

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

**REGULAR MEETING MINUTES (Virtual)**  
**October 27th, 2020**

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.:

North Jersey Media Group

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.

The meeting was called to order at **9:40 a.m.**

ROLL CALL

Members Present: Mr. Albro, Mr. Cipriano, Mr. Chirichella, Mr. Giancaspro,  
Mr. Grieco, Dr. Helfant, Mr. Hurley, Dr. Kennedy, Mr. Knipper,  
Mr. Kollinok, Dr. Petty, Ms. Sciacca, Dr. Yuchak.

Members Absent: Mr. Scarafile and Dr. Sforza

Also Present: Dr. Michael Kuchar, Superintendent of Schools and  
Dr. Mark Hayes, Interim Business Administrator.

**SUPERINTENDENT'S REPORT**

Dr. Michael Kuchar updated the Board of the ongoing status of the school openings and the precautions taking place during the Pandemic. He also discussed professional development and business affairs of the district including accountability standards and forming sub committees.

Updated District Enrollment for 2020-2021

**APPROVAL OF MINUTES:**

Motion: Mr. John Hurley

Seconded: Mr. James Knipper

1. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the minutes of the Executive Session and Regular Meeting of September 22, 2020 be approved.

Action taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Chirichella, Mr. Giancaspro, Mr. Grieco, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Mr. Knipper, Mr. Kollinok, Dr. Petty, Ms. Sciacca and Dr. Yurchak.

Abstain: None

Nayes: None

Absent: Mr. Scarafale and Dr. Sforza

## **MEETING OPEN TO THE PUBLIC**

Ms. Forte addressed the Board and complemented Dr. Kuchar on the school's handling of the Covid situation and asked if any classes have been closed. She also inquired about the school calendar.

## **REGULAR ORDER OF BUSINESS**

### **2. FINANCE REPORT:**

Motion: Ms. Anna Sciacca

Seconded: Dr. Douglas Petty

- 2a. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the FINANCE resolutions as per the attached report are approved. (2b, 2c, 2e)
- 2b. The Board accepted the Board Secretary's Report as of August 31st, 2020 and approves " Pursuant to NJAC 6:20-2A.10(E), certify that as of August 31<sup>st</sup>, 2020 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 accepted the financial report of the Treasurer of School Monies for the month of August 2020. (Attachment 2c)
- 2d. The Board approved the following resolution: "Pursuant to NJAC 6:20-2A.10(d), we certify that as of August 31st, 2019, no budgetary line item has been over expended in violation of NJAC 6:20-2A.10(a)."
- 2e. The September and October bills list below are approved (lists attached):

Bills Payable	\$1,822,013.56
Payroll/Manual Check	\$1,781,247.81
Cafeteria Checks	<u>\$ 14,573.07</u>
<b>Total</b>	<b>\$3,617,834.44</b>

2f. Motioned to approve the transfers for the month of August 2020. (Attachment 2f)

2g. Approved and accepted E-Rate reimbursements from the Universal Service Administrative Company-Schools & Libraries Division Program for the 2019-2020 school year as follows:

Cablevision Lightpath	\$20,072.02
<b>Total</b>	<b>\$20,072.02</b>

Note: E-Rate is a federal program which offers schools & libraries a partial refund on their internet charges. The South Bergen Jointure Commission received a refund of 60% of their approved costs for last year.

2h. Motioned to accept the New Jersey Schools Insurance Group Safety Grant in the amount of \$671.59 to be used for Risk Management projects and safety-related improvements at our Lodi MS/HS Campus. (Attachment 2h)

Action Taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Chirichella, Mr. Giancaspro, Mr. Grieco, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Mr. Knipper, Mr. Kollinok, Dr. Petty, Ms. Sciacca and Dr. Yurchak.

Abstain: None

Nays: None

Absent: Mr. Scarafile and Dr. Sforza

### **3. PERSONNEL:**

Motion: Ms. Anna Sciacca

Seconded: Dr. Douglas Petty

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, 2021 through July 31, 2021. All employments are approved to be paid additional compensation for the Clubs and Activities Program, Home Programming and Parent Training Home Program, Office Support and Home Instruction on an as-needed basis.

- 3a. Approved the appointment of Angelina Kozheska, as a Paraprofessional at the hourly rate of \$20.00, which is based on the Teachers Aide Index BA, effective October 5, 2020 - June 30, 2021.
- 3b. Approved Robert Neilley to receive \$1,450.00 longevity for the 2020-2021 school year per the contract. Mr. Neilley is starting his 15th year.
- 3c. Approved the adjusted salary schedule for Teacher and Paraprofessional Home Programming effective July 1, 2020 through June 30, 2021. (Attachment 3c)
- 3d. Rescinded the appointment of Julana Lisi, as a School Nurse Non-Instructional (R.N./B.S.N.) effective September 1, 2020 - June 30, 2021.
- 3e. Approved the following staff for after school home programming, services and evaluations.

Michelle Keim - Behaviorist	Janine Funk - Paraprofessional
Kelly Gugger - Speech Therapist	Donna Cancel - Teacher
Melissa Tocci - Teacher	Ellen McCormick - Teacher
Courtney Payoczkowski - Sub Para	
- 3f. Approved Suzanne Owens, Secretary to Superintendent to receive an additional \$950.00 longevity for a total of \$2,400.00 for the 2020-2021 school year per contract. Ms. Owens is starting her 20th year.
- 3g. Approved the change of status for Corina Drozdowski, Reading Specialist, from Outreach to school based. The status change results in a salary adjustment to \$69,085.00, MA+30, Step 7 on the teachers guide.

3h. Approved the following staff for the Emergency Paid Sick Leave Act (EPSLA)

<u>Name</u>	<u>Position</u>	<u>Dates</u>
Daysi Sanchez	Paraprofessional	10/5/20 - 10/9/20 10/14/20 & 10/15/20
Valerie Dominguez	Paraprofessional	10/5/20 - 10/8/20
Corina Drozdowski	Teacher	10/19/20 - 10/30/20
Melissa Provost	Paraprofessional	10/15/20 - 10/22/20
Andrea Vallario	Paraprofessional	10/15/20 - 10/19/20
Julissa Sanchez	Paraprofessional	10/14/20 - 10/28/20
Nardine Salama	Physical Therapist	10/12/20 - 10/15/20
Kelly Palmieri	Teacher	10/12/20
Joseph Natale	Occupational Thera.	10/12/20 - 10/23/20
Ellen Kriley	Occupational Thera.	10/12/20 - 10/13/20
Sean Voorhis	Teacher	10/12/20
Tara Pearce	Nurse	10/12/20
Jason Bernath	Occupational Thera.	10/23/20-10/30/20
Emily DeQuinzio	Occupational Thera.	10/26/20 - 11/6/20
Kathy Tennant	Behaviorist	10/12/20
Nicole DeWald	Occupational Thera.	10/14/20 - 10/16/20

3i. Approved a contract with North Arlington Board of Education for the Jointure to provide 1:1 aide services effective October 6, 2020 for student P. M.. Full amount of the annual prorated fee shall be charged to the North Arlington Board of Education.

3j. Approved the following staff to be paid the annual amounts below for teaching an extra period each day for the 2020-2021 school year based on their contracted salary.

<u>Employee</u>	<u>Annual Amount</u>
Corina Drozdowski	\$3,156.65

3k. Approved the salary adjustment of Michelle Keim, Behaviorist to \$70,235.00 from MA+15 to MA+30 effective September 1, 2020. Ms. Keim has completed the requirements of the Teachers Salary Guide.

3l. Approved a contract with Lyndhurst Board of Education for the Jointure to provide 1:1 aide services effective September 1, 2020 for student H. W.. Full amount of the annual prorated fee shall be charged to the Lyndhurst Board of Education.

3m. Approved a contract with Englewood Board of Education for the Jointure to provide 1:1 aide services effective September 30, 2020 for student A. J. Full amount of the annual prorated fee shall be charged to the Englewood Board of Education.

- 3n. Approved a contract with Lodi Board of Education for the Jointure to provide 1:1 aide services effective September 2, 2020 for student L. A., J.P. and J. K. Full amount of the annual prorated fee shall be charged to the Lodi Board of Education.
- 3o. Approved the following staff for the Families First Coronavirus Response Act (FFCRA).

<u>Name</u>	<u>Position</u>	<u>Dates</u>
Dora Coreas	Paraprofessional	9/8/20 - 11/25/20 (Revised)
Morgan Owens	Teacher	9/8/20 - 10/9/20 (Revised) every Wednesday starting 10/21/20- 12/23/20
Elizabeth Beck	Paraprofessional	9/2/20 - 10/16/20 (Revised)

- 3p. Approved the resignation of the following personnel.

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Genesis Rivera	Para	10/17/20
Khaled Issa	Para	11/3/20
Mariely Rodriguez	Para	10/15/20

- 3q. Approved Elizabeth Beck for the EFMLEA from October 19, 2020 - November 25, 2020. This is unpaid with benefits, a portion of benefits to be paid by employee. November 25, 2020 until further notice Ms. Beck will be on an unpaid leave without benefits.

- 3r. Approved the appointment of the following additional Paraprofessionals at the hourly rate listed and effective dates through June 30, 2021.

<u>Name</u>	<u>Rate</u>	<u>Start Date</u>
Hector Torres	\$22.00 w/ Sub Cert	11/15/2020
Aurela Sokoli	\$20.00 w/Sub Cert	11/15/2020
Rianna Volpe	\$22.00 w/Sub Cert	11/15/2020
Tierney Shine	\$22.00 w/Sub Cert	11/15/2020
Andrea Rojas	\$20.00 w/Sub Cert	11/15/2020

- 3s. Motioned to authorize the superintendent to hire personnel on an emergent basis for the following positions\*:

Paraprofessionals	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 Paraprofessionals	Teacher of Science
Assistant Business Administrator	Clerk/Typist/Receptionist
Supervisor of STEAM	Curriculum/Assessment Coordinator
Bookkeeper	Teacher of Performing Arts

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

- 3t. Approved the maternity/medical leave under the Family Leave Act for Erin (Kelly) Hios, Physical Therapist for the South Bergen Jointure Commission as follows:

January 19, 2021 - March 3, 2021	Medical leave with benefits 27 paid sick days (Due Date: 2/1/2021) {Portion of benefits to be paid by employee}
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March 4, 2021 - May 27, 2021	Federal and/or State Family Leave, Unpaid with benefits {Portion of benefits to be paid by employee}
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May 28, 2021 - June 30, 2021	Unpaid without benefits.
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- 3u. Approved the family leave under the Family Medical Leave Act for Dora Weiss, Paraprofessional for the South Bergen Jointure Commission as follows:

November 2, 2020 - November 13, 2020	Family medical - unpaid with benefits {Portion of benefits to be paid by employee}
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Action taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Chirichella, Mr. Giancaspro, Mr. Grieco, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Mr. Knipper, Mr. Kollinok, Dr. Petty, Ms. Sciacca and Dr. Yurchak.

Abstain: None

Nayes: None  
Absent: Mr. Scarafile and Dr. Sforza

#### **4. POLICY:**

Motion: Dr. Matt Helfant  
Seconded: Dr. Douglas Petty

- 4a. Approved the revised 2020 - 2021 Paraprofessional Manual. (Attachment 4a)
- 4b. Motioned to accept the donation from Ms. Theresa Gallagher of 1200 medical grade face masks.

Action taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Chirichella, Mr. Giancaspro, Mr. Grieco, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Mr. Knipper, Mr. Kollinok, Dr. Petty, Ms. Sciacca and Dr. Yurchak.  
Abstain: Mr. Giancaspro abstained on 4b only  
Nayes: None  
Absent: Mr. Scarafile and Dr. Sforza

#### **5. TRANSPORTATION:**

Motion: Mr. James Knipper  
Seconded: Mr. Damian Kennedy

- 5a. Motioned to approve the attached 2020-2021 Quote Results Set 2. (Attachment 5a)
- 5b. Motioned to approve the addendum on route #4271 (Contract #081820-9), Kris Transportation, an aide was removed from the vehicle effective September 2, 2020. Aide cost was \$45.00 per diem. Total route cost \$237.00.
- 5c. Motioned to approve the addendum on route #4233 (Contract #081820-3), Safeguard, an aide was removed from the vehicle effective September 2, 2020. Aide cost was \$33.00 per diem. Total route cost \$181.00.
- 5d. Motioned to approve the addendum on route #Q116, First Student, an aide was added to the vehicle effective October 5, 2020. Aide cost was \$80.00 per diem. Total route cost \$289.00.

- 5e. Motioned to approve the addendum on route #Q117, First Student, an aide was added to the vehicle effective October 5, 2020. Aide cost was \$80.00 per diem. Total route cost \$289.00.
- 5f. Motioned to approve the addendum on route #Q118, First Student, an aide was added to the vehicle effective October 5, 2020. Aide cost was \$80.00 per diem. Total route cost \$289.00
- 5e. Motioned to approve the addendum for a second vehicle on Contract #081420-14, John Leckie, Route #4023A was added effective October 14, 2020. Vehicle cost is \$272.99 per diem and aide \$45.00 per diem. Total route cost \$317.99.

Action Taken:

- Ayes: Mr. Albro, Mr. Cipriano, Mr. Chirichella, Mr. Giancaspro, Mr. Grieco, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Mr. Knipper, Mr. Kollinok, Dr. Petty, Ms. Sciacca and Dr. Yurchak.
- Abstain: Mr. Giancaspro abstained on 5b only
- Nayes: None
- Absent: Mr. Scarafile and Dr. Sforza

**6. FACILITIES AND PLANNING:**

- Motion: Mr. James Albro
- Seconded: Dr. Damian Kennedy

6a. Motion to approve the Sublease Agreement with 500 Route 17 South Hasbrouck Heights LLC for additional temporary office space to accommodate CDC Covid-19 recommendations. (Attachment 6a)

6b. Approve the decommission list of computer equipment for the 2020-2021 school year. (Attachment 6b)

Action taken:

- Ayes: Mr. Albro, Mr. Cipriano, Mr. Chirichella, Mr. Giancaspro, Mr. Grieco, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Mr. Knipper, Mr. Kollinok, Dr. Petty, Ms. Sciacca and Dr. Yurchak.
- Abstain: None
- Nayes: None
- Absent: Mr. Scarafile and Dr. Sforza

**7. OLD BUSINESS:**

None

**8. NEW BUSINESS:**

None

**9. DISCUSSION ITEMS:**

The format of the next Board meeting was discussed.

**10. FOOD SERVICE:**

None

**11. INFORMATION ITEMS:**

None

**ADJOURNMENT:**

Motion: Mr. John Hurley

Seconded: Dr. Matthew Helfant

BE IT RESOLVED, that this meeting is adjourned at 10:08 a.m.

Action Taken: Unanimously approved by voice vote.

Dr. Mark Hayes  
Interim Business Administrator

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

**October 27th, 2020**

Motion: NO CLOSED  
Seconded:

BE IT RESOLVED THAT THE SOUTH BERGEN JOINTURE COMMISSION will hold a closed meeting on October 27th, 2020 at 9:30 a.m. to review personnel matters and other confidential concerns as listed on the Closed Agenda dated October 27th, 2020. 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

October 27th, 2020

Meeting Opened at \_\_\_\_\_.

Members Present:  
Members Absent:  
Also Present:

Special Order of Business

**Adjournment**

Motion:  
Seconded:

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

Action taken: