



Diane Cappiello <dcappiello@twpunionschools.org>

Fwd: Request for Township of Union Education Foundation reception on May 7, 2026

1 message

Marissa McKenzie <mmckenzie@tups.org>
To: Diane Cappiello <dcappiello@twpunionschools.org>

Thu, Sep 18, 2025 at 4:36 PM

Diane,

Please add to the October agenda.

Luisa,

Please add to the committee meeting agenda.

Thank you.

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** <slipstein@aol.com>

Date: Thu, Sep 18, 2025 at 9:51 AM

Subject: Request for Township of Union Education Foundation reception on May 7, 2026

To: Gerald Benaquista <gbenaquista@twpunionschools.org>, Marissa McKenzie <mmckenzie@tups.org>, drjrodriguez@tups.org <drjrodriguez@tups.org>, ykoon@tups.org <ykoon@tups.org>, dcarbonell@tups.org <dcarbonell@tups.org>, Lipstein Susan <slipstein@aol.com>

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

The Township of Union Education Foundation requests the use of Jefferson School cafeteria and gym for our spring reception on May 7, 2026.

We would need the facility for set up at 3:30 pm and the reception would be from 5:00 pm to 8:00 pm.

We have done this very successfully in past years and I have checked that the date is available with Ms. Oates, the school principal.

I will send the hold harmless agreement and insurance documentation separately.