

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION

Regular Meeting Minutes – April 25, 2023 at 7:00 p.m.
Approved May 16, 2023

I. INTRODUCTORY ITEMS

CALL TO ORDER:

President, Patrick Smith called the meeting to order at 7:08 p.m. and asked everyone to please stand for the Pledge of Allegiance and a subsequent moment of silence.

OPEN PUBLIC MEETINGS ACT:

Patrick Smith 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, Patrick Smith
Vice-President, Christopher McGee
Travis Conway
Loretta Reed

Absent

Louis Hardy
Jennifer Pettinelli

Others Present

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

Flag Salute – Pledge of Allegiance

Silent Meditation

President, Patrick Smith 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

Mr. Cohen presented the FY24 district budget.

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III. APPROVAL OF BOARD MINUTES

Motion made by Travis Conway, seconded by Christopher McGee, to approve the minutes of the March 20, 2023 regular meeting.

Motion carried by unanimous voice vote.

Motion made by Travis Conway, seconded by Christopher McGee, to approve the minutes of the March 20, 2023 executive session.

Motion carried by unanimous voice vote.

IV. COMMUNICATIONS TO THE BOARD

Patrick Smith told the Board that he received an email from the Lopatcong Board of Education President inquiring to the Alpha Board of Education's stance on Bloomsbury attempt to sever its send/receive relationship with Phillipsburg High School.

V. OLD BUSINESS

Mr. Cohen said that re-registration has gone well.

VI. MONTHLY REPORTS OF BOARD SECRETARY AND TREASURER

Motion made by Travis Conway, 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 **March 2023** and further that, in compliance with NJAC 6A:23-2.11(c)4, the Board of Education certifies that as of **March 31, 2023**, 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.

VII. APPROVAL OF TRANSFERS/LIST OF BILLS

Motion made by Travis Conway, seconded by Christopher McGee, to approve the March 21, 2023 through April 25, 2023 current expense bill list for check numbers 20736 to 20783 totaling \$729,885.02.

Motion carried by unanimous roll call vote.

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Motion made by Travis Conway, seconded by Christopher McGee, to approve budget transfers in the amount of \$33,279 as presented for the period March 21, 2023 through April 25, 2023 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. CHIEF SCHOOL ADMINISTRATOR’S REPORT

Mr. Cohen reported that two Alpha students were recognized as winners of the Conservative Wildlife Association of NJ essay contest.

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

Motion carried by unanimous roll call vote.

1.1 To approve the first reading of the following policies and regulations:

- | | |
|-----------|--|
| P 0144 | Board Member Orientation and Training (Revised) |
| P 2520 | Instructional Supplies |
| R 2520 | Instructional Supplies |
| P 3217 | Use of Corporal Punishment (Revised) |
| P 4217 | Use of Corporal Punishment (New) |
| P 5305 | Health Services Personnel |
| P 5308 | Student Health Records |
| R 5308 | Student Health Records |
| P 5310 | Health Services |
| R 5310 | Health Services |
| P 6112 | Reimbursement of Federal and Other Grant Expenditures |
| R 6115.01 | Federal Awards/Funds Internal Controls – Allowability of Costs (M) (New) |
| P 6115.04 | Federal Funds – Duplication of Benefits (M) (New) |
| P 6311 | Contracts for Goods or Services Funded by Federal Grants |

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P 7440	School District Security
P 9100	Public Relations (Abolished)
P 9140	Citizens Advisory Committees (Revised)
R 9140	Citizens Advisory Committee (M) (Abolished)

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 **2.5**.

Motion carried by unanimous roll call vote.

2.1 To adopt the following resolution to approve 2023-24 school district budget:

BE IT RESOLVED to approve the 2023-24 school district budget as follows:

	Budget	Local Tax Levy
General Fund	\$6,779,561	\$4,159,920
Special Revenue Fund	<u>121,588</u>	
Total Base Budget	\$6,901,149	\$4,159,920

BE IT RESOLVED that the Board of Education includes in the tentative budget the adjustment for enrollment in the amount of \$64,505. The district intends to utilize this adjustment for supplies and materials necessary for the additional students.

BE IT FURTHER RESOLVED that the Alpha Board of Education includes in the proposed budget the adjustment for the use of banked cap in the amount of \$120,061. The additional funds are included in the base budget and will be used toward tuition for special education out of district placements as well as transportation costs. The said need will be completed by the end of the 2023-24 budget year and will not be deferred or incrementally completed over a longer period of time.

WHEREAS, the Alpha Board of Education recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A-7.1 et seq. requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$1,500 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

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WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A-7.1 et seq., but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A-7.1 et seq. as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel and related expense reimbursements in accordance with N.J.A.C. 6A:23A-7.2(b), to a maximum expenditure of \$15,000 for all staff and board members.

- 2.2** To approve a student lunch price of \$3.25 and milk price of \$0.70 for the 2023-24 school year.
- 2.3** To approve a student breakfast price of \$1.75 for the 2023-24 school year.
- 2.4** To approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2023-24 school year, at a total cost of contract of \$82,230.41, for a management fee of \$9,543.26 with no guarantee.
- 2.5** 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 Travis Conway, seconded by Christopher McGee, to approve the following personnel affairs agenda items **3.1** through **3.4**.

Motion carried by unanimous roll call vote.

- 3.1** To approve a consultant agreement with Debbie Diller & Associates, Inc. to provide professional development on March 8, 2023 at a cost of \$3,500.
- 3.2** 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 2023-24 school year.
- 3.3** To approve a public school services contract with the Hunterdon County Educational Services Commission for the 2023-24 school year per the service rate proposal.
- 3.4** To approve Patricia Cote to be the teaching mentor to Luke Grassi.

Consent Agenda Motion: SCHOOL AFFAIRS

Motion made by Travis Conway, seconded by Christopher McGee, to approve the following school affairs agenda items **4.1** through **4.7**.

Motion carried by unanimous roll call vote.

- 4.1** To approve the New Hope, I.B.H.C. to provide educational instruction to the identified student for the 2021-22 school year, beginning on 12/19/21, at a weekly rate of \$550.
- 4.2** To approve the placement of the identified student in the Warren Glen Academy for the 2023-24 school year at an annual tuition of \$56,566.80.

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4.3 To approve the 2023-24 school year calendar as presented.

4.4 To approve the completion of the bus evacuation drill conducted on April 20, 2023.

4.5 To approve the following building use requests:

- i. AYAA on 6/20/23, 6/27/23, 7/11/23, 7/18/23, 7/25/23, 8/1/23, 8/8/23, 8/15/22 and 8/22/23 from 12:00 pm to 2:00 pm in gym for basketball skills and drills.

4.6 To approve the following field trips:

- 4th & 5th grades to Crystal Cave in Kutztown, PA on 5/22/23.
- 2nd grade to the RVCC Planetarium in Somerville, NJ on 5/30/23.

4.7 To approve the following fundraiser requests:

- PTO to sell beverages & snacks during Eagle Escapades on 3/31/23 to raise money for the PTO general fund.
- PTO to sell bracelets beginning on 3/24/23 to raise money for the PTO general fund.
- Class of 2024 to sell pretzel rods during April to raise money for graduation and field trip expenses.

X. NEW BUSINESS

None

XI. PUBLIC INPUT

None

XII. EXECUTIVE SESSION

Motion made by Travis Conway, seconded by Christopher McGee, to adopt the following resolution to enter into executive session at 7:23 p.m. This executive session is expected to last about 20 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.

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3. This Resolution shall take effect immediately.

XIII. RECONVENE

Motion made by Loretta Reed, seconded by Travis Conway, to reconvene the meeting to public session at 7:39 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 7:40 p.m. on a motion by Loretta Reed, seconded by Travis Conway.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz
Business Administrator/ Board Secretary