

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION

Regular Meeting Minutes – May 20, 2025 at 7:00 p.m.

Approved June 17, 2025

I. INTRODUCTORY ITEMS

CALL TO ORDER:

President, Christopher McGee 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:

Christopher McGee 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, Christopher McGee
Lindsey Culcasi
Patrick Smith
Brian Williams

Absent

Vice-President, Jennifer Pettinelli
Loretta Reed

Others Present

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

Flag Salute – Pledge of Allegiance

Silent Meditation

President, Christopher McGee 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 plans for the new playground and thanked Tammy McGee and the PTO for their generous \$10,400 donation.

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 20, 2025 at 7:00 p.m.
Approved June 17, 2025

III. REORGANIZATION

RULES FOR BOARD GOVERNANCE

Motion made by Patrick Smith, seconded by Brian Williams, to adopt the following as they apply to the rules for board governance, for the ensuing school year 2025-2026:

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 Brian Williams, to approve the following appointments for the 2025-2026 school year.

Board Secretary	Tim Mantz
School Treasurer	Lorraine England
Auditor	Ardito & Co., LLP.;
Board Attorney-General Counsel	Robert Merryman, Esq.;
	Apruzzese, McDermott, Mastro
	& Murphy
Insurance Agency of Record-	Brown & Brown of NJ
Commercial & Liability Insurance	
Insurance Agency of Record-	Integrity Consulting Group
Employee Dental Benefits	
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
Architect	Parette Somjen Architects

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 20, 2025 at 7:00 p.m.
Approved June 17, 2025

Motion carried by unanimous roll call vote.

PERMITTED PUPIL RECORDS

Motion made by Patrick Smith, seconded by Brian Williams, 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 Brian Williams, 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 2025-2026 school year.

Motion carried by unanimous roll call vote.

AUTHORIZATION OF FUNDS TRANSFERS

Motion made by Patrick Smith, seconded by Brian Williams, 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 2025-2026 school year.

Motion carried by unanimous roll call vote.

FINANCIAL DEPOSITORY AND CHECK SIGNATURES

Motion made by Patrick Smith, seconded by Brian Williams, to designate PNC Bank as the official depository for school funds, in the 2025-2026 school year.

Motion carried by unanimous roll call vote.

Motion made by Patrick Smith, seconded by Brian Williams, 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
Payroll Agency	2	Board Secretary and Treasurer
Cafeteria	2	Board Secretary and Treasurer
Student Activities	2	Chief School Administrator or Principal and School Secretary

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
Regular Meeting Minutes-May 20, 2025 at 7:00 p.m.
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Motion carried by unanimous roll call vote.

PETTY CASH FUNDS

Motion made by Patrick Smith, seconded by Brian Williams, to establish the petty cash fund for the 2025-2026 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 2025-2026 SCHOOL BUDGET

Motion made by Patrick Smith, seconded by Brian Williams, to adopt the 2025-2026 school budget, in the amount of \$7,693,833, local levy in the amount of \$4,327,980, approved by the Alpha Board of Education, on May 6, 2025; and, to empower the Chief School Administrator and Board Secretary/School Business Administrator to implement the 2025-2026 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 (2025-2026 Local Levy)

Motion made by Patrick Smith, seconded by Brian Williams, to authorize the Board Secretary to request from the Borough of Alpha the 2025-2026 certified school taxes, in the amount of \$4,327,980, to be paid to the Alpha Board of Education, pursuant to NJSA 54:4-75, as follows:

August 1, 2025	\$865,596.00
September 1, 2025	432,798.00
October 1, 2025	432,798.00
November 3, 2025	432,798.00
January 2, 2026	432,798.00
February 2, 2026	432,798.00
March 2, 2026	432,798.00
April 1, 2026	432,798.00
May 1, 2026	<u>432,798.00</u>
	\$4,327,980.00

Motion carried by unanimous roll call vote

ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION
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IV. APPROVAL OF BOARD MINUTES

Motion made by Patrick Smith, seconded by Brian Williams, to approve the minutes of the May 6, 2025 regular meeting.

Motion carried by unanimous voice vote.

Motion made by Patrick Smith, seconded by Brian Williams, to approve the minutes of the May 6, 2025 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 Patrick Smith, seconded by Brian Williams, to approve the acceptance of the monthly financial reports of the Board Secretary and the Treasurer for the month of **April 2025** and further that, in compliance with NJAC 6A:23A-16.10c3, the Board of Education certifies that as of **April 30, 2025**, 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.

Motion carried by unanimous roll call vote.

VIII. APPROVAL OF TRANSFERS/LIST OF BILLS

Motion made by Patrick Smith, seconded by Brian Williams, to approve the May 7, 2025 through May 20, 2025 current expense bill list for check numbers 21980 to 21997 totaling \$230,063.23.

Motion carried by unanimous roll call vote.

IX. PUBLIC INPUT

None

X. CHIEF SCHOOL ADMINISTRATOR'S REPORT

Mr. Cohen said the first grade field trip was moved to next week due to weather and that state testing make ups have almost concluded.

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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 Patrick Smith, seconded by Brian Williams, to approve the following business affairs agenda items **2.1** through **2.2**.

Motion carried by unanimous roll call vote.

- 2.1** To approve a contract with Therapeutic Intervention, LLC to provide physical therapy services for the 2025-26 school year at a rate of \$106/hr for school based therapy, \$122/hr for home base therapy and \$440 per evaluation.
- 2.2** To approve a contract with Therapeutic Intervention, LLC to provide occupational therapy services for the 2025-26 school year at a rate of \$106/hr for school based therapy, \$122/hr for home base therapy and \$440 per evaluation.

Consent Agenda Motion: SCHOOL AFFAIRS

Motion made by Patrick Smith, seconded by Brian Williams, to approve the following school affairs agenda items **4.1** through **4.2**.

Motion carried by unanimous roll call vote.

- 4.1** To affirm, in accordance with the provisions of N.J.S.A. (18A;37-15)(b)(e), the Chief School Administrator's report of alleged HIB incidents and investigations with the following HIB Number: 24-25-15 unfounded.
- 4.2** To approve the following fundraiser requests:
 - 8th grade to conduct a "Frank's Dine to Donate" fundraiser on 5/21/25 to raise money for the class picnic.
- 4.3** To approve the following building use requests:
 - i. PTO on 5/16/25 from 6:00 pm to 8:00 pm in the gym and cafeteria for a dance.

XI. NEW BUSINESS

None

XII. PUBLIC INPUT

None

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XIII. EXECUTIVE SESSION

Motion made by Lindsey Culcasi, seconded by Brian Williams, to adopt the following resolution to enter into executive session at 7:18 p.m. This executive session is expected to last about 15 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 Lindsey Culcasi, seconded by Brian Williams, to reconvene the meeting to public session at 7:27 p.m.

Motion carried by unanimous voice vote

XV. ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 7:28 p.m. on a motion by Patrick Smith, seconded by Brian Williams.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz
Business Administrator/ Board Secretary