

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

**REGULAR MEETING MINUTES (Virtual)**  
**September 21, 2021**

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 **9:32 a.m.**

ROLL CALL

Members Present: Dr. Albro, Mr Chirichella, Mr. DeCorso, Dr. DeNobile, Ms. Evans, Mr. Giancaspro, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Dr. Petty, Mr. Scarafile, Ms. Shanley and Dr. Yurchak.

Members Absent: Mr. Albro, Mr. Knipper, Ms. Sciacca and Dr. Sforza.

Also Present: Dr. Michael Kuchar, Superintendent of Schools and Ms. Susan Cucciniello, Business Administrator/Board Secretary.

- Ms. Danielle Shanley was sworn in as a new Board Member from the New Milford School District.

SUPERINTENDENT'S REPORT

Dr. Kuchar updated the Board on the current status of the district and enrollment so far this year. He went over some agenda items and spoke of school start up issues, one of which is the current shortage of drivers for school transportation. Dr. Petty offered to chair a transportation committee to analyze options to deal with this.

**APPROVAL OF MINUTES:**

Motion: Dr. Matthew Helfant  
Seconded: Mr. Damian Kennedy

1. BE IT RESOLVED BY THE SOUTH BERGEN JOINTURE COMMISSION, that the minutes of the Executive Session and Regular Meeting of August 24, 2021 be approved.

Action taken:

Ayes: Dr. Albro, Mr Chirichella, Mr. DeCorso, Dr. DeNobile, Ms. Evans, Mr. Giancaspro, Dr. Helfant, Mr. Kennedy, Dr. Petty, Mr. Scarafile..

Abstain: Mr. Hurley, Ms. Shanley and Dr. Yurchak.

Nays: None

Absent: Mr. Albro, Mr. Knipper, Ms. Sciacca and Dr. Sforza.

**MEETING OPEN TO THE PUBLIC**

Ms. Forte welcomed the Board back for the new school year and also extended her welcome to the new Board Members.

**REGULAR ORDER OF BUSINESS**

**2. FINANCE REPORT:**

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

- 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 accepted the Board Secretary’s Report as of July 31, 2021 and approves “Pursuant to NJAC 6:20-2A.10 (E), certify that as of July 31, 2021 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 July 2021. (Attachment 2c)

2d. The Board approved the following resolution: “Pursuant to NJAC 6:20-2A.10(d), we certify that as of July 31, 2019, no budgetary line item has been over expended in violation of NJAC 6:20-2A.10(a).”

2e. The August and September bill lists below are approved (lists attached):

	<b><u>August &amp; September</u></b>
Bills Payable	\$2,501,759.89
Payroll/Manual Check	\$1,089,306.53
Cafeteria Checks	\$ <u>0</u>
<b>Total</b>	<b>\$3,591,066.42</b>

2f. Motioned to approve the transfers for the month of July 2021. (Attachment 2f)

2g. Approved the attached list of Professional Days with cost. (Attachment 2g)

2h. The Board accepted the revised Board Secretary’s Report as of June 30, 2021 and approves“Pursuant to NJAC 6:20-2A.10 (E), certify that as of June 30, 2021 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 2h)

2i. The Board accepted the revised financial report of the Treasurer of School Monies for the month of June 2021. (Attachment 2i)

2j. Motioned to approve the Agreement with the Cumberland Therapy Services dba Stepping Stones Group to provide staffing services to the SBJC for Related Services. (Attachment 2j)

2k. Motioned to approve the contract with Rutgers Douglass Developmental DisabilitiesCenter for professional development on October 8, 2021 at a cost of \$1,550.00. (Attachment 2k)

2l. Motioned to approve the Agreement with the Delta-T Group to provide staffing services to the SBJC as per RFP #ESC NJ 20/21-30 through the ESCNJ Co-op. (Attachment 2l)

Action taken:

Ayes: Dr. Albro, Mr Chirichella, Mr. DeCorso, Dr. DeNobile, Ms. Evans, Mr. Giancaspro, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Dr. Petty, Mr. Scarafile, Ms. Shanley and Dr. Yurchak.

Abstain: None

Nayes: None  
Absent: Mr. Albro, Mr. Knipper, Ms. Sciacca and Dr. Sforza.

### **3. PERSONNEL:**

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

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, Home Programming and Parent Training Home Program, office support and Home Instruction on an as-needed basis.

- 3a. Approved the Head Teacher positions and amounts for the 2021-2022 school year, as per the attached list. (Attachment 3a)
- 3b. Approved Ellen Kriley, Occupational Therapist, to be paid a stipend of \$2,500.00 for the Head Therapist for the 2021-2022 school year.
- 3c. Approved the salary adjustment of Shane Miller, Coordinator of Special Projects to \$94,038.91, due to a clerical oversight. There is no additional cost. This is effective July 1, 2021.
- 3d. Approved Marie Bridge to be paid an additional \$10,000.00 as the Nursing

Coordinator for the 2021-2022 school year.

- 3e. Approved Janinne Kelly to receive \$1,450.00 longevity for the 2021-2022 school year per the contract. Ms. Kelly is starting her 15th year.
- 3f. Approved the appointment of Mr. Nikhil Keys as a Paraprofessional at the hourly rate of \$22.00, which is based on the Paraprofessional Index BA with substitute certificate, effective September 20, 2021 - June 30, 2022.
- 3g. Approved the appointment of Ms. Susan Mezzina as a Paraprofessional at the hourly rate of \$22.00, which is based on the Paraprofessional Index BA with substitute certificate, effective October 1, 2021 - June 30, 2022.
- 3h. Approved the appointment of Mr. Daniel Kuzmenka as a Paraprofessional at the hourly rate of \$22.00, which is based on the Paraprofessional Index BA with substitute certificate, effective October 1, 2021 - June 30, 2022.
- 3i. Approved the appointment of Ms. Estefania Puerta as a Paraprofessional at the hourly rate of \$20.00, which is based on the Paraprofessional Index AA with substitute certificate, effective September 27, 2021. - June 30, 2022.
- 3j. Approved the appointment of Ms. Tanisha Luna as a Paraprofessional at the hourly rate of \$16.00, which is based on the Paraprofessional Index Non-Degree with Praxis, effective October 1, 2021 - June 30, 2022.
- 3k. Approved the appointment of Ms. Jacqueline Kelly as a Paraprofessional at the hourly rate of \$22.00, which is based on the Paraprofessional Index BA with substitute certificate, effective October 1, 2021 - June 30, 2022.
- 3l. Approved the appointment of Ms. Mary Ann Johnson as a Paraprofessional at the hourly rate of \$20.00, which is based on the Paraprofessional Index AA with substitute certificate, effective October 1, 2021 - June 30, 2022.
- 3m. Approved the appointment of Ms. Tara Castellitto as a Paraprofessional at the hourly rate of \$16.00, which is based on the Paraprofessional Index Non-Degree with Praxis, effective October 1, 2021 - June 30, 2022.
- 3n. Approved the appointment of Ms. Perla Lopez as a Paraprofessional at the hourly rate of \$22.00, which is based on the Paraprofessional Index BA with substitute certificate, effective October 1, 2021 - June 30, 2022.
- 3o. Approved the appointment of Ms. Sara Knepper as a Paraprofessional at the hourly rate of \$22.00, which is based on the Paraprofessional Index BA with substitute certificate, effective September 1, 2021- June 30, 2022.

- 3p. Approved the appointment of Ms. Aisha Perez as a Paraprofessional at the hourly rate of \$20.00, which is based on the Paraprofessional Index AA with substitute certificate, effective October 1, 2021 - June 30, 2022.
- 3q. Approved the adjusted start date of Avery Byfield, Paraprofessional from September 1, 2021 to October 12, 2021.
- 3r. Approved the salary adjustment for Lisa Ryoo, Occupational Therapist, salary to \$69,360.00 effective September 1, 2021 went from MA+30 to Doctorate.
- 3s. Approved the salary adjustment for Rosemarie Canova, Preschool Teacher, to \$69,735.00 which is based on step 11, M.A. of the Teacher Guide effective September 1, 2021.
- 3t. Approved the adjusted start date of Nancy Fox, Nurse from September 1, 2021 to October 28, 2021.
- 3u. Approved the attached list of staff for after school home programming, services and evaluations. (Attachment 3u)
- 3v. Approved the following staff to be added to the substitute list for the 2021 - 2022 school year.
  - Emily Holland
  - Diamond DelRosso
- 3w. Accepted the resignation of Melissa Provost, Paraprofessional, effective October 9, 2021.
- 3x. Accepted the resignation of Anna Segelbacher, School Social Worker, effective October 28, 2021.
- 3y. Accepted the resignation of Melissa Bryan, Paraprofessional, effective July 9, 2021.
- 3z. Accepted the resignation of Natalie Ramos, Paraprofessional effective July 1, 2021.
- 3aa. Approved the adjusted resignation date of Corina Drozdowski, Teacher from September 25, 2021 to July 1, 2021.
- 3bb. Accepted the resignation of Maria Alarcon, Teacher effective November 12, 2021.
- 3cc. Approved the leave of absence for Employee ID#0286 from September 1, 2021 through November 12, 2021, using days in accordance with the individual agreement with the Board and utilizing the FMLA and/or NJFLA leave entitlement.

- 3dd. Reappointed the attached Teachers for the 2021-2022 school year with salaries. as per attached. (Attachment 3dd)
- 3ee. Approved the leave of absence for Employee ID#1020 from September 2, 2021 through October 29, 2021, using days in accordance with the individual agreement with the Board and utilizing the FMLA and/or NJFLA leave entitlement.
- 3ff. Approved the 2021-2022 District Nursing Services Plan (Attachment 3ff)
- 3gg. Approved the 2021-2022 SBJC Employee Handbook (First Reading ) (Attachment 3gg)
- 3hh. Motioned to approve the attached additional pay for services rendered as indicated. (Attachment 3hh)
- 3ii. Approved the 2021-2022 SBJC OT/PT/Speech Department Manual (attachment 3ii)
- 3jj. Approved the 2021-2022 Acceptable Use Policy/Technology Department Manual (Attachment jj)
- 3kk. Approved the 2021-2022 HIB Policy/HIB Manual (Attachment 3kk)
- 3ll. Accepted the resignation of Khaled Issa, Paraprofessional effective 10/1/21.
- 3mm. Approved the salary adjustment for Rosaria Licata, Teacher, from \$63,285.00 MA to \$65,510.00 MA+15 effective September 1, 2021. All requirements of the Teacher Salary guide have been met.
- 3nn. Accepted the resignation of Jaclyn Lynyak, Paraprofessional effective 10/31/21.

Action taken:

- Ayes: Dr. Albro, Mr Chirichella, Mr. DeCorso, Dr. DeNobile, Ms. Evans, Mr. Giancaspro, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Dr. Petty, Mr. Scarafile, Ms. Shanley and Dr. Yurchak.
- Abstain: None
- Nays: None
- Absent: Mr. Albro, Mr. Knipper, Ms. Sciacca and Dr. Sforza.

**4. POLICY:**

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- Motion: Mr. Damian Kennedy
  - Seconded: Dr. Matthew Helfant

4a. Adopted the following Policies/Regulations/By Laws/Procedure (First Reading):  
(Attachment 4a).

**Revised/Added**

<u>Policy #0131</u>	<u>Bylaws, Policies, and Regulations (Revised)</u>
<u>Policy #1643</u>	<u>Family Leave</u>
<u>Policy #2422</u>	<u>Comprehensive Health and Physical Education (M) (Revised)</u>
<u>Policy #2467</u>	<u>Surrogate Parents and Resource Family Parents (M) (Revised)</u>
<u>Policy #3134</u>	<u>Assignment of Extra Duties (Revised)</u>
<u>Policy #3142</u>	<u>Nonrenewal of Nontenured Teaching Staff Member (Revised)</u>
<u>Regulation #3142</u>	<u>Nonrenewal of Nontenured Teaching Staff Member (Revised)</u>
<u>Policy #3221</u>	<u>Evaluation of Teachers (M) (Revised)</u>
<u>Regulation #3221</u>	<u>Evaluation of Teachers (M) (Revised)</u>
<u>Policy #3222</u>	<u>Evaluation of Teaching Staff Members, Excluding Teachers and Administrators</u>
	<u>(M) (Revised)</u>
<u>Regulation #3222</u>	<u>Evaluation of Teaching Staff Members, Excluding Teachers and Administrators</u>
	<u>(M) (Revised)</u>
<u>Policy #3223</u>	<u>Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)</u>
<u>Regulation #3223</u>	<u>Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals (M) (Revised)</u>
<u>Policy #3224</u>	<u>Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)</u>
<u>Regulation #3224</u>	<u>Evaluation of Principals, Vice Principals, and Assistant Principals (M) (Revised)</u>
<u>Policy #4146</u>	<u>Nonrenewal of Nontenured Support Staff Member (Revised)</u>
<u>Regulation #4146</u>	<u>Nonrenewal of Nontenured Support Staff Member (Revised)</u>
<u>Policy #5116</u>	<u>Education of Homeless Children (Revised)</u>
<u>Policy #6471</u>	<u>School District Travel (M) (Revised)</u>
<u>Regulation #6471</u>	<u>School District Travel (M) (Revised)</u>
<u>Policy #7432</u>	<u>Eye Protection (M) (Revised)</u>
<u>Regulation #7432</u>	<u>Eye Protection (M) (Revised)</u>
<u>Policy #8420</u>	<u>Emergency and Crisis Situations (M) (Revised)</u>
<u>Regulation #8420.1</u>	<u>Fire and Fire Drills (M) (Revised)</u>
<u>Policy #8540</u>	<u>School Nutrition Programs (M) (Revised)</u>



Policy #8550 Meal Charges/Outstanding Food Service Bill (M) (Revised)  
Policy #8561 Procurement Procedures for School Nutrition Programs (M)  
(Revised)

**Abolished**

Policy #1649 Federal Families First Coronavirus (COVID-19) Response Act  
(Abolished)  
Policy #3431.1 Family Leave (Abolished)  
Policy #4431.1 Family Leave (Abolished)  
Policy #3431.3 New Jersey Family Leave Insurance Program (Abolished)  
Policy #4431.3 New Jersey Family Leave Insurance Program (Abolished)  
Policy #5114 Children Displaced by Domestic Violence  
Policy #7430 School Safety  
Regulation #7430 School Safety  
Policy #8810 Religious Holidays

Action taken:

Ayes: Dr. Albro, Mr Chirichella, Mr. DeCorso, Dr. DeNobile, Ms. Evans,  
Mr. Giancaspro, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Dr. Petty,  
Mr. Scarafile, Ms. Shanley and Dr. Yurchak.  
Abstain: None  
Nays: None  
Absent: Mr. Albro, Mr. Knipper, Ms. Sciacca and Dr. Sforza.

**5. TRANSPORTATION:**

Motion: Dr. James Albro  
Seconded: Ms. Danielle Shanley

- 5a. Motioned to approve the attached 2021-2022 Quote Results Set 1.  
(Attachment 5a)
- 5b. Motioned to approve the bid results for July 22, 2021, Athletics and Field  
Trips Cliffside Park. (Attachment 5b)
- 5c. Motioned to approve the addendum for a second vehicle on Contract  
#081420-14, John Leckie, Route #4015A was added effective September 1,  
2021. Vehicle cost is \$272.99 per diem and aide \$45.00 per diem. Total route  
cost \$317.99.
- 5d. Motioned to approve the addendum for a second vehicle on Contract  
#081420-14, John Leckie, Route #4016A was added effective September 1,

2021. Vehicle cost is \$272.99 per diem and aide \$45.00 per diem. Total route cost \$317.99.
- 5e. Motioned to approve the addendum on route #IN222, Mayor Transportation, an aide was added to the vehicle effective September 21, 2021. Aide cost was \$80.00 per diem. Total route cost \$279.00.
- 5f. Motioned to approve the addendum for a second vehicle on Contract #IN222, Mayor Transportation, Route #IN222A was added effective September 1, 2021. Vehicle cost is \$199.00 per diem and aide \$80.00 per diem. Total route cost \$279.00.
- 5g. Motioned to approve the addendum for a second vehicle on Contract #081420-14, John Leckie, Route #4037A was added effective September 1, 2021. Vehicle cost is \$268.99 per diem and aide \$45.00 per diem. Total route cost \$313.99.
- 5h. Motioned to approve the award of PT200 from Bid #070121 to the second lowest bidder Town & County Bus Company effective September 1, 2021. Vehicle cost is \$246.90 per diem and aide \$40.00 per diem. Total route cost \$246.90. Original lowest bidder rescinded.
- 5i. Motioned to approve the award of 4601A from Bid #070121 to John Leckie Inc. effective September 1, 2021. Vehicle cost is \$268.99 per diem and aide \$45.00 per diem. Total route cost \$313.99.
- 5j. Motioned to approve the addendum for a second vehicle on Contract #081420-14, John Leckie, Route #4001A was added effective September 1, 2021. Vehicle cost is \$273.99 per diem and aide \$45.00 per diem. Total route cost \$323.62.
- 5k. Motioned to approve the addendum for a second vehicle on Contract #081420-14, John Leckie, Route #4055A was added effective September 1, 2021. Vehicle cost is \$242.99 per diem and aide \$45.00 per diem. Total route cost \$292.10.
- 5l. Motioned to approve the addendum on Multi Contract #R082620-6, Route #IN119, Mayor Transportation, an aide was added to the vehicle effective September 21, 2021. Aide cost was \$60.00 per diem. Total route cost \$242.03.

Action Taken:

Ayes: Dr. Albro, Mr Chirichella, Mr. DeCorso, Dr. DeNobile, Ms. Evans, Mr. Giancaspro, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Dr. Petty, Mr. Scarafile, Ms. Shanley and Dr. Yurchak.

Abstain: None

Nays: None

Absent: Mr. Albro, Mr. Knipper, Ms. Sciacca and Dr. Sforza.

**6. FACILITIES AND PLANNING:**

Motion: Dr. Matthew Helfant

Seconded: Mr. Damian Kennedy

6a. Motioned to accept the Health and Safety Evaluation of School Buildings Checklists. (Attachment 6a)

Action taken:

Ayes: Dr. Albro, Mr Chirichella, Mr. DeCorso, Dr. DeNobile, Ms. Evans, Mr. Giancaspro, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Dr. Petty, Mr. Scarafile, Ms. Shanley and Dr. Yurchak.

Abstain: None

Nays: None

Absent: Mr. Albro, Mr. Knipper, Ms. Sciacca and Dr. Sforza.

**7. OLD BUSINESS:**

None

**8. NEW BUSINESS:**

None

**9. DISCUSSION ITEMS:**

None

**10. FOOD SERVICE:**

None

**11. CURRICULUM**

Motion: Dr. Matthew Helfant

Seconded: Dr. James Albro

11a. Approved October 18 – October 22, 2021 as School Violence Awareness Week.

11b. Approved October 4- October 8, 2021 as a Week of Respect

11c. Approved the field trip list for the 2021 - 2022 School Year (Attachment 11c)

Action taken:

Ayes: Dr. Albro, Mr Chirichella, Mr. DeCorso, Dr. DeNobile, Ms. Evans,  
Mr. Giancaspro, Dr. Helfant, Mr. Hurley, Mr. Kennedy, Dr. Petty,  
Mr. Scarafile, Ms. Shanley and Dr. Yurchak.

Abstain: None

Nayes: None

Absent: Mr. Albro, Mr. Knipper, Ms. Sciacca and Dr. Sforza.

**12. INFORMATION ITEMS:**

**ADJOURNMENT:**

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Motion: Dr. Douglas Petty

Seconded: Mr. Frank Scarafile

BE IT RESOLVED, that this meeting is adjourned at **10:18 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**

**September 21, 2021**

Motion:

Seconded:

BE IT RESOLVED THAT THE SOUTH BERGEN JOINTURE COMMISSION will hold a closed meeting on September 21, 2021 at 9:30 a.m. to review personnel matters and other confidential concerns as listed on the Closed Agenda dated September 21, 2021. 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

September 21, 2021

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: