

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

**MINUTES –BOARD OF DIRECTORS MEETING**  
**DECEMBER 6, 2017**

**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 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:** Richard Bruno, Harding Township  
Melissa Senatore, Jefferson Township  
Lou Nazzaro, Lincoln Park Borough  
Karen Nyquist, Long Hill Township  
John Morella, Montville Township  
Michael Bertram, Morris Hills Regional, Vice President  
Kenneth Wilbur, Morris Plains  
Terri Murphy, Morris School District, arrived at 8:12 pm  
Perry Kwok, Washington Township, President  
Angelo Vilardi, Superintendent

**Not Present:** Elaine Doherty, Boonton Town  
Catherine Youngman, Boonton Township  
Jason Karpowich, Butler Borough  
Anthony Giordano, Mt.Olive Township

**Also Present:** Catarina Bilotta, Business Administrator/Board Secretary  
Paul Green, Attorney

**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**

**SUPERINTENDENT'S REPORT**

- Superintendent made a presentation to Lou Nazzaro and expressed thanks for his many years on the Board. He will be greatly missed.
- Congratulated returning board members
- Discussed Non-Public Services
- Discussed PLS/RDS merger
- Discussed Shared Services with Morris School District in reference to bus yard at Cory Road
- Discussed the need for additional space at the Board office
- Discussed alternative fuel review
- We need a closed session to discuss upcoming negotiations
- Next Board meeting is January 10, 2018

MINUTES

1. APPROVAL OF MINUTES OF THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS MEETING OF NOVEMBER 1, 2017

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Executive Committee of the Board of Directors Meeting of November 1, 2017.

Moved by Lou Nazzaro and seconded by Terri Murphy

The motion was approved as follows: 7 yeas, 0 nays, 2 abstentions (Richard Bruno and Karen Nyquist)

2. RATIFY ACTION OF THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS MEETING OF NOVEMBER 1, 2017

BE IT RESOLVED BY THE BOARD OF DIRECTORS to ratify the action of the Executive Committee of the Board of Directors Meeting of November 1, 2017.

Moved by Lou Nazzaro and seconded by Terri Murphy

The motion was approved as follows: 7 yeas, 0 nays, 2 abstentions (Richard Bruno and Karen Nyquist)

COMMISSION

3. APPROVAL OF LINE ACCOUNT TRANSFERS FOR THE 2017-2018 BUDGET

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

Moved by Terri Murphy and seconded by Melissa Senatore

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, 2017 showing a cash balance of \$556,320.39 be approved: EXHIBIT B

Moved by Terri Murphy and seconded by Melissa Senatore

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

5. APPROVE LEASE AMENDMENT FOR ADDITIONAL SPACE FOR ESC OFFICE

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve lease amendment for additional space for ESC office, as per the attached: EXHIBIT C

Moved by Terri Murphy and seconded by Melissa Senatore

The motion was approved as follows: 9 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 D

November 30, 2017 - \$2,555,430.00

Moved by Terri Murphy and seconded by Melissa Senatore
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

- 7. 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 E

Moved by Terri Murphy and seconded by Melissa Senatore
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 F1

Table with 3 columns: Date (October 31, 2017), Disbursements (\$4,301.99), Cash Balance (\$648.69)

Moved by John Morella and seconded by Lou Nazzaro
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 F2

Table with 3 columns: Date (October 31, 2017), Disbursements (\$4,361.55), Cash Balance (\$126.60)

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

- 10. APPROVE EMERGENCY REPAIRS AT REGIONAL DAY SCHOOL
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve emergency repairs at Regional Day School to comply with fire regulations, not to exceed \$10,000.

Moved by John Morella and seconded by Lou Nazzaro
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 ESC staff for the 2017-2018, as recommended by the Superintendent, per the attached: EXHIBIT G

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

12. **APPROVE HEALTH BENEFIT OPT OUT FOR THE 2017-2018 SCHOOL YEAR**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve Health Benefit Opt Out for the 2017-2018 school year, payments are made as per the attached, in accordance with the negotiated Agreement: **EXHIBIT H1**

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

13. **APPROVE STIPENDS FOR THE 2017-2018 SCHOOL YEAR**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve stipends for the 2017-2018 school year, payments are made as per the attached, in accordance with the negotiated Agreement: **EXHIBIT H2**

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

14. **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 I**

Moved by Karen Nyquist and seconded by Melissa Senatore  
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 member(s):

<u>Name</u>	<u>Title</u>	<u>Resignation Effective</u>
Gencarelli, Vincent	Personal Aide – PLS	12/16/17
Hanna, Tracey	Personal Aide – PLS	12/01/17
Rudzinsky, Natalie	Personal Aide – PLS	11/16/17

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

**TRANSPORTATION**

16. **APPROVE JOINT TRANSPORTATION AGREEMENTS FOR COORDINATED TRANSPORTATION SERVICES – 2017-2018 SCHOOL YEAR**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Joint Transportation Agreement for coordinated transportation services for the 2017-2018 school year for the following districts:

- Old Bridge Public Schools
- Sparta Township Public Schools
- Hunterdon ESC

Moved by Michael Bertram and seconded by Melissa Senatore  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

17. 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 Michael Bertram and seconded by Melissa Senatore  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

18. 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 Michael Bertram and seconded by Melissa Senatore  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

19. ACCEPT CANCELLATION OF TRANSPORTATION CONTRACTS – 2017-2018 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the cancellation of transportation contracts for the 2017/2018 school year as per the attached: EXHIBIT CC

Moved by Michael Bertram and seconded by Melissa Senatore  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

20. AWARD OF TRANSPORTATION CONTRACTS – 2017/2018 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the transportation contracts based on the bid results of November 30, 2017, to the lowest bidders for transportation of school pupils for the 2017/2018 school year as per the attached: EXHIBIT DD – November 30, 2017

Moved by Michael Bertram and seconded by Melissa Senatore  
The motion was approved as follows: 9 yeas, 0 nays, 0 abstentions

PUBLIC – No Public

OTHER BUSINESS

GENERAL BOARD DISCUSSION – Superintendent said a few words expressing thanks to Terri Murphy for her 12 years on the Board. She will be greatly missed.

21. 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 negotiations, 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 John Morella and seconded by Karen Nyquist. The meeting was moved into closed session at 8:29 pm and was carried by a unanimous roll call.

Agenda - Board of Directors Meeting, December 6, 2017

- 22. **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 Richard Bruno. The meeting was returned to regular session at 8:45 pm and was carried by a unanimous roll call.

**ADJOURNMENT**

There being no further business a motion was made by Kenneth Wilbur and seconded by Michael Bertram to adjourn at 8:45 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 2017                   |
| B     | Board Secretary’s & Treasurer’s Report-October 31, 2017 |
| C     | Lease Amendment - ESC Office                            |
| D     | Payment of Bills – November 30, 2017                    |
| E     | Educational Data Services Award of Bids                 |
| F1    | Lunch Fund – Oct 2017 – Park Lake School                |
| F2    | Lunch Fund – Oct 2017 – Regional Day School             |
| G     | 2017-2018 Staff   |
| H1    | 2017-2018 Health Benefit Opt Out                        |
| H2    | 2017-2018 Stipends                                      |
| I     | On-Call Substitutes – 2017-2018                         |
| AA-DD | Transportation  |