

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

MINUTES –BOARD OF DIRECTORS MEETING
MARCH 14, 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 at 8:25 pm on March 14, 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
Michael Stewart, Jefferson Township
Karen Nyquist, Long Hill Township
John Morella, Montville Township
Michael Bertram, Morris Hills Regional, Vice President
Anthony Giordano, Mt Olive Township
Frank Neglia, Parsippany Troy-Hills
Perry Kwok, Washington Township, President
Angelo Vilardi, Superintendent

Not Present: Elaine Doherty, Boonton Town
Catherine Youngman, Boonton Township
Cynthia Sokoloff, Butler Borough
Todd Henches, Lincoln Park Borough
Adam Higgins, Morris Plains
Leonard Posey, Morris School District

Also Present: Catarina Bilotta, Business Administrator/Board Secretary

NOTICE

I submit that a legal notice of the meetings of the Representative Assembly/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. Original meeting date of March 7, 2018 was cancelled due to inclement weather. A legal notice of this meeting was published on March 10, 2018 in the Daily Record.

PUBLIC

SUPERINTENDENT'S REPORT

- Explained Board of Directors/Representative Assembly meeting
- Discussed districts interested in acquiring Park Lake School
- Discussed annual CTSA meeting which was held on March 9, 2018
- Discussed fuel oil water separator spill at One Cory Road, Morristown and costs related to spill
- Discussed review of security measures and our procedures to keep our students as safe as possible
- Discussed teleconferencing Board meetings

Minutes- Board of Directors Meeting, March 14, 2018

- Discussed Superintendent Evaluation
- Updated Board on Negotiations

1. APPOINT NEW BOARD MEMBER

Motion to appoint new Board of Director member Frank Neglia, Parsippany Troy-Hills, in accordance with Bylaw Article III, 030, Section 11.

Moved by Michael Bertram and seconded by John Morella

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

MINUTES

2. APPROVAL OF MINUTES OF THE REPRESENTATIVE ASSEMBLY MEETING OF JANUARY 10, 2018

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Representative Assembly Meeting of January 10, 2018.

Moved by Michael Bertram and seconded by John Morella

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

3. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING OF JANUARY 10, 2018

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Board of Directors Meeting of January 10, 2018.

Moved by Michael Bertram and seconded by John Morella

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

4. APPROVAL OF CLOSED MINUTES OF THE BOARD OF DIRECTORS MEETING OF JANUARY 10, 2018

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Closed Minutes of the Board of Directors Meeting of January 10, 2018.

Moved by Michael Bertram and seconded by John Morella

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

COMMISSION

5. 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 Michael Bertram and seconded by John Morella

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

6. 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 December 31, 2017 showing a cash balance of \$872,813.74 be approved: EXHIBIT B

Moved by Michael Bertram and seconded by John Morella

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

7. 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 January 31, 2018 showing a cash balance of \$997,941.21 be approved: EXHIBIT B

Moved by Michael Bertram and seconded by John Morella

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

8. 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

January 31, 2018	-	\$2,705,652.67
February 28, 2018	-	\$2,607,421.04

Moved by Michael Bertram and seconded by John Morella

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

9. RENEWAL OF MEMBERSHIP IN MEIG WORKER'S COMP POOL

BE IT RESOLVED BY THE BOARD OF DIRECTORS to renew its membership in the MORRIS ESSEX INSURANCE GROUP, in accordance with NJSA 18A:18B and hereby accept the Bylaws as approved and adopted for the renewal term July 1, 2018 to June 30, 2021.

AND BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator be authorized to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as required by the By-Laws: EXHIBIT D

Moved by Michael Bertram and seconded by John Morella

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

10. APPROVE EMERGENCY REPAIR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve emergency repair to the oil separator at 1 Cory Road by Lewis Environmental in the amount of \$10,031.11.

Moved by Michael Bertram and seconded by John Morella

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

11. **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 Michael Bertram and seconded by John Morella
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

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

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

13. **APPROVE AGREEMENT FOR SUMMIT SPEECH SCHOOL**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Agreement between Summit Speech School and the Educational Services Commission of Morris County to contract for Itinerant Teacher services for non-public student K.Y. Agreement is for one (1) session per week; not to exceed 18 weeks at a rate of \$155.00 per session for the period February 1, 2018 to June 30, 2018.

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

ESC SCHOOLS

14. **APPROVE OCCUPATIONAL THERAPY INTERN**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the placement of Maria Levina, Occupational Therapy student from Seton Hall University at the Regional Day School, Morristown, NJ for the period March 1, 2018 to May 31, 2018.

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

15. **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 & G3**

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
December 31, 2017	\$2,506.57	\$260.80
January 31, 2018	\$2,281.33	\$522.20

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

16. 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 & G4

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
December 31, 2017	\$1,858.80	\$208.45
January 31, 2018	\$2,591.98	\$202.40

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

17. APPROVE CONTRACT WITH BAYADA NURSES

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the contract with Bayada Nurses for nursing services for the period March 22, 2018 to June 30, 2018 for student (S.O. at RDS) 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 Michael Bertram and seconded by John Morella
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

PERSONNEL

18. 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 John Morella
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

19. 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>
Nelson, Wendy	Speech Therapist	02/01/18
Onari, Viviana	Personal Aide – PLS	02/10/18
Sarmasti, Lisa	Non-Public Nurse	02/01/18
Sepulveda, Paula	Personal Aide – RDS	02/01/18
Seretis, Sophia	Personal Aide – RDS	03/16/18
Staffenberg, Jill	Speech Therapist	02/24/18

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

20. APPROVE MEDICAL LEAVE OF ABSENCE

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the medical leave of absence, without pay, for Jilda Sidebottom, Non-Public School Nurse, effective January 16, 2018 until further notice of return to work is received.

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

21. APPROVE RETURN FROM LEAVE OF ABSENCE

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the return from leave of absence from Adoption trip out of the country for Joanne Sofia Kievit, BSI/SI Teacher, with pay effective February 5, 2018

Moved by Michael Bertram and seconded by John Morella

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

TRANSPORTATION

22. AWARD OF EMERGENCY AND NEGOTIATED TRANSPORTATION CONTRACTS – 2017-2018 SCHOOL YEAR – FEBRUARY 7, 2018

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 Board Agenda February 7, 2018: EXHIBIT AA

Moved by Michael Bertram and seconded by John Morella

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

23. APPROVE TRANSPORTATION CONTRACT ADDENDA – 2017-2018 SCHOOL YEAR – FEBRUARY 7, 2018

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 Board Agenda February 7, 2018: EXHIBIT BB

Moved by Michael Bertram and seconded by John Morella

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

24. ACCEPT CANCELLATION OF TRANSPORTATION CONTRACTS – 2017-2018 SCHOOL YEAR – FEBRUARY 7, 2018

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 Board Agenda February 7, 2018: EXHIBIT CC

Moved by Michael Bertram and seconded by John Morella

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

25. APPROVE JOINT TRANSPORTATION AGREEMENTS FOR COORDINATED TRANSPORTATION SERVICES – 2017-2018 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Joint Transportation Agreement for coordinated transportation services for the 2017-2018 school year for the following districts:

- Nutley Public Schools

Moved by Michael Bertram and seconded by John Morella

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

26. APPROVE JOINT TRANSPORTATION AGREEMENTS FOR COORDINATED TRANSPORTATION SERVICES – 2018/2019 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Joint Transportation Agreements for coordinated transportation services for the 2018/2019 school year:

Morris County Districts

Boonton Township, Butler Borough, Chester Township, Denville Township, Dover Town, East Hanover Township, Florham Park Borough, Hanover Park Regional, Hanover Township, Harding Township, Jefferson Township, Kinnelon Borough, Lincoln Park Borough, Long Hill Township, Madison Borough, Mendham Borough, Mendham Township, Mine Hill Township, Montville Township, Morris County Vocational School District, Morris Hills Regional, Morris Plains Borough, Morris School District, Mt. Arlington Borough, Mt. Olive Township, Mountain Lakes Borough, Netcong Borough, Parsippany-Troy Hills, Pequannock Township, Randolph Township, Riverdale Borough, Rockaway Borough, Rockaway Township, Roxbury Township, School District of the Chathams, Town of Boonton, Washington Township, West Morris Regional and Wharton Borough.

Out of County Districts:

Bloomington Board of Education, Glen Ridge School District, Hackensack Public Schools, Hunterdon County Educational Services Commission, Linden Public Schools, Livingston Board of Education, Monmouth Ocean ESC, Newton Public Schools, Newark Public Schools, Nutley Public Schools, Old Bridge Public Schools, Paterson Public Schools, Pompton Lakes Board of Education, South Plainfield Board of Education, Sparta Township Public Schools, Summit Public Schools, Sussex County Regional Cooperative, Wanaque School District, Warren County Special Services and Watchung Hills Regional.

Moved by Michael Bertram and seconded by John Morella

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

27. AWARD OF EMERGENCY AND NEGOTIATED TRANSPORTATION CONTRACTS – 2017-2018 SCHOOL YEAR – MARCH 14, 2018

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 Board Agenda March 14, 2018: EXHIBIT DD

Moved by Michael Bertram and seconded by John Morella

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

28. APPROVE TRANSPORTATION CONTRACT ADDENDA – 2017-2018 SCHOOL YEAR – MARCH 14, 2018

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 Board Agenda March 14, 2018: EXHIBIT EE

Moved by Michael Bertram and seconded by John Morella

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

29. ACCEPT CANCELLATION OF TRANSPORTATION CONTRACTS – 2017-2018 SCHOOL YEAR – MARCH 14, 2018

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 Board Agenda March 14, 2018: EXHIBIT FF

Moved by Michael Bertram and seconded by John Morella

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

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

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

31. **APPROVE PURCHASE OF VEHICLE**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the purchase of a 24 passenger vehicle from Morris Hills Regional School District in the amount of \$5,000.00.

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

PUBLIC

OTHER BUSINESS

GENERAL BOARD DISCUSSION

32. **NO CLOSED SESSION**

The President adjourned the meeting at 9:25 pm

Respectfully Submitted By,



Catarina Bilotta
Business Administrator/Board Secretary

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ATTACHMENTS

EXHIBITS

A1	Line Account Transfers - December 2017
A2	Line Account Transfers – January 2018
B1-B26	Board Secretary's & Treasurer's Report-December 31, 2017
B27-B52	Board Secretary's & Treasurer's Report-January 31, 2018
C1-C29	Payment of Bills – January 31, 2018
C30-C57	Payment of Bills – February 28, 2018
D	Resolution for Membership - W.C. Pool
E	Professional Service Providers – 2017-2018
F	Award of Bids - Educational Data Service
G1	Lunch Fund – Park Lake School – December 2017
G3	Lunch Fund – Park Lake School – January 2018
G2	Lunch Fund – Regional Day School – December 2017
G4	Lunch Fund – Regional Day School – January 2018
H	2017-2018 ESC Staff
AA-GG	Transportation