

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

MINUTES –BOARD OF DIRECTORS MEETING
SEPTEMBER 4, 2013

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 the Commission Office, 520 Speedwell Avenue, Suite 200, 2nd Floor, Morris Plains on Wednesday, September 4, 2013 at 7:30 pm.

FLAG SALUTE

The President led the Board of Directors in the salute to our flag.

ROLL CALL

The Business Administrator/Board Secretary called the roll:

Present: Irene LeFebvre, Boonton Town
Barry Brantner, Boonton Township
Lou Nazzaro, Lincoln Park Borough
John Morella, Montville Township
Michael Bertram, Morris Hills Regional
Terri Kaag, Morris Plains
Terri Murphy, Morris School District
Daniel Amianda, Mount Olive Township
Tom Salerno, Pequannock Township
Marcia Asdal, West Morris Regional
Perry Kwok, Washington Township
Angelo Vilardi, Superintendent

Not Present: Tracy Luciani, Butler Borough
Harding Township
Mine Hill Township
Karen Nyquist, Long Hill 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 June 23, 2013 in the Daily Record. Notices were also sent on June 18, 2013 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

- ESC schools opened today and discussed program structure at Park Lake School. Also discussed new evaluation system
- Discussed TEACH4NJ, a new service which ESC will provide for the 2013-2014 school year
- Discussed website support contract with BetterBizWorks
- Discussed renovations needed at both Park Lake and Regional Day Schools
- There is a need to go into closed session to discuss a personnel issue

Minutes- Board of Directors Meeting, September 4, 2013

- Presentation by department heads will begin in October
- Next meeting is October 2, 2013

MINUTES

1. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING OF AUGUST 7, 2013

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Board of Directors Meeting of August 7, 2013.

Moved by Tom Salerno and seconded by Michael Bertram

The motion was approved as follows: 7 yeas, 0 nays, 4 abstentions (Irene LeFebvre, John Morella, Terri Kaag and Daniel Amianda)

COMMISSION

2. APPROVAL OF LINE ACCOUNT TRANSFERS FOR THE 2012/2013 & 2013-2014 BUDGETS

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the line account transfers to the 2012/2013 & 2013/2014 budgets as detailed on the attached: EXHIBIT A

Moved by Michael Bertram and seconded by Daniel Amianda

The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

3. 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 June 30, 2013 showing a cash balance of \$(-472,557.23) be approved. EXHIBIT B

Moved by Michael Bertram and seconded by Daniel Amianda

The motion was approved as follows: 11 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 July 31, 2013 showing a cash balance of \$319,093.10 be approved. EXHIBIT B

Moved by Michael Bertram and seconded by Daniel Amianda

The motion was approved as follows: 11 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

August 31, 2013

\$1,431,827.73

Moved by Michael Bertram and seconded by Daniel Amianda
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

6. **APPROVE PROFESSIONAL SERVICE PROVIDERS – 2013-2014 SCHOOL YEAR**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Professional Service Providers for the 2013-2014 school year, as per the exhibit.
EXHIBIT D

Moved by Michael Bertram and seconded by Daniel Amianda
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

7. **APPROVAL OF SECTION 125 PLAN DOCUMENT**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Health Benefits Section 125 Plan document as attached:
EXHIBIT E

Moved by Michael Bertram and seconded by Daniel Amianda
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

8. **APPROVE AGREEMENT WITH AERO ENVIRONMENTAL SERVICES**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Agreement with AERO Environmental Services for the provision of environmental health and safety services to members of the HESS cooperative for the 2013-2014 school year.

Moved by Michael Bertram and seconded by Daniel Amianda
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

9. **APPROVAL OF RESOLUTION WITH “ACES”**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Resolution binding the ESC of Morris County to purchase electric generation services through the Alliance for competitive energy services (“ACES”).

Moved by Michael Bertram and seconded by Daniel Amianda
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

10. **APPROVE WEBSITE SERVICES**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the contract with BetterBizWorks for website services for the 2013-2014 school year in the amount of \$2,700.

Moved by Michael Bertram and seconded by Daniel Amianda
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

ESC SCHOOLS

11. **APPROVE AWARD OF CONTRACTS FOR THE 2013-2014 SCHOOL YEAR**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the renewal of the following contracts for Park Lake School and Regional Day School, in accordance with N.J.S.A. 18A:18A-5 for professional services for the 2013-2014 school year:

- A. Friel Grounds Maintenance - Landscaping and Snow Removal Services
- B. Heits Building Services, Inc. – School Cleaning Service

Moved by Terri Kaag and seconded by Irene LeFebvre
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

12. **APPROVE EMERGENCY REPAIRS**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve emergency repairs to the classroom floors at Park Lake School as follows:
HTS Contractor Services - \$11,500.00
Mike Topoleski - \$7,580.00

Moved by Terri Kaag and seconded by Irene LeFebvre
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

13. **APPROVE EXPERIENCE BASED LEARNING CONTRACT**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the contract for experienced based learning with Integrated Therapeutics Group, LLC to be implemented in the Park Lake School for the 2013-2014 school year in the amount of \$50,000.

Moved by Terri Kaag and seconded by Irene LeFebvre
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

PERSONNEL

14. **NON-RENEWAL OF STATE/FEDERALLY FUNDED POSITION**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to non-renew the following staff serving in a funded position, as recommended by the Superintendent:

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Jacqueline O'Brien	NP Nurse	06/30/13

Moved by Daniel Amianda and seconded by John Morella
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

15. **APPROVE ESC STAFF**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the following personnel as attached and listed below for the school year 2013-2014, as recommended by the Superintendent:

EXHIBIT F – Non-Public Nurses

<u>Name</u>	<u>Position</u>	<u>Amount</u>	<u>Effective</u>
Manno, Rosemarie	Personal Aide – RDS	\$19,110.00	09/01/13
Oquendo, Amanda	Personal Aide – RDS	\$19,110.00	09/06/13
Patricco, Laurie	Personal Aide – RDS	\$19,110.00	09/06/13
Randolph, Thomas	Personal Aide – PSS	\$19,110.00	09/01/13
Rojas, James	Bus Driver	\$13,923.00	09/01/13

Moved by Daniel Amianda and seconded by John Morella
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

- 15a. **APPROVE 10 & 12-MONTH ESC STAFF SALARIES FOR 2013-2014**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve 10 & 12-Month ESC Staff salary list for the 2013-2014 school year, as recommended by the Superintendent, as attached: EXHIBIT G

Moved by Irene LeFebvre and seconded by Tom Salerno
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

16. **REDUCTION IN FORCE**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to terminate the following staff, as recommended by the Superintendent:

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Ginger Train	OT – PLS	08/09/13
Michael Mann	Bus Mechanic	09/26/13

Moved by Daniel Amianda and seconded by John Morella
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

17. **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>
Ed Bahoosh	Bus Driver	08/23/13
Meredith Panik	School Psychologist	08/30/13
Caroline Bazeran	LDTc	06/30/13

Moved by Daniel Amianda and seconded by John Morella
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

18. **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 2013-2014 school year, as recommended by the Superintendent, at the board approved rates.
EXHIBIT H

Moved by Daniel Amianda and seconded by John Morella
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

TRANSPORTATION

19. **APPROVE JOINT TRANSPORTATION AGREEMENTS FOR COORDINATED TRANSPORTATION SERVICES – 2013/2014 SCHOOL YEAR**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Joint Transportation Agreement for coordinated transportation services for the 2013/2014 school year for the following districts:
- North Warren Regional School District (Warren County)

Moved by Irene LeFebvre and seconded by Daniel Amianda
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

20. **AWARD OF EMERGENCY AND NEGOTIATED TRANSPORTATION CONTRACTS – 2013/2014 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 2013/2014 school year as per the attached:
EXHIBIT AA

Moved by **Irene LeFebvre** and seconded by **Daniel Amianda**
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

21. **APPROVE TRANSPORTATION CONTRACT ADDENDA – 2013/2014 SCHOOL YEAR**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the transportation contract addenda for changes made to routes for the 2013/2014 school year as per the attached:
EXHIBIT BB

Moved by **Irene LeFebvre** and seconded by **Daniel Amianda**
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

22. **ACCEPT CANCELLATION OF TRANSPORTATION CONTRACTS – 2013/2014 SCHOOL YEAR**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the cancellation of transportation contracts for the 2013/2014 school year as per the attached:
EXHIBIT CC

Moved by **Irene LeFebvre** and seconded by **Daniel Amianda**
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

23. **AWARD OF TRANSPORTATION CONTRACTS – 2013-2014 SCHOOL YEAR**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the transportation contracts based on the bid results of August 13, 2013 and August 27, 2013 to the lowest bidders for transportation of school pupils for the 2013/2014 school year as per the attached:
EXHIBIT DD – August 13, 2013
EXHIBIT EE – August 27, 2013

Moved by **Irene LeFebvre** and seconded by **Daniel Amianda**
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

24. **APPROVE RENEWAL OF TRANSPORTATION CONTRACTS – 2013/2014 SCHOOL YEAR**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the renewal of transportation contracts for the transportation of school pupils for the 2013/2014 school year as per the attached:
EXHIBIT FF – Academy Transportation
EXHIBIT GG – Special Education Transportation

Moved by **Irene LeFebvre** and seconded by **Daniel Amianda**
The motion was approved as follows: 11 yeas, 0 nays, 0 abstentions

PUBLIC – No Public

OTHER BUSINESS – No Other Business

GENERAL BOARD DISCUSSION

25. **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 personnel, 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 Tom Salerno and seconded by Michael Bertram. The meeting was moved into closed session at 8:02 pm and was carried by a unanimous roll call.

26. **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.

Moved by Michael Bertram and seconded by Lou Nazzaro. The meeting was returned to regular session at 8:15 pm and was carried by a unanimous roll call.

ADJOURNMENT

There being no further business a motion was made by Barry Brantner and seconded by Terri Murphy to adjourn the meeting at 8:16 pm and was carried by a unanimous roll call.

Respectfully Submitted By,

Catarina Bilotta
Business Administrator/Board Secretary

ATTACHMENTS

EXHIBITS

A	Line Account Transfers – June 2013
B	Board Secretary’s & Treasurer’s Report – June 30, 2013
B	Board Secretary’s & Treasurer’s Report – July 31, 2013
C	Payment of Bills – August 31, 2013
D	Professional Service Providers – 2013-2014
E	Section 125 Plan Document
F	2013-2014 Non Public Nurses
G	2013-2014 Staff Salaries
H	2013-2014 On-Call Substitutes
AA-GG	Transportation