

**MINUTES**

**1. CALL TO ORDER**

The July 23rd meeting of the Alexandria Township Board of Education was called to order by President Patrick D. McGuinness at 7:30 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 7, 2009, to begin at 7:30 PM.

**3. ROLL CALL**

- |                            |                           |
|----------------------------|---------------------------|
| Linda K. Adams - P         | Patrick D. McGuinness - P |
| Francis L. Guenther - A    | Scott A. Saccal - P       |
| Steven Hill - A            | Shawn J. Shapiro - P      |
| Thomas W. Hlasney - A      | Frances R. Wood - P       |
| Douglas E. Linden, Jr. - 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. 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**

The Board acknowledged receipt of a thank you note from Rachel Cunningham as the recipient of the Philip J. Simon Math Award at the 8th grade commencement ceremony.

The Board acknowledged receipt of a thank you note from Lilly Pearce as the recipient of the Arthur Pfefferle Award at the 8th grade commencement ceremony.

A letter was received from Cynthia J. Yard, Hunterdon County Administrator, advising that the Hunterdon County Board of Chosen Freeholders is not in favor of holding the Hunterdon County Superintendent of Schools Retreat out of the area.

**7. BOARD PRESIDENT**

**8. SUPERINTENDENT'S REPORT**

1. Dr. Jennings advised that the summer staff development is going well and is well attended.
2. Dr. Jennings advised that the District received the scores on the STAMP test for Spanish and that 25% of the 8th grade students who graduated in June 2009 will be placed at level 2 for Spanish at Delaware Valley Regional High School.

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

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

1. Bayer-Risse Engineering, Inc., has completed the sand filter integrity testing for the Lester D. Wilson School wastewater treatment plant system. The testing proved that subsurface sand filters were proven to be intact and impermeable based on the results of the testing protocol.
2. The annual audit of the business practices for 2008-09 was completed this date and there were no audit recommendations. The audit findings will be presented by the District's auditor at the October Board meeting.
3. Ms. Prowker advised that the Alexandria Middle School walk-in freezer/refrigerator unit project is finally underway. There was a delay in obtaining the appropriate permits.

**10. COMMITTEE REPORTS**

Adams - Hunterdon County School Boards Association Meeting

**11. PUBLIC INPUT**

**12. UNFINISHED BUSINESS**

Dr. Jennings gave an update on the Policy Manual. Dr. Jennings said that he is in the process of reviewing the policies to see which ones need to be disseminated. The contract with Strauss Esmay will permit 15 people to have access to the electronic version of the Policy Manual.

Dr. Jennings wanted to know which four Board Members would like to be on the Strategic Planning Committee. Dr. Jennings said that at the last Board meeting, the Board decided that there should be 4 Board Members, 4 Staff Members, 4 Administrators, and 4 Community Members.

After discussion, the Board decided that the Committee should have 4 Board Members, 4 Staff Members, 4 Administrators, 4 Community Members, and 4 Parents as members of the Committee.

**13. NEW BUSINESS**

1. Dr. Jennings advised that the NJQSAC monitoring requires that one Board Member be part of the District Performance Review Committee. Mr. Linden volunteered to be on this committee.
2. Dr. Jennings advised that he will forward the vision statement to the Board for consideration. Ms. Prowker will place the statement on the August agenda for Board approval.
3. Dr. Wood said that the Curriculum Committee should review new textbooks series prior to the Board approving them. Dr. Wood said that when she was a Principal in the Alexandria Middle School, she presented textbooks to the Curriculum Committee for approval first. Dr. Wood asked if it was the feeling of the Board that the Curriculum Committee does no longer need to review textbooks first? She asked what the role of the Curriculum Committee was.

President McGuinness said that committee function and duties were set by the Board some time ago. President McGuinness read aloud the Curriculum Committee functions and duties which did indicate that one of the functions of the Committee was to review and approve textbooks.

President McGuinness asked Ms. Prowker to email the committee functions and duties to the Board.

**14. MOTIONS**

**Personnel**

1. Motion made by Dr. Wood, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve Chelsea D. Ruhland as a summer custodian and as a substitute custodian for the 2009-2010 school year, contingent upon the successful completion of the criminal history background check required by law.

Roll Call Vote: YES: All Present

2. Motion made by Dr. Wood, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve an employment contract for Dawn Winstead to fill the maternity leave for Sara Slack, at Step 8-MA, \$56,660 for the 2009-2010 school year. Employment contingent upon the successful completion of the criminal history background check required by law.

Roll Call Vote: YES: All Present

3. Motion made by Dr. Wood, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve the following lunchroom aides for the Lester D. Wilson School for the 2009-2010 school year, 2 hours per day at an hourly rate of \$7.15. Employment contingent upon the successful completion of the criminal history background check required by law.

Aileen Golomb  
Terriann Popiel  
Kathleen Austin

Roll Call Vote: YES: All Present

Additions to Substitute List

4. Motion made by Mr. Linden, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve the following additions to the 2009-2010 Substitute List, contingent upon the criminal history background check required by law:

Christina DiPaolo - Teacher  
Chelsea Ruhland - Custodian

Roll Call Vote: YES: All Present

Emergent Hire

5. Motion made by Mr. Linden, seconded by Mr. Saccal, 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:

Kathleen Austin	Aide
Christina DiPaolo	Substitute Teacher
Aileen Golomb	Aide
Terriann Popiel	Aide
Chelsea D. Ruhland	Summer Custodian
	Substitute Custodian
Dawn Winstead	Teacher

Roll Call Vote: YES: All Present

Activity Postings

6. Motion made by Mr. Shapiro, seconded by Mrs. Adams, upon the recommendation of the Superintendent of Schools that the Board approve the attached list of Activity Postings - Schedule B.

Roll Call Vote: YES: All Present

**Travel and Related Expenses Reimbursement**

7. Motion made by Mr. Saccal, 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>
Becker	7/20,7/21,7/22,7/23/09	Union
Hill	9/29/09	North Branch
Petrie	7/20,7/21,7/22,7/23/09	Union
Sciarello	8/14/09	Princeton

Roll Call Vote: YES: All Present

8. Motion made by Mr. Saccal, 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. The information for this workshop was not available at the 6/25/09 meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>
Fichner	6/24/09	Monroe Township
Kacedon	6/29/09	Flemington

Roll Call Vote: YES: All Present

**Approval of Minutes**

9. Motion made by Mrs. Adams, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board approve the Minutes of the June 25, 2009 meeting with the following corrections:

Motion 1 - ...at a salary of \$18,882  
Motion 4. ...Step 13-MA+15(.4)

Roll Call Vote: YES: All Present

10. Motion made by Dr. Wood, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve the Executive Session Minutes of June 25, 2009 as presented.

Roll Call Vote: YES: All Present

**Finance**

11. Motion made by Mr. Linden, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending June 30, 2009, as submitted by the Superintendent, as authorized by N.J.S.A. 18A:22-8.1.

Roll Call Vote: YES: All Present

12. Motion made by Mr. Linden, seconded by Dr. Wood, 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 preliminary monthly financial reports of the Board Secretary and the Treasurer of School Moneys for the month ending June 30, 2009, 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

13. Motion made by Mr. Linden, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board accept the School Business Administrator/Board Secretary's Barbara E. Prowker, preliminary certification as required by N.J.A.C. 6:20-2.13(d), that no line item account has been overexpended as of June 30, 2009, 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**

14. Motion made by Mr. Linden, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated June 17, 2009 - June 30, 2009, check numbers 6862 - N0630, in the amount of \$483,787.63, and the Bill List dated July 1, 2009 - July 13, 2009, check numbers 6928 - 6966, in the amount of \$42,411.63.

Roll Call Vote: YES: All Present

**Special Education**

15. Motion made by Mr. Shapiro, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve a Tuition Contract Private Schools For Students With Disabilities for the 2009-2010 School Year for a student whose name is on file in the business office, 221 days, at a cost of \$88,400.

Roll Call Vote: YES: All Present

16. Motion made by Mr. Shapiro, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve an agreement with Summit Speech School to provide itinerant speech services for a student whose name is on file in the business office, from September 2009 - June 2010, two sessions per week, at \$145/hour and for a student whose name is on file in the business office from September 2009 - June 2010, one session per week at \$145/hour.

Roll Call Vote: YES: All Present

**Textbook Approval**

17. Motion made by Mr. Saccal, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve a textbook series by Scott Foresman - Addison Wesley enVisionMATH series for grades K-5.

Roll Call Vote: YES: All Present - Adams, Linden, Jr., McGuinness,  
Saccal, Shapiro, Wood

18. Motion made by Mr. Saccal, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve new social studies textbooks by TCI Publishers-"History Alive", grades 5-8.

Roll Call Vote: YES: All Present - Adams, Linden, Jr., McGuinness,  
Saccal, Shapiro, Wood

**Donations From The Hunterdon County Business Alliance**

19. Motion made by Mrs. Adams, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board accept the following donations from the Hunterdon County Business Alliance:

6 high back leather chairs  
1 sitting couch

Roll Call Vote: YES: All Present

**September Board Meeting**

20. Motion made by Dr. Wood, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board change the originally scheduled September Board Meeting from September 15 to September 22, 2009, to commence at 7:30 PM.

Roll Call Vote: YES: All Present

**15. ADDITIONAL MOTIONS**

1. Motion made by Mr. Linden, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve not-to-exceed 10 additional days for Lisa Clough, Ginger Crawford, and Linda Finan during the summer 2009 as needed at their per diem rate.

Roll Call Vote: YES: All Present

2. Motion made by Mr. Linden, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve not-to-exceed 8 hours for Lisa Clough, Dorothy Fuchs, and Beverly Stoskus to assist in gathering information for NJQSAC at their contractual hourly rates.

Roll Call Vote: YES: All Present

3. Motion made by Mr. Shapiro, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board approve use of the Lester D. Wilson School gym by Boy Scout Troop 112, every Tuesday from 7:30-9:00 PM for the 2009-2010 school year.

Roll Call Vote: YES: All Present

4. Motion made by Mr. Shapiro, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board approve use of the Lester D. Wilson School art room by Girl Scout Troop 546, the first and 3rd Tuesdays of the month from 3:40-5:00 PM, for the 2009-2010 school year.

Roll Call Vote: YES: All Present

**16. EXECUTIVE SESSION: 8:35 PM**

Motion made by Mr. Saccal, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board go into Executive Session to discuss Board self-evaluation.

Roll Call Vote: YES: All Present

**17. OPEN SESSION: 8:42 PM**

Motion made by Mr. Saccal, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board return to Open Session at 8:42 PM.

Roll Call Vote: YES: All Present

**18. BOARD GOALS**

The Alexandria Township Board of Education will:

1. determine if the Board desires to pursue recognition by New Jersey Schools To Watch.
2. continue to 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.
4. review and adopt policy book.
5. prepare for NJQSAC monitoring.

**19. ADJOURN**

Motion made by Mr. Saccal, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 8:50 PM.

Roll Call Vote: YES: All Present

Respectfully Submitted By,

Barbara E. Prowker  
School Business Administrator/Board Secretary

Att.

BEP/nlm