

**Union County Educational Services Commission  
REPRESENTATIVE ASSEMBLY MEETING  
March 5, 2025**

**MINUTES**

**CALL TO ORDER:**

This meeting was posted in accordance with the Open Public Meetings act PL 1975 Chapter 231.  
The meeting was called to order at 7:33pm.

**1. Attendance Roll Call**

Roll call by verbal roll call. There were present:

Berkeley Heights	Ms. Gale Bradford
Clark	Ms. Lorraine j. Aklonis
Cranford	
Elizabeth	
Garwood	
Hillside	Ms. Laquana Best
Kenilworth	Dr. Michelle Panichi *
Linden	
Mountainside	Ms. Dana Guidici Pietro
New Providence	Ms. Laura Castellano
Plainfield	
Rahway	Ms. Jennifer Moteiro
Roselle	
Roselle Park	
Scotch Plains/Fanwood	
Springfield	Ms. Kristy Rubin
Summit	
Union	Ms. Elsie Mackey
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	
Winfield	Ms. Ann Marie Weiss
Superintendent	Ms. Carrie Dattillo
Board Secretary	Mr. Eric Larson

\* arrived after attendance was taken.

**2. Salute to the flag**

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

EXECUTIVE SESSION:

4. It was moved by Dr. Guidicipietro and seconded by Ms. Best and carried by unanimous voice vote, to move into Executive Session at 7:35 pm for the purpose of discussing 2 HIB cases.

The Board of Directors meeting returned to open session at 7:39 p.m. on motion of Ms. Ryan and seconded by Ms. Castellano, and carried, by unanimous voice vote.

MINUTES:

5. It was moved by Ms. Ryan seconded by Ms. Rubin, and carried by voice vote, to approve the minutes of the Board of Directors Meeting of February 5, 2025

(Att. 1)

Abstain:  
None

SUPERINTENDENT REPORT:

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

6. Motion to approve the Report of the Superintendent for March 2025 (Att. 2)
- Ms. Tantillo presented Westlake School overview.
  - The Business Administrator presented the 25-26 budget.

FINANCE:

It was moved by Ms. Best, seconded by Ms. Mackey, and carried by roll call vote, to approve items #7-13:

7. Motion to approve the Secretary's Financial Report:
- |  |          |
|--|----------|
| Board Secretary's Report dated January 31, 2025                            | (Att. 3) |
| Detailed Budget Report dated February 28, 2025                             | (Att. 4) |
| Check Register for the month ended in 2/28/25 the amount of \$7,609,583.91 | (Att. 5) |
| Budget adjustments and line-item transfers for February 2025               | (Att. 6) |

FINANCE: (Cont'd):

8. WHEREAS, N.J.S.A. 6:30-213, over expenditure of funds requires certification from the Board Secretary on the status of account and fund balances

BE IT RESOLVED, THAT THE Board of Directors does hereby acknowledge that there are no line item accounts showing a deficit balance for the month of February 2025  
AND FURTHER RESOLVED, that the Board of Directors hereby acknowledges that a deficit balance does not exist in any major category

9. Motion to approve the attached February 2025 check register for the School Lunch Account  
(Att. 7)

10. Motion to approve the proposed 2025-2026 budget with the following totals: (Att. 8)  
(to be distributed)

Fund 10	\$ 80,687,227
Fund 20	\$ 4,848,859
	\$ 85,536,086

11. Motion to approve the following resolution:

WHEREAS, the Union County Educational Services Commission Representative Assembly recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$150 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7, but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

FINANCE: (Cont'd):

BE IT FURTHER RESOLVED, the Board of Education approves travel expenditure in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$153,000 for all staff and board members for the 2025-2026 budget year. The 2024-2025 budget year maximum expenditure is also \$153,000 of which \$7,575.00 has been spent as of March 1, 2025.

12. Motion to waive facility fee for use of the 1571 Lamberts Mill Road gym on March 27th by the BMW Club which has donated over \$200,000.00 to Westlake School.
13. Motion to appoint Colleen Brennan, a Certified Public Accountant and Licensed Public School Accountant, as the Treasurer of School Moneys for UCESC at a rate of \$150/hour.

Ayes: Bradford, Aklonis, Best, Panichi, Guidici Pietro, Castellano, Moteiro, Rubin, Mackey, Ryan & Weiss

Nays: None

Abstain: None

PROGRAMS:

It was moved by Ms. Rubin, seconded by Ms. Best, and carried by roll call vote, to approve item #14:

14. Motion to approve the District Calendar, Non-Public Services and Twelve-Month Employees Calendars for the 2025-2026 school year:

District Calendar	(Att. 9)
Non-Public Services	(Att. 10)
Twelve-Month Employees	(Att. 11)

Ayes: Bradford, Aklonis, Best, Panichi, Guidici Pietro, Castellano, Moteiro, Rubin, Mackey, Ryan & Weiss

Nays: None

Abstain: None

TRANSPORTATION:

It was moved by Ms. Best, seconded by Dr. Panichi, and carried by roll call vote, to approve items #15-18:

15. Motion to approve the attached Emergency/Negotiated contracts dated March 5, 2025 (Att. 12)
16. Motion to approve Amendments to Existing Transportation Contracts dated March 5, 2025, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 13)
17. Motion to approve the attached penalty deductions (Att. 14)
18. Motion to approve Emergency Contractor payments for the month of February to the listed contractors at the costs indicated (Att. 15)

Ayes: Bradford, Aklonis, Best, Panichi, Guidici Pietro, Castellano, Moteiro, Rubin, Mackey, Ryan & Weiss

Nays: None

Abstain: None

POLICIES AND REGULATIONS:

It was moved by Ms. Moteiro, seconded by Dr. Guidici Pietro, and carried by roll call vote, to approve items #19 & 20:

19. Motion to approve the following new and/or revised bylaws, policies, or regulations for a second reading and adoption:

P5517 School District Issued Student Identification Cards (M)

20. Motion to approve the following new and/or revised policies and regulations for a first reading:

R 8600A Standard Specifications for Union County Coordinated Special Education Transportation

Ayes: Bradford, Aklonis, Best, Panichi, Guidici Pietro, Castellano, Moteiro, Rubin, Mackey, Ryan & Weiss

Nays: None

Abstain: None

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Rubin, seconded by Ms. Best, and carried by roll call vote, to approve item #21:

21. Motion to authorize in advance, as required by statute and Commission policies and regulations, attendance at the specified professional development conferences/workshops/programs by the employees listed for the dates and costs indicated on the attached Travel and Related Expense Related Expense Reimbursement Form (Att. 16)

Ayes: Bradford, Aklonis, Best, Panichi, Guidici Pietro, Castellano, Moteiro, Rubin, Mackey, Ryan & Weiss

Nays: None

Abstain: None

PERSONNEL:

It was moved by Dr. Guidici Pietro, seconded by Ms. Bradford, and carried by roll call vote, to approve items #22 & 23:

22. Motion to approve the personnel agenda dated March 5, 2025, as recommended by the Superintendent (Att. 17)
23. Motion to approve the ESY personnel agenda dated March 5, 2025, as recommended by the Superintendent (Att. 18)

Ayes: Bradford, Aklonis, Best, Panichi, Guidici Pietro, Castellano, Moteiro, Rubin, Mackey, Ryan & Weiss

Nays: None

Abstain: None

SUSPENSION REPORT:

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

24. Motion to approve the Suspension Report for February 2025

OLD BUSINESS: None

NEW BUSINESS: None

RECOGNIZE THE PUBLIC: None

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 p.m., Wednesday, April 2, 2025 in the second floor conference room at 45 Cardinal Drive, Westfield, N.J.

ADJOURNMENT:

On the motion of Ms. Aklonis seconded by Dr. Guidici Pietro and carried by unanimous voice vote, the meeting was adjourned at 8:04 p.m.

  
Eric Larson, Board Secretary