

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

MINUTES FOR REGULAR MEETING

Robert L. Craig School
Virtual Meeting
July 14, 2020

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

Roll Call

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

Members Absent: None

Also Present: James Knipper, Acting Superintendent/Director of Curriculum
Laurel Spadavecchia, Business Administrator/Board Secretary
Rachel Smith, 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.

1. • Acceptance of Minutes of June 9, 2020, 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 Minutes of June 22, 2020, Special Meeting – Attachment 1.2
Motion: Matthew Vaccaro
Seconded: Edmond Monti
Action taken: 5 Ayes. Motion Approved.
- Acceptance of Correspondence
 - Approval by the New Jersey Department of Education of the Temporary Instructional Space off the cafeteria – Attachment 1.3
 - Approval by the New Jersey Department of Education of the Temporary Instructional Space on the gym stage – Attachment 1.4

- Approval by the New Jersey Department of Education of the Toilet Room Facilities Pre-K and Kindergarten classrooms--Attachment 1.5
- Certificate of Inspection letters from the Bureau of Boiler and Pressure Vessel Compliance – Attachment 1.6
- 2020 CARES Emergency Relief Grant Submission Approval letter – Attachment 1.7
- 2021 IDEA Consolidated Application Final Approval letter – Attachment 1.8

Motion: James Campbell
 Seconded: Matthew Vaccaro
 Action taken: 5 Ayes. Motion Approved.

- Superintendent's Report

Re-Opening Presentation & Submission Timelines: Covid-19 -James Knipper presented the Moonachie School District's preliminary re-open plan.

Mr. Campbell inquired about the 24 hours/ 24 hours area shutdown. Mr. Knipper replied that per guidance documents, rooms with exposure to coronavirus must be immediately shutdown for 24 hours after which time cleaning and disinfecting can take place. After thoroughly cleaned and disinfected, the area must be closed again for another 24 hours before it can be used again.

Mr. Monti asked if Plan B is concurrent with Plan A to which Mr. Knipper replied that Plan B is the scenario if the school is in complete lockdown again. Mr. Monti asked if there will be additional training for cleaning to which Mr. Knipper replied that the custodial staff will be trained on CDC guidelines on the proper cleaning and disinfecting procedures and this training will be overseen by Mrs. Spadavecchia. All staff will undergo cleaning training during the staff training sessions held prior to the start of school for students.

Mr. Monti asked if we had backup classrooms in the event of a person having Covid-19. Mr. Knipper responded that he has reserved the entire media center, gymnasium and cafeteria for that very scenario. No classes will be held in those locations other than if rooms need to be closed for cleaning. Mr. Campbell asked if we had enough desks for the overflow areas to which Mr. Knipper replied we will be of ordering more desks of varying sizes.

Mr. David Vaccaro asked what happens if a family member gets sick, to which Mr. Knipper replied that is part of the daily screening process all students will be participating in. A 14-day quarantine or results of a Covid-19 test will need to be performed in order to return to school. The school nurse will report any cases to the health department for contact tracing.

Motion: Matthew Vaccaro
 Seconded: Edmond Monti
 Action taken: 5 Ayes. 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.

Mrs. Mia Rubin asked the district to be as pro-active as possible in trying to obtain a bus route to Paramus Catholic High School as 5 students will now be attending. Mrs. Spadavecchia explained that those students have been added to the request for bus forms that are sent to the district's South Bergen Jointure Transportation Agency. If a route can be established amongst neighboring towns in which the cost per pupil is below the Aid-in-Lieu rate of \$1000 per school year, then a bus option will be provided for these parents. If the rate is above \$1000, or no transportation company bids on the route, then payment of Aid-in-Lieu will be provided instead. Mrs. Spadavecchia noted that while SBJC will try to secure a route, the 2020-2021 school year is notably different in transportation needs than has been in the past as social distancing measures are putting a strain on how many students can be on one bus, therefore requiring many more buses needed to meet the public school transportation demand, which will impact busing for non-public school needs.

2. Finance

Discussion of Revised State Aid: Mrs. Spadavecchia announced that the revised state aid figures were released on July 10, 2020. The Moonachie School District state aid was reduced by \$37,172 in Special Education Categorical Aid. Mrs. Spadavecchia announced that the district will be able to maintain the 2020-2021 school budget without reducing expenses, cutting programs or using reserve accounts by using its general fund surplus.

Motion: Matthew Vaccaro

Seconded: James Campbell

Action taken: 5 Ayes. 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 June 2020 for a total of \$156,561.39 –Attachment 2.1
2. 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 July 2020 for a total of \$196,143.41 –Attachment 2.2
3. Resolved to approve the Check Register for the month of June 2020 for \$598,482.10 - Attachment 2.3
4. Resolved to approve the Payroll Check Register for June 15, 2020 for \$98,384.05 – Attachment 2.4

5. Resolved to approve the Payroll Check Register for June 16, 2020 for \$70,941.29 – Attachment 2.5
6. Resolved to approve the Payroll Check Register for June 30, 2020 for \$35,179.49 – Attachment 2.6
7. Resolved to acknowledge receipt of the monthly certification of the Business Administrator/Board Secretary for July 2020 that no budgetary line item account has encumbrances and expenditures, which in total exceed the amount appropriated by the Moonachie Board of Education.
8. Resolved to acknowledge receipt of the monthly certification of the Business Administrator/Board Secretary for July 2020 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.
9. Resolved to approve check #1143 to Carlstadt-East Rutherford Regional Board of Education in the amount of \$14,835.00 from the Milk and Lunch account for April 2020 meals.
10. Resolved to approve check #1144 to Carlstadt-East Rutherford Regional Board of Education in the amount of \$11,960.00 from the Milk and Lunch account for May 2020 meals.
11. Resolved to approve check #1145 to Carlstadt-East Rutherford Regional Board of Education in the amount of \$5,175.00 from the Milk and Lunch account for June 2020 meals.
12. Resolved to approve Voyager Indemnity Insurance Company Private Commercial Flood Insurance Policy effective July 1, 2020 – July 1, 2021 – Attachment 2.12
13. Resolved to approve J& J Gym Floors to buff and apply polyurethane coat to the gym floors – Attachment 2.13
14. Resolved to charge the following salary amounts to the 2020-2021 ESEA Title I grant for the provision of Basic Skills instructional services:

	<u>Salary</u>	<u>Benefits</u>	<u>Total</u>
Kathleen Kinsella	\$15,700	\$6,280	\$21,980
Martha Morales	\$45,360	\$18,144	\$63,504
<u>Instructional Supplies</u>			<u>\$2,256</u>
			\$87,740

15. Resolved to approve the Special Education Tuition Contract between the Moonachie Board of Education and Paradigm Therapeutic Day School for the 2020-2021 school year – Attachment 2.15
16. Resolved to approve the following insurance policies through Polaris Galaxy Insurance:

Policy Type	Company	Cost
Property, Boiler & Machinery	SAIF	\$28,896
Environmental & EDP	SAIF	\$879

Crime	SAIF	\$276
General Liability & Auto	SAIF	\$5,116
School Board Legal & Excess	SAIF	\$8,397
Catastrophic Excess	NJUEP	\$5,109
Travel Accident Policy	Gerber Insurance	\$200
Surety Bond: Spadavecchia	Hartford	\$800
Surety Bond: Turner	Hartford	\$1,000

17. Resolved to approve the Private Schools for Students with Disabilities Tuition Agreement between the Moonachie Board of Education and Essex Valley School, Inc. for the 2020-2021 school year – Attachment 2.17
18. Resolved to approve the contract between the Moonachie Board of Education and Karl Environmental Group Right To Know Survey Update – Attachment 2.18
19. Resolved to approve the Ritco Security Systems, Inc. Annual Cleaning, Testing and Inspection of the Fire Alarm System for 2020-2021 school year and the replacement of 33 conventional smoke detectors at a cost of \$115.00 each – Attachment 2.19
20. Resolved to approve the carpet cleaning proposal from Only the Best Carpet Cleaning LLC – Attachment 2.20
21. 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 for the 2020-2021 school year – Attachment 2.21
22. Resolved to approve the premium and underwriting quote from Scirocco Group for United States Liability Insurance Company Event Insurance Coverage for a one day 8th grade graduation event at \$312.87 for 3,000,000/\$3,000,000 General Liability Occurrence/Aggregate coverage – Attachment 2.22
23. Resolved to approve the quote from Content Party Rentals for delivery, set-up and pick-up of one tent for the 8th Grade graduation ceremony – Attachment 2.23
24. Resolved to approve the quote from Cintas for the Annual Sprinkler Inspection at \$1,900.56 to include 8 systems and Fire Extinguisher Inspections at \$950.00 to include 35 total extinguishers and two units due for maintenance for the 2020-2021 school year.
25. Resolved to approve participation in the New Jersey Cooperative Bidding Program through Educational Data Services, Inc and the licensing and maintenance fee for the 2020-2021 school year – Attachment 2.25
26. Resolved to approve the renewal of Monarch Management Corporation as the Student Accident Coverage provider for the 2020-2021 school year – Attachment 2.26

27. Resolved to renew Delta Dental as the dental provider at no increase in cost per employee for the 2020-2021 school year – Attachment 2.27
28. Resolved to approve check #1146 to Genesis Educational Services in the amount of \$350.00 from the Milk & Lunch Account for the CCP cafeteria interface export for the 2020-2021 school year.
29. Resolved to approve check #1147 from the Milk & Lunch Account to Payscale for the cafeteria workstation module, hosting, pin pad, and cash drawer key operations.
30. Resolved to approve the Extended School Year Special Education Tuition Agreement between the Moonachie Board of Education and Bergen County Special Services for the 2020-2021 school year – Attachment 2.30
31. Resolved to approve the Extended School Year Special Education Tuition Agreement between the Moonachie Board of Education and Blesman Regional Day School for the 2020-2021 school year – Attachment 2.31
32. Resolved to approve budgetary line-item transfers for June 2020 – Attachment 2.32
33. Resolved to accept the Treasurer's Report for month ending June 2020 – Attachment 2.33
34. Resolved to accept the Report of Secretary to the Moonachie Board of Education for month ending June 2020 – Attachment 2.34
35. Resolved to approve the Special Education Extended School Year Transportation agreement between the Moonachie Board of Education and Trans-Ed, Inc. effective July 27-August 14, 2020 – Attachment 2.35
36. Resolved to approve the renewal of transportation contract between First Student and the Moonachie Board of Education for Routes RLC1, RLC2, WRHS1, and WRHS2 for the 2020-2021 school year with the allowable CPI of 1.70% increase based on the 2019-2020 school year's prices for a total of \$91,850.40 - Attachment 2.36
37. Resolved to accept the Monthly Transfer Report for the school year 2019-2020 – Attachment 2.37

3. Policy

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

1. Resolved to approve the submission of the Student Safety Data System and accept the 2019-2020 Incidents Report on Violence, Vandalism, Substances, Weapons, and HIB Confirmed for Report Period 2: January 1-June 30, 2020 – Attachment 3.1
2. Resolved to approve the Lead Testing Program Statement of Assurance for the 2019-2020 school year – Attachment 3.2

3. Resolved to approve the New Jersey Department of Education School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights District and School Grade Report for 2018-2019 – Attachment 3.3
4. Resolved to approve the submission of the New Jersey Department of Education Equivalency Application – Attachment 3.4
5. Resolved to approve the submission of the 2019-2020 School Register Summary Data Collection through the NJ Homeroom online platform to satisfy school enrollment and attendance reporting requirements – Attachment 3.5
6. Resolved to approve Security Drill Statement of Assurance–Attachment 3.6

4. Personnel

Discussion of Personnel – Mr. Monti asked how many positions needed to be filled and how many interviews were conducted. Mr. Knipper replied that 4 teaching positions needed to be filled and he has conducted 20 interviews last week and 7 interviews today. He has received approximately 80 applications based on advertising. Mr. Monti asked if the candidates he is recommending on this agenda are the most qualified to which Mr. Knipper replied they are absolutely the most qualified and he is very excited about what they can bring to the district. Mr. Monti asked if any positions were related to the additional PEA preschool program to which Mr. Knipper replied that 1 teaching position was associated with PEA as well as 1 teaching assistant will need to be hired.

Motion: Matthew Vaccaro

Seconded: James Campbell

Action taken: 5 Ayes. Motion Approved.

1. Resolved to approve professional consulting fees and data management services not to exceed \$6,000.00 for Jason Diaz for additional duties of data gathering and input as well as assisting with state reports for the 2020-2021 school year.
2. Resolved to approve the following staff to work in the Extended School Year program 2020 – Attachment 4.2
3. Resolved to approve the Acting Superintendent employment agreement for James Knipper, for the terms and conditions specified, subject to the approval of the Bergen County Superintendent and the Commissioner of Education – Attachment 4.3
4. Resolved to approve, upon the recommendation of the Acting Superintendent, the Board hereby approves the employment contract for Director of Curriculum & Instruction between James Knipper and the Moonachie Board of Education for the terms and conditions specified – Attachment 4.4
5. Resolved to approve Lauren Barnaba as Teacher at BA Step 1 for an annual salary of \$50,195 for the 2020-2021 school year.

6. Resolved to approve Anne Marie Frascella as Teacher at BA Step 1 for an annual salary of \$50,195 for the 2020-2021 school year pending outcome of the Criminal History Background Screening.

5. Curriculum None.

Motion:

Seconded:

Action taken:

6. Facilities

Mrs. Spadavecchia announced that two transformers on the roof of the gym blew out after the hail storm last week. Pennetta HVAC was called in to examine the damage. They are working on a quote to repair the damage. Mrs. Spadavecchia will also notify the insurance company in the event a claim needs to be placed. Pennetta will also be providing a quote for a maintenance plan to power wash the condenser and treat the evaporator coils and a plan to change filters quarterly and belts as needed, grease all bearings, clean drain pans and check the operation of all units. The Board is asking for quotes from other vendors as well for this service. Mrs. Spadavecchia will follow up with the Board.

Mrs. Spadavecchia also announced that a pipe connected to the water heater in the boiler room is leaking. Vanderbeck came out to inspect it and they can repair the pipe to stop the leak, but a licensed contractor must first come out to abate the asbestos. Mrs. Spadavecchia will contact Karl Environmental to inspect the pipe and determine the appropriate abatement measures needed. Mrs. Spadavecchia will follow up with the Board.

Mrs. Spadavecchia asked the Board if they had reviewed her request for signage on school property that was on the weekly newsletter so that she can order the signs. Mr. Monti replied he had not reviewed it and would like an opportunity to do so. He also recommended forwarding it to our insurance company and attorney for review. Mrs. Spadavecchia will email the Board and the insurance representative tomorrow with the signage recommendations as the Board Attorney has already reviewed it.

Motion: Matthew Vaccaro

Seconded: Edmond Monti

Action taken: 5 Ayes. Motion Approved.

1. Resolved to apply for approval for Toilet Room Facilities for Early Intervention, Pre-Kindergarten, and Kindergarten Classroom – Room 9 Multiply Disabled Program – K-2nd for the 2020-2021 school year for submission to the Executive County Superintendent – Attachment 6.1

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

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

9. Information Items
1. Average monthly attendance from 6/1/20 – 6/30/20 - Attachment 9.1
2. Monthly report of attendance officer for the month ending June 2020 Attachment 9.2
3. School Year Attendance Report – Attachment 9.3

10. Discussion Items
Mrs. Spadavecchia announced that the annual NJ School Boards Association for 2020-2021 will be held virtually this year. The details aren't available as of yet but there will a line-up of guest speakers and classes. If any board member is interested in attending, please notify the Business Office.

Mr. Monti asked Mr. Knipper to keep the board informed on policies that are updated due to coronavirus. Mr. Knipper replied that he would do so.

Mr. David Vaccaro asked how the graduation ceremony was coming along to which Mr. Knipper thanked Ms. Spitaleri and Mrs. Monti for their help in planning the ceremony. He announced the tent rental and additional insurance policy were secured. He surveyed the graduating class of 32 students and 20 responded: 18 students are attending and 2 unable to attend as of this date.

11. Public Comments None.
Open: 7:53
Closed: 7:54

12. Adjournment at 7:55 p.m.
Motion: Matthew Vaccaro
Second: Edmond Monti
Action Taken: 5 Ayes. Motion Approved.

Respectfully Submitted,

Laurel Spadavecchia

Laurel Spadavecchia, Business Administrator/Board Secretary