

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

Nadia Romano
Superintendent

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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: January 17, 2025

TIME: 9:30 A.M.

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

Board of Directors Meeting Minutes

Present: Carteret, Cranbury, Dunellen, East Brunswick, East Windsor Regional, Edison, Metuchen, Middlesex, Milltown, Monroe, New Brunswick(9:33AM), North Brunswick, Old Bridge, Plainfield, Sayreville, Somerset Hills Regional, South Amboy, South Plainfield, South River, Spotswood, 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 and Security Director Ullman.

Douglas Silvestro, 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 wished everyone a happy new year and welcomed new Board Member, Mark Daniels from East Windsor. Dr. Roman informed everyone of an upcoming Executive Board meeting that will be scheduled in February.

4. Presentation: Operations and Security: Assistant Superintendent Scanlon and Security Director Ullman

Security Director Ullman thanked the Board Members for his appointment and assistance for creating a security department at the ESC. Mr. Ullman discussed security threat assessment to determine the vulnerabilities of the district, logistics of hiring and training school security officers and discussed changes and enhancements that have been made to the district to improve security based on the initial assessment. Mr. Ullman discussed the ongoing coordination between the district and the local police departments and emergency services, emergency preparedness for the district and the training of staff at all schools in their roles and responsibilities and how to assist should an emergency occur.

Dr. Scanlon provided an update for the updated Long Range Facilities Plan that is in the process of being updated with Spiegle Architects, two district bids that are being awarded for landscaping and districtwide cleaning and a land acquisition effort. Dr. Scanlon discussed custodial and maintenance staffing needs for the district and open positions within the district. Dr. Scanlon thanked the Facilities Committee and Superintendent Romano for their support and hard work with the ESC.

Presentation: Fiscal Year 2024 Audit Report: Scott Clelland, PKF O'Connor Davies

Scott Clelland from PKF O'Connor Davies thanked Superintendent Romano and the Board of Directors for their support and made special mention of the efforts of Assistant Business Administrator Pao assisting in the audit process for the ESC. Mr. Clelland provided a timeline for the report submission, noting that reports have been filed within the state deadline, described the objectives of the audit, provided revenue analysis and the results noting that there were no findings that were of material weakness or significant deficiency.

Mr. Clelland thanked everyone for their assistance in the process of the audit.

Ms. Romano thanked Mr. Clelland and Ms. Pao for her hard work and efforts in the auditing process.

Dr. Roman noted the progress of the ESCNJ and the focus approach and growth that is coming together under the leadership of Superintendent Romano and the efforts and communications of the board committees.

5. Superintendent's Report:

Business Administrator Havlusch provided an update for the upcoming vendor EXPO on May 21, 2025 at the New Jersey Convention and EXPO Center, noting that the theme will focus on our student population and utilize students from both PAL and ACS as ambassadors at the event.

Superintendent Romano thanked everyone for their attendance and discussed the budget process and planning, determining needs and additional supports needed for the district, discussed the recent parent training session that was held on January 10, 2025, provided certification survey results, provided enrollment information for schools and programs within the district and highlighted the incredible staff at the Academy Learning Center for a program the staff established where they provided families with a grant to help with holiday expenses.

Dr. Roman made note of the hard work that is being done within the district and thanked the staff for their conduct during a recent drill that he was able to witness.

6. Committee Reports:

a. Personnel

Dr. Labbe provided a report from the January 15, 2025 Personnel Committee Meeting. Topics at the meeting included the personnel agenda, staffing and various positions within the district. Dr. Labbe congratulated Mr. Molenaar for his upcoming retirement and thanked him for his service to the Commission.

b. Finance

Mr. Peabody provided a report from the January 14, 2025 Finance Committee meeting. Topics discussed included a review of the financial reports and agenda items, a review of the audit and the zero percent increase in tuition for the upcoming summer ESY and 2025-26 school year.

c. Curriculum

Dr. Johnson provided a report from the January 15, 2025 Curriculum Committee meeting. Topics discussed included a review of restraint and seclusion data, upcoming professional development, the review of a presentation from Piscataway Regional Day School on the topic of community based instruction and a tour of a classroom.

d. Facilities

No report.

e. Policy

Mr. Ross provided a report from the January 10, 2025 Policy Committee meeting. Topics at the meeting included policies on the agenda for second reading, fund balance policy reading and thanked Business Administrator Havlusch for his research and findings that were presented to the committee.

f. Negotiations

No report.

7. Motion to approve the December 20, 2024 Minutes ([Enclosure A](#))

8. Commission Business:

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

B. Finance

1. Board Secretary's Monthly Certification ([Enclosure C](#))
2. Bill List ([Enclosure D](#))
3. Secretary's Report ([Enclosure E](#))
4. Cooperative Transportation Adjustments for FY 25 ([Enclosure F](#))
5. Approval of Professional Day Expenses ([Enclosure G](#))
6. Approval of Conference Expenses ([Enclosure H](#))
7. Approval of Grants, Gifts and Donations ([Enclosure I](#))

8. Approval of Field Trips for ESCNJ Programs ([Enclosure J](#))
9. Approve the 2024 Annual Comprehensive Financial Report ([Enclosure K](#)) and the Auditors' Management Report on Administrative Findings ([Enclosure K1](#))
10. Approve the award of the District Wide Deep Cleaning Services Bid #ESCNJ 24/25-36 for ESCNJ to CBM-Conover Building Maintenance, 248A Main Street, Spotswood, NJ 08884 for the bid term 2/1/25 through 6/30/26, with extensions as permitted by NJ law. ([Enclosure L](#))

The four vendors that responded to the bid were:

1. Access NJ, 150 West State Street, Suite 120, Trenton, NJ 08608
2. Cleaning Services of Hudson Valley Inc., 55 Ramapo Road, Suite 88, Garnerville, NY 10923
3. CBM-Conover Building Maintenance, 284A Main Street, Spotswood, NJ 08884
4. Talarico Building Services DBA ServiceMaster TBS, 73 Coolidge Avenue, Bellmawr, NJ 08031

On the recommendation of the School Business Administrator, approval to withdraw the bid received from Cleaning Services of Hudson Valley, Inc. of Garnerville, NY 10923 was recommended, noting that after the bid opening company officials noted that there was a "misunderstanding of the scope of work" of the contract. The Board of Directors hereby approves the bid withdrawal without any penalty assessed against the vendor.

11. Approve the award of the Speech Language Services RFP #ESCNJ 24/25-37 for ESCNJ to the following vendors for the bid term 1/20/25 through 6/26/25, with extensions as permitted by NJ law: ([Enclosure M](#))
 - BBB SLP Therapy, LLC, 150 Maple Avenue, Suite 325, South Plainfield, NJ 07080
 - InHealth Staffing, 8 The Green, Suite B, Dover, DE 19901
12. Approve the Extension of Bids ([Enclosure N](#))
13. Approve the Amendment #11 to the Master Service Agreement between Cablevision Lightpath NJ LLC and the ESCNJ in the Unified Communications, Voice and Collaborative Solutions RFP #ESCNJ 23/25-10 for the bid term 12/13/23 through 12/12/26 and the Internet Access & Data Transmission Services - NJ DRLAP RFP #ESCNJ 23/24-19 for the bid term 1/19/24 through 1/18/27. ([Enclosure N1](#))
14. Approve the authorized use of Competitive Contracting Procurement process in accordance with N.J.S.A. 18A:18A-4.3(a) for the following services:
 - Occupational Therapy Services
 - Physical Therapy Services
 - Speech Therapy Services
 - Counseling Services
 - Nursing Services

C. Student Services

Accept the enrollment or termination of pupils for FY25 at:

- Academy Learning Center ([Enclosure O](#))
- Bright Beginnings Learning Center ([Enclosure P](#))
- Future Foundations Academy ([Enclosure Q](#))
- Center for Lifelong Learning ([Enclosure R](#))
- NuView Academy ([Enclosure S](#))
- Piscataway Regional Day School ([Enclosure T](#))

D. Policies:  **Revised Policy 2419. Second Reading 1.17.25**
School Threat Assessment Teams

Regulations:  **Revised Regulation 2419. Second Reading 1.17.25**
School Threat Assessment Teams

On motion by Woodbridge, seconded by South Amboy, Items #7-8, were approved by the following roll call vote:

“Ayes” - Carteret, Cranbury, Dunellen, East Brunswick, East Windsor Regional, Edison, Metuchen, Middlesex, Milltown, Monroe, New Brunswick, North Brunswick, Old Bridge, Plainfield, Sayreville, Somerset Hills Regional, South Amboy, South Plainfield, South River, Spotswood, Woodbridge, Middlesex County Magnet Schools and Perth Amboy.

“Noes” - None

“Abstain”- None

9. Public Comments:

No comments were made.

Informational Item: [HIB Report](#)

10. Next Meeting – Board of Directors Meeting – Friday, February 21, 2025 at 9:30 a.m. at the Professional Conference Center, 1690 Stelton Road, Piscataway, NJ

11. On motion by Middlesex Magnet Schools, seconded by South Amboy, and approved by all present, the meeting was adjourned at 10:15 a.m.

Respectfully submitted,



Timothy Havlusch
Business Administrator/Board Secretary