

MINUTES

1. CALL TO ORDER

The October 16, 2008 meeting of the Alexandria Township Board of Education was called to order by President Patrick D. McGuinness at 7:33 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 1, 2008, to begin at 7:30 PM.

3. ROLL CALL

- | | |
|-------------------------------|---------------------------|
| Francis L. Guenther - P | Susan F. Luthringer - A |
| Steven Hill - P | Patrick D. McGuinness - P |
| Thomas W. Hlasney - A(7:34PM) | Scott A. Saccal - P |
| Bernice M. Keizer - P | Shawn J. Shapiro - 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. COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE YEAR ENDING JUNE 30, 2008

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

Motion made by Mr. Hill, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board accept the Comprehensive Annual Financial Report For The Fiscal Year Ending June 30, 2008. There were no audit recommendations.

Roll Call Vote: YES: All Present

7. CORRESPONDENCE

8. **BOARD PRESIDENT**

President McGuinness advised that he attended a Delaware Valley Regional Board President Meeting. President McGuinness said that he met the new Delaware Valley Regional High School Superintendent, Dr. Nastus. President McGuinness said they discussed coordination of curriculum, collaboration on preschool programs, and what services they could possibly share.

President McGuinness distributed a list of new committee assignments with some minor changes.

President McGuinness said that it is soon time to schedule a Board work session.

President McGuinness gave the Board an update on where we are with the policy reviews.

President McGuinness reminded Board Members about registering for the required training for Board Members.

9. **SUPERINTENDENT'S REPORT**

Sandra Kacedon addressed the Board, recognizing Ursula Accumanno, listing her many accomplishments with the students and her professional accomplishments. Mrs. Kacedon said that Mrs. Accumanno promotes her students.

At this time, Dr. Jennings introduced the teachers for the integrated preschool program, JoAnn Whiteley and Patsy Dewey. The teachers took turns detailing how the program is working and what part each of them play in the children's development each day. The ages range from 3-5 years. They passed around pictures of the classroom and showed some of the visual aids that they use with the students. Each teacher described in detail how they are instructing the students and just how their days go. They expressed a great deal of pleasure in working with the preschoolers and said how gratifying it was to see the progress that they are making.

Dr. Jennings reviewed the District's Violence and Vandalism Report for the 2007-08 School Year with the Board.

The following is Alexandria Township District's Violence and Vandalism Report for the 2007-08 school year:

- a. The District had 7 acts of violence and 0 acts of vandalism.
- b. The following is the breakdown of the incidents:
 1. 6 simple assaults (4 incidents of students punching/kicking another student, one incident of a student biting an administrator, and one incident of a student kicking an administrator)

2. 1 harassment, intimidation, bullying threat (incident where a student threatened another student on the bus and referenced a gun)

Dr. Jennings reported that so far this school year, there have been 2 in-school suspensions.

10. SCHOOL BUSINESS ADMINISTRATOR/BD SECRETARY'S REPORT

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

1. 2009-2010 budget preparation is underway.
2. There is a motion on the Agenda to accept the CAFR for the year ending June 30, 2008. 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) in the annual QAAR submission to account for capital projects completed and/or additional capital projects identified through LRFP amendments.
4. An Affirmative Action Investigator conducted a public agency review on August 5, 2008, to determine if the District was in compliance with the mandates of P.L. 1975, c. 127 (N.J.A.C.) 17:27. The results of the review indicated that the District is in compliance at this time.
5. Update on Lester D. Wilson School heating system replacement project.

11. COMMITTEE REPORTS

Francis L. Guenther - Curriculum
Douglas E. Linden - Buildings and Grounds
Patrick D. McGuinness - Policy
Patrick D. McGuinness - Finance

12. PUBLIC INPUT

13. UNFINISHED BUSINESS

14. NEW BUSINESS

Mr. Hlasney suggested that when hourly quotes were solicited for maintenance work that Barbara E. Prowker advise contractors that the District will require receipts for materials and that there can be no markup on the materials.

Dr. Guenther suggested that, in the future if there are staff presentations, they be placed on the Agenda in the beginning so they can go home early.

15. **EXECUTIVE SESSION: 9:15 PM**

Motion made by Mrs. Keizer, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board go into Executive Session at 9:15 PM to discuss non-association staff's 2009-2010 compensation.

Roll Call Vote: YES: All Present

16. **OPEN SESSION: 9:48 PM**

Motion made by Mr. Saccal, seconded by Dr. Guenther, upon the recommendation of the Superintendent of Schools that the Board return to Open Session at 9:48 PM.

Roll Call Vote: YES: All Present

17. **MOTIONS**

Personnel

1. Motion made by Mrs. Keizer, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve a move on the negotiated salary guide for Jennifer L. Yonney from 7-BA to 7-BA+15, \$51,415, effective September 1, 2008.

Roll Call Vote: YES: All Present

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

Kendra Seneca - Teacher

Roll Call Vote: YES: All Present

3. Motion made by Mrs. Keizer, 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:

Kendra Seneca - Teacher

Roll Call Vote: YES: All Present

Travel and Related Expenses Reimbursement

4. Motion made by Mr. Saccal, seconded by Mr. Hlasney, 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>
Dale	10/17/08	Princeton

Roll Call Vote: YES: All Present

5. Motion made by Mr. Saccal, seconded by Mr. Hlasney, 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, 2008 meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>
Harrigan	10/6-10/8/08	Newton
Myers	10/15/08	Flemington

Roll Call Vote: YES: All Present

6. Motion made by Mr. Saccal, seconded by Mr. Hlasney, 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>
Guenther	12/2/08	Scotch Plains
Hill	12/6/08	Howell
Prowker	12/16/08	Mt. Olive
Shapiro	12/6/08	Howell

Roll Call Vote: YES: Hlasney, Keizer, Linden, McGuinness, Saccal

NO: None

ABSTAIN: Guenther, Hill, Shapiro

7. Motion made by Mr. Saccal, seconded by Mr. Hlasney, 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, 2008 meeting.

<u>Name</u>	<u>Date</u>	<u>City</u>
Accumanno	10/8/08	Somerset
Barry	10/6-10/8/08	Newton
Gotham	9/23/08	Piscataway

Roll Call Vote: YES: All Present

Field Trips

8. Motion made by Mr. Hlasney, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve the following field trips:

<u>Date</u>	<u>Destination</u>	<u>Grade</u>
10/6-10/08/08	Fair View Lakes	7
10/09/08	NJMSC at Sandy Hook	2
10/09/08	Churchville Nature Center	4
10/24/08	Castle Shakespeare Repertory Co.	8
12/12/08	Paper Mill Playhouse	4
2/23/08	Morristown Community Theatre	5

Roll Call Vote: YES: All Present

Approval of Minutes

9. Motion made by Shapiro, seconded by Mr. Hlasney, upon the recommendation of the Superintendent of Schools that the Board approve the Minutes of the September 22, 2008 Board Meeting and the October 8, 2008 Special Meeting as presented.

Roll Call Vote: YES: All Present

Finance

10. Motion made by Mr. Linden, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending September 30, 2008, as submitted by the Superintendent, as authorized by N.J.S.A. 18A:22-8.1.

Roll Call Vote: YES: All Present

11. Motion made by Mr. Linden, 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 September 30, 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

12. Motion made by Mr. Linden, 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 September 30, 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

13. Motion made by Mr. Linden, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated September 18-October 7, 2008, in the amount of \$850,060.76, check numbers 6051-6130.

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

NO: None

ABSTAIN: Hlasney

Comprehensive Maintenance Plan

14. Motion made by Mr. Hill, seconded by Mrs. Keizer, 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

15. 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 2008-09 school year to be \$2,093,100 if all projects listed in the LRFP were planned for the 2008-09 school year.

Roll Call Vote: YES: All Present

Quality Assurance Annual Report

16. Motion made by Mrs. Keizer, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the Quality Assurance Annual Report for the 2007-08 school year.

Roll Call Vote: YES: All Present

Responsibility For Compliance With The Air Quality Standards

17. Motion made by Mr. Saccal, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board designate James C. Cronce for the Alexandria Middle School and William A. Rocchetti for the Lester D. Wilson School as the people responsible for compliance with the air quality standards as required by the New Jersey PEOSH indoor air quality standard, N.J.A.C. 12:100-13(2007).

Roll Call Vote: YES: All Present

Proposed School Year Level Objectives

18. Motion made by Mr. Hlasney, seconded by Mrs. Keizer, upon the recommendation of the Superintendent of Schools that the Board approve the proposed School Year Level Objectives for the Alexandria Township Public Schools for the 2008-09 school year.

Roll Call Vote: YES: All Present

Nursing Plan

19. Motion made by Mr. Shapiro, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve the Alexandria Township Public Schools' Nursing Plan for the 2008-09 school year.

Roll Call Vote: YES: All Present

Emergency and Crisis Management Plan

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

Roll Call Vote: YES: All Present

Violence and Vandalism Report

21. Motion made by Mr. Hill, seconded by Mrs. Keizer, upon the recommendation of the Superintendent of Schools that the Board approve the Alexandria Township Public Schools' Violence and Vandalism Report for the 2007-08 school year.

Roll Call Vote: YES: All Present

REBEL2 Tobacco Prevention Program Grant

22. Motion made by Dr. Guenther, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board accept the REBEL2 Tobacco Prevention Program Grant for \$1,000 for the 2008-09 school year. The grant is provided through Hunterdon Prevention Resources in Flemington and will be coordinated by Beverly Stoskus, Alexandria Middle School Counselor and Dorothy Fuchs, School Nurse. The student population served is 4th-8th grade. (6th-8th for club and 4th-5th to receive presentations from the club).

Roll Call Vote: YES: All Present

Delaware Valley Municipal Alliance

23. Motion made by Mrs. Keizer, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the applications for funds from the Delaware Valley Municipal Alliance having been approved for the 2009-11 cycle for the following: \$500 per year for a Chess and Computer Clubs at Alexandria Middle School and \$500 per year for Bullying Prevention program materials. We are currently using the Second Step Program that is scientific researched based. Final figures will be shared once the State agency signs off on the local budget items.

Roll Call Vote: YES: All Present

Substance Abuse Program

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

Roll Call Vote: YES: All Present

Education Foundation Grant

25. Motion made by Mr. Hlasney, seconded by Mr. Hill, upon the recommendation of the Superintendent of Schools that the Board approve the acceptance of Education Foundation funds in the amount of \$1,201.82 for approval of the following grants:

Margaret Sheneman	Reversible Whiteboard	951.82
Patsey Dewey/JoAnn Whiteley	Cooking In Preschool	250.00

Roll Call Vote: YES: All Present

Use of Facilities

26. Motion made by Mr. Shapiro, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board approve use of the Alexandria Middle School cafeteria by The Work Family Connection on November 10, 2008, from 7-8:00 PM to showcase Middle School enrichment programs.

Roll Call Vote: YES: All Present

27. 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 by the Del Val Dawgs to conduct cheerleading practices on October 9,10,14,16, and 17, 2008 from 6-8:00 PM.

Roll Call Vote: YES: All Present

18. ADDITIONAL MOTIONS

Long Range Facility Plan

1. Motion made by Mr. Hill, seconded by Dr. Guenther, upon the recommendation of the Superintendent of Schools that the Board approve Spiezle Group to amend the District's Long Range Facilities Plan to include a security renovation relocating the Lester D. Wilson School main office to a classroom and returning the existing main office to a classroom.

Roll Call Vote: YES: All Present

Capital Projects Application Seeking a ROD Grant

2. Motion made by Mr. Hill, seconded by Dr. Guenther, upon the recommendation of the Superintendent of Schools that the Board authorize the Spiezle Group to submit a capital projects application seeking a ROD Grant to relocate the Lester D. Wilson School main office to a classroom, creating a security system for entrance to the school and returning the existing main office to a classroom.

Roll Call Vote: YES: All Present

Non-Association Personnel Salary Increases for the 2009-2010 School Year

3. Motion made by Mr. Linden, seconded by Mr. Shapiro, upon the recommendation of the Superintendent of Schools that the Board approve the basis for non-association personnel salary increases for the 2009-2010 school year as follows:

- a. 3.5% of the total base pay for non-association personnel to be awarded at the discretion of the Superintendent;
- b. an additional 10% of revenues brought in by competitive discretionary grants or other tangible sources of new revenues up to \$16,000 to be distributed by the Superintendent as part of compensation. The amount is not included in the base pay.

Roll Call Vote: YES: All Present

19. 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.

20. ADJOURN: 10:26 PM

Motion made by Mr. Hill, seconded by Mr. Saccal, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 10:26 PM.

Roll Call Vote: YES: All Present

Respectfully Submitted By,

Barbara E. Prowker
School Business Administrator/Board Secretary