

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION

Regular Meeting Minutes – May 17, 2022 at 7:00 p.m.
Approved June 21, 2022

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, Patrick Smith
Travis Conway
Louis Hardy
Christopher McGee
Linda Sutch

Absent

Loretta Reed arrived at 7 :03 p.m.

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 Christopher McGee, to adopt the following as they apply to the rules for board governance, for the ensuing school year 2022-2023:

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 2022-2023 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	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 Christopher McGee, 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 Linda Sutch, 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 2022-2023 school year.

Motion carried by unanimous roll call vote.

AUTHORIZATION OF FUNDS TRANSFERS

Motion made by Patrick Smith, seconded by Christopher McGee, 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 2022-2023 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 2022-2023 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 & 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 2022-2023 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 2022-2023 SCHOOL BUDGET

Motion made by Patrick Smith, seconded by Linda Sutch, to adopt the 2022-2023 school budget, in the amount of \$6,465,103, local levy in the amount of \$3,963,708, approved by the Alpha Board of Education, on May 5, 2022; and, to empower the Chief School Administrator and Board Secretary/School Business Administrator to implement the 2022-2023 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 (2022-2023 Local Levy)

Motion made by Patrick Smith, seconded by Christopher McGee, to authorize the Board Secretary to request from the Borough of Alpha the 2022-2023 certified school taxes, in the amount of \$3,963,708, to be paid to the Alpha Board of Education, pursuant to NJSA 54:4-75, as follows:

August 1, 2022	\$792,741.60
September 1, 2022	396,370.80
October 3, 2022	396,370.80
November 1, 2022	396,370.80
January 2, 2023	396,370.80
February 1, 2023	396,370.80
March 1, 2023	396,370.80
April 3, 2023	396,370.80
May 2, 2023	<u>396,370.80</u>
	\$3,963,708.00

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 May 5, 2022 regular meeting.

Motion carried by unanimous voice vote.

Motion made by Patrick Smith, seconded by Linda Sutch, to approve the minutes of the May 5, 2022 executive session.

Motion carried by unanimous voice vote.

V. COMMUNICATIONS TO THE BOARD

Jennifer Pettinelli told the Board it had received a thank you card from Stephanie Flynn.

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 2022** and further that, in compliance with NJAC 6A:23-2.11(c)4, the Board of Education certifies that as of **April 30, 2022**, 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

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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, to approve the May 6, 2022 through May 17, 2022 current expense bill list for check numbers 20243 to 20257 totaling \$358,554.80.

Motion carried by unanimous roll call vote.

IX. PUBLIC INPUT

None

X. CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Cohen said that Dance Camera will be the photographer for student pictures next school year.

Mr. Cohen told the Board that his self-evaluation will be done shortly and made available for the Board's review.

Mr Cohen stated that the district held a required evacuation drill and provided the reasoning behind the two unexpected shelter in place drills today. Throughout all of it, Mr. Cohen said the kids were exceptionally behaved and organized.

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 Christopher McGee, to approve the following board affairs agenda item **1.1**.

Motion carried by unanimous roll call vote.

1.1 To approve the second reading and adoption of the following policies and regulations:

- P 1648.15 Recordkeeping for Healthcare Settings in School Buildings - COVID-19
- P 2415.04 Title I District - Wide Parent and Family Engagement
- P 2415.50 Title I School Parent and Family Engagement
- P 2417 Student Intervention and Referral Services
- P 3161 Examination for Cause (Revised)

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- P 4161 Examination for Cause (Revised)
- P 5512 Harassment, Intimidation, and Bullying
- P 7410 Maintenance and Repair
- R 7410 Maintenance and Repair
- R 7410.01 Facilities Maintenance, Repair Scheduling, and Accounting
- P 8420 Emergency and Crisis Situations
- P 9320 Cooperation with Law Enforcement Agencies
- R 9320 Cooperation with Law Enforcement Agencies

Consent Agenda Motion: BUSINESS AFFAIRS

Motion made by Patrick Smith, seconded by Linda Sutch, to approve the following business affairs agenda items **2.1** through **2.2**.

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 2022-23 school year at a fee of \$70,000.
- 2.2** To approve SennSysCo LLC to provide IT services for the 2022-23 school year at an hourly rate of \$70.

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 **3.5**.

Motion carried by unanimous roll call vote.

- 3.1** To offer employment to the listed tenured certified staff, for the 2022-2023 school year:

- Melissa Bickert
- Patricia Cote
- Barbara D'Aprile
- Stuart Davis
- Kimberly Gilles
- Kristi Horan
- Ernest Kaminski
- Jessica Kelliher
- Joan Kern
- Diane Laustsen
- Pamela Lerner Cutarelli
- Megan Mason
- Robert Miller
- Brittany Nailos
- Sarah Payne

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Kelly Phillips
Renee Smith
Kelsey Vanhorn
Kimberlee Weiss

3.2 To offer employment to the listed non-tenured certified staff, for the 2022-2023 school year:

Samantha Davis
Elizabeth Farnsworth
Laura Griffiths
Elyse Linfante
Kristine McGrath
Dawn Melise
Jennifer Truby
Lorraine Veal

3.3 To offer employment to the listed Support Staff for the 2022-2023 school year:

<u>Clerical</u>	<u>Job Title</u>	<u>Months</u>	<u>Salary</u>
Yale, Melissa	Executive Secretary	12	TBD
Ascolese, Bethany	School Secretary	12	TBD
<u>Treasurer</u>			
Rossetti, Lorraine	Treasurer		TBD
<u>Operations</u>			
Sorge, Reinhard	Facilities Manager	12	TBD
Hoernlein, Charles	Custodian	12	TBD
Rissmiller, Charles	Part-Time Custodian	10	TBD
<u>Aides</u>			
Brotzman, Bernard	PT Aide	10	TBD
Gyorfi, Donna	PT Aide	10	TBD
Lawson, Susan	PT Aide	10	TBD
McGuinness, Judy	FT Aide	10	TBD
O’Krepka, Michael	PT Aide	10	TBD
Pecchia, Melissa	FT Aide	10	TBD
Scheier, Devon	FT Aide	10	TBD
Von Uchtrup, Katherine	PT Aide	10	TBD
Welch, Kelley	FT Aide	10	TBD

3.4 To approve the appointment of Seth Cohen as the Chief School Administrator of the Alpha School District for a term beginning on July 1, 2022 and expiring on June 30, 2027 with an initial annual salary of \$158,410; and to approve the employment agreement between the Board and the Chief School Administrator, which has been approved by the Executive County Superintendent, and to authorize the Board President and Board Secretary to execute the agreement on behalf of the Alpha Board of Education.

3.5 To approve a memorandum of agreement with the Warren County Special Services School District to provide related services on an as needed basis for the 2022-23 school year.

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Consent Agenda Motion: SCHOOL AFFAIRS

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

Motion carried by roll call vote. All members voting in the affirmative with Christopher McGee voting “no” for motion 4.2.

4.1 To approve an extended early intervention contract with The Arc Warren County Chapter, Inc./Project First step to provide early intervention services for the identified child for the 2022 extended school year at a rate of \$100/hr for developmental intervention services and \$130/hr for occupational therapy services each capped at one hour per week.

4.2 To approve the LGBTQ Diversity and Inclusion curriculum.

4.3 To approve the following field trips:

- 8th grade to Dorney Park on 6/6/22.
- 8th grade to the Alpha Park on 6/7/22.

XI. NEW BUSINESS

Mr. Cohen asked the Board’s opinion on how they would like to go forward with end of the year ceremonies and gave some ideas on how to accomplish this. The Board would like to proceed with these events.

Mr. Cohen said that the district is aiming to conduct a re-registration process before the start of the 2023-24 school year.

Jennifer Pettinelli asked that any Board members interested in attending the 2022 NJSBA Convention let her know as soon as possible.

Christopher McGee commended the District and custodians for respectfully having the flag at the appropriate staff at all times in adherence to the Governor’s orders.

XII. PUBLIC INPUT

None

XIII. ADJOURNMENT-

There being no further business to come before the Board, the meeting was adjourned at 7:34 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