

EDUCATIONAL SERVICES COMMISSION OF MORRIS COUNTY
P.O. Box 1944, Morristown, NJ 07962-1944
(973) 540-8844

MINUTES –EXECUTIVE COMMITTEE OF THE
BOARD OF DIRECTORS MEETING
AUGUST 2, 2017

CALL TO ORDER

The Executive Committee Meeting of the Board of Directors of the Educational Services Commission of Morris County was called to order by the Business Administrator/Board Secretary, Catarina Bilotta at 8:00 pm on August 2, 2017 at the Commission Office, 520 Speedwell Avenue, Suite 200, 2nd Floor, Morris Plains.

ROLL CALL

The Business Administrator/Board Secretary called the roll:

Present: Richard Bruno, Harding Township
Lou Nazzaro, Lincoln Park Borough
Karen Nyquist, Long Hill Township
John Morella, Montville Township
Michael Bertram, Morris Hills Regional
Perry Kwok, Washington Township
Angelo Vilardi, Superintendent

Not Present: Catherine Youngman, Boonton Township
Jason Karpowich, Butler Borough
Melissa Senatore, Jefferson Township
Kenneth Wilbur, Morris Plains
Terri Murphy, Morris School District
Anthony Giordano, Mt Olive Township

Also Present: Catarina Bilotta, Business Administrator/Board Secretary

NOTICE

I submit that a legal notice of this meeting of the Board of Directors was published on July 1, 2017 in the Daily Record. Notices were also sent on July 6, 2017 to the offices of the Morris County Clerk and the Morris County Superintendent of Schools. In addition, notices were posted at the Park Lake School, Rockaway and Regional Day School, Morristown.

PUBLIC

SUPERINTENDENT'S REPORT

- Discussed End of Year Closeout
- Discussed the blending of RDS and PLS
- Discussed staffing for our ESC programs
- Updated the Board on facilities projects
- Discussed transportation status
- Superintendent reported no incidents of violence or vandalism at RDS or PLS

ADJOURNMENT OF MEETING

The President noted that a quorum was not present. The President adjourned the meeting.

CALL TO ORDER

The President called an Executive Committee Meeting to order in accordance with NJSA 18A:6-51. The Board Secretary noted the roll from the Director's Meeting.

MINUTES

1. APPROVAL OF MINUTES OF THE REPRESENTATIVE ASSEMBLY OF THE BOARD OF DIRECTORS MEETING OF JUNE 7, 2017

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Representative Assembly of the Board of Directors Meeting of June 7, 2017.

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

2. APPROVAL OF MINUTES OF THE ORGANIZATION AND BOARD OF DIRECTORS MEETING OF JUNE 7, 2017

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Organization and Board of Directors Meeting of June 7, 2017.

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

COMMISSION

3. APPROVAL OF LINE ACCOUNT TRANSFERS FOR THE 2016/2017 BUDGET

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the line account transfers to the 2016/2017 budget as detailed on the attached: EXHIBIT A1-A4 & A5-

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

4. APPROVAL OF THE BOARD SECRETARY'S AND TREASURER'S REPORT

BE IT RESOLVED BY THE BOARD OF DIRECTORS, that the Board acknowledges receipt of the certification from the Board Secretary that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.:6A:23-2.11(a) further the Board of Directors, after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district, certifies that no major account or fund has been over expended in violation of N.J.A.C.:6A:23.2.11(b), and that sufficient funds are available to meet the Board of Director's financial obligations for the remainder of the fiscal year, therefore it is recommended that the Secretary's and Treasurer's Reports for the month ending May 31, 2017 showing a cash balance of \$1,050,375.18 be approved: EXHIBIT B1-B26

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

5. APPROVAL OF THE BOARD SECRETARY'S AND TREASURER'S REPORT

BE IT RESOLVED BY THE BOARD OF DIRECTORS, that the Board acknowledges receipt of the certification from the Board Secretary that no line item account has encumbrances and expenditures, which in total exceed the line item appropriation in violation of N.J.A.C.:6A:23-2.11(a) further the Board of Directors, after review of the Board Secretary's and Treasurer's monthly financial reports and upon consultation with the appropriate district, certifies that no major account or fund has been over expended in violation of N.J.A.C.:6A:23.2.11(b), and that sufficient funds are available to meet the Board of Director's financial obligations for the remainder of the fiscal year, therefore it is recommended that the Secretary's and Treasurer's

Reports for the month ending June 30, 2017 showing a cash balance of \$538,174.53 be approved: EXHIBIT B27-B52

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

- 6. APPROVAL OF ACTION ON PAYMENT OF BILLS
BE IT RESOLVED BY THE BOARD OF DIRECTORS that the following List of Bills be approved: EXHIBIT C1-C42 & C43-

June 30, 2017	-	\$3,037,024.06
July 31, 2017	-	\$2,486,278.62

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

- 7. APPROVE PROFESSIONAL SERVICE PROVIDERS – 2017-2018 SCHOOL YEAR
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Professional Service Providers for the 2017-2018 school year: EXHIBIT D

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

- 8. APPROVE AGREEMENT BETWEEN STATE OF NJ, DOE AND ESC OF MC
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Agreement between the State of New Jersey, Department of Education and the Educational Services Commission of Morris County to continue the operation of the Regional Day School for the five year period beginning July 1, 2017 and ending on June 30, 2022.

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

- 9. APPROVE CONTRACT FOR TECHNOLOGY SERVICES
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Agreement with Peggnet Computers for technology services for the 2017-2018 school year at Park Lake School and Regional Day School in the amount of \$50,346.40 and our Central Office in the amount of \$11,124.00.

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

- 10. ACCEPTANCE OF SPECIAL EDUCATION POLICIES & PROCEDURES
BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the required Special Education Policies and Procedures for Eligibility under Part-B of the IDEA Statement of Assurance for Receiving Schools.

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

11. APPROVE ONE CORY ROAD ASSOCIATES, L.L.C. LEASE
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Second Amendment to Lease between One Cory Road Associates, L.L.C. and Educational Services Commission of Morris County for five years beginning September 1, 2017 and ending August 31, 2022. The Monthly Basic Rent for the term is \$13,250.00

Moved by Perry Kwok and seconded by Michael Bertram
 The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

12. APPROVE INTERLOCAL SERVICE AGREEMENT
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Interlocal Service Agreement for the 2017-2018 school year between the Board of Education of the Vocational School in the County of Sussex and the Educational Services Commission of Morris County for bus maintenance services at \$80.00 per hour for ASE certified mechanic services or \$40.00 per hour for ASE supervised mechanic services.

Moved by Perry Kwok and seconded by Michael Bertram
 The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

ESC SCHOOLS

13. APPROVAL OF DISBURSEMENT FROM PARK LAKE LUNCH FUND
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the following disbursements from the Park Lake Lunch fund: EXHIBIT E1 & E2

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
May 31, 2017	\$2,916.69	\$765.20
June 30, 2017	\$3,614.85	\$ 0.00

Moved by Perry Kwok and seconded by Michael Bertram
 The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

14. APPROVAL OF DISBURSEMENT FROM REGIONAL DAY LUNCH FUND
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the following disbursements from the Regional Day Lunch fund: EXHIBIT E3 & E4

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
May 31, 2017	\$1,451.36	\$141.85
June 30, 2017	\$4,927.30	\$ 0.00

Moved by Perry Kwok and seconded by Michael Bertram
 The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

15. APPROVE MASCHIO'S FOOD SERVICES, INC. AGREEMENT
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Maschio's Food Services, Inc. Agreement for Park Lake School and Regional Day School's lunch programs for the school year 2017-2018, for a management and administrative fee totaling \$10,000.00.

Moved by Perry Kwok and seconded by Michael Bertram
 The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

16. **APPROVE RENEWAL OF CONTRACTS FOR THE 2017-2018 SCHOOL YEAR**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the renewal of the following contracts for Park Lake School and Regional Day School, in accordance with N.J.S.A. 18A:18A-5 for professional services for the 2017-2018 school year:

- A. Friel Grounds Maintenance - Landscaping and Snow Removal Services
- B. Heits Building Services, Inc. – School Cleaning Service

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

17. **APPROVE CONTRACT WITH BAYADA NURSES**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the contracts with Bayada Nurses for nursing services for the July 1, 2016 to June 30, 2017 school year for nursing services for student (M.S. at PLS) payable at a rate of \$51.50 an hour for Registered Nurse (RN) services and \$41.50 an hour for Licensed Practical Nurse (LPN) services.

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

PERSONNEL

18. **APPROVE ESC STAFF**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the following personnel for the Extended School Year (ESY) 2017, additional summer personnel at the Board approved rates and 2017-2018 staff, as recommended by the Superintendent, per the attached:
EXHIBIT F1 – ESY 2017 – PLS & RDS
EXHIBIT F2 – PSS/NP Summer Personnel
EXHIBIT F3 – 2017-2018 Staff

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

19. **NON-RENEWAL OF FUNDED POSITIONS**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the non-renewal of funded positions for staff members, whose names are on file in the office of the Superintendent.

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

20. **ACCEPT RESIGNATION OF STAFF**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the resignation of the following staff:

<u>Name</u>	<u>Title</u>	<u>Resignation Effective</u>
Badri, Elzbieta	NP Nurse	07/01/17
DellaRovere, Debra	Speech Therapist	07/01/17
Landi, Judy	After Care Aide-M.P.	07/01/17
Sebastian, Kayla	Personal Aide – PLS	07/01/17
Thorne, Jennifer	After Care Aide-M.P.	07/01/17

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

21. ACCEPT RETIREMENT OF STAFF
BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the retirement of the following staff:

<u>Name</u>	<u>Title</u>	<u>Retirement Effective</u>
Leone, Nancy	Administrative Assistant	09/01/17

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

TRANSPORTATION

22. AWARD OF EMERGENCY AND NEGOTIATED TRANSPORTATION CONTRACTS – 2016/2017 SCHOOL YEAR
BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the emergency and negotiated transportation contracts for transportation of school pupils for the 2016/2017 school year as per the attached: EXHIBIT AA

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

23. APPROVE TRANSPORTATION CONTRACT ADDENDA – 2016/2017 SCHOOL YEAR
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the transportation contract addenda for changes made to routes for the 2016/2017 school year as per the attached: EXHIBIT BB

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

24. ACCEPT CANCELLATION OF TRANSPORTATION CONTRACTS – 2016/2017 SCHOOL YEAR
BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the cancellation of transportation contracts for the 2016/2017 school year as per the attached: EXHIBIT CC

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

25. AWARD OF EMERGENCY AND NEGOTIATED TRANSPORTATION CONTRACTS – 2017/2018 SCHOOL YEAR
BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the emergency and negotiated transportation contracts for transportation of school pupils for the 2017/2018 school year as per the attached: EXHIBIT DD

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

26. APPROVE TRANSPORTATION CONTRACT ADDENDA – 2017/2018 SCHOOL YEAR
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the transportation contract addenda for changes made to routes for the 2017/2018 school year as per the attached: EXHIBIT EE

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

27. ACCEPT CANCELLATION OF TRANSPORTATION CONTRACTS – 2017/2018 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the cancellation of transportation contracts for the 2016/2017 school year as per the attached: EXHIBIT FF

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

28. AWARD OF SUMMER TRANSPORTATION CONTRACTS – 2017/2018 SCHOOL YEAR
BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the summer transportation contracts based on the bid results of June 20, 2017 and June 23, 2017, to the lowest bidders for transportation of school pupils for the 2017/2018 school year as per the attached:
EXHIBIT GG – June 20, 2017
EXHIBIT HH – June 23, 2017

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

29. APPROVE RENEWAL OF TRANSPORTATION CONTRACTS – 2017/2018 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the renewal of transportation contracts for the transportation of school pupils for the 2017/2018 school year as per the attached:

EXHIBIT II – Summer School Transportation
EXHIBIT JJ – Public School Transportation
EXHIBIT KK – Non Public School Transportation

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 6 yeas, 0 nays, 0 abstentions

PUBLIC
OTHER BUSINESS
GENERAL BOARD DISCUSSION

30. CLOSED SESSION – NOT NEEDED

ADJOURNMENT

There being no further business a motion was made by Perry Kwok and seconded by Michael Bertram to adjourn at 8:10 pm by a unanimous roll call.

Respectfully Submitted By,



Catarina Bilotta
Business Administrator/Board Secretary

ATTACHMENTS

EXHIBITS

A1-A4	Line Account Transfers - May 2017
A5-A11	Line Account Transfers - June 2017
B1-B26	Board Secretary's & Treasurer's Report-May 31, 2017
B27-B52	Board Secretary's & Treasurer's Report-June 30, 2017
C1-C42	Payment of Bills – June 30, 2017
C43-C65	Payment of Bills – July 31, 2017
D1	Professional Service Providers – 2017-2018
E1&E2	Lunch Fund – Park Lake School – May & June 2017
E3&E4	Lunch Fund – Regional Day School – May & June 2017
F1	ESY 2017 – RDS & PLS
F2	PSS/NP Summer Personnel
F3	2017-2018 Staff
AA-KK	Transportation