

ESC

of
Morris County

**AGENDA – BOARD OF DIRECTOR’S MEETING
JUNE 8, 2022 – 7:00 p.m.**

Meeting To Be Held By Teleconference via Zoom Meeting

Time: Jun 8, 2022 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/87937094032?pwd=NUJ4by9RSDZkRjZGUE1VL2YyQ0pwZz09>

**Meeting ID: 879 3709 4032
Passcode: 805213
One tap mobile
+1 646 558 8656 US (New York)**

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

AGENDA –ORGANIZATION AND BOARD OF DIRECTORS MEETING
JUNE 8, 2022

CALL TO ORDER

Catarina Bilotta, Business Administrator/Board Secretary will call the Regular Meeting of the Board of Directors of the Educational Services Commission of Morris County by Zoom Meeting teleconference, June 8, 2022 at 7:00 pm.

ROLL CALL

The Business Administrator/Board Secretary will call the roll.

NOTICE

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

1. NOMINATION FOR ELECTION OF BOARD OF DIRECTORS PRESIDENT

The Business Administrator/Board Secretary will take nominations for the office of President.

Nominee _____

Nominee _____

Are there any other nominations? _____

2. CLOSE NOMINATIONS

BE IT RESOLVED BY THE BOARD OF DIRECTORS to close nominations.

Moved by _____ Seconded by _____

Roll Call _____

3. ELECTION OF PRESIDENT BY ROLL CALL VOTE

The Business Administrator/Board Secretary will call the vote for President.

_____ was elected President by the following vote:

Moved by _____ Seconded by _____

Roll Call _____

4. NOMINATION FOR ELECTION OF BOARD OF DIRECTORS VICE PRESIDENT

The President will take nominations for the office of Vice President.

Nominee _____

Nominee _____

Are there any other nominations? _____

5. CLOSE NOMINATIONS

BE IT RESOLVED BY THE BOARD OF DIRECTORS to close nominations.

Moved by _____ Seconded by _____

Roll Call _____

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6. VOTE FOR VICE PRESIDENT

The Business Administrator/Board Secretary will call the vote for Vice President.
_____ was elected Vice President by the following vote:

Moved by _____ Seconded by _____

Roll Call _____

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. Please note: Meetings are held virtually through Zoom Meetings at 6:30 pm and indicated on our website: www.escmorris.com until further notice.

<u>Date</u>	<u>Meeting</u>
August 10, 2022	Board of Directors
September 14, 2022	Board of Directors
October 12, 2022	Board of Directors
November 9, 2022	Board of Directors
December 14, 2022	Board of Directors
January 11, 2023	Representative Assembly/Board of Directors
February 8, 2023	Board of Directors
March 8, 2023	Representative Assembly/Board of Directors
April 12, 2023	Board of Directors
May 10, 2023	Board of Directors
June 14, 2023	Representative Assembly/Board of Directors

MOVED _____ SECONDED _____
ROLL CALL _____

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

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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 one of the following:
Board Secretary
Superintendent
Board President

MOVED _____ SECONDED _____
ROLL CALL _____

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 _____ SECONDED _____
ROLL CALL _____

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 _____ SECONDED _____
ROLL CALL _____

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 _____ SECONDED _____
ROLL CALL _____

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 _____ SECONDED _____
ROLL CALL _____

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13. RE-AFFIRMATION OF BY-LAWS AND BOARD POLICY

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

MOVED _____ SECONDED _____
ROLL CALL _____

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 _____ SECONDED _____
ROLL CALL _____

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, 2022 to June 30, 2023 at the following rates:
 1. A retainer of \$5,000 per annum to cover ordinary and routine services.
 2. A rate of \$180 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, 2022 to June 30, 2023.
- C. That the firm of Brown & Brown Benefit Advisors be appointed as the health benefits consultant for the period July 1, 2022 to June 30, 2023. The fees for such services are paid by insurance carriers.
- D. That the Educational Data Services, Inc. of Saddle Brook, NJ, be appointed as third party administrator for the Educational Cooperative Pricing System for the period July 1, 2022 to June 30, 2023. Payment for these services are included in the pricing system membership fee.

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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 _____ SECONDED _____
ROLL CALL _____

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 _____ SECONDED _____
ROLL CALL _____

17. APPOINTMENT OF BOARD SECRETARY AND QUALIFIED PURCHASING AGENT (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, 2022 to June 30, 2023 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 \$44,000.

MOVED _____ SECONDED _____
ROLL CALL _____

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 2022-2023 school year.

MOVED _____ SECONDED _____
ROLL CALL _____

MINUTES

19. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING OF MAY 11, 2022

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Board of Directors Meeting of May 11, 2022.

MOVED _____ SECONDED _____
ROLL CALL _____

20. APPROVAL OF CLOSED MINUTES OF THE BOARD OF DIRECTORS MEETING OF MAY 11, 2022

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Closed Minutes of the Board of Directors Meeting of May 11, 2022.

MOVED _____ SECONDED _____
ROLL CALL _____

SUPERINTENDENT’S REPORT

PUBLIC

COMMISSION

21. APPROVAL OF LINE ACCOUNT TRANSFERS FOR THE 2021/2022 BUDGET

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the line account transfers to the 2021/2022 budget as detailed on the attached: **EXHIBIT A**

MOVED _____ SECONDED _____
ROLL CALL _____

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, 2022** showing a cash balance of **\$2,519,732.25** be approved as attached **EXHIBIT B**

MOVED _____ SECONDED _____
ROLL CALL _____

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, 2022 - \$3,830,823.92

MOVED _____ SECONDED _____
ROLL CALL _____

PERSONNEL

24. APPROVE EXTENDED SCHOOL YEAR 2022 STAFF

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the ESY 2022 staff as recommended by the Superintendent at the Board approved rates as follows:

Name:	Position:		Name:	Position:
C. Caffrey	Teacher		P. Terry	Personal Aide
S. Neglia	Teacher		M. Diaz	Personal Aide
K. Ryan	Teacher		S. Aschoff	Personal Aide
D. Vetsas	Teacher		A. Crenshaw	Personal Aide
S. Gebbia	Teacher		M. Kest	Personal Aide
J. Goldbach	Teacher		V. Puco	Personal Aide
			D. Barris	Personal Aide
			K. Trofilmuk	Personal Aide
S. Eisenhardt	OT		V. Garcia	Personal Aide
S. Patrick	Speech		G. Keuscher	Personal Aide
A. Rufino	Speech		C. Taglienti	Personal Aide
L. Synder	PT		J. Elizondo	Personal Aide
			A. Lopez	Personal Aide
B. Geurci	Sub Teacher		G. Joseph	Personal Aide
R. McNelis	Sub Teacher		R. Merlucci	Personal Aide
			A. Fabiani	Personal Aide
C. Taglienti	Sub Aide		J. Gallagher	Personal Aide
			D. Wood	Personal Aide
			L. Giusti	Personal Aide
			G. Kennedy	Personal Aide

MOVED _____ SECONDED _____
 ROLL CALL _____

25. APPROVE ESC STAFF – 2022-2023

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve personnel for the school year 2022-2023, as recommended by the Superintendent:

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Effective</u>
Susan Elmore	EANS Teacher	\$44.49/Hr	7/1/2022
Robert Flynn	EANS Teacher	\$44.49/Hr	7/1/2022
Lisa Casciano	EANS Teacher	\$38.58/Hr	7/1/2022
Denise Demarco	EANS Teacher	\$38.58/Hr	7/1/2022
Kattia Rojas de Gray	Admin Assist	\$63,000/annum	7/1/2022

MOVED _____ SECONDED _____
 ROLL CALL _____

TRANSPORTATION

26. AWARD OF EMERGENCY AND NEGOTIATED TRANSPORTATION CONTRACTS – 2020/2021 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 2021/2022 school year as per the attached **EXHIBIT AA**

MOVED _____ SECONDED _____
ROLL CALL _____

27. APPROVE TRANSPORTATION CONTRACT ADDENDA – 2021/2022 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the transportation contract addenda for changes made to routes for the 2021/2022 school year as per the attached **EXHIBIT BB**

MOVED _____ SECONDED _____
ROLL CALL _____

28. ACCEPT CANCELLATION OF TRANSPORTATION CONTRACTS – 2021/2022 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the cancellation of transportation contracts for the 2021/2022 school year as per the attached **EXHIBIT CC**

MOVED _____ SECONDED _____
ROLL CALL _____

29. AWARD OF TRANSPORTATION CONTRACTS – 2022/2023 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the transportation contracts based on the bid results of May 19, 2022 to the lowest bidders for transportation of school pupils for the 2022/2023 school year as per the attached **EXHIBIT DD**

MOVED _____ SECONDED _____
ROLL CALL _____

30. AWARD OF TRANSPORTATION CONTRACTS – 2022/2023 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the transportation contracts based on the bid results of May 26, 2022 to the lowest bidders for transportation of school pupils for the 2022/2023 school year as per the attached **EXHIBIT EE**

MOVED _____ SECONDED _____
ROLL CALL _____

31. AWARD OF TRANSPORTATION CONTRACTS – 2022/2023 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the transportation contracts based on the bid results of June 2, 2022 to the lowest bidders for transportation of school pupils for the 2022/2023 school year as per the attached **EXHIBIT FF**

MOVED _____ SECONDED _____
ROLL CALL _____

PUBLIC

OTHER BUSINESS

GENERAL BOARD DISCUSSION

32. 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 legal matters and the Superintendent’s Goals, 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.

TIME ____ MOVED _____ SECONDED _____
ROLL CALL _____

33. RETURN TO REGULAR SESSION FROM CLOSED SESSION

BE IT RESOLVED BY THE BOARD OF DIRECTORS to return to the regular session of the Board of Directors meeting from the closed session.

TIME ____ MOVED _____ SECONDED _____
ROLL CALL _____

34. ADJOURNMENT

The President asks for a motion to adjourn.

MOVED _____ SECONDED _____ TIME: _____
ROLL CALL _____

ATTACHMENTS

EXHIBITS

- A Line Account Transfers - April 2021
- B Board Secretary’s & Treasurer’s Report-April 30, 2021
- C Payment of Bills – May 31, 2021
- D Lunch Fund – Central Park School – April 2021

- AA-FF Transportation