

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

**MINUTES –BOARD OF DIRECTORS MEETING**  
**DECEMBER 7, 2016**

**CALL TO ORDER**

The Regular Meeting of the Board of Directors of the Educational Services Commission of Morris County was called to order by the Business Administrator/Board Secretary, Catarina Bilotta at 7:30 pm on December 7, 2016 at the Commission Office, 520 Speedwell Avenue, Suite 200, 2<sup>nd</sup> Floor, Morris Plains.

**ROLL CALL**

The Business Administrator/Board Secretary called the roll:

**Present:** Robert Siciliano, Boonton Town  
Barry Brantner, Boonton Township  
Lou Nazzaro, Lincoln Park Borough  
Karen Nyquist, Long Hill Township  
John Morella, Montville Township  
Kenneth Wilbur, Morris Plains  
Terri Murphy, Morris School District  
Anthony Giordano, Mt Olive Township  
Perry Kwok, Washington Township  
Angelo Vilardi, Superintendent

**Not Present:** Alan Bocchino, Dover Town  
Melissa Senatore, Jefferson Township  
Michael Bertram, Morris Hills Regional

**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**

**SUPERINTENDENT'S REPORT**

- Superintendent mentioned the passing of Michael Bertram's son.
- Discussed Non-Public Services update
- Discussed status and update of the LIN<sup>TM</sup> Program at Park Lake School
- Discussed the completion of the CAFR, which will be available for approval at January meeting
- Spoke about the potential therapy pool design at Regional Day School
- Discussed status of name change for Middlesex ESC
- Discussed transportation shared services with Morris School District and possible assistance to Morris Plains
- Closed Session needed for personnel matter
- Next meeting, January 11, 2017

**MINUTES**

**1. APPROVE MINUTES OF THE BOARD OF DIRECTORS MEETING OF NOVEMBER 2, 2016**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Board of Directors Meeting of November 2, 2016.**

Moved by Lou Nazzaro and seconded by John Morella

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

**2. APPROVE CLOSED MINUTES OF THE BOARD OF DIRECTORS MEETING OF NOVEMBER 2, 2016**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Closed Minutes of the Board of Directors Meeting of November 2, 2016.**

Moved by Lou Nazzaro and seconded by John Morella

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

**COMMISSION**

**3. 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 Barry Brantner and seconded by John Morella

The motion was approved as follows: 9 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 October 31, 2016 showing a cash balance of \$78,446.60 be approved: EXHIBIT B**

Moved by Barry Brantner and seconded by John Morella

The motion was approved as follows: 9 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**

November 30, 2016       -                       \$2,698,696.56

Moved by Barry Brantner and seconded by John Morella

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

6. **APPROVE AWARD AND RENEWAL OF EDUCATIONAL DATA BIDS**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the award and renewal of bids as determined in consultation with Educational Data Services and listed on the attached: **EXHIBIT D**

Moved by **Barry Brantner** and seconded by **John Morella**  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

7. **APPROVE AWARD OF FINANCING**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the award of the financing for transportation vehicles bid to TD Equipment Finance, Inc. at the rate of 1.943%.

Moved by **Barry Brantner** and seconded by **John Morella**  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

**ESC SCHOOLS**

8. **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 E1**

	<b><u>DISBURSEMENTS</u></b>	<b><u>CASH BALANCE</u></b>
October 31, 2016	\$4,379.61	\$610.80

Moved by **Anthony Giordano** and seconded by **John Morella**  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

9. **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 E2**

	<b><u>DISBURSEMENTS</u></b>	<b><u>CASH BALANCE</u></b>
October 31, 2016	\$3,263.69	\$68.40

Moved by **Anthony Giordano** and seconded by **John Morella**  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

10. **APPROVE CONTRACT WITH BAYADA NURSES**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the contract with Bayada Nurses for the period November 2, 2016 to June 30, 2017 school year for non-public school nursing services payable at a rate of \$56.00/hour for a Registered Nurse (RN).

Moved by **Anthony Giordano** and seconded by **John Morella**  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

**PERSONNEL**

**11. APPROVE ESC STAFF**

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

Moved by Kenneth Wilbur and seconded by John Morella  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

**12. APPROVE HEALTH BENEFIT OPT OUT FOR THE 2016-2017 SCHOOL YEAR**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve Health Benefit Opt Out for the 2016-2017 school year, payments are made as per the attached, in accordance with the negotiated Agreement: EXHIBIT G1

Moved by Kenneth Wilbur and seconded by John Morella  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

**13. APPROVE STIPENDS FOR THE 2016-2017 SCHOOL YEAR**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve stipends for the 2016-2017 school year, payments are made as per the attached, in accordance with the negotiated Agreement: EXHIBIT G2

Moved by Kenneth Wilbur and seconded by John Morella  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

**14. APPROVE MEDICAL LEAVE**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve medical leave for the following staff members:

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Caffrey, Christopher	Teacher-Art	11/22/16 to 12/23/16 – with pay
Careaga, MaryLou	Speech Therapist	11/16/16 to unknown – without pay
Vida, Phyllis	NP Nurse	12/01/16 to unknown – without pay

Moved by Kenneth Wilbur and seconded by John Morella  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

**15. 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>
Salomon, Minette	Home Instructor	06/30/16

Moved by Kenneth Wilbur and seconded by John Morella  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

**TRANSPORTATION**

16. **APPROVE TRANSFER OF STUDENT TRANSPORTATION CONTRACT**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Student Transportation Contract Transfer Agreement for the following effective October 1, 2016 pursuant to 6A:27-9.15:

Rudco, Inc. to Trans Ed, Inc.

Moved by Karen Nyquist and seconded by John Morella

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

17. **APPROVE JOINT TRANSPORTATION AGREEMENTS FOR COORDINATED TRANSPORTATION SERVICES – 2016-2017 SCHOOL YEARS**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Joint Transportation Agreement for coordinated transportation services for the 2016-2017 school years for the following district:

- Freehold Regional High School District

Moved by Karen Nyquist and seconded by John Morella

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

18. **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 Karen Nyquist and seconded by John Morella

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

19. **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 Karen Nyquist and seconded by John Morella

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

20. **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 Karen Nyquist and seconded by John Morella

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

21. **AWARD OF TRANSPORTATION CONTRACTS – 2016/2017 SCHOOL YEAR**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to award the transportation contracts based on the bid results of November 22, 2016, to the lowest bidders for transportation of school pupils for the 2016/2017 school year as per the attached:  
**EXHIBIT DD**

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

**PUBLIC – No Public**

**OTHER BUSINESS – None**

**GENERAL BOARD DISCUSSION – None**

22. **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 legal personnel matter, 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 Perry Kwok and seconded by John Morella. The meeting was moved into closed session at 8:13 pm and was carried by a unanimous roll call.

23. **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 Perry Kwok and seconded by Anthony Giordano. The meeting was returned to regular session at 8:20 pm and was carried by a unanimous roll call.

24. **APPROVE SEPARATION AGREEMENT**  
**BE IT RESOLVED**, that the Board of Directors approves an employment separation agreement and release with employee number 001318, upon the terms reviewed in executive session, and authorizes its Superintendent to execute the agreement on behalf of the Board upon approval of the form of same by the Board attorney;  
**AND BE IT FURTHER RESOLVED**, that the Board accepts the resignation submitted by the employee as part of the agreement, effective December 9, 2016.

Moved by Perry Kwok and seconded by John Morella  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

**ADJOURNMENT**

There being no further business a motion was made by Perry Kwok and seconded by Anthony Giordano to adjourn at 8:28 pm and was carried by a unanimous roll call.

Respectfully Submitted By,



Catarina Bilotta

Business Administrator/Board Secretary

**ATTACHMENTS**

**EXHIBITS**

<b>A</b>	<b>Line Account Transfers – October 2016</b>
<b>B</b>	<b>Board Secretary’s &amp; Treasurer’s Report-October 31, 2016</b>
<b>C</b>	<b>Payment of Bills – November 30, 2016</b>
<b>D</b>	<b>Award &amp; Renewal of Bids – Educational Data Services</b>
<b>E1</b>	<b>Lunch Fund – Oct 2016 – Park Lake School</b>
<b>E2</b>	<b>Lunch Fund – Oct 2016 – Regional Day School</b>
<b>F</b>	<b>2016-2017 Staff</b>
<b>G1</b>	<b>2016-2017 Health Benefits Opt Out</b>
<b>G2</b>	<b>2016-2017 Stipends</b>
<b>AA-DD</b>	<b>Transportation</b>