

**SOUTH BERGEN JOINTURE COMMISSION
500 Route 17 South, Suite 307
Hasbrouck Heights, New Jersey 07604**

**REGULAR MEETING MINUTES
November 26th, 2019**

PLEDGE OF ALLEGIANCE

NJ OPEN PUBLIC MEETINGS LAW

The New Jersey Open Public Meeting Law was enacted to ensure the right 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 this Act, the Business Administrator-Secretary has caused notice of this meeting to be sent to the following, announcing time and place thereof, agenda, etc.:

The Record The Herald News

Notice of this meeting has been posted in the lobby of the Board of Education Office and at the Jointure Commission Public Schools. This is an official meeting of the Board of Education/ South Bergen Jointure Commission.

ROLL CALL

Members Present:

Members Absent:

Also Present:

SUPERINTENDENT'S REPORT

Special Order of Business

Awards and Recognition

APPROVAL OF MINUTES:

Motion:

Seconded:

1. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the minutes of the Executive Session and Regular Meeting of October 29, 2019 be approved.

Action taken:

MEETING OPEN TO THE PUBLIC

REGULAR ORDER OF BUSINESS

2. FINANCE REPORT:

Motion:

Seconded:

2a. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the FINANCE resolutions as per the attached report are approved. (2b, 2c, 2d, 2e)

2b. The Board accepts the Board Secretary’s Report as of September 30th, 2019 and approves “ Pursuant to NJAC 6:20-2A.10(E), certify that as of September 30th, 2019 the Board Secretary’s monthly financial report (Appropriations sections), did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriations balances reflected on the report and the advice of districts officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year”.

(Attachment 2b)

2c. The Board accepts the financial report of the Treasurer of School Monies for the month of September 2019 (Attachment 2c)

2d. The Board approves the following resolution: “Pursuant to NJAC 6:20-2A.10(d), we certify that as of September 30th, 2019, no budgetary line item has been over expended in violation of NJAC 6:20-2A.10(a).”

2e. Motion to approve the transfers for the month of September 2019. (Attachment 2e)

2f. The October & November bills list below are approved (lists attached):

Bills Payable	\$3,031,595.91
Payroll/Manual Check	\$1,820,532.21
Cafeteria Checks	\$ 21,563.73
Total	\$4,873,691.85

2g. Approve the attached list of field trips with cost. (Attachment 2g)

2h. Approve the attached professional workshops and the reimbursement costs of the workshops. (Attachment 2h)

2i. Motion to approve acceptance of the Bergen County Utilities Authority EAC Grant in the amount of \$1,000. The said grant shall be used for the purposes described in the application filed with the BCUA which was used as the basis for awarding the grant. The district will send a Thank You letter to Mark Raum who led this initiative. (Attachment 2i)

- 2j Motion to approve acceptance of the New Jersey Schools Insurance Group Grant in the amount of \$806.61. (Attachment 2j)
- 2k. Motion to approve the Memorandum of Understanding with No Barriers USA and the SBJC. This contract is awarded as an Extraordinary Unspecifiable Service due to the uniqueness of the professional development services, including the buildout of an online learning platform and in district training provided for all staff. (Attachment 2k)
- 2l. Motion to approve the Settlement Agreement and Release between the South Bergen Jointure Commission and Bondex, the bonding company for Morgan Educational Services. This is in response to a claim we submitted for Morgan Transportation's inability to cover 3 routes immediately before the start of school back in September 2018. (Attachment 2l)
- 2m. Motion to approve the Enterprise car rental agreement and reimbursement for Dr. Michael Kuchar to provide transportation to staff to the NJASA Equity Conference on November 21, 2019. (Attachment 2m)

Action taken:

3. PERSONNEL:

Motion:

Seconded:

BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that in compliance with Chapter 116, P.L. 1986 and in accordance with the State of New Jersey Department of Education memorandum dated October 29, 1986 that all new personnel shall be considered to be provisionally hired: and

BE IT FURTHER RESOLVED, that the Superintendent of Schools is hereby directed to comply with State Department directives concerning the State and Federal criminal history background checks of these employees and

BE IT FURTHER RESOLVED, that said new personnel shall be considered provisionally hired until such time as the Department of Education has indicated that they have completed the criminal history background checks of prospective employees and that said employees have satisfied the requirements of Chapter 116, P.L. 1986 at which time said employees shall no longer be provisional; the Business Administrator shall be hereby directed to employ personnel and to take such other personnel actions as indicated.

All appointments upon recommendation of the Superintendent are on an emergent basis, pending completion of a criminal history background check. In addition, all appointments are contingent upon the employee signing a contract in accordance with law and the receipt of favorable reference responses. All aide appointments are contingent upon the employee being available for

employment for the month of July 1, 2020 through July 31, 2020. All employments are approved to be paid additional compensation for the Clubs and Activities Program, Office Support, Home Programming and Parent Training Home Program and Home Instruction on an as-needed basis.

- 3a. Approve the following personnel to be added to the substitute list for the 2019-2020 School year.

Daisy Gramajo - Substitute Nurse

- 3b. Approve the salary adjustment for the following paraprofessional staff who have completed the requirements of the substitute certification effective November 1, 2019.

<u>Name</u>	<u>Adjusted Salary</u>
Joseph Faulborn	\$22.00
Kwabena Osei-Bonsu	\$22.00
Natalie Ramos	\$22.00

- 3c. Approve the salary adjustment of Esmeralda Espinal, paraprofessional from \$20.00 per hour to \$19.00 per hour effective October 21, 2019.
- 3d. Approve the salary adjustment of Kristen Averno from \$20.00 per hour to \$22.00 per hour effective October 1, 2019. Ms. Averno has complete the requirements of the substitute certification.
- 3e. Adjust the start date of Julissa Sanchez, paraprofessional from November 15 to November 11, 2019.
- 3f. Rescind the offer of employment of Shante Cooper as a paraprofessional.
- 3g. Approve the medical leave of absence for Lisa Russo, Speech Therapist from October 24, 2019 - November 22, 2019. Ms. Russo will be paid sick days during this time. Ms. Russo's physician has confirmed her condition.
- 3h. Approve the appointment of Sarah Marini, as a Paraprofessional at the hourly rate of \$20.00, which is based on the Teachers Aide Index A.S. with substitute certification effective November 18, 2019 - June 30, 2020.
- 3i. Approve the medical leave of absence for Susan Cucciniello, Business Administrator, from December 11, 2019 - February 24, 2020. Mrs. Cucciniello will be paid sick days during this time. Mrs. Cucciniello's physician has confirmed her condition.
- 3j. Accept the resignation of Karen Oliveras, Paraprofessional effective December 31, 2019. Approve Karen Oliveras to do her student teacher with the South Bergen Jointure Commission as per Dominican College requirements effective January 2, 2020.

- 3k. Approve the following students to complete classroom observation hours at the South Bergen Jointure Commission as a requirement of their college.

<u>Name</u>	<u>College</u>
Kathleen Lopez	Dominican College
Jackie Peinado	Bergen Community College

- 3l. Approve a contract with Saddle Brook Board of Education for the Jointure to provide 1:1 aide services effective September 1, 2019 for student N. L.. Full amount of salary, plus benefits and an administrative fee shall be charged to Saddle Brook Board of Education.

- 3m. Approve the following student to complete their Transition into Teaching Field Placement at the South Bergen Jointure Commission as a requirement of Felician University from February 3, 2020 - May 1, 2020.

Natalie Swindell
Clare Mueller

- 3n. Approve the maternity/medical leave under the Family Leave Act for Shalonda Straughn, Paraprofessional, as follows:

January 4, 2020 - February 10, 2020	Medical leave with benefits, 16 paid sick days. (Due Date: 1/10/20) {Portion of benefits to be paid by employee.}
February 11, 2020 - April 5, 2020	Federal and/or State Family leaves, Unpaid with benefits. {Portion of benefits to be paid by employee.}

- 3o. Adjusted the maternity/medical leave under the Family Leave Act for Lauren Rosicki, Principal, for the South Bergen Jointure Commission as follows:

March 11, 2019 - May 14, 2019	Medical leave with benefits 42 paid sick days (Birth: 3/26/19) {Portion of benefits to be paid by employee}
May 15, 2019 - June 3, 2019	12 vacation days
June 4, 2019 - June 5, 2019	2 personal days

June 6, 2019 - July 19, 2019	Federal and/or State Family Leave 30 days - Unpaid with benefit {Portion of benefits to be paid by employee}
July 22, 2019 - August 27, 2019	Medical leave with benefits 27 paid sick days - physician confirmed
August 28, 2019 - Sept. 16, 2019	Federal and/or State Family Leave, 13 days - Unpaid with benefit {Portion of benefits to be paid by employee}
Sept. 17, 2019 - Sept. 26, 2019	Medical leave with benefits 8 paid sick days - physician confirmed
Sept. 27, 2019 - October 10, 2019	Federal and/or State Family Leave 10 days - Unpaid with benefits {Portion of benefits to be paid by employee}
Oct. 11, 2019 - Oct. 24, 2019	Medical leave with benefits 9 paid sick days - physician confirmed
Oct. 25, 2019 - Nov. 4, 2019	Federal and/or State Family Leave 7 days - Unpaid with benefits {Portion of benefits to be paid by employee}
Nov. 5, 2019 - Dec. 4, 2019	20 paid vacation
Dec. 5, 2019 - Dec. 20, 2019	Unpaid 13 days

3p. Approve the following personnel to serve as moderator/advisor for the clubs/councils list along with their stipend amounts for the 2019-2020 school year.

<u>Name</u>	<u>Advisor</u>	<u>Stipend</u>
Antoinette Tobia	Yearbook	\$2,000.00

3q. Approve the attached list of nursing students from Bergen Community College to complete classroom observation hours at the South Bergen Jointure Commission as a requirement of their college. (attachment 3q).

3r. Adjust Kellie Weiss as a Part-Time (.4) Physical Education Teacher, effective December 1, 2019 - December 31, 2019 Annual Salary of \$21,948.00 and to a Part-Time

(.5) effective January 1, 2020 - June 30, 2020. Annual Salary of \$27,435.00 is based on Step 5 B.A. of the teacher's guide and will be prorated for the period worked.

3s. Approve the medical leave of absence for Julie Aversa, Paraprofessional, from December 5, 2019 - January 16, 2020. Ms. Aversa will be paid 2 sick days during this time the remainder of the days will be unpaid. Ms. Aversa's physician has confirmed her condition.

3t. Motion to authorize the superintendent to hire personnel on an emergent basis for the following positions*:

Teacher Aides	School Social Worker
Teacher of the Handicapped	School Psychologist
Teacher of Students with Disabilities	Substitute Teacher
Teacher of Physical Education	Substitute Nurse
Teacher of Music	LDT-C
Behaviorist	World Language Teacher
Speech Therapist	School Nurse
Physical Therapist	Occupational Therapist
District Technology Coordinator	School Health Aide
Teacher of Social Studies	Teacher of Math
Teacher of English	Principal
Teacher of Reading	Reading Specialist
Substitute Teacher Aides	Teacher of Science
Assistant Business Administrator	Clerk/Typist/Receptionist
Supervisor of STEAM	Curriculum/Assessment Coordinator
Bookkeeper	Transportation Manager

*Board to approve names as submitted by the Superintendent at the September meeting.

4. POLICY:

Motion:

Seconded:

4a. Approve the donation of new books from KPMG as a community service event, Family for Literacy Program. KPMG will visit the Maywood Campus on December 19, 2019.

4b. Motion to adopt the updated 403(b) Plan - Basic Plan document. (Attachment 4b)

4c. Motion to adopt the updated 403(b) Plan Adoption Agreement. (Attachment 4c)

4d. Adopt the following Policies/Regulations/By Laws/Procedure (First Reading): (Attachment 4d).

- Policy & Regulation #1642 Earned Sick Leave Law
- Policy #3159 Teaching Staff Member/School District Reporting Responsibilities
- Policy & Regulation #3218 Use, Possession, or Distribution of Substances (Teaching Staff)
- Policy & Regulation #4218 Use, Possession or Distribution of Substances (Support Staff)
- Policy #4219 Commercial Driver’s License Controlled Substance and Alcohol Use Testing
- Policy & Regulation #6112 Reimbursement of Federal and Other Frant Expenditures
- Policy #6620 Petty Cash
- Policy & Regulation #7440 School District Security
- Policy & Regulation #8630 Bus Driver/Bus Aide Responsibility
- Policy #9210 Parent Organizations
- Policy #9400 Media Relations

Action taken:

5. TRANSPORTATION:

Motion:

Seconded:

5a. Motion to approve the attached 2019-2020 Quote Set 3 (Attachment 5a)

- 5b. Motion to approve the bid results for November 6, 2019, Special Education, In- district, and Tech Academy, (Attachment 5b)
- 5c. Motion to approve the withholding of payment on Route #2416 for Valley Transportation, due to non-performance. Penalty of two times the daily rate in the amount of \$300.98 will be deducted from the November payment.
- 5d. Motion to approve the withholding of payment on Route #2513 for York Transportation, due to non-performance. Penalty of two times the daily rate in the amount of \$523.44 will be deducted from the November payment.
- 5e. Motion to approve the addendum on route #2652, NJ Transportation, an aide was added to the vehicle effective November 1, 2019. Aide cost was \$38.00 per diem. Total route cost \$237.00.
- 5f. Motion to approve the addendum on route #2530, J&W Financial, an aide was removed from the vehicle effective November 15, 2019. Aide cost was \$40.00 per diem. Total route cost \$264.32.
- 5g. Motion to approve the withholding of payment on Route #2636 for John Leckie Bus Company, due to non-performance. Penalty of two times the daily rate in the amount of \$553.98 will be deducted from the November payment.
- 5h. Motion to approve the withholding of payment on Route #2680 for K&H Transportation, due to non-performance. Penalty of two times the daily rate in the amount of \$280.00 will be deducted from the November payment.

Action Taken:

6. FACILITIES AND PLANNING:

Motion:

Seconded:

- 6a. Motion to approve the Linkage Agreement between the South Bergen Jointure Commission and Maywood Board of Education for the 2018-2019 school year. (Attachment 6a)

Action taken:

7. OLD BUSINESS

Motion:
Seconded:

Action taken:

8. NEW BUSINESS:

Motion:
Seconded:

Action taken:

9. DISCUSSION ITEMS:

10. FOOD SERVICE:

Motion:
Seconded:

Action Taken:

11. INFORMATION ITEMS:

ADJOURNMENT:

Motion:
Seconded:

BE IT RESOLVED, that this meeting is adjourned at _____.

Action Taken:

**SPECIAL ORDER OF BUSINESS
CLOSED MEETING TO PUBLIC ATTENDANCE**

November 26th, 2019

Motion:
Seconded:

BE IT RESOLVED THAT THE SOUTH BERGEN JOINTURE COMMISSION will hold a closed meeting on November 26, 2019 at 9:30 p.m. to review personnel matters and other confidential concerns as listed on the Closed Agenda dated November 26, 2019. The items discussed will be made public at the conclusion of the executive session or at a date not determined at this time.

Action taken:

SOUTH BERGEN JOINTURE COMMISSION
CLOSED - MONTHLY MEETING

November 26th, 2019

Meeting Opened at _____.

Members Present:

Members Absent:

Also Present:

Special Order of Business

I. Employee Relations and Negotiations

II. Legal

Adjournment

Motion:
Seconded:

BE IT RESOLVED, that this closed session is adjourned at _____.

Action taken: