

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: September 19, 2025

TIME: 9:30 A.M.

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

Board of Directors Meeting Minutes

Present: Alexandria, Carteret, Cranbury, Dunellen, East Brunswick, East Windsor Regional (arrived 9:46), Edison, Highland Park, Jamesburg, Metuchen, Middlesex, Middlesex County Magnet Schools, Milltown, Monroe, New Brunswick, North Brunswick, Old Bridge, Piscataway (arrived 9:40), Plainfield, Sayreville, South Amboy, South Brunswick (arrived 9:50), South Plainfield, South River, Spotswood, Woodbridge (arrived 9:42) and Perth Amboy.

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

Hope Blackburn, Board Counsel

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 - Matters of Personnel - (Moved to later in Agenda)**

At this point introductions of new members of the Board of Directors were made as well as new Administrative staff of ESCNJ
5. **Presentation:** Turning Point Academy and Justice Impacted Youth- Juvenile Justice per Pupil Funding
6. **Superintendent's Report:**

Superintendent Romano gave a report on the calendar for the remainder of the year as well as an update on the initial draft of a tuition savings report that had been prepared by an outside and independent entity for the purposes of demonstrating the level of savings generated for ESCNJ members that utilizes the specialized education programs offered by ESCNJ relative to other options. An update was also provided on current levels of enrollment across all programs.

The Dual Certification Grant Program for member districts was reported out on as well as a planned upcoming meeting with the Warren County Superintendents for the purposes of discussing the Andover Project. An update was provided on some additional reporting of data that will take place as part of the FY 25 Audit as a way to look more closely at the individual lines of operations within the commission. At the conclusion of her report Superintendent Romano thanked the Board of Directors for their continuous support.

7. **Committee Reports:**

- a. **Personnel** - An update was provided on the items discussed at the most recent committee meeting which are being recommended on today's agenda.
- b. **Finance** - A recap of the most recent committee meeting was presented in which the items up for approval on the agenda were discussed and clarified for the committee.
- c. **Curriculum** - The Curriculum committee report out on their most recent meeting including the PDP and district mentoring plan that is being recommended for approval on today's agenda
- d. **Facilities** - The Facilities Committee reported out on all of the work that had been completed over the summer in a very short timeframe. The committee acknowledge all of the hard work and very visible changes taking place across the commission relative to all of the facilities.
- e. **Policy** - The Policy Committee reported on the large amounts of revised and updated policy as a result of the ongoing policy audit. As the commission by-laws are in the process of being reviewed, updated and revised.
- f. **Negotiations** - Nothing at this time



8. **Minutes:** Motion to approve the July 29, 2025 Minutes ([Enclosure A](#)); July 29, 2025 Executive Session Minutes ([Enclosure A1](#)); and acknowledge agenda and resolutions from August 28, 2025 Agenda ([Enclosure B](#))

9. **Commission Business:**

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

 ESCNJ Mentoring Plan_2025.2026.docx.pdf

Approval of Job Descriptions:

- Professional Conference Center Intern -  PCC Intern_Job Description.docx.pdf
- Principal of Schools for Special Services  Principal of Schools for Special Services Job Description_9.2025.d...


Superintendents Merit Goals: [Superintendent's Merit Goals](#)

B. **Finance:**


















1. Board Secretary's Monthly Certification ([Enclosure D](#))
2. Bill List ([Enclosure E](#))

3. Secretary's Report ([Enclosure F](#))
4. Cooperative Transportation Adjustments for FY 25 ([Enclosure G](#))
5. Professional Day Expenses ([Enclosure H](#))
6. Grants, Gifts and Donations ([Enclosure I](#))
7. Field Trips for ESCNJ Programs ([Enclosure J](#))
8. Facilities Use ([Enclosure K](#))
9. Bid Extensions ([Enclosure L](#))
10. Approve a quote from Validar, Inc. for website and badge printing for the EXPO 2026 in the amount of \$16,987. ([Enclosure M](#))
11. Approve Swoogo for the EXPO 2026 vendor/member registration in the amount of \$11,800. ([Enclosure N](#))
12. Use of School Facility
 - . Monroe Township Soccer Club to use the Academy Learning Center gymnasium for youth soccer training on Monday-Friday from 5-8 p.m. and Saturdays from 9 a.m.-noon from January 5 through March 14, 2026 for a total fee of \$9,450.00.
13. Amendment to the Natural Gas - Supply Bid #ESCNJ 22/23-26 from NRG Business Marketing LLC (f/k/a Direct Energy Business Marketing, LLC) as follows: ([Enclosure O](#))
 - . All customers in the Elizabethtown Gas utility territory for an additional 24-month term beginning 12/1/25 through 11/20/27 at a purchase price of \$6.2003/MMBTU.
 - . All customers in the PSE&G utility territory for an additional 24-month term beginning 1/1/26 through 12/31/27 at a purchase price of \$6.46467/MMBTU.
14. Approve the award of the Security Service CC/RFP #25/26-34 to Praetorian Agency, LLC, Brick, NJ 07087 at the rate of \$38.25 per hour for the contract term 10/1/25 through 6/30/26. ([Enclosure P](#))
15. Approve the award of the HVAC Building Management System - Time & Material Bid #ESCNJ 25/26-36 to A.M.E. Inc., 395 US 46, Suite 403, Fairfield, NJ 07004 for the bid term 10/1/25 through 9/30/26, with possible extensions as permitted by NJ law. ([Enclosure Q](#))
16. Approve the award of the following Job Order Contracting - HVAC Bids by Regions for the bid term 10/1/25 through 9/30/27, with extensions as permitted by NJ law:
 - . Region 1 - Bid #ESCNJ 25/26-20-HV-R1 to Hanna's Mechanical Contracts, Inc., 44 North Main Street, Milltown, NJ 08850 ([Enclosure R](#))
 - . Region 2 - Bid #ESCNJ 25/26-21-HV-R2 to Pennetta Industrial Automation, 17 Industrial Avenue, Little Ferry, NJ 07643 ([Enclosure S](#))
 - . Region 3 - Bid #ESCNJ 25/26-22-HV-R3 to Hanna's Mechanical Contractors, Inc., 44 North Main Street, Milltown, NJ 08850 ([Enclosure T](#))
 - . Region 4 - Bid #ESCNJ 25/26-23-HV-R4 to Hanna's Mechanical Contractors, Inc., 44 North Main Street, Milltown, NJ 08850 ([Enclosure U](#))
 - . Region 5 - Bid #ESCNJ 25/26-24-HV-R5 to Hanna's Mechanical Contractors, Inc., 44 North Main Street, Milltown, NJ 08850 ([Enclosure V](#))
















17. Approve the award of the following Job Order Contracting - Paving Services Bids by Regions for the bid term 10/1/25 through 9/30/27, with extensions as permitted by NJ law:
 - . Region 4 - Bid #ESCNJ 25/26-18-PV-R4 to Crossroads Pavement Maintenance, LLC, 512 Newark Pompton Turnpike, Pompton Plains, NJ 07444 ([Enclosure W](#))
 - . Region 5 - Bid #ESCNJ 25/26-19-PV-R5 to Murray Paving and Concrete, LLC, 21 Wallace Street, Elmwood Park, NJ 07407 ([Enclosure X](#))
18. Approve the award of the following Job Order Contracting - Plumbing Services Bids by Regions for the bid term 10/1/25 through 9/30/27, with extensions as permitted by NJ law:
 - . Region 4 - Bid #ESCNJ 25/26-16-PL-R4 to Northeast Plumbing Services, LLC, 402 Airport Drive, Williamstown, NJ 08085 ([Enclosure Y](#))
 - . Region 5 - Bid #ESCNJ 25/26-17-PL-R5 to Northeast Plumbing Services, LLC, 402 Airport Drive, Williamstown, NJ 08085 ([Enclosure Z](#))
19. Approve the award of the following Job Order Contracting - Electrical Services Bid by Region for the bid term 10/1/25 through 9/30/27, with extensions as permitted by NJ law:
 - . Region 4 - Bid #ESCNJ 25/26-15-EL-R4 to Tri-State Light & Energy Inc., 409 Joyce Kilmer Avenue, Suite 201, New Brunswick, NJ 08901 ([Enclosure AA](#))
20. Approve Behavior Live to handle all of the online registration for our FTF 2 Day PFA and SBT Workshop being held at the PCC in November. In addition, since ESCNJ is a BACB (Behavior Analyst Certification Board) ACE (Authorized Continuing Education) provider, Behavior Live will manage and distribute certificates for attendees' CEUs. In order to maintain our BACB ACE provider certification ESCNJ must report this information. Behavior Live will oversee and ensure accurate reporting to the BACB. ([Enclosure AB](#))
21. Approve the most recent State Comptroller Corrective Action Plan ([Enclosure AC](#))
22. Approve the Attached Settlement Agreement. ([Enclosure AD](#))

C. Curriculum:  ESCNJ PDP 2025-26.docx.pdf

D. Policies:

-  Policy 1400/Job Descriptions - for First Reading September 19, 2025
-  Policy 1570 / Internal Controls - for First Reading September 19, 2025
-  Policy 1613/Disclosure and Review of Applicant's Employment History - for First R...
-  Policy 1631 / Residency Requirement for Person Holding School District Office, E...
-  Policy 1642.01 / Sick Leave - for First Reading September 19, 2025
-  Policy 5320 / Immunization - for First Reading September 19, 2025
-  Policy 5330 / Administration of Medication - for First Reading September 19, 2025
-  Policy 5337 / Service Animals - for First Reading September 19, 2025
-  Policy 5440 Honoring Student Achievement - for First Reading September 19, 2025
-  Policy 5516.01 / Student Tracking Devices - for First Reading September 19, 2025
-  Policy 5550 / Disaffected Students - for First Reading September 19, 2025
-  Policy 5615 / Suspected Gang Activity - for First Reading September 19, 2025
-  Policy 5700 / Student Rights - for First Reading September 19, 2025.pdf
-  Policy 5722 / Student Journalism - for First Reading September 19, 2025
-  Policy 5751 / Sexual Harassment of Students - for First Reading September 19, 20...
-  Policy 5752 / Marital Status & Pregnancy - for First Reading September 19, 2025
-  Policy 5533 / Student Smoking - for First Reading September 19, 2025

E. Regulations:

-  Regulation 1550 / Equal Employment/Anti-Discrimination Practices - for First Reading Sep...
-  Regulation 1613 / Disclosure and Review of Applicant's Employment History -for First Rea...
-  Revised Regulation 1642 / Earned Sick Leave Law for First Reading September 19, 2025
-  Regulation 1642.01 / Sick Leave - for First Reading September 19, 2025
-  Regulation 5320 / Immunization - for First Reading September 19, 2025
-  Regulation 5330.01 / Administration of Medical Cannabis - for First Reading September 1...
-  Regulation 5330.05 / Seizure Action Plan - for First Reading September 19, 2025
-  Regulation 5350 / Student Suicide Prevention - for First Reading September 19, 2025
-  Regulation 5410 / Promotion & Retention - for First Reading September 19, 2025
-  Regulation 5513 / Care of School Property - for First Reading September 19, 2025
-  Regulation 5516 / Use of Electronic Communication Devices -for First Reading Septembe...
-  Regulation 5533 / Student Smoking - for First Reading September 19, 2025
-  Regulation 5561 / Use of Physical Restraint & Seclusion Techniques for Students w/Disab...
-  Regulation 5600 / Student Discipline/Code of Conduct - for First Reading September 19, 2...
-  Regulation 5750 / Equal Educational Opportunity Complaint Procedure - for First Reading ...

F. Student Services:

Accept the enrollment or termination of pupils for FY26 at:

- . Academy Learning Center:
Tuition Students FY 26
Extended School Year Program Students ([Enclosure BB](#))
- . Bright Beginnings Learning Center:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure CC](#))
- . Future Foundations Academy:
Tuition Students FY 25 and FY 26
Extended School Year Program Students ([Enclosure DD](#))
- . Center for Lifelong Learning:
Tuition Students FY 26 ([Enclosure EE](#))
- . NuView Academy:
Tuition Students FY 26 ([Enclosure FF](#))
- . Piscataway Regional Day School:
Tuition Students FY 26 ([Enclosure GG](#))

Roll Call

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

“Ayes” - Alexandria, Carteret, Cranbury, Dunellen, East Brunswick, East Windsor Regional, Edison, Highland Park, Jamesburg, Metuchen, Middlesex, Middlesex County Magnet Schools, Milltown, Monroe, New Brunswick, North Brunswick, Old Bridge, Piscataway, Plainfield, Sayreville, South Amboy, South Brunswick, South Plainfield, South River, Spotswood, Woodbridge and Perth Amboy..

“Noes” - None

“Abstain” - None

10. **Public Comments:** - N/A

11. Next Meeting – Board of Directors Meeting – Friday, October 17, 2025 at the Professional Conference Center, 1690 Stelton Road, Piscataway, NJ 08854

12. **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 (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.

On motion by South Amboy, seconded by Woodbridge, a motion to enter Executive Session, was offered at 10:08 AM and approved by the following vote:

Unanimous Voice Vote - All "Aye"

On motion by South Amboy, seconded by Woodbridge, a motion to reconvene Open Session, was offered at 10:18 and approved by the following vote:

Unanimous Voice Vote - All "Aye"

13. **Ethics Training** - The annual program on ethics was provided by Board Counsel with acknowledgements as to the completed training signed by all present and collected by the Board Secretary.

14. **Motion to Adjourn**

On motion by South Amboy, seconded by Woodbridge and approved by all present, the meeting was adjourned at 10:26 a.m.

Respectfully submitted,



Timothy Havlusch
Business Administrator/ Board Secretary