

# ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION

Regular Meeting Minutes – May 18, 2021 at 7:00 p.m.  
Approved June 15, 2021

## I. INTRODUCTORY ITEMS

### CALL TO ORDER:

President, Jennifer Pettinelli called the meeting to order at 7:13 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, Patrick Smith  
Travis Conway  
Christopher McGee  
Loretta Reed

#### Absent

#### 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.

## II. PRESENTATION

NJSAB Representative Kathy Helewa presented the Board's Strategic Plan.

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**III. REORGANIZATION**

**RULES FOR BOARD GOVERNANCE**

Motion made by Patrick Smith, seconded by Loretta Reed, to adopt the following as they apply to the rules for board governance, for the ensuing school year 2021-2022:

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 Patrick Smith, seconded by Christopher McGee, to approve the following appointments for the 2021-2022 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

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District Testing Coordinator	Seth Cohen
Public Agency Compliance Officer	Seth Cohen
Attendance Officer	Seth Cohen
Right to Know Compliance Officer	Ed Sorge
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 Loretta Reed, 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 Christopher McGee, 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 2021-2022 school year.

Motion carried by unanimous roll call vote.

**AUTHORIZATION OF FUNDS TRANSFERS**

Motion made by Patrick Smith, seconded by Loretta Reed, 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 2021-2022 school year.

Motion carried by unanimous roll call vote.

**FINANCIAL DEPOSITORY AND CHECK SIGNATURES**

Motion made by Patrick Smith, seconded by Christopher McGee, to designate PNC Bank as the official depository for school funds, in the 2021-2022 school year.

Motion carried by unanimous roll call vote.

Motion made by Patrick Smith, seconded by Travis Conway, 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

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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 Travis Conway, to establish the petty cash fund for the 2021-2022 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.

Motion carried by unanimous roll call vote.

**ADOPTION OF 2021-2022 SCHOOL BUDGET**

Motion made by Patrick Smith, seconded by Travis Conway, to adopt the 2021-2022 school budget, in the amount of \$6,402,351, local levy in the amount of \$3,885,988, approved by the Alpha Board of Education, on May 4, 2021; and, to empower the Chief School Administrator and Board Secretary/School Business Administrator to implement the 2021-2022 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.

**REQUISITION OF TAXES (2021-2022 Local Levy)**

Motion made by Patrick Smith, seconded by Travis Conway, to authorize the Board Secretary to request from the Borough of Alpha the 2021-2022 certified school taxes, in the amount of \$3,885,988, to be paid to the Alpha Board of Education, pursuant to NJSA 54:4-75, as follows:

August 2, 2021	\$777,197.60
September 1, 2021	388,598.80
October 1, 2021	388,598.80
November 1, 2021	388,598.80
January 3, 2022	388,598.80
February 1, 2022	388,598.80
March 1, 2022	388,598.80
April 1, 2022	388,598.80

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May 2, 2022                    388,598.80  
   \$3,885,988.00

Motion carried by unanimous roll call vote.

**IV. APPROVAL OF BOARD MINUTES**

Motion made by Patrick Smith, seconded by Travis Conway, to approve the minutes of the May 4, 2021 regular meeting.

Motion carried by unanimous voice vote.

Motion made by Patrick Smith, seconded by Travis Conway, to approve the minutes of the May 4, 2021 executive session.

Motion carried by unanimous voice vote.

**V. COMMUNICATIONS TO THE BOARD**

Jennifer Pettinelli told the Board that they received a letter from the staff thanking them for recognizing Teacher Appreciation Week.

**VI. OLD BUSINESS**

Mr. Cohen referred to the contract with the Cooper Technology Group for the fire alarm replacement on the agenda and reviewed the time frame moving forward.

**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 2021** and further that, in compliance with NJAC 6A:23-2.11(c)4, the Board of Education certifies that as of **April 30, 2021**, 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.

Motion carried by unanimous roll call vote.

**VIII. APPROVAL OF TRANSFERS/LIST OF BILLS**

Motion made by Patrick Smith, seconded by Christopher McGee, approve the May 5, 2021 through May 18, 2021 current expense bill list for check numbers 19761 to 19778 totaling \$360,007.07.

Motion carried by unanimous roll call vote.

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**IX. PUBLIC INPUT**

None

**X. CHIEF SCHOOL ADMINISTRATOR'S REPORT**

Mr. Cohen told the Board that the guidelines for promotion have changed and he would meet with the 8<sup>th</sup> grade parents to review.

Mr. Cohen acknowledged and thanked the PTO for providing pizza for the students on the last day of school.

Mr. Cohen said that the Governor stated that all schools would be open full time come September. There will no longer be a remote learning option except for under an extreme circumstance.

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

Motion carried by roll call vote. All members voting in the affirmative with Christopher McGee abstaining from motion 1.2.

**1.1** To submit the 2020 School Security Grant in the amount of \$20,000 to support Alyssa's Law compliance.

**1.2** To approve the settlement agreement in the matter of P.V. vs Alpha BOE.

**Consent Agenda Motion: BUSINESS AFFAIRS**

Motion made by Patrick Smith, seconded by Christopher McGee, to approve the following business affairs agenda items **2.1** through **2.5**.

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 2021-22 school year at a fee of \$65,000.

**2.2** To approve SennSysCo LLC to provide IT services for the 2021-22 school year at an hourly rate of \$70.

**2.3** To approve a withdrawal from the emergency reserve account in the amount of

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\$95,000 for the purpose of installing a complete fire alarm system.

- 2.4** To approve a contract with the Cooper Technology Group to perform the emergency service of installing a complete fire alarm system in the amount of \$115,000.
- 2.5** To approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2021-22 school year for a management fee of \$8,033.05 and a breakeven, no-cost guarantee food service operation, including the management fee.

**Consent Agenda Motion: PERSONNEL AFFAIRS**

Motion made by Patrick Smith, seconded by Travis Conway, to approve the following personnel affairs agenda items **3.1** through **3.3**.

Motion carried by unanimous roll call vote.

- 3.1** To offer employment to the listed tenured certified staff, for the 2021-2022 school year:

- Melissa Bickert
- Barbara D'Aprile
- Stuart Davis
- Stephanie Flynn
- Kimberly Gilles
- Kristi Horan
- Ernest Kaminski
- Jessica Kelliher
- Joan Kern
- 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 2021-2022 school year:

- Patricia Cote
- Samantha Davis
- Elizabeth Farnsworth
- Laura Griffiths
- Elyse Linfante
- Kristine McGrath
- Robert Miller
- Dawn Melise
- Brittany Nailos
- Jennifer Truby

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Lorraine Veal

**3.3** To offer employment to the listed Support Staff for the 2021-2022 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>			
Sorge, Reinhard	Head Custodian	12	TBD
Hoernlein, Charles	Custodian	12	TBD
Rissmiller, Charles	Part-Time Custodian	10	TBD
<u>Aides</u>			
Brotzman, Bernard	PT Aide	10	TBD
Hunter, Delia	PT Aide	10	TBD
Lawson, Susan	PT Aide	10	TBD
McGuinness, Judy	FT Aide	10	TBD
Pecchia, Melissa	PT Aide	10	TBD
Petras, Susan	PT Aide	10	TBD
Scheier, Devon	PT Aide	10	TBD
Von Unctrup, Katherine	PT Aide	10	TBD
Welch, Kelly	FT Aide	10	TBD

**Consent Agenda Motion: SCHOOL AFFAIRS**

Motion made by Patrick Smith, seconded by Christopher McGee, to approve the following school affairs agenda item **4.1**.

Motion carried by unanimous roll call vote.

**4.1** To approve the placement of the identified students in the Warren Glen Academy for the 2021-22 school year at an annual tuition rate of \$57,762.60.

**XI. NEW BUSINESS**

None

**XII. PUBLIC INPUT**

None

**XIII. EXECUTIVE SESSION**

Motion made by Patrick Smith, seconded by Travis Conway, to adopt the following resolution to enter into executive session at 7:51 p.m. This executive session is expected

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to last about 15 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 public upon resolution of all information discussed.
3. This Resolution shall take effect immediately.

**XIV. RECONVENE**

Motion made by Patrick Smith, seconded by Travis Conway, to reconvene the meeting to public session at 7:57 p.m.

Motion carried by unanimous voice vote

**XIV. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:58 p.m. on a motion by Patrick Smith, seconded by Travis Conway.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz  
Business Administrator/ Board Secretary