

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

AGENDA FOR REORGANIZATION MEETING

Robert L. Craig School

Cafeteria

January 7, 2025

Call to order by Board Secretary Meeting opened at \_\_\_\_\_

Roll Call

Members Present:

Members Absent:

Also Present:

Statement of Compliance

The New Jersey Open Public Meeting Law was enacted to ensure the rights of 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.

Report of Election Proceedings of November 5, 2024 – Attachment 1

Motion to accept the Report of the Election Proceedings of November 5, 2024:

Motion:

Second:

Action Taken:

- Candace Tarabocchia (3 year term) – 675 votes
- Edmond Monti (3 year term) - 434 votes
- Radley Macalintal (1 year term) – 634 votes

Administration of Oath of Office to Newly Elected Board Members

Motion:

Second:

Action taken:

Motion to appoint Board Secretary as temporary chair to conduct election:

Nominations for Office of President

- a. Open nominations
- b. Close nominations

Motion to approve \_\_\_\_\_ to serve as President until the next Reorganization of the Board of Education.

Motion:  
Second:  
Action taken:

Nominations for Office of Vice-President

- a. Open nominations
- b. Close nominations

Motion to approve \_\_\_\_\_ to serve as Vice- President until the next Reorganization of the Board of Education.  
Newly elected President assumes chair.

Motion:  
Second:  
Action taken:

Appointments

1. Motion to approve the following Board appointments until the next Reorganization of the Board of Education:

Representative to the Wood-Ridge Board of Education

Appointee: \_\_\_\_\_ Alternate: \_\_\_\_\_

New Jersey School Boards Association Legislative Delegate

Delegate Appointee: \_\_\_\_\_

Alternate Appointee: \_\_\_\_\_

Representative to Bergen County School Boards Association

Delegate Appointee: \_\_\_\_\_

Alternate Appointee: \_\_\_\_\_

Board Liaison to the Moonachie Borough Council

Appointee: \_\_\_\_\_

Representative to the South Bergen Jointure Commission

Appointee: \_\_\_\_\_

Motion:  
Second:  
Action taken:

Committees

1. Motion to approve the following Board Committee members until the next Reorganization of the Board of Education:

Finance Committee:

Members: \_\_\_\_\_

Buildings and Grounds Committee:

Members: \_\_\_\_\_

Personnel Committee:

Members: \_\_\_\_\_

Curriculum Committee:

Members: \_\_\_\_\_

Technology Committee:

Members: \_\_\_\_\_

Policy Committee:

Members: \_\_\_\_\_

Approvals

1. Motion to approve Laurel Spadavecchia as Board Secretary for 2025.
2. Motion to approve Chasan, Lamparello, Mallon, & Cappuzzo, as Board Counsel for 2025 to attend Board meetings and, for all other legal work.
3. Motion to approve the auditing firm of Lerch, Vinci & Higgins, CPA to prepare the 2024-2025 School District Audit, and to perform other duties as directed during the 2024-2025 school year at standard billing rates.
4. Motion to approve the continuation Polaris Galaxy Insurance, LLC of Hasbrouck Heights as district's Property and Liability Insurance Broker of Record for 2025.
5. Motion to approve the following medical professionals for 2025.  
Medical Inspector: Dr. Yvette Starer, Tenafly Pediatrics, Tenafly, N.J.
6. Motion to approve the North Jersey Media as the official publication of the district for 2025 for receipt of all Legal Advertisements in accordance with the law and further authorize the Board Secretary to utilize the Star Ledger or The Record for advertisements and notifications, as may be deemed appropriate.
7. Motion to approve the Notice of Annual Public Meetings of the Board of Education for 2025. The Open Public Meetings Law requires that once each year,

within 7 days following the annual organization meeting, a public body shall post and maintain posted throughout the year in places so designated by this body and send to the designated newspapers a schedule of meetings, to the extent now known – Attachment 7

8. Motion to adopt the “Order of Business”, parliamentary procedures for public meetings as follows:

1. Pledge of Allegiance
2. Call to order by Board President
3. Statement of Compliance
4. Roll Call
5. Acceptance of Minutes
6. Acceptance of Correspondence
7. Superintendent’s Report
8. Public Comments on Agenda Items Only
9. Finance Report
10. Policy Report
11. Personnel Report
12. Curriculum Report
13. Facilities Report
14. Old Business
15. New Business
16. Information Items
17. Discussion Items
18. Public Comments
19. Adjournment

9. Motion to approve the following list of official depositories and accounts with signature authority for 2025:

Capital One Bank

710 Route 46, Fairfield, NJ 07004

- Warrant Account # 7047887954  
Board President, Board Secretary, Superintendent
- Net Payroll Account # 7047887962  
Board Secretary, Superintendent
- Payroll Agency Account #7047887970  
Board Secretary, Superintendent
- Milk & Lunch Account # 7047887989  
Board Secretary, Superintendent
- Student Activities Account # 7047887997  
Board Secretary, Superintendent

- Edward Terragni, Memorial Scholarship Fund # 7047888004  
Board Secretary, Superintendent
- Summer Savings Account #7057392414  
Board Secretary, Superintendent

10. Motion to approve the School Business Administrator/Board Secretary to transfer funds among the School District's several bank accounts during 2025.
11. Motion to approve the School Business Administrator/Board Secretary to transfer funds among the several budgetary accounts of the school district during 2025 in order to facilitate the financial affairs of the District.
12. Motion to approve the School Business Administrator/Board Secretary as the Investment Officer of Board funds as permitted by statute for 2025 and to authorize investments to be considered to be in the best interest of the School District.
13. Motion to approve the district's established chart of accounts for 2025.
14. Motion to approve the payment of claims, including authorization to sign warrants (checks) against the Board of Education for 2025 at its regular monthly meetings as presented by the School Business Administrator/Board Secretary, and further authorize the School Business Administrator/Board Secretary to approve such intermittent payments as may be determined for the effective conduct of the School District affairs.
15. Motion to approve the School Business Administrator/Board Secretary to seek bids for equipment, supplies, materials, and services for 2025 when the need for such will exceed the State prescribed sum and in such other instances as may be advisable.
16. Motion to approve the use of facsimile signature stamp(s) for 2025 for the Board President, Board Secretary, Treasurer and Superintendent of such documents, as may be required in the event that the individuals are unavailable for personally affixing their signature.
17. Motion to approve purchasing procedures for 2025 for the Board of Education in accordance with the provision of the statute as cited in 18A: 18A-3 (establishment of bid threshold), 18A: 18A-4 (bidding requirements), and 18A: 18A-5 (exceptions to bidding requirements), and such other aspects of 18A: 18A as may apply to the procurement of equipment, materials, or services used by the School District.

18. Motion to approve the use of State contracts for procurement purposes when such action is deemed to be in the best interest of the School District for 2025.
19. Motion to readopt the policies and by-laws of the Moonachie Board of Education for 2025, recognizing that it is responsible for providing a thorough and efficient free public education for the children of this School District, and recognizing that this Board is a non-continuous body subject to annual renewal, adopt the written By-laws and Policies of the predecessor Board for its operation and the operation of the School District. It is understood that this Board, during its own life, may amend or repeal such By-laws and Policies and adopt new Policies as it deems necessary.
20. Motion to approve the following programs and services for 2025:
  - Pre-Kindergarten
  - Pre-K Inclusive Program
  - Pre-School Disabled Program
  - Kindergarten
  - Multiple Disabled Class – Grade K-2
  - Language Arts/Literacy
  - Mathematics
  - Science
  - Social Studies
  - Comprehensive Health & Physical Education
  - Visual and Performing Arts
  - World Languages
  - Technological Literacy
  - Career Education and Consumer, Family and Life Skills
  - Family Life
  - Character Education
  - Substance Abuse Prevention Program for all grades in accordance with NJAC 6A:16-3
  - Guidance/Counseling Program
  - Art Enrichment Program
  - Basic Skills/Push-In/Pull-Out
  - Supplemental Instruction
  - Resource Center
  - Self-Contained Class
  - Home Instruction
  - Speech/Language Therapy
  - OT/PT

- English as a Second Language (ESL)
- Behavior Management Program
- Preventing Academic Failure (PAF)
- Gifted & Talented Services
- NJASK Prep. (Infused)
- L.E.A.D
- G.R.E.A.T.
- RLC T.V.
- Study/Organization
- Reading Workshop
- Writing Workshop
- Orton-Gillingham Program

21. Motion to approve the curriculum including mandated program specified in NJAC 6A:8-3-1 for 2025 on file in the Superintendent’s office.

22. Motion to approve the attached textbook and reading list for 2025- Attachment 22

23. Motion to approve the Code of Ethics for Board Members for 2025 as approved by the New Jersey School Boards Association Delegate Assembly on May 10, 1975 – Attachment 23

24. Motion to approve Laurel Spadavecchia, School Business Administrator/Board Secretary, and James Knipper, Superintendent/Principal, as signatories for 2025 in conjunction with Moonachie Board of Education’s Bonds for which the Depository Trust Company has been appointed Trustee or Agent.

25. Motion 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 2025 are:

Board Secretary’s Office	\$200.00	Business Administrator
Superintendent’s Office	\$200.00	Superintendent

26. Motion to approve the following for 2025:

Safety Coordinator	James Knipper, Superintendent/ Principal
Right to Know Officer	Laurel Spadavecchia, Business Administrator
Affirmative Action Officer	Brian DeSantis Dana Genatt

Liaison for Homeless Children	Dana Genatt, Director of Curriculum
504 Officer	Dana Genatt, Director of Curriculum
Integrated Pest Management Coordinator	Ryan Jones, School Custodian
N.J. Department of Agriculture designees for National School Lunch Program	
<ul style="list-style-type: none"> <li>• Laurel Spadavecchia, Business Administrator – Certifier</li> <li>• James Knipper, Superintendent – Alternate Certifier</li> <li>• Sandy Diaz, Assist. To the BA – Submitter</li> <li>• Lucrezia Maurin, Food Service Director–Alternate Submitter</li> </ul>	
Public Agency Compliance Officer	James Knipper, Superintendent
Data Coordinator	Dana Genatt
Chemical Hygiene Officer	Laurel Spadavecchia, Business Administrator
Custodian of Records	James Knipper, Superintendent
Asbestos Management Officer	Laurel Spadavecchia, Business Administrator
Indoor Air Quality Designee	Ryan Jones, Custodian
AHERA Coordinator	Laurel Spadavecchia, Business Administrator
Anti-Bullying Specialist	Dana Genatt, Director of Curriculum & Instruction
Substance Awareness Coordinator	Natasha Dillon

27. Motion to approve for 2025 a per-diem Substitute Teacher rate of \$115.00; 8:00 a.m. – 12 noon \$70.00, 12:30 p.m. – 3:05 p.m. - \$45.00
28. Motion to approve for 2025 a per-diem Substitute Nurse rate of \$150.00.
29. Motion to approve for 2025 a Long-Term Substitute Teacher Pay Scale that would be granted to any person who is employed as a substitute teacher on consecutive school days substituting for the same teacher, as follows:

After 20 days	\$120 per day
After 40 days	\$140 per day
After 60 days	\$160 per day
After 80 days	\$180 per day
30. Motion to approve the following records for 2025 as Designated Permitted Records and that these records are to be kept in pupils’ cumulative records per N.J.A.C. 6:3, 2.3:

Reports of Parent Conferences
Reports of Student Awards and Achievements



Results of Standardized Tests  
Commendations and Disciplinary Notices  
Samples of Pupils' Academic Work  
Record Participation in Student Activities  
Records of Community Service  
Correspondence from Parent/Guardian Concerning His/Her Child

31. Motion to approve the mileage reimbursement rate for Moonachie School District employees at the New Jersey state rate per mile for 2025.
32. Motion to approve, pursuant to the provision of Title 18A: 18A-42, the Moonachie Board of Education to continue to participate as a member of the South Bergen Workers Compensation Pool, effective July 1, 2024 through June 30, 2025.
33. Motion to appoint for 2025 the Board Secretary, or his/her designee, as its representative to serve on the committee from which a Board of Trustees shall be selected to manage the affairs of the insurance pool, in accordance with the by-laws of South Bergen Workers Compensation Pool in effect as of the date of this resolution, as authorized and permitted by said statute.
34. Motion to approve the continuation of participation as a member of the South Bergen Jointure Commission, effective July 1, 2024 through June 30, 2025.
35. Motion to approve the Business Administrator for 2025 to issue 1099 to independent contractors who had District payments made to them in a calendar year of at least \$600.
36. Motion to approve a Joint Transportation Agreement between the Moonachie Board of Education and the South Bergen Jointure Commission for 2025 to provide coordinated transportation services.
37. Motion to approve the continuation of Brown and Brown Benefit Advisors, Lambertville, NJ as the district Employee Benefits Broker of Record for 2025.
38. Motion to approve the contract with Bergen County Special Services School District for services to non-public schools for 2025 in connection with Chapter 192-193.
39. Motion to approve membership in the New Jersey School Boards Association for 2025.
40. Motion to approve School Employees Health Benefits Program (SEHBP) for 2025.

41. Motion to approve DMR Architects as the Moonachie Board of Education's architect of record for 2025.
42. Motion to approve the existence of a Moonachie Board of Education Student Council for 2025.
43. Motion to give approval to the Business Administrator for 2025 to make payment on the Bills and Claims against the Board of Education for equipment, materials and supplies furnished and delivered, and for work done and performed prior to their approval by the board, when it is deemed necessary to by the Business Administrator, and to then present them for approval at the next Board meeting.
44. Motion to approve Ernest Turner as Treasurer of School Monies for 2025 at an annual rate of \$6500.00.
45. Motion to approve Travel Expense Reimbursement Policy for 2025 as attached – Attachment 45
46. Motion to approve AXA Equitable and AIG Retirement as tax shelter annuity companies (403b) for 2025.

Adjournment:

Motion:

Second:

Action taken: