

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

MINUTES –ORGANIZATION AND BOARD OF DIRECTORS MEETING
JUNE 13, 2018

CALL TO ORDER

The Regular 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 7:45 pm on June 13, 2018 at the Commission Office, 520 Speedwell Avenue, Suite 200, 2nd Floor, Morris Plains.

ROLL CALL

The Business Administrator/Board Secretary noted the roll from the prior meeting.

PRESIDENT'S APPOINTMENT

In accordance with Bylaw Article III, Section 10, and Bylaw Article IV, Section 5 and 6, as President, I appoint Paul Breda, Wharton Borough 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.

NOTICE

The Business Administrator/Board Secretary noted the legal notice from the prior meeting.

1. **NOMINATION FOR ELECTION OF BOARD OF DIRECTORS PRESIDENT**
The Business Administrator/Board Secretary took nominations for the office of President.
Nominee: Michael Bertram
Are there any other nominations? No
2. **CLOSE NOMINATIONS**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to close nominations.
Moved by Perry Kwok and seconded by Irene LeFebvre
3. **ELECTION OF PRESIDENT BY ROLL CALL VOTE**
The Business Administrator/Board Secretary called the vote for President.

Michael Bertram was elected President by the following vote:
Moved by Perry Kwok and seconded by Karen Nyquist
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions
4. **NOMINATION FOR ELECTION OF BOARD OF DIRECTORS VICE PRESIDENT**
The President took nominations for the office of Vice President.
Nominee: Karen Nyquist
Are there any other nominations? No
5. **CLOSE NOMINATIONS**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to close nominations.
Moved by Richard Bruno and seconded by John Morella

6. **VOTE FOR VICE PRESIDENT**

The Business Administrator/Board Secretary called the vote for Vice President.

Karen Nyquist was elected Vice President by the following vote:

Moved by Richard Bruno and seconded by John Morella

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

7. **ESTABLISH TIME AND PLACE OF PUBLIC MEETINGS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Commission calendar and meeting dates as listed:

<u>Date</u>	<u>Meeting</u>	<u>Place</u>	<u>Time</u>
August 8, 2018	Board of Directors	Commission Office	7:30 pm
September 12, 2018	Board of Directors	Commission Office	7:30 pm
October 10, 2018	Board of Directors	Commission Office	7:30 pm
November 14, 2018	Board of Directors	Commission Office	7:30 pm
December 12, 2018	Board of Directors	Commission Office	7:30 pm
January 9, 2019	Representative Assembly/ Board of Directors	Commission Office	7:30 pm
February 13, 2019	Board of Directors	Commission Office	7:30 pm
March 13, 2019	Representative Assembly/ Board of Directors	Commission Office	7:30 pm
April 10, 2019	Board of Directors	Commission Office	7:30 pm
May 8, 2019	Board of Directors	Commission Office	7:30 pm
June 12, 2019	Representative Assembly/ Board of Directors	Commission Office	7:30 pm

Meetings held at: Commission Office, 520 Speedwell Avenue, Suite 200, 2nd Floor, Morris Plains, New Jersey 07950

Moved by Irene LeFebvre and seconded by John Morella

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

8. **DESIGNATION OF DEPOSITORY AND SIGNATURE REQUIREMENTS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS that Bank of America be designated as the depository of the Educational Services Commission of Morris County and the Officers and Agents of this Commission be and hereby are, and each of them is, authorized to deposit any of the funds of this Commission in said Bank;

AND BE IT FURTHER RESOLVED that until the further order of this Board of Directors, any funds of this Commission deposited in said Bank be subject to withdrawal or charge at any time and from time to time upon checks, notes, drafts, bills of exchange, acceptances, undertakings, or other instruments of orders for the payment of money when signature or signatures, for this Commission as follows:

<u>Account</u>	<u>Required Signature</u>
1. <u>General Funds</u> Bank of America	Any <u>two</u> of the following with at least one Board member: Board President Superintendent Board V.P. Board Secretary
2. <u>Payroll</u> Bank of America	Any <u>one</u> of the following: Board Secretary (or phone transfer) Superintendent Board President

3. Payroll Agency
Bank of America

Any one of the following:
Board Secretary (or phone transfer)
Superintendent
Board President

4. Lunch Fund
Bank of America

Any two of the following:
Board Secretary
Superintendent
Board President

5. Student Activities Fund
Bank of America

Any two of the following:
Board Secretary
Superintendent
Board President

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

9. LEGAL DEPOSITORY FOR INVESTMENT FUNDS
BE IT RESOLVED BY THE BOARD OF DIRECTORS to authorize the Business Administrator/Board Secretary to deposit investment funds in any of the following depositories as they accumulate in the General Account, in accordance with the rules which govern investments of public funds:
Bank of America
Bank of New York

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

10. DESIGNATION OF LEGAL NEWSPAPER
BE IT RESOLVED BY THE BOARD OF DIRECTORS to designate the Morris County Daily Record as the legal newspaper for the Educational Services Commission of Morris County.

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

11. AUTHORIZATION OF EXECUTIVE COMMITTEE
BE IT RESOLVED BY THE BOARD OF DIRECTORS that the Executive Committee be empowered to administer the affairs of the Board of Directors between regularly convened meetings of the Board in accordance with NJSA 18A:6-57 and Bylaw Article IV No. 040 Section 5.

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

12. AUTHORIZATION TO PAY CLAIMS UPON PRESENTATION
BE IT RESOLVED BY THE BOARD OF DIRECTORS that the Board Secretary be authorized to pay claims against the Board of Directors upon presentation and that all such authorized payments be listed and presented for Board ratification at the next regular meeting of the Board of Directors.

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

13. **RE-AFFIRMATION OF BY-LAWS, BOARD POLICY, CURRICULUM, AND ADMINISTRATIVE PROCEDURES**

BE IT RESOLVED BY THE BOARD OF DIRECTORS that the existing By-Laws, Board Policy, Curriculum and Administrative Procedures be re-affirmed.

Moved by Irene LeFebvre and seconded by John Morella

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

14. **USE OF FACSIMILE SIGNATURES**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to authorize the use of facsimile signatures with the following guidelines:

1. May be used on checks, contracts and any official document.
2. That the facsimile stamp remains in the possession of the individual, or the individual's designee.
3. Facsimile stamps located at the Educational Services Commission office must be secured in the safe.

Moved by Irene LeFebvre and seconded by John Morella

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

15. **APPOINTMENT OF PROFESSIONALS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS that the following resolution be adopted:

WHEREAS, the Board of Directors of the Educational Services Commission of Morris County requires the professional services;

WHEREAS, these persons are licensed in the State of New Jersey and have offered professional services to the Commission;

WHEREAS, funds are available to obtain such professional services;

WHEREAS, the Local Public Contracts Law (R.S. 40A:11-1 et seq.) requires that the resolution authorizing the awarding of contracts for professional services without competitive bids must be publicly advertised and filed with the Morris County Clerk;

ACCORDINGLY, NOTICE IS GIVEN, that the Board of Directors of the Educational Services Commission of Morris County resolve and/or ratify the following:

A. That the legal firm of Schenck, Price, Smith & King, LLP of Florham Park, NJ, be appointed as attorneys for the Educational Services Commission of Morris County for the period July 1, 2018 to June 30, 2019 at the following rates:

1. A retainer of \$5,000 per annum to cover ordinary and routine services.
2. A rate of \$175 per hour for any services rendered over and above the type covered by the retainer.

B. That the firm of Barre & Company, LLC be appointed as auditor for the period July 1, 2018 to June 30, 2019.

C. That the firm of Brown & Brown Benefit Advisors be appointed as the health benefits consultant for the period July 1, 2018 to June 30, 2019. Fee for such services is paid by insurance carriers.

D. That the firm of Parette Somjen Architects, LLC be appointed as the architect for the Educational Services Commission school projects for the period July 1, 2018 to June 30, 2019 at the following rates:

1. Principal Architect: \$160 per hour
2. Senior Associate: \$150 per hour
3. Associate: \$139 per hour

E. That the Educational Data Services, Inc. of Saddle Brook, NJ, be appointed for the Educational Cooperative Pricing System for the period July 1, 2018 to June 30, 2019. Payment for these services are included in the pricing system membership fee.

These appointments are made without competitive bidding, as the services so retained are of a professional service nature as described in the Local Public Contracts Law encompassing professional services of a recognized licensed profession regulated by law. Such services are of a qualitative and specialized nature and, therefore, do not reasonably permit the drawing of specifications or receipt of competitive bids. This resolution shall forthwith be printed once in the Daily Record and a copy of this resolution shall be filed in the office of the Morris County Clerk.

Moved by Irene LeFebvre and seconded by John Morella

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

16. AUTHORIZE SUPERINTENDENT TO APPROVE LINE ITEM TRANSFERS

BE IT RESOLVED BY THE BOARD OF DIRECTORS to authorize the Superintendent to approve the transfer of amounts among line items and program categories pursuant to Chapter 196, Laws of 1987. Any transfers approved by the administration will be reported to the Board of Directors for ratification and approval at the next regularly scheduled meeting and be recorded in the official minutes.

Moved by Irene LeFebvre and seconded by John Morella

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

17. APPOINTMENT OF BOARD SECRETARY & QPA

BE IT RESOLVED BY THE BOARD OF DIRECTORS that Catarina Bilotta be appointed as Board Secretary of the Educational Services Commission of Morris County Board of Directors from June 1, 2018 to June 30, 2019 and as Qualified Purchasing Agent, pursuant to N.J.A.C. 5:34-5.2, N.J.S.A. 18A:18A-3, 18A:18A-4.3 and P.L. 2009, c.166 with a bid threshold of \$40,000.

Moved by Irene LeFebvre and seconded by John Morella

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

18. APPOINTMENT OF AFFIRMATIVE ACTION OFFICER

BE IT RESOLVED BY THE BOARD OF DIRECTORS that Marci Spadafora be appointed as Affirmative Action Officer for the 2018-2019 school year.

Moved by Irene LeFebvre and seconded by John Morella

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

SUPERINTENDENT'S REPORT

- Discussed students that 2018 graduated and 2019 enrollment at both Park Lake School and Regional Day School
- Discussed NJ DOE Roof replacement which will start in July
- Discussed ESC's meeting was fortunate to have had the Assistant Commissioner in attendance to put together an action plan
- Discussed bus safety planning for future field trips
- Discussed the negotiations has to be postponed
- Next meeting scheduled for August 8, 2018

PUBLIC

MINUTES

19. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING OF MAY 9, 2018

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Board of Directors Meeting of May 9, 2018.

Moved by Perry Kwok and seconded by John Morella

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

20. APPROVAL OF CLOSED MINUTES OF THE BOARD OF DIRECTORS MEETING OF MAY 9, 2018

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Closed Minutes of the Board of Directors Meeting of May 9, 2018.

Moved by Perry Kwok and seconded by John Morella

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

COMMISSION

21. 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 Todd Henches and seconded by Karen Nyquist

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

22. 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 April 30, 2018 showing a cash balance of \$210,437.68 be approved: EXHIBIT B

Moved by Todd Henches and seconded by Karen Nyquist

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

23. 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

MAY 31, 2018 - \$2,758,808.03

Moved by Todd Henches and seconded by Karen Nyquist

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

24. 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 July 1, 2018 to June 30, 2019 school year for Regional Day School and Park Lake School payable at a rate of \$56.00/hour for Registered Nurse (RN) services and \$46.00/hour for Licensed Practical Nurse (LPN) services;
AND BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the contracts with Bayada Nurses for nursing services for the July 1, 2018 to June 30, 2019 school year for nursing services for students (M.S. at PLS) and (S.O. at RDS) payable at a rate of \$53.00 an hour for Registered Nurse (RN) services and \$43.00 an hour for Licensed Practical Nurse (LPN) services: EXHIBIT D

Moved by Todd Henches and seconded by Karen Nyquist

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

25. APPROVE SHARED SERVICE AGREEMENT WITH MORRIS PLAINS BOROUGH

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Shared Service Agreement with Morris Plains Borough for the Morris Plains Summer Recreational Program field trips, as per the attached: EXHIBIT E

Moved by Todd Henches and seconded by Karen Nyquist

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

26. APPROVE PURCHASE OF TRANSPORTATION VEHICLES

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the purchase of transportation vehicles, as per the attached: EXHIBIT F1 & F2

Moved by Todd Henches and seconded by Karen Nyquist

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

ESC SCHOOLS

27. 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>
April 30, 2018	\$2,565.99	\$263.00

Moved by Karen Nyquist and seconded by Paul Breda

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

28. 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>
April 30, 2018	\$1,976.58	\$88.00

Moved by Karen Nyquist and seconded by Paul Breda

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

PERSONNEL

29. APPROVE ESC STAFF – 2017-2018

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

Moved by Irene LeFebvre and seconded by Karen Nyquist

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

30. APPROVE YEARBOOK STIPENDS FOR THE 2017-2018 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Yearbook Stipends for the following employee(s):

<u>Name</u>	<u>Title</u>	<u>Amount</u>	<u>Paid</u>
Garrett, Sandee	Teacher – PLS	\$600.00	06/30/18
Vetsas, Debra	Teacher – RDS	\$600.00	06/30/18

Moved by Irene LeFebvre and seconded by Karen Nyquist

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

31. APPROVE 2018 ESY STAFF

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve 2018 ESY personnel at the Board approved rates, as recommended by the Superintendent, per the attached: **EXHIBIT II**

Moved by Irene LeFebvre and seconded by Karen Nyquist

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

32. APPROVE EMPLOYEE RATES OF PAY – 2018-2019 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Employee Rates of Pay for the 2018-2019 school year as follows:

<u>TITLE:</u>	<u>RATE OF PAY – 2018-2019</u>
Substitute Teacher/Personal Aide - Park Lake & Regional Day	\$110.00 /day
Substitute Nurse – Park Lake & Regional Day	\$150.00 /day
Boiler Check (during heating season)	\$25.00 /day
Home Instruction – Public	\$37.50 /hour
Home Instruction – Non-Public	\$25.00 /hour

Moved by Irene LeFebvre and seconded by Karen Nyquist

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

TRANSPORTATION

33. 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 Richard Bruno

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

34. 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 Richard Bruno

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

35. 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 Richard Bruno

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

PUBLIC

OTHER BUSINESS

GENERAL BOARD DISCUSSION

36. CLOSED SESSION – Not Needed

ADJOURNMENT

There being no further business a motion was made by Richard Bruno and seconded by Todd Henches to adjourn at 8:45 pm and was carried by a unanimous roll call.

Respectfully Submitted By,



Catarina Bilotta

Business Administrator/Board Secretary

ATTACHMENTS

EXHIBITS

A	Line Account Transfers - April 2018
B	Board Secretary's & Treasurer's Report-April 30, 2018
C	Payment of Bills – May 31, 2018
D	Bayada Nursing Contracts – 2018-2019 school year
E	Morris Plains Borough Contract – Summer 2018
F1-F2	Transportation Vehicle Lists
G1	Lunch Fund – Park Lake School – April 2018
G2	Lunch Fund – Regional Day School – April 2018
H	2017-2018 ESC Staff
I1	2018 ESY Staff – Park Lake & Regional Day Schools
AA-CC	Transportation