

MINUTES

1. CALL TO ORDER

The March 20, 2008 meeting of the Alexandria Township Board of Education was called to order by President Susan F. Luthringer at 7:02 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 March 13, 2008, to begin at 7:00 PM.

3. ROLL CALL

- |                            |                           |
|----------------------------|---------------------------|
| Francis L. Guenther - P    | Susan F. Luthringer - P   |
| Thomas W. Hlasney - P      | Susan E. Metz - P         |
| Bernice M. Keizer - A      | Patrick D. McGuinness - P |
| Diane Y. Kelly - P         | Scott A. Saccal - A       |
| 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. PUBLIC HEARING OF THE SCHOOL DISTRICT BUDGET STATEMENT FOR THE SCHOOL YEAR 2008-09

Motion made by Mrs. Kelly, seconded by Mr. McGuinness, 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	555,492

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, Kelly, Linden, Jr.,  
Luthringer, Metz, McGuinness

**7. CORRESPONDENCE**

The Board received a thank you from Lyn and Jim Cronce, thanking the Board for their thoughtfulness during Jim's recent illness.

The Board received a thank you from Dorothy Fuchs, thanking them for the flowers sent during her recent recovery from surgery.

The Board received a thank you from Patricia Aversa and family, thanking the Board for their condolences and flowers.

The Board discussed the March 17, 2008 correspondence from Commissioner Lucile E. Davy, Commissioner of Education, regarding the travel regulations. The Board decided, based on the provisions of this law, the following:

- refreshments can no longer be provided using the public funds for staff under any circumstances
- a light meal can be provided for Board Members who are required to attend a meeting and coffee, tea, etc., can be provided at Board meetings for the Board and the public in attendance
- refreshments can be provided for Kindergarten Orientation and any function involving parents
- honoring of any group of employees of the District (retirement, awards, appointments, etc.,) is not permitted

The Board did agree that a show of congratulations, condolences, etc., is appropriate by way of sending a floral arrangement from the Board of Education.

8. **BOARD PRESIDENT**

9. **SUPERINTENDENT'S REPORT**

Dr. Matthew Jennings reported the following:

1. Update on District Goals:

- a. The Curriculum Committees are finishing their philosophy statements. A District Curriculum Council is meeting to review these statements and will decide whether to accept them or return them for revisions.
- b. To further advance instructional practices, I have conducted a two-day cooperative learning workshop with a cohort of 11 volunteer teachers. The teachers have agreed to work with me to implement and refine these practices.
- c. The observation and evaluation committee has finished the document describing the new observation and evaluation process. This will be posted internally for all staff to review and comment on. The next task for this group will be to engage in dialogue on the requirements for teacher's instructional planning.
- d. Summer dates for both pre-referral and team teacher training have been set. They also have been communicated to staff.
- e. A subcommittee is working on the implementation of a tiered approach to reading intervention next year. They have made significant progress towards the completion of this task.
- f. Report Card
- g. Observation Evaluation
- h. Dr. Jennings asked if the District would accept a staff member's child on a tuition basis and what the rate would be. The Board said that they would and the tuition rate would be one half of the tuition rate set for the grade level. This would be contingent upon class size and that there are not special needs for the student.

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

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

1. Reminder: 2008-09 Annual School Election to be held on Tuesday, April 15, 2008, 7:00 AM - 9:00 PM. Polling place to be the Alexandria Middle School old gymnasium.

2. Reminder: The annual re-organization of the Board will be conducted on Tuesday, April 22, 2008, at 7:00 PM in the Alexandria Middle School Library/ Media Center.

**11. COMMITTEE REPORTS**

Thomas Hlasney - Buildings and Grounds  
Douglas Linden - Negotiations

**12. PUBLIC INPUT**

**13. UNFINISHED BUSINESS**

1. "Cut" Policy discussion will be put on the Agenda for the next Board worksession.

**14. NEW BUSINESS**

**15. MOTIONS**

**Personnel**

1. Motion made by Mrs. Metz, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve a leave commencing April 25, 2008 through June 30, 2008, for Gretchen Savacool. Mrs. Savacool will use accumulated sick days and is requesting use of 25 days from the sick day bank to carry her through the end of the 2007-08 school year with full pay.
2. Motion made by Mrs. Metz, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve a child rearing leave for Gretchen Savacool, commencing after the 12 week Federal Leave period, starting in September 2008 through December 31, 2008. Mrs. Savacool intends to return to a teaching position the first teacher day in January, 2009.
3. Motion made by Mrs. Metz, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the following additions to the 2007-08 Substitute List:

Erica Linfante	Teacher
Charles Shannon	Teacher

4. Motion made by Mrs. Metz, seconded by Mr. Linden, 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 substitute teachers:

Erica Linfante  
Charles Shannon

Roll Call Vote: YES: All Present      Guenther, Hlasney, Kelly, Linden, Jr.,  
Luthringer, Metz, McGuinness

5. Motion made by Mrs. Metz, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve Kelly Cortese, senior psychology student from East Stroudsburg University, to do a 120 hour internship/practicum for the Fall 2008 semester (September-December) working with Beverly Stoskus.
6. Motion made by Mrs. Metz, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the following addition to the 2007-08 Substitute List.

Melissa Oszmianski - Teacher

7. Motion made by Mrs. Metz, seconded by Mr. Linden, 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:

Melissa Oszmianski - Teacher

Roll Call Vote: YES: All Present      Guenther, Hlasney, Kelly, Linden, Jr.,  
Luthringer, Metz, McGuinness

### Travel and Related Expenses Reimbursement

8. Motion made by Mrs. Kelly, seconded by Mr. McGuinness, 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>
Cronce	4/9/08	Clinton, New Jersey
Eberstein	4/4/08	New Providence, New Jersey
Fleck	4/10/08	Frenchtown, New Jersey
Jennings	6/6/08	Lincroft, New Jersey

<u>Name</u>	<u>Date</u>	<u>City</u>
Majewski	4/23/08	Asbury, New Jersey
Moore	4/4/08	Union, New Jersey
Myers	4/23/08	Asbury, New Jersey
Prowker	4/23/08	Asbury, New Jersey
Rocchetti	4/9/08	Clinton, New Jersey

9. Motion made by Mrs. Kelly, seconded by Mr. McGuinness, 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 February 26, 2008 meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>
Colontrelle	3/06/08	Middlesex, New Jersey
Kacedon	2/10/08	Newark, New Jersey
	3/07/08	Flemington, New Jersey
	3/14/08	Trenton, New Jersey
	3/19/08	Somerset, New Jersey
Whiteley	3/19/08	Somerset, New Jersey

10. Motion made by Mrs. Kelly, seconded by Mr. McGuinness, 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	4/4/08	Union, New Jersey
Dominic	4/10 & 4/18/08	Ewing, New Jersey
Fallon	4/8-4/11/08	Minneapolis, MN
Harrigan	4/8-4/11/08	Minneapolis, MN

<u>Name</u>	<u>Date</u>	<u>City</u>
Pawlowski	4/4/08 4/18/08 7/7-7/11/08	Union, New Jersey Trenton, New Jersey Princeton, New Jersey
Staples	4/4/08 4/8-4/11/08	Union, New Jersey Minneapolis, MN
Testa	4/4/08	Union, New Jersey

**Approval of Minutes**

11. Motion made by Mr. Guenther, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve the Minutes of the Board Meetings of February 26, 2008 and March 4, 2008, as presented.

**Finance**

12. Motion made by Mr. McGuinness, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending February 29, 2008, as submitted by the Superintendent, as authorized by N.J.S.A. 18A:22-8.1.
13. Motion made by Mr. McGuinness, 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 February 29, 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.
14. Motion made by Mr. McGuinness, 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 February 29, 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**

15. Motion made by Mr. McGuinness, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the Bill List in the amount of \$856,549.06, dated February 15, 2008 to March 12, 2008, check numbers 5319 - 5394.

**Use of Facilities**

16. Motion made by Mr. Linden, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board approve use of the Lester D. Wilson School art room by Daisy Girl Scout Troop #751 for the 2008-09 school year, every Wednesday from 3:40-5:00 PM.

**Grant for Pre-School and Multi-Graded Class Trip**

17. Motion made by Mr. Hlasney, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve a grant in the amount of \$108.75 from the Alexandria Township Education Foundation for the pre-school and multi-graded class trip to the Lehigh Game Preserve Zoo.

**Professional Development Plan**

18. Motion made by Mrs. Metz, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board accept the Professional Development Plan for submission to Hunterdon County Department of Education.

**Schematic Design for LDW Main Office**

19. Motion made by Mrs. Kelly, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board accept a March 17, 2008 proposal submitted by the Spiezle Group to provide services to formally initiate and develop a schematic design for the main office with a secure entrance at the Lester D. Wilson School as specifically outlined in the proposal at a cost of \$8,800, including the five points noted under Programming and General Design Services.

**16. 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.

**17. ADJOURN**

Motion made by Mrs. Kelly, seconded by Mr. McGuinness, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 9:11 PM.

Respectfully Submitted By,

Barbara E. Prowker  
School Business Administrator/Board Secretary

BEP/nlm