

**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 18, 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 7:10 p.m. Approximately twenty (20) members of the public were present. One CNT police officer and Board Attorney were present.

## **ROLL CALL**

ROLL CALL

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

Board Members Absent: Alison DeNoia

## **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 Brenna Dillon read the Mission Statement.

## APPROVAL OF MINUTES

APPROVAL OF  
MINUTES

None

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

No Executive Session held.

Alison DeNoia entered the meeting at 7:13 p.m.

## PRESENTATION

PRESENTATION

None

## COMMUNICATIONS

COMMUNICATIONS

Date	From	To	Subject
10/9/23	Daniel Finney	Board of Education	In support of abolishment of Policy 5756
9/19/23 - 9/25/23	Form-generated emails /eighty (80)	Individual Board of Education Members	Support of transgender students and Policy 5756

## REPORT OF PRESIDENT – Mrs. Heather Tormey

PRESIDENT'S  
REPORT

President Tormey reported:

- Thanked the Finance and Negotiation Committee for the time and effort they put in along with the CNTEA leadership, to arrive at this evening's agenda item where the Board will vote on the Memorandum of Agreement between the Board and the CNTEA.
- October is National Principal Appreciation Month; on behalf of the full Board extended appreciation to the building principals - Mrs. Tricia Barr Conover Road Primary school, who has served the district for over 20 years, Mr. James Osmond, Conover Road Elementary School, who has served the district for 11 years, and Dr. Colin Rigby, Cedar Drive Middle School, who has served the district 15 years. Colts Neck is very fortunate to have their leadership and their talents and look forward to many more National Principal Appreciation Month celebrations with them.
- Finally, each agenda lists the Colts Neck Board of Education's goals at the top. Since the goals have not been updated since 2022, she is suggesting that they be removed from the agendas until such time as the Board can update the goals.

President Tormey introduced Matt Vidovich, Customer Experience Ambassador for Pomptonian Food Service. Mr. Vidovich provided a brief presentation on the current food service program.

## 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

### 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 Coffee Chat was last evening and the topic was the K-5 report card. Dr. Reynolds is preparing a video which will be placed on the district website.
- The next meeting is scheduled for October 23rd.

### Curriculum Committee:

Chairperson: Heather Tormey

Committee Members: Amy Dimes, Brenna Dillon

Administrator: Dr. Erica Reynolds

- No Report
- The next meeting is scheduled for October 30th.

### Finance/Negotiations Committee:

Chairperson: Kevin O'Connor

Committee Members: Tracy Kramer, Alison DeNoia

Administrator: Vincent Marasco

- Kevin O'Connor noted that on this evening's agenda, under the Negotiations section, the Board will be voting to approve the MOA with the CNTEA. Thanked his fellow committee members and the members of the negotiations committee for the Union.
- 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 met on October 11th.
- Reviewed Strauss Esmay Alerts; noted that the Sick Leave policy is up for first read this evening.
- Noted that the Board Member Training and Orientation policy is also up for a first read; revisions include requiring each newly elected or appointed Board member to complete their Governance I training within the first ninety (90) days of their term.

There were some questions and discussion amongst Board members regarding the ninety (90) day requirement.

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 met on October 11th.
- Discussed the Parent Advisory Committee. The committee received thirty-five (35) responses to the email that was sent out. Since the committee only planned to have ten (10) people it was decided that an additional email would be sent out to those who responded to gather possible topics for the meetings. The first meeting will be scheduled for the first week in November.

Board Member Liaisons:

Amy Dimes - Colts Neck PTO

- Trunk or Treat is October 21st (rain date October 22nd) from 1-3pm
- Frosty's holiday sale is December 2nd
- Spring Gala is March 21st; looking for some ideas for Board gift

Heather Tormey - Colts Neck Township Committee

- The Special Referendum that was to be on the ballot has been removed due to an error. The explanation for the referendum was not accurate.
- The Township and local religious leaders held an interfaith vigil on Monday in observance of international conflicts. Many people of different faiths came together.
- The Police Department is fully moved into the new building.

Kevin O'Connor noted that the special referendum will actually still appear on the ballot, but you are not permitted to vote on it.

Alison DeNoia - Colts Neck Township Senior Citizens

- No Report

State & County School Boards Association Representative:

Alison DeNoia reported:

- Attended the County meeting on October 5th; included a presentation on HIB.

Noted that a lot of district Boards of Education in Monmouth County were recognized for receiving their master certification through NJSBA.

- Also there is a new service available on the NJSBA website called 'NJSBA Connection' which is a place to connect with other members of our county. Encouraged other Board members to visit the site.
- Reminder that the Annual Workshop in Atlantic City is next week. The next meeting for the County is December 7th.
- There is a teen arts program that is happening at the HS level. They also have a middle school program 12 weeks long. Middlesex County fully supports this rigorous arts program. More information on this.

## **SUPERINTENDENT'S REPORT**

Dr. Garibay reported:

- This week is Fire Prevention Week; thanked the Colts Neck Fire Department for partnering with the district in their efforts regarding fire prevention. This was a fun day for the students who were able to interact with the firefighters and ask questions about what they do and how the trucks work.
- Yesterday the Colts Neck Historic Preservation Committee provided our 2nd graders with a living history type of assembly on the life of Betsy Ross.
- Tomorrow the invites for the Parent Academy are going out. There will be three sessions - SESSION #1: "Knowing and Navigating District Technology" facilitated by Mr. Phil Capasso; SESSION #2: "Cedar Drive's High School Parent Night" facilitated by Dr. Rigby and Mrs. Lauren Hums, Guidance Counselor; and SESSION #3: "Count On Lit" Grades K-5 facilitated by Mrs. Tina Kennis, Math Coach and Mrs. Lysa Cook, Literacy Coach and Dr. Erica Reynolds.
- Sometime in November/December will be sending out another invite for parents and staff to participate in the Wellness Committee. This was well received last year and will continue again this year.
- On October 5th, she and Dr. Charles Sampson had an opportunity to speak to the Joint Committee on Public Schools on safety and security. Shared highlights from the report, responded to questions from the committee and respectfully requested our legislators to stress the importance of the NJDOE to update its 2015 Safety and Security Report with more concrete requirements for school districts as well as to consider an additional funding formula. The feedback received from the NJASA was very positive.
- Next week are parent/teacher conferences; the district will be on a short session schedule all week. Parents will again have the option to participate in conferences virtually.
- The Annual NJSBA Workshop in Atlantic City is October 23 - 26, 2023; there are many vendors, training opportunities as well as professional learning credits. Looking forward to coming back and sharing information with the Board.
- On October 12th she and Dr. Reynolds met with Captain Ken Brusky Smith, the new Commanding Officer at NWS Earle. Spoke about the positive nature of the District's relationship and sought feedback on how to continue to communicate with and orient military families to the district. Captain Smith indicated that they

are in the process of onboarding a new NWS Earle School District Liaison dedicated solely to Colts Neck, which should be completed on or before January 2024. This was a very positive meeting. Proud to share Captain Smith's sentiments regarding the district's positive reputation among military families for providing high quality educational services and experience, especially among families whose children have IEPs.

- Dr. Rigby has submitted a proposal for a new Grade 6-8 wrestling team; approximately 16-22 students have expressed interest. Dr. Rigby is in the process of securing a donation from the CNHS and Colts Neck Recreation Department of three (3) wrestling mats. The maximum unbudgeted amount that the district will need to cover would be \$3,494, which is the contractual stipend for athletic coaching.

**INFORMATION ITEMS**

1. Superintendent's Report on Enrollment, Fire/Security Drills and Student Suspensions for the 2023-2024 School Year, as of September 30, 2023. ([Revised Attachment # S-1](#))

SUPERINTENDENT'S  
REPORT

2. 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
9/16/23 - 9/30/23	0	0

**COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS**

Dee Pollak, Physical Education Teacher at CDMS and Chairperson for Negotiations Committee for the CNTEA committee - The membership unanimously voted to ratify the MOA. Thanks to everyone involved in the negotiation process; this year the process was very easy.

**ACTION ITEMS**

1. It was moved by Brenna Dillon, seconded by Andrew Rytter and carried on a roll call vote to approve the acceptance of the Superintendent's Action for the following HIB/Non-HIB incidents as reported to the Board at its meeting of October 4, 2023 for the period commencing September 1, 2023 through September 15, 2023 wherein two (2) incidents were reported. Zero(0) incident of HIB were found to occur as indicated below:

AFFIRMATION OF  
SUPERINTENDENT'S  
ACTION(S)

Non-HIB Incident No.	Location
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2023- N1	Cedar Drive Middle School
2023- N2	Conover Road Elementary School

Yes: John Camera (2023-N2), Alison DeNoia, Brenna Dillon, Amy Dimes, Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Abstain: John Camera (2023-N1)

Absent: None

2. It was moved by Brenna Dillon, 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 6 Students Cedar Drive Middle School	State Theatre New Brunswick, NJ	3/12/24
Preschool & Special Education Classes Conover Road Primary School	Happy Day Farm Manalapan, NJ	10/20/23
Grade 8 Students Cedar Drive Middle School	Unified PE Program Harbor School, Eatontown, NJ	10/16/23 10/17/23
Grade 8 Students Cedar Drive Middle School	Unified PE Program Harbor School, Eatontown, NJ	11/6/23 11/7/23

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

No: None

Absent: None

3. It was moved by Brenna Dillon, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the adoption of the Nursing Services Plan for the 2023-2024 school year, which is on file in the Office of Special Services. NURSING SERVICES  
PLAN

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

No: None

Absent: None



4. It was moved by Brenna Dillon, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the submission of the School Safety and Security Plan Annual Review Statement of Assurance (“SOA”) for the 2023-2024 school year to the Monmouth County Office of the New Jersey Department of Education attesting that the plans, policies and procedures of the School Safety and Security Plan have met the minimum requirements and were reviewed and updated as appropriate by the district administrative team. ([Attachment #S-2](#))

SCHOOL SAFETY AND  
SECURITY PLAN  
ANNUAL REVIEW SOA  
FOR THE 2023-2024  
SCHOOL YEAR

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

No: None

Absent: None

5. It was moved by Brenna Dillon, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the following STEM luncheon and guest speakers, as indicated below:

STEM LUNCH &  
GUEST SPEAKERS:  
2023-2024 SCHOOL  
YEAR

Guest Speaker	Location	Dates
Dr. Nikki Daskalakis Heather Grossman Megan Henriquez Susan Hudome Rachel Malloy Pamela Sokoler	Cedar Drive Middle School	11/2/23

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

No: None

Absent: None

2. It was moved by Brenna Dillon, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the appointment of the following staff members to serve as members of the 2023-2024 School Improvement Panel (SciP), as indicated below:

2023-2024 SCHOOL  
YEAR SciP MEMBERS

Name	Location	Position
Tricia Barr	Conover Road Primary School	Principal
Emily Brown	Conover Road Primary School	Teacher
Jennifer Stattel	Conover Road Primary School	Teacher
James Osmond	Conover Road Elementary School	Principal
Anne Rauso	Conover Road Elementary School	Teacher
Mary Kate Shatkus	Conover Road Elementary School	Teacher
Colin Rigby	Cedar Drive Middle School	Principal
Dolores Pollak	Cedar Drive Middle School	Teacher
Linda Penwell-Celkupa	Conover Road Elementary School	Teacher

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

No: None

Absent: None

3. It was moved by Brenna Dillon, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the appointment of the following staff members to serve as a mentor for the 2023-2024 school year, as indicated below:

MENTORS

New Staff Member/ Position/Location	Mentor/Position/Location/Dates	Stipend
Lindsay Spitzer/Teacher Conover Road Primary School	Krystyna Hubbard/Teacher Cedar Drive Middle School 12/1/23 - 6/30/24	\$850 ♦ ♥

♦Pro-rata stipend for mentors working with part-time employees or mentors working with employees less than a full year.

\*Standard Certificate

♣Provisional Certificate

♥Certificate of Eligibility with Advanced Standing

●Certificate of Eligibility

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

No: None

Absent: None

**FINANCE**

1. It was moved by Tracy Kramer, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the Bill List dated October 18, 2023 in the amount of \$2,668,446.16 and Food Service payments in the amount of \$488.85.

BILL LIST  
FOOD SERVICE  
PAYMENTS

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

No: None

Absent: None

2. It was moved by Tracy Kramer, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the amendment of the resolution adopted at the September 6, 2023 Regular Meeting approving a contract between the Colts Neck Township School District and Therapy Coaches in Motion, LLC., 934 Ocean Avenue, Sea Bright, NJ 07760, to provide occupational therapy services, on a consultant basis for the 2023-24 school year, ten (10) hours a week, at an hourly rate of \$90, as indicated below:

AMENDED  
RESOLUTION -  
PROFESSIONAL  
SERVICES:  
OCCUPATIONAL  
THERAPY SERVICES  
(THERAPY COACHES  
IN MOTION, LLC) -  
2023-24 SCHOOL  
YEAR

Period From	Period To	Not to Exceed From	Not to Exceed To
September 1, 2023 through October 27, 2023	September 1, 2023 through November 12, 2023	\$7,200	\$9,000

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

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

No: None

Absent: None

3. It was moved by Tracy Kramer, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve the amendment of the resolution adopted at the

AMENDED  
RESOLUTION -  
CONSULTANT

September 6, 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:

SERVICES:  
OCCUPATIONAL  
THERAPIST FOR  
2023-24 SCHOOL  
YEAR

Period From	Period To	Not to Exceed From	Not to Exceed To
September 1, 2023 through October 27, 2023	September 1, 2023 through November 12, 2023	\$8,160	\$10,200

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

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

No: None

Absent: None

4. It was moved by Tracy Kramer, seconded by Kevin O'Connor and carried on a unanimous roll call vote to approve Homecare Therapies d/b/a Horizon Healthcare Staffing, 198 Route 9 North, Suite 107, Manalapan, NJ 07726, as a provider of paraprofessionals/Health Aides/Instructional Aides, on an as needed basis for the 2023-2024 school year, not to exceed \$6,000 in aggregate, at an hourly rate of \$36.80 per hour, as set forth in the contract on file in the Office of the School Business Administrator/Board Secretary. (Account # 11-000-217-320-000)

PROFESSIONAL  
SERVICES - INTERIM  
PROFESSIONALS

Yes: John Camera, Alison DeNoia, Brenna Dillon, Amy Dimes, 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 first reading of the following policies and regulations, as indicated below: (Attachment # P-1 - # P-5)

FIRST READING  
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
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Yes: John Camera, Alison DeNoia, Brenna Dillon, Amy Dimes, 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 revised job description, adopted June 28, 2023 (Attachment # P-6)

APPROVAL OF  
REVISED JOB  
DESCRIPTION

<a href="#">Attachment #P-6</a>	Facilities Secretary
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John Camera noted that he will be voting no on this item as he is not in favor of any new non-teaching positions.

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

No: John Camera

Absent: None

## NEGOTIATIONS

1. It was moved by Kevin O'Connor, seconded by Alison DeNoia and carried on a roll call vote to approve the Memorandum of Agreement ("MOA"), dated 09/18/2023, between the Colts Neck Board of Education ("BOE") and the Colts Neck Township Education Association ("CNTEA"), for the 2024-2025, 2025-2026, 2026-2027 school years and the agreed upon salary guides for the aforementioned years for certificated and support staff members, which are on file in the Office of the Business Administrator/Board Secretary.

APPROVAL OF THE  
MEMORANDUM OF  
AGREEMENT  
BETWEEN THE  
CNBOE AND THE  
CNTEA

Jessica Ramirez extended appreciation and thanks to the negotiations committee for all of their efforts in reaching an agreement with the CNTEA.

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

No: None

Absent: None

**TRANSPORTATION**

None

**PERSONNEL**

1.

It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the amendment to the resolution adopted at the September 20, 2023 Regular Meeting for of the granting of twenty - one (21) days from the Colts Neck Township Education Association (“CNTEA” ) Sick Leave Bank to Kerilyn O’Hare, Teacher at Conover Road Primary School, for her anticipated absences commencing from 9/29/23 (.5) day through 11/17/23 to 10/18/23 through 11/17/23.
- AMENDED CNTEA  
SICK LEAVE BANK  
REQUEST

Yes: John Camera, Alison DeNoia, Brenna Dillon, Amy Dimes, 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 granting of forty-six (46) days from the Colts Neck Township Education Association (“CNTEA” Support Staff ) Sick Leave Bank to Lori Press, Instructional Assistant at Cedar Drive Middle School, for her anticipated absences commencing 10/16/23 through 1/1/24.
- CNTEA SICK LEAVE  
BANK REQUEST

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

No: None

Absent: None

3.

It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the amendment to the medical disability leave, adopted at the September 20, 2023 Regular Meeting, for Lori Press, Instructional Assistant at Cedar Drive Middle 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	9/1/23	<ul style="list-style-type: none"><li>Non-FMLA paid with healthcare benefits (using sick and personal days 9/1/23 - 9/21/23)</li><li>Non-FMLA paid with healthcare benefits (using 15</li></ul>
-	-	
10/15/23	12/31/23	

		CNTEA support staff sick bank days 9/22/23 - 10/15/23) <ul style="list-style-type: none"><li>• Non-FMLA paid with healthcare benefits (using 46 CNTEA support staff sick bank days 10/16/23 - 12/22/23)</li></ul>
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Yes: John Camera, Alison DeNoia, Brenna Dillon, Amy Dimes, Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

4. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the amendment to the medical disability leave, adopted at the August 23, 2023 Regular Meeting, 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 - 10/27/23	9/1/23 - 11/12/23	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></ul>

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

No: None

Absent: None

5. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the rescinding of the appointment adopted at the October 4, 2023 regular meeting 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:

RESCINDED AFTER  
SCHOOL  
REMEDIATION/  
ENRICHMENT  
PROGRAM  
COORDINATOR:  
2023-2024  
SCHOOL YEAR

Staff Member	Position
Joseph Truisi	Coordinator

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

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

No: None

Absent: None

6. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the rescinding of the appointment adopted at the October 4, 2023 regular meeting 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 154 hours for all staff members combined, for a total amount not to exceed \$8,008 for all staff members combined, as indicated below:
- RESCINDED AFTER  
SCHOOL  
REMEDATION/  
ENRICHMENT  
PROGRAM  
INSTRUCTOR:  
2023-2024  
SCHOOL YEAR

Staff Member	Location	Position
Jennifer Main	Conover Road Primary School	Instructor

\*Funded by TITLE IA

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

No: None

Absent: None

7. It was moved by Jessica Ramirez, seconded by Andrew Rytter 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
Jennifer Main	Conover Road Primary School	Coordinator

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

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

No: None

Absent: None



8. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the appointment of the following Cedar Drive Middle School staff members to serve as advisors to the Cedar Drive Middle 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 ninety (90) minutes, at an amount not to exceed \$70.50 per session, as indicated below:

2023-2024 SCHOOL  
YEAR FALL  
AFTER-SCHOOL  
INTRAMURAL  
PROGRAM  
ADVISORS:  
CEDAR DRIVE  
MIDDLE SCHOOL

Name	Activity♦	Number of Sessions	Total Amount Not To Exceed
Elizabeth Bufano	Ballin w/Burnick	6	\$423
Laura Pavlicek	Morning Announcements	10	\$705

(11-401-100-100-030)

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

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

No: None

Absent: None

9. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the amendment to the resolution adopted at the September 6, 2023 Regular Meeting for additional days of employment for the following 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 November 12, 2023, as indicated below:

AMENDED  
ADDITIONAL PAY  
OCCUPATIONAL  
THERAPIST  
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)	8	10	\$443.40	\$4,434

(11-000-216-101-060)

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

No: None

Absent: None

10. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a roll call vote to approve the amendment to the the reassignment of the following individual, adopted at the September 20, 2023 Regular Meeting, for the remainder of the 2023-2024 school year, as indicated below:, adopted

AMENDED  
REASSIGNMENT:  
SECRETARY TO THE  
FACILITIES  
MANAGER

Name	From	To
	Position/Location/Hours/ Hourly Rate/Salary/Effective Dates/ Account No.	Position/Location/Hours/ Hourly Rate/Salary/Effective Dates/Account No.
Christine Tesoriero	Secretary/Facilities/20 hours weekly/\$27.00/\$25,920*/ 10/1/23 -6/30/24 (11-000-262-100-000-100-0)	Secretary/Facilities/20 hours weekly/\$27.00/\$21,600*/ 10/1/23 -6/30/24 (11-000-262-100-000-100-0)

\*Prorated Salary

John Camera noted that he will be voting no on this item for reasons already expressed.

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

No: John Camera

Absent: None

11. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the additional pay to the following staff member to accompany a student (#20340169) participating in the Fall after school intramural program "PE with Ms. D". Each session to run no longer than sixty (60) minutes, beginning October 17, 2023 through December 19, 2023 as indicated below:

ADDITIONAL PAY:  
INSTRUCTIONAL  
ASSISTANT

Name/Location	Step/ Hourly Rate	Total Amount Per Session	Number of Sessions	Total Amount Not to Exceed
Tracy Amaniera	17/\$20.97	\$20.97	8	\$167.76

(11-214-100-101-050)

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

No: None

Absent: None

12. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a

AMENDED HOME  
INSTRUCTION:

unanimous roll call vote to approve the amendment to the resolution adopted at the October 4, 2023 Regular Meeting for the following staff member to serve as a home instructor for Student #20240025, at an hourly rate of \$52, for a total number of hours per week not to exceed seven (7):

2023-2024  
SCHOOL YEAR

Name	From	To
Suzanne Cooper	9/26/23 - 10/27/23	9/26/23 - 12/22/23

(11-150-100-101-000)

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

No: None

Absent: None

13. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the appointment of the following Cedar Drive Middle School staff members to serve as chaperones for the following Cedar Drive Middle School event during the 2023-2024 school year, at an amount not to exceed \$80 for each staff member, as indicated below:

CEDAR DRIVE  
MIDDLE SCHOOL  
CHAPERONES  
2023-2024 SCHOOL  
YEAR

Name	Event	Date
Tatiana Burgos Christine Henbest Martha Rose Carrie Sullivan Jeffrey Brown Krystyna Hubbard	Talent Show	11/2/23

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

No: None

Absent: None

14. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the amending of the approval of the employment start date for the following individual adopted at the October 4, 2023 Regular Meeting to serve as a Music Teacher for the 2023-2024 school year, as indicated below:

AMENDED  
EMPLOYMENT  
START DATE:  
TEACHER  
2023-2024 SCHOOL  
YEAR

Name	Position/Location/ Account No.	Effective Dates From	Effective Dates To
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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	12/1/23 – 6/30/24
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\* Pending criminal history review and receipt of prior employment verification.

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

No: None

Absent: None

15. It was moved by Jessica Ramirez, seconded by Andrew Rytter and carried on a unanimous roll call vote to approve the additional pay to Dawn McEvoy Half-Time Teacher of Art at Conover Road Elementary School, at an hourly rate of \$47.00, as indicated below:

ADDITIONAL PAY  
TEACHER: 2023-2024  
SCHOOL YEAR

Date	Purpose	Total Number of Hours	Total Amount Not to Exceed
10/9/23	Staff Professional Development	3.55	\$166.85

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

No: None

Absent: None

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

TRANSFERS:  
INSTRUCTIONAL  
ASSISTANT  
FOR THE 2023-2024  
SCHOOL YEAR

Name	Position	From	To	Effective Date
		Location	Location	
Deborah Pletcher	Instructional Assistant	Conover Road Elementary School	Conover Road Primary School	9/18/23

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

No: None

Absent: None

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

John Camera made remarks in response to some of the allegations and statements made by Board members Heather Tormey and Alison DeNoia at the last Board meeting. He commented that he felt them to be unfair, unfounded and inflammatory. Mrs. Tormey requested clarification on the statements that were purportedly made by her, to which Mr. Camera responded.

Alison DeNoia - the Colts Neck Lions Club will be doing eye screenings on November 2nd and 14th at CRPS and CRES.

Jessica Ramirez - responded to the statement made during the last Board meeting by one of the members which asserted that there was in existence a NJ law that absolves any obligation to inform parents and guardians about their child's gender identity. Dr. Garibay consulted with the Board's legal counsel to verify the validity of this claim. The responses were conclusive that there is no such law that mandates the board to follow such guidance. With this clarification, Mrs. Ramirez expressed optimism for the work currently being done in the Policy committee in collaboration with the full Board, in developing language in our policies to outline the district procedures to ensure full transparency.

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

At approximately 8:04 p.m President Tormey announced that the Board would move into Executive Session for approximately forty-five (45) minutes to discuss legal matters of attorney-client privilege. She further announced that no action would be taken afterwards and articulated that Executive discussion may be disclosed upon future resolution.

It was moved by Kevin O'Connor, seconded by Alison DeNoia and carried on a unanimous roll call vote in the affirmative to move into Executive session.

## **ADJOURNMENT**

At approximately 9:27 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, Amy Dimes, Tracy Kramer, Jessica Ramirez, Andrew Rytter, Kevin O'Connor and Heather Tormey

No: None

Absent: None

<b>REFERENCE SHEET</b>	
Attachment # S-1	Enrollment, Fire/Security Drills and Student Suspensions as of September 30, 2023
Attachment # C-1	Reimbursable Expenses
Attachment # P-1	First Read - P1642.01 - Sick Leave
Attachment # P-2	First Read - R 1642.01 - Sick Leave
Attachment # P-3	First Read - P2419 - School Threat Assessment Teams
Attachment # P-4	First Read - R2419 - School Threat Assessment Teams
Attachment # P-5	First Read - Bylaw 0144 - Board Member Training and Orientation
Attachment # P-6	Adoption - REVISED Facilities Secretary Job Description

<b>BOARD MEETINGS*</b>			
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 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

Respectfully Submitted,

Vincent S. Marasco  
School Business Administrator/Board Secretary