



of  
Morris County

**AGENDA – BOARD OF DIRECTOR’S MEETING  
JUNE 11, 2025 – 7:00 p.m.**

**Meeting To Be Held By Teleconference via Zoom Meeting**

**Join Zoom Meeting**

<https://us02web.zoom.us/j/83708414254?pwd=ro8FOcdU76fhMuUf8tWfZihKzRSRq3.1>

**Meeting ID: 837 0841 4254**

**Passcode: 753914**

**One tap mobile**

**+1 646 558 8656 US (New York)**

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

**AGENDA –ORGANIZATION AND BOARD OF DIRECTORS MEETING**  
**JUNE 11, 2025**

**CALL TO ORDER**

Catarina Bilotta, Business Administrator/Board Secretary will call the Regular Meeting of the Board of Directors of the Educational Services Commission of Morris County by Zoom Meeting teleconference, June 11, 2025 at 7:00 pm.

**ROLL CALL**

The Business Administrator/Board Secretary will call the roll.

**NOTICE**

The Business Administrator/Board Secretary will note the legal notice from the prior meeting.

**1. NOMINATION FOR ELECTION OF BOARD OF DIRECTORS PRESIDENT**

The Business Administrator/Board Secretary will take nominations for the office of President.

Nominee \_\_\_\_\_

Nominee \_\_\_\_\_

Are there any other nominations? \_\_\_\_\_

**2. CLOSE NOMINATIONS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to close nominations.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call \_\_\_\_\_

**3. ELECTION OF PRESIDENT BY ROLL CALL VOTE**

The Business Administrator/Board Secretary will call the vote for President.

\_\_\_\_\_ was elected President by the following vote:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call \_\_\_\_\_

**4. NOMINATION FOR ELECTION OF BOARD OF DIRECTORS VICE PRESIDENT**

The President will take nominations for the office of Vice President.

Nominee \_\_\_\_\_

Nominee \_\_\_\_\_

Are there any other nominations? \_\_\_\_\_

**5. CLOSE NOMINATIONS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to close nominations.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call \_\_\_\_\_

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**6. VOTE FOR VICE PRESIDENT**

The Business Administrator/Board Secretary will call the vote for Vice President.

\_\_\_\_\_ was elected Vice President by the following vote:

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_

Roll Call \_\_\_\_\_

**7. ESTABLISH TIME AND PLACE OF PUBLIC MEETINGS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Commission calendar and meeting dates, as listed. Please note: Meetings are held virtually through Zoom Meetings at 6:30 pm and indicated on our website: [www.escmorris.com](http://www.escmorris.com) until further notice.

<u>Date</u>	<u>Meeting</u>
August 13, 2025	Board of Directors
September 10, 2025	Board of Directors
October 8, 2025	Board of Directors
November 12, 2025	Board of Directors
December 10, 2025	Board of Directors
January 14, 2026	Representative Assembly/Board of Directors
February 11, 2026	Board of Directors
March 11, 2026	Representative Assembly/Board of Directors
April 8, 2026	Board of Directors
May 13, 2026	Board of Directors
June 10, 2026	Representative Assembly/Board of Directors

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_

ROLL CALL \_\_\_\_\_

**8. DESIGNATION OF DEPOSITORY AND SIGNATURE REQUIREMENTS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS that Bank of America be designated as the depository of the Educational Services Commission of Morris County and the Officers and Agents of this Commission be and hereby are, and each of them is, authorized to deposit any of the funds of this Commission in said Bank;

AND BE IT FURTHER RESOLVED that until the further order of this Board of Directors, any funds of this Commission deposited in said Bank be subject to withdrawal or charge at any time and from time to time upon checks, notes, drafts, bills of exchange, acceptances, undertakings, or other instruments of orders for the payment of money when signature or signatures, for this Commission as follows:

<u>Account</u>	<u>Required Signature</u>
1. <u>General Funds</u> Bank of America	Any <u>two</u> of the following with at least one Board member: Board President                      Superintendent Board V.P.                              Board Secretary
2. <u>Payroll</u> Bank of America	Any <u>one</u> of the following: Board Secretary (or phone transfer) Superintendent Board President

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3. Payroll Agency  
Bank of America

Any one of the following:  
Board Secretary (or phone transfer)  
Superintendent  
Board President

4. Lunch Fund  
Bank of America

Any one of the following:  
Board Secretary  
Superintendent  
Board President

MOVED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

SECONDED \_\_\_\_\_

**9. LEGAL DEPOSITORY FOR INVESTMENT FUNDS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to authorize the Business Administrator/Board Secretary to deposit investment funds in any of the following depositories as they accumulate in the General Account, in accordance with the rules which govern investments of public funds:

Bank of America  
Bank of New York

MOVED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

SECONDED \_\_\_\_\_

**10. DESIGNATION OF LEGAL NEWSPAPER**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to designate the Morris County Daily Record as the legal newspaper for the Educational Services Commission of Morris County.

MOVED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

SECONDED \_\_\_\_\_

**11. AUTHORIZATION OF EXECUTIVE COMMITTEE**

BE IT RESOLVED BY THE BOARD OF DIRECTORS that the Executive Committee be empowered to administer the affairs of the Board of Directors between regularly convened meetings of the Board in accordance with NJSA 18A:6-57 and Bylaw Article IV No. 040 Section 5.

MOVED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

SECONDED \_\_\_\_\_

**12. AUTHORIZATION TO PAY CLAIMS UPON PRESENTATION**

BE IT RESOLVED BY THE BOARD OF DIRECTORS that the Board Secretary be authorized to pay claims against the Board of Directors upon presentation and that all such authorized payments be listed and presented for Board ratification at the next regular meeting of the Board of Directors.

MOVED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

SECONDED \_\_\_\_\_

**13. RE-AFFIRMATION OF BY-LAWS AND BOARD POLICY**

BE IT RESOLVED BY THE BOARD OF DIRECTORS that the existing By-Laws, and Board Policy be re-affirmed.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**14. USE OF FACSIMILE SIGNATURES**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to authorize the use of facsimile signatures with the following guidelines:

1. May be used on checks, contracts and any official document.
2. That the facsimile stamp remains in the possession of the individual, or the individual's designee.
3. Facsimile stamps located at the Educational Services Commission office must be secured in the safe.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**15. APPOINTMENT OF PROFESSIONALS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS that the following resolution be adopted:

WHEREAS, the Board of Directors of the Educational Services Commission of Morris County requires the professional services;

WHEREAS, these persons are licensed in the State of New Jersey and have offered professional services to the Commission;

WHEREAS, funds are available to obtain such professional services;

WHEREAS, the Local Public Contracts Law (R.S. 40A:11-1 et seq.) requires that the resolution authorizing the awarding of contracts for professional services without competitive bids must be publicly advertised and filed with the Morris County Clerk;

ACCORDINGLY, NOTICE IS GIVEN, that the Board of Directors of the Educational Services Commission of Morris County resolve and/or ratify the following:

- A. That the legal firm of Schenck, Price, Smith & King, LLP of Florham Park, NJ, be appointed as attorneys for the Educational Services Commission of Morris County for the period July 1, 2025 to June 30, 2026 at the following rates:
  1. A retainer of \$5,000 per annum to cover ordinary and routine services.
  2. A rate of \$190 per hour for any services rendered over and above the type covered by the retainer.
- B. That the firm of Barre & Company, LLC be appointed as auditor for the period July 1, 2025 to June 30, 2026.
- C. That the firm of Brown & Brown Benefit Advisors be appointed as the health benefits consultant for the period July 1, 2025 to June 30, 2026. The fees for such services are paid by insurance carriers.
- D. That the Educational Data Services, Inc. of Saddle Brook, NJ, be appointed as third party administrator for the Educational Cooperative Pricing System for the period July 1, 2025 to June 30, 2026. Payment for these services are included in the pricing system membership fee.

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These appointments are made without competitive bidding, as the services so retained are of a professional service nature as described in the Local Public Contracts Law encompassing professional services of a recognized licensed profession regulated by law. Such services are of a qualitative and specialized nature and, therefore, do not reasonably permit the drawing of specifications or receipt of competitive bids. This resolution shall forthwith be printed once in the Daily Record and a copy of this resolution shall be filed in the office of the Morris County Clerk.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**16. AUTHORIZE SUPERINTENDENT TO APPROVE LINE ITEM TRANSFERS**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to authorize the Superintendent to approve the transfer of amounts among line items and program categories pursuant to Chapter 196, Laws of 1987. Any transfers approved by the administration will be reported to the Board of Directors for ratification and approval at the next regularly scheduled meeting and be recorded in the official minutes.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**17. APPOINTMENT OF BOARD SECRETARY AND QUALIFIED PURCHASING AGENT (QPA)**

BE IT RESOLVED BY THE BOARD OF DIRECTORS that Catarina Bilotta be appointed as Board Secretary of the Educational Services Commission of Morris County Board of Directors from June 1, 2025 to June 30, 2026 and as Qualified Purchasing Agent, pursuant to N.J.A.C. 5:34-5.2, N.J.S.A. 18A:18A-3, 18A:18A-4.3 and P.L. 2009, c.166 with a bid threshold of \$44,000.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**18. APPOINTMENT OF AFFIRMATIVE ACTION OFFICER**

BE IT RESOLVED BY THE BOARD OF DIRECTORS that Marci Spadafora be appointed as Affirmative Action Officer for the 2025-2026 school year and that the Affirmative Action Team be authorized to conduct the needs assessment and develop a CEP.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**MINUTES**

**19. APPROVAL OF MINUTES OF THE BOARD OF DIRECTORS MEETING OF MAY 14, 2025**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Minutes of the Board of Directors Meeting of May 14, 2025.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**20. APPROVAL OF CLOSED MINUTES OF THE BOARD OF DIRECTORS MEETING OF MAY 14, 2025**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Closed Minutes of the Board of Directors Meeting of May 14, 2025.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**SUPERINTENDENT'S REPORT**

**PUBLIC**

**COMMISSION**

**21. APPROVAL OF LINE ACCOUNT TRANSFERS FOR THE 2024/2025 BUDGET**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the line account transfers to the 2024/2025 budget as detailed on the attached: **EXHIBIT A**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**22. 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 **April 30, 2025** showing a cash balance of **\$6,539,434.83** be approved as attached **EXHIBIT B**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**23. 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**

**May 31, 2025 - \$4,318,156.02**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

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**24. APPROVE AWARD OF COOPERATIVE PURCHASING LUMBER BIDS #13172 & #13170**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the award of the lumber bids as determined in consultation with Educational Data Services as listed:

**LUMBER-SOUTH GROUP 13172**

TYPE	NAME	ITEMS AWARDED	AMOUNT AWARDED
HARDWOODS	O'SHEA LUMBER COMPANY INC.	24	\$510.50
HARDWOODS	CONTINENTAL HARDWARE	1	\$40.00
SOFTWOODS	O'SHEA LUMBER COMPANY INC.	9	\$320.50

**LUMBER-NORTH GROUP 13170**

TYPE	NAME	ITEMS AWARDED	AMOUNT AWARDED
HARDWOODS	CONTINENTAL HARDWARE	31	\$1,415.50
SOFTWOODS	FELDMAN LUMBER	10	\$174.59

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**25. APPROVE AWARD OF COOPERATIVE PURCHASING BID #13200- TIME AND MATERIAL- PURCHASE AND APPLICATION OF PLAYGROUND SURFACE**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the award of bid #13200 opened April 23, 2025 as determined in consultation with Educational Data Services for Purchase and Application of Playground Surface as per attached **EXHIBIT D**.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**PERSONNEL**

**26. APPROVE REDUCTION IN FORCE**

BE IT RESOLVED by the Board of Directors, upon recommendation of the Superintendent, that pursuant to N.J.S.A. 18A:28-9 for reasons of economy and reduction in the number of pupils, the Morris County Educational Services Commission Board of Directors hereby effectuates a reduction in force of the following positions at Central Park School: one full-time occupational therapist, one part time secretary, and two personal aides. effective June 30, 2024; and be it

FURTHER RESOLVED, that as a result of this action, staff member numbers 01039,03140, 01255, 02381 are hereby terminated effective June 30, 2025; and be it

FURTHER RESOLVED, the Superintendent shall immediately notify the affected staff member of this action

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**TRANSPORTATION**

**27. AWARD OF EMERGENCY AND NEGOTIATED TRANSPORTATION CONTRACTS – 2024/2025 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 2024/2025 school year as per the attached **EXHIBIT AA**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**28. APPROVE TRANSPORTATION CONTRACT ADDENDA – 2024/2025 SCHOOL YEAR**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the transportation contract addenda for changes made to routes for the 2024/2025 school year as per the attached **EXHIBIT BB**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**29. ACCEPT CANCELLATION OF TRANSPORTATION CONTRACTS – 2024/2025 SCHOOL YEAR**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to accept the cancellation of transportation contracts for the 2024/2025 school year as per the attached **EXHIBIT CC**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**30. AWARD OF TRANSPORTATION CONTRACTS – 2025/2026 SCHOOL YEAR**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to award the transportation contracts based on the bid results of June 2, 2025 to the lowest bidders for transportation of school pupils for the 2025/2026 school year as per the attached **EXHIBIT DD**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**31. APPROVE RENEWAL OF TRANSPORTATION CONTRACTS – 2025/2026 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 2025/2026 school year as per the attached **EXHIBIT EE Summer Transportation**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

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**32. APPROVE JOINT TRANSPORTATION AGREEMENTS FOR COORDINATED TRANSPORTATION SERVICES – 2024/2025 SCHOOL YEAR**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Joint Transportation Agreements for coordinated transportation services for the 2024/2025 school year for:  
**Gloucester Township School District**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**33. APPROVE JOINT TRANSPORTATION AGREEMENTS FOR COORDINATED TRANSPORTATION SERVICES – 2025/2026 SCHOOL YEAR**

BE IT RESOLVED BY THE BOARD OF DIRECTORS to approve the Joint Transportation Agreements for coordinated transportation services for the 2025/2026 school year for:  
**Black Horse Pike Regional School District**

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**PUBLIC**

**OTHER BUSINESS**

**GENERAL BOARD DISCUSSION**

**34. 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 legal matters and the Superintendent's Goals, 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.

TIME \_\_\_\_\_ MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**35. 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.

TIME \_\_\_\_\_ MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

**36. ADJOURNMENT**

The President asks for a motion to adjourn.

MOVED \_\_\_\_\_ SECONDED \_\_\_\_\_ TIME: \_\_\_\_\_  
ROLL CALL \_\_\_\_\_

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**ATTACHMENTS**

**EXHIBITS**

	Minutes May 14, 2025
A	Line Account Transfers - April 2025
B	Board Secretary's & Treasurer's Report-April 30, 2025
C	Payment of Bills – May 31, 2025
D	Cooperative Purchasing Bid
AA-EE	Transportation