

**Union County Educational Services Commission**  
**REORGANIZATION MEETING**  
**of the Representative Assembly**  
**June 4, 2025**  
**AGENDA**

This meeting was posted in accordance with the Open Public Meetings act PL 1975 Chapter 231.

1. Attendance Roll Call
2. Salute to the flag
3. Motion to appoint Eric Larson, School Business Administrator/Board Secretary as Chairman pro tem
4. Oath of office for members of the Representative Assembly
5. Motion to set the number of members of Board of Directors at fifteen (15) members
6. Motion to elect the Board of Directors by a majority vote from among the members of the Representative Assembly to serve until the next annual reorganization meeting as per Att. 1. **(Att. 1)**
7. Election of officers for the Board of Directors and Executive Committee
  - A. Motion to call for nominations for President by majority vote of the members present
  - B. Motion to call for nominations for Vice-President by majority vote of the members present
  - C. Motion to call for nominations for a member of the Board of Directors, who, along with the President and Vice President, shall serve as an Executive Committee member to administer the affairs of the Board of Directors between regularly convened meetings
  - D. Motion to call for nominations for a member of the Board of Directors to serve as an alternate of the Executive Committee to serve in the absence of a regular member of the Executive Committee
8. Recognize the public and ask for comments on agenda items only
9. Motion to designate the following official depositories for Commission funds and Special Banking Accounts:

Columbia Bank, NA	N.J. Cash Management Fund
The Provident Bank	New Jersey Asset & Rebate Management Program
10. Motion to designate the following as signatories for Commission funds:

President, Vice President, and Board Secretary
11. Motion to designate the following Special Banking Account and authorized signatures:

<u>Account</u>	<u>Approved Signatures</u>
Schools' Activity Account	President, Vice President, and Board Secretary

12. Motion to designate the following as official newspapers for publications of the Commission:

STAR LEDGER, Newark  
 THE WESTFIELD LEADER, Westfield

13. Motion to approve the schedule of meetings for the Board of Directors as presented in Att. 2.

**(Att. 2)**

14. Motion to approve the following amounts for the Commission programs petty cash account for the purchase of supplies that are urgently needed, the amount of which is too small to warrant a purchase order for the 2025-2026 school year:

School Business Administrator	\$3,000
Superintendent’s Office	\$ 250
Westlake School	\$ 500
Crossroads School	\$ 350
Lamberts Mill Academy	\$ 250
Hillcrest Academy/North Campus	\$ 250
Hillcrest Academy/South Campus	\$ 250
Transition	\$ 250

15. Motion to approve the following curriculum guides for the 2025-2026 school year:

<p><b>Fine &amp; Performing Arts:</b>                  Drawing and Painting 1, 2, 3                  Introduction to Music</p>	<p><b>Business Education:</b>                  Business Organization and Management                  Success Seminar 1, 2, 3, 4                  Introduction to Computer Applications                  Introduction to Computer Science                  What I Need (WIN)</p>
<p><b>English:</b>                  English Language Arts 1, 2, 3, 4                  Creative Writing                  Technical Writing                  Introduction to Media                  Edmark Reading Program                  Edmark Functional Word Series                  Reading Milestones Program                  SRA Reading Mastery                  The Verbal Behavior Milestones Assessment                  Assessment of Language &amp; Learning Skills</p>	<p><b>Health &amp; Physical Education:</b>                  Health and Physical Education, 1, 2, 3, 4                  Strength and Fitness</p>
<p><b>Mathematics:</b>                  Algebra 1, 2                  Geometry                  Trigonometry                  Probability and Statistics                  Consumer Math                  Touch Math                  Touch Money</p>	<p><b>Social Skills &amp; Social Emotional Learning:</b>                  Social Boundaries: The Circles Curriculum                  Second Step Social Emotional Curriculum                  Assessment of Functional Living Skills                  Mental Health                  Substance Use                  ASPIRE Program</p>

Menu Math	
<b>Social Studies:</b> World History United States History 1, 2 Economics Sociology 20th Century History 20th Century Civil Liberties Criminal Justice Art History Echoes and Reflections: Teaching the Holocaust and Inspiring the Classroom Social Studies Leveled Daily Curriculum Attainment Explore Social Studies	<b>Science:</b> Environmental Science Biology Chemistry Forensics Marine Biology Attainment Explore Science Curriculum
<b>World Language:</b> Spanish 1, 2, 3	

16. Motion to approve the job descriptions for the following positions:

Assistant Superintendent	Mail Courier/Delivery Driver (PT)
Assistant Business Administrator	School Accountant
Accounts Payable Clerk	School Business Admin./Board Secretary
Accounts Receivable/Bookkeeper (NonPublic)	School Guidance Counselor
Accounts Receivable Coordinator	School Nurse
Admin. Ass't./Ass't. Bd. Sec.	School Physical Therapist
Admin. Ass't for Nonpublic	School Psychologist NP
Assistant Transportation Coordinator	School Occupational Therapist
Bedside Tutor	School Safety/Security Monitor
Behavior Specialist	School Secretary
Board Certified Behavior Analyst / District	School Social Worker
Buildings & Grounds Supervisor	Secretary/Data Entry Clerk (FT & PT)
Child Study Team Consultant NP	Secretary/Data Entry Clerk/Non-Public
Compensatory Ed/Supplemental Instructor	Secretary to Business Administrator
Database Manager	Speech Language Specialist
Director of Curriculum & Instruction	Student Assistance Coordinator/Social Worker
Director of Pupil Personnel Services	Superintendent
Director of Special Projects	Supervisor of Instruction (Spec Ed & Alt Schs)
Director of Nonpublic Services	Supervisor of Instruction
Supervisor of Planning/Research & Evaluation	Supervisor of Nonpublic Services
Educational Data Specialist	Supervisor of Planning, Research & Evaluation
Executive Secretary/Personnel/Policy	Supervisor of Pupil/Personnel Services
Executive Secretary to Superintendent	Teacher/Alternative High School
Executive Secretary to Asst. Superintendent	Teacher of Art
Head School Bus Driver	Teacher of Chemistry
Inpatient Teacher- Trinitas	Teacher of English
Inpatient Teacher- CSH	Teacher of the Handicapped

Learning Disabilities Teacher Consultant PT	Teacher of Hand. for IDEA-B NP
Network Admin/Webmaster	Teacher Assistant
Nonpublic School Nurse	Teacher of Health/Physical Education
Payroll/Data Entry Clerk/Coordinator	Teacher of Mathematics
Principal	Teacher of Science
Receptionist	Teacher of Social Studies
Registered Behavior Technician	Teacher of Spanish
Safety Care Coordinator	Teacher of Students w/Disabilities
School Bus Aide	Technology Manager (PT)
School Bus Driver	Technology Support (FT/PT)
School Custodian (FT)	Title I Teacher/Nonpublic Schools
School Custodian (PT)	Transportation Accounting Supervisor
School Head Custodian	Transportation Coordinator
Special Education Teacher – Community Focused	Transportation Specialist I & II
Student Database Specialist/Non-Public	Vice Principal

17. Motion to authorize those permitted student records enumerated in Policy & Regulation (File Code 8330) which are not mandated student records as those permitted pupil records to be collected and maintained in order to promote the educational welfare of pupils in Commission schools
18. Motion to affirm the Commission’s present policies, regulations, and bylaws for the period June 4, 2025 until the next reorganization meeting
19. Motion to appoint Eric Larson as Board Secretary for the period commencing June 4, 2025 until the next reorganization meeting
20. Motion to designate Suplee, Clooney and Company, 308 East Broad Street, Westfield, NJ, 07090, as the Official Auditor for the Commission for the period beginning June 4, 2025 until the next reorganization meeting not to exceed \$46,700
21. Motion to designate Eric Harrison of the firm Methfessel & Werbel, Lincoln Highway, Suite 200, Edison, NJ 08818 as Board Attorney for the period June 4, 2025 until the next reorganization meeting not to exceed \$50,000
22. Motion to appoint Centric Benefits Consulting as our health benefits broker-of-record effective July 1, 2025 through June 30, 2026.
23. Motion to approve Dr. Ronald M. Frank to provide school physician services directed by the NJDOE Administrative Code Title 6A Chapter 16, at an annual fee of \$3,100 for Commission schools and \$1,600 annually to provide Standing Nursing Orders for Nonpublic School Nurses for the period of June 4, 2025 until the next reorganization meeting

24. Motion to approve the following for the provision of therapy and nursing services for the June 4, 2025 until the next reorganization meeting:

<u>Name</u>	<u>Therapy &amp; Nursing Services</u>
Trinitas Therapy Services	Occupational Therapy, Physical Therapy, Counseling
KidClan Therapy Services	Occupational Therapy, Physical Therapy & Speech
Atlas Search	Nursing Services

25. Motion to appoint Willis Towers Watson of New Jersey, Inc., 150 John F. Kennedy Pkwy, Suite 520, Short Hills, NJ 07078, as the Commission's Insurance Risk Manager for the period June 4, 2025 until the next reorganization meeting

26. Motion to appoint Solutions Architecture, 96 Pompton Avenue, Second Floor, Verona, NJ 07044 as the Architect of Record to perform needed services throughout the school year beginning June 4, 2025 until the next reorganization meeting, not to exceed \$225,000

27. Motion to appoint Debi LeBrun as the District Qualified Purchasing Agent for matters relating to awarding of contracts as prescribed by the local public contracts law with a bid threshold of \$44,000 and a quotation threshold of \$6,600 at no additional salary for the period beginning June 4, 2025 until the next reorganization meeting

28. Motion to appoint Eric Larson as the District Public Agency Compliance Officer at no additional salary for the period beginning June 4, 2025 until the next reorganization meeting

29. Motion to appoint Eric Larson as the District Right to Know Officer, Integrated Pest Management Coordinator and Indoor Air Quality Officer at no additional salary for the period beginning June 4, 2025 until the next reorganization meeting

30. Motion to appoint Eric Larson as Custodian of Public Records at no additional salary for the period beginning June 4, 2025 until the next reorganization meeting

31. Motion to appoint John Marquet as the District Affirmative Action Officer, District Affirmative Action Officer for Contracts. Appoint Matthew Fernandez as the District Anti-Bullying Coordinator and 504 Officer at no additional salary for the period June 4, 2025 until the next reorganization meeting

32. Motion to authorize the Superintendent and the School Business Administrator/Board Secretary, jointly, to provide approval of demands to be paid prior to presentation to the Board of Directors, subject to ratification at the next meeting, in accordance with 18A:19-4.1

33. Motion that as provided by N.J.S.A. 18A:22-8.1 amended, the Superintendent or designee, be designated to approve such line-item budget transfers as are necessary between Board of Director Meetings, and such transfers shall be reported to the Board of Directors, ratified and duly recorded in the minutes of next regular meeting.

34. Motion that emergency procedures described in the official Union County Educational Services Commission Emergency Management Plan be approved as recommended by the Superintendent of Schools.

35. Motion that the Representative Assembly authorize the Superintendent and Business Administrator to implement the 2025-2026 budget, once authorized and finalized, pursuant to local and state policies and regulations.
36. Motion to approve the use of Educational Services Commission of New Jersey's Cooperative Pricing System – MCESCCPS for cooperative pricing for school supplies, equipment, and services for the 2025-2026 school year
37. Motion to approve the use of Hunterdon County Educational Services Commission's Cooperative Pricing System – HCESCCPS for cooperative pricing for school supplies, equipment, and services for the 2025-2026 school year
38. Motion to approve the following service vendors for the 2025-2026 school year:

- |                                  |                                    |
|----------------------------------|------------------------------------|
| AES Fire                         | Maschio's Food Services, Inc       |
| Allied Universal                 | McIntyre's Lawnmowers Inc.         |
| All County Sewer & Drain Service | NEC Financial                      |
| American Water Co.               | Partner Engineering & Science Inc. |
| AM School Associates             | Power School                       |
| Atlantic Business Systems        | PSE&G                              |
| Comcast Business                 | Republic Services                  |
| Comcast Cablevision              | Ridge Secure Technology            |
| Confires Fire Protection         | Saunders Roofing                   |
| Diploma Joint Insurance Fund     | Staples Advantage                  |
| DLL Document Solutions           | Stonegate Associates               |
| East Coast Combustion            | Strauss Esmay                      |
| Edumet                           | Survivor Fire & Safety             |
| Entel Systems                    | T-Mobile                           |
| Elizabethtown Gas                | Trane                              |
| ESS (Substitute Staffing)        | Tompkin Company                    |
| Frontline Technologies           | Township of Clark                  |
| Home Depot                       | U.S. Bancorp                       |
| Hutchin's                        | Verizon Wireless                   |
| Hydra Neumatic                   | Waste Management of New Jersey     |
| Jay Hill Repairs                 |                                    |
| Light Path                       |                                    |

TRANSPORTATION

39. Motion to authorize entering into transportation jointures with the following school districts for the 2025-2026 school year:

- |                   |                |              |
|-------------------|----------------|--------------|
| Barnegat Township | Jefferson Twp. | Rahway       |
| Bergenfield       | Jersey City    | Roselle      |
| Berkeley Heights  | Kenilworth     | Roselle Park |
| Bernards Twp.     | Linden         | Sayreville   |

Black Horse Pike Regional	Livingston	Scotch Plains/Fanwood
Bradley Beach	Logan Twp.	Somerset Hills
Bridgewater-Raritan	Long Hill	South Amboy
Caldwell-West Caldwell	Manasquan	South Bound Brook
Clark	Millburn	South Orange-Maplewood
Clifton	Monroe Township	South Plainfield
Cranford	Montgomery	Springfield
Dunellen	Mountainside	State of New Jersey
East Brunswick	Neptune	Summit
East Hanover	Newark	Sussex County Regional Co-op
East Newark	New Providence	Teaneck
East Orange	Northern Burlington County Regional	Toms River Regional
Edison	North Plainfield	Trenton
Elizabeth	Old Bridge Township	Union Township
Franklin Township	Orange	Warren Township
Garwood	Parsippany-Troy Hills	Watchung
Gateway Regional	Passaic	Watchung Hills
Green Brook	Paterson	West Essex Regional
Hamilton Township	Penn's Grove	West Milford
Hanover Township	Perth Amboy	West Morris Regional
Highland Park	Pinelands Regional	West Orange
Hillside	Piscataway	Westfield
Hillsborough	Plainfield	Winfield
Irvington	Plumsted Township	Woodbridge
Central Jersey College Prep	East Windsor	Pemberton
Charter School		
Lenape	Deptford	Florence
Fair Lawn	Freehold	Paramus
Englewood	Greater Egg Harbor	South River

40. Motion to authorize entering into transportation contracts with the following school bus companies in order to provide transportation services for all public, nonpublic, special education and vocational school students serviced by the Commission on behalf of the above listed school districts for the 2025-2026 school year:

Angel Transit	First Care Medical Transportation	8 Transportation
A&M Transportation	First Student	Montauk Transit LLC
Amaker & Porterfield Transportation	George Dapper, Inc.	NG&GN Trans LLP
BRCK Transport, LLC	Golden Arrow Transportation	OTD2 Inc.
Belair Transport	H&A Transportation	On The Dot Transportation
Best Trans Group, Inc.	Hendry Bus Company	Prestige Bus Services Corp.
Bright Start Transport	High Honors Transportation	Road to Success LLC
Busy Bee Transportation	J&J Transportation/Lun & Run	Safe & Secure Transportation LLC
By Faith Transportation	Jaris Transportation Co.	Safeguard Transportation LLC
Cerebral Palsy League Transportation	Jawa Invalid Coach, Inc.	S&MC Transport, Inc.
Cross Transportation	K&D Bus Service LLC	Shore Vans
Don Transit, Inc.	K&S Transportation	Student Transportation of America, Inc.
Durham School Services	Madison Coach	Villani Bus Company
F.S. Transportation, Inc.	M and M Group	Ascend Student LLC
DFK Transportation LLC	Safeway Home Bus Service LLC	

41. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under Chapters 192/193 for the 2025-2026 school year

- |                    |                   |                          |
|--------------------|-------------------|--------------------------|
| a. Belleville      | g. Hillside       | k. Roselle               |
| b. Berkely Heights | f. Kenilworth     | l. Scotch Plains/Fanwood |
| c. Cedar Grove     | g. Linden         | l. Union                 |
| d. Clark           | h. New Providence | m. Westfield             |
| e. Cranford        | i. Nutley         |                          |
| f. Elizabeth       | j. Plainfield     |                          |

42. Authorization to enter into contracts with the following school districts in order for the Commission to provide nonpublic school services under Title I for the 2025-2026 school year:

- |               |               |          |
|---------------|---------------|----------|
| a. Belleville | d. Linden     | g. Union |
| b. Elizabeth  | e. Plainfield |          |
| c. Hillside   | f. Roselle    |          |

43. Authorization to enter into contracts with the following school districts/Charter Schools in order that they may participate in the Commission's Environmental Safety Program for the 2025-2026 school year:

- |              |                                |                         |             |
|--------------|--------------------------------|-------------------------|-------------|
| a. Cranford  | d. Kenilworth                  | g. Queen City Academy   | k. Winfield |
| b. Elizabeth | e. Morris Union Jointure Comm. | h. Roselle              |             |
| c. Hillside  | f. Plainfield                  | i. Union County Vo-Tech |             |

44. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school textbook program for the 2025-2026 school year:

- |              |                   |
|--------------|-------------------|
| a. Cranford  | e. New Providence |
| b. Elizabeth | f. Plainfield     |
| c. Hillside  | g. Scotch Plains  |
| d. Linden    | h. Union          |

45. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school technology program for the 2025-2026 school year:

- |              |                          |              |
|--------------|--------------------------|--------------|
| a. Clark     | e. New Providence        | i. Union     |
| b. Cranford  | f. Plainfield            | j. Westfield |
| c. Elizabeth | g. Roselle               |              |
| d. Hillside  | h. Scotch Plains/Fanwood |              |

46. Authorization to enter into contracts with the following districts in order that the Commission may provide nursing services to nonpublic schools within their boundaries for the 2025-2026 school year:

- |                |                   |                          |
|----------------|-------------------|--------------------------|
| a. Belleville  | f. Kenilworth     | k. Scotch Plains/Fanwood |
| b. Cedar Grove | g. Linden         | l. Union                 |
| c. Clark       | h. New Providence | m. Westfield             |

- d. Cranford
- e. Hillside
- i. Plainfield
- j. Roselle

47. Authorization to enter into contracts with the following school districts/Charter Schools in order for the Commission to provide child study team evaluations for public school students during the 2025-2026 school year:

- a. Barack Obama Green Charter School
- b. Berkeley Heights
- c. Cedar Grove
- d. Clark
- e. College Achieve Central Charter School
- f. Cranford
- g. Cresthaven Academy Charter School
- h. Elizabeth
- i. Garwood
- j. Hillside
- k. Kenilworth
- l. Linden
- m. New Providence
- n. Plainfield
- o. Rahway
- p. Roselle
- q. Scotch Plains/Fanwood
- r. Union
- s. Union County Vo-Tech
- t. Westfield
- u. Winfield

48. Authorization to enter into contracts with the following school districts in order for the Commission to provide services under IDEA Part B Basic for the 2025-2026 school year:

- a. Belleville
- b. Cedar Grove
- c. Clark
- d. Cranford
- e. Elizabeth
- f. Hillside
- f. Kenilworth
- g. Linden
- h. New Providence
- i. Nutley
- j. Plainfield
- j. Roselle
- l. Scotch Plains/Fanwood
- m. Union
- n. Westfield

49. Authorization to enter into contracts with the following districts in order that the Commission may administer their nonpublic school Security Aid program for the 2025-2026 school year:

- a. Cranford
- b. Elizabeth
- c. Hillside
- d. New Providence
- e. Plainfield
- f. Roselle
- g. Scotch Plains/Fanwood
- h. Union

50. Motion to authorize the provision of home instruction to all New Jersey public-school pupils upon receipt of requests from their authorized representatives for the 2025-2026 school year.

51. Motion to make the effective date of Board approvals of Executive Committee Actions align with the effective date as stated in the Executive Committee Action.

OLD BUSINESS:

NEW BUSINESS:

RECOGNIZE THE PUBLIC:

ADJOURNMENT: