

SOUTH BERGEN JOINTURE COMMISSION

MINUTES

ORGANIZATIONAL MEETING – May 8, 2019

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:

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**

Roll Call:

Members Present: Mr. Albro, Mr. Cipriano, Mr. Grieco, Dr. Helfant, Dr. Kennedy,
 Mr. Maceri, Mr. Quatrone, Ms. Sciacca and Mr. Scarafile.
Members Absent: Mr. Giancaspro, Mr. Hurley, Mr. Kollinok, Dr. Ponds, Mr. Sforza and
 Dr. Yurchak.
Also Present: Dr. Michael Kuchar, Superintendent of Schools, Ms. Susan Cucciniello,
 Business Administrator/Board Secretary and Mr. Kenneth Sheldon,
 Assistant Business Administrator.

BOARD PRESIDENT Nomination

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

Motion: Mr. Nicholas Cipriano
Second: Mr. Anthony Grieco

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

Action Taken: Unanimously approved by voice vote.
Motion: Mr. Frank Scarafile

Seconded: Dr. Matthew Helfant

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

Action Taken: Unanimously approved by voice vote.

Motion: Mr. James Albro

Seconded: Mr. Nicholas Cipriano

1c. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that Mr. Gregorio Maceri 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. James Albro

Seconded: Mr. Anthony Grieco

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

Action Taken: Unanimously approved by voice vote.

Motion: Mr. James Albro

Seconded: Mr. Frank Quatrone

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

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.

APPOINTMENTS

Motion: Mr. Anthony Grieco

Seconded: Mr. Frank Scarafile

3. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the following personnel be appointed to the positions listed effective July 1, 2019:

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:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Grieco, Dr. Helfant, Dr. Kennedy, Mr. Maceri, Mr. Quatrone, Ms. Sciacca and Mr. Scarafile.

Abstain: None

Nays: None

Absent: Mr. Giancaspro, Mr. Hurley, Mr. Kollinok, Dr. Ponds, Mr. Sforza and Dr. Yurchak.

DEPOSITORIES

Motion: Mr. Anthony Grieco

Seconded: Mr. Frank Scarafile

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, 2019 through June 30, 2020, 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

NJ Cash Management Fund

Action Taken:

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

MEETINGS

Motion: Mr. Anthony Grieco
Seconded: Mr. Frank Scarafile

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 Wednesday 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 31st 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:

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

GENERAL FUND CHECKS

Motion: Mr. Anthony Grieco
Seconded: Mr. Frank Scarafile

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:

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

PAYROLL CHECKS

Motion: Mr. Anthony Grieco
Seconded: Mr. Frank Scarafile

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:

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

PAYROLL AGENCY CHECKS

Motion: Mr. Anthony Grieco
Seconded: Mr. Frank Scarafile

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:

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

CAFETERIA CHECKS

Motion: Mr. Anthony Grieco
Seconded: Mr. Frank Scarafile

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:

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

UNEMPLOYMENT TRUST FUND

Motion: Mr. Anthony Grieco
Seconded: Mr. Frank Scarafile

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:

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

STUDENT ACTIVITY FUND

Motion: Mr. Anthony Grieco
Seconded: Mr. Frank Scarafile

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:

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

BUSINESS CONDUCT

Motion: Mr. Anthony Grieco
Seconded: Mr. Frank Scarafile

12. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, continues and conducts the 2019-2020 business of the Jointure Commission Board of Education according to the appropriate statues, administrative codes, rules, regulations, and policies and procedures of the district, which are hereby readopted.

Action Taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Grieco, Dr. Helfant, Dr. Kennedy,

Abstain: Mr. Maceri, Mr. Quatrone, Ms. Sciacca and Mr. Scarafile.
None
Nayes: None
Absent: Mr. Giancaspro, Mr. Hurley, Mr. Kollinok, Dr. Ponds, Mr. Sforza and Dr. Yurchak.

OFFICIAL ADDRESS

Motion: Mr. Anthony Grieco
Seconded: Mr. Frank Scarafile

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

OFFICIAL SEAL

Motion: Mr. Anthony Grieco
Seconded: Mr. Frank Scarafile

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

ADVERTISEMENT/NEWSPAPER

Motion: Mr. Anthony Grieco

Seconded: Mr. Frank Scarafile

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 one of the following newspaper which circulate in the school District.

The Record The Herald News

Action Taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Grieco, Dr. Helfant, Dr. Kennedy,
Mr. Maceri, Mr. Quatrone, Ms. Sciacca and Mr. Scarafile.

Abstain: None

Nays: None

Absent: Mr. Giancaspro, Mr. Hurley, Mr. Kollinok, Dr. Ponds, Mr. Sforza and
Dr. Yurchak.

COOPERATIVE PRICING PROGRAM

Motion: Mr. Anthony Grieco

Seconded: Mr. Frank Scarafile

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 2019-2020 school year (N.J.S. 40A:1111(5))

Action Taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Grieco, Dr. Helfant, Dr. Kennedy,
Mr. Maceri, Mr. Quatrone, Ms. Sciacca and Mr. Scarafile.

Abstain: None

Nays: None

Absent: Mr. Giancaspro, Mr. Hurley, Mr. Kollinok, Dr. Ponds, Mr. Sforza and
Dr. Yurchak.

PETTY CASH

Motion: Mr. Anthony Grieco

Seconded: Mr. Frank Scarafile

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:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Grieco, Dr. Helfant, Dr. Kennedy, Mr. Maceri, Mr. Quatrone, Ms. Sciacca and Mr. Scarafile.

Abstain: None

Nays: None

Absent: Mr. Giancaspro, Mr. Hurley, Mr. Kollinok, Dr. Ponds, Mr. Sforza and Dr. Yurchak.

PROFESSIONAL SERVICES

Motion: Mr. Anthony Grieco
 Seconded: Mr. Frank Scarafile

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 2019-2020 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 2019-2020 school year at an annual fee of \$5,150.00.

Treasurer of School Monies: Nancy Bucci

18c. Motioned 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 2019-2020 fiscal school year at the cost of \$23,500.00 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. Motioned to appoint Delta Dental and Brown and Brown Benefit Advisors as Broker for Dental Benefits for the 2019-2020 School year.
- 18e. Motioned 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 2019-2020 School year.
- 18f. Motioned to approve participation in the South Bergen Region VII Workers Compensation Pool for the 2019-20 school year.
- 18g. Motioned to approve participation in the NJ School Employee's Health Benefits Program for Health Benefits and Prescription Coverage for the 2019-20 school year.

Action taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Grieco, Dr. Helfant, Dr. Kennedy, Mr. Maceri, Mr. Quatrone, Ms. Sciacca and Mr. Scarafile.

Abstain: None

Nayes: None

Absent: Mr. Giancaspro, Mr. Hurley, Mr. Kollinok, Dr. Ponds, Mr. Sforza and Dr. Yurchak.

CURRICULUM

Motion: Mr. Anthony Grieco

Seconded: Mr. Frank Scarafile

19. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, approves the continuation of the existing curriculum and textbooks, policies and bylaws for the 2019-2020 school year. (Attachment 19)

Action Taken:

Ayes: Mr. Albro, Mr. Cipriano, Mr. Grieco, Dr. Helfant, Dr. Kennedy, Mr. Maceri, Mr. Quatrone, Ms. Sciacca and Mr. Scarafile.

Abstain: None

Nayes: None

Absent: Mr. Giancaspro, Mr. Hurley, Mr. Kollinok, Dr. Ponds, Mr. Sforza and Dr. Yurchak.

ADJOURNMENT

Motion: Mr. James Albro

Seconded: Mr. Damian Kennedy

BE IT RESOLVED, that this meeting be adjourned at **9:41 a.m.**

Action Taken: Unanimously approved by voice vote.

Ms. Susan Cucciniello
Business Administrator/Board Secretary