

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

REGULAR MEETING MINUTES (Hybrid)
March 28th, 2023

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.:

North Jersey Media Group

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 am.

ROLL CALL

Members Present: Mr. A. Albro, Dr. J. Albro, Mr. Chirichella, Mr. F. D'Amico, Mr. J. DeCorso, Ms. A. Evans. Mr. G. Giancaspro, Mr. M. Helfant, Mr. J. Hurley, Mr. D. Kennedy, Mr. J. Knipper, Mr. F. Scarafile, Dr. S. Yurchak.
Members Absent: Dr. G. Cusmano, Dr. S. DeNobile, Dr. D. Sforza, Ms. D. Shanley
Also Present: Dr. M. Kuchar, Ms. S. Cucciniello

SUPERINTENDENT'S REPORT

Dr. M. Kuchar updated the board on the current district status, job fairs we've been attending, professional development and staffing updates.

- Dr. D. Sforza arrived at 9:30 am during the Superintendent's report.

HIB Investigations noted (3 confirmed and 1 not confirmed)

APPROVAL OF MINUTES:

Motion: Mr. John Hurley
Seconded: Dr. James Albro

BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the minutes of the Executive Session and Regular Meeting of February 28, 2023 be approved.

Action taken:

Ayes: Mr. A. Albro, Dr. J. Albro, Mr. F. D'Amico, Mr. J. DeCorso, Ms. A. Evans, Mr. G. Giancaspro, Mr. M. Helfant, Mr. J. Hurley, Mr. D. Kennedy, Mr. J. Knipper, Mr. F. Scarafile, Dr. S. Yurchak.
Abstain: Mr. Chirichella
Nays: None
Absent: Dr. G. Cusmano, Dr. S. DeNobile, Dr. D. Sforza, Ms. D. Shanley

MEETING OPEN TO THE PUBLIC

Ms. Forte went over some of the activities happening at the schools and upcoming activities planned. She also spoke of attending the FACT Conference and she enjoyed it and found it very informative.

REGULAR ORDER OF BUSINESS

2. FINANCE REPORT:

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

- 2a. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the FINANCE resolutions as per the attached report are approved. (2b, 2c, 2e. 2f)
- 2b. The Board accepts the Board Secretary's Report as of January 31st, 2023 and approves " Pursuant to NJAC 6:20-2A.10(E), certify that as of January 31st, 2023 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 January 2023. (Attachment 2c)
- 2d. The Board approves the following resolution: "Pursuant to NJAC 6:20-2A.10(d), we certify that as of January 31st, 2023, no budgetary line item has been over expended in violation of NJAC 6:20-2A.10(a)."
- 2e. The February and March bills list below are approved (lists attached):

Bills Payable	\$ 4,521,408.90
Payroll/Manual Check	\$ 2,005,477.57
Cafeteria Checks	<u>\$ 31,868.33</u>
Total	\$ 6,558,754.80

- 2f. Motion to approve the transfers for the month of January 2023. (Attachment 2f)
- 2g. Motion to accept the 2021-2022 Audit Report after report presentation by Mr. Dieter Lerch.

WHEREAS, the 2021-2022 annual district audit as prepared by the firm of Lerch, Vinci and Bliss, 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 2021-2022 Annual Audit Report and the Corrective Action Plan. (Attachment 2g)

- 2h. Motion to approve the following tuition rates for the 2023-2024 school year. The rates are proposed at a 2% increase and will be reevaluated after the close of the 2022-2023 school year.

South Bergen Jointure Commission 2023-2024 Tuition Rates

<u>Program</u>	<u>Rate</u>
<i>Autism</i>	\$ 72,420
<i>Autism ½ Day Program</i>	\$ 36,210
<i>Preschool Disabled-½ Day</i>	\$ 24,530
<i>Pre-School Autism Full Day</i>	\$ 72,420
<i>Pre-School Disabled</i>	\$ 46,560
<i>Pre-School Intensive BD</i>	\$ 72,420
<i>Cognitive Impairment Severe</i>	\$ 72,420
<i>Multiply Disabled (MD)</i>	\$ 46,560
<i>Emotionally Disabled (ERI)</i>	\$ 61,840
<i>Middle/High School Program</i>	\$ 59,970

<i>Severely Impaired</i>	\$ 78,440
<i>Shared Time Students</i>	\$ 31,250
<i>Annual Rate 1:1 aide</i>	\$ 48,000
<i>Daily Rate 1:1 aide</i>	\$ 265

2i. Motion to approve the 2023 Summer Extended School Year tuitions:

2023 Summer Extended School Year Tuition Rates:

<u>Program</u>	<u>Rate</u>
<i>Autistic, BD, MD, & Preschool</i>	\$ 4,140
<i>Preschool (½ Day Program)</i>	\$ 2,070
<i>Severely Disabled</i>	\$ 5,510
<i>Monthly Rate (Summer) 1:1 Aide</i>	\$ 2,810

2j. Motion to approve the attached list of Professional Development Days with cost.
(Attachment 2j)

Name	Workshop	Workshop Provider	Date(s)	Cost
Auerbach, Heather	NJ STS Pupil Transportation Conference	NJ STS	3/30/2023 & 3/31/2023	\$521.00 + fees, mileage and meals

2k. Motion to approve the attached Field Trips with cost. (Attachment 2k)

Date of Field Trip	Destination	Teachers	Cost of Trip	Cost Paid By	Estimated Cost of Transportation	Cost of Transportation paid by	Total Cost of Trip for SBJC
5/19/2023	Van Saun Park	Serrano, Campillo, Colombini, Rizzolo	\$122.00	SBJC	\$350.00	SBJC	\$472.00
5/3/2023	Turtle Back Zoo	Moonachie, S. Hackensack and Carlstadt Campus	\$1,050.00	SBJC	\$880.00	SBJC	\$1,930.00
4/23/2023	Bergen Equestrian Center	Lembo			\$260.00	SBJC	\$260.00

4/24/2023	Bergen Equestrian Center	Kacperowski / Diamond	\$600.00	SBJC	\$175.00	SBJC	\$775.00
4/24/2023	Bergen Equestrian Center	Aversa/Villegas/ Kattine	\$600.00	SBJC	\$175.00	SBJC	\$775.00
5/11/2023	Filed Station Dinosaurs	Diamond	\$192.00	SBJC	\$424.00	SBJC	\$616.00
3/1/2023	Westfield Garden State Plaza	Kavanagh	\$3.00	SBJC			\$3.00
3/7/2023 & 3/15/2023 & 3/21/2023	Retro Fitness	Kavanagh	\$10.50	SBJC			\$10.50
3/8/2023 & 3/22/2023 & 3/30/2023	SBJC Maywood Campus	Kavanagh	\$18.60	SBJC			\$18.60
3/9/2023 & 3/29/2023	Ridgewood	Kavanagh	\$11.20	SBJC			\$11.20
3/16/2023	Rutherford	Kavanagh	\$4.40	SBJC			\$4.40
3/27/2023	Lodi Lanes	Kavanagh	\$3.00	SBJC			\$3.00
6/5/2023	9-11 Memorial Museum	Barton	\$201.00	SBJC			\$201.00
5/15/2023	Bergen Equestrian Center	Rossmell	\$600.00	SBJC	\$175.00	SBJC	\$775.00
5/8/2023	Bergen Equestrian Center	Panabienco/Barton/ Briigliodoro	\$1,200.00	SBJC	\$350.00	SBJC	\$1,550.00
5/1/2023	Bergen Equestrian Center	Winand/McCormick	\$1,200.00	SBJC	\$350.00	SBJC	\$1,550.00
4/4/2023	SBJC Maywood Campus	Briigliodoro	\$166.00	SBJC	\$504.00	SBJC	\$670.00
					Grand Total		\$9,624.70

2l. Motion to donate or dispose of the excess/expired inventory of PPE that was purchased for our SBJC districts during the Covid-19 pandemic back in 2020.

2m. **RESOLUTION**

CANCEL THE DESIGNATION OF FUND BALANCE FOR STEM LABS AND CULINARY ARTS PROGRAM FUNDS

WHEREAS, the South Bergen Jointure Commission has determined to cancel the Stem Labs Program and Culinary Arts Program Funds.

NOW, THEREFORE BE IT RESOLVED, by the South Bergen Jointure Commission that it hereby cancels the fund balance designations as follows:

Designated Fund Balance - Stem Labs Programs - \$997,340
Designated Fund Balance – Culinary Arts Program - \$1 Million

2n.

RESOLUTION

DESIGNATION OF FUND BALANCE - CBI PROGRAM FUND

WHEREAS, the South Bergen Jointure Commission has determined that it is in the best interest of its students to establish a Community Based Instruction and Life Skills Program Fund to be used for acquisition of supplies, building upgrades and implementation of training services relating thereto.

NOW, THEREFORE BE IT RESOLVED, by the South Bergen Jointure Commission that it hereby designates Unreserved Fund Balance as follows:

Designated Fund Balance – CBI Program Fund - \$3 Million

2o. Motion to approve the agreement for Administrative Leadership Training Agreement with Dr. Richard Bozza at the cost of \$2,000. (Attachment 2o)

2p. Motion to approve the agreement for General Communications services with Laura Bishop Communications (LBC) at the cost of \$9,000.00 (Attachment 2p)

Action taken:

Ayes: Mr. A. Albro, Dr. J. Albro, Mr. F. D’Amico, Mr. J. DeCorso, Ms. A. Evans, Mr. G. Giancaspro, Mr. M. Helfant, Mr. J. Hurley, Mr. D. Kennedy, Mr. J. Knipper, Mr. F. Scarafile, Dr. D. Sforza, Dr. S. Yurchak.
Abstain: Mr. Chirichella
Nays: None
Absent: Dr. G. Cusmano, Dr. S. DeNobile, Ms. D. Shanley

3. PERSONNEL:

Motion: Mr. John Hurley
Seconded: Dr. James Albro

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, 2022 through July 31, 2022. 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. Motion to approve the attached additional pay for services rendered as indicated.
(Attachment 3a)

3b. Motion to approve the appointment of the following personnel. Salary will be prorated for the period worked.

<u>Name</u>	<u>Position</u>	<u>Effective Dates</u>	<u>Salary/Step</u>
Smith Taylor, Sytania	Paraprofessional	4/17/23	\$20.52 / hour or \$21.52 w/ cert.
Deleon, Louis	Paraprofessional	4/1/2023	\$21.60 / hour or \$23.60 w/ cert.
Calabrese, Tricia	Paraprofessional	3/28/2023	\$23.60 / hour
Javenes, Kali	O.T.	3/29/2023	\$61,560.00
Butka, Mirla	Paraprofessional	3/28/2023	\$21.60 / hour

**Paraprofessional rate is contingent upon receipt of proof of certification. If proof is not provided, the rate of pay will change.*

3c. Motion to accept the resignation of the following personnel:

<u>Name</u>	<u>Position</u>	<u>Effective Date</u>	<u>Purpose</u>
Ramos, Ravin	Paraprofessional	3/18/2023	Resignation
Kriley, Ellen	Occupational Therapist	7/1/2023	Retirement
Bogdanoska, Karolina	Paraprofessional	4/4/2023	Resignation

- 3d. Motion to approve the leave of absence for the following, using days in accordance with the individual agreement with the Board and utilizing the FMLA and/or NJFLA leave entitlement.

<u>Employee ID#</u>	<u>Position</u>	<u>Effective Dates</u>
0934	Paraprofessional	Adjust 12/15/2022 - 4/9/2023
1128	Paraprofessional	3/16/2023 - 4/17/2023
0984	Paraprofessional	2/6/2023 - 4/30/2023

- 3e. Motion to approve the attached job description for the following:(Attachment 3e)

Clinical Director
Special Assistant for Innovation and Planning

- 3f. Motion to adjust the start date of the following personnel:

<u>Name</u>	<u>Position</u>	<u>From</u>	<u>To:</u>
Artola, Emily	Paraprofessional	3/1/2023	3/15/2023
Reimon, Judith	Paraprofessional	3/15/2023	3/28/2023
Pietronico, Tina	Paraprofessional	3/6/2023	3/20/2023

- 3g. Motion to approve the list of staff for after school home programming, services and evaluations.

<u>Name</u>	<u>Position</u>
Van Benschoten, Betty	Speech Therapist

- 3h. Motion to approve the appointment of the following personnel to Club and Activities positions for the 2022-2023 School Year.

<u>Name</u>	<u>Position</u>	<u>Sport / Season</u>	<u>Stipend</u>
Schmidt, Randi	Teacher	12th Grade Advisor	\$1,000.00 for year

Action Taken:

- Ayes: Mr. A. Albro, Dr. J. Albro, Mr. Chirichella, Mr. F. D’Amico, Mr. J. DeCorso, Ms. A. Evans, Mr. G. Giancaspro, Mr. M. Helfant, Mr. J. Hurley, Mr. D. Kennedy, Mr. J. Knipper, Mr. F. Scarafile, Dr. D. Sforza, Dr. S. Yurchak.
- Abstain: None
- Nays: None
- Absent: Dr. G. Cusmano, Dr. S. DeNobile, Ms. D. Shanley

4. POLICY:

None

5. TRANSPORTATION:

- Motion: Dr. Matthew Helfant
- Seconded: Dr. James Albro

- 5a. Motion to approve the attached 2022-2023 Quote Results Set 9 (Attachment 5a).
- 5b. Motion to approve the bid results for March 21, 2023, Special Education/Regular Student Transportation Services (Attachment 5b).
- 5c. Motion to approve the addendum for a second vehicle on Contract #L23A, Route #5073A, John Leckie Bus Company. Vehicle was added effective March 8th, 2023. Vehicle cost is \$287.99 per diem and aide \$60.00 per diem Total route cost \$347.99 per diem.
- 5d. Motion to approve the addendum for an aide on Contract #MD23D, Route #5278, Mayor Transportation. Aide was added effective March 8th, 2023. Vehicle cost is \$297.00 per diem and aide cost is \$80.00 per diem. Total route cost \$377.00
- 5e. Motion to approve the addendum for a second vehicle on Contract #AFC23A, route 4979A, American First Choice. Vehicle was added effective March 23rd, 2023. Vehicle cost is \$339.00 per diem and aide cost is \$59.00 per diem. Total route cost is \$398.00 per diem.

Action taken:

Ayes: Mr. A. Albro, Dr. J. Albro, Mr. Chirichella, Mr. F. D’Amico, Mr. J. DeCorso, Ms. A. Evans, Mr. G. Giancaspro, Mr. M. Helfant, Mr. J. Hurley, Mr. D. Kennedy, Mr. J. Knipper, Mr. F. Scarafile, Dr. D. Sforza, Dr. S. Yurchak.
Abstain: None
Nays: None
Absent: Dr. G. Cusmano, Dr. S. DeNobile, Ms. D. Shanley

6. DISCUSSION ITEMS:

None

7. FACILITIES AND PLANNING:

None

8 OLD BUSINESS:

None

9. NEW BUSINESS:

None

10. FOOD SERVICE:

Motion: Dr. James Albro
Seconded: Mr. Frank Scarafile

10a. **BE IT RESOLVED** that the South Bergen Jointure Commission Board of Education (“SFA”) approves the renewal of the Food Service Management contract with The Pomptonian, Inc. “FSMC” for the food service operation for 2023-2024.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$10,907.00 to compensate the FSMC for administrative and management costs. This fee shall be billed in 10 monthly installments of \$1,090.70 per month as a cost of operation. The SFA guarantees the payment of such costs and fees to the FSMC.

There is no guaranteed financial performance. The total cost of the contract is \$194,632.42.

Action taken:

Ayes: Mr. A. Albro, Dr. J. Albro, Mr. Chirichella, Mr. F. D’Amico, Mr. J. DeCorso, Ms. A. Evans, Mr. G. Giancaspro, Mr. M. Helfant, Mr. J. Hurley, Mr. D. Kennedy, Mr. J. Knipper, Mr. F. Scarafile, Dr. D. Sforza, Dr. S. Yurchak.
Abstain: None

Nayes: None
Absent: Dr. G. Cusmano, Dr. S. DeNobile, Ms. D. Shanley

11. CURRICULUM:

None

12. INFORMATION ITEMS:

None

ADJOURNMENT:

Motion: Dr. Matthew Helfant

Seconded: Mr. John Hurley

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

Action Taken: Unanimous approval by voice vote.

Ms. Susan Cucciniello
Business Administrator/Board Secretary

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

March 28, 2023

Motion:
Seconded:

BE IT RESOLVED THAT THE SOUTH BERGEN JOINTURE COMMISSION will hold a closed meeting on March 28th, 2023 at 9:30 a.m. to review personnel matters and other confidential concerns as listed on the Closed Agenda dated March 28th, 2023. 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

March 28th, 2023

Meeting Opened at _____.

Members Present:
Members Absent:
Also Present:

Special Order of Business

Adjournment

Motion:
Seconded:

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

Action Taken: