

MINUTES

1. CALL TO ORDER

The November 20th meeting of the Alexandria Township Board of Education was called to order at 7:30 PM by President Patrick D. McGuinness.

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 1, 2008, to begin at 7:30 PM.

3. ROLL CALL

Francis L. Guenther - P

Steven Hill -P

Thomas W. Hlasney - P

Bernice M. Keizer - P

Douglas E. Linden, Jr. - A(8:25 PM)

Susan F. Luthringer - P

Patrick D. McGuinness - P

Scott A. Saccal - P

Shawn J. Shapiro - 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 an e-mail from Mary Wasik regarding the Gifted and Talented Program.

The Board acknowledged receipt of an e-mail from Cathy Torrey about the Basic Skills Math Program.

The Board also acknowledged receipt of an e-mail from Beth Harding regarding the 5th grade Math and Basic Skills Program.

7. SUPERINTENDENT'S REPORT

David Pawlowski: Presentation on the Train Trekkers

Mr. Thomas Scollan, 8th grade Social Studies Teacher, and Will Rollins, Lily Pearce, Christopher Lewaine and Matthew Torrey did a presentation on Train Trekkers. Mr. Scollan advised that students and their parents took a train into New York City. The group went to Ground Zero, the new Trade Center and the church, and the Brooklyn Bridge. Mr. Scollan advised that the Train Trekkers are planning a second trip to visit other parts of New York City.

Joy Dominic: Presentation on student performance

8. BOARD PRESIDENT

President McGuinness announced that this was Bernice Keizer's last meeting, as she has submitted her letter of resignation. President McGuinness said that she will be missed, and thanked Bernice for her service to the students of Alexandria Township.

President McGuinness said that the Board will appoint someone at the December Board Meeting to fill Bernice's seat until the April 2009 election.

President McGuinness reviewed the status of the Policy reviews with the Board.

President McGuinness advised that at the Delegate Assembly on Saturday, November 22, there will be a discussion on regionalization. He encouraged any interested Board Members to attend the session.

President McGuinness advised that at the end of the meeting, the Board needs to set up the next worksession.

9. SCHOOL BUSINESS ADMINISTRATOR/BD SECRETARY'S REPORT

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

1. 2009-2010 budget preparation underway.
2. The Treasury Department and the Internal Revenue Service recently published new regulations which pertain to 403(b) plans which are effective January 2009, which modify the rules regarding tax free transfers of 403(b) accounts. Simply, we cannot use 403(B) investment providers that do not agree to share information.
3. In reviewing payroll records, I found that I miscalculated the salary for Rafaela Albiar-Gorrostieta, part-time custodian. The motion on the agenda will correct her contract.
4. There was one bid for the second year of the five year temporary financing for the Lester D. Wilson School heating system replacement. There was only one bid submitted. Following is the bid result:

Janney Montgomery Scott, LLC	
Principal amount	616,000.00
Gross interest payable on notes	25,339.42
Net interest rate	4.125%

5. Aram Papazian donated lettering for the main entrance doors, advising visitors to report to the main office. Aram provided the lettering and installed the lettering. Thank you Mr. Papazian.
6. The Alexandria Middle School paving renovation project is complete. The contract was awarded for \$148,028.10. There were areas of the driveway that did need the level of repair as anticipated, which ended in the final contract cost of \$100,830, \$47,207.94 less than the original bid.

10. COMMITTEE REPORTS

Patrick McGuinness - NJSBA/NJASA/NJASBO Annual Workshop
Frances Guenther - NJSBA/NJASA/NJASBO Annual Workshop
Scott Saccal - Policy
Thomas Hlasney - Buildings and Grounds
Francis Guenther - Curriculum
Bernice Keizer - Communications
Susan Luthringer - Personnel
Susan Luthringer - Education Foundation

11. PUBLIC INPUT

Mr. Hutchinson questioned the District's attendance policy. He asked why an absence requires a doctor's note. Dr. Jennings explained that State Code does not match the District Code and asked that he be patient until the Policy has been all laid out.

Mr. Douglas Walker suggested that a Board representative attend Township Planning Board Meetings so that the Board would know what decisions may impact the School District.

12. UNFINISHED BUSINESS

13. NEW BUSINESS

Thomas Hlasney said that Carol Hoffman, Township Councilwoman, expressed concern for lack of communication between the Township Committee and the Board. It was suggested that the Board obtain Minutes from Planning Board Meetings.

Mrs. Keizer said that she likes the message sign updates.

Mrs. Keizer advised that there are coach workshops conducted at Delaware Valley Regional High School but our coaches do not attend. Mrs. Keizer said she thinks that our coaches should attend. Dr. Jennings said that we are not notified of these workshops.

Dr. Guenther asked if the Board was going to discuss the letters forwarded addressing remedial instruction.

Dr. Jennings said that it comes down to funding. Dr. Guenther said that he understands fiscal restraints. Dr. Jennings said that it depends on the Board's priorities.

Mr. Saccal asked if there was a response given to the letter regarding the Gifted and Talented Program. Dr. Jennings advised that he did explain the Program to the person, but that she does not agree.

Mrs. Luthringer said that she would like the Board to discuss the "new" newsletter.

14. EXECUTIVE SESSION: 9:18 PM

Motion made by Mr. Hill, seconded by Mrs. Luthringer, upon the recommendation of the Superintendent of Schools that the Board go into Executive Session to discuss a special education matter, custodial overtime for manning the building on the weekends, and the Board vacancy.

Roll Call Vote: YES: All Present

15. OPEN SESSION: 10:02 PM

Motion made by Mrs. Luthringer, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board return to Open Session at 10:02 PM.

Roll Call Vote: YES: All Present

When the Board returned to Open Session, President McGuinness explained the process for replacing Bernice Keizer. President McGuinness explained that the Board would re-advertise to give any interested party the opportunity to submit a letter of interest. The Board intends to appoint someone at the December 18, 2008, Board meeting.

16. MOTIONS

Personnel

1. Motion made by Mrs. Keizer, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board revise the employment contract for Rafaela Albiar-Gorrostieta as a part time custodian, effective September 17, 2008 as follows: salary to be \$14,391, 10 month, 19 ½ hours per week, sick days according to statute, no other benefits.

Roll Call Vote: YES: All Present

2. Motion made by Mrs. Keizer, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve the following additions to the 2008-09 Substitute List, upon the successful completion of the criminal history background check required by law:

Alison Bills - Teacher
Grant Moxham - Teacher

Roll Call Vote: YES: All Present

3. Motion made by Mrs. Keizer, 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:

Alison Bills - Teacher
Grant Moxham - Teacher

Roll Call Vote: YES: All Present - Guenther, Hill, Hlasney, Keizer, Linden, Jr., Luthringer, McGuinness, Saccal, Shapiro

Travel and Related Expenses Reimbursement

4. 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>
Bills	11/20/08	Monroe Township
Carothers	12/04/08	Dayton

Roll Call Vote: YES: All Present

5. 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 the workshops was not available at the October 16, 2008 meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>
Carothers	11/19/08	Allentown
Fichner	10/23/08	Dayton
Guenther	10/28-10/29/08	Atlantic City
Kacedon	10/10/08	Washington
	10/14/08	Flemington
McGuinness	10/28-10/29/08	Atlantic City

Roll Call Vote: YES: All Present

6. 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>
Kacedon	11/24/08	Ewing

Roll Call Vote: YES: All Present

Approval of Minutes

7. Motion made by Mr. Hlasney, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve the Minutes of the October 16, 2008 Board Meeting as presented.

Roll Call Vote: YES: All Present

Finance

8. Motion made by Mrs. Luthringer, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending October 31, 2008, as submitted by the Superintendent, as authorized by N.J.S.A. 18A:22-8.1.

Roll Call Vote: YES: All Present

9. Motion made by Mrs. Luthringer, seconded by Mr. Linden, 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, 2008, 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

10. Motion made by Mrs. Luthringer, seconded by Mr. Linden, 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, 2008, 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

11. Motion made by Mr. Shapiro, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated October 8 - November 3, 2008, check numbers 6131-6215, in the amount of \$747,828.85, and the Bill List dated November 4 - November 12, 2008, check numbers 6216 - 6263, in the amount of \$100,145.54.

Roll Call Vote: YES: Guenther, Hill, Keizer, Linden, Jr., Luthringer,
McGuinness, Saccal, Shapiro

NO: None

ABSTAIN: Hlasney

Donation

12. Motion made by Mr. Linden, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board accept a box of office supplies donated by Nick Dworski, consisting of white out, writing pads, index cards, envelopes, scotch tape, post-its, highlighters, glue stix, erasers, pencils, and folders.

Roll Call Vote: YES: All Present

Education Foundation Grants

13. Motion made by Mr. Linden, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve the acceptance of Education Foundation funds in the amount of \$5,010.00 for approval of the following grants:

Theresa Travis	8th Grade Guitar Experience	1,500.00
Patricia Bender Patricia Dale Kathleen Martin Terri Mitchell Sandy Schryer	Liberty Science Center plus traveling fees	1,530.00
Darcy Jones	National Circus Project	1,400.00
Mary Kenny Krista Komarek Barbie Lewis Annette Russo	Colonial America	580.00

Roll Call Vote: YES: All Present

Transportation

14. Motion made by Mr. Hill, 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 special education transportation for the 2008-09 school year as follows:

SP1 Alexandria Middle/Lester D. Wilson School	61,296.07
SP13 Matheny School	67,085.96
SP17 Alexandria Middle School	1,787.39

Roll Call Vote: YES: All Present

**Memorandum of Agreement Between
Alexandria Township School District and Law Enforcement**

15. Motion made by Mr. Guenther, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the Memorandum of Agreement Between Alexandria Township School District and Law Enforcement.

Roll Call Vote: YES: All Present

New Jersey Department of Education
Public Reporting on State Performance Plan Indicators

In fulfillment of the requirements of the Individuals With Disabilities Act (2004), each state must report annually to the public on the performance of each local school district in relation to State targets (12 total-5 compliance indicators and 7 performance indicators).

Results: Alexandria Township - Year 2006-07
In compliance on all indicators assessed.

16. Motion made by Mrs. Keizer, seconded by Mrs. Luthringer, upon the recommendation of the Superintendent of Schools that the Board approve the Public Reporting on State Performance Plan Indicators.

Roll Call Vote: YES: All Present

Obsolete Equipment

17. Motion made by Mr. Saccal, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board advertise for sealed bids to sell obsolete equipment no longer useful to the District as follows:

- 1 Compaq CPU
- 2 Viewsonic monitors
- 2 Compaq monitors
- 2 HP 5550 printers
- 4 Keyboards
- 2 Laserjet II P
- 12 PC Mouse
- 9 Dell CPU
- 12 Compaq Deskpro
- 6 PC Monitors

Roll Call Vote: YES: All Present

Ameriflex Flexible Benefits Administrator

18. Motion made by Mr. Hlasney, seconded by Mrs. Luthringer, upon the recommendation of the Superintendent of Schools that the Board approve an agreement with Ameriflex for administrative services for the employee flexible benefits program as agreed upon through negotiations with the ATEA for the following fees:

One-Time Charges

Initial plan design, consulting, and installation fee \$650

Monthly Fees

Monthly administration fee per participant 6
Note: A minimum monthly fee of \$60 shall apply.

Annual Renewal Fee 170

Roll Call Vote: YES: All Present

Agreement for the 403(b) Plan Document for Public Education Organization

19. Motion made by Mrs. Luthringer, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board adopt the 403(b) Plan Document for Public Education Organizations as required by law. The document is on file in the Business Office for review upon request.

Roll Call Vote: YES: All Present

Use of Facilities

20. Motion made by Mr. Shapiro, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve use of the Alexandria Middle School old gym and cafeteria by the Wildcat Wrestling Club to conduct wrestling matches on the following dates: December 7, 2008, January 18, February 1, and February 8, 2009 from 11:00 AM to 4:00 PM.

Roll Call Vote: YES: All Present

Board Member Resignation

21. Motion made by Mr. Linden, seconded by Mrs. Keizer, upon the recommendation of the Superintendent of Schools that the Board unfortunately approve the letter of resignation submitted by Bernice Keizer, effective November 21, 2008, with regret. The Board thanked Bernice for her service.

Roll Call Vote: YES: Guenther, Hill, Hlasney, Luthringer, McGuinness, Saccal, Shapiro

NO: Linden, Jr.

ABSTAIN: None

17. BOARD GOALS

The Alexandria Township Board of Education will:

1. determine if the Board desires to pursue recognition by a third party organization (e.g. Star Schools, Blue Ribbon Schools).

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.

18. ADJOURN

Motion made by Mrs. Luthringer, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 10:40 PM.

Roll Call Vote: YES: All Present

Respectfully Submitted By,

Barbara E. Prowker
School Business Administrator/Board Secretary

BEP/nlm