

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

MINUTES FOR REGULAR MEETING

Robert L. Craig School
Virtual Meeting
August 25, 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
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 July 14, 2020, closed session and regular session, and Superintendent Report – Attachment 1.1

Motion: Matthew Vaccaro

Seconded: Edmond Monti

Action taken: 5 Ayes. Motion Approved.

- Acceptance of Correspondence

- Letter from New Jersey Department of Education approving the Toilet Room Facilities for Early Intervention, Pre-Kindergarten and Kindergarten Classrooms at Robert L. Craig School, room #9 – Attachment 1.2

- New Jersey Department of Education Acting Superintendent approval letter – Attachment 1.3

- New Jersey Department of Agriculture SFA to SFA Vended Meals Contract approval letter – 1.4

Motion: Charles Pallas

Seconded: Matthew Vaccaro

Action taken: 5 Ayes. Motion Approved.

- Superintendent's Report

Mr. Knipper was pleased to announce that Dana Genatt will be the new Director of Curriculum and Instruction and he is excited to have her join the team. Ms. Genatt shares the district's vision of Moonachie Best Practices and has already been working closely with the leadership team.

Mr. Knipper also announced that the re-open plan has been submitted to the state and the district has been diligently preparing to re-open. He added a full-remote option to the plan in the event of another shut down. The district conducted a remote-option survey and out of 345 parents surveyed, 330 responded with 59% choosing to send their children to school and 41% choosing to attend school remotely. Mr. Knipper also announced that the deadline for teachers to request an accommodation for work is August 26, 2020. In speaking with staff and information gathered from the town hall meetings, staffing does not appear to be a concern. Mr. Knipper would like to thank the MEA for their support throughout the process as well as Silvia Raguseo and Blanca Diaz for their help with the town halls.

Mr. Knipper also conducted a meeting with the union representatives to update them on the revised HVAC and air flow improvements such as upgraded MERV-13 filters, spraying the univents and HVAC coils with filament spray as a barrier to contaminated air particles, supplying air scrubbers to the nurse's office and isolation room, and classroom and whole school disinfecting procedures. An order of PPE will arrive this week as well as plexiglass barriers for the bathroom sinks. We are still awaiting the desk guards for the reception area and nurse's office. He also thanked Mrs. Ramos for obtaining a donation of 100 face shields for staff use. Each employee and every student will also receive two cloth face masks. The district is still waiting on approval of the Digital Divide grant which will also provide technology devices to students who opt to attend school remotely.

Mr. Knipper also announced that the Robert L. Craig School was ranked #249 out of 2100 schools, making it in the top 12% of New Jersey schools in a statewide ranking based on performance on state-mandated tests. His goal for this year is to make it into the top 10%.

Lastly, Mr. Knipper also thanked the custodial staff for all their hard work in getting the building up and ready despite all the new restrictions. He also thanked Jason and Sandy Diaz for the tremendous effort on their part to

prepare the school. He announced we are 100% committed to re-opening the school and exceeding guidelines, stating we are confident and cannot wait to welcome our students back.

Mr. Monti congratulated the district in attaining the top 12% score. He asked whether there was a deadline for parents to opt for remote learning. Mr. Knipper stated the deadline was today at 3 p.m. The parents' responses apply to the first marking period and if circumstances change, it will be handled on a case-by-case basis.

Mr. Monti inquired about the backorder of the filters and asked if the health department approved the spraying of the coils. Mr. Knipper replied that verbally the health department was in agreement that this would meet the air flow standards but that an opening window policy is acceptable as we wait for the filters to come in.

Mr. Pallas asked if remote sessions will take place at the same time as in-person, to which Mr. Knipper replied in the affirmative that teachers will share their screen for the first fifteen minutes of each lesson for both the remote and in-person learners. The hours between 1:00 pm and 3:00 pm are then spent answering questions, scheduling 1:1 tutoring sessions or aiding in instruction. Mr. Pallas then asked about situations in which there are more than one child, but only one device. Mr. Knipper replied that a technology survey was conducted and all students will have access to a device of their own as part of the Digital Divide grant we are applying for. We have purchased 30 iPads through the CARES grant and we will purchase another 30 iPads through the Digital Divide grant in addition to the 60 devices that were distributed in the past spring. Mr. Pallas then asked how tests and quizzes will be conducted and Mr. Knipper replied that each learner will take them in the environment of their daily learning sessions. Lastly, Mr. Pallas asked if the district will be taking the students' temperatures daily and Mr. Knipper explained that the district purchased an app called MyMedBot which every staff member and each student's parent will complete a health assessment every morning in addition to having their temperatures checked before they are allowed into the school. If a person's temperature is 104 degrees or higher, the district will follow the quarantine procedures.

Mr. Monti asked if the buses were paid for the entire year. Mrs. Spadavecchia and Mrs. Sandy Diaz have been carefully following all school re-open plans and revisions and reporting changes to the appropriate bus companies. The 4 renewable routes from First Student Bus Company has been sent to the county for approval and those routes will continue to be purchased for the entire school year.

The South Bergen Jointure Commission is the district's transportation coordinator and their strict adherence to the CDC guidelines have changed the capacity of students allowed on buses to the following:

- 1 student per row, alternating left and right rows
- 11 students on a 54 passenger vehicle
- 6 students on a 29 passenger vehicle
- 5 students on a 24 passenger vehicle
- 4 students on a 16 passenger vehicle
- No comingling of districts on a bus route

The cost to transport several student groups were prohibitive, so Mrs. Spadavecchia and Mrs. Diaz conducted bus quotes outside of the SBJC to try and secure routes for the pre-school bus to Robert L. Craig, the Englewood Academy bus, all non-public transportation, and the YMCA late bus. To date, there have not been any bids on the routes that fall under the Aid-in-Lieu transportation rates. Mrs. Spadavecchia will keep the Board informed of all changes that affect the district, as school plans within Bergen County are changing daily.

Mr. Campbell asked about parents who are sending their children to school and want to opt for remote-only sessions. Mr. Knipper stated that at any point a parent can opt out, but that decision will remain for the duration of the 1st marking period.

Mr. Monti asked about the cost of the MyMedbot app and Mr. Knipper explained that costs \$.50 per user per month so approximately \$200 per month.

Motion: Charles Pallas
Seconded: Matthew Vaccaro
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.

2. Finance

Motion: Charles Pallas
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 August 2020 for a total of \$248,376.26 –Attachment 2.1
2. Resolved to approve the Check Register for the month of June 2020 for \$156,561.39 - Attachment 2.2
3. Resolved to approve the Check Register for the month of July 2020 for \$196,143.41 - Attachment 2.3
4. Resolved to approve the Payroll Check Register for July 15, 2020 for \$55,703.71 (\$31,736.25 gross wages) including direct deposit for Teacher Summer Savings Plan – Attachment 2.4
5. Resolved to approve the Payroll Check Register for July 31, 2020 for \$58,027.17 (\$34,843.83 gross wages) including direct deposit for Teacher Summer Savings Plan – Attachment 2.5
6. Resolved to acknowledge receipt of the monthly certification of the Business Administrator/Board Secretary for August 2020 that no budgetary line item account has encumbrances and expenditures, which in total exceed the amount appropriated by the Moonachie Board of Education.
7. Resolved to acknowledge receipt of the monthly certification of the Business Administrator/Board Secretary for August 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.
8. Resolved to approve check #1148 in the amount of \$1,393.00 from the Milk & Lunch account to Nu-Way Concessionaires for summer meals.
9. Resolved to approve check #1149 in the amount of \$4,298.40 from the Milk and Lunch account to Nu-Way Concessionaires for summer meals.
10. Resolved to approve the donation of 100 face shields from Novolex, Inc. to be used for staff in conjunction with required face masks.
11. Resolved to approve the Special Education Tuition Contract between the Moonachie Board of Education and Leonia Public Schools for the school year 2020-2021– Attachment 2.11
12. Resolved to approve the Software Service Subscription between the Moonachie Board of Education and MyMedBot for the 2020-2021 school year – Attachment 2.12
13. Resolved to approve the Special Education Tuition Contract Agreements between the Moonachie Board of Education and Ridgely Public Schools for the 2020-2021 school year – Attachment 2.13
14. Resolved to Motion to approve the Yearly Membership Dues of \$140.00 per member for the South Bergen Rotary for the following staff members: James Knipper, Kathleen Kinsella, Joseph Gingerelli for the 2020-2021 school year.

15. Resolved to approve the submission of the Digital Divide grant for the 2020-2021 school year and accept the subsequent funds of \$15,824 for the purchase of technology devices.
16. Resolved to approve the In-School 1:1 Nursing Services through Bayada Home Health Care, Inc. for a student attending ECLC of New Jersey for the 2020-2021 school year – Attachment 2.16
17. Resolved to approve the renewal of Blackboard, Inc. Learning Management System for the 2020-2021 school year – Attachment 2.17
18. Resolved to approve the Special Education Tuition Contract between Moonachie Board of Education and N.A. Bleshman Regional Day School Board of Education for the 2020-2021 school year – Attachment 2.18
19. Resolved to approve the Special Education Tuition Contract between Moonachie Board of Education and Windsor Prep for the 2020-2021 school year – Attachment 2.19
20. Resolved to approve the Special Education Tuition Contract between Moonachie Board of Education and Bergen County Special Services Board of Education (Brownstone) for the 2020-2021 school year – Attachment 2.20
21. Resolved to approve the Special Education Tuition Contract between Moonachie Board of Education and Bergen County Special Services Board of Education (Visions Paramus Middle School) for the 2020-2021 school year – Attachment 2.21
22. Resolved to approve the Payroll Check Register for August 15, 2020 for \$54,575.43 (\$30,638.14 gross wages) including direct deposit for Teacher Summer Savings Plan – Attachment 2.22
23. Resolved to approve the Annual Contract for Hospital Instruction between the Moonachie Board of Education and Bergen County Special Services School District for the 2020-2021 school year – Attachment 2.23
24. Resolved to accept the Treasurers Report for July 2020 – Attachment 2.24
25. Resolved to accept the Report of the Secretary of the Moonachie Board of Education for July 2020 – Attachment 2.25
26. Resolved to approve the Monthly Transfer Report for July 2020 – Attachment 2.26
27. Resolved to approve the contract between the Moonachie Board of Education and Karl Environmental Group – AHERA Surveillance Program for school year 2020-2021, Proposal No. P-200640 – Attachment 2.27
28. **Resolution Increasing the Bid Threshold— Without QPA Purchasing Agent**

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b) has increased the bid threshold amount for school districts which do not have a

Qualified Purchasing Agent, from \$29,000 to **\$32,000**, effective July 1, 2020;

WHEREAS, the Moonachie Board of Education would like to take advantage of the maximum statutory bid threshold amount of **\$32,000** for school districts who do not have a qualified purchasing agent;

NOW, THEREFORE BE IT RESOLVED that the Moonachie Board of Education, establishes and sets the bid threshold amount of **\$32,000** for the Board of Education, and further authorizes Laurel Spadavecchia, Business Administrator and Board Secretary to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate the newly established bid threshold amount.

3. Policy

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

Mr. Monti asked about the contract tracing portion of the restart plan, specifically if anyone was trained and if there was any additional cost. Mr. Knipper stated that the school nurse attended trainings this summer and there were no additional costs to the district.

Mr. Monti then asked about the cleaning plan. Mrs. Spadavecchia replied that she has secured one of the district's substitute custodians to continue to work daily during the school year to aid with the additional cleaning and sanitation requirements. This custodian is currently a full-time college student, but is able to provide help within school hours to assist the day custodian keep up with the cleaning of bathrooms and to clean student desks and chairs daily so that the afternoon and night custodians can continue their routine cleaning and thoroughly sanitizing each room. The district will also be purchasing two electrostatic disinfecting sprayers which will allow sanitation to be completed at approximately ten minutes per classroom, one half hour for the cafeteria and one-half hour for the gymnasium and we feel this solution will supplant the need for additional custodial staff beyond the one substitute custodian.

1. Resolved to approve the list of New Policies and Regulations and Policies and Regulations to be re-adopted in the 2020-2021 school year - Attachment 3.1
2. Resolved to approve the Families First Coronavirus Response Act Employee Paid Leave policy for the 2020-2021 school year – Attachment 3.2

3. RESOLUTION FOR REOPENING OF SCHOOLS – Attachment 3.3

WHEREAS, the plan to reopen schools for the 2020-2021 school year includes, to the extent possible and within the confines as dictated by the District’s buildings and facilities, the health, safety, and “Leadership and Planning” measures identified as “Anticipated Minimum Standards” (minimum standards) in the Department of Education’s The Road Back, Restart and Recovery Plan for Education; and

WHEREAS, the District’s plan, to the extent possible will implement those minimum standards as outlined in the District’s reopening plan; and

WHEREAS, the District’s plan, to the extent possible, will adhere to the directives of the Governor and the Department of Education of the State of New Jersey regarding the reopening of schools for 2020-2021; and

NOW, BE IT RESOLVED, that the Board has considered the above and, upon the recommendation of the Superintendent, approves the submission of the District’s plan for reopening schools for the 2020-2021 school.

4. Resolved to approve the Comprehensive Equity Plan Annual Statement of Assurance – School Year 2020-2021 – Attachment 3.4

4. Personnel

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

Mr. Campbell asked how many maternity leaves the district was experiencing, to which Mr. Knipper replied two.

Mr. Monti asked if any of these positions were newly created, to which Mr. Knipper replied the Preschool Education Aid grant expansion results in one new teacher and one new aide. The teacher was hired at the July 14 board meeting and the aide will be hired after tonight’s meeting approval.

1. Resolved to approve Amanda Sokol as Teacher at step BA/1, for an annual salary of \$50,195 for the 2020-2021 school year.
2. Resolved to approve Melissa Plaza as Teacher at step BA/1, for an annual salary of \$50,195 for the 2020-2021 school year, pending outcome of the Criminal History Background Screening.
3. Resolved to approve Melanie Vocaturo as Pre-K Classroom Aide for the Preschool Education Aid (PEA) program, effective September 1, 2020 at an annual salary of \$21,801.50 for the 2020-2021 school year.
4. Resolved to approve Amanda Mulvany as Pre-K Classroom Aide for the Preschool Education Aid (PEA) program, at an annual salary of \$20,000.00 effective September 1, 2020 for the 2020-2021 school year.

5. Resolved to approve Kelly Thomson as Maternity Leave Replacement at step BA/1 at an annual salary of \$50,195 prorated for the duration of leave effective September 1, 2020 for the 2020-2021 school year.
6. Resolved to approve Gianna Vitetta as Maternity Leave Replacement at step BA/1 at an annual salary of \$50,195 prorated for the duration of leave effective September 1, 2020 for the 2020-2021 school year.
7. Resolved to approve two student teachers from Rutgers Field Placement to conduct student teaching in the Kindergarten and Pre-K classrooms for the 2020-2021 school year.
8. Resolved to approve the resignation of Susan Sartoga as Part-Time Aide effective immediately – Attachment 4.8
9. Resolved to approve Elizabeth Gonzales as Part-Time Aide at an hourly rate of \$13.75 effective September 1, 2020 for the 2020-2021 school year, pending outcome of the Criminal History Background Screening.
10. Resolved to approve Debbie Jaramillo as Substitute Teacher at a per diem rate of \$100.00 effective September 1, 2020 for the 2020-2021 school year, pending outcome of the Criminal History Background Screening.
11. Resolved to release employee #4285 from paid administrative leave effective September 14, 2020 per doctor clearance letter.
12. Resolved to approve the Statement of Assurance: District Mentoring Plan – Attachment 4.12
13. Resolved to approve Linda Esposito to work summer clerical hours at an hourly rate of \$16.08, not to exceed \$500.00.
14. Resolved to approve Melanie Vocaturo to work summer clerical hours at an hourly rate of \$17.02, not to exceed \$500.00.
15. Resolved to approve movement of the salary guide for the following staff members effective September 1, 2020 upon completion of all coursework and submission of passing grades:

Employee	Step	2020-2021 Salary
Dana Genatt	MA/ 7	\$65,207
Jessica Sansone	BA15/3	\$54,015
Allison Cuccarese	MA/3	\$56,590
Michael Lia	BA15/2	\$53,150

5. Curriculum

1. Resolved to approve the revised Moonachie School District 2020-2021 School Calendar – Attachment 5.1
2. Resolved to approve the District Professional Development Plan – Statement of Assurance – Attachment 5.2
 Motion: Charles Pallas
 Seconded: Matthew Vaccaro
 Action taken: 5 Ayes. Motion Approved.

6. Facilities

Discussion of the HVAC inspection and maintenance plans.

Mrs. Spadavecchia presented two proposals for the servicing and maintenance of the heating and air conditioning units. Together with Mr. Knipper, it was determined that in order to meet CDC and Department of Health guidelines for adequate ventilation, the filters to the system should be upgraded to MERV-13s from the existing MERV-8s. These new filters, however, put a strain on the HVAC units and must be changed on a more frequent basis. Pennetta Industrial Automation, LLC, proposed spraying the coils of the rooftop units along with the univents in the classrooms with a layer of filtration until the MERV-13s can be secured and again at several filter changes throughout the year as an added layer of filtration. The MERV-13s are on a 5-week backorder and the board was in agreement to purchase the upgraded filters and have the coils and univents sprayed as soon as possible before the start of the school year.

Discussion of the pipe leak in the boiler room and the required asbestos remediation.

Mrs. Spadavecchia presented two proposals for an environmental group to conduct asbestos specifications and subsequent remediation to address the pipe leak in the boiler room, as well as three proposals for a plumber to perform the work.

1. Resolved to approve AHERA Consultants Incorporated to conduct asbestos remediation with Hazmat Diagnostic and air sampling to the boiler room water heater and mechanical room – Attachment 6.1
2. Resolved to approve the quote from CJ Vanderbeck & Son Inc. to repair the pipe in the boiler room after it has been professionally abated – Attachment 6.2

Motion: James Campbell

Seconded: Matthew Vaccaro

Action taken: 5 Ayes. Motion Approved.

7. Old Business None.

Motion:

Seconded:

Action taken:

8. New Business None.

Motion:

Seconded:

Action taken:

9. Information Items None.

10. Discussion Items

Mr. David Vaccaro is recommending that the Board of Education meetings begin to be held back in the cafeteria of the Robert L. Craig School starting with the September 8, 2020 meeting, following social distancing measures. He asked the board members to let him know if anyone has concerns with this recommendation, all members were in favor.

Mr. David Vaccaro also wanted to say thank you to the staff for all the extra work they did during the summer in light of the current pandemic situation. He said he was very proud of all we're doing to meet all of the challenges stating, "You were thrown a curveball that no one has ever seen before."

11. Public Comments None.

Open: 7:15

Closed: 7:16

12. Adjournment at 7:17 p.m.

Motion: Matthew Vaccaro

Second: Edmond Monti

Action Taken: 5 Ayes. Motion Approved.

Respectfully Submitted,

Laurel Spadavecchia

Laurel Spadavecchia, Business Administrator/Board Secretary