

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

**REGULAR MEETING
November 16th, 2016**

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.

ROLL CALL

Members Present:

Members Absent:

Also Present:

SUPERINTENDENT'S REPORT

Special Order of Business

Awards and Recognition

APPROVAL OF MINUTES:

Motion:

Seconded:

1. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the minutes of the Executive Session and Regular Meeting of October 19, 2016 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, 2d, 2e)
- 2b. The Board accepts the Board Secretary’s Report as of September 30th, 2016 and approves “ Pursuant to NJAC 6:20-2A.10(E), certify that as of September 30th, 2016 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 September 2016. (Attachment 2c)
- 2d. The Board approves the following resolution: “Pursuant to NJAC 6:20-2A.10(d), we certify that as of September 30th, 2016, no budgetary line item has been over expended in violation of NJAC 6:20-2A.10(a).”
- 2e. Motion to approve the transfers for the month of September 2016. (Attachment 2e)
- 2f. The October & November bills list below are approved (lists attached):

Bills Payable	\$2,506,314.67
Payroll/Manual Check	\$1,537,755.99
Cafeteria Checks	<u>\$ 19,292.01</u>
Total	\$4,063,362.67
- 2g. Approve the attached list of field trips with cost. (Attachment 2g)
- 2h. Approve the attached professional workshops and the reimbursement costs of the workshops. (Attachment 2h)
- 2i. Motion to accept the donation from the Knights of Columbus in the amount of \$556.00.
(Attachment 2i)

- 2j. Approve and accept E-Rate reimbursements from the Universal Service Administrative Company-Schools & Libraries Division Program for the 2015-2016 school year as follows:

		Verizon
	\$ 402.51	
		AT&T
	\$ 235.18	
		Cablevision
Lightpath	<u>\$35,640.00</u>	
		Total
	\$36,277.69	

Note: E-Rate is a federal program which offers schools & libraries a partial refund on their telecommunications and internet charges. The South Bergen Jointure Commission received a refund of 40-60% of their costs for last year.

- 2k. Motion to approve the attached Agreement for Licensing and Maintenance for Supply purchasing in the Educational Data Cooperative Pricing System #26EDCP with assistance for bulk Purchase Order preparation for the 2016-17 school year at the cost of \$1,150. (Attachment 2k)
- 2l. Motion to accept the 2015-2016 Audit Report after report presentation by Mr. Robert Haag and Board Secretary, Ms. Susan Cucciniello.

WHEREAS, the 2015-2016 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 2015-2016 Annual Audit Report. (Attachment 2l)

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 start date of Jasmine Rahman, as a Teacher Aide to October 24, 2016.
- 3b. Accept the resignation of Laurel Spadevecchia, Business Teacher effective October 22, 2016.
- 3c. Adjust the medical leave of absence for Julia Bollini, Speech Therapist, from October 11, 2016 - January 6, 2017. Ms. Bollini will be paid 13 ½ sick days during this period, the remained of leave will be unpaid with benefits. Ms. Bollini's physician has confirmed her condition.
- 3d. Accept the resignation of Patrick Hart, Teacher Aide, effective November 5, 2016.
- 3e. Approve a contract with Hackensack Board of Education for the Jointure to provide 1:1 aide services effective September 1, 2016 for student V.D. Full amount of salary, plus benefits and an administrative fee shall be charged to Hackensack Board of Education.
- 3f. Accept the resignation of Gina Servideo, Teacher of Handicapped, effective November 5, 2016.

- 3g. Approve a contract with Lodi Board of Education for the Jointure to provide 1:1 aide services effective October 24, 2016 for student L.A. Full amount of salary, plus benefits and an administrative fee shall be charged to Lodi Board of Education.
- 3h. Approve the medical leave of absence for Allison Rupp, Teacher Aide, from December 2 - 12, 2016. Ms. Rupp will be paid sick days during this period. Ms. Rupp's physician has confirmed her condition.
- 3i. Approve Ms. Dawn Brown, Felician University Student, to complete up to ten (10) hours of volunteer time at the Lodi Campus.
- 3j. Approve Matthew Paladino as an interim part-time bookkeeper, not to exceed twenty-nine (29) hours per week effective October 31, 2016 at \$60.00 per hour.
- 3k. Revise the resignation date of Andrea Hayes, bookkeeper effective November 10, 2016.
- 3l. Approve the medical leave of absence for Susan Cucciniello, Business Administrator, from November 18, 2016 - January 2, 2017. Ms. Cucciniello will be paid sick days during this period. Ms. Cucciniello's physician has confirmed her condition.
- 3m. Approve the medical leave of absence for Christine McLeod, Behaviorist, from November 21, 2016 - December 2, 2016. Ms. McLeod will be paid sick days during this period. Ms. McLeod's physician has confirmed her condition.
- 3. 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 |
| Supervisor of STEAM | Curriculum/Assessment Coordinator |
| Bookkeeper | Transportation Manager |

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

4. POLICY:

Motion:

Seconded:

- 4a. Approve the donation of new books from KPMG as a community service event, Family for Literacy Program. KPMG will visit the Maywood Campus in December 13, 2016.
- 4b. Renew the following Policies/Regulations/By Laws/Procedure. (Attachment 4b)

Policy #1522 - School Level Planning Policy

Policy #1540 - Administrator's Code of Ethics Policy

Policy #1570 - Internal Controls Policy

Policy #1620 - Administrative Employment Contracts Policy

Policy #1631 - Residency Requirement for Person Holding School District Office,
Employment, or Position.

Policy #2110 - South Bergen Jointure Commission Mission Statement

Policy #2132 - School District Goals and Objectives Policy

Policy #2220 - Adoption of Programs Policy

Policy #2230 - Course Guides Policy

Policy #2240 - Controversial Issues Policy

Policy #2270 - Religion in the Schools Policy

Policy #2310 - Pupil Grouping Policy

Policy #2330 - Homework Policy

Policy #2340 - Field Trips Policy

Policy #2360 - Use of Technology Policy

Policy #2361 - Acceptable Use of Computer Network/Computers and Resources Policy

Policy#2363 - Pupil Use of Privately - Owned Technology

4c. Motion to approve the Job Description and the hiring of a Transportation Manager. (Attachment 4c)

Action taken:

5. TRANSPORTATION:

Motion:

Seconded:

5a. Motion to approve the attached 2016-2017 Quotes Set2. (Attachment 5a)

5b. Motion to approve the addendum for a second vehicle on route #1724, First Student, effective October 2016. Contract will read as 1724A. \$196.37 vehicle/\$50.00 aide. Total route cost \$246.37.

5c. Motion to approve the withholding of payment on route#1967, K & S Transportation due to non-performance. Penalty of two times the daily rate for 3 days in the amount of \$990.00 will be deducted from November payment.

5d. Motion to approve the withholding of payment on route #Q353, Jaris Transportation due to non-performance. Penalty of two times the daily rate for 5 days in the amount of \$1,190. will be deducted from the November payment.

Action Taken:

6. FACILITIES AND PLANNING:

Motion:

Seconded:

6a. Motion to approve the Linkage Agreement between the South Bergen Jointure Commission and Maywood Board of Education for the 2016-2017 school year. (Attachment 6a)

Action taken:

7. OLD BUSINESS

Motion:
Seconded:

Action taken:

8. NEW BUSINESS:

Motion:
Seconded:

Action taken:

9. DISCUSSION ITEMS:

10. FOOD SERVICE:

Motion:
Seconded:

Action Taken:

11. INFORMATION ITEMS:

11a. Approve the after school intra-mural program between the Lodi Campus and the Lyndhurst, Wallington, Immaculate Conception and Lodi School Districts November 1, 2016 through June 20, 2017.

ADJOURNMENT:

Motion:
Seconded:

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

Action Taken:

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

November 16th, 2016

Motion:

Seconded:

BE IT RESOLVED THAT THE SOUTH BERGEN JOINTURE COMMISSION will hold a closed meeting on November 16, 2016 at 9:30 p.m. to review personnel matters and other confidential concerns as listed on the Closed Agenda dated November 16, 2016. 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

November 16th, 2016

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: