

**COLTS NECK TOWNSHIP SCHOOLS**  
**COLTS NECK, NEW JERSEY 07722**

**Mission Statement**

*The mission of Colts Neck Township Schools is to empower and inspire students to be confident, creative, self-sufficient learners who maximize their strengths and talents and contribute as responsible participants in their ever expanding world.*

**MINUTES:** For the Meeting of the Board of Education, **November 1, 2023**, at 7:00 p.m. in the Board Room of the Administration Building at 70 Conover Road, Colts Neck, New Jersey 07722

**Public Participation**

*The Board of Education recognizes the value of public comment on educational issues and the importance of allowing members of the public to express themselves on school matters of community interest. Public participation is governed under District Policy 0167 - Public Participation in Board Meetings as follows:*

*Public participation shall be governed by the following rules:*

1. *A participant must be recognized by the presiding officer and must preface comments by an announcement of his/her name, municipality of residence, and group affiliation, if applicable;*
2. *Each statement made by a participant shall be limited to three minutes' duration;*
3. *No participant may speak more than once on the same topic until all others who wish to speak on that topic have been heard; and only then if time constraints and/or the presiding officer allow.*
4. *All statements, questions, or inquiries shall be directed to the presiding officer; and any questions or inquiries directed by a participant to another Board member or Superintendent shall be redirected to the presiding officer who shall determine if such statement, question, or inquiry shall be addressed by the presiding officer on behalf of the Board or by the individual Board member or Superintendent;*
5. *It is the expectation of the Board that communications between participants and the Board will remain positive and focused around the best interest of the student(s) and the district as a whole. All communications from all stakeholders shall be conducted with mutual respect and civility. The Board will not condone communications and interactions that can be perceived as harassing, insulting, threatening, or lacking in respect or civility.*

*The presiding officer may:*

- a. *Interrupt, warn, and/or terminate a participant's statement, question, or inquiry when it is too lengthy;*
- b. *Interrupt and/or warn a participant when the statement, question, or inquiry is abusive, obscene, or may be defamatory;*
- c. *Request any person to leave the meeting when that person does not observe reasonable decorum;*
- d. *Request the assistance of law enforcement officers in the removal of a disorderly person when that person prevents or disrupts a meeting with an act that obstructs or interferes with a meeting;*
- e. *Call for a recess or an adjournment to another time when the lack of public decorum interferes with the orderly conduct of the meeting; and*
- f. *Waive these rules when necessary for the protection of privacy or to maintain an orderly operation of the Board meeting.*

**CALL TO ORDER**

President Tormey called the meeting to order at 7:06 p.m. Approximately nine (9) members of the public were present.

## ROLL CALL

ROLL CALL

Board Members Present: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

Board Members Absent: None

## LEGAL NOTICE OF MEETING

LEGAL NOTICE

Pursuant to the Open Public Meetings Act, Chapter 231, this meeting has been duly advertised in the Asbury Park Press in a schedule of meetings dated January 19, 2023 notice of which has been filed with the Deputy Clerk for Colts Neck Township and the requirements of posting of notices have been met.

## FLAG SALUTE

FLAG SALUTE

President Tormey led the Flag Salute and Tracy Kramer read the Mission Statement.

## APPROVAL OF MINUTES

APPROVAL OF  
MINUTES

1. It was moved by Alison DeNoia, seconded by John Camera and carried on a roll call vote to approve the Board minutes of the following Meetings:

Meeting
October 4, 2023 Regular Meeting Minutes

Yes: John Camera, Alison DeNoia, Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Abstain: Brenna Dillon (remote)

Absent: None

## PRESENTATION

PRESENTATION

None

## COMMUNICATIONS

COMMUNICATIONS

Date	From	To	Subject
10/31/23	Johnathan Parin	Board of Education	Inquiry into how to become involved with the Colts Neck school

			system
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**REPORT OF PRESIDENT – Mrs. Heather Tormey**

PRESIDENT'S  
REPORT

President Tormey reported:

- Parent/Teacher conferences wrapped up last week in all three (3) schools. She expressed her gratitude to the teachers for their dedication, the parents for their active participation, and the building staff for their hard work.
- The district celebrated Halloween with Prek-5 students showing off their costumes in a parade on Conover campus, while students at Cedar Drive celebrated with a Halloween-themed school spirit day. Thanks to all who organized the parade, the teachers and parents and PTO for organizing the Halloween classroom celebrations as well.
- Colts Neck Township Schools Parent Academy was created and launched as an opportunity for our district to provide free presentations and workshops designed specifically to support Colts Neck parents, and was part of the District's multi-year Strategic Plan that was Board approved in August 2022. The first Parent Academy was held Monday, October 30th with Mr. Phil Capasso leading the conversation on the topic of 'Knowing and Navigating District Technology.' Though attendance was on the lower side, the session was very informative. The district's next Parent Academy session is scheduled for November 2nd from 7-8pm at Cedar Drive Middle School. This session is designed specifically for parents of middle school children who are preparing for high school.
- The Board's Advocacy and Government Relations Committee is working with Dr. Garibay to coordinate a Parent Advisory Committee. An interest form was sent to all parents, with over 30 parents expressing an interest in participating on this committee. As a Board, we look forward to hearing from Mrs. Dillon and the committee about the progression of this new Parent Advisory Committee and its potential recommendations.
- The agenda includes a recommendation for approval of a wrestling coach for the proposed new winter sport at Cedar Drive Middle School. The Freehold Regional High School District, Colts Neck High School, specifically, is generously donating three (3) wrestling mats to Cedar Drive as part of this program's start up efforts. Pleased and excited to see that we were able to coordinate all of the moving pieces for our students and in time for the season.
- The agenda also includes a recommendation for the approval of a Job Description for a Level II Help Desk Technician. Thanked Dr. Garibay for taking the time to provide the Board with a thorough and clear rationale regarding this position. This job will replace the position currently held by Gayle Ostic, who is set to retire effective January 1, 2024. This new position, as per the draft job description, will require a skill set and certain qualifications that supersede those of the remaining two Computer Application Support Specialists. As this will be a twelve-month position, the district will be able to eliminate uncertainty of available staff and provide daily, reliable tech support during the summer months, as well as improve upon operational efficiencies. It is expected that this position will result in an overall departmental budgeted salary reduction.

## COMMITTEE REPORTS

## COMMITTEE REPORTS

### Buildings & Grounds/Safety & Security Committee:

Chairperson: Tracy Kramer

Committee Members: Kevin O'Connor, John Camera, Brenna Dillon

Administrator: Vincent Marasco

- No Report
- The next meeting is TBD.

### Communications Committee:

Chairperson: Amy Dimes

Committee Members: Heather Tormey, John Camera

Administrator: Philip J. Capasso III

- Amy Dimes reported that the committee has not met since the last meeting.
- The next meeting is TBD.

### Curriculum Committee:

Chairperson: Heather Tormey

Committee Members: Amy Dimes, Brenna Dillon

Administrator: Dr. Erica Reynolds

- Heather Tormey reported that the committee met on October 30th; minutes are forthcoming.
- The next meeting is scheduled for December 4th at 12pm.

### Finance/Negotiations Committee:

Chairperson: Kevin O'Connor

Committee Members: Tracy Kramer, Alison DeNoia

Administrator: Vincent Marasco

- Kevin O'Connor reported that the committee has not met since the last meeting.
- The next meeting is November 15th.

### Policy Committee:

Chairperson: Alison DeNoia

Committee Members: Jessica Ramirez, Andrew Rytter

Administrator: Dr. MaryJane Garibay

- Alison DeNoia reported that the committee has not met since the last meeting.
- The next meeting is scheduled for November 17th.
- The committee worked on the Job Description of "Level II Help Desk Technician" through email.

Advocacy & Government Relations Committee:

Chairperson: Brenna Dillon

Committee Members: Alison DeNoia, Jessica Ramirez, Andrew Rytter

Co-Administrators: Dr. MaryJane Garibay and Dr. Richard Beck

- Brenna Dillon reported that the committee has not met since the last meeting.
- Currently waiting to hear back from several parents who will be participating on the Parent Advisory Committee regarding their preference on topics. The topics are (1) Parent Engagement in School Climate; (2) Facilities and Physical Space; and (3) Whole Child and Academic Curriculum.

Board Member Liaisons:

Amy Dimes - Colts Neck PTO

- The Trunk or Treat event was a great success.
- Blanket Spirit Wear currently going on; ends tomorrow. The cost of the blanket is \$25.
- Upcoming Events: Frosty's and Spring Gala.
- Ribbon cutting event held at CRES for the new turf space in a courtyard, which was part of the PTOs Legacy Gift.

Heather Tormey - Colts Neck Township Committee

- Saturday, November 4th is Joe Klecko Day at Five Points Park from 7:30 am to 9:00 am.
- November 11th Veterans Day Ceremony at Town Hall starting at 11am.
- Be on the lookout for your Election ballot; early voting location is at Colts Neck Library.

Alison DeNoia - Colts Neck Township Senior Citizens

- No Report

State & County School Boards Association Representative:

Alison DeNoia - Attended one day of the NJSBA Annual Workshop in Atlantic City, which was held October 23rd - 26th. The sessions were terrific and it was a great opportunity to learn.

**SUPERINTENDENT'S REPORT**

Dr. Garibay reported:

- Received notification that Colts Neck High Impact Tutoring Grant was approved. The district's allocation is \$38,000.
- Noted on this evening's agenda is the approval of the 2023-24 District Goals; provided a summary of the areas addressed.
- Next week is a shortened week due to the NJ Teachers Convention.
- Veterans' Day celebrations will be at CRPS and CRES in the morning with CDMS in the afternoon.
- A notice will be sent to the community tomorrow changing the delayed opening start time to a ninety (90) minute delayed opening.

- Thanked the BOE for supporting the attendance at the NJSBA Annual Workshop in Atlantic City; had the privilege of facilitating the NJASA Legislative panel.

## INFORMATION ITEMS

1. The Superintendent will report on investigations of incidents of harassment, intimidation and bullying (“HIB”) occurring during the following period:

SUPERINTENDENT'S  
REPORT ON  
INVESTIGATIONS OF  
HIB INCIDENTS

Period	Number of Investigations Reported	Number of Incidents HIB Was Found to Occur
10/1/23 - 10/15/23	0	0

## COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS

None

## ACTION ITEMS

1. It was moved by Alison DeNoia, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the acknowledgement that there is no Superintendent's Action for HIB/Non-HIB investigations, as reported at its meeting of October 18, 2023, for the period commencing September 16, 2023 through September 30, 2023 wherein no incidents were reported.

ACKNOWLEDGMENT  
OF NO ACTION BY  
SUPERINTENDENT

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

2. It was moved by Alison DeNoia, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the submission of the Health and Safety Evaluation of School Buildings Checklist Statement of Assurance (“SOA”) for the 2023-24 school year to the Monmouth County Office of the New Jersey Department of Education attesting that the checklists for Conover Road Primary School, Conover Road Elementary School and Cedar Middle School have been completed. ([Attachment # S-1](#))

HEALTH AND SAFETY  
EVALUATION OF  
SCHOOL BUILDINGS  
CHECKLIST SOA FOR  
THE 2023-24 SCHOOL  
YEAR

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

3. It was moved by Alison DeNoia, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the following field trips, as indicated below: FIELD TRIPS

Participants/Location	Trip / Location	Date
Grade 8 Students Cedar Drive Middle School	Unified PE Collaboration The Alpha School Jackson, NJ	12/1/23
Grade 7 Students Cedar Drive Middle School	Peer Mentorship Program visit to Preschool at Conover Road Primary School	11/21/23

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

4. It was moved by Alison DeNoia, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the adoption of the following District goals for the 2023-2024 school year: DISTRICT GOALS FOR 2023-2024 SCHOOL YEAR

1. STUDENT ACHIEVEMENT - To implement supplemental intervention programs designed specifically to target areas of student performance in language arts and mathematics for the purpose of yielding results on 2024 Spring NJSLA that restore all tested grade level scores to 2019 pre-pandemic scores or above.
2. COMMUNITY & COMMUNICATIONS - Design and coordinate opportunities for the district to interact and communicate with parents and the community at large for purposes of enhancing the district's public relations and parent engagement.
3. FACILITIES: Continue efforts to provide additional outdoor and indoor spaces to support student learning and the overall development of the whole child.
4. STAFF ENGAGEMENT: Increase and enhance opportunities for staff to participate and contribute to decisions directly impacting them and their work environment.

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

**BUILDINGS AND GROUNDS/SAFETY AND SECURITY**

None

**CURRICULUM**

1. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the reimbursable expenses in accordance with Policy #6471/Regulation #6471. ([Attachment # C-1](#))
- REIMBURSABLE EXPENSES

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

2. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the amendment of the resolution adopted at the October 18, 2023 Regular Meeting approving following staff member to serve as a member of the 2023-2024 School Improvement Panel (SciP), as indicated below:
- AMENDED 2023-2024 SCHOOL YEAR SciP MEMBERS

From Name/Location	To Name/Location	Position
Emily Brown Conover Road Primary School	Jeffrey Brown Cedar Drive Middle School	Teacher

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

**FINANCE**

1. It was moved by Kevin O'Connor, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the transfer of funds for the month of September, 2023 for the 2023-2024 school year. ([Attachment # F-1](#))
- TRANSFER OF FUNDS

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None



2. It was moved by Kevin O'Connor, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the Board Secretary's Report as of September 30, 2023. ([Attachment # F-2](#))

BOARD  
SECRETARY'S  
REPORT

RESOLVED, Pursuant to N.J.A.C. 6A:23A-16.10(c)3, the Board Secretary certifies that as of September 30, 2023, no budgetary line item account has obligations and payments (contractual orders) which in the total exceed the amount appropriated by the Board of Education pursuant to N.J.S.A. 18A:22-8 and 18A:22-8.1.

Pursuant to N.J.A.C. 6A:23A-16.10(c)4, we certify that as of September 30, 2023 the Board Secretary's monthly financial report (appropriations section) did not reflect an over expenditure in any of the major accounts or funds, and based on the appropriation balances reflected on this report and the advice of district officials, we have no reason to doubt that the district has sufficient funds available to meet its financial obligations for the remainder of the fiscal year.

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

3. It was moved by Kevin O'Connor, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the Report of the Treasurer of School Monies as of September 30, 2023. ([Attachment # F-3](#))

TREASURER'S  
REPORT

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

4. It was moved by Kevin O'Connor, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the amendment of the resolution adopted at the October 18, 2023 Regular Meeting approving a contract between the Colts Neck Township School District for Lisa Dichter, certified school occupational therapist, to provide occupational therapy services to students, on a consultant basis for the 2023-24 school year, twelve (12) hours a week, at an hourly rate of \$85, as indicated below:

AMENDED  
RESOLUTION -  
CONSULTANT  
SERVICES:  
OCCUPATIONAL  
THERAPIST FOR  
2023-24 SCHOOL  
YEAR

Period From	Period To	Not to Exceed From	Not to Exceed To
September 1, 2023 through November 12, 2023	September 1, 2023 through December 3, 2023	\$10,200	\$13,260

(Account No. 11-000-216-320-060)

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

5. It was moved by Kevin O'Connor, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the amendment of the resolution adopted at the June 28, 2023 Regular Meeting approving the out-of-district placement for the 2023-2024 School Year (10 Months), as indicated below:

AMENDED 2023-2024  
SCHOOL YEAR  
OUT-OF-  
DISTRICT  
PLACEMENT

Student #	School	Extraordinary Costs From	Extraordinary Costs To
20301495	Children's Center of Monmouth County	N/A	\$26,425.00*

\*Effective October 17, 2023

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

## POLICY

1. It was moved by John Camera, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the adoption of the following policies and regulations, as indicated below: (Attachment # P-1 - # P-5)

ADOPTION OF  
POLICIES AND  
REGULATIONS

<a href="#">Attachment #P-1</a>	P1642.01 - Sick Leave
<a href="#">Attachment #P-2</a>	R1642.01 - Sick Leave
<a href="#">Attachment #P-3</a>	P2419 - School Threat Assessment Teams
<a href="#">Attachment #P-4</a>	R2419 - School Threat Assessment Teams
<a href="#">Attachment #P-5</a>	Bylaw 0144 - Board Member Training and Orientation

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

2. It was moved by John Camera, seconded by Andrew Rytter and carried on a roll call vote to approve the following job description, as indicated below: ([Attachment # P-6](#))

ADOPTION OF  
JOB DESCRIPTION

Level II Help Desk Technician
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Jessica Ramirez noted that she will be abstaining from the approval of the job description. Although she feels the job description is well written, she is still not fully convinced that there is a need for the position. John Camera commented that he will be voting "No" on this item. He believes that the district is already overstaffed in general administratively.

Yes: Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: John Camera

Abstain: Jessica Ramirez

Absent: None

## NEGOTIATIONS

None

## TRANSPORTATION

None

## PERSONNEL

1. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the resignation of the following staff member, as indicated below:

RESIGNATION

Name	Position/Location	Effective Date
Yasuko McQuagge	Lunch/Recess Aide/ Conover Road Elementary School	11-4-23

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

2. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the amendment to the resolution adopted at the October 18, 2023 Regular Meeting, for the medical disability leave for Ryan White, Occupational Therapist at Conover Road Primary School, during the 2023-2024 school year, as indicated below:

AMENDED MEDICAL  
DISABILITY LEAVE  
2023-2024 SCHOOL  
YEAR

From	To	Medical Disability Leave
9/1/23 - 11/12/23	9/1/23 - 12/3/23	Medical Disability-FMLA – with health care benefits <ul style="list-style-type: none"><li>• FMLA – paid with healthcare benefits (using sick days from 9/1/23 through 10/27/23)</li><li>• FMLA – paid with healthcare benefits (using sick days from 10/28/23 through 11/10/23)</li><li>• FMLA – paid with healthcare benefits (using sick days from 11/11/23 through 11/26/23)</li><li>• NON FMLA – paid with healthcare benefits (using sick days from 11/27/23 through 12/3/23)</li></ul>

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

3. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the appointment of the following staff members to serve in the following position listed below, in the After School Remediation/Enrichment Program for the 2023-2024 school year, at an hourly rate of \$52, for a total amount not to exceed \$40,000 for all staff members combined, as indicated below:

AFTER SCHOOL  
REMEDIATION/  
ENRICHMENT  
PROGRAM  
INSTRUCTORS:  
2023-2024  
SCHOOL YEAR

Staff Member	Location	Position
Jennifer Main	Conover Road Primary School	Coordinator

Niamh Cassidy	Conover Road Elementary School	Instructor
Jennfier Caga-Collett	Conover Road Elementary School	Instructor
Taylor Donovan	Conover Road Elementary School	Instructor
Shannon Healy	Conover Road Elementary School	Instructor
Allison Klacik	Conover Road Elementary School	Instructor
Alexis Novotny	Conover Road Elementary School	Instructor
Kristen Rutigliano	Conover Road Elementary School	Instructor
Katherine Staron	Conover Road Elementary School	Instructor
Christine Bakos	Cedar Drive Middle School	Instructor
Lisa Rupinski	Cedar Drive Middle School	Instructor

\*Funded by ESSER III ARP (20-490-100-101)

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

4. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the appointment of the following staff member to serve as home instructor, on an as needed basis, for the 2023-2024 school year, at an hourly rate of \$52, for no more than five (5) hours per week for general education students and for no more than ten (10) hours per week for special education students, as indicated below:

HOME INSTRUCTOR:  
DISTRICT STAFF  
MEMBER FOR  
2023-2024 SCHOOL  
YEAR

Name	Certification
Lorraine Garrido	Elementary School with Subject Matter Specialization: Mathematics Grades 5-8 Elementary School Teacher

(11-150-100-101-000)

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

5. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the appointment of the following Cedar Drive Middle School staff members to serve as extracurricular advisors/coaches for the following sport and non-sport activities at Cedar Drive Middle School during the 2023-2024 school year, as indicated below:

EXTRACURRICULAR  
ADVISORS:  
CEDAR DRIVE  
MIDDLE SCHOOL  
2023-2024 SCHOOL  
YEAR

Name	Position	Amount Not To Exceed
Steven Ricci	Boys' Basketball	\$3,494
Elizabeth Bufano	Girls' Basketball	\$3,494
Laila Tlack	Cheerleading	\$3,494

(11-402-100-100-030)

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

6. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the appointment of the following individual to serve as an extracurricular advisor at Cedar Drive Middle School for the 2023-2024 school year, as indicated below:

EXTRACURRICULAR  
ADVISOR

Name	Activity	Amount Not to Exceed
*Frederick Heyer	Wrestling	\$3,494

\*Pending results of criminal history review.  
(11-402-100-100-030)

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

7. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the appointment of the following Cedar Drive Middle School staff member to serve as a facilitator for the Parent Information Night for the Cedar Drive Middle School students that will be transitioning to high school, on November 2, 2023 as indicated below:

FACILITATOR FOR  
THE PARENT  
INFORMATION  
NIGHT 2023-202  
SCHOOL YEAR

Name	Amount Not to Exceed
Lauren Hums	\$80

(11-000-218-104-030)

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

8. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the reassignment of the following staff member during the 2023-2024 school year, as indicated below:

REASSIGNMENT:  
TEACHER  
2023-2024 SCHOOL  
YEAR

Name	Effective Dates	From	To
		Position/Location/ Account No.	Position/Location/ Account No.
Jennifer Main	9/1/23 - 6/30/24	Teacher Grade 2 Conover Road Primary School (11-120-100-101-060)	TIP/TEP Teacher Conover Road Primary School (11-230-100-101-060) (11-120-100-101-060)

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

9. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the transfer of the following staff member during the 2023-2024 school year, as indicated below:

TRANSFER:  
INSTRUCTIONAL  
ASSISTANT  
2023-2024  
SCHOOL YEAR

Name	Effective Dates	From	To
		Position/Location/ Account No.	Position/Location/ Account No.
Mauri Ann Kwartin	11/1/23 - 6/30/24	Pre-k Disabled classroom Aide Conover Road Primary School (11-216-100-106-060)	1:1 Instructional Assistant Conover Road Elementary School (11-000-217-106-050)

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

10. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the amendment to the resolution adopted at the October 18, 2023 Regular Meeting for additional days of employment for the following

AMENDED  
ADDITIONAL PAY  
OCCUPATIONAL  
THERAPIST

Occupational Therapist for work for one (1) additional day per week replacing Ryan White, who is on a leave of absence, between September 1, 2023 through December 3, 2023, as indicated below:

2023 - 2024 SCHOOL  
YEAR

Name/Location	Guide/Step/ Salary	Total Number of Days From	Total Number of Days To	Per Diem Rate	Total Amount Not to Exceed
Janet Baccash Conover Road Elementary School	BA/16 \$35,472 (.4\$88,681)	10	13	\$443.40	\$5,764.20

(11-000-216-101-050)

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

#### **NEW BUSINESS/WORK SESSION AGENDA**

President Tormey addressed public comments made by Board Member John Camera at the October 18, 2023 Board meeting, directed to Heather Tormey. Mrs. Tormey commented on Mr. Camera's statement.

#### **EXECUTIVE SESSION RESOLUTION (N.J.S.A. 10:4-9,12)**

No Executive Session held.

#### **ADJOURNMENT**

At approximately 7:40 p.m., it was moved by Amy Dimes, seconded by Andrew Rytter and carried on a unanimous roll call vote to adjourn the meeting.

Yes: John Camera, Alison DeNoia, Brenna Dillon (remote), Amy Dimes (remote), Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

REFERENCE SHEET	
Attachment # S-1	Health and Safety Evaluation of School Buildings Checklist Statement of Assurance ("SOA")
Attachment # C-1	Reimbursable Expenses



Attachment # F-1	Transfers for the Month of September, 2023
Attachment # F-2	Board Secretary's Report as of September 30, 2023
Attachment # F-3	Treasurer's Report as of September 30, 2023
Attachment # P-1	Adoption of P1642.01 - Sick Leave
Attachment # P-2	Adoption of R1642.01 - Sick Leave
Attachment # P-3	Adoption of P2419 - Threat Assessment Teams
Attachment # P-4	Adoption of R2419 - Threat Assessment Teams
Attachment # P-5	Adoption of Bylaw 0144 - Board Member Training and Orientation
Attachment # P-6	Adoption of Job Description - Level II Help Desk Technician

<b>BOARD MEETINGS*</b>	
November 15, 2023	December 13, 2023 @ 6 PM
January 3, 2024 @ 6:00 p.m. (Organization Meeting)	

\* All Regular Board Meetings will be held at 7:00 p.m. in the Board Room of the Administration Building unless otherwise noted and advertised.

<b>2023</b>		
Thursday-Friday	November 9-10	NJEA Convention – Schools/Central Office Closed
Wednesday	November 22	Short Session Day for Students and Staff
Thursday-Friday	November 23-24	Thanksgiving Recess – Schools/Central Office Closed
Friday	December 22	Short Session Day for Students & Staff (Winter Recess Begins at the End of Day)
Monday - Friday	December 25-29	Winter Recess – Schools/Central Office Closed
<b>2024</b>		
Monday	January 1	Winter Recess - Schools/Central Office Closed
Tuesday	January 2	Schools Reopen for Students and Staff
Monday	January 15	Martin L. King's Birthday – Schools Closed for Students Professional Development Day – Full Day for Staff
Thursday	February 15	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal
Friday - Monday	February 16-19	Presidents' Weekend – Schools/Central Office Closed
Wednesday	February 28	Short Session Day – Parent/Teacher Conferences (Afternoon)
Thursday	February 29	Short Session Day – Parent/Teacher Conferences (Afternoon & Evening)
Friday	March 1	Short Session Day for Students & Staff
Thursday	March 28	Short Session Day - Students & Staff
Friday - Friday	March 29 - April 5	Spring Recess – Schools/Central Office Closed
Monday	April 8	Schools Reopen
Monday - Tuesday	April 22-23	Passover - Schools/Central Office Closed
Friday	May 24	Short Session Day for Students Full Day for Staff with In-Service After Student Dismissal

Monday	May 27	Memorial Day - Schools/Central Office Closed
Thursday	June 20	Short Session Day for Students Full Day for Staff
Friday	June 21	Last Day of School Short Session Day for Students & Staff CDMS Graduation TBD

Respectfully Submitted,

*Vincent S. Marasco*

Vincent S. Marasco

School Business Administrator/Board Secretary