

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

Nadia Romano
Superintendent

1660 Stelton Road
Piscataway, NJ 08854
(732) 777-9848
<http://www.escnj.us>

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: June 6, 2025

TIME: 9:40 A.M.

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

Board of Directors Meeting Minutes

Present: Carteret, Dunellen, East Brunswick, Highland Park, Jamesburg, Metuchen, North Brunswick, Old Bridge, Perth Amboy, Piscataway, Plainfield, Sayreville, South Amboy, South Plainfield, Spotswood, Woodbridge, Middlesex County Magnet Schools.

Kean University Liaison Zychowski.

Superintendent Romano, Asst. Superintendent Scanlon, Business Administrator Havlusch, Asst. Business Administrator Pao, Human Resources Director Hudson.

Megan Oduyela, 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. Nominations for the Election of Board President

At this time the Board Secretary solicited nominations for the position of Board President for the 25/26 School Year. The floor was open to nominations and Dr. David Roman was nominated for the position of Board President. Hearing no other nominations, the floor was closed and a roll call vote was taken for Dr. David Roman as Board President for the 2025-26 School Year.

"Ayes" - Carteret, Dunellen, East Brunswick, Highland Park, Jamesburg, Metuchen, North Brunswick, Old Bridge, Perth Amboy, Piscataway, Plainfield, Sayreville, South Amboy, South Plainfield, Spotswood, Woodbridge, Middlesex County Magnet Schools.

"Noes" - None

"Abstain"- None

Dr. David Roman assumed the gavel and was seated as Board President for ESCNJ for the 2025-26 School Year.

4. Nominations for the Election of Board Vice-President

At this time at the request of the Board President, the Board Secretary solicited nominations for the position of Board Vice-President for the 25/26 School Year. The floor was open to nominations and Dr. Richard Labbe was nominated for the position of Board President. Hearing no other nominations, the floor was closed and a roll call vote was taken for Dr. Richard Labbe as Board Vice-President for the 2025-26 School Year.

“Ayes” - Carteret, Dunellen, East Brunswick, Highland Park, Jamesburg, Metuchen, North Brunswick, Old Bridge, Piscataway, Plainfield, Sayreville, South Amboy, South Plainfield, Spotswood, Woodbridge, Middlesex County Magnet Schools, Perth Amboy.

“Noes” - None

“Abstain”- None

Dr. Richard Labbe was seated as Board Vice-Pre-designed for ESCNJ for the 2025-26 School Year.

5. Pledge of Allegiance

5a. Motion to enter Executive Session

At this time a motion was made by Woodbridge and seconded by East Brunswick to enter Executive Session.

Motion carried with a unanimous voice vote.

The Board entered Executive Session at 9:45 AM

5b. Motion to reconvene Open Session

At this time a motion was made by Woodbridge and seconded by South Amboy to reconvene Open Session.

Motion carried with a unanimous voice vote.

The Board reconvened Open Session at 10:20 AM

6. Presentation of 2025 Vendor Expo

At this time a short video was played highlighting all of the positive aspects of the recently concluded Vendor Expo for 2025 coordinated by the staff of ESCNJ.

7. Superintendent's Report:

Superintendent Romano thanked and recognized Board of Directors members who are retiring or moving on to other positions for the 2025-26 School Year.

Superintendent Romano also introduced the newly appointed Director of Collaborative Educational Services, Kate Johnson who said a few words after her introduction.

8. **Committee Reports:**

a. Executive

Board President Roman addressed the topic of the Superintendent Evaluation process.

b. Personnel

Dr. Labbe provided a report from the most recent Personnel Committee meeting addressing the items up for approval on the agenda as well as the reconfiguration of the org chart which need to take place as well as Summer Hours and the expansion of certain programs within the commission.

c. Finance

Dr. Caputo provided a report from the most recent Finance Committee meeting and reported on the items that were reviewed and discussed by the committee and up for approval on the agenda.

d. Curriculum

A report was made on the topic of 1:1 aides in the commission and some additional coordination that needs to take place for all of the locations so that there is a consistent delivery of information provided to member districts on this topic. The topic of a potential expansion of programs into Warren County was also mentioned and more information would be provided as it is gathered and reviewed by the committee.

e. Facilities

Dr. Massimino provided a report from the Facilities Committee updating the Board ongoing projects at the commission. Topics discussed at the meeting included buildings and grounds items such as the installation of pole barns and HVAC upgrades and some electrical upgrades.

f. Policy

There was no report at this time but a meeting will be scheduled towards the end of July to deal with a recent policy update. The topic of the Executive Committee was touched on and that any and all actions approved by the Executive Committee would appear on a future full BOD agenda for the purposes of acknowledgement. This practice was endorsed by our Board Attorney in prior conversation as a "best-practice".

g. Negotiations

It was reported that the agreement with the newly formed Administrative unit should be completed at the next meeting on June 10, 2025.

9. **Motion to approve the May 1, 2025 Minutes ([Enclosure A](#))**

10. **Representative Assembly:**

Representation to the ESCNJ Representative Assembly

Dr. Brian Zychowski (North Brunswick Interim Superintendent)

WHEREAS, Legislation, P.L. 192-1989, Chapter 254, requires representation to the Representative Assembly of the Educational Services Commission of New Jersey; and

WHEREAS, this representative(s) will serve from July 1, 2025, to June 30, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Board Directors of the Educational Services Commission of New Jersey, that Brian Zychowski, be appointed to the Representative Assembly of the Educational Services Commission of New Jersey.

Representation to the ESCNJ Representative Assembly
Dr. Kristina Susca (Highland Park Superintendent)

WHEREAS, Legislation, P.L. 192-1989, Chapter 254, requires representation to the Representative Assembly of the Educational Services Commission of New Jersey; and

WHEREAS, this representative(s) will serve from July 1, 2025, to June 30, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Board Directors of the Educational Services Commission of New Jersey, that Kristina Susca, be appointed to the Representative Assembly of the Educational Services Commission of New Jersey.

11. Commission Business:

1. Approve the Home News Tribune as official newspaper, TD Bank as official depository, and the listing of Board policies, as recorded and attached.
2. Approval of the following banks as depositories for investment purposes:
 1. TD Bank
 2. Bank of New York
 3. Amboy Bank
 4. State of New Jersey Investment Fund

And that authorization be granted to the Board Secretary to invest funds of the Educational Services Commission of New Jersey into the designated depositories of the Educational Services Commission of New Jersey from time to time, and that the authorization to invest and continue investments be signed by the Secretary to the Board and reported to the Board of Directors on the Secretary's monthly report.

3. Approve TD Bank as the official depository for the Educational Services Commission of New Jersey funds and both the checking and savings accounts in this bank be the official depository and that all checks, drafts and notes be signed according to the following listing for FY 26:

General Account	785-7005644	July 2025 - June 2026	President Board Secretary
Payroll Account	785-7005685	July 2025 - June 2026	President Board Secretary
Agency Account	786-7979408	July 2025 - June 2026	President Board Secretary
NJ SUI Savings	425-9717789	July 2025 - June 2026	Board Secretary Superintendent
Health Benefits	785-7005628	July 2025 - June 2026	Board Secretary Superintendent
Food Service	425-9717763	July 2025 - June 2026	Board Secretary Superintendent
Debt Service Acct.	785-7005651	July 2025 - June 2026	President Board Secretary
Petty Cash Acct.	425-9717771	July 2025 - June 2026	Board Secretary Superintendent
CLL Aquatic Center	425-9719397	July 2025 - June 2026	Board Secretary Superintendent
Misc. General Acct.	430-8913460	July 2025 - June 2026	President Board Secretary

4. Approval to authorize the Board Secretary to re-establish an Imprest Petty Cash Fund under the General account for the Central Office, Piscataway Regional Day School, Academy Learning Center (including ALC CBI), Bright Beginnings Learning Center, Future Foundations Academy, NuView Academy, Center for Lifelong Learning (including CLL CBI), Custodial Maintenance, Aquatics and Fitness Center, Pathways to Adult Living, Adult Community Services Program and Professional Conference Center in the amount of \$6,000.00 and re-establish an Imprest petty cash fund under the Food Service account for Frank's Café in the Piscataway Regional Day School and the Future Foundations Salad Program in the amount of \$200.00 for the 2025-2026 school year, allowing \$100.00 as the maximum expenditure in accordance with NJSA 18A:19-13. All checks will be signed by the Business Administrator or Superintendent, as approved and authorized by the Superintendent.

5. Approve TD Bank as the official depository for the Student Activities Fund and the Year Book Fund FY 26 and that the following individuals be designated on these accounts as follows:

PRDS Student Activities	425-9717797	July 2025 - June 2026	PRDS Principal Board Secretary
ALC Student Activities	425-9717721	July 2025 - June 2026	ALC Principal Board Secretary
BBLC Student Activities	425-9717739	July 2025 - June 2026	BBLC Principal Board Secretary
BBLC Year Book	430-890-6134	July 2025 - June 2026	BBLC Principal Board Secretary
FFA Student Activities	430-890-7637	July 2025 - June 2026	FFA Principal Board Secretary
CLL Student Activities	425-9719389	July 2025 - June 2026	CLL Principal Board Secretary

6. Appointments of District Personnel ([Enclosure B](#))

A. Personnel: ([Enclosure C](#))

Affirmative Action Committee 2025-2026: Kaitlin Jones; Russell Hudson; Elizabeth Fuzy; Meena Pasupathy

B. Approval of Job Descriptions:

- [Transportation Coordinator](#)
- [Director of Human Resources](#)
- [Principal of Schools for Special Services](#)
- [ACS Direct Support Professional](#)

C. Curriculum: Mathematics for All Special Education Programs ([Enclosure D](#))
Comprehensive Equity Plan ([Enclosure E](#))

D. Finance

1. Board Secretary's Monthly Certification ([Enclosure F](#))
2. Bill List ([Enclosure G](#))
3. Secretary's Report ([Enclosure H](#))
4. Cooperative Transportation Adjustments for FY 25 ([Enclosure I](#))

5. Approval of Professional Day Expenses ([Enclosure J](#))
6. Approval of Grants, Gifts and Donations ([Enclosure K](#))
7. Approval of Field Trips for ESCNJ Programs ([Enclosure L](#))
8. Approval of Facilities Use for June, July, August 2025 ([Enclosure M](#))
9. Approve the Extension of Bids ([Enclosure N](#))
10. WHEREAS, there exists a need for professional legal and consultant services, and WHEREAS, funds are available for this purpose, and WHEREAS, the Public School Contracts Law (18A:18A-1 et.seq.) requires authorizing the award of contracts for "Professional Services" without competitive bids must be adopted publicly, THEREFORE, BE IT RESOLVED by the Representative Assembly of the Educational Services Commission of New Jersey as follows:
 1. The Board Secretary is hereby authorized to execute the attached agreement with Jonathan M. Busch, Esq., The Busch Law Group, LLC, 450 Main Street, Metuchen, NJ 08840 for professional legal and consultant services for the 2025-2026 school year at an hourly rate of \$195.00 for attorneys, and an hourly rate of \$85.00 for work by paralegals and law clerks.
 2. This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law because legal and consultant services are a recognized profession licensed and regulated by law.
 3. Publication of this resolution shall appear in the official newspaper as required under the provisions of the Public School Contracts Law. ([Enclosure O](#))
11. WHEREAS, there exists a need for professional audit services, and WHEREAS, funds are available for this purpose; and WHEREAS, the Public School Contracts Law (18A:18A-1, et. seq.) requires that the Resolution for authorizing the award of contracts for "Professional Services" without competitive bids must be adopted publicly. THEREFORE, BE IT RESOLVED by the Board of Directors of the Educational Services Commission of New Jersey as follows:
The Board Secretary is hereby authorized to execute an agreement with PKF O'Connor Davies, LLP, 20 Commerce Drive, Suite 301, Cranford, NJ 07016 to conduct an audit of operations for the 2024-2025 school year in the amount of \$75,800.00.
 1. This contract is awarded without competitive bidding as a "Professional Service" under the provisions of the Public School Contracts Law because audit services by certified public accountants is a recognized profession licensed and regulated by law.
 2. Publication of this Resolution shall appear in the official newspaper as required under the provisions of the Public School Contracts Law. ([Enclosure P](#))
12. WHEREAS, Title 18A:18A:10 provides that "A board of education, without advertising for bids, or after having rejected all bids obtained pursuant to advertising, therefore, by resolution may purchase any goods or services pursuant to a contract or contracts for

such goods or services entered into on behalf of the State by the Division of Purchase and Property, and

WHEREAS, the Educational Services Commission of New Jersey has the need, on a timely basis, to procure goods and services utilizing state contracts, and

WHEREAS, the Educational Services Commission of New Jersey desires to authorize its purchasing agent for the 2025-2026 school year to make any and all purchases necessary to meet the needs of the school district throughout the school year.

NOW, THEREFORE, BE IT RESOLVED that the Educational Services Commission of New Jersey Board of Directors does hereby authorize the district purchasing agent to make purchases of goods and services entered into on behalf of the State by the Division of Purchase and Property whenever a savings will be realized.

13. Approval to participate in the Association of Educational Purchasing Agencies (AEPA) for the purpose of participating in national cooperative pricing contracts.

14. Approve the renewal of license fees and Schoology LMS subscription with PowerSchool Group, LLC for the period 7/1/25 through 6/30/26 in the amount of \$5,104.87. Approve the renewal of service fees with Frontline for the period 7/1/25 through 6/30/26 as follows:

	<u>Amount</u>
IEP Direct	\$40,236.77
Applicant Tracking	\$16,580.68
Absence and Time Solution	\$41,101.36
Employee Eval. Mgmt. with Strong District-Wide Rubric	\$ 9,880.92

15. Approve the renewal of service fees with Genesis Educational Services, Inc. for the period 7/1/25 through 6/30/26 as follows:

	<u>Amount</u>
Information System Cloud Services	\$14,655.00
School Messenger Interface	\$ 350.00
Mosaic POS Export Interface	\$ 350.00

16. Approve the renewal of service fees with Systems 3000 for the period 7/1/25 through 6/30/26 as follows:

	<u>Amount</u>
License/Support for all Modules	\$29,163.00
Hosting	\$ 8,749.00
Employee Portal	\$13,685.00
1095C	\$ 784.00

17. Approve the renewal of a contract for educational services with Children's Specialized Hospital for the FY 26 school year. ([Enclosure Q](#))

18. Approve the Statement of Work - Special Bundled Pricing from Dellicker Strategies for the 2025-26 school year at a rate of \$296,816.30. ([Enclosure R](#))

19. Approve the award of the Commercial Vended Meals RFP #ESCNJ 25/26-06 to Karson Food Service, Inc., 3409 Rose Avenue, Ocean Township, NJ 07712 for the term 7/1/25 through 6/30/26, with an option to extend for one year increments, not to exceed a total of five years by NJ law at the following rates:
- | | |
|-----------|--------|
| Breakfast | \$1.99 |
| Lunch | \$3.48 |
- It is estimated that Karson Food Service will be paid \$488,577.60 for the 2025-26 school year: Estimated number of breakfasts of 82,140 for a total of \$163,456.60 and estimated number of lunches of 93,425 for a total of \$325,119.
20. Approve the award of the Athletic Surfaces for Outdoor Tracks Bid #ESCNJ 24/25-40 for the bid term 6/6/26 through 6/5/26, with extensions as permitted by NJ law to: ([Enclosure S](#))
- . ATT Sports, Inc., 115 B Cross Keys Road, Berlin NJ 08009
 - . FieldTurf USA, Inc., 175 N. Industrial Blvd. NE, Calhoun, GA 30701
 - . Gold Standard Consulting LLC DBA Keystone Sports Construction, 1100 Schell Lane, Suite 104, Phoenixville, PA 19460
21. Approve the award of the Athletic Surfaces for Outdoor Courts Bid #ESCNJ 24/25-45 for the bid term 6/6/25 through 6/5/5/26, with extensions as permitted by NJ law to: ([Enclosure T](#))
- . FieldTurf USA, Inc., 175 N. Industrial Blvd. NE, Calhoun, GA 30701
 - . Gold Standard Consulting LLC DBA Keystone Sports Construction, 1100 Schell Lane, Suite 104, Phoenixville, PA 19460
22. Approve the award of the Musical Instrument Bid #ESCNJ 24/25-43 for the bid term 6/6/25 through 6/5/27, with extensions as permitted by NJ law to: ([Enclosure U](#))
- . National Educational Music Co, Ltd. 1110 Centennial Avenue – Suite 2, Piscataway NJ 08854
 - . K & S Music 61 Industrial Road, Berkeley Heights, NJ 07922
 - . The Music Shop, LLC, P.O. Box 688, 56 Fanny Road, Boonton, NJ 07005
23. Approve the award of the Fire Alarm Systems-Integrated Software Based Intelligent Life Safety Systems Bid #ESCNJ 24/25-41 for the bid term 6/26/25 through 6/25/26, with extensions as permitted by NJ law to: ([Enclosure V](#))
- . Open Systems Integrators, Inc., 211 Yardville Hamilton Square Road, Hamilton, NJ 08620
24. Approve the award of the Toner Ink and Cartridges - OEM Only Bid #ESCNJ 24/25-46 for the bid term 7/1/25 through 6/30/26, with extensions as permitted by NJ law to: ([Enclosure W](#))
- . The Tree House, Inc., P.O. Box 413, Norwood, MA 02062
 - . GCS Imaging Inc., 217 Hergesell Avenue, Maywood, NJ 07607
25. Approve the First Amendment to the Service Agreement between Comcast Cable Communications Management, LLC (Comcast) and the ESCNJ of the Unified Communications, Voice and Collaboration Solutions RFP 23/24-10. ([Enclosure X](#))
26. Approval to donate furniture to the Education Program at the Juvenile Detention Center of Middlesex County.
27. Approve the disposal of various maintenance equipment due to inoperability and corroded conditions.

28. Approve the Transportation Agreement between New Brunswick Board of Education and the Educational Services Commission of New Jersey for the FY 26 school year. ([Enclosure Y](#))

E. Student Services

Accept the enrollment or termination of pupils for FY25 at:

- . Academy Learning Center:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure Z](#))
- . Bright Beginnings Learning Center:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure Z1](#))
- . Future Foundations Academy:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure Z2](#))
- . Center for Lifelong Learning:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure Z3](#))
- . NuView Academy:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure Z4](#))
- . Piscataway Regional Day School:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure Z5](#))
- . Pathways to Adult Living:
Tuition Students FY 25 ([Enclosure Z6](#))

- F Bylaws: Board Officers
[Revised Policy 0151 ByLaw.Add on 54 and 57.pdf](#)

On motion by Woodbridge, seconded by Middlesex County Magnet Schools Items #9-11 were approved by the following roll call vote:

“Ayes” - Carteret, Dunellen, East Brunswick, Highland Park, Jamesburg, Metuchen, North Brunswick, Old Bridge, Piscataway, Plainfield, Sayreville, South Amboy, South Plainfield, Spotswood, Woodbridge, Middlesex County Magnet Schools, Perth Amboy.

“Noes” - None

“Abstain”- None

12. **Public Comment**

No comments were made.

13. **Next Meeting – Board of Directors Meeting**

TBD based on a survey of Membership’s availability in the month of July.

14. **Motion to Adjourn**

On motion by Woodbridge and seconded by Middlesex County Magnet Schools, and approved by all present, the meeting was adjourned at 10:57 a.m.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'TH' or similar initials, written in a cursive style.

Timothy Havlusch
Business Administrator/Board Secretary