

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION

Regular Meeting Minutes – May 15, 2018 at 7:00 p.m.
Approved July 17, 2018

I. INTRODUCTORY ITEMS

CALL TO ORDER:

President, Jennifer Pettinelli called the meeting to order at 7:00 p.m. and asked everyone to please stand for the Pledge of Allegiance and a subsequent moment of silence.

OPEN PUBLIC MEETINGS ACT:

Jennifer Pettinelli read the following statement:

The New Jersey Open Public Meetings Act was enacted to insure the right of the public to have advance notice of and to attend the meetings of public bodies at which any business affecting their interests is either discussed or acted upon. The Board has fully complied with the notice requirements by advertising in The Express Times and The Star-Ledger posting publicly and by notifying the Municipal Clerk of the date, time and place of the meeting.

ROLL CALL

Present

President, Jennifer Pettinelli
Travis Conway
Carl Johnson
Patrick Smith

Absent

Vice-President, Robert Melick
Loretta Reed arrived at 7:02 pm

Others Present

Seth Cohen, Chief School Administrator
Tim Mantz, Business Administrator/Board Secretary
Robert Merryman, Board Attorney

Flag Salute – Pledge of Allegiance

Silent Meditation

President Jennifer Pettinelli read the District Mission Statement:

The mission of the Alpha Public School is to provide every student with the opportunity to receive a high quality education, in a small, personal, caring, safe and positive environment in which all students at all grade levels achieve the New Jersey Student Learning Standards. In partnership with the parents and the community, a competent and dedicated staff guides students to develop confidence and become productive and contributing members of a constantly changing society.

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II. PRESENTATION

Mr. Cohen and the Board recognized Kelly Phillips as the Alpha School's Governer's Educator of the Year.

III. REORGANIZATION

RULES FOR BOARD GOVERNANCE

Motion made by Patrick Smith, seconded by Carl Johnson, to adopt the following as they apply to the rules for board governance, for the ensuing school year 2018-19:

Existing policies/regulations and revisions thereto, and existing by-laws and amendments thereto.

Continuing contracts and agreements

Services of a Child Study Team: LDT/C, School Social Worker, and School Psychologist.

Section 504 grievance procedures.

District Curriculum Guides and Textbooks.

Motion carried by unanimous roll call vote.

BOARD APPOINTMENTS

Motion made by Travis Conway, seconded by Patrick Smith, to approve the following appointments for the 2018-2019 school year.

Board Secretary	Tim Mantz
School Treasurer	Lorraine Rossetti
Auditor	Ardito & Co., LLP.;
Board Attorney-General Counsel	Robert Merryman, Esq.;
	Apruzzese, McDermott, Mastro & Murphy
School Medical Officer	Dr. Gerard Delmonico;
	Village Medical
Insurance Agency of Record- Commercial & Liability Insurance	Brown & Brown of NJ
Insurance Agency of Record- Employee Dental Benefits	Integrity Consulting Group

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Student Insurance Carrier	Bollinger Insurance, Inc.
ADA Coordinator	Tim Mantz
Custodian of Public Records	Tim Mantz
Investment Officer	Tim Mantz
District Testing Coordinator	Seth Cohen
Public Agency Compliance Officer	Seth Cohen
Attendance Officer	Seth Cohen
Right to Know Compliance Officer	David Engle
Asbestos Management	R.K. Environmental
Architect	Parette Somjen Architects

Motion carried by unanimous roll call vote.

PERMITTED PUPIL RECORDS

Motion made by Patrick Smith, seconded by Carl Johnson, to approve the collection of mandated and permitted pupil records in order to promote the educational welfare of the pupil, pursuant to NJAC 6:3-6.3.

Motion carried by unanimous roll call vote.

OFFICIAL NEWSPAPERS

Motion made by Patrick Smith, seconded by Carl Johnson, to designate The Express-Times as the official publication for the Alpha School District and The Star-Ledger as the official alternate newspaper in the 2018-2019 school year.

Motion carried by unanimous roll call vote.

AUTHORIZATION OF FUNDS TRANSFERS

Motion made by Loretta Reed, seconded by Patrick Smith, to authorize the Board Secretary/School Business Administrator, and in his absence the Chief School Administrator, to transfer funds from the General Account to the Cafeteria, Payroll Salary, and Payroll Agency accounts, as needed, in the 2018-2019 school year.

Motion carried by unanimous roll call vote.

FINANCIAL DEPOSITORY AND CHECK SIGNATURES

Motion made by Patrick Smith, seconded by Travis Conway, to designate PNC Bank as the official depository for school funds, in the 2018-2019 school year.

Motion carried by unanimous roll call vote.

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Motion made by Travis Conway, seconded by Carl Johnson, to approve the following check signatories:

<u>Account</u>	<u># of Signatures</u>	<u>Authorized Signatures</u>
General	3	Board President or Vice President; Board Secretary, and Treasurer
Payroll Salary	1	Treasurer
Payroll Agency	1	Treasurer
Cafeteria	2	Board Secretary and Treasurer
Student Activities	2	Chief School Administrator or Principal and School Secretary

Motion carried by unanimous roll call vote.

PETTY CASH FUNDS

Motion made by Patrick Smith, seconded by Loretta Reed, to establish the petty cash fund for the 2018-2019 school year, in the amount of \$200; to set the maximum expenditure that may be made from the funds at \$25, and, amounts in excess of \$25 must be approved by the Chief School Administrator or the Board Secretary/School Business Administrator; to designate Stacey Jarrell, School Secretary, responsible for the proper disposition of the fund; to establish the minimum time period of three (3) months in which the designated person shall report to the Alpha Board of Education the amounts disbursed from the fund, pursuant to NJAC 6A:23-2.9; and, to authorize the Board Secretary/School Business Administrator to replenish the petty cash fund if the amount falls below \$50 between board meetings.

Motion carried by unanimous roll call vote.

ADOPTION OF 2018-2019 SCHOOL BUDGET

Motion made by Loretta Reed, seconded by Patrick Smith, to adopt the 2018-2019 school budget, in the amount of \$5,727,351, local levy in the amount of \$3,394,958, approved by the Alpha Board of Education, on April 24, 2018; and, to empower the Chief School Administrator and Board Secretary/School Business Administrator to implement the 2018-2019 school budget pursuant to the policies and regulations of the Alpha Board of Education and the State Department of Education.

Motion carried by unanimous roll call vote.

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REQUISITION OF TAXES (2018-2019 Local Levy)

Motion made by Travis Conway, seconded by Patrick Smith, to authorize the Board Secretary to request from the Borough of Alpha the 2018-2019 certified school taxes, in the amount of \$3,394,958, to be paid to the Alpha Board of Education, pursuant to NJSA 54:4-75, as follows:

August 1, 2018	\$678,991.60
September 1, 2018	339,495.80
October 1, 2018	339,495.80
November 1, 2018	339,495.80
January 1, 2019	339,495.80
February 1, 2019	339,495.80
March 1, 2019	339,495.80
April 1, 2019	339,495.80
May 1, 2019	<u>339,495.80</u>
	\$3,394,958.00

Motion carried by unanimous roll call vote.

IV. APPROVAL OF BOARD MINUTES

Motion made by Patrick Smith, seconded by Carl Johnson, to approve the minutes of the April 24, 2018 regular meeting.

Motion carried by unanimous voice vote.

Motion made by Travis Conway, seconded by Patrick Smith, to approve the minutes of the April 24, 2018 executive session.

Motion carried by unanimous voice vote.

V. COMMUNICATIONS TO THE BOARD

Jennifer Pettinelli referred to thank you cards from Stacey Jarrell and Kim Weiss as well as the letter Christopher Dix thanking the Board for allowing to perform his student observation hours.

VI. OLD BUSINESS

None

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VII. MONTHLY REPORTS OF BOARD SECRETARY AND TREASURER

Motion made by Patrick Smith, seconded by Travis Conway, to approve, on the recommendation of the Chief School Administrator, the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of **April 2018** and further that, in compliance with NJAC 6A:23A-16.10(c)4, the Board of Education certifies that as of **April 30, 2018**, after review of the secretary's monthly financial report and upon consultation with the appropriate district officials, to the best of our knowledge, no major account has been over expended in violation of NJAC 6A:23A-16.10(a)1 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

Motion carried by unanimous roll call vote.

VIII. APPROVAL OF TRANSFERS/LIST OF BILLS

Motion made by Patrick Smith, seconded by Travis Conway, to approve the April 25, 2018 through May 15, 2018 current expense bill list for check numbers 18201 to 18229 totaling \$470,591.15.

Motion carried by unanimous roll call vote

Motion made by Loretta Reed, seconded by Carl Johnson, to approve budget transfers in the amount of \$5,031.97 as presented for the period April 25, 2018 through May 15, 2018 noting that Commissioner approval was not required as the year to date transfers on a cumulative basis do not exceed 10% pursuant to N.J.S.A. 18A:22-8.1.

Motion carried by unanimous roll call vote

IX. PUBLIC INPUT

Megan Santowasso commented that she had heard that there could be staff layoffs next year. She stated that she would have a major problem if Kelsey VanHorn was let go as her son has had a very positive experience with her. Mr. Cohen said that there was to be a reduction in force for next year and gave the rationale for selecting the person not being renewed. It was not a performance based decision.

X. STUDENT REPRESENTATIVE REPORT

Henry White presented his report.

XI. EXECUTIVE SESSION

Motion made by Patrick Smith, seconded by Carl Johnson, to adopt the following resolution to enter into executive session at 7:20 p.m. This executive session is expected to last about 30 minutes. The general nature of the subject matter to be discussed is Personnel, Negotiations, Student Issues, and/or Legal Matters.

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It is anticipated that action pursuant to this executive session will be taken.

Motion carried by unanimous voice vote.

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975 permits the exclusion of the public from a meeting in certain circumstances; and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Alpha Borough Board of Education, County of Warren, State of New Jersey, as follows:

1. The public shall be excluded from discussion of and action upon the specified subject matter.
2. It is anticipated at this time that the above stated subject matter will be made public upon resolution of all information discussed.
3. This Resolution shall take effect immediately.

XII. RECONVENE

Motion made by Patrick Smith, seconded by Carl Johnson, to reconvene the meeting to public session at 7:49 p.m.

Motion carried by unanimous voice vote

XIII. CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Cohen said that Debbie Diller was in district today and tomorrow and will be back the first week of June for professional development training. He reviewed what was being done.

Mr. Cohen told the Board that PARCC testing was wrapping up, the spring concert was this Thursday and reviewed various agenda items.

ACTION ITEMS: Chief School Administrator's Recommendations

CONSENT AGENDA: Matters listed within the consent agenda have been referred to members of the Board of Education and/or its standing committees, for reading and study, are considered to be routine and will be enacted by one motion.

Consent Agenda Motion: BOARD AFFAIRS

Motion made by Patrick Smith, seconded by Loretta Reed, to approve the following board affairs agenda item **1.1**.

Motion carried by unanimous roll call vote.

- 1.1** To approve the District Improvement Plan as presented.

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- 1.2** To approve the Memorandum of Agreement (“MOA”) between the Board and the ALPHA EDUCATION ASSOCIATION setting forth the terms for a new collective negotiations agreement between the parties with a term from September 1, 2018 through August 31, 2021; and authorizes the Board President and Board Secretary to execute a final written collective negotiations agreement between the parties that incorporates all of the agreed upon terms.

Consent Agenda Motion: BUSINESS AFFAIRS

Motion made by Travis Conway, seconded by Carl Johnson, to approve the following business affairs agenda item **2.1**.

Motion carried by unanimous roll call vote.

- 2.1** To approve an agreement with Maschio’s Food Service, Inc. to provide operation and management of the district’s food service program for the 2018-19 school year for a management fee of \$7,668 and a breakeven, no-cost guarantee food service operation, including the management fee.

Consent Agenda Motion: PERSONNEL AFFAIRS

Motion made by Loretta Reed, seconded by Patrick Smith, to approve the following personnel affairs agenda items **3.1** through **3.7**.

Motion carried by unanimous roll call vote.

- 3.1** To offer employment to the listed tenured certified staff, for the 2018-2019 school year:

- Melissa Bickert
- Barbara D’Aprile
- Stuart Davis
- Stephanie Flynn
- Kimberly Gilles (.5 FTE)
- Melissa Guderian
- Kristi Horan
- Noelle Hrunka
- Ernest Kaminski
- Jessica Kelliher
- Joan Kern
- Jenna Lamas (.5 FTE)
- Diane Laustsen
- Pamela Lerner Cutarelli
- Megan Mason
- Marjorie Murray
- Sarah Payne
- Kelly Phillips

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Nancy Semanick
Renee Smith
Lori Walker
Kimberlee Weiss

3.2 To offer employment to the listed non-tenured certified staff, for the 2018-2019 school year:
Patricia Cote
Marissa Galfo
Corlynn Housman

3.3 To offer employment to the listed Support Staff for the 2018-2019 school year:

<u>Clerical</u>	<u>Job Title</u>	<u>Months</u>	<u>Salary</u>
Jarrell, Stacey	Confidential Secretary	12	TBD
Yale, Melissa	School Secretary	12	TBD

<u>Treasurer</u>			
Rossetti, Lorraine	Treasurer		TBD

<u>Operations</u>			
Engle, David	Head Custodian	12	TBD
Olah, Thomas	Custodian	12	TBD
Rissmiller, Charles	Part-Time Custodian	10	TBD

<u>Aides</u>			
Brotzman, Bernard	PT Aide	10	\$14.00/hr
Hunter, Delia	PT Aide	10	\$14.00/hr
Lawson, Susan	PT Aide	10	\$14.00/hr
McGuinness, Judy	FT Aide	10	\$18.10/hr
Petras, Susan	PT Aide	10	\$14.00/hr

3.4 To approve the hiring of Stuart Davis as a Summer Custodian, beginning June 15, 2018 through August 24, 2018, at an hourly rate of \$12.50.

3.5 To approve Nicholas Rogalski as a substitute custodian for the 2017-18 school year.

3.6 To approve the hiring of Ray Abney as a Summer Custodian, beginning June 15, 2018 through August 24, 2018 at an hourly rate of \$12.50.

3.7 To approve a maternity leave of absence for Jessica Kelliher extending until September, 2019, according to Article VI of the “Teacher’s Contract Between the Board of Education of Alpha, New Jersey and the Alpha Education Association”.

Consent Agenda Motion: SCHOOL AFFAIRS

Motion made by Patrick Smith, seconded by Loretta Reed, to approve the following school affairs agenda items **4.1** through **4.3**.

Motion carried by unanimous roll call vote.

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- 4.1** To approve the attendance of staff members at the following conferences:
- Kimberly Gilles to the WCSCA meeting in Belvidere, NJ on 6/1/18. Cost is mileage reimbursement.
 - Pamela Cutarelli to the RTI workshop in Phillipsburg, NJ on 6/5/18. Cost is mileage reimbursement.
- 4.2** To approve the following building use requests:
- APS Grades K-4 on 5/23/18 from 7:00 pm to 8:30 pm in the gym for the Spring Concert to be followed by a pot luck reception in the cafeteria.
 - Music program on 6/11/18 from 12:30 pm to 3:00 pm in room 8 for a reward lunch for the band/choir students.
- 4.3** To approve the following fundraiser requests:
- 8th grade to sell root beer floats on 5/11/18 to raise money for class of 2018 expenses.

XIV. NEW BUSINESS

Carl Johnson showed the Board a lock down strap that could be used for any door in the building that has a panic bar. He commented that it was easy to install and use for security purposes.

Jennifer Pettinelli said that she had spoken to the PTO regarding potentially donating Chromebooks. Once the school gets a quote, the PTO would consider if they would be able to help with the cost of the books and, if so, how much.

Jennifer Pettinelli said that NJSBA School Board Convention in Atlantic City was scheduled for October 22nd through the 25th.

XV. PUBLIC INPUT

None

XVI. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:05 p.m. on a motion by Patrick Smith, seconded by Carl Johnson.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz
Business Administrator/ Board Secretary