

Alpha Borough Public School Board of Education

REGULAR SCHOOL BOARD MEETING

May 19, 2020 7:00 p.m.

Agenda

I. CALL TO ORDER

II. OPENING STATEMENTS

A. Reading of the Notice of Public Meeting-

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.

B. Roll Call

- Louis Cartabona _____
- Travis Conway _____
- Christopher McGee _____
- Robert Melick _____
- Jennifer Pettinelli _____
- Loretta Reed _____
- Patrick Smith _____

C. Flag Salute – Pledge of Allegiance

D. Silent Meditation

E. 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.

III. PRESENTATION

IV. REORGANIZATION

RULES FOR BOARD GOVERNANCE

Motion made by _____, seconded by _____, to adopt the following as they apply to the rules for board governance, for the ensuing school year 2020-21:

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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.

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

BOARD APPOINTMENTS

Motion made by _____, seconded by _____, to approve the following appointments for the 2020-2021 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
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

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Public Agency Compliance Officer	Seth Cohen
Attendance Officer	Seth Cohen
Right to Know Compliance Officer	Robert Plimpton
Asbestos Management	R.K. Environmental
Architect	Parette Somjen Architects

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

PERMITTED PUPIL RECORDS

Motion made by _____, seconded by _____, 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.

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

OFFICIAL NEWSPAPERS

Motion made by _____, seconded by _____, 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 2020-2021 school year.

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

AUTHORIZATION OF FUNDS TRANSFERS

Motion made by _____, seconded by _____, 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 2020-2021 school year.

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

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FINANCIAL DEPOSITORY AND CHECK SIGNATURES

Motion made by _____, seconded by _____, to designate PNC Bank as the official depository for school funds, in the 2020-2021 school year.

ROLL CALL VOTE

Cartabona _____	Reed _____	Melick _____
Conway _____	Smith _____	Pettinelli _____
McGee _____		

Motion made by _____, seconded by _____, 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 & 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

ROLL CALL VOTE

Cartabona _____	Reed _____	Melick _____
Conway _____	Smith _____	Pettinelli _____
McGee _____		

PETTY CASH FUNDS

Motion made by _____, seconded by _____, to establish the petty cash fund for the 2020-2021 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 the Executive 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.

ROLL CALL VOTE

Cartabona _____	Reed _____	Melick _____
Conway _____	Smith _____	Pettinelli _____
McGee _____		

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ADOPTION OF 2020-2021 SCHOOL BUDGET

Motion made by _____, seconded by _____, to adopt the 2020-2021 school budget, in the amount of \$6,241,399, local levy in the amount of \$3,613,714, approved by the Alpha Board of Education, on April 28, 2020; and, to empower the Chief School Administrator and Board Secretary/School Business Administrator to implement the 2020-2021 school budget pursuant to the policies and regulations of the Alpha Board of Education and the State Department of Education.

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

REQUISITION OF TAXES (2020-2021 Local Levy)

Motion made by _____, seconded by _____, to authorize the Board Secretary to request from the Borough of Alpha the 2020-2021 certified school taxes, in the amount of \$3,613,714, to be paid to the Alpha Board of Education, pursuant to NJSA 54:4-75, as follows:

August 3, 2020	\$722,742.80
September 1, 2020	361,371.40
October 1, 2020	361,371.40
November 2, 2020	361,371.40
January 4, 2021	361,371.40
February 1, 2021	361,371.40
March 1, 2021	361,371.40
April 1, 2021	361,371.40
May 3, 2021	<u>361,371.40</u>
	\$3,613,714.00

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

V. APPROVAL OF BOARD MINUTES

Motion made by _____, seconded by _____, to approve the minutes of the April 28, 2020 regular meeting.

VOICE VOTE

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Motion made by _____, seconded by _____, to approve the minutes of the May 5, 2020 work session.

VOICE VOTE

VI. COMMUNICATIONS TO THE BOARD/PRESENTATIONS

VII. OLD BUSINESS

VIII. MONTHLY REPORTS OF BOARD SECRETARY AND TREASURER

Motion made by _____, seconded by _____, 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 2020** and further that, in compliance with NJAC 6A:23-2.11(c)4, the Board of Education certifies that as of **April 30, 2020**, 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:23-2.11(b) and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

IX. APPROVAL OF TRANSFERS/LIST OF BILLS

Motion made by _____, seconded by _____, to approve the April 29, 2020 through May 19, 2020 current expense bill list for check numbers 19265 to 19285 totaling \$443,865.66.

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

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Motion made by _____, seconded by _____, to approve budget transfers in the amount of \$5,002.21 as presented for the period April 29, 2020 through May 19, 2020 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.

ROLL CALL VOTE

Cartabona _____	Reed _____	Melick _____
Conway _____	Smith _____	Pettinelli _____
McGee _____		

X. PUBLIC INPUT

Public participation shall be governed by BOE Bylaw 0167 Public Participation in Board Meetings. Public comments are invited on matters pertaining only to the agenda at this time. All participants shall be given three (3) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

XI. CHIEF SCHOOL ADMINISTRATOR'S REPORT

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: BUSINESS AFFAIRS

Motion made by _____, seconded by _____, to approve the following business affairs agenda items **2.1** through **2.4**.

- 2.1** To approve the Interlocal Services Agreement with the Pohatcong Township Board of Education for contracted School Business Administration Services for the 2020-21 school year at a fee of \$65,000.
- 2.2** To approve a public school services agreement with the Hunterdon County Educational Services Commission for the 2020 extended school year and 2020-21 school year per the included services and rate schedule.
- 2.3** To approve SennSysCo LLC to provide IT services for the 2020-21 school year at an hourly rate of \$70.

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2.4 To approve the following resolution:

**A RESOLUTION AUTHORIZING THE CHANGE
IN THE DENTAL CARRIER ADMINISTRATOR**

WHEREAS, the Alpha Board of Education currently offers Dental coverage to its employees through MetLife administered through Bollinger.

WHEREAS, the Integrity Consulting Group has received a quote for dental coverage on behalf of the Board of Education direct from MetLife, and;

WHEREAS, the quoted dental rates received from MetLife directly are less expensive than the current Bollinger/MetLife dental rates for the period July 1, 2020 through June 30, 2021, and;

WHEREAS, the benefits of the direct MetLife plan are the exact same benefits of the Bollinger/MetLife plan, and;

WHEREAS, the Integrity Consulting Group recommends the change in the dental administrator effective July 1, 2020;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF EDUCATION OF ALPHA THAT, the change in Dental administrator be to MetLife directly effective July 1, 2020, and; the Bollinger administration be terminated July 1, 2020.

BE IT FURTHER RESOLVED that a certified copy of this Resolution be forwarded to the Integrity Consulting Group for execution with insurance carrier.

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

Consent Agenda Motion: PERSONNEL AFFAIRS

Motion made by _____, seconded by _____, to approve the following personnel affairs agenda items **3.1** through **3.6**.

3.1 To offer employment to the listed tenured certified staff, for the 2020-2021 school year:

Melissa Bickert
Barbara D'Aprile

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Stuart Davis
Stephanie Flynn
Kimberly Gilles
Kristi Horan
Ernest Kaminski
Jessica Kelliher
Joan Kern
Jenna Lamas (.5 FTE)
Diane Laustsen
Pamela Lerner Cutarelli
Megan Mason
Sarah Payne
Kelly Phillips
Renee Smith
Kelsey Vanhorn
Kimberlee Weiss

3.2 To offer employment to the listed non-tenured certified staff, for the 2020-2021 school year:

Patricia Cote
Samantha Davis
Elizabeth Farnsworth
Elyse Linfante
Kristine McGrath
Robert Miller
Brittany Nailos
Jennifer Truby

3.3 To offer employment to the listed Support Staff for the 2020-2021 school year:

<u>Clerical</u>	<u>Job Title</u>	<u>Months</u>	<u>Salary</u>
Yale, Melissa	Executive Secretary	12	TBD
Olah, Lynn	School Secretary	12	TBD
<u>Treasurer</u>			
Rossetti, Lorraine	Treasurer		TBD
<u>Operations</u>			
Plimpton, Robert	Head Custodian	12	TBD
Olah, Thomas	Custodian	12	TBD
Rissmiller, Charles	Part-Time Custodian	10	TBD

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- 3.4** To approve a horizontal guide move for Kelsey VanHorn from Step G, BA+30 to Step G, MA resulting from the completion of the appropriate course work.
- 3.5** To approve hiring Tom Harvey as a Summer Custodian, beginning June 1, 2020 through August 21, 2020, at an hourly rate of \$12.75.
- 3.6** To approve hiring Nick Rogalski as a Summer Custodian, beginning June 1, 2020 through August 21, 2020, at an hourly rate of \$12.75.

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

Consent Agenda Motion: SCHOOL AFFAIRS

Motion made by _____, seconded by _____, to approve the following school affairs agenda items **4.1**.

- 4.1** To approve the revised school related closure plan as mandated by the New Jersey State Department of Education.

ROLL CALL VOTE

Cartabona	_____	Reed	_____	Melick	_____
Conway	_____	Smith	_____	Pettinelli	_____
McGee	_____				

XII. NEW BUSINESS

XIII. PUBLIC INPUT

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Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

XIV. ADJOURNMENT

Motion made by _____, seconded by _____, to adjourn at _____ p.m.

VOICE VOTE