

# **EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY**

**Nadia Romano**  
*Superintendent*

1660 Stelton Road  
Piscataway, NJ 08854  
(732) 777-9848  
<http://www.escnj.us>

**Steven K. Robinson**  
*Interim Business Administrator/  
Board Secretary*

**Gary E. Molenaar**  
*Assistant Superintendent for  
Learning/Educational Services*



**Matthew J. Scanlon Ed.D**  
*Assistant Superintendent of  
Operations & Security*

**DATE:** September 20, 2024  
**TIME:** 9:00 A.M.  
**PLACE:** ESCNJ Professional Conference Center  
1690 Stelton Road  
Piscataway, NJ 08854

## **MINUTES**

**Present:** East Brunswick, Highland Park (virtual), Jackson, Jamesburg, Metuchen, Middlesex, Milltown, New Brunswick, North Brunswick, Old Bridge, Perth Amboy, Piscataway (left 9:11am), Plainfield (arrived 9:22pm), Sayreville, Somerset Hills Regional, South Amboy, South Brunswick, South Plainfield, Spotswood, Woodbridge, Middlesex County Magnet Schools, Executive County Superintendent, Kean University Liaison, Middlesex College Liaison

Superintendent Romano, Asst. Superintendent Molenaar, Asst. Superintendent Scanlon, Business Administrator Robinson (virtual), Asst. Business Administrator Pao, Asst. Business Administrator Nicholson, Human Resources Director Hudson

Hope Blackburn, Board Counsel

**Absent:** Carteret, Cranbury, Dunellen, Edison, South River

**Call to Order – 9:11 a.m.**

### **1. Opening Statement/Notice of Meeting**

The New Jersey Open Public Meeting Law was enacted to ensure the right of the public to have advance notice of and to attend meetings of public bodies at which any business affecting their interests is discussed or acted upon. In accordance with the provisions of this act, the Board Secretary has caused notice of this meeting to be published by having the date, time and place thereof posted on the bulletin board of the County Superintendent's office on August 1, 2024 and notice as provided to the Home News & Tribune on August 1, 2024.

### **2. Roll Call**

### **3. Pledge of Allegiance**

#### 4. **Welcome New Members:**

- Dr. Aubrey Johnson (New Brunswick Superintendent)
- Dr. Richard Labbe (Sayreville Superintendent)

Board President Roman welcomed new members as esteemed colleagues and acknowledged and thanked them for joining us in the forum. Dr. Roman asked for input and commended Superintendent Romano for working with the attorney in developing a new structure for the meetings and thanked Dr. Valeski for his work as well.

Dr. Roman discussed the focus and opportunities of being a part of the Board of Directors at the Educational Services Commission of New Jersey and stressed the importance of Board Member involvement.

#### 5. **STATEMENT FOR PRIVATE SESSION**

BE IT RESOLVED, pursuant to the Sunshine Act, N.J.S. 10:4-12 and 13 that the Board of Directors will now meet in closed session to discuss legal and that matters discussed will be disclosed to the public as soon as the reason for confidentiality no longer exists.

WHEREAS, the aforesaid subjects to be discussed are within the exemptions which are in Chapter 231, it is therefore resolved that the aforesaid subjects shall be discussed in closed session by the Board and administrative staff at the conclusion of the public segment of the meeting, and information pertaining thereto will be made available to the public as soon thereafter as possible and once the reasons for non-disclosure no longer exist.

On motion by Dr. Aubrey Johnson of New Brunswick, seconded by Dr. Frederick Williams of South Amboy the Board moved into Private session at 9:11 a.m.

The Board resumed the regular session at 9:22 a.m.

Dr. Roman noted that no amendments would be made to the agenda as a result of the closed session.

#### 6. **Presentation: ESCNJ Curricula Revisions & Realignment Assistant Superintendent for Instruction, Mr. Molenaar**

Mr. Molenaar discussed some of the changes to the curriculum including math, language arts and gearing instruction in an effective way for students with disabilities.

Mr. Molenaar discussed VB-MAPP and discussed the principles the development assessment tool is created from and how that works into different interventions and strategies for faculty and creates a standardized process. Mr. Molenaar highlighted the goals for the curriculum at all grade levels.

Mr. Molenaar presented the instructional and behavioral support initiatives that the ESC would be implementing in the coming months and monitoring through restraint/seclusion data, workers compensation statistics and building walkthroughs and reviews.

A Board member requested that Mr. Molenaar use this information to assist with other districts.

## **7. Superintendent's Report:**

Superintendent Romano discussed the power outage that took place the day before at PRDS, noting it would be back to business next week, thanked committee members, administrators and staff for their hard work with the school opening and welcomed members back and discussed the recommendation of Mr. Timothy Havlusch as the Business Administrator for the ESCNJ.

Superintendent Romano provided enrollment numbers.

## **8. Committee Reports:**

Dr. Roman acknowledged the committees, their hard work and thanked them citing the importance of the participants so that the obligations of the ESCNJ are fulfilled.

### **a. Personnel**

Dr. Villani provided a report from the September 12, 2024 Personnel Committee meeting. Topics were the Superintendent's district goals for the 2024/2025 school year. Dr. Labbe discussed the review of the professional development goals and job description that is on the agenda.

### **b. Finance**

Dr. Caputo reported from the September 17, 2024 committee meeting. Topics at the meeting included transportation, the CAP and then a summary of agenda items was provided. Dr. Caputo reported about different ways to lower fees for ESCNJ members.

### **c. Curriculum**

Dr. Johnson reported from the September 12, 2024 meeting. Topics at the meeting included the English Language Arts, student support services and that the committee asked that a professional development plan be developed to assist instructors. Committee members discussed balance of curriculum and functional behaviors and how to gain a better understanding of where support is needed.

### **d. Facilities**

Dr. Massimino reported on the topics of the priorities that the ESC would like to accomplish and a variety of issues within the buildings, the need for expanded parking at AFC and a potential property purchase. Other topics included maintenance in relation to the new security budget and dynamics surrounding that.

### **e. Policy**

Ms Ciarrocca and Ross reported from the September 12, 2024 meeting. Topics included the audit report and CAP in relation to developing policies to identify and determine how to mitigate future issues while meeting the needs of the ESCNJ. The committee also reviewed existing policies.

### **f. Negotiations**

No report.

## **9. Approval of the June 7, 2024 Minutes ([Enclosure A1](#))**



The Educational Services Commission of New Jersey does hereby approve the following Board of Director meeting minutes:

**June 7, 2024**

On motion by Middlesex County Magnet Schools seconded by Plainfield the foregoing was approved with one abstention from Sayreville.

**10. Commission Business:**

**A. Official action requested to retroactively approve agenda items and resolutions from:**

1. June 27, 2024 ([Enclosure A2](#))
2. July 30, 2024 ([Enclosure A3](#))
3. August 30, 2024 ([Enclosure A4](#))

On motion by Mr. Jorge Diaz of Middlesex County Magnet Schools, seconded by Mr. Rashon Hasan of Plainfield item #10A was approved by the following roll call vote:

"Ayes" - East Brunswick, Highland Park, Jackson, Jamesburg, Metuchen, Middlesex, Milltown, New Brunswick, North Brunswick, Old Bridge, Perth Amboy, Plainfield, Somerset Hills Regional, South Amboy, South Brunswick, South Plainfield, Spotswood, Woodbridge, Middlesex County Magnet Schools, Executive County Superintendent, Kean University Liaison, Middlesex College Liaison

"Noes" - NA

"Abstain"- Sayreville

**B. Curriculum/Policy/Program**

1. Middlesex College Advisory Board Liaison ([Enclosure A5](#))
2. Kean University Advisory Board Liaison ([Enclosure A6](#))
3. Sayreville Board of Education Board Representative ([Enclosure A7](#))
4. ESCNJ School Improvement Panels: 24/25 (SciP) ([Enclosure A](#))

On motion by Dr. Frederick Williams of South Amboy, seconded by Mr. Joseph Massimino of Woodbridge item #10B was approved with one abstention from Dr. Richard Labbe of Sayreville (item #3 only).

**C. Student Services**

**Accept the enrollment or termination of pupils for ESY 25 and FY 25 at:**

- . Academy Learning Center ([Enclosure B](#))
- . Bright Beginnings Learning Center ([Enclosure C](#))
- . Future Foundations Academy ([Enclosure D](#))
- . Center for Lifelong Learning ([Enclosure E](#))
- . NuView Academy ([Enclosure F](#))
- . Piscataway Regional Day School & Community Based Instruction ([Enclosure G](#))
- . Nonpublic Department – Title I Services ([Enclosure H](#))
- . Pathways to Adult Living (PAL) Program
- . Adult Community Services (ACS) Program

On motion by Dr. Frederick Williams of South Amboy, seconded by Mr. Graham Peabody of Spotswood item #10C was approved.

**D. Finance**

1. **Board Secretary's Monthly Certification ([Informational Item](#))**
2. **Bill List ([Enclosure I](#))**
3. **Secretary's Report ([Enclosure J](#))**
4. **Cooperative Transportation Adjustments for FY 25 ([Enclosure K](#))**
5. **Approval of Conference Expenses ([Enclosure L](#))**
6. **Approval of Grants, Gifts and Donations ([Enclosure M](#))**
7. **Approval of Field Trips for ESCNJ Programs ([Enclosure M1](#))**
8. **Approval to Amend the Award of Prepared Meal and Delivery Services RFP #23/24-34 to:**  
**Karson Food Service, Inc., 3409 Rose Avenue, Ocean Township, NJ 07712**

As the school year has already commenced and the state agency wants to assure that students have access to nutritious meals, the Commercial Vendor contract for school year 2024-2025 will be approved. The SFA cannot renew this contract and will be required to procure a new base year Commercial Vendor contract for the School Year 2025-26. It is estimated that Karson Food Service will be paid \$694,536.00 during the 2024-25 school year at a rate of \$1.95 for breakfast and \$3.40 for lunch.

**9. Approve the Use of School Facility**

Monroe Township Soccer Club to use the Academy Learning Center gymnasium for youth soccer soccer training on Monday-Friday from 5-8 p.m. and Saturdays from 9 a.m.-noon from January 6 through March 15, 2025 for a total fee of \$9,450.00.

**10. Approve the Award of Nursing Services Bid #ESCNJ 24/25-21 ([Enclosure N](#))**

- Delta-T Group North Jersey Inc., 1460 Route 9 North, Suite 300, Woodbridge, NJ  
(For all counties)

for the bid term 9/20/24 through 9/19/26, with possible extensions as permitted by NJ law.

**11. Approve the Award of Automotive Parts & Supplies Bid #24/25-17 ([Enclosure O](#))**

- Parts Authority, LLC, 3 Dakota Drive, Suite 100, New Hyde Park, NY 11042
- Genuine Parts Company, 1170 New Durham Road, South Plainfield, NJ 07080

for the bid term 11/20/24 through 11/19/26, with possible extensions as permitted by NJ law.



**12. Approve the Award of Food Service Smallwares, Supplies and Equipment Bid #ESCNJ 24/25-18 ([Enclosure P](#))**

- DC Equipment and Supplies, 6 Paragon Way #101, Freehold, NJ 07728
- MAP International Import Export Corp., 358-360 South Street, Newark, NJ 07105
- Penn Jersey Paper, 9355 Bluegrass Road, Philadelphia, PA 19114
- Sam Tell & Son, 300 Smith Street, Farmingdale, NY 11735

for the bid term 10/16/24 through 10/15/26, with possible extensions as permitted by NJ law.

**13. Office of the State Comptroller Corrective Action Plan ([Enclosure P1](#))**

On motion by Mr. Rashon Hasan of Plainfield, seconded by Dr. Frederick Williams of South Amboy items #D1-D13 were approved by the following roll call vote:

"Ayes" - East Brunswick, Highland Park, Jackson, Jamesburg, Metuchen, Middlesex, Milltown, New Brunswick, North Brunswick, Old Bridge, Perth Amboy, Plainfield, Sayreville, Somerset Hills Regional, South Amboy, South Brunswick, South Plainfield, Spotswood, Woodbridge, Middlesex County Magnet Schools, Executive County Superintendent, Kean University Liaison, Middlesex College Liaison

"Noes" - NA

"Abstain"- NA

**E. Personnel ([Enclosure Q](#))**

**Approval of Job Description ([Enclosure R](#))**

- Education Program Assistant

On motion by Mr. Rashon Hasan of Plainfield, seconded by Mr. Joseph Massimino of Woodbridge items E was approved by the following roll call vote:

"Ayes" - East Brunswick, Highland Park, Jackson, Jamesburg, Metuchen, Middlesex, Milltown, New Brunswick, North Brunswick, Old Bridge, Perth Amboy, Plainfield, Sayreville, Somerset Hills Regional, South Amboy, South Brunswick, South Plainfield, Spotswood, Woodbridge, Middlesex County Magnet Schools, Executive County Superintendent, Kean University Liaison, Middlesex College Liaison

"Noes" - NA

"Abstain"- NA

**F. Public Comments:**

No comments were made

**G. Motion to Adjourn**

On motion Mr. Jorge Diaz of Middlesex County Magnet Schools, seconded by Dr. Frederick Williams of South Amboy and approved by all present, the meeting was adjourned at 9:57 a.m.

Respectfully submitted,



Steven Robinson  
Acting Board Secretary

**Next Meeting – Board of Directors Meeting – Friday, October 18, 2024 at 9:00 a.m. at the Professional Conference Center, 1690 Stelton Road, Piscataway, NJ**