

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION

Regular Meeting Minutes – May 16, 2023 at 7:00 p.m.
Approved June 20, 2023

I. INTRODUCTORY ITEMS

CALL TO ORDER:

President, Patrick Smith called the meeting to order at 7:20 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
Louis Hardy
Jennifer Pettinelli

Absent

Travis Conway
Loretta Reed

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

None

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III. REORGANIZATION

RULES FOR BOARD GOVERNANCE

Motion made by Christopher McGee, seconded by Jennifer Pettinelli, to adopt the following as they apply to the rules for board governance, for the ensuing school year 2023-2024:

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 Louis Hardy, seconded by Christopher McGee, to approve the following appointments for the 2023-2024 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
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
Public Agency Compliance Officer	Seth Cohen
Attendance Officer	Seth Cohen
Right to Know Compliance Officer	Ed Sorge
Asbestos Management	R.K. Environmental

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Architect

Parette Somjen Architects

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PERMITTED PUPIL RECORDS

Motion made by Jennifer Pettinelli, 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 Jennifer Pettinelli, 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 2023-2024 school year.

Motion carried by unanimous roll call vote.

AUTHORIZATION OF FUNDS TRANSFERS

Motion made by Louis Hardy, 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 2023-2024 school year.

Motion carried by unanimous roll call vote.

FINANCIAL DEPOSITORY AND CHECK SIGNATURES

Motion made by Christopher McGee, seconded by Louis Hardy, to designate PNC Bank as the official depository for school funds, in the 2023-2024 school year.

Motion carried by unanimous roll call vote.

Motion made by Christopher McGee, seconded by Louis Hardy, 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

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Motion carried by unanimous roll call vote.

PETTY CASH FUNDS

Motion made by Christopher McGee, seconded by Jennifer Pettinelli, to establish the petty cash fund for the 2023-2024 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 2023-2024 SCHOOL BUDGET

Motion made by Christopher McGee, seconded by Louis Hardy, to adopt the 2023-2024 school budget, in the amount of \$6,901,149, local levy in the amount of \$4,159,920, approved by the Alpha Board of Education, on April 25, 2023; and, to empower the Chief School Administrator and Board Secretary/School Business Administrator to implement the 2023-2024 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 (2023-2024 Local Levy)

Motion made by Christopher McGee, seconded by Jennifer Pettinelli, to authorize the Board Secretary to request from the Borough of Alpha the 2023-2024 certified school taxes, in the amount of \$4,159,920, to be paid to the Alpha Board of Education, pursuant to NJSA 54:4-75, as follows:

August 1, 2023	\$831,984.00
September 1, 2023	415,992.00
October 2, 2023	415,992.00
November 1, 2023	415,992.00
January 2, 2024	415,992.00
February 1, 2024	415,992.00
March 1, 2024	415,992.00
April 1, 2024	415,992.00
May 1, 2024	<u>415,992.00</u>
	\$4,159,920.00

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IV. APPROVAL OF BOARD MINUTES

Motion made by Christopher McGee, seconded by Louis Hardy, to approve the minutes of the April 25, 2023 regular meeting.

Motion carried by unanimous voice vote.

Motion made by Christopher McGee, seconded by Jennifer Pettinelli, to approve the minutes of the April 25, 2023 executive session.

Motion carried by unanimous voice vote.

V. COMMUNICATIONS TO THE BOARD

Patrick Smith told the Board that he received an email from Carl Johnson expressing interest in the vacant Board seat. After speaking to Mr. Johnson, the Board introduced the following motion:

Motion made by Christopher McGee, seconded by Jennifer Pettinelli, to appoint Carl Johnson to fill the vacant Board of Education seat.

Motion carried by unanimous voice vote.

Mr. Johnson was administered the oath of office.

VI. OLD BUSINESS

None

VII. MONTHLY REPORTS OF BOARD SECRETARY AND TREASURER

Motion made by Christopher McGee, seconded by Jennifer Pettinelli, 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 2023** and further that, in compliance with NJAC 6A:23-2.11(c)4, the Board of Education certifies that as of **April 30, 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.

VIII. APPROVAL OF TRANSFERS/LIST OF BILLS

Motion made by Christopher McGee, seconded by Jennifer Pettinelli, to approve the April 26, 2023 through May 16, 2023 current expense bill list for check numbers 20784 to 20808 totaling \$546,022.16.

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Motion carried by unanimous roll call vote.

Motion made by Christopher McGee, seconded by Jennifer Pettinelli, to approve budget transfers in the amount of \$8,355.94 as presented for the period April 26, 2023 through May 16, 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.

IX. PUBLIC INPUT

None

X. CHIEF SCHOOL ADMINISTRATOR’S REPORT

Mr. Cohen said that state testing had started and that there is a HIB self-assessment on the agenda for approval.

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 Jennifer Pettinelli, 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 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) |

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P 6115.04	Federal Funds – Duplication of Benefits (M) (New)
P 6311	Contracts for Goods or Services Funded by Federal Grants
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: PERSONNEL AFFAIRS

Motion made by Jennifer Pettinelli, seconded by Louis Hardy, to approve the following personnel affairs agenda items **3.1** through **3.6**.

Motion carried by unanimous roll call vote.

3.1 To offer employment to the listed tenured certified staff, for the 2023-2024 school year:

- Melissa Bickert
- Patricia Cote
- Barbara D’Aprile
- Samantha Davis
- Stuart Davis
- Kimberly Gilles (.5 FTE)
- Kristi Horan
- Ernest Kaminski
- Jessica Kelliher
- Joan Kern
- Diane Laustsen
- Pamela Lerner Cutarelli
- Megan Mason
- Kristine McGrath
- Brittany Nailos
- Sarah Payne
- Kelly Phillips
- Renee Smith
- Kelsey Tinsman
- Kimberlee Weiss

3.2 To offer employment to the listed non-tenured certified staff, for the 2023-2024 school year:

- Shelby Axelrod
- Elizabeth Farnsworth
- Laura Griffiths
- Jennifer Truby
- Lorraine Veal (.5 FTE)

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3.3 To offer employment to the listed Support Staff for the 2023-2024 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	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
Collucci, Camie	PT Aide	10	TBD
Frankle, Jodi	PT Aide	10	TBD
Lawson, Susan	PT Aide	10	TBD
Pecchia, Melissa	PT Aide	10	TBD
Roe, Carissa	PT Aide	10	TBD
Scheier, Devon	PT Aide	10	TBD
Von Uchtrup, Katherine	PT Aide	10	TBD
Welch, Kelley	PT Aide	10	TBD

3.4 To approve a consultant agreement with Debbie Diller & Associates, Inc. to provide professional development on October 6, 2023 at a cost of \$3,500.

3.5 To approve Luke Grassi to take time off without pay.

3.6 To approve Luke Grassi’s resignation effective June 30, 2023.

Consent Agenda Motion: SCHOOL AFFAIRS

Motion made by Jennifer Pettinelli, seconded by Christopher McGee, to approve the following school affairs agenda items **4.1** through **4.5**.

Motion carried by unanimous roll call vote.

4.1 To Ed Sorge to attend the “2023 NJ Sustainability Summit” on 5/5/23 in Holmdel, NJ. Cost is \$40 registration and mileage.

4.2 To approve the NJDOE official release of the 2021-2022 Anti-Bullying Bill of Rights District and School Grade Report with a score of 74/78.

4.3 To approve the following building use requests:

- i. Little Liners Cheerleading per the attached schedule on the side playground field for cheer practices and team building.

4.4 To approve the following fundraiser requests:

- PTO to sell APS Spirit Wear from 4/25/23 to 5/5/23 to raise money for the PTO general fund.
- PTO to conduct an annual yard sale on 6/3/23 & 6/4/23 to raise money for the PTO general fund.

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4.5 To approve the following field trips:

- 8th grade to the Alpha Park and Pavilion on 6/6/23.

XI. NEW BUSINESS

None

XII. PUBLIC INPUT

None

XIII. EXECUTIVE SESSION

Motion made by Jennifer Pettinelli, seconded by Christopher McGee, to adopt the following resolution to enter into executive session at 7:38 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.
3. This Resolution shall take effect immediately.

XIV. RECONVENE

Motion made by Jennifer Pettinelli, seconded by Christopher McGee, to reconvene the meeting to public session at 8:06 p.m.

Motion carried by unanimous voice vote

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XV. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 8:07 p.m. on a motion by Christopher McGee, seconded by Jennifer Pettinelli.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz
Business Administrator/ Board Secretary