

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

MINUTES FOR REORGANIZATION MEETING

Robert L. Craig School

Media Center
January 2, 2019

Call to order by Board Secretary Meeting opened at 6:30 p.m.

Roll Call

Members Present: David Vaccaro, Charles Pallas, Matthew Vaccaro
James Campbell, Edmond Monti

Members Absent: None

Also Present: Dr. Jonathan Ponds, Superintendent/Principal
Laurel Spadavecchia, Business Administrator/Board Secretary
James Knipper, Director of Curriculum
Kathleen Nestor, Esq., Board Attorney

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 6, 2018 – Attachment 1

Resolved to accept the Report of the Election Proceedings of November 6, 2018:

Motion: Matthew Vaccaro

Second: Edmond Monti

Action Taken: 5 Ayes. Motion Approved

- James Campbell (3 year term) - 228 votes
- Edmond F. Monti (3 year term) 223 votes
- Personal Choice - Edmond Monti (3 year term)- 1 vote

Administration of Oath of Office to Newly Elected Board Members

Motion: Edmond Monti

Second: James Campbell

Action taken: 5 Ayes. Motion Approved

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

Nominations for Office of President

- a. Open nominations
- b. Close nominations

Resolved to approve David Vaccaro to serve as President until the next Reorganization of the Board of Education.

Motion: Charles Pallas
Second: Edmond Monti
Action taken: 5 Ayes. Motion Approved.

Nominations for Office of Vice-President

- a. Open nominations
- b. Close nominations

Resolved to approve James Campbell to serve as Vice- President until the next Reorganization of the Board of Education.

Newly elected President assumes chair.
Motion: Charles Pallas
Second: Matthew Vaccaro
Action taken: 5 Ayes. Motion Approved.

Appointments

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

Representative to the Wood-Ridge Board of Education

Appointee: Edmond Monti

New Jersey School Boards Association Legislative Delegate

Delegate Appointee: Matthew Vaccaro

Alternate Appointee: Edmond Monti

Representative to Bergen County School Boards Association

Delegate Appointee: Matthew Vaccaro

Alternate Appointee: Edmond Monti

Board Liaison to the Moonachie Borough Council

Appointee: David Vaccaro

Representative to the South Bergen Jointure Commission

Appointee: Dr. Jonathan Ponds

Motion: Edmond Monti
Second: Matthew Vaccaro
Action taken: 5 Ayes. Motion Approved.

Committees

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

Finance Committee:

Members: James Campbell and Charles Pallas

Buildings and Grounds Committee:

Members: David Vaccaro and James Campbell

Personnel Committee:

Members: James Campbell and David Vaccaro

Curriculum Committee:

Members: Charles Pallas and Edmond Monti

Technology Committee:

Members: Charles Pallas and Matthew Vaccaro

Policy Committee:

Members: Matthew Vaccaro and Edmond Monti

Negotiations Committee:

Members: David Vaccaro and James Campbell

Approvals

1. Resolved to approve Laurel Spadavecchia as Board Secretary for 2019.
2. Resolved to approve Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC, as Board Counsel for 2019 to attend Board meetings and, for all other legal work.
3. Resolved to approve the auditing firm of Lerch, Vinci & Higgins, CPA to prepare the 2018-2019 School District Audit, and to perform other duties as directed during the 2018-2019 school year at standard billing rates- Attachment 3
4. Resolved to approve the continuation Polaris Galaxy Insurance, LLC of Hasbrouck Heights as the district's Property and Liability Insurance Broker of Record for 2019.
5. Resolved to approve the following medical professionals for 2018.
Medical Inspector: Dr. Yvette Starer
Tenafly Pediatrics, Tenafly, N.J.
6. Resolved to approve the North Jersey Media as the official publication of the district for 2019 for receipt of all Legal Advertisements in accordance with the law and further authorize the Board Secretary to utilize the Star Ledger for advertisements and notifications, as may be deemed appropriate.
7. Resolved to approve the Notice of Annual Public Meetings of the Board of Education for 2019. 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. Resolved 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. Resolved to approve the following list of official depositories and accounts with signature authority for 2019:

Capital One Bank

710 Route 46, Fairfield, NJ 07004

- Warrant Account # 7047887954
Board President, Board Secretary, Superintendent
- Net Payroll Account # 7047887962
Board Secretary, Superintendent
- Reserve 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. Resolved to approve the School Business Administrator/Board Secretary to transfer funds among several bank accounts of the School District during 2019.

11. Resolved to approve the School Business Administrator/Board Secretary to transfer funds among the several budgetary accounts of the school district during 2019 in order to facilitate the financial affairs of the District.
12. Resolved to approve the School Business Administrator/Board Secretary as the Investment Officer of Board funds as permitted by statute for 2019 and to authorize investments to be considered to be in the best interest of the School District.
13. Resolved to approve the district's established chart of accounts for 2019.
14. Resolved to approve the payment of claims, including authorization to sign warrants (checks) against the Board of Education for 2019 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. Resolved to approve the School Business Administrator/Board Secretary to seek bids for equipment, supplies, materials, and services for 2019 when the need for such will exceed the State prescribed sum and in such other instances as may be advisable.
16. Resolved to approve the use of facsimile signature stamp(s) for 2019 for the Board President, Board Secretary, and Superintendent of such documents, as may be required in the event that the individuals are unavailable for personally affixing their signature.
17. Resolved to approve purchasing procedures for 2019 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. Resolved 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 2019.
19. Resolved to readopt the policies and by-laws of the Moonachie Board of Education for 2019, 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. Resolved to approve the following programs and services for 2019:

- 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. Resolved to approve the curriculum including mandated program specified in NJAC 6A:8-3-1 for 2019 on file in the Superintendent’s office.

22. Resolved to approve the attached textbook list and reading list for 2019- Attachment 22

23. Resolved to approve the Code of Ethics for Board Members for 2019 as approved by the New Jersey School Boards Association Delegate Assembly on May 10, 1975 – Attachment 23

24. Resolved to approve Laurel Spadavecchia, School Business Administrator/ Board Secretary, and Dr. Jonathan Ponds, Superintendent/Principal, as signatories for 2019 in conjunction with Moonachie Board of Education’s Bonds for which the Depository Trust Company has been appointed Trustee or Agent.

25. 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 2019 are:

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

26. Resolved to approve the following for 2019:

Safety Coordinator	James Knipper, Director of Curriculum
Right to Know Officer	Laurel Spadavecchia, Business Administrator
Affirmative Action Officer	Donna Gallo, School Nurse
Liaison for Homeless Children	Alyssa Spitaleri
504 Officer	James Knipper, Director of Curriculum
Integrated Pest Management Coordinator	Laurel Spadavecchia, Business Administrator

N.J. Department of Agriculture designees for National School Lunch Program

- Laurel Spadavecchia, Business Administrator – Certifier
- Jonathan Ponds, Superintendent – Alternate Certifier

- Sandy Diaz, Assist. To the BA – Submitter
 - Lucrezia Maurin, Food Service Director–Alternate Submitter
- | | |
|---------------------------------|--|
| Agency Compliance Officer | Jonathan Ponds, Superintendent |
| Chemical Hygiene Officer | Laurel Spadavecchia,
Business Administrator |
| Custodian of Records | Jonathan Ponds, Superintendent |
| Qualified Purchasing Agent | Ernest Turner, Treasurer |
| Asbestos Management Officer | Laurel Spadavecchia,
Business Administrator |
| Indoor Air Quality Designee | Stefano Cirillo, Custodian |
| AHERA Coordinator | Laurel Spadavecchia,
Business Administrator |
| Substance Awareness Coordinator | Silvia Raguseo, CST Supervisor |

27. Resolved to approve for 2019 a per-diem Substitute Teacher rate of \$100.00; 8:00 a.m. – 12 noon \$60.00, 12:30 p.m. – 3:05 p.m. - \$40.00
28. Resolved to approve for 2019 a per-diem Substitute Nurse rate of \$150.00.
29. Resolved to approve for 2019 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	\$105 per day
After 40 days	\$125 per day
After 60 days	\$145 per day
After 80 days	\$175 per day
30. Resolved to approve the following records for 2019 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. Resolved to approve the mileage reimbursement rate for Moonachie School District employees at the New Jersey state rate per mile for 2019.
32. Resolved 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, 2018 through June 30, 2019.

33. Resolved to appoint for 2019 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. Resolved to approve the continuation of participation as a member of the South Bergen Jointure Commission, effective July 1, 2019 through June 30, 2020, and to use their services for 2019 for preparation of the District's payroll and payroll reports.
35. Resolved to approve the Business Administrator for 2019 to issue 1099 to independent contractors who had District payments made to them in a calendar year of at least \$600.
36. Resolved to approve a Joint Transportation Agreement between the Moonachie Board of Education and the South Bergen Jointure Commission for 2019 to provide coordinated transportation services.
37. Resolved to approve the continuation of Brown and Brown Benefit Advisors, Lambertville, NJ as the district Employee Benefits Broker of Record for 2019 – Attachment 37
38. Resolved to approve the contract with Bergen County Special Services School District for services to non-public schools for 2019 in connection with Chapter 192-193.
39. Resolved to approve membership in the New Jersey School Boards Association for 2019.
40. Resolved to approve School Employees Health Benefits Program (SEHBP) for 2019.
41. Resolved to approve DMR Architects as the Moonachie Board of Education's architect of record for 2019.
42. Resolved to approve the existence of a Moonachie Board of Education Student Council for 2019.
43. Resolved to give approval to the Business Administrator for 2019 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. Resolved to approve Ernest Turner as Treasurer of School Monies for 2019 at an annual rate of \$6500.00.

45. Resolved to approve Ernest Turner as consultant to the business office at a rate of \$100.00 per hour not to exceed \$20,000.00 to be charged to: Business Office Salaries, Operating Plant Salaries, Salaries for Pupil Transportation, and Food Service for services performed.

46. Resolved to approve Travel Expense Reimbursement Policy for 2019 as attached – Attachment 46

47. Resolved to approve AXA Equitable and AIG Retirement as tax shelter annuity companies (403b) for 2019.

Adjournment at 6:45 p.m.

Motion: Edmond Monti
Second: Matthew Vaccaro
Action taken: 5 Ayes. Motion Approved.

Respectfully Submitted,

Laurel Spadavecchia

Laurel Spadavecchia
Business Administrator/Board Secretary