

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

**MINUTES –BOARD OF DIRECTORS MEETING
JANUARY 10, 2018**

CALL TO ORDER

President, Perry Kwok, called to order the Regular Meeting of the Board of Directors of the Educational Services Commission of Morris County will be called to order at 7:30 pm on January 10, 2018 at the Commission Office, 520 Speedwell Avenue, Suite 200, 2nd Floor, Morris Plains.

ROLL CALL

The Business Administrator/Board Secretary called the roll from the Representative Assembly:

Present: Richard Bruno, Harding Township
Melissa Senatore, Jefferson Township
Karen Nyquist, Long Hill Township
John Morella, Montville Township
Michael Bertram, Morris Hills Regional, Vice President
Kenneth Wilbur, Morris Plains
Frank Neglia, Parsippany Troy-Hills
Perry Kwok, Washington Township, President
Angelo Vilardi, Superintendent

Not Present: Elaine Doherty, Boonton Town
Catherine Youngman, Boonton Township
Jason Karpowich, Butler Borough
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

PRESIDENT'S APPOINTMENT

In accordance with Bylaw Article III, Section 10, and Bylaw Article IV, Section 5 and 6, as President, I appoint Frank Neglia, Parsippany Troy Hills of the Representative Assembly to participate as voting Board member for the remainder of this meeting or Are there any objections? Hearing none the appointment is approved.

MINUTES

1. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING OF DECEMBER 6, 2017

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Board of Directors Meeting of December 6, 2017.

Moved by Kenneth Wilbur and seconded by Melissa Senatore

The motion was approved as follows: 7 yeas, 0 nays, 1 abstention (Frank Neglia)

2. APPROVAL OF CLOSED MINUTES OF THE BOARD OF DIRECTORS MEETING OF DECEMBER 6, 2017

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Closed Minutes of the Board of Directors Meeting of December 6, 2017.

Moved by Kenneth Wilbur and seconded by Melissa Senatore

The motion was approved as follows: 7 yeas, 0 nays, 1 abstention (Frank Neglia)

2a. APPROVAL TO RELEASE CLOSED SESSION MINUTES

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the release of the Closed Session minutes of December 6, 2017 to the public

Moved by Michael Bertramand and seconded by John Morella

The motion was approved as follows: 7 yeas, 0 nays, 1 abstention (Frank Neglia)

COMMISSION

3. APPROVAL OF LINE ACCOUNT TRANSFERS FOR THE 2017/2018 BUDGET

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the line account transfers to the 2017/2018 budget as detailed on the attached: EXHIBIT A

Moved by Karen Nyquist and seconded by John Morella

The motion was approved as follows: 8 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 November 30, 2017 showing a cash balance of (-7,001.91) be approved: EXHIBIT B

Moved by Karen Nyquist and seconded by John Morella

The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

5. APPROVAL OF ACTION ON PAYMENT OF BILLS
BE IT RESOLVED BY THE BOARD OF DIRECTORS that the following List of Bills be approved: EXHIBIT C

December 31, 2017 - \$2,576,097.33

Moved by Karen Nyquist and seconded by John Morella
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

6. APPROVAL OF CAFR
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the 2017 Comprehensive Annual Financial Report with no recommendations: EXHIBIT D

Moved by Karen Nyquist and seconded by John Morella
The motion was approved as follows: 8 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 E

Moved by Karen Nyquist and seconded by John Morella
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

8. APPROVE AWARD OF EDUCATIONAL DATA BIDS
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the award of bids as determined in consultation with Educational Data Services and listed on the attached: EXHIBIT F

Moved by Karen Nyquist and seconded by John Morella
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

ESC SCHOOLS

9. APPROVE OCCUPATIONAL THERAPY INTERN
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the placement of Alexandra Koreivo, Occupational Therapy student from Misericordia University at the Regional Day School, Morristown, NJ for the period January 1, 2018 to March 31, 2018.

Moved by Frank Neglia and seconded by John Morella
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

10. APPROVE STUDENT VISITATION
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the visitation of the senior class students from Roxbury High School's "Teaching Young Children". The visitation is scheduled for Thursday, January 18, 2018 from 9:15 am to 12:15 pm at Regional Day School, Morristown, NJ

Moved by Frank Neglia and seconded by John Morella
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

11. APPROVAL OF PARK LAKE LUNCH FUND

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the following disbursements and cash balance from the Park Lake Lunch fund: EXHIBIT G1

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
November 30, 2017	\$2,692.26	\$442.00

Moved by Frank Neglia and seconded by John Morella
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

12. APPROVAL OF REGIONAL DAY LUNCH FUND

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the following disbursements and cash balance from the Regional Day Lunch fund: EXHIBIT G2

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
November 30, 2017	\$2,043.06	\$115.80

Moved by Frank Neglia and seconded by John Morella
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

PERSONNEL

13. APPROVE ESC STAFF – 2017-2018

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve personnel for the school year 2017-2018, as recommended by the Superintendent, per the attached: EXHIBIT H

Moved by Michael Bertram and seconded by Melissa Senatore
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

14. APPROVE LIST OF ON-CALL SUBSTITUTES

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the attached list of on-call substitutes for the 2017-2018 school year, as recommended by the Superintendent, at the Board approved rates: EXHIBIT I

Moved by Michael Bertram and seconded by Melissa Senatore
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

15. APPROVE LEAVE OF ABSENCE

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the leave of absence, without pay, for Adoption trip out of the country for Joanne Sofia Kievit effective January 16, 2018 until further notice of return to work is received.

Moved by Michael Bertram and seconded by Melissa Senatore
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

16. 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>
Aponte, Jazzmine	Personal Aide – RDS	12/16/17
Bryant, Jerry	Personal Aide – PLS	01/16/18
Pratt, Elaine	Personal Aide – PLS	01/16/18

Moved by Michael Bertram and seconded by Melissa Senatore

The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

17. ACCEPT RETIREMENT OF STAFF

BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the retirement of Kathryn Lucas with regret and gratitude for her many years of services to the ESC dating back to her first position as teacher in 1979, and then, after an extended break, returning in 1996 to move our organization forward as Director of Special Services, effective March 1, 2018

Moved by Michael Bertram and seconded by Melissa Senatore

The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

TRANSPORTATION

18. 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 AA

Moved by John Morella and seconded by Melissa Senatore

The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

19. 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 BB

Moved by John Morella and seconded by Melissa Senatore

The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

20. 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 2017-2018 school year as per the attached: EXHIBIT CC

Moved by John Morella and seconded by Melissa Senatore

The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

20a. **APPROVE APPRAISAL AGREEMENT**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the contract for appraisal services to be performed by Pyramid Associates Real Estate Valuation, LLC in the amount of \$3,500.

Moved by Perry Kwok and seconded by Michael Bertram
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

PUBLIC- No Public

OTHER BUSINESS – No Other Business

GENERAL BOARD DISCUSSION

21. **CLOSED SESSION**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to recess this public meeting and enter into closed session, where the public will be excluded, for the purpose of negotiations, which comes within the provisions of NJSA 10:4-12, Chap. 231 of P.L. 1975. The matters discussed in closed session will be disclosed to the public when circumstances permit.

Moved by Michael Bertram and seconded by John Morella. The meeting was moved into closed session at 8:25 pm and was carried by a unanimous roll call

F. Neglia, Parsippany Troy-Hills and J. Morella, Montville Township, left at 8:25 pm and the Board no longer had a quorum.

Respectfully Submitted By,



Catarina Bilotta

Business Administrator/Board Secretary

ATTACHMENTS

EXHIBITS

A	Line Account Transfers - November 2017
B	Board Secretary's & Treasurer's Report-November 30, 2017
C	Payment of Bills – December 31, 2017
D	CAFR – 2016-2017 School Year
E	Professional Service Providers – 2017-2018
F	Award of Bids - Educational Data Service
G1	Lunch Fund – Park Lake School – November 2017
G2	Lunch Fund – Regional Day School – November 2017
H	2017-2018 ESC Staff
I	2017-2018 On-Call Substitute List
AA-CC	Transportation