

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION

Regular Meeting Minutes – June 19, 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
Vice-President, Robert Melick
Travis Conway
Patrick Smith

Absent

Carl Johnson
Loretta Reed

Others Present

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

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.

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-June 19, 2018 at 7:00 p.m.
Approved July 17, 2018

II. PRESENTATION

Bethany Summers, a representative from the WCSBA, spoke to the Board regarding the Association.

III. APPROVAL OF BOARD MINUTES

Motion made by Patrick Smith, seconded by Travis Conway, to approve the minutes of the May 1, 2018 work session.

Motion carried by unanimous voice vote.

Motion made by _____, seconded by _____, to approve the minutes of the May 15, 2018 regular meeting.

Motion tabled until the July meeting.

Motion made by _____, seconded by _____, to approve the minutes of the May 15, 2018 executive session.

Motion tabled until the July meeting.

Motion made by _____, seconded by _____, to approve the minutes of the June 5, 2018 work session.

Motion tabled until the July meeting.

IV. COMMUNICATIONS TO THE BOARD

Jennifer Pettinelli referred to a letter from Stacey Jarrell.

V. OLD BUSINESS

Mr. Cohen told the board that, regarding residency checks, the board's attorney has advised him to hire a retired policeman to handle these situations.

Mr. Cohen stated that he would like to discuss revising the substitute teacher rate for those that frequently substitute in the school throughout the year at the July 3rd work session.

VI. 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 **May 2018** and further that, in compliance with NJAC 6A:23A-16.10(c)4, the Board of Education certifies that as of **May 31, 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

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-June 19, 2018 at 7:00 p.m.
Approved July 17, 2018

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.

VII. APPROVAL OF TRANSFERS/LIST OF BILLS

Motion made by Patrick Smith, seconded by Robert Melick, to approve the May 16, 2018 through June 19, 2018 current expense bill list for check numbers 18230 to 18281 totaling \$680,594.30.

Motion carried by unanimous roll call vote

Motion made by Robert Melick, seconded by Patrick Smith, to approve budget transfers in the amount of \$17,106.27 as presented for the period May 16, 2018 through June 19, 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

VIII. PUBLIC INPUT

None

IX. STUDENT REPRESENTATIVE REPORT

None

X. EXECUTIVE SESSION

Motion made by Patrick Smith, seconded by Travis Conway, to adopt the following resolution to enter into executive session at 7:14 p.m. This executive session is expected to last about 10 minutes. The general nature of the subject matter to be discussed is Personnel, Negotiations, Student Issues, and/or Legal Matters.

It is anticipated that action pursuant to this executive session will not 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

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-June 19, 2018 at 7:00 p.m.
Approved July 17, 2018

- public upon resolution of all information discussed.
3. This Resolution shall take effect immediately.

XI. RECONVENE

Motion made by Patrick Smith, seconded by Robert Melick, to reconvene the meeting to public session at 7:19 p.m.

Motion carried by unanimous voice vote

XII. CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Cohen said that the end of the year went well and he had received a lot of positive parent feedback about the school year.

Mr. Cohen told the Board that he would like to begin honoring the fourth marking period honor roll recipients at the September board meeting. He also said that he would like to have the award ceremony later in the day next year.

Mr. Cohen informed the Board of his upcoming trainings.

Mr. Cohen said he had received the preliminary testing report from the State and that the district showed improvement.

Mr. Cohen stated that the administration was in the process of getting quotes on security improvements.

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 Travis Conway, seconded by Patrick Smith, to approve the following board affairs agenda items **1.1** through **1.2**.

Motion carried by unanimous roll call vote.

- 1.1** To approve the QSAC Action Plan.
- 1.2** To approve the first reading and adoption of Tardiness Regulation 5240 and Attendance Regulation 5200.

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-June 19, 2018 at 7:00 p.m.
Approved July 17, 2018

Consent Agenda Motion: BUSINESS AFFAIRS

Motion made by Patrick Smith, seconded by Robert Melick, to approve the following business affairs agenda items **2.1** through **2.7**.

Motion carried by unanimous roll call vote.

- 2.1** To approve a monthly allowance in the amount of \$50, payable to David Engle, head custodian, for the use of his personal vehicle for school business during the 2018-19 school year.
- 2.2** To approve the Chief School Administrator and the Business Administrator to issue checks and make budget transfers necessary to close out the 2017-18 school year.
- 2.3** To authorize the Business Administrator to close the petty cash account as of June 30, 2018 and reopen the 2018-19 petty cash account in the amount of \$200 as of July 1, 2018.
- 2.4** To approve the Interlocal Services Agreement with the Pohatcong Township Board of Education for contracted School Business Administration Services for the 2018-19 school year at a fee of \$65,000.
- 2.5** To approve a student breakfast price of \$1.25 for the 2018-19 school year.
- 2.6** To approve a student lunch price of \$2.85 and milk price of \$0.50 for the 2018-19 school year.
- 2.7** To approve SennSysCo LLC to provide IT services for the 2018-19 school year at an hourly rate of \$70.

Consent Agenda Motion: PERSONNEL AFFAIRS

Motion made by Patrick Smith, seconded by Robert Melick, to approve the following personnel affairs agenda items **3.1** through **3.9**.

Motion carried by unanimous roll call vote.

- 3.1** 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	\$47,695
Yale, Melissa	School Secretary	12	\$32,253
 <u>Treasurer</u>			
Rossetti, Lorraine	Treasurer		\$4,756
 <u>Operations</u>			
Engle, David	Head Custodian	12	\$66,233
Olah, Thomas	Custodian	12	\$49,697
Rissmiller, Charles	Part-Time Custodian	10	\$14.87/hr

- 3.2** To approve a maternity leave of absence for Melissa Guderian from August 27, 2018 to April 11, 2019 according to Article VI of the “Teacher’s Contract Between the Board of Education of Alpha, New Jersey and the Alpha Education Association”.

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-June 19, 2018 at 7:00 p.m.
Approved July 17, 2018

- 3.3 To approve Joan Kern and Stephanie Flynn to perform curriculum writing work from July 1st to August 15th to be paid at the contract stipulated hourly rate with the collective number of hours not to exceed 40 hours in total.
- 3.4 To approve Delia Hunter and Judy McGuinness to work as 2018 extended school year aids from July 2nd through August 9th totaling 23 days each for 4.5 hours per day each to be paid at their approved hourly rate.
- 3.5 To approve John Arrigan to provide home instruction to the identified student from June 8th to the 30th at an hourly rate of \$39.
- 3.6 To hire Lori Walker as the Supervisor of Instruction for the 2018-19 school year at a salary of \$80,000.
- 3.7 To approve Melissa Guderian and Diane Laustsen to attend summer IEP meetings, on an as-needed basis, to be paid at the hourly contractual rate.
- 3.8 To hire Kelsey Vanhorn as a special education teacher for the 2018-19 school year with guide placement and salary pending approval of the CBA.
- 3.9 To accept the Noelle Hrunka's letter of resignation effective June 30, 2018.

Consent Agenda Motion: SCHOOL AFFAIRS

Motion made by Travis Conway, seconded by Robert Melick, to approve the following school affairs agenda items **4.1** through **4.2**.

Motion carried by unanimous roll call vote.

- 4.1 To approve the following building use requests:
 - AYAA on 6/26/18, 7/3/18, 7/11/18, 7/17/18, 7/24/18 and 7/31/18 from 9:30 pm to 8:30 am to 11:30 am in the gym for a summer basketball clinic.

- 4.2 To approve the following fundraiser requests:
 - 8th grade to sell root beer floats on 5/23/18 to raise money for Class of 2018 t-shirts.

XIII. NEW BUSINESS

None

XIV. PUBLIC INPUT

None

XV. EXECUTIVE SESSION

Motion made by Patrick Smith, seconded by Travis Conway, to adopt the following resolution to enter into executive session at 7:27 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.

It is anticipated that action pursuant to this executive session will not be taken.

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-June 19, 2018 at 7:00 p.m.
Approved July 17, 2018

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

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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.
4. This Resolution shall take effect immediately.

XVI. RECONVENE

Motion made by Patrick Smith, seconded by Travis Conway, to reconvene the meeting to public session at 8:03 p.m.

Motion carried by unanimous voice vote

XVII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:04 p.m. on a motion by Patrick Smith, seconded by Robert Melick.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz
Business Administrator/ Board Secretary