

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

REGULAR MEETING
May 24, 2017

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 _____.

ROLL CALL

Members Present:

Members Absent:

Also Present:

SUPERINTENDENT'S REPORT

Special Order of Business

APPROVAL OF MINUTES:

Motion:

Seconded:

1. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the minutes of the Re-organization Meeting held on April 26, 2017 be approved.

2. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the minutes of the Executive Session and Regular Meeting of April 26, 2017 be approved.

Action taken:

MEETING OPEN TO THE PUBLIC

REGULAR ORDER OF BUSINESS

2. FINANCE REPORT:

Motion:

Seconded:

- 2a. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the FINANCE resolutions as per the attached report are approved. (2b, 2c)
- 2b. The Board accepts the Board Secretary’s Report as of March 31, 2017 and approves “ Pursuant to NJAC 6:20-2A.10(E), certify that as of March 31st, 2017 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 accepts the financial report of the Treasurer of School Monies for the month of March 2017. (Attachment 2c)
- 2d. The Board approves the following resolution: “Pursuant to NJAC 6:20-2A.10(d), we certify that as of March 31, 2017, no budgetary line item has been over expended in violation of NJAC 6:20-2A.10(a).”
- 2e. The April and May bills list below are approved (lists attached):

Bills Payable	\$2,319,255.20
Payroll/Manual Check	\$1,531,386.74
Cafeteria Checks	<u>\$ 20,639.62</u>
Total	\$3,871,281.56

- 2f. Motion to approve the transfers for the month of March 2017. (Attachment 2f)
- 2g. Motion to approve a contract for Payroll Services for the 2017-2018 school year for the following public school district: **Moonachie**

The annual cost for these services will be \$8,350 based on the same services provided last year.

- 2h. The Superintendent of Schools is authorized to pay bills for June, July and August and any time there is not a quorum at a regular monthly meeting, to be approved at the next regular board meeting. The bill list is to be provided to Board Members five days before they are paid.
- 2i. Approve the attached list of field trips with cost. (Attachment 2i)
- 2j. Approve the attached professional workshops and reimbursement costs of the workshops. (Attachment 2j)
- 2k. **SOUTH BERGEN REGION VII WORKERS COMPENSATION POOL**

**RESOLUTION TO JOIN
SUBJECT TO APPROVAL OF ASSESSMENT**

WHEREAS, a number of boards of education in the state of New Jersey have joined together to form a Workers Compensation Pool as permitted by chapter 372 Laws of 1983 (40A:10- 36) and;

WHEREAS, said Pool was approved to become operational by New Jersey Department of Insurance and the Department of Community Affairs and has been in operation since that date, and;

WHEREAS, the statutes and regulations governing the creation and operation of a Joint Insurance Fund contain elaborate restrictions and safeguards concerning the safe and efficient administration of the public interest entrusted to such a Fund;

NOW THEREFORE, be it resolved that the Governing Body of the South Bergen Jointure Commission do hereby agree to join the Fund subject only to the right to approve the initial assessment when the same is received from the Fund following processing of the application, and;

BE IT FURTHER RESOLVED that the South Bergen Jointure Commission is applying to the Fund for the following types of coverages:

- 1. Workers' Compensation and Employer's Liability;

BE IT FURTHER RESOLVED that the Governing Body hereby adopts and approves of the bylaws of the Fund; and

BE IT FURTHER RESOLVED that Susan Cucciniello is authorized to execute the application for membership and the accompanying certification on behalf of the Governing Body; and

BE IT FURTHER RESOLVED that the Governing Body is authorized and directed to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Fund as are required by the Fund's bylaws and to deliver same to the Executive Director of the Fund with the express reservation that said document shall become effective only upon the applicant's admission to the Fund following approval by the Fund, passage by the Governing Body of a Resolution Accepting Assessment and approval by the New Jersey Department of Insurance and the Department of Community Affairs.

Action taken:

3. PERSONNEL:

Motion:

Seconded:

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, 2017 through July 31, 2017. 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. Adjust the maternity/medical leave under the Family Leave Act for Tina Vaccaro,

Transportation Coordinator, as follows:

May 22, 2017 - June 11, 2017	Medical leave with benefits 7 paid sick days and 7 unpaid sick days
June 12, 2017 - June 16, 2017	5 vacation days
June 19, 2017 - August 1, 2017	Medical leave with benefits 31 paid sick days (must have a doctors note (Due Date: 6/20/17) {Portion of benefits to be paid by employee}
August 2, 2017 - October 31, 2017	Federal and/or State Family leave, Unpaid with benefits. {Portion of benefits to be paid by employee}
November 1, 2017 - January 2, 2018	7 weeks vacation (35 days) with benefits. {Portion of benefits to be paid by employee}

- 3b. Approve the medical leave of absence for Dawn Fidanza, Superintendent, from April 27, 2017 - May 15, 2017. Dr. Fidanza will be paid sick days during this time. Dr. Fidanza's physician has confirmed her condition.
- 3c. Approve the medical leave of absence for Lori Russo, Teacher Assistant, from May 15, 2017 - June 26, 2017. Ms. Russo will be paid sick days during this
- 3d. Appoint Teachers to the 2017 July Extended School Year Program, as per attached. (Attachment 3d)
- 3e. Appoint Outreach Personnel to the 2017 July Extended School Year Program, as per attached. (Attachment 3e)
- 3f. Appoint Teacher Aides and approve their hourly rates for the July 6, 2017 to July 28, 2017 Extended School Year Program, as per attached. (Attachment 3f)
- 3g. Approve the 2017 - 2018 Out-Reach Manual (Attachment 3g)
- 3h. Approve the 2017 - 2018 Office Personnel Manual (Attachment 3h)
- 3i. Approve the Mentor payments to be paid to staff as per the attached list. These payments are for amounts that were deducted from the Mentee's pay

time. Ms. Ru

in accordance with N.J.A.C. 6A:9C. (Attachment 3i)

- 3j. Approve the 2017-2018 teacher's contract (Attachment 3j)
- 3k. Reappoint the Teachers and their salaries for the 2017-2018 school year, as per the attached. (Attachment 3k)
- 3l. Reappoint the Outreach employees, Occupational and Physical Therapists and their salaries for the 2017-2018 school year, as per the attached (Attachment 3l)
- 3m. Reappoint the Aides and their salaries for the 2017-2018 school year, as per the attached (Attachment 3m)
- 3n. Reappoint the 12-month office personnel employees with salaries for the 2017-2018 school year, as per the attached. (Attachment 3n).
- 3o. Approve the following Transition Counselors to coordinate structured learning experiences/career orientation experiences for the 2017-2018 school year:

Tai Frazier
Cheryl Kavanagh

- 3p. Approve the following staff to work on curriculum during the months of July and August 2017, up to a total of 5 days:

Adam Reap	Tracey Ismailovski
Shane Miller	Siobhan Smith
Lyzette Grassi	Tiffany Hughes
Joseph Marszalek	Corey Bladzinski
Jill Hagen	Randi Schmidt
Kathy Sutphin	

- 3q. Approve the assignment of staff on the attached list of Stipend positions. (Attachment 3q)
- 3r. Approve the following staff to provide new hire and staff training during the months of July and August 2017, up to a total of 5 days. :

Julie Callaghan	Christine McLeod
Paula Hill	Anna Segelbacher
Bonnie Kraft	Kathleen Tennant

- 3s. Approve Reji George, Physical Therapist, to work transition of Outreach during the month of July and August 2017 up to a total of 5 weeks based on the 2016-2017 rate.
- 3t. Approve the medical leave of absence for Christine McLeod, Behaviorist, from May 12, 2017 - June 30, 2017. Ms. McLeod will be unpaid with benefits this time. Ms. McLeod's physician has confirmed her condition.
- 3u. Approve the following personnel to be added to the substitute list for the 2016-2017 school year.

Gianna Freda
Alfredo Fuccilli

- 3v. Accept the resignation of Junko (Robin) Johnson, Behaviorist, effective July 1, 2017.
- 3w. Approve Carmine Scordo, Bergen Community College Student, to observe up to four (4) hours classroom observation.
- 3x. Approve a stipend in the amount of \$5,000 for Tricia Smith, School Social Worker, for providing services as Child Study Team Supervisor for the South Hackensack Child Study Team beginning July 1, 2017 through June 30, 2018. The South Hackensack Board of Education will be charged accordingly for these services.
- 3y. 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 Math
Teacher of English	Principal
Teacher of Reading	Reading Specialist
Substitute Teacher Aides	Teacher of Science
Assistant Business Administrator	Clerk/Typist/Receptionist
Bookkeeper	Curriculum/Assessment coordinator
Teacher of STEAM	

Supervi

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

Action taken:

4. POLICY:

Motion:

Seconded:

- 4a. Discuss and motion to approve the job description and the hiring of a Human Resource Manager. (Attachment 4a)

Action taken:

5. TRANSPORTATION:

Motion:

Seconded:

- 5a. Motion to approve the attached 2016-2017 Quote Set 8. (Attachment 5a)

- 5b. Motioned to approve the attached Athletic & Field renewals for the 2017-2018 school year. (Attachment 5b)

5c. BE IT RESOLVED that the South Bergen Jointure Commission does hereby approve the agreement with the district of **West New York** for the purposes of student transportation in accordance with Chapter 53, P.L. 1997 for the time period **2017-2018** 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.

5d. BE IT RESOLVED that the South Bergen Jointure Commission does hereby approve the agreement with the district of **Wayne Board of Ed** for the purposes of student transportation in accordance with Chapter 53, P.L. 1997 for the time period **2017-2018** 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. BE IT RESOLVED that the South Bergen Jointure Commission does hereby approve the agreement with the district of **Tenafly Board of Ed** for the purposes of student transportation in accordance with Chapter 53, P.L. 1997 for the time period **2017-2018** 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.

Action taken:

6. FACILITIES AND PLANNING:

Motion:
Seconded:

- 6a. Discuss and motion to approve Dr. Kenneth King as a consultant to provide personnel procedure development for up to 10 hours at a rate of \$250.00 per hour. (Attachment 6a)

Action taken:

7. OLD BUSINESS:

8. NEW BUSINESS:

9. DISCUSSION ITEMS:

10. FOOD SERVICE:

10a. Motioned to approve the Food Service Vended Meals Contract with the Moonachie Board of Education for the 2017-2018 school year. (Attachment 10a)

10b. Motioned to approve the Food Service Vended Meals Contract with the Carlstadt Board of Education for the 2017-2018 school year. (Attachment 10b)

10c. Motioned to approve the Food Service Vended Meals Contract with the Little Ferry Board of Education for the 2017-2018 school year. (Attachment 10c)

10d. Motioned to approve the Food Service Vended Meals Contract with the Ridgely Park Board of Education for the 2017-2018 school year. (Attachment 10d)

11. INFORMATION ITEMS:

12. CORRESPONDENCE:

ADJOURNMENT:

Motion:
Seconded:

BE IT RESOLVED, that this meeting is adjourned at _____.

Action Taken:

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

May 24, 2017

Motion:
Seconded:

BE IT RESOLVED THAT THE SOUTH BERGEN JOINTURE COMMISSION will hold a closed meeting on May 24, 2017 at 9:30 a.m. to review personnel matters and other confidential concerns as listed on the Closed Agenda dated May 24th, 2017. 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

May 24, 2017

Meeting Opened at _____.

Members Present:
Members Absent:
Also Present:

Special Order of Business

I. Employee Relations and Negotiations

Superintendent to discuss personnel.

II. Legal

III. Other

Adjournment

Motion:
Seconded:

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

Action taken: