

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

Nadia Romano
Superintendent

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Timothy Havlusch
*Business Administrator/
Board Secretary*

Kaitlin Jones
*Assistant Superintendent for
Learning/Educational Services*



Matthew J. Scanlon Ed.D
*Assistant Superintendent of
Operations & Security*

DATE: July 29, 2025

TIME: 9:30 A.M.

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

Board of Directors Meeting Minutes

Present: Cranbury, East Brunswick, Highland Park, Jamesburg, Metuchen, North Brunswick, Old Bridge, Plainfield, Sayreville, Somerset Hills Regional, South Amboy, South Plainfield, and Perth Amboy.

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

Jonathan Busch, 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 July 10, 2025 and notice as provided to the Home News & Tribune on July 10, 2025.
- 2. Roll Call**
- 3. Pledge of Allegiance**
- 4. Executive Session - Matters of Personnel**

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12(b), permits a public body to exclude the public from that portion of a meeting at which the public body discusses certain matters as set forth therein; and

WHEREAS, the Board of Directors of the Educational Services Commission of New Jersey (ESC NJ) seeks to enter Executive Session for the purpose of discussing matters related to personnel, including but not limited to employment, appointment, termination, performance, evaluation, promotion, or discipline of specific individuals;

NOW, THEREFORE, BE IT RESOLVED, that the Board will enter into Executive Session for the aforementioned purpose(s); and

BE IT FURTHER RESOLVED, that the matters discussed in Executive Session will be made public when confidentiality is no longer required and action pursuant to said discussion, if any, will be taken in public session.

On motion by East Brunswick, seconded by Plainfield, a motion to enter Executive Session, was offered at 9:40 AM and approved by the following vote:

Unanimous Voice Vote - All "Aye"

On motion by South Amboy, seconded by North Brunswick, a motion to reconvene Open Session, was offered at 10:21 and approved by the following vote:

Unanimous Voice Vote - All "Aye"

5. Superintendent's Report

Superintendent Romano gave a detailed update on the facility upgrades that were taking place this summer across all locations as ESCNJ.

An update was provided on the status of GPS and Cameras on all district owned vehicles and the addition of EzPass to help track and monitor district owned Maintenance vehicles.

A status update was provided on current enrollment figure at this point in the summer relative to budgetary projections and that things appeared to be on track for the upcoming school year.

6. Committee Reports:

- a. **Executive** - Dr. Roman recapped the June meeting of the Executive Committee and commented on the new CBA that was up for approval at this meeting.
- b. **Negotiations** - Dr. Brotschul also commented on the easy and productive process of negotiating the new CBA with the Administrative Unit thanks to the preparation and leadership of Superintendent Romano.

7. Minutes: Motion to approve the June 6, 2025 Minutes ([Enclosure A](#))

8. Commission Business:

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

B. ESCNJ NJPSA Collective Bargaining Agreement : ([Enclosure C](#))

APPROVE THE COLLECTIVE BARGAINING AGREEMENT BETWEEN THE ESCNJ AND THE ESCNJ PRINCIPALS AND SUPERVISORS ASSOCIATION FOR THE PERIOD JULY 1, 2025 THROUGH JUNE 30, 2028

WHEREAS, the Educational Services Commission of New Jersey ("ESCNJ") has engaged in negotiations with the ESCNJ Principals and Supervisors Association ("Association") for the purpose of reaching an initial Collective Bargaining Agreement (CBA); and

WHEREAS, negotiations between ESCNJ and the Association have been conducted in good faith and in accordance with applicable laws and regulations governing public employment labor relations in the State of New Jersey; and

WHEREAS, the negotiating teams for ESCNJ and the Association have reached a tentative agreement on all terms and conditions of employment to be contained in an initial CBA covering the period of July 1, 2025 through June 30, 2028; and

WHEREAS, the members of the Association have ratified the proposed Collective Bargaining Agreement; and

WHEREAS, the Superintendent and Administration recommend approval of the proposed Agreement;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Educational Services Commission of New Jersey as follows:

1. The Collective Bargaining Agreement between the ESCNJ and the ESCNJ Principals and Supervisors Association for the period July 1, 2025 through June 30, 2028 is hereby Approved.
2. The Board President and the Superintendent are hereby authorized and directed to execute the final Collective Bargaining Agreement on behalf of the ESCNJ.
3. A copy of the executed agreement shall be maintained in the office of the Business Administrator/Board Secretary and made available for public inspection in accordance with law.

C. Finance

1. Bill List ([Enclosure D](#))
2. Secretary's Report ([Enclosure E](#))
3. Cooperative Transportation Routes for FY 26 ([Enclosure F](#))
4. Approval of Field Trips for ESCNJ Programs ([Enclosure G](#))
5. Approve the Extension of Bids ([Enclosure H](#))
6. Approval for the Superintendent to void outstanding checks ([Enclosure I](#))
7. Approve the following FY 26 shared-time CBI billing rate for Roselle Board of Education:
 - \$120,960 per year (minimum 7 students)
 - Additional students at a rate of \$17,280 per year
 - \$96.00 per diem/per student based on billable days up to 180 days
8. Approve a Contract from New Jersey Convention and Exposition Center, 97 Sunfield Avenue, Raritan Center, Edison, NJ 08837 for the ESCNJ Expo 2026 to be held on May 19, 2026 in the amount of \$15,000. ([Enclosure J](#))
9. Approve the disposal of a floor scrubber that is obsolete and in disrepair ([Enclosure K](#)).
10. Approve the FY 25 Food Service Bill List ([Enclosure L](#))
11. WHEREAS, Timothy Havlusch, School Business Administrator/Board Secretary, possesses a Qualified Purchasing Agent (QPA) certificate;

WHEREAS, the State Treasurer, in consultation with the Governor and pursuant to N.J.S.A. 52:34-7 and N.J.S.A. 18A:18A-3 (b), has increased the bid threshold amount for school districts with a Qualified Purchasing Agent, from \$44,000 to \$53,000, effective July 1, 2025;

NOW, THEREFORE BE IT RESOLVED that the Educational Services Commission of New Jersey, pursuant to N.J.S.A. 18A:18A-3 (a), establishes and sets the bid threshold amount of \$53,000 for the Commission, and further authorizes the School Business Administrator/Board Secretary, the Qualified Purchasing Agent, to award contracts, in full accordance with N.J.S.A. 18A:18A-3 (a), for those purchases that do not exceed in the aggregate of the newly established bid threshold amount.

Furthermore, for contracts in the aggregate that are less than the bid threshold but fifteen (15%) or more of the amount, the School Business Administrator/Board Secretary shall award contracts after soliciting at least two competitive quotations.

The School Business Administrator/Board Secretary, pursuant to N.J.S.A. 18A:18A-37 (c), is authorized to award contracts that are in the aggregate less than fifteen (15%) percent of the bid threshold without soliciting competitive quotations.

12. Approve the rejection of the Technology Supply: Chromebooks Compatible Accessories Bid #ESCNJ 25/26-13 as there were various issues with the bid specifications and authorize administration to revise the bid specifications and rebid.
13. Approve the award of the Recycling Containers and Roll-out Carts Bid #ESCNJ 25/26-27 for the bid term 8/1/25 through 7/31/26, with extensions as permitted by NJ law to: ([Enclosure M](#))
 - T.M. Fitzgerald & Associates, 850 West Chester Pike, Suite 200, Havertown, PA 19083
14. Approve the award of the Athletic Equipment Reconditioning & Repair Bid #ESCNJ 25/26-25 for the bid term 9/4/25 through 9/3/26, with extensions as permitted by NJ law to: ([Enclosure N](#))
 - All American Sports Corp. dba Riddell All American
15. Approve the award of the Toilet Partitions & Accessories Bid #ESCNJ 25/26-11 for the bid term 8/28/25 through 8/27/26, with extensions as permitted by NJ law to: ([Enclosure O](#))
 - Nickerson NJ LLC, 515 Union Avenue, Union Beach, NJ 07735
16. Approve the award of the Technology Refurbishing Bid #ESCNJ/AEPA 023-142 for the bid term 7/29/25 through 2/22/27, with extensions as permitted by NJ law to: ([Enclosure P](#))
 - CalState Electronics Inc. dba Total Technology Results; 295 Hill Street, San Marcos, CA 92708
17. Approve the award of E-Rate Consulting Services Bid #ESCNJ/AEPA 025.5-C for the bid term 7/29/25 through 5/31/28, with extensions as permitted by NJ law to: ([Enclosure Q](#))
 - EMY Consulting; 4250 N. Fairfax Drive, #600; Arlington, VA 22203
18. WHEREAS, it is the recommendation of the School Business Administrator/Board Secretary to seek proposals for the following contract:

Applied Behavioral Analysis and Behavioral Consultant Services

NOW, THEREFORE, BE IT RESOLVED, the Board of Directors, according to N.J.S.A. 18A:18A-4.3 (a), authorizes the use of the Competitive Contracting procurement process to enter into a contract for Applied Behavioral Analysis and Behavioral Consultant Services.

The School Business Administrator/Board Secretary shall administer the Competitive Contracting process according to N.J.S.A. 18A:18A-4.3 (b)

D. Student Services

Accept the enrollment or termination of pupils for FY25 at:

- . Academy Learning Center:
Tuition Students FY 26
Extended School Year Program Students ([Enclosure R](#))
- . Bright Beginnings Learning Center:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure S](#))
- . Future Foundations Academy:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure T](#))
- . Center for Lifelong Learning:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure U](#))
- . NuView Academy:
Tuition Students FY 26
Extended School Year Program Students ([Enclosure V](#))
- . Piscataway Regional Day School:
Tuition Students FY 26
Extended School Year Program Students ([Enclosure W](#))

9. Acknowledgement of Executive Committee Action as per By Laws.

[June 30, Agenda - Executive Committee](#)

On motion by South Amboy, seconded by East Brunswick, Items #7-9, were approved by the following roll call vote:

“Ayes” - Cranbury, East Brunswick, Highland Park, Jamesburg, Metuchen, North Brunswick, Old Bridge, Plainfield, Sayreville, Somerset Hills Regional, South Amboy, South Plainfield, and Perth Amboy.

“Noes” - None

“Abstain”- None

10. Public Comments: - N/A

11. Next Meeting – Board of Directors Meeting – Friday, September 19, 2025 at 9:30 a.m. at the Professional Conference Center, 1690 Stelton Road, Piscataway, NJ 08854.

12. Motion to Adjourn

On motion by Plainfield, and seconded by East Brunswick and approved by all present, the meeting was adjourned at 10:41 a.m.