

**MINUTES**

**1. CALL TO ORDER**

The October 27<sup>th</sup> meeting of the Alexandria Township Board of Education 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. Pfreundschuh – A(7:35 PM)
Elizabeth A. Kelly - P	Scott A. Saccal - P
Douglas E. Linden, Jr. - P	Shawn J. Shapiro - P
Patrick D. McGuinness - P	Brian P. Walsh - P
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**

Correspondence was received from the following:

Marlene Blankenship  
Governor Chris Christie  
State of New Jersey DOE  
Delaware Valley Regional High School Board of Education

**7. BOARD PRESIDENT**

President Saccal asked which Board Members have not taken care of their criminal history background check yet? President Saccal advised that the District is required to report any Board Members who have not complied.

**8. SUPERINTENDENT'S REPORT**

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

- A. Bullying Incidents – Dr. Jennings reported two incidents at Alexandria Middle School; one is substantiated, and one incident at Lester D. Wilson School.
- B. Suspensions
- C. Instructional Council Grant Recipients
- D. Dr. Jennings gave the Board a sample letter that will be going home to parents on Friday regarding assessments.
- E. Denise Fichner did a presentation on the 2011 summer school program.

**9. SCHOOL BUSINESS ADMINISTRATOR/BD SECRETARY'S REPORT**

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

- A. New Jersey School Boards Association Insurance Group 2011 Safety Grant Award in the amount of \$5,600.
- B. 2012-13 Budget is underway
- C. As required by law, districts will revise and update the maximum capital reserve amount (or local monies needed to implement the LRFP) to account for capital projects completed and/or additional capital projects identified through the LRFP amendments.

**10. COMMITTEE REPORTS**

Linden - Negotiations

**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.

Leigh Anne Walker asked if the District would be having a gifted and talented program? Dr. Jennings advised that Ursula Accumanno serves in that capacity as an extension of the enrichment program. Dr. Jennings said that the District is trying to meet the needs of the "gifted" students through differentiated instruction.

**12. NEW BUSINESS**

Mr. McGuinness and Mr. Pfreundschuh reported on their attendance at the NJSBA/NJASA/NJASBO Annual Workshop.

**13. EXECUTIVE SESSION: 8:13 PM**

Motion made by Mr. Linden, seconded by Mrs. Adams, upon the recommendation of the Superintendent of Schools that the Board go into Executive Session at 8:13 PM to discuss personnel and negotiations.

Roll Call Vote: YES: All Present

**14. OPEN SESSION: 8:49 PM**

Motion made by Mrs. Adams, seconded by Dr. Monaco, upon the recommendation of the Superintendent of Schools that the Board return to Open Session at 8:49 PM.

Roll Call Vote: YES: All Present

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

**16. CONSENT AGENDA MOTION**

Mrs. Kelly requested that Motions K-O be pulled for discussion under the Regular Agenda Motion section.

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

Roll Call Vote: YES: All Present

**Finance**

- A. upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending September 30, 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 September 30, 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 September 30, 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 September 13, 2011 – October 3, 2011, check numbers 1208 – 1291, in the amount of \$855,575.75, and the Bill List dated October 4, 2011 – October 18, 2011, check numbers 1292 – 1344, in the amount of \$395,856.55.

### **Comprehensive Annual Financial Report For The Year Ending June 30, 2011**

- E. upon the recommendation of the Superintendent of Schools that the Board accept the Comprehensive Annual Financial Report For The Year Ending June 30, 2011. There were no audit recommendations; therefore, a Corrective Action Plan is not warranted.

### **Comprehensive Maintenance Plan**

- F. upon the recommendation of the Superintendent of Schools that the Board approve the following resolution:

**Whereas**, the Department of Education requires New Jersey School Districts to submit three-year maintenance plans documenting "required" maintenance activities for each of its public school facilities, and

**Whereas**, the required maintenance activities as listed for the various school facilities of the Alexandria Township School District are consistent with these requirements, and

**Whereas**, all past and planned activities are reasonable to keep school facilities open and safe for use or in their original condition and to keep their system warranties valid.

**Now, Therefore, Be It Resolved**, that the Alexandria Township School District hereby authorizes the School Business Administrator to submit the Comprehensive Maintenance Plan for the Alexandria Township School District in compliance with Department of Education Requirements.

### **Maximum Capital Reserve**

- G. upon the recommendation of the Superintendent of Schools that the Board approve the maximum Capital Reserve amount (the total amount of local monies needed to implement the LRFP) for the 2011-12 school year to be \$2,093,100 if all projects listed in the LRFP were planned for the 2011-12 school year.

**Approval of Minutes**

- H. upon the recommendation of the Superintendent of Schools that the Board approve the minutes of the September 15, 2011 work session and the minutes of the September 22, 2011 Board meeting as presented.

**Travel and Related Expenses Reimbursement**

- I. 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>	<u>Purpose</u>
Accumanno	10/29/11	Kendal Park	Odyssey of the Mind Coach Training
Carothers	11/18/11	Long Branch	Writing Defensible IEPs
Murray	11/18/11	Long Branch	Writing Defensible IEPs
Prowker	10/27/11	Branchburg	Safer Schools for a Better Tomorrow
Sei	11/18/11	Long Branch	Writing Defensible IEPs
Slack	11/18/11	Long Branch	Writing Defensible IEPs

- J. 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 this workshop was not available at the September 22, 2011 meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>	<u>Purpose</u>
Breidt	9/16/11	Freehold	Free and Reduced Lunch
Fuchs	9/15/11	Morristown	Heads up: A Practical and Comprehensive Approach to Concussions
	9/16/11	Freehold	Free & Reduced Lunch
	9/19/11	Morristown	Asthma management for the School Nurse
Kacedon	10/19/11	Monroe Twp	Affirmative Action
McCluskey Taylor	10/21/11	Atlantic City	National Teachers of Mathematics Conference
Stoskus	10/14/11	Flemington	HIB Sharing and Review

**17. REGULAR AGENDA MOTIONS**

**Facility Use**

1. Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve use of the Lester D. Wilson School art room by a Daisy Troop on Mondays 'from 3:40-4:15 PM for the 2011-12 school year.

Roll Call Vote: YES: All Present

2. Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve use of room 102 by Cub Scouts from 3:40-4:40 PM the 1<sup>st</sup> and 3<sup>rd</sup> Monday of each month for the 2011-12 school year.

Roll Call Vote: YES: All Present

3. Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve use of the Alexandria Middle School art room by Den 4 the 2<sup>nd</sup> and 3<sup>rd</sup> Thursday of each month from 6:30-8:30 PM for the 2011-12 school year.

Roll Call Vote: YES: All Present

4. Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve use of the Alexandria Middle School art room by Den 1 the 2<sup>nd</sup> and 4<sup>th</sup> Monday of each month from 3:40-5:00 PM for the 2011-12 school year.

Roll Call Vote: YES: All Present

5. Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve use of the Alexandria Middle School old gym and cafeteria for the Pinewood Derby on March 16, 2012 from 5:30-8:00 PM and on March 17, 2011 from 8:00 AM – 2:00 PM.

Roll Call Vote: YES: All Present

### **Personnel**

6. Motion made by Mrs. Adams, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve Matthew Blazure, Lacey Fallon, Janice Armstrong and Cara Hamrah for the Before/After School Enrichment Program. Compensation to be \$1,250 each, funded by the REAP Grant. The position for Janice Armstrong is contingent upon the successful completion of the criminal history background check required by law.

Roll Call Vote: YES: All Present

7. Motion made by Mrs. Adams, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve Garth Ferrante for the Before/After School Basic Skills Program. Compensation to be \$2,500, funded by the REAP Grant.

Roll Call Vote: YES: All Present

8. Motion made by Mrs. Adams, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve a letter of resignation submitted by Lilien Drew, effective December 12, 2011.

Roll Call Vote: YES: All Present

Substitute List

9. Motion made by Mrs. Adams, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve the following additions to our Substitute List, contingent upon the successful completion of the criminal history background check required by law.

Chris Brandecker	Nurse
Ashley Colnett	Nurse

Roll Call Vote: YES: All Present

Emergent Hiring

10. Motion made by Mrs. Adams, seconded by Mr. McGuinness, 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 substitutes:

Janice Armstrong	Before/After School Enrichment Program
Chris Brandecker	Nurse
Ashley Colnett	Nurse

Roll Call Vote: YES: All Present – Adams, Kelly, Linden, McGuinness, Monaco, Pfreunds Schuh, Saccal, Shapiro, Walsh

**Alexandria Township Education Foundation Grants**

11. Motion made by Mr. Pfreunds Schuh, seconded by Mrs. Adams, upon the recommendation of the Superintendent of Schools that the Board accept the following Alexandria Township Education Foundations grants:

<u>Grant</u>	<u>Submitted By</u>	<u>Title</u>	<u>Amount</u>
2012-02	Kacedon	The Missing Piece	\$825
2012-03	Bowman and Breidt	Handicap Awareness	800

Roll Call Vote: YES: All Present

**Memorandum of Agreement Between the Alexandria Township Board of Education and the Alexandria Township Education Association**

12. Motion made by Mrs. Kelly, seconded by Mrs. Adams, upon the recommendation of the Superintendent of Schools that the Board approve the Memorandum of Agreement Between the Alexandria Township Board of Education and the Alexandria Township Education Association for the terms and conditions of a 3-year negotiated agreement between the parties for the school years 2011-12, 2012-13, and 2013-14 as outlined in the agreement dated September 30, 2011.

Roll Call Vote: YES: All Present – Adams, Kelly, Linden, McGuinness, Monaco, Pfreunds Schuh, Saccal, Shapiro, Walsh

**Settlement Agreement**

13. Motion made by Mr. Walsh, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve a settlement agreement between the parents of an Alexandria Township student whose name is on file in the Child Study Team office and the Alexandria Township Board of Education for payment of a portion of educational costs and attorney fees.

Roll Call Vote: YES: All Present

**Memorandum of Agreement Between Education and Law Enforcement Officials**

14. Motion made by Mr. Shapiro, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board approve the Memorandum of Agreement Between Education and Law Enforcement Officials for 2011.

Roll Call Vote: YES: All Present

**Lease Purchase Agreement With  
Konica Minolta Business Solutions U.S.A., Inc.**

15. Motion made by Dr. Monaco, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve a lease purchase agreement with Konica Minolta Business Solutions U.S.A. Inc., for the purchase of six printer/copier/scanners, State Contract #A52046, T-Number = T2075, at a cost of \$1,887 per month for sixty months. Maintenance agreement for these machines cost \$527.50 per month for sixty months. Mr. Pfreunds Schuh said that this is a great example of the Board trying to be fiscally responsible and saving money. Mr. Pfreunds Schuh said that the Board should keep a record of the cost-savings measures they have taken to be presented during the Budget Hearing. Also, Mr. Pfreunds Schuh thought that the monies saved should be specifically designated toward something directly for the students.

Roll Call Vote: YES: All Present

**Excellent Educator for New Jersey Pilot Program Grant**

16. Motion made by Mr. McGuinness, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board accept the EE4NJ (Excellent Educators for New Jersey Pilot Program) grant allocation in the amount of \$51,800.

Roll Call Vote: YES: All Present

**Personnel**

17. Motion made by Mr. Linden, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board terminate the employment contract of an employee whose name is on file in the Business Office, effective December 26, 2011.

Roll Call Vote: YES: Kelly, Linden, McGuinness, Monaco, Pfreunds Schuh, Saccal, Shapiro, Walsh

NO: Adams

ABSTAIN: None

**18. BOARD GOALS**

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.

**19. ADJOURN: 9:09 PM**

Motion made by Mr. Pfreundschuh, seconded by Mrs. Adams, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 9:09 PM.

Roll Call Vote: YES: All Present

Respectfully Submitted By,

Barbara E. Prowker  
School Business Administrator/Board Secretary

BEP/nlm