

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.

The meeting was called to order at 9:30 a.m.

- Dr. Douglas Petty from the Lodi Board of Education was sworn in as a Board member of the SBJC.

ROLL CALL

Members Present: Mr. Cipriano, Mr. Giancaspro, Mr. Grieco, Dr. Helfant, Mr. Hurley,
Dr. Kennedy, Mr. Kollinok, Mr. Maceri, Dr. Petty, Ms. Sciacca,
Mr. Scarafile and Dr. Yurchak.

Members Absent: Mr. Albro, Dr. Ponds and Dr. Sforza.

Also Present: Dr. Michael Kuchar, Superintendent of Schools, Ms. Susan Cucciniello,
Business Administrator/Board Secretary, Mr. Ken Sheldon, Asst. Business
Administrator

SUPERINTENDENT'S REPORT

Dr. Kuchar update the Board on Middle States accreditation status, our partnership and ongoing professional development with “No Barriers” and the plans for our District going forward. SBJC student Thomas Forte thanked the Administration and the SBJC Board members for their support of our students and staff.

APPROVAL OF MINUTES:

Motion: Dr. Matthew Helfant
Seconded: Dr. Damian Kennedy

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:

Ayes: Mr. Giancaspro, Dr. Helfant, Mr. Hurley,
Mr.. Kollinok, Mr. Maceri, Mr. Scarafile and Dr. Yurchak.
Abstain: Mr. Cipriano, Mr. Grieco, Dr. Kennedy, Dr. Petty and Ms. Sciacca.
Nays: None
Absent: Mr. Albro, Dr. Ponds and Dr. Sforza.

MEETING OPEN TO THE PUBLIC

- Ms. Forte of the Parent’s Association addressed the Board and wished everyone a Happy Thanksgiving and said thank you for all we do here at SBJC.

REGULAR ORDER OF BUSINESS

2. FINANCE REPORT:

Motion: Dr. Matthew Helfant
Seconded: Mr. John Hurley

- 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 accepted 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 accepted the financial report of the Treasurer of School Monies for the month of September 2019 (Attachment 2c)
- 2d. The Board approved 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. Motioned to approve the transfers for the month of September 2019. (Attachment 2e)

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

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

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

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

2i. Motioned 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. Motioned to approve acceptance of the New Jersey Schools Insurance Group Grant in the amount of \$806.61. (Attachment 2j)

2k. Motioned 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. Motioned 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. Motioned 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:

Ayes: Mr. Cipriano, Mr. Giancaspro, Mr. Grieco, Dr. Helfant, Mr. Hurley, Dr. Kennedy, Mr. Kollinok, Mr. Maceri, Ms. Sciacca, Mr. Scarafile and Dr. Yurchak.

Abstain: Dr. Petty

Nayes: None

Absent: Mr. Albro, Dr. Ponds and Dr. Sforza.

3. PERSONNEL:

Motion: Mr. Frank Scarafile
Seconded: Mr. John Hurley

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. Approved the following personnel to be added to the substitute list for the 2019-2020 School year.

Daisy Gramajo - Substitute Nurse

3b. Approved 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. Approved the salary adjustment of Esmeralda Espinal, paraprofessional from \$20.00 per hour to \$19.00 per hour effective October 21, 2019.

- 3d. Approved the salary adjustment of Kristen Averna from \$20.00 per hour to \$22.00 per hour effective October 1, 2019. Ms. Averna has complete the requirements of the substitute certification.
- 3e. Adjusted the start date of Julissa Sanchez, paraprofessional from November 15 to November 11, 2019.
- 3f. Rescinded the offer of employment of Shante Cooper as a paraprofessional.
- 3g. Approved 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. Approved 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. Approved 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. Accepted 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Approved 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. Adjusted 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. Approved 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 English
Teacher of Reading
Substitute Teacher Aides
Assistant Business Administrator
Supervisor of STEAM
Bookkeeper

Teacher of Math
Principal
Reading Specialist
Teacher of Science
Clerk/Typist/Receptionist
Curriculum/Assessment Coordinator
Transportation Manager

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

Action Takes:

Ayes: Mr. Cipriano, Mr. Giancaspro, Mr. Grieco, Dr. Helfant, Mr. Hurley, Dr. Kennedy, Mr.. Kollinok, Mr. Maceri, Ms. Sciacca, Mr. Scarafile and Dr. Yurchak.
Abstain: Dr. Petty
Nays: None
Absent: Mr. Albro, Dr. Ponds and Dr. Sforza.

4. POLICY:

Motion: Mr. Giovanni Giancaspro
Seconded: Dr. Matthew Helfant

- 4a. Approved 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. Motioned to adopt the updated 403(b) Plan - Basic Plan document. (Attachment 4b)
- 4c. Motioned to adopt the updated 403(b) Plan Adoption Agreement. (Attachment 4c)
- 4d. Adopted 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:

Ayes: Mr. Cipriano, Mr. Giancaspro, Mr. Grieco, Dr. Helfant, Mr. Hurley, Dr. Kennedy, Mr.. Kollinok, Mr. Maceri, Ms. Sciacca, Mr. Scarafile and Dr. Yurchak.

Abstain: Dr. Petty

Nayes: None

Absent: Mr. Albro, Dr. Ponds and Dr. Sforza.

5. TRANSPORTATION:

Motion: Ms. Anna Sciacca

Seconded: Mr. Damian Kennedy

- 5a. Motioned to approve the attached 2019-2020 Quote Set 3 (Attachment 5a)
- 5b. Motioned to approve the bid results for November 6, 2019, Special Education, In- district, and Tech Academy, (Attachment 5b)
- 5c. Motioned 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. Motioned 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. Motioned 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. Motioned 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. Removed
- 5h. Motioned 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:

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

6. FACILITIES AND PLANNING:

- Motion: Mr. Anthony Grieco
- Seconded: Mr. John Hurley

- 6a. Motioned to approve the Linkage Agreement between the South Bergen Jointure Commission and Maywood Board of Education for the 2019-2020 school year. (Attachment 6a)

Action taken:

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

7. OLD BUSINESS

8. NEW BUSINESS:

Mr. Maceri asked that we get an updated snow chain list. He also mentioned that the Board needs to begin negotiations with Dr. Kuchar for employment past June 2021 and asked for volunteers for a committee to do so. The board agreed to come up with a committee.

9. DISCUSSION ITEMS:

10. FOOD SERVICE:

11. INFORMATION ITEMS:

ADJOURNMENT:

Motion: Mr. Anthony Grieco
Seconded: Dr. Matthew Helfant

BE IT RESOLVED, that this meeting is adjourned at 10:01 a.m.

Action Taken: Unanimously approved by voice vote.

Ms. Susan Cucciniello
Business Administrator/Board Secretary

**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: