

**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.*

**COLTS NECK BOARD OF EDUCATION GOALS  
2021-2022 SCHOOL YEAR**

- *FACILITIES: Develop a funding strategy plan for capital improvement projects as outlined in the Long-Range Facilities Plan.*
- *COMMUNICATIONS: Develop a District communications plan to establish positive partnerships within the community and promote district initiatives.*
- *STUDENT ACHIEVEMENT: Evaluate student success and standards in relationship to Curriculum, in a systematic and consistent manner, while taking into consideration costs and other factors in developing programs that are effective for the district.*
- *LONG-RANGE DISTRICT PLANNING: Complete the District Strategic Plan initiated in the 2019-2020 academic year.*
- *BOARD OPERATIONS: Review the current committee structure and develop a process to streamline the work and time commitment for board members.*
- *TECHNOLOGY: The board and administration will work together to establish a multi-year Technology Plan to best meet the needs of the district.*

**COLTS NECK SCHOOL DISTRICT GOALS  
2022-2023 SCHOOL YEAR**

- *ACADEMIC: Develop and implement targeted action plans to increase percentages of students "meeting" and/or "exceeding" grade-level standards in mathematics and language arts.*
- *OPERATIONS Implementation of the Strategic Plan - The district will complete all activities identified for year 1 (22-23) in Action Plans.*
- *WELLNESS: Increase identification of SEL needs, specifically in the areas of students' perceptions of school and perceptions of selves as learners while increasing district-wide provisions of counseling and/or mental health supports.*
- *FACILITIES: Identify and pursue supplemental funding for Capital Projects directly related to indoor air quality and HVAC improvements.*
- *COMMUNICATIONS: Foster meaningful, strong relationships with parents/guardians and community stakeholders by increasing communications from the district and facilitating opportunities for both parent/guardians and stakeholder engagement.*

**MINUTES:** For the Meeting of the Board of Education, **October 4, 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 17 members of the public were present.

## **ROLL CALL**

ROLL CALL

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

Board Members Absent: Alison DeNoia and Brenna Dillon

## **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 Andrew Rytter read the Mission Statement.

## APPROVAL OF MINUTES

APPROVAL OF  
MINUTES

1. It was moved by Adrew Rytter, seconded by Kevin O'Connor and carried on a roll call vote to approve the Board minutes of the following Meetings:

Meeting
September 6, 2023 Regular Meeting Minutes
September 6, 2023 Executive Session Minutes
September 20, 2023 Regular Meeting Minutes
September 20, 2023 Executive Session Minutes

Yes: John Camera, Amy Dimes (9/6/23 Regular and 9/20/23 Regular), Tracy Kramer (9/20/23 Regular and Executive) , Jessica Ramirez (remote), Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: Alison DeNoia

Abstain: Amy Dimes (9/6/23 Executive and 9/20/23 Executive) and Tracy Kramer (9/6/23 Regular and Executive)

Alison DeNoia entered the meeting at 7:11 p.m.

## PRESENTATION

PRESENTATION

1. Dr. Erica Reynolds, Director of Curriculum and Instruction presented the 2023 Spring NJSLA Results. Presentation will be available on the District website.

## COMMUNICATIONS

COMMUNICATIONS

Date	From	To	Subject
9/20/23	Alicia Raia-Hawrylak	Board of Education	Opposed to the repeal of Policy 5756
9/21/23	Thomas Colella	Board of Education	Repeal of Policy 5756 and compliance with the New Jersey Law Against Discrimination
9/21/23	Steven Candela	Board of Education	Opposed to the repeal of Policy 5756
9/24/23	Cornelius Cotter	Board of Education	Opposed to revising Policy 5756
9/26/23	Elizabeth Adams	Board of Education	Is the October 4th meeting open to the public?

10/3/23	Jennifer Woodruff	Board of Education	Thank you for your time and dedication to the community, district students and parents and for the abolishment of Policy 5756
10/4/23	Carolyn Mack	Board of Education	In favor of the abolishment of Policy 5756

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

PRESIDENT’S  
REPORT

- President Tormey reported:
- Thanked the CNTEA for hosting the Meet the Candidates event last evening. The eight (8) candidates had an opportunity to share the reasons and goals for running.
  - Exciting week in schools as they celebrate the Week of Respect; there are a lot of great activities planned. Called attention to many approvals for intramural programs ranging from Arts, Sports, Science, Math, Stem and a Disney opportunity. Thrilled to see that the S.U.S.H.I. Club is continuing again this year.

**COMMITTEE REPORTS**

COMMITTEE  
REPORTS

Buildings & Grounds/Safety & Security Committee:  
Chairperson: Tracy Kramer  
Committee Members: Kevin O’Connor, John Camera, Brenna Dillon  
Administrator: Vincent Marasco

- Tracy Kramer reported that the committee met today, October 4th.
- Greg Burns from DCO Energy, our ESCO, was present and updated the committee on the ESIP. The total project scope is approximately \$10.2 million, with approximately \$1.8 million in solar, and approximately \$4 million in energy savings over the nineteen (19) year financing term. The BPU approved the ESIP on September 19th with a few tweaks.
- Next steps will be to execute the Solar Power Purchase Agreement (PPA). Additionally, tomorrow there will be an implementation meeting between the administrative team and DCO to go over the coordination of the project; the key is not to disturb the day to day operations or students.
- Closing on the financing transaction for the project next week; the district bid the financing and secured a desirable interest rate.
- ROD grant update - the district did not receive approval for its grant application. The district had applied for two well-water tank replacements (CRES and CDMS) and replacement of electrical main switchgear at CRES. Those items did not meet the final version of the State’s priority listing for grant awards. The total project cost was approximately \$2.2 million The committee is exploring other avenues of financing support through applying for state Stabilization Aid, or utilizing reserves and/or including the electrical panel into the ESIP.
- Discussed general maintenance and necessary equipment repairs in the cafeteria

kitchens - hot wells, walk in freezers and refrigeration units.

- Scheduled to install a fence extension at Conover Road Primary School.
- New campus school signs have been installed at all three schools. A community member and local nursery owner has offered to donate the landscape work around the signs.
- Dr. Rigby and Mrs. Barr joined the meeting to introduce themselves as the new School Safety Specialists for the District. They discussed upgrades to the camera system which is cloud based and improvements to the intercom system. They will be overseeing lockdown and other security drills. A priority this year is working on campus evacuation plans, including improvements in parent notifications for emergencies.
- CNHS has been given approval to use the CDMS tennis courts.
- 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 met last week.
- Coffee Chat is scheduled for October 17th; invites will be sent out shortly. Topic to be discussed is the change to the K-5 Report cards. Will schedule another Coffee Chat sometime in December/January; topic and exact date are to be determined.
- Parent Advisory Board discussions have been shifted over to the Advocacy & Government Relations Committee.
- Discussed the effectiveness of the recordings on the website and concluded they have been working well. Continued discussions on live-streaming of board meetings; it is a very costly endeavor to proceed with at this time.
- Discussed updates to the Parent App; this has been well received. There was a slight glitch with Twitter which has been fixed.
- The next meeting is scheduled for October 23rd.

Jessica Ramirez questioned if live streaming can be done through YouTube. Mrs. Dimes described the challenges regarding security issues, meeting locations, and operators of new audio/video equipment. She explained that the Communications Committee has determined that moving forward with effective live-streaming capability is not economically nor operationally feasible at this time, based on district needs.

Curriculum Committee:

Chairperson: Heather Tormey  
Committee Members: Amy Dimes, Brenna Dillon  
Administrator: Dr. Erica Reynolds

- Heather Tormey reported that the committee met on September 26th.
- Discussed the submission of the Acceleration High Impact Tutoring Grant and eligibility for an allocation of \$38,000. The grant would support high impact

tutoring interventions for students who have been academically affected by the pandemic. Dr. Garibay noted that the grant is sought to potentially fund and re-design the Summer Bridge program.

- Discussed Summer Reading book list and the plan for 2024. Dr. Reynolds shared feedback from the recommended summer reading assignments. The only recommended assignments in literacy are for grades 6, 7 and 8. The Committee discussed the importance of reading over the summer months.
- The State has mandated that the health curriculum include tick information; Grade 5 is in the Safety Unit and Grade 8 is in the Health and Disease and Prevention Unit in grade 8. Although the State has just mandated this, our district has already been doing it.
- Spoke about the health form responses; it was recommended to have an Opt-In process for our health curriculum. Dr. Reynolds explained that the district has an Opt-Out as a google form which allows parents to opt-out of individual lessons. Surrounding districts use Genesis to opt-out and only at the beginning of the year, not individual lessons. The Committee discussed different communication options for teachers to reach out to parents. For clarification, the form indicates that if you do not submit the form, it is assumed that you want your child to participate in the entire health curriculum.
- Dr. Reynolds shared with the committee a copy of the NJSLA presentation.
- A report card presentation was held on September 27th and another presentation will be the topic of the Coffee Chat scheduled for October 19th.
- The first Parent Academy is scheduled October 30th with Mr. Phil Capasso on technology for parents; more information will be forthcoming.
- There are Committee meetings scheduled for October 10th and 30th.

Finance/Negotiations Committee:

Chairperson: Kevin O'Connor

Committee Members: Tracy Kramer, Alison DeNoia

Administrator: Vincent Marasco

- Kevin O'Connor reported that the committee met on September 27th.
- The committee discussed the ESIP and the finance leasing for the same and also the ROD grant component.
- Another topic was current professional services contracts for the 2023-24 school year and the process for soliciting formal requests for proposals (RFPs). The committee will review a timeline of potential formal RFPs.
- Potential initiatives within the Business Office were discussed, i.e. budget and accounting software. It was noted that our current system is decades old and is not keeping pace to be as efficient with newer systems. The committee discussed potentially putting out an RFP. It was noted that a lot of districts are using Genesis so that may be an option.
- The committee was briefed on the possible government shutdown and its potential effect on the district's receipt of Federal Impact Aid.
- The committee reviewed certain maintenance repairs in the kitchens and the impact that they have on the district's food service enterprise fund.
- The next meeting is TBD.

Policy Committee:

Chairperson: Alison DeNoia  
Committee Members: Jessica Ramirez, Andrew Rytter  
Administrator: Dr. MaryJane Garibay

- Alison DeNoia reported that the committee is meeting on October 11th.
- The agenda will be forthcoming.

Advocacy & Government Relations Committee:

Chairperson: Brenna Dillon  
Committee Members: Alison DeNoia, Jessica Ramirez, Andrew Rytter  
Co-Administrators: Dr. MaryJane Garibay and Dr. Richard Beck

- Dr. Garibay shared that the committee is reviewing data regarding the Parent Opt-Out.
- The Committee will be putting forward an interest form for volunteers sought for the school year to participate in the Parent Advisory Committee. The committee is allowable under Board Policy and the intent of the committee is to engage a small group of parents or caregivers in meaningful and productive discussions with the Board on contemporary topics related to our schools and public education. The committee anticipates holding 4-5 meetings throughout the year.
- The next meeting is scheduled for October 11th.

Board Member Liaisons:

Amy Dimes - Colts Neck PTO

- Welcomed Colts Neck PTO new VP, Mrs. Samantha Amato; thank you for joining us.
- Discussed events: Trunk or Treat on October 21st at Bucks Mill from 1-3pm, Frosty's at CRPS December 2nd and the Spring Gala at SouthGate Manor is March 21st
- Spiritwear is on sale until Friday.
- PTO membership is looking great; 54% of parents and 52% of staff. Reminder that BOE members can sign up as well.
- Very excited to see the new campus signs; these were part of PTO Legacy Gift.

Heather Tormey - Colts Neck Township Committee

- Important Update: Special Referendum on the Ballot this year is putting the tax back up to where it was approximately seven (7) years ago. The money as a result of that increase will go back to preserving farmland in Colts Neck.

Alison DeNoia - Colts Neck Township Senior Citizens

- No report

State & County School Boards Association Representative:

Alison DeNoia - County meeting is October 5th.

**SUPERINTENDENT’S REPORT**

- Dr. Garibay reported:
- This week is Week of Respect; there are many activities and programs going on that are designed to promote kindness, school community and respect among all individuals.
  - On October 5th she will be addressing, along with Dr. Sampson, the Joint Committee on Public Schools on school safety and security measures and funding.

**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
9/1/23 - 9/15/23	2	0

**COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS**

- Kevin O’Brien, 18 Enclosure - complimented the Board on some of the challenges they have had. He further commented that he attended this evening’s meeting in support of transparency in government and suggested the Board take the approach of videotaping the meetings and then posting the videos on its website.
- Alice Dean, Five Points Road - inquired about the process for updating contact information in Genesis. Also requested guidance on procedure for her child to initiate a school club. Dr. Garibay suggested Mrs. Dean contact Mr. Phil Capasso regarding the process. She also encouraged her to revisit the school club matter with Dr. Rigby.
- Dan Finney, 182 Euclid Avenue - commended the Board for rescinding Policy 5756. Also commented on the Health Curriculum, noting he believes that it contains things that are not age appropriate and should not be taught.
- Jennifer Woodruff, Morganville - commented on Dr. Reynolds presentation. Also spoke about the Health Curriculum and the board’s decision to rescind Policy 5756.
- Carolyn Mack, Matawan - thanked the Board for rescinding Policy 5756. Also spoke about the Health Curriculum.

**ACTION ITEMS**

1. It was moved by Amy Dimes, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the acceptance, with gratitude, of a donation from the Muscio Family of three (3) standing desks with chairs for the Conover Road Elementary School, with an approximate value of \$1,200.

DONATION



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

No: None

Absent: Brenna Dillon

## **BUILDINGS AND GROUNDS/SAFETY AND SECURITY**

None

## **CURRICULUM**

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

REIMBURSABLE  
EXPENSES

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

No: None

Absent: Brenna Dillon

## **FINANCE**

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

TRANSFER OF FUNDS

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

No: None

Absent: Brenna Dillon

2. It was moved by Alison DeNoia, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the Board Secretary's Report as of August 31, 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 August 31, 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 August 31, 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, Amy Dimes, Tracy Kramer, Jessica Ramirez (remote), Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: Brenna Dillon

3. It was moved by Alison DeNoia, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the Report of the Treasurer of School Monies as of August 31, 2023. ([Attachment # F-3](#))

TREASURER'S  
REPORT

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

No: None

Absent: Brenna Dillon

4. It was moved by Alison DeNoia, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the following resolution:

SUBMISSION OF  
APPLICATION FOR  
STABILIZATION AID

WHEREAS, the FY2024 Appropriations Act, P.L.2023, c.74 allows for appropriations to fund Stabilization Aid to school districts experiencing a reduction in State Aid and/or facing a structural budgetary imbalance; and

WHEREAS, the Colts Neck Township Public School District ("the District") has experienced a reduction in total 2023-2024 State Aid of \$800,669 which caused significant changes from its Tentative Budget, in addition to a loss of anticipated NJSDA ROD grant funding intended to supplement the replacement of critical school-building infrastructure mechanical systems; as well as uncertainty over the receipt of Federal Impact Aid; and

WHEREAS, despite seeing temporary relief from ESSER grant funds in the prior budget years due to the pandemic, the district is faced with budget constraints impacting 2023-24 and beyond, in part due to the district's limited use of Reserves because of its commitment to use \$6 million of Impact Aid and Capital Reserve funds towards its approved ESIP project; and

WHEREAS, the district requires additional aid in 2023-2024 of \$800,669 and such aid reductions have not been fully made up through tax levy or other sources of revenues and will lead to an even further financial burden; and

THEREFORE, BE IT RESOLVED, that the Colts Neck Township Public School District Board of Education hereby authorizes the submission of an application for Stabilization Aid in an amount of \$800,669 due to financial constraints we are experiencing; and

BE IT FURTHER RESOLVED, that a certified copy of this Resolution be forwarded to the New Jersey Commissioner of Education and will accompany the October 2023 application cover letter submitted by the Superintendent.

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

No: None

Absent: Brenna Dillon

**POLICY**

None

**NEGOTIATIONS**

None

**TRANSPORTATION**

1. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the amendment of the resolution adopted at the May 24, 2023 Regular Meeting, approving the Parental Transportation Contract between the Colts Neck Board of Education and the parent/guardian of Student #20260043 for transportation between the student’s home and the Millstone Elementary School, at a per diem rate of \$73.56, for the actual number of days Student #20260043 is in attendance, as indicated below:

PARENT  
TRANSPORTATION  
CONTRACT:  
2023 SUMMER  
EXTENDED SCHOOL  
YEAR AND 2023-2024  
SCHOOL YEAR

Program	Effective Dates	Total Number of Days	Total Not to Exceed From	Total Not to Exceed To
Summer Session	07/05/23 - 08/10/23	22	\$1,528.78	\$1,618.32
Regular School Year	09/07/23 - 06/30/24	180	\$12,508.20	\$13,240.80

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

No: None

Absent: Brenna Dillon

2. It was moved by Andrew Rytter, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the School Bus Emergency Evacuation Drill Reports for the 2023-2024 school year. ([Attachment # T-1](#))

SCHOOL BUS  
EMERGENCY  
EVACUATION DRILL  
REPORTS  
2023-2024 SCHOOL  
YEAR

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

No: None

Absent: Brenna Dillon

**PERSONNEL**

1. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the amendment to the resignation, adopted at the September 6, 2023 regular meeting for Robyn Chabarek, Kindergarten Instructional Assistant at Conover Road Primary School, during the 2023-2024 school year, as indicated below:

AMENDED  
RESIGNATION

Effective Date From	Effective Date To
11/22/23	10/29/23

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

No: None

Absent: Brenna Dillon

2. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the employment of the following individual for the 2023-2024 school year, as indicated below:

EMPLOYMENT:  
TEACHER  
2023-2024 SCHOOL  
YEAR

Name	Position/Location/ Account No.	Effective Dates	Guide/Step Salary
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* Lindsay Paige Spitzer (Replacing, Angelina Francese who resigned effective 10/14/23)	Teacher of Music/ Conover Road Primary School/ (11-120-100-101-060)	12/11/23 – 6/30/24	BA Guide Step 1 \$58,881 Per Annum, Prorated
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\* Pending criminal history review and receipt of prior employment verification.

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

No: None

Absent: Brenna Dillon

3. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the employment of the following individual for the 2023-2024 school year, as indicated below:

EMPLOYMENT:  
INSTRUCTIONAL  
ASSISTANT  
2023-2024 SCHOOL  
YEAR

Name	Position/Location/ Account No.	Effective Dates	Hours/Number of Days/Step/Hourly Rate/Salary
* Mauri Ann Kwartin (Replacing, Collette Gifford who resigned)	Instructional Assistant/Conover Road Primary School (11-216-100-106-060)	11/1/23 – 6/30/24	6.75 Hours Daily 184 Days Step 18 \$21.92 Per Hour \$27,224 Per Annum, *Prorated

\* Pending criminal history review and receipt of prior employment verification.

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

No: None

Absent: Brenna Dillon

4. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the change in the placement on the salary guide for the 2023-2024 school year for the following staff member due to education advancement, effective October 1, 2023, as indicated below:

MOVEMENT ON  
GUIDE:  
2023-2024  
SCHOOL YEAR

Name/Position/Location	From	To
	Guide/Step/Salary Effective Dates	Guide/Step/Salary Effective Dates
Maureen Caffyn/	MA+30/16/	MA+60/16/

Conover Road Primary School	\$98,381/ 9/1/23 - 6/30/24	\$101,581/ 10/1/23 - 6/30/24
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Yes: John Camera, Alison DeNoia, Amy Dimes, Tracy Kramer, Jessica Ramirez (remote), Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: Brenna Dillon

5. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the family care leave during the 2023-2024 school year for the following staff member during the 2023-2024 school year, as indicated below:

FAMILY CARE LEAVE:  
2023-2024 SCHOOL  
YEAR

Name/Position Location	Effective Dates	Familycare Leave
Michelle Gunnell/ Teacher/Conover Road Elementary School	9/22/23 - 11/21/23	FMLA – Unpaid With Healthcare Benefits

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

No: None

Absent: Brenna Dillon

6. It was moved by Tracy Kramer, seconded by Alison DeNoia 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 number of hours not to exceed 154 hours for all staff members combined, for a total amount not to exceed \$8,008 for all staff members combined, as indicated below:

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

Staff Member	Location	Position
Niamh Cassidy	Conover Road Elementary School	Instructor
Jennifer 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
Jennifer Main	Conover Road Primary School	Instructor
Alexis Novotny	Conover Road Elementary School	Instructor
Lisa Rupinski	Cedar Drive Middle School	Instructor

Kristen Rutigliano	Conover Road Elementary School	Instructor
Katherine Staron	Conover Road Elementary School	Instructor

\*Funded by TITLE IA

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

No: None

Absent: Brenna Dillon

7. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the appointment of the following staff member 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 number of hours not to exceed 60 hours for staff member, for a total amount not to exceed \$3,120 for staff member, as indicated below:

AFTER SCHOOL  
REMEDATION/  
ENRICHMENT  
PROGRAM  
COORDINATOR:  
2023-2024  
SCHOOL YEAR

Staff Member	Location	Position
Joseph Truisi	Cedar Drive Middle School	Coordinator

\*Funded by TITLE IA (20-231-200-101-000-500-0)

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

No: None

Absent: Brenna Dillon

8. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the rescinding of the appointment adopted at the September 20, 2023 regular meeting for the following staff member to serve as facilitator for the Connected Classroom Program for the 2023-2024 school year, at an hourly rate of \$52, for a total number of hours not to exceed nine (9) hours, for a total salary not to exceed \$468.00, as indicated below:

RESCINDED:  
CONNECTED  
CLASSROOM  
PROGRAM  
2023-2024  
SCHOOL YEAR

Staff Member	Position
Christine Doran	Facilitator

\*Funded by TITLE I

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

No: None

Absent: Brenna Dillon

9. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the rescinding of the appointment adopted at the September 20, 2023 regular meeting of the following staff members to attend the Connected Classroom Program for the 2023 - 2024 school year, at an hourly rate of \$52, for a total number of hours not to exceed forty-nine (49) hours for all staff members, for a total amount not to exceed \$2,548.00 for all staff members, as indicated below:

RESCINDED:  
ATTENDEES  
CONNECTED  
CLASSROOM  
PROGRAM  
2023-2024  
SCHOOL YEAR

Staff Member	Location
Nicole Clancy	Conover Road Primary School
MaryAlex Donofrio	Conover Road Primary School
Pamela Isola	Conover Road Primary School
Stephanie Lukowitz	Conover Road Primary School
Lisa Mastroianni	Conover Road Primary School
Brianna Piccinich	Conover Road Primary School
Antoinette Pierro	Conover Road Primary School
Tatyana Popel	Conover Road Primary School
Amy Spader	Conover Road Primary School
Michelle Weisbrot	Conover Road Primary School

\*Funded by TITLE I

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

No: None

Absent: Brenna Dillon

10. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the appointment of the following Conover Road Elementary School staff members to serve as extracurricular activity advisors at Conover Road Elementary during the 2023-2024 school year, as indicated below:

EXTRACURRICULAR  
ADVISORS: CONOVER  
ROAD ELEMENTARY  
SCHOOL  
2023-2024 SCHOOL  
YEAR

Name	Position	Amount Not Exceed
Brian J. Willis	Choir	\$2,882
Amanda Auletta♦ Olivia Santarsiero♦	Musical (Players Club)	\$2,882
Nicole Ramos♦ Jessica Romanik♦ Kristen Rutigliano♦	Variety Show (The Really Big Shoe)	\$2,882
Amanda Auletta♦ Taylor Donovan♦	Yearbook	\$2,882

♦ Amount split equally between co-advisors



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

No: None

Absent: Brenna Dillon

11. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the appointment of the following Conover Road Elementary School staff members to serve as advisors to the Conover Road Elementary School Fall After-School Intramural Program for the 2023-2024 school year, once a week, at an hourly rate of \$47, with each session to run sixty (60) minutes, at an amount not to exceed \$47 per session, as indicated below:

2023-2024 SCHOOL  
YEAR FALL  
AFTER-SCHOOL  
INTRAMURAL  
PROGRAM  
ADVISORS:  
CONOVER ROAD  
ELEMENTARY  
SCHOOL

Name	Activity♦	Number of Sessions	Total Amount Not To Exceed
Dawn McEvoy	Art Club	5	\$235
Jessica Romanik	Bring the Beat	9	\$423
Allison Klacik	Crazy 8's Math Club	8	\$376
Katherine Staron	Crazy 8's Math Club	8	\$376
Caitlin Saggau	CRES Scoop	11	\$517
Christine MacLeod	CRES Scoop	11	\$517
Jessica Romanik	Disney Discussion Club	8	\$376
Shannon Healy	Math Masterminds	17	\$799
Alexis Novotny	Math Masterminds	17	\$799
Taylor Donovan	Passport Club	8	\$376
Elizabeth Lowes	Yoga Club - Grade 3	7	\$329
Allison Klacik	Power Puzzlers	9	\$423
Nicole Nigro	STEAM Stars	8	\$376
Kayla Diorio	PE with Ms. D	8	\$376
Anne Rauso	Mindful Coloring	6	\$282
Amanda Auletta	Science Fanatics	8	\$376
Mary Lou Jennings	The Growing Up Girls Club	8	\$376

♦ An individual activity will only run if the required minimum number of students sign up for the activity

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

No: None

Absent: Brenna Dillon

12. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the appointment of the following Conover Road Elementary School staff member to serve as advisor to the Conover Road Elementary School Fall After-School Intramural Program for the 2023-2024 school year, once a week, at an hourly rate of \$47, with each session to run for two (2) hours, at an amount not to exceed \$94 per session, as indicated below:

2023-2024 SCHOOL  
YEAR ~~FALL~~  
AFTER-SCHOOL  
INTRAMURAL  
PROGRAM ADVISOR:  
CONOVER ROAD  
ELEMENTARY  
SCHOOL

Name	Activity♦	Number of Sessions Not To Exceed	Number of Hours Not To Exceed	Total Amount Not To Exceed
Elizabeth Lowes	S.U.S.H.I.	25	50	\$2,350

♦ An individual activity will only run if the required minimum number of students sign up for the activity

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

No: None

Absent: Brenna Dillon

13. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the appointment of the following staff member to serve as a home instructor for Student #20240025, at an hourly rate of \$52, for the period commencing September 26, 2023 through October 27, 2023 for a total number of hours per week not to exceed seven (7):

HOME INSTRUCTION:  
2023-2024  
SCHOOL YEAR

Name	Total Hours Per Week Not to Exceed
Suzanne Cooper	7

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

No: None

Absent: Brenna Dillon

14. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the employment of the following individual as a Long-Term Substitute Teacher during the 2023-2024 school year, as indicated below:

EMPLOYMENT:  
LONG-TERM  
SUBSTITUTE  
TEACHER  
2023-2024 SCHOOL  
YEAR

Name	Position/Location/ Account No.	Effective Dates	Salary
Jean D'Urso	Long-Term Substitute	9/26/23 –	\$245

(Replacing Michelle Gunnell, who is on a leave of absence)	Teacher	11/21/23	Per Day
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Yes: John Camera, Alison DeNoia, Amy Dimes, Tracy Kramer, Jessica Ramirez (remote), Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: Brenna Dillon

15. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the appointment of the following individual to the Substitute Teacher list for the 2023-2024 school year, at a salary of \$125 per day on an as needed basis, pending approval of criminal history review.

SUBSTITUTE  
TEACHER:  
2023-2024 SCHOOL  
YEAR

Name	Certification
Briana Sarapochillo	Elementary School Teacher K-6

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

No: None

Absent: Brenna Dillon

16. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the appointment of the following individual to the list of Substitute Support Staff for the 2023-2024 school year, on an as needed basis, pending approval of criminal history review:

SUBSTITUTE  
SUPPORT STAFF:  
2023-2024 SCHOOL  
YEAR

Name	Position	Hourly Rate
Lydia Ragusa	Substitute Instructional Assistant	\$14.13
Lydia Ragusa	Substitute Lunch-Recess Aide	\$14.13
Lydia Ragusa	Substitute Transportation Aide	\$14.13

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

No: None

Absent: Brenna Dillon

17. It was moved by Tracy Kramer, seconded by Alison DeNoia and carried on a unanimous roll call vote to approve the additional pay to Michael Antonucci, substitute security monitor, to serve as School Security Monitor for the CNTEA Meet

ADDITIONAL PAY

the Candidates Night at Conover Road Primary School on October 3, 2023 for a total number of hours not to exceed three (3), at an hourly rate of \$23 per hour, not to exceed \$69.00.

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

No: None

Absent: Brenna Dillon

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

Alison DeNoia read a prepared statement regarding comments made by fellow board members at the last Board meeting. Her statement summarized the Board's work regarding Policy 5756, the nature of the statute surrounding the policy, and her personal beliefs for education and continuing her Board work.

Kevin O'Connor briefly summarized an interaction he had with a parent that reminded him of the great and positive things about our district. He concluded that the Board's focus should remain on our kids.

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

No Executive Session was held.

### **ADJOURNMENT**

At approximately 9:05 p.m., it was moved by Heather Tormey, seconded by Andrew Rytter and carried on a unanimous roll call vote to adjourn the meeting.

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

No: None

Absent: Brenna Dillon

REFERENCE SHEET	
Attachment # C-1	Reimbursable Expenses
Attachment # F-1	Transfers for the Month of August, 2023
Attachment # F-2	Board Secretary's Report as of August 31, 2023
Attachment # F-3	Treasurer's Report
Attachment # F-4	Submission Of Application For Stabilization Aid

<b>BOARD MEETINGS*</b>			
October 18, 2023	November 1, 2023	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>		
Monday	October 9	Columbus Day – Schools Closed for Students Professional Development Day – Full Day for Staff
Monday	October 23	Short Session Day – Parent/Teacher Conferences (Afternoon)
Tuesday	October 24	Short Session Day – Parent/Teacher Conferences (Afternoon)
Wednesday	October 25	Short Session Day – Parent/Teacher Conferences (Afternoon)
Thursday	October 26	Short Session Day – Parent/Teacher Conferences (Afternoon & Evening)
Friday	October 27	Short Session Day – Students and Staff
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
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Respectfully Submitted,  
*Vincent S. Marasco*  
Vincent S. Marasco  
School Business Administrator/Board Secretary