

TOWNSHIP OF UNION BOARD OF EDUCATION
REGULAR MEETING MINUTES – February 20, 2024

NOTICE OF MEETING:

TO ALL BOARD OF EDUCATION MEMBERS:

The regular meeting of the Board of Education of the Township of Union was held on Tuesday, February 20, 2024 at 7:00 p.m. at the Union High School Library, 2350 North 3rd Street, Union, New Jersey pursuant to notice sent to each member.

Ms. Santana called the meeting to order at 5:04 p.m.

PRESENT AT ROLL CALL:

Ms. Dixiana Carbonell, Mr. Michael Cohan, Mr. Ronnie McDowell, Ms. Chastity Santana, Mrs. Kimberly Scott-Hayden

ABSENT AT ROLL CALL:

Mrs. Elsie Conteh-Mackey (arrived 5:05 p.m.), Mrs. Nancy Minneci, Mrs. Mary Lynn Williams (arrived 7:11 p.m.)

ADMINISTRATORS PRESENT:

Dr. Gerald Benaquista, Dr. Gretel Perez, Mrs. Yolanda Koon

ALSO PRESENT:

Mr. Lester Taylor, Esq.

Mr. Cohan led the Board and audience members in the Pledge of Allegiance.

Mr. Cohan read the district's mission statement.

Mrs. Koon read the statement required under the "Open Public Meetings Act" that adequate notice was published in The Union County Local Source, The Star Ledger and/or Tap into Union, posted in the Administration Building and the Clerk's Office of the Township; a copy of which is on file in the office of the Board Secretary.

MOTION FOR EXECUTIVE SESSION:

Moved by Mr. Cohan, seconded by Mr. McDowell, that the Board go into Executive Session at 5:07 p.m. to discuss the following subject matters without the presence of the public in accordance with the provisions of N.J.S.A. 10:4-12b: personal, student matters, legal update.

Please take notice that minutes will be taken of the discussion conducted during the executive session and the Board will disclose the minutes of the executive session when the disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the Board of Education and provided that such disclosure does not violate federal, state or local statutes and does not fall within the attorney/client privilege.

Action may be taken when the Board reconvenes in public session.

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Conteh-Mackey, Mr. McDowell
Mrs. Scott-Hayden, Ms. Santana

NAY: None

ABSTAIN: None

MOTION CARRIED

The Board returned to public session at 6:59 p.m.

Approval of Minutes:

Moved by Ms. Carbonell, seconded by Mrs. Conteh-Mackey, that the following minutes be adopted:

1. January 4, 2024 – organization meeting
2. January 9, 2024 – worksession meeting
3. January 23, 2024 – regular meeting
4. January 23, 2024 – executive session #1
5. January 23, 2024 – executive session #2

DISCUSSION:

None

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Conteh-Mackey, Mr. McDowell
Mrs. Scott-Hayden, Ms. Santana

NAY: None

ABSTAIN: None

MOTION CARRIED

Communications:

REQUEST FROM TOWNSHIP OF UNION CHAMBER OF COMMERCE – UHS FACILITY

Request from Township of Union Chamber of Commerce to use the Union High School facility site for the Chamber’s 13th Annual Mayor’s Day 5K Run, Sunday, September 29, 2024 (rain date – only in event of severe weather-October 13, 2024).

REQUEST FROM BRANDIN THOMPSON – UHS

Request from Brandin Thompson (UHS 2023 graduate) requesting use of Union High School to record a music video (during off school hours).

UHS/NATIONAL SPANISH HONOR SOCIETY – INDUCTION OF STUDENTS

Induction of students to the Union High School/National Spanish Honor Society – May 1-31, 2024.

LETTER OF RESIGNATION – CASABLANCA

Letter of resignation from Erika Casablanca, special education teacher-Connecticut Farms Elementary School, effective March 1, 2024.

LETTER OF RESIGNATION – HAN

Letter of resignation from Paul Han, long-term substitute security officer-Livingston Elementary School, effective February 3, 2024.

LETTER OF RESIGNATION – VIERA

Letter of resignation from Christine Viera, cafeteria/playground aide-Washington Elementary School, effective January 8, 2024.

LETTER OF RETIREMENT – ERDMAN

Letter of resignation, for the purpose of retirement, from Donald Erdman, social studies teacher-Union High School, effective July 1, 2024.

LETTER OF RETIREMENT – FARAONE

Letter of resignation, for the purpose of retirement, from Christopher Faraone, social studies teacher-Union High, effective February 10, 2024.

LETTER OF RETIREMENT – FIORITO

Letter of resignation, for the purpose of retirement, from Michael Fiorito, social studies teacher-Union High School, effective July 1, 2024.

LETTER OF RETIREMENT – ZIESER, SR.

Letter of resignation, for the purpose of retirement, from Ronald Zieser, Sr., head custodian-Battle Hill Elementary School, effective July 1, 2024.

LETTER OF RETIREMENT – HAJKOWSKI

Letter of resignation, for the purpose of retirement, from Jennifer Hajkowski, Dean of Restorative Practices-Union High School, effective September 1, 2024.

LETTER OF RETIREMENT – OSBORNE-WARREN

Letter of resignation, for the purpose of retirement, from Michelle Osborne-Warren, principal-Connecticut Farms Elementary School, effective September 1, 2024.

REQUEST FOR LEAVE – ORDONEZ

Request for paid medical leave from Connie Ordonez, Tech-UHS-IT Department, February 6, 2024-February 27, 2024.

REQUEST FOR LEAVE – LANGLEY

Request for paid child rearing leave followed by unpaid FMLA/NJFLA leave from Brittany Langley, special education teacher-Kawameeh and Burnet Middle Schools, March 1, 2024-September 1, 2025.

REQUEST FOR LEAVE – McKEE

Request for paid child rearing leave followed by unpaid FMLA/NJFLA leave from April McKee, English teacher-Union High School, April 16, 2024-September 1, 2025.

REQUEST FOR LEAVE – SAAVEDRA

Request for paid FMLA leave from Hector Saavedra, bus driver-Transportation Department, January 29, 2024-March 4, 2024.

REQUEST FOR LEAVE – HAHN

Request for paid intermittent FMLA from Elisa Hahn, first grade teacher-Livingston Elementary School, January 4, 2024-June 30, 2024.

REQUEST FOR LEAVE AND INTERMITTENT – GEORGE

Request for unpaid FMLA from Sheren George, paraprofessional-Burnet Middle School, January 25, 2024-April 30, 2024, followed by unpaid intermittent FMLA, May 1, 2024-June 22, 2024.

REQUEST FOR INTERMITTENT LEAVE – HUTTER

Request for unpaid intermittent FMLA leave from Lisa Hutter, art teacher-Franklin Elementary School, January 31, 2024-June 22, 2024.

REQUEST FOR INTERMITTENT LEAVE – KAUFMAN

Request for unpaid intermittent FMLA from Randi Kaufman, special education teacher-Union High School, November 15, 2023-June 30, 2024.

REQUEST FOR LEAVE EXTENSION – ROSA

Request for extension of leave from Lisa Rosa, special education teacher-Washington Elementary School, new return date February 1, 2024

REQUEST FOR LEAVE EXTENSION – HRDINA

Request for extension of leave from Jaclyn Hrdina, pre-k teacher-Battle Hill Elementary School, new return date February 15, 2024.

Comments from Public (on resolutions and all other matters):

Jill Hall stated her concerns about summer school and being limited because of budgetary reasons. She informed the Board that the district is the only school system that does it for free and if a school does not offer summer school, the student would need to go to an outside source and pay for summer school. Her suggestion is to charge a registration fee or a fee for summer school on a sliding scale. This way the families will have “skin in the game.” She also stated that attendance should be looked at and maybe add two days at the end for students who miss a day.

Melissa Antolovich, school librarian at Battle Hill Middle School, stated the school funding for the library was \$0. She also stated that they did receive grants; however, not enough. She is requesting school funding for the libraries – K-8 - \$11 per student and 9-12 - \$15 per student.

Ann Margaret Shannon asked if the money for The Patrick School (F-12) – it just funnels through the district. Mrs. Koon said yes.

Mrs. Williams arrived at meeting – 7:11 p.m.

Superintendent's Report:

Dr. Benaquista introduced Gary Molenaar of Educational Services Commission of New Jersey (ESCNJ) and he presented the Special Services Department Review (a summary is below). Presentation is appended to minutes:

Scope of Review – April-September 2023:

- Record Review/examination - sample of 46 student records representing initial classification, re-evaluation, transition, ESLs (ages 5, 14, and 16);
- Placement/LRE data review: in-district self-contained class and special class programs
- Document/report review: school report card/State performance data
- Special Class Program Observations of 7 Union classes: teacher interview, curricula and instructional materials review
- Central Office and Building Level Administrator interviews;
- CST interviews; and
- Parent Survey

Special Class Programs Commendations:

- Teachers well-prepared for lessons and created safe environment
- Teachers demonstrate knowledge of individual student needs and provide support
- Effective use of instructional technology
- Teachers incorporate various best practice strategies
- Inclusion opportunities and work-based learning
- Other inclusion opportunities include Unified Club, Unified Sports and Track events

Faculty and School Administrators Interviews:

- Special education students are included in special activities, trips, assemblies
- Overall, special education services are supportive; however, the decrease from 3 to 2 supervisors impacts the quality of services at the building level
- Some seasoned principals are able to provide little oversight of special education due to administrative staff shortages. Additional administrative staff will make it possible to provide necessary oversight of class sizes and support that students need
- Staffing concerns in general are reported at most schools
- There is a lag in time in providing feedback to teachers from behaviorists
- General education teachers need more training in order to properly accommodate different learners

Child Study Team Interviews:

- Union offers a wide variety of programs and services
- Transition planning process is well established
- Lack of training and PD opportunities in the district specific to CST
- Examine ways to enhance mental health supports for students
- CST felt positive about Project Unify with regard to inclusive practices

- CST feels that counseling services and access to counseling lack consistency from building to building

Special Services Administrator Interviews

- Special education faculty and staff are good at meeting students where they are
- CSTs go above and beyond to meet student needs
- Most building administrators support the special education team
- District has a continuum of special class programs from preschool through high school
- I&RS teams and NJ Tiered System of Supports training that in progress is not fully functional
- General education teachers would benefit from ongoing training in multisensory reading strategies
- Continue to build the capacity of all teachers to provide quality differentiated instruction to reduce the number of students who may otherwise need to be placed in pull-out programs
- Special Services Department has implemented many programs that enhance student learning

Student Record Review – Commendations:

- Planning meetings were scheduled within 20-days of receiving referral
- Annual reviews were completed in a timely manner
- CST completes thorough reports and evaluations
- Goals are consistently aligned with needs identified in IEP
- LRE statements tend to be very well written
- 100% of the re-evaluations were completed within 3-year requirement
- All files had a sign-in sheet

Student Record Review – Compliance Notes:

- Evidence of evaluation reports being mailed to parents included in only 2 of the 9 records
- Meeting signature page not documented consistently
- Annual review was completed within one year for 37 of 46 records reviewed

Student Record Review – Recommendations:

- All PLAAFP statements should be data-based in nature – most lacked specific information
- All goals and objectives should be SMART
- Continue provision of appropriate PD for improvement best practices

Relevant Document Review:

- Department should be commended for demonstrated completion of all necessary requirements from NJDOE monitoring and targeted reviews
- A thorough system in place to continuously monitor special education enrollment, placements, workflow and timely completion of mandated tasks
- Maintenance and monitoring of the needs of students and program requirements for special education and related services was a priority

- District's classification rate is 18% (NJ average-17%)
- Past two years, the percentage of students with disabilities increased by 2.6%
- Referrals to CST have increased significantly over the past 3 years (2020-2023)
- In a 3-year span, referrals for CST evaluations increased from 106 to 390
- High parent referral rates may be related to (a) need for a consistent best practice and data driven NJTSS supports and services and (b) students struggling as a result of remote/hybrid learning during pandemic
- District-wide strategies and targeted instructional, social emotional and mental health interventions should be considered and implemented with fidelity prior to referral to CST

Parent Survey Overview - 67 responses out of 1,145 emails sent the online parent survey during the month of May 2023; 14% - very low response.

Commendations:

- Parents' ideas and concerns are considered at IEP team meetings
- Parents have a good understanding of their child's IEP and are aware of their rights and procedural safeguards
- Parents know who to contact when there is a need
- Special education students are accepted members of the school community

Recommendations:

- Communication with parents should be consistent – 24-hour rule should be followed at a minimum
- Consider developing procedures for district special education administrators to systematically respond to parent questions/concerns in a timely manner
- Parent workshops and training should be held regularly

What Union does well:

- Inclusion of special education students
- Continuum of special class programs and placement options
- A robust Special Education Parent Advisory Group (SEPAG)

PD Recommendations:

- Training for paraprofessionals on ABA topics
- Student communication apps (ProLoQuo, TouchChat, etc)
- Accommodations and differentiation best practices for general education teachers
- Multisensory reading training for special education teachers targeted primarily at the elementary and intermediate levels is required
- General education PD – basics of special education process and procedures

Key Takeaways:

- Consider additional options for retaining support staff to improve consistency in programming
- Consider allocating space to support the growth of Life Skills Programming

- Teaching faculty should shift from using reactive to proactive measures to reduce the number of students receiving Tier 3 services
- Continuously look for ways to move students to least restrictive environment and possibly have them declassified
- Staffing concerns in general are reported at most schools
- Most principals currently see the I&RS process as paper driven and suggest digitizing, wherever possible
- Increase preschool inclusive opportunities
- Explore ways to decrease the number of paraprofessionals staffed in self-contained classrooms
- Enhance community-based instruction and life skills programs to include middle school and 5th grade students
- Continue to invest in and improve the Tiered System of Supports

Mrs. Williams asked how many of the students were out-of-district? Mr. Molenaar stated he would have to look at the data.

Mrs. Scott-Hayden stated paraprofessionals should have also been interviewed because the relationship with the student is usually with the paraprofessional. She also asked what was the monetary impact to the district? That is what the Board had asked for. Mr. Molenaar stated it was only a program review.

Mrs. Mackey stated the previous Superintendent provided the instructions for your review without the financial component. It is hard to review.

Mr. Cohan stated we need to be cautious on relying on this report because it doesn't include all the parents.

Eric Zimmerman of Suplee Clooney & Company presented the auditor's report for fiscal year ending June 2023.

Mr. Zimmerman informed the Board and community that they have submitted the Annual Comprehensive Financial Report (ACFR) for the Township of Union Board of Education for fiscal year June 30, 2023.

Page 90 of the ACFR is Exhibit C-1 – tells the budgetary revenues and where you ended up. If you don't regenerate, your fund balance goes down.

The Management Report shows the findings of the audit of various accounts - payroll, ASSA, food services, student body activities, pupil transportation, facilities and capital assets and if we find issues, we will make a recommendation and it must be read aloud at the Board meeting:

Recommendation 2023-001 – the district should keep an accurate analysis of the balance on deposit in the Payroll Agency Account.

Ms. Carbonell stated our job is to balance out and be fiscally responsible and be aware. Ms. Santana stated our Board and Administration is stable – she is confident we can add to our surplus.

Dr. Benaquista stated an I&RS presentation will be at the next meeting.

Dr. Benaquista presented the State of the Schools – the presentation is appended to the minutes and a summary is below:

Impact Employee Recognition – Tanisha Royster – UHS Cosmetology Teacher. She is a teacher and mentor who continually impacts her students' lives and continues to provide our students with real-life experiences that will continue to make our cosmetology program shine. She impacts her students' daily lives as an educator by fostering their passions to allow them to discover that their dreams will become a reality when they receive their cosmetology licenses.

A small glimpse:

- Jefferson School – Girls Who Code
- Fifth Grade Recreation Basketball Program run by the UTEA
- Connecticut Farms Student Council raised funds for the homeless by taping a teacher to the wall
- Student Highlights – Joselyn DeSalguero and Neissa Filias – both members of the JROTC program and both have been accepted to West Point
- Angelina Kearney – made her debut at Carnegie Hall in New York City
- Daniel Collins-175, Nick Bertolotti-215 and Gabe Hargove-126, all advanced to the NJ High School Wrestling Region Qualifiers.
- Approximately 60 UHS students came in to school on their day off to receive Stop the Bleed training.
- Ms. Carr and the UHS Dance Team finished 1st place
- Girls Wrestling County Champions Alissa Alcindor-235, Christine Pierre Louis-185 and 3rd place Neissa Filias-235.
- Black History Month – school districtwide are engaging in various activities for Black History Month

HIB – January 24, 2024-February 13, 2024 – Affirmed:
2 founded - 0 unfounded – 0 Inconclusive

HIB – February 13, 2024 – February 20, 2024 – Reported
7 founded – 0 Unfounded – 0 Inconclusive

A look forward:

- 2023-2024 TUPS Teacher(s) of the Year
- NJ Labor-Management Collaborative – PD – March 4, 2024

Gia Patel, Student Liaison, presented the January-February highlights:

- Stop the Bleed – campaign urging bystanders to be prepared to assist in a bleeding emergency
- School Counseling Week – the theme for this year is School Counseling: Standards Based, Student Focused, School Counselors – spent the week advocating for their department
- Black Excellence – daily morning announcements highlighting influential African figures – Jesse Owens and Amanda Gorman
- Sports
 - Girls’ Wrestling – the first Union County Girls Wrestling tournament was held last week in Scotch Plains – Christine Pierre-Louis and Alissa Aleindor both won the county championship in their respective weight class and Neissa Filias finished third. Sunday is the North 2 Girls Region wrestling tournament at UHS
 - Boys’ Wrestling – the boys competed in the NJ State District 13 tournament held at Millburn High School last week and Dan Collin finished 2nd, Gabe Hargrove and Nick Bertolotti finished 3rd. They all qualify for the NJ State Region 4 Tournament being held at UHS on Sunday.
 - Girls’ Basketball – will play in the NJSIAA State Tournament this Wednesday at Plainfield High School
 - Track – Mikarla Portuondo won the girls North 2 Group 4 State Championship in the 55 meter race. Baba Olowe earned second place in the Boys North 2 Group 4 in Shot Put.

Education/Student Discipline Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mr. Cohan, seconded by Mrs. Scott-Hayden, for adoption:

E-1. *Agenda item approved at February 13, 2024 worksession (affirm determination of HIB-January 10-23, 2024).*

E-1A. *Agenda item reported at February 13, 2024 worksession (report of HIB-January 24-February 13, 2024).*

E-1-1. AFFIRM SUPERINTENDENT’S DETERMINATION OF HIB

Affirm the Superintendent’s determination of Harassment, Intimidation and Bullying (HIB) for the periods January 24, 2024 to February 13, 2024, in accordance with the information appended to the minutes.

E-1-11A. SUPERINTENDENT’S REPORT OF HIB

Superintendent’s Report of Harassment, Intimidation and Bullying (HIB) for the period February 13, 2024 to February 20, 2024, in accordance with the information appended to the minutes (*no vote required; for reporting purposes only*).

E-2. APPROVE STUDENT SAFETY DATA SYSTEM REPORT

Approve the Student Safety Data System Report (formerly Violence and Vandalism Report) (SSDS) for period one (September 1-December 31, 2023) of the 2023-2024 school year, in accordance with the information appended to the minutes.

E-3. APPROVE LOCATION FOR CST TESTING

Approve Hamilton Building (June 24-August 31, 2024) for CST testing and/or home instruction for the 2024-2025 school year.

E-4. APPROVE LOCATIONS FOR EXTENDED SCHOOL YEAR

Approve Battle Hill Elementary School and Hannah Caldwell Elementary School from July 1, 2024 to August 1, 2024 for the 2024 Extended School Year (ESY) program.

E-5. APPROVE AFFILIATION AGREEMENTS – KEAN UNIVERSITY

Approve Affiliation Agreements with Kean University for (1) School Psychology Professional Diploma Program for Practicum” and (2) School Psychology Professional Diploma Program in accordance with the School Based Mental Health Grant Award for the Spring 2024 semester, in accordance with the information appended to the minutes.

E-6. APPROVE APPLICATION FOR DCA LOCAL RECREATION IMPROVEMENT GRANT

Approve application for the DCA Local Recreation Improvement Grant Fiscal Year 2024, in the amount of \$100,000.00, and complete a signed resolution to participate in grant funding, in accordance with the information appended to the minutes.

E-7. APPROVE APPLICATION FOR EXPANDING ACCESS TO CLIMATE CHANGE AND NJ STUDENT LEARNING STANDARDS

Approve application for the Expanding Access to Climate Change Education and the New Jersey Student Learning Standards through Interdisciplinary Learning and Community Resilience in the amount of \$31,875.00.

E-8. *Item removed from agenda at February 13, 2024 worksession (create amendment - ARP-HCY).*

E-9. APPROVE APPLICATION FOR EMERGENT AND CAPITAL MAINTENANCE NEEDS GRANT

Approve application for the Emergent and Capital Maintenance Needs Grant in the allocated amount of \$183,385.00 for the school district.

E-10. APPROVE SUBMISSION OF THE SFY 2023 ESSER PERFORMANCE REPORT

Approve submission of the SFY 2023 ESSER Performance Report in EWEG for the Township of Union Public Schools.

E-11. APPROVE SUSPENSION – STUDENT

Approve continuation of suspension of student #268119 from the general education program, in accordance with the discussions during executive session.

E-12. OVERTURN SUPERINTENDENT’S DETERMINATION OF HIB

Approve to overturn Superintendent’s determination of Harassment, Intimidation and Bullying (HIB) for BH #2, 2023-2024.

DISCUSSION:

None

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Conteh-Mackey, Mr. McDowell
Mrs. Scott-Hayden, Mrs. Williams, Ms. Santana

NAY: None

ABSTAIN: Mrs. Williams (E-11/E-12)

MOTION CARRIED

Fiscal and Planning Committee Resolutions:

Ms. Carbonell informed the Board and community that F-13 – Our House, will be tabled and not voted on this evening.

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Ms. Carbonell, seconded by Mrs. Scott-Hayden, for adoption:

F-1. TREASURER’S REPORT

That the Treasurer’s Report dated January 31, 2024 be accepted.

F-2. SECRETARY’S REPORT

That the Secretary’s Report dated January 31, 2024 be accepted.

F-3. CERTIFY TREASURER’S AND SECRETARY’S REPORT

Pursuant to N.J.A.C. 6A:23-2.11(a), I certify that as of January 31, 2024 no budgetary line item account has obligations and payments (contractual orders) which in total exceed the amount appropriated by the district Board of education pursuant to N.J.S.A. 18A:22-8 and 18:22-8.1.

/s/ Yolanda Koon
Yolanda Koon, Board Secretary

Dated

Pursuant to N.J.A.C.6A:23-2.2(h), we certify that as of January 31, 2024 after review of the secretary’s monthly financial report (appropriations section) and upon consultation with the appropriate district officials that to the best of our knowledge no major account or fund has been over-expended in violation of N.J.A.C. 6A:23-2.2(d)3 and that sufficient funds are available to meet the district’s financial obligations for the remainder of the fiscal year. This certification is solely based on the information provided by the School Business Administrator and Board Secretary and is assumed by the Board to be correct.

F-4. APPROVE APPROPRIATION TRANSFERS

Approve appropriation transfers in accordance with the information appended to the minutes.

F-5. APPROVE LIST OF CONTRACTS/PURCHASE ORDERS

Approve the attached list of contracts and/or purchase orders (copyrighted materials and licenses) pursuant to the requirements of N.J.S.A. 18A:18A-5 (bid exceptions to requirement for advertising) and 18A:18A-10(a) (purchase through State agency; procedure), in accordance with the information appended to the minutes.

F-6. APPROVE DISTRICT WIDE TRAVEL AND RELATED EXPENSES

Approve district wide travel and related expenses pursuant to the requirements of N.J.S.A. 18A:11-12, N.J.A.C. 6A:23A-7 and Board Policy File Code 6471 and in accordance with the information appended to the minutes.

F-7. Agenda item approved at February 13, 2024 worksession (student field trips).

F-7A. APPROVE DISTRICTWIDE STUDENT FIELD TRIPS

Approve districtwide student field trip destinations and purposes pursuant to N.J.A.C. 6A:23A-5.8, in accordance with the information appended to the minutes.

F-8. APPROVE LIST OF 2023-2024 STATE CONTRACT APPROVED VENDORS

Approve the amended list of the 2023-2024 State Contract Approved Vendors pursuant to N.J.S.A. 18A:18A-10(a) (purchase through State agency; procedure) to facilitate schools' purchasing, in accordance with the information appended to the minutes.

F-9A. Agenda item approved at February 13, 2024 worksession (student activity).

F-9A-1. APPROVED LIST OF CONTRACTS/PURCHASES (STUDENT ACTIVITY)

Approve the attached list of contracts and/or purchases pursuant to the requirements of N.J.S.A. 18A:18A-5(21) (paid by funds raised by or collected by students), in accordance with the information appended to the minutes:

School	Account/Department	Vendor/Description	Amount
Union High School	2045/UHSPAC/Band	World Strides – trip to Williamsburg, VA for competition	\$35,751.00

F-9B. APPROVE FUNDRAISERS

Approve the following fundraisers, in accordance with the information appended to the minutes:

Event Name	Date	Purpose
Online Clothing Sale	February 21, 2024 - June 18, 2024	UHS/Baseball – to raise funds to purchase extra clothing for players
Leading Edge Fundraising	March 1, 2024 – May 29, 2024	UHS/Baseball – to raise funds for end of year baseball events/senior night necessities
Online Blast Fundraiser	March 1, 2024 – June 18, 2024	UHS/Baseball – to raise funds for baseball team to attend clinics and end of year celebrations/award dinner

Leading Edge Fundraiser	February 21, 2024 – June 22, 2024	UHS/Winter-Spring Track – to raise funds for Nationals Track Meet support, end of year party, awards, banquet, and apparel
Food Drive	April 1-30, 2024	UHS/National Spanish Honor Society – collect canned food for food drive
Latin Dance Night	March 1-30, 2024 (TBD)	UHS/National Spanish Honor Society – to raise funds for NSHS
T-shirt/Sweatshirt Sale	February 21, 2024-February 29, 2024	UHS/National Spanish Honor Society – to raise funds for NSHS
Buy a Day Calendar Fundraiser	February 23, 2024-June 22, 2024	UHS/Environment/Ecology Club – to raise funds provide supplies to assist with recycling/club activities
Blast Athletics	February 23, 2024-June 19, 2024	UHS/Cheerleading – to raise funds for cheer gear, new uniforms, end of year party, cheer camp, cheer stunt clinic, competition fees
Candy Grams	February 2024	UHS/Seekers Club – to raise funds for club trip in spring to Sight & Sound
Candy Sale (Gertrude Hawks)	March 1, 2024-May 30, 2024	UHS/Interact Club – to raise funds to support both local and international projects/charities
Candy/Bake/Snack Sales	April 1, 2024-May 31, 2024	UHS/Autism Awareness Club – to raise funds for Autism Awareness Club
Bake/Candy Sales	February 21, 2024-June 30, 2024	UHS/Environmental Club – to raise funds to purchase items for school cleanup
Candy/Paper/Flower/Plant Sales	February 21, 2024-June 30, 2024	UHS/Environmental Club – to raise funds for Club
Valentine Treats Fundraiser	February 2024	Jefferson/PBSIS Rewards – to raise funds for PBSIS rewards
Student Art Contest	April 1, 2024-June 1, 2024	Washington/Student Council – to raise funds for charity-philanthropic causes
Bake Sale (weekly)	February 21, 2024-March 16, 2024	KMS/Musical Production – to raise funds for spring musical
Play Costumes	February 21, 2024-March 16, 2024	KMS/Musical Production – to collect money from cast members to cover cost of play costumes for spring musical
Program Ad Sales	February 21, 2024-March 16, 2024	KMS/Musical Production – to raise funds for spring musical
Dress Down Days (KMS Staff)	February 21, 2024-March 16, 2024 (TBD)	KMS/Musical Production – to raise funds for spring musical
T-shirt Sale	February 21, 2024-March 16, 2024	KMS/Musical Production – to raise funds for spring musical
Penny Wars/March Madness	March 4-8, 2024	KMS/National Junior Honor Society – to raise funds for charity selected by student body
3V3 Basketball Tournament/March Madness	March 11-15, 2024	KMS/National Junior Honor Society – to raise funds for charity selected by student body
Volleyball Tournament/March Madness	March 18-22, 2024	KMS/National Junior Honor Society – to raise funds for charity selected by student body
Calendar Fundraiser/Donation Drive	March 15, 2024-August 15, 2024	UHS/Marching Band – to raise funds for competition season
Pledge Drive/online	February 21, 2024-August 15, 2024	UHS/Marching Band – to raise funds for competition season

Cash Collection from Students/Parents	March 4-8, 2024	UHS/JROTC – to collect funds for JROTC to attend drill nationals in Daytona Beach, FL- May 2024
Online Blast Fundraiser	February 21, 2024- April 30, 2024	UHS/JROTC – to raise funds to attend drill nationals in Daytona Beach, FL – May 2024
Districtwide Dress Down Day	February 21, 2024- April 30, 2024-TBD	UHS/JROTC – to raise funds for JROTC to attend drill nationals in Daytona Beach, FL- May 2024
Candy Sales	March 1, 2024-April 30, 2024	UHS/JROTC – to raise funds for JROTC to attend drill nationals in Daytona Beach, FL – May 2024

F-9C. ACCEPT DONATIONS

Accept the following donations:

From	For Use By	\$/Item
Shutterfly, LLC	Battle Hill Elementary	\$615.17
Shutterfly, LLC	Connecticut Farms Elementary	\$1,927.33
Shutterfly, LLC	Union High School	\$2,161.86
Pepsico Beverage Sales	Union High School	\$220.79
Ludus, LLC	Union High School	\$63.21
Douglas Michael Krueger Scholarship Fund Inc.	Union High School	\$2,000.00
Plymouth Rock Assurance	Union High School	\$500.00

F-10. APPROVE 2023-2024 OUT-OF-DISTRICT STUDENT PLACEMENT LIST

Approval be given to amend the 2023-2024 out-of-district student placement list (month of February), in accordance with the information appended to the minutes.

F-11. APPROVE PURCHASING MANUAL

Approve the updated 2023-2024 Purchasing Manual, in accordance with the information appended to the minutes.

F-12A. APPROVE NONPUBLIC SCHOOL SECURITY INITIATIVE PROGRAM SPENDING PLAN – UCESC

Approve the Union County Educational Services Commission (UCESC) Nonpublic School Security Initiative Program spending plan for The Patrick School located within the district for the 2023-2024 school year (\$24,600.00) [Fund Account #20-511-200-600-01-20], in accordance with the information appended to the minutes.

F-12B. APPROVE NONPUBLIC SCHOOL TECHNOLOGY INITIATIVE PROGRAM SPENDING PLAN – UCESC

Approve the Union County Educational Services Commission (UCESC) Nonpublic School Technology Initiative Program spending plan for The Patrick School located within the district for the 2023-2024 school year (\$5,096.00) [Fund Account #20-510-100-890-01-20], in accordance with the information appended to the minutes.

F-13. *Agenda item tabled at February 20, 2024 regular meeting (increase in P.O. – Our House)*

F-14. APPROVE CREATIVE SPEECH SOLUTIONS – SPEECH/LANGUAGE PATHOLOGIST

Approve Creative Speech Solutions to provide speech/language pathologist to render speech/language therapy services, at the rate of \$95.00/hour (not to exceed \$60,000.00) for the 2023-2024 school year [Fund Account #11-000-216-320-01-19], in accordance with the information appended to the minutes.

F-15. ACCEPT ANNUAL COMPREHENSIVE FINANCIAL REPORT AND MANAGEMENT REPORT

Accept the Annual Comprehensive Financial Report (ACFR) and the Auditor’s Management Report, in accordance with the information appended to the minutes (*auditors will present report to the public at the regular meeting on February 20, 2024*).

F-16. APPROVE CORRECTIVE ACTION PLAN (CAP)

Approve the Corrective Action Plan for Single Audit Fiscal Year ending June 30, 2023, in accordance with the information appended to the minutes.

F-17. *For informational purposes only – vote not required.* List of legal services for the 2023-2024 fiscal year, in accordance with the information appended to the minutes.

DISCUSSION:

None

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Conteh-Mackey, Mr. McDowell
Mrs. Scott-Hayden, Mrs. Williams, Ms. Santana

NAY: None

ABSTAIN: None

MOTION CARRIED

Grievance/Negotiations Committee:

Upon recommendation of the Superintendent of Schools, the following resolution was moved by Ms. Santana, seconded by Mr. Cohan, for adoption:

G-1. APPROVE SIDEBAR AGREEMENT – UTEA

Approve Sidebar Agreement between the Township of Union Board of Education and the Union Township Education Association for the period September 1, 2023 until a Successor Agreement is ratified, in accordance with the information appended to the minutes.

DISCUSSION:

None

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Conteh-Mackey, Mr. McDowell, Mrs. Williams,
Ms. Santana

NAY: None

ABSTAIN: Mrs. Scott-Hayden

MOTION CARRIED

Operations Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Scott-Hayden, seconded by Mrs. Williams, for adoption:

O-1. APPROVE SECURITY DRILL/BUS EVACUATION REPORTS

Pursuant to N.J.S.A. 18A:41-1 and P.L. 2009, Chapter 178, approve the following security drill and, if applicable, bus evacuation reports for the 2023-2024 school year, in accordance with the information appended to the minutes.

O-2. APPROVE REQUEST FROM TOWNSHIP OF UNION CHAMBER OF COMMERCE – UHS FACILITY

Approve request from Township of Union Chamber of Commerce to use the Union High School facility site for the Chamber’s 13th Annual Mayor’s Day 5K Run, Sunday, September 29, 2024 (rain date – only in event of severe weather-October 13, 2024), in accordance with the information appended to the minutes.

DISCUSSION:

None

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Conteh-Mackey, Mr. McDowell
Mrs. Scott-Hayden, Mrs. Williams, Ms. Santana

NAY: None

ABSTAIN: None

MOTION CARRIED

Personnel Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following resolutions were moved by Mrs. Conteh-Mackey, seconded by Ms. Carbonell, for adoption:

P-1A. PERSONNEL ACTIONS – NEW HIRES

Personnel Actions-New Hires be approved in accordance with the information appended to the minutes.

P-1B. PERSONNEL ACTIONS – EXTRA PAY

Personnel Actions-Extra Pay be approved in accordance with the information appended to the minutes.

P-1C PERSONNEL ACTIONS – TRANSFERS

Personnel Actions- Transfers be approved in accordance with the information appended to the minutes.

P-2. APPROVE SUBSTITUTE LISTS

Approve Substitute Lists for the 2023-2024 school year.

Name	Position	Rate
Rachel Lefkowski	Daily Sub	\$120.00/per day
Maie Ange Charles	Daily Sub	\$120.00/per day
Michelle Manderichio	Daily Sub	\$120.00/per day
Terrell Jackson	Daily Sub	\$120.00/per day
Aniyah Thompson	Daily Sub	\$120.00/per day
Autro Marin	LT LE Sub	\$35.00/per hour
Andre Teofilovic	Sub-custodian	\$16.00/hour
Panel Georges	Sub-custodian	\$16.00/hour
Ingrid Arevalo Alfaro	Sub-custodian	\$16.00/hour
Regina A. Waters	Sub-custodian	\$16.00/hour

P-3A. ACCEPT LETTERS OF RESIGNATION/RETIREMENT

Accept letters of resignation/retirement from the following staff:

Name	Position	Location	Eff. Date	Reason	Notes
Erika Casablanca	Special Ed teacher	Connecticut Farms	3/1/2024	Resignation	
Paul Han	Long-term sub security officer	Livingston	2/3/2024	Resignation	
Christine Viera	Cafeteria/playground aide	Washington	1/8/2024	Resignation	
Donald Erdman	Social studies teacher	UHS	7/1/2024	Retirement	
Christopher Faraone	Social studies teacher	UHS	2/10/2024	Retirement	
Michael Fiorito	Social studies teacher	UHS	7/1/2024	Retirement	
Ronald Zieser, Sr.	Head custodian	Battle Hill	7/1/2024	Retirement	
Jennifer Hajkowski	Dean of Restorative Practices	UHS	9/1/2024	Retirement	
Michelle Osborne-Warren	Principal	Connecticut Farms	9/1/2024	Retirement	

P-3B. APPROVE LEAVES

Approve leaves for the following staff:

Name	Position	Location	Leave Dates	Leave Type	Notes
Connie Ordonez	Tech	UHS-IT Dept	2/6/2024-2/27/2024	Paid medical leave	
Brittany Langley	Special ed teacher	KMS/BMS	3/1/2024-9/1/2025	Paid child rearing leave followed by unpaid FMLA/NJFLA	
April McKee	English teacher	UHS	4/16/2024-9/1/2025	Paid child rearing leave followed by unpaid FMLA/NJFLA	

Hector Saavedra	Bus driver	Transportation Dept	1/29/2024-3/4/2024	Paid FMLA	
Elisa Hahn	1 st grade teacher	Livingston	1/4/2024-6/30/2024	Paid intermittent FMLA	
Sheren George	Paraprofessional	BMS	1/25/2024-4/30/2024 followed by intermittent leave 5/1/2024-6/22/2024	Unpaid FMLA followed by intermittent FMLA	
Lisa Hutter	Art teacher	Franklin	Intermittent 1/31/2024-6/22/2024	Unpaid intermittent FMLA	
Randi Kaufman	Special Ed teacher	UHS	Intermittent 11/15/2023-6/30/2024	Unpaid intermittent FMLA	
Lisa Rosa	Special ed teacher	Washington	New return date 2/1/2024	Extension of leave	
Jaclyn Hrdina	Pre-k teacher	Battle Hill	New return date 2/15/2024	Extension of leave	

P-4. APPROVE DESIGNEE – STUDENT ACTIVITIES ACCOUNT

Approve William Eichert, as an additional designee, for the ConnectOne “Union High School Student Activities Account”.

P-5. APPROVE ATTENDANCE AT MEETINGS

Approve Kim Conti, Director of Special Services, to attend the Township of Union Disabilities and Mental Health Committee meetings, at no cost to the district, for the 2023-2024 school year through December 31, 2024.

P-6. APPROVE STUDENT TEACHERS AND INTERNSHIPS

Approve student teachers and internships for the 2023-2024 school year, in accordance with the information appended to the minutes.

P-7. APPROVE JOB DESCRIPTION – IT SUPPORT ENGINEER

Approve Job Description – IT Support Engineer, in accordance with the information available to the Board member.

P-8. APPROVE JOB DESCRIPTION – ASSISTANT SUPERINTENDENT FOR BUSINESS AND OPERATIONS

Approve Job Description – Assistant Superintendent for Business and Operations, in accordance with the information appended to the minutes.

P-9. APPROVE APPOINTMENT – SUPERVISOR

Approve appointment of Lindsay Conneely, as Supervisor of Mathematics, Elementary Computers and Gifted/Talented K-12 district wide, at a contractual salary of \$110,000.00, with a start date to be determined.

P-10. APPROVE ATTENDANCE – PROFESSIONAL DEVELOPMENT

Approve district staff to attend the NJ Labor-Management Collaborative Professional Development at the New Jersey Principals and Supervisors Association, sponsored by the NJEA, NJSBA, NJASA and NJPSA, on March 4, 2024, in accordance with the information appended to the minutes.

P-11. APPROVE MEMORANDUM OF AGREEMENT – PROFESSIONAL SERVICES

Approve Memorandum of Agreement between GOMO Educational Services and the district for the 2023-2024 school year to meet the needs of targeted staff professional development, in an amount not to exceed \$15,000.00, in accordance with the information appended to the minutes.

DISCUSSION:

Mr. Cohan asked if “with regrets” could be added to P-3A – resignations. It was agreed that it would be added going forward.

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Conteh-Mackey, Mr. McDowell

Mrs. Scott-Hayden, Mrs. Williams, Ms. Santana

NAY: None

ABSTAIN: None

MOTION CARRIED

Policy Committee:

Upon recommendation of the Superintendent of Schools and the Policy Committee, the following policies were moved by Mrs. Williams, seconded by Ms. Carbonell for final reading and adoption:

POL-1. APPROVE POLICY 2270 – RELIGION IN SCHOOLS

Approve Policy 2270 – Religion in Schools, in accordance with the information appended to the minutes.

POL-2. APPROVE POLICY 3161 – EXAMINATION FOR CAUSE

Approve Policy 3161 – Examination for Cause, in accordance with the information appended to the minutes.

POL-3. APPROVE POLICY 3212 – ATTENDANCE

Approve Policy 3212 – Attendance, in accordance with the information appended to the minutes.

POL-4. APPROVE REGULATION 3212 – ATTENDANCE

Approve Regulation 3212 – Attendance, in accordance with the information appended to the minutes.

POL-5. APPROVE POLICY 3324 – RIGHT OF PRIVACY

Approve Policy 3324 – Right of Privacy, in accordance with the information appended to the minutes.

POL-6. APPROVE POLICY 4161 – EXAMINATION FOR CAUSE

Approve Policy 4161 – Examination for Cause, in accordance with the information appended to the minutes.

POL-7. APPROVE POLICY 4212 – ATTENDANCE

Approve Policy 4212 – Attendance, in accordance with the information appended to the minutes.

POL-8. APPROVE REGULATION 4212 – ATTENDANCE

Approve Regulation 4212 – Attendance, in accordance with the information appended to the minutes.

POL-9. APPROVE POLICY 4324 – RIGHT OF PRIVACY

Approve Policy 4324 – Right of Privacy, in accordance with the information appended to the minutes.

POL-10. APPROVE POLICY 5116 – EDUCATION OF HOMELESS CHILDREN AND YOUTHS

Approve Policy 5116 – Education of Homeless Children and Youths, in accordance with the information appended to the minutes.

POL-11. APPROVE REGULATION 5116 – EDUCATION OF HOMELESS CHILDREN AND YOUTHS

Approve Regulation 5116 – Education of Homeless Children and Youths, in accordance with the information appended to the minutes.

POL-12. APPROVE POLICY 8500 – FOOD SERVICES (M)

Approve Policy 8500 – Food Services, in accordance with the information appended to the minutes.

DISCUSSION:

None

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Conteh-Mackey, Mr. McDowell

Mrs. Scott-Hayden, Mrs. Williams, Ms. Santana

NAY: None

ABSTAIN: None

MOTION CARRIED

Residency Committee Resolutions:

Upon recommendation of the Superintendent of Schools, the following was reported by Mrs. Scott-Hayden:

R-1. REPORT OF STUDENTS VOLUNTARILY TRANSFERRED TO DISTRICT OF RESIDENCE

For informational purposes only (no vote required): The following residency investigations were completed and the listed students voluntarily transferred to the district of residence:

Student No.	School
#330518	Franklin Elementary School – 3 rd grade
#350527	Franklin Elementary School – 1 st grade
#360811	Hannah Caldwell Elementary School – Kindergarten
#295020	Kawameeh Middle School – 7 th grade
#266623	Union High School -10 th grade
#261334	Union High School – 10 th grade
#361334	Washington Elementary School- Kindergarten

DISCUSSION:

Ms. Carbonell stated it is important to remove students that don't live in Union so that services go to Union students. Thank you to all that are involved.

Mrs. Scott-Hayden stated thank you to the investigators; their reports are extensive and appreciates their efforts.

Mr. McDowell asked for a running total to be added to the agenda.

Technology Committee:

Mr. McDowell stated that he would send the Technology Committee minutes to Mrs. Cappiello so that she can distribute to each Board member.

R. Approval of Bills:

Upon recommendation of the Superintendent of Schools and moved by Mr. Cohan, seconded by Mrs. Scott-Hayden, that the Board concur with the bills listed in the permanent bound register appended to these minutes and be ordered for payment.

DISCUSSION:

None

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Conteh-Mackey, Mr. McDowell
Mrs. Scott-Hayden, Mrs. Williams, Ms. Santana

NAY: None

ABSTAIN: None

MOTION CARRIED

Unfinished Business:

Mrs. Williams stated the licensing and practicum for cosmetology is very intense; students need to be on point. We are very proud of our students and your work. Our students have tremendous potential.

Mr. McDowell stated his son is now cutting my hair and others on the football team.

Ms. Carbonell stated 98% of the students do well; you have to be good in biology and chemistry. Congratulations!

Dr. Benaquista informed the community that the district advertised to fill the Board vacancy. The Board President and Vice President received resumes and letters. There will be a special meeting on March 12th and the candidates will be interviewed in executive (closed) session and then voted on in public.

New Business:

Ms. Carbonell stated we enjoyed pasta night at Battle Hill Elementary School.

MOTION FOR EXECUTIVE SESSION:

Moved by Mrs. Scott-Hayden, seconded by Mr. Cohan, that the Board go into Executive Session at 9:09 p.m. to discuss the following subject matters without the presence of the public in accordance with the provisions of N.J.S.A. 10:4-12b: personnel; legal update.

Please take notice that minutes will be taken of the discussion conducted during the executive session and the Board will disclose the minutes of the executive session when the disclosure will not result in unwarranted invasion of individual privacy or prejudice to the best interests of the Board of Education and provided that such disclosure does not violate federal, state or local statutes and does not fall within the attorney/client privilege.

Action may be taken when the Board reconvenes in public session.

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Mackey, Mr. McDowell, Mrs. Scott-Hayden,
Mrs. Williams, Ms. Santana

NAY: None

ABSTAIN: None

MOTION CARRIED

The Board returned to public session at 10:12 p.m.

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Mr. Cohan, seconded by Ms. Carbonell, that the meeting be adjourned at 10:15 p.m.

AYE: Ms. Carbonell, Mr. Cohan, Mrs. Mackey, Mr. McDowell, Mrs. Scott-Hayden,
Mrs. Williams, Ms. Santana

NAY: None

ABSTAIN: None

MOTION CARRIED

RESPECTFULLY SUBMITTED,

Yolanda Koon

YOLANDA KOON
BOARD SECRETARY

