

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

MINUTES FOR REORGANIZATION MEETING

Robert L. Craig School

Cafeteria

January 6, 2015

Call to order by Board Secretary

Meeting opened at 6:30 p.m.

Roll Call

Members Present: David Vaccaro, James Campbell, Charles Pallas, Sheila King and Melissa Rose

Members Absent: None

Also Present: Sue Anne Mather, Frank R. Scarafile, Allison Stager and Dennis McKeever, 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 4, 2014 – Attachment 1- (to follow)

Motion to accept the Report of the Election Proceedings of November 4, 2014:

Motion: Melissa Rose

Second: James Campbell

Action Taken: All Ayes

- David Vaccaro (3 year term) - 128 votes – Attachment to follow
- Sheila King (3 year term) 113 votes – Attachment to follow
- Personal Choice (2)

Administration of Oath of Office to Newly Elected Board Members

Motion: James Campbell

Second: Sheila King

Action taken: All Ayes

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

Nominations for Office of President

a. Open nominations

b. Close nominations

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

Motion: Sheila King

Second: Melissa Rose

Action taken: All Ayes

Nominations for Office of Vice-President

a. Open nominations

b. Close nominations

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

Newly elected President assumes chair.

Motion: James Campbell

Second: Charles Pallas

Action taken: All Ayes

Appointments

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

Representative to the Wood-Ridge Board of Education

Appointee: Sheila King Alternate: Charles Pallas

New Jersey School Boards Association Legislative Delegate

Delegate Appointee: Melissa Rose

Alternate Appointee: Sheila King

Representative to Bergen County School Boards Association

Delegate Appointee: Melissa Rose

Alternate Appointee: Sheila King

Board Liaison to the Moonachie Borough Council

Appointee: David Vaccaro

Representative to the South Bergen Jointure Commission

Appointee: Frank R. Scarafile

Motion: Sheila King

Second: Melissa Rose

Action taken: All Ayes

Committees

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

Finance Committee:

Members: Charles Pallas James Campbell

Buildings and Grounds Committee:

Members: David Vaccaro James Campbell

Personnel Committee:

Members: Sheila King James Campbell

Curriculum Committee:

Members: Charles Pallas Melissa Rose

Technology Committee:

Members: Charles Pallas Melissa Rose

Policy Committee:

Members: Charles Pallas Melissa Rose

Approvals

1. Resolution to approve Sue Anne Mather as Board Secretary for 2015.
2. Resolution to approve Lindabury, McCormick, Estabrook & Cooper, Esq. as Board Counsel for 2015 to attend Board meetings and, for all other legal work.
3. Resolution to approve the auditing firm of Lerch, Vinci & Higgins, CPA to prepare the 2014-2015 School District Audit, and to perform other duties as directed during the 2014-2015 school year at standard billing rates
4. Resolution to approve the continuation Polaris Galaxy Insurance, LLC of Hasbrouck Heights as the district's Property and Liability Insurance Broker of Record for 2015.
5. Resolution to approve the following medical professionals for 2015.

Medical Inspector: Dr. Yvette Starer
Tenafly Pediatrics, Tenafly, N.J.

School Dentist: Dr. Alan M. Friedman
Hasbrouck Heights, N.J.

6. Resolution to approve the North Jersey Media as the official publication of the district for 2015 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. Resolution to approve the Notice of Annual Public Meetings of the Board of Education for 2015. 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. Resolution 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. Resolution to approve participation in the Bergen County School District Banking Consortium for 2015.

9a. Resolution to approve the following list of official depositories and accounts with signature authority for 2015:

Capital One Bank

710 Route 46, Fairfield, NJ 07004

- Warrant Account # 7047887954
Board President, Board Secretary, Superintendent
- 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
- Capital Reserve Account # 7047888012
Board Secretary, Superintendent
- Edward Terragni, Memorial Scholarship Fund # 7047888004
Board Secretary, Superintendent

10. Resolution to approve the School Business Administrator/Board Secretary to transfer funds among the several bank accounts of the School District during 2015

11. Resolution to approve the School Business Administrator/Board Secretary to transfer funds among the several budgetary accounts of the school district during 2015 in order to facilitate the financial affairs of the District.

12. Resolution to approve the School Business Administrator/Board Secretary as The Investment Officer of Board funds as permitted by statute for 2015 and to authorize investments to be considered to be in the best interest of the School District

13. Resolution to approve the district's established chart of accounts for 2015

14. Resolution to approve the payment of claims, including authorization to sign warrants (checks) against the Board of Education for 2015 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. Resolution to approve the School Business Administrator/Board Secretary to seek bids for equipment, supplies, materials, and services for 2015 when the need for such will exceed the State prescribed sum and in such other instances as may be advisable
16. Resolution to approve the use of facsimile signature stamp(s) for 2015 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. Resolution to approve purchasing procedures for 2015 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. Resolution 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 2015
19. Resolution to readopt the policies and by-laws of the Moonachie Board of Education for 2015, 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. Resolution to approve the following programs and services for 2015:

- 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)
- D.A.R.E.
- G.R.E.A.T.
- RLC T.V.
- Study/Organization
- Reading Workshop

- Writing Workshop
- Orton-Gillingham Program

21. Resolution to approve the curriculum including mandated program specified in NJAC 6A:8-3-1 for 2015 on file in the Superintendent’s office

22. Resolution to approve the attached textbook list and reading list for 2015- Attachment 22

23. Resolution to approve the Code of Ethics for Board Members for 2015 as approved by the New Jersey School Boards Association Delegate Assembly on May 10, 1975 – Attachment 23

24. Resolution to approve Sue Anne Mather, School Business Administrator/Board Secretary, and Frank Scarafile, Chief School Administrator, as signatories for 2015 in conjunction with Moonachie Board of Education’s Bonds for which the Depository Trust Company has been appointed Trustee or Agent

25. Resolution 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 2015 are:

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

26. Resolution to approve the following for 2015:

Safety Coordinator	Business Administrator
Right to Know Officer	Business Administrator
Affirmative Action Officer	School Nurse
Liaison for Homeless Children	Superintendent
504 Officer	Supervisor of Curriculum
Integrated Pest Management Coordinator	Business Administrator

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

- Business Administrator – Certifier
- Supervisor – Alternate Certifier

- Assist. To the BA – Submitter
 - Food Service Aide – Alternate Submitter
- | | |
|---------------------------------|------------------------|
| Agency Compliance Officer | Superintendent |
| Chemical Hygiene Officer | Business Administrator |
| Custodian of Records | Superintendent |
| Qualified Purchasing Agent | Business Administrator |
| Asbestos Management Officer | Business Administrator |
| Indoor Air Quality Designee | Custodian |
| AHERA Coordinator | Business Administrator |
| Substance Awareness Coordinator | CST Supervisor |

27. Resolution to approve for 2015 a per-diem Substitute Teacher rate of \$85.00; 8:00 a.m. – 12 noon \$50.00, 12:30 p.m. – 3:05 p.m. - \$35.00

28. Resolution to approve for 2015 a per-diem Substitute Nurse rate of \$150.00

29. Resolution to approve for 2015 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	\$90 per day
After 40 days	\$110 per day
After 60 days	\$145 per day
After 80 days	\$175 per day

30. Resolution to approve the following records for 2015 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. Resolution to approve the mileage reimbursement rate for Moonachie School District employees at the New Jersey state rate per mile for 2015.

32. Resolution 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, 2015 through June 30, 2016
33. Resolution to appoint for 2015 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. Resolution to approve the continuation of participation as a member of the South Bergen Jointure Commission, effective July 1, 2015 through June 30, 2016, and to use their services for 2015 for preparation of the District's payroll and payroll reports
35. Resolution to approve the Business Administrator for 2015 to issue 1099 to independent contractors who had District payments made to them in a calendar year of at least \$600
36. Resolution to approve a Joint Transportation Agreement between the Moonachie Board of Education and the South Bergen Jointure Commission for 2015 to provide coordinated transportation services
37. Resolution to approve the continuation of Brown and Brown Benefit Advisors, Lambertville, NJ as the district Employee Benefits Broker of Record for 2015
38. Resolution to approve the contract with Bergen County Special Services School District for services to non-public schools for 2015 in connection with Chapter 192-193
39. Resolution to approve membership in the New Jersey School Boards Association for 2015
40. Resolution to approve School Employees Health Benefits Program (SEHBP) for 2015
41. Resolution to approve DMR Architects as the Moonachie Board of Education's architect of record for 2015

42. Resolution to approve the existence of a Moonachie Board of Education Student Council for 2015

43. Resolution to give approval to the Business Administrator for 2015 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. Resolution to approve Travel Expense Reimbursement Policy for 2015 as attached – Attachment 44

45. Resolution to approve AXA Equitable and AIG Retirement as tax shelter annuity companies (403b) for 2015

Adjournment: 6:50 p.m.

Motion: James Campbell

Second: Sheila King

Action taken: All Ayes

Respectfully submitted,

Sue Anne Mather
Board Secretary