

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

MINUTES FOR REORGANIZATION MEETING

Robert L. Craig School

Media Center

January 2, 2017

Call to order by Board Secretary

Meeting opened at 6:30 p.m.

Roll Call

Members Present: David Vaccaro, Charles Pallas, Matthew Vaccaro

Members Absent: James Campbell, Edmond Monti

Also Present: Dr. Jonathan Ponds, Superintendent/Principal

Laurel Spadavecchia, Business Administrator/Board Secretary

James Knipper, Director of Curriculum

Dennis McKeever, Esq., Board Attorney

Nicholas Savio, 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 7, 2017 – Attachment 1

Motion to accept the Report of the Election Proceedings of November 7, 2017:

Motion: Charles Pallas

Second: Matthew Vaccaro

Action Taken: 3 Ayes. 2 Absent. Approved.

- David Vaccaro (3 year term) - 181 votes
- Edmond F. Monti (1 year term) 166 votes
- Personal Choice - 12 votes: Matthew Vaccaro (3 year term)- 8 votes  
Frank Cardia (3 year term) – 5 votes

Administration of Oath of Office to Newly Elected Board Members

Motion: Charles Pallas  
Second: Matthew Vaccaro  
Action Taken: 3 Ayes. 2 Absent. Approved.

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: Charles Pallas  
Second: Matthew Vaccaro  
Action taken: 3 Ayes. 2 Absent. Approved.

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: Charles Pallas  
Second: Matthew Vaccaro  
Action taken: 3 Ayes. 2 Absent. Approved.

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: 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: Charles Pallas  
Second: Matthew Vaccaro  
Action taken: 3 Ayes. 2 Absent. Approved.

Committees

1. Resolution 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

Approvals

1. Resolution to approve Laurel Spadavecchia as Board Secretary for 2018.
2. Resolution to approve Sciarrillo, Cornell, Merlino, McKeever & Osborne, LLC, as Board Counsel for 2018 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 2017-2018 School District Audit, and to perform other duties as directed during the 2017-2018 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 2018.
5. Resolution to approve the following medical professionals for 2018.  
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 2018 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 2018. 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 2018.
- 9a. Resolution to approve the following list of official depositories and accounts with signature authority for 2018:  
 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. Resolution to approve the School Business Administrator/Board Secretary to transfer funds among the several bank accounts of the School District during 2018.
11. Resolution to approve the School Business Administrator/Board Secretary to transfer funds among the several budgetary accounts of the school district during 2018 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 2018 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 2018.
14. Resolution to approve the payment of claims, including authorization to sign warrants (checks) against the Board of Education for 2018 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 2018 when the needed 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 2018 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 2018 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 2018.
19. Resolution to readopt the policies and by-laws of the Moonachie Board of Education for 2018, 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 2018:
  - 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. Resolution to approve the curriculum including mandated program specified in NJAC 6A:8-3-1 for 2018 on file in the Superintendent's office.
22. Resolution to approve the attached textbook list and reading list for 2018- Attachment 22
23. Resolution to approve the Code of Ethics for Board Members for 2018 as approved by the New Jersey School Boards Association Delegate Assembly on May 10, 1975 – Attachment 23
24. Resolution to approve Laurel Spadavecchia, School Business Administrator/ Board Secretary, and Dr. Jonathan Ponds, Superintendent/Principal, as signatories for 2018 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 2018 are:

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

26. Resolution to approve the following for 2018:

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	
<ul style="list-style-type: none"> <li>• Business Administrator – Certifier</li> <li>• Superintendent – Alternate Certifier</li> <li>• Assist. To the BA – Submitter</li> <li>• Food Service Aide – Alternate Submitter</li> </ul>	
Agency Compliance Officer	Superintendent
Chemical Hygiene Officer	Business Administrator
Custodian of Records	Superintendent
Qualified Purchasing Agent	Treasurer
Asbestos Management Officer	Business Administrator
Indoor Air Quality Designee	Custodian
AHERA Coordinator	Business Administrator
Substance Awareness Coordinator	CST Supervisor

27. Resolution to approve for 2018 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. Resolution to approve for 2018 a per-diem Substitute Nurse rate of \$150.00.

29. Resolution to approve for 2018 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. Resolution to approve the following records for 2018 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 2018.
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, 2018 through June 30, 2019.
33. Resolution to appoint for 2018 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, 2018 through June 30, 2019, and to use their services for 2018 for preparation of the District's payroll and payroll reports.
35. Resolution to approve the Business Administrator for 2018 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 2018 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 2018.
38. Resolution to approve the contract with Bergen County Special Services School District for services to non-public schools for 2018 in connection with Chapter

192-193.

39. Resolution to approve membership in the New Jersey School Boards Association for 2018.
40. Resolution to approve School Employees Health Benefits Program (SEHBP) for 2018.
41. Resolution to approve DMR Architects as the Moonachie Board of Education's architect of record for 2018.
42. Resolution to approve the existence of a Moonachie Board of Education Student Council for 2018.
43. Resolution to give approval to the Business Administrator for 2018 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 2018 as attached – Attachment 44
45. Resolution to approve AXA Equitable and AIG Retirement as tax shelter annuity companies (403b) for 2018.

Adjournment at 6:45 p.m.

Motion: Charles Pallas  
Second: Matthew Vaccaro  
Action taken: 3 Ayes. 2 Absent. Approved.

Respectfully Submitted,

*Laurel Spadavecchia*

Laurel Spadavecchia  
Business Administrator/Board Secretary