

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

**MINUTES –EXECUTIVE COMMITTEE OF THE**  
**BOARD OF DIRECTORS MEETING**  
**SEPTEMBER 6, 2017**

**CALL TO ORDER**

The Executive Committee 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 7:32 pm on September 6, 2017 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:** Lou Nazzaro, Lincoln Park Borough  
Kenneth Wilbur, Morris Plains  
Terri Murphy, Morris School District  
Michael Bertram, Morris Hills Regional  
Angelo Vilardi, Superintendent

**Not Present:** Catherine Youngman, Boonton Township  
Jason Karpowich, Butler Borough  
Richard Bruno, Harding Township  
Melissa Senatore, Jefferson Township  
Karen Nyquist, Long Hill Township  
John Morella, Montville Township  
Anthony Giordano, Mt Olive Township  
Perry Kwok, Washington 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 1, 2017 in the Daily Record. Notices were also sent on July 6, 2017 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 Board meetings/Executive Committee meetings
- Discussed enrollment at both PLS/RDS and moving forward with blending both schools as one
- Discussed roof project at RDS which should begin May/June of 2018
- Discussed status on transportation efforts
- HIB School Self-Assessment Completed - Notice to the Board that we have had no incidents in either of our schools involving students
- Updated Board on discussion with Hunterdon ESC
- Discussed update with NJCESC v. Middlesex ESC

**ADJOURNMENT OF MEETING**

The Vice President noted that a quorum was not present. The Vice President adjourned the meeting.

**CALL TO ORDER**

The Vice President called an Executive Committee Meeting to order in accordance with NJSA 18A:6-51. The Board Secretary noted the roll from the Director's Meeting.

**MINUTES**

**1. APPROVAL OF MINUTES OF THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS MEETING OF AUGUST 2, 2017**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Executive Committee of the Board of Directors Meeting of August 2, 2017.**

Moved by Lou Nazzaro and seconded by Kenneth Wilbur

The motion was approved as follows: 2 yeas, 0 nays, 2 abstentions (Kenneth Wilbur & Terri Murphy)

**2. RATIFY ACTION OF THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS MEETING OF AUGUST 2, 2017**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to ratify the action of the Executive Committee of the Board of Directors Meeting of August 2, 2017**

Moved by Lou Nazzaro and seconded by Kenneth Wilbur

The motion was approved as follows: 2 yeas, 0 nays, 2 abstentions (Kenneth Wilbur & Terri Murphy)

**COMMISSION**

**3. APPROVAL OF LINE ACCOUNT TRANSFERS FOR THE 2016/2017 & 2017-2018 BUDGETS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the line account transfers to the 2016/2017 & 2017/2018 budgets as detailed on the attached: EXHIBIT A**

Moved by Lou Nazzaro and seconded by Kenneth Wilbur

The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

**4. REAPPROVAL 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, 2017 showing a cash balance of \$538,174.53 be approved: EXHIBIT B**

Moved by Lou Nazzaro and seconded by Kenneth Wilbur

The motion was approved as follows: 4 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 July 31, 2017 showing a cash balance of \$827,393.56 be approved: EXHIBIT B

Moved by Lou Nazzaro and seconded by Kenneth Wilbur  
The motion was approved as follows: 4 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

August 31, 2017	-	\$1,444,356.73
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Moved by Lou Nazzaro and seconded by Kenneth Wilbur  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

7. APPROVE PROFESSIONAL SERVICE PROVIDERS – 2017-2018 SCHOOL YEAR  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Professional Service Providers for the 2017-2018 school year: EXHIBIT D

Moved by Lou Nazzaro and seconded by Kenneth Wilbur  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

8. APPROVE TEACH4NJ SHARED SERVICE AGREEMENT  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve TEACH4NJ Shared Service Agreement for the period September 1, 2017 to June 30, 2018 for the following school district:

- o Denville Township Board of Education

Moved by Lou Nazzaro and seconded by Kenneth Wilbur  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

9. APPROVE PROFESSIONAL ASSESSMENT PROVIDER FOR THE 2017-2018 SCHOOL YEAR

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Professional Assessment Provider for the 2017-2018 school year at a rate of \$133.33 a day for teacher observations, as recommended by the Superintendent and listed below:

- o Thomas Kane, New Sussex Education Associates, LLC

Moved by Lou Nazzaro and seconded by Kenneth Wilbur  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

10. APPROVE SHARED SERVICE AGREEMENT  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Shared Service Agreement between Morris School District Board of Education and the ESC of Morris County Board of Directors for the sharing of the five year lease with 1 Cory Road Associates, LLC for use of the premises for transportation vehicles.

Moved by Lou Nazzaro and seconded by Kenneth Wilbur  
The motion was approved as follows: 3 yeas, 0 nays, 1 abstention (Terri Murphy)

11. **AUTHORIZE THE ADMINISTRATION TO MANAGE THE IDEA GRANT FOR NP SCHOOLS FOR WAYNE SCHOOL DISTRICT**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to authorize the administration to manage the IDEA Grant for Non-Public Schools for the Wayne School District.

Moved by Lou Nazzaro and seconded by Kenneth Wilbur  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

**ESC SCHOOLS**

12. **APPROVE ENHANCEMENT ACTIVITIES**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the following providers of enhancement activities at the Park Lake School and Regional Day School, as listed below, for the 2017-2018 school year:

A. Dragon Kim's Karate – Karate Sessions	\$ 75.00 per hour
B. Darren Verpeut – Music Sessions	\$ 75.00 per hour
C. Creative Comfort Pet Therapy	\$ 20.00 per session
D. Gold's Gym – Swimming	\$ 138.00 per session
E. Lusardi's Health & Training Center	\$1,530.00 ESY Program \$6,035.00 for school year

Moved by Kenneth Wilbur and seconded by Lou Nazzaro  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

**PERSONNEL**

13. **APPROVE ESC STAFF**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the ten-month personnel for the 2017-2018, as recommended by the Superintendent, per the attached:  
**EXHIBIT E**

Moved by Kenneth Wilbur and seconded by Lou Nazzaro  
The motion was approved as follows: 4 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>
Albert, Deborah	Personal Aide – RDS	07/01/17
Bailey Wilson, Vanessa	Personal Aide – PLS	09/01/17
Capetillo, Ana	School Bus Driver	09/01/17
Coleman, Catherine	Personal Aide – RDS	09/01/17
Lopez, Martha	Personal Aide – PLS	09/01/17
Lucas, Charity	Personal Aide – PLS	07/01/17
McGeary, Noreen	NP Nurse	07/01/17
Mulhearn, Amy	NP Nurse	07/01/17
Ort, Wendy	Personal Aide – RDS	09/01/17
Pralgever, Holly	Speech Therapist	07/01/17
Rauchbach, Leia	Permanent Substitute – PLS	09/01/17
Rivera, Orlando	School Bus Driver	09/01/17
Sammon, Mi chael	Personal Aide – RDS	09/01/17
Sciavolino, Juliette	Personal Aide – RDS	07/01/17
Verdi, Adam	Personal Aide – PLS	07/01/17

Moved by Kenneth Wilbur and seconded by Lou Nazzaro  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

15. NON-RENEWAL OF FUNDED POSITIONS

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the non-renewal of funded positions for staff members, whose names are on file in the office of the Superintendent.

Moved by Kenneth Wilbur and seconded by Lou Nazzaro  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

16. APPROVE MEDICAL LEAVE

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve medical leave for the following staff member(s):

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Caffrey, Christopher	Teacher – RDS/PLS	1/1/17 to 6/30/17
Ramos, Monica	Bus Driver/Coordinator	6/5/17 to 7/30/17

Moved by Kenneth Wilbur and seconded by Lou Nazzaro  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

17. 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 2017-2018 school year, as recommended by the Superintendent, at the Board approved rates: EXHIBIT F

Moved by Kenneth Wilbur and seconded by Lou Nazzaro  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

TRANSPORTATION

18. AWARD OF EMERGENCY AND NEGOTIATED TRANSPORTATION CONTRACTS – 2017/2018 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 2017/2018 school year as per the attached: EXHIBIT AA

Moved by Terri Murphy and seconded by Lou Nazzaro  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

19. APPROVE TRANSPORTATION CONTRACT ADDENDA – 2017/2018 SCHOOL YEAR

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the transportation contract addenda for changes made to routes for the 2017/2018 school year as per the attached: EXHIBIT BB

Moved by Terri Murphy and seconded by Lou Nazzaro  
The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

20. AWARD OF SUMMER TRANSPORTATION CONTRACTS – 2017/2018 SCHOOL YEAR  
BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the summer transportation contracts based on the bid results of August 10, 2017, August 15, 2017 and August 23, 2017, to the lowest bidders for transportation of school pupils for the 2017/2018 school year as per the attached:

EXHIBIT CC – August 10, 2017

EXHIBIT DD – August 15, 2017

EXHIBIT EE – August 23, 2017

Moved by Terri Murphy and seconded by Lou Nazzaro

The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

21. APPROVE RENEWAL OF TRANSPORTATION CONTRACTS – 2017/2018 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 2017/2018 school year as per the attached:

EXHIBIT FF – Special Education Transportation

EXHIBIT GG – Academy Transportation

Moved by Terri Murphy and seconded by Lou Nazzaro

The motion was approved as follows: 4 yeas, 0 nays, 0 abstentions

PUBLIC – No Public

OTHER BUSINESS

GENERAL BOARD DISCUSSION

22. 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 7:50 pm by a unanimous roll call.

Respectfully Submitted By,



Catarina Bilotta

Business Administrator/Board Secretary

ATTACHMENTS

EXHIBITS

A1-A7	Line Account Transfers - June 2017
A8	Line Account Transfers - July 2017
B1-B26	Board Secretary's & Treasurer's Report-June 30, 2017
B27-B52	Board Secretary's & Treasurer's Report-July 31, 2017
C	Payment of Bills – August 31, 2017
D	Professional Service Providers – 2017-2018
E	2017-2018 Staff – 10 Month
F	On-Call Substitutes – 2017-2018
AA-GG	Transportation