Diane Cappiello <dcappiello@twpunionschools.org>

Fwd: Fw: Request from Township of Union Education Foundation- to be put on November Board of Education agenda for approval

1 message

Luisa Jerez Cabrera <ljerezcabrera@tups.org> Tue, Nov 3, 2026 at 1:08 PM
To: Diane Cappiello <dcappiello@tups.org>

Hey Diane,

Please see below.

> The Township of Union Education Foundation requests the use of Jefferson School on May 12, 2027 from 3:00 to 8:30 pm for our annual spring reception/celebration.
>
> Susan Lipstein, President
> Township of Union Education Foundation

---------- Forwarded message ---------
From: **Marissa McKenzie** <mmckenzie@tups.org>
Date: Tue, Oct 27, 2026 at 7:46 AM
Subject: Fwd: Fw: Request from Township of Union Education Foundation- to be put on November Board of Education agenda for approval
To: Luisa Jerez Cabrera <ljerezcabrera@tups.org>

Hey,

Can you make sure everything is in order so this gets on for November? Thank you!

Marissa C. McKenzie
Assistant Superintendent of Business Operations
mmckenzie@tups.org 908.851.6418 Office
Township of Union Public Schools
855 Lehigh Ave. Union NJ 07083
www.tups.org

---------- Forwarded message ---------
From: **Susan Lipstein** <sjlipstein@aol.com>
Date: Mon, Oct 26, 2026 at 5:08 PM
Subject: Fw: Request from Township of Union Education Foundation- to be put on November Board of Education agenda for approval
To: mmckenzie@tups.org <mmckenzie@tups.org>, Lipstein Susan <sjlipstein@aol.com>

Cc: Kathy Ernst <kathy.ernst126@gmail.com>, Barbara Birger <bbirger10@yahoo.com>, Arlene Schor <kazie98@aol.com>

This is for our reception, just making sure you received it. We sent the request onward as soon as we heard from the principal that the date works for her and the school. I then sent it onto the three people I always sent a request to so that it can be put on the agenda for Board meeting approval. I assume it will be put on the November agenda for approval? Please pass this request on to anyone else that needs to receive it that I might have inadvertently missed.

Thanks so much for your help.

Sue Lipstein

----- Forwarded Message -----
From: Marissa McKenzie <mmckenzie@tups.org>
To: Susan Lipstein <sjlipstein@aol.com>
Cc: Gerald Benaquista <gbenaquista@twpunionschools.org>; dcappiello@tups.org <dcappiello@tups.org>; Virginia Frain <vfrain@twpunionschools.org>; Kathy Ernst <kathy.ernst126@gmail.com>; Arlene Schor <kazie98@aol.com>; Barbara Birger <bbirger10@yahoo.com>
Sent: Tuesday, October 20, 2026 at 01:45:17 PM EDT
Subject: Re: Request from Township of Union Education Foundation- to be put on November Board of Education agenda for approval

Yes, I forwarded it to Ms. Frain after Dr. Benaquista sent it to me. That's why she sent you the email. You're in good hands.

Thanks!

Marissa C. McKenzie
Assistant Superintendent of Business Operations
mmckenzie@tups.org 908.851.6418 Office
Township of Union Public Schools
855 Lehigh Ave. Union NJ 07083
www.tups.org

On Tue, Oct 20, 2026 at 1:38 PM Susan Lipstein <sjlipstein@aol.com> wrote:

Just to
Keep
You in the loop, i
Got a request from Virginia Frain to
sign a hold harmless agreement, which I did today, and gave it to her with a copy of our insurance liability agreement for our brick ceremony on November 16 . She was sending it on to
The front office; I believe Diane Cappiello.
You should be receiving it soon.

Sue Lipstein

On Tuesday, October 20, 2026 at 10:59:52 AM EDT, Gerald Benaquista <gbenaquista@twpunionschools.org> wrote:

Good Morning, Ms. Lipstein,

I hope you are well, and thank you for your email. Moving forward, when the Ed Foundation requests use of facilities, please include Ms. McKenzie on the request email. Ms. McKenzie, Assistant Superintendent of Business Operations, oversees TUPS facilities. Thank you for your continuous collaboration with the TUPS.

Warmest Regards,

DR. GERRY BENAQUISTA

Superintendent
Township of Union Public Schools
gbenaquista@twpunionschools.org
908-851-6406 Office ,
908-670-9686 Mobile/Text
855 Lehigh Avenue
Union, NJ 07083
https://www.twpunionschools.org

IT'S ALL ABOUT U

From: Susan Lipstein <sjlipstein@aol.com>
Date: October 19, 2026 at 5:49:10 PM EDT
To: ykoon@tups.org, gbenaquista@tups.org, kscott-hayden@tups.org
Cc: Jose Rodriguez <drjrodriguez@twpunionschools.org>, Kathy Ernst <kathy.ernst126@gmail.com>, Barbara Birger <bbirger10@yahoo.com>, Arlene Schor <kazie98@aol.com>, Lipstein Susan <sjlipstein@aol.com>
Subject: Request from Township of Union Education Foundation- to be put on November Board of Education agenda for approval

To: Kimberly Scott-Hayden,President
Board of Education
Township of Union October 19, 2026

The Township of Union Education Foundation requests the use of Jefferson School on May 12, 2027 from 3:00 to 8:30 pm for our annual spring reception/celebration.

Susan Lipstein, President
Township of Union Education Foundation

----- Forwarded Message -----
From: Kira Baskerville-Williams <kbwilliams@twpunionschools.org>
To: Susan Lipstein <sjlipstein@aol.com>
Cc: Arlene Schor <kazie98@aol.com>; Barbara Birger <bbirger10@yahoo.com>; Kathy Ernst <kathy.ernst126@gmail.com>
Sent: Monday, October 19, 2026 at 04:17:00 PM EDT
Subject: Re: Township of Union Education Foundation

We look forward to it.

On Mon, Oct 19, 2026 at 3:53 PM Susan Lipstein <sjlipstein@aol.com> wrote:

That sounds fine. Thank you.
I will be in touch with you soon just to go over what we plan to do. And then of course closer to the date. Thank you so much.

Sue Lipstein

On Monday, October 19, 2026 at 03:33:30 PM EDT, Kira Baskerville-Williams <kbwilliams@twpunionschools.org> wrote:

Greetings,

How does May 12th work for everyone?

On Fri, Oct 2, 2026 at 9:51 AM Susan Lipstein <sjlipstein@aol.com> wrote:

In past years, the Education Foundation has held a spring celebration in May at Jefferson School. We woukd like to have one again, in spring of 2027.
We have several dates in mind. May 5 or 6 or 12 or 13. In the past, we have used the gym From after school (3:00-3:30) until
8:00 pm. Please let me know what dates work for you and we will contact the Board of Ed for official
Approval.
We would be more than happy to
Talk or meet with you about plans for the reception.
I know it has worked very smoothly
in the past and we worked closely with Laura Oates when she was principal.

I look forward to hearing from
You
And working together with you.

Sue Lipstein
Township of Union Education Foundation
908-851-9869

Sent from the all new AOL app for iOS

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Kind regards,

LUISA JEREZ CABRERA
CONFIDENTIAL ADMINISTRATIVE ASSISTANT
Office of Assistant Superintendent of Business Operations
Marissa McKenzie
Township of Union Public Schools
ljerezcabrera@twpunionschools.org
855 Lehigh Ave. Union NJ 07083
908.851.6410
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