

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

MINUTES –BOARD OF DIRECTORS MEETING
FEBRUARY 1, 2017

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 7:32 pm on February 1, 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: Robert Siciliano, Boonton Town
Michael Stewart, Jefferson Township
Lou Nazzaro, Lincoln Park Borough
Karen Nyquist, Long Hill Township
Katie Bartnick, Mine Hill Township
Michael Bertram, Morris Hills Regional
Kenneth Wilbur, Morris Plains
Terri Murphy, Morris School District
Perry Kwok, Washington Township
Angelo Vilardi, Superintendent

Not Present: Barry Brantner, Boonton Township
Dover Town
John Morella, Montville Township
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 17, 2016 in the Daily Record. Notices were also sent on July 15, 2016 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 – No Public

SUPERINTENDENT’S REPORT

- Discussed progress of Power School for non-public data
- Discussed Budget Preparation and submission date of March 13th
- Discussed update of Regional Day School roof and door repairs
- Discussed renewal of ESC’s Regional Day School contract renewal for 2017-2022. Informed the Board ESY will be at Park Lake School for both Park Lake School and Regional Day School for 2017-2018
- Discussed architect’s feasibility study of the therapy pool at Regional Day School
- Discussed Transition Program Opportunity called Project Search, an 18 to 21+ program
- Discussed update of NJCESC V. Middlesex ESC AKA ESCNJ
- Mentioned that we will contract for a Fixed Asset Company and discussed Security Audit on our buildings

Minutes- Board of Directors Meeting, February 1, 2017

PRESIDENT'S APPOINTMENT

In accordance with Bylaw Article III, Section 10, and Bylaw Article IV, Sections 5 and 6, as President, I appoint Katie Bartnick, Mine Hill Board of Education 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 REPRESENTATIVE ASSEMBLY MEETING OF JANUARY 11, 2017**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Representative Assembly Meeting of January 11, 2017.

Moved by Robert Siciliano and seconded by Michael Bertram

The motion was approved as follows: 7 yeas, 0 nays, 2 abstentions (Michael Stewart and Katie Bartnick)

2. **APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING OF JANUARY 11, 2017**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Board of Directors Meeting of January 11, 2017.

Moved by Robert Siciliano and seconded by Michael Bertram

The motion was approved as follows: 7 yeas, 0 nays, 2 abstentions (Michael Stewart and Katie Bartnick)

3. **APPROVAL OF CLOSED MINUTES OF THE BOARD OF DIRECTORS MEETING OF JANUARY 11, 2017**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Closed Minutes of the Board of Directors Meeting of January 11, 2017.

Moved by Robert Siciliano and seconded by Michael Bertram

The motion was approved as follows: 7 yeas, 0 nays, 2 abstentions (Michael Stewart and Katie Bartnick)

COMMISSION

4. **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 A

Moved by Karen Nyquist and seconded by Terri Murphy

The motion was approved as follows: 9 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 December 31, 2016 showing a cash balance of \$182,582.61 be approved: **EXHIBIT B**

Moved by Karen Nyquist and seconded by Terri Murphy
The motion was approved as follows: 9 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 C**

January 31, 2017 - \$2,710,924.06

Moved by Karen Nyquist and seconded by Terri Murphy
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

7. **APPROVE PROFESSIONAL SERVICE PROVIDERS – 2016-2017 SCHOOL YEAR**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Professional Service Providers for the 2016-2017 school year: **EXHIBIT D**

Moved by Karen Nyquist and seconded by Terri Murphy
The motion was approved as follows: 9 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 E**

Moved by Karen Nyquist and seconded by Terri Murphy
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

9. **APPROVE DUFF & PHELPS, LLC**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve Duff & Phelps, LLC for fixed asset accounting records for internal accounting control and financial reporting for the 2016-2017 school year at an amount not to exceed \$3,400.00
EXHIBIT F

Moved by Karen Nyquist and seconded by Terri Murphy
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

ESC SCHOOLS

10. 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>
December 31, 2016	\$2,532.89	\$568.00

Moved by Lou Nazzaro and seconded by Karen Nyquist
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

11. 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>
December 31, 2016	\$2,091.92	\$137.40

Moved by Lou Nazzaro and seconded by Karen Nyquist
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

PERSONNEL

12. APPROVE ESC STAFF – 2016-2017

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve personnel for the school year 2016-2017, as recommended by the Superintendent, per the attached: **EXHIBIT H**

Moved by Michael Bertram and seconded by Karen Nyquist
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

13. 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 2016-2017 school year, as recommended by the Superintendent, at the Board approved rates: **EXHIBIT I**

Moved by Michael Bertram and seconded by Karen Nyquist
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

14. 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>
Lamberto, Maureen	Administrative Assistant	02/16/17

Moved by Michael Bertram and seconded by Karen Nyquist
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

TRANSPORTATION

15. 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 **Terri Murphy** and seconded by **Michael Bertram**
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

16. 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 **Terri Murphy** and seconded by **Michael Bertram**
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

17. 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 **Terri Murphy** and seconded by **Michael Bertram**
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

PUBLIC – No Public

OTHER BUSINESS – Mentioned about bus accident this morning was our contract

GENERAL BOARD DISCUSSION

18. CLOSED SESSION – Not Needed

ADJOURNMENT

There being no further business a motion was made by **Michael Bertram** and seconded by **Kenneth Wilbur** to adjourn at **8:56 pm** and was carried by a unanimous roll call.

Respectfully Submitted By,



Catarina Bilotta

Business Administrator/Board Secretary

ATTACHMENTS

EXHIBITS

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