

MINUTES

1. CALL TO ORDER

This meeting was called to order by President Scott A. Saccal at 7:32 PM.

2. NOTIFICATION OF MEETING

This meeting was properly advertised according to the Open Public Meeting Act (P.L. 1975:31) in the Hunterdon County Democrat on May 12, 2011, to begin at 7:30 PM.

3. ROLL CALL

Linda K. Adams - P	Peter P. Pfreunds Schuh - A
Elizabeth A. Kelly - P	Scott A. Saccal - P
Douglas E. Linden, Jr. - A	Shawn J. Shapiro - A
Patrick D. McGuinness - P	Brian P. Walsh – A(7:33 pm)
Joan M. Monaco - P	

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.

5. FLAG SALUTE

6. CORRESPONDENCE

The Board acknowledges receipt of an email from the following:

Marlene Blankinship
Laura Bredeson
Tonya McGovern

7. BOARD PRESIDENT

President Saccal said that the Board put together good goals that are smart goals for the 2011-12 school year.

8. SUPERINTENDENT'S REPORT

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

- A. Bullying Incidents – Dr. Jennings reported that there was one investigation and one 3-day out-of-school suspension.

- B. Dr. Jennings advised that he checked with the District's Alert Now provider regarding text messages. The system can forward text messages, but the concern is that the recipients may incur charges. He will investigate this further and get back to the Board.
- C. Dr. Jennings reported that Mary Fran Daley has been selected as an American Library Emerging Leader.
- D. Dr. Jennings introduced Sandra Marino-Cappello as his recommendation to fill the theatre teacher position. He gave the Board her professional/educational background.
- E. Dr. Jennings explained that the recommended candidate for the Chinese teacher, James Huang, underestimated the traffic at this time of the evening on Route 287 West and would be delayed in arriving. Dr. Jennings continued by giving the Board Mr. Huang's professional/educational background.
- F. Dr. Jennings acknowledged and commended the efforts of David Pawlowski and Joy Dominic for interviewing the candidates for these positions as quickly as possible as to minimize the disruption to the educational process in these programs.

9. SCHOOL BUSINESS ADMINISTRATOR/BD SECRETARY'S REPORT

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

- A. 2012-13 Budget preparation
- B. There is a motion on the Agenda revising the 2011-12 School District Budget due to an increase in State Aid in the form of Federal Supplemental Education Jobs Funds in the amount of \$1,893. These funds will be used to offset custodial salaries.
- C. Ms. Prowker advised that the approvals for the rebate program for the lighting project have been received and that the new fixtures will be installed during the winter break, if not sooner.

10. COMMITTEE REPORTS

11. PUBLIC INPUT

All comments should be directed to the Board president. The Board will not respond to complaints from and to school personnel unless the chain of command has been followed, without satisfaction. Furthermore, the Board cannot respond to any complaints from the public directed at any District employee or student, as the Board must protect each employee and each student's right to privacy.

12. **UNFINISHED BUSINESS**

13. **NEW BUSINESS**

14. **EXECUTIVE SESSION: 7:51 PM**

Motion made by Mrs. Adams, seconded by Dr. Monaco, upon the recommendation of the Superintendent of Schools that the Board go into Executive Session at 7:51 PM to discuss the Negotiated Agreement.

Roll Call vote: YES: All Present

15. **OPEN SESSION: 7:58 PM**

Motion made by Dr. Monaco, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board return to Open Session at 7:58 PM.

Roll Call Vote: YES: All Present

16. **PUBLIC INPUT: COMMENTS ON MOTIONS ONLY**

A. Michael Small expressed concerns with the power outage due to the snow storm. He said he heard that bus drivers were directed to drive over downed wires. He also was not pleased that parents were not notified that buses were going to be late in picking up students.

Dr. Jennings said that the District had not been given advanced notice by the Delaware Valley Regional High School transportation department, who provides the transportation for the region, in a timely manner.

Mr. Small suggested that the District solicit information regarding road conditions by contacting the County Office of Emergency Management.

Dr. Jennings said that things would be handled differently in the future. This was an unusual situation.

B. At this time Dr. Jennings introduced James Huang, the recommended Chinese teacher.

17. **CONSENT AGENDA MOTION**

Motion made by Mrs. Adams, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve the consent agenda as follows:

Finance

- A. upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending October 31, 2011, as submitted by the Superintendent, as authorized by N.J.S.A. 18A:22-8.1.
- B. 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 October 31, 2011, 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.
- C. 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 October 31, 2011, and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

Bill List

- D. upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated October 19, 2011 – November 8, 2011, check numbers 1345 – 1429, in the amount of \$531,335.98.

Approval of Minutes

- E. upon the recommendation of the Superintendent of Schools that the Board approve the Minutes of the October 27, 2011 Board Meeting and the Minutes of the October 20, 2011 Work Session as submitted.

Travel and Related Expenses Reimbursement

- F. 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. The information for these workshops was not available at the October 27, 2011 meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>	<u>Purpose</u>
Carothers	10/14/11	Flemington	Hunterdon county HIB Networking Session
LaFerrara	10/18/11	East Brunswick	Certification & PIP Program Training
O'Donnell	10/11/11	New Brunswick	New Jersey Law Fair
Testa	10/27/11	Monroe Township	Improve Your NJ ASK Scores In Language Arts

18. **REGULAR AGENDA MOTIONS**

Personnel

1. Motion made by Mr. McGuinness, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve Sherry Becker as a teacher for the After School Enrichment Program for two days per week for a stipend of \$1,250, funded by the REAP Grant.

Roll Call Vote: YES: All Present

Substitute List

2. Motion made by Mr. McGuinness, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve the following addition to the 2011-12 Substitute List, upon the successful completion of the criminal history background check required by law:

Audrey Frankowski Teacher

Roll Call Vote: YES: All Present

Emergent Hire

3. Motion made by Mr. McGuinness, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve the following resolution:

Resolved, that the Alexandria Township Board of Education approve application of the emergent hiring of the following substitute:

Audrey Frankowski Teacher

Roll Call Vote: YES: All Present

4. Motion made by Mr. McGuinness, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve an employment contract for Sandra Marino-Cappello for the 2011-12 school year, effective December 5, 2011, as a full-time theatre teacher at Step 2-MA, prorated salary of \$52,475 on the 2010-11 Salary Guide. Employment contingent upon the successful completion of the criminal history background check required by law.

Roll Call Vote: YES: All Present

5. Motion made by Mr. McGuinness, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve an employment contract for James Huang for the 2011-12 school year, effective December 5, 2011, as a full-time Chinese teacher at Step 1-MA, prorated salary of \$51,975 on the 2010-11 Salary Guide. Employment contingent upon the successful completion of the criminal history background check required by law.

Roll Call Vote: YES: All Present

Emergent Hire

6. Motion made by Mr. McGuinness, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve the following resolution:

Resolved, that the Alexandria Township Board of Education approve application of the emergent hiring of the following teachers:

Sandra Marino-Cappello
James Huang

Roll Call Vote: YES: All Present

Policy

7. Motion made by Mrs. Kelly, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve the first reading of the following policy:

Policy 0142 – Board Member Qualifications, Prohibited Acts, and Code Ethics

Roll Call Vote: YES: All Present

Nursing Plan

8. Motion made by Mr. Walsh, seconded by Mrs. Adams, upon the recommendation of the Superintendent of Schools that the Board approve the Nursing Plan.

Roll Call Vote: YES: All Present

Finance

9. Motion made by Dr. Monaco, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve to increase the 2011-12 General Fund Budget in the amount of \$1,893 due to the receipt of additional Federal Supplemental Education Jobs Funds. Funds to be applied to 18-000-262-100 Operations/Maintenance Salaries.

Roll Call Vote: YES: All Present

Alexandria Township Education Foundation Grant

10. Motion made by Mrs. Adams, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board accept the following Alexandria Township Education Foundation grant:

<u>Grant</u>	<u>Submitted By</u>	<u>Title</u>	<u>Amount</u>
2012-04	Carol Testa	What's Cool and Cruel About School-Author Visit	\$2,080

Roll Call Vote: YES: All Present

2011-12 Board Goals

11. Motion made by Mr. McGuinness, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve the following 2011-12 Board goals:
1. Improve Board effectiveness across all areas as measured by the 2010-11 self-evaluation.
 - a. Ensure all Board members are committed to their full term.
 - b. Utilize Board Work Sessions to provide a forum for open debate.
 2. By April 2012, improve communications with the community by offering two new forms of outreach.
 - a. Connecting with township residents that do not have children currently in the school district.
 - b. communicating at non-school related public events, such as sporting events and township meetings.

3. In the school budget, direct greater spending versus the prior school budget towards areas that directly contribute to advances in student education.
 - a. Implement more cost efficient and environmentally conscious solutions.
 - b. Maximize the efficiency of the school's current financial base.
4. Hold strategic Planning Committee Meeting by March, 2012, and update the Strategic Plan by the start of the 2012-13 school year.

Roll Call Vote: YES: All Present

19. BOARD GOALS: 8:08 PM

The Alexandria Township Board of Education will:

- A. Evaluate the implementation of the Alexandria Township School Strategic Plan.
- B. Improve Board effectiveness as measured by the 2010-11 self-evaluation.
- C. Facilitate more effective forms of proactive communications with the public and proactively address concerns raised by the community.
- D. Explore ways to increase fiscal and operating efficiency of the school district.

20. ADJOURN

Motion made by Mrs. Kelly, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 8:08 PM.

Roll Call Vote: YES: All Present

Respectfully Submitted By,

Barbara E. Prowker
School Business Administrator/Board Secretary