

# ALPHA BOROUGH PUBLIC SCHOOL BOARD OF EDUCATION

Regular Meeting Minutes – May 19, 2026 at 6:30 p.m.  
Approved June 16, 2026

## I. INTRODUCTORY ITEMS

### CALL TO ORDER:

President, Christopher McGee called the meeting to order at 6:30 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  
Craig Dunwell  
Danielle Lopazanski  
Brian Williams

#### Absent

Loretta Reed arrived at 6 :53 pm

#### Others Present

Seth Cohen, Chief School Administrator  
Tim Mantz, Business Administrator/Board Secretary  
Robert Merryman, Board Attorney arrived at 7:00 pm

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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**II. PRESENTATION**

The Board was given a tour of the building.

**III. REORGANIZATION**

**RULES FOR BOARD GOVERNANCE**

Motion made by Craig Dunwell, seconded by Jennifer Pettinelli, to adopt the following as they apply to the rules for board governance, for the ensuing school year 2026-2027:

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 Craig Dunwell, seconded by Jennifer Pettinelli, to approve the following appointments for the 2026-2027 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- 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

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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

Motion carried by unanimous roll call vote.

**PERMITTED PUPIL RECORDS**

Motion made by Jennifer Pettinelli, 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 Brian Williams, seconded by Loretta Reed, 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 2026-2027 school year.

Motion carried by unanimous roll call vote.

**AUTHORIZATION OF FUNDS TRANSFERS**

Motion made by Lindsey Culcasi, seconded by Loretta Reed, 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 2026-2027 school year.

Motion carried by unanimous roll call vote.

**FINANCIAL DEPOSITORY AND CHECK SIGNATURES**

Motion made by Craig Dunwell, seconded by Loretta Reed, to designate PNC Bank as the official depository for school funds, in the 2026-2027 school year.

Motion carried by unanimous roll call vote.

Motion made by Loretta Reed, seconded by Jennifer Pettinelli, 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

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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

Motion carried by unanimous roll call vote.

**PETTY CASH FUNDS**

Motion made by Jennifer Pettinelli, seconded by Brian Williams, to establish the petty cash fund for the 2026-2027 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 2026-2027 SCHOOL BUDGET**

Motion made by Loretta Reed, seconded by Brian Williams, to adopt the 2026-2027 school budget, in the amount of \$8,003,255, local levy in the amount of \$4,414,540, approved by the Alpha Board of Education, on April 28, 2026; and, to empower the Chief School Administrator and Board Secretary/School Business Administrator to implement the 2026-2027 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 (2026-2027 Local Levy)**

Motion made by Jennifer Pettinelli, seconded by Brian Williams, to authorize the Board Secretary to request from the Borough of Alpha the 2026-2027 certified school taxes, in the amount of \$4,414,540, to be paid to the Alpha Board of Education, pursuant to NJSA 54:4-75, as follows:

August 3, 2026	\$882,908.00
September 1, 2026	441,454.00
October 1, 2026	441,454.00
November 2, 2026	441,454.00
January 4, 2027	441,454.00
February 1, 2027	441,454.00
March 1, 2027	441,454.00
April 1, 2027	441,454.00

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May 3, 2027                    441,454.00  
                                          \$4,414,540.00

Motion carried by unanimous roll call vote

**IV. APPROVAL OF BOARD MINUTES**

Motion made by Jennifer Pettinelli, seconded by Loretta Reed, to approve the minutes of the April 28, 2026 regular meeting.

Motion carried by unanimous voice vote.

Motion made by Jennifer Pettinelli, seconded by Loretta Reed, to approve the minutes of the April 28, 2026 executive session.

Motion carried by unanimous voice vote.

**V. COMMUNICATIONS TO THE BOARD**

None

**VI. OLD BUSINESS**

Lindsey Culcasi asked if the Board goals could be updated on the district website. Mr. Cohen said he would take care of it.

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

Motion made by Loretta Reed, 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 2026** and further that, in compliance with NJAC 6A:23A-16.10c3, the Board of Education certifies that as of **April 30, 2026**, 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 Jennifer Pettinelli, seconded by Loretta Reed, to approve the April 29, 2026 through May 19, 2026 current expense bill list for check numbers 22533 to 22570 totaling \$665,169.78.

Motion carried by unanimous roll call vote.

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Motion made by Jennifer Pettinelli, seconded by Loretta Reed, to approve budget transfers in the amount of \$10,312.40 as presented for the period April 29, 2026 through May 19, 2026 noting that Commissioner approval was not required as the year to date transfers on a cumulative basis do 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 told the Board that state testing is complete and discussed some testing issues they experienced.

Mr. Cohen said there have been problems with updating some of the school's chromebooks due to the age of the machine. The district will look to utilize title IV funds next year to get new ones.

**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 Craig Dunwell, seconded by Loretta Reed, to approve the following business affairs agenda items **2.1** through **2.2**.

Before voting on the business affairs slate, the following motion was offered:

Motion was made by Christopher McGee, seconded by Craig Dunwell, to table motion 2.1 until the sub-committee could meet to discuss further.

Motion to table 2.1 carried by unanimous roll call vote.

Motion to approve 2.2 carried by unanimous roll call vote.

*\*Motion 2.1 was tabled for the May meeting.*

*\*2.1 To approve a Bond Counsel Services Agreement with Wilentz, Goldman & Spitzer, P.A. per the fee schedule as presented.*

**2.2** To approve an agreement with Maschio's Food Service, Inc. to provide operation and management of the district's food service program for the 2026-27 school year, at a total cost of contract of \$95,503.67, for a management fee of \$10,161.79 with no guarantee.

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**Consent Agenda Motion: PERSONNEL AFFAIRS**

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

Motion carried by unanimous roll call vote.

**3.1** To accept the letter of resignation from Erin Lowry effective 4/28/26.

**3.2** To approve Diane Laustsen, Melissa Bickert, Kristine McGrath and Nicholas Scaturro for summer IEP meetings, as needed, to be paid at the contractually hourly rate.

**Consent Agenda Motion: SCHOOL AFFAIRS**

Motion made by Craig Dunwell, seconded by Brian Williams, to approve the following school affairs agenda items **4.1** through **4.4**.

Motion carried by unanimous roll call vote.

Before voting on the school affairs slate, the following motion was offered:

Motion made by Craig Dunwell, seconded by Jennifer Pettinelli, to amend motion 4.3 to read “To approve the revised 2026-2027 school calendar to include 9/4/26 as a non-school day and change the last school day accordingly.”.

Motion carried by unanimous roll call vote.

**4.1** To approve the placement of the identified student in the Rutgers Day School for the 2026-27 school year at an annual tuition cost of \$108,648.

**4.2** To approve Ed Sorge to attend the 2026 ESCNJ Vendor Expo on 5/20/26 in Edison, NJ. Cost is mileage reimbursement.

**4.3** To approve the revised 2026-2027 school calendar to include 9/4/26 as a non-school day and change the last school day accordingly.

**4.4** To approve the placement of the identified students in the Warren Glen Academy for the 2026-27 school year at an annual tuition rate of \$70,297.50 per student.

**XI. NEW BUSINESS**

Mr. Cohen revised the district’s HIB Self-Assessment score.

**XII. PUBLIC INPUT**

None

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**XIII. EXECUTIVE SESSION**

Motion made by Loretta Reed, seconded by Brian Williams, to adopt the following resolution to enter into executive session at 8:06 p.m. This executive session is expected to last about 60 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 Loretta Reed, to reconvene the meeting to public session at 8:53 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 8:54 p.m. on a motion by Jennifer Pettinelli, seconded by Loretta Reed.

Motion carried by unanimous voice vote.

Respectfully submitted,

Tim Mantz  
Business Administrator/ Board Secretary