

ELIZABETH PUBLIC SCHOOLS
Every child, Achieving Excellence

Olga Hugelmeyer
Superintendent of Schools

Harold E. Kennedy, Jr.
School Business Administrator/Board
Secretary

April 18, 2024

Ms. Maria E. Lorenz
103 Murray Street
Elizabeth, New Jersey 07202
opra+request-60390-7e1f5ac6@requests.opramachine.com

Dear Ms. Lorenz:

I am in receipt of your request for records pursuant to the State's Open Public Records Act ("OPRA").

1. Your request for various documents related to the Abestos Hazard Emergency Response Act (AHERA) for all schools for the last 5 years as per the attached email requires an extension of time beyond seven (7) days to fulfil. Documents responsive to your request must be gathered, reviewed and converted to electronic format. We anticipate being able to provide a response by May 10, 2024.
2. Your request for "Complaints logged into school dude for 2023 and 2024" is denied as the District does not maintain retrievable records that are responsive to your request.
3. Retrievable records for your request "all board of education standing Committee meeting reports for 2022, 2023, 2024" are attached.

Sincerely,



Harold E. Kennedy, Jr.
School Business Administrator/Board Secretary

Office of the School Business Administrator/Board Secretary

500 North Broad Street, Elizabeth, New Jersey 07208 • Ph: 908.436.5112 • Fax: 908.436.5158
Email: kennedha@epsnj.org • Website: www.epsnj.org

Kennedy, Harold

From: Maria Lorenz <opra+request-60390-7e1f5ac6@requests.opramachine.com>
Sent: Sunday, April 7, 2024 6:17 AM
To: Kennedy, Harold
Subject: OPRA request - Plant & Properties & Committee Meetings

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Dear Elizabeth Board of Education,

This is a request for public records made under OPRA and the common law right of access. I am not required to fill out an official form. Please acknowledge receipt of this message.

Records requested:

Complaints logged into school dude for 2023 and 2024

Names of those trained in asbestos as per the Asbestos Hazard Emergency Response Act (AHERA).

Asbestos Management plan for 2019 - 2024 for every school in the district of Elizabeth.

Designated contact person to ensure responsibilities of the public school district are properly implemented

Yearly notification to parent, teachers and PTA/PTO on the availability of the school's asbestos management plan and any asbestos-related actions taken or planned in the school from 2019 - 2024

All board of education standing Committee meeting reports for 2022, 2023, 2024.

Yours faithfully,

Maria Lorenz

Please deliver records electronically via email to the below UNIQUE address for all replies to this request:
opra+request-60390-7e1f5ac6@requests.opramachine.com

Is kennedha@epsnj.org the wrong address for OPRA requests to Elizabeth Board of Education? If so, please contact us using this form:

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Please note that in some cases publication of requests and responses will be delayed.

If you find this service useful as an OPRA custodian, please ask your web manager to link to us from your organisation's website.

2/15/2022 Finance Committee – Chairperson Jerry Jacobs

The Finance Committee met on February 15, 2022 at 12:30 p.m. and 5:00 p.m. The attendees for the 12:30 p.m. meeting also included John Swisher of Suplee Clooney, Judge Malone, Jonathan Williams, Board President Rosa Moreno-Ortega, Board Members Maria Carvalho and Stan Neron, Harold Kennedy, and Rajeev Malhotra. Mrs. Hugelmeyer was unable to attend due to a meeting with the County Superintendent.

Mr. Swisher presented the results of the 2020-2021 Financial Audit which included unmodified opinions on the financial statements, internal controls, and federal and state programs. Mr. Swisher also presented the committee with a summary of financial reserves available at the end of June 30, 2021 and the financial position of the Enterprise Fund (Food Services). Mr. Swisher also presented that there were no findings and recommendations as a result of the audit. The attendees for the 5:00 p.m. meeting also included Judge Malone, Board President Rosa Moreno-Ortega, Board Members Maria Carvalho and Stan Neron, Harold Kennedy, Rajeev Malhotra, Tracy Crosby, Olga Hugelmeyer.

The Early Childhood Program Aide Budget for 2022-2023 was presented to the committee by Tracy Crosby, Director of Early Childhood. The first report included the budgeted revenues and appropriation categories totaling \$49,926,269. The second report included a comparative analysis for the Early Childhood Providers and Head Start totaling \$10,569,971. The third report was the analysis of the unfunded district expenses that will be included as part of the district's budget totaling \$9,171,171. It was noted that Governor Murphy moved his budget address from February 22nd to March 8th and our state aide notices for Preschool and K-12 are anticipated on March 11th or March 14th.

A summary status report of Covid relief grants (Federal CARES, ESSER II, ARP, Corona Virus Relief, Union County Covid, Digital Divide) totaling \$109,675,035. was presented and discussed. The committee requested a further breakdown of the totals by year and priority area be presented at the March Board of Education meeting. The ESIP/Federally funded Capital Project Summary Tracker totaling \$75,015,212. was presented and discussed.

School Properties Committee – Chairperson Maria Carvalho

The School Properties Committee submitted a list of requests on February 12th which included the following:

Chain of command for the Division of Plant, Property and Equipment

The chain of command for the Division of Plant, Property and Equipment begins with the Director who oversees three Coordinators including Coordinator of Mechanics, Coordinator of Buildings and Properties, and Coordinator of Warehouse. The Coordinator of Mechanics oversees projects and custodians, the Coordinator of Buildings and Properties oversees the trades people and general repair, and the Coordinator of Warehouse oversees the two warehouses and their staff.

Air Purifiers

The number of air purifiers in a classroom is determined by the square footage. Approximately 3,200 air purifiers were deployed to our schools and central offices. Currently, we have 800 in stock at the warehouse for replacement if needed. The custodian is responsible for replacing the filters and the unit has a light that indicates when to change the filter.

Breakdown of PPE supplies

As a result of the federal CARES Act, a sufficient quantity is currently in stock at the warehouse of all PPE. We recently went out for bid to replenish the sanitizing wipes and this item is included on the next agenda.

Update on schools impacted by Hurricane Ida

School No 26 currently has a gym floor, an elevator and water heaters that are pending. School No. 27 currently has a rental generator, the sprinkler pump is pending, and the elevator is also pending. School 12 has rental boiler, and the replacement boiler is expected to be completed by April.

Update on future redistricting

We are examining a parochial school as an option to addressing the overcrowding at School Nos. 15, 25, and 28. The Director of Plant and Property has obtained the floor plans from the Archdiocese in order to explore a redistricting.

Dates for renewal of leases - Schools and Warehouses

Currently the five schools that are leased are through June 2025. The leases for the warehouse are due to expire this school year with an option to renew for two 5-year periods. The leases for St. Mary's and St. Genevieve's were recently signed.

Temporary Classroom Units (TCU) maintenance at schools

Flooring is being replaced at this time at School No. 16. Work on the roofing and gutters was completed and investigating the replacement of the HVAC units for all TCUs.

Clinical Committee – Chairperson Diane Barbosa

The Clinical Committee met on February 17, 2022 at 4:30 p.m. Attendees also included Judge Malone, Jonathan Williams, Board President Rosa Moreno-Ortega, Board Members Maria Carvalho and Charlene Dorgely, Harold Kennedy, Olga Hugelmeyer.

The committee discussed Governor Murphy's announcement regarding the mask wearing. Current Covid cases in Elizabeth total 89 new cases and 3 deaths. The district is currently averaging 6 to 7 cases daily since February 1st. Mrs. Barbosa stated that the New Jersey Department of Health has announced that the entire state of New Jersey is moderate (yellow). All students that are transported by bus are required to continue wearing their masks since the federal guidance has not been updated. The committee agreed that continuous monitoring is required and that the community would be advised by March 4th. This information would also be included in the February community updates.

Education Management Committee – Chairperson Charlene B. Dorgely

The Education Management Committee met on February 22, 2022 at 4:30 p.m. The attendees also included Judge Malone, Jonathan Williams, Board President Rosa Moreno-Ortega, Board member Maria Carvalho, Harold Kennedy and Olga Hugelmeyer.

The committee's agenda included the review of Board Goal No. 2 which is to continue monitoring the Data Dashboard and Equity policies and procedures to determine if revision is needed based on the following priority areas:

- Social Emotional Learning (SEL)
- Chronic Absenteeism
- 9th grade retention with particular attention to Black and Hispanic males and females at 4 high schools
- Learning loss/acceleration performance on Start Strong Grades 4-10, NJSLA, ECE/ELS, ACCESS, and Benchmark Assessments

The status of chronic absenteeism was reviewed for all schools. A student is considered chronically absent if he or she misses 10 percent or more of the school days in session for which he or she was

enrolled. A school's chronic absenteeism rate, as defined in New Jersey's ESSA State Plan, is the proportion of a school's students that were chronically absent. School-level chronic absenteeism rate is calculated by dividing the total number of chronically absent students during the school year by the total number of students enrolled in the school during the school year. The committee requested the strategies being implemented in the schools and the feedback from the administrators. The committee reviewed the status of social emotional learning and the monitoring of ESSER II and American Rescue Plan funded programs that address student growth mindset and mental health.

Negotiations Committee - Chairperson Jerry Jacobs

The negotiations committee meeting was held on Thursday, November 3, 2022. Board members Diane Barbosa, Stephanie Goncalves Pestana and himself, School Business Administrator Harold E. Kennedy, Jr., Superintendent Olga Hugelmeyer, Co-General Counsel Jonathan Williams, John F. Malone, J.S.C., Retired, Esq., of LaCorte, Bundy, Varady and Kinsella Attorneys at Law, Michael Oppicchi, Esq., DeCotiis, Fitzpatrick & Cole, LLP, and Dieter Lerch of Lerch, Vinci and Bliss LLP were also present. A summary of the mediation session held on Wednesday, November 2nd was discussed. A memorandum of agreement was submitted to the Mediator for his review and approval. It was agreed to by both parties that guides would be mutually developed.

Education Management Committee - Chairperson Charlene Bathelus Dorgely

The education management committee meeting was held on Monday, November 21, 2022. Board President Rosa Moreno-Ortega, Vice President Iliana Chevres, Board members Maria Carvalho and herself, School Business Administrator Harold E. Kennedy, Jr., and Superintendent Olga Hugelmeyer were also present. The committee discussed the agenda items. A school enrollment report for each school was shared with the committee and the committee members inquired about enrollment trends for various schools whose enrollment had grown this school year. The committee discussed having experienced various presentations at the New Jersey School Boards Convention for various operations departments inclusive of Food Services. At the last Education Management Committee meeting a request was made to total the number of incidents by category. The data for cases involving vaping include 34 cases in September and 76 cases in October. The committee discussed the importance of communicating with the parents the dangers of vaping and suggested developing an informational video to be shared with the school community. Mental health programs that serve students, parents, and staff were reviewed and the Superintendent provided an overview of the various programs and the process for accessing the services. A total of 30 service provider agencies and programs were discussed. The committee reviewed the district's graduation requirements as well as the NJ Department of Education requirements. In addition, a discussion ensued with regard to the new High School Graduation Assessment requirements implemented on July 5, 2022 for the Classes of 2023 through 2025. The New Jersey Graduation Proficiency Assessment (NJGPA) is a field test for the Class of 2023. The committee discussed the open administrator positions in the district including the Supervisor of Food Services, Supervisor of Security, and the Vice Principal. The committee also discussed the status of the residency appeals and four hearings have been scheduled for November 29, 2022. The committee discussed the status of our substitute positions in the district and a summary of the fill rate for September and October was presented. For substitute teachers 47.3% of the positions were filled, for substitute paraprofessionals 93.3% of the positions were filled, and for substitute child development associates 65.9% of the positions were filled. ESS has been attending the career fairs

sponsored at the local universities and they have sent out a mass email detailing how to apply along with how to apply for a NJ substitute teaching certificate. Another career fair is scheduled at Union County College in Elizabeth on December 6, 2022. Lawn signs are being distributed to all school sites announcing the opportunity to be hired and incentives have been offered to substitutes. Elizabeth Public Schools will be hosting a Recruitment Job Fair on Saturday, December 10, from 12:00 p.m. to 5:00 p.m. at School No. 51 and ESS will be in attendance. Governor Murphy has established an Executive Task Force to examine the national crisis that has adversely affected all school systems in the nation. The committee discussed the current work underway with our student representatives. All the student representatives were selected and have been meeting on a monthly basis with a student advisor to discuss their interaction with their respective student governments. In addition, both Assistant Superintendent Rafael Cortes and Superintendent Olga Hugelmeyer meet with the student representatives each month to review the board agenda and address any questions or concerns. As a result of their conversations, they discuss issues that impact all high schools. This month we will have our student representative from Hamilton Academy attend. The Superintendent presented the preliminary Start Strong data to the committee

**Properties Committee Meeting
September 19, 2023
12:00p.m. – 1:15p.m.**

Attendees: Iliana Chevres, Board President; Maria Carvalho, Board Member/Chairperson of Properties Committee; Stephanie Goncalves Pestana, Board Member, Edward Kologi, General Counsel, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator, Luis Milanes, Director of Plant & Property, Olga Hugelmeyer, Superintendent of Schools

Agenda

1. What was the plan of action for the first day of school? Summer plan of action to get schools ready ?

This year it took a lot of work to prepare for the opening of schools due to several projects that were delayed. The major challenge was the heat and the humidity that impacted both air-conditioned buildings and non-air-conditioned buildings.

Portable air-conditioning units were purchased and installed at the following sites: School 15 Annex, School 16 Annex, School 80 Annex, School 6 – upper floors.

Rollout plan for ESIP funded Air Conditioning

School 4, 18, 19 – Air conditioning started, new electrical system being installed. August 2024 – completion

School 5, 12 – Not authorized to start during the school year due to asbestos. Fall 2024 completion

School 6 – beginning at end of September. August 2024 completion

School 80, 87 – beginning in November. August 2024 completion

School 87 Annex – beginning in November. August 2024 completion

Other ESIP projects

New rooftop units on School 5 and 6 installation September 23-24, 2023.

Replacement chiller at School 13

UV Lighting project in gymnasium and cafeteria – Completed

Cooling tower replacement at school 27 is completed

Controllers are being replaced at various schools

Who is responsible for the punch list?

Meet bi-weekly with Honeywell to discuss the status of the projects.

2. What projects are open?

- Roofing Project/Masonry project at Jefferson Academy is currently 25% completed. Projected to be completed Summer 2024.
- Black box theatre at Jefferson Arts Academy– lighting, interior work
- Williams Field - new turf and lights
- Edison – Renovation of Tea Room, ShopRite program and security lobby (cables are being run)
- Edison – all of the doors are being replaced in the Main Building.
- St. Adalberts – extension. Additional 8 classrooms are being worked on for the opening in January 2024
- School 18: new Boiler is being installed
- School 2: new boiler will be installed
- All 65 Preschool TCUs – replacing HVAC units
- Drainage for School 15 – to address the water infiltration in the basement
- Replacement of grease traps across the district
- Sensory classrooms at school 5 being installed and two adult toilets being replaced

Upcoming Projects

- Demolition of Battin – December 2023
- Expansion of play area for School 5 – October Board Agenda
- New freezer for warehouse – Bid in October/November 2023
- New Generator to be installed at Main Complex
- New water heater in the Main Complex- Dwyer and Halsey Academies
- Masonry project (windows) and Dunn Sports Center (water seeping onto floor) in the Main Complex
- School 19 – Multipurpose Room ceiling and air conditioning upgrades and replacement of boilers
- Edison Academy Auditorium restoration – new seats, paint
- Inventory Control – exploring systems in October 2023
- Mitigation efforts at school 26 and school 27
- Replacement of switch gear (power) at school 18

Other Items for follow-up

Grant - Micro-forest – will be provided by Board Member Maria Carvalho
Lease – Warehouse – timeline for renewal

Other issues

School 1 & 9 – Relocate school 1 entrance to front entry.

The March Band needs to relocate. Currently at Pearl Oval

- Downtown Park – Front Street
- Warinanco Park

- School 26 Parking Lot

3. Update on Departments reorganization

Job description and role and responsibilities of the new positions will be reviewed during Executive Session on Wednesday, September 20th.

4. Upcoming projects ? What is the process ? Open complaints ?

How does the department receive a complaint?

Principal reports concerns to Head Custodian, and it is reported to the warehouse coordinator via School Dude (an online system for tracking requests)

Recommendation from Committee - Need to reinforce the use of the Schooldude. Too many conversations taking place

5. Departments opening and needs?

To be discussed following the appointments of the administrators.

6. Equipment and accountability?

Box truck currently being used for the Marching Band – Ability to wrap the truck with district logo.

7. Vehicles what is our vehicle policy? Who get a vehicle ? Do we track vehicles?

Vehicles are assigned to Foremans, Coordinators/Supervisors and Director. Plant and Property, Transportation, Security have vehicles. The vehicles assigned to administrators and Foremans are not tracked.

8. Air conditioning update

Refer to the updates provided above

9. Heating - school readiness for winter - shovels - salt - calcium, trucks and more importantly training. Are we ready ?

The district has a vendor that is contracted for snow removal. Every school has a snow team.

10. Covid readiness by plant and property –

The district has sufficient supplies. Filters for the Air Purifiers, masks, gloves, etc

11. Update on warehouse refrigeration

Refer to the updates provided above.

Other items

Pendants for EHS needed and other locations. Addressing the faded signs throughout the district. Recommended Future Properties Committee – Third Tuesday of the month at 12:00p.m.

Opportunity to explore Billion Oyster Project - New York (Prince William) – School 28 and STEM Academy. Explore Groundwork Elizabeth.

Elizabeth Board of Education Committee Reports

October 2023

Education Management Committee

October 4, 2023

4:00p.m. – 5:00p.m.

Attendees: Iliana Chevres, Board President; Charlene Bathelus Dorgely, Board Member/Chairperson of Education Management Committee; Jerry Jacobs, Board Member, Rosa Moreno Ortega, Board Member, Michael Simitz, General Counsel, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator and Olga Hugelmeyer, Superintendent of Schools

The 2022-2023 Preliminary NJSLA data was presented to the committee and discussed. The district and individual school proficiency in English Language Arts and Mathematics were discussed. Schools exhibited a growth in English Language Arts ranging from 10% to 30% growth, beginning with School No. 26 having demonstrated a 12% growth to School No. 1 having demonstrated a 30.1 % growth. Schools also exhibited growth in Mathematics ranging from 10% to 30% growth, beginning with School No. 12 with a 10.6% growth to 43% growth at School No. 28. At the high school level, growth in English Language Arts ranging from 10% or more beginning with Academy with 14.3% growth to Jefferson Arts Academy with a 21.7% growth. High Schools also exhibited growth in Mathematics, ranging from 42.6% at EHS to 150% growth at Halsey Academy. Lastly, NJSLA proficiency was reviewed from 2015 through 2023.

The committee discussed opportunities for students to have access to literacy materials. The committee discussed the current book fairs offered at the elementary level.

Lastly, the New Jersey Quality Single Accountability Continuum scores for Teaching and Learning were reviewed. The district had scored 78% and, as a result, was required to prepare a District Improvement Plan. The plan includes strategies to increase performance toward meeting the target of 53.8% proficiency in English Language Arts and increase performance towards meeting the target of 48.3% proficiency in Mathematics, an increase of 24% proficiency in Science, and increase the four-year graduation rate towards meeting the target of 83.5% for the 2023-2024 school year.

The committee requested the following items for the next Education Management Committee meeting scheduled to take place on November 1st at 4:00p.m.

- A multi-year report of the racial/ethnic breakdown of the Gifted and Talented Schools, Magnet Schools and all High School Academies from 2018 to the present.
- A report of the high school dropouts by individual high school academy from 2018 to the present
- English Proficiency report to include Level 1 (Entering) to Level 6 (Reaching) from 2018 to the present by individual school.

Elizabeth Board of Education Committee Reports

October 2023

Special Education Committee

October 5, 2023

11:00a.m. – 12:30p.m

Attendees: Iliana Chevres, Board President; Diane Barbosa, Board Member/Chairperson of Properties Committee; Maria Carvalho, Board Member, Jerry Jacobs, Board Member, Edward Kologi, General Counsel, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator, Dr. Michael Ojeda, Director of Special Services and Olga Hugelmeyer, Superintendent of Schools

The committee meeting began with an overview of the department, including the vision and the table of organization.

The committee discussed the following topics:

- ***Enrollment Data***

Number of students that transferred out of the district effective June 30: **500 (including 135 graduates)**

Number of new entrants from July 1 - September 27: **175**

Total enrollment of special needs students: **3534**

This total includes:

Students in Resource Programs: **1317**

Students in Self-Contained Programs: **1338**

Student in Out of District (OOD) Programs: **276**

The remaining 603 students include students who are eligible for speech and language services, students in consultative programs, and students on home instruction.

- ***Vacancies***

Number of teachers that retired/resigned by June 30 for 2022-2023:

Resignations: **31**

Retirements: **3**

Deceased: **1**

- ***Number of teachers hired for 2023-2024: 24***

- ***Number of current teacher vacancies: 18***

- ***Number of classrooms with substitute teachers: 10 classrooms***

- ***Number of special education students are currently being transported: 1274 students***

- ***Division of Special Services Meet and Greet Sessions with Parents:*** The Director and the team of supervisors have met with parents at our Extended School Year (ESY)

Elizabeth Board of Education Committee Reports

October 2023

programs, Elizabeth Special Education Parent Advisory Council (ESEPAC) meetings, and a variety of school openings.

- ***Monitoring of Out of District Schools:*** The supervisor is in contact with all programs and their administrators. Observations of programs are happening throughout the year. Articulation meetings are held bi-monthly with case managers to discuss programs and cases.
- ***Visits per year to our Out of District Schools:*** Case managers visit the programs they oversee at least two times per year.
- ***Increase in the Number of Autism Classrooms for the 2023-2024 school year:*** The number of Autism classrooms across the district in grades PreK-12 has increased by 3 (2 kindergarten/first grade classes and 1 high school class) for SY 2023-2024:

- ***SEPAC***

The Elizabeth Special Education Parent Advisory Council (ESEPAC) provides a mechanism for parents and guardians to provide recommendations on issues regarding special education programming across our schools. The first meeting of the 2023-2024 school year was held on Tuesday, August 29. The purpose of the meeting was to do introductions, review the purposes of ESEPAC, and discuss plans for this school year.

- ***What services do we provide to our students with IEPs?***

Elizabeth Public Schools offer a continuum of services from least restrictive to most restrictive. Students with IEP's are provided with services to meet their needs in their least restrictive environment. Examples of services provided, based solely on need are: speech and language services, occupational therapy (OT), physical therapy (PT), integrated therapy (speech, OT and PT collaborative lessons), counseling, social skills, personal assistants, shared assistants, consult services, nursing, vision supports, hearing supports, etc.

We currently operate a number of programs and strategies that exceed standards in NJ including:

- Modified general education curriculum for self-contained programs to ensure our students have access to general education curriculum and standards
- Full complement of Special Education Special Class Programs: Preschool Disabled (PSD), Co-Taught, In-Class Support, LLD-M, LLD-S, Mild/Moderate Cognitive Impairments (MC), Multiple Disabilities (MD), and Autism
- Life Skills embedded in our Autism and Multiply Disabled programs for students beginning in early elementary grades through high school
- Integrated therapy groups for students in higher-need programs (e.g., Autism, MD, and MC)
- Individualized and targeted programming for every student in the Autism and MD programs driven by personalized assessment results and continuous progress monitoring
- PSD self-contained classes designated between Autism and general PSD

Elizabeth Board of Education Committee Reports

October 2023

- Note: New Jersey Administrative Code (NJAC) only requires PSD self-contained classes for all students in preschool, Elizabeth separates the two as students have different needs.
- Summer and Saturday recreation program for students with disabilities
- Sports clinics designed specifically for students with disabilities.

The committee requested the following items for the next Special Education Committee meeting scheduled to take place on November 2 at 12:00 p.m.

- Calendar of Events to be published on the district website.
- Q&A for Parents that includes contact information.
- Report on Community-Based Instruction and Alternate Pathways to Success
- Field Trip updates

Elizabeth Board of Education Committee Reports

October 2023

Finance Committee

October 11, 2023

12:30 p.m. – 1:30p.m

Attendees: Iliana Chevres, Board President; Jerry Jacobs, Board Member/Chairperson of Finance Committee; Maria Carvalho, Board Member, Stan Neron, Board Member, Edward Kologi, General Counsel, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator, Rajeev Malhotra, Comptroller and Olga Hugelmeyer, Superintendent of Schools

The committee reviewed the 2023-2024 in-district, and Out of District budgeted Transportation Analysis. The district budgeted for 3,500 in-district students and 555 out-of-district students for a total of approximately \$23 million dollars.

The committee reviewed financial summaries of three federal COVID grants (CARES, ESSER II, ARP). The financial summaries showed budgeted amounts, expenditures, and available balances. The CARES grant in the amount of \$7.5 Million was fully expended as of September 2022. The ESSERS II grant in the amount of \$28.6 Million was fully expended by September 2023. The ARP grant in the amount of \$67.8 Million will be fully expended by September 2024. Currently, the ARP has a balance of \$19.6 Million.

The current status of the turf and light project at Williams Baseball Field was discussed.

The committee requested the following items for the next Finance Committee meeting scheduled to take place on November 8 at 12:00 p.m.

- Updated standardized costs for student transportation routes.
- ESIP Capitol Project Cost Tracker
- Update on status of warehouse truck fleet.

Elizabeth Board of Education Committee Reports October 2023

Legal Committee

October 12, 2023

12:30 p.m. – 1:30p.m

Attendees: Iliana Chevres, Board President; Stan Neron, Board Member/Chairperson of Legal Committee; Diane Barbosa, Board Member, Isaias Rivera, Board Member, Edward Kologi, General Counsel, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator and Olga Hugelmeyer, Superintendent of Schools

The Committee discussed the impact of the revised Substance Abuse Policy. A total of 17 vaping incidents have been reported between September 8 – 30. Resources have been allocated to supporting students, especially first-time offenders.

The Committee reviewed the Equity Policy and the matrix that aligns the Strategic Plan, Board Goals, and Superintendent Goals. The suspension data for the 2022-2023 and the 2023-2024 school year was reviewed with a focus on the racial and ethnic breakdown by individual school, noting whether or not the suspensions were disproportionate to the population served at the individual schools.

In addition, the Committee reviewed the Comprehensive Equity Plan and areas of focus, specifically examining the racial/ethnic breakdown for Early Childhood Center, Gifted and Talented School and Magnet Schools.

The Uniform Policy was reviewed, and the committee expressed the importance of implementing the policy uniformly across the district.

The HIB Policy was also reviewed, and guidelines were discussed with regard to the appeals process.

The committee requested the following items for the next Legal Committee meeting scheduled to take place on November 30 at 12:00 p.m.

- SEPAC Policy and Regulation

Elizabeth Board of Education Committee Reports

December 2023

Special Education Committee

November 7, 2023

12:00p.m. – 1:00p.m

Attendees: Iliana Chevres, Board President; Charlene Bathelus-Dorgely, Board Vice-President; Diane Barbosa, Board Member/Chairperson of Special Education Committee; Edward Kologi, General Counsel; Judge Malone, General Counsel; Harold Kennedy, School Business Administrator, Dr. Michael Ojeda, Director of Special Services and Olga Hugelmeyer, Superintendent of Schools

The Special Education Committee discussed the annual holiday tradition of visits with Santa Claus at schools. Santa Claus will visit our self-contained Special Education classes throughout the district this year. A chart with several scheduled dates and times was presented.

An update on services provided by Trinitas/Robert Wood Johnson Hospital was presented to the committee. Trinitas/Robert Wood Johnson Medical Center is currently experiencing its longest waiting periods for all mental health services. This wait time is for all programs, including the day treatment, substance abuse, afterschool, and half-day programs. A list of therapy resources was reviewed to provide additional services, including Cooperative Counseling Services, Precious Medical Care, True Care Mental Health Clinic, PROCEED and Family and Children's Services. The majority are based in Elizabeth and Union.

The committee reviewed the programs offered to students in the district. Additionally, new entrant data was discussed.

The committee also discussed the recent SEPAC meeting on December 5th. The proposed workshop is scheduled for January 25, 2024 on the topic of "*Handling challenging behaviors in the home*". Lastly, the committee suggested migrating to virtual meetings versus in person meeting to promote parent participation and reminders regarding the workshop opportunities posted on the district website.

The committee requested the following items for the next Special Education Committee meeting scheduled to take place in January.

- Classification rates in neighboring districts over the past three years.

Elizabeth Board of Education Committee Reports

December 2023

Properties Committee

November 8, 2023

10:30 a.m. – 11:30 a.m.

Attendees: Iliana Chevres, Board President; Charlene Bathelus-Dorgely, Board Vice-President; Maria Carvalho, Board Member/Chairperson of Properties Committee; Judge Malone, General Counsel; Harold Kennedy, School Business Administrator, Luis Milanes, Director of Plant, Property & Equipment and Olga Hugelmeyer, Superintendent of Schools

1. Update on Thomas Jefferson Arts Academy Black Box Theatre construction
 - 70% completed – all construction completed.
 - Lighting is currently underway.
 - Pending arrival of equipment.
 - Placing orders for the furniture.
 - Completion date – approximately 60 days
2. Thomas Jefferson Arts Academy facade update
 - Construction on the facade has been underway but will pause due to winter weather and resume in the Spring 2024
3. Plan of action for Air Conditioning School 5, 6, 12, 18, 19, Hamilton, Edison, Edison Annex
 - School 6, 18, 19 and Edison Annex will be completed this September 2024
 - Hamilton Academy and Edison Academy will be completed in November 2024
 - School 5 and School 12 require asbestos abatement and will be completed Summer 2025
4. Snow readiness for EPS
 - Contractors, new vehicles, and new school snow blowers are in place.
 - Recommended that snow readiness procedures be reviewed at the next department meeting. Administrative Regulation is recommended as the standard operating procedure
5. Winter break projects
 - E-SIP projects
 - Cooling tower at high school (main) and School 1
6. Update on the pendant installation?
 - Pendant for Girls Basketball and Marching Band at EHS-FJC
 - Updated pendants needed for athletics at Dunn Sports Center
 - Overall review of all pendants throughout the district
7. Air Purifiers
 - Reminder throughout the district of the use of portable air purifiers
8. Lease at Imperial Building
 - 3500 square feet, 6 offices
9. Status of the new sound system at school 6
 - New sound system will be in place by February 2024

Elizabeth Board of Education Committee Reports December 2023

The committee requested the following items for the next Finance Committee meeting scheduled to take place in January.

- Review schematic design of Battin School No. 4
- Review status of Immaculate Conception

Education Management Committee

December 12, 2023

12:00p.m. – 1:00p.m.

Attendees: Iliana Chevres, Board President; Charlene Bathelus-Dorgely, Board Vice-President; Rosa Moreno Ortega, Board Member; Stephanie Pestana, Board Member; Edward Kologi, General Counsel; Judge Malone, General Counsel; Harold Kennedy, School Business Administrator and Olga Hugelmeyer, Superintendent of Schools

The committee reviewed the Demographic Breakdown of Gifted and Talented Schools, Magnet Schools and High School Academies for school years 2018-2019 through the current school year and the enrollment of the special needs students in self-contained classes.

Academic performance during marking period 1 of the 2023-2024 school year includes benchmarks, final marking period grades, and GPA for high school students. Benchmark and marking period performance are reported in two ways. We report on the percentage of students who passed their ELA and Math benchmarks and courses, as well as the percentage of students who earned an 80 or better on their ELA and Math benchmarks and courses.

The district benchmark performance data was reviewed for the 2023-2024 Marking Period 1 for English Language and Mathematics. The data was provided by grade level and course. In addition, the combined performance for all grades by demographic, female, male, English Language Learners, General Education, Special Education, and students that fall under Special Education and English Language Learners.

The committee reviewed the district's measures of success and discussed the current performance:

100% of EPS graduates will meet the requirement to enter a 2 or 4-year college, a technical school , or service to our nation and /or will hold a license or certificate enabling them to enter the workforce.

55% of our students that graduated enrolled in college in the Fall 2023

90% of EPS students will graduate on time.

86.9% of the class of 2023 graduated within four years.

90% of EPS graduates will enroll in at least one Advanced Placement course before graduating.

57.4% of our high school students in the 2022-2023 school year took at least one AP course.

90% of EPS students will maintain a 3.0 GPA or higher throughout high school.

58.2% of the Class of 2023 graduated with a 3.0 or better GPA

Elizabeth Board of Education Committee Reports

December 2023

The committee requested the following item for the next Education Management Committee meeting scheduled to take place in January.

- Review of Marking Period 2 attendance and grades
- Review of participation rate in tutoring programs and academic support programs.

**Finance Committee Meeting
January 24, 2024
12:00p.m. – 12:45p.m.**

Attendees: Charlene Bathelus Dorgely, Board President; Jerry Jacobs, Board Member/Chairperson of Finance Committee; Stephanie Goncalves Pestana, Board Member, Stanley Neron Board Member, Edward Kologi, General Counsel, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator, Rajeev Malhotra, Comptroller, Olga Hugelmeyer, Superintendent of Schools

Agenda

1. Presentation of Audit Results of the Annual Comprehensive Financial Report for the Year Ended June 30, 2023.

Mrs. Kennedy asked Mr. John Swisher Engagement Partner at Suplee, Cooney, and Company to present the Independent Auditors Report for the year ended June 30, 2023, inclusive of the Auditor's Management Report. Mr. Swisher reported that the District's Financial Statements are fairly stated, and that an unmodified opinion is contained within the report. Mr. Stated reported that there was one finding and recommendation contained in the Auditor's Management Report related to Statutorily Calculated allowed excess cash in the Food Services Enterprise Fund. The allowed cash balance at June 30, 2023 exceeded the allowed average of three months of expenditures by approximately \$850,000. It was noted that the balance had been addressed by the Department through one time purchases of needed Food Service Capital Expenditures. A Corrective Action Plan will be needed to be adopted by the Board as required by N.J.A.C. 18A:23-5 and publicly reviewed and discussed at a public meeting of the Board of Education. Mr. Swisher noted the balances of Restricted Reserves for Capital and Maintenance which allowed the District to take care of its over 30 plus facilities. Mr. Swisher complimented the Business Dept. and the Accounting Dept for their performance and cooperation in getting the audit completed. The Committee asked Mr. Kennedy and Mr. Malhotra to also pass their gratitude onto the Departments.



ELIZABETH PUBLIC SCHOOLS

Every Child, Achieving Excellence

BOARD COMMITTEE REPORT

February 22, 2024

Special Education Committee

February 1, 2024

12:00 p.m. – 1:00 p.m.

Attendees: Charlene Bathelus Dorgely, Board President, Iliana Chevres, Board Member/Chairperson of the Special Education Committee; Diane Barbosa, Board Member, Isaias Rivera, Board Member, Ed Kologi, General Counsel, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator, Olga Hugelmeyer, Superintendent of Schools, and Dr. Michael Ojeda, Director of Special Services.

The committee reviewed the Special Education Committee Focus Areas during the meeting. The focus areas include:

1. Address parent outreach via workshops.
2. Monitor the SEPAC Policy.
3. Communication with parents regarding constituent services
4. Conduct biannual roundtables with special education administrators.
5. Review all extracurricular programs offered to special education students.
6. Funding and delivery of special education services
7. Discuss special education issues in urban districts.

The committee discussed providing virtual workshops to parents in the evening in order to accommodate as many parents as possible. The committee requested that this month's community updates include how parents can navigate the district's website. A recommendation was to include a pre-recorded training video for parents.

The committee reviewed the current extracurricular activities for special needs students including Special Olympics, Autism Field Day, Afterschool Academic Programs, Extended Year Summer Programs, and Saturday Swimming and Soccer programs. The committee also reviewed the upcoming ESEPAC meeting scheduled for March 6th for the Executive Committee and an information session provided by the Surrogate's Office scheduled for May 2024.



ELIZABETH PUBLIC SCHOOLS

Every Child, Achieving Excellence

Educational Management Committee

February 7, 2024

4:00 p.m. – 4:30 p.m.

Attendees: Charlene Bathelus Dorgely, Board President, Stephanie Goncalves Pestana, Board Member/Chairperson of the Educational Management Committee; Rosa Moreno-Ortega, Board Member, Jerry Jacobs, Board Member, Ed Kologi, General Counsel, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator and Olga Hugelmeyer, Superintendent of Schools.

The committee reviewed the Educational Management Committee Focus Areas during the meeting. The focus areas include:

1. Review on a quarterly basis the priority data and outcomes for the following:
 - Academic Achievement
 - Academic Growth
 - Graduation Rate
 - English Language Proficiency
 - Chronic Absenteeism
2. Monitor on a quarterly basis prioritized data:
 - Understand performance for SY22/23 (baseline)
 - Examine specific EPS accountability indicators aligned to ESSA Accountability Indicators
 - Evaluate effectiveness.
3. Evaluate the Strategic Plan on a quarterly basis in the area of Teaching and Learning
 - Implementation of curriculum measured by classroom observations.
 - Student performance and achievement gap reduction are measured by formative and summative assessments.
 - Student access to and success in rigorous courses and programs, disaggregated by race and ethnicity, economically disadvantaged, special education, and ELL.
 - Retention of Black and Hispanic Students in ninth grade.

The committee also discussed extracurricular opportunities for students by examining school field trips scheduled during this past school year. The committee also discussed the revised English Language Arts standards and the timeline for the curriculum update.



ELIZABETH PUBLIC SCHOOLS

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Legal Committee

February 8, 2024

12:00 p.m. – 12:45 p.m.

Attendees: Charlene Bathelus Dorgely, Board President, Stan Neron, Board Member/Chairperson of the Legal Committee; Iliana Chevres, Board Member, Isaias Rivera, Board Member, Michael Simitz, General Counsel, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator, Olga Hugelmeyer, Superintendent of Schools and Richard Flaum, Special Counsel.

The committee reviewed the Legal Committee Focus Areas during the meeting. The focus areas include:

1. Closing out of all pending legal matters prior to the 2023-2024 school year.
2. Monitor federal, state, and district policies.
3. Revise all policies as per board and district requests.
4. Provide a monthly update on all new federal and state policies to the public and board.
5. Discuss strategies to implement new policies.
6. Monitor the cost of legal fees incurred by the board for 2023-2024.

Special Counsel briefed the committee on pending matters.



Finance and Accounting Committee

February 15, 2024

1:00 p.m. – 2:00 p.m

Attendees: Charlene Bathelus Dorgely, Board President, Jerry Jacobs, Board Member/Chairperson of the Finance and Accounting Committee; Stephanie Goncalves-Pestana, Board Member, Michael Simitz, General Counsel, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator, Rajeev Malhotra, Comptroller and Olga Hugelmeyer, Superintendent of Schools.

The committee reviewed the Finance and Accounting Committee Focus Areas during the meeting. The focus areas include:

1. Engage in discussions to provide an understanding of funding budget priorities, budget processes, and goals that will enable the Finance and Accounting Committee Board members to give input to staff and make recommendations as appropriate.
2. Monitoring of the Strategic Plan Priority on Operational Effectiveness
Examine the district's operational efficiency by discussing the Business Office functions such as:
 - Board agenda
 - Bidding and procurement processes and procedures
 - Operational efficiencies of the entire district, specifically in transportation, plant and property, food service, and human resources.

The committee discussed the key dates of the Budget Procedures Calendar.

- Governor's Budget Address scheduled to take place on February 27, 2024
- The Finance & Accounting Committee will meet on March 13, 2024, from 12:00p.m. – 1:00p.m.
- A Special Board Meeting is scheduled for March 18, 2024, at 5:30p.m. to approve the submission of the 2024-2025 tentative budget.
- A Public Hearing on the 2024-2025 budget is scheduled for May 2, 2024 at 5:30p.m.



ELIZABETH PUBLIC SCHOOLS

Every Child, Achieving Excellence

School Properties Committee

February 21, 2024

12:00 p.m. – 1:00 p.m

Attendees: Charlene Bathelus Dorgely, Board President, Maria Carvalho, Board Member/Chairperson of the School Properties Committee; Iliana Chevres, Board Member, Jerry Jacobs, Board Member, Judge Malone, General Counsel, Harold Kennedy, School Business Administrator, Olga Hugelmeyer, Superintendent of Schools and Luis Milanes, Director of Plant, Property and Equipment.

The committee reviewed the School Properties Committee Focus Areas during the meeting. The focus areas include:

1. Provide oversight of Long-Range Facilities Plan and Budget.
2. Oversee groundbreaking for School No. 4, Hamilton Preparatory Academy, and Immaculate Conception.
3. Explore beautification projects that include our Edison Career & Technical Students, Plant, Property, and Equipment, including TCUs, Concession stands at Williams Field, and a Farm to Table Program.
4. Review existing partnerships with the county and city to create a sustainability plan, including the Dig In Grant and the Recycling Grant.
5. Explore grant opportunities to fund special projects, such as the expansion of water filtration devices.

The updating of the Five Year Long Range Facilities Plan was discussed. The expected completion is June 2024. In addition, availability of various properties to meet the needs of the district were discussed. The committee also discussed the upcoming meeting with the Archdiocese to finalized plans for Immaculate Concepcion for the new school year. Future plans for improvements to School No. 5 were discussed and a report on cost estimates was requested. The committee concluded the meeting with a discussion on the status of the ventilation projects throughout the district. A presentation will be made at the March board meeting to provide the community with an update of the ventilation schedule at School Nos. 4 (Relocated), 5, 6, 12, 18, 19, Hamilton Academy, Edison Academy (both Main and 9th Grade Annex).