

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

The Reorganization Meeting of the Representative Assembly of the Union County Educational Services Commission was held on Wednesday, June 4, 2025. The meeting was called to order at 7:09 p.m. The Business Administrator read the following statement:

This meeting was posted in accordance with the Open Public Meetings act PL 1975 Chapter 231. The meeting was called to order at 7:09 p.m.

1. ROLL CALL

Roll call by verbal roll call. There were present:

Berkeley Heights	
Clark	Ms. Lorraine j. Aklonis
Cranford	Mr. Christopher Kolibas
Elizabeth	
Garwood	Ms. Linda Koenig
Hillside	
Kenilworth	Dr. Michelle Panichi
Linden	
Mountainside	
New Providence	Ms. Laura Castellano
Plainfield	Mr. Rashon Hasan
Rahway	Ms. Jennifer Moteiro
Roselle	
Roselle Park	
Scotch Plains/Fanwood	Ms. Debora Brody
Springfield	Ms. Kristy Rubin
Summit	Ms. Walidah Justice
Union	
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Ms. Julie Steinberg
Winfield	Ms. Ann Marie Weiss
Superintendent	Ms. Carrie Dattillo
Board Secretary	Mr. Eric Larson

2. SALUTE TO THE FLAG

3. APPOINTMENT OF CHAIRMAN PRO TEM

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

Motion to appoint Eric Larson, School Business Administrator/Board Secretary as Chairman pro tem

4. OATH OF OFFICE

The Board Secretary administered the Oath of Office to all members of the Representative Assembly.

5. SET NUMBER OF MEMBERS, BOARD OF DIRECTORS

The Board Secretary entertained a motion to set the number of members of the Board of Directors. It was moved by Ms. Aklonis, seconded by Ms. Moteiro and carried by voice vote, to set the number of Board of Directors at 15, for the period June 4, 2025 until the next Reorganization Meeting.

Ayes: Aklonis, Kolibas, Koenig, Panichi, Castellano, Hasan, Moteiro, Brody, Rubin, Justice, Ryan Steinberg & Weiss

Nays: None

Abstain: None

6. It was moved by Ms. Ryan, seconded by Mr. Hasan and carried by voice vote, to elect the following districts and their representatives to the Board of Directors until the next Reorganization Meeting:

(Att. 1)

Clark	Ms. Lorraine j. Aklonis
Elizabeth	Mr. Jerry Jacobs
Hillside	Ms. Laquana Best
Kenilworth	Dr. Michelle Panichi
Mountainside	Dr. Dana Guidici Pietro
New Providence	Ms. Laura Castellano
Plainfield	Ms. Rashon Hasan
Rahway	Ms. Jennifer Moteiro
Roselle	Dr. Courtney Washington
Scotch Plains/Fanwood	Ms. Debora Brody
Springfield	Mr. Hector Munoz
Union	Ms. Elsie Mackey
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Ms. Julie Steinberg
Winfield	Ms. Ann Marie Weiss

Motion to set the number of members of Board of Directors at fifteen (15) members

Ayes: Aklonis, Kolibas, Koenig, Panichi, Castellano, Hasan, Moteiro, Brody, Rubin, Justice, Ryan
Steinberg & Weiss

Nays: None

Abstain: None

7. NOMINATION OF PRESIDENT AND VICE PRESIDENT

It was moved by Ms. Ryan to nominate Ms. Lorraine j. Aklonis as President.

Ms. Aklonis was elected President

Ayes: Aklonis, Kolibas, Koenig, Panichi, Castellano, Hasan, Moteiro, Brody, Rubin, Justice, Ryan
Steinberg & Weiss

Nays: None

Abstain: None

Meeting was turned over to Board President.

It was moved by Ms. Motiero to nominate Ms. Gwen Ryan for Vice President.

Ms. Ryan was elected Vice President.

Ayes: Aklonis, Kolibas, Koenig, Panichi, Castellano, Hasan, Moteiro, Brody, Rubin, Justice, Ryan
Steinberg & Weiss

Nays: None

Abstain: None

EXECUTIVE COMMITTEE MEMBER

It was moved by Ms. Aklonis to nominate Dr. Michelle Panichi as a member of the Executive Committee. The Executive Committee member along with the President and Vice President shall serve as an Executive Committee to administer the affairs of the Board of Directors between regularly convened meetings.

Dr. Michelle Panichi was elected Executive Committee Member.

Ayes: Aklonis, Kolibas, Koenig, Panichi, Castellano, Hasan, Moteiro, Brody, Rubin, Justice, Ryan
Steinberg & Weiss

Nays: None

Abstain: None

ALTERNATE EXECUTIVE COMMITTEE MEMBER

It was moved by Dr. Panichi to nominate Ms. Best as a member of the Board of Directors who, along with the President and Vice President, shall serve as an Alternate Executive Committee Member to administer the affairs of the Board of Directors between regularly convened meetings.

Ms. Laquana Best was elected Alternate Executive Committee Member.

Ayes: Aklonis, Kolibas, Koenig, Panichi, Castellano, Hasan, Moteiro, Brody, Rubin, Justice, Ryan Steinberg & Weiss

Nays: None

Abstain: None

8. Recognize the public and ask for comments on agenda items only – None

FINANCE AND ORGANIZATION *

It was moved by Dr. Panichi, seconded by Ms. Steinberg, and carried by roll call vote, to approve items 9-38:

9. Motion to designate the following official depositories for Commission funds and Special Banking Accounts:

Columbia Bank, NA
The Provident Bank

N.J. Cash Management Fund
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:

Account
Schools' Activity Account

Approved Signatures
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>Fine & Performing Arts: Drawing and Painting 1, 2, 3 Introduction to Music</p>	<p>Business Education: Business Organization and Management Success Seminar 1, 2, 3, 4 Introduction to Computer Applications Introduction to Computer Science What I Need (WIN)</p>
<p>English: 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 & Learning Skills</p>	<p>Health & Physical Education: Health and Physical Education, 1, 2, 3, 4 Strength and Fitness</p>
<p>Mathematics: Algebra 1, 2 Geometry Trigonometry Probability and Statistics Consumer Math Touch Math Touch Money Menu Math</p>	<p>Social Skills & Social Emotional Learning: Social Boundaries: The Circles Curriculum Second Step Social Emotional Curriculum Assessment of Functional Living Skills Mental Health Substance Use ASPIRE Program</p>
<p>Social Studies: World History United States History 1, 2</p>	<p>Science: Environmental Science Biology</p>

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	Chemistry Forensics Marine Biology Attainment Explore Science Curriculum
World Language: 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 & 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 – MCESSCCPS 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 – HCESSCCPS 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	

Ayes: Aklonis, Kolibas, Koenig, Panichi, Castellano, Hasan, Moteiro, Brody, Rubin, Justice, Ryan Steinberg & Weiss

Nays: None

Abstain: None

TRANSPORTATION & ORGANIZATION:

It was moved by Mr. Hasan and seconded by Ms. Koenig and carried by roll call vote, to approve items 39-51:

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
Allamuchy		

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

- e. Elizabeth
- f. Hillside
- j. Plainfield
- j. Roselle

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.

Ayes: Aklonis, Kolibas, Koenig, Panichi, Castellano, Hasan, Moteiro, Brody, Rubin, Justice, Ryan Steinberg & Weiss

Nays: None

Abstain: None

OLD BUSINESS: None

NEW BUSINESS: None

RECOGNIZE THE PUBLIC: None

ADJOURNMENT:

On motion of Dr. Panichi, seconded by Ms. Rubin and carried, the meeting was adjourned at 7:24 p.m.



Eric Larson, Board Secretary

*Let it be known that all board members affirmative votes on any item involving their district will automatically be considered an abstention as it pertains to their district.