

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

MINUTES –BOARD OF DIRECTORS MEETING
NOVEMBER 6, 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, November 6, 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
Karen Nyquist, Long Hill Township
Michael Bertram, Morris Hills Regional
Terri Murphy, Morris School District
Daniel Amianda, Mount Olive Township
Marcia Asdal, West Morris Regional, arrived at 7:43 pm
Perry Kwok, Washington Township
Angelo Vilardi, Superintendent

Not Present: Tracy Luciani, Butler Borough
John Morella, Montville Township
Alan Albin, Morris Plains
Tom Salerno, Pequannock Township
Harding Township
Mine 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

- Discussed ESC workshop at NJSBA Conference
- Gave an update on TECH4NJ – Shared Service which was implemented this year
- Discussed website access and asked for feedback from the Board
- Reviewed Para-Professional job descriptions
- Discussed Goals for 2013-2014

MINUTES

1. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING OF OCTOBER 2, 2013

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Board of Directors Meeting of October 2, 2013.

Moved by Lou Nazzaro and seconded by Michael Bertram

The motion was approved as follows: 8 yeas, 0 nays, 1 abstention (Perry Kwok)

COMMISSION

2. APPROVAL OF LINE ACCOUNT TRANSFERS FOR THE 2013-2014 BUDGET

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

Moved by Marcia Asdal and seconded by Karen Nyquist

The motion was approved as follows: 9 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 September 30, 2013 showing a cash balance of \$809,309.04 be approved. EXHIBIT B

Moved by Marcia Asdal and seconded by Karen Nyquist

The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

4. 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

October 31, 2013	\$2,340,475.58
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Moved by Marcia Asdal and seconded by Karen Nyquist

The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

5. 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 Marcia Asdal and seconded by Karen Nyquist

The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

6. **APPROVE 2013-2014 NURSING PLAN**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the 2013-2014 Nursing Plan for the Educational Services Commission of Morris County, as per the EXHIBIT E

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

7. **APPROVE INTERNSHIP AND FIELD EXPERIENCE AT ESC SCHOOL FOR THE 2013-2014 SCHOOL YEAR**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the following internship and field experience at ESC school for the 2013-2014 school year:

- Fieldwork experience for Caryssa Vitelli, a graduate student in the occupational therapy program at Seton Hall University. Fieldwork is scheduled from March 31, 2014 to June 20, 2014, full time, five day a week placement at Park Lake School.

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

ESC SCHOOLS

8. **APPROVAL OF DISBURSEMENT FROM PARK LAKE LUNCH FUND**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the following disbursements from the Park Lake Lunch fund:
EXHIBIT F

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
September 30, 2013	\$98.46	\$762.90

Moved by Barry Brantner and seconded by Irene LeFebvre
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

9. **APPROVAL OF DISBURSEMENT FROM REGIONAL DAY LUNCH FUND**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the following disbursements from the Regional Day Lunch fund:
EXHIBIT F

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
September 30, 2013	\$57.66	\$333.40

Moved by Barry Brantner and seconded by Irene LeFebvre
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

PERSONNEL

10. **APPROVE ESC STAFF**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve personnel for the school year 2013-2014, as recommended by the Superintendent and listed on EXHIBIT G

Moved by Daniel Amianda and seconded by Irene LeFebvre
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

11. **APPROVE COMPENSATION CORRECTIONS FOR ESC STAFF**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the correction in compensation for staff members based on the negotiated agreement for the school year 2013-2014, as recommended by the Superintendent and listed on EXHIBIT G

Moved by Daniel Amianda and seconded by Irene LeFebvre
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

12. **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>
Demos, Karen	Personal Aide – PLS	10/25/13

Moved by Daniel Amianda and seconded by Irene LeFebvre
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

13. **APPROVE STIPENDS FOR THE 2013-2014 SCHOOL YEAR**
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve stipends for the 2013-2014 school year, payments are made semi-annually in accordance with the negotiated Agreement, as per the attached.
EXHIBIT H

Moved by Daniel Amianda and seconded by Irene LeFebvre
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

TRANSPORTATION

14. **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:

- Burlington County Special Services, Burlington County
- Monmouth-Ocean Educational Services Commission, Monmouth County

Moved by Irene LeFebvre and seconded by Daniel Amianda
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

15. **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: 9 yeas, 0 nays, 0 abstentions

16. **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: 9 yeas, 0 nays, 0 abstentions

17. **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: 9 yeas, 0 nays, 0 abstentions

PUBLIC – No Public

OTHER BUSINESS – Superintendent encouraged the Board to let the ESC know if there is a need for any shared services

GENERAL BOARD DISCUSSION

18. **CLOSED SESSION-NOT NEEDED**

ADJOURNMENT

There being no further business a motion was made by Barry Brantner and seconded by Irene LeFebvre to adjourn the meeting at 8:15 pm and was carried by a unanimous roll call.

Respectfully Submitted By,

Catarina Bilotta
Business Administrator/Board Secretary

ATTACHMENTS

EXHIBITS

A	Line Account Transfers – September 2013
B	Board Secretary’s & Treasurer’s Report– September 30, 2013
C	Payment of Bills – October 31, 2013
D	2013-2014 Professional Service Providers
E	2013-2014 Nursing Plan
F	Lunch Fund – Park Lake School – September 2013
F	Lunch Fund – Regional Day School – September 2013
G	2013-2014 Staff Salaries
H	2013-2014 Stipends
AA-CC	Transportation