

**SOUTH BERGEN JOINTURE COMMISSION**

**MINUTES**

ORGANIZATIONAL MEETING – April 29, 2020

**PLEDGE OF ALLEGIANCE**

**NJ OPEN PUBLIC MEETING 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/Board 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 10:13 a.m. (Virtual Meeting)

**Roll Call:**

Members Present: Mr. Albro, Mr. Cipriano, Mr. Giancaspro, Mr. Greico, Dr. Helfant, Mr. Hurley, Dr. Kennedy, Mr. Kollinok, Mr. Maceri, Dr. Petty, Dr. Ponds, Dr. Sciacca, Dr. Sforza, Mr. Scarafile, Dr. Yurchak

Mambers Absent: None

Also Present: Dr. Michael Kuchar, Superintendent of Schools and Ms. Susan Cucciniello, Business Administrator/Board Secretary.

**BOARD PRESIDENT Nomination**

Call for nominations for the office of President of the South Bergen Jointure Commission.

Motion: Dr. Matthew Helfant

Second: Mr. Anthony Greico

- 1a. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that Mr. Nick Cipriano be nominated for the Office of President of the South Bergen Jointure Commission.

Action Taken: Unanimously approved by voice vote.

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

1b. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, those nominations to be closed.

Action Taken: Unanimously approved by voice vote.

Motion: Mr. Giancaspro Giovanni  
Seconded: Mr. Gregorio Maceri

1c. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that Mr. Nick Cipriano be elected as President of the South Bergen Jointure Commission for a one year term.

Action Taken: Unanimously approved by voice vote.

### **BOARD VICE PRESIDENT**

Call for nominations for the Office of Vice President of the South Bergen Jointure Commission.

Motion: Mr. Giovanni Giancaspro  
Seconded: Mr. Anthony Greico

2a. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that Mr. Matt Helfant be nominated as Vice President of the South Bergen Jointure Commission.

Action Taken: Unanimously approved by voice vote.

Motion: Mr. Giovanni Giancaspro  
Seconded: Mr. Anthony Greico

2b. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, those nominations to be closed.

Action Taken: Unanimously approved by voice vote.

Motion: Dr. James Albro  
Seconded: Dr. Douglas Petty

2c. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that Dr. Matthew Helfant be elected as Vice President of the South Bergen Jointure Commission for a one year term.

Action Taken: Unanimously approved by voice vote.

2d. Call for nominations for the Chair to the SBJC Board Professional Development committee.

Motion: Mr. Gregorio Maceri  
Seconded: Mr. Stephen Kollinok

BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that Mr. Giovanni Giancaspro be nominated as Chair to the SBJC Board Professional Development committee.

Action Taken: Unanimously approved by voice vote.

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

2e. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, those nominations to be closed.

Action Taken: Unanimously approved by voice vote.

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

2f. **BE IT RESOLVED** BY THE SOUTH BERGEN JOINTURE COMMISSION, that Mr. Giovanni Giancaspro be elected as Chair of the Professional Development Committee of the South Bergen Jointure Commission for a one year term.

Action Taken: Unanimously approved by voice vote.

### **APPOINTMENTS**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

3. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the following personnel be appointed to the positions listed effective July 1, 2020:

Affirmative Action Officer:	Lorraine Carrasco-Rake
Anti-Bullying Coordinator	Lorraine Carrasco-Rake
Anti-Bullying Specialist	Julie Callaghan
Anti-Bullying Specialist	Paula Hill
Anti-Bullying Specialist	Bonnie Kraft
Anti-Bullying Specialist	Claudia Balestier
Public Agency Compliance Officer:	Susan Cucciniello

Board Secretary	Susan Cucciniello
Qualified Purchasing Agent	Susan Cucciniello
Custodian Right to Know Law	Susan Cucciniello
Indoor Air Quality designate for PEOSHA	Susan Cucciniello
District Asbestos Coordinator	Susan Cucciniello
Integrated Pest Management Coordinator	Susan Cucciniello
HIPAA Compliant Safety Officer (Alternate)	Susan Cucciniello
HIPAA Compliant Safety Officer	Suzanne Owens
School Safety Specialist	Ken Sheldon

Action Taken: Unanimously approved by voice vote.

**DEPOSITORIES**

Motion: Mr. John Hurley  
 Seconded: Dr. James Albro  
 4.

**APPROVAL OF LEGAL DEPOSITORIES**  
**BANK FOR DEPOSITS/WITHDRAWALS AS FOLLOWS:**

BE IT RESOLVED that the Board of Education authorize the Business Administrator to invest school district funds within statutory limitations.

BE IT FURTHER RESOLVED that the Board of Education designate Capital One as the bank for deposits and withdrawals for the General Fund, Net Payroll, Payroll Agency, Cafeteria, Unemployment Trust, and Student Activity Accounts from July 1, 2020 through June 30, 2021, as recommended by the Superintendent.

BE IT FURTHER RESOLVED, that the Board Secretary is authorized to invest excess funds in approved banking institutions, with such institutions being covered by the Governmental Unit Deposit Act.

Capital One Bank, Fairfield, NJ

Action Taken: Unanimously approved by voice vote.

**MEETINGS**

Motion: Mr. John Hurley  
 Seconded: Dr. James Albro

5. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, as follows

That the Regular Monthly Meetings of this Board shall be held on the fourth Tuesday of each month (see attachment 5a, exceptions noted).

That said Regular Meetings shall be held at the South Bergen Jointure Commission School and

shall commence at 9:30 A.M.

That should there be any revision or revisions in said schedule within 7 days following said revision or revisions, notices thereof shall be posted and mailed as herein provided.

That within 7 days of the date of the annual Organization Meeting of the Body, or within 7 days of any revision or revisions in the schedule of Regular Meetings, there shall be posted and maintained throughout the year at the Office of the Board Secretary, the schedule of all Regular Meetings and any revision or revisions thereof. Said Notice or Notice of such meetings shall also be mailed to the following newspaper: The Record shall be the official newspaper of the District. Copies of said Notices shall also be filed with the Municipal Clerks of each Borough of the Commission.

Special Meetings of the Body may be held provided at least 48 hours advance notice of said meetings setting forth the time, date, location, and to the extent known, the agenda which shall state whether formal action may or may not be taken. Said Notices shall be posted at the location set forth in paragraph four above and shall be mailed to the newspaper set forth therein.

Agendas for all meetings shall be posted in the places referred to in paragraph four at least 48 hours in advance and shall be forwarded to the newspaper set forth in paragraph four in accordance with provisions of Section 3d, Ch. 231, P.L. 1975.

Anything to the contrary notwithstanding, upon the affirmative vote of majority of the members present, an emergency meeting may be held without the 48 hour notice provided for in paragraph 5 above, if:

1. Such meeting is required in order to deal with matter of such urgency and importance that a delay for the purpose of providing adequate notice would be likely to result in substantial harm to the public interest, and
2. The meeting is limited to discussion of and acting with respect to such matters of urgency and importance; and
3. notice of such meeting is provided as soon as possible following the calling of such meeting by posting written notice of same in the public place described in paragraph four by telephone, telegram, or by delivering a written notice of same to such newspaper; and
4. either (a) this Board could not reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided; or (b) although the Body could reasonably have foreseen the need for such meeting at a time when adequate notice could have been provided, it nevertheless failed to do so.

At the commencement of each public meeting of this Body, the person residing shall announce publicly, and shall cause to be entered in the Minutes of the meeting, an accurate statement to the effect:

That adequate notice of the meeting has been provided, specifying the time, place and manner in which such notice was provided or that adequate notice was not provided, in which case such announcement shall state the nature of the urgency and importance referred to in paragraph six above and the nature of the substantial harm to the public interest likely to result from the delay in the holding of the meeting, that the meeting will be limited to discussion of and acting with respect to such matters of urgency and importance; the time, place, and manner in which notice of the meeting was provided; and either that the need for such meeting could not reasonably have been foreseen at a time when adequate notice could have been provided, in which event, such announcement shall specify the reason why such need should not reasonably have been foreseen; or that such need could reasonably have been foreseen at a time when adequate notice could have been provided, but such notice was not provided in which event the Announcement shall specify the reason why adequate notice was not provided.

All meetings of this Board shall be open to the public except where this Board proposes to discuss any or all of the items set forth in Section 7b of Ch. 231, P.L. 1975.

Whenever it is proposed to discuss any matters covered in Section 7b of Ch. 231, P.L. 1975, this board shall first adopt a Resolution setting forth the general nature of the subject or subjects to be discussed, and the time when the circumstances under which the discussion conducted in closed session can be disclosed to the public, which are hereby reaffirmed and readopted as if set forth herein at length.

Minutes shall be kept of all public meetings of this Body, which Minutes shall show the time and place, the members present, the subjects considered, the action taken, and the votes of each member together with any other information required to be shown in the Minutes by law. Copies of said Minutes shall be made promptly available to the public provided, however, that nothing therein contained shall be construed to require inclusion in said Minutes of discussions which took place privately under the provisions of Section 7B of Ch. 231, P.L. 1975.

Minutes of meetings other than regularly scheduled or special meetings may, at the option of the Secretary of this Board, be kept on tape or cassettes and need not be transcribed so long as they are made available to persons interested in same, at mutually convenient times.

Whenever any person desires that there be mailed to him or her copies of any meetings, schedules or revisions thereof, such person shall be entitled to receive such notices upon the payment of the sum \$1.00 per month. Any and all such requests shall terminate at midnight on December 31<sup>st</sup> but shall be renewable upon a new request made to the Board Secretary accompanied by the payment of the sum herein above set forth.

Nothing contained herein shall be deemed to require the opening to the public any gathering attended by less than an effective majority of the members of this Body.

Action Taken: Unanimously approved by voice vote.

### **GENERAL FUND CHECKS**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

6. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the President or Vice President and Board Secretary, Business Administrator or Superintendent of Schools and Treasurer, be authorized to sign the General Fund Checks:

Action Taken: Unanimously approved by voice vote.

### **PAYROLL CHECKS**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

7. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the Treasurer, Board Secretary, Business Administrator and Superintendent be authorized to sign the Payroll Checks.

Action Taken: Unanimously approve by voice vote.

### **PAYROLL AGENCY CHECKS**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

8. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the Board Secretary, Business Administrator, Superintendent of Schools and the Treasurer be authorized to sign the Payroll Agency Checks.

Action Taken: Unanimously approve by voice vote.

### **CAFETERIA CHECKS**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

9. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the Board Secretary, Business Administrator or the Superintendent of Schools and the Treasurer be authorized to sign the Cafeteria Checks.

Action Taken: Unanimously approved by voice vote.

### **UNEMPLOYMENT TRUST FUND**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

10. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the Board Secretary, Business Administrator or the Superintendent of Schools and the Treasurer be authorized to sign the Unemployment Trust Fund Checks.

Action Taken: Unanimously approved by voice vote.

### **STUDENT ACTIVITY FUND**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

11. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the Board Secretary, Business Administrator or the Superintendent of Schools and the Treasurer be authorized to sign the Student Activity Fund Checks.

Action Taken: Unanimously approved by voice vote.

### **BUSINESS CONDUCT**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

12. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, continues and conducts the 2020-2021 business of the Jointure Commission Board of Education according to the appropriate statutes, administrative codes, rules, regulations, and policies and procedures of the district, which are hereby readopted.

Action Taken: Unanimously approved by voice vote.

### **OFFICIAL ADDRESS**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

13. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the official address of the Board of Education be approved as follows:

South Bergen Jointure Commission  
Board of Education  
500 Route 17 South, Suite 307  
Hasbrouck Heights, NJ 07604



Action Taken: Unanimously approved by voice vote.

**OFFICIAL SEAL**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

14. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the official seal of the Board of Education be approved as that which is in the possession of the Secretary of the Board.

Action Taken: Unanimously approved by voice vote.

**ADVERTISEMENT/NEWSPAPER**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

15. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the Board Secretary be authorized to advertise for Bids for school supplies, equipment, and services as outlined in the statutes governing local public contracts and other legal advertisements in the following newspaper which circulate in the school district.

North Jersey Media Group

Action Taken: Unanimously approved by voice vote.

**COOPERATIVE PRICING PROGRAM**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

16. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that authorization be granted for participation in a cooperative purchasing program with the County of Bergen for the Purchase of selected items needed for continued operation of the schools for the 2020-2021 school year (N.J.S. 40A:1111(5))

Action Taken: Unanimously approved by voice vote.

**PETTY CASH**

Motion: Mr. John Hurley  
Seconded: Dr. James Albro

17. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the Administrative Office Petty Cash Fund be established and Kenneth Sheldon be the authorized person for this fund, not to exceed the amounts set below annually:

	<u>Custodian</u>	<u>Amount</u>
Maywood Campus	Maywood Campus Principal	\$300.00
Lodi Campus	Lodi Campus Principal/Asst. Princ	\$300.00
Primetime ER Campus	Primetime ER Campus Principal	\$200.00
Board Office	Board Secretary/Business Admin	\$300.00

Action Taken: Unanimously approved by voice vote.

### **PROFESSIONAL SERVICES**

Motion: Mr. John Hurley  
 Seconded: Dr. Jame Albro

18. WHEREAS, the law firm of Fogarty & Hara, Esqs. has the expertise and experience to provide professional services to the South Bergen Jointure Commission; and BE IT RESOLVED that the South Bergen Jointure Commission appoints the law firm of Fogarty & Hara, Esqs. as the board attorneys until the next reorganization meeting at the following hourly rates:

**\$175.00 Partner**  
**\$155.00 Associate**

- 18a. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the following Professional Services be re-appointed for the 2020-2021 school year:

School Board Attorney: Fogarty & Hara (Partner: \$175.00 per hour; Associate \$155.00 per hour)  
 School Medical Doctor: Dr. Patrick Perin  
 Insurance Agent: The Bogle Agency, Inc.  
 Architect of Record: Solutions Architecture

- 18b. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the following personnel be appointed for the 2020-2021 school year at an annual fee of \$5,300.00.

Treasurer of School Monies: Nancy Bucci

- 18c. Motion to approve the appointment of the firm of Lerch, Vinci & Higgins, LLP as the public school accountant of record. Services include the completion of the annual school audit for the 2020-2021 fiscal school year at the cost of \$24,000.00 plus any additional services at the following rates:

Partners	\$150.00 to \$175.00 per hour
Managers	\$125.00 to \$140.00 per hour
Supervisors/ Senior Acct.	\$90.00 to \$115.00 per hour
Staff Accounts	\$75.00 to \$85.00 per hour
Other Personnel	\$45.00 per hour

- 18d. Motion to appoint Delta Dental and Brown and Brown Benefit Advisors as Broker for Dental Benefits for the 2020-2021 School year.
- 18e. Motion to appoint New Jersey School Boards Insurance Group and the Bogle Agency as Broker for the General Liability, Property and Errors and Omissions Insurance for the 2020-2021 School year.
- 18f. Motion to approve participation in the South Bergen Region VII Workers Compensation Pool for the 2020-21 school year.
- 18g. Motion to approve participation in the NJ School Employee's Health Benefits Program for Health Benefits and Prescription Coverage for the 2020-21 school year.

**CURRICULUM**

Motion: Mr. John Hurley  
 Seconded: Dr. James Albro

- 19. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, approves the continuation of the existing curriculum and textbooks, policies and bylaws for the 2020-2021 school year. (Attachment 19)

Action Taken: Unanimously approved by voice vote.

**ADJOURNMENT**

Motion: Mr. Gregorio Maceri  
 Seconded: Mr. Frank Scarafile

BE IT RESOLVED, that this meeting be adjourned at 10:22 a.m..

Action Taken: Unanimously approved by voice vote.

Ms. Susan Cucciniello  
 Business Administrator/Board Secretary