

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

**MINUTES –BOARD OF DIRECTORS MEETING**  
**JANUARY 13, 2016**

**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 will be called to order at 7:40 pm on January 13, 2016 at the Commission Office, 520 Speedwell Avenue, Suite 200, 2<sup>nd</sup> Floor, Morris Plains.

**ROLL CALL**

The Business Administrator/Board Secretary noted the Roll Call from the Representative Assembly:

**Present:** Irene LeFebvre, Boonton Town  
Barry Brantner, Boonton Township  
Alan Bocchino, Dover Town  
Lou Nazzaro, Lincoln Park Borough  
Karen Nyquist, Long Hill Township  
John Morella, Montville Township  
Michael Bertram, Morris Hills Regional  
Terri Murphy, Morris School District  
Perry Kwok, Washington Township  
Angelo Vilardi, Superintendent

**Not Present:** Melissa Senatore, Jefferson Township  
Paul Fechhelm, Mendham Borough  
Kenneth Wilbur, Morris Plains  
Anthony Giordano, Mt Olive Township  
Tom Salerno, Pequannock 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 28, 2015 in the Daily Record. Notices were also sent on June 26, 2015 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 New Jersey Board of Education Testimony
- Discussed the expansion of the LIN<sup>TM</sup> Approach which is used at Park Lake School and ultimately will be implemented at Regional Day School
- Discussed putting a bid together with our purchasing cooperative for Apple products for all our members and non-members
- Discussed the CAFR with no recommendations
- Discussed the Rose House Café

**MINUTES**

**1. APPROVAL OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS MEETING OF DECEMBER 2, 2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Regular Meeting of the Board of Directors Meeting of December 2, 2015.**

Moved by Lou Nazzaro and seconded by Michael Bertram

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

**2. APPROVAL OF CLOSED MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS MEETING OF DECEMBER 2, 2015**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Closed Minutes of the Regular Meeting of the Board of Directors Meeting of December 2, 2015.**

Moved by Lou Nazzaro and seconded by Michael Bertram

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

**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 Irene LeFebvre

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 November 30, 2015 showing a cash balance of (-104,957.69) be approved: EXHIBIT B**

Moved by Barry Brantner and seconded by Irene LeFebvre

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**

December 31, 2015      -                      \$2,623,100.80

Moved by Barry Brantner and seconded by Irene LeFebvre

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

6. **APPROVAL OF CAFR**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the 2015 Comprehensive Annual Financial Report with no recommendations: EXHIBIT D**

Moved by **Barry Brantner** and seconded by **Irene LeFebvre**

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

7. **RENEWAL OF MEMBERSHIP IN MEIG WORKER'S COMP POOL**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to renew its membership in the MORRIS ESSEX INSURANCE GROUP, in accordance with NJSA 18A:18B and hereby accept the Bylaws as approved and adopted for the renewal term July 1, 2016 to June 30, 2018. AND BE IT FURTHER RESOLVED that the Board Secretary/Business Administrator be authorized to execute the Indemnity and Trust Agreement and such other documents signifying membership in the Pool as required by the By-Laws: EXHIBIT E**

Moved by **Barry Brantner** and seconded by **Irene LeFebvre**

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

8. **APPROVE PROFESSIONAL SERVICE PROVIDERS – 2015-2016 SCHOOL YEAR**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Professional Service Providers for the 2015-2016 school year: EXHIBIT F**

Moved by **Barry Brantner** and seconded by **Irene LeFebvre**

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

9. **APPROVE AWARD OF EDUCATIONAL DATA BIDS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the MSRP bids as determined in consultation with Educational Data Services and listed on the attached: EXHIBIT G**

Moved by **Barry Brantner** and seconded by **Irene LeFebvre**

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

**ESC SCHOOLS**

10. **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 H1**

	<b><u>DISBURSEMENTS</u></b>	<b><u>CASH BALANCE</u></b>
November 30, 2015	\$2,970.89	\$621.30

Moved by **Irene LeFebvre** and seconded by **Karen Nyquist**

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

11. **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 H2**

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
November 30, 2015	\$2,435.31	\$176.40

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

**PERSONNEL**

12. **APPROVE ESC STAFF – 2015-2016**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve personnel for the school year 2015-2016, as recommended by the Superintendent, per the attached: **EXHIBIT I**

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

13. **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 2015-2016 school year, as recommended by the Superintendent, at the Board approved rates: **EXHIBIT J**

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

14. **APPROVE RETURN TO WORK DATE FROM UNPAID MEDICAL LEAVE**  
**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the return to work date from unpaid medical leave for the following staff:

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Kay Shaffer	Non-Public Nurse	12/01/15

Moved by Terri Murphy and seconded by Michael Bertram  
 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>
Montesano, Meagan	In-Class Support Aide-IDEA	01/08/16

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

**TRANSPORTATION**

**16. APPROVE JOINT TRANSPORTATION AGREEMENTS FOR COORDINATED TRANSPORTATION SERVICES – 2015-2016 SCHOOL YEAR**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Joint Transportation Agreement for coordinated transportation services for the 2015-2016 school year for the following districts:**

- **Brick Township Public Schools**
- **Hunterdon Central Regional High School**

Moved by **Michael Bertram** and seconded by **Lou Nazzaro**

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

**17. 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 **Michael Bertram** and seconded by **Lou Nazzaro**

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

**18. 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 **Michael Bertram** and seconded by **Lou Nazzaro**

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

**19. 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 **Michael Bertram** and seconded by **Lou Nazzaro**

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

**20. AWARD OF TRANSPORTATION CONTRACTS – 2015-2016 SCHOOL YEAR**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the transportation contracts based on the bid results of November 24, 2015 to the lowest bidders for transportation of school pupils for the 2015-2016 school year as per the attached: EXHIBIT DD**

Moved by **Michael Bertram** and seconded by **Lou Nazzaro**

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

**PUBLIC** – No Public

**OTHER BUSINESS**

**GENERAL BOARD DISCUSSION**

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 litigation, 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 Lou Nazzaro. The meeting was moved into closed session at 8:40 pm and was carried by a unanimous roll call.

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 Terri Murphy and seconded by John Morella. 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 Terri Murphy and seconded by John Morella 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 - November 2015
B	Board Secretary's & Treasurer's Report-November 30, 2015
C	Payment of Bills – December 31, 2015
D	CAFR – 2014-2015 School Year
E	Membership – Morris Essex Insurance Group
F	Professional Service Providers – 2015-2016
G	Award of Bids - Educational Data Services
H1	Lunch Fund – Park Lake School – November 2015
H2	Lunch Fund – Regional Day School – November 2015
I	2015-2016 ESC Staff
J	On Call Substitute List – 2015-2016
AA-DD	Transportation