

**UNION COUNTY  
EDUCATIONAL SERVICES COMMISSION**

*Carrie M Dattilo  
Superintendent  
(908) 233-9317 x1001*

*John Marquet  
District Affirmative Action Officer  
(908) 233-9366 x3002*

*Eric Larson  
School Business Administrator/Board Secretary  
(908) 233-9317 x1009*

**Lamberts Mill Academy**

Mr. Reed Leibfried  
*Principal*  
(908) 233-7581 x5002

**Westlake School**

Ms. Claudine Tantillo  
*Principal*  
(908) 232-4181 x6002

**Crossroads School**

Mr. Paul Palozzola  
*Principal*  
(908) 232-6655 x2002

**Hillcrest Academy-South**

Dr. Jason Balsamello  
*Principal*  
(908) 654-8558 x4002

**Non-Public School Services**

Mr. Paul Palozzola  
*Director*  
(908) 233-9317 x1025

**Hillcrest Academy-North**

Mr. John Marquet  
*Principal*  
908-233-9366 x3002

**Coordinated Transportation**

Ms. Lorraine Vitiello  
*Coordinator*  
(908) 233-9317 x1015

**Work Readiness Academy**

Mr. Josh Bornstein  
*Director*  
(908) 233-9317 x1026

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**AFFIRMATIVE ACTION  
INFORMATION GUIDE**

**2022 – 2023 School Year**



**QUESTION What does Affirmative Action Mean?**

**ANSWER** The Union County Educational Services Commission guarantees each student equal educational opportunities regardless of race, color, creed, religion, gender, age, affectional or sexual orientation, ancestry, national origin, disability, marital or economic status and does not discriminate in the admissions, access and/or treatment of its programs, activities and vocational opportunities.

**QUESTION Does the UCESC have a policy and regulations regarding Affirmative Action?**

**ANSWER** Yes. Please contact District Affirmative Action/504 Officer John Marquet at (908) 233-9366 x3002 to obtain copies of the policy and procedures regarding Affirmative Action. The policy can also be obtained in each school and program and/or on the district website at [www.ucesc.org](http://www.ucesc.org).

**QUESTION What should my child do if he or she is the victim of bias or discrimination while attending school?**

**ANSWER** A professional staff member in each school is identified as the Affirmative Action Officer. Please immediately contact your child's school to report all concerns of bias.

**QUESTION Who is the Affirmative Action Officer for the UCESC?**

**ANSWER** The Affirmative Action/Public 504 Officer for all programs operated by the Commission is Mr. John Marquet. All inquiries and correspondence should be directed to Hillcrest Academy, 2630 Plainfield Avenue, Scotch Plains New Jersey 07076 or (908) 233-9366 x3002

**QUESTION What do I do to file a complaint?**

**ANSWER** Please contact the Affirmative Action Officer at (908) 233-9366 x3002 or [jmarquet@ucesc.org](mailto:jmarquet@ucesc.org) to obtain a grievance form or file a written complaint.

**QUESTION What happens after I file a complaint?**

**ANSWER** There are several steps involved in the investigation of an Affirmative Action complaint:

**Step 1:** The District Affirmative Action Officer conducts a comprehensive investigation and provides a written notice of resolution.

**Step 2:** If you feel that your complaint has not been resolved to your satisfaction, you may refer the issue to the Superintendent for further investigation.

**Step 3:** You may appeal the decision of the Superintendent by submitting written notice to the UCESC Board of Directors.

**Step 4:** If you are not satisfied with the decision of the UCESC Board of Directors, you may file a formal complaint with the Office of Civil Rights:

**Office of Civil Rights  
U.S. Department of Education  
400 Maryland Avenue  
Washington, DC 20202-1100  
(800) 421-3481**

Please be advised that you maintain the right to bypass the above procedures and submit your complaint directly to the Office for Civil Rights.