**BAYSHORE JOINTURE COMMISSION**

**Regular Monthly Meeting**

**100 Tornillo Way**

**Tinton Falls, New Jersey 07712**

**December 22, 2021**

The Bayshore Jointure Commission met in regular session on December 22, 2021, at 8:00 A.M.

Present were present: Dr. Beams, Mrs. Amanda Lewert, Mr. Scott McCue, Ms. Jennifer Zona, Ms. Mary Ellen Walker, Ms. Kathleen O-Hara, Dr. Lisa Savoia, Mr. Joseph Annibale, Dr. William O. George, Mr. Christopher Mullins and Mrs. Linda Jordan.

Call to Order Mr. Annibale opened the meeting at 8:00 A.M.

Reading of the “Meeting Notice” Mr. Annibale read the following “Meeting Notice” in accordance with the Open Public Meeting Law: PURSUANT TO THE REQUIREMENTS OF STATUTE (N.J.S.A. 10:49 ET SEQ.), OTHERWISE KNOWN AS THE “SUNSHINE LAW,” ADEQUATE NOTICE OF THIS MEETING HAS BEEN PROVIDED THAT THE BAYSHORE JOINTURE COMMISSION BOARD OF DIRECTORS WOULD BE HOLDING ITS REGULAR MEETING TODAY, WHICH SPECIFIED THE DATE, TIME AND PLACE OF ITS MEETING. SUCH NOTICE WAS PRINTED AS PART OF THE ANNUAL MEETING NOTICE REQUIREMENT OF THE LAW IN THE OFFICIAL NEWSPAPER OF THE COMMISSION FOLLOWING THE REORGANIZATION MEETING OF THE COMMISSION. THE MEETING NOTICE HAS ALSO BEEN POSTED PUBLICLY AT DISTRICT FACILITIES AND SENT TO ALL MEMBER DISTRICTS BY ELECTRONIC MAIL AND BY REGULAR MAIL TO THE COUNTY CLERK OF THE COUNTY OF MONMOUTH AND ALL OTHERS ON THE COMMISSION’S NOTICE REQUEST LIST. IN SUCH NOTICE IT WAS STATED THAT ACTION MAY BE TAKEN ON ALL AGENDA ITEMS AND SUCH OTHER ITEMS THAT MAY COME BEFORE THE COMMISSION AT THAT TIME.

**Minutes**

Motion was made by Dr. Savoia seconded by Dr. Beams and unanimously adopted by a roll call vote to accept the minutes from the November 17, 2021 meeting.

The result of the roll call vote was as follows: Dr. Beams, yes; Ms. Walker, yes; Ms. Lewert, yes; Mr. McCue, yes; Mrs. Zona, yes; Ms. O’Hara, yes; Dr. Savoia, yes; and Mr. Annibale, yes.

**Financials**

Motion was made by Ms. O’Hara seconded by Ms. Zona and unanimously adopted by a roll call vote to accept the financials and approve the payment of bills.

The result of the roll call vote was as follows: Dr. Beams, yes; Ms. Walker, yes; Ms. Lewert, yes; Mr. McCue, yes; Mrs. Zona, yes; Ms. O’Hara, yes; Dr. Savoia, yes; and Mr. Annibale, yes.

**School Business Administrator’s Monthly Certification of Financial Status**

Pursuant to N.J.A.C. 6A:23A-16.10 (c)3, the Bayshore Jointure Commission Board of Directors accepts the Board Secretary/School Business Administrators Certification for the months ending November 30, 2021 and that no line-item account has been over expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that funds are available for the remainder of the fiscal school year.

**Monthly Certification of Financial Status**

Pursuant to N.J.A.C.6A:23A-16.10 (c)4, the members of the Bayshore Jointure Commission Board of Directors certify that for the months after review of the November 30, 2021. Reports of the Secretary to the Board of Directors and upon consultation with the appropriate district officials, that to the best of our knowledge, no major account or fund has been over expended in violation of N.J.A.C. 6A:23A-16.10 (b) and that sufficient funds are available for the remainder of the fiscal school year.

**Payment of Bills**

To approve the list of bills, claims, supplies received, and services rendered to the Board of Directors of the Bayshore Jointure Commission:

**Payroll**

 11/15/21  Gross Wages            $129,011.62

 11/30/21  Gross Wages            $122,186.32

**Health Benefits**

 December                                 $ 57,137.87

**Bill List**

 12/22/21                                   $ 75,590.12

 Refunds                                    $ 19,900.00

**TOTAL**                         **$ 403,825.93**

**CORRESPONDENCE**

None.

**Information and Discussion**

Dr. George updated the Board members that he and Mr. Mullins delivered a plaque to Ms. Jennifer Zona yesterday, thanked her for her service to the Bayshore Jointure Commission and wished her the best in her retirement.

Jerry Conaty from Holman, Frenia and Allison presented the June 30, 2021 CAFR to the Board Members.

**GENERAL**

Motion was made by Dr. Beams, seconded by Ms. Walker, and unanimously adopted by a roll call vote to accept A1-A11.

The result of the roll call vote was as follows: Dr. Beams, yes; Ms. Walker, yes; Ms. Lewert, yes; Mr. McCue, yes; Mrs. Zona, yes; Ms. O’Hara, yes; Dr. Savoia, yes; and Mr. Annibale, yes.

**A1.**      To affirm the October 2021 HIB report as previously reported.

**A2.**      To accept and approve the HIB report for November 2021

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Number    of        Reports | Number of Reports where HIB occurred | Status of all      investigations | Nature of the   bullying | Investigator’s name | Type & nature of discipline imposed | Any other  measures imposed | Training conducted to reduce HIB | Programs  implemented to reduce HIB |
| 0 | 0 | 0 | N/A | N/A | N/A | N/A | Series of online trainings which  include:  **Anti Bullying Bill Of Rights Act** | Programming   Focusing on:  **Peace Builders** |

**A3.** To approve the following 2021-2022 Community Based Instruction Field Trip\*/Food shopping:

|  |  |
| --- | --- |
| **DATES** | **LOCATIONS** |
| ***Monday through Thursday***  ***Job Sampling\****  ***Jan. 3-Feb. 28, 2022***    ***Monday through Wednesday***  ***Shopping^***  ***Jan. 3-Feb. 28, 2022*** | Walmart (shopping)^                                       TGIFridays  (job sampling)\*  353 Rte. 537                                                      180 NJ-35 suite 6000  Neptune, NJ.                                                      Eatontown, NJ.  Five Below (job sampling) \*                             Costco (shopping)^  310   Hwy. 36                                                     Hwy. 66.  W. Long Branch, NJ.                                          Neptune, NJ.  Bed Bath & Beyond (job sampling) \*             Applebees (job sampling) \*  96 Hwy 36                                                          14 Park Rd.  Eatontown NJ.                                                   Tinton Falls, NJ.  Gianni’s Pizza (job sampling) \*                       Monmouth Mall Food Court  Wyckoff Rd.                                                       180 NJ-35 Eatontown, NJ. (lunch)  Red Bank, NJ.  St. Peter’s Church (job sampling) \*                Dollar Tree^  33 Throckmorton St.                                        Hwy. 66  Freehold NJ.                                                      Neptune, NJ. |

**A4.** To recommend the Board of Directors approve/ratify attendance at the below listed workshops, for the individuals listed at the costs indicated.  Said travel is directly related to and within the scope of the current responsibilities of the listed employees, is critical to the instructional needs of the district, will improve the participant’s skills and knowledge, or further the efficient operations of the district.  The costs associated with attendance are statutorily authorized travel expenditures and are within the annual maximum travel expenditure amount of the commission.

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME            NAME** | **CONFERENCE** | **DATE** | **COST      COST** |
| Jade Smolokoff | PECS Training (Virtual) | December 2 & 3, 2021 | $399 |
| Molly Balseiro | PECS Training (Virtual) | December 2 & 3, 2021 | $399 |
| Lisa Smith | Trauma Informed Suicide Prevention in Youth | December 21, 2021 | No Cost |

**A5.** To approve the **Second** reading and adoption of New and Revised Policies and Regulations.

|  |  |
| --- | --- |
| P 1648.11 | The Road Forward COVID-19 Health and Safety (Includes Appendices) |
| P 1648.13 | School Employee Vaccination Requirements (M) (New) |
| P1648.14 | Safety Plan for Healthcare Settings in School Buildings - COVID-19 (M) (New) |
| P2425 | Emergency Virtual or Remote Instruction Program (M) (New) |
| P & R 5751 | Sexual Harassment of Students (M) (Revised) |

**A6.**  To accept the 2021 New Jersey Insurance Group Safety Grant in the amount of $2,481.00.

**A7.** To accept with sincerest gratitude and best wishes for the future, the resignation of Ms. Jennifer Zona from the Bayshore Jointure Commission Board of Directors effective December 31, 2021.

**A8.**  To approve the appointment of Ms. Nelyda Perez, Assistant Superintendent of Student Services at Matawan-Aberdeen Regional School District, to serve as a member of the Board of Directors, effective January 1, 2022.

**A9.**  To approve the **revised** Board of Directors’ 2021-2022 meeting schedule with revision to the date of the meeting only as follows:

***Notice of Revised Meeting Dates***

*Date Time*

January 12, 2022 8:00 a.m.

**A10.**  To approve the revised job description for Administrative Secretary.

**A11.** To accept the June 30, 2021 Comprehensive Annual Financial Report (Audit) and approve the Corrective Action Plan.

**B**. **PERSONNEL**

I recommend the Board approve/ratify the appointment of the following named individuals who constitute a careful selection and screening of applicants and are hereby recommended for an employment contract contingent upon the successful completion of their degree program, New Jersey Department of Education certification requirements, Federal NCLB Highly Qualified Teacher Requirements, a criminal history clearance and the successful completion of a medical examination as required by the Board of Education. These initial appointments may be changed as District needs develop unless otherwise stipulated.

Motion was made by Dr. Beams, seconded by Mr. McCue, and unanimously adopted by a roll call vote to accept motions B1-B6.

The result of the roll call vote was as follows: Dr. Beams, yes; Ms. Walker, yes; Ms. Lewert, yes; Mr. McCue, yes; Mrs. Zona, yes; Ms. O’Hara, yes; Dr. Savoia, yes; and Mr. Annibale, yes.

**B1**.   **10-MONTH CERTIFICATED  STAFF- To approve the following Certified Staff**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Job Title** | **Step** | **Salary 21-22** | **Effective** |
| Savarese  *Replacing Christine Morgan, resignation* | Tiffany | Teacher | 1 | ***$53,235*** | ***01/03/2022 - 06/30/2022*** |

**B2**.   **10-MONTH NON-CERTIFICATED STAFF- To approve the following Non-Certified Staff**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Job Title** | **Step** | **Salary 21-22** | **Effective** |
| Chavez-Mendoza | Kenia | Paraprofessional | 1 | ***$25,771*** | ***12/17/2022 - 06/30/2022*** |
| Sienkiewicz | Joshua | Paraprofessional | 1 | ***$25,771*** | ***\*01/03/2022 - 06/30/2022*** |

**\****Pending Criminal History Clearance*

**B3**.   **12-MONTH NON-CERTIFICATED STAFF- To approve the following Non-Certified Staff**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Job Title** | **Salary 21-22** | **Effective** |
| Presutti  *Replacing Michelle Bangs, resignation* | Meghan | Administrative Secretary | ***$52,800*** | ***01/03/2022 - 06/30/2022*** |

**B4.   10-MONTH NON-CERTIFICATED STAFF *RESIGNATIONS***

**To approve the following Non-Certified Staff RESIGNATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Job Title** | **Salary 21-22** | **Effective** |
| Kimble | Lauren | Paraprofessional | ***$25,771*** | ***01/20/2022*** |

**B5.   12-MONTH NON-CERTIFICATED STAFF *RESIGNATIONS***

**To approve the following Non-Certified Staff RESIGNATIONS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Job Title** | **Salary 21-22** | **Effective** |
| Bangs | Michelle | Administrative Secretary | ***$57,684*** | ***on or before 02/01/2022*** |

**B6.   10-MONTH NON-CERTIFICATED STAFF *CHANGE IN STATUS:***

**To approve the following Non-Certified Staff change:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Last Name** | **First Name** | **Job Title** | **Salary 21-22** | **Effective** |
| Hutchinson | Tyra | Paraprofessional to Substitute Paraprofessional | ***$26,271 to $100 daily*** | ***01/03/2022*** |

**B5.** To approve a **Revised\* Medical Leave of Absence** for **Alicia Tobias,** at the Shore Center for Students with Autism, with benefits, as follows:

Effective**November 1, 2021 through December 13\*, 2021**, unpaid leave of absence pursuant to Family Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA)

**B6.** To approve a **Medical Leave of Absence** for **Danielle Rose,** at the Shore Center for Students with Autism, with benefits, as follows:

Effective**January 28, 2022 through February 17, 2022**, paid leave of absence pursuant to Family Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA)

Effective**February 18, 2022 through May 6, 2022**, unpaid leave of absence pursuant to Family Medical Leave Act (FMLA) and the New Jersey Family Leave Act (NJFLA)

Motion was made by Mr. McCue, seconded by Ms. Lewert, and unanimously adopted by a roll call vote to accept the Superintendent’s Report.

The result of the roll call vote was as follows: Dr. Beams, yes; Ms. Walker, yes; Ms. Lewert, yes; Mr. McCue, yes; Mrs. Zona, yes; Ms. O’Hara, yes; Dr. Savoia, yes; and Mr. Annibale, yes.

**Superintendent’s Report:**

 District: Bayshore - Month of **November 2021**

|  |  |  |  |
| --- | --- | --- | --- |
| **SCHOOL NAME** | **DRILL TYPE** | **OCCUPANT INVOLVED** | **DATE & TIME** |
| Regional Achieve Academy/The Shore Center | **Fire Drill** | STUDENTS/STAFF/FACULTY | November 9, 2021  10:55-11:01 am.. |
| Regional Achieve Academy/The Shore Center | **Shelter in Place**  **Suspicious Activity Nearby** | STUDENTS/STAFF/FACULTY | November 23, 2021  12:07-13:13 pm. |

**A.   Enrollment:**

**A1**.  To note the enrollment as of **November 30, 2021** for the Bayshore Jointure Commission was **58** students.

|  |  |
| --- | --- |
| ***Grades*** | ***Total*** |
| **Pre-K** | **1** |
| **Kindergarten** | **2** |
| **1st** | **2** |
| **2nd** | **0** |
| **3rd** | **3** |
| **4th** | **2** |
| **5th** | **2** |
| **6th** | **2** |
| **7th** | **4** |
| **8th** | **5** |
| **9th** | **8** |
| **10th** | **6** |
| **11th** | **6** |
| **12th** | **8** |
| **12+** | **7** |
| **TOTAL STUDENTS** | **58** |

**New Business –** Mr. Annibale thanked Ms. Zona for her time, expertise and input, she was nothing but the best.

**Old Business** – None.

**Public Comment –** The Association wished everyone a happy holidays and Ms. Jordan thanked the Board Members for the flowers.

**Adjournment**

Motion was made by Ms. Zona, seconded by Dr. Savoia, and unanimously adopted to adjourn the meeting at 8:17 am.

The result of the roll call vote was as follows: Dr. Beams, yes; Ms. Walker, yes; Ms. Lewert, yes; Mr. McCue, yes; Mrs. Zona, yes; Ms. O’Hara, yes; Dr. Savoia, yes; and Mr. Annibale, yes.

Respectfully Submitted.

Christopher J. Mullins

Christopher J. Mullins

Board Secretary