

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, **March 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 7:05 p.m.

ROLL CALL

ROLL CALL

Board Members Present: John Camera, Alison DeNoia, Brenna Dillon, Amy Dimes, Tracy Kramer, Jessica Ramirez, Andrew Rytter and Heather Tormey

Board Members Absent: Kevin O'Connor

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.

APPROVAL OF MINUTES

APPROVAL OF
MINUTES

None

PRESENTATION:

PRESENTATION

1. Mr. John Swisher of Suplee, Clooney & Company presented the results of the required annual financial audit for the 2021-22 fiscal year. He noted no formal audit comments or recommendations, and that an 'Unmodified' or 'clean' audit opinion has been issued. He thanked the Business Office for their hard work and professionalism.

COMMUNICATIONS

COMMUNICATIONS

Date	From	To	Subject
2/22/23	Ryan Gittler-Muniz	Board of Education	Do not adopt transgender policy changes; have state guidelines on transgender students posted to the board agenda
2/22/23	Entropy Pink	Board of Education	Do not adopt transgender policy changes under consideration
2/22/23	Alicia Raia-Hawrylak	Board of Education	Do not adopt transgender policy changes under consideration
2/22/23	Josephine Janssen	Board of Education	Protecting children's gender expression.
2/22/23	Sylvia Palazzolo	Board of Education	Transparency in all issues; parental rights involving their children; school's liability with non transparency
2/22/23	Pamela Burns	Board of Education	Change the districts transgender policy to notify parents of gender identity issues and provide a unisex bathroom or use bathroom of biological gender
2/22/23	Alexia Bradach	Board of Education	Restoring parental rights to the transgender policy and use of bathroom and locker rooms not to be used by the biological opposite sex
2/22/23	Shelby Wood	Board of Education	Keep the transgender policy in place as is
2/22/23	Charlie Bauer	Board of Education	Keep the transgender bathroom policy in place
2/22/23	George Rohn	Board of Education	How does changing the transgender policy positively impact Colts Neck students? Keep the transgender policy as it is
2/23/223	Shawna Bishop	Board of Education	Thanks to the BOE for keeping

			the transgender policy in place and urge the BOE to keep the policy in its current form
2/23/223	Caitlyn Halligan	Board of Education	Do not adopt transgender policy changes under consideration
2/23/223	Angela Mansour	Board of Education	Would like to stay updated
3/1/23	Danielle Alpaugh	Board of Education	In support and appreciation of Board members that upheld the letter of the law relating to use of facilities by transgender students and upholding the integrity of Board policy and procedure

REPORT OF PRESIDENT – Mrs. Heather Tormey

PRESIDENT'S
REPORT

President Tormey reported:

- Reminder Preschool Parent Open House tomorrow, March 2nd.
- Tentative Budget approval on March 15th.
- Reminder to Board Members to complete Governance training.
- In honor of Dr. Seuss' birthday and Read Across America, quoted Dr. Suess.

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 has not met since the last meeting.
- The next meeting is scheduled for March 8th; agenda will be forthcoming.

John Camera made a request that the committee consider obtaining a cost estimate for getting a new gymnasium at CDMS. Mr. Marasco indicated that there have been discussions amongst administration and there are considerations for cosmetic enhancements of the gym within the district's budget planning.

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 scheduled for tomorrow, March 2nd at 12pm.

Curriculum Committee:

Chairperson: Heather Tormey

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

- Heather Tormey reported that the committee met yesterday, February 28th; a very informative meeting with Administration regarding the staffing needs of the district.
- Dr. Garibay noted that the presentation which was part of the meeting will be included with the minutes.
- The next meeting is scheduled for March 20th at 12:30pm.

John Camera requested consideration by the appropriate committee regarding a uniform Homework Policy, requiring all homework to be posted on google classroom and never be due until the start of the next day. President Tormey indicated that she will speak with Dr. Reynolds regarding adding this request to the agenda.

Finance/Negotiations Committee:

Chairperson: Kevin O'Connor
Committee Members: Tracy Kramer, Alison DeNoia
Administrator: Vincent Marasco

- Tracy Kramer reported that the committee met yesterday, February 28th.
- Mr. John Swisher discussed a more detailed summary of the 2021-22 audit; Unmodified with no comments. Minutes are available on the google drive for BOE member review.
- The next meeting is scheduled for Friday, March 3rd at 12pm; the agenda will focus on the items remaining from February 28th.
- Reminder to BOE members to send any budget items, requests and questions to Mr. O'Connor.
- Met with TWU on February 23rd to set ground rules for upcoming negotiations.
- Scheduled to meet with TWU again on March 9th and 20th at 4:30pm/5:00pm.

Policy Committee:

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

- Alison DeNoia reported that the committee met on February 23rd; reviewed a number of policies.
- Two (2) policies up for 1st read this evening, Student Journalism (mandated) - this has been moved to the student section of the policies; and Student Identification Cards (mandated) - CDMS students receive identification cards; however, they are not required to carry them. They do contain the suicide hotline on the back.
- Spent a great deal of time on Policy 5756; had a reflective good conversation and solicited feedback from all members regarding the 2/22/23 Board meeting. Committee will concentrate on language that prioritizes communications to parents and guardians. The committee wholeheartedly appreciates the rights of all individuals and equally acknowledges the essential role of parents in the care of their children. The committee recognizes that there may be language that can

be explored to strike a better balance between parental engagement and individual students rights. The committee intends to continue discussion on this policy during our next scheduled meeting.

- Reviewed the three (3) minute time allocation for public comments per person; the committee will continue to discuss policy.
- Discussed Remote Public Board meetings as it relates to putting meetings online; the committee will continue to explore this topic.
- Reviewed language regarding Indoctrination, Policy 2240; the language states: *"The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program is related to the instructional goals of the course of study and level of maturity of the pupils. The discussion of controversial issues must not tend to indoctrinate pupils or persuade them to a particular point of view. Instead, teachers must encourage fair presentation and open-mindedness and the free exchange of ideas in a spirit of scholarly inquiry, drawing upon information and insights from the widest feasible range of resources."*
- The next meeting is scheduled for March 9th at 9:30am.

Ad-Hoc Advocacy 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 February 27th; minutes have been disseminated.
- Passing the torch on "Wait until 8th" campaign over to the communications committee to work on promotion for the virtual assembly. The assembly is March 29th at 10am.
- Scheduled a meeting with District 11 Assemblywomen Marilyn Piperno and Kim Eulner March 22nd in the afternoon. Topics of discussion will include advocacy against Charter School Law, Aide in Lieu and advocacy against Start Strong Testing.
- The committee is also soliciting topics from the rest of the Board and Administration; please reach out to the committee with any requests.
- Dr. Garibay and Mrs. DeNoia provided an update on the MCSBA meeting which they recently attended; NJSBA is requesting the work NJASA is doing in regards to safety and security throughout the state.
- Discussed the idea of writing a resolution or advocacy letter rescinding the current Health Curriculum Standards. The committee agreed that a letter of advocacy on this topic would be stronger if presented with the school years Opt Out data. Dr. Garibay will continue to update the board on that data.
- Reiterated a Public Service Announcement from a prior meeting - "A study published in the Journal of Child Psychology and Psychiatry found that tweens who spend more time on screens have a higher likelihood of developing disruptive behavior disorders. Social media used, specifically, was most likely linked to

conduct disorder which is characterized as violating others basic rights or sociality rules with actions such as bullying, vandalism and stealing.”

Board Member Liaisons:

Amy Dimes - Colts Neck PTO

- Reminder - Spring Gala is March 30th; shaping up to be a nice event.
- Read A Thon is ongoing until the end of the week.
- PTO Newsletter lots of grade level activities happening.
- Next evening Meeting on Thursday, March 9th.

Heather Tormey -Colts Neck Township Committee

- Budget workshop held last week, Saturday at 8am.
- Colts Neck Friends of the Library Book Sale Saturday April 29th and Sunday, April 30th; info can be found on their Facebook page.
- March 8th at 7pm the Township will be celebrating Women’s History Month; it will be recognizing Colts Neck women leaders and volunteers. Please RSVP to Trina Lindsey if you are interested in attending.

Alison DeNoia - Colts Neck Township Senior Citizens

- Connected with a rep from the Seniors; the Board will be sending a newsletter on a monthly basis to the Seniors so that they can report out the happenings in the district.

State & County School Boards Association Representative:

Alison DeNoia

- No report

SUPERINTENDENT’S REPORT

Dr. Garibay reported as follows:

- Read Across America week; Colts Neck PTO Read-A-Thon update - CRES has raised \$14,695 with a total of 67,573 minutes; CRPS has raised \$18,481 with a total of 44,212 minutes and CDMS has raised \$1,180 with a total of 12,450 minutes.
- “Wait Until 8th” virtual program is scheduled for March 29th at 10am. Working with the vendor regarding the link and possible registration requirement. Program will be recorded and will be posted for those unable to participate.
- Preschool Parent Open House is scheduled for March 2nd, 10am session and a 7pm session. Only thirty (30) seats available. Registration begins March 3rd.
- March 15th the Board will be adopting the tentative Budget; will also be presenting the State of the District. Be on the lookout for possible change in the location of the meeting.
- Maryann Friedman will be attending the March 15th meeting to facilitate a Board training on the annual Superintendent’s Evaluation. This will take place at the end of the meeting.
- The Addams Family is March 17th and March 18th; if any BOE members require seats please reach out.
- Acting Commissioner of Education, Angelica Allen-McMillan, Ed. D.attended the

Superintendents Roundtable last Friday; addressed the concerns voiced from the County level on School Funding Formula, teacher shortage and opposition to Start Strong Assessment. Dr. Garibay noted that she will be starting an internal conversation among educators in Monmouth County to see what has changed and what can be done to make the teaching profession more attractive. Noted her conversation with Assemblywomen Marily Piperno and Kim Eulner.

- Thanked Mr. Marasco, Mrs. Condon, Mrs. Toth and Mrs. DeMaio in leading the charge for yet another successful and thorough audit process.
- March is Women in History Month; recognizing all the great things women have contributed to society.

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
2/16/23 - 2/28/23	0	0

COMMENTS FROM ATTENDING CONSTITUENTS – ALL SUBJECTS

Matt Jenkins, 4 Westminster Drive - commented on the Sex Education Curriculum, noting that 95% of the parents want it and it should not be removed.

ACTION ITEMS

1. It was moved by Alison DeNoia, seconded by Brenna Dillon 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 February 22, 2023, for the period commencing February 1, 2023 through February 15, 2023 wherein no incidents were reported.

ACKNOWLEDGMENT
OF NO ACTION BY
SUPERINTENDENT

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

No: None

Absent: Kevin O’Connor

2. It was moved by Alison DeNoia, seconded by Brenna Dillon and carried on a unanimous roll call vote to approve the following field trips, as indicated below:

FIELD TRIPS

Participants/Location	Trip / Location	Date
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Grade 8 students Harbor School	Unified PE Partner Program Eatontown, NJ	3/13/23 & 3/14/23
Grade 8 students American Museum of Natural History	Girls STEM Club Enrichment New York City	3/24/23
Grade 8 students AT&T Campus	Engineering Enrichment Middletown, NJ	4/27/23
Grade 7 & 8 students Holbein School	Robotics Competition Mount Holly, NJ	5/19/23
Grade 7 students Brookdale Community College	Center for Human Rights, Holocaust & Genocide Education Lincroft, NJ	6/13/23 & 6/14/23
Grade 8 Students Frogbridge Day Camp	Grade 8 Class Trip Millstone, NJ	6/19/23
Grade 8 students Colts Neck High School	Graduation Practice Colts Neck, NJ	6/20/23

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

No: None

Absent: Kevin O'Connor

3. It was moved by Alison DeNoia, seconded by Brenna Dillon and carried on a unanimous roll call vote to approve the Non-Resident Tuition Agreement between the Colts Neck Board of Education and the Parent/Guardian of D.S. (Student # to be assigned at a later date), whose name is on file in the Office of the Business Administrator, for the enrollment of said student at Cedar Drive Middle School for the remainder of the 2022-23 school year, at the approved non-resident tuition rate of \$24,146 (Prorated).

NON-RESIDENT
TUITION AGREEMENT

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

No: None

Absent: Kevin O'Connor

4. It was moved by Alison DeNoia, seconded by Brenna Dillon and carried on a unanimous roll call vote to approve the Non-Resident Tuition Agreement between the Colts Neck Board of Education and the Parent/Guardian of G.S. (Student # to be assigned at a later date), whose name is on file in the Office of the Business Administrator, for the enrollment of said student at Cedar Drive Middle School for the remainder of the 2022-23 school year, at the approved non-resident tuition rate of

NON-RESIDENT
TUITION AGREEMENT

\$24,146 (Prorated).

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

No: None

Absent: Kevin O'Connor

BUILDINGS AND GROUNDS/SAFETY AND SECURITY

None

CURRICULUM

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

REIMBURSABLE
EXPENSES

Yes: Alison DeNoia, Brenna Dillon, Amy Dimes, Tracy Kramer, Andrew Rytter and Heather Tormey

No: None

Abstain: John Camera and Jessica Ramirez

Absent: Kevin O'Connor

FINANCE

None

POLICY

1. It was moved by Alison DeNoia, seconded by Amy Dimes 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-2)

FIRST READING
OF POLICIES AND
REGULATIONS

Attachment # P-1	P5722 - Student Journalism
Attachment # P-2	P5517 - School District Issued Student Identification Cards

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

No: None

Absent: Kevin O'Connor

NEGOTIATIONS

None

TRANSPORTATION

None

PERSONNEL

1. It was moved by Jessica Ramirez, seconded by Tracy Kramer and carried on a unanimous roll call vote to approve the amendment to the medical disability leave, adopted at the February 22, 2023 Regular Meeting, for Claudia Luongo, Teacher at Conover Road Elementary School, during the 2022-2023 school year, as indicated below:

AMENDED MEDICAL
DISABILITY LEAVE
2022-2023 SCHOOL
YEAR

From	To	Medical Disability Leave
2/10/23 - 2/28/23	2/10/23 - 3/3/23	• Non-FMLA – Paid (Using Sick Days from 2/10/23 through 3/3/23)

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

No: None

Absent: Kevin O'Connor

NEW BUSINESS/WORK SESSION AGENDA

John Camera read a prepared statement commenting on his perception of the operations of the Board and the existing Board members, noting what he feels is a lack of due diligence by the Board members prior to supporting and approving items on the Board agendas. He further commented that there is a tendency for administrations left unchecked by their Board to become overstaffed, too costly and pushing agendas which do not comport with the constituents they serve and therefore, he will not blindly support an issue simply because the administration wants it done. Mr. Camera briefly reviewed eight topics which he has brought before the Board: arbitrary three (3) minute public comment cutoff; putting recordings of meetings on the website; not creating a new full-time administrative position; not supporting professional development requests without the opportunity for a board member to see the Professional Development Plans; not continuing a paid leave at the taxpayers expense; not artificially transferring money to increase administrative spending in the next budget; requiring parent notification of a serious

health issue of a child; and not having boys and girls mixed together in facilities where they get undressed. He reiterated his support for every one of them because they have to do with parents rights, transparency, common sense conservative values and fiscal responsibility and accountability. He closed his statement by stating that he will work within the committee process with the hopes that his perception changes and that if not, he will support new candidates for the Board who do have the same ideals and are willing to speak up and be heard regarding them.

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

No Executive Session held.

ADJOURNMENT

At approximately 7:55 p.m. it was moved by Brenna Dillon, seconded by Heather Tormey 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 and Heather Tormey

No: None

Absent: Kevin O'Connor

REFERENCE SHEET	
Attachment # C-1	Reimbursable Expenses
Attachment # P-1	1st Reading - P5722 - Student Journalism
Attachment # P-2	1st Reading - 5517 - School District Issued Student Identification Cards

BOARD MEETINGS*			
March 15, 2023	June 14, 2023	September 6, 2023	November 15, 2023
April 5, 2023	June 28, 2023	September 20, 2023	December 13, 2023 @ 6 PM
April 19, 2023	July 19, 2023	October 4, 2023	January 3, 2024 @ 6:00 p.m. (Organization Meeting)
May 3, 2023	August 9, 2023	October 18, 2023	
May 24, 2023	August 23, 2023	November 1, 2023	

* 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.

NOTEWORTHY DATES		
2023		
Wednesday	March 1	Short Session Day for Students Parent/Teacher Conferences (Afternoon)
Thursday	March 2	Short Session Day Students – Parent/Teacher Conferences

		(Afternoon & Evening)
Friday	March 3	Short Session Day - Students and Staff
Thursday	April 6	Short Session Day - Students and Staff (Spring Recess begins at the end of the day)
Friday - Friday	April 7-14	Spring Recess – Schools/Central Office Closed
Friday	May 26	Short Session Day - Students/Full Day Staff Full Day - Staff with In-Service After Student Dismissal (Afternoon)
Monday	May 29	Memorial Day – Schools/Central Office Closed
Wednesday	June 21	Short Session Day - Students/Full Day Staff
Thursday	June 22	Short Session Day - Students & Staff Last Day of School

Respectfully Submitted,

Vincent S. Marasco

Vincent S. Marasco

School Business Administrator/Board Secretary