

# Alpha Borough Public School Board of Education

## REGULAR SCHOOL BOARD MEETING

May 21, 2024 7:00 p.m.

# Agenda

### I. CALL TO ORDER

### II. OPENING STATEMENTS

#### A. Reading of the Notice of Public Meeting-

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.

#### B. Roll Call

Travis Conway	_____
Louis Hardy	_____
Christopher McGee	_____
Jennifer Pettinelli	_____
Loretta Reed	_____
Patrick Smith	_____
Brian Williams	_____

#### C. Flag Salute – Pledge of Allegiance

#### D. Silent Meditation

#### E. 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.

### III. PRESENTATION

### IV. REORGANIZATION

#### RULES FOR BOARD GOVERNANCE

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the following as they apply to the rules for board governance, for the ensuing school year 2024-2025:

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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.

**ROLL CALL VOTE**

Conway	_____	Reed	_____
Hardy	_____	McGee	_____
Pettinelli	_____	Smith	_____

**BOARD APPOINTMENTS**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following appointments for the 2024-2025 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

ROLL CALL VOTE

Conway	_____	Reed	_____	Smith	_____
Hardy	_____	Williams	_____		
Pettinelli	_____	McGee	_____		

**PERMITTED PUPIL RECORDS**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, 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.

ROLL CALL VOTE

Conway	_____	Reed	_____	Smith	_____
Hardy	_____	Williams	_____		
Pettinelli	_____	McGee	_____		

**OFFICIAL NEWSPAPERS**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, 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 2024-2025 school year.

ROLL CALL VOTE

Conway	_____	Reed	_____	Smith	_____
Hardy	_____	Williams	_____		
Pettinelli	_____	McGee	_____		

**AUTHORIZATION OF FUNDS TRANSFERS**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, 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 2024-2025 school year.

ROLL CALL VOTE

Conway	_____	Reed	_____	Smith	_____
Hardy	_____	Williams	_____		
Pettinelli	_____	McGee	_____		

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**FINANCIAL DEPOSITORY AND CHECK SIGNATURES**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to designate PNC Bank as the official depository for school funds, in the 2024-2025 school year.

ROLL CALL VOTE

Conway _____	Reed _____	Smith _____
Hardy _____	Williams _____	
Pettinelli _____	McGee _____	

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, 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

ROLL CALL VOTE

Conway _____	Reed _____	Smith _____
Hardy _____	Williams _____	
Pettinelli _____	McGee _____	

**PETTY CASH FUNDS**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to establish the petty cash fund for the 2024-2025 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.

ROLL CALL VOTE

Conway _____	Reed _____	Smith _____
Hardy _____	Williams _____	

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Pettinelli \_\_\_\_\_ McGee \_\_\_\_\_

**ADOPTION OF 2024-2025 SCHOOL BUDGET**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adopt the 2024-2025 school budget, in the amount of \$7,607,090, local levy in the amount of \$4,243,118, approved by the Alpha Board of Education, on May 7, 2024; and, to empower the Chief School Administrator and Board Secretary/School Business Administrator to implement the 2024-2025 school budget pursuant to the policies and regulations of the Alpha Board of Education and the State Department of Education.

**ROLL CALL VOTE**

Conway _____	Reed _____	Smith _____
Hardy _____	Williams _____	
Pettinelli _____	McGee _____	

**REQUISITION OF TAXES (2024-2025 Local Levy)**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Board Secretary to request from the Borough of Alpha the 2024-2025 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, 2024	\$848,623.60
September 2, 2024	424,311.80
October 1, 2024	424,311.80
November 1, 2024	424,311.80
January 2, 2025	424,311.80
February 3, 2025	424,311.80
March 3, 2025	424,311.80
April 1, 2025	424,311.80
May 1, 2025	<u>424,311.80</u>
	<b>\$4,243,118.00</b>

**ROLL CALL VOTE**

Conway _____	Reed _____	Smith _____
Hardy _____	Williams _____	
Pettinelli _____	McGee _____	

**IV. APPROVAL OF BOARD MINUTES**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes of the May 7, 2024 regular meeting.

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VOICE VOTE

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the minutes of the May 7, 2024 executive session.

VOICE VOTE

**V. COMMUNICATIONS TO THE BOARD**

**VI. OLD BUSINESS**

**VII. MONTHLY REPORTS OF BOARD SECRETARY AND TREASURER**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of **April 2024** and further that, in compliance with NJAC 6A:23A-16.10c3, the Board of Education certifies that as of **April 30, 2024**, after review of the secretary's monthly financial report and upon consultation with the appropriate district officials no major account has been over expended in violation of NJAC 6A:23A-16.10c4 and that sufficient funds are available to meet the district's financial obligations for the remainder of the fiscal year.

ROLL CALL VOTE

Conway	_____	Reed	_____	Smith	_____
Hardy	_____	Williams	_____		
Pettinelli	_____	McGee	_____		

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

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the May 8, 2024 through May 21, 2024 current expense bill list for check numbers 21373 to 21394 totaling \$219,483.64.

ROLL CALL VOTE

Conway	_____	Reed	_____	Smith	_____
Hardy	_____	Williams	_____		
Pettinelli	_____	McGee	_____		

**IX. PUBLIC INPUT**

Public participation shall be governed by BOE Bylaw 0167 Public Participation in Board Meetings. Public comments are invited on matters pertaining only to the agenda at this time. All participants shall be given three (3) minutes to speak and shall state their name, place of residence, and group affiliation, if appropriate.

The Board uses the public comment period as an opportunity to listen to citizen concerns, but please be aware that not all issues brought to a board meeting will be resolved this evening; rather, the Board will, in appropriate cases, delegate the authority to investigate the matter to the Superintendent or his designee.

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Please let the record reflect that the BOE does not endorse your comments nor will the BOE be held liable for comments you make about a staff member, or other person, which the staff member, or other person, may consider defamatory and/or libelous, as that individual retains all rights to pursue any legal remedies against you.

X. EXECUTIVE SESSION TO DISCUSS PERSONNEL, NEGOTIATIONS, STUDENT ISSUES, AND/OR LEGAL MATTERS

In – Time: \_\_\_\_\_ Motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

VOICE VOTE

Out – Time: \_\_\_\_\_ Motion by \_\_\_\_\_, seconded by \_\_\_\_\_.

VOICE VOTE

XI. CHIEF SCHOOL ADMINISTRATOR’S REPORT

XII. STUDENT REPRESENTATIVE REPORT

ACTION ITEMS: Upon the recommendation of the Chief School Administrator

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: BUSINESS AFFAIRS

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following business affairs agenda items 2.1 through 2.8.

- 2.1 To approve an agreement with Maschio’s Food Service, Inc. to provide operation and management of the district’s food service program for the 2024-25 school year, at a total cost of contract of \$115,282.86, for a management fee of \$9,679.77 with no guarantee.
2.2 To approve Avalon Therapy, LLC to provide physical therapy services for ESY’24 at an hourly rate of \$98.
2.3 To approve Hillmar, LLC to provide educational specialist services for the 2023-24 school year per the specified rates.
2.4 To approve Hillmar, LLC to provide educational specialist services for the 2024-25 school year per the specified rates.
2.5 To approve Kiersten Steidle to provide occupational therapy services for the 2024-25 school year at an hourly rate of \$85.
2.6 To approve Allison Didden to provide Teacher of the Deaf services to the identified student for the 2023-24 school year, beginning on May 14th, at an hourly rate of \$75.

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- 2.7 To approve Karen Pereira to provide occupational therapy services for the 2024-25 school year at an hourly rate of \$85 and \$400 for evaluations.
- 2.8 To approve Susan Pensack to provide child study team services for the 2024-25 school year at an hourly rate of \$70 and \$475 per completed evaluation and report.

ROLL CALL VOTE

Conway _____	Reed _____	Smith _____
Hardy _____	Williams _____	
Pettinelli _____	McGee _____	

**Consent Agenda Motion: PERSONNEL AFFAIRS**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following personnel affairs agenda items 3.1 through 3.9.

- 3.1 To offer employment to the listed tenured certified staff, for the 2024-2025 school year:

- Melissa Bickert
- Patricia Cote
- Samantha Davis
- Stuart Davis
- Elizabeth Farnsworth
- Kimberly Gilles
- Laura Griffiths
- 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
- Jennifer Truby
- Lorraine Veal (.5 FTE)
- Kimberlee Weiss

- 3.2 To offer employment to the listed non-tenured certified staff, for the 2024-2025 school year:



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Shelby Axelrod  
 Bryce Parenti

**3.3** To offer employment to the listed Support Staff for the 2024-2025 school year:

<u>Clerical</u>	<u>Job Title</u>	<u>Months</u>	<u>Salary</u>
Yale, Melissa	Executive Secretary	12	\$56,824
Ascolese, Bethany	School Secretary	12	\$37,142
<u>Treasurer</u>			
Rossetti, Lorraine	Treasurer		\$5,359
<u>Operations</u>			
Sorge, Reinhard	Head Custodian	12	\$61,699
Hoernlein, Charles	Custodian	12	\$37,142
Rissmiller, Charles	Part-Time Custodian	10	\$16.75

**3.4** To hire Lori Walker as the Assistant Principal/Supervisor of Instruction for the 2024-25 school year at a salary of \$90,094.

**3.5** To approve summer hours for Lori Walker from on or about August 7<sup>th</sup> through August 18<sup>th</sup> to be paid at an hourly rate of \$56.31.

**3.6** To approve hiring Stuart Davis as a Summer Custodian, beginning on or after June 24, 2024 through August 31, 2024, at an hourly rate of \$15.13.

**3.7** To approve hiring Robert Griffiths as a Summer Custodian, beginning on or after June 24, 2024 through August 31, 2024, at an hourly rate of \$15.13.

**3.8** To approve hiring Nick Rogalski as a Summer Custodian, beginning on or after June 24, 2024 through August 31, 2024, at an hourly rate of \$15.13.

**3.9** To approve Laura Newman to provide School Psychologist/Supervisor of Special Education services for eight hours a week for the 2024-25 school year at a total cost of \$25,000 with additional approved hours billed at \$80/hour.

**ROLL CALL VOTE**

Conway	_____	Reed	_____	Smith	_____
Hardy	_____	Williams	_____		
Pettinelli	_____	McGee	_____		

**Consent Agenda Motion: SCHOOL AFFAIRS**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to approve the following school affairs agenda items **4.1** through **4.4**.

**4.1** To approve the following fundraiser requests:

- i. PTO on 5/15/24 for the Ice Cream Social to raise money for the general fund.

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**4.2** To approve the following building use requests:

- i. PTO on 5/15/24 from 2:15 pm to 3:15 pm in the cafeteria for the Ice Cream Social.

**4.3** To approve the following field trips:

- 6<sup>th</sup> grade to Regal Cinema in Pohatcong, NJ on 6/6/24.
- 7<sup>th</sup> grade to Bar-Don Lanes in Easton, PA on 6/7/24

**4.4** To approve Ed Sorge to attend the ESCNJ Vendor Expo on 5/21/24 in Edison, NJ.  
Cost is mileage.

**ROLL CALL VOTE**

Conway _____	Reed _____	Smith _____
Hardy _____	Williams _____	
Pettinelli _____	McGee _____	

**XIII. NEW BUSINESS**

**XIV. PUBLIC INPUT**

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**XV. ADJOURNMENT**

Motion made by \_\_\_\_\_, seconded by \_\_\_\_\_, to adjourn at \_\_\_\_\_ p.m.

VOICE VOTE