

VIRTUAL Special Board Meeting –February 25, 2026

The Special Public Board of Education Meeting of the Township of Irvington was held Virtually on Wednesday, February 25, 2026. This meeting was called to order by Board President Syesha Benbow, followed by a flag salute.

Present were: Shante Barr
Annette Beasley
John Brown
Jordan Geffrard
Audrey Lyon
Joseph Sylvain
Joel Wanamaker
Janelle Lowery, Vice President
Syesha Benbow, President

Others: Dr. April Vauss, Superintendent of Schools
Craig Smith, QPA, Interim Assistant Superintend for Business/Board Secretary
Dr. Matin Adegboyega, Assistant Superintendent for Curriculum and Instruction
Sean Evans, Assistant Superintendent for Operations
Roger Monel. Associate School Business Administrator
Dr. Edna Correia, Assist. to the Assistant Superintendent for Curriculum and Instruction
Farrah Irving, Human Resource Manager
Ronald Hunt, Board Attorney
Several other administrators, interested citizens and newspaper reporters

Board President Syesha Benbow reported that in accordance with P.L. 1975, Chapter 231, adequate notice of this meeting was posted in the Administration Building and copies of said notice sent to the Irvington Herald, the Star Ledger, and Township Clerk.

1. SEPARATIONS

RESOLVED, that the Board of Education accepted the recommendation of the Superintendent of Schools and approved the separation of the listed personnel, effective as indicated:

Retirement

Certificated

- (a) Lance Hilfman, Special Education Teacher, Union Avenue Middle School, Effective March 31, 2027. Close of business.

ACTION:

Motion by: John Brown, Seconded by: Joel Wanamaker

Roll Call: Unanimously approved on a roll call vote.

CURRICULUM

FEBRUARY 25, 2026

2. CREATION OF POSITION: ASSISTANT BAND DIRECTOR-DANCE TEAM COACH

RESOLVED, that the Board of Education accepted the recommendation of the Superintendent of Schools and approved the creation of an Assistant Band Director-Dance Team Coach.

POSITION OVERVIEW: The Dance Team Coach is responsible for all aspects of the dance team. The Dance Team Coach teaches dance to students, and provides for the coaching, recruitment and retention of students participating as members of the dance team.

PRIMARY DUTIES/ESSENTIAL RESPONSIBILITIES: Specific duties may include, but are not necessarily limited to the following:

1. Coaches and instructs team during practices and games.
2. Assesses skills and assigns team positions.
3. Develops a regular practice schedule and organizes practice time to provide both individual and team development.
4. Schedules facilities for practices with Administrative Assistant in Athletic Department.
5. Coaches and instructs dance team, individually or in groups, regarding the rules, regulations, equipment, and techniques of the sport.
6. Observes dance team during events and practice to determine the needs for individual or team improvement.
7. Establishes and maintains standards of behavior and provides proper supervision.
8. Follows established procedures in the event of an injury.
9. Follows state, regional, and district regulations governing the program.
10. Models sportsman-like behavior and maintains appropriate conduct towards dance team, officials, and spectators.
11. Monitors the academic performance of team members to ensure that eligibility requirements are met.
12. Evaluates, recruits and retains students to the dance team.
13. Holds organizational meetings for team prospects and encourages students to participate.
14. Provides recruitment and retention reports to the Associate VP of Student Life.
15. Acts as a team representative and promotes the dance team by communicating with the Sports Information Director, Communications Office, and other organizations.
16. Follows established procedures for supplies and uniforms.
17. Participates in special activities.
18. Models nondiscriminatory practices in all activities.

GENERAL AND OCCASIONAL DUTIES: May include, but are not necessarily limited to the following:

1. Attends staff development meetings, clinics, and other professional activities to improve coaching performance.
2. Performs any other related duties as assigned by the Associate VP or other appropriate administrators.
3. Other duties as assigned.

EDUCATION, EXPERIENCE, ABD CERTIFICATION: Bachelor's degree required. Experience as a dance team coach, including dance choreography, preferred. Valid driver's license and satisfactory driving record

SKILLS, KNOWLEDGE, AND ABILITIES: Willingness and ability to work effectively with students, athletics staff, and parents. Strong organizational skills. Ability to work flexible hours including evenings and weekends. Able to provide leadership and serve as a role model for the team. Must possess the ability to establish and maintain effective working relationships with the IBOE school community.

PHYSICAL REQUIREMENTS: Work is normally performed in a gymnasium or game field setting with some travel via automobile/bus to/from events required:

- Reaching by extending hand(s) or arm(s) in any direction.
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard.
- Communication skills using the spoken word, discerning and conveying (exchanging) information.
- Vision sufficient to see within normal parameters.
- Hearing sufficient to hear within normal range.
- Mobility sufficient to complete responsibilities.
- Occasionally required to move or transport (lift) items weighing up to 25 pounds.

All requirements are subject to change, with possible modifications made to reasonably accommodate individuals

with disabilities.

GENERAL EXPECTATIONS OF POSITION: Regular and predictable attendance on the job is an essential function of the position. Maintain regular and timely schedule, including evening and weekend activities, as necessary to fulfill duties and responsibilities. Conduct is expected to be professional and courteous.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this Description may be added to, amended, or deleted at any time by the position supervisor, department head or the Superintendent.

Payable from account number 15-140-100-101-00-12.

ACTION:

Motion by: Shante Barr, Seconded by: Janell Lowery

Roll Call: Unanimously approved on a roll call vote.

3. **CREATION OF POSITION-ASSISTANT BAND DIRECTOR-PERCUSSION
TECHNICIAN**

RESOLVED, that the Board of Education accepted the recommendation of the Superintendent of Schools and approved the creation of an Assistant Band Director-Percussion Technician.

A percussion or drum technician specializes in the setup, tuning, maintenance, and repair of drum kits and percussion instruments for live performances and studio sessions. They ensure instruments are gig-ready, manage electronic triggers, and troubleshoot issues, often requiring strong technical skills, knowledge of hardware, and the ability to work under pressure.

Key Responsibilities and Skills

- Setup and Maintenance: Assembling, tuning, and maintaining drum kits and percussion instruments for touring or recording.
- Technical Troubleshooting: Managing electronic drums, triggers, and sound reinforcement systems.
- Environmental Adjustments: Tuning drums to counteract humidity and temperature changes that affect drumhead tension.

SKILLS, KNOWLEDGE, AND ABILITIES: Willingness and ability to work effectively with students, athletics staff, and parents. Strong organizational skills. Ability to work flexible hours including evenings and weekends. Able to provide leadership and serve as a role model for the team. Must possess the ability to establish and maintain effective working relationships with IBOE school community

- Support: Anticipating the drummer's needs, such as managing spare parts, sticks, and ensuring a comfortable, functional setup.
- Handling orders for heads, cymbals, etc.
- Managing logistics for delivery
- Tuning the kit
- Polishing the cymbals
- Set up and teardown and loading for transit
- Possibly doing sound check
- Watching for any breakdowns during the show and fixing them. (Snare head breaks, swap out to 2nd snare. Cymbal stand falls over, pick it up and set it back up, etc.)

- Potentially managing other non-directly drum related things like setting up fans, towels, water bottles,

GENERAL EXPECTATIONS OF POSITION: Regular and predictable attendance on the job is an essential function of the position. Maintain regular and timely schedule, including evening and weekend activities, as necessary to fulfill duties and responsibilities. Conduct is expected to be professional and courteous. Model sportsman-like behavior for the scholars.

Payable from account number 15-100-240-110-00-12

ACTION:

Motion by: Shante Barr, Seconded by: Janell Lowery

Roll Call: Unanimously approved on a roll call vote.

CURRICULUM

FEBRUARY 25, 2026

4. FIELD TRIPS

Destination/ Rationale	Date/Time	Grade Level	# of Schola rs	# of Teachers/ Names	# of Chaper ones	Admission per person	Transportation & Cost	Total Cost	Account #
Montclair Film - Middle School Impact Series: “Jane Goodall, The Hope” The Clairidge Theater/486 Bloomfield Avenue, Montclair, NJ 07042 The film series offers scholars a dynamic, engaging, and emotionally resonant way to deepen understanding of historical, social, and scientific themes, supplementing traditional curricula. It builds essential media literacy, fosters empathy, encourages	3/10/2026 8:30 a.m.- 12:30 p.m.	6th	100	6 Names: Melanie Davis Kelly Esoldi Kaity Ferguson-Shand Ms. Christ Ms. Darius Ms. Mathlib	0	No cost	To be provided by Montclair Film at No cost to the district	\$0.00	N/A

critical thinking, and supports social-emotional learning by exploring diverse perspectives and complex human experience.									
Montclair Film - Middle School Impact Series: "The Giver" The Clairidge Theater/486 Bloomfield Avenue, Montclair, NJ 07042 The film series offers scholars a dynamic, engaging, and emotionally resonant way to deepen understanding of historical, social, and scientific themes, supplementing traditional curricula. It builds essential media literacy, fosters empathy,	3/16/2026 8:30 a.m.-12:30 p.m.	7th	100	6 Names: Ms. Ferguson-Shand Ms. Ferreria Ms. Dias Ms. Clitus Ms. Pfeiffer Ms. Weiss	0	No cost	To be provided by Montclair Film at No cost to the district	\$0.00	N/A

encourages critical thinking, and supports social-emotional learning by exploring diverse perspectives and complex human experience.									
Montclair Film - Middle School Impact Series: "Hidden Figures" The Clairidge Theater/486 Bloomfield Avenue, Montclair, NJ 07042 The film series offers scholars a dynamic, engaging, and emotionally resonant way to deepen understanding of historical, social, and scientific themes, supplementing traditional curricula. It builds essential	3/17/2026 8:30 a.m.-12:30 p.m.	8th	100	6 Names: Ms. Clitus Ms. Pfeiffer Ms. Weiss Mr. Bernath Mr. Torres Mr. Cheridor	0	No cost	To be provided by Montclair Film at No cost to the district	\$0.00	N/A

media literacy, fosters empathy, encourages critical thinking, and supports social-emotional learning by exploring diverse perspectives and complex human experience.									
Youth STEM Conference at Princeton University - 1 Nassau Hall, Princeton, New Jersey 08544 Twenty-five UMS/ABSJSA students, representing all grades we serve, will attend the MAP Youth STEM Conference on Wednesday, March 11, 2026, at Princeton University. The conference will take place from 9:00 a.m. to 2:30 p.m., with student pickup scheduled	Wednesday, March 11, 2026 Conference time: 9:00 a.m. to 2:30 p.m.	6th - 8th	25	0	3	No cost	Samna Transportation 1 bus @ \$710.00 Admin fee: \$21.30 Total: \$731.30 Student pickup: 8:00 a.m. Student return: 2:45 p.m.	\$400.00	There is no cost for admission. Transportation: 15-000-512-270-00-10

for 8:00 a.m. This opportunity is designed to expose students to engaging STEM experiences, provide hands-on learning opportunities, and inspire continued interest in science, technology, engineering, and mathematics pathways.									
Irvington High School: Kean University 1003 Morris Avenue, Union, NJ 070832 Liberty Hall Academic Center (Building 2	February 26, 2026 Time: 8:30 am Depart: 1:00 pm	Grades 9-12	30	Cheneral Freeman	3	<u>N/A</u>	District Bus will provide Transportation	Admission: <u>N/A</u> Total Cost for Transportation: <u>N/A</u>	<u>N/A</u>

ACTION:

Motion by: Shante Barr, Seconded by: Janell Lowery

Roll Call: Unanimously approved on a roll call vote.

FINANCE

FEBRUARY 25, 2026

5. PAYMENT OF BILL

RESOLVED, that the Board of Education accepted the recommendation of the Superintendent of Schools and approved payment for the following bills and claims:

Workers Compensation	February	\$	83,680.05
Total:		\$	83,680.05

ACTION:

Motion by: Janelle Lowery, Seconded by: Jordan Geffrard

Roll Call: Unanimously approved on a roll call vote.

6. CONTRACT-DECOTIIS, FITZPATRICK & COLE, LLC

RESOLVED that the Board of Education accepted the recommendation of the Superintendent of Schools to award a contract to DeCotiis, Fitzpatrick & Cole, LLC, 61 S. Paramus Road, Suite 250, Paramus, NJ 07652, RFP-26-04, for internal investigations during the 2025-2026 school year, not to exceed \$20,000.00, payable from account number 11-000-230-331-00-22.

ACTION:

Motion by: Janelle Lowery, Seconded by: Jordan Geffrard

Roll Call: Unanimously approved on a roll call vote.

CLOSED SESSION:

Be It Hereby Resolved, pursuant to the New Jersey Open Public Meetings Act that the Irvington Board of Education meets in closed session this evening regarding matters of personnel and attorney/client privilege.

It is expected that the discussion undertaken in this closed session can be made public at the time that the need for confidentiality no longer exists.

ACTION:

Motion by: Annette Beasley, Seconded by: Audrey Lyon

Roll Call: Unanimously approved on a roll call vote.

The Board returned to close out the meeting.

CLOSED SESSION

“In accordance with the New Jersey Open Public Meeting Act, be it hereby resolved that the Irvington Township Board of Education meet in closed session, March 18, 2026 (Virtually) at 5:00 p.m., to address confidential matters of personnel, negotiations, and/or attorney client privilege.

It is expected that the matters discussed will be made public at the time that the need for confidentiality no longer exists.”

Upon the motion by Jordan Geffard, seconded by Janelle Lowery and unanimously approved on a roll call vote, the Special Meeting of the Irvington Board of Education adjourned at 5:39 pm.

Craig Smith, QPA
Interim Assistant Superintendent for Business/Board Secretary

CS/rcs