

Union County Educational Services Commission

BOARD OF DIRECTORS MEETING

August 13, 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 7:02pm.

1. Attendance Roll Call

Roll call by verbal roll call. There were present:

Berkeley Heights	Ms. Gale Bradford
Clark	Ms. Lorraine j. Aklonis
Cranford	Mr. John McGovern
Elizabeth	
Garwood	Ms. Christine Guerriero*
Hillside	Ms. Laquana Best**
Kenilworth	Dr. Michelle Panichi
Linden	
Mountainside	
New Providence	
Plainfield	
Rahway	Ms. Jennifer Moteiro
Roselle	
Roselle Park	
Scotch Plains/Fanwood	
Springfield	Ms. Kristy Rubin
Summit	Ms. Walidah Justice
Union	
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	
Winfield	
Superintendent	Ms. Carrie Dattillo
Board Secretary	Mr. Eric Larson

*Arrived for Superintendent's Report

**Arrived after Programs motion

2. Salute to the flag

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

EXECUTIVE COMMITTEE ACTION:

It was moved by Ms. Ryan and seconded by Dr. Panichi, and carried by roll call vote, to approve the items 4-8 below:

4. Motion to approve the following Executive Committee Action taken on June 27, 2025

Personnel Agenda dated June 27, 2025 **Att. A**

Personnel agenda dated June 27, 2025 for internal and external staff for the Extended School Year Program **Att. B**

Agreement to remain in the Diploma JIF Insurance Fund for the period 7/1/25 – 6/30/28 **Att. C**
5. Motion to approve the following Executive Committee Action taken on July 1, 2025

Updated Personnel Agenda Dated June 27, 2025 **Att. A**
6. Motion to approve the following Executive Committee Action taken on July 8, 2025

Motion to approve Staci Beyer to perform operational duties of Trinitas Hospital's bedside and partial day programs

Motion to approve Sally Dolan at a rate of \$100/hour as a Payroll Consultant not to exceed \$20,000 in the 25-26 school year

Motion to approve Personnel items in Attachments A & B dated July 8, 2025 **Att. A & B**

Motion to approve Attachment C Agreement with the company EKGOL to provide payroll processing services to be paid at a quarterly rate of \$13,750 **Att. C**

Motion to approve Attachment D agreement for the PSEG Energy Saver Program for a new roof top unit at 45 Cardinal Drive, Westfield at a net cost of \$262,835 after savings **Att. D**

Motion to approve the Check Register #1 for the month ended 6/30/25 in the amount of \$6,210,411.77 **Att. E**

EXECUTIVE COMMITTEE ACTION (Cont'd):

Motion to approve a temporary Data Entry/Secretary position on an as needed basis for the Transportation Department.

Motion to approve the May 31, 2025 Board Secretary Report

Att. F

7. Motion to approve the following Executive Committee Action taken on July 23, 2025

Motion to approve the Check Register #2 for the month ended 6/30/25 in the amount of \$583,243.34

Att. G

Motion to approve Victor Solano as an RBT for Crossroads effective 7/9/25-8/8/25

8. Motion to approve the following Executive Committee Action taken on August 7, 2025

Motion to approve the Check Register #1 for the month ended 7/31/25 in the amount of \$4,213,989.04

Att. 5

Ayes: Bradford, Aklonis, McGovern, Panichi, Moteiro, Rubin, Justice & Ryan

Nays: None

Abstain: None

END OF EXECUTIVE COMMITTEE ACTION

MINUTES:

9. It was moved by Ms. Rubin seconded by Ms. Bradford, and carried by voice vote, to approve the minutes of the Board of Directors Meeting of June 4, 2025

(Att. 1)

10. It was moved by Ms. Rubin seconded by Ms. Bradford, and carried by voice vote, to approve the reorganization minutes of the Board of Directors Meeting of June 4, 2025

(Att. 1A)

Abstain:
Bradford
Best

SUPERINTENDENT REPORT:

It was moved by Ms. Moteiro, seconded by Ms. Bradford, and carried by unanimous voice vote, to approve the following:

11. Motion to approve the Report of the Superintendent for June-August 2025 (Att. 2)

FINANCE:

It was moved by Ms. Ryan, seconded by Ms. Best, and carried by roll call vote, to approve items #12-16

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

Board Secretary's Reports dated June 30, 2025	(Att. 3)
Detailed Budget Report dated July 31, 2025	(Att. 4)
Detailed Budget Report dated June 30, 2025	(Att. 4A)
Appropriation Transfer Report for June 2025	(Att. 6)
Appropriation Transfer Report for July 2025	(Att. 6A)
Lunch Report for June & July 2025	(Att. 7)

13. WHEREAS, N.J.S.A. 6:30-213, overexpenditure 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 months of June 2025 & July 2025.

AND FURTHER RESOLVED, that the Board of Directors hereby acknowledges that a deficit balance does not exist in any major category

14. Motion to approve the 25-26 agreement with Partner Engineering and Sciences (Att. 8)
15. Motion to approve insurance proposal for the 25-26 school year as presented by Willis Commission's insurance brokers (Att. 9)
16. Motion to approve agreement with Kid Clan Services for services and evaluations (Att. 10)

Ayes: Bradford, Aklonis, McGovern, Best, Panichi, Moteiro, Rubin, Justice & Ryan

TRANSPORTATION:

It was moved by Ms. Best, seconded by Ms. Ryan, and carried by roll call vote, to approve items #25-33:

25. Motion to approve Emergency/Negotiated Contracts dated, August 13, 2025 (Att. 17)
26. Motion to approve Summer Motions dated August 13, 2025 (Att. 18)
27. Motion to approve Amendments to Existing Transportation Contracts dated August 13, 2025 (Att. 19)
28. Motion to approve the attached penalty deductions July, 2025 (Att. 20)
29. Motion to approve ESY Quote Results dated June 10, 2025 (Att. 21)
30. Motion to approve ESY Quote Results dated June 13, 2025 (Att. 22)
31. Motion to approve Quote Results dated June 17, 2025 (Att. 23)
32. Motion to approve the bid results dated August 5, 2025 (Att. 24)
33. Motion to approve the bid results dated August 7, 2025 (Att. 25)

Ayes: Bradford, Aklonis, McGovern, Guerriero, Best, Panichi, Moteiro, Rubin, Justice & Ryan

Nays: None

Abstain: None

POLICIES AND REGULATIONS:

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

34. Motion to approve the following policies & regulations for a first reading:

- P 0173 Duties of Public School Accountant (Revised)
- P 0174 Legal Services (M) (Revised)
- P 0177 Professional Services (M) (Revised)
- P & R 1570 Internal Controls (M) (Revised)
- P 1620 Administrative Employment Contracts (M) (Revised)
- P & R 6111 Special Education Medicaid Initiative (SEMI) Program (M) (Revised)
- P 6220 Budget Preparation (M) (Revised)
- R 6220 Budget Preparation (Revised)
- P 1636.01 Notification of Promotion, New Job, and Transfer Opportunities (New)
- P 1648.15 Recordkeeping for Healthcare Settings In School Buildings-Covid-19 (M) (Abolished)
- P 2422 Statutory Curricular Requirements (M) (Revised)
- P 5339.01 Student Sun Protection (M) (New)

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Ryan, seconded by Ms. Rubin, and carried by roll call vote, to approve item #35:

35. 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 Reimbursement Form **(Att. 26)**

Ayes: Bradford, Aklonis, McGovern, Guerriero, Best, Panichi, Rubin, Justice & Ryan

Nays: None

Abstain: Moteiro (on Stephanie Marshall)

PERSONNEL:

It was moved by Ms. Bradford, seconded by Ms. Guerriero, and carried by roll call vote, to approve items #36-38:

36. Motion to approve the Personnel Agenda dated August 13, 2025 as recommended by the Superintendent

(Att. 27)

37. Motion to approve a \$5000 a year stipend for the Anti-Bullying Coordinator.

38. Motion to approve the job descriptions for Assistant Transportation Coordinator/Accountant, Transportation Specialist-District Liaison & Transportation Specialist-Contracts

(Att. 28-30)

Ayes: Bradford, Aklonis, McGovern, Guerriero, Best, Panichi, Moteiro, Rubin, Justice & Ryan

Nays: None

Abstain: None

SUSPENSION REPORT:

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

39. Motion to approve the Suspension Reports for June 2025

(Att. 31)

Abstain: Guerriero

OLD BUSINESS: None

NEW BUSINESS: Berkeley Heights Rep. asked about the progress of work at 53 Cardinal Drive

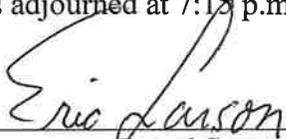
RECOGNIZE THE PUBLIC: None

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 pm, Wednesday, September 3, 2025 in the second floor conference room at 45 Cardinal Drive, Westfield, NJ

ADJOURNMENT:

On the motion of Ms. Best seconded by Dr. Panichi and carried by unanimous voice vote, the meeting was adjourned at 7:15 p.m.



Eric Larson, Board Secretary

