

MOONACHIE BOARD OF EDUCATION  
Office of the Business Administrator/Board Secretary

MINUTES FOR REGULAR MEETING

Robert L. Craig School

Cafeteria

March 12, 2024

Call to order by Board President

Meeting opened at 6:30 p.m.

Roll Call

Members Present: David Vaccaro  
Edmond Monti  
Matthew Vaccaro  
Candace Tarabocchia  
Radley Macalintal

Members Absent: None

Also Present: James Knipper, Superintendent/Principal  
Dennis McKeever, Board Attorney

Pledge of Allegiance

State of Compliance:

The New Jersey Open Public Meeting Law was enacted to ensure the rights for the public to have advance notice of, and to attend, the meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of the Act, the Business Administrator/Board Secretary has caused notice of this meeting to be sent, announcing time and place thereof, and, to the extent known, the agenda of this meeting to the following: Borough of Moonachie and Office of the Superintendent of Schools.

- Acceptance of Minutes of February 20, 2024, closed session and regular session, and Superintendent Report – Attachment 1.1  
Motion: Edmond Monti  
Seconded: Matthew Vaccaro  
Action taken: 5 Ayes. Motion Approved.
- Acceptance of Correspondence None.
- Superintendent's Report  
Motion: Matthew Vaccaro  
Seconded: Candace Tarabocchia  
Action taken: 5 Ayes. Motion Approved.  
Mr. Knipper announced that our auditor Paul Lerch will give a presentation of the school audit for 2022-2023 and thanked his team, noting it was a pleasure to have them in school with no impediment on daily operations.

He announced the Moonachie Borough will hold their Easter Egg Hunt on March 30 at 11:00 am on the school grounds. He also announced on Friday there will be a 3<sup>rd</sup> Grade World Culture Day at 9:45 am. The students will dress in their cultural clothes and bring cultural food to share.

He also thanked the Moonachie Education Association leadership for their partnership. Mr. David Vaccaro thanked the team for a nice audit.

- PRESENTATION: Annual Financial Audit of 2022-2023 – Paul Lerch, CPA
- Public Comments - (Agenda Items Only)

In addition, please be aware that employees of this School District retain the right of privacy and shall retain all rights regarding defamation and slander according to the laws of New Jersey. The Board shall not be held liable for comments made by members of the public and, in order to protect the privacy rights of employees in the District, the Board shall not respond to statements made by the public of or about District employees.

Mr. Greg Keelen thanked the Board for their approval of Elizabeth Connelly as Teacher for the remainder of the school year and the 2024-2025 year as well. She has brought enthusiasm and optimism to the district and the association is happy that she is secured for next year.

2. Finance

Motion: Radley Macalintal  
 Seconded: Candace Tarabocchia  
 Action taken: 5 Ayes. Motion Approved.

1. SUBMISSION OF PRELIMINARY 2024-2025 BUDGET

WHEREAS, the preliminary 2024-25 school budget was approved for submission to the Executive County Superintendent by the Board of Education on March 12, 2024, and

WHEREAS, the Moonachie Board of Education authorized the submission of the 2024-2025 Preliminary School Budget to the Bergen County Executive Superintendent of Schools with the following Fund Allocations and requested waivers:

| <u>Budget Totals:</u>             | <u>2024-2025<br/>Budget</u> | <u>Local Tax Levy</u>   |
|-----------------------------------|-----------------------------|-------------------------|
| <b>Total General Fund</b>         | \$ <u>13,530,282</u>        | <u>10,034,562.00</u>    |
| <b>Total Special Revenue Fund</b> | \$ <u>959,899</u>           | <u>0.00</u>             |
| <b>Total Debt Service Fund</b>    | \$ <u>0.00</u>              | \$ <u>0.00</u>          |
| <b>Totals</b>                     | \$ <u>14,490,181</u>        | \$ <u>10,034,562.00</u> |

Be it resolved that the General Fund tax levy \$10,034,562.00 is approved to support the 2024-2025 school year budget.

BE IT FURTHER RESOLVED that the Moonachie Board of Education authorize the inclusion of \$160,000 from Maintenance Reserve into the preliminary 2024-2025 budget for required maintenance.

BE IT FURTHER RESOLVED that the Moonachie Board of Education authorize the inclusion of \$1,300,000 from Capital Reserve into the preliminary 2024-2025 budget for repair to the exterior building façade, repair to the sewer system, repair structural damage to the plumbing system, repair of hallway flooring, and repair or replacement of older HVAC units of the Robert L. Craig School.

BE IT FURTHER RESOLVED that the Moonachie Board of Education authorize the use of the Enrollment Adjustment in the amount of \$21,558 for use in the 2024-2025 school year.

BE IT FURTHER RESOLVED that the Moonachie Board of Education authorize the use of the Healthcare Adjustment in the amount of \$32,680 for use in the 2024-2025 school year.

BE IT FURTHER RESOLVED that the Moonachie Board of Education authorize the inclusion of Use of Banked Cap in the amount of \$84,784. In accordance with the N.J.A.C. 6A:23A-10.3 (b), the district has fully exhausted all eligible statutory spending authority. The adjustment will be used to accommodate increasing enrollment in the general education, special education and preschool education population and the subsequent associated costs. The Moonachie Board of Education will complete this by the end of the 2024-2025 budget year and acknowledges that it cannot be deferred or incrementally completed over a larger period of time.

2. Resolved that the Moonachie Board of Education establish the school district travel maximum expenditure amount for the 2024-2025 school year as per N.J.A.C. 6A:23B-1.2 (b) not to exceed \$15,000. The maximum amount for the 2023-2024 school year was budgeted at \$15,000 and the amount spent as of March 12, 2024 for the 2023-2024 school year is \$7,797.10. The Business Administrator shall track and record these costs to ensure that the maximum amount is not exceeded.
3. Resolved to approve the Bills and Claims against the Board of Education for equipment, materials and supplies furnished and delivered, and for work done and performed for March 2024 for a total of \$583,889.94 – Attachment 2.3
4. Resolved to approve the Payroll Check Register for February 29, 2024 for \$114,773.72 with gross wages of \$199,332.65 – Attachment 2.4

5. Resolved to approve the Check Register for the month of February 2024 for \$91,338.91 - Attachment 2.5
6. Resolved to approve the submission of the Moonachie School District 2024-2025 Preschool Education Aid (PEA) Budget Planning Workbook and accept the subsequent funds of \$626,960 for 40 general education full-day preschool students for the 2024-2025 school year – Attachment 2.6
7. Resolved to approve the Treasurer’s Report for month ending January 31, 2024 – Attachment 2.7
8. Resolved to approve the Report of Secretary to the Moonachie Board of Education for the month ending January 2024 – Attachment 2.8
9. Resolved to approve the Monthly Transfer Report for January 2024 – Attachment 2.9
10. Resolved to approve the Cintas Fire Protection Semi-Annual Sprinkler Inspection for 8 wet systems for \$2,388.25.
11. Resolved to approve the Special Education Tuition Contract Agreement between the Moonachie Board of Education and the Bergen County Special Services for the 2023-2024 school year – Attachment 2.11
12. Resolved that the Moonachie Board of Education accept the findings expressed by the auditing firm of Lerch, Vinci and Higgins, LLP as cited in their reports entitled Annual Comprehensive Financial Report (ACFR) and Auditor’s Management Report (AMR) for year ending June 30, 2023 – Attachment 2.12
13. Resolved to approve the Audit Findings/Recommendations Corrective Action Plan Addressing the audit recommendations listed under Financial Planning Accounting & Reporting – Attachment 2.13
14. BE IT RESOLVED, that the Moonachie Board of Education (“Board”) appoints Chassan, Lamparello, Mallon, Capuzzo, P.C. as general counsel, labor counsel, negotiations counsel, and construction counsel effective retroactive to February 15, 2024 through June 30, 2024.

3. Policy

Motion: Edmond Monti

Seconded: Candace Tarabocchia

Action taken: 5 Ayes. Motion Approved.

1. Resolved to approve the following Revised & Abolished Policies & Regulations:

|       |  |         |
|-------|--|---------|
| P1140 | Educational Equity Policies/Affirmative Action             | Revised |
| P1523 | Comprehensive Equity Plan                                  | Revised |
| P1530 | Equal Employment Opportunities                             | Revised |
| R1530 | Equal Employment Opportunity Compliant Procedure           | Revised |
| P1550 | Equal Employment/Anti-Discrimination Practices             | Revised |
| R2200 | Curriculum Content   | Revised |
| P2260 | Equity in School & Classroom Practices                     | Revised |
| R2260 | Equity in School & Classroom Practices Complaint Procedure | Revised |
| P2411 | Guidance Counseling  | Revised |

|         |  |           |
|---------|--|-----------|
| P3211   | Code Of Ethics   | Revised   |
| R5440   | Honoring Student Achievement   | Revised   |
| P5570   | Sportsmanship  | Revised   |
| P5750   | Equitable Educational Opportunity                                    | Revised   |
| P5755   | Equity in Educational Programs & Services                            | Abolished |
| P5841   | Secret Societies   | Revised   |
| P5842   | Equal Access of Student Organizations                                | Revised   |
| P7610   | Vandalism  | Revised   |
| R7610   | Vandalism  | Revised   |
| P9323   | Notification of juvenile Offender Case Disposition                   | Revised   |
| P2423   | Bilingual Education  | Revised   |
| R2423   | Bilingual Education  | Revised   |
| P2431.4 | Prevention & Treatment of Sports-Related Concussions & Head Injuries | Revised   |
| R2431.4 | Prevention & Treatment of Sports-Related Concussions & Head Injuries | Revised   |

4. Personnel

Motion: Candace Tarabocchia

Seconded: Radley Macalintal

Action taken: 5 Ayes. Motion Approved.

1. Resolved to approve Elizabeth Connolly as Teacher at MA/Step 3-4 for an annual salary of \$58,245 for the 2024-2025 school year.
2. Resolved to approve Colleen O’Neill as Part-Time Aide at an hourly rate of \$17.00 for the 2023-2024 school year, pending outcome of the Criminal History Background Screening.
3. Resolved to approve Cathy Hervias as Part-Time Aide at an hourly rate of \$17.00 for the 2023-2024 school year, pending outcome of the Criminal History Background Screening.

5. Curriculum

Motion: Edmond Monti

Seconded: Matthew Vaccaro

Action taken: 5 Ayes. Motion Approved.

1. Resolved to approve the following workshops:

| Destination  | Date          | Cost      |
|--|---------------|-----------|
| Wood-Ridge High School 8 <sup>th</sup> Grade Orientation   | TBD           | \$400 Bus |
| Metropolitan Medical Corporation First Aid/CPR Training<br>- Lauren Barnaba, Amanda Mulvaney, Melanie Vocaturo,<br>Jaime Migliorino, Ariana Acosta, Alexandra Acosta, Teresa<br>Meyers, Lori Schmatz, Allison Maccarrone | March 6, 2024 | \$525.00  |
| Google Certification Course: Level 1<br>-Gabriela Vega, Jason Selle  | Virtual       | \$450     |

2. Resolved to approve the Extended School Year Program: June 17 – July 26, 2024 Monday-Friday 8:15 a.m. – 12:15 pm (off July 4 & 5) for a total of 28 days.
3. Resolved to approve New Jersey statewide student support services: NJ4S Hub - Bergen County’s System of Support for Youth and Their Families for equitable and accessible prevention, early intervention services and

linkages to other resources needed to support the mental health and well-being of young people throughout Bergen County at no cost to the district  
– Attachment 5.3

6. Facilities                      None.  
Motion:  
Seconded:  
Action taken:  
Discussion: Mr. Knipper announced that together with Mrs. Spadavecchia, we will be meeting with DRM Architects tomorrow to discuss the repair of the gymnasium and courtyard façade.
7. Old Business                None.  
Motion:  
Seconded:  
Action taken:
8. New Business                None.  
Motion:  
Seconded:  
Action taken:
9. Information Items
  1. Average monthly attendance from 2/1/24 – 2/28/24 – Attachment 9.1
  2. Monthly report of attendance officer for the month ending February 2024– Attachment 9.2
10. Discussion Items            None.
11. Public Comments

Open: 7:10 p.m.  
Closed: 7:14 p.m.

Mr. Bruce Burns, 54 Frederick Street, asked when the agendas are available and if they are for the entire year, to which Mrs. Spadavecchia replied that agendas are posted to the website at least 48 hours prior to the meeting and hard copies are available to the public at each meeting. The agenda is for the meeting date that is being held and not for the entire year in advance.

Mr. Greg Keelen thanked the administration, students and teachers for an outstanding Read Across America event. He gave a shoutout to Gianna Vittetta on her Read Across America project which culminated in a published book demonstrating a dynamic engagement of students.

12. Adjournment 7:15 p.m.  
Motion: Edmond Monti  
Seconded: Matthew Vaccaro  
Action taken: 5 Ayes. Motion Approved.

Respectfully submitted,

*Laurel Spadavecchia*

Laurel Spadavecchia