

**MINUTES**

**1. CALL TO ORDER**

The June 25, 2009 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(7:45 PM)	Scott A. Saccal - P
Steven Hill - P	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**

**7. BOARD PRESIDENT**

President McGuinness read sections of the Code of Ethics for School Board Members. He said that we should be advocates for the children, everyone (community, staff, Board) agrees to do what is best for the children.

**8. SUPERINTENDENT'S REPORT**

Dr. Jennings presented the Curriculum Binder to the Board Members.

Dr. Jennings introduced Karen Cubberly, part-time Music Teacher candidate for the Lester D. Wilson School.

Dr. Jennings provided a power point presentation on Strategic Planning, along with dates for the team to meet.

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

In Ms. Prowker's absence, President McGuinness read her report as follows:

1. The District's annual audit of the business practices for the 2008-2009 school year is scheduled to take place the week of July 20, 2009.
2. It is a requirement of NJQSAC that each Board Member acknowledge that they have read and are familiar with all District Employee employment contracts and with the Negotiated Agreement between the Alexandria Township Education Association and the Alexandria Township Board of Education. There is a motion on the Agenda regarding this requirement.
3. Although the Board did authorize the transfer of 2008-2009 General Fund Surplus to the Capital Reserve Account, the requirement is that this motion be presented and approved between June 1 and June 30. You will note that it is being presented now to meet that requirement.
4. The motion asking for Board consideration for the 2009-2010 lunch prices represents a \$0.25 increase in student and adult lunch. We have not increased the lunch price in two years. Although the program has supported itself, making a profit as well, expenses such as equipment replacement, repairs, inspections, has necessitated a \$5,000 contribution from the General Fund to cover the deficit and maintain a cash flow for the 2008-2009 school year.
5. There has always been a requirement that the Board approve the Executive Session Minutes after the subject matter is no longer sensitive. I will be presenting those Minutes that do not contain sensitive material from this time forward for Board approval.

**10. COMMITTEE REPORTS**

Buildings & Grounds - Shapiro  
Policy - Hlasney (Read by President McGuinness)

Mr. Hill asked what requirements we have for the current honor roll. Dr. Jennings reported that we have one honor roll for 90 or better grades.

**11. PUBLIC INPUT**

1. Martha Kelly asked about more integration with the high school. She questioned if we could have a link from our website, directing people to the high school's site?

President McGuinness thought that was a good idea. Dr. Jennings will look into it.

2. Colleen LeBeouf asked about our math program.

Dr. Jennings stated we were working with Rutger's professors and consultants.

President McGuinness stated that we had to cut our in-house math coach when the budget was defeated and the Rutgers Program is helping to fill that need.

3. Strategic Goals were discussed.

**12. UNFINISHED BUSINESS**

None

**13. NEW BUSINESS**

None

**14. EXECUTIVE SESSION: 8:10 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 to discuss personnel.

Roll Call Vote: YES: All Present

**15. OPEN SESSION: 8:25 PM**

Motion made by Mr. Linden, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board return to Open Session a 8:25 PM.

Roll Call Vote: YES: All Present

**16. MOTIONS**

**Personnel**

1. Motion made by Mrs. Adams, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve an employment contract for Sharon Lightner for the 2009-2010 school year as classroom aide for the preschool program at a salary of \$18,802.

Roll Call Vote: YES: All Present

2. Motion made by Mrs. Adams, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve compensatory speech/language services for two students during the 2009 summer. Services to be provided by Amy Murray and/or Colleen Rossetti at the contractual hourly rate of \$80 for a number of hours not-to-exceed 44 hours.

Roll Call Vote: YES: All Present

3. Motion made by Mrs. Adams, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve an employment contract for Karen Cubberly as a part-time (19 hours) teacher at Step 9-BA, at a pro-rated salary of \$28,113. Employment contingent upon the successful completion of the criminal history background check required by law.

Roll Call Vote: YES: All Present

4. Motion made by Mrs. Adams, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve an employment contract for JoAnn Sei as a part-time LDTC for 2 days per week at Step 13-MA+13, at a pro-rated salary of \$27,064. 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 Mrs. Adams, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve an employment contract for Michael Haughey as a classroom aide for the 2009-2010 school year, at a salary of \$18,800. 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. Hill, seconded by Mrs. Adams, 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:

Michael Haughey	Classroom Aide
Sharon Lightner	Classroom Aide
Karen Cubberly	Teacher
JoAnn Sei	LDTC

Roll Call Vote: YES: All Present

2009-2010 Substitute List

7. Motion made by Dr. Guenther, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve the attached substitute list for the 2009-2010 school year.

Roll Call Vote: YES: Adams, Guenther, Linden, McGuinness, Saccal, Shapiro, Wood

NO: None

ABSTAIN: Hill

Travel and Related Expenses Reimbursement

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.

<u>Name</u>	<u>Date</u>	<u>City</u>
Blessing	8/14/09	Princeton
Dale	8/14/09	Princeton
Komarek	8/14/09	Princeton
Schiavello	8/26, 8/27, 8/28	Princeton
Schryer	8/14/09	Princeton
Scollan	7/20-7/22/09	Union
Testa	7/20-7/23/09	Union

Roll Call Vote: YES: All Present

9. 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 May 28, 2009 meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>
Whiteley	4/24/09	Caldwell

Roll Call Vote: YES: All Present

### **Policy**

10. Motion made by Mr. Shapiro, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the 2nd reading and adoption of the new/revised policy manual as prepared by Strauss Esmay.

Roll Call Vote: YES: All Present

### **Code of Conduct**

11. Motion made by Mr. Linden, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve the Lester D. Wilson Student Code of Conduct.

Roll Call Vote: YES: All Present

### **District Employee Employment Agreements/Agreement Between The Alexandria Township Education Association and the Alexandria Township Board of Education July 1, 2008 to June 30, 2011**

12. Motion made by Dr. Wood, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board acknowledges that each Board Member has read and is familiar with all district employee employment agreements and the Negotiated Agreement between the Alexandria Township Education Association and the Alexandria Township Board of Education.

Roll Call Vote: YES: All Present

### **Agreement Between the Center For Mathematics, Science and Computer Education and the Alexandria Township School District**

13. Motion made by Mrs. Adams, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve the agreement between the Center For Mathematics, Science and Computer Education and the Alexandria Township School District at a cost of \$23,400.

Roll Call Vote: YES: All Present

**Approval of Minutes**

14. Motion made by Mr. Hill, seconded by Mrs. Adams, upon the recommendation of the Superintendent of Schools that the Board approve the Minutes of the May 28, 2009 meeting and the Minutes of the June 9, 2009 meeting as presented, and the Minutes of the Executive Sessions on May 14, 2009 and June 9, 2009.

Roll Call Vote: YES: All Present

**Finance**

15. Motion made by Dr. Guenther, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending May 31, 2009, as submitted by the Superintendent, as authorized by N.J.S.A. 18A:22-8.1.

Roll Call Vote: YES: All Present

16. Motion made by Dr. Guenther, seconded by Mr. Hill, 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 May 31, 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

17. Motion made by Dr. Guenther, seconded by Mr. Hill, 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 May 31, 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

**Transfer of Current Year Surplus to Reserve**

18. Motion made by Mr. Saccal, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the following Resolution to transfer current year surplus to reserve.

**WHEREAS**, NJSA 18A:21-1 and NJSA 18A:7G-13 permit a Board of Education to establish and/or deposit into certain reserve accounts at year end, and,

**WHEREAS**, the aforementioned statutes authorize procedures, under the authority of the Commissioner of Education, which permit a board of education to transfer anticipated excess current revenue or unexpended appropriations into reserve accounts during the month of June by Board resolution, and

**WHEREAS**, the Alexandria Township Board of Education wishes to deposit anticipated current year surplus into a Capital Reserve account at year end, and

**WHEREAS**, the Alexandria Township Board of Education has determined that an amount not-to-exceed \$100,000 may be available for such purpose of transfer.

**NOW, THEREFORE, BE IT RESOLVED** by the Alexandria Township Board of Education that it hereby authorizes the District's School Business Administrator to make this transfer consistent with all applicable laws and regulations.

Roll Call Vote: YES: All Present

Transfer of Capital Project Earned Interest

19. Motion made by Mr. Shapiro, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board approve the transfers of Alexandria Middle School capital project earned interest in the amount of \$6,132.37 and Lester D. Wilson School capital project earned interest in the amount of \$1,766.34 to fund 40 as required by law.

Roll Call Vote: YES: All Present

Implement Transfers Prior to June 30, 2009

20. Motion made by Mr. Linden, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board empower Dr. Jennings and Ms. Prowker to implement the necessary transfers prior to June 30, 2009, in compliance with N.J.A.C. 5:30-2.12.

Roll Call Vote: YES: All Present

Bill List

21. Motion made by Dr. Wood, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated May 19, 2009 - June 16, 2009, check numbers #6760-6862, in the amount of \$940,039.99.

Roll Call Vote: YES: All Present

**Commencement Awards**

22. Motion made by Mrs. Adams, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the following Board sponsored commencement awards:

Art	Plaque and \$100 Savings Bond
Language Arts	Plaque and \$100 Savings Bond
Physical Education (Female)	Plaque and \$100 Savings Bond
Physical Education (Male)	Plaque and \$100 Savings Bond
Spanish	Plaque and \$100 Savings Bond
Dr. Philip J. Simon Math Award	Plaque and \$100 Savings Bond
Arthur C. Pfefferle, Sr. Award	Plaque and \$100 Savings Bond
Academic Excellence Award	Plaque and \$100 Savings Bond

Roll Call Vote: YES: All Present

**NJSBAIG 2009 Safety Grant Award**

23. Motion made by Mr. Hill, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board accept the NJSBAIG 2009 Safety Grant Award in the amount of \$2,475.

Roll Call Vote: YES: All Present

**2009-2010 Lunch Prices**

24. Motion made by Dr. Guenther, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the following lunch prices for the 2009-2010 school year as attached.

Roll Call Vote: YES: All Present

**School Physician**

25. Motion made by Mr. Saccal, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve an agreement with the Delaware Valley Family Health Center for the 2009-2010 school year for administrative services from July 1, 2009 - June 30, 2010, in the amount of \$2,600.

Roll Call Vote: YES: All Present

**Extended School Year Transportation**

26. Motion made by Mr. Shapiro, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve a Joint Transportation Agreement with the Delaware Valley Regional High School Board of Education to provide extended school year transportation to the Lester D. Wilson School for the 2009-2010 school year as follows:

Route SP2 - \$9,187.20

Roll Call Vote: YES: All Present

**Professional Services**

27. Motion made by Mr. Linden, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the board approve professional services provided by the following for the 2009-2010 school year:

Pursuant to 18A:18A.5a(1) the Board of Education of the Township of Alexandria, in the County of Hunterdon and the State of New Jersey awarded the following contracts for licensed professionals for the 2009-2010 school year as listed below. These contracts are awarded without competitive bidding as a "professional service" under the provisions of the Public Procurement Law. The contract itself is available for public inspection at the Office of the Board Secretary, located at 557 County Road 513, Pittstown, New Jersey, between the hours of 9:00 AM-3:00 PM, Monday through Friday.

Legal Services	Fogarty & Hara, Esqs. Parker, McCay, P.A.
Auditing Services	William A. Colantano, Jr.
Wastewater Treatment Plant Operator	Garco Research Company
Water Testing	Severn Trent Laboratories QC Laboratories, Inc.
Bond Counsel	Wilentz, Goldman and Spitzer Corp.
Engineering Services	J.A.R. Engineering, Inc.
Well Water Operator	McGowan LLC
Negotiator	Taylor, Whalen & Hybbeneth
Occupational and Physical Therapy Services	Therapeutic Intervention, Inc. Occupational Therapy Consultants, Inc. Sam's Kids Children's Therapy Services
Speech Services	Carole L. Ottens Speech Partners, Inc. Colleen Rosetti Laure McGhie
Behavioral Services	Doreen Quinn
School Physician	Delaware Valley Family Health Center
HVAC Services	Airtronics Energy Systems, Inc. Stryker Heating & Cooling

Electrical Services	Mt. Salem Electric Co., Inc. Hobbie Heat & Power, Inc.
Boiler Services	Mechanical Preservation Associates Butler Engineering Associates
Computer Tech Services	R Squared Consultants
Plumbing and Heating	Art Brannick Plumbing and Heating Richard E. Yard Plumbing & Heating, Inc. Schiabie Plumbing and Heating Samuel Stothoff Co., Inc. William Stothoff Co., Inc.
Insurance Agent	Grinspec Consulting

Roll Call Vote: YES: All Present

**Donation by the IBM Corporation**

28. Motion made by Dr. Wood, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board accept two Lenovo Thinkpads T61 donated by the IBM Corporation, courtesy of the efforts of Linda Adams, valued at \$3,284.

Roll Call Vote: YES: Guenther, Hill. Linden, McGuinness, Saccal, Shapiro  
Wood

NO: None

ABSTAIN: Adams

**Facility Use**

- 29 Motion made by Mrs. Adams, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve use of the Alexandria Middle School art room for the 2009-2010 school year by Girl Scout Troop 1211, the 2nd and 4th Friday of each month, from 6-7:30 PM.

Roll Call Vote: YES: All Present

30. Motion made by Mrs. Adams, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve use of the Alexandria Middle School art room by Brownie Troop 1308 for the 2009-2010 school year, the 1st, 3rd, and 5th Friday (when there is a 5th), from 3:40-5:00 PM.

Roll Call Vote: YES: All Present

**17. BOARD SELF EVALUATION**

The audience was excused at 8:50 PM while the Board went over self evaluation.

**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 Dr. Guenther, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 10:10 PM.

Roll Call Vote: YES: All Present

Respectfully Submitted by,

Jennifer Myers  
Administrative Assistant /Financial Procedures

JM/nlm

Att.