

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

REGULAR MEETING MINUTES
February 27th, 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 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 9:30 a.m.

ROLL CALL

Members Present: Mr. Cipriano, Mr. Giancaspro, Mr. Kennedy, Mr. Kollinok,
Mr. Maceri, Mr. Quatrone, Ms. Sciacca, Mr. Scarafile and Mr. Yurchak.

Members Absent: Mr. Albro, Mr. Grieco, Dr. Helfant, Mr. Hurley, Dr. Ponds and
Dr. Sforza.

Also Present: Dr. Michael Kuchar, Superintendent of Schools, Ms. Susan Cucciniello,
Business Administrator/Board Secretary, Mr. Kenneth Sheldon, Assistant
Business Administrator and Mr. Dieter Lerch and Mr. Robert Lerch.

Mr. Helfant and Mr. Hurley arrived at 9:36 a.m. during the Superintendent's report.

Presentation: Mr. Christopher Winn, SBJC music teacher and the South Bergen Jointure Commission students entertained the board with a music program.

Presentation: Mr. Dieter Lerch presented to the Board the Annual Audit Report for the 2017-18 school year.

SUPERINTENDENT'S REPORT:

Dr. Kuchar updated the Board on the status of the districts programs, facility issues and the search for the leave replacement for the Principal of the Lodi campus during her family medical leave.

APPROVAL OF MINUTES:

Motion: Mr. Stephen Kollinok
Seconded: Mr. Jack Hurley

1. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the minutes of the Executive Session and Regular Meeting of January 23, 2019 be approved.

Action taken:

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

Abstain: Mr. Yurchak.

Nayes: None

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

MEETING OPEN TO THE PUBLIC

REGULAR ORDER OF BUSINESS

2. FINANCE REPORT:

Motion: Mr. Frank Quatrone
Seconded: Mr. Nicholas Cipriano

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, 2f)

2b. The Board accepted the Board Secretary's Report as of December 31st, 2018 and approves "Pursuant to NJAC 6:20-2A.10(E), certify that as of December 31st, 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 December 2018. (Attachment 2c)

2d. The Board approved the following resolution: "Pursuant to NJAC 6:20-2A.10(d), we certify that as of December 31, 2018, no budgetary line item has been over expended in violation of NJAC 6:20-2A.10(a)."

2e. The January and February bills list below are approved (lists attached):

Bills Payable	\$2,880,599.36
Payroll/Transfers	\$1,631,922.24
Cafeteria Checks	<u>\$ 19,551.49</u>
Total	\$4,532,073.09

2f. Motioned to approve the transfers for the month of December 2018. (Attachment 2f)

- 2g. Approved the attached professional workshops and the reimbursement costs of the workshops. (Attachment 2g)
- 2h. Approved the attached list of field trips with cost (Attachment 2h)
- 2i. Motioned to accept the 2017-2018 Audit Report after report presentation by Mr.Dieter Lerch and Board Secretary, Ms. Susan Cucciniello.

WHEREAS, the 2017-2018 annual district audit as prepared by the firm of Lerch, Vinci and Higgins, LLP, Certified Public Accountants, had been submitted to the Board of Education in accordance with New Jersey Statute and Administrative Code and

WHEREAS a synopsis of the audit has been made available for public distribution a copy of which should be attached to the minutes of this meeting.

NOW THEREFORE BE IT RESOLVED, that the Board of Education does hereby accept the 2017-2018 Annual Audit Report. (Attachment 2i)

- 2j. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION hereby approves the final 2019-2020 budget as follows:
(Attachment 2j)

Current General Expense (Fund 11)	\$ 46,991,078
Total Expenditures/Appropriations	\$ 46,991,078

- 2k. Motioned to approve \$42,956 as the maximum travel budget for the 2019-2020 school year. This amount includes reimbursements for conferences, professional development workshops, regular school travel, meals and mileage for conferences/workshops, as well as any other associated costs for school related travel events. The year to date (to Jan 2019) travel expenditures for the 2018-2019 school year are \$19,816.
- 2l. Motioned to approve the attached Agreement for Licensing and Maintenance for Supply purchasing in the Educational Data Cooperative Pricing System with assistance for bulk Purchase Order preparation for the 2019-20 school year at the cost of \$1,160. (Attachment 2l)
- 2m. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the following Professional Services be appointed for the 2018-2019 school year:

Architect of Record:	Solutions Architecture
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- 2n. Motioned to approve the Lease Agreement with Neopost for a new Postage Machine and Meter Rental for the 5 year period starting February 2019. (Attachment 2n)

Action taken:

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

Abstain: None

Nayes: None

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

3. PERSONNEL:

Motion: Mr. John Hurley
Seconded: Mr. Stephen Kollinok

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, Office Support, Home Programming and Parent Training Home Program and Home Instruction on an as-needed basis.

- 3a. Adjusted the maternity/medical leave under the Family Leave Act for Danielle Trancucci, Teacher, for the South Bergen Jointure Commission as follows:

May 28, 2019 - June 26, 2019	Medical leave with benefits 20 paid sick days (Due Date: 5/26/19) {Portion of benefits to be paid by employee}
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June 27, 2019 - August 31, 2019	Federal and/or State Family Leave, Unpaid with benefits {Portion of benefits to be paid by employee}
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- 3b. Approved Lisa Kashuba from Seton Hall University to do Occupational Therapy observation hours as required for her prerequisite for admission into the graduate program.
- 3c. Approved the appointment of Raushan Riley, as a Paraprofessional at the hourly rate of

\$17.00 effective February 11, 2019 - June 30, 2019.

- 3d. Approved Lisa Gannaio, Teacher, to extend her child rearing leave from February 25, 2019 - June 30, 2020. Ms. Gannaio will be unpaid, no benefits as per the teacher's contract.
- 3e. Approved the appointment of Katherine Calderon, as a Paraprofessional at the hourly rate of \$18.00 effective March 15, 2019 - June 30, 2019.
- 3f. Approved the appointment of Ninoska Ceullar, as a Paraprofessional at the hourly rate of \$18.00 effective February 25, 2019 - June 30, 2019.
- 3g. Approved the appointment of Amanda Stigliano, as a Paraprofessional at the hourly rate of \$18.00 effective February 25, 2019 - June 30, 2019.
- 3h. Adjusted the medical leave under the Federal Family and Medical Leave Act for Lauren Hallahan, Teacher, for the South Bergen Jointure Commission, as follows: Ms. Hallahan's physician has confirmed her condition

January 14, 2019 - January 22, 2019 Medical leave with benefits
7 paid sick days
(Portion of benefits to be paid by employee)}

January 23, 2019 - March 12, 2019 Federal and Medical Leave,
Unpaid with benefits
{Portion of benefits to be paid by employee}

3i. Accepted the resignation of Brian McGinley, Paraprofessional effective February 27, 2019.

3j. Approved the family leave under the Federal Family Leave Act for Joseph Weidner, paraprofessional, for the South Bergen Jointure Commission, as follows: Mr. Weidner's physician has confirmed the condition for the leave.

April 22, 2019 - June 2, 2019 Federal Family Leave,
Unpaid with benefits
{Portion of benefits to be paid by employee}

3k. Revised the resignation of Diana Passamano-Fuda, Paraprofessional effective February 2, 2019.

3l. Approved the following personnel to be added to the substitute list for the 2018-2019 school year.

Alexandra Braun

3m. Approved the appointment of Kimberly Bohichik, .6 Part-Time Behaviorist BCBA, March 1, 2019 - June 30, 2019 at an annual salary of \$48,996.00 plus \$1,200.00 for BCBA the is based on the MA of the outreach guide and will be prorated for the

period worked.

- 3n. Approved the appointment of Kelsey Goode, .6 Part-Time Speech Therapist, March 1, 2019 - June 30, 2019 at an annual salary of \$33,291. This is based on the MA of the outreach guide and will be prorated for the period worked.
- 3o. Approve Clubs and Activities stipend positions, amounts and assignment of staff for the 2018-2019 school year.

Yearbook	Shane Miller	\$2,000.00
8th Grade Advisor	Lyzzette Grassi	\$1,000.00
12th Grade Advisor	Joseph Marszalek	\$1,000.00

3p. Approved the following Bergen Community students to complete their Level III clinical rotation for Spring 2019

Christine Alonso	Renata	Mroczek
Timothy Arscott	Yoojin	Oh
Charles Barra	Nirav	Patel
Ana Burke	Noemi	Perez
Jin Chen	Irina	Pirozhkova
Alyssa Davenda	Daneris	Santiago
Johanna Escobar	Olivia	Shasho
Julie Goncalves de Sousa	Felix	Sierra
Marliz Gonzalez	Nicholas	Wells
Eric Greaves	Kelly	Wilson
Elise Han	Samantha	Yi
Hailey Harrington	Natalia	Klipo
Octavia Hines	Changwon	Lee
Hind Issa		

3q. Approved Dr. Elizabeth Finnegan Associate Professor of Education at St. Thomas Aquinas to conduct research on the use of Dynamic Learning Maps to support student Learning on their Science Curriculum. This approval is contingent on receipt of the St. Thomas Internal Review Board Approval as it protects the rights and welfare of human research subject.

3r. Approved the concept of creation of SBJC Alternative High School Cost not to exceed \$20,000.00 per student. Minimum participation for year 1 will be 12 students with the maximum number of students being 24 for year 1.

3s. Approved Mr. Dennis Rossi as substitute MS/HS Principal at a rate of \$575.00 per day for current MS/HS Principal who will be on FMLA leave from March 8, 2019- July 31, 2019. Approval will include two days prior to March 8th to shadow principal for smooth transition.

- 3t. 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 of STEAM	Curriculum/Assessment Coordinator
Bookkeeper	Transportation Manager

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

Action taken:

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

Abstain: None

Nays: None

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

4. POLICY:

Motion: Mr. Frank Quatrone

Seconded: Dr. Matt Helfant

4a. Motioned to adopt the 2019-2020 School calendar. (Attachment 4a)

4b. Motioned to adopt the July 2019 Extended School Year calendar. (Attachment 4b)

4c. Motioned to adopt the 12 month Employee School Year calendar. (Attachment 4c)

Action taken:

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

Abstain: None

Nays: None

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

5. TRANSPORTATION:

Motion: Dr. Matt Helfant

Seconded: Mr. Frank Scarafile

5a. Motioned to approve the attached 2018-2019 Quote Set 7 (Attachment 5a)

5b. Motioned to approve the bid results for January 30, 2019. (Attachment 5b)

5c. Motioned to approve the withholding of payment on Route #Q515 for First Student, Rochelle due to non-performance. Penalty of two times the daily rate in the amount of \$610.00 will be deducted from the February payment.

Action taken:

Ayes: Mr. Cipriano, Mr. Giancaspro, Dr. Helfant, Mr. Hurley, Mr. Kennedy,
Mr. Kollinok, Mr. Maceri, Mr. Quatrone, Ms. Sciacca, Mr. Scarafilo,
Mr. Yurchak.

Abstain: None

Nays: None

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

6. FACILITIES AND PLANNING:

7. OLD BUSINESS:

8. NEW BUSINESS:

9. DISCUSSION ITEMS:

10. FOOD SERVICE:

11. INFORMATION ITEMS:

ADJOURNMENT:

Motion: Mr. John Hurley

Seconded: Dr. Matt Helfant

BE IT RESOLVED, that this meeting is adjourned at 10:20 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**

February 27th, 2019

Motion:

Seconded:

BE IT RESOLVED THAT THE SOUTH BERGEN JOINTURE COMMISSION will hold a closed meeting on February 27th, 2019 at 9:30 a.m. to review personnel matters and other confidential concerns as listed on the Closed Agenda dated February 27, 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

February 27th, 2019

Meeting Opened at _____.

Members Present:

Members Absent:

Also Present:

Special Order of Business

I. Employee Relations and Negotiations

II. Legal

III. Other

Adjournment

Motion:

Seconded:

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

Action taken: