

**Union County Educational Services Commission  
REORGANIZATION MEETING  
of the Representative Assembly  
June 5, 2024**

**MINUTES**

The Reorganization Meeting of the Representative Assembly of the Union County Educational Services Commission was held on Wednesday, June 5, 2024. The meeting was called to order at 7:05 p.m. The Business Administrator read the following statement:

**1. ROLL CALL**

Roll call by verbal roll call. There were present:

Berkeley Heights	Ms. Dipti Khanna
Clark	
Cranford	Mr. Brett Dreyer
Elizabeth	
Garwood	Ms. Christina Guerriero
Hillside	Ms. Laquana Best
Kenilworth	Dr. Michelle Panichi
Linden	
Mountainside	
New Providence	Ms. Stacey Gunderman
Plainfield	
Rahway	Ms. Jennifer Moteiro
Roselle	Dr. Courtney Washington
Roselle Park	
Scotch Plains/Fanwood	
Springfield	Mr. Hector Munoz
Summit	
Union	
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Ms. Julie Steinberg
Winfield	Ms. Ann Marie Weiss
Superintendent	Ms. Carrie Dattilo
Board Secretary	Mr. Eric Larson

**2. SALUTE TO THE FLAG**

**3. APPOINTMENT OF CHAIRMAN PRO TEM**

It was moved by Ms. Guerriero seconded by Dr. Washington, and carried by unanimous voice vote, to approve the following:

Motion to appoint Eric Larson, School Business Administrator/Board Secretary as Chairman pro tem

**4. OATH OF OFFICE**

The Board Secretary administered the Oath of Office to all members of the Representative Assembly.

**5. SET NUMBER OF MEMBERS, BOARD OF DIRECTORS**

The Board Secretary entertained a motion to set the number of members of the Board of Directors. It was moved by Ms. Guerriero, seconded by Ms. Best and carried by voice vote, to set the number of Board of Directors at 15, for the period June 5, 2024 until the next Reorganization Meeting.

Ayes: Khanna, Dreyer, Guerriero, Best, Panichi, Gunderman, Motiero, Washington, Munoz, Ryan, Steinberg & Weiss

Nays: None

Abstain: None

6. It was moved by Ms. Gunderman, seconded by Ms. Khanna and carried by voice vote, to elect the following districts and their representatives to the Board of Directors until the next Reorganization Meeting:

**(Att. 1)**

Clark	Ms. Lorraine j. Aklonis
Cranford	Mr. Brett Dreyer
Garwood	Ms. Linda Koenig
Hillside	Ms. Laquana Best
Kenilworth	Dr. Michelle Panichi
Mountainside	Dr. Dana Guidici Pietro
New Providence	Ms. Stacey Gunderman
Plainfield	Ms. Rashon Hasan
Rahway	Ms. Jennifer Moteiro
Roselle	Dr. Courtney Washington
Scotch Plains/Fanwood	Ms. Debora Brody
Springfield	Mr. Hector Munoz
Union	Ms. Elsie Mackey
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Mr. Leila Morrelli

Motion to set the number of members of Board of Directors at fifteen (15) members

Ayes: Khanna, Dreyer, Guerriero, Best, Panichi, Gunderman, Motiero, Washington, Munoz, Ryan, Steinberg & Weiss

Nays: None

Abstain: None

## **7. NOMINATION OF PRESIDENT AND VICE PRESIDENT**

It was moved by Ms. Ryan to nominate Ms. Lorraine j. Aklonis as President.  
Ms. Aklonis was elected President

Ayes: Khanna, Dreyer, Guerriero, Best, Panichi, Gunderman, Motiero, Washington, Munoz, Ryan, Steinberg & Weiss

Nays: None

Abstain: None

It was moved by Dr. Panichi to nominate Ms. Gwen Ryan for Vice President.

Ms. Ryan was elected Vice President.

Ayes: Khanna, Dreyer, Guerriero, Best, Panichi, Gunderman, Motiero, Washington, Ryan, Steinberg & Weiss

Nays: None

Abstain: Munoz

*Meeting was turned over to Board Vice President.*

## **EXECUTIVE COMMITTEE MEMBER**

It was moved by Ms. Gunderman to nominate Dr. Michelle Panichi as a member of the Executive Committee. The Executive Committee member along with the President and Vice President shall serve as an Executive Committee to administer the affairs of the Board of Directors between regularly convened meetings.

Dr. Michelle Panichi was elected Executive Committee Member.

Ayes: Khanna, Dreyer, Guerriero, Best, Panichi, Gunderman, Motiero, Washington, Munoz, Ryan, Steinberg & Weiss

Nays: None

Abstain: None

**ALTERNATE EXECUTIVE COMMITTEE MEMBER**

It was moved by Ms. Motiero to nominate Ms. Best as a member of the Board of Directors who, along with the President and Vice President, shall serve as an Alternate Executive Committee Member to administer the affairs of the Board of Directors between regularly convened meetings.

Ms. Laquana Best was elected Alternate Executive Committee Member.

Ayes: Khanna, Dreyer, Guerriero, Best, Panichi, Gunderman, Motiero, Washington, Munoz, Ryan, Steinberg & Weiss

Nays: None

Abstain: None

8. Recognize the public and ask for comments on agenda items only - None

**FINANCE AND ORGANIZATION \***

It was moved by Ms. Gunderman, seconded by Dr. Washington, and carried by roll call vote, to approve items 9-38:

9. Motion to designate the following official depositories for Commission funds and Special Banking Accounts:

Columbia Bank, NA

N.J. Cash Management Fund

The Provident Bank

10. Motion to designate the following as signatories for Commission funds:

President, Vice President, and Board Secretary

11. Motion to designate the following Special Banking Account and authorized signatures:

Account  
Schools' Activity Account

Approved Signatures  
President, Vice President, and Board Secretary

12. Motion to designate the following as official newspapers for publications of the Commission:

STAR LEDGER, Newark  
THE WESTFIELD LEADER, Westfield

13. Motion to approve the schedule of meetings for the Board of Directors as presented in Att. 2.

(Att. 2)

14. Motion to approve the following amounts for the Commission programs petty cash account for the purchase of supplies that are urgently needed, the amount of which is too small to warrant a purchase order for the 2024-2025 school year:

School Business Administrator	\$3,000
Superintendent's Office	\$ 250
Westlake School	\$ 500
Crossroads School	\$ 350
Lamberts Mill Academy	\$ 250
Hillcrest Academy/North Campus	\$ 250
Hillcrest Academy/South Campus	\$ 250
Transition	\$ 250

15. Motion to approve the following curriculum guides for the 2024-2025 school year:

<b>Fine &amp; Performing Arts:</b> Drawing and Painting 1, 2, 3 Introduction to Music	<b>Business Education:</b> Business Organization and Management Success Seminar 1, 2, 3, 4 Introduction to Computer Applications Introduction to Computer Science
<b>English:</b> English Language Arts 1, 2, 3, 4 Creative Writing Technical Writing Introduction to Media Edmark Reading Program Edmark Functional Word Series Reading Milestones Program SRA Reading Mastery The Verbal Behavior Milestones Assessment Assessment of Language & Learning Skills	<b>Health &amp; Physical Education:</b> Health and Physical Education, 1, 2, 3, 4 Strength and Fitness
<b>Mathematics:</b> Algebra 1, 2 Geometry Trigonometry Probability and Statistics Consumer Math Touch Math Touch Money Menu Math	<b>Social Skills &amp; Social Emotional Learning:</b> Social Boundaries: The Circles Curriculum Second Step Social Emotional Curriculum Assessment of Functional Living Skills Mental Health Substance Use ASPIRE Program
<b>Social Studies:</b> World History United States History 1, 2 Economics Sociology 20th Century History 20th Century Civil Liberties	<b>Science:</b> Environmental Science Biology Chemistry Forensics Marine Biology Attainment Explore Science Curriculum

Criminal Justice Art History Echoes and Reflections: Teaching the Holocaust and Inspiring the Classroom Social Studies Leveled Daily Curriculum Attainment Explore Social Studies	
<b>World Language:</b> Spanish 1, 2, 3	

16. Motion to approve the job descriptions for the following positions:

Assistant Superintendent	School Guidance Counselor
Accounts Payable Clerk	School Nurse
Accounts Receivable Coordinator	School Physical Therapist
Adm Ass't./Ass't. Bd. Sec.	School Psychologist NP
Adm Ass't for Nonpublic	School Occupational Therapist
Bedside Tutor	School Safety/Security Monitor
Behavior Specialist	School Secretary
Board Certified Behavior Analyst	School Social Worker
Buildings & Grounds Supervisor	Secretary/Data Entry Clerk (FT & PT)
Child Study Team Consultant NP	Secretary/Data Entry Clerk/NP Svs
Compensatory Ed/Supplemental Instructor	Secretary to Business Administrator
Database Manager	Speech Language Specialist
Director of Curriculum & Instruction	Student Assistance Coordinator/Social Worker
Director of Pupil Personnel Services	Superintendent
Director of Special Projects	Supervisor of Instruction (Spec Ed & Alt Schs)
Director of Nonpublic Services	Supervisor of Instruction
Supervisor of Planning/Research & Evaluation	Supervisor of Nonpublic Services
Executive Secretary/Personnel/Policy	Supervisor of Planning, Research & Evaluation
Executive Secretary to Superintendent	Teacher/Alternative High School
Executive Secretary to Asst. Superintendent	Teacher of Art
Head School Bus Driver	Teacher of Chemistry
Inpatient Teacher- Trinitas	Teacher of English
Inpatient Teacher- CSH	Teacher of the Handicapped
Learning Disabilities Teacher Consultant PT	Teacher of Hand. for IDEA-B NP
Mail Courier/Delivery Driver (PT)	Teacher of Mathematics
Network Admin/Webmaster	Teacher of Science
Nonpublic School Nurse	Teacher of Social Studies
Payroll/Data Entry Clerk/Coordinator	Teacher of Spanish
Principal	Teacher of Students w/Disabilities
Principal	Technology Manager (PT)
Registered Behavior Technician	Technology Support (FT/PT)
Safety Care Coordinator	Title I Teacher/Nonpublic Schools
School Bus Aide	Transportation Coordinator
School Bus Driver	Transportation Specialist I & II

School Custodian (FT & PT)	Vice Principal
Teacher of Health/Physical Education	

17. Motion to authorize those permitted student records enumerated in Policy & Regulation (File Code 8330) which are not mandated student records as those permitted pupil records to be collected and maintained in order to promote the educational welfare of pupils in Commission schools
18. Motion to affirm the Commission's present policies, regulations, and bylaws for the period June 5, 2024 until the next reorganization meeting
19. Motion to appoint Eric Larson as Board Secretary for the period commencing June 5, 2024 until the next reorganization meeting
20. Motion to designate Suplee, Clooney and Company, 308 East Broad Street, Westfield, NJ, 07090, as the Official Auditor for the Commission for the period beginning June 5, 2024 until the next reorganization meeting not to exceed \$42,800
21. Motion to designate Eric Harrison of the firm Methfessel & Werbel, Lincoln Highway, Suite 200, Edison, NJ 08818 as Board Attorney for the period June 5, 2024 until the next reorganization meeting not to exceed \$50,000
22. Motion to appoint Brown & Brown Benefit Advisors as our health benefits broker-of-record effective July 1, 2024 through June 30, 2025.
23. Motion to approve Dr. Ronald M. Frank to provide school physician services directed by the NJDOE Administrative Code Title 6A Chapter 16, at an annual fee of \$3,000 for Commission schools and \$1,500 annually to provide Standing Nursing Orders for Nonpublic School Nurses for the period of June 5, 2024 until the next reorganization meeting
24. Motion to approve the following for the provision of therapy and nursing services for the June 5, 2024 until the next reorganization meeting:

<u>Name</u>	<u>Therapy &amp; Nursing Services</u>
Trinitas Therapy Services	Occupational Therapy, Physical Therapy, Counseling
KidClan Therapy Services	Occupational Therapy, Physical Therapy & Speech
Atlas Search	Nursing Services

25. Motion to appoint Willis Towers Watson of New Jersey, Inc., 150 John F. Kennedy Pkwy, Suite 520, Short Hills, NJ 07078, as the Commission's Insurance Risk Manager for the period June 5, 2024 until the next reorganization meeting
26. Motion to appoint Solutions Architecture, 96 Pompton Avenue, Second Floor, Verona, NJ 07044 as the Architect of Record to perform needed services throughout the school year beginning June 5, 2024 until the next reorganization meeting not to exceed \$225,000
27. Motion to appoint Debi LeBrun as the District Qualified Purchasing Agent for matters relating to awarding of contracts as prescribed by the local public contracts law with a bid threshold of \$44,000 and

- a quotation threshold of \$6,600 at no additional salary for the period beginning June 5, 2024 until the next reorganization meeting
28. Motion to appoint Eric Larson as the District Public Agency Compliance Officer at no additional salary for the period beginning June 5, 2024 until the next reorganization meeting
  29. Motion to appoint Eric Larson as the District Right to Know Officer, Integrated Pest Management Coordinator and Indoor Air Quality Officer at no additional salary for the period beginning June 5, 2024 until the next reorganization meeting
  30. Motion to appoint Eric Larson as Custodian of Public Records at no additional salary for the period beginning June 5, 2024 until the next reorganization meeting
  31. Motion to appoint John Marquet as the District Affirmative Action Officer, District Affirmative Action Officer for Contracts. Appoint William Graulich as the District Anti-Bullying Coordinator and 504 Officer at no additional salary for the period June 5, 2024 until the next reorganization meeting
  32. Motion to authorize the Superintendent and the School Business Administrator/Board Secretary, jointly, to provide approval of demands to be paid prior to presentation to the Board of Directors, subject to ratification at the next meeting, in accordance with 18A:19-4.1
  33. Motion that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line-item budget transfers as are necessary between Board of Director Meetings, and such transfers shall be reported to the Board of Directors, ratified and duly recorded in the minutes of next regular meeting.
  34. Motion that emergency procedures described in the official Union County Educational Services Commission Emergency Management Plan be approved as recommended by the Superintendent of Schools.
  35. Motion that the Representative Assembly authorize the Superintendent and Business Administrator to implement the 2024-2025 budget, once authorized and finalized, pursuant to local and state policies and regulations.
  36. Motion to approve the use of Educational Services Commission of New Jersey's Cooperative Pricing System – MCESCCPS for cooperative pricing for school supplies, equipment, and services for the 2024-2025 school year
  37. Motion to approve the use of Hunterdon County Educational Services Commission's Cooperative Pricing System – HCESCCPS for cooperative pricing for school supplies, equipment, and services for the 2024-2025 school year
  38. Motion to approve the following service vendors for the 2024-2025 school year:



AES Fire  
Allied Universal  
All County Sewer & Drain Service  
American Water Co.  
AM School Associates  
Atlantic Business Systems  
Comcast Business  
Comcast Cablevision  
Confires Fire Protection  
Diploma Joint Insurance Fund  
DLL Document Solutions  
East Coast Combustion  
Edumet  
Entel Systems  
Elizabethtown Gas  
ESS (Substitute Staffing)  
Frontline Technologies  
Home Depot  
Hutchin's  
Hydra Neumatic  
Jay Hill Repairs  
Light Path

Maschio's Food Services, Inc  
McIntyre's Lawnmowers Inc.  
NEC Financial  
Partner Engineering & Science Inc.  
Power School  
PSE&G  
Republic Services  
Ridge Secure Technology  
Saunders Roofing  
Staples Advantage  
Stonegate Associates  
Strauss Esmay  
Survivor Fire & Safety  
T-Mobile  
Trane  
Tompkin Company  
Township of Clark  
U.S. Bancorp  
Verizon Wireless  
Waste Management of New Jersey

Ayes: Khanna, Dreyer, Guerriero, Best, Panichi, Gunderman, Motiero, Washington, Munoz, Ryan, & Weiss

Nays: None

Abstain: Steinberg

**TRANSPORTATION & ORGANIZATION: \***

It was moved by Dr. Panichi and seconded by Ms. Motiero and carried by roll call vote, to approve items 39-51:

39. Motion to authorize entering into transportation jointures with the following school districts for the 2024-2025 school year:

Barnegat Township	Jefferson Twp.	Rahway Roselle
Bergenfield	Jersey City	Roselle
Berkeley Heights	Kenilworth	Roselle Park
Bernards Twp.	Linden	Sayreville
Black Horse Pike Regional	Livingston	Scotch Plains/Fanwood
Bradley Beach	Logan Twp.	Somerset Hills
Bridgewater-Raritan	Long Hill	South Amboy
Caldwell-West Caldwell	Manasquan	South Bound Brook
Clark	Millburn	South Orange-Maplewood
Clifton	Monroe Township	South Plainfield
Cranford	Montgomery	Springfield

Dunellen	Mountainside	State of New Jersey
East Brunswick	Neptune	Summit
East Hanover	Newark	Sussex County Regional Co-op
East Newark	New Providence	Teaneck
East Orange	Northern Burlington County Regional	Toms River Regional
Edison	North Plainfield	Trenton
Elizabeth	Old Bridge Township	Union Township
Franklin Township	Orange	Warren Township
Garwood	Parsippany-Troy Hills	Watchung
Gateway Regional	Passaic	Watchung Hills
Green Brook	Paterson	West Essex Regional
Hamilton Township	Penn's Grove	West Morris Regional
Hanover Township	Perth Amboy	West Orange
Highland Park	Pinelands Regional	Westfield
Hillside	Piscataway	Winfield
Hillsborough	Plainfield	Woodbridge
Irvington	Plumsted Township	

40. Motion to authorize entering into transportation contracts with the following school bus companies in order to provide transportation services for all public, nonpublic, special education and vocational school students serviced by the Commission on behalf of the above listed school districts for the 2024-2025 school year:

8 Transportation	F.S. Transportation, Inc.	Nelvi Transit, Inc.
A&M Transportation	First Care Medical Transportation	OTD2 Inc.
Amaker & Porterfield Transportation	First Student	On The Dot Transportation
BRCK Transport, LLC	George Dapper, Inc.	Prestige Bus Services Corp.
Barker Bus Company, Inc.	Golden Arrow Transportation	Road to Success LLC
Belair Transport	H&A Transportation	Shore Vans
Best Trans Group, Inc.	J&J Transportation/Lun & Run	S&MC Transport, Inc.
Bright Start Transport	Jaris Transportation Co.	Student Transportation of America, Inc.
Busy Bee Transportation	Jawa Invalid Coach, Inc.	Villani Bus Company
By Faith Transportation	K&D Bus Service LLC	
Cerebral Palsy League Transportation	K&S Transportation	
Cross Transportation	Kensington Bus Company	
Durham School Services	Madison Coach	

Ayes: Khanna, Dreyer, Guerriero, Best, Panichi, Gunderman, Motiero, Washington, Munoz, Ryan, Steinberg & Weiss

Nays: None

Abstain: None

41. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under Chapters 192/193 for the 2024-2025 school year

- |                    |                   |                          |
|--------------------|-------------------|--------------------------|
| a. Belleville      | g. Hillside       | k. Roselle               |
| b. Berkely Heights | f. Kenilworth     | l. Scotch Plains/Fanwood |
| c. Cedar Grove     | g. Linden         | l. Union                 |
| d. Clark           | h. New Providence | m. Westfield             |
| e. Cranford        | i. Nutley         |                          |
| f. Elizabeth       | j. Plainfield     |                          |

42. Authorization to enter into contracts with the following school districts in order for the Commission to provide nonpublic school services under Title I for the 2024-2025 school year:

- |               |               |          |
|---------------|---------------|----------|
| a. Belleville | d. Linden     | g. Union |
| b. Elizabeth  | e. Plainfield |          |
| c. Hillside   | f. Roselle    |          |

43. Authorization to enter into contracts with the following school districts/Charter Schools in order that they may participate in the Commission's Environmental Safety Program for the 2024-2025 school year:

- |              |                                |                         |             |
|--------------|--------------------------------|-------------------------|-------------|
| a. Cranford  | d. Kenilworth                  | g. Queen City Academy   | k. Winfield |
| b. Elizabeth | e. Morris Union Jointure Comm. | h. Roselle              |             |
| c. Hillside  | f. Plainfield                  | i. Union County Vo-Tech |             |

44. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school textbook program for the 2024-2025 school year:

- |               |                   |          |
|---------------|-------------------|----------|
| a. Cranford   | e. Linden         | i. Union |
| b. Elizabeth  | f. New Providence |          |
| c. Hillside   | g. Plainfield     |          |
| d. Kenilworth | h. Scotch Plains  |          |

45. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school technology program for the 2024-2025 school year:

- |              |                          |              |
|--------------|--------------------------|--------------|
| a. Clark     | e. New Providence        | i. Union     |
| b. Cranford  | f. Plainfield            | j. Westfield |
| c. Elizabeth | g. Roselle               |              |
| d. Hillside  | h. Scotch Plains/Fanwood |              |

46. Authorization to enter into contracts with the following districts in order that the Commission may provide nursing services to nonpublic schools within their boundaries for the 2024-2025 school year:

- |                     |                   |                          |
|---------------------|-------------------|--------------------------|
| a. Belleville       | e. Hillside       | i. Scotch Plains/Fanwood |
| b. Berkeley Heights | e. Kenilworth     | i. Union                 |
| c. Cedar Grove      | f. New Providence | j. Westfield             |
| d. Clark            | g. Plainfield     |                          |
| e. Cranford         | h. Roselle        |                          |

47. Authorization to enter into contracts with the following school districts/Charter Schools in order for the Commission to provide child study team evaluations for public school students during the 2024-2025 school year:

- |   |                   |                          |
|---|-------------------|--------------------------|
| a. Berkeley Heights                       | g. Elizabeth      | l. Rahway                |
| b. Cedar Grove                            | h. Hillside       | m. Roselle               |
| c. Clark                                  | i. Kenilworth     | n. Scotch Plains/Fanwood |
| d. College Achieve Central Charter School | j. Linden         | o. Union                 |
| e. Cranford                               | k. New Providence | p. Union County Vo-Tech  |
| f. Cresthaven Academy Charter School      | l. Plainfield     | q. Westfield             |

48. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under IDEA Part B Basic for the 2024-2025 school year:

- |                |                   |                          |
|----------------|-------------------|--------------------------|
| a. Belleville  | f. Kenilworth     | l. Scotch Plains/Fanwood |
| b. Cedar Grove | g. Linden         | m. Union                 |
| c. Clark       | h. New Providence | n. Westfield             |
| d. Cranford    | i. Nutley         |                          |
| e. Elizabeth   | j. Plainfield     |                          |
| f. Hillside    | j. Roselle        |                          |

49. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school Security Aid program for the 2024-2025 school year:

- |                   |                          |
|-------------------|--------------------------|
| a. Cranford       | e. Plainfield            |
| b. Elizabeth      | f. Roselle               |
| c. Hillside       | g. Scotch Plains/Fanwood |
| d. New Providence | h. Union                 |

50. Motion to authorize the provision of home instruction to all New Jersey public-school pupils upon receipt of requests from their authorized representatives for the 2024-2025 school year.

51. Motion to make the effective date of Board approvals of Executive Committee Actions align with the effective date as stated in the Executive Committee Action.

Ayes: Khanna, Dreyer, Guerriero, Best, Panichi, Gunderman, Motiero, Washington, Munoz, Ryan, Steinberg & Weiss

Nays: None

Abstain: None

OLD BUSINESS: None

NEW BUSINESS: None

RECOGNIZE THE PUBLIC: None

ADJOURNMENT:

On motion of Ms. Guerriero, seconded by Dr. Washington and carried, the meeting was adjourned at 7:17 p.m.

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Eric Larson, Board Secretary

\*Let it be known that all board members affirmative votes on any item involving their district will automatically be considered an abstention as it pertains to their district.