

# ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION

**Regular Meeting Minutes – November 18, 2025 at 7:00 p.m.  
Approved December 16, 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

Vice-President, Jennifer Pettinelli

Lindsey Culcasi

Loretta Reed

Patrick Smith

#### Absent

Brian Williams

#### 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, 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.

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Mr. Mantz swore in Danielle Lopazanski.

**II. PRESENTATION**

Mr. Cohen and Christopher McGee presented the honor roll recipients.

**III. APPROVAL OF BOARD MINUTES**

Motion made by Patrick Smith, seconded by Lindsey Culcasi, to approve the minutes of the October 14, 2025 regular meeting.

Motion carried by unanimous voice vote.

Motion made by Patrick Smith, seconded by Lindsey Culcasi, to approve the minutes of the October 14, 2025 executive session.

Motion carried by unanimous voice vote.

**IV. COMMUNICATIONS TO THE BOARD**

None

**V. OLD BUSINESS**

Mr. Cohen said that the new playground has been installed.

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

None

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

Motion made by Patrick Smith, seconded by Lindsey Culcasi, to approve the October 15, 2025 through November 18, 2025 current expense bill list for check numbers 22241 to 22295 totaling \$981,467.61.

Motion carried by roll call vote. All members voting in the affirmative with Danielle Lopazanski abstaining.

**VIII. PUBLIC INPUT**

None

**IX. CHIEF SCHOOL ADMINISTRATOR'S REPORT**

Mr. Cohen thanked the Phillipsburg Police Departments help with "Fist Bump Friday" and said that the Veteran's Day activities were well received.

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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 Lindsey Culcasi, to approve the following business affairs agenda items **2.1** through **2.3**.

Motion carried by roll call vote. All members voting in the affirmative with Danielle Lopazanski abstaining.

- 2.1** To enter into a joint transportation agreement with the Pohatcong Township School District for the 2025-26 school year at a total annual cost of \$141,851.91.
- 2.2** To accept the Annual Comprehensive Financial Report (ACFR) and Auditor's Management Report on Administrative Findings for the Year Ending June 30, 2025 and order that a copy be filed in the business office and with the New Jersey Department of Education.
- 2.3** To acknowledge that there were no audit recommendations under the following headings and to approve the corrective action plan.

**Audit for Year Ending June 30, 2025**

Schedule of findings of Non-Compliance	None
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*Summary of Recommendations*

1. Administrative Practices and Procedures	None
2. Financial Accounting and Reporting	None
3. School Purchasing Programs	None
4. School Food Service	None
5. Student Body Activities	None
6. Applications for State School Aid	None
7. Pupil Transportation	None
8. Facilities and Capital Assets	None
9. Miscellaneous	None
10. Follow-up on prior year findings	None

**Consent Agenda Motion: PERSONNEL AFFAIRS**

Motion made by Patrick Smith, seconded by Lindsey Culcasi, to approve the following personnel affairs agenda items **3.1** through **3.2**.

Motion carried by unanimous roll call vote. Motion carried by roll call vote. All members voting in the affirmative with Danielle Lopazanski abstaining.

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**3.1** To approve Schkira Pittman as a part-time aide for the 2025-26 school year, beginning on 11/18/25, at an annual salary of \$16,320 prorated for time worked.

**3.2** To approve the American Detective Agency to provide private investigation services for the 2025-26 school year, on an as needed basis, at a cost of \$85 per hour and mileage reimbursement of \$0.45 per mile.

**Consent Agenda Motion: SCHOOL AFFAIRS**

Motion made by Patrick Smith, seconded by Lindsey Culcasi, to approve the following school affairs agenda items **4.1** through **4.6**.

Motion carried by roll call vote. All members voting in the affirmative with Danielle Lopazanski abstaining.

**4.1** To approve the placement of the identified student in the Marie H. Katzenbach School for the Deaf state facility for the 2025-26 school year at a tuition cost of \$63,226 and a personal aide cost of \$18,900.

**4.2** To approve the school bus emergency evacuation drill that took place on 10/15/25.

**4.3** To approve the placement of the identified student in the Bonnie Brae School District for the period of 11/1/25 through 11/30/25 during the 2025-26 school year at a tuition cost of \$7,123.

**4.4** To approve the Brookfield Schools – Homebound Division/For KEEPS Program to provide instructional services to the identified student for the 2025-26 school year, beginning on 10/16/25 and continuing while the student receives treatment at the Saint Peter's University Hospital, at an hourly rate of \$35.

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

- i. NJHS on 12/3/25 from 6:30 pm to 8:00 pm in the gym and cafeteria for the NJHS ceremony.

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

- Class of 2026 to conduct a bake sale fundraiser on 11/20/25 to raise money for the 8<sup>th</sup> grade class trip.
- 8<sup>th</sup> grade to conduct a restaurant fundraiser on 10/24/25, 11/12/25 and 12/10/25 to raise money for graduation and class trip.
- Band and choir to sell Shammy Shine gift cards on 11/24/25 through 12/8/25 to be used for the Dorney Park trip.

**X. NEW BUSINESS**

None

**XI. PUBLIC INPUT**

None

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**XII. EXECUTIVE SESSION**

Motion made by Patrick Smith, seconded by Lindsey Culcasi, to adopt the following resolution to enter into executive session at 7:17 p.m. This executive session is expected to last about 45 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.

**XIII. RECONVENE**

Motion made by Loretta Reed, seconded by Lindsey Culcasi, to reconvene the meeting to public session at 7:54 p.m.

Motion carried by unanimous voice vote

Upon returning to public session, the following motion was offered:

Motion made by Patrick Smith, seconded by Lindsey Culcasi, 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 25-26-1; and

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 findings and conclusions made with regard to the HIB matter;

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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 unanimous roll call vote.

**XIV. ADJOURNMENT**

There being no further business to come before the Board, the meeting was adjourned at 7:56 p.m. on a motion by Patrick Smith, seconded by Loretta Reed.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz  
Business Administrator/ Board Secretary