

**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**  
**NOVEMBER 14, 2018**

**CALL TO ORDER**

President, Michael Bertram called to order the Regular Meeting of the Board of Directors of the Educational Services Commission of Morris County at 8:00 pm on November 14, 2018 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  
Michael Stewart, Jefferson Township  
Karen Nyquist, Long Hill Township, Vice President  
Charlie Grau, Montville Township, arrived at 7:00 pm and left at 8:00 pm  
Michael Bertram, Morris Hills Regional, President  
Frank Neglia, Parsippany Troy-Hills  
Angelo Vilardi, Superintendent

Not Present: Irene LeFebvre, Boonton Town  
Todd Henches, Lincoln Park Borough  
Morris School District  
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 6, 2018 in the Daily Record. Notices were also sent on July 10, 2018 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** – Frank Neglia read a statement for Sandy Neglia reminding the Board of the Thanksgiving Feast on November 20<sup>th</sup> at 12:00 noon.

**ADJOURNMENT OF MEETING**

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

**CALL TO ORDER**

The President called an Executive Committee Meeting to order in accordance with NJSA 18A:6-57 at 8:10 pm. The Business Administrator/Board Secretary noted the roll from the Director's Meeting.

**SUPERINTENDENT'S REPORT**

- Superintendent congratulated the Board members who were reelected
- Updated Board on progress of RDS roof project
- Discussed New Jersey Council of Educational Services Commission
- Updated Board on bus yard needed paving repairs

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- Discussed Electric Busses
- Invited Board to PLS Holiday Luncheon on November 20<sup>th</sup>

**MINUTES**

**1. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING OF OCTOBER 10, 2018**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Minutes of the Board of Directors Meeting of October 10, 2018

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

**2. APPROVAL OF CLOSED MINUTES OF THE BOARD OF DIRECTORS MEETING OF OCTOBER 10, 2018**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Closed Minutes of the Board of Directors Meeting of October 10, 2018.

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

**COMMISSION**

**3. APPROVAL OF LINE ACCOUNT TRANSFERS FOR THE 2018-2019 BUDGET**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the line account transfers to the 2018/2019 budget as detailed on the attached: EXHIBIT A

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 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 September 30, 2018 showing a cash balance of \$-59,692.39 be approved: EXHIBIT B

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 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

October 31, 2018	-	\$3,182,939.58
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Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions



6. **APPROVAL RETURN SURPLUS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the return to surplus for the following cancelled check:

**#56366 - \$2,574.00**

Moved by **Richard Bruno** and seconded by **Karen Nyquist**

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

7. **APPROVE AGREEMENT WITH AERO ENVIRONMENTAL SERVICES**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Agreement with AERO Environmental Services for the provision of environmental health and safety services to members of the HESS cooperative for the 2018-2019 school year in the amount of \$97,316.10.

Moved by **Richard Bruno** and seconded by **Karen Nyquist**

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

8. **APPROVE PROFESSIONAL SERVICE PROVIDERS – 2018-2019 SCHOOL YEAR**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Professional Service Providers for the 2018-2019 school year: **EXHIBIT D**

Moved by **Richard Bruno** and seconded by **Karen Nyquist**

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

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

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

Moved by **Richard Bruno** and seconded by **Karen Nyquist**

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

10. **APPROVE AGREEMENT WITH HOME CARE THERAPIES LLC**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the Clinical Staffing Agreement with Home Care Therapies LLC dba Horizon Healthcare Staffing (“Horizon”) for nursing services for the 2018-2019 school year as per the attached: **EXHIBIT F**

Moved by **Richard Bruno** and seconded by **Karen Nyquist**

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

11. **AUTHORIZATION FOR DISPOSAL OF ESC VEHICLE**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to authorize the disposal of the non-repairable ESC Vehicle, ID No. YV4CZ852661229178.

Moved by **Richard Bruno** and seconded by **Karen Nyquist**

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

**ESC SCHOOL**

**12. APPROVE COMBINING SCHOOL LUNCH FUNDS**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve combining the Regional Day School and Park Lake School lunch funds into the ESC School lunch fund.

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

**13. APPROVAL OF ESC SCHOOL LUNCH FUND**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the following disbursements and cash balance from the ESC School Lunch fund: **EXHIBIT G**

	<u>DISBURSEMENTS</u>	<u>CASH BALANCE</u>
September 30, 2018	\$5,284.90	\$0.00

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

**PERSONNEL**

**14. APPROVE ESC STAFF**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS** to approve the following personnel for the 2018-2019, as recommended by the Superintendent, per the attached: **EXHIBIT H**

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

**15. APPROVE MEDICAL LEAVE OF ABSENCE**

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

<u>Name</u>	<u>Title</u>	<u>Effective Date</u>
Conte, Lisa	Teacher – PLS	12/1/18 to TBD

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

**16. 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>
Drew, Jessica	Personal Aide – RDS	11/01/18
Gutheil, Nicholas	Personal Aide – PLS	11/16/18
Vasquez-Espinoza, Monica	School Bus Driver	11/16/18

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions



17. 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>
Zambito, Nancy	NP Nurse	01/01/19

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

TRANSPORTATION

18. APPROVE JOINT TRANSPORTATION AGREEMENTS FOR COORDINATED TRANSPORTATION SERVICES – 2018/2019 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Joint Transportation Agreements for coordinated transportation services for the 2018/2019 school year for the following districts:

- Lafayette Township

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

19. AWARD OF EMERGENCY AND NEGOTIATED TRANSPORTATION CONTRACTS – 2018/2019 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 2018/2019 school year as per the attached: EXHIBIT AA

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

20. APPROVE TRANSPORTATION CONTRACT ADDENDA – 2018/2019 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the transportation contract addenda for changes made to routes for the 2018/2019 school year as per the attached: EXHIBIT BB

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

21. ACCEPT CANCELLATION OF TRANSPORTATION CONTRACTS – 2018/2019 SCHOOL YEAR

BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the cancellation of transportation contracts for the 2018/2019 school year as per the attached: EXHIBIT CC

Moved by Richard Bruno and seconded by Karen Nyquist

The motion was approved as follows: 5 yeas, 0 nays, 0 abstentions

PUBLIC – No Public

OTHER BUSINESS

GENERAL BOARD DISCUSSION – No Board Discussion

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 of a legal 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 Karen Nyquist and seconded by Richard Bruno. The meeting was moved into executive committee closed session at 8:35 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 Karen Nyquist and seconded by Richard Bruno. The meeting was returned to executive session at 8:40 pm and was carried by a unanimous roll call.

**ADJOURNMENT**

There being no further business a motion was made by Karen Nyquist and seconded by Richard Bruno to adjourn at 8:45 pm by a unanimous roll call.

Respectfully Submitted By,



Catarina Bilotta

Business Administrator/Board Secretary

**ATTACHMENTS**

**EXHIBITS**

A	Line Account Transfers – September 2018
B	Board Secretary's & Treasurer's Report-September 30, 2018
C	Payment of Bills – October 31, 2018
D	Professional Service Providers – 2018-2019
E	Ed Data Award of Bids
F	Horizon Clinical Staffing Agreement
G	Lunch Fund – Sept 2018 – ESC School
H	2018-2019 Staff
AA-CC	Transportation