

EDUCATIONAL SERVICES COMMISSION OF NEW JERSEY

Nadia Romano
Superintendent

1660 Stelton Road
Piscataway, NJ 08854
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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: November 21, 2025

TIME: 9:31 A.M.

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

Board of Directors Meeting Minutes

Present: Alexandria, Carteret, Cranbury, Dunellen, East Windsor (arrived 9:40), Edison, Highland Park, Jamesburg, Metuchen, Middlesex, Middlesex County Magnet Schools, Milltown (arrived 9:45), Monroe, New Brunswick, North Brunswick, Old Bridge, Piscataway, Plainfield, Sayreville, Somerset Hills, South Amboy, South Brunswick, South Plainfield, Spotswood, Woodbridge 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. **Presentation:** A presentation was made on the Youth Educational Funding - (CARCERAL) and the hurdles that ESCNJ faces in providing services at TPA in light of stagnant funding levels over many years. The overall presentation demonstrated that in spite of the difficulties ESCNJ continues to provide a quality program to those students in this particular environment despite the many challenges.

Another presentation was made by Economist Dr. Pallavi Pal about the success of the DRLAP program of internet connectivity that ESCNJ has been making available to its members and participants via cooperative purchasing.

5. **Superintendent's Report:**

The Superintendent gave an update on the NJLM conference that was recently held and the important role ESCNJ holds at this event. After the conference, members of the Administrative team met and brainstormed some strategies for next year that would increase and expand engagement with existing and potential vendors as well as existing and potential members.

The Superintendent also gave a report on the current enrollments for all program within the Commission.

6. **Committee Reports:**

- a. **Personnel** - An update was provided on the revised job descriptions as well as the revised Organization Chart which was on today's agenda.
- b. **Finance** - The most recent committee meeting had been held and the items being presented 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 a discussion in the improving parent engagement and some issues regarding the consistent report of restraint/seclusion matters.
- d. **Facilities** - The Facilities Committee reported out on the the project management of the proposed engagement area behind PRDP, the LRFP and on the process as it relates to 51 Park Avenue.
- e. **Policy** - The Policy Committee reported on the recent updates and the policies that were up for specific readings on today's agenda.
- f. **Negotiations** - Nothing at this time

7. **Minutes:** Motion to approve the October 17, 2025 Minutes (Enclosure A);
October 17, 2025 Executive Session Minutes (Enclosure A1);

8. **Representative Assembly:**

Representation to the ESCNJ Representative Assembly

Dr. Sylvia Zircher (South River Superintendent)

WHEREAS, Legislation, P.L. 192-1989, Chapter 254, requires representation to the Representative Assembly of the Educational Services Commission of New Jersey; and;

WHEREAS, this representative(s) will serve from January 1, 2026, to December 31, 2026.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Educational Services Commission of New Jersey, that Sylvia Zircher, Ed.D., be appointed to the Representative Assembly of the Educational Services Commission of New Jersey.

9. **Commission Business:**

A. Personnel: (Enclosure B)

- Approval of Job Description:
📄 ASSISTANT SUPERINTENDENT FOR OPERATIONS, SECURITY, and TECHNOLOGY.pdf
- Organization Chart : 📄 ESCNJ Org Chart.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 ([September 2025](#))
5. Cooperative Transportation Adjustments for FY 26 ([Enclosure F](#))
6. Professional Day Expenses ([Enclosure G](#))
7. Grants, Gifts and Donations ([Enclosure H](#))
8. Professional Conference Center Event Calendar for December 2025 ([Enclosure I](#))
9. Bid Extensions ([Enclosure J](#))
10. Approve the Proposal for the Renovation of the ESCNJ Board Office Facilities (2nd Floor, Bright Beginnings Building) from Spiegle Architectural Group, Inc. in the amount of approximately \$2.5 million, including construction cost, contingency and estimates for soft costs. ([Enclosure K](#))
11. Approve the Long Range Facility Plan Budget ([Enclosure L](#))
12. Bloomfield Board of Education Professional Services Contract for Bedside Instruction. ([Enclosure M](#))
13. Approve the award of the Document Management Services Bid #ESCNJ #25/26-40 for a two-year period from 11/21/25 through 11/20/27, with extensions as permitted by NJ law to: ([Enclosure N](#))
 - . Foveonics Imaging Technologies, Inc., 99 Grayrock Road - Unit 103, Clinton, NJ
 - . Reynolds Business Systems, 5402 Chestnut Street, Emmaus, PA
 - . Sedna Consulting Group, 860 Route 1 N. - Suite 102, Edison, NJ
 - . Toshiba America Business Solutions, Inc., 900 Route 9 North, Woodbridge, NJ
14. Approve the award of the Ceiling Tiles (Product Only) Bid #ESCNJ 25/26-42 to ERCO Interior Systems, Inc., 32 North Delsea Drive, Glassboro, NJ 08028 for a two-year period from 12/16/25 through 12/15/27, with extensions as permitted by NJ law. ([Enclosure O](#))

C. Curriculum: No Action Items

D. Facilities: No Action Items

E. Policies: ByLaws

-  0110 - IDENTIFICATION - for First Reading November 21, 2025.pdf
-  0132 EXECUTIVE AUTHORITY - for First Reading November 21, 2025.pdf

- [PDF](#) 0141 - BOARD MEMBER NUMBER AND TERM - for First Reading November 21, 2025 second dra...
- [PDF](#) 0144 BOARD MEMBER ORIENTATION AND TRAINING - for First Reading November 21, 2025.pdf
- [PDF](#) 0146 BOARD MEMBER AUTHORITY - for First Reading November 21, 2025.pdf
- [PDF](#) 0153 ANNUAL APPOINTMENT - for First Reading November 21, 2025
- [PDF](#) 0157 BOARD OF EDUCATION WEBSITE - for First Reading November 21, 2025.pdf
- [PDF](#) 0161 CALL, ADJOURNMENT, AND CANCELLATION - for First Reading November 21, 2025.pdf
- [PDF](#) 0162 NOTICE OF BOARD MEETINGS - for First Reading November 21, 2025.pdf
- [PDF](#) 0169 BOARD MEMBER USE OF ELECTRONIC MAIL - INTERNET - for First Reading November 2...
- [PDF](#) 0169.02 BOARD MEMBER USE OF SOCIAL NETWORKS - for First Reading November 21, 2025....
- [PDF](#) 0171 DUTIES OF BOARD PRESIDENT AND VICE PRESIDENT - for First Reading November 21, ...
- [PDF](#) 0173 DUTIES OF PUBLIC SCHOOL ACCOUNTANT - for First Reading November 21, 2025.pdf
- [PDF](#) 0134 - BOARD SELF EVALUATION - for First Reading November 21, 2025

F. Negotiations: No Action Items

G. Student Services:

Accept the enrollment or termination of pupils for FY26 at:

- . Academy Learning Center:
Tuition Students FY 26 ([Enclosure P](#))
- . Bright Beginnings Learning Center:
Tuition Students FY 26 ([Enclosure Q](#))
- . Future Foundations Academy:
Tuition Students FY 26 ([Enclosure R](#))
- . Center for Lifelong Learning:
Tuition Students FY 26 ([Enclosure S](#))
- . NuView Academy:
Tuition Students FY 26 ([Enclosure T](#))
- . Nonpublic Department – Title I Services:
FY 26 ([Enclosure U](#))

Roll Call

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

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

“Noes” - None

“Abstain”- None

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

11. **Next Meeting** – Board of Directors Meeting – Friday, December 19, 2025 at the Professional Conference Center, 1690 Stelton Road, Piscataway, NJ 08854

12. **Motion to Adjourn**

On motion by Middlesex County Magnet Schools, seconded by Woodbridge and approved by all present, the meeting was adjourned at 10:39 a.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read 'TH', is positioned above the typed name.

Timothy Havlusch
Business Administrator/ Board Secretary