self-concept are essential outcomes of the school experience.

5. FLAG SALUTE

6. CORRESPONDENCE

A letter was received from Pam Pearce, commending Sandra Kacedon, Lester D. Wilson School Principal.

7. BOARD PRESIDENT

President Luthringer asked Diane Kelly if she would be willing to attend Kindergarten Registration to represent the Board, as she did last year. Mrs. Kelly said that she would be glad to attend.

8. SUPERINTENDENT'S REPORT

Dr. Matthew Jennings, Superintendent of Schools, reported the following:

- a. The administrative team attended a common professional development experience on the subject of implementing change successfully.
- b. Both Principals and the Supervisor of Special Services attended a training session on the leader's role in leading and managing collaborative teaching teams.
- c. The date and the agenda have been established for school based crisis team training.
- d. The Superintendent, Supervisor of Special Services and elementary Principal visited our current out-of-district placements.
- e. The Professional Staff Observation and Evaluation Committee will have their first meeting at the end of this month.
- f. A workshop designed to review the District's common instructional model was conducted with the entire professional staff.
- g. The 2008-09 Professional Development Plan has been approved by the County Office.
- h. Our School-level Objectives for the 2007-08 school year have been approved by the County Office.
- i. Our Quality Assurance Annual Report (QAAR) was approved by the County Office.
- j. There have been a total of three in-school suspensions since the December 18th Board Meeting.

9. SCHOOL BUSINESS ADMINISTRATOR/BD SECRETARY'S REPORT

Ms. Barbara E. Prowker, School Business Administrator/Board Secretary, reported the following:

- a. 2008-09 Budget preparation is underway.
- b. Delaware Valley Regional High School Board of Education has set the polling hours for the April 15, 2008 Annual School Election for 7:00 AM -9:00 PM.
- c. Dr. Jennings and Ms. Prowker will meet with the Finance Committee at 6:00 PM on Thursday, January 24, 2008, to review the 2008-09 proposed budget.
- d. There will be three 3-year terms open on the Board in April:

Francis Guenther, Bernice Keizer, Susan Metz

- e. Dates to Remember:
- | | |
|---------------------|--------------------------|
| - February 29, 2008 | Nominating Petitions Due |
| - April 15, 2008 | Annual School Election |
| - April 22, 2008 | Re-Organization Meeting |

10. COMMITTEE REPORTS

Patrick McGuinness - Buildings and Grounds

Mr. McGuinness reported that he attended the Mandatory Board Member Training. He discussed some of the requirements of the QSAC Monitoring that all districts will undergo.

11. PUBLIC INPUT

12. UNFINISHED BUSINESS

- a. Ms. Prowker reported that the Transportation Department for the Delaware Valley Regional High School Board of Education advised that the video cameras installed in the busses are operational. Ms. Prowker was asked to contact the Transportation Department and ask if they do spot audits of the equipment and do the cameras record the activity on the entire bus?
- b. The motion to approve Board Committee Functions and Duties was tabled, to be presented on the March 25th Board Agenda.

Motion made by _____, seconded by _____, upon the recommendation of the Superintendent of Schools, that the Board approve the following Board Committee Functions and Duties:

Buildings and Grounds

Function

1. Ensure a healthy and safe environment.
2. Ensure that physical plants and grounds are in usable condition for the purposes for which they were intended.
3. Preserve, protect, and keep the buildings, grounds, and equipment in good repair.
4. Ensure that an adequate operations and maintenance budget is available to properly maintain the facilities and grounds.
5. Review, research, or investigate any buildings and grounds-related issue that may be referred to the Committee by the Board.

Duties

1. Up-date 5-Year Facilities/Maintenance Plan.
2. Prioritize capital projects.
3. Prioritize projects for the budget cycle.
4. Ensure communication with entire Board on facility projects.
5. Investigate opportunities regarding operational and energy efficiencies.
6. Conduct annual inspection of buildings and grounds.
7. Establish/review policies, monitor implementation of and evaluate policies pertaining to its charge.

Communication Committee

1. Coordinate volunteer Reception with various groups involved.
2. Coordinate acknowledgement of retirement within the District.
3. Coordinate with the Finance Committee and the Administration to ensure budget education of the parents and the community.
4. Coordinate Board representations at public functions, i.e., Community Day, Back to School Nights, etc.
5. Review the public communications calendar generated by the Administration.
6. Establish/review policies, monitor implementation of and evaluate policies pertaining to its charge.
7. Review effectiveness of Communication Plan on a semi-annual basis.
8. Review, research, or investigate any communication-related issue that may be referred to the Committee by the Board.

Curriculum Committee

1. Establish and review policies; monitor implementation of and evaluate policies pertaining to its charge.
2. Ensure District is moving toward mastery of Core Content Standards.
3. Review and recommend Annual Technology Plan.

4. Review and provide Committee approval for textbooks, as well as related content or tools.
5. Review and provide Committee approval for all curriculum guides.
6. Approve and monitor 5 year curriculum cycle.
7. Evaluate the District's effectiveness of meeting educational goals.
8. Review recommendations for special needs programs.
9. Ensure that the special education policies are in line with state and federal regulations.
10. Review, research, or investigate any curriculum-related issue that may be referred to the Committee by the Board.

Finance Committee

Function

1. Ensure the integrity of the financial operations of the School District so that taxpayer resources are used in an appropriate and responsible manner.
2. Present a budget, in collaboration with the Administration, that will provide a quality education for the students of the District and meet the expectations of the Board.
3. Review, research, or investigate any financial-related issue that may be referred to the Committee by the Board.

Committee Duties

1. Review budget proposals that have been prepared by the District Administration including all major budget line items and supporting documents. Discuss budget priorities and make recommendations to Board for adoption of budget proposal.
2. Prepare budget calendar and assist in the development of budget presentation workshops. Communications Committee to disseminate budget information
3. Before the re-organization meeting, review the current year's general operating budget expenditures vs. plan to determine an approximate value of any budget surplus that is anticipated. Review recommendations made by the Administration for any unbudgeted expenditures that would be drawn from the current surplus. Recommend to the full Board any such expenditure that would be made before the end of the current budget year.
4. Review of any prospective policy changes that pertain to the financial operation of the District.

5. Inform the full Board of any changes/increases in the minimum chart of accounts that vary from the original budget (that exceed a dollar amount of XXXX??).
6. Review Audit results and any recommendations presented in the CAFR.
7. Periodically review the status of the District's short and long-term debt obligations. Investigate the potential for cost-savings that may be available via re-financing or re-scheduling of District debt obligations.
8. Meet with the Township Committee in the event of a Budget defeat.

Policy Committee

1. Discuss how to see through the automation of the Strauss Esmay Associates process and transition to fold into other committees.
2. Review, research, or investigate any policy-related issue that may be referred to the Committee by the Board.

13. NEW BUSINESS

Susan Metz requested that the Board Meeting Agendas be e-mailed to her in the event that she is out of town. This will enable her to familiarize herself with the Agenda prior to the meeting. Barbara E. Prowker will e-mail all Agenda to all Board Members as well as have the Board Package delivered the Wednesday prior to the Board Meeting.

Mrs. Metz asked what the Board's philosophy is regarding class trips. Mrs. Metz expressed concern for the cost associated with some trips and she also questioned the educational value of some trips. The matter was referred to the Policy Committee for consideration.

Mr. Guenther commended Dr. Jennings for his presentation on collaborative teaching at a Special Education Supervisors' Meeting.

14. EXECUTIVE SESSION: 9:12 PM

Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board go into Executive Session to discuss personnel and supervisory responsibilities.

Roll Call Vote: YES: All Present

15. OPEN SESSION: 9:54 PM

Motion made by Mrs. Keizer, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board return to Open Session at 9:54 PM.

Roll Call Vote: YES: All Present

16. **MOTIONS**

Personnel

Retirement

1. Motion made by Mrs. Metz, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board accept, with regret, the letter of retirement submitted by Carol Susan Larson, David Wieller, and Sandra Dipple, effective June 30, 2008.

Roll Call vote: YES: All Present

Substitute List

2. Motion made by Mrs. Metz, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve the following additions to the 2007-2008 Substitute List, following the successful completion of the criminal history background check required by law.
Felicia Quarry - Teacher
John Dura - Teacher

Roll Call Vote: YES: All Present

Travel and Related Expenses Reimbursement

3. Motion made by Mrs. Kelly, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve work-related and related expenses reimbursement for the following staff members that is directly related to and within the scope of their current work responsibilities, promotes the delivery of instruction, and is critical to the instructional needs of the School District or furthers the efficient operation of the School District, and is educationally necessary and fiscally prudent:

<u>Name</u>	<u>Date</u>	<u>City</u>
Bernardo	2/27/08	Edison, New Jersey
Cronce	2/13/08	Clinton, New Jersey
Dominic	1/25/08 4/04/08	Randolph, New Jersey Union, New Jersey
Harrigan	2/26/08	East Brunswick, New Jersey
Jones	2/26/08	East Brunswick, New Jersey
Kacedon	1/25/08	Randolph Township, New Jersey

<u>Name</u>	<u>Date</u>	<u>City</u>
Mitchell	2/27/08	Edison, New Jersey
Myers	2/20/08	Asbury, New Jersey
Rocchetti	2/13/08	Clinton, New Jersey

Roll Call Vote: YES: All Present

4. Motion made by Mrs. Kelly, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve work-related and related expenses reimbursement for the following staff members that is directly related to and within the scope of their current work responsibilities, promotes the delivery of instruction, and is critical to the instructional needs of the School District or furthers the efficient operation of the School District, and is educationally necessary and fiscally prudent. Notification of the training session was received after the December 18, 2007, Board Meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>
Barry	1/14/08	Newark, New Jersey
Bierly	12/18/07	Frenchtown, New Jersey
Carothers	1/11/08	Frenchtown, New Jersey
Cronce	1/09/08	Clinton, New Jersey
Harrigan	1/17 & 1/18/08	Atlantic City, New Jersey
Kacedon	1/14/08 1/09/08 1/11/08	Trenton, New Jersey Manville, New Jersey Flemington, New Jersey
Rocchetti	1/09/08	Clinton, New Jersey
Slack	1/17/08	Bridgewater, New Jersey

Roll Call Vote: YES: All Present

5. Motion made by Mrs. Kelly, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve work-related and related expenses reimbursement for the following staff members that is directly related to and within the scope of their current work responsibilities, promotes the delivery of instruction, and is critical to the instructional needs of the School District or furthers the efficient operation of the School District, and is educationally necessary and fiscally prudent:.

<u>Name</u>	<u>Date</u>	<u>City</u>
Esposito	1/25/08	Randolph, New Jersey
Fuchs	1/31/08	Flemington, New Jersey

Roll Call Vote: YES: All Present

Approval of Minutes

6. Motion made by Mr. Guenther, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve the Minutes of the December 18, 2007 meeting as submitted.

Roll Call Vote: YES: All Present

Re-Organization Meeting

7. Motion made by Mr. McGuinness, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve April 22, 2008, at 7:00 PM to conduct the Re-Organization Meeting of the Board. The meeting will be conducted in the Alexandria Middle School Library/Media Center. The Board will conduct regular business immediately following re-organization.

Roll Call Vote: YES: All Present

School Calendar

8. Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve the 2008-09 school calendar.

Roll Call Vote: YES: All Present

Finance

9. Motion made by Mr. Hlasney, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending December 31, 2007, as submitted by the Superintendent, as authorized by N.J.S.A. 18A:22-8.1.

Roll Call Vote: YES: All Present

10. Motion made by Mrs. Keizer, seconded by Mrs. Kelly, to accept the Alexandria Township Board of Education's certification that the Superintendent, Dr. Matthew J. Jennings, recommends that the Board of Education accept the monthly financial reports of the Board Secretary and the Treasurer of School Moneys for the month ending December 31, 2007, and he further recommends in compliance with N.J.A.C. 6:20-2.13(3) that the Board of Education certify that no major account or fund has been overexpended and that as of this report sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Roll Call Vote: YES: All Present

11. Motion made by Mrs. Keizer, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board accept the School Business Administrator/Board Secretary's Barbara E. Prowker, certification as required by N.J.A.C. 6:20-2.13(d), that no line item account has been overexpended as of December 31, 2007, and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Roll Call Vote: YES: All Present

Bill List

12. Motion made by Mrs. Metz, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated December 11, 2007 to January 14, 2008, check numbers 5134-5229, in the amount of \$635,873.13.

Roll Call Vote: YES: Guenther, Keizer, Kelly, Linden Jr., Luthringer
Metz, McGuinness

NO: None

ABSTAIN: Hlasney

2007-08 General Fund Budget Increase

13. Motion made by Mrs. Kelly, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board authorize the increase of the 2007-08 General Fund Budget in the amount of \$2,933, received in unbudgeted tuition adjustment from the Kingwood Township Board of Education for a student that attended the District's self-contained multiple disabilities program for the 2005-06 school year as permitted by law.

Roll Call Vote: YES: All Present

FY2007 IDEIA Funds

14. Motion made by Mr. Guenther, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board accept FY2007 IDEIA funds as follows:

Basic	\$117,436
Preschool	5,424

Roll Call Vote: YES: All Present

NCLB 2008 Funds

15. Motion made by Mr. Guenther, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve acceptance of NCLB 2008 funds as follows:

Title II	\$14,011
Title IV	1,271
Title V	756

Roll Call Vote: YES: All Present

Lester D. Wilson School Heating System Replacement

The following bid proposals were received on Friday, December 14, 2007, for the Lester D. Wilson School heating system replacement project:

<u>Company Name</u>	<u>Base Bid Price</u>	<u>Alternate #1</u>	<u>Alternate #2</u>	<u>Alternate #3</u>	<u>Alternate #4</u>
Mechanical Preservation Associates, Inc.	495,800	25,260	8,420	3,000	3,650
DuMont Mechanical	654,940	24,790	7,960	3,400	4,100
Envirocon	749,230	30,000	12,000	9,000	10,000
Penetta Industrial Automation	634,400	29,557	17,365	2,600	7,800
W H Lent t/a Bill Leary HVAC	635,400	30,900	12,500	1,200	4,950
Gabe Sganga, Inc.	640,722	29,810	11,680	-0-	4,620

16. Motion made by Mr. McGuinness, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board accept the lowest responsible bid, submitted by Mechanical Preservation, Associates, Inc., for Alternates 1 and 2, and award a contract totaling \$33,680.

Roll Call Vote: YES: All Present Guenther, Hlasney, Keizer, Kelly,
Linden, Jr., Luthringer, Metz, McGuinness

Use of Facilities

17. Motion made by Mr. Linden, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve use of nine classrooms, the old gym, and the outside fields at the Alexandria Middle School by the Alexandria Parks and Recreation Department to conduct a summer program from July 7 to July 14, 2008, Monday-Friday, from 8:00 AM to 1:00 PM.

Roll Call Vote: YES: All Present

18. Motion made by Mr. Linden, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve use of the Alexandria Middle School library/media center by Weight Watchers to conduct meetings every Tuesday for 12-15 weeks from 4-5:00 PM. The meetings will be available to District staff members, as well as anyone else who would like to attend.

Roll Call Vote: YES: All Present

CAP Funding

19. Motion made by Mr. Hlasney, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve the acceptance of funding from the Hunterdon County CAP Program (Child Assault Prevention) for the 2007-08 school year.

Roll Call Vote: YES: All Present

The Board discussed the issue of having a "cut" policy for extra curricula activities. After discussion, it was decided that the Board should look at what is best for the children. Dr. Jennings will put together a sub-committee to explore a "cut" policy if it is determined that one is necessary.

17. EXECUTIVE SESSION: 9:12 PM

Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board go into Executive Session to discuss the Memorandum of Agreement between the Board of Education and the Alexandria Township Education Association.

Roll Call Vote: YES: All Present

18. OPEN SESSION: 9:54 PM

Motion made by Mrs. Keizer, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board return to Open Session at 9:54 PM.

Roll Call Vote: YES:

19. NEGOTIATED AGREEMENT

Motion made by Mr. Linden, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve a Memorandum of Agreement dated January 8, 2008, between the Alexandria Township Board of Education and the Alexandria Township Education Association.

Roll Call Vote: YES: All Present Guenther, Hlasney, Keizer, Kelly,
Linden, Jr., Luthringer, Metz, McGuinness

20. BOARD GOALS

1. Each committee will review its responsibilities and write a statement of the functions and duties of that committee. A draft from each committee will be presented to the whole board at the regular Board meeting on November 27, 2007, with a final version for adoption at the December 18, 2007 board meeting.
2. Beginning January, 2008, the Board will explore ways to increase the fiscal and operating efficiency of the District.
3. Facilitate a more effective forum for communication through a published annual schedule, quarterly work session, and in other ways to be determined.

21. ADJOURN

Motion made by Mrs. Keizer, seconded by Mr. Guenther, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 9:55 PM.

Roll Call Vote: YES: All Present

Respectfully Submitted By,

Barbara E. Prowker
School Business Administrator/Board Secretary