

**Union County Educational Services Commission  
REPRESENTATIVE ASSEMBLY MEETING  
March 4, 2026**

**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 7:00 pm.

1. Attendance Roll Call

Roll call by verbal roll call. There were present:

Berkeley Heights	Ms. Gale Bradford
Clark	Ms. Lorraine j. Aklonis
Cranford	Ms. Susan Shaw
Elizabeth	Mr. Jerry Jacobs *
Garwood	Ms. Christine Guerriero
Hillside	Ms. Laquana Best
Kenilworth	Dr. Michelle Panichi*
Linden	
Mountainside	
New Providence	Ms. Amy Lepre
Plainfield	Ms. Nicole Turant
Rahway	Ms. Jennifer Moteiro
Roselle	Dr. Courtney Washington*
Roselle Park	Ms. Michael-Anne Regan
Scotch Plains/Fanwood	Ms. Debora Brody
Springfield	Ms. Tracy Rinaldi
Summit	Ms. Walidah Justice
Union	Ms. Elsie Mackey
U. C. Vo-Tech	Ms. Gwen Ryan
Westfield	Ms. Julie Steinberg
Winfield	Ms. Ann Marie Weiss
Superintendent	Ms. Carrie Dattilo
Board Secretary	Ms. Debi LeBrun (covering for Eric Larson)**

\*arrived during Minutes

\*\* Ms. LeBrun presented on behalf of the Board Secretary

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. Bradford and seconded by Ms. Guerriero and carried by unanimous voice vote to move into Executive Session at 7:01 pm for the purpose of discussing a HIB case.

The Board of Directors meeting returned to open session at 7:04 p.m. on motion of Ms. Ryan and seconded by Ms. Guerriero, and carried, by unanimous voice vote.

MINUTES:

5. It was moved by Ms. Bradford seconded by Dr. Washington, and carried by voice vote, to approve the minutes of the Board of Directors Meeting of February 4, 2026

(Att. 1)

Abstain:

Panichi  
Brody  
Rinaldi  
Justice  
Mackey  
Ryan  
Weiss  
Shaw

SUPERINTENDENT REPORT:

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

6. Motion to approve the Report of the Superintendent for March 2026 (Att. 2)

\*The administration presented an overview of Westlake School

\*Debi LeBrun on behalf of the Business Administrator presented the 26-27 budget.

FINANCE:

It was moved by Ms. Best, seconded by Ms. Guerriero, and carried by roll call vote, to approve items #7-16:

7. Motion to approve the Secretary's Financial Report:  
Board Secretary's Report dated January 31, 2026 (Att. 3)  
Detailed Budget Report dated February 28, 2026 (Att. 4)  
Check Register for the month ended in 2/28/26 the amount of \$6,285,148.08 (Att. 5)  
Budget adjustments and line-item transfers for February 2026 (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 February 2026

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

9. Motion to approve the attached February 2026 check register for the School Lunch Account (Att. 7)
10. Motion to approve the resolution authorizing lease purchase financing for 53 Cardinal Drive (Att. 8)
11. Motion to approve the proposed 2026-2027 budget with the following totals: (Att. 9)  
(to be distributed)

Fund 10	\$ 84,378,794
Fund 20	\$ 4,655,444
	\$ 89,034,238

12. Motion to approve the following resolution:

WHEREAS, the Union County Educational Services Commission Representative Assembly recognizes school staff and Board members will incur travel expenses related to and within the scope of their current responsibilities and for travel that promotes the delivery of instruction or furthers the efficient operation of the school district; and

WHEREAS, N.J.A.C. 6A:23A Subchapter 7 requires Board members to receive approval of these expenses by a majority of the full voting membership of the Board and staff members to receive prior approval of these expenses by the Superintendent of Schools and a majority of the full voting membership of the Board; and

WHEREAS, a Board of Education may establish, for regular district business travel only, an annual school year threshold of \$250 per staff member where prior Board approval shall not be required unless this annual threshold for a staff member is exceeded in a given school year (July 1 through June 30); and

WHEREAS, travel and related expenses not in compliance with N.J.A.C. 6A:23A Subchapter 7, but deemed by the Board of Education to be necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; now

FINANCE (Cont'd):

THEREFORE, BE IT RESOLVED, the Board of Education approves all travel not in compliance with N.J.A.C. 6A:23A Subchapter 7 as being necessary and unavoidable as noted on the approved Board of Education Out of District Travel and Reimbursement Forms; and

BE IT FURTHER RESOLVED, the Board of Education approves travel expenditure in accordance with N.J.A.C. 6A:23A-7.3, to a maximum expenditure of \$153,000 for all staff and board members for the 2026-2027 budget year. The 2025-2026 budget year maximum expenditure is also \$153,000 of which \$5,857.83 has been spent as of March 1, 2026.

13. Motion to waive facility fee for use of the 1571 Lamberts Mill Road gym on March 14th by the BMW Club which has donated over \$200,000.00 to Westlake School.
14. Motion to approve the attached agreement for municipal finance advisory services. **(Att. 10)**
15. Motion to approve PSEG Energy Efficiency Program agreement to replace the boilers at 45 Cardinal Drive at a cost of \$229,975 (after a PSEG rebate of \$203,705) spread over 5 years. **(Att. 11)**
16. Motion to approve the sale of as is classroom trailer located at: 1500 Maple Ave., Hillside, NJ. to Ewert Williams for \$1.00 on February 17, 2026

Ayes: Bradford, Aklonis, Shaw, Jacobs, Guerriero, Best, Panichi, Lepre, Turant, Moteiro, Washington, Regan, Brody, Rinaldi, Justice, Mackey, Ryan, Steinberg, & Weiss

Nays: None

Abstain: Washington (Item #12)

PROGRAMS:

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

17. Motion to approve the District Calendar, Non-Public Services and Twelve-Month Employees Calendars for the 2026-2027 school year:
  - District Calendar **(Att. 12)**
  - Non-Public Services **(Att. 13)**
  - Twelve-Month Employees **(Att. 14)**

PROGRAMS (Cont'd):

18. Motion to approve a sidebar agreement between the Westlake Education Association and the Union County Educational Services Commission authorizing the board to approve August 31, 2026, as the first contractual day for all staff (Att. 15)
19. Motion to approve the Data Services and Master Agreement with Hazel Health to provide telehealth-based professional health care services, therapy, and counseling services to UCESC families at no cost to the district or parents. (Att. 16)
20. Motion to move the April 1<sup>st</sup>, 2026 board meeting to April 15, 2026 at the same time and location
21. Motion to use Crossroads School for a Parents Night Out on Thursday, April 23, 2026, from 6:00 to 8:00. The program will be facilitated by volunteers from Crossroads School staff

Ayes: Bradford, Aklonis, Shaw, Jacobs, Guerriero, Best, Panichi, Lepre, Turant, Moteiro, Washington, Regan, Brody, Rinaldi, Justice, Mackey, Ryan, Steinberg, & Weiss

Nays: None

Abstain: None

TRANSPORTATION:

It was moved by Dr. Washington, seconded by Ms. Mackey, and carried by roll call vote, to approve items #22-25:

22. Motion to approve the attached Emergency/Negotiated contracts dated March 4, 2026 (Att. 17)
23. Motion to approve Amendments to Existing Transportation Contracts dated March 4, 2026, in accordance with the contractual provisions relative to adjusted mileage and the contractor's bid for adjusted miles (Att. 18)
24. Motion to approve the attached penalty deductions (Att. 19)

TRANSPORTATION (Cont'd):

25. Motion to approve Emergency Contractor payments for the month of February to the listed contractors at the costs indicated (Att. 20)

Ayes: Bradford, Aklonis, Shaw, Jacobs, Guerriero, Best, Panichi, Lepre, Turant, Moteiro, Washington, Regan, Brody, Rinaldi, Justice, Mackey, Ryan, Steinberg, & Weiss

Nays: None

Abstain: Mackey (Item # 23)

POLICIES AND REGULATIONS:

It was moved by Ms. Guerriero, seconded by Ms. Mackey, and carried by roll call vote, to approve item #26:

26. Motion to approve the following new and/or revised bylaws, policies, or regulations for a second reading and adoption:

P1220 EMPLOYMENT OF CHIEF SCHOOL ADMINISTRATOR (Revised)

Ayes: Bradford, Aklonis, Shaw, Jacobs, Guerriero, Best, Panichi, Lepre, Turant, Moteiro, Washington, Regan, Brody, Rinaldi, Justice, Mackey, Ryan, Steinberg, & Weiss

Nays: None

Abstain: None

TRAVEL AND RELATED EXPENSES:

It was moved by Ms. Guerriero, seconded by Ms. Best, and carried by roll call vote, to approve item #27:

27. 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 Related Expense Reimbursement Form (Att. 21)

TRAVEL AND RELATED EXPENSES (Cont'd):

27a. Motion to retroactively approve travel items dated 2/11/26, and 2/25-26/26

(Att. 21)

Ayes: Bradford, Aklonis, Shaw, Jacobs, Guerriero, Best, Panichi, Lepre, Turant, Moteiro,  
Washington, Regan, Brody, Rinaldi, Justice, Mackey, Ryan, Steinberg, & Weiss

Nays: None

Abstain: None

PERSONNEL:

It was moved by Ms. Ryan, seconded by Ms. Mackey, and carried by roll call vote, to approve items #28 & 29:

28. Motion to approve the personnel agenda dated March 4, 2026, as recommended by the Superintendent (Att. 22)

29. Motion to approve the ESY personnel agenda dated March 4, 2026, as recommended by the Superintendent (Att. 23)

Ayes: Bradford, Aklonis, Shaw, Jacobs, Guerriero, Best, Panichi, Lepre, Turant, Moteiro,  
Washington, Regan, Brody, Rinaldi, Justice, Mackey, Ryan, Steinberg, & Weiss

Nays: None

Abstain: Brody (Item #28)

SUSPENSION REPORT:

It was moved by Ms. Guerriero, seconded by Ms. Regan, and carried by voice vote, to approve the following:

30. Motion to approve the Suspension Report for February 2026

(Att. 24)

OLD BUSINESS: None

NEW BUSINESS: None

RECOGNIZE THE PUBLIC: None

DATE OF NEXT MEETING:

The next meeting of the Board of Directors will be at 7:00 p.m., Wednesday, April 15, 2026 in the second floor conference room at 45 Cardinal Drive, Westfield, N.J.

ADJOURNMENT:

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



Debi LeBrun, Acting Board Secretary