

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: October 17, 2025

TIME: 9:30 A.M.

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

AGENDA

1. **Opening Statement/Notice of Meeting: 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 29, 2025 and notice as provided to the Home News & Tribune on August 29, 2025.**
2. **Roll Call**
3. **Pledge of Allegiance**
4. **Executive Session - Legislative Matters**

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 (ESCNJ) 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.

5. **Presentation:**
 - Cooperative & Business Office Technology Software
 - Board Bylaws
6. **Superintendent's Report**
7. **Committee Reports:**
 - a. Personnel
 - b. Finance
 - c. Curriculum
 - d. Facilities
 - e. Policy
 - f. Negotiations
8. **Minutes:**

Motion to approve the September 19, 2025 Minutes- Regular Session ([Enclosure A](#))

Motion to approve the September 19, 2025 Minutes- Executive Session([Enclosure A1](#))
9. **Commission Business:**
 - A. **Personnel: ([Enclosure B](#))**

Approval of Job Description:

















 - Supervisor of Buildings and Grounds -
 Supervisor of Buildings and Grounds_9.22.2025.pdf
 - Quality Assurance Specialist -
 ACS_Quality Assurance Specialist_Job Description_DRAFT_9.10.2025.pdf
 - B. **Finance:**
 1. Board Secretary's Monthly Certification ([Enclosure C](#))
 2. Bill List ([Enclosure D](#))
 3. Secretary's Report ([Enclosure E](#))
 4. Treasurer's Report ([July, August 2025](#))
 5. Cooperative Transportation Adjustments for FY 26 ([Enclosure F](#))
 6. Professional Day Expenses ([Enclosure G](#))
 7. Grants, Gifts and Donations ([Enclosure H](#))
 8. Disposal of Outdated and Unsuitable for Use of Two Aquatics Wheelchairs ([Enclosure I](#))
 9. Professional Conference Center Event Calendar for November 2025 ([Enclosure J](#))
 10. Bid Extensions ([Enclosure K](#))
 11. Approve the award of the Supply of Electricity - NJ Electric Cooperative Members Bid #ESCNJ 25/26-31 to Direct Energy Business, LLC, 804 Carnegie Center, Princeton, NJ 08540 for a 30-month term from 12/1/25 through 6/30/28 with an option

to blend and extend for a period of time not to exceed an additional 18-month period with prices to include New Jersey Sales and Use Tax. ([Enclosure L](#))






12. Approve the award of the Spray Injection Pothole Patching System Rental and Repair Services Bid #ESCNJ 25/26-37 to Patch Management, Inc., 451 Tyburn Road, Fearless Hills, PA 19030 for the bid term 10/17/25 through 10/16/27, with extensions as permitted by NJ law. ([Enclosure M](#))
13. Approve the award of the School Bus Bid - Types A, B, C & D Bid #ESCNJ 25/26-35 for the bid term 10/31/25 through 10/30/26, with extensions as permitted by NJ law to: ([Enclosure N](#))
 - . AT New York City, LLC, 46-100 Paris Street, Newark, NJ
 - . AT New York City, LLC, 46-100 Paris Street, Newark, NJ jointly with Wolfington Body Company, 1315 Route 38, PO Box 160, Mt. Holly, NJ
 - . Robert H. Hoover & Sons, Inc., 149 Gold Mine Road, PO Box 719, Flanders, NJ
 - . Model1 Commercial Vehicles, Inc., 2 Gowin Street, Sayreville, NJ
 - . Van-Con, Inc., 123 Williams Street, Middlesex, NJ
 - . Wolfington Body Company, Inc., 1315 Route 38, PO Box 160, Mt. Holly, NJ











C. Curriculum: No Action Items

D. Policies:

-  Policy 1400 / Job Descriptions - for Second Reading October 17, 2025
-  Policy 1570 - Internal Controls - for Second Reading 10.17.25.pdf
-  Policy 1613 - Disclosure and Review of Applicants Employment History - for Second Read...
-  Policy 1631 - Residency Requirement for Person Holding School District Office Employme...
-  Policy 1642.01 - Sick Leave - for Second Reading October 17, 2025.pdf
-  Policy 5320 - Immunization - for Second Reading October 17, 2025.pdf
-  Policy 5330 - Administration of Medication - for Second Reading October 17, 2025.pdf
-  Policy 5337 - Service Animals - Second Reading October 17, 2025.pdf
-  Policy 5440 - Honoring Student Achievement - Second Reading October 17, 2025.pdf
-  Policy 5516.01 - Student Tracking Devices - for Second Reading October 17, 2025.pdf
-  Policy 5533 - Student Smoking - for Second Reading October 17, 2025.pdf
-  Policy 5550 - Disaffected Students - for Second Reading October 17, 2025.pdf
-  Policy 5700 - Student Rights - for Second Reading October 17, 2025.pdf
-  Policy 5722 - Student Journalism - for Second Reading October 17, 2025.pdf
-  Policy 5751 - Sexual Harassment of Students - for Second Reading October 17, 2025.pdf
-  Policy 5752 - Marital Status and Pregnancy - for Second Reading October 17, 2025.pdf

E. Regulations:

-  Regulation 1550 - Equal Employment Anti-Discrimination Practices - for Second Reading ...
-  Regulation 1613 - Disclosure and Review of Applicants Employment History - for Second ...
-  Regulation 1642 - Earned Sick Leave Law - for Second Reading October 17, 2025
-  Regulation 1642.01 - Sick Leave - for Second Reading October 17, 2025.pdf
-  Regulation 5320 - Immunization - for Second Reading October 17, 2025.pdf

-  Regulation 5330.01 - Administration of Medical Cannabis - for Second Reading October 1...
-  Regulation 5330.05 - Seizure Action Plan - for Second Reading October 17, 2025.pdf
-  Regulation 5350 - Student Suicide Prevention - for Second Reading October 17, 2025.pdf
-  Regulation 5410 - Promotion and Retention - for Second Reading October 17, 2025.pdf
-  Regulation 5513 - Care of School Property - for Second Reading October 17, 2025.pdf
-  Regulation 5516 - Use of Electronic Communication Devices - for Second Reading Octob...
-  Regulation 5533 - Student Smoking - for Second Reading October 17, 2025.pdf
-  Regulation 5561 - Use of Physical Restraint and Seclusion Techniques for Students w Dis...
-  Regulation 5600 - Student Discipline Code of Conduct - for Second Reading October 17, ...
-  Regulation 5750 - EEO Complaint Procedure - for Second Reading October 17, 2025.pdf

F. Student Services:

Accept the enrollment or termination of pupils for FY26 at:

- . Academy Learning Center:
Tuition Students FY 26 ([Enclosure O](#))
- . Bright Beginnings Learning Center:
Tuition Students FY 26 ([Enclosure P](#))
- . Future Foundations Academy:
Tuition Students FY 26 ([Enclosure Q](#))
- . Center for Lifelong Learning:
Tuition Students FY 26 ([Enclosure R](#))
- . NuView Academy:
Tuition Students FY 26 ([Enclosure S](#))
- . Piscataway Regional Day School:
Tuition Students FY 26 ([Enclosure T](#))
- . Roselle Community Based Instruction:
Tuition Students FY 26 ([Enclosure U](#))

Roll Call


10. Public Comments:

11. Next Meeting – Board of Directors Meeting – Friday, November 21, 2025 at the Professional Conference Center, 1690 Stelton Road, Piscataway, NJ 08854

12. Motion to Adjourn

Roll Call

***Informational Item: Bylaws**

 **Draft of the Bylaws for 1st & 2nd Reading**