

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

**MINUTES –BOARD OF DIRECTORS MEETING**  
**AUGUST 3, 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 7:40 pm on August 3, 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:     Barry Brantner, Boonton Township  
              Alan Bocchino, Dover Town  
              Lou Nazzaro, Lincoln Park Borough  
              Karen Nyquist, Long Hill Township  
              Michael Bertram, Morris Hills Regional  
              Terri Murphy, Morris School District  
              Anthony Giordano, Mt Olive Township  
              Perry Kwok, Washington Township  
              Angelo Vilardi, Superintendent

Not Present:   Boonton Town  
                  Melissa Senatore, Jefferson Township  
                  John Morella, Montville Township  
                  Kenneth Wilbur, Morris Plains

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** – No Public

**SUPERINTENDENT'S REPORT**

- EVVRS and HIB reports – No Incidents
- Discussed agenda, attachments and preparing for our year end auditor
- Discussed staffing for all ESC programs
- Updated the board on “NJESC”
- Discussed school facilities at RDS
- Mentioned resignation of board member
- No Closed Session

**MINUTES**

**1. APPROVAL OF MINUTES OF THE REPRESENTATIVE ASSEMBLY OF THE BOARD OF DIRECTORS MEETING OF JUNE 1, 2016**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Minutes of the Representative Assembly of the Board of Directors Meeting of June 1, 2016.

Moved by Lou Nazzaro and seconded by Michael Bertram

The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

**2. APPROVAL OF MINUTES OF THE ORGANIZATION AND BOARD OF DIRECTORS MEETING OF JUNE 1, 2016**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Minutes of the Organization and Board of Directors Meeting of June 1, 2016.

Moved by Lou Nazzaro and seconded by Michael Bertram

The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

**COMMISSION**

**3. APPROVAL OF LINE ACCOUNT TRANSFERS FOR THE 2015/2016 BUDGET**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the line account transfers to the 2015/2016 budget as detailed on the attached: EXHIBIT A

Moved by Barry Brantner and seconded by Michael Bertram

The motion was approved as follows: 8 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 May 31, 2016 showing a cash balance of \$1,420,551.33 be approved: EXHIBIT B1-B26

Moved by Barry Brantner and seconded by Michael Bertram

The motion was approved as follows: 8 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 June 30, 2016 showing a cash balance of \$1,129,053.48 be approved: EXHIBIT B27-B52

Moved by Barry Brantner and seconded by Michael Bertram  
The motion was approved as follows: 8 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

June 30, 2016	-	\$2,769,345.82
July 31, 2016	-	\$2,389,518.71

Moved by Barry Brantner and seconded by Michael Bertram  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

7. APPROVE PROFESSIONAL SERVICE PROVIDERS – 2016-2017 SCHOOL YEAR  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Professional Service Providers for the 2016-2017 school year: EXHIBIT D

Moved by Barry Brantner and seconded by Michael Bertram  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

8. APPROVE CONTRACT FOR TECHNOLOGY SERVICES  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Agreement with Peggnet Computers for technology services for the 2016-2017 school year at Park Lake School and Regional Day School in the amount of \$48,880.00 and our Central Office in the amount of \$11,124.00.

Moved by Barry Brantner and seconded by Michael Bertram  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

9. APPROVE HUNTERDON PURCHASING COOPERATIVE  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve joining the Hunterdon Purchasing Cooperative to purchase transportation vehicles which include: wheelchair vehicle, 24 passenger vehicle and route supervision vehicle.

Moved by Barry Brantner and seconded by Michael Bertram  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

#### ESC SCHOOLS

10. 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 E1 & E2

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
May 31, 2016	\$3,406.01	\$531.20
June 30, 2016	\$3,368.18	\$ 0.00

Moved by Karen Nyquist and seconded by Anthony Giordano  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

11. 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 E3 & E4

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
May 31, 2016	\$2,534.95	\$137.05
June 30, 2016	\$3,945.63	\$ 0.00

Moved by Karen Nyquist and seconded by Anthony Giordano  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

12. APPROVE EMERGENCY REPAIR  
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the emergency repair by JDS Industrial Roofing Contractors at Regional Day School not to exceed \$11,200.00.

Moved by Karen Nyquist and seconded by Anthony Giordano  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

13. APPROVE MASCHIO'S FOOD SERVICES, INC. AGREEMENT  
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Maschio's Food Services, Inc. Agreement for Park Lake School and Regional Day School's lunch programs for the school year 2016-2017, for a management and administrative fee not to exceed \$10,000.00.

Moved by Karen Nyquist and seconded by Anthony Giordano  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

14. APPROVE RENEWAL OF CONTRACTS FOR THE 2016-2017 SCHOOL YEAR  
BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the renewal of the following contracts for Park Lake School and Regional Day School, in accordance with N.J.S.A. 18A:18A-5 for professional services for the 2016-2017 school year:

- A. Friel Grounds Maintenance - Landscaping and Snow Removal Services
- B. Heits Building Services, Inc. – School Cleaning Service

Moved by Karen Nyquist and seconded by Anthony Giordano  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

15. 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 2016-2017 school year:

A. Wood'N Drums – Drum Sessions	\$ 75.00 per hour
B. Dragon Kim's Karate – Karate Sessions	\$ 75.00 per hour
C. Darren Verpeut – Music Sessions	\$ 75.00 per hour
D. Creative Comfort Pet Therapy	\$ 140.00 for school year
E. Gold's Gym – Swimming	\$5,325.00 for school year
F. Lusardi's Health & Training Center	\$1,350.00 ESY Program
	\$5,325.00 for school year

Moved by Karen Nyquist and seconded by Anthony Giordano  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions



16. APPROVE CONTRACT WITH BAYADA NURSES

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the contracts with Bayada Nurses for nursing services for the July 1, 2016 to June 30, 2017 school year as follows: Regional Day School and Park Lake School payable at a rate of \$56.00/hour for Registered Nurse (RN) services and \$46.00/hour for Licensed Practical Nurse (LPN) services AND BE IT FURTHER RESOLVED to approve the contract with Bayada Nurses for nursing services for the School Nurse at Regional Day School payable at a rate of \$52.00/hour for Registered Nurse (RN) services AND BE IT FURTHER RESOLVED to approve the contract with Bayada Nurses for nursing services for student (M.S. at PLS) payable at a rate of \$50.00 an hour for Registered Nurse (RN) services and \$40.00 an hour for Licensed Practical Nurse (LPN) services.

Moved by Karen Nyquist and seconded by Anthony Giordano  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

17. APPROVE OCCUPATIONAL THERAPY INTERN

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the placement of Jacqueline Cormier, Occupational Therapy student from Misericordia University at the Park Lake School, Rockaway, NJ for the period September 26, 2016 to December 16, 2016.

Moved by Karen Nyquist and seconded by Anthony Giordano  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

PERSONNEL

18. APPROVE ESC STAFF

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the following personnel for the 2015-2016 school year, Extended School Year (ESY) 2016 summer program and additional personnel at the Board approved rates, as recommended by the Superintendent, per the attached:

EXHIBIT F1 – 2015-2016 school year

EXHIBIT F2 – ESY 2016 – PLS & RDS

EXHIBIT F3 – PSS/NP Summer Personnel

EXHIBIT F4 – Transportation Personnel

Moved by Anthony Giordano and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

19. APPROVE MEDICAL LEAVE

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the medical leave, without pay, for the following staff members:

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Mondero, Jacqueline	Personal Aide – RDS	05/31/16 - TBD
Rivera, Francileny	School Bus Attendant	06/09/16 - TBD

Moved by Anthony Giordano and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

20. ACCEPT RETIREMENT OF STAFF

BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the retirement of the following staff:

<u>Name</u>	<u>Title</u>	<u>Retirement Effective</u>
Fields, Cecilia	Non-Public Nurse	06/30/16

Moved by Anthony Giordano and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

21. 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>
Bachmann, Jr., Harry	Personal Aide – RDS	06/03/16
Bakota, Linda	School Bus Driver	06/30/16

Moved by Anthony Giordano and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

TRANSPORTATION

22. AWARD OF EMERGENCY AND NEGOTIATED TRANSPORTATION CONTRACTS – 2015/2016 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 2015/2016 school year as per the attached: EXHIBIT AA

Moved by Terri Murphy and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

23. APPROVE TRANSPORTATION CONTRACT ADDENDA – 2015/2016 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the transportation contract addenda for changes made to routes for the 2015/2016 school year as per the attached: EXHIBIT BB

Moved by Terri Murphy and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

24. ACCEPT CANCELLATION OF TRANSPORTATION CONTRACTS – 2015/2016 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the cancellation of transportation contracts for the 2015/2016 school year as per the attached: EXHIBIT CC

Moved by Terri Murphy and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

25. 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 DD

Moved by Terri Murphy and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

26. 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 EE

Moved by Terri Murphy and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

27. AWARD OF SUMMER TRANSPORTATION CONTRACTS – 2016/2017 SCHOOL YEAR  
BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the summer transportation contracts based on the bid results of June 28, 2016, July 21, 2016 & July 28, 2016, to the lowest bidders for transportation of school pupils for the 2016/2017 school year as per the attached:  
EXHIBIT FF – June 28, 2016  
EXHIBIT GG – July 21, 2016  
EXHIBIT HH – July 28, 2016

Moved by Terri Murphy and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

28. APPROVE RENEWAL OF TRANSPORTATION CONTRACTS – 2016/2017 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 2016/2017 school year as per the attached:  
EXHIBIT II – Summer School Transportation  
EXHIBIT JJ – Public School Transportation  
EXHIBIT KK – Non Public School Transportation

Moved by Terri Murphy and seconded by Barry Brantner  
The motion was approved as follows: 8 yeas, 0 nays, 0 abstentions

PUBLIC – No Public

OTHER BUSINESS – No Other Business

GENERAL BOARD DISCUSSION – No General Board Discussion

29. CLOSED SESSION – Not Needed

ADJOURNMENT

There being no further business a motion was made by Michael Bertram and seconded by Lou Nazzaro to adjourn at 8:21 pm and was carried by a unanimous roll call.

Respectfully Submitted By,

  
Catarina Bilotta  
Business Administrator/Board Secretary

**Minutes- Board of Directors Meeting, August 3, 2016**

**ATTACHMENTS**

**EXHIBITS**

<b>A1-A3</b>	<b>Line Account Transfers - May 2016</b>
<b>A4-A7</b>	<b>Line Account Transfers - June 2016</b>
<b>B1-B26</b>	<b>Board Secretary's &amp; Treasurer's Report-May 31, 2016</b>
<b>B27-B51</b>	<b>Board Secretary's &amp; Treasurer's Report-June 30, 2016</b>
<b>C1-C42</b>	<b>Payment of Bills – June 30, 2016</b>
<b>C43-C69</b>	<b>Payment of Bills – July 31, 2016</b>
<b>D1</b>	<b>Professional Service Providers – 2016-2017</b>
<b>E1&amp;E2</b>	<b>Lunch Fund – Park Lake School – May &amp; June 2016</b>
<b>E3&amp;E4</b>	<b>Lunch Fund – Regional Day School – May &amp; June 2016</b>
<b>F1</b>	<b>2015-2016 School Year</b>
<b>F2</b>	<b>2016-2017 ESY 2016 – RDS &amp; PLS</b>
<b>F3</b>	<b>2016-2017 PSS/NP Summer Personnel</b>
<b>F4</b>	<b>2016-2017 Transportation Personnel</b>
<b>AA-KK</b>	<b>Transportation</b>