

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION

Regular Meeting Minutes – May 19, 2020 at 7:00 p.m.
Approved June 16, 2020

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
Christopher McGee
Loretta Reed
Patrick Smith

Absent

Louis Cartabona arrived at 7:22 pm but was unable to communicate via the Zoom meeting

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.

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II. PRESENTATION

None

III. REORGANIZATION

RULES FOR BOARD GOVERNANCE

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

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 Robert Melick, 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

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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	Robert Plimpton
Asbestos Management	R.K. Environmental
Architect	Parette Somjen Architects

Motion carried by unanimous roll call vote.

PERMITTED PUPIL RECORDS

Motion made by Robert Melick, seconded by Patrick Smith, 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 Robert Melick, 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.

Motion carried by unanimous roll call vote.

AUTHORIZATION OF FUNDS TRANSFERS

Motion made by Travis Conway, seconded by Robert Melick, 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.

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 2020-2021 school year.

Motion carried by unanimous roll call vote.

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Motion made by Patrick Smith, seconded by Christopher McGee, 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 Christopher McGee, 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 Confidential 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 2020-2021 SCHOOL BUDGET

Motion made by Patrick Smith, seconded by Christopher McGee, 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.

Motion carried by unanimous roll call vote.

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REQUISITION OF TAXES (2020-2021 Local Levy)

Motion made by Patrick Smith, seconded by Robert Melick, 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

Motion carried by unanimous roll call vote.

IV. APPROVAL OF BOARD MINUTES

Motion made by Patrick Smith, seconded by Christopher McGee, to approve the minutes of the April 28, 2020 regular meeting.

Motion carried by unanimous voice vote.

Motion made by Patrick Smith, seconded by Robert Melick, to approve the minutes of the May 5, 2020 work session.

Motion carried by unanimous voice vote.

V. COMMUNICATIONS TO THE BOARD

None

VI. OLD BUSINESS

None

VII. MONTHLY REPORTS OF BOARD SECRETARY AND TREASURER

Motion made by Patrick Smith, seconded by Christopher McGee, 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:23A-16.10(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:23A-16.10(a)1 and

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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 29, 2020 through May 19, 2020 current expense bill list for check numbers 19265 to 19285 totaling \$443,865.66.

Motion carried by unanimous roll call vote.

Motion made by Travis Conway, seconded by Christopher McGee, 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.

Motion carried by unanimous roll call vote.

IX. PUBLIC INPUT

None

X. CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Cohen reported the NJSBA Delegate Assembly approved Alpha, Bloomsbury and Pohatcong's resolution regarding their Board seat on the Phillipsburg Board of Education.

Mr. Cohen said that he has been participating in the "Leadership in Crisis" professional development and it has been informative.

Mr. Cohen told the Board that guidance from the State is to plan for reopening in September while being prepared in case that is not feasible. Further information should be forthcoming. The Governor is expected to discuss potential FY21 state aid cuts on May 22nd.

Mr. Cohen stated that the district would be receiving \$44,767 through the CARES act.

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.

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Consent Agenda Motion: BUSINESS AFFAIRS

Motion made by Travis Conway, seconded by Christopher McGee, to approve the following business affairs agenda items **2.1** through **2.4**.

Motion carried by unanimous roll call vote.

- 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.
- 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.

Consent Agenda Motion: PERSONNEL AFFAIRS

Motion made by Patrick Smith, seconded by Christopher McGee, to approve the following personnel affairs agenda items **3.1** through **3.6**.

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Motion carried by unanimous roll call vote.

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

- Melissa Bickert
- Barbara D'Aprile
- 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.

Consent Agenda Motion: SCHOOL AFFAIRS

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

Motion carried by unanimous roll call vote.

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

XI. NEW BUSINESS

Mr. Cohen discussed promotion ideas with the Board.

XII. PUBLIC INPUT

None

XIII. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:27 p.m. on a motion by Patrick Smith, seconded by Christopher McGee.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz
Business Administrator/ Board Secretary