

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

MINUTES FOR REGULAR MEETING

Robert L. Craig School

Cafeteria

August 29, 2023

Call to order by Board Secretary

Meeting opened at 6:30 p.m.

Roll Call

Members Present: David Vaccaro  
Matthew Vaccaro  
Edmond Monti

Members Absent: James Campbell  
Charles Pallas

Also Present: James Knipper, Superintendent/Principal  
Laurel Spadavecchia, Business Administrator/Board Secretary  
Dana Genatt, Director of Curriculum & Instruction

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.

1. Discussion of Board Member Vacancy

- Resolved to accept the resignation of Board of Education Vice President, James Campbell – Attachment Board 1

Motion: Matthew Vaccaro

Second: Edmond Monti

Action taken: 3 Ayes. 2 Absent. Motion Approved.

- Resolved to accept the resignation of Board of Education Member, Charles Pallas – Attachment Board 2

Motion: Matthew Vaccaro

Second: Edmond Monti

Action taken: 3Ayes. 2 Absent. Motion Approved.

- Resolved to approve the appointment of Edmond Monti to serve as Vice-President until the next Reorganization of the Board of Education.

Motion: Matthew Vaccaro

Second: David Vaccaro

Action taken: 3 Ayes. 2 Absent. Motion Approved.

- Resolved to approve the following Board Committee members until the next Reorganization of the Board of Education:

Finance Committee:

Members: David Vaccaro

Buildings and Grounds Committee:

Members: Matthew Vaccaro

Personnel Committee:

Members: Edmond Monti

Motion: Matthew Vaccaro

Second: Edmond Monti

Action taken: 3 Ayes. 2 Absent. Motion Approved.

- Acceptance of Minutes of July 11, 2023, closed session and regular session, and Superintendent Report – Attachment 1.1

Motion: Edmond Monti

Seconded: Matthew Vaccaro

Action taken: 3 Ayes. 2 Absent. Motion Approved.

- Acceptance of Correspondence

- System for Award Management application approval letter – 1.2
- IDEA Consolidated Application Final Approval Notification – 1.3
- Department of Agriculture SFA to SFA Vended Meals Contract Approval Letter – 1.4
- ESEA Consolidated Application Approval Letter – 1.5

Motion: Matthew Vaccaro

Seconded: Edmond Monti

Action taken: 3 Ayes. 2 Absent. Motion Approved.

- Superintendent's Report

ACCESS WIDA Data Presentation – presented by Dana Genatt and Luz Johnson

Mr. Knipper thanked Mr. James Campbell for his 26 years of service and stated that he will be missed. Mr. David Vaccaro also thanked Mr. Campbell and stated that they have worked side-by-side together on the Board for many years and thanked him also as a community member for his dedication and

service to the community. Mrs. Spadavecchia also thanked Mr. Campbell, as well as Mr. Monti and Mr. Matthew Vaccaro.

Mr. Knipper also recognized Mr. Charles Pallas for his 55 years of service. Due to some health issues, unfortunately Mr. Pallas tendered his letter of resignation but will remain an active member of the Moonachie Community. His dedication and service to this community is unmatched and he will be greatly missed. These sentiments were echoed by Mr. David Vaccaro, Mr. Edmond Monti, Mrs. Laurel Spadavecchia and Mrs. Dana Genatt. He will be greatly missed by all.

Mr. Knipper announced that the summer has been a busy time for the school district. Security cameras throughout the building have been installed, the upgraded HVAC system is mostly complete with the new univents being delivered this Thursday and will be in place before students arrive for the new year; the YMCA and summer recreation and the extended school year program have all been completed; the Business Office and the Curriculum Office have switched locations which created a lot of extra work for the custodial staff, however, the building has been cleaned on time despite so many programs and projects taking place this summer. Last week, the school conducted a Teacher Aide Orientation and training that went very well. Orientation for all staff will take place tomorrow and he gave a huge shout-out to Mrs. Genatt for all her preparation for their arrival. Also, the school had a Pre-School Open House and announced Mrs. Maccarrone as the new Pre-School Master Teacher/Facilitator.

Mr. Knipper also announced that NJSCA scores came back and we outscored the state average significantly. He also announced that the Moonachie School District was one of three schools that were awarded the 3-year mental health grant that provides intensive tiered mental health training.

Mr. Knipper also announced that the school's QSAC scores have come in are available to the public as Attachment 5.1. He congratulated the team for an outstanding job well done.

Lastly, Mr. Knipper welcomed Mr. William Mildon, Jr. as the new Class III Officer for the school.

Motion: Edmond Monti  
Seconded: Matthew Vaccaro  
Action taken: 3 Ayes. 2 Absent. Motion Approved.

- 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.

2. Finance

Motion: Edmond Monti

Seconded: Matthew Vaccaro

Action taken: 3 Ayes. 2 Absent. Motion Approved.

1. Resolved to approve the Bills and Claims against the Board of Education for equipment, materials and supplies furnished and delivered, and for work performed for August 2023 for a total of \$463,532.43 –Attachment 2.1
2. Resolved to approve the Check Register for the month of June 2023 for \$1,003,739.90 - Attachment 2.2
3. Resolved to approve the Check Register for the month of July 2023 for \$240,471.27 - Attachment 2.3
4. Resolved to approve the Payroll Check Register for July 15, 2023 for \$87,552.79 with gross wages of \$51,174.34 including direct deposit for Teacher Summer Savings Plan – Attachment 2.4
5. Resolved to approve the Payroll Check Register for July 31, 2023 for \$82,177.27 with gross wages of \$44,379.95 including direct deposit for Teacher Summer Savings Plan – Attachment 2.5
6. Resolved to acknowledge receipt of the monthly certification of the Business Administrator/Board Secretary for August 2023 that no budgetary line item account has encumbrances and expenditures, which in total exceed the amount appropriated by the Moonachie Board of Education.
7. Resolved to acknowledge receipt of the monthly certification of the Business Administrator/Board Secretary for August 2023 that no budgetary line item account has been over-expended and that sufficient funds are available to meet the Moonachie Board of Education’s financial obligations for the remainder of the fiscal year.
8. Resolved to accept the Extraordinary Aid State School Aid in the amount of \$176,884 for the 2022-2023 school year – Attachment 2.8
9. Resolved to accept the FY 23 Homeless Tuition Reimbursement in the amount of \$55,032 – Attachment 2.9

10. Resolved to approve the Reimbursement of Nonpublic School Transportation Costs in the amount of \$6,864 for the 2022-2023 school year – Attachment 2.10
11. Resolved to accept Maintenance of Equity State Aid in the amount of \$43,026 and appropriate the surplus to be used in the following budget appropriation line: 11-000-266-320 Purchased Professional Security Services to cover the shared services agreement with the Borough of Moonachie for the hiring of a Class III Resource Officer– Attachment 2.11
12. Resolved to approve the Medical Staffing Agreement In-School Nursing Services through Tkhaya World, Inc. d/b/a Brightstar Care for the 2023-2024 school year – Attachment 2.12
13. Resolved to approve the following list of petty cash accounts to be used for small purchases only, not to exceed the total amount in the fund, and not to subvert the intent of the regular purchasing procedures. All expenditures shall be established by board approved vouchers and all unused cash will be returned to the depository at the close of the school year. The fund amounts and their custodians for the 2023 – 2024 school year are:
 

Board Secretary’s Office	\$200.00	Business Administrator
Superintendent’s Office	\$200.00	Superintendent
14. Resolved to approve the Business Office copier lease agreement between the Moonachie Board of Education and Atlantic Tomorrow’s Office – Attachment 2.14
15. Resolved to approve the Special Education Tuition Contract between the Moonachie Board of Education and Carlstadt-East Rutherford Regional Board of Education for the 2023-2024 school year – Attachment 2.15
16. Resolved to approve the Payroll Check Register for August 15, 2023 for \$85,485.72 with gross pay wages of \$49,342.45 including direct deposit for Teacher Summer Savings Plan – Attachment 2.16
17. Resolved to approve the Special Education Tuition Contract Agreements between the Moonachie Board of Education and Ridgely Public Schools for the 2023-2024 school year – Attachment 2.17
18. Resolved to accept the Treasurer’s Report for month ending July 2023 – Attachment 2.18
19. Resolved to accept the Report of the Secretary to the Moonachie Board of Education for month ending July 2023 – Attachment 2.19
20. Resolved to approve the Monthly Transfer Report for July 2023 – Attachment 2.20
21. Resolved to accept the Individuals with Disabilities Education Act (IDEA) grant funding of \$112,860 for IDEA Basic for out-of-district tuition and \$6,006 for IDEA Preschool for related services expenses.

22. Resolved to approve the Special Education Tuition Contract between Moonachie Board of Education and Bergen County Special Services Board of Education (Brownstone School) for the 2023-2024 school year– Attachment 2.22
23. Resolved to accept the revised Treasurer’s Report for month ending June 2023 – Attachment 2.23
24. Resolved to accept the revised Report of the Secretary to the Moonachie Board of Education for month ending June 2023 – Attachment 2.24
25. Resolved to approve the Annual Contract for Hospital Instruction between the Moonachie Board of Education and Bergen County Special Services School District for the 2023-2024 school year – Attachment 2.25
26. Resolved to approve the submission of the New Jersey Accelerated Learning Program: High Impact Tutoring grant and accept the subsequent funding.
27. Resolved to approve check #1192 in the amount of \$10,414.85 from the Milk & Lunch account to Nu-Way Concessionaires for summer meals.
28. Resolved to charge the following salary amounts to the 2023-2024 ESEA Title I grant for the provision of Basic Skills instructional services:

	<u>Salary</u>	<u>Benefits to State</u>	<u>Total</u>
Martha Morales( @70% of Salary \$95,978)	\$67,574	\$43,247	\$110,821
Susan Sartoga Support Salary	\$33,000	0	33,000
Instructional Supplies			<u>\$ 500</u>
Total ESEA Title I			\$144,321

29. Resolved to charge the following amounts to the 2023-2024 Preschool Education Aid (PEA) grant:

Employee	Position	Salary
Lauren Barnaba 20-218-100-101	Teacher	\$55,513
Lori Schmatz 20-218-100-101	Teacher	\$56,594
Amanda Mulvaney 20-218-100-101	Teacher	\$51,449
Jaime Migliorino 20-218-100-106	Aide	\$23,275.56
Melanie Vocaturo 20-218-100-106	Aide	\$23,915.65
Teresa Meyers 20-218-100-106	Aide	\$20,000

Dixie Romero 20-218-100-106	Aide	\$20,000
Alexandra Acosta 20-218-100-106	Aide	\$14.13 hourly \$17,000.79 max
Allison Maccarrone 20-218-200-176	Master Teacher	\$62,434
Jenna Millar 20-218-200-176	(.29) Facilitator	\$22,430
Dana Genatt 20-218-200-102	Director of Curriculum	\$8,650
James Knipper 20-218-200-103	Superintendent	\$14,358
Susan Lacey 20-218-200-105	Secretary	\$5,260
Linda Esposito 20-218-200-105	Secretary	\$4,875
Rafaele Accetta 20-218-200-100	Custodian	\$4,500
Employee Benefits 20-218-200-200		\$185,330
Transportation 20-218-200-511		\$10,000
General Supplies 20-218-100-600		\$11,000
Instructional Equipment 20-218-400-731		\$45,000
Purchased Professional 20-218-100-321		\$25,000
Total PEA Allocation:		\$666,585
Less Transfer from General Fund:		(44,439)
PEA Grant		\$622,146

3. Policy

Motion: Matthew Vaccaro

Seconded: Edmond Monti

Action taken: 3 Ayes. 2 Absent. Motion Approved.

1. Resolved to approve the submission of the 2022-2023 Student Safety Data System – Attachment 3.1

2. Resolved to approve the 2<sup>nd</sup> reading of New Policy #2419 – School Threat Assessment Teams and approve the policy and team members as follows:

Deborah Maiorano – School Social Worker  
 Gabriele Diaby – School Psychologist  
 James Knipper – School Principal and School Safety Specialist  
 Michael Lia – Teacher  
 Lee Ten Hoeve – Teacher  
 William Mildon Jr. – School Based Class III Officer  
 - Attachment 3.2

3. Resolved to approve the Moonachie School District Goals and Objectives 2023-2024 Short & Long Term Goals – Attachment 3.3

4. Personnel

Motion: Edmond Monti  
 Seconded: Matthew Vaccaro  
 Action taken: 3 Ayes. 2 Absent. Motion Approved.

1. Resolved to approve Monica Serrano as Part-Time Aide at an hourly rate of \$14.13 effective August 30, 2023 for the 2023-2024 school year, pending outcome of the Criminal History Background Screening.
2. Resolved to accept the resignation of Romina Grishaj as Classroom Aide effective August 1, 2023.
3. Resolved to approve Brooke Boswell as Full-Time Aide at an annual salary of \$20,000.00 effective August 30, 2023 for the 2023-2024 school year, pending outcome of the Criminal History Background Screening.
4. Resolved to accept the resignation of Conchetta Accetta as Full-Time Aide effective July 31, 2023.
5. Resolved to accept the resignation of Lindsay Dowling as Part-Time Aide effective August 21, 2023. – Attachment 4.5
6. Resolved to approve movement of the salary guide for the following staff members effective September 1, 2023 upon completion of all coursework and submission of passing grades:

<b>Employee</b>	<b>Step</b>	<b>2023-2024 Salary</b>
Joseph Gingerelli	MA/8	\$68,707
Lee Ten Hoeve	MA+30/17	\$109,765
Kelly Colacci	MA+15/2-3	\$59,164
Jason Selle	MA+30/6	\$68,109
Amanda Sokol	BA+15/4	\$55,513

7. Resolved to approve the following staff to conduct Preschool Home Visits during the week of August 21, 2023 at \$51.01 per hour:
  - Lauren Barnaba
  - Lori Schmatz
  - Amanda Mulvaney
  - Allison Maccarone



8. Resolved to approve the all Teacher Aides to attend the Aide Orientation on August 21, 22, 23, 2023 from 9:00am- 2:30pm:
  - Marialynn Sparacia
  - Melanie Vocaturo
  - Rajwinder Ghotra
  - Teresa Meyers
  - Grace Macalintal
  - Brooke Boswell
  - Elizabeth Gonzalez
  - Tatiana Llanos
  - Jaime Migliorino
  - Monica Serrano
  - Gabriella Ocasio
  - Jenna Millar, Orientation Leader
9. Resolved to approve the following employees to attend Preschool and Kindergarten Orientation on August 28 and August 29, 2023 not to exceed 12 hours:
  - Kim Samarelli
  - Lori Schmatz
  - Allison Cahill
  - Allison Maccarrone
  - Lauren Barnaba
  - Amanda Mulvaney
10. Resolved to approve Doctoral candidate, Timothy Hart-Ruiz, to work with our teaching staff on professional development in mathematics at no cost to the district – Attachment 4.10
11. Resolved to Izabella Morra Substitute Teacher for 2023-2024 school year pending outcome of the Criminal History Background Screening.
12. Resolved to approve Alexandra Acosta as Part-Time Aide at an hourly rate of \$14.13 effective August 30, 2023 for the 2023-2024 school year, pending outcome of the Criminal History Background Screening.
13. Resolved to approve Ariana Acosta as Part-Time Aide at an hourly rate of \$14.13 effective August 30, 2023 for the 2023-2024 school year, pending outcome of the Criminal History Background Screening.
14. Resolved to approve Rajwinder Ghotra Medal as Full-Time Aide at an annual salary of \$23,500.00 effective August 30, 2023 for the 2023-2024 school year.
15. Resolved to appoint Candace Tarabocchia as a Moonachie Board of Education Board Member pending the outcome of the Criminal History Background Screening.

5. Curriculum

1. Resolved to approve the New Jersey Quality Single Accountability Continuum (NJQSAC) review of the Moonachie School District – Attachment 5.1
2. Resolved to approve the submission of District Professional Development Plan and Mentoring Statement of Assurance – Attachment 5.2
3. Resolved to approve the Teacher Mentoring Plan, Revised 2023 – Attachment 5.3
4. Resolved to approve the Professional Development Plan for the 2023-2024 school year – Attachment 5.4
5. Resolved to approve the Robert L. Craig School Parent/Student Handbook for the 2023-2024 school year on display in the Main Office.
6. Resolved to approve the Robert L. Craig School 2023-2024 Operational Manual on display in the main office.
7. Resolved to approve the adoption of the 2023-2024 Moonachie District Curriculum on display on the website and in the Director of Curriculum Office.
8. Resolved to approve the following workshops:

<b>Destination</b>	<b>Date</b>	<b>Cost</b>
BCASBO Monthly Meetings – Laurel Spadavecchia 15 Rivervale Road, Rivervale, NJ	9/28/23	\$0.00
	10/19/23	
	11/16/23	
	12/8/23	
	1/25/24	
	2/29/24	
	3/28/24	
	4/25/24	
	5/23/24	
6/15/24		

Motion: Matthew Vaccaro  
 Seconded: Edmond Monti  
 Action taken: 3 Ayes. 2 Absent. Motion Approved.

6. Facilities

1. Resolved to accept the EPA AHERA Six Month Surveillance Report from Karl & Associates Environmental – Attachment 6.1
2. Resolved to approve the Facility Use Request Form from the PTO – Attachment 6.2

Motion: Matthew Vaccaro  
 Seconded: Edmond Monti  
 Action taken: 3 Ayes. 2 Absent. Motion Approved.

7. Old Business        None.  
Motion:  
Seconded:  
Action taken:

8. New Business        None.  
Motion:  
Seconded:  
Action taken:

9. Information Items  
Mr. David Vaccaro announced that Back to School Night will be held on September 12, 2023 and encouraged all Board Members to attend. The Moonachie Borough will conduct its annual September 11 Ceremony at 6:00 pm on the Borough Hall.

10. Discussion Items  
Mr. Monti inquired about the language of the shared service contract for the Class III Officer to reflect back-up coverage to which Mr. David Vaccaro announced that he met with the Borough and was assured that the school will be given coverage when Mr. Mildon is out.

11. Public Comments  
Open:        7:05 p.m.  
Closed:     7:06 p.m.

Mr. James Campbell thanked the Board for the wonderful years they have spent together and for everything they have accomplished. He wishes them good luck in the future. He will now serve the community as Borough of Moonachie Counselor and will continue to work for the citizens of Moonachie.

12. Adjourned at 7:07 p.m.  
Motion:            Matthew Vaccaro  
Seconded:        Edmond Monti  
Action taken:     3 Ayes. 2 Absent. Motion Approved.

Respectfully Submitted,  
*Laurel Spadavecchia*

Laurel Spadavecchia, Business Administrator/Board Secretary