

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

**REGULAR MEETING
January 20th, 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.

Meeting Opened at _____.

ROLL CALL

Members Present:

Members Absent:

Also Present:

SUPERINTENDENT'S REPORT

HIB

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 December 16, 2015 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 November 30th, 2015 and approves “ Pursuant to NJAC 6:20-2A.10(E), certify that as of November 30th, 2015 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 November 2015. (Attachment 2c)
- 2d. The December and January bills list below are approved (lists attached):

Bills Payable	\$2,599,420.33
Payroll/Transfers	\$2,238,067.14
Cafeteria Checks	<u>\$ 13,156.54</u>
Total	\$4,850,644.01
- 2e. Motion to approve the transfers for the month of November 2015. (Attachment 2e)
- 2f. Approve the attached professional workshops and the reimbursement costs of the workshops. (Attachment 2f)
- 2g. The Board approves the following resolution: “Pursuant to NJAC 6:20-2A.10(d), we certify that as of November 30th, 2015, no budgetary line item has been over expended in violation of NJAC 6:20-2A.10(a).”
- 2h. Approve the attached list of field trips with cost. (Attachment 2h)
- 2i. Motion to approve the following National Joint Powers Alliance (NJPA) vendor to be used during the 2015-2016 school year. The NJPA is a National Purchasing Cooperative that SBJC belongs to.

<u>VENDOR</u>	<u>CONTRACT #</u>	<u>SUPPLIES SOLD</u>	<u>CONTRACT EXP</u>
Staples Advantage	NJPA 010615	Office Supplies, Furniture	8/01/2019

- 2j. Motion to accept the 2014-2015 Audit Report after report presentation by Mr. Dieter Lerch and Board Secretary, Ms. Susan Cucciniello.

WHEREAS, the 2014-2015 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 Statue 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 2014-2015 Annual Audit Report and the Corrective Action Plan. (Attachment 2j)

- 2k. Motion to approve the revised Bills List amounts for the months of August-December due to some inaccuracies:

	Bills Payable	Payroll/Transfers	Cafeteria
August	\$1,738,154.68	\$1,521,717.85	\$17,348.33
September	\$936,548.84		
October	\$2,387,180.73		
November	\$2,564,399.75		
December	\$2,518,072.73		\$26,364.82

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, 2016 through July 31, 2016. 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. Approve the medical leave of absence for Daniel Blanco, Teacher Aide, from February 2, 2016 – March 18, 2016. Mr. Blanco will be paid sick days during this period. Mr. Blanco's physician has confirmed his condition.
- 3b. Approve a contract with Lodi Board of Education for the Jointure to provide 1:1 aide services effective January 4, 2016 for student T.L. Full amount of salary, plus benefits and an administrative fee shall be charged to Lodi Board of Education.
- 3c. Accept the resignation for the purpose of retirement, of Jean Desmond, Teacher Aide, effective January 1, 2016. The South Bergen Jointure Commission extends its deepest thanks to Ms. Desmond for her many years of service to the district and extends to her its very best wishes on the occasion of retirement.
- 3d. Accept the resignation for the purpose of retirement, of Debra Tomaszewski, Teacher of the Handicapped, effective July 1, 2016. The South Bergen Jointure Commission extends its deepest thanks to Ms. Tomaszewski for her many years of service to the district and extends to her its very best wishes on the occasion of retirement.
- 3e. Approve the appointment of the following Teacher Aides at the hourly rate listed and their effective dates through June 30, 2016.

<u>Name</u>	<u>Rate</u>	<u>Effective Date</u>
Amber Doran	\$17.00	February 8, 2016
Jianna Ingenito	\$17.00	January 25, 2016
Gina Menta	\$14.00	January 25, 2016

- 3f. Approve the following personnel to be added to the Substitute Teacher, Substitute Teacher's Aide and/or Health Aide list for the 2015-2016 School Year.

Andrea Lopez
Michael Picinich

- 3g. Approve the maternity/medical leave under the Family Leave Act for Sarah Bossio, Teacher, as follows:

April 11, 2016 – May 13, 2016	Medical leave with benefits 24 paid sick days (Due Date: 4/13/16) {Portion of benefits to be paid by employee}
May 14, 2016 – October 10, 2016	Federal and/or State Family leave, Unpaid with benefits. {Portion of benefits to be paid by employee}
October 11, 2016 – October 31, 2016	Unpaid leave without benefits.

- 3h. Approve the medical leave of absence for Mary Cheryl Gilligan, Teacher Aide from January 5, 2016 through January 31, 2016. Ms. Gilligan will be paid 2 ½ sick days during this time. Ms. Gilligan's physician has confirmed her condition.
- 3i. Approve a contract with the Hasbrouck Heights Board of Education for the Jointure to provide home instruction services for the 2015-2016 school year to student (G.G.) on an as needed basis. Full amount of services plus an administrative fee will be charged to the Hasbrouck Heights Board of Education.
- 3j. Approve Joseph Marszalek to provide home instruction services to Hasbrouck Heights District Student G.G. on an as needed basis for the 2015-2016 home instruction rate.

Action taken:

4. POLICY:

Motion:

Seconded:

- 4a. Reporting of Harassment, Intimidation and Bullying Investigations, Trainings and Programs Data Collection for the period July 1 – December 31, 2015.
(Attachment 4a)
- 4b. Adopt the following Policies/Regulations/By Laws/Procedure (Second Reading):
(Attachment 4b)

Policy & Regulation

#3221	Evaluation of Teachers
Policy & Regulation #3222	Evaluation of Teaching Staff Members, Excluding Teachers and Administrators
Policy & Regulation #3223	Evaluation of Administrators, Excluding Principals, Vice Principals, and Assistant Principals
Policy & Regulation #3224	Evaluation of Principals, Vice Principals, and Assistant Principals
Policy #3431.1	Family Leave – Teaching Staff Members
Policy #4431.1	Family Leave – Support Staff Members
Policy #5337	Service Animals
Policy #5516	Use of Electronic Communication and Recording Devices

4c. Adopt the 2016-2017 School calendar. (Attachment 4c)

4d. Adopt the 2016-2017 twelve month calendar. (Attachment 4d)

4e. Adopt the July 2016 Extended School Year calendar. (Attachment 4e)

Action taken:

5. TRANSPORTATION:

Motion:

Seconded:

5a. Motion to approve the 2015-2016 quotes set 5(Attachment 5a.)

5b. Motion to approve the addendum on route # IN272, American Five Stars, effective December 2015. Mileage increase due to change in pickup location from the original bid. 12 miles at \$1.00 per mile with a total increase of \$12.00 per diem. Total route cost is \$ 182.00 per diem.

5c. Motion to approve the addendum on route # 1707, John Leckie, Inc. A second aide was added to the vehicle effective January 2016. Aide cost \$45.00 per diem. Route # 1707- 2nd aide added 1/11/16 total route cost \$282.77/ Route # 1707A- 2nd vehicle added 11/16/15 total route cost \$237.77. Contract total \$520.54

5d. Motion to approve the addendum on route # 1323, Durham School Services. An aide was added to the vehicle effective January 2016. Aide cost \$40.00 per diem. Total route cost \$166.92.

5e. Motion to approve the addendum on route # IN263, Durham School Services. An aide was added to the vehicle effective January 2016. Aide cost \$80.00 per diem. Total route cost \$375.00.

5f. Motion to approve the addendum on route # IN261, K & S Transportation, effective December 2015. Mileage increase due to change in pickup location from the original bid. 28 miles at \$.95 per mile with a total increase of \$26.60 per diem. Total route cost is \$ 201.60 per diem.

Action taken:

6. FACILITIES AND PLANNING:

7. OLD BUSINESS:

8. NEW BUSINESS:

Motion:

Seconded:

Action taken:

9. DISCUSSION ITEMS:

10. FOOD SERVICE:

11. INFORMATION ITEMS:

MEETING OPEN TO THE PUBLIC

ADJOURNMENT:

Motion:

Seconded:

BE IT RESOLVED, that this meeting is adjourned at_____.

Action Taken:

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

January 20th, 2016

Motion:
Seconded:

BE IT RESOLVED THAT THE SOUTH BERGEN JOINTURE COMMISSION will hold a closed meeting on January 20th, 2016 at 9:30 a.m. to review personnel matters and other confidential concerns as listed on the Closed Agenda dated January 20, 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

January 20th, 2016

Meeting Opened at _____.

Members Present:
Members Absent:
Also Present:

Special Order of Business

I. Employee Relations and Negotiations

II. Legal

III. Other

Adjournment

Motion:
Seconded:

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

Action taken: