

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

REGULAR MEETING MINUTES
September 26, 2018

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.:

South Bergen Borough Clerks The Record and 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 **9:35 a.m.**

- Mr. Anthony Grieco, Superintendent of Lyndhurst was sworn in as a new SBJC member.

ROLL CALL

Members Present: Mr. Albro, Mr. Cipriano, Mr. Giancaspro, Mr. Grieco, Mr. Hurley, Dr. Helfant, Mr. Kennedy, Mr. Kollinok, Mr. Scarafilo, and Dr. Yurchak.

Members Absent: Ms. Clarke, Mr. Maceri, Mr. Perrapato, Dr. Ponds and Mr. Quatrone.

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

SUPERINTENDENT'S REPORT

Dr. Michael Kuchar updated the Board of the status of the district for the new school year. He discussed the plan for growth and transportation issues were mentioned, including start up problems and new/existing regulations and how they affect us and the contractors that we use. Dr. Kuchar discussed Christopher Tienken providing professional development for our staff and mentioned if anyone is interested in having staff attend to let him know. Additionally, the 2017-2018 annual School Safety Data Systems report for the school year has been certified and is attached under the Policy section.

- Mr. Maceri arrived at **9:46 a.m.** during the Superintendent report.

APPROVAL OF MINUTES:

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

1. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the minutes of the Executive Session and Regular Meeting of August 27, 2018 be approved.

Action taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Giancaspro, Mr. Grieco, Mr. Hurley, Dr. Helfant, Mr. Kennedy, Mr. Maceri, Mr. Scarafile.

Abstain: Mr. Kollinok and Dr. Yurchak

Nays: None

Absent: Ms. Clarke, Mr. Perrapato, Dr. Ponds and Mr. Quatrone.

MEETING OPEN TO THE PUBLIC

Liz Forte from SBJC PTO greeted the Board and mentioned Felician College is developing a program for Special Education students in case anyone is interested in information about their program.

REGULAR ORDER OF BUSINESS

2. FINANCE REPORT:

Motion: Mr. John Hurley
Seconded: Mr. Damian Kennedy

- 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 July 31, 2018 and approves "Pursuant to NJAC 6:20-2A.10 (E), certify that as of July 31, 2018 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 July 2018. (Attachment 2c)

2d. The Board approved the following resolution: “Pursuant to NJAC 6:20-2A.10(d), we certify that as of July 31, 2018, 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 July 2018. (Attachment 2e)

2f. The August and September bill lists below are approved (lists attached):

	<u>August & September</u>
Bills Payable	\$1,926,800.75
Payroll/Manual Check	\$ 939,554.85
Cafeteria Checks	\$ <u>1,748.18</u>
Total	\$2,868,103.78

2g. Approved the attached list of Professional Days with cost. (Attachment 2g)

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

2i. Approved and accepted E-Rate reimbursements from the Universal Service Administrative Company-Schools & Libraries Division Program for the 2017-2018 school year as follows:

Comm	\$ 8,044.68	Millenium
		Gov Connection \$ 4,440.28
		Cablevision
Lightpath	<u>\$20,692.80</u>	
	\$33,177.76	Total

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.

Action taken:

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

Abstain: None

Nays: None

Absent: Ms. Clarke, Mr. Perrapato, Dr. Ponds and Mr. Quatrone.

3. PERSONNEL:

Motion: Mr. James Albro

Seconded: Mr. Frank Scarafile

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, 2019 through July 31, 2019. 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 Hailey Barteck to go from the position of Teacher Aide to Teacher of Students with Disabilities, effective October 1, 2018 - June 30, 2019. Annual Salary of \$50,265.0 is base on Step 1 B.A. of the teacher guide and will be prorated for the period worked.

3b. Approved the \$250.00 classroom transfers for Carolyn Soto, Teacher for the 2018-2019 school year, based on the teacher's contract.

3c. Adjusted the resignation date of Alexandra Murray, Speech Therapist from September 19, 2018 to August 1, 2018.

3d. Approved the appointment of the following additional Teacher Aides and/or Health Aides at the hourly rate listed and effective dates through June 30, 2019.

<u>Name</u>	<u>2018-2019</u>		<u>Start Date</u>
	<u>Rate</u>		
Kelly Scala	\$18.00		9/17/18
Charles Gallo	\$18.00		9/1/18
Tama Mayers		\$17.00	9/1/18
Camelle Hanniford	\$18.00		10/1/18
Jacqueline Aguilar	\$17.00		10/15/18

Susan Phillips Chambers	\$18.00	9/18/18
Colleen Kenney	\$18.00	9/24/18
Carmen Nova	\$18.00	10/1/18
Melissa Provost	\$17.00	10/1/18
Jeannette Rodriguez	\$17.00	9/26/18
Mariah Levinson	\$18.00	10/15/18

- 3e. Rescinded the appointment of Michael Kravitz as a Teacher Aide.
- 3f. Adjusted the maternity/medical leave under the Family Leave Act for Lisa Gannaio Teacher of the Handicapped for the South Bergen Jointure Commission as follows:

September 4, 2018 - December 10, 2018 Medical leave with benefits
67 paid sick days
(Due Date: 11/11/18)
{Portion of benefits to be paid by employee}

December 11, 2018 - March 6, 2019 Federal and/or State Family Leave,
Unpaid with benefit
{Portion of benefits to be paid by employee}

- 3g. Accepted the resignation of the following personnel:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>
Tamaara Dunlap	Teacher Aide	July 1, 2018
Cathy Cromelin	Teacher Aide	August 1, 2018
Iyana Stuckey	Teacher Aide	August 1, 2018
Alexis Yotka	Teacher Aide	August 1, 2018
Melissa Rodrigues	Teacher Aide	September 26, 2018
Alisa Miller	Teacher Aide	September 29, 2018
Martha Cassens	Substitute	December 1, 2018

- 3h. Approved \$750.00 longevity for Linda Zeidler, Teacher Aide effective September 1, 2018.
- 3i. Approved the appointment of Carmine Scordo, .4 Part-Time Music Teacher, October 1, 2018 -June 30, 2019. Annual salary of \$20,114.00 is based on the Step 1 B.A. of the Teachers Guide and will be prorated for the period worked.
- 3j. Approved the following personnel to be added to the substitute list for the 2018-2019 school year.
- Janice Cromwell
Sydney Abrams

- 3k. Approved the leave of absence for Daniel Monda, Teacher Aide from October 15, 2018 - November 16, 2018. Mr. Monda will be unpaid without benefits during this time. (Benefits to be paid by employee).
- 3l. Approved the medical leave of absence for Sean Voorhis, Teacher from September 27, 2018 - October 15, 2018. Mr. Voorhis be paid sick days during this time. Mr. Voorhis' physician has confirmed his condition.
- 3m. Adjusted the start date for Ana Maria Escobar, Teacher Aide from September 1, 2018 to September 24, 2018.
- 3n. Motioned 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 STEAM	Curriculum/Assessment Coordinator
Bookkeeper	Technical Performing Arts

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

Action taken:

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

4. POLICY:

- Motion: Dr. Matthew Helfant

Seconded:

Mr. John Hurley

- 4a. Approved October 1- October 5, 2018 as a Week of Respect.
- 4b. Approved October 15 – October 19, 2018 as School Violence Awareness Week.
- 4c. Adopted the following Policies/Regulations/By Laws/Procedure (Second Reading):
(Attachment 4c)

Policy &
Regulation #1550 Equal Employment/Anti-Discrimination Practices

Policy &
Regulation #1613 Disclosure and Review of Applicant's Employment
History

Policy #2431 Athletic Competition

Regulation #2431.2 Medical Examination Prior to Participation on a School

Sponsored Interscholastic or Intramural Team or Squad

Policy #2431.8 Varsity Letters for Interscholastic Extracurricular
Activities

Policy &
Regulation # 5350 Student Suicide Prevention

Policy #5533 Student Smoking

Policy #5535 Passive Breath Alcohol Sensor Device

Policy &
Regulation #5561 Use of Physical Restraint and Seclusion Techniques for
Students with Disabilities

Policy #8462 Reporting Potentially Missing or Abused Children

Policy #8561 Procurement Procedures for School Nutrition Programs

- 4d. Discussed and approved the Nursing Services Plan for the 2017-2018 school year. (Attachment 4d)

4e. Approved the School Safety Data Systems Report which includes reporting of Harassment, Intimidation and Bullying Investigations, Trainings and the Program's Data Collection for the period July 1, 2017 – June 30, 2018. (Attachment 4e)

4f. Adjusted the 2018-2019 SBJC South Hackensack School Calendar to reflect November 6, 2018 School Closed, Professional Development for Staff (Attachment 4f)

Action taken:

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

Abstain: None

Nays: None

Absent: Ms. Clarke, Mr. Perrapato, Dr. Ponds and Mr. Quatrone.

5. TRANSPORTATION:

Motion: Mr. Frank Scarafile

Seconded: Mr. Stephen Kollinok

5a. Motioned to approve the attached 2018-2019 Quote Set 2 (Attachment 5a)

5b. Motioned to approve the withholding of payment on Route #2155 for Mayor Transportation due to non-performance. Penalty of two times the daily rate in the amount of \$302.48 will be deducted from the September payment.

5c. Motioned to approve the addendum for a second vehicle on route #IN413, American First Choice, effective September 10, 2018. Contract will read as New Route #IN413A. \$199.00 Vehicle/\$49.00 aide. Total route cost \$248.00.

5d. Motioned to approve an agreement with the district of Paterson for the purposes of student transportation in accordance with Chapter 53, P.L. 1997 for the time period 2018-2019 school year. The services to be provided include, but are not limited to, the Coordinated Transportation of nonpublic, out of district, special education, vocational and summer programs.

5e. Motioned to approve the addendum for a second vehicle on route #PT602, Town and Country, effective September 12, 2018. Contract will read as New Route #PT602A. \$324.00 Vehicle. Total route cost \$324.00.

5f. Motioned to approve the withholding of payment on Route #Q405 for Castro Transportation due to non-performance. Penalty of two times the daily rate in the amount of \$640.00 will be deducted from the September payment.

5g. Motioned to approve the withholding of payment on Route #BC160 for John Leckie Bus Company due to non-performance. Penalty of two times the daily rate in the amount of \$1,744.24 will be deducted from the September payment.

5h. Motioned to approve the withholding of payment on Route #Q414 for John Leckie Bus Company due to non-performance. Penalty of two times the daily rate in the amount of \$499.98 will be deducted from the September payment.

Action Taken:

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

Abstain: None

Nays: None

Absent: Ms. Clarke, Mr. Perrapato, Dr. Ponds and Mr. Quatrone.

6. FACILITIES AND PLANNING:

None

7. OLD BUSINESS:

None

8. NEW BUSINESS:

Mr. Giancaspro mentioned the county's job fair will be coming up soon. The date has not been established. A committee will be setting that up soon.

Mr. Scarafile mentioned the Teacher of the Year luncheon in May will be at the Glenpointe next year. Info will be forthcoming.

9. DISCUSSION ITEMS:

9a. The board discussed the School Closing Chain.

10. FOOD SERVICE:

None

11. INFORMATION ITEMS:

ADJOURNMENT:

Motion: Mr. John Hurley

Seconded: Mr. Nicholas Cipriano

BE IT RESOLVED, that this meeting is adjourned at 10:14 a.m..

Action Taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Giancaspro, Mr. Grieco, Mr. Hurley,
Dr. Helfant, Mr. Kennedy, Mr. Kollinok, Mr. Maceri, Mr. Scarafilo.
and Dr. Yurchak

Abstain: None

Nays: None

Absent: Ms. Clarke, Mr. Perrapato, Dr. Ponds and Mr. Quatrone.

Ms. Susan Cucciniello
Business Administrator/Board Secretary

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

September 26, 2018

Motion:

Seconded:

BE IT RESOLVED THAT THE SOUTH BERGEN JOINTURE COMMISSION will hold a closed meeting on September 26, 2018 at 9:30 a.m. to review personnel matters and other confidential concerns as listed on the Closed Agenda dated September 26, 2018. 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

September 26, 2018

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: