

**ALPHA BOROUGH PUBLIC SCHOOL BOARD OF
EDUCATION**

**Regular Meeting Minutes – May 21, 2024 at 7:00 p.m.
Approved June 18, 2024**

I. INTRODUCTORY ITEMS

CALL TO ORDER:

President, Patrick Smith 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:

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
Jennifer Pettinelli
Loretta Reed
Brian Williams

Absent

Louis Hardy

Others Present

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

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.

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 21, 2024 at 7:00 p.m.
Approved June 18, 2024

II. PRESENTATION

Patrick Smith read a statement on behalf of the Board of Education regarding the Board's role in addressing student issues and the chain of communication in addressing these issues.

III. REORGANIZATION

RULES FOR BOARD GOVERNANCE

Motion made by Jennifer Pettinelli, seconded by Christopher McGee, to adopt the following as they apply to the rules for board governance, for the ensuing school year 2024-2025:

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 Travis Conway, seconded by Christopher McGee, 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

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 21, 2024 at 7:00 p.m.
Approved June 18, 2024

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 Travis Conway, 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 Travis Conway, 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 2024-2025 school year.

Motion carried by unanimous roll call vote.

AUTHORIZATION OF FUNDS TRANSFERS

Motion made by Travis Conway, 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 2024-2025 school year.

Motion carried by unanimous roll call vote.

FINANCIAL DEPOSITORY AND CHECK SIGNATURES

Motion made by Travis Conway, seconded by Christopher McGee, to designate PNC Bank as the official depository for school funds, in the 2024-2025 school year.

Motion carried by unanimous roll call vote.

Motion made by Travis Conway, 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	2	Board Secretary and Treasurer

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 21, 2024 at 7:00 p.m.
Approved June 18, 2024

Payroll Agency	2	Board Secretary and 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 Travis Conway, seconded by Christopher McGee, 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.

Motion carried by unanimous roll call vote

ADOPTION OF 2024-2025 SCHOOL BUDGET

Motion made by Travis Conway, seconded by Christopher McGee, 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.

Motion carried by unanimous roll call vote

REQUISITION OF TAXES (2024-2025 Local Levy)

Motion made by Travis Conway, seconded by Christopher McGee, 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

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 21, 2024 at 7:00 p.m.
Approved June 18, 2024

May 1, 2025	<u>424,311.80</u>
	\$4,243,118.00

Motion carried by unanimous roll call vote

IV. APPROVAL OF BOARD MINUTES

Motion made by Christopher McGee, seconded by Jennifer Pettinelli, to approve the minutes of the May 7, 2024 regular meeting.

Motion carried by unanimous voice vote.

Motion made by Jennifer Pettinelli, seconded by Christopher McGee, to approve the minutes of the May 7, 2024 executive session.

Motion carried by unanimous voice vote.

V. COMMUNICATIONS TO THE BOARD

None

VI. OLD BUSINESS

None

VII. MONTHLY REPORTS OF BOARD SECRETARY AND TREASURER

Motion made by Christopher McGee, seconded by Travis Conway, 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 2024** and further that, in compliance with NJAC 6A:23-16.10(c)3, 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, to the best of our knowledge, no major account has been over expended in violation of NJAC 6A:23-(c)4 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 Travis Conway, to approve the May 8, 2024 through May 21, 2024 current expense bill list for check numbers 21373 to 21394 totaling \$219,483.64.

Motion carried by unanimous roll call vote.

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 21, 2024 at 7:00 p.m.
Approved June 18, 2024

IX. PUBLIC INPUT

Lindsey Culcasi asked about the date changes for field trips originally scheduled for June 6th and 7th. Mr. Cohen said that those were the only days that buses were available.

Melissa Sims inquired about the tax request schedule. Mr. Mantz responded.

X. CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Cohen reviewed the busing issues surrounding field trips causing dates to be changed. He said that the current 6th and 7th grade would get their original field trips for this year next fall.

Mr. Cohen said that the Memorial Day Assembly would be this Friday and the discussed the format of the 8th grade awards assembly.

XI. STUDENT REPRESENTATIVE REPORT

None

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 Travis Conway, seconded by Christopher McGee, to approve the following business affairs agenda items **2.1** through **2.8**.

Motion carried by unanimous roll call vote.

- 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 \$115,278.89, for a management fee of \$9,675.80 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.
- 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.

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 21, 2024 at 7:00 p.m.
Approved June 18, 2024

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.

Consent Agenda Motion: PERSONNEL AFFAIRS

Motion made by Travis Conway, seconded by Christopher McGee, to approve the following personnel affairs agenda item **3.10**.

Motion carried by unanimous roll call vote.

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:

- 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

Treasurer

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 21, 2024 at 7:00 p.m.
Approved June 18, 2024

Rossetti, Lorraine	Treasurer		\$5,359
--------------------	-----------	--	---------

Operations

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 7th through August 18th 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.
- 3.10 To approve Jenn Truby to provide homebound instruction for the identified students from 5/22/24 through 5/30/24 to be paid at the contractual hourly rate.

Consent Agenda Motion: SCHOOL AFFAIRS

Motion made by Loretta Reed, seconded by Christopher McGee, to approve the following school affairs agenda items **4.1** through **4.4**.

Motion carried by roll unanimous call vote.

- 4.1 To approve the following fundraiser requests:
 - i. PTO on 6/3/24 for the Ice Cream Social to raise money for the general fund.
- 4.2 To approve the following building use requests:
 - i. PTO on 6/3/24 from 2:15 pm to 3:15 pm in the cafeteria for the Ice Cream Social.
- 4.3 To approve the following field trips:
 - 6th grade to Regal Cinema in Pohatcong, NJ on 5/21/24.
 - 7th grade to Bar-Don Lanes in Easton, PA on 5/23/24
- 4.4 To approve Ed Sorge to attend the ESCNJ Vendor Expo on 5/21/24 in Edison, NJ. Cost is mileage.

XI. NEW BUSINESS

None

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 21, 2024 at 7:00 p.m.
Approved June 18, 2024

XIII. PUBLIC INPUT

Lindsey Culcasi asked questions about the therapy providers that were approved on this agenda. Mr. Cohen said he would be in touch via email to answer her questions.

Melissa Sims questioned the role that Laura Newman served. Mr. Cohen she supervised the CST and ensured IEP needs were being met.

XIII. EXECUTIVE SESSION

Motion made by Travis Conway, seconded by Loretta Reed, to adopt the following resolution to enter into executive session at 7:32 p.m. This executive session is expected to last about 90 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 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 Loretta Reed, to reconvene the meeting to public session at 9:12 p.m.

Motion carried by unanimous voice vote

Upon returning from executive session, the following motion was offered:

Motion made by Travis Conway, seconded by Christopher McGee, to approve the following resolution:

WHEREAS the Alpha Board of Education has conducted a hearing with respect to an appeal of a report on a Harassment, Intimidation and Bullying (HIB) investigation number 23-24-7; and

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 21, 2024 at 7:00 p.m.
Approved June 18, 2024

WHEREAS, the Board has heard from the parent and school officials with respect to the investigation and the recommendation of the Chief School Administrator; and

WHEREAS, the Board has determined that there is no basis to disturb the recommendation of the Chief School Administrator with respect to the findings and conclusions made with regard to the HIB matter;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

The Alpha Board of Education hereby affirms the recommendation of the Chief School Administrator and directs that the Chief School Administrator notify the parents in writing of the Board's decision.

Motion carried by roll unanimous call vote.

XV. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 9:15 p.m. on a motion by Christopher McGee, seconded by Travis Conway.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz
Business Administrator/ Board Secretary