

MINUTES

1. CALL TO ORDER

The October 22, 2009 meeting of the Alexandria Township Board of Education was called to order by President Patrick D. McGuinness 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 7, 2009, to begin at 7:30 PM.

3. ROLL CALL

- | | |
|---------------------------------|-----------------------------|
| Linda K. Adams - P | Peter P. Pfreundschuh - P |
| Francis L. Guenther - A(8:20PM) | Scott A. Saccal - A(7:36PM) |
| Steven Hill - P | Shawn J. Shapiro - P |
| Douglas E. Linden, Jr. - P | Frances R. Wood - P |
| Patrick D. McGuinness - 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

Darcy Jones led 3rd grade students in two exercise/dance routines for the Board and the audience. The students were great!

Comprehensive Annual Financial Report For The Year Ending June 30, 2009

William M. Colantano, Jr., the District's auditor, to present the CAFR.

President McGuinness asked Mr. Colantano if having no audit recommendations was the norm. Mr. Colantano said that it was not the norm. President McGuinness thanked Barbara E. Prowker and her staff for no audit recommendations and for doing a good job, as did the entire Board.

Motion made by Mr. Linden, seconded by Mrs. Adams, upon the recommendation of the Superintendent of Schools that the Board accept the Comprehensive Annual Financial Report For The Year Ending June 30, 2009. There were no audit recommendations; therefore, a corrective action plan is not warranted.

Roll Call Vote: YES: All Present

6. CORRESPONDENCE

7. BOARD PRESIDENT

President McGuinness advised that he and Steven Hill attended a Hunterdon County School Boards Association meeting on regionalization. President McGuinness said that if the Board Members had the opportunity to attend a session on regionalization that they would find it interesting.

President McGuinness advised that the Board Presidents of the region met and discussed regionalization, sharing services, and looking at each district's curriculum so that when the students got to the high school, they would all have had the same background.

8. SUPERINTENDENT'S REPORT

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

1. Suspensions - None
2. Approvals of Public Performance by Pupils
3. Professional Development activities of Teaching Staff Members - All staff have completed assessment training.
4. Report on Student Enrollment Figures

Dr. Wood asked that the workshops be listed on the Agenda along with the travel motion so that everyone would know what training staff was receiving. The Board discussed the request. President McGuinness polled the Board to see if the majority wanted this listed as part of the Agenda travel motions. The majority did not want this information listed. Dr. Jennings said that motion was approving the travel, not the actual workshop, and that it is not necessary to list the workshops because he approves them.

5. Violence and Vandalism Report

Jennifer Bills presented the following:

The following is Alexandria Township District's Violence and Vandalism Report for the 2008-2009 school year:

- a. The District had 5 acts of violence and 0 acts of vandalism.

- b. The following is the breakdown of the incidents:
 1. 2 fighting (2 incidents of fighting in the cafeteria)
 2. 2 simple assaults (1 incident - student was restrained and tickled and was not released; 1 incident - student punched another student in the face on the bus)
 3. 1 harassment, intimidation, bully, threat (a student threatened to kill another student in class)

Dr. Jennings thanked the Administration for being decisive and clear with the communication last Thursday when the District experienced a power failure which necessitated an early dismissal. He also thanked the entire staff and said that everyone pulled together and did an outstanding job.

6. New Jersey Quality Single Accountability Continuum (NJQSAC) District Performance Review

Dr. Jennings explained the District Performance Review (DPR) process for the Board and the audience. At this time, the District Administrators did a powerpoint presentation on the self-assessment of the New Jersey Quality Single Accountability Continuum DPRs. Each person discussed the areas where the District lost points.

At the end of the presentation, it was opened up for questions by the Board or the audience.

Dr. Jennings and Mr. McGuinness thanked the Administrators for their efforts in completing this task.

New Jersey Quality Single Accountability Continuum

Motion made by Mr. Hill, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the following resolution:

Whereas, the Alexandria Township Board of Education in the County of Hunterdon, is undergoing evaluation under NJ QSAC for the 2006-07, 2007-08, 2008-09 school years, and

Whereas, N.J.A.C. 6A:30-3.2(f) requires participating school districts to hold a public meeting to approve the submission of the District's District Performance Review (DPR) responses and the Statement of Assurance with respect to this process, and

Whereas, the Alexandria Township Board of Education in the County of Hunterdon, has reviewed the Districts DPR responses and Statement of Assurance and hereby approves these documents.

NOW THEREFORE BE IT RESOLVED, that the Alexandria Township Board of Education does hereby authorize the Superintendent of Schools to submit the DPRs and Statement of Assurances to the Commissioner of Educations in compliance with the provisions of N.J.A.C. 6A:30-3.2(f).

Roll Call Vote: YES: All Present

9. SCHOOL BUSINESS ADMINISTRATOR/BD SECRETARY'S REPORT

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

1. 2010-11 budget preparation is underway.
2. There is a motion on the Agenda to accept the CAFR for the year ending June 30, 2009. William M. Colantano, Jr., the District's auditor, will present the CAFR at the Board meeting and answer any questions that you may have. There are no audit recommendations.
3. As required by law, Districts will revise and update the maximum capital reserve amount (or total monies needed to implement the LRFP) to account for capital projects completed and/or additional capital projects identified through LRFP amendments.
4. On Wednesday, October 14, 2009, Jeffrey Scott, the Interim Executive County School County Business Official, evaluated our facilities as part of the NJQSAC requirements. There were no deficiencies noted; we passed 100%.
5. I attended a New Jersey School Boards Association Insurance Group Safety Grant Meeting on October 9, 2009. The District received a safety grant certificate and a check for \$2,475.

Dr. Guenther asked what the District's IDEA ARRA funds were being used for. Dr. Jennings and Jennifer Bills detailed the planned use of the funds.

10. COMMITTEE REPORTS

Patrick McGuinness - Personnel
Patrick McGuinness - Policy
Linda Adams - Delaware Valley Communications
Patrick McGuinness - Buildings and Grounds

11. PUBLIC INPUT

Bernice Keizer addressed the Board with concerns on her part and on behalf of others who have contacted her about the possibility of contracting custodial services.

Dr. Wood said that she had not received Mrs. Keizer's email. She asked if President McGuinness decides who sees what is addressed to him. President McGuinness said that her email was addressed to him personally, not as the Board President. President McGuinness said that if correspondence is addressed to the Board, it is distributed to the entire Board.

President McGuinness explained that the Board is only soliciting bids at this time and that they are not committed to a service at this time.

Colleen LeBoeuf said that she feels close to the custodial staff and that they are a safety net for the children.

12. UNFINISHED BUSINESS

President McGuinness explained that the temporary note on the Lester D. Wilson School heating system replacement is up for renewal on November 20, 2009. President McGuinness explained that the bids for the project came in under bid and that there are funds remaining.

Ms. Prowker explained that there is approximately \$105,000 remaining and that the Board could hold the funds for another project with voter approval or they could put the funds toward the principal and therefore reduce the debt and interest. The Board decided to reduce the principal and directed Ms. Prowker to proceed accordingly.

13. NEW BUSINESS

14. EXECUTIVE SESSION: 9:00 PM

Motion made by Mr. Saccal, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board go into Executive Session to discuss personnel matters.

Roll Call Vote: YES: All Present

15. OPEN SESSION: 9:34 PM

Motion made by Mrs. Adams, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board return to Open Session at 9:34 PM.

Roll Call Vote: YES: All Present

16. MOTIONS

Personnel

1. Motion made by Mrs. Adams, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board approve an employment contract for Teresa S. Gover as School Occupational Therapist, effective November 9, 2009, at Step 18-BA (.6), salary \$72,460 prorated. Employment contingent upon the successful completion of the criminal history background check required by law.

Roll Call Vote: YES: All Present

2. Motion made by Mrs. Adams, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board approve the following additions to the 2009-10 Substitute List:

Sonia Damanakis	Teacher
Janet Huber	Teacher
Mary Noreen Hurford	Teacher
Marcy Sullivan	Teacher

Roll Call Vote: YES: All Present

3. Motion made by Mrs. Adams, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board approve an employment contract for Matthew Ferry as a full-time special education aide, commencing October 19, 2009, at a prorated salary of \$18,800 for the 2009-10 school year. Employment contingent upon the successful completion of the criminal history background check required by law.

Roll Call Vote: YES: All Present

Emergent Hire

4. Motion made by Mrs. Adams, seconded by Dr. Wood, 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:

Sonia Damanakis	Substitute Teacher
Teresa S. Gover	Occupational Therapist
Janet Huber	Substitute Teacher
Mary Noreen Hurford	Substitute Teacher
Matthew Perry	Special Education Aide
Marcy Sullivan	Substitute Teacher

Roll Call Vote: YES: All Present

Addition to Substitute List

5. Motion made by Mrs. Adams, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board approve the following additions to the 2009-10 Substitute List, upon the successful completion of the criminal history background check required by law:

Jessica Heinback	Teacher
Tara Klamik	Teacher
Emily Krause	Teacher
Juliean Picardo	Teacher

Roll Call Vote: YES: All Present

Lunchroom Aide

6. Motion made by Mrs. Adams, seconded by Dr. Wood, upon the recommendation of the Superintendent of Schools that the Board hire Diana Billitz as a Lester D. Wilson School lunchroom aide, commencing October 26, 2009, for two hours per day at \$7.25 per hour. Employment contingent upon the successful completion of the criminal history background check required by law.

Roll Call Vote: YES: All Present

Emergent Hire

7. Motion made by Mrs. Adams, seconded by Dr. Wood, 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:

Diana Billitz	Lunchroom Aide
Jessica Heinback	Substitute Teacher
Tara Klamik	Substitute Teacher
Emily Krause	Substitute Teacher
Juliane Picardo	Substitute Teacher

Roll Call Vote: YES: All Present

Travel and Related Expenses Reimbursement

8. Motion made by Dr. Guenther, 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>
Accumanno	10/23/09	Montclair
Breidt	12/11/09	West Long Branch
Carothers	10/23/09	Montclair
Cronce	11/5/09	Flemington
Dale	11/12/09 3/11/10	Patterson Patterson
Albiar-Gorrostieta	11/5/09	Flemington
Hammerstone	11/5/09	Flemington
Hoffman	11/5/09	Flemington
Kacedon	10/23/09	Montclair
Komarek	11/12/09	Patterson
Rocchetti	11/5/09	Flemington
Smith	11/5/09	Flemington
Stoskus	11/11/09	Annandale

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

NO: Wood

ABSTAIN: NONE

Travel and Related Expenses Reimbursement

9. Motion made by Dr. Guenther, 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>
Daley	10/23/09	Montclair
Esposito	11/12/09	Wayne

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

NO: Wood

ABSTAIN: NONE

10. Motion made by Mr. Hill, seconded by Mr. Saccal, 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, 2009 meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>
Accumanno	10/6/09 &10/7/09 10/12/09	Somerset Lebanon
Barry	10/12/09	Lebanon
Becker	10/12/09	Lebanon
Bernardo	10/9/09	Lebanon
Bierly	10/12/09	Lebanon
Bills	10/12/09 10/8/09	Bernards Stillwater
Blessing	10/16/09	Lebanon

<u>Name</u>	<u>Date</u>	<u>City</u>
Breidt	10/12/09	Lebanon
Carothers	10/12/09	Somerset County
Cobb	10/5/09 10/16/09	Monroe Township Lebanon
Esposito	10/15/09 10/16/09	Brooklyn, NY Brooklyn, NY
Fuchs	10/12/09	Morristown
Gotham	9/29/09	Trenton
Hill	10/7/09	Flemington
McCluskey	10/12/09	Lebanon
Mroz	10/23/09	Montclair
Sciarello	10/5/09	Monroe Township
Winchatz	10/12/09	Lebanon
Winstead	10/12/09	Hackettstown

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

NO: Wood

ABSTAIN: NONE

1st Reading of Revised Bylaw No. 0164

11. Motion made by Mr. Saccal, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the first reading of Bylaw No. 0164 (Conduct of Board Meetings) revision.

Roll Call Vote: YES: All Present

District Attendance Policy

12. Motion made by Mr. Shapiro, seconded by Mr. Pfreunds Schuh, upon the recommendation of the Superintendent of Schools that the Board approve to modify the District Attendance Policy to allow the approved "return to school note" only during the current H1N1 Pandemic and only if the child has been out of school with flu like symptoms.

Roll Call Vote: YES: All Present

Approval of Minutes

13. Motion made by Mr. Linden, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve the Minutes of the September 22, 2009 meeting as presented.

Roll Call Vote: YES: All Present

Finance

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

Roll Call Vote: YES: All Present

15. Motion made by Mr. Pfreunds Schuh, 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 September 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

16. Motion made by Mr. Pfreunds Schuh, 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 September 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

17. Motion made by Dr. Wood, seconded by Mrs. Adams, upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated September 17, 2009 - October 13, 2009, check numbers 7169 - 7241, in the amount of \$525,280.87.

Roll Call Vote: YES: All Present

Comprehensive Maintenance Plan

18. Motion made by Mrs. Adams, seconded by Mr. Shapiro, 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.

Roll Call Vote: YES: All Present

Maximum Capital Reserve

19. Motion made by Dr. Guenther, seconded by Mr. Linden, 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 2009-10 school year to be \$2,093,100 if all projects listed in the LRFP were planned for the 2009-10 school year.

Roll Call Vote: YES: All Present

Donation

20. Motion made by Mr. Hill, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board accept a donation from Shop Rite of gift cards in the amount of \$200 donated to the Lester D. Wilson School.

Roll Call Vote: YES: All Present

Donation of Laptops

21. Motion made by Mr. Hill, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board accept two Thinkpad SL500 laptops donated by IBM.

Roll Call Vote: YES: All Present

Violence and Vandalism Report

22. Motion made by Mr. Saccal, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve the Alexandria Township's Violence and Vandalism Reporting of program.

Roll Call Vote: YES: All Present

Proposed School Level Objectives

23. Motion made by Mr. Shapiro, seconded by Mrs. Adams, upon the recommendation of the Superintendent of Schools that the Board approve the proposed School Year Level Objectives for Lester D. Wilson School and Alexandria Middle School for the 2009-10 school year.

Roll Call Vote: YES: All Present

Substance Abuse Program

24. Motion made by Mr. Linden, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the Substance Abuse Program.

Roll Call Vote: YES: All Present

Emergency and Crisis Management Plan

25. Motion made by Mr. Pfreundschuh, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the Alexandria Township's Emergency and Crisis Management Plan.

Roll Call Vote: YES: All Present

**Uniform State Memorandum of Agreement Between
Alexandria Township Board of Education and Law Enforcement Officials**

26. Motion made by Dr. Wood, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve a Uniform State Memorandum of Agreement Between Alexandria Township Board of Education and Law Enforcement Officials.

Roll Call Vote: YES: All Present

Nursing Plan

27. Motion made by Mrs. Adams, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve the 2009-10 Nursing Plan.

Roll Call Vote: YES: All Present

17. 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.

18. ADJOURN

Motion made by Mr. Saccal, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 10:01 PM.

Roll Call Vote: YES: All Present

Respectfully Submitted By,

Barbara E. Prowker
School Business Administrator/Board Secretary