

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

MINUTES –BOARD OF DIRECTORS MEETING
December 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, December 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
Perry Kwok, Washington Township
Angelo Vilardi, Superintendent

Not Present: Tracy Luciani, Butler Borough
Karen Nyquist, Long Hill Township
Alan Albin, Morris Plains
Marcia Asdal, West Morris Regional
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

- Presentation to Lou Nazzaro, past President, who is leaving our Board
- Holiday Luncheons were the highlight of the holiday season at both Park Lake and Regional Day Schools
- Updated the Board on TECH4NJ Shared Services
- Website access is up and running

Minutes- Board of Directors Meeting, December 4, 2013

- Discussed the CAFR for 2013 which has been completed. As the synopsis indicates, we have NO recommendations
- Discussed our Chapter 192/193 audit by the Department of Education. After days of auditing we were told that are records are “in wonderful order”.
- Discussed Phase II of renovations to the Board offices.

MINUTES

1. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING OF NOVEMBER 6, 2013

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Board of Directors Meeting of November 6, 2013.

Moved by Lou Nazarro and seconded by Michael Bertram

The motion was approved as follows: 7 yeas, 0 nays, 3 abstentions (John Morella, Terri Kaag, Tom Salerno)

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 John Morella and seconded by Michael Bertram

The motion was approved as follows: 10 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 October 31, 2013 showing a cash balance of \$649,552.27 be approved. EXHIBIT B

Moved by John Morella and seconded by Michael Bertram

The motion was approved as follows: 10 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

November 30, 2013	\$2,483,792.65
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Moved by John Morella and seconded by Michael Bertram

The motion was approved as follows: 10 yeas, 0 nays, 0 abstentions

5. APPROVAL OF CAFR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the 2013 Comprehensive Annual Financial Report with no recommendations.

Moved by John Morella and seconded by Michael Bertram
The motion was approved as follows: 10 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 John Morella and seconded by Michael Bertram
The motion was approved as follows: 10 yeas, 0 nays, 0 abstentions

7. APPROVAL OF AWARD AND RENEWALS OF BIDS

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Award of Bids for various supplies held on bid dates October 2nd, 3rd, 9th, 10th, 17th, 23rd and November 19, 2013, as determined in consultation with Educational Data Services;
Renewal of the Language Arts/World Language bid to Teacher’s Discovery and the Special Needs bid to Lightspeed Technologies, Inc., as recommended by Educational Data Services, for the bid time period of December 1, 2013 to November 30, 2014, as determined in consultation with Educational Data Services and as listed and itemized in EXHIBIT E**

Moved by John Morella and seconded by Michael Bertram
The motion was approved as follows: 10 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>
October 31, 2013	\$4,048.34	\$750.60

Moved by Tom Salerno and seconded by John Morella
The motion was approved as follows: 10 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>
October 31, 2013	\$3,514.27	\$311.80

Moved by Tom Salerno and seconded by John Morella
The motion was approved as follows: 10 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 Michael Bertram

The motion was approved as follows: 10 yeas, 0 nays, 0 abstentions

11. 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>
Bartolo, Blair	Personal Aide – PLS	11/22/13
Koeber, Madelyn	Non-Public Nurse	11/01/13

Moved by Daniel Amianda and seconded by Michael Bertram

The motion was approved as follows: 10 yeas, 0 nays, 0 abstentions

12. 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 Michael Bertram

The motion was approved as follows: 10 yeas, 0 nays, 0 abstentions

TRANSPORTATION

13. 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 Michael Bertram

The motion was approved as follows: 10 yeas, 0 nays, 0 abstentions

14. 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 Michael Bertram

The motion was approved as follows: 10 yeas, 0 nays, 0 abstentions

15. 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 Michael Bertram
The motion was approved as follows: 10 yeas, 0 nays, 0 abstentions

16. 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 November 21, 2013 to the lowest bidders for transportation of school pupils for the 2013/2014 school year as per the attached:
EXHIBIT DD

Moved by Irene LeFebvre and seconded by Michael Bertram
The motion was approved as follows: 10 yeas, 0 nays, 0 abstentions

PUBLIC – No Public

OTHER BUSINESS – No other business

GENERAL BOARD DISCUSSION – Daniel Amianda will be resigning from Mt Olive effective December 31, 2013

17. CLOSED SESSION-NOT NEEDED

ADJOURNMENT

There being no further business a motion was made by Barry Brantner and seconded by Tom Salerno to adjourn the meeting at 8:00 pm and was carried by a unanimous roll call.

Respectfully Submitted By,

Catarina Bilotta
Business Administrator/Board Secretary

ATTACHMENTS

EXHIBITS

A	Line Account Transfers – October 2013
B	Board Secretary’s & Treasurer’s Report– October 31, 2013
C	Payment of Bills – November 30, 2013
D	2013-2014 Professional Service Providers
E	Award & Renewal of Bids – Ed Data
F	Lunch Fund – Park Lake School – October 2013
F	Lunch Fund – Regional Day School – October 2013
G	2013-2014 Staff
H	2013-2014 On-Call Substitute List
AA-DD	Transportation