

UNION COUNTY EDUCATIONAL SERVICES COMMISSION

BOARD OF DIRECTORS MEETING

May 14, 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 7:00pm.

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. Laquanna Best       |
| Kenilworth            | Dr. Michelle Panichi    |
| Linden                |                         |
| Mountainside          |                         |
| New Providence        |                         |
| Plainfield            |                         |
| Rahway                | Ms. Jennifer Moteiro    |
| Roselle               |                         |
| Roselle Park          |                         |
| Scotch Plains/Fanwood | Ms. Debora Brody        |
| Springfield           |                         |
| Summit                |                         |
| Union                 |                         |
| U. C. Vo-Tech         | Ms. Janet Behrmann      |
| Westfield             | Ms. Julie Steinberg*    |
| Winfield              | Ms. Ann Marie Weiss     |
| Superintendent        | Ms. Carrie Dattillo     |
| Board Secretary       | Mr. Eric Larson         |

\*arrived after Executive Committee Action

1. Salute to the flag
2. Recognize the public and ask for comments on agenda items only - None

**EXECUTIVE COMMITTEE ACTION:**

It was moved by Ms. Bradford and seconded by Dr. Panichi, and carried by roll call vote, to approve the items below:

**3. Motion to approve the following Executive Committee Action taken on May 5, 2025**

**Check Register for the month ended April 30, 2025 for \$13,901,644.17**

**(Att. 5)**

Ayes: Bradford, Aklonis, Best, Panichi, Moteiro, Brody, Behrmann, & Weiss

Nays: None

Abstain: None

END OF EXECUTIVE COMMITTEE ACTION

**EXECUTIVE SESSION:**

4. It was moved by Ms. Brody and seconded by Dr. Panichi and carried by unanimous voice vote, to move into Executive Session at 7:02 pm for the purpose of discussing a legal matter and HIB cases.

The Board of Directors meeting returned to open session at 7:07 p.m. on motion of Ms. Best and seconded by Dr. Panichi, and carried, by unanimous voice vote.

**MINUTES:**

5. It was moved by Dr. Panichi seconded by Ms. Moteiro, and carried by voice vote, to approve the minutes of the Board of Directors Meeting of April 2, 2025

**(Att. 1)**

Abstain:  
Panichi  
Behrmann  
Weiss

**SUPERINTENDENT REPORT:**

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

6. Motion to approve the Report of the Superintendent for May 2025

**(Att. 2)**

\* The Hillcrest Academy North Principal, John Marquest, provided an overview of his program.

FINANCE:

It was moved by Ms. Brody, seconded by Ms. Bradford, and carried by roll call vote, to approve items #7-18:

7. Motion to approve the Secretary's Financial Reports:

- Board Secretary's Report dated March 31, 2025 (Att. 3)
- Detailed Budget Report dated April 30, 2025 (Att. 4)
- Budget adjustments and line item transfers for April 2025 (Att. 6)

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 April 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 April 2025 check register for the School Lunch Account (Att. 7)

10. Motion accepting the audit for the fiscal year ended June 30, 2024. (Att. 8 & 9)

11. Motion to approve the bid from Bird Bus Sales & Service in the amount of \$130,640.00 for a 23 passenger + up to 5 wheelchair Microbird school bus. Bird Bus Sales & Service was the only bid we received.

12. Motion to approve settlement agreement with Safe & Secure Transportation LLC at a cost to the UCESC of \$5,000

13. Motion to approve Delta Dental as an equal to or better dental provider for the 25-26 school year at a savings of approximately \$16,000

(Att. 10)

FINANCE(Cont' d):

14. Motion to approve the following breakfast and lunch program prices for the 2025-2026 school year:

|                       | <u>Crossroads</u> | <u>Hillcrest Academy North &amp; South</u> |               |   |                  |                |
|-----------------------|-------------------|--|---------------|---|------------------|----------------|
|                       |                   | <u>Westlake</u>                            |               | <u>Lamberts Mill Academy &amp; Westlake</u> |                  |                |
|                       |                   | <u>Elementary</u>                          | <u>Middle</u> |   | <u>Secondary</u> |                |
|                       | <u>Paid</u>       | <u>Reduced</u>                             | <u>Paid</u>   | <u>Reduced</u>                              | <u>Paid</u>      | <u>Reduced</u> |
| <u>Lunch</u>          |                   |  |               |   |                  |                |
| Students              | 4.25              | .00  | 4.50          | .00   | 4.75             | .00            |
| Max. Per State        | 4.25              | .00  | 4.50          | .00   | 4.75             | .00            |
| Adults                | 5.00              | --   | 5.00          | --  | 5.25             | --             |
| Milk & Juice Students | .65               | --   | .65           | --  | .65              | --             |
| Milk & Juice Adults   | .75               | --   | .75           | --  | .75              | --             |
| A La Carte Students   | 2.25              | --   | 2.25          | --  | 2.25             | --             |
| A La Carte Adults     | 2.75              | --   | 2.75          | --  | 2.75             | --             |
| <u>Breakfast</u>      |                   |  |               |   |                  |                |
| Students              | 2.75              | .00  | 3.00          | .00   | 3.25             | .00            |
| Max. Per State        | 2.75              | .00  | 3.00          | .00   | 3.25             | .00            |
| Adults                | 3.50              | --   | 3.50          | --  | 3.65             | --             |
| Milk & Juice Students | .65               | --   | .65           | --  | .65              | --             |
| Milk & Juice Adults   | .75               | --   | .75           | --  | .75              | --             |

15. Motion to approve the Food Service Management Contract

Be it resolved that the Union County Educational Services Commission “SFA” approves the renewal of the Food Service Management contract with Mschio’s Food Services, Inc. with offices located at 525 East Main Street Chester, NJ 07930 “FSMC” for food service operations for 2025-2026.

The FSMC shall receive, in addition to the costs of operation, an administrative/management fee of \$22,550 to compensate the FSMC for administrative and management costs. This fee shall be billed in 10 monthly installments of \$2,255 per month as a cost of operation. The SFA guarantees the payment of such costs and fees to the FSMC. The total cost of the contract is \$265,265.66

There is no guaranteed financial performance.

The original contract was awarded on June 6, 2024. The fully executed Food Service Addendum shall be submitted to the New Jersey Department of Agriculture, Bureau of Child Nutrition for approval.

FINANCE(Cont' d):

16. Motion to approve a Home Instruction rate of \$74/hour for Public School Home Instruction
17. Motion approving the Corrective Action Plans for the fiscal year audit ended June 30, 2024  
Note-The Business Administrator discussed each of the CAPs included in the attachment  
(Att. A)
18. **Motion to approve U.S. Bancorp Government Leasing and Finance, Inc. as the lowest bidder on financing of \$131,640 for a school bus at 4.73%**

Ayes: Bradford, Aklonis, Best, Panichi, Moteiro, Brody, Behrmann, Steinberg & Weiss

Nays: None

Abstain: None

PROGRAMS:

It was moved by Dr. Panichi, seconded by Ms. Moteiro, and carried by roll call vote, to approve items #19-22:

19. Motion to approve the agreement between UCESC and Children's Specialized Hospital for the 2025-26 school year.  
(Att. 11-13)
20. Motion to authorize the Affirmative Action Team to conduct a Needs Assessment and develop a Comprehensive Equity Plan for School Years 2025-26 through 2027-28.
21. Motion to authorize the submission of the proposed Comprehensive Equity Plan for School Years 2025-26 through 2027-28 to the Union County Office of Education  
(Att. 14)
22. Motion to approve the addendum to the clinical affiliation agreement between Seton Hall University and UCESC  
(Att. 15)

Ayes: Bradford, Aklonis, Best, Panichi, Moteiro, Brody, Behrmann, Steinberg & 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 #23-26:

23. Motion to approve the attached Emergency/Negotiated contracts  
(Att. 16)
24. Motion to approve Amendments to Existing Transportation Contracts dated May 14, 2025, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles  
(Att. 17)
25. Motion to approve the attached penalty deductions  
(Att. 18)
26. Motion to approve Emergency Contract payments for the month of April to the listed contractors at the costs indicated  
(Att. 19)

Ayes: Bradford, Aklonis, Best, Panichi, Moteiro, Brody, Behrmann, Steinberg & Weiss

Nays: None

Abstain: None

PERSONNEL:

It was moved by Ms. Brody, seconded by Dr. Panichi, and carried by roll call vote, to approve items #27-33:

27. Motion to approve the Personnel Agenda dated May 14, 2025 as recommended by the Superintendent  
(Att.20)
28. Motion to approve the 202-26 Annual Personnel Agenda for Auxiliary Services dated May 14, 2025 as recommended by the Superintendent  
(Att. 21)
29. Motion to approve the ESY Personnel Agenda (Internal & External) dated May 14, 2025 as recommended by the Superintendent.  
(Att. 22)
30. Motion to approve the 2025-26 Annual Personnel Agenda dated May 14, 2025 as recommended by the Superintendent  
(Att. 23)
31. Motion to approve the 2025 Summer Transportation Staff  
(Att. 24)

PERSONNEL (Cont'd):

32. Motion to authorize submission to the county of the 2025-2026 employment contract for Eric Larson, Business Administrator/Board Secretary, at an annual salary of \$187,177.

(Att. 25)

33. Motion to approve the 2025-2026 contract of Debra LeBrun, Assistant Business Administrator at an annual salary of \$127,803

(Att. 26)

Ayes: Bradford, Aklonis, Best, Panichi, Moteiro, Brody, Behrmann, Steinberg & Weiss

Nays: None

Abstain: None

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Moteiro, seconded by Ms. Best, and carried by roll call vote, to approve item #34:

34. 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. 27)

Ayes: Bradford, Aklonis, Best, Panichi, Moteiro, Brody, Behrmann, Steinberg & Weiss

Nays: None

Abstain: None

SUSPENSION REPORT:

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

35. Motion to approve the Suspension Report for April 2025

(Att. 28)

Abstain: None

OLD BUSINESS: None

NEW BUSINESS: Hillside asked for the date of the Prom for Westlake School.

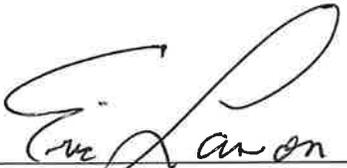
RECOGNIZE THE PUBLIC: None

DATE OF NEXT MEETING:

The Reorganization of the of the Representative Assembly will be at 7:00 p.m., **Wednesday, June 4, 2025** in the second floor conference room at 45 Cardinal Drive, Westfield, N.J. A Board of Directors Meeting will follow.

ADJOURNMENT:

On the motion of Ms. Steinberg seconded by Dr. Panichi and carried by unanimous voice vote, the meeting was adjourned at 7:37 p.m.

A handwritten signature in black ink, appearing to read "Eric Larson", written over a horizontal line.

Eric Larson, Board Secretary