

UNION COUNTY EDUCATIONAL SERVICES COMMISSION
BOARD OF DIRECTORS MEETING
October 8, 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. Dipti Khanna**
Clark	Ms. Lorraine j. Aklonis
Cranford	Mr. Brett Dreyer
Elizabeth	Mr. Jerry Jacobs
Garwood	Ms. Linda Koenig
Hillside	Ms. Laquana Best
Kenilworth	
Linden	
Mountainside	
New Providence	
Plainfield	Ms. Alicia Archibald
Rahway	Ms. Jennifer Moteiro
Roselle	
Roselle Park	
Scotch Plains/Fanwood	Ms. Debora Brody
Springfield	
Summit	
Union	Ms. Elsie Mackey*
U. C. Vo-Tech	Ms. Michele Dorney
Westfield	Ms. Julie Steinberg
Winfield	Ms. Ann Marie Weiss
Superintendent	Ms. Carrie Dattillo
Board Secretary	Mr. Eric Larson

*Union Rep. arrived at 7:11pm after Exec. Session

**Berkeley Heights Rep. left at 7:45pm during Transportation discussion

2. Salute to the flag

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

EXECUTIVE SESSION:

4. It was moved by Ms. Dorney and seconded by Ms. Brody and carried by unanimous voice vote to move into Executive Session at 7:05 pm for the purpose of discussing a HIB case.

The Board of Directors meeting returned to open session at 7:10 p.m. on motion of Ms. Best and seconded by Ms. Khanna, and carried, by unanimous voice vote.

END OF EXECUTIVE SESSION

MINUTES:

5. It was moved by Ms. Moteiro seconded by Ms. Steinberg, and carried by voice vote, to approve the minutes of the Board of Directors Meeting of September 3, 2025

(Att. 1)

Abstain:
Khanna
Dreyer
Koenig
Archibald
Dorney

SUPERINTENDENT REPORT:

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

6. Motion to approve the report of the Superintendent for October 2025

(Att. 2)

FINANCE:

It was moved by Ms. Best, seconded by Ms. Mackey, and carried by roll call vote, to approve items #7-12:

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

Board Secretary Reports dated August 2025

(Att. 3)

Budget Report dated September 30, 2025

(Att. 4)

Check Registers for the month ended September 2025 totaling \$6,133,413.96

(Att. 5)

Budget transfers for September 2025

(Att. 6)

FINANCE: (Cont'd)

8. WHEREAS, N.J.S.A. 6:30-213, over expenditure 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 month of September 2025

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

9. Lunch report for September 2025

(Att. 7)

10. Motion to continue to provide a suitable specialized alternative education program with Elizabeth Board of Education for Hillcrest Academy South and Hillcrest Academy North for the 2025-2026 school year for a tuition per student of \$24,787 for 204 students totaling \$5,056,548. This is the first year of a five-year contract.

(Att. 8)

11. RESOLVED, that the Union County Educational Services Commission, hereby approves PlanConnect, LLC as the Third Party Administrator for its Section(s) 403(b) of the Internal Revenue Code of 1986, as amended, Plan(s), pursuant to the Hold Harmless and Third Party Administrative Agreement between the Union County Educational Services Commission and PlanConnect, LLC, attached hereto and made a part hereof

(Att. 9)

12. Motion to appropriate \$175,500 in unanticipated revenue into the following line item in the 2025-2026 budget:

Amount: \$175,500

Account: 20-000-213-100-0-624-000

Description: Salaries - Nurses

Ayes: Khanna, Aklonis, Dreyer, Jacobs, Koenig, Best, Archibald, Moteiro, Brody, Mackey, Dorney, Steinberg & Weiss

Nays: None

Abstain: None

PROGRAMS:

It was moved by Ms. Moteiro, seconded by Ms. Khanna, and carried by roll call vote, to approve items #13-16:

13. Motion to approve the 2024-2025 NJSLA, DLM and NJGPA Score Summary Report
(Att. 10)
14. Motion to approve the submission of the School Self-Assessment for Determining Grades under the Anti-Bullying Bill of Rights Act for the 2024-2025 school year to the New Jersey Department of Education
(Att. 11)
15. Motion to approve the use of The Interlocal Purchasing System, better known as TIPS Purchasing Cooperative to improve procurement process efficiencies and assist in achieving best value for the participating public entities through cooperative purchasing for the 2025-2026 school year.
16. Motion to approve the GSSC Coalition Membership

WHEREAS, the Board of Education wishes to join the Garden State Coalition of Schools (GSCS), a member-directed grassroots advocacy organization successfully representing Boards of Education, parents, school administrators and community members in advocating for quality education for all New Jersey students for 30 years, and

WHEREAS, the Board of Education desires to be part of GSCS' efforts to focus on the inter-related issues of academic achievement, educational practices and school finance, while continuing to strengthen New Jersey school programs that have led to high student achievement, and

WHEREAS, by joining GSCS, the Board of Education will be joining 100 other New Jersey school districts, and

WHEREAS, membership in GSCS is initiated by a one-time resolution form each Board of Education wishing to join the Coalition,

NOW THEREFORE BE IT RESOLVED that the Board of Education does agree to join the Garden State Coalition of Schools, and

BE IT FURTHER RESOLVED that the Board secretary be authorized to initiate membership arrangements and pay the yearly dues, which may be pro-rated for the remainder of the year where applicable, based on the resolution date.

Ayes: Khanna, Aklonis, Dreyer, Jacobs, Koenig, Best, Archibald, Moteiro, Brody,
Mackey, Dorney, Steinberg & Weiss

Nays: None

Abstain: None

TRANSPORTATION:

It was moved by Ms. Koenig, seconded by Ms. Brody, and carried by roll call vote, to
approve items #17-21:

17. Motion to approve the Transportation-Emergency / negotiated Contracts dated October 8, 2025
(Att. 12)
18. Motion to approve Amendments to Existing Transportation Contracts dated October 8, 2025,
in accordance with the contractual provisions relative to adjusted mileage and the contractor's
bid for adjusted miles
(Att. 13)
19. Motion to approve 2025-2026 SY Renewals
(Att. 14)
20. Motion to approve the attached penalty deductions
(Att. 15)
21. Motion to approve the Emergency Contract payments for the month of September to the listed
contractors at the costs indicated
(Att. 16)

Ayes: Aklonis, Dreyer, Jacobs, Koenig, Best, Archibald, Moteiro, Brody,
Dorney, Steinberg & Weiss

Nays: None

Abstain: Mackey

POLICIES AND REGULATIONS:

It was moved by Ms. Best, seconded by Ms. Dorney, and carried by roll call vote, to approve item #22:

22. Motion to approve the following revised policy for a second reading and adoption:

- 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)

Ayes: Aklonis, Dreyer, Jacobs, Koenig, Best, Archibald, Moteiro, Brody,
Mackey, Dorney, Steinberg & Weiss

Nays: None Abstain: None

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Moteiro, seconded by Ms. Dorney, and carried by roll call vote, to approve item #23:

23. 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. 17)

Ayes: Aklonis, Dreyer, Jacobs, Koenig, Best, Archibald, Moteiro, Brody,
Mackey, Dorney, Steinberg & Weiss

Nays: None Abstain: None

PERSONNEL:

It was moved by Ms. Dorney, seconded by Ms. Steinberg, and carried by roll call vote, to approve items #24-25:

24. Motion to approve the Personnel Agenda dated October 8, 2025 as recommended by the Superintendent (Att. 18)

25. Motion to approve the job description for IT Support-Public Information Officer (Att. 19)

Ayes: Aklonis, Dreyer, Jacobs, Koenig, Best, Archibald, Moteiro, Brody, Mackey, Dorney, Steinberg & Weiss

Nays: None Abstain: None

SUSPENSION/HIB REPORT:

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

26. Motion to approve the Suspension/HIB Report for September 2025 (Att. 20)

Abstain: Dorney

OLD BUSINESS: None

NEW BUSINESS: Garwood Rep. mentioned the Union County Surrogate Office has a 10/22 event on resources fair for caring for special needs individuals.

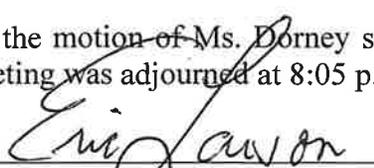
RECOGNIZE THE PUBLIC: None

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be November 12, 2025, at 7:00 pm.in the second-floor conference room at 45 Cardinal Drive, Westfield, NJ

ADJOURNMENT:

On the motion of Ms. Dorney seconded by Ms. Steinberg and carried by unanimous voice vote, the meeting was adjourned at 8:05 p.m.


Eric Larson, Board Secretary