1. CALL TO ORDER

The March 17, 2016 meeting was called to order by President Scott A. Saccal at 7:07 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 April 30, 2015, to begin at 7:00 PM.

3. ROLL CALL

Amy Di Paolo – A
Christopher Kassai – P
Elizabeth A. Kelly – P
Joseph Krouse – P
Douglas E. Linden, Jr. – P
Joan M. Monaco - A
Scott A. Saccal - P
Elizabeth Strochak - P
Brian P. Walsh - 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.

5. FLAG SALUTE

6. CORRESPONDENCE

A. Teacher
B. Teacher
C. Teacher

7. BOARD PRESIDENT

Board President Scott Saccal:

A. Asked for an Ed Foundation Liaison; Elizabeth Strochak volunteered for the position.
B. Requested that all Board Members get started on the Board and the Superintendent Evaluations. Evaluations need to be completed by March 31st.
C. Terry Travis (teacher) asked to relay that she has a team in the Relay for Life on May 21, 2016 for AMS Teachers. She requested that we discuss and sponsor as individuals. Information will be disseminated by the School Business Administrator.
8. **SUPERINTENDENT’S REPORT**

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

A. Bullying - No bullying, harassment or intimidation investigations.
B. Suspensions – No suspensions this month.
C. Hold off on recognition of Staff and Student accomplishment at the Science Olympiad because of a conflict with regional schedule of Arts programs.

9. **SCHOOL BUSINESS ADMINISTRATOR/BD SECRETARY’S REPORT**

David E. Pawlowski, School Business Administrator/Board Secretary, reported on the following:

A. Discussion of the Waste Water Treatment Facilities/DEP AMS and LDW fines and remediation’s that are in progress at both buildings.
B. Budget Timeline with DOE alignment of the Re-Organization meeting and the regular meeting with final budget presentation; public hearing on May 5, 2016.

10. **COMMITTEE REPORTS** - NONE

11. **UNFINISHED BUSINESS** - NONE

12. **NEW BUSINESS** - NONE

13. **EXECUTIVE SESSION: 7:35 PM**

Motion made by Mr. Walsh, seconded by Mr. Krouse, upon the recommendation of the Superintendent of Schools that the Board go into Executive Session at 7:35 PM to discuss legal matters.

Roll Call Vote: YES: All Present

14. **OPEN SESSION: 8:21 PM**

Motion made by Mr. Walsh, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board return to Open Session at 8:21 PM.

Roll Call Vote: YES: All Present

15. **PUBLIC INPUT: COMMENTS ON MOTIONS ONLY**
16. **CONSENT AGENDA MOTION**

Motion made by Mr. Linden, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve the consent agenda as follows:

Roll Call Vote:  YES:  All Present – Kassai, Kelly, Krouse, Linden, Jr., Saccal, Strochak, Walsh

**A. Finance**

1. upon the recommendation of the Superintendent of Schools that the Board approve the transfers for the month ending February 29, 2016, as submitted by the Superintendent, as authorized by N.J.S.A. 18A:22-8.1.

2. 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, 2016, and he 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.

3. upon the recommendation of the Superintendent of Schools that the Board accept School Business Administrator/Board Secretary's, David E. Pawlowski, 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, 2016, and that as of this date sufficient funds are available to meet the District's financial obligations for the remainder of the fiscal year.

**B. Bill List**

1. upon the recommendation of the Superintendent of Schools that the Board approve the Bill List dated February 11, 2016 – March 7, 2016, check numbers 04329 – 04374, in the amount of $352,540.75.

**C. Travel and Related Expenses Reimbursement**

1. 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.

   Patricia Bender to attend the Teachers College Reading and Writing Conference in New York from August 8 – August 12, 2016.
Patricia Dale to attend the Writing Institute at Teachers College Conference in New York from June 20 – June 24, 2016. Estimated travel expenses of $73.00.

Tanya Drake to attend the 23rd Annual June Institute on Teaching of Reading Conference in New York from June 27 – July 1, 2016. Estimated travel expenses of $73.00.

Tanya Drake to attend the 23rd Annual August Institute on the Teaching of Writing Conference in New York from August 1 – August 5, 2016. Estimated travel expenses of $73.00.

Tracy Pawlowski to attend the Reading and Writing Project Conference in New York from August 8 – August 12, 2016. Estimated travel expenses of $68.00.

David Pawlowski to attend the NJASBO Conference in Atlantic City in June, 2016. Estimated travel expenses of $90.00

Megan Regan to attend a workshop entitled Visual and Performing Arts Standard Review and Revisions in Monroe Township on April 18, May 9, and June 6, 2016. Estimated travel expenses of $20.00.

2. 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 these workshops was not available at the February 18, 2016 meeting.

James Bowman attended the March 1, 2016 conference entitled Implementing 21st Century Skills In Health and Physical Education. Estimated travel expenses of $15.00.

Megan Regan attended a workshop entitled Visual and Performing Arts Standards Review and Revisions in Monroe Township on February 17 and March 17, 2016.

D. Approval of Minutes

1. upon the recommendation of the Superintendent of Schools that the Board approve the Minutes of February 18, 2016 and the Minutes of March 3, 2016.
E. **Organization Meeting**

1. upon the recommendation of the Superintendent of Schools that the Board approve April 21, 2016, to conduct the Annual Organization of the Board. The meeting will be conducted in the Alexandria Middle School Library/Media Center, commencing at 7:00 PM. The Board will conduct regular business immediately following organization of the Board.

F. **Public Hearing**

1. upon the recommendation of the Superintendent of Schools that the Board approve May 5, 2016, to conduct the Public Hearing of the 2016-17 Annual School District Budget. The meeting will be conducted in the Alexandria Middle School Library/Media Center, commencing at 7:00 PM. The Board will conduct regular business immediately following the Public Hearing.

17. **REGULAR AGENDA MOTIONS**

A. **Personnel**

1. Motion made by Mr. Kassai, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board approve a Medical Leave of Absence for an employee whose name is on file in the business office, for four weeks, commencing March 21, 2016 and ending April 15, 2016.

Roll Call Vote: YES: All Present

2. Motion made by Mr. Kassai, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board approve Joseph Olcott as Lacrosse Coach for the 2015-16 school year.

Roll Call Vote: YES: All Present

3. Motion made by Mr. Kassai, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board approve Michael McGarry as Team Leader, salary prorated for the remainder of the school year.

Roll Call Vote: YES: All Present

4. Motion made by Mr. Kassai, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board approve Kathleen Sousa as Graduation Coordinator.

Roll Call Vote: YES: All Present
5. Motion made by Mr. Kassai, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board approve the following to provide services for the 2015-16 extended school program:

**Teaching:**
Kerrie Eisenhardt, Corrine Kempinski, Erin Winters

**Aides:**
Alison Bills, Linda Fennelly, Eileen Barry, Isabel Braddock

**Nursing:**
Kim Breidt, Connie Green

**Speech:**
Amy Murry, Sara Slack

**Occupational Therapy:**
Teresa Gover

**Physical Therapy:**
Kathy Senkow

**Teachers for Summer Tutoring:**
Vickie Milford, Matthew Blazure, Erin Winters

Roll Call Vote: YES: All Present

6. Motion made by Mr. Kassai, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board approve a Child Bearing Leave of Absence for Jennifer L. Yonney to commence on March 17, 2016. Mrs. Yonney will use accumulated sick days and is requesting use of 12 days from the sick day bank to carry her through the end of the 2015-16 school year with full pay.

Roll Call Vote: YES: All Present

7. Motion made by Mr. Kassai, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board approve Emily Schrack as a long term substitute maternity leave teacher from March 17, 2016 until the end of the school year, Step 1-BA, $53,097, prorated.

Roll Call Vote: YES: All Present

**B. Policies**

1. Motion made by Mr. Krouse, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve the seconded reading of the following Policies/Regulations:
P 1240 Evaluation of Superintendent
P 3221 Evaluation of Teachers
P 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
P 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
P 3224 Evaluation of Principals, Vice Principals and Assistant Principals
P 3431.1 Family Leave
P 4431.1 Family Leave
P 5337 Service Animals
P 5516 Use of Electronic Communication and Recording Devices (ECRD)

R 1240 Evaluation of Superintendent
R 3221 Evaluation of Teachers
R 3222 Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
R 3223 Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
R 3224 Evaluation of Principals, Vice Principals, and Assistant Principals

Roll Call Vote: YES: All Present

C. **Facility Use**

1. Motion made by Mrs. Kelly, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the use of the Alexandria Middle School Library on April 12, 2016 from 6:30 – 8:00 PM for the Alexandria Estates Annual Meeting of Homeowners.

Roll Call Vote: YES: All Present

2. Motion made by Mrs. Kelly, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the use of the Alexandria Middle School soccer field by the Alexandria Youth Soccer Association, Inc., from April 1, 2016 through June 25, 2016, not to conflict with school activities. Dates not yet determined.

Roll Call Vote: YES: All Present
3. Motion made by Mrs. Kelly, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the use of the Alexandria Middle School baseball fields by the Delaware Valley Athletic Association from March 18, 2016 through August 31, 2016, for practice and games, not to conflict with school activities. Dates not yet determined.

   Roll Call Vote: YES: All Present

4. Motion made by Mrs. Kelly, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve a request by the Delaware Valley Jr. Terriers to hold a meeting in the Alexandria Middle School Cafeteria from 7-8:30 PM on March 23, 2016.

   Roll Call Vote: YES: All Present

5. Motion made by Mrs. Kelly, seconded by Mr. Linden, upon the recommendation of the Superintendent of Schools that the Board approve the use of the Alexandria Middle School new gym by the Delaware Valley Basketball League for a girl's basketball free clinic on Mondays from April 4, 2016-May 23, 2016, from 7:00-9:00 PM. May 16 the gym space is not available and May 25 may be reserved instead.

   Roll Call Vote: YES: All Present

D. Schedule B

1. Motion made by Mr. Walsh, seconded by Mrs. Strochak, upon the recommendation of the Superintendent of Schools that the Board approve to add a sidebar agreement for the position of Boys' Lacrosse Coach for the 2016 spring sports season, with a stipend of $1,500.

   Roll Call Vote: YES: All Present

E. Maximum Capital Reserve Amount for The 2015-16 School Year

1. Motion made by Mr. Linden, seconded by Mr. Walsh, 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 2015-16 school year to be $2,573,002 if all project listed in the LRFP were planned for the 2015-16 school year.

   Roll Call Vote: YES: All Present
F. 7th Grade Novels

1. Motion made by Mr. Kassai, seconded by Mr. Krouse, upon the recommendation of the Superintendent of schools that the Board approve the following new novels for 7th grade:

   The Finest Hours (Young Readers Edition) by Michael J. Tougias and Casey Sherman

   That Was then, This Is Now by S.E. Hinton

   Jack London: Novels and Stories: Call of the Wild/White Fang/The Seawolf/Klondike and Other Stories (Library of America) Hardcover - November 1, 1982

   21 Great Stories Edited by Abraham H. Lass and Norma L. Tasman

Roll Call Vote: YES: All Present

G. Alexandria Township Education Foundation Grant

1. Motion made by Mr. Krouse, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board accept the following grants from the Alexandria Township Education Foundation:

   Grant #2016-7 Young Audiences of NJ Arts $1,500
   Assembly at Lester D. Wilson School

   Grant #2016-8 A Starry Night $5,000

   Grant 2016-9 Thinking Inside The Box: $1,168
   Designing Plant Packages

Roll Call Vote: YES: All Present

H. Real Estate Consultant

Motion made by Mrs. Kelly, seconded by Mr. Krouse, upon the recommendation of the Superintendent of Schools to pull the following motion.

Roll Call Vote: YES: All Present

Motion made by ____________, seconded by ____________, upon the recommendation of the Superintendent of Schools that the Board approve William Rakay as a real estate consultant for the remainder of the 2015-16 school year.
I. **2016-17 State Aid**

   1. Motion made by Mrs. Kelly, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board accept the 2016-17 State Aid in the amount of $1,663,317 minus $21,988 adjustment for debt service on SDA funding for an adjusted total amount of $1,641,329.

   Equalization Aide: 644,612  
   School Choice Aide: 331,292  
   Transportation Aide: 253,247  
   Security Aide: 42,678  
   Adjustment Aide: 16,472  
   PARCC Readiness Aide: 4,750  
   Per Pupil Growth Aide: 4,750  
   Additional Adjustment Aide: 25,484  
   PLC Aide: 4,480  
   Total State Aide: 1,663,317  

   Roll Call Vote: YES: All Present

J. **2016-17 School District Budget**

   1. Motion made by Mr. Walsh, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve the following resolution:

   **BE IT RESOLVED,** to approve the tentative 2016-17 School District budget for submission to the Hunterdon County Department of Education as follows:

   General Fund Operating Budget 9,789,892  
   Special Revenue Fund (Grants and Entitlement) 101,000  
   Debt Service Fund (Repayment of Debt) 456,800  

   **BE IT FURTHER RESOLVED,** to acknowledge that the 2016-17 School District budget as described above results in tax levies as follows:

   General Fund (Operating Budget) 8,044,563  
   Debt Service Fund (Repayment of Debt) 456,800  

   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 #6371-N.J.A.C. 6:A23A-7 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 2016-17 school year.

NOW, THEREFORE, BE IT RESOLVED, that the Alexandria Township Board of Education hereby established the School District travel maximum for the school year at the sum of $28,950. Regular business travel maximum is $1,500 per person. Current business travel for the 2015-16 school year is $1,538.02.

BE IT FURTHER RESOLVED, that the School Business Administrator shall track and record these costs to insure that the maximum amount is not exceeded.

The amount established for the 2016-17 school year is $28,950.

Roll Call Vote: YES: All Present
Kassai, Kelly, Krouse, Linden, Jr., Saccal, Strochak, Walsh

K. 8th Grade Graduation

1. Motion made by Mrs. Strochak, seconded by Mrs. Kelly, upon the recommendation of the Superintendent of Schools that the Board approve to hold 8th grade graduation on June 14, 2016 at 6:30 PM.

Roll Call Vote: YES: All Present

L. Use of Banked Cap

1. Motion made by Mr. Linden, seconded by Mr. Krouse, upon the recommendation of the Superintendent of Schools that the Board request the use of Banked Cap in the amount of $41,4623 for the 20106-17 budget to be added to the General Fund to improve the instructional program at Alexandria Township Schools.

Roll Call Vote: YES: All Present

M. Adjustment For Increase In Health Care Costs

1. Motion made by Mr. Kassai, seconded by Mr. Walsh, upon the recommendation of the Superintendent of Schools that the Board utilize the Health Care Adjustment Increase in the amount of $47,548 to be added to the General fund in the 2016-17 budget to improve the instructional program at Alexandria Township Schools.

Roll Call Vote: YES: All Present
18. **PUBLIC COMMENTS**

The Alexandria Township Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters. Thus, the Board shall set aside two, twenty minute periods for public comment at each meeting. In order to permit the fair and orderly expression of such comment, public participation shall be governed by the following rules:

1. A participant must be recognized by the presiding officer and must preface comments by announcing his/her name, place of residence, and group affiliation, if appropriate.

2. Each statement made by a participant shall be limited to 3 minutes in duration.

3. No participant may speak on the same topic until all others who wish to speak on that topic have been heard.

4. All statements shall be directed to the presiding officer; no participant may address Board members individually.

Mrs. Tanya Drake, resident of Kingwood Township, President of the Alexandria Township Education Association (ATEA) acknowledged the work of the Board of Education. She addressed the public notice to bid for evening custodial services. She stated that the District has been down this road before and the community did not want these services in our schools. She questioned if the Board looked into the ramifications of privatizing custodial staff.

19. **BOARD GOALS**

The Alexandria Township Board of Education will:

1. Continue to Improve Board effectiveness.

2. Continue to effectively represent and communicate with the public and involve the community.

3. Continue to improve District Planning focusing on the District mission and goals.

4. Implement our CSA and Board self-evaluation process.
20. **ADJOURN: 8:35 PM**

Motion made by Mr. Walsh, seconded by Mr. Krouse, upon the recommendation of the Superintendent of Schools that the Board adjourn the meeting at 8:35 PM.

Roll Call Vote: YES: All Present

Respectfully Submitted By,

David E. Pawlowski
School Business Administrator/Board Secretary