

TOWNSHIP OF UNION BOARD OF EDUCATION
March 15, 2024
SPECIAL MEETING MINUTES
ETHICS TRAINING and HIB TRAINING

NOTICE OF MEETING:

TO ALL BOARD OF EDUCATION MEMBERS:

The special meeting of the Board of Education of the Township of Union was held on Friday, March 15, 2024 at 6:00 p.m. at the Administration Building, 2369 Morris Avenue, Union, New Jersey pursuant to the notice sent to each member.

Ms. Santana called the meeting to order at 6:03 p.m.

PRESENT AT ROLL CALL:

Ms. Dixiana Carbonell, Mr. Michael Cohan, Mrs. Elsie Conteh-Mackey, Mr. Ronnie McDowell, Mrs. Nancy Minneci, Mr. Greg Nasta, Ms. Chastity Santana, Mrs. Kimberly Scott-Hayden

ABSENT AT ROLL CALL:

Mrs. Mary Lynn Williams (arrived 6:08 p.m.)

ADMINISTRATORS PRESENT:

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

ALSO PRESENT:

Mr. Christopher Buggy, Esq., Ms. Yolanda Greene, Esq.
Ms. Patricia Rees and Ms. Jean Cleary (NJSBA representatives)

Mrs. Conteh-Mackey led the Board in the Pledge of Allegiance.

Mrs. Conteh-Mackey 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.

Mrs. Williams arrived at 6:08 p.m.

COMMENTS FROM PUBLIC:

None present.

ETHICS TRAINING:

Ms. Patricia Rees and Ms. Jean Cleary (NJSBA representatives) gave a presentation to the Board on Ethics Training. The presentation covered the following items:

- School Ethics Act and accountability
- SEC Jurisdiction
- Mandatory Training
- Disclosure Statements
- Code of Ethics for School Board Members
- Cases Related to Code of Ethics
- Prohibited Acts
- Conflict and Recusal
- Relationship Definitions
- Hiring Personnel
- Collective Bargaining
- Advisory Opinions or Cases Related to Prohibited Acts
- Impact on Committee Assignments and Executive Session when Relative Works in-District
- Volunteering in School
- Voting
- Social Media

The presentation is appended to the minutes.

Board members had discussions with the NJSBA representatives regarding the presentation.

Ms. Patricia Rees and Ms. Jean Cleary also gave a presentation to the Board on the Chief School Administrator Evaluation Process. The presentation covered the following items:

- Legal Guidelines
- QSAC Requirements
- Pre-Evaluation Conference
- District Goals Assessment
- Standards Assessment
- Annual Performance Report
- Annual Summary Conference
- Board Self-Evaluation

The presentation is appended to the minutes.

HIB TRAINING:

Yolanda Green (Taylor Law Group) gave a presentation to the Board on Understanding Harassment, Intimidation and Bullying (HIB). The presentation covered the following items:

- Overview of HIB – Applicable Statutory and Regulation Provisions
- Important Requirements under the Regulations

- The 5 W's of HIB – What is it? Why? Who commits an act of HIB? Where does it take Place? When is it Found?
- Distinguishing Characteristics
- Overview of HIB Timeline
- Investigation Procedures and Timelines – Reporting, Investigation, Superintendent's Review, Board's Review, Appeal to the Commissioner of Education
- Record Keeping and Discipline

Mrs. Williams left the meeting at 8:31 p.m.

The Board had discussions with Ms. Greene and Mr. Buggy concerning HIB. The presenters stated that a HIB is not included in a student file, only disciplinary action is kept in the student file.

MOTION TO ADJOURN:

There being no further business before the Board in public session it was moved by Ms. Carbonell, seconded by Mrs. Minneci, that the meeting be adjourned at 9:02 p.m.

All present voting YES

MOTION CARRIED

RESPECTFULLY SUBMITTED,

Yolanda Koon

YOLANDA KOON
BOARD SECRETARY