

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

REGULAR MEETING
June 22nd, 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.

The meeting was called to order at _____.

ROLL CALL

Members Present:
Members Absent:
Also Present:

SUPERINTENDENT'S REPORT

HIB Investigation

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 Regular Meeting of May 25, 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 April 30, 2016 and approves “ Pursuant to NJAC 6:20-2A.10(E), certify that as of April 30, 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 April 2016. (Attachment 2c)
- 2d. The Board approves the following resolution: “Pursuant to NJAC 6:20-2A.10(d), we certify that as of April 30, 2016, no budgetary line item has been over expended in violation of NJAC 6:20-2A.10(a).”
- 2e. The May and June bills list below are approved (lists attached):

Bills Payable	\$2,857,446.73
Payroll/Manual Check	\$ 755,114.64
Cafeteria Checks	<u>\$ 23,931.55</u>
Total	\$3,636,492.92

- 2f. Motion to approve additional appropriations for revenues and expenditures for the month of April 2016. These appropriations recognize anticipated revenues. (Attachment 2f)
- 2g. Approve the following voluntary employee payroll deductions for the 2016-2017 school year. These are all employee only contributions at no cost to the Board.
 - Central Bergen Federal Credit Union
 - Axa Equitable-TSA
 - Merrill Lynch-TSA
 - NJEA Dues
 - Prudential Ins.

VALIC-TSA.
 Lincoln Investment Planning, TSA
 AFLAC
 AFLAC (Wageworks) - FSA
 Lincoln Financial Group-TSA

2h. Motion to approve the following list of State Contract Vendors to be used during the 2016-2017 school year.

<u>VENDOR</u>	<u>CONTRACT #</u>	<u>SUPPLIES SOLD</u>	<u>CONTRACT EXP</u>
Dell	88796	Computers, supplies	5/31/2019
Ricoh	51464	Copiers	12/31/2016
Cisco Systems (SHI)	87720	Data Comm Equip	5/31/2019
School Specialty	80986	School Supplies	2/28/2017
Meru (Carousel)	85946	Data Comm Equip	2/10/2019
WB Mason	88839	Office Supplies	5/6/2018
Commercial Interior Direct	81755	Floor Covering	6/30/2017
Tequipment	80992	School/Tech Supplies	2/28/2017
Affordable Interior Sys	81705	Furniture/Partitions	7/31/2017
Hewlett Packard	88130	Computers, supplies	5/31/2019
Cisco Systems (CDW)	87720	Data Comm Equip	5/31/2019
Naspo (Gov Connect & Various)	40047	Computer Supplies	3/31/2017

- 2i. Motion to approve a cash incentive to waive benefits for the employees who waive Prescription and/or Dental benefit coverage for the 2016-17 school year that are not entitled to the Health Benefit waiver. The waiver will be effective 7/1/16 – 6/30/17. The amount of the waiver will be the 25% of the cost of the benefit, not to exceed \$5,000, and will be prorated if the employee receives benefits for a partial year or in the event the employee should terminate their employment before the end of the school year.
- 2j. Approve the use of Success Communications Group to provide discounted rates for SBJC classified advertising.
- 2k. Approved the fee schedule for 2016-2017 Outreach Services on a per session or evaluation basis, as attached. (Attachment 2k)
- 2l. Motion to approve the Agreement with Christine Doerr, APRN-BC, LLC for Clinical Services for the 2016-17 school year. (Attachment 2l)
- 2m. Motion to approve and submit the Certification of Implementation of Corrective Action Plan for the Audit recommendation from the 2014-15 financial Audit. (Attachment 2m)
- 2n. The Board approves the 2016-2017 Anticipated contracts to be renewed, awarded, or to expire during the school year and approves: “Pursuant to PL 2015, Chapter 47

the South Bergen Jointure Commission Board of Education intends to renew, award, or permit to expire the following contracts previously awarded by the board of education. These contracts are, have been, and will continue to be in full compliance with all state and federal statutes and regulation; in particular, New Jersey Title 18A:18. et. seq, NJAC Chapter 23, and Federal Procurement Regulations 2CFR Part 200.317 et. Seq.” (Attachment 2n)

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

3a. Adjust the maternity/medical leave under the Family Leave Act for Sarah Bossio, Teacher, as follows:

March 25, 2016 - May 13, 2016

Medical leave with benefits

30 paid sick days

Date of Birth: 3/25/16

{Portion of benefits to be paid by employee}

May 16, 2016 - Oct. 14, 2016

Federal and/or State Family leave,
Unpaid with benefits
{Portion of benefits to be paid by employee}

Oct. 17, 2016 - Oct 31, 2016

Unpaid leave without benefits

3b. Rescind the appointment of the following personnel to work the 2016 Extended School Year Program.

<u>Name</u>	<u>Position</u>
_____ Isabel Franco	Occupational Therapist
Joseph Natale	Occupational Therapist
Randi Schmidt	Teacher of Handicapped
Sue Stroud	Teacher Aide
Dora Weiss	Teacher Aide

3c. Approve Emily Gardner, Occupational Therapist for the 2016 Extended School Year program at the per diem rate of \$203.78.

3d. Approve the appointment of Charyse Gentile as a Teacher of the Handicapped, effective September 1, 2016 - June 30, 2017. Salary of \$62,868.81 is based on the Teacher's B.A.+15 Salary Index and will be prorated for the period worked.

3e. Adjust the resignation date of Charmayne Young, Teacher Aide effective June 11, 2016.

3f. Adjust the maternity/medical leave under the Family Leave Act for Jessica Green, Physical Therapist, as follows:

May 31, 2016 - September 23, 2016

Medical leave with benefits
30 paid sick days
(Date of Birth 5/31/16)
{Portion of benefits to be paid by employee}

September 26, 2016 - December 31, 2016

Federal and/or State Family leave,
Unpaid with benefits
{Portion of benefits to be paid by employee}

3g. Adjust the maternity/medical leave under the Family Leave Act for Andrea Odian, Occupational Therapist as follows:

May 16, 2016 - September 1, 2016

Medical leave with benefits

3 paid sick days
(Date of Birth 5/29/16)
{Portion of benefits to be paid by
employee}

September 2, 2016 - November 25, 2016 Federal and/or State Family leave,
Unpaid with benefits
{Portion of benefits to be paid by
employee}

- 3h. Adjust the medical leave of absence for Mary Cheryl Gilligan, Teacher Aide, from April 26, 2016 - June 7, 2016. Ms. Gilligan was paid 2 ½ sick days during this period. Ms. Gilligan's physician has confirmed her condition.
- 3i. Approve Erika Gallagher, Teacher of the Handicapped, to chaperone a trip to Philadelphia on May 23, 2016. Ms. Gallagher will be paid additional compensation at the Teacher's Contract amount of \$35.00 per hour.
- 3j. Approve Annette Cauwenberghs, Teacher Aide, to chaperone a trip to Philadelphia on May 23, 2016. Ms. Cauwenberghs will be paid six (6) hours additional compensation at the rate of \$20.00 per hour.
- 3k. Rescind the resignation of Lindsay Rojas, Occupational Therapist. Approve Ms. Rojas to work 2016 Extended School Year program at the per diem rate of \$199.88 and approve the appointment of Ms. Rojas from September 1, 2016 - June 30, 2017. Annual salary of \$64,200.00 is based on the Outreach Index, M.A.
- 3l. Accept the resignation of Sheila Berni, School Social Worker, effective July 1, 2016
- 3m. Approve a contract with each of the following boards of education on the attached list for the Jointure to provide 1:1 aide services for the 2016 Extended School Year. Full amount of salary, plus benefits and an administrative fee shall be charged to each of the boards of education (Attachment 3m)
- 3n. Approve the Substitute Teacher/Substitute Teacher Aide list for the 2016 July Extended School Year Program (Attachment 3n).
- 3o. Approve the rates for substitutes for the 2016-2017 school year. (Attachment 3o).
- 3p. Approve the salary schedule for Teacher and Teacher Aide Home Programming effective July 1, 2016 through June 30, 2017. (Attachment 3p)
- 3q. Approve Jason Markowski, Physical Education and Health Teacher, from September 1, 2016 through June 30, 2017. Annual salary of \$49,573.96 is based on the Teacher's Index B.A.

3r. 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
Supervisor 10 month	Teacher of Reading
Reading Specialist	Substitute Teacher Aides
Teacher of Science	Assistant Business Administrator
Clerk/Typist/Receptionist	Teacher of STEM

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

Action taken:

4. POLICY:

Motion:

Seconded:

- 4a. Approve the attached Field Trip list for the 2016-2017 school year. (Attachment 4a)
- 4b. Discuss and approve the South Bergen Jointure Commission Teacher Mentoring Program for the 2016-2017 school year. (Attachment 4b)
- 4c. Discuss and approve the South Bergen Jointure Commission District Professional Development Plan for the 2016-2017 school year. (Attachment 4c)
- 4d. Adopt the following Policies/Regulations/By Laws/Procedure (First Reading): (Attachment 4d)

Policy #1140 Affirmative Action Program

Policy #1523 Comprehensive Equity Plan

Policy & Regulation #1530	Equal Employment Opportunities
Policy #1550	Affirmative Action Program for Employment and Contract Practices
Policy & Regulation #2200	Curriculum Content
Policy #2260	Affirmative Action Program for School and Classroom Practices
Policy & Regulation #2411	Guidance Counseling
Policy & Regulation #2423	Bilingual and ESL Education
Policy # 2610	Educational Program Evaluation
Policy # 2622	Student Assessment
Policy # 5750	Equal Educational Opportunity
Policy # 5755	Equity in Educational Programs and Services

Action taken:

5. TRANSPORTATION:

Motion:

Seconded:

5a. Motion to approve the 2015-2016 quotes set 9. (Attachment 5a)

5b. Motion to approve the transfer of contracts from First Choice School and Limo, LLC. to American First Choice Transportation, LLC. The following multi contracts/route(s) are affected by this transfer: SEO62415-4, SEO80515-4, 1891, SEO31516-2, IN271, IN279.

Action taken:

6.FACILITIES AND PLANNING:

Motion:

Seconded:

6a. Approve the renewal of applications for the temporary instructional space for the Lodi and Maywood Campuses. (Attachment 6a)

- 6b. Approve the Linkage Agreement Addendum between the South Bergen Jointure Commission and the South Hackensack Board of Education for the 2016-2017 school year. (Attachment 6b)

Action taken:

7. OLD BUSINESS:

8. NEW BUSINESS:

Motion:

Seconded:

Action taken:

9. **DISCUSSION ITEMS:** Discuss canceling the meeting for the month of July, scheduled for July 20, 2016.

10. FOOD SERVICE:

Motion:

Seconded:

- 10a. Motioned to approve the Food Service Vended Meals Contract with the Moonachie Board of Education for the 2016-2017 school year. (Attachment 10a)

- 10b. Motioned to approve the Food Service Vended Meals Contract with the Carlstadt Board of Education for the 2016-2017 school year. (Attachment 10b)

- 10c. Motioned to approve the Food Service Vended Meals Contract with the Little Ferry Board of Education for the 2016-2017 school year. (Attachment 10c)

- 10d. Motioned to approve the Food Service Vended Meals Contract with the Ridgefield Park Board of Education for the 2016-2017 school year. (Attachment 10d)

Action taken:

11. INFORMATION ITEMS:

Motion:

Seconded:

- 11a. South Bergen Jointure Commission Professional Development Booklet – 2016-2017 school year (Attachment 11a)

Action Taken:

ADJOURNMENT:

Motion:

Seconded:

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

Action Taken:

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

June 22, 2016

Motion:
Seconded:

BE IT RESOLVED THAT THE SOUTH BERGEN JOINTURE COMMISSION will hold a closed meeting on June 22, 2016 at 9:30 a.m. to review personnel matters and other confidential concerns as listed on the Closed Agenda dated June 22, 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**

June 22, 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: