

MINUTES

1. CALL TO ORDER

The February 26, 2008 meeting of the Alexandria Township Board of Education was called to order by President Susan F. Luthringer 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 Delaware Valley News on May 3, 2007, to begin at 7:30 PM.

3. ROLL CALL

Francis L. Guenther - P	Susan F. Luthringer - P
Thomas W. Hlasney - A(7:38 PM)	Susan E. Metz - P
Bernice M. Keizer - P	Patrick D. McGuinness - A(7:34 PM)
Diane Y. Kelly - A(7:34 PM)	Scott A. Saccal - 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

Notice was received from Hunterdon County Shared Services Council extending an invitation to attend a meeting entitled "Implementing Green" at Raritan Township Hall on Monday, March 3, 2008, at 7:00 PM.

The Board acknowledged receipt of a letter from the Holland-Alexandria Free Public Library, thanking the Alexandria Middle School Jazz Combo for their performance at their annual fund raiser.

7. BOARD PRESIDENT

President Luthringer advised that she attended a meeting for Board Presidents to discuss curriculum, shared services, etc.

8. SUPERINTENDENT'S REPORT

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

- A. Progress Towards District Goals:
 - 1. The District Crisis Team conducted a training with both of the school based teams. This training prepared both building based teams in their basic responsibilities related to the District Crisis Plan.
 - 2. The Observation and Evaluation Committee has met. In this meeting, the Committee reviewed the change, including the task, timeframe, and decision parameters. The Committee has reviewed the first seven pages of the proposed evaluation document.
 - 3. The Administrative Team has continued to meet. In our meetings, emphasis has been on personnel and budgetary issues.
 - 4. The Curriculum Committees have made significant progress in developing the first part of each curriculum document. We are beginning the process of planning for next year's curriculum development activities.
 - 5. Administration continues to conduct walk-through observations to reinforce desired instructional practices. We are meeting to compile and review this data within the next month.
 - 6. Dr. Jennings reported that there are new regulations regarding student absenteeism. Dr. Jennings said that if a student receives 10 unexcused absents, he must report the matter to the court system. Dr. Jennings will send a letter home to parents advising them of the new regulations.
 - 7. At the Board's request, Mr. Pawlowski will present information on competition versus cooperation in the middle school program.

9. SCHOOL BUSINESS ADMINISTRATOR/BD SECRETARY'S REPORT

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

- A. Draft long-range facilities plan final determination
- B. Dates to remember;

Draw For Position On The Ballot	March 5, 2008
Budget Submission	March 6, 2008
Public Hearing	March 20, 2008
Annual School Election	April 15, 2008
Re-Organization Meeting	April 22, 2008

- C. There is a motion on the Agenda setting the date and time for the Public Hearing.
- D. Ms. Prowker advised that there was one petition filed by incumbent Bernice Keizer. The two remaining seats can be filled by write-in votes.
- E. Ms. Prowker advised that there is not a need to conduct a drawing for position on the ballot as there is only one candidate.
- F. The originally scheduled Finance Committee Meeting for 6:30 PM was cancelled because the debt service state aid figure is not yet available. Without that number the tax rate cannot accurately be calculated. Ms. Prowker advised that the figure should be available within a day or two after the Governor's Address earlier in the day. A special Board Meeting is necessary to approve the debt service tax levy.
- G. Ms. Prowker advised that notification was received that the District had received some of the beef that was distributed through government commodities during the 2006-07 school year that was recalled. The District did have three cases of the beef and it has since been destroyed. Notice to parents from our food service provider, apprising parents of the situation, was posted on the District web site.

10. COMMITTEE REPORTS

Finance - Patrick McGuinness
Buildings and Grounds - Thomas Hlasney

11. PUBLIC INPUT

- A. Someone in the audience asked what the qualifications were to be a Board Member. Ms. Prowker responded.
- B. Someone in the audience asked if the new Superintendent would force regionalization. President Luthringer advised that he is charged with exploring the possibility in Hunterdon County.

12. UNFINISHED BUSINESS

Board Committee Functions and Duties

Motion made by Mrs. Kelly, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools, that the Board approve the following Board Committee Functions and Duties:

Buildings and Grounds

Function

1. Ensure a healthy and safe environment.
2. Ensure that physical plants and grounds are in usable condition for the purposes for which they were intended.
3. Preserve, protect, and keep the buildings, grounds, and equipment in good repair.
4. Ensure that an adequate operations and maintenance budget is available to properly maintain the facilities and grounds.
5. Review, research, or investigate any buildings and grounds-related issue that may be referred to the Committee by the Board.

Duties

1. Up-date 5-Year Facilities/Maintenance Plan.
2. Prioritize capital projects.
3. Prioritize projects for the budget cycle.
4. Ensure communication with entire Board on facility projects.
5. Investigate opportunities regarding operational and energy efficiencies.
6. Conduct annual inspection of buildings and grounds.
7. Establish/review policies, monitor implementation of and evaluate policies pertaining to its charge.

Communication Committee

1. Coordinate volunteer Reception with various groups involved.
2. Coordinate acknowledgement of retirement within the District.
3. Coordinate with the Finance Committee and the Administration to ensure budget education of the parents and the community.
4. Coordinate Board representations at public functions, i.e., Community Day, Back to School Nights, etc.
5. Review the public communications calendar generated by the Administration.
6. Establish/review policies, monitor implementation of and evaluate policies pertaining to its charge.

7. Review effectiveness of Communication Plan on a semi-annual basis.
8. Review, research, or investigate any communication-related issue that may be referred to the Committee by the Board.

Curriculum Committee

1. Establish and review policies; monitor implementation of and evaluate policies pertaining to its charge.
2. Ensure District is moving toward mastery of Core Content Standards.
3. Review and recommend Annual Technology Plan.
4. Review and provide Committee approval for textbooks, as well as related content or tools.
5. Review and provide Committee approval for all curriculum guides.
6. Approve and monitor 5 year curriculum cycle.
7. Evaluate the District's effectiveness of meeting educational goals.
8. Review recommendations for special needs programs.
9. Ensure that the special education policies are in line with state and federal regulations.
10. Review, research, or investigate any curriculum-related issue that may be referred to the Committee by the Board.

Finance Committee

Function

1. Ensure the integrity of the financial operations of the School District so that taxpayer resources are used in an appropriate and responsible manner.
2. Present a budget, in collaboration with the Administration, that will provide a quality education for the students of the District and meet the expectations of the Board.
3. Review, research, or investigate any financial-related issue that may be referred to the Committee by the Board.

Committee Duties

1. Review budget proposals that have been prepared by the District Administration including all major budget line items and supporting documents. Discuss budget priorities and make recommendations to Board for adoption of budget proposal.
2. Prepare budget calendar and assist in the development of budget presentation workshops. Communications Committee to disseminate budget information
3. Before the re-organization meeting, review the current year's general operating budget expenditures vs. plan to determine an approximate value of any budget surplus that is anticipated. Review recommendations made by the Administration for any unbudgeted expenditures that would be drawn from the current surplus. Recommend to the full Board any such expenditure that would be made before the end of the current budget year.
4. Review of any prospective policy changes that pertain to the financial operation of the District.
5. Inform the full Board of any changes/increases in the minimum chart of accounts that vary from the original budget by 10%.
6. Review Audit results and any recommendations presented in the CAFR.
7. Periodically review the status of the District's short and long-term debt obligations. Investigate the potential for cost-savings that may be available via re-financing or re-scheduling of District debt obligations.
8. Meet with the Township Committee in the event of a Budget defeat.

Policy Committee

1. Discuss how to see through the automation of the Strauss Esmay Associates process and transition to fold into other committees.
2. Review, research, or investigate any policy-related issue that may be referred to the Committee by the Board.

Roll Call Vote: YES: All Present

13. NEW BUSINESS

14. MOTIONS

Personnel

1. Motion made by Mrs. Metz, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools, that the Board accept the letter or resignation submitted by Janet Gleason, effective February 8, 2008
2. Motion made by Mrs. Metz, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools, that the Board approve maternity leave for Tanya M. Drake, effective May 3, 2008 through June 30, 2008. Mrs. Drake will use accumulated sick leave through the end of the 2007-08 school year. Commencing September 1, 2008, Mrs. Drake will utilize the 12-week Federal Family Leave as provided by law.
3. Motion made by Mrs. Metz, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools, that the Board approve a child rearing leave for Tanya M. Drake for the 2008-09 school year. Mrs. Drake intends to return to a teaching position September 1, 2009.
4. Motion made by Mrs. Metz, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve the following substitutes, upon the successful completion of the criminal history background check required by law:

Jack Aversa	Teacher
Lorraine Colville	Nurse
Sandra Dipple	Secretary
Joanne Glennon	Teacher
Gerald Mazzetta	Teacher

5. Motion made by Mrs. Metz, 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:

Jack Aversa	Teacher
Lorraine Colville	Nurse
Sandra Dipple	Secretary
Joanne Glennon	Teacher
Gerald Mazzetta	Teacher

Travel and Related Expenses Reimbursement

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>
Beck	3/10/08	Princeton, New Jersey
Bills	2/27/08 2/26/08	Perryville, New Jersey Monroe, New Jersey
Cronce	3/12/08	Clinton, New Jersey
Dominic	2/26/08	Monroe, New Jersey
Fallon	3/05/08	Allentown, Pennsylvania
Glick	4/12/08	Rahway, New Jersey
Moore	3/07/08	Somerset, New Jersey
Murray	3/1/0/08	Clinton, New Jersey
Muzyka	3/07/08	Somerset, New Jersey
Myers	3/19/08	Asbury, New Jersey
Prowker	3/19/08	Asbury, New Jersey
Quinn	3/07/08	Somerset, New Jersey
Rocchetti	3/12/08	Clinton, New Jersey
Yonney	3/07/08	Somerset, New Jersey

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. Notification of the training session was received after the January 22, 2008 meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>
McGuinness	2/23/08	Flemington, New Jersey
Prowker	2/20/08	Asbury, New Jersey
Savacool	2/01/08	Somerset, New Jersey

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>
Accumanno	3/14/08	Trenton, New Jersey
Fichner	3/06/08	Edison, New jersey
Kacedon	2/26/08 2/27/08	Monroe Township, New Jersey Union Township, New Jersey
Stoskus	4/16/08	Flemington, New Jersey
Whiteley	3/3 & 3/4/08	Lincroft, New Jersey

Approval of Minutes

9. Motion made by Mrs. Kelly, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools, that the Board approve the Minutes of the January 22, 2008 meeting as submitted.

Finance

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

12. Motion made by Mr. Guenther, 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 January 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.

Bill List

13. Motion made by Mc. McGuinness, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools, that the Board approve the Bill List dated January 15, 2008 - February 14, 2008, check numbers N0115 thru N0215, in the amount of \$1,071,986.28.

No Child Left Behind (NCLB) Grant

14. Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools, that the Board accept the FY 2008 No Child Left Behind funds as follows:

Title IIA	\$14,011
Title IV	1,271
Title V	756

Education Foundation Grants

15. Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve the acceptance of Education Foundation funds in the amount of \$2,700 for the approval of two grants.

Ursula Accumanno	Color Laser Printer	Up to \$1,500
Gregory Bierly	Water Studies Fall 2008	\$1,200

Parking Lot and Driveway Improvements

16. Motion made by Mr. Hlasney, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve a February 19, 2008, proposal submitted by Van Cleef Engineering Associates for professional engineering services for parking lot and driveway improvements at the Alexandria Middle School, in an amount not to exceed \$14,000.

**Phosphorus Evaluation Study-
Stream Assessment Protocol Wastewater Treatment Plant**

17. Motion made by Mrs. Keizer, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve a proposal submitted by Omni Environmental to provide environmental services to provide a Phosphorus Evaluation Study-Stream Assessment Protocol Wastewater Treatment Plant for the Lester D. Wilson and the Alexandria Middle Schools at a cost of \$14,000.

Public Hearing of the 2008-09 Budget

18. Motion made by Mrs. Metz, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools, that the Board set the Public Hearing of the 2008-09 Budget for March 20, 2008, at 7:00 PM in the Alexandria Middle School Library/Media Center. The Board will conduct regular business immediately following the Public Hearing.

15. EXECUTIVE SESSION: 8:51 PM

Motion made by Mr. Saccal, seconded by Mr. Guenther, upon the recommendation of the Superintendent of Schools that the Board go into Executive Session to review the 2008-09 School District Budget.

16. OPEN SESSION 9:52 PM

Motion made by Mrs. Kelly, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board return to Open Session at 9:52 PM.

17. 2008-09 SCHOOL DISTRICT BUDGET

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

Be It So Resolved, To approve a 2008-09 School District Budget for submission to the voters of Alexandria Township as follows:

General Fund	\$8,840,417
Special Revenue Fund	122,464
Debt Service Fund	655,886

Be It Further Resolved, To acknowledge that the 2008-09 School District Budget as described above results in tax levies as follows:

General Fund	\$6,940,485
Debt Service Fund	_____

The School District has proposed programs and services in addition to the core curriculum content standards adopted by the State Board of Education.

Whereas, School District Policy #4133 and N.J.A.C. 6A:23B1-2(b) provides that the Board of Education shall establish in the annual budget a maximum expenditure amount that may be allotted for such travel and expenses reimbursement for the 2008-09 school year.

Now Therefore Be it Resolved ,That the Alexandria Township Board of Education hereby established the School District travel maximum for the 2008-09 school year at the sum of \$22,100.

Be It Further Resolved, That the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

Roll Call Vote: YES: All Present Guenther, Hlasney, Keizer, Kelly, Linden,
Luthringer, Metz, McGuinness, Saccal

18. 2008-09 STATE AID

Motion made by Mr. Linden, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools, that the Board accept the 2008-09 State Aid as follows:

Categorical Special Education Aid	\$ 328,964
Equalization Aid	1,163,370
Categorical Security Aid	43,902
Adjustment Aid	41,464
Categorical Transportation Aid	245,701

Roll Call Vote: YES: All Present Guenther, Hlasney, Keizer, Kelly, Linden,
Luthringer, Metz, McGuinness, Saccal

19. BOARD GOALS

1. Each committee will review its responsibilities and write a statement of the functions and duties of that committee. A draft from each committee will be presented to the whole board at the regular Board meeting on November 27, 2007, with a final version for adoption at the December 18, 2007 board meeting.
2. Beginning January, 2008, the Board will 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.

20. ADJOURN 9:51 PM

Motion made by Mrs. Kelly, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 0:51 PM..

Respectfully Submitted By,

Barbara E. Prowker
School Business Administrator/Board Secretary

BEP/nlm.