

# **EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY**

**Nadia Romano**  
*Superintendent*

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

**Timothy Havlusch**  
*Business Administrator/  
Board Secretary*

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



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

**DATE: December 20, 2024**

**TIME: 9:30 A.M.**

**PLACE: ESCNJ Professional Conference Center  
1690 Stelton Road  
Piscataway, NJ 08854**

## **Board of Directors Meeting Minutes**

**Present:** Carteret, Dunellen, East Brunswick, Edison, Highland Park, Jamesburg, Metuchen, Milltown, Old Bridge, Piscataway, Plainfield, Sayreville, Somerset Hills Regional, South Amboy, South Plainfield, Woodbridge, Middlesex County Magnet Schools and Perth Amboy.

Executive County Superintendent Anderson, Kean University Liaison Zychowski and Middlesex College Liaison McCormick.

Superintendent Romano, Asst. Superintendent Molenaar, Asst. Superintendent Scanlon, Business Administrator Havlusch, Asst. Business Administrator Pao, Asst. Business Administrator Nicholson, Human Resources Director Hudson

Jonathan Busch, Board Counsel

### **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**

Board President Roman thanked everyone for attending and wished everyone a joyful and peaceful holiday season.

#### **4. Presentation: Adult Community Services**

Lisa Buckwalter, Director of Adult Community Services, introduced the program dynamics to the Board. Ms. Buckwalter discussed the development and implementation of sustainable systems so that the program remains compliant. Ms. Buckwalter described the certification process and the accomplishment of the collaboration for this with the staff.

Ms. Buckwalter described the daily skills development that are taught at Adult Community Services, some of the fun learning events that are held for the participants and described outings that the participants take. Ms. Buckwalter described the training systems and the strength of the staff members at Adult Community Services.

Manny, a participant at Adult Community Services, reported the different skills that are taught, the fun educational items and outings that take place. Manny also described all of the activities that he enjoys with his friends at Adult Community Services.

#### **5. Superintendent's Report**

Superintendent Romano read a resignation letter to the Board from Mrs. Nicole Pormilli, board representative from Jackson, and thanked her for her service as a Board Member, discussed new Board Member, Mr. Mark Daniels from the East Windsor Public School District, the purchase of the property next to NuView, the development of facilities needs by Business Administrator Havlusch and Assistant Superintendent Scanlon, professional development and trainings that focus on Functional Behavioral Assessments, discussed the next parent training series that would occur at the Professional Conference Center on January 10, 2024, staff security training from Security Director Ullman and noted that enclosure 9.1 C1-R is tabled.

Superintendent Romano read out enrollment numbers to the Board.

#### **6. Committee Reports:**

##### **a. Personnel**

Dr. Labbe provided a report from the December 18, 2024 Personnel Committee Meeting. Topics at the meeting included custodial staffing, administrator benefits, reviewed the Assistant Business Administrator for Cooperative Purchasing position, a staffing summary overview and positions and the upcoming Superintendent Evaluation.

##### **b. Finance**

Dr. Caputo provided a report from the December 17, 2024 Finance Committee meeting. Topics discussed included the finance agenda items, the CAP and surplus in conjunction with policies that are in process, program budgets and the zero percent increase in tuition for the 2025-26 school year.

##### **c. Curriculum**

Assistant Superintendent Molennar provided a report from the December 18, 2024 Curriculum Committee meeting. Topics discussed included a review of the restraint and seclusion data, an upcoming program for the district on the Science of reading and an Ukeru presentation.

##### **d. Facilities**

Dr. Massimino provided a report from the December 12, 2024 Facilities Committee meeting that was held at the Center for Lifelong Learning. Topics at the meeting included the Long Range Facilities Plan, the property adjacent to NuView and commented on the success of the internal

dynamics of communication between the Superintendent's Office and Business Office about the ongoing projects at the ESCNJ.

**e. Policy**

Mr. Ross provided a report from the December 13, 2024 Policy Committee meeting. Topics at the meeting included a new policy being developed to satisfy the CAP and first and second readings of policies and regulations that are on the agenda.

**f. Negotiations**

No report.

7. Motion to approve the November 22, 2024 Minutes ([Enclosure A](#))  
Motion to approved the Board Minutes of November 12, 2024 Remote Special Meeting ([Enclosure A1](#))

**8. Representative Assembly:**

**Representation to the ESCNJ Representative Assembly**

Dr. Sylvia Zircher (South River Superintendent)  
Dr. Roberta Freeman (Middlesex Borough Superintendent)  
Dr. Stephanie Brown (Milltown Superintendent)  
Mr. Mark Daniels (East Windsor Regional Superintendent)  
Mr. Graham Peabody (Spotswood Superintendent)

WHEREAS, Legislation, P.L. 192-1989, Chapter 254, requires representation to the Representative Assembly of the Educational Services Commission of New Jersey; and

WHEREAS, this representative(s) will serve from January 1, 2025, to December 31, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Educational Services Commission of New Jersey, that Sylvia Zircher, Ed.D., be appointed to the Representative Assembly of the Educational Services Commission of New Jersey.

BE IT FURTHER RESOLVED by the Board of Directors of the Educational Services Commission of New Jersey, that Roberta Freeman, Ed.D., be appointed to the Representative Assembly of the Educational Services Commission of New Jersey.

BE IT FURTHER RESOLVED by the Board of Directors of the Educational Services Commission of New Jersey, that Stephanie Brown, Ed.D., be appointed to the Representative Assembly of the Educational Services Commission of New Jersey.

BE IT FURTHER RESOLVED by the Board Directors of the Educational Services Commission of New Jersey, that Mark Daniels, be appointed to the Representative Assembly of the Educational Services Commission of New Jersey.

BE IT FURTHER RESOLVED by the Board Directors of the Educational Services Commission of New Jersey, that Graham Peabody, be appointed to the Representative Assembly of the Educational Services Commission of New Jersey.

**9. Commission Business:**

**A. Personnel ([Enclosure B](#))**

Approval of Job Descriptions:

- . Business Office - Assistant Business Administrator for Cooperative Purchasing ([Enclosure C](#))
- . Administrative Benefits - 2024/2025 - ([Enclosure C 1 R](#))

**B. Finance**

1. Board Secretary's Monthly Certification ([Enclosure D](#))
2. Bill List ([Enclosure E](#))
3. Secretary's Report ([Enclosure F](#))
4. Cooperative Transportation Adjustments for FY 25 ([Enclosure G](#))
5. Approval of Professional Day Expenses ([Enclosure H](#))
6. Approval of Grants, Gifts and Donations ([Enclosure I](#))
7. Approval of Field Trips for ESCNJ Programs ([Enclosure J](#))
8. Approve the FY 26 Preliminary Tuition Rates ([Enclosure K](#))
9. Approval the FY 26 Extended School Year Program Budgets ([Enclosure L](#))
10. Approve the Disposal of Aquatics Equipment ([Enclosure M](#))
11. Approve the following proposals from Spiezele Architectural Group Inc.:
  - Center for Lifelong Learning - Construction Admin Services related to Partial Roof Replacement not to exceed \$134,000.00 ([Enclosure N](#))
  - Center for Lifelong Learning - Professional Admin Services related to Additional Parking, Drives and Related Improvements not to exceed \$88,960.00 ([Enclosure O](#))
  - Center for Lifelong Learning - Project Management Services Proposal - Pool HVAC Replacement not to exceed \$22,000.00 ([Enclosure P](#))
  - Facility Long Range Planning Services Proposal not to exceed \$38,500.00 ([Enclosure Q](#))
  - Proposal for Conceptual Design Services for District Board Offices not to exceed \$18,800.00 ([Enclosure R](#))
12. Approve the following extension of bids at the same terms, conditions and pricing as stated in the original bids:

Bid Name	Bid Number	Awarded Vendor	Bid Term Extension
Maintenance Equipment	ESCNJ 22/23-15	HD Supply Facilities Maintenance; Hillyard Inc.; Karcher North America; Nilfisk; Pacific Steamex Cleaning System, Inc.; Penn Jersey Paper; Puresan Holdings LLC; Scoles Systems, Simplify Chemical, Tennant Sales & Service	1/23/25-1/22/26
Electronic Cylinder Access Control Systems	ESCNJ 22/23-31	Hogan Security Group, LLC	1/18/25-1/17/26
Grounds Equipment	ESCNJ 22/23-12	Central Jersey Equipment, LLC; Cherry Valley Tractor Sales; Cliffside Body Corporation; Creston Hydraulics, Inc.; Deere & Company; EquipTech, LLC dba Bobcat of Central Jersey; EZ-Go	2/22/25-2/21/26

		Div of Textron; Foley, Inc.; Groff Tractor Mid Atlantic LLC; Hoffman International, Inc.; Jesco, Inc.; Kenvil Power Equipment, Inc.; Laurel Lawnmower Service, Inc.; Lawn & Golf Supply, Co. Inc.; McGrath Municipal Equipment, LLC; Modern Group, LTD.; Montage Enterprises.; MTE Equipment Solutions Inc.; North Jersey Bobcat, Inc.; Ocean County Equipment, Inc. dba Ace Outdoor Power; Power Place, Inc.; Storr Tractor Company; Trius, Inc.; Turf Equipment & Supply Co. Inc.; US Municipal Supply, Inc.	
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13. Approve the award of the LED and Other Lighting Bid #ESCNJ 24/25-28 to the following vendors for the bid term 1/21/25 through 1/20/27, with extensions as permitted by NJ law: ([Enclosure S](#))
  - Jewel Electric Supply, 133 Halleck Avenue, Jersey City, NJ 07306
  - PureTek Group, Inc., 315 Wootton Street, Suite N, Boonton, NJ 07005
  - Turtle & Hughes, Inc., 100 Walnut Avenue, Clark, NJ 07066
14. Approve the award of the Lawn Care Products and Services Bid #ESCNJ 24/25-25 to the following vendors for the bid term 1/22/25 through 1/21/27, with extensions as permitted by NJ law: ([Enclosure T](#))
  - Fisher & Son Company, Inc., 110 Summit Drive, Exton, PA 19341
  - JWC Inc. dba Natural Green Lawn Care, 795 East Main Street, Bridgewater, NJ 08807
15. Approve the award of the Applied Behavioral Analysis and Behavioral Consultant Services RFP #ESCNJ 24/25-32 to the following vendor for the RFP term 1/1/25 through 6/30/25, with extensions as permitted by NJ law ([Enclosure U](#))
  - Brett DiNovi & Associates LLC, PO Box 8223, Cherry Hill, NJ 08002
16. Approve the award of the Lawn Care and Grounds Maintenance Bid #ESCNJ 24/25-34 for ESCNJ to the following vendor for the bid term 1/1/25 through 6/30/26, with extensions as permitted by NJ law: ([Enclosure V](#))
  - OnSite Landscape Management, PO Box 294, Perrineville, NJ 08535
17. Approve a vendor name change from Mall Chevrolet to Hessert Chevrolet of Cherry Hill, 75 Haddonfield Road, Cherry Hill, NJ 08002 in the Cars, Crossovers, Class 1-3 Pickup Trucks/Chassis/SUVs and Vans Bid #ESCNJ 23/24-41 as Mall Chevrolet was bought out by Hessert Chevrolet of Cherry Hill, noting that the terms, conditions and pricing will remain the same under the original bid.

**C. Student Services**


- Accept the enrollment or termination of pupils for FY25 at:
- . Academy Learning Center ([Enclosure W](#))
  - . Bright Beginnings Learning Center ([Enclosure X](#))
  - . Future Foundations Academy ([Enclosure Y](#))
  - . Center for Lifelong Learning ([Enclosure Z](#))
  - . NuView Academy ([Enclosure AA](#))


- . Piscataway Regional Day School & Community Based Instruction ([Enclosure BB](#))
- . Nonpublic Department – Title I Services
- . Pathways to Adult Living (PAL) Program
- . Adult Community Services (ACS) Program


**D. Policies:**


 Revised Policy 2419. First Reading  
School Threat Assessment Teams


**Regulations:**

 Revised Regulation 3160. Second Reading  
Physical Examination

 Revised Regulation 4160. Second Reading  
Physical Examination

 Revised Regulation 8467. Second Reading  
Firearms and Weapons

 Revised Regulation 5200. Second Reading  
Attendance

 Revised Regulation 2419. First Reading  
School Threat Assessment Teams

On motion by South Amboy, seconded by Plainfield, Items #7-9 as amended, were approved by the following roll call vote:

“Ayes” - Carteret, Dunelle, East Brunswick, Edison, Highland Park, Jamesburg, Metuchen, Milltown, Old Bridge, Perth Amboy, Piscataway, Plainfield, Sayreville, Somerset Hills Regional, South Amboy, South Plainfield, Woodbridge, Middlesex County Magnet Schools.

“Noes” - None

“Abstain”- None

**10. Public Comment**

No Comments were made.

Informational Item: [HIB Report](#)

**11.** Next Meeting – Board of Directors Meeting – Friday, January 17, 2025 at 9:30 a.m. at the Professional Conference Center, 1690 Stelton Road, Piscataway, NJ

**12.** On motion by South Amboy, and seconded by Piscataway and approved by all present, the meeting was adjourned at 10:02 a.m.

Respectfully submitted,

Timothy Havlusch  
Business Administrator/Board Secretary